



# **SOUTHERN DOWNS REGIONAL COUNCIL ORDINARY COUNCIL MEETING**

Dear Councillors

Your attendance is hereby requested at the Ordinary Council Meeting to be held in the Council Chambers, Southern Downs Regional Council, 61 Marsh Street, Stanthorpe on **Wednesday, 16 October 2024** at **9:00AM**.

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

**Steve Johnston**

**ACTING CHIEF EXECUTIVE OFFICER**

10 October 2024





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## **WEDNESDAY, 16 OCTOBER 2024 Ordinary Council Meeting**

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**1. ACKNOWLEDGEMENT OF COUNTRY**

**2. PRAYER & CONDOLENCES**

**3. ATTENDANCE AND APOLOGIES**

**4. READING AND CONFIRMATION OF MINUTES**

**4.1 Ordinary Council Meeting - 18 September 2024**

**Recommendation**

THAT the minutes of the Ordinary Council Meeting held on Wednesday 18 September 2024 be adopted.

**4.2 Special Council Meeting - 26 September 2024**


**Recommendation**

THAT the minutes of the Special Council Meeting held on Thursday 26 September 2024 be adopted.

## 5. ACTIONS FROM COUNCIL MEETINGS

### 5.1 Actions from Council Meetings September 2024

#### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 October 2024
	Acting Chief Executive Officer	<b>ECM Function No/s:</b>

#### 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 18 September 2024 and the Special Council Meeting held 26 September 2024.

Copies of the Actions Reports are attached.

#### ATTACHMENTS

1. Actions - Ordinary Council Meeting 18 September 2024 [↓](#)
2. Actions - Ordinary Council Meeting 26 September 2024 [↓](#)



## ACTIONS FROM ORDINARY COUNCIL MEETING 18 SEPTEMBER 2024

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
18/09/2024	5.1	Actions from Council Meetings August 2024	Johnston, Steve	<b>23 Sep 2024 9:20am Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Johnston, Steve (action officer) on 23 September 2024 at 9:20:07 AM - Noted.	23/09/2024
18/09/2024	6.1	Conflict of Interest - Cr McDonald - Agenda Item 12.2	Johnston, Steve	<b>23 Sep 2024 9:29am Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Johnston, Steve (action officer) on 23 September 2024 at 9:29:52 AM - Noted.	23/09/2024
18/09/2024	6.3	Conflict of Interest - Cr Wantling - Agenda Item 13.3	Johnston, Steve	<b>23 Sep 2024 9:30am Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Johnston, Steve (action officer) on 23 September 2024 at 9:30:40 AM - Noted.	23/09/2024
18/09/2024	8.1	Procedural Motion - Notice of Motion - Granite Belt Support Services	Singh, Gurbindar	<b>01 Oct 2024 1:57pm Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Singh, Gurbindar (action officer) on 01 October 2024 at 1:57:08 PM - Noted matter is laying on the table until a review Rate Concession Policy and Rate Exemption by Resolution Policy.	1/10/2024
18/09/2024	8.1	Notice of Motion - Granite Belt Support Services Inc	Johnston, Steve	<b>23 Sep 2024 9:32am Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Johnston, Steve (action officer) on 23 September 2024 at 9:32:31 AM - Noted matter to lay on the table until a review of Rate Concession Policy and Rate Exemption by Resolution Policy.	23/09/2024
18/09/2024	9.1	Correspondence	Johnston, Steve	<b>23 Sep 2024 9:33am Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Johnston, Steve (action officer) on 23 September 2024 at 9:33:57 AM - Noted - correspondence has been forwarded to Allora State School thanking the Year 4 students for their letters and suggestions for public bins in Allora.	23/09/2024
18/09/2024	12.1	Chief Executive Officer - Status Report	Burges, Dave	<b>23 Sep 2024 9:36am Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 23 September 2024 at 9:36:49 AM - Noted.	23/09/2024



## ACTIONS FROM ORDINARY COUNCIL MEETING 18 SEPTEMBER 2024

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
18/09/2024	12.2	Organisation Information Reports July 2024	Johnston, Steve	<b>23 Sep 2024 9:37am Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Johnston, Steve (action officer) on 23 September 2024 at 9:37:11 AM - Noted.	23/09/2024
18/09/2024	12.3	Warwick Visitor Information Centre Relocation	Barnard, Izelle	<b>03 Oct 2024 9:51am Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Barnard, Izelle (action officer) on 03 October 2024 at 9:51:46 AM - Discussions held with Wattle Doo to discuss stock supply options and date to vacate premises. Transition of VIC proposed for early December. Review of move and arrangements noted for January 2025 Council Meeting.	3/10/2024
18/09/2024	12.4.1	Procedural Motion - Council Operations over the 2024/2025 Christmas and New Year Period	Johnston, Steve	<b>23 Sep 2024 9:40am Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Johnston, Steve (action officer) on 23 September 2024 at 9:40:53 AM - Noted.	23/09/2024
18/09/2024	12.5	Councillor Portfolios and Representation on Committees	Johnston, Steve	<b>23 Sep 2024 9:56am Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Johnston, Steve (action officer) on 23 September 2024 at 9:56:17 AM - Warwick Shire River Improvement Trust notified of the change in Councillor representation. Request for update of Councillor Advisory Committees and other Committees Policy.	23/09/2024
18/09/2024	13.1	Financial Services - Financial Report as at 31 August 2024	Dowie, Brooke	<b>23 Sep 2024 8:45am Dowie, Brooke - Completion</b> Completed by Dowie, Brooke (action officer) on 23 September 2024 at 8:45:03 AM - August 2024 Finance Report noted.	23/09/2024
18/09/2024	13.2.1	Australia Day Awards Policy (PL-SD041) - Amendment: Cultural Awards	Bell, Michael	<b>20 Sep 2024 4:13pm Bell, Michael - Completion</b> Completed by Bell, Michael (action officer) on 20 September 2024 at 4:13:03 PM - Noted.	20/09/2024
18/09/2024	13.2.2	Australia Day Awards Policy (PL-SD041) - Amendment: Assessment Panel	Bell, Michael	<b>20 Sep 2024 4:13pm Bell, Michael - Completion</b> Completed by Bell, Michael (action officer) on 20 September 2024 at 4:13:20 PM - Noted	20/09/2024



## ACTIONS FROM ORDINARY COUNCIL MEETING 18 SEPTEMBER 2024

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
18/09/2024	13.2	Australia Day Awards Policy (PL-SD041) Amendment	Gilbert, Tiarnie	<b>01 Oct 2024 3:15pm Bell, Michael - Completion</b> Completed by Bell, Michael on behalf of Gilbert, Tiarnie (action officer) on 01 October 2024 at 3:15:59 PM - Noted	1/10/2024
18/09/2024	13.3.1	Amendment - Regional Arts Development Fund 2024/2025 - Minor Guideline Amendment	Bell, Michael	<b>20 Sep 2024 4:13pm Bell, Michael - Completion</b> Completed by Bell, Michael (action officer) on 20 September 2024 at 4:13:42 PM - Noted	20/09/2024
18/09/2024	13.3	Regional Arts Development Fund 2024/25 - Minor Guideline Amendment	Doyle, Alexis	<b>24 Sep 2024 7:44am Doyle, Alexis - Completion</b> Completed by Doyle, Alexis (action officer) on 24 September 2024 at 7:44:37 AM - Amendments noted and Guidelines finalised.	24/09/2024
18/09/2024	13.4	Naming of Unnamed Roads - 232 Sugarloaf Road Stanthorpe Stage IA	Charles, Jon	<b>01 Oct 2024 2:33pm Bell, Michael - Completion</b> Completed by Bell, Michael on behalf of Charles, Jon (action officer) on 01 October 2024 at 2:33:00 PM - Noted	1/10/2024
18/09/2024	13.5	Heads of Agreement with Regional Housing Limited	Love, Leon	<b>23 Sep 2024 11:01am Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Love, Leon (action officer) on 23 September 2024 at 11:01:10 AM - RHL was advised of Council's decision on 18 September 2024. Final Heads of Agreement has been signed by RHL and Council.	23/09/2024
18/09/2024	18.1	Procedural Motion - Meeting Adjournment	Johnston, Steve	<b>23 Sep 2024 9:59am Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Johnston, Steve (action officer) on 23 September 2024 at 9:59:25 AM - Noted.	23/09/2024
18/09/2024	14.1	218 Lyndhurst Lane Easement Drainage Works	Varughese, James	<b>03 Oct 2024 4:50pm Verney, Prue - Completion</b> Completed by Verney, Prue on behalf of Varughese, James (action officer) on 03 October 2024 at 4:50:37 PM - Design work completed. Scheduled to proceed at the earliest opportunity.	3/10/2024
18/09/2024	14.2.1	Procedural Motion - Request for Discount for Recycled Water Usage Charges	Sweetlove, Graham	<b>01 Oct 2024 1:58pm Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Sweetlove, Graham (action officer) on 01 October 2024 at 1:58:42 PM - Noted.	1/10/2024



## ACTIONS FROM ORDINARY COUNCIL MEETING 18 SEPTEMBER 2024

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
18/09/2024	12.4	Council Operations over the 2024/2025 Christmas and New Year Period	Johnston, Steve	<b>23 Sep 2024 10:00am Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Johnston, Steve (action officer) on 23 September 2024 at 10:00:09 AM - Notification to relevant staff to action and inform staff on the closedown timeframes.	23/09/2024
18/09/2024	15.1	Reconfiguring a Lot – Killarney Co-Operative Limited, C/- Adapt Development Management Pty Ltd, 38-44 Ivy Street, Willow Street and Condamine River Road, Killarney	O'Mara, Angela	<b>20 Sep 2024 4:59pm O'Mara, Angela - Completion</b> Completed by O'Mara, Angela (action officer) on 20 September 2024 at 4:59:18 PM - Actioned - Decision Notice prepared in accordance with resolution.	20/09/2024
18/09/2024	15.2	Reconfiguring a Lot – Southern Downs Regional Council, 169 Dragon Street, Warwick	O'Mara, Angela	<b>20 Sep 2024 4:59pm O'Mara, Angela - Completion</b> Completed by O'Mara, Angela (action officer) on 20 September 2024 at 4:59:25 PM - Actioned - Decision Notice prepared in accordance with resolution.	20/09/2024
18/09/2024	15.3	Consideration of Change Representations: Angela M Brunckhorst C/- NSPIRE Planning & Design - 7 Britannia Street, Stanthorpe	Hay, Mitchell	<b>27 Sep 2024 1:29pm Watt, Jenny - Completion</b> Completed by Watt, Jenny on behalf of Hay, Mitchell (action officer) on 27 September 2024 at 1:29:08 PM - Lapsed.	27/09/2024
18/09/2024	15.3.1	Consideration of Change Representations: Angela M Brunckhorst C/- NSPIRE Planning & Design - 7 Britannia Street, Stanthorpe	O'Mara, Angela	<b>27 Sep 2024 1:27pm Watt, Jenny - Completion</b> Completed by Watt, Jenny on behalf of O'Mara, Angela (action officer) on 27 September 2024 at 1:27:49 PM - Decision Notice & Statement of Reasons emailed to applicant.	27/09/2024
18/09/2024	15.4	Minor Change to Material Change of Use – Darryl J Wiggins and Roslyn E Wiggins ATF DJ & RE Wiggins Super Fund C/- Revolution Town Planning, 143 Old Stanthorpe Road, Morgan Park	O'Mara, Angela	<b>20 Sep 2024 5:01pm O'Mara, Angela - Completion</b> Completed by O'Mara, Angela (action officer) on 20 September 2024 at 5:01:31 PM - Noted. Applicant advised and report to be prepared for October 2024 Ordinary Council Meeting.	20/09/2024
18/09/2024	15.4.1	Procedural Motion - Move to the Next Agenda Item	Johnston, Steve	<b>23 Sep 2024 10:00am Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Johnston, Steve (action officer) on 23 September 2024 at 10:00:43 AM - Noted.	23/09/2024
18/09/2024	15.5	Shaping Southern Downs Advisory Committee Meeting Minutes - 25 July 2024	O'Mara, Angela	<b>20 Sep 2024 5:00pm O'Mara, Angela - Completion</b> Completed by O'Mara, Angela (action officer) on 20 September 2024 at 5:00:23 PM - Noted.	20/09/2024





## ACTIONS FROM ORDINARY COUNCIL MEETING 18 SEPTEMBER 2024

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
18/09/2024	15.5.1	Alternate Motion - Shaping Southern Downs Advisory Committee Meeting Minutes 25 July 2024	O'Mara, Angela	<b>02 Oct 2024 6:58am O'Mara, Angela - Completion</b> Completed by O'Mara, Angela (action officer) on 02 October 2024 at 6:58:41 AM - SSDAC members notified of alternate resolution.	2/10/2024
18/09/2024	15.6	Request to Reduce Building Application Fee - PID 33800	Ripphausen, Skye	<b>02 Oct 2024 7:00am O'Mara, Angela - Completion</b> Completed by O'Mara, Angela on behalf of Ripphausen, Skye (action officer) on 02 October 2024 at 7:00:16 AM - Applicant notified of resolution.	2/10/2024
18/09/2024	15.7	Request to Reduce Building Application Fee - PID 135110	Ripphausen, Skye	<b>02 Oct 2024 7:00am O'Mara, Angela - Completion</b> Completed by O'Mara, Angela on behalf of Ripphausen, Skye (action officer) on 02 October 2024 at 7:00:27 AM - Applicant notified of resolution.	2/10/2024
18/09/2024	15.8	Request to Reduce Infrastructure Charges - PID68765	O'Mara, Angela	<b>20 Sep 2024 5:00pm O'Mara, Angela - Completion</b> Completed by O'Mara, Angela (action officer) on 20 September 2024 at 5:00:36 PM - Noted.	20/09/2024
18/09/2024	15.8.1	Request to Reduce Infrastructure Charges - PID68765 - Alternate Motion	O'Mara, Angela	<b>02 Oct 2024 6:59am O'Mara, Angela - Completion</b> Completed by O'Mara, Angela (action officer) on 02 October 2024 at 6:59:05 AM - Applicant notified of resolution.	2/10/2024
18/09/2024	15.9	Pest Management Advisory Committee Meeting	Collett, Nicole	<b>27 Sep 2024 1:30pm Watt, Jenny - Completion</b> Completed by Watt, Jenny on behalf of Collett, Nicole (action officer) on 27 September 2024 at 1:30:18 PM - Resolution carried.	27/09/2024
18/09/2024	15.10	RFQ 25_024- Supply of Gas Flare and Gas Field Management	Collett, Nicole	<b>30 Sep 2024 11:29am Watt, Jenny - Completion</b> Completed by Watt, Jenny on behalf of Collett, Nicole (action officer) on 30 September 2024 at 11:29:32 AM - Draft contact is being finalised in consultation with LGI and the CEO.	30/09/2024
18/09/2024	15.11	Environmental Sustainability Strategy Action Plan Review 2023-2024	Hunter, Sandy	<b>27 Sep 2024 1:31pm Watt, Jenny - Completion</b> Completed by Watt, Jenny on behalf of Hunter, Sandy (action officer) on 27 September 2024 at 1:31:55 PM - Resolution Noted	27/09/2024



## ACTIONS FROM ORDINARY COUNCIL MEETING 18 SEPTEMBER 2024

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
18/09/2024	14.2	Request for Discount for Recycled Water Usage Charges	Sweetlove, Graham	<b>02 Oct 2024 1:54pm Verney, Prue - Completion</b> Completed by Verney, Prue on behalf of Sweetlove, Graham (action officer) on 02 October 2024 at 1:54:08 PM - Adopted 2024/25 Fees and Charges amended as per Resolution, point 2. Agreements for Applicants currently being drawn up.	2/10/2024
18/09/2024	17.1.1	New Southern Downs Planning Scheme	Collier, Tonya	<b>02 Oct 2024 10:49am Watt, Jenny - Completion</b> Completed by Watt, Jenny on behalf of Collier, Tonya (action officer) on 02 October 2024 at 10:49:39 AM - Resolution Noted	2/10/2024
18/09/2024	17.1	New Southern Downs Planning Scheme	Collier, Tonya	<b>02 Oct 2024 11:02am Watt, Jenny - Completion</b> Completed by Watt, Jenny on behalf of Collier, Tonya (action officer) on 02 October 2024 at 11:02:33 AM - Resolution actioned	2/10/2024
18/09/2024	7.1	Mayoral Minute - Termination of Chief Executive Officer' Contract of Employment	Johnston, Steve	<b>01 Oct 2024 1:54pm Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Johnston, Steve (action officer) on 01 October 2024 at 1:54:10 PM - Acting CEO appointed until January 2024. Recruitment process for permanent CEO commenced.	1/10/2024



## ACTIONS FROM PREVIOUS GENERAL COUNCIL MEETING 26 SEPTEMBER 2024

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
26/09/2024	4.1	Appointment of Acting Chief Executive Officer	Hamilton, Melissa	<b>01 Oct 2024 1:26pm Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Hamilton, Melissa (action officer) on 01 October 2024 at 1:26:28 PM - Noted - Manager People and Culture coordinating.	1/10/2024

**6. DECLARATIONS OF CONFLICTS OF INTEREST**


**7. MAYORAL MINUTE**

Nil

## 8. NOTICES OF MOTION

### 8.1 Notice of Motion - Public Attendance at Councillor Information Sessions

#### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 October 2024
	Acting Chief Executive Officer	<b>ECM Function No/s:</b>

#### Notice of Motion – To Be Moved by Cr Bartley

THAT the public be permitted / allowed to attend Councillor Information Sessions.

#### Report

Cr Bartley has submitted the attached Notice of Motion **Attachment 1** requesting that members of the public be permitted / allowed to attend Councillor Information Sessions.

In previous terms Council allowed the media and public to attend Councillor Information Sessions where information pertaining to items of a non-confidential nature were being presented to Councillors.

Council is asked to consider the Motion.

#### ATTACHMENTS

1. Notice of Motion [↓](#)



### Notice of Motion by Councillors

Councillor: BARTLEY

Date: 10/10/2024

#### Motion:

THAT

The Public be permitted allowed to attend Councillor Information Sessions.

#### Relevant Background Information

Previous terms of SDRC Council allowed the Media and Public to attend Councillor Information Sessions where information pertaining to Items of a non confidential nature were being presented to Councillors. This demonstrated a Level of Transparency to the public and went towards providing a better understanding of future matters being dealt with by Council.

Signature

*RTBARTLEY*

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

## 9. READING AND CONSIDERATION OF CORRESPONDENCE

### 9.1 Correspondence

#### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 October 2024
	Acting Chief Executive Officer	<b>ECM Function No/s:</b>

#### Recommendation

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

#### REPORT

1. **James Lister** forwarding advice from the Minister for Child Safety Minister for Seniors and Disability Services and Minister for Multicultural Affairs following the Mayor's representations to Mr Lister to obtain some clarity regarding the Queensland Pensioner Rebate Scheme (copy attached).

**Action:** Noted.

2. **Director-General, Department of Transport and Main Roads** in response to the Mayor's request for advice to the Minister for Transport and Main Roads on the current status and priority works to Carnarvon Bridge in Stanthorpe (copy attached).

**Action:** Noted.

3. **Minister for Tourism and Sport** in relation to Leslie Dam Active Recreation Reserve, together with correspondence from Mayor Hamilton to the Minister in sequential date order.

**Action:** Noted.

#### ATTACHMENTS

1. Correspondence from James Lister and the Minister for Seniors and Disability Services[↓](#)
2. Correspondence from Department of Transport and Main Roads[↓](#)
3. Correspondence between Minister for Tourism and Sport and Mayor Hamilton[↓](#)



## JAMES LISTER MP

**MEMBER FOR SOUTHERN DOWNS**  
**SHADOW ASSISTANT MINISTER FOR HIGHER EDUCATION AND RESEARCH**  
**SHADOW ASSISTANT MINISTER FOR DEFENCE INDUSTRY AND VETERANS**

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STANTHORPE ELECTORATE OFFICE: 9 VICTORIA STREET, STANTHORPE 4380 TELEPHONE: 07 4524 7700 - 1800 811 827  
WARWICK ELECTORATE OFFICE: 56 KING STREET, WARWICK 4370 TELEPHONE: (07) 46618070  
E-MAIL – SOUTHERN.DOWNS@PARLIAMENT.QLD.GOV.AU  
ALL CORRESPONDENCE TO: P.O. Box 444 STANTHORPE 4380

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

Dear Melissa

Please find enclosed correspondence that has been received from the Hon Charis Mullen MP, Minister for Seniors and Disability Services, regarding the Queensland Pensioner Rate Subsidy Scheme, following representations I made on your behalf.

I trust the information contained in the Minister's correspondence will be of assistance to the Southern Downs Regional Council when assessing eligibility for a discount under the Pensioner Rates Subsidy Scheme.

If I am able to assist with any other matter in the future, do not hesitate to contact me.

Yours sincerely

James Lister MP  
Member for Southern Downs

19 September 2024





Minister for Child Safety,  
Minister for Seniors and Disability Services and  
Minister for Multicultural Affairs

Our reference: M001510; CSSDS 03783-2024

1 William Street Brisbane 4000  
Locked Bag 3405  
Brisbane Queensland 4001 Australia  
Telephone +61 7 3008 3700  
Email [cssd@ministerial.qld.gov.au](mailto:cssd@ministerial.qld.gov.au)

Mr James Lister MP  
Member for Southern Downs  
[Southern.Downs@parliament.qld.gov.au](mailto:Southern.Downs@parliament.qld.gov.au)

  
Dear Mr Lister

Thank you for your letter regarding the Pensioner Rates Subsidy Scheme (PRSS) and its application within the Southern Downs Regional Council (SDRC).

As you are aware, the PRSS provides eligible pensioners with a 20 per cent subsidy (up to the value of \$200) each year on the gross rates and charges levied by their local council on their principal place of residence. The PRSS eligibility criteria are outlined at <https://www.qld.gov.au/community/cost-of-living-support/concessions/property-concessions/rates-subsidy>.

The letter from Mr Craig Crawford, former Minister for Seniors and Disability Services and Minister for Aboriginal and Torres Strait Islander Partnerships on 16 September 2022 states the PRSS eligibility criteria do not address whether the principal place of residence has to be an approved dwelling. Specific council by-laws or building permit requirements are not referenced in the eligibility requirements.

I support the view that local governments should use a common sense approach in assessing whether the dwelling in question is the pensioner's principal place of residence.

This is consistent with previous advice it would be an unusual position to pay a subsidy on a dwelling that is a principal place of residence if it is also council's view the residence is unlawful in the sense it does not meet council regulations.

This also appears consistent with the SDRC information on building compliance at <https://www.sdrc.qld.gov.au/doing-business/building-works/building-compliance/building-compliance>, where a person must not use a building for residential purposes unless the use is approved by the local government.

-2-

I trust this will assist SDRC in administering the PRSS scheme to eligible pensioners. If you require any further information or assistance in relation to this matter, please contact Ms Kerry Stephen, Director, Seniors and Carers, Department of Child Safety, Seniors and Disability Services by email at [Kerry.Stephen@dcssds.qld.gov.au](mailto:Kerry.Stephen@dcssds.qld.gov.au).

Thank you for bringing this matter to my attention.

Yours sincerely



**The Honourable Charis Mullen MP**  
**Minister for Child Safety,**  
**Minister for Seniors and Disability Services and**  
**Minister for Multicultural Affairs**

19/09/2024



Our ref: MC147072

Office of the  
Director-General

26 September 2024

Department of  
**Transport and Main Roads**

Councillor Melissa Hamilton  
Mayor  
Southern Downs Regional Council  
mail@sdrcl.qld.gov.au

Dear Councillor Hamilton

I refer to your letter of 16 September 2024 to the Honourable Bart Mellish MP, Minister for Transport and Main Roads and Minister for Digital Services, about the current status and priority of works to the Carnarvon Bridge at Stanthorpe. The Minister has asked that I respond on his behalf.

In December 2023, the Department of Transport and Main Roads (TMR) carried out works to remove a section of unstable timber decking from the pedestrian facility attached to the Carnarvon Bridge at Stanthorpe. These works reduced the risk of this decking falling onto the footpath below.

Alternative pedestrian access is available via the walkways across Quart Pot Creek located adjacent to the Carnarvon Bridge.

I can confirm there are no plans to upgrade the Carnarvon Bridge due to the large number of other high priority safety and capacity improvement projects currently competing for funding statewide.

Funding priorities are re-evaluated regularly, however, TMR will continue to monitor the Carnarvon Bridge and reassess its priority status as part of future reviews of our forward program. In the interim, it will continue to be routinely inspected to ensure it remains safe and trafficable for all road users.

I trust this information is of assistance.

Yours sincerely

Sally Stannard  
**Director-General**  
**Department of Transport and Main Roads**

1 William Street Brisbane  
GPO Box 1549 Brisbane  
Queensland 4001 Australia

Telephone +61 7 3066 7316  
Website [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au)  
ABN 39 407 690 291

Office of the Mayor



25 June 2024

The Hon Michael Healy  
Minister for Tourism and Sport  
1 William Street  
BRISBANE QLD 4000

Email: [tourism@ministerial.qld.gov.au](mailto:tourism@ministerial.qld.gov.au)

Dear Minister

**Re: Leslie Dam Recreational Facility**

Firstly, let me offer my sincere thanks to your Ministerial and Departmental staff for coordinating an inspection of the Leslie Dam Recreational Facility ("the Facility") for myself, Councillors and Staff on 30 May 2024. The inspection provided context to the size of the facility and the state of the structures and grounds.

I also acknowledge that your Department is looking to progress the sale of the facility prior to the end of 2024 and were seeking Council's position in relation to the Facility by 21 June 2024. I apologise for the delay in sending this letter outlining Council's position.

At Council's Ordinary Meeting held on 19 June 2024, a Notice of Motion from Cr Joel Richters in relation to the Facility was considered, with the following resolution being carried:

*THAT the Mayor write to the Minister for Sport and Recreation, and copy to the Premier, Treasurer and Minister for Housing to consider a request to transfer Leslie Dam Active Recreational Centre to Southern Downs Regional Council at no cost, and the State Government provide funding to bring the facility up to the necessary condition.*

*That the letter stress the importance of providing this accommodation for families and individuals who critically need a roof over their heads. Allowing our Council to work with the state and federal governments and local providers with extensive experience in managing social and crisis housing.*

As such, I would ask you to consider whether your Government would transfer the facility to Southern Downs Regional Council at no cost, together with providing the necessary funding for the repairs and upgrades required at the facility.

Yours sincerely

A handwritten signature in black ink that reads 'Melissa Hamilton'.

Melissa Hamilton  
**Mayor**

C/c Premier of Queensland  
Treasurer  
Minister for Housing, Local Government and Planning



**The Honourable Michael Healy MP**  
**Minister for Tourism and Sport**

Our ref: CTS 12136/24

1 William Street  
Brisbane Queensland 4000  
PO Box 15168  
City East Queensland 4002  
**Telephone +61 7 3719 7560**  
**Email** [tourism@ministerial.qld.gov.au](mailto:tourism@ministerial.qld.gov.au)

Councillor Melissa Hamilton  
Mayor  
Southern Downs Regional Council  
[Melissa.Hamilton@sdrcl.qld.gov.au](mailto:Melissa.Hamilton@sdrcl.qld.gov.au)

Dear Mayor

Thank you for your letter of 25 June 2024 regarding Leslie Dam Active Recreation Centre (the Centre).

I would like to commend Southern Downs Regional Council (Council) for the commitment to resolving social and crisis housing shortages in your region and recognise that the Department of Tourism and Sport's (DTS) venue may provide a solution to Council's needs.

In making a decision regarding the future of the Centre, DTS seeks assurance that Council has fully considered the viability of the site, associated costs, and ongoing maintenance and management obligations prior to taking on an asset of this nature.

I have been advised that DTS representatives have consulted with representatives of the Department of Housing, Local Government, Planning and Public Works regarding Council's proposal and several concerns have been identified that would need to be addressed when considering the site for social and crisis housing.

As a result, prior to the Queensland Government considering Council's request, Council should prepare a business case for the Centre as a social and crisis housing facility. The business case should address key areas including onsite support services (and the associated cost), distance from essential services and access to public transport, impacts to the neighbouring residents and caravan park, and a long-term operation financial analysis.

To allow Council the time to consider its next steps including development of the required business case, I am advised DTS has placed the sale of the site on hold. Please keep me informed of your progress.

I have asked for Mr Dale Salmon, Principal Project Officer, Sport and Recreation, DTS to assist your officers with any further queries regarding the Centre. Mr Salmon can be contacted on 0457 522 510 or by email at [dale.salmon@dtis.qld.gov.au](mailto:dale.salmon@dtis.qld.gov.au).

Yours sincerely

A handwritten signature in black ink, appearing to read "Michael Healy".

**MICHAEL HEALY MP**  
**Minister for Tourism and Sport**

23 July 2024

*Office of the Mayor*



9 August 2024

The Hon Michael Healy  
Minister for Tourism and Sport  
1 William Street  
BRISBANE QLD 4000

Email: [tourism@ministerial.qld.gov.au](mailto:tourism@ministerial.qld.gov.au)

Dear Minister

**Re: Leslie Dam Recreational Facility**

Thank you for your letter of 23 July 2024 regarding Leslie Dam Active Recreation Centre.

In considering next steps, Council's view is that the preparation of a business case would require a significant investment on its own, with staffing costs as well as third party costs which we have estimated at approximately \$300,000. Indicative timing from staff is around 3 to 4 months to complete the feasibility analysis. This would be a significant investment from Council, which we could not commit to without knowing whether the Queensland Government would transfer ownership and fund the restoration works.

Given our Council's commitment to sound decision making when dealing with rate payers money, we would need certainty around a decision on ownership and funding before potentially committing additional resources to further investigations and business cases.

I hope you can understand that this investment in further work without knowing it will lead to funding and ownership is too great a risk for our Council.

I would like to thank you and the staff of DTS for the time you have invested so far in informing Council on the current status of the Leslie Dam Active Recreation Centre.

Yours sincerely

A handwritten signature in dark ink that reads 'Melissa Hamilton'.

Melissa Hamilton  
**Mayor**



**The Honourable Michael Healy MP**  
**Minister for Tourism and Sport**

Our ref: CTS 15120/24

1 William Street  
Brisbane Queensland 4000  
PO Box 15168  
City East Queensland 4002  
**Telephone +61 7 3719 7560**  
**Email** tourism@ministerial.qld.gov.au

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

Dear Mayor

Thank you for your letter of 9 August 2024 regarding the Leslie Dam Active Recreation Centre (the Centre) and consideration of progressing a business case.

I acknowledge the preparation of a business case will come at a significant cost to Southern Downs Regional Council (Council). However, this is a necessary undertaking to allow the Queensland Government to make an informed decision on the future of the Centre.

Without appropriate evidence that Council has fully considered the viability, operating costs and management of the site, as well as addressing the concerns outlined by the Department of Housing, Local Government, Planning and Public Works, the Department of Tourism and Sport (DTS) are unable to suitably consider an investment commitment to Council or the Centre. I appreciate Council's commitment to sound decision making and wish to afford the Queensland Government the same opportunity.

I will advise DTS to maintain a hold on the sale of the Centre for the time being to allow Council more time to consider its current position noting the above advice. As you are aware, there are a number of other parties interested in the facility. Therefore, I ask that you provide me with advice of Council's decision by 16 September 2024. If Council are unable to commit to the development of a business case by this date, DTS will re-instate proceedings for the sale of the facility.

I have asked for Mr Dale Salmon, Principal Project Officer, Sport and Recreation, DTS to assist your officers with any further queries regarding the Centre. Mr Salmon can be contacted on 0457 522 510 or by email at dale.salmon@dtis.qld.gov.au.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Michael Healy'.

**MICHAEL HEALY MP**  
**Minister for Tourism and Sport**

26 August 2024

*Office of the Mayor*



5 September 2024

The Hon Michael Healy  
Minister for Tourism and Sport  
1 William Street  
BRISBANE QLD 4000

Email: [tourism@ministerial.qld.gov.au](mailto:tourism@ministerial.qld.gov.au)

Dear Minister

**Re: Leslie Dam Recreational Facility**

Thank you for your letter of 26 August 2024 regarding the Leslie Dam Active Recreation Centre (the Centre) and Council's consideration of whether it can commit to progressing a business case for the refurbishment and operation of the Centre in the short term.

Unfortunately, Council is not in a position to commit to the development of a business case at this time. We acknowledge that this means that the Department of Tourism and Sport will reinstate proceedings for the sale of the Centre.

We very much appreciate the Queensland Government's fast response in putting the marketing of the Centre on hold in order to give Council the opportunity to consider whether it could play a role in the future of the Centre.

We hope that the interest shown from third parties in the Centre might lead to its continued use in some form for the benefit of residents of the Southern Downs.

We look forward to your continued support, together with your Department, on our tourism initiatives.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Melissa Hamilton', with a fluid, cursive style.

Melissa Hamilton  
**Mayor**

C/c Mr Dale Salmon, Principal Project Officer, Sport and Recreation, Department of Tourism and Sport  
Email: [dale.salmon@dtis.qld.gov.au](mailto:dale.salmon@dtis.qld.gov.au).





**The Honourable Michael Healy MP**  
**Minister for Tourism and Sport**

Our ref: CTS 16975/24

1 William Street  
Brisbane Queensland 4000  
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City East Queensland 4002  
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Councillor Melissa Hamilton  
Mayor  
Southern Downs Regional Council  
[Marion.Seymour@sdrc.qld.gov.au](mailto:Marion.Seymour@sdrc.qld.gov.au)

Dear Mayor

Thank you for your letter of 5 September 2024 about the Leslie Dam Active Recreation Centre (the Centre).

I appreciate you considering the future of the site, and your prompt advice that Council is not in a position to commit to the development of a business case regarding the refurbishment, operations and upkeep of the Centre.

I have been advised that the Department of Tourism and Sport (DTS) will recommence the process for sale of the site on the open market in the near future.

I have asked for Mr Dale Salmon, Principal Project Officer, Sport and Recreation, DTS to assist your office with any further queries. Mr Salmon can be contacted on 0457 522 510 or by email at [dale.salmon@dtis.qld.gov.au](mailto:dale.salmon@dtis.qld.gov.au).

Yours sincerely

A handwritten signature in black ink, appearing to read 'Michael Healy'.

**MICHAEL HEALY MP**  
**Minister for Tourism and Sport**

27 September 2024

**10. RECEPTION AND READING OF PETITIONS AND JOINT LETTERS**

Nil


**11. PORTFOLIO REPORTS**

Nil

## 12. EXECUTIVE SERVICES REPORTS

### 12.1 Acting Chief Executive Officer - Status Report

#### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 October 2024
	Acting Chief Executive Officer	<b>ECM Function No/s:</b>

#### Recommendation

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

#### REPORT

#### 1. Questions on Notice

At the Ordinary Council Meeting held 18 September 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 McDonald	12.2 Organisation Information Reports Customer and Organisational Services Monthly Status Report	When will buyers at the Warwick Saleyards be able to see the weight on the screen?  Last certification of the Saleyard scales?	Screen has been purchased and installed at the Saleyards inside the Admin Office facing outwards for viewing weights.  Scales were last certified on 14 June 2024.
Cr Richters	12.2 Organisation Information Reports Infrastructure Services Monthly Status Report	How many traffic counters does Council have / utilize?	Council has 15 tube counters and two RADAR counters.
Cr Richters	13.2 Australia Day Awards Policy	Who was consulted on the proposed changes to the Australia Day Awards Policy?	Feedback was anecdotal, received from previous events and also community members on the day of the 2024 events.

**2. Other Business**


Nil  
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**ATTACHMENTS**

Nil

## 12.2 Organisation Information Reports

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 October 2024
	Acting Chief Executive Officer	<b>ECM Function No/s:</b>

### 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 September 2024
2. Southern Downs Youth Council Meeting 22 August 2024
3. Stanthorpe Regional Art Gallery Report
4. YMCA Monthly Report
5. Infrastructure Services Monthly Status Report September 2024
6. Planning and Environmental Services Monthly Status Report September 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 Montly Status Report[↓](#)
2. Report on Use of Consultants (Confidential - Provided to Councillors only)
3. Southern Downs Youth Council Meeting 22 August 2024[↓](#)
4. Stanthorpe Regional Art Gallery Report September 2024[↓](#)
5. Stanthorpe Regional Art Gallery Audited Financial Statements (Confidential - Provided to Councillors only)
6. Stanthorpe Regional Art Gallery Income Statement July to August 2024 (Confidential - Provided to Councillors only)
7. YMCA Monthly Reports - August 2024[↓](#)
8. YMCA Stanthopre Monthly Financial Report (Confidential - Provided to Councillors only)

9. YMCA WIRAC Monthly Financial Report (Confidential - Provided to Councillors only)
10. Infrastructure Services Monthly Status Report - September 2024 [↓](#)
11. Planning and Environmental Services Monthly Status Report [↓](#)

## INFO REPORT | Customer & Organisational Services Monthly Status Report

### Document Information

 <b>Southern Downs</b> <small>REGIONAL COUNCIL</small>	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 October 2024
	Director Customer and Organisational Services	<b>ECM Function No/s:</b>

### Recommendation

THAT Council receive and note the Customer & Organisational Services Monthly Status Report for the month of September 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
Warwick Saleyards Redevelopment	Stage 2 will reach practical completion on 03/10/2024. Following this, the splitting of selling pens in stage 1 and 4 x raised buyer platforms will be delivered. Scales replacement will commence 2 December.



Site on 5 September 2024



## Community Services

### Community Development

#### Hero's Welcome for Olympic Medallist Matt Denny

Southern Downs Regional Council joined forces with the Allora community to honour the men's discus champion Matt Denny with a street parade and an afternoon of celebrations on Friday 4 October from 2:00 pm.

### Disaster Management

#### Fire Season

Fire season is well and truly underway with several bushfires already occurring within our Local Government area. This has also already resulted in the Queensland Fire Department issuing its first local fire ban for the season over the period of 23 September through to 25 September.

Council reminds residents:

- Bushfires pose a very real threat to the Southern Downs region.
- Prepare your home, property and family now and have your Bushfire Survival Plan in place, before bushfire strikes.
- There are simple things you can do now to prepare your property, like clearing gutters, closing gaps in decks and floors, reducing vegetation around the home and trimming low-lying branches.

#### Flood Warning Network

On 24 September The Minister for the Environment and Water, The Hon Tanya Plibersek, and the Minister for Emergency Management, Senator The Hon Jenny McAllister, along with the Bureau of Meteorology ("BoM"), announced the initial scope of Flood Warning Infrastructure Network acquisition. Within the scope of work include several Council flood warning assets located along the Condamine River. Other catchments are likely to follow. This outcome will result in the BoM managing and maintaining the assets. Council is encouraged to continue working closely with the BoM to expedite this transition.

### Libraries

For the month of September (through to the 22<sup>nd</sup>) Council libraries had the following visitation:

Branch	Visitation
Allora	215
Stanthorpe	2273
Warwick	2508
<b>Total</b>	<b>4996</b>

During the same period, the following loan interactions occurred.

Branch	Total Loans	Self Service	% by self service
Allora	507	4	0.8%
Stanthorpe	2508	1517	60.5%
Warwick	4599	935	20.3%
Web (renewals)	3058	n/a	n/a
<b>Total</b>	<b>10748</b>	<b>2456</b>	<b>22.8%</b>

## Corporate Services

### Land Management

The Land Management Team continue to deal with a high number of queries relating to land matters, leasing, road re-alignments and easements. A review is being undertaken of community and sporting leases due for renewal. Settlement procedures are being finalised for freehold vacant land recently approved for disposal by Council, being the land-locked parcels sold to adjoining landowners.

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

Land Sales	Note	Number
Settlements		1
Under negotiation/contract stage	1	4
<b>Total for period</b>		<b>5</b>

Note 1: 3 x vacant land as per Council Resolution on 17.08.2024; and  
1 x Aerodrome Land as per Council Resolution on 21.08.2024.

### Warwick Saleyards

September saw a total of four (4) cattle sales and four (4) sheep sales, showing good numbers for the month

Cattle Sales for September	
Date	Head Number
03/09	1155
10/09	1402
17/09	1161
24/09	1312

Sheep Sales for September	
Date	Head Number
04/09	2130
11/09	1774
18/09	2334
25/09	2681

Details of all sales and average prices are available on the MLA website.

#### Updates:

By way of an update, the screen showing weight results / average lot size / prices was upgraded in September, and fully operational for the first sale of October. With some thinking outside the box, officers were able to install a new screen, albeit in a different location, but saving the organisation more than \$20K.

Additionally, details of stage 3 & 4 upgrades are currently being worked through with Saleyards staff and management. This work will include car parking provision, possible removal/retention of the 'Z' pens, sheep eID, and shade and water to the fat lamb pens.

### Governance

- Currently three positions are being recruited:
  - Governance Administration Officer
  - Governance Coordinator
  - Senior Land Management Officer

*Complaints, Right to Information, Information Privacy status as at 16/09/2024*

Request Type	Current status
Administrative Action Complaints	3 current
Right to Information	3 current
Information Privacy	1 current
Ombudsman Matters Referred/for Review	0 application current

*Policies and Procedures status as at 16/09/2024*

Details	Current	Past Review Date	Under Review	Draft Policies	To be rescinded
Policies- strategic and Operational	66	24	25	8	1
Procedures – strategic and Operational	30	62	4	17	0

- All outstanding/non-current policies have been circulated to Managers for updating and presentation to council within three months.

Adopted/Updated policies and procedures - September 2024

- PL-SD041 Australia Day Awards Policy

## Insurance

The Governance Team continues to work to process new claims, provide relevant information for new and existing claims, together with processing other claims against Council.

## Current Claims

Class	Claim Date	Description	Cause	Status
Liability	13/03/2023	Injury sustained due to trip and fall on Council uneven footpath	Uneven Surface	C
Liability	16/03/2023	C&O - Investigation into alleged misconduct	Fraud & Dishonesty	C
Liability	26/04/2023	Injury sustained caused by trip and fall on footpath due to manhole	Uneven Surface	C
Liability	16/11/2023	C&O - Investigation into alleged misconduct	Fraud & Dishonesty	C
Liability	24/12/2023	Damage sustained to property and property belongings due to a sewer overflow	Sewer surcharge/burst pipe	C
Liability	16/04/2024	C&O - Investigation into alleged misconduct	Fraud & Dishonesty	C
Liability	14/08/2024	Damage sustained to property due to lack of drainage maintenance by council	Insufficient Maintenance	C
Motor	17/04/2023	Member vehicle struck by oncoming third party vehicle veering into wrong lane around a bend	Sideswiped/Opposite Direction	C
Motor	31/07/2023	Member vehicle was found damaged during inspection	Found Damaged	C
Motor	14/08/2023	Member vehicle impacted third party tow truck with open toolbox lid whilst turning left	Collided with Stationary Vehicle	C
Motor	29/08/2023	Member vehicle sustained damage due to striking a kangaroo	Animal	C
Motor	16/10/2023	Member vehicle sustained damage due to impacting a kangaroo	Animal	C
Motor	31/10/2023	Member vehicle rear-ended third party vehicle	Failed to Stop	C
Motor	04/12/2023	Member vehicle sustained damage due to impacting fence	Struck Stationary Object	C

Class	Claim Date	Description	Cause	Status
Motor	19/02/2024	Member vehicle struck a third party vehicle.	Collided with Stationary Vehicle	C
Motor	16/04/2024	Member vehicle struck by third party vehicle changing lanes	Changing Lanes	C
Motor	14/05/2024	Member vehicle sustained damage due to impacting tree whilst reversing	Struck Stationary Object	C
Motor	24/05/2024	Member vehicle sustained damage due to impacting kangaroo	Animal	C
Motor	20/06/2024	Member vehicle impacted third party vehicle on roundabout	Failed to Give Way	C
Motor	23/07/2024	Member vehicle reversed into car park sensor	Reversing	C
Property	22/12/2021	Members Electrical Board & IT equipment damaged in lightning strike.	Lightning strike	C
Property	12/05/2022	Multiple sites damaged as a result of monsoonal rain causing flooding.	Flood	C
Property	11/11/2022	Members tree contractor has damaged playground whilst serving tree.	Impact Damage	C
Property	01/03/2024	Third party contractor reversed into members Pool heat pump	Accidental Damage	C

C= current; F= finalised

#### **Claims under excess – September 2024 (processed internally)**

- Those claims to Council that fall under insurance excess and are processed internally (following internal investigation).

Class	Claim Date	Description	Cause	Status
Property	13/05/2024	Waste Contractor damaged colorbond fence panels	Contractor damage	C
Motor	17/07/2024	Excavator dislodged rock smashing passing vehicle window	Investigation underway	C
Motor	05/09/2024	Brush cutting dislodged rock smashing passing vehicle window	Council at Fault	F

C= current; F= finalised

#### **Customer Service**

Statistics for the month of:	September 2024
Phones	3700
Counter – Stanthorpe	472
Counter – Warwick	1102
Counter – Allora	22
Customer Service Emails	495
MERIT Requests vi app, web and phone	592
MERIT via after hours provider	35

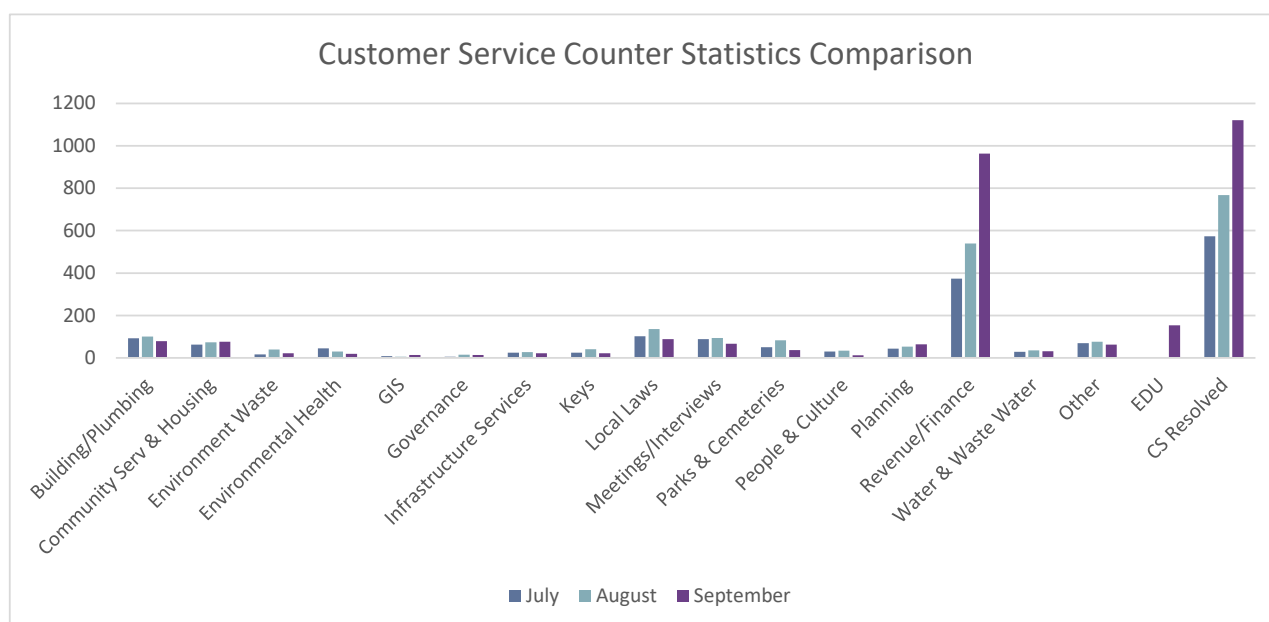


Figure 1 shows a comparison of Customer Service Counter enquiries for the months of July, August and September 2024

## Sustainability & Strategy

### Asset Management

Asset Management team has been affected by unplanned leave which has depleted our team significantly. However, our programs continue to be delivered. The Water, Wastewater and Recycled Water AMP Refresh project has begun with positive interactions with our delivery partner. The Open Space, Sport and Recreation Master Plan first draft has been delivered and is being distributed for internal consultation. A second round of community consultation is being planned for delivery towards the end of October early November. Rather than workshops, the consultation will be pop up sessions in key locations.

### Flood Studies

Officers are working with the delivery partner to finalise the delivery timelines for the project. Officers continue to negotiate the delivery of the project providing the required time to engage with Council and the community for such a complex project.

### GIS

The GIS team have been affected also by both planned and unplanned leave restricting our service to the organisation. Alternate plans are being executed to minimise interruption to the GIS service. Major projects for GIS continue to be supporting the development of the LGIP and the mapping for the new Planning Scheme.

### Project Management Office (PMO)

The Project Management Office capacity has been reduced due to planned leave. As the leave has been anticipated for months, the workload of the PMO was planned around this eventuality. Each project being managed by the PMO are either in stages that only require monitoring or management resources are still available. The Project Management Framework, TechnologyOne PLM module continue to be adopted across the organisation with trials of Operational Expenditure project delivery continuing in PLM.

## Financial Services

### Finance

- The asset related policies have been reviewed by the Audit and Risk Committee and they are presented at this Council meeting along with a minor review of the Related Party Disclosure Policy.
- The first quarter budget review has been completed and included in this Council meeting. The capital carryover amounts have been prepared.
- Council staff have finalised the comprehensive revaluation (land, water, waste water, building) reports and have provided them to the external auditors for audit.
- The draft financial statements have been prepared and the audit is being finalised by the external auditors. They have been presented to the Audit and Risk Management Committee in late September for their feedback
- The first half yearly rate notices were issued on 10 September with a due date of 11 October 2024. The rate notice template has been updated to be easier to read and water consumption is now included on the rate notice rather than on a separate notice.
- The Finance Team is still working with an external service provider to improve supplier payment processes to mitigate risk of fraud, this has progressed well and nearly reached completion.

### Information Technology

- The rollout of the ICT Procedure Framework has commenced, with the support of the ICT Steering Committee.
- Internal Project Lifecycle Management (PLM) training resources have been produced, enabling skill retention and knowledge transfer.
- Council has commenced transition of the Enterprise Budgeting Module in line with the TechnologyOne CiA Roadmap.
- The Information Services Team is continuing to undertake health checks related to record keeping with continued focus on training staff.
- Other IT and cybersecurity related initiatives or projects are progressing and being monitored.

### Procurement

- The draft Fuel Management Procedure has been signed off.
- Council's Stores and Procurement high level review is completed and an action plan is being developed.
- 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.
- Next Gen upgrade to VP temporarily put on hold.
- Updating templates. Draft procurement/ evaluation plans/ procurement risk assessments.
- Bunnings purchases procedure to be reviewed and signed off.
- Contracts register is being updated and reviewed to achieve better visibility around variations/ contract terms/ commitments/ outstanding PO's.
- Procurement Policy and handbook being reviewed and updated.

September 2024 Reporting - Procurement	
Procurement Stats	
Number of Tenders Released	0
Contract number	Description
Number of Tenders in progress	0
Contract number	Description
Number of RFQ's Released	4
Contract number	Description
25_011a	Stanthorpe Waste Water Treatment Plant - Design
25_015	NGERS Liability Assessment
25_020	E-Waste Collection & Recycling
25_025	Supply & Delivery of Geo-Fabric Materials
Number of RFQ's in progress	9*
Number of Contract Numbers Issued	9
Number of Purchase Orders Raised After Invoice Date	45
Inductions done	0
*this figure does not include RFQs we have reviewed but were released by other departments	

#### Report on use of consultants to fill staff vacancies


The Expenditure Team has compiled a confidential report which is attached highlighting staff vacancies that have been filled by consultants or labour contractors.

#### ATTACHMENTS

1. Report on use of consultants to fill staff vacancies (Excluded from agenda - Provided under separate cover)

## INFO REPORT | Southern Downs Youth Council Meeting - 22 August 2024

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 October 2024
	Sport and Recreation Officer	<b>ECM Function No/s:</b>

### Recommendation

THAT Council receive and note the minutes from the Southern Downs Youth Council Meeting on 22 August 2024.

## REPORT

### Background

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

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

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

### Report

On 22 August 2024, the Southern Downs Youth Council attended their fourth meeting for the year, at the Warwick Town Hall from 9.00am to 1.00pm.

## 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 - 22 August 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](http://sdrc.qld.gov.au)  
 [mail@sdrc.qld.gov.au](mailto:mail@sdrc.qld.gov.au)  
 1300 MY SDRC (1300 697 372)

**MINUTES OF THE SOUTHERN DOWNS YOUTH COUNCIL**  
**Held at the Warwick Town Hall, on**  
**Thursday, 22 August 2024 at 9:30am**

**ORDER OF BUSINESS:**

1. ACKNOWLEDGEMENT TO COUNTRY, WELCOME AND HOUSEKEEPING .....	2
2. PRESENT & APOLOGIES .....	2
3. AGENDA ITEM 1 – SDRC COMMUNICATIONS TEAM PRESENTATION .....	2
4. AGENDA ITEM 2 – HEADSPACE WARWICK PRESENTATION .....	4
5. AGENDA ITEM 3 – SDRC OPEN SPACE, SPORT & RECREATION MASTER PLAN .	6
6. GENERAL BUSINESS .....	11
7. CLOSE .....	12

### 1. ACKNOWLEDGEMENT TO COUNTRY, WELCOME AND HOUSEKEEPING

The Sport & Recreation Officer, Sue Organ, welcomed the Youth Council students and invited guests, including teachers, to the Warwick Town Hall. 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** – Hannah Norman

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

**Killarney P-10 State School** – Ebony Diete

**Scots PGC** – Belle Meek and Oliver Swift

**St Joseph's School** – Eden Shatte and Lillian Kendall

**Stanthorpe State High School** – Penny Andreatta and Samuel Park

**Warwick Christian College** – Roland Delatado and Tiahli Rogers

**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** – Sue Organ (Co-Facilitator/Minute Secretary)

**Southern Downs Regional Council** – Adrian Green (Co-Facilitator)

**Southern Downs Regional Council** – Jon Charles, Manager of Sustainability and Strategy

**Assumption College** – Jill Hume

**Warwick State High School** – Leanne Waples

**Warwick Christian College** – Joanne Young

#### *Apologies:*

**Allora P-10 State School** – Will Ballangarry

**Killarney P-10 State School** – Cameron McKinney

### 3. AGENDA ITEM 1 – SDRC COMMUNICATIONS TEAM PRESENTATION

#### **Ice Breaker**

Prior to the first guest speaker, the students were invited to participate in an ice breaker.

The Sport & Recreation Officer, introduced Council's Marketing Officer, Vivien Long. Viv discussed with the students SDRC's marketing and communications plans and had a content creation activity for the students to complete.

Viv asked the students to each tell her their name, what social media platform they spend most of their time on and what is their favourite brand on social media. The answers are as follows:

- TikTok
- White Box
- Instagram
- City Beach
- TikTok and Instagram
- Pinterest

- City Beach
- No social media platform
- Instagram
- Brisbane Heat
- No favourite platform as don't use social media much (prefer to read)
- No favourite brand
- Instagram
- Nike
- No social media platform
- No favourite brands
- TikTok
- Ally
- YouTube
- Mr Beast
- TikTok
- City Beach
- TikTok
- White Fox
- TikTok
- Matildas
- No social media platform
- No favourite brands

The Marketing Officer and Council staff present, noted that a number of students do not have social media platforms and those that do clearly only use TikTok and Instagram (not Facebook).

#### **Marketing and Communications Definition**

Marketing and Communications is the combination of promotional tools, marketing channels, messages and media that marketers use to communicate with their target customers.

Marketing and Communications is the combination of:

- **promotional tools:** advertising, signage, social media, digital comms, media release/publicity
- **marketing channels:** eNewsletter, website, Facebook, Instagram, LinkedIn, direct email, letter in the post, door knock, public meeting
- **messages:** Recycle, Keep your dog on a lead, Have your say on Council's Parks, Come to our event, Sign up to Youth Council, Apply for a job at Council
- **and media:** print, online, radio, tv, influencers
- **target customers:** Southern Downs residents, businesses, visitors, potential residents, businesses and investors, other Councils and Government agencies.

Southern Downs Regional Council have over 55,000 followers with a number of separate social media pages for:

- Southern Downs Regional Council
- Southern Downs and Granite Belt
- Stanthorpe Visitor Information Centre
- Warwick Visitor Information Centre
- Southern Downs Libraries
- Washpool Reserve
- Warwick Saleyards
- Outside School Hours Care (OSHC)

The Marketing Officer asked the Youth Council members if they read or see anything from Council on Facebook or Instagram? It was a unanimous NO! The students explained that their preferred social media platforms are TikTok and Instagram, but they are not looking at what Council is doing/advertising.

The Marketing Officer explained the reason why Council does not have a TikTok presence. The Australian Government has warned all Government Agencies not to put information on TikTok as data is not as secure as other social media platforms. The Chinese company that owns TikTok does not abide by the same privacy laws as Australia. The other reason Council do not have TikTok is because of limited staffing resources to create the content. It takes time to create good content. If Council is not going to have a TikTok account then maybe consideration can be given to advertising within that space especially advertising directly to people aged 15 to 25 years.

**Action:** Communications Team to look into direct advertising on TikTok

The Marketing Officer then asked the Youth Council, if there was a dedicated Instagram page just for Youth, providing details on events and activities in the Southern Downs, would they follow the page? The majority of the students answered yes.

The group ran out of time to complete the content creation activity, however this will be carried out at the next Youth Council meeting on 17 October 2024.

*The meeting adjourned at 10.25am for morning tea.*

*The meeting resumed at 10:40am.*

#### 4. AGENDA ITEM 2 – HEADSPACE WARWICK PRESENTATION

The students welcomed Sophie Osborn and Julie Black from headspace Warwick to the meeting. headspace is a FREE and confidential service that helps young people in the community aged 12-25 years with their mental health and wellbeing. Julie and Sophie discussed in detail the role of headspace and asked the students some questions.

- **What is headspace**
  - National Youth Mental Health Foundation.
  - Mental health support to young people aged 12 to 25 years.
  - headspace Warwick is operated by rHealth.
  - Counselling, group programs, GP's, community events and activities.
  - Mental health education, information and resources.
- **Where is headspace Warwick?**
  - 58 Palmerin Street, Warwick QLD 4370.
  - Open Monday to Friday.
  - Open early on Tuesday mornings at 7.30am.
  - Stay open late on Thursday's until 8.00pm.
  - Appointments can be made during school hours or after school hours.
  - Call 07 4661 1999
  - [www.headspace.org.au/headspace-centres/warwick](http://www.headspace.org.au/headspace-centres/warwick)
  - Staff also available in Stanthorpe every fortnight on Monday, Tuesdays and Thursdays.
- **Mental Health**
  - Mental Wellness
  - Mental Health Problem
  - Mental Illness
- **Recognising a mental health problem**

- How are you feeling within yourself or how is someone else around you feeling?
  - Are they not talking as much as they used to?
  - Might need support and encouragement to address underlying issues.
- **Signs and symptoms**
  - Avoiding social situations.
  - Irritable, tense or agitated.
  - Increased drug and/or alcohol use.
  - Losing interest in activities they usually enjoy.
  - Lack of energy or motivation.
  - Unhappy or seems down most of the time.
  - Deteriorated self-care.
  - Negative thinking or excessive worry.
  - Self-harm.
- **When should I seek extra help?**
  - Study stress.
  - The worry and stress is persistent, no matter what you do.
  - Stress begins to impact on other parts of your life.
  - Stress has been going on for a while now.
  - Finding it hard to switch off.
  - Not enjoying the things, you usually do.
  - Changes in routine with sleep, eating, exercise, socialising.
- **How to get in touch**
  - Call
  - Walk in
  - Online referral form
  - Free service
- **Headspace Warwick Services**
  - Doctors (GP's)
  - Counsellors and Psychologists
  - Extra services (alcohol and drug services, family therapy etc)
- **Can I call for someone else?**
  - Young people can refer themselves, or ask someone to call on their behalf such as:
  - A family member
  - Friend
  - Teacher
  - Coach

The Youth Council were asked if they feel stressed during exam and assessment periods and were given some tips on how to help with that stress, such as reach out to friends, family, get plenty of sleep, eat healthy food etc.

Students were encouraged to call headspace Warwick at any time for themselves or a friend. Eheadspace (national phone line) is open 9am to 1am, 7 days per week. Can speak to a clinician who can provide coping strategies.

headspace Warwick engage young people in a number of ways including various activity groups:

- Mindfulness - offers reflection, awareness of emotions and how they are affecting you
- Craft - painting
- Culture – walks, drumming circle.
- Photography
- Nature
- Skittles

- LGBTIQA +
- Youth Reference Group – made up of young people aged 12 to 25 years who advise headspace on how to engage young people, attend headspace meetings, help define the decision-making process and guide the principles for their practice, help with events such as WarwickCom (smaller scale event similar to ComicCon) in Youth Week, advocate in the community and talk to schools, review forms and give a young person's view.

#### How can headspace support young people more?

- Exam stress – headspace to talk directly to the schools and students.
- headspace to come into the schools and run activities – give students a break from exams.
- Make it more comfortable to go into the office.
- Provide advice on how to support a friend who is struggling.
- Information Card that you can place in the back of your phone with headspace details on it and what they do. You could give the card out to your friend? Leave cards at schools.
- Mental Health First Aid for teenagers to help their friends.
- Mood Masters Group – understanding moods and anxieties. Understanding anger. Based on Brief Interventions Models.
- R U OK website provides very good information to pass on to friends who are struggling with their mental health. Best thing to do if someone is struggling is just listen, make them feel heard.
- [www.ruok.org.au](http://www.ruok.org.au) (12 September 2024)
- Southern Downs Suicide Prevention Network – aiming to paint the town yellow during the lead up to R U OK Day.
- Headspace bags – maybe consider putting them in schools. Poster in every classroom or sports club changing rooms with headspace details. Provide a presence at sporting events and finals.
- **Action:** headspace to put together dot points on modules for Understanding My Moods and other helpful tip sheets.
- **Action:** headspace to email Sue Organ Registration Forms and Confidentiality Forms so they can be sent to the students.
- **Action:** headspace to email Sue Organ Youth Reference Group information to send out to Youth Council.
- **Action:** Sue Organ to investigate Mental Health First Aid for young people/teenagers.

## 5. AGENDA ITEM 3 – SDRC OPEN SPACE, SPORT & RECREATION MASTER PLAN

Emma Rearden and Sara Eckermann from TRACT presented the SDRC Open Space, Sport & Recreation Master Plan.

The Southern Downs Regional Council manages 760 hectares of open space. Council needs help to plan for the future so open space remains safe, healthy and accessible to everyone.

Staff from Tract are working on behalf of SDRC to engage Youth Council as young community members/users of these spaces. The aim of the session is to gather ideas that can help steer the direction of the project's vision and priorities.

A Master Plan is one big over-arching plan that directs lots of little actions to achieve the same vision. It helps to stop lots of small 'quick fixes' and start purposeful actions that solve bigger issues for the long-term.

A Master Plan is a document that has a vision, objectives, actions and a timeline. Sometimes it includes maps and aspirational images.

An Open Space is:

- Sports Facilities
- Community Facilities

- Recreation Parks
- Amenity Areas
- Drainage Infrastructure

The students were asked to participate in a photo activity identifying priority levels for spaces within the region. Their opinions were rated as:

- a) I want to see this in our region
- b) Unsure – in the middle
- c) I do not want to see this in our region

- Community Halls – the majority of students placed this one in the middle
- Creeks – I want to see this in our region
- Multiuse Sports Facilities (medium size) – I want to see this in our region
- Memorials – mixed between in the middle and I want to see this in our region
- Water Parks – majority don't want to see this in our region due to water concerns and going through the drought
- Multipurpose Sporting Facility (large size) – in the middle but a little unsure
- Skate parks – I do not want to see in our region
- Cycle Paths – some yes and some no

Students were asked where they hang out after school and the answer was usually the local park, Woolworths, down town or the local shopping centre.

#### **Question about the Master Plan**

The students were asked to complete the following sentence:

*Open space, sport and recreation in Southern Downs is...*

- Affordable, safe and inclusive
- Diverse, sport orientated and inclusive
- Shared, purposeful and important
- Attractive unique and fun
- Accessible, affordable and enjoyable
- Affordable, fun and connecting
- Purposeful, assessable and affordable
- Diverse, active and environmentally rich

*The region provides opportunities for...*

- Community to enjoy all sports in all areas
- Everyone to enjoy their outdoor spaces
- All ages to participate
- Youth to become older aged people
- Older people
- Residents and tenants to interact, be active and participate without overcrowding
- Everyone to explore the region, build connections, get out and be active
- People to enjoy the facilities and areas in the community
- Tourists and locals to open and free spaces that are engaging
- Tourism to visitors
- Visitors to enjoy the area and return again to boost tourism
- Everyone to be active
- Residents and locals to tourists and individuals of many ages
- Community to participate and relax
- Everyone to engage in activities that interest them
- Community to enjoy and share their passions



*It encourages...*

- Inclusiveness
- Connections
- Exploration, independence, enjoyment, spending time together, connection and socialisation
- People to go out and have fun and develop different skills
- People to get outside
- A connected community with the ability to have fun and participate
- Fitness and exercise amongst the community
- Healthy support systems
- All ages to be involved in the community to make it a better place to live
- People to connect and try new things but is also not very age inclusive
- People to embrace the quality of life
- Healthy lifestyles and wellbeing
- Natural assets to be utilised for all ages in an inclusive, purposeful and safe way

The final questions the students were given time to answer include:

1. In the last 12 months, what open space, sport and recreation activities did you participate in WITHIN the Southern Downs?
  - Volleyball
  - School sporting events
  - Horse events at Showgrounds
  - Morgan Park
  - Warwick Netball
  - Stanthorpe Netball
  - YMCA Netball
  - Touch Football
  - Local pool
  - River Walk
  - Sporting fields
  - Cricket
  - Hockey
  - Fishing
  - Trail riding
  - Soccer
  - Rugby
  - Tennis
  - Swimming
  - Soccer
  - Netball
  - Bushwalking
  - Swimming
  - Gym
  - Park
  - Motor cross
  - Soccer
  - Netball
  - Mt Marlay

- Pool
  - Soccer
  - Netball
  - Swimming
  - Border District Eisteddfod
  - Basketball
  - WIRAC
  - Pool
  - Gym
  - National Parks
  - Bike trails
  - Camp grounds
  - Soccer refereeing on weekends
2. In the last 12 months, what open space, sport and recreation activities did you participate in OUTSIDE the Southern Downs?
- Using parks
  - Shops in Toowoomba
  - Horse events at Goondiwindi, Millmerran, Dalby, Woorialda, Cambooya and NSW
  - Inter District netball
  - Inter District netball
  - Queensland Independent Secondary Schools Netball (QISSN)
  - Vicki Wilson Netball (Toowoomba)
  - Broncos Cup Netball (Goondiwindi)
  - Parks
  - Roadside stops/breaks
  - Picnic areas
  - Cricket
  - Hockey
  - Fishing
  - Soccer
  - Rugby
  - Bushwalking
  - Swimming
  - 4WD
  - Beaches
  - Brisbane sporting field
  - Gold Coast beach
  - Inter district basketball
  - Toowoomba Eisteddfod
  - Brisbane Performing Arts Challenge (BPAC) – dance
  - Soccer in Toowoomba and Chinchilla
3. Where are your favourite places to go after school or on the weekend?
- WIRAC
  - Rose City Shopping Centre
  - Leslie Park
  - Shopping Centre
  - Long drives to the coast
  - Rose City Shopping Centre
  - Friends places
  - Town shops
  - Park
  - River Walk

- Shopping Centre
  - Parks
  - Shopping Centre
  - Soccer fields
  - Places with friends
  - Girraween National Park
  - Weeroona Park
  - Soccer fields
  - Leslie Park
  - Shopping Centre
  - Leslie Dam
  - Home
  - Passchendaele State Forest
  - Netball courts
  - Home
  - Pool
  - Dance studio
  - Shopping Centre
  - Friend's house
  - Local park
  - Football fields
  - Soccer fields with my team
4. What other open space, sport and recreation options are needed in the region?
- More shops
  - Bigger range of shops
  - Sports Centre
  - More activities in smaller towns
  - Bowling
  - Open areas for youth
  - Mountain bike trails in Warwick
  - Flat paths for running/cycling
  - More shaded seating along river in Warwick
  - More shade at sports fields
  - Water sports area along the river
  - Another designated bike path closer to the river in Warwick
  - Better facilities at Leslie Dam
  - Improvements to tennis courts (Stanthorpe)
  - Storm King Dam facilities
  - More seating in outdoor areas for after school
  - Parks with things to do with your friends after school
  - Bike tracks
  - Multi-use netball courts
  - Outdoor gym equipment in smaller towns
  - More multi-use sporting facilities to avoid travel
  - Football fields
  - Funding for club houses
5. What do you think is special in your region that could become a 'point of difference' for people to visit (e.g. BMX, trail riding, motor sports events etc)?
- Gap Creek
  - Queens Mary Falls
  - Browns Falls
  - Bigger range of shops

- Motor sports
- More sports
- Bike/motorbike trails
- Rodeo
- Mountain bike trails
- Fishing
- Diverse range of sports offered to all age groups
- Boating on Storm King Dam (rowing, regattas or training)
- Dam
- Morgan Park Raceway
- National Parks
- More encouragement of girls' sport (basketball and cricket)
- More opportunities for mixed competitions
- Golf
- Better sporting facilities and trails
- More walkways and cycling paths

## 6. GENERAL BUSINESS

### Item 1

**Topic:** Community Theatre Group

**Proposed by:** Dylan Dwan & Freya Monk, Warwick State High School

**Background:** A group of young people from Warwick State High School have been thinking about joining a theatre group and have raised the idea of creating one in Warwick. Would it be a Council run or supported group or would it have to be a private organisation? Are other Youth Council members interested? It would be a group that is run outside of school hours similar to any other extra-curricular activity.

**Solution:** Ask Youth Council representatives to take the idea / information back to their schools to see if there is an interest.

The Community Services Coordinator also informed the students of a Toowoomba based organisation, called Empire Youth Arts that had recently contacted Council about acting and drama services they provide. Information about this organisation was distributed to interested students.

### Item 2

#### **Update on Signage in Sporting Fields being used as off leash areas**

Council staff in Parks and Operations and Environmental Services are currently reaching out to sporting groups to identify areas of concerns to work out the best place for signage. The Local Laws team are increasing promotional messaging to the community of responsible pet ownership, with a motto "Your Pet. Your responsibility. Be Pet Smart" with a new branding image designed. All new signs will align with this message.



**Item 3**

**Citizenship Ceremony – 17 September 2024**

Call for Youth Council to give vote of thanks at the next Citizenship Ceremony being held on 17 September 2024 in Stanthorpe at 9.00am. Students were advised that they can all attend. The speech is written for Youth Council members to deliver and also help distribute the certificates/gifts to the Conferees.


**7. CLOSE**

The Community Services Coordinator thanked everyone for their attendance and valuable feedback. He thanked the students for their honest contributions and encouraged everyone to attend the final meeting for the year being held on 17 October 2024 in Stanthorpe.

The students and teachers were invited to stay for lunch and the meeting closed at 12:32pm.

## INFO REPORT | Stanthorpe Regional Art Gallery

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 October 2024
	Community Services Coordinator	<b>ECM Function No/s:</b>

### Recommendation

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

### REPORT

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

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

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

### ATTACHMENTS

1. Signed Audited Financial Statements Stanthorpe Art Gallery Society Inc (Excluded from agenda - Provided under separate cover)
2. SRAG Income Statement Jul-Aug 2024 (Confidential) (Excluded from agenda - Provided under separate cover)
3. Stanthorpe Regional Art Gallery Directors Report September 2024
4. Stanthorpe Regional Art Gallery Directors AGM Report

### **Director's Report - Stanthorpe Regional Art Gallery 2024**

The Stanthorpe Regional Art Gallery (SRAG) Strategic Plan and with the SDRC's Shaping Southern Downs

Our Vision

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

#### **Main Objectives Of SRAG**

- Be a vibrant Arts and community hub
- Support and promote diverse creative practices
- Engage and enrich the local and regional communities largely through the Visual/creative Arts
- Extend the Gallery's involvement in Visual Arts activities within and beyond Queensland
- Be economically sustainable
- Increase the Gallery's professional standing with the Queensland Arts and Museum network and beyond

#### **Aligning with SDRC objectives**

- Growth-by sustainably accommodating a growing population
- Connectedness: retaining and protecting existing infrastructure
- Prosperity: Strengthening existing industries and diversifying assets to create an economically viable region
- Sustainability: Protecting existing assets to strengthen social sustainability and well-being.

#### **Preamble:**

**This presentation outlines what the gallery delivered whilst in housed in an alternative site and the work they did to prepare for the opening of the**

**Education: How we support and will continue to support local students, teachers, and the broader community through education and public programs:**

- **CRISPS Art Prize-** we visit every single school – ensure that the theme for CRISPS is connected to curriculum- hang, promote and exhibit over 1000 students' artwork. The theme this year was Futurescapes Hopeful Visions. It was a very high standard and created a lot of interesting conversations at the school level.
- **The Caring for Nature** resource that was delivered last year. It is a downloadable and printable resource which aligned with the current national education ACARA standards and is still being used.
- **Students' Visits to Stanthorpe Regional Art Gallery Tours.** Art Appreciation lessons for all schools – tied to the ACARA national education curriculum

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- **Industry Partner for VET subject Cert 2 in Information and Cultural studies**

SRAG have partnered with Stanthorpe State High School to support their Vet Subjects. The students work at the gallery to achieve some of their outcomes

- **Connecting our school system with national peak art bodies**

Supported Voices of Biralee Choir to deliver a workshop to our young people of the district and create a performance whereby the students sang the Stanthorpe Song

- **Working with QUT** – QUT Children's Technology Workshops It combines entertainment with STEM education, in the form of storybooks, novels, movies, workshops and games.
- **Professional Development - Supported AMAGA regional workshops for** or volunteers to work with our changeover team re national standards for hanging and curating- and Disaster Preparedness- Copyright issues and our responsibility
- **Support and education** of staff to learn new digital skills- ongoing
- **Suite of public programs** such as weekly art classes, fortnightly fibre art group, specialised art programs and school holiday programs- ongoing

**Partnerships and organisations we support and will continue to support:**

- SDRC
- GBWT
- GBATSIC (Granite Belt Aboriginal and Torres Strait Islander Corporation)
- Kambuwal Aboriginal group
- The International Club
- Granite Belt Training /Whistlestop
- Artworks Granite Belt
- Local Artists
- Local Schools
- Stanthorpe Chamber of Commerce
- Southwest Regional Arts
- Eisteddfod
- GBART
- USQ
- QUT- digital art and disengaged youth
- Griffith University
- QAGOMA
- AMAGA-Australian Museums and Galleries
- NAVA – National Association for the Visual Arts
- Borderline Arts Association
- Stanthorpe Pottery Club
- Apple & Grape Harvest Festival
- Snowflakes in Stanthorpe
- Stanthorpe Agricultural Society
- Stanthorpe Film Society
- Stanthorpe Camera Club
- Stanthorpe Mountain Bike Trails

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- Laurie's Larkins
- Stanthorpe RSL
- CRISPS Coaches
- Granite Belt Support Services
- Stanthorpe Rural Fire Brigade

**Why the Gallery is an important hub for our community and how we continued this work in these extraordinary times.**

61 active volunteers continued to be employed on an alternative site. We have been away from the gallery site for nearly two years and have been serving the public with exhibitions and public programs from the Civic Centre. We have continued to work with and support our 61 active volunteers by providing opportunities to volunteer and professional development. This was very successful and appreciated by our volunteers. We have spent time building capacity of our volunteers to ensure their continued wellbeing, engagement and sense of connectivity.

Economic contribution of volunteers to the gallery from Volunteer hours from July 1 2022 - June 30 2023 - 2382 hours at on average \$35 = \$83,370.

This is a reduction but expected due to times the gallery space has been closed.

In June 2023 we surveyed our volunteers, members and friends regarding their belief about Stanthorpe Regional Art gallery

	%		
statement	agree	neutral	disagree
SRAG welcomes all visitors.	98.7	1.2	
SRAG supports the local arts community.	92.8	7.2	
SRAG is community focussed.	91.6	8.4	
SRAG supports diverse creative practices.	86.4	13.6	
SRAG has a programme of diverse and dynamic exhibitions.	85.5	13.2	1.2
SRAG has credibility and authority and is valued across the wider arts community.	85.4	14.7	
SRAG continues to be one of Australia's regional gallery high achievers.	83.8	16.3	
SRAG is a vibrant arts hub.	83.1	15.6	1.2
SRAG acknowledges all viewpoints.	82.5	16.3	1.3

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SRAG is home to outstanding art collections.	69.5	29.3	1.2
SRAG has a global profile.	29	57.9	13.1

**Outcomes from having such a strong and committed volunteer base:**

- Maintain its profile as one of the most recognised Queensland regional galleries
- Attract attention and support of peak bodies such as AMAGA, GOMA and The Fairfax Foundation
- Have an enviable reputation of a respected and professional changeover team
- Continue to change exhibitions every 4 -6 weeks
- Run an international biennial Art Prize
- Ensure that we can open to the public 6 days per week.
- Create a sense of civic pride and ownership of such a wonderful public asset
- Build the capabilities, confidence, and well-being of our local community
- Handling, conservation and curating workshops to share skills, life-long learning and support succession planning

**Central hub for local artisans:**

We have always prioritised our local artists and this will continue in our alternative site.

**Outcomes for the Exhibitions re sales:**

- Sales to date for all exhibitions from June 30, 2024 - **\$7,179**

**Local Art Prize: 2023-4**

- \$5000 worth of Prize money went to our local community
- **Boutique shop** is a still a great outlet for our local artists
- We will continue to run the boutique- selling only local art.

**Collection of Seasons exhibition 2024**

The gallery opened in the newly refurbished space with **A Collection of Seasons Exhibition.**

This exhibition was created from the Stanthorpe Regional Art Gallery's Collection which has accumulated over many years, through acquisitions from the Arts Festival/Art Prize and by generous donations. Significant works from the oeuvres of internationally recognised Australian artists, including William Robinson, Jon Molvig, Margaret Olley and Charles

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Blackman, are housed here alongside pivotal pieces by Gordon Bennett, Barbara Schey and Gwyn Hanssen Pigott.

This was created to welcome back the public by showcasing the valuable and important Stanthorpe Public Art Collection and to celebrate the opening of the refurbished gallery.

**Successful Grants and Sponsorship** to deliver art programs.  
Gordon Darling, RSL, Bendigo Bank, IAS

**Support of our 180 members** - Continue to offer:

- Newsletters
- Art Talks
- Public Programs
- Opening nights
- Visits to other regional galleries- we took a bus of volunteers to the Tweed Gallery

### **Stanthorpe Art Prize 2024 – during the closure we organised and promoted the Stanthorpe Art Prize**

The 2024 Stanthorpe Art Prize will again have prize money of \$50,000 which put the Stanthorpe Art Prize (running since 1972) in the top 10 of Australian art prizes. In 2024 the esteemed judges were Michael Brennan and Jessica Bridgfoot.

Michael Brennan is the Gallery Director at Noosa Regional Gallery. Prior to this, Michael held roles as Gallery Team Leader and Curator at Bayside Art Gallery; Artistic Director at La Trobe University Museum of Art (where he also held the positions of Curator and Senior Curator); Programming Manager at Footscray Community Arts Centre; as well as a co-founding Director of two artist-run initiatives.

Michael holds a Master of Art Curatorship from the University of Melbourne and a Master of Fine Art from Monash University.

A practicing artist, Michael has exhibited his work in numerous exhibitions, and has been a finalist in several of them. He was awarded the Wynne Prize at the Art Gallery of New South Wales and in 2007 Michael was the recipient of an Australia Council for the Arts studio residency in Tokyo.

Jessica Bridgfoot graduated with a Bachelor of Visual Arts from Monash University in 2003 and later completed a Masters in Arts Management at the University of Melbourne. In 2019, Jessica was appointed Director of Bendigo Art Gallery and has enjoyed an extensive career across the public and private sector, including time working overseas. Bridgfoot is currently focussed on plans for a major redevelopment of the Bendigo Art Gallery which will see the delivery of a second level dedicated blockbuster exhibition space, a major Learning Centre and Traditional Owner Place of Keeping. Jessica also holds several professional appointments, including currently serving as Chair of the

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International Council of Museums (ICOM) Australia, the La Trobe University Regional Advisory Board and the Curatorial Selection Panel for the Macfarlane Foundation.

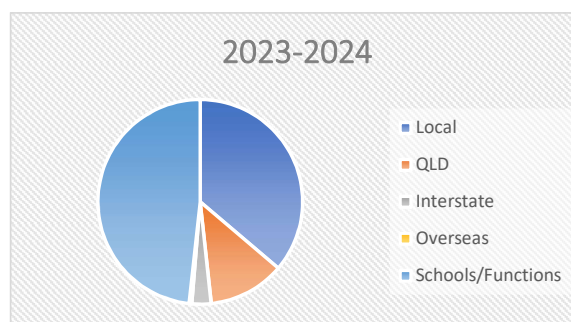
Stanthorpe Art Prize has the following outcomes:

- National recognition and kudos for such an important biennial Art Prize
- Ensuring that our local community has access to national art competitions
- Attracting visitors to our region

#### Supporting Local community and adding value to our tourism industry

Visitors to the gallery: as you can see Local and Queensland figures are quite equal

<b>Local</b>	1166
<b>QLD</b>	389
<b>Interstate</b>	98
<b>Overseas</b>	13
<b>Schools/Functions</b>	1554
<b>TOTAL</b>	<b>3220</b>



#### The Technological Age

**To respond to ever changing digital arena, maintain currency, respond to changing communications and support publicity and marketing of our region, SRAG is investing time and resources to:**

- Employment of a professional publicity and marketing person
- Adapt to global connectedness
- Rise to a more centralized role
- Ensure that the Stanthorpe Art Prize has a wide reach and continues to be an important national prize
- Capitalise on modern workplace trends
- Move the gallery into the technological age by utilising the CMS to interface the collection with our web page allowing internet access of the collection for all
- Supporting international galleries who asked for information re one of our artists who have work in our collection: Maximillian Feuerring, Archibald winner. This information became part of a publication.
- Creating a web page interface that can support visual images of all exhibitions
- Provide the opportunity to purchase art online either from exhibiting works or from the gallery's boutique

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**Gallery Directors Report: Director Findlay**

**Committee Meeting September 2024**

***Vision Statement***

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

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

Objectives	Outcomes	Date	Who
Support and promote diverse creative practices	<p>First Exhibition in the new space.</p> <p><b>A Collection of Seasons</b></p> <p>Opening Night – 300</p> <p>A wonderful evening with Bob Townshend our Town Crier, specially written poetry from Allen Sutton and Jacqui Large, Stanthorpe Junior Choir and the Broadwater Drumming group</p> <p>Nearly 2000 visitors in the first 4 weeks of opening. A great success -as you can see by the comments</p>	26 June 2024	

VISITORS BY EXHIBITIONS	26/07/24 - 25/08/24 A COLLECTION OF SEASONS
Local	731
QLD	299
Interstate	46
Overseas	4
Opening Night	300
School groups/children	27
Other groups	86
Functions (other)	482
TOTAL	1975

Snapshot of Visitors Comments

1702	09.08.24	Sandra & Bernie Rose	Wonderful!
1703	09.08.24	Lyn & Richard Rodgers	Very interesting. Love the tea bags.
1704	09.08.24	Paul & Sue Stafford	Thank you. Very interesting. My favourite - the glass urchins.
1705	09.08.24	Alan Davis	Wonderful tour by Mary. Enjoyed it immensely.
1706	09.08.24	Vicki Allen	Thank you. I have thoroughly enjoyed it.
1707	09.08.24	Brian Allen	Thanks Mary. Very enjoyable.
1708	09.08.24	Peter Dolley	Not big enough. Put reception in the main entrance.
1709	09.08.24	Joy Williams	Brilliant. So much variety. Hope to exhibit one day.
1710	09.08.24	Darryl Williams	Fantastic display.
1711	09.08.24	Isabella Mazzer	Georgous works, loved the embroidery.
1712	13.08.24	Mary Beach	So glad to see you open!
1713	14.08.24	Enza & Mark Sumem	It has been worth the wait - beautiful . ♥
1714	14.08.24	Sue & Brenda	Beautiful - Well done.

	<p><b>Art Prize</b> Opening Night - 6 September Nearly 200 people attended</p> <p>Sales to date \$12005- 11 works Visitors to 16 Sept - 580</p> <p>Evening went very well with dignitaries and judges well received:</p> <ul style="list-style-type: none"><li>• Michael Brennan Noosa Regional Art Gallery – Judge</li><li>• Philip Bacon – Bacon Galleries – Guest of Honour</li><li>• Melissa Hamilton SDRC Mayor -Special Guest</li><li>• Cheryl Moggs OAM Indigenous Elder</li></ul> <p>Catering - Jamworks Music- Natasha Kloppers &amp; Mark Conners -both acclaimed pianists</p> <p>Thank you to all the volunteers who made this happen particularly the Art Prize Committee- Dee Booth, Teena Wilcock, Dan McArthur, Michelle Conkas, Rob Allen, Chris Sayer, Mike Roselt.</p> <p>The changeover and unpacking team and all those who made it one of the best Art Prizes. Special thanks to Michelle and Dan for their work on the entries. Michelle for the excellent and far-reaching Publicity and Marketing campaign</p> <p>Snapshot of Visitor Comments</p> <table><tr><td>10.09.24</td><td>Sue Jurd, Oli &amp; Milla Fraguas</td><td>Wonderful display. Thanks SRAG.</td></tr><tr><td>11.09.24</td><td>Margaret Brooke</td><td>Fabulous exhibition. Such a variety.</td></tr><tr><td>12.09.24</td><td>Narelle Walker</td><td>Brilliant - such variety of talent!</td></tr><tr><td>12.09.24</td><td>Mavis &amp; Neil Blunt</td><td>Brilliant. So much variety. Hope to exhibit one day.</td></tr><tr><td>12.09.24</td><td>Eleanor &amp; John Hanger</td><td>A wonderful Exhibition</td></tr><tr><td>13.09.24</td><td>Vennie Micallef</td><td>Excellent</td></tr></table>	10.09.24	Sue Jurd, Oli & Milla Fraguas	Wonderful display. Thanks SRAG.	11.09.24	Margaret Brooke	Fabulous exhibition. Such a variety.	12.09.24	Narelle Walker	Brilliant - such variety of talent!	12.09.24	Mavis & Neil Blunt	Brilliant. So much variety. Hope to exhibit one day.	12.09.24	Eleanor & John Hanger	A wonderful Exhibition	13.09.24	Vennie Micallef	Excellent		
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Be a vibrant Community hub	<p><b>The Collection:</b>  IAS have returned part of the Collection:</p> <ul style="list-style-type: none"> <li>• Works in <b>A Collection of Seasons</b></li> <li>• Most of the 3D art works</li> <li>• Works on paper (in drawers)</li> </ul> <p>Awaiting the final changes to the 2D hanging racks and the rest of the collection will return.</p> <p>Collection management team have begun condition reporting:</p> <ul style="list-style-type: none"> <li>• All the Collection of Seasons works</li> <li>• 13 of the returned 3D works.</li> </ul>	July / August/Se pt	Selected group of volunteers and staff
	<p><b>Public Programs</b>  Holiday Workshops  <b>Journey into Surrealism - collage workshop</b></p>	17 Sept	Taylah Moore
	<p><b>Art workshop for Jarjums   School Holiday Workshop</b>  Indigenous workshop</p>	19 Sept	Maria de Vries
	<p><b>Drawing the Human Figure with Nameer Davis</b>  Fully booked - first week very successful.</p> <p><b>Ongoing- Fortnightly Workshops</b></p> <ul style="list-style-type: none"> <li>• Yarnies Group</li> <li>• Sustainable Stitching Group</li> </ul>	14,21,28 Sept & 5 Oct	Nameer Davis



Engage and enrich the local and regional communities largely through visual/creative arts	<b>Publicity and Marketing:</b> <ul style="list-style-type: none"> <li>• Gallery Newsletter</li> <li>• Facebook</li> <li>• Granite Belt Magazine</li> <li>• Stanthorpe Today- feature articles</li> <li>• Weekly update of Facebook, Twitter and Instagram</li> <li>• Meetings with Michelle Conkas</li> <li>• Media coverage for exhibitions</li> </ul> Guided Tours; <ul style="list-style-type: none"> <li>• Qld Caravan group</li> <li>• Qld Rural Doctors</li> </ul>	Ongoing	Director / Michelle Conkas
Extend the gallery's involvement in Visual Arts activities within and beyond Queensland	<b>Professional Development</b> <b>Handling and Condition reporting Workshop</b> Gaye Deanne Fraser organized content and ran a workshop to upskill our volunteers on handling works and condition reporting. This was to support the Art Prize and bringing back the collection.  Casambi Training	June 2024  25 July	Gay- Deanne Fraser Director
Increase the Gallery's professional standing with the Queensland Arts and Museum	Working with AMaGAQ to create PD for AMAGA members and the Arts Community. Meeting with GBART re Gallery input Attended the Stanthorpe Chamber meeting Attended the Stanthorpe Chamber meeting Visit and tour with the Stanthorpe State High School's Cultural Studies Class	July 15 Aug 25 July 27 Aug 8 Aug	Director Director Director


network and beyond			
Boutique	<p>The Boutique has been hugely successful since we opened the new gallery. A very important income for the gallery and local artists.</p> <p>A few concerns regarding the lighting in the foyer area of the building and its effect on the artwork in the boutique.</p>	Ongoing	The Boutique Changeover team & D McArthur
Be economically sustainable	<p><b>Other Income</b></p> <ul style="list-style-type: none"> <li>• \$8000 Successful grant application Gordon Darling grant to produce a commemorative brochure for the reopening of the new gallery. This will be a document that can be used for several years. It will also be useful as a training document for our front-of-house volunteers.</li> <li>• IAS sponsored the Art Prize \$2000</li> <li>• Amcal Chemists Stanthorpe \$500</li> <li>• Borderline Art Group \$500</li> <li>• C Consulting Engineers \$2000 in kind support</li> </ul>	NYD March 2024	MF
Engage and enrich the local and regional communities largely through visual/creative arts	<p><b>Volunteer Hours</b></p> <p><b>Volunteer hours 61 active volunteers</b></p> <p>Economic contribution of volunteers until June 30, 2024, = \$54,215</p> <p>These hours do not take into consideration the volunteers who bring professional services such as accountancy skills, graphic design and exhibition design skills, senior management skills and many other very important voluntary contributions.</p> <p>Prior to opening and since opening many volunteers have volunteered at the gallery for several consecutive days. Adding the enormous volunteer contribution to the Art prize: It goes without saying that this gallery would be extremely limited without their support.</p>		

	<p><b>Engagement with Local Schools</b> Exciting ways of strengthening our links with the community. The past two years we are now the Industry Partner Organisation for the Stanthorpe State High School VET subject <b>Certificate 2 in Information &amp; Cultural Studies</b>. We have had several students working at the gallery, helping with the changeovers. We have two more students working at the gallery this week and next.</p> <p><b>Stanthorpe State High Schools First Art exhibition</b> Stanthorpe Regional Art Gallery Supported Stanthorpe State High School to have their first Exhibition showcasing the arts from the whole school. They utilised the walls procured by the gallery during the closure of the gallery and our old hanging system The changeover team supported the SSHS team with advice, help and resources. The evening was a great success with over 200 people attending the Civic Centre.</p> <p><b>University Hub</b> The gallery was one of the contributors to the application by the SDRC for the University Hub. We are maintaining communication with Stanthorpe State High School and the new University Hub. Discussions regarding the strengthening of the Creative Arts sector and Tertiary Education opportunities. The Creative Arts sector is one of the largest employers and economic sectors in Australia. The gallery will continue to support the need for Stanthorpe constituents to have equal access to this wonderful opportunity.</p>		
Support and promote diverse creative practices	<p><b>Events in The Gallery to Celebrate the Opening of the Newly Refurbished Gallery:</b> <b>17 August Late Shift Band</b> For the 4rth year <b>The Late Shift Big Band</b> have come to Stanthorpe. In 2019 The Late Shift Big Band offered to play at the gallery for charity. They wanted to help our community after the drought and fires that had affected our community. The money that was raised went to the rural fire brigade for new radios. They continue to build that relationship with</p>	17 Sept	Dan McArthur

	<p>Stanthorpe, bringing a fabulous repertoire of music to our community. Thank you to Dan McArthur for his organisation.</p> <p><b>Other events:</b></p> <ul style="list-style-type: none"> <li>• 27 July - Seasons of Life-Granite Belt Junior Choir</li> <li>• 9 August -Jesse Flowers International Classical Guitarist</li> <li>• 2 August - Auslan Choir</li> <li>• 4 August - A Collection of Seasons Concert- The Occasional Players &amp; Alan Smith</li> <li>• 9 August - A Song and Dance: Classical Guitar Recital Jesse Flowers</li> <li>• 24 August- A Wordscape of Winter Stanthorpe Little Theatre</li> <li>• 25 August - The Joan Smith Tribute Recital-Granite Belt Choir, Contempo, Granite Belt Junior Choir</li> </ul> <p>This ensured that we welcomed back our community, attracted a different demographic and ensured that SRAG is a welcoming space.</p>		
AOB	Chamber Evening at the Gallery -would the committee	22 October	

## INFO REPORT | YMCA Monthly Report - August 2024

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 October 2024
	Community Services Coordinator	<b>ECM Function No/s:</b>

### Recommendation

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

### REPORT

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

The YMCA has indicated several maintenance and/or capital items within the reports. To assist, Council officers have provided some commentary below on the status of each of these items.

#### WIRAC

- Air handling system in the hydrotherapy pool area - completed
- Pool blanket holders – completed
- Hydro pool chemical dosing controller – completed
- Pipe leak affecting LTS pool heating – repaired by the original contractor

Works currently forecast for completion over the next couple of months include:

- The aquatic hall air handling system is part of an existing contract that was executed in 2023.
- Roof column replacement – this is located in the hydrotherapy pool area and appears to have occurred due to the high heat, humidity and chemicals in the air.
- Grandstand ceiling - previous repairs have had paint peel due to heat and humidity
- Hydrotherapy pool stainless steel handrails
- Hydrotherapy pool wall painting
- Hydrotherapy pool caulking

#### Stanthorpe Fitness Centre and Pool

- Hot Water System replacement - complete
- Aerobic room light upgrade – complete
- Entry stair tile repairs - completed.
- Pool painting and caulking – complete
- Water Fountain/ bubbler - replaced

Works currently in progress

- Men's and Lady's bathroom refurbishment – currently functional but due for an upgrade including retiling, waterproofing and painting. This has been communicated to the YMCA,

albeit it has taken some time. Contractor has attended the site to quote and currently awaiting estimate. Team is preparing documents to be “grant ready”.

- Painting external disability ramp handrails
- Carpark line-marking subject to water leakage investigation and scope of rectification works required. Business case to be prepared for 25/26 budget submission.

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

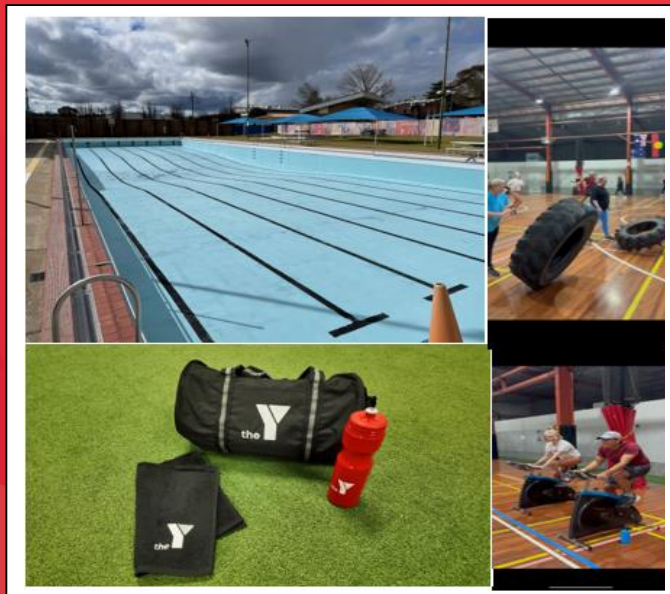
#### **FINANCIAL IMPLICATIONS**

Current works are reactive. Ongoing investment in renewal programs is needed to maintain the service level at each site.

#### **ATTACHMENTS**

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





# YMCA Stanthorpe

## Monthly report for August 2024





## EXECUTIVE SUMMARY

What a month it's been for Stanthorpe YMCA! With the summer-like weather, business is booming. We are waiting in anticipation for the pool to be re-painted. We launched the Learn to Swim program to the community and already bookings are coming in. Group classes are gaining momentum, and gym membership numbers continue to rise. Since introducing 24/7 access, we've gained over 130 new members since July. The team has been busy preparing for the 2024/25 pool season.

## PROGRAMS AND SERVICES

### Health and Wellness

- Memberships went up from 418 financial members at the end of July, to 432 financial members at the end of August. This is due to the 24/7 going live.
- 56 members expired or cancelled during the month.

The Stanthorpe YMCA is very excited to announce to the community that we will be officially launching Gym Play, starting on the 3<sup>rd</sup> of October at 10am. This program will run every Thursday at 10am and will go for an hour. We have also received expressions of interest in doing a second day for Gym Play. Already there has been a lot of interest for our Thursday program, with the first session almost booked out.







## Aquatics

The YMCA is excited to announce the upcoming pool painting at Stanthorpe YMCA. This upgrade will surely bring joy and excitement to our swimmers. We extend our heartfelt thanks to the Council for organising this project. We're eagerly anticipating these improvements.

We have officially launched our new Learn to Swim Program for the community and are expecting a really busy season ahead for our program. Almost every School has booked in for Swimming lessons for Term 4. Swimming carnivals for Term 4 have also been booked in.

All our Lifeguards will be doing their updated Lifeguard Course on the 20<sup>th</sup> of September at WIRAC. We have also organised a refreshers course for our Swim Teachers on the 19<sup>th</sup> of September. All new lifeguards will be doing a course of the 18<sup>th</sup> and 20<sup>th</sup> of September.

We are still looking to recruit 1 new Lifeguard and Swim Teacher for the upcoming 24/25 season. We hope to have these positions filled next Month.

## Hire Groups

- 18 hire hours occurred during the month, which was 11 hours down from last month. Futsal and Netball Competitions kick off in September meaning the court will be very busy again.

## Sports Competitions

### Futsal:

Our Season 2 2024 Futsal Competition will kick off on the 2<sup>nd</sup> of September, we have had 28 team register for the competition.

### Netball:

Netball will start on the 3<sup>rd</sup> of September; we have had 6 teams register for this Competition.





## ATTENDANCE

The total attendance recorded for the month amounted to 4272 individuals, this is up from last month as we have 24/7 live. Staffed hours on Sundays have closed until the pool season re opens.

Fitness attendance has gone up and class and gym users have gone up. We are expecting a hike in gym numbers as we will soon see warmer weather come in as well as pool swimmers jumping back into the pool.

		Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
<b>Fitness Attendance</b>	Members	2076	2065										
	Casuals	340	310										
	24 hr Access	301	408										
	Group Fitness	1300	1307										
<b>Total</b>		4017	4090	0	0	0	0	0	0	0	0	0	0
<b>Aquatics Attendance</b>	Season & Visit pass	0	0										0
	Casual	0	0										0
	Spectator	0	0										0
	Learn to swim	0	0										0
	Squad	0	0										0
	School Swim	0	0										0
	School Carnivale	0	0										0
	School Break ups	0	0										0
	Aqua Aerobics	0	0										0
<b>Total</b>		0	0	0	0	0	0	0	0	0	0	0	0
<b>Stadium</b>	Indoor Soccer	0	0										
	Netball	0	0										
	Table Tennis	55	51										
	Pickleball	68	75										
	Social Basketball	24	28										
	Social Badminton	32	28										
<b>Total</b>		179	182	0	0	0	0	0	0	0	0	0	0
<b>Hireage in Hours</b>	Court	14	6										
	Room	15	12										
<b>Total</b>		29	18	0	0	0	0	0	0	0	0	0	0
<b>Overall Monthly Attendance</b>		4196	4272	0	0	0	0	0	0	0	0	0	0
<b>Year to date Overall Attendance</b>							<b>8468</b>						



## **FACILITY UPKEEP, MAINTENANCE AND IMPROVEMENTS**

### **1. New TV Antenna**

YMCA are working with New Tek to install a new Antenna to put more coverage onto our TV's in the gym area. At the moment we only have about 5 channels running. We hope to get this sorted out in the next couple of weeks.



### **2. Front Stairs**

We would like to thank Council of fixing the front stairs as their were a few tiles that were broken off due to age. This caused a safety hazard for members, but council acted fast to getting this problem resolved.



### **3. Pool Plant Equipment**

YMCA has booked in the appropriate companies to services the 50m heat pump system and also the calibration systems for both the wading and 50m pool. Works for these will be done before the reopening on the Pool.

### **4. Cleaning of the Pool**

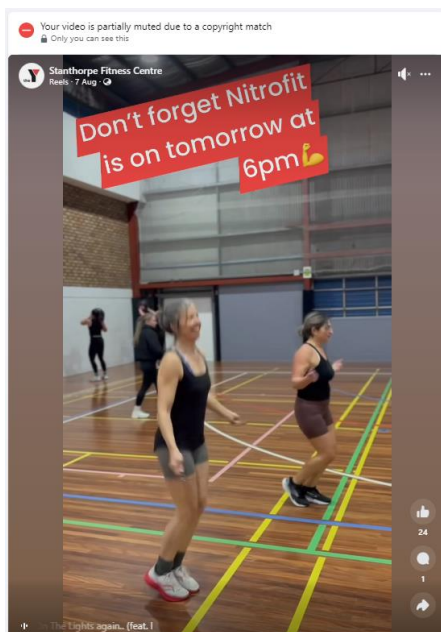
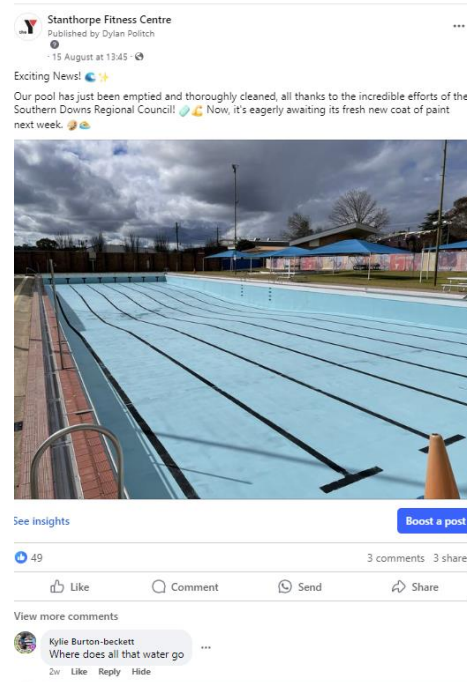
YMCA would also like to thank council for the help of getting the pool ready for the painting contractor to come in and paint the pool. They have done a amazing job.



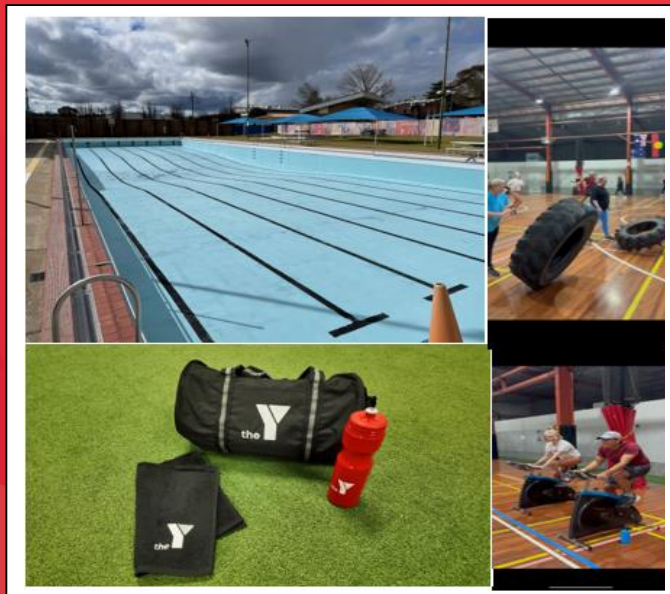


## Community Engagement:

We have been actively connecting with the community through Facebook, where our posts have received positive engagement. Additionally, we have received several favourable reviews on Google.







# YMCA Stanthorpe

## Monthly Maintenance Report for August 2024





### Council Facility Maintenance:

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

YMCA is yet to receive any response from council RE: updating the bathrooms in the centre. This has been reported for the past 4 months. We continue to get complaints about the state of the bathrooms.



#### 2. Carpark

The Y has been requesting since November 2023 for the relining of the carparks as they are very faded. To date there has been no response or action. The condition of the car park is getting worse as time goes on. We continue to receive complaints from customers who can't see the lines very well, making parking difficult. As council can appreciate, a lot of our members are in their 70's, 80's and even 90's.



#### 3. Water Fountain



In August, contact was made with council staff to replace the current water cooler that is 12 years old and beyond repair. To date we have had no response. As this is a council asset and past its usable life, we are again requested that council replace ASAP as members are inconvenienced.



# **YMCA Warwick (WIRAC) Monthly report for August 2024**





## EXECUTIVE SUMMARY

This report highlights the recent developments, ongoing programs, attendance statistics, financial performance, and facility upkeep at the YMCA. Key programs include membership promotions, a new junior futsal competition, and health and wellness initiatives. The report also addresses critical facility maintenance concerns, including urgent air quality issues in the Main Aquatic Hall. Attendance figures indicate steady growth across fitness, aquatic, and stadium activities. Major equipment upgrades for the gym are in progress, and substantial repairs have been completed on the Learn to Swim Pool and hydro pool.

The YMCA is committed to continuous improvement in both services and facilities, ensuring a safe and enjoyable experience for all patrons. This report outlines the steps being taken to address ongoing challenges while expanding programs to meet community needs.

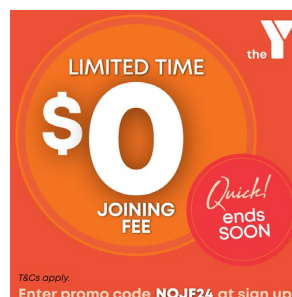
## PROGRAMS AND SERVICES

### Membership Promotion



A two-week "Free" promotion was offered from August 22nd to August 31st for all direct debit memberships. Unfortunately, there was limited uptake, as the offer was restricted to 12-month minimum-term direct debit memberships.

The next promotion will feature a \$0 joining fee for the entire month of September to encourage new memberships.







### Junior Futsal Competition

Collaborating with Warwick Futsal, we are launching a junior futsal competition for children aged 8 to 16. The program will run for 8 weeks, starting on October 21st, with matches held on Mondays.



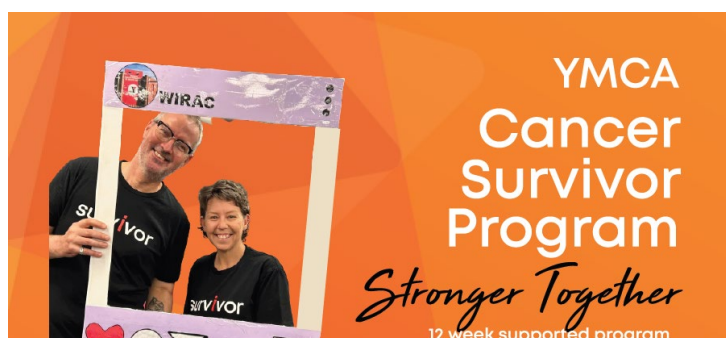
### Health and Wellness

#### Head space Warwick

We recently partnered with Headspace Warwick, who ran a 10-week mental health program for parents and caregivers in rural Queensland. This collaboration led to Headspace purchasing 20 x 10 aquatic visit passes for young people they support.

#### Cancer Survivor Program:

Preparations are underway for the restart of the Cancer Survivor Program on September 9th. This free 12-week program is designed for individuals living with or beyond cancer.





## Attendance – August 2024

# AUGUST

		May-24	Jun-24	Jul-24	Aug-24
<b>Fitness Attendance</b>	Members	4635	3733	3329	4205
	Casuals & Visit passes	95	73	111	124
	24 hr Access	1868	1273	1581	1527
	Personal Training	123	112	44	116
	Group Fitness	2109	1888	2227	1764
<b>Total</b>		8830	7079	7292	7736
<b>Aquatics Attendance</b>	Members	Inc above	inc above	inc above	inc above
	Casual	791	749	1798	2624
	Aquatic Sports Ability	13	15	48	79
	Learn to swim	1128	834	591	708
	Squad	63	62	145	94
	School Swim	39	0	302	517
	Physio's	83	30	25	14
	Aqua Aerobics	761	581	518	326
<b>Total</b>		2878	2271	3427	4362
<b>Stadium</b>	Junior Futsal	7	0	0	0
	Schools	574	229	80	729
	Sports Ability	64	77	48	79
	Pickleball	119	118	44	199
	Taekwondo	0	0	0	0
	Basketball		193	450	567
	Netball	900	450	900	90
	Social Badminton	16	15	28	29
<b>Total</b>		1680	1082	1550	2503
<b>OTHER</b>					
<b>Total</b>		0	0	0	0
<b>Overall Monthly Attendance</b>		13388	10432	12269	14601



**2024 Year to Date: 106979**

#### **Attendance – August 2024**

Overall attendance has seen an increase in all areas:

- **Fitness Attendance:** 7,736 (up from 7,292 in July)
- **Aquatic Attendance:** 4,362 (up from 3,427 in July)
- **Stadium Attendance:** 2,503 (up from 1,550 in July)
- **Total Monthly Attendance:** 14,601 (up from 12,269 in July)
- **Year-to-Date Overall Attendance:** 106,979

These figures demonstrate growth and engagement in both fitness and aquatic programs, as well as increased usage of the stadium for various sports activities.

#### **FACILITY UPKEEP AND IMPROVEMENTS**

##### **Gym Equipment Upgrade**

We have identified that several gym machines and spin bikes have become worn and require replacement. In response, we are acquiring 10 refurbished spin bikes from one of our larger Brisbane centres and have purchased \$43,000 worth of new equipment. The new equipment, expected to arrive in October, includes:

- 5 x Upright Bikes
- Seated Calf Machine
- Plate-Loaded Standing Calf Machine
- Hyperextension Bench
- Preacher Curl Bench
- Supine Press Bench

This investment will refresh and modernise the gym, enhancing the member experience.



## **BUSINESS DEVELOPMENT**

To enhance community engagement and increase membership, the YMCA is focused on a range of business development initiatives:

- Continued membership promotions, including the upcoming \$0 joining fee for September.
- Expansion of youth sports programs such as the junior futsal competition.
- Ongoing partnerships with local organisations like Headspace and cancer support groups to offer specialised wellness programs.

These initiatives aim to drive member retention, increase participation, and support the YMCA's long-term growth objectives.

## **CONCLUSION**

The YMCA is making significant strides in offering diverse and engaging programs while addressing critical maintenance issues to ensure a safe and welcoming environment for all members. Attendance figures show positive trends, reflecting the community's increasing engagement with our fitness, aquatic, and stadium programs.

However, urgent facility repairs—particularly in the Main Aquatic Hall—must be addressed to prevent further deterioration and potential health and safety hazards. As we continue to improve our services and facilities, we remain committed to providing exceptional experiences for our members and the broader community.



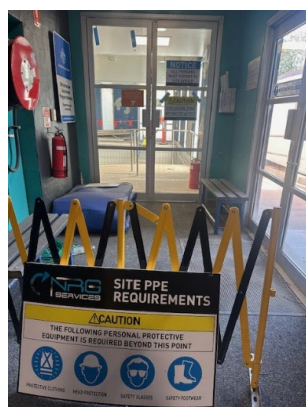
## **YMCA Warwick (WIRAC) Monthly Maintenance Report for August 2024**





## MAINTENANCE

**Bathrooms:** Two new cisterns were installed in the court and main pool area bathrooms at a cost of \$2,026.40 plus GST. These repairs were necessary due to the age and wear of the facilities.



## HYDRO POOL

Structural repairs are nearly complete. We are awaiting confirmation from the Council for reopening, with a target of mid-October.

### Learn to Swim Pool

With the burst pipe repaired, we have resumed heating and restarted Learn to Swim and school swimming programs. However, the six-week downtime resulted in a significant loss of income.

### Air quality, air flow and heat build up in Main Aquatic Hall

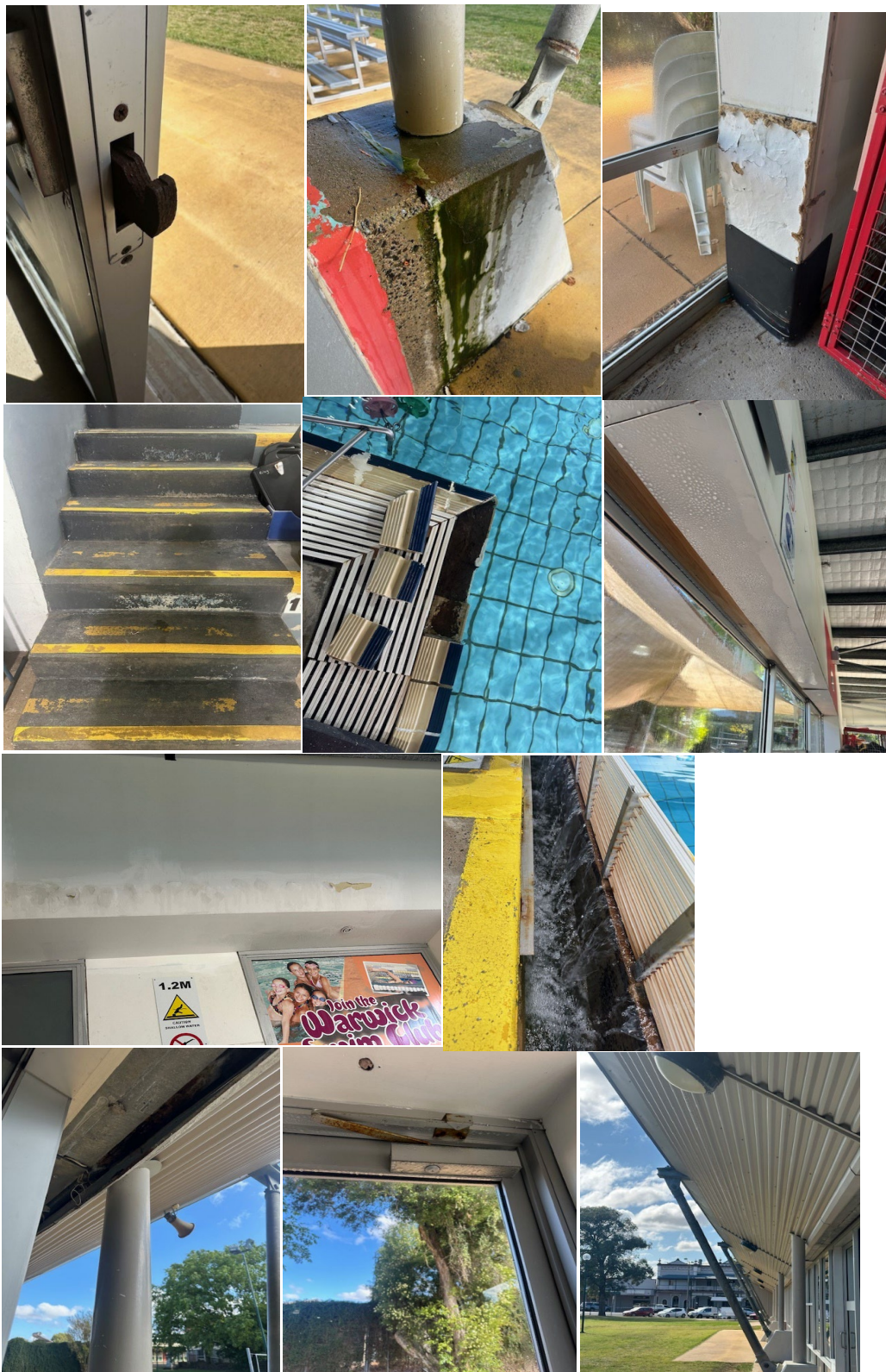
The ongoing issues with air quality, lack of airflow, and excessive heat in the Main Aquatic Hall pose significant health and safety risks for both staff and patrons. These problems are compounded by moisture damage, which is destroying parts of the facility. Rusting door locks, cracking plaster, and falling tiles are some of the visible damages. Despite recent ceiling repairs above the grandstand, the moisture has caused further deterioration.

The damage is also affecting the pool itself, with deteriorating concrete under the gutters making certain areas unsafe.

Also, exterior gutters are in disrepair, and water leakage from solar pipes causing additional damage to light fittings and structural elements.


We have raised these concerns with the Council, and further discussions are planned to address these urgent issues.





## Infrastructure Services Monthly Status Report

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 October 2024
	Director Infrastructure Services	<b>ECM Function No/s:</b>

### Recommendation

THAT Council receives and notes the Infrastructure Services Monthly Status Report for September 2024, dated 16 October 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

- Swanfels Road drainage project nearing completion. It will be completed under budget and one week early.
- Old Stanthorpe Road project is progressing well. Completion is estimated by end of November 2024. The team has lost six days due to wet weather. Budget is tracking well.
- Preparation work for reseals is nearing completion for reseal work starting at the end of October 2024.
- Footpath replacement and missing links is 35% complete. Creek Street and Locke Street are complete and Davadi Street has started.
- East Street rehabilitation is due to start the week of 8 October 2024. The project has been planned in detail to minimise inconvenience to residents.
- Bracker/Tooth/Marden intersection design complete. Work cannot start until Telstra has lowered the communication lines in the area, and this is only expected to be at the start of the new calendar year.
- Stanthorpe Streetscape is complete. Some contract remedial work is to be undertaken.
- Glen Road pavement repairs have commenced.
- Goomburra Road pavement repairs have commenced.
- Yangan Reservoir is 85% complete. These civil works were carried out on behalf of the Water Department.
- Various designs are underway (Glen/Willi blackspot, Bracker Road rehabilitation, Fairwill Drive rehabilitation and stormwater, Railway Street rehabilitation, Tannymorel Road widening).
- Yangan Reservoir and Bracker/Tooth/Marden designs are complete.
- The Capital Works team is continuing to enter all projects into PLM and complete the paper-based PLM.
- Flood recovery submissions are in progress. The Queensland Reconstruction Authority has not as yet reviewed any Southern Downs Regional Council (SDRC) submission.
- The Maintenance team is carrying business as usual such as mowing, pot hole patching, drainage works and grading.



Refer Attachment:-

- 24-25 Works Department Financial Report 2024-10-03

## **2. Parks & Operations**

Refer Attachment:-

- Parks and Operations Capital Projects Monthly Report – October 2024

## **3. Water**

### ***Capital Projects***

- Warwick Smart Meter Installation –
  - New Smart Meters installed in Warwick – 699 (total 7117 to date).
  - Leaks ceased – 41 (total 650 to date). Potential kL water saved over a year – 46,533 (total 567,469 to date). Potential saving to the customers over a year – \$150,767 (total \$1,657,480 to date).
  - Customer registrations onto the portal – 104 (total 790 to date).
- 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. Project nominated for an AWA award, to be announced in October 2024.
- Stanthorpe Sewer Pump Station Upgrade – Emergency storage tanks for three SPSs. Contract awarded. Construction underway, delays due to finding excessive rock. External funding deadline approved for 31 December 2024. Contractor working to a mid-November 2024 deadline.
- 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 the dam wall is complete and samples have been sent off for testing. Awaiting the final report. Hydrological study complete, awaiting report. Preparing brief for seismic hazard assessment to obtain three quotes.
- Toowoomba to Warwick (T2W) Pipeline Project – Operations and Maintenance (O&M) monthly meetings continue. SEQ Water operational costings currently under review. Working on all required agreements.
- Leslie Dam Delivery Main - Due to the size of this project it will be carried over into the 2024/25 financial year. 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. Obtaining quotes for this work, struggling with contractors not on Local Buy. Planned completion of all project stages August 2025.
- Stanthorpe STP Upgrade – Progressing a revised Environmental Authority (EA) with the Regulator. A consultant is assisting with the preparation of the EA application. Design funded in 2024/25, with construction subject to grant funding in future years. Design phase being progressed by going through a shortlisting process to identify three consultants to tender on the work. Tender closes in October 2024.
- Yangan Reservoir Project – Installation of water mains complete. Survey Plans of new Lot and Easement complete. Access track complete. Planned completion of reservoir is October 2024. There will be some minor works after this such as fences and control systems.
- 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 underway. Inspection of tower, pipe and tunnel complete. Consultant working on concept design.

- Storm King Dam Re-tensioning – tender awarded. Works underway.
- Freestone reservoir repairs – this project is to install a liner in the reservoir to address a large crack that is causing the reservoir to leak. The specification has been prepared and will go out to tender in October 2024.

#### ***Drought Resilience Project – Monthly Update***

	<b>Project Objective</b>	<b>Status Update</b>
<b>Activity 1</b>	Developing water supply from bores in the Cunningham Alluvium to Warwick	Complete
<b>Activity 2</b>	Development of the Allora Borefield (Dalrymple Creek Alluvium)	Complete
<b>Activity 3</b>	Water supply from Connolly Dam to the Warwick Water Treatment Plant (WTP)	Complete
<b>Activity 4</b>	Blending and Pre-treatment Facility - Warwick WTP Upgrade	Concept design is complete, commencing with the detailed design. Detailed design is progressing. HAZOP meeting planned for October.
<b>Activity 5</b>	Extraction of water from below the minimum operating level (MOL) at Leslie Dam by SDRC (about 74% of dead storage)	The pumps are on order from overseas and expected to arrive in October 2024. The contractor has completed the 100% design stage. Designing a switchboard on a trailer to allow this to be mobile.
<b>Activity 6</b>	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>

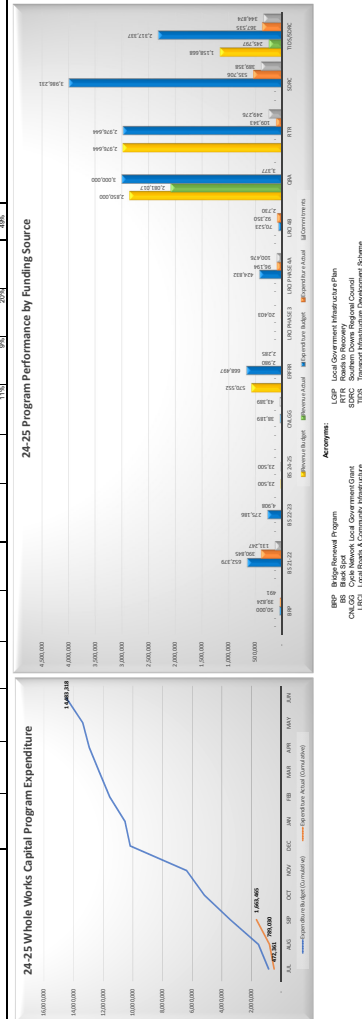
#### **4. Risks and Key Focus Areas**

- Submissions of identified capital projects through PLM for gated ELT approval under Council's adopted PMF, have delayed delivery of the 2024/25 capital works program across all areas of Infrastructure Services. Director Infrastructure Services and A/Director Customer & Organisational Services are working to resolve project commencements.
- 'SMS Safety Reset' and Skytrust implementation progressing well, including focusing on current works.
- Toowoomba to Warwick Pipeline – Director Infrastructure Services is now Project Directing the SDRC components with ongoing meetings and officers working with SEQ Water, State Government (DRDM&W) and TRC, to progress and resolve issues and risks.
- January 2024 REPA submissions are all in progress and on track.
- The Department is currently experiencing an increase in community requests/merits, road corridor management assessments and engineering investigations that are being prioritised and managed.

#### **ATTACHMENTS**


1. 24-25 Works Department Financial Report 2024-10-03
2. Parks and Operations Capital Projects Monthly Report – October 2024

24-25 Works Department Financial Report 2024-10-03													
INFRASTRUCTURE SERVICES													
Project Name	Finding Score	Finding Sub-Category	Estimated Value (Rs. Lakhs)	Revenue Actual	Revenue Vst. to be received	Previous Vst. Expenditure	Expense Budget	Expense Actual	Commit	Actual + Commit	Left Over Budget	Physical Completion	Status/Comment
001081 - Maintenance Road Works (2024-25)	80.00	0000	117.0000	-	-	11.9000	60.000	30.800	30.800	30.800	0.0000	100%	Completed. Remaining work to be done.
001082 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001083 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001084 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001085 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001086 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001087 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001088 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001089 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001090 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001091 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001092 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001093 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001094 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001095 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001096 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001097 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001098 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001099 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001100 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001101 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001102 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001103 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001104 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001105 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001106 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001107 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001108 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001109 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001110 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001111 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001112 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001113 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001114 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001115 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001116 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001117 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001118 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001119 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001120 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001121 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001122 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001123 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001124 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001125 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001126 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001127 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001128 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001129 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001130 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001131 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001132 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001133 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001134 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001135 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001136 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001137 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001138 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001139 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001140 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001141 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001142 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001143 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001144 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001145 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001146 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
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001149 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001150 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
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001152 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001153 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001154 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001155 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001156 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001157 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001158 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001159 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000	0.0000	100%	Completed. Road is in good condition.
001160 - Road Repairs (2024-25)	80.00	0000	1.0000	-	-	0.2000	0.2000	0.2000	0.2000	0.2000			



PARKS & OPERATIONS CAPITAL PROJECTS MONTHLY REPORT - OCTOBER 2024							
Project	Total (Project Funding)	Full Year Expense Budget	Year to Date Expense Actual	Commitments	Actual + Commitments	Expense Variance (Budget less Actual-Comms)	Comments
107249 - Plant Replacement Program	\$7,859,000.00	\$7,859,000.00	\$1,288,264.00	\$848,013.00	\$2,136,277.00	\$5,722,723.00	Annual procurement underway
107563/10608 - Council depots	\$245,000.00	\$191,697.00	\$0.00	\$12,250.00	\$12,250.00	\$173,447.00	Business case being finalised with consolidation of this and funding from 102789 to enable depot refurbishment and replacement of depot equipment
107686 - Plant and Management Program	\$120,000.00	\$120,000.00	\$0.00	\$112,295.00	\$12,295.00	\$7,705.00	Contractor tendering for depot plant renewal work during October. Public communication to proceed closure of playgrounds for short periods to enable work to proceed
107711 - Water Truck Replacement	\$380,000.00	\$380,000.00	\$0.00	\$0.00	\$0.00	\$380,000.00	Trucks delivered and procurement of upgraded water tanks underway
107713 - Trimble GPS Grade Control Equipment	\$300,000.00	\$300,000.00	\$0.00	\$0.00	\$0.00	\$300,000.00	Procurement underway after review of business requirements and specifications with Works Department
107789 - Depot and Administration Building	\$160,000.00	\$160,000.00	\$0.00	\$0.00	\$0.00	\$160,000.00	Business case being finalised with consolidation of this and funding from 102563/102608 to undertake refurbishment of Warwick depot administration office.
107804 - Community Infrastructure - Memorials	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	Project Management Plans being developed with assistance of Works Department
102805 - Community Infrastructure - Open Spaces	\$433,000.00	\$433,000.00	\$0.00	\$0.00	\$0.00	\$433,000.00	Project Management Plans being developed with assistance of Works Department
102806 - Community Infrastructure - Buildings	\$590,000.00	\$590,000.00	\$0.00	\$0.00	\$0.00	\$590,000.00	Project Management Plans being developed with assistance of Works Department
TOTAL	\$10,108,000.00	\$10,053,697.00	\$1,288,264.00	\$971,558.00	\$2,268,822.00	\$7,782,875.00	

## Planning & Environment Monthly Status Report

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b>
	Managers – Planning & Environmental Services	<b>ECM Function No/s:</b>

### Recommendation

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

### REPORT

#### Planning and Development

- Feedback is currently being sought in relation to commencement date for changes to the *Land Title Act* 1994 in relation to the dedication of public use land as unallocated state land. The amendment will automatically commence on 26 April 2025, unless the department acts to change the date as a result of the feedback received. The commencement could be delayed until 26 April 2026. Feedback in relation to the commencement date is sought by 29 November 2024.
- Consultation is now open on the proposed design and siting requirements for secondary dwellings to clarify, streamline and simplify development. This is part of the State Government's Distinctly Queensland Design Series, a key initiative of the Homes for Queenslanders Plan. The proposed provisions are to ensure that:
  - the secondary dwelling is smaller in size than the primary home on the lot.
  - the location of a secondary dwelling at the front, side or rear of a primary home guides the design of the secondary dwelling.
  - privacy and amenity between the two homes on the lot and neighbouring homes is maintained (including building height).
  - reasonable private and communal outdoor living space is provided.
  - essential considerations for the secondary dwelling for parking and driveway access are considered.

It is intended that following consultation, that the legislative pathways will be amended to implement this code into planning and building legislative frameworks, to provide consistency across the State. Plumbing and drainage, and building approvals would still be required.

Submissions close on 12 November 2024. A copy of the Draft State Code for a Dwelling that is a Secondary Dwelling – for construction, and the Secondary Dwellings Consultation Paper are attached.

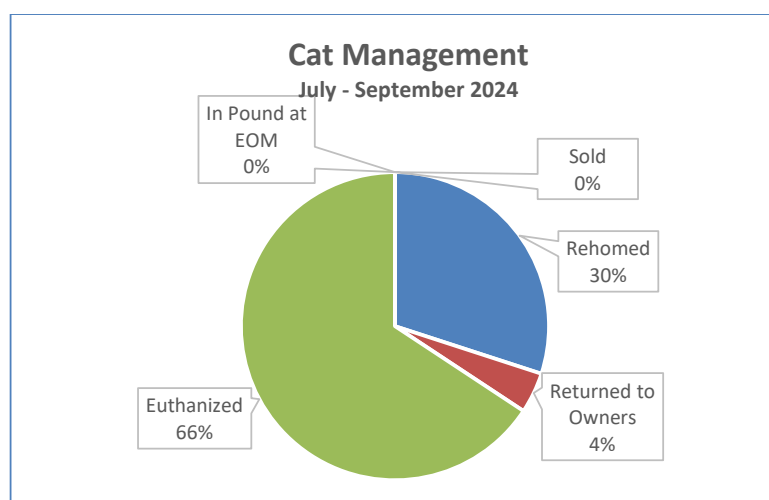
- The Planning (Rural Workers' Initiative and Other Matters) Amendment Regulation 2024 (Amendment Regulation), amending the Planning Regulation, has now commenced. The Amendment Regulation delivers:
  - a new nominated premises for accommodating rural workers under the Queensland Rural Workers' Accommodation Initiative

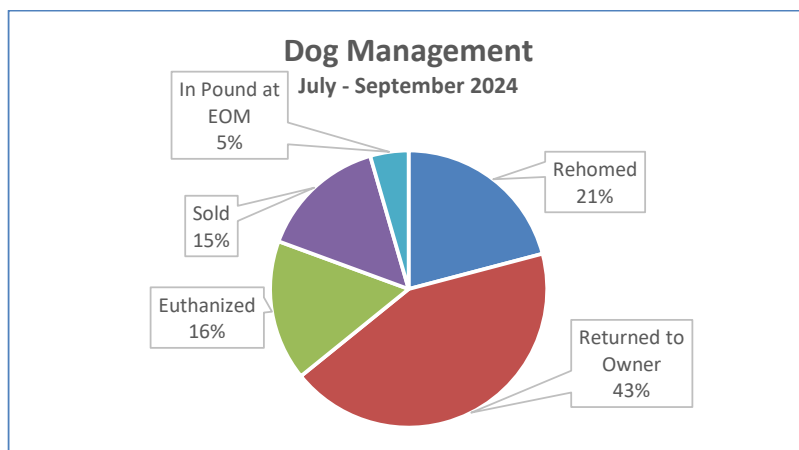
- an additional two-year extension for the establishment of relocatable classrooms at state schools
- version 3.1 of the State Development Assessment Provisions (SDAP).
- On 19 September 2024, the response to the additional Requests for Further Information in relation to the new Southern Downs Planning Scheme were submitted to the State Government. The associated mapping was submitted to the State Government on 25 September 2024, following the provision of the mapping data.
- The backflow prevention register program is continuing with 391 devices now tagged and 272 devices which have been previously identified.
- Council's Manager Planning & Development attended the Co-design Panel for the Warwick Medicare Mental Health Centre on 10 October 2024.

## **Environmental Services**

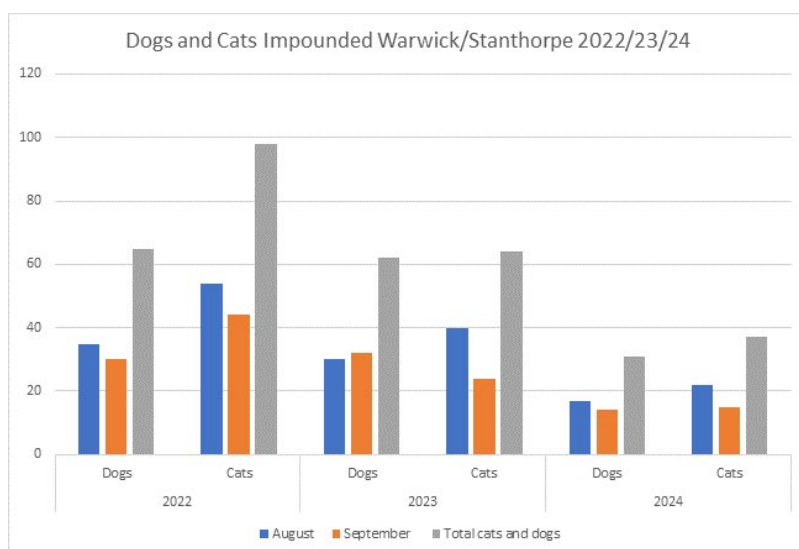
### ***Local Laws Data***

<b><u>Animal Pound Data</u></b> <b><u>(July- September)</u></b>	<b>Total</b>
<b><i>Cats</i></b>	
Warwick	46
Stanthorpe	24
<b>Total</b>	<b>70</b>
<b><i>Dogs</i></b>	
Warwick	54
Stanthorpe	13
<b>Total</b>	<b>67</b>
<b><i>Other animals</i></b>	
<b>Total</b>	<b>2</b>





The graph below shows the numbers of animals in Council's pounds in August and September over the past three years. As it can be seen, there has been a significant decrease in 2024 with the trial of the closure of the impoundment boxes continuing to go well. Residents who no longer wish to be responsible for their animals have been paying to surrender them. The additional information obtained when the animals are surrendered has helped in their rehoming. A further benefit has been officers have additional time now available to follow up on complaints and conduct pro-active patrols, due to there being less animals in the pound needing looking after and rehoming.



<b><u>Notices Issued (July-September)</u></b>	<b>Total</b>	<b>Animals</b>	<b>Overgrowns/Unsightly</b>	<b>Parking</b>
Infringement notices	24	24	0	0
Compliance notices	71	61	0	0

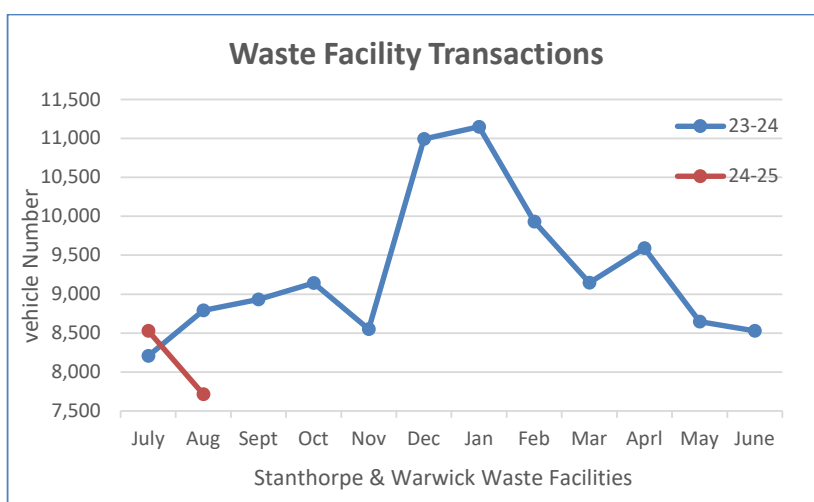
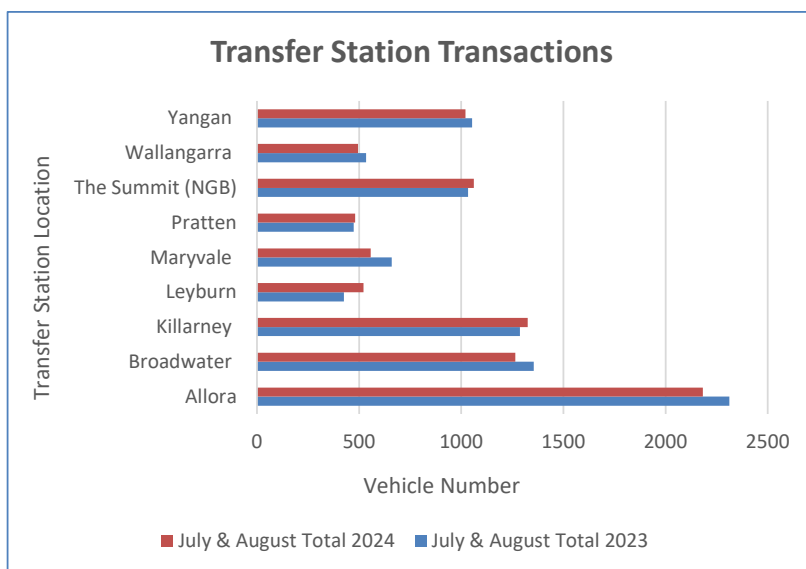
<b><u>Roadside Spraying Activity (July- September)</u></b>	<b>Total</b>
Kms roadside sprayed	176



<b><u>Wild Dog Bounties (July-September)</u></b>	<b>Total</b>	<b>Male</b>	<b>Female</b>	<b>Budget spent</b>	<b>% annual budget</b>
Bounties Paid	89	53	36	\$9800	32.67%

<b><u>Baiting Activities (July-September)</u></b>	<b>Total</b>
Total baits injected	5388
Number of properties covered by baits injected	89

### Waste Data



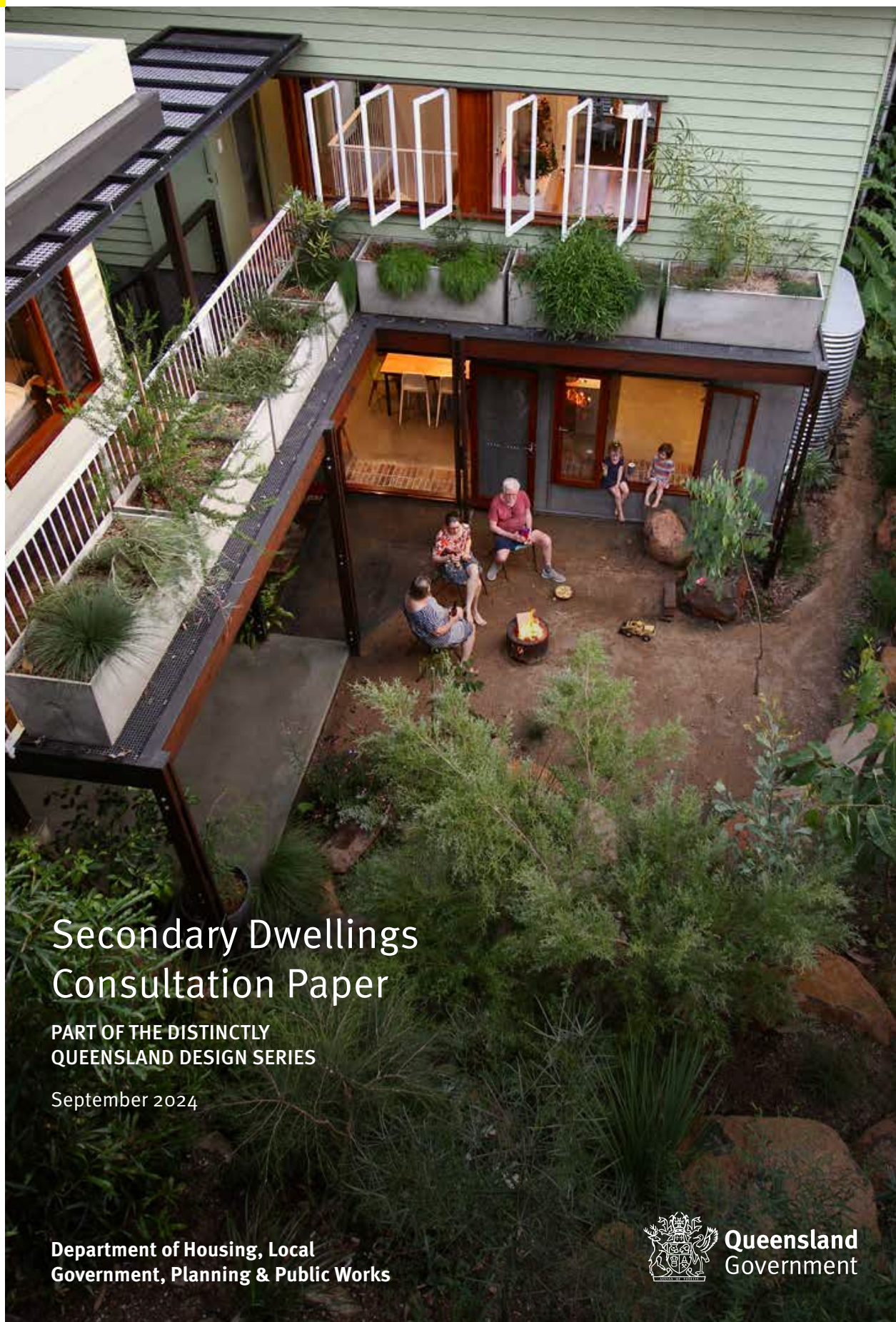
Note- due to a delay in receipt of data from contractors, this data is up to and including August 2024.

### **General Department Update**

- Yangan waste transfer station construction is progressing, with the block wall erected and bottom concrete slab poured; this project is still ahead of schedule.
- Council is partnering with RecycleMate and the State Government to provide information on local recycling options to residents on Council's website. This website and use of technology will be promoted by Council.
- Council has registered to participate in the Garage Sale Trail in November, and this will be promoted to encourage residents to have garage sales and reduce waste to landfill.
- Council has received funding to extend the Illegal Dumping Compliance Officer role for an additional 12 months. An annual report has been completed showing the success of this role in the first year- 271 incidents were investigated, which included 243,295 litres of illegally dumped waste.
- Progress in the design of the new landfill cell at the Warwick Waste Facility is progressing and is close to finalisation, to allow the tender to construct to be issued in the near future.

### **ATTACHMENTS**

- Secondary dwellings consultation paper.
- State code for a Dwelling house that is a secondary dwelling.



## Secondary Dwellings Consultation Paper

PART OF THE DISTINCTLY  
QUEENSLAND DESIGN SERIES

September 2024

Department of Housing, Local  
Government, Planning & Public Works



Queensland  
Government





*Cover page image credit:*  
Middle House by Nobel Carter Architects  
Photography by Andrew Carter

*This page image credit:*  
Three House by John Ellway Architect  
Photography by Toby Scott



## Queensland Character

Queensland boasts diverse regions and environments including coastal, inland outback, major cities, and tropical far north; and consists of four climate zones.

The design of our homes and the way we live has evolved over time in response to climatic conditions, human and cultural needs, available building resources and the changing physical environment.

The delivery of good design is important to positively contribute to the creation of liveable places. The role of design is increasingly critical in shaping these places across a rapidly changing region. In accommodating a growing population and as we gently increase density, it is important to ensure that we protect and value what is important to the distinctly Queensland lifestyle.

**Seven principles** have been developed to ensure the provisions in the Distinctly Queensland Design Series are fit-for-purpose and can facilitate the housing that Queensland communities need now and in the future.

1

### **Orientation**

Orientate buildings to respond to their climate.

5

### **Street address/character**

Contribute to the street character and connect to the surrounding neighbourhood. Responsive to unique context and activation of street to strengthen the sense of safety and community.

2

### **Passive design**

Reduce reliance on artificial light and air-conditioning through provision of shading devices, maximisation of openings, and operable/ flexible elements allowing for cross-ventilation.

6

### **Adaptable**

Create housing that can easily adapt to changing lifestyles and households needs. Comfortable and flexible housing that can support living, working, recreation and community.

3

### **Good neighbours**

Share access to daylight and balance the scale of built form with natural landscapes. Maximise provision of amenity and privacy.

7

### **Resilient**

Ensure housing reduce impacts on the environment and landscape. Housing should reduce impact to stormwater flow, urban heat island effect and natural system. Climate responsive design that reduces disaster recovery time and keeps people safe and in place.

4

### **Outdoor living**

Create strong connections to the outdoors and increase amenity. Cool, shady places and access to green.



### More homes for Queenslanders

Queensland is experiencing housing challenges where there are not enough homes to keep up with demand. People right across the state are finding it tough to afford or find a house to rent or buy that meets their needs.

In response to this pressure, the Queensland Government's Homes for Queenslanders plan, has committed to working with industry, local government and the community to support the delivery of more homes, faster. The Distinctly Queensland Design Series is a key action within Pillar 1 of the plan focussed on delivering a range of different types of homes which reflect our uniquely Queensland lifestyle in the places where people want to live and work.

One of the many solutions we are exploring is improvements to our planning system to encourage the delivery of more homes in the right locations. We want to provide both certainty to invest in Queensland's housing sector, and quality housing outcomes and choice for our diverse communities.

The first stage of the Distinctly Queensland Design Series is focussed on clarifying, streamlining and simplifying the development of secondary dwellings across the State.

### The Distinctly Queensland Design Series

A diverse community like Queensland needs diverse housing so that people have a choice about where and how they live across their different life stages, incomes and circumstances – from people entering the housing market in their first home, to those seeking to downsize. Everyone should have access to a safe, secure, and quality home.

The Distinctly Queensland Design Series is focussed on ensuring that the State's land use planning framework supports housing choice and diversity, while protecting what we love about the Queensland lifestyle. It aims to provide simple, clear, easy to understand and use planning codes that ensure consistency across design and siting requirements for the development of housing in Queensland.

*Image credit:*  
Granny Flat by Clare Design  
Photography by Peter Hyatt



## What is a Secondary dwelling?

A secondary dwelling is a small and self-contained home on the same site where there is already a house. They are commonly known as granny flats. Secondary dwellings can be attached to or separate to the other home, but they are always located on the same lot.

Secondary dwellings that meet the planning framework definition and obtain the necessary building approvals provide a safe, liveable, and quality choice of home for small households.

They are an important housing type as they offer an opportunity to gently increase density in established communities, without significantly impacting neighbouring properties or the surrounding area. They help to maximise the use of existing infrastructure and allow people to age in place, families to co-locate, or even provide a source of income.

In 2022, the Queensland Government made changes to the Planning Regulation 2017 (Planning Regulation) to remove restrictions on who can live in secondary dwellings and enabled homeowners to rent out secondary dwellings. This provided opportunities for more new homes for people to rent in well-located areas amongst existing homes.

### We will review the definition

Since the 2022 amendment to the Planning Regulation, we have heard that the requirement for a secondary dwelling to be 'used in conjunction with' the primary dwelling has created unnecessary confusion given the removal of the need for occupants to be related. We will review the definition to ensure it is workable.

*Image credit:*  
Whitfield Cairns by  
Pure Form Constructions

# An overview of the changed provisions

Right now, the regulation of secondary dwellings is largely controlled through local government planning schemes. Across Queensland, different councils have varying controls for this type of development.

The proposed provisions provide clear design and siting requirements for secondary dwellings with the aim to create a consistent and streamlined approval process across the State to accelerate the delivery of new homes. This is intended to make it easier to assess and build secondary dwellings, and provide certainty to the community, local governments, and industry as to what constitutes an appropriate secondary dwelling.

The new provisions regulate the siting, size, height and design of a secondary dwelling, the interaction between a primary and secondary dwelling, and the use of the lot.

## Where will the new secondary dwelling provisions apply?

The proposed new provisions for secondary dwellings, would apply in residential zones (other than medium

density or high density residential zones), emerging community zones, rural residential zones and rural zones.

Land owners may propose a secondary dwelling on land not included in these zones, but it would not be subject to these provisions and instead may be assessable against the Local Planning Scheme.

## Summary of the provisions

- The proposed provisions are summarised in the table below. They ensure:
- That the secondary dwelling is smaller in size than the primary home on the lot
  - That the location of a secondary dwelling at the front, side or rear of a primary dwelling guides the design of the secondary dwelling
  - Privacy and amenity between the two homes on the lot and neighbouring homes is maintained (including building height)
  - Reasonable private and communal outdoor living space is provided; and
  - Essential considerations for the secondary dwelling for parking and driveway access.

The secondary dwelling:	The lot, location and interaction:
<b>Gross floor area</b> <ul style="list-style-type: none"><li>• 80m<sup>2</sup> on a lot less than 1,000m<sup>2</sup> and</li><li>• 100m<sup>2</sup> on a lot 1,000m<sup>2</sup> or greater</li></ul>	<b>Attached</b> or at <b>least 2m</b> from the primary dwelling; and in a Rural zone, a <b>maximum 20m</b> from the primary dwelling
<b>Maximum height</b> <ul style="list-style-type: none"><li>• 8.5m and</li><li>• 4.5m where in the first 5m from a road frontage</li></ul>	<b>Visual privacy</b> consideration
<b>Setbacks</b> <ul style="list-style-type: none"><li>• Front, side and rear setbacks</li></ul>	Same <b>street address</b> as the primary dwelling and a <b>pedestrian connection</b> is provided from the primary road frontage
<b>Outdoor living</b> <ul style="list-style-type: none"><li>• Minimum outdoor living area provisions with a percent of unroofed area</li></ul>	No additional <b>carparking</b> if two spaces are already on the lot, otherwise, one additional carpark
<b>Design</b> <ul style="list-style-type: none"><li>• A minimum of two design measures</li></ul>	
<b>Liveability</b> <ul style="list-style-type: none"><li>• Connection to services</li></ul>	





## Future implementation

### Planning approvals

It is intended that these design and siting provisions will become the State Code, with assessment pathways to be embedded in the Planning Regulation.

Following consultation, we will investigate legislative pathways to implement this code into the planning and building legislative frameworks as a state-wide consistent State Code for the assessment of secondary dwellings where compliant with specific locational requirements.

It is intended that any proposal for a secondary dwelling would continue to require the necessary building approvals and permits including those under the National Construction Code, Local Planning Schemes or others such as a plumbing and drainage permit under the *Plumbing and Drainage Act 2018*.

*Image credit:*  
Nut House by Nobel Carter Architects  
Photography by Andrew Carter

*Next page image credit:*  
The Garden Bunkie by Reddog Architects  
Photography by Christopher Frederick Jones

## Get in touch

If you have any questions about the new secondary dwellings provisions or wish to provide feedback please refer to the Engagement HQ portal for more information.



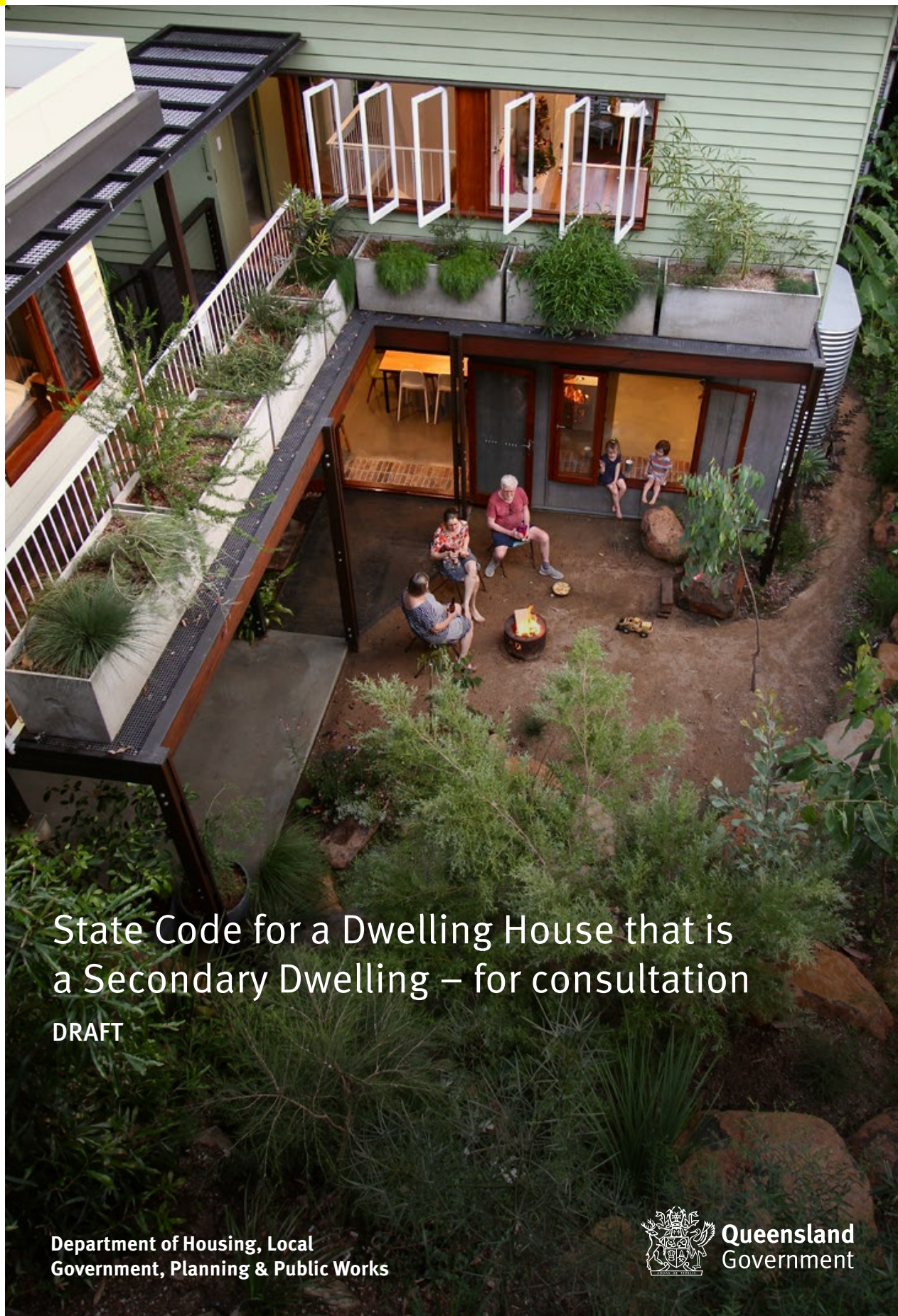


Department of Housing, Local  
Government, Planning & Public Works



Queensland  
Government





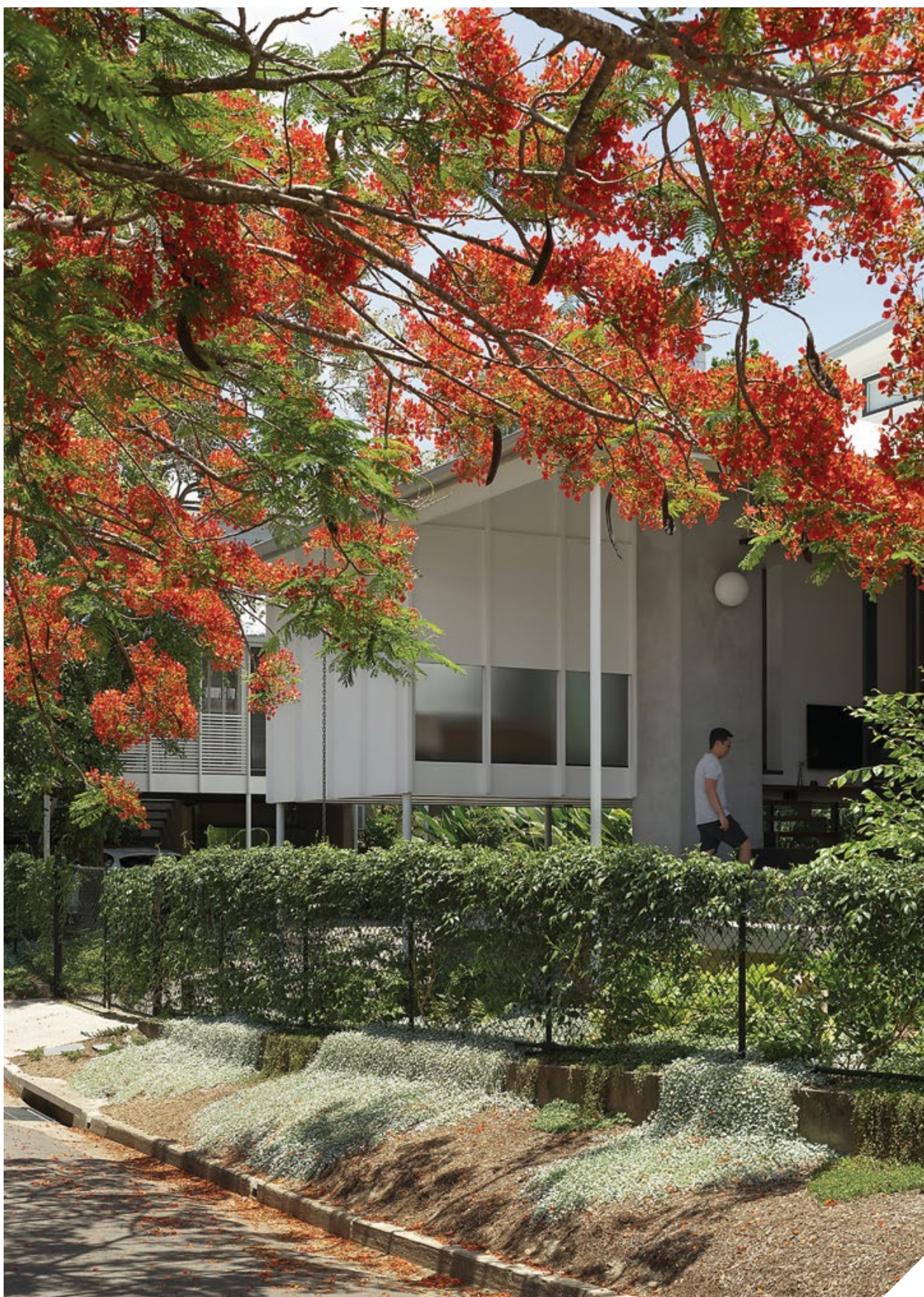
## State Code for a Dwelling House that is a Secondary Dwelling – for consultation DRAFT

Department of Housing, Local  
Government, Planning & Public Works



Queensland  
Government





Photos are for illustrative purposes only and are not intended to demonstrate compliance with the draft code provisions.

*Front cover image credit:*  
Middle House by Nobel Carter Architects  
Photography by Andrew Carter

*Image credit:*  
Three House by John Ellway Architect  
Photography by Toby Scott





## Application

The Department of Housing, Local Government, Planning and Public Works is undertaking work to ensure this new code can meet its full intent. This includes any necessary updates to the planning and building regulatory frameworks to support statewide application of the Code for regulation of secondary dwellings where they are compliant with specific locational requirements.

Any proposal for a secondary dwelling would continue to require the necessary building approvals and permits including those under the National Construction Code, Local Planning Schemes or others such as a plumbing and drainage permit under the *Plumbing and Drainage Act 2018*.

It is intended that this code will only apply to the development of a dwelling house that is a secondary dwelling.

Where the development of a secondary dwelling is proposed concurrently with another dwelling on the lot, whether attached or detached, the Queensland Development Code mandatory part 1.1 or 1.2 and/or Local Planning Scheme would apply to the primary dwelling only and this code would apply to the secondary dwelling only. For clarity, the provisions within the applicable

Queensland Development Code and/or Local Planning Scheme would not apply to, or give consideration to, the secondary dwelling.

Specifically, where development of a secondary dwelling is proposed to be attached to the primary dwelling, this code applies only to the part of the development that is a secondary dwelling.

## Purpose statement

The purpose of this code is to ensure development of a dwelling house that is a secondary dwelling is designed and sited as follows:

- meets the definition of a secondary dwelling under the Planning Regulation 2017;
- is subordinate to another dwelling;
- does not negatively impact upon the amenity or privacy of adjoining residents;
- provides reasonable outdoor living opportunities and responds to climatic conditions; and
- is appropriately serviced.

Image credit:  
The Garden Bunkie by Reddog Architects  
Photography by Christopher Frederick Jones

## Performance outcomes and acceptable outcomes



### Gross floor area

#### Performance outcomes

- PO1** Development for a secondary dwelling is smaller in size and subordinate to the primary dwelling.

#### Acceptable outcomes

- AO1** Development for a secondary dwelling has a maximum gross floor area of:
- a. 80m<sup>2</sup>, where the lot size is less than 1,000m<sup>2</sup>; and
  - b. 100m<sup>2</sup>, where the lot size is 1,000m<sup>2</sup> or greater.

#### Policy rationale

Secondary dwellings are subordinate to the primary dwelling, otherwise they are a dual occupancy or duplex. The bulk and scale of the secondary dwelling should be responsive to the surrounding dwellings and ensure the secondary dwelling is not more dominant than the primary dwelling.

The maximum gross floor area provisions have been developed with a focus on maximising a secondary dwelling while maintaining the subordinate nature of the secondary dwelling. On lots less than 1,000m<sup>2</sup>, the provisions allow for a secondary dwelling of 80m<sup>2</sup>, which is intentional so as not to restrict good design solutions or prevent a 2-storey outcome where this can be achieved in accordance with the other requirements.

*Image credit:*  
Keperra House by Atelier Chen Hung  
Photography by Alicia Taylor





## Separation

### Performance outcomes

#### PO2

The secondary dwelling is sited on the land so that:

- it is attached to the primary dwelling; or
- where not attached to the primary dwelling, it allows sufficient space to ensure access and maintenance between the buildings; or
- where in a rural zone, the secondary dwelling is located close to the primary dwelling to maintain its use as a secondary dwelling subordinate to the primary dwelling.

### Acceptable outcomes

#### AO2

Development for a secondary dwelling is:

- attached to the primary dwelling; or
- located at least 2m from the primary dwelling; and
- if in a Rural zone, located not more than 20m from the primary dwelling.

### Policy rationale

Separation between primary and secondary dwellings can allow for privacy and climatic design consideration. The provisions propose a minimum 2 metres away from the primary building to ensure compliance with the fire separation requirement in the National Construction Code and avoid maintenance difficulties and poor amenity and design outcomes. Where separation is not practical (i.e. resulting in an unusable space such as 0.5m etc), these provisions allow a secondary dwelling to be attached to the primary dwelling.

This is on the basis that since the removal of the provisions about who can live in a secondary dwelling, it is no longer necessary to ensure a secondary dwelling is close to a primary dwelling, except where in a Rural zone. This is reflective of lot sizes typically being far greater in a Rural zone which can result in secondary dwellings being a significant distance from the primary dwelling and potential for a subdivision at a later date.

*Image credit:*  
Granny Flat by Clare Design  
Photography by Peter Hyatt



## Building Height

### Performance outcomes

- PO<sub>3</sub>** Building height:
- a. is consistent with the intended character of the area; and
  - b. is not visually dominant with respect to the streetscape.

### Acceptable outcomes

- AO<sub>3</sub>** Development for a secondary dwelling:
- a. where any part of the building is located within 5m of a road frontage, has a maximum building height of 4.5m; or
  - b. otherwise, has a maximum building height of 8.5m.

### Policy rationale

In line with the design principles, this provision seeks to ensure that building height of a secondary dwelling should not dominate a lot where in front of the primary dwelling and is consistent with the expected height limits in the applicable zones. It is on this basis, that a secondary dwelling should not be more than 8.5m in height regardless of its position on the lot.

In relation to secondary dwellings, or part of a secondary dwelling within 5m of the primary road frontage, it is intended that that part of the secondary dwelling should be limited to one storey (4.5m). In doing so, it is intended to manage the dominance of future built form on the streetscape and seeks to reflect (in part) the scale of a Class 10a structure that can currently be constructed in the front setback area of a lot under the provisions of the Queensland Development Code.

*Image credit:*  
Whitfield Cairns by  
Pure Form Constructions



## Setbacks

### Performance outcomes

PO4

Secondary dwellings are setback to:

- contribute positively to the intended streetscape of the area;
- contribute positively to climate responsive design opportunities;
- delineate between private and public space;
- minimise impacts on the amenity and privacy of residents on adjoining properties;
- maintain active frontages and opportunities for casual surveillance;
- allow for access around the building.

### Acceptable outcomes

AO4

Development for secondary dwellings comply with:

Minimum setbacks	Lots under 450m <sup>2</sup>	Lots 450m <sup>2</sup> and above
Frontage boundary	1.5m	1.5m
<b>Side boundaries</b>		
If 4.5m or less in building height	1m	1.5m
If over 4.5m and 8.5m or less in building height	1.5m	2m
<b>Rear boundary</b>		
If 4.5m or less in building height AND not attached to the primary dwelling	1.5m	2m
If 4.5m or less in building height AND attached to the primary dwelling	3m	3m
If over 4.5m and 8.5m or less in building height	3m	3m

### Policy rationale

These proposed provisions introduce a reduced front setback as it is intended to facilitate opportunities for secondary dwellings in front of the primary dwelling while seeking to manage the dominance of future built form on the streetscape.

The front 5m of the street is limited to a single storey height to reflect the bulk and scale of a Class 10a structure that can currently be constructed in the front setback area of a lot under the provisions of the Queensland Development Code.

The rear and side setbacks consider the balance between maximising opportunities for secondary dwellings with privacy expectations for neighbouring properties.



## Visual Privacy

### Performance outcomes

**PO5** A secondary dwelling is designed to minimise direct overlooking to adjoining premises through building siting, layout and the configuration of windows, balconies, privacy fences and privacy screens.

### Acceptable outcomes

**AO5.1** Where the sill of a window is 2m or less above ground level and the window is setback 1m or less from a common boundary, the secondary dwelling includes:

- a. a privacy fence with a minimum height of 1.8m on the common boundary; or
- b. fixed obscure glazing in any part of the window below 1.5 metres above floor level; or
- c. fixed external privacy screens covering the window.

**AO5.2** Where the sill of a window is more than 2m above ground level and the window is setback 1.5m or less from a common boundary, the secondary dwelling includes:

- a. fixed obscure glazing in any part of the window below 1.5m above floor level; or
- b. fixed external privacy screens covering the window.

**AO5.3** Where a deck or balcony is more than 1m above ground level and within 1.5m of a common boundary, a privacy screen at the perimeter of the deck or balcony extending not less than 1.5m above the deck or balcony floor level is provided.

### Policy rationale

These provisions are included to ensure the development of a secondary dwelling manages overlooking and privacy between neighbouring properties.

*Image credit:*  
Nut House by Nobel Carter Architects  
Photography by Andrew Carter



## Dwelling entry

### Performance outcomes

#### PO6

- Development for a secondary dwelling:
- promotes visual interest and a high level of visual amenity to all frontage boundaries; and
  - the entry to a dwelling is clearly identifiable and accessible to the public.

### Acceptable outcomes

#### A06

- Development for a secondary dwelling is designed so that:
- it has the same address as the primary dwelling; and
  - a pedestrian connection is provided between the road frontage to the entrance of the secondary dwelling; and
  - where a secondary dwelling is partly or wholly within 5m of a road frontage, the front door is visible and accessible for pedestrians from the street.

*Note: The pedestrian connection required by part (b) can rely on the primary dwellings driveway to achieve compliance with this outcome.*

### Policy rationale

It is intended that the address of a secondary dwelling should be the same as the primary dwelling on the basis that the definition of secondary dwelling does not allow for it to be separately titled.

It is further intended that a secondary dwelling may include a pathway at the side of the property to allow access, where a secondary dwelling is to be occupied by a separate household.

Image credit:  
Middle House by Nobel Carter Architects  
Photography by Andrew Carter





## Vehicular parking and access

### Performance outcomes

**PO7** Vehicular parking spaces provided on-site for residents and visitors is sufficient in relation to the scale and use of the dwelling.

### Acceptable outcomes

**AO7** Development for a secondary dwelling:

- a. requires no additional vehicular parking spaces, where the primary dwelling has at least two (2) vehicle parking spaces (whether covered or uncovered); or
- b. one (1) additional vehicular parking space is provided on the lot, either covered or uncovered.

*Note: Where an additional parking space is to be provided to comply with this outcome, the requirements for parking spaces, including building setbacks should they be proposed in a building, are regulated in the Queensland Development Code.*

### Policy rationale

This provision will seek to clarify that development of a proposed secondary dwelling does not require additional car parking above what is already accommodated for the primary dwelling.

Image credit:  
 Tallwood Cabin by Fouché Architects  
 Photography by David Charfield

Outdoor living

Performance outcomes

**PO8**      Development for a secondary dwelling includes private outdoor living space that has usable proportions that is responsive to the size of the lot.

Acceptable outcomes

- AO8.1**      Development for a secondary dwelling:  
a. shares private outdoor living space with the primary dwelling; or  
b. incorporates private outdoor living space that complies with the minimum requirements specified in Table 1.
- AO8.2**      Development for a secondary dwelling maintains at least 40% of the private outdoor living space as unroofed area.  
*Note: Where separate private outdoor living space is being provided for the secondary dwelling that is unroofed, this will also satisfy the unroofed area outcome above (Example: If a 6m2 private outdoor living space is provided on a lot under 450m2 that is wholly unroofed, no additional unroofed area is required).*
- AO8.3**      Development for a secondary dwelling, where the building is wholly or partially located within 5m of a road frontage:  
a. incorporates frontage landscape area that complies with the minimum requirements specified in Table 1.

Table 1

Secondary Dwellings	Minimum width	Minimum area
Private outdoor living space		
Lots under 450m <sup>2</sup>	2m	6m <sup>2</sup>
Lots 450m <sup>2</sup> and greater	3m	12m <sup>2</sup>
Landscape area within frontage		
Lots under 450m <sup>2</sup>	2m	3m <sup>2</sup>
Lots 450m <sup>2</sup> and greater	2m	6m <sup>2</sup>

Policy rationale

A key design principle of Distinctly Queensland is outdoor living – *Create strong connections to the outdoors and increase amenity. Cool, shady places and access to green.* This seeks to deliver on the Queensland lifestyle and climate.

Adaptable private outdoor living space on a lot can be either shared by both the primary and the secondary dwelling or divided to provide privacy.

Instead of regulating an arbitrary site cover requirement, it is proposed to prescribe the minimum width and area of private outdoor living space that must be accommodated on the site for a secondary dwelling.

Maintaining a certain proportion of the outdoor living space as unroofed allows suitable natural light and air through the lot benefiting both dwellings.

## Services

### Performance outcomes

**PO9** Connection to services including water, wastewater, electricity and waste collection is consistent with the primary dwelling and appropriate for the location and available infrastructure.

### Acceptable outcomes

- AO9.1** Development for a secondary dwelling:
- where the primary dwelling is connected to reticulated water and wastewater supply networks, the secondary dwelling is also connected to reticulated water and wastewater; or
  - on land not serviced by reticulated water supply network, on-site water storage tank/s with a minimum capacity of 30,000 litres and access to the tank/s for fire trucks is provided for the secondary dwelling; and
  - on land not serviced by a reticulated wastewater supply network, the secondary dwelling has a suitable on-site wastewater disposal facility for treating and disposing sewage produced by the secondary dwelling provided in accordance with the requirements of the *Plumbing and Drainage Act 2018* and any local government requirements.
- Note: In relation to (b) and (c) above, the secondary dwelling may be connected to the same onsite water tank and onsite wastewater disposal facility as the primary dwelling, provided there is sufficient capacity and storage for the systems to manage the demand for both the primary and secondary dwellings.*
- AO9.2** Development for a secondary dwelling is provided with electricity, either via a connection provided in accordance with the requirements of the relevant utility provider or through onsite supply.
- AO9.3** Development for a secondary dwelling:
- manages refuse in a shared arrangement with the primary dwelling; or
  - where a separate refuse area is provided, it is not visible from the street or is screened so the refuse bins are not visible from the street.

### Policy rationale

Connection to services is an important consideration and allows the provisions to only be applicable to permanent structures. This is important as without this requirement, temporary and easily movable structures could be permitted under this code.

Given these provisions will apply state-wide and there are a number of areas where water, sewer and electricity are not provided, it is necessary for the code to include provisions that deal with on-site water supply, sewerage management and electrical supply.

These code provisions also include shared refuse provision. This is on the basis that secondary dwellings will not have separate addresses and therefore should not have separate refuse collection arrangements.



## Design measures

### Performance outcomes

- PO10** Development incorporates design elements that respond to Queensland's tropical and sub-tropical climate and surroundings in a manner that:
- reduces the reliance on mechanical heating, cooling and lighting;
  - ensures access to sunlight and natural heating, cooling and ventilation;
  - where located on the street frontage, incorporates design variation.

### Acceptable outcomes

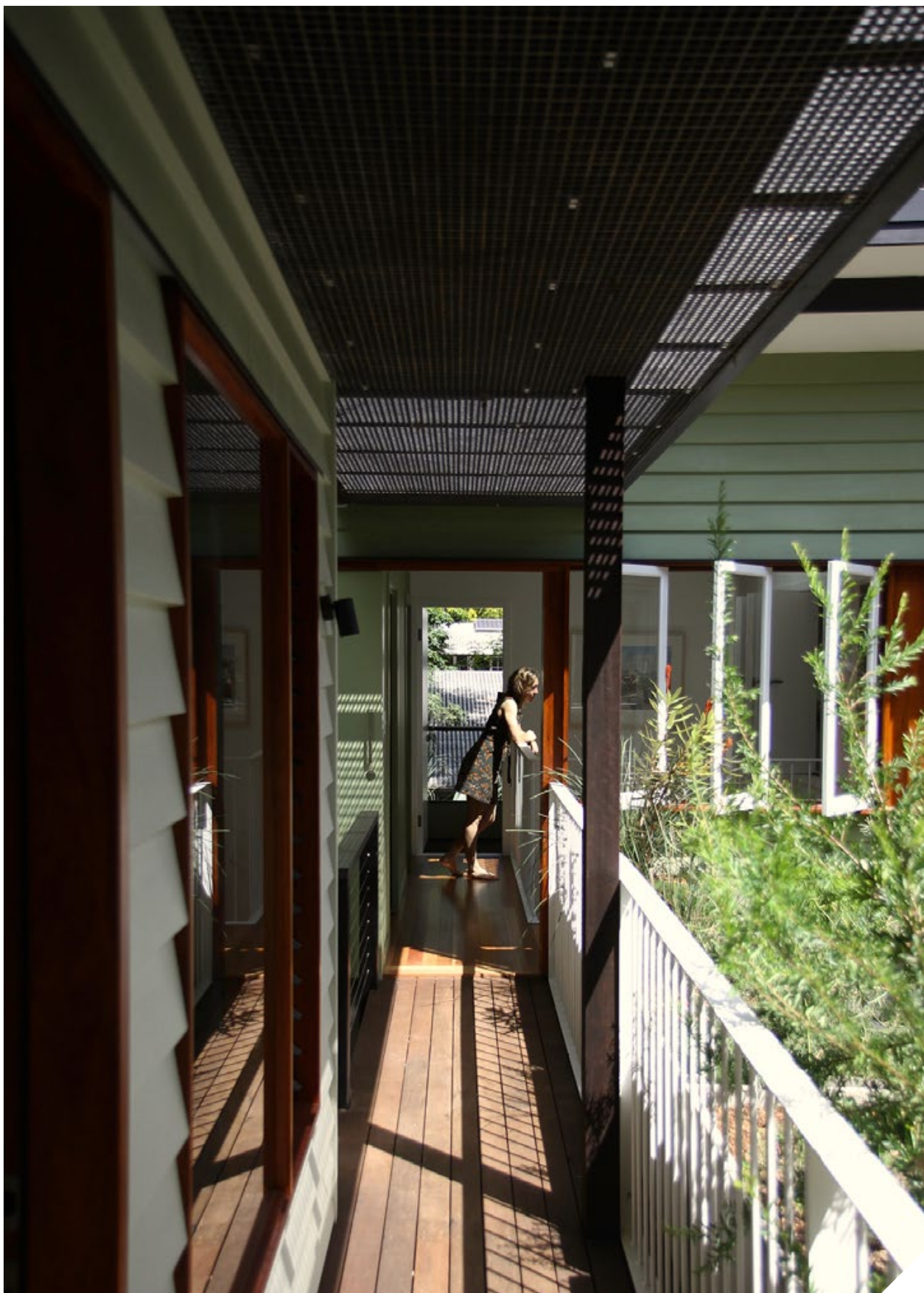
- AO10.1** Development for a secondary dwelling where located within five (5) metres of the road frontage must incorporate a window of at least one habitable room that overlooks the street.
- AO10.2** Development for a secondary dwelling incorporates a minimum of two (2) of the following design outcomes:
- the building façade is detailed and articulated with design indentations and/or window openings;
  - includes a verandah or pergola which is open on three sides;
  - includes eaves, sunhoods and/or screens to protect openings and western walls;
  - façades use at least two materials, with the prominent material covering no more than 90% of wall area.

### Policy rationale

These provisions seek to support the achievement of the design principles of the Distinctly Queensland Design Series. In implementing these code provisions, we seek to introduce minimum design measures that are not overly burdensome, but provide some simple and achievable elements to prevent poor design outcomes.

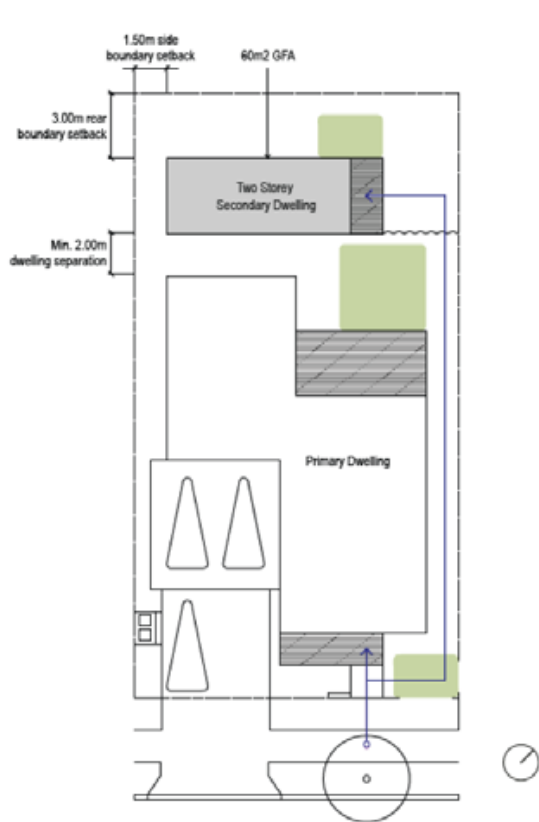
*Image credit:*  
Three House by John Ellway Architect  
Photography by Toby Scott



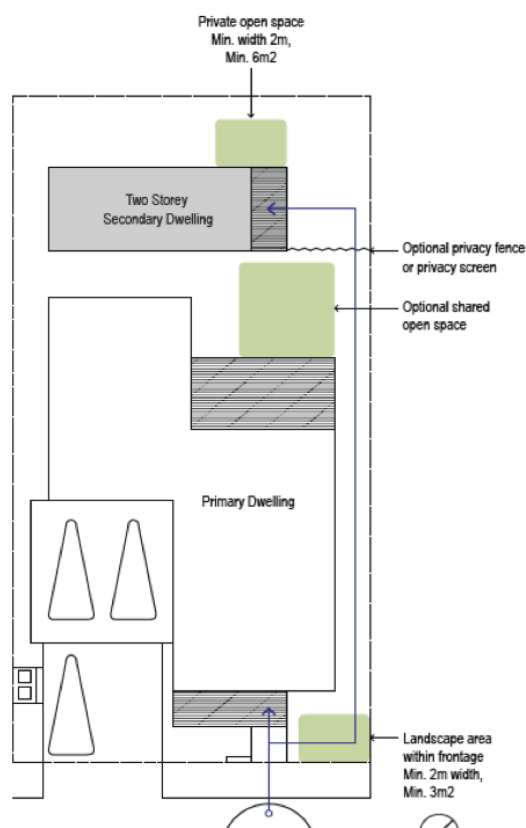


*Image credit:*  
Middle House by Nobel Carter Architects  
Photography by Andrew Carter

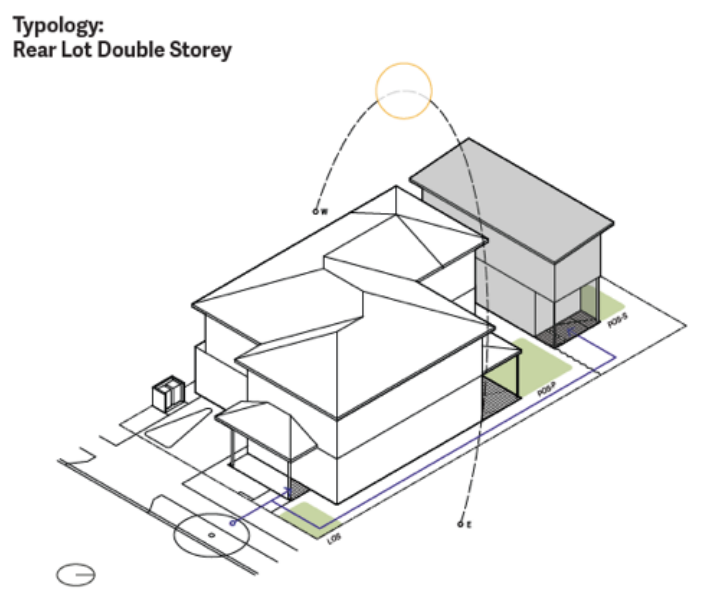




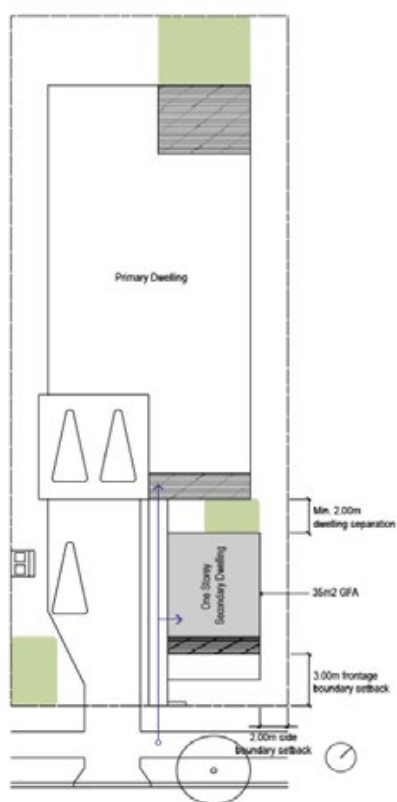
**Figure a:** Example of how to comply with the gross floor area, separation and setback provisions with a secondary dwelling in the rear



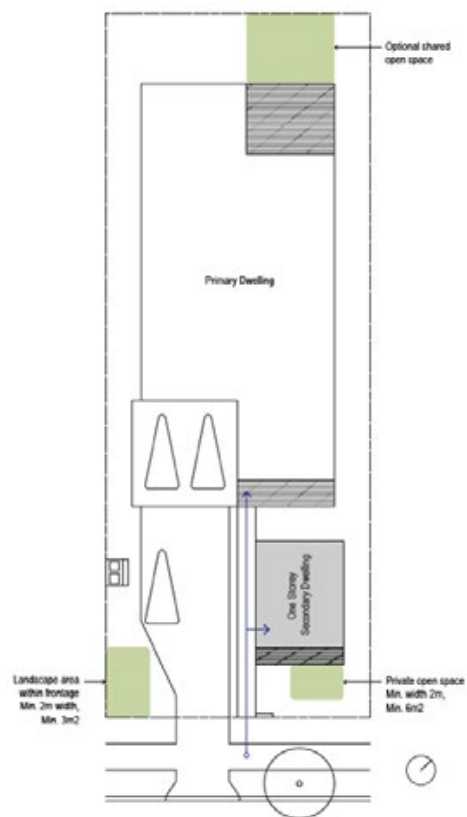
**Figure b:** Example of how to comply with the private outdoor living space and landscaping provisions with a secondary dwelling in the rear



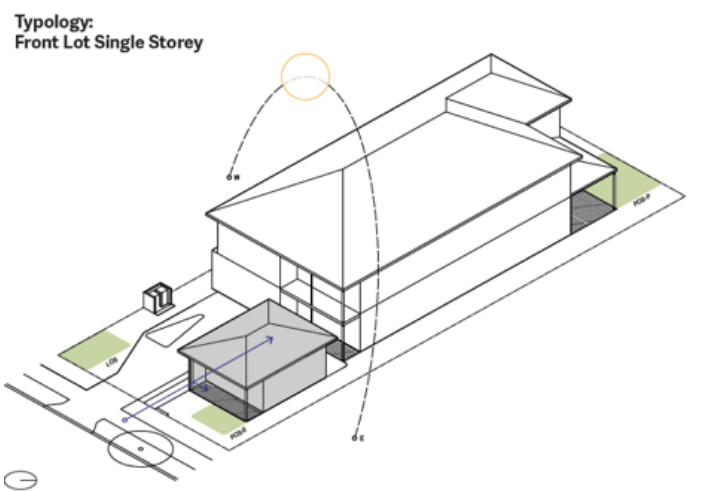
**Figure c:** 3D rendition of the examples in **Figures a** and **b** of a secondary dwelling in the rear



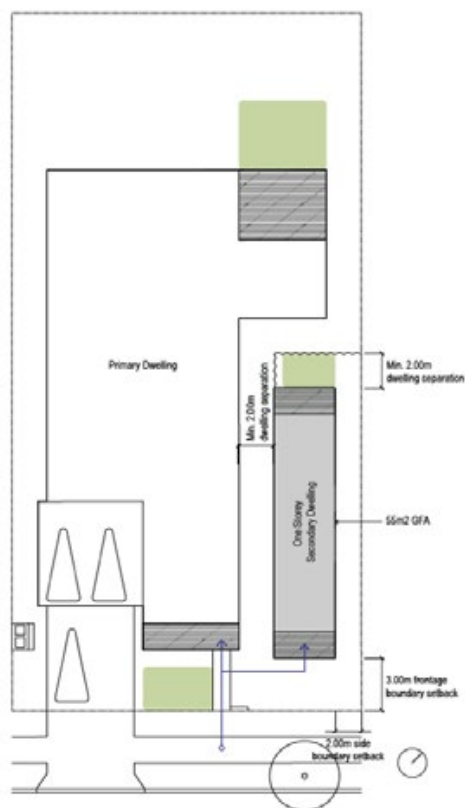
**Figure d:** Example of how to comply with the gross floor area, separation and setback provisions with a secondary dwelling in the front



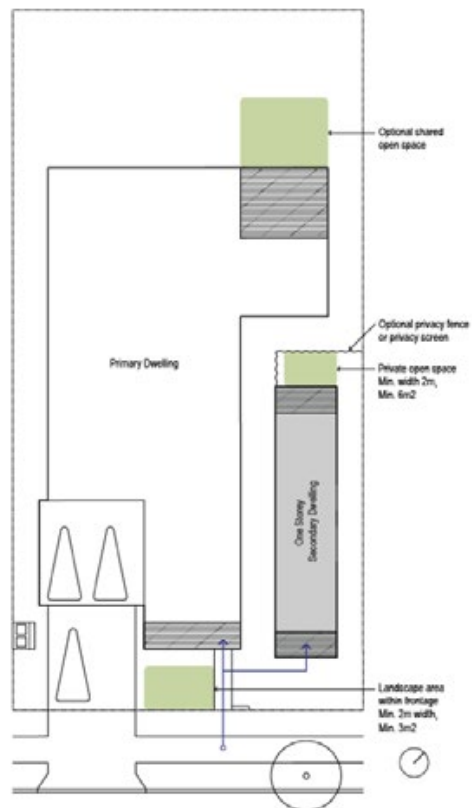
**Figure e:** Example of how to comply with the private outdoor living space and landscaping provisions with a secondary dwelling in the front



**Figure f:** 3D rendition of the examples in Figures d and e of a secondary dwelling in the front

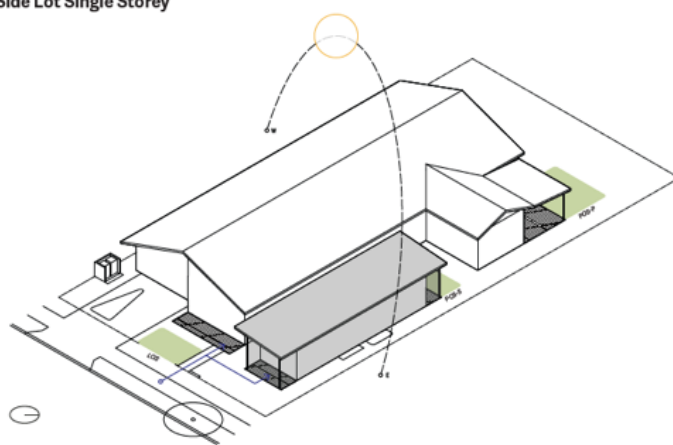


**Figure g:** Example of how to comply with the gross floor area, separation and setback provisions with a secondary dwelling to the side



**Figure h:** Example of how to comply with the private outdoor living space and landscaping provisions with a secondary dwelling to the side

**Typology:**  
**Side Lot Single Storey**



Next page image credit:  
Tallowood Cabin by Fouché Architects  
Photography by David Charfield

**Figure i:** 3D rendition of the examples in Figures g and h of a secondary to the side






Department of Housing, Local  
Government, Planning & Public Works



Queensland  
Government

## 12.3 Quarterly Organisation Information Reports October 2024

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 October 2024
	Acting Chief Executive Officer	<b>ECM Function No/s:</b>

### 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 – July to September 2024
2. Safety and Wellbeing Quarterly Report – July to September 2024
3. Communications and Marketing Quarterly Report – July to September 2024
4. Economic Development Quarterly Report – July to September 2024
5. Development Applications Quarterly Report – July to September 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. Safety and Wellbeing Quarterly Report July to September 2024 [↓](#)
2. Communications and Marketing Quarterly Report - July to September 2024 [↓](#)
3. Economic Development Quarterly Report - July to September 2024 [↓](#)
4. People and Culture Quarterly Report - July to September 2024 [↓](#)
5. Development Applications Quarterly Report - July to September 2024 [↓](#)



## Workplace Health and Safety Quarterly Report - Quarter 1 FY24/25 (1 July to 30 September 2024)

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 02 October 2024
	Work Health Safety and Wellbeing Coordinator	<b>ECM Function No/s:</b>

### Recommendation

THAT Council receives the Workplace Health and Safety quarterly report for the reporting period 1 July 2024 to 30 September 2024 (Q1 FY24/25).

### REPORT

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

### Background

Figures 1 - 3 represent an overview of health and safety statistics for the period 1 July 2024 until 30 September 2024 (Q1 FY24/25) with comparison to the previous year reporting periods. Figure 1 provides statistical information on the overall number of incidents, injuries and near misses, and the total number of hazards reported, per Directorate for Quarter 1 (1 July to 30 September) FY24/25. The total number of incident reports received (67) has increased since the previous year (37).

The increase in incidents reported across Council is an indicator of a positive shift in the safety culture amongst workers.

Hazard reports represent an opportunity to prevent an injury or incident and also demonstrate a positive reporting and safety culture. The total number of hazard reports in Q1 (22) is significantly higher than the previous year (7). Increases in hazard reporting is an indicator of an improving safety culture.

Team meetings and supervisor messaging will continue to be increased and/or improved to enable workers to understand the importance of reporting hazards.

The current spike in incidents and hazards being reported for all Directorates, appears to be a direct result in employees increased awareness and understanding of the importance of incident and hazard reporting. The awareness and understanding is mainly due to the work that is happening in Council's Safety Management System Reset Plan. Awareness training and communication will continue at all levels throughout the organisation.

Directorate	Incident Report Total Q1 FY24/25	Incident Report Total Q1 FY23/24	Hazard Report Total Q1 FY24/25	Hazard Report Total Q1 FY23/24
<i>Infrastructure Services</i>	<b>41</b>	<b>27</b>	<b>8</b>	<b>2</b>
<i>Planning &amp; Environmental Services</i>	<b>14</b>	<b>5</b>	<b>4</b>	<b>2</b>
<i>Customer and Organization Services</i>	<b>11</b>	<b>4</b>	<b>7</b>	<b>3</b>
<i>Executive Services</i>	<b>1</b>	<b>1</b>	<b>3</b>	<b>0</b>
<i>Total</i>	<b>67</b>	<b>37</b>	<b>22</b>	<b>7</b>

**Figure 1: Incident and Hazard reports submitted in Skytrust – Quarter 1, FY24/25 vs FY23/24**

Figure 2 provides a breakdown of all reported incidents by type, for the reporting period and the previous financial year. This quarter saw an increase in the number of injuries (27) compared with (12) from the previous year. Property damage for this quarter (15) has decreased from the previous year at (18). There is one notifiable incident for the current reporting period.

JJ Richards contracts to Council. JJ Richards advised that one of their staff informed them on 26/7/2024 that he had contracted QFever and that he believes he contracted QFever through performing his work. JJ Richards reported they notified the Regulator as contracting Q Fever at work is a notifiable incident. JJ Richards is providing ongoing updates.

Incident by Type	Incident by Type Total Q1 FY24/25	Incident by Type Total Q1 FY23/24
<i>Injury</i>	<b>27</b>	<b>12</b>
<i>Near Miss</i>	<b>16</b>	<b>6</b>
<i>Environment</i>	<b>6</b>	<b>1</b>
<i>Property</i>	<b>15</b>	<b>18</b>
<i>Community</i>	<b>3</b>	<b>0</b>
<i>Hazard</i>	<b>7</b>	<b>1</b>
<i>Other Incident</i>	<b>5</b>	<b>1</b>
<i>Security</i>	<b>0</b>	<b>0</b>
<i>Notifiable</i>	<b>1</b>	<b>0</b>

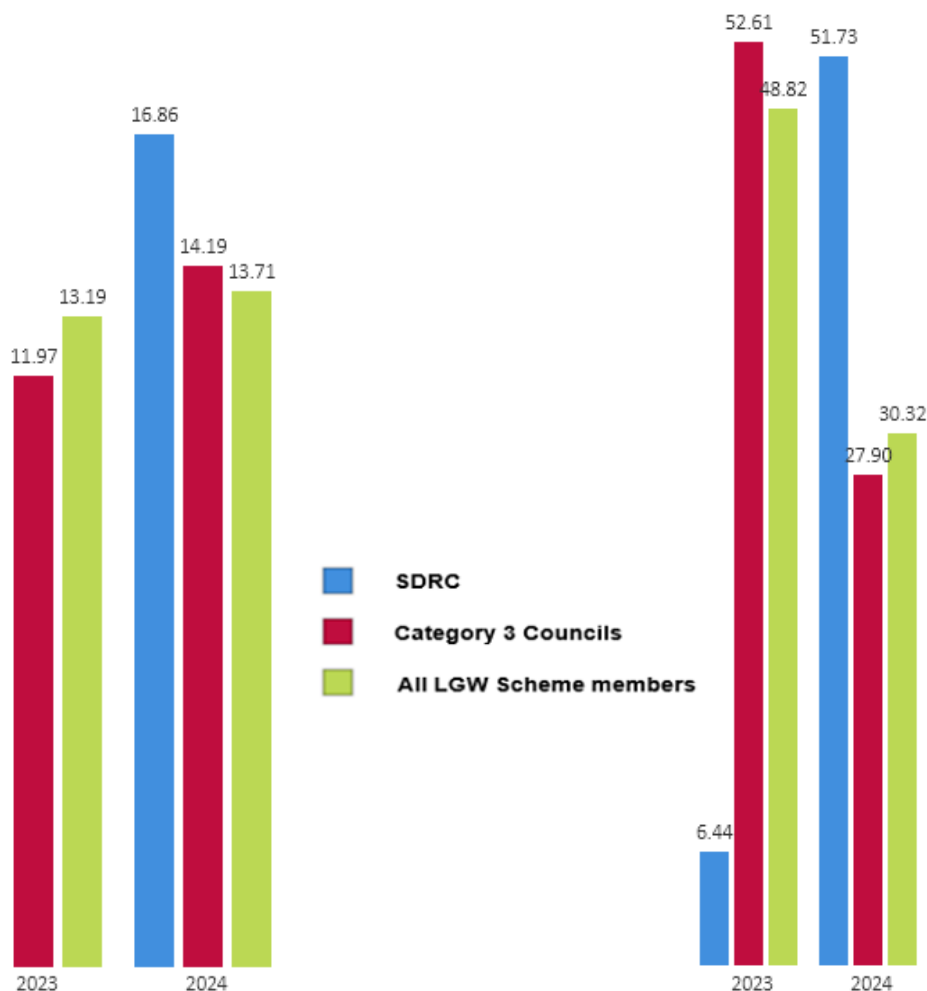
**Figure 2: All incidents by type, for Quarter 1 FY24/25 vs FY23/24**



## Workers Compensation

Ten (10) workers compensation claims were submitted to Local Government Workcare (LGW) for SDRC employees for the full year. Of the ten (10) claims, two (2) claims were psychological with one (1) claim not yet accepted.

Figure 3 (below), shows the SDRC LTI Frequency Rate is notably higher than that of other councils within Council's categorisation group, in addition to the scheme overall. This rate has increased from the last reporting period. This increase in frequency can be attributed to workers compensation claims throughout the Quarter. The LTI duration rate has increased since the last reporting period. This is due to employees requiring time off work to recover from the injury.



**Figure 3: LTI Frequency Rate (left) and LTI Duration Rate (right) Year to Date - FY23/24**

## SDRC Safety Management System (SMS) Reset Project Report

It is pleasing to see the continuing engagement of Council staff with the SMS Reset Project and the Safety and Wellbeing Team. This is a significant and detailed project which is progressing well through the various document review phases. Some documents take longer to filter through the review phases but this is to be expected and this indicates the document reviews are being conducted thoroughly. The Consultation Working Group is closing in on a milestone for the project, by nearing the completion of reviews for all SMS procedures.

The SMS Reset Project has included the identification of WHS risks from all sections of Council and this information is being included in an update of the WHS risk register. Further work on the WHS risk register will enable Council staff to further analyse the current risk controls for effectiveness and consider additional controls as required. The project will soon progress with reviews of safe work method statements and safe operating procedures. These reviews will be conducted in consultation with relevant Council staff.

### **Workplace Health and Safety Queensland**

From 1 January 2025, principal contractors will be required to ensure designated female toilets and improved facilities and amenities for certain construction projects.

The [Work Health and Safety \(Amenities for Construction Work\) Amendment Regulation 2024 \(Amenities Regulation\)](#) amends the [Work Health and Safety Regulation 2011](#) to improve facilities and amenities on certain construction projects, particularly to improve conditions for women working in construction.

The Amenities Regulation gives effect to part of Recommendation 30 of the [2022 Review of the Work Health and Safety Act 2011](#) by setting out requirements for accessible and hygienic facilities and amenities and to address the needs of women construction workers.

### **Duty to ensure toilets are reasonably available**

From 1 January 2025, the existing duty for principal contractors to provide amenities for construction projects will change.

Principal contractors must ensure that toilets are reasonably available to each construction person on construction projects where construction work costs over \$250,000. This includes ensuring access to designated female toilets and amenities, such as sanitary bins.

A maximum penalty of \$2,000 applies for a failure to comply with this duty.

### **Designated female toilets**

A designated female toilet is a type of toilet that can only be used by female construction persons and must be safe, secure and accessible and fitted with specific amenities, such as sanitary bins.

A female construction person is both a construction worker of the site, as well as a relevant person visiting the site, such as an architect or engineer, if they are female or identify as female.

Principal contractors must ensure that designated female toilets are:

- located in close proximity to other toilets, so far as reasonably practicable
- accessible without requiring female construction persons to enter a block or room that has cubicles or urinals used by male construction persons
- clearly signed and identifiable as a designated female toilet, and
- restricted for use only by female construction persons e.g. locked with an access code given only to female construction persons during induction

### **Contractor Induction Completions**

During Quarter 1 FY24/25, a total of 95 contractor inductions were sent out, with a 'Success Rate' of 99.00% completed.

## FINANCIAL IMPLICATIONS

Nil

## RISK AND OPPORTUNITY

### Risk

Nil

### Opportunity

To review the composition of Council's outdoor workforce with a view of assessing compliance with the legislation that from 1 January 2025, principal contractors will be required to ensure designated female toilets and improved facilities and amenities for certain construction projects

## COMMUNITY ENGAGEMENT

### Internal Consultation

Council staff.

### External Consultation

Workplace Health and Safety Queensland.  
DTMR – Department of Transport and Main roads  
Contractors – TMP Traffic Management People

## LEGAL / POLICY

### Legislation / Local Law

*Work Health and Safety Act 2011*  
*Work Health and Safety Regulation 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

4.3.2. Build leadership capability and define competencies and development pathways

**Policy / Strategy**


Nil

**ATTACHMENTS**

Nil

## Communications and Marketing Quarterly Report

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 October 2024
	Communications & Marketing Coordinator	<b>ECM Function No/s:</b>

### Recommendation

THAT Council receive the Communications and Marketing Quarterly Report.

## REPORT

### Background

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

Reasons the Council communicates with the public include, but are 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. Creating awareness of the region in target markets and driving 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 communications and marketing activities are objective, factual and an efficient use of Council finite funds.

This report tables the activities of the CMD from 01 July – 30 September 2024 in support of the strategic objectives of Council as described.

### Report

The CMD internal Helpdesk recorded over 281 requests across destination and event marketing; residential education and information campaigns; graphic design and branding; media relations and elected member support; and social media and digital communications.

These activities are broadly reported on in this and, the attached supplementary reports.

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

**Actions undertaken by the Comms department on behalf of Council**

For the period 1 July to 31 September:

1. Issued 36 media releases including the production of associated video releases for the Mayor and Councillors.
2. Responded to 57 media enquiries.
3. Coordinated radio interviews with Ten FM, Triple M, 4WK, and hosted ABC Southern Queensland at Warwick Town Hall during Jumpers and Jazz in July
4. Coordinated radio interviews with Ten FM, Triple M, 4WK, and hosted ABC Southern Queensland at Warwick Town Hall during Jumpers and Jazz in July
5. Managed and moderated Council's social media profiles including content creation, comment moderation and responding to messages.

<b>Reason to communicate</b>	<b>2 Encourage economic investment in the region</b>
------------------------------	--

**Actions undertaken by the Comms department on behalf of Council**

1. Supported Economic Development & Tourism department for major events including the ASBK Superbike event at Morgan Park, Jumpers and Jazz in July, Leyburn Sprints and the upcoming Warwick Rodeo.
2. Provided marketing and event support to Jumpers & Jazz in July and the Historic Leyburn Sprints. These activities included standing up a pop-up visitor information kiosk at each event; producing event-specific flyers to promote the event and the region; sponsoring event-specific selfie-frames for use by visitors; producing event-specific walking and driving trails on the SD&GB visitor app which were promoted through event programs, social media and local media.
3. Supported the branding and graphic design of several strategic documents including the Southern Downs Water Strategy.

<b>Reason to communicate</b>	<b>3 Create awareness of the region</b>
------------------------------	---

**Actions undertaken by the Comms department on behalf of Council**

1. Delivered region-wide destination marketing activities for winter under the *QLD's Cold Country* campaign, actioned across Council-owned assets including the *Southern Downs & Granite Belt* (SD&GB) website and social media platforms.
2. Successfully migrated the official *Southern Downs & Granite Belt Visitor App* to an upgraded version which includes a number of improvements to the user experience and functionality of the App. *Assistance for this project provided through the jointly funded Commonwealth-State Disaster Recovery Funding Arrangements (DRFA).*

3. Delivered visitor services through the Southern Downs Visitor Information Centres (VICs) in Warwick and Stanthorpe.
4. Continued marketing partnerships with the Regional Tourism Organisation (RTO), Queensland Country Tourism and the peak marketing body for the region's wine tourism industry, Granite Belt Wine Tourism (GBWT).
5. Progressed TMR signage renewal for the 8 official tourist drives within the Southern Downs Region. Renewal of signage occurs as part of a 7-yearly programme and the Cedar Route is the first to be completed.

<b>Reason to communicate</b>	<b><i>4 Educate the public about compliance with local laws and regulations</i></b>
------------------------------	---

**Actions undertaken by the Comms department on behalf of Council**

1. Supported Regulatory Services with marketing campaigns for National Pet Desexing month; QLD Waste Education Campaign; avian flu awareness; asbestos awareness; creation of banners, fact sheets and collateral for public events; and creation of outdoor public awareness signage.

<b>Reason to communicate</b>	<b><i>5 Promote the availability of, or changes to, Council's services</i></b>
------------------------------	--

**Actions undertaken by the Comms department on behalf of Council**

1. Issued 7 editions of Council's official fortnightly eNews *Your Southern Downs*.
2. Supported the Revenue team on project to combine Rate Notices, including developing new templates and migrating documents to the refreshed corporate style.
3. Assisted the Water team with Smart Water meter communications.
4. Council maintained an updated corporate website for residents to access information about Council service and meetings.

<b>Reason to communicate</b>	<b><i>6 Encourage involvement and consultation in Council's decision-making processes</i></b>
------------------------------	---

**Actions undertaken by the Comms department on behalf of Council**

Council encouraged community involvement in its decision-making process through:

1. the circulation of 2024/25 Budget Adoption Fact Sheets as a fulsome campaign concluded for the 24/25 Budget consultation process.
2. inviting the community to HAVE YOUR SAY on the Southern Downs Open Spaces Sports and Recreation Masterplan including a media release, survey, marketing and social media campaign.
3. inviting the community to HAVE YOUR SAY on the Southern Downs Small Home Survey including a media release, survey, marketing and social media campaign.



4. Inviting public consultation for road naming in Stanthorpe.

<b>Reason to communicate</b>	<b>7 Raise awareness of a planned or impending initiative</b>
------------------------------	---

**Actions undertaken by the Comms department on behalf of Council**

1. Raised awareness of impending road closures; interruption of water supply notifications and planned works and projects through use of its social media channels.
2. Supported the Southern Downs Libraries in promoting author's visits and, coordinating signage and media support for the Stanthorpe Library and art gallery reopening.
3. Support Community Development team with marketing campaigns for various events including Vietnam Veterans Day and the Southern Downs Careers Expo.

<b>Reason to communicate</b>	<b>8 Assist in disseminating information in an emergency or crisis</b>
------------------------------	--

**Actions undertaken by the Comms department on behalf of Council**

1. Complete the upgrade of the official Visitor App which now includes integration with Google Maps and the SDRC Disaster Dashboard. Visitors to the region can now access road closures and emergency alerts through the App using the *Road Closures* function.
2. Participated in a blue-print roll-out workshop of the new Australian Warning Systems (AWS)
3. Supported the Local Disaster Management Group (LDMG) at the JJJ Saturday Stroll and Swing

<b>Reason to communicate</b>	<b>9 Support recruitment and promotion of Council as an employer of choice</b>
------------------------------	--

**Actions undertaken by the Comms department on behalf of Council**

1. Rolled out recruitment campaigns with updated photography, videography and design.
2. Published three editions of Council's internal staff newsletter

**TRAINING AND CONFERENCES ATTENDED**

1. Council's Marketing Officer **has completed** the 6-month SDRC Leadership Training Program delivered by Council's Organisational Development Specialist.



2. Council's Communications & Marketing Support Officer **has completed** the Young Tourism Professionals mentoring program. The program, hosted by the Queensland Tourism Industry Council and supported by the University of Queensland, has been supporting young tourism professionals for over a decade. Hayley Ritchie was matched with Mark Greaves as a mentor, who has extensive knowledge and experience in running accredited Visitor Information Centres and provided a wealth of assistance throughout the 7-month program.

## 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
- Queensland Country Tourism forums
- Queensland Tourism Industry Council (QTIC)
- Queensland Information Centre Association (QICA)
- Media

## 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:

<b>Goal 1</b>	:	<b>Our People</b>
<i>Outcome 1.1</i>	:	<i>Communities trust us to engage with them and advocate on their behalf (1.1.2)</i>
<b>Goal 3</b>	:	<b>Our Prosperity</b>
<i>Outcome 3.3</i>	:	<i>The Southern Downs is a destination of choice for business and visitors (3.3.3)</i>
<b>Goal 4</b>	:	<b>Our Performance</b>
<i>Outcome 4.1</i>	:	<i>Our customers want to do business with us (4.1.1)</i>
<i>Outcome 4.3</i>	:	<i>Our people are proud to work for Council</i>

- Outcome 4.5 : (4.3.3) *We have genuine and effective partnership*  
Outcome 4.6 : (4.5.1)(4.5.2) *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**

1. Addendum 1: Examples of activities undertaken [Quarterly Communications and Marketing Report – July, August, September 2024]

# Addendum 1: Examples of activities undertaken

Quarterly Marketing & Communications Report  
July, August, September 2024

**Southern Downs**

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



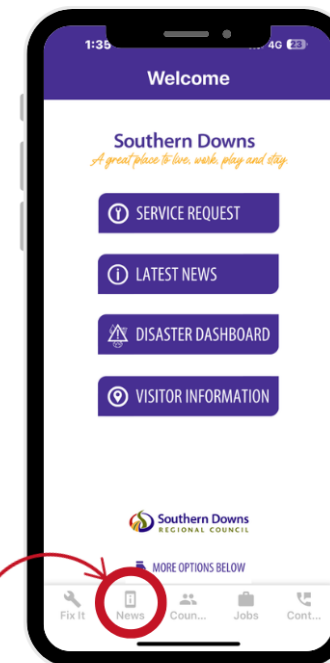
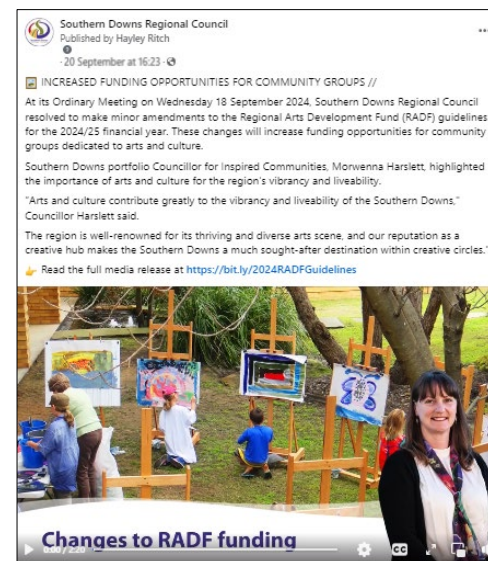
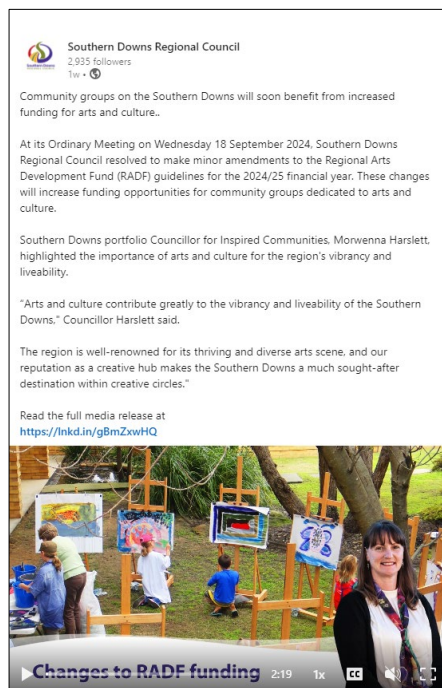
## Reasons to communicate

### 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



Council circulated **36 media releases** to its media database this quarter.

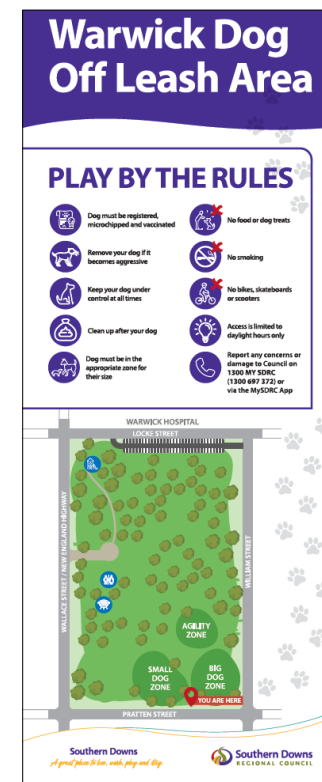
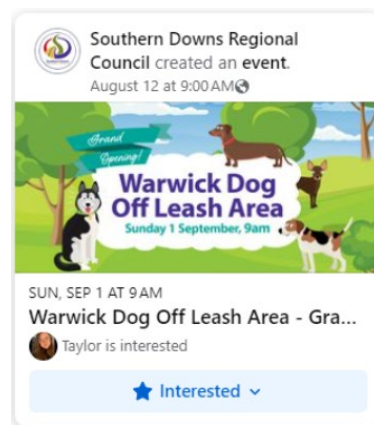


Media releases are shared to the **eNews subscriber** database, **@MySDRC** Facebook page, **@southerndownsrc** Instagram profile and **SDRC LinkedIn** profile.

Additionally, find all Council news at [www.sdrcl.qld.gov.au](http://www.sdrcl.qld.gov.au) or via the **news** tab on the **@MySDRC App**



## Comms team delivered the marketing package for the official opening of the Warwick Dog Off Leash Area (DOLA)

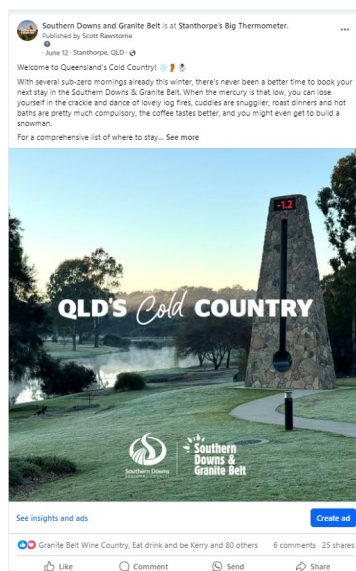
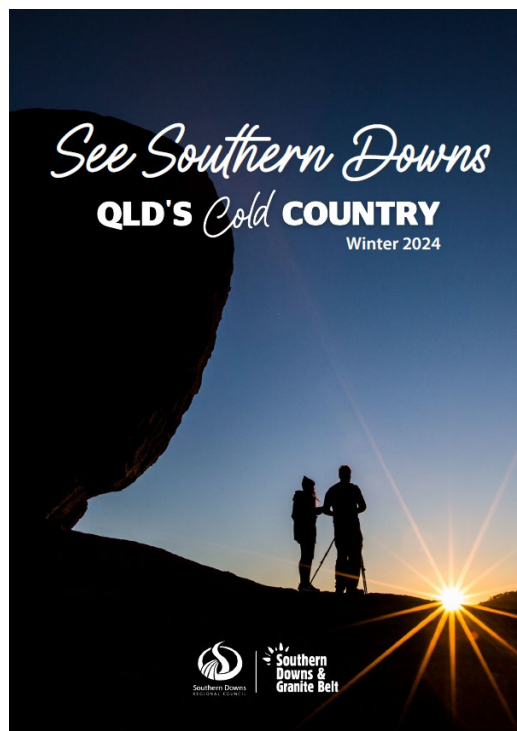


## Council comms provided **marketing** and **visitor information services** support to the Jumpers & Jazz in July and the Historic Leyburn Sprints events



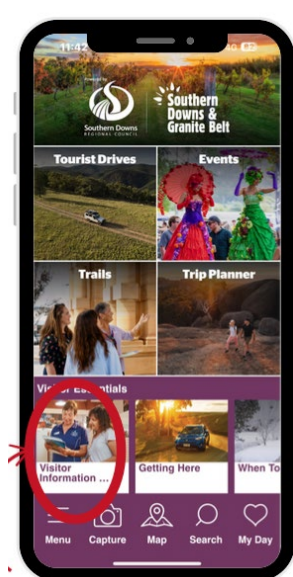


## Council undertook region-wide destination marketing activities for the **winter 2024** season with the QLD Cold Country campaign

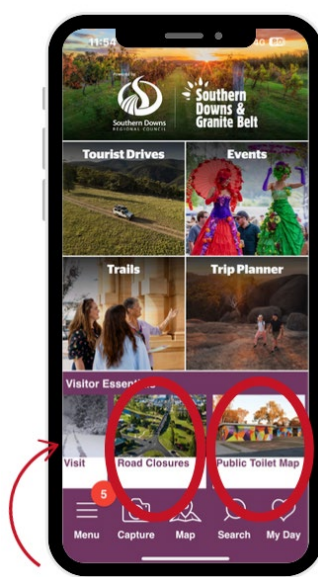


The campaign included a 16-page downloadable mini-lookbook; a dedicated landing page and a social media campaign across the @southerndownsandgranitebelt Facebook and Instagram platforms as well as the Warwick and Stanthorpe Visitor Information Centre Facebook pages.

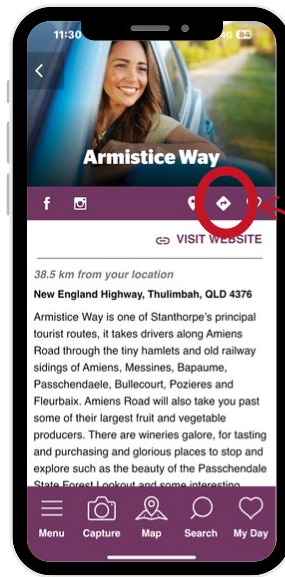
## The Southern Downs & Granite Belt Visitor App has undergone successful upgrades.



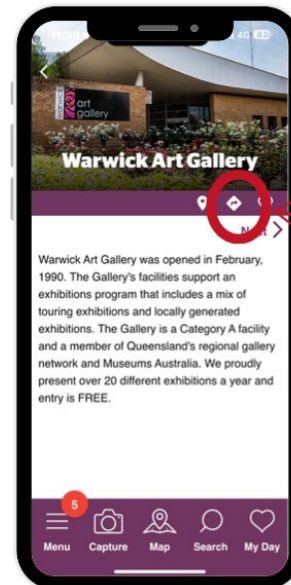
New look home screen with new **Visitor Essentials** panel featuring a direct link to the **Southern Downs Visitor Information Centres**



From the **Visitor Essentials** panel the **Road Closures** tab directs to **Council's Disaster Dashboard** website for road closures and other related emergency alerts for visitors to the region. The **Public Toilet Map** directs to a nation-wide map.



From the **Tourist Drive** functionality on the home screen, pick a tourist drive; then use the new **'arrow'** functionality to integrate seamlessly with **Google Maps** to find the beginning of the tourist drive. Then migrate back into the App to follow the rest of the tourist drive and find supporting visitor information.



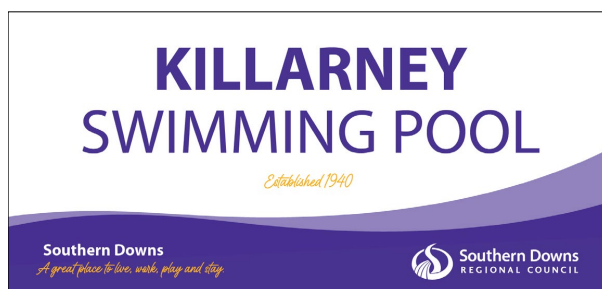
From the **Trails** functionality on the home screen, pick a walking trail; then use the new **'arrow'** functionality to seamlessly integrate with **Google Maps** to find the beginning of the trail – or each point on the trail. Migrate back into the App to follow the rest of the trail and find supporting visitor information.



The **Southern Downs & Granite Belt App** is available as a **FREE** download and is perfect for both visitors and residents who want to learn more about the region.

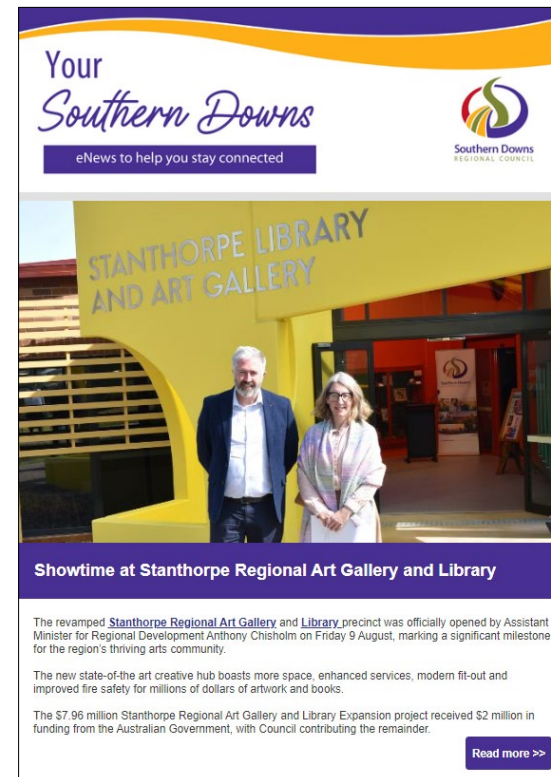


## Examples of various outdoor public signage projects completed this quarter



*This work forms part of Council's commitment to the ongoing improvement of facility signage, directional signage and public awareness signage across the region to keep our residents and visitors informed and safe.*

Council issued 7 editions of the fortnightly *Your Southern Downs* eNews to its opt-in subscriber database. **Subscribe at [www.sdrcl.qld.gov.au](http://www.sdrcl.qld.gov.au).**

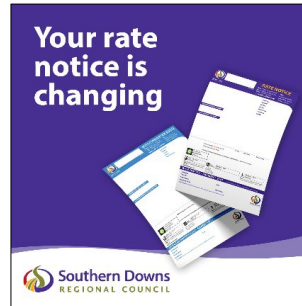
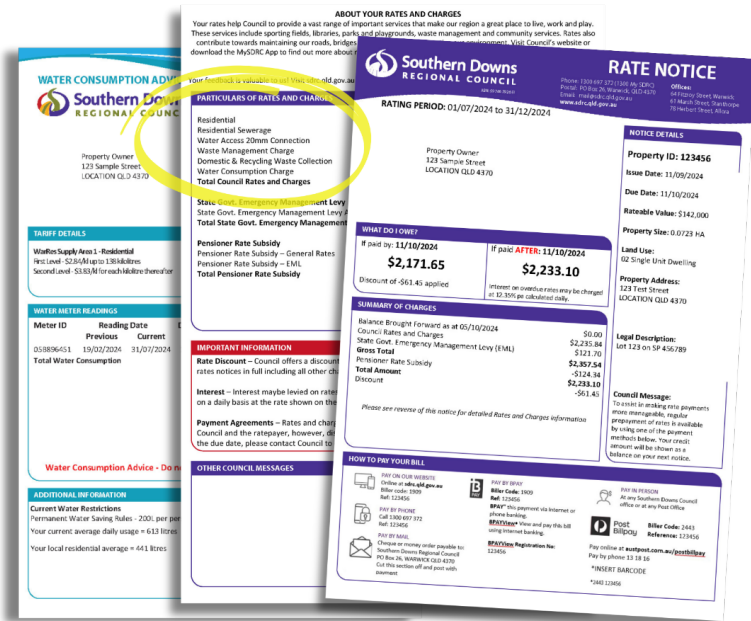


Media releases are shared to the eNews subscriber database, @MySDRC Facebook page, @southerndownsrc Instagram profile and SDRC LinkedIn profile. Additionally, find all Council news at [www.sdrcl.qld.gov.au](http://www.sdrcl.qld.gov.au) or via the news tab on the @MySDRC App




‘Your rate notice is changing’ awareness campaign.

Council comms supported the changes in the rate notices through Media Release, an online education campaign through Instagram, Facebook and Council's website and, supporting the redesign of rate notices in line with Council's refreshed style guide



## The Southern Downs Libraries' author visits were supported with marketing campaigns to drive attendance to the events.



**Author Visit**

### MEET TOM W CLARKE

Join author and comedian Tom W Clarke as he discusses his new book, *Shoulda Been Higher: A Celebration of 30 Years of Triple J's Hottest 100*

Join Tom W Clarke, fresh from his shows at the Adelaide Fringe and Melbourne International Comedy Festival. He books is a light-hearted and respectful celebration of the Hottest 100's colourful history and its impact on Australian culture.


Tom lives on the NSW south coast with his wife and son. Don't miss his chance to hear him bring to life the Hottest 100 and the stories behind the music that has shaped a generation.

**Friday 26 July 2024, 7pm - 9pm**  
St Marks Anglican Church Hall  
Caversham Road, Caversham, NSW  
RSVP essential. Phone 07 4661 0342 or email [susan.crookshanks@sdrc.qld.gov.au](mailto:susan.crookshanks@sdrc.qld.gov.au)

**SHOULDA BEEN HIGHER**  
A CELEBRATION OF 30 YEARS OF TRIPLE J'S HOTTEST 100  
TOM W CLARKE

Available through all Southern Downs Libraries

**Southern Downs Libraries**  
sdrc.qld.gov.au | mail@sdrc.qld.gov.au | 1300 MY SDRC (1300 697 372)



**Author Visit**

### MEET KIM MCCOSKER

Join us for an hour of fun and flavour as author, Kim McCosker, of Australia's most trusted easy recipes *4 Ingredients* shares some of her favourite dishes, plus tips and tricks that have saved her time and money in the kitchen.

**LIVE DEMONSTRATION • SLOW COOKING TIPS • ONE POT WONDERS**

**EVENT DETAILS**  
Wednesday 17 July, 1pm - 3pm  
Warwick Baptist Church  
Central Way and Perry Street, Warwick  
To register phone 07 4661 0342 or scan QR code  
Free event

**4 Ingredients BEST SELLER DIABETES**

**Southern Downs Libraries**  
sdrc.qld.gov.au | mail@sdrc.qld.gov.au | 1300 MY SDRC (1300 697 372)




# WARWICK LIBRARY

# OPEN

**Southern Downs Libraries**  
SOUTHERN DOWNS REGIONAL COUNCIL

### ALLORA LIBRARY OPENING HOURS

Monday	1.00pm - 4.30pm
Tuesday	1.00pm - 4.30pm
Wednesday	9.30am - 12.00pm 1.00pm - 4.30pm
Thursday	1.00pm - 4.30pm
Friday	1.00pm - 4.30pm

CLOSED WEEKENDS AND PUBLIC HOLIDAYS




Facility signage at all Council libraries are being improved as part of Council's commitment to the ongoing improvement of facility signage, directional signage and public awareness signage across the region.



**Library Services →**  
**Art Gallery →**

## Quarterly Economic Development & Tourism Report – July – September 2024

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date: 16 October 2024</b>
	Gary Warrener	<b>ECM Function No/s:</b>

### Recommendation

THAT Council receive the report and note the contents

### REPORT

#### Background

This is the first quarterly report submitted by the new look Economic Development & Tourism Unit.

The Unit is fully staffed now with a Manager (Gary Warrener), two Economic Development Officers (Michael Jensen and Amanda Booy), and a Support Officer (Carolyn Fender).

#### Report

The purpose of this report is to provide the Council with details of activities undertaken and the outcomes delivered, by the Economic Development & Tourism Unit. These activities are in line with Council's current Economic Development Strategy. This report is for the July to September 2024 quarter.

The activities currently being undertaken include:

- **Protein Hub (Small Animal Abattoir – sheep and goats)** – a study was undertaken in January 2024 funded by SDRC and DAF looking the viability of such a facility in the area. A "Market Sounding – Future Investment Proposal" was developed. This document and a summary of the initial study was forwarded to 19 operating abattoirs on the East Coast of Australia. From this activity, 3 companies have expressed an interest in moving forward with the project. Eco Dev officers will work closely with these companies.
- **Chicken Processing Proposal** – Economic Development Officers are currently working with Bob Hansen, Director of Australian Poultry Products P/L, on a \$525M project to develop a chicken processing facility with the capacity to breed, grow and process between 500,000 and 1M chickens pe week. The proponent is presently trying to secure full funding for the project.
- **Athena Bio-Pharmaceuticals** – Currently conducting a feasibility study on their business plan to establish a production factory on between 30 – 40 hectares of land in the Southern Downs area. Officers have provided two land options for the company, with prices to enable to feasibility study to be completed.
- **PowerCap** – This company manufactures large batteries and is investigating several projects in the area. 1. Stabilising the grid at Morgan Park Raceway to ensure power outages are avoided. 2. Industrial land development in Ogilvie Street Warwick. 3. Community Title Housing development also in Ogilvie Street Warwick (up to 100 affordable homes).

- **Unregistered short-term accommodation** – Council has received some complaints regarding unregistered short term accommodation dwellings in the region. Desktop research has uncovered several hundred of these dwelling in the area, A report to Council will be developed once the research is completed.
- **Composting Project** – Granite Belt Growers Association is working with Officers on undertaking a 6month composting trial using farmers waste in the Stanthorpe area. Site options are currently being investigated with about 10 growers to date agreeing to participate in the project.
- **Rodeo Street Parade** – Eco Dev Officers are presently finalising the lead up organization of the annual Rodeo Street Parade. This is to held Saturday 26 October.
- **Regional Events** -The Eco Dev Unit has worked closely with organisers of events such as: Australian Super Bikes Championship round; Jumpers & Jazz in July; Leyburn Sprints; Rodeo and Campdraft; to ensure all permits etc are in place for the event to happen.
- **Tourism Organisations** – Officers have built strong relationships with organisations such as Granite Belt Wine Tourism; Queensland Country Tourism; Granite Belt Sustainability Network;
- **Business Organisations** – Granite Belt Growers Association; Warwick Chamber of Commerce; Stanthorpe/Granite Belt Chamber of Commerce – The Chambers have worked together to deliver the Locally Lead Economic Recovery (LLER) project.

### Conclusion/Summary

The Economic Development Unit has built a strong regional network and business enquiry has been strong. The Unit has worked with existing businesses including (eg: Ballandean Pub; Warwick Golf Club;) and prospective new business start-ups including: medicinal cannabis grower; sheep and goat abattoir; Little Cake Shoppe; Assistance Dog training facility; holiday accommodation;

Outcomes from the new enquiries mentioned earlier in the report may take some time to eventuate as is the case with large investments. Officers will provide all the support possible to make these investments a reality.

### FINANCIAL IMPLICATIONS

Nil

### RISK AND OPPORTUNITY

#### Risk

Nil

#### Opportunity

Build regional knowledge and networks attract new investment and support re-investment in the region creating jobs for local people.

### COMMUNITY ENGAGEMENT

#### Internal Consultation

The Economic Development Team has visited several other Council Units to meet other staff, introduce ourselves, and explain what we do and how we do it. Eco Dev also hosted a small morning tea at the Stanthorpe office, to get to know some of the staff located there.

### **External Consultation**

Eco Dev officers have visited business owners/operators in the Granite Belt, Warwick and Killarney areas to date. Staff have also walked the streets handing out brochures advising of pending events causing parking restrictions and street closures. This is an excellent way to meet business operators and for them to get to know who we are.

Both the internal and external engagement is a part of the process of building awareness of the Eco Dev Unit and raise our visibility and credibility.

## **LEGAL / POLICY**

### **Legislation / Local Law**

Queensland Local Government Act

### **Corporate Plan**

**Our People:** 1. Communities trust us to engage with them and advocate on their behalf. 2. Communities have the opportunities to grow and develop.

**Our Places:** 1. Healthy, resilient and sustainable natural and agricultural environments

**Our Prosperity:** 1. Existing businesses thrive and grow. 2. The Southern Downs is a destination of choice for business and visitors

**Our Performance:** 1. Our customers want to do business with us.

### **Policy / Strategy**

Direction for the Economic Development & Tourism Unit is provided by the current Economic Development & Tourism Strategy and the associated Action Plan.


## **ATTACHMENTS**

Nil



## Quarterly People and Culture Department Report – July to September 2024

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date: 16 October 2024</b>
	Manager People and Safety	<b>ECM Function No/s:</b>

### 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 July to September quarter.

#### Workforce Demographics

The Council's approved organisational structure as of 30 September 2024 consisted of 400.32 Full Time Equivalent (FTE) positions, which included permanent, temporary and casual positions. A comparison of the FTE as of 30 September 2024 to the last quarter shows a decrease in the number of approved positions of 1.49 FTE. This is attributed to the approval of some new positions and the cessation of some temporary and casual positions.

Figure 1 outlines the number of approved full-time equivalent (FTE) positions within the Council after each financial year. As of 30 September 2024, the Council has an approved FTE of 400.32 with a current occupancy of 354.38 FTE, slightly exceeding the highest occupancy reported in the past five (5) years i.e. since 30 June 2020.

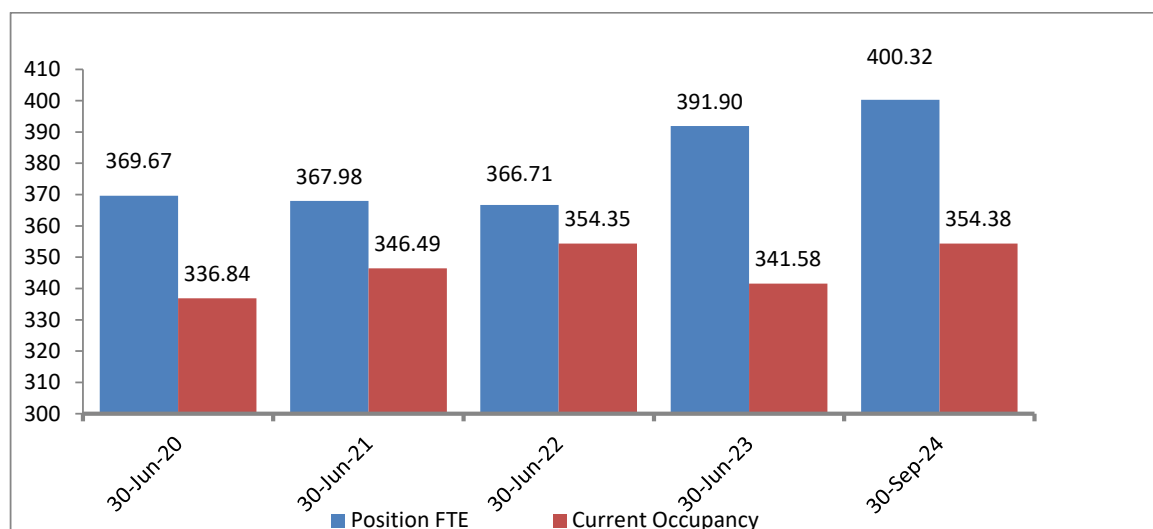


Figure 1: Total number of approved Full Time Equivalent (FTE) positions and occupancy

Council therefore has 45.94 FTE positions that remain unoccupied which equates to 11% of the Council's total FTE positions.

The automated Recruitment and Onboarding system (ELMO) went live in July 2024. To date, we have initiated 29 new recruitment processes in the new system and have finalised one vacancy through the entire process, including offer letters and pre-employment onboarding tasks. Some increased efficiencies resulting from reduced manual handling processes are evident. These efficiencies are expected to increase over time, enabling staff to undertake more value-adding recruitment and selection human resource management activities. People & Culture continue to provide training and support to first-time users of the automated system and work continues in the background to achieve system enhancements by way of workflows, documents, forms and user experience of the system.

Figure 2 demonstrates the percentage breakdown of the 400.32 FTE positions across the Directorates in Council with the Infrastructure Services Directorate (comprising of the Works Department, Water Department and Parks and Operations Department) having most of the FTE positions (59.6%) and Executive Services (People and Safety Department, Marketing and Communications Department, Economic Development Department, Executive Services support and Executive Leadership Team) holding the least of the FTE positions (6.1%).

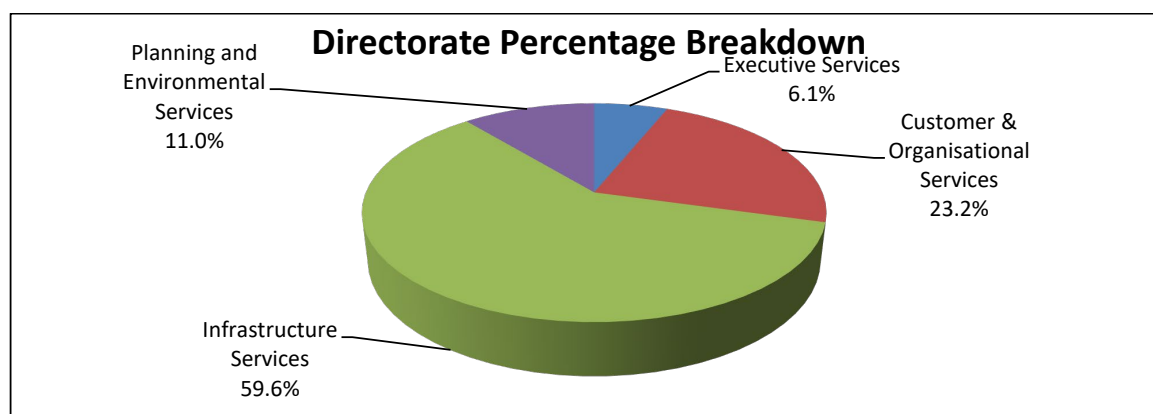


Figure 2: Percentage approved organisational structure (FTE) distribution per Directorate as of 30 September 2024.

The majority of staff are employed permanently, with 9.1% employed in a short-term or casual capacity this quarter a compared to 9.9% last quarter. The decrease is attributed to Council's operational requirements for this type of employment as outlined in Figure 3.

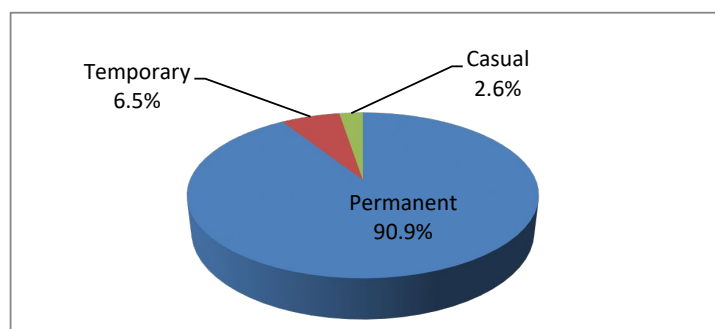


Figure 3: Employment Type Percentage Breakdown

## Separations

Separation Rate (annualised)	
Staff exiting the organisation	20.3%

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

Separation Rate (Jul - Sept Quarter)	
Staff exiting the organisation	5.5%

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

During this quarter, 21 employees separated from Council, equating to 5.5% of the total FTE for Council for this quarter. This is an increase of 2.7% based on the previous quarter. Figure 6 provides a summary of the separations this quarter.

Reasons for separation	Percentage of employees who separated based on 21 employees separating	Number of Employees who separated	Percentage of separations based on the total Headcount for the quarter
Resignation	81%	17	4.42%
Retirement/other	19%	4	1.04%
<b>Total</b>	<b>100%</b>	<b>21</b>	<b>5.45%</b>

Figure 6: Separations for 1 July to 30 September 2024

To date, whilst the Exit Survey is forwarded to all employees separating from Council, a low response rate continues as the Exit Survey has been optional. The People and Safety Department has developed a more streamlined Exit Survey to more effectively capture why Council is continuing to experience high turnover. Commencing next quarter, it is envisaged the People and Culture team will contact all separating employees by telephone or in-person with a view of the separating employees providing an unidentifiable survey response. For reporting purposes, People and Culture will trend the information received, and an analysis will inform future planning, policy, strategy and training.

### **Job Evaluation Management System (JEMS)**

People and Culture has met with Mercer and received a proposal on designing, developing and implementing a JEMS framework for Council to evaluate the classification of roles equitably and transparently. People and Culture has now met with Mercer to refine the current arrangements outlined in the proposal. Once the framework is built, People and Culture team members will be trained in using the methodology. People and Culture will commence the framework built during the next quarter.

### **Strategy and Policy**

The first Workforce Committee meeting was convened on 9 September 2024 with good representation from across the organisation. The Terms of Reference were endorsed by the Committee. An overview was provided to the Committee on the findings outlined in the Workforce Strategy 2024 – 2028.

Work has commenced on the development of Templates to assist departments in identifying the future requirements of their workforce and their departmental workforce plans. The pilot workforce planning meeting took place with the Manager Parks and Operations on 12 September 2024 with a further meeting planned for 2 October 2024.

The actions in the Workforce Strategy 2024 – 2028 are currently being mapped and time-framed into a spreadsheet.

#### ***Joint Consultative Committee (JCC)***

There was no JCC convened during this quarter, however, Organisers, Delegates and Employee Representatives from the Australian Workers Union (AWU), The Services Union (TSU), and the Construction, Forestry and Maritime Employees Union (CFMEU) were contacted to seek agreement that the negotiations for the Stream B Certified Agreement be delayed to better align the nominal expiry dates of the Stream A Certified Agreement with the Stream B Certified Agreement. The TSU and the CFMEU have responded to Council in favour of the proposal.

Under the Industrial Relations Act provisions, the Notice of Intention to Bargaining can be submitted from 25 August 2024, 6 months before the current Stream B Certified Agreement's nominal expiry dated 25 February 2025. The nominal expiry date for the Stream A Certified Agreement is 1 July 2025.

#### ***Corporate Induction***

Formal feedback collated from the Corporate Induction remains very positive. During this quarter induction was conducted on 11 July 2024 and 29 August 2024. People and Culture will be developing an online induction program over the next 12 months.

#### ***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. Acacia EAP is in its second year of operation and continues to receive unsolicited positive feedback from employees.

#### ***Employee Engagement Survey***

The Employee Engagement Survey has closed with 238 respondents, out of a workforce of 389 headcount. A summary of the results has been presented to the Senior Leadership Team, the Audit and Risk Committee and the People and Safety team. The next steps are to work with Directors and Managers to communicate the results to each Department and to identify next steps and to explore the results in more detail. Action Plans will be developed at an organisational level, as well as Department/Team level.

#### ***Achievement and Development Plans (ADP)***

An audit of completed ADPs has commenced to identify the workgroups that may need further guidance to complete their team members' plans; and to collate the training and development components to inform the 2024/25 training budget.

A draft procedure and workflow have been developed based on feedback and to ensure clarity around the annual process.

Organisational ADP review dates need to be established, agreed and communicated by the Executive Leadership Team to bring the ADP process on an all-of-organisation cycle.

#### ***Training and Development***

##### ***Leadership Development Program***

The next in-house program/s will commence in early 2025.

An external leadership program will be sourced for the Senior Leadership Team thereby enhancing the performance and leadership journey for this team. It is envisaged that the program will be sourced and developed early in 2025.

##### ***Frontline Supervisor Development Program***

A workshop has been scheduled for early October to scope the program, to complement the learnings from the Leadership Development Program, and upskill front-line supervisory employees

to manage their people consistently and minimise the occurrence and subsequent escalation of people-related issues. The program may also incorporate broader competency requirements such as budget management, timesheet requirements etc.

### Code of Conduct Training

Currently obtaining quotes for Code of Conduct training, as part of our obligation to ensure regular refresher sessions are provided to all employees.

### Formal Training and Development

Following are a comparison of the formal training and development attendances supported by Council across a twelve (12) month period. The data in this section does not include Elected Member training and development.

Annual Year to Date Comparisons				
	Quarter Ending			
	Dec-23	Mar-24	Jun-24	Sept-24
<b>Learning &amp; Development Courses</b>	291	84	282	183

Table 1: Staff Learning and Development Attendances

Some of the training this quarter included Building Safer Conversations Together (attended by 44 staff) and Dealing with Difficult Customers (attended by 35 staff). Four short courses were also delivered using the Regional and Remote Capability Building funds, benefitting 25 staff at no cost to Council.

One new request for Level 2 Study Assistance has been approved, and one has been completed and two cancelled (had been approved but did not commence).

Study Assistance		
Course	Category of Assistance	Staff Number
Diploma in Business (Records & Information Management)	2	1 (Inactive)
Bachelor Information Technology	2	1
CPCSS00005 – Skill Set – Provide Building Surveying Services for Residential Buildings	1	1
Diploma of Science	2	1
<b>Total</b>		<b>4</b>

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

Year to Date summary Traineeships and Apprenticeships are as follows:

Traineeship and Apprenticeships Summary					
	Continuing (number at start of period)	Commencements	Completions	Cancellations	Ongoing (number at end of period)
<b>2024 Quarter</b>					
01/01/2024 - 31/03/2024	38	5	4	2	37
1/4/2024 - 30/06/2024	37	6	10	0	33
01/07/2024 - 30/09/2024	33	0	13	1	19

Table 3: Traineeships and Apprenticeships



The studies currently undertaken by the Council's apprentices and trainees are diverse and span across 10 types of certification as outlined in Table 4 below.

Staff Supported Studies Traineeships and Apprenticeships Traineeships & Apprenticeships - Current	
Course	Staff Number
Cert III Mobile Plant Technology - AUR31216	1
Cert III Mobile Plant Technology - AUR31220	2
Cert III Business BSB30120	4
Cert III Parks and Gardens - AHC31016	1
Cert III Civil Construction (Road Construction & Maintenance) - RII30920	1
Cert II Civil Construction - RII20720	1
Cert III in Water Industry Operations (TP) - NWP30222	3
Certificate III Plumbing - CPC32420	3
Cert IV Library and Information Services - BSB40720	1
Certificate IV in Information Technology ICT40120	2
<b>Total</b>	<b>19</b>

Table 4: Studies undertaken by traineeships and apprenticeships

Cohorts of existing staff in the Works Department will shortly be enrolling into traineeships in Civil Construction (Certificate III in Civil Construction) and a further group will be undertaking Certificate IV in Civil Construction – Supervision utilizing CSQ funding.

### **First Start Positions**

The DESBT contract for 2024-25 First Start placements has just been received with 6 x 1-year traineeship positions and 1 x 2-year apprenticeship position being allocated to SDRC. Pending formal acceptance of this contract recruitment can begin for these new roles.

First Start Placements 2024-2025			
Department	Role	Traineeship/Apprenticeship course	Nominal Term
People & Safety	WHS trainee	BSB41419 - Cert IV in Work Health and Safety	24 mths
Finance	Finance trainee	BSB30120 - Cert III in Business	12 mths
Finance	Revenue trainee	BSB30120 - Cert III in Business	12 mths
Coms & Marketing	Admin trainee	BSB30120 - Cert III in Business	12 mths
P&E	Admin trainee	BSB30120 - Cert III in Business	12 mths
Infrastructure Services	Admin trainee	BSB30120 - Cert III in Business	12 mths
TBA	Apprentice	Plumbing or Mechanical	48 mths

### **FINANCIAL IMPLICATIONS**

Nil

**RISK AND OPPORTUNITY**

**Risk**

Nil

**Opportunity**

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**

<b>Goal 4</b>	<b>Our Performance</b>
<b>Outcome:</b>	4.2 Our people return home safely
<b>Objective:</b>	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
<b>Outcome:</b>	4.3 Our people are proud to work for the Council
<b>Objective:</b>	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

## Quarterly Report on Development Approvals for the July to September 2024 quarter.

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 October 2024
	Planning Officer	<b>ECM Function No/s:</b>

### 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

#### Third quarter of 2024 (July to September 2024):

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

Applications	Third quarter 2024	Third quarter 2023	Third quarter 2022	Third quarter 2021
Material Change of Use	15	31	21	37
- Negotiated decisions	6	1	3	1
- Change to an existing approval	1	3	5	2
Reconfiguring a lot	10	13	18	15
- Negotiated decisions	1	3	2	0
- Change to an existing approval	4	1	5	1
Survey Plans	9	4	7	13

Applications	Third quarter 2024	Third quarter 2023	Third quarter 2022	Third quarter 2021
Operational works	2	4	7	8
Building	43	47	63	77
Plumbing & drainage	114	104	87	101
TOTALS	205	211	218	255

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

## 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	Third Quarter 2024		Third Quarter 2023	
	Lodged	Issued	Lodged	Issued
Material Change of Use	25	22	27	35
Reconfiguring a lot	20	15	24	17
Operational works	3	2	7	4
Building	43	43	54	47
Plumbing and Drainage	110	114	104	104

## 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	Third Quarter 2024 (b.d.)
Material Change of Use:	
- Delegated	30.4
- Council meeting	Nil
Reconfiguring a lot:	
- Delegated	30.6
- Council meeting	29.5
Operational works	34

\* 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. The Average Business Days section outlines on average how long an application has been with the responsible party, being either Council or the application, from the Confirmation Notice.

Applications	Third Quarter 2024		
	Responsibility	Number of Applications	Average Business Days
Material Change of Use	Council	17	14.1
	Applicant	22	125.1
Reconfiguring a lot	Council	8	16.3
	Applicant	18	144.3

#### 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\01869.01 – Reconfiguring a Lot - Subdivision (1 lot into 18 lots) – 7 Cullen Street, Warwick – approved 14 March 2022.  
OPW\000271 – Operational Works (Works in/on/over/under premises - Roadworks, Stormwater, Water and Sewerage infrastructure associated with RC\01869 - Subdivision of 1 lot into 18 lots - Stage 2: 15 lots) – 7 Cullen Street, Warwick – approved 20 September 2024.
- MCU\02510 – Material Change of Use (Multiple dwelling (Ten (10) units) – 32A Guy Street, Warwick – approved 26 February 2024.  
OPW\000279 – Operational Works – Roadworks and Stormwater Drainage associated with MCU\02510 – Material Change of Use (Multiple dwelling (Ten (10) units) – 32A Guy Street, Warwick – approved 20 September 2024

#### 5.0 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 Third Quarter 2024
Material Change of Use:	\$358,640.50
Reconfiguring a lot:	\$1,875,875.00
Total:	<b>\$2,234,515.50</b>

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.

#### 6.0 Initiatives and Improvements

##### 6.1 This Quarter:

As training continues and workloads are reallocated, customer response times are now improving, along with overall application timeframes. Ensuring Council's decision-making time, outlined in section 3.1, has been consistently less than what is set out in the Development Assessment Rules has been a major success considering the reduced staff within the Department.

The Planning Services team has continued to work in close conjunction with the State Government to ensure the finalisation of the first part of the First State Interest Review.

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 once again the highest ranking number of enquiries across Council for all three months of the third quarter.

	July 2024	August 2024	September 2024	Total
<b>Merit Request Numbers</b>	81	72	71	224

#### 6.2 Next Quarter:

With recent staff changes and departures, 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

## 12.4 Appointment of Selection Panel for Chief Executive Officer Recruitment

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 October 2024
	Manager People and Safety	<b>ECM Function No/s:</b>

### Recommendation

THAT Council approve the appointment of Mayor Melissa Hamilton, Deputy Mayor Sheryl Windle, Councillor Sarah Deane as councillor representatives, and Dr John McVeigh from the University of Southern Queensland as the independent member, to the selection panel for the recruitment of the Chief Executive Officer for Southern Downs Regional Council.

## REPORT

### Background

The Chief Executive Officer position is currently vacant.

Council requested quotes from three (3) Recruitment and Executive search companies: Davidsons, Troocoo and McArthur Recruitment. All three (3) companies were found to be reputable and experienced in executive recruitment searches within local government. The quote from McArthur Recruitment presented the best value for money with McArthur Recruitment also listed on the Local Buy panel of providers.

McArthur Recruitment was subsequently contacted on 30 September 2024 to provide the executive search and recruitment for the Chief Executive Officer vacancy within Southern Downs Regional Council.

### Report

It is proposed that the selection panel be involved in the shortlisting process and the interviews of the shortlisted candidates before the full Council interviews the preferred candidate(s) for a decision on the successful candidate's appointment.

Based on the proposed timing of the recruitment process, the finalisation of the decision will be by way of a special meeting with Council in early December 2024.

If Council makes an appointment and the appointee can commence on or before 31 January 2025, the acting Chief Executive Officer's tenure will finish on 31 January 2025 or earlier.

### Conclusion/Summary

Council approve the appointment of the following selection panel for the recruitment of the Chief Executive Officer vacancy within Southern Downs Regional Council:

- Mayor Melissa Hamilton;
- Deputy Mayor Sheryl Windle;
- Councillor Sarah Deane; and

- Dr John McVeigh from the University of Southern Queensland and the independent member of the selection panel.

## FINANCIAL IMPLICATIONS

Costs of the proposal received from McArthur Recruitment are included in Council's budget.

## RISK AND OPPORTUNITY

### Risk

Nil

### Opportunity

Nil

## COMMUNITY ENGAGEMENT

### Internal Consultation

Nil

### External Consultation

Nil

## LEGAL / POLICY

### Legislation / Local Law

Section 194 of the *Local Government Act 2009* (the Act), Appointing a Chief Executive Officer (CEO)

### 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.

### Policy / Strategy

Nil


## ATTACHMENTS

Nil



## 12.5 Review of Councillor Portfolios

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 October 2024
	Acting Chief Executive Officer	<b>ECM Function No/s:</b>

### Recommendation

THAT Council adopt the amendments to Councillor Portfolios included as Appendix A to the Councillor Portfolio Policy as presented.

### REPORT

#### Background

At its Ordinary Meeting held on 19 April 2024, following the 2024 Local Government elections, Council adopted the Councillor Portfolio Policy PL-136, which included Appendix A outlining details of each Portfolio and the Councillor appointed to that Portfolio.

A copy of the Appendix A is provided as **Attachment 1**.

#### Report

Councillors have undertaken a review of those Portfolio allocations to achieve better alignment with similar areas of responsibility.

A copy of the revised Appendix A is provided as **Attachment 2**.

### FINANCIAL IMPLICATIONS

Nil.

### RISK AND OPPORTUNITY

#### Risk

Nil.

#### Opportunity

These appointments provide an opportunity for elected members to support inclusive teamwork, co-operation between elected members and the Executive Leadership Team and to provide a valuable link to the community on specific matters and strategic issues.

## COMMUNITY ENGAGEMENT

### Internal Consultation

Elected members.

### External Consultation

Nil.

## LEGAL / POLICY

### Legislation / Local Law

*Local Government Act 2009*

*Local Government Regulation 2012*

### Corporate Plan

#### Goal 1      Our People

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

**Objective:**    1.1.2    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.

### Policy / Strategy

Councillor Portfolio Policy PL-136

## ATTACHMENTS

1.    Appendix A: Councillor Portfolio Policy Schedule April 2024[↓](#)
2.    Revised Appendix A: Councillor Portfolio Policy Schedule October 2024[↓](#)



## Appendix A: Councillor Portfolio Policy Schedule

Councillor Portfolios as adopted on 19 April 2024

Portfolio	Portfolio Definition	Portfolio Holder
Vibrant communities	<ul style="list-style-type: none"> <li>Economic Development</li> <li>Governance</li> <li>Regional Advocacy</li> <li>Intergovernmental Relations</li> </ul>	Mayor
Liveable communities	<ul style="list-style-type: none"> <li>Tourism</li> <li>Visitor Information Centres</li> <li>Parks and gardens (including cemeteries), active recreation areas and trails</li> <li>Community engagement</li> </ul>	Sheryl Windle
Connected communities	<ul style="list-style-type: none"> <li>Roads and transport</li> <li>Footpaths, cycleways</li> </ul>	Ross Bartley
Resilient communities	<ul style="list-style-type: none"> <li>Disaster planning and response</li> <li>Disaster community recovery</li> <li>Mental health</li> <li>Disability community</li> <li>Aboriginal and Torres Strait Islander communities</li> </ul>	Cynthia McDonald
Secure communities	<ul style="list-style-type: none"> <li>Housing</li> <li>Planning and Development</li> <li>Urban Design Frameworks</li> </ul>	Joel Richters
Productive communities	<ul style="list-style-type: none"> <li>Agriculture</li> <li>Water</li> <li>Saleyards</li> <li>Biosecurity and pest management</li> </ul>	Carla Pidgeon
Healthy communities	<ul style="list-style-type: none"> <li>Wastewater</li> <li>Resource Recovery and waste management</li> <li>Circular economy</li> <li>Natural environment, climate and sustainability</li> </ul>	Sarah Deane
Active communities	<ul style="list-style-type: none"> <li>Finance</li> <li>Audit &amp; Risk</li> <li>Community halls and progress associations</li> <li>Sporting groups and associated facilities</li> <li>Camping facilities</li> </ul>	Russell Wantling
Inspired communities	<ul style="list-style-type: none"> <li>Youth projects</li> <li>Education</li> <li>Art galleries</li> <li>Libraries</li> <li>Events</li> </ul>	Morwenna Harslett

Councillor Portfolio Policy

Policy no: Insert Policy Number

Updated: Insert date update

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## **Appendix A: Councillor Portfolio Policy Schedule**


### Councillor Portfolios

<b>Portfolio</b>	<b>Portfolio Definition</b>	<b>Portfolio Holder</b>
Vibrant communities	<ul style="list-style-type: none"> <li>• Economic Development</li> <li>• Governance</li> <li>• Regional Advocacy</li> <li>• Intergovernmental Relations</li> </ul>	Mayor
Liveable communities	<ul style="list-style-type: none"> <li>• Tourism</li> <li>• Visitor Information Centres</li> <li>• Parks and gardens (including cemeteries), active recreation areas and trails</li> </ul>	Sheryl Windle
Connected communities	<ul style="list-style-type: none"> <li>• Roads and transport</li> <li>• Footpaths, cycleways</li> </ul>	Ross Bartley
Resilient communities	<ul style="list-style-type: none"> <li>• Disaster planning and response</li> <li>• Disaster community recovery</li> <li>• Disability support services</li> </ul>	Cynthia McDonald
Secure communities	<ul style="list-style-type: none"> <li>• Housing</li> <li>• Planning and Development</li> <li>• Urban Design Frameworks and Major events</li> </ul>	Joel Richters
Productive communities	<ul style="list-style-type: none"> <li>• Agriculture</li> <li>• Water</li> <li>• Saleyards</li> <li>• Biosecurity and pest management</li> </ul>	Carla Pidgeon
Healthy communities	<ul style="list-style-type: none"> <li>• Wastewater</li> <li>• Resource Recovery and waste management</li> <li>• Circular economy</li> <li>• Natural environment, climate and sustainability</li> <li>• Mental health</li> </ul>	Sarah Deane
Active communities	<ul style="list-style-type: none"> <li>• Finance</li> <li>• DFV awareness</li> <li>• Community halls and progress associations</li> <li>• Sporting groups and associated facilities</li> <li>• Camping facilities</li> </ul>	Russell Wantling
Inspired communities	<ul style="list-style-type: none"> <li>• Youth projects</li> <li>• Education</li> <li>• Art Galleries, Libraries and Museums</li> <li>• Aboriginal and Torres Strait Islander communities</li> <li>• Civic Events</li> </ul>	Morwenna Harslett

## 13. CUSTOMER AND ORGANISATIONAL SERVICES REPORTS

### 13.1 Financial Services - Financial Report as at 30 September 2024

#### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 October 2024
	Management Accountant	<b>ECM Function No/s:</b>

#### Recommendation

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

## REPORT

### Background

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

### Report

#### Income Statement

##### Revenue

Operational revenue of \$52.4M is \$822K over budget compared to YTD budget of \$51.6M with the main variations being:

- Utility Charges received YTD are \$455K under budget due to water consumption being less than anticipated;
- Fees and Charges received YTD are \$390K over budget due to higher than anticipated cattle sales, waste disposal fees and application fees;
- Road Maintenance Performance Contract revenue received YTD is more than anticipated due to the timing of the final 2023/24 FY claims being received this year;
- Grants and Subsidies are under budget due to the anticipated funds from the 2023/24 claim for Flood Recovery and Aerodrome projects not yet received;
- Plant Hire Recoveries less than anticipated due to utilisation of plant not being charged out and recovered as well as general pool car recovery journal not being processed at time of running finance reports.

##### Expenses

Operational expenditure of \$27M is \$3.3M under budget compared to YTD budget of \$30.2M.

Variations include:

- Employee costs are \$585K under budget. Employee allocation between capital and operating projects along with vacancies, will be reviewed at the Quarter 1 Budget Review.
- Materials and Services are under budget by \$2.3M. This includes lag time involved with processing of invoices related to waste and recreational contracts, utilities and communications. Council will continue to monitor these and have started accruing some of the larger expenses and reviewing the phasing of budgets as part of the budget review.

- Depreciation is under budget by \$364K. End of year asset rollover will be finalised once the audit is completed in September with depreciation figures updated to reflect all capitalisation and valuation movements.

### Capital Grants

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

### Balance Sheet

As at 30 September 2024, Council had \$60.7M in cash at bank and investments. The total of outstanding loans, both the current and non-current portions is \$11.8M.

### Capital Works in Progress

Capital works expenditure at 30 September 2024 was \$9.2M which is 15% of the adopted capital works budget of \$61.3M. There were committed costs of \$10.5 meaning \$19.7M has been spent or committed, representing 32.2% of the adopted budget.

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

	Budget	YTD Expenditure	% Spent	Committed	Spent and Committed	% Spent and Committed
Land & Land Improvements	197,221	15,943	8.1%	12,575	28,518	14.5%
Buildings	2,658,517	415,704	15.6%	1,150,419	1,566,123	58.9%
Plant & Equipment	8,539,000	1,330,838	15.6%	848,013	2,178,850	25.5%
Roads, Drains & Bridges	14,517,867	1,671,224	11.5%	1,275,122	2,946,346	20.3%
Water	13,769,234	2,195,575	15.9%	3,206,861	5,402,436	39.2%
Sewerage	6,940,762	2,010,033	29.0%	2,301,380	4,311,412	62.1%
Other Assets	14,638,543	1,566,340	10.7%	1,698,251	3,264,591	22.3%
<b>Total</b>	<b>61,261,144</b>	<b>9,205,656</b>	<b>15.0%</b>	<b>10,492,621</b>	<b>19,698,277</b>	<b>32.2%</b>

## FINANCIAL IMPLICATIONS

The 2024/25 Annual Budget was adopted by Council on the 24 July 2024. The first quarter budget review is set to take place in September and will be presented to Council at this meeting.

## 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 September 2024 [↓](#)



**Southern Downs**  
REGIONAL COUNCIL

## **Performance Report**

**September 2024**

## Southern Downs Regional Council

### Income Statement

September 2024

	Phased 2025 YTD Actual \$	Phased 2025 YTD Budget \$	YTD Variance \$	YTD Variance %	Annual 2025 Budget \$	Annual 2025 Forecast \$
<b>Revenue from ordinary activities</b>						
General Rates	19,266,554	19,220,611	45,943	0.2%	38,438,722	38,438,722
Rural fire brigade levy	141,285	139,350	1,935	1.4%	278,700	278,700
Utility Rates and Charges	18,219,569	18,674,145	(454,576)	(2.4%)	37,338,291	37,338,291
Less Discounts	(1,239,428)	(1,239,428)	-	0.0%	(2,478,856)	(2,478,856)
Rates on Council properties	(305,652)	(305,652)	0	(0.0%)	(816,599)	(816,599)
	<b>36,082,328</b>	<b>36,489,026</b>	<b>(406,698)</b>	<b>-1.1%</b>	<b>72,760,258</b>	<b>72,760,258</b>
Fees and Charges	2,360,466	1,970,334	390,133	19.8%	7,632,453	7,632,453
Interest	884,480	876,906	7,574	0.9%	3,531,824	3,531,824
Contract & Sales Revenue	1,474,590	424,179	1,050,411	247.6%	2,439,716	2,439,716
Rent and Other Income	373,918	370,481	3,438	0.9%	1,508,266	1,508,266
Government Grants and Subsidies	8,388,570	8,416,014	(27,444)	(0.3%)	11,556,981	11,556,981
Internal Revenue	2,870,254	3,065,930	(195,675)	(6.4%)	12,263,718	12,263,718
<b>Total Operating Revenue</b>	<b>52,434,606</b>	<b>51,612,868</b>	<b>821,737</b>	<b>1.6%</b>	<b>111,693,216</b>	<b>111,693,216</b>
<b>Expenses from ordinary activities</b>						
Employee Costs	7,777,446	8,362,499	(585,053)	(7.0%)	30,980,239	30,980,239
Materials and Services	12,382,498	14,677,601	(2,295,103)	(15.6%)	51,289,436	51,289,436
Depreciation and Amortisation	5,325,981	5,689,713	(363,733)	(6.4%)	22,964,106	22,964,106
Finance Costs	188,720	196,883	(8,163)	(4.1%)	942,531	942,531
Internal Charges	1,315,492	1,315,492	0	0.0%	5,261,968	5,261,968
<b>Total Operating Expenses</b>	<b>26,990,136</b>	<b>30,242,188</b>	<b>(3,252,051)</b>	<b>(10.8%)</b>	<b>111,438,279</b>	<b>111,438,279</b>
<b>Operating Surplus/(Deficit) before capital items</b>	<b>25,444,470</b>	<b>21,370,681</b>	<b>4,073,789</b>	<b>19.06%</b>	<b>254,937</b>	<b>254,937</b>
<b>Other Capital Amounts</b>						
Capital Grants, Contributions and Donations	4,533,669	125,000	4,408,669	3526.9%	16,974,364	16,974,364
Other capital income and (expenses)	-	(1,427,250)	1,427,250	(100.0%)	(4,628,000)	(4,628,000)
<b>Net Result Surplus/(Deficit)</b>	<b>29,978,138</b>	<b>20,068,431</b>	<b>9,909,707</b>	<b>49.4%</b>	<b>12,601,301</b>	<b>12,601,301</b>

## Southern Downs Regional Council Balance Sheet

September 2024

	Phased 2025 YTD Actual \$	Annual 2025 Budget \$	YTD Variance \$	YTD Variance %
<b>Current Assets</b>				
Cash assets & Investments	60,676,041	49,070,665	11,605,376	23.7%
Receivables	40,877,820	14,999,096	25,878,724	172.5%
Assets held for sale	590,486	1,309,000	(718,514)	(54.9%)
Inventories	1,099,348	834,000	265,348	31.8%
	<b>103,243,695</b>	<b>66,212,761</b>	<b>37,030,934</b>	<b>55.9%</b>
<b>Non-Current Assets</b>				
Investment Property	204,680	406,000	(201,320)	(49.6%)
Property, plant and equipment	1,005,031,436	968,372,460	36,658,976	3.8%
Other Financial Assets	149,482	24,000	125,482	522.8%
Capital works in progress	18,434,869	15,000,000	3,434,869	22.9%
Intangible Assets	150,307	242,000	(91,693)	(37.9%)
	<b>1,023,970,773</b>	<b>984,044,460</b>	<b>39,926,313</b>	<b>4.1%</b>
<b>TOTAL ASSETS</b>	<b>1,127,214,468</b>	<b>1,050,257,220</b>	<b>76,957,248</b>	<b>7.3%</b>
<b>Current Liabilities</b>				
Creditors and other payables	13,992,212	24,896,740	(10,904,528)	(43.8%)
Provisions	8,632,735	8,850,000	(217,265)	(2.5%)
Interest bearing liabilities	1,979,456	2,337,870	(358,414)	(15.3%)
	<b>24,604,403</b>	<b>36,084,610</b>	<b>(11,480,207)</b>	<b>(31.8%)</b>
<b>Non-Current Liabilities</b>				
Interest bearing liabilities	9,859,061	15,484,941	(5,625,880)	(36.3%)
Provisions	8,587,747	8,565,000	22,747	0.3%
Other Payables	1,738,577	4,767,000	(3,028,423)	(63.5%)
	<b>20,185,385</b>	<b>28,816,941</b>	<b>(8,631,556)</b>	<b>(30.0%)</b>
<b>TOTAL LIABILITIES</b>	<b>44,789,787</b>	<b>64,901,550</b>	<b>(20,111,763)</b>	<b>(31.0%)</b>
<b>NET COMMUNITY ASSETS</b>	<b>1,082,424,681</b>	<b>985,355,670</b>	<b>97,069,011</b>	<b>9.9%</b>
<b>Community Equity</b>				
Asset Revaluation Reserve	378,326,644	290,991,000	87,335,644	30.0%
Retained surplus	704,098,037	694,364,670	9,733,367	1.4%
<b>TOTAL COMMUNITY EQUITY</b>	<b>1,082,424,681</b>	<b>985,355,670</b>	<b>97,069,011</b>	<b>9.9%</b>

## Southern Downs Regional Council

### Cash Flow Statement

September 2024

	Phased 2025 YTD Actual \$	Phased 2025 YTD Budget \$	YTD Variance \$	YTD Variance %	Annual 2025 Budget \$
<b>Cashflows from operating activities</b>					
Receipts from customers	15,590,875	37,196,521	(21,605,646)	(58.1%)	84,377,468
Payments to suppliers and employees	(38,020,716)	(34,355,780)	(3,664,936)	10.7%	(76,447,260)
Investment and interest revenue received	884,480	876,906	7,574	0.9%	3,531,874
Rental Income	113,298	111,226	2,072	1.9%	635,926
Non-capital grants and contributions	8,388,570	8,416,014	(27,444)	(0.3%)	11,537,511
Borrowing costs	-	-	-	0.0%	(643,011)
Other cashflows from operating activities	421,831	-	421,831	0.0%	-
<b>Net Cash Operating Activities</b>	<b>(12,621,662)</b>	<b>12,244,887</b>	<b>(24,866,549)</b>	<b>(45.0%)</b>	<b>22,992,507</b>
<b>Cashflows from Investing Activities</b>					
Sale of property, plant and equipment	-	-	-	0.0%	1,079,000
Grants, subsidies, contributions and donations	4,533,669	125,000	4,408,669	3526.9%	16,974,364
Proceeds from investing activities	29,064,418	-	29,064,418	0.0%	-
Net purchase of investment securities	(5,000,000)	-	(5,000,000)	0.0%	-
Purchase of property, plant and equipment	(9,205,656)	(10,678,674)	1,473,018	(13.8%)	(61,231,017)
Payments for intangible assets	-	-	-	0.0%	(30,000)
<b>Net Cash Investing Activities</b>	<b>19,392,430</b>	<b>(10,553,674)</b>	<b>29,946,104</b>	<b>3513.1%</b>	<b>(43,207,653)</b>
<b>Cash Flows from Financing Activities</b>					
Proceeds from/repayment of borrowings and advances	(650,172)	(1,367,500)	717,328	(52.5%)	5,470,000
<b>Net Cash Financing Activities</b>	<b>(650,172)</b>	<b>(1,367,500)</b>	<b>717,328</b>	<b>(52.5%)</b>	<b>5,470,000</b>
<b>Net increase in cash and cash and equivalent held</b>	<b>6,120,596</b>	<b>323,713</b>	<b>5,796,883</b>	<b>1790.7%</b>	<b>(14,745,146)</b>
<b>Cash at beginning of period</b>	<b>54,555,444</b>	<b>63,816,000</b>	<b>(9,260,556)</b>	<b>(14.5%)</b>	<b>63,816,000</b>
<b>Cash at end of period</b>	<b>60,676,040</b>	<b>64,139,713</b>	<b>(3,463,673)</b>	<b>(5.4%)</b>	<b>49,070,854</b>

**SDRC Sustainability Ratios As At 30 September 2024**

	Key Ratios	Calculation	Budget	YTD Actual	Target Ratio	On Target?	Overview
Financial Capacity	Council Controlled Revenue Ratio	((Net Rates, Levies and Charges + Fees and Charges) / Total Operating Revenue) (%)	81.01%	76.47%	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 Performance	Operating Surplus Ratio	(Net Operating Surplus / Total Operating Revenue) (%)	0.23%	48.5%	> 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 (%)	24.10%	59.04%	> 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.
Liquidity	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	29	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 Management	Asset Sustainability Ratio	(Capital Expenditure on the Replacement of Assets (renewals) / Depreciation Expense)	122.0%	28.1%	> 90%	✖	This is an approximation of the extent to which the infrastructure assets managed by the Council are being replaced as these reach the end of their useful lives.
	Asset Consumption Ratio	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 Servicing Capacity	Debt Leverage Ratio	(Book Value of Debt / (Total Operating Revenue - Total Operating Expenditure + Depreciation and Amortisation))	8.30	0.38	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.
Other	Working Capital Ratio	(Current Assets / Current Liabilities)	1.83 : 1	4.2 : 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)	(1.2%)	(111.5%)	<=60%	✔	This is an indicator of the extent to which the net financial liabilities of a Council can be serviced by its operating revenues.

**Comments on Ratio Results.**

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

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



	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
<b>Executive Services Operating Statement</b>						
<b>Operating Revenue</b>						
Fees and Charges	-	-	-	0.0%	-	
Operating Grants and Subsidies	83,887	47,000	36,887	78.5%	198,600	
Sundry Revenue	10,189	6,855	3,334	48.6%	21,030	
Internal Revenue	161,597	161,598	(0)	(0.0%)	646,390	
<b>Total Operating Revenue</b>	<b>255,674</b>	<b>215,453</b>	<b>(40,222)</b>	<b>18.7%</b>	<b>866,020</b>	
<b>Operating Expenses</b>						
Employee Costs	1,099,434	1,090,977	8,457	0.0%	3,913,711	
Materials	196,759	200,037	(3,278)	0.8%	856,766	
Contracts and Services	203,750	213,555	(9,805)	(4.6%)	917,545	
Depreciation and Amortisation	3,226	2,584	641	24.8%	10,253	
Plant Hire	4,538	30,241	(25,703)	(85.0%)	112,468	
Other Expenses	322,858	338,829	(15,971)	(4.7%)	1,220,316	
Rates on Council Properties	1,765	1,765	0	0.0%	3,529	
Internal Charges	43,609	43,609	(0)	(0.0%)	174,435	
<b>Total Operating Expenses</b>	<b>1,875,938</b>	<b>1,921,596</b>	<b>(45,658)</b>	<b>(17.2%)</b>	<b>7,209,022</b>	
<b>Operating Surplus/Deficit</b>	<b>(1,620,264)</b>	<b>(1,706,144)</b>	<b>85,880</b>	<b>(5.0%)</b>	<b>(6,343,002)</b>	

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
<b>Customer and Organisational Services Operating Statement</b>						
<b>Operating Revenue</b>						
Rates and Utility Charges	18,248,909	18,224,646	24,263	0.1%	36,446,792	
Fees and Charges	542,961	448,516	94,446	21.1%	1,721,953	
Operating Grants and Subsidies	1,968,582	2,107,647	(139,065)	(6.6%)	5,843,785	Note 1
Interest Received	884,480	876,906	7,574	0.9%	3,531,824	
Leasing and Rent	164,449	156,073	8,376	5.4%	624,292	
Sundry Revenue	94,474	71,528	22,946	32.1%	318,846	
Internal Revenue	1,110,230	1,110,230	(0)	(0.0%)	4,440,918	
<b>Total Operating Revenue</b>	<b>23,014,085</b>	<b>22,995,545</b>	<b>18,540</b>	<b>0.1%</b>	<b>52,928,410</b>	
<b>Operating Expenses</b>						
Employee Costs	1,570,706	2,155,928	(585,222)	(27.1%)	8,023,247	Note 2
Materials	3,656,787	3,142,215	514,572	16.4%	6,103,755	Note 3
Contracts and Services	687,839	871,757	(183,918)	(21.1%)	3,745,927	Note 4
Finance Costs	15,671	35,001	(19,331)	(55.2%)	295,005	
Depreciation and Amortisation	300,774	331,906	(31,132)	(9.4%)	1,297,239	
Plant Hire	30,493	115,564	(85,072)	(73.6%)	450,700	
Other Expenses	268,216	553,238	(285,022)	(51.5%)	1,067,950	Note 5
Rates on Council Properties	53,351	53,351	0	0.0%	189,505	
Internal Charges	181,674	181,673	0	0.0%	726,694	
<b>Total Operating Expenses</b>	<b>6,765,509</b>	<b>7,440,633</b>	<b>(675,123)</b>	<b>(9.1%)</b>	<b>21,900,021</b>	
<b>Operating Surplus/Deficit</b>	<b>16,248,576</b>	<b>15,554,913</b>	<b>693,663</b>	<b>4.5%</b>	<b>31,028,388</b>	
<p>Note 1 Anticipated funds from the 2023/24 claim for Flood Recovery and Aerodrome projects not yet received.</p> <p>Note 2 Employee Costs actuals YTD less than anticipated - Superannuation, Leave Provisions and Workers Compensation budget phasing not aligned with actuals</p> <p>Note 3 Workers Compensation Insurance paid in September - not aligned with budget phasing</p> <p>Note 4 Contractors expenses not aligned with budget phasing - Information Technology and Accounting Professional Fees</p> <p>Note 5 Warwick and Stanthorpe Art Gallery Community Grants not yet paid</p>						

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
<b>Infrastructure Services Operating Statement (Excludes Water and Wastewater)</b>						
<b>Operating Revenue</b>						
Fees and Charges	224,800	200,480	24,320	12.1%	801,921	
Operating Grants and Subsidies	4,718,354	4,703,621	14,733	0.3%	3,902,850	
Leasing and Rent	1,680	3,120	(1,440)	(46.2%)	12,480	
Recoverable Works	1,474,590	424,179	1,050,411	247.6%	2,439,716	Note 1
Sundry Revenue	4,950	7,355	(2,405)	(32.7%)	29,418	
Internal Revenue	1,598,427	1,794,102	(195,675)	(10.9%)	7,176,410	Note 2
<b>Total Operating Revenue</b>	<b>8,022,802</b>	<b>7,132,858</b>	<b>889,944</b>	<b>12.5%</b>	<b>14,362,795</b>	
<b>Operating Expenses</b>						
Employee Costs	2,721,308	2,491,004	230,303	9.2%	9,262,383	Note 3
Materials	1,532,259	1,717,153	(184,893)	(10.8%)	6,484,506	Note 4
Contracts and Services	1,078,465	982,025	96,440	9.8%	3,928,103	
Finance Costs	55,131	51,801	3,330	6.4%	207,203	
Depreciation and Amortisation	3,517,823	3,626,926	(109,103)	(3.0%)	14,301,592	Note 5
Plant Hire	999,657	1,062,592	(62,935)	(5.9%)	3,975,617	
Other Expenses	-	-	-	0.0%	152,500	
Rates on Council Properties	226,958	226,958	(0)	(0.0%)	558,759	
Internal Charges	179,213	179,213	(0)	(0.0%)	716,853	
<b>Total Operating Expenses</b>	<b>10,310,814</b>	<b>10,337,672</b>	<b>(26,858)</b>	<b>(0.3%)</b>	<b>39,587,516</b>	
<b>Operating Surplus/Deficit</b>	<b>(2,288,012)</b>	<b>(3,204,814)</b>	<b>916,802</b>	<b>(28.6%)</b>	<b>(25,224,721)</b>	
<p>Note 1 Road Maintenance Performance Contract revenue received YTD more than anticipated due to timing of claims being received for the 2023/24 FY.</p> <p>Note 2 Plant Hire Recovery less than anticipated due to utilisation of plant not being charged out and recovered as well as general pool car recovery journal not being processed at time of running finance reports</p> <p>Note 3 Employee Costs actuals YTD more than anticipated. - employee allocation between Capital and Operating and Vacancies to be revised at Q1 Review</p> <p>Note 4 Parks and and Road Maintenance functions YTD actuals less than anticipated</p> <p>Note 5 Depreciation calculated based on 2023/24 Estimates - figures to be revised once 2024/25 Financial Statements are finalised</p>						

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
<b>Planning and Environmental Services Operating Statement</b>						
<b>(Excludes Waste)</b>						
<b>Operating Revenue</b>						
Fees and Charges	567,940	505,650	62,290	12.3%	2,022,600	
Operating Grants and Subsidies	78,000	-	78,000	0.0%	-	
Sundry Revenue	1,830	1,550	280	18.1%	6,200	
<b>Total Operating Revenue</b>	<b>647,770</b>	<b>507,200</b>	<b>140,570</b>	<b>27.7%</b>	<b>2,028,800</b>	
<b>Operating Expenses</b>						
Employee Costs	1,162,315	1,148,985	13,330	1.2%	4,274,688	
Materials	32,658	69,045	(36,386)	(52.7%)	759,596	
Contracts and Services	107,257	373,616	(266,359)	(71.3%)	1,256,466	Note 1
Depreciation and Amortisation	5,417	5,587	(170)	(3.0%)	22,166	
Plant Hire	12,496	101,864	(89,369)	(87.7%)	378,353	
Other Expenses	-	20,500	(20,500)	(100.0%)	43,000	
Rates on Council Properties	1,640	1,640	(0)	(0.0%)	3,774	
Internal Charges	49,355	49,355	(0)	(0.0%)	197,421	
<b>Total Operating Expenses</b>	<b>1,371,139</b>	<b>1,770,593</b>	<b>(399,453)</b>	<b>(22.6%)</b>	<b>6,935,465</b>	
<b>Operating Surplus/Deficit</b>	<b>(723,370)</b>	<b>(1,263,393)</b>	<b>540,023</b>	<b>(42.7%)</b>	<b>(4,906,665)</b>	
Note 1 Planning Scheme Preparation and Amendments YTD actuals less than anticipated - work schedule not aligned with budget						

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
<b>Water Services Operating Statement</b>						
<b>Operating Revenue</b>						
Rates and Utility Charges	8,089,169	8,597,177	(508,008)	(5.9%)	17,194,355	Note 1
Fees and Charges	177,854	101,407	76,448	75.4%	405,627	
Operating Grants and Subsidies	-	18,000	(18,000)	(100.0%)	72,000	
Sundry Revenue	15,845	16,000	(155)	(1.0%)	64,000	
<b>Total Operating Revenue</b>	<b>8,282,869</b>	<b>8,732,584</b>	<b>(449,715)</b>	<b>(5.1%)</b>	<b>17,735,982</b>	
<b>Operating Expenses</b>						
Employee Costs	762,309	937,550	(175,241)	(18.7%)	3,498,827	Note 2
Materials	819,849	877,793	(57,944)	(6.6%)	3,511,173	
Contracts and Services	160,561	241,309	(80,748)	(33.5%)	1,015,238	
Finance Costs	51,693	49,610	2,083	4.2%	198,442	
Depreciation and Amortisation	809,606	938,160	(128,554)	(13.7%)	3,970,309	Note 3
Plant Hire	76,441	86,721	(10,280)	(11.9%)	322,250	
Rates on Council Properties	5,347	5,347	(0)	(0.0%)	10,803	
Internal Charges	467,021	467,021	-	0.0%	1,868,085	
<b>Total Operating Expenses</b>	<b>3,152,828</b>	<b>3,603,512</b>	<b>(450,685)</b>	<b>(12.5%)</b>	<b>14,395,127</b>	
<b>Operating Surplus/Deficit</b>	<b>5,130,041</b>	<b>5,129,071</b>	<b>970</b>	<b>0.0%</b>	<b>3,340,855</b>	

Note 1	Water Consumption actuals less than anticipated - employee allocation between Capital and Operating and Vacancies to be revised at Q1 Review
Note 2	Employee Costs actuals YTD less than anticipated. - employee allocation between Capital and Operating and Vacancies to be revised at Q1 Review
Note 3	Depreciation calculated based on 2023/24 Estimates - figures to be revised once 2024/25 Financial Statements are finalised

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
<b>Sewerage Services Operating Statement</b>						
<b>Operating Revenue</b>						
Rates and Utility Charges	5,404,407	5,335,000	69,407	1.3%	10,660,000	
Fees and Charges	197,916	149,257	48,659	32.6%	420,257	
<b>Total Operating Revenue</b>	<b>5,602,323</b>	<b>5,484,257</b>	<b>118,066</b>	<b>2.2%</b>	<b>11,080,257</b>	
<b>Operating Expenses</b>						
Employee Costs	301,706	414,770	(113,064)	(27.3%)	1,549,079	Note 1
Materials	220,563	294,537	(73,974)	(25.1%)	1,178,147	
Contracts and Services	150,374	415,543	(265,170)	(63.8%)	1,662,173	Note 2
Finance Costs	48,527	44,001	4,526	10.3%	176,004	
Depreciation and Amortisation	631,781	727,004	(95,223)	(13.1%)	3,134,313	
Plant Hire	30,207	37,942	(7,736)	(20.4%)	141,000	
Rates on Council Properties	10,712	10,712	0	0.0%	37,602	
Internal Charges	212,242	212,242	-	0.0%	848,969	
<b>Total Operating Expenses</b>	<b>1,606,112</b>	<b>2,156,752</b>	<b>(550,640)</b>	<b>(25.5%)</b>	<b>8,727,287</b>	
<b>Operating Surplus/Deficit</b>	<b>3,996,211</b>	<b>3,327,505</b>	<b>668,706</b>	<b>20.1%</b>	<b>2,352,970</b>	

Note 1	Employee Costs actuals YTD less than anticipated. - employee allocation between Capital and Operating and Vacancies to be revised at Q1 Review
Note 2	Sewerage Treatment Contractor actuals not aligned with budget

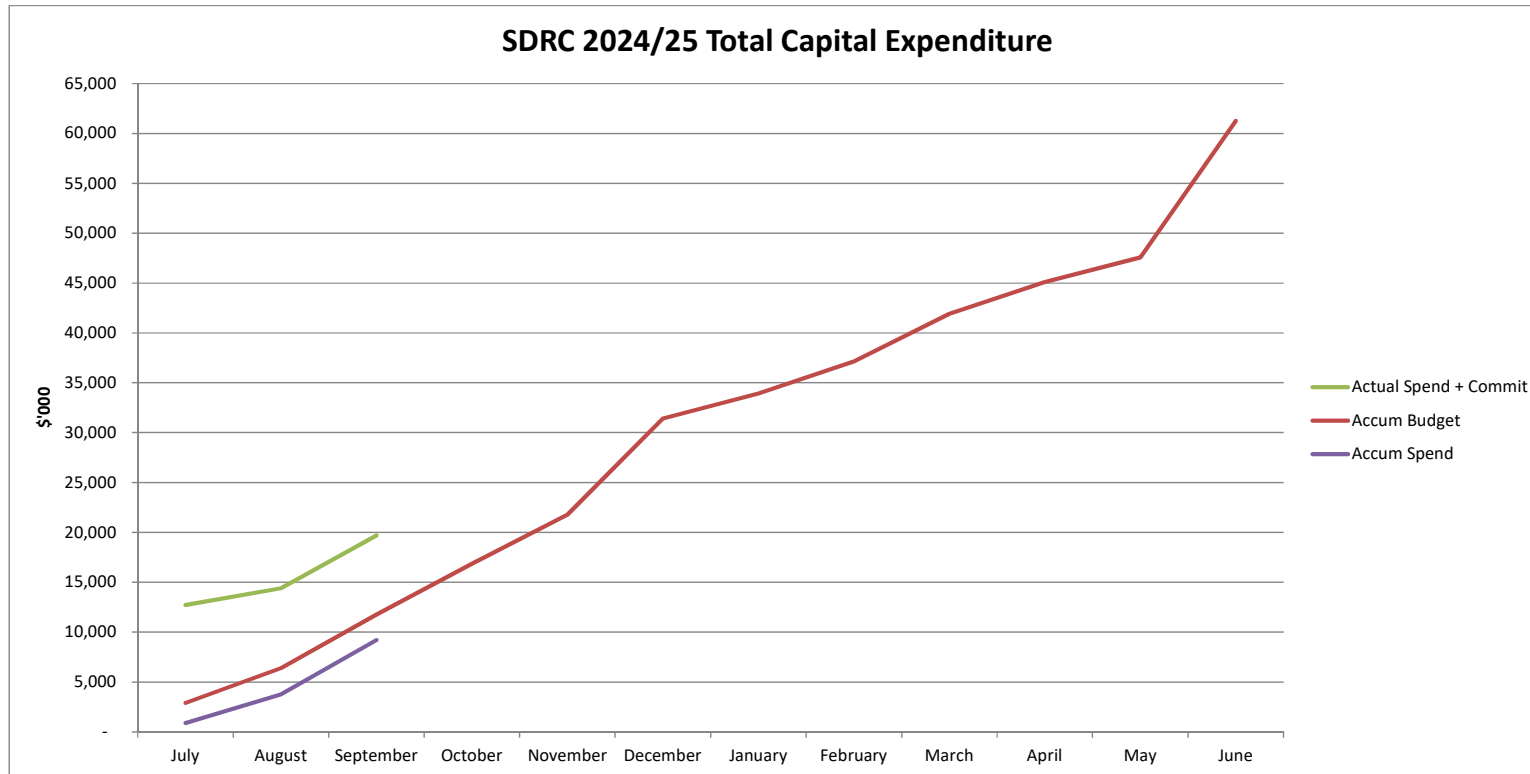
	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
<b>Waste Services Operating Statement</b>						
<b>Operating Revenue</b>						
Rates and Utility Charges	4,645,495	4,637,855	7,640	0.2%	9,275,710	
Fees and Charges	648,994	565,024	83,970	14.9%	2,260,095	
Operating Grants and Subsidies	1,539,746	1,539,746	-	0.0%	1,539,746	
Sundry Revenue	80,500	108,000	(27,500)	(25.5%)	432,000	
<b>Total Operating Revenue</b>	<b>6,914,736</b>	<b>6,850,625</b>	<b>64,111</b>	<b>0.9%</b>	<b>13,507,551</b>	
<b>Operating Expenses</b>						
Employee Costs	159,668	123,285	36,383	29.5%	458,304	
Materials	209,455	725,170	(515,715)	(71.1%)	2,846,680	Note 1
Contracts and Services	1,578,789	2,194,711	(615,922)	(28.1%)	9,115,956	Note 2
Finance Costs	17,698	16,469	1,229	7.5%	65,878	
Depreciation and Amortisation	57,353	57,545	(192)	(0.3%)	228,234	
Plant Hire	2,228	11,644	(9,416)	(80.9%)	43,250	
Rates on Council Properties	5,880	5,880	0	0.0%	12,627	
Internal Charges	182,378	182,378	(0)	(0.0%)	729,511	
<b>Total Operating Expenses</b>	<b>2,213,449</b>	<b>3,317,082</b>	<b>(1,103,633)</b>	<b>(33.3%)</b>	<b>13,500,439</b>	
<b>Operating Surplus/Deficit</b>	<b>4,701,287</b>	<b>3,533,543</b>	<b>1,167,743</b>	<b>33.0%</b>	<b>7,112</b>	
Note 1	Waste Facility Administration actuals YTD less than anticipated - State Government Waste Levy payments for July and September outstanding					
Note 2	Waste Management Facilities actuals YTD less than anticipated - September account outstanding. Budget phasing to be aligned with invoicing.					



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

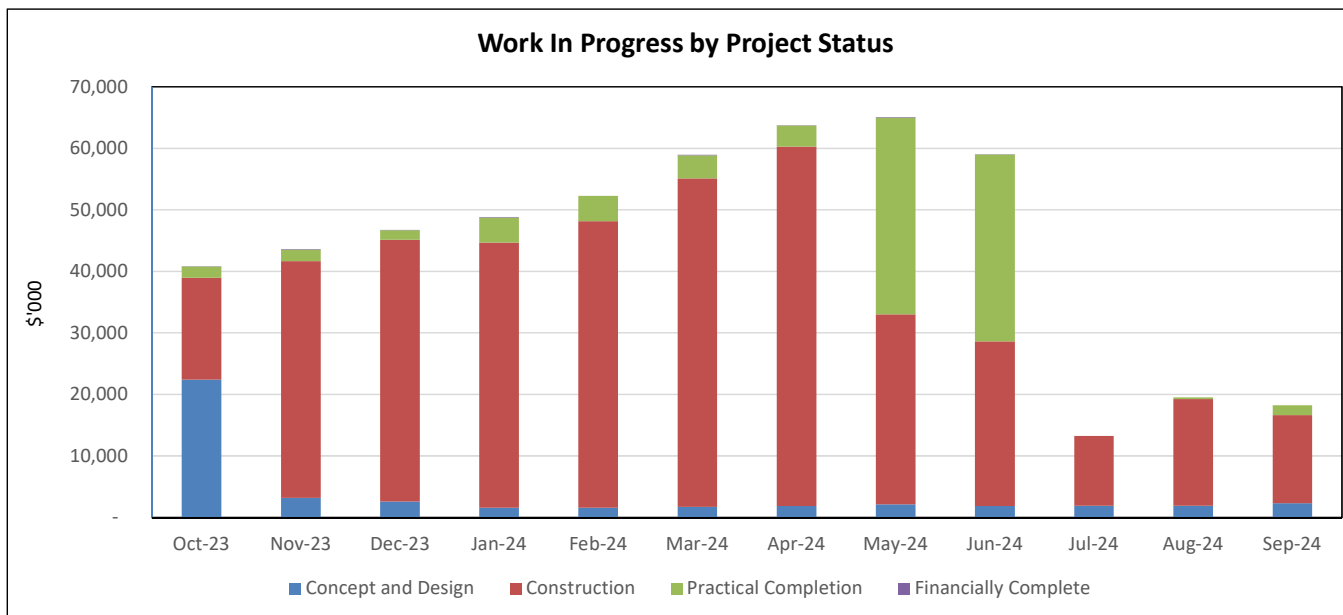
	<b>Budget</b>	<b>YTD Expenditure</b>	<b>% Spent</b>	<b>Committed</b>	<b>Spent and Committed</b>	<b>% Spent and Committed</b>
Land & Land Improvements	197,221	15,943	8.1%	12,575	28,518	14.5%
Buildings	2,658,517	415,704	15.6%	1,150,419	1,566,123	58.9%
Plant & Equipment	8,539,000	1,330,838	15.6%	848,013	2,178,850	25.5%
Roads, Drains & Bridges	14,517,867	1,671,224	11.5%	1,275,122	2,946,346	20.3%
Water	13,769,234	2,195,575	15.9%	3,206,861	5,402,436	39.2%
Sewerage	6,940,762	2,010,033	29.0%	2,301,380	4,311,412	62.1%
Other Assets	14,638,543	1,566,340	10.7%	1,698,251	3,264,591	22.3%
<b>Total</b>	<b>61,261,144</b>	<b>9,205,656</b>	<b>15.0%</b>	<b>10,492,621</b>	<b>19,698,277</b>	<b>32.2%</b>

Southern Downs Regional Council  
Capital Expenditure  
As At 30 September 2024



Capital committed costs as at 30 September 2024 is \$10.5 Million

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

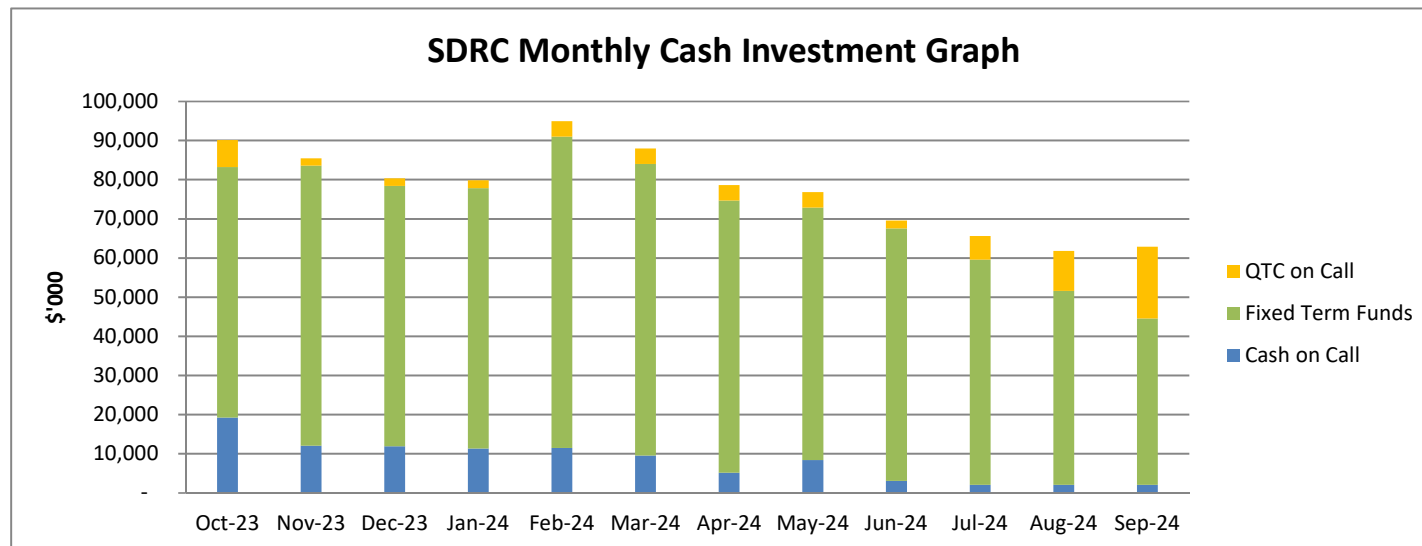


Project status' were reviewed and updated in September 2024.

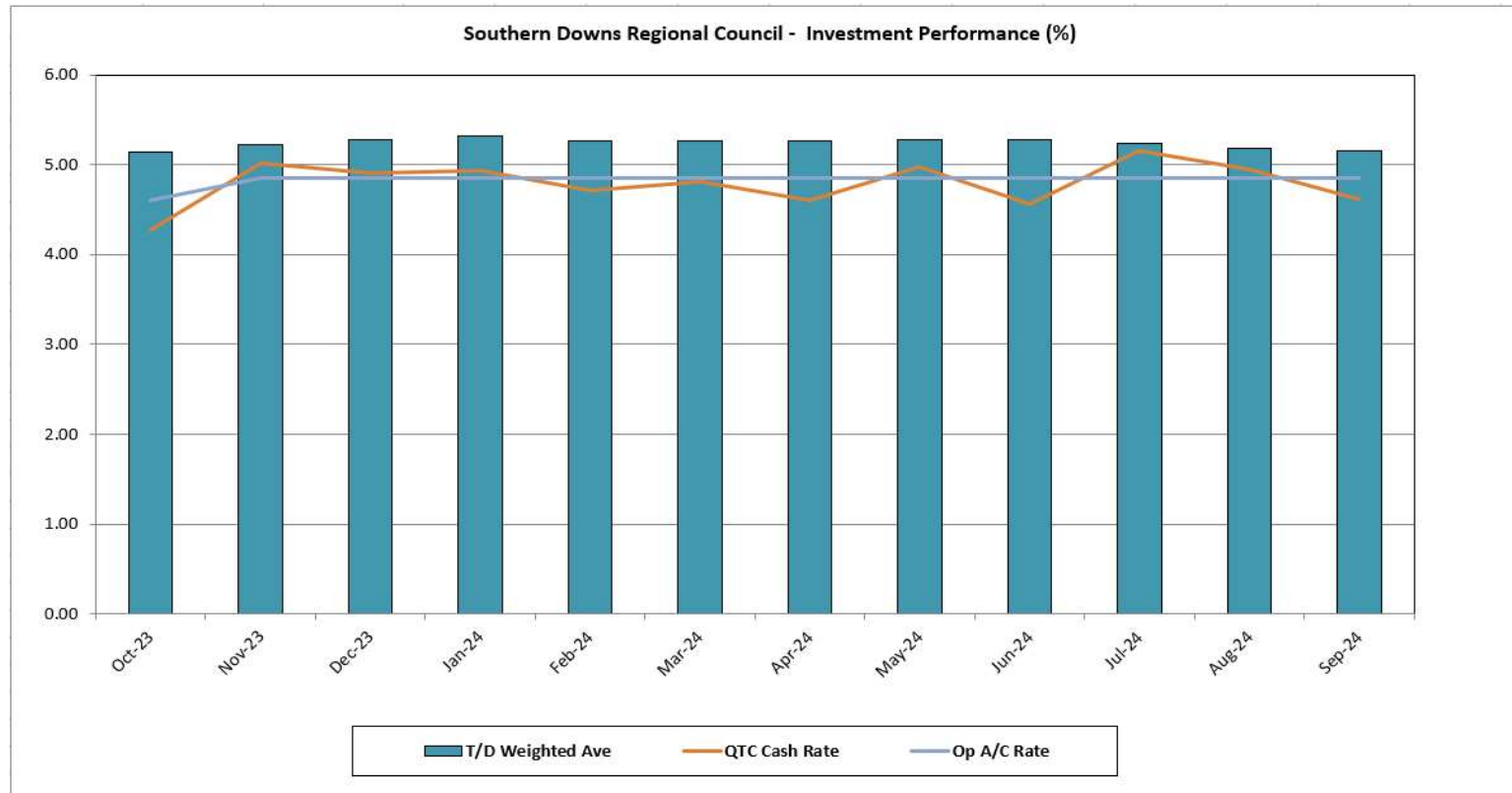
As part of the 2023/24 Year End Processes, the Finance Team has worked with Department Managers and Asset Management Teams to capitalise or exepene all projects at were at the Practical and Financially Complete stages.

Projects that have been capitalised include all Flood Recovery Works, Stanthorpe Art Gallery and Library Enhacement and the Warwick Saleyards Redevelopment.

**Southern Downs Regional Council  
Total Monthly Cash Investment Register  
As At 30 September 2024**



Southern Downs Regional Council  
Investment Performance  
As At 30 September 2024




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

<b>QTC Loan Account</b>	<b>Balance</b>	<b>Payout Date</b>
CBD Redevelopment Stage 2	420,601	Mar-28
Market Square Pump Station	196,280	Mar-28
General	1,420,346	Mar-28
General 2009	672,563	Mar-28
General 2009/10	102,208	Mar-28
General 2010/11	1,543,744	Mar-28
General 2011/12	2,715,398	Jun-32
General 2012/13	1,565,075	Dec-32
Warwick Sewerage Treatment Plant	252,267	Jun-26
Allora Water Main	2,950,035	Mar-34
<b>Total Loan Balance</b>	<b><u>11,838,517</u></b>	



## 13.2 First Quarter Budget Review 2024-25

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 October 2024
	Management Accountant	<b>ECM Function No/s:</b>

### Recommendation

THAT Council adopt the Amended 2024/25 Budget as presented in the Attachments to the report.

## REPORT

### Background

A comprehensive review of Council's operational budget and capital works budget for the quarter ended 30 September 2024 has been completed. The approach for the operational budget review was to examine the existing budget but also undertake a detailed analysis of each Department's general ledger codes to understand patterns of revenue and expenditure in order to produce a forecasted result of Council's financial performance for the period ending 30 June 2025.

A full set of financial statements for the 2024/25 financial year and forecasts for the next two financial years incorporating the first quarter budget review are contained in Attachment 2. Council staff are currently reviewing the long-term financial forecast (10 years) and will continue to update its Asset Management Plans including anticipated future capital programs and revisit all the budget assumptions as part of the FY25/26 budget process.

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

### Report

#### Operating Budget

The first quarter budget review has led to a decrease in the operating result from the previously adopted surplus of \$255K to a surplus of \$100K.

At a macro level there has been an increase in operating revenue of \$247K or 0.2% of total operating revenue and an increase in expenditure of \$402K or 0.4% of total operating expenditure.

The changes mainly relate to:

- increase in operating grants and subsidies by \$247K due to the anticipated timing of funding to be received this financial year for various programs such as Flood Studies, Illegal Dumping and Locally Led Economic Development projects;
- increase in employee costs of \$17K based on current FTE numbers and provisions for vacant salaries;
- increase in contractors by \$142K mostly relating to the provision for the relocation of Gunns Cottage (\$100k) with additional information to be provided to Council separately;
- decrease in materials and services of \$255K due to electricity costs being recalculated based on prior year actuals; and
- increase to depreciation estimate of \$500K based on the revision of capitalisation and revaluation figures at June 2024.

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

### **Net Result**

Council's net result incorporates all operating revenues and expenditures as well as capital revenues and expenditures. Council's net result after the first quarter budget review has increased from \$12.6M to \$14.5M. This increase of \$1.9M was mostly driven by the changes in capital grants.

### **Balance Sheet**

The first quarter budget amendments will increase community equity from \$985.4M to \$1.1BM.

Total assets will increase to \$1.1B with current assets of \$53.2M and non-current assets of \$1.07B. Total liabilities will decrease from \$64.9M to \$55.1M.

### **Capital Works Budget**

The first quarter budget review has resulted in capital expenditure increasing from \$61.3M to \$70.0M. The net increase of \$8.7M mainly relates to the following:

- \$6.6M worth of carry-over projects from the 2023/24 FY consisting of:
  - WIRAC and Allora Community Hall improvements \$481K
  - Redevelopment of Warwick Saleyards – Stage 1 and 2 variations \$370K
  - Plant Replacement Program \$1.9M
  - SPS upgrade at Stanthorpe, Connolly Dam Spillways, Relining of Sewer Mains and various others \$3.5M
  - Other minor carry-overs for Financial Services, Planning and Development and Environmental Services \$173K
- \$2M for Flood Recovery Works for the January 2024 Flood Event due to change of estimates in unit rates and scope. The corresponding capital revenue has been increased to reflect the change.
- \$235K for Flood Warning Cameras and Gauges

Other capital changes during the first quarter budget review includes the proposed amendments to the Reseal and Resheeting Programs. These proposed changes are documented in Attachment 3.

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

## **FINANCIAL IMPLICATIONS**

The budget has been updated to align with project milestones and assessment around market condition changes have been considered. Council will continue to reassess its long term financial position as part of the FY24/25 budget review schedule.

## **RISK AND OPPORTUNITY**

### **Risk**

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

## Opportunity

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

## COMMUNITY ENGAGEMENT

### Internal Consultation

Coordinators, Managers and the Executive Team.

### External Consultation

Nil

## LEGAL / POLICY

### Legislation / Local Law

Local Government Act 2009  
Local Government Regulation 2012  
Australian Accounting Standards

### Corporate Plan

#### Goal 4      Our Performance

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

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

### Policy / Strategy

Long Term Financial Plan

## ATTACHMENTS

1. Attachment 1 - 2024-25 1st Quarter Budget Review - Proposed Operating Budget with Notes [↓](#)
2. Attachment 2 - 2024-25 1st Quarter Budget Review - Financial Statements [↓](#)
3. Attachment 3 - 2024-25 1st Quarter Budget Review - Capital Works Program [↓](#)

**Southern Downs Regional Council**  
**2024/25 Operating Budget**

Last year Actual 2023-24 \$	Current Actual to Period 12 \$	Description	Original Budget 2024-25 \$	Proposed Budget 2024-25 \$	Change \$ (Proposed less Current) \$	Change % (Proposed less Current) %	Notes
<b>Revenue</b>							
<b>Operating revenue</b>							
<b>Rates and Utility Charges</b>							
37,733,804	19,347,052	General rates	38,646,948	38,646,948	0	0.0%	
280,012	141,285	Rural fire brigade levy	278,700	278,700	0	0.0%	
15,736,434	8,089,169	Water	17,194,355	17,194,355	0	0.0%	
10,268,202	5,404,407	Sewerage	10,660,000	10,660,000	0	0.0%	
7,866,955	4,645,945	Waste management	9,275,710	9,275,710	0	0.0%	
<b>71,885,407</b>	<b>37,627,858</b>	<b>Total rates and utility charges</b>	<b>76,055,713</b>	<b>76,055,713</b>	<b>0</b>	<b>0.0%</b>	
<b>(2,354,730)</b>	<b>(389,229)</b>	Less: Discount	<b>(2,478,856)</b>	<b>(2,478,856)</b>	<b>0</b>		
<b>69,530,677</b>	<b>37,238,629</b>	<b>Net rates and utility charges revenue</b>	<b>73,576,857</b>	<b>73,576,857</b>	<b>0</b>	<b>0.0%</b>	
<b>Other Operating Revenue</b>							
8,877,564	2,358,167	Fees and charges	7,632,453	7,632,453	0	0.0%	
4,684,157	<b>(290,007)</b>	Interest income	3,531,824	3,531,824	0	0.0%	
612,844	166,129	Leasing and rent	636,772	636,772	0	0.0%	
8,315,568	8,388,570	Operating grants and subsidies	11,556,981	11,804,168	247,187	2.1%	Note 1
1,379,053	1,474,590	Recoverable works	2,439,716	2,439,716	0	0.0%	
960,629	207,789	Other revenue	871,494	871,494	0	0.0%	
5,046,612	2,870,254	Internal Revenue	12,263,718	12,263,718	0	0.0%	
0	0	CSO	0	0	0		
<b>99,407,104</b>	<b>52,414,121</b>	<b>Total operating revenue</b>	<b>112,509,815</b>	<b>112,757,002</b>	<b>247,187</b>	<b>0.2%</b>	
<b>Operating expenses</b>							
31,736,148	8,194,202	Employee costs	33,315,058	33,359,890	44,832	0.1%	Note 2
<b>(1,129,245)</b>	<b>(410,785)</b>	Employee oncosts / (recoveries)	<b>(2,334,818)</b>	<b>(2,362,495)</b>	<b>(27,677)</b>	1.2%	
850,031	237,269	Councillors' Expenses	890,516	890,516	0	0.0%	
994,687	283,188	Community Grants	1,087,350	1,097,350	10,000	0.9%	Note 3
21,360,505	3,621,398	Contracts and Services	21,641,408	21,783,208	141,800	0.7%	Note 4
20,590,490	6,755,022	Materials	21,740,623	21,485,657	<b>(254,966)</b>	-1.2%	Note 5
1,435,146	72,864	Finance Costs	942,531	942,531	0	0.0%	
344,809	73,589	Other Expenses	505,900	505,900	0	0.0%	
21,735,805	1,794,624	Depreciation	22,964,106	23,464,106	500,000	2.2%	Note 6
<b>(1,683,888)</b>	<b>1,156,059</b>	Plant Hire / (recoveries)	5,423,638	5,411,940	<b>(11,698)</b>	-0.2%	
771,177	3	Rates on Council Properties	816,599	816,599	0	0.0%	
5,046,612	1,315,492	Internal Charges	5,261,968	5,261,968	0	0.0%	
0	110	CSO	0	0	0		
<b>102,052,278</b>	<b>23,093,034</b>	<b>Total operating expenses</b>	<b>112,254,878</b>	<b>112,657,169</b>	<b>402,291</b>	<b>0.4%</b>	
<b>(2,645,174)</b>	<b>29,321,087</b>	<b>Operating Surplus\ (Deficit)</b>	<b>254,937</b>	<b>99,833</b>	<b>(155,104)</b>	<b>-60.8%</b>	
<b>Capital amounts</b>							
39,712,714	4,091,760	Capital grants	16,474,364	18,541,516	2,067,152	12.5%	
395,438	0	Capital contributions	0	0	0		
673,339	441,909	Developer contributions	500,000	500,000	0	0.0%	
274,696	0	Capital income other	0	0	0		
<b>(3,434,296)</b>	<b>0</b>	Profit / (Loss) on disposal	<b>(4,628,000)</b>	<b>(4,628,000)</b>	<b>0</b>	<b>0.0%</b>	
<b>37,621,890</b>	<b>4,533,669</b>	<b>Total of capital amounts</b>	<b>12,346,364</b>	<b>14,413,516</b>	<b>2,067,152</b>	<b>16.7%</b>	
<b>34,976,717</b>	<b>33,854,755</b>	<b>Net Result surplus / (Deficit)</b>	<b>12,601,301</b>	<b>14,513,349</b>	<b>1,912,048</b>	<b>15.2%</b>	

**Notes to Quarter 1 Proposed Operating Budget for 2024/25**

<b>Note 1</b>	Allocation for anticipated timing of operating grant income for Flood Studies Program, Illegal Dumping Program and Local Led Economic Projects
<b>Note 2</b>	Employee costs recalculated at 30 September based on current Organisational Structure Provision for payouts New Senior Legal Officer position added
<b>Note 3</b>	Matthew Denny Celebration community event in Allora \$10K
<b>Note 4</b>	Provision for Gunns Cottage Relocation \$100K - additional information required for future works to progress Washpool Reserve - to bring contract in line with actuals \$15K Fire Trails - increase as per last year actuals \$25K
<b>Note 5</b>	Electricity recalculated based on last year actuals Council Resolution 14.1 - September 2024 - Lyndhurst Lane Easement Drainage Works - \$58K (added to current work schedule)
<b>Note 6</b>	Depreciation recalculated after 23/24 EOY capitalisations and revaluations

## Southern Downs Regional Council

### 2024/25 1st Quarter Budget

#### Statement of Comprehensive Income

	2023/24 Draft Actuals ('000)	2024/25 Budget ('000)	2025/26 Forecast ('000)	2026/27 Forecast ('000)	2027/28 Forecast ('000)	2028/29 Forecast ('000)	2029/30 Forecast ('000)	2030/31 Forecast ('000)	2031/32 Forecast ('000)	2032/33 Forecast ('000)	2033/34 Forecast ('000)
<b>Income</b>											
<b>Revenue</b>											
<b>Operating revenue</b>											
General rates	37,734	38,647	40,003	41,206	42,445	43,721	45,036	46,390	47,785	49,221	50,701
Water	9,214	10,072	11,031	12,082	13,232	14,492	14,964	15,452	15,955	16,475	17,012
Water consumption, rental and sundries	6,523	7,122	7,800	8,543	9,357	10,248	10,581	10,926	11,282	11,650	12,029
Sewerage	10,268	10,660	11,061	11,476	11,908	12,355	12,758	13,173	13,603	14,046	14,503
Garbage charges	7,867	9,276	9,625	9,986	10,362	10,751	11,155	11,575	12,010	12,461	12,930
Other rates, levies and charges	280	279	280	280	281	282	283	283	284	285	285
Less: discounts	(2,355)	(2,479)	(2,566)	(2,643)	(2,723)	(2,804)	(2,889)	(2,976)	(3,065)	(3,157)	(3,252)
Net rates, levies and charges	69,531	73,577	77,233	80,930	84,862	89,045	91,888	94,823	97,853	100,980	104,208
Fees and charges	8,828	7,632	7,880	8,097	8,319	8,548	8,783	9,025	9,273	9,528	9,790
Rental income	613	637	656	673	689	707	724	742	761	780	799
Interest received	4,685	3,531	3,487	3,571	3,664	3,802	3,955	4,091	4,222	4,382	4,554
Sales revenue	1,552	3,311	3,410	3,496	3,583	3,673	3,764	3,858	3,955	4,054	4,155
Other income	837										
Grants, subsidies, contributions and donations	8,315	11,804	11,171	11,174	11,454	11,740	12,034	12,335	12,643	12,959	13,283
Total operating revenue	94,361	100,492	103,838	107,941	112,571	117,515	121,149	124,874	128,707	132,682	136,790
<b>Capital revenue</b>											
Grants, subsidies, contributions and donations	41,055	19,041	7,623	14,691	11,794	9,959	6,251	9,265	10,171	11,149	4,500
<b>Total revenue</b>	135,416	119,533	111,461	122,632	124,365	127,474	127,400	134,140	138,879	143,831	141,290
<b>Expenses</b>											
<b>Operating expenses</b>											
Employee benefits	31,513	31,889	32,846	33,826	34,837	35,877	36,948	38,052	39,188	40,358	41,564
Materials and services	42,570	44,096	42,811	44,315	45,871	47,482	49,149	50,875	52,662	54,511	56,425
Finance costs	1,188	943	1,211	1,435	1,967	2,522	2,879	2,911	3,188	3,501	3,996
Depreciation and amortisation	21,735	23,464	26,878	27,670	28,688	29,365	30,017	29,533	28,609	28,598	28,830
Total operating expenses	97,006	100,392	103,747	107,246	111,363	115,246	118,994	121,371	123,647	126,968	130,815

## Southern Downs Regional Council 2024/25 1st Quarter Budget Statement of Comprehensive Income

	2023/24 Draft Actuals ('000)	2024/25 Budget ('000)	2025/26 Forecast ('000)	2026/27 Forecast ('000)	2027/28 Forecast ('000)	2028/29 Forecast ('000)	2029/30 Forecast ('000)	2030/31 Forecast ('000)	2031/32 Forecast ('000)	2032/33 Forecast ('000)	2033/34 Forecast ('000)
<b>Capital expenses</b>											
Total Capital expenses	3,433	4,628	5,796	3,203	3,512	3,582	2,410	3,164	3,229	4,324	4,134
<b>Total expenses</b>	100,439	105,020	109,543	110,449	114,875	118,828	121,404	124,534	126,876	131,292	134,949
<b>Total comprehensive income for the year</b>	34,977	14,513	1,918	12,183	9,490	8,646	5,996	9,605	12,003	12,539	6,341
<b>Operating result</b>											
Operating revenue	94,361	100,492	103,838	107,941	112,571	117,515	121,149	124,874	128,707	132,682	136,790
Operating expenses	97,006	100,392	103,747	107,246	111,363	115,246	118,994	121,371	123,647	126,968	130,815
Operating result	(2,645)	100	91	695	1,208	2,269	2,155	3,504	5,060	5,714	5,975



## Southern Downs Regional Council

### 2024/25 1st Quarter Budget

#### Statement of Financial Position

	2023/24 Draft Actuals ('000)	2024/25 Budget ('000)	2025/26 Forecast ('000)	2026/27 Forecast ('000)	2027/28 Forecast ('000)	2028/29 Forecast ('000)	2029/30 Forecast ('000)	2030/31 Forecast ('000)	2031/32 Forecast ('000)	2032/33 Forecast ('000)	2033/34 Forecast ('000)
<b>Assets</b>											
<b>Current assets</b>											
Cash and cash equivalents	69,555	43,317	40,038	40,498	47,526	56,972	65,105	71,194	82,476	94,559	105,137
Trade and other receivables	9,556	7,969	8,248	8,578	8,927	9,346	9,632	9,927	10,204	10,545	10,869
Inventories	988	988	988	988	988	988	988	988	988	988	988
Other current assets	346	346	346	346	346	346	346	346	346	346	346
Non-current assets held for sale	590	590	590	590	590	590	590	590	590	590	590
<b>Total current assets</b>	<b>81,035</b>	<b>53,211</b>	<b>50,210</b>	<b>51,000</b>	<b>58,377</b>	<b>68,242</b>	<b>76,662</b>	<b>83,046</b>	<b>94,604</b>	<b>107,028</b>	<b>117,930</b>
<b>Non-current assets</b>											
Contract Assets	7,544	7,544	7,544	7,544	7,544	7,544	7,544	7,544	7,544	7,544	7,544
Investments	205	205	205	205	205	205	205	205	205	205	205
Property, plant & equipment	1,019,874	1,060,747	1,070,228	1,091,743	1,103,783	1,112,456	1,118,994	1,127,205	1,133,470	1,143,109	1,137,082
Other non-current assets	396	400	367	334	301	267	258	254	250	246	246
<b>Total non-current assets</b>	<b>1,028,019</b>	<b>1,068,896</b>	<b>1,078,344</b>	<b>1,099,826</b>	<b>1,111,833</b>	<b>1,120,472</b>	<b>1,127,002</b>	<b>1,135,208</b>	<b>1,141,469</b>	<b>1,151,104</b>	<b>1,145,077</b>
<b>Total assets</b>	<b>1,109,054</b>	<b>1,122,107</b>	<b>1,128,555</b>	<b>1,150,826</b>	<b>1,170,210</b>	<b>1,188,714</b>	<b>1,203,663</b>	<b>1,218,254</b>	<b>1,236,073</b>	<b>1,258,132</b>	<b>1,263,007</b>
<b>Liabilities</b>											
<b>Current liabilities</b>											
Trade and other payables	16,736	9,805	9,670	9,995	10,303	10,680	11,039	11,411	11,763	12,193	12,604
Contract Liabilities	4,877	-	-	-	-	-	-	-	-	-	-
Borrowings	1,979	2,337	2,789	2,931	2,399	3,292	3,779	4,207	4,244	4,877	5,031
Provisions	9,059	8,850	8,850	8,850	8,850	8,850	8,850	8,850	8,850	8,850	8,850
Other current liabilities	1,835	1,835	1,835	1,835	1,835	1,835	1,835	1,835	1,835	1,835	1,835
<b>Total current liabilities</b>	<b>34,486</b>	<b>22,827</b>	<b>23,144</b>	<b>23,611</b>	<b>23,388</b>	<b>24,657</b>	<b>25,503</b>	<b>26,303</b>	<b>26,692</b>	<b>27,755</b>	<b>28,320</b>
<b>Non-current liabilities</b>											
Contract Liabilities	-	4,877	4,877	4,877	4,877	4,877	4,877	4,877	4,877	4,877	4,877
Borrowings	10,338	15,451	19,664	29,285	39,402	45,752	45,976	50,161	55,588	64,045	62,014
Provisions	8,558	8,767	8,767	8,767	8,767	8,767	8,767	8,767	8,767	8,767	8,767
Other non-current liabilities	3,227	3,227	3,227	3,227	3,227	3,227	3,227	3,227	3,227	3,227	3,227
<b>Total non-current liabilities</b>	<b>22,123</b>	<b>32,322</b>	<b>36,535</b>	<b>46,156</b>	<b>56,273</b>	<b>62,623</b>	<b>62,847</b>	<b>67,032</b>	<b>72,459</b>	<b>80,916</b>	<b>78,885</b>

## Southern Downs Regional Council

### 2024/25 1st Quarter Budget

#### Statement of Financial Position

	2023/24 Draft Actuals ('000)	2024/25 Budget ('000)	2025/26 Forecast ('000)	2026/27 Forecast ('000)	2027/28 Forecast ('000)	2028/29 Forecast ('000)	2029/30 Forecast ('000)	2030/31 Forecast ('000)	2031/32 Forecast ('000)	2032/33 Forecast ('000)	2033/34 Forecast ('000)
<b>Total liabilities</b>	56,609	55,149	59,679	69,767	79,661	87,280	88,350	93,336	99,151	108,671	107,205
<b>Net community assets</b>	1,052,445	1,066,958	1,068,876	1,081,059	1,090,549	1,101,434	1,115,313	1,124,919	1,136,922	1,149,460	1,155,801
<b>Community equity</b>											
Asset revaluation surplus	378,327	378,327	378,327	378,327	378,327	380,566	388,449	388,449	388,449	388,449	388,449
Retained surplus	674,118	688,631	690,549	702,732	712,222	720,868	726,864	736,469	748,472	761,011	767,352
<b>Total community equity</b>	1,052,445	1,066,958	1,068,876	1,081,059	1,090,549	1,101,434	1,115,313	1,124,919	1,136,922	1,149,460	1,155,801

## Southern Downs Regional Council

### 2024/25 1st Quarter Budget

#### Statement of Cash Flows

	2023/24 Draft Actuals ('000)	2024/25 Budget ('000)	2025/26 Forecast ('000)	2026/27 Forecast ('000)	2027/28 Forecast ('000)	2028/29 Forecast ('000)	2029/30 Forecast ('000)	2030/31 Forecast ('000)	2031/32 Forecast ('000)	2032/33 Forecast ('000)	2033/34 Forecast ('000)
<b>Cash flows from operating activities</b>											
Receipts from customers	80,232	85,903	88,195	92,194	96,437	100,874	104,175	107,438	110,829	114,251	117,858
Payments to suppliers and employees	(69,846)	(83,215)	(76,091)	(78,115)	(80,698)	(83,282)	(86,037)	(88,854)	(91,797)	(94,739)	(97,877)
Interest received	4,685	3,531	3,487	3,571	3,664	3,802	3,955	4,091	4,222	4,382	4,554
Rental income	613	647	655	671	688	705	723	741	760	778	798
Non-capital grants and contributions	13,936	11,997	11,223	11,174	11,433	11,714	12,010	12,310	12,620	12,930	13,256
Borrowing costs	(1,068)	(644)	(912)	(1,136)	(1,668)	(2,223)	(2,580)	(2,612)	(2,889)	(3,202)	(3,697)
Other cashflows from operating activities	(11,552)										
<b>Net cash inflow from operating activities</b>	<b>17,000</b>	<b>18,219</b>	<b>26,556</b>	<b>28,360</b>	<b>29,856</b>	<b>31,590</b>	<b>32,246</b>	<b>33,114</b>	<b>33,745</b>	<b>34,400</b>	<b>34,893</b>
<b>Cash flows from investing activities</b>											
Payments for property, plant and equipment	(63,895)	(70,015)	(43,800)	(53,282)	(45,224)	(40,384)	(31,770)	(41,819)	(39,034)	(43,808)	(28,133)
Payments for intangible assets	(75)	(33)	-	-	-	-	-	-	-	-	-
Proceeds from sale of property, plant and equipment	1,130	1,079	1,677	927	1,016	1,036	697	916	935	1,251	1,196
Grants, subsidies, contributions and donations	31,441	19,041	7,623	14,691	11,794	9,959	6,251	9,265	10,171	11,149	4,500
Other cash flows from investing activities	2,500	-	-	-	-	-	-	-	-	-	-
<b>Net cash inflow from investing activities</b>	<b>(28,899)</b>	<b>(49,928)</b>	<b>(34,500)</b>	<b>(37,663)</b>	<b>(32,414)</b>	<b>(29,388)</b>	<b>(24,822)</b>	<b>(31,638)</b>	<b>(27,927)</b>	<b>(31,408)</b>	<b>(22,437)</b>
<b>Cash flows from financing activities</b>											
Proceeds from borrowings	-	7,450	7,001	12,550	12,515	9,641	4,002	8,391	9,669	13,332	3,000
Repayment of borrowings	(1,884)	(1,979)	(2,336)	(2,788)	(2,929)	(2,398)	(3,292)	(3,778)	(4,206)	(4,242)	(4,877)
Repayment of leases	(154)	-	-	-	-	-	-	-	-	-	-
<b>Net cash inflow from financing activities</b>	<b>(2,038)</b>	<b>5,471</b>	<b>4,665</b>	<b>9,762</b>	<b>9,586</b>	<b>7,243</b>	<b>710</b>	<b>4,613</b>	<b>5,463</b>	<b>9,090</b>	<b>(1,877)</b>
<b>Total cash flows</b>											
<b>Net increase in cash and cash equivalent held</b>	<b>(13,937)</b>	<b>(26,238)</b>	<b>(3,279)</b>	<b>459</b>	<b>7,029</b>	<b>9,445</b>	<b>8,134</b>	<b>6,089</b>	<b>11,282</b>	<b>12,083</b>	<b>10,579</b>
<b>Opening cash and cash equivalents</b>	<b>83,492</b>	<b>69,555</b>	<b>43,317</b>	<b>40,038</b>	<b>40,498</b>	<b>47,526</b>	<b>56,972</b>	<b>65,105</b>	<b>71,194</b>	<b>82,476</b>	<b>94,559</b>
<b>Closing cash and cash equivalents</b>	<b>69,555</b>	<b>43,317</b>	<b>40,038</b>	<b>40,498</b>	<b>47,526</b>	<b>56,972</b>	<b>65,105</b>	<b>71,194</b>	<b>82,476</b>	<b>94,559</b>	<b>105,137</b>

## Southern Downs Regional Council

### 2024/25 1st Quarter Budget

#### Statement of Changes in Equity

	2023/24 Draft Actuals ('000)	2024/25 Budget ('000)	2025/26 Forecast ('000)	2026/27 Forecast ('000)	2027/28 Forecast ('000)	2028/29 Forecast ('000)	2029/30 Forecast ('000)	2030/31 Forecast ('000)	2031/32 Forecast ('000)	2032/33 Forecast ('000)	2033/34 Forecast ('000)
<b>Asset revaluation surplus</b>											
Opening balance		378,327	378,327	378,327	378,327	378,327	380,566	388,449	388,449	388,449	388,449
Net result		na	na	na	na	na	na	na	na	na	na
Increase in asset revaluation surplus		-	-	-	-	2,465	7,069	-	-	-	-
Internal payments made		na	na	na	na	na	na	na	na	na	na
Adjustment for Initial Recognition of Accounting Standards		na	na	na	na	na	na	na	na	na	na
Closing balance	378,327	378,327	378,327	378,327	378,327	380,566	388,449	388,449	388,449	388,449	388,449
<b>Retained surplus</b>											
Opening balance		674,118	688,631	690,549	702,732	712,222	720,868	726,864	736,469	748,472	761,011
Net result		14,513	1,918	12,183	9,490	8,646	5,996	9,605	12,003	12,539	6,341
Increase in asset revaluation surplus		na	na	na	na	na	na	na	na	na	na
Internal payments made		-	-	-	-	-	-	-	-	-	-
Adjustment for Initial Recognition of Accounting Standards		-	na	na	na	na	na	na	na	na	na
Closing balance	674,118	688,631	690,549	702,732	712,222	720,868	726,864	736,469	748,472	761,011	767,352
<b>Total</b>											
Opening balance		1,052,445	1,066,958	1,068,876	1,081,059	1,090,549	1,101,434	1,115,313	1,124,919	1,136,922	1,149,460
Net result		14,513	1,918	12,183	9,490	8,646	5,996	9,605	12,003	12,539	6,341
Increase in asset revaluation surplus		-	-	-	-	2,239	7,883	-	-	-	-
Internal payments made		-	-	-	-	-	-	-	-	-	-
Adjustment for Initial Recognition of Accounting Standards		-	na	na	na	na	na	na	na	na	na
Closing balance	1,052,445	1,066,958	1,068,876	1,081,059	1,090,549	1,101,434	1,115,313	1,124,919	1,136,922	1,149,460	1,155,801

2024-25 1st Quarter Budget Review - Proposed Capital Works Program

Southern Downs Regional Council 2024/25 Capital Works Program											
Project No	Project Name	Adopted Budget \$	New Request and Re-allocation \$	Carry Over Request \$	Revised Budget \$	General Funds \$	External Funding \$	2023/24 Funding Carry Overs \$	Reserves \$	Loans \$	Other \$
Community Services											
102647	WIRAC Capital Works Project LRCI4	230,000	(230,000)		0	0					
102703	WIRAC, SFC and Pools - LRCI4	76,538	230,000	145,803	452,341	0		452,341			
102706	Allora Community Hall Capital Work LRCI4	174,540		111,480	286,020	0		286,020			
102708	CASA Safety Findings	57,549		1,147	58,696	50,000		8,696			
102716	WIRAC Capital Works Project W4Q	144,818		223,625	368,443	0		368,443			
102738	Evacuation Centre Shelving	15,000		0	15,000	0		15,000			
102752	Stpe Art Gallery & Library Refurbishment	292,710		12,909	305,619	100,000		205,619			
102755	Warwick SES Building Upgrade	3,032		4,201	7,233	0		7,233			
102772	Allora Community Precint W4Q	360,000		0	360,000	0	360,000	0			
102814	WIRAC Filtration System	650,000		0	650,000	0	650,000	0			
Community Services Total		2,004,187	0	499,165	2,503,352	150,000	1,010,000	1,343,352	0	0	0
Corporate Services											
102780	Redevelopment of Warwick Saleyards - Stage 3	365,000			365,000	300,000	65,000				
102778	Redevelopment of Warwick Saleyards - Stage 4 (W4Q Proposed)	900,000			900,000	105,000	795,000				
102431	Acquisition of State land - Leslie Parade	67,198		(67,198)	0	0		0			
102491	Redevelopment of Warwick Saleyards	1,694,829		370,000	2,064,829	0		2,064,829			
Corporate Services Total		3,027,027	0	302,802	3,329,829	405,000	860,000	2,064,829	0	0	0
Financial Services											
102640	Data Analytics System (Clarity)	30,000		3,000	33,000	30,000		3,000			
102781	SafeCity CCTV Renewal Program	300,000			300,000	0	300,000				
102810	Admin Building Security System Renewal	40,000			40,000	40,000					
102684	Replacement of Server Room UPS	0		45,000	45,000	0		45,000			
Financial Services Total		370,000	0	48,000	418,000	70,000	300,000	48,000	0	0	0
Sustainability and Strategy											
102473	Solar to Council Facilities	99,545		22,910	122,455	0		122,455			
102682	Land Development (Design & Concept)	54,008		(54,008)	0	0					
102717	Willi St Depot Subdivision	76,015		(76,015)	0	0					
102815	Solar to Council Facilities W4Q	275,000			275,000	125,000	150,000				
Sustainability and Strategy Total		504,568	0	(107,113)	397,455	125,000	150,000	122,455	0	0	0
Parks & Operations											
101249	Plant Replacement Program	7,859,000		1,895,710	9,754,710	4,628,000		4,045,710			1,081,000
102461	Stanthorpe Streetscape	259,502		155,252	414,754	0		414,754			
102563	Yangan rd Lunch room and meeting room	65,747		(65,747)	0	0					
102608	Depot Renovations Warwick	125,950		(113,450)	12,500	0		12,500			
102688	Playground Management Program LCRI 4	120,000			120,000	0		120,000			

2024-25 1st Quarter Budget Review - Proposed Capital Works Program

Southern Downs Regional Council 2024/25 Capital Works Program											
Project No	Project Name	Adopted Budget \$	New Request and Re-allocation \$	Carry Over Request \$	Revised Budget \$	General Funds \$	External Funding \$	2023/24 Funding Carry Overs \$	Reserves \$	Loans \$	Other \$
102711	Water Truck Replacement	380,000			380,000	0		380,000			
102713	Trimble GPS Grade Control Equipment	300,000			300,000	0		300,000			
102718	Leslie Dam Toilet Facilities	120,000		13,157	133,157	0		133,157			
102789	Depot and Administration Building	160,000			160,000	160,000					
102804	Community Infrastructure - Memorials	20,000			20,000	20,000					
102805	Community Infrastructure - Open Spaces	433,000			433,000	433,000					
102806	Community Infrastructure - Buildings	590,000			590,000	590,000					
102602	Lighting and Shade Sails Allora Pool	0		7,084	7,084	0		7,084			
102606	McGregor Park Ablution Refurbishment	0		14,974	14,974	0		14,974			
102607	Brock Park Redevelopment	0		82,586	82,586	0		82,586			
102715	Warwick Dog Off-Leash Area (DOLA)	0		5,000	5,000	0		5,000			
<b>Parks &amp; Operations Total</b>		<b>10,433,199</b>	<b>0</b>	<b>1,994,566</b>	<b>12,427,765</b>	<b>5,831,000</b>	<b>0</b>	<b>5,515,765</b>	<b>0</b>	<b>0</b>	<b>1,081,000</b>
<b>Water</b>											
102143	Connolly Dam Spillway Options	1,000,000		782,938	1,782,938	1,000,000		782,938			
102153	Stanthorpe WWTP Upgrade	850,000		159,114	1,009,114	0		159,114		850,000	
102242	Cleary Street pump station upgrade	864,409	(550,000)	14,816	329,225	0		129,225	200,000		
102313	Relining of Sewer Mains	542,938		327,069	870,007	400,000		470,007			
102315	Sewer Rising Main Replacement	680,000		38,279	718,279	500,000		218,279			
102319	Warwick WTP Replace the aerator plates	80,674		9,035	89,709	0		89,709			
102324	Warwick Saleyards Effluent Treatmt (BOR)	58,075		9,091	67,166	0		67,166			
102458	Chemical dosing equipment upgrade - WTPs	14,833		9,204	24,037	0		24,037			
102470	SPS upgrade at Stanthorpe	1,200,000		1,095,311	2,295,311	1,200,000		1,095,311			
102475	Market Sq Sewer Rising Mains Replacement	700,000	550,000	336,703	1,586,703	700,000		336,703	550,000		
102499	Warwick STP Upgrade	9,872		39,072	48,944	0		48,944			
102532	Drought Resilience Package - SDRC	3,000,000		119,172	3,119,172	0	3,000,000	119,172			
102591	Wallangarra CED Ponds Renewal	73,250		205,229	278,479	0		278,479			
102598	Recycled Water Extension to Morgan Park	338,018		(207,036)	130,982	0		130,982			
102642	Rehab of Recycled Main at Stanthorpe	150,000			150,000	150,000					
102654	Smart Water Metering Stage 2	3,450,000			3,450,000	0	3,450,000				
102672	Warwick Sewerage - Pump Station Upgrades	370,405		(20,405)	350,000	350,000		0			
102673	Stanthorpe Water Treatment	84,556		(942)	83,614	0		83,614			
102675	Warwick Water Storage,Treatment & Source	245,000		157,929	402,929	0		402,929			
102676	Killarney Water Main Renewal	150,000		14,685	164,685	150,000		14,685			
102677	Southern Water Main Renewal	608,884		2,245	611,129	500,000		111,129			
102679	Valve and Hydrants Renewal	150,000		50,872	200,872	150,000		50,872			
102680	Northern Water Main Renewal	250,000		66,506	316,506	0		316,506			
102683	Warwick 8ML Reservoir Upgrade	25,000			25,000	0		25,000			
102693	Sewerage Network Warwick EPO	250,000		50,000	300,000	200,000		100,000			
102694	Sewerage Network Upgrades	10,000		27,210	37,210	0		37,210			
102696	Yangan Reservoir Replace & Redevelopment	625,766		(12,483)	613,283	0		613,283			



Item 13.2 First Quarter Budget Review 2024-25  
Attachment 3: Attachment 3 - 2024-25 1st Quarter Budget Review - Capital Works Program

2024-25 1st Quarter Budget Review - Proposed Capital Works Program

Southern Downs Regional Council 2024/25 Capital Works Program											
Project No	Project Name	Adopted Budget \$	New Request and Re-allocation \$	Carry Over Request \$	Revised Budget \$	General Funds \$	External Funding \$	2023/24 Funding Carry Overs \$	Reserves \$	Loans \$	Other \$
102697	Reservoir Replacement and Repairs	120,000			120,000	80,000		40,000			
102698	Jardine St Reservoir Upgrade	400,000			400,000	400,000					
102699	Storm King Dam Re-Tensioning	60,461		230,657	291,118	0		291,118			
102700	Connolly Dam Inlet, Pipe and Tunnel Work	363,556		(20,550)	343,006	0		343,006			
102710	Repair Freestone Reservoir	314,999			314,999	300,000		14,999			
102758	Pump Station & Rising Main Lot 58 ML127	1,620,000		18,352	1,638,352	0		138,352	1,500,000		
102771	Killarney WTP Automation	75,000			75,000	75,000					
102782	Stanthorpe WTP Upgrade Strategy	138,000			138,000	138,000					
102783	Warwick WTP Distribution Centre - W4Q	125,000			125,000	0	125,000				
102784	Wallangarra WTP Improvements	300,000			300,000	300,000					
102785	Wallangarra WTP Automation	75,000			75,000	75,000					
102786	Leslie Dam Raw Water Pipeline	500,000			500,000	0				500,000	
102787	Replacement of UPSs	50,000			50,000	50,000					
102788	Stanthorpe Clear Water Res Roof Rep	150,000			150,000	150,000					
102807	New Security Fencing and Signage	100,000			100,000	100,000					
102808	Sewer Rising Main - Renewal	124,200			124,200	124,200					
102809	Dalveen Pratten & Leyburn WT Improv work	62,100			62,100	62,100					
102812	Warwick STP Upgrade Strategy	200,000			200,000	200,000					
102813	SCADA and instrumentation upgrade	150,000			150,000	150,000					
102312	Sewerage Rising Main Renewal OLeary St	0		7,227	7,227			7,227			
102402	Safety Improvement at various sites	0		23,182	23,182			23,182			
102487	SCADA Telemetry Renewal-Upgrade 21-22	0		6,695	6,695			6,695			
102692	Remove Common Drains Wck and Stpe Sewers	0		14,876	14,876			14,876			
Water Total		20,709,996	0	3,554,053	24,264,049	7,504,300	6,575,000	6,584,749	2,250,000	1,350,000	0
Works											
102381	Homestead Road Bridge Construction (BRP)	50,000			50,000	(182,152)	182,152	50,000			
102456	Black Spot Program 21-22	652,379			652,379	0		652,379			
102472	Quart Pot Creek Lighting (CNLGGP)	12,709			12,709	0		12,709			
102474	Rosehill Road Cycleway (CNLGGP)	25,480			25,480	0		25,480			
102577	Footpath Replacement LRCI3	0		20,403	20,403	0		20,403			
102600	Black Spot Program 22-23	275,186			275,186	0		275,186			
102601	Matthews St Stormwater Retention Basins	0		6,720	6,720	0		6,720			
102603	Leyburn Stormwater Investigation	75,000			75,000	0		75,000			
102632	Flood Recovery Feb 2022 Event (QRA)	0		3,377	3,377	0		3,377			
102668	Wallangarra Road Footpath LRCI4A	124,832			124,832	0		124,832			
102669	Reseal Program 23-24	0		8,419	8,419	0		8,419			
102686	Footpath Replacement 23-24	50,000		(30,945)	19,055	0		19,055			
102687	Replace Damaged Kerb and Channel 23-24	81,010		(36,733)	44,277	0		44,277			
102691	Freestone Creek Rd Stabilisation LRCI4B	17,021		6,794	23,815	0		23,815			
102707	Drainage Improvement Program 23-24	20,425		9,502	29,927	0		29,927			

Item 13.2 First Quarter Budget Review 2024-25  
Attachment 3: Attachment 3 - 2024-25 1st Quarter Budget Review - Capital Works Program

2024-25 1st Quarter Budget Review - Proposed Capital Works Program

Southern Downs Regional Council 2024/25 Capital Works Program											
Project No	Project Name	Adopted Budget \$	New Request and Re-allocation \$	Carry Over Request \$	Revised Budget \$	General Funds \$	External Funding \$	2023/24 Funding Carry Overs \$	Reserves \$	Loans \$	Other \$
102712	Resheet Gravel Roads (ex LRRS) 23-24	100,000		30,684	130,684	0		130,684			
102720	Wheatvale Plains Rd Stabilisation LRCI4B	53,502		8,859	62,361	0		62,361			
102721	Roona Rd Culvert Replacement	50,000		(50,000)	0	0		0			
102723	Old Stanthorpe Rd - TIDS 23-24	0		25,800	25,800	0		25,800			
102737	Swanfels Rd Drainage LRCI4A	300,000			300,000	0		300,000			
102740	Cox Bridge Victoria St, Warwick (BRP)	21,312		(20,447)	865	0		865			
102741	Easey St Drainage LGIP/ERFRR	668,497		1,021	669,518	30,076	570,552	68,890			
102742	Verney Dr Turnaround Rehabilitation	35,000		10,249	45,249	0		45,249			
102760	Condamine River Rd CCTV Relocation	23,000		(23,000)	0	0					
102773	Gilchrist Rd Resheet RTR24-25	257,544			257,544	0	257,544				
102774	Resheet Gravel Roads (ex LRRS) 24-25	481,548	(150,000)		331,548	331,548					
102775	Top Swanfels Rd Drain-Rehab RTR24-25	789,100			789,100	0	789,100				
102776	East Street Road Rehabilitation RTR	1,200,000			1,200,000	0	1,200,000				
102777	Fairwill Dr Rehabilitation	75,000			75,000	75,000					
102790	Railway St-Britannia St Signage BS24-25	23,500			23,500	0	23,500				
102792	Railway St Rehabilitation RTR24-25	380,000			380,000	0	380,000				
102793	Tannymorel Rd Widening Design	50,000			50,000	50,000					
102794	Goomburra Rd Reseal TIDS 24-25	200,000			200,000	100,000	100,000				
102795	Flood Recovery Jan 2024 Event (QRA)	3,000,000	2,000,000		5,000,000	500,000	4,500,000				
102796	Oak Av, Percy St, Canning St Stormwater	100,000			100,000	100,000					
102797	Replace Damaged Kerb and Channel 24-25	100,000			100,000	100,000					
102798	Drainage Improvement Program 24-25	1,078,125			1,078,125	1,078,125					
102799	Reseal - Rehab Program 24-25	1,645,811			1,645,811	1,645,811					
102800	Non-LRRS Roads Resealing TIDS 24-25	156,880			156,880	78,440	78,440				
102801	Inverramsay Rd TIDS 24-25	902,505			902,505	451,253	451,252				
102802	Hutchisons La Floodway RTR24-25	200,000			200,000	0	200,000				
102803	Old Stanthorpe Rd Rehab 23-25	1,057,952			1,057,952	528,976	528,976				
102811	Footpath Missing Links/ Replacement	150,000			150,000	150,000					
NEW	Pinnacle Rd Resheet RTR24-25	0	66,000		66,000	0	66,000				
NEW	Halls Rd Resheet RTR24-25	0	43,200		43,200	0	43,200				
NEW	Forest Springs Rd Resheet RTR24-25	0	40,800		40,800	0	40,800				
NEW	Connells Bridge Rd Guardrail	0		164,800	164,800	0		164,800			
NEW	Flood Warning Cameras and Gauges ERF FWIN	0	235,000		235,000	0	235,000				
Works Total		14,483,318	2,235,000	135,503	16,853,821	5,037,077	9,646,516	2,170,228	0	0	0
Planning and Development											
102705	UDF projects multiple locations LCRI 4	262,500	0	16,107	278,607	0		278,607			
Planning and Development Total		262,500	0	16,107	278,607	0	0	278,607	0	0	0
Environmental Services											
102187	Stanthorpe Waste Profile Capping	2,498,943		1,893	2,500,835	0		250,835	2,250,000		

2024-25 1st Quarter Budget Review - Proposed Capital Works Program

Southern Downs Regional Council 2024/25 Capital Works Program											
Project No	Project Name	Adopted Budget \$	New Request and Re-allocation \$	Carry Over Request \$	Revised Budget \$	General Funds \$	External Funding \$	2023/24 Funding Carry Overs \$	Reserves \$	Loans \$	Other \$
102190	Waste - Warwick Cell	6,260,000		90,000	6,350,000	0		250,000		6,100,000	
102585	Yangan Waste Transfer Station	482,694			482,694	100,000		382,694			
102612	Security Cameras Bin Compounds	42,969			42,969	(0)		42,969			
102678	Minor CAPEX -W'wick&S'thorpe Waste 23-24	11,743		17,317	29,060	0		29,060			
102779	Yangan Landfill Capping	70,000			70,000	70,000					
102791	Legacy Landfill Program	100,000			100,000	100,000					
Environmental Services Total		9,466,348	0	109,210	9,575,558	270,000	0	955,558	2,250,000	6,100,000	0
Total 2024/25 Capital Works Program		61,261,144	2,235,000	6,552,292	70,048,436	19,392,377	18,541,516	19,083,543	4,500,000	7,450,000	1,081,000

**2024/25 Quarter 1 Revised Proposed Program List - Works Department**

<b>Project Name</b>	<b>Original Proposed List</b>	<b>Revised Proposed List</b>
<b>Resheet Gravel Roads (ex LRRS) 24-25</b>		
	Pidgeon Rd, Dalveen	Belmont Dr, Dalveen
	Belmont Dr, Dalveen	Butler La, Dalveen
	Butler La, Dalveen	Glenlyon Dr, Applethorpe
	Glenlyon Dr, Applethorpe	Gillbard Rd, Sugarloaf
	Gillbard Rd, Sugarloaf	Andersen Rd, Swan Creek
	Andersen Rd, Swan Creek	Heritage - Emu Vale Rd, The Hermitage
	Mays La, The Hermitage	Kays Rd, Swan Creek
	Heritage - Emu Vale Rd, The Hermitage	Mills Road, Dalcouth
	Gilchrist Rd, Rosehill	Pinnacle Road, Forst Springs
	Kays Rd, Swan Creek	Forest Springs Road, Forest Springs
	Wrights Rd, Mount Tabor	Gilchrist Rd, Rosehill
		Halls Road, Forst Springs
<b>Reseal - Rehab Program 24-25</b>		
		<b>Stage 1</b>
	Glen Road (Wallace Street to Lyndhurst Lane)	Glen Road (Wallace Street to Tooth Street)
	William Street	William Street, Warwick
	Bridge Street	Bridge Street, Stanthorpe
	Bourke Street	Bourke Street, Warwick
	Hillcrest Street	Hillcrest Street, Stanthorpe
	Anzac Street	Anzac Street, Stanthorpe
	Clintonvale Goomburra Road	Mandelkow Road, The Summit
	Mandelkow Road	McLucas Lane, Stanthorpe
	Charleys Gully Rd	Archibald Street, Stanthorpe
	Mclvors Road	Burton's Crescent, Stanthorpe
	Boxes Road	Cardinal Court, Warwick
	McLucas Lane	Dight Road, Rosenthal Heights
		<b>Stage 2</b>
		Clintonvale Goomburra Road
		Charleys Gully Rd
		Mclvors Road
		Boxes Road


The four rural roads (Clintonvale-Goomburra Road, Charleys Gully Road, Mclvors Road and Boxes Road) will be placed on hold due to the extensive prior and rehab works required on some sections of the roads. These four rural roads are being scoped to determine suitable treatments and more accurate cost estimates.

Following completion of the stage 1 program, expenditure will be confirmed and a stage 2 resealing program will be undertaken if funds allow. The four roads above will be considered for stage 2.

The roads not completed in the 24/25 reseal program will be considered for inclusion in future reseal programs.

### 13.3 Adoption of Amended Fees and Charges 2024-25

#### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 October 2024
	Management Accountant	<b>ECM Function No/s:</b>

#### Recommendation

THAT Council adopt the revised Schedule of General Fees and Charges for 2024/2025.

#### REPORT

The purpose of this report is for Council to adopt the revised Schedule of General Fees and Charges for the 2024/2025 financial year.

Council adopted the Schedule of General Fees and Charges at a general meeting held in June 2024. However, since then a number of changes have been identified which includes minor wording corrections and rearrangement of fee order for clarity.

The changes are as follows:

#### Planning and Environmental Services

A number of changes have been made within the Planning and Environmental Services directorate.

Section	Fee	Page No
Animals – Registration & Impounding  Hire of Cat/Fox Trap or Barking Collar	Add new note: The deposit must be claimed within 3 months of the return of the hire product, by the correct form being returned to Council. If this timeframe is not met, the deposit will not be returned.	9
Cats and Dogs – Registration and Impounding	Addition of the following wording: Registration fees for 2024/2025 detailed below are applicable from the 1 October 2024. From the 1 July- 30 September 2024, registration fees from the 2023/24 Schedule of Fees and Charges apply.	10
Building Fees – Class 1	Inclusion of an additional category and note: Class 1 (other than single detached dwelling) up to 150m <sup>2</sup> base fee*. \$1,381.00 including GST. *Where an application is for a Class 1 building other than a single unit detached dwelling (e.g. Duplexes), the base fee plus the per additional 10m <sup>2</sup> area fee will be charged per detached structure.	12

Removal Buildings	Removal of decimal for figures as follows: Into Rural Areas - \$15,000 Into Urban and Rural Residential Areas - \$30,000	12
Class 2-9	Inclusion of new row: Reassessment of existing Class 2-9 building approval structure built after 30 April 1998 (Council or Privately Certified). As for a new application.	13
Application for extension of building approval	Inclusion of additional wording (in italics): Application Fee ( <i>including request for additional extension from Private Certifier</i> )	13
Inspection fees	Inclusion of a new line: Finals for building applications built after 30 April 1998 where no lapsing notice issued (privately certified) Class 2-9 - \$954.55 +GST	14
Swimming pool safety compliance certificate	Heading: Existing Pool Fence Inspection Fee changed to Swimming Pool Safety Compliance Certificate Existing Pool Inspection Fee changed to Application & Inspection Fee (existing pool) Re-inspection following non-compliance to include (existing pool) Fees remain the same.	14
Other Assessment Requests	Include new line: Making a change application to change a development approval - Other Change – As for a new application	15
Other Assessment Requests	Remove the following note: Amenity and aesthetic impact or particular building work (including shipping containers; dwellings <60m <sup>2</sup> ; dwellings resembling shed; dwelling in flood area) Whether building (other than Class 1 – 4) may be occupied for residential purpose, Design and siting (e.g. siting concession), Fire safety in particular budget accommodation buildings, Higher risk personal appearance services, Building work for residential service New category: Application to change a Concurrence Agency Response, when Council was a Concurrence Agency (Minor Change determined by assessment manager) \$122.00 no GST	15
Lodgement/Archival Fee	Inclusion of brackets Application Fee (including for change applications)	15
Other Building Fees	Inclusion of new lines: Application for Certificate of Occupancy for a building or structure built before 30 April 1998 (Building Act 1975 Section 123) \$1,050 no GST  Works undertaken prior to a building application for the same works being submitted (in addition to application fee) \$105 no GST  Pre-lodgement Meeting (60 mins) \$300 including	15



	<p>GST</p> <p>Note at the bottom:</p> <p>By written request, a deduction of the pre-lodgement fee will be made following the lodgement of an application within 12 months from the meeting date.</p>	
Refund of Building Fees and Plumbing Fees	Addition of new line: Application created and pre-assessment conducted (where No GST paid on original charge) 75%	16
Plumbing Fees – Other	Addition of new line: Application to Council as a Referral Agency for Building Work in accordance with Schedule 9 of the Planning Regulation 2017 (Class 1 building on premises with on-site wastewater management system) \$250 no GST	17
Hire of Spray Equipment Unit or Hire of Boxthorn Puller	Add new note: The deposit must be claimed within 3 months of the return of the hire product, by the correct form being returned to Council. If this timeframe is not met, the deposit will not be returned.	22
Tree Pear Injectors	Add new note: The deposit must be claimed within 3 months of the return of the hire product, by the correct form being returned to Council. If this timeframe is not met, the deposit will not be returned.	23
Planning Fees	Inclusion of additional wording (in italic) • Application Stage ( <i>Confirmation or Action Notice</i> ): 75%	26
Development Applications for Material Change of Use	Inclusion in Table, Category 3, Other Use: “Undefined Use”	29
Making a change application to change a development approval	Inclusion of additional wording (in italic) (i) if a minor change – <i>fee applicable per schedule of conditions, subject to the change</i>	32
Operational Works Fees	<p>1. Correction of Director of Sustainable Development to Director of Planning and Environmental Services</p> <p>2. Note added to clarify how the value of works is determined.</p> <p>Note: The application fees and security deposit are calculated from the estimated cost to complete the assessable works. Where more than one category of work has been applied for, charges for each element are summative.</p>	34
Operational Works Fees	<p>Position name update:</p> <p>Note: Non-Profit Organisations - 50% discount of the Application and Permit Fees for non-profit organisations (upon receipt of a written application to the Director of Planning and Environmental Services, verifying their non-profit status).</p>	34

## Infrastructure Services Fees

Section	Fee	Page No
Works on Road Reserves	Inclusion of examples Note: Minor works completed as part of related operational works do not require separate approval for minor works, i.e. driveway crossovers, works in road reserves	37

## Customer and Organisational Services Fees

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

As these fees are applicable from 1 January 2025 they have been included in a separate attachment. The updated fees and charges document will be uploaded to Council's website on 2 January 2025.

Section	Fee	Page No
Stanthorpe YMCA – Direct Debit (Fortnightly)	Inclusion of two new fees: Adult - 6-month contract and Concession – 6-month contract Increase Flexi from \$35.90 to \$39.90 Applicable from January 2025	50
Warwick Indoor and Recreation Centre - Direct Debit (Fortnightly)	Inclusion of two new fees: Adult - 6-month contract and Concession – 6-month contract Inclusion of Flexi rate, Adult and Concession 12-month rates, to mirror Stanthorpe YMCA fees Applicable from January 2025	55

### Other changes

Nil

## FINANCIAL IMPLICATIONS

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

## COMMUNITY ENGAGEMENT

### Internal Consultation

Program Managers

### External Consultation

Nil

## LEGAL / POLICY

### Legislation / Local Law

*Local Government Act 2009 and Local Government Regulation 2012*

### Corporate Plan

Goal: 4 Our Performance

Outcome: 4.4 Council has embedded risk management, good governance, transparency

and accountability into what we do

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

## ATTACHMENTS

1. 2024/25 Fees and Charges (Excluded from agenda - Provided under separate cover)
2. YMCA and WIRAC updated fees from 1 January 2025 [↓](#)

Name	RC	Head Of Power	GST	Year 24/25		
				Fee (excl. GST)	GST	Fee (incl. GST)

## Stanthorpe Office Space

Hire of office space/meeting room – Stanthorpe	342		Y			\$5.50/m2 per week
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## Stanthorpe YMCA

### Aquatics

#### Conditions of entry apply:

Children 10 years of age or younger must be accompanied by a supervising person 18 years of age or older. Parents with children 5 years and under must be in the water with their child within arm's reach at all times.

#### Concession means the holder of a:

Pensioner Concession Card issued by Centrelink, or a Gold Card issued by the Department of Veterans' Affairs.

The Y honours the Queensland Government Companion Card. This allows free entry for anyone accompanying a person with disability who requires attendant care support.

## Casual Per Person

Adult (15 years and older)		Y	\$5.73	\$0.57	\$6.30
Concession (Concession Card holders)		Y	\$4.82	\$0.48	\$5.30
Child (2-14 years)		Y	\$3.91	\$0.39	\$4.30
Child (under 2 years)		Y			Free
Family (up to 2 adults and 2 children)		Y	\$16.82	\$1.68	\$18.50

## 10 Visit Pass

Adult (15 years and older)		Y	\$54.55	\$5.45	\$60.00
Concession (Concession Card holder)		Y	\$45.45	\$4.55	\$50.00

## 25 Visit Pass

Adult (15 years and older)		Y	\$127.27	\$12.73	\$140.00
Concession (Concession Card holder)		Y	\$100.00	\$10.00	\$110.00

## Season Pass

Adult (15 years and older)		Y	\$236.36	\$23.64	\$260.00
Concession (Concession Card holder)		Y	\$209.09	\$20.91	\$230.00
Child (2-14 years)		Y	\$195.46	\$19.55	\$215.00

## Aqua Aerobics Classes

Adult (15 years and older)		Y	\$13.18	\$1.32	\$14.50
Concession (Concession Card holder)		Y	\$11.37	\$1.14	\$12.50

## Pool Hire

1 Lane - 25m (per hour)		Y	\$27.27	\$2.73	\$30.00
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## Learn To Swim

Group Lesson 30 minutes (1 Child) - per lesson (paid via Direct Debit)		N	\$17.50	\$0.00	\$17.50
Private Lesson 30 minutes (Max 2 children) - per lesson		N	\$49.00	\$0.00	\$49.00
Squad per session - Casual		Y	\$13.64	\$1.36	\$15.00

Name	RC	Head Of Power	GST	Year 24/25		
				Fee (excl. GST)	GST	Fee (incl. GST)

## Learn To Swim [continued]

Squad per session - Week pass		Y	\$22.73	\$2.27	\$25.00
Squad - Upfront 12 weeks		Y	\$272.73	\$27.27	\$300.00
Squad - Fortnightly (paid via Direct Debit)		Y	\$45.45	\$4.55	\$50.00
NDIS Lesson (Special Needs)		Y			POA

## School Swimming

30 minute class		Y	\$5.45	\$0.55	\$6.00
45 minute class		Y	\$7.73	\$0.77	\$8.50
60 minute class		Y	\$10.91	\$1.09	\$12.00

## Gym and Classes

### Casual Per Person - Fitness

Adult		Y	\$13.18	\$1.32	\$14.50
Concession (Student & Concession card holders)		Y	\$11.37	\$1.14	\$12.50
Line Dancing per class		Y	\$7.27	\$0.73	\$8.00

### 10 Visit Pass - Fitness (Valid for 6 months)

Adult		Y	\$113.63	\$11.36	\$125.00
Concession (Student & Concession card holders)		Y	\$95.46	\$9.55	\$105.00

### 25 Visit Pass - Fitness (valid for 6 months)

Adult		Y	\$236.36	\$23.64	\$260.00
Concession (Student & Concession card holders)		Y	\$190.91	\$19.09	\$210.00

### 1 Month

Adult		Y	\$113.63	\$11.36	\$125.00
Concession (Student & Concession card holders)		Y	\$90.91	\$9.09	\$100.00
24/7 Access Card Fee		Y	\$31.82	\$3.18	\$35.00

### 3 Month

Adult		Y	\$250.00	\$25.00	\$275.00
Concession (Student & Concession card holders)		Y	\$200.00	\$20.00	\$220.00
24/7 Access Card Fee		Y	\$31.82	\$3.18	\$35.00

### 6 Month

Adult		Y	\$308.18	\$30.82	\$339.00
Concession (Student & Concession card holders)		Y	\$290.00	\$29.00	\$319.00
24/7 Access Card Fee		Y	\$31.82	\$3.18	\$35.00

### 12 Month

Adult		Y	\$590.00	\$59.00	\$649.00
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Name	RC	Head Of Power	GST	Year 24/25		
				Fee (excl. GST)	GST	Fee (incl. GST)

## 12 Month [continued]

Concession (Student & Concession card holders)			Y	\$500.91	\$50.09	\$551.00
24/7 Access Card Fee			Y	\$31.82	\$3.18	\$35.00

## Direct Debit (Fortnightly)

Adult - 6-month contract period			Y	\$32.64	\$3.26	\$35.90
Concession (Student & Concession card holders) - 6-month contract period			Y	\$29.00	\$2.90	\$31.90
Flexi - 2 weeks notice to cancel (no concession rates)			Y	\$36.27	\$3.63	\$39.90
Adult - 12-month contract period			Y	\$29.00	\$2.90	\$31.90
Concession (Student & Concession card holders) - 12-month contract period			Y	\$25.36	\$2.54	\$27.90
Joining Fee			Y	\$62.73	\$6.27	\$69.00
24/7 Access Card Fee			Y	\$31.82	\$3.18	\$35.00
Suspension Fee per day			Y	\$0.45	\$0.05	\$0.50

## All-In-One Membership - Includes Pool

### 1 Month Membership

Adult			Y	\$109.09	\$10.91	\$120.00
Concession (Student & Concession card holders)			Y	\$87.27	\$8.73	\$96.00

### 3 Month Membership

Adult			Y	\$250.00	\$25.00	\$275.00
Concession (Student & Concession card holders)			Y	\$200.00	\$20.00	\$220.00

### 6 Month Membership

Adult			Y	\$308.18	\$30.82	\$339.00
Concession (Student & Concession card holders)			Y	\$290.00	\$29.00	\$319.00

### 12 Month Membership

Adult			Y	\$590.00	\$59.00	\$649.00
Concession (Student & Concession card holders)			Y	\$500.91	\$50.09	\$551.00

## Direct Debit (Fortnightly)

Adult			Y	\$29.00	\$2.90	\$31.90
Concession (Student & Concession card holders)			Y	\$25.36	\$2.54	\$27.90
Joining Fee			Y	\$62.73	\$6.27	\$69.00
24/7 Access Card Fee			Y	\$31.82	\$3.18	\$35.00
Suspension Fee			Y	\$0.45	\$0.05	\$0.50



Name	RC	Head Of Power	GST	Year 24/25		
				Fee (excl. GST)	GST	Fee (incl. GST)

## Corporate Membership - Includes Pool

### Direct Debit (Fortnightly)

Adult		Y	\$25.36	\$2.54	\$27.90
Joining Fee		Y	\$62.73	\$6.27	\$69.00
24/7 Access Card Fee		Y	\$31.82	\$3.18	\$35.00
Suspension Fee per day		Y	\$0.45	\$0.05	\$0.50

### Special Hire

School Carnival - exclusive use of pool facility - up to 7 hrs		Y	\$481.82	\$48.18	\$530.00
Staff Hire - per hour (minimum 1 hour)		Y	\$58.64	\$5.86	\$64.50
Court - per hour (6pm - 10pm)		Y	\$55.00	\$5.50	\$60.50
Court - per hour (7am - 6pm)		Y	\$45.45	\$4.55	\$50.00
Court - Schools Only - per hour		Y	\$37.27	\$3.73	\$41.00
Aerobics Room - per hour		Y	\$38.18	\$3.82	\$42.00
Gymnastics Room - per hour		Y	\$38.18	\$3.82	\$42.00

### Special Programs - Casual

Futsal		Y	\$7.73	\$0.77	\$8.50
Basketball		Y	\$9.09	\$0.91	\$10.00
Badminton		Y	\$9.09	\$0.91	\$10.00
Table Tennis		Y	\$5.00	\$0.50	\$5.50
Pickleball		Y	\$9.09	\$0.91	\$10.00
Netball (per team per game)		Y	\$40.91	\$4.09	\$45.00

### Personal Training - Members

Per 30 minute session	977	Y	\$40.91	\$4.09	\$45.00
3 x 30 minute sessions	977	Y	\$109.09	\$10.91	\$120.00

### Gymnastics

Gymnastics fees are based on weekly fee and debited fortnightly  
An equipment levy of \$1.50 is applied to each weekly fee

Gym play (casual session) - 1 hour		Y	\$13.64	\$1.36	\$15.00
Kindergym - Gym Bubs/Tots - 45 mins		Y	\$17.27	\$1.73	\$19.00
Kindergym - Gym Kids - 1 hour		Y	\$19.09	\$1.91	\$21.00
Steps (Prep - Step 3)		Y	\$20.00	\$2.00	\$22.00
Steps (Steps 4 - 5)		Y	\$25.91	\$2.59	\$28.50
Kindergym Annual Registration (goes to governing body)		Y	\$40.91	\$4.09	\$45.00
Recreation Annual Registration (goes to governing body)		Y	\$54.55	\$5.45	\$60.00

### Club Events

Club Nights		Y	\$125.00	\$12.50	\$137.50
Allows the Swimming Club to use 6 lanes up until 7 pm on Fridays. The Swimming Club will have exclusive access to these 6 lanes only and does not include access to other facilities within the venue.					
Club Carnivals and Championships		Y	\$615.00	\$61.50	\$676.50
Allows the Swimming Club exclusive use of the pool hall and outside grounds for the Swimming Club's carnival and championship events.					

Name	RC	Head Of Power	GST	Year 24/25		
				Fee (excl. GST)	GST	Fee (incl. GST)

## Stanthorpe Out of School Care

Vacation Care per child		N	\$67.00	\$0.00	\$67.00
Per day (8.00am to 6.00pm)					
After School Hours Care per child		N	\$34.00	\$0.00	\$34.00
Per afternoon (3.00pm to 6.00pm)					

## Swimming Pools

### Allora and Killarney Swimming Pools

### Admission Fees Allora and Killarney

A concessional user is defined as someone who holds a Pensioner Concession Card as defined by Services Australia

Child		Y	\$3.64	\$0.36	\$4.00
Adult		Y	\$4.55	\$0.45	\$5.00
Concession		Y	\$3.09	\$0.31	\$3.40
Family Swim Pass		Y	\$10.91	\$1.09	\$12.00

### Season Pass

Season Pass Killarney – Child		Y	\$83.64	\$8.36	\$92.00
Season Pass Killarney – Adult		Y	\$105.45	\$10.55	\$116.00
Season Pass Killarney – Family (2 adults and 2 children)		Y	\$296.36	\$29.64	\$326.00
Season Pass Allora - Child		Y	\$93.64	\$9.36	\$103.00
Season Pass Allora - Adult		Y	\$118.18	\$11.82	\$130.00
Season Pass Allora - Family (2 adults and 2 children)		Y	\$335.45	\$33.55	\$369.00

### Schools

School half day		Y	\$223.64	\$22.36	\$246.00
School full day		Y	\$319.09	\$31.91	\$351.00

### Swimming Club

Club Night Hire (Max 3 hours)		Y	\$53.64	\$5.36	\$59.00
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## Warwick Indoor Recreation and Aquatic Centre

### Aquatics

### Casual Per Person - pool only

Adult		Y	\$5.91	\$0.59	\$6.50
Concession		Y	\$4.82	\$0.48	\$5.30
Family (up to 2 adults and 4 children)		Y	\$18.64	\$1.86	\$20.50

### 10 Visit Pass - pool only

Adult		Y	\$54.55	\$5.45	\$60.00
Concession		Y	\$45.45	\$4.55	\$50.00

### 25 Visit Pass - pool only

Adult		Y	\$127.27	\$12.73	\$140.00
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Name	RC	Head Of Power	GST	Year 24/25		
				Fee (excl. GST)	GST	Fee (incl. GST)

## 25 Visit Pass - pool only [continued]

Concession			Y	\$100.00	\$10.00	\$110.00
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## Aquatic Membership - includes pool, hydrotherapy and aqua classes

Aquatics membership includes Aqua Classes from 01/07/2023.

Family Membership should not be offered to new members. Past family members can discuss with Manager re Family Memberships.

## 1 Month Membership

Adult			Y	\$63.64	\$6.36	\$70.00
Concession			Y	\$50.00	\$5.00	\$55.00

## 3 Month Membership

Adult			Y	\$172.73	\$17.27	\$190.00
Concession			Y	\$136.36	\$13.64	\$150.00

## 6 Month Membership

Adult			Y	\$281.82	\$28.18	\$310.00
Concession			Y	\$227.27	\$22.73	\$250.00

## 12 Month Membership

Adult			Y	\$472.73	\$47.27	\$520.00
Concession			Y	\$400.00	\$40.00	\$440.00

## Direct Debit (Fortnightly)

No minimum contract, however 30 days notice is required to cancel.

Adult			Y	\$21.73	\$2.17	\$23.90
Concession			Y	\$18.09	\$1.81	\$19.90
Joining Fee			Y	\$62.73	\$6.27	\$69.00
Suspension Fee per day			Y	\$0.45	\$0.05	\$0.50

## Pool Hire

1 Lane 25m			Y	\$27.27	\$2.73	\$30.00
Per hour						
Hydrotherapy			Y	\$50.00	\$5.00	\$55.00
Per hour						

## Special Hire

School Carnival – exclusive use of pool hall – up to 4 hours			Y	\$350.00	\$35.00	\$385.00
School Carnival – exclusive use of pool hall – up to 7 hours			Y	\$509.09	\$50.91	\$560.00
Staff Hire (Minimum 1 hour) – per hour			Y	\$61.36	\$6.14	\$67.50

Name	RC	Head Of Power	GST	Year 24/25		
				Fee (excl. GST)	GST	Fee (incl. GST)

## Stadium

\*Court hire bookings that require carpet to be laid will include an extra fee of \$200 for one court and \$400 for two courts

\*Bookings must complete facility hire instructions and requirements

1 court – per hour		Y	\$42.73	\$4.27	\$47.00
2 courts – per hour		Y	\$76.36	\$7.64	\$84.00
1 court – per day*		Y			POA
2 courts – per day*		Y			POA
Function – offer according to needs*		Y			POA

## Learn To Swim

Group lesson 30 minutes (1 child) - per lesson (paid via Direct Debit)		N	\$17.50	\$0.00	\$17.50
Private lesson 30 minutes (maximum 3 children) - per lesson		N	\$49.00	\$0.00	\$49.00
Squad per session - Casual		Y	\$13.64	\$1.36	\$15.00
Squad - Upfront 12 weeks		Y	\$272.73	\$27.27	\$300.00
Squad - Fortnightly (paid via Direct Debit)		Y	\$45.45	\$4.55	\$50.00
NDIS lesson (special needs)		N			POA

## School Swimming

30 minute class		Y	\$5.45	\$0.55	\$6.00
45 minute class		Y	\$7.73	\$0.77	\$8.50
60 minute class		Y	\$10.91	\$1.09	\$12.00

## Gym/Group Fitness

Fitness membership includes gym & group fitness classes from 01/07/2023.

## Casual Per Person

Adult		Y	\$13.18	\$1.32	\$14.50
Concession		Y	\$11.37	\$1.14	\$12.50

## 10 Visit Pass - Fitness (Valid for 6 months)

Adult		Y	\$113.64	\$11.36	\$125.00
Concession		Y	\$95.45	\$9.55	\$105.00

## 25 Visit Pass - Fitness (Valid for 6 months)

Adult		Y	\$268.18	\$26.82	\$295.00
Concession		Y	\$204.55	\$20.45	\$225.00

## 1 Month Membership

Adult		Y	\$113.64	\$11.36	\$125.00
Concession		Y	\$90.91	\$9.09	\$100.00
24/7 Access Card Fee		Y	\$31.82	\$3.18	\$35.00

## 3 Month Membership

Adult		Y	\$250.00	\$25.00	\$275.00
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Name	RC	Head Of Power	GST	Year 24/25		
				Fee (excl. GST)	GST	Fee (incl. GST)

### 3 Month Membership [continued]

Concession		Y	\$200.00	\$20.00	\$220.00
24/7 Access Card Fee		Y	\$31.82	\$3.18	\$35.00

### 6 Month Membership

Adult		Y	\$308.18	\$30.82	\$339.00
Concession		Y	\$290.00	\$29.00	\$319.00
24/7 Access Card Fee		Y	\$31.82	\$3.18	\$35.00

### 12 Month Membership

Adult		Y	\$590.00	\$59.00	\$649.00
Concession		Y	\$500.91	\$50.09	\$551.00
24/7 Access Card Fee		Y	\$31.82	\$3.18	\$35.00

### Direct Debit (Fortnightly)

Adult - 6-month contract period		Y	\$32.64	\$3.26	\$35.90
Concession (Student & Concession card holders) - 6-month contract period		Y	\$29.00	\$2.90	\$31.90
Flexi - 2 weeks notice to cancel (no concession rates)		Y	\$36.27	\$3.63	\$39.90
Adult - 12-month contract period		Y	\$29.00	\$2.90	\$31.90
Concession (Student & Concession card holders) - 12-month contract period		Y	\$25.36	\$2.54	\$27.90
Joining Fee		Y	\$62.73	\$6.27	\$69.00
24/7 Access Card Fee		Y	\$31.82	\$3.18	\$35.00
Suspension Fee per day		Y	\$0.46	\$0.05	\$0.50

### All-In-One Membership

Includes pool access, gym, all group fitness classes including aqua classes, hydrotherapy, rock wall and courts.

### 1 Month Membership

Adult		Y	\$109.09	\$10.91	\$120.00
Concession		Y	\$87.27	\$8.73	\$96.00

### 3 Month Membership

Adult		Y	\$250.00	\$25.00	\$275.00
Concession		Y	\$200.00	\$20.00	\$220.00

### 6 Month Membership

Adult		Y	\$308.18	\$30.82	\$339.00
Concession		Y	\$290.00	\$29.00	\$319.00

### 12 Month Membership

Adult		Y	\$590.00	\$59.00	\$649.00
Concession		Y	\$500.91	\$50.09	\$551.00

Name	RC	Head Of Power	GST	Year 24/25		
				Fee (excl. GST)	GST	Fee (incl. GST)

## Direct Debit (Fortnightly)

No minimum contract, however 30 days notice is required to cancel.

Adult		Y	\$29.00	\$2.90	\$31.90
Concession		Y	\$25.36	\$2.54	\$27.90
Joining Fee		Y	\$62.73	\$6.27	\$69.00
Suspension Fee per day		Y	\$0.46	\$0.05	\$0.50

## Corporate Membership

### Direct Debit (Fortnightly)

Adult		Y	\$25.36	\$2.54	\$27.90
Joining Fee		Y	\$62.73	\$6.27	\$69.00
24/7 Access Card Fee		Y	\$31.82	\$3.18	\$35.00
Suspension Fee per day		Y	\$0.45	\$0.05	\$0.50

## Special Programs - Casual

Sports Ability – Casual		Y	\$5.00	\$0.50	\$5.50
Senior Fit – Casual		Y	\$6.82	\$0.68	\$7.50
Badminton – Casual		Y	\$6.82	\$0.68	\$7.50

## Personal Training - Members

Per 30 minute session		Y	\$40.91	\$4.09	\$45.00
3 x 30 minute sessions		Y	\$109.09	\$10.91	\$120.00

## Sauna

Casual non-member		Y	\$18.18	\$1.82	\$20.00
Casual member		Y	\$13.64	\$1.36	\$15.00
10 Pack non-member		Y	\$136.36	\$13.64	\$150.00
10 Pack member		Y	\$90.91	\$9.09	\$100.00

## Beach Volleyball - Casual

Adult		Y	\$5.00	\$0.50	\$5.50
Concession		Y	\$4.09	\$0.41	\$4.50

## Stadium - Casual

Adult		Y	\$5.00	\$0.50	\$5.50
Concession		Y	\$4.09	\$0.41	\$4.50


## School Groups

Pool – per student - minimum 10 students		Y	\$4.09	\$0.41	\$4.50
Stadium – per student - minimum 10 students		Y	\$4.09	\$0.41	\$4.50
Gym – per student - minimum 10 students		Y	\$5.00	\$0.50	\$5.50



## 13.4 Review of Policies

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 October 2024
	Financial Services Coordinator	<b>ECM Function No/s:</b>

### Recommendation:

THAT Council adopt the amended policies as presented:

1. Non-Current Asset Accounting Policy
2. Portable and Attractive Item Policy
3. PL-FS025 Related Party Disclosure Policy

### REPORT

Council undertakes a review of existing policies and develops new policies if gaps are identified that could assist in improving business practices.

Council officers have performed a review of the following policies with minor changes identified below:

#### Non-Current Asset Accounting Policy

- The fleet recognition threshold has increased from \$5k to \$10k. This is the amount that Council uses to categorise a purchase of plant as an expense (under \$500), as a portable and attractive item (\$500 to \$10,000) or as an asset (over \$10,000).
- The revaluation schedule has been updated to reflect current status as per latest indexation.

#### Portable and Attractive Item Policy

- The only change to this policy is changing the threshold amount to recognise an item as portable and attractive from between \$200 to \$5,000 to \$500 to \$10,000

#### Related Party Disclosure Policy

- There have been only minor changes to the Related Party Disclosure Policy. These are the date reviewed and increased the time for review from 1 year to 3 years. Unless the accounting standard (AASB 124) is changed this policy is unlikely to require any regular changes.

The above-mentioned policies (attached) have been reviewed to ensure that they are consistent with Council's current arrangements, legislation and industry best practices. Feedback has been sought from stakeholders when developing or reviewing the above policies.

## FINANCIAL IMPLICATIONS

The updated policies will assist in improving business practices, increase internal control and accountability resulting in improved financial performance and reporting.

## RISK AND OPPORTUNITY

### Risk

Ineffective policy implementation due to lack of resources and or due inadequate systems in place.

### Opportunity

Business process improvement opportunities identified associated with purchasing, annual stock take and asset registers.

## COMMUNITY ENGAGEMENT

### Internal Consultation

The revised policy has been reviewed by officers and consultation with the Executive Leadership Team will follow.

### External Consultation

Audit Committee Members

## LEGAL / POLICY

### Legislation / Local Law

*Local Government Act 2009*

*Local Government Regulation 2012*

### Corporate Plan

Theme: Performance

Focus Area: Organisational Excellence

Deliverables: Complete, review and continuously improve Asset Management Plans and use them as the basis for prioritising investments in infrastructure renewal, repair and maintenance.

### Policy / Strategy

Long Term Financial Plan

Asset Management Strategy

## ATTACHMENTS

1. Non Current Asset Accounting Policy[↓](#)
2. Portable and Attractive Items Policy[↓](#)
3. Related Party Disclosure Policy[↓](#)



## Non-Current Asset Accounting Policy

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<b>Policy Number:</b>	PL-FS015
<b>Policy Type:</b>	Strategic
<b>Directorate:</b>	Customer and Organisational Services
<b>Department:</b>	Financial Services
<b>Responsible Manager:</b>	Chief Financial Officer
<b>Date Adopted:</b>	29 April 2015
<b>Date to be Reviewed:</b>	13 September 2026
<b>Date Reviewed:</b>	13 September 2024
<b>Date Rescinded:</b>	N/A

### REVISION RECORD

Date	Version	Revision description
08/09/2016	2	Update policy contents as required
04/11/2019	3	Update policy contents as required
07/08/2020	4	Combined Revaluation of Assets Policy with this policy and annual review
28/06/2023	5	Update policy contents as required
13/09/2024	6	Updated policy contents as required

**Non-Current Asset Accounting Policy**

Policy no: PL-FS015

Updated: 28 June 2023

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**Non-Current Asset Accounting Policy**

Policy no: PL-FS015

Updated: 13 September 2024

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## **1    Purpose**

The purpose of this policy is to provide a framework to regulate and provide guidance regarding the identification, recognition and measurement of non-current assets to ensure compliance with the *Local Government Act 2009*, *Local Government Regulation 2012* and applicable Australian Accounting Standards.

## **2    Scope**

This policy applies to all Southern Downs Regional Council (Council) asset accounting related activities for items of property, plant and equipment and intangible assets considered non-current assets which are disclosed within Council's Statement of Financial Position.

This policy applies to all Council employees and relevant contractors and is directly applicable to Asset Custodians and Council officers who have asset management and asset accounting responsibilities.

This policy will be applicable when performing the following functions:

- Acquiring, constructing or developing a non-current asset;
- Accounting for costs incurred in maintaining a non-current asset;
- Renewing, replacing or upgrading the service potential of a non-current asset;
- Revaluing of non-current assets;
- Disposal of non-current assets;
- Accounting for the depreciation or amortisation of non-current assets;
- Reporting and disclosing non-current assets;
- Establishing the useful life and residual values of non-current assets; and
- Testing non-current assets for impairment.

## **3    Legislative Context**

State Government Legislation

- *Local Government Act 2009*
- *Local Government Regulation 2012*

Australian Accounting Standards

- AASB 5 – Non-current Assets held for Sale and Discontinued Operations;
- AASB 13 – Fair Value Measurement;
- AASB 101 – Presentation of Financial Statements;
- AASB 116 – Property, Plant and Equipment;
- AASB 117 – Leases;

**Non-Current Asset Accounting Policy**

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- AASB 136 – Impairment of Assets;
- AASB 138 – Intangible Assets;
- AASB 108 – Accounting Policies, Change in Accounting Estimates and Errors; and
- AASB 1038 – Materiality.

#### 4 **Policy Details**

This policy guides the appropriate accounting treatment of non-current assets that provide future economic benefit to Council and its community. This policy is also necessary to assist in the process of capturing meaningful data for strategic planning purposes (i.e. Asset Management Plans and Long-Term Financial Plans).

The objectives of this policy are to:

- Ensure compliance with Australian Accounting Standards and the Local Government Regulation 2012;
- Ensure all processes undertaken in relation to the content of this policy are appropriately documented and defensible to external audit;
- Ensure all asset movements are recorded in the financial asset register on a timely basis;
- Stipulate how an asset is accounted for on acquisition (including construction and contribution) at initial recognition stage for accounting and reporting purposes;
- Prescribe how to account for costs post initial asset recognition including when to expense or capitalise asset renewal, upgrade or expansion expenditure;
- Ensure the effective management and minimisation of capital work in progress balances;
- Stipulate the valuation methodology and timeframes to be used in valuing non-current assets for accounting and reporting purposes; and
- Prescribe the circumstances as to when an asset can be derecognised from the financial asset register.

##### 4.1 **Asset Classes**

A ‘class’ of non-current assets is a grouping of assets of a similar nature and use in Council’s operations and which, for the purposes of disclosure, is shown as a single item in Council’s general-purpose financial statements. The classes of property, plant and equipment assets are:

Asset Class	Asset Class Examples
Land	Council owned land
Buildings	Community, cultural and commercial buildings, housing, sheds, public amenities.

**Non-Current Asset Accounting Policy**

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Asset Class	Asset Class Examples
Fleet, Plant and Equipment	Office furniture and equipment, computer hardware, motor vehicles, trucks, yellow plant, trailers, mowers and boats.
Transport	Road structures, box culverts, pipes, kerb and channel, footpaths, traffic calming devices, car parks, nodes, roundabouts, bridges and major culverts.
Stormwater	Box culvert, pipe, inverts, manholes, stormwater pits, lined channels and special drainage projects.
Water	Reticulation pipes, bore sites, water towers, buildings, treatment plants, storage facilities.
Sewerage	Treatment plants, pump stations, rising mains, reticulation mains, manholes.
Other Infrastructure	Internal roads and car parks, landscaping, fencing, structures (BBQ shelters, rotundas, gazebos), playground equipment, recreational playing courts, shade covers and irrigation systems, park furniture, fibre optics, boat ramps and pontoons, waste management, solar energy.
Artworks	Paintings, sculptures, crafts, photography, literature, multi-media, digital art
Intangible Assets	Software and licences
Capital Works in Progress	Property, plant and equipment, and intangible assets under construction or in progress, which are not yet in a location and condition necessary for it to be capable of operating in the manner intended by management.

#### 4.2 Asset Recognition

An asset is recognised as a non-current asset in Council's financial asset register if it meets all of the following criteria:

- Council has control over the asset;
- It is probable that future economic benefits associated with the item will flow to Council (including non-cash service benefits);
- The cost or fair value of the asset can be reliably measured;
- The cost or fair value of the asset exceeds Council's asset recognition threshold; and
- The asset is expected to be used for more than one financial year.

Australian accounting standard AASB 116(10) states that under the recognition principle, an asset is to be recognised when costs are incurred. An item that meets the definition of an Asset shall be measured at cost in accordance with AASB 116.

- The cost of an asset will include both the purchase price less deductions (rebates, discounts etc.) and any costs directly attributable to bringing the asset to a location where it can be used as intended.

The table below provides examples of costs that can be directly attributable to the cost of the asset and is capitalised (i.e. capital expenditure) and recorded into the financial asset register. In addition, it also includes examples of costs that are deemed as non-capitalisable costs (operational expenditure) as they are not directly attributable to the cost of an asset and not recorded in the financial asset register.

Capitalisable Costs (Capital Expenditure)	Non – Capitalisable Costs (Operational Expenditure)
<ul style="list-style-type: none"> <li>Contract costs for construction or development of an asset;</li> <li>Labour costs for employees directly involved in the construction, development or acquisition of an asset. This includes any directly attributable labour on-costs;</li> <li>Project management costs;</li> <li>Costs of site preparation;</li> <li>Design costs;</li> <li>Initial delivery and handling costs;</li> <li>Installation and assembly costs;</li> <li>Costs of commissioning the asset;</li> <li>Directly attributable real estate fees, legal costs and associated professional fees;</li> <li>Tender costs;</li> <li>Costs for relocating or reinstating existing assets controlled by Council where: <ul style="list-style-type: none"> <li>✓ They are material in value; and</li> <li>✓ The asset being relocated is replaced, upgraded or subject to major renewal works as part of the relocation and reinstatement process.</li> </ul> </li> <li>Leasing costs in accordance with AASB 16 comprising the following: <ul style="list-style-type: none"> <li>✓ The amount of the initial measurement of the lease liability;</li> <li>✓ For Right-Of-Use assets recognised post adoption of AASB 16, any lease payments made at or before the commencement date of the lease less any lease incentives received; and</li> <li>✓ For Right-Of-Use assets recognised post-adoption of AASB16, any initial direct costs.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Costs associated with feasibility studies, research studies, master plans, concept plans and investigations up to the point when Council formally decides that a capital project will be undertaken;</li> <li>Costs of opening a new facility;</li> <li>Costs associated with operating an existing asset (refer below commentary regarding operating expenditure);</li> <li>Costs associated with decommissioning an existing asset when it is removed from service;</li> <li>Costs of introducing a new product or service (including advertising and publicity);</li> <li>Periodic software maintenance and licence agreement charges;</li> <li>Costs for relocating or reinstating existing assets controlled by Council where: <ul style="list-style-type: none"> <li>✓ They are not material in value; or</li> <li>✓ The asset being relocated is not being replaced, upgraded or subject to major renewal works as part of the relocation and reinstatement process.</li> </ul> </li> <li>Costs associated with the reinstatement of assets not controlled by Council. For example, reinstating the surface and pavement of State controlled roads as part of stormwater works;</li> <li>Inspection costs where no physical upgrade, refurbishment or replacement of an asset is undertaken. This includes any outlay associated with the assessment of asset condition;</li> <li>Interest charged on borrowings to fund asset purchases.</li> </ul>

### 4.3 Operating Expenditure

Operational expenditure encompasses all costs associated with general maintenance and operations of an asset. These costs should be expensed when incurred. The useful life of an asset used for depreciation

purposes is determined assuming appropriate levels of general maintenance expenditure at appropriate intervals. Cleaning carpets, building repainting, pothole maintenance in roads and clearing drains are all examples of general maintenance.

A similar principle applies to minor repairs such as treating cracking in road seals or replacing an oil filter in a motor vehicle. As such, general maintenance and repair work is comparatively minor in nature and does not significantly renew service potential, expand service potential or extend life expectancy beyond that originally intended.

Similarly, the cost of operating an asset is not capitalised but expensed when it is incurred. The cost of staff to run a facility, fuel and power, corporate overheads and any asset inspection costs are additional examples of operational expenditure.

#### 4.4 Contributed or Gifted Assets

Assets acquired for no cost or nominal consideration including subdivisions are recognised at fair value. Recognition of these Assets are covered in Council's Contributed Asset Policy.

#### 4.5 Intangible Assets

Assets that include software predominantly purchased from external providers, internally developed or purchased software transferred from a state or federal government agency shall be recognised at cost, including all costs directly attributable in preparing the asset for its intended use. This will include purchase, fees to register a legal right, systems configuration and costs incurred in testing the system pre-production in accordance with AASB 138 Intangible Assets.

#### 4.6 Portable and Attractive Items

Some items, whether above or below the capitalisation threshold, may be at risk of theft or loss. Items considered to be "Portable and Attractive" are to be recorded in the respective Portable and Attractive Items Register as detailed in Council's Portable and Attractive Items Policy.

#### 4.7 Asset Recognition Thresholds

Recognition thresholds to be applied on initial acquisition of an asset (includes network assets) are as follows:

Asset Class	Threshold
Land	No threshold <sup>1</sup>
Buildings	\$10,000
Fleet, Plant and Equipment^	\$10,000
Infrastructure*	\$10,000
Artworks	\$1
Intangible Assets	\$10,000

^ Effective from 1 July 2024

\* Buildings, Transport, Stormwater, Water, Sewerage, Other Infrastructure assets

<sup>1</sup> Minor land parcels (< 100m<sup>2</sup> or less than 3m in width) have no market value and possess limited or negligible service potential. Due to materiality these minor land parcels are recorded in Council's financial asset register at nominal value.

#### 4.8 Capital Costs on Assets after Initial Recognition

Once the asset is in the location and condition necessary for it to be capable of being operated in the manner intended, costs will no longer be of a capital nature. However, costs on assets incurred after initial recognition are to be capitalised whenever the associated work either renews, extends or upgrades the asset's underlying service potential.

#### 4.9 Asset Valuation Method

On initial recognition financial assets will be measured at fair value based on the cost of the asset. Where an asset is acquired at no cost (i.e. developer contributed assets) or for nominal consideration, the value is deemed to be its fair value at the date of acquisition. Fair value is deemed to be either:

- Market Value if there is market evidence; or
- Depreciated Current Replacement Cost if there is no market evidence.

Where an asset was acquired in prior financial years and has yet to be recorded in Council's financial asset register, the asset is to be brought to account at the fair value as at the date of recognition.

The valuation method, cycle and frequency applicable to each asset class subsequent to initial recognition is as follows:

Financial Asset Class	Planned Revaluation Cycle	Measurement Model	Maximum Frequency of Revaluations	
			Comprehensive	Interim
Land	2027	Revaluation	5 years	1 year
Buildings	2027	Revaluation	5 years	1 year
Fleet, Plant and Equipment	N/A	Cost	NA	NA
Transport	2026	Revaluation	5 years	1 year
Stormwater	2026	Revaluation	5 years	1 year
Water	2028	Revaluation	5 years	1 year
Sewerage	2028	Revaluation	5 years	1 year
Other Infrastructure*	2026	Cost	5 years	1 year
Artwork	2025	Revaluation	5 years	1 year
Intangibles	N/A	Cost	NA	NA

\*Revaluation measure from 1 July 2024

Cost model - Assets are carried at their initial cost, less any accumulated depreciation and any accumulated impairment losses.

Revaluation model – Assets that are in their first year of capitalisation are carried at their initial cost, less any accumulated depreciation and any accumulated impairment losses. Subsequent to their first year of capitalisation, assets are carried at their depreciated current replacement cost. For assets that have not yet

been subject to a formal appraisal, depreciated current replacement cost increment or decrement factors will be applied to the initial asset cost.

#### **4.10 Depreciation**

Depreciation is the allocation of the depreciable amount (cost) of an asset over its useful life to reflect the consumption, or using up, of the asset. The method and rate of depreciation will be based on accepted patterns of consumption by Local Government, the experience of localised conditions and verification from an independent valuer.

Council uses the straight-line method to depreciate tangible non-current assets (other than land and artworks, which are not subject to depreciation or amortisation).

The Straight-line Depreciation approach is where consumption of benefits is in a uniform manner over the useful life of the asset, calculated on asset cost less residual value.

Asset depreciation and amortisation parameters, useful lives, asset condition (used to assess remaining useful lives) and residual values are to be reviewed with sufficient regularity to ensure that they are representative of current conditions and expectations at the end of each financial year. The remaining useful life of an asset should be reassessed whenever a major addition or any significant partial disposal is processed.

#### **4.11 Asset Revaluations**

To ensure financial information relating to assets continues to satisfy the criterion of relevance, periodic revaluations are required to be performed. The frequency of revaluations relies on striking a balance between presenting relevant and timely information and the cost of obtaining such information. To strike this balance periodic comprehensive revaluations are combined with interim desktop reviews.

The *Local Government Act 2009* does not prescribe a generic asset revaluation threshold limit. Sampling techniques may be used to revalue classes of assets for both interim and comprehensive valuations. Sampling techniques must be statistically valid.

##### **4.11.1 Frequency of Comprehensive Revaluations**

A full revaluation of all applicable Council asset classes will be undertaken at least once every five years. However, when an asset class has significant and volatile changes in fair value a revaluation should be undertaken on a more frequent basis. The concept of materiality contained in AASB 1031 Materiality should be considered in determining whether the change is significant or volatile and whether only those material assets in the class should be revalued.

If an item of property, plant and equipment is revalued, the entire class of property, plant and equipment to which that asset belongs shall be revalued. Complex asset components are measured on the same basis as the assets to which they relate, e.g. the building asset class is valued at fair value therefore each building component is valued at fair value.



Full revaluations should be completed within one financial year; however, it is permissible to complete the process over two concurrent financial years whenever deemed necessary due to resource or data management limitations.

#### **4.11.2 Interim Valuations**

If there has been no material movement of fair value requiring consideration of a full revaluation for an asset class, indices/desktop updates, either supplied by a qualified valuer or internal qualified staff, may be applied for the intervening years until a full revaluation is undertaken. There must be sufficient evidence retained that the index used is robust, valid and appropriate to the asset class. If an index is not applied in the prior year the index will then be cumulative.

Interim valuations should reference relevant Australian Bureau of Statistics price indices or other reliable measures that can be used to estimate the current values of the asset class. Council will consider the cost benefit of recognising interim valuation changes each year on a case by case basis taking into consideration materiality and financial sustainability considerations.

#### **4.11.3 Materiality**

Materiality plays an essential part in the decision-making process and preparation of the general-purpose financial statements. This is because information contained or omitted can impair its usefulness to users. Materiality is a concept which requires professional judgment. An omission or misstatement of an item is material if, individually or collectively, it would influence the economic decisions of users of the financial statements or the accountability of management or governing body.

In assessing materiality, the size and nature of the omission or misstatement are usually evaluated together. The surrounding circumstances will also be considered.

The annual level of materiality will be aligned with the thresholds agreed with the Queensland Audit Office (QAO) and included the QAO Annual External Audit Plan for Council.

#### **4.11.4 Annual Non-Current Asset Reviews**

Asset depreciation rate, remaining useful life, impairment and residual value are to be reviewed at least on an annual basis by asset custodians and management to ascertain if any amendments are required.

#### **4.11.5 Revaluation Increments and Decrements**

Revaluation increments and decrements must be accounted for in accordance with AASB 116. The application of fair value concepts is accounted for in accordance with AASB 13.

If the fair value of the asset class increased as a result of the revaluation, the net increment must be credited to the asset revaluation surplus for that asset class. However, when the net revaluation increase reverses a previous decrement that was recognised in the profit and loss as an expense for that asset class, the net revaluation increase must be recognised in the profit and loss as income to the extent of the previous decrement.

Net revaluation decrements for each asset class must be recognised in the profit and loss, except to the extent it reverses a previous increment for that asset class which was recognised in the asset revaluation surplus and there is a positive balance in the asset revaluation surplus to absorb the new decrement.

Increments and decrements for individual asset revaluations are offset within the relevant asset class revaluation surplus.

#### **4.11.6 Valuation Sampling Techniques**

Sampling techniques may be used to revalue classes of assets for both interim and comprehensive valuations, ensuring that sampling techniques are statistically valid.

#### **4.11.7 Intangible Assets**

If an intangible asset is revalued, only the accumulated amortisation at the date of the revaluation is restated proportionately with the change in the gross carrying amount of the assets. The carrying amount of the assets after revaluation will equal the revalued amounts.

If an intangible asset (which has never been revalued) cannot be revalued because there is no active market for the asset, the asset is to be carried at its cost less any accumulated amortisation or impairment losses.

If the fair value of a revalued intangible asset can no longer be determined by reference to an active market, the carrying amount of the asset is to be its revalued amount at the date of the last revaluation by reference to the active market less any subsequent accumulated amortisation and any subsequent impairment losses.

The fact that an active market no longer exists for a revalued intangible asset may indicate that the asset may be impaired and that it needs to be tested in accordance with AASB 136 *Impairment of Assets*.

If the fair value of the asset can be determined by reference to an active market at a subsequent measurement date, the revaluation model is applied from that date.

#### **4.11.8 Disclosure in the Financial Report**

The following disclosures shall be made in the financial statement in respect of asset revaluations:

- The effective date of the revaluation;
- Whether that valuation was completed internally or by an independent external party;
- The method and significant assumptions underlying the valuation;
- The extent to which the item's fair values were determined directly by reference to observable prices in an active market or recent market transactions on arm's length terms or were estimated using other valuation techniques;
- The net amount of asset revaluation increments less decrements for each class of non-current assets; and
- Details of the basis on which interim revaluations are made.

#### **4.12 Non-Current Asset Derecognition**

A financial asset is to be derecognised and removed from the financial asset register whenever:

- The asset is destroyed, abandoned or decommissioned with no future economic benefit expected to be generated from its use
- The asset is scrapped, sold or traded
- The asset is lost or stolen; or
- Control of the asset is transferred to another entity

All assets derecognised from the financial asset register require authorisation by the respective Asset Custodian.

Partial disposal of an infrastructure asset is to occur whenever:

- A significant component or section of an infrastructure asset is destroyed, abandoned or decommissioned with no future economic benefit expected to be generated from its use; or
- Major renewal works have been undertaken resulting in a significant component or section of an infrastructure asset being replaced.

Derecognition should be accounted for in the same financial year in which the asset was removed from service.

#### **4.13 Work in Progress**

Work in Progress balances are to be reviewed at least monthly to ensure that they are cleared no later than six months after practical completion or prior to full revaluation of the pertinent asset class, whichever occurs first.

#### **4.14 Minor Assets**

The acquisition of minor assets lower than the relevant asset recognition threshold is treated as an expense and is recorded in the Attractive Items Register. All Departments within Council are responsible for maintaining their own Attractive Items Registers which is subject to periodic internal or external audit. The registers are to be in common format and include description, details of location, responsible officer, serial numbers, acquisition and disposal or transfer details.

Items in the attractive items register are to be identified by marking or engraving to reduce the likelihood of theft or aid police recovery. Thresholds relating to minor assets are disclosed in the Expenditure Classification Procedure.

## 5 Definitions

Term	Meaning
Amortisation	The systematic allocation of the cost of an intangible asset (less any residual value) over its useful life to reflect patterns of periodic consumption of the asset.
Asset	Future economic benefits controlled by Council as a result of past transactions or other past events.
Asset Class	Grouping of non-current assets of a similar nature and the lowest level of information on non-current assets included within Council's financial statements.
Asset Custodian	Council officer accountable for management of an asset.
Asset Recognition	The process whereby a non-current asset is included in the financial asset register and therefore recognised on Council's Statement of Financial Position.
Capital Expenditure	Costs incurred over the life of an asset of a nature that either renew, extend or upgrade the asset's underlying service potential.
Carrying Amount	The amount at which an asset is recorded (either at cost or fair value) within the financial asset register after deducting any accumulated depreciation and accumulated impairment losses. This is the same as an asset's written down value or net book value.
Contributed Asset	An asset that is acquired by Council at nominal or no cost, usually by way of an agreement with property developers, through State Government arrangements or bequeathed to Council.
Cost	Amount of cash or cash equivalent paid or the fair value of any other consideration given to acquire an asset at the time of its acquisition or construction.
Control	Ability of Council to obtain benefits flowing from the asset and to restrict the access of others to those benefits.
Decommissioning	Removal, demolition, or elimination of an asset's service potential, resulting from a specific management decision.
Depreciable Amount	The cost of an asset, or other amount substituted for cost, less its residual / salvage value.
Depreciation	The systematic allocation of the depreciable amount of an asset over its useful life to reflect patterns of periodic consumption of the asset.
Design Life	Expected period of time an asset can be used based on its design characteristics. Can be greater than the period of time Council intends to use an asset.
Economic Life	The period over which an asset is expected to be

Term	Meaning
	economically useful to Council. For example, a vehicle may be replaced after 2 years for economic reasons even though its design life may exceed 15 years.
Fair Value	The price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.
Financial Asset Register	Repository of financially recognised non-current assets and related information used primarily for financial accounting purposes.
Full Revaluation	The process whereby the fair value of all assets within an asset class are updated in line with current market values or replacement cost and remaining useful life along with residual value are reassessed.
Future Economic Benefits	In respect to not for profit entities such as Council, future economic benefits refer to the ability of an asset to provide goods or services in accordance with the organisation's objectives.
Gross Carrying Amount (aka Gross Value)	The amount at which an asset is recorded (either at cost or fair value) within the financial asset register, excluding any deduction for accumulated depreciation or accumulated impairment losses.
Intangible Asset	An identifiable non-monetary asset without physical substance.
Interim Valuation	Desktop review of asset values recorded in the financial asset register, whereby all assets within an asset class are adjusted by an indexation factor.
Impairment	Decrease in service potential of an asset as a consequence of an irregular event or catastrophe, resulting in its recoverable amount being less than its carrying amount.
Infrastructure	Typically, large interconnected networks or programs of composite assets. The components of these assets may be separately maintained, renewed, replaced or disposed of, so that the required level and standard of service from the network of assets is continuously sustained. Generally, the components and hence the assets, have long lives. They are fixed in place and rarely have any market value.
Maintenance Expenditure	Recurrent planned and unplanned expenditure, which is periodically or regularly required as part of Council's maintenance plan to ensure that the asset is kept in an operational state, achieves its useful life and provides the required level of service.
Market Value	The price that would be received to sell an asset in an orderly transaction between market participants, excluding transaction costs but inclusive of any

## Non-Current Asset Accounting Policy

Policy no: PL-FS015

Updated: 13 September 2024

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Term	Meaning
	transport cost.
Non-Current Asset	An asset held by Council for use rather than exchange and which provides an economic benefit for a period greater than one year.
Operating Expenditure	Encompasses all costs associated with operating an asset (ie electricity, fuel, staff, plant and equipment on costs and corporate overheads)
Recognition Threshold	Value, which an asset should exceed on acquisition before it is recognised within the financial asset register and Council accounts.
Recoverable Amount	The higher of an asset's fair value less costs to sell and its value in use.
Remaining Useful Life	The remaining operational life of an asset in service, irrespective of the period an asset has been in use or its design life or initial useful life when first recognised.
Renewal Works (aka Asset Renewal)	Capital works that reinstates some or all of the original service potential of an asset
Replacement Cost	The current cost to replace or reproduce an asset based on similar operating conditions.
Residual Value (aka Salvage Value or Scrap Value)	The estimated amount that would be obtained today from the disposal of an asset, after deducting the estimated costs of disposal, if the asset were already of the age and in condition expected at the end of its useful life.
Service Potential	The capacity to provide goods and services in accordance with Council's objectives.
Useful Life	The period of time an asset is intended to be used by Council, which is estimated when the asset is initially put into service.
Written Down Value	The amount at which an asset is recorded (either at cost or fair value) within the financial asset register after deducting any accumulated depreciation and accumulated impairment losses. This is the same as an asset's carrying amount or net book value.

## 6 Related Documents

- Southern Downs Regional Council Contributed Asset Policy
- Southern Downs Regional Council Portable and Attractive Items Policy
- Queensland Treasury Non-Current Asset Policies for the Queensland Public Sector



## Portable and Attractive Item Policy

<b>Policy Number:</b>	PL - 128
<b>Policy Type:</b>	Operational
<b>Department:</b>	Customer and Organisational Services
<b>Section:</b>	Financial Services
<b>Responsible Manager:</b>	Chief Financial Officer
<b>Date Approved:</b>	27 June 2023
<b>CEO Signature:</b>	
<b>Date to be Reviewed:</b>	13 September 2026
<b>Date Reviewed:</b>	13 September 2024
<b>Date Rescinded:</b>	

### REVISION RECORD

Date	Version	Revision description
27/06/23	1	New policy adopted
13/9/24	2	Policy Reviewed and Updated

**Portable and Attractive Item Policy**

Policy no: Insert Policy Number

Updated: 13 September 2024

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## 1 Purpose

This policy details how to account for and manage Portable and Attractive Items (PAIs). Council has significant items that are, by their nature and value, particularly susceptible to theft or loss. These items are referred to as Portable and/or Attractive Items (PAIs).

## 2 Scope

PAIs are those items that, due to their nature and value, have the following characteristics:

- are in particular subject to the risk of loss or theft due to their desirability;
- have a GST exclusive value of between \$500 to \$10,000 (capitalisation threshold);
- are readily moveable/detachable and easily portable; and
- may be easily concealed and readily disposed of.

## 3 Procedure

On the basis of the above characteristics and without restricting the application of this section, Council has determined that the following items will be classified as PAIs:

- Cameras, video and audio equipment;
- Mobile phones;
- Drones;
- Power tools/trade equipment;
- Floating plant/loose tools; and
- Any other items so classified from time-to-time by the Director Customer and Organisational Services.

Laptops/notebooks/netbooks and similar handheld devices are considered to be networked assets and are covered under the Non-Current Asset Accounting Policy.

## 4 Asset Recording

To facilitate effective internal control over these items, each item will be individually recognised and maintained in the Council's Portable and Attractive Items Register by the Assets Accountant.

The Portable and Attractive Items Register must be regularly maintained and should contain the following information as a minimum:

- A description of the asset;
- The location of the asset;
- Acquisition date;
- The serial or model number;
- Asset value;
- Custodian and Direct Supervisor details;
- Date of stocktake; and
- Any other relevant details
- PAI number

All costs for portable and attractive items are to be expensed using the appropriate natural account as determined by Council's chart of accounts.

PAIs are removed from the register when they are disposed of due to being obsolete, surplus or damaged beyond repair or lost or stolen. Ideally, items should be removed at the time of the disposal, however items that are lost or stolen may only be identified during a stocktake (see section 6).

## **5 Asset Care and Use**

All staff responsible for PAIs will ensure all possible means are taken for its proper use in accordance with the manufacturer's directions and safekeeping.

Any damage incurred or repairs required will be brought to the attention of the relevant Manager as soon as possible.

PAIs no longer required are to be returned to the relevant Manager for disposal in accordance with Council's Asset Disposal Policy or reallocation within Council.

## 6 Stocktake

Each Manager or Coordinator (in conjunction with the Assets Accountant) will be responsible for ensuring that a stocktake of all registered PAIs within their section is carried out on a regular basis, but at a minimum annually. In addition, all registered portable and attractive items will be subject to spot audits on a periodic basis by the Director Customer and Organisational Services or their delegate, to ensure that adequate control over these items has been maintained.

Audits may take the following form:

- In conjunction with tag and testing
- Recognition of existence through regular servicing/maintenance schedules
- Include a condition rating

Outcomes of the stocktake will be reported to the Director Customer and Organisational Services, highlighting those items identified as lost, stolen or unaccounted for in detail. The Custodian's Manager will also be advised of any discrepancy.

## 7 Reporting

A report will be produced at least annually for each Manager outlining the staff who are noted as Custodians of PAIs and the last time the item was part of a stocktake and where applicable, the condition of the item.

Outcomes of the annual stocktake will be reported to Director Customer and Organisational Services (refer section 6).

## 8 Disposal of Portable and Attractive Items

Disposal of PAIs will be undertaken in accordance with Council's Asset Disposal Policy.

## 9 Definitions & Principles

In this Policy unless the contrary intention appears:

Term	Meaning
Asset Custodian	Council Officer who is responsible for the control of the budget, maintenance, future direction and Council benefits of the Asset or Asset Class.
Delegate	An officer with delegated authority pursuant to either a resolution of Council or written instrument signed by the Chief Executive Officer.

## 10 Related Documents

- Southern Downs Regional Council (SDRC) Contributed Asset Policy
- SDRC Non – Current Asset Accounting Policy
- SDRC Capitalisation Procedure
- SDRC Procurement Policy
- SDRC Procurement Handbook



## Related Party Disclosure Policy

<b>Policy Number:</b>	PL-FS025
<b>Policy Type:</b>	Strategic
<b>Directorate:</b>	Customer and Organisational Services
<b>Department:</b>	Financial Services
<b>Responsible Manager:</b>	Chief Financial Officer
<b>Date Adopted:</b>	23 June 2016
<b>Date to be Reviewed:</b>	June 2027, or on update to Australian Accounting Standard AASB 124
<b>Date Reviewed:</b>	16 October 2024
<b>Date Rescinded:</b>	N/A

### REVISION RECORD

Date	Version	Revision description
26/06/18	1	Annual Review
03/06/19	2	Annual Review
24/06/19	3	Annual Review – minor amendments to section 5.2.3
30/06/20	4	Annual Review
05/05/2022	5	Annual Review
09/05/2023	6	Annual Review – change to KMP

**Related Party Disclosure Policy**

Policy no: PL-FS025

Updated: 30 June 2020

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## **1 Policy Background**

Councils are required to prepare financial statements annually and these must be prepared in compliance with the Local Government Act, the Local Government Regulation and Australian Accounting Standards. AASB 124 – Related Party Disclosures has been amended to include Public Sector entities from 1 July 2016.

## **2 Purpose**

This policy is to provide guidance for determining who the related parties of Council are, what equates to related party transactions and how to record them.

## **3 Scope**

This policy applies to key management personnel and related parties of Southern Downs Regional Council.

## **4 Legislative Context**

- AASB 124 – Related Party Disclosures
- *Local Government Act 2009*
- *Local Government Regulation 2012*, Part 3, Division 1

## **5 Policy Details**

### **5.1 Identifying related parties and transactions**

#### **5.1.1 Entities related to Council**

These are entities that are controlled by Council, jointly controlled by Council or over which Council has significant influence. Payments to these entities will be identified through Council's accounts payable system, with non-monetary transactions reviewed through Council's document management system.

#### **5.1.2 Key Management Personnel (KMP)**

Key management personnel have been defined for this policy as elected members, the Chief Executive Officer, directors and managers who have acted in the role of director.

All key management personnel are responsible for self-assessing their own related parties and close family members on an annual basis. All related parties must be included in the self-assessment. Key management personnel are responsible for keeping the Chief Executive Officer updated when any changes to those related parties occur outside of those times.

Self-assessment will be recorded on the Related Party Declaration form.

Transactions with related parties will be identified through Council's accounts payable, accounts receivable, applications, payroll and document management systems.

### **5.1.3 Close family member of KMP**

Close family members are people who can be expected to influence or be influenced by key management personnel.

Key management personnel will identify close family members (see definitions) through the self-assessment process.

Transactions with those applicable close family members will be identified through Council's accounts payable, accounts receivable, applications, payroll and document management systems.

### **5.1.4 Entities controlled or jointly controlled by close family members of key management personnel**

Key management personnel will identify all entities that are controlled or jointly controlled by close family members through the self-assessment process.

Transactions with those applicable entities will be identified through Council's accounts payable, accounts receivable, applications, payroll and document management systems.

### **5.1.5 Types of related party transactions that are to be included**

The types of transactions that need to be captured for analysis to be included in the related party disclosure are as follows:

- Grants and subsidy payments made to associated entities of Council
- Non-monetary transactions between Council and associated entities of Council
- Other goods and services provided by Council to associated entities of Council
- Compensation made to key management personnel
- Fees and charges charged to related parties
- Infrastructure contributions and application fees from related parties
- Purchase of materials and services from related parties
- Employee expenses for close family members of key management personnel

## **5.2 Assessment of Related Party Transactions**

### **5.2.1 Materiality**

Once the related party transactions have been identified they will be analysed by the CEO and those found to be of a material nature will be disclosed in the financial statements.

For the purposes of this policy any transaction where the aggregate amount involved will be expected to exceed \$10,000 in any financial year will be disclosed in the annual financial statements.

### **5.2.2     Ordinary Citizen Transactions**

Ordinary citizen transactions (see definitions) are those transactions that are made on an arm's length basis between Council and related parties that an ordinary citizen of the community would transact with the Council. Examples of these are rates payments for properties owned by the related party and dog registration payments.

Council will identify all transactions between Council and related parties. Any that are deemed to be ordinary citizen transactions (see definitions) will not be required to be disclosed in the annual financial statements.

Transactions between Council and related parties that would normally be considered to be ordinary citizen transactions but where the terms and conditions differ from normal practice will not be considered to be an ordinary citizen transaction for the purposes of this policy. These will be disclosed in Council's annual financial statements in the related party disclosure.

### **5.2.3     Identification of all related party transactions**

Capture of all related party transactions will be completed to allow a full assessment of related party transactions. This will allow Council's external auditors to perform a full analysis of the entire process that results in the related party transaction disclosure in the annual financial statements.

### **5.2.4     Privacy**

Council's Chief Financial Officer will endeavour to ensure that only those staff and external auditors that are involved in preparing the related party disclosure will have access to the Related Party Declarations and related party transactions.

## **5.3     Disclosure**

The related party disclosure will include the nature of the relationship and information about transactions, outstanding balances and commitments.

Transactions will only be included in the disclosure within the annual financial statements if the transaction has occurred or there is a commitment that it will occur. The types of disclosures will be relationships, transactions, outstanding balances and commitments.

If an elected member or staff member is affected by the related party disclosure they will be given a copy of the disclosure for comment before the external audit is finalised. All comments will be considered however any deviations from the standard or policy will not be included in the final disclosure. The CEO will give the final approval of what will be contained in the disclosure.

## 6 Definitions


Term	Meaning
Related parties	A person or entity that is related to the entity that is preparing its financial statements (taken from AASB 124). For the purpose of this policy related parties are entities related to council, key management personnel and close family members of key management personnel of Southern Downs Regional Council.
Key Management Personnel	People that have authority and responsibility for planning, directing and controlling the activities of the entity, either directly or indirectly (taken from AASB 124). For the purposes of this policy key management personnel are elected members, the chief executive officer, directors and managers who have acted in the role of director during the financial year.
Close family members	Close family members are people who can be expected to influence or be influenced by key management personnel. This includes but is not limited to spouse or partner, children and dependents, children and dependents of spouse or partner and possibly parents and grandparents and other family members. Other family members that would expect to influence or be influenced by KMP need to be included as close family members.
Arm's Length Transaction	A transaction between two related parties that is conducted as if they were unrelated, so that there is no question of conflict of interest.
Ordinary Citizen Transactions	Transactions that are made on an arm's length basis between the Council and key management personnel and their close family members that an ordinary citizen of the community would transact with the Council. This includes but is not limited to payment of rates for properties owned by the key management personnel and dog registration.
Normal Terms and Conditions	The standard rules governing transactions between Council and all external bodies. These can be governed by policies, legislation or accepted business practices.

## 7 References

State of Queensland, Department of Infrastructure, Local Government and Planning fact sheets and examples on Related Party Disclosures.

## 13.5 Public Asset Naming Proposal - Matthew Denny

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 October 2024
	Manager Community Services	<b>ECM Function No/s:</b>

### Recommendation

THAT Council undertakes a public consultation process with the broader community, seeking public feedback on:

1. Naming the Allora Cricket Ground discus ring after Matthew Denny; and
2. Creating a walking path in Dalrymple Park, featuring markers that highlight the distance of the various records achieved by Matthew Denny.

### REPORT

#### Background

Matthew Denny (born 2 June 1996) grew up in the small town of Allora and is an Australian athlete specialising in the discus throw (source: [Matthew Denny - Wikipedia](#))

Matthew Denny is the only Australian man to win an Olympic throws medal, with his bronze performance in Paris (source: [At last: Olympic podium for D... | Australian Olympic Committee \(olympics.com.au\)](#))



## Report

With the success of Mr Denny at the recent 2024 Paris Olympics, Council is considering recognising Mr Denny's accomplishments by proposing to name the Allora Cricket Ground discus ring in Mr Matthew Denny's honour. In addition, Council has proposed to create a set of markers on an existing walking path in Dalrymple Park, highlighting the various records achieved by Mr Denny throughout his career.

## Conclusion/Summary

In accordance with the *Roads and Places Naming Policy PL-IS092, clause 4.6 (3)*, Council officers are now putting forward the proposal for Council consideration to go out for official public consultation. Should this consideration be approved, the proposal, as recommended, will then (4) be available for public comment for a minimum period of 21 calendar days, with a future report to then be tabled to Council on the outcome of that engagement.

## FINANCIAL IMPLICATIONS

Nil, however, if Council approves naming the discus ring and/or placing markers along a pathway within the park, a cost will be incurred for both installation and ongoing maintenance.

## RISK AND OPPORTUNITY

### Risk

Nil

### Opportunity

Nil

## COMMUNITY ENGAGEMENT

### Internal Consultation

Manager Sustainability and Strategy

Manager Parks and Operations

### External Consultation

Nil

## LEGAL / POLICY

### Legislation / Local Law

*Local Government Act 2009*

### Corporate Plan

#### Goal 2      Our Places

**Outcome:**    2.1    Public places and open spaces are safe, well maintained and liveable.

- Objective:** 2.1.2 Identify, facilitate and promote community-led place making, activation of public places and opportunities to enhance and activate the urban environment.
- Outcome:** 2.2 Public places, services and facilities are accessible, sustainable and cost effective.
- Objective:** 2.2.1 Facilitate and plan for safe, accessible and affordable infrastructure, housing, health and communication services for the community, visitors and industry.

**Policy / Strategy**

*Roads and Places Naming Policy PL-IS092*

**ATTACHMENTS**

1. Council Letter to Mr Matthew Denny [↓](#)
2. Mr Matthew Denny Response [↓](#)





Friday, 20 September 2024

Matthew Denny

Email: [REDACTED]

Dear Matthew

**Proposal to name the discus ring at the Allora Cricket in your honour**

On behalf of the Southern Downs Regional Council, I would like to extend our heartfelt congratulations on your outstanding achievement at the Paris 2024 Olympics.

In recognition of your accomplishments, Council is proposing to name the discus ring at the Allora Cricket Ground in your honour. Additionally, we are considering the creation of a walking path in Dalrymple Park, featuring markers that highlight the distances of your various records throughout your career.

At this stage, we are seeking your permission and support to advance this proposal. Should you have any reservations, we will not proceed further. In addition to your support, there are additional steps that Council must follow to make this proposal a reality.

If you have any questions or require additional information regarding this proposal, please do not hesitate to contact us.

Yours faithfully

A handwritten signature in black ink, appearing to read "Jon Charles".

Jon Charles

**Manager Sustainability and Strategy**

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

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

Southern Downs online



**From:** Matty Denny [REDACTED]  
**Sent:** Saturday, 21 September 2024 8:10 AM  
**To:** Alisi Malolo [REDACTED]  
**Subject:** Re: Southern Downs Regional Council - Letter to Matthew Denny

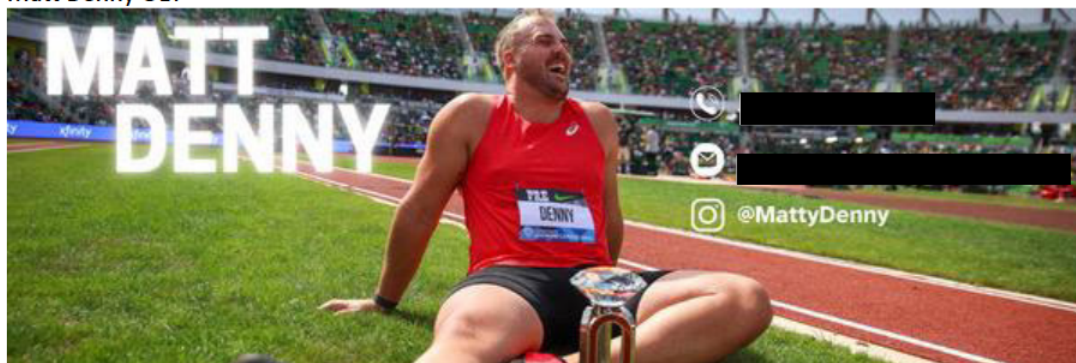
Hi Alisi,  
Thanks for forwarding this on. Please pass these words onto Jon.

Thank you so much for the kind words and the incredible proposal. I'm truly honoured by the suggestion to name the discus ring at the Allora Cricket Ground after me and to create a walking path in Dalrymple Park showcasing my records. It's humbling to think about being recognized in such a meaningful way within the community that means so much to me.

I'm happy to give my support for the proposal. Please let me know if there's anything else you need from me as you move forward with the necessary steps.


Thanks again for this thoughtful gesture—it truly means the world to me.

Cheers,  
Matt Denny OLY



### 13.6 Eastern Suburbs Junior Rugby League Warwick Inc. - Lease - At Lot 46 ML1315, located at Jackie Howe Drive, WARWICK

#### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 October 2024
	Land Management Officer	<b>ECM Function No/s:</b>

#### Recommendation

THAT Council note the current status and progress made in relation to the Eastern Suburbs Junior Rugby League Warwick Incorporated lease arrangement for lot 46 on ML 1315.

#### REPORT

##### Background

Eastern Suburbs Junior Rugby League Warwick Incorporated, currently lease Lot 46 on ML1315, at Jackie Howe Drive, Warwick. The Club occupy the clubhouse located on the lease area. Please refer to Attachment 1 for a map of the Lease Area.

Recently, Council was made aware of the financial difficulties faced by the Eastern Suburbs Junior Rugby League Warwick Inc and the possibility of the Club not being able to fulfill their lease agreement obligations.

The current lease is from the period of 1 July 2018 to 30 June 2028.

##### Report

Eastern Suburbs Junior Rugby League Warwick Incorporated had been issued a formal notice of breach letter in June. The letter was to seek various items to verify the Club's status, such as certificate of insurance, certificate of incorporation and annual return, event program, copies of recent minutes and payment of rent. The letter was sent to the Club's address, which was returned unclaimed. An email copy of the letter was sent to the Club's President.

At that time, the Club's President had notified Council about the internal financial challenges the Club was facing due to the departure of committee members, which also led to a decrease in number of players, resulting in significant hardship and viability issues for the Club.

A new Committee has been formed following a meeting on the 27<sup>th</sup> August 2024. The new President indicated the Club has had immense support from the Local community who would like to see the Club's contribution and commitment to the community continue.

Earlier on this month, there was a meeting organised with Council's Land Management officer and the Eastern Suburbs Junior Rugby League to discuss the Club's viability. The new Committee have advised that they are in the process of addressing the requirements of their lease agreement.

The club consists of passionate volunteers and members of the public, some of whom have had their families involved with the club since they started. The Club have had a couple of expression

of Interest submitted to them from other community groups, such as Warwick Touch to have a sub-lease agreement with them. This is still at a proposal discussion stage between the two clubs. Councils Land Management team have been working with the Club to assist them. There will be a review and a check in done with the Club's committee on a bimonthly basis. The Club is currently working on providing the requested information in the letter which was issued in June 2024.

### **Conclusion/Summary**

Eastern Suburbs Junior Rugby League Warwick Incorporated, have indicated that they would like to continue with their existing lease and are confident that they will be able to overcome this current hurdle and continue as a club for many years to come. Council staff will continue to work with the new committee to ensure lease conditions are adhered to. No further action is proposed at this stage.

### **FINANCIAL IMPLICATIONS**

Minimal financial implications to Council.

### **RISK AND OPPORTUNITY**

#### **Risk**

Minimum risk exists at the moment with this decision as the club does not have current events planned.

#### **Opportunity**

An opportunity for the Club to get back on their feet, and for Council to fulfill part of their Corporate plan of building confidence in the community by being empathetic and by actively listening.

### **COMMUNITY ENGAGEMENT**

#### **Internal Consultation**

Internal Consultation involves land management and community services officers.

#### **External Consultation**

External consultation involves contact with club representatives.

### **LEGAL / POLICY**

#### **Legislation / Local Law**

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

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

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

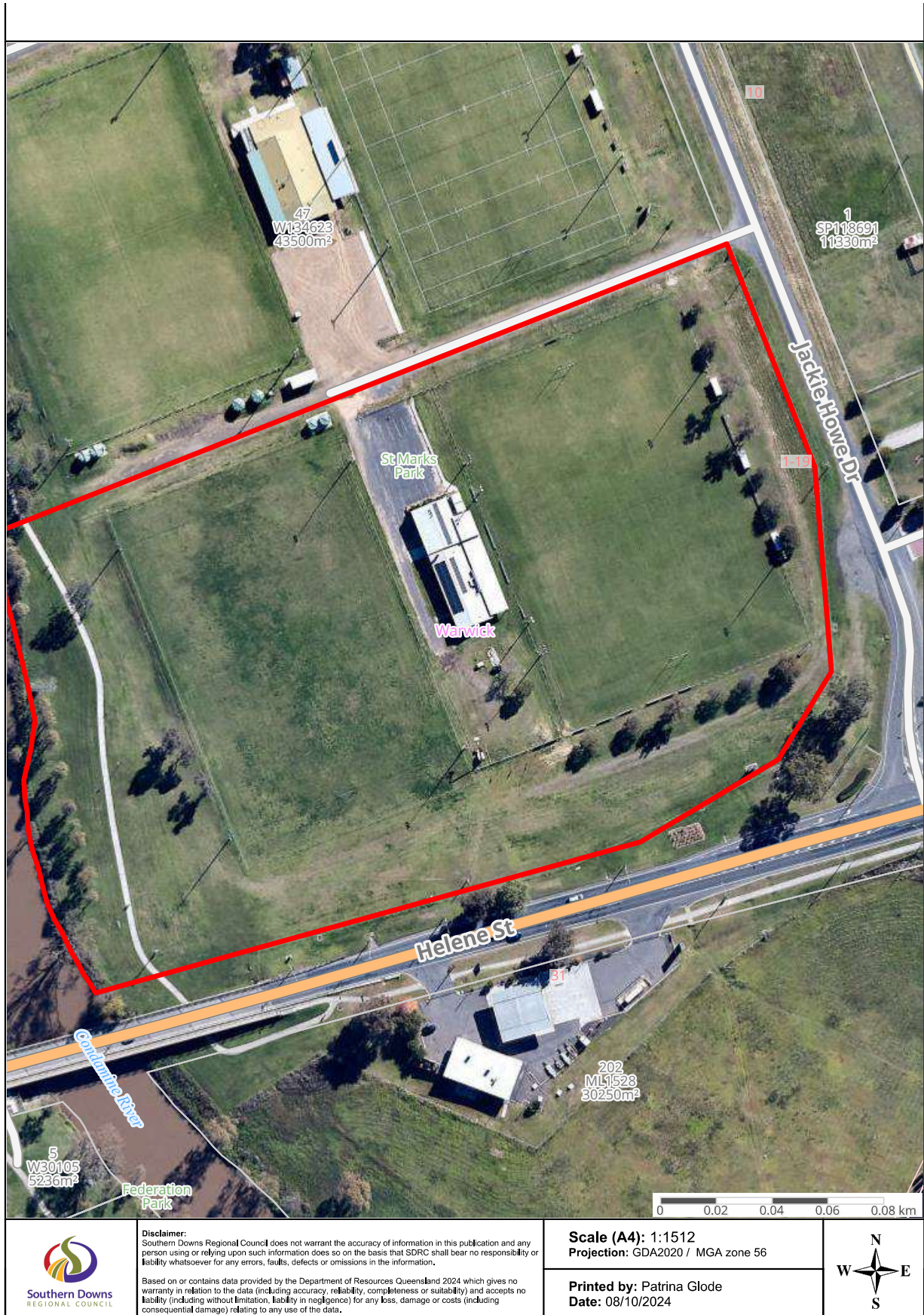
**Policy / Strategy**

Council Tenure Policy PL-RP001

**ATTACHMENTS**


1. Leased Area [↓](#)
2. Breach Letter (Confidential - Provided to Councillors only)





## 13.7 Review of Policies

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 October 2024
	Manager Corporate Services	<b>ECM Function No/s:</b>

### Recommendation

THAT Council:

1. Adopt the amended Policies as presented:
  - a. PL-GV24 Unreasonable Customer Conduct Policy
  - b. PL-EX086 Councillor Acceptable Requests and Administrative Support Guidelines
  - c. PL-CS029 Complaints Management Policy
  - d. PL-GV061 Risk Management Policy
  - e. PL-GV087 Complaints about a Public Official Policy
2. Adopt the new Policies as presented:
  - a. Administrative Action Complaint Procedure
  - b. Human Rights Policy
  - c. Delegations and Authorisations Policy
  - d. Employee Conflicts of Interest Policy
  - e. Councillor Use of Confidential Information Policy
  - f. Guideline for Managing Confidential Information.

## REPORT

### Report

Manager Corporate Services is currently undertaking a review of Strategic Policies to ensure compliance, and any existing gaps to improve business processes across Council.

The attached policies were presented to a Council information Session on 9<sup>th</sup> October, and subsequent changes made to the presented policies after discussion amongst elected members.

Changes discussed on the day have been highlighted in the attached documentation.

## FINANCIAL IMPLICATIONS

Nil



## RISK AND OPPORTUNITY

### Risk

Inadequate or ineffective policies lead to poor organizational governance

### Opportunity

Business process improvements and improved organizational governance.

## COMMUNITY ENGAGEMENT

Nil

## LEGAL / POLICY

### Legislation / Local Law

*Local Government Act 2009*

*Local Government Regulation 2012*

### Corporate Plan

### Policy / Strategy

As attached.


## ATTACHMENTS

1. Unreasonable Customer Conduct Policy (Excluded from agenda - Provided under separate cover)
2. Councillor Acceptable Requests and Administrative Support Guidelines (Excluded from agenda - Provided under separate cover)
3. Complaints Management Policy (Excluded from agenda - Provided under separate cover)
4. Risk Management Policy (Excluded from agenda - Provided under separate cover)
5. Complaints About a Public Official Policy (Excluded from agenda - Provided under separate cover)
6. Administrative Action Complaints Procedure (Excluded from agenda - Provided under separate cover)
7. Human Rights Policy (Excluded from agenda - Provided under separate cover)
8. Delegations and Authorisations Policy (Excluded from agenda - Provided under separate cover)
9. Employee Conflicts of Interest Policy (Excluded from agenda - Provided under separate cover)
10. Councillor Use of Confidential Information Policy (Excluded from agenda - Provided under separate cover)
11. Guideline for Managing Confidential Information (Excluded from agenda - Provided under separate cover)

## 14. INFRASTRUCTURE SERVICES REPORTS

### 14.1 Warwick Walking Network Plan Adjustments

#### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 October 2024
	Project Coordination Officer	<b>ECM Function No/s:</b> 30.50, 28.16.02

#### Recommendation

THAT Council endorse the proposed adjustments to the Warwick Walking Network Plan, following TMR suggested improvements.

#### REPORT

##### Background

In December 2021, Council submitted applications for 50% funding through the Queensland Government Department of Transport and Main Roads (TMR) to develop Walking Network Plans (WNP) for Warwick and Stanthorpe central business districts. Both applications were successful.

The WNP guidelines included the requirement for community consultation and public workshops to be conducted for both locations, which were held and well attended by interested parties.

On 13 December 2023, Council adopted the Walking Network Plans (WNP) for Warwick and Stanthorpe and the grant was subsequently acquitted.

Council is now actively seeking to implement the recommendations in a sustainable manner.

##### Report

Following submission of the WNP to TMR, the following suggestions for improvement have been made regarding the Warwick WNP (depicted on Attachment 1):

Changes to **primary** pedestrian route (shown as green lines on attached map):

Primary Pedestrian Route Proposed change	Reason
<b>Add Rosehill Road from Victoria Street to John Dee</b>	Although the facility is outside the scope of the WNP's 2km walking distance from the primary destination (Rose City Shopping World), John Dee is the region's largest employer and walking infrastructure to service this location would likely be well utilised by employees.
<b>Add existing Condamine River Walk path</b>	Existing infrastructure that was inadvertently missed during the development of the WNP.

Primary Pedestrian Route Proposed change	Reason
<b>Add existing paths that diagonally cross Leslie Park</b>	Existing infrastructure that was inadvertently missed during the development of the WNP.
<b>Note that a pedestrian crossing facility is not supported to cross Wallace Street at the intersection of Locke Street</b>	Unsafe crossing environment for a pedestrian facility. TMR also suggested that Locke Street in front of the hospital be downgraded to secondary pedestrian route.

Changes to **secondary** pedestrian route (shown as grey lines on attached map):

Secondary Pedestrian Route Proposed Change	Reason
Add Coe Street to link between Glengallan Road and Horsman Road	Shorter route.
Remove the north-eastern loop of Horsman Road and Glengallan Road from Coe Street	Remove unnecessary longer route.
Remove the north-western loop of Rose Street and Horsman Road from Gertrude Street	Rose Street is an oversized and/or overmass vehicle route which would be unsafe for pedestrian activity.
Add a diagonal path to cross Victoria Park	Shorter route.

No changes have been suggested for the Stanthorpe WNP.

### Conclusion/Summary

The above suggestions will improve the quality of the Warwick WNP and provide additional safety and convenience considerations for pedestrian activity.

## FINANCIAL IMPLICATIONS

In order for Walking Local Government Grant (WLGG) infrastructure projects to be eligible for 50% funding from TMR, TMR need to endorse the relevant Walking Network Plan. TMR have not yet endorsed the Warwick WNP as TMR is awaiting the above changes to be adopted by Council.

## RISK AND OPPORTUNITY

### Risk

OPR04 – Community Service Expectations – Increasing community expectations for services cause pressure on limited financial and other resources causing upward pressure on rates. Mitigation strategy: Seek external funding to assist Council to deliver services/infrastructure.

### Opportunity

By adopting the proposed Warwick WNP changes, Council has the opportunity to seek 50% funding from TMR to deliver footpath infrastructure projects within the area covered by the Warwick WNP.

## COMMUNITY ENGAGEMENT

### Internal Consultation

Works Department

### External Consultation

External consultation was conducted as part of the WNP development process. The proposed changes have been received from TMR.

## LEGAL / POLICY

### Legislation / Local Law

Australian Standards for pedestrian infrastructure.

### Corporate Plan

#### Goal 1      Our People

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

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

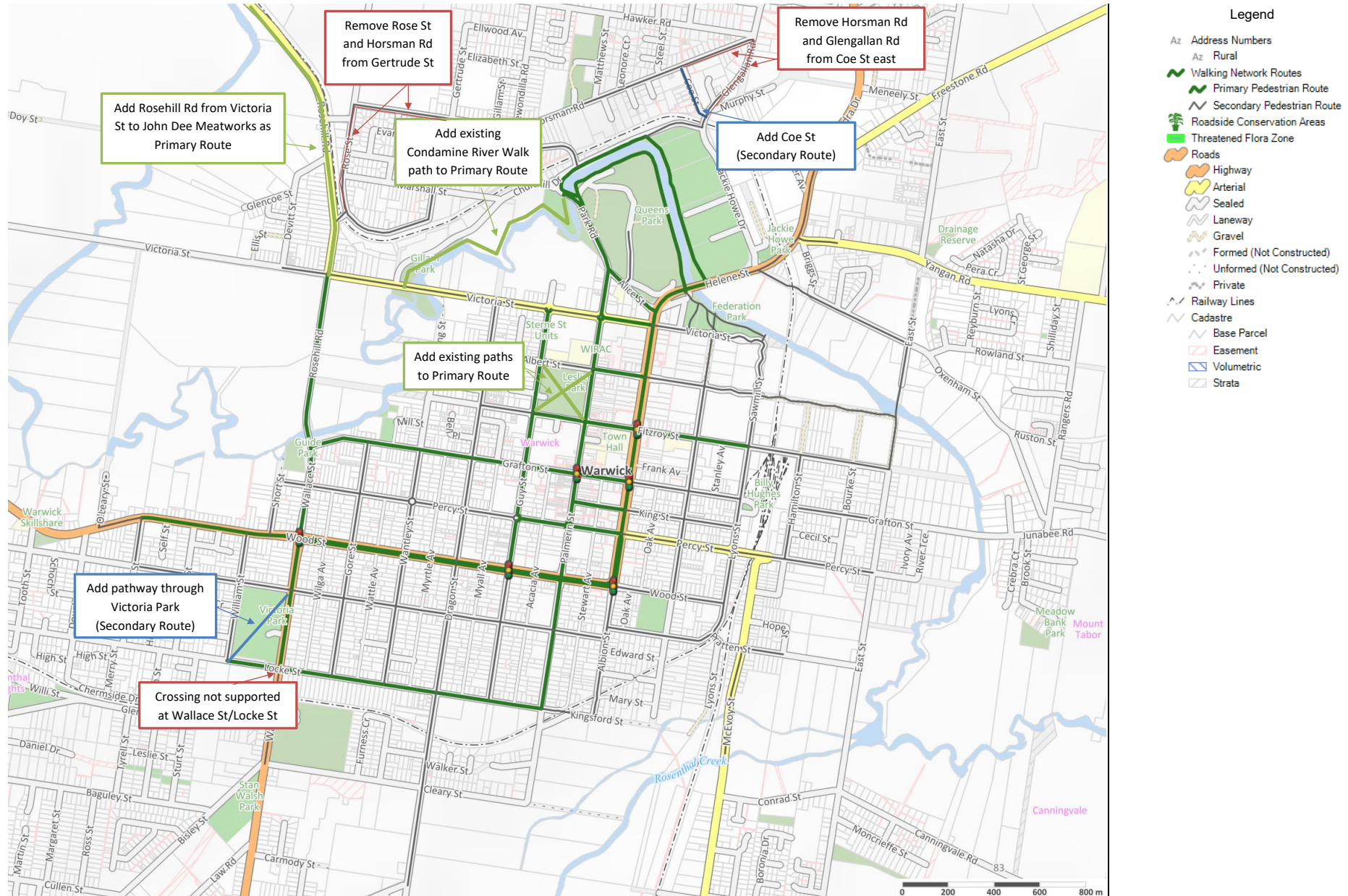
### Policy / Strategy

Warwick Walking Network Plan

## ATTACHMENTS

1.    Warwick Walking Network Plan Routes Adjustments[↓](#)

Item 14.1 Warwick Walking Network Plan Adjustments  
Attachment 1: Warwick Walking Network Plan Routes Adjustments



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**Scale (A3):** 1:15000  
**Projection:** GDA2020 / MGA zone 56

**Printed by:** Anneke Jacobson  
**Date:** 15/05/2024

### Warwick Walking Network Plan Priority Routes






## 15. PLANNING AND ENVIRONMENTAL SERVICES REPORTS

### 15.1 Material Change of Use - 134 Bisley Street, Warwick

#### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 October 2024
	Manager Planning and Development	<b>ECM Function No/s:</b> MCU\02561

<b>APPLICANT:</b>	David & Wendy Woodford
<b>OWNER:</b>	David J & Wendy A Woodford
<b>ADDRESS:</b>	134 Bisley Street, Warwick
<b>RPD:</b>	Lot 5 RP218138
<b>LAND USE AREA:</b>	Low density residential
<b>PROPOSAL:</b>	Short-term accommodation (One (1) dwelling)
<b>LEVEL OF ASSESSMENT:</b>	Impact
<b>SUBMITTERS:</b>	Two
<b>REFERRALS:</b>	Not Applicable
<b>FILE NUMBER:</b>	MCU\02561

#### REPORT

Council has received a Development Application for a Material Change of Use to establish Short-term accommodation (One (1) Dwelling) on the subject site. The subject site is comprised of one single allotment, with a total area of 5,526 square metres. The site is located in the Low density residential zone and currently contains a Dwelling house and associated outbuildings in the south-western corner of the site.

The site has frontage to Bisley Street along the northern boundary of the site, with the existing Dwelling house gaining access via a constructed residential crossover. Bisley Street is a 6.0 metre wide bitumen sealed urban road with grassed table drains.

The site is located in the Low density residential zone and is serviced by all of Council's reticulated infrastructure networks. The site is burdened by Easement A on SP118685, which runs through the site in a north-south direction, benefiting Council for the purposes of stormwater drainage.

Adjoining the site to the north-east, south-west and south are Low density residential zoned allotments, generally developed with single Dwelling houses and associated outbuildings. The site and immediate surrounding uses are shown in Figure 1.

In the broader locality, the site is located on the southern side of Warwick, approximately 3.3 kilometres south-west of the Warwick CBD, as the crow flies. The site context is shown in Figure 2.





**Figure 1 – Site Locality**



**Figure 2 – Site Context**

### Proposed Development

The applicant proposes to establish one removal Dwelling house in the north-eastern corner of the site, to be used for Short-term accommodation.

The Dwelling house will be set back 6.0 metres from the Bisley Street frontage and 5.0 metres from the side (north-eastern) boundary and the final floor plan and elevations of the proposed Dwelling house will be determined upon selection and relocation of the building.

It is expected the Dwelling house will have two bedrooms available for occupation, with a maximum of six (6) people being accommodated within the proposed use.





**Figure 3 – Site plan**

Access to the proposed Dwelling house will be via a new residential crossover to Bisley Street.

The applicant states that landscaping along the north-eastern boundary will consist of mounding and dense vegetation.

### **Public Notification and Submissions**

The development application was subject to Impact Assessment. The applicant undertook public notification in accordance with the requirements of the *Development Assessment Rules*.

Public notification was undertaken from 18 July 2024 to 16 August 2024. The notice was published in the Warwick Today on the 18 July and 1 August 2024. A notice was placed on the premises on 18 July 2024 and adjoining land owners were notified on 13 July 2024.

The steps associated with the public notification were undertaken correctly.

Two (2) properly made submissions were received in relation to the proposed development. The matters raised in the submissions are summarised below.

Matters raised in submissions	Applicants Response
<p><b>Setbacks</b></p> <ul style="list-style-type: none"> <li>• The proposed site is located 5 metres from adjoining boundary fence. Adjoining residence 3 metres from this boundary.</li> <li>• All bedrooms on adjoining residence face southern (common) boundary.</li> <li>• Proposed building is too close.</li> <li>• Applicant should increase setback to 10 metres and reorient building</li> </ul>	<p><i>Moving the dwelling 10 metres to the southwest would necessitate cutting down a good sized Chinese Elm and large Callistemon which we planted over twenty years ago in anticipation of this dwelling proposal.</i></p> <p><i>Moving the dwelling in this way would also bring the dwelling closer to the Bushfire Hazard Overlay.</i></p> <p><i>Reorienting the dwelling would seem to make little difference as doing so would only take some dwelling features (such as windows) further away and bring others closer.</i></p> <p><i>Positioning the dwelling at the back of the block would negatively impact the gully area of the block and would also not be consistent with the positioning of other dwellings in the immediate area.</i></p>
<p><b>Council response:</b> The proposed development is defined as an Accommodation activity and will have impacts generally consistent with that of a Dwelling house or Dual occupancy. The proposed setbacks exceed the requirements for development in the Low density residential zone and the applicant proposes screening of windows to maintain privacy to the adjoining residence. It is considered through conditions of approval relating to landscaping and screening, sufficient separation can be achieved between the development and the adjoining residence.</p>	
<p><b>Noise disruption</b></p> <ul style="list-style-type: none"> <li>• Proposed building too close to adjoining residence, will lead to increased noise and disruption</li> <li>• Unknown guests coming and going at irregular hours</li> <li>• Guests holding unruly celebrations</li> <li>• Noise transmission via windows and open balcony/entertaining area</li> <li>• Noise from guest vehicle movements</li> </ul>	<p><i>We expect that noise levels will be consistent with normal residential lifestyle.</i></p> <p><i>Indeed, noise levels may in fact be lower as:</i></p> <ul style="list-style-type: none"> <li><i>-council stipulates a maximum number of 6 guests</i></li> <li><i>-the dwelling will be 5 metres from the boundary, exceeding council requirements by 3 metres</i></li> <li><i>-we are seeking a dwelling with verandahs on the southern side to encourage recreational activities away from the view of our neighbours.</i></li> <li><i>-the driveway will be situated on the southwestern side of the block and noise from car movements will be to a large extent blocked by the dwelling</i></li> <li><i>-proposed landscaping will include mounding and dense vegetation next to the shared boundary.</i></li> </ul> <p><i>We also note that:</i></p> <ul style="list-style-type: none"> <li><i>-the complainants recommendation that the driveway be situated on the bedroom side of their dwelling seems to be counterintuitive.</i></li> </ul>
<p><b>Council response:</b> The proposed development is defined as an Accommodation activity and will have impacts generally consistent with that of a Dwelling house or Dual occupancy. Therefore, the potential amenity impacts noted by the submitters could also reasonably occur, irrespective of the short or long term occupation of the dwelling.</p> <p>Conditions can be imposed to restrict the scale of the use. The <i>Environmental Protection Act</i> regulates noise generated from many activities likely to occur in residential settings.</p>	

Matters raised in submissions	Applicants Response
<p><b>Privacy</b></p> <ul style="list-style-type: none"> <li>• Height, orientation and design of proposed dwelling will impact privacy.</li> <li>• Five metre setback is insufficient for a short-term accommodation proposal.</li> <li>• Proposal is the same height and orientation as adjoining residence.</li> <li>• Windows overlook bedrooms and balcony overlooks backyard.</li> <li>• Risk of potential voyeurism</li> </ul>	<p><i>While the proposed combined space of 7.5 metres and the planting of dense vegetation along the boundary fence line will be helpful, we also plan to further mitigate against privacy issues by:</i></p> <ul style="list-style-type: none"> <li><i>-constructing awnings over windows</i></li> <li><i>-erecting screening lattice on verandahs and an outdoor deck where appropriate</i></li> <li><i>-using "privacy glass" in the windows.</i></li> </ul>
<p><b>Council response:</b> The proposed development is defined as an Accommodation activity and will have impacts generally consistent with that of a Dwelling house or Dual occupancy. It is considered that through conditioning, in relation to screening of windows and landscaping, privacy concerns of adjoining landowners can be reasonably addressed.</p>	
<p><b>Security and safety issues</b></p> <ul style="list-style-type: none"> <li>• Guests will see directly into windows and yard.</li> <li>• No allowance for a buffer zone, fencing or landscaping.</li> <li>• Potential security and safety risks from people with malicious intent viewing/accessing adjoining properties.</li> <li>• Commercial use of this dwelling will result in consistent influx of guests with unknown character, intentions or potential to engage in criminal or anti-social behaviour.</li> </ul>	<p><i>Security is not directly identified in the LDRZC presumably because it is one of those residential concerns which is to a large extent addressed by:</i></p> <ul style="list-style-type: none"> <li><i>-infrastructure such as street lighting and telecommunications.</i></li> <li><i>-policing services</i></li> </ul> <p><i>More specific security concerns are generally addressed by residential occupants themselves through various means.</i></p> <p><i>We will be ensuring the security of our own guests by providing appropriate lighting (see above) and the installation of security screens.</i></p> <p><i>In regards to safety we will also make it a high priority to mitigate against any potential hazards within our grounds.</i></p> <p><i>In regards to how our property could affect the complainants, we will:</i></p> <ul style="list-style-type: none"> <li><i>-mitigate against risks from visitors cars by ensuring that parking is off street and secure</i></li> <li><i>-ensure that vegetation does not fall over the boundary fence</i></li> <li><i>-exclude dogs from the STA</i></li> </ul>
<p><b>Council response:</b> It is considered that through conditioning, in relation to screening of windows and landscaping, appropriate separation can be provided between the proposed development and the adjoining residence.</p> <p>The proposed use is an Accommodation activity. The character of potential guests is not a planning matter and cannot be regulated in any land use.</p>	

Matters raised in submissions	Applicants Response
<p><b>Potential Bushfire Risk</b></p> <ul style="list-style-type: none"> <li>• The site is impacted by “potential impact buffer” and is in proximity to “Medium Potential Bushfire Intensity Zone”</li> <li>• Question if proposed development will result in changed fire risk to adjoining property.</li> <li>• Applicant should prepare bushfire management plan and confirm development does not increase fire risk to adjoining properties.</li> </ul>	<p><i>The 1600m2 of land for our proposed dwelling is north of the drainage easement and does not fall under said overlay</i></p>
<p><b>Council response:</b> The proposed accommodation building has been located on a part of the site that is not mapped as being subject to bushfire hazard risk.</p>	
<p><b>Drainage</b></p> <ul style="list-style-type: none"> <li>• Proposed development is in proximity to stormwater drainage infrastructure.</li> <li>• Known issues in locality including pooling along kerb in Bisley Street.</li> <li>• Has applicant considered potential impacts caused by proposed development on drainage, including adjoining properties.</li> <li>• Applicant should seek hydrologist report to ensure stormwater drainage issues will not be caused by development.</li> </ul>	<p><i>While excessive water runoff has been in the past a major problem on Bisley Street, the drainage easement running underground through our property has almost completely ended the free flow of water through the gully. This gully is however still an important part of the local environment and we will continue to work to enhance it by managing vegetation and ensuring that vehicle access does not impact it negatively.</i></p> <p><i>We will also be installing a water tank to store water for gardening purposes</i></p>
<p><b>Council response:</b> The natural flow of stormwater from the site is in a south-easterly direction towards the existing natural gully. The stormwater drainage easement through the site is a lawful point of discharge and the proposed driveway can be constructed to direct stormwater flows to the easement. It is considered that conditions can be applied to ensure the development does not cause an actionable nuisance to adjoining properties.</p>	

### **Assessment against the Planning Scheme**

Benchmarks applying to the development
<p>The following codes of the Southern Downs Planning Scheme are benchmarks applying to the development:</p> <ul style="list-style-type: none"> <li>– Part 3 – Strategic Framework</li> <li>– 6.2.6 Low density residential zone code</li> <li>– 8.2.3 Bushfire hazard overlay code</li> <li>– 9.4.2 Carparking and loading code</li> <li>– 9.4.4 Landscaping code</li> <li>– 9.4.5 Outdoor lighting code</li> <li>– 9.4.6 Physical infrastructure code</li> </ul>

## **Strategic Framework**

<b>Theme</b>	<b>Response</b>
Settlement Pattern	<p>The proposed development is located in the Low density residential zone and consolidates urban development within an urban zone. The proposal also supports the role of Warwick as one of the key regional centres in the Southern Downs.</p> <p>The scale of the proposed use is not considered to be inconsistent with the locality. The design of the proposed development will reflect the surrounding residential form and character.</p> <p>The site is not impacted by flood and the development footprint is outside potential bushfire risk areas on the site.</p>
Natural Environment	<p>The subject site is not mapped as containing any areas of environmental significance.</p> <p>No clearing of vegetation will be undertaken to facilitate the proposed development. The proposed Dwelling house has been sited to retain existing established trees on the site.</p>
Community Identity and Diversity	<p>The proposed development is for an Accommodation activity in the Low density residential zone. The design of the development will be consistent with the existing built form in the locality. Further, the density of the development is considered to be in keeping with the character of the locality</p>
Natural Resources and Landscape	<p>The site is located within the urban footprint of Warwick and does not impact on Agricultural Land or rural landscapes.</p> <p>The proposed development is not located in an area identified as being of high scenic amenity and does not restrict public access to any viewpoints.</p>
Access and Mobility	<p>The proposed development is not considered likely to impact the safety or efficiency of the transport network. The development is not likely to increase heavy or recreational vehicle loading on the local road network. Suitable conditions can be applied in relation to the standard of the constructed access.</p> <p>The proposed development will not impact the safe operation of any aerodromes.</p>
Infrastructure and Services	<p>The subject site is located within the Priority Infrastructure Area for Warwick and is serviced by the reticulated water and sewer networks.</p> <p>Conditions can be applied to ensure stormwater is managed on site to comply with the relevant standards.</p>
Economic Development	<p>The proposed development is to establish an Accommodation activity on the subject site, attracting tourists and travellers. While submissions from surrounding neighbours are acknowledged, the scale of the proposed development is not considered to impact on the existing character and amenity of the surrounding residential area.</p> <p>The existing road network is sufficient to support the traffic associated with the proposed use. Further, the scale does not conflict with the surrounding residential amenity.</p>

## **Low density residential zone code**

### **AO5 In partial fulfilment of the PO -**

*The use is for short- term accommodation or the use utilises an existing non-residential building or the use provides a sympathetic and complementary use of a Local heritage place.*

**PO5** *Uses, other than residential uses are either associated with or provide a service to residents of the surrounding residential area or have locational characteristics that can best be met within a residential area.*

The proposed development is for the establishment of a short-term accommodation use in the form of a Dwelling house. Residential use is a term not defined within the Planning Scheme, *Planning Regulation 2017* or *Planning Act 2016*. Short-term accommodation is defined as an Accommodation activity within Schedule 1 of the planning scheme and is therefore considered to be a suitable residential use in the area, given the form and scale of the proposed development as a single Dwelling house with maximum occupancy of six (6) people.

**AO8** *In partial fulfilment of the PO -*

- (a) *Where Short-term accommodation is provided in the form of dwelling units or similar, the maximum number of units is as follows:*
  - (i) *One bedroom units with a maximum floor area of 60 m<sup>2</sup> - 1 unit per 400 m<sup>2</sup> of site area;*
  - (ii) *Units comprising more than one bedroom or with a floor area of greater than 60 m<sup>2</sup> - 1 unit per 500 m<sup>2</sup> of site area.*
- (b) *Non-residential buildings are set back at least 6 m from the primary street frontage, 3 m from any secondary street frontage and 2 m from side and rear boundaries.*
- (c) *Car parks are set back at least 6 m from the primary street frontage, 3 m from any secondary street frontage and 1 m from side and rear boundaries.*
- (d) *Driveways are setback at least 1 m from side and rear boundaries.*
- (e) *The setbacks are landscaped in accordance with the Landscaping code.*

**PO8** *The appearance and siting of buildings, other structures, car parking areas or signage is compatible with the local streetscape character, the style and design of nearby residential buildings and is respectful and sympathetic to any Local heritage place.*

The proposed density of the development complies with the Acceptable outcome. While the proposed use is considered to be a residential building, the Dwelling house will be constructed more than 6.0 metres from the road frontage and 2.0 metres from the nearest side boundary. Car parking will be provided underneath the Dwelling house, more than 6.0 metres from the road frontage and 1.0 metre from the nearest side boundary. The driveway is located in the south-western side of the proposed Dwelling house.

The applicant states that landscape screening will be established along the north-eastern property boundary.

The appearance of the development will be compatible with the local streetscape character. Conditions relating to landscaping and screening will be applied to ensure the development does not unduly impact on the visual amenity of the surrounding area and streetscape.

**AO9** *In partial fulfilment of the PO -*

- (a) *The roof form is a gabled or hipped roof with secondary skillions. For larger buildings, roofs will incorporate multiple gables or hips to ensure that the roof remains in proportion to the wall heights.*
- (b) *Building facades incorporate verandahs.*
- (c) *Buildings incorporate a minimum overhang (eaves) of 400 mm.*
- (d) *Buildings address the street by having their main entrance on the street elevation.*

**PO9** *Non-residential buildings and structures reflect and display elements of domestic architecture including pitched roofs, variations in setbacks, architectural detailing and materials.*

The proposed use is considered to be a residential building. Notwithstanding, the design of the building will comply with the requirements of the Acceptable outcome.

**PO10** *Uses do not result in overdevelopment of a site due to excessive size, scale or height or excessive sealed areas for parking and manoeuvring.*

The scale of the proposed use is consistent with a Dual occupancy and is not considered to be excessive in terms of size, scale, height or sealed areas.

**AO12.1** *In partial fulfilment of the PO -*

*Windows of buildings and other structures used for purposes other than residential uses do not overlook the living areas, including outdoor living areas, of any adjoining residential use.*

**AO12.2** *A minimum 1.8 m high solid fence is erected along the common boundary with any residential use, except within the front setback. Any fence erected along the front boundary or within the front building setback has a maximum height of 1.2 m unless it contains openings that make it at least 50% transparent.*

**PO12** *Development for uses other than residential uses is located and designed to avoid significantly changing the conditions of privacy, safety, noise, odour and fumes, lighting and traffic generation experienced by occupants of nearby residential uses.*

The proposed development is for the establishment of a short-term accommodation use in the form of a Dwelling house. As noted above, residential use is a term not defined within the relevant statutory instruments. Therefore, the applicability of Acceptable outcomes 12.1 and 12.2 must be considered.

If the development was submitted for long-term occupation of the Dwelling house, compliance with the relevant Acceptable outcomes in the Residential uses code would require establishment of a solid 1.8 metre high screen fence. Therefore, it is considered reasonable to condition compliance with Acceptable outcome 12.2, as noted above, to establish screen fencing along the north-eastern boundary to achieve suitable separation between the proposal and the adjacent Dwelling house.

The applicant states that windows will be screened to maintain privacy for occupants of the Accommodation activity and adjoining residence.

Through conditions, the development is considered to comply with the Performance outcome.

### **Carparking and loading code**

**AO1.1** *The number of parking and loading spaces is not less than the minimum number specified in Table 9.4.2.4. Where the calculation of applicable parking rates results in a fraction, the number required will be the next highest whole number. Council may accept an alternative to providing the required spaces on the development site in accordance with Planning Scheme Policy – Off Street Carparking.*

*In the Principal centre zone and the District centre zone:*

- (a) *where a new use of an existing non-residential building occurs, no additional parking is provided, even in the circumstances where the new use would normally require more parking than the previous use in accordance with Table 9.4.2.4;*
- (b) *where an existing non-residential building is extended, additional parking spaces are provided at the rate shown in Table 9.4.2.4 for the extension only.*

**PO1** *Sufficient carparking is provided to accommodate the number and type of vehicles likely to be generated by the development having regard to the following:*

- (a) *the nature and operation of the use;*
- (b) *the likely number of users including residents and employees;*
- (c) *the hours of operation and the peak parking demand periods;*
- (d) *the availability of alternative parking in the vicinity including on street car parking;*



- (e) *in the case of residential development, the proximity to the Principal centre zone and the facilities contained within that zone;*
- (f) *the feasibility of physically providing parking on site including access restrictions and size of the site; and*
- (g) *The provisions of Planning Scheme Policy – Off Street Carparking.*

The proposed development is for Short-term accommodation with two guest bedrooms, accommodating up to six (6) guests. Table 9.4.2.4 requires 1 space per guest bedroom, plus 1 space per every four guests able to be accommodated. The applicant proposes two car parking spaces to be provided under the proposed Dwelling house, which is less than that specified by Table 9.4.2.4.

The proposed alternative is considered sufficient for the nature and scale of the proposed use, given the number of bedrooms available and the likely number of users of the accommodation activity.

### **Landscaping code**

**AO1** *In partial fulfilment of the PO –*

*Landscaping is carried out in accordance with a planting plan prepared by a suitably qualified landscape designer that:*

- (a) *incorporates all proposed planting, paving, fences, recreational facilities and other landscape elements necessary to meet the performance outcomes; and*
- (b) *incorporates the following information:*
  - (i) *Location and species of existing trees, including street trees;*
  - (ii) *Location and species of proposed plants and a schedule of plants and plant size;*
  - (iii) *Soil type;*
  - (iv) *Location of drainage, sewerage and other underground services and overhead power lines;*
  - (v) *Irrigation details;*
  - (vi) *Proposed surfaces;*
  - (vii) *Fence height and material;*
  - (viii) *Location of doorways and windows of buildings on the site;*
  - (ix) *Location of any existing or proposed solar collectors on the site;*
  - (x) *Contours or spot levels as required;*
  - (xi) *Scale and north point.*

The applicant has not submitted a landscaping plan, prepared by a suitably qualified person. It is considered that conditions can be applied for a suitable plan to be submitted prior to commencement of construction on the site.

In order to maintain visual amenity to surrounding residences, screening landscaping will be conditioned to be provided along the north-eastern boundary of the site. The buffer should be a minimum of 2.0 metres wide and include low, medium and high profile plants, endemic to the area, to provide a suitable visual screen. In addition, screen fencing along the boundary will be conditioned.

### **Outdoor lighting code**

Conditions will be applied to ensure any external lighting complies with the requirements to protect the amenity of surrounding uses.

### **Physical infrastructure code**

The subject site is located in the Low density residential zone and will be connected to all available urban services.

Conditions will be applied to ensure stormwater is collected and released to a lawful point of discharge. Conditions will also ensure access to the development is constructed to a suitable standard.

### **Bushfire hazard overlay code**

The subject site is mapped as containing areas of potential bushfire impact buffer in the south-western corner of the site, as shown in Figure 4. The proposed development footprint is located outside this area and therefore no further assessment of the proposal against the overlay code has been undertaken.



**Figure 4 – Bushfire Hazard Overlay Map**

### **Infrastructure Charges**

Charges Resolution (No. 4.2) 2023 commenced 13 December 2023.

Development Type	Network	Charge Rate	Proposed	Credit	Charge
Accommodation (short term) - Hotel (residential component, Short term accommodation, Tourist park	All	\$10,750/cabin or dwelling unit	1 dwelling unit	Nil	\$10,750
<b>TOTAL:</b>					<b>\$10,750</b>

In accordance with Section 122 of the *Planning Act 2016*, the infrastructure charge is payable when the change of use happens.

### **Recommendation**

THAT the application for Material Change of Use for the purpose of Short-term accommodation (One (1) dwelling unit) on Lot 5 RP218138, located at 134 Bisley Street, Warwick, be approved subject to the following conditions:

### **Schedule 1 - Southern Downs Regional Council Conditions**

#### **Approved Plans**

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

Plan Name	Plan No.	Date
Site Plan	-	-

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

### Land Use and Planning Controls

3. This approval allows for the use of the proposed Dwelling house for the purpose of Short-term accommodation only, as defined in the Southern Downs Planning Scheme, v 5.
4. The maximum number of guests accommodated at any one time must not exceed six (6) persons.
5. No person is to reside in any building identified for short term accommodation for more than 45 days consecutively, or more than 90 days in any 12 month period. The approved accommodation must not be occupied by persons for the purpose of permanent accommodation, excluding those persons in a manager's residence for the premises.
6. The short term accommodation building is to be rented as a whole, not as individual rooms.

### Building and Site Design

7. The building is to be set back generally 5 metres from the north-eastern property boundary.
8. The design, colours and materials of the building is to be in accordance with the residential character of the area. **Details of the design, colours and materials of the building and pavement are to be submitted to and approved by Council's Planning Department prior to the issue of any Development Permit for Building Work.** The building is to be constructed in the approved design, colours and materials.
9. To ensure privacy for adjoining residents, the window located on the north-eastern building elevation must either:
  - (i) have a minimum window sill height of 1.5 metres above floor level;
  - (ii) be fitted with translucent glazing; or
  - (iii) be fitted with a fixed external screen.
10. A copy of the Certificate of Compliance for Plumbing and Drainage Works is to be provided to Council. (See advisory note below.)
11. A copy of the Form 11 (Certificate of Classification) issued for the building works is to be provided to Council prior to the use commencing. (See advisory note below.)

### Amenity and Environmental Controls

12. During the construction phase of the development, all wastes must be separated into recyclables (where possible) and landfill wastes, and disposed of at an approved waste management facility.
13. A sufficient number of suitable waste receptacles must be provided on site at all times. Waste receptacles must be regularly serviced to prevent unsightly accumulations of waste or environmental harm being caused.
14. All wastes are to be suitably collected and disposed of so as not to adversely impact on the environment.
15. Advertising Devices relating to the Short-term accommodation use may **only** be erected on the subject land, i.e. Lot 5 RP218138. The location, size, type and content of any advertising sign or device located on the land is to be compatible with the residential character of the surrounding area. No advertising signs or devices are to be located on any other land,

unless all applicable approvals are obtained under the Planning Scheme and the relevant local laws. No advertising signs or devices are to be located within the road reserve.

16. Any external lighting must be installed so that light shines down and away from adjacent properties and roads, and does not exceed 8 lux at the property boundary.

### **Fencing, Landscaping and Buffers**

17. A screen fence 1.8 metres high shall be erected along the north-eastern side boundary, from the road frontage to the southern extent of the proposed building to provide visual screening. This screen fencing is to be provided at the developer's cost. This fencing shall reduce in height to be no more than 1.2 metres high within 6.0 metres of the road boundary.
18. **Details of the proposed fencing are to be submitted to and approved by Council's Planning Department prior to the issue of a Development Permit for Building Work.** Fencing is to be provided and maintained in accordance with the approved details.
19. All earthworks, including batters must be fully contained within the site.
20. The street trees within the road reserve of Bisley Street are to be retained. These trees are to be protected during construction. If it is not possible to design the development to preserve all the trees in their current locations, the tree/s must be relocated at the developer's cost. The relocation of the tree/s is to be carried out by a suitably qualified and experienced person. If the tree/s die within 12 months of the relocation, the dead tree must be replaced with an advanced tree of the same species and height.
21. A 2.0 metre wide landscaped area, including irrigation, is to be provided along the north-eastern boundary of the site so as to provide a visual buffer. This area is to be densely planted with trees and shrubs suitable to grow to heights of between 1.5 to 4 metres at maturity.

This landscaped area shall be planted and maintained in accordance with the approved Landscaping Plan.

22. **A Landscaping Plan is to be submitted to and approved by Council's Planning Department prior to the issue of any Development Permit for Building Work or planting of the landscaped area, whichever is the sooner.** The Landscaping Plan must include details of the location and species of plants, the irrigation system and the height and material of fencing. Plants are to be generally frost resistant and drought hardy, and must not include weed species. Root barriers are to be installed around trees that are located within 3 metres of any underground infrastructure. The site is to be landscaped and maintained in accordance with the approved Landscaping Plan.

### **Car Parking and Vehicle Access**

23. Vehicle access is to be constructed to the proposed building in accordance with Council's standard. (Council's Development Engineer can provide details regarding Council's standard.) The access must be constructed along Bisley Street at a location which provides adequate sight distance in either direction.
24. At least two (2) car parking spaces are to be provided on site.
25. All car parking, driveway and loading areas shall be constructed in gravel or similar materials or sealed, drained and regularly maintained.

### **Roadworks**

26. Any footpaths, kerbing and channelling, roadworks and drainage works damaged during construction of the development are to be reinstated to the pre-existing condition, unless otherwise required by the Director Infrastructure Services.

### **Stormwater Drainage**

27. The proposed development must have a lawful point of discharge determined in accordance with the *Queensland Urban Drainage Manual* (QUDM). A stormwater management plan, including plans for any proposed stormwater infrastructure, may be required to demonstrate

compliance with QUDM. Any required stormwater management plan must be prepared by a suitably qualified RPEQ and submitted for endorsement by Council prior to the commencement of the use.

For any proposed use where it cannot be satisfactorily demonstrated that stormwater associated with the use can be directed to the frontage kerb or alternative lawful point of discharge, an inter-allotment drainage system must be designed and constructed in accordance with QUDM.

Inter-allotment drainage systems and overland flow paths, including those affecting adjacent properties, must be wholly contained within easements. Easements are to have a minimum width of three (3) metres, and be provided to Council at no cost to Council.

### **Water Supply and Waste water**

28. The building is to be connected to Council's reticulated water supply in accordance with Council standards.
29. A sewerage reticulation system is to be provided to service the building. This system is to be connected to Council's wastewater sewerage system.

### **Electricity, Street Lighting and Telecommunications**

30. Electricity connections must be provided to the proposed development to the standards of the relevant authorities.

### **Infrastructure Charges Notice**

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

### **Advisory Notes**

- (i) Unless otherwise stated, all conditions of this approval are to be complied with to the satisfaction of the Director Planning and Environmental Services, prior to the use commencing, and then compliance maintained at all times while the use continues.
- (ii) Any proposal to increase the scale or intensity of the use on the subject land, that is assessable development under the Planning Scheme, would be subject to a separate application for assessment in accordance with the *Planning Act 2016* and would have to comply with the requirements of the Planning Scheme.
- (iii) It is your responsibility to notify Council when a development, or part of, is nearing completion and ready for commencement of the use. The commencement of use is when the Infrastructure Charges associated with your development are to be paid, unless paid earlier.
- (iv) It is encouraged that you arrange for a free compliance inspection to be carried out prior to the use commencing. This will involve a physical inspection of the premises along with an internal audit of Council's records. Written advice will be provided for your records advising if compliance with the conditions has been achieved.
- (v) The General Environmental Duty under the *Environmental Protection Act 1994* prohibits unlawful environmental nuisance caused by noise, aerosols, particles dust, ash, fumes, light, odour or smoke, beyond the boundaries of the property during all stages of the development including earthworks, construction and operation.
- (vi) An application must be submitted and approved by Council for a permit under Local Law No. 1 (Administration) 2011 and Subordinate Local Law No. 1.19 (Rental Accommodation Other Than Excluded Accommodation) 2011.
- (vii) **Plumbing and Drainage Approval is to be obtained** in accordance with the *Plumbing and Drainage Act 2018* for the proposed plumbing and drainage works. The application for Plumbing and Drainage approval must be submitted to Council with the appropriate **forms**,

**plans and fees** associated with this application. A **Certificate of Compliance must be issued** for the works prior to the use commencing.

- (viii) **Building Approval is to be obtained** for a Class 1b in accordance with the *Planning Act 2016* for the proposed building work. The building application must be submitted to a Building Certifier with the appropriate **forms, plans and fees** associated with this application. The building plans are to accord with the plans approved in this approval. The building is to be constructed in accordance with the Building Approval prior to the commencement of the use. A **Form 11 (Certificate of Classification) must be issued for the building works prior to the use commencing.**
- (ix) From 1 July 2022 in Southern Downs Regional Council area Queensland Development Code MP4.2 will be applicable for any new class 1 buildings. Rainwater tanks with a minimum capacity of 5,000 litres are required for all new dwellings in water reticulated areas. Tanks are to be plumbed to service toilets, washing machines and an outdoor tap in accordance with the *Plumbing and Drainage Act 2018*. Appropriate area on the subject lot will be required to ensure compliance with these mandatory provisions.
- (x) The applicant is to permit Council officers access to the site in accordance with the powers of entry provisions of the *Local Government Act 2009*, subject to 48 hours notice and reasonable security and health restrictions on access, so as to ensure the use is being conducted in accordance with the conditions of the approval.
- (xi) Prior to constructing or upgrading an access, an application must be submitted and approved by Council for a permit under Local Law No. 1 (Administration) 2011 and Subordinate Local Law No. 1.15 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2011.
- (xii) Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to adjoining properties or infrastructure.
- (xiii) All Development Permits for Plumbing and Drainage Works should be obtained prior to the issue of a Development Permit for Building Works.
- (xiv) All engineering drawings/specifications, design and construction works must be in accordance with the requirements of the relevant *Australian Standards* and must be approved, supervised and certified by a Registered Professional Engineer of Queensland.
- (xv) This approval for Short-term Accommodation may potentially affect your rates and charges levied on your property. The potential impact may include, but is not limited to:
- General Rates may change to a commercial category
  - State Emergency Management Levy may change classes
  - Sewerage Access Charges may change to a different category
  - Domestic Waste Collection may be removed and require a separate waste collection direct from a waste collection provider

For further information, please contact Council's Revenue section on 1300 697 372.


## ATTACHMENTS

Nil



## 15.2 Reconfiguring a Lot – Gary Hayes & Partners Pty Ltd , 216-218 Pratten Street, Warwick

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 October 2024
	Manager Planning and Development	<b>ECM Function No/s:</b> RC\02035

<b>APPLICANT:</b>	Gary Hayes & Partners Pty Ltd
<b>OWNER:</b>	John R Carey & Lisa A Carey
<b>ADDRESS:</b>	216-218 Pratten Street, Warwick
<b>RPD:</b>	Lots 15 and RP6058
<b>ZONE:</b>	Low density residential zone
<b>PROPOSAL:</b>	Subdivision (Two (2) lots into six (6) lots) and access easement
<b>LEVEL OF ASSESSMENT:</b>	Impact
<b>SUBMITTERS:</b>	One (1)
<b>REFERRALS:</b>	Nil
<b>FILE NUMBER:</b>	RC\02035

### RECOMMENDATION SUMMARY

THAT the application for a Subdivision (Two (2) lots into six (6) lots) and access easement on land at 216-218 Pratten Street Warwick, described as Lot 15 RP6058 and Lot 16 RP6058, be approved in part, subject to conditions.

### REPORT

Council has received a Development Application for Reconfiguring a Lot to subdivide the existing two lots into six allotments and establish an access easement. The subject site is comprised of two lots, with a total area 4,046 square metres. The site is located within the Low density residential zone and both lots contain a Dwelling house and associated outbuildings.

The site has frontage to Pratten Street on the northern property boundary. Both lots currently gain access via residential standard crossovers to Pratten Street.

The site is serviced by Council's reticulated water and sewerage networks. Reticulated water and sewerage mains are located along Pratten Street.

The site is located in a residential locality on the western side of Warwick, approximately 2.8 kilometres from the Warwick CBD as the crow flies. Land immediately surrounding the site is zoned and contains Low density residential development. Further north of the site, land is located in the Medium density residential zone and contains a mix of low and medium density residential development. The site and immediate surrounding uses are shown in Figure 1.





**Figure 1 – Site Locality**

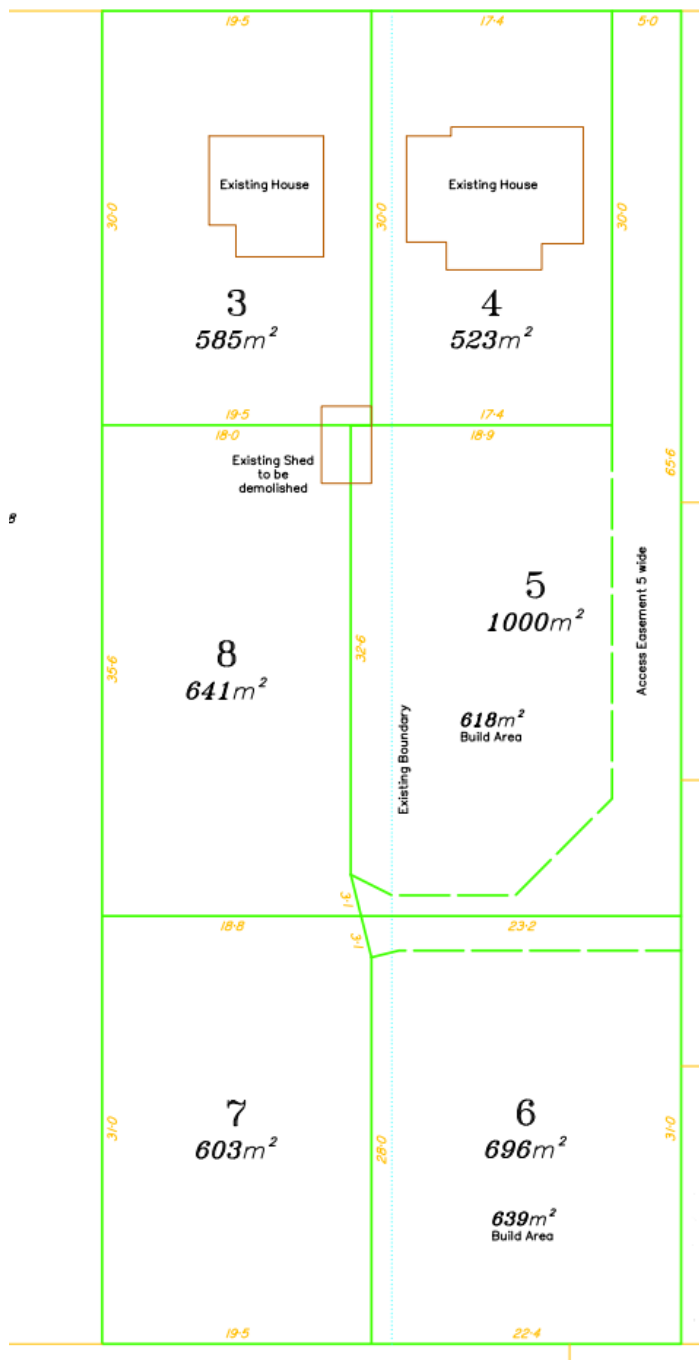
### Proposed Development

The applicant proposes to subdivide the existing two lots into six (6) residential lots, with the four new lots accessed via a shared access easement. The proposed lot sizes are detailed in the table below:

Proposed Lot	Area	Easement
3	585 square metres	
4	523 square metres	
5	1,000 square metres	382 square metres
6	696 square metres	57 square metres
7	603 square metres	
8	641 square metres	

The lot layout includes a 5 metre wide access easement along the eastern boundary of the site. Proposed Lot 3 will retain the existing crossover to Pratten Street. The applicant states that a new crossover will be provided for Proposed Lot 4. The existing crossover location will be used to provide access for Proposed Lots 5-8, via the proposed access easement.

The applicant has not provided any detail in relation to the method of connection for the proposed new lots to the reticulated water or sewer networks. Council issued a further advice requesting information on the location of services to ensure services can be safely located with appropriate design and separation. The applicant elected to not respond to Council's request.



Matters raised in submissions	Council response
<p><b>Drainage</b></p> <ul style="list-style-type: none"> <li>• This land slopes down towards the houses on the bottom side, that is the houses in Redgwell Street. At present when it rains for hours at a time we have a river of water flowing down in our yards</li> <li>• Increasing the fencing and infrastructure within and around the lagoon will disrupt the natural water flow, leading to potential flooding and water management issues.</li> </ul>	<p>The site has an existing slope of approximately 5% with the highest point in the south-western corner of the site, sloping down towards the eastern boundary. The applicant has not provided any detail or assessment for the management of stormwater from the development. The development application documents state:</p> <p><i>“the proposal has been designed to allow for adequate stormwater drainage via the assess easement being on the lowest side of the land. It is intended that Council impose reasonable and relevant conditions to achieve compliance.”</i></p> <p>If approved, the Low density residential zone code permits site cover of up to 40%, not including additional impervious areas created by driveways and accesses.</p> <p>Based on the calculated extent of additional impervious area, reasonable conditions cannot be applied for stormwater management adequate for the creation of four additional residential lots. Without a separate stormwater assessment and inter-allotment drainage plan, it is considered only two additional lots can be supported.</p>
<p><b>Construction Impacts</b></p> <ul style="list-style-type: none"> <li>• Concerns about the dust from construction of Access Easement.</li> <li>• What measure are the developers having in place to keep the noise down to a minimum during construction?</li> </ul>	<p>Conditions of approval can be applied to ensure noise and dust generated during construction is appropriately managed to not cause an actionable nuisance to adjoining properties. Construction hours are restricted to hours specified in the Environmental Protection Act and an advisory note has been included in relation to mitigating nuisances during construction.</p>

Matters raised in submissions	Council response
<p><b>Easement and Access</b></p> <ul style="list-style-type: none"> <li>The easement that goes into the Subdivision should be at least 6 meters wide, that is a good width so cars, trucks can go in and out without running into each other, or one person have stop and let the other person through</li> <li>I can't see how the subdivision can work if you put in a 6 metre access easement and have at least a 2 -3 metre buffer between the access easement and the boundary fence.</li> <li>You don't have an access road right next to your boundary fence. What are people thinking of! The road outside all the houses in Redgwell Street are meters away, which makes sense and a lot more practical along with being safer</li> </ul>	<p>Acceptable Outcome 8 of the Reconfiguring a lot code allows a 4 metre wide access strip to rear lots, where only two rear lots utilise the access.</p> <p>Council issued a further advice requesting information on the type and width of driveway to be constructed in the easement, with consideration to be given to conflict between vehicles entering and exiting, and evidence that the width of the proposed access easement provides for safe two-way movement of vehicles. The applicant elected not to respond to the request.</p> <p>The proposed easement is not considered a sufficient width to support safe vehicle movement for four (4) additional lots with an assumed trip generation rate of 9.0 trips per dwelling per day. This is due to the design not providing width for two-way vehicle movement while also incorporating stormwater drainage and services.</p>
<p><b>Noise</b></p> <ul style="list-style-type: none"> <li>Can you imagine the noise that is going to come from this subdivision? This area of West Warwick is very QUIET and should remain so.</li> </ul>	<p>The proposed development will create four additional allotments, totalling six residential dwellings on the site. While this will increase ambient noise levels in the locality, the expected future use of the lots is in keeping with the intent of the Low density residential zone, subject to appropriate layout and design.</p>

### **Assessment against the Planning Scheme**

Benchmarks applying to the development
<p>The following codes of the Southern Downs Planning Scheme are benchmarks applying to the development:</p> <ul style="list-style-type: none"> <li>– Part 3 - Strategic Framework</li> <li>– 6.2.6 Low density residential zone code</li> <li>– 9.4.7 Reconfiguring a lot code</li> <li>– 9.4.8 Stormwater management code</li> </ul>

### ***Strategic Framework***

Theme	Response
Settlement Pattern	The proposed development establishes lots with an area less than 600 square metres and is not considered to integrate into the surrounding urban fabric. While the development does consolidate urban development within the urban zone, a reduction of the scale of the proposal from six lots to four lots is considered a more reasonable outcome in keeping with the

Theme	Response
	<p>surrounding character. The proposed reduction will ensure surrounding residents maintain a high level of amenity and visual character.</p> <p>While the strategic framework supports small lot housing, it is to be only in locations where existing residential amenity and character is not compromised. The proposal for six lots is not consistent with the prevailing density of development in the area. Further, the site is not in proximity to any active transport networks that support small lot housing.</p> <p>The proposal supports the role of Warwick as one of the key regional centres in the Southern Downs by providing additional infill development.</p> <p>The site is not impacted by flood or bushfire hazards.</p>
Natural Environment	<p>The subject site is not mapped as containing any areas of environmental significance.</p> <p>No clearing of vegetation will be undertaken to facilitate the proposed development. The site is not located in close proximity to any waterways or wetlands.</p>
Community Identity and Diversity	<p>The proposed development is for a residential development in the residential zone. The site is serviced by all reticulated urban services. However, the applicant has not demonstrated safe and efficient servicing of the proposed rear lots.</p> <p>The density of the proposed development is not consistent with existing built form. Further, the site is not located in close proximity to community facilities that provide support for the proposed small lot housing.</p>
Natural Resources and Landscape	<p>The site is located within the urban footprint of Warwick and does not impact on Agricultural Land or rural landscapes.</p> <p>The proposed development is not located in an area identified as being of high scenic amenity and does not restrict public access to any viewpoints.</p>
Access and Mobility	<p>The proposed development is not considered to create a safe and efficient transport network. The proposal is to establish four new residential lots, accessed via a 5 metre wide easement. This is not sufficient to support two way vehicle movement and address potential conflict points.</p> <p>The site is not connected to an active transport network to justify an alternative solution for the reduced access width. Suitable conditions cannot be applied in relation to the standard of the access to service four rear lots. It is recommended the scale of the development be reduced such that only two rear lots are created.</p> <p>The proposed development will not impact the safe operation of any aerodromes.</p>
Infrastructure and Services	<p>The subject site is located within the Priority Infrastructure Area for Warwick and is serviced by the reticulated water and sewer networks. The applicant has not demonstrated how services will be provided to the rear lots to a suitable engineering standard.</p> <p>Based on the calculated extent of additional impervious area, reasonable conditions cannot be applied for stormwater management adequate for the creation of four additional residential lots. Without a separate stormwater assessment and inter-allotment drainage plan, it is considered only two additional lots can be supported.</p>

Theme	Response
Economic Development	The proposed development is for infill residential development on the subject site, supporting population growth and the current housing shortage. While the proposal supports housing growth, it is not considered the development achieves an acceptable outcome in terms of safety, amenity and service provision and therefore is not supported at the proposed scale. The scale of the proposed development is considered likely to impact on the character and amenity of the surrounding residential area.

### ***Low density residential zone code***

While the zone code is not identified in Table 5.6.1 as a relevant assessment benchmark, as the application is impact assessable it is assessable against the entirety of the Planning Scheme. Assessment against the zone code is considered to be a relevant matter.

***AO2 The maximum site coverage of all buildings and structures is 40%.***

***PO2 The site cover of buildings and other roofed structures:***

- (a) does not present an appearance of bulk to adjacent properties or roads;*
- (b) allows for soft landscaping between buildings and between the buildings and the road;*
- (c) allows for adequate area at ground level for outdoor recreation, entertainment, clothes drying, and vehicle access; and*
- (d) facilitates on site stormwater management.*

The application includes the establishment of lots less than 600 square metres in area. The applicant has not provided building envelopes to demonstrate the proposed lots can be developed to allow for adequate landscaping between buildings and accesses or private open space areas. Further, based on the potential scale of future development, the applicant has not demonstrated that stormwater can be appropriately managed to prevent nuisance to downstream properties.

***PO6 Development has a scale, density of dwellings and character that is complementary and compatible with the surrounding residential area and does not unduly impact on the visual amenity of the surrounding area and streetscape.***

The development has the potential to impact on the visual amenity of the surrounding area. While the density of the proposed development is consistent with the density specified in the Acceptable outcomes, the applicant has not provided built form or lot layouts to demonstrate the future development will provide a high quality residential outcome and not adversely impact surrounding land uses.

Without building envelopes or plans for the future development of the proposed lots, the proposal presents a significant risk to the surrounding area. In addition, the applicant has not demonstrated the location of mail boxes, or area at the road frontage for bin collection, that would achieve an acceptable streetscape outcome. It is therefore recommended that the scale be reduced to two rear lots.

***PO10 Uses do not result in overdevelopment of a site due to excessive size, scale or height or excessive sealed areas for parking and manoeuvring.***

The applicant has not provided built form or lot layouts to demonstrate the scale of future development to ensure the development does not result in an overdevelopment of the site. In particular, the extent of sealed areas created by this development is not in keeping with the scale of surrounding uses.

***PO19 Satisfactory servicing areas, circulation and parking arrangements are made for private, public transport, service and emergency vehicles.***

The development proposes four rear allotments, accessed via a 5 metre wide access easement. This width does not provide satisfactory access and circulation arrangements for the four additional allotments. Residential dwellings have an assumed trip generation rate of 9.0 trips per dwelling per day. The proposed easement width does not provide opportunity for passing or address heavy vehicle access and manoeuvring areas for construction and future deliveries. In addition, the easement design does not provide for vehicle turning at the end of the easement and would rely on vehicles entering private property to turnaround. As a result, visitors to the site will generally park on the street and result in congestion within the road network.

It is considered more reasonable for two rear lots to be accessed via a 5 metre wide easement.

### ***Reconfiguring a lot code***

**AO8** *Rear lots are designed so that:*

- (a) *Where applicable, the minimum area of the rear lot, exclusive of the access strip, complies with the minimum specified in this code.*
- (b) *Where two rear lots adjoin each other, a single common driveway and reciprocal access easements are provided.*
- (c) *No more than two rear lots directly adjoin each other.*
- (d) *The access strip to the rear lot has a width and frontage equal to or greater than:*
  - (i) *In the Low density residential or Medium density residential zone – 4 m*
  - (ii) *In the Rural residential zone – 6 m*
  - (iii) *In the Industry zone and the Rural zone - 6 m.*
- (e) *In urban areas, the access strip is constructed in concrete for its full length to a width of 3 m, except in the Industry zone where it has a sealed width of 5.5 m for its full length.*
- (f) *In the rural areas, a 3 m wide all-weather gravel driveway is constructed within the access strip.*

**PO8** *Rear lots are designed to:*

- (a) *in a residential area, provide a high standard of amenity for residents and other users of the site and adjoining properties;*
- (b) *not adversely affect safety and efficiency of the road from which access is gained.*

The proposed development creates two lots below 600 square metres. In addition, the proposal is to establish four adjoining rear allotments via one shared access easement. No provision has been made for mail boxes or bin collection at the frontage of the site, that would achieve a high standard of residential amenity.

The proposed development is not considered to create a high standard of amenity to existing surrounding residents, nor future residents. The establishment of four rear allotments behind two existing residences is considered to be an overdevelopment of the site.

Further, the development will create significant traffic impacts that can impact the safety and efficiency of the road. The proposal is for four rear allotments to access via one 5 metre wide easement. No opportunities for passing or two way movement are possible with the proposed access and therefore the development has the risk of causing queuing into the road network. In addition, visitors and any heavy vehicles for construction or future deliveries will be required to reverse into or out of the site, creating further safety risks for users of Pratten Street and residents of the development.

If approved, the Low density residential zone code permits site cover of up to 40% for the future lots, not including additional impervious areas created by driveways and accesses. Based on the available area along the eastern boundary of the site, it is considered that only two rear lots should be developed on site. This will reduce traffic safety risks and ensure all lots have adequate areas for parking and private open space. By reducing the scale of the development to two rear lots,



totalling four lots on the site, the development will comply with the Acceptable outcome and achieve a higher standard of residential amenity.

**PO10** *Pedestrian and cyclist networks encourage walking and cycling by provision of a safe and convenient environment for pedestrians and cyclists. Where required links to future development are provided.*

The development does not connect to any pedestrian or cyclist networks. Further, it is not considered that the proposed access easement width provides safe pedestrian movement areas, clear of the vehicular access. The number of persons proposed to be accommodated in the development, and the associated volume of traffic, justifies a pedestrian connection between the rear lots and Pratten Street. There is insufficient space to create such a connection and therefore the scale of the development should be reduced to achieve an Acceptable outcome.

**AO13** *In partial fulfilment of the PO –*

*Concrete paths are provided within pedestrian access links. The concrete paths connect to the kerbs of the roads at both ends of the pedestrian links.*

**PO13** *Land for non-road access links is provided as non-trunk infrastructure where:*

- *the access link is necessary for the access needs of the residents of the development;*
- *the access links are necessary to connect the development to park, open space or other access links; or*
- *the provision of access links protects or maintains safety and efficiency of the existing park, open space and access network.*

There are no footpaths currently provided along Pratten Street in proximity to the site. While Council's infrastructure planning includes a potential future footpath along Pratten Street, no connection is currently available. Any proposal to construct a footpath along the property frontage would not achieve any additional connectivity and result in additional Council assets. It is not considered that a footpath along the property frontage should reasonably be conditioned for the development.

**AO16.1**

- (a) *All lots in the Low density residential, Medium density residential, Rural residential, Principal centre, District centre, Specialised centre, Mixed use and Industry zones are connected to reticulated water.*
- (b) *All lots within the Township zone where reticulated water is available are connected to reticulated water.*

**AO16.2**

- (a) *Except in Allora, all lots in the Low density residential, Medium density residential, Principal centre, District centre, Specialised centre, Mixed use and Industry zones are connected to the reticulated sewerage system.*
- (b) *All lots within the Township zone where a reticulated sewerage system is available are connected to the reticulated sewerage system.*

**PO16** *A potable water supply and adequate sewerage services are available to each lot in a development that will be used for residential, commercial or industrial purposes and adequate water is available for fire fighting purposes.*

The applicant states that all lots will be serviced by the reticulated water and sewerage networks, and that reasonable conditions should be applied. However, in order to supply four rear allotments, the applicant has not demonstrated that services can be located within the proposed easement, with adequate cover and separation, to safely supply the proposed lots. The applicant has not detailed if the proposal is for shared infrastructure that will be dedicated to Council or retained as private infrastructure. Irrespective of the infrastructure ownership, it is not considered that reasonable conditions can be applied for either infrastructure option to adequately cater for

four rear allotments. The service corridor is sufficient to support creation of two rear allotments only.

**PO17** *Lots and roads are effectively drained and drainage has regard to:*

- (a) maintaining pre-existing or natural flow patterns;*
- (b) effective management of stormwater quality and quantity; and*
- (c) ensuring no adverse impacts on receiving water and the surrounding environment.*

The site has an existing slope of approximately 5% with the highest point in the south-western corner of the site, sloping down towards the eastern boundary. The applicant has not provided any detail or assessment for the management of stormwater from the development. The intensity of development will not maintain pre-existing flow patterns and formed part of the submitters concerns.

If approved, the Low density residential zone code permits site cover of up to 40% for the future lots, not including additional impervious areas created by driveways and accesses. Based on the available area along the eastern boundary of the site, it is considered that only two rear lots should be developed on site. Without a stormwater assessment and inter-allotment drainage design, it is considered only two additional lots can be supported

By reducing the scale of the development to two rear lots, totalling four lots on the site, conditions can be applied to ensure stormwater is effectively managed.

## **AO22**

- (a) In the Low density residential and Medium density residential zones, Principal centre zone, District centre zone, Specialised centre zone, Mixed use zone and Industry zone, underground electricity is provided:*
  - (i) in a locality where underground electricity exists; or*
  - (ii) where the subdivision involves the opening of a new road or the creation of 3 or more lots.*
- (b) In the Rural residential zone underground electricity is provided*
  - (i) in a locality where underground electricity exists; or*
  - (ii) when a new lot is created with an area of about 1 ha or less.*

**PO22** *The provision of services minimises the impact on the amenity of the area.*

The locality is serviced by aboveground electricity infrastructure. Irrespective, in order to ensure the development minimises impact on the amenity of the area, lots will be conditioned to be connected via an underground system.

**PO28** *Development is designed and constructed to enhance personal and property safety and minimise the potential for crime and anti-social behaviour.*

*Development incorporates the following elements of crime prevention through environmental design:*

- (a) design that provides for casual surveillance by residents and passers-by;*
- (b) the ability of residents and others to clearly find their way to and through the development;*
- (c) the provision of movement links to nearby activity areas;*
- (d) the provision of safe routes through the development including open spaces and parks through good sight lines, lighting and signage.*

The proposed development will create four rear allotments, accessed via one shared access easement. The proposal does not meet the principles of crime prevention through environmental design as the access easement reduces legibility, being the ability for people to easily find their way to and through the development. In addition, the layout incorporating an access easement

servicing four lots does not create a safe pedestrian route and limits casual surveillance opportunities.

#### **AO29**

- (a) *The minimum lot size is 600 m<sup>2</sup>, except in Allora where the minimum lot size is 1000 m<sup>2</sup>.*
- (a) *Unless a rear lot or located within a cul-de-sac, the minimum frontage is 15 m.*

*Note: Where the intended future use of the lot is for Dual occupancy or Multiple dwellings, larger lots are required.*

**PO29** *Reconfiguring a lot provides a desirable residential environment through the provision of lots that are of sufficient size and shape to accommodate a dwelling in character with the existing residential built form and to provide for infrastructure requirements.*

The proposal creates lots with an area less than 600 square metres. The minimum frontage for a lot is 3.1 metres for Proposed Lots 7 and 8 to the shared access easement.

The proposed layout is not considered to create a desirable residential environment. The proposed lot shape and access arrangement is not in keeping with the existing residential built form. Further, the intensity of the proposed development does not provide for adequate infrastructure requirements to safely and efficiently service future residential land uses. In particular, no provision for mail boxes or rubbish bin collection has been made at the site frontage to service the proposed rear lots.

Through an approval in part, reducing the scale of the development to two rear allotments, the proposal will comply with the Acceptable outcome and allow all lots accommodate a dwelling that is in character with the surrounding residential form.

#### **PO30**

- (a) *Lots with an area of less than 600 m<sup>2</sup> and not in Allora are located, designed and constructed to provide for an appropriate level of amenity and quality urban design and to integrate positively into the existing neighbourhood.*
- (b) *Lots in Allora with an area of less than 1000 m<sup>2</sup> are located, designed and constructed to provide for an appropriate level of amenity and quality urban design, to integrate positively into the existing neighbourhood and to safely and effectively dispose of waste water on site.*

The applicant has not provided any urban design or built form to demonstrate that the development will provide for an appropriate level of amenity. The intensity of the proposed development does not integrate positively with the existing neighbourhood.

The development has not demonstrated suitable servicing for the proposal, including letter box and bin collection areas at the site frontage, that would achieve quality urban design outcomes. It is considered that the scale of the use is not able to achieve compliance with the Performance Outcome and therefore the number of rear lots within the development should be reduced.

#### **Stormwater management code**

##### **AO1** *Stormwater drainage design:*

- (a) *Ensures that the development flows leaving the site are discharged to a lawful point of discharge without causing any actionable nuisance (in general terms this implies no worsening as a result of the discharge);*
- (b) *Maximises the use of natural overland drainage paths through their identification, and minimises earthworks that will result in stormwater run-off being redirected;*
- (c) *Ensures stormwater management complies with Table A (Construction phase - stormwater management design objectives) in Appendix 2 of the State Planning Policy.*

*Note: Applicants may be requested to prepare a site based stormwater management plan to demonstrate compliance with the performance outcome.*

**PO1** *Stormwater is managed in an integrated manner in order to:*

- (a) *Ensure existing flood conditions do not deteriorate;*
- (b) *Minimise stormwater peak discharges and runoff volumes;*
- (c) *Protect and enhance environmental values of receiving waters;*
- (d) *Maximise the use of natural waterway corridors and natural channel design principles;*
- (e) *Maximise community benefit; and*
- (f) *Minimise public safety risk.*

**AO3** *Development captures and manages the following design runoff capture depth from all impervious surfaces of the proposed development:*

- *0% to 40% impervious area: capture the first 10mm of runoff from impervious surfaces;*
- *>40% impervious area: capture first 15mm of runoff from impervious surfaces.*

*Note: This AO is applicable where run-off from or within the site passes through or drains only to unlined channels, or non-tidal waterways or wetlands. It is also applicable to subdivisional scale development. It is not necessarily applicable to catchment scale planning where the cumulative drainage impacts of multiple developments and other hydrological impacts may need to be considered. The implications of such specific catchment-scale planning may affect these objectives and Council may substitute alternative design objectives. Where a receiving waterway is degraded Council may choose not to require compliance with this objective, on the basis that the receiving waterway and its associated catchment/s have been identified by Council as having limited potential for future rehabilitation and/or WSUD retrofitting.*

*Management of captured stormwater should include one or more of the following:*

- *stormwater evaporation*
- *stormwater reuse*
- *diversion of flows from receiving environments*
- *infiltration to native soils or otherwise filtered through an appropriately designed soil and plant stormwater treatment system, such as bio-retention.*

**PO3** *Development is designed to be water sensitive by:*

- (a) *minimising any change to the frequency of disturbance to aquatic ecosystems by managing the volume and frequency of surface runoff;*
- (b) *avoiding channel bed and bank erosion by limiting changes in the flow rate and flow duration within the receiving waterway; and*
- (c) *avoiding pollutant loads discharged to receiving waters*

The applicant has not provided a stormwater management plan to demonstrate compliance with the above outcomes. As previously noted above, the intensity of the proposed development will generate a significant increase in stormwater runoff than the pre-development land surface. No water sensitive urban design outcomes have been adopted in the proposal.

The increase in impervious fraction increases runoff quantity and velocity, with the potential to cause an actionable nuisance to the downstream properties. The natural flow of water is towards the east, where the existing freehold lots do not meet the definition of a lawful point of discharge in accordance with the Queensland Urban Drainage Manual (QUDM). Significant internal infrastructure and design is required to direct runoff to Pratten Street. The 5 metre wide access easement is not considered sufficiently wide to accommodate access, services and the stormwater drainage requirements of four residential lots. Therefore, it is recommended the scale of the development be reduced to two new rear lots.

## Infrastructure Charges

Charges Resolution (No. 4.2) 2023 commenced 13 December 2023. The calculated infrastructure charges reflect the conditions of approval, reducing the scale of the development to a total of four lots, being two additional lots.

Development Type	Network	Charge Rate	Proposed	Credit	Charge
Subdivision - Residential	All	\$21,500/lot	4 lots	2 lots	\$43,000
<b>TOTAL:</b>					<b>\$43,000</b>

Office use only			
Network	Proportion of Charge	Charge/ Network	Receipt Code
Public Parks and land for community facilities	6%	\$2,580	RC243
Transport	12%	\$5,160	RC241
Water supply	28%	\$12,040	RC244
Sewerage	49%	\$21,070	RC245
Stormwater	5%	\$2,150	RC242

In accordance with Section 122 of the *Planning Act 2016*, the infrastructure charge is payable when Council approves the plan for the reconfiguration.

Officer's Check List (Internal use only & not to be included in the Infrastructure Charges Notice)		
Officer	IC Calculations Checked	Date
Assessing Officer		
Coordinator	TC	9/10/2024
Manager	AO	9 October 2024

## Recommendation

THAT the application for a Subdivision (Two (2) lots into six (6) lots) and access easement on land at 216-218 Pratten Street, Warwick on Lot 15 RP6058 and Lot 16 RP6058, be approved in part, subject to the following conditions:

### Schedule 1 - Southern Downs Regional Council Conditions

#### Approved Plans

- The approved development is for Reconfiguring a Lot – Subdivision (Two (2) lots into four (4) lots) and access easement.
- The development of the site is to be generally in accordance with the following proposal plan submitted with the application, subject to amended in accordance with the conditions of this approval.

Plan Name	Plan No.	Date
PROPOSED SUBDIVISION – Lots 3 to 8 - Canceling of Lot 15 & 16 on RP6058	W6136-01	20-03-2023

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

## Easements and Covenants

4. An easement for access purposes is to be provided over Lot 5 in favour of rear allotments. A copy of the easement documentation is to be submitted to Council for approval prior to the signing of the Plan of Subdivision.
5. The width and shape of the access handle of Proposed Lot 5, and the associated easement boundary, is to be amended as required to provide space for vehicle access, stormwater drainage and services. Engineering plans, prepared by a suitably qualified person (RPEQ), including relevant sections, are to be provided to demonstrate compliance with this condition.
6. A statutory building covenant ensuring all fencing along the western edge of the access easement has a minimum 50% transparency is to be provided over all proposed lots bordering the easement. The covenant documentation is to be submitted to Council for approval prior to the signing of the Plan of Subdivision.

## Building and Site Design

7. All household drainage (including sewer house connection, stormwater drainage and interallotment drainage) and services (including electricity and telephone) associated with the existing dwelling on the land are to be relocated so that they are wholly contained within the lot it serves, or easements provided over this private drainage and services. A plan, drawn by a suitably qualified person, showing all drainage and services associated with the existing dwelling is to be submitted to Council to demonstrate compliance with this requirement.

## Amenity and Environmental Controls

8. During the construction phase of the development, all wastes must be separated into recyclables (where possible) and landfill wastes, and disposed of at an approved waste facility.

## Fencing, Landscaping and Buffers

9. A screen fence 1.8 metres high shall be erected along the boundaries adjoining Lot 17 RP6058, Lot 6 SP179563, Lot 5 SP179563, Lot 4 RP130671, Lot 3 RP130671, Lot 2 RP130671 and Lot 2 RP150624 to provide visual screening along the outer parameters of the subject site. This screen fencing is to be provided at the developer's cost. This fencing shall reduce in height to be no more than 1.2 metres high within 6.0 metres of the road boundary.
10. **Details of the proposed fencing are to be submitted to and approved by Council's Planning Department prior to Council signing the Plan of Subdivision.** Fencing is to be provided and maintained in accordance with the approved details.
11. Retaining structures and their foundations must be wholly contained within private allotments and not be constructed as Council owned infrastructure.
12. All earthworks, including batters must be fully contained within the site.
13. Street trees are to be planted within the road reserve of Pratten Street. The trees are to be planted approximately 20.0 metres apart. The trees are to be of a minimum height of 1.5 metres at the time of planting.

**A Street trees plan is to be submitted to and approved by Council's Planning Department prior to the planting of the street trees.** This must include details of the location and species of trees, the height and root barriers are to be installed around trees that are located within 3 metres of any underground infrastructure. Tree are to be generally frost resistant and drought hardy, and must not include weed species.

## Car Parking and Vehicle Access

14. Sealed vehicle accesses are to be constructed to proposed Lot 4 and the access easement in accordance with Council's standard. (Council's Development Engineer can provide details regarding Council's standard.) Such entrance roadworks are to be sealed and are to include appropriate drainage works.

15. A concrete driveway at least 4.0 metres in width is to be constructed within the access handle of proposed Lot 5. The driveway is to connect from the road and make provision for passing vehicles.
16. Construct any new crossovers such that the edge of the crossover is no closer than 1 metre to any existing or proposed infrastructure including any stormwater gully pit, manhole, service infrastructure (e.g. power pole, telecommunications pit), road infrastructure (e.g. street sign, street tree, etc).

### **Roadworks**

17. Any footpaths, kerbing and channelling, roadworks and drainage works damaged during construction of the development are to be reinstated to the pre-existing condition, unless otherwise required by the Director Infrastructure Services.

### **Stormwater Drainage**

18. The design, construction and operation of the stormwater drainage system must comply with the water quality objectives stated in the Assessment Benchmarks – Water Quality and Appendix 2 of the State Planning Policy.
19. All proposed lots must have a lawful point of discharge determined in accordance with the Queensland Urban Drainage Manual (QUDM). A stormwater management plan, including plans for any proposed stormwater infrastructure, may be required to demonstrate compliance with QUDM. Any required stormwater management plan must be prepared by a suitably qualified RPEQ and submitted for endorsement by Council prior to the lodgement of the survey plan.

For any proposed lot where it cannot be satisfactorily demonstrated that roof-water associated with future building works can be directed to the frontage kerb or alternative lawful point of discharge, an inter-allotment drainage system must be designed and constructed in accordance with QUDM.

Inter-allotment drainage systems and overland flow paths, including those affecting adjacent properties, must be wholly contained within easements. Easements are to have a minimum width of three (3) metres, and be provided to Council at no cost to Council.

### **Water Supply and Waste water**

20. A reticulated water supply system is to be provided to service all allotments. This system is to be connected to Council's water supply system.
21. A sewerage reticulation system is to be provided to service all allotments. This system is to be connected to Council's wastewater sewerage system.

### **Electricity, Street Lighting and Telecommunications**

22. Underground electricity connections must be provided to the proposed development to the standards of the relevant authorities. Evidence must be provided of a certificate of supply with the relevant service providers to provide each lot with live electricity connections, in accordance with the requirements of the relevant authorities prior to Council signing the Plan of Subdivision.
23. In accordance with the Federal Government's National Broadband Network (NBN) initiatives, the Developer (at the Developer's expense) is to install telecommunications infrastructure, such as lead-in conduits (LIC) or a fibre ready pit and pipe network (including trenching and ducting, design and third party certification), to NBN Co's specifications, to allow for the installation of Fibre-to-the-Premises (FTTP) broadband services. Any fibre provider may be used, provided they meet NBN specifications and open access requirements. Ownership of the infrastructure is to be transferred to Telstra in exchange for the provision of fibre within that infrastructure network. Prior to Council approving the plan of subdivision, written advice is to be provided from Telstra that the telecommunications infrastructure network has been installed in accordance with NBN Co's specifications.



## **Operational Works**

24. All operational works are to be accepted on-maintenance prior to Council signing the Plan of Subdivision. (See advisory note below.)

## **Infrastructure Charges Notice**

25. Payment of \$43,000 is to be made to Council in accordance with the Infrastructure Charges Notice attached to the decision notice. If payment is made more than two years after the date of the Infrastructure Charges Notice, the charge will increase in line with the Road and Bridge Construction Index for Queensland.

## **Advisory Notes**

- (i) Any demolition and/or removal works involving asbestos materials must be undertaken in accordance with the requirements of the *Workplace Health and Safety* legislation and *Public Health Act 2005*.
- (ii) The General Environmental Duty under the *Environmental Protection Act 1994* prohibits unlawful environmental nuisance caused by noise, aerosols, particles dust, ash, fumes, light, odour or smoke, beyond the boundaries of the property during all stages of the development including earthworks, construction and operation.
- (iii) Any storage of flammable and/or combustible liquids must comply with the minor storage provision of Australian Standard AS1940 *The Storage and Handling of Flammable and Combustible Liquids*.
- (iv) The applicant is to permit Council officers access to the site in accordance with the powers of entry provisions of the *Local Government Act 2009*, subject to 48 hours notice and reasonable security and health restrictions on access, so as to ensure the use is being conducted in accordance with the conditions of the approval.
- (v) Prior to constructing or upgrading an access, an application must be submitted and approved by Council for a permit under Local Law No. 1 (Administration) 2011 and Subordinate Local Law No. 1.15 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2011.
- (vi) A Development Permit for Operational Works associated with the development must be obtained in accordance with the *Planning Act 2016*. This application must be submitted with the following:
  - DA Form 1;
  - The relevant fee in accordance with Council's Schedule of General Fees and Charges;
  - Detailed design drawings, schedules and specifications for all Operational Works, certified by a Registered Professional Engineer in Queensland (RPEQ);
  - Services and access design and construction layout;
  - A Stormwater Management Plan;
  - An Erosion and Sediment Control Plan;Operational Works shall be subject to a 12 months Defect Liability Period commencing from the day the works are accepted on-maintenance. A bond will be held by Council as security, and refunded following a defect-free inspection at the end of the Defect Liability Period.
- (vii) An Erosion and Sediment Control Plan (ESCP) must be submitted for approval with the application for Operational Works. The ESCP must demonstrate that release of sediment-laden stormwater is avoided for the nominated design storm, and minimised when the nominated design storm is exceeded, by addressing the objectives in Table A (Construction phase - stormwater management design objectives) in Appendix 2 of the State Planning Policy for drainage control, erosion control, sediment control and water quality outcomes.
- (viii) Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to adjoining properties or infrastructure.

- (ix) All Development Permits for Operational Works and Plumbing and Drainage Works should be obtained prior to the issue of a Development Permit for Building Works.
- (x) All engineering drawings/specifications, design and construction works must be in accordance with the requirements of the relevant *Australian Standards* and must be approved, supervised and certified by a Registered Professional Engineer of Queensland.
- (xi) Any retaining structures above one metre in height must be separately certified for structural adequacy by a Registered Professional Engineer of Queensland at design submission and also on completion of construction for compliance with the design.

A detailed inspection and as constructed record must be provided to Council by a Registered Professional Engineer of Queensland, prior to acceptance of the works, including certification that the wall's foundation ground conditions nominated in the design were inspected and achieved during construction.

The approved design and/or construction of the retaining walls must not be modified or altered without Council's prior written approval.

#### **Telecommunications in New Developments**

- (xii) For information for developers and owner builders, on important Commonwealth telecommunication rules that need to be complied with, visit [www.infrastructure.gov.au/tind](http://www.infrastructure.gov.au/tind)

#### **Aboriginal Cultural Heritage**

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

#### **Approval Times**

- (xiv) In accordance with the *Planning Act 2016*, this approval will lapse four years from the day the approval takes effect, unless the Plan of Subdivision is submitted to Council within the currency period. **Council will NOT approve the plan unless all conditions of this approval have been complied with to the satisfaction of Council and within the currency period of the approval.**
- (xv) The approved Plan of Subdivision must be lodged for registration in the Office of the Registrar of Titles within six months of the date of Council's Compliance Certificate and approval of the Plan of Subdivision. If the Plan of Subdivision is not registered within this timeframe, Council's approval of the Plan of Subdivision will lapse. Council may reapprove the Plan of Subdivision subject to payment of the applicable fee.

#### **Schedule 2 – Department of Housing, Local Government, Planning and Public Works' conditions as a Concurrence agency**


Nil

#### **ATTACHMENTS**

Nil

### 15.3 Minor Change to Material Change of Use – Darryl J Wiggins and Roslyn E Wiggins ATF DJ & RE Wiggins Super Fund C/-Revolution Town Planning, 143 Old Stanthorpe Road, Morgan Park

#### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 October 2024
	Manager Planning and Development	<b>ECM Function No/s:</b> MCU\01907.02

<b>APPLICANT:</b>	Darryl J Wiggins and Roslyn E Wiggins ATF DJ & RE Wiggins Super Fund C/-Revolution Town Planning
<b>OWNER:</b>	Darryl J Wiggins and Roslyn E Wiggins
<b>ADDRESS:</b>	143 Old Stanthorpe Road, Morgan Park
<b>RPD:</b>	Lot 2 RP818435
<b>ZONE:</b>	Industry
<b>PROPOSAL:</b>	Minor Change to High impact industry (Composting, over 200 tonnes per annum, i.e. New shed (350m2 GFA), ancillary office (72m2), vehicle wash bay (72m2), additional carparking and vehicle manoeuvring areas and amendment/deletion of conditions)
<b>LEVEL OF ASSESSMENT:</b>	Code
<b>SUBMITTERS:</b>	Not Applicable
<b>REFERRALS:</b>	Not Applicable
<b>FILE NUMBER:</b>	MCU\01907.02

#### RECOMMENDATION SUMMARY

THAT Council approve the change application (Minor Change) for a Development Permit for a Material Change of Use for Extension to High Impact Industry (Composting Facility – Greater than 200 tonnes per annum) on land at 143 Old Stanthorpe Road, Morgan Park, described as Lot 2 RP818435, and Conditions 1 and 29 are amended, Conditions 3A, 4A, 4B, 13A, 23A, 28A, 28B, 31A and 32A are included, and Advisory Note (ix)A is included.

#### REPORT

##### Background

On 11 January 2018, Council issued a Decision notice for a High impact Industry (Composting Facility – Under 200 tonnes per Annum) on land at 143 Old Stanthorpe Road, Morgan Park, described as Lot 2 on RP818435.

The establishment of the composting facility sought to reduce expenses and greenhouse gas emissions of local food processing industries that were previously transporting waste product to Brisbane for processing.



**Figure 1: Aerial of subject site**

A Decision Notice was issued by Council on 4 September 2020 for a Change Application (Other Change) to the existing development approval for High Impact Industry (Composting Facility Greater than 200 tonnes per annum).

The approved Change Application (Other Change) did not involve the establishment of any buildings or structures.

The subject site is located on Old Stanthorpe Road which is a bitumen sealed road. There is a small access point to Warwick-Killarney Road in the northeast corner of the lot. However, the applicant seeks to maintain and utilise the existing access from Old Stanthorpe Road.

## Report

The applicant seeks a change to the existing approval (Minor Change). The requests involve the addition of:

- An industrial shed (350 square metres gross floor area (GFA));
- Ancillary office (72 square metres GFA);
- Vehicle Wash Bay (72 square metres)
- Seven (7) additional car parking spaces including one (1) accessible car parking bay; and
- Gravel hardstand areas for vehicle manoeuvring.

Additionally, the applicant has proposed the amendment and / or deletion of the following conditions of Development Permit MCU/01907.01:

- Condition 1
- Condition 2, Condition 2A, and Condition 3
- Condition 7, Condition 9, and Condition 10
- Condition 14
- Condition 15

- Condition 16
- Condition 20
- Condition 29
- Condition 31

### **Minor Change**

Based on the discussion held at the Ordinary Council Meeting on 18 September 2024, the application is considered a Minor Change as outlined:

*In accordance with the Planning Act 2016 Schedule 2 – Minor Change (b)(i) the application is not considered a “substantially different development” due to the buildings not resulting in a qualitative change to the current high impact industry. The addition of buildings is considered to not result in more or less intensity of the already approved use. The addition of the buildings is considered normal progress and must have been contemplated during the initial approval.*

This interpretation does vary from that of the independent planning consultant who undertook the assessment of this application and Council officer’s original advice, which was included in the report to the Ordinary Council Meeting on 18 September 2024 and included the following recommendation:

*THAT Council refuse the change application (Minor Change) for a Development Permit for a Material Change of Use for Extension to High Impact Industry (Composting Facility – Greater than 200 tonnes per annum) on land at 143 Old Stanthorpe Road, Morgan Park, described as Lot 2 RP818435, for the following reasons:*

- (a) The proposed change is not considered a minor change in accordance with Schedule 2 of the Planning Act 2016 given that it is a change to a development approval that would result in substantially different development; and*
- (b) The development application should be re-lodged seeking a change application (Other Change).*

In line with Council’s position, if Council determines the change is a minor change it is recommended that the following changes are made:

### **Amended conditions**

- Amend Condition 1 to update the approved plans to include plans that show the new structures; and
- Amend Condition 29 to require the new hardstand and parking bay area to be constructed of gravel.

### **New conditions**

- Insert a new condition that requires the workshop and office to remain ancillary to the High Impact Industry use;
- Insert a new condition (and associated advisory note) that requires a copy of the Certificate of Classification for building works to be submitted to Council;
- Insert a new condition (and associated advisory note) that requires a copy of the Certificate of Compliance for Plumbing and Drainage Works to be submitted to Council;
- Insert a new condition that requires landscaping to be provided in accordance with the Site Plan, including additional landscaping to the northern boundary to screen the new building;
- Insert a new condition to ensure waste receptacles are provided for the new building;
- Insert a new condition to ensure appropriate water supply is provided to service the intended uses;
- Insert a new condition to ensure appropriate stormwater management;
- Insert a new condition that requires directional signage to assist with onsite maneuvering; and



- Insert a new condition that requires vehicle operation areas to be illuminated.

To align with the proposed conditions and the change, the approved plan would need to be amended as follows:

<b>SITE DETAILS</b>		<b>PLANNING SCHEME DETAILS</b>	
STREET ADDRESS:	143 OLD STANTHORPE ROAD, WARWICK	ZONING:	INDUSTRY
R.P. DESCRIPTION:	LOT 2 RPB18435	PRECINCT:	
LOCAL AUTHORITY:	SCMC	DEFINED USE:	INDUSTRIAL
SITE AREA:	238166 m <sup>2</sup>	APPLICABLE CODES:	
		GFA (DEFINED BY THE PLANNING SCHEME):	
		SITE COVER:	
		LANDSCAPING:	
		CARPARK REQUIREMENTS:	
		CARPARK PROVIDED:	

AREA SCHEDULE	
NAME	AREA
BUILDING	361 m <sup>2</sup>
WASH BAY	73 m <sup>2</sup>
GRAND TOTAL	434 m <sup>2</sup>



SITE PLAN CALLOUT  
1:400



SITE PLAN  
1:750

**Figure 2: Amended Site Plan**

### Infrastructure Charges

As the Minor Change involves the inclusion of gross floor area and impervious area, infrastructure charges are now applicable to the development. Previously, due to these reasons, infrastructure charges have not been applicable.

The definition of impervious area is:

*the area of the premises that is impervious to rainfall or overland flow that results in the discharge of stormwater from the premises, including areas of the premises covered by compacted gravel.*

The proposed plant laydown is a hardstand area (7,682 square metres), and therefore considered impervious.

The credit applicable to the development is as if the land was vacant, thus \$21,500 at 51% (6% parks, 12% transport, 28% water supply, and 5% stormwater). Sewerage not being present at the site. The total credit equates to \$10,965, with \$1,075 being specific to stormwater.

Charges Resolution (No. 4.2) 2023 commenced 13 December 2023.

Development Type	Network	Charge Rate	Proposed	Credit	Charge
High impact Industry – High impact industry,	Stormwater	\$8/impervious m <sup>2</sup>	7,682m <sup>2</sup>	\$10,965 (\$1,075 for stormwater)	\$60,381.00
	Transport and Water	\$53.50/m <sup>2</sup> GFA @65%	361m <sup>2</sup>		\$2,663.78

Special industry				credit)	
<b>TOTAL:</b>					\$63,044.78

## Conclusion

This matter was previously considered at the Ordinary Council Meeting on 18 September 2024. No decision was made at this meeting, however the sentiment of the discussions was that this application is a Minor Change in accordance with the *Planning Act 2016* and the Development Assessment Rules.

Whilst this interpretation does vary from that of the independent planning consultant who undertook the assessment of this application and Council officer's original advice, if Council determines the change is a minor change it is recommended that the conditions of approval be amended:

## Recommendation

THAT the change application (Minor Change) for a Development Permit for a Material Change of Use for Extension to High Impact Industry (Composting Facility – Greater than 200 tonnes per annum) on land at 143 Old Stanthorpe Road, Morgan Park, described as Lot 2 RP818435, is approved and the conditions are amended as follows:

### Schedule 1 - Conditions of Approval

#### Approved Plans

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

Plan Name	Plan No.	Date
Wastecare Proposed Mulching Site Plan – Lot 2 RP818435 (Amended)	Lot 2 RP818435 – Proposed Plan Sheet 1 of 1 Revision 0A	27 November 2019 (received)
Site Plan	SK. 002 [C]	25 June 2024
Floor Plan	SK. 101 [C]	25 June 2024
Elevations	SK. 401 [C]	25 June 2024

- Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval prevail.
- Where there is any conflict between the conditions of this approval and the conditions of approval stipulated on the Environmental relevant activity (No. 53 Organic material processing by composting) issued by the Department of Environment and Science, relating to acoustic, air, land, water, the conditions stipulated on Environmental relevant activity prevail should the activity exceed 200 tonnes per annum.

#### Land Use and Planning Controls

- This approval allows for the use of the site for the following uses only: Composting facility - that processes 200 tonnes (t) or more a year of organic material by composting.  
  
This approval does not permit the usage of high risk waste to be dispersed on the site i.e. biosolids, septage.
- The workshop and office buildings are to remain ancillary to the High Impact Industry use at all times. The workshop is **only** to be used for the equipment and vehicles associated with the approved uses and is **not to be used** for patrons and/or vehicles and equipment not associated with this approved use.
- The material change of use the subject of this development permit must be completed within a period of 6 years starting the day the original development permit had taken effect. The



development permit will lapse in respect of each aspect of the material change of use that has not been completed within this period.

### **Building and Site Design**

- 4A. A copy of the Form 11 (Certificate of Classification) issued for the building works is to be provided to Council prior to the use commencing. (See advisory note below.)
- 4B If applicable, a copy of the Certificate of Compliance for Plumbing and Drainage Works is to be provided to Council. (See advisory note below)

### **Amenity and Environmental Controls**

- 5. Appropriate and accessible, dated records must be kept detailing the tonnage of finished compost produced, and must be made available to Council officers on request.
- 6. Deleted.
- 7. Should processing not exceed 200 tonnes per annum - the operator must investigate and address all environmental nuisance and/or environmental harm complaints. The following details must be recorded and provided to Council upon request:
  - (a) time, date, name and contact details of the complainant;
  - (b) reasons for the complaint;
  - (c) any investigations undertaken;
  - (d) conclusions formed; and
  - (e) any actions taken.

When requested by Council, an assessment, including monitoring and/or sampling must be undertaken by a suitably qualified person(s) to investigate any complaint of environmental nuisance and/or environmental harm (which in the opinion of an authorised person is not frivolous, vexatious nor based on mistaken belief). Upon completion of the assessment, the results must be submitted to Council within 10 business days. This must be undertaken in accordance with any direction given by Council at the time.

If the results of the assessment indicate, or where it is determined by an authorised person, that environmental nuisance and/or environmental harm is being caused, abatement or control measures must be implemented as recommended by a suitably qualified person and/or Council.

- 8. Any relevant approvals required must be obtained from the relevant authority for the acceptance and reuse of any regulated waste.
- 9. Should processing not exceed 200 tonnes per annum - the registered operator of the activity must keep a record and provide to Council biannually the following details of all compost distributed from the subject property:
  - (a) Date the compost is distributed
  - (b) Amount of compost distributed
  - (c) Name, contact details and address of the delivered compost
- 10. Should processing not exceed 200 tonnes per annum - the bund areas around the composting areas are to be constructed to cater for a 1 in 20 year rain event. Should rain occur where the water captured is unable to be disposed of, the water must be collected and disposed of in an appropriate manner.
- 11. The registered operator of the activity to which this approval relates must contact the Council as soon as practicable after becoming aware of any release of contaminants not in accordance with the conditions of this approval, or any event where environmental harm has been caused or may be threatened.
- 12. Any hazardous materials (e.g. oil and fuel) must be stored in a covered and bunded area.

13. Any liquid spills must be cleaned up immediately and disposed of in an appropriate manner that ensures environmental harm does not occur. An appropriate spill kit for the management of wastes and hazardous liquids associated with the activity must be readily available at the site. Anyone operating under this approval must be trained in the use of the spill kit.
- 13A. A sufficient number of suitable waste receptacles must be provided on site at all times. Waste receptacles must be regularly serviced to prevent unsightly accumulations of waste or environmental harm being caused. A waste collection contractor must be engaged to supply suitable waste and recycling receptacles and service waste and recycling receptacles.

## **AIR**

14. Should processing not exceed 200 tonnes per annum - all material stockpiles and trafficable areas associated with the approved activity must be maintained using all reasonable and practicable measures necessary to minimise the release of windblown dust or traffic generated dust to the atmosphere. Reasonable and practicable measures may include but are not limited to:
- (a) Using water sprays and/or a water truck;
  - (b) Adopting and adhering to speed limits;
  - (c) Using dust suppressants and wind breaks; and
  - (d) Sealing the areas.

## **NOISE**

15. Noise levels emitted from the activity must not exceed 10 dB(A) above the background noise levels in the locality when measured at any boundary of the property.

## **WATER**

16. Should processing not exceed 200 tonnes per annum - suitable banks and/or diversion drains must be installed and maintained to exclude stormwater runoff from entering any stockpile sites and ponds or other structures used for the storage or treatment of feedstocks, contaminants or wastes.
17. A sufficient number of suitable waste receptacles must be provided on site at all times. Waste receptacles must be regularly serviced to prevent unsightly accumulations of waste or environmental harm being caused. A waste collection contractor must be engaged to supply suitable waste and recycling receptacles and service waste and recycling receptacles. All wastes are to be suitably collected and disposed of so as not to adversely impact on the environment.
18. No materials or goods associated with the development are to be displayed or stored within the car park or landscaped areas, or outside the boundaries of the site.
19. The cleaning of plant equipment and vehicles must be carried out in an area and in a manner where wastewater can be suitably managed so as not to cause contaminants to release into waterways or overland flow paths.
20. Advertising Devices relating to the High impact industry (Composting facility) may **only** be erected on the subject land, i.e. Lot 2 RP818435. The location, size, type and content of any advertising sign or device located on the land is to be compatible with the Industrial character of the surrounding area. No advertising signs or devices are to be located on any other land, unless all applicable approvals are obtained under the Planning Scheme and the relevant local laws. No advertising signs or devices are to be located within the road reserve.
21. Any external lighting must be installed so that light shines down and away from adjacent properties and roads, and does not exceed 8 lux at the property boundary.

## **Fencing, Landscaping and Buffers**

22. All earthworks, including batters must be fully contained within the site.
23. The existing vegetation located along the Old Stanthorpe Road frontage of the site must be maintained to create a dense tree planting buffer to provide an effective visual screen. Extra tree planting may be required if vegetation is removed from the road reserve in the future.

Vegetation must be retained and or enhanced to create a buffer in the 20m setback, to the satisfaction of the Director Sustainable Development and to Council's standards.

- 23A. Provide and maintain landscaping in the locations shown on Site Plan with reference SK. 002 [C], dated 25 June 2024, as amended in red to include landscaping to the northern boundary to screen the new building.

### **Car Parking and Vehicle Access**

24. A sealed industrial crossover is to be constructed at the Old Stanthorpe Road entrance to the site in accordance with Council's standard. The crossover is to be sealed to a bitumen standard from Old Stanthorpe Road to the property boundary. (Council's Development Assessment Engineer can provide details regarding Council's standard.)
25. All vehicular access to and from the site must be via Old Stanthorpe Road only.
26. The internal driveways are to be designed and constructed to allow an 8.8 metre service vehicle to enter and leave the site in forward gear. All internal driveways are to be of an all-weather standard.
27. At least four (4) car parking spaces are to be provided on site.
28. The car park area is to be defined by a low physical barrier along the edge of the car parking area and driveways.
- 28A. All vehicle operations associated with the development must be directed by suitable directional, informative, regulatory or warning signs in accordance with *Australian Standard AS1742.1 "Manual of uniform traffic control devices"* and *Australian Standard AS2890.1 "Parking facilities – Off-street car parking"*.
- 28B. All vehicle operation areas must be illuminated in accordance with the requirements of *Australian Standard AS1158 "Lighting for roads and public spaces"*.
29. The new hardstand area and parking bay areas must be constructed in gravel. The existing carpark, driveway and loading areas may remain grass, provided it is appropriately maintained and does not cause a dust nuisance. If complaints are received (which in the opinion of an authorised person is not frivolous, vexatious nor based on mistaken belief) or the vehicle entrance and driveway become eroded with material becoming deposited outside of the site or potholes form that would increase noise associated with vehicle movements, the carpark shall be constructed in gravel to Council's standards.

### **Roadworks**

30. Any footpaths, kerbing and channelling, roadworks and drainage works damaged during construction of the development are to be reinstated to the pre-existing condition, unless otherwise required by the Director Infrastructure Services.

### **Stormwater Drainage**

31. The design, construction and operation of the stormwater drainage system must comply with the water quality objectives stated in Appendix 3 of the State Planning Policy.
- 31A. Prior to a Development Permit for Building Work a stormwater site based management plan is to be submitted and approved by Council's Planning Department. Any actions identified in this site based management plan are to be implemented to ensure appropriate stormwater management, prior to the use of the site commencing.

### **Water Supply and Waste water**

32. Any sewage generated at this property must be disposed of by means of an on-site sewage facility (OSSF) in accordance with the AS/NZS 1547:2012 - *On-site Domestic Wastewater Management, Queensland Plumbing and Wastewater Code* and the *Standard Plumbing and Drainage Regulation 2019*.
- 32A. A reticulated water supply system is to be provided to service the development. This system is to be connected to Council's water supply system.

## Electricity, Street Lighting and Telecommunications

33. Electricity and telecommunication connections must be provided to the proposed development to the standards of the relevant authorities if an office building is provided on-site.

### Advisory Notes

- (i) Unless otherwise stated, all conditions of this approval are to be complied with to the satisfaction of the Director Sustainable Development, prior to the use commencing, and then compliance maintained at all times while the use continues.
- (ii) Prior to constructing or upgrading an access, an application must be submitted and approved by Council for a permit under Local Law No. 1 (Administration) 2011 and Subordinate Local Law No. 1.15 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2011.
- (iii) Any proposal to increase the scale or intensity of the use on the subject land, that is assessable development under the Planning Scheme, would be subject to a separate application for assessment in accordance with the *Planning Act 2016* and would have to comply with the requirements of the Planning Scheme.
- (iv) It is encouraged that you arrange for a free compliance inspection to be carried out prior to the use commencing. This will involve a physical inspection of the premises along with an internal audit of Council's records. Written advice will be provided for your records advising if compliance with the conditions has been achieved.
- (v) There must be no release from the footprint of the approved activity, that has been in contact with any contaminants at the site to any waters, watercourse or stormwater drain.
- (vi) Any regulated waste must be removed from the site by a regulated waste removal contractor. The records for this disposal must be kept on site and be available for viewing by an authorised officer.
- (vii) The General Environmental Duty under the *Environmental Protection Act 1994* prohibits unlawful environmental nuisance caused by noise, aerosols, particles dust, ash, fumes, light, odour or smoke, beyond the boundaries of the property during all stages of the development including earthworks, construction and operation.
- (viii) Any storage of flammable and/or combustible liquids must comply with the minor storage provision of Australian Standard AS1940 *The Storage and Handling of Flammable and Combustible Liquids*.
- (ix) **If Plumbing and Drainage Approval is to be obtained** it must be in accordance with the *Plumbing and Drainage Act 2018* for the proposed plumbing and drainage works. The application for Plumbing and Drainage approval must be submitted to Council with the appropriate **forms, plans and fees** associated with this application. A **Certificate of Compliance must be issued** for the works prior to the use commencing.
- (ix)A **Building Approval is to be obtained** for a Class 8 in accordance with the *Planning Act 2016* for the proposed building work. The building application must be submitted to a Building Certifier with the appropriate **forms, plans and fees** associated with this application. The building plans are to accord with the plans approved in this approval. The building is to be constructed in accordance with the Building Approval prior to the commencement of the use. A **Form 11 (Certificate of Classification) must be issued for the building works prior to the use commencing**.
- (x) The applicant is to permit Council officers access to the site in accordance with the powers of entry provisions of the *Local Government Act 2009*, subject to 48 hours notice and

reasonable security and health restrictions on access, so as to ensure the use is being conducted in accordance with the conditions of the approval.

- (xi) An Environmental Authority for Environmentally Relevant Activity No.53 (Organic material processing by composting) is to be obtained in accordance with the *Environmental Protection Act 1994* prior to the commencement of any Environmentally Relevant Activity.
- (xii) No clearing of remnant vegetation or regulated regrowth vegetation is to occur under this approval. A Development Permit for Operational Works must be obtained from the Queensland Treasury for the clearing of any remnant vegetation, unless exempt under Schedule 21 of the *Planning Regulation 2017*.
- (xiii) Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to adjoining properties or infrastructure.

#### **Aboriginal Cultural Heritage**

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

## Schedule 2 – Queensland Treasury’s conditions as a Concurrence agency

RA6-N



Queensland Treasury

SARA reference: 1910-13795 SRA (related to 2007-17883 SRA)  
Council reference: DE:DEIMCU/01907.01  
Applicant reference: MCU/01907.01

28 July 2020

Chief Executive Officer  
Southern Downs Regional Council  
PO Box 28  
WARWICK Qld 4370  
mail@sdrc.qld.gov.au

Attention: Mr Sean Beck

Dear Sean

### SARA response—143 Old Stanthorpe Road, Morgan Park

(Referral agency response given under section 56 of the *Planning Act 2016*)

The development application described below was confirmed as properly referred by the State Assessment and Referral Agency on 28 October 2019.

#### Response

Outcome:	Referral agency response – with conditions.
Date of response:	28 July 2020
Conditions:	The conditions in <b>Attachment 1</b> must be attached to any development approval.
Advice:	Advice to the applicant is in <b>Attachment 2</b> .
Reasons:	The reasons for the referral agency response are in <b>Attachment 3</b> .

#### Development details

Description:	Development permit	Other Change - Material change of use to increase the amount of compost produced per year to more than 200 tonnes
SARA role:	Referral Agency.	
SARA trigger:	Schedule 10, Part 5, Division 4, Table 2, Item 1 (10.5.4.2.1) – Environmentally relevant activity (Planning Regulation 2017) Schedule 10, Part 9, Division 4, Subdivision 2, Table 4, Item 1 (10.9.4.2.4.1) - Material change of use of premises near a state	

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Darling Downs South West regional office  
128 Margaret Street, Toowoomba  
PO Box 825, Toowoomba QLD 4350

transport corridor or that is a future state transport corridor ((Planning Regulation 2017)

Schedule 10, Part 9, Division 4, Subdivision 1, Table 1, Item 1  
(10.9.4.1.1.1) - Development impacting on state transport infrastructure (Planning Regulation 2017)

SARA reference: 1910-13795 SRA

Assessment Manager: Southern Downs Regional Council

Street address: 143 Old Stanthorpe Road, Morgan Park

Real property description: Lot 2 on RP818435

Applicant name: Mr Darryl Wiggins

Applicant contact details: PO Box 870  
Warwick QLD 4370  
darryl@vorstrom.com.au

Environmental Authority: This referral included an application for an environmental authority under section 115 of the *Environmental Protection Act 1994*. Below are the details of the decision:

- Approved
- Reference: EA0002396
- Effective date: Takes effect on the date the related development approval (MCU/01907.01) takes effect
- Prescribed environmentally relevant activity (ERA): ERA 53 - Organic material processing - Processing more than 200t of organic material in a year – (a) by composting the organic material.

If you are seeking further information on the environmental authority, the Department of Environment and Science's website includes a register. This can be found at: [www.des.qld.gov.au](http://www.des.qld.gov.au)

## Representations

An applicant may make representations to a concurrence agency, at any time before the application is decided, about changing a matter in the referral agency response (s.30 Development Assessment Rules). Copies of the relevant provisions are in **Attachment 4**.

A copy of this response has been sent to the applicant for their information.

For further information please contact Ian McHugh, Principal Planning Officer, on (07) 4616 7320 or via email [ToowoombaSARA@dsgmip.qld.gov.au](mailto:ToowoombaSARA@dsgmip.qld.gov.au) who will be pleased to assist.

Yours sincerely



Warren Oxnam  
A/Manager - DDSW (Planning)

cc Mr Darryl Wiggins, [darryl@vorstrom.com.au](mailto:darryl@vorstrom.com.au)  
enc Attachment 1 - Referral agency conditions  
Attachment 2 - Advice to the applicant  
Attachment 3 - Reasons for referral agency response



### Attachment 1—Referral agency conditions

(Under section 56(1)(b)(i) of the *Planning Act 2016* the following conditions must be attached to any development approval relating to this application)


No.	Conditions	Condition timing
<b>Environmentally relevant activity</b>		
10.5.4.2.1—The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of Department of Environment and Science to be the enforcement authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following conditions:		
1.	The hardstand liner for the composting activity including the composting area, sedimentation dams and containment dam must be installed to achieve a maximum hydraulic conductivity of $1 \times 10^{-9}$ m/s. Certification by a Registered Professional Engineer Queensland must be provided to the Department of Environment and Science.	Hardstand liner - prior to the commencement of use and to be maintained at all times. Certification - within three months of the completion of construction.
2.	"As constructed" engineering design drawings, certified by a Registered Professional Engineer of Queensland for the activity working area including the composting area, sedimentation dams and containment dam must be provided to the Department of Environment and Science.	Within three months of the completion of construction and prior to the commencement of use.

## ATTACHMENTS

Nil

## 15.4 Minor Change to Reconfiguring a Lot – Sharon E and Victor F Pennisi, 132-140 Eukey Road, Stanthorpe

### Document Information

 <b>Southern Downs</b> <small>REGIONAL COUNCIL</small>	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 October 2024
	Planning Services Coordinator Manager Planning and Development	<b>ECM Function No/s:</b> RC\01655.04

<b>APPLICANT:</b>	Sharon E and Victor F Pennisi
<b>OWNER:</b>	Sharon E and Victor F Pennisi
<b>ADDRESS:</b>	132-140 Eukey Road, Stanthorpe
<b>RPD:</b>	Lot 11 SP302973
<b>ZONE:</b>	Rural residential
<b>PROPOSAL:</b>	Minor Change to Subdivision of one (1) into 4 lots
<b>LEVEL OF ASSESSMENT:</b>	Minor Change
<b>SUBMITTERS:</b>	Not Applicable
<b>REFERRALS:</b>	Nil
<b>FILE NUMBER:</b>	RC\01655.04

### RECOMMENDATION SUMMARY

THAT the application for a Minor Change to a Reconfiguring a Lot one (1) into 4 lots, on land at 132-140 Eukey Road, Stanthorpe, described as Lot 11 SP302973, be refused and Condition 1.0 is retained; and the following conditions be included/amended to rectify the previous discrepancies:

#### 2.1 Building and Site Design

- (a) All household drainage (including on-site waste water disposal system, stormwater drainage) and services (including water connection, electricity and telephone) associated with the existing buildings **forming part of MCU\01864** on the land are to be relocated so that they are wholly contained within proposed Lot 1, or easements provided over this private drainage and services. **If the Manager's Residents is to be separated out of MCU\01864, all household drainage and services contained to the building are to be wholly contain within proposed Lot 2.** A plan drawn by a suitably qualified person, showing all drainage and services associated with the existing dwelling is to be submitted to Council to demonstrate compliance with this requirement.
- (b) **A statutory covenant is to be provided over Lots 1 and 2 to retain these lots in the same ownership until such time as the use of the land under MCU\01864 ceases or changes occur to the approval so that all structures relating to the Short-term accommodation are wholly contained within one lot. The covenant documentation is to be prepared by Council's solicitor at the developer's cost. The covenant documentation is to be submitted to Council for approval.**

#### 6.0 Infrastructure charges Notice

Attach a new Charges Notice to the Decision Notice with the following calculations:

Development Type	Network	Charge rate	Proposed	Credit	Charge
Subdivision rural residential	Parks, road and stormwater	23% of \$21,500 per lot	4 lots	1 lot	\$14,835.00
					<b>TOTAL: \$ 14,835.00</b>

## REPORT

### Background

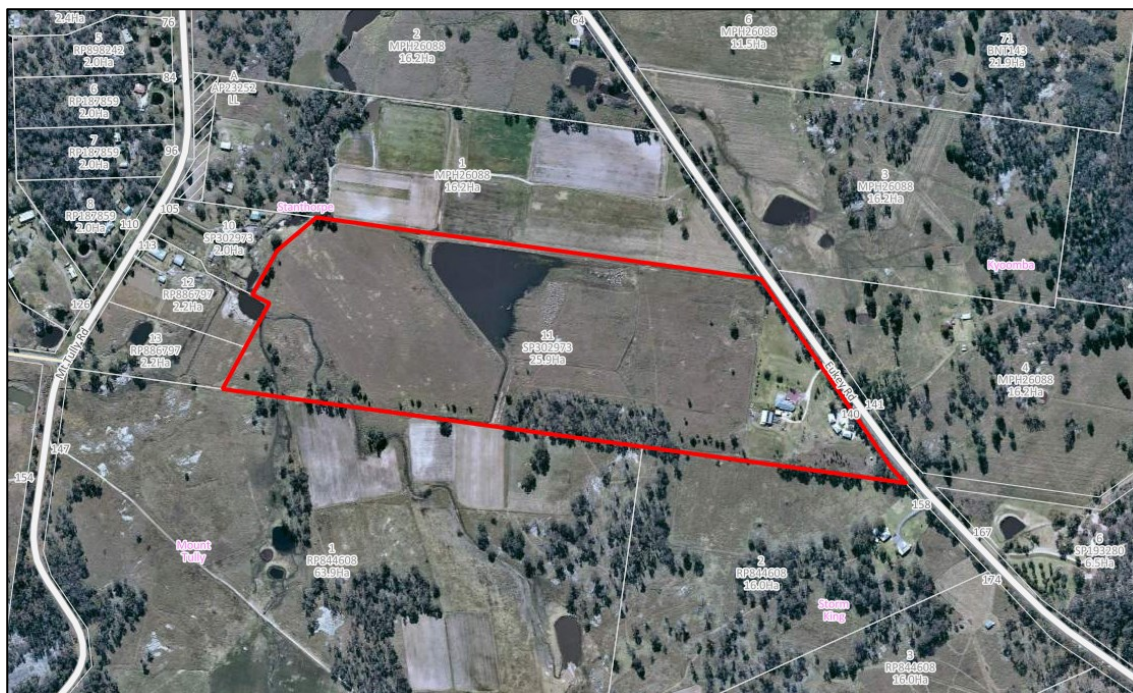
On 1 September 2006, the initial application for subdivision of 1 into 13 lots was lodged with the former Stanthorpe Shire Council. The decision was made at a Decision Notice Approval was issued on 23 May 2007, following the Council Meeting on 22 May 2007, approving the subdivision of 13 residential lots on the subject land.

The site has been subject to various development applications and change applications. The most recent application was for a Minor Change. On 22 November 2023, Council approved a Minor change to an application for Reconfiguring a Lot (Subdivision of 1 into 12 lots), on land at 132- 140 Eukey Road, Stanthorpe. The Minor Change was approved by Council in full and authorised the following changes:

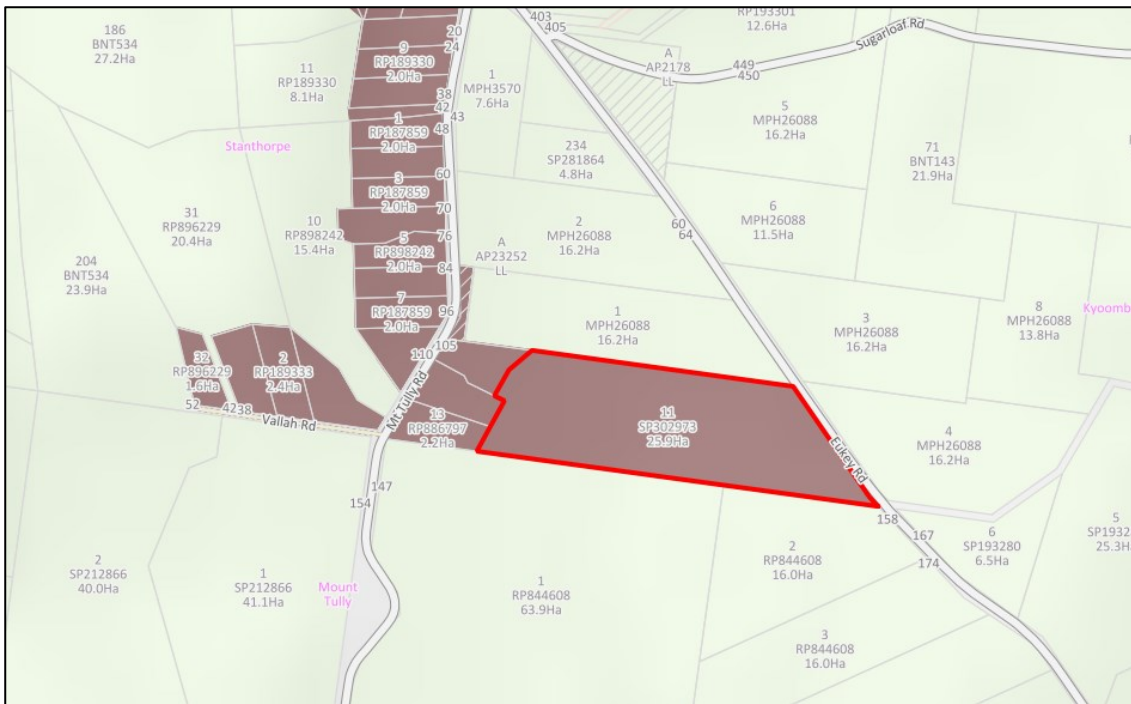
- reduce the number of lots from 12 to 4;
- remove the requirement for reticulated water; and
- remove requirements associated with the internal road.

### Report

The subject land is located at 132-140 Eukey Road, Stanthorpe, as shown in Figure 1.0, and has an area of 25.9 hectares, and is located within the Rural residential zone as shown in Figure 2.0, approximately 6.2 kilometres from the town centre of Stanthorpe. The land contains a Dwelling house, associated outbuildings, a dam and three (3) cabins used for Short-term accommodation. The subject lot maintains frontage to Eukey Road, which is a bitumen sealed road, without kerb and channel.



**Figure 1.0 – Locality Plan**



**Figure 2.0 – Southern Downs Planning Scheme (v. 5) Zoning Map**

The applicant has requested a change to an existing approval (Minor Change). Change applications are assessable against different criteria than development applications. Section 81 of the *Planning Act 2016* outlines what must be considered for a minor change. The matters relevant to this application that must be considered are as follows:

- The information the applicant included with the application; and
- Any properly made submissions about the development application or another change application that was approved; and
- All matters the responsible entity would or may assess against or have regard to, if the change application were a development application; and
- Must consider the statutory instrument as in effect when the development application for the development approval was properly made; and
- Another matter that the responsible entity considers relevant.

The applicant seeks to remove condition 1.0, which states as follows:

#### **1.0 Road works**

*A concrete edge strip and associated stormwater drainage, is to be constructed along the Eukey Road frontage of the site. The concrete edge strip is to adjoin the existing sealed pavement.*

The applicant has provided the following justification:

*The application made is for a minor change to this application on the basis that the request does not involve the following.*

- (a) does not involves a new use; or*
- (b) does not result/s in the application applying to a new parcel of land; or*
- (c) does not dramatically changes the built form in terms of scale, bulk and appearance; or*
- (d) does not change/s the ability of the proposed development to operate as intended; or*
- (e) does not remove/s a component that is integral to the operation of the development; or*
- (f) does not significantly impacts on traffic flow and the transport network, such as increasing traffic to the site; or*

- (g) does not introduces new impacts or increase the severity of known impacts; or
- (h) removes an incentive or offset component that would have balanced a negative impact of the development; or
- (i) does not adversely impact/s on infrastructure provisions that enable the development to function safely.

In addition to the provisions of the schedule 1 provisions on the test of substantially different development the additional information is also provided to support the application;

1. The removal of the development condition will substantially improve the asset management cost effectiveness for Southern Downs Regional Council in reducing unnecessary infrastructure being added to the infrastructure task of the Southern Downs Regional Council.
2. Enable the development to be a cost-effective representation of the fit for purpose infrastructure the community can sustain over the longer term.
3. The scale of the development in lot reduction is substantially less than that of the original proposal and is considerably less impact on the traffic infrastructure of the locality.
4. Retention of the condition impacts the traffic safety of the locality through providing peri urban infrastructure in a more rural road context which will isolate infrastructure for maintenance.
5. The conditioned isolated infrastructure is a safety hazards in the higher speed traffic environment of Eukey road which is a 100km/hr rural collector road in Southern Downs Regional Council road network.
6. The inclusion of the infrastructure condition for a concrete edge strip is more appropriate for local roads within a subdivision rather on the rural Collector road network.
7. The imposed condition will create a long-term frustration of all the planned and routine maintenance of the road infrastructure in the locality and ultimately lead to damage and removal of the works as longer-term reconstruction of the core asset is provided for within Southern Downs Regional Council asset management frame work.

#### **Assessment against the Planning Scheme**

<b>Benchmarks applying to the development</b>
<p>The following codes of the Southern Downs Planning Scheme are benchmarks applying to the development:</p> <ul style="list-style-type: none"> <li>– 8.2.3 Bushfire hazard overlay code</li> <li>– 9.4.7 Reconfiguring a lot code</li> </ul>

#### **Reconfiguring a lot code**

The Reconfiguring a lot code of the Southern Downs Planning Scheme (v. 5) outlines the following Overall outcome for the code, relevant to the provision of infrastructure such as kerb and channel and concrete edge strip:

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

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



*(d) Rural residential development is well serviced with sealed access roads with kerb and channel where required, stormwater drainage, garbage collection and reticulated water supply. Development has access to underground electrical infrastructure.*

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

**AO9** *Where reconfiguration of a lot:*

*(i) results in additional lots with frontage to a road; or*

*(ii) involves the creation of a new road;*

*the road is constructed in accordance with Table 9.4.7.4.*

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

The applicant provided additional information on 3 October 2024. As part of this information, a response was provided against PO9 and PO40 as follows:

*The applicant is seeking to remove this condition on the following basis:*

- (i) the installation of a concrete edge strip along the Eukey Road frontage of the subject land is inconsistent with the standard of construction for the remainder of this road. That is, a concrete edge strip is not provided on this road to the north and south of the subject frontage. Accordingly, if a concrete edge strip was otherwise provided as part of this development, it would not connect to similar road infrastructure and has the potential to cause maintenance issues at the interface with the current road standard.*
- (ii) The current road standard for this section of Eukey Road i.e. two-lane bitumen-sealed carriageway with a width >6m, maintains sufficient sight safety distances and is of sufficient standard for vehicles travelling in opposite directions not to have to traverse the road edge which would otherwise cause damage.*
- (iii) The existing table drain along this section of Eukey Road provides adequate stormwater drainage infrastructure to service this rural road. Reference is also made to the Engineering Advice prepared by C Consulting Engineers, dated 30 September 2024 .... In their advice, C Consulting Engineers confirm that concrete edging is only required around the radius of the shared driveway access to Proposed Lots 3 and 4 off Eukey Road.*

*C Consulting Engineers confirm that it is inadvisable to install concrete edging along the remainder of the subject road frontage for the following reasons:*

*“Contrastingly, it would not be advisable to construct the edge strip for the full length of the frontage. There are a number of reasons for this. Further to the point in the above paragraph, there should be no reason for a vehicle to come in contact with the edge of the pavement along Eukey Road. The road is straight and wide (in excess of 6m) with a well defined bitumen seal that has no edge patches or irregular alignments. Indeed, as with most rural roads, there is insufficient space for a vehicle to move far off the road surface before encountering the table drains. This applies doubly for service vehicles, where leaving the road surface also introduces the risk of becoming bogged on the shoulder.*

*Additionally, the construction of a concrete edge strip in isolation alongside an existing sealed formation can tend to have adverse effects. In construction, the narrow strip of gravel between the concrete and the original road pavement creates an interface between differing materials that is difficult to compact. The small strip of asphalt or bitumen required to cover the gravel also creates a lip where the original seal and the new work overlap. During rain this becomes a pathway for water that would otherwise drain off the edge of the pavement. All of these conditions have the potential to cause maintenance issues in the long term.”*

*Taking the above reasons into consideration, it is requested that Condition 1.0 (a) of RC\01655.03 be deleted as part of this Change Application.*

The comments provided by the consultant engineer are valid from a potential maintenance perspective. However, what hasn't been further expanded upon is that subject property, particularly Eukey Road where access is obtained from is the only lot along this road that is within a Rural residential zone. All other lots along Eukey Road are within a Rural zone and considering there is approximately 1,400 metres of road between the nearest Rural residential zoning, being at the Roberts Road/Mt Tully/Sugarloaf Road intersection, a concrete edge strip would enable a change in the traffic treatment within the frontage of the subject property which will assist with motorists being aware of the changed traffic environment i.e. access points within close proximity to each other. While there are only four lots that form part of this development, the zoning does allow for further subdivision of the land and therefore there is the potential for additional access points along this frontage. Therefore the requirement for a concrete edge strip should be retained.

#### **PO40**

- (a) *In Warwick and Stanthorpe roads adjoining the land being subdivided are sealed and kerb and channel provided. A concrete edge strip may be accepted in lieu of kerb and channel where lots have an area exceeding 1.5 ha, and suitable drainage works are constructed.*

The applicant has outlined in the application material that the change does not result in substantially different development. Council agrees that the change is unlikely to result in a substantially different development.

The applicant outlines that the requirement for a concrete edge strip will cause a maintenance burden for Council, not result in a cost-effective development, will create safety impacts and that the concrete edge strip is more appropriate for a local road rather than a rural collector road.

Whilst the applicants' representations are acknowledged, in accordance with section 81 of the *Planning Act 2016*, Council must consider various items including the statutory instrument (Southern Downs Planning Scheme) as in effect when the development application for the development approval was properly made.

The Southern Downs Planning Scheme includes the site within the Rural residential zone whereby development is required to be well serviced. The deletion of the condition requiring a concrete edge strip will result in the development not having appropriate infrastructure for land within the Rural residential zone.

PO40 (a) of the Reconfiguring a lot code contained within Southern Downs Planning Scheme, contains an explicit requirement to provide kerb and channel or a concrete edge strip where creating lots adjoining a road in Stanthorpe. Condition 1.0 was imposed to ensure compliance with the relevant assessment benchmarks. If condition 1.0 was removed the application would not comply with the relevant assessment benchmarks.

#### **Bushfire hazard overlay code**

The change does not involve any aspect relating to lot design or building siting and therefore no further consideration has been given to the Bushfire hazard overlay code.

#### ***Infrastructure Charges***

Charges Resolution (No. 4.2) 2023 commenced 13 December 2023.

Development Type	Network	Charge rate	Proposed	Credit	Charge
Subdivision - rural residential	Parks, road, water and stormwater	51% of \$21,500 per lot	4 lots	1 lot	\$32,895
					<b>TOTAL: \$32,895.00</b>

The above charge amount has been incorrectly applied in the most recent Council approval (Council Ref: RC\01655.3). Originally it was recommended for reticulated water to be provided as part of the development which then warrants the water charge being applied. As an alternative resolution was made to the original recommendation, which removed the requirement for



reticulated water, the charge notice was not considered in the outcome made. As there is no reticulated water requirements, a new charges notice should be issued for the following:

Development Type	Network	Charge rate	Proposed	Credit	Charge
Subdivision - rural residential	Parks, road and stormwater	23% of \$21,500 per lot	4 lots	1 lot	\$14,835.00
					<b>TOTAL: \$ 14,835.00</b>

In accordance with Section 122 of the *Planning Act 2016*, the infrastructure charge is payable when Council approves the plan for the reconfiguration.

The applicant has been in discussions with Council in relation to staging the payments of the infrastructure charges. Since the initial conversation, it has been raised with the applicant that Council is rectifying the charge amount for the reasons stated above which essentially results in a reduced charge amount. This prompted a conversation in relation to credits being applied for the existing uses on-site i.e. Short-Term Accommodation (Council ref: MCU\01864). As part of that application, infrastructure charges were applied in the amount of the \$3,750 and this amount has not been passed onto this development as a credit. However, a condition was imposed on the development i.e. Condition 2.1 (a) which requires all services associated with the existing buildings on the land are to be relocated so that they are wholly contained within proposed Lot 1. Upon further review of the MCU approval, the Short-term accommodation buildings are located on proposed Lot 1 however the Manager's Residence is located on proposed Lot 2, and therefore compliance with Condition 2.1 (a) cannot be met and should be reworded as follows.

- (a) All household drainage (including on-site waste water disposal system, stormwater drainage) and services (including water connection, electricity and telephone) associated with the existing buildings **forming part of MCU\01864** on the land are to be relocated so that they are wholly contained within proposed Lot 1, or easements provided over this private drainage and services. **If the Manager's Residents is to be separated out of MCU\01864, all household drainage and services contained to the building are to be wholly contain within proposed Lot 2.** A plan drawn by a suitably qualified person, showing all drainage and services associated with the existing dwelling is to be submitted to Council to demonstrate compliance with this requirement.

In addition to the above, to ensure that the structures associated with the Material Change of Use remain compliant with the approval, i.e. all located on one lot as per the approval, an ownership covenant condition should be imposed on proposed Lots 1 and 2. If the Short-term accommodation and Manager's residence are separated from the previous approval or boundaries are alter to have all structures relating to the Material Change of Use to be within one allotment, the ownership covenant can be removed. Therefore, the following condition should be included:

A statutory covenant is to be provided over Lots 1 and 2 to retain these lots in the same ownership until such time as the use of the land under MCU\01864 ceases or changes occur to the approval so that all structures relating to the Short-term accommodation are wholly contained within one lot. The covenant documentation is to be prepared by Council's solicitor at the developer's cost. The covenant documentation is to be submitted to Council for approval.

In relation to the credit applying, based on the approved Material Change of Use development (MCU\01864), and to avoid potential errors, until the above has been rectified, the \$3,750 amount that has been paid previously have not been applied as a credit to the levied charges associated with this subdivision. However, it should be noted that Council has an Infrastructure charges register that would highlight the amounts previous paid on the subject property to ensure that it can be applied at a later date.

## Recommendation

THAT the application for a Minor Change to a Reconfiguring a Lot one (1) into 4 lots, on land at 132-140 Eukey Road, Stanthorpe, described as Lot 11 SP302973, be refused and Condition 1.0 is retained; and the following conditions be included/amended to rectify the previous discrepancies:

### 2.1 Building and Site Design

- (a) All household drainage (including on-site waste water disposal system, stormwater drainage) and services (including water connection, electricity and telephone) associated with the existing buildings forming part of MCU\01864 on the land are to be relocated so that they are wholly contained within proposed Lot 1, or easements provided over this private drainage and services. If the Manager's Residents is to be separated out of MCU\01864, all household drainage and services contained to the building are to be wholly contain within proposed Lot 2. A plan drawn by a suitably qualified person, showing all drainage and services associated with the existing dwelling is to be submitted to Council to demonstrate compliance with this requirement.
- (b) A statutory covenant is to be provided over Lots 1 and 2 to retain these lots in the same ownership until such time as the use of the land under MCU\01864 ceases or changes occur to the approval so that all structures relating to the Short-term accommodation are wholly contained within one lot. The covenant documentation is to be prepared by Council's solicitor at the developer's cost. The covenant documentation is to be submitted to Council for approval.

## 6.0 Infrastructure charges Notice

Attach a new Charges Notice to the Decision Notice with the following calculations:


Development Type	Network	Charge rate	Proposed	Credit	Charge
Subdivision rural residential	- Parks, road and stormwater	23% of \$21,500 per lot	4 lots	1 lot	\$14,835.00
					<b>TOTAL: \$ 14,835.00</b>

## ATTACHMENTS

Nil

## 15.5 Minor change applications Gary Hayes & Partners Pty Ltd - 11-25 Carmody Street, Warwick

### Document Information

 <b>Southern Downs</b> <small>REGIONAL COUNCIL</small>	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 October 2024
	Planning Services Coordinator	<b>ECM Function No/s:</b> RC\01904.01 and RC\01905.01

<b>APPLICANT:</b>	Gary Hayes & Partners Pty Ltd
<b>OWNER:</b>	Cedarwood Estate Pty Ltd
<b>ADDRESS:</b>	11-23 Carmody Street, Warwick
<b>RPD:</b>	Lots 54, 100 & 101 SP339063
<b>ZONE:</b>	Part Low density residential and Part Rural
<b>PROPOSAL:</b>	Change application (Minor Change - RC\01904.01) for a Development Permit - Reconfiguring a Lot – 3 lots into 34 lots (over two stages) AND Change application (Minor Change - RC\01905.01) for a Development Permit - Reconfiguring a Lot – 2 lots into 37 lots (over two stages)
<b>LEVEL OF ASSESSMENT:</b>	Code
<b>SUBMITTERS:</b>	Nil
<b>REFERRALS:</b>	Nil
<b>FILE NUMBER:</b>	RC\01904.01 and RC\01905.01

### RECOMMENDATION SUMMARY

THAT the:

- A. Change application (Minor Change - RC\01904.01) for a Development Permit - Reconfiguring a Lot – 3 lots into 34 lots (over two stages), on land at 11 - 25 Carmody Street, and 124 – 146 Cleary Street, Warwick, described as Lots 54, 100 and 101 SP339063 (Incl EMT A), in relation to Conditions 3, 18, 27 and 34, be approved in part,  
AND
- B. Change application (Minor Change - RC\01905.01) for a Development Permit - Reconfiguring a Lot – 2 lots into 37 lots (over two stages), on land at 11 - 25 Carmody Street, and 124 – 146 Cleary Street, Warwick described as Lots 100 and 101 SP339063 (Incl EMT A), in relation to Conditions 3, 17 and 32, be refused.

### REPORT

Whilst there are two separate development approvals i.e. RC\01904 and RC\01905, both being for subdivisions, the assessment of the Change Application (Minor Change) requests has been

undertaken within this one report, due to the linkages between each development. A summary of each application is as follows:

RC\01904 – Decision Notice dated 11 July 2024 for a Subdivision of three (3) into 34 lots (over two stages), involving Lots 54, 100 & 101 SP339063.

RC\01905 – Decision Notice dated 11 July 2024 for a Subdivision of two (2) into 37 lots (over two stages), involving Lots 100 & 101 SP339063.

## **Background**

On 31 October 2011, Council issued a Development Permit for Material Change of Use for the purpose of Multiple dwelling (82 units) and Reconfiguring a Lot (Community Title Subdivision of one into 82 lots and common property), on land at 11-25 Carmody Street, Warwick, described as Lot 19 RP83070, subject to conditions.

The approval was later changed multiple times through a Change to an Existing Approval on 10 January 2013, 1 March 2013, 31 October 2013, 23 December 2013, 24 March 2014, 4 July 2014 and 31 March 2017. The approval lapsed on 31 December 2017.

On 26 March 2021, Council issued a Development Permit for Reconfiguring a lot – 2 lots into 34 described as Lot 1 RP36412 (Incl Emt B SP257235) and Lot 3 RP125874 (Incl Emt A SP257235).

On 19 April 2022, Council issued a Development Permit for Reconfiguring a Lot (Realignment of boundaries – 3 lots into 3 lots), on land at 11-25 Carmody Street, Warwick, described as Lot 1 RP36412, Lot 3 RP125874 and Lot 19 RP83070, subject to conditions.

A Change to an Existing Approval was issued on 25 August 2022, amending requirements associated with connection to services.

On 17 August 2023, Council signed an Infrastructure Agreement with Cedarwood Estate Pty Ltd, for works associated with the Realignment of boundaries approval issued on 25 August 2022. The Infrastructure Agreement requires the retention of covenants over the subject land, holding the lots in common ownership, until such time as necessary infrastructure is provided to service the land.

The three lots (Lots 100, 101 and 54 SP339063) that form part of this report contain two (2) development approvals outlined as follows:

RC\01904 - Three lots into 34 lots (over two stages), on Lots 100, 101 and 54 SP339063.

RC\01905 - Two lots into 37 lots (over two stages), on Lots 100 and 101 SP339063 (Incl EMT A).

Once both developments are completed, the development will result in a total of 69 new lots.

Although the applications were lodged separately, a single application could have been submitted. It should be outlined that a referral to Department of Housing, Local Government, Planning and Public Works (SARA – Impact on State Infrastructure) would have been required if a development application was submitted which exceeded 50 lots or more. Although these development applications are over the same lots and will have a combined total of 69 lots, as separate applications were submitted, the referral trigger did not apply.

To assist with the history of the subject property and the explain the timeline of both RC\01904 and RC01905, the subject lots that form part of these applications contain a split zoning i.e. Low density resident and Rural zone. Due to this split zoning, any subdivision application was required to be Impact assessable under the planning scheme. The rural zoning on these lots aligns with adjoining properties and the flood impact within the locality (zoning alignment changed in 2017 based on a flood study). The applicant did not want to submit an impact assessable application and therefore decided to complete the three lots into three lots boundary realignment as a separate application to the subsequent subdivision applications (Council ref: RC\01895). The intent of the realignment of boundaries application was to separate the land within the Low density residential zone from the land within the Rural zone. The realignment of boundaries then required the bonding of connection to services, which is not standard practice for lots within the Low density residential zone (realignment of boundaries approval issued 14 April 2022 and 25 August 2022). Applications RC\01904 and RC\01905 were unable to proceed to assessment until the survey plan associated with the realignment of boundaries, being RC\01895, was endorsed with the Titles Offices. Once

the survey plan was registered it become evident that the new coordinates resulted in the lots remaining in a spilt zone. Therefore, as parts of the lot remained within the Rural zone, the applications i.e. RC\01904 and RC\01905 remained impact assessable.

These applications were approved on 8 July 2024 and 9 July 2024, respectively, with both of the decision notices being issued on 11 July 2024. The applicant had until 8 August to negotiate the decision notice under the *Planning Act* 2016, however no change representations were received within this timeframe. Due to the negotiation decision period ending, a Change Application (Minor change) was submitted to Council on 24 September 2024 for both RC\01904 and RC\01905.

The subject property contains three lots as follows:



**Figure 1: Locality Plan**



RC\01904 consists of the following approved lot layout:

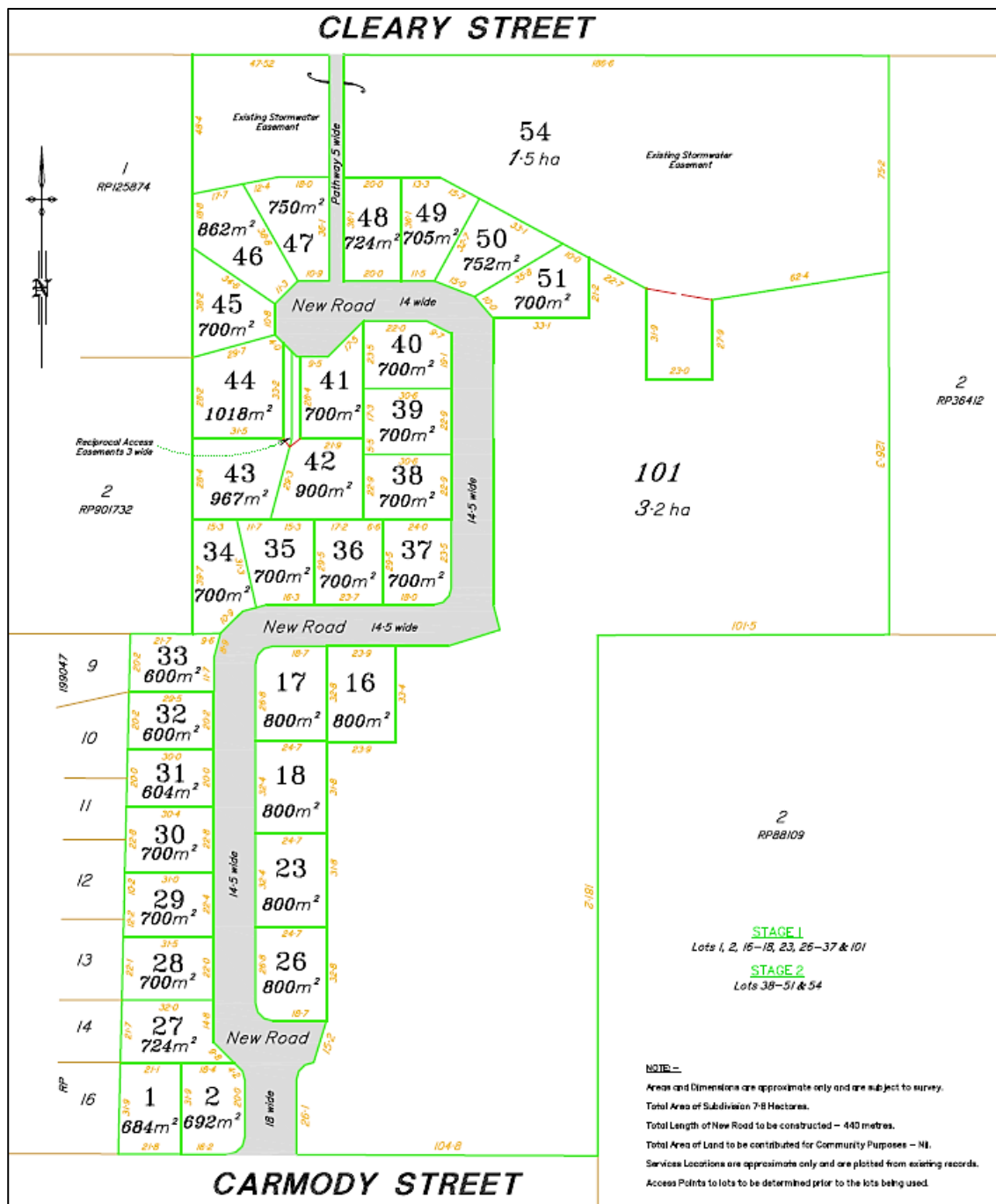
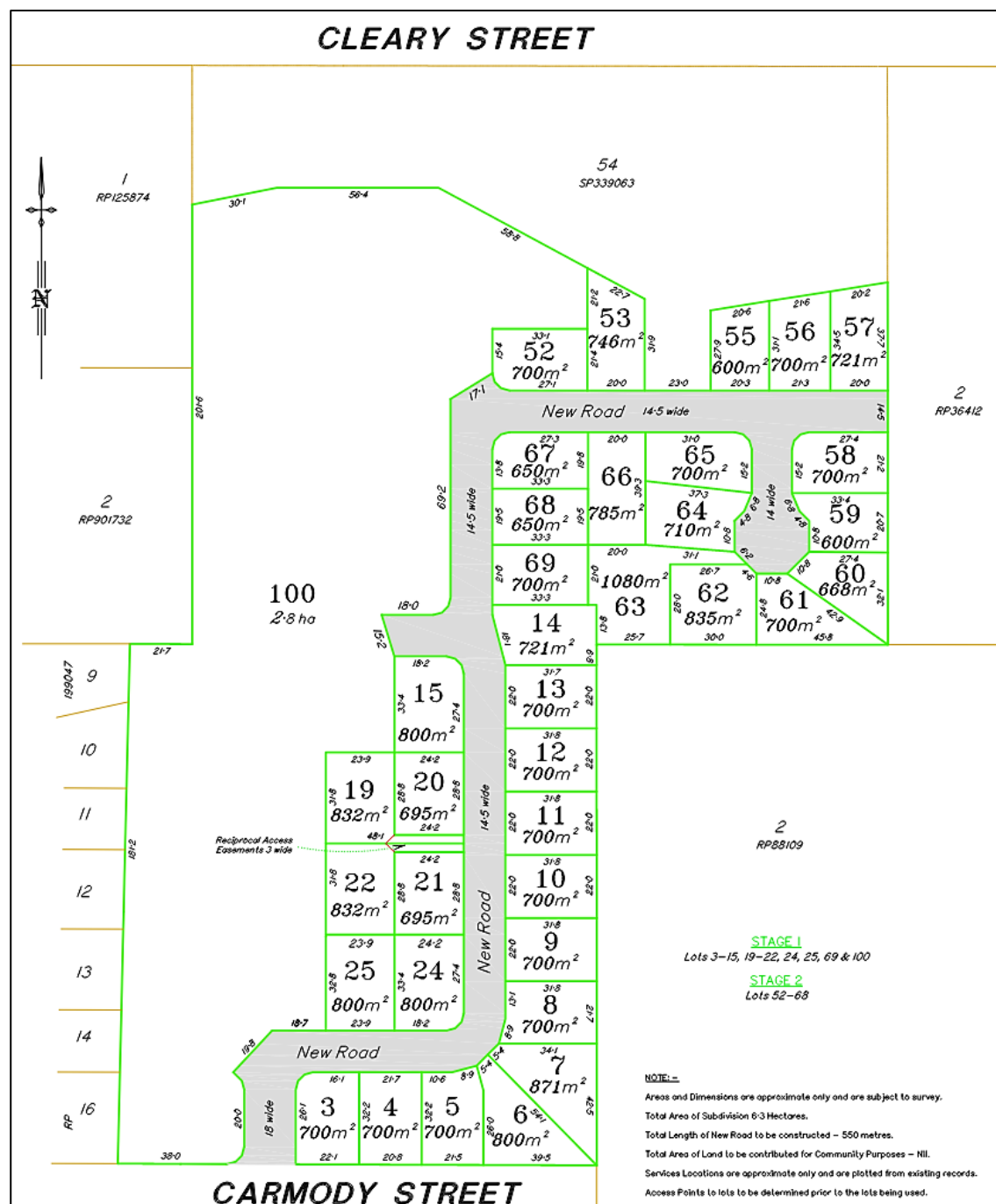


Figure 2: Approved lot layout for RC\01904

RC\01905 consists of the following approved lot layout:



**Figure 3: Approved lot layout for RC\01905**


Both developments rely upon the same access road to Carmody Street and the applicant wishes to negotiate the following conditions for each development approval:

- RC\01904.01 – Conditions 3, 18, 27 and infrastructure charges.
- RC\01905.01 –Conditions 3, 17 and infrastructure charges.

<b>RC\01904</b>	
<b>Condition 3</b>	
<i>With Stage 2, the northern boundaries of proposed Lots 46 – 51 are to align with the periphery of the Low density residential zone as identified in the Southern Downs Planning Scheme (v.5). The new lots must maintain an area equal to or greater than 600 square metres.</i>	
<b>Applicant's</b>	<i>As discussed on several occasions, the existing lot boundaries follow the flood line,</i>



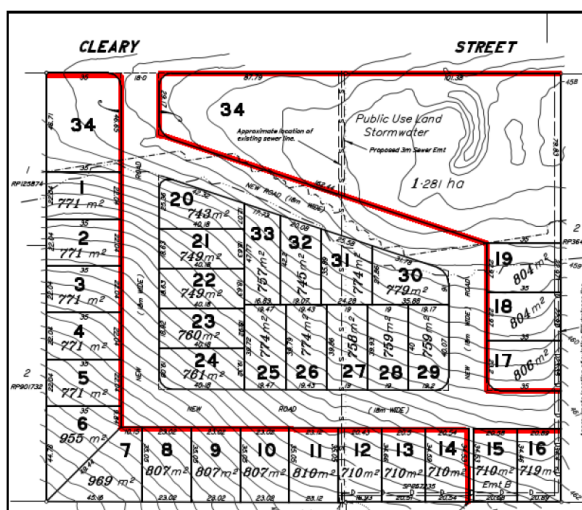
<b>Comments</b>	<p><i>with a small buffer area. This, for all practical purposes, is coincident with the Low Density Residential zone boundary. As confirmed at our last meeting, the zone boundaries in this area have not been changed since the introduction of this planning scheme. The mapping scale is 1 : 30,000, meaning 1mm represents 30 metres on the ground. The intent being that the zone boundary follows the flood line. Although Council's mapping has been digitised and the ability now exists to zoom in to get greater magnification, this can not be confused with getting greater accuracy in the position of property or zone boundaries.</i></p> <p><i>Condition 3 should be deleted.</i></p>
<b>Council's Response</b>	<p>The intent of the condition is to ensure that the lots, with the except of Lot 54 SP339063 are solely located within the Low density residential zone. If any of these lots result in a split zone, regardless of the amount land within the Rural zone, an application will be required to be submitted for a Dwelling house in accordance with section 5.2.3 point 4 of the Southern Downs Planning Scheme. There are no future plans to alter the zoning boundary for these lots and therefore to ensure that the lots don't conflict with the Rural zone, the condition should remain to avoid future Dwelling house applications on these lots.</p>
<p><b>Condition 18</b></p> <p><i>With Stage 1, sealed road widening, including mountable kerbing and channelling, is to be constructed such that new kerb and channel aligns with existing kerb and channel (on the western side of Carmody Street) and stormwater drainage, is to be constructed along the Carmody Street frontage of the site.</i></p> <p><u>Note:</u> <i>This condition is imposed pursuant to Section 145 of the Planning Act 2016.</i></p>	
<b>Applicant's Comments</b>	<p><i>Clarification that this refers to the developed frontage of the site, being Lots 1 and 2 and new road. See also Change Representation for RC\01905. Condition 18 to read :-</i></p> <p><i>With Stage 1, sealed road widening, including mountable kerbing and channelling, is to be constructed such that new kerb and channel aligns with existing kerb and channel (on the western side of Carmody Street) and stormwater drainage, is to be constructed along the Carmody Street frontage of the site, being Lots 1 and 2 and new road.</i></p>
<b>Council's Response</b>	<p>This condition refers to the 'frontage of the site' which essentially is Lots 1 and 2 and new road or approximately 62 metres of frontage boundary. To further assist with clarity, it is agreed that the condition can be amended as requested. As stormwater details have not been provided, the addition of the follow note should be added to the condition.</p> <p><b><i>Note: If stormwater drainage requires mounted kerb and channel for stormwater management purposes, the above requirement relating to stormwater is to be extended beyond Lots 1 and 2 and new road.</i></b></p> <p>The clarification referred to above by the applicant in reference to RC\01905 will be discussed later in this report as it relates to a separate section of road further south of this frontage to Carmody Street and the sequencing of these separate applications has not been further explained by the applicant.</p>
<p><b>Condition 27</b></p> <p><i>With Stage 2, a 2.0 metre wide concrete pedestrian footpath is to be constructed along the Cleary Street frontage of the site, in a location suitable to the Director Infrastructure Services. The footpath is to connect to the pedestrian access link.</i></p>	
<b>Applicant's Comments</b>	<p><i>This condition is unreasonable, for the following reasons:</i></p> <ul style="list-style-type: none"> <li><i>•Our development has only one large lot fronting Cleary Street</i></li> <li><i>•All the parkland and residential development is on the northern side of Cleary</i></li> </ul>

	<p><b>Street</b></p> <ul style="list-style-type: none"> <li>• <i>There is an open drainage channel on the southern side of Cleary Street</i></li> <li>• <i>There is insufficient room between Council's trunk sewer line and the drainage channel to construct a footpath</i></li> <li>• <i>A footpath on the southern side of Cleary Street is unlikely to be used, as pedestrians and cyclists are unlikely to cross the road to use a short section of footpath.</i></li> <li>• <i>This footpath would be an unused and unwanted Council asset, that would be expensive to maintain , due to flooding issues.</i></li> </ul> <p><i>We ask that this condition be deleted.</i></p> <p><i>We also request that all new footpath widths be set at 1.2 metres, which is considered to be adequate for the predicted usage and in line with Council's approvals on other recent subdivisions. We note that the site is outside the Walking Network Area plan for both primary and secondary routes identified in Councils recently adopted Walking Network Plan, also of note is that State Government policy allowed for footpaths having a width of 1.2metres in low traffic areas.</i></p>
<p><b>Council's Response</b></p>	<p>The footpath shown below from Councils mapping indicates the future width of the footpath as ranging between 1.9 to 2.2 metres wide.</p>  <p>The Walkable Networks Plans has footpath recommendations ranging between 1.8 to 2.5 metres wide, with no reference to 1.2 metre wide footpaths. It is acknowledged that this subject property is located outside of the mapped Walkable Network Catchments, but the frontage along Cleary Street does form part of the Warwick Green Belt which is referenced in the planning scheme as follows:</p> <ul style="list-style-type: none"> <li>• <i>Pathways and corridors for walking and cycling are provided on public land. The Warwick greenbelt is extended to provide increased connectivity in the active transport networks.</i></li> <li>• <i>Land that is identified as subject to flood hazard is conserved for sustainable rural use or sport, recreation and open space purposes and when located adjacent to the Warwick urban area contributes where possible to the Warwick greenbelt.</i></li> </ul> <p>The Warwick Green belt was endorsed in 1994 and Council has continued to try and achieve the outcomes of this document. Cleary Street has always been identified within this document as having a proposed footpath to create a loop around Warwick utilising the flood affected areas for connectivity. The comment made by the applicant that this footpath is unwanted as an asset and won't be used is an incorrect statement. Land has been acquired overtime in different locations</p>

The footpath along Cleary Street should align with the pedestrian bridge/path provided through Lot 54 that was put forward by the applicant but the bridge is located further west of the footpath that is identified on Council's previous. It should also be noted that a non-residential use in the form of a service station is located near the subject property that does provide a service to the locality and a connection should be created to this existing use i.e. continue the footpath to west. The adjoining lot to the west does form part of an approval (Council Ref: MCU01899, approved 2018) where the following condition was imposed:

59. A 2.0 metre wide concrete pedestrian footpath is to be constructed along the Cleary Street frontage west of the entrance to the site, and the Wallace Street frontage of the site, in a location suitable to the Director Infrastructure Services.

27. A 2.0 metre wide concrete pedestrian footpath is to be constructed along the road reserves of the development generally in accordance with the below plan.



The requirement for a 2m wide footpath along Cleary Street has consistently been applied on different applications, provides opportunity for additional connectivity and assists with fulfilling the requires of the Warwick Green Belt plan, which is referenced in the planning scheme. Therefore the condition should remain unchanged.


### Condition 3

*With Stage 2, an area of land at least 3.0 metres wide along the full western boundary of proposed Lot 61 is to be dedicated as a pedestrian access link. Any fencing or private infrastructure is to be removed from within the dedicated area.*

<b>Applicants Comments</b>	<i>We ask that this condition be deleted, as adequate pedestrian and cycle connectivity can be gained directly to the east, close to this location. The inclusion of a link as proposed in the approval, would decrease neighbourhood safety and amenity and construct an unneeded Council asset, requiring ongoing maintenance.</i>
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<b>Council's</b>	The condition was imposed to enable a future connection should the adjoining lot,
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<b>response</b>	<p>being Lot 2 RP88109, be developed in the future. This connection would enable a shorter route for residents to nearby services and parkland i.e. Australiana Park. This condition is not requiring the construction of a footpath only that the land be dedicated as a pedestrian link.</p> <p>Council's preference would be to limit the cul-de-sac design within this development and create a road connection for future developable lots that adjoin the subject property. This would also ensure compliance with Schedule 12A of the <i>Planning Regulation 2017</i>. This option would have resulted in the removal of Lot 61 completely for the purpose of road dedication but Council accepted an alternative to this, being a 3 metre wide pedestrian access link.</p> <p>To enable future connectivity within the locality, the condition should remain.</p>
<p><b>Condition 17</b></p> <p><i>With Stage 1, sealed road widening, including mountable kerbing and channelling, is to be constructed such that new kerb and channel aligns with existing kerb and channel (on the western side of Carmody Street) and stormwater drainage, is to be constructed along the Carmody Street frontage of the site.</i></p> <p><u>Note:</u> This condition is imposed pursuant to Section 145 of the Planning Act 2016.</p>	
<b>Applicant's Comments</b>	<p>The subdivision has been designed to give all new lots access to new internal roads. There is no reasonable need to construct the Carmody Street frontage of proposed Lots 3 to 6. Road connectivity to Lot 2 on RP88109, is not required or desirable as it would be better serviced using the existing connector road, being Dragon Street. Our design complies with the State Government Walkable Neighbourhoods Policy. The adjoining land to the east fronts Dragon Street and is 200metres in width. This allows for a standard design with two news access streets to connect to Dragon Street, again reinforcing that there is no need for coactivity to Carmody Street. Constructing this portion of Carmody Street will create another unwanted Council asset. Pedestrian and cycle access may be appropriate for this frontage.</p> <p>We also request that all new footpath widths be set at 1.2 metres, which is considered to be adequate for the predicted usage and in line with Council's approvals on other recent subdivisions. We note that the site is outside the Walking Network Area plan for both primary and secondary routes identified in Councils recently adopted Walking Network Plan, also of note is that State Government policy allowed for footpaths having a width of 1.2metres in low traffic areas.</p>
<b>Council's response</b>	<p>Council has only asked for road construction along the frontage of the subject property. It is acknowledged that the intent of the new lots being created is to utilise the internal road network, however proposed Lots 3 to 6 all have direct frontage to a road reserve being Carmody Street. There are no provisions in place restricting access to this section of the road reserve and therefore the road should be constructed to Council's Standards as per the condition that is imposed. The applicant has indicated that the lots that have frontage to this section of unconstructed road have direct frontage to an alternative road, which is correct however no details have been provided by the applicant on how to restrict the use of this road reserve i.e. intention to lodge a road closure application or treatment such as retaining walls that would warrant the removal of the condition. The requirement to construct the road along the frontages of Lots 3 to 6 should remain unchanged, as the future lot owners may wish to have direct frontage of this section of existing road reserve. It should also be noted that the condition also refers to stormwater drainage and no details have been provided to suggest that mounted kerb and channel won't be required for stormwater management.</p>
<b>Infrastructure Charges for RC\01904 and RC\01905</b>	

<b>RC\01904 - Condition 34</b>	<p>Infrastructure Charges</p> <p>The charge amount of \$21,500.00 was applied to each new lot being created.</p>
<b>RC\01905 – Condition 32</b>	<p>RC\01904 total charges applied = 34 lots with 3 lots as credit (Lots 100, 101 and 54 SP339063)</p> <p>Stage 1 = \$344,000.00</p> <p>Stage 2 = \$322,500.00</p> <p>Total = \$666,500.00 (31 lots x \$21,500)</p> <p>RC\01905 total charges applied = 37 lots with 2 lots as credit (Lots 100 and 101 SP339063)</p> <p>Stage 1 = \$408,500.00</p> <p>Stage 2 = \$344,000.00</p> <p>Total = \$752,500.00 (35 lots x \$21,500)</p> <p>Combined total of both applications equates to a total levied charge of \$1,419,000.00, with 66 lots charged at \$21,500 and 3 lots given as a credit. The combined subdivision will result in 69 lots.</p>
<b>Applicant Comments</b>	<p><i>Several negotiations have been held with Council staff, over the lengthy application process, regarding the infrastructure charges for this development. The indication was that consideration would be given to reduced infrastructure charges, in accordance with Council's staged increase policy, given that there is an existing approval for the northern portion of these lots and the delays in gaining these subdivision approvals. We ask that the first 33 lots of this development, equivalent to number of lots in the existing subdivision approval over part of this land, be charged Infrastructure Charges, at the rate of \$10,000 per lot, with the remainder at the rate of \$15,000 per lot, being the rate applicable at the time the application was assessed with Council. We are happy to discuss this further, if needed and are aware that this is a decision that needs to be considered by the full Council.</i></p>
<b>Council's Comments</b>	<p>The 33 lot subdivision that the applicant is referring to is in relation to RC\01828 and was applied over two lots and not three lots with the following image showing the lots prior to the boundary realignment of recent 3 lots into 3 lots being completed (Council file ref: RC\01895).</p>  <p>The approval was granted in 2021 and while the approval is current (as the currency period under the legislation applicable at the time was 4 years to carry out the development), a boundary realignment has occurred over the lots forming part of this previous approval resulting in a different lot configuration, meaning RC\01828 can no longer be carried out unless an 'other change' application is</p>

lodged. If this was to occur, Council could impose the charges resolution applicable at the time that application may be decided i.e. \$21,500. Therefore RC\01828 can no longer be carried out in its current formation and should not be used as grounds to negotiate infrastructure charges that form part of this development.

In addition to the above, the applicant is correct in that several negotiations have been held with Council staff, over the lengthy application process however this has been delayed due to the applicant wanting to carry out a boundary realignment on the subject property prior to these subdivision applications being processed. During the time it has taken to finalise and register the boundary realignment, Council made the decision to increase infrastructure charges via a staged approach and an updated charges resolution was endorsed on 28 February 2022.

Based on the meeting records available with the applicant and the details of the applications over the subject property, the following timeline is provided:

- RC\01895 – Boundary Realignment application lodged 21 December 2021 however was not decided until 22 April 2022, which required connections to water, sewer, electricity etc. On the 17 July 2022 the applicant lodged a minor change to the application in relation to the connection to water, sewer, electricity etc and a decision was issued on 24 August 2022.
- An action notice was issued for the subject subdivision applications, RC\01904 and RC\01905, on 31 March 2022 due to the application being impact assessable but the forms provided indicated Code. Until the above boundary realignment was completed, this application could not be processed as Code.
- An amended action notice was issued 5 July 2023 due to the application remaining Impact assessable due to the above boundary realignment not being completed.
- A confirmation notice was issued on 22 November 2023 with application being Code assessable, following registration of the survey plan associated with the realignment of boundaries.
- An information request was issued by Council on 6 December 2023 which requested details to be provided to clarify that the lots forming part of the application do not contain the Rural zone as this would make the application Impact assessable and not Code Assessable i.e. the new boundary followed the flood line and not the zoning boundary.
- Response to Information Request received 14 February 2024.
- Amended Confirmation Notice was issued on 14 April 2024 with the application as Impact assessable and for the applicant to proceed to public notification.
- A decision was made on the applications on 8 July 2024 and 9 July 2024 with the decision notice for both applications being issued on 11 July 2024.

During the time that it took to assess the boundary realignment application (3 into 3 lots) and prior to the lodgement of the subdivision application, RC\01904 and RC\01905, Council made a resolution on 28 February 2022 to increase the infrastructure charges over stages i.e. first increase to \$15,000 per lot, but to be increased to \$21,500 on 28 February 2023.

A meeting was held with the applicant on 3 March 2022 and as part of this meeting it was advised that infrastructure charges were increasing. At this same meeting the applicant requested a reduction in infrastructure charges where advice was to provide such a request in writing, for a subsequent report to go to Council for a decision. No request was submitted to Council.

A further meeting was held on 22 November 2023 where the applicant spoke about



	<p>what infrastructure charges that would apply to these applications where it was advised to put something in writing for consideration by the Director and Manager. No request was submitted to Council.</p> <p>The applicant chose to proceed with the three separate applications (being the realignment and then two separate subdivision applications), which resulted in the lengthy delay between lodgement and a decision being made for the subdivision applications. Meeting records on this subject property started on 29 July 2021 and in November 2021, the applicant indicated that they would lodge the 3 into 3 lot boundary realignment application where Council indicated that '<i>Code assessable okay. Needs to be sealed before submitting subsequent applications</i>'.</p> <p>If the applicant had proceeded with an impact assessable application without the boundary realignment forming part of the process, there could have been an outcome given prior to the infrastructure charges being increased, however the subject subdivision applications were lodged on 11 March 2022, after the first increase to the infrastructure charges that was made on 28 February 2022.</p> <p>Based on the above, no changes to the Charges Notice should be given on the basis that the previous approval referred to by the applicant can not proceed due to the changes that occurred as part of the recent boundary realignment approval, that these applications were submitted after the charges occurred to Council's Infrastructure charges resolution and the request does not align with Council's policy for reduced charges amounts i.e. not for profit organisation.</p> <p><u>The total amount within the Charges Resolution in the amount of \$1,419,000.00 should remain unchanged.</u></p> <p>Should an alternative decision be made to the above recommendation, an infrastructure agreement should be entered into between Council and the applicant with the new levied amount. The preparation of the agreement should be at the developers cost and include costs for Council's solicitor to review the draft agreement prior to being executed. This is required to ensure that the charge amounts are being processed correctly in accordance with the <i>Planning Act</i> 2016 as there is no policy in place to support an outcome of reduced charges.</p> <p>It should also be noted that when a credit is given for a lot it is also in the amount outlined in the charges resolution. As the applicant is wanting the \$10,000 rate to be applied for the first 33 lots, only a \$10,000.00 per lot credit should be given in the calculations and not the \$21,500 that applies under the current charges resolution. Based on the applicant's representation, the levied change requested is as follows:</p> <p>Three lots are a credit. 66 lots form part of the charge amount - 33 lots x \$10,000 = \$330,000, plus 33 lots x \$15,000 = \$495,000</p> <p><u>Total combined amount of the applicant's request = \$825,000.00</u></p> <p>The combined difference in infrastructure charges = \$594,000.00.</p> <p>Before the above could proceed, the applicant would need to nominate which application i.e. RC\01904 or RC\01905 should receive the 33 lots at \$10,000 as there is no requirements for both applications to be acted upon concurrently and one development can start without the other one being completed.</p>
<b>RC\01904 and RC\01905 Applicant Comments</b>	<p><b>Other</b></p> <p><i>We would also like to clarify that there is no requirement to connect future stages of the development to urban services, when they are held as one large lot. This has been discussed at length with Council staff with other previous existing developments.</i></p>
<b>Council's</b>	<p>When a boundary realignment occurs and there is an opportunity to sell off a lot, connections to services should be provided. Not all development gets completed</p>



<b>comments</b>	and the large lot can be sold and developed at any time. The connections can always be placed in a location that caters for a future lot configuration. Yes this has been discussed with Council at length but our opinions remain unresolved.
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The following is a summary:

#### RC\01904.01

The request to delete Condition 3:

*With Stage 2, the northern boundaries of proposed Lots 46 – 51 are to align with the periphery of the Low density residential zone as identified in the Southern Downs Planning Scheme (v.5). The new lots must maintain an area equal to or greater than 600 square metres.*

This request be refused as the purpose of the condition is to ensure that property boundaries align with a zoning i.e. Low density residential zone, to avoid future applications for Dwelling houses on lots that have a slight encroachment within a different zone i.e. Rural zone.

The request to amend Condition 18:

*With Stage 1, sealed road widening, including mountable kerbing and channelling, is to be constructed such that new kerb and channel aligns with existing kerb and channel (on the western side of Carmody Street) and stormwater drainage, is to be constructed along the Carmody Street frontage of the site, **being Lots 1 and 2 and new road.***

***Note: If stormwater drainage requires mounted kerb and channel for stormwater management purposes, the above requirement relating to stormwater is to be extended beyond lots 1 and 2 and new road.***

This should be approved as requested and the additional note be included as outlined in red.

The request to delete Condition 27:

*With Stage 2, a 2.0 metre wide concrete pedestrian footpath is to be constructed along the Cleary Street frontage of the site, in a location suitable to the Director Infrastructure Services. The footpath is to connect to the pedestrian access link.*

This request be refused as it has been applied consistently on other development approvals along Cleary Street, provides opportunity for connectivity and remains an outcome of a strategic document being the “Warwick Green Belt” which is outlined in the planning scheme.

#### RC\01905.01

The request to delete Condition 3:

*With Stage 2, an area of land at least 3.0 metres wide along the full western boundary of proposed Lot 61 is to be dedicated as a pedestrian access link. Any fencing or private infrastructure is to be removed from within the dedicated area.*

*Note: This condition is imposed pursuant to Section 145 of the Planning Act 2016*

This request be refused for the following reasons:

1. The condition enables a future pedestrian link to nearby park reserve via the quickest route should adjoining properties be developed; and
2. The condition is considered an alternative to what could have been a future road connection; and
3. To maintain compliance with Schedule 12A Assessment benchmarks for particular reconfiguring a lot within the Planning Regulations 2017 in particular, point 4 – Connectivity.

The request to delete Condition 17:

*With Stage 1, sealed road widening, including mountable kerbing and channelling, is to be constructed such that new kerb and channel aligns with existing kerb and channel (on the western side of Carmody Street) and stormwater drainage, is to be constructed along the Carmody Street frontage of the site.*

Note: This condition is imposed pursuant to Section 145 of the Planning Act 2016.

This request be refused for the following reasons:

- 1) Lots 3 to 6 have direct frontage to the existing road reserve where access can be obtained despite the development also containing new internal roads that form part of the development; and
- 2) The conditions refers to stormwater drainage which can be in the form of mounted kerb and channel which aligns with existing road construction/stormwater drainage to the east of Carmody Street and no details have been provide to suggest that it will not be required to the west of Carmody Street.

The request to reduce the Charges Notices for both approvals as follows:

Condition 34 - RC\01904 total charges applied = 34 lots, with 3 lots as credit (Lots 100, 101 and 54 SP339063)

- Stage 1 = \$344,000.00
- Stage 2 = \$322,500.00

Total = \$666,500.00 (31 lots x \$21,500)

Condition 32 - RC\01905 total charges applied = 37 lots with 2 lots as credit (Lots 100 and 101 SP339063)

- Stage 1 = \$408,500.00
- Stage 2 = \$344,000.00

Total = \$752,500.00 (35 lots x \$21,500)

**Combined total of both applications levied in accordance with the applicable Charges Resolution = \$1,419,000.00** (66 lots charged at \$21,500 with 3 lots given as credit).

**Applicants request to reduce the combined total amount = \$825,000.00** (33 lots x \$10,000 = \$330,000 plus 33 lots x \$15,000 = \$495,000 (3 lots credited at \$10,000).

The combined difference in infrastructure charges between that levied in accordance with the Charges Resolution and the applicants request = \$594,000.00.

This request be refused for the following reasons:

1. The applications were lodged after the resolution was made by Council to increase the charge amounts (resolution made 28 February 2022 and applications lodged March 2022); and
2. The approval referred to by the applicant (33 lot subdivision - RC\01828) cannot be acted upon due to the subsequent more recent boundary realignment approval that was carried out by the applicant over the subject property; and
3. No previous infrastructure charges payments were made in relation to the previous approvals that were issued over the subject property.

## **Recommendation**

THAT the:

- A. Change application (Minor Change - RC\01904.01) for a Development Permit - Reconfiguring a Lot – 3 lots into 34 lots (over two stages), on land at 11 - 25 Carmody Street, and 124 – 146 Cleary Street, Warwick, described as Lots 54, 100 and 101 SP339063 (Incl EMT A), in relation to Conditions 3, 18, 27 and 34, be approved in part and Condition 18 is amended as follows:

### Condition 18

With Stage 1, sealed road widening, including mountable kerbing and channelling, is to be constructed such that new kerb and channel aligns with existing kerb and channel (on the western side of Carmody Street) and stormwater drainage, is to be constructed along the Carmody Street frontage of the site, **being Lots 1 and 2 and new road.**

**Note: If stormwater drainage requires mounted kerb and channel for stormwater management purposes, the above requirement relating to stormwater is to be extended beyond lots 1 and 2 and new road.**

AND


- B. Change application (Minor Change - RC\01905.01) for a Development Permit - Reconfiguring a Lot – 2 lots into 37 lots (over two stages), on land at 11 - 25 Carmody Street, and 124 – 146 Cleary Street, Warwick described as Lots 100 and 101 SP339063 (Incl EMT A), in relation to Conditions 3, 17 and 32, be refused.

## ATTACHMENTS

Nil

## 15.6 Request to Reduce Building Application Fee - PID 66050

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 October 2024
	Administration & Project Officer	<b>ECM Function No/s:</b>

### Recommendation

THAT Council, in accordance with Section 109 of the *Planning Act 2016*, waive 50% of the building application fees to be paid in accordance with Council's Schedule of General Fees and Charges 2024/25, in relation to the proposed Garage and Awning at 140-142 McEvoy Street, Warwick.

### REPORT

#### Background

Council received on 2 October 2024 a request from the Warwick Men's Shed Inc to consider reducing the Council application fees associated with the building application for the proposed Garage and Awning at 140-142 McEvoy Street, Warwick.

#### Report

The building application was submitted to Council on 16 July 2024, with further information submitted on 12, 14 and 21 August 2024. The application is currently properly made, but awaiting a referral response in relation to Works Near Council Infrastructure from Council's Water and Waste Water Team. The application will then proceed to the decision stage.

The building application fees for the proposed Garage with Awning are \$1,491.04.

Unlike other application fees listed in Council's Schedule of General Fees and Charges, a 50% discount on the building application fees for a not-for-profit organisation is not available. This is due to the ability for building certification to be undertaken by a private enterprise.

Section 43 of the *Local Government Act 2009* outlines the competitive neutrality principles, which apply to significant business activities only, for which building certification is not. The Act further states that a code of competitive conduct must apply to building certification activities, however Section 38 of the *Local Government Regulation 2012* goes further to list the Council's to which this applies and Southern Downs Regional Council is not listed.

Section 109 of the *Planning Act 2016* allows for assessment managers (Council), to waive all or part of the required fee, in the circumstances prescribed by regulation. In accordance with Section 40 of the *Planning Regulation 2017*, an application fee can only be waived if the application is made by a registered non-profit organisation. The Warwick Men's Shed Inc are not registered under the Australian Charities and Not-for-profits Commission, however are listed as an Incorporated Association. The Queensland Office of Fair Trading have previously confirmed that an Incorporated Association is within the definition of a non-profit organisation.

#### Conclusion/Summary

As Warwick Men's Shed Inc is a non-profit organisation, a 50% reduction in the building application fees is considered reasonable.

## FINANCIAL IMPLICATIONS

If the request is approved there will be reduction in the fees collected in association with the building application assessed by Council.

## RISK AND OPPORTUNITY

### Risk

The risk associated with approving such a fee reduction request is that other applicants could make similar requests to Council.

### Opportunity

Provide support to a local non-profit organisation.

## COMMUNITY ENGAGEMENT

### Internal Consultation

Nil

### External Consultation

Nil

## LEGAL / POLICY

### Legislation / Local Law

*Local Government Act 2009*

*Local Government Regulation 2012*

*Planning Act 2016*

*Planning Regulation 2017*

### Corporate Plan

### Policy / Strategy

Council's Schedule of General Fees and Charges 2024-2025.

## ATTACHMENTS

1. Request to reduce building application fees for PID66050 [↓](#)





## Warwick Men's Shed Inc.

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Warwick Qld. 4370  
Mobile 0490 170 569  
Email: [secretary@warwickmensshed.org](mailto:secretary@warwickmensshed.org)

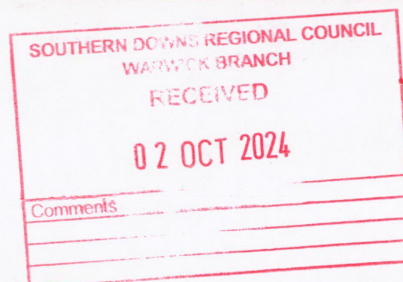
SOUTHERN DOWNS REGIONAL COUNCIL

PO Box 26 Warwick

Qld 4370

[WWW.sdrc.qld.gov.au](http://WWW.sdrc.qld.gov.au)

30/09/2024



Attention CEO – BUILT ENVIRONMENT

Dear Sir,

Re Warwick Men's Shed – BLD\20705 – 140-142 McEvoy Street Warwick Qld 4370.

The Men's Shed has a grant to construct a shed adjoining our existing shed facilities. The shed is to be built by Laney's Steel Pty Ltd and the purpose of the shed is for storage.

We seek a fee reduction given the not-for-profit nature of the Men's Shed as this cost is not covered by the grant.

The nature of the Men's Shed should be well known to the SDRC as the existing building was constructed on Council land and with Council endorsement.

The Warwick Men's Shed Inc. is registered with the Australian Charities and Not-for-profits Commission as a not for profit organization.

Our ABN is 52 146 609 961.

Financially we raise funds only sufficient to cover costs. No part of the funds raised are paid to members and all labor is voluntary.

The fee currently quoted is \$1,662.04

Your consideration of this matter would be greatly appreciated.

Yours faithfully

Robert Platt

President

## **16. REPORTS OF DEPUTATION OR CONFERENCE & REPORTS FROM DELEGATES APPOINTED BY COUNCIL TO OTHER BODIES**

Nil

## **17. CONSIDERATION OF CONFIDENTIAL BUSINESS ITEMS**

In accordance with the provisions of Section 254J(3) of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public and move 'into Committee' to discuss confidential items, such that its Councillors or members consider it necessary to close the meeting.

### **Recommendation**

THAT the meeting be closed to the public and move into committee to discuss the following items, which are considered confidential in accordance with Section 254J(3) of the *Local Government Regulation 2012*, which permits the meeting to be closed to the public for business relating to the following, as indicated:

### **17.1 Request for Capital Assistance Loan**

#### **Reason for Confidentiality**

This item is considered confidential in accordance with section 254J(3)(c) of the *Local Government Regulation 2012*, as it contains information relating to the local government's budget.

### **17.2 Write Off Unrecoverable Overdue Debtor Accounts**

#### **Reason for Confidentiality**

This item is considered confidential in accordance with section 254J(3)(h.) of the *Local Government Regulation 2012*, as it contains information relating to business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

### **17.3 Burial on Private Land - Fee Waiver**

#### **Reason for Confidentiality**

This item is considered confidential in accordance with section 254J(3)(f) of the *Local Government Regulation 2012*, as it contains information relating to matters that may directly affect the health and safety of an individual or a group of individuals.

## **18. GENERAL BUSINESS**