



## **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, 18 December 2024 at 9:00AM**.

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

A handwritten signature in black ink, appearing to read 'Steve Johnston', with a stylized flourish at the end.

**Steve Johnston**

**CHIEF EXECUTIVE OFFICER**

12 December 2024



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## **WEDNESDAY, 18 DECEMBER 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 - 20 November 2024**

**Recommendation**

THAT the minutes of the Ordinary Council Meeting held on Wednesday 20 November 2024 be adopted.

**4.2 Special Council Meeting - 27 November 2024**


**Recommendation**

THAT the minutes of the Special Council Meeting held on Wednesday 27 November 2024 be adopted.

## 5. ACTIONS FROM COUNCIL MEETINGS

### 5.1 Actions from Ordinary Council Meetings November 2024

#### Document Information

|   |  |                                       |
|---|--|---------------------------------------|
|  | <b>Report To: Ordinary Council Meeting</b> |                                       |
|   | <b>Reporting Officer:</b>                  | <b>Meeting Date:</b> 18 December 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 20 November 2024 and Special Council Meeting 27 November 2024.

Copies of the Action Reports are attached.

#### ATTACHMENTS

1. Actions - Ordinary Council Meeting 20 November 2024 [↓](#)
2. Actions - Special Council Meeting 27 November 2024 [↓](#)



## ACTIONS FROM ORDINARY COUNCIL MEETING 20 NOVEMBER 2024

| MEETING DATE | ITEM NUMBER | AGENDA ITEM  | ACTION OFFICER  | ACTION TO DATE   | COMPLETED  |
|--------------|-------------|--|-----------------|--|------------|
| 20/11/2024   | 5.1         | Actions from Ordinary Council Meeting 16 October 2024                          | Johnston, Steve | <b>27 Nov 2024 11:17am Seymour, Marion - Completion</b><br>Completed by Seymour, Marion on behalf of Johnston, Steve (action officer) on 27 November 2024 at 11:17:04 AM - Noted.  | 27/11/2024 |
| 20/11/2024   | 6.1         | Conflict of Interest - Cr Windle: Agenda Item 15.3                             | Johnston, Steve | <b>27 Nov 2024 11:17am Seymour, Marion - Completion</b><br>Completed by Seymour, Marion on behalf of Johnston, Steve (action officer) on 27 November 2024 at 11:17:20 AM - Noted.  | 27/11/2024 |
| 20/11/2024   | 7.1         | Amendment of Agenda to include Late Agenda Item 15.10                          | Johnston, Steve | <b>27 Nov 2024 11:17am Seymour, Marion - Completion</b><br>Completed by Seymour, Marion on behalf of Johnston, Steve (action officer) on 27 November 2024 at 11:17:30 AM - Noted.  | 27/11/2024 |
| 20/11/2024   | 12.1        | Organisation Information Reports   | Johnston, Steve | <b>27 Nov 2024 11:18am Seymour, Marion - Completion</b><br>Completed by Seymour, Marion on behalf of Johnston, Steve (action officer) on 27 November 2024 at 11:18:06 AM - Noted.  | 27/11/2024 |
| 20/11/2024   | 12.2        | Council Statutory Meeting Schedule for January to December 2025                | Johnston, Steve | <b>27 Nov 2024 11:18am Seymour, Marion - Completion</b><br>Completed by Seymour, Marion on behalf of Johnston, Steve (action officer) on 27 November 2024 at 11:18:47 AM - Meetings will be scheduled and advertised on Council's Website. | 27/11/2024 |
| 20/11/2024   | 13.1        | Financial Services - Financial Report as at 31 October 2024                    | Dowie, Brooke   | <b>27 Nov 2024 10:35am Dowie, Brooke - Completion</b><br>Completed by Dowie, Brooke (action officer) on 27 November 2024 at 10:35:57 AM - October 2024 Finance Report noted and actioned.  | 27/11/2024 |
| 20/11/2024   | 13.2        | Closing Report and Management Letter - 2023-2024                               | Gross, Helen    | <b>25 Nov 2024 2:49pm Gross, Helen - Completion</b><br>Completed by Gross, Helen (action officer) on 25 November 2024 at 2:49:15 PM - Minute noted   | 25/11/2024 |
| 20/11/2024   | 13.3        | Information, Communications & Technology Steering Committee Terms of Reference | Brown, Steve    | <b>10 Dec 2024 2:18pm Brown, Steve - Completion</b><br>Completed by Brown, Steve (action officer) on 10 December 2024 at 2:18:05 PM - Terms of reference adopted, meeting held 25th November 2024  | 10/12/2024 |



## ACTIONS FROM ORDINARY COUNCIL MEETING 20 NOVEMBER 2024

| MEETING DATE | ITEM NUMBER | AGENDA ITEM   | ACTION OFFICER     | ACTION TO DATE   | COMPLETED  |
|--------------|-------------|---|--------------------|--|------------|
| 20/11/2024   | 13.4        | Operational Plan 2024-2025 Quarterly Review - July to September 2024                                | Armstrong, Belinda | <b>21 Nov 2024 3:47pm Armstrong, Belinda - Completion</b><br>Completed by Armstrong, Belinda (action officer) on 21 November 2024 at 3:47:30 PM - Questions noted; op plan otherwise finalised   | 21/11/2024 |
| 20/11/2024   | 13.5        | Review of Policies  | Armstrong, Belinda | <b>21 Nov 2024 3:48pm Armstrong, Belinda - Completion</b><br>Completed by Armstrong, Belinda (action officer) on 21 November 2024 at 3:48:03 PM - Policies have been finalised and will now be uploaded to Council's website   | 21/11/2024 |
| 20/11/2024   | 13.6        | Relinquishment of Trusteeship - Lot 51 and Lot 52 on Crown Plan L181, 13-18 Perceval Street LEYBURN | Glode, Patrina     | <b>26 Nov 2024 3:55pm Glode, Patrina - Completion</b><br>Completed by Glode, Patrina (action officer) on 26 November 2024 at 3:55:20 PM - 26/11/2024 Letter drafted for the relinquishment of Reserve to the department. Email sent to Department of Fire to accept change of trusteeship.         | 26/11/2024 |
| 20/11/2024   | 13.7        | Minutes of the Audit & Risk Management Committee held 23 May 2024 and Audit Chair Final Report      | Armstrong, Belinda | <b>21 Nov 2024 3:48pm Armstrong, Belinda - Completion</b><br>Completed by Armstrong, Belinda (action officer) on 21 November 2024 at 3:48:13 PM - actioned   | 21/11/2024 |
| 20/11/2024   | 14.1        | Victoria Street, Warwick - Cost Sharing Arrangement - Council Contribution to TMR Asphalt Works     | Varughese, James   | <b>02 Dec 2024 11:49am Varughese, James - Completion</b><br>Completed by Varughese, James (action officer) on 02 December 2024 at 11:49:12 AM - Have included this item in Qtr 2 Budget review to ensure capital budget allocation or bid. DTMR to be advised these works are now able to proceed. | 2/12/2024  |
| 20/11/2024   | 14.2        | Request for Water Connection to Property ID144510   | Sweetlove, Graham  | <b>05 Dec 2024 11:57am Sweetlove, Graham - Completion</b><br>Completed by Sweetlove, Graham (action officer) on 05 December 2024 at 11:57:28 AM - We have written to the applicant letting her know the outcome  | 5/12/2024  |
| 20/11/2024   | 14.3        | Naming of Unnamed Road - Lot 906 Plan H702 Railway Street Hendon                                    | Charles, Jon       | <b>02 Dec 2024 11:20am Charles, Jon - Completion</b><br>Completed by Charles, Jon (action officer) on 02 December 2024 at 11:20:21 AM - Competed. Applicant has been advised. Work areas advised to take the actions required for their work areas.  | 2/12/2024  |



## ACTIONS FROM ORDINARY COUNCIL MEETING 20 NOVEMBER 2024

| MEETING DATE | ITEM NUMBER | AGENDA ITEM   | ACTION OFFICER    | ACTION TO DATE  | COMPLETED  |
|--------------|-------------|---|-------------------|---|------------|
| 20/11/2024   | 14.4        | Naming of Unnamed Road - Lot 100 SP 249599 Homestead Road, Rosenthal Heights 4370   | Charles, Jon      | <b>02 Dec 2024 11:20am Charles, Jon - Completion</b><br>Completed by Charles, Jon (action officer) on 02 December 2024 at 11:20:51 AM - Public consultation underway.   | 2/12/2024  |
| 20/11/2024   | 14.5        | Naming of Public Asset - Allora Discus Ring and Dalrymple Park Walk   | Charles, Jon      | <b>02 Dec 2024 11:21am Charles, Jon - Completion</b><br>Completed by Charles, Jon (action officer) on 02 December 2024 at 11:21:41 AM - Acknowledged and progressing with accomplishment of the resolution.   | 2/12/2024  |
| 20/11/2024   | 14.6        | Sewage Treatment Plant Stanthorpe - Design Award  | Sweetlove, Graham | <b>05 Dec 2024 11:57am Sweetlove, Graham - Completion</b><br>Completed by Sweetlove, Graham (action officer) on 05 December 2024 at 11:57:57 AM - I have informed procurement team and they are preparing the acceptance letter. The contractor has made contact and is aware of the outcome. | 5/12/2024  |
| 20/11/2024   | 18.1        | Procedural Motion - Meeting Adjournment   | Johnston, Steve   | <b>27 Nov 2024 11:20am Seymour, Marion - Completion</b><br>Completed by Seymour, Marion on behalf of Johnston, Steve (action officer) on 27 November 2024 at 11:20:27 AM - Noted.   | 27/11/2024 |
| 20/11/2024   | 15.1.1      | Material Change of Use: Gary Hayes & Partners Pty Ltd - 161 Palmerin Street, Warwick - Amendment  | Hay, Mitchell     | <b>27 Nov 2024 10:54am Watt, Jenny - Completion</b><br>Completed by Watt, Jenny on behalf of Hay, Mitchell (action officer) on 27 November 2024 at 10:54:56 AM - Amendment vote lost.   | 27/11/2024 |
| 20/11/2024   | 15.1        | Material Change of Use: Gary Hayes & Partners Pty Ltd - 161 Palmerin Street, Warwick  | Hay, Mitchell     | <b>27 Nov 2024 10:54am Watt, Jenny - Completion</b><br>Completed by Watt, Jenny on behalf of Hay, Mitchell (action officer) on 27 November 2024 at 10:54:28 AM - Resolution Noted   | 27/11/2024 |
| 20/11/2024   | 15.2        | Material Change of Use: 26 Palmerin St Pty Ltd C/- Context Planning QLD - 26 Palmerin Street, 31 Albion Street and Albert Street, Warwick | Hay, Mitchell     | <b>27 Nov 2024 11:03am Watt, Jenny - Completion</b><br>Completed by Watt, Jenny on behalf of Hay, Mitchell (action officer) on 27 November 2024 at 11:03:42 AM - Resolution Noted.  | 27/11/2024 |
| 20/11/2024   | 15.3        | Condamine Sport Club - 131 Palmerin Street, Warwick - Potential Addendum to Infrastructure Agreement for Car Parking                      | Collier, Tonya    | <b>27 Nov 2024 11:01am Watt, Jenny - Completion</b><br>Completed by Watt, Jenny on behalf of Collier, Tonya (action officer) on 27 November 2024 at 11:01:13 AM - Resolution Lost   | 27/11/2024 |



## ACTIONS FROM ORDINARY COUNCIL MEETING 20 NOVEMBER 2024

| MEETING DATE | ITEM NUMBER | AGENDA ITEM   | ACTION OFFICER  | ACTION TO DATE   | COMPLETED  |
|--------------|-------------|---|-----------------|--|------------|
| 20/11/2024   | 15.3.1      | Condamine Sport Club - 131 Palmerin Street, Warwick - Potential Addendum to Infrastructure Agreement for Car Parking                      | Collier, Tonya  | <b>27 Nov 2024 11:00am Watt, Jenny - Completion</b><br>Completed by Watt, Jenny on behalf of Collier, Tonya (action officer) on 27 November 2024 at 11:00:42 AM - Resolution Noted.  | 27/11/2024 |
| 20/11/2024   | 15.4.2      | Procedural Motion - Material Change of Use - Alexander G Kuhl & Belinda J Hackney C/- NAPIRE Planning & Design, 214 Kerrick Road, Dalveen | Collier, Tonya  | <b>27 Nov 2024 10:59am Watt, Jenny - Completion</b><br>Completed by Watt, Jenny on behalf of Collier, Tonya (action officer) on 27 November 2024 at 10:59:35 AM - Agenda to lay on table until Noise Impact Assessment is received from Applicant. | 27/11/2024 |
| 20/11/2024   | 15.5.1      | Reconfiguring a Lot - Bartranz Petroleum, 1 New England Highway, Allora   | Collett, Nicole | <b>21 Nov 2024 2:11pm O'Mara, Angela - Completion</b><br>Completed by O'Mara, Angela on behalf of Collett, Nicole (action officer) on 21 November 2024 at 2:11:17 PM - Change Application Decision Notice issued.                                  | 21/11/2024 |
| 20/11/2024   | 15.5        | Reconfiguring a Lot – Bartranz Petroleum, 1 New England Highway, Allora   | Collier, Tonya  | <b>27 Nov 2024 10:48am Watt, Jenny - Completion</b><br>Completed by Watt, Jenny on behalf of Collier, Tonya (action officer) on 27 November 2024 at 10:48:36 AM - Decision Notice & Statement of Reasons forwarded to applicant.                   | 27/11/2024 |
| 20/11/2024   | 15.6        | Minor Change Applications Gary Hayes & Partners Pty Ltd - 11-25 Carmody Street, Warwick   | Collier, Tonya  | <b>27 Nov 2024 10:48am Watt, Jenny - Completion</b><br>Completed by Watt, Jenny on behalf of Collier, Tonya (action officer) on 27 November 2024 at 10:48:54 AM - Decision Notice and Statement of Reasons forwarded to applicant.                 | 27/11/2024 |
| 20/11/2024   | 15.7        | Minor Change to Reconfiguration of Lot – Graeme J & Marie P McMillan - 49 Forde Street, Allora  | O'Mara, Angela  | <b>21 Nov 2024 2:09pm O'Mara, Angela - Completion</b><br>Completed by O'Mara, Angela (action officer) on 21 November 2024 at 2:09:50 PM - Noted.   | 21/11/2024 |
| 20/11/2024   | 15.7.1      | Minor Change to Reconfiguration of Lot - Graeme J & Marie P McMillan - 49 Forde Street, Allora  | O'Mara, Angela  | <b>21 Nov 2024 2:10pm O'Mara, Angela - Completion</b><br>Completed by O'Mara, Angela (action officer) on 21 November 2024 at 2:10:46 PM - Change Application Decision Notice issued.   | 21/11/2024 |



## ACTIONS FROM ORDINARY COUNCIL MEETING 20 NOVEMBER 2024

| MEETING DATE | ITEM NUMBER | AGENDA ITEM  | ACTION OFFICER    | ACTION TO DATE  | COMPLETED  |
|--------------|-------------|--|-------------------|---|------------|
| 20/11/2024   | 15.8        | Adoption of Amended Fees and Charges 2024-25   | Cobon, Scott      | <b>02 Dec 2024 9:14am Watt, Jenny - Completion</b><br>Completed by Watt, Jenny on behalf of Cobon, Scott (action officer) on 02 December 2024 at 9:14:04 AM - Resolution Noted  | 2/12/2024  |
| 20/11/2024   | 15.9        | Pest Management Advisory Committee- Endorsement of Membership                          | Collett, Nicole   | <b>25 Nov 2024 5:17pm Collett, Nicole - Completion</b><br>Completed by Collett, Nicole (action officer) on 25 November 2024 at 5:17:29 PM - Noted, representatives notified.  | 25/11/2024 |
| 20/11/2024   | 15.10.1     | Procedural Motion - Sundried Events - Initiation NYE Festival - 28 Roona Road, Junabee | Macdonald, Andrew | <b>05 Dec 2024 10:42am Seymour, Marion - Completion</b><br>Completed by Seymour, Marion on behalf of Macdonald, Andrew (action officer) on 05 December 2024 at 10:42:37 AM - Noted.   | 5/12/2024  |
| 20/11/2024   | 15.10       | Sundried Events - Initiation NYE Festival - 28 Roona Road, Junabee                     | Macdonald, Andrew | <b>05 Dec 2024 10:42am Seymour, Marion - Completion</b><br>Completed by Seymour, Marion on behalf of Macdonald, Andrew (action officer) on 05 December 2024 at 10:42:56 AM - Noted.   | 5/12/2024  |
| 20/11/2024   | 15.10.2     | Sundried Events - Initiation NYE Festival - 28 Roona Road, Junabee                     | Macdonald, Andrew | <b>05 Dec 2024 12:13pm Macdonald, Andrew - Completion</b><br>Completed by Macdonald, Andrew (action officer) on 05 December 2024 at 12:13:33 PM - Report resubmitted with new location to Special Council meeting on 27/11/24 | 5/12/2024  |
| 20/11/2024   | 16.1        | 2024 LGAQ Annual State Conference  | Johnston, Steve   | <b>27 Nov 2024 11:20am Seymour, Marion - Completion</b><br>Completed by Seymour, Marion on behalf of Johnston, Steve (action officer) on 27 November 2024 at 11:20:43 AM - Noted.   | 27/11/2024 |
| 20/11/2024   | 16.2        | Darling Downs South West Queensland Council of Mayors Meeting - October 2024           | Johnston, Steve   | <b>27 Nov 2024 11:20am Seymour, Marion - Completion</b><br>Completed by Seymour, Marion on behalf of Johnston, Steve (action officer) on 27 November 2024 at 11:20:52 AM - Noted.   | 27/11/2024 |
| 20/11/2024   | 17.1        | WIRAC Hydrotherapy Project - Lost Revenue Claim  | Green, Adrian     | <b>22 Nov 2024 5:07pm Green, Adrian - Completion</b><br>Completed by Green, Adrian (action officer) on 22 November 2024 at 5:07:52 PM - Resolution noted and applicant notified.  | 22/11/2024 |



## ACTIONS FROM ORDINARY COUNCIL MEETING 20 NOVEMBER 2024

| MEETING DATE | ITEM NUMBER | AGENDA ITEM                                | ACTION OFFICER | ACTION TO DATE   | COMPLETED |
|--------------|-------------|--|----------------|--|-----------|
| 20/11/2024   | 17.2        | Sale of Land for Overdue Rates and Charges | Reid, Nellie   | <b>02 Dec 2024 9:51am Reid, Nellie - Completion</b><br>Completed by Reid, Nellie (action officer) on 02 December 2024 at 9:51:07 AM - Intention to sell letters sent on 28/11/2024 | 2/12/2024 |



## ACTIONS FROM SPECIAL COUNCIL MEETING 27 NOVEMBER 2024

| MEETING DATE | ITEM<br>NUMBER | AGENDA ITEM  | ACTION OFFICER    | ACTION TO DATE   | COMPLETED |
|--------------|----------------|--|-------------------|--|-----------|
| 27/11/2024   | 4.1            | Sundried Initiation NYE Festival- Revised Location | Macdonald, Andrew | <b>05 Dec 2024 12:13pm Macdonald, Andrew - Completion</b><br>Completed by Macdonald, Andrew (action officer) on 05 December 2024 at 12:13:46 PM - Approval being issued as per resolution. | 5/12/2024 |

**6. DECLARATIONS OF CONFLICTS OF INTEREST**


**7. MAYORAL MINUTE**

Nil

## 8. NOTICES OF MOTION

### 8.1 Notice of Motion - Albion Street Banners

#### Document Information

|   |  |                                       |
|---|--|---------------------------------------|
|  | <b>Report To: Ordinary Council Meeting</b> |                                       |
|   | <b>Reporting Officer:</b>                  | <b>Meeting Date:</b> 18 December 2024 |
|   | Acting Chief Executive Officer             | <b>ECM Function No/s:</b>             |

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

THAT Council undertake consultation with relevant community organisations and Department of Transport and Main Roads prior to deciding on the removal of the Albion Street Banners.

#### Report

Cr Bartley has submitted the attached Notice of Motion (**Attachment 1**) requesting that community consultation be undertaken with relevant community organisations and Department of Transport and Main Roads prior to any decision is made regarding the removal of the Albion Street Banners.

The Notice of Motion refers to the significant economic benefits from the exposure of the banners to passing traffic, while identifying the seasonal changes of the region and tourism events.

Council is asked to consider the Motion.

#### ATTACHMENTS

1. Notice of Motion [↓](#)



### Notice of Motion by Councillors

Councillor: Ross Bartley

Date: 11/12/2024

#### Motion:

THAT

Council undertake consultation with relevant community organisations and Transport and Main Roads prior to deciding on the removal of the Albion Street Banners.

#### Relevant Background Information

I believe that there was a council resolution to install the banners and therefore a resolution to remove them would be desirable. Community organisations gain significant economic benefits from the exposure of the banners to passing traffic. The Banners also identify the seasonal changes of the region and tourism events.

Signature

A handwritten signature in black ink, appearing to read 'R. Bartley', written over a horizontal line.


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

## 8.2 Notice of Motion - Medicare Bulk Billing Incentives

### Document Information

|   |  |                                       |
|---|--|---------------------------------------|
|  | <b>Report To: Ordinary Council Meeting</b> |                                       |
|   | <b>Reporting Officer:</b>                  | <b>Meeting Date:</b> 18 December 2024 |
|   | Acting Chief Executive Officer             | <b>ECM Function No/s:</b>             |

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

THAT Council request the Chief Executive Officer to prepare a report on potential measures to incentivise new or existing medical practices within the local government area to offer fully bulk-billed general practitioner (GP) services to all residents. The report should consider incentives such as rates concessions or waivers for fees and charges, or any other appropriate measures to encourage the provision of these essential services to the broader community.

### Report

Cr Richters has submitted the attached Notice of Motion (**Attachment 1**) requesting that a report be prepared on potential measures to incentivise new or existing medical practices within the local government area to offer fully bulk-billed general practitioner (GP) services to all residents, with the report to consider incentives such as rates concessions or waivers for fees and charges, or any other appropriate measures to encourage the provision of these essential services to the broader community.

The Notice of Motion includes the following background information:

Currently, only around 24% of GP clinics in Australia fully bulk bill every patient, meaning that no out-of-pocket costs are incurred for any patient visiting these practices. While government incentives have been introduced to encourage bulk billing for certain groups, including children, pensioners, and healthcare card holders, many medical practices still charge out-of-pocket fees for other patients.

National data indicates that 7% of Australians report delaying or avoiding GP consultations due to the financial burden of out-of-pocket costs. This problem is exacerbated in regions like Southern Downs, where financial pressures are significant, leading to increased reliance on emergency departments as individuals delay seeking necessary primary care. This not only results in worse health outcomes for patients but also places additional strain on already overburdened emergency services.

Ensuring access to affordable healthcare for all residents is vital for both individual wellbeing and the sustainability of our healthcare system. Providing financial incentives, such as rates concessions or waivers for fees and charges, to medical practices offering fully bulk-billed services could help address these issues and promote early intervention, reducing the overall burden on emergency departments.

The report should explore the feasibility of these incentives, their potential impact on local medical practices, and any associated costs, with recommendations for Council's consideration.

Council is asked to consider the Motion.

## ATTACHMENTS

1. Notice of Motion [↓](#)



### Notice of Motion by Councillors

Councillor: Joel Richters

Date: 12/12/2024

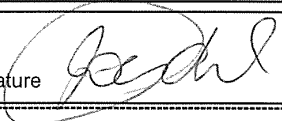
#### Motion:

THAT

Council request the Chief Executive Officer to prepare a report on potential measures to incentivise new or existing medical practices within the local government area to offer fully bulk-billed general practitioner (GP) services to all residents. The report should consider incentives such as rates concessions or waivers for fees and charges, or any other appropriate measures to encourage the provision of these essential services to the broader community.

#### Relevant Background Information

Currently, only around 24% of GP clinics in Australia fully bulk bill every patient, meaning that no out-of-pocket costs are incurred for any patient visiting these practices. While government incentives have been introduced to encourage bulk billing for certain groups, including children, pensioners, and healthcare card holders, many medical practices still charge out-of-pocket fees for other patients. National data indicates that 7% of Australians report delaying or avoiding GP consultations due to the financial burden of out-of-pocket costs. This problem is exacerbated in regions like Southern Downs, where financial pressures are significant, leading to increased reliance on emergency departments as individuals delay seeking necessary primary care. This not only results in worse health outcomes for patients but also places additional strain on already overburdened emergency services. Ensuring access to affordable healthcare for all residents is vital for both individual wellbeing and the sustainability of our healthcare system. Providing financial incentives, such as rates concessions or waivers for fees and charges, to medical practices offering fully bulk-billed services could help address these issues and promote early intervention, reducing the overall burden on emergency departments. The report should explore the feasibility of these incentives, their potential impact on local medical practices, and any associated costs, with recommendations for Council's consideration.

Signature 


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

### 8.3 Notice of Motion - Future Use of Camp Leslie Dam

#### Document Information

|   |  |                                       |
|---|--|---------------------------------------|
|  | <b>Report To: Ordinary Council Meeting</b> |                                       |
|   | <b>Reporting Officer:</b>                  | <b>Meeting Date:</b> 18 December 2024 |
|   | Acting Chief Executive Officer             | <b>ECM Function No/s:</b>             |

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

THAT the Mayor write to the new State Government to re-open negotiations for consideration of the future use of Camp Leslie Dam, and invite the new State Government to engage with Council to determine what future options there are for continued public ownership of Camp Leslie Dam.

#### Report

Cr Richters has submitted the attached Notice of Motion (**Attachment 1**) requesting the Mayor write to the new State Government to re-open negotiations for consideration of the future use of Camp Leslie Dam, and invite the new State Government to engage with Council to determine what future options there are for continued public ownership of Camp Leslie Dam.

The Notice of Motion includes the following background information:

Council has communicated with the State Government prior to the October elections to determine if they were open to a partnership in Camp Leslie Dam where Council could potentially become the owner of this site provided that significant money was allocated to bring the site up to standard. We were asked to do a business case for which we had no financial resources to allocate to that body of work. In the end Council ceased negotiations with the State via correspondence other than by resolution of Council. This correspondence was subsequently tabled at the October meeting to close this matter.

At the October meeting Crs McDonald, Windle and Richters expressed a desire to have this discussion recommence with the State Government if there was a change of leadership. Now that this leadership change has occurred this Notice of Motion is to have discussions recommence between Council, Department and Ministerial officers to determine if there was now a path forward for continued public ownership.

Council is asked to consider the Motion.

#### ATTACHMENTS

1. Notice of Motion [↓](#)



### Notice of Motion by Councillors

Councillor: Joel Richters

Date: 12 Dec 2024

#### Motion:

THAT

the Mayor write to the new state government to re-open negotiations for consideration of the future use of Camp Leslie Dam. We invite the new State Government to engage with council to determine what future options there are for continued public ownership of Camp Leslie Dam.

#### Relevant Background Information

Council has communicated with the State Government prior to the October elections to determine if they were open to a partnership in Camp Leslie Dam where council could potentially become the owner of this site provided that significant money was allocated to bring the site up to standard. We were asked to do a business lease for which we had no financial resources to allocate to that body of work. In the end council ceased negotiations with the state via correspondence other than by resolution of council. This correspondence was subsequently tabled at the October meeting to close this matter.

At the October meeting Crs McDonald, Windle and Richters expressed a desire to have this discussion recommence with the state government if there was a change of leadership. Now that this leadership change has occurred this notice of motion is to have discussions recommence between Council, Department and Ministerial Offices to determine if there was now a path forward for continued public ownership.

Signature

A handwritten signature in black ink, appearing to read "Joel Richters", is written over a horizontal line.

#### Council Meetings Policy – Section 8.6 Notice of Motion

1) Notices of Motions shall be lodged in the approved form with the Chief Executive Officer or their delegate two (2) calendar days prior to the closure of the business paper agenda for the meeting of Council at which the Notices of Motion are to be considered.

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- 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**

Nil


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

Nil

## 11. PORTFOLIO REPORTS

### 11.1 Portfolio Report - Cr McDonald: Resilient Communities

#### Document Information

|   |  |                                       |
|---|--|---------------------------------------|
|  | <b>Report To: Ordinary Council Meeting</b> |                                       |
|   | <b>Reporting Officer:</b>                  | <b>Meeting Date:</b> 18 December 2024 |
|   | Acting Chief Executive Officer             | <b>ECM Function No/s:</b>             |

#### Recommendation

THAT Council's Resilient Communities Portfolio Report be received.

#### REPORT

Cr McDonald has submitted a Portfolio Report providing an update on aspects of her Resilient Communities Portfolio, including Disaster Planning and Response, Disaster Community Recovery and Disability Support Services.

Attached is a copy of the Portfolio Report.

#### ATTACHMENTS

1. Portfolio Report - Resilient Communities [↓](#)



## 18 DECEMBER 2024

### RESILIENT COMMUNITIES

It's already been a busy start to the season with fires, storms and flash flooding in various locations around the regions. Our volunteers have been busy responding to the many requests and I thank each and every one of them for their dedication and service to our community. I would also like to thank the organisations in the community who provided logistical support such as catering during times of need.

Congratulations to all of those members of the DDMG and those from neighbouring areas who also participated in the DDMG Exercise Aurora Nights on 14<sup>th</sup> November. This was a successful training exercise based on a flooding event combined with a major communications outage and strategies to deal with these issues.

The Local Disaster Management Group ("LDMG") quarterly meeting occurred on 28<sup>th</sup> November. This group is primarily responsible for managing a disaster at the community level. During the meeting, the group were provided with a forward three-month seasonal outlook which indicated:

- Above average rainfall is likely for large parts of eastern Australia
- Warmer than average days and nights
- Unusually high minimum temperatures are very likely
- The next meeting of the LDMG is scheduled for early 2025. However, like all summer seasons, this group may need to come together earlier should our region and community be impacted by further natural disasters that require LDMG coordination.

Council's Disaster Management Team and the broader Emergency Services groups have also been active in the community educating and promoting what emergency services do when natural disasters strike and what our community can do to support themselves. This has included the Warwick Super Heroes Day, held at the Warwick RSL, and the Ballandean Property Fire Management Workshop, which was held in Ballandean. The community are

encouraged to keep a look-out for the next event, which is generally held in our communities (small and large) every two months. Those expected to occur over the next year will be held in Stanthorpe, Eukey, Dalveen and a combined event for Broadwater, Greenlands and Mallow.

### COMMUNITY RECOVERY

On 2<sup>nd</sup> December, the Wallangarra/Jennings Community BBQ for Recovery and Renewal was held, providing the local community the opportunity to come together almost 12 months on from the 2023 bushfires (Attachment 1). The event was held to assist this local community to heal and rebuild, no matter what side of the State border they reside.

On 5<sup>th</sup> December, further training was provided to the community in Evacuation Centre Management (Attachment 2). This is often a forgotten part of disaster management response, however it is integral to how the LDMG can support the community when they need help the most. Approximately 35 people were registered for the training, which is a fantastic response. Stay tuned for further training in this space.

### RESILIENCE HUBS

As part of building Resilience Hubs in our community, SDRC is exploring funding opportunities to enhance our local community halls. This may include items such as:

- Air-conditioning
- Defibrillators
- Solar Power and back-up capability (battery)
- Satellite Wi-Fi

This may enable our local community halls to play more of a role during times of disaster or extreme events.

### HOLIDAY SEASON

As we enter the holiday season, it is a good time to prepare our houses for storms and fire events. A reminder there is a large fuel build up this year, hence clearing and pruning around your property is a great way to assist with keeping yourself and your family safe. Please be safe during this period and have a Merry Christmas.



## ATTACHMENT 1

# Wallangarra Jennings Together:

## Community BBQ for Recovery & Renewal

A YEAR ON FROM THE 2023 BUSHFIRES



COMMUNITY SERVICE  
PROVIDER RESILIENCE  
EVENT

**FREE SAUSAGE SIZZLE**

**Monday 2nd  
December**

11am – 1pm (QLD)

**ALL WELCOME!**

All enquiries:

James Wong: [james.wong@sdrc.qld.gov.au](mailto:james.wong@sdrc.qld.gov.au)

Kristie Lambert: [kristie.lambert@health.qld.gov.au](mailto:kristie.lambert@health.qld.gov.au)



Photo credit: Leon Ward



**TRACC**  
Tackling Regional Adversity through  
Connected Communities



**Darling Downs  
Health**



**STAR  
Community  
Services**

Jointly funded by the Australian and Queensland governments  
under the Disaster Recovery Funding Arrangements



**WALLANGARRA SCHOOL OF THE ARTS HALL**

## ATTACHMENT 2

*Become an Evac Centre Reservist*



### Evacuation Centre Training

**Warwick Indoor Recreation and Aquatic Centre (WIRAC)**  
**5 December, 2024 | 8:30 am – 3:30 pm**

#### Who is it for?

Anyone in the community who may want to:

- *Help in times of disaster*
- *Volunteer in an evacuation centre*
- *Refresh your skills*
- *Take the skills learnt back to your community*
- *Increase the preparedness and resilience of your community.*

#### What is covered?

- The evacuation context
- Roles and responsibilities
- Evac centre set up and operations
- Registration in evacuation
- Human needs and expectations
- Communication and reporting
- Handover and mobilisation.

#### For more information contact:

James Wong  
[james.wong@sdrcl.qld.gov.au](mailto:james.wong@sdrcl.qld.gov.au)

This training covers Evacuation Centre Management Modules 1, 2 and 3 as listed on the Queensland Disaster Management Training Framework.

Jointly part funded by the Australian and Queensland governments under the Disaster Recovery Funding Arrangements.

Evacuation centres can be a unique and challenging environment to work in. This one-day training program will develop your knowledge and expertise in the establishment, management and operation of evacuation centres. It is designed for those who may work in or support an evacuation centre.

**When** Thursday 5<sup>th</sup> December

**Where** Warwick Indoor Recreation and Aquatic Centre (WIRAC), 29 Palmerin Street, Warwick

**REGISTER** <https://events.humanitix.com/evacuation-centre-training-warwick1224>



Lunch and morning tea provided  
Min. 12 and max. 30 participants.

#### Testimonials:

*As a community volunteer I found this course added to my capacity to support my local community in an ever-changing world. The course was practical and usable. I was able to take my learnings back to our hall committee. Due to this our community have embarked on establishing an Emergency Action Plan for the Valley. Highly recommend for those who are involved in their community.*

Mary-Lou (Community Hall President, Goomburra Disaster Group)



Australian Government



Queensland Government



Southern Downs  
REGIONAL COUNCIL




Get Ready  
Southern Downs

## 12. EXECUTIVE SERVICES REPORTS

### 12.1 Organisation Information Reports

#### Document Information

|   |  |                                       |
|---|--|---------------------------------------|
|  | <b>Report To: Ordinary Council Meeting</b> |                                       |
|   | <b>Reporting Officer:</b>                  | <b>Meeting Date:</b> 18 December 2024 |
|   | Acting Chief Executive Officer             | <b>ECM Function No/s:</b>             |

#### Recommendation

THAT Council note the contents of the Organisation Information Reports.

### REPORT

#### Background

These reports are placed in the agenda for the information of Councillors on operational matters.

#### Report

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

1. Customer and Organisational Services Monthly Status Report November 2024
2. Stanthorpe Regional Art Gallery Report November 2024
3. Warwick Art Gallery Report September – November 2024
4. YMCA Monthly Report October 2024
5. Allora Swimming Pool Monthly Report
6. Killarney Swimming Pool Monthly Report
7. Infrastructure Services Monthly Status Report November 2024
8. Planning and Environmental Services Monthly Status Report November 2024

### FINANCIAL IMPLICATIONS

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

## RISK AND OPPORTUNITY

### Risk

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

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

### Opportunity

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

## COMMUNITY ENGAGEMENT

### Internal Consultation

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

### External Consultation

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

## LEGAL / POLICY

### Legislation / Local Law

Nil

### Corporate Plan

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

### Policy / Strategy

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


## ATTACHMENTS

1. Customer and Organisational Services Monthly Status Report November 2024 [↓](#)
2. Stanthorpe Regional Art Gallery Report November 2024 [↓](#)
3. Stanthorpe Regional Art Gallery Income Statement Jul-Oct 2024 (Confidential - Provided to Councillors only)
4. Warwick Art Gallery Report - September - November 2024 [↓](#)
5. Warwick Art Gallery Auditor's Report 2024 (Confidential - Provided to Councillors only)
6. YMCA Monthly Report October 2024 [↓](#)
7. YMCA Monthly Financial Report Oct 2024 (Confidential - Provided to Councillors only)
8. Allora Swimming Club Monthly Report [↓](#)
9. Killarney Swimming Pool Monthly Report [↓](#)

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

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

### Document Information

|   |  |                                       |
|---|--|---------------------------------------|
|  | <b>Report To: Ordinary Council Meeting</b> |                                       |
|   | <b>Reporting Officer:</b>                  | <b>Meeting Date:</b> 18 December 2024 |
|   | Acting Chief Executive Officer             | <b>ECM Function No/s:</b>             |

### Recommendation

THAT Council receive and note the Customer & Organisational Services Monthly Status Report for the month of November 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 | <p>Stage 2 has now reached practical completion. Raised buyer walkways are in place and pen split on the Eastern side is well underway. Scales replacement has commenced - 2 December.</p> <p>Stages 3 &amp; 4 have also been presented to Agents for discussion and input as well as to a Councillor Information Session on 27/11/2024. Work has already commenced to tie in stage 2 to existing infrastructure.</p> |

### COMMUNITY SERVICES

#### Community Development

#### Southern Downs Regional Interagency Network Meeting (SRIN) - Engagement and networking in action

The Council's Community Development Team coordinates the SDRIN, which is primarily for connecting, building and maintaining professional relationships, sharing information and resources, needs identification and partnerships for referral and advocacy. The SDRIN meetings are held three times each year, alternating between Warwick and Stanthorpe. The next meeting will be held in Warwick on 4 March 2025.

On 26 November 2024, 68 representatives from an array of agencies and service providers attended the Southern Downs Regional Interagency Network (SDRIN) meeting held in Stanthorpe.

Topics covered included:

- Stanthorpe Community Directory and Diary
- New Child Safety Service Centre (CSSC) Open in the Region, Southern Downs and Granite Belt CSSC
- Indigenous Electoral Participation Program (*Deferred to March 2025*)
- Introduction to Willow Tree 37 – Southern Downs Women's Support Centre services for vulnerable women in the community
- Homestay- Sustainable Tenancies Program Update
- Update on roll-out of STAR's Community Transport service
- Aged Care Packages and Social Connections program
- Financial Counselling role with Good Shepherd and eligibility to access services
- Services Australia Community Engagement Service Offer
- MyGov SCAM Awareness
- Introduction to Authentic Minds – Breakthrough Coaching and Therapy and NEW Warwick Community Men's Circle
- WarwickCon 2025 (10 April 2025) Youth Week event
- Safe Haven roles, Southern Downs DV Support Cards & Networking Forum in 2025

The meeting also featured a capacity building session from Standby Darling Downs West Moreton – Support after Suicide on "What do I say? What do I do? Postvention and Supports.

### Libraries

For the month of November Council libraries had the following visitation:

### Circulation

| Branch         | Total loans | Self Service | % by self service | Returns | Reservations placed | Reservations issued | New members                | Re-registered members | Visitors |
|----------------|-------------|--------------|-------------------|---------|---------------------|---------------------|----------------------------|-----------------------|----------|
| Allora         | 709         | 13           | 1.8%              | 673     | 179                 | 139                 | 6                          | 4                     | 323      |
| Stanthorpe     | 3,422       | 2389         | 69.8%             | 3,476   | 460                 | 570                 | 91                         | 42                    | 2,360    |
| Warwick        | 6,228       | 1371         | 22%               | 5,895   | 510                 | 668                 | 65                         | 72                    | 3,558    |
| Web (renewals) | 3,535       | n/a          | n/a               | n/a     | 619                 | 0                   | 0                          | 0                     | n/a      |
| Total          | 13,894      | 3,773        | 27%               | 10,044  | 1,768               | 1,377               | 162                        | 118                   | 6,241    |
|                |             |              |                   |         |                     |                     | Current library membership | 10,910                |          |

### Regional Delivery & Homerun

#### Localities visited:

- Dalveen
- Eukey
- Killarney
- Stanthorpe
- Stanthorpe homerun
- Wallangarra
- Warwick homerun
- Leyburn
- Pratten

Number of customers - 89

Delivery time – 21 hours 35 minutes

## Social media

|           | Page reach | Followers | Post reach | Post likes/clicks/comments/reactions |
|-----------|------------|-----------|------------|--------------------------------------|
| Facebook  | 2222       | 1133      | 2358       | 154                                  |
| Instagram | 230        | 295       | 388        | 25                                   |

## 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 administration are being finalised for the final parcel of freehold vacant land recently approved for disposal by Council, being the land-locked parcels sold to adjoining landowners.

| Lease Category       | Current Leases |
|----------------------|----------------|
| Aerodrome            | 2              |
| Commercial           | 3              |
| Community            | 92             |
| Grazing              | 36             |
| Special Purpose      | 12             |
| Telecommunication    | 9              |
| Total Current Leases | <b>154</b>     |

| Land Sales                       | Number   | Note |
|----------------------------------|----------|------|
| Settlements                      | 1        |      |
| Under negotiation/contract stage | —        |      |
| Total for period                 | <b>1</b> |      |

### Warwick Saleyards

November saw a total of four (4) cattle sales and four (4) sheep sales, showing good numbers for the month. November also saw the final cattle sale of 2024. Sheep sales will continue into December

| Cattle Sales |             | Sheep Sales |             |
|--------------|-------------|-------------|-------------|
| Date         | Head Number | Date        | Head Number |
| 5/11/2024    | 1265        | 6/11/2024   | 2070        |
| 12/11/2024   | 1083        | 13/11/2024  | 1753        |
| 19/11/2024   | 1674        | 20/11/2024  | 806         |
| 26/11/2024   | 1622        | 27/11/2024  | 2543        |

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

## Governance

- Recruitment for the Governance Officer position has been finalised with two incumbents commencing January 2025 to complete the team.

## Complaints, Right to Information, Information Privacy Matters

- Queensland's information access and privacy laws are changing on 1 July 2025 (effective to Local Government on 1 July 2026). Governance staff will be attending staged training facilitated by OIC.
- Human Rights Assessment guidance for staff by way of a factsheet currently pending ELT review.

| Request type                    | Current status |
|---------------------------------|----------------|
| Administrative action complaint | Nil            |
| Ombudsman matter for review     | Nil            |
| Right to Information            | 2 current      |

### *Policies and Procedures status as at 31 October 2024*

| Details                                | Current | Past Review Date | Under Review | Draft* | To be rescinded or superseded |
|--|---------|------------------|--------------|--------|-------------------------------|
| Policies- strategic and Operational    | 84      | 9                | 9            | 5      | 1                             |
| Procedures – strategic and Operational | 35      | 59               | 2            | 9      | 0                             |

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

## Insurance

The governance team continues to work to process new claims, provide relevant information for new and existing claims, together with processing non-insurance related claims against Council.

| MONTHLY SUMMARY                                  | NOV 2024 |
|--|----------|
| <b><u>Claim Description - Motor Vehicles</u></b> |          |
| Motor vehicle claims in progress                 | 12       |
| Existing claims carried over from previous month | 12       |
| Finalised (claim accepted by Council's insurer)  | 3        |
| <b><u>Claim Description - Property</u></b>       |          |
| Property claims in progress                      | 3        |
| Existing claims carried over from previous month | 3        |
| Finalised (claim accepted by Council's insurer)  | 1        |
| <b><u>Claim Description - Liability</u></b>      |          |
| Liability claims in progress                     | 3        |
| Existing claims carried over from previous month | 3        |
| Finalised (claim accepted by Council's insurer)  | 0        |

| <b><u>Claims Summary</u></b>     |           |
|----------------------------------|-----------|
| Animal                           | 1         |
| Changing Lanes                   | 1         |
| Collided with stationary vehicle | 1         |
| Failed to give way               | 1         |
| Failed to stop                   | 1         |
| Fraud & dishonesty               | 2         |
| Reversing                        | 1         |
| Struck Stationary object         | 1         |
| Uneven surface                   | 3         |
| <b>Total</b>                     | <b>12</b> |

### Customer Service

| Statistics for the month of:         | November 2024 |
|--------------------------------------|---------------|
| Phones                               | 3739          |
| Counter – Stanthorpe                 | 435           |
| Counter – Warwick                    | 1043          |
| Counter – Allora                     | 27            |
| Customer Service Emails              | 444           |
| MERIT Requests vi app, web and phone | 840           |
| MERIT via after hours provider       | 91            |

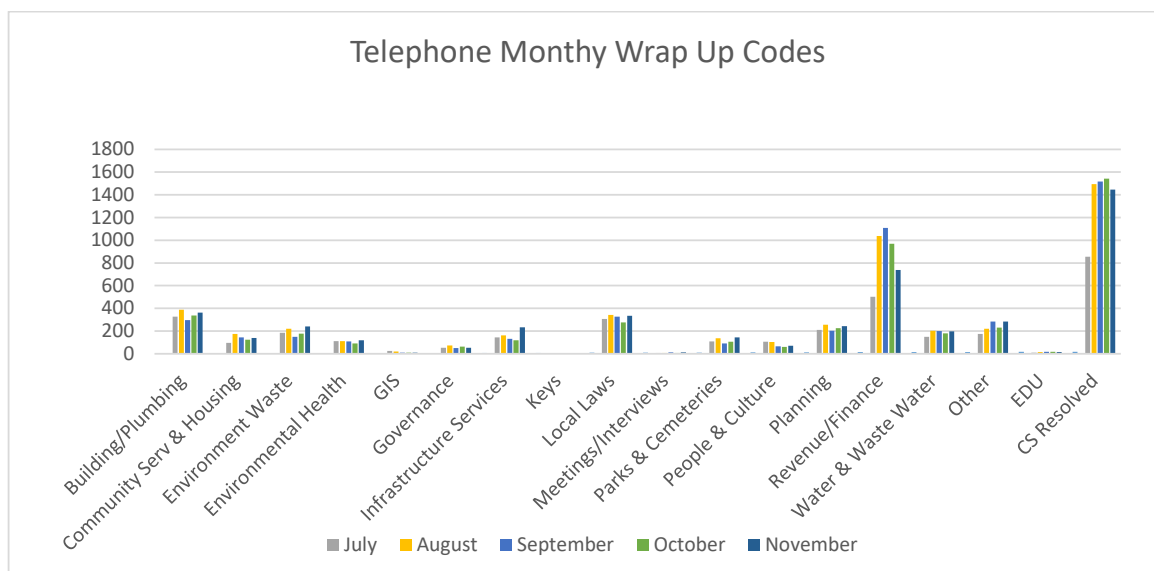


Figure 1. This shows the comparison of monthly telephone wrap up codes July – November 2024. The graph shows that on average almost 1400 calls per month are resolved in the first instance by Customer Service.

## **FINANCIAL SERVICES**

### Finance

- The second quarter budget review is currently being reviewed by Council staff. This will be presented to Council in January 2025.
- Council staff are starting the process for the comprehensive valuation of the artwork and other infrastructure asset classes for the 2024-25 financial year.
- 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.
- The Finance Team has started drafting the timetable for the FY25/26 budget with training to be held with key staff in January.
- Planning work has commenced with the external auditors so key audit milestones deliverables and timelines can be drafted for FY24/25 audit. The draft external audit plan is anticipated to be presented at the next Audit Committee meeting.
- The Revenue team has commenced work on the intention to sell list.
- Not for profit submission applications are being reassessed with any subsequent changes actioned as required in line with the revised Rates Concession Policy.
- Supplementary Notices are being finalised and are anticipated to be issued in December.

### Information Technology

- The rollout of the ICT Procedure Framework has commenced, with selected procedures being rolled out to staff in stages.
- Work has commenced on the Information Security Governance Review with Internal Auditors anticipated to be onsite in January 2025.
- The ICT Steering Committee meeting was held on 25 November and the draft minutes have been included in the Council Meeting agenda which briefly touches on topics covered.
- Scoping and design works are underway for the 2024/2025 upgrade to the CCTV network.
- Work is in progress to draft a scope for vulnerability assessment focusing on external penetration testing.
- Other IT and cybersecurity related initiatives or projects are progressing and being monitored by the ICT Steering Committee.

### Procurement

- Following the approval of the Fuel Management Procedure, relevant staff are now working on developing a reconciliation process for review prior to its implementation.
- Training on Procurement, the use of Local Buy and Vendor Panel is currently being provided to targeted teams with a broader refresher planned to be held in December and January.
- The draft procurement risk assessment, evaluation, and probity plan has been finalised and is now pending review.
- Draft Bunnings purchases procedure has been reviewed and will be distributed internally for consultation.
- Contracts register is being updated and reviewed to achieve better visibility around variations/ contract terms/ commitments/ outstanding PO's.
- Procurement Policy is scheduled to be presented at the next Council meeting.
- Tech One Contracts Module demos held for procurement staff in November.


| November 2024 Reporting - Procurement  |  |
|--|--|
| Procurement Stats  |  |
| <b>Number of Tenders Released</b>  | <b>4</b>   |
| <b>Contract number</b>   | <b>Description</b>   |
| 25_027a  | Warwick Water Treatment Plant - Design of Distribution Centre                |
| 25_033   | Allora Precinct Redevelopment  |
| 25_034   | Stanthorpe Landfill Capping  |
| 25_045   | Supply and Installation of Disc Press at Warwick Waste Water Treatment Plant |
| <b>Number of Tenders in progress</b>   | <b>9</b>   |
| <b>Contract number</b>   | <b>Description</b>   |
| 22_015a  | ROPS for Trade Services - Refresh  |
| 25_022   | Supply of Avgas  |
| 25_017   | Collection of Household Chemicals from Warwick & Stanthorpe Waste Facilities |
| 25_004   | SDRC Lift Maintenance  |
| 25_038   | HVAC Mechanical Maintenance and Servicing                                    |
| 25_027a  | Warwick Water Treatment Plant - Design of Distribution Centre                |
| 25_033   | Allora Precinct Redevelopment  |
| 25_034   | Stanthorpe Landfill Capping  |
| 25_045   | Supply and Installation of Disc Press at Warwick Waste Water Treatment Plant |
| <b>Number of RFQ's Released</b>  | <b>5</b>   |
| <b>Contract number</b>   | <b>Description</b>   |
| 25_040   | Wallangarra Landfill Capping   |
| 25_041a  | Leyburn Tennis Club Upgrade - Electrical                                     |
| 25_030   | Supply and Delivery of Generators  |
| 25_037   | Stormwater Design - Oak Avenue, Percy Street, Canning Street                 |
| 25_018a  | Cemetery Master Plan   |
| <b>Number of RFQ's in progress</b>   | <b>7*</b>  |
| Number of Contract Numbers Issued  | 20   |
| Number of Purchase Orders Raised After Invoice Date  | 13   |
| Inductions done  | 0  |
| *this figure does not include RFQs we have reviewed but were released by other departments |  |
| <b>Projects</b>  |  |

## ATTACHMENTS

Nil

## INFO REPORT | Stanthorpe Regional Art Gallery

### Document Information

|   |  |                                       |
|---|--|---------------------------------------|
|  | <b>Report To: Ordinary Council Meeting</b> |                                       |
|   | <b>Reporting Officer:</b>                  | <b>Meeting Date:</b> 18 December 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 November 2024.

### REPORT

This report is provided to the Council by the Stanthorpe Regional Art Gallery as required by the Memorandum of Understanding that is currently in place with the 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. SRAG Income Statement Jul-Oct 2024 (Excluded from agenda - Provided under separate cover)
2. SRAG Directors Report November 2024



**Gallery Directors Report: Director Findlay**

**Committee Meeting Nov 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>Exhibitions<br/><b>2024 Stanthorpe Art Prize</b></p> <p>Stanthorpe AP Opening Night – <b>155</b><br/>Visitors to exhibition - <b>2429</b></p> <p>Please see AP review minutes attached<br/>Please see Michelle's AP Marketing report attached<br/>21 work sold @ \$20670 in sales – Gallery takes \$30%</p> | 2 Sept – 10 Nov |     |

The evening went very well with dignitaries and judges well received:

- Michael Brennan Noosa Regional Art Gallery – Judge
- Philip Bacon – Bacon Galleries – Guest of Honour
- Melissa Hamilton SDRC Mayor -Special Guest
- Cheryl Moggs OAM Indigenous Elder

Catering – Jamworks – excellent reviews  
 Music- Natasha Kloppers & Mark Connors -both acclaimed pianists

Snapshot of Visitors Comments

|          |                         |  |        |
|----------|-------------------------|--|--------|
| 25.10.24 | Kay & Chris Taylor      | Wonderful diversion & quality. Lovely.   | 4355   |
| 26.10.24 | Vanessa Keller          | Wonderful. Love it.  | 4350   |
| 26.10.24 | K Adam                  | A wonderful exhibition! Loved it!  | 4216   |
| 26.10.24 | A Adam                  | AWESOME!   | 4216   |
| 26.10.24 | J Lawson                | Maureen Harley & Dylan Jones - Amazing.  | 4380   |
| 30.10.24 | Andy & Tracey Green     | Lovely Exhibition. Enjoyed.  | 4570   |
| 01.11.24 | Renouf family           | Beautiful place with beautiful art.  | 4104   |
| 05.11.24 | Trish Fitzsimons        | So wonderful to see this wonderful reinvigorated gallery in it's glory! Well done to staff, committee & all volunteers.  | 4169   |
| 05.11.24 | Chris and Dave Williams | Excellent gallery, excellent staff, excellent art works. Needs a seat downstairs for those who want to view the work but also with mobility issues. Love this gallery!!! | 4570   |
| 07.11.24 | Gai & Mark Davis        | Great place to visit!  | 2570   |
| 07.11.24 | Michelle Thomas         | Lovely Gallery   | 4573   |
| 08.11.24 | Sean Kindegand          | Very high standard, very impressed   | London |
| 08.11.24 | Saskia Kindegand        | Some really beautiful work, especially the tapestries!   | London |

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.

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

|                               |  |  |   |
|-------------------------------|--|--|---|
| Be a vibrant<br>Community hub | <p><b>The Collection:</b><br/> IAS have returned all the Collection:</p> <p>The Collection Management team have been:</p> <ul style="list-style-type: none"> <li>• Unpacking</li> <li>• Condition reporting each work</li> <li>• Data entry of details of provenance and condition of works</li> </ul> <p>Approximate hours to date for the Collection Management team are:</p> <ul style="list-style-type: none"> <li>• 8 people working 4 hours on a Tuesday for 5 weeks + <b>240 hours</b></li> </ul> <p><b>Music in the Gallery</b><br/> MZAZA - performance and workshops                      50 attendees<br/> Music Tango Enigmatico Music                                      80 attendees</p> | <p>16 Oct</p> <p>16Oct-20Nov</p> <p>12 Oct<br/>9 Nov</p> | <p>Selected<br/>group of<br/>volunteers<br/>and staff</p> |
|-------------------------------|--|--|---|

|   |   |  |  |
|---|---|--|--|
| 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 updates of Facebook, Twitter and Instagram</li> <li>• Meetings with Michelle Conkas</li> <li>• Media coverage for exhibitions</li> </ul> | Ongoing                                      | Director / Michelle Conkas   |
| Extend the gallery's involvement in Visual Arts activities within and beyond Queensland   | <b>Professional Development</b><br><b>Handling and Condition reporting Workshop</b> with Emma Garder Warwick Art Gallery<br>8 Volunteers from SRAG attended   | 31 Oct                                       |  |
| Increase the Gallery's professional standing with the Queensland Arts and Museum          | Attended AGM and Meeting AMaGAQ TEAMS<br>Hosted Stanthorpe Chamber of Commerce meeting Attendees 30<br><br>Attended Queensland College of Arts and design- Graduate Arts opening<br>Judged the Inverell Art Prize with Rob Allen  | 11 Oct<br>22 Oct<br><br>24 Oct<br>9 & 12 Oct | Director<br>Director & SAGS Cmte<br>Director<br>Director & R Allen |


|   |   |         |   |
|---|---|---------|---|
| network and beyond  |   |         |   |
| Boutique  | The Boutique has been hugely successful since we opened the new gallery.<br>A very important income for the gallery and local artists.<br>A few concerns regarding the lighting in the foyer area of the building and its effect on the artwork in the boutique.  | Ongoing | The Boutique Changeover team & D McArthur |
| Be economically sustainable   | <b>Other Income</b> <ul style="list-style-type: none"> <li>\$1800 from RSL Grant application</li> <li>Boutique Sales – gallery takes 25%:<br/>Sept \$1544.50<br/>Oct \$1338.25</li> </ul>   |         | MF  |
| Engage and enrich the local and regional communities largely through visual/creative arts | <b>Volunteer Hours</b><br><b>Volunteer hours 61 active volunteers</b><br>Economic contribution of volunteers until June 30, 2024, = \$54,215<br>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.<br><br>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.<br><br><b>Engagement with Local Schools</b><br>Industry Partner Organisation for the Stanthorpe State High School VET subject <b>Certificate 2 in Information &amp; Cultural Studies</b> . Continued involvement of students | Ongoing |   |

|  |  |  |  |
|--|--|--|--|
|  | <p>working at the gallery, helping with the changeovers.</p> <p><b>University Hub</b><br/>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>  | Ongoing  |  |
| Support and promote diverse creative practices | <ul style="list-style-type: none"> <li>The Strategic Plan is under review and our first meeting spotlighted the resurrection of the Artist in Residence program.</li> </ul> <p><b>Public Programs</b></p> <ul style="list-style-type: none"> <li>Nameer Life drawing workshop 9-12 approx. 8 per session</li> <li>Watercolor class. Leticia Collins 12 attendees</li> <li>Bookbinding Class- Jayne Barrett 8 attendees</li> <li>Liz Powell - Lino Printing without a press 8 attendees</li> <li>Live model Art classes Monday evening by Nameer Davis</li> </ul> <p><b>Ongoing- Fortnightly Workshops</b></p> <ul style="list-style-type: none"> <li>Yarnies Group</li> <li>Sustainable Stitching Group</li> </ul> | <p>14 Nov</p> <p>14,21,28 Sept &amp; 5 Oct.<br/>19 Oct</p> <p>26 Oct</p> <p>16 Nov</p> <p>18,25, 30 Nov</p> <p>Ongoing</p> |  |

|     |  |  |  |
|-----|--|--|--|
| AOB |  |  |  |
|-----|--|--|--|

### 13.11 INFO REPORT | Warwick Art Gallery Report

#### Document Information

|   |  |                                       |
|---|--|---------------------------------------|
|  | <b>Report To: Ordinary Council Meeting</b> |                                       |
|   | <b>Reporting Officer:</b>                  | <b>Meeting Date:</b> 18 December 2024 |
|   | Community Services Coordinator             | <b>ECM Function No/s:</b>             |

#### Recommendation

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

#### REPORT

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

As required by the current Memorandum of Understanding between SDRC and the Warwick Art Gallery Society Inc., every quarter the following statistics and data are to be presented to the Council for noting:

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

and the following on an annual basis:

- Audited financial statements
- Customer satisfaction data.

#### ATTACHMENTS

1. Warwick Art Gallery Quarterly Report for September, October & November 2024
2. Warwick Art Gallery Auditors Report as at 30 June 2024 (Excluded from agenda - Provided under separate cover)



Warwick Art Gallery Quarterly Report to Southern Downs Regional Council – September, October and November 2024

**A. Exhibitions**

|   |   |
|---|---|
| <i>The Harris N845</i><br>Deborah Beaumont                        | <b>29 August – 12 October</b><br>An interesting contemporary exhibition of artworks created from discarded plates and paper from the offset printing press that used to print the Warwick Daily News and other regional newspapers.   |
| <i>InSight 7</i><br>Warwick State High School Students            | <b>5 September – 19 October</b><br>The seventh annual exhibition of student work is very popular with our audience.   |
| <i>pARTicipate Local Artists exhibition and awards</i>            | <b>17 October – 12 November</b><br>Overall Major Prize Winner: Roslyn Lang <i>Channel Country Awakening</i><br>Jason Gard Memorial Emerging Artist Award: Lauren Jackson <i>Grubb Graffiti</i><br>Overall Second Prize: Graeme Smith <i>Metropolis</i><br>Highly Commended: Eileen Mair <i>Waiting for Chips/Judy Currie See the Pinks and Purples/Shane Donnelly Brisbane Queenslanders/Jooyun Lim Finding Niche #2</i><br>Acknowledging the sponsors: Saturn Electrical, Warwick Credit Union. Rose City Shopping-world, Catalyst Accounting, Wade Real Estate and Hear 4 Good. |
| <i>A Sense of Place</i><br>Ali George and Rebecca Staunton Coffey | <b>24 October – 7 December</b><br>A Sense of Place showcases work by two south-east Queensland textile and mixed media artists. They have taken inspiration from the environment around them - from both the physical landscape and the political and social contexts in which they occupy those spaces.  |

**B. Collection**

Artwork has been recently installed in the Safety/HR office.

- Brian Harris *Polperro Harbour*

Collection works on public display this quarter:

- Tom Garrett *Still Life Floral*
- David Woodford *Warwick Town Hall*

**C. Attendance**

| Month          | Exhibition                            | Adults | Children | Total        | Previous year |
|----------------|---------------------------------------|--------|----------|--------------|---------------|
| December 2023  | Paint the Town/Participate Miniatures | 299    | 45       | <b>344</b>   | 473           |
| January 2024   | Paint the Town/ Steve Carr Clark      | 299    | 60       | <b>359</b>   | 495           |
| February 2024  | Steve Carr Clark/Soil and Mortar      | 389    | 115      | <b>504</b>   | 492           |
| March 2024     | Soil & Mortar/Illusion of Time        | 488    | 99       | <b>587</b>   | 648           |
| April 2024     | Wildflowering/Sharyn Hall             | 375    | 117      | <b>492</b>   | 625           |
| May 2024       | Warwick Potters/Sharyn Hall           | 405    | 119      | <b>524</b>   | 554           |
| June 2024      | Carbon Dating/Elise Heather           | 371    | 110      | <b>481</b>   | 464           |
| July 2024      | Jumpers and Jazz exhibitions          | 5855   | 307      | <b>6162</b>  | 6080          |
| August 2024    | Jumpers and Jazz exhibitions          | 299    | 106      | <b>405</b>   | 623           |
| September 2024 | The Harris/InSight 6                  | 412    | 103      | <b>518</b>   | 546           |
| October 2024   | The Harris/InSight 6                  | 709    | 135      | <b>844</b>   | 571           |
| November 2024  | pARTicipate/A Sense of Place          | 466    | 110      | <b>576</b>   | 806           |
| TOTAL          |                                       |        |          | <b>11796</b> | 12377         |

| Location Summary – Comment Book, People’s Choice Vote and kids activity data | %    | Count |                | %  | Count |
|--|------|-------|----------------|----|-------|
| Southern Downs   | 69.4 | 84    | Sunshine Coast | .8 | 1     |
| Brisbane   | 10.7 | 13    | Central QLD    | .8 | 1     |
| Toowoomba  | 5    | 6     | VIC            | .8 | 1     |

|            |     |   |               |    |   |
|------------|-----|---|---------------|----|---|
| NSW        | 5   | 6 | Ipswich       | .8 | 1 |
| Gold Coast | 2.5 | 3 | South Burnett | .8 | 1 |
| Redlands   | 2.5 | 3 | Scenic Rim    | .8 | 1 |

#### D. Public Programs and Community Engagement

- In the studio; the Friday choir group and Saturday casual art groups continue plus enrolments in Art Spark Wednesday art club.
- Official opening of *The Harris* with floor talk held on Saturday 7 September
- Official opening of *InSight 7* held on Friday 6 September attended by over 100 students and guests
- Art Spark School Holidays – full class of 15 on Tuesday 17 September
- Official opening of *pARTicipate* was held on Friday 18th October. Winners announced by guest judges Cynthia Copley and Amy Stapleton.
- Official opening of a *Sense of Place* was held on Saturday 26 October
- Journal making workshop was held on Sunday 27 October in conjunction with *A Sense of Place* exhibition
- *Seniors Outreach Program* has been launched; Community Engagement Officer commenced weekly sessions at Churches of Christ starting on Monday 14th October with 21 participants. The program at The Oaks started on 22 October with 18 participants.
- Staff and volunteers manned a stall at the Warwick Potters Market on Saturday 26 October. We estimate around 40 interactions.
- To support October's Breast Cancer Awareness month, we displayed three decorated bras from a community project in the Foyer

#### E. Marketing and Promotion

- Facebook – we have 3343 likes. Page Reach for the reporting period was 17.3K.
- Instagram – we have 1749 followers. Page Reach for the reporting period was 1.1K
- The monthly Newsletter was distributed in the first week of August. Our newsletter is sent to 459 subscribers.
- Print media
  - Town & Country newspaper monthly advertisement and article

#### F. Facility

- Matters have been reported to SDRC facilities staff and actioned quickly:
  - Check and repair of Main Gallery air conditioning

#### G. Human Resources



- Director attended a dinner for QLD Regional Gallery Directors with the Honorable Governor Doctor Jeannette Young on Wednesday 11 October. Other galleries represented Ipswich, Bundaberg, Mackay, Gympie, Townsville, Rockhampton, Cairns and the QLD Art Gallery
- Staff visited Stanthorpe Regional Art Gallery on Monday 30th September to see the Stanthorpe Art Prize and have a tour of the new facility.

- Director and Community Engagement Officer attended the Gallery and Museums State conference in Toowoomba between Wednesday 9 and Friday 11th October.

**H. Finance**

- Our 2023/2024 Auditor Report is attached
- We were successful with an application to Public Galleries QLD for a bursary to support an Artwork Handling workshop. This workshop was attended by four Warwick Art Gallery volunteers and eight Stanthorpe Art Gallery volunteers.


**I. Other News**

- We conducted a survey of our audience and visitors about Gallery membership between Monday 2 September and Friday 4 October. The responders provided good and constructive feedback:
  - Would like more social events
  - Expand the Gallery Shop
  - Excursions and talks
  - In summary, most responders were aware of Gallery Membership but for reasons such as distance, finances and time, only 63% were members.
- Our AGM was held on the 19<sup>th</sup> of September. The 2024 Management Committee:  
Chairperson: Paul Currie  
Treasurer: Mandy Russell-Sharam  
Secretary: Celie De Winter  
Vice Chairperson: Barbara Bokenham  
Committee: Gillian Knott  
Committee: Tom Condon  
Committee: Leah Kelly  
Committee: John Payne  
Committee: Judy Currie

**Warwick Art Gallery Inc Management Committee  
6 December 2024**

## 0.0 INFO REPORT| YMCA Monthly Report

### Document Information

|   |  |                                       |
|---|--|---------------------------------------|
|  | <b>Report To: Ordinary Council Meeting</b> |                                       |
|   | <b>Reporting Officer:</b>                  | <b>Meeting Date:</b> 18 December 2024 |
|   | Community Services Coordinator             | <b>ECM Function No/s:</b>             |

### Recommendation

THAT Council receive the October 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

Works currently forecast for completion:

- Modifications to the aquatic hall air handling system are continuing, and expected to be completed this month.
- Hydrotherapy pool reopened 5 November.
- A business case and funding options are being investigated for the WIRAC roof replacement.

#### Stanthorpe Fitness Centre and Pool

Works currently in progress or requested in the report:

- Court area louvres are a maintenance item and referred back to the YMCA for action.
- Polycarbonate sheeting, whilst aged, is still functional and does not require replacement at this point.
- The grandstand carpet is deteriorating and a request for quotes to repair or replace have been sought.
- Carpark line-marking and handrail painting have been investigated with the YMCA and advised these are maintenance in nature and YMCA responsibility unless incorporated in future capital improvements.

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

## ATTACHMENTS

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

The graphic is a white rectangular box with an orange background, set against a red background. It contains text and yellow wavy line icons. The text is as follows:

**Important Update  
for Pool Users**

Hydrotherapy Pool works are **nearly finished!** We're on track to reopen in early November.

Starting mid-next week, all Pool Deck bathrooms will be closed for around two weeks while we work to improve air quality.

For this period, all Pool users need to use the Court bathrooms which are smaller and shared with the public.

We apologise for any inconvenience while we work to improve your experience at the Y. Please see Reception for any questions.

*Thank you for your understanding and continued support!*

## YMCA Warwick (WIRAC) Monthly report for October 2024





## EXECUTIVE SUMMARY

October 2024 saw continued growth and activity at the YMCA WIRAC. Membership promotions yielded a significant increase in memberships, while various programs and events maintained high community engagement. Facility attendance rose notably across all areas, with a total monthly attendance of 17,412 and a year-to-date total of 137,739. Initiatives such as Junior Futsal, school swimming, and special events like the *Grow Strong Fight Series* showcased our ability to host diverse activities. Key facility upgrades and maintenance projects are underway, ensuring our offerings remain safe and appealing.

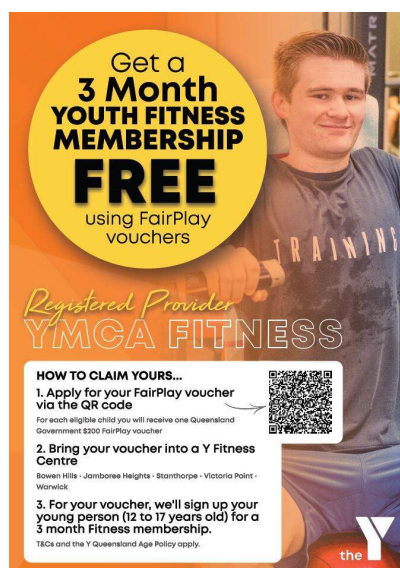
## Programs and Services

### Membership Promotion

Our October promotion offering 10% off 6- and 12-month upfront memberships resulted in the sale of 28 memberships and an increase of 23 members. We anticipate higher engagement during the upcoming *Black Friday* sale in November.

### Fairplay and Swim Play Vouchers

Fairplay Vouchers allow families to apply \$200 toward 3-month YMCA memberships, promoting youth participation in fitness programs. Swim Play Vouchers, supported by the Queensland Budget, provide up to \$150 for swimming lessons for children aged 0-4, enhancing access to vital water safety skills.





### Junior Futsal Competition

The new Junior Futsal Competition commenced with over 100 players participating, emphasising our commitment to youth development through sports.

### School swimming

October was a strong month, with over 2,100 students attending school swimming lessons and one school hosting its swimming carnival.

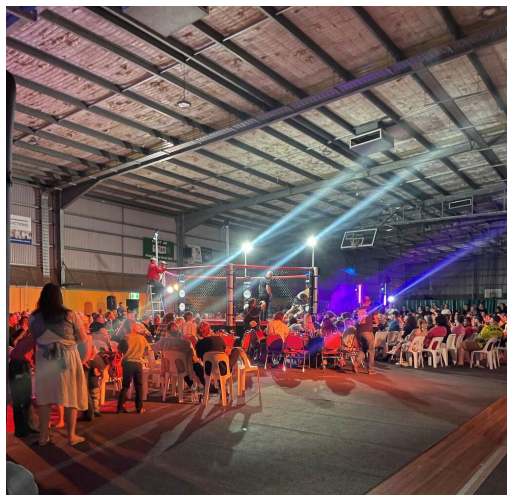
### Learn to Swim Program

Our Learn to Swim program saw over 400 children registered, with re-enrolments for 2025 beginning mid-November.



### Court Hire

On October 19th, the *Grow Strong Fight Series* transformed our courts into a dynamic arena for 19 thrilling MMA fights. This event highlighted our facility's versatility and drew a vibrant community turnout.



## Health and Wellness

### Cancer survivor Program

With 15 participants attending regularly, this program remains impactful.

### Breast Cancer awareness

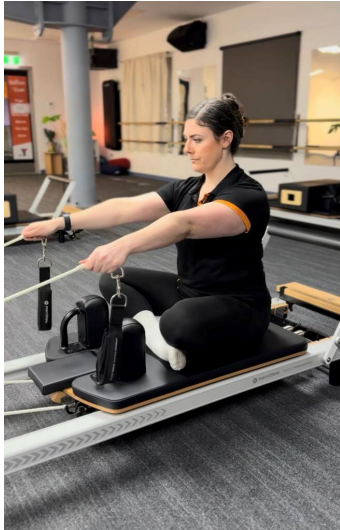
*Wear It Pink Day:* Staff and patrons raised awareness for breast cancer on October 18th by participating in themed activities





### Reformer Pilates

Starting next year, Reformer Pilates will operate under its own timetable with tailored pricing to reflect the specialised nature of these classes.



### Attendance October 2024

#### Attendance – October 2024

Overall attendance has seen an increase in some areas:

- **Fitness Attendance:** 8565 (Up from 7706 in Sept)
- **Aquatic Attendance:** 7078 (Up from 4408 in Sept)
- **Stadium Attendance:** 1769 (Up from 1243 in Sept)
- **Total Monthly Attendance:** 17412 (Up from 13357 in Sept)
- **Year-to-Date Overall Attendance:** 137739



## October

|                            |                        | Jul-24    | Aug-24    | Sep-24    | Oct-24    |
|----------------------------|------------------------|-----------|-----------|-----------|-----------|
| <b>Fitness Attendance</b>  | Members                | 3329      | 4205      | 4384      | 4592      |
|                            | Casuals & Visit passes | 111       | 124       | 103       | 127       |
|                            | 24 hr Access           | 1581      | 1527      | 1348      | 1291      |
|                            | Personal Training      | 44        | 116       | 128       | 115       |
|                            | Group Fitness          | 2227      | 1764      | 2209      | 2440      |
| <b>Total</b>               |                        | 7292      | 7736      | 8172      | 8565      |
| <b>Aquatics Attendance</b> | Members                | inc above | inc above | inc above | inc above |
|                            | Casual                 | 1798      | 2624      | 2016      | 1772      |
|                            | Aquatic Sports Ability | 48        | 79        | 76        | 25        |
|                            | Learn to swim          | 591       | 708       | 856       | 1130      |
|                            | Squad                  | 145       | 94        | 121       | 1405      |
|                            | School Swim            | 302       | 517       | 635       | 1980      |
|                            | Physio's               | 25        | 14        | 4         | 8         |
|                            | Aqua Aerobics          | 518       | 326       | 700       | 758       |
| <b>Total</b>               |                        | 3427      | 4362      | 4408      | 7078      |
| <b>Stadium</b>             | Junior Futsal          | 0         | 0         | 0         | 210       |
|                            | Schools                | 80        | 729       | 243       | 754       |
|                            | Sports Ability         | 48        | 79        | 66        | 79        |
|                            | Pickleball             | 44        | 199       | 198       | 166       |
|                            | Basketball             | 450       | 567       | 732       | 530       |
|                            | Netball                | 900       | 900       | 0         | 0         |
|                            | Social Badminton       | 28        | 29        | 20        | 30        |
| <b>Total</b>               |                        | 1550      | 2503      | 1243      | 1769      |
| <b>OTHER</b>               |                        |           |           |           |           |
|                            |                        |           |           |           |           |
| <b>Total</b>               |                        | 0         | 0         | 0         | 0         |

|                                   |       |       |       |       |
|-----------------------------------|-------|-------|-------|-------|
| <b>Overall Monthly Attendance</b> | 12269 | 14592 | 13357 | 17412 |
|-----------------------------------|-------|-------|-------|-------|

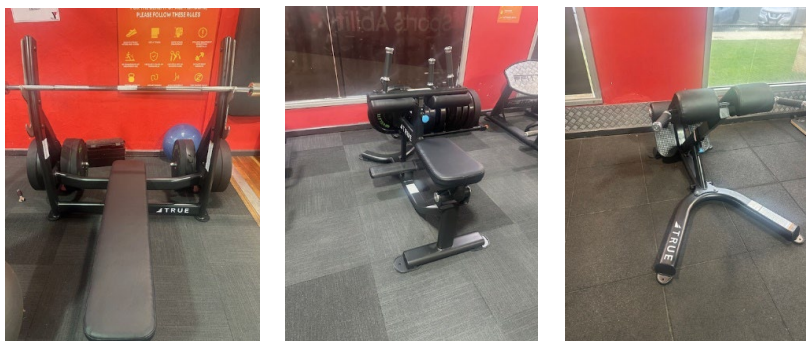
**2024 Year to Date: 137739**



## **FACILITY UPKEEP AND IMPROVEMENTS**

### **Gym Equipment Upgrade**

Stage one of new gym equipment is set for delivery on November 21st, with stage two arriving late November/early December.





## MAINTENANCE

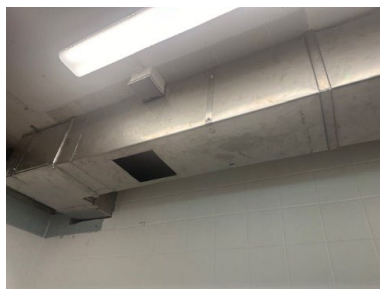
### Hydrotherapy Pool

The Hydrotherapy Pool will reopen on November 5th following essential maintenance.



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

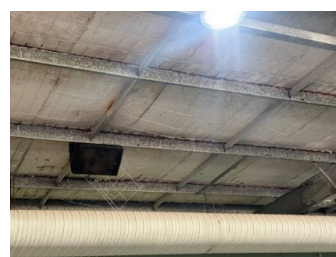
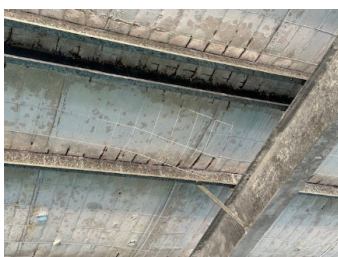
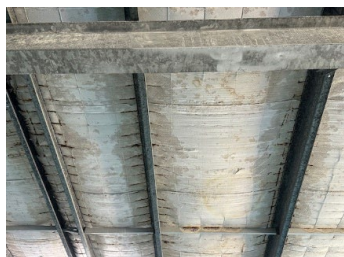
Work has begun on bathroom air ventilation ducting. Repairs to the chiller and fan system are scheduled for November to address ongoing air quality and heat issues.





### **Building Roof**

The building roof requires replacement due to worsening deterioration. Council is exploring funding options. Meanwhile, staff continue to mitigate risks by removing debris and drying areas during rain to prevent slips and falls.



### **BUSINESS DEVELOPMENT**

#### **Black Friday Sale**

Preparations are underway for our November Black Friday membership promotion, expected to drive substantial engagement and sales.

#### **Junior Futsal and Reformer Pilates Growth**

Both programs are positioned for sustainable growth, with dedicated resources to ensure success.

#### **Community Outreach**

Efforts to promote Fairplay and Swim Play Vouchers aim to increase accessibility for families and reinforce our commitment to community well-being.

### **CONCLUSION**

October 2024 was a highly productive month for YMCA WIRAC, with growth in attendance, successful programs, and facility improvements underway. We remain focused on expanding our offerings and maintaining high-quality services for the community while addressing critical maintenance needs. Looking ahead, we anticipate continued success in November with our Black Friday promotion and the reopening of the Hydrotherapy Pool.



# YMCA Stanthorpe

## Monthly report for November 2024





## EXECUTIVE SUMMARY

The opening of the pool season has had an eventful start, kicking off with a temporary closure due to safety concerns but quickly resuming under fantastic weather. Since reopening, the pool has brought a renewed sense of energy to the community. Programs like Learn to Swim, Squad, Aqua Aerobics, and school swimming are fully underway, providing diverse options for all ages and abilities. We also launched a new "Gym Play" program for children aged five and under, which has received an enthusiastic response, with the inaugural session fully booked. Group fitness classes and gym attendance have seen a notable increase, thanks to the warmer weather attracting more members. With a strong start, we look forward to a busy and vibrant season of swimming and community engagement ahead.

Here's to a successful swimming season ahead!

## PROGRAMS AND SERVICES

### Health and Wellness

- Memberships went up from 492 financial members at the end of September, to 555 financial members at the end of October. This is due to the pool season starting again.
- 35 members expired or cancelled during the month.

The Stanthorpe YMCA has launch gym play to the community of Stanthorpe with the first class being booked out. This class is held every Thursday at 10:00am, and we have had a lot of positive response and feedback about this program. With number going strong we are looking at another day we can hold Gym Play.





### Aquatics

We have officially launched our new Learn to Swim Program for the community, and we currently have 155 enrolments. This has surpassed last year's enrolments at the same time by 10. All schools are back doing swimming lessons and squad is officially running.

The YMCA would like to extend a thank you to the Southern Downs Regional Council for their swift response in getting the pool back up and running within a week after we had to temporarily close it due to safety concerns due to an error by the contractor who painted the pool. Since the issue was resolved, we've had no further incidents, and the pool is once again open and enjoyed by all!

During the week of closure, the YMCA lost income and incurred additional expenses in the amount of \$6280.29. We have written to council seeking compensation for this lost income and expenses.

### Hire Groups

- 28 hire hours occurred during the month, which was 12 hours up than last month. Futsal and Netball Competitions have kick off and backpacker season has commenced.

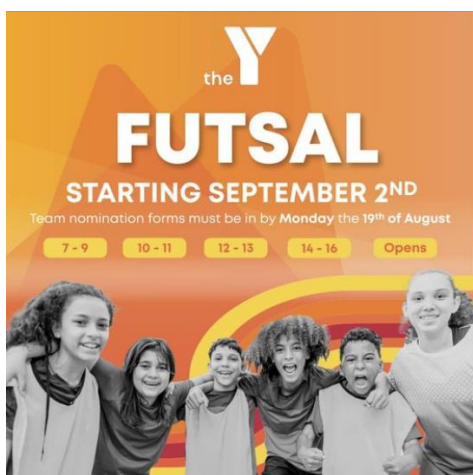
### Sports Competitions

#### Futsal:

Our Futsal Competition is halfway through the season. All teams are bringing their competitive spirit and engaging in good sportsmanship. Monday nights have been jammed packed with 28 teams playing.

#### Netball:

Netball has started, and we have 6 teams register for this Competition. This season has also hit the halfway mark.



### ATTENDANCE



The total attendance recorded for the month amounted to 9340 individuals. This is up from last month as regular sports have returned and the pool has reopened. Fitness attendance has gone up and class and gym users have also gone up. The weather has been fantastic for swimming attendance.

**Of note:**

School swimming attendance last year in October was 1434.

School Swim this year in October was 1638, and the pool was closed a week due to corrective maintenance of the pool.

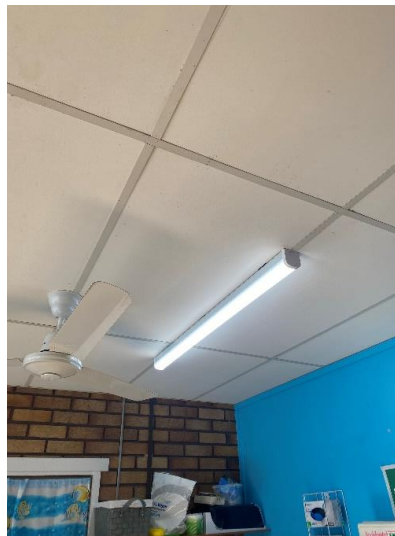
|  |                     | Jul-24 | Aug-24 | Sep-24 | Oct-24 | Nov-24       | Dec-24 | Jan-25 | Feb-25 | Mar-25 | Apr-25 | May-25 | Jun-25 |
|--|---------------------|--------|--------|--------|--------|--------------|--------|--------|--------|--------|--------|--------|--------|
| <b>Fitness Attendance</b>              | Members             | 2076   | 2065   | 1967   | 2611   |              |        |        |        |        |        |        |        |
|  | Casuals             | 340    | 310    | 261    | 365    |              |        |        |        |        |        |        |        |
|  | 24 hr Access        | 301    | 408    | 430    | 454    |              |        |        |        |        |        |        |        |
|  | Group Fitness       | 1300   | 1307   | 1238   | 1550   |              |        |        |        |        |        |        |        |
|  | <b>Total</b>        | 4017   | 4090   | 3896   | 4980   | 0            | 0      | 0      | 0      | 0      | 0      | 0      | 0      |
| <b>Aquatics Attendance</b>             | Season & Visit pass | 0      | 0      | 8      | 299    |              |        |        |        |        |        |        | 0      |
|  | Casual              | 0      | 0      | 16     | 972    |              |        |        |        |        |        |        | 0      |
|  | Spectator           | 0      | 0      | 0      | 0      |              |        |        |        |        |        |        | 0      |
|  | Learn to swim       | 0      | 0      | 15     | 504    |              |        |        |        |        |        |        | 0      |
|  | Squad               | 0      | 0      | 0      | 156    |              |        |        |        |        |        |        | 0      |
|  | School Swim         | 0      | 0      | 0      | 1638   |              |        |        |        |        |        |        | 0      |
|  | School Carnivale    | 0      | 0      | 0      | 0      |              |        |        |        |        |        |        | 0      |
|  | School Break ups    | 0      | 0      | 0      | 0      |              |        |        |        |        |        |        | 0      |
|  | Aqua Aerobics       | 0      | 0      | 0      | 127    |              |        |        |        |        |        |        | 0      |
|  | <b>Total</b>        | 0      | 0      | 39     | 3696   | 0            | 0      | 0      | 0      | 0      | 0      | 0      | 0      |
| <b>Stadium</b>                         | Indoor Soccer       | 0      | 0      | 370    | 397    |              |        |        |        |        |        |        |        |
|  | Netball             | 0      | 0      | 72     | 96     |              |        |        |        |        |        |        |        |
|  | Table Tennis        | 55     | 51     | 58     | 50     |              |        |        |        |        |        |        |        |
|  | Pickleball          | 68     | 75     | 76     | 58     |              |        |        |        |        |        |        |        |
|  | Social Basketball   | 24     | 28     | 35     | 23     |              |        |        |        |        |        |        |        |
|  | Social Badminton    | 32     | 28     | 28     | 40     |              |        |        |        |        |        |        |        |
|  | <b>Total</b>        | 179    | 182    | 639    | 664    | 0            | 0      | 0      | 0      | 0      | 0      | 0      | 0      |
| <b>Hireage in Hours</b>                | Court               | 14     | 6      | 4      | 15     |              |        |        |        |        |        |        |        |
|  | Room                | 15     | 12     | 12     | 13     |              |        |        |        |        |        |        |        |
|  | <b>Total</b>        | 29     | 18     | 16     | 28     | 0            | 0      | 0      | 0      | 0      | 0      | 0      | 0      |
| <b>Overall Monthly Attendance</b>      |                     | 4196   | 4272   | 4574   | 9340   | 0            | 0      | 0      | 0      | 0      | 0      | 0      | 0      |
| <b>Year to date Overall Attendance</b> |                     |        |        |        |        | <b>22382</b> |        |        |        |        |        |        |        |



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

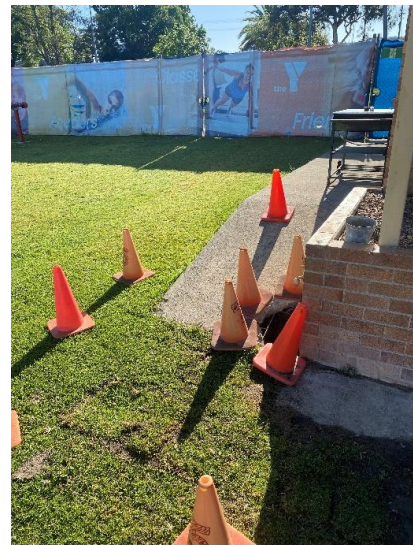
### **1. Lights – Centre and Pool Area**

On the 18<sup>th</sup> of October we had Enbeys Electrical come in to replace a few lights that weren't working around the facility. The update lights has made the facility a lot brighter for our members when coming in.



### **2. Water Leak – Pool Area**

On the 26<sup>th</sup> of October, the lifeguards discovered a water leak coming from the ground near the swimming club house. We acted quickly and got MWF plumbing in to fix the leak. The leak has now been fixed and is now awaiting concrete to be put in the hole.





### **Council Facility Maintenance:**

#### **1. Court Area Louver**

The Y would like to request for council to have a look at repairing the louvers that are on the court area. These louvers have been battered over the years and will need repairing as they are braking. These Louvers haven't been replaced since the building was initially built.



#### **2. Laser Sheet Wall – Court Area**

The Y would like to request for council to have a look at the laser sheets on the wall of the stadium, as they are getting more brittle every year. We have had a ball hit the laser sheet and it has gone straight through, no leaving a hole which we have temporarily fixed.



### 3. Outside Rails

YMCA would like to again put this on council radar as the paint on the rails are coming off and also rusting. We would love to see a refreshing update to these rails to make the centre look more modern and welcoming for all our members and community.



### 4. Grandstand Carpet:

The YMCA would like to bring to the council's attention that the carpet on the pool grandstand is deteriorating and has become a trip hazard for our members. We kindly request that the council takes action to address this issue promptly.





## 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.



## Stanthorpe Pool reopens after safety repairs

By Lucy Waldron

After a brief closure due to safety concerns, the Stanthorpe Pool is once again welcoming swimmers.

The pool reopened with an exciting visit from Olympian Ben Armbruster, who dove in to teach local kids over the weekend.

The reopening has brought relief to the Southern Downs region, where the pool is not only a place for fitness and fun but also a vital community asset.

Stanthorpe residents cherish the 50-metre facility and its temporary closure, due to defects in the tiles surrounding the pool's edges, was felt deeply by the community.

The sharp edges on the tiles had caused several swimmers to sustain minor cuts while exiting the pool, prompting swift action from the YMCA Brisbane.

YMCA manager Dylan Politch said they



The kids are ready to dive into swimming season. (Samantha Wantling: 437613)

made the difficult decision to shut down the pool in order to protect our community.

"Safety is always our top priority, and we worked closely with the local council to address

the issue as quickly as possible," he said.

The Stanthorpe Pool is more than just a swimming facility—it's a hub for community well-being and connection, having served the region for over 50 years.

Its significance goes beyond recreational use, particularly for those who rely on it for physical therapy and maintaining mobility.

"The pool offers a safe, accessible place for everyone to stay active," Mr Politch said.

"We also teach children to swim, which is vital in Australia, especially in rural areas like ours, where dams and creeks are nearby."

The pool runs numerous programs, including Learn to Swim, School Swimming, Squad, and Aqua Aerobics, catering to people of all ages and abilities. These programs are crucial to helping the community stay healthy, active, and connected.

Though the closure raised concerns among

some residents, the overall response has been positive, with locals understanding the necessity of the repairs.

"The community has been supportive and understanding. We know how important the pool is to everyone, and we appreciate their patience during the repairs," Mr Politch said.

Now, with the pool ready for action once more, the YMCA is eager to see the community return to enjoy its many offerings.


"We're excited to see everyone back, and we hope for some warm, sunny days ahead so everyone can fully enjoy the pool," Mr Politch said.

With safety measures firmly in place, the Stanthorpe Pool is set for a vibrant season, continuing to foster health, connection, and fun for the entire community.

The YMCA expressed its gratitude to the community for their patience and looks forward to a great season ahead.

## 0.0 INFO REPORT | Allora Pool Monthly Report

### Document Information

|   |  |                                       |
|---|--|---------------------------------------|
|  | <b>Report To: Ordinary Council Meeting</b> |                                       |
|   | <b>Reporting Officer:</b>                  | <b>Meeting Date:</b> 18 December 2024 |
|   | Community Services Coordinator             | <b>ECM Function No/s:</b>             |

### Recommendation

THAT Council receive and note the Allora Pool Report for October 2024.

## REPORT

### Report

This report is provided to the Council by the Allora Pool Operator in accordance with the Management agreement in place with the Council.

The Allora Pool provides a range of services to the community, which includes:

- Public swimming pool access
- Learn to swim classes
- School swimming
- Swimming Carnivals

Within the report supplied to the Council, the operator has indicated that it does not have an oxygen tank with the associated equipment. However, Council officers have confirmed that an oxygen tank with associated equipment is on-site, however, due to the date of the ancillary equipment, this ancillary equipment is due for replacement. This equipment is currently on backorder and waiting to be delivered. While on backorder, the operator is still able to use the existing equipment should the need arise.

## ATTACHMENTS

1. Allora Swimming Pool Report October 2024



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

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

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

## Swimming Pool Management Agreement

### Monthly Reporting

This report is prepared and provided monthly to Council in accordance with the Management Agreement. Reports must be provided to Council no later than the 3<sup>rd</sup> day of each month and emailed to [mitch.ryan@sdrc.qld.gov.au](mailto:mitch.ryan@sdrc.qld.gov.au)

|                          |              |                           |                 |
|--------------------------|--------------|---------------------------|-----------------|
| <b>Pool Location:</b>    | Allora Pool  | <b>Report Issue Date:</b> | 31 October 2024 |
| <b>Location Manager:</b> | Andrew Fidge | <b>Invoice Number:</b>    | 816             |

#### Monthly Progress Overview – For the Month of October

*Should provide a general overview of the operations for the month, including any activities conducted, school carnival etc.*

The Allora Swimming Season has started well, with good attendance and support for the community.

School swimming has begun with Allora State School and Maryvale State School starting their program this month.

The pool also hosted the Allora Amateur Swim Club's 55<sup>th</sup> Annual Rotary Carnival with the attendance of 203 swimmers plus families and officials from 18 different clubs.

| Usage Statistics                      |                 |                           |   |   |               |
|---------------------------------------|-----------------|---------------------------|---|---|---------------|
| Monthly Accrual                       |                 |                           |   |   |               |
| Admission                             | Fee             | Payment Method (Break Up) |   | Total Number of Attendees (Addition of cash and electronic) | Total Revenue |
|                                       |                 | Total cash payments       | Total Electronic /Direct Deposit Payments |   |               |
| Adult                                 | \$5             |                           |   | 189   | \$ 945.00     |
| Child                                 | \$4             |                           |   | 460   | \$ 1 840.00   |
| Concession                            | \$3.40          |                           |   | 88  | \$ 299.20     |
| Family                                | \$12            |                           |   | 161   | \$ 1 932.00   |
| School                                | \$4             |                           |   | 160   | \$ 640.00     |
| Full Day Hire                         | \$351           |                           | \$ 351.00                                 | 1   | \$ 351.00     |
| Annual Pass                           | Child/Con \$103 |                           | \$ 4 532.00                               | 44  | \$ 4 532.00   |
|                                       | Adult \$130     |                           | \$ 910.00                                 | 7   | \$ 910.00     |
|                                       | Family \$369    |                           | \$ 1 845.00                               | 5   | \$ 1 845.00   |
| Entry Number from Season Pass Holders |                 |                           |   | 1 268   |               |

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| <ul style="list-style-type: none"><li>• Pool Chemical levels (Please provide copies of daily Test Sheets)</li><li>• Add here generally in maintenance needs, with the attached request form required for the complete detail</li></ul> <p>Please find attached the Daily Chemical Test Sheets, Backwash Log and Maintenance Request Form</p>  |
|   |
| <p style="text-align: center;"><b>Community Feedback</b><br/><i>which include disputes Good News Stories and community engagement activities</i></p> <p style="text-align: center;"><b>Community Feedback</b></p> <p><b>Good News Stories</b></p> <div style="border: 1px solid black; padding: 10px;"><p>Allora Pool proudly hosted the Allora Amateur Swimming Club's 55<sup>th</sup> Annual Rotary Carnival. 203 Swimmers nominated from 18 clubs swimming from the Southern Downs, Toowoomba Regional, Lockyer Valley Council, Western Downs and Tenterfield Shire Council areas and Western Aquatics (Ipswich region). The swimmers were also accompanied by family members, coaches and officials. This created a great atmosphere and is one of the largest carnivals held in the Southern/Darling Downs. The highlight was the Seamus Ryan memorial Breaststroke event, to honor the passing of a previous Allora Swim Club Member.</p><p>Allora Pool was visited by Allora Olympian Mathew Denny on the afternoon of Thursday 10 October surprising our local swimmers and the young swimmers of the Allora Amateur Swim Club at their club night.</p><p>Our Leasee gave a local resident in his 80s his first ever swimming lesson. He is now enjoying swimming and the water at the pool and is now a regular morning swimmer.</p></div> |
|   |

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**Disputes**

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**Community Engagement**

|  |
|--|
| <p>Hosted the Allora Amateur Swim Club's 55<sup>th</sup> Annual Swimming Carnival.</p> <p>We are looking into holding a group Exercise water class in the near future.</p> |
|--|

### Work, Health & Safety Incidents

20/10/2024 A four year old girl, slipped while 'Monkeying ' along hand rail and hit her chin on the edge of the metal strapping, placing a small split on chin. First aid was administered and Incident report was completed and submitted to council. Sharp edge has been ground back by council.

The Allora Pool was without an Oxygen kit or sling for the Month of October, after it was sent away by council in the off season. The pool has had an Oxygen bottle, but no attaching equipment, meaning Oxygen for resuscitation or Oxygen therapy in a medical episode can not be given.

### Training Performed, including confirming the average number of lifeguards on duty for the month.

#### Training Performed:

- Lifesaving Training accreditation/ Renewal
- First Aid and CPR accreditation
- Workplace Induction
- Fire & Evacuation Instruction Training and Drill
- Hazardous Chemical Training

#### Lifeguards on Duty:

- Two Lifeguards are on duty 7 days per week, with a third lifeguard on duty from 2pm to 5pm week days when there is a larger number of patrons in the pool complex.
- A third Lifeguard is on call for weekends as required, dependent on the number of patrons visiting the pool or if known larger groups may be attending (e.g. birthday party).

#### Pool Access

- **Pool Closures and restricted access times, for example, restricted access times for swim club patrons only, school carnivals etc**


The pool was closed to the public on:

- Sunday 13<sup>th</sup> October – due to Staff Mandatory Training, CPR, First AID, Lifeguard training. This was the only time a RTO could be secured locally.
- Saturday 19<sup>th</sup> October for the Allora Amateur Annual 55<sup>th</sup> Rotary Swimming Carnival.

All Club Nights are held outside opening hours to the public.

## INFO REPORT | Killarney Swimming Pool

### Document Information

|   |  |                                       |
|---|--|---------------------------------------|
|  | <b>Report To: Ordinary Council Meeting</b> |                                       |
|   | <b>Reporting Officer:</b>                  | <b>Meeting Date:</b> 18 December 2024 |
|   | Community Services Coordinator             | <b>ECM Function No/s:</b>             |

### Recommendation

THAT Council:

1. Receive and note the Killarney Memorial Pool Report for October 2024; and
2. Delegate to the Chief Executive Officer to contact the Killarney Memorial Aged Care Facility Ltd ("KMAC") to seek further information in relation to their submission and request of 28 November 2024, with the view to report this back to Council.

### REPORT

This report is provided by Killarney Memorial and Aged Care Ltd ("KMAC"), the operator of the Killarney Pool, in accordance with the Management agreement in place with the Council.

The Killarney Memorial Swimming Pool provides a range of services to the community, which includes:

- Public swimming pool access
- Learn to swim classes
- School swimming
- Aquatic fitness class

In addition to the report, on 28 November 2024, KMAC wrote to Council advising:

*"I am writing to discuss the lease for Killarney Pool and the potential need to renegotiate terms regarding the operating hours. As you may know, we extended the pool's operating hours on a trial basis, which was not part of the original tender process. The extended hours have been positively received by the community, and there has been growing support for maintaining them. We also did not take into consideration extra time needed before and after the pools opening & closing times to set up and close for the day.*

*However, due to financial considerations, we now face the challenge of needing to reduce these extended hours, which has led to some disappointment among local residents. Given these developments, we would like to explore the possibility of reviewing the lease terms to reflect the additional hours and associated operational costs.*

*Could you please advise on the best way to approach this matter? We understand that the first step in requesting a review of the tender price is to discuss our concerns with you, and we would greatly appreciate your guidance on how to proceed.*

*We look forward to your feedback and any steps you recommend to move this forward."*

While the above submission refers to a lease, KMAC is in a contractual arrangement with the Council, more specifically, *Services Agreement, Operation & Management of Killarney Swimming Pool*, executed 24 April 2024. As such, within this contract *clause 14 Variations* guides requests such as these. While the clause provides the Council with the ability to vary, it does not mean the Council is obliged to vary a contract.

As KMAC of their own accord introduced these additional hours, there is no onus on the Council to fund them an additional amount above what has already been agreed. However, before considering the request further, KMAC should be encouraged to provide further details on their submission to assist the Council in understanding the cost, and as such, what specifically the operator is looking to vary in the contract.

## ATTACHMENTS

1. Killarney Pool Monthly Report October 2024.



KILLARNEY MEMORIAL  
COMMUNITY CARE

Phone 07 4664 1346  
Fax 07 4664 1698  
Email [community@kmac.net.au](mailto:community@kmac.net.au)  
ABN 88010168420  
Web [www.kmac.net.au](http://www.kmac.net.au)

## Monthly Report for Killarney Pool

**Date:** 5/11/2024

**Reporting Period:** October 2024

### 1. Monthly Progress Review

Killarney Memorial made the decision to open the pool 2 weeks earlier to give the community members access to the pool for the September School holidays, we also provided block learn to swim classes within those school holidays, which was positively attended.

This month (October), Killarney Pool has seen several developments and activities aimed at enhancing user experience and facility efficiency. Key highlights include:

- **Increased Usage:** A notable rise in pool attendance due to increased opening hours, learn to swim programs and water aerobics.
- **Program Implementation:** New aquatic fitness class (Water aerobics) was introduced, receiving positive feedback and good participation rates. We have also introduced Learn to Swim classes, which have been very popular.

### 2. Usage Statistics

- **Total Visitors:** October 652 compared to September 41 (September was only open for 15 days).
- **Peak Days:** Learn to Swim days which had 59 entries on the 16th of Oct, and 60 of the 30th. Weekends, excluding storm weekends which appeared on 26th and 27th Oct.
- **Class Participation:**
  - Swim Lessons: 40
  - Fitness Classes: 16-18
- **Community Events:** Open Day – 13th Oct, which ended up being a cold day, however, still gained attendees from the community.
- **Season Passes:** These were up significantly higher from last year. 2023 had a total of 13, and so far, 2024 is 34. The majority are Adult and Family passes.

### September 24 Total Numbers

| Admission           | Fee    | Number of Attendees | Total Revenue |
|---------------------|--------|---------------------|---------------|
| Adult               | \$5    | 30                  | \$150         |
| Child               | \$4    | 119                 | \$476         |
| Family Swim         | \$12   | 19                  | \$228         |
| Concession          | \$3.40 | 4                   | \$13.60       |
| Adult Season Pass   | \$116  | 14                  | \$1624.00     |
| Child Season Pass   | \$92   | 3                   | \$276         |
| Family Pass         | \$326  | 0                   | \$0           |
| Season Pass Holders | \$0    | 41                  | \$0           |
| <b>TOTAL</b>        |        | 230                 | \$3262.00     |

### October 24 Total Numbers

| Admission           | Fee    | Number of Attendees | Total Revenue |
|---------------------|--------|---------------------|---------------|
| Adult               | \$5    | 89                  | \$445         |
| Child               | \$4    | 306                 | \$1224.00     |
| Family Swim         | \$12   | 28                  | \$336         |
| Concession          | \$3.40 | 15                  | \$51          |
| Adult Season Pass   | \$116  | 7                   | \$812         |
| Child Season Pass   | \$92   | 4                   | \$368         |
| Family Pass         | \$326  | 2                   | \$652         |
| Season Pass Holders | \$0    | 228                 | \$0           |
| <b>TOTAL</b>        |        | 679                 | \$4964.40     |

### 3. Maintenance Requirements

Regular maintenance is crucial for ensuring the safety and comfort of our patrons. This month, the following maintenance activities were carried out:

- **Pool Cleaning:** Weekly deep cleaning and chemical balance checks completed.
- **Equipment Checks:** All filtration and heating systems were inspected.

#### Upcoming Maintenance Needs:

- NIL

### 4. Health & Safety

The health and safety of all pool users remain our top priority. This month, we have:

- **Inspected Safety Equipment:** All lifeguard equipment, including rescue tubes and first aid kits, has been inspected and is fully stocked.
- **Safety Training:** Conducted a safety drill for staff, focusing on emergency procedures and response times.
- **Incident Reports:** NIL

#### Recommendations:

- Regular safety briefings for staff to keep emergency protocols fresh in mind.
- Consider implementing more regular safety audits.

## 5. Training

Staff training is essential for maintaining high standards of service and safety. This month, we focused on:

- **Lifeguard Certification:** We have 9 certified and up to date lifeguards
- **Customer Service Training:** Conducted a workshop on enhancing guest interactions, leading to improved visitor satisfaction scores.

### Future Training Plans:

- NIL at this stage, however, we are looking at training staff more in relation to interactions with customers.

## Conclusion

The Killarney Pool continues to serve the community effectively, with increased usage and ongoing improvements in safety and maintenance. We appreciate the continued partnership and are committed to enhancing the facility further.

### Next Steps:


- Review upcoming maintenance requirements and training sessions.
- Monitor attendance trends and community feedback for potential program adjustments.

### Prepared by:

Michelle Weier  
Community Care Manager  
07 46641346

## Infrastructure Services Monthly Status Report

### Document Information

|   |  |                                       |
|---|--|---------------------------------------|
|  | <b>Report To: Ordinary Council Meeting</b> |                                       |
|   | <b>Reporting Officer:</b>                  | <b>Meeting Date:</b> 18 December 2024 |
|   | Director Infrastructure Services           | <b>ECM Function No/s:</b>             |

### Recommendation

THAT Council receives and notes the Infrastructure Services Monthly Status Report for November 2024, dated 18 December 2024.

### REPORT

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

#### Works

- Experiencing delays to capital works due to the recent wet weather and teams working to minimise further delays such as Old Stanthorpe Road and East Street.
- Works teams working across the region to assist the community to clear drainage paths and blocked drains during the recent wet weather. Increase in pavement repair works by the maintenance team due to saturated conditions.
- January 2024 Flood Recovery Works current estimates approximately \$10M with QRA assessment in progress.
- Flood recovery works to commence with day labour crews delivering works along with routine maintenance activities. Procurement activities underway to establish contracts for staged delivery due to the volume of works; aiming to complete all works by December 2025.
- Completed the review of the Use of Road Policy PL-IS110 and Provision of Transport Network Policy PL-IS111 for Council adoption, anticipating increased community awareness and education of Councils, community's and customers' (road users) obligations of road reserve corridor.
- Technical team completed asset condition and site inspection of all listed floodways (concrete and sealed) in the region to ascertain intervention levels and prioritisations.
- Roads to Recovery funding for FY24/25 year allocation lower than originally budgeted; Top Swanfels road drainage and rehabilitation to be rescheduled to match budget constraints at Qtr 2 budget review.
- Roadside drainage works making excellent progress and team trialling a road verge trimming machine as opposed to conventional roadside drainage clearing activities.

(Refer Attachment:-

24-25 Works Department CAPEX Financial Report 2024-12-04

## **Parks & Operations**

Refer Attachment:-

Parks and Operations Capital Projects Monthly Report – December 2024

## **Water**

### **Capital Projects**

- Warwick Smart Meter Installation –
  - New Smart Meters installed in Warwick – 339 (total 8,215 to date).
  - Leaks ceased – 55 (total 794 to date). Potential kL water saved over a year – 82,221 (total 762,300 to date). Potential saving to the customers over a year – \$266,397 (total \$2,288,734 to date).
  - Customer registrations onto the portal – 31 (total 899 to date).
- Unity Water Stanthorpe Monitoring Program. Program has been extended to the end of April 2025. Ongoing monitoring and making physical changes to the network to improve accuracy. Starting to see strong correlation now.
- Stanthorpe Sewer Pump Station Upgrade – Complete
- 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. Seismic hazard assessment put the market to obtain three quotes, awarded to GHD (not the incumbent). Start-up meeting in December 2024.
- Toowoomba to Warwick (T2W) Pipeline Project – SEQ Water operational costings currently under review. Working on all required agreements. Negotiating the best deal with Toowoomba Regional Council. Will bring final approval to Council with no commitments from Officers. DLGWV forcing SEQ Water to provide Southern Downs Regional Council ability to run Allora bores independently.
- Leslie Dam Delivery Main - Due to the size of this project it will be carried over into the 2024/25 financial year. Contractor has started on site, constructing foundations. Planned completion of all project stages August 2025.
- Stanthorpe STP Upgrade – Progressing a revised Environmental Authority (EA) with the Regulator ready to be submitted. Design funded in 2024/25, with construction subject to grant funding in future years. Detailed design awarded to Arup Australia Pty Ltd.
- Yangan Reservoir Project – Installation of water mains complete. Survey Plans of new Lot and Easement complete. Access track complete. Reservoir construction delayed to January due to minor works required to improve drainage. There will be some minor works after the reservoir is built 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 works underway. Inspection of tower, pipe and tunnel complete. Consultant working on concept design.
- Storm King Dam Re-tensioning – Complete.
- 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 went out to tender in late October 2024. Due to delays to do works in cooler months with lower demands, these will be retendered. Costs are coming in well within the budget.
- SCADA Outages with 3G and 4G – change over complete.
- Jardine Street Reservoir Upgrade. Site cleared and access works complete except for sealing of road. All pipework complete. Obtaining quotes for condition assessment.

### ***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  | Documents ready to go out to tender in January.  |
| <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 contractor has completed the 100% design stage, reviewed and procurement commenced. Designing a switchboard on a trailer complete, commencing procurement. |
| <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>

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

### **Works**

- Continued wet weather has impacted the delivery of the Capital Works program.
- The teams are continuing to deal with legacy planning issues causing drainage impacts to properties. The teams are continuously prioritising current Works programs and customer complaints to provide excellent customer service which may impact the planned Capital Works program.
- Outcomes of flood damage assessments from QRA will require programming and delivery changes of the Capital Works program. Potentially external Contractor involvement.

### **Parks and Operations**

- Current and emerging risks with Council's fleet requiring significant investment in time to address safety, productivity, compliance, risk and governance gaps identified in the 2023 internal audit into Fleet and Fuel Management.
- Capital program delivery will require management resources. Interim resolution being arranged through RFQ for short term project and procurement services.

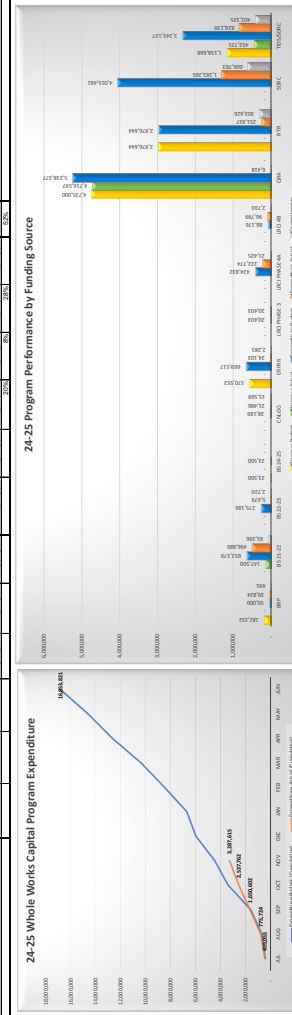
### **Water**

- Toowoomba to Warwick Pipeline, State Government (DLGWV) and Toowoomba Regional Council (TRC), to progress and resolve issues and risks on all Agreements. Officers negotiating the lowest possible cost with TRC.

- Connolly Dam safety review to be completed by December 2025. Early indications indicate higher capital cost maybe required due to flood considerations.
- Activity 4 of the Drought Resilience Package (DRP), to upgrade the Warwick water treatment plant to treat the poorer quality water from the T2W pipeline, is to go to tender in December 2024. The tender sums may be higher than the budgets provided due to cost escalation which will be confirmed on assessment. Construction must be complete by December 2025 for grant funding.


#### **ATTACHMENTS**

1. 24-25 Works Department Financial Report 2024-12-04
2. Parks and Operations Capital Projects Monthly Report – December 2024

[illegible]

| PARKS & OPERATIONS CAPITAL PROJECTS MONTHLY REPORT - DECEMBER 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                                 | \$9,754,710.00        | \$9,754,710.00           | \$1,282,284.00              | \$1,027,331.00 | \$2,315,595.00       | \$7,439,115.00                              | RFQ to be released in December to seek a temporary resource to develop procurement strategy for works to be completed in 2025/26   |
| 107686 - Playground Management Program LCH4                        | \$120,000.00          | \$120,000.00             | \$122,886.00                | \$0.00         | \$122,886.00         | \$2,886.00                                  | Projects at Leslie Park and Werrisnoa Park being funded under this project have been completed. Future stages of safety upgrades/renewals will be delivered under Community Infrastructure - Open Space program of work.   |
| 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                         | \$590,000.00          | \$590,000.00             | \$1,651.00                  | \$0.00         | \$1,651.00           | \$588,349.00                                | Procurement documents being developed for interim stage of Warwick Depot Office extension works to be completed in 2025/26. Final project management plan finalised for all elements of the depot work release. Design improvements, including minor buildings, outer depot crib rooms, depot truck wash and security fencing. |
| 107804 - Community Infrastructure - Memorials                      | \$20,000.00           | \$20,000.00              | \$0.00                      | \$0.00         | \$0.00               | \$20,000.00                                 | Design Consultancy retainer now in place in Leslie Park. Development of new plaque and production of sandstone pedestal underway for Centenary Centenary plaque installation   |
| 107805 - Community Infrastructure - Open Spaces                    | \$433,000.00          | \$433,000.00             | \$0.00                      | \$0.00         | \$0.00               | \$433,000.00                                | Centenary beams and columbarium wall construction procurement documentation being developed. Leslie Park irrigation specifications being developed to enable approach to market; other projects awaiting procurement of project management capacity  |
| 107806 - Community Infrastructure - Buildings                      | \$160,000.00          | \$160,000.00             | \$0.00                      | \$0.00         | \$0.00               | \$160,000.00                                | Public toilet block security audit and stocktake complete, enabling development of a priority list for addition of security gates/doors as appropriate   |
| TOTAL  | \$11,757,710.00       | \$11,757,710.00          | \$1,412,861.00              | \$1,027,331.00 | \$2,440,122.00       | \$9,317,578.00                              |  |

## 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

- There has been an increase in the number of pre-lodgement meetings held by the Planning Services team.
- Council will be hosting the 19<sup>th</sup> Darling Downs and South West Queensland Planners Forum in Warwick on 25 and 26 February 2025. The forum is for local government planners within the region, to enable State Government updates, to hear learnings from other local governments on identified, and discussions on topics which are pertinent to issues within the region.
- The backflow prevention register program is continuing with 552 devices now tagged and 69 devices which have been previously identified. All devices have now been tagged within Warwick and surrounds.

### Environmental Services

- Council held the Invasive Plant and Animal Field Day on the 4 December. More than 40 residents attended the day, as well as some neighbouring local governments who were interested to learn how Council was delivering the day.
- The construction of the transfer station at the Yangan Waste Facility has been completed. The waste team are now working on the final requirements to make the site operational, and the new facility will be operational in the new year.
- Tenders have been released for two capital works projects, being the construction of the new landfill cell at Warwick, and the remediation of the landfill cell at Stanthorpe. It is planned for these tenders to be assessed and presented to Council for a decision in late January.
- The first round of audits of kerbside recycling bins has commenced. This is a funded program through the Queensland Government Let's Get it Sorted Partnership Program. The program is to deliver a community wide education and behaviour change intervention program to address contamination items in yellow lid bins.


- Waste education week was held in November, with 20 lessons delivered to 357 students in the region. In addition, 3 schools and 4 early learning centres participated in the Let's Sort it Out! Program, which assists the education centres to review their waste behaviours and set goals for improvement.

#### ATTACHMENTS

Nil

## 12.2 Acting Chief Executive Officer - Status Report

### Document Information

|   |  |                                       |
|---|--|---------------------------------------|
|  | <b>Report To: Ordinary Council Meeting</b> |                                       |
|   | <b>Reporting Officer:</b>                  | <b>Meeting Date:</b> 18 December 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 20 November 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  |
|----------------|--|---|---|
| Mayor Hamilton | 12.1 Organisation Information Reports  | Request for an update on compliance actions taken for Short Term Accommodation providers                                      | Update will be scheduled for a Council Information Session in early 2025  |
| Cr Wantling    | 12.1 Organisation Information Reports<br>Planning and Environmental Services Status Report | Further details requested on the monitoring of mosquitos in Stanthorpe for the presence of carriers of the dengue fever virus | The surveillance is proactive and the Environmental Health Officers regularly work with the DDPHU in summer to conduct surveillance. This is to monitor for the presence of Aedes aegypti mosquito. If there was a positive identification of the mosquito, Council would need to review its mosquito management planning. From surveillance done this year and, in the past, there has been no Aedes aegypti found in the Southern Downs region. |

#### 2. Other Business

Nil


### ATTACHMENTS

Nil

## 13. CUSTOMER AND ORGANISATIONAL SERVICES REPORTS

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

#### Document Information

|   |  |                                       |
|---|--|---------------------------------------|
|  | <b>Report To: Ordinary Council Meeting</b> |                                       |
|   | <b>Reporting Officer:</b>                  | <b>Meeting Date:</b> 18 December 2024 |
|   | Management Accountant                      | <b>ECM Function No/s:</b>             |

#### Recommendation

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

#### REPORT

##### Background

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

##### Report

##### Income Statement

##### Revenue

Operational revenue of \$59.6M is \$2.9M over budget compared to YTD budget of \$56.7M with the main variations being:

- Utility Charges received YTD are \$473K under budget due to water consumption being less than anticipated;
- Fees and Charges received YTD are \$727K over budget due to higher than anticipated cattle and sheep sales, waste disposal fees and septic disposal fees;
- Road Maintenance Performance Contract revenue received YTD is more than anticipated due to the timing of the final FY2023/24 claims being received this financial year;
- Grants and Subsidies are over budget YTD due to the timing of flood recovery event funding being received.

##### Expenses

Operational expenditure of \$46.5M is \$575K under budget compared to YTD budget of \$47M with the main variations being:

- Employee costs are \$345K over budget which mainly relates to workers compensation allocation and oncost charges/recoveries. The Finance Team will review employee allocation between capital and operating projects, along with vacancies and on-cost phasing as part of the Quarter 2 Budget Review.
- Materials and Services are under budget by \$1.67M with waste and utility related invoices a month behind. Council staff will continue to review project phasing to ensure alignment with work schedules.

- Depreciation is over budget by \$702K. This is mainly as result of revaluation adjustments and capitalisation of historical work in progress related to the end of last financial year. This is being currently monitored with subsequent adjustment made as part of the budget review.

## Capital Grants

Revenue from capital grants is over budget by \$11M. The timing of the receipt of capital grants can vary and dependent on the progress of projects. Budget phasing will be realigned to revised project milestones. Bulk of the funding received at this stage relates to the Flood Program and Smart Water Metering project.

## Balance Sheet

As at 30 November 2024, Council had \$81.5M 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 November 2024 was \$15M which is 21.5% of the adopted capital works budget of \$70M. There were committed costs of \$9M meaning \$24M has been spent or committed, representing 34.3% of the adopted budget.

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

|                          | Budget            | YTD Expenditure   | % Spent      | Committed        | Spent and Committed | % Spent and Committed |
|--------------------------|-------------------|-------------------|--------------|------------------|---------------------|-----------------------|
| Land & Land Improvements | -                 | 19,318            | -            | 13,175           | 32,493              | -                     |
| Buildings                | 3,018,928         | 600,303           | 19.9%        | 1,049,421        | 1,649,725           | 54.6%                 |
| Plant & Equipment        | 10,479,710        | 1,331,278         | 12.7%        | 1,027,331        | 2,358,609           | 22.5%                 |
| Roads, Drains & Bridges  | 16,912,517        | 3,297,975         | 19.5%        | 1,437,348        | 4,735,323           | 28.0%                 |
| Water                    | 15,196,376        | 4,323,734         | 28.5%        | 2,789,937        | 7,113,672           | 46.8%                 |
| Sewerage                 | 9,067,673         | 3,454,351         | 38.1%        | 1,061,392        | 4,515,743           | 49.8%                 |
| Other Assets             | 15,373,232        | 2,006,198         | 13.0%        | 1,584,338        | 3,590,536           | 23.4%                 |
| <b>Total</b>             | <b>70,048,436</b> | <b>15,033,157</b> | <b>21.5%</b> | <b>8,962,943</b> | <b>23,996,101</b>   | <b>34.3%</b>          |

## FINANCIAL IMPLICATIONS

The Second Quarter budget review is currently in progress and will be presented to Council at the January 2025 Ordinary 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.  
                     4.4.3    Our asset management is smart, effective and efficient with robust project selection pathways.

### Policy / Strategy

Operational Plan 2024/25

### Legal

There appears to be no legal issues associated with this report.

## HUMAN RIGHTS

A Human Rights assessment has been undertaken.

## ATTACHMENTS

1.      Performance Report November 2024 [↓](#)



**Southern Downs**  
REGIONAL COUNCIL

## **Performance Report**

**November 2024**

## Southern Downs Regional Council Income Statement

November 2024

|   | Phased<br>2025<br>YTD Actual<br>\$ | Phased<br>2025<br>YTD Budget<br>\$ | YTD<br>Variance<br>\$ | YTD<br>Variance<br>% | Annual<br>2025<br>Budget<br>\$ | Annual<br>2025<br>Forecast<br>\$ |
|---|------------------------------------|------------------------------------|-----------------------|----------------------|--------------------------------|----------------------------------|
| <b>Revenue from ordinary activities</b>                 |                                    |                                    |                       |                      |                                |                                  |
| General Rates   | 20,795,397                         | 20,743,698                         | 51,700                | 0.2%                 | 41,486,562                     | 41,486,562                       |
| Rural fire brigade levy                                 | 141,285                            | 139,350                            | 1,935                 | 1.4%                 | 278,700                        | 278,700                          |
| Utility Rates and Charges                               | 16,676,950                         | 17,150,225                         | (473,275)             | (2.8%)               | 34,290,451                     | 34,290,451                       |
| Less Discounts  | (1,225,818)                        | (1,239,428)                        | 13,610                | (1.1%)               | (2,478,856)                    | (2,478,856)                      |
| Rates on Council properties                             | (409,974)                          | (387,895)                          | (22,079)              | 5.7%                 | (816,599)                      | (816,599)                        |
|   | <b>35,977,840</b>                  | <b>36,405,949</b>                  | <b>(428,110)</b>      | <b>(1.2%)</b>        | <b>72,760,258</b>              | <b>72,760,258</b>                |
| Fees and Charges  | 3,969,435                          | 3,242,471                          | 726,964               | 22.4%                | 7,632,453                      | 7,632,453                        |
| Interest  | 1,587,776                          | 1,462,145                          | 125,630               | 8.6%                 | 3,531,824                      | 3,531,824                        |
| Contract & Sales Revenue                                | 1,759,491                          | 829,632                            | 929,859               | 112.1%               | 2,439,716                      | 2,439,716                        |
| Rent and Other Income                                   | 610,742                            | 626,453                            | (15,712)              | (2.5%)               | 1,508,266                      | 1,508,266                        |
| Government Grants and Subsidies                         | 10,684,003                         | 9,039,814                          | 1,644,189             | 18.2%                | 11,804,168                     | 11,804,168                       |
| Internal Revenue  | 5,033,159                          | 5,109,883                          | (76,724)              | (1.5%)               | 12,263,718                     | 12,263,718                       |
| <b>Total Operating Revenue</b>                          | <b>59,622,445</b>                  | <b>56,716,347</b>                  | <b>2,906,097</b>      | <b>5.1%</b>          | <b>111,940,403</b>             | <b>111,940,403</b>               |
| <b>Expenses from ordinary activities</b>                |                                    |                                    |                       |                      |                                |                                  |
| Employee Costs  | 13,186,870                         | 12,841,415                         | 345,455               | 2.7%                 | 30,997,394                     | 30,997,394                       |
| Materials and Services                                  | 20,242,892                         | 21,910,220                         | (1,667,328)           | (7.6%)               | 51,174,571                     | 51,174,571                       |
| Depreciation and Amortisation                           | 10,583,804                         | 9,881,833                          | 701,971               | 7.1%                 | 23,464,106                     | 23,464,106                       |
| Finance Costs   | 264,698                            | 219,883                            | 44,815                | 20.4%                | 942,531                        | 942,531                          |
| Internal Charges  | 2,192,487                          | 2,192,487                          | 0                     | 0.0%                 | 5,261,968                      | 5,261,968                        |
| <b>Total Operating Expenses</b>                         | <b>46,470,750</b>                  | <b>47,045,836</b>                  | <b>(575,087)</b>      | <b>(1.2%)</b>        | <b>111,840,570</b>             | <b>111,840,570</b>               |
| <b>Operating Surplus/(Deficit) before capital items</b> | <b>13,151,695</b>                  | <b>9,670,511</b>                   | <b>3,481,184</b>      | <b>36.00%</b>        | <b>99,833</b>                  | <b>99,833</b>                    |
| <b>Other Capital Amounts</b>                            |                                    |                                    |                       |                      |                                |                                  |
| Capital Grants, Contributions and Donations             | 11,193,182                         | 208,333                            | 10,984,848            | 5272.7%              | 19,041,516                     | 19,041,516                       |
| Other capital income and (expenses)                     | (39,399)                           | (2,378,750)                        | 2,339,351             | (98.3%)              | (4,628,000)                    | (4,628,000)                      |
| <b>Net Result Surplus/(Deficit)</b>                     | <b>24,305,478</b>                  | <b>7,500,094</b>                   | <b>16,805,383</b>     | <b>224.1%</b>        | <b>14,513,349</b>              | <b>14,513,349</b>                |

## Southern Downs Regional Council Balance Sheet

November 2024

|                                | Phased<br>2025<br>YTD Actual<br>\$ | Annual<br>2025<br>Budget<br>\$ | YTD<br>Variance<br>\$ | YTD<br>Variance<br>% |
|--------------------------------|------------------------------------|--------------------------------|-----------------------|----------------------|
| <b>Current Assets</b>          |                                    |                                |                       |                      |
| Cash assets & Investments      | 81,539,987                         | 43,317,000                     | 38,222,987            | 88.2%                |
| Receivables                    | 14,333,343                         | 15,859,997                     | (1,526,654)           | (9.6%)               |
| Assets held for sale           | 590,486                            | 590,000                        | 486                   | 0.1%                 |
| Inventories                    | 1,149,194                          | 988,003                        | 161,190               | 16.3%                |
|                                | <b>97,613,010</b>                  | <b>60,755,000</b>              | <b>36,858,010</b>     | <b>60.7%</b>         |
| <b>Non-Current Assets</b>      |                                    |                                |                       |                      |
| Investment Property            | 204,680                            | 205,000                        | (320)                 | (0.2%)               |
| Property, plant and equipment  | 1,000,989,715                      | 1,045,839,000                  | (44,849,285)          | (4.3%)               |
| Other Financial Assets         | 146,482                            | 154,000                        | (7,518)               | (4.9%)               |
| Capital works in progress      | 22,701,222                         | 15,000,000                     | 7,701,222             | 51.3%                |
| Intangible Assets              | 138,215                            | 154,000                        | (15,785)              | (10.2%)              |
|                                | <b>1,024,180,313</b>               | <b>1,061,352,000</b>           | <b>(37,171,687)</b>   | <b>(3.5%)</b>        |
| <b>TOTAL ASSETS</b>            | <b>1,121,793,323</b>               | <b>1,122,107,000</b>           | <b>(313,677)</b>      | <b>(0.0%)</b>        |
| <b>Current Liabilities</b>     |                                    |                                |                       |                      |
| Creditors and other payables   | 14,133,045                         | 16,517,000                     | (2,383,954)           | (14.4%)              |
| Provisions                     | 8,717,381                          | 8,850,000                      | (132,619)             | (1.5%)               |
| Interest bearing liabilities   | 1,979,456                          | 2,337,000                      | (357,544)             | (15.3%)              |
|                                | <b>24,829,882</b>                  | <b>27,704,000</b>              | <b>(2,874,118)</b>    | <b>(10.4%)</b>       |
| <b>Non-Current Liabilities</b> |                                    |                                |                       |                      |
| Interest bearing liabilities   | 9,859,061                          | 15,451,000                     | (5,591,939)           | (36.2%)              |
| Provisions                     | 8,639,870                          | 8,767,000                      | (127,130)             | (1.5%)               |
| Other Payables                 | 1,738,577                          | 3,227,000                      | (1,488,423)           | (46.1%)              |
|                                | <b>20,237,508</b>                  | <b>27,445,000</b>              | <b>(7,207,492)</b>    | <b>(26.3%)</b>       |
| <b>TOTAL LIABILITIES</b>       | <b>45,067,389</b>                  | <b>55,149,000</b>              | <b>(10,081,611)</b>   | <b>(18.3%)</b>       |
| <b>NET COMMUNITY ASSETS</b>    | <b>1,076,725,934</b>               | <b>1,066,958,000</b>           | <b>9,767,934</b>      | <b>0.9%</b>          |
| <b>Community Equity</b>        |                                    |                                |                       |                      |
| Asset Revaluation Reserve      | 378,300,559                        | 378,327,000                    | (26,441)              | (0.0%)               |
| Retained surplus               | 698,425,376                        | 688,631,000                    | 9,794,376             | 1.4%                 |
| <b>TOTAL COMMUNITY EQUITY</b>  | <b>1,076,725,934</b>               | <b>1,066,958,000</b>           | <b>9,767,934</b>      | <b>0.9%</b>          |

## Southern Downs Regional Council

### Cash Flow Statement

November 2024

|  | Phased<br>2025<br>YTD Actual<br>\$ | Phased<br>2025<br>YTD Budget<br>\$ | YTD<br>Variance<br>\$ | YTD<br>Variance<br>% | Annual<br>2025<br>Budget<br>\$ |
|--|------------------------------------|------------------------------------|-----------------------|----------------------|--------------------------------|
| <b>Cashflows from operating activities</b>               |                                    |                                    |                       |                      |                                |
| Receipts from customers                                  | 52,951,011                         | 40,783,704                         | 12,167,307            | 29.8%                | 85,903,027                     |
| Payments to suppliers and employees                      | (56,939,001)                       | (40,607,686)                       | (16,331,314)          | 40.2%                | (83,215,096)                   |
| Investment and interest revenue received                 | 1,471,115                          | 1,462,145                          | 8,970                 | 0.6%                 | 3,530,889                      |
| Rental Income  | 610,742                            | 626,453                            | (15,712)              | (2.5%)               | 647,423                        |
| Non-capital grants and contributions                     | 10,684,003                         | 9,039,814                          | 1,644,189             | 18.2%                | 11,997,152                     |
| Borrowing costs  | -                                  | -                                  | -                     | 0.0%                 | (643,982)                      |
| Other cashflows from operating activities                | 363,353                            | -                                  | 363,353               | 0.0%                 | -                              |
| <b>Net Cash Operating Activities</b>                     | <b>9,141,223</b>                   | <b>11,304,430</b>                  | <b>(2,163,207)</b>    | <b>86.3%</b>         | <b>18,219,414</b>              |
| <b>Cashflows from Investing Activities</b>               |                                    |                                    |                       |                      |                                |
| Sale of property, plant and equipment                    | (39,399)                           | -                                  | (39,399)              | 0.0%                 | 1,079,000                      |
| Grants, subsidies, contributions and donations           | 11,193,182                         | 208,333                            | 10,984,848            | 5272.7%              | 19,041,364                     |
| Proceeds from investing activities                       | 29,199,296                         | -                                  | 29,199,296            | 0.0%                 | -                              |
| Net purchase of investment securities                    | (22,000,000)                       | -                                  | (22,000,000)          | 0.0%                 | -                              |
| Purchase of property, plant and equipment                | (15,033,157)                       | (20,961,700)                       | 5,928,543             | (28.3%)              | (70,015,397)                   |
| Payments for intangible assets                           | -                                  | -                                  | -                     | 0.0%                 | (33,000)                       |
| <b>Net Cash Investing Activities</b>                     | <b>3,319,921</b>                   | <b>(20,753,367)</b>                | <b>24,073,288</b>     | <b>5244.4%</b>       | <b>(49,928,033)</b>            |
| <b>Cash Flows from Financing Activities</b>              |                                    |                                    |                       |                      |                                |
| Proceeds from/repayment of borrowings and advances       | (476,601)                          | (1,367,500)                        | 890,899               | (65.1%)              | 5,470,782                      |
| <b>Net Cash Financing Activities</b>                     | <b>(476,601)</b>                   | <b>(1,367,500)</b>                 | <b>890,899</b>        | <b>(65.1%)</b>       | <b>5,470,782</b>               |
| <b>Net increase in cash and cash and equivalent held</b> | <b>11,984,543</b>                  | <b>(10,816,436)</b>                | <b>22,800,979</b>     | <b>(210.8%)</b>      | <b>(26,237,837)</b>            |
| <b>Cash at beginning of period</b>                       | <b>69,555,444</b>                  | <b>63,816,000</b>                  | <b>5,739,444</b>      | <b>9.0%</b>          | <b>69,555,000</b>              |
| <b>Cash at end of period</b>                             | <b>81,539,987</b>                  | <b>52,999,564</b>                  | <b>28,540,423</b>     | <b>53.9%</b>         | <b>43,317,163</b>              |

## Southern Downs Regional Council Sustainability Ratios As At 30 November 2024

|                         | Key Ratios                            | Calculation  | Annual 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) (%)   | 72.55%        | 67.69%     | 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) (%)  | 0.09%         | 22.1%      | > 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 (%)   | 21.89%        | 40.25%     | > 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             | 24         | 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)   | 147.6%        | 66.4%      | > 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%         | 64.3%      | > 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.  |
|                         | Asset Renewal Funding Ratio           | Total of <b>Planned</b> Capital Expenditure on Infrastructure Asset Renewals over 10 Years / Total <b>Required</b> Capital Expenditure on Infrastructure Asset Renewals over 10 Years                                      |               |            | Commencing 2025/26    |             | The asset renewal funding ratio measures the ability of a Council to fund its projected infrastructure asset renewal/replacement in the future   |
| Debt Servicing Capacity | Debt Leverage Ratio                   | (Book Value of Debt / (Total Operating Revenue - Total Operating Expenditure + Depreciation and Amortisation))   | 0.75          | 0.50       | 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)   | 2.19:1        | 3.93 : 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)   | (5.0%)        | (88.1%)    | <=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<br>\$   | YTD Budget<br>\$   | Variance<br>\$  | Variance<br>% | FY Budget<br>\$    | Notes |
|---|--------------------|--------------------|-----------------|---------------|--------------------|-------|
| <b>Executive Services Operating Statement</b> |                    |                    |                 |               |                    |       |
| <b>Operating Revenue</b>                      |                    |                    |                 |               |                    |       |
| Operating Grants and Subsidies                | 230,241            | 168,000            | 62,241          | 37.0%         | 230,600            |       |
| Sundry Revenue                                | 13,743             | 10,238             | 3,505           | 34.2%         | 21,030             |       |
| Internal Revenue                              | 269,329            | 269,329            | (0)             | (0.0%)        | 646,390            |       |
| <b>Total Operating Revenue</b>                | <b>513,313</b>     | <b>447,568</b>     | <b>(65,746)</b> | <b>14.7%</b>  | <b>898,020</b>     |       |
| <b>Operating Expenses</b>                     |                    |                    |                 |               |                    |       |
| Employee Costs                                | 1,703,699          | 1,573,634          | 130,065         | 8.3%          | 4,026,225          |       |
| Materials                                     | 286,789            | 330,940            | (44,151)        | (13.3%)       | 856,766            |       |
| Contracts and Services                        | 287,388            | 274,395            | 12,993          | 4.7%          | 917,545            |       |
| Depreciation and Amortisation                 | 5,083              | 5,084              | (1)             | (0.0%)        | 12,129             |       |
| Plant Hire                                    | 56,761             | 47,570             | 9,191           | 19.3%         | 112,468            |       |
| Other Expenses                                | 457,144            | 525,215            | (68,071)        | (13.0%)       | 1,190,316          |       |
| Rates on Council Properties                   | 1,991              | 1,765              | 226             | 12.8%         | 3,529              |       |
| Internal Charges                              | 72,681             | 72,681             | (0)             | (0.0%)        | 174,435            |       |
| <b>Total Operating Expenses</b>               | <b>2,871,536</b>   | <b>2,831,283</b>   | <b>40,253</b>   | <b>1.4%</b>   | <b>7,293,413</b>   |       |
| <b>Operating Surplus/Deficit</b>              | <b>(2,358,222)</b> | <b>(2,383,715)</b> | <b>25,493</b>   | <b>(1.1%)</b> | <b>(6,395,393)</b> |       |

Satisfactory results overall.

|   | YTD Actual<br>\$  | YTD Budget<br>\$  | Variance<br>\$ | Variance<br>% | FY Budget<br>\$   | Notes  |
|---|-------------------|-------------------|----------------|---------------|-------------------|--------|
| <b>Customer and Organisational Services Operating Statement</b> |                   |                   |                |               |                   |        |
| <b>Operating Revenue</b>  |                   |                   |                |               |                   |        |
| Rates and Utility Charges                                       | 18,262,517        | 18,223,813        | 38,705         | 0.2%          | 36,446,792        |        |
| Fees and Charges  | 933,350           | 747,026           | 186,324        | 24.9%         | 1,712,545         | Note 1 |
| Operating Grants and Subsidies                                  | 2,335,756         | 2,255,399         | 80,357         | 3.6%          | 3,949,209         |        |
| Interest Received   | 1,587,776         | 1,462,145         | 125,630        | 8.6%          | 3,531,824         |        |
| Leasing and Rent  | 295,815           | 260,122           | 35,693         | 13.7%         | 624,292           |        |
| Sundry Revenue  | 149,324           | 126,719           | 22,605         | 17.8%         | 318,846           |        |
| Internal Revenue  | 1,587,495         | 1,587,495         | (0)            | (0.0%)        | 3,809,988         |        |
| <b>Total Operating Revenue</b>                                  | <b>25,152,033</b> | <b>24,662,719</b> | <b>489,314</b> | <b>2.0%</b>   | <b>50,393,496</b> |        |
| <b>Operating Expenses</b>                                       |                   |                   |                |               |                   |        |
| Employee Costs  | 3,148,754         | 3,019,135         | 129,618        | 4.3%          | 7,211,354         | Note 2 |
| Materials   | 3,249,982         | 3,401,430         | (151,448)      | (4.5%)        | 6,046,449         |        |
| Contracts and Services  | 1,029,109         | 1,005,015         | 24,094         | 2.4%          | 3,237,727         |        |
| Finance Costs   | 91,649            | 58,001            | 33,648         | 58.0%         | 295,005           |        |
| Depreciation and Amortisation                                   | 766,746           | 612,026           | 154,719        | 25.3%         | 1,457,911         | Note 3 |
| Plant Hire  | 80,619            | 181,248           | (100,629)      | (55.5%)       | 432,950           |        |
| Other Expenses  | 480,132           | 574,563           | (94,431)       | (16.4%)       | 1,107,950         |        |
| Rates on Council Properties                                     | 89,560            | 92,924            | (3,363)        | (3.6%)        | 189,505           |        |
| Internal Charges  | 277,003           | 277,002           | 0              | 0.0%          | 664,806           |        |
| <b>Total Operating Expenses</b>                                 | <b>9,213,553</b>  | <b>9,221,345</b>  | <b>(7,792)</b> | <b>(0.1%)</b> | <b>20,643,656</b> |        |
| <b>Operating Surplus/Deficit</b>                                | <b>15,938,481</b> | <b>15,441,374</b> | <b>497,106</b> | <b>3.2%</b>   | <b>29,749,840</b> |        |

Note 1 Fees and Charges over budget relates to Saleyards - Cattle and Sheep Sales more than anticipated budget.

Note 2 Employee Costs relates to oncosts charges/recovery - Superannuation, Leave Provisions and Workers Compensation budget phasing not aligned with actuals - To be reviewed at Q2 Budget.

Note 3 Depreciation expense more than anticipated. To be reviewed at Q2 Budget.

|  | YTD Actual<br>\$   | YTD Budget<br>\$   | Variance<br>\$   | Variance<br>%  | FY Budget<br>\$     | Notes  |
|--|--------------------|--------------------|------------------|----------------|---------------------|--------|
| <b>Infrastructure Services Operating Statement<br/>(Excludes Water and Wastewater)</b> |                    |                    |                  |                |                     |        |
| <b>Operating Revenue</b>   |                    |                    |                  |                |                     |        |
| Fees and Charges   | 342,684            | 338,054            | 4,630            | 1.4%           | 811,329             |        |
| Operating Grants and Subsidies   | 6,485,861          | 4,968,669          | 1,517,193        | 30.5%          | 5,934,613           | Note 1 |
| Leasing and Rent   | 2,400              | 5,200              | (2,800)          | (53.8%)        | 12,480              |        |
| Recoverable Works  | 1,759,491          | 829,632            | 929,859          | 112.1%         | 2,439,716           | Note 2 |
| Sundry Revenue   | 15,311             | 12,258             | 3,054            | 24.9%          | 29,418              |        |
| Internal Revenue   | 3,176,335          | 3,253,058          | (76,723)         | (2.4%)         | 7,807,340           |        |
| <b>Total Operating Revenue</b>   | <b>11,782,082</b>  | <b>9,406,870</b>   | <b>2,375,212</b> | <b>25.2%</b>   | <b>17,034,896</b>   |        |
| <b>Operating Expenses</b>  |                    |                    |                  |                |                     |        |
| Employee Costs   | 4,637,786          | 4,262,777          | 375,009          | 8.8%           | 10,297,364          | Note 3 |
| Materials  | 2,417,522          | 2,669,900          | (252,378)        | (9.5%)         | 6,174,318           | Note 4 |
| Contracts and Services   | 2,054,945          | 1,881,630          | 173,315          | 9.2%           | 4,578,103           | Note 5 |
| Finance Costs  | 55,131             | 51,801             | 3,330            | 6.4%           | 207,203             |        |
| Depreciation and Amortisation  | 6,393,478          | 6,093,234          | 300,244          | 4.9%           | 14,432,890          | Note 6 |
| Plant Hire   | 1,737,048          | 1,681,960          | 55,087           | 3.3%           | 3,981,669           |        |
| Other Expenses   | -                  | -                  | -                | 0.0%           | 152,500             |        |
| Rates on Council Properties  | 274,745            | 253,570            | 21,175           | 8.4%           | 558,759             |        |
| Internal Charges   | 324,475            | 324,475            | -                | 0.0%           | 778,741             |        |
| <b>Total Operating Expenses</b>  | <b>17,895,129</b>  | <b>17,219,347</b>  | <b>675,781</b>   | <b>3.9%</b>    | <b>41,161,548</b>   |        |
| <b>Operating Surplus/Deficit</b>   | <b>(6,113,047)</b> | <b>(7,812,478)</b> | <b>1,699,431</b> | <b>(21.8%)</b> | <b>(24,126,652)</b> |        |

- Note 1 Flood Recovery funds for January 2024 event received YTD earlier than anticipated - \$1.5M - budget to be reviewed in Q2 to align with actuals.
- Note 2 Road Maintenance Performance Contract revenue received YTD more than anticipated due to timing of claims being received for the 2023/24 FY worth \$1.38M.
- Note 3 Employee Costs actuals YTD more than anticipated.
- Note 4 Diesel less than anticipated due to lower than expected fuel prices.
- Note 5 Road Maintenance Performance Contract expenses YTD more than anticipated - This is offset by the additional revenue.
- Note 6 Depreciation expense more than anticipated. To be reviewed at Q2 Budget.

|   | YTD Actual<br>\$   | YTD Budget<br>\$   | Variance<br>\$   | Variance<br>%  | FY Budget<br>\$    | Notes  |
|---|--------------------|--------------------|------------------|----------------|--------------------|--------|
| <b>Planning and Environmental Services Operating Statement</b>                          |                    |                    |                  |                |                    |        |
| <b>(Excludes Waste)</b>   |                    |                    |                  |                |                    |        |
| <b>Operating Revenue</b>  |                    |                    |                  |                |                    |        |
| Fees and Charges  | 916,842            | 842,750            | 74,091           | 8.8%           | 2,022,600          |        |
| Operating Grants and Subsidies  | 78,000             | 78,000             | -                | 0.0%           | 78,000             |        |
| Sundry Revenue  | 3,487              | 2,583              | 904              | 35.0%          | 6,200              |        |
| <b>Total Operating Revenue</b>  | <b>998,329</b>     | <b>923,334</b>     | <b>74,995</b>    | <b>8.1%</b>    | <b>2,106,800</b>   |        |
| <b>Operating Expenses</b>   |                    |                    |                  |                |                    |        |
| Employee Costs  | 1,696,029          | 1,833,883          | (137,854)        | (7.5%)         | 4,284,113          |        |
| Materials   | 557,413            | 597,475            | (40,062)         | (6.7%)         | 757,157            |        |
| Contracts and Services  | 184,648            | 418,916            | (234,269)        | (55.9%)        | 1,256,466          | Note 1 |
| Depreciation and Amortisation   | 9,098              | 9,183              | (85)             | (0.9%)         | 21,907             |        |
| Plant Hire  | 62,729             | 160,072            | (97,343)         | (60.8%)        | 378,353            |        |
| Other Expenses  | -                  | 25,500             | (25,500)         | (100.0%)       | 43,000             |        |
| Rates on Council Properties   | 1,985              | 1,887              | 98               | 5.2%           | 3,774              |        |
| Internal Charges  | 82,259             | 82,259             | (0)              | (0.0%)         | 197,421            |        |
| <b>Total Operating Expenses</b>   | <b>2,594,161</b>   | <b>3,129,176</b>   | <b>(535,015)</b> | <b>(17.1%)</b> | <b>6,942,191</b>   |        |
| <b>Operating Surplus/Deficit</b>  | <b>(1,595,832)</b> | <b>(2,205,842)</b> | <b>610,010</b>   | <b>(27.7%)</b> | <b>(4,835,391)</b> |        |
| Note 1 Environmental Local Laws and Pest Management expenses YTD less than anticipated. |                    |                    |                  |                |                    |        |

|   | YTD Actual<br>\$ | YTD Budget<br>\$ | Variance<br>\$   | Variance<br>%  | FY Budget<br>\$   | Notes  |
|---|------------------|------------------|------------------|----------------|-------------------|--------|
| <b>Water Services Operating Statement</b> |                  |                  |                  |                |                   |        |
| <b>Operating Revenue</b>                  |                  |                  |                  |                |                   |        |
| Rates and Utility Charges                 | 8,088,494        | 8,597,177        | (508,683)        | (5.9%)         | 17,194,355        | Note 1 |
| Fees and Charges                          | 288,023          | 169,011          | 119,011          | 70.4%          | 405,627           | Note 2 |
| Operating Grants and Subsidies            | -                | 30,000           | (30,000)         | (100.0%)       | 72,000            |        |
| Sundry Revenue                            | 29,072           | 26,667           | 2,405            | 9.0%           | 64,000            |        |
| <b>Total Operating Revenue</b>            | <b>8,405,588</b> | <b>8,822,855</b> | <b>(417,267)</b> | <b>(4.7%)</b>  | <b>17,735,982</b> |        |
| <b>Operating Expenses</b>                 |                  |                  |                  |                |                   |        |
| Employee Costs                            | 1,241,819        | 1,359,829        | (118,010)        | (8.7%)         | 3,255,322         |        |
| Materials                                 | 1,733,249        | 1,560,586        | 172,663          | 11.1%          | 3,676,068         | Note 3 |
| Contracts and Services                    | 467,539          | 402,182          | 65,357           | 16.3%          | 1,015,238         |        |
| Finance Costs                             | 51,693           | 49,610           | 2,083            | 4.2%           | 198,442           |        |
| Depreciation and Amortisation             | 1,917,099        | 1,707,937        | 209,162          | 12.2%          | 4,070,298         | Note 4 |
| Plant Hire                                | 135,759          | 136,324          | (565)            | (0.4%)         | 322,250           |        |
| Rates on Council Properties               | 4,935            | 5,383            | (449)            | (8.3%)         | 10,803            |        |
| Internal Charges                          | 778,369          | 778,369          | -                | 0.0%           | 1,868,085         |        |
| <b>Total Operating Expenses</b>           | <b>6,330,462</b> | <b>6,000,221</b> | <b>330,241</b>   | <b>5.5%</b>    | <b>14,416,507</b> |        |
| <b>Operating Surplus/Deficit</b>          | <b>2,075,126</b> | <b>2,822,634</b> | <b>(747,508)</b> | <b>(26.5%)</b> | <b>3,319,475</b>  |        |

- Note 1 Water Consumption actuals less than anticipated.  
Note 2 Septic Disposal Fees and Water Sales YTD more than anticipated.  
Note 3 Various materials and services more than anticipated - Water Fittings, Hardware and Waste Disposal Fees.  
Note 4 Depreciation expense more than anticipated. To be reviewed at Q2 Budget.

|  | YTD Actual<br>\$ | YTD Budget<br>\$ | Variance<br>\$   | Variance<br>%  | FY Budget<br>\$   | Notes  |
|--|------------------|------------------|------------------|----------------|-------------------|--------|
| <b>Sewerage Services Operating Statement</b> |                  |                  |                  |                |                   |        |
| <b>Operating Revenue</b>                     |                  |                  |                  |                |                   |        |
| Rates and Utility Charges                    | 5,392,596        | 5,335,000        | 57,596           | 1.1%           | 10,660,000        |        |
| Fees and Charges                             | 224,986          | 203,924          | 21,062           | 10.3%          | 420,257           |        |
| <b>Total Operating Revenue</b>               | <b>5,617,582</b> | <b>5,538,924</b> | <b>78,658</b>    | <b>1.4%</b>    | <b>11,080,257</b> |        |
| <b>Operating Expenses</b>                    |                  |                  |                  |                |                   |        |
| Employee Costs                               | 493,249          | 596,967          | (103,719)        | (17.4%)        | 1,461,581         |        |
| Materials                                    | 431,442          | 467,488          | (36,045)         | (7.7%)         | 1,121,970         |        |
| Contracts and Services                       | 377,944          | 692,572          | (314,628)        | (45.4%)        | 1,662,173         | Note 1 |
| Finance Costs                                | 48,527           | 44,001           | 4,526            | 10.3%          | 176,004           |        |
| Depreciation and Amortisation                | 1,381,908        | 1,351,507        | 30,401           | 2.2%           | 3,223,584         |        |
| Plant Hire                                   | 53,899           | 59,647           | (5,749)          | (9.6%)         | 141,000           |        |
| Rates on Council Properties                  | 30,517           | 26,445           | 4,072            | 15.4%          | 37,602            |        |
| Internal Charges                             | 353,737          | 353,737          | -                | 0.0%           | 848,969           |        |
| <b>Total Operating Expenses</b>              | <b>3,171,223</b> | <b>3,592,366</b> | <b>(421,142)</b> | <b>(11.7%)</b> | <b>8,672,884</b>  |        |
| <b>Operating Surplus/Deficit</b>             | <b>2,446,359</b> | <b>1,946,558</b> | <b>499,801</b>   | <b>25.7%</b>   | <b>2,407,373</b>  |        |

Note 1 Warwick and Stanthorpe Sewerage Treatment budget phasing not aligned with work schedule. To be reviewed at Q2.

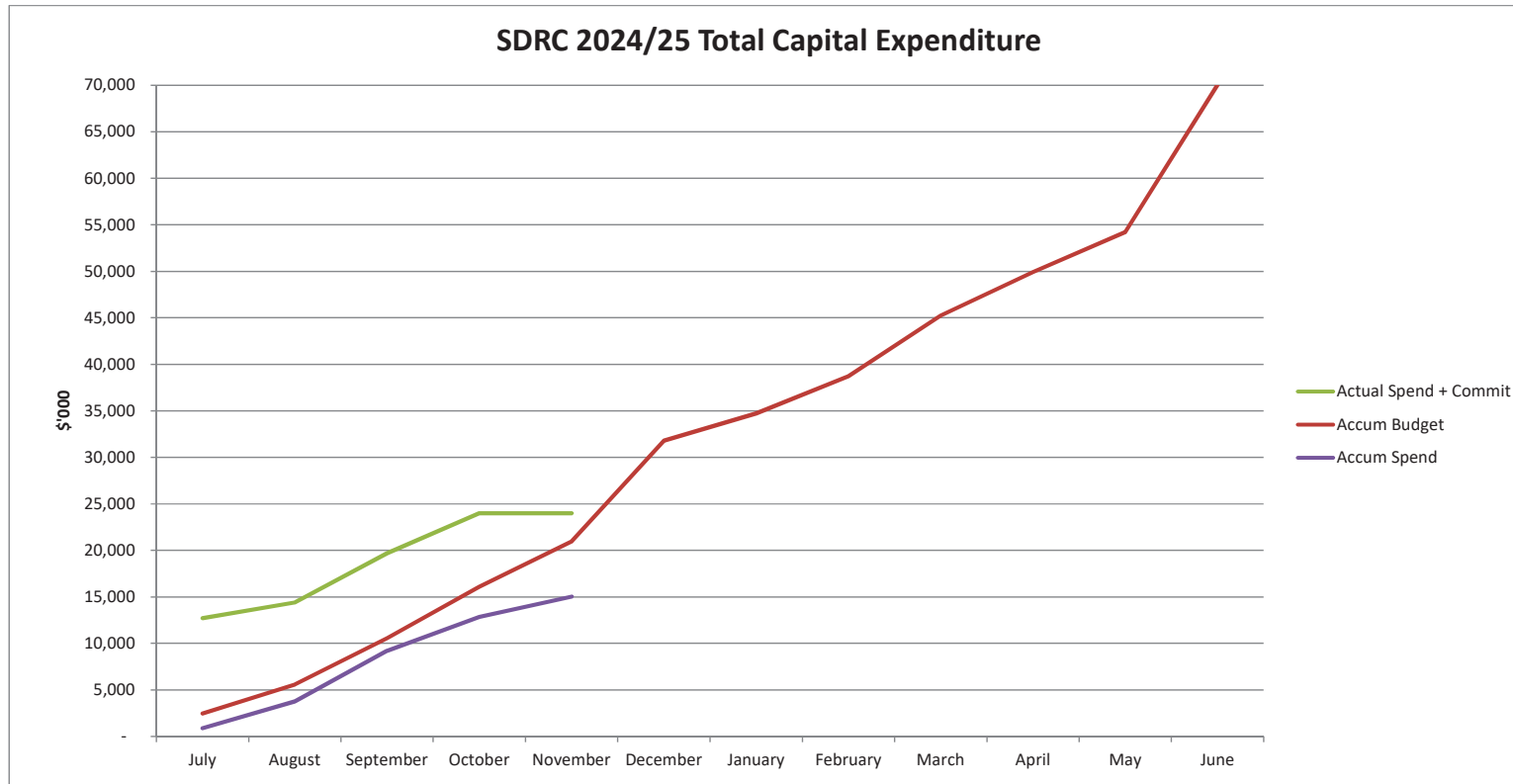
|   | YTD Actual<br>\$ | YTD Budget<br>\$ | Variance<br>\$   | Variance<br>%  | FY Budget<br>\$   | Notes  |
|---|------------------|------------------|------------------|----------------|-------------------|--------|
| <b>Waste Services Operating Statement</b> |                  |                  |                  |                |                   |        |
| <b>Operating Revenue</b>                  |                  |                  |                  |                |                   |        |
| Rates and Utility Charges                 | 4,644,206        | 4,637,855        | 6,351            | 0.1%           | 9,275,710         |        |
| Fees and Charges                          | 1,263,552        | 941,706          | 321,845          | 34.2%          | 2,260,095         | Note 1 |
| Operating Grants and Subsidies            | 1,554,144        | 1,539,746        | 14,398           | 0.9%           | 1,539,746         |        |
| Sundry Revenue                            | 101,590          | 182,667          | (81,077)         | (44.4%)        | 432,000           |        |
| <b>Total Operating Revenue</b>            | <b>7,563,491</b> | <b>7,301,974</b> | <b>261,517</b>   | <b>3.6%</b>    | <b>13,507,551</b> |        |
| <b>Operating Expenses</b>                 |                  |                  |                  |                |                   |        |
| Employee Costs                            | 265,535          | 195,189          | 70,346           | 36.0%          | 461,434           |        |
| Materials                                 | 1,020,552        | 1,199,220        | (178,668)        | (14.9%)        | 2,852,929         | Note 2 |
| Contracts and Services                    | 3,069,543        | 3,598,072        | (528,529)        | (14.7%)        | 9,115,956         | Note 3 |
| Finance Costs                             | 17,698           | 16,469           | 1,229            | 7.5%           | 65,878            |        |
| Depreciation and Amortisation             | 110,391          | 102,860          | 7,531            | 7.3%           | 245,386           |        |
| Plant Hire                                | 10,736           | 18,298           | (7,562)          | (41.3%)        | 43,250            |        |
| Rates on Council Properties               | 6,241            | 5,922            | 320              | 5.4%           | 12,627            |        |
| Internal Charges                          | 303,963          | 303,963          | (0)              | (0.0%)         | 729,511           |        |
| <b>Total Operating Expenses</b>           | <b>4,804,659</b> | <b>5,439,993</b> | <b>(635,334)</b> | <b>(11.7%)</b> | <b>13,526,970</b> |        |
| <b>Operating Surplus/Deficit</b>          | <b>2,758,832</b> | <b>1,861,981</b> | <b>896,851</b>   | <b>48.2%</b>   | <b>(19,419)</b>   |        |

|        |   |
|--------|---|
| Note 1 | Waste Disposal Fees YTD more than anticipated - Warwick Waste Facility.   |
| Note 2 | Waste Facility Administration actuals YTD less than anticipated. Budget phasing to be reviewed in Q2.   |
| Note 3 | Waste Management Facilities actuals YTD less than anticipated. Budget phasing to be reviewed in Q2 to align with invoicing and work schedule. |

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

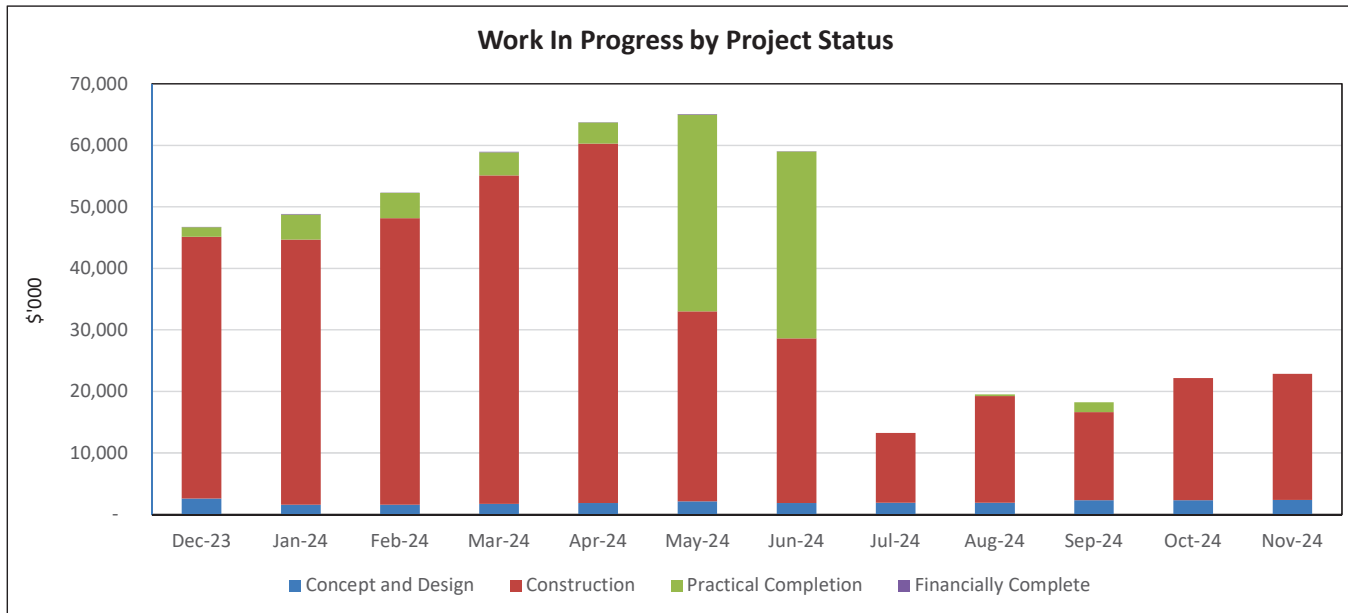
|                          | <b>Budget</b>     | <b>YTD Expenditure</b> | <b>% Spent</b> | <b>Committed</b> | <b>Spent and<br/>Committed</b> | <b>% Spent and<br/>Committed</b> |
|--------------------------|-------------------|------------------------|----------------|------------------|--------------------------------|----------------------------------|
| Land & Land Improvements | -                 | 19,318                 | -              | 13,175           | 32,493                         | -                                |
| Buildings                | 3,018,928         | 600,303                | 19.9%          | 1,049,421        | 1,649,725                      | 54.6%                            |
| Plant & Equipment        | 10,479,710        | 1,331,278              | 12.7%          | 1,027,331        | 2,358,609                      | 22.5%                            |
| Roads, Drains & Bridges  | 16,912,517        | 3,297,975              | 19.5%          | 1,437,348        | 4,735,323                      | 28.0%                            |
| Water                    | 15,196,376        | 4,323,734              | 28.5%          | 2,789,937        | 7,113,672                      | 46.8%                            |
| Sewerage                 | 9,067,673         | 3,454,351              | 38.1%          | 1,061,392        | 4,515,743                      | 49.8%                            |
| Other Assets             | 15,373,232        | 2,006,198              | 13.0%          | 1,584,338        | 3,590,536                      | 23.4%                            |
| <b>Total</b>             | <b>70,048,436</b> | <b>15,033,157</b>      | <b>21.5%</b>   | <b>8,962,943</b> | <b>23,996,101</b>              | <b>34.3%</b>                     |

Southern Downs Regional Council  
Capital Expenditure  
As At 30 November 2024



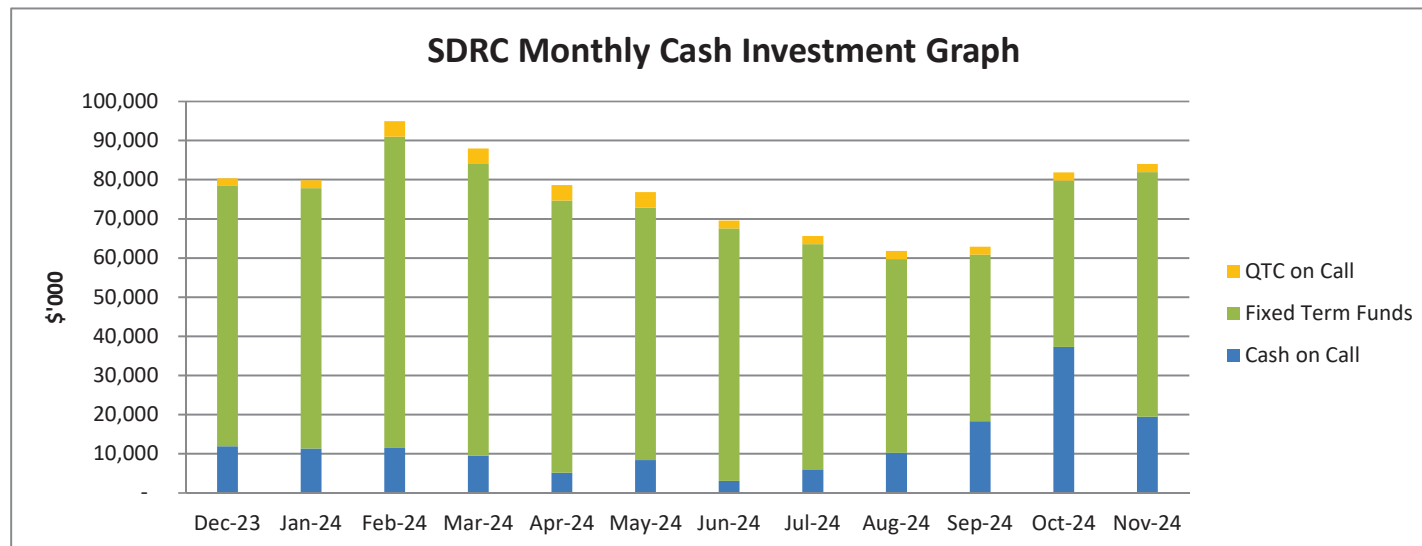
Capital committed costs as at 30 November 2024 is \$9 Million.

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

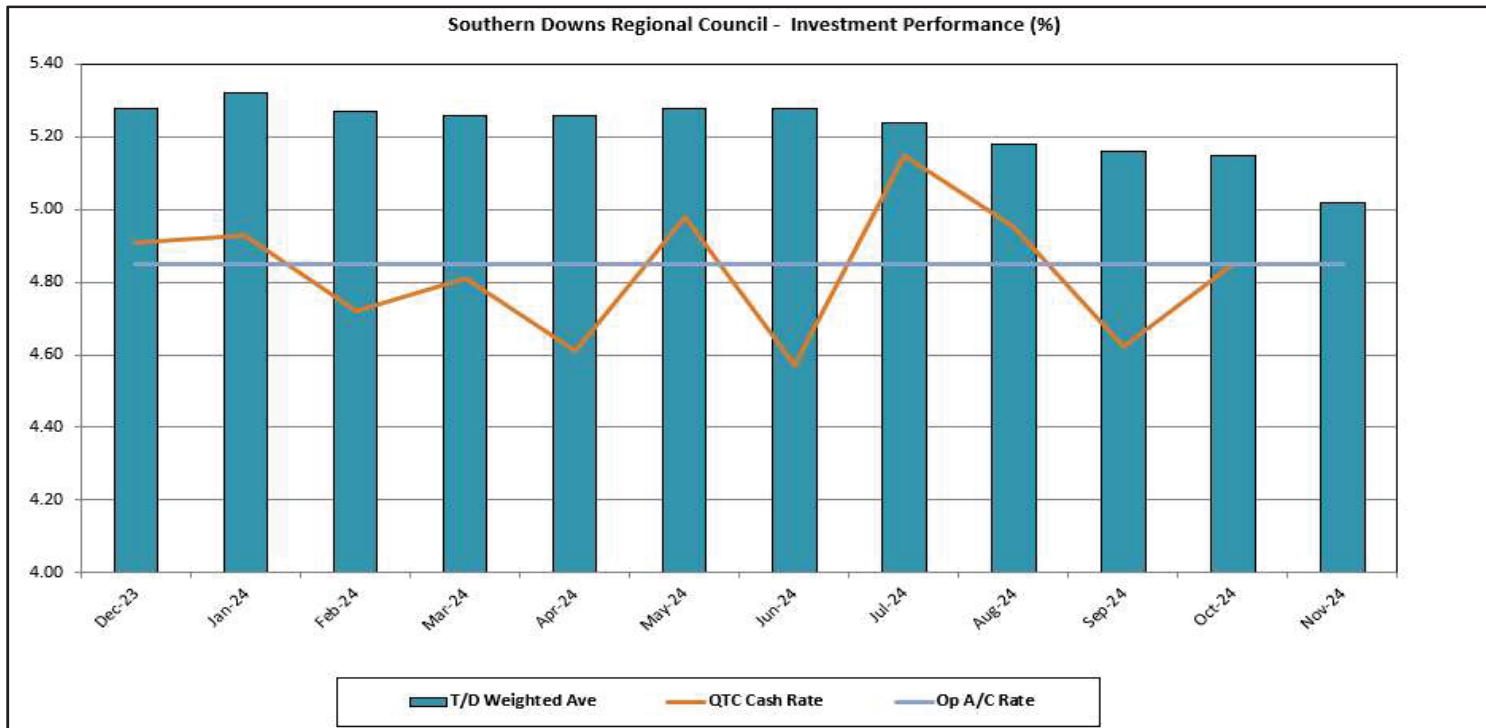


Project status' were reviewed and updated in November 2024.

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



Southern Downs Regional Council  
Investment Performance  
As At 30 November 2024




**Southern Downs Regional Council  
Borrowings Report  
As At 30 November 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 Delegation to the Chief Executive Officer

### Document Information

|   |  |                                       |
|---|--|---------------------------------------|
|  | <b>Report To: Ordinary Council Meeting</b> |                                       |
|   | <b>Reporting Officer:</b>                  | <b>Meeting Date:</b> 18 December 2024 |
|   | Manager Corporate Services                 | <b>ECM Function No/s:</b>             |

### Recommendation

THAT Council resolve, pursuant to section 257(1)(b) of the Local Government Act 2009, to delegate to the Chief Executive Officer all of the powers of the local government conferred under the Acts and Subordinate Legislation listed in Attachment 1 of this Report.

### REPORT

#### Background

When determining which powers should be delegated from Council to the CEO, a differentiation has been made between 'making the decision' (to remain with Council) and 'implementation of the decision' (to be delegated to the CEO)

#### Report

The updated Delegations Register incorporates updated legislation and regulation; and legislation and regulation which is no longer appropriate for the CEO to administer has been deleted from the Delegations Register.

Particular matters of policy, planning and land management will remain with Council. It should additionally be noted that, matters delegated to the CEO may be brought to Council by the CEO on a case by case basis.

### FINANCIAL IMPLICATIONS

There are no financial implications of this process. Appropriate implementation of delegations to the CEO ensures the efficient use of Council resources.

### RISK AND OPPORTUNITY

#### Risk

The administration of Council's responsibilities under Legislation and Regulation carries with it inherent risk. Appropriate delegations form part of the Risk Management Framework associated with these responsibilities.

#### Opportunity

This process is part of Council meeting its legislative delegation requirements under the Local Government Act 2009. It also plays a major role in Council eliminating legal non-compliance issues

impacting on the legal validity/enforceability of Council decisions, or Council's ability to legally enforce or litigate breaches of Local Government legislation.

## COMMUNITY ENGAGEMENT

### Internal Consultation

All Senior Leadership staff have been consulted. Additionally a CIS session was held with Councillors on 13/11/2024, seeking feedback.

### External Consultation

Nil

## LEGAL / POLICY

### Legislation / Local Law

*Local Government Act 2009*

### Corporate Plan

#### Goal 4      Our Performance

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

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

### Policy / Strategy

PL-141 Delegations and Authorisations Policy

### Legal

There appears to be no legal issues associated with this report.

## HUMAN RIGHTS


A Human Rights assessment has been undertaken.

## ATTACHMENTS

1. Southern Downs Regional Council Register of Delegations - Council to CEO (Excluded from agenda - Provided under separate cover) [⇒](#)

### 13.3 Review of Policies

#### Document Information

|   |  |                                       |
|---|--|---------------------------------------|
|  | <b>Report To: Ordinary Council Meeting</b> |                                       |
|   | <b>Reporting Officer:</b>                  | <b>Meeting Date:</b> 18 December 2024 |
|   | Manager Corporate Services                 | <b>ECM Function No/s:</b>             |

#### Recommendation

THAT Council adopt the reviewed and amended policies as presented:

1. PL-IS104 Fleet Replacement Lifecycle Policy
2. PL-EX004 Media Relations Policy (External)
3. PL-CS059 Community Engagement Policy
4. PL-IS105 Asset Management Policy
5. PR-CS085 Access to Showers WIRAC & SFC Procedure
6. PL-131 Rural Water Connection Policy
7. PL-130 Water Infrastructure Policy
8. PL-132 Sewerage Infrastructure Policy
9. PL-IS092 Infrastructure and Public Place Naming Policy
10. PR-ES48 Infrastructure and Public Place Naming Procedure
11. PL-FS010 Procurement Policy
12. PL-IS110 Use of Roads Policy
13. PL-IS111 Provision of Transport Network Policy

#### 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 Councillor Information Session on 30 October 2024 and 21 November 2024.

#### 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

### Internal Consultation

Section managers, coordinators were consulted regarding required changes prior to presentation to Councillor Information Sessions on 30th October and 21st November 2024.

### External Consultation

Nil

## LEGAL / POLICY

### Legislation / Local Law

*Local Government Act 2009*

*Local Government Regulation 2012*

Various legislation pursuant to each policy attached.

### Corporate Plan

#### Goal 4      Our Performance

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

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

### Policy / Strategy

As attached

### Legal

Upon assessment of each policy, there appears to be no legal issues associated with this report.

## HUMAN RIGHTS

A Human Rights assessment has been undertaken.


## ATTACHMENTS

1. PL-IS104 Fleet Replacement Lifecycle Policy (Excluded from agenda - Provided under separate cover)⇒
2. PL-EX004 Media Relations Policy (Excluded from agenda - Provided under separate cover)⇒
3. PL-CS059 Community Engagement Policy (Excluded from agenda - Provided under separate cover)⇒
4. PL-IS105 Asset Management Policy (Excluded from agenda - Provided under separate cover)⇒
5. PR-CS085 Access to Showers WIRAC and SFC Procedure (Excluded from agenda - Provided under separate cover)⇒

6. PL-131 Rural Water Connection Policy (Excluded from agenda - Provided under separate cover)⇒
7. PL-130 Water Infrastructure Policy (Excluded from agenda - Provided under separate cover)⇒
8. PL-132 Sewerage Infrastructure Policy (Excluded from agenda - Provided under separate cover)⇒
9. PL-IS092 Infrastructure and Public Place Naming Policy (Excluded from agenda - Provided under separate cover)⇒
10. PR-ES48 Infrastructure and Public Place Naming Procedure (Excluded from agenda - Provided under separate cover)⇒
11. PL-FS010 Procurement Policy (Excluded from agenda - Provided under separate cover)⇒
12. PL-IS110 Use of Roads Policy (Excluded from agenda - Provided under separate cover)⇒
13. PL-IS111 Provision of Transport Network Policy (Excluded from agenda - Provided under separate cover)⇒

## 13.4 Works for Queensland Funding Program 2024-27 (Amendment)

### Document Information

|   |  |                                       |
|---|--|---------------------------------------|
|  | <b>Report To: Ordinary Council Meeting</b> |                                       |
|   | <b>Reporting Officer:</b>                  | <b>Meeting Date:</b> 18 December 2024 |
|   | Grants Officer                             | <b>ECM Function No/s:</b>             |

### Recommendation

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

1. Warwick Water Treatment Plant (WTP) Distribution Centre - \$175,000
2. Safe City Project – CCTV renewal program - \$300,000
3. Palmerin Street Leslie Park Footpath - \$100,000
4. Allora Community Precinct – Redevelopment and enhancement - \$600,000
5. Leslie Park, Warwick irrigation system replacement - \$100,000
6. Energy Audit Initiatives – Energy efficiency upgrades - \$130,000
7. Warwick Saleyards – Redevelopment Stage 3 and 4 - \$795,000
8. WIRAC Project – Priority works from Condition Assessment Report - \$2,000,000
9. Waste Options Master Plan - \$200,000
10. Infill Development with Warwick and Stanthorpe – \$80,000
11. Waste Reduction and Recycling Plan - \$100,000

## REPORT

### Report

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

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

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

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

- focus on supporting council to manage their long-term sustainability and must demonstrate alignment with their long-term and strategic planning; and
- be able to be completed by 30 June 2027; and

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

At the Ordinary Council meeting of 19 June 2024, Council resolved for agenda item 11.8 Works for Queensland Funding Program Council to submit the following projects to the Department of Housing, Local Government, Planning and Public Works for assessment and approval from Council's \$4,580,000 allocation under the 2024-27 Works for Queensland program:

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

On 8 October 2024, Council was informed by the department that the list as tabled had been approved.

However, since approval, Council officers have reflected on those projects tabled acknowledging that this list of projects was likely to exceed the value of the grant, and therefore it would be more advantageous to vary the list of projects, consolidate, and prioritise based on the greatest need/risk and ensure delivery came within budgetary allocations. As a result, the following amended list has been put forward, which indicates the changes proposed, with those projects highlighted in green proposed to go forward.

| Project Name  | Original Estimated Cost | Estimated Change | Proposed Final Estimate |
|---|-------------------------|------------------|-------------------------|
| Warwick Water Treatment Plant (WTP) Distribution Centre | \$125,000               | +\$50,000        | \$175,000               |
| Safe City Project – CCTV renewal program                | \$300,000               | \$0              | \$300,000               |

|   |                    |                |                    |
|---|--------------------|----------------|--------------------|
| Palmerin Street Leslie Park Footpath                            | \$100,000          | \$0            | \$100,000          |
| Allora Community Precinct – Redevelopment and enhancement       | \$600,000          | \$0            | \$600,000          |
| Leslie Park, Warwick irrigation system replacement              | \$100,000          | \$0            | \$100,000          |
| Energy Audit Initiatives – Energy efficiency upgrades           | \$130,000          | \$0            | \$130,000          |
| Rollout of Solar  | \$300,000          | -\$300,000     | \$0                |
| Warwick Saleyards – Redevelopment Stage 3 and 4                 | \$800,000          | -\$5,000       | \$795,000          |
| Palmerin Street, Warwick – Tree replacement program             | \$100,000          | -\$100,000     | \$0                |
| WIRAC Project – Priority works from Condition Assessment Report | \$1,000,000        | +\$1,000,000   | \$2,000,000        |
| Council Building Maintenance Program                            | \$300,000          | -\$300,000     | \$0                |
| Waste Options Master Plan                                       | \$200,000          | \$0            | \$200,000          |
| Infill Development with Warwick and Stanthorpe                  | \$80,000           | \$0            | \$80,000           |
| Waste Reduction and Recycling Plan                              | \$100,000          | \$0            | \$100,000          |
| Asset Management Plans  | \$300,000          | -\$300,000     | \$0                |
| Cloud Adoption Strategy   | \$50,000           | -\$50,000      | \$0                |
|   |                    |                |                    |
| <b>Total</b>  | <b>\$4,585,000</b> | <b>-\$5000</b> | <b>\$4,580,000</b> |

## FINANCIAL IMPLICATIONS

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

## RISK AND OPPORTUNITY

### Risk

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

### Opportunity

Undertake additional required projects outside the Council's existing budget.

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

## COMMUNITY ENGAGEMENT

### Internal Consultation

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

### External Consultation

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

## LEGAL / POLICY

### Legislation / Local Law

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

### Corporate Plan

#### Goal 1      Our People

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

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

#### Goal 2      Our Places

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

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

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

#### Goal 3      Our Prosperity

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

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

#### Goal 4      Our Performance

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

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

### Policy / Strategy

Nil

### Legal

There does not appear to be any legal issues.

## HUMAN RIGHTS


A Human Rights assessment has been undertaken.

## ATTACHMENTS

Nil

## 13.5 Sole and Specialised Suppliers 2024-2025

### Document Information

|   |                                     |                                |
|---|-------------------------------------|--------------------------------|
|  | Report To: Ordinary Council Meeting |                                |
|   | Reporting Officer:                  | Meeting Date: 18 December 2024 |
|   | Procurement Coordinator             | ECM Function No/s:             |

### Recommendation

THAT Council:

1. Resolves in accordance with section 235(a) and 235(b) of the *Local Government Regulation 2012* that it is satisfied that the nominated suppliers listed in **Attachment 1** are Sole or Specialised Suppliers and that they be added to, or renewed under, the Sole Supplier Register. The Register will be reviewed prior to end of financial year for the forth coming financial year.
2. Delegates authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to enter into contracts, negotiate, finalise and execute any and all matters associated with or in relation to approved Sole/ Specialised Suppliers subject to Council's normal procurement policies and practices.

## REPORT

### Background

The *Local Government Regulation 2012* (Regulation) requires written quotations or tenders be invited for procurement of works or the supply of goods or services that are greater than \$15,000 (Ex GST) – **medium-sized contractual arrangements** or \$200,000 (Ex GST) – **large-sized contractual arrangements** respectively. Council's Procurement Policy contains provisions or guidelines for obtaining quotes for less than \$15,000.

The Regulation acknowledges that there are instances when it is not always possible to meet these procurement guidelines in the market and therefore it provides a number of exceptions, including the following under sections **235(a)** and **235(b)**:

**235(a)** – “The local government resolves it is satisfied that there is only one supplier who is reasonably available.”

**235(b)** – “The local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders”.

This report is a continuation of a practice which started in 2024. There may still be occasions where it will be necessary to present an individual Council report during the year if an unforeseen need arises for a Sole/ Specialised Supplier.

## Report

**Section 235(a) and 235(b)** of the *Local Government Regulation 2012* allows an exception to inviting written quotes or tenders where Council resolves that there is only one sole or unique supplier, or a specialised supplier, who is reasonably available to meet operational needs. Sole or Specialised Suppliers are used in instances where only one supplier is available due to specialised or unique services, or where services are confidential in nature that makes it disadvantageous or impractical to undertake a competitive procurement process.

To be listed as a Sole Supplier or a Specialised Supplier, Council officers must provide evidence that they are the only supplier that can reasonably provide a particular good or service required because of their unique, specialised or confidential nature. The emphasis is on the word “reasonably”. For the purposes of this report, this means that if it is demonstrated that there is only one supplier available and they are considered to be providing a competitive service or offer unique products, then they can be deemed a sole supplier. The purchase of goods and services from a sole source to support the service and maintenance of existing assets from an original equipment manufacturer who has proprietary rights is an example of this.

Additionally, Section 235(a) and 235(b) of the *Local Government Regulation 2012* might also be applied where Council is using a proprietary computer software program and wishes to upgrade that program to add functionality. This would be considered to be a “specialist supplier” and the calling of tenders or quotes “would be a manifest waste of time and resources”.

Paragraph 235(b) also gives Councils a broad power to determine that specialised or confidential services may be provided pursuant to a private contract. Examples of this may be specialised engineering or legal advice in relation to controversial or confidential Council projects or in relation to matters where Council might have some legal liability.

A consolidated report is collated to enable a register of Sole or Specialised Suppliers to be established and ensure that appropriate legislative exception requirements are in place. Council Officers have nominated Sole or Specialised Suppliers to meet their operational and business needs and have been asked to justify why each supplier should be considered a sole or specialised supplier, i.e. to satisfy Council that there is only one supplier who is reasonably available. These nominations have been approved by relevant Directors.

**Attachment 1** contains a summary of the supporting justification for the inclusion of the proposed Sole Suppliers and Specialised Suppliers in the Register.

A total of 20 Sole Suppliers are identified in the report, with 19 of these being re-nominated from the previous financial year. One new nomination has been received and are proposed for inclusion. The following suppliers are being removed, as they fall under exceptions outlined in the *Local Government Regulations 2012*, as detailed below:

| Supplier                                | Exception                              |
|---|--|
| Queensland Audit Office                 | s235 Other exceptions (f)              |
| Department of Environment and Science   | s235 Other exceptions (f)              |
| Department of Agriculture and Fisheries | s235 Other exceptions (f)              |
| Local Government Association of QLD Ltd | s234 Exception for LGA Arrangement (2) |

The intention is that this list will be reviewed annually and presented to Council, including any new nominations or removal of, specialised or sole suppliers.

Council intends to remove suppliers from the list where:

- suppliers have subsequently been appointed to a ROPS, PSA or Local Buy arrangement; or

- Council has entered into a direct contract via a procurement process with that supplier under the default contracting procedures; or
- market conditions have changed, and that supplier is no longer deemed to be a sole or specialised supplier.

## Conclusion/Summary

In summary, this report recommends 20 suppliers be registered. Proposed supplier details for inclusion on the Sole Supplier Register can be found in **Attachment 1**. When nominating a sole supplier, Council officers must provide justification or rationale why this legislative exception should be considered for each supplier.

## FINANCIAL IMPLICATIONS

The financial risk to Council is mitigated by Council officers having assessed these products and services as being suitable and the suppliers as being the only reasonable option from which Council can obtain these relevant products and services.

## RISK AND OPPORTUNITY

### Risk

Suppliers that have been deemed not to meet the exceptions requirements as per the definition of Sole and Specialised Supplier in the Regulation have been excluded from this report.

### Opportunity

Streamline procurement processes enabling value for money solutions whilst remaining compliant with legislative requirements.

## COMMUNITY ENGAGEMENT

### Internal Consultation

All relevant Council Officers undertaking procurement processes are consulted via email notification and asked to nominate suppliers for the report. A Nomination Form must be completed and signed off by a relevant Manager and Director. Procurement undertakes relevant checks to verify the information and have also provided expenditure information for this report.

### External Consultation

Nil

## LEGAL / POLICY

### Legislation / Local Law

This sole supplier nomination process has been conducted in accordance with legislative requirements under the *Local Government Act 2009* and the *Local Government Regulation 2012*.

### Corporate Plan

#### Goal 4      Our Performance

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

- Objective:** 4.1.1 Deliver contemporary customer service experiences that align with the expectations of our customers and the community
- 4.1.2 Embed a culture of continuous improvement focusing on creating value through innovation and technological advancement, reducing waste and improving efficiency.
- Outcome:** 4.4 Council has embedded risk management, good governance, transparency and accountability into what we do.
- Objective:** 4.4.1 Provide assurance through effective governance, audit and risk management practices.
- 4.4.2 Ensure our long-term financial sustainability is a pillar of our decision making.

### **Policy / Strategy**

Southern Downs Regional Council Corporate Plan 2021 – 2026  
Southern Downs Regional Council Procurement Policy  
Southern Downs Regional Council Procurement Handbook

### **Legal**

There appears to be no legal issues associated with this report.

## **HUMAN RIGHTS**

A Human Rights assessment has been undertaken.

## **ATTACHMENTS**

1. List of Sole and Specialised Suppliers [↓](#)

| Sole/ Specialised Supplier List 24/25   |               |                                    |   |                       |  |                |                     |
|---|---------------|------------------------------------|---|-----------------------|--|----------------|---------------------|
| Goods and services where there is only one supplier, or are of a specialised, or confidential nature, are listed below:   |               |                                    |   |                       |  |                |                     |
| Local Government Regulation 2012 Section 235, 'Other Exceptions'  |               |                                    |   |                       |  |                |                     |
| A local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if : |               |                                    |   |                       |  |                |                     |
| (a) the local government resolves it is satisfied that there is only 1 supplier who is reasonably available; or   |               |                                    |   |                       |  |                |                     |
| lo  | Category      | Directorate                        | Supplier Name                                   | Last FY Spend         | Description of Product/Service                       | Local Business | New or Re nominated |
| 1   | Sole Supplier | Customer & Organisational Services | Telstra   | \$537,772.06          | Mobility Services                                    | No             | Re- nominated       |
| 2   | Sole Supplier | Infrastructure                     | Sunwater Limited                                | \$1,838,167.93        | Supply Contract                                      | No             | Re- nominated       |
| 3   | Sole Supplier | Infrastructure                     | Water Services Association of Australia (WASSA) | \$8,000.00            | Annual Membership                                    | No             | Re- nominated       |
| 4   | Sole Supplier | Infrastructure                     | IDEXX Laboratories Pty Ltd                      | \$11,182.69           | Reagents   | No             | Re- nominated       |
| 5   | Sole Supplier | Planning & Environmental Services  | Paintback Limited                               | \$0.00                | Collection and recycling of paint                    | No             | Re- nominated       |
| 6   | Sole Supplier | Whole of Council                   | Australia Post                                  | \$67,849.50           | Postal Service for rates, water and reminder notices | No             | Re- nominated       |
|   |               |                                    |   | <u>\$2,462,972.18</u> |  |                |                     |

Item 13.5 Sole and Specialised Suppliers 2024-2025

Attachment 1: List of Sole and Specialised Suppliers

**Goods and services where there is only one supplier, or are of a specialised, or confidential nature, are listed below.**


*A local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if :*

*(b) the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders.*

|  | Category             | Directorate                        | Supplier Name                                     | Last FY Spend         | Description of Product/Service   | Local Business | New or Re nominated |
|--|----------------------|------------------------------------|---|-----------------------|--|----------------|---------------------|
|  | Specialised Supplier | Customer & Organisational Services | Genesis Accounting Pty Ltd                        | \$5,525.00            | Fees and Charges GST add-in  | No             | Re- nominated       |
|  | Specialised Supplier | Customer & Organisational Services | Technology One Limited                            | \$1,147,133.74        | T1 Cloud Services and Council's ERP Provider   | No             | Re- nominated       |
|  | Specialised Supplier | Customer & Organisational Services | Civica Pty Limited                                | \$91,191.86           | Recover (incl multi event hosting), Signum, Reflect Platinum Premium Service, SIP2 Maintenance & Support, Spydus 10 and Reflect (including data hosting) | No             | Re- nominated       |
|  | Specialised Supplier | Customer & Organisational Services | QIT Plus Pty Ltd                                  | \$19,200.00           | Guardian Control Suite - Disaster Managements  | No             | Re- nominated       |
|  | Specialised Supplier | Customer & Organisational Services | LG Solutions Pty Limited                          | \$18,150.00           | Model for Financial Statements and fees and charges  | No             | Re- nominated       |
|  | Specialised Supplier | Customer & Organisational Services | Ulverscroft Large Print Books (Australia) Pty Ltd | \$33,778.25           | Specialist supplier - LP & AV (exclusive content)  | No             | Re- nominated       |
|  | Specialised Supplier | Infrastructure                     | Hach Pacific Pty Ltd                              | \$46,254.42           | Lab Equipment  | No             | Re- nominated       |
|  | Specialised Supplier | Infrastructure                     | Institute of Public Works Australasia Limited     | \$7,829.00            | Annual Membership and License Subscription   | No             | Re- nominated       |
|  | Specialised Supplier | Infrastructure                     | ABB Australia Pty Limited                         | \$15,128.00           | Annual magnetic flow meter calibration and reactive service repairs and maintenance  | No             | Re- nominated       |
|  | Specialised Supplier | Office fo the CEO                  | Meta  | \$20,000.00           | Marketing online services with social media  | No             | New                 |
|  | Specialised Supplier | People and Culture                 | Seek  | \$25,000.00           | Advertising for recruitment  | No             | Re- nominated       |
|  | Specialised Supplier | Planning & Environmental Services  | IWeigh Solutions Pty Ltd                          | \$10,200.00           | Weighbridge transaction software at waste facilities   | No             | Re- nominated       |
|  | Specialised Supplier | Planning & Environmental Services  | Diverseco Pty Ltd                                 | \$3,155.00            | Servicing and compliance certification of weighbridges at waste facilities   | No             | Re- nominated       |
|  | Specialised Supplier | Whole of Council                   | South West Parcel Express                         | \$8,063.50            | Courier and Freight services for transportation of water samples   | No             | Re- nominated       |
|  |                      |                                    |   | <u>\$1,450,608.77</u> |  |                |                     |

## 13.6 2025 Citizen of the Year Awards Assessment Panel

### Document Information

|   |  |                                       |
|---|--|---------------------------------------|
|  | <b>Report To: Ordinary Council Meeting</b> |                                       |
|   | <b>Reporting Officer:</b>                  | <b>Meeting Date:</b> 18 December 2024 |
|   | Community Development Officer              | <b>ECM Function No/s:</b>             |

### Recommendation

THAT Council appoint:

1. The Mayor or her representative and three (3) Councillors; and
2. The four (4) community members;

to form the Citizen of the Year Awards Panel.

## REPORT

### Background

The Citizen of the Year Awards Policy was originally adopted by Council on 24 August 2016. The Policy was updated by Council on 18 September 2024, with additional changes proposed at the Council Meeting on 20 November 2024 and referred for adoption at the December Council Meeting.

### Report

Under Section 5.1.1 of the amended Policy, an Awards Assessment Panel will be appointed by the Council and will comprise:

- The Mayor or representative;
- Three (3) Councillors; and
- Four (4) Community Members (selected through the EOI process for a four-year term).

Expressions of Interest were called for interested Community Members for the Awards Assessment Panel, and the attached four nominations were received (**Attachments 1 to 4**).

The Awards Assessment Panel will assess all nominations, with only the Mayor or their representative, three (3) Councillors, as well as the four (4) community members eligible to vote on the nominees and decide on the final award recipients.

Citizen of the Year Awards Nominations closed on 1 December 2024.

Council is asked to consider which Councillors will be appointed to the Panel.

## FINANCIAL IMPLICATIONS

The Community Services Department has a budget for regional Australia Day Celebrations.

## RISK AND OPPORTUNITY

### Risk

Nil.

### Opportunity

Nil.

## COMMUNITY ENGAGEMENT

### Internal Consultation

Nil.

### External Consultation

Nil.

## LEGAL / POLICY

### Legislation / Local Law

Nil.

### Corporate Plan

| Goal 1 | Our People |
|--------|------------|
|--------|------------|

|                 |     |  |
|-----------------|-----|--|
| <b>Outcome:</b> | 1.1 | Communities trust us to engage with them and advocate on their behalf. |
|-----------------|-----|--|

|                   |       |   |
|-------------------|-------|---|
| <b>Objective:</b> | 1.1.2 | Implement effective and genuine community consultation processes that enable participation, engagement and collaboration. |
|-------------------|-------|---|

|                 |     |   |
|-----------------|-----|---|
| <b>Outcome:</b> | 1.2 | Communities have the opportunities to grow and develop. |
|-----------------|-----|---|

|                   |       |  |
|-------------------|-------|--|
| <b>Objective:</b> | 1.2.1 | Plan and provide community facilities and programs to meet the needs of our diverse community and enable community growth. |
|-------------------|-------|--|

### Policy / Strategy

PL-SD041 Citizens of the Year Awards Policy (Amended)

PL-SD041 Australia Day Awards Policy (Old)

### Legal

There appears to be no legal issues associated with this report.

## HUMAN RIGHTS


A Human Rights assessment has been undertaken.

## ATTACHMENTS

1. Community Panel Member Nomination No. 1 (Excluded from agenda - Provided under separate cover)
2. Community Panel Member Nomination No. 2 (Excluded from agenda - Provided under separate cover)
3. Community Panel Member Nomination No. 3 (Excluded from agenda - Provided under separate cover)
4. Community Panel Member Nomination No. 4 (Excluded from agenda - Provided under separate cover)

## 13.7 Warwick Town Hall - Condition Assessment Report

### Document Information

|   |  |                                       |
|---|--|---------------------------------------|
|  | <b>Report To: Ordinary Council Meeting</b> |                                       |
|   | <b>Reporting Officer:</b>                  | <b>Meeting Date:</b> 18 December 2024 |
|   | Project Officer                            | <b>ECM Function No/s:</b>             |

### Recommendation

THAT Council:

1. Note the findings from the Olivotto Consulting Structural Condition Report (“the Report”) for the Warwick Town Hall, Ref. No. 24420, dated 23 October 2024 (attached); and
2. Note that Council officers have commenced to address the urgent safety related matters to ensure the building presents no immediate risk to the community and users; and
3. Note that in response to the Report, Council officers will commence to develop a comprehensive conservation management plan that will take a considered and staged approach to effectively manage and address the issues identified by the Report, with a further report to be brought back to a future Council meeting for consideration.

## REPORT

### Background

The Warwick Town Hall was built in 1888 and entered into the Queensland Heritage Registrar in 1992 for its historical, architectural and cultural significance. Due to the age of the building, a condition assessment was commissioned and completed on 29<sup>th</sup> September 2024, with the report being provided to Council on 23<sup>rd</sup> October 2024. The last time a condition assessment was completed of the building was in 2014, with the findings at that time identifying approximately \$1.1m worth of work required to be completed over a fifteen (15) year period.

### Report

On 23<sup>rd</sup> October 2024, Olivotto Consulting provided Council with a Structural Condition Report for the Warwick Town Hall. Within the Report, the engineer indicated that the investigation identified damage to the Town Hall, whilst also making comment on the general condition of the building. While the Report generally found the building to be in a sound structural condition and fit for use, several items of structural concern were identified that require Council attention to ensure ongoing public safety and longevity of the building.

The Warwick Town Hall conservation management proposal is a key initiative aligned with the Council’s goal of preserving the long-term integrity of its building assets. The proposal will focus on critical structural needs, heritage preservation, and compliance with necessary safety standards. It intends to address urgent maintenance issues of the Town Hall, including roof leaks and other structural concerns. Immediate safety repairs will be dealt with immediately.

By prioritising necessary repairs and minimising large-scale expansions, the project will safeguard the Town Hall’s historical value while enhancing its operational capacity. Additionally, it supports

the Council's asset management strategy by bridging the renewal funding gap and ensuring the Town Hall remains a sustainable, safe, and valuable community asset for the future.

## **Conclusion/Summary**

Council officers have already commenced to address the safety concerns related to the Town Hall's Bell Tower and Windows.

All other issues and items identified in the Report will need a considered approach to ensure asset longevity. This will be achieved through the development of a conservation management plan that will take a staged approach to ensure the Council can appropriately fund the project, whilst also ensuring this local heritage icon continues to remain available to the community long into the future.

## **RISK AND OPPORTUNITY**

### **Risk**

**Cost Overruns:** Unforeseen issues during refurbishment may lead to increased project costs, affecting the budget.

**Delays:** Unexpected delays due to weather, supply chain issues, or the complexity of repairs could extend the timeline, impacting project delivery.

**Compliance and Regulatory Risks:** Changes in safety, building codes, or heritage preservation regulations could create compliance challenges, delaying approvals or requiring additional work.

**Operational Disruption:** The refurbishment may cause temporary disruption to the Town Hall's functions, potentially affecting community access and use of the facility.

**Safety Hazards:** Unaddressed risks during construction, such as working with hazardous materials or structural instability, could pose safety threats to workers and building occupants.

### **Opportunity**

**Cost Savings in Long-Term Maintenance:** Refurbishing the Town Hall will reduce future operating and maintenance costs, creating long-term financial savings.

**Enhanced Asset Value:** By addressing structural issues and improving safety, the project increases the building's value and extends its lifespan.

**Improved Functionality:** The refurbishment will improve the facility's functionality and accessibility, attracting a wider range of community events and fostering engagement.

**Community Impact:** The project strengthens the Town Hall's role as a cultural and historical landmark, boosting community pride and local tourism.

**Sustainability:** Updating the building's infrastructure can improve energy efficiency, reducing ongoing utility costs and enhancing the Town Hall's environmental footprint.

## **COMMUNITY ENGAGEMENT**

### **Internal Consultation**

Council Information Session on 27<sup>th</sup> November 2024  
Manager Sustainability and Strategy

### **External Consultation**

Olivotto Consulting

## LEGAL / POLICY

### Local Law:

NIL

### Legislation:

*The Local Government Act 2009*

*Queensland Heritage Act 1992*

*Queensland Building and Construction Commission Act 1991*

*National Construction Code*

*Queensland Development Code.*

*Building Act 1975*

*Work Health and Safety Act 2011*

### 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

#### Policy:

Asset Management Policy PL-CS0

Community Engagement Policy PL-CS05930

#### Strategy:

Strategic Asset Management Plan 2023 – 2033

Building Asset and Services Management Plan 2017

### Legal

Due to the heritage nature of the Warwick Town Hall, Council will need to work closely with the State around the development of a conservation management plan.

## HUMAN RIGHTS

A Human Rights assessment has been undertaken.

## ATTACHMENTS

1. Olivotto Consulting Structural Condition Report - October 2024 [1](#)

# OLIVOTTO

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## CONSULTING

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

### Structural Condition Report



**Warwick Town Hall**  
**72 Palmerin Street, Warwick QLD 4370**  
**Client:** Southern Downs Regional Council

**Ref No:** 24420

**Date:** 23 October 2024

**Prepared By:** MO

| DOCUMENT CONTROL |            |   |   |
|------------------|------------|---|---|
| REVISION         | DATE       | AUTHOR  | APPROVED  |
| A                | 23.10.2024 | Marcel Olivotto<br>BEng, MIEAust, CPEng, RPEQ,<br>RPEV, NER | Marcel Olivotto<br>BEng, MIEAust, CPEng, RPEQ,<br>RPEV, NER |

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## 0.0 Introduction & Background

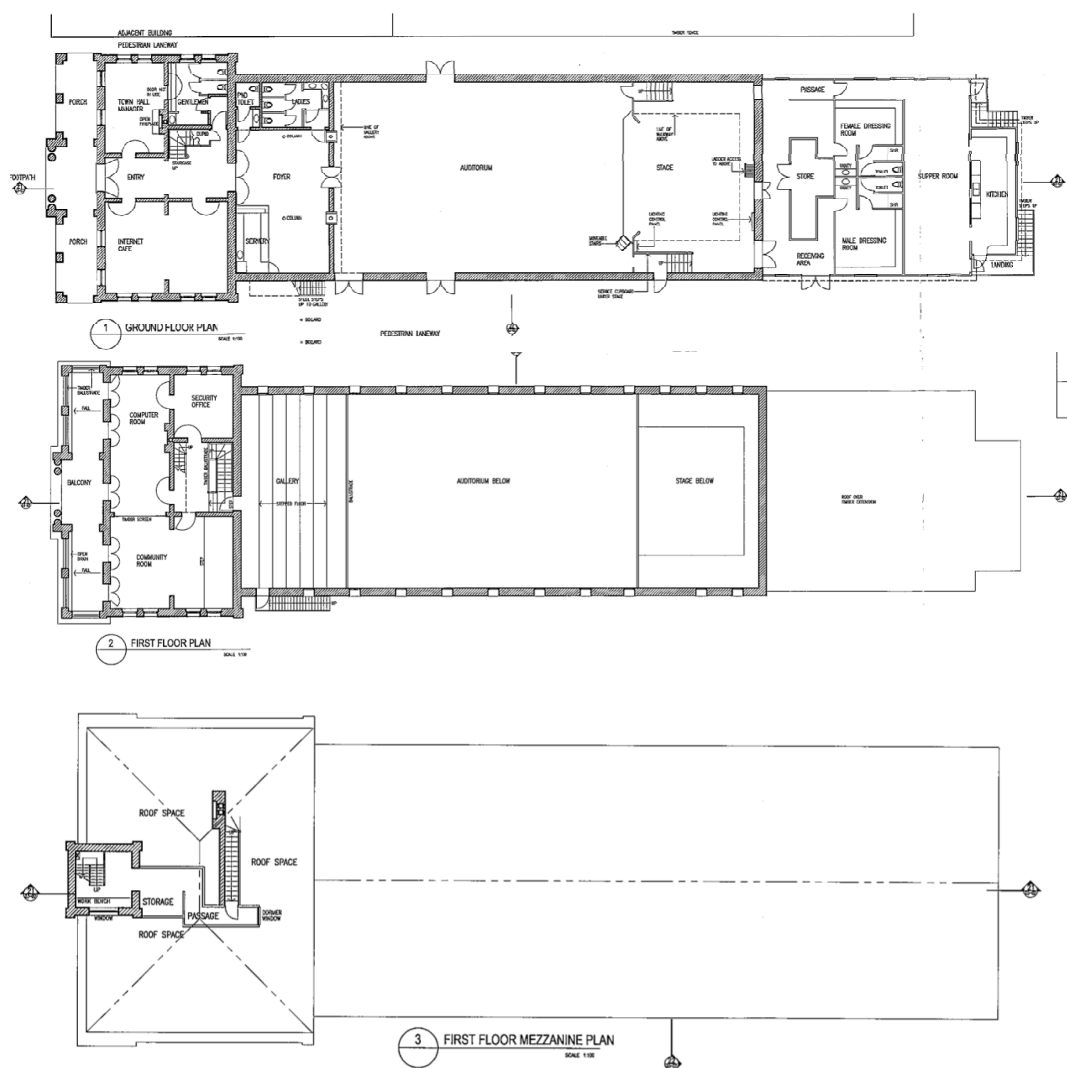
- 0.1 The Warwick Town Hall at 72 Palmerin Street, Warwick QLD (Lot17 on RP47929) is a multi-use venue for public use and is owned and maintained by Southern Downs Regional Council (SDRC).
- 0.2 The Town Hall was constructed in 1888.



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

- 0.3 This report presents the results of an inspection carried out on the 29<sup>th</sup> of September 2024 by Olivotto Consulting Engineers Pty Ltd to record and assess the damage and condition to the structure.
- 0.4 This report outlines Olivotto Consulting's observations and associated recommendations in relation to the visually inspected condition and damage.
- 0.5 Equipment utilised by Olivotto Consulting during our inspection included tape measures, laser levels and a drone to visually inspect areas not easily or safely accessible.
- 0.6 Items that **require action** in the form of further investigation or remediation, or **Council consideration** are highlighted throughout the report as identified within this key.
- 0.7 For reference throughout this report, the Town Hall can be divided into three (3) sections, these being:
- **Zone 1** - The office area, portico, and bell tower
  - **Zone 2** - The foyer and toilets, the seating area, gallery and stage.
  - **Zone 3** - Change rooms, supper room, kitchen, and storage areas.

- 0.8 Zones 1 and 2 are constructed of 450mm thick sandstone block walls, which are supported on concrete strip footings. The floors in this area are constructed with timber hardwood bearers and joists and supported on sandstone piers. Though not visually verified on site it is understood that the foyer area has a concrete slab. The roof system within these sections is supported on hardwood king post style timber trusses and are supported and anchored to the top of the loadbearing sandstone walls.
- 0.9 Zone 3 is constructed of timber floor, wall and roof framing. The floor framing is supported on timber stumps and newer steel SHS adjustable stumps.
- 0.10 Floor plans of the Town Hall are provided below.



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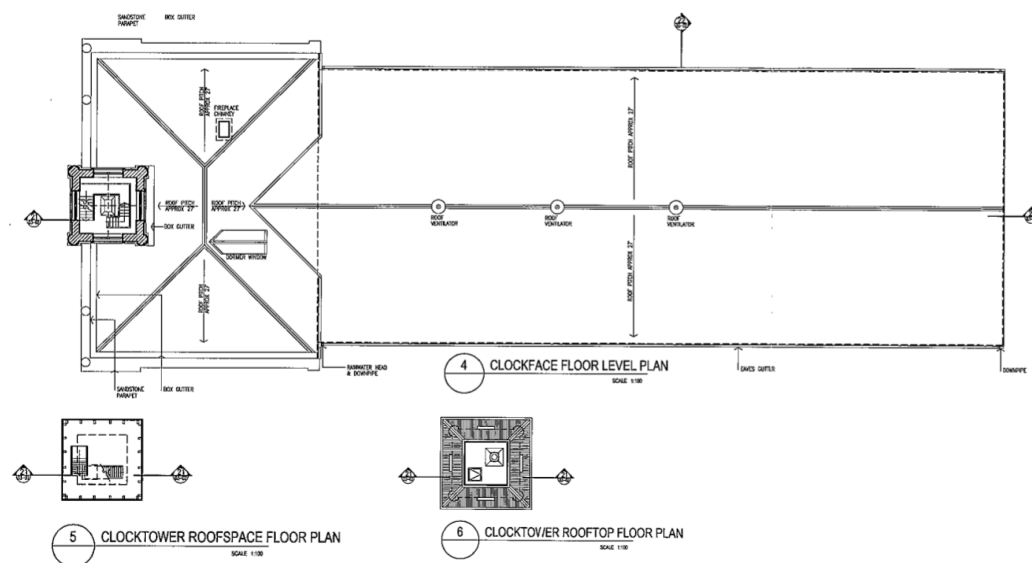


Figure 2 - Floor Plans of Town Hall - North Up Page (Source: SDRC supplied)

## 1.0 Zone 1: Inspection Findings

### 1.1 Zone 1: Bell Tower

1.1.1 Below outlines the visually observed findings within the bell tower framing.

1.1.2 The envelope sandstone walls of the bell tower showed no signs of concerning cracks. Very slight mortar cracking was observed within the corners of the bell tower walls at the top of the wall, refer Figure 3, however it is our professional opinion that these very slight cracks are currently considered to have no meaningful influence on the structural soundness of the building.



Figure 3 - Very slight mortar cracking

1.1.3 The bell tower roof framing, which consists of well-seasoned hardwood, though not in accordance with relevant Australian Standards in way of tiedown or bracing, is generally in good standing and considered fit for use. The timber joints are tightly bird-mouthed and nail-fixed.

**1.1.4** Bolt and nut assemblies that are understood to be hold down for the bell tower's flagpole are loose, see Figure 4. Likely causation of the loose nuts is cyclical wind loading of the flagpole. It is recommended that appropriate washers be installed and that the nuts be re-tightened with lock nuts installed.



Figure 4 - Loose nut on flagpole hold down bolt

- 1.1.5** Roof cladding of the bell tower consists of folded metal sheet to develop a pan. This pan, and associated flashing is showing signs of considerable surface corrosion, see Figure 5. Though no signs of significant water ingress was identified within the bell tower it is expected that corrosion will continue to worsen over time and will likely result in an increased risk of water ingress and loss of weather tightness. It is recommended that Council consider replacing the pan and associated flashing.



Figure 5 - Corrosion to flashing and pan

- 1.1.6** Generally, the cast iron balustrade around the top of the bell tower show minor to moderate levels of corrosion and moderate rot to the high-level hardwood horizontal rail, see Figure 6 and 7. Due to the location and public nature of the balustrade the observed level of corrosion and deterioration is considerable and of structural concern. We urgently recommend that the balustrade either be temporarily removed until remediated or alternatively temporarily shored in-place with guidance and direction from Olivotto Consulting. Council should advise of preferred option.



Figure 6 - Corrosion to balustrade and timber rot to rail



Figure 7 - Corrosion at base of balustrade

## 1.2 Zone 1: Roof Cladding, Guttering and Parapet

1.2.1 Below outlines the visually observed findings of the Zone 1 cladding, guttering and parapet.

1.2.2 The custom orb roof sheeting only shows very minor surface corrosion in several isolated areas and is generally considered to be in a sound, fit for use condition, see Figure 8.

**1.2.3** Roof capping and flashing exhibits an increased frequency and extent of surface corrosion, see Figure 8 and 9. Evidence of water ingress around the dormer is also apparent throughout Zone 1 of the building as water tracking marks were observed on timber framing and the painted rendered sandstone internal walls directly under the dormer structure. It is recommended that the flashing and capping be replaced to encourage weather proofness of this area; this remediation would likely occur in conjunction with other roof remediation works.



Figure 8 - Roof condition around dormer



Figure 9 - Condition of capping and flashing above dormer

**1.2.4** Though sheeting is generally in a good condition, the sheeting tiedown was found to be structurally inadequate. While transversing the sheeting of Zone 1 the inspecting engineers identified many areas where the sheeting tiedown nails had no purchase into the supporting/parent batten or purlin and were loose and could be lifted by hand. A loss of purchase within parent material can be an indication that localised rot at the nail penetration may be present within the timber purlin. As such, Olivotto Consulting considers that the roof sheeting does not have appropriate tiedown and it is recommended that the tiedown be upgraded as part of roof remediation works. If approved by a heritage consultant, Olivotto Consulting would recommend that the existing nails be replaced with conventional roofing screws with underhead sealing washers.



Figure 10 - Failed tiedown nails

**1.2.5** An approx. 300 wide x 105 deep box gutter is installed directly behind the sandstone parapet to the north, south and west elevations of Zone 1. Taking levels of the box gutter found that the gutter has generally negligible fall and in several locations the gutter had fall away from the rain head/down pipe, which would result in water ponding and encourage water ingress into the building. Flashing of the gutter up the sandstone parapet was also considered suspect and likely to be resulting in an increase in water ingress. Olivotto Consulting would recommend that the box gutter be re-designed and replaced as part of upgrade and remediation roof works.

- 1.2.6** The condition of the box gutter is considered poor, likely due to the insufficient fall, with significant corrosion and debris buildup observed, see Figure 11. Olivotto Consulting would recommend that the box gutter be re-designed and replaced as part of upgrade and remediation roof works.



Figure 11 - Condition of box gutter

- 1.2.7** The sandstone parapet along the north, south and west elevations of Zone 1 are constructed in a typical manner for a building of its age. Through experience in working with heritage buildings throughout Queensland and New South Wales, similar sandstone parapet walls have been found to have insufficient lateral restraint when assessed against earthquake loading. Though likelihood of failure is low, we recommend that Council considers increasing lateral restraint to the parapet and associated architectural urns to minimise risk of collapse in a peak earthquake event.



Figure 12 - Sandstone parapet and architectural urns

### 1.3 Zone 1: Roof Framing

- 1.3.1 Below outlines the visually observed findings of the Zone 1 roof framing.
- 1.3.2 The hardwood timbers within this zone were considered to be in good condition and very well-seasoned. No signs of deformation or deterioration was observed within the timbers.
- 1.3.3 Inspected connections appeared tight and showed negligible signs of deterioration or movement.
- 1.3.4 Water track marks were generally observed on the purlins throughout the Zone; this is likely due to condensation and perhaps nail fixing of the sheeting that have insufficient weatherproof seals. Due to loss of purchase of the sheet tiedown, localised rot to the purlins may be present at the nail penetration site; this was not observed however is a common occurrence.
- 1.3.5 If re-roofing is undertaken, additional purlins may need to be installed to comply with roof sheeting manufacturers maximum support centres.
- 1.3.6 If re-roofing is undertaken, Olivotto Consulting recommends that all purlin to truss / rafter tiedown connections be upgraded to current AS 1684 and AS 1720 specifications.

### 1.4 Zone 1: Sandstone Walls

- 1.4.1 Below outlines the visually observed findings of the Zone 1 sandstone walls.
- 1.4.2 While within the roof space (non-habitable), significant cracking (exceeding 20mm) was observed within the east internal wall of Zone 1, however this cracking was not evident within the lower habitable areas. Location of cracking in the non-habitable space is identified below in Figure 13. Therefore, we would suggest that there has been significant movement to the Town Hall in the past, however this movement has since been remediated and stabilised. As considerable extensive cracking was observed in the non-habitable areas and negligible evidence of serious movement/damage within the render and paintwork of the habitable rooms we would consider the sandstone walls to be in a stable condition.

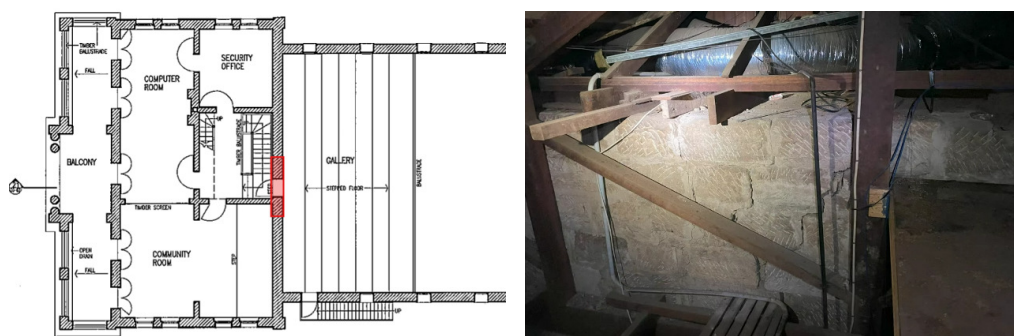


Figure 13 - Location of damage

- 1.4.3 Hairline cracks at openings and slight cracking to cornices were observed throughout the zone however these are considered to be common for a building of its age and is not considered a structural concern in its current state.

**1.4.4** The fire escape stairs on the southern elevation have considerable corrosion and are likely not compliant with relevant NCC provisions. It is recommended that the stairs be treated to prevent further corrosion and the advice of an access consultant be obtained to assess NCC compliance.

## 1.5 Zone 1: Floors

- 1.5.1 Below outlines the visually observed findings of the Zone 1 floors.

- 1.5.2 Though not able to visually inspect, ground level floors are understood to be timber framed bearers and joists.

- 1.5.3 Considerable bounce and vibration of the floor system was observed in the two front (street facing) rooms.

- 1.5.4 Due to finished levels it is also expected that floor levels are within very close proximity to the ground.

**1.5.5** We would suggest that as the floor within Zone 1 is constructed with timber framing in close proximity to the ground, and bounce being evident throughout we consider that the condition is similar to Zone 2 where we outlined:

*Referring to Item 2.4 (similar): Generally, the bearers are supported by the stumps on sandstone or concrete grout pads. Deterioration of all pads was observed throughout; the level of deterioration varied between minor to complete loss (disintegration), see Figure 20 and 21. Evidence of prior packing with FC sheet was found throughout, see Figure 22. It is Olivotto Consulting's recommendation that all grout pads be remediated to ensure appropriate bearer to stump support. Due to poor access under the floor, Council may consider removing floorboards to undertake the works.*

- 1.5.6 Again, visual inspection of the floor framing within Zone 1 was not undertaken. When suitable access is achieved during remediation contact Olivotto Consulting for a follow-up inspection and site advice.

## 2.0 Zone 2 - Inspection Findings

### 2.1 Zone 2 – Roof Cladding and Guttering

2.1.1 Below outlines the visually observed findings of the Zone 2 roof cladding and guttering.

2.1.2 Due to the pitch of the roof and lack of harness points it was deemed unsafe to traverse the roof sheeting of Zone 2. Therefore, the following advice is provided through engineers reviewing drone footage of the roof cladding. Additional items may arise once works commence due to closer inspection.

2.1.3 Custom Orb sheeting appears in good condition.

**2.1.4** As per Zone 1, tiedown of the sheeting to support structure is considered insufficient and should be upgraded. Refer to Item 1.2.4 of this report.

**2.1.5** Ridge vents show signs of moderate corrosion. During inspection of the roof space below the vents evidence of water ingress was identified and as such indicates that the vents or their associated flashing may not be weathertight. It is recommended that Council restores the vents and replaces relevant flashing to prevent ingress.



Figure 14 - Corrosion to ridge vents

2.1.6 Guttering appears to be generally in good condition.

**2.1.7** There are two downpipes servicing each side of Zone 2. Through assessment this has been determined to be insufficient and Olivotto Consulting would recommend additional downpipes be installed along each elevation

### 2.2 Zone 2 – Roof Framing

2.2.1 Below outlines the visually observed findings of the Zone 2 roof framing.

2.2.2 The hardwood timbers within this zone were considered to be in good condition and very well-seasoned. No signs of deformation or deterioration was observed within the timbers.

2.2.3 Inspected connections appeared tight and showed negligible signs of deterioration or movement.

2.2.4 Water track marks were generally observed on the purlins throughout the Zone; this is likely due to condensation and perhaps nail fixing of the sheeting that have insufficient weatherproof seals. Due to loss of purchase of the sheet tiedown, localised rot to the purlins may be present at the nail penetration site; this was not observed however is a common occurrence.

2.2.5 If re-roofing is undertaken, additional purlins may need to be installed to comply with roof sheeting manufacturers maximum support centres.

2.2.6 If re-roofing is undertaken, Olivotto Consulting recommends that all purlin to truss / rafter tiedown connections be upgraded to current AS 1684 and AS 1720 specifications.

## 2.3 Zone 2 – Sandstone Walls

2.3.1 Below outlines the visually observed findings of the Zone 2 sandstone walls.

2.3.2 Very slight to slight cracking was generally observed internally from the top of the windows and tracked to the top of the wall, see Figure 15; this appears on a majority of windows within this Zone. These cracks are not considered to be of structural concern in their current state, and width, and were likely caused by minor foundation movement or loading from peak weather events. We do not recommend remediation of these cracks at this time however if the cracks were to widen, we would recommend a structural review and that potential remediation occur.

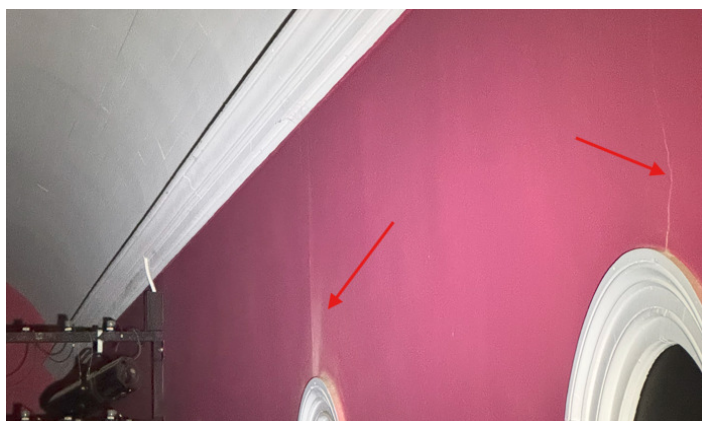


Figure 15 - Slight cracking over windows

2.3.3 Loss of mortar between sandstone blocks was observed on the exterior of the Zone, see Figure 16. Extent of loss was localised to the bottom courses of blockwork and appeared more evident on the northern elevation. It is recommended that Council considers re-pointing the mortar to replace loss; re-pointing should be undertaken by a suitably qualified masonry expert with experience in working with sandstone blocks.

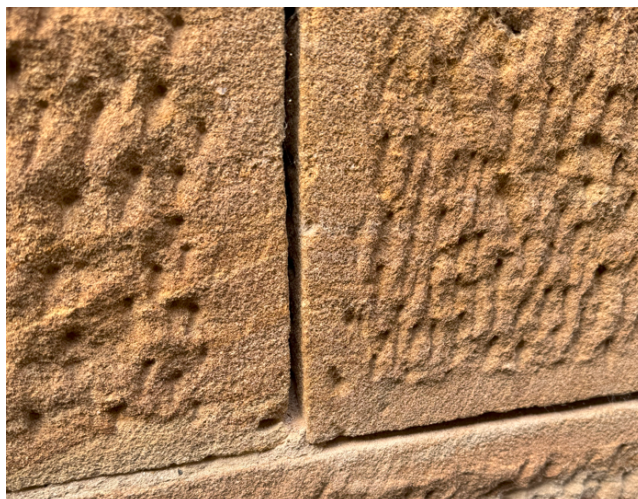


Figure 16 - Loss of mortar in joints

- 2.3.4 A series of large cracks were observed on the internal face of the northern elevation within the stage area, see Figure 17 below; these cracks appear to track from the top of the wall down to the foundation with lateral movement identified within the cracks at several locations, see Figure 18. Inspecting the northern elevation externally shows evidence of substantial previous remediation and patching work that has been undertaken to the blocks and mortar joints, see Figure 19. As significant damage was not observed through the remediated external works we consider that though the cracking is substantial that it is currently in a sound and stable condition and not experiencing further movement or deterioration. We do not recommend remediation of these cracks at this time however if the cracks were to widen, we would recommend a structural review and that potential remediation occur.



Figure 17 - Cracks to northern elevation at stage (internal view)



Figure 18 - Crack showing evidence of lateral movement of wall



Figure 19 - Evidence of prior patching and replacement (external view)

## 2.4 Zone 2 – Floor Framing and Foundations

- 2.4.1 Below outlines the visually observed findings of the Zone 2 floor framing and foundations.
- 2.4.2 Olivotto Consulting took laser level measurements of the finished floor level within the main seating area of this Zone. Though levels undulated across the floor these were not considered unusual for a building of its age.
- 2.4.3 Floor exhibited minor bounce in several locations across the main seating area.
- 2.4.4 Limited (due to access) visual inspection was undertaken under the main seating area floor. Floor framing was found to be well seasoned hardwood bearers and joists being supported on brick and block stumps. No concerning deformation or deterioration was observed in the floor framing members.

**2.4.5** Generally, the bearers are supported by the stumps on sandstone or concrete grout pads. Deterioration of all pads was observed throughout; the level of deterioration varied between minor to complete loss (disintegration), see Figure 20 and 21. Evidence of prior packing with FC sheet was found throughout, see Figure 22. It is Olivotto Consulting's recommendation that all grout pads be remediated to ensure appropriate bearer to stump support. Due to poor access under the floor, Council may consider removing floorboards to undertake the works.



Figure 20 - Moderate deterioration and crumbling of grout pad



Figure 21 - Complete loss of grout pad



Figure 22 - Evidence of prior packing

### 3.0 Zone 3 - Inspection Findings

#### 3.1 Zone 3 – Roof Cladding and Guttering

- 3.1.1 Below outlines the visually observed findings of the Zone 3 roof cladding and guttering.
- 3.1.2 Due to poor access it was deemed unsafe to traverse the roof sheeting of Zone 3. Therefore, the following advice is provided through engineers reviewing drone footage of the roof cladding. Additional items may arise once works commence due to closer inspection.
- 3.1.3 Custom Orb sheeting appears in good condition.
- 3.1.4** As per Zone 1, tiedown of the sheeting to support structure is considered insufficient and should be upgraded. Refer to Item 1.2.4 of this report.

#### 3.2 Zone 3 – Roof Framing

- 3.2.1 Below outlines the visually observed findings of the Zone 3 roof framing.
- 3.2.2 The hardwood timbers within this zone were considered to be in sound condition and well-seasoned.
- 3.2.3 Inspected connections appeared tight and showed negligible signs of deterioration or movement.
- 3.2.4** No sarking is installed. If Council proceeds with roof sheeting tiedown upgrades, we would recommend sarking be installed while sheets are removed.
- 3.2.5** Water track marks were generally observed on the purlins throughout the Zone; this is likely due to condensation, lack of sarking, and perhaps fixing of the sheeting that have insufficient weatherproof seals.
- 3.2.6** If re-roofing is undertaken, additional purlins may need to be installed to comply with roof sheeting manufacturers maximum support centres.
- 3.2.7** If re-roofing is undertaken, Olivotto Consulting recommends that all purlin to truss / rafter tiedown connections be upgraded to current AS 1684 and AS 1720 specifications.
- 3.2.8** Roof framing methodology is considered poor and not in accordance with good workmanship at locations where the AC plant support frames extend into the ceiling cavity. Existing framing has been cut and propped inappropriately. A severely cracked rafter was also found under the AC plant, the rafter appears to have failed due to loading conditions prior to placement of the props, see Figure 23. We recommend that the failed rafter be replaced and that propping be undertaken in accordance with AS 1684 and AS 1720 with appropriate bracing installed.



Figure 23 - Poorly propped roof beams and failed rafter

**3.2.9** Weatherboards on the north and south elevations of the ceiling cavity area in a poor condition and show significant signs of deterioration and rot. As is evident in Figure 24, the weatherboards are providing insufficient weather proofness. Though not immediately necessary, to increase weather proofness and longevity of Zone 3 we would recommend replacement of the weatherboards; additional end framing would likely be required to appropriately support the cladding to Australian Standards.



Figure 24 - Deteriorated Weatherboards (north elevation shown)

### 3.3 Zone 3: Walls

3.3.1 Below outlines the visually observed findings of the Zone 3 sandstone and timber frame walls.

- 3.3.2 While within the roof space (non-habitable), significant cracking (exceeding 20mm) was observed within the east internal wall of Zone 3 however this cracking was not evident within the lower habitable areas. Location of cracking in the non-habitable space is identified below in Figure 25. Therefore, we would suggest that there has been significant movement to the Town Hall in the past however this movement has since been remediated and stabilised. As considerable extensive cracking was observed in the non-habitable areas and negligible evidence of serious movement/damage within the render and paintwork of the habitable rooms we would consider the sandstone walls to be in a stable condition.

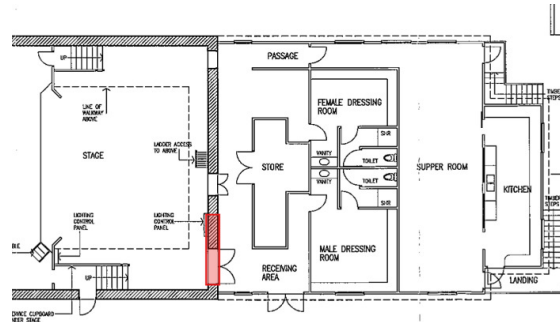


Figure 25 - Location of damage

- 3.3.3 Hairline cracks at openings and slight cracking to cornices were observed throughout the zone however these are considered to be common for a building of its age and are not considered a structural concern in its current state.
- 3.3.4 Timber framing was not visually inspected as it is completely lined (internally and externally) however deformation or warping of walls was not apparent during the inspection.
- 3.3.5 Internal lining damage was observed within the supper room, see Figure 26. This lining damage was likely caused by impact by people and/or furniture. This lining damage is not considered a structural concern.



Figure 26 - Damaged internal lining

- 3.3.6** Weatherboards on all elevations in Zone 3 are in a poor condition and show significant signs of deterioration, loss of purchase, and rot. As is evident in Figure 27, the weatherboards are providing insufficient weather proofness. Though not immediately necessary, to increase weather proofness and longevity of Zone 3 we would recommend replacement of the weatherboards; additional framing would likely be required to appropriately support the cladding to Australian Standards.



Figure 27 - Deteriorated weatherboards

- 3.3.7** Several windows in Zone 3, particularly on the northern elevations show signs of significant rot to the timber window frames which is resulting in loss of glass purchase within the frame, see Figure 28. There is a serious and potentially imminent threat of the glass falling from the frame. It is recommended that access to the area below the windows be restricted to the public (through the use of barrier fencing) until windows are removed and restored. All windows should be checked by a suitably qualified glazier and remediated as required.



Figure 28 - Damaged windows (north elevation)

- 3.3.8 Door in Zone 3 is not weather or vermin proof and shows moderate signs of localised rot at the bottom of the door.



Figure 29 - Localised door rot

- 3.3.9 Timber landings and stairs have slight to moderate signs of timber rot and are almost certainly not compliant with relevant NCC provisions. With the inspected rot, the treads are currently considered structurally sound however we would recommend that they either be treated or replaced to encourage longevity and public safety. Council can engage the services of an access consultant to determine NCC compliance and potential solutions should they be required.



Figure 30 - Stair tread rot

### 3.4 Zone 3 – Floor Framing and Foundations

- 3.4.1 Below outlines the visually observed findings of the Zone 3 floor framing and foundations.
- 3.4.2 Floor exhibited minor bounce in several locations.

3.4.3 Visual inspection was undertaken under the floor framing. Floor framing was found to be well seasoned hardwood bearers and joists being supported on timber stumps and several newer SHS adjustable stumps. No concerning deformation or deterioration was observed in the floor framing members.

**3.4.4** Joists in several locations had been cut by a plumber to install pipework, see Figure 31. These joists have been poorly propped and are not appropriate. These areas require permanent and appropriately designed propping to be installed.



Figure 31 - Cut joists for pipework and inappropriate propping

## 4.0 Next Steps


- 4.1 Council to review this document and provide Olivotto Consulting with relevant comments.
- 4.2 Council should action the shoring of the bell tower balustrading urgently and coordinate with Olivotto Consulting as required.
- 4.3 Council should extend the fence barrier around all north elevation windows in Zone 3 until windows are able to be removed and remediated.
- 4.4 Council must consult with an appropriately qualified heritage expert to determine the associated impact of all the works throughout this report may have on heritage compliance of the building.
- 4.5 If Council require commentary of NCC compliance of public areas we would recommend that a suitably qualified building designer or architect be engaged to complete a relevant report.
- 4.6 As previously discussed, Council is considering adding harness points to the roof system. Olivotto Consulting does not undertake access design however we can be engaged to provide sufficient support for the harness points. To undertake this work, we would require a suitable design from an access consultant outlining positions of harness points and expected loading per point.
- 4.7 Council shall direct Olivotto Consulting as to the proposed extent of remediation and strengthening works.

## 5.0 Conclusion

- 5.1 In conclusion, this investigation has identified damage and the condition of the Warwick Town Hall at Palmerin Street in Warwick.
- 5.2 It has been found that the building is currently generally in a sound structural condition and is fit for use.
- 5.3 Several items of structural concern have been identified throughout this report that will require Council attention to ensure public safety and the longevity of the building.
- 5.4 Olivotto Consulting has provided advice for 'Next Steps' and await Council response.
- 5.5 Should you have any queries or require further information, please do not hesitate to contact Olivotto Consulting.

## 13.8 Southern Downs Youth Council 2024 Year in Review

### Document Information

|   |  |                                       |
|---|--|---------------------------------------|
|  | <b>Report To: Ordinary Council Meeting</b> |                                       |
|   | <b>Reporting Officer:</b>                  | <b>Meeting Date:</b> 18 December 2024 |
|   | Sport and Recreation Officer               | <b>ECM Function No/s:</b>             |

### Recommendation

THAT Council note the Southern Down Youth Council 2024 summary of recommendations made throughout the year and those associated actions completed against each.

## 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 who are encouraged 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's elected representatives and Council Officers.

### Report

The SDYC is a one (1) year program for Year 10 students. The SDYC meet five (5) times throughout the year. This includes one (1) induction workshop and four (4) official meetings; one held each school term.

For the 2024 year cohort, the table below summarises the Youth Council recommendations and associated actions:

| Meeting Date | Presentation / Guest Speaker                   | Recommendation  | Outcome  |
|--------------|--|---|--|
| 6 June 2024  | Environmental Services Youth Engagement - SDRC | The students were engaged to provide advice to Council's Environmental Services team on the following questions:<br>1. Provide ways to improve communication to | The Environmental Services took on board the Youth Council feedback and considered advice provided by the students to improve waste minimisation and communication on recycling to Southern Downs residents. |

|                |   |   |   |
|----------------|---|---|---|
|                |   | <p>the Southern Downs Community on Recycling Bin Contamination</p> <p>2. Waste minimisation ideas for schools and public spaces</p>   |   |
|                | <p>Dog droppings on sporting fields – Lachlan Corney (Assumption College Warwick)</p> | <p>The SDYC's recommendation to Council was: Council assist with a signage and marketing program to highlight that Sporting Fields and public parks are not off-leash areas for dogs.</p> <p>The Council's staff in Parks and Operations and Environmental Services worked in partnership with the Council's Media and Communications team to design signage for the sporting fields.</p>   | <p>50 signs have been ordered and installed.</p>   |
| 22 August 2024 | <p>Communications &amp; Marketing Engagement - SDRC</p>                               | <p>The communications team engaged the SDYC to provide input on SDRC's social media reach and how best to engage young people within the region.</p>  | <p>Data was collated and given to the Communications team for consideration, including regulations on TikTok. With the changes in legislation, this item has become a little more difficult to implement.</p> |
|                | <p>Open Space, Sport &amp; Recreation Master Plan - SDRC</p>                          | <p>The students were engaged to provide advice to Council on the following:</p> <ol style="list-style-type: none"> <li>1. Identify priority levels for spaces within the region</li> <li>2. Identify what an open space is and the importance it plays within the region</li> <li>3. List open space activities they participate in within the Southern Downs and outside the region</li> <li>4. Give their perspective on what open space and sport and</li> </ol> | <p>The external consultants collated the data to include in their report back to Council</p>  |

|  |  |   |  |
|--|--|---|--|
|  |  | recreation options are needed in the Southern Downs region. |  |
|--|--|---|--|

## FINANCIAL IMPLICATIONS

The 2024/2025 budget includes \$7,500 for Youth Development.

## RISK AND OPPORTUNITY

### Risk

Southern Downs High Schools do not want to participate in the Youth Council Program.

### Opportunity

SDYC Program is a conduit for input into Council activities and decisions from young people within the region.

## COMMUNITY ENGAGEMENT

### Internal Consultation

Ordinary Council Meetings

Cr Harslett – Portfolio Councillor

Council Staff

### External Consultation

Southern Downs High Schools

## LEGAL / POLICY

### Legislation / Local Law

Nil

### Corporate Plan

#### Goal 1 Our People

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

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

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

### Policy / Strategy

PL-CS077 – Southern Downs Youth Policy

**Legal**

There appear to be no legal issues associated with this report.

**HUMAN RIGHTS**


A Human Rights assessment has been undertaken.

**ATTACHMENTS**

Nil

## 13.9 Flood Warning Infrastructure Network Acquisition by BOM

### Document Information

|   |  |                                       |
|---|--|---------------------------------------|
|  | <b>Report To: Ordinary Council Meeting</b> |                                       |
|   | <b>Reporting Officer:</b>                  | <b>Meeting Date:</b> 18 December 2024 |
|   | Disaster Management Coordinator            | <b>ECM Function No/s:</b>             |

### Recommendation

THAT Council:

1. Under the *Local Government Regulation 2012, s. 236 Exceptions for valuable non-current asset contracts* dispose of a valuable non-current asset (more particularly described as the Flood Warning Infrastructure Network assets) by exception other than by tender or auction to a government agency, being the Bureau of Meteorology (“BoM”); and
2. Delegate authority to the Chief Executive Officer to negotiate the transfer of the Flood Warning Infrastructure Network assets across to BoM.

## REPORT

### Background

The Bureau of Meteorology has undertaken extensive consultation with the Local Governments of Queensland regarding the Flood Warning Infrastructure Networks (FWIN). The national FWIN Program is a ten (10) year program and will lead to improved community access to rain and river level observations and enhanced provision of flood forecast and warnings, supporting disaster preparedness, response and recovery.

### Report

The FWIN Program anticipates acquiring approximately 1000 river and rain gauge sites across Queensland with remediation works scheduled to commence in 2024/2025 and be completed by 2028/29. Maintenance of the prioritised assets will commence in the financial year 2025/26.

As part of the process, the BoM is seeking to now progress acquisition and remediation of Council owned assets under the National FWIN Program.

Attached is the preliminary list of prioritised assets, with more to follow.

### Conclusion/Summary

The BoM has identified flood warning infrastructure in prioritised catchments that they will acquire, remediate and maintain. The acquisition relates to telemetry currently owned by Southern Downs Regional Council, which once transferred would ensure the ongoing maintenance and reliability of this important piece of the Council's early notification system that the BoM and community rely on during weather events.

## FINANCIAL IMPLICATIONS

Nil, however, future maintenance would become the responsibility of the BoM for those assets taken over.

## RISK AND OPPORTUNITY

### Risk

Nil

### Opportunity

More reliable network as the BoM takes responsibility for the ongoing maintenance of this important network.

## COMMUNITY ENGAGEMENT

### Internal Consultation

Southern Downs Disaster Management Team have been involved in more than five (5) months' worth of consultation with updates being provided to Councillors as progress has been made.

### External Consultation

Southern Downs Local Disaster Management Group have been advised of the program and no concerns have been raised about the transfer of the assets to BoM. The Disaster Management Team will continue to liaise with BoM to ensure that access to the raw data is retained.

## LEGAL / POLICY

### Legislation / Local Law

*Local Government Regulation 2012*

*Division 4, Section 236 Exceptions for valuable non-current asset contracts*

(2) An exception mentioned in subsection (1)(a) to (e) applies to a local government disposing of a valuable non-current asset only if, before the disposal, the local government has decided, by resolution, that the exception may apply to the local government on the disposal of a valuable non-current asset other than by tender or auction.

### Corporate Plan

#### Goal 2      Our Places

**Outcome:**    2.1    Public places and open spaces are safe, well maintained and liveable.

**Objective:**   2.1.1   Partner with relevant agencies to ensure community safety and resilience in relation to disaster management of bushfires, floods and other natural disasters.

### Policy / Strategy

Nil

### Legal

There appear to be no legal issues associated with this report, apart from a resolution being required of Council before this process can proceed.

## HUMAN RIGHTS

A Human Rights assessment has been undertaken.

## ATTACHMENTS

1. Transfer of Equipment Agreement[↓](#)
2. Upper Quart Pot Creek CK Alert - 541165 FWIN Site Assessment Findings[↓](#)
3. Upper Emu CK Alert 541164 - FWIN Site Assessment Findings[↓](#)
4. Upper Dalrymple Ck Alert - 541105 FWIN Site Assessment Findings[↓](#)
5. Strathyre Rd Alert - 541143 FWIN Site Assessment Findings[↓](#)
6. Gambubal Road Alert - 541136 FWIN Site Assessment Findings[↓](#)
7. Durikai Alert - FWIN Site Assessment Findings[↓](#)
8. Cons Plains Alert - 541135 FWIN Site Assessment Findings[↓](#)

OFFICIAL SENSITIVE

## TRANSFER OF EQUIPMENT

### Parties

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This agreement is made between the following parties:

1. **Southern Downs Regional Council, ABN 59 786 792 651 of 64 Fitzroy Street, Warwick QLD 4370**  
**(Transferor)**
2. **The Commonwealth of Australia** as represented by the Bureau of Meteorology  
ABN 92 637 533 532 of 700 Collins St, Docklands VIC  
**(Bureau)**

### Context

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This agreement is made in the following context:

- A. In the 2023-24 Federal Budget, the Australian Government committed up to \$236 million over 10 years for the Bureau to address critical, long-standing risks in Australia's flood warning network as part of the Flood Warning Infrastructure Network Program (**FWIN Program**).
- B. As part of the FWIN Program, the Commonwealth will take ownership of a portion of Australia's flood observation network, focused on high priority assets in high priority catchments and including certain flood management assets. The ongoing maintenance and operations costs associated with these flood warning assets will be shared equally by the Commonwealth and each relevant state or territory.
- C. The purpose of this agreement is to transfer ownership of specific items of flood observation network equipment to the Bureau under, and for the purposes of, the FWIN Program.

### 1. Risk, title and property

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- 1.1. On the Transfer Date, risk in, title to, and property in the Equipment immediately passes to the Bureau.
- 1.2. The Transferor must, within a reasonable time after receiving a written request from the Bureau:
  - (a) deliver any thing that is incidental to the Equipment that may be necessary for the operation or maintenance of the Equipment, including any keys, passwords manuals, schematics, documents and information;
  - (b) do all things reasonably necessary to provide the Bureau with the benefit of any warranties, guarantees or service agreements available to the Transferor in relation to the Equipment; and
  - (c) do all other things reasonably necessary to give effect to this clause 1.

### 2. Equipment Price

---

- 2.1. The Bureau must, within a reasonable time after receiving written demand from the Transferor, pay the Equipment Price to the Transferor.

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- 2.2. The Parties acknowledge and agree that if the Transferor makes the written demand contemplated by clause 2.1, then the Bureau does not have any discretion over whether or not to pay the Equipment Price to the Transferor.

### 3. Warranties

---

- 3.1. The Transferor warrants to the Bureau that:
- (a) it has the right to sell and transfer to the Bureau full and unencumbered title to and property in the Equipment; and
  - (b) it has disclosed to the Bureau all information about the Equipment that a person in the position of the Bureau would reasonably want to know, including any unusual features or risks associated with the Equipment.
- 3.2. The Bureau warrants to the Transferor that the transfer of ownership effected by clause 1.1 will not prevent the Transferor from having access to the data produced by the Equipment.

### 4. General

---

- 4.1. A variation of this agreement is only binding if agreed in writing and signed by the parties.
- 4.2. This agreement constitutes the entire agreement between the parties in respect of its subject matter.
- 4.3. A party may not assign any right under this agreement without the prior written consent of the other party.
- 4.4. This agreement may be executed in counterparts, all of which taken together constitute one agreement.
- 4.5. This agreement is governed by, and must be construed in accordance with, the laws of Queensland. Each party submits to the non-exclusive jurisdiction of the courts of Queensland and any courts which have jurisdiction to hear appeals from such courts.

### 5. Definitions

---

- 5.1. In this agreement:

**Equipment** means the equipment, items and things described in the Site Assessment/s under the heading "Findings - Equipment to be transferred to the Bureau under FWIN Program".

**Equipment Price** means \$1.00

**Site Assessment** means the FWIN Pilot Site Assessment Findings attached to this agreement at Attachment 1.

**Transfer Date** means the date this agreement is signed by the last party to do so.

[the next page is the signing page]

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## SIGNING PAGE

Executed as an agreement.

SIGNED for and on behalf of the )  
**Commonwealth of Australia** as )  
represented by the Bureau of )  
Meteorology by: )

\_\_\_\_\_  
Name *(please print)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

SIGNED for and on behalf of **Southern** )  
**Downs Regional Council** by: )  
)

\_\_\_\_\_  
Name *(please print)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**ATTACHMENT 1 – Site Assessment/s**

| Station Name             | Station Number (Bureau #Ref) |
|--------------------------|------------------------------|
| Durikai Alert            | 541134                       |
| Cons Plains Alert        | 541135                       |
| Gambubal Rd Alert        | 541136                       |
| Strathyre Rd Alert       | 541143                       |
| Upper Dalrymple Ck Alert | 541105                       |
| Upper Emu Ck Alert       | 541164                       |
| Upper Quart Pot Ck Alert | 541165                       |

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# FWIN Site Assessment Findings

## Upper Quart Pot CK Alert – 541165

Southern Downs Regional Council – 09/10/2024

Station Type: Rainfall

Station Status: ONLINE

### Findings – Planning

- Site OPENED 07-11-2011
- Maintained recently (03/05/2023 in EAMS) by OOH links to Photos and Reports in [Further Information](#).

### Findings - description of equipment on site

#### **Sensors**

Rainfall: TBRG Rimco 8000 series, 1mm per tip.

#### **Communications**

EPRO Alert canister V3 with antenna assembly.

#### **Infrastructure**

Standard 3m Alert Tree.




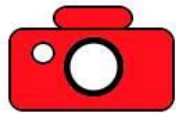
#### **Power**

10 W solar panel, 12V 12Ah battery (dated 31/05/2022)

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| Findings - Equipment to be transferred to the Bureau under FWIN Program                                     |  |  |
|---|--|--|
| Location  | Description                                      | Photograph   |
| <p>GPS in SitesDB<br/>28.7768 S 152.0161 E</p> <p>GPS from Google Earth Pro.<br/>28.77287 S 151.99074 E</p> | Rainfall sensor Rimco 8000 series. 1 mm per tip. |                                   |
|   | ELPRO Alert canister V3 with antenna assembly.   | <br><i>No Images Available.</i>   |
|   | Standard 3m Alert tree.                          |                                  |
|   | 10W Solar Panel, 12V 12Ah battery (31/05/2022).  | <br><i>No Images Available.</i> |

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### Findings Summary

- Site is by dirt road, Breens Road.
- 4WD access, could possibly be difficult in wet conditions.
- High vegetation not regularly maintained.
- WHSE – potential snakes and biting bugs habitat, uneven
- Infrastructure looks to be sound, no mention of water ingress or damage to Alert Tree.
- Closest Large trees approx. 18m away (South Easterly direction).
- Site appears to be a good candidate for a Quick Win, easy to access (in dry weather), structure in good condition. Location has potential exposure issues in the south easterly area (approx. 18m away).

### Photos

#### General Site Photos overview



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Site Satellite Image

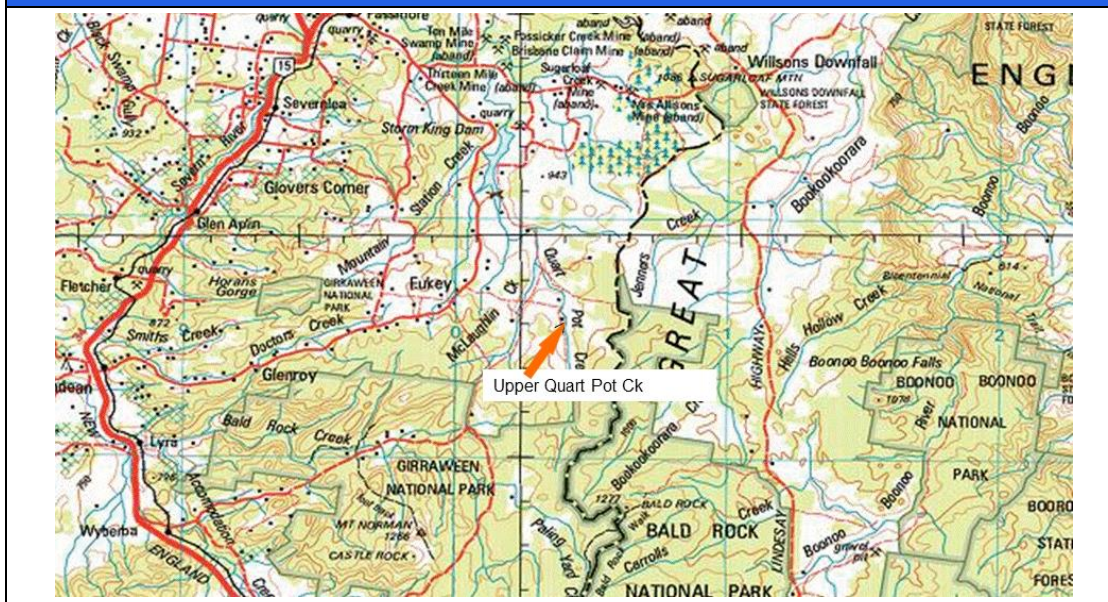


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### Access Map



### Landowner Feedback (if applicable)

### New Locations Details (if applicable)

### Further Information

- Link to [Assessment Photos and survey reports.](#)

### SORT Forum Agreed remediation

SORT Forum Date 11/10/2024

SORT Forum Attendees HS, RH, MO, TC, ZQ, LI, DW, TG

Low complexity remediation / Raintree Retrofit

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FWIN Site Assessment Findings

## Upper Emu Ck Alert – 541164

Southern Downs Regional Council – 23.10.24

Station Type: Rainfall

Desktop Assessor: Pia Fletcher

### Planning and access

☐ Contact details confirmed/updated in EAMS

### Station Summary

#### **WHS considerations**

Location is remote, access not always available due to weather and steep terrain of unformed road through property. Ladder Required as no stairs at site. Whipper snipper required to clear vegetation around base.

#### **Sensors**

Rainfall: McVann tipping bucket rain gauge - installed 2017

#### **Communications**

EPRO Alert canister V3 with antenna assembly - installed 2017

#### **Infrastructure**

ALERT Tree


#### **Third party or co-located equipment / infrastructure**

N/A

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| Equipment to be transferred to the Bureau under FWIN Program |  |  |
|--|--|--|
| Location   | Asset Description  | Photograph   |
|  | ERT301 Field Station Canister - rain, river digital and analogue inputs & solar regulator – includes VHF 5w. transmitter 151.500MHz. |  |
| -28.161083, 152.383972                                       | TBRG300-1.0 McVann tipping bucket rain gauge 305mm 1.0mm tip with lead & plug, cabinet mounted.                                      |  |
|  | ELPRO Alert canister V3 with antenna assembly  |  |
|  | Alert tree only no fencing   |  |
|  | ERT10WSOL solar panel, 10 watt, 3 pin plug and bracket   |  |

| Findings Summary   |
|--|
| <p><b><u>Age and condition of infrastructure</u></b></p> <ul style="list-style-type: none"> <li>Installed in 2017</li> </ul> <p><b><u>Data quality</u></b></p> <ul style="list-style-type: none"> <li>Good data</li> </ul> <p><b><u>Site in Flood Zone</u></b></p> <ul style="list-style-type: none"> <li><a href="https://floodcheck.information.qld.gov.au/">https://floodcheck.information.qld.gov.au/</a></li> <li>Elevated site on private property.</li> <li>Not Flood Prone but access may be difficult as unformed road used to reach remote location.</li> </ul> <p><b><u>Other</u></b></p> <ul style="list-style-type: none"> <li>May need to clear base of vegetation.</li> </ul> |

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## Photos

General Site Photos overview

- [Flood Warning Council Maintenance Project - Home \(sharepoint.com\)](#)



## Site Satellite Image

- Unformed Road to elevated remote site. Not considered all weather access. Confirm with property owner before entering property and check accessibility.



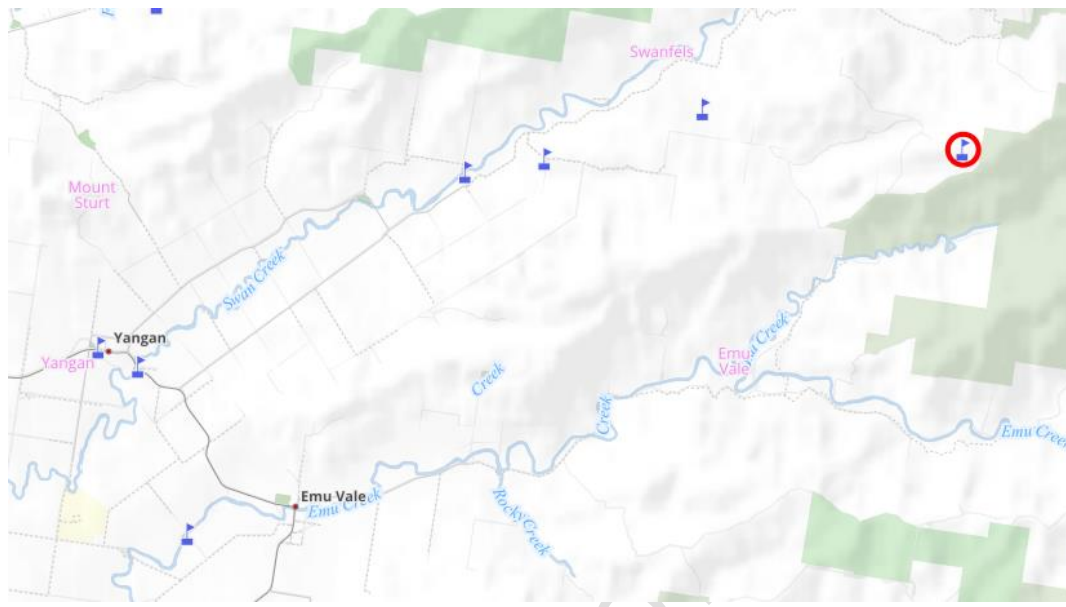
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#### Access Map (if applicable)

- Contact landowner for access details.



#### Landowner Feedback (if applicable)

Upper Emu Creek map attached and property owner details below:

Mark Bell & Matthew Bell  
1898 Top Swanfels Road, SWANFELS QLD 4371  
0459 192 109 or 4661 1232

Contact land owner to discuss access to site.

#### New Locations Details (if applicable)

- N/A

#### Further Information

- [Assessment Photos](#)
- Nil

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Section to be completed by ONSM or Hub Technician completing report

#### **Suggested scope of Remediation**

Populated by Flood Warning Network Infrastructure Technical Lead / Hub Lead

Section to be completed by SoRT Forum

#### **SoRT Forum Agreed remediation**

SoRT Forum Date 13/11/2024

SoRT Forum Attendees HS DC TC DW ZQ TG WR RH

Low complexity Remediation - Raintree retrofit

Dry weather access. Confirm suitability with landowner prior to visiting.

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# FWIN Site Assessment Findings

## Upper Dalrymple CK Alert – 541105

Southern Downs Regional Council (Brisbane) – 08/10/2024

Station Type: Rainfall

Station Status: ONLINE

### Findings – Planning

- Site OPENED 09-11-2012
- Maintained recently (20/02/2023 in EAMS) by OOHB links to Photos and Reports in [Further Information](#).

### Findings - description of equipment on site

#### Sensors

Rainfall: Rimco 8000 series ,10.4 mm, 1mm per tip.

#### Communications

EPRO Alert canister V3 with antenna assembly.

#### Infrastructure

Standard 3m Alert Tree.





#### Power

1 W solar panel (shaded 5/12/2014), 12V 12Ah battery (dated 10/2022)

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| Findings - Equipment to be transferred to the Bureau under FWIN Program |  |   |
|---|--|---|
| Location  | Description                                      | Photograph  |
| -27.99388, 152.26280  | Rainfall sensor Rimco 8000 series. 1 mm per tip. |    |
|   | ELPRO Alert canister V3 with antenna assembly.   |    |
|   | Standard 3m Alert tree.                          |    |
|   | 1W Solar Panel, 12V 12Ah battery (1/09/ 2022).   |  |

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### Findings Summary

- Site is by sealed road, Inverramsay Road.
- WHSE – potential snakes and biting bugs habitat, also rough and uneven grounds.
- Infrastructure looks to be sound, no damage to Alert Tree. Water ingress reported on 11/03/2024, gland siliconed.
- No exposure issues, closet large trees to the North are > 48m away.
- Good candidate for Quick Win, easy, safe, no exposure issues, approx. 100km from Brisbane.

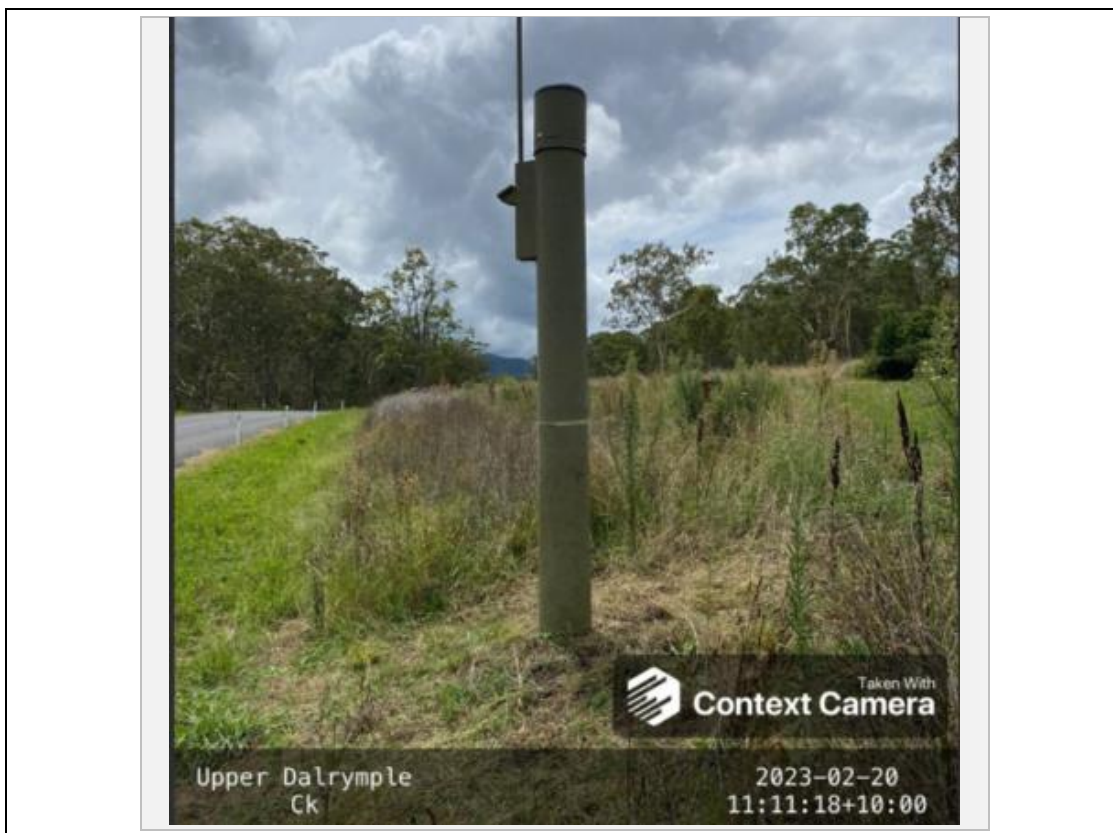
### Photos

#### General Site Photos overview



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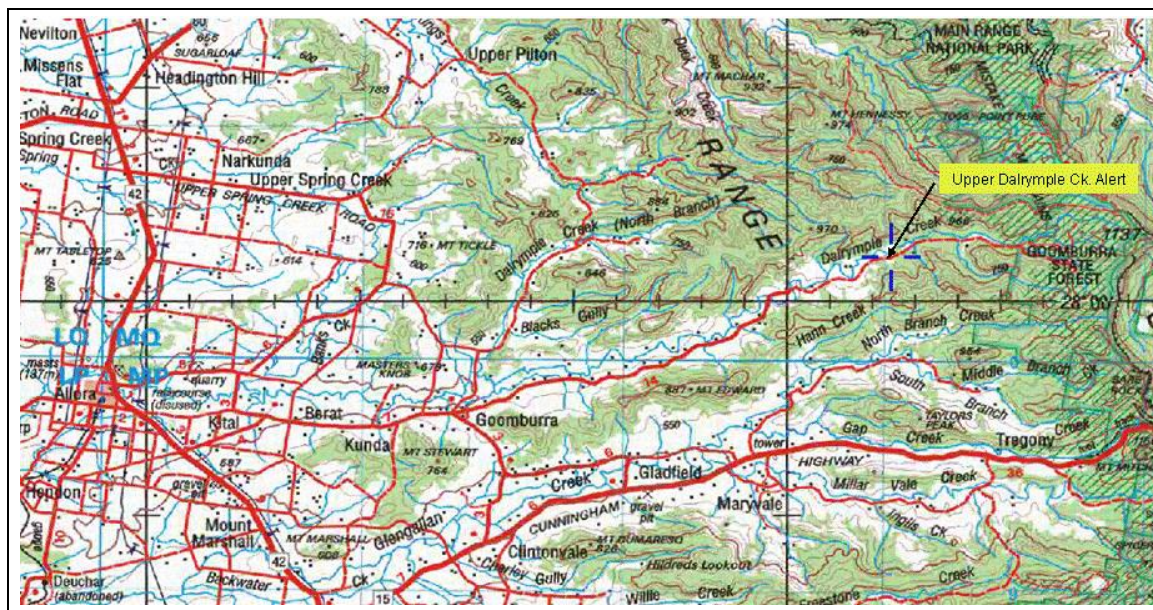
#### Site Satellite Image



#### Access Map

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#### Landowner Feedback (if applicable)

#### New Locations Details (if applicable)

#### Further Information

- Link to [Assessment Photos and survey reports.](#)

#### SORT Forum Agreed remediation

SORT Forum Date 11/10/2024

SORT Forum Attendees HS, RH, MO, TC, ZQ, LI, DW, TG

Low complexity remediation / Raintree Retrofit

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# FWIN Site Assessment Findings

## STRATHYRE RD ALERT– 541143

Southern Downs Regional Council (Brisbane) – 02/10/2024

Station Type: Rainfall

Station Status: ONLINE

### Findings – Planning

- Site OPENED 05-02-2015 (SitesDB)
- Maintained recently (21/02/2023 in EAMS) by OOHb links to Photos and Reports in [Further Information](#).

### Findings - description of equipment on site

#### **Sensors**

Rainfall: Rimco 8000 series ,10.4 mm, 1mm per tip.

#### **Communications**

EPRO Alert canister V3 with antenna assembly.

#### **Infrastructure**

Standard 3m Alert Tree.





#### **Power**

10 W solar panel , 12V 12Ah battery (dated 21/02/2023 from Inspection form.)

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| Findings - Equipment to be transferred to the Bureau under FWIN Program |  |  |
|---|--|--|
| Location  | Description                                      | Photograph   |
| GPS in SitesDB<br>28.1239 S 151.4742 E<br>STRATHYRE RD<br>ALERT         | Rainfall sensor Rimco 8000 series. 1 mm per tip. |   |
|   | ELPRO Alert canister V3 with antenna assembly.   |   |
|   | Standard 3m Alert tree.                          |   |
|   | 10W Solar Panel, 12V 12Ah battery (21/02/2023).  |  |

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### Findings Summary

- Site is by dirt road, Strathyre Road. Close to property wire fence.
- 4WD access, could possibly be difficult in wet conditions.
- WHSE – potential snakes and biting bugs habitat, also rough and uneven grounds.
- Infrastructure looks to be sound, not mention of issues.
- No mention of water ingress or damage to Alert Tree.
- Close trees are > 40m away, trees obstacle should be roughly < than 13m tall, site is "Fit for Purpose".

### Photos

#### General Site Photos overview

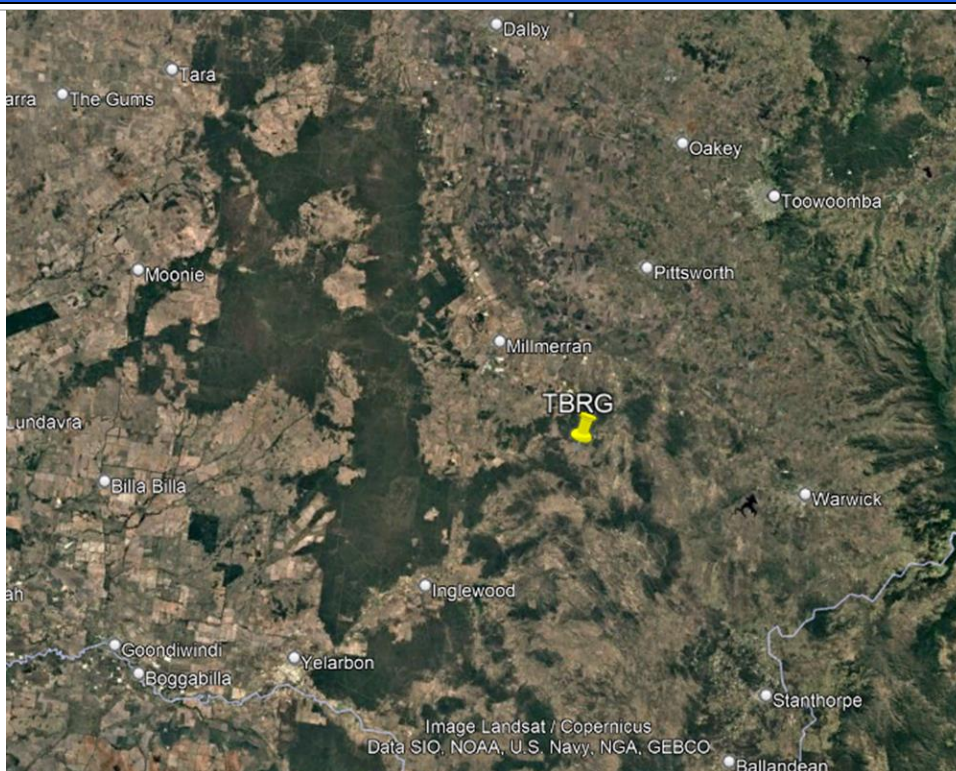


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### Site Satellite Image

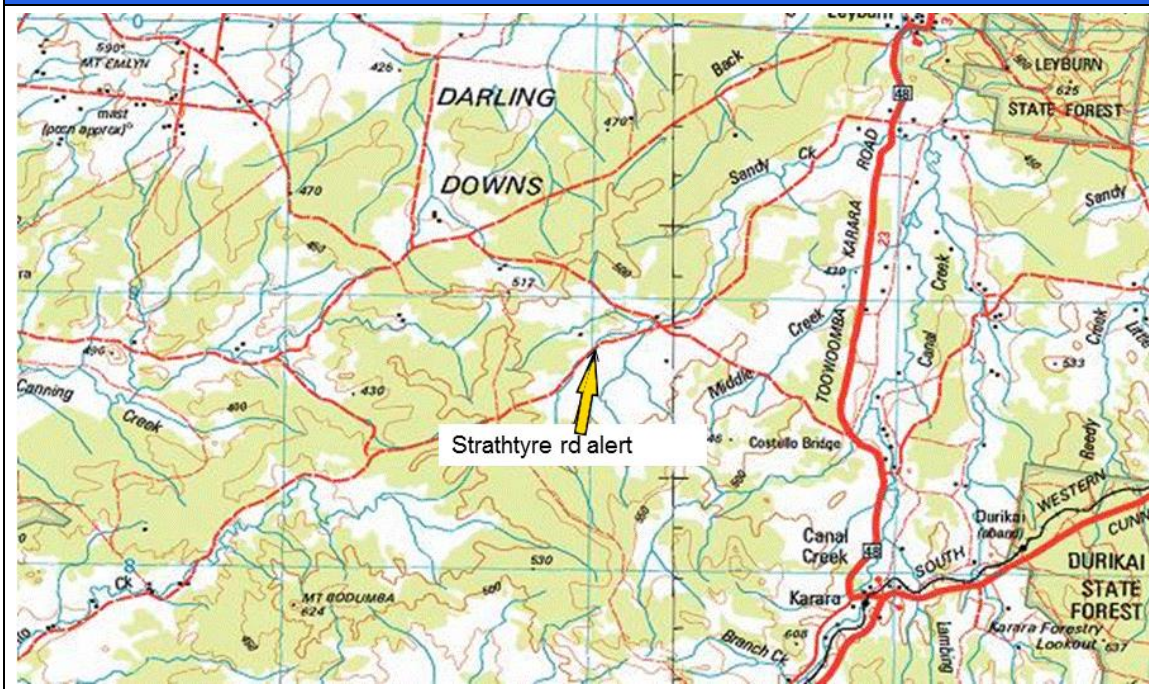


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### Access Map



### Landowner Feedback (if applicable)

### New Locations Details (if applicable)

### Further Information

- Link to [Assessment Photos and survey reports.](#)

### SORT Forum Agreed remediation

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SORT Forum Date 04/10/2024

SORT Forum Attendees HS, RD, RH, DW, TC, TG, AH,LI

☒ Low complexity Remediation / Raintree retro-fit

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# FWIN Site Assessment Findings

## Gambubal Road Alert – 541136

Southern Downs Regional Council (OOHB) – 24/09/2024

Station Type: Rainfall

Station Status: ONLINE

### Findings – Planning

- Site OPENED 11/12/2014.
- Site located by Gambubal Road,
- Maintained recently (23 Feb. 2023 in EAMS) by OOHB links to Photos and Reports in [Further Information](#).

### Findings - description of equipment on site

#### **Sensors**

Rainfall: Rimco 8000 series 1mm per tip.

#### **Communications**

EPRO Alert canister V3 with antenna assembly. 3 pins for canister.

#### **Infrastructure**

Standard 3m Alert Tree.





#### **Power**

10 W solar panel, 12V 12Ah battery (dated 18/02/2021).

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| Findings - Equipment to be transferred to the Bureau under FWIN Program |  |   |
|---|--|---|
| Location  | Description                                      | Photograph  |
| -28.2758 152.3447<br>coordinates in decimals<br>Gambubal Alert.         | Rainfall sensor Rimco 8000 series. 1 mm per tip. |    |
|   | ELPRO Alert canister V3 with antenna assembly    |    |
|   | Standard 3m Alert tree                           |   |
|   | 10 w Solar Panel, 12V 12Ah battery, 2021.        |  |

| Findings Summary  |
|---|
| <ul style="list-style-type: none"> <li>• Infrastructure looks to be sound.</li> <li>• Easy access, site located by seal road, Gambubal Rd.</li> <li>• No mention of infrastructure damage, 3 pins for canister (23/02/2023).</li> </ul> |

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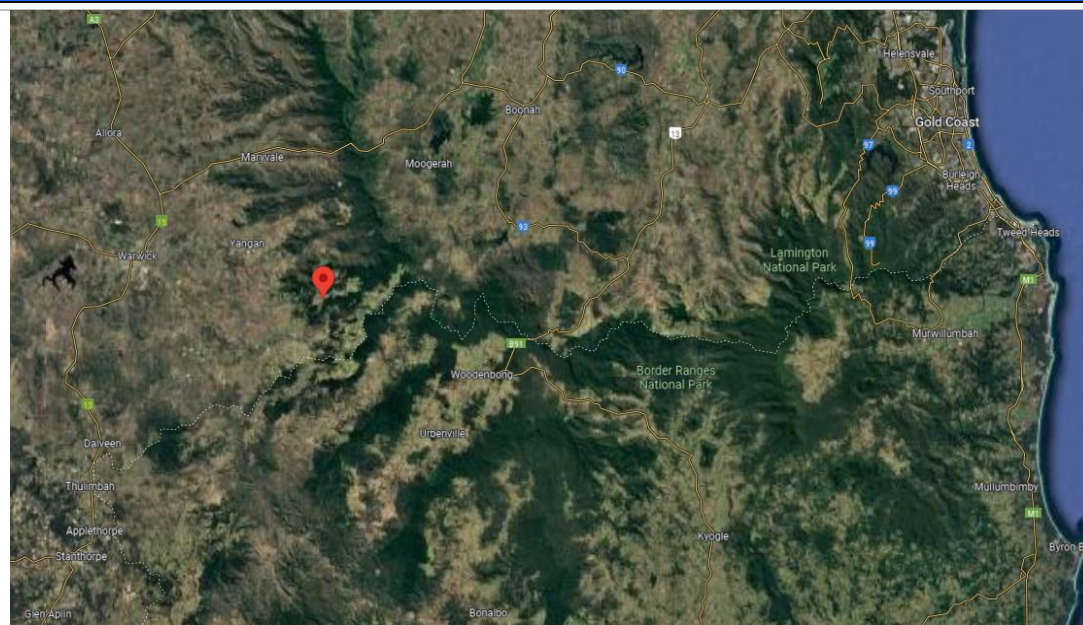


## Photos

### General Site Photos overview



## Site Satellite Image

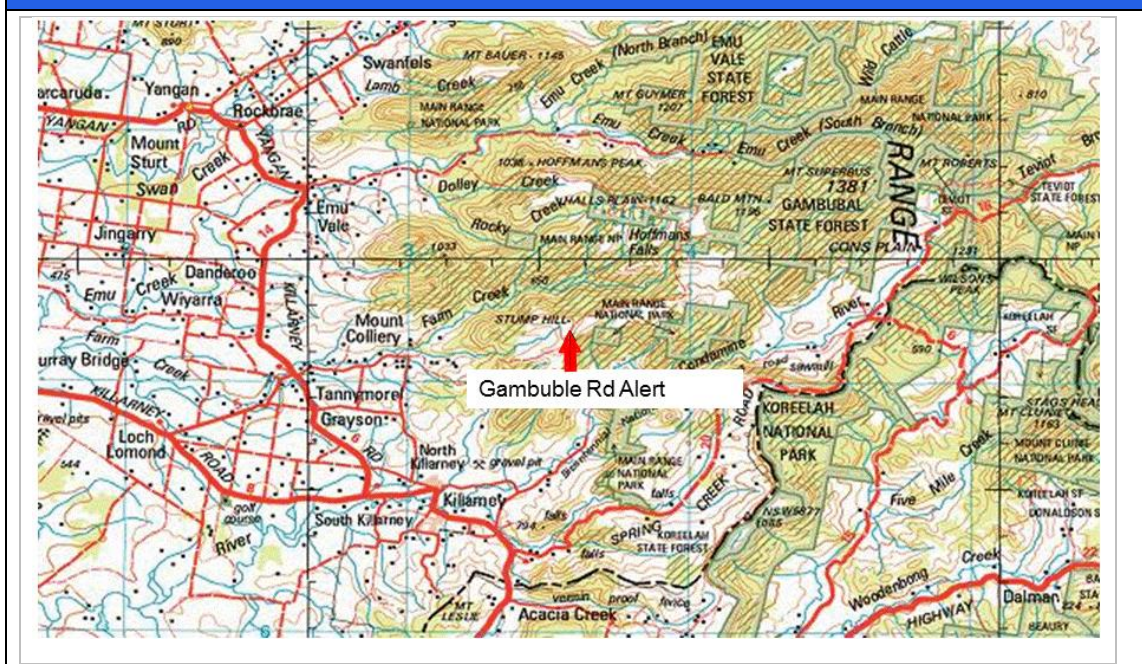


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### Access Map



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| Landowner Feedback (if applicable) |
|------------------------------------|
|                                    |

| New Locations Details (if applicable) |
|---------------------------------------|
|                                       |

| Further Information   |
|---|
| <ul style="list-style-type: none"><li><a href="#">Assessment Photos and survey reports.</a></li></ul> |

| SORT Forum Agreed remediation   |
|---|
| <p>SORT Forum Date 04/10/2024<br/>SORT Forum Attendees HS, RD, RH, DW, TC, TG, AH,LI</p> <p><input checked="" type="checkbox"/> Low complexity Remediation / Raintree retro-fit</p> |

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# FWIN Site Assessment Findings

## Durikai – Station Number

Southern Downs Regional Council – 23/09/2024

Station Type: Rainfall

Station Status: ONLINE

### Findings – Planning

- Site Opened 05-02-2015 (SitesDB)
- Site located in or near MacIntyre Wind Farm, no special access required.
- Links to photos and report in [Further Info](#).

### Findings - description of equipment on site

#### **Sensors**

Rainfall: Rimco 8000 series TBRG. Missing screw, damaged from fall, suggest replacement – 12/03/2024.

#### **Communications**

EPRO Alert canister V3 with antenna assembly.

#### **Infrastructure**

Standard 3m Alert Tree.





#### **Power System**

10 W solar panel, 12V 12 Ah battery – dated 05/04/2017.

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| Findings - Equipment to be transferred to the Bureau under FWIN Program                                      |  |   |
|--|--|---|
| Location   | Description  | Photograph  |
| 28.2767 S 151.6022 E<br>coordinates in decimals<br>Durikai Alert, situated<br>within MacIntyre Wind<br>Farm. | Rainfall Rimco (8000 series) tipping bucket.                                     |    |
|  | ELPRO Alert canister V3 with antenna assembly                                    |    |
|  | Standard 3m Alert tree   |   |
|  | Power Supply System<br>10 W solar panel.<br>12V 12 Ah battery, replaced<br>2017. |  |

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### Findings Summary

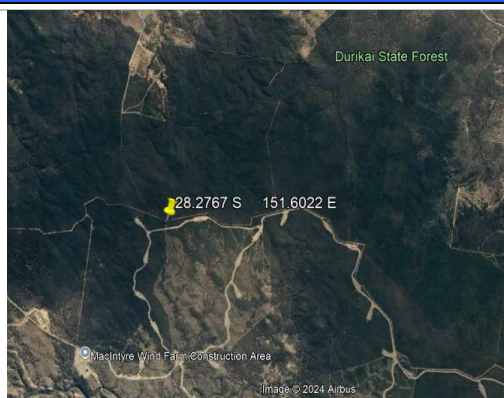
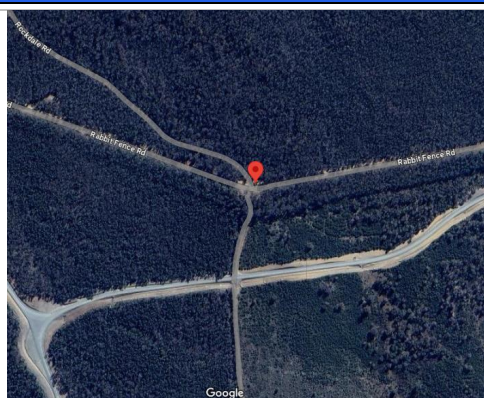
- Easy access dirt road beside a fence, Rabbit Fence Road.
- Infrastructure appears sound.
- TBRG may need replacing as damaged from fall.
- Battery replaced in 2017.
- Tall trees surrounding site.

### Photos

General Site Photos overview



### Site Satellite Image



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#### Access Map

- If site is difficult to access – insert mud map / sat image with access track overlay.

#### Landowner Feedback (if applicable)

- Document feedback from landowner.

#### New Locations Details (if applicable)

- New location information with updated coordinates

#### Further Information

- [Assessment Photos](#) and [Link to survey reports](#)

#### SORT Forum Agreed remediation

SORT Forum Date 04/10/2024

SORT Forum Attendees HS, RD, RH, DW, TC, TG, AH,LI

- ☒ Low complexity Remediation / Raintree retro-fit

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# FWIN Site Assessment Findings

## CONS PLAINS ALERT– 541135

Southern Downs Regional Council – 16/09/2024

Rainfall

Station Status: ONLINE

### Findings – Planning

- Difficult to access track through State Forest, 4WD Vehicle required.
- WHSE Potential snake area, ensure adequate PPE, uneven ground - trip hazards.
- Natural grass field, not maintained or not regularly,
- Recently serviced by BOM staff. Links to meta data provided [Further information](#).

### Findings - description of equipment on site

#### **Sensor**

Rimco (8000 series) TBRG, 1mm per tip.

#### **Communications**

EPRO Alert canister V3 with antenna assembly, start date: 18/06/2014(SitesDB).

#### **Infrastructure**

Standard 3m rainfall tree.





#### **Power**

1 watt (small) solar panel, 12V (date: 2019)

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| Findings - Equipment to be transferred to the Bureau under FWIN Program |   |   |
|---|---|---|
| Location  | Description                                   | Photograph  |
| -28.2297, 152.4164<br>coordinates in decimals.                          | Rainfall sensor Rimco 1 mm tipping bucket     |     |
|   | ELPRO Alert canister V3 with antenna assembly |    |
|   | Alert tree.<br>Standard 3m rainfall tree.     |  |
|   | Power Supply System<br>1 watt solar panel.    |   |

## Findings Summary

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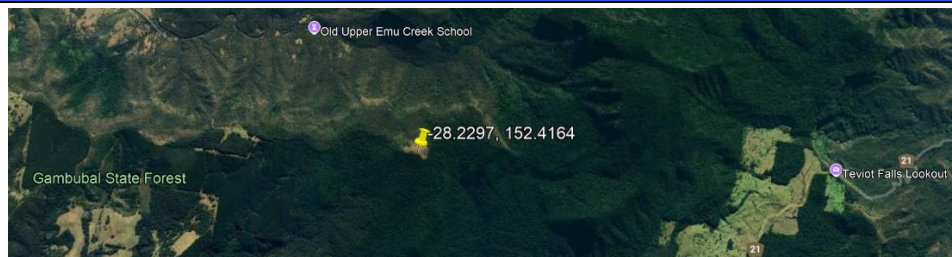
- Equipment and infrastructure operational and functional (last serviced 23/02/23)
- 1 W solar panel, battery dated 2019.
- Access difficult via Gambubal State Forest.
- Capable 4WD required.
- Ensure PPE is available

### Photos



General Site Photo.

### Site Satellite Image



### Access Map

- If site is difficult to access – insert mud map / sat image with access track overlay.

### Landowner Feedback (if applicable)

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- Document feedback from landowner.

#### New Locations Details (if applicable)

- New location information with updated coordinates

#### Further Information

- Link to survey reports and photos for [CONS PLAINS ALERT](#)

Section to be completed by SoRT Forum

#### SORT Forum Agreed remediation

SORT Forum Date 18/10/2024

SORT Forum Attendees HS, RD, WR, TC, DC, LI, ZQ, RH, AH


Low complexity Remediation - Raintree retrofit

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## 14. INFRASTRUCTURE SERVICES REPORTS

### 14.1 Water Infringement Notices

#### Document Information

|   |  |                                       |
|---|--|---------------------------------------|
|  | <b>Report To: Ordinary Council Meeting</b> |                                       |
|   | <b>Reporting Officer:</b>                  | <b>Meeting Date:</b> 18 December 2024 |
|   | Manager Water                              | <b>ECM Function No/s:</b>             |

#### Recommendation

THAT Council approve infringement notices to be issued for:

1. Non-authorised use of water intended for firefighting purposes
2. Connecting to or disconnecting from the service provider's infrastructure without approval
3. Interfering with service provider's infrastructure
4. Taking water without approval

## REPORT

### Background

Currently the Water Department have only one issued infringement notice, for customers not adhering to water restrictions.

There have been a number of incidences recently with the potential of causing contamination of Council's water network. Infringement notices are required to address these events in the future. This requires Council approval.

### Report

Recently there have been a number of incidents with the potential of causing contamination of Council's water network. These include:

- Water taken from meters intended for fire mains.
- A developer removed two of Council's meters leaving the connections vulnerable to contamination.
- A developer installed standpipes on Council's hydrants repeatedly and stole water.

These illegal acts are covered under the Water Supply (Safety & Reliability) Act 2008. The relevant sections are noted below in the infringement notices recommended.

- Non-authorised use of water intended for firefighting purposes (S145) (Penalty units – Individual 4 & Corporation 20);

- Connecting to or disconnecting from the service provider's infrastructure without approval (S191) (Penalty units – Individual 4 & Corporation 20);
- Interfering with service provider's infrastructure (S192) (Penalty units – Individual 4 & Corporation 20);
- Taking water without approval (S195) (Penalty units – Individual 4 & Corporation 20).

Following approval of these infringements they will be set up with State Penalties Enforcement Registry (SPER). The penalty units are included above.

Staff will be trained as Authorised Officers as required.

### **Conclusion/Summary**

These infringement notices are required to allow Council to issue fines in the future to act as a deterrent.

## **FINANCIAL IMPLICATIONS**

Council will potentially gain a small revenue sum from this, but more importantly will reduce the likelihood of significant cost dealing with a contamination of the water supply.

## **RISK AND OPPORTUNITY**

### **Risk**

Without the ability to issue infringement notices, the risk of a serious contamination of the water supply is increased.

### **Opportunity**

This provides the opportunity to deal with the issue by imposing smaller punitive fines rather than having to prosecute the offenders.

## **COMMUNITY ENGAGEMENT**

### **Internal Consultation**

Director Infrastructure Services

Manager Corporate Services

Manager Environmental Services

### **External Consultation**

Nil, reviewed State Penalties Enforcement Act and Regulation as well as their guidelines

## **LEGAL / POLICY**

### **Legislation / Local Law**

These illegal acts are covered under the Water Supply (Safety & Reliability) Act 2008

Infringement are covered under the State Penalties Enforcement Act 1999 and State Penalties Enforcement Regulation 2014.

## **Corporate Plan**

### **Goal 2      Our Places**

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

**Objective:**    2.2.2    Develop and implement water security programs and strategies to ensure a sustainable and reliable water supply for all towns.

### **Policy / Strategy**

Water Infrastructure Policy

### **Legal**

The legal issue relevant to this report is the requirement for council to register these infringements with SPER.

## **HUMAN RIGHTS**


A Human Rights assessment has been undertaken. No impact found.

## **ATTACHMENTS**

Nil

## 14.2 Stanthorpe Commercial Users Water Standpipe

### Document Information

|   |  |                                       |
|---|--|---------------------------------------|
|  | <b>Report To: Ordinary Council Meeting</b> |                                       |
|   | <b>Reporting Officer:</b>                  | <b>Meeting Date:</b> 18 December 2024 |
|   | Manager Water                              | <b>ECM Function No/s:</b>             |

### Recommendation

THAT Council:

1. Approve the project, New Stanthorpe Commercial Users Water Standpipe
2. Approve an additional budget of \$180,000 for the Water Capital Works program to be incorporated into the Quarter 2 Budget Review.
3. Note the new Caravan/RV and Residents standpipe location and cost will be presented in February for adoption.

## REPORT

### Background

Stanthorpe requires the construction of a new water standpipe for commercial users, to address issues with the current arrangement. This requires the approval by Council of a new capital project to fund the works.

### Report

There are currently two standpipe water points in Stanthorpe:

- An Abberfield PayWave at SDRC depot Mackenzie Street; and
- Two individual commercial connections with meters on Connor Road.

There are a number of issues associated with these standpipes that require addressing, as follows:

- The water point at wastewater treatment plant in McKenzie Street needs to move before the new wastewater treatment plant is constructed.
- The new site must be convenient for caravans and private users.
- Currently some commercial water carriers draw from this same water point and are delayed, so they need to be separated if possible.
- The two individual meter supplies for commercial users have no backflow prevention, which is against regulations and needs to be urgently addressed.
- These two meters are in the TMR corridor and Council will not get authority to upgrade these.

- Draw off from these two connections also affects other customers' pressure in the vicinity, resulting in a very poor service for a number of residential customers.

The proposed solution is to create two new supply points, one for commercial carriers and the other for caravans and private residents.

The plan is to create a new water supply point for all commercial water carriers in Rowley Court. This will all be constructed on land owned by Council. The intention is to install a water tank into which the watermain feeds. The draw off will then be from the tank, reducing the likelihood of affecting adjacent customers.

To ensure that the water carriers can access the standpipe with minimal delay, a dual filling point is proposed. The plan below shows the location of the new standpipe with a rough layout of the arrangement.

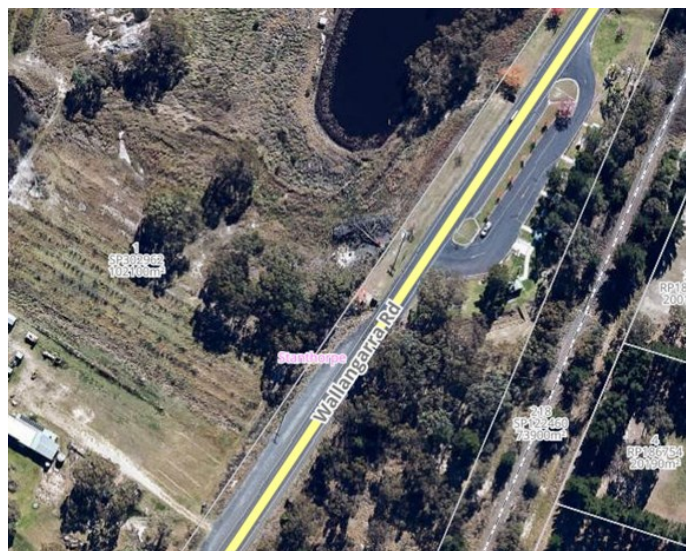


The approximate cost of this installation is \$180,000.

### Conclusion/Summary

There is an urgent need to create a new commercial carrier water supply point, separate from caravans and private residents. The proposed project will address all the issues raised in this report.

Note an alternative site for the new Caravan/RV and Residents standpipe location is shown below. This is on the road out of Stanthorpe towards Wallangarra. This will be brought to Council in a future Council Information Session in January.



## FINANCIAL IMPLICATIONS

An additional sum of \$180,000 will be required for the Water Capital Works program and added to the quarter 2 budget review.

## RISK AND OPPORTUNITY

### Risk

If this project is not implemented the issue of delayed commercial water carriers will not be addressed. This could mean that vital water supplies will not be delivered to all customers.

There is a potential for contamination of the Stanthorpe water supply if the two meters without backflow devices are not addressed.

### Opportunity

This project provides the opportunity to separate the commercial water carriers from the other users such as caravans and residents. This will also alleviate the poor pressures experienced by some residential customers. It will place all commercial water carriers on a level playing field, providing no commercial advantage to any of them.

## COMMUNITY ENGAGEMENT

### Internal Consultation

Council Information Session on 21 November 2024.  
Water Automation and Digitisation Officer  
Maintenance Supervisor (Stanthorpe and southern towns)

### External Consultation

Ferrier Engineering provided technical advice and the costing for this project.

## LEGAL / POLICY

### Legislation / Local Law

The Water Supply (Safety and Reliability) Act 2008 deals with backflow prevention

### **Corporate Plan**

#### **Goal 2      Our Places**

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

**Objective:**    2.2.2    Develop and implement water security programs and strategies to ensure a sustainable and reliable water supply for all towns.

#### **Policy / Strategy**

Water Infrastructure Policy

#### **Legal**

There appears to be no legal issues associated with this report.

### **HUMAN RIGHTS**


A Human Rights assessment has been undertaken. No impact.

### **ATTACHMENTS**

Nil

### 14.3 Boundary Change for Stanthorpe Water Treatment Plant

#### Document Information

|   |  |                                       |
|---|--|---------------------------------------|
|  | <b>Report To: Ordinary Council Meeting</b> |                                       |
|   | <b>Reporting Officer:</b>                  | <b>Meeting Date:</b> 18 December 2024 |
|   | Manager Water                              | <b>ECM Function No/s:</b>             |

#### Recommendation

THAT Council approve the realignment and amalgamation of lots associated with Mt Marlay and the Stanthorpe Water Treatment Plant

#### REPORT

##### Background

Stanthorpe Water Treatment Plant (WTP), Located on Lock St, currently occupies five parcels of land. Activities associated with the WTP affect an additional 3 parcels of land. All of these land parcels are owned by SDRC. The boundaries of which make little practical sense. This report outlines a proposal to realign and amalgamate parcels to enable more effective management of the WTP.

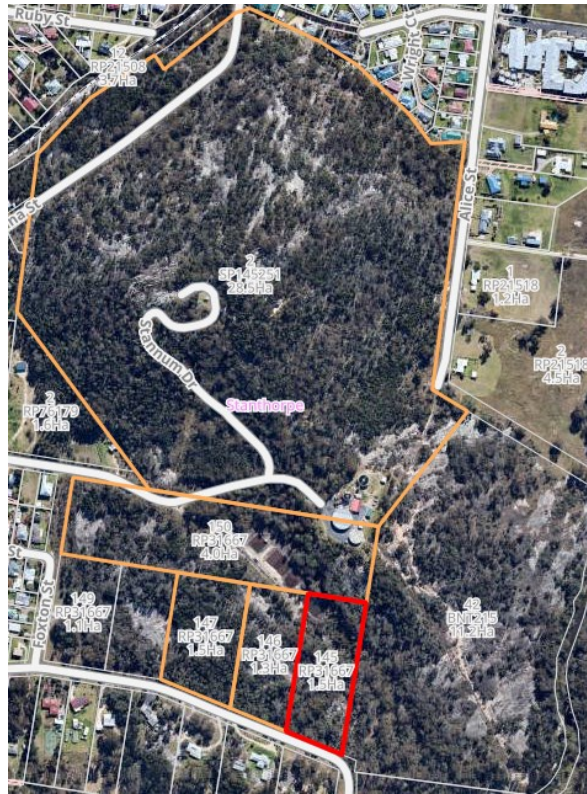
##### Report

The Stanthorpe Water Treatment Plant is located adjacent to the Mt Marlay lookout. It currently crosses several lot boundaries. This has become an issue recently for planned upgrades to the WTP. There are a number of existing electrical service connections (supplied by Ergon Energy) for the telecommunications infrastructure on Mt Marlay. Due to this Ergon Energy is reluctant to upgrade the supply to the WTP, due to the number of connections associated with just one lot.

Currently there is insufficient power to the WTP. This has left existing infrastructure (pumps etc) underutilised. While the WTP is currently coping with demand it is unlikely to be able to cope with any further population increases with the current power limitations.

The image below shows the lots that have WTP infrastructure located on them. Due to a lack of previous planning the infrastructure of the WTP is overlapping boundaries.

| Address            | Land ID |
|--------------------|---------|
| 1 Lock St          | 38220   |
| 2 Lock St          | 37085   |
| Lot 145 Greenup St | 38190   |
| Lot 146 Greenup St | 38195   |
| Lot 147 Greenup St | 38200   |



It is proposed to create one lot across the treatment plant as shown below.



The other lots will be dealt with as the need arises.

## Conclusion/Summary

For a small fee the realignment of boundaries can be achieved, allowing council to upgrade the power supply to the water treatment plant.

## FINANCIAL IMPLICATIONS

As SDRC currently owns all the land parcels in this proposal the costs for this realignment and amalgamation are limited to the cost of professional services. The cost of this realignment and amalgamation is estimated to be less than \$10,000. This includes the Survey and governmental fees.

## RISK AND OPPORTUNITY

### Risk

If this lot amalgamation does not occur then, in the future, with growth the treatment plant will not be able to provide for the demand.

### Opportunity

Future proofing the site for increased population in the Stanthorpe area is an opportunity that will be realised in time. Council is also currently operating the treatment plant in a sub-optimal state due to the power restrictions. This change will allow more effective operation of the plant.

## COMMUNITY ENGAGEMENT

### Internal Consultation

Water Automation and Digitisation Officer  
Project Engineer Water & Wastewater  
Manager Planning  
Land Management Officer

### External Consultation

Nil

## LEGAL / POLICY

### Legislation / Local Law

Nil

### Corporate Plan

#### Goal 2 Our Places

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

**Objective:** 2.2.2 Develop and implement water security programs and strategies to ensure a sustainable and reliable water supply for all towns.

**Policy / Strategy**

Nil

**Legal**

There appears to be no legal issues associated with this report.

**HUMAN RIGHTS**


A Human Rights assessment has been undertaken. No impact

**ATTACHMENTS**

Nil

## 14.4 Various Active Transport Project Applications

### Document Information

|   |  |                                       |
|---|--|---------------------------------------|
|  | <b>Report To: Ordinary Council Meeting</b> |                                       |
|   | <b>Reporting Officer:</b>                  | <b>Meeting Date:</b> 18 December 2024 |
|   | Manager Works                              | <b>ECM Function No/s:</b> 28.78       |

### Recommendation

THAT Council endorse the following funding applications being submitted:

1. Rosehill Road (Wood St to Victoria St) Shared Pathway construction \$1,500,000
  - a. Active Transport Fund \$750,000
  - b. SDRC to commit \$750,000
  - c. An application at a later date for Cycle Network Local Government Grants \$750,000 could replace SDRC contribution
2. Rosehill Road (Victoria St to John Dee) Shared Pathway design \$100,000
  - a. Cycle Network Local Government Grants \$50,000
  - b. SDRC to fund \$50,000
3. Wood Street Footpath construction \$467,000
  - a. Active Transport Fund \$233,500
  - b. SDRC to commit \$233,500
  - c. An application submitted for Walking Local Government Grants \$233,500 could replace SDRC contribution (outcome expected in February 2025)
4. Guy Street Footpath construction \$120,000
  - a. Active Transport Fund \$60,000
  - b. SDRC to commit \$60,000
  - c. A Walking Local Government Grants \$60,000 could replace SDRC contribution (outcome expected in February 2025)
5. Folkestone Street Footpath construction \$184,272
  - a. Active Transport Fund \$92,136
  - b. SDRC to commit \$92,136

- c. A Walking Local Government Grants \$92,136 could replace SDRC contribution (outcome expected in February 2025)
- 6. Allora Walking Network Plan development \$40,000
  - a. Walking Network Plan \$20,000
  - b. SDRC to fund \$20,000
- 7. Killarney Walking Network Plan development \$40,000
  - a. Walking Network Plan \$20,000
  - b. SDRC to fund \$20,000

## REPORT

### Background

Council has identified active transport funding opportunities to fund vital cycling and walking infrastructure projects for the Southern Downs Region.

1. Active Transport Fund (ATF Federal) - a funding opportunity to provide walking and cycling infrastructure. The Active Transport Fund (ATF) commenced on 31 October 2024 to provide funding for the design and construction of new or upgrade of existing bicycle and walking pathways through the Department of Infrastructure, Transport, Regional Development, Communications and the Arts.

The ATF requires a co-contribution commitment of 50%.

The ATF could be a once off funding opportunity with a three-year timeframe to complete.

2. Cycle Network Local Government Grants Program (CNLGGP State) – an active transport state funding opportunity to provide cycling infrastructure. that supports a safe, direct and connected cycling network.

The CNLGGP requires a co-contribution commitment of 50%

The CNLGGP is an annual funding program for local governments with mid calendar year application (June/July) and announcements early calendar year (Jan/Feb)

3. Walking Local Government Grants Program (WLGG State) - an active transport state funding opportunity of making walking an easy choice for everyone, every day. Walking Local Government Grants program has been developed to assist local governments to prepare walking network plans and deliver walking infrastructure.

The WLGG requires a co-contribution commitment of 50%.

Currently, the WLGG is an annual funding program for local governments with late calendar year application (Sep) and announcements early calendar year (January/February 2025).

Council is endeavoring to apply for cycling and walking projects across various state and federal funding streams to maximize funding and minimize council co-contribution. All funds require a financial commitment to ensure the project can be realized and grants can be approved. Council will apply for other funding opportunities when available to replace Council's originally committed 50%.

## Report

### 1. Cycling Projects

Council has identified the following cycling projects to apply for funding.

| S.No | Project   | Project Scope | Total Project costs | Current application opportunity | Council Co - Contribution | Future application opportunity |
|------|---|---------------|---------------------|---------------------------------|---------------------------|--------------------------------|
| 1    | Rosehill Road Stage 1 - Wood St to Victoria St  | Construction  | \$1,500,000         | ATF \$750,000                   | \$750,000                 | CNLGGP (\$750,000)             |
| 2    | Rosehill Road Stage 2 – Victoria St to John Dee | Design        | \$100,000           | \$0                             | \$50,000                  | CNLGGP (\$50,000)              |

*Table 1 – Proposed Cycling Projects*

Council could secure 100% funding of the construction project if both CNLGGP and ATF funding applications are approved.

### 2. Walking Projects

Council has identified the following walking projects to apply for funding.

| S.No | Project                        | Project Scope           | Total Project costs | Active Transport Fund (ATF) | Council Co - Contribution | Awaiting funding application outcomes WLGG |
|------|--------------------------------|-------------------------|---------------------|-----------------------------|---------------------------|--|
| 1    | Wood St Footpath               | Design and Construction | \$467,000           | \$233,500                   | \$233,500                 | (\$233,500)                                |
| 2    | Guy St Footpath                | Design and Construction | \$120,000           | \$60,000                    | \$60,000                  | (\$60,000)                                 |
| 3    | Folkestone St Footpath         | Design and Construction | \$184,270           | \$92,135                    | \$92,135                  | (\$92,135)                                 |
| 4    | Allora Walking Network Plan    | Development             | \$40,000            | \$0                         | \$20,000                  | (\$20,000)                                 |
| 5    | Killarney Walking Network Plan | Development             | \$40,000            | \$0                         | \$20,000                  | (\$20,000)                                 |

*Table 2 – Proposed Walking Projects*

Council has applied to the WLGG for the proposed walking projects in September 2024. Council is awaiting the outcome of the application of the proposed walking projects and anticipates outcomes in Jan/Feb 2025.

Council has an opportunity to fund the remaining 50% co-contribution through ATF. Council could secure 100% funding of the construction projects if both WLGG and ATF funding applications are approved.

## Funding Timelines

The following funding timeline provides a snapshot when Council anticipates to secure 100% funding for these projects.

| Fund   | Application due date | Expected outcome date |
|--------|----------------------|-----------------------|
| ATF    | January 2025         | April 2025            |
| CNLGGP | September 2025       | Jan / Feb 2026        |
| WLGG   | September 2024       | Jan / Feb 2025        |

## Conclusion/Summary

Council aims to maximize the opportunity of various funding streams to secure 100% external funding for active transport construction projects. Council commitment is required to enable Council officers to complete the federal funding application. Council is awaiting the outcomes of the walking local government grants projects that were applied for in September 2024. Council aims to apply for the next round of cycling infrastructure funding in June 2025.

In summary, Council aims to use external funding opportunities to fund critical active transport infrastructure projects with no cost/impact to Capital budget.

## FINANCIAL IMPLICATIONS

Council's Capital Works program and Transport Renewal program can be supported by external funding. In order to minimize impact to Council's capital budget, Council is aiming to secure 100% funding through various active transport funding streams.

Any shortfall in funding will be undertaken by SDRC and will be added to the future Capital Program.

## 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

The active transport federal government funding could be a once off opportunity for Local Government to deliver footpath and cycleway infrastructure projects within the Southern Downs Region. The federal funding stream is an opportunity for Council to maximize and secure 100% construction project funding

## COMMUNITY ENGAGEMENT

### Internal Consultation

Works Department, Sustainability and Strategy Department (Assets), Finance Department

### External Consultation

External Consultation was undertaken to ensure retrospective funding applications do not impact Council's ability to secure funding. Department of Transport and Main Roads Cycling and Walking have confirmed federal funding can be used as part of Council's contribution towards CNLGGP and WLGG projects.

## LEGAL / POLICY

### Legislation / Local Law

Australian Standards for pedestrian infrastructure.

### Corporate Plan

#### Goal 1      Our People

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

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

#### Goal 2      Our Places

**Outcome:** 2.1      Public places and open spaces are safe, well maintained and liveable.

**Objective:** 2.1.1      Partner with relevant agencies to ensure community safety and resilience in relation to disaster management of bushfires, floods and other natural disasters.

### Policy / Strategy

Nil

### Legal

There appears to be no legal issues associated with this report.

## HUMAN RIGHTS


A Human Rights assessment has been undertaken.

## ATTACHMENTS

Nil

## 14.5 Traffic Calming Proposal - Mary Street, Warwick

### Document Information

|   |  |                                       |
|---|--|---------------------------------------|
|  | <b>Report To: Ordinary Council Meeting</b> |                                       |
|   | <b>Reporting Officer:</b>                  | <b>Meeting Date:</b> 18 December 2024 |
|   | Manager Works                              | <b>ECM Function No/s:</b> 30.76       |

### Recommendation

THAT Council

1. Conduct the plan to provide traffic calming in Mary Street;
2. Implement the preferred traffic calming preferences for a trial period of six months, with a review to be conducted at the conclusion of the trial period; and
3. Receive a further report for a decision to implement a permanent solution after the trial period.

### REPORT

#### Background

The residents of Mary Street have requested traffic calming similar to what has been provided on Oak Avenue. Both Mary Street and Oak Avenue are narrow single lane streets. Some vehicles use Mary Street as a short cut to the north of town, with many exceeding the speed limit and displaying little care for the residents. The residents claim that there have been a number of near misses involving children. Consultation with the residents did not occur in this instance as the request has come from the residents to duplicate the design from Oak Avenue.

#### Report



Fig 1 – Location of Work

Mary Street is a narrow single lane road connecting Albion Street and Canning Street. It is often used as a short cut by vehicles. The safety of the residents is a high priority, and the treatment applied to Oak Avenue is some proof that the traffic calming measures work. It is proposed to undertake the following changes for six months:

1. Convert the street to a one-way street running east to west from Canning Street to Albion Street, modify the intersection of Albion Street and Mary Street to slow traffic and
2. Improve traffic at the rail crossing, and to place a 30km/h speed limit on Mary Street.

The attached plan shows the extent of the works.



## Conclusion/Summary

In order to improve safety for the local residents of Mary Street, it is proposed that Council implement the traffic calming changes for a trial period of six months. A report will be compiled at the conclusion of the trial period with a recommendation for a permanent solution.

## FINANCIAL IMPLICATIONS

The expected total costs to change Mary Street into a one-way street are approximately \$26,000 and includes project management, survey and set-out, labor, plant, traffic control, materials, traffic signage and line marking.

The costs to undertake these works will be included in the current FY Qtr 2 Works Budget review to allocate required funds.

## RISK AND OPPORTUNITY

### Risk

STR03 Community Feedback - Council not implementing processes which obtain community feedback resulting in an impact on delivery of services or development of new services

This risk is being mitigated by community members requesting a solution already in place in Oak Avenue.

There is a risk of general public complaints, and complaints from the development owners. These complaints will be countered with the right to a safe environment for the residents

## Opportunity

This project will improve road safety for residents and general traffic.

## COMMUNITY ENGAGEMENT

### Internal Consultation

The solution has been discussed with Manager Planning & Development and within the Works Department.

### External Consultation

Residents have submitted a number of merits and requested the solution similar to Oak Avenue. Before the work is carried out, an explanation of the process will be sent to residents explaining that this is a six months trial and changes may be made after that.

## LEGAL / POLICY

### Legislation / Local Law

Council is the local road authority and has the power to designate Mary Street as a one-way street.

### 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.

#### Goal 4      Our Performance

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

**Objective:** 4.1.1      Deliver contemporary customer service experiences that align with the expectations of our customers and the community

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

4.1.3      We “get stuff done” and are solution seekers.

### Policy / Strategy

Nil.

### Legal

There appears to be no legal issues associated with this report.

## HUMAN RIGHTS


A Human Rights assessment has been undertaken.

## ATTACHMENTS

Nil

## 14.6 Cox Bridge Replacement

### Document Information

|   |  |  |
|---|--|--|
|  | <b>Report To: Ordinary Council Meeting</b> |  |
|   | <b>Reporting Officer:</b>                  | <b>Meeting Date:</b> 18 December 2024  |
|   | Manager Works                              | <b>ECM Function No/s:</b> 28.14, 15.02 |

### Recommendation

THAT Council

1. Makes application for funding of \$4,095,360 for the replacement of Cox Bridge, Victoria Street, Warwick under the Australian Government's Department of Infrastructure, Transport, Regional Development, Communication and the Arts Safer Local Roads and Infrastructure Program (SLRIP); and
2. Approves a contribution of \$1,023,840 from the Australian Government's Roads to Recovery current five-year Funding Program 2024-29 or other alternate funding source available to Council at the time.

### REPORT

#### Background

During Council's regular bridge inspection program, Cox Bridge, Victoria Street, Warwick was found to be in 'very poor condition' with an overall condition rating of '4' (the lowest possible rating). The Works Department has initiated and commenced a six-month monitoring program of the defects as per the recommendation of the Level 2 Bridge Inspection Report to ensure road user safety is not compromised. The Bridge Inspection Report's recommendation did not propose the need to load limit the bridge at this time.

Council resolved on 22 November 2023 to submit this project through Bridge Renewal Program administered through the Australian Government's Department of Infrastructure, Transport, Regional Development, Communication and the Arts (the Department). Council was unsuccessful in that tranche.

The Department has now combined the former Bridge Renewal Program (BRP) and Heavy Vehicle Safety and Productivity Program (HVSP) into a single program known as Safer Local Roads and Infrastructure Program (SLRIP). This program is open for applications all year round. Tranche 2 is currently open and closes on 31 January 2025.



## 12. INFRASTRUCTURE SERVICES REPORTS

### 12.1 Cox Bridge Replacement

#### Resolution

**Moved Cr A Gale**

**Seconded Cr S Windle**

THAT Council:-

1. Makes application for funding of \$5,119,200 for the replacement of Cox Bridge, Victoria Street, Warwick under the Australian Government's Department of Infrastructure, Transport, Regional Development, Communication and the Arts Bridge Renewal Program; and
2. Approves a contribution of \$1,023,840 from the Australian Government's Roads to Recovery next five-year Funding Program 2024-29 or other alternate funding source available to Council at the time.

**Carried**

### Report

Cox Bridge is located within the Local Government-controlled section of Victoria Street and has an average daily traffic volume of 1,117 vehicles per day, 16.7% of which are heavy vehicles. Victoria Street is a minor urban collector according to the road hierarchy. The structure is an eleven-span reinforced concrete pipe culvert (RCP) that crosses the Condamine River on Victoria Street in Warwick. The structure caters for two directional traffic and operates as a two-lane structure with a trafficable width of 6.2m and an overall width of 8m. The roadway at both approaches and over the top of the structure is bitumen sealed. There is a concrete footway on the northern side.

Cox Bridge is frequently overtopped during storm events, which only leaves access via Albion Street as Wallace Street/Rosehill Road culvert bridge is also often cut off during similar rain events.

#### Condition of Asset

The condition assessment from the recent Bridge Inspection Report states, *"Overall, the structure is in a very poor condition, with severe defects noted at the time of the inspection that have the potential to reduce the strength, capacity and serviceable life of the culvert."*

Monitoring inspection findings reported as at 7 March 2024 are as follows:

*"The monitoring inspection program was developed to determine if the larger cracks throughout the pipe culvert units are live, by the use of glass tell-tales that were installed on numerous cracks throughout the structure on the 05/09/2023. This is the third and last programmed monitoring inspection to investigate the cracking."*

*Of the eighteen installed tell-tales inspected on the 07/03/2024, the following have either broken or are fractured (cracked but not completely broken):*

- unit one in span three fractured 07.03.24 (see Photo IMG\_9663 in the attached Photo Report);
- unit four in span ten fractured 07.03.24 (see Photo IMG\_9674 in the attached Photo Report);
- unit four in span four fractured 04.12.23 (see Photo IMG\_9667 in the attached Photo Report);
- unit one in span ten fractured 04.12.23 (see Photo IMG\_2878 in the attached Photo Report); and
- unit four in span eleven broken 06.10.23 (see Photo IMG\_9676 in the attached Photo Report).

The broken or fractured tell-tales may be an indication that the cracking is live and increasing in width, or there is vibration at the crack (possibly when trafficked by vehicles). The remaining tell-tales throughout the structure are intact and in good condition.

The cracks in the units with tell-tales installed were measured during the monitoring inspection. All of the cracking showed no measurable difference in crack width (from when the tell-tales were installed), with exception to unit four in span eleven (radial crack), which increased from 0.7mm to 1.0mm in width.

### Project Costs

A strategic cost estimate (April 2023) has been obtained from an engineering consultancy firm for the replacement of Cox Bridge. The proposed project will improve flood immunity at this location by increasing the bridge deck height by three to four meters. Exact height details would be confirmed during the detailed design phase of the project. The proposed structure would need to comply with the Department of Agriculture and Fisheries' (DAF) requirements for a purple (major) waterway, which would likely require the structure's abutments to not extend into the waterway beyond the high bank, with the abutment revetment works to not extend into the waterway beyond the toes of the banks. The cost estimate was prepared on a draft concept of a 2m x 13m span bridge.



The Australian Government's Department of Infrastructure, Transport, Regional Development, Communication and the Arts Safer Local Roads and Infrastructure Program (SLRIP) ongoing funding program allowing for up to 80% funding for new or replacement bridge projects. A new

funding tranche has now been opened for projects which aims to upgrade and replace bridges to enhance access for local communities and facilitate higher productivity vehicle access. The bridge replacement strategic cost estimate is \$5,119,200.

For projects submitted by LGAs, the Program will contribute up to 80% of the total project cost for projects located in regional and remote areas, up to the cap of \$5 million per project.

All projects will require a funding co-contribution which may be sourced from LGAs, state and territory governments, other Australian Government programs and/or private funding sources.

The strategic estimate is based on first principles and historical unit rates. The strategic estimate is based on a risk allowance of 54% of the total construction costs which provides a contingency to factor for projects in its initial stages of a project lifecycle due to insufficient information, resources or time available to undertake a more detailed assessment. The strategic estimate does not allow for excavation of rock, removal of any hazardous material and any cost impacts due to natural disasters or pandemic, and escalation of costs due to shortage of plant, labour and material. The strategic estimate is based on Department of Transport and Main Roads Category 1 cost estimate according to Project Cost Estimating Manual (PCEM) and therefore it is anticipated that the risk allowance of 54% would be satisfactory to cater for project unknown variables at this stage.

It is proposed to allocate Council's 20% contribution through the Roads to Recovery program or another funding source.

The current Roads to Recovery 5-year program commenced on 1 July 2024. Council has an opportunity to contribute the required \$1,023,840 through the current five-year Roads to Recovery (RTR) program 2024-2029.

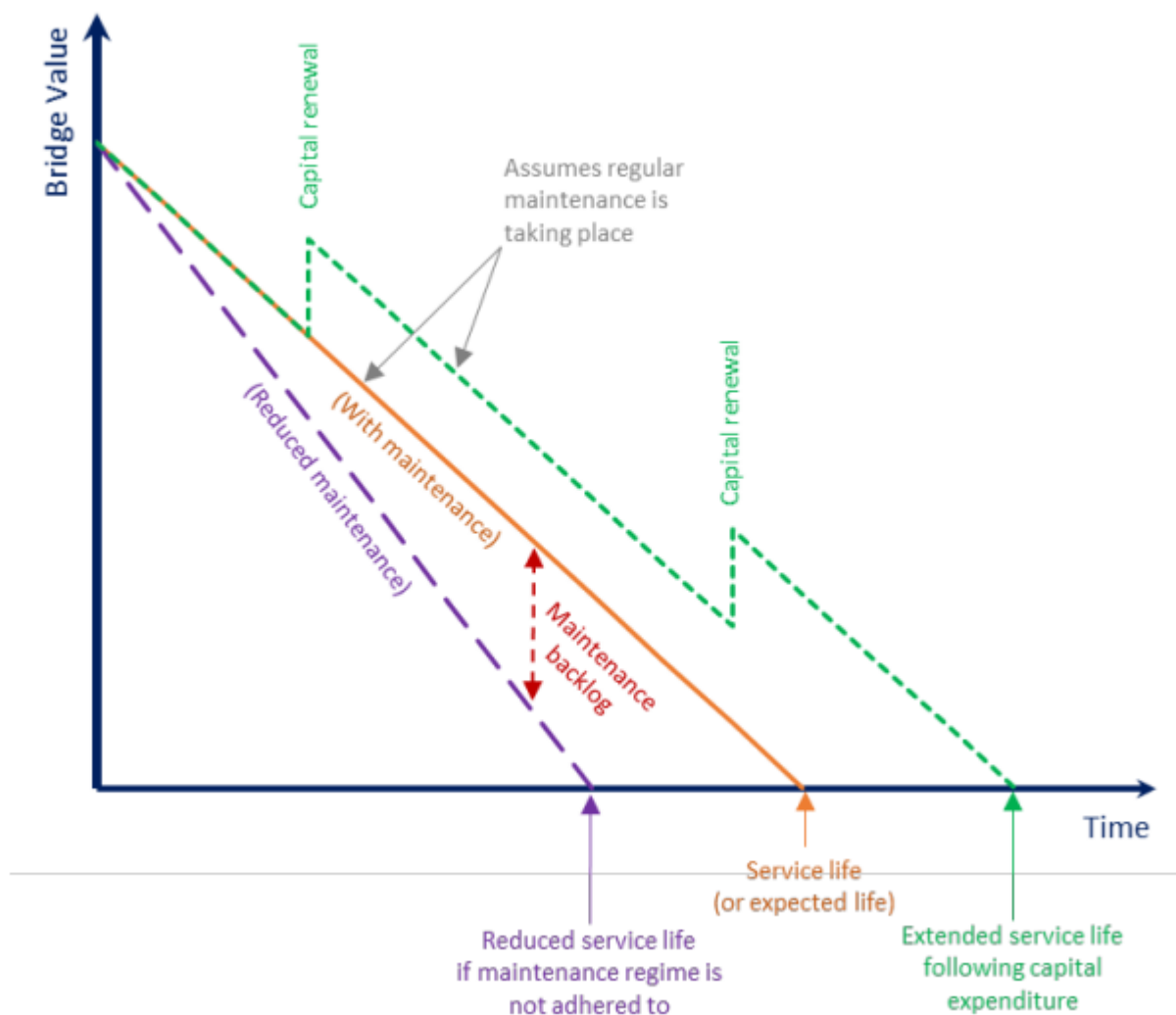
Council would seek \$4,095,360 from the the Australian Government's Department of Infrastructure, Transport, Regional Development, Communication and the Arts Safer Local Roads and Infrastructure Program (SLRIP) and seek to fund \$1,023,840 for Council's 20% co-contribution through an alternate funding source such as Roads to Recovery program that minimizes the financial impact on ratepayers.

#### Whole of Life Costs

Whole of Life and maintenance costs are anticipated at this stage to be serviced within the current annual allocation of Bridge Inspection and Maintenance Program. The design life allowed for Cox Bridge is 100 years (t). The original value ( $V_0$ ) is of the bridge structure including risk allowance is approx. \$3.6M. The service life (L) of the asset for the purposes of the serviceability calculation is assumed at 80 years due to statistical variations in the construction quality. The depreciated value (Straight-Line method) is calculated as:

$$V_t = V_0 * [1-t/L] = -\$897,824$$

According to Austroads Engineering Guideline to Bridge Asset Management, the bridge asset depreciates in value over time with regular maintenance works to achieve its expected service life. It is anticipated that the current annual allocation of Bridge Inspection and Maintenance Program of \$250,000 will help achieve this objective.



### Funding Guidelines and Milestones

The Guidelines (June 2024) provides these four default milestone payments for design and construction projects:

- Up to 10% of Australian Government funding at completion of pre-construction design. “Only actual design expenditure will be paid. Savings under the design milestone may be used to finance construction overruns if valid evidence for the expenditure is provided.”
- 40% of Australian Government funding at commencement of construction.
- 30% of Australian Government funding at completion of construction.
- 20% of Australian Government funding at acceptance of post completion report.

### Options Analysis

Council is committed to providing consistent levels of service to the community by providing safe and accessible infrastructure. The increased level of service on Victoria Street would be required because of DAF requirements and sourcing 80% funding now is likely a much better outcome compared to the challenge of sourcing funds in the future to upgrade a progressively failing structure. The funding opportunity is a practical and strategic approach and thus a cost-effective solution to maintain and sustain Council’s road corridor assets with external funding. Alternatives have been investigated against the current reasonable opportunity to build a new bridge with federal government funding. The options considered are:-

- Close the road/bridge – Impact on the community and on Council operations has been assessed, as Victoria Street serves as a vital connecting link between the western and northern regions through Cunningham Highway. There is a perceived risk of adverse publicity and economic impact for the businesses and community and to Council operations at Wentworth Street Depot for this alternative as the detour route would be approximately 3.2 km. Victoria Street is also a current B-Double Route.
- Load limiting the bridge – The Bridge Inspection Report does not warrant load limiting the structure at this juncture. Should Council pursue this avenue, this would cause impact on the community and Council operations from the Council Depot located at Wentworth Street. The B-Double Route approval would need to be revised.
- Replace like for like – This alternative will not be in accordance with the Acceptable Development Requirements (ADR) of DAF as the Condamine River at this location is classified as purple (major impact) waterway.

## Conclusion/Summary

Cox Bridge is a Council-owned asset that is reaching its end of useful life and requires replacement for a vital transport asset in the Southern Downs road corridor. Any replacement structure would need to comply and satisfy with DAF waterway requirements. An upgrade to the existing culvert structure with a bridge will provide the community increased levels of service and flood immunity. An 80% funding stream is available from the Australian Government's Department of Infrastructure, Transport, Regional Development, Communication and the Arts Safer Local Roads and Infrastructure Program (SLRIP) in rural areas and Council can co-contribute its portion through an appropriate funding program.

## FINANCIAL IMPLICATIONS

As discussed in the body of the report.

## RISK AND OPPORTUNITY

### Risk

STR01: OPR24 Asset Management – Inadequate asset management practices impact on Council's ability to ensure acceptable levels of service from its infrastructure. *Failure to replace Cox Bridge will require it be load limited or closed in the future.*

STR10: OPR32 Federal Roads Funding – Due to lack of security of federal roads funding, e.g. Roads to Recovery and Bridge Renewal Program, there is a risk that Council will not be able to continue to renew its roads' assets. The Safer Local Roads and Infrastructure Program (SLRIP) *is currently available at 80:20 funding ratio, but this could change at any time.*

STR 10: OPR41 Delivery of Capital Projects – Overcommitment of Council to undertake capital projects which results in an inability to complete planned projects. *Adequate resources would need to be allocated to project managing this design and construction project.*

### Opportunity

Council has an opportunity to seek 80% funding from the the Australian Government's Department of Infrastructure, Transport, Regional Development, Communication and the Arts Safer Local Roads and Infrastructure Program (SLRIP) to replace Cox Bridge. The 20% co-contribution of the

total project cost is not insignificant compared to the lost opportunity cost for capital renewal of the road network within the region however it is manageable.

## COMMUNITY ENGAGEMENT

### Internal Consultation

The proposed project was fully supported by Councils Assets team to obtain federal funding to upgrade a progressively failing asset.

Relevant Finance budget provisions will be made in receipt of approved external funding and Council approval for project budget.

### External Consultation

Nil

## LEGAL / POLICY

### Legislation / Local Law

Local Government Act and Regulations

### Corporate Plan

#### Goal 2 Our Places

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

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

#### Goal 4 Our Performance

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

**Objective:** 4.1.3 We “get stuff done” and are solution seekers.

### Policy / Strategy

State Infrastructure Strategy 2022-2042

SDRC Economic Development Strategy 2022-2026

### Legal

There appears to be no legal issues associated with this report.

## HUMAN RIGHTS

A Human Rights assessment has been undertaken.

## ATTACHMENTS

1. SDRC Funding Confirmation Letter - November 2023 [↓](#)
2. Unsuccessful Letter from Bridge Renewal Program - July 2024 [↓](#)



Our Ref: JV:AJ [15.02]

24 November 2023

The Delegate  
Bridge Renewal Program  
GPO Box 594  
CANBERRA ACT 2601

Dear Sir/Madam

**Bridge Renewal Program – Funding Confirmation Letter  
Cox Bridge Replacement, Victoria Street, Warwick QLD**

Southern Downs Regional Council wishes to advise that on 22 November 2023 the following Resolution was carried:

THAT Council:

1. Makes application for funding of \$5,119,200 for the replacement of Cox Bridge, Victoria Street, Warwick under the Australian Government's Department of Infrastructure, Transport, Regional Development, Communication and the Arts Bridge Renewal Program; and
2. Approves a contribution of \$1,023,840 from the Australian Government's Roads to Recovery next five-year Funding Program 2024-29 or other alternate funding source available to Council at the time.

If you wish to discuss this matter further, please contact John Byrnes, Principal Engineer Capital Delivery on 1300 697 372.

Yours faithfully

A handwritten signature in black ink, appearing to read 'D Burges', written over a light blue circular stamp.

Dave Burges  
Chief Executive Officer

**Warwick Office** 64 Fitzroy Street Warwick QLD 4370  
**Stanthorpe Office** 61 Marsh Street Stanthorpe QLD 4380  
**Mail to:** The CEO, Southern Downs Regional Council, PO Box 26 Warwick 4370  
ABN 59 786 792 651

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

Southern Downs online





**Australian Government**

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**Department of Infrastructure,  
Transport, Regional Development,  
Communications and the Arts**

Mr David Burges  
Chief Executive Officer  
Southern Downs Regional Council

Via: david.burges@sdrc.qld.gov.au

Dear Mr Burges

Thank you for your applications for funding through the Bridges Renewal Program (BRP). Your interest in these programs, which provide funding to upgrade and replace bridges, improve community access and increase heavy vehicle safety and productivity, is valued.

I am writing to advise that your applications for the *Southern Downs Regional Council - Design and Construction of Cox Bridge on Victoria Street, Warwick* has not been successful in receiving funding at this time.

On 1 July 2024, the BRP and HVSP were consolidated into the new Safer Local Roads and Infrastructure Program (SLRIP). The first tranche of the SLRIP is now open, and you have the option of submitting new applications under this program. This tranche will close at midnight, 30 September 2024.

Information regarding the SLRIP, including resources that will assist you with applying, can be found on the Department's website: [Safer Local Roads and Infrastructure Program | Infrastructure Investment Program](#).

If you require further information or still wish to receive feedback regarding your BRP applications after reviewing the resources outlined above, please contact us at [slrip-applications@infrastructure.gov.au](mailto:slrip-applications@infrastructure.gov.au). My team will happily assist you with any queries.

Yours sincerely


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

Melony Czajor  
Assistant Secretary  
Targeted Infrastructure Programs Branch  
Road and Vehicle Safety Division

30 July 2024

## 14.7 Naming of Roads - Public Consultation

### Document Information

|   |  |  |
|---|--|--|
|  | <b>Report To: Ordinary Council Meeting</b> |  |
|   | <b>Reporting Officer:</b>                  | <b>Meeting Date:</b> 18 December 2024      |
|   | Manager Sustainability and Strategy        | <b>ECM Function No/s:</b> 3938498, 3908819 |

### Recommendation

THAT Council undertakes a public consultation process with the broader community, seeking public feedback on the proposed names for the Unnamed Roads connected to:

1. Lot 3 Plan RP 182877 1502 Old Stanthorpe Road Wildash;
2. Lot 901 Plan ML2305 59 Wienholt Street Maryvale.

## REPORT

### Background

Applications have been made to name newly constructed roads. Both applications are assessed as not meeting the requirements of the Roads and Places Naming Policy PL-IS092. Applicants have been contacted and advised of the assessment and offered an opportunity to make subsequent submissions.

### Report

The name preferences for both Unnamed Roads have been assessed and advice has been provided to the Applicants that the preferences do not align to the requirements of the policy. No further preferences have been provided by either Applicant. Officers have identified alternate names that do align with the requirements of the policy.

The Wildash constructed road Applicant proposed the following names which have been edited to meet the requirements of the Australian Standard:-

1. Ratcliffes
2. Heavens
3. Eagles

Other potential name options have also been identified based on the naming of "Wildash". Wildash was named for Fredrick John Cobb Wildash (pastoralist). (Source: Place Names, Environment, Land and Water, Queensland Government). Consequently, the proposal is to select from names:-

1. Frederick
2. John
3. Cobb.

The Maryvale constructed road applicant proposed the name “Tilly”.

Officers have identified name options based on the naming of “Maryvale”. Maryvale was derived from the property name first used in 1847 purportedly by James Leslie or James Hay (pastoralists) (Source: Place Names, Environment, Land and Water, Queensland Government)[1](#). As such the proposal is to select from names:-

1. Patrick
2. James
3. Hay

### **Conclusion/Summary**

Authority is sought to seek public comment on the proposed names “Frederick”, “John”, and “Cobb” for the Wildash Unnamed Road, and the proposed names “Patrick”, “James”, and “Hay” for the Maryvale Unnamed Road.

## **FINANCIAL IMPLICATIONS**

Nil

## **RISK AND OPPORTUNITY**

### **Risk**

Nil

### **Opportunity**

Nil

## **COMMUNITY ENGAGEMENT**

### **Internal Consultation**

Sustainability and Strategy GIS

### **External Consultation**

Advice provided to Applicant to assist in alignment to the Roads and Places Naming Policy requirements.

## **LEGAL / POLICY**

### **Legislation / Local Law**

Local Government Act S60 (c) and (d).

### **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.

**Legal**

There appears to be no legal issues associated with this report.

**HUMAN RIGHTS**

A Human Rights assessment has been undertaken.


**ATTACHMENTS**

Nil

## 15. PLANNING AND ENVIRONMENTAL SERVICES REPORTS

### 15.1 Planning Protocols Policy

#### Document Information

|   |  |                                       |
|---|--|---------------------------------------|
|  | <b>Report To: Ordinary Council Meeting</b> |                                       |
|   | <b>Reporting Officer:</b>                  | <b>Meeting Date:</b> 18 December 2024 |
|   | Manager Planning and Development           | <b>ECM Function No/s:</b>             |

#### Recommendation

THAT Council adopt the Planning Protocols Policy as presented.

#### REPORT

##### Background

Policies are a major component of the governance framework for Council. They support the strategic direction and guide the decision-making process.

##### Report

The purpose of the Planning Protocols Policy is to manage the participation of various stakeholders within development application and strategic planning processes. The policy provides clear guidance on the various roles and responsibilities of stakeholders involved with planning processes, including the development of planning policy and determination of development applications.

Appendices 7.1 and 7.2 clearly outlines the roles of each stakeholder within the planning stages. Appendix 7.3 outlines the processes for meetings and exchanges, both when there is no application lodged and when an application has been lodged, including pre-lodgment meetings.

##### Conclusion/Summary

The proposed Planning Protocols Policy is new and is aimed to provide clear guidance on the various roles and responsibilities for stakeholders involved in all aspects of planning.

#### FINANCIAL IMPLICATIONS

Nil

#### RISK AND OPPORTUNITY

##### Risk

Ineffective policy implementation due to a variety of potential impacts, such as resources, processes, understanding.

## Opportunity

The policy provides clear guidance to all stakeholders within the development application and strategic planning processes.

Improved and clear business processes.

## COMMUNITY ENGAGEMENT

### Internal Consultation

Councillor Information Session on 27 November 2024.

### External Consultation

Nil

## LEGAL / POLICY

### Legislation / Local Law

*Local Government Act 2009*

*Local Government Regulation 2012*

*Planning Act 2016*

### Corporate Plan

#### Goal 3      Our Prosperity

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

**Objective:** 3.3.1      Establish a reputation for working collaboratively with developers to deliver mutually beneficial outcomes.

#### Goal 4      Our Performance

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

**Objective:** 4.1.1      Deliver contemporary customer service experiences that align with the expectations of our customers and the community

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

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

**Outcome:** 4.5      We have genuine and effective partnerships.

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

**Outcome:** 4.6      Our leaders are authentic.

**Objective:** 4.6.1      Our elected members are collaborative and actively work with Executive Management to deliver desired outcomes.

### Policy / Strategy

Planning Protocol Policy

### Legal

There appears to be no legal issues associated with this report.

## HUMAN RIGHTS

A Human Rights assessment has been undertaken.

## ATTACHMENTS

1. Planning Protocols Policy [↓](#)

# Planning Protocols Policy

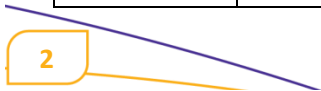
[POLICY NUMBER]

# PLANNING PROTOCOLS POLICY

|                      |                                     |
|----------------------|-------------------------------------|
| POLICY NUMBER        | [POLICY NUMBER]                     |
| DIRECTORATE:         | Planning and Environmental Services |
| SECTION:             | Planning and Development            |
| RESPONSIBLE MANAGER: | Manager Planning and Development    |
| DATE ADOPTED:        | Click or tap here to enter text.    |
| DATE TO BE REVIEWED: | Click or tap here to enter text.    |
| DATE REVIEWED:       | [Date Reviewed]                     |
| APPROVED BY:         | <div></div>                         |

# REVISION RECORD

| Date | Version | Revision description |
|------|---------|----------------------|
|      |         |                      |
|      |         |                      |
|      |         |                      |
|      |         |                      |



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# 1 PURPOSE

The purpose of this policy is to manage the participation of various stakeholders within development application and plan making processes.

# 2 SCOPE

This policy applies to all employees, Councillors and the Councillor Advisor, and is consistent with the legislative requirements relating to councillors in the *Local Government Act 2009*, the *Planning Act 2016* and the *Integrity Act 2009*.

This policy does not apply to unanticipated or social engagements that occur from time to time between Councillors, developers or submitters. However, Councillors should carefully consider the implications of social engagements with these persons and be mindful at all times of their obligations under the *Local Government Act 2009* and the Code of Conduct for Councillors in Queensland.

This policy also applies to Councillor interactions with the community related to the making of planning instruments such as planning scheme amendments, new planning scheme preparation, infrastructures charges resolutions, neighbourhood/local area plans or the like.

# 3 LEGISLATIVE CONTEXT

*Local Government Act 2009*  
*Planning Act 2016*, Chapters 2 and 3

# 4 POLICY DETAILS

## 4.1 POLICY STATEMENT

- (1) The ability of members of the community to discuss matters of interest in an open and transparent way with Councillors, and Council itself, is vital to efficient and effective local government.
- (2) Contact with Councillors is undertaken by many people in the community in relation to a broad range of matters. Lobbyists, developers and submitters seek access to Councillors to discuss potential and existing development applications and land use policy matters. The public has a clear expectation that such contact is carried out ethically and transparently.
- (3) It is always the aim of Council that all such interactions and any decisions relating to planning and development matters are legal, ethical and impartial. Such principles are reflected in section 4 the *Local Government Act 2009* (i.e. the “local government principles”) and section 12 of that Act (the responsibilities of Councillors).
- (4) This policy has been developed to provide clear guidance of the various roles and responsibilities involved with planning and development processes, including the development of planning policy and determination of development applications.
- (5) Council has delegated to the Chief Executive Officer powers under the *Planning Act 2016* to decide development applications. Some of these powers have then been subdelegated to appropriate employees.
- (6) The *Local Government Act 2009* outlines the particular requirements for Councillors in relation to managing prescribed conflicts of interests and declarable conflict of interests. This policy will also assist Councillors to avoid any potential conflicts of interests relating to development applications made to Council.



- (7) Council will also, from time to time, make or amend its Local Planning Instruments relevant to the regulation and assessment of development. This policy assists the stakeholders in determining when and how interactions between the relevant stakeholders should take place.
- (8) Appendix 1 outlines the roles of each stakeholder in the plan making processes and responsibilities for same, to ensure good governance and decision making.
- (9) Appendix 2 outlines the roles of each stakeholder in the development application processes and responsibilities for same, to ensure good governance and decision making.
- (10) Appendix 3 outlines the guidelines for Councillor interactions with Developers, Lobbyists and Submitters.
- (11) If a Councillor has a prescribed or a declarable conflict of interest in relation to a development application which is under assessment they must not:
  - (a) Interact with a developer or submitter in relation to that matter; or
  - (b) Influence, attempt to influence or discuss the matter with another Councillor who is partly responsible or an employee who is wholly or partly responsible for deciding the matter.
- (12) Councillors and employees are required to adhere to the limits of their roles outlined in the Appendix. They will also assist other external parties to understand and act within the roles ascribed to them.

## 4.2 DOCUMENT CONTROLS

Council will review this policy biennially or in response to changes in law or best practice.

# 5 DEFINITIONS

| TERM                    | MEANING   |
|-------------------------|---|
| Applicant               | The applicant for the application, as per the definition outlined in the <i>Planning Act 2016</i> .   |
| Councillor              | The Mayor and Councillors of the Southern Downs Regional Council.   |
| Councillor Advisor      | An appropriately qualified person appointed to assist the Mayor in performing their responsibilities under the <i>Local Government Act 2009</i> .   |
| Employee                | A local government employee as defined pursuant to the <i>Local Government Act 2009</i> .   |
| Development application | The meaning in the <i>Planning Act 2016</i> .   |
| Developer               | An applicant for a development approval, development application or a prospective applicant for a development approval, their advisors, and representatives including consultants. It includes any lobbyist acting on behalf of a developer. If the applicant is a body corporate, the term includes office holders and employees of the applicant. If the applicant is a partnership, the term includes partners and employees of the applicant. It also includes the owner of land that is the subject of a development application or prospective development application. |
| Interaction             | A pre-arranged engagement in relation to a development matter (including face to face, virtual or by telephone).  |

|                           |   |
|---------------------------|---|
| Lobbyist                  | The same meaning as defined in the <i>Integrity Act 2009</i> , that is, a person or entity who carries out lobbying for a third-party client.   |
| Local Planning Instrument | The meaning in the <i>Planning Act 2016</i> and also includes Charges Resolutions or other similar documents created to form part of the development assessment process.  |
| Submitter                 | A person who has made a submission, or expressed an intention to make a submission, about a development application or Local Planning Instrument as provided under the <i>Planning Act 2016</i> . It includes any lobbyist or consultant acting on behalf of a submitter. |

## 6 RELATED DOCUMENTS

- Acceptable Requests Guidelines Policy
- Charges Resolution (No. 4.2) 2023
- Code of Conduct for Councillors in Queensland
- Information and Records Management Policy
- *Integrity Act 2009*
- Local Heritage Register
- Media Relations Policy
- *Public Records Act 2002*
- Southern Downs Planning Scheme, v. 5

## 7 APPENDIX



## 7.1 APPENDIX 1 – ROLES OF STAKEHOLDERS IN DEVELOPMENT ASSESSMENT

| PLANNING STAGE                                    | ROLES  |   |  |   |
|---|--|---|--|---|
|   | Applicant/developer/lobbyist   | Councillors   | Council employees  | Submitters/public   |
| 1. Development Application pre-lodgement Meetings | <ul style="list-style-type: none"> <li>Submit preliminary development application form information and attend pre-application meeting with employees.</li> </ul> | <ul style="list-style-type: none"> <li>Receive developer information but avoid offering support or comment, either personally or on behalf of Council, to developers until employees assessment is completed. Written correspondence should be encouraged to be sent via <a href="mailto:mail@sdrclld.gov.au">mail@sdrclld.gov.au</a> also.</li> <li>Respond to factual inquiries following advice from senior employees, discussing only matters that are publicly known when discussing with the general public.</li> <li>Request details/information from employees on pre-lodgement discussions in accordance with Acceptable Requests Guidelines Policy.</li> <li>Must not interact with the developer if a conflict of interest is likely.</li> <li>Refer to Appendix 7.3 for more guidance.</li> </ul> | <ul style="list-style-type: none"> <li>Co-ordinate pre-lodgement meeting and provide notes.</li> <li>Verbal briefing to the portfolio Councillor of pre-lodgement meetings held or scheduled.</li> <li>Provide copies of pre-lodgement meeting minutes to the attendees of the pre-lodgement meeting.</li> </ul>   | Nil   |
| 2. Development Application                        | <ul style="list-style-type: none"> <li>Submit application.</li> </ul>  | <ul style="list-style-type: none"> <li>Councillors notified of new applications on a regular basis.</li> <li>Request details / information on any application in accordance with Acceptable Requests Guidelines Policy.</li> </ul>  | <ul style="list-style-type: none"> <li>Receive and acknowledge application.</li> <li>Verbal briefing to the portfolio Councillor and Chief Executive Officer for moderate and high complexity applications.</li> <li>Verbal briefing to a Council Information Session for identified applications.</li> <li>Where necessary, a briefing is provided on complex applications at a Council Information Session.</li> <li>Provide Councillors updates on major developments as needed or requested.</li> <li>Make file available for</li> </ul> | <ul style="list-style-type: none"> <li>Request details/information on any application via PD Online.</li> </ul> |

| PLANNING STAGE                          | ROLES   |   |   |   |
|---|---|---|---|---|
|   | Applicant/developer/lobbyist  | Councillors   | Council employees   | Submitters/public   |
|   |   |   | viewing via PD Online and as requested in person.   |   |
| 3. Information and Referral Stage       | <ul style="list-style-type: none"> <li>Respond to request for additional information and refer application to referral agency (if required).</li> </ul> | <ul style="list-style-type: none"> <li>Request details / information on any application in accordance with Acceptable Requests Guidelines Policy.</li> </ul>  | <ul style="list-style-type: none"> <li>Issue request for further information (if required).</li> <li>Receive referral agency response.</li> <li>Engage with stakeholders to the application as necessary to progress its assessment.</li> </ul> | <ul style="list-style-type: none"> <li>Request details/information on any information request via PD Online.</li> </ul> |
| 4. Public Notification (where required) | <ul style="list-style-type: none"> <li>Advertise the application in accordance with Act requirements.</li> </ul>  | <ul style="list-style-type: none"> <li>Receive informal objections and encourage a properly made submission to be made. Noting that there is a factsheet and template available on Council's website.</li> <li>Forward any material received to the Chief Executive Officer and Manager Planning &amp; Development, encouraging correspondence to be sent via mail@sdrc.qld.gov.au.</li> <li>Listen to applicant and/or submitter but avoid offering support or opinion until employees assessment is completed and report prepared for Ordinary Council Meeting. In the case of delegated authority applications, advice is received from senior employees (Manager).</li> </ul> | <ul style="list-style-type: none"> <li>Acknowledge submissions through written correspondence.</li> </ul>   | <ul style="list-style-type: none"> <li>Make a submission.</li> </ul>  |

| PLANNING STAGE                    | ROLES   |  |   |  |
|-----------------------------------|---|--|---|--|
|                                   | Applicant/developer/lobbyist  | Councillors  | Council employees   | Submitters/public  |
| 5. Decision (delegated)           | Nil.  | <ul style="list-style-type: none"> <li>Request details/information on any application in accordance with the Acceptable Requests Guidelines Policy.</li> <li>Raise any concerns with the Manager Planning &amp; Development, or Chief Executive Officer.</li> </ul>  | <ul style="list-style-type: none"> <li>Assess and decide application.</li> <li>Provide a list of the delegated decisions made to the Councillor to allow them to ask questions.</li> <li>Chief Executive Officer or Manager may refer application to Ordinary Council Meeting for determination.</li> <li>Issue Decision Notice.</li> </ul>   |  |
| 6. Decision (Reported to Council) | <ul style="list-style-type: none"> <li>Respond to the concerns raised by the submitters, in correspondence to Council.</li> <li>Request to address Councillors at an Ordinary Council Meeting in accordance with the Meeting Policy.</li> <li>Applicant is notified of the date that the employee's report is being presented to the Ordinary Council Meeting.</li> </ul> | <ul style="list-style-type: none"> <li>Listen to applicant and/or objector contact but avoid offering support or opinion until employees assessment is completed and report prepared for Ordinary Council Meeting.</li> <li>Not accept lobbying/submissions within 48 hours* prior to Ordinary Council meeting.</li> <li>Genuinely consider the development application, any submissions to the application, the legislation, council's report, including the assessment and recommendations by employees, prior to them making a decision on the proposed development.</li> <li>Decide application by resolution of Council.</li> <li>Where the decision is not consistent with employee recommendation, provide written planning reasons for the alternate recommendation.</li> <li>Make public comment on the decision of Council in accordance with Council's Media Relations Policy.</li> </ul> | <ul style="list-style-type: none"> <li>The applicant is notified in writing and verbally of the date that the employee's report is being presented to the Ordinary Council Meeting, prior to the release of the formal meeting agenda.</li> <li>Send a copy of the submissions to the councillors within at least 24 hours of the release of the formal meeting agenda.</li> <li>Prepare assessment report and recommendation for inclusion in Ordinary Council Meeting agenda.</li> <li>Issue Decision Notice in accordance with decision of Council.</li> </ul> | <ul style="list-style-type: none"> <li>Request to address Councillors at an Ordinary Council Meeting in accordance with the Meeting Policy, if desired.</li> <li>Submitters are notified informally of the date that the employee's report is being presented to the Ordinary Council Meeting, at least 48 hours prior to the Ordinary Council Meeting.</li> <li>Any properly made submission receives a copy of the decision notice in accordance with the legislation – may request further information about decision from</li> </ul> |

| PLANNING STAGE                               | ROLES   |  |   |   |
|--|---|--|---|---|
|  | Applicant/developer/lobbyist  | Councillors  | Council employees   | Submitters/public   |
|  |   |  |   | employees or Councillors.   |
| 7. Negotiated decision (delegated)           | <ul style="list-style-type: none"> <li>• Submit representations.</li> </ul>   | <ul style="list-style-type: none"> <li>• Request details/information on any application in accordance with the Acceptable Requests Guidelines Policy.</li> <li>• Not attend formal meetings between employees and applicants/consultants to discuss representations on conditions of approval.</li> <li>• Not interact with the developer or submitter/s in relation to the decision until after the appeal period has expired.</li> </ul>   | <ul style="list-style-type: none"> <li>• Decide representations and issue Negotiated Decision Notice.</li> </ul>  |   |
| 8. Negotiated decision (reported to Council) | <ul style="list-style-type: none"> <li>• Submit representations.</li> </ul>   | <ul style="list-style-type: none"> <li>• Not attend meetings between employees and parties to the application to discuss representations.</li> <li>• Not accept lobbying/submissions within 48 hours* prior to Ordinary Council Meeting.</li> <li>• Where required, decide representations by resolution.</li> <li>• Where the decision is not consistent with employee recommendation, provide written planning reasons for the alternate recommendation.</li> <li>• Not interact with the developer or submitter/s in relation to the decision until after the appeal period has expired.</li> </ul> | <ul style="list-style-type: none"> <li>• Prepare assessment report and recommendation for inclusion in Ordinary Council Meeting agenda.</li> <li>• Issue Negotiated Decision Notice.</li> </ul> | <ul style="list-style-type: none"> <li>• Any properly made submission receives a copy of the Negotiated Decision Notice.</li> </ul>   |
| 9. Appeal                                    | <ul style="list-style-type: none"> <li>• Lodge appeal with Planning and Environment Court or elect to be a co-respondent to any submitter appeal.</li> <li>• Restrict contact with Council to via legal representatives.</li> </ul> | <ul style="list-style-type: none"> <li>• Refrain from interactions with the appellants or co-respondents and should avoid commenting publicly about matters before the Planning and Environment Court.</li> </ul>  | <ul style="list-style-type: none"> <li>• Provide confidential Councillor updates as required.</li> <li>• Liaise with Council's solicitors and experts as required.</li> </ul>                   | <ul style="list-style-type: none"> <li>• Lodge appeal with Planning and Environment Court or elect to be a co-respondent to any applicant appeal.</li> <li>• Restrict contact with Council to via legal representatives.</li> </ul> |

*Note:*

\* Where additional information is provided through lobbying or submission within 48 hours of Ordinary Council Meeting, the item may be deferred to the next Ordinary Council Meeting and, where required, agreement sought for the extension of the decision-making period.

## 7.2 APPENDIX 2 – ROLES OF STAKEHOLDERS IN STRATEGIC PLANNING

| PLANNING STAGE                            | ROLES  |   |  |   |
|---|--|---|--|---|
|   | Applicant/developer/lobbyist   | Councillors   | Council employees  | Submitters/public   |
| 1. Local Planning Instrument Preparation  | Nil  | <ul style="list-style-type: none"> <li>Raise policy issues with employees.</li> <li>Formulate and review policy positions and strategic direction including confidential workshops/briefings.</li> </ul>  | <ul style="list-style-type: none"> <li>Provide information to Council and document Council's planning intentions.</li> </ul>                             | Nil   |
| 2. Local Planning Instrument notification | <ul style="list-style-type: none"> <li>Provide input/submissions during stakeholder meetings and public consultation.</li> <li>Make a properly made submission.</li> </ul> | <ul style="list-style-type: none"> <li>Attend stakeholder/public consultation events to listen to community input. Written correspondence must be sent via <a href="mailto:mail@sdrc.qld.gov.au">mail@sdrc.qld.gov.au</a> to ensure any submission can be considered properly made.</li> <li>Refer issues raised by stakeholders to employees through formal correspondence.</li> <li>All submissions to be considered as part of the formal process must be properly made, including being submitted in the approved format, and received within the formal consultation timeframe.</li> </ul> | <ul style="list-style-type: none"> <li>Prepare draft planning instruments for public advertising and conduct stakeholder/public consultation.</li> </ul> | <ul style="list-style-type: none"> <li>Make a properly made submission.</li> <li>Provide input/submissions during public consultation.</li> </ul> |
| 3. Local Planning Instrument Adoption     | Nil  | <ul style="list-style-type: none"> <li>Not accept lobbying/submissions within 48 hours* prior to Ordinary Council Meeting.</li> <li>Adopt Local Planning Instruments by Council resolution.</li> </ul>  | <ul style="list-style-type: none"> <li>Prepare final report to Council including outcomes of consultation.</li> </ul>                                    | Nil   |

*Note:*

\* Where additional information is provided through lobbying or submission within 48 hours of Ordinary Council Meeting, the item may be deferred to the next Ordinary Council Meeting.

### 7.3 APPENDIX 3 – GUIDELINES FOR COUNCILLOR INTERACTIONS WITH DEVELOPERS, LOBBYISTS AND SUBMITTERS

Adopting a structured approach to Councillors' interactions with developers and submitters will allow Councillors to engage appropriately in the public interest and reduce their risk of engaging in misconduct or corrupt conduct. Under the *Integrity Act 2009*, lobbyists are required to inform Councillors that they are a lobbyist when making initial contact (for example, when seeking to arrange a meeting). In addition to the record keeping requirements detailed below, interactions between Councillors and lobbyists must be recorded in Council's Register of Contact with Lobbyists. Nothing in this policy requires a Councillor to meet with a lobbyist at any time.

#### 7.3.1 MEETING OR EXCHANGING OTHER COMMUNICATION WITH POTENTIAL DEVELOPERS AND LOBBYISTS (WHERE NO PROPOSAL IS PRESENTLY BEFORE COUNCIL)

Councillors may encourage responsible and appropriate development in Council's area. Councillors should not feel inhibited, in any communications, with potential developers and lobbyists (for a potential development), in promoting the benefits of developing in Council's local government area.

However, even in dealings with potential developers and lobbyists (for a potential development), Councillors: -

- Must make clear to potential developers and lobbyists that they can provide general information on the application process but cannot give definitive advice about any likely decision;
- Should suggest that the developer or lobbyist consider seeking independent professional advice;
- If applicable, must encourage potential development applicants and lobbyists to seek preliminary advice on their proposal by utilising the established process for pre-lodgement meetings with Council staff;
- Must not in any way represent the Council's possible attitude to the potential application.

Similarly, in relation to potential submitters to a development application, Councillors should not feel inhibited about discussing with potential submitters what is publicly known about a potential development application. Again, Councillors: -

- Must make clear to potential submitters that they can provide general information on the application process but cannot give definitive advice about any likely decision;
- Should suggest that the submitter consider seeking independent professional advice;
- Must not in any way represent the Council's possible attitude to the potential application.

In all exchanges of communication with a potential developer, lobbyist (for a potential development) or potential submitter, Councillors should keep and maintain a written record of same. This written record should detail, as a minimum, the date and time of the exchange, the format of the exchange (i.e. face to face meeting, telephone call, exchange of emails or exchange of correspondence), a summary of the matters raised with the Councillor and a summary of the Councillor's response. This written record is to be provided to the Chief Executive Officer, and Manager Planning and Development and recorded in Council's record management system, i.e. ECM.

#### 7.3.2 MEETING OR EXCHANGING OTHER COMMUNICATION WITH DEVELOPERS, LOBBYISTS AND SUBMITTERS (AFTER A DEVELOPMENT APPLICATION HAS BEEN LODGED)

After a development application has been lodged, if a Councillor engages in any meetings, telephone discussions, email or other correspondence or exchange with a developer, lobbyist or submitter where they are seeking the Councillor's support or opposition (as the case may be) to a development application, any such response or comment from the Councillor must include the following statements:

- That any opinions expressed by the Councillor are personal to the Councillor and do not in any way represent the Council's possible attitude to the development application; and
- In relation to Council's possible decision on the application, that the Councillor's principal obligation is to serve the public interest by ensuring that his /her decision is:
  - consistent with the planning legislation, Council's planning scheme and policies; and

- made after having appropriate regard to any officer's (or Council appointed consultant's) advice; and
- not influenced by any other irrelevant or inappropriate consideration, including (but not limited to) the personal circumstances of the applicant or landowner.

Meetings between Councillors and developers, lobbyists or submitters where substantive issues concerning the application are to be discussed, must only occur by arrangement through the office of Council's CEO (or delegate) and only in circumstances where a Council officer (with adequate knowledge of the development application) is also present.

Where development matters arise during the course of an otherwise unrelated meeting, Councillors should:

- Where it is not practical to immediately cease the discussion, make all reasonable attempts to include a Council officer with adequate knowledge of the development application in the conversation.
- Offer to arrange a further meeting to discuss the matter, in accordance with the fore mentioned clause.
- Provide a written summary to the Chief Executive Officer (or delegate) of the exchange as per the below clause.

Councillors must keep a written record summarising the matters discussed during any meeting, telephone discussion, email or other correspondence or exchange. This written record should detail, as a minimum, the date and time of the meeting or exchange, a summary of the matters raised with the Councillor and a summary of the Councillor's response, and any follow up actions.

### 7.3.3 COUNCILLOR ATTENDANCE AT PRE-LODGEEMENT MEETINGS

Proponents of development, lobbyists or consultants may seek formal pre-lodgement advice from Council's technical officers by way of the Council's established pre-lodgement advice service.

Verbal briefings will be provided to the portfolio Councillor of pre-lodgement meetings held or scheduled to occur.

At times proponents of development, lobbyists or consultants may request that a Councillor attend a pre-lodgement meeting. If Council staff are formally notified of such a request, an invitation to attend the meeting will also be sent to the portfolio Councillor and, if different, any Councillor identified by the proponent of development, lobbyist or consultant. The maximum number of Councillors at a pre-lodgement meeting will be two (2).

Whilst attending a formal pre-lodgement meeting, Councillors:

- Must act as observers only;
- May ask questions of either the proponent or officers that seek to increase their understanding of the matters being discussed;
- Must not ask questions in a way that is designed to influence the advice being given by officers; and
- Must refrain from making any other comments about the matters being discussed, including their personal views of the proposal or the advice being given by officers.

After the meeting, Councillors are free to engage with the proponent as outline in section 7.3.1 above.

The matters discussed at a pre-lodgement meeting should be treated as commercial in confidence, and not discussed with parties not present at the pre-lodgement meeting. The pre-lodgement meeting outcomes document is not a publicly available document under the *Planning Act 2016*, and should not be released to any parties not present at the meeting without permission of the proponent and the Chief Executive Officer except where allowed by other Council policies and procedures.


### 7.3.4 PRESENTATIONS TO ORDINARY COUNCIL MEETING

All requests for Deputations are to be in accordance with Council's Meeting Policy.

In receiving such presentations and submissions, Councillors will act in accordance with the principles and requirements as set out in sections 7.3.1 to 7.3.3 above.

## 15.2 Allora Mountain Offsets for T2W pipeline

### Document Information

|   |  |                                       |
|---|--|---------------------------------------|
|  | <b>Report To: Ordinary Council Meeting</b> |                                       |
|   | <b>Reporting Officer:</b>                  | <b>Meeting Date:</b> 18 December 2024 |
|   | Sustainability & Environment Officer       | <b>ECM Function No/s:</b>             |

### Recommendation

THAT Council approve the setting aside of 21 hectares of the Allora Mountain reserve in perpetuity for Seqwater to secure a Statutory Covenant for the purpose to offset the clearing loss of koala habitat within the Toowoomba to Warwick raw water pipeline route, on the condition that consultation is undertaken and endorsement received from the traditional owners of the land.

## REPORT

### Background

The proposed Toowoomba to Warwick raw water pipeline project (the Project) involves the construction of underground and associated aboveground infrastructure between Toowoomba and Warwick. Through the self-assessment process Seqwater determined the disturbance would impact on a matter of national environmental significance. The Project's impacts were referred to the Australian Government as it was declared a controlled action. It is currently under assessment by the Department of Climate Change, Energy, the Environment and Water's (DCCEEW) *Environment Protection and Biodiversity Conservation Act 1999*.

### Report

A detailed assessment of impact sites within the project area was completed by Seqwater to assess and map koala (*Phascolarctos cinereus*) habitat to determine offsets. The proposed project has potential to impact on 8.31 hectares of foraging/breeding habitat and 3.97 hectares of dispersal habitat at 11 different sites across the 111.7 kilometre length of the alignment. Council staff reviewed Council managed land and provided options to Seqwater to offset the impact. Allora Mountain with its Mountain coolibah woodland was chosen based on the target habitat quality scoring process. Lot 112 ML2279 on Forest Plains Road, Allora, is owned by the State and managed by Council, is within the Rural zone with tenure of reserve. The surrounding land uses on the reserve include landfill rehabilitation, waste transfer station, Allora water storage and Allora Landcare leased facilities.

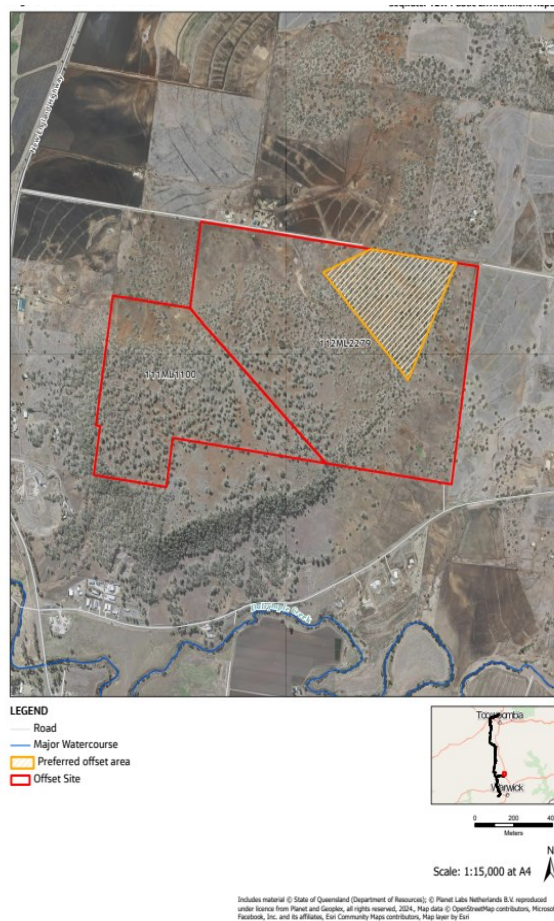
Through assessment of the site by qualified ecologists, 117 hectares of available koala habitat was found within Lot 112 to be suitable as offset to the disturbance on the pipeline route. 21 hectares is required for the offset for the Project, and the proposed location is shown in Figure 1.

An Offset Management Plan (OMP) was developed on behalf of Seqwater to outline the approach and methodology for delivering the environmental offset to compensate for initial predicted significant residual impacts on the Koala and to achieve conservation outcomes. The title bound Statutory Covenant will protect the environmental values in perpetuity.

Expected conservation outcomes include:

- Increase in habitat quality score for koala by one point over 20 years
- Increase the species richness of vegetation

- Reduce the density of weed species and feral animals
- Improving connectivity within existing habitat patches
- Effective fire management
- Monitoring for evidence of koala activity at the site.



*Figure 1: Proposed location of the offset.*

As part of this perpetual covenant, Seqwater, is to produce a fire management plan and manage fuel reduction; manage pests; establish supplementary tree plantings if deemed necessary; access restriction including fence construction; and carry out ecological assessment for monitoring and reporting of habitat quality scores to the DCCEEW. Seqwater is to secure the Statutory Covenant on the title of the lot.

The assessment and approval is conditional to consultation and endorsement being received from the traditional owners of the land.

### **Conclusion/Summary**

The removal of koala habitat in the construction of the pipeline is pursuant to providing and maintaining an offset of same or similar habitat. Through the assessment process, Allora Mountain reserve was found to provide an acceptable ecological community to apply to the Australian Government for offset of the destroyed koala habitat. Allora Mountain is owned by the State and managed by the Council.

## **FINANCIAL IMPLICATIONS**

No longer will Council be required to manage pests on the offset site area. All costs associated with the offset application and management will be the responsibility of Seqwater.

## RISK AND OPPORTUNITY

### Risk

There is limited opportunity for other areas of State or Council owned land in the Southern Downs that contains the suitable ecological community to provide the offset. Without the offset, the pipeline project cannot proceed.

### Opportunity

Through this process there is the opportunity to improve the habitat quality of the offset area thereby improving biodiversity of the site.

## COMMUNITY ENGAGEMENT

### Internal Consultation

Land Management and Local Laws teams were consulted

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### External Consultation

Seqwater driven process

## LEGAL / POLICY

### Legislation / Local Law

*Land Act 1994*

### Corporate Plan

#### Goal 4      Our Performance

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

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

4.4.3    Our asset management is smart, effective and efficient with robust project selection pathways.

### Policy / Strategy

Nil

### Legal

There appears to be no legal issues associated with this report.

## HUMAN RIGHTS

A Human Rights assessment has been undertaken.

## ATTACHMENTS

Nil

**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 Recruitment of Chief Executive Officer**

#### **Reason for Confidentiality**

This item is considered confidential in accordance with section 254J(3)(a) of the *Local Government Regulation 2012*, as it contains information relating to the appointment, discipline or dismissal of the chief executive officer.

### **17.2 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.

### **17.3 Minutes of the ICT Steering Committee Meeting 25 November 2024**

#### **Reason for Confidentiality**

This item is considered confidential in accordance with section 254J(3)(g) of the *Local Government Regulation 2012*, as it contains information relating to negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

### **17.4 Access and Fencing: Ironbark Road, Sugarloaf**

#### **Reason for Confidentiality**

This item is considered confidential in accordance with section 254J(3)(e) of the *Local Government Regulation 2012*, as it contains information relating to legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.

### **17.5 Draft Local Government Infrastructure Plan (LGIP)**

#### **Reason for Confidentiality**

This item is considered confidential in accordance with section 254J(3)(g) of the *Local Government Regulation 2012*, as it contains information relating to negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

### **17.6 Proposed Infrastructure Agreement between EWA Developments Pty Ltd and Southern Downs Regional Council for 65 Old Stanthorpe Road, Morgan Park**

#### **Reason for Confidentiality**

This item is considered confidential in accordance with section 254J(3)(g) of the *Local Government Regulation 2012*, as it contains information relating to negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

## **18. GENERAL BUSINESS**