



SOUTHERN DOWNS REGIONAL COUNCIL ORDINARY COUNCIL MEETING

Dear Councillors

Your attendance is requested at the Ordinary Council Meeting to be held in the Council Chambers, Southern Downs Regional Council, 61 Marsh Street, Stanthorpe on **Wednesday, 18 June 2025** at **9:00AM**.

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

Rachel Brophy

CHIEF EXECUTIVE OFFICER

13 June 2025

Attendance

9:15am Deputation – Chris Haynes, Howard Trade Centre regarding Agenda Item 15.2 & 15.3

10:30am Presentation of Recognition of Service Certificates to Staff with over 30 years of Service

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WEDNESDAY, 18 JUNE 2025 Ordinary Council Meeting

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	Nil	
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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 - 21 May 2025**


Recommendation

THAT the minutes of the Ordinary Council Meeting held on Wednesday 21 May 2025 be adopted.

5. ACTIONS FROM COUNCIL MEETINGS

5.1 Actions from Ordinary Council Meeting 21 May 2025

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 18 June 2025
	Chief Executive Officer	ECM Function No/s:

Recommendation

THAT Council receive the report and note the contents.

REPORT

The purpose of this report is to provide a summary of Actions resulting from resolutions from the Ordinary Council Meeting held 21 May 2025.

A copy of the Actions Report is attached.

ATTACHMENTS

1. Actions from Ordinary Council Meeting 21 May 2025 [↓](#)



ACTIONS FROM ORDINARY COUNCIL MEETING 21 MAY 2025

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
21/05/2025	5.1	Actions from Ordinary Council Meeting 16 April 2025	Brophy, Rachel	29 May 2025 2:49pm Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Brophy, Rachel (action officer) on 29 May 2025 at 2:49:58 PM - Noted.	29/05/2025
21/05/2025	15.3.1	Adjust to Order of Business for Agenda Item 15.3	Brophy, Rachel	29 May 2025 2:50pm Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Brophy, Rachel (action officer) on 29 May 2025 at 2:50:05 PM - Noted.	29/05/2025
21/05/2025	15.3	Material Change of Use - Consideration of Change Representations - Howard Trade Centre Pty Ltd C/- Adapt Development Management Pty Ltd - 10 Mill Road, Stanthorpe: Lot 110 RP12340	Travers, Catherine	05 Jun 2025 11:56am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Travers, Catherine (action officer) on 05 June 2025 at 11:56:59 AM - Deferred to June Ordinary Council Meeting	5/06/2025
21/05/2025	15.4	Material Change of Use - Consideration of Change Representations - Howard Trade Centre Pty Ltd C/- Adapt Development Management Pty Ltd - 10 Mill Road, Stanthorpe: Lot 109 RP12340	Travers, Catherine	05 Jun 2025 11:57am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Travers, Catherine (action officer) on 05 June 2025 at 11:57:13 AM - Deferred to June Ordinary Council Meeting	5/06/2025
21/05/2025	15.1	Material Change of Use - L C Frankie Holdings Pty Ltd - 54 Locke Street, Warwick	Hay, Mitchell	05 Jun 2025 12:52pm Watt, Jenny - Completion Completed by Watt, Jenny on behalf of Hay, Mitchell (action officer) on 05 June 2025 at 12:52:40 PM - Decision Notice & Statement of Reasons forwarded to applicant	5/06/2025
21/05/2025	8.1	Notice of Motion - Attendance of the Public at Councillor Information Sessions	Brophy, Rachel	05 Jun 2025 11:58am Seymour, Marion - Completion Completed by Seymour, Marion on 05 June 2025 at 11:58:50 AM - Policy discussed at CIS on 4 June 2025.	5/06/2025
21/05/2025	8.2	Notice of Motion - Review of Council Meetings Policy	Glasson, Susie	05 Jun 2025 12:00pm Seymour, Marion - Reallocation Action reassigned to Glasson, Susie by Seymour, Marion - Susie, Policy for Review at the 2 July CIS 05 Jun 2025 12:01pm Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Glasson, Susie (action officer) on 05 June 2025 at 12:01:01 PM - Policy will be reviewed at CIS on 2 July 2025.	5/06/2025



ACTIONS FROM ORDINARY COUNCIL MEETING 21 MAY 2025

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
21/05/2025	8.3	Notice of Motion - Review of current Roads Policy	Wellwood, Nick	29 May 2025 2:52pm Seymour, Marion - Reallocation Action reassigned to Wellwood, Nick by Seymour, Marion - Nick, the review of this Policy will need to go to a CIS prior to Council Meeting. 05 Jun 2025 12:01pm Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Wellwood, Nick (action officer) on 05 June 2025 at 12:01:36 PM - Referred to General Manager Infrastructure, Assets and Projects to review Policy.	5/06/2025
21/05/2025	8.4	Notice of Motion - Letter of Congratulations to Vic Pennisi	Brophy, Rachel	29 May 2025 2:50pm Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Brophy, Rachel (action officer) on 29 May 2025 at 2:50:49 PM - Letter of congratulations has been sent.	29/05/2025
21/05/2025	13.1	Financial Services - Financial Report as at 30 April 2025	Betts, Melissa	29 May 2025 2:51pm Betts, Melissa - Completion Completed by Betts, Melissa (action officer) on 29 May 2025 at 2:51:57 PM - April Finance Report Noted	29/05/2025
21/05/2025	13.2	Minutes of the Audit & Risk Management Committee held 17 April 2025	Keir, Dianna	29 May 2025 4:19pm Keir, Dianna - Completion Completed by Keir, Dianna (action officer) on 29 May 2025 at 4:19:50 PM - Council resolution noted.	29/05/2025
21/05/2025	13.3	Southern Downs Youth Council Minutes - 27 March 2025	Organ, Sue	02 Jun 2025 9:33am Organ, Sue - Completion Completed by Organ, Sue (action officer) on 02 June 2025 at 9:33:27 AM - Council resolution noted.	2/06/2025
21/05/2025	15.2	Material Change of Use - Consideration of Change Representations - Sarah Hulme - 10 Deutscher Road, Mount Tully	O'Mara, Angela	29 May 2025 5:20pm O'Mara, Angela - Completion Completed by O'Mara, Angela (action officer) on 29 May 2025 at 5:20:23 PM - Consideration of the application deferred following applicants request.	29/05/2025
21/05/2025	15.3.2	Agenda Items 15.3 and 15.4 to be Taken from the Table	Brophy, Rachel	29 May 2025 2:51pm Seymour, Marion - Completion Completed by Seymour on 29 May 2025 at 2:51:01 PM - Noted.	29/05/2025



ACTIONS FROM ORDINARY COUNCIL MEETING 21 MAY 2025

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
21/05/2025	15.3	Material Change of Use - Consideration of Change Representations - Howard Trade Centre Pty Ltd C/- Adapt Development Management Pty Ltd - 10 Mill Road, Stanthorpe: Lot 110 RP12340	Travers, Catherine	05 Jun 2025 11:56am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Travers, Catherine (action officer) on 05 June 2025 at 11:56:59 AM – Noted resolution that items 15.3 and 15.4 lay on the table.	5/06/2025

6. DECLARATIONS OF CONFLICTS OF INTEREST

7. MAYORAL MINUTE

Nil


8. NOTICES OF MOTION

Nil

9. READING AND CONSIDERATION OF CORRESPONDENCE

9.1 Correspondence

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 18 June 2025
	Chief Executive Officer	ECM Function No/s:

Recommendation

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

REPORT

1. **Queensland Local Government Grants Commission newly appointed Chair, Vic Pennisi, and members Peter Scott, Jane McNamara and Elvie Sandow** congratulating them on their appointment and wishing them well over their term to achieve positive outcomes for local Councils in Queensland (copies attached).

Action: Noted.

2. **Director-General Department of Transport and Main Roads** in response to a request from the Mayor for the installation of a new bus stop on the corner of Wood and O'Leary Streets, Warwick (copies attached).

Action: Noted.

ATTACHMENTS

1. Queensland Local Government Grants Commission Appointees[↓](#)
2. Director-General, Department of Transport and Main Roads[↓](#)
3. Mayor Hamilton to Director-General, Department of Transport and Main Roads[↓](#)

Office of the Mayor



19 May 2025

Mr Vic Pennisi
c/- Queensland Local Government Grants Commission
PO Box 15009
CITY EAST QLD 4002

Email: qlggc.enquiries@dsdilqp.qld.gov.au

Dear Mr Pennisi

Congratulations on your appointment as chair of the Queensland Local Government Grants Commission. As the former Mayor of the Southern Downs, I know that you will be a strong voice for our region and for the support which we need to thrive.

In particular with your long experience in local government you will understand the significant challenge faced by councils with the timing of payments of Financial Assistance Grants. The Federal Government determines the timing of these payments, and unlike previous years, in 2023–24 councils did not receive any advance funding through the Federal Financial Assistance Grants. As a result, 52 councils (more than 80% of Queensland councils) recorded losses. Having greater certainty around the timing of these payments would greatly assist Queensland councils.

I would also like to congratulate you on the recent opening of the Country University Centre in Warwick, and thank you for your hard work and personal commitment in achieving this significant project for our region.

I wish you and your fellow Commission members all the best over your term to achieve positive outcomes for local councils in Queensland.

Yours sincerely

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

Melissa Hamilton
Mayor

Office of the Mayor



19 May 2025

Mr Peter Scott
c/- Queensland Local Government Grants Commission
PO Box 15009
CITY EAST QLD 4002

Email: qlggc.enquiries@dsdilqp.qld.gov.au

Dear Mr Scott

Congratulations on your appointment as a member of the Queensland Local Government Grants Commission. As the former Mayor of Cook Shire Council, I know that you will be a strong voice for Queensland councils and for the support which we need to thrive.

In particular with your experience in local government you will understand the significant challenge faced by councils with the timing of payments of Financial Assistance Grants. The Federal Government determines the timing of these payments, and unlike previous years, in 2023–24 councils did not receive any advance funding through the Federal Financial Assistance Grants. As a result, 52 councils (more than 80% of Queensland councils) recorded losses. Having greater certainty around the timing of these payments would greatly assist Queensland councils.

I wish you and your fellow Commission members all the best over your term to achieve positive outcomes for local councils in Queensland.

Yours sincerely

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

Melissa Hamilton
Mayor

Office of the Mayor



19 May 2025

Ms Jane McNamara
c/- Queensland Local Government Grants Commission
PO Box 15009
CITY EAST QLD 4002

Email: qlggc.enquiries@dsdilgp.qld.gov.au

Dear Ms McNamara

Congratulations on your appointment as a member of the Queensland Local Government Grants Commission. As the former Mayor of Flinders Shire Council, I know that you will be a strong voice for Queensland councils and for the support which we need to thrive.

In particular with your experience in local government you will understand the significant challenge faced by councils with the timing of payments of Financial Assistance Grants. The Federal Government determines the timing of these payments, and unlike previous years, in 2023–24 councils did not receive any advance funding through the Federal Financial Assistance Grants. As a result, 52 councils (more than 80% of Queensland councils) recorded losses. Having greater certainty around the timing of these payments would greatly assist Queensland councils.

I wish you and your fellow Commission members all the best for your term to achieve positive outcomes for local councils in Queensland.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Melissa Hamilton', written in a cursive style.

Melissa Hamilton
Mayor

Office of the Mayor



19 May 2025

Ms Elvie Sandow
c/- Queensland Local Government Grants Commission
PO Box 15009
CITY EAST QLD 4002

Email: qlggc.enquiries@dsdilqp.qld.gov.au

Dear Ms Sandow

Congratulations on your appointment as a member of the Queensland Local Government Grants Commission. As the former Mayor of Cherbourg Aboriginal Shire Council, I know that you will be a strong voice for Queensland councils and for the support which we need to thrive.

In particular with your experience in local government you will understand the significant challenge faced by councils with the timing of payments of Financial Assistance Grants. The Federal Government determines the timing of these payments, and unlike previous years, in 2023–24 councils did not receive any advance funding through the Federal Financial Assistance Grants. As a result, 52 councils (more than 80% of Queensland councils) recorded losses. Having greater certainty around the timing of these payments would greatly assist Queensland councils.

I wish you and your fellow Commission members all the best over your term to achieve positive outcomes for local councils in Queensland.

Yours sincerely

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

Melissa Hamilton
Mayor



Office of the
Director-General

Department of
Transport and Main Roads

Our ref: DG47515

1 May 2025

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

Dear Mayor

Thank you for your letter of 9 April 2025 about a request for a new bus stop on the corner of Wood Street and Oleary Street, Warwick.

The Department of Transport and Main Roads (TMR) receives many requests for additional bus stops across Queensland and must ensure that network expansion is focused in the areas of greatest customer demand and that new services are well patronised and represent value for money.

TMR has reviewed the proposed change with our delivery partner, Haidley's Panoramic Coaches and notes that there is an existing hail 'n' ride bus stop on Wood Street, opposite Douglas Street with approximately a dozen passengers currently boarding, including one elderly customer travelling from Oak Tree Retirement Village.

Given the proximity of this stop to Oleary Street and the potential increase in walking distance for existing customers, there are no current plans to relocate the stop closer to Oleary Street.

To provide residents with an easier walking environment to bus services in this area, TMR suggests Southern Downs Regional Council to consider construction of a footpath along Oleary Street to enhance connections to the Oak Tree Retirement Village.

I trust this information is of assistance.

Yours sincerely

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

Sally Stannard
Director-General
Department of Transport and Main Roads

1 William Street Brisbane
GPO Box 1549 Brisbane
Queensland 4001 Australia

Telephone +61 7 3066 7316
Website www.tmr.qld.gov.au
ABN 39 407 690 291

Office of the Mayor



9 April 2025

Ms Sally Stannard
Director-General
Department of Transport and Main Roads
GPO Box 1549
BRISBANE QLD 4001

Email: director-general@tmr.qld.gov.au

Dear Ms Stannard

I would like to request a new bus stop in Warwick to safely service the residents of Oak Tree Retirement Village.

Elderly residents of the retirement village currently have to walk or use their scooters for 600m to access the bus stop that is presently located on Wood Street (opposite the Westside shopping centre). Wood Street is a busy main road that is part of the Cunningham Highway, and its road verge can be very dangerous for residents who may have mobility issues.

Installing a new bus stop on the corner of Wood and Oleary Street will help to overcome transport challenges and safety concerns for residents of Oak Tree, as they won't need to travel along the main road. As residents of a retirement village, many no longer able to drive, they are regular users of the public bus system.

I appreciate your consideration of this request and helping to make the Southern Downs a safe and liveable region for our elderly residents.

Yours sincerely


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

Melissa Hamilton
Mayor

10. RECEPTION AND READING OF PETITIONS AND JOINT LETTERS

10.1 Petition - Pozieres State School - Improve Road School Crossing Safety and Slow Down Traffic

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 18 June 2025
	Chief Executive Officer	ECM Function No/s:

Recommendation

THAT Council receive the Petition and note the advice from officers on the existing school signage and clearing of vegetation for visibility purposes.

REPORT

Council has received the attached Petition from Pozieres State School P & C requesting improvement to school crossing safety and to slow down traffic (Attachment 1).

The Petition outlines the concerns of the school community for the road crossing due to speeding vehicles, lack of proper signage and insufficient visibility due to overgrown trees.

The Petition is requesting the following improvements:

1. Trimming of trees on the North Eastern end of the crossing.
2. Clearer signage and flashing lights indicating a school zone and speed limit.
3. Regular enforcement of speed limits by local authorities.
4. Speed limits painted on Pozieres School Road either side of the crossing.
5. Erection of a sign at both ends for drivers to "Give way to children crossing".

The Petition was referred to the General Manager Infrastructure, Assets and Projects for investigation and consideration of the requests.

Council officers have completed an investigation of the issues outlined in the Petition, and advise as follows:-

- **School Signage:** Council officers are reviewing existing school zone signs meets the Manual of Uniform Traffic Control Devices Part 4: Speed controls, and the Queensland Road Safety Technical User Volumes (QRSTUV). Council officers are also investigating funding sources for enhanced school zone signs (flashing signs). Council officers are organising the installation of warning signs in advance to the existing school zone signs to improve safety in the interim.
- The visibility clearing of vegetation was included as maintenance backlog, however this work has been prioritised in the interest of the safety of the school children.

ATTACHMENTS

1. Petition - Pozieres State School [↓](#)

Petition to Improve School Crossing Safety and Slow Down Traffic

To: Southern Downs Regional Council

We, the undersigned, are concerned parents, residents, and community members who are calling for urgent action to improve the safety of the school crossing area near Pozieres State School.

Every day, children, families, and school staff cross the road in an environment that is increasingly unsafe due to speeding vehicles, lack of proper signage, and insufficient visibility due to overgrown trees. Despite being a designated school zone, drivers often ignore speed limits and pose a serious risk to pedestrians.

We are requesting the following improvements:

1. Trimming of trees on the North Eastern end of the crossing, (picture attached)
2. Clearer signage and flashing lights indicating a school zone and speed limit.
3. Regular enforcement of speed limits by local authorities.
4. Speed limits painted on Pozieres School Road either side of the crossing.
5. Erect a sign at both ends for drivers to "Give way to children crossing".

These changes are critical to preventing accidents and ensuring that children can walk to and from school safely.

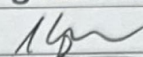

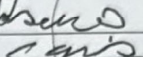
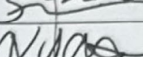
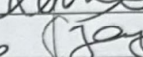
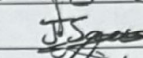
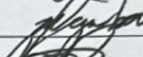


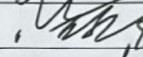
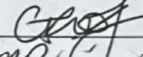
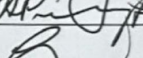
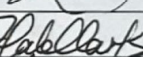
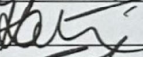
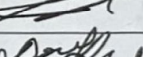
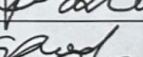
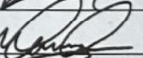
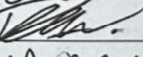
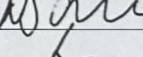
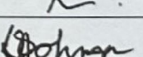
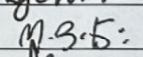
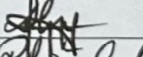
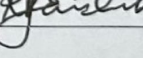
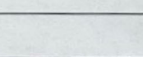
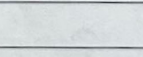
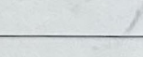

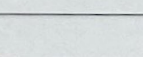
We urge you to take swift action to protect our community's most vulnerable members—our children.

Sincerely,
Lisa Salter

Pozieres State School P&C

Lisa 0400756503
sportstripes@hotmail.com

Signatures:

Name	Address	Signature
LISA SALTER	38 SAVIO LANE POZIERES 4352	
DAWIEL SALTER	38 SAVIO LANE POZIERES 4352	
MICHAEL SAVIO	38 SAVIO LANE POZIERES 4352	
STEPHEN SAVIO	193, TENNANT ROAD, THULIMBAH 4376	
KATIE SAVIO	38 SAVIO LANE, POZIERES, 4352	
Julicia Savio	193 Tennant Rd Thulimbah 4376	
Jason Savio	29 Cosmo Lane, Cottonvale 4375	
Martin Fairbank	9 Schumann Lane Thulimbah 4376	
Ashley Van Kuyck	2496 Amiens Road Pozieres	
Jennifer Larkin	64 Parkers Lane, Thulimbah, 4376	
NARSSA CORFE	1223 MT JANET RD PASSENGALE	
LEN BATY	1223 MT JANET RD PASSENGALE	
SAVIN CORFE	1223 MT JANET RD PASSENGALE	
Sally Pinnington	1377 Eukey Rd Eukey	
Catherine Ellis	97 Matthews Ln The Summit	
Deb Cole-Clark	222 Parrish Lane Eukey	
Tonya Collier	30 POZIERES ROAD	
Aaron Flood	225 Quirles Rd Amiens	
Julie Van Kuyck	2496 Amiens Rd Pozieres	
Emma Flood	225 Quirles Rd Amiens	
MICHAEL LARKIN	64 PARKERS LANE, THULIMBAH, 4376	
DANE WARDROPE	30 POZIERES RD, COTTONVALE 4375	
NATALYN SAVIO	29 COSMO LANE, COTTONVALE QLD 4375	
AARON FENNEY	21, CORUNDUM ST STANTHORPE	
Dell Johnson	61A Sugarloaf Rd Stanthorpe	
Michelle Fenney	21 Corundum St., Stanthorpe	
Lauren Ezzy	293 Eukey Rd, KYOOMBA Q 4380	
Rina Fairbank	9 Schumann lane Thulimbah 4376	

School Zone viability from North Eastern end of Pozieres School Road


Photo taken 20/05/2025



11. PORTFOLIO REPORTS

11.1 Portfolio Report - Cr Harslett - Inspired Communities

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 18 June 2025
	Chief Executive Officer	ECM Function No/s:

Recommendation

THAT Council's Inspired Communities Portfolio Report be received.

REPORT

Cr Harslett has submitted a Portfolio Report providing an update on Welcoming New Citizens, Allora Precinct Development, Library Services and Community Engagement, Arts and Culture, Southern Downs Youth Council, Commemoration and Community Events and Education.

Attached is a copy of the Portfolio Report.

ATTACHMENTS

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



INSPIRED COMMUNITIES

INTRODUCTION

Southern Downs Regional Council is committed to fostering inclusive, vibrant, and engaged communities. This report highlights recent and upcoming initiatives, programs, and developments that exemplify Council's dedication to building an inspired and connected Southern Downs.

WELCOMING NEW CITIZENS

Earlier in 2025, we were proud to welcome 14 new citizens to the Southern Downs, with a further 30 expected to be officially welcomed during our Citizenship Ceremony on Tuesday, 17th June. These ceremonies are always a joy to attend, celebrating the journeys and contributions of our newest community members. We encourage everyone to experience one of these meaningful events.

ALLORA PRECINCT DEVELOPMENT

The Allora Precinct redevelopment is on track, with the handover anticipated in late July 2025. The library is then expected to move from its existing location into the new, opening late July or early August, featuring a single-floor layout that enhances accessibility and includes additional community meeting spaces. As this is a grant-funded program, any official opening date must be confirmed with the State.

LIBRARY SERVICES AND COMMUNITY ENGAGEMENT

Our libraries remain key community hubs. With over 12,000 residents as library members, more than 14,000 items were borrowed in May alone.

Here's a snapshot of library engagement during May:

PROGRAM/EVENT	LOCATION	ATTENDANCE
Life Writing Workshop	Stanthorpe	12
Author visit Heather Reyburn	Stanthorpe	2
Author visit Heather Reyburn	Warwick	10
Storytime	Stanthorpe	70
Storytime	Warwick	77
Storytime	Allora	3
Bookchat	Stanthorpe	27
Baby Rhyme Time	Stanthorpe	103
Playtime	Stanthorpe	30
GBNC Baby Rhyme Time	Stanthorpe	19
GBNC Storytime	Stanthorpe	13
Kids Korner Storytime	Stanthorpe	5

The new meeting room at the Stanthorpe Library is seeing increased bookings, and workshops and activities continue to expand, reflecting our commitment to lifelong learning and community engagement.

ARTS AND CULTURE

Memoranda of Understanding (MOUs) with the Warwick and Stanthorpe Art Galleries are close to finalisation. This collaborative process has fostered a stronger partnership, resulting in more comprehensive and community-focused agreements.

Both galleries continue to deliver diverse exhibitions and performances, enriching our cultural landscape. Community members are encouraged to connect with gallery staff and volunteers and sign up for newsletters to stay updated.

Pending budget approval, the outdoor space between the Warwick Art Gallery and Library is also earmarked for aesthetic enhancements, making it more inviting and functional for community use.

Southern Downs Regional Council is proud to support many of our region's events and festivals and in the coming month, we look forward to ***Snowflakes in Stanthorpe*** and ***Jumpers and Jazz in July***—each a vibrant celebration of our region's unique seasons.

SOUTHERN DOWNS YOUTH COUNCIL

The Southern Downs Youth Council is now over halfway through its annual program, which has undergone a significant revamp this year. Mentor councillors and staff are working closely with students to develop, refine, and present youth-driven proposals to Council later this year, empowering young people to shape our region's future.



COMMEMORATIONS AND COMMUNITY EVENTS

Council's ANZAC Day services in Stanthorpe and Warwick, as well as representation by councillors across many of the regions' community and school services was again a feature of the latter part of April. Council is proud to play a part in honouring our service personnel and supporting our veterans.

Looking ahead, the Civic Events Team is preparing for NAIDOC Week and our annual Carols events. This year, Council is partnering with Darling Downs Health (DDH) to host a major NAIDOC Week celebration at Victoria Park, Warwick, on **Wednesday, 16 July 2025, from 10:00am to 3:00pm**. The event will be free and open to all, featuring:

- Free BBQ
- Free kids activities
- Live performances
- Creative and cultural workshops
- Stallholders promoting health and wellbeing services

INSPIRATIONAL VISION IN EDUCATION AND TRAINING

On June 5th Southern Downs Regional Council welcomed the announcement of the transformation of the Queensland College of Wine Tourism into The Precinct, a project that represents a major milestone for regional innovation, tourism and economic growth. Praise must be given to the Chamber-led local consortium—including the Stanthorpe & Granite Belt Chamber of Commerce, Granite Belt Wine & Tourism, Granite Belt Growers Association, Queensland Wine Industry Association, Stanthorpe State High School and SDRC—for their dedication to community engagement and a shared vision. The Precinct will aim to preserve the legacy of the College while evolving into a nationally significant hub for education, innovation and regional development, with a focus on the food, wine, tourism and agribusiness sectors.


CONCLUSION

Southern Downs Regional Council remains dedicated to inspiring, supporting, and celebrating our communities. Through collaboration, investment, and inclusive programming, we are creating opportunities for everyone to thrive.

12. EXECUTIVE SERVICES REPORTS

12.1 Chief Executive Officer - Status Report

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 18 June 2025
	Chief Executive Officer	ECM Function No/s:

Recommendation

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

REPORT

1. Questions on Notice

At the Ordinary Council Meetings held 19 March 2025, 16 April 2025 and 21 May 2025, the following Questions on Notice were raised by Councillors.

Officers' advice in relation to those questions is outlined below:

19 March 2025

Councillor	Agenda Item	Question on Notice	Response
Cr McDonald	12.1 Chief Executive Officer Status Report – 13.4 Application for Permanent Road Closure – Adjacent to Lot 1 on SP165073 – 208 Amosfield Road, Stanthorpe	Can Councillors be advised what happened with the Show Cause Notice.	As the matter is a compliance matter, it is not appropriate to disclose additional information at this stage. This matter is currently ongoing.
Cr Harslett	12.1 Chief Executive Officer Status Report – Stanthorpe Band Stand	Could clarification be obtained on the organisations listed on the Agreement to Occupy?	The correct organisations listed are: <ul style="list-style-type: none">• Granite Belt Choir Association Inc.• Stanthorpe Concert Band Inc• Stanthorpe & District Pipe Band Inc.
Cr Wantling	15.5 Review of Animal Impoundment Boxes	Can officers undertake a review of the decision after 12 months?	The Council resolution for this matter did not include a 12 month review period. The resolution was: <i>That Council endorse the</i>

			<i>permanent closure of the impoundment boxes after hours at the Warwick and Stanthorpe animal pounds, and have the impoundment boxes open during Council's business hours only.</i>
--	--	--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

16 April 2025

Councillor	Agenda Item	Question on Notice	Response
Cr Richters	13.1 Financial Services Report	Can Councillors be provided a list of capital projects that will not be completed this financial year?	Despite the very late start to the FY25 Capital Program, staff are working very hard to catch up. At this stage it is still unclear which projects will not be completed.
Cr Harslett	13.2 Operational Plan 2024-2025 Quarterly Review	Objective 1.3.3 – Club IQ Program – How much longer does the program run for, and what does it look like going forward?	<p>ClubIQ is part of the Queensland Government's 10-year plan, Activate! Queensland 2019–2029, to improve the lives of Queenslanders through physical activity.</p> <p>ClubIQ offers free, easy-to-use resources for Queensland sporting clubs. These resources help club committees and volunteers deliver quality services to their communities.</p> <p>ClubIQ focuses on 4 main areas:</p> <ol style="list-style-type: none"> 1. Governance 2. Financial management 3. Planning 4. Volunteering. <p>For more information about the ClubIQ platform, go to ClubIQ: Support and development for clubs Recreation, sport and arts Queensland Government.</p>

21 May 2025

Councillor	Agenda Item	Question on Notice	Response
Cr Wantling	13.1 Financial Report as at 30 April 2025	Is Council at risk of losing grant funding due to the low completion rates of Capital projects?	No, Council works closely with the funding agencies to ensure externally funded projects are completed

			within agreed timeframes.
Cr McDonald	13.1 Financial Report as at 30 April 2025	Can the previous request for information for Councillors on staff vacancies be brought forward for consideration for the FH25/26 Budget?	This information is being discussed as part of the FY26 budget process.

2. Other Business


Nil

ATTACHMENTS

Nil

12.2 Councillor Briefings and Workshops Policy

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 18 June 2025
	Chief Executive Officer	ECM Function No/s:

Recommendation

THAT Council adopt the Councillor Briefings and Workshops Policy.

REPORT

Background

At the Ordinary Council Meeting held 16 October 2024 Council considered a Notice of Motion submitted by Cr Bartley requesting that the public be permitted or allowed to attend Councillor Information Sessions. A Procedural Motion resolved that the Notice of Motion lay on the table.

Following that discussion, the Acting Chief Executive Officer briefed Councillors and provided a Discussion Paper on Council Information Sessions at the Council Information Session held 26 November 2025.

A draft Councillor Briefings and Workshops Policy was included for discussion at the Council Information Session held on 15 January 2025.

Report

Cr Bartley lodged a subsequent Notice of Motion requesting Council revisit the Notice of Motion that was laying on the table regarding the attendance of the public at Council Information Session was considered by Council at the Ordinary Council Meeting held 21 May 2025. At that meeting Council resolved that the Draft Councillor Briefings and Workshop Policy be brought before the June Ordinary Council Meeting for consideration.

The draft policy has been discussed with the Mayor and Councillors during June 2025. The draft policy is attached.

Conclusion/Summary

Adoption of this policy will provide guidance to Councillors, staff and the community in regard to public participation at Councilor briefings and workshops.

FINANCIAL IMPLICATIONS

There will be small administration cost to implement this policy. This will relate to staff time to publish the briefing sessions and workshops, inviting guests and recording of attendance.

RISK AND OPPORTUNITY

Risk

NIL

Opportunity

Adoption of this policy will provide guidance and clarity for Councillors, staff and the community.

COMMUNITY ENGAGEMENT

Internal Consultation

Council Information Sessions 15 January 2025 and 4 June 2025.

External Consultation

NIL

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009

Local Government Regulation 2012

Corporate Plan

Goal 4 Our Performance

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

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

Policy / Strategy

As per the attached draft policy.

Legal

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

HUMAN RIGHTS

A Human Rights assessment has been undertaken.

ATTACHMENTS

1. Councillor Briefings and Workshops Policy [↓](#)

Councillor Briefings and Workshops Policy

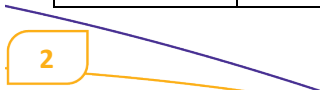
PL-138

COUNCILLOR BRIEFINGS AND WORKSHOPS POLICY

POLICY NUMBER	PL-138
DIRECTORATE:	Corporate Services
SECTION:	Governance
RESPONSIBLE MANAGER:	Manager Corporate Services
DATE ADOPTED:	
DATE TO BE REVIEWED:	April 2028
DATE REVIEWED:	[Date Reviewed]
APPROVED BY:	<div></div>

REVISION RECORD

Date	Version	Revision description
	1	Adopted at Ordinary Meeting of Council



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1 PURPOSE

This Policy provides a framework for the orderly and proper conduct of Councillor briefings and workshops and aims to provide transparency around Council decision-making in line with the Local Government Principles identified in section 4 of the *Local Government Act 2009* (LG Act).

This Policy provides direction to Councillors and Council officers on the purpose, conduct and value of Councillor briefing sessions and workshops. Council has an obligation to report, explain and be answerable for decisions it makes on behalf of the community it represents.

2 SCOPE

This Policy applies to all Councillors and Council employees that attend and participate in Councillor briefing sessions and workshops, including staff that contribute towards the decision-making process.

3 LEGISLATIVE CONTEXT

Local Government Act 2009

Local Government Regulation 2012

4 POLICY DETAILS

4.1 INTRODUCTION

Council is committed to upholding the principles of local government throughout the entirety of the decision-making process. Transparent meeting procedures ensure public confidence in Council's decision-making process.

4.2 TYPES OF SESSIONS

Councillor information sessions that are included under this policy include:

- a) Engagement / Deputations
- b) Briefing sessions
- c) Workshops

4.3 COUNCILLOR BRIEFING SESSIONS

Councillor briefing sessions provide a valuable opportunity to enhance the decision-making process and are a forum for the Chief Executive Officer (CEO) and senior Council Officers to address Councillor questions and provide additional background on matters coming before the Council for decision.

In respect to Councillor briefing sessions: -

- i. no decision-making or voting takes place at these meetings;
- ii. in accordance with the Code of Conduct for Councillors in Queensland, attendance by Councillors is required other than where prior leave of absence is given; and
- iii. the requirements for local government meetings as prescribed in Council Meetings Policy PL-CS036, the *Local Government Act 2009* (LG Act) and *Local Government Regulation 2012* (LG Regulation) do not apply, including that Councillor briefing sessions be open to the public and the recording of minutes.

Specifically, Councillor briefing sessions provide a forum for:

- i. Councillors to be fully informed on complex matters that will allow for more effective discussion and debate during subsequent formal meetings;

- ii. Councillors to seek further information, clarification and background details from Council Officers or any guest presenters;
- iii. Officers to advise Councillors of their professional opinions and reasoning behind their intended recommendations; and
- iv. presentations by external parties.

4.4 COUNCILLOR WORKSHOPS

Councillor workshops are a process for Councillors, Council officers and where required, external parties to collaborate to develop or advance proposals, such as masterplans with the organisation on topics of strategic importance and collectively develop proposals prior to the formal decision-making process commencing. Examples include discussions to determine strategic priorities, the development of the budget, initial input into the development or review of Council policies, plans etc.

Examples of Councillor Workshops include:

- a) Discussions to determine strategic priorities;
- b) The development of the budget for the financial year;
- c) The initial development of a new Planning Scheme; and
- d) Initial input into the development or review of a Council Policy
- e) Initial development of a Corporate Plan
- f) Training for Councillors

Councillor workshops are not formal decision-making forums and may be used as a basis for Officers to develop a firmer proposal which will be considered formally by Council in the future. Where a subsequent report is presented to Council that has been in part developed by collaborating in a Councillor workshop, it is a requirement to note this in the consultation section of the report template.

In respect to Councillor workshops: -

- i. no decision-making or voting takes place at these meetings;
- ii. in accordance with the Code of Conduct for Councillors in Queensland, attendance by Councillors is required other than where prior leave of absence is given; and
- iii. the requirements for local government meetings as prescribed in Council Meetings Policy PL-CS036, the *Local Government Act 2009* and *Local Government Regulation 2012* (LG Regulation) do not apply, including that Councillor briefing sessions be open to the public and the recording of minutes.

4.5 ADMINISTRATION

Councillor briefing sessions and workshops shall be scheduled by the CEO, with notice provided by Executive Support.

The Mayor or CEO may call a Councillor briefing session or workshop as necessary for emergent matters.

The CEO in consultation with the Mayor and Councillors, will determine the matters to be presented at a Councillor briefing session or workshop. A Councillor who wishes to place an item on the agenda for a future briefing session must put their request to the CEO at least 15 business days before the date of the proposed session. This timeframe will enable Council officers to provide the necessary background information and context to allow Councillors to have all the relevant information available to them relating to the matter.

Councillor briefing sessions and workshops are not formal meetings of Council and are generally not open to the public unless otherwise invited. Examples of sessions that may be open to the public are community engagement sessions or deputations to a Councillor briefing session.

In order to make the best use of time and resources, the CEO shall determine which Council Officers are required to attend any given session. A register of attendance of elected members will be recorded to support transparent and accountable processes.

External persons may attend Councillor briefing sessions or workshops upon invitation from the Mayor or CEO. If an external party (for example a consultant, contractor or guest) is to be present at a briefing session or workshop, the person's name, title and company shall be included on the Agenda. The external party shall only be present at the briefing session or workshop during the discussion of the item for which their name appears next to on the agenda. Councillor briefing sessions and workshops may be facilitated by the Mayor or CEO or another Councillor or member of the Executive team as required.

4.5.1 SCHEDULE

An agenda for each briefing and workshop shall be provided to Councillors stating:

- The day, time and location of the meeting;
- The purpose of the meeting; and
- A list of officers or external parties presenting

Presentations and material for briefing sessions and workshops, where appropriate and where possible, will be provided to Councillors 2 days in advance of the meeting.

There will be no formal minutes, recommendations or actions as these are NOT decision-making forums. Recording of Councillor Briefing Sessions and Workshops will be limited to note taking regarding:

- Attendance
- Declaration of interests
- Councillor questions taken on notice

Matters discussed, questions taken on notice and follow-up actions are to be noted by the relevant staff and/or Councillors. Notes will be retained for reference only and will not be distributed to Councillors, staff or the public.

4.5.2 COORDINATION

The CEO shall coordinate briefing sessions and workshops. In the event that the CEO is not present, another member of the Executive Leadership Team shall coordinate the session or workshop.

The Coordinator shall assume responsibility for good governance and order of the meeting and is responsible for determining the order of business of the agenda.

The relevant manager or director shall introduce each session, noting the purpose for the session or workshop and the facilitator / presenter. Briefing session summaries from Council officers must have a clear statement identifying the aims, such as:

- Option 1 – Operation Action. This report is for the briefing of Councillors prior to the matter being dealt with operationally
- Option 2 - Council Resolution Required. This report is for the briefing of Councillors prior to consideration of the matter at a future Council meeting
- Option 3 - Seeking input from Councillors:

4.6 ROLES AND RESPONSIBILITIES

Councillors are obliged to comply with the [Code of Conduct for Councillors in Queensland](#) and the local government principles, including 'transparent and effective processes, and decision-making in the public interest' and should refrain from making formal or implied decisions during Councillor briefing sessions and workshops.

Officers are obliged to provide sound and impartial advice during Councillor briefing sessions and workshops consistent with their responsibilities outlined in the LG Act.

4.7 CONFIDENTIALITY

Councillors will be in receipt of confidential information that may or may not be part of a formal Council meeting. Councillors must use Council information in a way that promotes and maintains the public trust and confidence in the integrity of the local government. The release of confidential information is prohibited by the LG Act.

Councillors and Council Officers have a responsibility to ensure that confidential information is treated confidentially, so as not to harm, prejudice or compromise the interests of Council or any individual or organisation, or enable any individual or organisation to gain, directly or indirectly a financial advantage.

Councillors must as soon as they become aware, declare conflicts of interest on any matters being discussed or proposed to be discussed at Councillor briefing sessions or workshops in accordance with the relevant provisions of the LG Act.

A Councillor who has a prescribed or declared conflict of interest in a matter to be addressed in a Councillor briefing session or workshop must not attend the session relating to the matter unless the local government has previously approved by resolution their participation in the matter under the provisions of the LG Act.

Council Officers must declare any actual, perceived or potential conflicts of interests in accordance with their obligations under the Code of Conduct, Disclosures (Conflicts of Interest and Prescribed Personal Interests) - Council Policy and the LG Act.

This requirement recognises that discussions at Councillor briefing sessions or workshops may influence Councillors when deciding a matter at a Council meeting.

These declarations will be recorded to ensure that a transparent and effective process is maintained, and the ethical and legal behaviour of Councillors and Council officers is upheld.

5 DEFINITIONS

TERM	MEANING
Councillor Briefing Session	As defined in section 4.3 of this policy
Councillor Workshop	As defined in section 4.4 of this policy

6 RELATED DOCUMENTS


[Code of Conduct for Councillors in Queensland](#)

[PL-CS036 - Council Meetings Policy](#)



12.3 Country Universities Centre Southern Downs Community Alliance Panel - Appointment of Representative

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 18 June 2025
	Chief Executive Officer	ECM Function No/s:

Recommendation

THAT Council appoint the Mayor or a Councillor as Council's representative on the Country Universities Centre Southern Downs Community Alliance Panel.

REPORT

Background

At the Ordinary Council Meeting held 25 October 2023 Council resolved:

Crs Giori, McNally and Windle declared a conflict of interest in Agenda Item 7.1 and following a decision from Council remained in the meeting for discussion and vote.

7. MAYORAL MINUTE

7.1 Regional University Study Hub

Resolution

Moved Mayor V Pennisi

Seconded Cr A Gale

THAT Council:

1. Auspice an application for a Regional University Study Hub to be located in Warwick under the 2023 application round;
2. Delegate responsibility to the Chief Executive Officer to form a Southern Downs Regional University Study Hub Development Committee and a supporting Working Group; and
3. Appoint the Mayor as the Council representative of the Southern Downs Regional University Study Hub Development Committee.

Carried

Crs Giori, McNally and Windle voted for the motion.

That application was successful, and the Country Universities Centre Southern Downs ("CUCSD") is now operational. Since the local government election of March 2024, Council has not had a representative on the Development Committee nor on the Board of CUCSD.

Report

The attached invitation has been extended by CUCSD for Council to have a representative on the Country Universities Centre Southern Downs Community Alliance Panel (the **Panel**). The Terms of Reference for the Panel are also attached.

The Panel is an advisory group to provide feedback to the CUCSD Board and make recommendations that support the Centre's growth, community engagement, and ongoing initiatives.

Under clause 5.3.1 of the Councillor Advisory Committees and Other Committees Policy PL-EX021 Council may appoint, by resolution, a Councillor to be an official Council representative on key external Committees. Alterations to external Committee membership must be made by resolution of Council.

Conclusion/Summary

In conclusion, Council has been asked to appoint a member to the CUCSD Panel.

FINANCIAL IMPLICATIONS

Nil.

RISK AND OPPORTUNITY

Risk

Nil.

Opportunity

The Country Universities Centre is important for the region, allowing both young and mature age students to study without leaving the Southern Downs.

This appointment provides a valuable link to the CUCSD and an opportunity for Council to make recommendations that support CUCSD's growth, community engagement, and ongoing initiatives.

COMMUNITY ENGAGEMENT

Internal Consultation

Nil.

External Consultation

Nil.

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

Goal 3 Our Prosperity

Outcome: 3.2 Businesses thrive and grow.

Objective: 3.2.2 Support skills development initiatives such as establishment of a Country University facility and support education and training providers regarding employee retention and attraction pathways.

Policy / Strategy

Councillor Advisory Committees and Other Committees Policy PL-EX021

Legal

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

HUMAN RIGHTS

A Human Rights assessment has been undertaken.

ATTACHMENTS

1. Invitation to Country Universities Centre Southern Downs Community Alliance Panel and Terms of Reference [↓](#)

From: [Alyce Lotz](#)
To: [Melissa Hamilton](#)
Subject: Invitation to Join the CUC Southern Downs Community Alliance Panel
Date: Tuesday, 29 April 2025 5:02:38 PM
Attachments: [Outlook-lorhwn2h.png](#)
[Terms of Reference- Community Alliance Panel \(CAP\).pdf](#)

Dear Mayor Hamilton,

I am pleased to provide you with a brief update on the progress of the Country Universities Centre Southern Downs (CUCSD). As part of our strategic plan, we identified the importance of establishing a **Community Alliance Panel (CAP)**. This advisory group will play a crucial role in providing feedback to the CUCSD Board and making recommendations that support the Centre's growth, community engagement, and ongoing initiatives.

We would be delighted to invite you, or a nominated representative from your organisation, to become a member of the Community Alliance Panel. In the near future, I will be reaching out formally to invite you (or your nominated person) to attend our inaugural meeting.

The Panel will meet **every four months** (three times per year), with formal agendas, specialist presentations where relevant, and summary reports provided back to the Board. While the CAP is advisory in nature, the Board highly values the insights and recommendations from its members and will take them into consideration in decision-making processes.

We would be honoured to have your involvement in shaping the future of CUC Southern Downs and fostering stronger connections across our region.

If you have any questions in the meantime, please don't hesitate to reach out.

I look forward to being in touch again soon with the formal invitation and meeting details.

Warm regards,

Alyce

Alyce Lotz

CENTRE MANAGER

M 0497 682 748

E alyce.lotz@cucsoutherndowns.edu.au **W** cucsoutherndowns.edu.au

The Country Universities Centre respectfully acknowledge the traditional custodians of the land on which we learn, work, and gather, and recognises the deep connection of culture and knowledge. The CUC acknowledge the diversity and richness of Aboriginal and Torres Strait Islander cultures and pays respect to elders, past, present, and future. This land was, is, and always will be Aboriginal land.

Terms of Reference – Community Alliance Panel (CAP)

Country Universities Centre Southern Downs (CUCSD)

Purpose

The Community Alliance Panel (CAP) serves as an advisory body to facilitate communication and collaboration between the Country Universities Centre Southern Downs (CUCSD) and the community. Its key purposes are to:

- Provide input and feedback on current initiatives and future developments.
 - Enhance stakeholder engagement and foster collaboration.
 - Identify opportunities to support the Centre's growth and community impact.
 - Projects will be referred to the group by the Board, CUCSD.
-

Objectives

The CAP Panel's objectives are to:

1. Advise the Board on programs and initiatives to meet community and stakeholder needs.
 2. Facilitate two-way communication between the Centre and its stakeholders, aligning regional priorities.
 3. Strengthen partnerships and identify synergies among educational institutions, governments, industries, and community groups.
 4. Promote the Centre's vision and advocate for its objectives within the community and to higher authorities.
-

Membership

Composition

The CAP will be chaired by a CUCSD Board member, with administrative support provided by the Centre.

Membership will include representatives invited by the Board or nominated from key stakeholder groups, such as:

- Schools, universities, training organisations, and TAFEs.
- Local government.
- Community organisations (e.g., chambers of commerce, tourism groups).
- Student representatives.

- Benefactors and sponsors.
- Media professionals and industry leaders.
- Interested individuals with relevant skills or interests.

Membership will be capped at approximately 20 members to ensure effective discussions. Only one representative per organisation will be permitted to ensure diverse perspectives and balanced representation.

Selection Process

CAP Membership is open to identified groups and individuals through:

- Invitations from the Board.
- Expressions of interest advertised via the Centre's website and social media.

CAP Membership terms are three years and renewable, contingent on attendance and active participation. Members missing two consecutive meetings without apology may forfeit their position.

Tenure and Review

- CAP Membership will be reviewed every two years to maintain balance and relevance.
- The CUCSD Board reserves the right to adjust panel's size and composition as needed.

Roles and Responsibilities

CAP Members

- Attend and actively participate in meetings.
- Provide informed advice and feedback based on expertise and stakeholder perspective.
- Advocate for the Centre's mission and goals.
- Maintain confidentiality on sensitive matters.

Chairperson

The Chairperson, appointed from the CUCSD Board, will:

- Facilitate discussions and keep meetings focused.
- Make decisions by consensus where possible.

CUCSD

- Function as the sole media spokesperson.
- Provide administrative support, including scheduling, preparing agendas, and recording notes.
- Facilitate communication between CAC and the CUCSD Board.
- Serve as a non-voting observer, offering insights when requested.

Limitations

The CAC is designed as an advisory and consultative body, and its members will not have unrestricted access to sensitive or confidential materials. Members are expected to respect confidentiality requirements regarding discussions and shared materials. Any breach of these requirements may result in removal from the panel.

Members of the CAC will have access only to materials specifically approved and supplied by the Governance Board, with any additional information requiring a formal request for consideration and approval.

Meetings

Frequency

- Meetings will be held every four (4) months, aligning with the Governance Board's strategic timelines.

Format

- Meetings will be informal, with agendas provided in advance.
- Specialist presentations may be included as needed.
- File notes will be recorded by the Centre staff.

Quorum

- A quorum will consist of a minimum of five (5) people in attendance including those who are attending virtually.

Reporting

- The CAP will provide summary reports to the Governance Board after each meeting, outlining key discussions and recommendations.
- Reports will highlight stakeholder priorities to inform the Centre's strategic direction.


Review

The Terms of Reference will be reviewed annually to ensure relevance and effectiveness. Amendments may be made with approval from the Governance Board.

13. CUSTOMER AND ORGANISATIONAL SERVICES REPORTS

13.1 Financial Services - Financial Report as at 31 May 2025

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 18 June 2025
	Management Accountant	ECM Function No/s:

Recommendation

THAT Council receive and note the Financial Performance Report as at 31 May 2025.

REPORT

Background

The Finance Team have prepared the Financial Performance Report for May 2025.

Report

Income Statement

Revenue

Operational revenue of \$113.8M is \$1.8M over budget compared to YTD budget of \$112M with the main variations being:

- Fees and Charges received YTD are \$1.1M over budget mainly relates to:
 - Water Department (\$226K) – increase in connection fees and septic disposal
 - Saleyards (\$291K) – increase in number of cattle and sheep sales in comparison to last year / budget as site was impacted by capital works.
 - Waste (\$318K) – increases in disposal fees as a result of increased volume at Warwick.
- Interest received is \$549K higher than expected due to current cash balance and minor change in Reserve Bank cash rates for this financial year.
- Government Grants and Subsidies are slightly under budget. However, all figures will be reviewed to ensure that they meet grant conditions and match corresponding costs incurred during the financial year. This may result in some grant revenue being recognised or deferred which could impact the end of year financial results.

Expenses

Operational expenditure of \$98M is \$2.9M under budget compared to YTD budget of \$101M with the main variations being:

- Employee costs are under budget by \$950K, this is mainly associated with vacant positions which is offset by contractors/consultants (\$690K) filling these roles on a temporary basis captured under materials and services. The Finance team will review all leave balances and

adjust our leave provisions as part of the end of financial year process. This may result in additional costs in June.

- Materials and Services are under budget by \$1.9M which mainly relates to Housing, Libraries, Fleet and some externally funded initiatives associated with Waste and Asset Management. It is anticipated that most of these costs will be committed by year end, however, Council anticipates minor savings of around \$350k at this stage.

Council staff will be running several processes as part of the end of financial year finalisation, this will impact Council's ending financial position. Processes include capitalisation of work in progress, valuation of artworks and other infrastructure assets, accounting for prepayments and accruing expenses which will impact the materials and services, grants and depreciation line items.

Capital Grants

Revenue from capital grants is currently on budget at \$16M. The timing of the receipt of capital grants can vary and dependent on the progress of projects. In this instance, Council has received partial funding associated with the W4Q 24-27 program upfront, and RTR 24-25 related funding.

Balance Sheet

As at 31 May 2025, Council had \$92M in cash at bank and investments. The total of outstanding loans, both the current and non-current portions is \$10.9M.

Capital Works in Progress

Capital works expenditure at 31 May 2025 was \$30.1M which is 45.6% of the adopted capital works budget of \$66M. There were committed costs of \$18.2M meaning \$48.3M has been spent or committed, representing 73.1% of the adopted budget. In comparison to last year, at this stage Council had spent or committed 84.4% of the budget with bulk of the amount associated with the flood recovery program.

FINANCIAL IMPLICATIONS

Nil

RISK AND OPPORTUNITY

Risk

Finance Team is monitoring movement in interest rates closely as changes can impact Council's interest revenue going forward. Similarly, staff are currently undertaking and planning for future asset revaluation and indexation. These items can impact Council's financial position at year end and budget for FY25/26.

Opportunity

The actual vs budget variance analysis will be reviewed by staff in relation to project milestones and aligning project delivery with budget. This will improve cash flow forecasting and monthly reporting especially as part of FY25/26 financial year.

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. Financial Report for May 2025[📄](#)



Southern Downs
REGIONAL COUNCIL

Performance Report

May 2025

Southern Downs Regional Council

Income Statement

May 2025

	Phased 2025 YTD Actual \$	Phased 2025 YTD Budget \$	YTD Variance \$	YTD Variance %	Annual 2025 Budget \$	Annual 2025 Forecast \$
Revenue from ordinary activities						
General Rates	41,740,929	41,486,979	253,950	0.6%	41,486,562	41,486,562
Rural fire brigade levy	283,654	278,700	4,954	1.8%	278,700	278,700
Utility Rates and Charges	34,338,484	34,290,451	48,033	0.1%	34,290,451	34,290,451
Less Discounts	(2,455,530)	(2,478,856)	23,326	(0.9%)	(2,478,856)	(2,478,856)
Rates on Council properties	(864,883)	(816,599)	(48,284)	5.9%	(816,599)	(816,599)
	73,042,655	72,760,675	281,980	0.39%	72,760,258	72,760,258
Fees and Charges	8,590,987	7,537,619	1,053,368	14.0%	8,180,688	9,390,000
Interest	3,777,135	3,227,657	549,477	17.0%	3,531,824	4,512,000
Contract & Sales Revenue	3,319,055	3,328,625	(9,570)	(0.3%)	3,543,351	3,543,351
Rent and Other Income	1,487,504	1,387,555	99,949	7.2%	1,508,266	1,508,266
Government Grants and Subsidies	12,402,931	12,504,024	(101,093)	(0.8%)	13,421,754	11,921,754
Internal Revenue	11,177,562	11,241,742	(64,179)	(0.6%)	12,263,718	12,263,718
Total Operating Revenue	113,797,829	111,987,897	1,809,933	1.6%	115,209,859	115,899,347
Expenses from ordinary activities						
Employee Costs	27,875,390	28,825,419	(950,029)	(3.3%)	31,258,734	31,258,734
Materials and Services	36,762,604	38,699,241	(1,936,638)	(5.0%)	47,283,211	47,283,211
Depreciation and Amortisation	23,177,038	23,008,035	169,003	0.7%	24,975,100	25,475,100
Plant Hire	4,814,909	4,990,916	(176,007)	(3.5%)	5,411,754	5,411,754
Finance Costs	620,836	613,649	7,188	1.2%	942,531	942,531
Internal Charges	4,823,471	4,823,471	0	0.0%	5,261,968	5,261,968
Total Operating Expenses	98,074,248	100,960,732	(2,886,484)	(2.9%)	115,133,298	115,633,298
Operating Surplus/(Deficit) before capital items	15,723,581	11,027,165	4,696,417	42.59%	76,561	266,050
Other Capital Amounts						
Capital Grants, Contributions and Donations	16,310,314	16,470,847	(160,532)	(1.0%)	27,099,844	24,600,000
Other capital income and (expenses)	(388,503)	310,000	(698,503)	(225.3%)	(4,628,000)	(4,628,000)
Net Result Surplus/(Deficit)	31,645,393	27,808,011	3,837,381	13.8%	22,548,405	20,238,050

Southern Downs Regional Council

Balance Sheet

May 2025

	Phased 2025 YTD Actual \$	Annual 2025 Budget \$	YTD Variance \$	YTD Variance %
Current Assets				
Cash assets & Investments	91,989,212	55,471,000	36,518,212	65.8%
Receivables	7,561,583	15,782,000	(8,220,417)	(52.1%)
Assets held for sale	458,907	590,000	(131,093)	(22.2%)
Inventories	1,170,823	1,334,000	(163,177)	(12.2%)
	101,180,525	73,177,000	28,003,525	38.3%
Non-Current Assets				
Investment Property	324,000	205,000	119,000	58.0%
Property, plant and equipment	996,992,247	1,040,348,001	(43,355,754)	(4.2%)
Other Financial Assets	137,241	154,000	(16,759)	(10.9%)
Capital works in progress	28,647,047	15,000,000	13,647,047	91.0%
Intangible Assets	123,843	153,999	(30,157)	(19.6%)
	1,026,224,378	1,055,861,000	(29,636,622)	(2.8%)
TOTAL ASSETS	1,127,404,903	1,129,038,000	(1,633,097)	(0.1%)
Current Liabilities				
Creditors and other payables	13,924,211	16,788,000	(2,863,788)	(17.1%)
Provisions	8,582,693	8,850,000	(267,307)	(3.0%)
Interest bearing liabilities	1,979,456	2,229,000	(249,544)	(11.2%)
	24,486,360	27,867,000	(3,380,639)	(12.1%)
Non-Current Liabilities				
Interest bearing liabilities	8,883,601	14,209,000	(5,325,399)	(37.5%)
Provisions	8,674,831	8,767,000	(92,169)	(1.1%)
Other Payables	1,738,577	3,227,000	(1,488,423)	(46.1%)
	19,297,009	26,203,000	(6,905,991)	(26.4%)
TOTAL LIABILITIES	43,783,369	54,070,000	(10,286,630)	(19.0%)
NET COMMUNITY ASSETS	1,083,621,533	1,074,968,000	8,653,533	0.8%
Community Equity				
Asset Revaluation Reserve	378,214,930	947,124,573	(568,909,643)	(60.1%)
Retained surplus	705,406,603	127,843,427	577,563,176	451.8%
TOTAL COMMUNITY EQUITY	1,083,621,533	1,074,968,000	8,653,533	0.8%

Southern Downs Regional Council

Cash Flow Statement

May 2025

	Phased 2025 YTD Actual \$	Phased 2025 YTD Budget \$	YTD Variance \$	YTD Variance %	Annual 2025 Budget \$
Cashflows from operating activities					
Receipts from customers	101,663,911	83,932,571	17,731,341	21.1%	87,304,988
Payments to suppliers and employees	(98,815,491)	(70,334,313)	(28,481,178)	40.5%	(84,727,192)
Investment and interest revenue received	2,658,256	3,227,657	(569,401)	(17.6%)	3,532,230
Rental Income	1,487,504	1,387,555	99,949	7.2%	645,375
Non-capital grants and contributions	12,402,930	12,504,024	(101,094)	(0.8%)	13,598,472
Borrowing costs	-	-	-	0.0%	(643,982)
Other cashflows from operating activities	698,026	-	698,026	0.0%	-
Net Cash Operating Activities	20,095,137	30,717,494	(10,622,357)	50.4%	19,709,891
Cashflows from Investing Activities					
Sale of property, plant and equipment	(388,503)	-	(388,503)	0.0%	1,079,000
Grants, subsidies, contributions and donations	24,241,885	16,470,847	7,771,039	47.2%	27,099,846
Net investment maturities	10,022,291	-	10,022,291	0.0%	-
Purchase of property, plant and equipment	(30,084,982)	(11,783,000)	(18,301,982)	155.3%	(66,060,580)
Payments for intangible assets	-	-	-	0.0%	(33,000)
Net Cash Investing Activities	3,790,692	4,687,847	(897,155)	202.5%	(37,914,734)
Cash Flows from Financing Activities					
Proceeds from/repayment of borrowings and advances	(1,452,061)	1,452,061	(2,904,122)	(200.0%)	4,120,601
Net Cash Financing Activities	(1,452,061)	1,452,061	(2,904,122)	(200.0%)	4,120,601
Net increase in cash and cash and equivalent held	22,433,768	36,857,402	(14,423,634)	(39.1%)	(14,084,242)
Cash at beginning of period	69,555,444	63,816,000	5,739,444	9.0%	69,555,000
Cash at end of period	91,989,212	100,673,402	(8,684,190)	(8.6%)	55,470,758

Southern Downs Regional Council Sustainability Ratios May 2025

	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) (%)	79.42%	80.39%	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) (%)	0.07%	13.8%	> 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 (%)	22.56%	34.73%	> 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	13	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)	118.2%	78.5%	> 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	64.4%	63.8%	> 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 Planned Capital Expenditure on Infrastructure Asset Renewals over 10 Years / Total Required 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))	0.66	0.28	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)	2.63:1	4.13 : 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)	(16.6%)	(50.4%)	<=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.

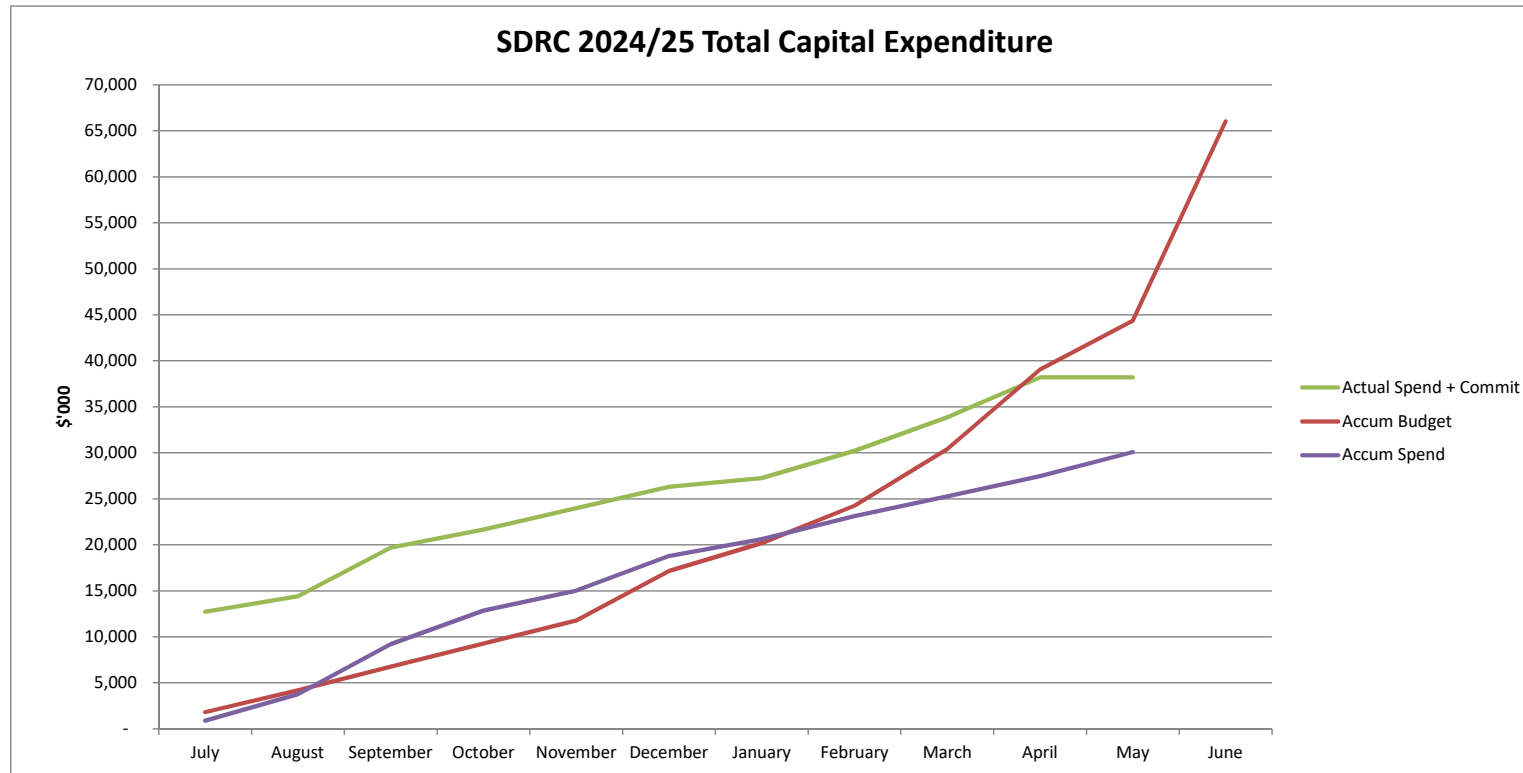
The reported ratios are taken from the Department of Local Government guidelines on sustainable financial management. When looking at ratios it is important to acknowledge that they represent a snapshot in time and that anomalies in the reported results are not taken in isolation. The targets are those 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.

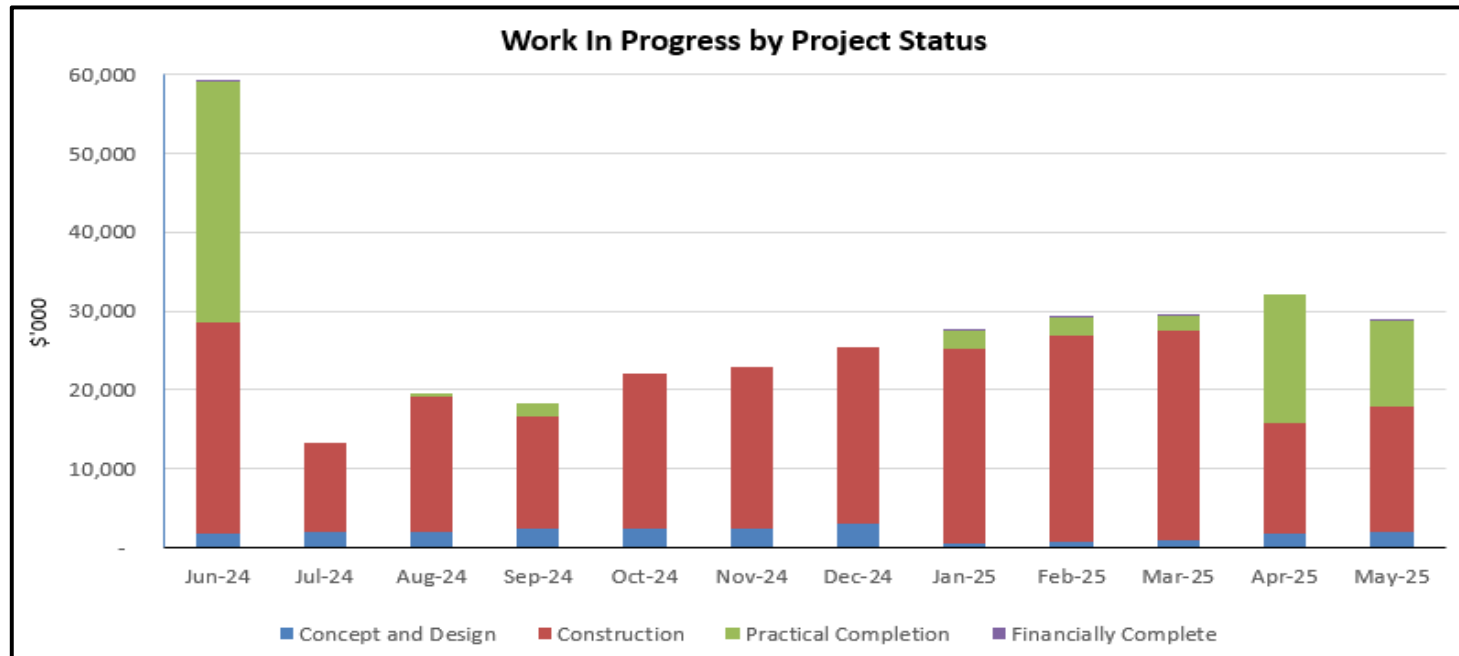
Southern Downs Regional Council
Capital Works Projects by Asset Class
As At 31 May 2025

	Budget	YTD Expenditure	% Spent	Committed	Spent and Committed	% Spent and Committed
Land	-	(18,374)	-	12,575	(5,799)	-
Buildings	2,985,870	1,362,560	45.6%	1,531,915	2,894,475	96.9%
Plant & Equipment	6,828,710	2,636,143	38.6%	1,580,592	4,216,736	61.8%
Roads, Drains & Bridges	16,845,062	9,235,914	54.8%	2,035,355	11,271,269	66.9%
Water	14,976,376	8,153,518	54.4%	3,342,103	11,495,621	76.8%
Sewerage	9,467,673	4,848,440	51.2%	1,367,474	6,215,914	65.7%
Other Assets	14,924,892	3,866,781	25.9%	8,307,948	12,174,729	81.6%
Total	66,028,583	30,084,982	45.6%	18,177,962	48,262,944	73.1%

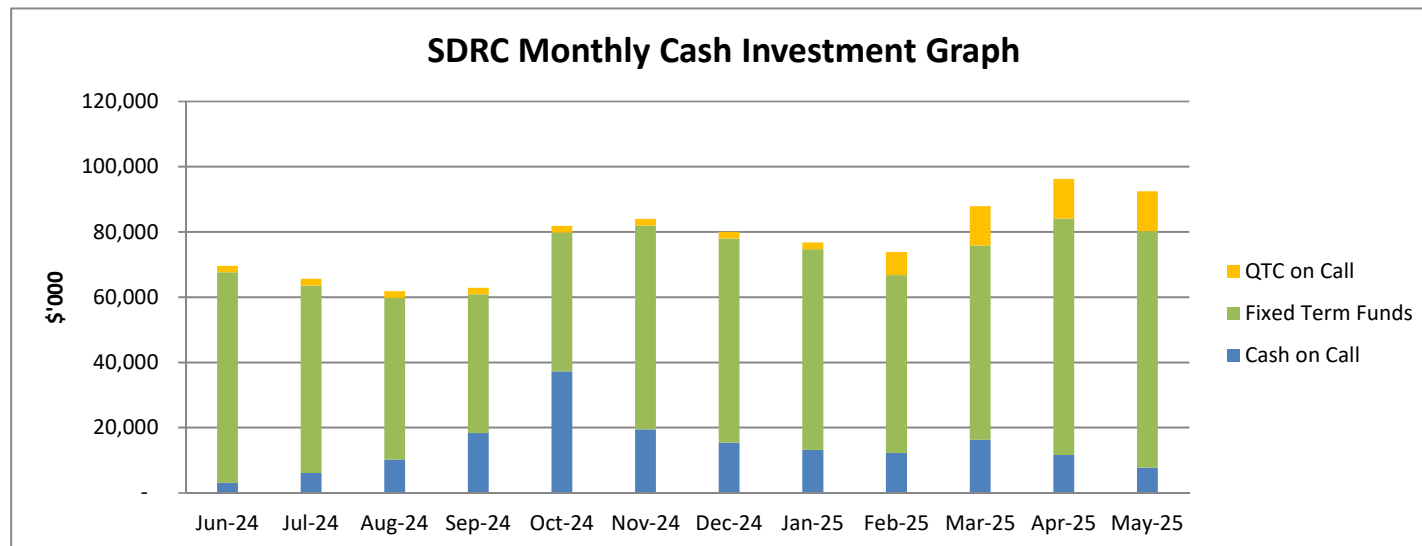
Southern Downs Regional Council
Capital Expenditure
As At 31 May 2025



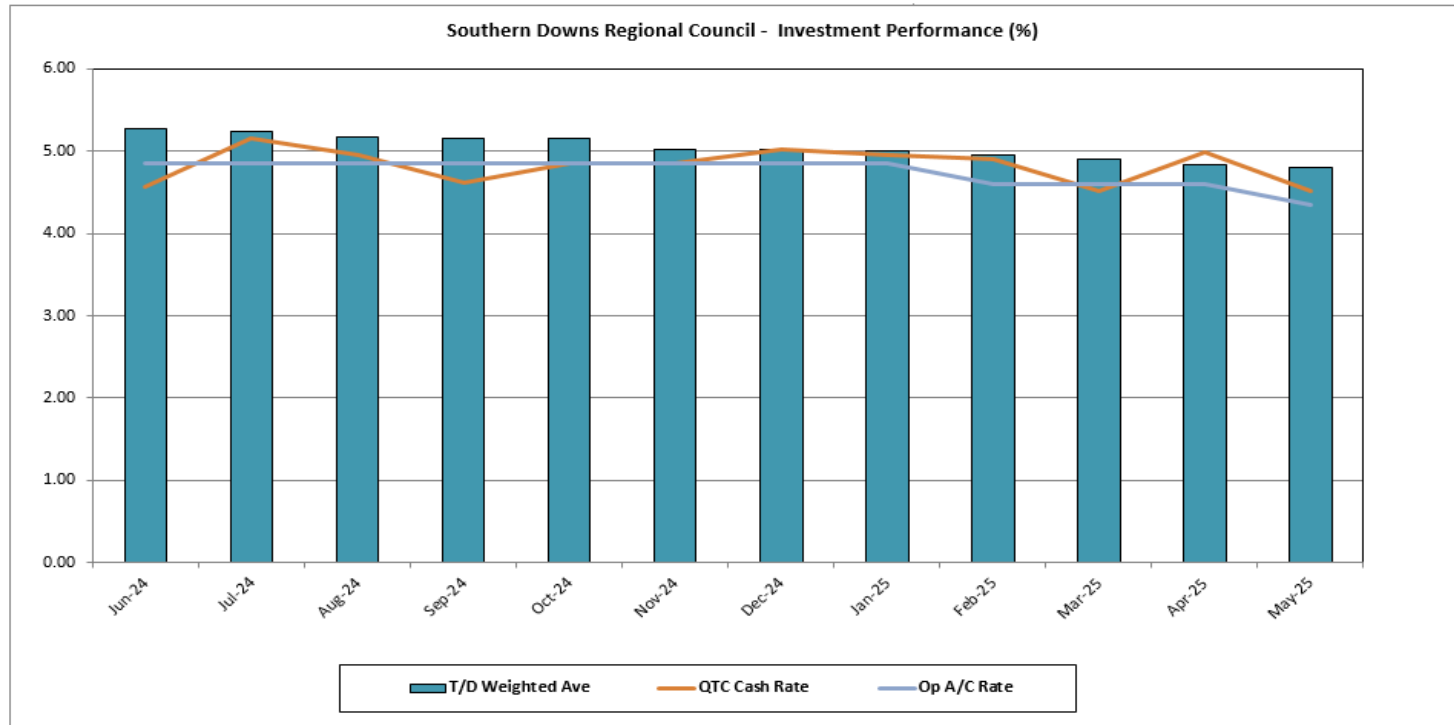
**Southern Downs Regional Council
Work in Progress (WIP) Status Report
As At 31 May 2025**



**Southern Downs Regional Council
Total Monthly Cash Investment Register
As At 31 May 2025**



Southern Downs Regional Council
Investment Performance
As At 31 May 2025




**Southern Downs Regional Council
Borrowings Report
As At 31 May 2025**

QTC Loan Account	Balance	Payout Date
CBD Redevelopment Stage 2	366,749	Mar-28
Market Square Pump Station	171,149	Mar-28
General	1,238,490	Mar-28
General 2009	586,451	Mar-28
General 2009/10	89,121	Mar-28
General 2010/11	1,345,856	Mar-28
General 2011/12	2,570,361	Jun-32
General 2012/13	1,486,788	Dec-32
Warwick Sewerage Treatment Plant	183,529	Jun-26
Allora Water Main	2,824,563	Mar-34
Total Loan Balance	<u>10,863,057</u>	

13.2 Southern Downs Youth Council Minutes - 15 May 2025

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 18 June 2025
	Sport and Recreation Officer	ECM Function No/s:

Recommendation

THAT Council receive and note the minutes from the Southern Downs Youth Council Meeting on 15 May 2025.

REPORT

Background

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

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

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

Report

On 15 May 2025, the Southern Downs Youth Council attended their second official meeting for the year, at the Stanthorpe Civic Centre from 9.30am to 1.00pm.

The students continued to work on their projects with their Councillor Mentors and invited guests.

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 appears to be no legal issues associated with this report.

HUMAN RIGHTS

A Human Rights assessment has been undertaken.

ATTACHMENTS

1. Southern Downs Youth Council Minutes - 15 May 2025 [↓](#)

SOUTHERN DOWNS YOUTH COUNCIL MINUTES

15 MAY 2025

STANTHORPE CIVIC CENTRE



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1 PRESENT

Youth Council Membership:

Allora P-10 State School – Matilda Rees and Orry Gilmore
Assumption College Warwick – Ella Winfield and Samuel Black
Killarney P-10 State School – Emalee Sakrewski
Scots PGC – Victoria Quach and Isobel Lewis
School of Total Education (SOTE) – Taylor Zagata
Stanthorpe State High School – Bailey Cosmo
St Joseph's School – Chloe Searle
Warwick Christian College – Jackson Gay, Jamie Reynolds, Haylee Stone and Alison Hughes
Warwick State High School – Mary Fraser

Observers:

Southern Downs Regional Council – Mayor, Cr Melissa Hamilton
Southern Downs Regional Council – Deputy Mayor, Cr Sheryl Windle
Southern Downs Regional Council – Cr Morwenna Harslett
Southern Downs Regional Council – Cr Sarah Deane
Southern Downs Regional Council – Michael Bell (Manager Community Services)
Southern Downs Regional Council – Sue Organ (Minute Secretary)
Southern Downs Regional Council – Alexis Doyle (Grants Officer)
Southern Downs Regional Council – Rachel Brophy (CEO)
Southern Downs Regional Council – Brooke Dowie (Management Accountant)
Southern Downs Regional Council – Vivien Long (Marketing Officer)
Southern Downs Regional Council – Nicole Collett (Manager Environmental Services)
Southern Downs Regional Council – Ray Lambert (Local Laws Coordinator)
Southern Downs Regional Council – Chris Collingwood (Manager Parks & Operations)
Southern Downs Regional Council – Amanda Booy (Community Development Officer)
headspace Warwick – Julie Black (Community Engagement and Awareness Officer & Administration Officer)
headspace Warwick – Chris Burt (Team Leader)

Assumption College Warwick – Dimity Gardner (Teacher)
Killarney P-10 State School – Natalie McCauley (Teacher)
Warwick Christian College – Sheridan Williams (Teacher)
Warwick State High School – Leanne Waples (Teacher)

2 APOLOGIES

Southern Downs Regional Council – Cr Carla Pidgeon
Assumption College Warwick – April Nelson
Killarney P-10 State School – Angus Brown
School of Total Education (SOTE) – Regan Moloney
St Joseph's School – William Roberts
Stanthorpe State High School – Ava Hobba

3 GROUP UPDATES

- Group 1 – Inspired Youth - Teen Talent Takeover: The Ultimate Performance Tour
- Group 2 – Liveable Youth – Game Changers: Reinventing Sports & Rec for Teens
- Group 3 – Healthy Youth – Teen Mental Health App
- Group 4 – Biosecurity Avengers: Fighting Invasive Species

4 SDRC & HEADSPACE WARWICK INTRODUCTIONS

- SDRC - Brooke Dowie – Management Accountant
- SDRC - Vivien Long – Marketing Officer
- SDRC - Nicole Collett – Manager of Environmental Services
- SDRC - Ray Lambert – Local Laws Coordinator
- headspace Warwick - Chris Burt – Team Leader
- Headspace Warwick - Julie Black – Community Engagement and Awareness Officer & Administration Officer
- SDRC - Chris Collingwood – Manager Parks & Operations
- SDRC - Amanda Booy – Community Development Officer

5 GROUP DYNAMICS – SDRC CEO RACHEL BROPHY

- Spoke to the students about the role of a CEO, explaining similar to a team coach, a conductor or a choreographer.
- Students were given some tips and tricks for public speaking:
 - Learn how to work through it. Rehearse, practice, rehearse.
 - Warm up – warm up your voice, prepare properly and maintain your posture.
 - Pause - don't be afraid to pause and slow down.
 - Get rid of your nervous energy before you speak. The audience doesn't know what you are saying. If you forget a bit or skip some of your speech, it doesn't matter. Just keep going.
- Group dynamics and managing staff were also discussed.

6 GROUP DISCUSSIONS

1. **Inspired Youth – Teen Talent Takeover: The Ultimate Performance Tour** – Cr Harslett and Amanda Booy
2. **Liveable Youth – Game Changers: Reinventing Sports & Rec for Teens** – Deputy Mayor Cr Windle & Chris Collingwood
3. **Healthy Youth – Teen Mental Health : No More Waiting, No More Barriers** - Cr Deane, Chris Burt & Julie Black
4. **Productive Youth – Biosecurity Avengers: Fighting Invasive Species IRL** – Mayor Cr Windle, Nicole Collett and Ray Lambert

Each group worked to refine their ideas, work on budgets, marketing requirements and how they would sell their project ideas to the Council. They developed a Project Plan as part of their group discussions and were encouraged to think about the delivery of this project moving forward.

The Project Plans included information on social connections between schools, training and skills required, website designs, launches, poster designs, marketing and allocation of responsibilities.





7 GROUP ROTATIONS

After the group discussions, each group rotated between tables to update the Councillor mentors and invited guests on the other project ideas.

8 BADGE PRESENTATION

Bonnie Sims from Warwick State High School

9 SUMMARY & CLOSE

Cr Harslett thanked the group for their innovative ideas.

The next session is on 21 August 2025 in Warwick, and the groups were encouraged to know how they are going to sell their project idea to Council.

10 NEXT MEETING

Thursday, 21 August 2025 at the Warwick Town Hall, commencing at 9.30am.

11 CLOSURE


The meeting closed at 12.45pm followed by lunch.



14. INFRASTRUCTURE SERVICES REPORTS

14.1 EV Charger Public Consultation Outcomes

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 18 June 2025
	Manager Sustainability and Strategy	ECM Function No/s:

Recommendation

THAT Council:-

1. Note the public engagement feedback regarding the additional EV charging sites in the Southern Downs Regional Council Community.
2. Continue the conditional acceptance of the NRMA Electric Highways Pty Ltd to build, own and operate two (2) 150 kW to 180 kW ultra-rapid DC fast charger unit solution at the Council proposed location within Australiana Park Warwick;
3. Withdraw the conditional acceptance of the i-Charge Solutions International for the desired location in Weeroona Park Stanthorpe for one (1) 60 kW and one (1) 22 kW Charger.

REPORT

Background

Council investigated the opportunity to allow Electric Vehicle Charging infrastructure on Council controlled land areas. Council adopted a policy to facilitate enabling the opportunity. A procurement process was completed to ensure an equitable allocation of identified sites. Council resolved to conduct community engagement for the sites and conditionally approve the location of two EV Chargers at the March 2025 Ordinary Council Meeting.

Report

On resolution, Officers instigated a media release inviting feedback on the proposed sites. The "Have Your Say" portion of the Southern Downs Regional Council website was utilised to provide information to the community and links to make submissions. The Have Your Say advertisement was active for a period of 14 days.

One hundred and seventy-five (175) submission were received via email. One hundred and one (101) of the submissions were for the proposed Stanthorpe site with the remainder for the proposed Warwick site (74). For the Stanthorpe site, 86% of the submission were assessed to be against the proposal. The remainder were assessed Positive 9% and Neutral 5%.

For the Warwick site, 55% were assessed to be against the proposal. The remainder were assessed Positive 31% and Neutral 14%.

Based on the feedback, the proposed leasing of land to Electric Vehicle charging service providers is not supported by the community and therefore the recommendation is to withdraw the conditional approval for the Stanthorpe site. The Warwick site feedback while not in favour of the site, the basis for the negative responses was assessed and considered not objective.

On further discussion with Councillors, the option to have a charge site closer to the Town Hall was discussed. With the recent upgrades to electrical supply infrastructure by Ergon Energy, opportunities to place charger infrastructure in the vicinity of the new transformer will be further promoted to the industry.

Negotiations continue to resume Electric Vehicle charging services at the Acacia Avenue Warwick site. All options are being explored in line with contractual obligations under the existing agreement and Southern Downs Regional Council Policy.

Conclusion/Summary

The community have expressed a high level of objection to the proposal to provide leased sites to additional Electric Vehicle sites. Officers will continue to achieve provision of services from the Acacia Avenue Warwick site.

FINANCIAL IMPLICATIONS

Southern Downs Regional Council will not achieve an income equivalent to lease payments for the proposed sites.

RISK AND OPPORTUNITY

Risk

Community dissatisfaction with limited EV Charging operations

Opportunity

Nil

COMMUNITY ENGAGEMENT

Internal Consultation

Council Information Session 4 June 2025
General Manager Infrastructure, Assets and Projects

External Consultation

Public Consultation process with multiple responses.

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009

Local Government Regulation 2012

Community Engagement Policy PL-CS059

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.

Policy / Strategy

Electric Vehicle Charging Policy PL-137

Legal

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

HUMAN RIGHTS


A Human Rights assessment has been undertaken.

ATTACHMENTS

Nil

14.2 Naming unnamed road connected to Lot 461 SP303977, Gillbard Road Dalcouth

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 18 June 2025
	Manager Sustainability and Strategy	ECM Function No/s: 3962868

Recommendation

THAT Council name the unnamed road connected to Lot 461 SP303977, Gillbard Road Dalcouth as “Boag”.

REPORT

Background

A report was submitted to the Ordinary Council Meeting on 22 January 2025 recommending public consultation be undertaken for the Officer chosen road name of “Boag”. Public consultation has taken place and two submissions have been received.

Report

The applicant made an application for a set of names in February 2024. The assessment process for Road Naming was transitioning within Council causing delays for assessment of the application. The assessment was made and the applicant was advised that the names provided did not meet the policy requirement (May 2024). In a final attempt to contact the applicant, Officers sent a follow up letter in December 2024 advising a name would be put forward to Council. Research was conducted using the Queensland State Library as the prime source for information specific to Stanthorpe area, Dalcouth and Silver mining. The name William Boag was found associated with a Queensland State Library collection of photographs specific to these areas and Silver mining. On this basis the name Boag was proposed.

The two submissions received are not supportive of the proposed name. The submissions are attached for consideration.

The applicant has provided alternate names with their objection submission. The submitted names are:

1. Rocky
2. Rocky Creek
3. Snow Gum

All of the names provided are allocated in the Southern Downs Regional Council Local Government area and as such do not meet the requirements of the policy.

Conclusion/Summary

The names provided in the original application did not meet policy. Officers selected a name based on historical information from the Queensland State Library. Objections to the proposed name have been received.

FINANCIAL IMPLICATIONS

A street sign blade will be procured and placed as part of the Works team's standard programs in the area.

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

Nil

COMMUNITY ENGAGEMENT

Internal Consultation

Council Information Session 23 April 2025
Assets, Spatial and Projects, Spatial (GIS) Team

External Consultation

Public consultation in line with the requirements of PL-IS092 – Infrastructure and Public Place Naming Policy.

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.

Policy / Strategy

Infrastructure and Public Place 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

1. Submission - Unnamed road connected to Lot 461 SP303977, Gillbard Road, Dalcouth [↓](#)

From: [REDACTED]
Sent: Mon, 10 Feb 2025 12:30:09 +1000
To: "mail@sdrcl.qld.gov.au" <mail@sdrcl.qld.gov.au>; [REDACTED]
Cc: [REDACTED]
Subject: Objection to Proposed Name for the Unnamed Road Connected to Lot 461 on SP303977 Gillbard Road Dalcouth
Attachments: Road Naming Application - Lot 461 Gillbard Road Dalcouth.pdf

To Southern Downs Regional Council,

We are the owners of Lot 461 Gillbard Road, Dalcouth who have spent a considerable amount of money building the unnamed road which was completely overspecified to service a single property. We submitted proposed names for the road on 29 February 2024 which Council refused to even consider. We also note that Council caused a 3 month delay on the refund of a portion of our security deposit when the unnamed road works were completed as advised by council on 16 February 2024, and is currently in the process of delaying taking the unnamed road off maintenance.


We wish to object to the proposed name of Boag Road for the following reasons:

- William Boag came from Sydney, took a few photos in Stanthorpe (sources differ on whether he was in Stanthorpe for 1 year or 2) and then moved to Mackay. He is more widely known for his photographs of the Beenleigh District than Stanthorpe, let alone Dalcouth. He is hardly a benefactor, eminent person or long-term land holder. Conversely, we have owned the only property the unnamed road services for 9 years now and have dutifully paid our rates on time every period so arguably have made more of a contribution to the local area than Boag the transient. However, Council were very clear that we could not use any part of our name for the road name.
- A simple Google search of Boag brings up more hits of the convicted murderer who terrorised and killed a mother in Western Australia and a disgraced NZ national party president that was involved in a sex and corruption case than the transient Boag photographer.
- James Boag has trademarked Boag so the proposed name of Boag Road is likely to infringe this trademark.
- The proximity of 'Boag' to 'Bogan' will likely cause a diminution in the value of our property, and is insulting for the town of Dalcouth, and Stanthorpe more generally.

We note that the very first strategy articulated in the Southern Downs Regional Council Corporate Plan 2021-2026 is community engagement. We have again attached a Road Naming Application form in the hope that Council will work with us, as residents Council is elected to support, in agreeing an appropriate name for the unnamed road.

Kind regards,
Sarah and Lee McAlister-Smiley

Sent from [Outlook](#)

 <p>Southern Downs REGIONAL COUNCIL</p> <p>Engineering Department</p>	<p align="center">Southern Downs Regional Council</p> <p>PO Box 26, WARWICK QLD 4370 64 Fitzroy Street, WARWICK QLD 4370, 61 Marsh Street, STANTHORPE QLD 4380</p> <p>Telephone: 1300 MYSDRC (1300 697 372), Facsimile: 4661 0333</p> <p>Email: mail@sdrc.qld.gov.au, Website: www.sdrc.qld.gov.au</p>																																				
<p align="center">Road Naming Application</p>																																					
<p>To be used for naming or renaming of public or private roads. Please provide 3 names for each road and list in order of preference.</p> <p>For further details on the naming or renaming of roads, refer to Council's Road and Streets Naming Procedure which can be found at www.sdrc.qld.gov.au.</p>																																					
<p>Applicant/s Details</p>	<p>Full Name(s) of Applicant: [REDACTED]</p> <p>Development Name & Stage:</p> <p>Postal Address: [REDACTED]</p> <p>Site Address: [REDACTED]</p> <p>Phone: [REDACTED] Fax: [REDACTED]</p> <p>Mobile Phone: [REDACTED] A/H Phone: [REDACTED]</p> <p>Email Address: [REDACTED]</p> <p>Real Property Description: Lot 461 Plan SP303977</p>																																				
<p>Proposed New Names (If Insufficient space, please provide attachment)</p>	<table border="1"> <thead> <tr> <th>Road Number 1</th> <th>Proposed Name</th> <th>Significance of Preferred Name</th> </tr> </thead> <tbody> <tr> <td>1st Preference</td> <td>Rocky Road</td> <td rowspan="3">Named after Rocky Swamp Creek that runs through our property adjacent to the road. This name was used through the tin mining era (now known as Quart Pot Creek).</td> </tr> <tr> <td>2nd Preference</td> <td>Rocky Creek Road</td> </tr> <tr> <td>3rd Preference</td> <td>Snow Gum Road</td> </tr> <tr> <td>Road Number 2</td> <td></td> <td></td> </tr> <tr> <td>1st Preference</td> <td></td> <td></td> </tr> <tr> <td>2nd Preference</td> <td></td> <td></td> </tr> <tr> <td>3rd Preference</td> <td></td> <td></td> </tr> <tr> <td>Road Number 3</td> <td></td> <td></td> </tr> <tr> <td>1st Preference</td> <td></td> <td></td> </tr> <tr> <td>2nd Preference</td> <td></td> <td></td> </tr> <tr> <td>3rd Preference</td> <td></td> <td></td> </tr> </tbody> </table>			Road Number 1	Proposed Name	Significance of Preferred Name	1 st Preference	Rocky Road	Named after Rocky Swamp Creek that runs through our property adjacent to the road. This name was used through the tin mining era (now known as Quart Pot Creek).	2 nd Preference	Rocky Creek Road	3 rd Preference	Snow Gum Road	Road Number 2			1 st Preference			2 nd Preference			3 rd Preference			Road Number 3			1 st Preference			2 nd Preference			3 rd Preference		
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<p>Required Information</p>	<p>This information must be fully completed and accompanied by a road layout plan, including future road extensions (if applicable). Please note on the plan, the new roads numbered (1, 2, 3 etc) for identification.</p>																																				
<p>Signature of Applicant</p>	<p>I hereby certify that the information contained in this application (including the information in my attachment) is correct in all particulars.</p> <p>Signature: [REDACTED] Date: 10/02/2025</p>																																				
<p>Privacy Notice</p>	<p>The information on this form is collected for purposes related to deciding this application and monitoring compliance under the <i>Information Privacy Act</i> ('the Act'). This information may be stored in Council's records database and may also be used for statistical research, information provision and evaluation of services. Your personal information may be provided to the financial institution which handles Council's financial transactions and may be disclosed to other Local Government agencies, State government and third parties for purposes related to this application and/or monitoring compliance with the Act. Except in these circumstances, personal information will only be disclosed to third parties with your consent unless otherwise required or authorised by law.</p>																																				

From: [REDACTED]
Sent: Mon, 10 Feb 2025 13:17:41 +1000
To: "mail@sdrcl.qld.gov.au" <mail@sdrcl.qld.gov.au>
Subject: Dalcouth road name objection

Dear Southern Downs Regional Council,


We wish to object to the proposed name of Boag Road for the following reasons:

- William Boag came from Sydney, took a few photos in Stanthorpe (sources differ on whether he was in Stanthorpe for 1 year or 2) and then moved to Mackay. He is more widely known for his photographs of the Beenleigh District than Stanthorpe, let alone Dalcouth. He is hardly a benefactor, eminent person or long-term land holder.
- A simple Google search of Boag brings up more hits of the convicted murderer who terrorised and killed a mother in Western Australia and a disgraced NZ national party president that was involved in a sex and corruption case than the transient Boag photographer.
- James Boag has trademarked Boag so the proposed name of Boag Road is likely to infringe this trademark.
- The proximity of 'Boag' to 'Bogan' will likely cause a diminution in the value of surrounding properties, and is insulting for the town of Dalcouth, and Stanthorpe more generally.

Kind regards,
Angela Beddow
Sent from my iPhone

14.3 Naming unnamed road connected to Lot 3 SP305799, Lot 11 SP191086, Lot 12 SP182046 and Lot 386 SP208840, 232 Sugarloaf Road Stanthorpe

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 18 June 2025
	Manager Assets, Spatial and Projects	ECM Function No/s: 3953986

Recommendation

THAT Council name Road 2 Blakelys Red Gum and name Road 3 Rough-barked Apple, in Stage 1, 232 Sugarloaf Road Development.

REPORT

Background

These road names are a continuation of a theme of naming roads after flora native to the area.

Report

A report was submitted to the Ordinary Council Meeting held on 22 January 2025 recommending public engagement be undertaken for the Officer chosen road names for Road 2 and Road 3 in the Stage 1 232 Sugarloaf Road development. The applicant offered names were assessed as not meeting PL-IS092 Infrastructure and Public Place Naming Policy requirements. At the Ordinary Council Meeting of 22 January 2025, Council resolved to conduct public engagement on slightly amended names, reflected in the recommendation of this report.

Submission were received but not specifically or easily identified as submissions for this naming activity. One submission offered a number of alternate names which Officers have stored in a Potential Names register. Another submission objected to the policy, specifically that the investor or the developer were not able to justify naming of roads.

Conclusion/Summary

Names provided by the applicant were assessed as not meeting the requirements of the policy. Officers selected names after flora native to the area in line with the theme proposed when naming Road 1 of the subdivision (identified through the Regional Ecosystems Descriptions, Environment and Land, Queensland Government website).

FINANCIAL IMPLICATIONS

Nil. Street signage is completed by the developer.

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

Nil

COMMUNITY ENGAGEMENT

Internal Consultation

Council Information Session 23 April 2025
Assets, Spatial and Projects, Spatial (GIS) Team

External Consultation

Public consultation in line with the requirements of PL-IS092 Infrastructure and Public Place Naming Policy.

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.

Policy / Strategy

Infrastructure and Public Place Naming Policy – PL IS092

Legal

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

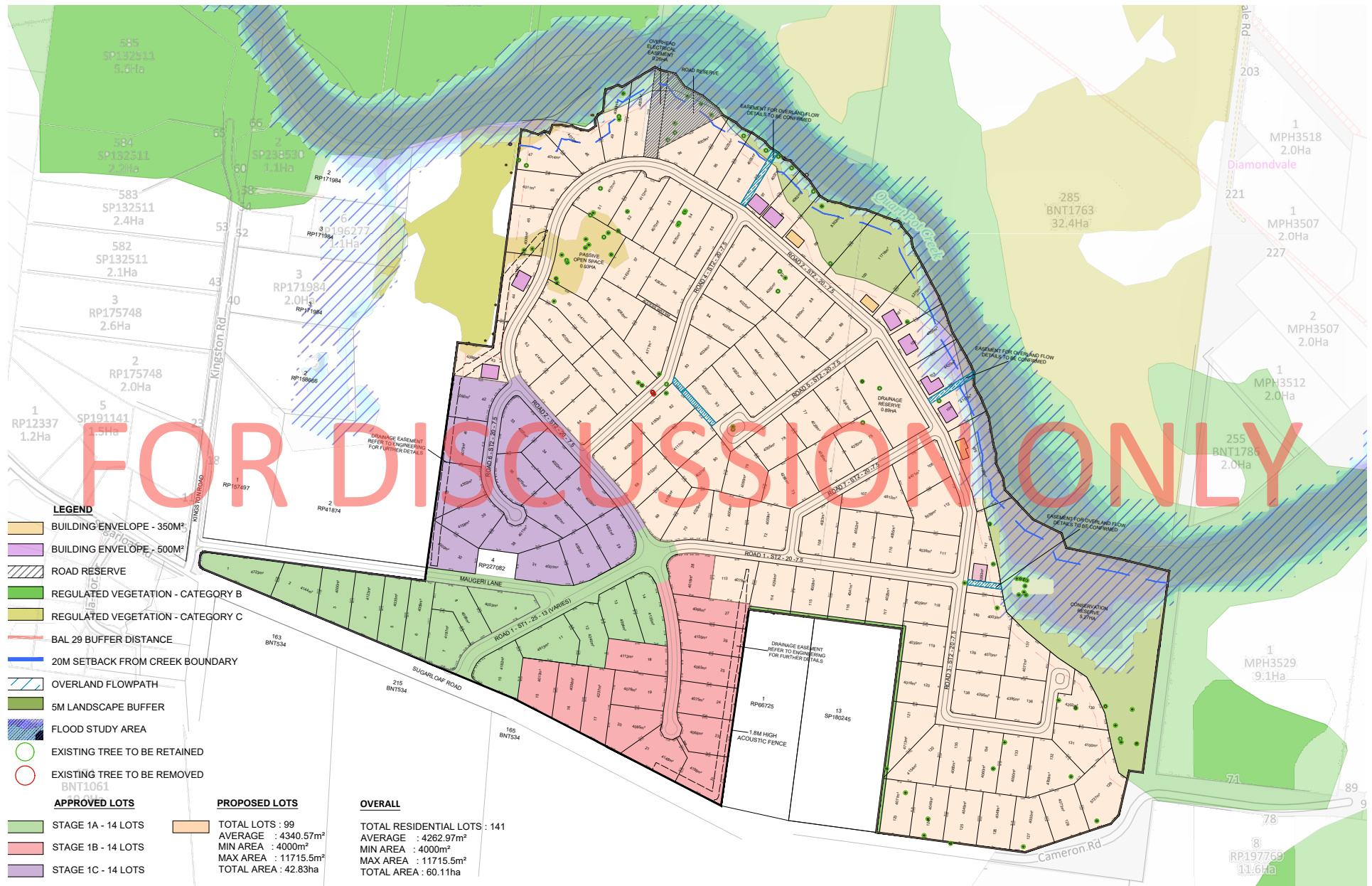
HUMAN RIGHTS

A Human Rights assessment has been undertaken.

ATTACHMENTS


1. Submission - Unnamed road connected to Lot 3 SP305799, Lot 11 SP191086, Lot 12 SP182046, Lot 386 SP208840 [↓](#)

Item 14.3 Naming unnamed road connected to Lot 3 SP305799, Lot 11 SP191086, Lot 12 SP182046 and Lot 386 SP208840, 232 Sugarloaf Road Stanthorpe
Attachment 1: Submission - Unnamed road connected to Lot 3 SP305799, Lot 11 SP191086, Lot 12 SP182046, Lot 386 SP208840



14.4 Naming unnamed road connected to Lot 3 RP182877, 1502 Old Stanthorpe Road, Wildash

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 18 June 2025
	Manager Sustainability and Strategy	ECM Function No/s: 3908819

Recommendation

THAT Council name the road connected to Lot 3 RP182877, Old Stanthorpe Road Wildash as “Fredrick”.

REPORT

Background

A report was submitted to the Ordinary Council Meeting held on 18 December 2024 recommending that public engagement be undertaken for the Officer chosen road names of “Fredrick”, “John”, and “Cobb”.

Report

The applicant made application of three name preferences. Officers assessed the offered names and concluded they did not meet the requirements of PL-IS092 Infrastructure and Public Place Naming Policy. The applicant was advised and asked for alternates. The applicant responded that they interpreted the name “Ratcliffe’s” did meet the requirements of the policy. This submission is included as an attachment.

Public consultation was conducted in line with the policy requirements. Only one other submission was received for this road naming and is attached. The respondent has offered an alternate name. Officers have added this alternate name to the Potential Names Register for consideration for future naming activities.

Conclusion/Summary

The names provided in the original application did not meet policy. Officers selected a name based on historical information. No objections have been received against the names proposed.

FINANCIAL IMPLICATIONS

A street sign blade will be procured and placed as part of the Works teams standard programs in the area.

RISK AND OPPORTUNITY

Risk

Nil.

Opportunity

Nil.

COMMUNITY ENGAGEMENT

Internal Consultation

Council Information Session 23 April 2025
Assets, Spatial and Projects, Spatial (GIS) Team

External Consultation

Public consultation in line with the requirements of PL-IS092 Infrastructure and Public Place Naming Policy.

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.

Policy / Strategy

Infrastructure and Public Place 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

1. Submissions - Road connected to Lot 3 RP182877 [↓](#)

From: [REDACTED]
Sent: Wednesday, 18 December 2024 8:15 AM
To: [REDACTED]
Subject: Re: Daniel & Louise Ratcliffe - Road Naming Application - Lot 3 RP 182877 - Unnamed Road, Wildash 4370

Hi Jon,

Thank you for your email regarding our road naming application.

Our preferred option for the road name is still ***Ratcliffe's Road*** (or Lane etc). We have reviewed council's Roads and Places Naming Policy and feel that this road name meets the requirements of section 4.1.1 of the policy, particularly principle (a) to be appropriate to the local, indigenous, geographical, environmental or physical character - the roads within our immediate area are named after the land owners in the area/roads providing access to their properties and therefore by naming the road into our property after our surname fits in with the local character of the area. For example, Mahr's Lane, Blakes Road and Odea's Road were all named after the landholder's when they were established.

Please advise if this is a suitable justification for the preferred road name.

Kind regards,
Louise Ratcliffe

From: [REDACTED]
Sent: Tue, 7 Jan 2025 12:00:31 +1000
To: mail@sdrc.qld.gov.au
Subject: Naming of roads in Maryvale and Wildash

Dear SDRC

I would like to provide feedback on the above.

My father Sydney Walter Hockings was an overseer and then foreman on the former Glengallan Shire Council for most of his working life. He covered a large area in his daily responsibilities including Maryvale and Wildash to name a couple.

He was born at Lord John Swamp and went to school with his siblings at Wildash School.


It would be fitting if his name was remembered by naming a street after him in some form, Sydney, Walter or Hockings.

Cheers
David Hockings

[REDACTED]

14.5 Naming unnamed road connected to Lot 901 ML2305, 59 Wienholt Street Maryvale.

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 18 June 2025
	Manager Sustainability and Strategy	ECM Function No/s: 3938498

Recommendation

THAT Council name the road connected to Lot 901 ML2305, 59 Wienholt Street Maryvale as "Patrick".

REPORT

Background

A report was submitted to the Ordinary Council Meeting on 18 December 2024 recommending public consultation be undertaken for the Officer chosen road names of "Fredrick", "John", and "Cobb".

Report

The applicant made application of three name preferences. Officers assessed the offered names and concluded they did not meet the requirements of PL-IS092 Infrastructure and Public Place Naming Policy. The applicant was advised and asked for alternates. The applicant did respond and the response is included as a submission.

Public consultation was conducted in line with the policy requirements. Submissions are attached for consideration. The applicant has made further submission of three names. The first preference is the name already submitted and assessed to not meet the policy requirement. The other two names suggested are:

- Strathmillar
- Hill

The applicant has provided supporting information for both suggested names. "Strathmillar" is the original name of the property renamed by Wienholt to Maryvale, and E.O.W Hill was the long-term Manager of Maryvale Station. Both names meet the requirements of the policy.

A number of submissions have been received and attached for consideration. The submissions are assessed as objections about the policy and process, not the selected name.

Conclusion/Summary

The names provided in the original application did not meet policy. Officers selected a name based on historical information. Objections have been received. However, the objections are predominately associated with the policy and process not the name.

FINANCIAL IMPLICATIONS

A street sign blade will be procured and placed as part of the Works teams standard programs in the area.

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

Nil

COMMUNITY ENGAGEMENT

Internal Consultation

Council Information Session 23 April 2025
Assets, Spatial and Projects, Spatial (GIS) Team

External Consultation

Public consultation in line with the requirements of PL-IS092 Infrastructure and Public Place Naming Policy.

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.

Policy / Strategy

Infrastructure and Public Place 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

1. Submissions - Road connected to Lot 901 ML2305 [↓](#)

From: [REDACTED]
Sent: Thursday, 21 November 2024 3:25 PM
To: [REDACTED]
Subject: Re: Jennifer Jill Lawton - Road Naming Application - Proposed Name - Tilly Lane

Hi Jon

I refer to your recent email and our subsequent conversation regarding naming the road I have just constructed and paid for.

Whilst I understand the criteria you have set out in your naming policy I would like to ask for special consideration in naming this road.

I have requested to call the road Tilly Lane which is in no way offensive to anyone in the community.

I own the Maryvale Crown Hotel and Tilly is the resident pub dog - a stumpy red cattle dog which doesn't get more Australian or country than that. She is loved by the general community and with that said they (the community) are willing to sign a petition to request that this road be named after her.

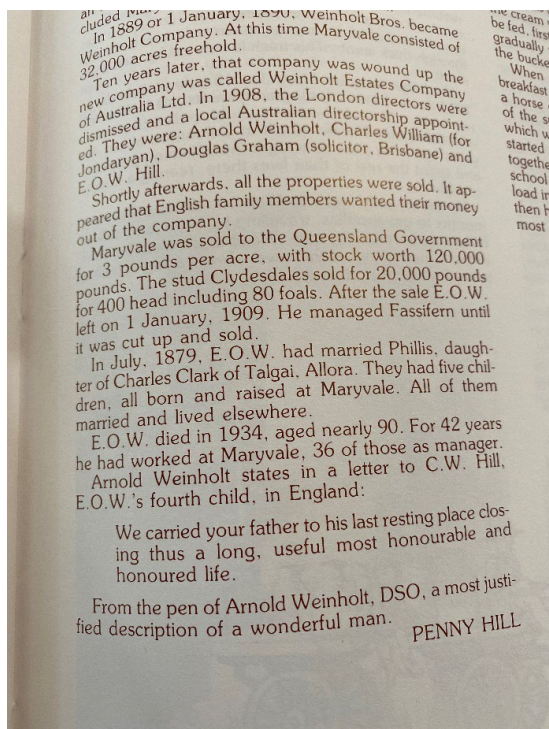
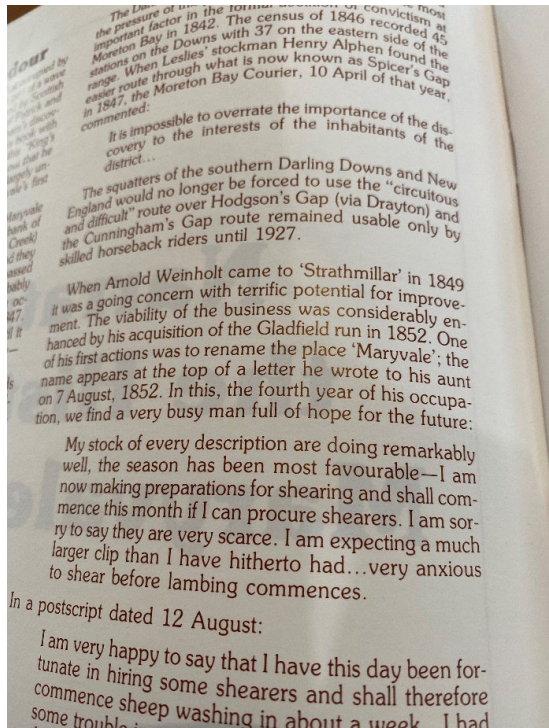
I would ask that council please consider my request as I have contributed a great deal to this community and spent a substantial amount of money completing this road.

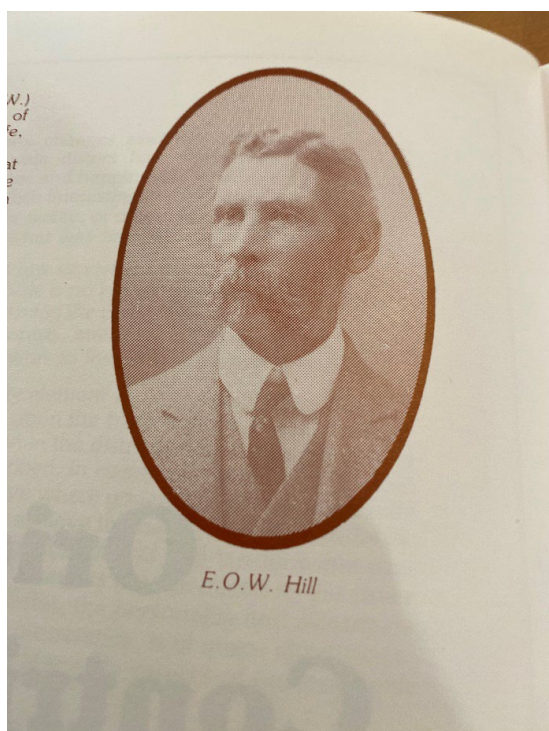
Thankyou for your time.

Regards

Jill Lawton

Applicant Submission 16 January 2025





Pastoral Splendour

Maryvale and Gladfield stations were first occupied by white settlers in the early 1840s. They were part of a wave of squatters, mostly Scottish, many financed by Scottish banks, which followed close on the heels of Patrick and Walter Leslie, 13 years after Allan Cunningham's discoveries. We have no intention of beginning this book with the usual recounting of the adventures of this "King's botanist", epic as they were, beyond pointing out that he served well the cause of pastoralism and went largely unrewarded for his pains. The journey of Maryvale's first white visitor is well documented elsewhere.

Robert Coulson and John Cameron took up Maryvale (their camp is said to have been on the eastern bank of Millar Vale Creek, close to where it joins Glengallan Creek) for a season, before crossing the range to take up land they were to name 'Fassifern' in 1842. Maryvale then passed into the hands of Walter Farquharson, who was probably responsible for naming the place 'Strathmillar'. He occupied the run until at least 1846 and probably 1847. James Hay then became the "claimant of lease" until it was acquired—for what consideration we do not know—by Arnold Weinholt in 1849.

The New South Wales Government's Crown Lands Officer Rolleston described Maryvale in 1853 ('Strathmillar' is crossed out and 'Maryvale' substituted) as comprising 20,000 acres and having a carrying capacity of 6,000 sheep.

One Neil Ross occupied Gladfield in 1844. The run then employed seven men, living in two huts, to tend 2,800 sheep, 48 head of cattle and eight horses. There were 40 acres planted with corn and wheat. In the opinion of Rolleston, the property was capable of carrying 4,000

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Public Consultation Submissions

From: [REDACTED]
Sent: Sat, 11 Jan 2025 17:23:13 +1000
To: mail@sdrc.qld.gov.au
Subject: Lot 901 Plan ML2305 59 Wienholt Street

To whom this may concern

I have seen the proposal for road names .. why doesn't the owner of the land and the person who paid for the road , and has to maintain the road for 12 months ,have any say in the name of the road

I reckon fair is fair ..TILLY LANE is the only reasonable and acceptable name.

Hopefully you have seen many responses like this and rate payers get listened too, occasionally. Most of us voted for a change in SDRC and it looks like the same old .

From: [REDACTED]
Sent: Fri, 10 Jan 2025 09:33:28 +1000
To: mail@sdrc.qld.gov.au
Subject: Proposed Road Name in Maryvale

To All SDRC Councillors,

I am writing in response to the request from the SDRC for community input to a proposed road name in Maryvale.

I agree with Jill Lawton and other members of the Maryvale community. The SDRC had no financial input into building the roadway in the first instance and neither did any of those pioneers. As an aside, I appreciate Weinholt's contribution to Maryvale and we already have Weinholt Street.

The Leslie family get enough recognition around the Southern Downs, and I personally have never heard of James Hay.

I support the name, Tilly Lane, in recognition of Maryvale's new pioneer, Jill Lawton, who took on the task of building the road in the first instance!

If Council wishes to go down this path, then the SDRC must have a substantial amount of skin in the game.

Best Regards
Dennis Wood

From: [REDACTED]
Sent: Tue, 7 Jan 2025 22:57:24 +1000
To: mail@sdrc.qld.gov.au
Subject: Naming of road - Maryvale

Hello Team ' my proposed name, is ' Tilly Lane', im sorry but if council want to choose the name for the road, then council can pay for the road - if a private individual has to pay for the road then I'm sorry - council has no right to demand the individual choose 1 of 3 names that council choose, at least include the person's choice in the 3 name choices if your giving the community the opportunity of voting.

Regards
Judith Harrigan

From: [REDACTED]
Sent: Tue, 7 Jan 2025 16:54:39 +1000
To: mail@sdrc.qld.gov.au
Subject: Feedback: Proposed road name in Maryvale
Categories: Anna

As a Maryvale resident, I would like to go with your proposal of 'James'.

I would also propose 'Place' as it's 'a road or street that has no throughway or leads to a dead end'. The presumption is that council is not looking at installing a bridge in the future planning and management plan.

Regards,
Madison Hartley

From: [REDACTED]
Sent: Tue, 7 Jan 2025 12:00:31 +1000
To: mail@sdrc.qld.gov.au
Subject: Naming of roads in Maryvale and Wildash

Dear SDRC

I would like to provide feedback on the above.

My father Sydney Walter Hockings was an overseer and then foreman on the former Glengallan Shire Council for most of his working life. He covered a large area in his daily responsibilities including Maryvale and Wildash to name a couple.

He was born at Lord John Swamp and went to school with his siblings at Wildash School.

It would be fitting if his name was remembered by naming a street after him in some form, Sydney, Walter or Hockings.

Cheers
David Hockings
[REDACTED]

From: [REDACTED]
Sent: Tue, 7 Jan 2025 11:50:28 +1000
To: "mail@sdrc.qld.gov.au" <mail@sdrc.qld.gov.au>
Subject: Unnamed road - Maryvale

Lot 901 Plan ML2305 59 Wienholt Street Maryvale 4370

I support the name "Tilly Lane"

The person who paid an enormous amount of money to build the road should be able to name the road.

Previous roads built in Maryvale by residents have been named by those residents so I see no reason why this road naming should be any different.

Colleen Cowley
[REDACTED]

[Yahoo Mail: Search, organise, conquer](#)

From: [REDACTED]
Sent: Tue, 7 Jan 2025 08:57:39 +1000
To: "mail@sdrc.qld.gov.au" <mail@sdrc.qld.gov.au>
Subject: Proposed names for the unnamed road connected to Lot 901 Plan ML2305 59 Wienholt Street Maryvale 4370

Hello,

I would like to see the road in question named Tilly Lane. This has already been requested (and obviously ignored) by the land owner who paid for the road.

Great to see our council wasting money through this process. Once upon a time, SDRC would have asked the paying land owner what they would like to name the road in the first instance.

Thank you,
David Warn

From: [REDACTED]
Sent: Tue, 7 Jan 2025 08:06:46 +1000
To: "mail@sdrc.qld.gov.au" <mail@sdrc.qld.gov.au>
Subject: proposed road name in Maryvale Lot 901 Plan ML2305

The proposed names by the SDRC while valuable and important, these are not i line with the local community nor inline with the intent of the person paying for the roadworks.

I support the intended, proposed name of Tilly Lane.

Stephen Gough



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From: [REDACTED]
Sent: Tue, 7 Jan 2025 08:06:22 +1000
To: "mail@sdrc.qld.gov.au" <mail@sdrc.qld.gov.au>
Subject: Proposed road name in Maryvale Lot 901 Plan ML2305

Good Morning

We would like to suggest that the road be named Tilly Lane as requested by the person who paid for the road to be built.

Thank you

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From: [REDACTED]
Sent: Tue, 7 Jan 2025 07:57:11 +1000
To: mail@sdrc.qld.gov.au
Subject: Road name feedback Maryvale

Hi there! I'd like to vote for the road name that runs alongside Lot 91, it's number 51 Weinholt St (the road intersects with Ramsay Street).

I feel that the name should be in honour of the new residents, the ones that are making the town what it is now.


Jill Lawton lives at that address and paid for the road. She runs the pub which keeps the town on the map so who better to have final say on what this road is called? She'd like it to be called Tilly Lane. I believe she's put the request to council too. I wholeheartedly back this up and residents of Maryvale do as well. Please consider Tilly Lane. It's quaint and it's lovely, just like Maryvale.

Thanks for your consideration!
Sarah McConalogue

[REDACTED]

14.6 Amendment to the Water Supply Areas

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 18 June 2025
	Manager Water	ECM Function No/s:

Recommendation

THAT Council approve adding:

1. Lot 2 of ML1896 (Property ID 145225) and Lot 2 of RP104070 (Property ID 130890) to the Rural Water Supply Area.
2. Lot 1 of SP215093 (Property ID 89345), Lot of 3 SP215093 (Property ID 89355), Lot 3 of RP36424 (Property ID 32195) and Lot 371 of W3010 (Property ID 32340) to the Urban Water Supply Area.

REPORT

Background

The current Water Supply Areas were approved by Council in June 2024. Any amendments to these areas require Council approval.

Reviewing these Water Supply Areas, it is recommended that certain lots be added to the Urban or Rural Water Supply Areas.

Report

Lot 2 of ML1896 (Property ID 145225)

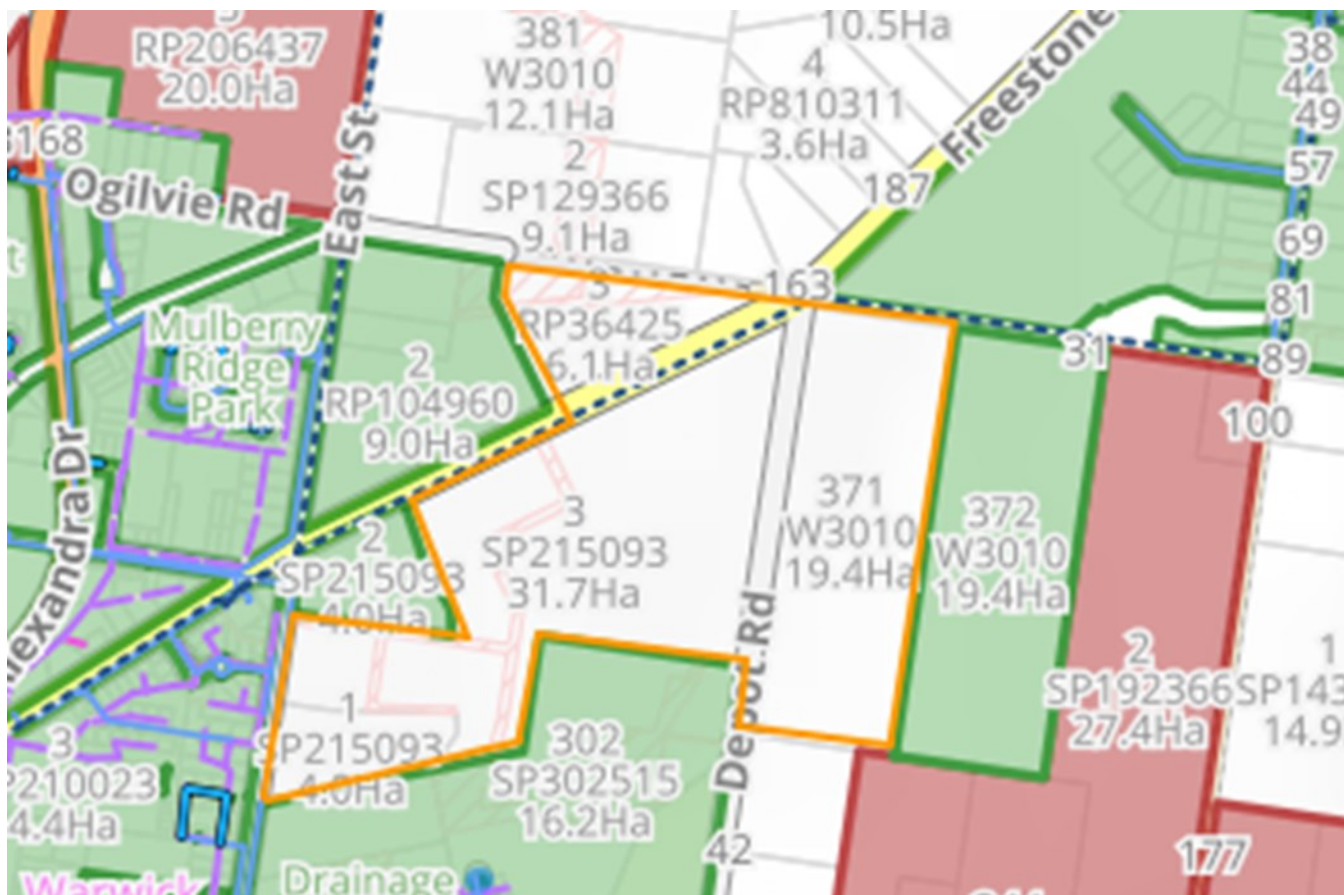
Lot 2 of ML1896 (Property ID 145225) was created through splitting of an existing lot that was connected to the water supply. This new lot has been omitted from the Rural Water Supply Area (RWSA) and the owner is requesting approval for a water connection to the lot. This lot is adjacent to the existing RWSA and adding this lot into the RWSA will create little precedence for others to apply for a water connection. The main servicing this lot is 200mm diameter and can supply this extra connection with no detriment to other users. It is recommended that this amendment to the RWSA be approved.

Lot 2 of RP104070 (Property ID 130890)

While investigating the above connection, it was discovered that Lot 2 of RP104070 (Property ID 130890) has a water connection. This was omitted from the original water supply areas and was therefore omitted from the amendments approved in June 2024. The RWSA should therefore be amended to include this lot (there is no impact on the network as it is an existing connection)

Other amendments to the Urban Water Supply Area

When the Urban Water Supply Area (UWSA) was created it was intended to capture all residential lots, assuming that these will be developed and require a water meter in the near future. The plan below shows 4 lots that are zoned as residential but were omitted from the UWSA. These lots are all part of current development applications and it is therefore opportune to add these to the UWSA.



Conclusion/Summary

All of the supply area changes above are supported and have little impact on other water consumers. It is recommended that these changes to the Water Supply Areas be approved.

FINANCIAL IMPLICATIONS

Nil

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

Approving these changes to the Water Supply Areas facilitates development.

COMMUNITY ENGAGEMENT

Internal Consultation

Council Information Session 7 May 2025
Manager Planning & Development
Water Admin, Finance & Procurement Officer

External Consultation

Nil

LEGAL / POLICY

Legislation / Local Law

Council are required to approve and publish their Water Supply Areas, under the Water Supply (Safety and Reliability) Act 2008

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 and no impact found.


ATTACHMENTS

Nil

15. PLANNING AND ENVIRONMENTAL SERVICES REPORTS

15.1 Material Change of Use - Consideration of Change Representations - Sarah Hulme - 10 Deutscher Road, Mount Tully

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 18 June 2025
	Manager Planning and Development	ECM Function No/s: MCU\02647

APPLICANT:	Sarah F Hulme
OWNER:	Ricsar Pty Ltd
ADDRESS:	10 Deutscher Road, Mount Tully
RPD:	Lot 10 SP145282
ZONE:	Rural zone (Granite hills precinct)
PROPOSAL:	Short-term accommodation (Three (3) buildings, up to 16 guests)
LEVEL OF ASSESSMENT:	Code
SUBMITTERS:	Not Applicable
REFERRALS:	Nil
FILE NUMBER:	MCU\02647

RECOMMENDATION SUMMARY

THAT the change representations made in relation to the application for a Material Change of Use for the purpose of Short-term accommodation (Three (3) buildings, up to 16 guests) on land at 10 Deutscher Road, Mount Tully, described as Lot 10 SP145282, be refused.

REPORT

On 27 February 2025, Council issued a Development Permit for a Material Change of Use to establish Short-term accommodation (Three (3) buildings, up to 16 guests) on the subject site.

This matter has been discussed at Councillor Information Sessions on 7 May and 4 June 2025.

Council officers have recently had discussions with the applicant's representative in relation to alternative options to achieving the requirement of Condition 24. This alternative was not supported by the applicant and it is desirable to retain the number of guests at 16.

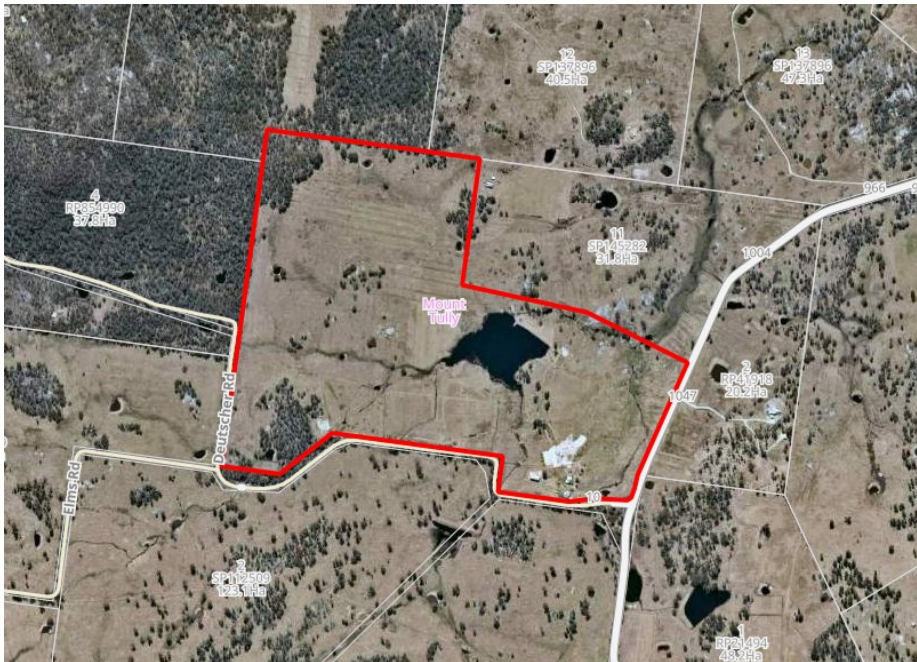


Figure 1 – Site Locality

The approved development was for the establishment of short-term accommodation uses in three buildings on the site, with a maximum occupancy of 16 guests.

The site has frontages to Mt Tully Road and Deutscher Road along the eastern and southern boundaries of the site. Access to the site is via an existing residential crossover to Deutscher Road. The site currently contains a range of rural outbuildings. A Dwelling house was previously located on site but has been removed to facilitate the proposed development.

The development will generate approximately 42 vehicles movements to the property per day, based on the Lower Order Road Design Guidelines.

The applicant has made change representations and has requested the review of:

- Condition 19
- Condition 24

Conditions 19 and 24

Condition 19 is as follows:

19. *The proposed development is to be accessed via an approved, sealed vehicle crossover.*

Note; approval for Minor Works – Works in Road Reserve is required for any new access, or existing access that has not been previously approved.

Condition 24 is as follows:

24. *Deutscher Road is to be improved to Council's Sealed Rural Minor Access standard, from the existing sealed section to the site entrance.*

Representations

The applicant's representations in relation to the conditions are summarised below:

As discussed with council, the construction of a sealed vehicle crossover (as outlined in condition 19) and the construction of the external road to access to the property (as outlined in condition 24) will have a huge impact on our decision to commence this approval.

As discussed with council, this approval is to supplement the existing Rural uses on site and to provide Tourist opportunities for the Southern Downs Region, and the cost of the above works cannot be supported by the development.

As outlined in our application and the response to Councils' information request, we proposed to maintain the existing gravel road to the site which in total is no longer than 40m.

We understand that following discussions with Council, AO2 of the Short-Term Accommodation Code and AO4 of the Rural Zone Code is what council wants to achieve for the road construction.

However, the Southern Downs Town Plan and codes are performance based and the performance solution we outlined in our response to council is what we hoped council would accept.

In response to the...performance outcomes, we provide the following performance solution, demonstrating compliance with PO2 and PO4.

The site is to be access via a road that is of a standard to adequately cater for the traffic generated by the use.

As discussed in the application, the current Deutscher road is constructed of a bitumen standard from the intersection of Mount Tully Road for about 40m. This construction is sealed to the width of a Rural Minor standard road. The road then turns into a gravel road until the access from the driveway on site and beyond. This construction is of a width of approximately 6.0m and appears to fit the requirements of a Rural minor road.

The traffic generated to the site, via the gravel road, will be of the same volume as the existing rural activity, if it was to continue during the times the Short-Term Accommodation operates. By saying this, the number of trips per day based on the rural activity is between 8-10 trips. For access to the Short-Term accommodation, the trip generation will be in the order of 4-8 trips per day. In this regard, no additional traffic load will be placed on that section of the gravel road from what occurs now.

Furthermore, the proposed Short-term accommodate will be mostly accessed by private vehicles of guests, whereas the existing rural activity use involves heavy farm vehicles and machinery accessing the site from Deutscher Road. In this regard, the safe and efficient operation of the road and access is maintained by the development in relation to the nature of vehicles using the road.

Causing Traffic hazard

As shown from the attached pictures, there is plenty of sight distance from the driveway onto Deutscher Road, and Deutscher Road does not have any visible hazards near it.

Damage to the road

As discussed above, the traffic generated from the site will not be above the current usage on-site, so there will be no additional damage to the road from the proposed development. Furthermore, the proposed Short-term accommodate will be mostly accessed by private vehicles of guests.

Dust

Please find below the location of the nearest residences. Our experience living on site is that there is very limited dust created when cars drive on the gravel road even in the driest months. The nearest residences are more than 485m away...so no impact will occur to those neighbours.

Based on the above we request conditions 19 and 24 be removed from the conditions.

Response

The applicant's representations have not demonstrated sufficient justification to remove the requirement for upgrading the road and sealing the driveway entrance. The applicant has not provided any supporting assessment undertaken by a Registered Professional Engineer of Queensland (RPEQ) as part of the Change Representations.

Performance outcome 4 of the Rural zone code states:

PO4 The safe and efficient operation of roads and access is maintained having regard to the nature of vehicles using the road, the location of uses that may be adversely affected by noise or dust generated by the use of the road and the location and design of access.

The Acceptable outcome identifies that Short-term accommodation uses, accommodating up to 12 guests, can be acceptably accessed via the unsealed road network. The proposal will accommodate 16 guests. Accommodation of more than 12 guests is considered to be a scale of use that increases traffic to the locality above the reasonable expectations of rural traffic loading. As stated by the applicant, this use will supplement the existing rural activities on the premises, and therefore vehicle numbers will increase as a result of the proposal.

Deutscher Road is currently constructed to a sealed Rural Minor Road standard for approximately 40 metres from the intersection of Mount Tully Road. Therefore, the conditioned requirements will result in a logical extension of this sealed surface to the property access, a distance of approximately 50 metres. Extending the sealed section of the road to the property entrance will ensure there is less traffic transitioning from the gravel section to the bitumen sealed section of Deutscher Road. As can be seen in the following photographs, there is already damage to the road surface where it transitions from sealed to gravel, and to the concrete crossing, which will be further impacted with the increase in traffic resulting from the proposed development. Vehicles are currently tracking gravel onto the sealed section of Deutscher Road and toward the intersection with Mt Tully Road, this can also be seen in the following photographs. This will also increase as a result of the increased vehicles associated with the proposed development.

In addition, by sealing this portion, it will ensure that the non-rural traffic generated from this property is appropriate for the tourist users that are generally unfamiliar with the locality and conditions of the road. The requirement is considered to be a reasonable response to the increased traffic caused by the development.



Photograph 1: Deutscher Road, transitioning from sealed to gravel construction



Photograph 2: Deutscher Road, looking toward the concrete crossing and the entrance to the property



Photograph 3: Mt Tully Road and Deutscher Road intersection, looking toward subject property entrance



Photograph 4: Deutscher Road, taken from property entrance looking toward Mt Tully Road

Further, the requirement to seal the property access from the road edge to the property boundary ensure the access is appropriate for the volume, frequency and type of vehicle usage. Based on

the volume of traffic associated with the proposed use, the requirement to seal the access will ensure that the use does not impact the integrity of infrastructure in the road reserve, including drainage paths, and will assist in maintaining the integrity of the new roadway seal.

It is therefore recommended that the conditions remain unchanged and the applicant's representations be refused.

Alternatively, Condition 24 could be amended to require access to Mt Tully Road only, as Mt Tully Road is an existing sealed road.

Recommendation

THAT Council refuse the change representations made in relation to the application for a Material Change of Use for the purpose of Short-term accommodation (Three (3) buildings, up to 16 guests) on land at 10 Deutscher Road, Mount Tully, described as Lot 10 SP145282 for the following reasons:

- The proposed development will result in an increase of traffic to the local road network.
- The current unsealed section of Deutscher Road is not considered to be a standard to adequately cater for the traffic generated by the scale of the proposed use.
- The conditions achieve compliance with the relevant assessment benchmarks of the Rural zone code and Short-term accommodation code.
- The existing conditions are a reasonable response to mitigate the impacts as a result of the changes that the development will cause.

Alternatively, Condition 24 be amended as follows:

24. Deutscher Road is to be improved to Council's Sealed Rural Minor Access standard, from the existing sealed section to the site entrance.

Alternatively, the proposed development is to be accessed along Mt Tully Road only via an approved vehicle crossover, wholly contained within the subject premises.


Note: approval for Minor Works – Works in Road Reserve is required for any new access, or existing access that has not been previously approved.

ATTACHMENTS

Nil

15.2 Material Change of Use - Consideration of Change Representations - Howard Trade Centre Pty Ltd C/- Adapt Development Management Pty Ltd - 10 Mill Road, Stanthorpe: Lot 110 RP12340

Document Information

 Southern Downs <small>REGIONAL COUNCIL</small>	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 18 June 2025
	Planning Officer	ECM Function No/s: MCU\02629

APPLICANT:	Howard Trade Centre Pty Ltd C/- Adapt Development Management Pty Ltd
OWNER:	Howard Trade Centre Pty Ltd
ADDRESS:	Mill Road, Stanthorpe
RPD:	Lot 110 RP12340
ZONE:	Industry
PROPOSAL:	Warehouse (One (1) shed – 490m ² GFA)
LEVEL OF ASSESSMENT:	Code
SUBMITTERS:	Not Applicable
REFERRALS:	Nil
FILE NUMBER:	MCU\02629

RECOMMENDATION SUMMARY

THAT Council agree with, in part the change representations made in relation to the application for a Material Change of Use for Warehouse on land at Mill Road, Stanthorpe, described as Lot 110 RP12340.

REPORT

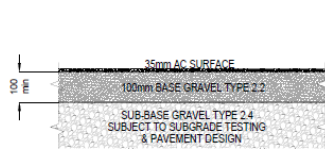
On 4 March 2025, Council issued a Development Permit for Material Change of Use for the purpose of Warehouse (One (1) shed – 490m² GFA), on land at Mill Road, Stanthorpe, described as Lot 110 RP12340 (Council Ref: MCU\02629).

This matter has been discussed at Councillor Information Sessions (CIS) on 7 May and 4 June 2025. As raised at the recent CIS, the following image depicts the requirements of existing Condition 34:

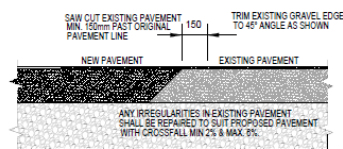


The application was initially submitted over both lots for a single Warehouse to be constructed on each of two adjoining lots – Lot 109 and 110 RP12340. Following discussions between Council and the applicant, separate applications were subsequently made (Council reference: MCU\02629 and MCU\02622).

During the assessment, the applicant confirmed that, initially, the site will form part of the operations for the 'Howard Trade Centre' which relates to multiple lots, immediately to the north of the subject land. The applicant advised:

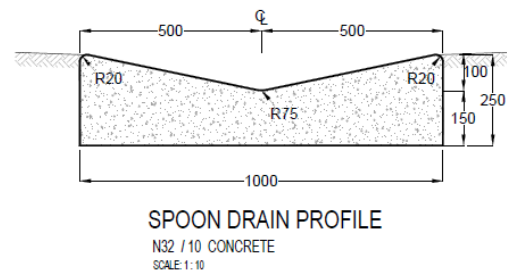
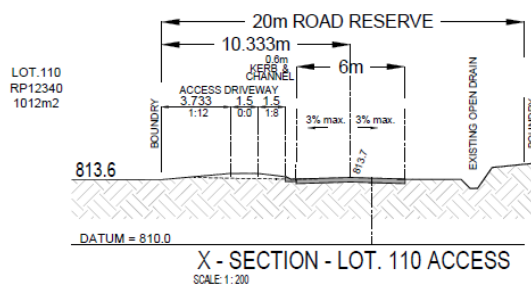
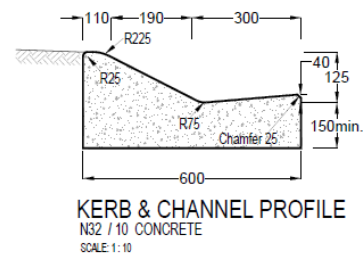
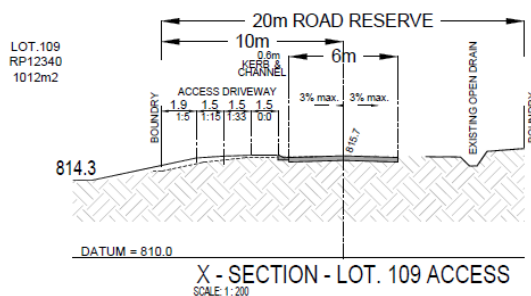
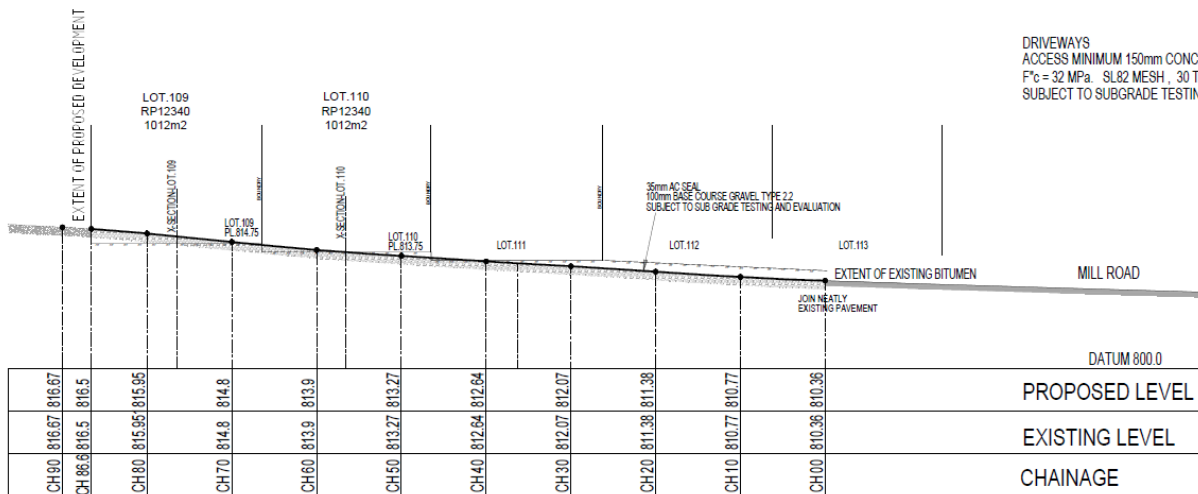


PAVEMENT DETAIL
N.T.S.



PAVEMENT JOINT DETAIL
N.T.S.

DRIVEWAYS
ACCESS MINIMUM 150mm CONCRETE BASE
F_c = 32 MPa. SL82 MESH, 30 TOP COVER,
SUBJECT TO SUBGRADE TESTING. (TYPICAL)



ACCESS MINIMUM 150mm CONCRETE BASE
F_c = 32 MPa. SL82 MESH, 30 TOP COVER,
SUBJECT TO SUBGRADE TESTING. (TYPICAL)

Technical assessment in relation to this roadworks proposal:

The submitted concept plans address the kerb and channel requirements of the planning scheme, but do not meet the adopted standards detailed in Council's Road Asset and Service Management Master Plan/TAMP as they do not achieve the width required to provide for on-street parking and to accommodate larger vehicle turn movements that are commonly associated with an industrial area.

There are some concerns also in relation to the road design and pavement details provided on the plans, these include pavement depths, the inclusion of primer and the pavement surface. These items could be resolved as part of an operational works application.

On 17 March 2025, Change representations were received by Council seeking amendment to Conditions 5, 8, 9, 24, 25, 28, 34, 37, 38, 41 and 42. The amendments recommended are highlighted in red within the report, and any proposed acceptable changes to the original conditions are highlighted in red within the Recommendation.

Report

The subject land is rectangular in shape and has an area of 1,012 square metres. The lot is currently vacant and has frontage to Mill Road. Mill Road separates Industry zoned land to the west and Low density residential zoned land to the east.

Mill Road connects to Sugarloaf Road to the north of the site. At the juncture with Sugarloaf Road, Mill Road is sealed with bitumen and has mountable kerb and channel adjoining the land zoned for Low density residential purposes for a length of approximately 220 metres. From this point the road is considered to be of a constructed gravel standard as illustrated in Figure 1. Mill Road is a no through road.

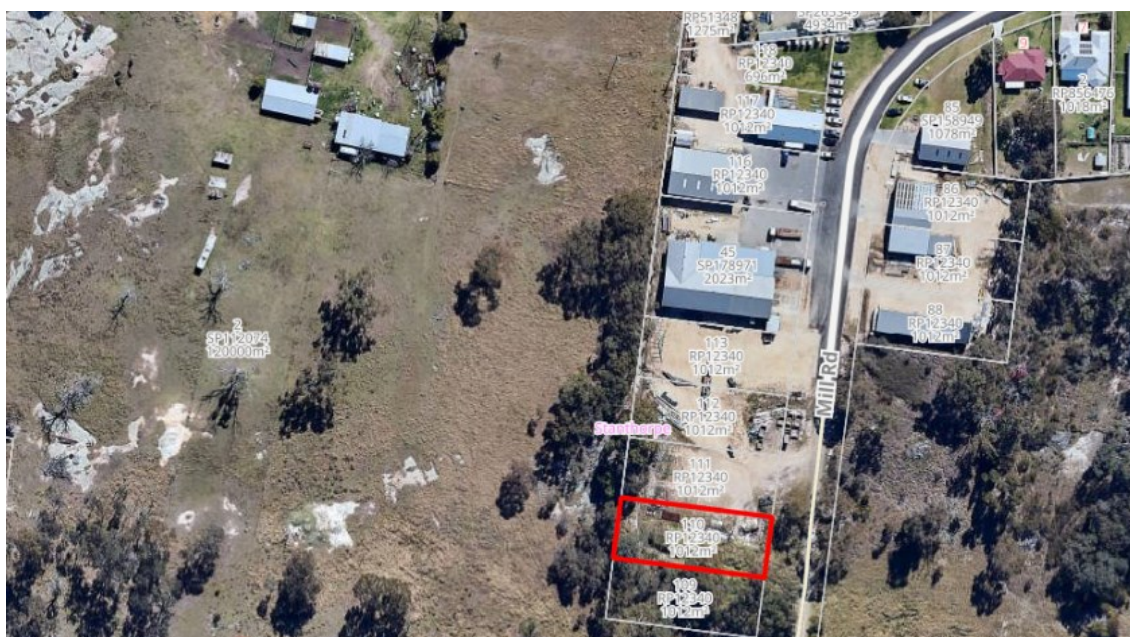


Figure 1: Subject land

The lot is part of a block of industrial land on the western side of Mill Road. The eastern side of Mill Road is zoned Low density residential, however, this has yet to be fully developed. The land to the rear and south of the proposed site is zoned Rural residential as illustrated in Figure 2. Immediately opposite the site, the land is currently vacant.

The lot has access to reticulated water services. Reticulated sewer is located approximately 185 metres to the north-east as the crow flies. The land is wholly within the potential impact buffer of the Bushfire hazard overlay.



Figure 2: Planning zones

The development will result in a Warehouse being constructed on Lot 110 which is the second lot from the southern end of the industry zoned lots.

Figure 2 shows the approved site plan. Access will be provided via a reinforced industrial driveway connecting the site to Mill Road. Four car parking spaces will be located at the front. To enable manoeuvring onsite for vehicles to exit in a forward gear, all car parking spaces must be empty.

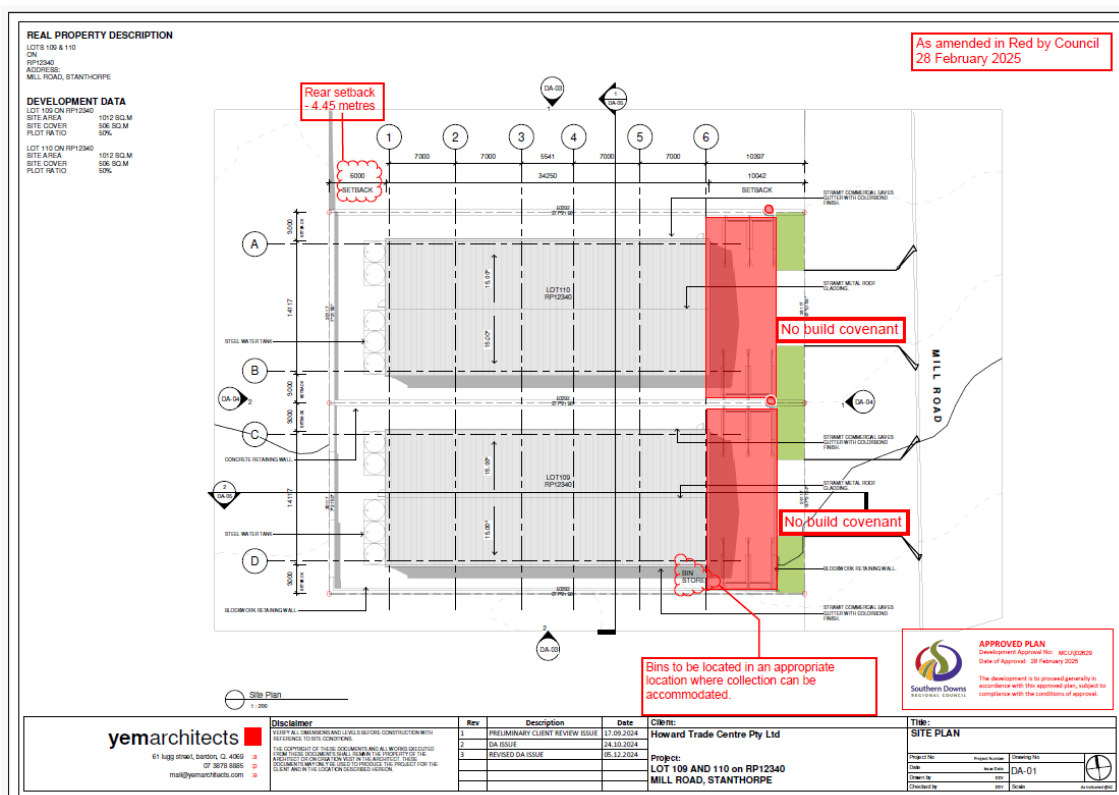


Figure 2: Approved Site plan

Change representations

The applicant has made change representations and seeks amendment to Conditions 5, 8, 9, 24, 25, 28, 34, 37, 38, 41 and 42 and are outlined below.

Condition 5 states:

5. *The development shall generally operate only between the hours of 8.00am to 6.00pm, Mondays to Saturdays, and not at all on Sundays and public holidays.*

The change representations are as follows:

The proposed tenant, who also operates the adjoining site which is part of the integrated business, opens at 7am. Please update from 8am to 7am.

Response:

Whilst the site is in close proximity to a residential zone, it is reasonable to anticipate industrial businesses, in the Industrial zone to operate from 7.00am. Amending this condition as proposed is considered reasonable and does not trigger additional assessment. Condition 5 will be amended as follows:

5. The development shall generally operate only between the hours of ~~8.00am~~ 7.00am to 6.00pm, Mondays to Saturdays, and not at all on Sundays and public holidays.

Condition 8 states:

8. *If the site is not provided with amenities and/or kitchen facilities, the use on-site operates as a Warehouse for storage purposes only and no distribution is to occur from the site.*

The change representations are as follows:

If the site is not provided with amenities and/or kitchen facilities, the use on-site operates as a Warehouse for storage purposes only ~~and no distribution is to occur from the site.~~

'Warehouse is distribution. Council definition below specifically refers to distribution. Goods are being stored at this location for distribution'.

Warehouse - Premises used for the storage and distribution of goods, whether or not in a building, including self-storage facilities or storage yards. The use may include sale of goods by

wholesale where ancillary to storage. The use does not include retail sales from the premises or industrial uses.

The wording of this condition reflects the potential classification of the proposed building and relates to the inability to use approved on-site car parking spaces as these must be vacant to enable large vehicles to exit the site in a forward gear.

It is considered that conditions 6 and 7 which limit the times that delivery and service vehicles can enter and exit the site will mitigate the issue of car parking availability. In addition, potential issues associated with the classification of the building can be addressed by the applicant. With consideration to the above it is considered reasonable to amend the condition as requested to state:

8. If the site is not provided with amenities and/or kitchen facilities, the use on-site operates as a Warehouse for storage purposes only ~~and no distribution is to occur from the site.~~

Condition 9 states:

9. *The design, colours and materials of the building and pavement are to be in accordance with the Industrial character of the area. The final design and construction of the buildings must provide for larger variation in appearance than that shown in the plans submitted with the application. Variation is to be achieved through the use of colours, materials, architectural treatments, and changes to roof lines. **Details of the design, colours and materials of the building and pavement are to be submitted to and approved by Council's Planning Department prior to the issue of any Development Permit for Building Work.** The building is to be constructed in the approved design, colours and materials.*

The change representations are as follows:

- ~~9. The design, colours and materials of the building and pavement are to be in accordance with the Industrial character of the area. The final design and construction of the~~

~~buildings must provide for larger variation in appearance than that shown in the plans submitted with the application. Variation is to be achieved through the use of colours, materials, architectural treatments, and changes to roof lines. Details of the design, colours and materials of the building and pavement are to be submitted to and approved by Council's Planning Department prior to the issue of any Development Permit for Building Work. The building is to be constructed in the approved design, colours and materials.~~

The proposal for the building design includes Colorbond colours Bassalt and Dover White. Plans have been attached for approval by Council that incorporate specific colours and materials for the building, noting the current industrial character of the area features basic galvanised corrugated roof and wall sheeting, and bitumen pavement or gravel surfaces. We propose to maintain bitumen and gravel surfaces. Upon endorsement of the attached colour scheme Condition 9 can be deleted.

Response:

The condition, as applied, is relevant and consistently applied to development across the region to ensure that the proposal development complies with the Planning Scheme. A typical process for Council is that once the approval is issued, applicants would provide amended plans, or details on building design, to Council for assessment against the applicable condition. If the information supplied complies with the condition, a letter is then issued to the applicant confirming this. An alternate process is for a specific plan or report to be referenced in a condition.

Discussions were held with the applicant regarding Council's normal process for assessment of compliance with conditions. The applicant was agreeable to the condition remaining as worded rather than a specific plan being referenced in the conditions, as this would reduce the risk of a minor change being required should the plan change in the future.

It is recommended that the condition remain as written and the change representations related to Condition 9 is refused. Consideration of the design, colours and materials of the building and pavement will be undertaken Council's Planning Services team as per the normal Council process outlined above.

Condition 24 states:

24. *Street trees are to be planted within the road reserve of Mill Road. The trees are to be planted approximately 20.0 metres apart on the frontage of the site. The trees are to be of a minimum height of 1.5 metres at the time of planting.*

A Street trees plan is to be submitted to and approved by Council's Planning Department prior to the planting of the street trees. This must include details of the location and species of trees, the height and root barriers are to be installed around trees that are located within 3 metres of any underground infrastructure. Tree are to be generally frost resistant and drought hardy, and must not include weed species.

The change representations are as follows:

Refer attached landscape plans. We ask that these plans are endorsed by Council.

Response:

Condition 24 is a standard condition regularly applied to development permits when street trees are required. The Landscape Management Plan submitted with the change representations was provided as the applicant is seeking agreement for a Performance outcome as the landscaping requirements stipulated by the Acceptable outcome in the Planning Scheme are unable to be accommodated on the site. The Landscape Management Plan identifies two street trees located on either side of the access.

Whilst the Landscaping Management Plan identifies street trees, street trees cannot be considered as part of landscaping on the premises as street trees are located within the road reserve. This condition was imposed to align with the road construction requirements and therefore, should form part of the future operational works application that will be required to extend Mill Road. As such,

the proposed street trees cannot be endorsed until the scope of the operational works are agreed. Therefore, it is recommended that the change representations are refused. An amendment to the condition has been proposed which aims to clarify when consideration of the street trees can occur if the development proceeds.

24. Street trees are to be planted within the road reserve of Mill Road. The trees are to be planted approximately 20.0 metres apart on the frontage of the site. The trees are to be of a minimum height of 1.5 metres at the time of planting.

A Street trees plan is to be submitted to and approved by Council's Planning Department ~~prior to the planting of the street trees as part of the Operational Works application~~. This must include details of the location and species of trees, the height and root barriers are to be installed around trees that are located within 3 metres of any underground infrastructure. Tree are to be generally frost resistant and drought hardy, and must not include weed species.

Condition 25 states:

- 25. A Landscaping Plan is to be submitted to and approved by Council's Planning Department prior to the issue of any Development Permit for Building Work. The Landscaping Plan is to be prepared by an appropriately qualified person, and must include details of the location and species of plants, the irrigation system and the height and material of fencing. Plants are to be generally frost resistant and drought hardy, and must not include weed species. Root barriers are to be installed around trees that are located within 3 metres of any underground infrastructure. The site is to be landscaped and maintained in accordance with the approved Landscaping Plan.**

The change representations are as follows:

Refer attached landscape plans. We ask that these plans are endorsed by Council.

Response:

Condition 25 is a standard condition regularly applied to development permits when landscaping is required on the site. The Landscaping Plan was required as the proposed landscaping is less than what is typically required by the Acceptable outcomes in the Planning Scheme.

The Warehouse design is a solid wall from the front with sliding doors and there are no windows or proposed material changes to help break up the bulky appearance of the design. The proposed landscaped areas are an important element to soften the visual amenity from public spaces, recognising that the land immediately opposite the site is zoned Low density residential.

The assessment of the Landscaping Plan can occur outside of this process, with consideration given to the specific species used and the resulting streetscape view. As per Council's response to condition 9, to avoid referencing a specific plan in the conditions, it is recommended that the change representations are refused, and consideration of the submitted Landscape Plans can be assessed outside of the change representations process.

Condition 28 states:

- 28. At least four (4) car parking spaces are to be provided on site. Provision is to be made for disabled parking. There is to be no car parking spaces within the Warehouse. An amended site plan, showing the location of car parking is to be submitted and approved by Council's Planning Department prior to the issue of any Development Permit for Building Work.**

The change representations are as follows:

Refer attached updated plan to incorporate a pwd parking layby area for each site.

Response:

Condition 28 is a standard condition regularly applied to development permits when car parking is required on the site. In this instance, the proposed car parking layout was less than that required by the Acceptable outcomes of the Planning Scheme, and provision had not been made to accommodate persons with disability.

There is limited space and tight manoeuvring on the site, due to the size of the shed, the area of landscaping and the area of the site. As such, a condition was applied seeking an amended car parking plan demonstrating all elements as outlined above.

The change representations provided an Effluent Disposal Plan which includes the amended car parking layout.

It is recommended that the change representations for Condition 28 are refused as the condition is relevant due to the constraints on the site which impact the provision of car parking. The Plan submitted can be assessed, outside of the change representations process and general correspondence can be provided determining whether or not the proposed plans comply with the condition.

The assessment of the Effluent Disposal Plan, which includes the car parking layout, can also occur outside of this process, as additional consideration needs to be given to the proposed evapotranspiration bed area associated with a potential Advanced Secondary Treatment System. The applicant did not provide a report demonstrating the required land application area associated with this type of effluent disposal and the conditions associated with the treatment of wastewater contain a number of alternative options as requested by the applicant. As additional information is required for Council to consider an effluent disposal plan, it is recommended that the change representations are refused.

Condition 34 states:

34. *Mill Road is to be constructed to an industrial standard for the full frontage of the site(s) on the development side of the road. The works are to;*
- i. reflect a nominal ultimate design sealed width of 12 metres*
 - ii. include kerb and channel and stormwater drainage*
 - iii. extend to and be generally aligned with the existing part of Mill Road that is sealed to a width of 10 metres*
 - iv. include a minimum 4 metre sealed lane and stormwater drainage on the opposing side of the road, to facilitate the function of the road until such time as the road is constructed to its ultimate width*
 - v. include any necessary rework of the existing road to facilitate the new work*
 - vi. include street tree plantings, in accordance with Condition 34 24, and top dressing of the verge with quality top soil.*

The change representations are as follows:

After additional consultation with the project engineer and an experienced local contractor, the following is proposed in line with the site mark up below (plan below also attached in full for approval by Council).'



Works specifically proposed by local contractor include:

- Double/Double seal into blocks to allow for future services if needed to be cut up.
- Double/Double 14/7 seal recommended by contractor in this situation.
- Formed drains for storm water only as per current drainage.
- V drain and pipes placed for storm water so they can be removed if future upgrade is required by others.
- If a future upgrade to 10 metre road is done in future (by other) owners of lot 109 and 110 to pay for concrete works from block front to edge of road.
- Note: Road upgrade may be delayed if the contractor recommends being completed in warmer months.

Images below and attached should be reviewed by Council as the existing site parameters were a key factor determining the contractors recommended works. The new works will service the two proposed small <500m² industrial sheds within industrial zoned land in addition to 3 other residential properties further south along Mill Road. Other industrial lots to the north will also be benefited by the proposed road improvement works.

Existing imagery:



6 metre road looking south / Council Storm water on western side



Council Eastern storm water Mill Road at the junction of 10 metre section to 6 metre section.



Lot 109 Looking North

Should the proposed works be accepted as detailed above and attached, as updated engineering design can be provided to Council for a road works permit accordingly.

We ask that the Council amend Condition 34 to suit the above outcome or alternatively approve the attached Applicant Proposed Road Works Sketch.

Response:

It is noted that Mill Road provides access to lots zoned Industry, Rural residential and Low density residential. Table 9.4.7.4 of the Southern Downs Planning Scheme (v5) requires the following provisions for each of these zones:

Zone	Catchment (No. of lots served)	Road surface	Kerb and channel requirement	Concrete pathway
Low density residential (Stanthorpe)	0-150	Asphalt	Yes	No
Industry zone		Asphalt	Yes	Yes
Rural residential		Asphalt	Yes – except where lots have an area exceeding 1.5 ha. If kerb and channel is not required a concrete strip is to be provided at the edge of the bitumen and alternative methods for stormwater drainage are to be provided.	No

The applicable Acceptable outcomes and associated Performance outcome of the Industry zone code, relevant to this condition, are:

AO6.1 *All road frontages to the site are constructed to a fully sealed, kerbed and channelled standard.*

AO6.2 *A reinforced industrial crossing is constructed from the kerb and channel to the property boundary. The crossing is 125 mm thick mpa concrete with one layer F82 mesh (50 bottom cover throughout).*

PO6 *Safe, adequate fully constructed access for industrial, commercial and private vehicles is provided onto sites.*

The original assessment considered the applicants response to the Planning Scheme requirements whereby the following justification to the Performance outcome was provided:

The proposal provides a 6m wide road extension to match the existing formation adjoining where the current sealed section of Mill Road finishes. This upgrade will adequately cater for the intended use.

The original assessment notes:

Council mapping indicates that the sealed road formation width from the junction of Mill Road and Sugarloaf Road is approximately 10 metres and kerb and channel is provided on the side with adjoining the Low density residential zone. There is no existing kerb and channel on the side adjoining the Industry zone.

Council's Roads Asset and Service Management Master Plan / TAMP (TAMP) classifies Mill Road as an Urban Minor Access Road whereby the main function is to provide access to residences and properties. The TAMP states:

'An Industrial classification is added to the Urban Collector and Urban Access to allow for delineation and specific attributes to be applied to roads for these areas to accommodate the specific needs of Industrial areas'.

Discussions with Council's Development Engineer and Manager Sustainability and Strategy, indicate that where the planning zone either side of a road differs, the higher order road requirement prevails. As such, in this instance, it is considered that the road hierarchy classification is be incorrect as one side of the road is zoned Industrial and advice to the relevant Council department has been provided.

Given the levels of service for this road classification, as outlined in the TAMP, compliance with the TAMP would be achieved by requiring the provision of a sealed surface of 12.0

metres. However, as noted above, the sealed section of Mill Road is generally 10 metres in width and therefore requiring provision of a 12 metre wide extension to that road would be unreasonable.

A condition will be imposed requiring provision of a 10 metre wide sealed surface to connect the site with the sealed section of the road to the north. The design is to reflect a nominal ultimate design sealed width of 12 metres and barrier kerb and channel is to be provided along the frontage of the site as per the requirements of the Planning Scheme.

The following justification was outlined in the decision notice as reasons why Council has conditioned the road as per Condition 34:

- The proposed development includes a reinforced industrial crossing and a 6.0 metre wide road extension to connect to the existing road formation north of the site.
- There is no existing kerb and channel on the western side of Mill Road.
- The applicant can comply with Acceptable outcome 6.2, however, support for an alternative outcome to AO1 was sought.
- Increased use of the sites to the south of the existing industrial activity will result in an increase in vehicle movements.
- Mill Road is not a through road, however, it does provide access to three (3) lots to the south which are within the Rural residential zone and one (1) lot to the east which is zoned Low density residential. These lots are of a size where future subdivision is expected.
- The road standard adopted by Council's Roads Asset and Service Management Master Plan (TAMP) for development of this type is a 12 metre sealed road with kerb and channel. Council mapping indicates that the sealed surface to the north of the site is 10 metres in width and in this instance it is considered reasonable to accept a reduced width (from 12 metres to 10 metres) to align with the existing formation.
- The condition as applied, will facilitate the function of the road until such time as the road is constructed to its ultimate width.

A site inspection was undertaken in May 2025 and the following images clearly indicate that works on the site have been initiated. Figures 3, 4 and 5 capture the subject land, the existing land uses to the north and the existing road standard.



Figure 3: Building pads and retaining walls for Lots 109 and 110



Figure 4: View looking south – subject site on the right. Note the transfer of gravel to the sealed section of Mill Road.



Figure 5: View looking north from the subject site. Note the impact of water runoff on the slope.

The change representations were discussed at Council's Development Assessment Group meeting and the following advice was provided from Council's Acting Manager Works:

- The applicant's proposal to change the roadwork condition is not supported.
- The original condition was imposed with regard for Council's policy (T.A.M.P and Planning Scheme), as well as future and adjacent development potential.
- The conditioned works will result in a logical extension of the existing sealed road that is safe, efficient and appropriate for the industrial use proposed.
- The applicant's proposal does not consider the unknown pavement currently in place, or present an argument for why a 6 metre road is a more appropriate outcome than the conditioned 10 metre road.
- The financial implications are not something that should be considered by Council staff, as the flow-on economic impacts of reducing requirements for particular developments would be an unacceptable risk for Council.

Based on this advice, it is recommended that the change representations made for Condition 34 be refused. However, to ensure clarity of the intent of the condition the following changes are proposed:

34. Mill Road is to be constructed to an industrial standard ~~for the full frontage of the site(s)~~ on the development side of the road. The works are to;
- i. reflect a nominal ultimate design sealed width of 12 metres
 - ii. include kerb and channel and stormwater drainage
 - iii. extend ~~from the existing part of Mill Road and include the full frontage of the site, and, are~~ to and be generally aligned with the existing part of Mill Road that is sealed to a width of 10 metres
 - iv. include a minimum 4 metre sealed lane and stormwater drainage on the opposing side of the road, to facilitate the function of the road until such time as the road is constructed to its ultimate width
 - v. include any necessary rework of the existing road to facilitate the new work
 - vi. include street tree plantings, in accordance with Condition ~~34~~ 24, and top dressing of the verge with quality top soil.

Condition 37 states:

37. *Prior to the issuing of a Development Permit for Building Works, an On-site waste disposal report prepared by a suitable qualified person is to be provided to Council for endorsement that demonstrates an on-site sewage facility (OSSF) in accordance with the AS/NZS 1547:2012 - On-site Domestic Wastewater Management, Queensland Plumbing and Wastewater Code and the Standard Plumbing and Drainage Regulation 2003 can be achieved on-site, if the Warehouse is to include amenities and/or kitchen facilities.*

OR

A sewerage reticulation system is to be provided to service the building. This system is to be connected to Council's wastewater sewerage system.

The change representations are as follows:

As per Condition 8, if the site is not provided with amenities and/or kitchen facilities and the use on-site operates as a Warehouse for storage purposes only an onsite waste water system or connection to Council reticulation system is not required.

Please include an additional OR as detailed above.

Response:

The purpose of the Physical infrastructure code is to ensure that new premises are connected to adequate utility services. The Acceptable outcome (AO2) requires land in the Industry zone to be connected to a sewerage system in accordance with the Sewerage Code of Australia. The

applicant sought to justify the Performance outcome (PO2) of the code which relates to wastewater disposal. The Performance outcome states:

All development has a safe, effective means of sewerage treatment and disposal that meets acceptable public health and environmental standards.

The intent of the condition was to reflect the applicants desire to initially use the Warehouse for the purpose of storage only with flexibility required in the future if office facilities were required on site. The proposed change representations does not change the intention of Condition 37 and provides the flexibility required for the site. As such, it is recommended that Council agrees with the change representations as proposed. This would result in Condition 37 being amended as follows:

37. Prior to the issuing of a Development Permit for Building Works, an On-site waste disposal report prepared by a suitable qualified person is to be provided to Council for endorsement that demonstrates an on-site sewage facility (OSSF) in accordance with the AS/NZS 1547:2012 - *On-site Domestic Wastewater Management*, *Queensland Plumbing and Wastewater Code* and the *Standard Plumbing and Drainage Regulation 2003* can be achieved on-site, if the Warehouse is to include amenities and/or kitchen facilities.

OR

A sewerage reticulation system is to be provided to service the building. This system is to be connected to Council's wastewater sewerage system.

OR

If the site is not provided with amenities and/or kitchen facilities and the use on-site operates as a Warehouse for storage purposes only an onsite waste water system or connection to Council reticulation system is not required.

Condition 38 states:

38. *The site must be provided with a water storage reservoir having a minimum of 10,000 litres of water for emergency fire fighting purposes. Such storage must be provided in addition to the water supply capacity required for the use and must be provided in the form of either an accessible dam, swimming pool or rainwater tank. If storage is to be provided in a rainwater tank, water storage for fire fighting purposes must be provided either in a separate rainwater tank or a reserve section in the main water supply tank on which:*

- (a) the domestic take off from the tank is at or above the 10,000 litre point; and*
- (b) standard rural fire brigade fittings are fitted to the tank outlet for access by rural fire services vehicles.*

All fire fighting connections are to be carried out in accordance with the Plumbing and Drainage Act 2018.

The change representations are as follows:

The subject site is not located within a Council mapped or State mapped medium or high bushfire intensity overlay. The class of construction is Class 8 or 7b. The site is located only within a buffer area and is greater than 50m from the Council mapped bushfire hazard vegetation. The existing fire hydrant, equipped with urban fire fittings, is located on Mill Road in proximity to the proposed development site. This existing infrastructure provides the fire protection requirements of the project with water pressure testing completed to confirm this provision. A 25mm water meter will be suitable for the proposed shed. No specific fire protection measures will be required for this proposal.

Response:

The site is wholly within the Potential impact buffer of the Bushfire hazard overlay and therefore the Bushfire hazard overlay code is applicable. It is acknowledged that the site is approximately 50 metres from areas identified as Medium potential bushfire intensity. Mill Road is a no through road and as such, occupants have only one reasonable route of evacuation. A Bushfire hazard assessment or a Bushfire Management Plan was not provided with the application material or with

the change representations which would have complied with Acceptable outcomes (AO3.1 & AO3.2) of the Bushfire hazard overlay code.

Council agrees that the site is on the outer edge of the overlay. The existing conditions require the proposed development to upgrade the road to a sealed standard, to the frontage of the site, which will facilitate an evacuation route to the north which is outside of the overlay. To justify the Performance outcome (PO3) of the code, consideration can be given to the range of conditions of approval which include connection to Council's reticulated water network, the sealing of the road, and the setback distance of the site from the Medium potential bushfire intensity layer of the Bushfire hazard overlay. The Performance outcome requires that the proposed use does not compromise the safety of people or property from the bushfire.

The applicant has referred to the location of a fire hydrant in proximity to the site. Council mapping has confirmed that the fire hydrant is located in excess of 90 metres from the proposed development site and therefore is generally not considered to provide adequate fire coverage. Council's Development Engineer has provided the following comments for consideration:

If the development was proposing to provide on site fire suppression through a fire connection, we could say that they were covered, but the QFES guidelines ask for hydrants at 90m intervals (Council does ours at 80m), so an urban fire truck dispatched to a fire at one of these sites would not have access to water.

By this rationale, the site doesn't have access to town water for the purpose of fire-fighting, even though it does have access for domestic water use purposes.

To resolve this, they could provide the tanks as if there was no water service, or they could add a street hydrant to our network through private works (subject to satisfactory capacity in the main, which their comments say is available).'

As there is not considered to be adequate water on site to support fire fighting it is considered reasonable to retain the condition as applied. However, to support the provision of options for the applicant it is recommended that alternative options be included in the condition. The inclusion of all alternatives is recommended as the provision of hydrants will be dependent upon the levels of roadworks undertaken i.e. if the road is not constructed, hydrants will be inaccessible due to the table drain and the rural verge profile.

38. The site must be provided with a water storage reservoir having a minimum of 10,000 litres of water for emergency fire fighting purposes. Such storage must be provided in addition to the water supply capacity required for the use and must be provided in the form of either an accessible dam, swimming pool or rainwater tank. If storage is to be provided in a rainwater tank, water storage for fire fighting purposes must be provided either in a separate rainwater tank or a reserve section in the main water supply tank on which:

- (a) the domestic take off from the tank is at or above the 10,000 litre point; and
- (b) standard rural fire brigade fittings are fitted to the tank outlet for access by rural fire services vehicles.

All fire fighting connections are to be carried out in accordance with the *Plumbing and Drainage Act 2018*.

OR

A site specific Bushfire hazard assessment report, showing that the land does not have a bushfire hazard, is to be submitted and approved by Council's Planning Department prior to the issue of any Development Permit for Building Work.

Note: if the site specific Bushfire hazard assessment report demonstrates a bushfire hazard exists on the subject land, a Bushfire Management Plan for the premises must also be submitted and approved by Council's Planning Department prior to the issue of any Development Permit for Building Work

OR

Hydrant/s are to be provided at intervals of not more than 90 metres.

Note: this work is to be completed through Council's private works system.

Condition 41 states:

41. *In accordance with the Federal Government's National Broadband Network (NBN) initiatives, the Developer (at the Developer's expense) is to install telecommunications infrastructure, such as lead-in conduits (LIC) or a fibre ready pit and pipe network (including trenching and ducting, design and third party certification), to NBN Co's specifications, to allow for the installation of Fibre-to-the-Premises (FTTP) broadband services. Any fibre provider may be used, provided they meet NBN specifications and open access requirements. Ownership of the infrastructure is to be transferred to Telstra in exchange for the provision of fibre within that infrastructure network. Prior to commencement of the use, written advice is to be provided from Telstra that the telecommunications infrastructure network has been installed in accordance with NBN Co's specifications.*

The change representations are as follows:

NBN connection is not available near the subject site. Being a storage/warehouse/distribution building only, NBN is not required. Should internet be required, a satellite can be provided for the subject site without the need for a fixed connection from the street.

Response:

The condition is a standard condition generally applied to all new developments above a second dwelling. Discussions were held with the applicant confirming this reasoning and the applicant then submitted the following for consideration:

The nearest available wired connection is Lot 118. Refer below map.



Satellite is the only option for connecting Lots 109 and 110 based on existing fixed infrastructure. Satellite NBN and Starlink are both available should Lots 109 and 110 need internet (note these sheds do not require internet being storage only warehouses).

In my experience NBN connections are only required where new lots are created. Lots 109 and 110 are existing industrial lots that can connect to satellite internet easily

The information provided by the applicant indicates that the nearest wired connection is to the north of the subject site. For ease of reading, the text below the image has been included:

'Important information: Most premises in the purple 'service available area' can connect to services over the nbn network but may require additional work to be completed first. On rare occasions, some premises cannot be connected.'

Based on this information, there may be capacity for the development to connect to the nbn network. Therefore it is recommended that the condition remain but an alternative is added as follows:

41. In accordance with the Federal Government's National Broadband Network (NBN) initiatives, the Developer (at the Developer's expense) is to install telecommunications infrastructure, such as lead-in conduits (LIC) or a fibre ready pit and pipe network (including trenching and ducting, design and third party certification), to NBN Co's specifications, to allow for the installation of Fibre-to-the-Premises (FTTP) broadband services. Any fibre provider may be used, provided they meet NBN specifications and open access requirements. Ownership of the infrastructure is to be transferred to Telstra in exchange for the provision of fibre within that infrastructure network. Prior to commencement of the use, written advice is to be provided from Telstra that the telecommunications infrastructure network has been installed in accordance with NBN Co's specifications.

OR

Correspondence, including reasons, from the nbn provider noting that the premises cannot be connected as above, is **submitted and approved by Council's Planning Department prior to the issue of the Certificate of Occupancy.**

Condition 42 states:

42. *LED street lighting shall be provided in accordance with AS/NZS 1158 - Lighting for Roads and Public Spaces.*

The change representations are as follows:

The proposed development will include sufficient security lighting to meet its needs. This will negate the requirement for street lighting to be installed along this section of Mill Road. The nearest street light is located on Sugarloaf Road, close to the intersection with Mill Road. The costs associated with installing street lighting in this area would be excessive and unnecessary given the nature of the development and the fact that Mill Road currently has no street lighting.

Response:

It is acknowledged that the nearest street light is located in close proximity to the intersection between Sugarloaf Road and Mill Road and the primary purpose of street lighting is for pedestrian safety. The closest powerpole in the road reserve is located north of the site at a distance in excess of 120 metres. A site inspection has confirmed that there are overhead powerlines in close proximity to the rear boundary of the lot.

The lot is part of a block of industrial land on the west side of Mill Road. The east side of Mill Road is zoned Low density residential, however, this has yet to be fully developed. The land to the rear and south of the proposed site is zoned Rural residential as illustrated in Figure 2. Immediately opposite the site, the land is currently vacant. Given the zoning it is considered reasonable to expect street lighting on Mill Road, however, this is not the case. Intensification of uses on the land adjoining Mill Road is likely to increase pedestrian traffic over time however, it is accepted that this development has not yet occurred and therefore pedestrian activity along Mill Road would be minimal at this stage. As such, in this instance, it is recommended that the condition for street lighting be removed.

42. ~~LED street lighting shall be provided in accordance with AS/NZS 1158—Lighting for Roads and Public Spaces.~~

Within the Recommendation, Conditions 37, 38 and 41 contain a number of options. These options enable the applicant flexibility to select the most appropriate option, yet still achieve compliance.

Recommendation

THAT Council agree in part with the change representations made in relation to the application for a Material Change of Use for the purpose of Warehouse (One (1) shed – 490m2 GFA) on land at Mill Road, Stanthorpe, described as Lot 110 RP12340, with Conditions 9, 25, 28, 34 remaining

unchanged, Condition 42 being deleted and Conditions 5, 8, 24, 37, 38 and 41 being amended as follows:

5. The development shall generally operate only between the hours of ~~8.00am~~ 7.00am to 6.00pm, Mondays to Saturdays, and not at all on Sundays and public holidays.
8. If the site is not provided with amenities and/or kitchen facilities, the use on-site operates as a Warehouse for storage purposes only ~~and no distribution is to occur from the site.~~
24. Street trees are to be planted within the road reserve of Mill Road. The trees are to be planted approximately 20.0 metres apart on the frontage of the site. The trees are to be of a minimum height of 1.5 metres at the time of planting.

A Street trees plan is to be submitted to and approved by Council's Planning Department ~~prior to the planting of the street trees as part of the Operational Works application.~~ This must include details of the location and species of trees, the height and root barriers are to be installed around trees that are located within 3 metres of any underground infrastructure. Tree are to be generally frost resistant and drought hardy, and must not include weed species.

34. Mill Road is to be constructed to an industrial standard ~~for the full frontage of the site(s)~~ on the development side of the road. The works are to;
 - i. reflect a nominal ultimate design sealed width of 12 metres
 - ii. include kerb and channel and stormwater drainage
 - iii. extend ~~from the existing part of Mill Road and include the full frontage of the site, and,~~ **are** to and be generally aligned with the existing part of Mill Road that is sealed to a width of 10 metres
 - iv. include a minimum 4 metre sealed lane and stormwater drainage on the opposing side of the road, to facilitate the function of the road until such time as the road is constructed to its ultimate width
 - v. include any necessary rework of the existing road to facilitate the new work
 - vi. include street tree plantings, in accordance with Condition ~~34~~ 24, and top dressing of the verge with quality top soil.
37. Prior to the issuing of a Development Permit for Building Works, an On-site waste disposal report prepared by a suitable qualified person is to be provided to Council for endorsement that demonstrates an on-site sewage facility (OSSF) in accordance with the AS/NZS 1547:2012 - *On-site Domestic Wastewater Management, Queensland Plumbing and Wastewater Code* and the *Standard Plumbing and Drainage Regulation 2003* can be achieved on-site, if the Warehouse is to include amenities and/or kitchen facilities.

OR

A sewerage reticulation system is to be provided to service the building. This system is to be connected to Council's wastewater sewerage system.

OR

If the site is not provided with amenities and/or kitchen facilities and the use on-site operates as a Warehouse for storage purposes only an onsite waste water system or connection to Council reticulation system is not required.

38. The site must be provided with a water storage reservoir having a minimum of 10,000 litres of water for emergency fire fighting purposes. Such storage must be provided in addition to the water supply capacity required for the use and must be provided in the form of either an accessible dam, swimming pool or rainwater tank. If storage is to be provided in a rainwater tank, water storage for fire fighting purposes must be provided either in a separate rainwater tank or a reserve section in the main water supply tank on which:
 - (a) the domestic take off from the tank is at or above the 10,000 litre point; and

- (b) standard rural fire brigade fittings are fitted to the tank outlet for access by rural fire services vehicles.

All fire fighting connections are to be carried out in accordance with the *Plumbing and Drainage Act 2018*.

OR

A site specific Bushfire hazard assessment report, showing that the land does not have a bushfire hazard, is **to be submitted and approved by Council's Planning Department prior to the issue of any Development Permit for Building Work.**

Note: if the site specific Bushfire hazard assessment report demonstrates a bushfire hazard exists on the subject land, a Bushfire Management Plan for the premises must also be submitted and approved by Council's Planning Department prior to the issue of any Development Permit for Building Work

OR

Hydrant/s are to be provided at intervals of not more than 90 metres.

Note: this work is to be completed through Council's private works system.

41. In accordance with the Federal Government's National Broadband Network (NBN) initiatives, the Developer (at the Developer's expense) is to install telecommunications infrastructure, such as lead-in conduits (LIC) or a fibre ready pit and pipe network (including trenching and ducting, design and third party certification), to NBN Co's specifications, to allow for the installation of Fibre-to-the-Premises (FTTP) broadband services. Any fibre provider may be used, provided they meet NBN specifications and open access requirements. Ownership of the infrastructure is to be transferred to Telstra in exchange for the provision of fibre within that infrastructure network. Prior to commencement of the use, written advice is to be provided from Telstra that the telecommunications infrastructure network has been installed in accordance with NBN Co's specifications.

OR

Correspondence, including reasons, from the nbn provider noting that the premises cannot be connected as above, is **submitted and approved by Council's Planning Department prior to the issue of the Certificate of Occupancy.**


42. Deleted. ~~LED street lighting shall be provided in accordance with AS/NZS 1158—Lighting for Roads and Public Spaces.~~

ATTACHMENTS

Nil

15.3 Material Change of Use - Consideration of Change Representations - Howard Trade Centre Pty Ltd C/- Adapt Development Management Pty Ltd - 10 Mill Road, Stanthorpe: Lot 109 RP12340

Document Information

 Southern Downs <small>REGIONAL COUNCIL</small>	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 18 June 2025
	Planning Officer	ECM Function No/s: MCU\02622

APPLICANT:	Howard Trade Centre Pty Ltd C/- Adapt Development Management Pty Ltd
OWNER:	Howard Trade Centre Pty Ltd
ADDRESS:	Mill Road, Stanthorpe
RPD:	Lot 109 RP12340
ZONE:	Industry
PROPOSAL:	Warehouse (One (1) shed – 490m ² GFA)
LEVEL OF ASSESSMENT:	Code
SUBMITTERS:	Not Applicable
REFERRALS:	Nil
FILE NUMBER:	MCU\02622

RECOMMENDATION SUMMARY

THAT Council agree with, in part the change representations made in relation to the application for a Material Change of Use for Warehouse on land at Mill Road, Stanthorpe, described as Lot 109 RP12340.

REPORT

On 4 March 2025, Council issued a Development Permit for Material Change of Use for the purpose of Warehouse (One (1) shed – 490m² GFA), on land at Mill Road, Stanthorpe, described as Lot 109 RP12340 (Council Ref: MCU\02622).

This matter has been discussed at Councillor Information Sessions (CIS) on 7 May and 4 June 2025. As raised at the recent CIS, the following image depicts the requirements of existing Condition 34:



The application was initially submitted over both lots for a single Warehouse to be constructed on each of two adjoining lots – Lot 109 and 110 RP12340. Following discussions between Council and the applicant, separate applications were subsequently made (Council reference: MCU\02629 and MCU\02622).

During the assessment, the applicant confirmed that, initially, the site will form part of the operations for the 'Howard Trade Centre' which relates to multiple lots, immediately to the north of the subject land. The applicant advised:

The centre's operations necessitate the utilisation and storage of a diverse range of building materials and supplies, which are distributed and stored across several designated areas within our complex across the following sites:

- Lots 111, 112, 113, 116 & 117 RP12340
- Lot 45 SP178971

Subsequent discussions with the applicant confirmed that the Warehouse applications were to be considered as operating independently, and should not be linked to the operations occurring on the adjoining lots.

At the Ordinary Council Meeting held on 21 May 2025, the subject application was laid on the table.

Additional information provided by landowner on 7 June 2025:

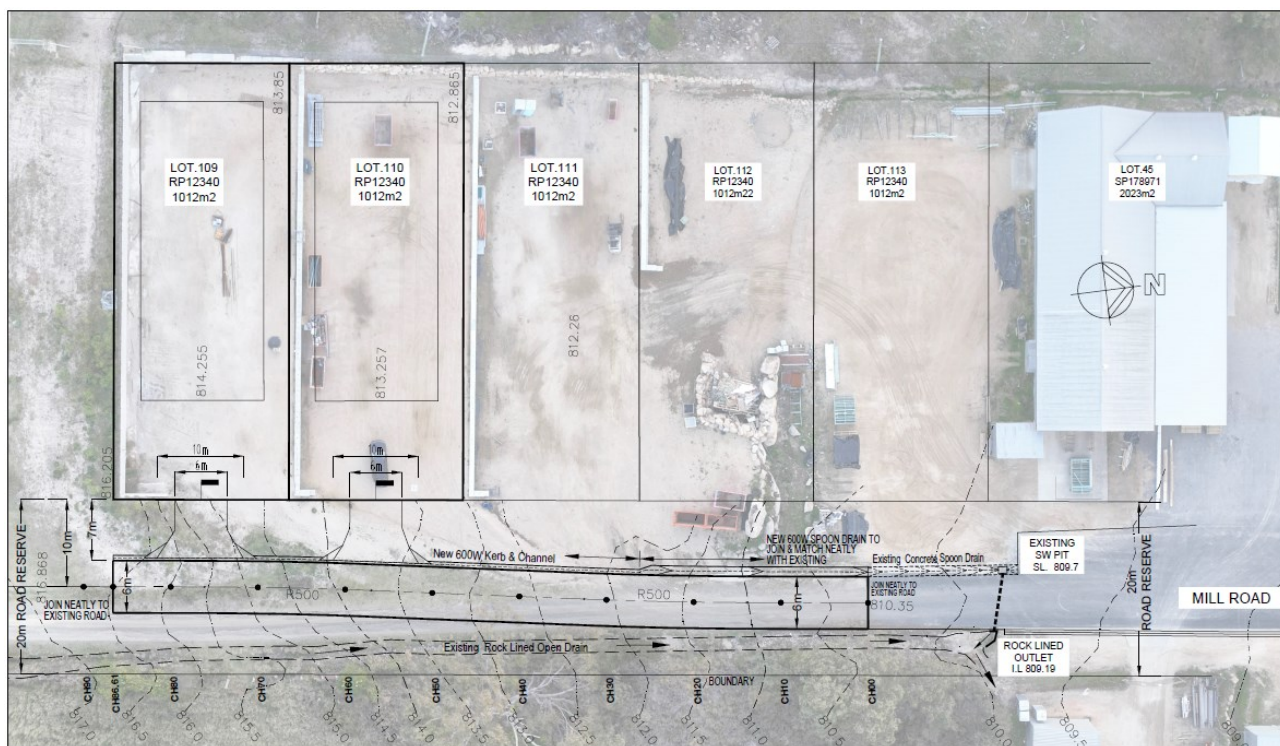
In the week prior to the June Ordinary Council Meeting, the landowner submitted engineering plans outlining a potential design of works proposed to be undertaken on Mill Road, which are following. The following commentary was also provided:

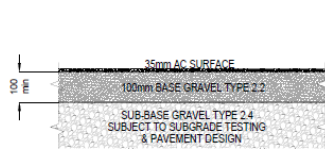
'Main changes are concrete crossovers, road centres of road reserve, kerb and channel/conc drain to western side only.

We would be happy with this outcome. From the buildings the majority of the water goes into the swale drain to the west. As is stands we will be putting no extra water into the Eastern side of the Road and the kerb and channel to the western side of the road is to assist with the concrete crossovers and ensures water enters the existing drain.'

In summary, the potential design of works proposed by the applicant show an extension of a 6.0 metre sealed road from the end of the sealed section of Mill Road, up to and including the full frontage of the subject lots. Kerb and channel is proposed along the western side of part of new sealed road, with a spoon drain for the remainder connecting to the existing concrete spoon drain.

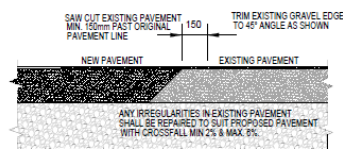
It is noted that the plans outline that the extended sealed section of Mill Road will "join neatly to existing road" however, the road is off alignment and angled toward the subject lots. Therefore this will not join neatly to the gravel road which extends further to the south.





PAVEMENT DETAIL

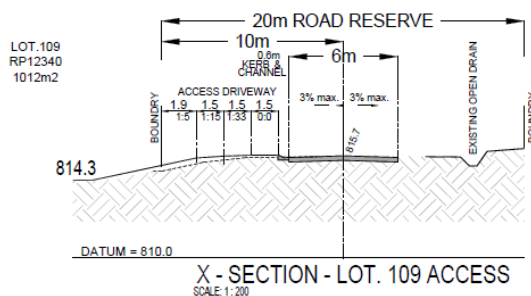
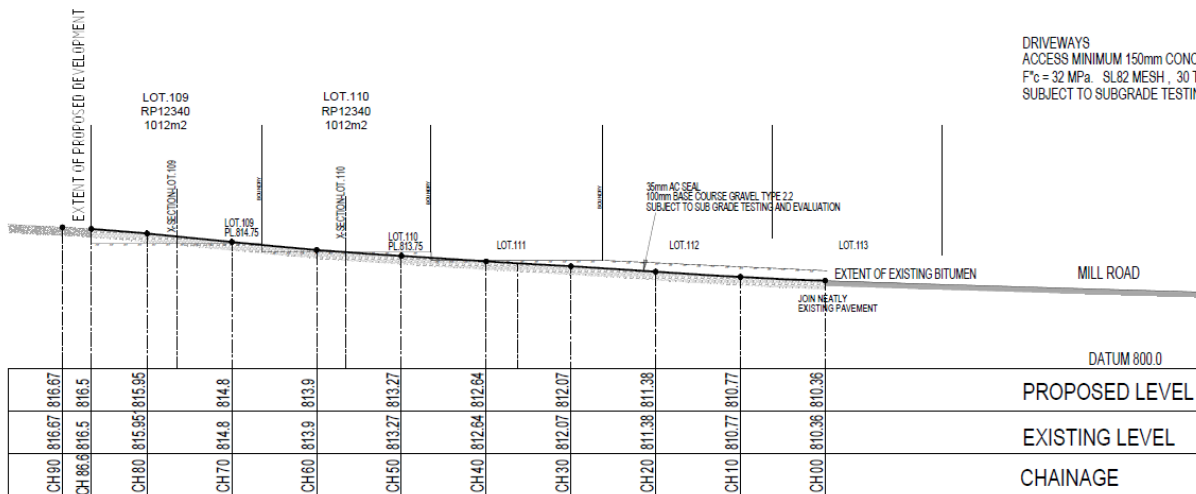
N.T.S.



PAVEMENT JOINT DETAIL

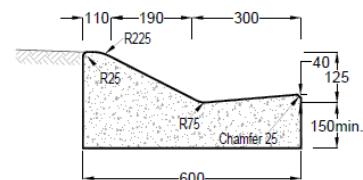
N.T.S.

DRIVEWAYS
ACCESS MINIMUM 150mm CONCRETE BASE
F_c = 32 MPa, SL82 MESH, 30 TOP COVER,
SUBJECT TO SUBGRADE TESTING. (TYPICAL)



X - SECTION - LOT. 109 ACCESS

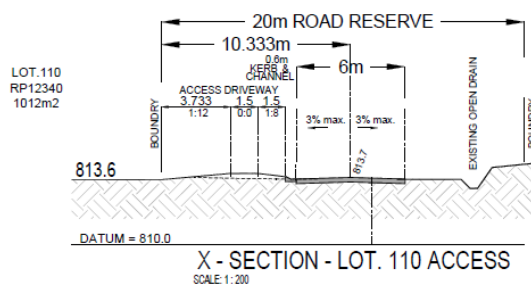
SCALE 1:200



KERB & CHANNEL PROFILE

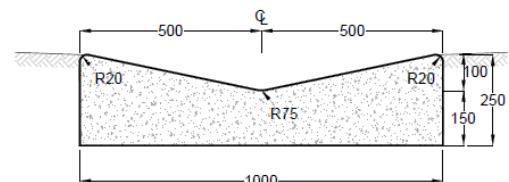
N32 / 10 CONCRETE

SCALE 1:10



X - SECTION - LOT. 110 ACCESS

SCALE 1:200



SPOON DRAIN PROFILE

N32 / 10 CONCRETE

SCALE 1:10

ACCESS MINIMUM 150mm CONCRETE BASE
F_c = 32 MPa, SL82 MESH, 30 TOP COVER,
SUBJECT TO SUBGRADE TESTING. (TYPICAL)

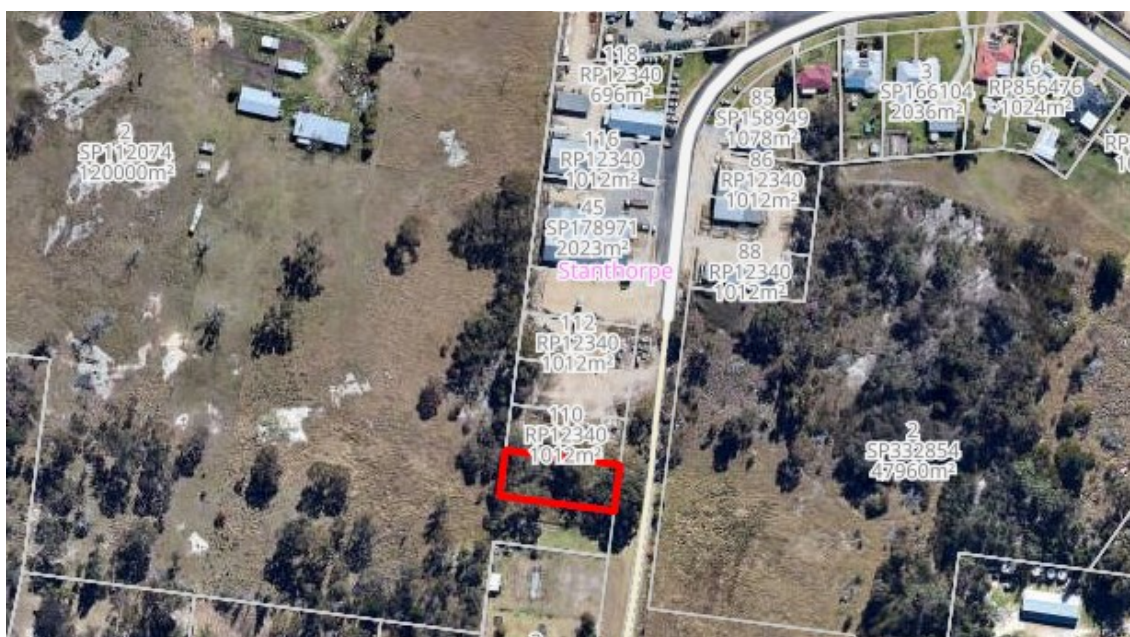
Technical assessment in relation to this roadworks proposal:

The submitted concept plans address the kerb and channel requirements of the planning scheme, but do not meet the adopted standards detailed in Council's Road Asset and Service Management Master Plan/TAMP as they do not achieve the width required to provide for on-street parking and to accommodate larger vehicle turn movements that are commonly associated with an industrial area.

There are some concerns also in relation to the road design and pavement details provided on the plans, these include pavement depths, the inclusion of primer and the pavement surface. These items could be resolved as part of an operational works application.

Report

Mill Road connects to Sugarloaf Road to the north of the site. At the juncture with Sugarloaf Road, Mill Road is sealed with bitumen and has mountable kerb and channel adjoining the land zoned for Low density residential purposes for a length of approximately 220 metres. From this point the road is considered to be of a constructed gravel standard as illustrated in Figure 1. Mill Road is a no through road.



The lot is part of a block of industrial land on the western side of Mill Road. The eastern side of Mill Road is zoned Low density residential, however, this has yet to be fully developed. The land to the rear and south of the proposed site is zoned Rural residential as illustrated in Figure 2. Immediately opposite the site, the land is currently vacant.

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Figure 2: Planning zones

The development will result in a Warehouse being constructed on Lot 109 which is the second lot from the southern end of the industry zoned lots.

Figure 2 shows the approved site plan. Access will be provided via a reinforced industrial driveway connecting the site to Mill Road. Four car parking spaces will be located at the front. To enable manoeuvring onsite for vehicles to exit in a forward gear, all car parking spaces must be empty.

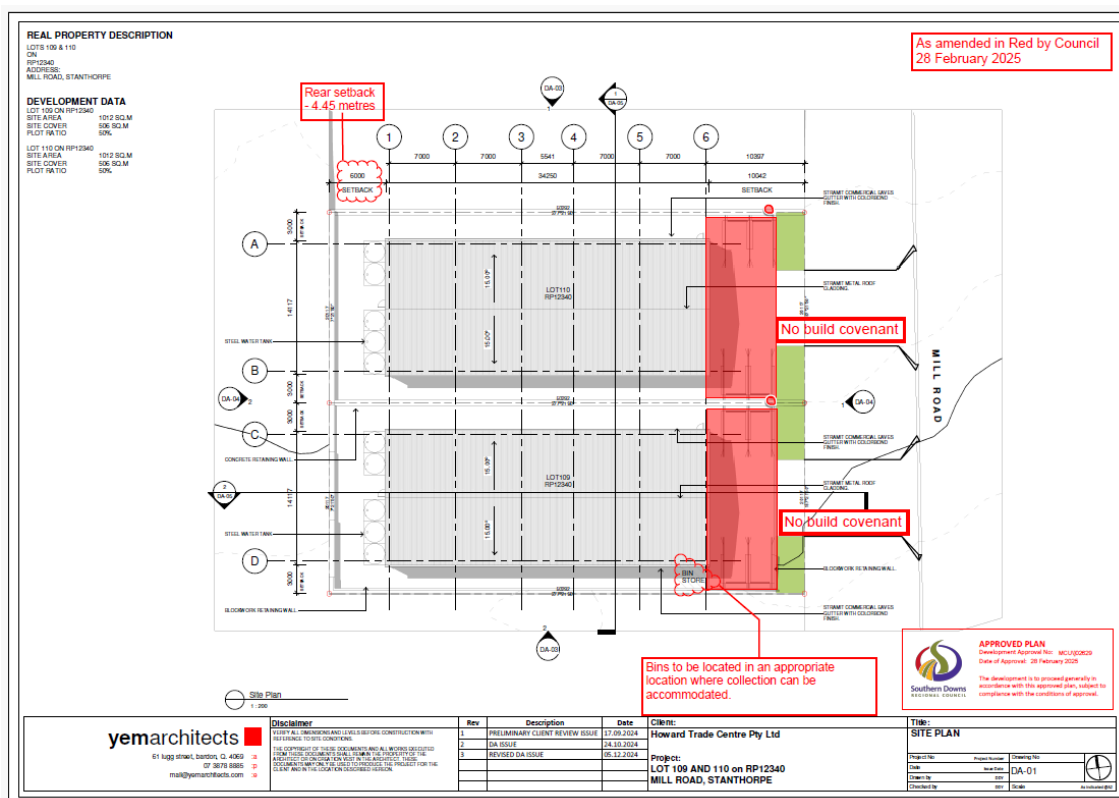


Figure 2: Approved Site plan

Change representations

The applicant has made change representations and seeks amendment to Conditions 5, 8, 9, 24, 25, 28, 34, 37, 38, 41 and 42 and are outlined below.

Condition 5 states:

5. *The development shall generally operate only between the hours of 8.00am to 6.00pm, Mondays to Saturdays, and not at all on Sundays and public holidays.*

The change representations are as follows:

The proposed tenant, who also operates the adjoining site which is part of the integrated business, opens at 7am. Please update from 8am to 7am.

Response:

Whilst the site is in close proximity to a residential zone, it is reasonable to anticipate industrial businesses, in the Industrial zone to operate from 7.00am. Amending this condition as proposed is considered reasonable and does not trigger additional assessment. Condition 5 will be amended as follows:

5. The development shall generally operate only between the hours of ~~8.00am~~ 7.00am to 6.00pm, Mondays to Saturdays, and not at all on Sundays and public holidays.

Condition 8 states:

8. *If the site is not provided with amenities and/or kitchen facilities, the use on-site operates as a Warehouse for storage purposes only and no distribution is to occur from the site.*

The change representations are as follows:

If the site is not provided with amenities and/or kitchen facilities, the use on-site operates as a Warehouse for storage purposes only and no distribution is to occur from the site.

'Warehouse is distribution. Council definition below specifically refers to distribution. Goods are being stored at this location for distribution'.

Warehouse - Premises used for the storage and distribution of goods, whether or not in a building, including self-storage facilities or storage yards. The use may include sale of goods by

wholesale where ancillary to storage. The use does not include retail sales from the premises or industrial uses.

The wording of this condition reflects the potential classification of the proposed building and relates to the inability to use approved on-site car parking spaces as these must be vacant to enable large vehicles to exit the site in a forward gear.

It is considered that conditions 6 and 7 which limit the times that delivery and service vehicles can enter and exit the site will mitigate the issue of car parking availability. In addition, potential issues associated with the classification of the building can be addressed by the applicant. With consideration to the above it is considered reasonable to amend the condition as requested to state:

8. If the site is not provided with amenities and/or kitchen facilities, the use on-site operates as a Warehouse for storage purposes only ~~and no distribution is to occur from the site.~~

Condition 9 states:

9. *The design, colours and materials of the building and pavement are to be in accordance with the Industrial character of the area. The final design and construction of the buildings must provide for larger variation in appearance than that shown in the plans submitted with the application. Variation is to be achieved through the use of colours, materials, architectural treatments, and changes to roof lines. **Details of the design, colours and materials of the building and pavement are to be submitted to and approved by Council's Planning Department prior to the issue of any Development Permit for Building Work.** The building is to be constructed in the approved design, colours and materials.*

The change representations are as follows:

- ~~9. The design, colours and materials of the building and pavement are to be in accordance with the Industrial character of the area. The final design and construction of the~~

~~buildings must provide for larger variation in appearance than that shown in the plans submitted with the application. Variation is to be achieved through the use of colours, materials, architectural treatments, and changes to roof lines. Details of the design, colours and materials of the building and pavement are to be submitted to and approved by Council's Planning Department prior to the issue of any Development Permit for Building Work. The building is to be constructed in the approved design, colours and materials.~~

The proposal for the building design includes Colorbond colours Bassalt and Dover White. Plans have been attached for approval by Council that incorporate specific colours and materials for the building, noting the current industrial character of the area features basic galvanised corrugated roof and wall sheeting, and bitumen pavement or gravel surfaces. We propose to maintain bitumen and gravel surfaces. Upon endorsement of the attached colour scheme Condition 9 can be deleted.

Response:

The condition, as applied, is relevant and consistently applied to development across the region to ensure that the proposal development complies with the Planning Scheme. A typical process for Council is that once the approval is issued, applicants would provide amended plans, or details on building design, to Council for assessment against the applicable condition. If the information supplied complies with the condition, a letter is then issued to the applicant confirming this. An alternate process is for a specific plan or report to be referenced in a condition.

Discussions were held with the applicant regarding Council's normal process for assessment of compliance with conditions. The applicant was agreeable to the condition remaining as worded rather than a specific plan being referenced in the conditions, as this would reduce the risk of a minor change being required should the plan change in the future.

It is recommended that the condition remain as written and the change representations related to Condition 9 is refused. Consideration of the design, colours and materials of the building and pavement will be undertaken Council's Planning Services team as per the normal Council process outlined above.

Condition 24 states:

24. *Street trees are to be planted within the road reserve of Mill Road. The trees are to be planted approximately 20.0 metres apart on the frontage of the site. The trees are to be of a minimum height of 1.5 metres at the time of planting.*

A Street trees plan is to be submitted to and approved by Council's Planning Department prior to the planting of the street trees. This must include details of the location and species of trees, the height and root barriers are to be installed around trees that are located within 3 metres of any underground infrastructure. Tree are to be generally frost resistant and drought hardy, and must not include weed species.

The change representations are as follows:

Refer attached landscape plans. We ask that these plans are endorsed by Council.

Response:

Condition 24 is a standard condition regularly applied to development permits when street trees are required. The Landscape Management Plan submitted with the change representations was provided as the applicant is seeking agreement for a Performance outcome as the landscaping requirements stipulated by the Acceptable outcome in the Planning Scheme are unable to be accommodated on the site. The Landscape Management Plan identifies two street trees located on either side of the access.

Whilst the Landscaping Management Plan identifies street trees, street trees cannot be considered as part of landscaping on the premises as street trees are located within the road reserve. This condition was imposed to align with the road construction requirements and therefore, should form part of the future operational works application that will be required to extend Mill Road. As such,

the proposed street trees cannot be endorsed until the scope of the operational works are agreed. Therefore, it is recommended that the change representations are refused. An amendment to the condition has been proposed which aims to clarify when consideration of the street trees can occur if the development proceeds.

24. Street trees are to be planted within the road reserve of Mill Road. The trees are to be planted approximately 20.0 metres apart on the frontage of the site. The trees are to be of a minimum height of 1.5 metres at the time of planting.

A Street trees plan is to be submitted to and approved by Council's Planning Department ~~prior to the planting of the street trees as part of the Operational Works application~~. This must include details of the location and species of trees, the height and root barriers are to be installed around trees that are located within 3 metres of any underground infrastructure. Tree are to be generally frost resistant and drought hardy, and must not include weed species.

Condition 25 states:

- 25. A Landscaping Plan is to be submitted to and approved by Council's Planning Department prior to the issue of any Development Permit for Building Work. The Landscaping Plan is to be prepared by an appropriately qualified person, and must include details of the location and species of plants, the irrigation system and the height and material of fencing. Plants are to be generally frost resistant and drought hardy, and must not include weed species. Root barriers are to be installed around trees that are located within 3 metres of any underground infrastructure. The site is to be landscaped and maintained in accordance with the approved Landscaping Plan.**

The change representations are as follows:

Refer attached landscape plans. We ask that these plans are endorsed by Council.

Response:

Condition 25 is a standard condition regularly applied to development permits when landscaping is required on the site. The Landscaping Plan was required as the proposed landscaping is less than what is typically required by the Acceptable outcomes in the Planning Scheme.

The Warehouse design is a solid wall from the front with sliding doors and there are no windows or proposed material changes to help break up the bulky appearance of the design. The proposed landscaped areas are an important element to soften the visual amenity from public spaces, recognising that the land immediately opposite the site is zoned Low density residential.

The assessment of the Landscaping Plan can occur outside of this process, with consideration given to the specific species used and the resulting streetscape view. As per Council's response to condition 9, to avoid referencing a specific plan in the conditions, it is recommended that the change representations are refused, and consideration of the submitted Landscape Plans can be assessed outside of the change representations process.

Condition 28 states:

- 28. At least four (4) car parking spaces are to be provided on site. Provision is to be made for disabled parking. There is to be no car parking spaces within the Warehouse. An amended site plan, showing the location of car parking is to be submitted and approved by Council's Planning Department prior to the issue of any Development Permit for Building Work.**

The change representations are as follows:

Refer attached updated plan to incorporate a pwd parking layby area for each site.

Response:

Condition 28 is a standard condition regularly applied to development permits when car parking is required on the site. In this instance, the proposed car parking layout was less than that required by the Acceptable outcomes of the Planning Scheme, and provision had not been made to accommodate persons with disability.

There is limited space and tight manoeuvring on the site, due to the size of the shed, the area of landscaping and the area of the site. As such, a condition was applied seeking an amended car parking plan demonstrating all elements as outlined above.

The change representations provided an Effluent Disposal Plan which includes the amended car parking layout.

It is recommended that the change representations for Condition 28 are refused as the condition is relevant due to the constraints on the site which impact the provision of car parking. The Plan submitted can be assessed, outside of the change representations process and general correspondence can be provided determining whether or not the proposed plans comply with the condition.

The assessment of the Effluent Disposal Plan, which includes the car parking layout, can also occur outside of this process, as additional consideration needs to be given to the proposed evapotranspiration bed area associated with a potential Advanced Secondary Treatment System. The applicant did not provide a report demonstrating the required land application area associated with this type of effluent disposal and the conditions associated with the treatment of wastewater contain a number of alternative options as requested by the applicant. As additional information is required for Council to consider an effluent disposal plan, it is recommended that the change representations are refused.

Condition 34 states:

34. *Mill Road is to be constructed to an industrial standard for the full frontage of the site(s) on the development side of the road. The works are to;*
- i. reflect a nominal ultimate design sealed width of 12 metres*
 - ii. include kerb and channel and stormwater drainage*
 - iii. extend to and be generally aligned with the existing part of Mill Road that is sealed to a width of 10 metres*
 - iv. include a minimum 4 metre sealed lane and stormwater drainage on the opposing side of the road, to facilitate the function of the road until such time as the road is constructed to its ultimate width*
 - v. include any necessary rework of the existing road to facilitate the new work*
 - vi. include street tree plantings, in accordance with Condition 34 24, and top dressing of the verge with quality top soil.*

The change representations are as follows:

After additional consultation with the project engineer and an experienced local contractor, the following is proposed in line with the site mark up below (plan below also attached in full for approval by Council).'



Works specifically proposed by local contractor include:

- Double/Double seal into blocks to allow for future services if needed to be cut up.
- Double/Double 14/7 seal recommended by contractor in this situation.
- Formed drains for storm water only as per current drainage.
- V drain and pipes placed for storm water so they can be removed if future upgrade is required by others.
- If a future upgrade to 10 metre road is done in future (by other) owners of lot 109 and 110 to pay for concrete works from block front to edge of road.
- Note: Road upgrade may be delayed if the contractor recommends being completed in warmer months.

Images below and attached should be reviewed by Council as the existing site parameters were a key factor determining the contractors recommended works. The new works will service the two proposed small <500m² industrial sheds within industrial zoned land in addition to 3 other residential properties further south along Mill Road. Other industrial lots to the north will also be benefited by the proposed road improvement works.

Existing imagery:



6 metre road looking south / Council Storm water on western side



Council Eastern storm water Mill Road at the junction of 10 metre section to 6 metre section.



Lot 109 Looking North

Should the proposed works be accepted as detailed above and attached, as updated engineering design can be provided to Council for a road works permit accordingly.

We ask that the Council amend Condition 34 to suit the above outcome or alternatively approve the attached Applicant Proposed Road Works Sketch.

Response:

It is noted that Mill Road provides access to lots zoned Industry, Rural residential and Low density residential. Table 9.4.7.4 of the Southern Downs Planning Scheme (v5) requires the following provisions for each of these zones:

Zone	Catchment (No. of lots served)	Road surface	Kerb and channel requirement	Concrete pathway
Low density residential (Stanthorpe)	0-150	Asphalt	Yes	No
Industry zone		Asphalt	Yes	Yes
Rural residential		Asphalt	Yes – except where lots have an area exceeding 1.5 ha. If kerb and channel is not required a concrete strip is to be provided at the edge of the bitumen and alternative methods for stormwater drainage are to be provided.	No

The applicable Acceptable outcomes and associated Performance outcome of the Industry zone code, relevant to this condition, are:

AO6.1 *All road frontages to the site are constructed to a fully sealed, kerbed and channelled standard.*

AO6.2 *A reinforced industrial crossing is constructed from the kerb and channel to the property boundary. The crossing is 125 mm thick mpa concrete with one layer F82 mesh (50 bottom cover throughout).*

PO6 *Safe, adequate fully constructed access for industrial, commercial and private vehicles is provided onto sites.*

The original assessment considered the applicants response to the Planning Scheme requirements whereby the following justification to the Performance outcome was provided:

The proposal provides a 6m wide road extension to match the existing formation adjoining where the current sealed section of Mill Road finishes. This upgrade will adequately cater for the intended use.

The original assessment notes:

Council mapping indicates that the sealed road formation width from the junction of Mill Road and Sugarloaf Road is approximately 10 metres and kerb and channel is provided on the side with adjoining the Low density residential zone. There is no existing kerb and channel on the side adjoining the Industry zone.

Council's Roads Asset and Service Management Master Plan / TAMP (TAMP) classifies Mill Road as an Urban Minor Access Road whereby the main function is to provide access to residences and properties. The TAMP states:

'An Industrial classification is added to the Urban Collector and Urban Access to allow for delineation and specific attributes to be applied to roads for these areas to accommodate the specific needs of Industrial areas'.

Discussions with Council's Development Engineer and Manager Sustainability and Strategy, indicate that where the planning zone either side of a road differs, the higher order road requirement prevails. As such, in this instance, it is considered that the road hierarchy classification is be incorrect as one side of the road is zoned Industrial and advice to the relevant Council department has been provided.

Given the levels of service for this road classification, as outlined in the TAMP, compliance with the TAMP would be achieved by requiring the provision of a sealed surface of 12.0

metres. However, as noted above, the sealed section of Mill Road is generally 10 metres in width and therefore requiring provision of a 12 metre wide extension to that road would be unreasonable.

A condition will be imposed requiring provision of a 10 metre wide sealed surface to connect the site with the sealed section of the road to the north. The design is to reflect a nominal ultimate design sealed width of 12 metres and barrier kerb and channel is to be provided along the frontage of the site as per the requirements of the Planning Scheme.

The following justification was outlined in the decision notice as reasons why Council has conditioned the road as per Condition 34:

- The proposed development includes a reinforced industrial crossing and a 6.0 metre wide road extension to connect to the existing road formation north of the site.
- There is no existing kerb and channel on the western side of Mill Road.
- The applicant can comply with Acceptable outcome 6.2, however, support for an alternative outcome to AO1 was sought.
- Increased use of the sites to the south of the existing industrial activity will result in an increase in vehicle movements.
- Mill Road is not a through road, however, it does provide access to three (3) lots to the south which are within the Rural residential zone and one (1) lot to the east which is zoned Low density residential. These lots are of a size where future subdivision is expected.
- The road standard adopted by Council's Roads Asset and Service Management Master Plan (TAMP) for development of this type is a 12 metre sealed road with kerb and channel. Council mapping indicates that the sealed surface to the north of the site is 10 metres in width and in this instance it is considered reasonable to accept a reduced width (from 12 metres to 10 metres) to align with the existing formation.
- The condition as applied, will facilitate the function of the road until such time as the road is constructed to its ultimate width.

A site inspection was undertaken in May 2025 and the following images clearly indicate that works on the site have been initiated. Figures 3, 4 and 5 capture the subject land, the existing land uses to the north and the existing road standard.



Figure 3: Building pads and retaining walls for Lots 109 and 110



Figure 4: View looking south – subject site on the right. Note the transfer of gravel to the sealed section of Mill Road.



Figure 5: View looking north from the subject site. Note the impact of water runoff on the slope.

The change representations were discussed at Council's Development Assessment Group meeting and the following advice was provided from Council's Acting Manager Works:

- The applicant's proposal to change the roadwork condition is not supported.
- The original condition was imposed with regard for Council's policy (T.A.M.P. and Planning Scheme), as well as future and adjacent development potential.
- The conditioned works will result in a logical extension of the existing sealed road that is safe, efficient and appropriate for the industrial use proposed.
- The applicant's proposal does not consider the unknown pavement currently in place, or present an argument for why a 6 metre road is a more appropriate outcome than the conditioned 10 metre road.
- The financial implications are not something that should be considered by Council staff, as the flow-on economic impacts of reducing requirements for particular developments would be an unacceptable risk for Council.

Based on this advice, it is recommended that the change representations made for Condition 34 be refused. However, for to ensure clarity of the intent of the condition the following changes are proposed:

34. Mill Road is to be constructed to an industrial standard ~~for the full frontage of the site(s)~~ on the development side of the road. The works are to;
- i. reflect a nominal ultimate design sealed width of 12 metres
 - ii. include kerb and channel and stormwater drainage
 - iii. extend ~~from the existing part of Mill Road and include the full frontage of the site, and, are~~ to and be generally aligned with the existing part of Mill Road that is sealed to a width of 10 metres
 - iv. include a minimum 4 metre sealed lane and stormwater drainage on the opposing side of the road, to facilitate the function of the road until such time as the road is constructed to its ultimate width
 - v. include any necessary rework of the existing road to facilitate the new work
 - vi. include street tree plantings, in accordance with Condition ~~34~~ 24, and top dressing of the verge with quality top soil.

Condition 37 states:

37. *Prior to the issuing of a Development Permit for Building Works, an On-site waste disposal report prepared by a suitable qualified person is to be provided to Council for endorsement that demonstrates an on-site sewage facility (OSSF) in accordance with the AS/NZS 1547:2012 - On-site Domestic Wastewater Management, Queensland Plumbing and Wastewater Code and the Standard Plumbing and Drainage Regulation 2003 can be achieved on-site, if the Warehouse is to include amenities and/or kitchen facilities.*

OR

A sewerage reticulation system is to be provided to service the building. This system is to be connected to Council's wastewater sewerage system.

The change representations are as follows:

As per Condition 8, if the site is not provided with amenities and/or kitchen facilities and the use on-site operates as a Warehouse for storage purposes only an onsite waste water system or connection to Council reticulation system is not required.

Please include an additional OR as detailed above.

Response:

The purpose of the Physical infrastructure code is to ensure that new premises are connected to adequate utility services. The Acceptable outcome (AO2) requires land in the Industry zone to be connected to a sewerage system in accordance with the Sewerage Code of Australia. The

applicant sought to justify the Performance outcome (PO2) of the code which relates to wastewater disposal. The Performance outcome states:

All development has a safe, effective means of sewerage treatment and disposal that meets acceptable public health and environmental standards.

The intent of the condition was to reflect the applicants desire to initially use the Warehouse for the purpose of storage only with flexibility required in the future if office facilities were required on site. The proposed change representations does not change the intention of Condition 37 and provides the flexibility required for the site. As such, it is recommended that Council agrees with the change representations as proposed. This would result in Condition 37 being amended as follows:

37. Prior to the issuing of a Development Permit for Building Works, an On-site waste disposal report prepared by a suitable qualified person is to be provided to Council for endorsement that demonstrates an on-site sewage facility (OSSF) in accordance with the AS/NZS 1547:2012 - *On-site Domestic Wastewater Management*, *Queensland Plumbing and Wastewater Code* and the *Standard Plumbing and Drainage Regulation 2003* can be achieved on-site, if the Warehouse is to include amenities and/or kitchen facilities.

OR

A sewerage reticulation system is to be provided to service the building. This system is to be connected to Council's wastewater sewerage system.

OR

If the site is not provided with amenities and/or kitchen facilities and the use on-site operates as a Warehouse for storage purposes only an onsite waste water system or connection to Council reticulation system is not required.

Condition 38 states:

38. *The site must be provided with a water storage reservoir having a minimum of 10,000 litres of water for emergency fire fighting purposes. Such storage must be provided in addition to the water supply capacity required for the use and must be provided in the form of either an accessible dam, swimming pool or rainwater tank. If storage is to be provided in a rainwater tank, water storage for fire fighting purposes must be provided either in a separate rainwater tank or a reserve section in the main water supply tank on which:*

- (a) the domestic take off from the tank is at or above the 10,000 litre point; and*
- (b) standard rural fire brigade fittings are fitted to the tank outlet for access by rural fire services vehicles.*

All fire fighting connections are to be carried out in accordance with the Plumbing and Drainage Act 2018.

The change representations are as follows:

The subject site is not located within a Council mapped or State mapped medium or high bushfire intensity overlay. The class of construction is Class 8 or 7b. The site is located only within a buffer area and is greater than 50m from the Council mapped bushfire hazard vegetation. The existing fire hydrant, equipped with urban fire fittings, is located on Mill Road in proximity to the proposed development site. This existing infrastructure provides the fire protection requirements of the project with water pressure testing completed to confirm this provision. A 25mm water meter will be suitable for the proposed shed. No specific fire protection measures will be required for this proposal.

Response:

The site is wholly within the Potential impact buffer of the Bushfire hazard overlay and therefore the Bushfire hazard overlay code is applicable. It is acknowledged that the site is approximately 50 metres from areas identified as Medium potential bushfire intensity. Mill Road is a no through road and as such, occupants have only one reasonable route of evacuation. A Bushfire hazard assessment or a Bushfire Management Plan was not provided with the application material or with

the change representations which would have complied with Acceptable outcomes (AO3.1 & AO3.2) of the Bushfire hazard overlay code.

Council agrees that the site is on the outer edge of the overlay. The existing conditions require the proposed development to upgrade the road to a sealed standard, to the frontage of the site, which will facilitate an evacuation route to the north which is outside of the overlay. To justify the Performance outcome (PO3) of the code, consideration can be given to the range of conditions of approval which include connection to Council's reticulated water network, the sealing of the road, and the setback distance of the site from the Medium potential bushfire intensity layer of the Bushfire hazard overlay. The Performance outcome requires that the proposed use does not compromise the safety of people or property from the bushfire.

The applicant has referred to the location of a fire hydrant in proximity to the site. Council mapping has confirmed that the fire hydrant is located in excess of 90 metres from the proposed development site and therefore is generally not considered to provide adequate fire coverage. Council's Development Engineer has provided the following comments for consideration:

If the development was proposing to provide on site fire suppression through a fire connection, we could say that they were covered, but the QFES guidelines ask for hydrants at 90m intervals (Council does ours at 80m), so an urban fire truck dispatched to a fire at one of these sites would not have access to water.

By this rationale, the site doesn't have access to town water for the purpose of fire-fighting, even though it does have access for domestic water use purposes.

To resolve this, they could provide the tanks as if there was no water service, or they could add a street hydrant to our network through private works (subject to satisfactory capacity in the main, which their comments say is available).'

As there is not considered to be adequate water on site to support fire fighting it is considered reasonable to retain the condition as applied. However, to support the provision of options for the applicant it is recommended that alternative options be included in the condition. The inclusion of all alternatives is recommended as the provision of hydrants will be dependent upon the levels of roadworks undertaken i.e. if the road is not constructed, hydrants will be inaccessible due to the table drain and the rural verge profile.

38. The site must be provided with a water storage reservoir having a minimum of 10,000 litres of water for emergency fire fighting purposes. Such storage must be provided in addition to the water supply capacity required for the use and must be provided in the form of either an accessible dam, swimming pool or rainwater tank. If storage is to be provided in a rainwater tank, water storage for fire fighting purposes must be provided either in a separate rainwater tank or a reserve section in the main water supply tank on which:

- (a) the domestic take off from the tank is at or above the 10,000 litre point; and
- (b) standard rural fire brigade fittings are fitted to the tank outlet for access by rural fire services vehicles.

All fire fighting connections are to be carried out in accordance with the *Plumbing and Drainage Act 2018*.

OR

A site specific Bushfire hazard assessment report, showing that the land does not have a bushfire hazard, is to be submitted and approved by Council's Planning Department prior to the issue of any Development Permit for Building Work.

Note: if the site specific Bushfire hazard assessment report demonstrates a bushfire hazard exists on the subject land, a Bushfire Management Plan for the premises must also be submitted and approved by Council's Planning Department prior to the issue of any Development Permit for Building Work

OR

Hydrant/s are to be provided at intervals of not more than 90 metres.

Note: this work is to be completed through Council's private works system.

Condition 41 states:

41. *In accordance with the Federal Government's National Broadband Network (NBN) initiatives, the Developer (at the Developer's expense) is to install telecommunications infrastructure, such as lead-in conduits (LIC) or a fibre ready pit and pipe network (including trenching and ducting, design and third party certification), to NBN Co's specifications, to allow for the installation of Fibre-to-the-Premises (FTTP) broadband services. Any fibre provider may be used, provided they meet NBN specifications and open access requirements. Ownership of the infrastructure is to be transferred to Telstra in exchange for the provision of fibre within that infrastructure network. Prior to commencement of the use, written advice is to be provided from Telstra that the telecommunications infrastructure network has been installed in accordance with NBN Co's specifications.*

The change representations are as follows:

NBN connection is not available near the subject site. Being a storage/warehouse/distribution building only, NBN is not required. Should internet be required, a satellite can be provided for the subject site without the need for a fixed connection from the street.

Response:

The condition is a standard condition generally applied to all new developments above a second dwelling. Discussions were held with the applicant confirming this reasoning and the applicant then submitted the following for consideration:

The nearest available wired connection is Lot 118. Refer below map.



Satellite is the only option for connecting Lots 109 and 110 based on existing fixed infrastructure. Satellite NBN and Starlink are both available should Lots 109 and 110 need internet (note these sheds do not require internet being storage only warehouses).

In my experience NBN connections are only required where new lots are created. Lots 109 and 110 are existing industrial lots that can connect to satellite internet easily

The information provided by the applicant indicates that the nearest wired connection is to the north of the subject site. For ease of reading, the text below the image has been included:

'Important information: Most premises in the purple 'service available area' can connect to services over the nbn network but may require additional work to be completed first. On rare occasions, some premises cannot be connected.'

Based on this information, there may be capacity for the development to connect to the nbn network. Therefore it is recommended that the condition remain but an alternative is added as follows:

41. In accordance with the Federal Government's National Broadband Network (NBN) initiatives, the Developer (at the Developer's expense) is to install telecommunications infrastructure, such as lead-in conduits (LIC) or a fibre ready pit and pipe network (including trenching and ducting, design and third party certification), to NBN Co's specifications, to allow for the installation of Fibre-to-the-Premises (FTTP) broadband services. Any fibre provider may be used, provided they meet NBN specifications and open access requirements. Ownership of the infrastructure is to be transferred to Telstra in exchange for the provision of fibre within that infrastructure network. Prior to commencement of the use, written advice is to be provided from Telstra that the telecommunications infrastructure network has been installed in accordance with NBN Co's specifications.

OR

Correspondence, including reasons, from the nbn provider noting that the premises cannot be connected as above, is **submitted and approved by Council's Planning Department prior to the issue of the Certificate of Occupancy.**

Condition 42 states:

42. *LED street lighting shall be provided in accordance with AS/NZS 1158 - Lighting for Roads and Public Spaces.*

The change representations are as follows:

The proposed development will include sufficient security lighting to meet its needs. This will negate the requirement for street lighting to be installed along this section of Mill Road. The nearest street light is located on Sugarloaf Road, close to the intersection with Mill Road. The costs associated with installing street lighting in this area would be excessive and unnecessary given the nature of the development and the fact that Mill Road currently has no street lighting.

Response:

It is acknowledged that the nearest street light is located in close proximity to the intersection between Sugarloaf Road and Mill Road and the primary purpose of street lighting is for pedestrian safety. The closest powerpole in the road reserve is located north of the site at a distance in excess of 120 metres. A site inspection has confirmed that there are overhead powerlines in close proximity to the rear boundary of the lot.

The lot is part of a block of industrial land on the west side of Mill Road. The east side of Mill Road is zoned Low density residential, however, this has yet to be fully developed. The land to the rear and south of the proposed site is zoned Rural residential as illustrated in Figure 2. Immediately opposite the site, the land is currently vacant. Given the zoning it is considered reasonable to expect street lighting on Mill Road, however, this is not the case. Intensification of uses on the land adjoining Mill Road is likely to increase pedestrian traffic over time however, it is accepted that this development has not yet occurred and therefore pedestrian activity along Mill Road would be minimal at this stage. As such, in this instance, it is recommended that the condition for street lighting be removed.

42. ~~LED street lighting shall be provided in accordance with AS/NZS 1158—Lighting for Roads and Public Spaces.~~

Within the Recommendation, Conditions 37, 38 and 41 contain a number of options. These options enable the applicant flexibility to select the most appropriate option, yet still achieve compliance.

Recommendation

THAT Council agree in part with the change representations made in relation to the application for a Material Change of Use for the purpose of Warehouse (One (1) shed – 490m2 GFA) on land at Mill Road, Stanthorpe, described as Lot 109 RP12340, with Conditions 9, 25, 28, 34 remaining

unchanged, Condition 42 being deleted and Conditions 5, 8, 24, 37, 38 and 41 being amended as follows:

5. The development shall generally operate only between the hours of ~~8.00am~~ 7.00am to 6.00pm, Mondays to Saturdays, and not at all on Sundays and public holidays.
8. If the site is not provided with amenities and/or kitchen facilities, the use on-site operates as a Warehouse for storage purposes only ~~and no distribution is to occur from the site.~~
24. Street trees are to be planted within the road reserve of Mill Road. The trees are to be planted approximately 20.0 metres apart on the frontage of the site. The trees are to be of a minimum height of 1.5 metres at the time of planting.

A Street trees plan is to be submitted to and approved by Council's Planning Department ~~prior to the planting of the street trees as part of the Operational Works application.~~ This must include details of the location and species of trees, the height and root barriers are to be installed around trees that are located within 3 metres of any underground infrastructure. Tree are to be generally frost resistant and drought hardy, and must not include weed species.

34. Mill Road is to be constructed to an industrial standard ~~for the full frontage of the site(s)~~ on the development side of the road. The works are to;
 - i. reflect a nominal ultimate design sealed width of 12 metres
 - ii. include kerb and channel and stormwater drainage
 - iii. extend ~~from the existing part of Mill Road and include the full frontage of the site, and,~~ **are** to and be generally aligned with the existing part of Mill Road that is sealed to a width of 10 metres
 - iv. include a minimum 4 metre sealed lane and stormwater drainage on the opposing side of the road, to facilitate the function of the road until such time as the road is constructed to its ultimate width
 - v. include any necessary rework of the existing road to facilitate the new work
 - vi. include street tree plantings, in accordance with Condition ~~34~~ 24, and top dressing of the verge with quality top soil.
37. Prior to the issuing of a Development Permit for Building Works, an On-site waste disposal report prepared by a suitable qualified person is to be provided to Council for endorsement that demonstrates an on-site sewage facility (OSSF) in accordance with the AS/NZS 1547:2012 - *On-site Domestic Wastewater Management, Queensland Plumbing and Wastewater Code* and the *Standard Plumbing and Drainage Regulation 2003* can be achieved on-site, if the Warehouse is to include amenities and/or kitchen facilities.

OR

A sewerage reticulation system is to be provided to service the building. This system is to be connected to Council's wastewater sewerage system.

OR

If the site is not provided with amenities and/or kitchen facilities and the use on-site operates as a Warehouse for storage purposes only an onsite waste water system or connection to Council reticulation system is not required.

38. The site must be provided with a water storage reservoir having a minimum of 10,000 litres of water for emergency fire fighting purposes. Such storage must be provided in addition to the water supply capacity required for the use and must be provided in the form of either an accessible dam, swimming pool or rainwater tank. If storage is to be provided in a rainwater tank, water storage for fire fighting purposes must be provided either in a separate rainwater tank or a reserve section in the main water supply tank on which:
 - (a) the domestic take off from the tank is at or above the 10,000 litre point; and

- (b) standard rural fire brigade fittings are fitted to the tank outlet for access by rural fire services vehicles.

All fire fighting connections are to be carried out in accordance with the *Plumbing and Drainage Act 2018*.

OR

A site specific Bushfire hazard assessment report, showing that the land does not have a bushfire hazard, is **to be submitted and approved by Council's Planning Department prior to the issue of any Development Permit for Building Work.**

Note: if the site specific Bushfire hazard assessment report demonstrates a bushfire hazard exists on the subject land, a Bushfire Management Plan for the premises must also be submitted and approved by Council's Planning Department prior to the issue of any Development Permit for Building Work

OR

Hydrant/s are to be provided at intervals of not more than 90 metres.

Note: this work is to be completed through Council's private works system.

41. In accordance with the Federal Government's National Broadband Network (NBN) initiatives, the Developer (at the Developer's expense) is to install telecommunications infrastructure, such as lead-in conduits (LIC) or a fibre ready pit and pipe network (including trenching and ducting, design and third party certification), to NBN Co's specifications, to allow for the installation of Fibre-to-the-Premises (FTTP) broadband services. Any fibre provider may be used, provided they meet NBN specifications and open access requirements. Ownership of the infrastructure is to be transferred to Telstra in exchange for the provision of fibre within that infrastructure network. Prior to commencement of the use, written advice is to be provided from Telstra that the telecommunications infrastructure network has been installed in accordance with NBN Co's specifications.

OR

Correspondence, including reasons, from the nbn provider noting that the premises cannot be connected as above, is **submitted and approved by Council's Planning Department prior to the issue of the Certificate of Occupancy.**


42. Deleted. ~~LED street lighting shall be provided in accordance with AS/NZS 1158—Lighting for Roads and Public Spaces.~~

ATTACHMENTS

Nil

15.4 Change Application - 47 Marsh Street, Stanthorpe

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 18 June 2025
	Planning Officer	ECM Function No/s:

APPLICANT:	SJ Tancred and P Sheahan
OWNER:	Stephen J Tancred & Peta Sheahan
ADDRESS:	47 Marsh Street, Stanthorpe
RPD:	Lot 2 SP265342
PROPOSAL:	Minor Change
LEVEL OF ASSESSMENT:	Code
SUBMITTERS:	Not applicable
REFERRALS:	Nil
FILE NUMBER:	MCU\02280.01

RECOMMENDATION SUMMARY

THAT Council refuse the Change application (minor) for Multiple dwellings (Four units) on land at 47Marsh Street, Stanthorpe, described as Lot 2 SP265342.

REPORT

Background

On 20 September 2021, a Development Permit was issued for Material Change of Use for the purpose of Multiple dwelling (Four units), on land at 47 Marsh Street, Stanthorpe.

The applicant lodged change representations on 13 October 2021 in relation to Conditions 24 and 25 and sought clarification in relation to Conditions 16, 19 and 24. These conditions related to provision of water, sewer and electricity connections as well as street trees. On the 7 December 2021, Council issued a Negotiated Decision Notice in response to the change representations.

This matter has been discussed at a Councillor Information Session on 4 June 2025.

Report



Figure 1: Subject land

The subject land has an area of 1,302 square metres and is bounded by Marsh Street to the west and Corundum Street to the south. The Multiple dwelling development comprises four (4), two (2) bedroom, single storey units. The total built footprint is 509 square metres which is a site coverage of 39.1 percent. The layout is two duplex units with separate, semi-private open space.

Vehicular access will be obtained from Corundum Street and a staircase will provide pedestrian access via Marsh Street. Each Dwelling unit will have a single garage as well as a dedicated visitor space. The approved site plan is illustrated in Figure 2.

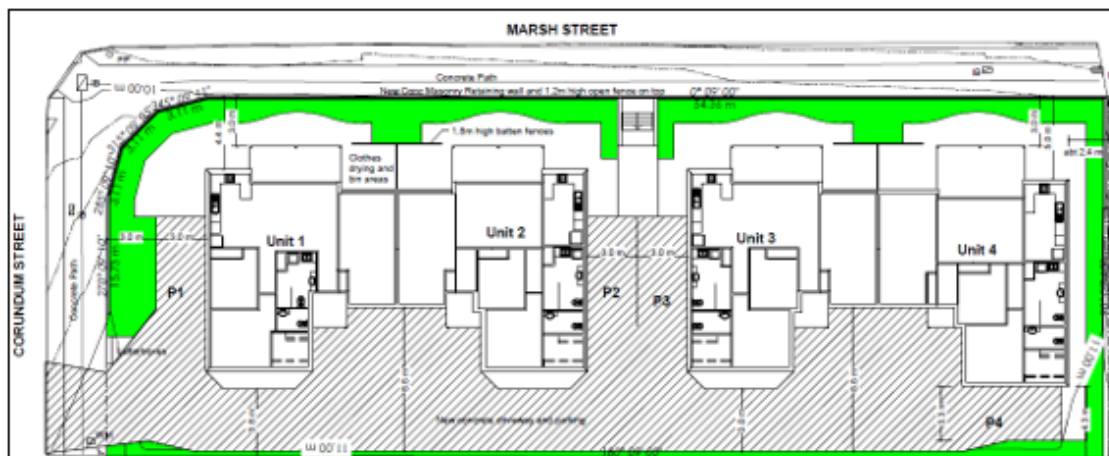


Figure 2: Approved site plan

A minor change application was received on Thursday, 24 April 2025. The details below documents a series of events related to the submission of this application and are considered relevant to the assessment.

- Council received an email from the builder on Tuesday, 15 April 2025. The purpose of the email was to notify Council that the driveway was being poured the following day, being Wednesday, 16 April 2025.
- In response to that email, Council Officer's contacted the builder on 15 April 2025 to advise that a Change application was required if the conditions of approval were not being adhered to.
- The Change application was received late in the afternoon of Thursday, 24 April 2025.

- Council issued an email with the application fee on Wednesday, 30 April 2025.
- Fees were paid by direct deposit on Friday, 2 May 2025 and receipted on Tuesday, 6 May 2025.

The legislative timeframes for a Change application (minor) is 20 business days. The concrete driveway was completed on Monday 28 April 2025, less than one business day after the change application had been submitted (noting that Friday, 25 April is the ANZAC Day public holiday).

The change application relates to Condition 19 which states:

19. *Vehicle access is to be constructed to the site in accordance with IPWEAQ Standard Drawings for residential and commercial driveways, and further detail can be provided by Council's Development Engineer. (See advisory note below.) The concrete driveway must be treated with stencil or aggregate or similar, and connect from the road.*

The access must be constructed along Corundum Street at a location which provides adequate sight distance in either direction. Such entrance roadworks are to be sealed and are to include appropriate drainage works. The access must be located at least 1.0 metre from any Council infrastructure.

Planning Scheme Requirements

AO14.10 of the Residential uses code is applicable to Multiple dwellings under the heading Streetscape, Building, Siting and Design. The Acceptable outcome states:

Concrete driveways are treated with stencil or aggregate or similar.

The applicant had indicated in their original application that the development could be conditioned to comply with this Acceptable outcome and this was why the condition was imposed.

The change application seeks confirmation that compliance with the Performance outcome can be achieved and the applicant has requested that the concrete driveway treatment be changed from stencil or aggregate or similar to a heavy broom finish. The applicant submitted the following in support of their request.

We can demonstrate that this complies with the relevant performance outcome PO14, which states: "That the use is sited and designed to be complementary and compatible with the surroundings and to address the street in a positive way." This proposed change complies with the performance outcome because all other surrounding driveways of both residential and commercial buildings are plain concrete, not aggregate or stencilled. Therefore, the heavy broom finish is in keeping with the current surroundings.

Additionally, the driveway will be mostly concealed from public view, with the residents themselves mainly oriented to the west, south and north, away from the driveway on the eastern side of the buildings. The windows of the units on the eastern side are all installed at raised heights or frosted to effect privacy, so the only viewing of the driveway will be brief when entry or exiting, rather than a permanent part of the vista.

A heavy broom finish offers several advantages for concrete driveways and is therefore our preference:

1. **Slip Resistance:** *The textured surface of a heavy broom finish enhances traction and reduces slip hazards, making it safer for pedestrians, especially in wet conditions.*
2. **Water Run-off:** *A brushed finish will allow water to run-off the low sloped driveway, easier and faster than aggregate*
3. **Aesthetic Appeal:** *The rough texture adds visual interest and character to the concrete surface, breaking up the monotony of a smooth finish.*
4. **Durability:** *The heavy broom finish helps conceal minor surface imperfections and provides resistance to abrasion and wear, contributing to the long-term durability of the concrete.*

5. **Cost-Effectiveness:** Achieving a heavy broom finish is straightforward and economical, as it requires minimal additional materials or specialized equipment.

Additionally, the heavy broom finish is compliant with the IPWEAQ Standards.

We believe this change will maintain the aesthetic consistency of the area and ensure that the driveway complements and is compatible with the surrounding environment.

The applicant provided the following photos of sites along Marsh Street, in proximity to the subject land.



RSL, Marsh St (opposite the development)



Looking East from Development up Corundum St.



Neighbouring property on Corundum St.



Looking South down Marsh St (development is to the Left)

It is noted that a broom finish is primarily to assist with providing a non-slip surface, consistent with what would typically be found on a public footpath or walkway. A recent site inspection by Council officers shows the built form on the subject site and nearby premises which demonstrate how a driveway treatment can improve the amenity of a site.



View of driveway from Marsh Street



Driveway treatment of a unit development two lots to the east on Corundum Street showing paving detail and landscaping adjoining the driveway

The Performance outcome seeks to ensure that ‘the use is sited and designed to be complementary and compatible with the surroundings and to address the street in a positive way’.

The previous images illustrate the dominance of the driveway associated with the development. Whilst small areas of landscaping are located in proximity to each unit, the extent of the concrete surface and the absence of any landscaping immediately adjacent to the boundary fence adjoining the driveway reduces the ability for the impact of the concrete surface to be broken up when viewed from within the development or as a passerby. It is likely that the extent of the concrete surface within the development would result in substantial heat generation and reflection impacting liveability values for residents of the units.

As the concrete has been poured, there are options to undertake stencil or another alternative, to still achieve compliance with the current condition.

Whilst not the subject of this application it is noted that the development was to be landscaped in accordance with the site plan shown in Figure 2 and a Landscaping Plan has not been approved by Council as required by the conditions of approval. The following image reflects the existing provision of landscaping completed at the site. The provision of landscaping is also aimed at contributing positively to the streetscape.



Recommendation

THAT Council refuse the application for Multiple dwellings (Four units) on land at 47 Marsh Street, described as Lot 2 SP265342, for the following reasons:

- The broom finish applied to the driveway does not complement the development or the streetscape and is not considered to be compatible with the surroundings of the site.

ATTACHMENTS

Nil

16. REPORTS OF DEPUTATION OR CONFERENCE & REPORTS FROM DELEGATES APPOINTED BY COUNCIL TO OTHER BODIES

Nil

17. CONSIDERATION OF CONFIDENTIAL BUSINESS ITEMS

Nil

18. GENERAL BUSINESS