



## **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, 64 Fitzroy Street, Warwick on **Wednesday, 16 July 2025** at **9:00AM**.

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

**Susie Glasson**

**ACTING CHIEF EXECUTIVE OFFICER**

11 July 2025



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1. **ACKNOWLEDGEMENT OF COUNTRY**
2. **PRAYER & CONDOLENCES**
3. **ATTENDANCE AND APOLOGIES**
4. **READING AND CONFIRMATION OF MINUTES**
- 4.1 **Ordinary Council Meeting - 18 June 2025**

**Recommendation**

THAT the minutes of the Ordinary Council Meeting held on Wednesday 18 June 2025 be adopted.

- 4.2 **Special Council Meeting - 25 June 2025**


**Recommendation**

THAT the minutes of the Special Council Meeting held on Wednesday 25 June 2025 be adopted.

## 5. ACTIONS FROM COUNCIL MEETINGS

### 5.1 Actions from Council Meetings July 2025

#### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 July 2025
	Chief Executive Officer	<b>ECM Function No/s:</b>

#### Recommendation

THAT Council receive the report and note the contents.

#### REPORT

The purpose of this report is to provide a summary of Actions resulting from resolutions from the Ordinary Council Meeting held 18 June 2025 and the Special Council Meeting held 25 June 2025.

Copies of the Action Reports are attached.

#### ATTACHMENTS

1. Actions from Ordinary Council Meeting 18 June 2025[↓](#)
2. Actions from Special Council Meeting 25 June 2025[↓](#)



## ACTIONS FROM ORDINARY COUNCIL MEETING 18 JUNE 2025

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
18/06/2025	5.1	Actions from Ordinary Council Meeting 21 May 2025	Brophy, Rachel	<b>26 Jun 2025 3:27pm Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Brophy, Rachel (action officer) on 26 June 2025 at 3:27:31 PM - Noted.	26/06/2025
18/06/2025	6.1	Conflict of Interest - Cr Harslett: Agenda Items 15.2 and 15.3	Brophy, Rachel	<b>26 Jun 2025 3:27pm Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Brophy, Rachel (action officer) on 26 June 2025 at 3:27:37 PM - Noted.	26/06/2025
18/06/2025	6.2	Conflict of Interest - Mayor Hamilton: Agenda Item 15.4	Brophy, Rachel	<b>26 Jun 2025 3:27pm Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Brophy, Rachel (action officer) on 26 June 2025 at 3:27:44 PM - Noted.	26/06/2025
18/06/2025	9.1	Correspondence	Brophy, Rachel	<b>26 Jun 2025 3:27pm Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Brophy, Rachel (action officer) on 26 June 2025 at 3:27:53 PM - Noted.	26/06/2025
18/06/2025	10.1	Petition - Pozieres State School - Improve Road School Crossing Safety and Slow Down Traffic	Brophy, Rachel	<b>26 Jun 2025 3:42pm Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Brophy, Rachel (action officer) on 26 June 2025 at 3:42:52 PM - Email sent to Pozieres State School to advice resolution and action officers are taking regards signage and visibility issues 26 June 2025.	26/06/2025
18/06/2025	12.1	Chief Executive Officer - Status Report	Brophy, Rachel	<b>26 Jun 2025 3:43pm Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Brophy, Rachel (action officer) on 26 June 2025 at 3:43:00 PM - Noted.	26/06/2025
18/06/2025	12.2	Councillor Briefings and Workshops Policy	Brophy, Rachel	<b>26 Jun 2025 3:43pm Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Brophy, Rachel (action officer) on 26 June 2025 at 3:43:41 PM - Policy signed by the CEO - Governance to action and update the Website.	26/06/2025
18/06/2025	12.3	Country Universities Centre Southern Downs Community Alliance Panel - Appointment of Representative	Brophy, Rachel	<b>26 Jun 2025 3:45pm Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Brophy, Rachel (action officer) on 26 June 2025 at 3:45:17 PM - Letter sent to CUC Southern Downs Centre Manager advising of the appointment of Mayor Hamilton to the CUC Southern Downs Community Alliance Panel.	26/06/2025



## ACTIONS FROM ORDINARY COUNCIL MEETING 18 JUNE 2025

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
18/06/2025	13.1	Financial Services - Financial Report as at 31 May 2025	Betts, Melissa	<b>23 Jun 2025 11:32am Betts, Melissa - Completion</b> Completed by Betts, Melissa (action officer) on 23 June 2025 at 11:32:11 AM - May Finance report noted	23/06/2025
18/06/2025	13.2	Southern Downs Youth Council Minutes - 15 May 2025	Organ, Sue	<b>23 Jun 2025 11:56am Organ, Sue - Completion</b> Completed by Organ, Sue (action officer) on 23 June 2025 at 11:56:35 AM - Council resolution noted	23/06/2025
18/06/2025	6.3	Conflict of Interest - Cr Pidgeon: Agenda Item 14.1	Brophy, Rachel	<b>26 Jun 2025 3:45pm Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Brophy, Rachel (action officer) on 26 June 2025 at 3:45:25 PM - Noted.	26/06/2025
18/06/2025	14.1	EV Charger Public Consultation Outcomes	Charles, Jon	<b>23 Jun 2025 11:42am Charles, Jon</b> Officers have made contact NRMA Electric Highways to advise of the resolution. The time limits for the tender have lapsed and as such Officers are negotiating the outcomes with NRMA. The alternate location within the carpark envelope has been surveyed and NRMA have been advised. i-Charge Solutions International have advised of the outcome. <b>23 Jun 2025 12:10pm Charles, Jon - Completion</b> Completed by Charles, Jon (action officer) on 23 June 2025 at 12:10:00 PM - Action Completed	23/06/2025
18/06/2025	14.2	Naming unnamed road connected to Lot 461 SP303977, Gillbard Road Dalcouth	Charles, Jon	<b>08 Jul 2025 10:37am Charles, Jon - Completion</b> Completed by Charles, Jon (action officer) on 08 July 2025 at 10:37:15 AM - Instructions provided to internal teams to action resolution outcomes. Advice provided to applicants.	8/07/2025
18/06/2025	14.3	Naming unnamed road connected to Lot 3 SP305799, Lot 11 SP191086, Lot 12 SP182046 and Lot 386 SP208840, 232 Sugarloaf Road Stanthorpe	Charles, Jon	<b>08 Jul 2025 10:37am Charles, Jon - Completion</b> Completed by Charles, Jon (action officer) on 08 July 2025 at 10:37:20 AM - Instructions provided to internal teams to action resolution outcomes. Advice provided to applicants.	8/07/2025
18/06/2025	14.4	Naming unnamed road connected to Lot 3 RP182877, 1502 Old Stanthorpe Road, Wildash	Charles, Jon	<b>08 Jul 2025 10:37am Charles, Jon - Completion</b> Completed by Charles, Jon (action officer) on 08 July 2025 at 10:37:26 AM - Instructions provided to internal teams to action resolution outcomes. Advice provided to applicants.	8/07/2025



## ACTIONS FROM ORDINARY COUNCIL MEETING 18 JUNE 2025

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
18/06/2025	14.5	Naming unnamed road connected to Lot 901 ML2305, 59 Wienholt Street Maryvale.	Charles, Jon	<b>08 Jul 2025 10:37am Charles, Jon - Completion</b> Completed by Charles, Jon (action officer) on 08 July 2025 at 10:37:31 AM - Instructions provided to internal teams to action resolution outcomes. Advice provided to applicants.	8/07/2025
18/06/2025	14.6	Amendment to the Water Supply Areas	Sweetlove, Graham	<b>04 Jul 2025 3:18pm Sweetlove, Graham - Completion</b> Completed by Sweetlove, Graham (action officer) on 04 July 2025 at 3:18:28 PM - The customer has been notified of the outcome. The details have been sent to the GIS team to update the water catchments.	4/07/2025
18/06/2025	15.1	Material Change of Use - Consideration of Change Representations - Sarah Hulme - 10 Deutscher Road, Mount Tully	O'Mara, Angela	<b>25 Jun 2025 3:45pm Verney, Prue - Completion</b> Completed by Verney, Prue on behalf of O'Mara, Angela (action officer) on 25 June 2025 at 3:45:17 PM - Procedural motion to "lay on table" until the July Ordinary Council meeting in accordance with Applicant's request.	25/06/2025
18/06/2025	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	Travers, Catherine	<b>25 Jun 2025 3:45pm Verney, Prue - Completion</b> Completed by Verney, Prue on behalf of Travers, Catherine (action officer) on 25 June 2025 at 3:45:49 PM - Decision Notice & Statement of Reasons forwarded to Applicant.	25/06/2025
18/06/2025	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 109 RP12340	Travers, Catherine	<b>25 Jun 2025 3:46pm Verney, Prue - Completion</b> Completed by Verney, Prue on behalf of Travers, Catherine (action officer) on 25 June 2025 at 3:46:01 PM - Decision Notice & Statement of Reasons forwarded to Applicant.	25/06/2025
18/06/2025	15.4	Change Application - 47 Marsh Street, Stanthorpe	Travers, Catherine	<b>25 Jun 2025 3:46pm Verney, Prue - Completion</b> Completed by Verney, Prue on behalf of Travers, Catherine (action officer) on 25 June 2025 at 3:46:17 PM - Decision Notice & Statement of Reasons forwarded to Applicant.	25/06/2025



## ACTIONS FROM SPECIAL COUNCIL MEETING 25 JUNE 2025

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
25/06/2025	4.1	National Competition Policy	Gross, Helen	<b>04 Jul 2025 3:04pm Gross, Helen - Completion</b> Completed by Gross, Helen (action officer) on 04 July 2025 at 3:04:43 PM - Noted for financial statements 2024/25	4/07/2025
25/06/2025	4.2	Schedule of General Fees and Charges 2025/26	Gross, Helen	<b>04 Jul 2025 3:05pm Gross, Helen - Completion</b> Completed by Gross, Helen (action officer) on 04 July 2025 at 3:05:10 PM - Fees and charges emailed to all council staff and included on Council Website	4/07/2025
25/06/2025	4.3	Operational Plan 2025-2026	Keir, Dianna	<b>27 Jun 2025 1:12pm Keir, Dianna - Completion</b> Completed by Keir, Dianna (action officer) on 27 June 2025 at 1:12:05 PM - Council resolution noted.	27/06/2025
25/06/2025	4.4	Adoption of the 2025/26 Financial Year Budget	Gow, Lachlan	<b>04 Jul 2025 3:55pm Gow, Lachlan - Completion</b> Completed by Gow, Lachlan (action officer) on 04 July 2025 at 3:55:19 PM - Noted for actions moving forward - rate runs, notices, policies and budget upload	4/07/2025

**6. DECLARATIONS OF CONFLICTS OF INTEREST**


**7. MAYORAL MINUTE**

Nil

## 8. NOTICES OF MOTION

### 8.1 Notice of Motion: Public Consultation on Road Name Changes in Rosenthal Heights

#### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 July 2025
	Chief Executive Officer	<b>ECM Function No/s:</b>

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

THAT Council undertakes public consultation on road name changes in Rosenthal Heights to remove confusion over Washpool Road:

1. The road from the intersection of Washpool and Glen Roads through to where Washpool turns into Glenvale Road, be named Glen Road.
2. The road from the intersection of Washpool and Glenvale Roads through to Washpool Reserve be renamed Pine Rock Road or another name as determined by community consultation.
3. The name Pine Rock Road does not exist in our local government area and is the name of the highest elevation of the traditional Rosenthal Homestead, at 605m of elevation, visible from the road at 1.3km South East.

#### Report

Cr Richters submitted the attached Notice of Motion (**Attachment 1**) requesting that Council undertake public consultation on road name changes in Rosenthal Heights to remove confusion over Washpool Road.

Washpool Road renaming was discussed at a Council Information Session on 4 June 2025.

#### Comments

Investigations have been completed into the Public Submission and a report is scheduled to be presented to the July Ordinary Council Meeting.

Emergency Services have not expressed any issues with the current road naming. Through direct engagement, senior Police and QFS indicated there are no concerns or issues with the current road naming. The Ambulance Service was contacted, but had not responded.

There are 22 properties with a Rural Address that will be affected, as well as the Camping Reserve if any road names are changed.

Council is asked to consider the Motion.



## ATTACHMENTS

1. Notice of Motion [↓](#)



### Notice of Motion by Councillors

Councillor: Joel Richters

Date: 28 Jun 2025

#### Motion:

##### THAT

council undertakes public consultation on road name changes in Rosenthal Heights to remove confusion over Washpool Road.

1. The road from the intersection of Washpool and Glen Roads through to where Washpool turns into Glenvale Road, be named Glen Road.
2. The road from the intersection of Washpool and Glenvale Roads through to Washpool Reserve be renamed Pine Rock Road or another name as determined by community consultation.
3. The name Pine Rock Road does not exist in our local government area and is the name of the highest elevation of the traditional Rosenthal Homestead, at 605m of elevation, visible from the road at 1.3km South East.

#### Relevant Background Information

Signature 


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

2) Councillors shall ensure, where it is intended that employees of the Council be asked to carry out some specific defined action that a Notice of Motion is written in such a way that, if carried, the motion carries clear and unambiguous direction.

- Start with the word "That" f
- Use the third person and avoid the use of the first person f
- Clearly indicate the intention of the Council f
- Avoid statements that are ambiguous f
- Aim for clarity of expression f
- Be carefully constructed and if necessary, set out in clauses that can be clearly identified by letters or numbers f
- Indicate proposed action or reflect agreed views on a particular issue f
- Don't re-introduce a resolution which has already been rejected

## 8.2 Notice of Motion: Media Relations Policy

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 July 2025
	Chief Executive Officer	<b>ECM Function No/s:</b>

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

THAT Council resolves as follows:

1. The current Council Media Policy is set aside to the extent of any inconsistency with this resolution, until a revised policy is adopted.
2. Until then:
  - a. All media releases must be provided to all Councillors at least one (1) hour before public distribution.
  - b. All responses to media enquiries must be shared with all Councillors at the time of issue.
  - c. No release or response naming or referring to a Councillor by name or title may be issued without that Councillor's prior written approval.

### Report

Cr Richters submitted the attached Notice of Motion (**Attachment 1**) requesting that Council amend the Media Relations Policy.

Cr Richters noted in his Notice of Motion that the purpose of the resolution was to introduce interim Media Policy provisions to ensure greater transparency, accountability, and procedural fairness in how Council communicates with the public, particularly where Councillors are referenced. It addresses identified gaps in the current Media Policy and would remain in effect until a revised policy is adopted by Council.

Council is asked to consider the Motion.

### ATTACHMENTS

1. Notice of Motion - Media Relations Policy [📄](#)

8 July 2025

## NOTICE OF MOTION

### MOTION

THAT Council resolves as follows:

1. The current Council Media Policy is set aside to the extent of any inconsistency with this resolution, until a revised policy is adopted.
2. Until then:
  - a. All media releases must be provided to all Councillors at least one (1) hour before public distribution.
  - b. All responses to media enquiries must be shared with all Councillors at the time of issue.
  - c. No release or response naming or referring to a Councillor by name or title may be issued without that Councillor's prior written approval.

### EXPLANATORY NOTES

#### Purpose of the Resolution

This resolution introduces interim media policy provisions to ensure greater transparency, accountability, and procedural fairness in how Council communicates with the public, particularly where Councillors are referenced. It addresses identified gaps in the current Media Policy and would remain in effect until a revised policy is adopted by Council.

#### Clause 1 – Interim effect

The resolution sets aside the current Council Media Policy only to the extent that it conflicts with the new provisions. This ensures continuity of existing policy where appropriate while allowing targeted improvements to take immediate effect. This approach avoids the need for formal suspension or rescission of the full policy and enables a sound interim arrangement.

#### Clause 2 – Improved policy for improved oversight and integrity

Three clear requirements are introduced to improve oversight and integrity of Council communications during the interim period:

Subclause (a) requires that all media releases be circulated to all Councillors at least one hour prior to public release. This allows elected members a brief but meaningful window to raise concerns, identify factual errors, or suggest amendments before statements are issued on behalf of the organisation. While not intended to delay communication, this measure enhances transparency and reduces the risk of reputational harm or miscommunication.

Subclause (b) ensures that all responses to media enquiries are shared with all Councillors at the time of issue, preventing information asymmetry and fostering a consistent public narrative. This measure is especially important where media questions relate to Council-wide decisions or reputational matters.

Subclause (c) prohibits the release of any media content that names or refers to a Councillor by name or title without the prior written approval of that Councillor. This protects individual Councillors from being misrepresented, quoted without consent, or associated with statements they did not authorise. This provision reflects common ethical practice in both government and corporate communications.

#### Governance Rationale

The resolution supports good governance by:

- Reinforcing the individual rights and responsibilities of elected members;
- Enhancing internal communication and transparency;
- Protecting Council's reputation by ensuring greater accuracy and consistency in media engagement.

#### Comparative Practice

Similar provisions are in place, either formally or operationally, in several Queensland local governments, where media releases and attributed statements require internal clearance or sign-off. The Queensland Government's own media protocols also require prior approval for ministerial attribution, reflecting the same principle.

#### Temporary but Necessary

This resolution is intentionally interim in nature, applying only until a revised Media Policy is adopted. It does not seek to impede necessary communication by officers but rather provides a safeguard framework in areas where the current policy is silent or ambiguous.

Conclusion

In summary, the resolution is a practical and legally sound measure that improves media governance and Councillor protection while preserving the operational efficiency of Council's communications and media function. It supports both the integrity of individual representation and the collective reputation of the organisation.



**Cr Joel Richters**

**9. READING AND CONSIDERATION OF CORRESPONDENCE**

Nil


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

Nil

## 11. PORTFOLIO REPORTS

### 11.1 Portfolio Report - Cr Windle - Liveable Communities

#### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 July 2025
	Chief Executive Officer	<b>ECM Function No/s:</b>

#### Recommendation

THAT Council's Inspired Communities Portfolio Report be received.

#### REPORT

Cr Windle has submitted a Portfolio Report providing an update on Housing, Tourism and Community Organisations.

Attached is a copy of the Portfolio Report.

#### ATTACHMENTS

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





## LIVEABLE COMMUNITIES

### HOUSING

It is pleasing to see progress of the State Government's social housing project in Dragon Street, Warwick. These modern units are almost ready for tenants to move in. Another housing project which was the instigation of the Uniting Church is progressing really well and we will soon see the completion of 10 units in Warwick and four in Killarney. All of these units will provide much needed accommodation for people in our region.

There are also four units which have just been completed in Wallace Street (Warwick) which will be accommodated very soon and four others which were recently completed and now accommodated in Stanthorpe. These units are in the private sector and will assist further in overcoming some of the housing shortage.

Other housing developments are underway throughout the region and others have been approved such as Locke Street and the old Palace Hotel site in Warwick.

These projects show confidence in our region and are a very proactive step in addressing the housing shortage. Council will continue to work with developers both in the private and government sectors to continue to increase much needed accommodation in our region.

### TOURISM

#### QUEENSLAND TOP TOURISM AWARDS

The announcement of Stanthorpe taking out silver in the 2025 Queensland Top Tourism Town Awards was received with great excitement and was well deserved. It was a team effort to achieve the win with both locals and visitors having an opportunity to vote on the winners. The Queensland Tourism Awards are the pinnacle of excellence in our state's tourism industry and to have Stanthorpe take out silver is a great achievement for all involved in ensuring visitors to our region not only visit once, but come back again and again.

The Stanthorpe Visitor Information Centre (VIC) will proudly display the framed certificate to honour the award and will be a reminder of the value that our VIC volunteers place on our many visitors to the region.

The Southern Downs region offers diversity in tourism and the industry has grown in a big way over the years. Winters in Stanthorpe are a big attraction along with events, wineries and national parks. Local businesses such as Jamworks, Stanthorpe Cheese, the Granite Belt Christmas Farm and many others are also additional attractions for visitors and locals. They all have something to offer people of all ages and contribute to the ongoing increase in travellers to our region.

A welcome addition to winning silver is the State Government's announcement of *Destination 2045* which will include the Southern Downs in the 20-year plan. It will be exciting to have this plan in place and see the future of tourism in our region continue to grow and improve.

#### **WARWICK RAILWAY STATION**

Southern Downs Steam Railway volunteers have been working hard to bring the Warwick Railway Station back to life. The volunteer hours they have contributed to achieve this equated to \$500,000 and the State Government contributed a further \$220,000 to complete the project. An additional \$10,000 was granted from the War Memorial Trust which enabled the team to landscape an area outside the building and to revitalise the Warwick World War 1 memorial which pays tribute to railway employees in the war. The official opening was held on the 21st June 2025 with approximately 1,000 people attending the opening and staying on for a tour of the facility.

I was proud to attend this event and witness the success of this amazing, dedicated group of volunteers from the Southern Downs Steam Railway. They didn't just re-open a station - they have honoured our past and celebrated our future. The Railway Station is once again a living part of our town, thanks to the tireless efforts of all involved and will now add to the many attractions we have in our region and will further boost our tourism industry.

#### **COMMUNITY ORGANISATIONS**

##### **QCWA STATE CONFERENCE**

I was recently invited to welcome almost 100 Country Women's Association (CWA) members to our region for their state conference which was hosted by the QCWA border division. They were joined by: QCWA State President - Tamara Stevenson, QCWA President of the Southern Downs Region - Sue Baillie and QCWA State International Officer – Barb McMillan, along with Mayor Melissa Hamilton, Goondiwindi Mayor Lawrence Springborg and myself.

Their theme for the conference was "Dare to be Brave" which was very fitting as we really lowered the temperature over that weekend. Visitors from branches in north Queensland were particularly brave and were happy to have an opportunity to don their warm attire.

Since 1992 QCWA members have been working together to improve the lives of Queensland families living in regional, rural and remote areas. They work tirelessly to achieve positive outcomes for many people while building friendships, forming connections and advocating strongly. They have a "can do" approach to everything they do while making "impossible things possible". It was wonderful to have ladies from all over Queensland attend the conference with some of them extending their stay to experience some of the amazing tourist attractions throughout the region. Others who were not able to extend their stay plan to come back in the future.

##### **WARWICK LIONS CLUB**

The Warwick Lions Club recently held their 68<sup>th</sup> Installation Changeover lunch and invited me to attend and propose a toast to Lions International. It was an honour to be included in this yearly event and have an opportunity to thank another group of amazing volunteers for all that they do for a large number of organisations throughout our region. They have raised in excess of \$27,000 and contributed from \$100 to \$1,800 across a number of worthy organisations during the past 12 months. Volunteers continue to work tirelessly to do what they can to provide assistance by way of financial contributions or by setting up their mobile BBQ to feed multitudes of people as required. Incoming

President Jenny Rainbird said “Warwick Lions is a great club – respected in the community and often the first called upon in times of crisis, whether it’s fire, flood or drought”.

I commend all of our local Lions volunteers for the invaluable work that they do throughout our region, for our community.

#### **WARWICK WOMEN’S WORK CAMP 30<sup>TH</sup> ANNIVERSARY**

The Warwick Women’s Work Camp (WWWC) recently celebrated their 30<sup>th</sup> anniversary. In conjunction with the anniversary celebrations, a “Recognition of Voluntary Services Award” was presented. I was privileged to be asked to present this award to Vince Hemmings, a well deserving recipient. Vince became involved with the WWWW from its early days in 1995. He has continued that involvement since that time by teaching the women who attend the camp a variety of skills such as restoration and refurbishment of furniture and flooring, French polishing, internal and external house painting, dismantling and reassembling of greenhouses, gardening and many other skills. Vince has shared his woodworking knowledge and imparted skills not only in his areas of practical expertise but in general work ethics and attitude. The supervisors and personnel of the work camp have always valued the assistance and support given by Vince - he is a wealth of knowledge, a great teacher and mentor to the women.

During the 30 years of the WWWW a large number of NFP organisations throughout our region, have been extremely grateful for the services the women have offered their organisations. Many hours of mowing, whipper snipping, garden maintenance, catering at events, as well as the projects completed under the guidance of Vince, have been contributed willingly by the women and have been of great value to these NFP organisations.



## ATTACHMENT 1: PHOTOS

*Photo 1: Queensland Top Tourism Award – Stanthorpe*



*Photo 2: Re-opening of Warwick Railway Station*



*Photo 3: 2025 QCWA conference – Penny Campbell-Wilson, Susan Baillie, Deputy Mayor Sheryl Windle, Mayor Melissa Hamilton and Tamara Stevenson*





## ATTACHMENT 1: PHOTOS (CONTINUED)

*Photo 4: Warwick Lions Club committee members*



*Photo 5: WWWC 30<sup>th</sup> anniversary Recognition of Voluntary Service Award – Vince Hemmings*




*Photo 6: WWWC 30<sup>th</sup> anniversary cake*



## 12. EXECUTIVE SERVICES REPORTS

### 12.1 Chief Executive Officer - Status Report

#### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 July 2025
	Chief Executive Officer	<b>ECM Function No/s:</b>

#### Recommendation

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

#### REPORT

##### 1. Questions on Notice

At the Ordinary Council Meetings held 18 June 2025 and the Special Council Meeting held 25 June, the following Questions on Notice were raised by Councillors.

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

*Ordinary Council Meeting 18 June 2025*

Councillor	Agenda Item	Question on Notice	Response
Cr Richters	15.4 Change Application – 47 Marsh Street, Stanthorpe	Has Council taken any action against the Applicant for not providing the landscaping required under the Conditions of Approval?	<p>The conditions of approval relating to the provision of landscaping are required to be completed prior to the use commencing, which for such a development is prior to the first resident moving in. The submission of a landscaping plan for approval is to be undertaken prior to the issue of any building approval. The landscaping plan is yet to be submitted.</p> <p>No compliance has been undertaken to date in relation to this property.</p>

Councillor	Agenda Item	Question on Notice	Response
Cr McDonald	4.2 Schedule of Fees and Charges 2025/2026	NLIS Replacement Tags – What is the reason for the increase in cost to \$49.50?	The NLIS Replacement Tag for \$45.00 (GST exclusive) is a new charge. This charge full description is “Replacement of Tag during sale”. The intent of this charge is to ensure animals are correctly tagged by the vendor and agent before an animal is placed into the sale. An animal discovered during the sale to not have a tag is not compliant with NLIS. The animal then needs to be drafted out, placed in crush and a tag inserted. The saleyard system are designed and built for drafting not for containment. Predominately, the animals have the strength to overcome the crush systems for the time it takes to apply a tag. Additionally, the disruption to the sale is significant. All of these factors were considered when developing this fee as an active discouragement to placing untagged animals into the sale. Council has reduced the cost of replacement tags from \$22.00 to \$13.75.
Cr McDonald	4.2 Schedule of Fees and Charges 2025/2026	EU Scanner – What is the reason for the increase of 16.67%	The increase in EU Scanner fee is rounding up to the nearest dollar.

## 2. Other Business


Nil

## ATTACHMENTS

Nil

## 12.2 Events Strategy 2025

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 July 2025
	Manager Economic Development	<b>ECM Function No/s:</b>

### Recommendation

THAT Council receive the updated Events Strategy 2025.

### REPORT

#### Background

The Southern Downs & Granite Belt Events Strategy was developed in 2021 and covered the period from 2021 to 2026.

As the Events Strategy is nearing its due date there were sections that were out of date and some events were missing from the document.

#### Report

Some amendments have been made to the Events Strategy, the preamble inside the front cover updated, old dates have been deleted, and new events have been added.

A decision regarding the format of a new Events Strategy will be discussed and decided later in the year when the Tourism Strategy is to be renewed. It may be a consideration to include the Events Strategy as a part of the Tourism Strategy. In the meantime, the updated Events Strategy could be uploaded to the Council Website to give the community current information until the end of the year.

The update was done by the original Events Strategy author, Krista Hauritz.

### FINANCIAL IMPLICATIONS

The Events Strategy update cost was \$620.00 (exclusive of GST).

### RISK AND OPPORTUNITY

#### Risk

The risk is that the community will be reading out of date information and not get to see the new events included in the Strategy.



## Opportunity

Provide current information for the remainder of the year.

### COMMUNITY ENGAGEMENT

#### Internal Consultation

Mayor, Chief Executive Officer and Cr Richters  
Council Information Session 25 June 2025

#### External Consultation

Nil.

### LEGAL / POLICY

#### Legislation / Local Law

Nil.

#### Corporate Plan

##### Goal 3      Our Prosperity

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

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

#### Policy / Strategy

Nil.

#### Legal

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

### HUMAN RIGHTS

A Human Rights assessment has been undertaken with no impact found.

### ATTACHMENTS

1.      Southern Downs & Granite Belt Events Strategy 2025[↓](#)

## SOUTHERN DOWNS & GRANITE BELT

# *Events Strategy 2025*



Australian Government

**BUILDING OUR FUTURE**

**Southern Downs  
& Granite Belt**

 **Southern Downs**  
REGIONAL COUNCIL

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## THE STAGE

{Our Destination}

The Southern Downs & Granite Belt is located just south of Toowoomba, two hours southwest of Brisbane in a region spanning 7122 km along Queensland's southern state border with New South Wales.

With a population of 35,600 people, the region's major towns are Warwick, Stanthorpe, Allora and Killarney. With its own story and events, the region is a tapestry of country life with some of the oldest towns and villages in Queensland.

The Southern Downs is one of the only places in Queensland to experience a four-season climate (where it sometimes snows) with an elevation reaching 1,000 m above sea level in parts of the region. Its natural environment features rugged mountain ranges and spectacular granite formations, spectacular views, plummeting waterfalls, including the famous Queen Mary Falls and Girraween National Park.


This region is an agricultural hub with rural lands used for sheep and cattle grazing, orcharding, and vegetable and grain growing. Tourism, particularly focused on the region's food, wine and spectacular landscapes, is a growing sector. The region is well known for its vineyards as Queensland's largest wine producer with over 40 cellar doors and is where all of Queensland's apples are grown.


The region's events testify to its country lifestyle and rural history of the Southern Downs and Granite Belt. From harvest celebrations to arts, sports and its rich equestrian history. Over 80 events are staged in the region annually, with major events collectively attracting over 150,000 event enthusiasts.


We acknowledge the Traditional Custodians of the lands where we live, work and create, and pay our respects to their Elders - past, present and future.

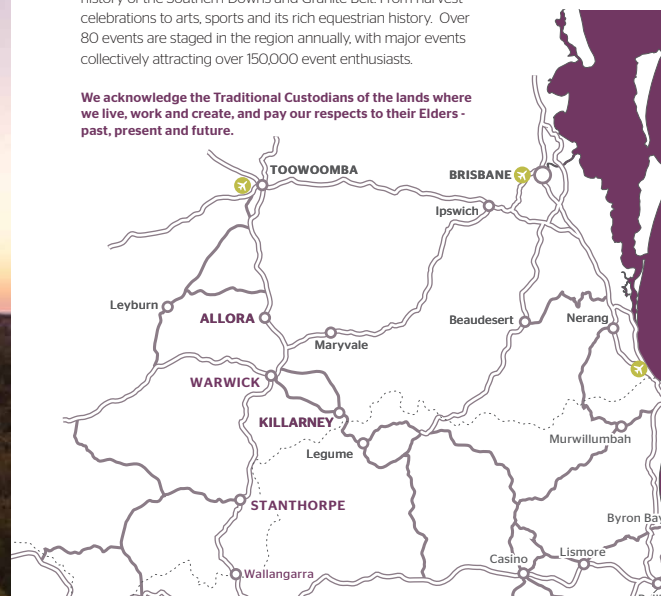


**TRAVELLING TO THE SOUTHERN DOWNS & GRANITE BELT REGION**

  
1 hr ex Toowoomba  
2 hrs ex Brisbane  
2 hrs 30 mins ex Gold Coast  
3 hrs 30 mins ex Byron Bay

  
2 hrs 15 mins ex Brisbane to Warwick  
Monday - Friday  
45 mins ex Warwick to Stanthorpe  
Monday - Friday

  
1hr 40 mins Brisbane to Toowoomba  
CHARTER  
From Warwick & Stanthorpe to  
Toowoomba, Brisbane & Gold Coast



## PURPOSE

{Why Events?}

The purpose of the Southern Downs & Granite Belt Event Strategy is to support the clear vision for the region's future – to grow, connect, sustain, and prosper.

Building on the region's strengths, unique selling points and opportunities, the aim of the Strategy is to provide the framework and collaboration required to attract new and grow existing events, giving the Southern Downs & Granite Belt a distinctive competitive advantage into the future.

### THEME 1 *grow*

**Place Making:** major events have a key influence on place making and destination profiling that contributes to attracting investment, new residents for population growth and diversity.

**Community Wellbeing:** events positively influence community wellbeing, including physical and mental health and happiness. Events celebrate the region's local history and identity and contribute to community pride.

Community pride and connectivity to share visitation across the region and celebrate the region's history and identity.

### THEME 2 *connect*

**Connectivity:** events encourage community connectivity and strengthening community networks from cross-town participation in and attendance at events. Events help to facilitate the strengthening of networks between the urban centres with rural communities.

### THEME 3 *prosper*

**Tourism:** one of the five pillars of the Southern Downs Economic Development Strategy, events are an essential component for attracting higher yield visitor markets and diversifying the visitor market (e.g. from business events to arts events to horsepower events).

**Seasonality:** events will contribute to economic sustainability by growing visitation in shoulder and low seasons.

### THEME 4 *sustain*

**Rural prosperity:** promoting and developing events that celebrate harvest and food production of the region and its equestrian heritage.

**Regional landscape identity:** events promote the strong sense of identity and character of their town and natural locations.

**Environmental management:** events are an ideal platform to promote environmental management and facilitate events in a practical way to reduce waste and maximise water conservation.

### THE VALUE OF EVENTS



**PLACEMAKER** Events allow us to create a sense of place and celebrate what is unique in the Southern Downs & Granite Belt Region, helping us understand our history, culture and their significance, where everybody can participate.



**COMMUNITY CONNECTIVITY** Events are a way to connect the Southern Downs & Granite Belt Region community and develop our identity helping us to create resilience to endure challenging times & respect the past.



**ECONOMIC BENEFIT** Events are a catalyst to stimulate our economy through tourism, to generate economic development and activation of our green spaces and public places.



**BOOK NOW** Events give people a reason to visit ("book now"), particularly in low and shoulder seasons, and an opportunity for us to introduce the natural and cultural significance of the Southern Downs & Granite Belt Region to new and repeat visitors.

## BEHIND THE SCENES

{Strategic Context}

The Southern Downs Events Strategy has been developed to align with local, regional, state and national strategies to ensure a coordinated approach.



STRATEGY	STRATEGIC ALIGNMENT
<i>Southern Downs Regional Council Economic Development Strategy 2021-2026</i>	As Tourism is one of the five economic pillars, events will play an integral part in attracting new and diverse markets and build year-round visitation during shoulder and low seasons. Support new and existing events to revitalise the existing events visitor experience.
<i>Southern Downs Regional Council Corporate Plan, and Shaping Southern Downs</i>	Directly delivering on the vision of Shaping Southern Downs: grow, connect, sustain and prosper.
<i>Queensland Country Destination Management Plan</i>	Events and their role in attracting visitors and in strengthening the sense of place associated with the region overall and its individual communities.
<i>Tourism &amp; Events Queensland (TEQ) Events Strategy</i>	To showcase the best address on earth, signature experiences and events and leverage competitive advantage and provide funding for business, hallmark, major and regional events.
<i>Tourism and Events Queensland Advancing Tourism</i>	Grow events and experiences to attract visitors to Queensland and increase domestic and international overnight visitation.
<i>National Business Events Strategy for Australia</i>	Importance of business events as the highest daily yield of any sector of the tourism industry, with 46% international and 25.7% domestic touring and bringing accompanying persons for travel pre- and post-business event.



## PRESENTED BY

{Strategic Partners + Collaboration}

The Southern Downs & Granite Belts Events Strategy provides a cohesive framework for developing events that will create a long-term, distinctive competitive advantage for the Southern Downs & Granite Belt Region. This will be achieved through a collaborative approach with events, tourism and regional partners.

### SOUTHERN DOWNS REGIONAL COUNCIL

- ▶ Leadership and strategic direction
- ▶ Destination event support (financial + in-kind)
- ▶ Venue and green space provider
- ▶ Event capacity building
- ▶ Event attraction
- ▶ Event coordinator (civic events)

### LOCAL PARTNERS

**Granite Belt Wine & Tourism**  
**Warwick Chamber of Commerce**  
**Stanthorpe and Granite Belt Chamber of Commerce**

### EVENT STAKEHOLDERS

#### Southern Downs Region Stakeholders

- ▶ Event organisers
- ▶ Local event sponsors + suppliers
- ▶ Local tourism operators
- ▶ Media partners
- ▶ Volunteers
- ▶ Local community

#### Major Event Organisers + Sponsors

- ▶ Major Event owners + sponsors
- ▶ Event suppliers

### REGIONAL PARTNERS

#### Southern Queensland Country

- ▶ Official Regional Tourism Organisation
- ▶ Destination brand + marketing
- ▶ Digital and social media platforms
- ▶ Tourism Leader + Advocacy
- ▶ Packaging/networking with tourism/event industries

#### Tourism and Events Queensland

- ▶ "It's Live in Queensland" campaign
- ▶ Digital and social media platforms
- ▶ Destination, Business and Major Event Programs
- ▶ Target market insights

#### Queensland Government

- ▶ Arts Queensland
- ▶ National Parks, Sport & Recreation

### NATIONAL PARTNERS

#### Tourism Australia and Tourism Research Australia (TRA)

- ▶ Digital + social media platforms
- ▶ Tourism trends
- ▶ Visitor statistics

#### Business Events Council of Australia

- ▶ Peak industry body for business event tourism
- ▶ Strategy alignment
- ▶ Network for latest updates and market insights

Please note growing events and visitation is not restricted to the strategic partnerships identified above.

## WHAT'S ON

{Calendar of Events}

Our events share the story of our culture and life in the Southern Downs & Granite Belt Region.

The table below illustrates a snapshot of the key events in 2025 and 2026 that attract 1000+ attendees. Please note, this is not an exhaustive list of all events across the Southern Downs and Granite Belt. It is provided as an indicative snapshot and subject to change.

### january

ALLORA HERITAGE FESTIVAL  
STANTHORPE SHOW

### february

ALLORA SHOW  
KILLARNEY SHOW

### march

STANTHORPE APPLE & GRAPE  
HARVEST FESTIVAL (BIENNIAL)  
DARLING DOWNS HEAVY HORSE  
FESTIVAL, ALLORA  
WARWICK SHOW

### april

RENEGADE GRAVITY ENDURO SERIES,  
STANTHORPE

### may

ALLORA AUTUMN FESTIVAL  
WARWICK PENTATHLON  
AUTUMN GRAZING THE GRANITE BELT

### june

HOLDEN NATIONALS STANTHORPE  
QUEENSLAND CHAMBER ORCHESTRA  
(CAMERATA)  
PRO MOTO X ROUND  
AUSTRALIAN SUPERBIKES ROUND

### july

SNOWFLAKES IN STANTHORPE  
(BIENNIAL)  
JUMPERS & JAZZ IN JULY, WARWICK  
KILLARNEY BONFIRE NIGHT

### august

HISTORIC LEYBURN SPRINTS

### september

KILLARNEY RODEO  
BONY MOUNTAIN FESTIVAL

### october

CELTICFEST, WARWICK  
WARWICK RODEO &  
GOLD CUPCAMPDRAFT  
GRANITE BELT ART TRAIL

### november

STANTHORPE BERRY FESTIVAL  
SPRING GRAZING THE GRANITE BELT

### december

COMMUNITY CHRISTMAS  
CELEBRATIONS

Note: Over 80 events in the Southern Downs & Granite Belt Region were contacted by phone or email to identify the event attendance and origin of visitors.

## SEASONALITY

Events in the Southern Downs & Granite Belt leverage the four distinct seasons in the region.

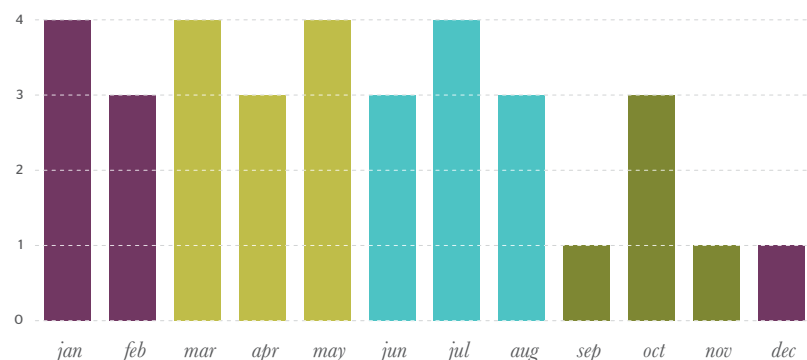
The charts below illustrate the number of events staged each month and the monthly attendance based on the 2020 & 2021 Calendar of Events.

In terms of attendance, March, July, August and October reflect when major events are staged (i.e., in terms of major events attracting external visitation). It should be noted that Apple and Grape Festival and Snowflakes are biennial; the peak in March

and July is only every second year. From a visitor perspective, winter is the high season for the region, with summer being low season, and Autumn and Spring reflecting shoulder periods. To boost visitation to the region, events with the potential to attract external visitation should be encouraged, particularly during the low and shoulder periods.

From a visitor perspective, winter is the high season for the region, with summer being low season, and Autumn and Spring reflecting shoulder periods.

NUMBER OF EVENTS BY MONTH



ESTIMATED MONTHLY EVENT ATTENDANCE

Source: Southern Downs Event Attendance and Origin 2020 and 2021, Krista Hauritz Tourism + Events

## EVENT SNAPSHOT

150k+

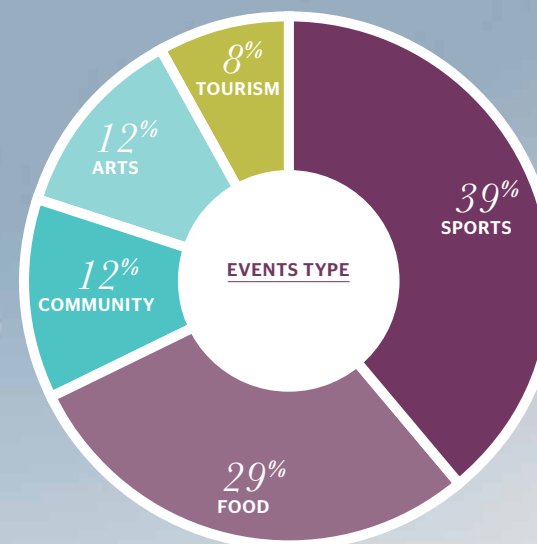
TOTAL ATTENDANCE  
{including civic & community events}

80+

FESTIVALS AND EVENTS P.A.  
{including civic & community events}

MARCH, JULY  
AUGUST +  
OCTOBER

PEAK EVENT SEASON



Source: Southern Downs Event Database 2021, SDRC



## EVENT CAPACITY SNAPSHOT



### EVENT VENUE CAPACITY<sup>3</sup>

53

VENUES WITH DEDICATED  
CONFERENCE/EVENT SPACES

7

HALLS SUITABLE FOR GROUP  
MEETINGS, TRAINING & CELEBRATIONS

28

GREEN SPACES SUITABLE FOR  
FESTIVALS AND EVENTS

19

SPORTS FACILITIES/CLUBS<sup>4</sup>



### SPORTS FACILITIES

6

SHOWGROUNDS SUITABLE  
FOR SPORTING EVENTS

1

SPORT COMPLEX SUITABLE FOR  
SPORTING EVENTS - HOCKEY CENTRE  
{national standard}

3

SPORTS COMPLEXES, WITH SOME  
OLYMPIC SIZE FACILITIES  
{regional standard}

15

SPORTS CLUBS/FACILITIES SUITABLE  
FOR SPORTING EVENTS  
{regional standard}

5

MOTORSPORT VENUES  
{national & regional standard}



### COMMUNITY HALLS

Key community halls for events are:

WARWICK TOWN HALL  
{400 capacity}

STANTHORPE CIVIC CENTRE  
{500 capacity}

ALLORA COMMUNITY HALL  
{200 capacity}



### CONFERENCE CAPACITY RANGE<sup>3</sup>

91

ROOMS FOR CONFERENCES/EVENTS

8 - 1,000  
SEATED

14,283

TOTAL AVAILABLE CAPACITY

STANTHORPE & SURROUNDS	CAPACITY	WARWICK & SURROUNDS	CAPACITY	TOTAL
Motels	173	Motels	340	513
Hotels	17	Hotels	75	92
Caravan Parks	16	Caravan Parks	40	56
B&B's, Cottages & Guesthouses, Wineries	229	B&B's, Cottages & Guesthouses, Wineries	90	319
Camping & Farm stays	2	Camping & Farm stays	4	6
Dormitory Style	236			236



### ACCOMMODATION CAPACITY<sup>5</sup>

1,220

TOTAL BED CAPACITY

<sup>3</sup> Table of Venue Spaces and Facilities, SDRC

<sup>4</sup> Commonwealth Games Destination Proposal 2018, SDRC

<sup>5</sup> Beds in Our Region, SDRC

## OUR FANS

{Visitor Economy Snapshot}

### VISITORS<sup>1</sup>

945,000

TOTAL VISITORS

11,000

{international visitors}

380,000

{domestic overnight visitors}

554,000

{domestic day trippers}

### DOMESTIC OVERNIGHT<sup>1</sup>

169,000

{interstate visitors}

767,000

{intrastate visitors}

### DOMESTIC VISITORS<sup>1</sup>

63,000

{interstate visitors}

317,000

{intrastate visitors}

### SPEND<sup>1</sup>

\$176 M

TOTAL EXPENDITURE

\$14 M

{total international expenditure}

\$112 M

{total domestic expenditure}

\$1,379

{international day spend per trip}

\$295

{domestic day spend per trip}

\$36

{international spend per night}

\$120

{domestic spend per night}

\$35

{international spend per night  
in commercial accom.

\$179

{domestic spend per night  
in commercial accom.

\$90

{day-trippers spend per trip}

\$50

{total day-tripper expenditure}

### VISITOR NIGHTS<sup>1</sup>

1,341,000

TOTAL VISITOR NIGHTS

404,000

{international visitor nights}

936,000

{domestic visitor nights}

### AGE<sup>2</sup>

	DOMESTIC OVERNIGHT	DOMESTIC DAY TRIPPERS	TOTAL
15 - 35	117,000	n/a	275,000
35 - 54	118,000	192,000	312,000
55 +	145,000	210,000	355,000

### LENGTH OF STAY<sup>1</sup>

2 NIGHTS AVERAGE

{domestic visitors}

38 NIGHTS AVERAGE<sup>3</sup>

{international visitors}

### REASON FOR TRAVEL<sup>2</sup>

447,000

{holiday}

303,000

{visiting friends and relatives}

105,000

{business}

### DOMESTIC OVERNIGHT TRAVEL PARTY<sup>2</sup>

98,000

{unaccompanied}

106,000

{couple}

63,000

{family group}

90,000

{friends/relatives travelling together}

<sup>1</sup> Local Government Area Profiles, Southern Downs 2019, Tourism Research Australia

<sup>2</sup> Based on a four-year average from 2016 to 2019

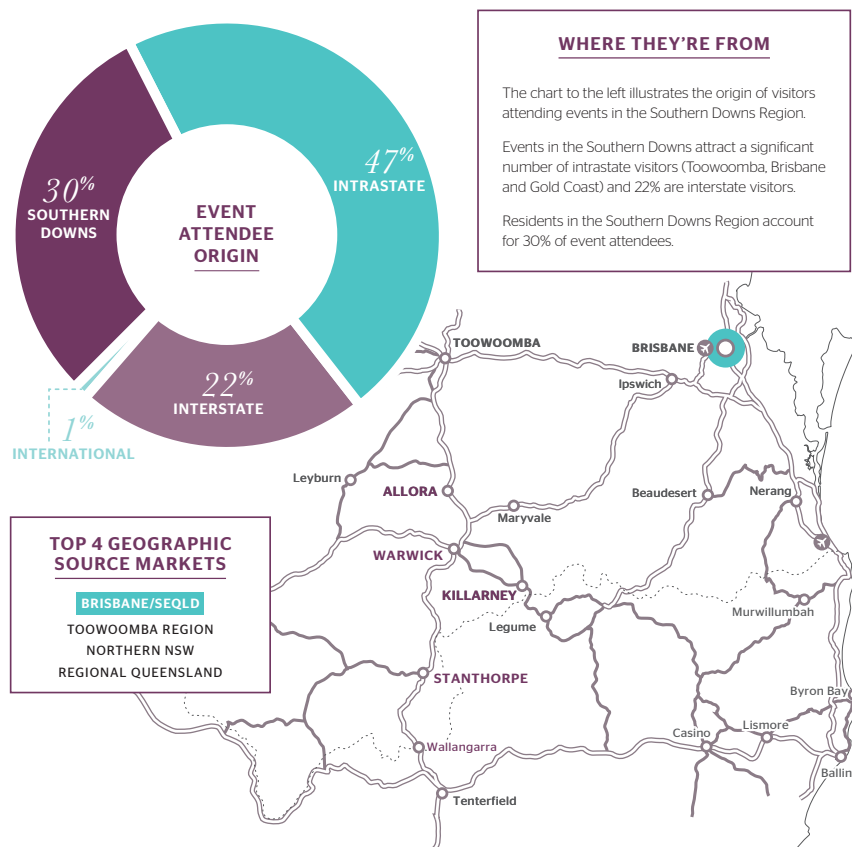
<sup>3</sup> Long length-of-stay influenced by international seasonal workers (pre-COVID)

## OUR AUDIENCE

{Event Attendees}

Events showcase our destination and generate tourism for the region, allowing us to share our story with a wider diverse audience.

An estimated 150,000 + people attended significant events in the Southern Downs Region in 2019 and the first quarter of 2020 (pre-COVID-19).



## OUR AUDIENCE

{Target Markets}

### primary markets

SELF-DRIVE/SHORT-BREAK  
{400km radius}  
BRISBANE  
SOUTH EAST QLD  
NORTHERN NSW

### special interest

FOOD AND WINE  
AGRICULTURE  
ARTS AND CULTURE  
ECO/NATURE

### sporting events

EQUESTRIAN  
MOTOR RACING  
CYCLING  
SPORTS

### business + conferences

GROUP MEETINGS  
BOUTIQUE CONFERENCES

### HIGH-VALUE TRAVELLERS (HVT)

To increase the economic impact of events, it is recommended to attract events and develop event experiences to appeal to domestic travellers who will generate a greater overnight visitor expenditure (OVE).

Tourism and Events Queensland (TEQ) has identified such visitors as High-Value Travellers (HVT's) who engage in domestic leisure travel, spend more than the average traveller on leisure trips, and are aligned to experiences offered in Queensland.

These intrastate and interstate markets could provide good potential for Southern Downs & Granite Belt Region events that develop experiences aligned with their holiday needs. Internationally, TEQ and Tourism Australia also target High-Value Travellers who seek authentic experiences and food, wine, country lifestyle - all of which is on offer in the Southern Downs & Granite Belt Region.

### TRAVELLING WITH CHILDREN



1.4 MILLION INTERSTATE  
288,000 INTRASTATE

### 18 - 49 TRAVELLING WITHOUT CHILDREN



1.3 MILLION INTERSTATE  
408,000 INTRASTATE

### 50+ TRAVELLING WITHOUT CHILDREN



1.5 MILLION INTERSTATE  
440,000 INTRASTATE





2 Southern Downs Event Strategy 2025

## PERFORMANCE COMPARISON

{Local Government Benchmarking}

Councils with similar inland geographic location with agriculture base and/or population were selected to benchmark their structure, objectives, resourcing, and processes in events. The audit included: Hilltops Council NSW, Mid-Western Regional Council NSW, Scenic Rim Regional Council QLD and Western Downs Regional Council QLD.

### OBJECTIVE OF EVENTS

- The key objectives of events for all the councils were similar and included:
- ▶ Increase **visitation** in the region
  - ▶ Increase the **length of stay**
  - ▶ Increase **economic benefit** for the region
  - ▶ **Profile** the destination
  - ▶ **Supporting** local event organisers
  - ▶ **Attracting** events to the region

### key learnings

- ▶ Events are important to **profile the destination, attract visitors and generate economic benefit**. To ensure event organisers are supported, each council has a dedicated events unit.
- ▶ Each council benchmarked have an **internal events team** with one or more people and the ability to pull additional resources from other units to deliver at least **one annual major event** for the region.
- ▶ **Event Delivery:** delivery of council-owned events is outsourced to industry experts when resources and skills are limited.
- ▶ **Event Attraction:** dedicated staff to attract events evaluated against council strategic objectives, the ability to use existing infrastructure, fit for the region and the benefit they will provide for the community.
- ▶ **Event Attraction Budget:** to be **competitive** in Event Attraction, an event attraction **budget** needs to be established or have the ability to obtain funds as required.
- ▶ **Sponsorship:** is assessed against criteria aligned to the council objectives. Key criteria include the potential to attract external visitors, economic benefit and destination profiling.
- ▶ **Event Organiser Support:** streamline the red tape by providing a "one-stop shop" approach and support to Event Organisers by **facilitating** the approval, sponsorship and permit process through to the completion of the event to build on the reputation of being known as an **event friendly destination**.

### key outcomes

- ▶ **Additional resourcing** is required to grow and develop events.
- ▶ **Outsourcing Events:** using contractors for elements of destination events can **stimulate event growth** and potentially the overall economic benefit for the region.
- ▶ To be competitive in **event attraction**, a dedicated person needs to attract events, and an **event attraction budget** needs to be established.
- ▶ Develop sponsorship **assessment criteria** aligned to the objectives of the Council objectives in relevant strategies and plans.
- ▶ **Sponsorship** should **focus** on events that will provide significant **reputational and economic impact** to increase the **destination profile** and overnight visitor expenditure.
- ▶ Provide **training** to build on the skills of operators to improve event experiences.
- ▶ **Event Friendly Reputation:** build council's reputation as an event friendly destination to encourage more event organisers to deliver events in the region, to increase visitation and attract public and private investment.
- ▶ Attraction of events in the shoulder and low visitation months (e.g., summer, autumn and spring).
- ▶ **Outsource** graphic design and content creation to specialists.

## CHALLENGES

The following challenges and opportunities were common themes identified during consultation in-region and through the online survey of event organisers and stakeholders.

### FINANCIAL SUSTAINABILITY

- ▶ Maintaining free events: ensuring they're profitable or run with a surplus.
- ▶ Being recognised for the important economic impact and social benefit, recognition from major stakeholders (including council, community perceptions, suppliers). Be seen as a significant contributor to the region and often undervalued.
- ▶ Challenge of local business contributing.
- ▶ Financial Viability: income diversity and control of expenses
- ▶ Changing socio-economic spend.
- ▶ Educating local businesses and the community to see the value of events.

### REINVIGORATION

- ▶ Challenge of traditions: maintaining traditions while reinvigorating program.
- ▶ Managing community expectations.
- ▶ Staying true to event theme/unique selling point.
- ▶ Visitor vs local priorities: from programming/entertainment/food to price
- ▶ Incorporating destination and visitor experiences in event programming and marketing.

### HUMAN RESOURCING

- ▶ Limited number of volunteer availability.
- ▶ Volunteer burnout.
- ▶ Volunteer attraction and management.
- ▶ Succession planning, documentation of procedures.
- ▶ Limited paid/professional event organisers.

### INFRASTRUCTURE

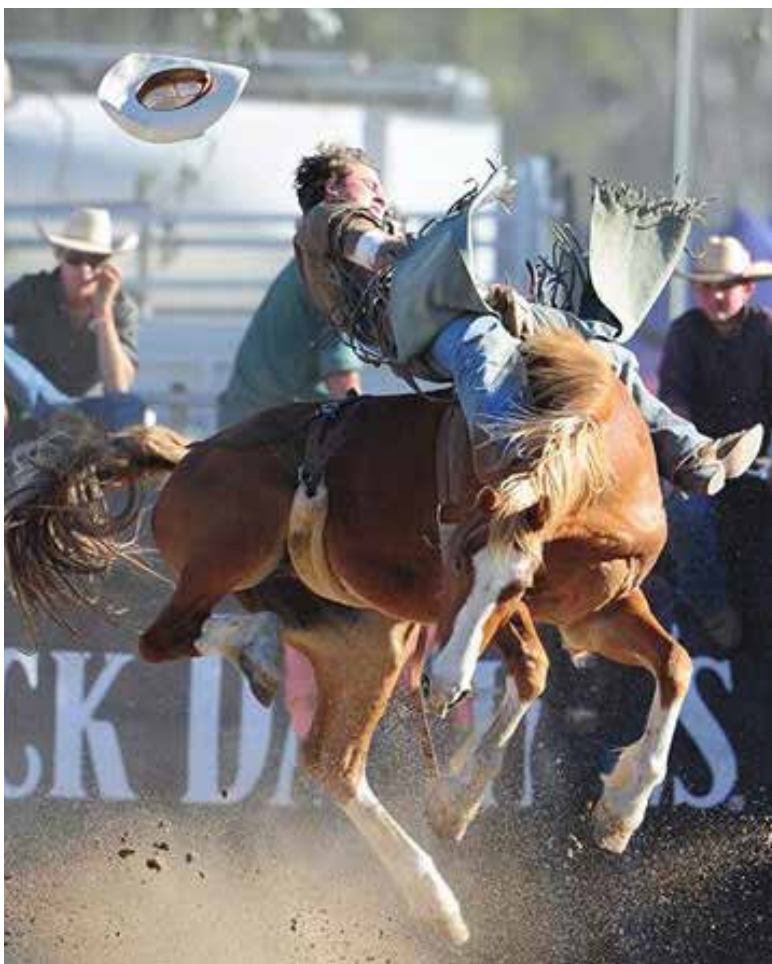
- ▶ Cost to bring in infrastructure (e.g. water for Snowflakes & Rodeo).
- ▶ Water security/drought.
- ▶ Aging infrastructure: needs maintenance or upgrading, including quality of conferencing and accommodation to attract business tourism.
- ▶ Accommodation and dining availability during peak-season & large events.
- ▶ Limited number of venues.
- ▶ Upgrade of sound at Town Hall.
- ▶ Issues with road closures.

### REGULATIONS

- ▶ COVID related issues (border closures, regulations, restrictions and COVID safe plans).
- ▶ Compliance issues: increasing in complication and cost.
- ▶ A major strategic partnership. SHIFT in recognition and perception in value of events.

### ENVIRONMENTAL

- ▶ Environmental sustainability: challenge for some events where the culture of the may not be environmentally sustainable.



## OPPORTUNITIES

### FINANCIAL SUSTAINABILITY

- ▶ Multi-year funding/sponsorship agreements with events and council with hallmark potential (consideration of multi-year funding with business case).
- ▶ For the wider tourism and business community to leverage the economic opportunity from events e.g. promoting and packaging events with accommodation, dining, tours, attractions. Consider longer retail hours during major event weekends.

### ACCESS

- ▶ Easily accessible to growing population of Brisbane, Gold Coast/ SEQld.
- ▶ Access within region (e.g. proximity to each town regardless of where your event is located)
- ▶ Access to new markets with Brisbane, Toowoomba and Gold Coast airports.

### DESTINATION PROFILING

- ▶ Strong brand names/brand equity of major long standing events.
- ▶ 150 years of Stanthorpe for 2022.
- ▶ Destination opportunities to promote the greater region and the visitor offering to increase overnight visitor expenditure.
- ▶ Development of quality event images/footage/content.
- ▶ Incorporating local farmed produce into events.
- ▶ Increased quality and professional social media and digital marketing.

### EVENT SUSTAINABILITY

- ▶ Industry Capacity Building: collaboration across event coordinators – event sharing of resources, sharing human resourcing, Event Bootcamp and networking.
- ▶ New events: during the off-season.
- ▶ Expanding: current events to meet consumer trends.

### INFRASTRUCTURE

- ▶ Role of events in council future planning and infrastructure development.
- ▶ Events are integral to attracting investment e.g. in accommodation.
- ▶ Morgan Park: world-class polocrosse facilities.
- ▶ Opportunity for TRANSLINK transfers with each event to connect different parts/locations within the region.

### PARTNERSHIPS

- ▶ Collaboration with tourism industry.



## WHAT FANS LOVE

{Consumer + Event Trends}

Consumer trends can directly affect a visitor's satisfaction level at festival and events and influence overnight visitor expenditure. The following consumer and event trends offer the Southern Downs and Granite Belt relevance and ability to maintain its competitive advantage into the future. With the advent of COVID-19 and travel restrictions, several consumer trends have escalated.



### LIVE LIKE A LOCAL

With the explosion of Airbnb, tourism blogs and publications relating to eat like a local, hang out where the locals go, meet the maker/grower, this consumer trend has been amplified during the COVID-19 period, where consumers are becoming "fiercely local", wanting to purchase made in Australia and local experiences.

**Opportunity:** Further highlight local food and culture by incorporating locally-made and "home-grown" produce, country experiences and artists. Incorporate the country lifestyle of the region in event marketing.



### LOCAL PRODUCE

**Paddock to Plate, Superfoods & Wholesome Foods** are major trends with consumers demanding local produce, paddock to plate, and fresh, healthy food options.

**Opportunity:** the curation of local produce, food, wine and on-farm experiences available at events and promotion of locations where visitors can purchase local food/wine and dining.



### AM I SAFE?

**Health & Wellbeing:** with an ageing population and increasingly sedentary lifestyle, consumers are increasingly seeking healthier lifestyles with a focus on maintaining optimal physical and mental health. During the COVID-19 era, consumers are acutely aware of personal safety for themselves, friends and family.

**Opportunity:** promote the health benefits of life in the country, from open spaces, fresh produce and peaceful lifestyle. Further develop experiences where event goers can be more actively involved.

Incorporate how you care for visitors, and are you COVID-Safe?



### GIVE BACK

**Community Give Back:** consumers want to give back to local communities.

**Opportunity:** develop the visitor volunteer experience where events are seen as a genuine opportunity to give back and add value to community. Promotion of volunteers, not-for-profit status and ways visitors can "give-back".

**The Green Consumer** environmental awareness and consumer demand for events with sustainable practices are increasing in importance.

**Opportunity:** further develop and promote the sustainable practices of events from recycled art to minimising waste, water and energy consumption during the event.



### BREAKFREE

**Break-Free & Uncrowded:** during the COVID-19 era, the demand for uncrowded visitor experiences and to "break-free" have come to the forefront.

**Opportunity:** to promote "chill-out" zones within event plans and promote uncrowded experiences pre, during and post the events to locations across the region (particularly National Parks of the region). Encourage development of intimate, less crowded experiences at events and smaller, higher yielding attendance.



### ONLINE

**Digital and Social Media** uptake across all demographics, interaction and sharing.

**Opportunity:** Develop a library of high-resolution images and footage (including drone footage) for major events across the region and live streaming to increase social media reach during the event.

Encourage incorporation of online ticketing from event website shared across social media channels to make purchasing event experiences with travel packages easy.



## THE HEADLINE ACTS

{ Our Competitive Advantages }

Our “headline acts” are the competitive advantages that will help us to differentiate our events, like no where else, giving visitors, sponsors and strategic partners a genuine reason to travel to us and invest in our events. These competitive advantages are the unique selling points of the Southern Downs & Granite Belt as an event destination.

The region should continue to support, grow and attract events that build on these unique selling points to increase the region’s competitive advantage into the future.



### HARVEST & HORTICULTURE

Sunflowers, Queensland’s largest wine producing region, where all of Queensland’s apples are grown and summer berries/stone fruit.



### 4 SEASONS

The Southern Downs & Granite Belt is one of the very few places in Queensland where visitors can experience the four seasons, and the only place in Queensland where it sometimes snows.



### HORSEPOWER

The region has grown its reputation as a motor racing and equestrian hub, with facilities that meet national and international standards, from its equestrian heritage to rodeo, to polocrosse to formula racing cars.



### UNIQUE NATURAL ENVIRONMENT

{especially unique granite boulder formations}

Significant National Parks are located within the region, including the beautiful Queen Mary Falls and significant granite boulder formations and the famous Girraween National Park.



### COUNTRY CULTURE & LIFESTYLE

Small towns, villages and farms, offering a relaxed country lifestyle with open space, all within easy access of Brisbane and Gold Coast.

## THE MAIN EVENT

{ Vision }

*“The Southern Downs & Granite Belt is positioned as a leading event destination, famous for its iconic four seasons of events that celebrate its rich culture, lifestyle and heritage.”*

### in five years time

The Southern Downs & Granite Belt is famous for its four seasons of events, including iconic horticultural, equestrian and arts events that reflect the country lifestyle, heritage and natural environment.

Attracting major sporting and innovative arts events, boutique conferences and meetings.

The region is home to hallmark events of national significance, with a year-round calendar of sustainable events that increase overnight visitor expenditure providing strong economic impact and return on investment for the community.

### strategic approach

The strategic approach is to grow existing, home grown events and attract new sport, leisure and business events that are brand (distinctly Southern Downs and Granite Belt) and strategically aligned in our shoulder and low seasons, ensuring a robust year-round calendar of events.

The focus for existing, home grown events is to elevate events that build on our competitive advantages as a region to hallmark events and strengthen the capacity of event organisers to deliver professional, sustainable events that meet changing consumer needs.

### goals

01

#### ECONOMIC GROWTH

LONG-TERM POSITIVE ECONOMIC GROWTH, INCLUDING JOB CREATION AND INVESTMENT ATTRACTION.

02

#### DESTINATION PROFILE

BUILD DESTINATION BRAND THROUGH EVENTS THAT ATTRACT EXTERNAL VISITATION AND SIGNIFICANT MEDIA PROFILE.

03

#### SUSTAINABILITY

FACILITATE FINANCIALLY AND ENVIRONMENTALLY SUSTAINABLE EVENTS.

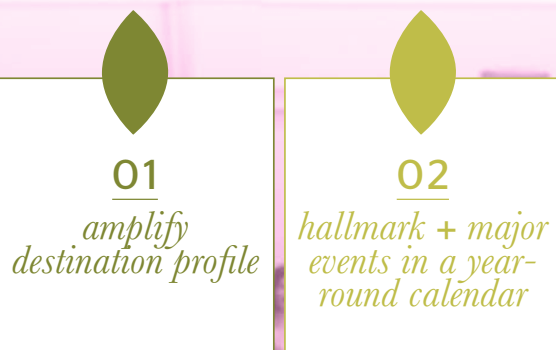
04

#### COMMUNITY

STRENGTHEN COMMUNITY CONNECTEDNESS OF OUR TOWNS AND VILLAGES, COMMUNITY HAPPINESS AND HOMEGROWN CREATIVE TALENT.

## HITTING THE HIGH NOTES

{Critical Success Strategies}



Southern Downs Event Strategy 2025

## 01

### *amplify destination profile*

Events have the potential to significantly amplify the destination profile of the Southern Downs & Granite Belt, particularly with events that reflect the destination's unique selling points.

#### ELEVATING OUR HEADLINE ACTS

The Southern Downs & Granite Belt Region can further position itself as an event destination by differentiating its events to build on the region's unique selling points, its 'headline acts' of the four seasons, leading harvest and horticulture and horsepower. In a highly competitive market for its key target markets, *the region needs to differentiate its events like nowhere else.*

#### REINVIGORATE HOME GROWN EVENTS

The region is in a unique position with known event brand names, namely the Stanthorpe Apple & Grape Festival and Warwick Rodeo and Campdraft. Both events have brand equity in the recognition of their names, association with their location and build on the region's 'headline acts'. This brand equity often takes decades to develop and was born from community.

Some existing events may have hallmark event potential through significant reinvigoration, innovation of the event experience, and increased corporate professionalism to develop the event program and grow media profile and external visitation.

These events could be transformed to meet changing consumer trends and amplify the region's competitive advantages, similar to the Toowoomba Carnival of Flowers experience

#### COLLECTIVE MARKETING

Marketing partnerships could be developed among like-minded events with similar target markets to co-promote each other and the destination offerings. This could be as simple as on-selling each other through event e-newsletters, social media and websites.

Such partnerships and marketing could help to present:

- ▶ a united community
- ▶ extend length-of-stay through intraregional drive itineraries with events, and
- ▶ encourage repeat visitation

#### BRANDING, MEDIA PR + DIGITAL

Home grown and existing events need to amplify their content, messaging and digital distribution to create cut-through in a competitive marketplace and gain greater media profile.

Strategies to amplify destination profiling include:

- ▶ Integrate Southern Downs & Granite Belt destination images and footage into event marketing
- ▶ Link visitor websites with visitor experiences, accommodation and social media channels to event and festival websites.
- ▶ Subject to privacy laws, developing a database of visitors from event online ticketing systems to provide targeted visitor insights.
- ▶ Encouraging event organisers to participate in tourism marketing and leverage the Southern Downs & Granite Belt and Southern Queensland Country destination brand with strategic partners.
- ▶ Developing an event brand toolkit that aligns with the destination brand could improve the quality and consistent messaging projected by events.
- ▶ Maximising Southern Downs & Granite Belt and Southern Queensland Country exposure at events, e.g. with signage placement, provision of destination images and footage to event organisers for social media and television broadcasts.
- ▶ Developing professional drone and film footage, with stills and social media correspondence at events staged in iconic locations with high visual impact.
- ▶ Encouraging established events to enter business, tourism and event awards could further profile Southern Downs & Granite Belt events on a regional, state and national stage.

Southern Downs Event Strategy 2025 2

## 02

### *hallmark + major events in a year-round calendar*

Hallmark and major events will play a pivotal role in the development of destination experiences that are distinctly Southern Downs & Granite Belt, contributing to the destination profile, community connectedness and most importantly equalising the effect of seasonality on the visitor economy. Hallmark events could potentially play a significant role for the region's genuine competitive advantage.

#### ATTRACT MAJOR EVENTS

The region has the capacity to develop and attract major events, particularly horticulturally themed festivals, business tourism/conferences and sporting events (equestrian events, especially the rodeo, campdraft and polocrosse, motor sports and regional sporting tournaments).

In addition to business tourism, its visitor locations (wine, country and nature experiences) can cater for boutique meetings and conferences and ideal opportunities for delegates to extend their trip pre and post touring, a key component delegates consider essential in selecting attendance at a conference.

It is recommended to investigate a Major Event Attraction budget and partnerships with key venues and accommodation providers will require consideration to compete with other regional destinations.

The attraction of Major Events should be focused on events staged in shoulder and low seasons, with sporting events over weekends for Warwick to support lower occupancy on weekends and smaller boutique meetings and conferences being staged mid-week for the Granite Belt.

#### CASE STUDY

### *toowoomba carnival of flowers*

**"REINVIGORATING AN EVENT, CLOSE TO THE HEART OF LOCALS"**

Toowoomba Regional Council owns and delivers the region's hallmark event, the **Toowoomba Carnival of Flowers (TCOF)** and celebrated 70 years in 2019.

#### REJUVENATION

An annual visitor survey in the early 2000's identified visitor perceptions that the Carnival of Flowers was a tired event for seniors and often cited as **"grey heads in garden beds"**.

TCOF is close to the hearts of residents, and if the perception of Carnival could be changed, it had the potential to drive the improve the region's **destination profile**.

To **position the destination**, the event's name was changed from Carnival of Flowers to **Toowoomba Carnival of Flowers (TCOF)**. The objectives of the event included **profiling the region, attracting outside visitation and stimulating the local economy**.

Carnival was **reinvigorated** and **themed** to appeal to a younger audience by introducing food, wine and festival experiences (all tied to the flower theme), live bands, demonstrations, tours and packages.

**External Event Organisers** were contracted to deliver **high-quality** elements of TCOF and to develop packages combining transport, accommodation, tours and ticketed events to **increase national and international visitation**.

Toowoomba Carnival of Flowers has been so successful **profiling the region, it has become synonymous** with Toowoomba as the home of the Carnival of Flowers, and Toowoomba has been dubbed **"The Garden City"**.

The TCOF program is a combination of **free** and **ticketed** events attracting over **255,000 attendees annually** when COVID restrictions do not apply, with over 50% of attendees originating outside the Toowoomba region.

#### HALLMARK EVENTS

Hallmark and major events will play a pivotal role in amplifying the destination profile of the Southern Downs & Granite Belt and addressing the current downturn in visitation during shoulder and low seasons, particularly during summer. They have the potential to be a catalyst for repeat visitation, infrastructure development and community connectedness.

A prevalent theme throughout all consultation, revealed a strong desire for larger and higher quality events with a hallmark event/s that could grow the destination profile of the region, particularly for Warwick and Stanthorpe.

Leadership by council and its strategic partners will be instrumental in strengthening home-grown events and attracting hallmark and major events that deliver on the strategy's event vision and goals.

Hallmark events can increase the destination profile and develop a genuine competitive advantage, where over time, the event becomes synonymous with the destination. Such events can create a genuine competitive advantage for the destination and community (e.g., Toowoomba Carnival of Flowers). They will require sourcing significant financial and professional support.

#### HARVEST AND SPRING TIMES SPELL "HALLMARK"

Harvest season during the summer on the Southern Downs & Granite Belt presents a major opportunity for the region to capitalise on and address its low season. Surrounding Warwick from December to March are endless fields of sunflowers which attract significant coverage from social media influencers. For the Granite Belt, February/March is their major harvest of grapes and apples with a biennial celebration of the Apple and Grape Harvest Festival.

Springtime is apple blossom and wildflower season which could be further elevated with the development of visitor experiences to leverage these two naturally occurring events.

**"OFFERING A SOCIAL PROGRAM THAT INCLUDES NETWORKING EVENTS IN SCENIC OR ICONIC SETTINGS, CHOOSING EVENT VENUES THAT MAKE LEISURE ACTIVITIES SUCH AS SHIPPING, DINING AND SIGHT-SEEING CONVENIENT, AND PROVIDING OPPORTUNITIES TO DISCOVER THE DESTINATION ARE ALL HIGHLY APPEALING TO DELEGATES".**

**TOURISM AUSTRALIA,  
ASSOCIATION CONFERENCE  
DELEGATE BEHAVIOUR**

#### EVENT CONCEPT



### *southern downs sunflower festival*

A Sunflower Festival could be a distinctly Southern Downs event that celebrates the sunflower season. The event would build on the country lifestyle and agricultural culture of the region, with a fusion of sunflowers and the region's produce, arts and wine.

The event would need to be highly innovative and cutting edge to ensure it is not easily copied or duplicated by other sunflower growing areas (e.g. Scenic Rim, Central Highlands) and could incorporate the development of viewing platforms and experiences, such as hot air ballooning above the sunflowers, on farm experiences and innovative music and public art installations, from music and arts amongst the sunflowers by day and food and lighting installations by night.

Appealing to high value travellers from Brisbane, SEQId and Northern NSW, such an event has long-term national and international potential.

#### CHERRY BLOSSOMS, JAPAN

Japan is known around the world for its cherry blossom festivals. Known as hanami in Japanese. Held during springtime, usually late March/early April, the celebration involves the viewing of the blossoms celebrated with picnics, parties and sake.



### 03

## strategic focus + return on investment

During consultation, event organisers and tourism businesses were surveyed to identify what role they think the Southern Downs Regional Council should play in events. Respondents felt SDRC should lead in:

- ▶ "Marketing year-round calendar of events, particularly in low and shoulder seasons" followed by
- ▶ "Attracting external visitors to the region", and
- ▶ "Pitching for major events to the region".

Respondents were polled on which events strategies they felt most important for the Southern Downs & Granite Belt Region. **"Increase events in shoulder/low visitor season"** led with the highest margin followed by "Grow existing events" and "Attract new events to the region".

### STRATEGIC FOCUS: EVENT HIERARCHY

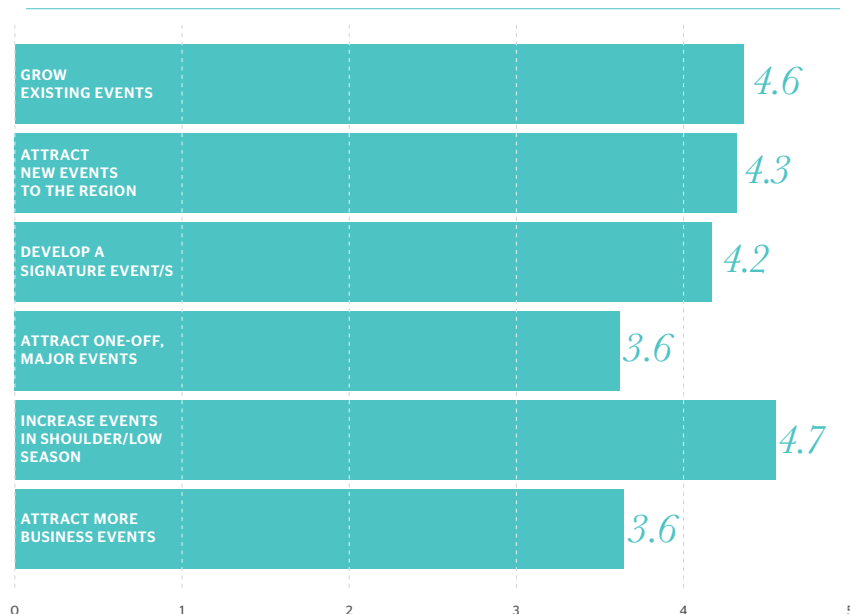
To maximise return-on-investment and achieve the desired outcomes from events for the Southern Downs & Granite Belt, a long-term and strategic focus to identify and support events that contribute to strategic goals and meet funding criteria is required.

An event hierarchy with clear funding criteria and post event outcomes reporting is required.

To assist events with a 'pathway to growth' for alternative funding sources, it is recommended event funding criteria also aligns with Tourism & Events Queensland event funding program.

The following recommendations are provided for the region, but please note they are not confirmed council policy.

### WHICH EVENT STRATEGIES WOULD YOU RATE AS THE MOST IMPORTANT FOR THE SOUTHERN DOWNS REGION?



### EVENT HIERARCHY



CRITERIA	DESCRIPTION
1 DESTINATION PROFILE	Enhances the profile and appeal of the Southern Downs Region.
2 ECONOMIC IMPACT	Generates economic activity in the Southern Downs Region.
3 OVERNIGHT VISITATION	Attracts external visitation specifically generating overnight visitor expenditure.
4 SUSTAINABILITY	Demonstrates financial and environmental sustainability.
5 SOCIAL & COMMUNITY	Drives social and community outcomes, e.g. evidence of community pride, cohesion, participation and/or support.
6 REGIONAL DISPERSAL	Demonstrates regional equity and dispersal.
7 SHOULDER SEASON	Is staged in a shoulder / low season and attempts to not conflict with other event dates

POTENTIAL FUNDING CASH AND IN-KIND	FOCUS AREA	CRITERIA
HALLMARK + MAJOR EVENTS	Support events that clearly demonstrate return on investment to drive the primary goals of destination profile, economic impact & overnight visitor expenditure. Attract high value travellers and over 60% out-of-region visitors.	Meets min 5 criteria
DESTINATION EVENT (10,000+ total attendance)	Support events that drive the primary goals of destination profile, economic impact & overnight visitor expenditure. Attract over 10,000 total attendance and/or overnight visitor expenditure with over 50% out-of-region visitors.	Meets min 4 criteria
REGIONAL + EMERGING EVENTS (2,500+ total attendance)	Support for events that demonstrate tourism and regional economic benefits, with proven potential. Attract over 2,500 total attendance, with 10% out-of-region visitors.	Meets min 3 criteria
COMMUNITY EVENT (2,000+ total attendance)	Support events that contribute social and community benefit.	Meets min 2 criteria

### MAJOR EVENT ATTRACTION FUND

It is recommended to investigate the resourcing of a Major Event Attraction Fund, where the fund is used for bidding for significant and major events (including conference/business events). The fund could include subvention funding for developing new and existing destination events with Hallmark potential through multi-year funding and professional industry support.

This fund may change year-on-year subject to ability of SDRC to attract potential matching state and federal funding.

### MULTI-YEAR FUNDING

Three-year partnership agreements would enable longer-term, strategic planning of events.

Multi-year funding for events that have successfully acquitted funding for two or more years and show Destination or Hallmark potential should be considered.

### POST EVENT REPORTING

Hallmark, Major Events and Destination Events should undertake a standardised post event report and a visitor survey/research, with substantiated attendance records to successfully acquit their funding.

### EVENT EVALUATION

To effectively measure ROI against key criteria, post event reporting needs to identify:

- ▶ **TOTAL ATTENDANCE** aggregated total attendance (i.e., daily attendance x number of days). It includes unique visitors, participants (competitors, performers, stall holders, volunteers).
- ▶ **ESTIMATED ATTENDANCE** for free events, estimated attendance can be based on police/security/SES estimates of crowd based on number per square metre x geographic footprint of event.
- ▶ **ESTIMATED VISITOR SPEND** estimated spend can be calculated based on daily and/or overnight visitor expenditure with total attendance. Visitor expenditure figures can be sourced from the Local Government Area Profile report for the Southern Downs published by Tourism Research Australia (TRA).

- ▶ **MEDIA MONITORING** can be undertaken by a paid 3rd party, such as iSentia, Meltwater or through Google Alerts and monitoring number of interviews undertaken.
- ▶ **SOCIAL MEDIA INSIGHTS** and website analytics can provide audience insights.

To overcome limited destination media monitoring and economic data to measure the impact and effectiveness of Hallmark, Major and Destination Events, it is recommended to investigate an event tourism impact model that could be undertaken by firms specialising in event analysis.

This analysis is conducted for events that receive Significant Destination Event Funding and Major Event Funding from Tourism and Event Queensland and could potentially be shared with Southern Downs Regional Council to assist with event evaluation.

### IN-KIND SUPPORT

SDRC could offer in-kind support to event organisers as part of partnership agreements with events including:

- ▶ Event evaluation (e.g., online survey, event tourism impact study, media monitoring).
- ▶ Event training and networking.
- ▶ Event promotion through SDRC hard and soft infrastructure (e.g., street banners, tourism websites and social media channels and corporate communications/official media releases)
- ▶ Development of an online event toolkit.
- ▶ Initial incentives for event organisers to stage innovative and engaging events in council venues and public spaces.

### ATTENDANCE NUMBERS

A final consideration to grow return-on-investment is the need consider high value event travellers (not just total attendance). For an example, a conference that attracts 500 out-of-region visitors may generate a greater economic impact than a community event that attracts 5,000 people. An example is the Australian Festival of Chamber Music in Townsville, which attracts a modest total number of visitors, but those visitors are high value (high spend, overnight visitors with a long length of stay).

Positive media profiling benefits may also out way total attendance, in the case of events that generate significant national and/or international media coverage in key target markets.



### events tourism impact model

#### TOURISM METRICS

- ▶ The number of visitors to the LGA/Queensland
- ▶ The number of direct (event related) visitor nights
- ▶ Total attendances and the number of attendees (breakdown into attendee categories of participants, spectators and accompanying persons)
- ▶ The visitor profile (breakdown of visitors from intrastate, interstate and overseas)
- ▶ Day trip visitors compared to overnight stays
- ▶ The total number of visitor nights (within the host region and other parts of Queensland)

#### ECONOMIC IMPACT

- ▶ Event organiser income and expenditure
- ▶ Total overnight visitor expenditure
- ▶ The direct and incremental spending
- ▶ The economic impact of the event to LGA/Queensland

#### COMMUNITY AND CULTURAL VALUE

- ▶ The community pride generated by the event
- ▶ Social Impacts

### CASE STUDY

### *western downs regional council*

#### IN-KIND MARKETING SUPPORT

Western Downs Regional Council (WDRC) support six (three each year) biennial destination events located in the Western Downs region. The internal council events team delivers Big Skies, Opera in Jimbour and a third event is being developed for 2021.

In addition to grant/sponsorship support, the Council provides in-kind destination marketing that includes:

- ▶ Council fleet cars wrapped in marketing material to promote one of the six major destination events
- ▶ During the lead up to the event, banners are hung in the main street advertising the event. The marketing material does not have a date and directs people to the event website for details, allowing the marketing material to be recycled
- ▶ Electronic billboard marketing – double portrait in Dalby and Chinchilla
- ▶ A professional photographer & videographer is engaged to capture high quality images/video as promotional material for future events
- ▶ Events are promoted across all Event & What's on Calendars
- ▶ Council updates ATDW with event details

WDRC developed a Destination Funding Grant with the objective of the funding to facilitate growth in events that are new or existing and show potential to grow as destination events. The funding is available through Smarty Grants, with a maximum funding value of \$30,000, assessed on ability to attract visitors and economic benefit for the region.



## 04

### *facilitate event sustainability*

The need for greater professionalism in event delivery, financial sustainability, marketing and innovative programming to reinvigorate events were cited as major inhibitors to growing events by event organisers and strategic partners during consultation. Event organisers were also surveyed as part of the Southern Downs & Granite Belt Events Survey to indicate areas of training need.

#### EVENT ORGANISER CAPACITY BUILDING

To facilitate the pathway to the growth for events and event sustainability, long-term capacity building, networking and collaboration opportunities should be provided to event organisers. Upskilling and educating event organisers in marketing and promotion, social media, networking, funding and sponsorship, event management, succession planning, risk management/COVID 19 framework, governance and customer service will assist in supporting the growth of events, in addition to meeting consumer trends and demands.

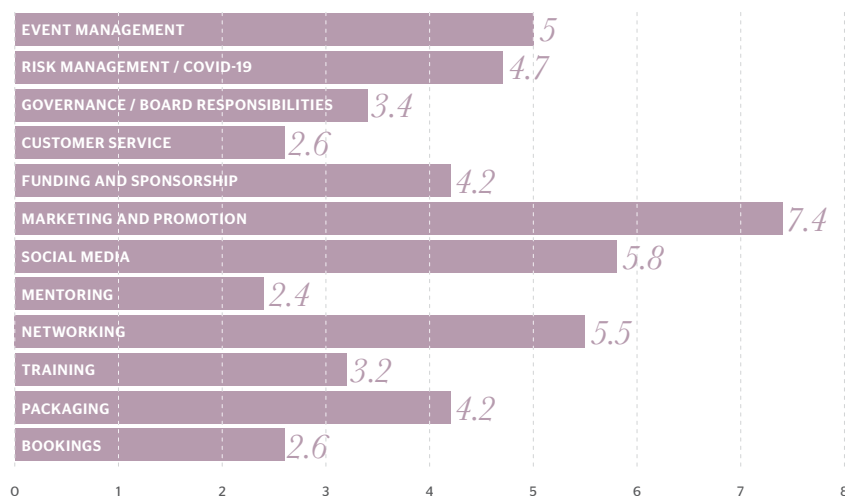
#### FINANCIAL SUSTAINABILITY

The need to further develop income diversification and profitability is required for long-term event financial sustainability.

Lack of income, sponsorship and reliance on grant funding was identified by many events as a major inhibitor to growth, as was a local audience's dependence on and expectation of "free entertainment".

Strong financial training and the need to generate surplus to innovate future event programs is required.

#### WOULD YOU ATTEND TRAINING IN ANY OF THE FOLLOWING AREAS?



#### HUMAN RESOURCING

Human resourcing, an aging population and overstretched volunteers was cited by many event organisers as another major inhibitor to growth, identifying the urgent need for succession planning and understanding corporate culture to attract volunteers.

The increased time and expertise required to meet COVID-19 Event Framework reporting and implementation was also cited as a major challenge for event organisers.

#### SHARING RESOURCES + SKILLS

Greater networking between events and the wider tourism industry and community could facilitate the sharing of information and resources, including:

- ▶ Co-promotion at events.
- ▶ Volunteer exchanges.
- ▶ Skills exchanges.
- ▶ Co-marketing on websites, social media and e-newsletters.

#### FACILITATE NETWORKING + MENTORING

To facilitate the process of resource sharing, it is recommended for council to lead and work in partnership with Southern Downs Regional Council, Granite Belt Wine & Tourism, Warwick Chamber of Commerce and industry partners to coordinate and deliver regular facilitated and engaging networking and training opportunities for event organisers and the wider tourism industry.

During consultation there was a strong desire to bring leading event organisers from other regions to work with local event organisers.

#### EVENT TOOLKIT

Develop an online event portal for event organisers and professional conference organisers that could include a 'clash calendar', event templates, brand guide and toolkit including destination images/footage, conferencing information, such as unique locations, sporting and conference venues and accommodation capacities and packages, event suppliers and support networks.

The portal could act as a central, "one stop shop" for event organisers, both local and external, to seek government approvals with links to relevant departments.

## 05

### *enhance event facilities*

To further develop a year-round events calendar and enhance the Southern Downs Region's ability to develop hallmark events, business events and attract major events will require future enhancement of key event facilities and green spaces.

#### **MEETINGS, INCENTIVES, CONFERENCES AND EXHIBITIONS (MICE)**

Although the region has over ninety identified conferencing facilities, many are for smaller groups with refurbishments required. The need for state-of-the-art conferencing facilities, including sound and technology to meet the increasing need for video conferencing, was cited as an inhibitor for attracting business tourism.

Enquiries for boutique style conferencing facilities with onsite accommodation for over 100 people for the MICE industry, particularly in a wine country location has been received in recent times for business groups, team building and product launches.

#### **ACCOMMODATION**

Anecdotal evidence from discussion with potential business event organisers cited a limited stock of four star plus accommodation as another inhibitor for the region.

#### **PUBLIC HALLS**

The Town Hall in Warwick and Civic Centre in Stanthorpe could be enhanced with upgraded conferencing and event facilities.

### *key facilities projects*

- ▶ Improved power, lighting and staging at key event locations throughout the region.
- ▶ Investigate event green space development to attract large open-air events and festivals.
- ▶ Long-term upgrading of sporting event facilities to meet state, national and international standards, particularly in the sectors the region has a growing brand reputation in.
- ▶ Investigate possible incentives to refurbish and upgrade existing conferencing and accommodation facilities to attract higher yield business tourism market.
- ▶ Attract investment for boutique style facility and accommodation to cater for the MICE market that could build on the region's unique selling points.

## THE PROGRAM

{Action Plan}

Lead agencies/organisers are bolded. Other stakeholders are identified as providing possible support.

### 01

### *amplify destination profile*

STRATEGY	ACTION	STAKEHOLDERS	TIMEFRAME	KPI'S
<b>ELEVATING OUR HEADLINE ACTS</b>	Encourage events to develop their competitive advantages.	<b>Event organisers</b> SDRC	From 2025	Evidence of incorporation of USPs, e.g., experiences within the event of iconic experiences and/or locations. Number of events reflecting competitive advantages.
	Encourage, support, develop and attract events with potential to significantly profile the region based on its competitive advantages/USPs.	<b>SDRC</b> Event organisers	From 2025	
<b>REINVIGORATE HOME GROWN EVENTS</b>	Encourage reinvigoration of home-grown events through a pathway of growth program for events with Destination potential.	<b>SDRC</b> Event organisers Potential QTIC mentoring programs	2025-26	Reinvigorated events with evidence of sustainable growth.
<b>COLLECTIVE MARKETING</b>	Identify potential like-minded events with similar target markets to "on-sell" each other.	<b>Event organisers</b> SDRC	2025 onwards	Number of events co-promoting each other.
<b>BRANDING, MEDIA PR + DIGITAL</b>	Integrate destination imagery and content into event marketing and participation in tourism marketing.	<b>Event organisers</b> SDRC GBWT QCT WCOC	2025-27	Increased use and integration of destination imagery and content in event marketing.
	Develop digital event destination toolkit for event organisers.	<b>SDRC</b>	2025-26	Event toolkit completed and uptake by events.
	Development of professional event drone/moving/ stills footage + content of Destination, Major and Hallmark events.	<b>SDRC</b> QCT TEQ	2025-27	Look at me SDRC image library. Increased event content in tourism marketing.
	Ensure events are listed on the ATDW to ensure distribution of events on major tourism industry websites.	<b>SDRC</b> QCT GBWT	From 2025	Number of events on the ATDW

02

## *hallmark + major events in a year-round calendar*

STRATEGY	ACTION	STAKEHOLDERS	TIMEFRAME	KPI'S
<b>HALLMARK EVENTS</b>	Facilitate a pathway of growth for Destination events with Hallmark potential.	<b>SDRC</b> Event organisers Potential QTIC mentoring programs	2025-26	Number of destination events elevated to Hallmark events.
<b>ATTRACT MAJOR EVENTS</b>	Securing major events aligned to region's competitive advantages.	<b>SDRC</b> Major event organisers	2025-28	Attraction of new events in low and shoulder periods.
<b>HARVEST AND SPRING</b>	Investigate potential of existing and new events for shoulder and low season (Spring and Summer) with pre-feasibilities.	<b>SDRC</b>	2025-27	Securing funding for pre-feasibility studies.
	Develop event concept and business case for a new event with Hallmark potential.	<b>SDRC</b> TEQ	2025-27	Hallmark event concept and business case completed with potential funding support and sources identified.

03

## *strategic focus + return on investment*

STRATEGY	ACTION	STAKEHOLDERS	TIMEFRAME	KPI'S
<b>EVENT HIERARCHY</b>	Develop SDRC event funding/ partnership policy through assessment criteria based on event hierarchy.	<b>SDRC</b>	2025-26	Development of assessment criteria policy.
<b>MAJOR EVENT ATTRACTION FUND</b>	Investigate potential Major Event Attraction fund.	<b>SDRC</b> TEQ Potential funding partners/ opportunities	2025-26	Identification of resourcing and sourcing of funds.
<b>EVENT EVALUATION</b>	Implement standardised event evaluation for Destination, Major and Hallmark events.	<b>SDRC</b>	2025-26	Increased visitation. Increased external visitor expenditure.
<b>MULTI-YEAR FUNDING</b>	Multi-year funding agreements with Destination and Major events who have successfully acquitted 2 or more consecutive years.	<b>SDRC</b>	2026-28	Multi-year funding agreements with Destination + Major Events.
<b>POST EVENT REPORTING</b>	Develop acquittal reporting system to capture attendance, visitor origin, marketing using logo, visitor expenditure.	<b>SDRC</b>	2025-26	Development of post event reporting policy.
<b>IN-KIND SUPPORT</b>	Investigate potential in-kind support that may be able to be offered to events.	<b>SDRC</b> GBWT QCT Event organisers	2025-26	In-kind support identified and activated with potential partners.

#### 04 *facilitate event sustainability*

STRATEGY	ACTION	STAKEHOLDERS	TIMEFRAME	KPI'S
<b>EVENT ORGANISER CAPACITY BUILDING</b>	Develop program of event organiser training.	<b>SDRC</b> Event Organisers Potential QTIC mentoring programs	2025-28	Participation in training.
	Networking to facilitate sharing of resources + skills.	<b>SDRC</b> WCOC	2025-28	Evidence of shared resources and tourism partnerships.
	Networking with tourism industry.	Event Organisers QCT GBWT		
	Develop mentoring program with event experts and external event organisers for annual/long-term mentoring of targeted events with potential.	<b>SDRC</b> Event Organisers Potential QTIC mentoring programs	2025-28	More sustainable events with evidenced outcomes.
<b>DEVELOP DIGITAL EVENT TOOLKIT</b>	Develop an event toolkit, including destination content and event templates.	<b>SDRC</b>	2025-26	Completion of digital event toolkit.
<b>DEVELOP ONLINE EVENT WEBSITE</b>	Phase 2 event toolkit as an online resource including venues and local event suppliers to assist with servicing event organiser and professional conference organisers (PCOs).	<b>SDRC</b>	2026-27	Completion of online event

#### 05 *enhance event facilities*

STRATEGY	ACTION	STAKEHOLDERS	TIMEFRAME	KPI'S
<b>PUBLIC VENUES</b>	Identify and facilitate the upgrading of Improved power, lighting and staging at key event locations.	<b>SDRC</b>	2025-28	Upgrading of public venues for events.
<b>GREEN SPACE EVENT POTENTIAL</b>	Investigate event green space development to attract large open-air events and festivals.	<b>SDRC</b>	2026-27	Identification of green spaces for events with potential funding opportunities.
<b>UPGRADING OF SPORTING FACILITIES</b>	Investigate and facilitate long-term upgrading of sporting event facilities to meet state, national and international standards, particularly in the areas of sports the region has a competitive advantage in.	<b>SDRC</b> Sporting event facility/venue owners	2026-28	Sporting venues of state, national and international standards.
<b>MEETINGS, INCENTIVES, CONFERENCES AND EXHIBITIONS</b>	Investigate possible incentives to refurbish and upgrade existing conferencing and accommodation facilities to attract business tourism market.	<b>SDRC</b> Event venues Accommodation providers	2026-28	Identification of refurbishment/upgrading of facilities. Number of facilities upgraded by private enterprise.
<b>INVESTMENT ATTRACTION</b>	Attract investment for boutique style facility and accommodation to cater for the MICE market that could build on the region's unique selling points.	<b>SDRC</b>	2026-28	Investment attraction prospectus completed with marketing and promotion to targeted investors.

## ACTION PLAN SNAPSHOT

CRITICAL SUCCESS STRATEGIES	2025	2026	2027	2028	2029
<b>01 AMPLIFY DESTINATION PROFILE</b>					
Elevating our headline acts.					
Reinvigorate home grown events.					
Collective marketing.					
Branding, Media PR + Digital: integrate destination content in event marketing.					
Digital event toolkit.					
Develop images, footage and content.					
Ensure events are listed on ATDW.					
<b>02 HALLMARK + MAJOR EVENTS IN A YEAR-ROUND CALENDAR</b>					
Hallmark events.					
Attract major events.					
New hallmark event concept and business case.					
<b>03 STRATEGIC FOCUS + RETURN ON INVESTMENT</b>					
Event hierarchy.					
Major event attraction fund.					
Event evaluation.					
Multi-year Funding.					
Post event reporting.					
In-kind support.					
<b>04 FACILITATE EVENT SUSTAINABILITY</b>					
Event Organiser Capacity Building Program.					
Develop digital event toolkit.					
Develop online event website.					
<b>05 ENHANCE EVENT FACILITIES</b>					
Public venues.					
Green space event potential.					
Upgrading of sporting facilities.					
Meetings, incentives, conferences and exhibitions.					
Investment attraction.					

## APPLAUSE

*{ Consultation Process }*

The process also included a desktop audit of reference materials and benchmarking Hilltops Council NSW, Scenic Rim Regional Council QLD, and Western Downs Regional Council QLD.

To understand the event landscape in the Southern Downs Region, event organisers, tourism industry operators and accommodation providers were invited to participate in an online event survey distributed to participants by Southern Downs Regional Council. Fifty-six respondents participated in the survey.

### SOUTHERN DOWNS & GRANITE BELT

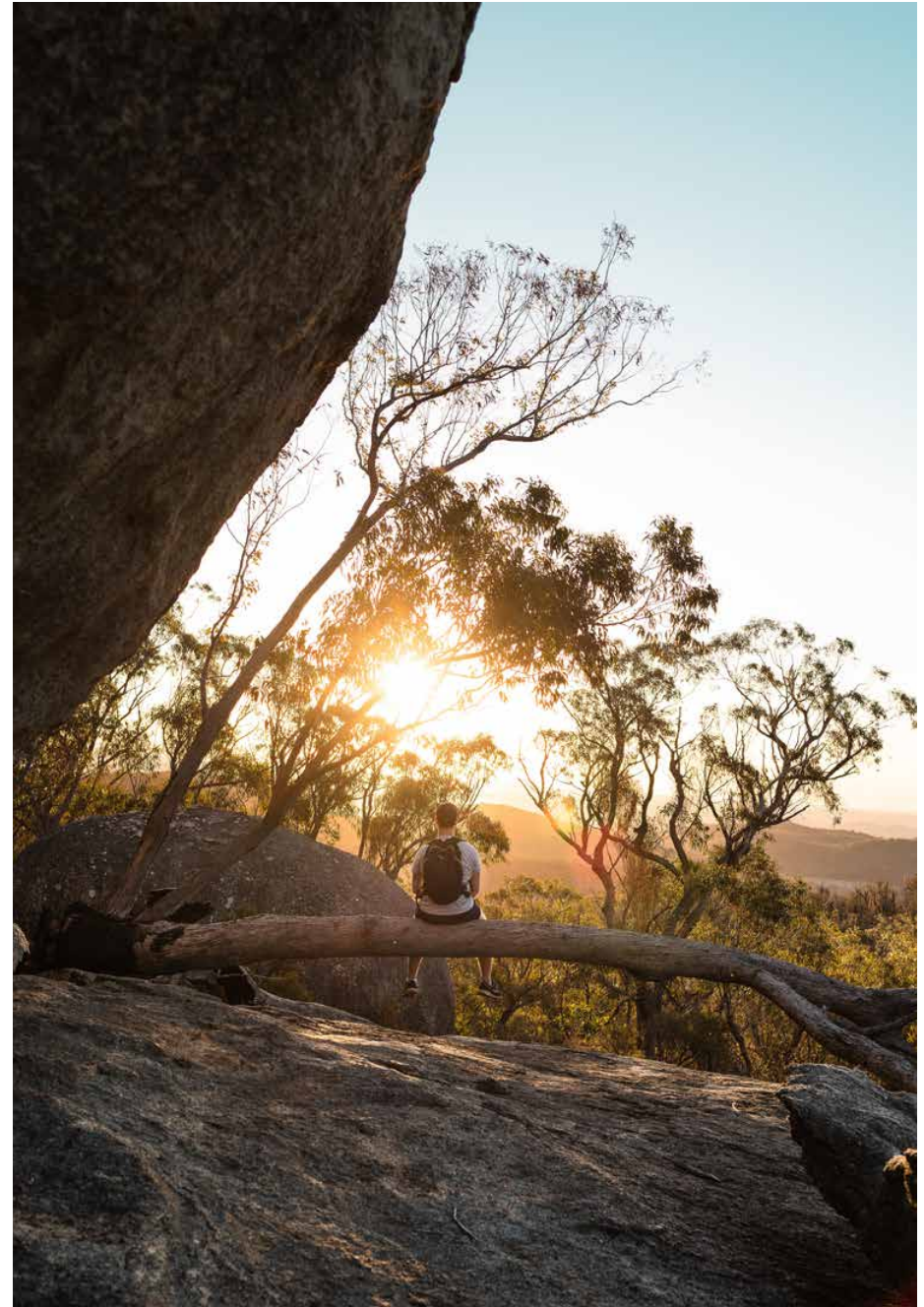
## Events Strategy 2025



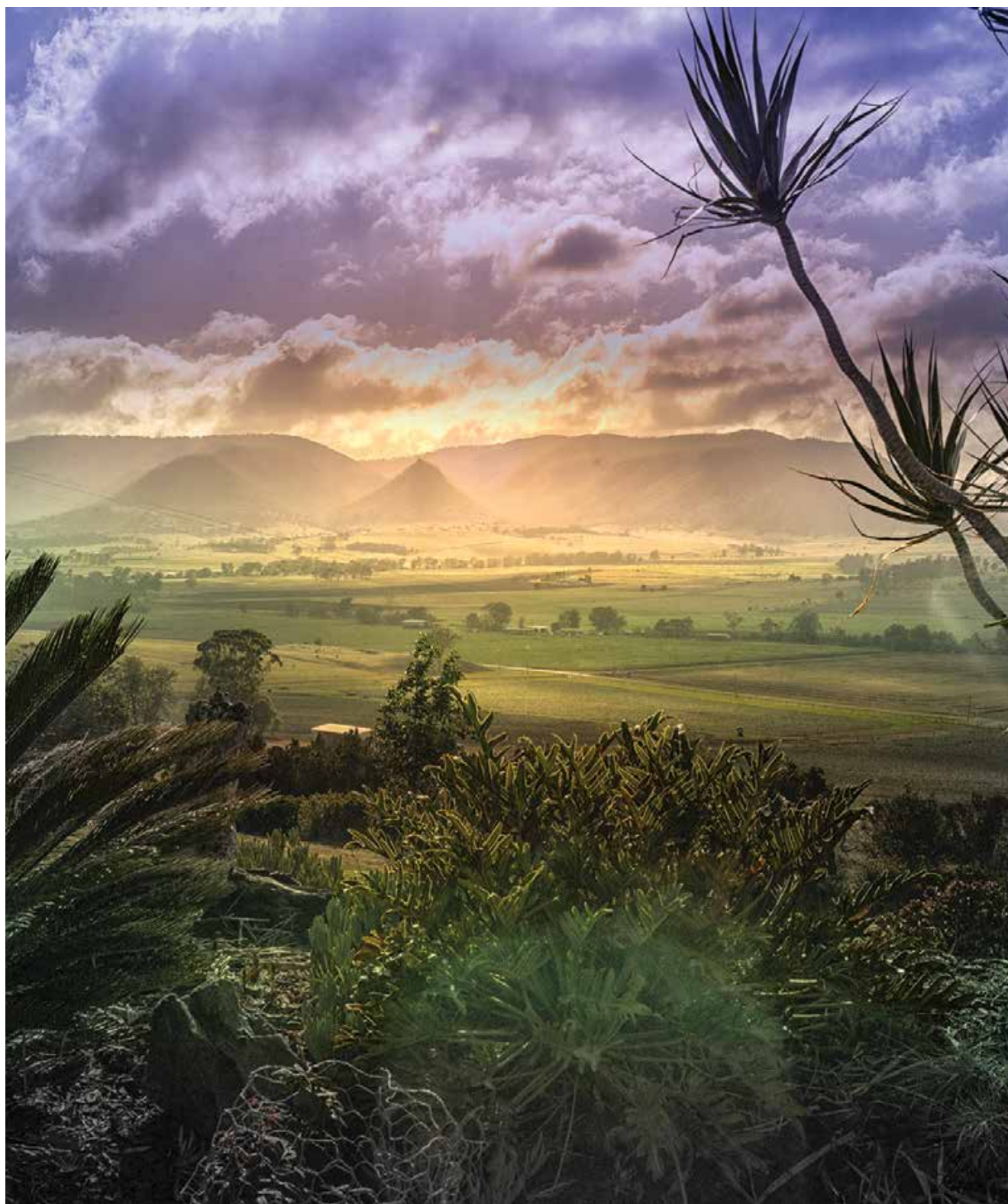


## APPLAUSE

A special thank you to the people who gave their time, input and advice into the making of this strategy, including 56 individuals who partook in the online survey and over 80 events across the Southern Downs & Granite Belt region who supplied information on their events including attendance and origin of visitors, and face-to-face meetings with major events.








**KRISTA HAURITZ**  
TOURISM · EVENTS · MARKETING

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

## 13. CORPORATE SERVICES REPORTS

### 13.1 Financial Services - Financial Report as at 30 June 2025

#### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 July 2025
	Management Accountant	<b>ECM Function No/s:</b>

#### Recommendation

THAT Council receive and note the Financial Performance Report as at 30 June 2025.

#### REPORT

#### Background

The Finance Team have prepared the Financial Performance Report for June 2025. These figures will not be the final amounts for 2024/25 as the year end processing is not completed. This is a snapshot of the amounts as at 30 June 2025.

#### Report

##### Income Statement

#### Revenue

Operational revenue of YTD \$121.3M is \$6.1M over budget compared to YTD budget of \$115.2M with the main variations being:

- Fees and Charges received YTD are \$1.2M over budget and mainly relates to:
  - Water Department (\$154K) – increase in connection fees and septic disposal
  - Saleyards (\$345K) – increase in number of cattle and sheep sales in comparison to last year / budget as site was impacted by capital works.
  - Waste (\$417K) – increases in disposal fees as a result of increased volume at Warwick.
- Interest received is \$699K 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 over budget mainly due to the early payment of the Financial Assistance Grant (\$3.86M). However, status of all grants 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 \$112.8M is \$3.2M under budget compared to YTD budget of \$116M with the main variations being:



- Employee costs are under budget by \$1.1M, this is mainly associated with vacant positions which is offset by contractors/consultants filling these roles on a temporary basis captured under materials and services. The Finance team is in the process of reviewing all leave balances and adjusting leave provisions as part of the end of financial year. This may result in additional costs in end of year statements.
- Materials and Services are under budget by \$1.3M which mainly relates to Housing, Libraries, Planning, Fleet and some externally funded initiatives associated with Waste and Asset Management. End of year accruals are being processed.
- Depreciation and Finance costs over budget mainly relates to amortisation of Landfill Provision. The forward estimates for landfill capping have increased due to revised estimate costs and the inclusion of the Wallangarra Cell which was not recognised previously.

Council staff will be running several processes as part of the end of financial year, this will impact Council's June 2025 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 under budget by \$3.99M, at \$23.1M. The timing of the receipt of capital grants can vary and is dependent on the progress of projects. Council will assess funding received for all projects and adjustments will be made as part of the end of financial year and FY25/26 carryover.

### **Balance Sheet**

As at 30 June 2025, Council had \$88.3M in cash at bank and investments. The total of outstanding loans, both the current and non-current portions is \$10.4M.

### **Capital Works in Progress**

Capital works expenditure at 30 June 2025 was \$34.1M which is 51.7% of the adopted capital works budget of \$66M. There were committed costs of \$16.1M meaning \$50.3M has been spent or committed, representing 76.1% of the adopted budget. In comparison to last year, at this stage Council had spent or committed 87.7% 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.    June 2025 Finance Performance Report [↓](#)



**Southern Downs**  
REGIONAL COUNCIL

## **Performance Report**

**June 2025**

## Southern Downs Regional Council

### Income Statement

June 2025

	Phased 2025 YTD Actual \$	Phased 2025 YTD Budget \$	YTD Variance \$	YTD Variance %	Annual 2025 Budget \$	Annual 2025 Forecast \$
<b>Revenue from ordinary activities</b>						
General Rates	41,748,756	41,486,562	262,194	0.6%	41,486,562	41,486,562
Rural fire brigade levy	283,776	278,700	5,076	1.8%	278,700	278,700
Utility Rates and Charges	34,340,674	34,290,451	50,223	0.1%	34,290,451	34,290,451
Less Discounts	(2,456,638)	(2,478,856)	22,218	(0.9%)	(2,478,856)	(2,478,856)
Rates on Council properties	(864,883)	(816,599)	(48,284)	5.9%	(816,599)	(816,599)
	<b>73,051,686</b>	<b>72,760,258</b>	<b>291,428</b>	<b>0.40%</b>	<b>72,760,258</b>	<b>72,760,258</b>
Fees and Charges	9,354,797	8,180,688	1,174,109	14.4%	8,180,688	9,390,000
Interest	4,231,250	3,531,824	699,426	19.8%	3,531,824	4,512,000
Contract & Sales Revenue	3,932,015	3,543,351	388,664	11.0%	3,543,351	3,932,015
Rent and Other Income	1,578,346	1,508,266	70,080	4.6%	1,508,266	1,578,346
Government Grants and Subsidies	16,967,443	13,421,754	3,545,689	26.4%	13,421,754	14,967,443
Internal Revenue	12,172,581	12,263,718	(91,137)	(0.7%)	12,263,718	12,172,581
<b>Total Operating Revenue</b>	<b>121,288,118</b>	<b>115,209,859</b>	<b>6,078,259</b>	<b>5.3%</b>	<b>115,209,859</b>	<b>119,312,643</b>
<b>Expenses from ordinary activities</b>						
Employee Costs	30,164,335	31,258,734	(1,094,399)	(3.5%)	31,258,734	31,258,734
Materials and Services	42,641,450	47,283,211	(4,641,760)	(9.8%)	47,283,211	47,283,211
Depreciation and Amortisation	27,109,788	24,975,100	2,134,687	8.5%	24,975,100	27,359,788
Plant Hire	5,235,015	5,411,754	(176,739)	(3.3%)	5,411,754	5,411,754
Finance Costs	1,530,003	942,531	587,472	62.3%	942,531	1,530,003
Internal Charges	5,261,974	5,261,968	6	0.0%	5,261,968	5,261,968
<b>Total Operating Expenses</b>	<b>111,942,565</b>	<b>115,133,298</b>	<b>(3,190,733)</b>	<b>(2.8%)</b>	<b>115,133,298</b>	<b>118,105,457</b>
<b>Operating Surplus/(Deficit) before capital items</b>	<b>9,345,553</b>	<b>76,561</b>	<b>9,268,992</b>	<b>12106.64%</b>	<b>76,561</b>	<b>1,207,186</b>
<b>Other Capital Amounts</b>						
Capital Grants, Contributions and Donations	23,108,647	27,099,844	(3,991,197)	(14.7%)	27,099,844	24,600,000
Other capital income and (expenses)	(2,596,117)	(4,628,000)	2,031,883	(43.9%)	(4,628,000)	(4,628,000)
<b>Net Result Surplus/(Deficit)</b>	<b>29,858,084</b>	<b>22,548,405</b>	<b>7,309,679</b>	<b>32.4%</b>	<b>22,548,405</b>	<b>21,179,186</b>

## Southern Downs Regional Council Balance Sheet

June 2025

	Phased 2025 YTD Actual \$	Annual 2025 Budget \$	YTD Variance \$	YTD Variance %
<b>Current Assets</b>				
Cash assets & Investments	88,279,104	55,471,000	32,808,104	59.1%
Receivables	7,599,749	15,782,000	(8,182,251)	(51.8%)
Assets held for sale	159,907	590,000	(430,093)	(72.9%)
Inventories	1,129,346	1,334,000	(204,654)	(15.3%)
	<b>97,168,106</b>	<b>73,177,000</b>	<b>23,991,106</b>	<b>32.8%</b>
<b>Non-Current Assets</b>				
Investment Property	324,000	205,000	119,000	58.0%
Property, plant and equipment	1,006,836,228	1,040,348,001	(33,511,773)	(3.2%)
Other Financial Assets	135,620	154,000	(18,380)	(11.9%)
Capital works in progress	25,418,384	15,000,000	10,418,384	69.5%
Intangible Assets	88,500	153,999	(65,499)	(42.5%)
	<b>1,032,802,732</b>	<b>1,055,861,000</b>	<b>(23,058,268)</b>	<b>(2.2%)</b>
<b>TOTAL ASSETS</b>	<b>1,129,970,838</b>	<b>1,129,038,000</b>	<b>932,838</b>	<b>0.1%</b>
<b>Current Liabilities</b>				
Creditors and other payables	11,635,889	16,788,000	(5,152,111)	(30.7%)
Provisions	8,749,176	8,850,000	(100,824)	(1.1%)
Interest bearing liabilities	1,979,456	2,229,000	(249,544)	(11.2%)
	<b>22,364,520</b>	<b>27,867,000</b>	<b>(5,502,479)</b>	<b>(19.7%)</b>
<b>Non-Current Liabilities</b>				
Interest bearing liabilities	8,384,506	14,209,000	(5,824,494)	(41.0%)
Provisions	15,290,323	8,767,000	6,523,323	74.4%
Other Payables	1,738,577	3,227,000	(1,488,423)	(46.1%)
	<b>25,413,406</b>	<b>26,203,000</b>	<b>(789,594)</b>	<b>(3.0%)</b>
<b>TOTAL LIABILITIES</b>	<b>47,777,926</b>	<b>54,070,000</b>	<b>(6,292,074)</b>	<b>(11.6%)</b>
<b>NET COMMUNITY ASSETS</b>	<b>1,082,192,912</b>	<b>1,074,968,000</b>	<b>7,224,912</b>	<b>0.7%</b>
<b>Community Equity</b>				
Asset Revaluation Reserve	378,214,930	947,124,573	(568,909,643)	(60.1%)
Retained surplus	703,977,982	127,843,427	576,134,555	450.7%
<b>TOTAL COMMUNITY EQUITY</b>	<b>1,082,192,912</b>	<b>1,074,968,000</b>	<b>7,224,912</b>	<b>0.7%</b>

Southern Downs Regional Council  
Sustainability Ratios  
June 2025

	Key Ratios	Calculation	Annual Budget	YTD Actual	Target Ratio	On Target?	Overview
Financial Capacity	Council Controlled Revenue Ratio	$(\text{Net Rates, Levies and Charges} + \text{Fees and Charges}) / \text{Total Operating Revenue}$ (%)	79.42%	76.31%	N/A	✓	Council-controlled revenue is an indicator of a Council's financial flexibility, ability to influence its operating income, and capacity to respond to unexpected financial shocks.
	Population Growth Ratio	$(\text{Prior year estimated population} / \text{previous year estimated population}) - 1$	0.28%	0.28%	N/A	✓	Population growth is a key driver to a Council's operating income, service needs, and infrastructure requirements into the future.
Operating Performance	Operating Surplus Ratio	$(\text{Net Operating Surplus} / \text{Total Operating Revenue})$ (%)	0.07%	7.7%	> 0.0% to < 10.0%	✓	The operating surplus ratio is an indicator of the extent to which operating revenues raised cover operational expenses only or are available for capital funding purposes.
	Operating Cash Ratio	$(\text{Net Operating Surplus} + \text{Depreciation} + \text{Finance Costs}) / \text{Total Operating Revenue}$ (%)	22.56%	31.32%	> 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	$(\text{Total Cash and Equivalents} + \text{Current Investments} + \text{Available Ongoing QTC Working Capital Facility Limit} - \text{Externally Restricted Assets} - \text{Operating Expenditure} - \text{Depreciation and Amortisation} - \text{Finance Costs}) \times 12$	7	11	Greater than 4 months	✓	The unrestricted cash expense cover ratio is an indicator of the unencumbered liquidity available to a Council to meet ongoing and emergent financial demands, which is a key component to solvency. It represents the number of months a Council can continue operating based on currently monthly expenses.
	Asset Sustainability Ratio	$(\text{Capital Expenditure on the Replacement of Assets (Renewals)} / \text{Depreciation Expense})$	118.2%	66.6%	> 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 Management	Asset Consumption Ratio	$(\text{Written Down Replacement Cost of Depreciable Infrastructure Assets} / \text{Current Replacement Cost of Depreciable Infrastructure Assets})$	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	$(\text{Total of Planned Capital Expenditure on Infrastructure Assets} / \text{Total Required Capital Expenditure on Infrastructure Asset Renewals over 10 Years})$			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	$(\text{Book Value of Debt} / \text{Total Operating Revenue} - \text{Total Operating Expenditure} + \text{Depreciation and Amortisation})$	0.66	0.28	Tier 4 = 0 - 3 times	✓	This is an indicator of Council's ability to repay its existing debt. However, the size of the Council's debt to its operating performance.
Other	Working Capital Ratio	$(\text{Current Assets} / \text{Current Liabilities})$	2.63:1	4.34 : 1	> 1:1	✓	This is an indicator of the management of working capital (short term financial capital). Measures the extent to which a Council has liquid assets available to meet short term financial obligations.
	Net Financial Liabilities Ratio	$(\text{Total Liabilities} - \text{Current Assets}) / \text{Total Operating Revenue}$	(16.6%)	(40.7%)	<=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.

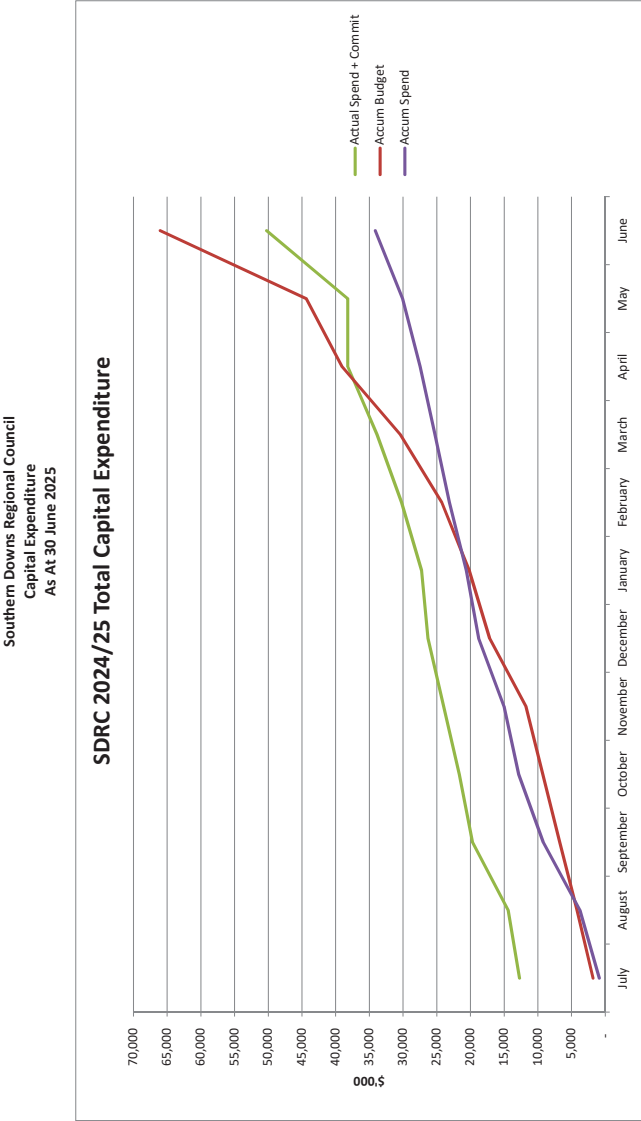
The reported ratios are taken from the Department of Local Government guidelines on sustainable financial management. When looking at ratios it is important to acknowledge that they represent a snapshot in time and that anomalies in the reported results are not taken in isolation. The targets are those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

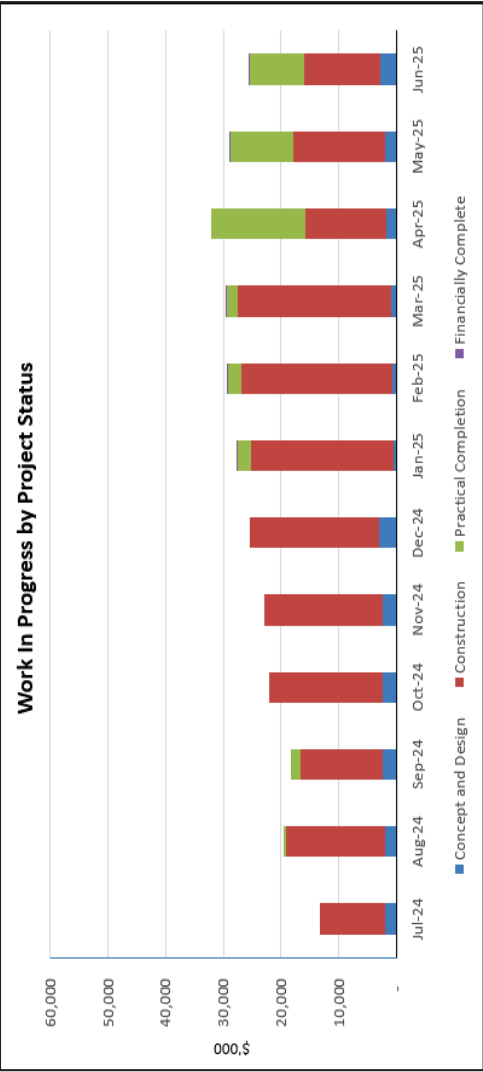
Southern Downs Regional Council  
Capital Works Projects by Asset Class  
As At 30 June 2025

	Budget	YTD Expenditure	% Spent	Committed	Spent and Committed	% Spent and Committed
Land	-	(18,374)	-	800	(17,574)	-
Buildings	2,985,870	1,619,450	54.2%	1,367,843	2,987,293	100.0%
Plant & Equipment	6,828,710	3,439,203	50.4%	806,631	4,245,834	62.2%
Roads, Drains & Bridges	16,845,062	10,921,115	64.8%	1,128,387	12,049,502	71.5%
Water	14,976,376	8,978,615	60.0%	2,984,543	11,963,159	79.9%
Sewerage	9,467,673	4,911,132	51.9%	1,952,870	6,864,003	72.5%
Other Assets	14,924,892	4,269,403	28.6%	7,890,360	12,189,763	81.5%
Total	66,028,583	34,120,545	51.7%	16,131,434	50,251,979	76.1%

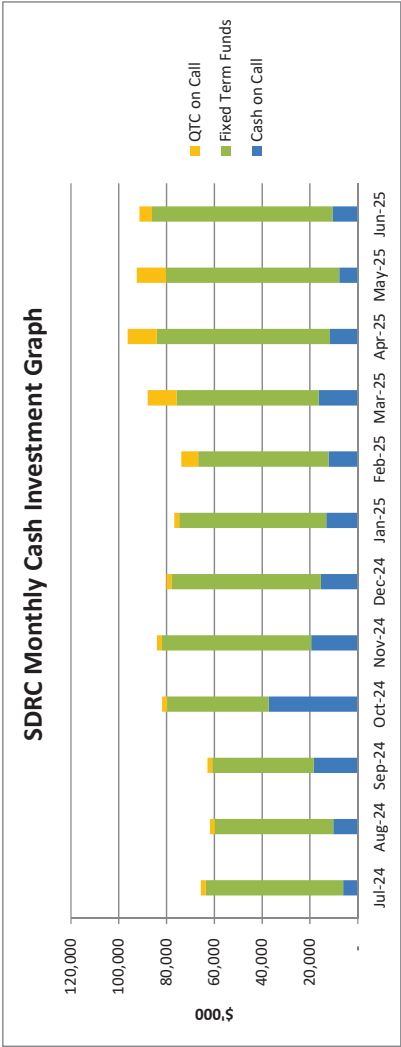




Southern Downs Regional Council  
Work In Progress (WIP) Status Report  
As At 30 June 2025



Southern Downs Regional Council  
Total Monthly Cash Investment Register  
As At 30 June 2025




**Southern Downs Regional Council  
Borrowings Report  
As At 30 June 2025**

<b>QTC Loan Account</b>	<b>Balance</b>	<b>Payout Date</b>
CBD Redevelopment Stage 2	339,116	Mar-28
Market Square Pump Station	158,255	Mar-28
General	1,145,177	Mar-28
General 2009	542,265	Mar-28
General 2009/10	82,407	Mar-28
General 2010/11	1,244,316	Mar-28
General 2011/12	2,496,476	Jun-32
General 2012/13	1,446,944	Dec-32
Warwick Sewerage Treatment Plant	148,250	Jun-26
Allora Water Main	2,760,756	Mar-34
<b>Total Loan Balance</b>	<b><u>10,363,962</u></b>	

## 13.2 External Audit 2024-25 - Interim Audit Report

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 July 2025
	Financial Services Coordinator	<b>ECM Function No/s:</b>

### Recommendation

THAT Council receive the External Audit Interim Report as part of the 2024-25 External Audit.

## REPORT

### Background

The Queensland Audit Office (QAO) have contracted Council's external audit to Crowe Australasia based in Toowoomba. The external auditors have as part of the External Audit Plan performed an interim audit in April and May 2025 and provided an interim report with their findings.

The interim report was presented to the Audit and Risk Management Committee on 26 June 2025.

### Report

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

There were no new issues identified during the interim audit, the following issues identified in previous audits and remain outstanding:

Internal Control Issues (Prior Years)	
Lack of review of Masterfile changes – rates revenue	Exception reports have been developed and are reviewed as required by the Coordinator. The audit team has acknowledged this progress and confirms the changes and expects the issue to be removed during the final visit
Insufficient contract management processes	A manual register is being maintained and Council is currently working on the rollout of the contract module in Council's information management system.
Financial Reporting Issues (Prior Years)	
Trust Account – planning balances	Council has put a plan in place to reduce these balances and they are being implemented gradually.

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

## Conclusion/Summary

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

## FINANCIAL IMPLICATIONS

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

## RISK AND OPPORTUNITY

### Risk

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

### Opportunity

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

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

## COMMUNITY ENGAGEMENT

### Internal Consultation

Staff and management of the Financial Services section of Council

### External Consultation

External auditors  
Audit and Risk Management Committee

## LEGAL / POLICY

### Legislation / Local Law

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

### Corporate Plan

#### Goal 4      Our Performance

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

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

## Policy / Strategy

Nil

### ATTACHMENTS

1. External Audit Dashboard June 2025 [↓](#)
2. SDRC 2024-25 Interim Audit Report [↓](#)



External Audit - Outstanding Action Items Register as at 10/06/2025

Item	Year	Findings	Recommendation	Rating	Executive	Responsibility	Original Completion Date	Current Completion Date	Status	Comment
23-IR1	2023	Lack of review of Masterfile changes - rates revenue	Implement processes to ensure that changes to the rates Masterfile are regularly reviewed and approved by an appropriate officer, maintaining evidence.	Deficiency	DCOS	Chief Financial Officer	30/06/2024	30/06/2025	WIP	Existing processes have been tweaked to ensure review is taking place - targeting high risk areas and Tech One has developed exception reports that can be reviewed as required. Audit notes the progress made and can confirm evidence of the implemented changes and expect this issue to be removed during our final visit.
23-IR2	2023	Insufficient contract management processes	Implement a centralised contract management process, including a central contract register. Including details such as contracts awarded to vendors, key contact KPI's and how these are monitored, progress tracking, fee escalations, scope variations and overall vendor performance	Deficiency	DCOS	Chief Financial Officer	30/06/2024	30/06/2025	WIP	A manual register in excel is now being maintained and Council has commenced the rollout of the Tech One Contract Management module with the project currently in the early stage. The completion of this project will assist in rectifying this deficiency.
24-FR3	2024	Trust Accounts - Planning Balances	The trust account register for planning balances, primarily consisting of Housing and Subdivision Bonds, includes amounts dating back to 1997. The total of these balances is \$1.9 million.	Low	DCOS	Manager Planning and Development	30/09/2023	30/06/2026	WIP	The planning team has provided the Council with a number of recommendations in June 2024 which are now being implemented gradually. The team has requested a Project Officer position within the Directorate to undertake further work in 2025/26, due to resourcing required to complete this and other projects. This will be followed up at final audit.



## 2025 INTERIM REPORT

# Southern Downs Regional Council

10 June 2025



Mayor Melissa Hamilton  
Mayor  
Southern Downs Regional Council

Dear Mayor Hamilton,

### 2025 Interim report

We present our interim report for Southern Downs Regional Council for the financial year ending 30 June 2025. This report details the results of our interim work performed to 31 March 2025. Under section 213 of the Local Government Regulation 2012, you must present a copy of this report at your council's next ordinary meeting.

#### Results of our interim audit

In this phase, we assessed the design and implementation of your internal controls relevant to the financial report, and whether they are operating effectively. We assessed and tested key controls in the following areas we intend to rely on in auditing your financial statements:

- Revenue – Rates, grant and other revenue
- Purchases
- Procurement

Our audit does not assess all controls that management has implemented across the organisation.

We also tested asset additions and areas such as compliance, governance etc.

#### Deficiencies:

- Two unresolved from prior years

#### Financial reporting matters:

- One unresolved from prior years

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

I'd like to thank your team for the positive engagement over our interim testing. If you have any questions or would like to discuss the audit report, please contact me on 0403 279 096 or Corbertt Ndlovu on 07 4614 2274.

Yours sincerely

Bruce Preston  
Partner (Crowe Australia)

Enc.

cc. Ms Rachel Brophay, CEO  
Ms Kerry Phillips, Chair of the Audit and Risk Management Committee

Queensland Audit Office  
Level 13, 53 Albert Street, Brisbane Qld 4000  
PO Box 15396, City East Qld 4002

Phone 07 3149 6000  
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Web [www.qao.qld.gov.au](http://www.qao.qld.gov.au)  
 Queensland Audit Office (QAO)

# 1. Status of issues

## Internal control issues

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

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

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

No new control deficiencies and other matters have been identified as at 31 March 2025.

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

Internal control issues

S

D

O

Significant deficiency

Deficiency

Other matter



## Financial reporting issues

This table identifies the number of financial reporting issues we raised. Details of the financial reporting issues we identified during our interim audit are outlined further in this section. Refer to section 2 *Matters previously reported* for the status of previously raised financial reporting issues.

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

No new financial reporting issues have been identified as at 31 March 2025.

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



## 2. Matters previously reported

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

Ref.	Rating	Issue	Status
24-IR1	<b>D</b>	<b>Untimely review of Council policies</b> It was noted that a number of council policies were overdue for renewal / review. Audit has performed a review of council policies at interim with no issues being noted.	<b>Resolved:</b> Upon reviewing Council's policies, the audit found no issues. <b>Responsible officer:</b> Manager Corporate Services <b>Action date:</b> 31/12/2024
23-IR1	<b>D</b>	<b>Lack of review of masterfile changes – rates revenue</b> Audit was unable to sight evidence of an established process and cadence of review relating to rates revenue masterfile changes. In our interim review and discussions it was identified that a process has been implemented to address this issue. As this process is still being further improved an assessment will be made at final.	<b>Work in progress:</b> Existing processes have been tweaked to ensure review is taking place - targeting high risk areas and Technology One has developed exception reports that can be reviewed as required. Exception reports are being generated and are being reviewed by the Coordinator. Audit notes the progress made and can confirm evidence of the implemented changes and expect this issue to be removed during our final visit. <b>Responsible officer:</b> Chief Financial Officer <b>Action date:</b> 30/06/2024 <b>Revised action date:</b> 30/06/2025
23-IR2	<b>D</b>	<b>Insufficient contract management processes</b> Council did not have a centralised contract management process, including a central contract register. A contract register could maintain details such as contracts awarded to vendors, key contact KPI's and how these are monitored, progress tracking, fee escalations, scope variations and overall vendor performance. In our interim review of the contract management process and through discussions with management it was identified that the register is not being maintained in a timely and consistent manner.	<b>Work in progress:</b> A manual register in excel is now being maintained and Council has commenced the rollout of the Tech One Contract Management module with the project currently in early stage. The completion of this project will assist in rectifying this deficiency. <b>Responsible officer:</b> Chief Financial Officer <b>Action date:</b> 30/09/2025
24-FR3	<b>L</b>	<b>Trust Accounts – planning balances</b> The trust account register for planning balances, primarily consisting of Housing and Subdivision Bonds, includes amounts dating back to 1997. The total value of these balances is \$1.9 million.	<b>Work in progress:</b> The Planning team has provided Council with a number of recommendations in June 2024 which are now being implemented gradually. The team has requested for a Project Officer position within the Directorate to undertake further work in 2025/2026, due to resourcing required to complete this and

2025 Interim report

Ref.	Rating	Issue	Status
			other projects. This will be followed up by audit at final. <b>Responsible officer:</b> <a href="#">Financial Services Coordinator</a> <a href="#">Manager Planning and Development</a> <b>Action date:</b> 30/09/2023 <b>Revised action date:</b> 30/06/2026

### 3. Climate-related financial disclosures

The following developments have occurred since our update in the external audit plan.

- The Australian Auditing and Assurance Standards Board (AUASB) has published a timetable that outlines when entities reporting under the *Corporations Act 2001* need to obtain assurance over their climate-related disclosures. The timetable is in ASSA 5010 *Timeline for Audits and Reviews of Information in Sustainability*. It's available on the AUASB website in summary form [here](#), and as a standard [here](#).

As a non-mandatory reporting entity, your entity does not need to prepare climate-related financial disclosures in compliance with AASB S2 *Climate-related Disclosures* and have this audited under the ASSA 5010 timetable noted above. Your entity may choose to voluntarily report against AASB S2. We strongly encourage you to engage with us prior to making this decision. Planning to develop a valuable report is a significant commitment.

It is also an important decision to determine the level of assurance you will seek to support your climate-related financial disclosures. ASSA 5010 may provide you with a guide on current industry practice. It reflects a mix of limited and reasonable assurance over time. Because the level of assurance obtained in a limited assurance engagement is substantially lower than in a reasonable assurance engagement, the procedures we will perform in a limited assurance engagement will vary in nature and timing from, and are less in extent than for, a reasonable assurance engagement. Our assurance engagement plan for the following year will provide more details on our approach should you voluntarily report against AASB S2.

- The AUASB has issued the assurance standard ASSA 5000 *General Requirements for Sustainability Assurance Engagements*. We will undertake our assurance engagements under this standard. It is based on the international standard ISSA 5000 *General Requirements for Sustainability Assurance Engagements*.

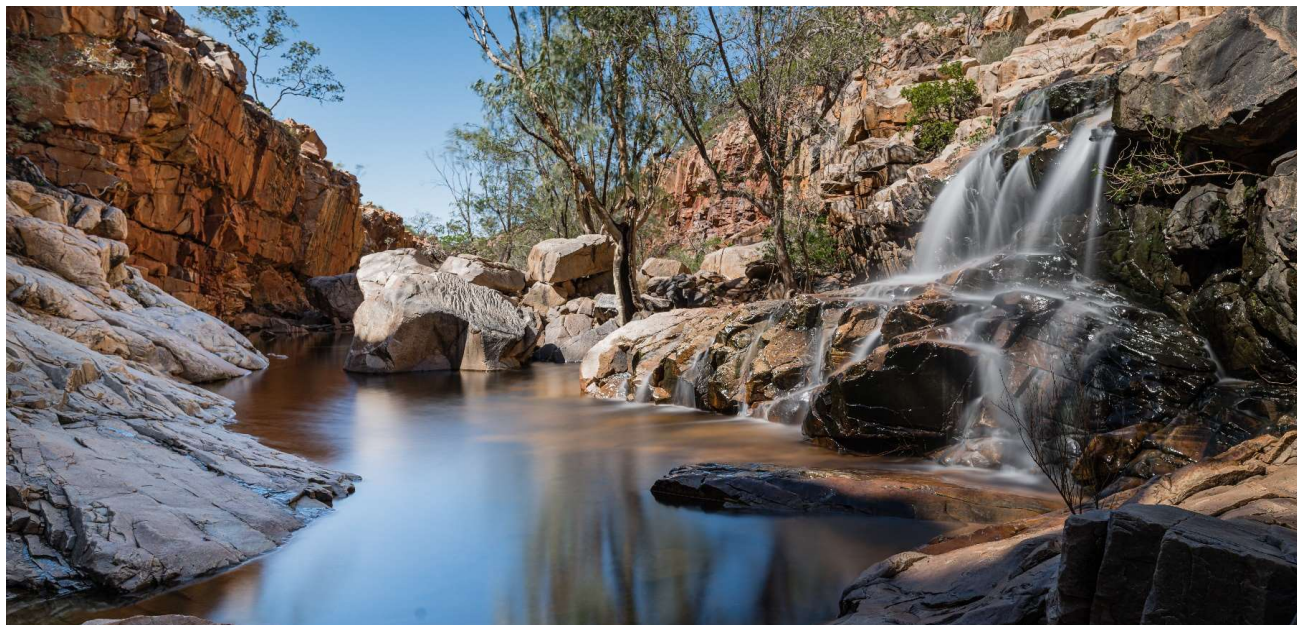
We have developed a methodology to ensure our audits are compliant with ASSA 5000. This includes developing a framework to determine if, or when, we need to engage subject matter experts; and how to assess the in-house or out-sourced subject matter experts you have engaged.

- At the Queensland Treasury and QAO technical audit update in February 2025, Queensland Treasury shared its update. While its proposed framework does not apply to your organisation, it may help inform your future decisions on whether, and when, you may wish to prepare climate-related financial disclosures.

The slide pack is available on our website here: [www.qao.qld.gov.au/reports-resources/events](http://www.qao.qld.gov.au/reports-resources/events)

We will share thematic findings from our readiness assessment for all public sector entities who meet the Group 1 requirements under the *Corporations Act 2001* in our reports to parliament on the results of financial audits for 2025.





[qao.qld.gov.au/reports-resources/reports-parliament](https://qao.qld.gov.au/reports-resources/reports-parliament)



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Audit Office**  
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### 13.3 Southern Downs Local Disaster Management Plan - Annual Review

#### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 July 2025
	Manager Community Services	<b>ECM Function No/s:</b>

#### Recommendation

THAT Council adopt the attached Southern Downs Local Disaster Management Plan ("LDMP"), which has been reviewed in accordance with section 59 of the *Disaster Management Act 2003*.

#### REPORT

##### Background

In accordance with section 59 of the *Disaster Management Act 2003* ("the Act"), the Council may review, or renew its LDMP when Council considers it appropriate; however, this must be undertaken at least once a year.

When a review identifies a need to amend the LDMP, such amendments are to be done in consultation with the Local Disaster Management Group ("LDMG") and submitted to the Southern Downs Regional Council for adoption.

##### Report

On 24 February 2025, the reviewed LDMP (Version 6) was circulated through the LDMG members for review and comment, with the LDMG membership consisting of representatives from Council, Queensland Police Service, Queensland Fire Department, Queensland Ambulance Service, State Emergency Services and the Rural Fire Service.

On 5 June 2025, at the LDMG meeting, the LDMG endorsed Version 6 of the LDMP, which included the following summary of changes.

# LDMP - Changes Summary

From Issue 5.1 to Issue 6.0



Location in LDMP		Previous Issue – 5.1	Current Issue – 6.0	Reason for Change
1.	Contents	Table of Contents	Updated Table of Contents	Changes to page numbering and headings.
2.	Document Format	Document Template from 2009	Updated Template to align with new Council branding and corporate appearance.	New template for outward facing documents.
3.	Document control	Distribution – Hard copies available in Council Offices	Public viewing available online	Availability- no requests to view hard copy have occurred in over 8 years
4.	Section 1. and 2.	Foreword from Chair of the LDMG.	Foreword removed at request of Mayor, replaced with new wording for Section 1. & 2.	Replaced for simpler multi-term documents.
5.	Section 3.1	Reference to Act only.	Reference to Guidelines added.	Improve Plan information.
6.	Section 3.5	Map from 2009	Map updated to new simpler look	Easier to view town names.
7.	Section 3.7	Abbreviations – DCCSDS, QFES	Abbreviations – name change for DFSDSCS, QFD	Change Department name.
8.	Section 4.6	Membership Agency Roles and Responsibilities – DCCSDS, QFES	Membership Agency Roles and Responsibilities – DFSDSCS, QFD	Change Department name.
9.	Section 5.3	Population – referenced 2016 Census Data	Population – updated to referenced 2021 Census Data	Updates to available data.
10.	Section 5.7	Hospital – Bed numbers	Hospital – updated Bed numbers	Numbers have decreased.
11.	Section 5.11	Epidemic/Pandemics (Human related) – footer mid page	Epidemic/Pandemics (Human related) – footer moved to bottom of page.	Correcting footer placement.
12.	Section 7.4.2	Hazard Specific Arrangements - reference to obtaining copy of plan from <u>Incitec</u>	Reference to <u>Incitec</u> removed – Plan has never been provided.	Plan not held by LDC.
13.	Annexure A	Distribution List	Department Listed – updated to reflect current names.	Government Department Name Changes.
14.	Annexure B	Executive Members	Updated contact names and positions	Name Changes
15.	Annexure D	Level of Response Activation – QFES	Level of Response Activation – Updated Actions for LDC, Chairs to QPS EMC	Name Changes, communication method updated.
16.	Annexure E	Level of Recovery Activation	Removed Table - located in Recovery Plan.	Removing duplicated information.

## Conclusion/Summary

Following the requirements of the Act and LDMP, Version 6 of the LDMP is now before Council for adoption for implementation before the next storm season.

## FINANCIAL IMPLICATIONS

Nil

## RISK AND OPPORTUNITY

### Risk

Refer to attached LDMP Version 6

### Opportunity

Refer to attached LDMP Version 6

## COMMUNITY ENGAGEMENT

### Internal Consultation

Department of Community Resilience

## External Consultation

LDMG Members

### LEGAL / POLICY

#### Legislation / Local Law

*Disaster Management Act 2003*

#### Corporate Plan

##### Goal 2      Our Places

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

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

#### Policy / Strategy

Nil

#### Legal

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

### HUMAN RIGHTS


A Human Rights assessment has been undertaken.

### ATTACHMENTS

1. Southern Downs Local Disaster Management Plan - Version 6 (Excluded from agenda - Provided under separate cover)

## 13.4 Warwick Town Hall - Visitor Information Centre Relocation

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 July 2025
	Manager Community Services	<b>ECM Function No/s:</b>

### Recommendation

THAT Council:

1. Rescind part of the resolution made at the 18 December 2024 Ordinary Council Meeting, more specifically item four (4), which resolved:
  4. *Note the Chief Executive Officer's advice that the move of the Warwick Visitor Information Centre into the former Wattle Doo space be deferred, and the Warwick Visitor Information Centre Volunteers be advised;*
2. Approve the relocation of the Warwick Visitor Information Centre ("the VIC") into the area formerly occupied by Wattle Doo.

## REPORT

### Background

The Warwick Town Hall was built in 1888 and entered into the Queensland Heritage Register in 1992 for its historical, architectural and cultural significance. Due to the age of the building, a condition assessment was commissioned and completed on 29<sup>th</sup> September 2024, with the report being provided to Council on 23<sup>rd</sup> October 2024. This was presented at an Ordinary Council Meeting (OCM) on 18 December 2024. The outcome of the report presented at the OCM was the Council:

1. Note the findings from the Olivotto Consulting Structural Condition Report ("the Report") for the Warwick Town Hall, Ref. No. 24420, dated 23 October 2024 (attached); and
2. Note that Council officers have commenced to address the urgent safety related matters to ensure the building presents no immediate risk to the community and users; and
3. Note that in response to the Report, Council officers will commence to develop a comprehensive conservation management plan that will take a considered and staged approach to effectively manage and address the issues identified by the Report, with a further report to be brought back to a future Council meeting for consideration; and
4. Note the Chief Executive Officer's advice that the move of the Warwick Visitor Information Centre into the former Wattle Doo space be deferred, and the Warwick Visitor Information Centre Volunteers be advised.

### Report

Since the decision of 18<sup>th</sup> December 2024, Council has continued to act on the resolution, engaging a contractor to complete the conservation management plan, with the draft plan due back

in about August 2025. In addition, the Warwick VIC has continued to operate from its existing location, in the Town Hall, across the hall from the former location of Wattle Doo.

However, earlier this year, an incident occurred whereby a member of the public followed Council staff into the building, allegedly pulling a knife on Council staff. While this matter is one for Queensland Police Service and is now before them, the issue raised a significant safety issue for Council staff, particularly our VIC volunteers, who only have one point of entry and exit from the current VIC space.

### **Conclusion/Summary**

To address this immediate safety risk, the solution is to relocate the VIC from its current location to the location of the former Wattle Doo, due to this space having two (2) points of entry/exit.

## **RISK AND OPPORTUNITY**

### **Risk**

With the incident earlier this year, the risk to our staff and volunteers is known, with the current location presenting challenges in ensuring our volunteers' safety. With the risk known, the Council now must act and address.

### **Opportunity**

The relocation ensures that the VIC location remains central for Warwick, keeping it at the heart of the Central Business District, where locals and tourists can easily access it.

## **COMMUNITY ENGAGEMENT**

### **Internal Consultation**

Council Information Session 2 July 2025  
Manager Parks and Operations  
Manager Sustainability and Strategy  
Communications and Marketing Coordinator  
Councillor Information Session

### **External Consultation**

Nil

## **LEGAL / POLICY**

### **Local Law:**

NIL

### **Legislation:**

*Work Health and Safety Act 2011*

### **Corporate Plan:**

#### **Goal 2      Our Places**

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

**Objective:**    2.1.2    Identify, facilitate and promote community-led place making, activation of public places and opportunities to enhance and activate the urban environment.



- Outcome:** 2.2 Public places, services and facilities are accessible, sustainable and cost effective.
- Objective:** 2.2.1 Facilitate and plan for safe, accessible and affordable infrastructure, housing, health and communication services for the community, visitors and industry.

**Policy / Strategy**

**Policy:**

Asset Management Policy PL-CS0  
Community Engagement Policy PL-CS05930

**Strategy:**

Strategic Asset Management Plan 2023 – 2033  
Building Asset and Services Management Plan 2017

**Legal**

Workplace, Health and Safety

**HUMAN RIGHTS**


A Human Rights assessment has been undertaken.

**ATTACHMENTS**

Nil

### 13.5 Southern Downs Art Gallery - Memorandum of Understanding

#### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 July 2025
	Manager Community Services	<b>ECM Function No/s:</b>

#### Recommendation

THAT Council approve the execution of the attached Memorandum of Understanding (MOU) with the Stanthorpe Art Gallery Society ("SAGS") and Warwick Art Gallery Inc (WAGI).

#### REPORT

##### Background

The Art Collection is owned by the Council and housed at both the Stanthorpe and Warwick galleries, which are both Council assets.

For the purpose of these MOUs, the collection is a public art collection. As stewards of the public art collection, the Council and both galleries recognise their responsibility to store, manage, conserve and protect the collection under Council's *Arts and Culture Policy* (as amended) and *The National Standards for Museums and Galleries Australia* conditions.

The current MOUs with both galleries expired in March 2024; however, they were continued under a carryover period to allow both galleries to have input into the new MOUs. With this feedback now finalised, the attached draft MOUs are now before Council for consideration and approval.

##### Report

The Parties to the MOUs seek to work collaboratively to ensure the successful provision of cultural services to the Southern Downs Community and visitors. This is achieved by the implementation of procedures and practices developed by both galleries to realise common goals and objectives encompassing the proper care of the Art Collection, and promotion and delivery of arts and cultural activities within the region.

With regard to the Public Art Collection, the Parties will review, develop, and revise the policies and procedures as needed to align with the Council's *Arts and Culture Policy* (as amended) and *National Standards for Australian Museums and Galleries*.

In collaboration, the parties will incorporate sections that are consistent with Council's policies and procedures to maintain the efficient acquisition, management, maintenance, and deaccessioning of artworks held in the public art collection.

Any policies or procedures developed as part of this MOU, which impact Council's responsibilities, will be approved by Ordinary Council Meetings, before those policies or procedures coming into force.

## Conclusion/Summary

The attached MOUs seek to execute an agreement between parties for a further three (3) year period, ensuring clear roles, responsibilities, and funding arrangements exist for the future management of Council's art collections and assets.

## FINANCIAL IMPLICATIONS

Operational funding, including any future capital requirement.

## RISK AND OPPORTUNITY

### Risk

Without MOU's in place the art galleries and their collections may not be managed correctly.

### Opportunity

Ensuring those with the proper skill set manage the Council's art collection effectively.

## COMMUNITY ENGAGEMENT

### Internal Consultation

Councillor Information Session dated 2 July 2025

### External Consultation

Stanthorpe Art Gallery Society  
Warwick Art Gallery Inc

## LEGAL / POLICY

### Legislation / Local Law

*Local Government Act 2009*

### Corporate Plan

#### Goal 1      Our People

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

**Objective:**   1.2.2   Provide equitable access, and advocate for, a range of services, programs and facilities to address the marginalised and "hard to reach" groups within the community to foster inclusion, growth and skills development.

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

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

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

### Policy / Strategy

Arts and Culture Policy PL-CS053

## **Legal**

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

## **HUMAN RIGHTS**


A Human Rights assessment has been undertaken.

## **ATTACHMENTS**

1. Warwick Art Gallery Draft MOU (Excluded from agenda - Provided under separate cover)
2. Stanthorpe Art Gallery Draft MOU (Excluded from agenda - Provided under separate cover)

## 13.6 Public Art Reference Group Assessment - Brock Park Photographic Murals

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 July 2025
	Sport and Recreation Officer	<b>ECM Function No/s:</b>

### Recommendation

THAT Council approve the public art application 'Brock Park Photographic Murals' by local artist Sandra McEwan, as recommended by the Public Art Reference Group ("PARG"), subject to the applicant informing the community of the proposal prior to it proceeding.

### REPORT

#### Background

The purpose of the Public Art Reference Group ("PARG") is to provide Council with strategic guidance and/or recommendations about public art projects, activities and events for the Southern Downs Region.

Proposals for public art in a public space must be accompanied by a Public Art Assessment Application submitted by the applicant.

In accordance with clause 3.2.2 of the Public Art Procedure, a Public Art Proposal that is seeking Regional Arts Development Funding ("RADF") must first be assessed by the PARG and approved by Council before an application can be made.

#### Report

The assessment of the application was completed online via SmartyGrants and undertaken following the Public Art Policy and Procedure.

An overview of the process is provided below:

- the assessment of the public art project proposal is undertaken by the PARG, which consists of six (6) people;
- the PARG members include one (1) Portfolio Councillor (Cr Harslett), two (2) Council staff (Workplace, Health and Safety and Parks and Operations), the two (2) Art Gallery Directors and one (1) community member; and
- applications are individually assessed, and comments are collated.

The application ("the project") is to display photographic artwork by local artist Sandra McEwan of images of Granite Belt birds on the public amenities in Brock Park, Stanthorpe.

The purpose of the project is to improve awareness of Granite Belt birdlife through photographic art and improve the aesthetics of the Brock Park public amenities.

The applicant states that the public art will form part of the existing Granite Belt and Stanthorpe Mural and Public Art Trail, and the Southern Downs Dunny Dash Trail.

Examples of the proposed artworks are provided in the attachments section of this report.

## Conclusion/Summary

The PARG assessed the project, with those comments received via the SmartyGrants assessment process outlined below:

Recommendation	Comments
Yes, I recommend this application to Council for approval	This is a very worthy project to enhance the entrance to Stanthorpe. The installation once complete will add further attractions to the mural trail in existence and provide visitors and residents with a feature as a backdrop for photographs which promote our town in a positive way. I congratulate the applicant on the concept and believe it will be well liked by the community.
Yes, I recommend this application to Council for approval	This application addresses the objectives of the SDRC Public Art Policy. There is no other public art that features photographic art in the region. It represents the unique birds of our region and, in turn, educates visitors and our own community. The photography is of a high standard. This application also addresses the purpose of the SDRC Public Art Procedure. There is a burgeoning bird watcher population who are attracted to areas of unique birds - this will encourage Tourists to visit.
Yes, I recommend this application to Council for approval	After reviewing the application, I think this is an excellent proposal. The use of photography rather than painting on public walls will add a new and unique style of art to the local community and will be easy to maintain and update in the future. The choice of local birds and the descriptions provided are both educational, visually engaging and uncontroversial. I foresee only minor risks, which have been well addressed by the applicant, and the letters of support provided represent a wide community demographic, with both residents in the immediate vicinity and local community groups in favour of the proposal.
Yes, I recommend this application to Council for approval	This application has come about as a result of the redevelopment of the public toilet block in Brock Park, Stanthorpe. I fully support the proposal proceeding, subject to RADF funding or an alternative funding pathway being confirmed.
Yes, I recommend this application to Council for approval	A very thoroughly planned proposal.
Yes, I recommend this application to Council for approval	Projects like this not only beautify our shared spaces but also spark conversation, reflection and connection among residents and visitors alike by transforming public space into a canvas for storytelling and expression, we are fostering a sense of belonging and pride.

## FINANCIAL IMPLICATIONS

The applicant is seeking grant funding to implement the project.



## RISK AND OPPORTUNITY

### Risk

The application for grant funding is not successful.

### Opportunity

The proposed public art will provide an opportunity to beautify the Brock Park public amenity. It will also form part of the existing Granite Belt and Stanthorpe Mural and Public Art Trail, and the Southern Downs Dunny Dash Trail, increasing tourism

## COMMUNITY ENGAGEMENT

### Internal Consultation

Public Art Reference Group (Portfolio Councillor, Work, Health and Safety Coordinator and Manager Parks and Operations)

Councillor Information Session

### External Consultation

Letters of support are contained within the applicant's application.

## LEGAL / POLICY

### Legislation / Local Law

*Local Government Act 2009*

### Corporate Plan

#### Goal 2      Our Places

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

**Objective:**    2.1.2    Identify, facilitate and promote community-led place making, activation of public places and opportunities to enhance and activate the urban environment.

### Policy / Strategy

Public Art Policy – PL-CS107

Public Art Procedure – PR-CS084

### Legal

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

## HUMAN RIGHTS

A Human Rights assessment has been undertaken.

## ATTACHMENTS

1. Brock Park - Concept Design Images [↓](#)

## Artist's impressions design concept

### BACK WALL

Image of *Acanthorhynchus tenuirostris* (Eastern spinebill) on a grevillea plant found in residential gardens.

Photograph printed on composite aluminium.

To be mounted on the back wall of the amenity block.

Separate image component to be mounted separately on the door to enable door functionality is not impeded.



### EASTERN WALL

Image of *Lichenostomus leucotis* (White-eared honey eater) on an agapanthus plant found in residential gardens.

Photograph printed on composite aluminium.

To be mounted on the eastern wall of the amenity block.

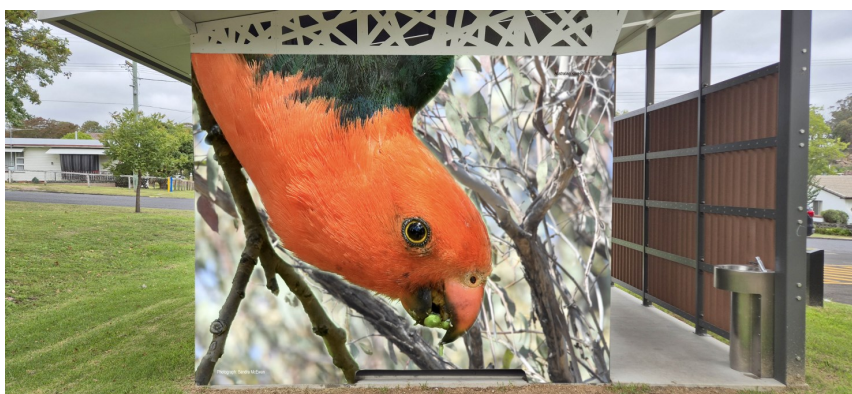


### WESTERN WALL

Image of *Alisterus scapularis* (King parrot) in a eucalypt tree found in natural bush environments.


Photograph printed on composite aluminium.

To be mounted on the western wall of the amenity block.



## 13.7 Operational Plan 4th Quarter Update

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 July 2025
	Acting Manager Governance	<b>ECM Function No/s:</b>

### Recommendation

THAT Council receive and note the 4<sup>th</sup> quarter update of the 2024/25 Operational Plan

### REPORT

#### Background

The *Local Government Act 2012* requires that Council prepare and adopt an Operational Plan for each financial year.

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

### FINANCIAL IMPLICATIONS

Nil

### RISK AND OPPORTUNITY

#### Risk

The Quarterly Operational Plan update, reports how Council is evaluating against its Operational Plan responsibilities.

#### Opportunity

Nil

### COMMUNITY ENGAGEMENT

#### Internal Consultation

Council's Executive Leadership Team and Senior Leadership Team are responsible for their applicable departmental actions within the 2024/25 Operational Plan and the leadership teams consult with their respective staff to complete and report on the progress of the actions.

#### External Consultation

Nil

## LEGAL / POLICY

### Legislation / Local Law

Section 104 of the *Local Government Act 2009*

### Corporate Plan

#### Goal 4      Our Performance

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

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

### Policy / Strategy

Corporate Plan 2021-2026

## ATTACHMENTS

1.    Operational Plan 4th Quarter Update [↓](#)

ACTION		SERVICE/ PROGRAM	RESPONSIBILITY	COMPLETION	Q4 STATUS	Q4 COMMENT
<b>Outcome 1.1 - Communities trust us to engage with them and advocate on their behalf</b>						
<b>Objective</b>	<b>1.1.1</b>	<b>Advocate for Councillor, staff and community representation on government and non-government committees and task forces relevant to the region</b>				
Submit expressions of interest to LGAQ for inclusion of senior staff and/or elected members on relevant Advisory Committees.		Executive Services	Chief Executive Officer	30 JUNE 2025	ONGOING	
<b>Objective</b>	<b>1.1.2</b>	<b>Implement effective and genuine community consultation processes that enable participation, engagement and collaboration</b>				
Work with the elected member body to develop and implement a community engagement program		Executive Services	Chief Executive Officer	30 JUNE 2025	ONGOING	
Investigate options and consider the engagement a specialist provider of online stakeholder engagement services (i.e. Bang The Table; Social Pinpoint)		Executive Services	Chief Executive Officer	30 JUNE 2025	ONGOING	
<b>Objective</b>	<b>1.1.3</b>	<b>Build confidence in our communities by being visible, empathetic and by actively listening</b>				
Conduct promotion and implement awareness programs relating to environmental health, environmental sustainability, regulatory services, local laws and waste management, including regular social media messaging and engagement with the community, to improve understanding of services delivered to ensure a healthy, safe and sustainable community.		Environmental Services	Manager Environmental Services	30 JUNE 2025	COMPLETED	Annual media plan developed, with monthly messaging being posted on areas across the Department.
<b>Outcome 1.2 - Communities have the opportunities to grow and develop</b>						
<b>Objective</b>	<b>1.2.1</b>	<b>Plan and provide community facilities and programs to meet the needs of our diverse community and enable community growth</b>				
Through Council's facilities, continue to deliver community and civic events, such as Australia Day, Anzac Day in accordance with the Council Led Civic and Community Events Policy (PL-119).		Community Services	Manager Community Services	30 JUNE 2025	COMPLETED	Council continues to deliver community and civic events, particularly in its parks and open spaces, with ANZAC Day, Carols in the Park Remembrance Day and the Matt Denny Welcome Home event being examples.



ACTION		SERVICE/ PROGRAM	RESPONSIBILITY	COMPLETION	Q4 STATUS	Q4 COMMENT
Objective	1.2.2	Provide equitable access, and advocate for, a range of services, programs and facilities to address the marginalised and "hard to reach" groups within the community to foster inclusion, growth and skills development				
Deliver community events, such as NAIDOC Week, Youth Week, Disability Action Week, Seniors Week etc., that ensure delivery of programs that meet the broader needs of the community, whilst allowing growth in understanding.		Community Services	Manager Community Services	30 JUNE 2025	COMPLETED	Throughout the 2024/25 FY Council continued to collaborate with the community to assist deliver community events, such as Youth Week, Disability Action Week, Seniors Week and NAIDOC Week.
Objective	1.2.3	Offer contemporary community development services across the region that reflect the needs and aspirations of the community				
Hold quarterly Interagency Meetings with key stakeholder to allow agencies to come together to investigate opportunities to target services for those most in need.		Community Services	Manager Community Services	30 JUNE 2025	COMPLETED	Quarterly meetings were held, with the number of attendees growing throughout the year, ensuring continued collaboration between agencies.
Outcome 1.3 - Communities are active, healthy and celebrate cultural diversity						
Objective	1.3.1	Identify, promote and grow opportunities for arts, cultural expression and the development of creative industries				
Through the Stanthorpe and Warwick Art Galleries, deliver exhibitions and educational programs that continue to enhance the arts and culture of the region.		Community Services	Manager Community Services	30 JUNE 2025	COMPLETED	Both galleries continued to be the cornerstones for delivering arts and culture experience to the region and visitors alike through the exhibitions they delivered throughout the year.
Finalise MOUs with Warwick and Stanthorpe art gallery committees and review the funding models.		Community Services	Manager Community Services	31 DEC 2024	COMPLETED	While 31 December 2024 was the target, a new target was reached through collaboration with both galleries to ensure these MOUs provide good structure and guidance and structure to all parties. The draft documents have now been finalised and are before Council for their consideration and acceptance.
Objective	1.3.2	Partner with sport and recreation stakeholders to encourage active lifestyles				
Develop a Regional Open Space Strategy that looks to improve utilisation of Council's open space for sport and recreational opportunities.		Sustainability & Strategy	Manager Strategy & Sustainability	30 JUNE 2025	ON TRACK	Master plan is complete and will be presented to Council in due course.
Objective	1.3.3	Plan and provide facilities and programs that enable participation in sport, recreation and cultural and community activity				
Work with state agencies and sporting groups to identify programs, grant opportunities and events that allow the community to access sport, recreation and community programs.		Community Services	Manager Community Services	30 JUNE 2025	COMPLETED	Council continued to work across agencies and sporting groups throughout the year, working closely with the State to deliver ClubIQ information sessions to the region to facilitate improved outcomes for sporting groups.

ACTION		SERVICE/ PROGRAM	RESPONSIBILITY	COMPLETION	Q4 STATUS	Q4 COMMENT
Develop and implement an Integrated Facility Management Transition Plan to uplift the coordinated, sustainable management of soft and hard services to all relevant Council facilities		Sustainability & Strategy	Manager Sustainability & Strategy / Manager Parks and Operations	30 JUNE 2025	ON TRACK	A presentation was made to CIS to provide options. Planning and delivery continue for a final outcome.
<b>Outcome 2.1 - Public places and open spaces are safe, well maintained and liveable</b>						
<b>Objective</b>	<b>2.1.1</b>	<b>Partner with relevant agencies to ensure community safety and resilience in relation to disaster management of bushfires, floods and other natural disasters</b>				
Through the Local Disaster Management Group (LDMG) hold regular meetings to bring responsible agencies together to ensure ongoing alignment of delivery in natural disasters		Community Services	Manager Community Services	30 JUNE 2025	COMPLETED	Despite ex-TC Alfred impact on the region, regular LDMG meetings were held throughout the year.
Through the Local Disaster Recovery Group provide recovery and resilience programs relating to the 2023 Bushfire Recovery and Resilience Plan		Customer and Organisational Services	Director Customer & Organisational Services	30 JUNE 2025	ON TRACK	
<b>Objective</b>	<b>2.1.2</b>	<b>Identify, facilitate and promote community-led place making, activation of public places and opportunities to enhance and activate the urban environment</b>				
Implement a staged street tree replacement program in CBD's and townships.		Parks & Operations	Manager Parks & Operations	30 JUNE 2025	ONGOING	Budget for street tree program was re-prioritised to critical hard infrastructure renewal. A Regional Street Tree plan is proposed for development throughout the new financial year.
<b>Objective</b>	<b>2.1.3</b>	<b>Advocate for, develop and implement environmental strategies that protect and enhance living assets in urban, rural, natural and agricultural landscapes</b>				
Develop and deliver the 2024/25 Action Plan to continue implementation of the Environmental Sustainability Strategy 2021-2031. Note, an annual plan is drafted under the strategy, so the action is updated annually to reflect this.		Environmental Services	Manager Environmental Services	30 JUNE 2025	ONGOING	Delivery of the action plan is on-going, and monitoring against actions completed will be completed and reported on at the end of the financial year.

ACTION		SERVICE/ PROGRAM	RESPONSIBILITY	COMPLETION	Q4 STATUS	Q4 COMMENT
<b>Outcome 2.2 - Public places, services and facilities are accessible, sustainable and cost effective</b>						
<b>Objective</b>	<b>2.2.1</b>	<b>Facilitate and plan for safe, accessible and affordable infrastructure, housing, health and communication services for the community, visitors and industry</b>				
Integrate the Local Government Infrastructure Plan (LGIP) into the new Planning Scheme, ensuring a seamless transition between the current and new LGIP.		Planning & Development	Manager Planning & Development	31 MARCH 2025	IN PROGRESS	LGIP integrated into planning scheme, due for review in Dec 2025
Undertake an investigation into the feasibility and logistics of Council opening up and operating several gravel pit quarries to provide quality road making material for local roads		Infrastructure Services	General Manager Infrastructure Services / Manager Works	30 JUNE 2025	ON TRACK	Further investigations were completed on the feasibility and governance requirements for operating a quarry pit at the CIS session on Wednesday 18 June 2025. This is a multiyear objective and will be represented to Councillors in August 2025.
<b>Objective</b>	<b>2.2.2</b>	<b>Develop and implement water security programs and strategies to ensure a sustainable and reliable water supply for all towns</b>				
Collaborate with the Department of Regional Development, Manufacturing and Water, Toowoomba Regional Council and SEQ Water to deliver the Toowoomba to Warwick Pipeline project.		Water & Wastewater	Manager Water	30 JUNE 2027	ONGOING	Negotiations continuing over minor design changes and agreeing final design parameters with SEQ Water. Continuing to work through the various agreements required for the project.
Complete all actions in the Drought Resilience Package.		Water & Wastewater	Manager Water	30 JUNE 2025	ONGOING	Awaiting proposal for issued for construction drawings for the water treatment plant.
Seek funding for renewal of critical water and wastewater assets		Water & Wastewater	Manager Water	30 JUNE 2025	IN PROGRESS	Second stage of LGGSP funding application provided in May. Waiting for result of application.
<b>Objective</b>	<b>2.2.3</b>	<b>Improved resource recovery and waste management and minimisation through new technologies, education and innovation</b>				
Participate in the implementation of the Darling Downs Regional Waste Management Plan, focusing on outcomes relevant to the Southern Downs region.		Environmental Services	Manager Environmental Services	30 JUNE 2025	ONGOING	Grant funding application made and outcome advised. Southern Downs Regional Council is very active and will be the host of the Regional Coordinator. Updates provided to Council of Mayors meetings throughout the year.
Implement the annual Waste Education Plan		Environmental Services	Manager Environmental Services	30 JUNE 2025	COMPLETED	Items in annual waste education plan delivered including school outreach, professional development for educators, community workshops, and general community education messages.

ACTION		SERVICE/ PROGRAM	RESPONSIBILITY	COMPLETION	Q4 STATUS	Q4 COMMENT
Develop and implement a new Waste Reduction and Recycling Plan for the region, with a focus on waste minimisation, resource recovery opportunities, technology and innovation and long-term planning of waste management for the region.		Environmental Services	Manager Environmental Services	30 JUNE 2025	COMMENCED	This has been delayed and will now be delivered in the 25/26 financial year. A request for quote has been issued to engage a consultant to assist with the development of the strategy, so progress will occur early in the new financial year.
<b>Outcome 2.3 - Our natural and agricultural environments are healthy, resilient and sustainable</b>						
<b>Objective</b>	<b>2.3.1</b>	<b>Develop and implement a climate change policy and encourage community and business to adopt sustainable practices</b>				
Develop a climate change policy in alignment with Council's Environmental Sustainability Strategy 2021-2031.		Planning & Environmental Services	Manager Environmental Services	30 JUNE 2025	ON HOLD	This has been added to the operational plan for 25/26 for delivery as per the current Corporate Plan. Due to limited resourcing, this was not able to be adopted in 24/25.
<b>Objective</b>	<b>2.3.2</b>	<b>Plan for and provide an integrated and accessible network of open space, parkland, trails, corridors and natural areas including recreational waterways</b>				
Subsequent to completion of a Recreational Open Space Strategy (ROSS), develop and implement revised service standards for provision, and maintenance of, public parks and other urban open space		Infrastructure Services	Manager Parks & Operations	30 JUNE 2025	ON HOLD	No further action until the Open Space, Sport and Recreation Master Plan is finalised.
<b>Objective</b>	<b>2.3.3</b>	<b>Develop policies and implement measures to enhance our agricultural sector and protect priority agricultural land from invasive pest animals and pest plants and non-rural development incursion</b>				
Promote the outcomes of the Protein Hub project and facilitate the realisation of the desired outcomes with potential developers.		Executive Services	Manager Economic Development	30 JUNE 2025	ON TRACK	Project progressing with two interested parties, one local and the other International. The international investor has visited the area and inspected several possible sites.
Develop and implement a new Invasive Pests Strategic Plan for the region, to ensure Council is complying with its biosecurity obligations, and to assist property owners within the region to achieve their biosecurity obligations.		Planning & Environmental Services	Manager Environmental Services	30 JUNE 2025	COMMENCED	This has been delayed and will now be delivered in the 25/26 financial year. Initial feedback has been sought from members of the Pest management Advisory Committee, and an initial draft will be presented to Council in August at an information session for feedback. Progress will occur early in the new financial year.
Consult and coordinate with the Department of transport & Main Roads to		Infrastructure Services	Director Infrastructure Services	30 JUNE 2025	IN PROGRESS	This is an advocacy item and Council officers continue to collaborate with DTMR; a trial project is planned to

ACTION		SERVICE/ PROGRAM	RESPONSIBILITY	COMPLETION	Q4 STATUS	Q4 COMMENT
try and increase the number local roads accessible by higher productivity vehicles						investigate a last mile project with DTMR and present findings.
<b>Outcome 3.1 - Population growth is maximised within the parameters of maintaining our locality's unique characters and provision of infrastructure</b>						
<b>Objective</b>	<b>3.1.1</b>	<b>Develop and implement a Residential Attraction Strategy and a Job Creation Strategy to attract a diverse range of new residents to the region</b>				
Review the Economic Development Strategy and associated action plan to identify key initiatives in relation to residential attraction and job creation		Executive Services	Manager Economic Development	30 JUNE 2025	ON TRACK	Officers continue to work with housing providers and developers seeking investment in housing. Discussions have also been held with two modular housing providers who have shown an interest in the area.
<b>Objective</b>	<b>3.1.2</b>	<b>Facilitate innovative housing outcomes to allow local businesses to attract employees</b>				
Establish the Local Housing Action Plan Working Group and report regularly on progress		Executive Services	Chief Executive Officer	30 JUNE 2025	ON TRACK	
<b>Objective</b>	<b>3.1.3</b>	<b>Review infrastructure charges and developer incentive policies to provide a balanced and supportive approach to investment</b>				
<b>Outcome 3.2 – Businesses thrive and grow</b>						
<b>Objective</b>	<b>3.2.1</b>	<b>Investigate and maintain a jobs, training and recruitment attraction program, facilitate networking and clustering events and undertake a review of key business constraints</b>				
Advocate for State and Federal funding to progress the development of a state-of-the-art Protein Hub in the Southern Downs region		Economic Development	Manager Economic Development	30 JUNE 2025	ON TRACK	Advocacy has been done; at this stage no further funding will be made available by the State Government. Both interested parties have indicated they would not be seeking government funding to proceed.
Deliver the Locally Led Economic Recovery (LLER) program in conjunction with the Chambers of Commerce, to support traditional businesses		Economic Development	Manager Economic Development	30 JUNE 2025	ON TRACK	All elements of the LLER Program have been completed, except the Why Leave Town element which will proceed for a further 12 months. Both Chambers have completed their involvement.
Review, update and implement the 2024-2025 Economic Development Strategy Action Plan		Economic Development	Manager Economic Development	30 JUNE 2025	COMPLETED	Review Completed

ACTION		SERVICE/ PROGRAM	RESPONSIBILITY	COMPLETION	Q4 STATUS	Q4 COMMENT
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				
Finalise the establishment of the Southern Downs Country University Centre (SDCUC) and maintain an appropriate level of involvement during the implementation phase.		Executive Services	Manager Economic Development	30 JUNE 2025	COMPLETED	While not a Council project now, this has been completed, and the facility is taking in students. It is located at the Warwick TAFE Campus.
Assess options for a satellite hub for SDCUC on the Granite Belt		Executive Services	Manager Economic Development	30 JUNE 2025	NOT COMMENCED	This will be considered by the Board of the SDCUC after the Warwick facility has proven successful. It may be a couple of years before this is looked at.
Objective	3.2.3	Advocate for improved water availability and security for the agricultural industry				
Outcome 3.3 - The Southern Downs is a destination of choice for business and visitors						
Objective	3.3.1	Establish a reputation for working collaboratively with developers to deliver mutually beneficial outcomes				
Undertake business process review of Development Assessment and enquiry processes to identify inefficiencies and improve overall customer experience.		Planning & Development	Manager Planning & Development	30 JUNE 2025	ONGOING	On track and progressing as planned. Initial review completed with key inefficiencies identified. Targeted projects have been scoped, teams established, and implementation is now underway.
Improved communication with the building industry to promote Council's building certification services through creating a mail list to send notifications and updates to, promoting through Council's social media and other channels, and meeting one-on-one with key stakeholders in the region to discuss Council's offerings.		Planning & Development	Built Environment Coordinator	30 JUNE 2025	ONGOING	Mailing list established and initial business improvements implemented. Direct engagement channels activated and ongoing communication strategies under regular review for continuous improvement.
Objective	3.3.2	Develop and implement a Planning and Development Facilitation Program for potential major developments				
Objective	3.3.3	Support and work with regional partners to undertake targeted branding and marketing activities for major events				
Investigate and engage a suitably qualified contractor to <u>refresh the Southern Downs &amp; Granite Belt tourism brand as phase two of the 23/24 SDRC Corporate Branding refresh</u> . This will fall in line with industry developments and further support the		Communications & Marketing	Communications and Marketing Coordinator	30 JUNE 2025	COMPLETED	



ACTION		SERVICE/ PROGRAM	RESPONSIBILITY	COMPLETION	Q4 STATUS	Q4 COMMENT
future development of a more fulsome place branding strategy.						
Review Council's Destination Marketing Strategy		Communications & Marketing	Communications and Marketing Coordinator	30 JUNE 2025	ON HOLD	Pending appointment of Director Strategy, Growth and Stakeholder Engagement
Review Council's Event Strategy 2021 - 2025		Economic Development	Manager Economic Development	30 JUNE 2025	COMPLETED	Updated Strategy to be endorsed by Council on 16 July, and will then be uploaded to the website
Review Council's major event processes and funding models		Economic Development	Manager Economic Development	30 JUNE 2025	NOT COMMENCED	Expected to commence following the completion of the current realignment process.
<b>Outcome 4.1 - Our customers want to do business with us</b>						
<b>Objective</b>	<b>4.1.1</b>	<b>Deliver contemporary customer service experiences that aligns with the expectations of our customers and the community</b>				
Investigate relocation options for the Warwick Visitor Information Centre to a larger tenancy that will meet increased visitor demands and enhance the visitor experience thereby building excitement about opportunities to stay longer in the region		Communications & Marketing	Communications and Marketing Coordinator	30 JUNE 2025	ON HOLD	Pending appointment of Director Strategy, Growth and Stakeholder Engagement
Update customer service centres to make venues more attractive, user-friendly and contemporary		Corporate Services	Manager Corporate Services	30 JUNE 2025	IN PROGRESS	This will continue into 2025/26 with capital funding forecast to make necessary improvements, particularly to Warwick, enriching the customer experience.
Implementation of identified business process improvements for customer service across the organisation including the implementation of customer feedback mechanisms (noting that partial implementation has occurred to date in relation to (dog registrations etc.)		Corporate Services	Manager Corporate Services	30 JUNE 2025	IN PROGRESS	This is a multi-year program linked to continuous improvement, particularly around developing and implementing a Customer Service Charter that applies across departments to ensure a clear, consistent understanding across the organisation.
Continue and finalise the implementation of the insurance review initiative across governance and fleet services.		Corporate Services	Manager Corporate Services	30 June 2025	DELAYED	Implementation delayed. Manager Governance to implement.
Enable electronic lodgment of operational works, plumbing and drainage and building applications - <i>eSubmit</i>		Planning & Development	Manager Planning & Development	30 June 2025	IN PROGRESS	Initial review completed. Planning for staged implementation is underway, with delivery to continue into 2025–26. Project remains on track

ACTION		SERVICE/ PROGRAM	RESPONSIBILITY	COMPLETION	Q4 STATUS	Q4 COMMENT
Objective	4.1.2	Embed a culture of continuous improvement focusing on creating value through innovation and technological advancement, reducing waste and improving efficiency				
GIS services audit to identify the data holdings of value but no high or medium use. Identify the storage and access options for the data. The outcome is to protect the performance of the system. Removing information that is not used consistently but is needed frequently to meet operational needs.		Sustainability & Strategy	Manager Sustainability & Strategy	30 JUNE 2025	ON TRACK	Audit completed. Layers in GIS rationalised with excessive data archived or made not accessible. Data is not lost just no longer accessible without support.
Continuous improvement strategy to refine and improve the project management framework as levels of adoption and maturity are achieved		Sustainability & Strategy	Manager Sustainability & Strategy	30 JUNE 2025	ON TRACK	PMF continues to evolve and mature in its adoption. Program Control Group (PCG) meets monthly furthering the governance benefits of the PMF. Consideration of the framework is happening to extend to the operational planning activities to garner the same benefits of the PMF to projects.
Deliver Technology One related CIA projects as per the ICT Road map i.e. Finance, Procurement, Corporate Performance Reporting and Request Management.		Information Technology	Chief Financial Officer	30 JUNE 2025	ON TRACK	CIA contracts module implementation underway, currently in UAT with proposed go live Aug 2025.
Continue digitisation of treatment plant maintenance work in accordance with adopted <i>Water Outlook</i> program.		Water & Wastewater	Manager Water	30 JUNE 2026	ONGOING	Progressing. All sewage pump stations complete and working on treatment plants.
Objective	4.1.3	We "get stuff done" are and solution seekers				
Implement an updated policy framework, supporting templates and roll out education regarding policies and procedures across the organisation		Corporate Services	Manager Corporate Services	30 JUNE 2025	IN PROGRESS	Templates have been rolled out successfully. Policy framework reviewed and awaiting approval.
Deliver 90% of the 2024-2025 Capital Works Program. Develop a 10 year works program for all infrastructure assets		Infrastructure Services	Director Infrastructure Services and Managers	30 JUNE 2025	IN PROGRESS BUT IMPACTED	Excellent progress despite delivery impacts including Ex TC Alfred; some carryovers currently underway and on track.

ACTION		SERVICE/ PROGRAM	RESPONSIBILITY	COMPLETION	Q4 STATUS	Q4 COMMENT
Objective	4.2.1	Improve our safety management system and visible leadership to ensure our people go home safely				
Develop and implement the Safety Management System Reset Map in a staged approach with direct oversight from the ELT (50% Safety Reset Map completed FY 24/25)		Executive Services	Chief Executive Officer, Director People Performance and Safety	30 JUNE 2026	ON TRACK	On track to be completed end of December 2025.
Development and implementation of updated saleyard operating procedures and saleyard quality manual to improve safety and operational efficiencies.		Saleyards	Manager Corporate Services	30 JUNE 2025	COMPLETED	SOPs completed and in place.
Carry out HAZOP studies for all treatment plants and pump stations		Water & Wastewater	Manager Water	30 JUNE 2026	COMMENCED	Workshops completed on the water treatment plants in May.
Objective	4.2.2	Improve our wellbeing management including physical and mental health support				
Develop and adopt an overarching Workforce Strategy 2024 – 2028 (sub plans and frameworks to be developed)		People Performance & Safety	Director People Performance and Safety	DEC 2028	ON TRACK	On track
Objective	4.2.3	Improve our people's capability and provide support and upskilling opportunities				
Create a Planning Services team development plan to identify areas of potential knowledge gaps and provide opportunities for staff members to develop new skills.		Planning & Development	Planning Services Coordinator	30 JUNE 2025	ONGOING	Planning team training plan is under development and will continue into 2025–26, supported in the interim by Business Improvement Projects, ADPs, and ongoing PIA training.
Outcome 4.3 - Our people are proud to work for Council						
Objective	4.3.1	Enable collaborative workplaces and contemporary work practices				
Undertake an Employee Engagement Survey		Executive Services	Director People Performance and Safety	30 JUNE 2025	COMPLETED	
Enterprise Bargaining negotiations Stream A, B and C		Executive Services	Director People Performance and Safety	30 JUNE 2025	IN PROGRESS	The EBs won't be negotiated until closer to the end of December 2025 as there was a delayed start to

ACTION		SERVICE/ PROGRAM	RESPONSIBILITY	COMPLETION	Q4 STATUS	Q4 COMMENT
						negotiations. EB negotiations have had 4 meetings by end of June 2025.
Workforce Strategy developed, adopted and implementation commenced using a staged approach: <ul style="list-style-type: none"> <li>• Training Strategy (including identification of mandatory, organisation wide and role specific training) developed and adopted</li> <li>• Competency Training Framework developed and adopted</li> <li>• Workforce Planning commenced within the Directorates</li> </ul>		Executive Services	Director People Performance and Safety	31 SEPTEMBER 2025	ON TRACK	Competency Training Framework completed. Workforce Planning delayed due to workloads. Water and Wastewater competencies being developed. To commence training strategy.
Undertake a review of Stores Operations and assess opportunities to improve business processes around work practices, safety and customer experience.		Customer & Organisational Services	Procurement Coordinator	30 JUNE 2025	IN PROGRESS	Liaising with various stakeholders re stock items and quantities. Developing procedures around contractor stock issues and fuel reconciliation.
Objective	4.3.2	Enable collaborative workplaces and contemporary work practices				
Leadership program sourced, developed and delivered to ELT and SLT		People & Safety	Director People Performance and Safety	30 JUNE 2025	IN PROGRESS	On track with sourcing having taken place. Program cannot be delivered until all senior recruitment has been completed. Anticipated completion December 2025.
Continue to work with Director People Performance and Safety to develop and implement a progression and prerequisite matrix for Works Department		Infrastructure Services	Manager Works	30 JUNE 2025	IN PROGRESS	A training matrix register has been developed by People and Culture and this is a work in progress complete this task. Continue to review the training register.
Objective	4.3.3	Instill in our people the concept of brand ambassadorship				
Invest in portfolio branding to strengthen communication with our region.		Executive Services	Communications and Marketing Coordinator	30 JUNE 2025	COMPLETED	Councillors are using branded Portfolio Report templates for OCM Reports

ACTION		SERVICE/ PROGRAM	RESPONSIBILITY	COMPLETION	Q4 STATUS	Q4 COMMENT
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				
Develop and implement the next phases of Council's Integrated Planning and Reporting Framework		Executive Services	Chief Executive Officer	30 JUNE 2025	ON HOLD	Project on hold pending the recruitment of the Governance Manager
Implement further governance training across the organisation - fraud & corruption, ethical conduct, good decision-making, Administrative Action Complaints, delegations and Authorised Persons		Corporate Services	Manager Corporate Services	30 JUNE 2025	IN PROGRESS	IPOLA education to be rolled out
Finalisation and implementation of updated delegations register and use of delegation's software		Corporate Services	Manager Corporate Services	30 JUNE 2025	ON TRACK	CEO to Employee & Contractor delegations under final review.
Review strategic risks and risk appetite statement with elected members, implement these and embed in council reporting		Corporate Services	Manager Corporate Services	01 SEPT 2025	YET TO COMMENCE	To commence in July 2025.
Provide procurement and contract management related training to staff.		Financial Services	Procurement Coordinator	30 JUNE 2025	IN PROGRESS	Training on contract documentation completed on 20/05/25. Targeted procurement training for individual teams proposed to recommence September 2025.
Continue the implementation of the backflow prevention device register and commence issuing notices where compliance isn't achieved.		Planning & Environmental Services	Built Environment Coordinator	30 JUNE 2025	COMPLETE	Backflow register project completed. Notices issued where required. Onsite wastewater (WasteID) project now underway and progressing ahead of schedule.
Objective	4.4.2	Ensure our long-term financial sustainability is a pillar of our decision making				
Have definitive 10-year plans (Master Plans) to delivery our services and outcomes. The Master Plans will define the services expected from Assets after being developed in consultation with our community. The Master Plans will be developed to deliver the sustainability of SDRC.		Sustainability & Strategy	Manager Sustainability & Strategy	30 JUNE 2027	IN PROGRESS	Master Plan activity continues with several master plan documents completed. The development program continues to follow the Asset Management Road Map defined in the Strategic Asset Management Plan (SAMP). A review of the work and the alignment to the Long-Term Financial Plan (LTFP) has just been completed. Minor alterations to the program will enhance the final outcomes.

ACTION		SERVICE/ PROGRAM	RESPONSIBILITY	COMPLETION	Q4 STATUS	Q4 COMMENT
High Risk Asset State Assessment – Using tools such as UAV or Drones, Survey Instruments to record the state of assets that have a high risk of damage due to natural disaster or other event beyond the control of Council, to enable evidence-based claims to funding sources to restore the asset to a minimum of the current condition.		Sustainability & Strategy	Manager Sustainability & Strategy	30 JUNE 2025	ON TRACK	Data and video collection of high-risk assets continues. The UAV tools use is being extended to support the monitoring and inspection of Councils Dam infrastructure.
Develop the SDRC Services Catalogue targeting the completion of a guiding strategy with current services and costs identified.		Financial Services	Chief Financial Officer	30 JUNE 2025	ON TRACK	Commenced and progressing in 2025/26.
Undertake quarterly budget reviews and annual budget adopted in line with Act and Legislation.		Financial Services	Chief Financial Officer	30 JUNE 2025	ON TRACK	All documents were adopted on time.
Review and update Council's Financial Sustainability Strategy (LTFP).		Financial Services	Chief Financial Officer	30 JUNE 2025	ON TRACK	To be completed in 2025/26
Objective	4.4.3	Our asset management is smart, effective and efficient with robust project selection pathways				
Achieve the AM Roadmap defined in the SAMP.		Sustainability & Strategy	Manager Sustainability & Strategy	30 JUNE 2027	IN PROGRESS	Ongoing. Challenges to resourcing have slowed progress. The five-year plan allows for flexibility in delivery.
Enable Knowledge Based Decision making across the organisation with consolidated knowledge systems (GIS, Assets, Finance).		Sustainability & Strategy	Manager Sustainability & Strategy	30 JUNE 2025	ON TRACK	This work continues. External support is engaged to facilitate the integration of asset management systems in Fleet management processes. The intent is to use this outcome as a pilot and model for future system adoptions.
Continuous improvement strategy to refine and improve the PMF as levels of adoption and maturity are achieved		Sustainability & Strategy	Manager Sustainability & Strategy	30 JUNE 2025	ON TRACK	PMF continues to evolve and mature in its adoption. Program Control Group (PCG) meets monthly furthering the governance benefits of the PMF. Consideration of the framework is happening to extend to the operational planning activities to garner the same benefits of the PMF to projects.
Benefits Realisation programs defined and developed		Sustainability & Strategy	Manager Sustainability & Strategy	30 JUNE 2025	ON HOLD	Continues to be on hold as the PMF foundations are amended and becoming the “norm”.


ACTION		SERVICE/ PROGRAM	RESPONSIBILITY	COMPLETION	Q4 STATUS	Q4 COMMENT
<b>Outcome 4.5 - We have genuine and effective leadership</b>						
Objective	4.5.1	We act in an honest, open and respectful way to build strong relationships, partnerships and trust with our stakeholders at all levels of the organisation				
Undertake further work on the business improvement process planning sessions to ensure efficiency and completeness of transactions for internal and external customers. Look for customer service software solutions, including online booking systems to improve efficiency as well as improving customer service reporting data		Corporate Services	Manager Corporate Services	30 JUNE 2025	IN PROGRESS	CRM Project is underway. Manager Community and Customer Service to implement in 2025/26.
Objective	4.5.2	We use a range of advocacy, engagement and communication methods that suit the issue or initiative we are advocating for				
Provide ongoing support for Council's communication and liaison with the LGAQ District 4 Policy Executive representative		Executive Services	Chief Executive Officer	30 JUNE 2025	ONGOING	
Objective	4.5.3	Our advocacy is well planned with a clearly defined purpose				
Provide ongoing support for the Regional Water Assessment Program and advocate for positive outcomes for SDRC		Water & Wastewater	Manager Water	30 JUNE 2025	ON HOLD	No action at this stage, waiting for the State to progress with this work.
<b>Outcome 4.6 – Our Leaders are authentic</b>						
Objective	4.6.1	Our elected members are collaborative and actively work with Executive Management to deliver desired outcomes				
Review Council's 2021 to 2026 Corporate Plan		Executive Services	Chief Executive Officer	30 JUNE 2025	YET TO COMMENCE	The Corporate Plan will commence after the 2025/26 Budget process.
Complete the elected member induction program and schedule Council Info Sessions for discussion on key issues		Executive Services	Chief Executive Officer	30 JUNE 2025	ONGOING	Councillor induction is ongoing.
Objective	4.6.2	Our Executive Leadership Team is visible, proactive and outcomes focused				



ACTION		SERVICE/ PROGRAM	RESPONSIBILITY	COMPLETION	Q4 STATUS	Q4 COMMENT
Objective	4.6.3	Leadership development at all levels including elected members is considered “core business”				
Provide training and conference opportunities for elected members		Executive Services	Chief Executive Officer	30 JUNE 2025	ONGOING	Councillor induction is ongoing.

## 13.8 Review of Policies

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 July 2025
	Acting Manager Corporate Services	<b>ECM Function No/s:</b>

### Recommendation

THAT Council:

1. Adopt the reviewed policies as presented:
  - a. Anti-Discrimination & Equal Opportunity Policy PL-PC060
  - b. Code of Conduct: Interacting with Children and Young Policy PL-122
  - c. Work Health and Safety Policy PL-IS003
  - d. Responsible Use of AI Tools Policy PL-145
2. Adopt the Gifts and Benefits Policy PL-116
3. Rescind the following policy:
  - a. Rates by Exemption Policy PL-CS062

### REPORT

#### Report

A review of Strategic Policies was undertaken over the previous 6-12 months to ensure compliance, and any existing gaps to improve business processes across Council.

The attached recommended policies were presented to a Councillor Information Session on 15 January 2025 and 2 July 2025.

The Gifts & Benefits Policy is new.

It is also proposed to rescind the Rates by Exemption Policy.

### FINANCIAL IMPLICATIONS

Nil

## RISK AND OPPORTUNITY

### Risk

Inadequate or ineffective policies lead to poor organisational governance.

### Opportunity

Business process improvements and improved organisational governance.

## COMMUNITY ENGAGEMENT

### Internal Consultation

Section managers, coordinators were consulted regarding required changes prior to presentation to Councillor Information Sessions on 15 January 2025 and 2 July 2025.

### External Consultation

Nil

## LEGAL / POLICY

### Legislation / Local Law

*Local Government Act 2009*

*Local Government Regulation 2012*

Various legislation pursuant to each policy attached.

### Corporate Plan

#### Goal 4      Our Performance

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

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

### Policy / Strategy

As attached

### Legal

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

## HUMAN RIGHTS

A Human Rights assessment has been undertaken.


## ATTACHMENTS

1. PL-060 Anti-Discrimination and Equal Opportunity Policy (Excluded from agenda - Provided under separate cover)
2. PL-122 Code of Conduct: Interacting with Children and Young Policy (Excluded from agenda - Provided under separate cover)

3. PL-IS003 Work Health and Safety Policy (Excluded from agenda - Provided under separate cover)
4. PL-145 Responsible Use of AI Tools Policy (Excluded from agenda - Provided under separate cover)
5. PL-116 Gifts and Benefits Policy (Excluded from agenda - Provided under separate cover)
6. PL-CS062 Rates by Exemption Policy (Excluded from agenda - Provided under separate cover)

### 13.9 Application for Permanent Road Closure - Adjacent to Lot 145 on ML344 - 38 Frees Road, Goomburra 4362

#### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 July 2025
	Land Management Officer	<b>ECM Function No/s:</b> 3992187

#### Recommendation

THAT Council, pursuant to Section 99(1) of the *Land Act 1994*, offer no objection to the application for a permanent road closure over part of the Road Reserve adjacent to Lot 145 on ML344, so long as the two Lots are amalgamated.

#### REPORT

##### Background

Council has received a request from the landowner located at Lot 145 on ML344 seeking views on an application to permanently close a road reserve along the Southern Boundary of the Lot, as shown in Attachment 1. The applicant seeks to permanently close the existing road reserve and purchase the land from the Department of Natural Resources and Mines, Manufacturing, and Regional and Rural Development (Department of Resources), with the intention to amalgamate this with existing Lots.

Views from Council are required to accompany an application for road closure to the Department of Resources. The applicant is the owner of the adjoining Lot 145 on ML344 and is required to seek comments from Council on Part C – Form LA30 – *Statement in relation to an application under the Land Act 1994 (The Act) over State Land*.

##### Report

The permanent road closure applies to an unmade road that runs along the Southern Boundary of Lot 145 on ML344, the closure of the road reserve does not affect current or future access to any other lots in the area. The approximate area of the dedicated road reserve proposed for closure is 0.3442 Ha.

The applicant has advised that they would amalgamate the area from the road reserve with their existing Lot 145 on ML344 as when they purchased this property they were under the impression that this area was included in the Lot. The applicant also has a current application in for a dwelling under a separate application and would like to take this opportunity to amalgamate the road reserve land into their Lot.

In April 2025, views were sought from the Directorates of Council for permanent road closure over part of Road Reserve adjoining Lot 145 on ML344:

- Infrastructure, Assets and Projects - no objection, and highlighted that it appeared there was some subdivision undertaken in the past in the area.

- Communities, Planning and Environmental Services - no objection, subject to the road reserve land being amalgamated with existing lot and no new Lots are created.
- Corporate Services - no objection.

If approved by the Department of Resources, the road reserve will be re-surveyed and be included in Lot 145 on ML344 as part of a single allotment, pursuant to section 99(4) of the *Land Act 1994*.

### **Conclusion/Summary**

As Council's Directorates have offered no objection to the application for permanent road closure over the road reserve adjoining Lot 145 on ML344, it is recommended that Council advise the Department of Resources that Council offers no objection to the application subject to all land being amalgamated so there are no new lots.

### **FINANCIAL IMPLICATIONS**

There are no financial implications arising from this request. All costs are met by the applicant.

### **RISK AND OPPORTUNITY**

#### **Risk**

Minimum risks to Council, as it is based on legislation and supports the applicants' current needs with access. The application will be decided by the Minister under the *Land Act 1994*.

#### **Opportunity**

Council promotes the landowners desire to use the land for their personal activities.

### **COMMUNITY ENGAGEMENT**

#### **Internal Consultation**

Views were sought from Council's Directorates and internal consultation supports the request. Council Information Session 2 July 2025.

#### **External Consultation**

No external consultation was conducted by Council. The Department of Resources is the decision-maker for the application. Council is deemed an interested party given Council's role as road manager and is not required to consult with landowners.

### **LEGAL / POLICY**

#### **Legislation / Local Law**

Council controls all roads in its local government area pursuant to section 60 of the *Local Government Act 2009*.

The application to permanently close a road is decided by the Minister pursuant to section 99(1) of the *Land Act 1994*. Only adjoining land owners or public utility providers can apply to permanently close a road.

## Corporate Plan

### Goal 1      Our People

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

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

### Policy / Strategy

Use of Roads Policy – PL-IS110. There are no conflicts with the roads policy.

### Legal

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

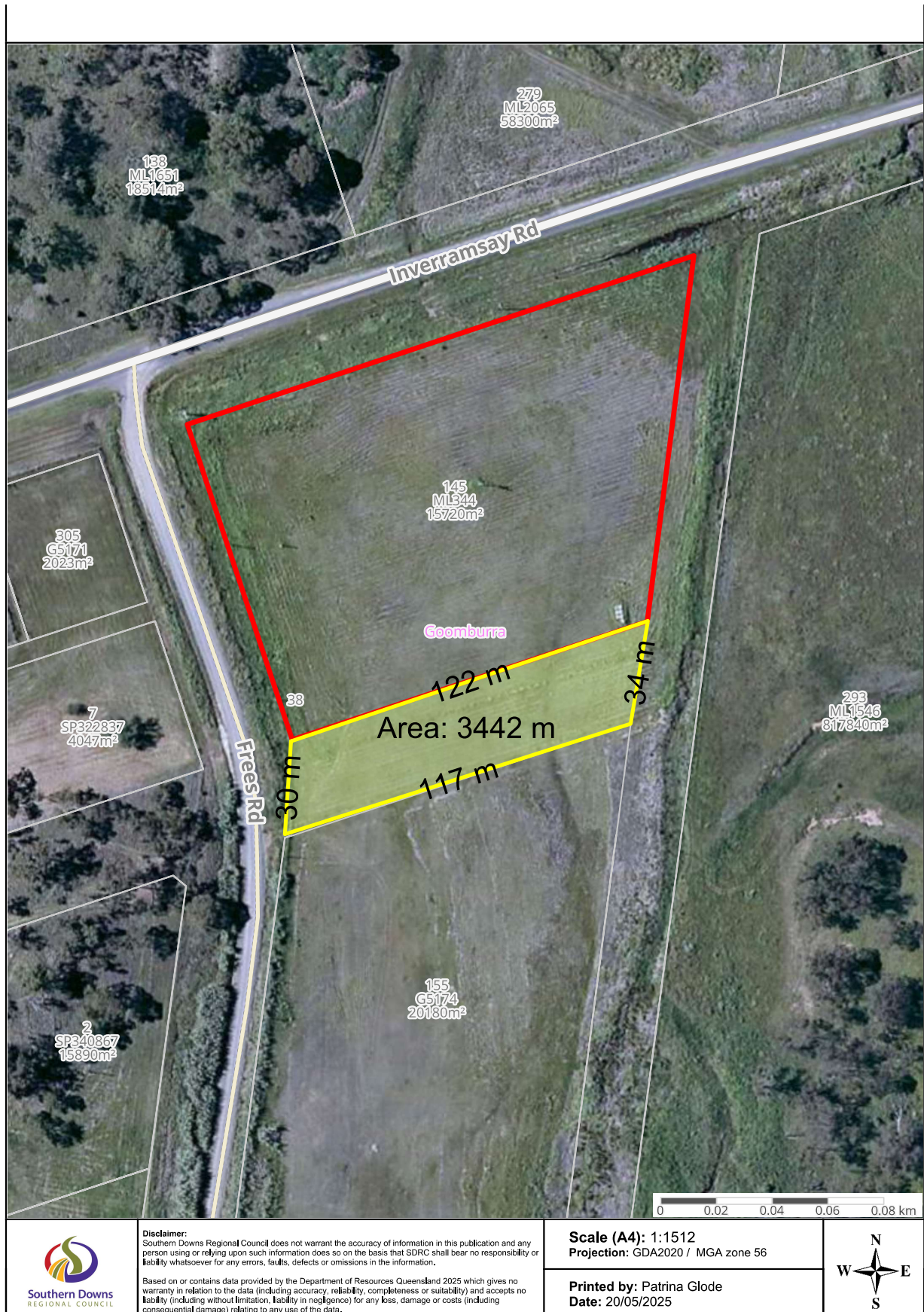
## HUMAN RIGHTS

A Human Rights assessment has been undertaken using the *Human Rights Act 2019* and no violations were identified.

## ATTACHMENTS


1.    Attachment 1 [↓](#)





### 13.10 Application for Permanent Road Closure - Adjoining Lots 43 on M341343 and Lot 8 on M341151 - Unnamed Road, Off Ford Road, Rosenthal Height 4370

#### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 July 2025
	Land Management Officer	<b>ECM Function No/s:</b> 28.84

#### Recommendation

THAT Council, pursuant to Section 99(1) of the *Land Act 1994*, offer no objection to the application for a permanent road closure over part of two Road Reserve adjoining to Lots 43 on M341313 and Lot 8 on M341151.

#### REPORT

##### Background

Council has received a request from the landowner located at Lot 43 on M341313 and Lot 8 on M341151 seeking views on an application to permanently close part of two road reserves. These are located near the Eastern Boundary of Lot 8 on M341151 and along the Southern Boundary of Lot 43 on M341313, as shown in Attachment 1. The applicant seeks to permanently close part of the existing road reserves and purchase the land from the Department of Natural Resources and Mines, Manufacturing, and Regional and Rural Development (Department of Resources), with the intention to amalgamate this with existing Lots. Views from Council are required to accompany an application for road closure to the Department of Resources. The applicant is the owner of the Lots 43 on M341313 and Lot 8 on M341151 and is required to seek comments from Council on Part C – Form LA30 – *Statement in relation to an application under the Land Act 1994 (The Act) over State Land*.

##### Report

The permanent road closure applies to two unmade roads that runs near the Eastern Boundary of Lot 8 on M341151 and along the Southern Boundary of Lot 43 on M341313, the closure of the road reserve does not affect current or future access to any other lots in the area. The approximate area of the dedicated road reserve proposed for closure is 1.59997 Ha.

The applicant has advised that they would amalgamate the area from the road reserve with their existing Lots 43 on M341313 and Lot 8 on M341151. This application is to satisfy the planning permit condition issued over an application for a realignment of boundaries for Lots 43 on M341313 and Lot 8 on M341151. In May 2025, views were sought from the Directorates of Council for permanent road closure over part of Road Reserves adjoining Lot 43 on M341313 and Lot 8 on M341151:

- Infrastructure, Assets and Projects and Corporate Services - no objection.
- Communities, Planning and Environmental Services- no objection and confirmed the planning permit condition requirement.

If approved by the Department of Resources, the road reserve will be re-surveyed and be included in Lot 43 on M341313 and Lot 8 on M341151, pursuant to section 99(4) of the *Land Act 1994*.

### **Conclusion/Summary**

As Council's Directorates have offered no objection to the application for permanent road closure over part of these two road reserves adjoining Lot 43 on M341313 and Lot 8 on M341151, it is recommended that Council advise the Department of Resources that Council offers no objection to the application subject to all land being amalgamated so there are no new lots being created.

### **FINANCIAL IMPLICATIONS**

There are no financial implications arising from this request. All costs are met by the applicant.

### **RISK AND OPPORTUNITY**

#### **Risk**

Minimum risks to Council, as it is based on legislation and supports the applicants' current needs with access. The application will be decided by the Minister under the *Land Act 1994*.

#### **Opportunity**

Council encourages better utilization of land and promotes the landowners desire to use the land for their personal activities.

### **COMMUNITY ENGAGEMENT**

#### **Internal Consultation**

Views were sought from Council's Directorates and Internal consultation supports the request. Council Information Session 2 July 2025.

#### **External Consultation**

No external consultation was conducted by Council. The Department of Resources is the decision-maker for the application. Council is deemed an interested party given Council's role as road manager and is not required to consult with landowners.

### **LEGAL / POLICY**

#### **Legislation / Local Law**

Council controls all roads in its local government area pursuant to section 60 of the *Local Government Act 2009*.

The application to permanently close a road is decided by the Minister pursuant to section 99(1) of the *Land Act 1994*. Only adjoining land owners or public utility providers can apply to permanently close a road.

#### **Corporate Plan**

**Goal 1      Our People**

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

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

### **Policy / Strategy**

Use of Roads Policy – PL-IS110. There are no conflicts with the roads policy.

### **Legal**

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

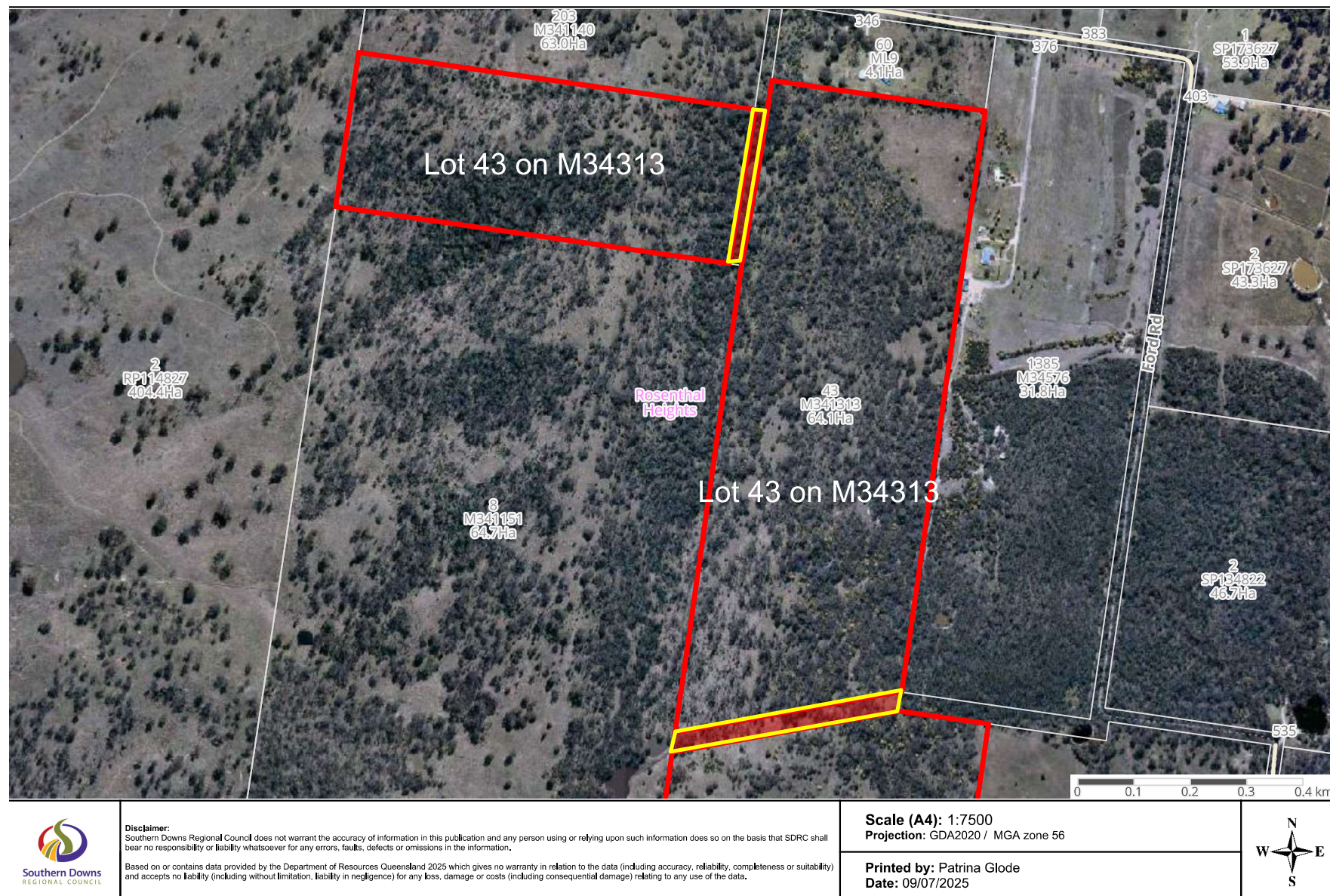
## **HUMAN RIGHTS**

A Human Rights assessment has been undertaken using the *Human Rights Act 2019* and no violations were identified.

## **ATTACHMENTS**


1. Attachment 1 [↓](#)





## 13.112026 Show Holidays

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 July 2025
	Acting Manager Corporate Services	<b>ECM Function No/s:</b>

### Recommendation

THAT Council nominate the following shows to the Office of Industrial Relations for Ministerial approval and gazettal under the *Holidays Act 1983*: -

- |    |                        |                         |
|----|------------------------|-------------------------|
| 1. | Stanthorpe Annual Show | Friday 30 January 2026  |
| 2. | Allora Annual Show     | Friday 6 February 2026  |
| 3. | Killarney Annual Show  | Friday 20 February 2026 |
| 4. | Warwick Annual Show    | Friday 20 March 2026    |

### REPORT

#### Background

The *Holiday's Act 1983* provides for the granting and observance of special holidays which includes show days. Each year local governments are invited to request special and show holidays for the following year.

#### Report

Council has received correspondence from the Office of Industrial Relations seeking the nomination of special and show holidays for 2026 in line with the requirements of the *Holidays Act 1983*. Ministerial approval and gazettal arrangements for the special holidays remain unchanged and notification of the appointment of the holidays will be published in the Queensland Government Gazette.

Confirmation has been obtained from the Qld Agricultural Shows Society for the proposed public show holidays for the region in 2026, these being:

- |   |                        |                         |
|---|------------------------|-------------------------|
| • | Stanthorpe Annual Show | Friday 30 January 2026  |
| • | Allora Annual Show     | Friday 6 February 2026  |
| • | Killarney Annual Show  | Friday 20 February 2026 |
| • | Warwick Annual Show    | Friday 20 March 2026    |

### FINANCIAL IMPLICATIONS

Nil

## RISK AND OPPORTUNITY

### Risk

Nil

### Opportunity

Nil

## COMMUNITY ENGAGEMENT

### Internal Consultation

ELT

### External Consultation

Qld Agricultural Shows Society

## LEGAL / POLICY

### Legislation / Local Law

*Holidays Act 1983*

### Corporate Plan

#### Goal 1      Our People

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

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

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

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

### Policy / Strategy

Nil


## ATTACHMENTS

Nil



## 13.12 Minutes of the Audit & Risk Management Committee held 26 June 2025

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 July 2025
	Acting Manager Governance	<b>ECM Function No/s:</b>

### Recommendation

THAT Council receive and note:

1. The minutes from the Audit and Risk Management Committee meeting held on 26 June 2025 and
2. The Chairperson Report.

### REPORT

For the information of Councillors, please find attached the minutes and Chairperson's report from the Audit and Risk Management Committee (ARMC) meeting held on 26 June 2025.

### FINANCIAL IMPLICATIONS

Nil

### RISK AND OPPORTUNITY

#### Risk

The ARMC is another layer of audit and protection in an aim to reduce risk.

#### Opportunity

Nil

### COMMUNITY ENGAGEMENT

#### Internal Consultation

Manager Corporate Services

#### External Consultation

Chair Audit & Risk Management Committee

## LEGAL / POLICY

### Legislation / Local Law

The ARMC is established under the authority of section 105 of the *Local Government Act 2009*. The *Local Government Regulation 2012* provides further detail about audit committees.

### Corporate Plan

#### Goal 4      Our Performance

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

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

### Policy / Strategy

Audit & Risk Committee Charter

## ATTACHMENTS

1. Minutes of the Audit and Risk Management Committee held 26 June 2025 [↓](#)
2. Chairperson Report [↓](#)



# **MINUTES OF THE MEETING OF AUDIT & RISK MANAGEMENT COMMITTEE 26 JUNE 2025**



## ORDER OF BUSINESS:

<b>1.</b>	<b>PRESENT .....</b>	<b>1</b>
<b>2.</b>	<b>APOLOGIES.....</b>	<b>1</b>
<b>3.</b>	<b>DECLARATION OF CONFLICT OF INTEREST .....</b>	<b>1</b>
<b>4.</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETING .....</b>	<b>1</b>
4.1	Audit & Risk Management Committee Meeting - 17 April 2025.....	1
<b>5.</b>	<b>BUSINESS ARISING FROM MINUTES – SUMMARY OF ACTION POINTS .....</b>	<b>2</b>
<b>6.</b>	<b>CHIEF EXECUTIVE OFFICER'S UPDATE .....</b>	<b>2</b>
6.1	Chief Executive Officer Update .....	2
<b>7.</b>	<b>PEOPLE &amp; SAFETY .....</b>	<b>2</b>
7.1	People and Culture Report - 1 January 2025 to 31 March 2025 .....	2
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	Nil	
<b>14.</b>	<b>LEGAL &amp; REGULATORY.....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
	Nil Audit & Risk Management Committee Meeting	
<b>15.</b>	<b>GENERAL BUSINESS .....</b>	<b>5</b>
	Nil	



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<b>16.</b>	<b>NEXT MEETINGS .....</b>	<b>5</b>
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**Minutes of the Meeting**  
**Held at 64 Fitzroy Street, Warwick on 26 June 2025 at 1:30 PM**

**OPEN MEETING**

The Chair declared the meeting open 1.35 pm.

**1. PRESENT**

**Committee Members:**

Kerry Phillips (Chairperson), Mayor Hamilton, Mel Jacobs (Teams), Tony Trace (Teams) and Elizabeth (Liz) Alley (Tenterfield Shire Council) (Teams).

**Observers:**

Rachel Brophy (Chief Executive Officer),  
Susie Glasson (Acting General Manager Customer and Organisational Services)  
Nick Wellwood (General Manager Infrastructure, Assets & Projects) (Teams)  
Gurbindar Singh (Chief Financial Officer)  
Steve Brown (ICT Coordinator)  
Wendy Trueman (People and Safety Coordinator)  
Carolyn Eagle and Tracy Townsend, Andy Smith (Pacifica – Internal Auditors) (Teams)  
Bruce Preston (Crowes - External Auditor)  
Taf Mudarikwa (Crowes - External Auditor) (Teams)  
David Adams (Queensland Audit Office)  
Dianna Keir (Acting Manager Corporate Services and Minute taker)  
Cr Sheryl Windle

**2. APOLOGIES**

Cr Joel Richters

Jon Charles, Manager Assets, Spatial & Projects  
Dianne Woolley (Director People, Performance and Safety)  
Dyan Currie (Acting Director Planning & Environmental Services)

**3. DECLARATION OF CONFLICT OF INTEREST**

Nil

**4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**4.1 Audit & Risk Management Committee Meeting - 17 April 2025**

**Resolution**

**Moved Ms E Alley**

**Seconded Chair K Phillips**

THAT the minutes of the Audit & Risk Management Committee Meeting held on Thursday 17 April 2025 be adopted.

**Carried**



## 5. BUSINESS ARISING FROM MINUTES – Summary of Action Points

Status	Issue No	Meeting Date	Detail	Target Due Date	Responsible Officer	Completed Date	Revised Completion Date	Comments
Incomplete	341	14/10/2024	Fraud & Ethical Conduct Review - ongoing reporting to every 2nd meeting regarding section 5 of this report	Apr-25	PAC		Sep-25	It was requested that improvement opportunities within existing work practices (section 5 of the report) be reported to the Committee every 2 <sup>nd</sup> meeting.
Incomplete	343	Jan-25	ICT - Project Management	Apr-25	ICT		Sep-25	The Chair requested detailed reporting be brought to the Committee specific to the project
Incomplete	344	Jan-25	People & Culture Report	Apr-25	DPPS		Sep-25	Critical vacancies oversight requested
Incomplete	345	Jan-25	People & Culture Report	Apr-25	DPPS		Sep-25	Formal Training and development including code of conduct, cyber security and fraud and awareness training

The Committee noted incomplete items have revised completion dates reflecting September 2025.

Action 345 – Training for code of conduct, has been developed and is being rolled out. Training in relation to cyber security, fraud and awareness training is still to be facilitated.

## 6. CHIEF EXECUTIVE OFFICER'S UPDATE

### 6.1 Chief Executive Officer Update

#### Resolution

**Moved Chair K Phillips**

**Seconded Mr A Trace**

THAT the Audit & Risk Management Committee receive the verbal update provided by the Chief Executive Officer.

**Carried**

## 7. PEOPLE & SAFETY

### 7.1 People and Culture Report - 1 January 2025 to 31 March 2025

THAT the Audit & Risk Management Committee receive and note the People & Culture Report presented for the period 1 January 2025 to 31 March 2025.

### 7.2 People & Culture Report - Training

#### Resolution

**Moved Chair K Phillips**

**Seconded Ms E Alley**

THAT the Audit & Risk Management Committee receive and note the People & Culture Report as presented for training the period 1 January 2025 to 31 March 2025.

**Carried**

**ACTION 346** That fraud and corruption training be embedded in the onboarding process;

### 7.3 Workplace Health and Safety Quarterly Report - Quarter 3 FY24/25 (1 January to 31 March 2025)





## **Resolution**

**Moved Chair K Phillips**

**Seconded Ms M Jacobs**

That the Audit & Risk Management Committee recommend to Council endorses the Workplace Health and Safety quarterly report for the reporting period 1 January 2025 to 31 March 2025 (Q3 FY24/25).

**Carried**

## **8. EXTERNAL AUDIT**

### **8.1 External Audit Update**

#### **Resolution**

**Moved Chair K Phillips**

**Seconded Councillor M Hamilton**

THAT the Audit and Risk Management Committee receive and note:

1. Briefing paper provided by Crowe Australasia and the Queensland Audit Office (QAO).
2. 2025 Interim Report prepared by Crowe Australasia on behalf of QAO

**Carried**

## **9. INTERNAL AUDIT**

### **9.1 Internal Audit Activity Report - Updated 23.06.2025**

#### **Resolution**

**Moved Chair K Phillips**

**Seconded Mr A Trace**

THAT the Audit & Risk Management Committee receive and note:

1. Internal Audit Progress Report.
2. Information Security Governance - Draft Report
3. Customer Experience Management Review - Final Report

**Carried**

## **10. BUDGETING & FINANCIAL PERFORMANCE**

### **10.1 2024/25 Draft Financial Statements**

#### **Resolution**

**Moved Chair K Phillips**

**Seconded Ms E Alley**

THAT the Audit & Risk Management Committee consider the proposed proforma 2024-25 Financial Statements and provide feedback as appropriate.

**Carried**



## 10.2 ICT Update

### Resolution

**Moved Chair K Phillips**

**Seconded Mr A Trace**

THAT the Audit & Risk Management Committee note the contents of the ICT update report.

**Carried**

**ACTION 347:** That the Responsible Use of Artificial Intelligence (AI) Tools Policy be circulated out of session following adoption.

*The meeting adjourned at 3.05 pm and reconvened at 3.15 pm at which time there were present Kerry Phillips, Mel Jacobs, Liz Alley and Mayor Hamilton.*

*Tony Trace returns to meeting at 3.20 pm*

## 10.3 Position Papers

### Resolution

**Moved Chair K Phillips**

**Seconded Councillor M Hamilton**

THAT the Audit & Risk Management Committee receive and note the content of the position papers attached.

**Carried**

## 11. SUSTAINABILITY & STRATEGY

### 14.1 Asset Management

#### Resolution

**Moved Chair K Phillips**

**Seconded Mr A Trace**

THAT the Audit & Risk Management Committee receives and notes the Asset Management update.

**Carried**

**ACTION 348:** That the Asset Management Roadmap and status update be presented at the September 2025 meeting.

## 12. GOVERNANCE

### 12.1 Legal and Regulatory Update

#### Resolution

**Moved Chair K Phillips**

**Seconded Ms E Alley**

THAT the Audit & Risk Management Committee:

1. Receive and note the contents of this report as a status update for Governance and Risk
2. Receive and note the internal audit recommendations as at May 2025 as presented

**Carried**



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**ACTION 349:** Circulate policy status

**ACTION 350:** Circulate PPLGS reference sites.

**13. GENERAL BUSINESS**

Nil

**14. NEXT MEETINGS**

18 September 2025 at 9.00 am

**16. CLOSURE**

There being no further business the meeting closed at 3.32 pm.

## **AUDIT AND RISK MANAGEMENT COMMITTEE CHAIRPERSON'S REPORT TO COUNCIL**

**JUNE, 2025**

### **Attention Mayor Melissa Hamilton**

I advise that the Southern Downs Regional Council Audit and Risk Management Committee met on Thursday 26<sup>TH</sup> June 2025. Most of the Committee members were attending via video conference with Kerry Phillips and Mayor Hamilton attending on site and Cr Joel Richters was an apology.

Council representatives present included Rachel Brophy, Susan Glasson, Dianna Keir, Helen Gross, Gurbindar Singh and Nick Wellwood attended via video conference. Wendy Trueman – People and Safety Co-ordinator joined the meeting to deliver the Workplace, Health and Safety quarterly report and Steve Brown – ICT Co-ordinator to deliver the ICT update. Cr Sheryl Windle attended the full meeting as an observer in person. Jon Charles, Dianne Woolley and Dyan Currie were apologies.

Other attendees at the meeting were Bruce Preston in person and Taf Mudarikwa via video conference from external audit firm Crowe. David Adams from (QAO) attended for the full meeting. Tracey Townsend, Andy Smith and Carolyn Eagle from internal audit firm Pacifica joined via video conference at 10am.

Our principal items of business were to receive and review the following:

1. CEO Update
2. People and Culture Quarterly report
3. People and Culture - Training
4. Workplace Health and Safety Quarterly report
5. External Audit – Update and Interim report
6. Internal Audit – Progress Report
7. Internal Audit - Draft Information Security Governance Review- update
8. Internal Audit – Final Customer Request Management review
9. Budgeting and Financial Performance – Draft Financial Statements- Shell 2024/2025
10. ICT Update
11. Budgeting and Financial Performance – Position Papers 2024/25
12. Sustainability and Strategy – Asset Management
13. Legal and Governance Update

### **Item 1 CEO Update**

Action – Verbal report noted

Rachel Brophy CEO presented insights regarding emerging risks in relation to staffing, decision making skill gaps and recent support provided externally by Jenny Hill and Karen Williams, integration improvement opportunity, risk appetite development, corporate plan development, increased covid across the LGA, capital delivery challenges and Tech One implementation delivery approach.

### **Item 2 People and Culture Quarterly Report**

Action - Report noted

Information pertaining to Workforce Demographics, Critical Vacancies and Separations was reviewed.

### **Item 3 People and Culture Report - Training**

Action – Report noted

Report covered Code of Conduct, Fraud Awareness and Cyber Security. The committee discussed frequency, inclusion in on boarding and opportunities for annual focus on Fraud in November as part of Fraud Awareness Week. The CEO also advised the committee regarding the development and planned delivery of leadership development training for ELT, SLT and OLT.

### **Item 4 Workplace Health and Safety Quarterly Report - Quarter 3 FY24/25 (1 January to 31 March 2025)**

Action – Report Noted.

The report provided important statistical information and focussed on Workers Compensation. The risk and opportunities section of the report was well developed and provide insight into a number of key risks faced by Council including **Sexual Harassment Amendment Regulation 2024, Audiometric testing, RCS (respirable crystalline silica, Chain of Responsibility and Current WHSQ Improvement Notices**. There was concern raised by the committee regarding the timeliness of the development of a plan to address the requirements of the amended Sexual Harassment regulation as this is overdue and Council is exposed in relation to retrospective matters. Nick Wellwood provided additional insight regarding Chain of responsibility requirements and the committee commended the progress. The CEO commented regarding the level of incident reporting as a good thing culturally.

### **Item 5 External Audit – Update and Interim Report**

Action – Interim Report, update and briefing were noted

Bruce Preston from Crowe provided an overview of the interim report and the progress on the external audit of the financial statements for 2024/2025. No new findings arose as a result of the interim audit and progress on previous recommendations is on track. The CEO requested that timelines for signoff be reviewed and possibly be brought forward.

David Adams QAO delivered an overview of the briefing paper provided providing insights into key resources that Council may find helpful.

### **Item 6 Internal Audit – Progress Report**

Action- Report noted

Carolyn Eagle, Partner from internal audit firm Pacifica introduced the report.

Clarification was provided regarding the correct reports for consideration. The Information Service Governance report requires further review and confirmation by management before finalisation.

The final review for the year Regulatory Management practices and Non-financial delegations has been scoped and awaiting approval with preliminary planning for fieldwork

underway. The finalisation of this review will be ready for the next meeting but will not meet 30 June deadline to fulfil the plan deliverables for this financial year. Committee is aware of the resourcing circumstances that have contributed to the delay.

#### **Item 7 Internal Audit - Draft Information Security Governance Review**

Action - Noted the draft review report and update

The report has been provided to committee previously in draft form. The report distributed for this meeting is still to be refined in terms of management responses for finalisation.

#### **Item 8 Internal Audit – Final Customer Request Management review**

Action – Report noted

The report has been provided to the committee in draft form previously. Management responses have now been included to finalise the report. Key to delivery against recommendations is the appointment of a management resource which has been accommodated for in budget 2025/2026 as confirmed by the CEO.

#### **Item 9 Budgeting and Financial Performance – 2024/25 Draft financial statements**

Action – feedback provided and shell statements noted without change

Helen Gross provided context to the committee regarding the minor changes required to accommodate accounting standards and regulatory requirements. The chair suggested additional steps in the process to improve the ease with which the committee can review changes including either tracked changes or a navigation table. Management are prepared to consider the use of a navigation table going forward. There was also discussion regarding benefit of including a soft close as part of the process and including interim figures for either end of March or April in order to identify emerging issues and take some workload away from 30 June.

#### **Item 10 ICT Update**

Action – Report noted

Steve Brown provided an overview to the committee. Topics covered **included, Information, Communication and Technology Recovery Plan (ICTRP) Review Project, Cybersecurity Incident Response Plan, Multifactor Authentication Notable System Outages, ICT Steering Committee, Acceptable use of AI Policy, Upcoming Initiatives** including Contract Management, Request Management, Performance Planning (Risk and Operational Planning) and **Email Security**.

The committee was advised that elevated project load is creating pressure to deliver, which is straining resources across the organisation.

The committee requested a copy of the AI policy for review out of session. The was insight provided by the committee regarding the launch of Microsoft co pilot at Mackay and Logan.

### **Item 11 Budgeting and Financial Performance – Position Papers 20224/2025**

Action – position papers were noted

The following position papers were provided to the committee:

- Changes to Accounting Standards AASB 13 fair value
- Changes to Accounting Standards AASB 101 Presentation of Financial Statements
- Indexation on Non-Current Assets
- Waste Restoration Provision 2024-25

Impact of the first two were noted as immaterial. There will be closer review by the external auditors regarding the indexation application decisions. The committee provided some insight regarding the potential for review of the landfill restoration provision further due to concerns regarding the large uplift in relation to cell 3. An approach taken by Rockhampton Regional Council some years ago may be worthy of investigation as changes to cell management techniques identified there resulted in substantial provision reduction after a significant uplift was identified.

### **Item 12 Sustainability and Strategy - Asset Management**

Action – report noted

Nick Wellwood spoke to the report providing assurance to the committee that asset management maturity was moving along as planned and as director he was encouraged by the forward vision.

The committee requested a presentation at the next meeting of the asset management road map and progress update.

### **Item13 Governance - Legal and Regulatory Update**

Action – Report Noted

Acting Manager Corporate Services presented the report and took it as read and sought questions from committee members.

Items covered by the report were in relation to

1. Staff recruitment
2. Legislative changes pertaining to IPOLA
3. Thorough review of PID process planned
4. Risk register – plans to bring strategic and operational risk registers to September meeting. The committee confirmed the proposed use of the TechOne system to support the process.
5. ARMC charter and annual work plan review and development for next meeting
6. Delegations status update
7. Internal Audit progress and future planning
8. Internal Audit recommendations progress
9. Legal and regulatory services update from Manager Environmental Services
10. Policy update including latest version Procurement Policy and Related Party Disclosure Policy.



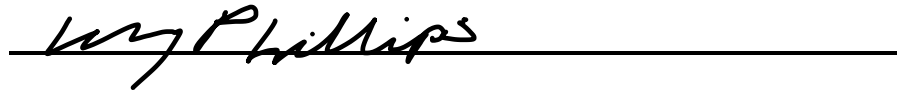
The committee requested visibility over the full policy status and PPLGMS reference site information.

### **CLOSING COMMENTS**

The meeting was extremely collegiate, and management were very open to suggestions provided by the committee. The quality of reporting and presentation by management was very beneficial contextually. The support from David Adams (QAO) added substantial additional insight and contribution to improvement opportunities and support available to Council.

Yours faithfully

Kerry Phillips (Chairperson)


A handwritten signature in black ink, appearing to read 'Kerry Phillips', is written over a solid black horizontal line.

3 July 2025

## 14. INFRASTRUCTURE, ASSETS AND PROJECTS REPORTS

### 14.1 Paddy Ryan Band Shell Structure Report

#### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 July 2025
	Manager Assets, Spatial and Projects	<b>ECM Function No/s:</b> 4018240

#### Recommendation

THAT Council note the attached consultant's report and Officers current planned work on the roller door improvements.

#### REPORT

##### Background

At the Ordinary Council Meeting held on 22 January 2025, Notice of Motion Stanthorpe Band Stand Lease Arrangements were presented. The Notice of Motion had two requests. The first was resolved. The second was amended to "Prepare a report on safety issues regarding the structure."

##### Report

Officers developed a scope and emailed three (3) structural engineering consultants and sought quotations. Officers engaged the successful consultant to complete the review. The review letter was provided to Council on 27 March 2025.

No structural issues have been identified and Officers are conducting normal maintenance interventions. The planned roller door improvements are currently being actioned. The procurement process is active at the time of writing of this report to replace the roller doors. Recommendations of the report are noted and will be addressed in the normal maintenance program of activity.

Other Professional Opinions noted:

Number	Note	Response
2.1.1 and 2.2.4	Handrails and barriers should be rectified to ensure public safety.	Issues to be addressed as part of the maintenance program as identified.
2.1.2	North-east fence support should be replaced/rectified.	
2.1.5	Water discharge of the western manhole presents a risk to the future condition of the structure and	

	should be investigated further.	
2.1.6	Continued maintenance of site drainage is identified as the most appropriate way to ensure continued integrity of the building.	

### Conclusion/Summary

No further structural action has been defined, only planned maintenance activity.

### FINANCIAL IMPLICATIONS

Nil

### RISK AND OPPORTUNITY

#### Risk

Nil

#### Opportunity

Nil

### COMMUNITY ENGAGEMENT

#### Internal Consultation

Council Information Session 4 June 2025  
Manager Parks and Operations  
Manager Community Services

#### External Consultation

Nil

### LEGAL / POLICY

#### Legislation / Local Law

Local Government Act 2009

Local Government Regulation 2012

#### Corporate Plan

#### Goal 2      Our Places

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

**Objective:** 2.1.2 Identify, facilitate and promote community-led place making, activation of public places and opportunities to enhance and activate the urban environment.

**Policy / Strategy**

Asset Management Policy PL-IS030

**Legal**

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

**HUMAN RIGHTS**

A Human Rights assessment has been undertaken.

**ATTACHMENTS**

1. Letter of Findings - Paddy Ryan Band Shell [↓](#)

# OLIVOTTO

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## CONSULTING

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

Reference: 25110

Thursday, 27 March 2025

The Chief Executive Officer  
Southern Downs Regional Council  
64 Fitzroy Street  
WARWICK QLD 4370

**Attention:** Jon Charles

**Regarding:** Safety Review of Paddy Ryan Band Shell  
Weeroona Park, Stanthorpe QLD

Dear Jon,

As requested, Olivotto Consulting undertook a structural safety assessment of the Paddy Ryan Band Shell located in Weeroona Park, Stanthorpe. The purpose of this letter is to summarise the condition of the structure and outline if there are any clear concerns for public safety.



Figure 1 - Southern Elevation

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admin@olivotto.com.au

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1/152 Palmerin Street, Warwick QLD 4370

(+61) 0437 084 240

## 0.0 Introduction & Background

- 0.1 The band shell structure at Weeroona Park is a large brick building with a skillion metal roof, with part of the roof cantilevering over an external slab. Large roller doors are installed to the front elevation, but it has been outlined that these are to be replaced. The age of the building is unknown, but it is suspected that the structure is long-standing. This report presents the results of an inspection carried out on 12 March 2025 by Olivotto Consulting Engineers Pty Ltd.

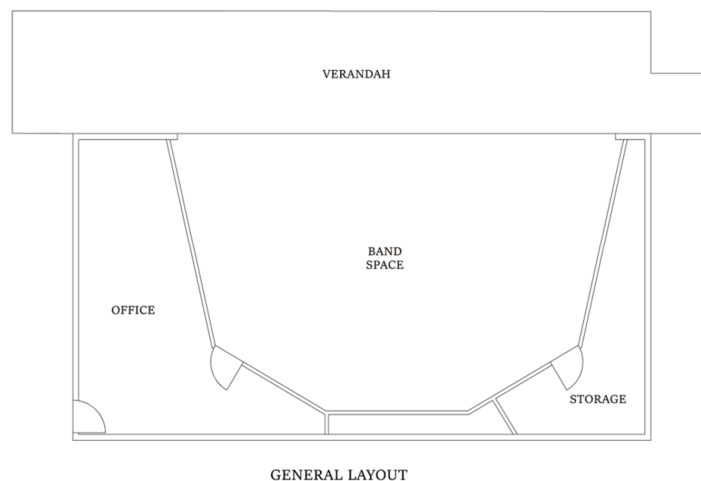


Figure 2 - Aerial View (Source: SDRC Intramaps) North Up Page

- 0.2 Drainage around the building is considered good along the north, west and south elevations, and average along the east.
- 0.3 External features include sheds to the north-east and north-west, and trees around the northern, eastern and southern sides of the building.

## 1.0 Inspection Findings

- 1.0.1 Below shows the layout of the band shell and will be referenced throughout this report.



## 1.1 Item 1 – Internal Findings

- 1.1.1 The internal area of the building is separated into 3 rooms, being the office, band space and storage room.
- 1.1.2 At the entry to the office, separation of approximately 5-10mm was observed between the external brickwork and the slab.



Figure 3 - Slab Separation at Entry to Office

- 1.1.3 Slight cracking was observed to the internal linings of the office area, as documented in the below photos. Cracks/separation occurred in corners of openings, joints in sheets, cornices and brickwork render.

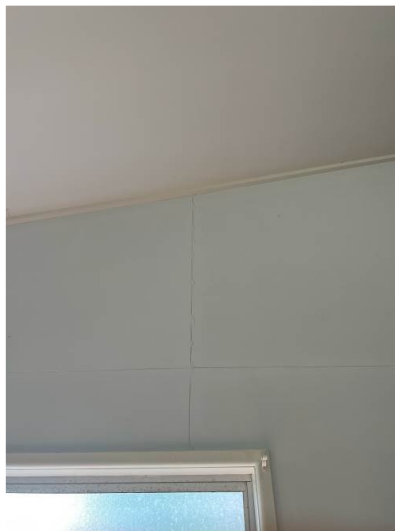


Figure 4 - Cracking/Separation of Internal Lining at Joints





Figure 5 - Very Slight Cracking Radiating from Corner of Office Window

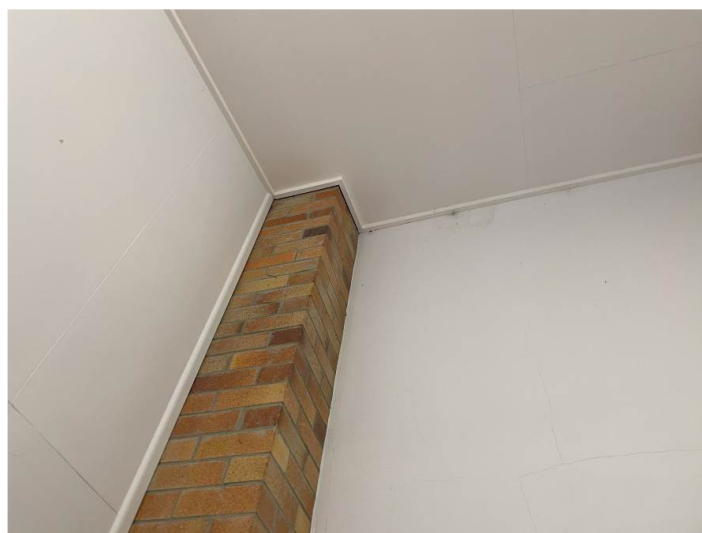


Figure 6 - Separation of Cornice at Brickwork Column



Figure 7 - Hairline Render Cracking to Southern Office Wall

1.1.4 Similarly, the band and storage areas also displayed isolated separation of linings.

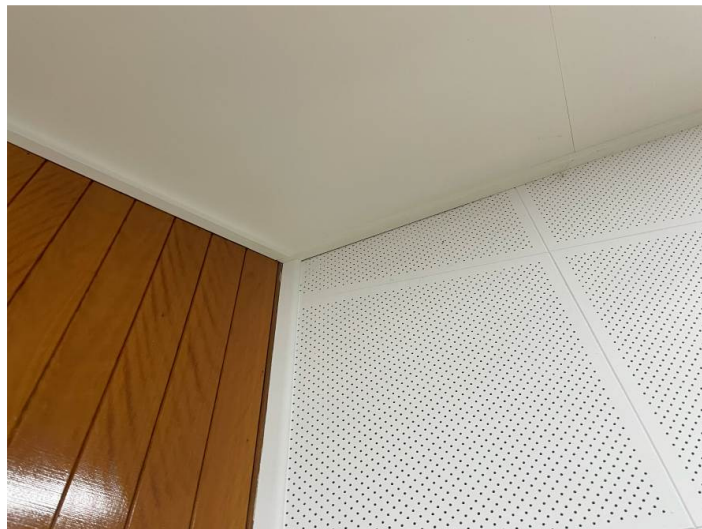


Figure 8 - Separation of Internal Linings in Band Area



Figure 9 - Separation of Ceiling Sheets in Band Area

- 1.1.5 During the internal inspection, visual assessment was completed to the ceiling space. It was observed that the roof framing was made up of steel trusses supporting timber purlins. Access to this space was limited, so a full assessment of the space could not be completed, though there were no clear signs of damage or poor member condition in this area.
- 1.1.6 It was noted that there was water staining to the timber members within the ceiling space. It is suspected that this has been caused by the lack of sarking to the underside of the steel sheeting.

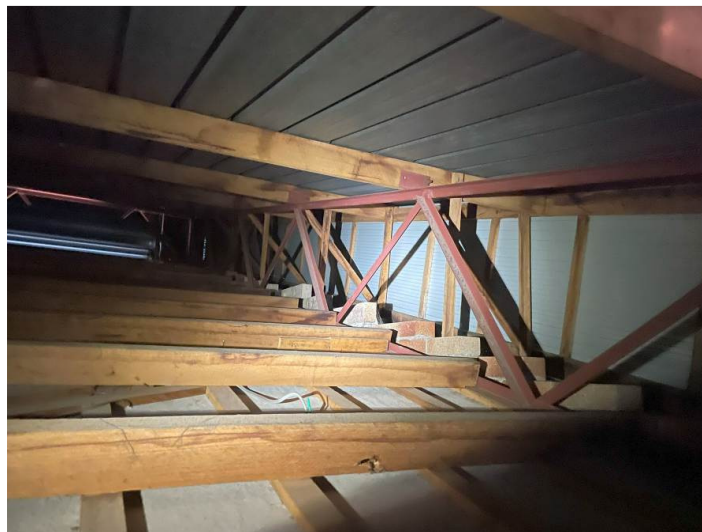


Figure 10 - Roof Framing System

- 1.1.7 Floor coverings did not allow for an assessment of the condition of the internal slab.

## 1.2 Item 2 – External Findings

- 1.2.1 As previously mentioned, the exterior of the structure consisted of brick walls, with a front verandah area to the south. The slabs are supported by a brickwork base.
- 1.2.2 The condition of the brickwork appeared acceptable, with only small cracking to mortar at openings, as documented below.

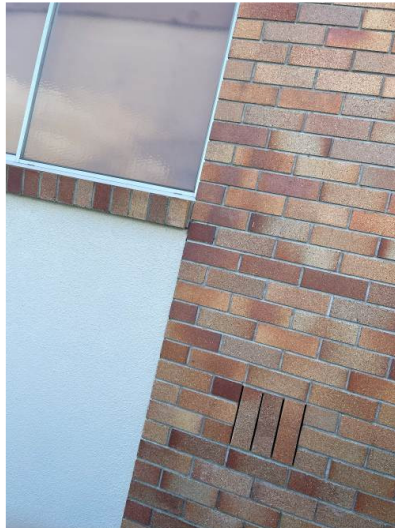


Figure 11 - Slight Cracking to Mortar at Western Windowsill



Figure 12 - Slight Separation of Brickwork and Rendered Infill Under Western Window (Similar at All Windows)



Figure 13 - Slight Separation of Brickwork and Rendered Infill Above Western Window (Similar at All Windows)



Figure 14 - Separation of Door Jamb from Brickwork



- 1.2.3 Cracking was observed throughout the verandah slab. Due to the external nature of the slab, and the suspected age, cracking is not uncommon or surprising.



Figure 15 - Verandah Slab Cracking



Figure 16 - Verandah Slab Cracking

- 1.2.4 During the inspection, assessment was conducted of the condition of the handrails and barriers.
- 1.2.5 It was found that the existing yellow handrails and barriers do not comply with current NCC height requirements.
- 1.2.6 Additionally, the handrails/barriers at the office entry stairs and western stage landing and stairs were loose, with significant movement under force. The barriers to the eastern side of the stage presented little movement when tested.

- 1.2.7 Though the verandah does not exceed a height of 1m, the presence of the disabled ramp presents additional concern for fall protection of disabled users, with no protection barrier installed to the front side of the verandah.
- 1.2.8 It was found that a portion of the first riser of the western stairs exceeded heights outlined by the National Construction Code.



Figure 17 - Western Stair Riser Exceeding Maximum Height Outlined by NCC

- 1.2.9 It was also found that the stairs at the office door do not comply with current NCC threshold requirements relating to steps and landings outside doors.
- 1.2.10 During the inspection, it was noted that a manhole on the western side of the building was discharging significant amounts of water. Though it doesn't appear to be detrimental to the building, continued wetting of the soil next to the building could result in differential movement to the foundations of the structure.





Figure 18 - Manhole near Western Side Discharging Large Volume of Water

- 1.2.11 The fence at the north-east corner was found to be significantly degraded, with the upright being completely rusted through at the base. This caused the portion of the fence to be very unstable.



Figure 19 - North-east Fence Post Rusted Through at Base

## 2.0 Professional Opinion & Conclusion

### 2.1 Professional Opinion

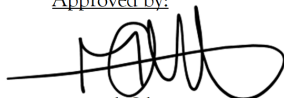
- 2.1.1 Handrails and barriers should be rectified to ensure public safety.
- 2.1.2 North-east fence support should be replaced/rectified.
- 2.1.3 Though damage was identified to the structure, it was minor in nature and is considered typical for a building of this age.
- 2.1.4 Current damage does not present as an indication of poor integrity.
- 2.1.5 Water discharge of the western manhole presents a risk to the future condition of the structure and should be investigated further.
- 2.1.6 Continued maintenance of site drainage is identified as the most appropriate way to ensure continued integrity of the building.

### 2.2 Conclusion

- 2.2.1 Olivotto Consulting has undertaken a visual inspection of the Paddy Ryan Band Shell located in Weeroona Park, Stanthorpe to complete a safety review.
- 2.2.2 Olivotto Consulting recommends that a suitably qualified structural engineer be engaged to ensure that replacement of roller doors does not impose additional loading to the structure.
- 2.2.3 It was found, that in its current state, the main structure does not pose a concern to public safety.
- 2.2.4 Handrails, barriers and stairs were generally found to be not compliant with current NCC provisions and in some cases, in regard to the handrails, were loose and a potential concern to public safety. We recommend that Council undertakes a risk assessment and makes suitable adjustments to access of the structure until handrails and barriers have been stabilised / replaced.
- 2.2.5 Replacement of roller doors is not expected to reduce the integrity of the structure, provided its replacement does not incur additional loading to the building.
- 2.2.6 This report does not provide recommendations relating to fire and evacuation provisions, disabled access requirements or NCC compliance. Olivotto Consulting recommends that a suitably qualified building designer be contacted if compliance of the structure is required.

Report Author:  
**Maxwell Hall**  
Graduate Engineer


Approved by:



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

## 14.2 Old Stanthorpe Road - Sealing of Gravel Section

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 July 2025
	Manager Works	<b>ECM Function No/s:</b> 28.31

### Recommendation

THAT Council

1. Endorse the application made for funding submitted on 1<sup>st</sup> May 2025 through the Queensland Government's Department of Transport and Main Roads' Country Roads Connect Program to seal the gravel section of Old Stanthorpe Road, Cherry Gully.
2. Approve the change in classification of the unsealed section along Old Stanthorpe Road CH20.704 – CH26.138 to a sealed surface if the funding is approved/available.

## REPORT

### Background

On 11 March 2025, the Minister for Transport and Main Roads wrote to eligible Queensland Council Mayors offering the *Country Roads Connect* (CRC) Program aimed at improving resilience and safety in regional communities by sealing key access roads that serve rural communities and producers, provide access for emergency vehicles and are most at risk of becoming impassable following severe weather events. Co-contributions are not required under the CRC Program, however, Councils are expected to meet any cost overruns.

Roads eligible for funding include those categorised by the Regional Road Transport Group as Local Roads of Regional Significance (LRRS).

Initially, nominations for CRC were required to be submitted by 31 March 2025. However, the closing date was extended twice due to the impacts of Cyclone Alfred and the widespread flooding in western Queensland. The CRC nominations closed on 2 May 2025.

### Report

The purpose of this report is to obtain Council's endorsement of the funding application to seal the 5.434 km gravel section of Old Stanthorpe Road for the following reasons:-

1. Old Stanthorpe Road provides an alternative route should the New England Highway become temporarily unavailable between Warwick and Dalveen.
2. The road has sealed sections at both the Warwick and Dalveen ends and sealing this section would close this missing link.
3. Council has progressively been widening this road from the Warwick end under the Transport Infrastructure Development Scheme (TIDS) to allow for dual traffic lanes.

4. The provision of a sealed surface may also encourage use of the link by cyclists.
5. Sealing the gravel section of the road will improve safety for vehicles by providing greater traction, faster braking and reducing the risk of leaving the carriageway.
6. The areas serviced by Old Stanthorpe Road are prone to bushfires. For this reason, it is essential that this road remains accessible to allow bushfire evacuations to take place as safely as possible. Old Stanthorpe Road provides access to four fire trails.
7. Old Stanthorpe Road provides one of the accesses to feedlots, a poultry farm, gravel quarry and other agricultural properties. Heavy vehicle usage on the gravel section of the road makes up 28.6% of the annual average daily traffic volume of 57 vehicles. Sealing the road will provide heavy vehicles with more traction and stability and will remove the problem of gravel road corrugations which can damage vehicles, shift loads and cause loss of vehicle control. However, this Average Annual Daily Traffic (AADT) significantly increases during highway closures.
8. As Old Stanthorpe Road is quite elevated it is not frequently affected by flooding, which allows it to be used as an alternative route should other roads become unavailable. Therefore, it is an important link to maintain access for emergency services to attend to medical emergencies, bushfires or other disasters.

Council engaged a consultant engineering firm to provide Council with a Design Philosophy and Prioritisation Report regarding Old Stanthorpe Road. This was provided in August 2024. The report includes a recommendation for major formation widening to 6.0m, with 4.0m seal; and 7.0m formation and seal where intermediate sight distance is not achieved, minor crest regrading and visibility clearing. This proposed level of service is within the parameters of Council's Roads Asset and Service Management Master Plan / Transport Asset Management Plan (TAMP).

In relation to sealed road standards, Council's current TAMP provides "Any road can be sealed but must meet the minimum of 200 AADT. This is currently being reviewed with the road policy. Any exemptions to this standard will require a Council Resolution. The construction of the road must be appropriate for a seal with a design completed and endorsed to the required engineering level."

During the drafting of the CRC nomination, it was considered prudent to apply for funding for a 6.0m seal width for the entire length of the gravel section of Old Stanthorpe Road for the following considerations:-

1. There is an opportunity for 100% external funding to seal Local Roads of Regional Significance (LRRS) gravel roads, which may never be offered again.
2. Old Stanthorpe Road provides an alternative route should the New England Highway become temporarily unavailable between Warwick and Dalveen. During such occurrences, it can be dangerous for two heavy vehicles to pass in opposite directions if the road width is narrow.
3. Council has progressively been widening this road from the Warwick end under TIDS to allow for dual traffic lanes.
4. The provision of a sealed surface may also encourage use of the link by cyclists.

### **Conclusion/Summary**

The closing date for CRC nominations and timing of Council reporting deadlines do not align in this instance. Therefore, the nomination to seal Old Stanthorpe Road was considered by the Executive Leadership Team and deemed appropriate, and submitted as it was 100% grant funded.

## FINANCIAL IMPLICATIONS

An application for 100% external funding will be submitted at an estimated project cost of \$6,941,600 for anticipated construction during 2026-27 and 2027-28 financial years.

The sealed surface will require resealing within 15 to 18 years at an estimated cost of \$391,248 (based on current unit rates).

Across Council's road network, the maintenance cost for sealed roads is currently \$3,030/km; whereas the maintenance cost for unsealed roads is currently \$2,280/km.

## RISK AND OPPORTUNITY

### Risk

OPR04 – Community Service Expectations: Increasing community expectations for services cause pressure on limited financial and other resources causing upward pressure on rates. This risk is being mitigated by seeking external funding, rather than ratepayer funding for this project.

OPR41 – Delivery of Capital Projects: Over commitment of Council to undertake capital projects which results in an inability to complete planned projects. This risk is being mitigated by scheduling the work in future financial years to provide adequate time to suitably resource the project.

### Opportunity

A submission for 100% external funding will be submitted for consideration by the Queensland Government.

## COMMUNITY ENGAGEMENT

### Internal Consultation

Works Department, Grants  
Council Information Session 2 July 2025

### External Consultation

Nil

## LEGAL / POLICY

### Legislation / Local Law

Local Government Act 2009  
Local Government Regulation 2012

### Corporate Plan

#### Goal 2      Our Places

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

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

**Policy / Strategy**

Roads Asset and Service Management Master Plan / TAMP

**Legal**

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

**HUMAN RIGHTS**

A Human Rights assessment has been undertaken.


**ATTACHMENTS**

Nil



### 14.3 Approval of Drought Management Plan June 2025

#### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 July 2025
	Manager Water	<b>ECM Function No/s:</b>

#### Recommendation

THAT Council:

1. Adopt the updated Drought Management Plan June 2025.
2. Undertake a media release informing the community of the new Drought Management Plan.
3. Continue to update the Drought Management Plan following additional work for the Stanthorpe and Associated Catchments.

#### REPORT

##### Background

The Drought Management Plan (DMP) demonstrates Southern Downs Regional Council's (SDRC) commitment to proactively identify and mitigate drought related risks, particularly the likelihood and consequence of loss of water supply to the communities within the Council's water supply areas. The DMP is applicable to customers connected to all the reticulated water supply schemes, as well as those who purchase bulk water supply from SDRC.

The DMP provides a roadmap of planned, pre-agreed and stepped actions at clear trigger points to respond to water security risks. The DMP is established based on an adaptive decision-making framework to allow a range of actual factors including climate outlook at the time to be considered before drought response actions are implemented.

All nine Water Supply Schemes, Warwick, Allora, Yangan, Stanthorpe, Killarney, Wallangarra, Dalveen, Leyburn and Pratten were considered. The drought response actions include demand management actions as well as actions required to mobilise contingency and emergency supply options. It is noted that further work on the permanent water security for Stanthorpe will be required.

The actions in the DMP 2022 were developed considering two separate rounds of community engagement, regional factors, drought history, growth projections, climate variability and the current science of climate change. Importantly, community preferences, socio-economic and equity considerations were included, however most were of a qualitative or semi quantitative nature at this stage of the plan maturity.

This updated DMP builds on the previous DMP, without altering the intent as identified through the community engagement.

##### Report



As we continue to invest in our drought resilience measures, there is an ongoing need to keep the DMP updated. The Drought Resilience Package (DRP) and Toowoomba to Warwick (T2W) pipeline are key investments which will have a material impact on drought management in our region. When the T2W is constructed, this DMP must be updated to reflect the improved drought security that this project provides.

The DMP outlines our responses to various levels of drought. It provides black and white triggers for introduction of water restrictions based on levels in Dams and bores rather than relatively subjective or variable triggers such as average consumption. For example, Medium level restrictions are to be implemented if Leslie Dam reaches 6% OR Storm King reaches 45%

This DMP allows Council to make the decision of adopting a “One Council” approach, with all towns on the same water restriction level or alternatively setting restrictions for each town based on the status of their water source. The community consultation highlighted the desire for different scheme by scheme restrictions. As Leslie Dam and Connolly Dam are the reserve supplies for all satellite towns, the “One Council” approach is more appropriate.

This DMP outlines when it is time to start preparing for drought conditions as well as the planning, monitoring, operational and engagement activities required for each different level of water restrictions (i.e., low, medium, high, and critical) to ensure that they have the desired effect when introduced.

Note for the **Stanthorpe Water Supply**, currently we only have carting water from Connolly Dam as an emergency supply. This is the only “affordable” option currently available. This water supply is receiving Council’s highest attention due to the vulnerability of this supply, servicing a large population. Council is working closely with the QLD State Government, considering a permanent solution for Stanthorpe. This is through the Southern and Darling Downs Regional Water Assessment Working Group. Some options have been identified and more detailed business cases are being prepared. SDRC would be reliant on the State to fund the successful project as they do not have the revenue for such a large project.

An amendment to this Drought Management Plan would be undertaken when the further studies and work for the Stanthorpe and associated catchments is completed.

The attached draft DMP shows tracked changes for the text that was altered. The graphs and trigger tables are the amended ones only as the document gets very disordered if tracked changes are used for them too. These have essentially just been updated with current data.

## **Conclusion/Summary**

The following recommendations were included in the DMP:-

- Regular reviews of the DMP
  - o At least every 5 years.
  - o Update the DMP if baseline assumptions have changed, or if there is an improved understanding of inputs.
- Undertake post-drought evaluation of the DMP
  - o Was it effective?
  - o Seek feedback from community, business and industry groups and other government bodies.

Notably, the DMP will be updated when the Toowoomba to Warwick pipeline is constructed and operable and/or when a solution for Stanthorpe is progressed.

The implementation of SMART metering across the Southern Downs will greatly assist implementation of DMP objectives.

## **FINANCIAL IMPLICATIONS**

It is unlikely that there will be major implications, although it should be noted that the introduction of region wide restrictions may result in reduced revenue as consumption reduces.

## **RISK AND OPPORTUNITY**

### **Risk**

The DMP is an exercise in risk management relating to ensuring water security for the Southern Downs. The 2019 drought highlighted the need to have a robust DMP that enables Council to respond to diminishing water reserves with a range of tools and approaches. As the risk increases, the level of control escalates. SMART metering will greatly enhance our ability to achieve the required reduction in consumption should water availability diminish.

### **Opportunity**

The DMP adoption is an opportunity to further engage with community on the strategies to manage water supply for the region.

## **COMMUNITY ENGAGEMENT**

### **Internal Consultation**

Council Information Session 23 April and 25 June 2025.

### **External Consultation**

Department of Local Government, Water and Volunteers

As there is little change to the intent of the Drought Management Plan, based on previous extensive consultation, media release is recommended in order to inform the community of the new Drought Management Plan.

## **LEGAL / POLICY**

### **Legislation / Local Law**

The legislation requiring a Drought Management Plan to be produced was repealed. It is however prudent for SDRC to maintain this plan as the risk of droughts are very real for this region.

### **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**

Risk Management Policy PL-GV061 applies.

### **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**

1. SDRC Drought Management Plan - Updated (Excluded from agenda - Provided under separate cover)
2. Drought Management Plan DRAFT 30.6.2025 (Excluded from agenda - Provided under separate cover)

## 14.4 Recycled Water Service to Warwick Polocrosse Club

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 July 2025
	Manager Water	<b>ECM Function No/s:</b>

### Recommendation

THAT Council:

1. Approve the connection of the recycled water to the Warwick Polocrosse Club and initial capital budget of \$170,000.
2. Require the Warwick Polocrosse Club to install their internal reticulation.
3. Enter into a contract with the Warwick Polocrosse Club for a period of 10 years, which includes a zero charge for the recycled water.
4. That the current raw water from Connolly Dam is provided free of charge until the recycled water connection is provided by Council.

## REPORT

### Background

The Warwick Polocrosse Club has requested assistance from Council to change over their irrigation water supply from raw water to recycled water.

### Report

Council's Environmental Authority (EA) for the Warwick Wastewater Treatment Plant has a condition of zero discharge. Council established a recycled water treatment and network system to dispose of much of the treated effluent.

Council is trying to sell more recycled water, in order to ensure that more of the discharge is managed within the EA Conditions not requiring discharge and potentially there is more revenue.

Council were gifted a 7ML reservoir in 2019 and this reservoir was placed within Morgan Park Precinct, in anticipation of supplying recycled water there. External funding was secured from the State Government for a project to extend the recycled water network to Morgan Park, completed last calendar year, connecting the reservoir to the recycled water network, allowing users connections off this reservoir.

The cost of connecting to the recycled water is prohibitive for the organisations located at Morgan Park. Warwick Polocrosse Club have asked for Council assistance. It is in Council's interest to change the Warwick Polocrosse Club over from raw water usage to recycled water. This would remove a large raw water user from the raw water supply and Council can dispose of a large volume of recycled water.

The cost of connecting from the recycled water to the Warwick Polocrosse Club irrigation system is in the order of \$240,000 (see plan below). Approximately \$170,000 is to install a pump at the

reservoir and provide a connection across the road to the boundary of Warwick Polocrosse Club. The remaining \$70,000 is to construct the network on the property from the meter to the irrigation supply point.



There are two options which were investigated as follows:

#### **OPTION 1**

- Approve the connection and initial capital budget of \$240,000 for the recycled water to the Warwick Polocrosse Club.
- Require the Warwick Polocrosse Club to pay back \$70,000 to Council with a payment of \$7,000 made each year for 10 years for the internal water reticulation.

#### **OPTION 2**

- Approve the connection and initial capital budget of \$170,000 for the recycled water to the Warwick Polocrosse Club.
- Require the Warwick Polocrosse Club to install their internal reticulation.

The Warwick Polocrosse Club have indicated that they would prefer option 2.

Not-for profit organisations do not pay usage charges for recycled water. The Warwick Polocrosse Club would therefore not be charged for usage whereas they currently have high raw water bills each year for raw water usage. Council could therefore require payment annually to recoup this capital expenditure.

The Warwick Polocrosse Club have expressed concern that Council could amend their decision and start charging not for profit organisations for recycled water. This fear could be allayed by entering into a contract with them for a period of 10 years, which includes a zero charge for the recycled water.

The Warwick Polocrosse have also requested that the current Connolly Dam raw water supply be continued but free of charge until the recycled water connection is made. The estimated cost of this for 4 months is approximately \$5,000.

### **Conclusion/Summary**

This recycled water connection should be approved to allow Council to discharge a significant volume of recycled water. The Warwick Polocrosse Club should be required to install the internal reticulation themselves. A contract is required to cover this agreement.

### **FINANCIAL IMPLICATIONS**

Council will incur costs in the order of \$175,000 to provide the connection to the Warwick Polocrosse Club.

### **RISK AND OPPORTUNITY**

#### **Risk**

Council's Environmental Authority (EA) for the Warwick Wastewater Treatment Plant has a condition of zero discharge. The less recycled water that is disposed of the higher the risk of breaching this EA condition.

#### **Opportunity**

Supplying the Warwick Polocrosse Club with recycled water will allow disposal of a large volume of recycled water. Council can disconnect the raw water connection in line with the long term strategy to have no raw water connections.

### **COMMUNITY ENGAGEMENT**

#### **Internal Consultation**

Council Information Session 7 May and 25 June 2025  
General Manager Infrastructure, Assets & Projects  
Chief Financial Officer  
Finance Business Improvement Officer

#### **External Consultation**

Warwick Polocrosse Club

### **LEGAL / POLICY**

#### **Legislation / Local Law**

The discharge from the Warwick Wastewater Treatment Plant are conditioned under an Environmental Authority.

## 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

The Water Infrastructure Policy addresses the strategy to reduce raw water connections wherever possible/.

### Legal

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

## HUMAN RIGHTS

A Human Rights assessment has been undertaken with no impact.


## ATTACHMENTS

Nil



## 14.5 Water Restrictions Review 2025

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 July 2025
	Manager Water	<b>ECM Function No/s:</b>

### Recommendation

THAT Council :

1. Approve the proposed water restrictions in principle
2. Engage with community stakeholders to obtain feedback on proposed restriction changes
3. Require that a report be brought back for approval of the final recommended restrictions

## REPORT

### Background

The current water restrictions have been in place for some time and are due for review. These restrictions require consumers to water gardens at the same time as the peak demand. The window for watering is short. They do not target reduction of peak demand.

This review aims to improve the water restrictions to the benefit of consumers and Council.

### Report

The current water restrictions have been in place for some time and it is a good time to review these while there is not a shortage of supply, such as in a drought. The current water restrictions advertised on our website are as follows:

#### Outdoor watering and cleaning times

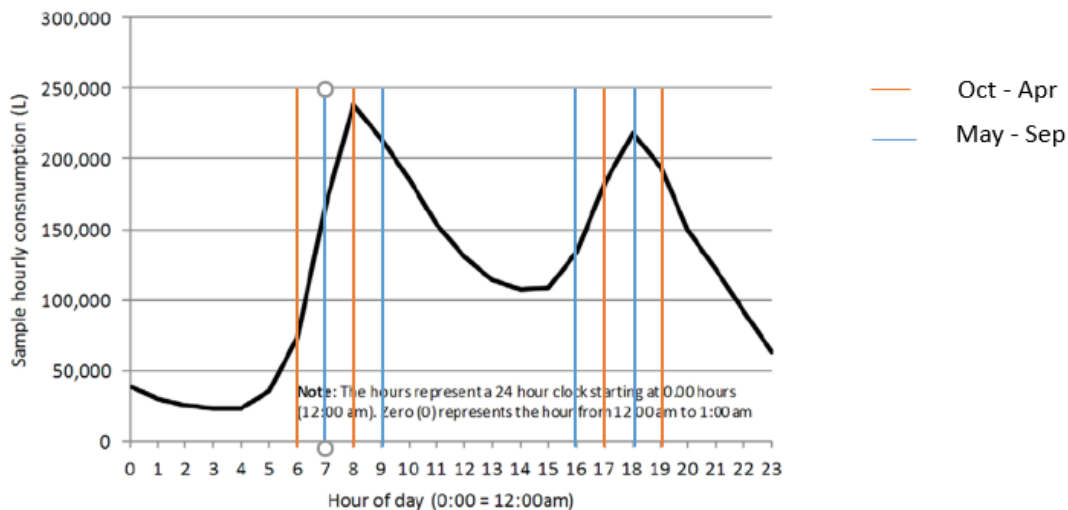
Use of water for outdoor watering and cleaning of hard surfaces can only occur:

**May – September** 7:00 AM – 9:00 AM and 4:00 PM – 6:00 PM

**October – April** 6:00 AM – 8:00 AM and 5:00 PM – 7:00 PM

There is a diurnal pattern to water use, as demonstrated by the typical graph below.

# Typical water usage graph (Diurnal pattern)



It can be seen that there are two distinct peaks. The first one is in the morning when families get up and prepare for the day. The second one is in the afternoon when families return home, water the garden, prepare dinner and bath or shower.

The two current restriction periods have been superimposed on this graph. It can be seen that they coincide with these peak usage periods. To make matters worse, everybody could potentially be watering their gardens at the same time. This creates a high peak demand.

The water treatment plant has to cope with this high peak demand and the reticulation is designed for this peak demand. Reducing this peak demand places less stress on the water treatment plant and requires lower pressure and flow in the network.

This can be achieved by alternating watering days for odd and even addresses, thereby almost halving the demand. The peak demand can be further reduced by allowing a larger watering window, enabling this usage to be spread out over a longer period. It is recommended that the watering hours be extended to only restricting watering during the hottest time of the day. There does not need to be a difference between the "winter" and "summer" times.

It is therefore recommended that the watering times be as follows:

- No watering between 9am and 4pm
- Odd numbered properties may water on Mondays, Tuesdays, Thursdays and Saturdays at other times
- Even numbered properties may water on Mondays, Wednesdays, Fridays and Sundays at other times.

Note if Council wished to monitor this, high users can be targeted to ensure that they are watering only on the designated days through the Aqualus system.

The benefits to the consumer are as follows:

- Longer window to water
- No need to alter for summer or winter
- Alternative day usage will ensure better flow and pressure if generally adhered to

The benefits to council are as follows:

- Lower peak demand
- Can potentially reduce flow and pressure, reducing breaks and water losses
- Potential to delay planned upgrades, saving in expenditure
- Can easily identify regular offenders not adhering to restrictions through Aqualus
- Potentially increase revenue with additional use in non-drought years

Note Council's water staff will be working with the Parks and Operations staff as well as other stakeholders that irrigate, to try and ensure that this irrigation occurs at night wherever possible. This will further reduce the peak demand.

### **Conclusion/Summary**

There are a number of advantages in reviewing the water restrictions and bringing in an alternative schedule.

## **FINANCIAL IMPLICATIONS**

There is the potential for more revenue if consumers are allowed to water for more hours. Upgrades for certain assets may be delayed if these are only required to cater for growth.

## **RISK AND OPPORTUNITY**

### **Risk**

The risk is that these restrictions are more lenient than those currently in place, making it harder to impose water restrictions in the future when required. This will be managed through media releases and monitoring usage through Aqualus.

### **Opportunity**

This provides an opportunity to provide more lenient watering times to consumers. There may be potential to reduce pressures which could reduce leaks and breakages.

## **COMMUNITY ENGAGEMENT**

### **Internal Consultation**

Councillor Information Session on 25 June 2025

### **External Consultation**

Nil. The author did look at other Council websites for their water restrictions.

## LEGAL / POLICY

### Legislation / Local Law

Under the Water Supply (safety and Reliability) Act 2008, Part 3, Division 3 Power to Restrict Water - provides Council with the authority to put in place water restrictions and to enforce these.

### Corporate Plan

#### Goal 2      Our Places

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

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

### Policy / Strategy

Nil

### Legal

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

## HUMAN RIGHTS


A Human Rights assessment has been undertaken and no impact found.

## ATTACHMENTS

Nil

## 14.6 Council Policy - Burial on Private Property

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 July 2025
	Manager Parks & Operations	<b>ECM Function No/s:</b>

### Recommendation

THAT Council adopt the Burial on Private Property Policy as presented.

### REPORT

#### Background

Council undertakes burial services and administers public cemeteries across the Southern Downs. In addition, Council administers the requirements of *Subordinate Local Law No. 1.13 (Undertaking Regulated Activities Regarding Human Remains) 2011*, which relates to burial of human remains outside of a cemetery.

#### Report

Whilst the Subordinate Local Law provides a higher-level framework within which regulated activities can be undertaken, further guidance is needed for Council officers and the community, ensuring appropriate controls around the handling of human remains outside of the public cemetery environment.

The Burial on Private Property Policy provides a consistent and more detailed framework within which burial on private property can be considered in advance for approval by Council. It aims to ensure that such activities are undertaken by appropriate persons, in an appropriate location, with consideration of social, cultural, legal and environmental impacts.

#### Conclusion/Summary

The Burial on Private Property Policy will empower the community to make informed decisions about their own interment arrangements post-mortem and enable a consistent, measured approach to where and how burials may occur outside of a public cemetery in the Southern Downs.

### FINANCIAL IMPLICATIONS

The new policy will provide clarity to Council staff and community members, thus significantly reducing the overhead carried by Council with respect to clarifying and defining individual cases in the absence of this clearer guidance.

## RISK AND OPPORTUNITY

### Risk

Establishment of the policy realises a significant increase in compliant requests, thus increasing administrative workload on the Cemetery Team

### Opportunity

Increased uptake of compliant burials on private property will proportionately slow the occupation of Council cemetery land.

## COMMUNITY ENGAGEMENT

### Internal Consultation

Planning  
Governance  
Councillor Information Session 7 May 2025

### External Consultation

Industry stakeholders  
Select community members

## LEGAL / POLICY

### Legislation / Local Law

*Local Government Act 2009*  
*Local Government Regulations 2012*  
*Local Law 1 (Administration) 2011*  
*Subordinate Local Law 1.13 (Undertaking Regulated Activities Regarding Human Remains) 2011*

### Corporate Plan

#### Goal 1      Our People

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

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

### Policy / Strategy

Long Term Financial Plan

### Legal

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

## HUMAN RIGHTS

A Human Rights assessment has been undertaken.

## ATTACHMENTS

1. Private Burial Policy [↓](#)





## Burial on Private Property Policy

<b>Policy Number:</b>	Policy Number to be inserted by Governance
<b>Policy Type:</b>	Strategic
<b>Department:</b>	Parks & Operations
<b>Section:</b>	Cemetery Team
<b>Responsible Manager:</b>	Manager Parks & Operations
<b>Date Adopted:</b>	Insert Date adopted
<b>Date to be Reviewed:</b>	Insert Date to be reviewed (minimum every two years)
<b>Date Reviewed:</b>	Insert Date reviewed (if applicable)
<b>Date Rescinded:</b>	Insert Date rescinded (if applicable)

### REVISION RECORD

Date	Version	Revision description
9/10/2024	0.1	Initial draft
6/5/2025	0.6	Updated draft for consultation

**Burial on Private Property Policy**

Policy no: Insert Policy Number

Updated: Insert date update

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DRAFT

## **1 Purpose**

This policy establishes the parameters in which Council will consider approving the burial of human remains on private property.

## **2 Scope**

This policy applies to all persons applying for burial of human remains on private property.

## **3 Legislative Context**

*Local Government Act 2009*

*Land Act 1994*

## **4 Policy Details**

- a) Council will ensure that any burial on private property within the Southern Downs region is in accordance with legislation, Australian Standards and best practice.
- b) This policy is provided as an alternative to cremation of human remains, with burial/spreading of ashes on private property, which does not require compliance with this policy.
- c) An application can be made for approval that allows for the disposal of human remains outside a cemetery.

NOTE: This is not a burial application. An approval would grant confirmation to the owner of the land to have an area established for the burial of a person on private property.

- d) Further to the Local Law and Subordinate Local Law, Council imposes the following criteria for granting an approval:
  - In recognition of Council's obligations to ensure compliance with legislation and public health, applicants acknowledge that a minimum of three months will be required from the time of application to Council granting approval. Accordingly, the application process for burial on private property must be commenced at least six (6) months prior to the burial of the person wishing to be buried on private property.

- The person wishing to be buried on the private property, must have a linear family connection with the occupiers of the land where the remains are being buried. The linear connection must be continuous, with family ownership/occupation of the property for a minimum of 20 years.
- No more than two persons can be buried on a property without a Development Permit being obtained.
- The private property where the remains are to be buried is to be a minimum of 20 hectares (approximately 49 acres) and must be within the Rural zone under Council's Planning Scheme.
- The burial plot must be at least 100 metres from buildings of any nature, water courses/ways and adjoining properties.
- The issuing of a permit is contingent on the burial site and access to it, being:
  - Outside of the Flood hazard overlay, as mapped.
  - An area which would otherwise be unsuitable for the burial of human remains on private property.
  - Clear of any regulated vegetation.
- The owner of the private property where the remains are to be buried is to provide Council with a written undertaking as follows:
  - The burial site will be delineated by a lease to ensure protection of the grave site. An Application for Reconfiguring a Lot - application for Subdivision by lease (exceeding 10 years) will be submitted for approval, for a lease term of up to 100 years.
  - The terms of the lease agreement must include clauses to confirm that if the bodies are exhumed, that the lease will be terminated and the lease area will be amalgamated back into the original lot. Additionally, no buildings or structures are permitted to be erected within the lease area, with the exception of fencing, memorial plaques and headstones.
  - That the property owner will register such lease with Council and Titles Office within six months of the burial.
- Council may require a bond to ensure registration of the lease and easement. The bond will be payable by the property owner and a bond agreement will be

entered into by the property owner with Council. The agreement will state clearly that the bond may only be refunded when the lease has been registered with Titles Office OR the body has been exhumed OR the burial does not proceed.

- Should the property owner of the land default, the bond shall be forfeited to Council.
  - The bond shall be refunded on confirmation of the registration of the lease.
- e) Where there is an inconsistency between the Local Law or Subordinate Local Law and this policy, the Local Law or Subordinate Local Law will apply.


## **5 Related Documents**

*Subordinate Local Law No. 1.13 (Undertaking Regulated Activities regarding Human Remains) 2011*

## 15. COMMUNITIES, PLANNING AND ENVIRONMENTAL SERVICES REPORTS

### 15.1 Pest Management Advisory Committee Meeting

#### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 July 2025
	Manager Environmental Services	<b>ECM Function No/s:</b>

#### Recommendation

THAT Council receive the Minutes of the Pest Management Advisory Committee meeting held in Stanthorpe on Thursday, 19 June 2025 and endorse the motions moved during the meeting.

#### REPORT

##### Background

The Pest Management Advisory Committee (PMAC) met in Stanthorpe on Thursday 19 June 2025.

##### Report

The minutes of Council's Pest Management Advisory Committee are submitted for Council's information and consideration of any recommendation/s following each meeting. The minutes of the meeting held on 19 June 2025 are attached (Attachment 1).

The following motions were moved at the meeting:

- Council assist by advertising what general information they have on support/services/programs Council provides on baiting, trapping and fencing.
- Invite Greg Mifsud, National Coordinator for Wild Dogs, to a PMAC meeting.

##### Conclusion/Summary

That Council receive the Minutes from the Pest Management Advisory Committee meeting and endorse the motions moved at the meeting.

#### FINANCIAL IMPLICATIONS

Nil

#### RISK AND OPPORTUNITY

##### Risk

Council has legislative obligations under the Biosecurity Act 2014, and there is a risk of non-compliance if Council does not fulfil its responsibilities.

## Opportunity

The Pest Management Advisory Committee is a community consultative committee and allows Council to receive contribution from the community on its pest management activities.

### COMMUNITY ENGAGEMENT

#### Internal Consultation

Nil

#### External Consultation

The Pest Management Advisory Committee is a community consultative committee.

### LEGAL / POLICY

#### Legislation / Local Law

Biosecurity Act 2014

#### Corporate Plan

#### Goal 2      Our Places

**Outcome:** 2.3    Our natural and agricultural environments are healthy, resilient and sustainable.

**Objective:** 2.3.3 Develop policies and implement measures to enhance our agricultural sector and protect priority agricultural land from invasive pest animals and pest plants and non-rural development incursion.

#### Policy / Strategy

Southern Downs Environmental Sustainability Strategy 2021-2031  
Southern Downs Invasive Pests Strategic Plan 2021-2024

### ATTACHMENTS

1.    Pest Management Advisory Committee Meeting 19 June 2025 - Minutes [↓](#)





**MINUTES OF THE SOUTHERN DOWNS REGIONAL  
COUNCIL MEETING OF THE PEST MANAGEMENT  
ADVISORY COMMITTEE**

**THURSDAY 19 JUNE 2025 AT 10:00AM**

**COUNCIL CHAMBERS, 61 MARSH STREET, STANTHORPE**

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PEST MANAGEMENT ADVISORY COMMITTEE MINUTES | THURSDAY 19 JUNE 2025 AT 10:00AM



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## 1 PRESENT

Cr Cynthia McDonald (Chair), Nicole Collett (SDRC Manager Environmental Services), Ray Lambert (Local Laws Coordinator), Clive Smith (Southern Downs Wild Dog Management Advisory Committee), Ted Vinson (DPI), Mat Warren (DDMRB), Greg Keith (QPWS), Ken McCray (TMR), Liz Bourne (Community member), Paul Maher (Community member), Michael Maher (SDRC), Jenny Watt (SDRC, Minute Secretary)

Via Teams: Andrew McCartney, (Southern Queensland Landscapes)

Angus Ferrier (Granite Belt Growers)

Cr McDonald opened the meeting at 10:00am, introduced herself and welcomed all those attending.

## 2 APOLOGIES

Cr Carla Pidgeon, Nicki Lewis (DPI), Carol Booth (Invasive Species Council), Bryan Potter (SDRC)

## 3 BUSINESS ARISING FROM PREVIOUS MINUTES

### a) Minutes of Last Meeting

Item 15.3 of the Ordinary Council Meeting held on Thursday, 13 February 2025.

#### Resolution

Moved Cr C Pidgeon Seconded Cr S Deane Carried Unanimously

That Council receive the Minutes of the Pest Management Advisory Committee meeting held in Warwick on Thursday, 13 February 2025.

### b) Review of Previous Actions

**Action:** Ted Vinson to forward to Jenny Watt, the link for the DPI data base that gives a broad idea on a map of the species of weed in an area, for distribution by Jenny. – **COMPLETED**

**Action:** Jenny Watt to forward draft minutes to the Committee for review prior to them going to a Council meeting for endorsement. – **COMPLETED**

## 4 SDRC PEST MANAGEMENT OFFICERS ACTIVITY REPORT – RAY LAMBERT

**Action:** Council to conduct some promotion of equipment available for hire, after budget process completed.

## 5 PRESENTATION FROM GREG KEITH, RANGER IN CHARGE, GRANITE BELT MANAGEMENT UNIT, QPWS – DEER PROJECT, SUNDOWN

**Action:** Angus to request information/statistics from Granite Belt Growers on the impact of pigs and deer in the region.

## 6 UPDATE BY MEMBERS GROUPS

Mat Warren (DDMRB)

Ted Vinson (DPI)

Greg Keith (QPWS)

Clive Smith (Southern Downs Wild Dog Management Advisory Committee)

**Motion – Clive Smith:** Council assist by advertising what general information they have on support/services/programs Council provides on baiting, trapping and fencing.



**Seconded:** Paul Maher

**Carried**

**Ken McCray (TMR)**

**Paul Maher**

**Liz Bourne**

**Motion - Paul Maher:** Invite Greg Mifsud, National Coordinator for Wild Dogs to a PMAC meeting.

**Seconded:** Liz Bourne

**Carried**

**Action:** Ray Lambert to contact Greg Mifsud to see if he is available to attend a PMAC meeting.

## **7 GENERAL BUSINESS**

## **8 NEXT MEETING AND CLOSURE**


**Next meeting:** 10:30am, Thursday 28 August 2025, SDRC Council Chambers, Warwick

**Following meeting:** 10:30am, Thursday 20 November 2025, SDRC Council Chambers, Stanthorpe



## 15.2 Reconfiguring a Lot: Eastlorden Pty Ltd C/- Alpha Planning Applications – Cunningham Highway & Rabbitt Road, Leslie

### Document Information

 <b>Southern Downs</b> <small>REGIONAL COUNCIL</small>	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 16 July 2025
	Planning Officer	<b>ECM Function No/s:</b> RC\02067

<b>APPLICANT:</b>	Eastlorden Pty Ltd C/- Alpha Planning Applications
<b>OWNER:</b>	Eastlorden Pty Ltd
<b>ADDRESS:</b>	Cunningham Highway & Rabbitt Road, Leslie
<b>RPD:</b>	Lots 1 & 2 ML1753 and Lots 4 & 253 ML1754
<b>ZONE:</b>	Rural (Alluvial Plains and Sandstone Rises and Traprock Hills precincts)
<b>PROPOSAL:</b>	Realignment of boundaries (Four (4) lots into three (3) lots)
<b>LEVEL OF ASSESSMENT:</b>	Impact
<b>SUBMITTERS:</b>	Two (2) properly-made submissions
<b>REFERRALS:</b>	Nil
<b>CIS DATE:</b>	2 July 2025
<b>FILE NUMBER:</b>	RC\02067

### RECOMMENDATION SUMMARY

THAT the application for realignment of boundaries (four (4) lots into three (3) lots), on land at the Cunningham Highway and Rabbitt Road, Leslie, described as Lots 1 & 2 ML1753 and Lots 4 & 253 ML1754, be approved subject to conditions.

### REPORT



**Figure 1: Aerial of subject land**

The subject premises is comprised of four (4) lots which are situated within the locality of Leslie. The land has a combined area of 140.6 hectares. The Cunningham Highway traverses the subject lots, with each lot containing a portion of land to the north and south of the Cunningham Highway connected by vincula. All lots abut Sandy Creek to the north and adjoin Rabbitt Road to the south. The Cunningham Highway is a state-controlled, bitumen sealed road without kerb and channel. Rabbitt Road is both a bitumen sealed road and a gravel constructed road without kerb and channel along the frontage of the site. The bitumen sealed segment of Rabbitt Road extends from the intersection with the Cunningham Highway to the intersection with Pink Gum Lane.

The land to the north of the Cunningham Highway contains cultivated fields and paddocks used for agricultural purposes. The land to the south of the Cunningham Highway contains scattered vegetation. There are no buildings or structures contained within the four (4) lots.

The land is in close proximity to an Extractive industry to the south, being Hutchinson Quarries. The Extractive industry has an approval to allow the extraction and processing of up to 750,000 tonnes of material per year. The Extractive industry involves the use of explosives, blasting and screening.

The existing lot details are tabled as follows:

**Table 1: Existing lot details**

Lot on Plan	Area (m <sup>2</sup> )	Buildings and Structures	Uses and other notable features	Frontage/Access
Lot 1 ML1753	20.3	Nil	Partial cultivation of land (north)	Cunningham Highway and Rabbitt Road (sealed)
<i>Relevant overlays:</i> Partially within the Bushfire hazard overlay. Predominantly within the Flood hazard overlay (QRA flood mapping). Partially containing Biodiversity areas				

		overlay (to the south). Contains Category B Regulated Vegetation (northern and southern boundaries)		
Lot 2 ML1753	20.2	Nil	Partially containing paddocks	Cunningham Highway and Rabbitt Road (sealed)
		<i>Relevant overlays:</i> Partially within the Bushfire hazard overlay. Wholly within the Flood hazard overlay (QRA flood mapping) Contains Category B Regulated Vegetation (north-eastern corner)		
Lot 4 ML1754	51.9	Nil	Partial cultivation of land (north), two (2) drainage lines, contains a dam within the north-eastern corner of the land to the south of the highway	Cunningham Highway and Rabbitt Road (both sealed and gravel constructed)
		<i>Relevant overlays:</i> Partially within the Bushfire hazard overlay. Contains Category B Regulated Vegetation (northern boundary) and Category C Regulated Vegetation (southern portion)		
Lot 253 ML1754	48.2	Nil	Cultivated land (north)	Cunningham Highway and Rabbitt Road (sealed)
		<i>Relevant overlays:</i> Partially within the Bushfire hazard overlay. Partially within the Flood hazard overlay (QRA flood mapping). Partially containing Biodiversity areas overlay (to the south). Contains Category B Regulated Vegetation (northern and southern boundaries)		

### Proposal

The applicant has proposed to realign the boundaries of the land to consolidate the cultivated fields and paddocks into one lot. Lot 2 ML1753 is wholly impacted by flooding, and as such, the lot cannot be considered as a usable lot. As a result, the applicant has proposed a boundary realignment of four (4) lots to three (3) lots.

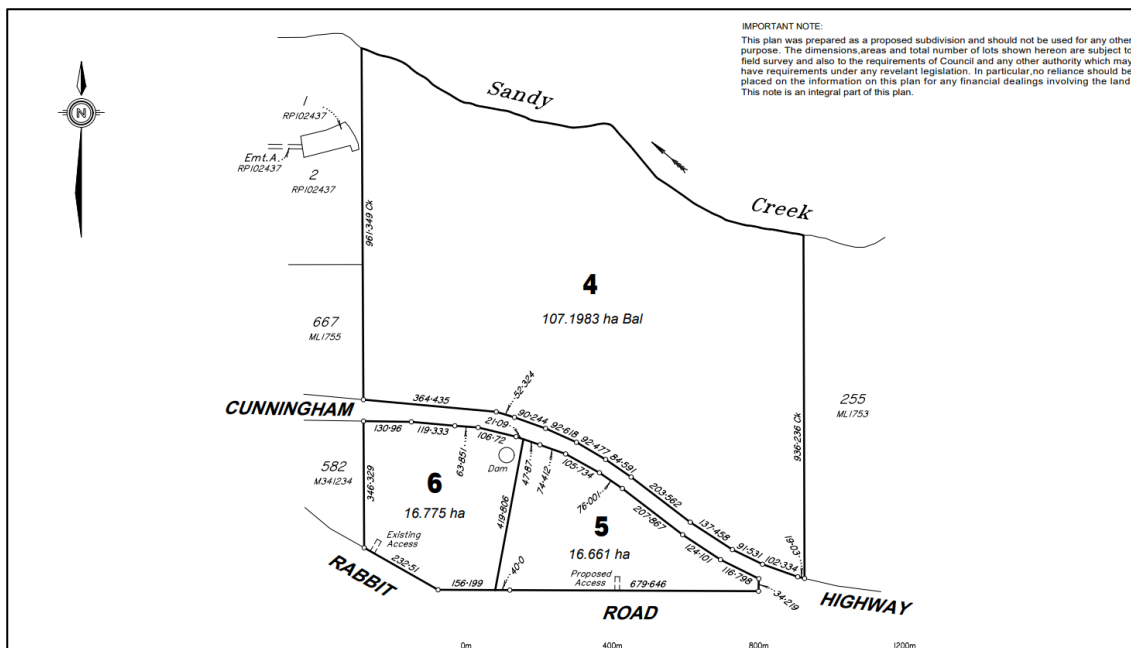
Table 2 shows the proposed lot sizes and existing infrastructure contained within.

**Table 2: Proposed lot details**

Proposed Lot	Area (m <sup>2</sup> )	Buildings & Structures	Frontage/Access
<b>Lot 4</b>	107.1983	Nil	Cunningham Highway
<b>Lot 5</b>	16.661	Nil	Cunningham Highway and Rabbitt Road (sealed)
<b>Lot 6</b>	16.775	Nil	Cunningham Highway and Rabbitt Road (sealed and gravel constructed)

The applicant's proposal plan for the boundary realignment is as follows:





**Figure 2: Proposed Site Plan**

### Environmental Health Considerations

Due to the proximity of proposed Lots 5 and 6 to the approved and operational Extractive industry (Hutchinson Quarries), the applicant has provided a Reverse Amenity Statement. Council's Regulatory Services Coordinator has reviewed the documentation and has provided the following commentary:

*"They [the applicant] have relied heavily on previously submitted reports in relation to the increased production at Hutchinson quarry that was previously approved by Council.*

*Based on the information provided I don't see any significant issues with the realignment.*

*It is anticipated that any new residential development on the proposed lots will receive some impact from the quarry operations, but based on the information provided, this would appear to be minimal. "*

An assessment of the lot design and location in proximity to the Extractive industry has been provided in the Assessment against the Planning Scheme section of this report.

### Public Notification

Public notification for the development was undertaken for sixteen (16) business days from 22 April 2025 to 15 May 2025. The following actions were undertaken:

- The Notice to Commence Public Notification was submitted to Council on 14 April 2025;
- A notice was published in the Warwick Today newspaper on 17 April 2025;
- Notices were placed on each property frontage from 17 April 2025 until 15 May 2025;
- A notice was given to the owners of all adjoining land on 16 April 2025; and
- The Notice of Compliance was submitted to Council on 16 May 2025.

The Public Notification period complies with the Development Assessment Rules. Two (2) properly made submissions were received during the public notification period.

The matters raised in the submissions are outlined below, with Planning responses provided.

## Submissions

Matters raised in submissions	Response
<p><b>Proximity to quarry operations</b></p> <p>“We are currently in the process of establishing a Key Resource Area around the quarry....</p> <p>Notably, on the north side of this boundary (Quarry Pit C), the distance to the highway is approximately 917.32 to 464.75 metres, which raises significant concerns about safety and environmental impact, especially in relation to our blasting operations.”</p> <p>“Hutchinson Quarry is a key industry for our region. It involves blasting, crushing and screening.</p> <p>Quarry has had approval for many years to move towards Rabbitt Road. The Extractive industry licence boundary is close to Rabbitts [sic] Road. There is a deposit of blue metal that runs close to Rabbitts [sic] Road.”</p>	<p><b>Council response:</b></p> <p>The applicant has provided a Reverse Amenity Statement which reviewed the documentation provided with the development approval given for the Extractive industry. The report concludes that the establishment of residences on proposed Lots 5 and 6 <i>“is not expected to significantly interfere with the quarry’s currently approved extractive activities”</i>.</p> <p>An assessment regarding the conflict between rural and non-rural land uses, with regard given to the lot design and siting in proximity to the quarrying activities, has been undertaken in the Assessment against the Planning Scheme section of the report.</p> <p>Landscaping conditions can be imposed in accordance with the landscaping buffer requirements within the Planning Scheme.</p>

## Assessment against the Planning Scheme

Benchmarks applying to the development
<p>The following codes of the Southern Downs Planning Scheme are benchmarks applying to the development:</p> <ul style="list-style-type: none"> <li>– 8.2.2 Biodiversity areas overlay code</li> <li>– 8.2.3 Bushfire hazard overlay code</li> <li>– 8.2.5 Flood hazard overlay code</li> <li>– 9.4.7 Reconfiguring a lot code</li> </ul>

### Biodiversity areas overlay code



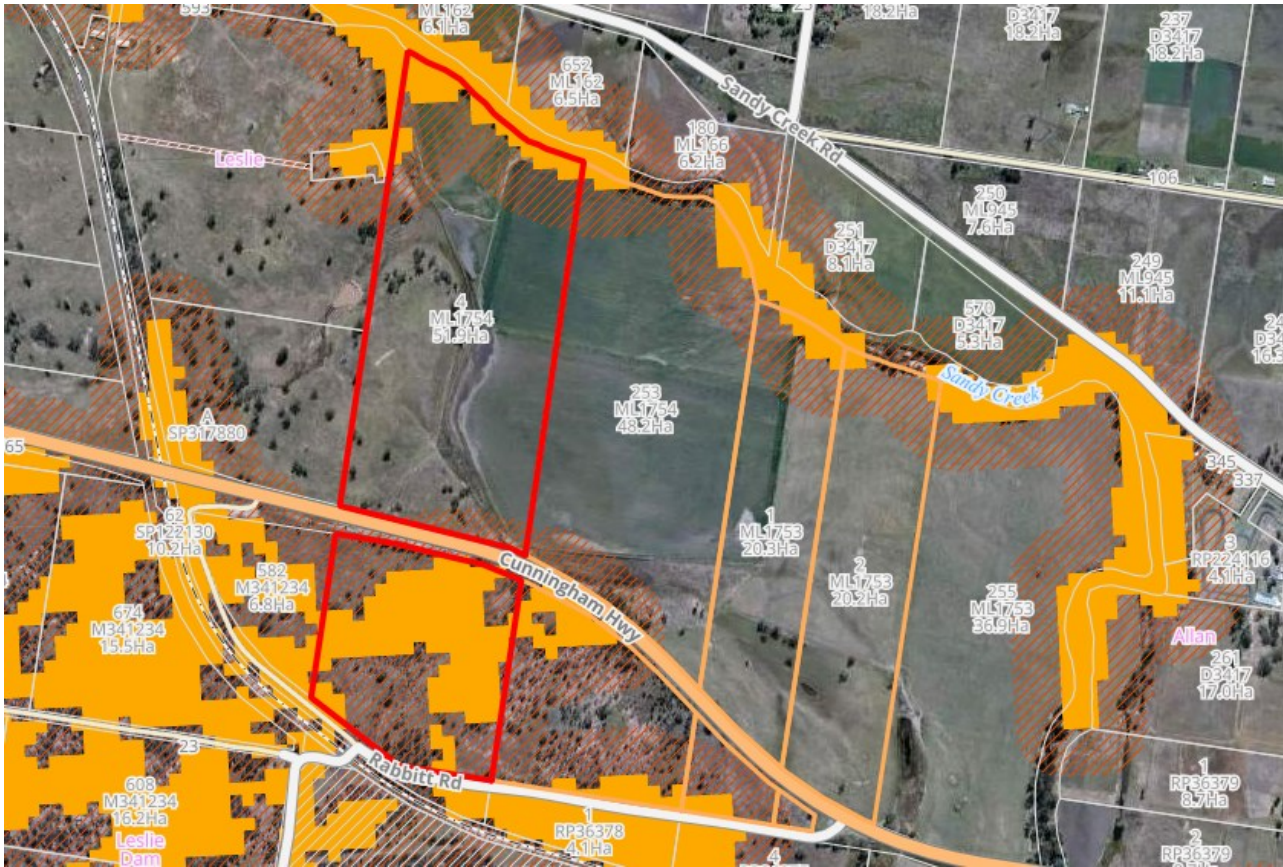
**Figure 3: Biodiversity areas overlay code**

The subject premises contains areas of biodiversity which are mapped as Matters of State Environmental Significance – Regulated Vegetation and Wildlife Habitat, and two (2) connected drainage lines. The areas of biodiversity currently traverse a portion of the common boundary of Lot 1 ML1753 and Lot 253 ML1754, as illustrated in Figure 3.

The reconfiguration will ensure no new boundaries traverse or are created over Biodiversity areas, therefore reducing the potential for accepted vegetation clearing and conserving biodiversity values. Therefore, the proposal is considered to comply with the Code.



## Bushfire hazard overlay code



**Figure 4: Bushfire hazard overlay code**

**PO9** Lot design and building siting minimises bushfire hazard to people and property having regard to slope, aspect, existing vegetation and adequate separation from hazardous vegetation.

Lots are designed to allow buildings to be sited on the down slope of hills away from the most likely direction of the fire front or on a flat site at the base of any slope.

The premises contains the Medium Potential Bushfire Intensity and the Potential Impact Buffer areas of the Bushfire hazard overlay. Both proposed Lots 4 and 5 will contain areas outside of the Bushfire hazard overlay for a building to be sited.

Whilst proposed Lot 6 will be wholly sited within the areas of bushfire hazard, the land generally slopes towards the Cunningham Highway. Proposed Lot 6 also contains significant areas which are cleared and do not contain vegetation. In addition, the land will maintain frontage to both the Cunningham Highway and Rabbitt Road, allowing for the evacuation onto the region's constructed and sealed road network in the event of an emergency.

The development does not increase risk to property. Should residential dwellings be constructed on the site in future, consideration of additional assessment provisions will be required to ensure bushfire hazard risk to people is minimised. Therefore, compliance is achieved with the Performance outcome.



## Flood hazard overlay code



**Figure 5: Flood hazard overlay code**

### **AO6.1** New lots are:

- (a) Located outside the overlay area; or
- (b) All new lots have an area at natural ground level measuring 17 m x 17m that is located outside the overlay area; and
- (c) Are provided with legal, clear and direct pedestrian and vehicle evacuation routes that are not within the flood hazard overlay area.

*Note: If part of the site is outside the overlay area, this is the preferred location for all lots (excluding park or other relevant open space and recreation lots).*

*Note: Buildings subsequently developed on the lots created will need to comply with the relevant building assessment provisions under the Building Act 1975.*

The eastern portion of the subject premises is impacted by the Flood hazard overlay. All proposed lots can achieve an area of 17.0 metres x 17.0 metres at natural ground level with flood free access that is outside of the overlay area. The development complies with the Acceptable outcome.

### Reconfiguring a lot code

**AO1.3** All lots have practical, legal, flood free access to an area on a site where a building can be constructed.

The development has proposed an access to proposed Lot 5 from Rabbitt Road, within the mapped area of Biodiversity. To protect the biodiversity values on site by ensuring no clearing of areas within the overlay, a condition will be imposed requiring vehicle access to be constructed in a location that is outside of the mapped Biodiversity areas overlay and the Flood hazard overlay, along Rabbitt Road. By imposing conditions, the land can achieve practical, legal, flood free

access to an area where a building can be constructed and thus, compliance is achieved with the Acceptable outcome.

### **AO37**

*... (f) Unless the rearrangement is a minor change to a boundary to overcome an encroachment of a building, building envelopes of at least 20m x 20m can be provided on all new lots. The building envelope:*

- (i) excludes land which is located within 50 m of a watercourse; and*
- (ii) complies with the setbacks required for a dwelling house in accordance with the Assessment criteria in this planning scheme*

The development will result in the creation of proposed Lots 5 and 6 which cannot achieve a building envelope of 20.0 metres x 20.0 metres outside of the required setback of 1,000 metres from an existing Extractive industry that involves screening, crushing and blasting activities, as per AO5 of the Residential uses code. Therefore, the development must comply with the Performance outcome.

### **PO37 Rearrangement of the boundaries of existing lots:**

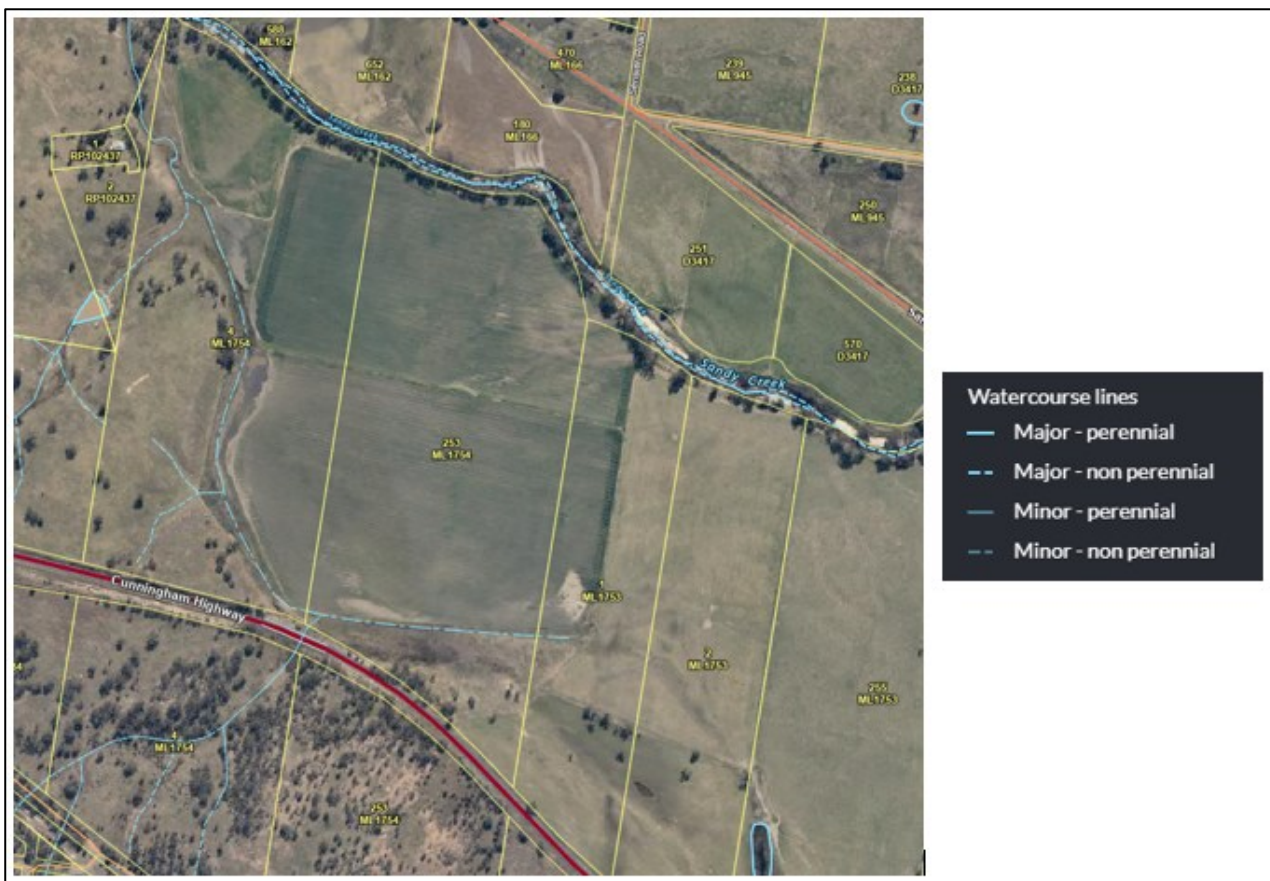
- (a) results in new lots that are generally the same size as the existing lots, or the rearrangement results in a more sustainable rural land resource;*
- (b) involves only lots that are adjoining lots, or lots adjacent to each other (i.e. on the opposite side of a road);*
- (c) does not lead to increased fragmentation of rural land;*
- (d) does not increase the potential for conflict between rural and non-rural land uses;*
- (e) allows for coordinated land management (e.g. ensuring water resources and the land to be irrigated are on the same lot);*
- (f) avoids hazards (such as bushfire prone areas); and*
- (g) results in improved environmental outcomes.*

Whilst the development will not result in lots that are generally the same size, the development will result in a more sustainable rural land resource. This is achieved through the consolidation of land to the north of the Cunningham Highway into proposed Lot 4, and the consolidation of land to the south of the Cunningham Highway into proposed Lots 5 and 6 (previously four (4) lots either side of the road that were connected by vincula). Proposed Lot 4 will contain the existing cultivation and paddocks, ensuring no lot boundary traverses the agricultural land, and agricultural practices can be wholly contained within a single allotment.

The proposed realignment will reduce the fragmentation of rural land through the reduction in the number of lots from four (4) to three (3), and ensuring no lot is traversed by a road (Cunningham Highway) and connected by vincula.

The consolidation of land will also ensure the watercourse which currently traverses Lot 1 ML1753 and Lots 4 and 253 ML1754 within the northern portion, shown in Figure 6, will be wholly contained within proposed Lot 4. This allows for coordinated land management within proposed Lot 4 by ensuring water resources are contained within the land containing the cultivation.





**Figure 6: Mapped water resources and watercourse lines (QLD Globe, 2025)**

Proposed Lots 5 and 6 will be wholly located within 1,000 metres of an Extractive industry to the south, and will increase the number of lots within this setback, as shown in Figure 7. The applicant has provided a Reverse Amenity Statement prepared by Yarramine Environmental which included a review of the nearby quarry's air, noise and vibration assessment approved as part of the Extractive industry's development approval. The Reverse Amenity Statement provided the following conclusion:

*"Given Assured Environmental's [the Air Quality and Noise & Vibration Assessments approved as part of the development approval given for the extractive industry] recent assessments supporting the quarry expansion, which indicate minimal impact on surrounding sensitive receptors and by extension the proposal site, it is unlikely that approving the proposed boundary realignment will result in adverse noise, dust, or vibration effects on future residences. The establishment of these residences is not expected to significantly interfere with the quarry's currently approved extractive activities. Therefore, there are no reverse amenity or land use conflict concerns that would justify amending or refusing the proposal."*

Rabbitt Road, from the intersection with Pink Gum Lane to the intersection with the Cunningham Highway, is a haulage route for the Extractive industry.

An Extractive industry is not a rural activity, as defined by the *Planning Regulation 2017*. To ensure the development does not increase the potential for conflict between rural and non-rural land uses, a condition will be imposed requiring landscaping to be planted along the southern boundary in accordance with PO9 of the Landscaping code. Performance outcome PO9 of the Landscaping code relates to specific requirements for buffers to land in the Rural zone. A 20.0 metre wide landscaped buffer is to be planted along the southern boundary at spacings of 4-5 metres, to screen future development on proposed Lots 5 and 6 from the impacts of the Extractive industry to the south, including the haulage route along Rabbitt Road associated with the Extractive industry.

The species of trees within the buffer are to be fire retardant and/or mesic to ensure there is no worsening of bushfire risk. The existing Category B and/or C Regulated vegetation along the



southern boundary of proposed Lots 5 and 6 will be located within the area for the required buffer, protecting the existing native vegetation and ensuring there is no worsening of environmental outcomes.

**Figure 7: Land in proximity to the Extractive industry to the south**

Environmental outcomes will also be improved by ensuring no boundary traverses the mapped areas of biodiversity, and will cancel the boundary that currently traverses the biodiversity area along the Rabbitt Road frontage. This is supported through the provision requiring access to proposed Lot 5 to be obtained outside of the mapped area of biodiversity significance.

### **Infrastructure Charges**

## Recommendation

THAT the application for Realignment of boundaries (Four (4) lots into three (3) lots), on land at the Cunningham Highway and Rabbitt Road, Leslie, described as Lots 1 & 2 ML1753 and Lots 4 & 253 ML1754, be approved subject to the following conditions:

### Schedule 1 - Southern Downs Regional Council Conditions

#### Approved Plans

1. The development of the site is to be generally in accordance with the following proposal plan submitted with the application, and subject to the final development being amended in accordance with the conditions of this approval.

Plan Name	Plan No.	Date
Proposed Reconfiguration – prepared by Ian A. Rosenberger (Surveys) Pty. Ltd.	S3905/23 B	1 February 2024

#### Easements and Covenants

2. A statutory covenant for the continued maintenance of the treed buffers (as referred to in Condition 3) is to be provided over proposed Lots 5 and 6 along the southern boundary. The covenant documentation is to be submitted to Council for approval prior to the signing of the Plan of Subdivision.

#### Fencing, Landscaping and Buffers

3. Buffer areas of 20.0 metres in width are to be provided along the southern boundary of proposed Lots 5 and 6, except within the location of the vehicle access to each of the proposed lots. Within these buffer areas, existing native vegetation is to be retained and allowed to naturally regenerate. Within the 20 metres of these buffer areas, random plantings of a variety of native trees and shrubs of differing growth habits are to be provided at spacings of 4-5 metres. The trees and shrubs must be of species that are fast growing, frost resistant, drought hardy and fire retardant and/or mesic. The buffer is to have a mature tree height of at least 3.0 metres. **The trees and shrubs are to be planted prior to the signing of the Plan of Subdivision.** The vegetated buffers are to be maintained so they form an effective buffer.
4. **A Landscaping Plan is to be submitted to and approved by Council's Planning Department prior to the planting of the treed buffers.** 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, fire retardant and drought hardy, and must not include weed species. Root barriers are to be installed around trees that are located within 3 metres of any underground infrastructure. The site is to be landscaped and maintained in accordance with the approved Landscaping Plan.

#### Car Parking and Vehicle Access

5. Proposed Lot 5 is to be accessed via an approved vehicle crossover. The access is to be located along Rabbitt Road and must be located outside of the mapped Biodiversity areas overlay and mapped Flood hazard overlay.

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

#### Electricity, Street Lighting and Telecommunications

6. Prior to Council signing the Plan of Subdivision, written advice must be provided from Ergon Energy, or the relevant electricity provider, confirming that it has been made aware of the proposed development.

### **Advisory Notes**

- (i) No clearing of remnant vegetation or regulated regrowth vegetation is to occur under this approval. A Development Permit for Operational Works must be obtained from the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development for the clearing of any remnant vegetation, unless exempt under Schedule 21 of the *Planning Regulation 2017*.
- (ii) Council does not have accurate flood information for this property and therefore cannot determine the height of a Defined Flood Event (DFE). Therefore, there is no guarantee of flood immunity.
- (iii) This area is expressly identified as being potentially impacted by lawful non-residential uses. In commencing a residential use, the owner(s) acknowledges and accepts that the use may be potentially impacted by emissions from the lawful non-residential use. It is the responsibility of the property owner(s) to take all measures necessary to ensure that the proposed dwelling is developed and maintained in such a way as to mitigate odour, dust and noise impacts from the surrounding lawful non-residential use. These measures must be undertaken at the expense of the property owner(s).
- (iv) Council will not be sealing Rabbitt Road as a result of any dust complaints received.
- (v) Prior to constructing or upgrading an access, an application must be submitted and approved by Council for a permit under Local Law No. 1 (Administration) 2011 and Subordinate Local Law No. 1.15 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2011.

### **Aboriginal Cultural Heritage**

- (vi) All reasonable and practicable measures must be taken to ensure that no harm is caused to Aboriginal cultural heritage (the “cultural heritage duty of care”). The cultural heritage duty of care is met if the development is conducted in accordance with gazetted Cultural Heritage duty of care guidelines. Further information on cultural heritage, together with a copy of the duty of care guidelines and cultural heritage search forms, may be obtained from [www.datsip.qld.gov.au](http://www.datsip.qld.gov.au)

### **Approval Times**

- (vii) In accordance with the *Planning Act 2016*, this approval will lapse four years from the day the approval takes effect, unless the Plan of Subdivision is submitted to Council within the currency period. **Council will NOT approve the plan unless all conditions of this approval have been complied with to the satisfaction of Council and within the currency period of the approval.**
- (viii) The approved Plan of Subdivision must be lodged for registration in the Office of the Registrar of Titles within six months of the date of Council’s Compliance Certificate and approval of the Plan of Subdivision. If the Plan of Subdivision is not registered within this timeframe, Council’s approval of the Plan of Subdivision will lapse. Council may reapprove the Plan of Subdivision subject to payment of the applicable fee.

### **ATTACHMENTS**

Nil

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

Nil

## **17. CONSIDERATION OF CONFIDENTIAL BUSINESS ITEMS**

In accordance with the provisions of Section 254J(3) of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public and move 'into Committee' to discuss confidential items, such that its Councillors or members consider it necessary to close the meeting.

### **Recommendation**

THAT the meeting be closed to the public and move into committee to discuss the following items, which are considered confidential in accordance with Section 254J(3) of the *Local Government Regulation 2012*, which permits the meeting to be closed to the public for business relating to the following, as indicated:

### **17.1 Sole and Specialised Supplier List 2025-2026**

#### **Reason for Confidentiality**

This item is considered confidential in accordance with section 254J(3)(g) of the *Local Government Regulation 2012*, as it contains information relating to negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

### **17.2 Easey Street Stormwater Drainage**

#### **Reason for Confidentiality**

This item is considered confidential in accordance with section 254J(3)(c) of the *Local Government Regulation 2012*, as it contains information relating to the local government's budget and section 254J(3)(h) of the *Local Government Regulation 2012*, as it contains information relating to and negotiations relating to the taking of land by the local government under the Acquisition of Land Act 1967.

## **18. GENERAL BUSINESS**