



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

Dear Councillors

Your attendance is requested at the Ordinary Council Meeting to be held in the Council Chambers, Southern Downs Regional Council, 61 Marsh Street, Stanthorpe on **Wednesday, 20 August 2025** at **9:00AM**.

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

**Rachel Brophy**

**CHIEF EXECUTIVE OFFICER**

15 August 2025



## ORDER OF BUSINESS:

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## **WEDNESDAY, 20 AUGUST 2025 Ordinary Council Meeting**

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1. **ACKNOWLEDGEMENT OF COUNTRY**
2. **PRAYER & CONDOLENCES**
3. **ATTENDANCE AND APOLOGIES**
4. **READING AND CONFIRMATION OF MINUTES**
- 4.1 **Ordinary Council Meeting - 16 July 2025**


**Recommendation**

THAT the minutes of the Ordinary Council Meeting held on Wednesday 16 July 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> 20 August 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 16 July 2025.

A copy of the Actions Report is attached.

#### ATTACHMENTS

1. Actions Ordinary Council Meeting 16 July 2025 [↓](#)



## ACTIONS FROM ORDINARY COUNCIL MEETING 16 JULY 2025

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
16/07/2025	5.1	Actions from Council Meetings July 2025	Brophy, Rachel	<b>18 Jul 2025 2:31pm Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Brophy, Rachel (action officer) on 18 July 2025 at 2:31:15 PM - Noted.	18/07/2025
16/07/2025	7.2	Conflict of Interest - Cr Wantling: Agenda Item 8.1	Brophy, Rachel	<b>18 Jul 2025 2:31pm Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Brophy, Rachel (action officer) on 18 July 2025 at 2:31:23 PM - Noted.	18/07/2025
16/07/2025	7.1	Mayoral Minute - New Draft Planning Scheme	O'Mara, Angela	<b>09 Aug 2025 5:41pm O'Mara, Angela - Completion</b> Completed by O'Mara, Angela (action officer) on 09 August 2025 at 5:41:37 PM - Actioned.	9/08/2025
16/07/2025	7.1.1	Mayoral Minute - New Southern Downs Planning Scheme	O'Mara, Angela	<b>09 Aug 2025 5:41pm O'Mara, Angela - Completion</b> Completed by O'Mara, Angela (action officer) on 09 August 2025 at 5:41:51 PM - Actioned.	9/08/2025
16/07/2025	8.1	Notice of Motion: Public Consultation on Road Name Changes in Rosenthal Heights	Brophy, Rachel	<b>18 Jul 2025 2:36pm Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Brophy, Rachel (action officer) on 18 July 2025 at 2:36:26 PM - Referred to Council Information Session on 6 August 2025.	18/07/2025
16/07/2025	18.1	Procedural Motion - Meeting Adjournment	Brophy, Rachel	<b>18 Jul 2025 2:36pm Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Brophy, Rachel (action officer) on 18 July 2025 at 2:36:34 PM - Noted.	18/07/2025
16/07/2025	8.2	Notice of Motion: Media Relations Policy	Brophy, Rachel	<b>18 Jul 2025 2:36pm Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Brophy, Rachel (action officer) on 18 July 2025 at 2:36:53 PM - Noted.	18/07/2025
16/07/2025	12.1	Chief Executive Officer - Status Report	Brophy, Rachel	<b>18 Jul 2025 2:37pm Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Brophy, Rachel (action officer) on 18 July 2025 at 2:37:01 PM - Noted.	18/07/2025
16/07/2025	12.2	Events Strategy 2025	Warrener, Gary	<b>18 Jul 2025 2:38pm Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Warrener, Gary (action officer) on 18 July 2025 at 2:38:33 PM - Events Strategy uploaded onto Council's Website.	18/07/2025



## ACTIONS FROM ORDINARY COUNCIL MEETING 16 JULY 2025

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
16/07/2025	13.1	Financial Services - Financial Report as at 30 June 2025	Betts, Melissa	<b>18 Jul 2025 2:19pm Betts, Melissa - Completion</b> Completed by Betts, Melissa (action officer) on 18 July 2025 at 2:19:49 PM - June 2025 Finance Report Noted	18/07/2025
16/07/2025	13.2	External Audit 2024-25 - Interim Audit Report	Gross, Helen	<b>23 Jul 2025 2:43pm Gross, Helen - Completion</b> Completed by Gross, Helen (action officer) on 23 July 2025 at 2:43:29 PM - Report noted	23/07/2025
16/07/2025	13.3	Southern Downs Local Disaster Management Plan - Annual Review	Bell, Michael	<b>21 Jul 2025 5:30am Bell, Michael - Completion</b> Completed by Bell, Michael (action officer) on 21 July 2025 at 5:30:36 AM - Noted	21/07/2025
16/07/2025	13.4	Warwick Town Hall - Visitor Information Centre Relocation	Bell, Michael	<b>21 Jul 2025 5:30am Bell, Michael - Completion</b> Completed by Bell, Michael (action officer) on 21 July 2025 at 5:30:55 AM - Noted	21/07/2025
16/07/2025	13.5	Southern Downs Art Gallery - Memorandum of Understanding	Bell, Michael	<b>21 Jul 2025 5:30am Bell, Michael - Completion</b> Completed by Bell, Michael (action officer) on 21 July 2025 at 5:30:49 AM - Noted	21/07/2025
16/07/2025	13.6	Public Art Reference Group Assessment - Brock Park Photographic Murals	Organ, Sue	<b>21 Jul 2025 10:21am Organ, Sue - Completion</b> Completed by Organ, Sue (action officer) on 21 July 2025 at 10:21:55 AM - Council Resolution noted.	21/07/2025
16/07/2025	13.7	Operational Plan 4th Quarter Update	Keir, Dianna	<b>23 Jul 2025 1:31pm Keir, Dianna - Completion</b> Completed by Keir, Dianna (action officer) on 23 July 2025 at 1:31:04 PM - Council Resolution Noted.	23/07/2025
16/07/2025	13.8	Review of Policies	Keir, Dianna	<b>23 Jul 2025 1:31pm Keir, Dianna - Completion</b> Completed by Keir, Dianna (action officer) on 23 July 2025 at 1:31:23 PM - Council Resolution Noted including amendments to policies as prescribed during the OCM.	23/07/2025
16/07/2025	13.9	Application for Permanent Road Closure - Adjacent to Lot 145 on ML344 - 38 Frees Road, Goomburra 4362	Glode, Patrina	<b>06 Aug 2025 11:08am Glode, Patrina - Completion</b> Completed by Glode, Patrina (action officer) on 06 August 2025 at 11:08:55 AM - Part C has been completed and emailed to Customer as approved through the Council resolution.	6/08/2025



## ACTIONS FROM ORDINARY COUNCIL MEETING 16 JULY 2025

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
16/07/2025	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	Globe, Patrina	<b>06 Aug 2025 11:08am Globe, Patrina - Completion</b> Completed by Globe, Patrina (action officer) on 06 August 2025 at 11:08:59 AM - Part C has been completed and emailed to Customer as approved through the Council resolution.	6/08/2025
16/07/2025	13.11	2026 Show Holidays	Keir, Dianna	<b>23 Jul 2025 1:31pm Keir, Dianna - Completion</b> Completed by Keir, Dianna (action officer) on 23 July 2025 at 1:31:28 PM - Council Resolution Noted.	23/07/2025
16/07/2025	13.12	Minutes of the Audit & Risk Management Committee held 26 June 2025	Keir, Dianna	<b>23 Jul 2025 1:31pm Keir, Dianna - Completion</b> Completed by Keir, Dianna (action officer) on 23 July 2025 at 1:31:33 PM - Council Resolution Noted.	23/07/2025
16/07/2025	14.1	Paddy Ryan Band Shell Structure Report	Charles, Jon	<b>06 Aug 2025 10:56am Charles, Jon - Completion</b> Completed by Charles, Jon (action officer) on 06 August 2025 at 10:56:10 AM - RFQ has closed. The contractor to replace the doors is yet to be engaged. Plan is to have replacement door in place by the end of September 2025.	6/08/2025
16/07/2025	14.2	Old Stanthorpe Road - Sealing of Gravel Section	Varughese, James	<b>08 Aug 2025 12:48pm Varughese, James - Completion</b> Completed by Varughese, James (action officer) on 08 August 2025 at 12:48:03 PM - This report is for information only to Council regrading a funding application made to Federal Government. There is not pursuing action to be made unless we receive funding approval.	8/08/2025
16/07/2025	14.3	Approval of Drought Management Plan June 2025	Sweetlove, Graham	<b>22 Jul 2025 2:26pm Sweetlove, Graham - Completion</b> Completed by Sweetlove, Graham (action officer) on 22 July 2025 at 2:26:16 PM - Council agreed to lay this item on the table and it is brought to a future meeting for approval	22/07/2025
16/07/2025	14.4	Recycled Water Service to Warwick Polocrosse Club	Sweetlove, Graham	<b>28 Jul 2025 10:41am Sweetlove, Graham - Completion</b> Completed by Sweetlove, Graham (action officer) on 28 July 2025 at 10:41:36 AM - Phoned Les Fraser and informed him of the outcome of the meeting. Prepared a draft contract document and emailed this to Les for review. Emailed the water capital team to progress the design and installation of the meter.	28/07/2025



## ACTIONS FROM ORDINARY COUNCIL MEETING 16 JULY 2025

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
16/07/2025	14.5	Water Restrictions Review 2025	Sweetlove, Graham	<b>08 Aug 2025 11:02am Sweetlove, Graham - Completion</b> Completed by Sweetlove, Graham (action officer) on 08 August 2025 at 11:02:35 AM - Agreed action with GM and working out stakeholders	8/08/2025
16/07/2025	14.6	Council Policy - Burial on Private Property	Collingwood, Chris	<b>08 Aug 2025 11:51am Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Collingwood, Chris (action officer) on 08 August 2025 at 11:51:31 AM - Discussed at Council Information Session 6 August 2025. Will be referred to a future Ordinary Council Meeting.	8/08/2025
16/07/2025	15.1	Pest Management Advisory Committee Meeting	Collett, Nicole	<b>06 Aug 2025 12:39pm Verney, Prue - Completion</b> Completed by Verney, Prue on behalf of Collett, Nicole (action officer) on 06 August 2025 at 12:39:31 PM - Noted for Minutes of next PMAC Meeting.	6/08/2025
16/07/2025	15.2	Reconfiguring a Lot: Eastlorden Pty Ltd C/- Alpha Planning Applications – Cunningham Highway & Rabbitt Road, Leslie	Hay, Mitchell	<b>08 Aug 2025 10:03am Hay, Mitchell - Completion</b> Completed by Hay, Mitchell (action officer) on 08 August 2025 at 10:03:15 AM - Decision Notice issued on 23 July 2025	8/08/2025
16/07/2025	17.1	Sole and Specialised Supplier List 2025-2026	Fletcher, David	<b>13 Aug 2025 12:27pm Seymour, Marion - Completion</b> Completed by Seymour, Marion on behalf of Fletcher, David (action officer) on 13 August 2025 at 12:27:13 PM - Sole Supplier Register has been updated with the approved suppliers, with the exception of the three where further information was requested and provided to Councillors. Procurement processes will be undertaken with the approved suppliers.	13/08/2025
16/07/2025	17.2	Easey Street Stormwater Drainage	Varughese, James	<b>08 Aug 2025 12:52pm Varughese, James - Completion</b> Completed by Varughese, James (action officer) on 08 August 2025 at 12:52:26 PM - Variation document to QRA in progress to be submitted. Team working to establish a design consultant to complete the detention basin design. Depending on the outcome from the Housing Support Program Stream 2, drainage easement funding to be included for future budget Council approval.	8/08/2025

**6. DECLARATIONS OF CONFLICTS OF INTEREST**


**7. MAYORAL MINUTE**

Nil

## 8. NOTICES OF MOTION

### 8.1 Notice of Motion: Access to Recycled Water for all Sporting and Community Groups located at Morgan Park

#### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 20 August 2025
	Chief Executive Officer	<b>ECM Function No/s:</b>

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

THAT:

1. All sporting and community groups located at Morgan Park be offered the same opportunity as the Warwick Polocrosse Club to connect to recycled water, as per the agreement approved by Council in Agenda Item 14.4 of the Ordinary Council Meeting on 16 July 2025; and
2. The offer includes:
  - a. Installation of recycled water connection to the Morgan Park boundary by Council.
  - b. No charge for recycled water for the duration of a ten (10 year agreement with Council.
  - c. Continued provision of raw water from Connolly Dam at no cost until the recycled water connection is completed by Council.
  - d. That this resolution be documented in writing to ensure all eligible clubs are formally advised of their right to take up the offer, should they wish to do so.

#### Report

Cr Wantling submitted the attached Notice of Motion (**Attachment 1**) requesting that Council offer all sporting and community groups located at Morgan Park the same opportunity as the Warwick Polocrosse Club to connect to recycled water, as per the agreement approved by Council in Agenda Item 14.4 of the Ordinary Council Meeting on 16 July 2025.

Cr Wantling' background information stated that the intent of the Notice of Motion is to ensure equity across all user groups at Morgan Park by providing the same opportunity previously extended to Warwick Polocrosse Club, and that while this matter was discussed during Agenda Item 14.4 at the Ordinary Council Meeting on 16 July 2025, a formal resolution is necessary to provide clarity, transparency and consistency in Council's approach.

#### Comments

Council Officers make the following comments:

Council staff have been working with the Polocrosse Club in regards to connecting water. At this stage design work is prioritising this connection. Future connections will need to be investigated.

It is strongly recommended that staff are given the time to consider this request and fully investigate options. This information will then be brought back to a Council Information Session after the investigation of feasibility is completed, including impact on budget, technical ability to deliver recycled water to all users, network capacity and human health recycled water contact issue.

The Team are currently looking at the connection of the first proponent (Warwick Polocrosse Club) to examine reusing the raw water pipeline to save budget.

Council is always keen to examine cost effective opportunities to deliver recycled water to more customers.

Council is asked to consider the Motion.

## **FINANCIAL IMPLICATIONS**

The financial implications are unknown at this stage, as the technical investigations have not been undertaken. However, it is anticipated that if additional water infrastructure is required, this will result in additional expenditure.

## **RISK AND OPPORTUNITY**

### **Risk**

If this resolution is passed without staff having undertaken the correct technical investigations and design work, there is a risk that the resolution will need to be rescinded or amended in the future. There is also a current risk of Councillors making a decision without the full information regarding design solutions and associated costs.

### **Opportunity**

If sporting and community clubs located at Morgan Park wish to connect to recycled water, this may have positive flow on effects including grow of the clubs and community groups as well as supporting their sustainability.

## **ATTACHMENTS**

1. Notice of Motion [↓](#)



## Notice of Business

Councillor: Wantling

Date: 14/08/25

Council Meeting: \_\_\_\_\_

### Item of Business:

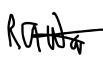
That all sporting and community groups located at Morgan Park be offered the same opportunity as the Warwick Polocrosse Club to connect to recycled water, as per the agreement approved by Council in Agenda Item 14.4 of the Ordinary Council Meeting on 16 July 2025.

That the offer includes:

1. Installation of recycled water connection to the Morgan Park boundary by Council.
2. No charge for recycled water for the duration of a ten (10) year agreement with Council.
3. Continued provision of raw water from Connolly Dam at no cost until the recycled water connection is completed by Council.
4. That this resolution be documented in writing to ensure all eligible clubs are formally advised of their right to take up the offer, should they wish to do so.

### Relevant Background Information

This motion ensures equity across all user groups at Morgan Park by providing the same opportunity previously extended to Warwick Polocrosse Club. While the matter was discussed during Agenda Item 14.4 at the OCM of 16 July 2025, a formal resolution is necessary to provide clarity, transparency, and consistency in Council's approach.

Signature 

### Council Meetings Policy – Section 8.5 Giving Notice of Business

#### Giving Notice of Business

1) Any Councillor requesting a matter to be included on a meeting agenda, must give notice in writing to the Chief Executive Officer at least seven (7) calendar days before the notice of business is required to be given. The Chief Executive Officer (or delegate) must send all valid notice of business to all Councillors.

2) To be valid, a notice of business must be submitted on the approved form and:


- a. Be framed as succinctly as possible;
- b. Not include argument or discussion or excessive background material;
- c. Be relevant to the good order of the business of the Council; and
- d. Not be an action that could be dealt within operational procedures.

3) Subclause (1) does not apply to the consideration of business at a meeting if the business:

- a. Is already before, or directly relates to a matter that is already before, the Council, or
- b. Is the election of a Chairperson to preside at the meeting, or
- c. Is a matter or topic put to the meeting by the Chairperson

## 8.2 Notice of Motion: Request to Waive Temporary Event Permit Fee for Greenlands State School P&C

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 20 August 2025
	Chief Executive Officer	<b>ECM Function No/s:</b>

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

THAT Council waive and refund in full the Temporary Event Permit fee charged to the Greenlands State School P&C for their upcoming Trail Bike Ride in September 2025.

### Report

Cr Wantling submitted the attached Notice of Motion (**Attachment 1**) requesting that Council waive and refund in full the Temporary Event Permit fee charged to the Greenlands State School P&C for their upcoming Trail Bike Ride in September 2025.

Cr Wantling's background information stated that whilst the Greenlands State School P&C appreciated the 50% reduction in the full fee that Council had provided, the P&C will still be out of pocket close to \$800, which remains a significant financial burden for a school of this size.

With Council recently increasing the cost of Temporary Event Permits, this has had serious ramifications for groups such as P&C's that have to hold events to raise funds for their students.

This Trail Ride raises funds used directly for the School Resource Scheme (providing essential items such as pens, books, and paper for students). It is used to significantly reduce the cost of the school's annual camp, cutting it by around half this year, which enables access for families who might otherwise be unable to afford to send their children.

This event also allows for a Breakfast Club to run at the school, helping to feed those children who may not have had breakfast to start their day.

### Comments

As per the 2025/26 FY Fees and Charges, the Chief Executive Officer has authority to waive any individual fee and charge as presented in the Fees and Charges Schedule up to a maximum of \$10,000. Therefore a Council resolution is not needed to make this decision.

The Temporary Event Permit fee is \$1,655 for events with over 2,000 people and the Greenlands State School P&C already receive a 50% discount. It should also be noted that providing education opportunities is the remit of the State Government, not Council.

The waiving of the fee in this instance is for a public school P&C and could set a precedent for other organisations to apply for fees to be waived in the future.

Council is asked to consider the Motion.

## ATTACHMENTS

1. Notice of Motion [↓](#)



## Notice of Business

Councillor: Wantling

Date: 13/08/2025

Council Meeting: \_\_\_\_\_

### Item of Business:

That Council waive and refund in full the Temporary Event Permit fee charged to the Greenlands State School P&C for their upcoming Trail Bike Ride in September 2025.

### Relevant Background Information

Whilst the Greenlands State School P&C appreciate the 50% reduction in the full fee that Council has provided, the P&C will still be out of pocket close to \$800 which remains a significant financial burden for a school of this size.

With council recently increasing the cost of temporary event permits, this has had serious ramifications for groups such as P&C's, that have to hold events to raise funds for their students.

This Trail Ride is used to to raise funds used directly for the School Resource Scheme (providing essential items such as pens, books, and paper for students), It is used to significantly reduce the cost of the school's annual camp, cutting it by around half this year, which enables access for families who might otherwise be unable to afford to send their children. This event also allows for a Breakfast Club to run at the school, helping to feed those children who may not have had breakfast to start their day.

Signature

A handwritten signature in black ink, appearing to be 'R. Wantling', is written over a horizontal line.

### Council Meetings Policy – Section 8.5 Giving Notice of Business

#### Giving Notice of Business

1) Any Councillor requesting a matter to be included on a meeting agenda, must give notice in writing to the Chief Executive Officer at least seven (7) calendar days before the notice of business is required to be given. The Chief Executive Officer (or delegate) must send all valid notice of business to all Councillors.

2) To be valid, a notice of business must be submitted on the approved form and:

- a. Be framed as succinctly as possible;
- b. Not include argument or discussion or excessive background material;
- c. Be relevant to the good order of the business of the Council; and
- d. Not be an action that could be dealt within operational procedures.


3) Subclause (1) does not apply to the consideration of business at a meeting if the business:

- a. Is already before, or directly relates to a matter that is already before, the Council, or
- b. Is the election of a Chairperson to preside at the meeting, or
- c. Is a matter or topic put to the meeting by the Chairperson

## 9. READING AND CONSIDERATION OF CORRESPONDENCE

### 9.1 Correspondence

#### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 20 August 2025
	Chief Executive Officer	<b>ECM Function No/s:</b>

#### Recommendation

THAT the report of Mayoral correspondence is received.

#### REPORT

1. **Deputy Premier, Minister for State Development, Infrastructure and Planning and Minister for Industrial Relations** advising that the State Government had partnered with the Local Government Association of Queensland and developed a Model Code for community housing in the Community facilities zone as an opt-in tool for planning schemes. A copy of the letter is attached.

**Action:** Noted.

2. **Deputy Premier, Minister for State Development, Infrastructure and Planning and Minister for Industrial Relations** advising that the *Planning (Social Impact and Community Benefit) and Other Legislation Amendment Act 2025* was assented to by the Governor in Council, which introduces significant reforms that will strengthen social licence requirements for renewable projects by introducing a community benefit system to Queensland's planning framework. A copy of the letter is attached.

**Action:** Noted.

3. **Deputy Premier, Minister for State Development, Infrastructure and Planning and Minister for Industrial Relations** advising that as Minister he was committed to delivering new regional plans with supporting infrastructure plans to cover every corner of Queensland within this term of Government. The scope of the new regional plans will focus solely on housing supply, agriculture, development and construction, mining and extractive resources, and tourism. A copy of the letter is attached.

**Action:** Council requested to consider and identify what priorities would need to be advanced in a new regional plan to unlock housing and economic growth in our Local Government area.

4. **Minister for Local Government and Water and Minister for Fire, Disaster Recovery and Volunteers** advising of that the final report from the Local Government Red Tape Reduction Taskforce had been received, and thanking Council for working with the Taskforce to provide

input throughout the project. The Queensland Government will now consider the Taskforce's final report and recommendations. A copy of the letter is attached.

**Action:** Noted.

5. **Minister for Local Government and Water and Minister for Fire, Disaster Recovery and Volunteers** advising that the Queensland Government has established a Local Government Depreciation Taskforce to review and export opportunities to enhance depreciation outcomes for Council. The Taskforce will engage with Councils, state agencies and the broader local government sector, with a final report due by 31 December 2025. A copy of the letter is attached.

**Action:** Noted.

6. **Minister for Local Government and Water and Minister for Fire, Disaster Recovery and Volunteers** thanking Council for its ongoing commitment to bushfire mitigation, and encouraging our continued participation in Area Bushfire Management Committees as part of our shared responsibility to enhance bushfire preparedness and mitigation across Queensland. A copy of the letter is attached.

**Action:** Noted.

7. **Commissioner, Queensland Fire Department** regarding preparations for Queensland's upcoming period of potentially greater bushfire activity, and advising that he had written to the Chair of our LDMG seeking support to ensure that the Bushfire Risk Mitigation Plan developed by the Local Area fire Management Group is endorsed by the LDMG in a time Manner. A copy of the letter is attached.

**Action:** Referred to the Local Disaster Coordinator.

## ATTACHMENTS

1. Correspondence from Deputy Premier, Minister for State Development, Infrastructure and Planning and Minister for Industrial Relations[↓](#)
2. Correspondence from Deputy Premier, Minister for State Development, Infrastructure and Planning and Minister for Industrial Relations[↓](#)
3. Correspondence from Deputy Premier, Minister for State Development, Infrastructure and Planning and Minister for Industrial Relations[↓](#)
4. Correspondence from Minister for Local Government and Water, Minister for Fire, Disaster Recovery and Volunteers[↓](#)
5. Correspondence from Minister for Local Government and Water, Minister for Fire, Disaster Recovery and Volunteers[↓](#)
6. Correspondence from Minister for Local Government and Water, Minister for Fire, Disaster Recovery and Volunteers[↓](#)
7. Correspondence from Commissioner, Queensland Fire Department[↓](#)

**The Hon Jarrod Bleijie MP**  
**Deputy Premier**  
Minister for State Development,  
Infrastructure and Planning  
Minister for Industrial Relations



**Queensland**  
Government

Our ref: MBN25/911

30 July 2025

1 William Street  
Brisbane Queensland 4000  
PO Box 15009  
City East Queensland 4002  
**Telephone:** +61 7 3719 7100  
**Email:** deputy.premier@ministerial.qld.gov.au  
**Email:** industrialrelations@ministerial.qld.gov.au

**ABN** 65 959 415 158

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

Dear Mayor Hamilton

The Crisafulli Government is committed to securing Queensland's housing foundations, including our commitment to unlock church and charity-owned land for the community housing sector. On 20 December 2024, changes were made to the planning framework to create a pathway for community housing providers to build affordable housing on church and charity-owned land through a streamlined Ministerial Infrastructure Designation for social and/or affordable housing.

To continue delivering on our commitment and complement the planning framework changes made in December 2024, the Department of State Development, Infrastructure and Planning (the Department) has now partnered with the Local Government Association of Queensland (LGAQ) and developed a Model Code for community housing in the Community facilities zone (the Model Code) as an opt-in tool for planning schemes.

The Model Code is non-statutory and provides a set of example provisions which can be integrated into your local planning scheme, with or without local refinements, to provide flexibility to tailor the provisions to local needs. The Model Code is intended to provide model provisions to facilitate community housing in the Community facilities zone, where the housing will:

- be well-located and well-designed for residents' needs
- be compatible with the nature of the existing or intended community facility and able to ensure the effective current and future operation of the community facility will be maintained
- be integrated with the surrounding neighbourhood
- maintain the capacity of the Community facilities zone to accommodate the current and intended community facility needs of the community.

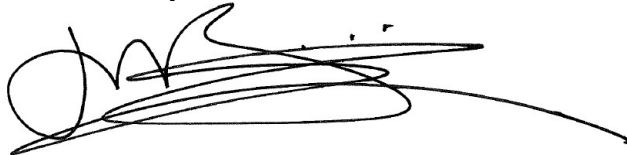
The Model Code and associated guidance material, including example considerations for plan-making material is available online at the Department's website at: <https://www.planning.qld.gov.au/planning-issues-and-interests/unlocking-church-and-charity-owned-land-for-community-housing>.

I do hope to see as many Councils as possible adopt the code to help us deliver on housing supply as Queenslanders will need 1 million more homes by 2044. To make this easy, your Council can adopt the Model Code into your local planning scheme through a streamlined planning scheme amendment process under section 18 of the *Planning Act 2016*. The Department has released full guidance and a planning scheme amendment template to assist Local Governments online at the Department's website at: <https://www.planning.qld.gov.au/planning-framework/plan-making/local-planning/assisting-local-government/section-18>.

I appreciate the collaborative efforts of LGAQ and Local Governments who participated in the development of the Model Code, sharing their knowledge and drafting expertise to ensure the provisions are fit-for-purpose to address Queensland's housing challenges.

I have asked for Ms Peta Harwood, Deputy Director-General, Planning Group in the Department to assist you with any further queries. You may wish to contact Ms Harwood on (07) 3244 9383 or by email at [peta.harwood@dsdilgp.qld.gov.au](mailto:peta.harwood@dsdilgp.qld.gov.au).

Yours sincerely

A handwritten signature in black ink, appearing to be 'Jarrod Bleijie', with a long horizontal flourish extending to the right.

**JARROD BLEIJIE MP**  
**DEPUTY PREMIER**  
**Minister for State Development, Infrastructure and Planning**  
**Minister for Industrial Relations**

**The Hon Jarrod Bleijie MP**  
**Deputy Premier**  
Minister for State Development,  
Infrastructure and Planning  
Minister for Industrial Relations



**Queensland**  
Government

Our ref: MBN25/938

18 July 2025

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

1 William Street  
Brisbane Queensland 4000  
PO Box 15009  
City East Queensland 4002  
**Telephone:** +61 7 3719 7100  
**Email:** deputy.premier@ministerial.qld.gov.au  
**Email:** industrialrelations@ministerial.qld.gov.au

**ABN** 65 959 415 158

Dear Mayor Hamilton

I am writing to advise that on 30 June 2025 the *Planning (Social Impact and Community Benefit) and Other Legislation Amendment Act 2025* (the Amendment Act) was assented to by the Governor in Council, which introduces significant reforms that will strengthen social licence requirements for renewable energy projects by introducing a community benefit system into Queensland's planning framework.

Ahead of the 2024 State Election, the Crisafulli Government promised to require all renewable energy projects to be impact assessable and subject to the same rigorous approval processes as other resource projects. This election commitment was made following considerable feedback from local government and regional Queensland about the way renewable energy projects were being rolled out in their communities. In addition to this, the policy also delivers on multiple resolutions that have been passed by LGAQ Annual Conferences over the years.

Changes to the following statutory instruments will be made to operationalise the Amendment Act:

- the Planning Regulation 2017 to prescribe that solar farms are impact assessable, that the State Assessment and Referral Agency (SARA) is the assessment manager for large scale solar farms and that applications will to be assessed against an updated State Development Assessment Provisions (SDAP)
- SDAP State Code 26: Solar farm development to set out the assessment benchmarks for large scale solar farm development assessed by SARA
- SDAP State Code 23: Wind farm development to reflect revisions and amendments to align with the Amendment Act and new State Code 26
- Development Assessment Rules (DA Rules) to clarify development application processes and timeframes, including specific public notification requirements for development requiring a social impact assessment (large scale solar farms and wind farms).

The drafts of the above documents were available on the Department of State Development, Infrastructure and Planning's (the Department) website from 6 May 2025 to 3 June 2025 for comment.

In addition to the changes to existing statutory instruments listed above, a new statutory instrument has been established under the *Planning Act 2016* (the Planning Act), being a Social Impact Assessment (SIA) Guideline.

As well as advising you of the above changes, I specifically write to you to advise that I have decided to make the DA Rules following consideration of all submissions, and in accordance with the requirements of section 69(3) and section 10(5) of the Planning Act.

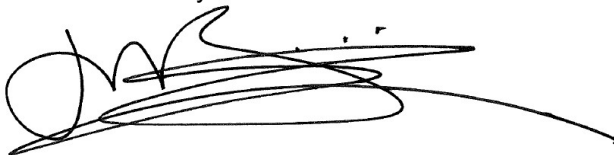
Please find enclosed a copy of the public notice stating the day the amended DA Rules took effect and where a copy of the DA Rules may be inspected or purchased. A copy of the DA Rules is also enclosed as per section 10(6) and section 69(3) of the Planning Act.

The new DA Rules along with the new and amended statutory instruments described in this letter can be found on the Department's website at:

- <https://www.planning.qld.gov.au/planning-framework/development-assessment/development-assessment-process/da-rules>
- <https://www.planning.qld.gov.au/planning-framework/state-assessment-and-referral-agency/state-development-assessment-provisions-sdap>
- <https://www.planning.qld.gov.au/planning-framework/community-benefit>

If you require any further information regarding this matter, please contact my Chief of Staff, Mr Nathan Ruhle, by email at [deputy.premier@ministerial.qld.gov.au](mailto:deputy.premier@ministerial.qld.gov.au) or by telephone on (07) 3719 7100.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jarrod Bleijie', with a long horizontal flourish extending to the right.

**JARROD BLEIJIE MP**  
**DEPUTY PREMIER**  
**Minister for State Development, Infrastructure and Planning**  
**Minister for Industrial Relations**

Enc (2)

**The Hon Jarrod Bleijie MP**  
**Deputy Premier**  
Minister for State Development,  
Infrastructure and Planning  
Minister for Industrial Relations

**DELIVERING**  
FOR QUEENSLAND



**Queensland**  
Government

Our ref: MBN25/780

5 August 2025

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

1 William Street  
Brisbane Queensland 4000  
PO Box 15009  
City East Queensland 4002  
**Telephone:** +61 7 3719 7100  
**Email:** deputy.premier@ministerial.qld.gov.au  
**Email:** industrialrelations@ministerial.qld.gov.au

**ABN** 65 959 415 158

Dear Mayor Hamilton

As the Minister for State Development, Infrastructure and Planning and Minister for Industrial Relations, I am committed to delivering new regional plans, with supporting infrastructure plans, covering every corner of Queensland within this term of Government.

This is a significant program across the entire State and no previous Government has had the ambition or resolve to achieve this in a single term. To ensure this election commitment is delivered on, I plan to undertake a series of reforms to the regional planning program to promote where they add most value while ensuring delivery success.

The scope of new regional plans will focus solely on housing supply, agriculture, development and construction, mining and extractive resources, and tourism.

Regional Infrastructure Plans will complement the regional planning program to guide critical infrastructure priorities. The Crisafulli Government is delivering a \$116.8 billion, 4-year capital program that represents historic levels of investment designed to strengthen the Queensland economy, build the infrastructure needed to provide safe communities, establish health, transport and other services where they are needed, and prepare for the 2032 Olympic and Paralympic Games.

I ask that you and your Council consider this renewed focus to regional planning and identify what priorities you would need advanced in a new regional plan to unlock housing and economic growth in your Local Government area, consistent with the above five state interests. I would expect that this would be done in parallel with consideration of what actions could be undertaken in your planning schemes to advance these interests.

I intend to proceed with this revised scope due to my broader concerns that state and local mapping and policy constraints continue to expand and in turn limit developable land in the State. I have written to my ministerial colleagues and have asked them to consider how they can improve this situation, and I also would like you to look carefully at the mapping and policy constraints applied by your Council and how burdens on new development can be reduced.

To assist in timely and quality delivery, I have instructed the Department of State Development, Infrastructure and Planning to work with your officers to develop an engagement approach that leverages existing governance groups that are already established and operational in your region. To support the success of this approach, I wish to inform you of my intention to revoke the Regional Planning Committees (RPC) as many of these are now outdated and their removal will reduce an unnecessary administrative burden.

As you may be aware, in recent meetings with Councils in the Far North Queensland and Wide Bay Burnett regions, I have been able to meet and take action to respond to Local Government feedback without engaging the RPCs so I consider them non-essential where early and regular engagement is in place. This approach is consistent with our approach to reset the planning partnership with Local Governments.

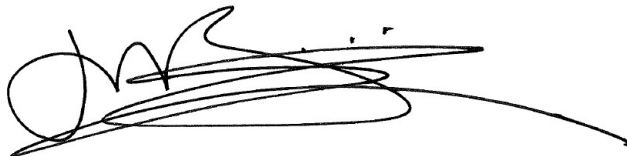
Peta Harwood, State Planner, will be in contact with your Chief Executive Officer at the commencement of the regional plan and infrastructure plan to invite nominations for local government Steering and project working groups.

Additionally, amendments to the *Planning Act 2016* have been made to reduce the minimum period of public consultation for making (60 business days to 30 business days) or amending (30 business days to 20 business days) a regional plan. This is in closer alignment with the approach to other State planning instruments and reflects advancements in online engagement since this consultation requirement was established for regional plans in 2004. Considering these factors and that we will be working closely with Local Government and industry peak bodies, I am confident that this will not harm the ability of the community to be aware of or have their say on a draft regional plan or infrastructure plan.

I look forward to working with you on developing regional plans that will enable us to collectively deliver on one million homes by 2044 and promote prosperous regions.

If you require any further information regarding this matter, please contact my Chief of Staff, Mr Nathan Ruhle, by email at [nathan.ruhle@ministerial.qld.gov.au](mailto:nathan.ruhle@ministerial.qld.gov.au) or by telephone on (07) 3719 7100.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jarrod Bleijie', with a long horizontal flourish extending to the right.

**JARROD BLEIJIE MP**  
**DEPUTY PREMIER**  
**Minister for State Development, Infrastructure and Planning**  
**Minister for Industrial Relations**



Hon Ann Leahy MP  
Minister for Local Government and Water and  
Minister for Fire, Disaster Recovery and Volunteers

Our ref: CTS 14635/25 | MBN25/914

16 July 2025

1 William Street  
Brisbane QLD 4000  
GPO Box 2247  
Brisbane QLD 4001  
**Telephone +617 3719 7420**  
**Email** [lgwv@ministerial.qld.gov.au](mailto:lgwv@ministerial.qld.gov.au)  
**ABN** 51 242 471 577

Councillor Melissa Hamilton  
Mayor  
Southern Downs Regional Council

Email: [melissa.hamilton@sdrcl.qld.gov.au](mailto:melissa.hamilton@sdrcl.qld.gov.au)

Dear Councillor Hamilton

I am pleased to advise you that I have received the final report from the Local Government Red Tape Reduction Taskforce (the Taskforce), led by Mr Andrew Chesterman.

As you're aware, the establishment of the Taskforce was a commitment from the Queensland Government at the 2024 State Election, to partner with councils and identify initiatives to streamline approvals and remove barriers. The establishment of the Taskforce within the first 100 days demonstrated our determination to work in partnership to deliver an empowered, strong and sustainable local government sector.

The Taskforce was given the task to engage widely with Queensland councils and local government stakeholders in a tight timeframe and this ambitious task has been achieved.

Mr Chesterman advises that all councils were consulted, with the Taskforce receiving over 1200 ideas and suggestions to consider, including input from 61 of Queensland 77 councils.

The volume of responses provided from the sector reinforces the importance of the work and highlights the unwanted strain red tape can put on councils impacting the way they deliver for their communities.

The delivery of the final report by the Taskforce further signifies our ongoing commitment to enact meaningful change for local governments and communities across our state.

I would like to personally thank you, and your council for working with the Taskforce and providing input throughout this project.

The Queensland Government will now consider the Taskforce's final report and recommendations. I look forward to sharing more information about the outcomes of the Taskforce in the near future.

Yours sincerely

A handwritten signature in black ink that reads "Ann Leahy".

**ANN LEAHY MP**  
**Minister for Local Government and Water**  
**Minister for Fire, Disaster Recovery and Volunteers**

Minister for Local Government  
and Water and Minister for Fire,  
Disaster Recovery and Volunteers

**DELIVERING**  
FOR QUEENSLAND



Our ref: CTS 16525/25  
MBN25/1150

1 William Street Brisbane  
GPO Box 2247 Brisbane  
Queensland 4001 Australia  
**Telephone +61 7 3719 7420**  
**Email** [lgwv@ministerial.qld.gov.au](mailto:lgwv@ministerial.qld.gov.au)  
**Website** [www.qld.gov.au](http://www.qld.gov.au)

Councillor Melissa Hamilton  
Mayor  
Southern Downs Regional Council

Email: [melissa.hamilton@sdrcl.qld.gov.au](mailto:melissa.hamilton@sdrcl.qld.gov.au)

Dear Councillor Hamilton

I write to advise you that the Queensland Government has established the *Local Government Depreciation Taskforce* (the Taskforce) to review and explore opportunities to enhance depreciation outcomes for councils. This is an important election commitment by the Queensland Government in support of the local government sector.

I am pleased to advise that Mr Neil Castles has been appointed to lead the Taskforce, supported by the Department of Local Government, Water and Volunteers (the department). The Taskforce will engage with councils, state agencies, and the broader local government sector to identify opportunities to reduce the impact of depreciation on councils.

The Taskforce will deliver its final report to me for consideration, by 31 December 2025, and will focus on working collaboratively with councils across four key areas, including financial management and reporting, asset management, grants and funding, and capability and capacity building. Mr Castles will be in touch shortly to outline how councils can participate in this important work.

More information about the Taskforce, its objectives and scope are available on the department's website at [www.localgovernment.qld.gov.au/depreciationtaskforce](http://www.localgovernment.qld.gov.au/depreciationtaskforce).

If you require any further information, please contact Ms Deanne Stewart, Acting Executive Director, Local Government Division, in the department on (07) 3452 7875 or email at [deanne.stewart@dsgilp.qld.gov.au](mailto:deanne.stewart@dsgilp.qld.gov.au), who will be pleased to assist.

Yours sincerely

**ANN LEAHY MP**  
**Minister for Local Government and Water**  
**Minister for Fire, Disaster Recovery and Volunteers**

## Minister for Local Government and Water and Minister for Fire, Disaster Recovery and Volunteers



Queensland  
Government

Ref No: CLLO/25-06  
01859-25

1 William Street Brisbane  
GPO Box 2247 Brisbane  
Queensland 4002 Australia  
**Telephone +61 7 3719 7420**  
**Email fdr@ministerial.qld.gov.au**

28 July 2025

Councillor Melissa Hamilton  
Mayor  
Southern Downs Regional Council

Email: [melissa.hamilton@sdrcl.qld.gov.au](mailto:melissa.hamilton@sdrcl.qld.gov.au)

Dear Mayor

### Re: Area Bushfire Management Committees

Firstly, I would like to express my gratitude for your ongoing commitment to bushfire mitigation and acknowledge the efforts of those councils already actively contributing to the success of Area Bushfire Management Committees (ABMCs). This year has seen a significant increase in the number of mitigation activities across the State compared to 2024, as Queensland continues to prepare for bushfire events.

I am writing to encourage the continued participation of your local government in ABMCs, formerly known as Area Fire Management Groups, as part of our shared responsibility to enhance bushfire preparedness and mitigation across Queensland.

ABMCs play a pivotal role in coordinating bushfire risk management at the local level. These committees bring together land managers, local government representatives, and other key stakeholders to develop and implement Bushfire Risk Mitigation Plans. These plans are essential for preparing our communities to face the challenges posed by bushfires and guide year-round mitigation activity.

As a key stakeholder, your active involvement is vital to the success of the ABMC in your area. Your contribution strengthens the strategic, collaborative approach needed to address bushfire risks effectively. If you or your officers wish to further discuss the activities of your ABMC, I would encourage you to reach out to Rural Fire Service Queensland by emailing [RFS@gfes.qld.gov.au](mailto:RFS@gfes.qld.gov.au).

If you have any questions, please contact my Chief of Staff, Mr Angus McCaffrey, on 0407 073 631 or email [Angus.McCaffrey@ministerial.qld.gov.au](mailto:Angus.McCaffrey@ministerial.qld.gov.au).

Yours sincerely

**ANN LEAHY MP**  
**Minister for Local Government and Water and**  
**Minister for Fire, Disaster Recovery and Volunteers**



MECS No: 01767-25 / QFS/63478



Office of the  
**Commissioner**

**Queensland Fire Department**

4 July 2025

Dear Mayor

**Re: Letter to Chair of the Local Disaster Management Group**

I am writing to you regarding preparations for Queensland's upcoming period of potentially greater bushfire activity.

Across Queensland, our bushfire management arrangements are reinforced by partnerships and shared responsibilities between land managers, relevant bushfire and disaster management groups, and State agencies such as Rural Fire Service Queensland within Queensland Fire Department.

I have written to the Chair of your Local Disaster Management Group (LDMG) seeking support to ensure that the Bushfire Risk Mitigation Plan developed by the local Area Fire Management Group is endorsed by the LDMG in a timely manner. Additionally, I am seeking advice from the LDMG about any matters of concern beyond input already provided, particularly in regard to any impediments to undertaking bushfire mitigation activity within your area. I have asked that local government views be captured as part of the advice and would appreciate any feedback you can provide.

Thank you for your continuing partnership in protecting Queensland communities from bushfires and other emergencies.

Should you require any further assistance, please contact Kaylene Jones, Chief Officer, Rural Fire Service Queensland on (07) 3635 3500 or email [CO.RFSQ@fire.qld.gov.au](mailto:CO.RFSQ@fire.qld.gov.au).

Yours sincerely

Stephen Smith AFSM  
**Commissioner**

Emergency Services Complex  
125 Kedron Park Road Kedron  
GPO Box 1425 Brisbane  
Queensland 4001 Australia

Telephone 13 QGOV  
Website [www.fire.qld.gov.au](http://www.fire.qld.gov.au)

ABN 93 035 163 778


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

Nil

## 11. PORTFOLIO REPORTS

### 11.1 Portfolio Report - Mayor Hamilton - Prosperous Communities

#### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 20 August 2025
	Research and Advocacy Support Officer	<b>ECM Function No/s:</b>

#### Recommendation

THAT Council's Prosperous Communities Portfolio Report be received.

#### REPORT

Mayor Hamilton has submitted a Portfolio Report providing an update on Economic Development, Regional Advocacy and Intergovernmental Relations.

Attached is a copy of the Portfolio Report.

#### ATTACHMENTS

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



## PROSPEROUS COMMUNITIES – AUGUST 2025

### REGIONAL ADVOCACY

- On 31 July and 1 August I attended the Darling Downs South West Council of Mayors (DDSWCoM) meeting in Dalby, hosted by Western Downs Regional Council. The next meeting is in late October before the LGAQ Annual Conference.
- The Council of Mayors represents the communities of the Bulloo, Quilpie, Paroo, Murweh, Maranoa, Balonne, Western Downs, Goondiwindi, Southern Downs and Toowoomba regions and shires, covering an area the size of Sweden. The group represents one quarter of Queensland's land area and carries around 25% of its cattle stock and produces 75% of its grain and pulse crops.
- These meetings assist the member councils in developing shared advocacy goals and the meetings include many departmental representatives from state and federal governments.
- Of note we were joined by:
  - *Hon Ann Leahy MP - Minister for Local Government and Water and Minister for Fire, Disaster Recovery and Volunteers*
  - *Hon Andrew Powell MP - Minister for Environment and Tourism, Minister for Science and Innovation*
  - *Bryson Head MP - Assistant Minister for Regional Development, Resources and Critical Minerals*
  - *Nikki Boyd MP - Shadow Minister for Local Government and Water, Shadow Minister for Fire, Disaster Recovery, Emergency Services and Volunteers*

The Agenda is attached. Of particular note for the Southern Downs were:

#### **Biosecurity**

In response to the new State Government's election commitment to employ 100 additional regional biosecurity officers, Biosecurity Queensland has now employed three Regional Biosecurity Leads. Mr John Alawneh is the South Queensland Regional Biosecurity Lead and will be based in Toowoomba. The aim of the Regional Biosecurity Leads is to establish a stronger biosecurity presence in regional Queensland, and act as a conduit between industry and



local communities to better address regional biosecurity issues. More biosecurity staff will be employed over the coming months.

In response to the Queensland Audit Office's Managing Invasive Species Report 1: 2023-2024, the Department of Primary Industries has commenced the development of a 'Backing Local Government' project. Through the project, three biosecurity officers will be recruited to 'build local governments capacity' in managing invasive species as required under the *Biosecurity Act 2014*.

#### **Powerlink**

We received an update on Powerlink's transmission grid infrastructure and upcoming projects. Powerlink advised that only about 20% of energy projects get to completion.

Queensland now has the highest amount of rooftop solar in the world, with 53.7% of our energy coming from rooftop solar. Large scale batteries and pumped hydro will be critical to stabilise the grid during peak daylight hours and take advantage of the energy production from rooftop solar.

#### **Major renewable energy projects**

The recent legislative change that requires proponents of major renewable energy projects to deliver long-term community benefits in the areas where power generation infrastructure is built was discussed. Our communities can take a level of comfort from the fact that major project proponents need to establish a community benefit fund around social impacts as part of the conditions around gaining Queensland Government approval.

The group of councils also noted that it was especially important for us to collaborate in instances where major energy projects are established across our local government borders.

#### **Other issues**


Discussions also covered advocacy around infrastructure needs covering critical freight roads, bulk water supply and telecommunications. Policy discussions centred around insurance, energy regulation, economic development and disaster recovery reforms.



## ATTACHMENT 1 – PHOTOS FROM DDSWCOM



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 <p>Darling Downs &amp; South West Queensland <b>COUNCIL OF MAYORS</b></p>	<p><b>Meeting to be held</b>  <b>Thursday 31 July 2025</b>  <b>1.00pm to 3.00 pm (Mayors Strategy Meeting)</b>  <b>3.20 pm to 5.30 pm. (General Meeting)</b>  <b>Friday 1 August 2025</b>  <b>8.00 am to 1.00 pm. (General Meeting)</b>  <b>Dalby Corporate Office, Western Downs Regional Council, Dalby</b>  <b>Host: Western Downs Regional Council</b></p>
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## AGENDA

### Attendance:

Mayor Geoff McDonald	Toowoomba Regional Council ( <i>Chair</i> )
Mayor Suzette Beresford	Paroo Shire Council (via Teams)
Mayor Wendy Taylor	Maranoa Regional Council
Mayor Lawrence Springborg	Goondiwindi Regional Council
Mayor Ben Hall	Quilpie Shire Council (via Teams)
Mayor Shaun (Zoro) Radnedge	Murweh Shire Council (via Teams)
Mayor Andrew Smith	Western Downs Regional Council
Mayor Melissa Hamilton	Southern Downs Regional Council
Mayor Samantha O'Toole	Balonne Shire Council and LGAQ Policy Executive (via Teams)

### Guests / Observers:

#### *Council Observers*

Deputy Mayor Rebecca Vonhoff Toowoomba Regional Council and LGAQ Policy Executive  
Deputy Mayor Cameron O'Neil Maranoa Regional Council

#### *Queensland Government*

Hon Ann Leahy	Minister for Local Government and Water and Minister for Fire, Disaster Recovery and Volunteers
Hon Andrew Powell MP	Minister for Environment and Tourism, Minister for Science and Innovation
Bryson Head MP	Assistant Minister for Regional Development, Resources and Critical Minerals

#### *Queensland Opposition*

Nikki Boyd MP	Shadow Minister for Local Government and Water, Shadow Minister for Fire, Disaster Recovery, Emergency Services and Volunteers
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#### *Department of State Development, Infrastructure and Planning*

Craig Rutledge	Executive Regional Director, Regional Economic Development South and LEO Network, State Development Group
Kristian Rose	Regional Director, State Development Group – DDSW Regional Office and Local Economic Opportunities (LEO) network
Alice Brown	Executive Director, Policy and Statutory Planning Division, Planning Group
Alison Mobbs	Manager Economic Development, Darling Downs and South West Regional Office, Regional Economic Development South

*Department of Primary Industries*

Dr John Alawneh Regional Biosecurity Lead (Southern Queensland)

*Trade and Investment Queensland*

Ms Toni Brownie General Manager Study Queensland and Migration Queensland  
Ms Meredene Hill Director, Migration Queensland  
Ms Marney Richardson Manager, Migration Queensland  
Mr Tony Burnett Director, Queensland Operations  
Mr Richard Thayne Manager, Southern Regional Network, Advisory Services & Regions,  
Queensland Operations

*Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development*

Cassandra White Principal Stakeholder Relationship Officer - DDSW

*Powerlink*

Paul Simshauser Chief Executive Officer  
Nicole Maguire Executive Officer  
Alaina Megson Senior Government Relations Advisor

*State Emergency Service*

Dr Mark Armstrong, CSC Chief Officer for the State Emergency Service Regional Development and  
Engagement Manager

*Brighter Super*

Kate Farrar Chief Executive Officer  
Brendan Nerdal Head of Corporate Relations  
Brendan Laws Regional Manager SW Queensland

*Regional Development Australia - DDSW*

Rouz Fard Chair  
Robyn Haig Director

*NBN Co*

Grant Higgs Regional Development and Engagement Manager

*Telstra*

May Boisen Regional General Manager  
Sarah Brand Regional Engagement Manager – Southern Queensland

*Australian Parcels Forum*

Jon Bell Strategy Director TGE  
Peter Munro Group Strategy TGE  
Ryan Beck Business Manager, Toowoomba

*Shepherd Services*

Tom Sanders Chief Executive Officer  
Steven Forbes Partner/General Manager Asset and Road Management

*Queensland Transport and Logistics Council*

Lauren Hewitt Chief Executive Officer (via Teams)

*Queensland Country Tourism*

Peter Homan	Chief Executive Officer (via Teams)
<i>Agforce Training</i>	
Charlton Campbell	General Manager
<i>LGAQ</i>	
Josie Raftery	Lead - Water & Wastewater Infrastructure
<i>South West Qld ROC</i>	
Simone Talbot	Executive Officer
John Scriven	Darling Downs and South West Queensland Feral Pig Coordinator
<b>Others in support:</b>	
Sal Petrocetto OAM	Chief Executive Officer, Toowoomba Regional Council
Jodie Taylor	Chief Executive Officer, Western Downs Regional Council
Rob Hayward	Chief Executive Officer, Maranoa Regional Council
Justin Hancock	Chief Executive Officer, Quilpie Shire Council (via Teams)
Michelle Clark	Chief Executive Officer, Balonne Shire Council
Carl Manton	Chief Executive Officer, Goondiwindi Regional Council
Rachel Brophy	Chief Executive Officer, Southern Downs Regional Council
Michael Duff	Executive Management Officer, TRC
<b>Apologies:</b>	
Hon Brent Mickelberg MP	Minister for Transport and Main Roads
Trevor Watts MP	Assistant Minister to the Premier for Cabinet and South West Queensland
Mayor John Tractor Ferguson	Bulloo Shire Council
Deputy Mayor Rob Mackenzie	Goondiwindi Regional Council
Deputy Mayor Cr Bill Winks	Balonne Shire Council
Tiffany Dare	Chief Executive Officer, Bulloo Shire Council
Neil Polglase	Acting Chief Executive Officer, Paroo Shire Council
Bruce Scott	Acting Chief Executive Officer, Murweh Shire Council (via Teams)
Kylie von Muenster	Manager, Public Policy, Amazon Australia
Jo Sheppard	Chief Executive Officer, Queensland Farmers Federation
Bill Landsbury	Regional Director (Southern Queensland Region), Department of Transport and Main Roads
Ian Lowry	Executive General Manager Major Projects, Powerlink Queensland

## COUNCIL OF MAYORS AGENDA

<b>PART 1 – Council of Mayors - Facilitated Strategy Session – Mayors &amp; CEOs only</b>
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- 1.00pm **Welcome**
- Chair: Mayor McDonald
- 1.00pm **Local Government Association of Queensland**
- Josie Raftery, Lead - Water & Wastewater Infrastructure
- 1.20pm **Queensland Transport and Logistics Council**
- Lauren Hewitt – Chief Executive Officer
- 1.40pm **Department of State Development, Infrastructure, Local Government and Planning update**
- Craig Rutledge, Executive Regional Director State Development Group
  - Kristian Rose, Regional Director, State Development Group
  - Alice Brown, Executive Director, Policy and Statutory Planning Division, Planning Group
  - Alison Mobbs, Manager Economic Development, Darling Downs and South West Regional Office, Regional Economic Development South
- 2.00 pm **Facilitated Strategy Session – Strategy Refresh**
- Kristian Rose, Regional Director, State Development Group
- 2.55 pm **General Business**
- Proposed 2024 Meeting Dates and Venues
    - 19 October 2025 – LGAQ Conference – Gold Coast
- 3.00pm **Strategy Meeting Closed**

<b>PART 2– General Session – Thursday 31 July 2025</b>
--

- 3.00 pm **Afternoon Tea**
- 3.20 pm **Welcome**
- Chair: Mayor Geoff McDonald
  - Welcome/ Acknowledgement of Country
  - Welcome by Western Downs Regional Council Mayor Andrew Smith
- 3.20pm **Department of Environment, Tourism, Science and Innovation**
- Minister Hon Andrew Powell
- 3.45 pm **Trade and Investment Queensland – Immigration Forum - DAMA**
- Toni Brownie, General Manager Study Queensland and Migration Queensland
  - Meredene Hill, Director, Migration Queensland
  - Marney Richardson, Manager, Migration Queensland
- 4.45 pm **RDA Darling Downs and South West**
- Rouz Fard, Chair
  - Robyn Haig, Director
- 5.10 pm **Queensland Country Tourism**
- Peter Homan, Chief Executive Officer
- 5.30 pm **Closed Session – Mayors, CEOs and Council support staff only**
- 6.00 pm **Close of Meeting – Day 1**

DDSWQCoM Dinner – Thursday 31 July 2025
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**6.30 pm**      **Guests arrive**

**7.00 pm**      **Dinner served**

- Welcome - Mayor Geoff McDonald
- Guest Speaker - Agforce Training - Charlton Campbell, General Manager
- Guest Speaker – Tara Castle, Chief Executive Officer – Queensland Gives

PART 3 – General Session – Friday 1 August 2025
---

8.00 am      **Welcome – Day 2**

- Chair: Mayor Geoff McDonald

8.00 am      **Queensland Opposition Update**

- Nikki Boyd MP, Shadow Minister for Local Government and Water, Shadow Minister for Fire, Disaster Recovery, Emergency Services and Volunteers

8.20 am      **Queensland Government Update**

- Hon Ann Leahy MP, Minister for Local Government and Water and Minister for Fire, Disaster Recovery and Volunteers (via Teams)

8.40 am      **Queensland Government Update (cont)**

- Bryson Head MP, Assistant Minister for Assistant Minister for Regional Development, Resources and Critical Minerals

9.00 am      **Border Commission**

- Ian Levers, Commissioner

9.30 am      **Brighter Super - Investment**

- Kate Farrar, Chief Executive Officer

10.00 am      **Morning Tea**

10.30 am      **State Emergency Service**

- Dr Mark Armstrong, CSC, Chief Officer

11.00 am      **Powerlink**

- Paul Simshauser AM, Chief Executive Officer

11.20 am      **Australian Parcels Forum**

- Jon Bell Strategy Director TGE
- Peter Munro, Group Strategy TGE
- Ryan Beck, Business Manager, Toowoomba

11.40 am      **Communication Roundtable**

- May Boisen, Regional General Manager - Telstra
- Sarah Brand, Regional Engagement Manager – Southern Queensland - Telstra
- Grant Higgs, Regional Development and Engagement Manager- nbn co.


12.00 pm      **Biosecurity**

- John Alawneh, Regional Biosecurity Lead (Southern Queensland) – Department of Primary Industries
- John Scriven, DDSWQ Feral Pig Program Coordinator – South West ROC

- 12.30 pm      **Asset Management – Shepherd Services**
- Tom Sanders, Chief Executive Officer
  - Steven Forbes Partner/General Manager Asset and Road Management
- 12.50 pm      **General Business**
- Next Meeting**
- 19 October 2025 – LGAQ Conference – Gold Coast
- 1.00 pm      **Close of Meeting**

## 11.2 Portfolio Report - Cr Windle - Liveable Communities

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 20 August 2025
	Research and Advocacy Support Officer	<b>ECM Function No/s:</b>

### Recommendation

THAT Council's Liveable Communities Portfolio Report be received.

### REPORT

Cr Windle has submitted a Portfolio Report providing an update on Tourism.

Attached is a copy of the Portfolio Report.

### ATTACHMENTS

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



## LIVEABLE COMMUNITIES – AUGUST 2025

### TOURISM

I am proud to be able to report on the work that has recently been carried out at Carr's Lookout, which is located on Spring Creek Road, Killarney. Carr's Lookout is situated at one of the gateways to our region and it has been a landmark for thousands of visitors over many years. It is also a go-to place for our locals to take their visiting relatives and friends to. The view from this Lookout is magnificent, particularly on a clear day, taking in the valley below and the sweeping views of Mt Superbus. However, I have visited the lookout on overcast days when there was low lying mist and a blanket of fog impeding the view and the Lookout still offered a spectacular experience.

Just 12 months ago when visiting the Lookout with a family member I noticed the Lookout was in need of some maintenance and repair work. I took photos of the weathered and worn timber decking, the weathered paintwork and the very faded information board. I sent this into Council as a maintenance and repair request. Staff took this on board and set about to have the work assessed and the necessary repairs and maintenance included in the budget.

The work has now been completed and is testament to some of the great work that our Works Department achieves throughout our region. Staff were proud to be able to source materials locally, including ironbark timber supplied by Killarney's Carramar Timbers, making this a project remaining true to its valued roots and the historical value it upholds.

It is also a very good example of what can be achieved when residents and Council staff work together. Our staff cannot be everywhere to see all things that need attention. It is up to us, as Councillors and residents, to take the time to notify Council so these things can be assessed and then included in upcoming budgets for any necessary work to be completed.

In this instance I congratulate the staff for a job well done, and I am very confident that this Lookout will now continue to be a great Tourism asset for our region for many years to come.



[sdrc.qld.gov.au](http://sdrc.qld.gov.au)



1300 697 372












### 11.3 Portfolio Report - Cr Harslett - Inspired Communities

#### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 20 August 2025
	Research and Advocacy Support Officer	<b>ECM Function No/s:</b>

#### Recommendation

THAT Council's Inspired Communities Portfolio Report be received.

#### REPORT

Cr Harslett has submitted a Portfolio Report providing an update on Youth Projects, Education, Art Galleries, Libraries and Museums, Aboriginal and Torres Strait Islander Communities and Civic Events.

Attached is a copy of the Portfolio Report.

#### ATTACHMENTS

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



## INSPIRED COMMUNITIES – AUGUST 2025

### AUSTRALIAN INSTITUTE OF COMPANY DIRECTORS – COMPANY DIRECTORS COURSE

From 28 July to 1 August, I attended the Australian Institute of Company Directors (AICD) - Company Directors Course at Local Government House in Brisbane.

The purpose of attending was to undertake the AICD course, tailored for the unique governance context of Local Government, to strengthen governance knowledge, improve strategic oversight capabilities and further align my performance as a Councillor with best-practice governance standards.

This course is widely recognised as Australia's benchmark governance training for company directors. This particular delivery of the course was specifically adapted for Local Government, with participants including elected members and senior officers from Councils across Queensland.

The course content covered key areas of director responsibility, including:

- Governance and the role of the board
- Legal duties and responsibilities
- Risk and strategy
- Financial literacy for board members
- Board effectiveness and decision-making

Although this was the full, nationally accredited Company Directors Course, it was enhanced with sector-specific case studies and discussions relevant to the Local Government setting. This made the course directly applicable to the day-to-day realities and responsibilities faced by Councillors.

#### Learnings and Benefits

Participation in the course offered several valuable learnings and benefits, including:

**1. Enhanced understanding of governance principles**

The course provided a deep dive into effective governance practices, strengthening my understanding of the ethical, legal and strategic duties of decision-makers in both corporate and public sectors.

**2. Alignment with board director responsibilities**

The role of a Local Government Councillor shares significant similarities with that of a company board director. Both roles require oversight of strategic direction, financial stewardship, risk governance and performance accountability. The course provided practical tools and frameworks that are directly transferrable to the Council context.

**3. Risk management and strategic insight**

Sessions focused on identifying, mitigating and governing risk have sharpened my ability to consider organisational risk in a more structured and strategic way, helping to ensure Council decisions balance opportunity with risk.

**4. Financial oversight skills**

Improved financial literacy and the ability to interrogate and understand financial reports will better equip me to make informed decisions and assess the financial health of Council initiatives.

**5. Decision-making discipline**

Training on board dynamics and group decision-making provided insights into effective debate, dealing with conflict and reaching well-supported collective decisions—an important skill in the Council Chamber.

**6. Networking and peer learning**

The course brought together elected members and executives from other Councils, offering opportunities to share experiences and challenges, and to build networks that support better practice across the sector.

**Assessment and Accreditation**

Completion of the course requires the submission of a series of assessment tasks, including written responses and a final exam. I am currently undertaking these assessments and expect to complete them within the coming months. Upon successful completion, I will be awarded the AICD Company Directors Course certificate and become eligible for full membership of the AICD.

**Conclusion**


The AICD Company Directors Course has significantly enhanced my capacity to fulfil my role as a Councillor, particularly in the areas of acceptable and strategic questioning, debating techniques and financial literacy. The Local Government-specific delivery made the experience even more relevant and practical and the networking opportunities will prove useful in the future. I recommend that other Councillors consider undertaking the program to support good governance and strong leadership across our organisation.



## 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> 20 August 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 16 July 2025 the following Questions on Notice were raised by Councillors.

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

Councillor	Agenda Item	Question on Notice	Response
Mayor	12.2 Events Strategy	Can the Southern Downs & Granite Belt Events Strategy 2025 be uploaded to the Website?	Southern Downs and Granite Belt Events Strategy 2025 has been uploaded to the Website.
Cr Wantling	13.7 Operational Plan 4 <sup>th</sup> Quarter Update – Item 4.3.1 Employee Engagement Survey	Can Councillors receive an update or outline of the results of the Employee Engagement Survey?	The Chief Executive Officer will be discussing the Employment Survey results with Councillors in the coming weeks.
Cr Richters	13.7 Operational Plan 4 <sup>th</sup> Quarter Update	There are a number of items that have not been completed, some not started. Is this usual practice for local governments?	Whilst the Operational Plan reflects objectives aligned with the Corporate Plan and budget, it is not unusual that some items remain incomplete or are delayed as these projects may be dependent on external funding, have resource constraints, be affected by natural disasters, they may or may not proceed as originally proposed, and they may at times remain incomplete by the end of the financial

			<p>year. Additionally, some projects may be re-prioritised to align with capital works or other major initiatives.</p> <p>To provide oversight, Council sought advice from other Queensland Councils in relation to their completion rates for Quarter 4 2024/2025 and can advise that Council's completion rates are in alignment with other councils.</p> <table><tr><th colspan="2">Operational Plan 2024/25 – Qtr 4 Completion Rate</th></tr><tr><th>Council</th><th>Completed</th></tr><tr><td>Southern Downs Regional Council</td><td>68%</td></tr><tr><td>Townsville City Council</td><td>58%</td></tr><tr><td>Western Downs Regional Council *</td><td>57%</td></tr><tr><td>Mackay Regional Council</td><td>50%</td></tr></table> <p>*Draft figures</p>	Operational Plan 2024/25 – Qtr 4 Completion Rate		Council	Completed	Southern Downs Regional Council	68%	Townsville City Council	58%	Western Downs Regional Council *	57%	Mackay Regional Council	50%
Operational Plan 2024/25 – Qtr 4 Completion Rate															
Council	Completed														
Southern Downs Regional Council	68%														
Townsville City Council	58%														
Western Downs Regional Council *	57%														
Mackay Regional Council	50%														
Cr Richters	17.1 Sole and Specialised Supplier List	Is the Sole and Specialised Supplier List made public following the Council decision?													
Mayor	17.1 Sole and Specialised Supplier List	Can further details be provided to Councillors on Suppliers No. 16, 17 and 18 as to the reason they have been included on the list?													

## 2. Other Business


Nil

## ATTACHMENTS

Nil

## 12.2 2025 LGAQ Annual Conference Attendance

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 20 August 2025
	Chief Executive Officer	<b>ECM Function No/s:</b>

### Recommendation

THAT Council consider the attendance of Councillors to the 2025 LGAQ Annual Conference being held at the Gold Coast from 20 - 22 October 2025.

### REPORT

#### Background

The Local Government Association of Queensland's Annual Conference provides an opportunity to exchange ideas, build partnerships and engage with industry peers.

#### Report

The purpose of this report is to consider the attendance of Councillors at the upcoming 129<sup>th</sup> LGAQ Annual Conference.

The annual LGAQ conference is scheduled to be held from 20 – 22 October 2025 at the Gold Coast Convention and Exhibition Centre. The theme for this year's conference is "Pathways to Liveability".

A copy of the Preliminary Program is provided as **Attachment 1**.

Council's LGAQ membership subscription entitles Council to be represented at the Conference by two delegates. Council is asked to consider the endorsement of delegates to represent Council at this Conference.

### FINANCIAL IMPLICATIONS

Registration fees are \$1700.00 per person (early bird rate before 3 October) or \$1800.00 per person after 3 October. Registration for two delegates is included in the annual LGAQ subscription.

Other costs will include accommodation and meals.

Council makes provision in the annual budget for attendance by elected members at various conferences and events.

## RISK AND OPPORTUNITY

### Risk

Nil.

### Opportunity

The LGAQ Annual Conference provides a unique opportunity to network with peers, external agencies and State members.

## COMMUNITY ENGAGEMENT

### Internal Consultation

Nil.

### External Consultation

Nil.

## LEGAL / POLICY

### Legislation / Local Law

Nil.

### Corporate Plan

#### Goal 1      Our People

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

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

#### Goal 4      Our Performance

**Outcome:** 4.5      We have genuine and effective partnerships.

**Objective:** 4.5.1      We act in an honest, open and respectful way to build strong relationships, partnerships and trust with our stakeholders at all levels of the organisation.

### Policy / Strategy

Nil.

### Legal

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

## ATTACHMENTS

1. 129th LGAQ Annual Conference Preliminary Program [↓](#)



Every Queensland  
**community** deserves  
to be a liveable one

# 129<sup>th</sup> **LGAQ ANNUAL CONFERENCE**

Preliminary Program

**20-22 October  
Gold Coast Convention  
and Exhibition Centre**

**Pathways to Liveability**

#LGAQ2025

# SUNDAY 19 OCTOBER 2025

## TIME

## TOPIC

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12:00pm – 4:30pm ➤ **Policy Executive Meeting**

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9:00am – 12:00pm ➤ **Peak Services Professional Development Courses**

### **Media Relations and Community Engagement for Elected Members**

#### **Facilitator: Kim Skubris, Media and Communications Specialist**

Designed for elected members and council media advisors, this workshop focuses on managing media, gaining coverage and crafting impactful speeches. Led by Kim Skubris, an experienced journalist and media expert with over 30 years in international journalism and a trusted advisor to Queensland councils, this session offers practical, insider knowledge and skills on how to craft compelling messages; how to understand what journalists want; writing and pitching inspiring speeches and managing the media during news events.

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1:00pm – 4:00pm ➤ **Conflicts of Interest for Councillors**

#### **Facilitator: Donna Neilson, Senior Local Government Advisor**

Our Conflicts of Interest workshop will enable councillors to understand when they need to declare a conflict of interest in a matter being discussed or decided by Council, and their obligations under the *Local Government Act 2009*. This workshop will help clarify the difference between a Prescribed Conflict and a Declarable Conflict, and the actions to be taken in each situation. Topics will also include declaring conflicts; identifying close associates and related parties; duty to report conflicts; offences; unsuitable meeting conduct and outcomes; corrupt conduct; behavioural standards and recent changes to the Code of Conduct explained.

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2:00pm – 5:00pm ➤ **Registration**

Delegates, observers, trade, corporate and accompanying persons.

---

# MONDAY 20 OCTOBER 2025

## TIME

## TOPIC

### 8:00am – 5:00pm ➤ Registration

Delegates, observers, trade, corporate and accompanying persons.

### 8:30am – 12:30pm ➤ Roads and Transport Forum

Queensland's transport network serves as the backbone of our economic vitality and community wellbeing. At this year's Roads and Transport Forum, experts will delve into crucial themes such as sustainability in infrastructure, enhancing disaster resilience and response and the role of technology in modernising our transport systems. Each of these essential topics drives forward the progress of our transport networks to meet the dynamic needs of Queensland's communities.

### 10:00am – 10:30am ➤ Morning Tea

### 12:30pm – 1:30pm ➤ Lunch

### 1:15pm – 5:00pm ➤ Indigenous Leaders Forum

Since 2011, the Indigenous Leaders Forum (ILF) has been a valuable way for First Nations councils to come together to share their successes, discuss specific challenges and put forward issues they would like the LGAQ's support to address. The Forum is held twice-yearly.

### 1:30pm – 2:30pm ➤ Optional Sessions

**Session 1:** Governance Unpacked: Balancing Risk, Trust and Accountability

**Session 2:** Disaster Management – Council 2 Council

### 2:30pm – 3:00pm ➤ Afternoon Tea

### 3:00pm – 5:00pm ➤ Council Segment Forums

➤ Rural and Remote councils ➤ Resources councils

➤ SEQ councils ➤ Coastal councils

Come and join with your council peers in one of four forums to discuss, share and debate key issues. This is also your opportunity to talk with each other and Policy Executive members about ways the LGAQ can help and support your council.

### 5:15pm – 7:15pm ➤ Welcoming Ceremony and Networking Event

**5:15pm** Welcome to Country

**5:20pm** Welcome to the Gold Coast

**5:25pm** Response  
Mayor Matt Burnett, President, LGAQ

**5:30pm** Sponsor Address  
Tim Fynes-Clinton, Executive Partner, King & Company Solicitors

### 5:35pm – 7:15pm ➤ Networking Event in the Trade Exhibition Hall

### 7:00pm – 9:00pm ➤ Young Councillor Cohort Networking Event

Supported by Brighter Super

# TUESDAY 21 OCTOBER 2025

TIME	TOPIC
7:00am – 8:15am	➤ <b>CEO Breakfast</b> Supported by Telstra
8:00am – 5:00am	➤ <b>Registration</b> Delegates, observers, trade, corporate and accompanying persons.
8:30am	➤ <b>Welcome</b> Master of Ceremonies Tim Cox, Senior Communications Advisor, LGAQ
8:35am	➤ <b>Call to Order and Presidential Address</b> Cr Matt Burnett, Mayor, Gladstone Regional Council and President, LGAQ
8:45am	➤ <b>Presentation of the Policy Executive</b>
8:55am	➤ <b>Setting the Scene: Leadership and Pathways to Liveability</b> Alison Smith, Chief Executive Officer, LGAQ
9:00am	➤ <b>Official Opening</b>
9:10am	➤ <b>The Road Ahead: Futures Thinking and Leadership in Action</b>
9:40am	➤ <b>The AI Intersection of Risk vs Opportunity</b>
9:55am	➤ <b>Sponsor Address – Telstra</b>
10:00am	➤ <b>When Life Imitates Art</b>
10:30am	➤ <b>Morning Tea</b>
11:00am	➤ <b>Council Showcases Part 1</b>
12:00pm	➤ <b>Sponsor Address – Brighter Super</b>
12:05pm	➤ <b>Lunch</b>
1:05pm	➤ <b>Council Showcases Part 2</b>
2:05pm	➤ <b>Politics, Death and Religion – Let's Start the Conversation</b>
2:35pm	➤ <b>State Opposition Update</b>

# TUESDAY 21 OCTOBER 2025 Continued

TIME	TOPIC
2:45pm	➤ <b>The 2032 Olympics &amp; Paralympics – Will They Change Everything?</b>
3:15pm	➤ <b>Peak Services Update</b>
3:25pm	➤ <b>Afternoon Tea</b>
3:50pm	➤ <b>ALGA Update</b> President Matt Burnett
4:00pm	➤ <b>Policy Update</b>
4:30pm	➤ <b>Close Day 1</b>
6:15pm	➤ <b>Awards Ceremony and Gala Dinner – Supported by Hastings Deering</b> Dinner theme/dress code: <b>Surfs up–Beach Gala</b> Get ready for a relaxed yet stylish evening! This year we embrace the laid-back charm of the Gold Coast with a touch of elegance. <b>Ideas on What to Wear:</b> <ul style="list-style-type: none"> <li>• <b>For women:</b> Flowy dresses, linen or resort-wear sets, dressy wedges. Think tropical prints, light fabrics, and a bit of glam.</li> <li>• <b>For men:</b> Lightweight shirts (linen), tailored pants or chinos. Jackets are optional, ties not required.</li> <li>• <b>Accessories:</b> Sunglasses, hats, and beach-inspired jewellery are welcome—but keep it elevated and evening-ready.</li> </ul>
11:30pm	➤ <b>Dinner Concludes</b>

# WEDNESDAY 22 OCTOBER 2025

## TIME

## TOPIC

8:15am

➤ **Conference Resumes**

8:20am

➤ **The Cost Shift Gridlock**

8:35am

➤ **Annual General Meeting – Voting Overview**

Darren Leckenby, Chief Financial Officer & Company Secretary, LGAQ

8:40am

➤ **Motions Debate**

10:15am

➤ **Sponsor Address – Oly Homes**

10:20am

➤ **Morning Tea**

10:50am

➤ **Motions Debate**

12:30pm

➤ **Lunch**

1:30pm

➤ **Motions Debate**

3:00pm

➤ **Emerging Issue**

3:10pm


➤ **Motions Debate**

4:10pm

➤ **Close of Conference**

## 12.3 Updated Council Meetings Policy PL-CS036

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 20 August 2025
	Research and Advocacy Support Officer	<b>ECM Function No/s:</b>

### Recommendation

THAT Council adopt the updated Council Meetings Policy PL-CS036 as provided as **Attachment 1** to this report.

## REPORT

### Report

The current Council Meetings Policy includes in its entirety, the Model Meeting Procedures as produced by the Department of Housing, Local Government, Planning and Public Works, as at February 2024.

The Model Meetings Procedures have since been updated in July 2024 and was recently presented in a Councillor Information Session on 23 July 2025.

The main changes include:

- Section 2 (*Presiding Officer*) – has been updated to *Procedure for the Chairperson* with further details included about how the chairperson can be appointed.
- Section 4 (*Agendas*) – minor updates as to what the agenda may contain.

**Attachment 1** is an updated Council Meetings Policy with tracked changes.

## FINANCIAL IMPLICATIONS

Nil.

## RISK AND OPPORTUNITY

### Risk

Outdated meeting procedures.

### Opportunity

Council will exemplify best practice procedures.

## COMMUNITY ENGAGEMENT

### Internal Consultation

Council Information Session 6 August 2025.

### External Consultation

Nil.

## LEGAL / POLICY

### Legislation / Local Law

*Local Government Act 2009*

*Local Government Regulation 2012*

### Corporate Plan

#### Goal 4      Our Performance

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

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

### Policy / Strategy

Council Meetings Policy PL-CS036.

### Legal

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

## HUMAN RIGHTS

A Human Rights assessment has been undertaken.

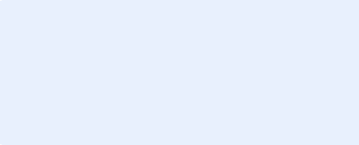
## ATTACHMENTS

1. Council Meetings Policy PL-CS036 (1 July 2025) - tracked changes [↓](#)

# COUNCIL MEETINGS POLICY

## PL-CS036

## COUNCIL MEETINGS POLICY

<b>POLICY NUMBER</b>	PL-CS036
<b>DIRECTORATE:</b>	Customer & Organisational Services
<b>SECTION:</b>	Corporate Services
<b>RESPONSIBLE MANAGER:</b>	Manager Corporate Services
<b>DATE ADOPTED:</b>	22 MAY 2013
<b>DATE TO BE REVIEWED:</b>	1 JULY 2026
<b>DATE REVIEWED:</b>	1 JULY 2025
<b>APPROVED BY:</b>	

## REVISION RECORD

Date	Version	Revision description
27 Apr 2016	1	Amended as per Council resolution of 27 April 2016 meeting.
3 Dec 2018	2	Council's Code of Meeting Practice Policy renamed Council Meetings Policy which incorporated amended content from the DLGRMA's Model Meetings Procedures and amended content from Council's Code of Meeting Practice Policy.
27 May 2020	3	Amended to incorporate provisions relating to Standing Committees and remove Briefing Sessions.
23 Sep 2020	4	Amendments to sections 4.2.2, 4.2.3, 8.1, 8.2, 8.4, 8.5, 8.6, 8.7 and removal of all references to Standing Committees.
14 Oct 2020	5	Amendments to various sections following implementation of the <i>Electoral and Other Legislation (Accountability, Integrity and Other Matters) Amendment Act 2020</i> and <i>Local Government Legislation (Integrity) Amendment Regulation 2020</i> including new conflict of interest provisions.
2 Dec 2021	6	Amendments to section 8.6 regarding formal and informal debate and various legislative references throughout policy.
17 Jul 2024	7	Amended to include the Queensland Government "Best practice example standing orders for local government and standing committee meetings" (February 2024 version) and various additional clauses requested by Council as per Appendix B.
1 July 2025	8	Amended to include the most up to date version of the Queensland Government "Best practice example standing orders for local government and standing committee meetings" as at July 2024

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# 1 POLICY BACKGROUND

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

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

# 2 PURPOSE

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

# 3 SCOPE

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

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

# 4 LEGISLATIVE CONTEXT

- *Local Government Act 2009*

# 5 POLICY DETAILS

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



# 6 APPENDIX A BEST PRACTICE EXAMPLE STANDING ORDERS

Queensland Government

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

July 2024

Last updated:

Date	Version number	Officer's Name	Approved
10 November 2022	004	P Cameron	Director G&C
30 November 2023	005	P Cameron	Director G&C
22 January 2024	006	P Cameron	Director G&C
12 February 2024	007	P Cameron	Director G&C
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26 July 2024	009	P Cameron	



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## Intent

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

### 1. Standing orders

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

## Procedures for meetings of local government

### 2. Procedure for the Chairperson

This section applies to local government meetings, and local government standing committee meetings. This section does not apply to Brisbane City Council where the Chair of Council, elected by councillors, presides over each BCC meeting. Under section 12(4) of the LGA the mayor is the chairperson, leading and managing local government meetings. The mayor may delegate another councillor to act as chairperson when the mayor is absent or temporarily incapacitated. Alternatively, if the mayor has not delegated a councillor to undertake responsibilities as chairperson, under the provisions of section 165 of the LGA, the deputy mayor acts for the mayor during the absence or temporary incapacity or when the office of mayor is vacant.

- 2.1. The mayor will be the chairperson at a local government meeting at which the mayor is present.
- 2.2. If the mayor is unavailable to chair a local government meeting, the meeting will be chaired by the councillor to whom the mayor has delegated their responsibility to chair the meeting.
- 2.3. If the mayor is absent or has a temporary incapacity and is unable to chair a local government meeting, and has not delegated another councillor to do so, the deputy mayor will be the chairperson.

- 2.4. If the office of mayor becomes vacant the deputy mayor acts as mayor and chairperson of the local government meetings
- 2.5. If the mayor and the deputy mayor are both prevented from chairing the meeting because of absence or temporary incapacitation, and no other councillor has been delegated the responsibility, the local government may by resolution appoint one of the councillors present at the meeting to act as chairperson for the duration of the meeting.
- 2.6. The local government may appoint the chairperson for a standing committee. This chairperson will preside over meetings of the committee. The mayor is a member of each standing committee but not necessarily the chairperson.
- 2.7. If the chairperson of a committee is absent or unavailable to chair, another councillor who is chosen by the councillors present, will be chairperson of the committee meeting.
- 2.8. Before proceeding with the business of the local government meeting, the chairperson at the meeting will undertake the acknowledgement and/or greetings deemed appropriate by the local government.

**Note:** Section 12 of the LGA does not prescribe that other councillors have the responsibility of chairing local government meetings. Other councillors cannot assume the chairperson role except when they are delegated by the mayor to perform the extra responsibilities of a chairperson or a resolution has been passed by the councillors present to select a councillor to act as chairperson of a particular meeting, because the mayor, a delegated councillor and the deputy mayor are unavailable. The provision for the mayor to delegate the responsibility to be chairperson to another councillor caters for the possibility that the mayor will not be the chairperson of a particular local government meeting because the mayor has, for example, a conflict of interest in a matter, or will be absent or incapacitated for that meeting. Upon the mayor's return to the meeting the mayor or deputy mayor (whichever is relevant) can resume their role as chairperson.

### 3. Order of business

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



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

#### 4. Agendas

4.1. The agenda may contain:

- notice of meeting
- amendments correcting the minutes of the previous meeting
- adoption of the minutes of the previous meeting
- business which the mayor wishes to have considered at that meeting without notice
- matters of which notice has been given
- committees' reports referred to the meeting by the chief executive officer (CEO)
- officers' reports referred to the meeting by the CEO
- councillor conduct breach investigation reports provided by the investigator
- deputations and delegations from the community that are approved to attend
- any other business the local government determines by resolution be included in the agenda.

4.2. Business not on the agenda, or not fairly arising from the agenda, will not be considered at any local government meeting unless permission for that purpose is given by the local government at the meeting. Business must be in accordance with the adopted terms of reference for each committee.

4.3. The notice of the meeting and the agenda must be given to each councillor at least two days before the meeting and in the case of Indigenous regional councillors, being Torres Strait Regional Council and Northern Peninsula Area Regional Council, at least four days prior to the meeting, unless it is impracticable to give the notice before that time.

4.4. The agenda for the local government must be made publicly available by 5pm on the business day after the notice of meeting is given to the councillors. Any related reports, including any summary investigation report for a conduct breach matter, for the local government meeting must also be included and available to the public when the agenda for the meeting is made publicly available, excluding confidential reports. If the related report is made available to councillors or committee members during the period starting immediately after notice of the meeting is given

and ending immediately before the meeting is held, then these reports must be made available to the public as soon as practicable after it is made available to the councillors or committee members.

- 4.5. Matters on the agenda that may require the meeting to be in a closed session consistent with the provisions under section 254J LGR, can be identified on the agenda as 'may be closed by resolution of the meeting for the matter to be debated'.

## 5. Quorum

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

## 6. Petitions

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

## 7. Deputations

- 7.1. A deputation wishing to attend and address a meeting of the local government shall apply in writing to the CEO not less than seven business days before the meeting.
- 7.2. The CEO, on receiving an application for a deputation, shall notify the chairperson who will determine whether the deputation may be heard. The CEO will inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time will be arranged for that purpose, and an appropriate time period allowed (e.g. 15 minutes).
- 7.3. For deputations comprising three or more persons, only three persons shall be at liberty to address the local government meeting unless the councillors at the meeting determine otherwise by

resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.

- 7.4. If a member of the deputation other than the appointed speakers interjects or attempts to address the local government meeting, the chairperson may terminate the deputation.
- 7.5. The chairperson may terminate an address by a person in a deputation at any time where:
- the chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the councillors at the meeting
  - the time period allowed for a deputation has expired, or
  - the person uses insulting or offensive language or is derogatory towards councillors or others.
- 7.6. The CEO is responsible for the deputation, including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

## 8. Public participation at meetings

- 8.1. A member of the public may take part in the proceeding of a meeting only when invited to do so by the chairperson.
- 8.2. In each local government meeting, time may be required to permit members of the public to address the local government on matters of public interest related to local government. An appropriate time period will be allowed (e.g. 15 minutes) and no more than three speakers shall be permitted to speak at one meeting. The right of any individual to address the local government during this period shall be at the absolute discretion of the local government meeting chairperson.
- 8.3. If any address or comment is irrelevant, offensive, or unduly long, the chairperson may require the person to cease making the submission or comment.
- 8.4. For any matter arising from such an address, the local government may take the following actions:
- refer the matter to a committee
  - deal with the matter immediately
  - place the matter on notice for discussion at a future meeting
  - note the matter and take no further action.
- 8.5. Any person addressing the local government shall stand, act, and speak with decorum and frame any remarks in respectful and courteous language.
- 8.6. Any person who is considered by the local government or the chairperson to be inappropriately presenting may be directed by the chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

## 9. Prescribed conflict of interest

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

- 9.1. A councillor who has notified the CEO in writing, including all the particulars, of a prescribed conflict of interest in a matter to be discussed in a local government meeting must also give notice during the meeting at the time when the matter is to be dealt with.
- 9.2. A councillor who first becomes aware of a prescribed conflict of interest in a matter during a local government meeting must immediately inform the meeting of the conflict of interest and the particulars.
- 9.3. When notifying the meeting of a prescribed conflict of interest, the following particulars must be provided:
- for a gift, loan, or contract—the value of the gift, loan, or contract
  - for an application for which a submission has been made—the matters the subject of the application and submission:
    - the name of the entity, other than the councillor, that has an interest in the matter
    - the nature of the councillor's relationship with the entity
    - details of the councillor's, and any other entity's, interest in the matter.
- 9.4. The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice of approval from the Minister for Local Government (the Minister) to participate in deciding the matter in a meeting including participating in the discussion and the vote.
- Note:** Ministerial approval may be obtained when a quorum is lost due to the number of councillors with a prescribed conflict of interest in the matter, and the matter cannot be delegated. The councillor with the conflict of interest must apply to the Minister for approval to participate. The Minister may give the approval subject to the conditions stated in the notice of approval.
- 9.5. Once the councillor has either left the area where the meeting is being conducted or remains in the meeting under ministerial approval, the local government can continue discussing and deciding on the matter at hand. However, if the prescribed conflict of interest was reported to the meeting by a councillor other than the subject councillor, then the councillor must disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA, will apply. If more than one councillor is reported by another councillor to have a suspected prescribed conflict of interest in a matter, the meeting must deal with each councillor individually. If the councillor with the suspected prescribed conflict of interest considers there is no conflict of interest, then the eligible councillors (those who do not have a conflict of interest in the matter) must make a decision about whether or not the subject councillor has a prescribed conflict of interest under section 150EX(2) of the LGA or section 177U(2) of the COBA applies.

#### 10. Declarable conflict of interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at local government or committee meetings that might lead to a decision that is contrary

to the public interest (other than the interests that are not declarable conflicts of interest prescribed under section 150EO of the LGA or section 177L of the COBA and ordinary business matters prescribed under section 150EF of the LGA or section 177C of the COBA).

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

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

- 10.1. A councillor who has notified the CEO of a declarable conflict of interest in a matter to be discussed at a local government meeting must also give notice during the meeting at the time when the matter is to be dealt with.
- 10.2. A councillor who first becomes aware of a declarable conflict of interest in a matter during a local government meeting must stop participating in the decision on the matter and must inform the meeting of the conflict of interest including the particulars.
- 10.3. When notifying the meeting of a declarable conflict of interest, councillors should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:
  - the nature of the declarable conflict of interest
  - if it arises because of the councillor's relationship with a related party:
    - the name of the related party to the councillor; and
    - the nature of the relationship of the related party to the councillor; and
    - the nature of the related party's interest in the matter
  - if it arises because of a gift or loan from another person to the councillor or a related party:
    - the name of the other person; and
    - the nature of the relationship of the other person to the councillor or related party and
    - the nature of the other person's interest in the matter; and
    - the value of the gift or loan and the date the gift or loan was made.
- 10.4. After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have ministerial approval to participate, or they have reasons why their participation would improve making the decision in the public interest.

- 10.5. If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision as prescribed in section 150ES of the LGA. In deciding on a councillor's declarable conflict of interest in a matter, only eligible councillors (those who do not have a prescribed or declarable conflict of interest in the matter) can participate in the decision making. The decision may be made even if the number of eligible councillors is less than a majority, or does not form a quorum for the meeting, or is a single eligible councillor, consistent with section 150ET of the LGA section 177Q of the COBA. If there is a single eligible councillor deciding, then a seconder for the resolution is not required.

**Note:** *The ability to make a resolution without a seconder applies when making a resolution under section 150ES of the LGA or section 177P of the COBA.*

- 10.6. The eligible councillor/s at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors. The eligible councillors may impose conditions on the councillor to either participate or leave the meeting e.g. they may stay for the debate but must leave for the vote. The councillor must comply with any decision and any condition imposed by the eligible councillors. The councillor must not participate in the decision unless authorised in compliance with section 150ES of the LGA or under an approval by the Minister for Local Government under section 150EV.
- 10.7. The councillor who is the subject of the decision may remain in the meeting while the debate is occurring about their ability to participate and can answer questions from the chairperson to assist the eligible councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.
- 10.8. When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the eligible councillors should consider the particular circumstances of the matter including, but not limited to:
- how does the inclusion of the councillor in the deliberation affect the public trust
  - how close or remote is the councillor's relationship to the related party
  - if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received
  - will the benefit or detriment the subject councillor or their related party stands to receive from the decision have a major or minor impact on them
  - how the benefit or detriment the subject councillor stands to receive compares to others in the community

- how this compares with similar matters that the local government has decided and have other councillors with the same or similar interests decided to leave the meeting
  - whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 10.9. If the eligible councillors cannot decide about the councillor's participation in the meeting with a declarable conflict of interest, they are taken to have decided that the councillor must leave and stay away from the meeting while the eligible councillors discuss and vote on the matter as prescribed in section 150ET(3) of the LGA or section 177Q (3) of the COBA.
- 10.10. A decision about a councillor who has a declarable conflict of interest in a matter will apply to participating in the decision and all subsequent decisions about the same matter as prescribed in section 150ET(4) of the LGA section 177Q (4) of the COBA, unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide by resolution the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a local government meeting about the same matter e.g. workshops.
- 10.11. In making the decision, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 10.12. A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in section 150EV of the LGA or section 177S of the COBA.

## 11. Reporting a suspected conflict of interest

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

- 11.1. The chairperson then should ask the councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant meeting procedures above for prescribed and declarable conflicts of interest.
- 11.2. If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 11.3. The eligible councillors must then decide whether the relevant councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have any conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant meeting procedures above. If a councillor with a declarable conflict of

interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillor's participation.

- 11.4. If the eligible councillors at the meeting cannot make a decision about, whether a councillor has a declarable conflict of interest under section 150ER of the LGA or section 177Q of the COBA, or whether the councillor may or may not participate in the decision despite the subject councillor's declarable conflict of interest under section 150ES of the LGA or section 177P of the COBA, then they are taken to have determined that the councillor must leave the meeting and stay away while the matter is being decided under section 150ET(3) of the LGA or section 177Q(3) of the COBA. A decision under these provisions about a councillor participating in the meeting applies to the matter and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide by resolution that the subject councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a local government meeting about the same matter e.g. workshops.
- 11.5. When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all the relevant details.

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

- *the name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest*
- *the particulars of the prescribed or declarable conflict of interest provided by the councillor*
- *the actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest*
- *any decision then made by the eligible councillors*
- *whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval*
- *the local government's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision.*

- 11.6. The minutes of the meeting must record the name of each eligible councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.

**Note:** *The eligible councillors include a councillor who has either been granted approval by the Minister or their fellow councillors to participate and vote on a matter (e.g. the eligible councillors in this subsection means all councillors who were entitled to vote on the matter).*

*If the councillor has a declarable conflict of interest, the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor.*

- 11.7. Where a decision has been made under section 150ES of the LGA or section 177P of the COBA, the minutes must include the:
- decision and reasons for the decision
  - name of each eligible councillor who voted, and how each eligible councillor voted.

## 12. Loss of quorum

- 12.1. In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the local government must resolve to:
- delegate the consideration and decision on the matter, as described in section 257 of the LGA or section 238 of the COBA, unless the matter cannot be delegated under subsection three of both sections, because an Act says it must be decided by resolution of the local government
  - decide by resolution to defer the matter to a later meeting
  - decide by resolution not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.
- 12.2. The local government may by resolution delegate a power under section 257 of the LGA or section 238 of the COBA to:
- the mayor or CEO
  - a standing committee, or joint committee of the local government
  - the chairperson of a standing committee or joint standing committee of the local government (does not apply to Brisbane City Council)
  - another local government for a joint government activity
  - the Establishment and Coordination Committee (only applies to Brisbane City Council).
- 12.3. The local government must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.
- 12.4. The local government may only delegate a power to make a decision about a councillor's conduct under section 150AG of the LGA pursuant to section 257(2) of the LGA, to:
- the mayor
  - a standing committee
- 12.5. A local government may only delegate a power to make a decision about a councillor's conduct pursuant to section 238(2) of the COBA, to:
- the mayor
  - the Establishment and Coordination Committee, Brisbane City Council
  - a standing committee of the local government.

- 12.6. The Minister for Local Government may, by signed notice give approval for a conflicted councillor to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter, if there is a loss of quorum and deciding the matter cannot be delegated, subject to any conditions the Minister may impose.

## Motions

### 13. Motion to be moved

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

### 14. Absence of mover of motion

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

### 15. Motion to be seconded

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

## 16. Amendment of motion

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

## 17. Speaking to motions and amendments

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

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

## 18. Method of taking vote

- 18.1. The chairperson will call for all councillors in favour of the motion to indicate their support. The chairperson will then call for all councillors against the motion to indicate their objection.
- 18.2. A councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minutes of the meeting will record the names of councillors

voting in the affirmative and of those voting in the negative. The chairperson will declare the result of a vote or a division as soon as it has been determined.

- 18.3. Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.
- 18.4. Except upon a motion to repeal or amend it, the resolution will not be discussed after the vote has been declared.

#### **19. Withdrawing a motion**

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

#### **20. Repealing or amending resolutions**

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

#### **21. Procedural motions**

- 21.1. A councillor at a meeting of the local government may during the debate of a matter at the meeting, move the following motions, as a procedural motion without the need for a seconder:
  - that the question/motion be now put before the meeting
  - that the motion or amendment now before the meeting be adjourned
  - that the meeting proceeds to the next item of business
  - that the question lie on the table
  - a point of order
  - a motion of dissent against the chairperson's decision
  - that this report/document be tabled
  - to suspend the rule requiring that [insert requirement]
  - that the meeting stands adjourned.
- 21.2. A procedural motion that 'the question be put' may be moved and, where the procedural motion is carried, the chairperson will immediately 'put the question to the motion' or amendment to that motion under consideration. Where the procedural motion is lost, debate on the motion or amendment to that motion will resume.
- 21.3. A procedural motion that 'the motion or amendment now before the meeting be adjourned', may specify a time or date to which the debate will be adjourned. Where no date or time is specified:
  - a further motion may be moved to specify a time or date; or

- the matter about which the debate is to be adjourned, will be included in the agenda for the next meeting.
- 21.4. Where a procedural motion that 'the meeting proceed to the next item' is carried, debate on the matter that is the subject of the motion will cease and may be considered again by the local government on the giving of notice in accordance with the standing orders.
- 21.5. A procedural motion that 'the question lie on the table' will only be moved where the chairperson or a councillor requires additional information on the matter before the meeting (or the result of some other action of the local government or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the local government will proceed with the next matter on the agenda.
- 21.6. A motion that 'the matter be taken from the table', may be moved at the meeting at which the procedural motion was carried or at any later meeting.
- 21.7. Any councillor may ask the chairperson to decide on a point of order where it is believed that another councillor:
- has failed to comply with proper procedures
  - is in contravention of the legislation; or
  - is beyond the jurisdiction of the local government meeting.
- Note:** *Points of order cannot be used as a means of contradicting a statement made by the councillor speaking. Where a point of order is moved, consideration of the matter to which the motion was moved will be suspended. The chairperson will determine whether the point of order is upheld.*
- 21.8. Upon the question of order suddenly arising during the process of a debate, a councillor may raise a point of order, and then the councillor against whom the point of order is raised, will immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising will, until decided, suspend the consideration and decision of every other question.
- 21.9. A councillor may move a motion of dissent in relation to a ruling of the chairperson on a point of order. Where such motion is moved, further consideration of any matter will be suspended until after a ruling is made. For example, where a motion of dissent is carried, the matter to which the ruling of the chairperson was made will proceed as though that ruling had not been made. Where the opposite ruling is made, that the matter was discharged as out of order, it will be restored to the agenda and be dealt with in the normal course of business.
- 21.10. The motion that 'a report/document be tabled' may be used by a councillor to introduce a report or other document to the meeting only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.
- 21.11. A procedural motion 'to suspend the rule requiring that' may be made by any councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule will specify the duration of the suspension.

21.12. A procedural motion that 'the meeting stands adjourned', may be moved by a councillor at the conclusion of debate on any matter on the agenda or at the conclusion of a councillor's time for speaking to the matter, and will be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting, the local government meeting will continue with the business before the meeting at the point where it was discontinued on the adjournment.

## 22. Questions

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

## Meeting Conduct

### 23. Process for dealing with Unsuitable Meeting Conduct

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

- 23.1. The chairperson must reasonably believe that unsuitable meeting conduct has been engaged in by a councillor during a meeting. The chairperson may consider the severity of the conduct and whether the councillor has been issued with any previous warnings for unsuitable meeting conduct. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, the chairperson can make an order in relation to the conduct under section 23.7 below.
- 23.2. If the chairperson decides unsuitable meeting conduct has occurred, but is of a less serious nature, the chairperson may request the councillor take remedial actions such as:
- ceasing and refraining from exhibiting the conduct
  - apologising for their conduct
  - withdrawing their comments.

- 23.3. If the councillor complies with the chairperson's request for remedial action, no further action is required.
- 23.4. If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order of unsuitable meeting conduct being issued.
- 23.5. If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 23.6. If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decides a warning was not appropriate under 23.2, the chairperson may make one or more of the orders below:
- an order reprimanding the councillor for the conduct
  - an order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 23.7. If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 23.8. Following the completion of the meeting, the chairperson must ensure the minutes record the information about unsuitable meeting conduct (see note below).

***Note:** Details of any order issued must be recorded in the minutes of the meeting. If it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are to be dealt with at the next local government meeting as a suspected conduct breach. The local government is not required to notify the independent assessor (IA) about the conduct; and may deal with the conduct under section 150AG as if an investigation had been conducted. The local government's CEO is advised to ensure details of any order made is updated in the local government's councillor conduct register.*

- 23.9. Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 23.2, 23.3, 23.7 and 23.8 above.

#### **24. Process for dealing with Unsuitable Meeting Conduct by a Chairperson**

- 24.1. If a councillor at the meeting reasonably believes that the conduct of the chairperson during the meeting is unsuitable meeting conduct, the councillor may raise the matter in the meeting by point of order.
- 24.2. The chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the councillor may move a motion that the chairperson has engaged in unsuitable meeting conduct (a seconder for the motion is required). The councillors present, excluding the chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.
- 24.3. The chairperson has a declarable conflict of interest in the matter and must declare the conflict of interest and leave the place where the meeting is being held, including any area set aside for

**Note:** A conduct breach is conduct that:

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

25.1. In relation to matters referred by the Assessor to the local government, the local government may decide not to start or discontinue an investigation if:

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

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

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

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

- the local government must act in a manner consistent with the local government principle of transparent and accountable decision making in the public interest, by deciding the outcome of an investigation of a suspected conduct breach in an open meeting of the local government. However, where the matter requires debate a local government may close all or part of a meeting to the public, if considered necessary, to discuss an investigation report under section 254 of the LGR or section 242 of the City of Brisbane Regulation (CBR).

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

**Note:** After making a decision under section 150AG of the LGA, the local government must make the full investigation report, publicly available within 10 business days after the decision is made, with redactions of the name of the complainant and any witnesses, but including the name of a councillor or the CEO of the local government if they were the complainant/s, or any councillor who declared a conflict of interest in the matter.

- 25.4. If the local government has lost quorum due to the number of conflicted councillors or another reason, the local government must do one of the following:
- delegate deciding the matter under section 257 of the LGA to the mayor or a standing committee, or under section 238 of the COBA, to the mayor or the Establishment and Coordination Committee, or a standing committee, whichever is the most appropriate in the circumstances, or

- decide, by resolution, to defer the matter to a later meeting, or
- decide, by resolution, not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.

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

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

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

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

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

- an order that the councillor make a public apology, in the way decided by the local government, for the conduct
- an order reprimanding the councillor for the conduct
- an order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense
- an order that the councillor be excluded from a stated local government meeting
- an order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor
- an order that if the councillor engages in the same type of conduct again, it will be treated as misconduct

- an order that the councillor reimburse the local government for all or some of the costs arising from the councillor's conduct breach.

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

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

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

## **26. General conduct during meetings**

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

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

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

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

## **27. Disorder**

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

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

## **Attendance and non-attendance**

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

28.1. An area shall be made available at the place where any meeting of the local government is to take place for members of the public and representatives of the media to attend the meeting and

as many members of the public as reasonably can be accommodated in that area will be permitted to attend the meeting.

- 28.2. When the local government is sitting in closed session, the public and representatives of the media will be excluded from the meeting.

## 29. Closed session

- 29.1. A local government meeting, standing committee meeting and advisory committee meeting may resolve that a meeting be closed to the public if its councillors and members consider it necessary to discuss any of the following matters pursuant to section 254(3) of the LGR or section 242(3) of the COBR:

- appointment, dismissal, or discipline of the CEO or, in the case of Brisbane City Council only, also for senior executive employees
- industrial matters affecting employees
- the local government's budget (which does not include the monthly financial statements)
- rating concessions
- legal advice obtained by the local government or legal proceedings involving the local government, including for example, legal proceedings that may be taken by or against the local government
- matters that may directly affect the health and safety of an individual or a group of individuals
- negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government
- negotiations relating to the taking of land by the local government under *the Acquisition of Land Act 1967*
- a matter that the local government is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State
- a matter relating to the consideration of an investigation report for a conduct breach matter given to the local government by the Assessor under the LGA chapter 5A, part 3, division 5.

- 29.2. A local government or committee meeting cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide whether the councillor has a declarable conflict of interest in the matter.

- 29.3. Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting. The local government must instead:

- delegate consideration and decision on the matter, under section 257 of the LGA or section 238 of the COBA, unless the matter cannot be delegated
- decide by resolution to defer the matter to a later meeting when a quorum may be available

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

### 30. Teleconferencing of meetings

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

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

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

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

## 7 APPENDIX B – AMENDED AND SUPPLEMENTARY CLAUSES

### AGENDAS

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

#### 12A. VOTING EN BLOC

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

En bloc voting may only be used for:

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

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

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

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

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

#### 12B. GENERAL BUSINESS

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

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

- Are discussed with the Chairperson as soon as practicable prior to the meeting;
- Are generally for Councillor's information only;
- Are not matters which are operational in nature and that can be dealt with through other processes such as requests for service, complaints, etc;
- Do not propose to commit Council to expenditure of funds which are not currently in Council's Budget;
- Are dealt with in the same way as other items within the order of business are dealt with in regards to declaration of conflicts of interest in accordance with the LGA.

- The Chairperson has the discretion to direct the Councillor to raise the matter as a notice of motion / business rather than during general business.


## 21.1 PROCEDURAL MOTIONS

Additional dot point:

- that the question be removed from the table

## 12.4 Review of Media Relations Policy (External) PL-EX004

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 20 August 2025
	Research and Advocacy Support Officer	<b>ECM Function No/s:</b>

### Recommendation

THAT Council adopt the reviewed and amended Media Relations Policy (External) PL-EX004.

### REPORT

#### Background

Following the July Ordinary Council Meeting, a holistic review was undertaken of the current Media Relations Policy.

#### Report

To ensure Council's Media policy reflects best practice across local government, the LGAQ were consulted and a number of media policies from other Councils were discussed and incorporated into the amended policy, where relevant. The amended policy was presented to a Councillor Information Session on 6 August 2025.

Overall, the policy has been simplified and sections relating to internal processes have been removed. Other changes include:

- Clearer responsibility and guidelines for determining Council media activities (section 4.1) and marketing and promotion activities (section 4.3)
- Decision flow-chart on page 5 to assist with determining relevant spokesperson
- Clearer obligations for Council officials (section 4.4) when dealing with the media in relation to accuracy, disclosure of private information, making public comment, and discrimination and defamation.

A copy of the current Council Media Relations Policy (as at December 2024) is provided at **Attachment 1**, along with a copy of the amended policy (as at July 2025) at **Attachment 2**.

### FINANCIAL IMPLICATIONS

Nil.

### RISK AND OPPORTUNITY

#### Risk

Outdated or ineffective policies lead to poor organisational governance.

## Opportunity

Council will exemplify best practice policy and demonstrate improved organisational governance.

### COMMUNITY ENGAGEMENT

#### Internal Consultation

Councillors.

#### External Consultation

Nil.

### LEGAL / POLICY

#### Legislation / Local Law

*Local Government Act 2009*

*Local Government Regulation 2012*

#### Corporate Plan

##### Goal 4      Our Performance

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

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

#### Policy / Strategy

Media Relations Policy (External) PL-EX004

#### Legal

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

### HUMAN RIGHTS

A Human Rights assessment has been undertaken.

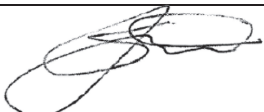
### ATTACHMENTS

1. Amended Media Relations Policy (External) - PL-EX004 (July 2025)[↓](#)

# MEDIA RELATIONS POLICY (EXTERNAL)

PL-EX004

## MEDIA RELATIONS POLICY (EXTERNAL)

<b>POLICY NUMBER</b>	PL-EX004
<b>DIRECTORATE:</b>	Executive Services
<b>SECTION:</b>	Media and Communications
<b>RESPONSIBLE MANAGER:</b>	Chief Executive Officer
<b>DATE ADOPTED:</b>	21 December 2016
<b>DATE TO BE REVIEWED:</b>	18 December 2028
<b>DATE REVIEWED:</b>	18 December 2024
<b>APPROVED BY:</b>	

## REVISION RECORD

Date	Version	Revision description
21/12/2016	1	Revision of job title for media and Consultation Officer
26/06/2021	2	Revisions of all content and extension of social media policies and inclusions
18/12/2024	3	Reviewed and adopted by Council
21/7/2025	4	Amended Policy



# 1 PURPOSE

The purpose of this policy is to ensure there is a consistent and coordinated approach to interacting with the media, and to set out how media, marketing and promotional activities are managed and approved at Council.

# 2 SCOPE

The scope of this policy applies to Council officials where they:

- Communicate with the media about Council decisions and projects in line with the priorities set out in the Budget and Corporate Plan;
- Attend public speaking engagements; or
- Make comments on Council affairs where it is reasonably foreseeable that their comments will be publicised in the media.

It specifies who is authorised to act as a spokesperson and the processes to follow prior to the release of corporate information.

This policy acknowledges the rights and responsibilities of Councillors as elected representatives as outlined in the Local Government Act and its supporting Regulation.

# 3 LEGISLATIVE CONTEXT

- *Local Government Act 2009*
- *Public Records Act 2002*
- *Public Ethics Act 1994*
- *Information Privacy Act 2009*
- *Right to Information 2009*

# 4 POLICY STATEMENT

The Media Policy has been established to:

- Formalise the roles of Council Officials;
- Ensure consistency in dealing with the media;
- Ensure all communication with the media is well informed, timely and accurate;
- Promote open exchange of information between Council and the media;
- Deliver messages and information in a non-political format; and
- Ensure responses are provided to media in a consistent, timely manner.

Developing strong and co-operative relationships with the media is important and provides an opportunity to:

- Keep the community informed about Council activities, services and programs;
- Involve the community in dialogue about the provision of services and planning for the future; and
- Involve the community in activities that support the region's lifestyle.



## 4.1 MEDIA ACTIVITIES

The Communications and Marketing team will manage proactive and reactive media activities and requests to ensure a positive image and reputation is built through Council's external communications.

The Communications and Marketing team are responsible for developing and facilitating newsworthy media activities to reflect the priorities set out in the Budget and Corporate Plan, and in anticipation of significant Council decisions and projects.

Proactive media activities will be organised to ensure the participation of an official Council spokesperson, where possible and appropriate. Councillors will be extended an invitation to attend media events held within their respective portfolio.

Councillors and Council employees are encouraged to contact the Communications and Marketing team with items they believe merit media coverage and are consistent with Council's priorities. The Communications and Marketing team will make the ultimate determination on proactive media activities based on newsworthiness, relevance to Council's priorities and availability of resources.

Councillors must liaise with the CEO, Mayor and/or the Media and Communications Coordinator and Officer(s) prior to making comment on official Council matters.

## 4.2 OFFICIAL SPOKESPERSON

### 4.2.1 MAYOR

The Mayor is the official spokesperson for Council media activities, but may delegate responsibility to other Councillors as per the decision flow in this policy.

The Mayor take precedence over a Councillor, at their discretion, as the official spokesperson on any issue, for example, in circumstances where the issue is of a particularly sensitive or extraordinary nature; or of major significance.

### 4.2.2 ELECTED MEMBERS

The relevant portfolio holder(s) will be the spokesperson, on local issues. Where it relates to more than two portfolios, the Communications and Marketing team will determine the spokesperson.

For Council decisions or projects which do not relate to a portfolio, the elected member who has advocated for a particular project or decision will be the main media spokesperson for that specific project or decision. If elected members have conflicting views over who advocated a particular initiative, the Mayor will determine who will be the spokesperson.

Elected members who have voted against a majority decision of Council or who have declared a conflict of interest in a decision, will not be asked to be the spokesperson for that decision unless there are no other options.

If officers receive no response from Councillors within a 24 hour timeframe, the comment will revert to the Mayor or another Councillor determined by the Mayor.

### 4.2.3 CHIEF EXECUTIVE OFFICER

The Chief Executive Officer is the primary spokesperson for Council operational matters but may delegate responsibility to other Council employees.

### 4.2.4 COUNCIL EMPLOYEES

Council employees, including Directors, are not official Council spokespeople unless otherwise requested to comment by the CEO and/or the Communications and Marketing team. If approved, any comments should be limited to factual information – not opinion or supposition.

### 4.3 MARKETING AND PROMOTION ACTIVITIES

The Communications and Marketing team are solely responsible for developing marketing and promotion activities, such as campaigns and strategies, to reflect the priorities set out in the Budget and Corporate Plan and in anticipation of significant Council decisions and events.

The Communications and Marketing team will determine which, if any, elected members or Council officers are involved in marketing and promotion activities.

Elected members do not determine the use of Council resources for media, marketing, and promotional activities.

Elected members are not permitted to use media and marketing material created by the Communications and Marketing team until after it has been used on an official Council communications channel.

Elected members are permitted to do their own marketing and promotion about Council decisions, events and services on their own channels using their own resources.

### 4.4 OBLIGATIONS

#### 4.4.1 DISCLOSURE OF PRIVATE INFORMATION

Council officials are to be aware of the Information Privacy Act and other relevant Council Policies when considering the disclosure of information that could be considered personal or sensitive information. Personal information as defined by the Information Privacy Act must not be disclosed.

Council officials must only disclose publicly available information and information that is not confidential.

#### 4.4.2 ACCURACY

Council officials must be accurate, constructive, helpful and informative. If an error is identified in any media comment, it should be corrected and if necessary, the CEO will issue or will authorise a media release to clarify the incorrect information.

Council officials must not publish any information they know or reasonably believe to be false or misleading or which is inconsistent with Council's policies, decisions and strategic direction.

All media releases quoting an individual must be approved by the individual.

Council receives many media inquiries of an urgent nature. Media deadlines are usually pressing and it is important that Council's response is timely, complete and accurate. Official spokespeople may also need to be urgently briefed to undertake interviews.

#### 4.4.3 ELECTED MEMBERS' OPINION

As members of the community, elected members are entitled to enter into public debate in their private capacity and make comment on Council affairs. Elected members must take proactive steps to ensure that any media quoting them reflects that is their personal opinion on a matter, or it is clear in the context presented, that the public comment is their own and not that of Council.

Elected members are responsible for the content they publish in a personal capacity on any form of social media. Elected members should follow the advice outlined in the social media guide for elected Council members in Queensland prepared by the Office of the Independent Assessor and the Local Government Association of Queensland.

#### 4.4.4 NEGATIVE COMMENT

Council officials must support Council decisions and must refrain from using the media to make negative personal reflections on each other, Council or Council officers, or comments that could be interpreted as such, and/or which are reasonably likely to undermine public confidence in the Council or local government generally.

#### 4.4.5 PUBLIC INTEREST

Council will openly discuss matters of public interest with the media unless disclosure of certain information contravenes Council's obligation of confidentiality or privacy, duty of care, or could infringe other laws or regulations that govern its operations.

#### 4.4.6 DISCRIMINATION AND DEFAMATION

Council officials must be aware of anti-discrimination and defamation laws and not publish statements or information which may be discriminatory or defaming of an individual, group or organisation.

#### 4.4.7 OFF THE RECORD STATEMENTS

Council employees will not give off-the-record comments regardless of the situation.

#### 4.4.8 DIRECT APPROACH

Requests for interviews on Council matters must be directed to the Media and Communications Coordinator and Officer(s) who will liaise with the Mayor and CEO to determine the most appropriate spokesperson to undertake the interview, having regard to this policy and Councillor Portfolios.

### 4.5 CARETAKER PERIOD

Comments from elected members and use of photos in any Council publications or communications channels will be prohibited during the election “Caretaker Period”, as defined in the Local Government Act, to avoid publications falling within the definition of “election matter” under the Act.

## 5 DEFINITIONS

TERM	MEANING
Council officials	The Mayor, Councillors, employees, delegates of Council and volunteers
Council officers	Employees of Council
Elected members	The Mayor and Councillors
Volunteers	Registered volunteers of Council involved with the operation of Council events and programs
Media	Television, radio and print media, including specialist and trade publications and internet and social media news services, their journalists, photographers and camera operators.
Media activities	The transmission of information from Council to external audiences via the media through media releases and media announcements about Council decisions and projects, subject to available resources and Council priorities.
Marketing and promotion activities	Activities and strategies designed to inform, persuade and influence through a range of communications channels including but not limited to Council’s website, social media platforms, advertising, digital screens, direct mail and email, subject to available resources and Council priorities.
Public comment	Interviews with the media (including comments to or interviews with print or online media, radio or television), public speaking engagements and expressing views in letters to the editors, in books, notices, articles or in any medium where it is reasonably foreseeable that the publication or circulation will enter the public domain.
Publication	The distribution of information via print and electronic media including but not limited to newspapers, radio and television broadcasting, social media, and the internet.
Role of Councillors	The role of Councillors is set out in s 12(3) of the <i>Local Government Act 2009</i>

Corporate information	knowledge communicated or received concerning Council business, however acquired.
Portfolio	The primary area of responsibility for a Councillor, providing a strategic focus to achieve organisational and community objectives

## 6 RELATED DOCUMENTS

- PL-CS052 SDRC Code of Conduct Policy
- Code of Conduct for Councillors in Queensland
- PL-CS088 Local Government Elections Policy
- PL-EX082 Social Media Policy
- Southern Downs Regional Council Style Guides
- Southern Downs Local Disaster Management Plan


## 7 REVIEW

This Policy will be reviewed when related legislation/documents are amended or replaced, other circumstances as determined from time to time by Council or at intervals of no more than three years.



## 12.5 Councillor Appointment to Pest Management Advisory Committee

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 20 August 2025
	Research and Advocacy Support Officer	<b>ECM Function No/s:</b>

### Recommendation

THAT Council appoint Cr McDonald as an additional Councillor representative to the SDRC Pest Management Advisory Committee.

### REPORT

#### Report

As outlined in the Terms of Reference (**Attachment 1**), the purpose of the Pest Management Advisory Committee (PMAC) is:

- To provide Council with advice and recommendations where required in relation to pest management on an ongoing basis;
- To work collaboratively together to achieve better outcomes relating to pest management;
- To share and disseminate information across the members; and
- To improve communication with Council, other levels of government and the community.

Membership of the PMAC is made up of core and associate members, comprising representatives from Council, community groups and state government departments. Cr McDonald's appointment would be as an additional core member to the PMAC.

The term of the PMAC coincides with the four year term of Council.

### FINANCIAL IMPLICATIONS

Nil.

### RISK AND OPPORTUNITY

#### Risk

Nil.

#### Opportunity

This appointment ensures the PMAC consists of a wide range of representatives to improve discussion and feedback in pest management in the region.

## COMMUNITY ENGAGEMENT

### Internal Consultation

Portfolio Councillor.

### External Consultation

Nil.

## LEGAL / POLICY

### Legislation / Local Law

There is no legislative requirement to have the PMAC, however pest management in general is regulated by the *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

Invasive Pests Strategic Plan 2021-2024.

### Legal

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

## HUMAN RIGHTS

A Human Rights assessment has been undertaken.

## ATTACHMENTS

1.    Pest Management Advisory Committee TOR [↓](#)

# Leadership Framework Terms of Reference Engagement Committees Pest Management Advisory Committee



**Southern Downs**  
REGIONAL COUNCIL

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## TERMS OF REFERENCE

Entity	Engagement Committees Pest Management Advisory Committee		
Purpose	<ul style="list-style-type: none"><li>- To provide Council with advice and recommendations where required in relation to pest management on an ongoing basis.</li><li>- To work collaboratively together to achieve better outcomes relating to pest management.</li><li>- To share and disseminate information across the members.</li><li>- To improve communication with Council, other levels of government and the community.</li></ul>		
Custodian	Mayor and Councillors	ECM	3707888
Category	Elected	Council	
Head of Power	Council resolution	23/8/2023	
Membership	Appointer	Council by resolution	
	Core	Cr Pidgeon Granite Borders Landcare Committee representative Condamine Headwaters Landcare Group representative Southern Queensland Landscapes representative Chair, Southern Downs Community Wild Dog Working Group Three community members with an interest in invasive pest management, as endorsed by Council AgForce Queensland representative Granite Belt Growers Association representative Darling Downs Moreton Rabbit Board representative Department of Transport and Main Roads representative Department of Agriculture and Fisheries (Biosecurity Queensland) representative Queensland Parks and Wildlife Service representative Invasive Species Council representative	
	Associate	Mayor and other Councillors CEO Director Planning and Environmental Services Manager Environmental Services Local Laws Coordinator Environmental Compliance Officer Other relevant staff as required	
Chair	Cr Pidgeon		
Secretary	Council – Environmental Services		
Term	Term of Council		
Meetings	Frequency	Quarterly unless advised otherwise	
	Location	Council Chamber, Warwick or Stanthorpe	
	Day/time	Varies	
	Duration	As required	
	Quorum	Half plus one	

Reporting	Minutes	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	To;	Council
	Meeting Report	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	To;	Written report to Council
	Performance Report	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	To;	Click or tap here to enter text.
Duties	1.	Promote the awareness of strategic and effective pest management with Council and the community.			
	2.	Advise Council on current and emerging pest management issues.			
	3.	Provide input into the planning and provision of pest management services.			
	4.	Provide feedback from Council to the community regarding pest management.			
	5.	Make recommendations to the Council for consideration on suggested capital or operational works programs for each financial year.			
	6.	To make recommendations where necessary that require a Council decision.			
	7.	Monitor and review the implementation of the Invasive Pests Strategic Plan			
Order of Business	1.	Opening			
	2.	Attendance and apologies			
	3.	Business arising from previous minutes			
	4.	Southern Downs Wild Dog Management Advisory Committee			
	5.	SDRC Pest Management Officers Activity Report			
	6.	Update by Members Groups			
	7.	General Business			
	8.	Next Meeting and Closure			
Subordinates	Councillor Advisory Committees or Other Committees Policy				



## Southern Downs

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

## CONTACT US



### Warwick Office

64 Fitzroy Street Warwick QLD 4370

### Stanthorpe Office

61 Marsh Street Stanthorpe QLD 4380



[sdrc.qld.gov.au](http://sdrc.qld.gov.au)



[mail@sdrc.qld.gov.au](mailto:mail@sdrc.qld.gov.au)




1300 MY SDRC

Southern Downs online

## 12.6 Appointment of a Councillor Representative to Acciona CEC

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 20 August 2025
	Research and Advocacy Support Officer	<b>ECM Function No/s:</b>

### Recommendation

THAT Council appoint a Councillor representative to the MacIntyre Wind Farm Precinct Community Engagement Committee.

### REPORT

#### Report

Council has received correspondence (**Attachment 1**) seeking representation on the MacIntyre Wind Farm Precinct Community Engagement Committee (CEC). The CEC will represent the MacIntyre, Herries Range and Karara Energy Projects during the construction and operations phases of these projects.

The representative will be expected to contribute constructively to committee discussions, attend around four meetings a year across the region and facilitate the flow of information about the MacIntyre Wind Farm Precinct between the committee and the broader community, especially Council. Further details are outlined in **Attachment 2** – MacIntyre Wind Farm Precinct Community Engagement Committee Guidelines.

### FINANCIAL IMPLICATIONS

Nil.

### RISK AND OPPORTUNITY

#### Risk

Without Council representation on the CEC, the community and other stakeholders may miss out on receiving valuable information on matters affecting them relating to the projects.

#### Opportunity

The appointment provides an opportunity for elected members to support and to provide a valuable link to the community on specific matters and strategic issues.

## COMMUNITY ENGAGEMENT

### Internal Consultation

Nil.

### External Consultation

Nil.

## LEGAL / POLICY

### Legislation / Local Law

*Local Government Act 2009*

*Local Government Regulation 2012*

### Corporate Plan

#### Goal 1      Our People

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

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

### Policy / Strategy

Councillor Portfolio Policy PL-136

### Legal

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

## HUMAN RIGHTS

A Human Rights assessment has been undertaken.

## ATTACHMENTS

1. Correspondence from ACCIONA Energia[↓](#)
2. MacIntyre Wind Farm Precinct Community Engagement Committee Guidelines[↓](#)



ACCIONA Energía  
Level 38, 360 Elizabeth Street  
Melbourne VIC 3000  
Australia  
Tel: +1800 283 550  
acciona.com.au

4 June 2025

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

Dear Mayor Hamilton

**Council representative on MacIntyre Wind Precinct CEC**

We would like to offer the Southern Downs Regional Council the opportunity to have representation on the MacIntyre Wind Farm Precinct Community Engagement Committee (CEC). The CEC will represent the MacIntyre, Herries Range and Karara Energy Projects (the Project Precinct) during the construction and operations phases of these projects. See attached guidelines.

The CEC provides a forum for open discussion between ACCIONA Energía, the community and other stakeholders on issues directly relating to the wind farm's construction activities, operations, and community relations, and to keep the community informed on matters affecting them relating to the Project.

The representative will be expected to contribute constructively to committee discussions, attend around (four) meetings a year across the region, and facilitate the flow of information about the MacIntyre Wind Farm Precinct between the committee and the broader community, especially council. The next meeting of the CEC is scheduled for 14 October 2024 at 12.30pm – 3pm at the MacIntyre Wind Farm Operations and Maintenance building. We look forward to working with your nominated representative.

Yours sincerely,

Katie Unipan  
National Communications and Development Lead  
ACCIONA Energía

**ACCIONA Community Engagement Committee**  
**Acciona Energia - MacIntyre Wind Farm Precinct.**



**GUIDELINES – MACINTYRE WIND FARM PRECINCT**

**COMMUNITY CONSULTATIVE COMMITTEE**

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## **GUIDELINES – MACINTYRE WIND FARM PRECINCT**

### **COMMUNITY CONSULTATIVE COMMITTEE**

---

#### **1 PURPOSE**

The purpose of this document is to outline the requirements and obligations of the Acciona Energia MacIntyre Wind Farm Precinct which represents the MacIntyre, Herries Range and Karara Energy Projects (the **Project Precinct**) during the construction phases for the Community Engagement Committee.

#### **2 SCOPE**

The Project Community Engagement Committee provides a forum for open discussion between ACCIONA, the community and other stakeholders on issues directly relating to the wind farm's construction activities, operations, and community relations, and to keep the community informed on matters affecting them relating to the Project.

ACCIONA reserves the right to review this document as required and make amendments in line with project requirements.

#### **3 COMMITTEE OBJECTIVE**

- The objectives of the Project Community Engagement Committee (MIWFP CEC) are to:
  - Establish positive and collaborative working relationships between the company, the community, Council and other stakeholders in relation to the Project.
  - Facilitate the ongoing communication of information relating to the Project's activities (both from a construction and operational perspective).
  - Discuss and resolve general community concerns relating to the Project. Note that specific individual concerns are to be addressed via the Project's complaint handling procedure.
  - Review the Project's complaint handling procedure regarding the handling of concerns from the community regarding construction or operational activities or community relations. With the intention to ensure there is effective management with a reasonable time in responding to complaints and issues. The CEC members will not be directly reviewing complaints or involved in the process.
  - Discuss how best to communicate relevant information about the Project to the broader community.
  - Work together to deliver positive outcomes that will benefit the local and regional community and the Project.
  - Assist in the promotion of project updates and initiatives to the community sharing the works being undertaken.

The Committee may:

- Provide feedback to the company regarding any impacts from the Project and community relations outcomes relating to the Wind Farm.
- Provide advice to the company on how to address community relationships, including:
  - The provision of information to the community.
  - The identification of community initiatives to which the company could contribute.
  - provide recommendations on their review of the small grant's applications. Acknowledging that the end decision is with the external project decision makers.

## **GUIDELINES – MACINTYRE WIND FARM PRECINCT**

### **COMMUNITY CONSULTATIVE COMMITTEE**

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#### **4 MEMBERSHIP**

- The membership of the committee shall comprise of up to 8 representatives:
  - An independent chairperson with no financial beneficial connection to any of the project within the precinct or Acciona;
  - One project host Landholder representing all host landholders on their impacts, and views to ensure their privacy and confidentiality is also respected.
  - Up to eight representatives who are considered active community representatives and reside within Southern Downs; Toowoomba or Goondiwindi Regional Council areas (to be known as '**Community Representatives**'). These members represent diversity, to the extent to which is possible, with regard to age, gender and cultural background, in line with the area's demographic profile. Membership excluding the one host landholder, will hold no financial beneficial connection to any of the projects within the precinct or the Acciona business.
  - A minimum of two representatives from ACCIONA (**Company Representatives**) are to be present at all meetings. Acciona personnel are not counted as committee members.
- Term of membership for Community Representatives shall be two years. At the commencement of each term, nominations shall be sought from the local community for the following term. Committee members will be able to nominate for two further terms, allowing service of up to four (4) consecutive years where the committee agrees to support the renewal, where there are no direct financial benefits.
- Where all committee members will disclose their potential conflicts of interests to the group
- Appointment of the independent chairperson shall be made by Company and CEC community Representatives.
- Where there are more candidates for Committee membership than places are available, selection of members will be by the chairperson and ACCIONA, taking into account Section 4
- The role of the chairperson is to be a convenor, facilitator, mediator and advisor for the committee. They must undertake their role in an independent manner, and refrain from perceptions of bias either for or against the company, any conflict of interest or any individual or group of representatives on the committee. They must also ensure appropriate behaviour is displayed by members and representatives at all times.
- The names, email addresses and Council of residence of all current CEC members will be published on ACCIONA's MacIntyre Wind Farm project and community hub pages: [www.acciona.com.au/macintyre](http://www.acciona.com.au/macintyre) and [MacIntyre Wind Farm | ACCIONA Energía Community](#) to ensure that community members are able to contact them to act on their behalf. All committee meeting minutes will be published on the ACCIONA's MacIntyre Wind Farm project and community hub page.
- In Committee meetings, and when otherwise involved in the business and related activities of the Committee, members shall, to the best of their abilities:
  - Act honestly, properly, and transparently to act within the Clean Energy Council's [Best Practice Charter for Renewable Energy Developments](#).
  - All representatives will conduct themselves and their works lawfully and with efficiency, impartiality, honesty, and integrity and in upholding respectful relationships with their peers.

## **GUIDELINES – MACINTYRE WIND FARM PRECINCT**

### **COMMUNITY CONSULTATIVE COMMITTEE**

---

- Duty to the public is always given absolute priority over the private interest of Councils, external committee members and project staff.
- Be consistent in their deliberations, treating all matters with their own individual merits.
- endeavour to attend all meetings of the committee and participate in the discussions and deliberations.
- take all relevant information into consideration and exclude irrelevant personal opinions.
- take all reasonable steps to ensure the information upon which considerations are based on, are accurate, factual, and complete.
- act in a reasonable and fair way in a matter which is not discriminatory but advocates for the community.
- not act for an improper or ulterior purpose or irrelevant grounds.
- Perform their functions impartially and in the best collective interests of ACCIONA and the local community.

## **5 MEETING SCHEDULE & GOVERNANCE**

- The committee will meet every quarter, in person. Extraordinary meetings can be convened if requested and agreed by committee members. Where required (eg during a pandemic), the chairperson and Acciona lead may elect to conduct the meetings online. Meetings are generally held on Wednesday's mid-day, or as agreed by the committee.
- Where a representative does not attend two consecutive meetings, they forfeit their position in the committee, allowing for a new nomination to take on the role.
- It is proposed to hold these meetings in various locations throughout the Southern Downs, Goondiwindi and Toowoomba region, to distribute the travel burden for committee members
- A quorum for any meeting of, or decision by the Committee, shall be 50% of membership of the committee with the chairperson in attendance.
- Changes to the Terms of Reference agreed by the Committee are subject to the sign-off by Acciona Energia.
- Proposed duration of the Community Engagement Committee will be active during the construction period of all Acciona Energia projects within the Goondiwindi, Southern Downs and Toowoomba Regions. The review of the committee will be reviewed at completion of the construction period for a potential option to extend or disband. Meeting agenda and minutes
- A set agenda for the meeting will comprise the following:
  - Welcome
  - Safety Share
  - Apologies
  - Confirmation of previous minutes

## **GUIDELINES – MACINTYRE WIND FARM PRECINCT**

### **COMMUNITY CONSULTATIVE COMMITTEE**

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- Business arising from previous minutes.
  - Correspondence
  - MacIntyre Wind Farm Precinct Report / Overview
  - Progress at the wind farm / construction issues
  - Monitoring and environmental performance
  - Community Investment report / update
  - Community complaints / response
  - Information provided to the community / and feedback
  - General business
  - Date and venue of next meeting
- Members would be contacted two weeks in advance to provide any agenda items that they would like discussed at the meetings, allowing ACCIONA sufficient time to source appropriate information.
  - Minutes are to be kept of all meetings of the committee. The minutes shall record issues raised and actions to be undertaken, who is responsible for taking those actions and by when. The minutes are to be recorded by ACCIONA's Community Relations Personnel and distributed to all members. The minutes must be endorsed by the Chairperson prior to them being distributed. The minutes must be endorsed by the committee at its following meeting. Meeting minutes will also be published on the Acciona Energia Community Hub page.

## **6 EXPENSES**

- ACCIONA will cover the cost of hosting the committee meetings (venue / catering / resources) however members will not receive payment for involvement / travel / accommodation.

## **7 COMMUNICATION WITH THE BROADER COMMUNITY**


- Committee members are encouraged to discuss issues and disseminate information about the wind farm with the wider community, including special interest groups.
- Committee members are encouraged to share collateral with the community, including initiatives such as small grants programs, public notifications, marketing collateral etc, as shared in the meetings.
- Information of a confidential nature will not be communicated outside of the committee meeting until it is no longer treated as confidential and confirmed by the committee.
- No individual member has the authority to represent the MIWFP CEC or to make public statements on behalf of the MacIntyre Precinct MIWFP CEC without unanimous MIWFPCEC approval.

By accepting a position on the Acciona Energia MIWF CEC as a community committee member you agreeing to adhere to this document.

## 13. CORPORATE SERVICES REPORTS

### 13.1 Financial Services - Financial Report as at 31 July 2025

#### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 20 August 2025
	Management Accountant	<b>ECM Function No/s:</b>

#### Recommendation

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

#### REPORT

#### Background

In accordance with Section 204 of the Local Government Regulation 2012, staff must prepare and present a report on Council's financial performance on a monthly basis. The Finance Team have prepared the Financial Performance Report for July 2025. It is to be noted that this report is for the month of July and there is limited trend analysis.

#### Report

##### Income Statement

##### Revenue

Operational revenue of YTD \$3.94M is \$30K under budget compared to YTD budget of \$3.97M with the main variations being:

- Interest received is \$157K higher than expected. This is due to funds still being invested at higher rates. Current rates have since fallen and it is expected that Council will see a reduction in interest revenue in future months especially if cash rates are reduced further.
- Internal revenue is currently \$101K under budget due to a variation in internal plant hire usage. It is normal for this to fluctuate during the year.

##### Expenses

It should be noted that Council currently manages the timing of most expenditure by simply dividing the total budget equally across 12 months. Therefore, it is expected that variances in YTD expenses will continue until Q3 FY26.

Operational expenditure of \$9.5M is currently \$1.9M under budget compared to YTD budget of \$11M with the main variations being:

- Employee costs are currently under budget by \$665K, this is mainly associated with vacant positions.
- Materials and services are under budget by \$1.1M. The major differences are with Contractors by \$(654)K, Hire Expenses \$(62)K, Electricity (\$72)K and Professional Fees \$(54)K. The operational projects associated with these under spent are mainly in Waste Management, Water, Sewerage Treatment, Planning and Asset Management.

## **Capital Grants**

Revenue from capital grants is currently under budget by \$1.6M, at \$433K. The timing of the receipt of capital grants can vary and is dependent on the progress of projects. The Finance Team is currently assessing funding received for all projects.

## **Balance Sheet**

As at 31 July 2025, Council had \$79.5M in cash at bank and investments. The total of outstanding loans, both the current and non-current portions is \$10.4M, which is in line with QTC loan agreements.

## **Capital Works in Progress**

Capital works expenditure at 31 July 2025 was \$661K which is 1% of the adopted capital works budget of \$69.3M. There were committed costs of \$15.3M meaning \$16M has been spent or committed, representing 23% of the adopted budget. In comparison to last year, at this stage Council had spent or committed 20.8% of the budget.

## **FY 2024/25**

The Finance Team is currently finalising the 2024/25 Financial Year Statements with the external auditors due to be onsite from the 25<sup>th</sup> August 2025.

The finalisation of depreciation, the asset register and grants for the 2024/25 FY is still to occur.

## **FINANCIAL IMPLICATIONS**

Nil

## **RISK AND OPPORTUNITY**

### **Risk**

The 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 key staff within the project control group to ensure project milestones and delivery dictate budget phasing. This will also improve procurement planning, 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 2025/26

### Legal

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

## HUMAN RIGHTS

A Human Rights assessment has been undertaken.

## ATTACHMENTS

1. Finance Report July 2025 [↓](#)



**Southern Downs**  
REGIONAL COUNCIL

## **Performance Report**

**July 2025**

## Southern Downs Regional Council

### Income Statement

July 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	(850)	(417)	(433)	103.9%	45,105,550	45,105,550
Rural fire brigade levy	-	-	-	0.0%	283,570	283,570
Utility Rates and Charges	(9,253)	-	(9,253)	0.0%	36,564,838	36,564,838
Less Discounts	(23,477)	-	(23,477)	0.0%	(2,665,171)	(2,665,171)
Rates on Council properties	-	-	-	0.0%	(880,294)	(880,294)
	<b>(33,580)</b>	<b>(417)</b>	<b>(33,163)</b>	<b>7959.22%</b>	<b>78,408,493</b>	<b>78,408,493</b>
Fees and Charges	766,268	830,579	(64,311)	(7.7%)	8,817,955	8,817,955
Interest	449,260	292,067	157,193	53.8%	3,531,824	3,531,824
Contract & Sales Revenue	7,061	25,393	(18,332)	(72.2%)	2,264,716	2,264,716
Rent and Other Income	89,071	101,670	(12,599)	(12.4%)	1,320,766	1,320,766
Government Grants and Subsidies	1,714,498	1,671,432	43,066	2.6%	11,595,126	11,595,126
Internal Revenue	945,240	1,046,696	(101,455)	(9.7%)	12,560,348	12,560,348
<b>Total Operating Revenue</b>	<b>3,937,818</b>	<b>3,967,420</b>	<b>(29,601)</b>	<b>(0.7%)</b>	<b>118,499,228</b>	<b>118,499,228</b>
<b>Expenses from ordinary activities</b>						
Employee Costs	1,814,201	2,479,442	(665,241)	(26.8%)	32,126,684	32,126,684
Materials and Services	4,739,310	5,884,384	(1,145,074)	(19.5%)	47,852,158	47,852,158
Depreciation and Amortisation	2,123,757	2,123,757	-	0.0%	26,643,546	26,643,546
Plant Hire	326,674	395,833	(69,160)	(17.5%)	5,078,440	5,078,440
Finance Costs	5,484	11,067	(5,583)	(50.4%)	808,479	808,479
Internal Charges	498,494	498,492	2	0.0%	5,981,908	5,981,908
<b>Total Operating Expenses</b>	<b>9,507,919</b>	<b>11,392,976</b>	<b>(1,885,056)</b>	<b>(16.5%)</b>	<b>118,491,215</b>	<b>118,491,215</b>
<b>Operating Surplus/(Deficit) before capital items</b>	<b>(5,570,101)</b>	<b>(7,425,556)</b>	<b>1,855,455</b>	<b>(24.99%)</b>	<b>8,013</b>	<b>8,013</b>
<b>Other Capital Amounts</b>						
Capital Grants, Contributions and Donations	432,804	2,044,281	(1,611,477)	(78.8%)	14,029,433	14,029,433
Other capital income and (expenses)	-	92,250	(92,250)	(100.0%)	(4,271,000)	(4,271,000)
<b>Net Result Surplus/(Deficit)</b>	<b>(5,137,297)</b>	<b>(5,289,025)</b>	<b>151,728</b>	<b>(2.9%)</b>	<b>9,766,446</b>	<b>9,766,446</b>

## Southern Downs Regional Council Balance Sheet

July 2025

	Phased 2025 YTD Actual \$	Annual 2025 Budget \$	YTD Variance \$	YTD Variance %
<b>Current Assets</b>				
Cash assets & Investments	79,457,910	57,295,000	22,162,910	38.7%
Receivables	4,849,604	11,915,422	(7,065,817)	(59.3%)
Assets held for sale	159,907	590,000	(430,093)	(72.9%)
Inventories	1,131,922	988,148	143,774	14.5%
	<b>85,599,344</b>	<b>70,788,570</b>	<b>14,810,774</b>	<b>20.9%</b>
<b>Non-Current Assets</b>				
Investment Property	363,900	205,000	158,900	77.5%
Property, plant and equipment	1,016,316,255	1,056,516,930	(40,200,675)	(3.8%)
Other Financial Assets	132,620	157,500	(24,880)	(15.8%)
Capital works in progress	16,364,394	10,000,000	6,364,394	63.6%
Intangible Assets	87,225	127,000	(39,775)	(31.3%)
	<b>1,033,264,395</b>	<b>1,067,006,430</b>	<b>(33,742,035)</b>	<b>(3.2%)</b>
<b>TOTAL ASSETS</b>	<b>1,118,863,739</b>	<b>1,137,795,000</b>	<b>(18,931,261)</b>	<b>(1.7%)</b>
<b>Current Liabilities</b>				
Creditors and other payables	9,778,559	14,285,000	(4,506,441)	(31.5%)
Provisions	8,764,600	9,119,000	(354,400)	(3.9%)
Interest bearing liabilities	2,098,379	2,252,000	(153,621)	(6.8%)
	<b>20,641,538</b>	<b>25,656,000</b>	<b>(5,014,461)</b>	<b>(19.5%)</b>
<b>Non-Current Liabilities</b>				
Interest bearing liabilities	8,260,654	8,506,000	(245,346)	(2.9%)
Provisions	15,345,456	8,802,000	6,543,456	74.3%
Other Payables	1,673,056	1,763,000	(89,944)	(5.1%)
	<b>25,279,165</b>	<b>19,071,000</b>	<b>6,208,165</b>	<b>32.6%</b>
<b>TOTAL LIABILITIES</b>	<b>45,920,704</b>	<b>44,727,000</b>	<b>1,193,704</b>	<b>2.7%</b>
<b>NET COMMUNITY ASSETS</b>	<b>1,072,943,035</b>	<b>1,093,068,000</b>	<b>(20,124,965)</b>	<b>(1.8%)</b>
<b>Community Equity</b>				
Asset Revaluation Reserve	377,790,042	378,301,000	(510,958)	(0.1%)
Retained surplus	695,152,994	714,767,000	(19,614,006)	(2.7%)
<b>TOTAL COMMUNITY EQUITY</b>	<b>1,072,943,035</b>	<b>1,093,068,000</b>	<b>(20,124,965)</b>	<b>(1.8%)</b>

## Southern Downs Regional Council

### Cash Flow Statement

July 2025

	Phased 2025 YTD Actual \$	Phased 2025 YTD Budget \$	YTD Variance \$	YTD Variance %	Annual 2025 Budget \$
<b>Cashflows from operating activities</b>					
Receipts from customers	839,825	855,555	(15,730)	(1.8%)	90,829,000
Payments to suppliers and employees	(11,770,851)	(16,342,826)	4,571,975	(28.0%)	(79,086,000)
Investment and interest revenue received	449,260	292,067	157,193	53.8%	3,531,000
Rental Income	89,071	101,670	(12,599)	(12.4%)	635,000
Non-capital grants and contributions	1,714,498	1,671,432	43,066	2.6%	11,567,000
Borrowing costs	-	-	-	0.0%	(519,000)
Other cashflows from operating activities	-	-	-	0.0%	-
<b>Net Cash Operating Activities</b>	<b>(8,678,196)</b>	<b>(13,422,102)</b>	<b>4,743,906</b>	<b>14.2%</b>	<b>26,957,000</b>
<b>Cashflows from Investing Activities</b>					
Sale of property, plant and equipment	-	1,107,000	(1,107,000)	(100.0%)	1,107,000
Grants, subsidies, contributions and donations	432,804	2,044,281	(1,611,477)	(78.8%)	16,377,000
Net investment maturities	-	-	-	0.0%	-
Purchase of property, plant and equipment	(661,041)	(6,359,000)	5,697,959	(89.6%)	(69,268,000)
Payments for intangible assets	-	-	-	0.0%	-
<b>Net Cash Investing Activities</b>	<b>(228,237)</b>	<b>(3,207,719)</b>	<b>2,979,482</b>	<b>(268.4%)</b>	<b>(51,784,000)</b>
<b>Cash Flows from Financing Activities</b>					
Proceeds from/repayment of borrowings and advances	85,239	422,000	(336,761)	(79.8%)	422,000
<b>Net Cash Financing Activities</b>	<b>85,239</b>	<b>422,000</b>	<b>(336,761)</b>	<b>(79.8%)</b>	<b>422,000</b>
<b>Net increase in cash and cash and equivalent held</b>	<b>(8,821,194)</b>	<b>(16,207,822)</b>	<b>7,386,627</b>	<b>(45.6%)</b>	<b>(24,405,000)</b>
<b>Cash at beginning of period</b>	<b>88,279,104</b>	<b>63,816,000</b>	<b>24,463,104</b>	<b>38.3%</b>	<b>88,279,104</b>
<b>Cash at end of period</b>	<b>79,457,910</b>	<b>47,608,178</b>	<b>31,849,731</b>	<b>66.9%</b>	<b>63,874,104</b>

## Southern Downs Regional Council Sustainability Ratios July 2025

	Key Ratios	Calculation	Annual Budget	YTD Actual	Target Ratio	On Target?	Overview
Financial Capacity	Council Controlled Revenue Ratio	((Net Rates, Levies and Charges + Fees and Charges) / Total Operating Revenue) (%)	82.50%	24.48%	N/A	✓	Council-controlled revenue is an indicator of a Council's financial flexibility, ability to influence its operating income, and capacity to respond to unexpected financial shocks.
	Population Growth Ratio	(Prior year estimated population / previous year estimated population) - 1	0.60%	0.28%	N/A	✓	Population growth is a key driver to a Council's operating income, service needs, and infrastructure requirements into the future.
Operating Performance	Operating Surplus Ratio	(Net Operating Surplus / Total Operating Revenue) (%)	0.00%	(141.5%)	> 0.0% to < 10.0%	✗	The operating surplus ratio is an indicator of the extent to which operating revenues raised cover operational expenses only or are available for capital funding purposes.
	Operating Cash Ratio	(Net Operating Surplus + Depreciation + Finance Costs) / Total Operating Revenue (%)	25.70%	-87.38%	> 0%	✗	The operating cash ratio indicates that a Council is generating surplus cash from its core operations, which suggests that Council has the ability to self-fund its capital expenditure requirements.
Liquidity	Unrestricted Cash Expense Cover Ratio	(Total Cash and Equivalents + Current Investments + Available Ongoing QTC Working Capital Facility Limit - Externally Restricted Cash) / Total Operating Expenditure - Depreciation and Amortisation - Finance Costs) x 12	7	114	Greater than 4 months	✓	The unrestricted cash expense cover ratio is an indicator of the unconstrained liquidity available to a Council to meet ongoing and emergent financial demands, which is a key component to solvency. It represents the number of months a Council can continue operating based on currently monthly expenses.
Asset Management	Asset Sustainability Ratio	(Capital Expenditure on the Replacement of Assets (renewals) / Depreciation Expense)	105.7%	20.1%	> 90%	✗	This is an approximation of the extent to which the infrastructure assets managed by the Council are being replaced as these reach the end of their useful lives.
	Asset Consumption Ratio	Written Down Replacement Cost of Depreciable Infrastructure Assets / Current Replacement Cost of Depreciable Infrastructure Assets	65.2%	63.8%	> 60%	✓	The asset consumption ratio approximates the extent to which Council's infrastructure assets have been consumed compared to what it would cost to build a new asset with the same benefit to the community.
	Asset Renewal Funding Ratio	Total of <b>Planned</b> Capital Expenditure on Infrastructure Asset Renewals over 10 Years / Total <b>Required</b> Capital Expenditure on Infrastructure Asset Renewals over 10 Years	99.9%	99.9%	N/A	✓	The asset renewal funding ratio measures the ability of a Council to fund its projected infrastructure asset renewal/replacement in the future.
Debt Servicing Capacity	Debt Leverage Ratio	(Book Value of Debt / (Total Operating Revenue - Total Operating Expenditure + Depreciation and Amortisation))	0.40	(3.01)	Tier 4 = 0 - 3 times	✗	This is an indicator of Council's ability to repay its existing debt. It measures the relative size of the Council's debt to its operating performance.
Other	Working Capital Ratio	(Current Assets / Current Liabilities)	2.76:1	4.15 : 1	> 1:1	✓	This is an indicator of the management of working capital (short term financial capital). Measures the extent to which a Council has liquid assets available to meet short term financial obligations.
	Net Financial Liabilities Ratio	((Total Liabilities - Current Assets) / Total Operating Revenue)	(22.0%)	(1007.6%)	<=60%	✓	This is an indicator of the extent to which the net financial liabilities of a Council can be serviced by its operating revenues.

### Comments on Ratio Results.

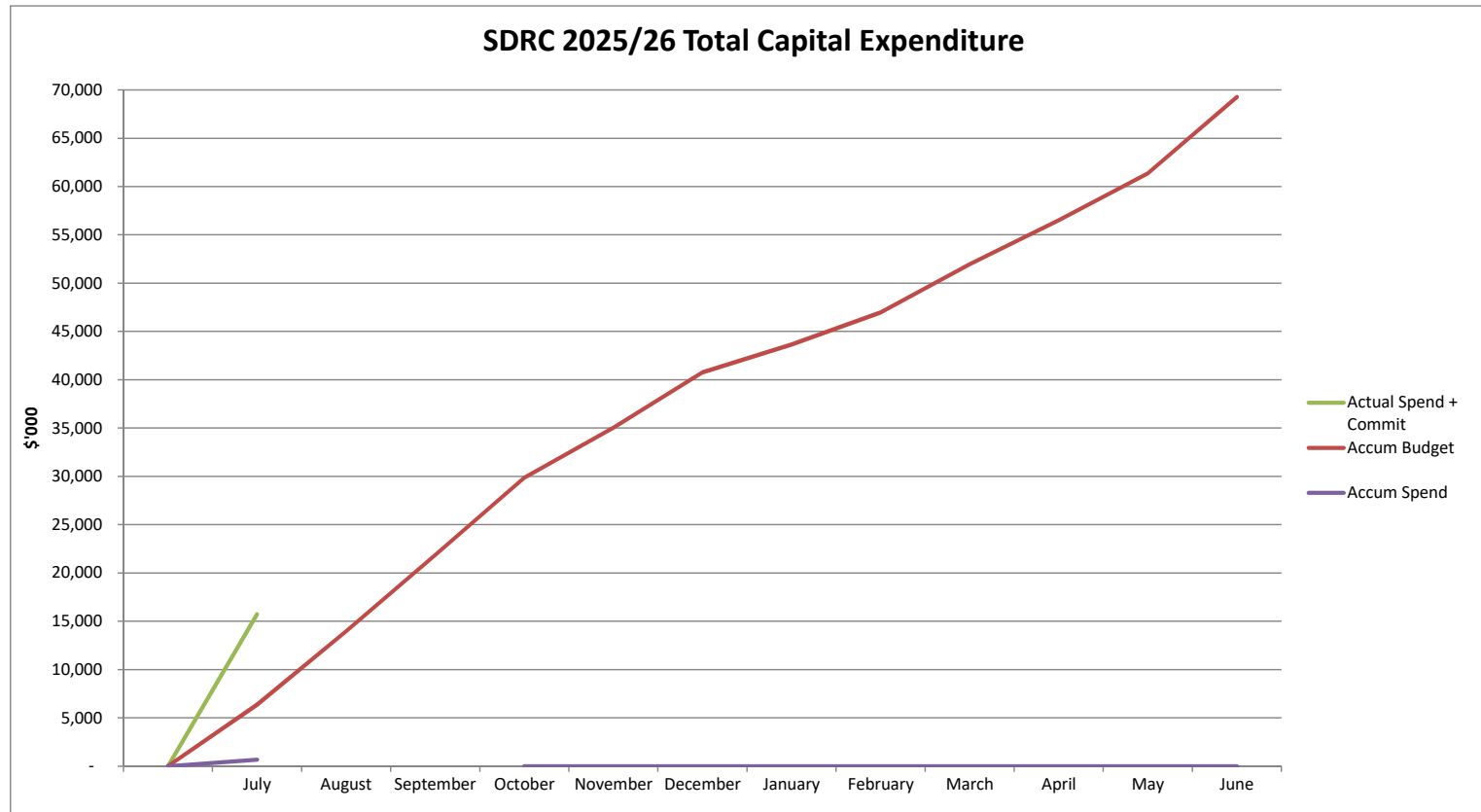
The reported ratios are taken from the Department of Local Government guidelines on sustainable financial management. When looking at ratios it is important to acknowledge that they represent a snapshot in time and that anomalies in the reported results are not taken in isolation. The targets are those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

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

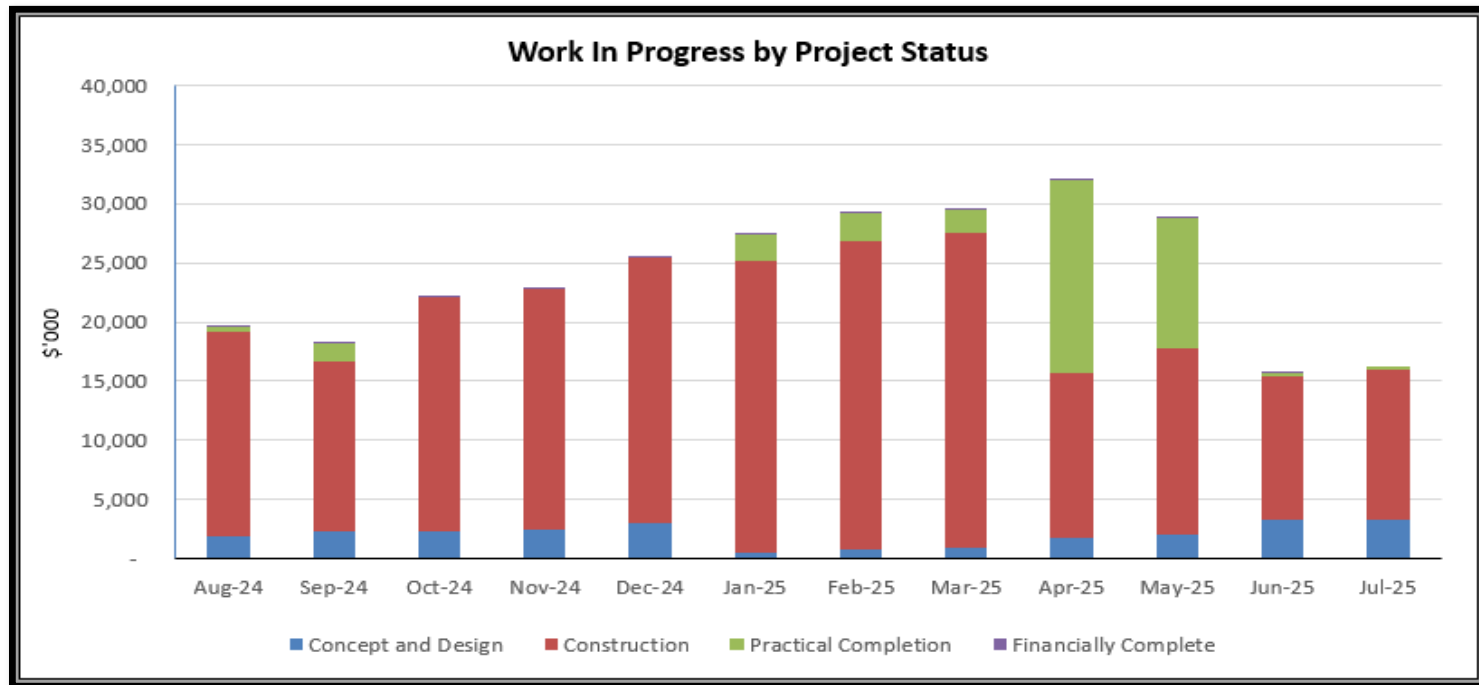
**Southern Downs Regional Council**  
**Capital Works Projects by Asset Class**  
As At 31 July 2025

	Budget	YTD Expenditure	% Spent	Committed	Spent and Committed	% Spent and Committed
Land	-	-	-	800	800	-
Buildings	3,689,910	25,268	0.7%	163,079	188,348	5.1%
Plant & Equipment	8,803,097	40,997	0.5%	738,531	779,528	8.9%
Roads, Drains & Bridges	24,331,341	492,110	2.0%	1,413,093	1,905,203	7.8%
Water	12,368,022	41,249	0.3%	3,576,702	3,617,950	29.3%
Sewerage	7,868,918	19,935	0.3%	1,757,566	1,777,501	22.6%
Other Assets	12,207,040	41,482	0.3%	7,652,591	7,694,073	63.0%
<b>Total</b>	<b>69,268,328</b>	<b>661,041</b>	<b>1.0%</b>	<b>15,302,362</b>	<b>15,963,402</b>	<b>23.0%</b>

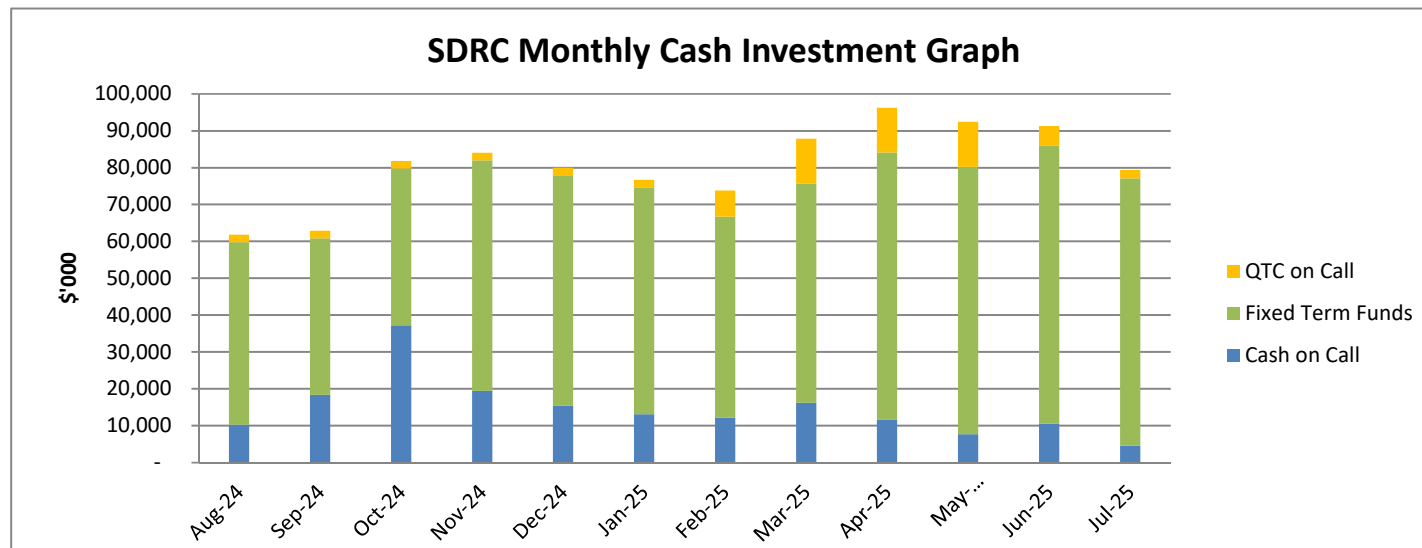
Southern Downs Regional Council  
Capital Expenditure  
As At 31 July 2025



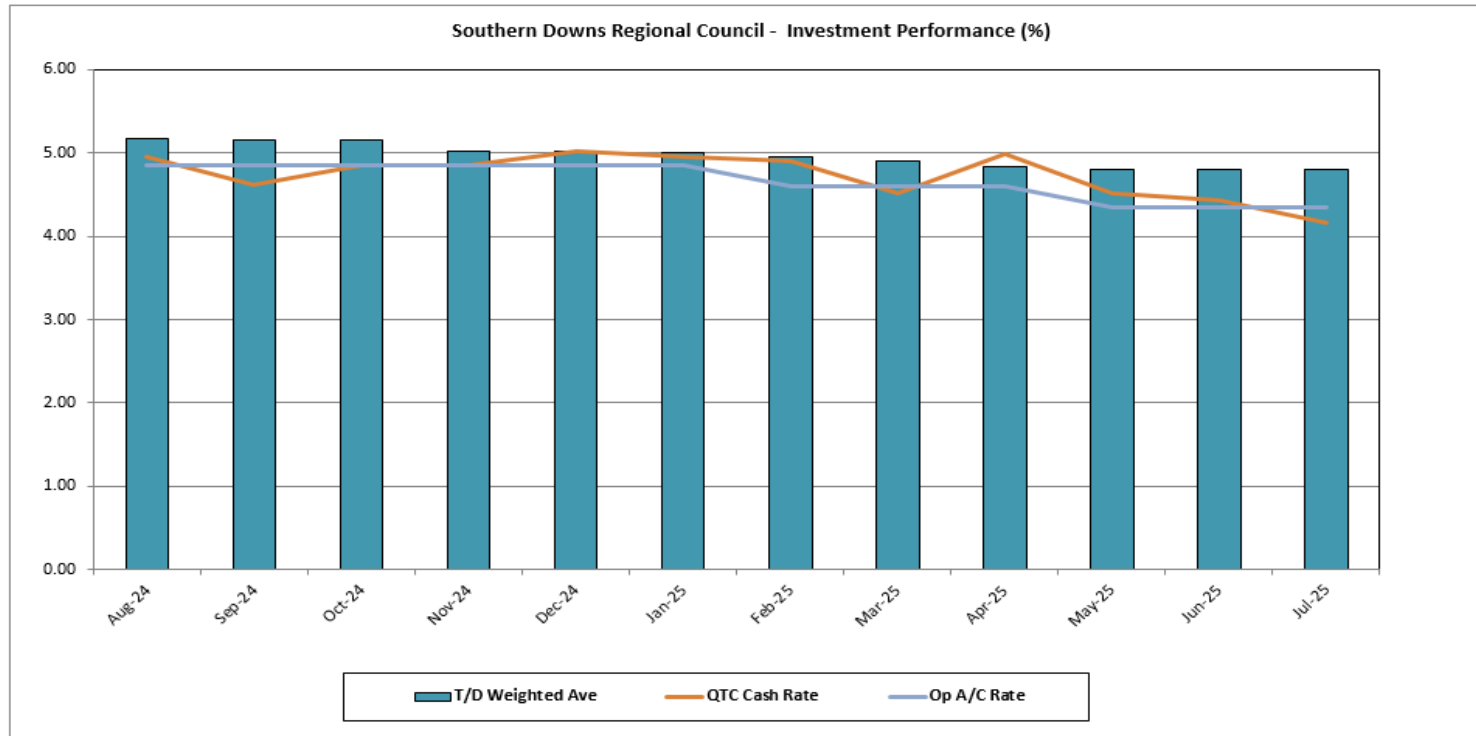
**Southern Downs Regional Council  
Work in Progress (WIP) Status Report  
As At 31 July 2025**



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



Southern Downs Regional Council  
Investment Performance  
As At 31 July 2025




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

<b>QTC Loan Account</b>	<b>Balance</b>	<b>Payout Date</b>
CBD Redevelopment Stage 2	338,810	Mar-28
Market Square Pump Station	158,111	Mar-28
General	1,144,143	Mar-28
General 2009	541,776	Mar-28
General 2009/10	82,332	Mar-28
General 2010/11	1,243,191	Mar-28
General 2011/12	2,495,883	Jun-32
General 2012/13	1,446,640	Dec-32
Warwick Sewerage Treatment Plant	147,856	Jun-26
Allora Water Main	2,760,290	Mar-34
<b>Total Loan Balance</b>	<b><u>10,359,032</u></b>	

## 13.2 Contract No. 25\_144 Operation and Management of Allora Community Pool

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 20 August 2025
	Manager Community Services	<b>ECM Function No/s:</b>

### Recommendation

THAT Council:

1. Award contract number 25\_144 Operation and Management Allora Community Pool to the Queensland Police-Citizens Youth Welfare Association to the total value of \$1,205,314.00 ex GST over three (3) years, which is made up of (ex GST) \$395,461 in 2025/26; \$398,466 in 2026/27; and \$411,387 in 2027/28; and
2. Amend the Council allocated 2025/26 FY budget, including the forward years of 2026/27 and 2027/28 to reflect the recommended contract amounts as specified in item one (1) above; and
3. Delegate authority to the Chief Executive Officer to negotiate, finalise and enter into a contract and/or contract variation with the Queensland Police-Citizens Youth Welfare Association as deemed necessary.

## REPORT

### Background

Earlier this year, the incumbent operator of the Allora Community Pool informed Council that they would not be taking up the final year of their management agreement. As a result, and due to the value of the contract, a Request for Tender process ("RFT") was required to be undertaken to secure a replacement operator.

### Report

Council invited tenders pursuant to section 228 of the *Local Government Regulation 2012* ("the Regulation"). The RFT was advertised by Public Tender via VendorPanel, allowing written responses to be submitted between Friday, 13 June 2025 and Tuesday, 8 July 2025.

The tender was for the Operation and Management of the Allora Pool, with an initial term of three (3) years, operating from 31 August 2025 through to 30 August 2028, with the potential for a further one (1) by three (3) year extension.

Only a single response was received, with the response coming from:

Respondent
Queensland Police-Citizens Youth Welfare Association

In selecting the successful Respondent to be recommended to Council, the Evaluation Panel had regard to the sound contracting principles described in section 104 of the *Local Government Act 2009* as follows:

Principle	How regard was had to it
Value for money	Council conducted an open tender process, which included both price and non-price criteria.
Open and effective competition	Council conducted an open tender process and did not include terms that would restrict competition.
The development of competitive local business and industry	Council assessed the contribution of the Respondent to the development of competitive local business and industry as an evaluation criteria
Environmental protection	Council assessed the Respondent's environmental management systems as part of an evaluation criteria
Ethical behaviour and fair dealing	Council conducted the process consistently with the principles of probity

Each Evaluation Panel member individually assessed the response. The procurement team, as probity officers, evaluated the team responses and assessed them as being consistent. The final evaluation report was provided to team members for final consideration, with the outcome provided below for the single response received from the Queensland Police-Citizens Youth Welfare Association.

Criteria	Panel Assessment
1. Demonstrated understanding of and experience in achieving and maintaining legislative compliance with all relevant Acts, Regulations and Local Laws.	Good
2. Demonstrated experience in operating similar facilities, communication processes used and resourcing capacity.	Good
3. Demonstrated understanding of expected service levels and ability and commitment to maintaining or improving service levels.	Good
4. Demonstrated experience in aquatic operational risk, emergency management, first aid provision etc. (and attachments of related supporting procedures, documentation, qualifications etc.)	Good
5. Local Economy and Community Support	Good
Total Score	75.00
Price (ex GST) over three (3) years (25/26 \$395,461; 26/27 \$398,466; 27/28 \$411,387)	\$1,205,314.00

## Conclusion/Summary

The evaluation panel recommend to Council that it award the contract to the Queensland Police-Citizens Youth Welfare Association based on:

- It was the only tender submission;
- It demonstrated considerable experience and capability;

- When looking at *Schedule D - Business Profile (Local, Employment and Environmental)* of their submission in particular, the respondent identified that they would:

*“In partnership with local government, PCYC Aquatics proudly connects with communities to create meaningful opportunities through youth development, sport, and recreation.*

*Our mission is to foster safe, inclusive, and engaging aquatic spaces that promote water safety, aquatic education, and community connection. By positioning the public pool as a central hub, we aim to empower individuals of all ages through high-quality aquatic programs.*

*Through our commitment to exceptional service delivery, we offer a diverse range of programs, including:*

- *Learn to Swim classes*
- *Swim Squad training*
- *Aquatic Fitness sessions*
- *Aquatic Industry Employment Pathways.”*

and

*“PCYC Queensland’s social impact initiatives have already delivered measurable benefits across surrounding local government areas. If awarded the Allora Community Pool tender, our Youth and Community team is committed to enhancing local engagement by delivering a free, monthly ‘Drop-In’ youth program at the adjacent basketball court. This initiative will provide a consistent and positive presence for young people in the region, offering safe recreation, mentorship opportunities, and strengthened community connections.”*

- It provided the Council with the best value for money outcome.

## FINANCIAL IMPLICATIONS

Expected total cost of this contract over three (3) years is \$1,205,314.00, exclusive of GST, which is currently more than what is allocated for the Allora Pool in the Council budget. If approved, Council will need to amend the budget allocation for the Allora Pool for each respective year.

## RISK AND OPPORTUNITY

### Risk

With the pool season planned to commence from 1 October, there is no other alternative at this point to have the pool open and run by qualified contractors.

### Opportunity

Awarding the contractor would bring a new aquatic contractor into the Southern Downs, improving redundancy in operations across all the Council pools.

If awarded the Allora Community Pool tender, the recommended contractor’s Youth and Community Team is committed to enhancing local engagement by delivering a free, monthly ‘Drop-In’ youth program at the adjacent basketball court. This initiative will provide a consistent and positive presence for young people in the region, offering safe recreation, mentorship opportunities, and strengthened community connections.

## COMMUNITY ENGAGEMENT

### Internal Consultation

Councillor Information Session 6 August 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

Procurement Policy PL-FS010

### Legal

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

## HUMAN RIGHTS


A Human Rights assessment has been undertaken.

## ATTACHMENTS

Nil

### 13.3 Killarney Community Garden Request - Canning Park

#### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 20 August 2025
	Manager Community Services	<b>ECM Function No/s:</b>

#### Recommendation

THAT Council approve the request of the Killarney Community Gardens Inc ("KCGI") to transform part of Canning Park into community garden, subject to KCGI executing an appropriate Licence Agreement for the area with Council.

#### REPORT

##### Background

Canning Park, located in Killarney is an open space of high value to the community. Future uses of the park can include:

- The park could be used for a Paddock to Plate initiative to help educate visitors on the uses for local produce, and
- Community garden space - requires raised planting beds, lighting and water, possible additions such as a small garden shed for storing shared tools and materials that may be delivered over time (if garden is in use / a need is demonstrated).

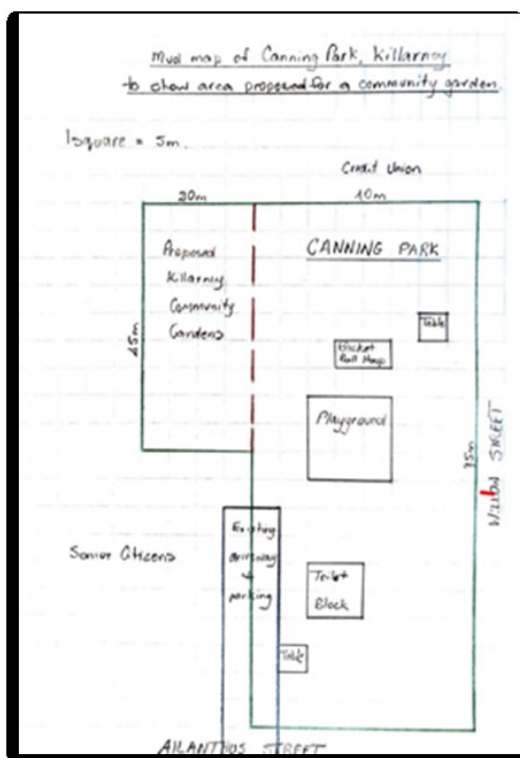
On 15 January 2025, Councillor Wantling submitted a request on behalf of a community resident, Ms Beryl Rosser, to establish a community garden.

##### Report

In correspondence, Ms Rosser indicated that they understand that Canning Park has been zoned for a use such as this and are requesting to use some of the park's land. Further, the applicant indicated that:

- The first public meeting in October 2024 of their group attracted 26 people who expressed interest and ideas, with a second public meeting in November 2024 establishing a working committee, and
- Detailed design plans would be discussed once other fundamental arrangements are in place. Anticipated key features will be garden beds (including accessible beds for gardening from wheelchairs or other seated positions), fruit trees, composting area/worm farm, storage space for tools etc., outdoor tables and chairs, maybe fencing for delineation of the area.

In the submission, Ms Rosser requested approximately 20m x 45m along Canning Park's western boundary, with the mud map of the proposed location indicated below (on the left) and an aerial of the park (on the right).



The proposed design included shared pathways, quiet seating areas, outdoor tables and chairs, fruit trees, a composting area/worm farm and accessible garden beds. The garden would span approximately 20m x 45m along Canning Park's western boundary.

In May 2025 Council conducted a community survey to gain feedback regarding the proposal. Residents and visitors could view the proposed concept and complete a short survey online at <https://www.sdrc.qld.gov.au/living-here/have-your-say/killarney-community-garden>.

Hard copies were also made available. Engagement closed on Friday, 13 June 2025.

### Conclusion/Summary

The results of the survey have been attached. There were 48 submissions, with approx 60% of respondents coming from Killarney (postcode). The following feedback was provided:

- 97% supporting a community garden in Killarney;
- 79% supporting its location in Canning Park;
- 68% indicating having it open 24hrs per day;
- 70% supporting only allowing members to garden; and
- 85% supporting payment to be a member

### FINANCIAL IMPLICATIONS

Nil initially; however, there may be costs in the future should Council be required to take back control of this portion of the park or if the additional maintenance is requested from Council.

## RISK AND OPPORTUNITY

### Risk

Should the garden not be maintained either now or in the future, there will be costs to the Council, noting the location.

There may also be governance and accessibility risks if the garden is perceived as only available to a select group of the community.

### Opportunity

As part of the Budget 2025/2026 engagement, Council recently received strong community feedback that open spaces are important to the community and these provide a space for community to gather and promote well-being. The development of a community garden would add to this.

Additionally, the prominent location ensures easy community access while providing the opportunity to grow community connections.

## COMMUNITY ENGAGEMENT

### Internal Consultation

Manager Parks and Operations  
Manager Asset Management, Spatial and Saleyards  
Manager Planning and Development  
Acting Manager Corporate Services  
Councillor Information Session 23 July 2025

### External Consultation

Community Survey

## LEGAL / POLICY

### Legislation / Local Law

*Local Government Act 2009*

*Local Government Regulation 2012*

### Corporate Plan

#### Goal 1      Our People

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

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

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

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

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

## **Policy / Strategy**

Nil

## **Legal**

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

## **HUMAN RIGHTS**

A Human Rights assessment has been undertaken.

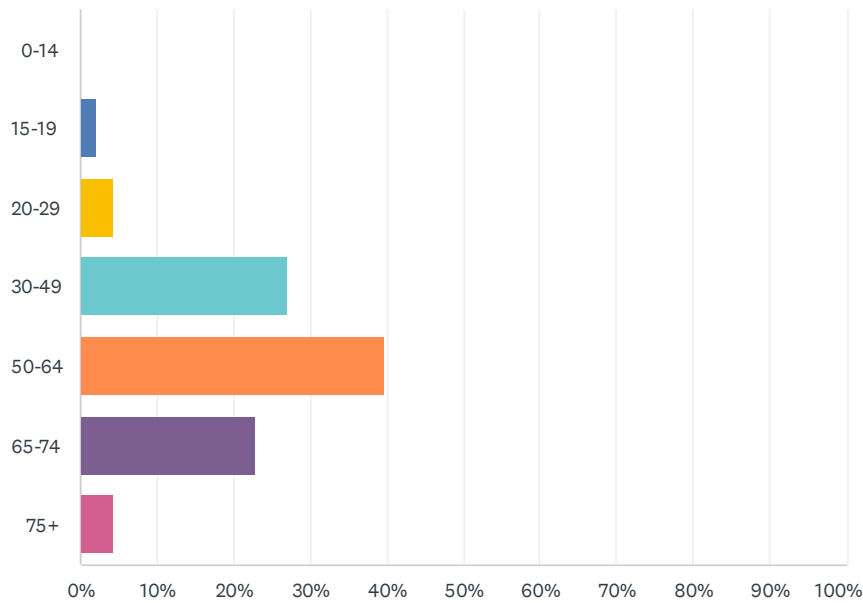
## **ATTACHMENTS**

1. Killarney Community Garden Survey Results [↓](#)

Killarney Community Garden Survey

Q1 What is your age group?

Answered: 48 Skipped: 0

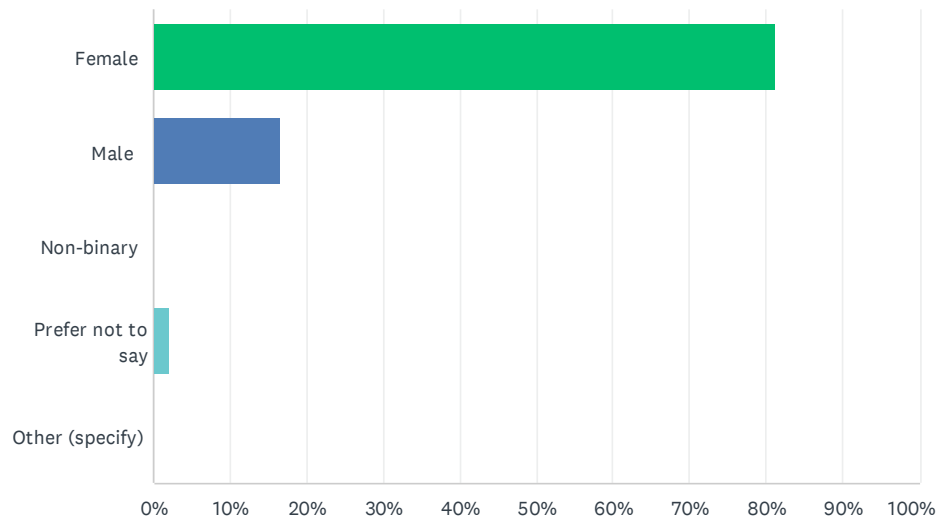


ANSWER CHOICES	RESPONSES	
0-14	0.00%	0
15-19	2.08%	1
20-29	4.17%	2
30-49	27.08%	13
50-64	39.58%	19
65-74	22.92%	11
75+	4.17%	2
TOTAL		48

Killarney Community Garden Survey

Q2 What is your gender?

Answered: 48 Skipped: 0



ANSWER CHOICES	RESPONSES	
Female	81.25%	39
Male	16.67%	8
Non-binary	0.00%	0
Prefer not to say	2.08%	1
Other (specify)	0.00%	0
TOTAL		48

Killarney Community Garden Survey

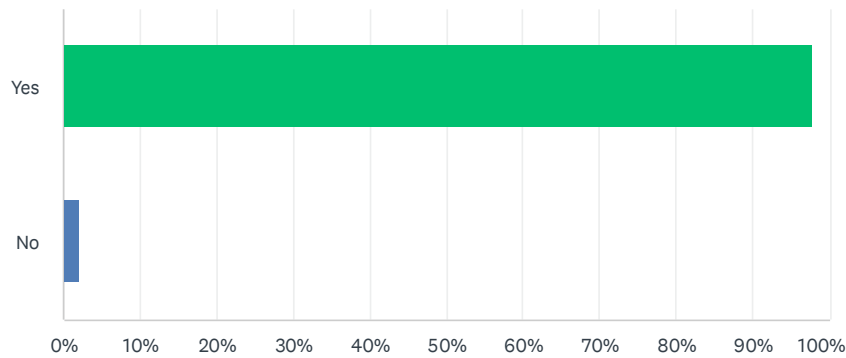
## Q3 Postcode

Answered: 48 Skipped: 0

Killarney Community Garden Survey

Q4 Do you support a community garden in Killarney?

Answered: 48 Skipped: 0

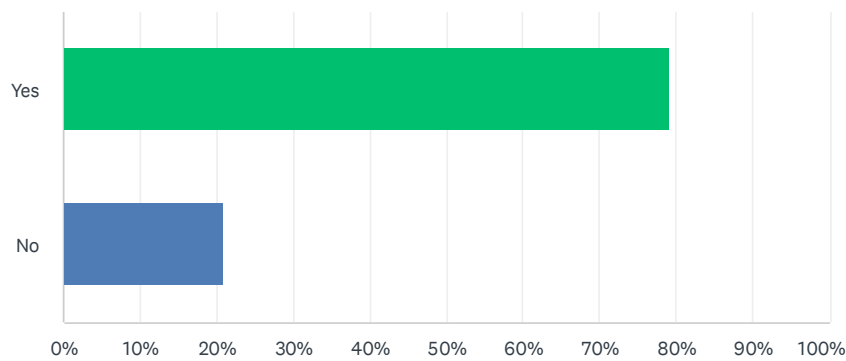


ANSWER CHOICES	RESPONSES	
Yes	97.92%	47
No	2.08%	1
TOTAL		48

Killarney Community Garden Survey

Q5 Do you support the proposed location of the community garden i.e. Canning Park?

Answered: 48 Skipped: 0

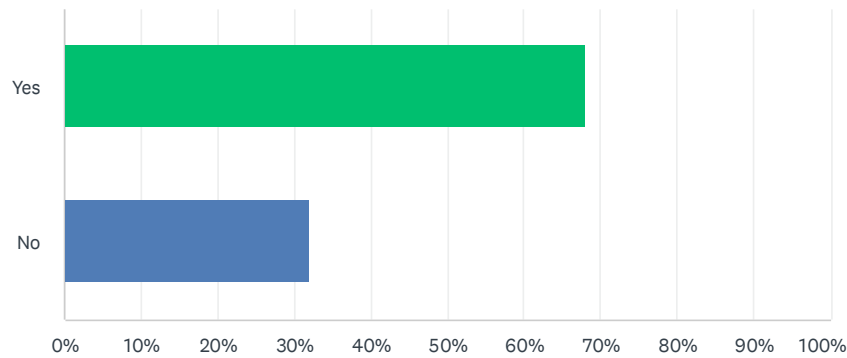


ANSWER CHOICES	RESPONSES	
Yes	79.17%	38
No	20.83%	10
TOTAL		48

Killarney Community Garden Survey

Q6 Do you support a community garden being open 24 hours a day?

Answered: 47 Skipped: 1

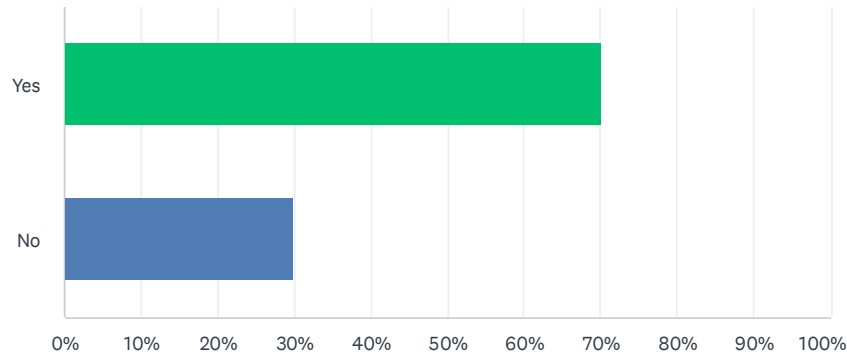


ANSWER CHOICES	RESPONSES	
Yes	68.09%	32
No	31.91%	15
TOTAL		47

Killarney Community Garden Survey

Q7 Do you support only allowing members to garden in the community garden?

Answered: 47 Skipped: 1

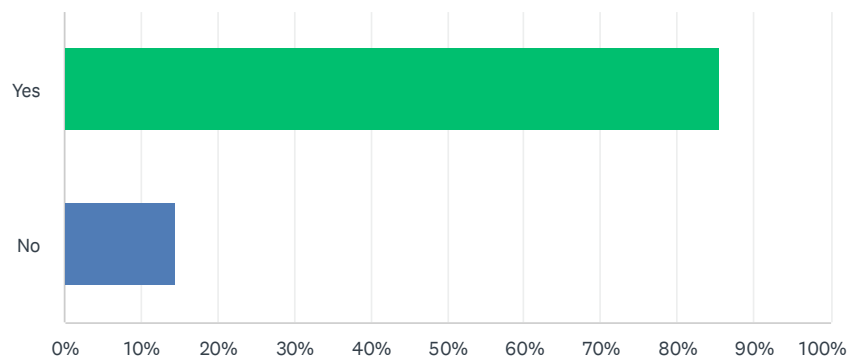


ANSWER CHOICES	RESPONSES	
Yes	70.21%	33
No	29.79%	14
TOTAL		47

Killarney Community Garden Survey

Q8 Do you support requiring payment of a membership fee in order to garden in the community garden?

Answered: 48 Skipped: 0

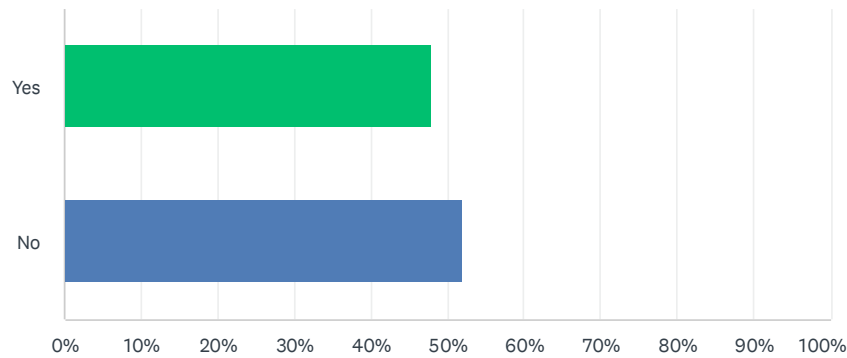


ANSWER CHOICES	RESPONSES	
Yes	85.42%	41
No	14.58%	7
TOTAL		48

Killarney Community Garden Survey

Q9 Do you have any suggestions for the design of the community garden?

Answered: 48 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	47.92%	23
No	52.08%	25
TOTAL		48


Killarney Community Garden Survey

## Q10 Do you have any other comments?

Answered: 29 Skipped: 19

## 13.4 Citizen of the Year Awards Policy (PL-SD041) Amendment

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 20 August 2025
	Manager Community Services	<b>ECM Function No/s:</b>

### Recommendation

THAT Council adopt the attached revised Citizen of the Year Awards Policy PL-SD041 (as amended).

### REPORT

#### Background

The Australia Day Civic Ceremonies are organised following the Australian Citizenship Code (“the Code”) and include a Citizenship Ceremony and Citizen of the Year Awards presentation, generating immense community spirit that brings people together.

As part of this event, the Southern Downs Regional Council recognises the achievements of worthy recipients at the Citizen of the Year Awards held on 26 January. The awards are presented to the winners at civic events held on Australia Day, to people who have made a noteworthy contribution and/or given outstanding service to the Southern Downs community.

#### Report

The *Citizen of the Year Awards Policy PL-SD041* (“The Policy”) is scheduled to be reviewed.

Following feedback and/or learnings from the 2025 event, it is recommended that several amendments be made to the Policy, including:

- Change to Policy title to be more reflective.
- Section 2.b, d and f. change Junior to Young, including replacing the term throughout the policy.
- Section 5.1.1 clarify that the panel will be in place for the term of the Council. In addition, two (2) representatives of the Southern Downs Youth Council, with one (1) from the north and one (1) from the south, are to form part of the panel.
- Section 5.1.1.1 Include a pre-meeting before the panel formally meets and then a debrief meeting at the end to pick up any learnings and/or opportunities.
- Section 5.1.5 Amend the criteria and include further clarification in 5.1.6, 5.1.7, 5.1.8 and 5.1.9 around some of the specific categories.
- Section 5.1.14 further refined, with locations included in the policy.

### FINANCIAL IMPLICATIONS

An improved quality of event will be delivered through the improved focus of resources, time and cost.

## RISK AND OPPORTUNITY

### Risk

Council may receive community feedback regarding the change in event framework.

### Opportunity

The proposed changes lift the status of award recipients, ensuring appropriate recognition at this major event.

## COMMUNITY ENGAGEMENT

### Internal Consultation

Councillor Information Session 23 July 2025

### External Consultation

Nil

## LEGAL / POLICY

### Legislation / Local Law

*Local Government Act 2009*

*Australian Citizenship Act 2007*

*Australian Citizenship Regulations 2007*

*Australian Citizenship Ceremonies Code*

### 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.

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.

1.2.3 Offer contemporary community development services across the region that reflect the needs and aspirations of the community.

**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.

1.3.2 Partner with sport and recreation stakeholders to encourage active lifestyles.

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

### Policy / Strategy

- Civic and Council-Led Community Events Policy
- Community Development Policy PL-CS083

## ATTACHMENTS

1. PL-SD041 Citizen of the Year Awards Policy (Version 7) [↓](#)

~~AUSTRALIA DAY AWARDS~~  
~~POLICY~~SOUTHERN DOWNS  
CITIZEN OF THE YEAR  
AWARDS POLICY

PL-SD041



## AUSTRALIA DAY AWARDS POLICY SOUTHERN DOWNS CITIZEN OF THE YEAR AWARDS POLICY

POLICY NUMBER	PL-SD041
DIRECTORATE:	Community Services
SECTION:	Community Development
RESPONSIBLE MANAGER:	Manager Community Services
DATE ADOPTED:	24 August 2016
DATE TO BE REVIEWED:	12 July 2026
DATE REVIEWED:	12 July 2025
APPROVED BY:	

## REVISION RECORD

Date	Version	Revision description
01/09/18	1	Alteration at General Meeting
11/11/20	2	Reviewed with amendments at sections 2, 5.1.1.1, 5.1.2, 5.1.5 and 5.1.9
31/08/22	3	Transferred to new corporate template, 5.1.7
06/02/23	4	Reviewed with amendments at sections 1, 5.1.1.1, 5.1.7, 5.1.8, 5.1.9
12/07/23	5	<ul style="list-style-type: none"> <li>Section 1- Policy background updated to reflect the historic relevance and cultural awareness surrounding Australia Day.</li> <li>Section 2 – Purpose has been amended to correctly reflect the Policy intention. The specifics of the award categories are now appropriately located within Section 5.1.1 of the Policy.</li> <li>Section 4 – Legislative context updated to include The Australian Citizenship Code.</li> <li>Section 5.1.3 – Selection criteria adequately updated to correctly reflect the Selection Criteria and formatting of the Policy document. Selection Criteria removed the requirement to be a resident of the Southern Downs regarding the activity or outcome achieved in the Southern Downs Regional</li> <li>Section 5.1.6 – Award recipients formatting update to correctly reflect the policy document. Existing context of the policy updated to correctly reflect the process.</li> <li>Section 5.1.7 – Announcement of awards updated in response to feedback to acknowledge nominees publicly before the event.</li> <li>Section 5.1.8 – Timeline for awards updated to provide transparent direction for Officers to complete the required tasks in a realistic timeframe and feedback.</li> </ul>

2

~~AUSTRALIA DAY AWARDS POLICY~~SOUTHERN DOWNS CITIZEN OF THE YEAR AWARDS POLICY | PL-SD041

		<ul style="list-style-type: none"> <li>Sections 5.1.9, 5.1.10, 5.1.11 - Formatting update to correctly reflect the Policy document and provide clear direction regarding the level of support provided.</li> </ul>
16 August 2026	6	<ul style="list-style-type: none"> <li>Section 2- Purpose has been amended to include the proposal of removing the Northern and Southern categories and creating the new list of categories, region-wide with an inclusion of <del>Junior</del> Young and Senior.</li> <li>Section 5.1.1 – Policy Details has been updated to include a newly proposed selection panel including three community members through EOI.</li> <li>Section 5.1.1.a – An addition of the selection criteria when processing EOI's to select suitable community panel members.</li> <li>5.1.4 – Addition of eligible nominees outside of the region for relevant reasons</li> <li>5.1.6 – Addition of eligible nominees outside of the region for relevant reasons</li> <li>Section 5.1.7 – Timeline for awards minor changes to reflect the proposed changes to one major event (ceremonies to ceremony).</li> <li>Section 5.1.9 – Announcement of Award Recipients removal of the reference to overarching award as per new proposed award categories in Section 2.</li> <li>5.1.10 – Addition of explanation of the proposed one major Civic event, rotating throughout the region each year.</li> </ul>
<u>16 August 2025</u>	<u>7</u>	<ul style="list-style-type: none"> <li><u>Change to policy title</u></li> <li><u>Section 2.b, d and f. changed Junior to Young</u></li> <li><u>Replacement of Junior term to Young throughout document</u></li> <li><u>Section 5.1.1 Include panel in place for Council term and inclusion of Youth Council representatives from the North and South of the region</u></li> <li><u>Section 5.1.1.1 Include in Assessment Panel Meeting Practices a prestart meeting and a debrief meeting at the end</u></li> <li><u>Section 5.1.5 Amended criteria and included further clarification in 5.1.6, 5.1.7, 5.1.8 and 5.1.9</u></li> <li><u>Section 5.1.14 Added locations</u></li> </ul>

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## 1 POLICY BACKGROUND

Celebrated on 26 January, Australia Day is an opportunity to inspire national pride, and for all Australians to celebrate being an Australian citizen and to recognise and reflect on the privileges we all have as citizens.

Furthermore, Australia Day provides an opportunity to welcome new Australians to our Country and our region, through the Citizenship Ceremonies

The Australia Day Civic Ceremonies are organised in accordance with the Australian Citizenship Code (The Code).

Citizenship ceremonies must be non-commercial, apolitical, bipartisan and secular. They must not be used as forums for political, partisan or religious expression, for the distribution of political material or the sale of souvenirs.

## 2 PURPOSE

The purpose of this Policy is to outline a process for the administration of Council's Australia Day Awards. Australia Day Awards are presented in the following categories:

- a. Senior Citizen of the Year Award
- b. ~~Junior-Young~~ Citizen of the Year Award
- c. Senior Sportsman or Sports Administrator of the Year Award
- d. ~~Junior-Young~~ Sportsman of the Year
- e. Senior Cultural Citizen of the Year Award
- f. ~~Junior-Young~~ Cultural Citizen of the Year Award
- g. Community Event of the Year Award

The award recipients will be chosen from nominations received during the nomination period.

## 3 SCOPE

Southern Downs Regional Council celebrates Australia Day each year with awards to recognise the achievements of our community members and organisations. Furthermore, Australia Day provides an opportunity to welcome new Australians to our Country and our region, through the Citizenship Ceremony.

## 4 LEGISLATIVE CONTEXT

*Australian Citizenship Act 2007*

## 5 POLICY DETAILS

### 5.1 AUSTRALIA DAY AWARDS

#### 5.1.1 ASSESSMENT PANEL

An awards assessment panel will be appointed by Council and will comprise:

- The Mayor or representative; and
- Two (2) Councillors
- ~~Three (3) members of the community~~
- Two (2) members of the current SDRC Youth Council cohort, with one (1) representing the North of the region and one (1) representing the South of the region.

The three members of the community will be selected through an Expression of Interest ("EOI") process ~~in the lead up to the Australia Day Awards event.~~

Apart from the SDRC Youth Council members, the awards assessment panel will be in place for the term of the Council.

#### 5.1.1.1 Criteria for Selection Process of Community Panel Members:

##### Expertise and Experience:

- Relevant experience in fields related to the awards' categories (e.g., community events, community sports) or,
- Professional or academic background that demonstrates an understanding of the criteria for the awards.

##### Community Engagement:

- Active involvement in the community or relevant organizations.
- Experience in volunteering or working in roles that contribute to the community.

##### Diversity and Inclusivity:

- A diverse representation of backgrounds, including life experience, community representation, gender, equity experience and/or cultural background.
- Ability to bring diverse perspectives and insights to the decision-making process.

##### Knowledge of the Awards:

- Familiarity with the history, purpose, and criteria of the Australia Day awards.
- Understanding of the significance of the awards and the impact they have on individuals and the community.

##### Leadership Qualities:

- Demonstrated leadership in relevant areas, such as community service, professional fields, or civic engagement.
- Ability to guide discussions and decisions effectively.

##### Commitment to Confidentiality:

- Willingness to maintain confidentiality regarding the nomination process and panel discussions.

##### Conflict of Interest:

- Absence of conflicts of interest related to the nominees or the award categories.
- Full disclosure of any potential conflicts and an understanding of how to manage them

Selecting panel members with these criteria can help ensure a fair, diverse, and effective decision-making process for the Australia Day awards.

#### 5.1.1.1.1 Assessment Panel Meeting Practices

Before any meetings, the assessment panel will meet to review the learnings from the previous year and to discuss any assessment criteria that require clarification for consistent application in the assessment.



At least one panel meeting must be convened to consider nominations for the Award categories. Additional meetings may be convened if deemed necessary. This panel and any additional panel meetings should be conducted ~~face-to-face~~face-to-face where possible.

All members are required to be given a Notice of Meeting of the Assessment Panel, with at least five (5) working ~~days~~days prior notice being given, where practicable.

All panel members will be provided with information on all nominations received for the assessment meeting. The Mayor will chair the meeting/s.

All elected members on the panel are required to vote for each Award, except if an elected member has a conflict of interest in relation to a nominee.

Panel members unable to attend the meeting/s can lodge their vote with the panel via email prior to the meeting.

All discussions relating to the assessment of nominations and decisions on final award recipients must be kept confidential until the award recipients have been notified, and Council has issued a media announcement.

Where a panel member is unavailable, or fails to provide their assessments by the required date and time, their votes will not be accepted and the decision will be determined by the remaining panel members.

In exceptional circumstances, for example, where the nomination period has been extended to January of the year in which the Awards will be presented, the assessment panel may be convened entirely by an online method, such as email or an MS TEAMS meeting.

After the event has been held, the assessment panel will convene to reflect on the program for that particular year and document through the Chair any learnings and/or opportunities for inclusion in future years.

#### 5.1.2 NOMINATIONS

All nominations for the Awards must be lodged on the official nomination form by the closing date and time.

Nominations that do not meet the eligibility and selection criteria or are not submitted on the official nomination form will not be considered. The nomination closing date may be extended if Council deems it beneficial to the number and quality of nominations. Advice of closing date extension must be made available to the public.

Late nominations are also considered ineligible.

If no nominations are received which meet the eligibility and selection criteria for a category, then the Award for that category will not be awarded.

#### 5.1.3 NUMBER OF AWARDS PERMITTED IN EACH CATEGORY

Only one award is to be granted for each Award category. In the event of a tie in any category, an additional Award will be presented in that category only. It is preferred to grant an Award only once to any individual in each year.

#### 5.1.4 INELIGIBLE PERSONS

- Present Local Government Elected Members (Councillors), and Federal or State politicians.
- Present members of the Australia Day Assessment Panel.

- Individuals that nominate themselves.
- Previous recipients of Australia Day Awards will not be eligible for an award in the same category for a period of five (5) years.
- A person whose residential address is located outside of the Southern Downs Local Government Area (students studying externally may still be considered, as well as Southern Downs locals who are living elsewhere due to the nature of their community contribution

#### 5.1.5 SELECTION CRITERIA

- The award must be for community work performed principally within the Southern Downs Local Government Area.
- ~~Consideration may be given to a nominee's community activities and work undertaken in the years prior to the nomination year.~~
- Referee supporting statements must be provided with any nominee submission

~~5.1.6 THE NOMINEE'S COMMUNITY WORK AND OTHER ACHIEVEMENTS MUST BE OF A HIGH CALIBRE.~~

~~5.1.7 STATEMENTS FROM THE REFEREES WILL BE CONSIDERED.~~

~~5.1.8 FOR THE JUNIOR CITIZEN OF THE YEAR AWARDS, PARTICULAR CONSIDERATION WILL BE GIVEN TO ACTIVITIES AND COMMUNITY INVOLVEMENT/PARTICIPATION.~~

~~5.1.9 FOR THE COMMUNITY EVENT OF THE YEAR AWARDS, PARTICULAR CONSIDERATION WILL BE GIVEN TO THE SOCIAL IMPACT OF THE RELEVANT EVENT AND THE LEVEL OF COMMUNITY INVOLVEMENT/PARTICIPATION.~~

#### 5.1.6 CITIZEN OF THE YEAR

The nominee:

- Has been an inspiration/positive role model for their peers/community/region.
- Has shown a significant and outstanding contribution to the community.
- Has demonstrated a high level of personal, academic or professional achievement with demonstrated benefits for others.
- Shows vision, leadership, innovation or creativity.

#### 5.1.7 SPORTSPERSON OR SPORTS ADMINISTRATOR OF THE YEAR

The nominee:

- Is an outstanding sportsperson or sports administrator with a noteworthy record of achievement in sport.
- Has represented their sport fairly and positively

#### 5.1.8 CULTURAL CITIZEN OF THE YEAR

The nominee:

- Has provided outstanding contributions bringing long or short term- benefits to the arts and/or cultural community.
- Shows vision, leadership, innovation or creativity in the arts and/or cultural community

#### 5.1.9 COMMUNITY EVENT OF YEAR

The nominee:

- The social, cultural and/or economic benefits the contribution has brought or will bring to the region;
- Significant volunteer involvement.
- Excellence in their field or previous awards or recognition received.
- Brings recognition or credit to the community or region.

#### 5.1.10 ELIGIBILITY CRITERIA

A nominee:

- must be an Australian Citizen (except where the nomination is for Community Event of the Year).
- must be a resident of the Southern Downs Local Government Area (students studying externally may still be considered, as well as Southern Downs locals who are living elsewhere due to the nature of their community contribution i.e. Olympians, community advocates, Australian ambassadors).
- must not have received an Award in the same category within the previous five (5) years.
- must meet the age criteria where applicable. For ~~Junior~~Young Citizen of the Year Awards, the nominees must be under 18 years of age as of the 26 January in the year that the award will be presented.
- ~~cannot~~ cannot apply on their own behalf.

Nominations must:

- be submitted on Council's official nomination form.
- be received by Council by the advertised closing date and time. Late nominations will not be considered.
- include the name and contact number of at least one referee that can provide supporting evidence for the nomination.

#### 5.1.11 TIMELINE FOR AWARDS

September – Nominations Open

- Award nominations open with public advertising to invite nominations.

November – Nominations Close & Award Recipients Determined

- Nominations close at 4pm on the specified closing date. Council will allow 7 business days for postal nominations to be received, pending the Nomination Form is dated prior to the closing date.
- Closing time for nominations passed
- Council Officer to determine eligibility of nominations.
- Australia Day Awards Assessment Panel to determine final award recipients from eligible nominations received within the applicable time frame.

December – Award Recipients Notified

- Council Officers to notify award recipients and send out a formal invitation to attend a Civic Ceremony.

January – Event Held: Australia Day Civic Ceremony

- Media release announcing award recipients for awards;
- Nomination Certificates presented to all nominees at the Civic Ceremony
- Awards are presented at the Australia Day Civic Ceremony;
- The Civic Ceremony is to be held on Australia Day, January 26, or the three days prior or the three days after Australia Day, as per the Australian Citizenship Ceremonies Code.

5.1.12 AWARD RECIPIENTS

The award recipients will be determined by the Assessment Panel from the eligible nominations received during the nomination period.

The Awards will be presented to the recipients at a Civic Ceremony to be held in the Southern Downs region.

During their tenure as award recipients, the region-wide Southern Downs Citizen of the Year and ~~Junior~~Young Citizen of the Year northern and southern may be invited to attend and/or speak at Council Civic events such as Citizenship Ceremonies.

Local community groups may also be encouraged to invite the annual Award recipients to attend and/or speak at local functions and events.

5.1.13 ANNOUNCEMENT OF AWARD RECIPIENTS

The Australia Day Award recipients will be notified by Council in advance of the civic ceremony.

5.1.14 COMMUNITY AUSTRALIA DAY EVENTS

Council will hold one major event to award the Australia Day Award Recipients, and to conduct the annual Australia Day Citizenship Ceremony (referred to in this policy as the Australia Day Civic Ceremony) in accordance with the Australian Citizenship Act 2007. This event will be open to the public to attend and celebrate. This event will move venues each year, being held ~~in all towns throughout the Southern Downs region on a rotational basis as follows:~~

~~Dalveen, Allora, Wallangarra, Killarney, Leyburn and Maryvale.-~~

Council will also provide guidance and support to community organisations across the Southern Downs region in relation to the conduct of their local Australia Day celebrations, and will work with those organisations to guide their Australia Day Local Community Awards.

5.1.15 MORE INFORMATION

Information on the Australia Day Awards and Nomination Forms will be available on Council's website [www.sdrclld.gov.au](http://www.sdrclld.gov.au) or by contacting Council by phone on 1300 MY SDRC (1300 697 372) or via email: [mail@sdrc.qld.gov.au](mailto:mail@sdrc.qld.gov.au)

## 6 DEFINITIONS

TERM	MEANING
------	---------

11

~~AUSTRALIA DAY AWARDS POLICY~~ SOUTHERN DOWNS CITIZEN OF THE YEAR AWARDS POLICY | PL-SD041


Young	To classify for the Young category, the nominee must be between 12 to 25.

~~7—RELATED DOCUMENTS~~

~~8—APPENDIX~~

### 13.5 Lease Renewal - Stanthorpe Combined Rural Fire Brigade over part of Lot 1 on SP168058

#### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 20 August 2025
	Land Management Officer	<b>ECM Function No/s:</b>

#### Recommendation

THAT Council :

1. Approve a five (5) year lease to Queensland Fire Department (QFD) (for Stanthorpe Combined Rural Fire Group) over part of Lot 1 on SP168058, in accordance with the *Local Government Regulation 2012* whilst adhering to the relevant provisions of *Council's Tenure Policy*, the *Land Title Practice Manual* and the *Land Act 1994*; and
2. Grant delegated authority to the Chief Executive Officer to sign any survey plans which may result from this application and negotiate any dealings relating to this matter with the Queensland Fire Department.

#### REPORT

##### Background

Stanthorpe Combined Rural Fire Group (SCRFG) exercised a lease over part of Lot 1 on SP168058, known as Lease B on SP271250 for an area of approximate 1506m<sup>2</sup>, refer to Attachment 1. The lease was for ten (10) years, covering the period of 01 December 2014 to 30 November 2024.

##### Report

SCRFG have a well-established facility at the above leased area. It is well maintained and very conveniently located next to New England Highway, enabling assistance to be quickly deployed whenever needed in fire emergencies.

SCRFG will continue to be responsible for the upkeep and maintenance of the leased area.

As per the *Land Title Practice Manual* [7-0060] Duty:

*"Under the provisions of s.11 of the Revenue Legislation Amendment Act 2005 Lease duty was abolished from 1 January 2006...For an instrument of lease where the term commences on or after 1 January 2006 lease duty does not apply and is not required to be stamped."*

##### Conclusion/Summary

Rural fire brigades provide an essential service and play an integral part in community safety. Therefore, it is recommended that Council approval the request for the lease renewal for five (5) years.

## FINANCIAL IMPLICATIONS

Annual Rent will be charged to SCRFG at the annual NFP rental amount as per the current Tenure Policy of \$250 including GST.

No stamp duty applicable.

## RISK AND OPPORTUNITY

### Risk

There is a safety risk to the community if they are without a fire emergency service.

### Opportunity

Encourage and enable community involvement and growth

## COMMUNITY ENGAGEMENT

### Internal Consultation

CIS Presentation 23 July 2025

### External Consultation

Request from The Queensland Fire Department and State Trustee for Council to consider lease renewal.

## LEGAL / POLICY

### Legislation / Local Law

*Local Government Regulation 2012*

*Land Act 1994*

*Land Title Practice Manual*

### Corporate Plan

#### Goal 4 Our Performance

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

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

**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.

#### Goal 1 Our People

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

**Objective:** 1.2.3 Offer contemporary community development services across the region that reflect the needs and aspirations of the community.

**Policy / Strategy**

Council Tenure Policy (PL-RP001)

**Legal**

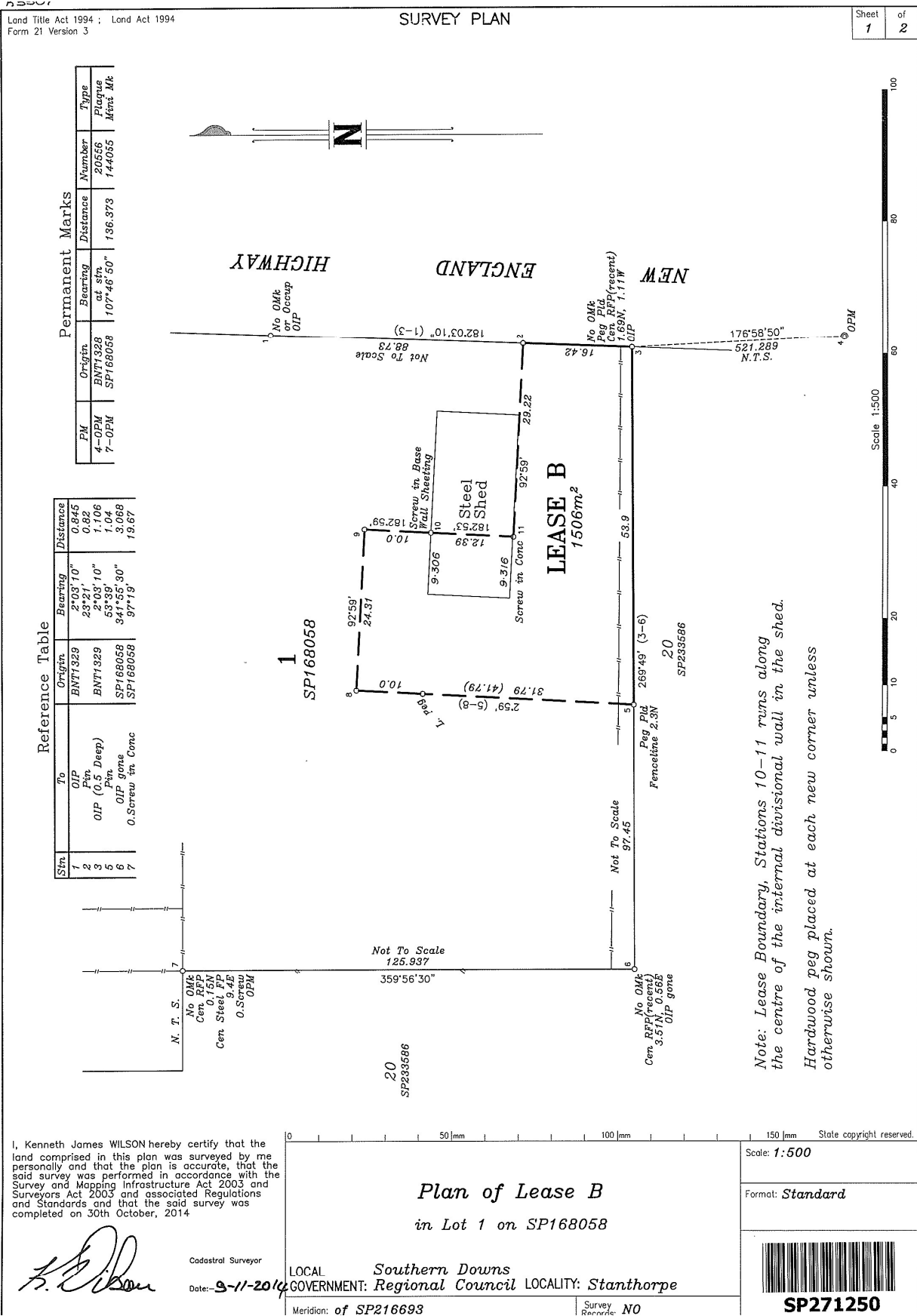
There appears to be no legal issues associated with this report.

**HUMAN RIGHTS**

A Human Rights assessment has been undertaken. In developing this report to Council, the subject matter has been considered in accordance with the Human Rights Policy PL-CS093 and the Queensland Human Rights Act 2019. It is considered that the subject matter does not conflict with any human rights issues and supports the fundamental rights listed in Councils Human Rights Policy PL-CS093.


**ATTACHMENTS**

1. Attachment 1 [↓](#)



### 13.6 Lease Renewal - Southern Downs Ex-Services Association Qld Incorporated over Lot 1 on RP153771

#### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 20 August 2025
	Land Management Officer	<b>ECM Function No/s:</b>

#### Recommendation

THAT Council:

1. Approve a ten (10) year lease to Southern Downs Ex-Service Association Queensland Incorporated over part of Lot 1 on RP153771, in accordance with the *Local Government Regulation 2012* whilst adhering to the relevant provisions of *Council's Tenure Policy*, the *Land Title Practice Manual* and the *Land Act 1994*; and
2. Grant delegated authority to the Chief Executive Officer to sign any survey plans which may result from this application and negotiate any dealings relating to this matter with Southern Downs Ex-Service Association Qld Incorporated.

#### REPORT

##### Background

Southern Downs Ex-Services Association Queensland (SDESA Qld Inc) formerly known as The Veterans Support and Advocacy Service Australia (Warwick) Auspice was incorporated in 2018 and has held a lease over part of the Lot 1 at RP 153771. The last executed lease was for ten (10) years and covered the period of 01 July 2015 to 30 June 2025.

##### Report

SDESA Qld Inc have a very well-established and maintained venue at the above leased site and this provides the much-needed space to promote and exhibit memorabilia, and also a space for members to meet for social gathering. SDESA Qld Inc. are responsible for the maintenance and upkeep for the leased area. The lease will be for an approximate area of 370m<sup>2</sup>, refer to Attachment 1.

##### Conclusion/Summary

The tenure agreements will be renewed in accordance with *Local Government Regulation 2012*, and Council *Tenure Policy* and the Standard Terms and Conditions. It is recommended that Council approve the request for the lease renewal for ten (10) years.

#### FINANCIAL IMPLICATIONS

Annual Rent will be charged to SDESA at the annual NFP rental amount as per the current Tenure Policy of \$250 including GST.

No stamp duty applicable.

## RISK AND OPPORTUNITY

### Risk

Nil

### Opportunity

Encourage and enable community involvement and growth.

## COMMUNITY ENGAGEMENT

### Internal Consultation

CIS Presentation 23 July 2025

### External Consultation

Nil

## LEGAL / POLICY

### Legislation / Local Law

*Local Government Regulation 2012*

*Land Act 1994*

*Land Title Practice Manual*

### Corporate Plan

#### Goal 4      Our Performance

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

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

**Outcome:**    4.5      We have genuine and effective partnerships.

**Objective:**   4.5.1   We act in an honest, open and respectful way to build strong relationships, partnerships and trust with our stakeholders at all levels of the organisation.

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

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

### Policy / Strategy

Council Tenure Policy (PL-RP001)

### Legal

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

## HUMAN RIGHTS

A Human Rights assessment has been undertaken. In developing this report to Council, the subject matter has been considered in accordance with the Human Rights Policy PL-CS093 and the Queensland Human Rights Act 2019. It is considered that the subject matter does not conflict with any human rights issues and supports the fundamental rights listed in Councils Human Rights Policy PL-CS093.


## ATTACHMENTS

1. Attachment 1 [↓](#)



## 13.7 New Lease - Karara Public Hall Committee Incorporated- Part of Lot 97 on SP137655

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 20 August 2025
	Land Management Officer	<b>ECM Function No/s:</b>

### Recommendation

THAT Council:

1. Approve a ten-year lease to Karara Public Hall Committee Incorporated over part of Lot 97 on SP137655 for the purposes of hosting camp drafts and dog shows, in accordance with the *Local Government Regulation 2012* whilst adhering to the relevant provisions of *Council's Tenure Policy*, the *Land Title Practice Manual* and the *Land Act 1994*; and
2. Grant delegated authority to the Chief Executive Officer to sign any survey plans which may result from this application and negotiate any dealings relating to this matter with Karara Public Hall Committee Incorporated.

### REPORT

#### Background

Lot 97 on SP137655 is a reserve for Camping purposes located at Toowoomba-Karara Road, Karara. Council is the registered trustee for this Lot. Part of this Lot was previously leased by the Queensland Working Sheep Dog Association Karara Branch Incorporated (QWSDA) from 1 July 2009 until 30 July 2019.

The Karara Public Hall Committee Incorporated ("KPHC") currently hold a lease with Council over Lot 111 on SP137486 (formerly Lot 111 on ML2225). The lease commenced in 1994 and expires in 2093. The lease terms are not Council's standard lease terms as it commenced prior to the adoption of the Council Tenure Policy.

#### Report

The additional area would be granted as a separate lease using Council's standard terms and conditions in accordance with Council Tenure Policy. The KPHC will be responsible for all ongoing maintenance associated with the leased area.

The existing lease area shown in yellow on the map below and the proposed lease area is shown in green.



### Conclusion/Summary

The proposed leased area at Lot 97 on SP 137655 is currently vacant after the lease by the QWSDA expired in 2019. A lease to the KPHC would ensure the land is maintained and used for community purposes by providing the much-needed land space for the hosting of camp drafts and dog shows in Karara.

### FINANCIAL IMPLICATIONS

Annual Rent will be charged to KBHC at the annual NFP rental amount as per the current Tenure Policy of \$250 including GST.

No stamp duty is applicable.

### RISK AND OPPORTUNITY

#### Risk

Nil

#### Opportunity

Encourage and enable community involvement and growth.

## COMMUNITY ENGAGEMENT

### Internal Consultation

This matter was presented to a CIS on 23 July 2025.

### External Consultation

Nil

## LEGAL / POLICY

### Legislation / Local Law

- *Local Government Regulation 2012*

#### *Section 236 – Exceptions for valuation non-current assets contracts*

- (1) Subject to subsections (2) to (4), a local government may dispose of a valuable non-current asset other than by tender or auction if-
  - (b) the valuable non-current asset is disposed of to—
    - (i) a government agency; or
    - (ii) a community organisation; or ...
- (2) An exception mentioned in subsection (1)(a) to (e) applies to a local government disposing of a valuable non-current asset only if, before the disposal, the local government has decided, by resolution, that the exception may apply to the local government on the disposal of a valuable non-current asset other than by tender or auction.
- (3) A local government may only dispose of land or an interest in land under this section if the consideration for the disposal would be equal to, or more than, the market value of the land or the interest in land, including the market value of any improvements on the land.
- (4) However, subsection (3) does not apply if the land or interest in land is disposed of under subsection (1)(b), (1)(c)(ii) or (1)(f).

- *Land Act 1994*

### Corporate Plan

#### Goal 4      Our Performance

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

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

**Outcome:**    4.5      We have genuine and effective partnerships.

**Objective:**    4.5.1    We act in an honest, open and respectful way to build strong relationships, partnerships and trust with our stakeholders at all levels of the organisation.

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

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

### Policy / Strategy

Council Tenure Policy

## Legal

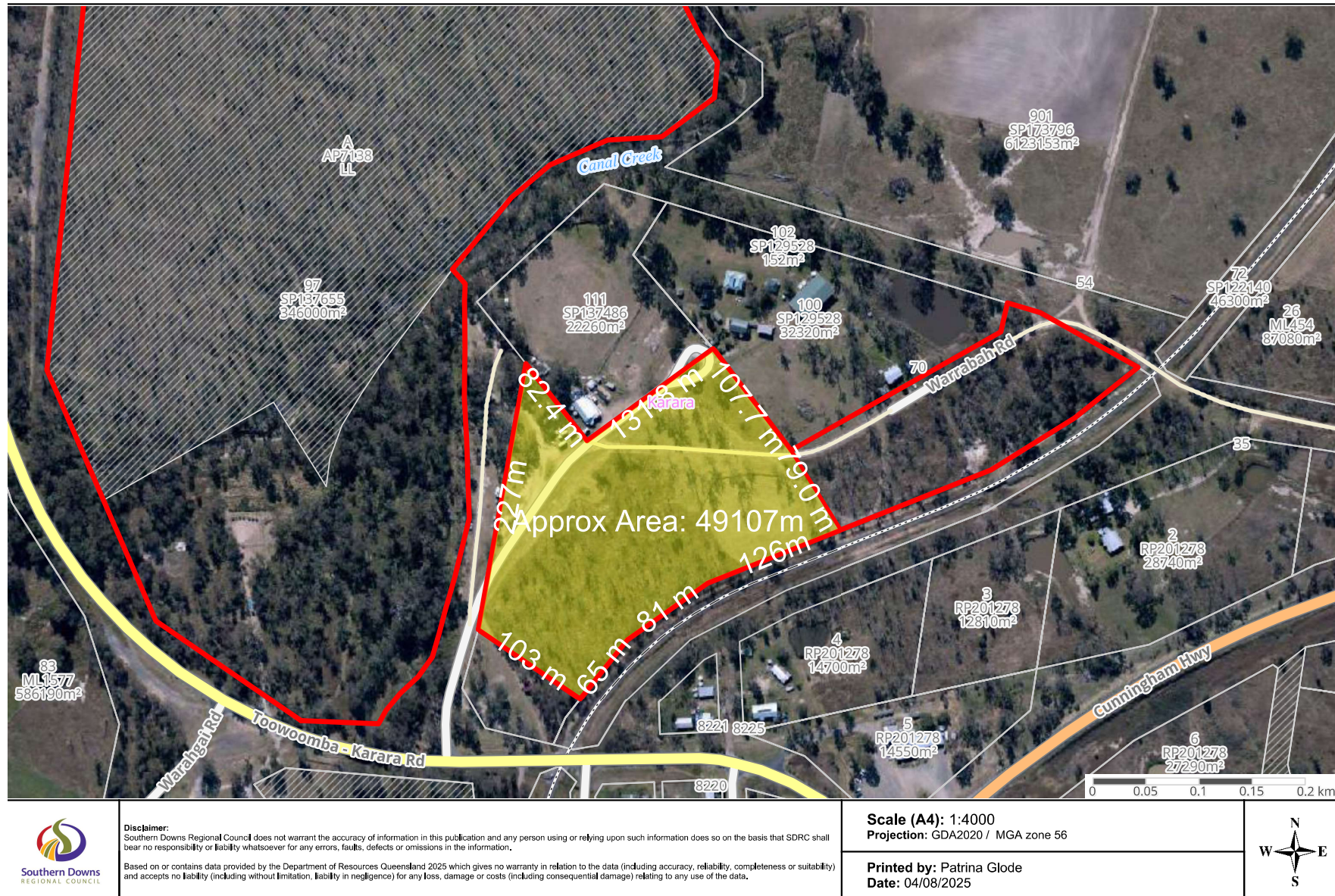
There appears to be no legal issues associated with this report.

## HUMAN RIGHTS

In developing this report to Council, the subject matter has been considered in accordance with the Human Rights Policy PL-CS093 and the Queensland Human Rights Act 2019. It is considered that the subject matter does not conflict with any human rights issues and supports the fundamental rights listed in Councils Human Rights Policy PL-CS093.

## ATTACHMENTS


1. Attachment 1 map [↓](#)



## 14. INFRASTRUCTURE, ASSETS AND PROJECTS REPORTS

### 14.1 Community Submission - Rename Washpool Road Warwick

#### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 20 August 2025
	Manager Assets, Spatial and Projects	<b>ECM Function No/s:</b> 3980302

#### Recommendation

THAT Council note the submission to rename Washpool Road Warwick and make no change to the naming of Washpool Road.

#### REPORT

##### Background

An email submission was received 18 February 2025 from Mr Rod Kelly requesting Council consider renaming Washpool Road Warwick.

##### Report

Washpool Road Warwick (map attached) is disjointed and is not a contiguous section of road. The road has sections of gravel and others of bitumen seal. The one name is applied to all segments of the road.

The submission was received and assessed against Infrastructure and Public Place Naming Policy PL-ES092. Section 4.2 of the Policy states:

*“Road names are intended to be enduring, and should only be changed if and where necessary.”*

The submission provides reasonable basis for the potential renaming of the road. In particular the submission identifies confusion for Emergency Services to locate an incident or event on this road. The submission does also note the potential for confusion for the general public and the lack of Rural Numbers on the road. The submission does present a strong case for change and is considered would be sufficient to make the change if supported by others.

Officers acknowledged the submission and advised that emergency services would need to be engaged directly to seek their feedback.

Officers wrote to the Emergency Services, Queensland Police, Queensland Fire Department and Queensland Police Service in each case the Officer in Charge of the Warwick district. The Queensland Ambulance Service responded and indicated they had no issues with the naming of Washpool Road, Warwick.

Evaluating the Rural Numbers assignment on Washpool Road, Warwick, the bulk of the properties are assigned Rural Numbers with only a 2 kilometre section not numbered or populated with residents.

The Infrastructure and Public Place Naming Policy PL-IS092 section 4.5 discourages renaming an infrastructure asset unless there are special circumstances. Officers have assessed the request, sought feedback from the Emergency Services and do not assess the special circumstances are achieved.

An agenda item was put forward by the Chair of the Local Disaster Management Group (LDMG) to discuss the matter. LDMG discussion did not support the option to rename the roads as the consensus was clear that it was not an issue.

### **Conclusion/Summary**

On the basis the Emergency Services have not expressed any concerns with the naming of Washpool Road, Warwick no further public consultation has been considered. The potential disruption, the costs associated with a change of names is not currently considered justifiable.

## **FINANCIAL IMPLICATIONS**

Nil

## **RISK AND OPPORTUNITY**

### **Risk**

Nil

### **Opportunity**

Nil

## **COMMUNITY ENGAGEMENT**

### **Internal Consultation**

Council Information Session 4 June 2025  
GIS Technical Officer  
Manager Works  
Manager Community Services  
General Manager Infrastructure, Asset and Projects  
Acting General Manager Planning and Development

### **External Consultation**

Queensland Ambulance Service  
Queensland Police Service  
Queensland Fire Department

## **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:**    2.1.3    Advocate for, develop and implement environmental strategies that protect and enhance living assets in urban, rural, natural and agricultural landscapes.

### **Policy / Strategy**

Infrastructure and Public Place Naming Policy – PL IS092

### **Legal**

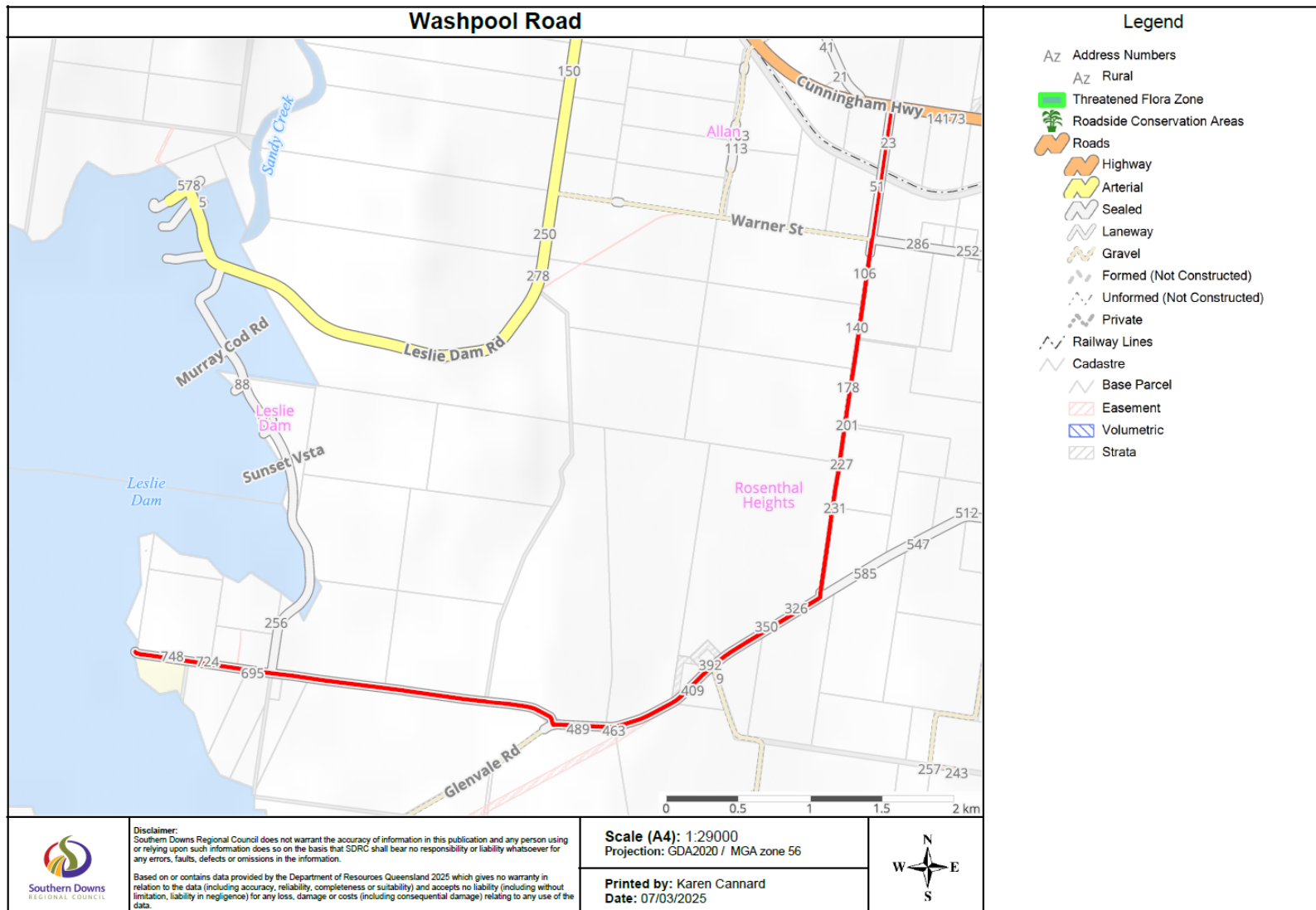
There appears to be no legal issues associated with this report.

## **HUMAN RIGHTS**

A Human Rights assessment has been undertaken.


## **ATTACHMENTS**

Map



## 14.2 Approval of Drought Management Plan June 2025

### Document Information

	<b>Report To: Ordinary Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 20 August 2025
	Manager Water	<b>ECM Function No/s:</b>

### Recommendation

THAT Council:

1. Adopt the updated Drought Management Plan June 2025.
2. 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.

## **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, 25 June 2025 and 6 August 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. Drought Management Plan - Final Draft [↓](#)

Southern Downs Regional Council

# Drought Management Plan-

# DRAFT

30<sup>th</sup> June 2025

## DOCUMENT CONTROL

REV	DATE	DESCRIPTION	AUTHOR	REVIEWER	PROJECT MGR	APPROVER
0	13/11/2020	Client Issue	Charlene Wong	Jim Pruss	Charlene Wong	Jim Pruss
1	21/12/2020	Client Issue	Charlene Wong	Jim Pruss	Charlene Wong	Jim Pruss
2	5/3/2021	SDRC Revision	Jill Yeaman			
3	30/06/2025	SDRC revision 2	Jill Yeaman	Graham Sweetlove/ Miriam Gabon	Miriam Gabon	Graham Sweetlove
4	20/08/2025	Remove Appendices A & B	Graham Sweetlove	Graham Sweetlove	Miriam Gabon	Graham Sweetlove
Signatures						



## EXECUTIVE SUMMARY

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

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

All seven Water Supply Schemes, Warwick (including Allora and Yangan), Stanthorpe, Killarney, Wallangarra, Dalveen, Leyburn and Pratten, are considered individually. Each scheme has a plan as represented in Figure 1 which identifies triggers and actions. The drought response actions considered include demand management actions as well as actions required to mobilise contingency and emergency supply options. The actions consider regional factors, drought history, growth projections, climate variability and the current science of climate change. Importantly, community preferences, socioeconomic and equity considerations are included however most are of a qualitative or semi quantitative nature at this stage of the plan maturity.

Figure 1: Drought Response Plan

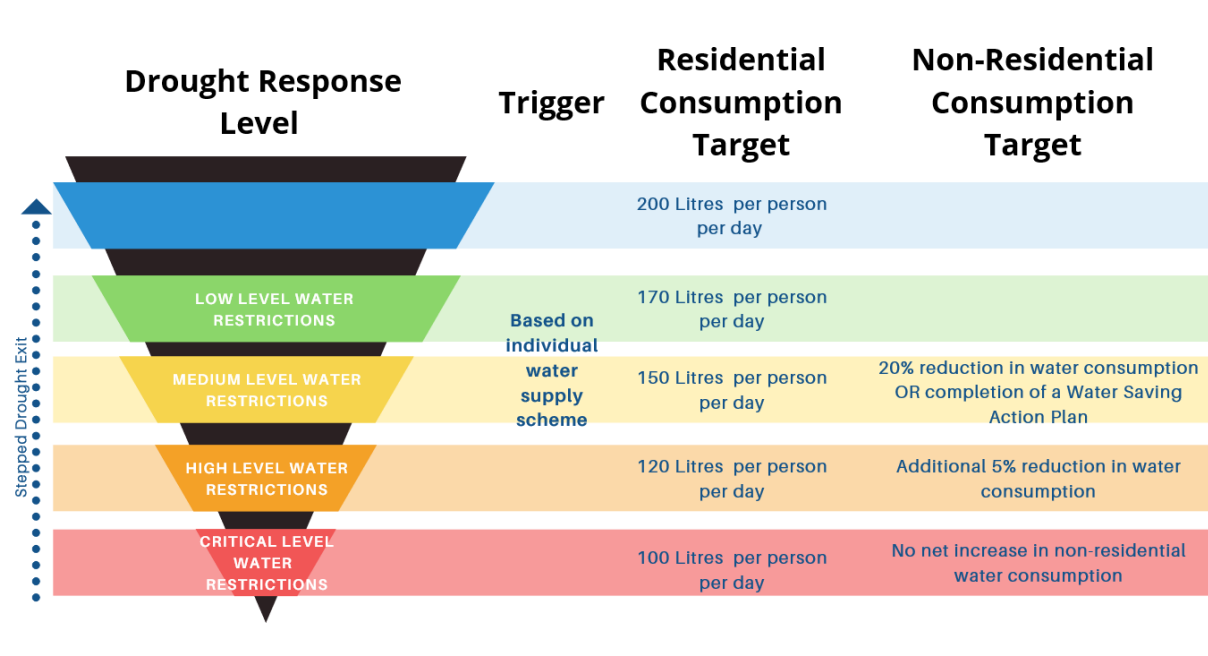


Figure 1 outlines the five stages of activity which include four water restriction levels of increasing severity. Each scheme has individual triggers as well as residential and non-residential consumption targets. This Drought Management Plan outlines when it is time to start preparing for drought conditions as well as the planning, monitoring, operational and engagement activities required for each of the four levels of water restrictions to ensure they have the desired effect when introduced.

Finally, the Drought Management Plan outlines the required and recommended updates and post drought review process to capture the knowledge which is often lost in the aftermath of droughts.

It is recommended that this Plan is updated at least every 5 years to reflect current trends in water use across the SDRC and/or if there are significant changes to the water security position of the region, such as post-construction of the proposed Toowoomba to Warwick (T2W) pipeline scheme.

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# 1 INTRODUCTION

Safe, reliable and cost-effective water supply underpins the livelihood and lifestyle of the Southern Downs Regional Council's (SDRC's) population and supports a prosperous region. As the region experiences frequent and sometimes severe droughts, occasional water supply reduction measures need to be introduced. While necessary, severe restrictions over a prolonged period of time can increase public health risks, create economic stress, lower the amenity of common infrastructure and produce social hardship. One of the best ways to manage these water supply security risks is through proactive and well-considered planning that allows effective and adaptive decision making.

While water supply risks can be mitigated with strict and enforceable restrictions regimes, experience has shown there are other factors to consider when applying risk reduction measures. An ability to adapt to the situation, based on the actual factors present at the time is essential. Therefore, an adaptive methodology has been incorporated into the Drought Management Plan, noting the process is designed to aid decision making as opposed to delaying necessary actions in the absence of information.

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

## 1.1 OBJECTIVES

The objectives of this Drought Management Plan, not in any particular order of priority, are to:

- Provide a roadmap of planned, pre-agreed and stepped actions at clear trigger points to respond to water security risks.
- Develop a plan that is adaptive and allows consideration of the climate outlook, and other factors that Council may face, as part of the drought response.
- Support communication with SDRC water customers and the wider community.
- Support transparent and consistent decision making.
- Enable timely implementation of actions.
- Reduce the risk and therefore likelihood of more extreme drought response measures being required.

## 1.2 PLAN OVERVIEW

The Drought Management Plan has been developed as a standalone document. The water restriction triggers have been developed based on historical drought and past experiences. The Plan defines a list of actions to be implemented once each water restriction trigger is reached, as well as detailing key considerations when entering and exiting drought. The associated monitoring, communication and resourcing requirements represent an important, and stepped, improvement in drought response management for SDRC.

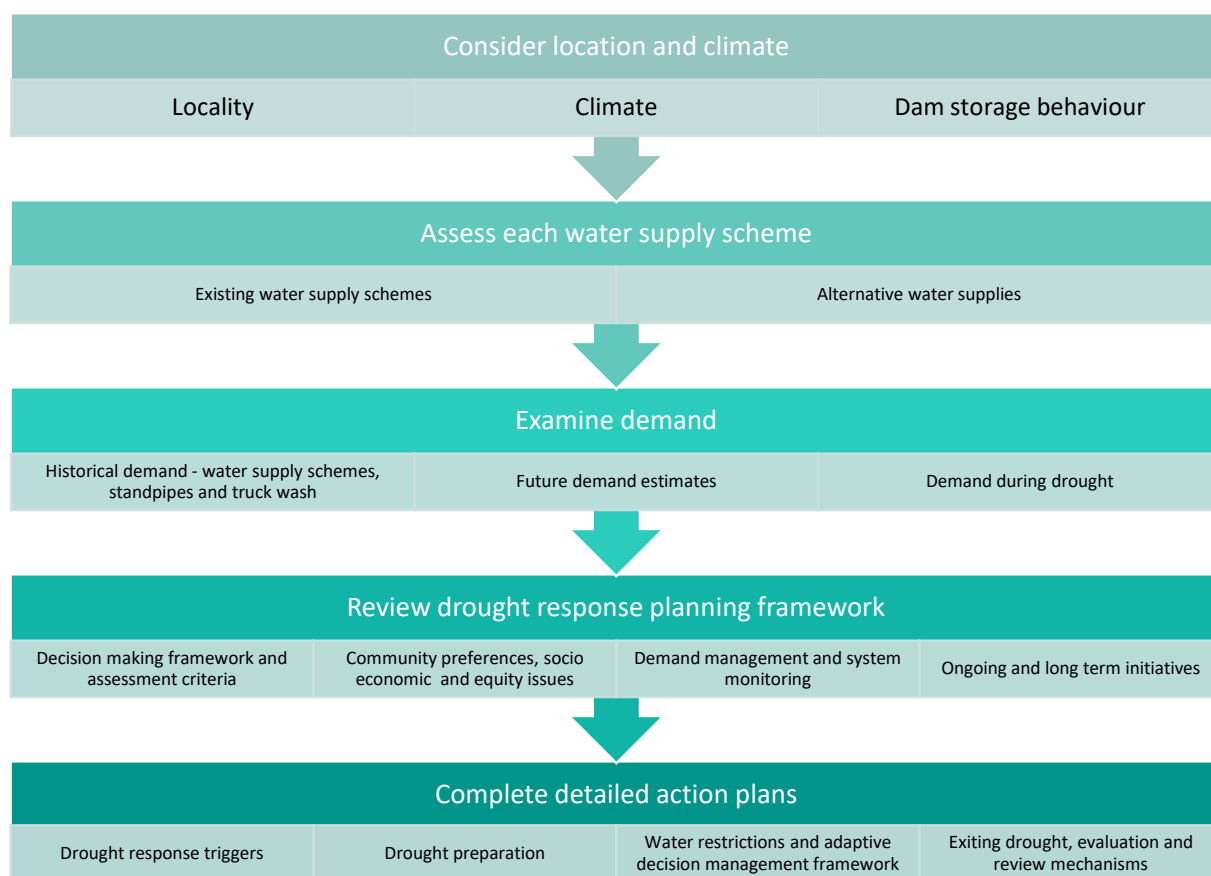
Any drought planning process involves two fundamentally different steps that complement each other; a long-term water supply security plan and a drought management plan. Planning for a drought takes its starting point from planning outside of drought, during 'normal' or 'usual times' from the long-term Water Supply Security Plan (WSSP). The WSSP defines the water security level of service objectives, including the desired water use during normal/usual times, and the acceptable maximum frequency and duration of water restrictions. Drought planning then transposes this baseline to the drought conditions and a Drought Management Plan is produced. A WSSP has been produced for Warwick and for Stanthorpe and over time, a WSSP will be developed for the other larger supplies of Killarney and Wallangarra.



To provide a sense of flow and readability, Figure 1.1 shows the process undertaken, commencing with an initial assessment of regional factors through to finalising the action plans. The overall philosophy for the Plan, apart from meeting the objectives was to:

- Take a structured yet adaptable approach considering community preferences.
- Learn from past drought experiences and the successful strategies of other regions.
- Look to the future including climate change outcomes as well as normal climate variability and population changes.
- Examine each supply scheme not just the main reticulated supply.
- Provide transparency and clarity to customers and consumers.
- Establish a framework that will not have to be reinvented just updated and added to as the future drought experiences of the Region unfold.
- Make recommendations for improvements to operational processes and procedures to make the regional more resilient to future droughts.

Figure 1.1: Report Overview



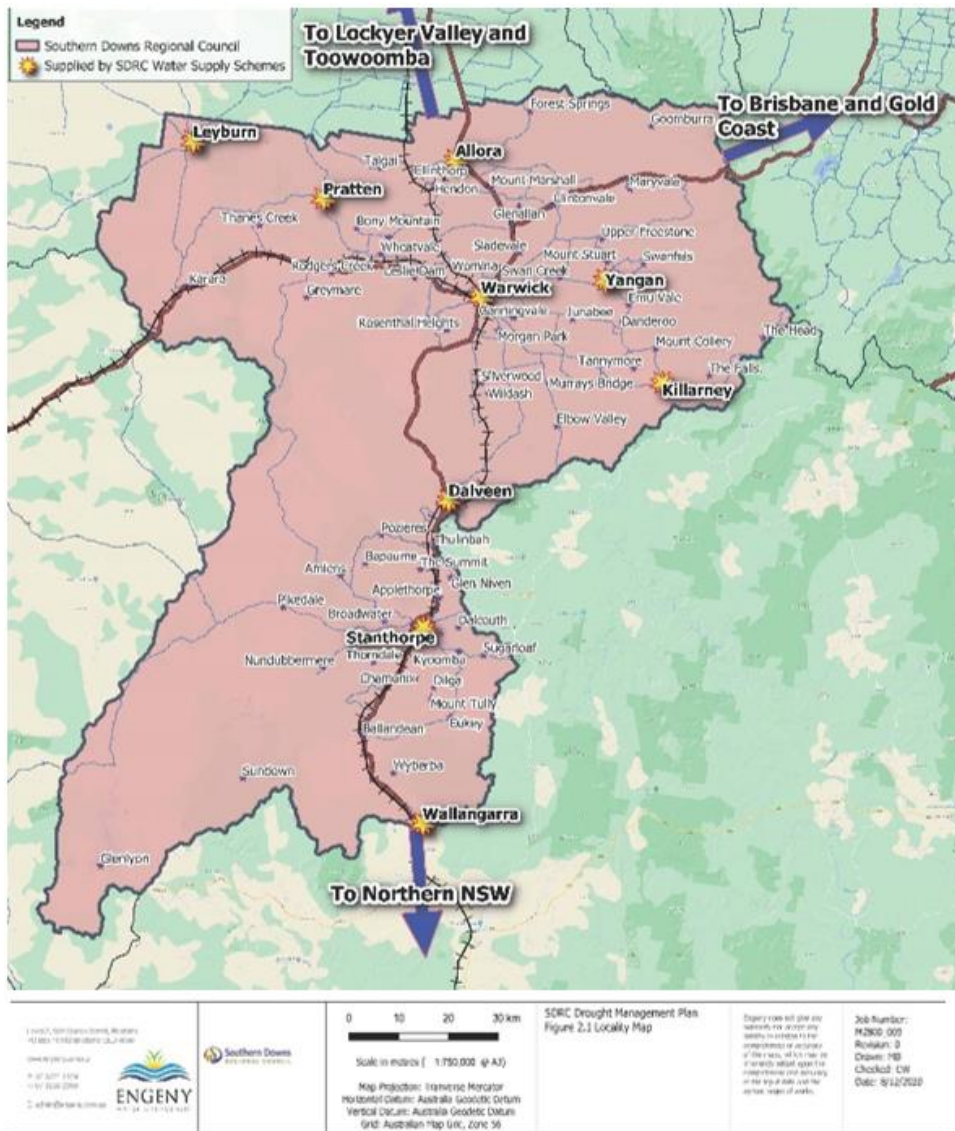
## 2 LOCATION AND CLIMATE

## 2.1 LOCALITY

Southern Downs Regional Council serves a population of approximately 35,000 people and covers an area of 7,500 km<sup>2</sup>. The region adjoins South East Queensland to the east, Toowoomba to the north, Goondiwindi to the west and extends to the state's border with New South Wales to the south. The Council operates a number of water supply schemes servicing the towns and villages of Warwick, Stanthorpe, Killarney, Yangan, Allora, Dalveen, Leyburn, Pratten and Wallangarra (including part of Jennings in New South Wales).

Figure 2.1 provides a locality map of the SDRC area and the towns and villages currently serviced by the Council's water supply schemes.

### Figure 2.1: SDRC Locality

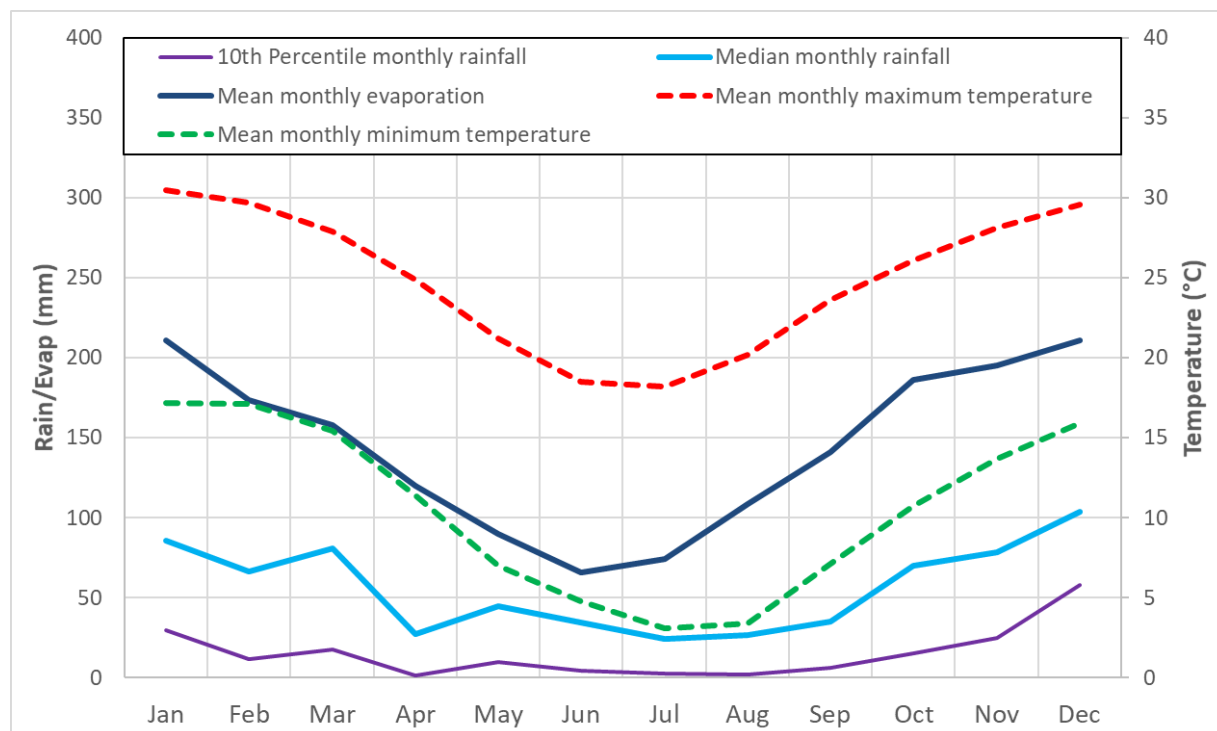


## 2.2 CLIMATE

The Southern Downs region experiences a “warm temperate” climate range, which can be broadly characterised as having a high diurnal temperature range, four distinct seasons, and summer and winter temperatures that can exceed human comfort levels.

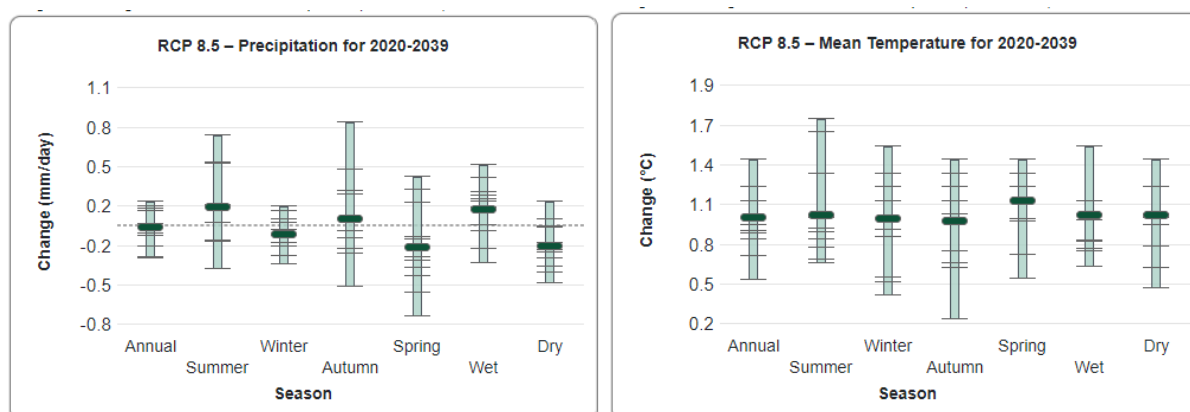
The historical monthly climate for the region is provided on Figure 2.2. The mean (average) maximum temperature ranges from around 18° C in the winter months, to 30° C in the summer months. Rainfall is generally low over the winter months (30 mm per month on average) and highest in summer months (80 mm per month on average). Median rainfall is 688 mm/year, with a relatively high evaporation rate of 1,752 mm/year. Approximately two-thirds of the annual precipitation occurs between the warmer months of October to March.

Figure 2.2: Historical Monthly Climate (1994 – 2023)



The planning horizon of this Drought Management Plan is focussed on the next 5 years with drought response actions specifically tailored for the current demand and population characteristics of the SDRC water supply areas. However, longer term climate change pressures have been widely recognised as a significant risk factor in maintaining water supply continuity to the Southern Downs communities through changing frequency and duration of rainfall and increased evaporation rates. It is noted that the Queensland Government Climate Dashboard predicts that the mean temperature will increase by approximately 1 °C on average, and rainfall totals for the region could be reduced by as high as 14% by 2030 (refer Figure 2.3 below). It is important that these factors are taken into consideration when determining triggers for entering or exiting water restriction levels (refer Section 6.3).

Figure 2.3: Climate Change Impact (Extracted from the Queensland Government Climate Dashboard in June 2024)



## 2.3 DAM STORAGE BEHAVIOUR

There are five surface water dams within the SDRC water supply schemes, with Leslie Dam supplying the townships of Warwick, Yangan and Allora, Storm King Dam supplying the township of Stanthorpe and Beehive Dam and The Soak supply the township of Wallangarra and Jennings (located in Tenterfield Shire Council, NSW). Connolly Dam serves as a backup supply for Warwick and Stanthorpe, with Warwick only able to access the top 30% when available.

Only Leslie, Connolly and Storm King Dams have instrumentation which provides accurate data on the water level within the dam storage. The following graphs detail these dam storages over time in comparison to rainfall received in the relevant area.

Figure 2.4 and 2.5 show comparisons of the recorded dam levels (where dam level data is available) and monthly rainfall since 2001 for the northern region dams and 2000 for the Stanthorpe region. Note that the gauging station used to collect the rainfall data displayed on Figure 2.4 is located in Warwick (Warwick Alert Station, ID 41534) and Fig 2.5 is located in Stanthorpe (Stanthorpe Leslie Parade 41095) and is not a direct reflection of the rainfall volumes onto the dams or their supply catchments. Therefore, the records can only be used as a surrogate for rainfall. There are some gaps in data for Connolly Dam for a number of years and for a number of months for Storm King Dam.

As shown in Figure 2.4 and 2.5, the dams are relatively sensitive to the summer rainfall totals, and the dam volumes are prone to falling rapidly even with just one year of below average summer rainfall. Dam level declines are a function of catchment size and inflows, dam size, rainfall frequency and intensity, evaporation and extraction rates.

Figure 2.4: Recorded Dam Levels and Rainfall – Northern Region

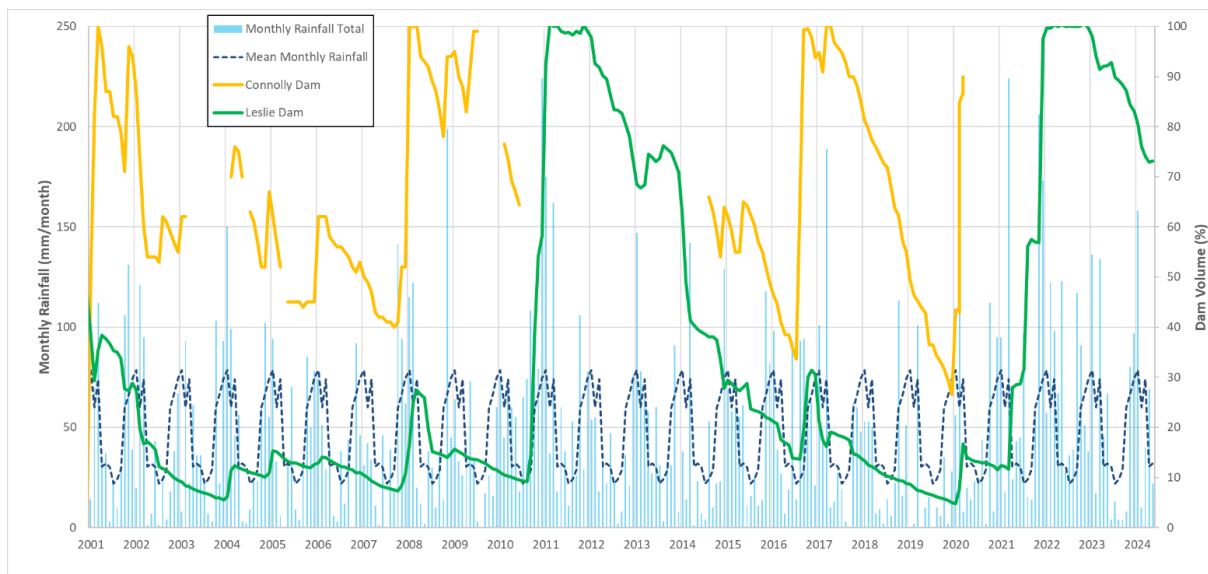
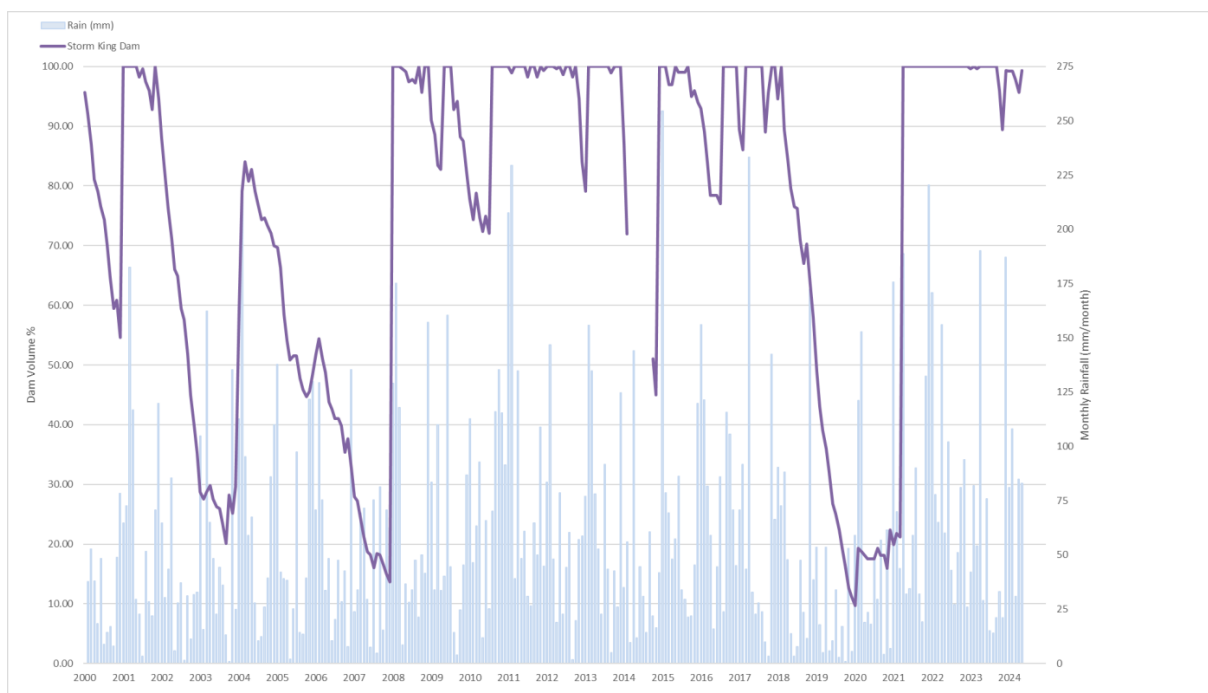


Figure 2.5: Recorded Dam Levels and Rainfall – Stanthorpe Region



## 3 WATER SUPPLY SCHEMES

### 3.1 EXISTING SUPPLY SCHEMES

SDRC owns and operates seven reticulated water supply schemes, servicing the townships of Warwick (including Allora and Yangan), Stanthorpe, Wallangarra, Killarney and the villages of Dalveen, Pratten and Leyburn. The Council also provides bulk water to a part of Jennings which is located within the Tenterfield Shire Council area in New South Wales (NSW), as well as raw water and recycled water to a small number of customers.

#### 3.1.1 WARWICK WATER SUPPLY SCHEME

The Warwick Water Supply Scheme supplies the townships of Warwick, Allora and Yangan. The scheme is predominately supplied from Leslie Dam with backup supply from Connolly Dam. Both water sources are treated at the Warwick Water Treatment Plant (WTP) before being distributed to the reticulated networks in Warwick, Allora and Yangan.

During normal operation, Leslie Dam provides approximately 100% of the raw water supply to the Warwick WTP as it offers better quality water, with Connolly dam as a backup if required. Connolly Dam is reserve service to supply the Stanthorpe Water Supply Scheme. The status of the raw water supply sources is summarised in Table 3.1.

**Table 3.1: Overview of Warwick Water Supply Scheme**

WARWICK WATER SUPPLY SCHEME (INCLUDES ALLORA AND YANGAN)		
Population based on 2021 Census	18,534	
Connections based on March 2024 billing	Total: 8,429. This includes 7,290 residential connections that use 57% of total water produced.	
	Leslie Dam	Connolly Dam
Owner operator	Sunwater. SDRC holds a high priority water allocation from Leslie Dam to supply the scheme, and there is an agreement to reserve supply for town water use only when dam storage level is below 460.35 m AHD.	SDRC
Catchment	Condamine	Condamine
Licence entitlement	2,707 ML/year for urban use only (Water Licence 1142AP7585)  Additional 500 ML/year for any use (Water Licence 5001AP7585)	2,323 ML/year for urban use only (Water Licence 1621AP7585)
Raw water transfer capacity	18 ML/day (based on 20-hour pumped operation)	3.5 ML/day (based on 24-hour gravity operation)

		There is a pump to pump the water to Warwick but this is currently not in use due to the condition of the delivery pipeline
	<b>Leslie Dam</b>	<b>Connolly Dam</b>
Water treatment location and capacity	Warwick WTP (18 ML/day)	Warwick WTP (18 ML/day)
Full supply volume (FSV)	105,895 ML	2,590 ML
Minimum Operating Volume	As part of a drought response the storage may be drawn down to 220 ML (0.2% of FSV) based on the minimum operating level for town water supply	200 ML (9.3% of FSV) for emergency supply and aquatic ecosystem preservation
Dead storage volume	2,130 ML (2% of FSV) based on volume below the level of the river outlet works	50 ML (2.3% FSV)
Contingency supply	The top 30% of storage in Connolly dam is a contingency supply for Warwick. The new Lyndhurst Lane bore with an allocation of 100ML/year is an additional contingency supply.	
Emergency Supply	The proposed Toowoomba to Warwick pipeline will be the emergency supply when it is constructed. The Allora bore supply (≈ 1ML/day) will be able to feed into this pipeline when it is constructed.	

### 3.1.2 STANTHORPE WATER SUPPLY SCHEME

The Stanthorpe Water Supply Scheme supplies the township of Stanthorpe with raw water sourced from Storm King Dam and treated at the Stanthorpe WTP. Storm King Dam is owned and operated by SDRC with a relatively small storage capacity of 2,065 ML.

Due to the recent drought conditions that commenced in 2017, storage within Storm King Dam was depleted and water carting commenced in January 2020 to maintain emergency water supply. Raw water was carted from Connolly Dam and stored in two 1 ML tanks which are connected to the Stanthorpe WTP raw water intake pipeline. The Stanthorpe WTP has therefore been optimised to treat raw water sourced from Connolly Dam, which has different characteristics to the raw water sourced from Storm King Dam.

The status of the raw water supply source is summarised in Table 3.2.

**Table 3.2: Overview of Stanthorpe Water Supply Scheme**

STANTHORPE WATER SUPPLY SCHEME	
Population based on 2021 Census	6,260
Connections based on March 2024 billing	Total: 2,750. This includes 2344 residential connections that use 64% of total water produced
	<b>Storm King Dam</b>
Owner operator	SDRC
Catchment	Border Rivers (91 km <sup>2</sup> )
Licence entitlement	1,150 ML/year for urban use only (Water Licence 406703)
Raw water transfer capacity	3 ML/day via gravity, 5ML/day pumped
Water treatment location and capacity	Stanthorpe WTP (3 ML/day)
Full supply volume (FSV)	2,180 ML
Minimum Operating Volume	200 ML (9.2% of FSV) for aquatic ecosystem and fire-fighting purposes
Dead storage volume	119 ML (5.5% of FSV)
Contingency supply	Nil
Emergency supply	Carting from Connolly Dam and from neighbouring dams

### 3.1.3 KILLARNEY WATER SUPPLY SCHEME

The Killarney Water Supply Scheme supplies the village of Killarney with raw water sourced from Spring Creek Weir and treated at the Killarney WTP. There is an off-stream storage (OSS) with 70 ML storage capacity downstream of the Spring Creek Weir; however, the OSS is typically not in service due to the relatively poorer water quality in the OSS resulting in higher and more costly treatment requirement at the Killarney WTP.

The status of the raw water supply sources is summarised in Table 3.3.

**Table 3.3: Overview of Killarney Water Supply Scheme**

KILLARNEY WATER SUPPLY SCHEME	
Population based on 2021 Census	960
Connections based on March 2024 billing	Total: 507. This includes 400 residential connections that use 55% of total water produced.
	<b>Spring Creek Weir</b>
Owner operator	SDRC
Catchment	Condamine
Licence entitlement	160 ML/year at an allowable rate of 3 ML/day from weir to OSS (Water Licence 902AP7585)  Direct weir storage of maximum 1 ML with maximum height of impounded water at full supply level not exceeding 2 m above bed level can be utilised directly from Spring Creek (Water Licence 100077)
Raw water transfer capacity	10 – 18 L/s based on direct weir storage level
Water treatment location and capacity	Killarney WTP (0.8 ML/day)
Contingency supply	Off-stream Storage
Emergency Supply	Access existing groundwater supply; Carting from Leslie Dam, or Connolly Dam if Warwick does not require it

### 3.1.4 WALLANGARRA WATER SUPPLY SCHEME

The Wallangarra Water Supply Scheme supplies Wallangarra as well as providing bulk water supply to a part of Jennings which is located within the Tenterfield Shire Council area in New South Wales (NSW). Raw water is sourced from The Soak and Beehive Dam. While Beehive Dam is the primary water supply source due to its higher storage volume, The Soak is the preferred water supply source due to its relatively better raw water quality and therefore lower and less costly treatment requirement. Both raw water sources are treated at the Wallangarra WTP.

The Soak is a spring fed dam and the recent drought conditions led to a decline in water storages in both The Soak and Beehive Dam. Both dams recover well following rainfall but an alternative emergency groundwater supply can be accessed from a bore at Paling Yard Road, Wallangarra, should the need arise. An emergency water permit to extract water from the bore is required prior to accessing this emergency water option. The bore has a capacity of 0.2 ML/day, and DNRME has (in late 2020) transferred the bore asset to be owned and operated by SDRC.

The status of the raw water supply sources is summarised in Table 3.4.

**Table 3.4: Overview of Wallangarra Water Supply Scheme**

WALLANGARRA WATER SUPPLY SCHEME		
Population based on 2021 Census	703	
Connections based on March 2024 billing	Total: 297. This includes 249 residential connections that use 63% of total water produced.  The scheme also supplies approximately 9 kL/day – 27 kL/day bulk water to part of Jennings based on 2016 – 2024 billing information.	
	<b>The Soak</b>	<b>Beehive Dam</b>
Owner operator	SDRC	SDRC
Catchment	Border Rivers	Border Rivers
Licence entitlement	140 ML/year for urban use only (Water Licence 46019571) – can be taken from either point of take	
Raw water transfer capacity	2.2 ML/day	2.9 ML/day (based on 20-hour operation)
Water treatment location and capacity	Wallangarra WTP (2.2 ML/day)	Wallangarra WTP (2.2 ML/day)
Full supply volume (FSV)	22 ML	97 ML
Contingency supply	Beehive Dam; Wallangarra Bore to supply the Soak	
Emergency supply	Carting from Storm King Dam, or Leslie/Connolly Dams if insufficient supply in Storm King Dam  Carting from neighbouring Council area (Tenterfield Shire Council)	

### 3.1.5 BORE SUPPLY SCHEMES

In addition to the above water supply schemes, SDRC operates three bore schemes supplying the villages of Dalveen, Leyburn and Pratten. These water supply schemes utilise local groundwater supplies with water treatment occurring locally on site before being distributed to the reticulated network.

The status of bore water supply schemes is summarised in Table 3.5.

**Table 3.5: Overview of Bore Supply Schemes**

	DALVEEN WATER SUPPLY SCHEME	LEYBURN WATER SUPPLY SCHEME	PRATTEN WATER SUPPLY SCHEME
Owner operator	SDRC	SDRC	SDRC
Servicing Location	Dalveen	Leyburn	Pratten
Population based on 2021 Census	105	214	139
Connections based on March 2024 billing	Total: 74. This includes 60 residential connections that use 92% of total water produced.	Total: 129. This includes 102 residential connections that use 73% of total water produced.	Total: 85. This includes 76 residential connections that use 93% of total water produced.
Number of bores	3 (Only 2 bores are typically in operation due to difficulty in accessing the third bore)  Bore 1 – RN71921  Bore 2 – RN71945 (unused)  Bore 3 – RN80502	3 (Only 1 bore - RN64551 in operation since 2019 due to high turbidity in other bores)  Bore 1 – RN64551 (Donald Street)  Bore 2 – RN64521 (Warwick Street)  Bore 3 – RN108394 (Macintyre Street)	2  Bore 1 (RN86280)  Bore 2 (RN108283)
Catchment	Condamine	Canal Creek Alluvium	Condamine River Alluvium
Licence entitlement	30 ML/year for urban use only (Water Licence 71921T)	30 ML/year for urban use only (Water Licence 64521T)	30 ML/year for urban use only (Water Licence 86280T)
Raw water transfer capacity	Bore 1: 90 L/min  Bore 2: Not in operation  Bore 3: 90 L/min	Bore 1 (RN 64551): 165 L/min (in operation)  Bore 2: 18 L/min (not in operation)  Bore 3: 33 L/min (not in operation)	Combined flow 120 L/min
Water treatment location and capacity	In line chorine disinfection (0.3 ML/day)	In line chlorine and UV disinfection (0.8 ML/day)	In line chlorine disinfection and pressure filter (0.5 ML/day)
Contingency Supply	Potential supplementary supply accessible from developing new bores into existing allocation in Cunningham Alluvium		
Emergency Supply	Carting from Storm King Dam, Leslie Dam or Connolly Dam	Carting from Leslie Dam or Connolly Dam	Carting from Leslie Dam or Connolly Dam. Connect third bore on Condamine River Road

## 3.2 ALTERNATIVE WATER SUPPLIES

### 3.2.1 RECYCLED WATER

SDRC also operates the Warwick and Stanthorpe Sewage Treatment Plants (STP) which are capable of treating effluent to the Class A recycled water standard.

Class A effluent from the Warwick STP is used for irrigation of public access areas, including local sports and recreation clubs, school sports fields, and Council parks, gardens and cemeteries. It is also used for dust suppression and for road construction where appropriate. The Warwick STP typically produces 0.5 – 1.2 ML/day of Class A recycled water for the above recycled water uses, however, it has the ability to produce up to approximately 1.75 ML/day should there be an increase in recycled water demand. Production is directly associated with inflow into the treatment plant; inflow is reduced when water restrictions are in place.

The Stanthorpe STP has a Class A treated water capacity of 1 ML/day and is currently fully allocated for irrigation to local horticultural growers, local sports and recreation fields, the golf course, the public high school and the cemetery. Almost 100% of the Class A effluent produced from the Stanthorpe STP is reused for the above purposes.

SDRC has an objective to increase the capability, production and use of Class A recycled water to substitute for potable water use, both during and outside of drought events, to reduce potable water consumption where possible. There has been a significant upgrade to the treatment plant to facilitate this and the reticulation has been extended to Morgan Park to allow more users to connect. Currently, the uptake of recycled water use is limited by the end use type, typically for outdoor irrigation and construction works, and cannot be relied upon as a contingent water supply source at this stage.

SDRC is also investigating the feasibility and market need of further improving the quality of recycled water to beyond Class A to further broaden the end use type and increase the uptake of recycled water.

### 3.2.2 ADDITIONAL GROUNDWATER ALLOCATIONS

Southern Downs Regional Council has a number of additional groundwater allocations which were used for town water supply in Yangan, Allora and Rosehill, prior to the extension of the reticulation network to supply these towns with treated water from the Warwick Water Treatment Plant. Some of these are now being utilised and others are potentially available as emergency supplies.

The details of these allocations are set out in Table 3.6 below.

**Table 3.6: Additional groundwater allocations**

NOMINAL ENTITLEMENT	ACTIVITY LAND	TOWN	SOURCE	REGISTERED BORE NUMBER
10 ML	Lot 213 on M34689	Allora	Walloon Coal Measures	RN-80001
60 ML	Lot 2 on RP30686	Yangan	Marburg Sandstone	RN-80781
350 ML	Road Reserve adjacent to Lots 63/A22, 131/M34690 and 1/SP196281	Allora	Dalrymple Creek Alluvium	RN-52470 RN-61892 RN-80308 RN-80309 3 of the bores have been refurbished for connection to the Toowoomba to Warwick pipeline
60 ML	Lot 1 on PER5682, Lot 1 on PER5684, Lot 1 on PER5683 & Lot 155 on M341391	Warwick	Condamine River Alluvium (Cunningham Alluvium)	Now allocated to the new Lyndhurst Lane bore
40 ML	Lot 489 on D345 and others	Sandy Creek	Condamine River Alluvium	
40 ML	Lot 4 on RP218122, Lot 1 on RP169533	Yangan	Swan Creek Alluvium	No longer a bore available but council does have the allocation
29 ML*	Lot 11 SP106334	Killarney	Condamine River Alluvium	RN-61895

\* Included in lease to the Killarney Recreation Club Inc. Prior notice required should the allocation be needed for emergency supply.

## 4 DEMAND FOR WATER

A critical element of this Drought Management Plan is an understanding of the historical, current and projected water demand patterns for each water supply scheme. This enables the identification of options to manage and restrict demands during drought periods and improves understanding of the implications of water restrictions for different water users.

### 4.1 HISTORICAL DEMAND

#### 4.1.1 RETICULATION NETWORK POTABLE WATER DEMANDS

The historical potable water consumption patterns within SDRC based on the 2015 - 2023 billing information for each of the water supply scheme are provided in Table 4.1. The information provided in Table 4.1 is related to historical potable water consumption by residential and non-residential connections within SDRC only, and do not include bulk water consumptions from standpipes and bulk water supply to Tenterfield Shire Council. The gradual reduction in average daily consumption from 2019 to 2021 can be attributed to the recent drought event which triggered a series of water restriction levels and associated demand management measures. Although the average demand has crept up again they are mostly well below the pre-drought levels.

**Table 4.1: Historical Demands**

Water Supply Scheme	Average Daily Demand 2015 (ML/day)	Average Daily Demand 2016 (ML/day)	Average Daily Demand 2017 (ML/day)	Average Daily Demand 2018 (ML/day)	Average Daily Demand 2019 (ML/day) <sup>3</sup>	Average Daily Demand 2020 (ML/day) <sup>3</sup>	Average Daily Demand 2021 (ML/day) <sup>3</sup>	Average Daily Demand 2022 (ML/day)	Average Daily Demand 2023 (ML/day)
Warwick <sup>2,4</sup>	5.1	5.0	5.1	5.9	4.7	3.3	2.9	3.7	4.0
Allora <sup>1</sup>	0.19	0.16	0.18	0.18	0.14	0.12	0.14	0.15	0.19
Yangan <sup>1</sup>	0.09	0.09	0.08	0.09	0.08	0.06	0.06	0.07	0.08
Stanthorpe <sup>4</sup>	1.29	1.31	1.34	1.4	1.2	0.7	0.9	0.9	0.9
Killarney	0.22	0.21	0.23	0.21	0.21	0.18	0.18	0.2	0.2
Wallangarra	0.53	0.43	0.12	0.11	0.10	0.06	0.08	0.09	0.15
Dalveen	0.02	0.02	0.02	0.02	0.02	0.01	0.01	0.02	0.02
Leyburn	0.04	0.04	0.05	0.06	0.04	0.02	0.03	0.03	0.03
Pratten	0.02	0.02	0.03	0.03	0.03	0.02	0.01	0.01	0.02

Notes:

1. Supplied by the Warwick Water Supply Scheme.
2. Excluding Yangan, Allora demands.
3. Drought years – water restrictions applied
4. Excludes demand from standpipes

This table is extremely useful as it straddles a drought period so that we can clearly see the demand during a drought event compared to normal demand. The drought was from late 2019 – 2022. This drought although of short duration was very severe with Stanthorpe running out of water from Storm King Dam.

Figures 4.1 to 4.7 demonstrate the historical potable supply trends for the SDRC water supply schemes. Of note is that the daily recorded flows depicted in these figures are recorded by the SDRC operating meters and include supply for both the downstream network demands as well as filling the network storages. On a daily basis these flows may not truly reflect actual network water demands (e.g. on one day the recorded “demand” might be higher due to filling of downstream storages, on the next day the recorded “demand” might be significantly lower as the network storages draw down to meet demands). However, the recorded flows should be a good representation of network demands on rolling 7-day and 28-day averages.

In addition to potable water supply, SDRC also provides raw water to a small number of customers connected to the Leslie Dam, Connolly Dam and Storm King Dam raw water pipelines. The raw water use is significantly lower than potable water use for the corresponding schemes (less than 25 kL/day). New connections are not permitted on the raw water mains.

Figure 4.1: Historical Demand Trend – Warwick Water Supply Scheme

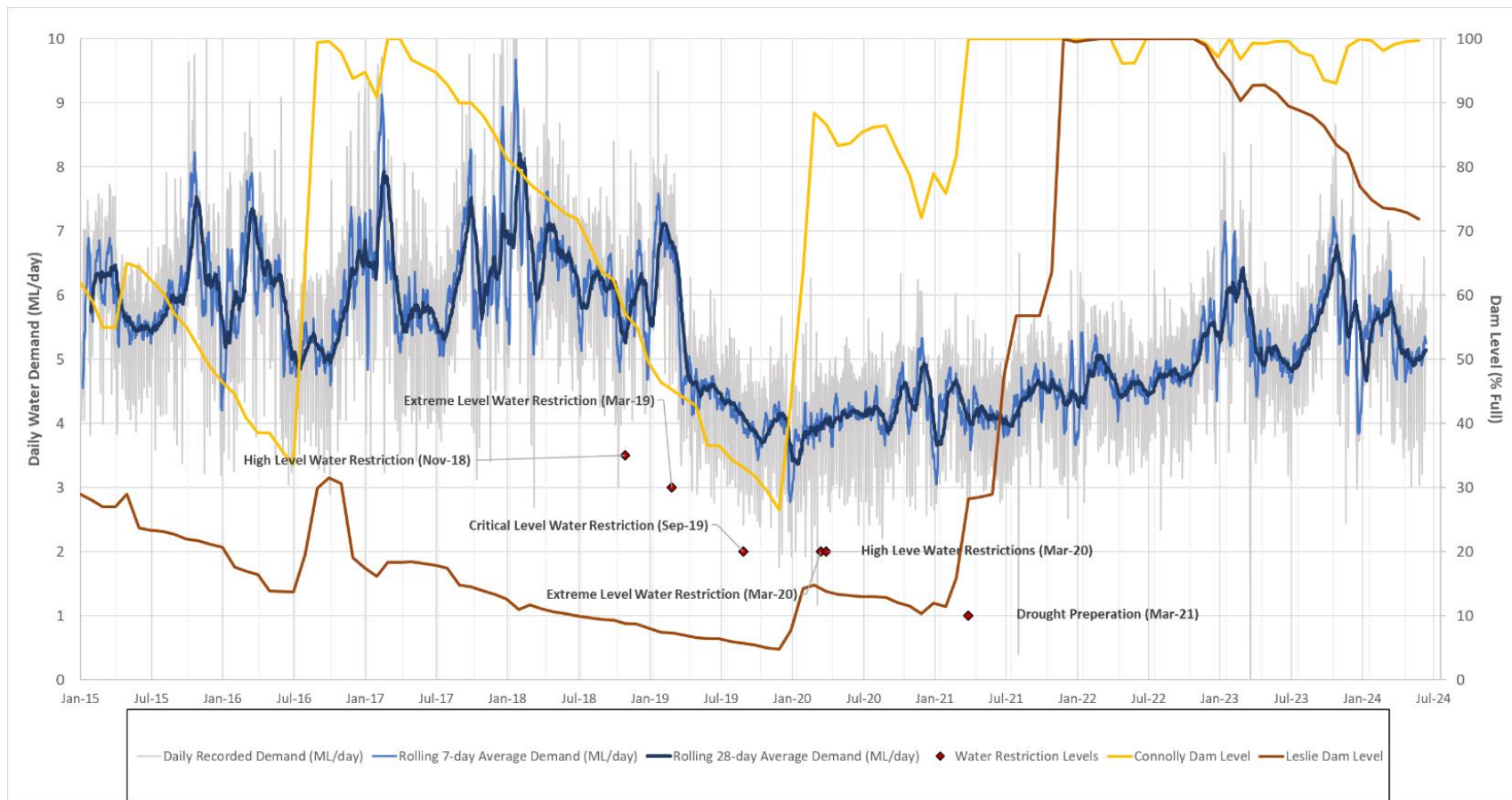


Figure 4.2: Historical Demand Trend – Stanthorpe Water Supply Scheme

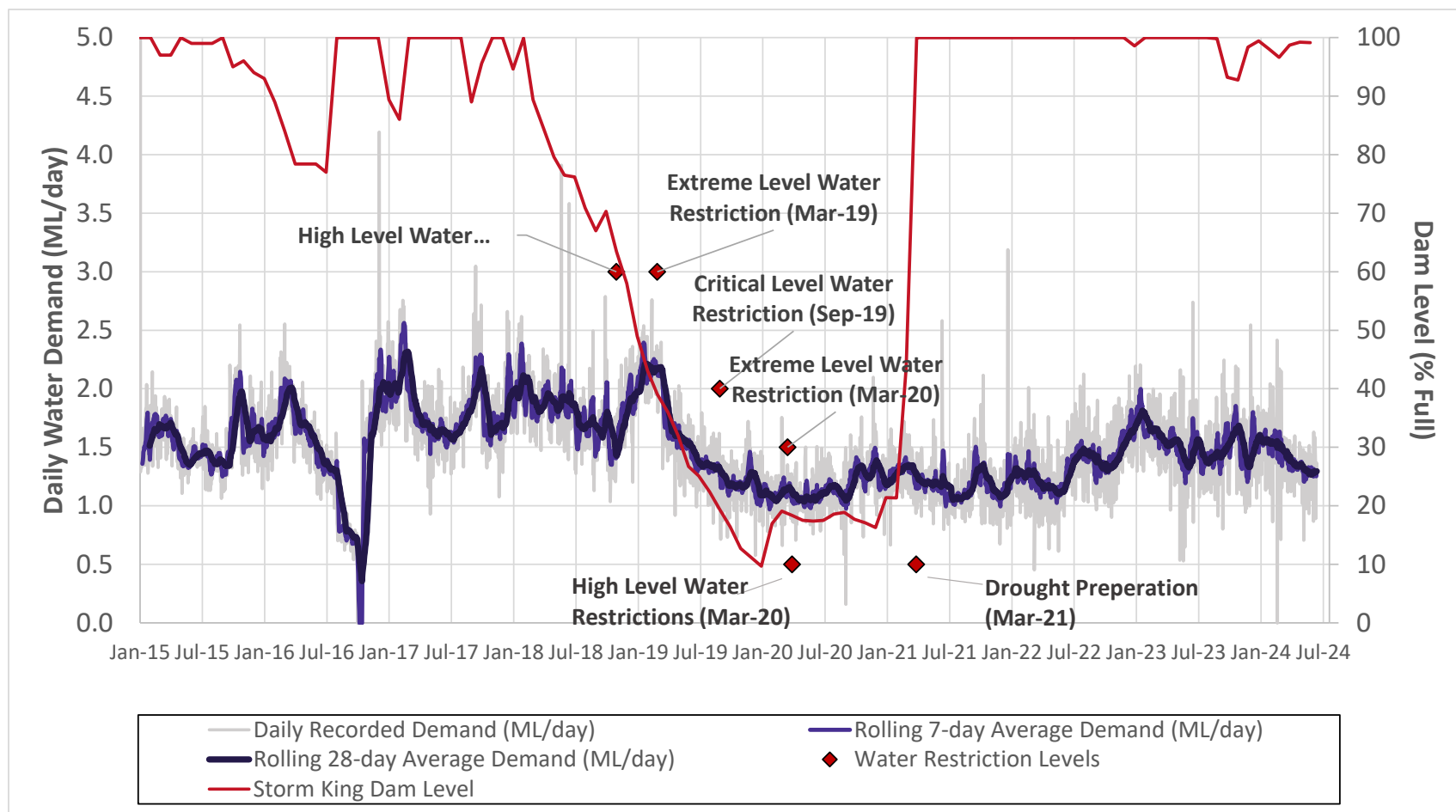


Figure 4.3: Historical Demand Trend – Killarney Water Supply Scheme

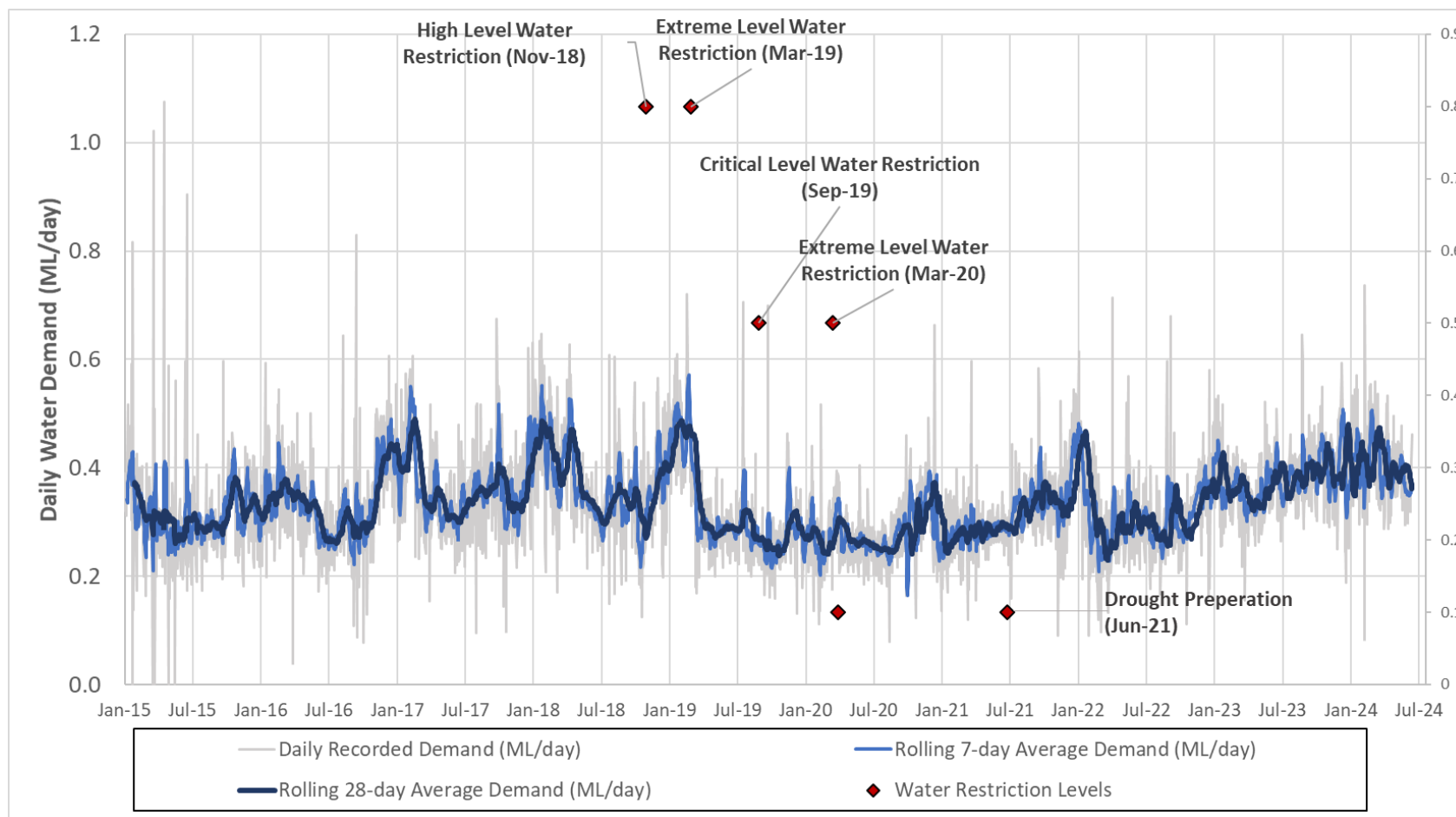


Figure 4.4: Historical Demand Trend – Wallangarra Water Supply Scheme

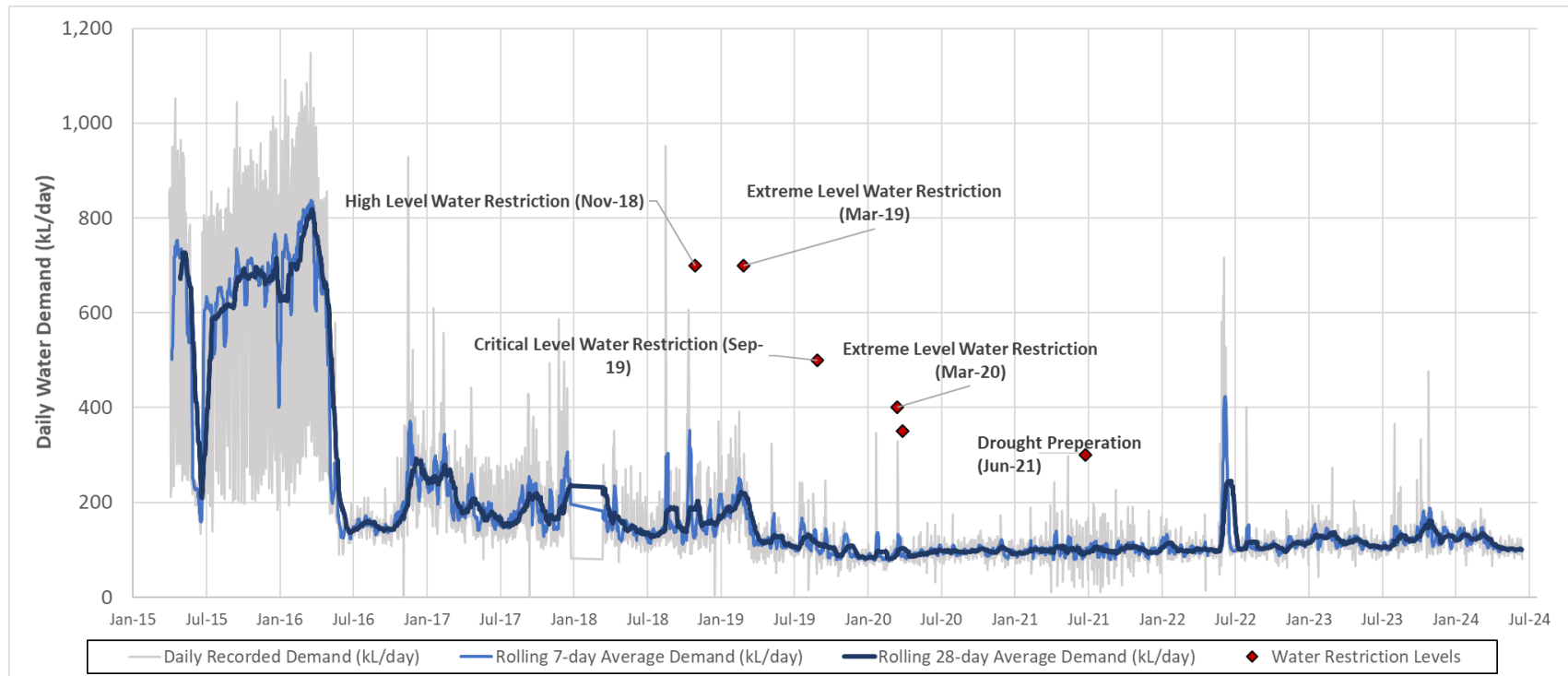


Figure 4.5: Historical Demand Trend – Dalveen Water Supply Scheme

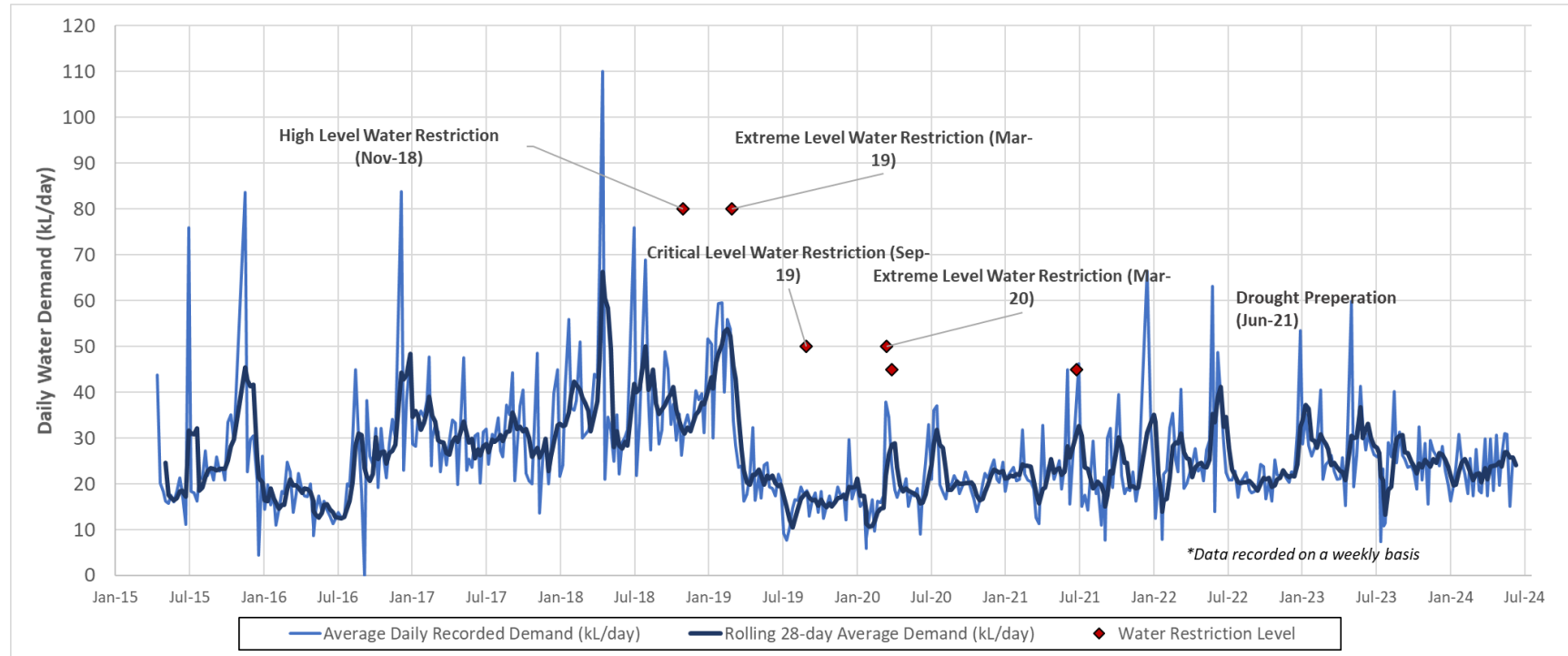


Figure 4.6: Historical Demand Trend – Leyburn Water Supply Scheme

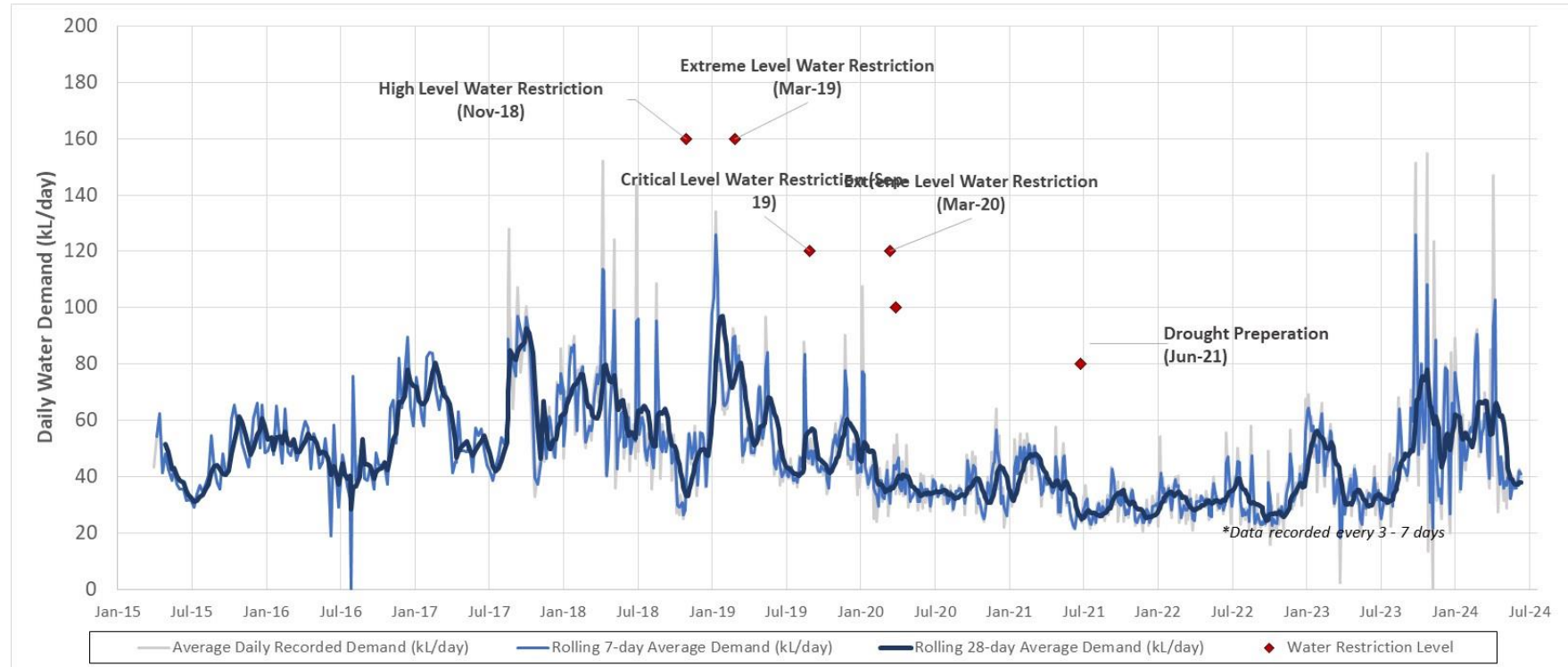
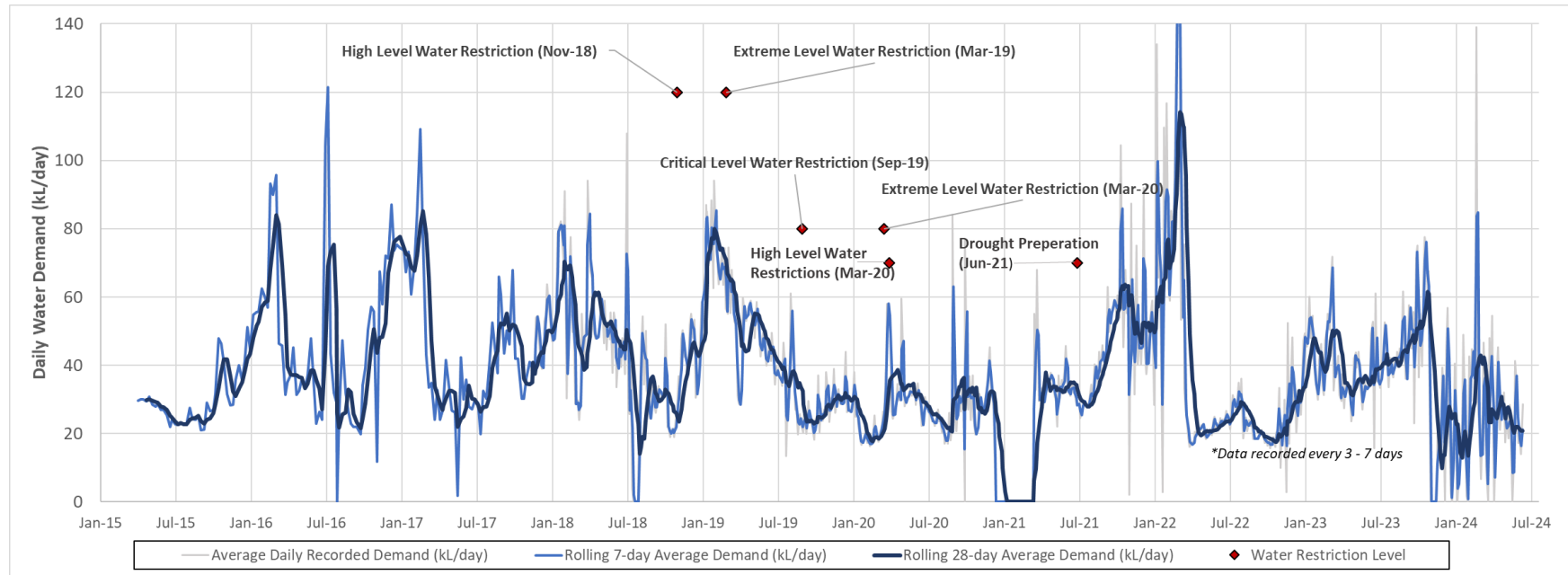


Figure 4.7: Historical Demand Trend – Pratten Water Supply Scheme

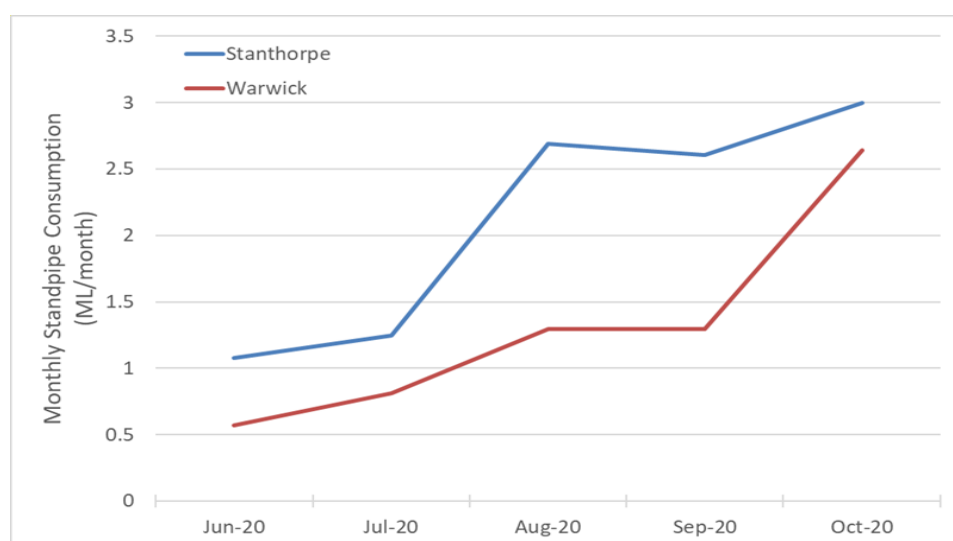


#### 4.1.2 STANDPIPE DEMANDS

In addition to the reticulated network potable water demand, increased reliance on potable water supply via standpipes has been observed as the drought progressed from 2017. This is largely related to rural residential and commercial properties not connected to reticulation, that typically rely on rainwater tanks but require supplementing from the potable water service during extended drought conditions. In order to monitor and manage standpipe consumption during a drought event, SDRC restricted public standpipe access to the standpipes at Wallace Street, Warwick and Mackenzie Street, Stanthorpe, as well as registering and monitoring standpipe consumption to individual residential and commercial properties on a monthly basis.

A sample of the standpipe consumption data during the drought is as shown in Figure 4.8. The monthly standpipe consumption, in both Stanthorpe and Warwick, increased by a factor of 3 to 5 between June 2020 and Oct 2020. The standpipe consumption in Stanthorpe equates to approximately 15% of the reticulated water supply from the Stanthorpe Water Supply Scheme, and the standpipe consumption in Warwick equates to approximately 2% of the reticulated water supply from the Warwick Water Supply Scheme in 2020. These volumes can make material differences to the scheme capacity thus highlighting the importance of considering additional potable water demand from these properties during drought periods.

**Figure 4.8: Monthly Standpipe Consumptions**



As demonstrated in Figures 4.9 and 4.10, bulk water consumption through standpipes increases significantly as a drought event worsens. Rural properties may seek water from the water supply schemes during drought periods if insufficient rainfall is received to refill rainwater tanks. For this Drought Management Plan, it is conservatively estimated that one-third of the properties within each water supply scheme area are currently supplied by on-site rainwater tanks only and are not connected to the reticulated network.

The standpipe consumption data for Stanthorpe and Warwick is shown in Figures 4.10 and 4.11 respectively and has been plotted against rainfall to highlight the relationship between standpipe demand and rainfall received. The standpipe consumption in Stanthorpe equates to approximately 5% (compared to 15% during the drought) of the reticulated water supply from the Stanthorpe Water Supply Scheme, and the standpipe consumption in Warwick equates to approximately 2.8% of the reticulated water supply from the Warwick Water Supply Scheme in 2023. These volumes can make material differences to the scheme capacity thus highlighting the importance of considering additional potable water demand from these properties during drought periods.

Figure 4.9: Monthly Rainfall and Standpipe Consumption Stanthorpe

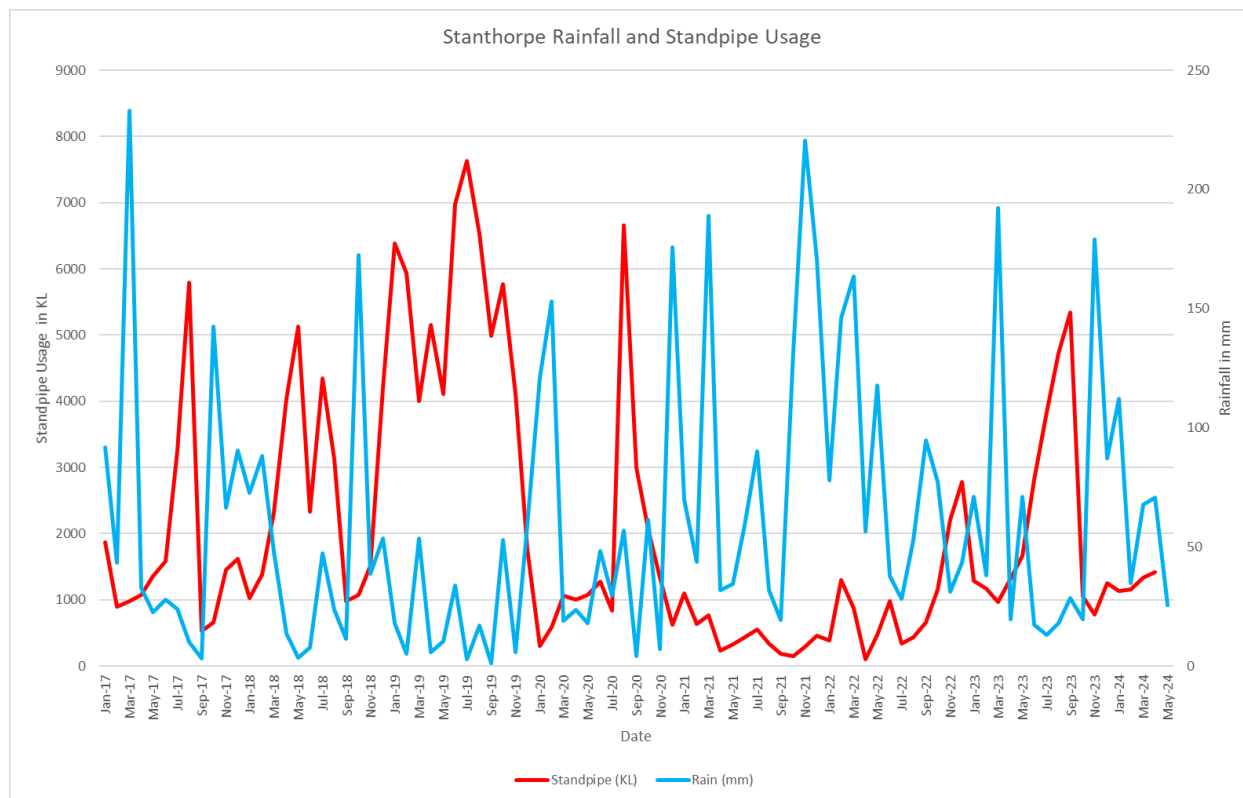
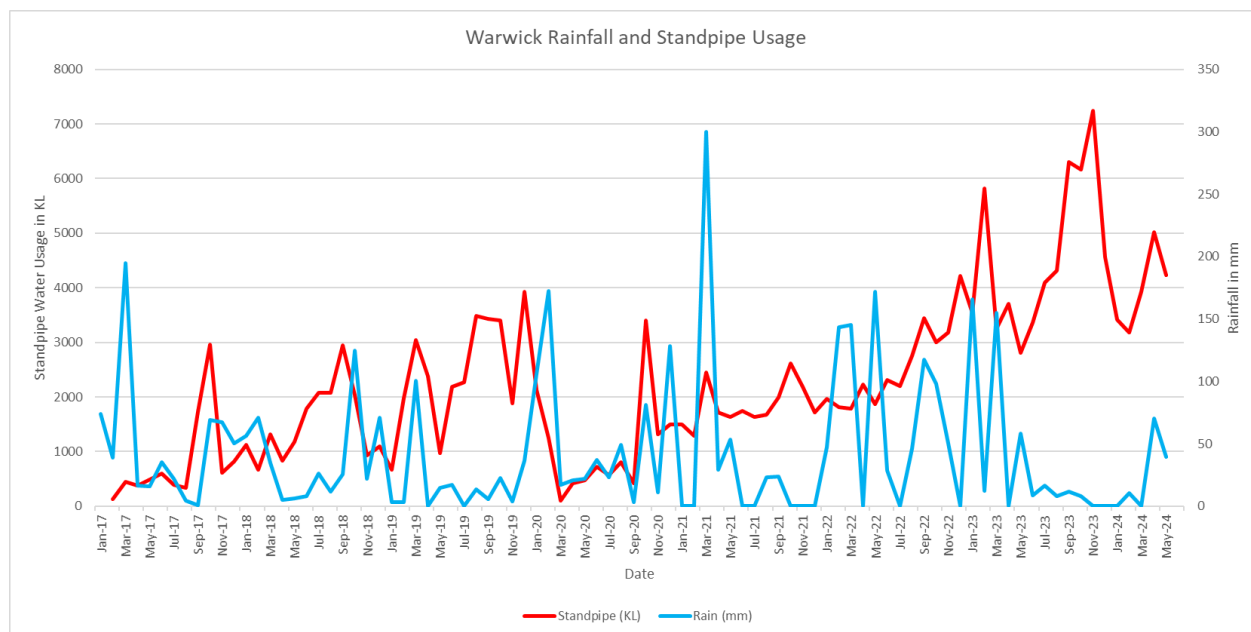


Figure 4.10: Monthly Rainfall and Standpipe Consumption Warwick



For this Drought Management Plan, it is conservatively estimated that one-third of the properties within each water supply scheme area are currently supplied by on-site rainwater tanks only and are not connected to the reticulated network. Table 4.2 provides an estimation of the additional water demands that may be experienced by each of the SDRC's water supply scheme during a drought.

**Table 4.2: Estimation of Additional Demands During Drought Periods**

WATER SUPPLY SCHEME	APPROXIMATE ADDITIONAL RESIDENTIAL CONNECTIONS <sup>1</sup>	POTENTIAL ADDITIONAL DEMAND DURING DROUGHT (KL/DAY) <sup>2</sup>
Warwick	2,713	647
Stanthorpe	920	203
Killarney	166	37
Wallangarra	92	18
Dalveen	24	5
Leyburn	41	9
Pratten	26	5

Notes:

1. Based on March 2024 billing information.
2. Based on 100 Litres/person/day.

#### 4.1.3 TRUCK WASH DEMANDS

In addition to supplying the reticulated customer connections in Warwick, Yangan and Allora, the Warwick Water Supply Scheme also provides potable water for truck washing. The use of potable water for truck washing was prohibited from March 2019 until February 2020. An average truck wash demand of 1.66 ML/month has been recorded since March 2020, once truck washing activities were reinstated. This volume equates to approximately 0.17% of the reticulated water supply from the Warwick Water Supply Scheme in 2024 and therefore represent a significant volume to be managed.

Future planned works include the provision of an improved class of recycled water to the Warwick truck wash which will significantly reduce the demand for potable water at this facility. The recycled water supply is now available and just requires the upgrade at the truck wash to be fully commissioned to allow it to use this water.

#### 4.1.4 BULK WATER SUPPLY TO TENTERFIELD SHIRE COUNCIL

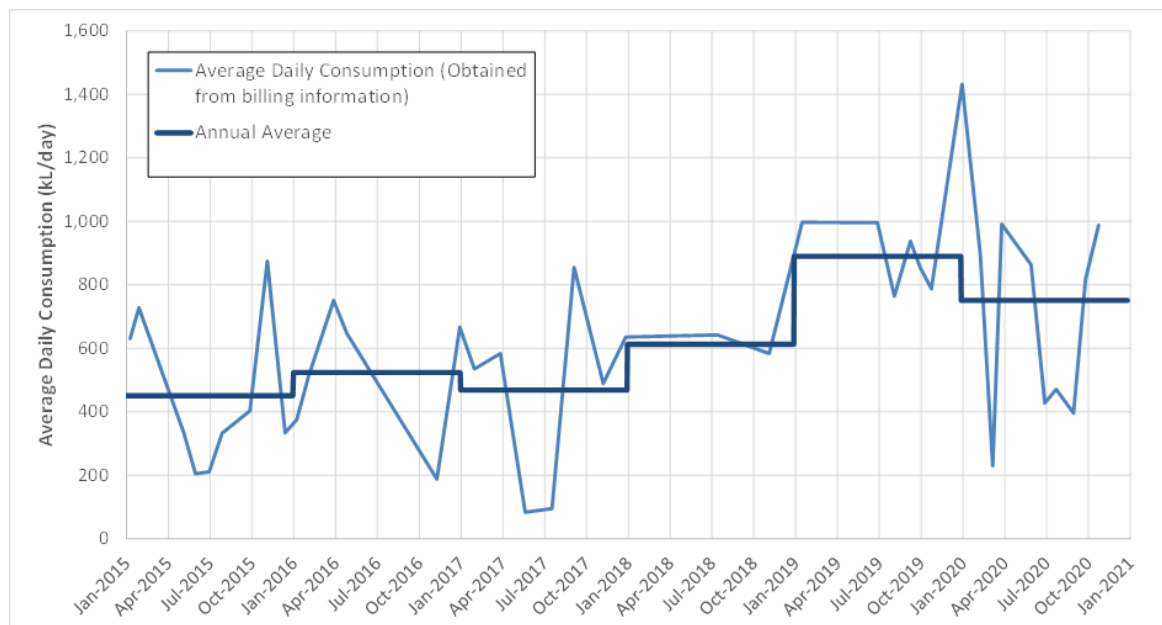
In addition to supplying the reticulated customer connections in Wallangarra, the Wallangarra Water Supply Scheme also provides bulk water supply to the adjacent township of Jennings in NSW. The water is supplied under the terms of a water supply agreement between SDRC and Tenterfield Shire Council (TSC). The terms of agreement permit SDRC to require TSC to apply the same level of water restrictions to Jennings residents as are applied to SDRC residents receiving water from the same storage. Currently, a notice period of one month is to be provided to TSC prior to restrictions being imposed.

Bulk water supply to Tenterfield Shire Council currently equates to approximately 17% of the total supply from the Wallangarra Water Supply Scheme in 2024. The significant reduction in water consumption prior to mid-2016 (shown in Figure 4.4) is due to the closure of a high-water use business within the area.

#### 4.1.5 RECYCLED WATER DEMANDS

As demonstrated in Figure 4.11, the demand for recycled water within Warwick continues to increase over the years, especially since the commencement of the current drought in 2017. The reduction in average daily consumption of recycled water in 2020 could be attributed to more efficient water use practices being taken up by Council and business as the drought progressed.

**Figure 4.11: Historical Recycled Water Demand in Warwick**



## 4.2 FUTURE WATER DEMAND

The current and projected water demands for each water supply scheme are presented in Table 4.3. The existing water demands and customer connections are based on the information recorded in July 22 to June 23.

**Table 4.3: Historical and Projected Reticulated Network Water Demands**

WATER SUPPLY SCHEME	CURRENT (2023)			FUTURE (2041)		
	APPROX. POPULATION SERVED	CONNECTIONS	DEMAND (ML/DAY) <sup>1</sup>	APPROX. POPULATION SERVED	CONNECTIONS	DEMAND (ML/DAY)
Warwick <sup>2,3</sup>	18,816	7,972	5.16	24,006	10,171	6.47
Stanthorpe <sup>3</sup>	6,356	2,673	1.55	6,788	2,855	1.59
Killarney	960	479	0.37	1,069	533	0.36
Wallangarra	707	276	0.14 <sup>4</sup>	752	294	0.15
Dalveen	105	67	0.02	108	69	0.03
Leyburn	223	135	0.04	371	225	0.08
Pratten	142	83	0.03	195	114	0.07

Notes:

1. Based on 2022/23 average supply.
2. Including supply to Warwick, Yangan, Allora and truck wash but excluding standpipe demands.
3. Excluding standpipe demands.
4. Including supply to Tenterfield Shire Council.

## 5 DROUGHT RESPONSE PLANNING

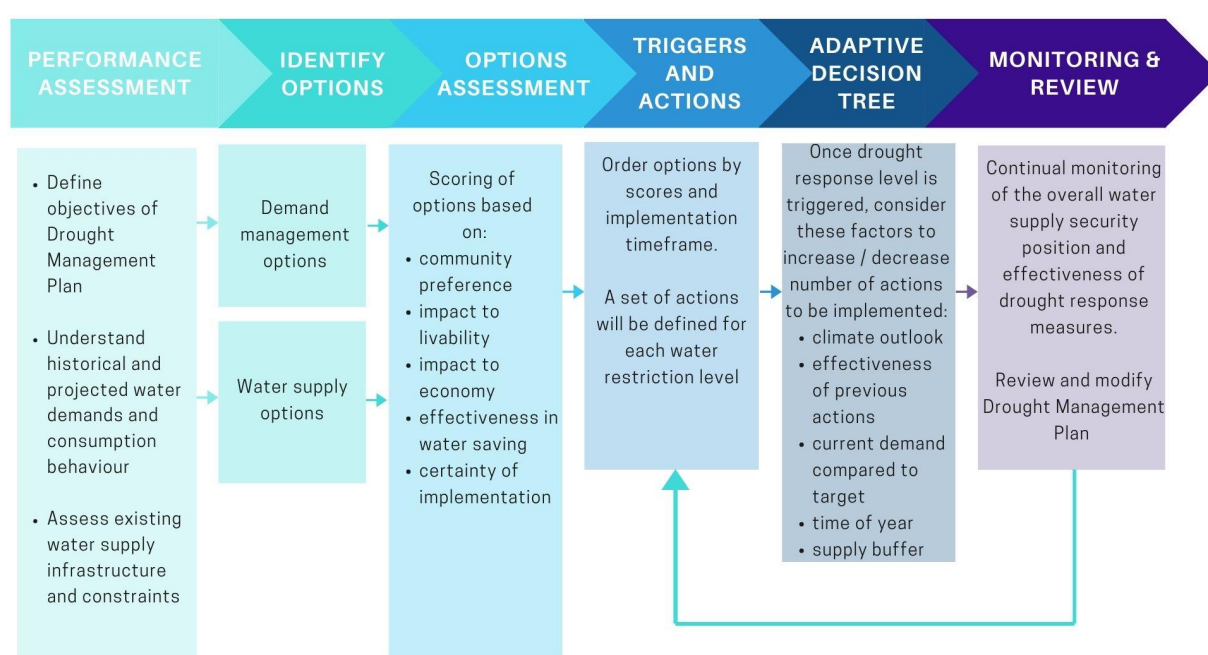
### 5.1 PLANNING FRAMEWORK

A drought planning process involves two fundamentally different steps that complement each other; a long-term water supply security plan and a drought management plan.

In this instance the Drought Management Plan has been developed as a standalone document. Water restriction triggers are based on historical drought and past experiences. This Drought Management Plan clearly defines a list of actions to be implemented once each water restriction trigger is reached. The associated monitoring, communication and resourcing requirements represents an important, and stepped, improvement in drought response management for SDRC.

The drought response planning framework adopted to develop this Drought Management Plan is illustrated on Figure 5.1.

Figure 5.1: Drought Response Planning Framework



### 5.2 OPTIONS ASSESSMENT CRITERIA

The drought response actions detailed in this Drought Management Plan aim to balance cost, water security and community outcomes, and recognises the lessons learnt from the recent drought event, including:

- The need to have a detailed action plan in place.
- The importance of acting quickly in accordance with the plan.
- The importance of monitoring and communicating water security positions frequently.
- The importance of being adaptable as the drought progresses and engaging with staff and stakeholders such as government, businesses and the community.

To support transparent and consistent decision making, an options assessment framework has been adopted to assess and prioritise a set of response actions that can be readily implemented once each water restriction level is triggered. The options assessment framework follows the process detailed below.

1. Identify all drought response options.
2. Define options attributes, including:
  - a) Water user: residential, non-residential or SDRC.
  - b) Option type: Supply, demand or operational improvement.
  - c) Time to implement option.
3. Score each option based on each assessment criterion and sum the total score.
4. Order options by score (the higher the total score, the more advantageous the option), considering deliverability (e.g. an option may need to be shifted to an earlier trigger due to time to implement).
5. Prioritise and group actions to be implemented once each water restriction trigger is reached.

A description of each assessment criterion is provided below, with the score sheet illustrated in Figure 5.3.

### 5.2.1 COMMUNITY PREFERENCE

A drought response action is considered preferable if it reflects the community preference current at the time. SDRC completed a community consultation process in October 2020 to seek feedback from the community on how water restrictions influence water use, liveability and business operations during times of drought. The community consultation involved a number of engagement mechanisms such as online survey, direct emails and phone discussions, and has received the following responses:

- Online survey: 342
- Phone chats: 5
- Written responses: 8
- Business responses: 5
- Community groups: 1

The community preferences captured in this community consultation include:

- General preference:
  - The community prefers SDRC to apply all levels of water restrictions. There was support for Council to ramp up water restriction activities as the level increases in severity, starting with awareness and education, and increasing to monetary fines.
  - There is a desire for water restrictions to be applied per water supply scheme. Triggers for each scheme will be identified so residents are clear on when water restrictions will apply to their area.
  - There is a desire for water restrictions to be applied to both residents and visitors.
- Business preference:
  - Business should demonstrate water saving initiatives and action plans.
  - High water-use businesses should be regularly monitored.
  - Business should aim for a percentage reduction in water use where possible.
  - Business should use alternative water sources where possible (e.g. rainwater tank, recycled water).
- Residential preference:
  - Preference for Council to provide guidance on how water can be used at each restriction level.
  - Priority for residential indoor water use: indoor cleaning (toilet flushing after each use, cleaning inside the house, doing laundry as required, using the dish washer), house pet health & hygiene, watering pot plants, longer showers (over 4 minutes), washing external living areas attached to the house and having a deep bath.
  - Priority for residential outdoor water use: watering garden, washing the car, watering lawn, washing windows, water for large pets (e.g. pony, pet sheep), washing outdoor living area not attached to the house, water play for children, hosing pathways and driveways, topping up swimming pool/spas.
  - Strong preference to keep some parts of garden green and alive during extended periods of low rainfall (> 3 months) for mental health benefits and as exercise; however, residents are willing to use alternative (non-drinking) water sources where possible.

- Participants have identified top 3 impacts of water restrictions being: personal hygiene, ability to do laundry, access to drinking water.

### 5.2.2 LIVEABILITY

Each drought response action is assessed against its impact to liveability in terms of:

- Impact to community access to dams and waterways.
- Impact to community access to green space, including streetscape and sports grounds.
- Number of residents affected.
- Frequency that the action will affect residents.

### 5.2.3 ECONOMY

Each drought response action is assessed against its impact to the economy in terms of:

- Impact to the operational activities and business functions of existing businesses and industries.
- Impact to tourism attraction.
- Impact to the growth opportunity of business and tourism.
- The impact to Council revenue should also be considered as part of the cost of the drought response action.

### 5.2.4 EFFECTIVENESS

The effectiveness score is used as an indication of the value versus implementation costs of the drought response action in either achieving water saving (for demand management actions) or supply yield additions (for contingency or emergency water supply actions).

Figure 5.2 illustrates the adopted effectiveness scoring matrix. The higher score, the more advantageous the action.

Figure 5.2: Effectiveness Scoring

Cost	H	1	2	3
	M	2	3	4
	L	3	4	5
		L	M	H
		Volume Saved/Added		

### 5.2.5 CERTAINTY OF IMPLEMENTATION

Each drought response action is assessed against its certainty of implementation in terms of:

- The availability of data, anecdotal evidence, experience and industry knowledge in implementing the drought response action.
- The certainty and accuracy of the cost, delivery timeframe and effectiveness of the drought response action.

Figure 5.3: Options Assessment Score Sheet

CRITERIA	SCORE				
	1	2	3	4	5
Community preference	Action does not align with community preference.	Community is indifferent to the drought response action.	Action somewhat aligns with community preference.	Action largely aligns with community preference.	Action strongly aligns with community preference.
Livability	Severe restriction on access to lakes and waterways.	Significant restriction on access to lakes and waterways.	Moderate restriction on access to lakes and waterways.	Minor restriction on access to lakes and waterways.	Minimal restrictions on access to lakes and waterways.
	Severe restrictions on community access to green space.	Significant restrictions on community access to green space.	Moderate restrictions on community access to green space.	Minor restrictions on community access to green space.	Minimal restrictions of community access to green space.
	Affects >75% of residents	Affects 50-75% of residents	Affects 30-50% of residents	Affects 15-30% of residents.	Affects <15% residents.
	Action affects residents daily.	Action affects residents more than once a week	Action affects residents weekly	Action affects residents 2 - 3 times a month	Action irregularly affects lives of residents.
Economy	Severe impact on business, industrial, or commercial ability to operate or opportunity for growth.	Significant impact on business, industrial, or commercial ability to operate or opportunity for growth.	Moderate impact on business, industrial, or commercial ability to operate or opportunity for growth.	Minor impact on business, industrial, or commercial ability to operate or opportunity for growth.	Minimal impact on business, industrial, or commercial ability to operate or opportunity for growth.
	Severe reduction in tourism and tourist events.	Significant reduction in tourism and tourist events.	Moderate reduction in tourism and tourist events.	Minor reduction in tourism and tourist events.	Minimal reduction in tourism and tourist events.
Effectiveness	High cost measure resulting in little reduction in demand or low additional supply.	High cost measure resulting in a medium reduction in demand or medium additional supply.	High cost measure resulting in a significant reduction in demand or significant additional supply.	Medium cost measure resulting in significant reduction in demand or significant additional supply.	Low cost measure resulting in significant reduction in demand or significant additional supply.
	High cost measure resulting in little reduction in demand or low additional supply.	Medium cost measure resulting in little reduction in demand or low additional supply.	Medium cost measure resulting in a medium reduction in demand or medium additional supply.	Low cost measure resulting in a medium reduction in demand or medium additional supply.	Low cost measure resulting in significant reduction in demand or significant additional supply.
	High cost measure resulting in little reduction in demand or low additional supply.	Medium cost measure resulting in little reduction in demand or low additional supply.	Low cost measure resulting in little reduction in demand or low additional supply.	Low cost measure resulting in a medium reduction in demand or medium additional supply.	Low cost measure resulting in significant reduction in demand or significant additional supply.
Certainty of Implementation	No data available.	Minimal data available.	Some data available within industry.	Some data available within SDRC.	Extensive data available.
	No anecdotal evidence.	Some anecdotal evidence available, inconclusive implementation in industry.	Small scale of implementation in industry.	Medium scale implementation in industry.	Track record of implementation in industry
	No previous examples of implementation within industry.	No implementation history within SDRC.	Small scale implementation within SDRC,	Medium scale implementation at SDRC.	Track record of implementation at SDRC.

### 5.3 DEMAND MANAGEMENT OPTIONS

An effective Drought Management Plan relies heavily on community participation and collaboration with other government bodies and industries. The demand management options considered in this Drought Management Plan span from non-structural options such as leakage management and outdoor water use restrictions, to small-scale infrastructure options such as the use of water efficient devices.

Demand management is the proactive and adaptable management of end-use water consumption. With the support of the community, demand management can provide customers with a greater understanding of their water use and the ability to make informed choices about how they use water.

The drought management options considered in this Drought Management Plan include:

- A Water Restrictions Schedule detailing an array of water restrictions for residential, non-residential and Council water use that are set in stages that become more severe as a drought event progresses. A stepped approach has been developed for the management of demand in response to drought. It was developed by analysing the comparative economic impact of drought management options (i.e. costs and benefits to the community). This approach allows the community to participate in the drought response journey. An understanding of the changes in drought severity at each step, and the actions required, will allow the community to be integral to the success of the measures and lessen the long-term impact of drought.
- A pressure and leakage management program including leak detection, proactive maintenance, improved water metering, and targeted pressure management.
- Modifying Council water use practices that require substantial water use, including sourcing alternative water supply and identifying water efficiency practices for public parks and garden irrigation, public swimming pool top up and cleaning, and other construction and maintenance activities.
- Modifying water supply scheme maintenance activities that require water use, while maintaining public health and safety, including reduced frequency of reservoir cleaning, mains flushing, and pressure and flow testing of hydrants.
- Having systems in place to detect, monitor and minimise water theft, such as improved metering and pressure testing.
- Exploring the opportunity for rebate programs, or 'device swapping' initiatives, to assist and support the uptake of water efficient devices giving due consideration to the impact on Council's budget. Schemes such as rainwater tank rebates, efficient sprinklers and water-saving showerheads are some common examples.
- Ongoing provision of waterwise information, including initiating partnerships with schools and community organisations to generate awareness and promote waterwise behaviours.

## 5.4 PRE-DROUGHT PLANNING

As mentioned in the planning framework, this Drought Management Plan focuses on the response actions to be undertaken during a drought. However, planning for a drought takes its starting point from planning outside of drought, during normal or usual times. This section provides some recommendations of the key initiatives and strategies that should be undertaken prior to any drought period, including:

- Implementation of permanent waterwise conservation measures and programs to encourage long-term efficient use of water, both in and outside of drought (refer Section 5.4.1).
- Investigation of long-term supply strategies, including the determination of the water security level of service objectives and the adoption of appropriate system operating rules to ensure the water supply schemes can supply future demands (refer Section 5.4.2).
- Regular monitoring of water security positions, consumption volumes and patterns and climate data for early identification of emerging water supply risks and comparison of data during drought periods (refer Section 5.4.3).
- Implementation of water leakage and pressure management program to better manage and monitor water consumption and to optimise the operation of the reticulation network.
- A funding strategy to assist in management of the costs associated with drought periods.

### 5.4.1 PERMANENT WATERWISE INITIATIVES

As part of the recent drought event, SDRC has developed a Be Waterwise program to provide guidance for residents and businesses on day-to-day water savings practices.

Building on the community awareness and waterwise practices that residents and businesses within SDRC have already adopted during the recent drought event, the following waterwise initiatives are recommended to be adopted permanently to develop a culture of water efficiency:

- Undertake Community awareness and education campaign to promote permanent waterwise measures.
- Review Council's budget annually to implement rebate programs (or 'device swap' initiatives) to support the uptake of water efficient devices (e.g. rainwater tanks, efficient sprinklers and water-saving showerheads).
- Ensure business users using more than 10 ML/year are operating in accordance with their approved Water Efficiency Management Plan (WEMP).
- Encourage every business, big or small to complete and implement a Water Saving Action Plan to review their water use and identify water saving opportunities.
- Assist businesses in completing water audits as part of their Water Efficiency management Plan (WEMP) submissions.
- Prepare water efficiency guidelines for specific industries within SDRC that operate using potable water supply (e.g. car wash centres).
- Review Council's operational and maintenance practices annually for park irrigation, public pools, construction and any other activities that requires the use of potable water to identify alternative water supply sources and to further improve its water use practices.
- Inspect and fix visible leaks on a regular basis.

### 5.4.2 LONG-TERM SUPPLY STRATEGIES

This Drought Management Plan has been developed as a standalone document without the guidance of a long-term water supply security plan. These are only available for Stanthorpe and Warwick. This essentially means that the water restriction triggers cannot be defined based on the level of service objectives and are instead developed based on historical drought and past experiences. It is recommended that long-term water security strategies be developed for the other towns to:

- Determine the long-term water supply strategy of the SDRC water supply schemes, including the potential to integrate these schemes to a grid system to increase water supply reliability.
- Determine the water security level of service objectives, including the customer service standard in relation to the desired water use during normal / usual times, maximum frequency, severity and duration of restrictions, and minimum essential supply volumes.

- Optimise the operating rules such that system storages are not drawn down excessively during non-drought periods as a result of inefficient operation of the water supply scheme. As an example, the operating rules between Leslie Dam and Connolly Dam during normal, non-drought period to ensure there is sufficient storage within Connolly Dam to act as emergency water supply for other supply schemes, whilst not compromising the water supply continuity for the Warwick Water Supply Scheme. The decision has been made that Warwick can only take the top 30% of Connolly Dam storage and the remaining 70% must be kept for use for Stanthorpe.
- Assess the effectiveness of contingency supplies and future augmentation options in an integrated modelling environment that includes probability outcomes and cost assessments.

### 5.4.3 ONGOING SYSTEM MONITORING

Regular monitoring of water supply sources, extractions, production, consumption and climate is critical to understanding how well a water supply scheme is operating and helps identify emerging and future water supply challenges. Regular data collection becomes even more critical during drought periods as supply sources are stressed and the water supply situation can deteriorate quickly due to the drought condition.

The recommended minimum data collection requirements at the key monitoring sites during normal, non-drought operation are tabulated in Table 5.1.

**Table 5.1: Recommended Ongoing System Monitoring**

PARAMETER	DATA TYPE	FREQUENCY OF MONITORING
Surface water dams	Water levels	Weekly
Spring Creek Weir	Stream flows	Daily (via BoM River Height Station No 541138 Spring Ck u/s Killarney)
Groundwater bores <ul style="list-style-type: none"> <li>• Pratten</li> <li>• Leyburn</li> <li>• Dalveen</li> </ul>	Groundwater levels	Quarterly via Queensland Globe DRDMW Monitoring Bore RN42231423 DRDMW Monitoring Bore RN42231267 DRDMW Monitoring Bore RN42231566
Raw water intakes	Extraction rates	Daily
WTPs	Production rates	Daily
Consumption	Metered consumption (raw, bulk and reticulated)	6-monthly based on current billing cycle.  The installation of Smart Water Meters for residential, commercial and industrial users allows usage to be monitored daily if required and leakages are identified daily.
Climate	Rainfall  Temperature	Monthly (via the Bureau of Meteorology; BOM)

## 6 DROUGHT RESPONSE ACTION PLAN

### 6.1 OVERVIEW

This section details the water restriction triggers and drought response actions developed for each SDRC water supply scheme. Each water supply scheme has a set of water restriction triggers developed based on the scheme's individual water security position. As such, different schemes may be at different water security position at any given time and may therefore be at a different level of water restrictions.

All water supply schemes share the following demand management actions:

- The application of water restrictions schedule and associated investigation, enforcement and issuing of fines.
- Implementing communications plan, including community awareness and education campaign and liaison with non-residential water users.
- Monitoring of water security position and potable water demands.
- Implementing systems improvement programs, including leak detection and repair.

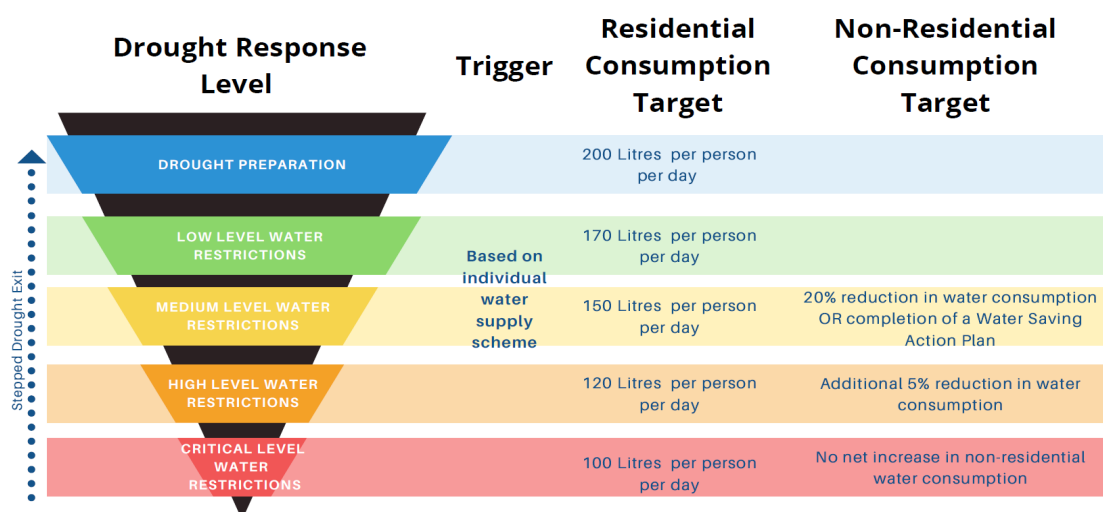
Additional drought response actions have also been prepared for each individual water supply scheme, outlining specific actions related to the investigation and implementation of contingency and emergency water supplies.

### 6.2 DROUGHT RESPONSE TRIGGERS

Three categories of drought response triggers have been developed, including drought preparation, during the drought and drought exit. A visual representation of the drought response triggers considered in this Drought Management Plan is shown in **Figure 6.1**.

As noted in 5.1, the adopted drought response approach is adaptive to allow actions and triggers to adjust to demand, climate, severity of drought and other external factors such as a pandemic requiring additional water use for sanitation and hygiene. This flexibility is critical to a resilient region. However, triggers should not be significantly delayed, or the benefit of the drought response actions will be diminished. In a severe drought, delays could result in a serious risk to water security. In fact, some actions may be brought forward if the current set of drought response actions are not able to achieve the targeted water reduction.

**Figure 6.1: Drought Response Triggers**



### 6.2.1 DROUGHT PREPARATION

The drought preparation trigger has been defined such that early interventions could be implemented in preparation of a potential drought event. The actions recommended to be undertaken during this period is more focused on general awareness rather than trying to achieve significant reduction in water usage. This general awareness extends to incorporate any drought declarations issued by State Government into the drought response.

The general actions to be undertaken once the drought preparation level is triggered include:

- Community awareness campaign and drought preparation messaging to encourage residents and businesses to think about their water use. A residential water consumption target is identified to help with monitoring and engagement activities.
- Preparation to introduce value-for-money demand management strategies.
- Identifying and mobilising resources to respond to a drought event.
- Confirming currency of the Drought Management Plan (this plan).
- Confirming preferred contingency and emergency supplies.

### 6.2.2 DURING THE DROUGHT

Four levels of water restriction have been developed to respond to a drought event as water security continues to decrease. Each water restriction level represents a targeted level of water usage reduction and actions associated with each level become more severe as water security continues to decrease. The general actions to be undertaken during the drought include:

- Implementing the different levels of water restrictions for residential, commercial, industrial use and Council activities.
- Introducing other demand management strategies.
- Preparing for and gaining access to contingency and emergency water supplies.
- Extending communications and community engagement.

A general description of the water restriction levels is provided below.

#### **Low Level Water Restriction**

This level targets a residential demand reduction to 170 Litres/person/day (from 200 Litres/person/day which is the target during drought preparation) through limiting hours that outdoor water use activities can occur. It is expected that the water conservation measures imposed for this level of water restriction will have relatively minor impact to the liveability of the SDRC residents and businesses.

Council will also be operating and maintaining public parks and gardens, public pools and other construction activities in accordance with the water saving practices and prioritise the use of alternative water supply sources where practicable.

#### **Medium Level Water Restriction**

This level targets a residential demand reduction to 150 Litres/person/day and for businesses to achieve 20% reduction in water consumption. The actions generally involve more restriction on outdoor potable water use and for businesses to implement water efficiency practices and source alternative water supplies. The aim is to reduce water usage to well below typical levels while still allowing some outdoor water use to maintain the liveability, well-being and economic prosperity of the SDRC residences and businesses.

Large, one-off events (e.g. Rodeo) that are expected to result in more than 10% increase in water consumption to the water supply scheme are required to submit a Water Conservation Plan to SDRC outlining their potable water consumption needs as well as demonstrating efforts in reducing potable water consumption.

Similar to low level water restrictions, Council will also be operating and maintaining public parks and gardens, public pools and other construction activities in accordance with the water saving practices and prioritise the use of alternative water supply sources where practicable.

#### **High Level Water Restriction**

This level targets a residential demand reduction to 120 Litres/person/day and for businesses to achieve an additional 5% reduction in water consumption. The actions involve significant restriction of outdoor potable water use and for businesses to source alternative water supplies for non-essential services. Other key actions include activating contingency water supply options and the investigation, design and construction of emergency supply options.

Community groups are required to source alternative water supplies in order to continue to operate an active playing surface.

All Council operational and maintenance activities will only occur as required by health and safety regulations and all park irrigation and construction activities can only occur if alternative water supply sources are used.

#### **Critical Level Water Restriction**

This level of restriction involves significant drought response actions to achieve a residential water use target of 100 Litres/person/day. 100 Litres/person/day represents the essential minimum supply volume (EMSV) which is defined as the minimum volume essential for drinking and basic hygiene. An all-out campaign to reduce usage to absolute minimum levels by eliminating all non-essential usage would be in place, and it is expected that these actions would have a major impact on nearly all residences and businesses.

### **6.2.3 DROUGHT EXIT**

Triggers for drought exit are considered for relaxation of demand management measures and for returning to typical water usage. A trigger to initiate consideration of drought exit is suggested for each water supply scheme; however, SDRC will exit drought adaptively based on the drought situation at the time. Drought exit will be a stepped approach with the easing of a limited number of demand management measures at a time to avoid rapid increase in water use and therefore the potential of re-entering water restrictions.

The following guiding principles should be applied when determining drought exit triggers and easing of restrictions:

- The drought exit trigger should be at least 10% higher than the preceding drought response level, and the easing of restrictions should not be implemented if they will likely result in re-imposing tighter restrictions in less than 4 weeks.
- First trigger to ease restrictions should generally be set at a higher water security level, after which the easing of restrictions could occur more regularly to allow review of changes to water consumption.
- At the time of each potential stepped drought exit, consideration needs to be given to the climatic conditions, demands, supply buffer, probability of again reaching the drought response entry trigger and drought response action lead times (reverse of the Adaptive Decision Tree; refer Section 6.3).
- Easing of demand management actions should be targeted and should generally reflect an inverse of the priority of actions.
- The decision to cease using contingency and emergency supplies will need to consider contractual impact.
- Easing of demand management actions should be clearly communicated to the SDRC community at each stepped drought exit event.

### **6.3 ADAPTIVE DECISION TREE**

While water supply risks can be mitigated with strict and enforceable restrictions regimes, experience has shown that there are always other factors to consider when applying these risk reduction measures. As such, an ability to adapt to the situation, based on the actual factors present at the time is essential.

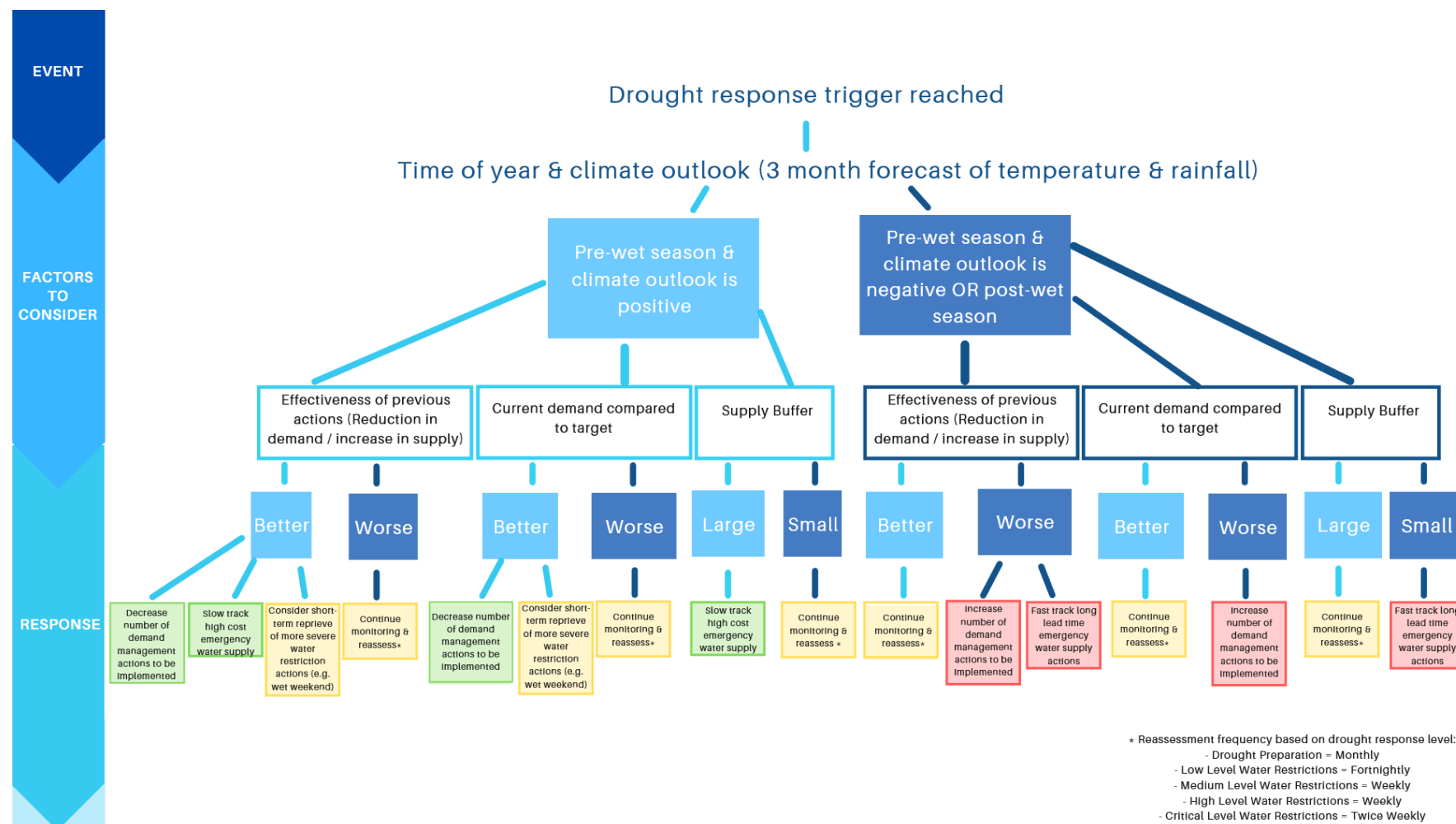
Figure 6.2 shows the Adaptive Decision Tree to be considered once a drought response level is triggered. The Adaptive Decision Tree should be used to determine the number and timing of the drought response actions to be implemented once the drought response level is triggered. The guiding principles when using this Adaptive Decision Tree to aid decision making include:

This Adaptive Decision Tree is designed to aid decision making as opposed to delaying necessary actions. Experience has shown that the benefit of the drought response actions will be diminished if they are significantly delayed. There are

demonstrable benefits in reducing the need for more costly and severe water restrictions actions by following the “go hard go early” principle.

- Frequent monitoring of the effectiveness of the implemented drought response actions is fundamental in the usability of the Adaptive Decision Tree. For example, some actions may be brought forward if the drought is more severe than anticipated, or the current set of drought response actions are not able to achieve the targeted water reduction.
- Prioritise low-cost actions and actions that require long lead time to implement

Figure 6.2: Adaptive Decision Tree



## 6.4 DROUGHT RESPONSE PLANS

### 6.4.1 ALL WATER SUPPLY SCHEMES

The Drought Response Plan illustrated in Table 6.1 is applicable to all SDRC water supply schemes.

Table 6.1: Drought Response Plan – All Water Supply Schemes

DROUGHT RESPONSE LEVEL	POOL OF ACTIONS FOR CONSIDERATION (BASED ON ADAPTIVE DECISION TREE OUTCOME)					
Level	Key Actions	Monitor, manage and report	Communications	Restrictions (Standpipes and community)	Operational	Preparation for future levels
<p>Drought Preparation</p> <p>Target: 200 litre per person per day residential demand</p>	<ol style="list-style-type: none"> <li>1. Activate and review Drought Management Plan (this plan) to ensure all triggers and drought response actions are up-to-date and are actionable</li> <li>2. Identify representatives from relevant Council departments to initially improve inter-department communications and to develop a resourcing plan.</li> <li>3. Review Council budget in relation to potential reduced revenue due to water consumption reductions and increased capital and operating expenditure associated with drought messaging activities, increased monitoring, and implementation of contingency and emergency water supplies.</li> <li>4. Review Council budget to implement rebate programs (or 'device swap' initiatives) to support the uptake of water efficient devices (e.g. rainwater tanks, efficient sprinklers and water-saving showerheads).</li> <li>5. Investigate availability and condition of existing recycled water facilities to identify further opportunity for potable water substitution.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assigned Council resource monitoring of water security status on a monthly basis</li> <li>2. Monitor levels in bores and all storages</li> <li>3. Monitoring of water security status includes dam levels, water extractions, standpipe usage, water treatment plant productions and actual water consumption</li> </ol>	<ol style="list-style-type: none"> <li>1. Prepare communications plan for each level of water restrictions, including drafting and updating water saving tips (e.g. factsheets and waterwheels) on Council website, email subscription and social media, and budgeting for other community awareness communication campaigns including roadside signage, and inclusion of flyer in residents' water notice.</li> <li>2. Confirm a list of key stakeholders to be engaged throughout the drought management process, including state government, major water users, Sunwater, Tenterfield Shire Council etc.</li> <li>3. Notify relevant state department (DRDMW) of current water security position and emerging water supply continuity risks.</li> <li>4. Communicate with the Queensland Fire and Emergency Services (QFES) to understand and align with their latest fire-fighting plan for the region.</li> <li>5. Prepare signage for informing each town of their level of water restriction</li> </ol>	<ol style="list-style-type: none"> <li>1. Develop the Active Playing Surface Guidelines for community groups operating activities on any active playing surface (e.g. community sports) to detail their water consumption needs and to operate the active playing surfaces based on the Active Playing Surface Guidelines once the low level water restrictions is triggered.</li> <li>2. Monitor standpipe use</li> <li>3. Communicate with raw water minor users regarding compliance with water restrictions</li> <li>4. Communicate with raw water major users regarding potential restrictions to supply</li> </ol>	<ol style="list-style-type: none"> <li>1. Verify raw and bulk meters accuracy annually to improve data accuracy.</li> <li>2. Detect and repair minor visible leaks on a monthly basis and larger leaks as soon as possible.</li> <li>3. Review raw, bulk and billing meters to understand data accuracy and asset condition</li> <li>4. Discontinue the use of Connolly Dam to supply Warwick scheme when level fails to below 70% (reserve Connolly for emergency supply for Stanthorpe)</li> </ol>	

LEVEL	KEY ACTIONS	MONITOR, MANAGE AND REPORT	COMMUNICATIONS	RESTRICTIONS (STANDPIPES AND COMMUNITY)	OPERATIONAL	PREPARATION FOR FUTURE LEVELS
Low level water restrictions  (Target 170 litres per person per day residential demand)	<ol style="list-style-type: none"> <li>1. Formalise a drought response group within Council, comprising representatives from different Council departments, and assign a dedicated drought program manager. This could involve the re-institution of the Council Water Advisory Committee, involving a Councillor as the chair person, the Chief Executive Officer, the Director Infrastructure Services, the Drought Program Manager and potentially an external / independent industry expert to assist in timely decision-making.</li> <li>2. Investigate emergency supply options including maximising treated effluent for non-drinking water use, groundwater bores, pipelines or carting. Seek endorsement for preferred emergency supply option.</li> <li>3. Identify potential procurement needs and develop priority procurement process (e.g. to fast track the implementation of emergency water supplies).</li> <li>4. Plan for and engage an additional resource to monitor smart meter usage from medium level water restrictions.</li> <li>5. Develop a Water Conservation Plan template for large event organisers to submit to Council once the medium level water restriction is triggered. The plan should allow large event organisers (events resulting in 10% increase in water consumption to the water supply scheme) to detail their water consumption needs as well as to demonstrate efforts in reducing potable water consumption.</li> </ol>	<ol style="list-style-type: none"> <li>1. Fortnightly monitoring of water security status and tracking of actual water consumption compared to target</li> <li>2. Continue to monitor water levels in bores and all storages as well as water security status.</li> </ol>	<ol style="list-style-type: none"> <li>1. Engage relevant Council departments to develop water conservation action plans (e.g. construction, maintenance, wash downs, parks and pools).</li> <li>2. Fortnightly update of current levels of water supply security on Council website, email subscription and social media.</li> <li>3. Update and install new roadside signage informing current water restrictions level.</li> <li>4. Develop and issue fact sheets and waterwheel informing residents of water saving tips and how water can be used at this water restrictions level.</li> <li>5. Identify and issue advice to residential premises using more than 1,000 litres per premise per day to encourage waterwise practices.</li> <li>6. Early engagement with industry groups (especially businesses with heavy reliance on town water) to encourage investigation of water consumption behaviour and identify water efficiency improvement opportunities. This includes notifying business users using more than 10 ML/Year that they are required to adhere to their approved Water Efficiency Management Plan, and business users using more than 5 ML/year of potable water that they will be required to submit and implement a Water Saving Action Plan once the medium level water restrictions is triggered.</li> <li>7. Early engagement with accommodation providers to communicate that water restrictions are to apply to all residents and visitors.</li> <li>8. Communicate and promote the uptake of rebate programs based on outcomes of Council budget review.</li> </ol>	<ol style="list-style-type: none"> <li>1. Continue to monitor standpipe use, looking for trends of increased usage</li> </ol>	<ol style="list-style-type: none"> <li>1. Implement low level water restrictions schedule</li> <li>2. Detect and repair all visible leaks as soon as possible.</li> <li>3. Monitor DMA data to try and determine if there are leaks that are not visible and follow up any potential leaks with leak detection equipment</li> <li>4. Monitor the level in Connolly dam to determine if it can still be used for Warwick backup.</li> <li>5. Ensure that Lyndhurst Lane bore is able to be operated at short notice.</li> </ol>	

LEVEL	KEY ACTIONS	MONITOR, MANAGE AND REPORT	COMMUNICATIONS	RESTRICTIONS (STANDPIPES AND COMMUNITY)	OPERATIONAL	PREPARATION FOR FUTURE LEVELS
Medium level water restrictions (Target 150 litres per person per day residential demand)	<ol style="list-style-type: none"> <li>Undertake design and seek approval and funding to implement the preferred emergency supply option.</li> <li>Implement early works of the preferred emergency water supply option (e.g. easement / land purchase, approvals).</li> </ol>		<ol style="list-style-type: none"> <li>Weekly monitoring of water security status and tracking of actual water consumption compared to target.</li> <li>Actively monitor meter usage and identify high users to be approached.</li> <li>Update roadside signage informing current water restrictions level.</li> </ol>	<ol style="list-style-type: none"> <li>Update roadside signage informing current water restrictions level.</li> <li>Develop and issue fact sheets and waterwheel informing residents of water saving tips and how water can be used at this water restrictions level.</li> <li>Regular communication and liaison with relevant state government departments, including notification of the intention of emergency water supply and seek drought assistance.</li> </ol>	<ol style="list-style-type: none"> <li>Implement medium level water restrictions schedule</li> <li>Engage additional resources if required to ensure all businesses users using more than 5 ML/year of potable water have submitted and implemented a Water Saving Action Plan.</li> <li>Engage additional resources if required to assist large event organisers in submitting and implementing a Water Conservation Plan.</li> </ol>	

LEVEL	KEY ACTIONS	MONITOR, MANAGE AND REPORT	COMMUNICATIONS	RESTRICTIONS (STANDPIPES AND COMMUNITY)	OPERATIONAL	PREPARATION FOR FUTURE LEVELS
High level water restrictions (Target 120 litres per person per day residential demand)	<ol style="list-style-type: none"> <li>Review water quality monitoring frequency for THMs in areas of low turnover</li> </ol>	<ol style="list-style-type: none"> <li>Daily monitoring of water security status and tracking of actual water consumption compared to target.</li> </ol>	<ol style="list-style-type: none"> <li>Update roadside signage informing current water restrictions level.</li> <li>Target high water users from meter readings and enforce compliance as required</li> </ol>		<ol style="list-style-type: none"> <li>Implement high level water restrictions schedule</li> <li>Continuous checking of meter reading of high residential and non-residential water users and undertake compliance investigation.</li> <li>Construction of emergency water supply, including ancillary infrastructure (e.g. tanker accessibility).</li> <li>Access to bulk water supply for domestic use is limited to SDRC residents and businesses.</li> </ol>	<ol style="list-style-type: none"> <li>Consider temporary closure of non-essential, high water dependent services once critical level water restrictions is triggered.</li> <li>Consider provision of free showers for SDRC residents at aquatic centres in Stanthorpe and Warwick</li> </ol>

LEVEL	KEY ACTIONS	MONITOR, MANAGE AND REPORT	COMMUNICATIONS	RESTRICTIONS (STANDPIPES AND COMMUNITY)	OPERATIONAL	PREPARATION FOR FUTURE LEVELS
<p>Critical level water restrictions</p> <p>(Target 100 litres per person per day residential demand)</p>		<ol style="list-style-type: none"> <li>Daily monitoring of water security status and tracking of actual water consumption compared to target.</li> <li>Daily monitoring of take from emergency water supply.</li> </ol>	<ol style="list-style-type: none"> <li>Update roadside signage informing current water restrictions level.</li> <li>Develop and issue fact sheets and waterwheel informing residents of water saving tips and how water can be used at this water restrictions level.</li> </ol>		<ol style="list-style-type: none"> <li>Implement emergency level water restrictions schedule</li> <li>Continuous meter reading of high residential and non-residential water users and undertake compliance investigation.</li> <li>Strict enforcement of water restriction schedule.</li> <li>Temporary closure of non-essential, high water dependent services</li> <li>Implement emergency water supply.</li> <li>Access to bulk water supply for domestic use is limited to SDRC residents and businesses.</li> <li>Commence provision of free showers for SDRC residents at aquatic centres in Stanthorpe and Warwick</li> </ol>	

### 6.4.2 SCHEME SPECIFIC ACTIONS

In addition to the drought response actions listed in Table 6.1 that are applicable to all water supply schemes, Figure 6.3 to Figure 6.10 also outline the actions in relation to contingency and emergency water supplies that are specific to the individual water supply schemes. Preliminary contingency and emergency water supply options are listed in order of preference for each water supply scheme at the bottom of the figures. These options focused on short-term and temporary supply options that could be implemented in a relatively short timeframe (6 months).

As part of the recent drought event, DRDMW has developed a number of simplified depletion models for SDRC to estimate the minimum time to depletion of the surface water dams. These models have been used to provide guidance of the minimum time to depletion against each drought response trigger, where applicable. However, the probabilities of loss of supply and the impact of time to depletion with the adopted drought response triggers cannot be confidently determined at this stage due to the lack of other modelling tools at this point. It is crucial that frequent monitoring of the water security positions of each of the water supply schemes is undertaken throughout the drought event to adjust the drought response triggers and actions, if necessary.

As noted in Figure 6.3 to Figure 6.10, the currently preferred emergency water supply option for Stanthorpe, Killarney, Dalveen, Leyburn and Pratten water supply schemes rely on carting from Connolly or Leslie Dams, which are typically a water supply dam for the Warwick Water Supply Scheme, until 70% capacity is reached and then it is to be solely used for Stanthorpe. Given their reliance to Warwick, these water supply schemes will be subject to, as a minimum, the same drought response levels as Warwick in the event of failure of their own water supplies.

The contingency and emergency water supply options considered in this Drought Management Plan focused on short-term and temporary supply options that could be implemented in a relatively short timeframe (6 months). Longer-term potential supply options that would require long lead time and high capital investment have not been considered at this stage however these would include:

- The construction of a pipeline connection from Warwick or Connolly Dam to Storm King Dam.
- Increasing the capacity of Storm King Dam.
- Participation as a customer in Emu Swamp Dam
- New borefield and associated infrastructure outside Warwick to supplement supply
- Feasibility of a new dam, e.g. Elbow Valley
- Purchase of medium priority water to convert to high priority water in Leslie Dam
- Creating a grid system to integrate water supply schemes.
- Significant upgrade of Warwick and Stanthorpe STPs to increase quantity and quality of recycled water.

Large projects that are currently underway are:

- Use of Allora bore water in to supplement Warwick
- Use of water below Minimum Operating Level of Leslie Dam
- Pipeline from Toowoomba to Warwick.

These options can be considered either individually or ideally as part of the long-term water supply security planning.

Note for the **Warwick water supply** we have a number of potential and actual contingency and emergency supplies available. These include Connolly Dam, Lyndhurst Lane bore, Allora bores, Toowoomba to Warwick (T2W) pipeline and the Leslie Dam dead storage. These supplies have very different water quality to the current Leslie Dam supply and therefore to some extent blending with the Leslie Dam supply is preferred to reduce the adverse effect on the treatment plant. At the time of this review, only Connolly Dam and Lyndhurst Lane bore are available for use. The Leslie Dam dead storage is expected to be available in 2025 and the Allora bores and T2W pipeline in 2027.

Due to the complexity of so many and such varied supplies with different cost structures, a Trigger Report for Warwick water supply has been produced to indicate the point at which each additional supply would be used and the volume from each. A

copy of this report has been included in Appendix A. The drought response triggers for Warwick below have been derived from the Trigger Report.

When the T2W pipeline is operational there will be some lead time required for SDRC to notify TRC that they require water to be supplied from Wivenhoe. TRC will also require a certain timeframe for the notification. They will try to order water from Wivenhoe for SDRC to coincide with when they pump water for their use, to reduce costs to SDRC.

Currently the mode of operation for the T2W pipeline during non-drought periods will be to have it in hot standby. This means that it will not be mothballed but rather kept primed, ready to be operated at a moment's notice. There will be no lead time to recommission this pipeline. There will be a bulk water and transportation agreement between SDRC and SEQ Water, as well as operating protocols which will define these matters and any required lead times. A link to these agreements should be included here in the DMP once they are approved and these agreements must be referred to.

When the Toowoomba to Warwick pipeline is constructed, the Allora bores can be used in isolation without the T2W pipeline being available for use. This is enabled by the hot standby mode. Due to the high level of chemical elements in the Allora bore water, there is a potential for this to be deposited in the pipelines. The T2W pipeline has a far greater diameter than the Allora link and the water velocity will drop significantly when entering this pipeline. This will enable more of these elements to be deposited. SEQ Water have therefore identified that the T2W pipeline would need to be flushed every 3 months when the Allora supply is used on its own.

As there are two scenarios with and without the T2W pipeline (to be available in 2027) a separate trigger diagram has been produced for each scenario below. This is because the same levels of demand will be triggered at the respective dam levels but the timing will change significantly when the T2W pipeline is activated.

In addition, a drought mode scenario document will be produced, setting out the triggers and control points. A link to this document should be included here in the DMP once this is finalised and this must be referred to when planning starts for use of the T2W pipeline.

For the **Stanthorpe Water Supply**, currently we only have carting water from Connolly Dam as an emergency supply. This is the only "affordable" option 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.

Figure 6.3: Drought Response Plan – Warwick Water Supply Scheme without T2W

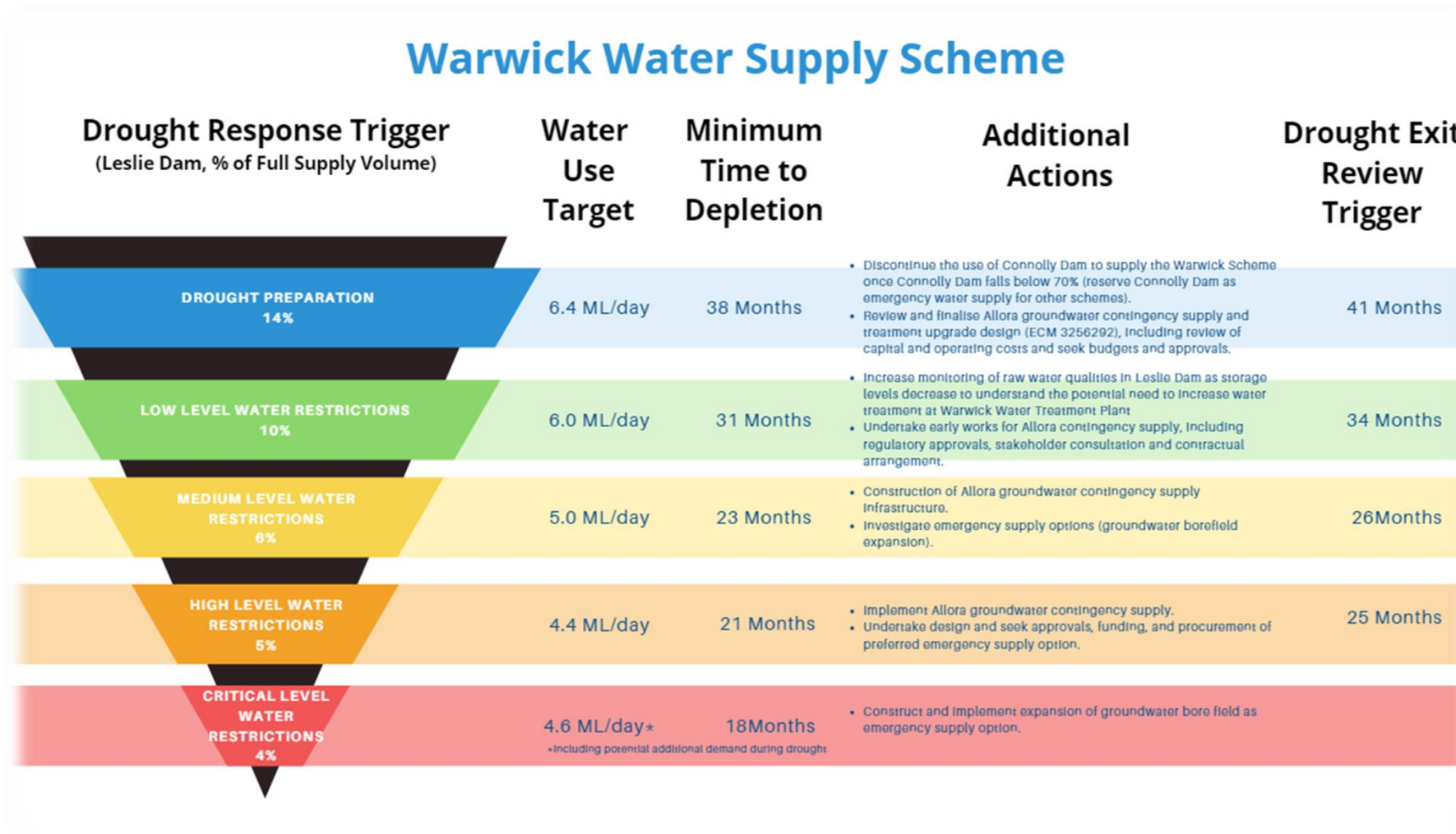


Figure 6.4: Drought Response Plan – Stanthorpe Water Supply Scheme

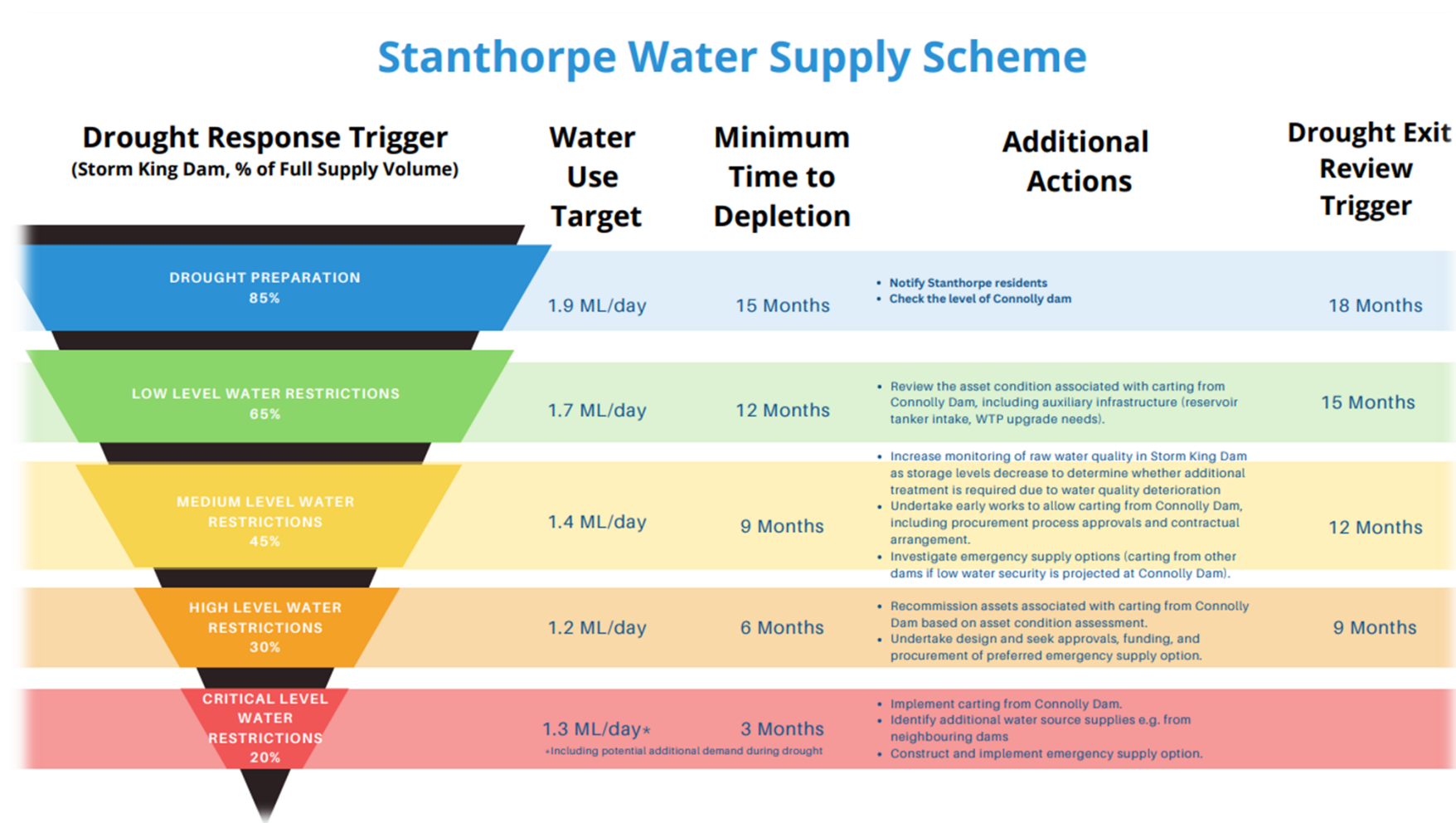


Figure 6.5: Drought Response Plan – Killarney Water Supply Scheme

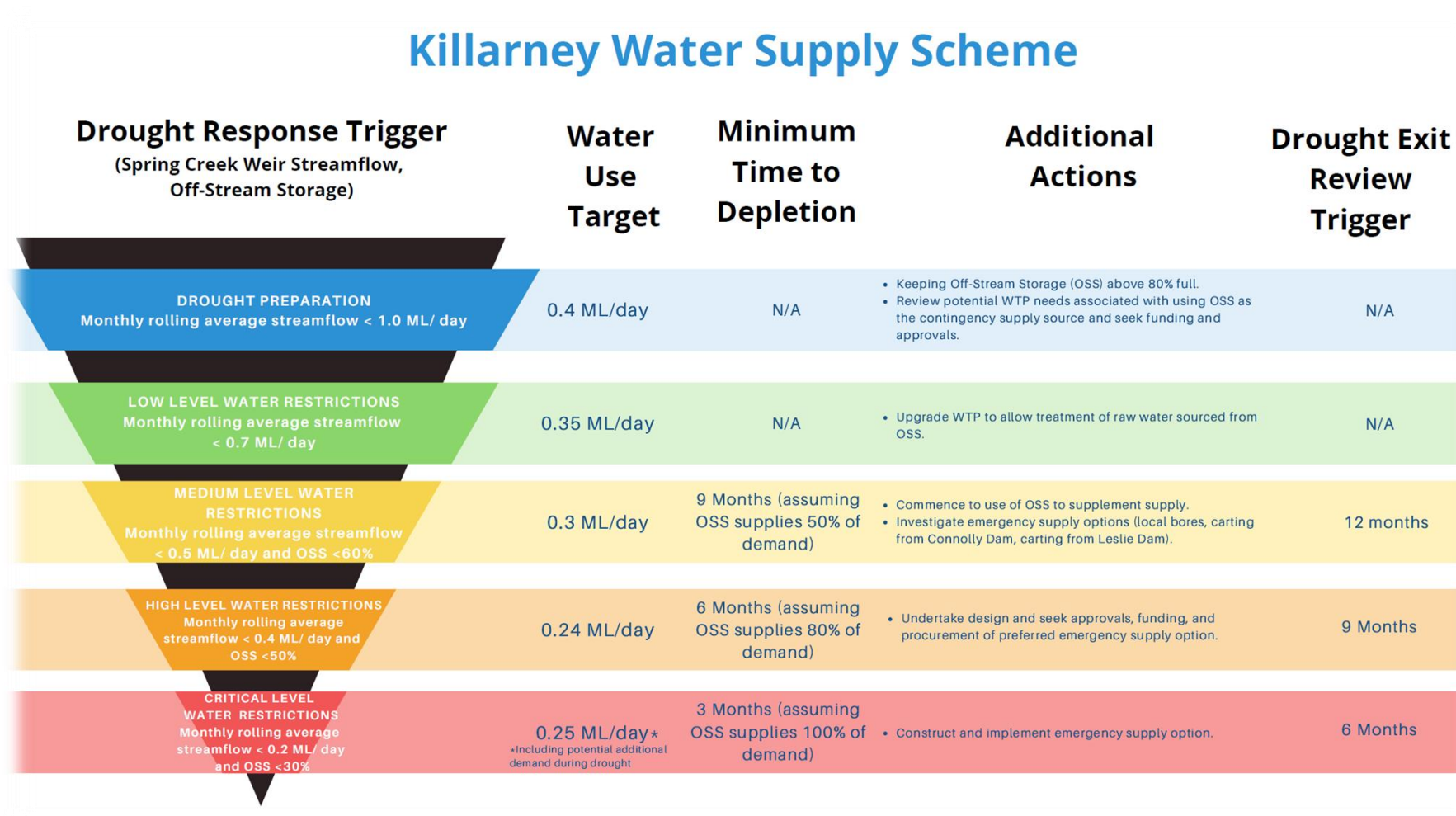


Figure 6.6: Drought Response Plan – Wallangarra Water Supply Scheme

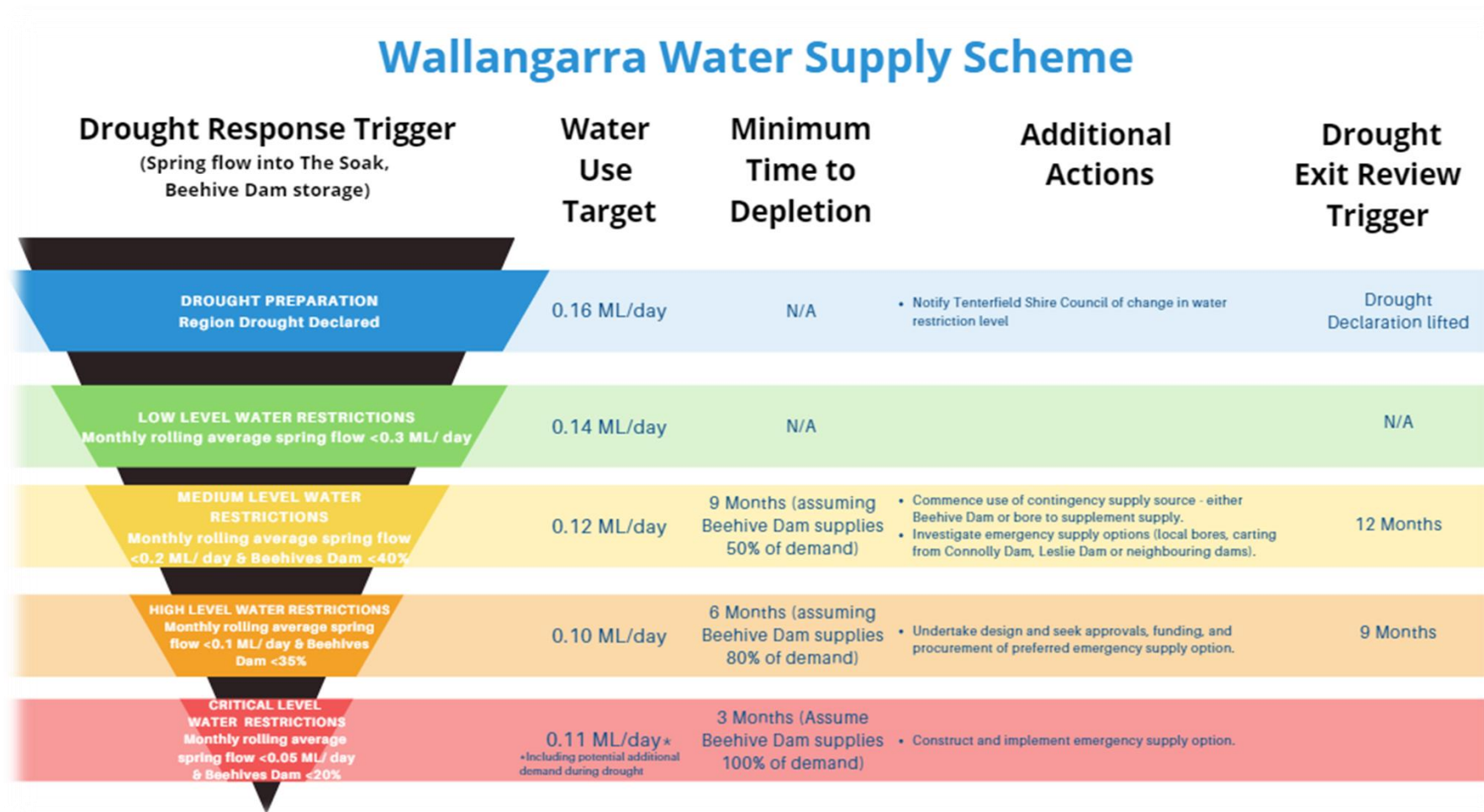


Figure 6.7: Drought Response Plan – Dalveen Water Supply Scheme

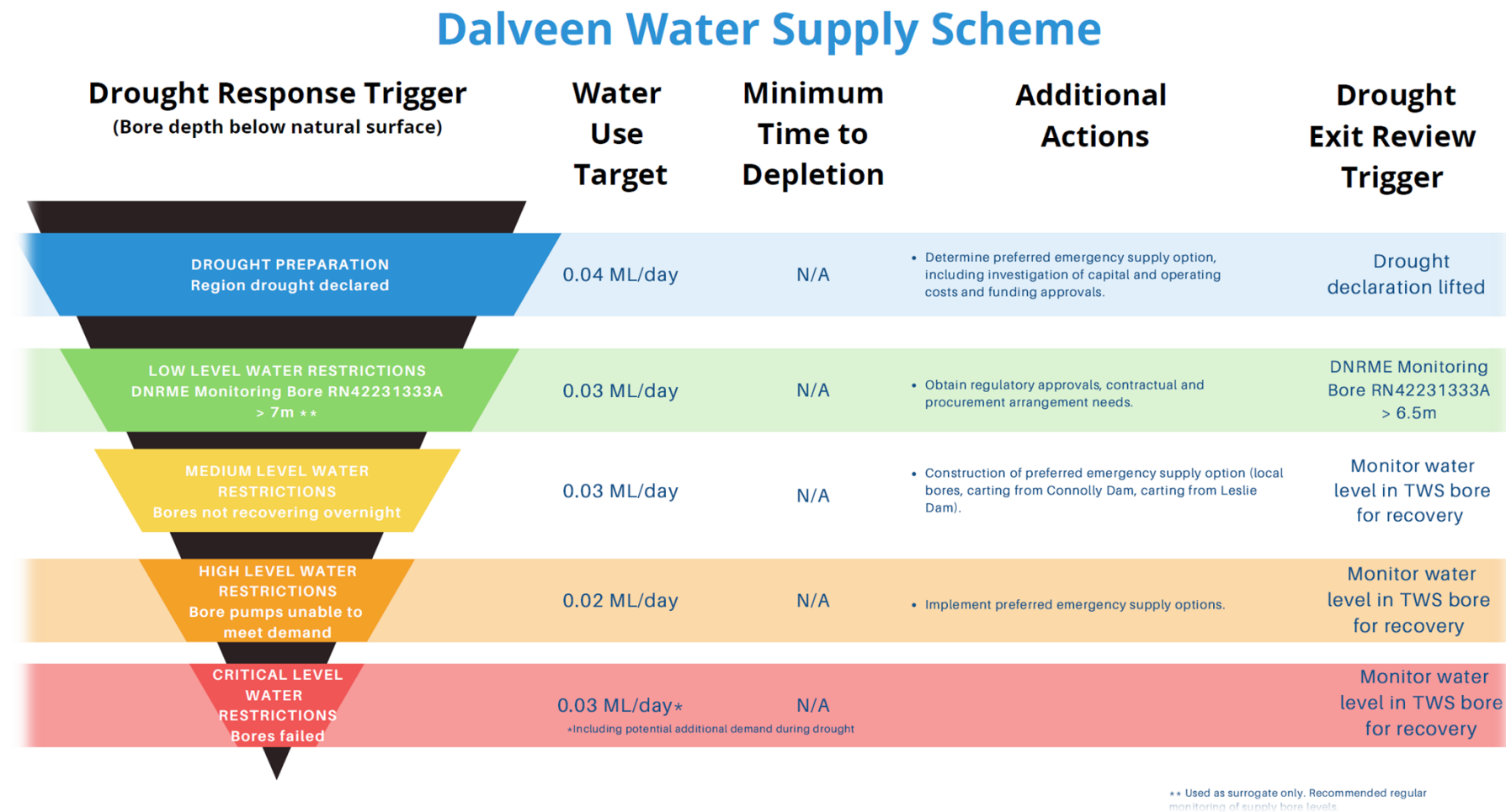


Figure 6.8: Drought Response Plan – Leyburn Water Supply Scheme

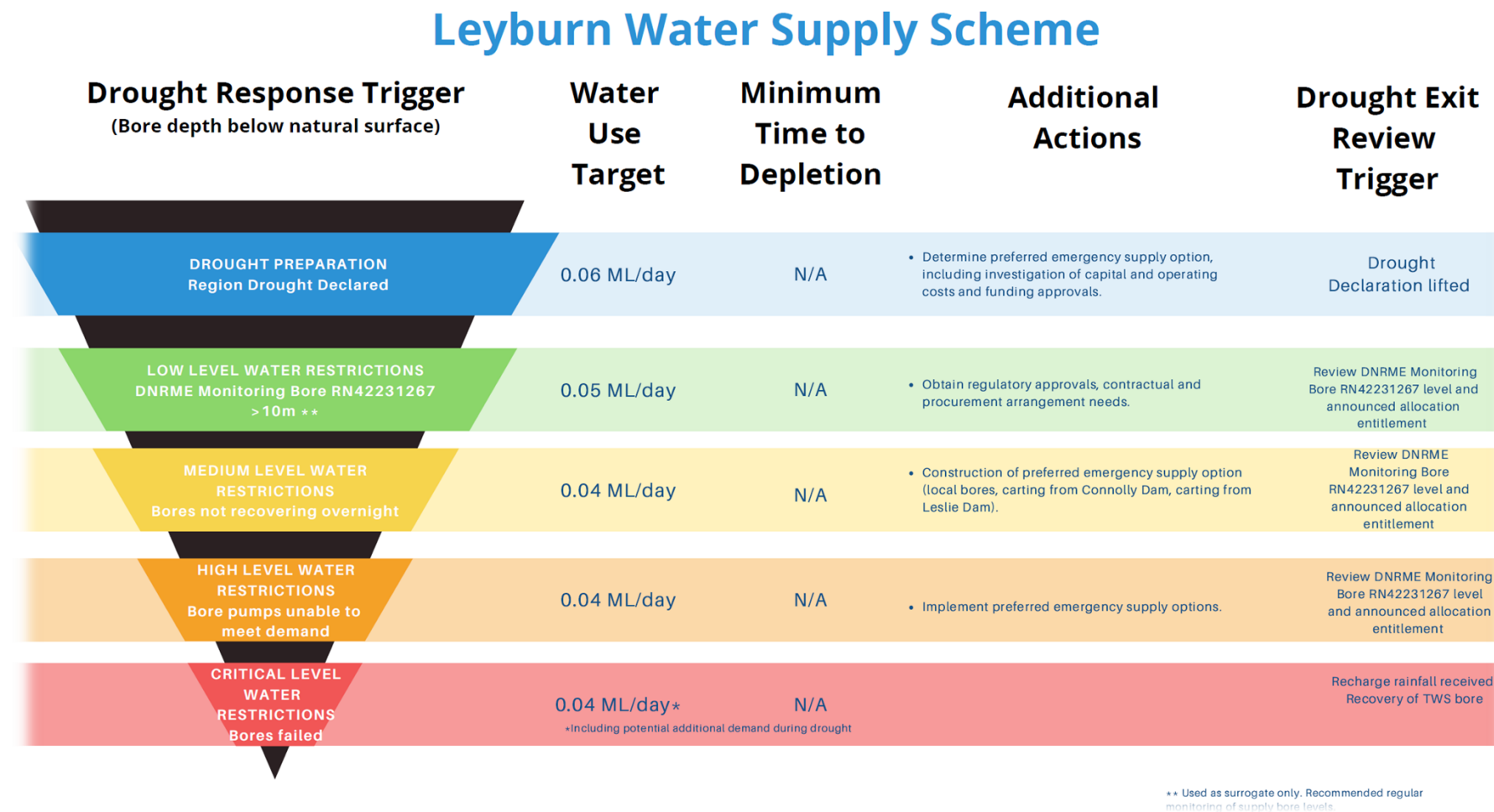
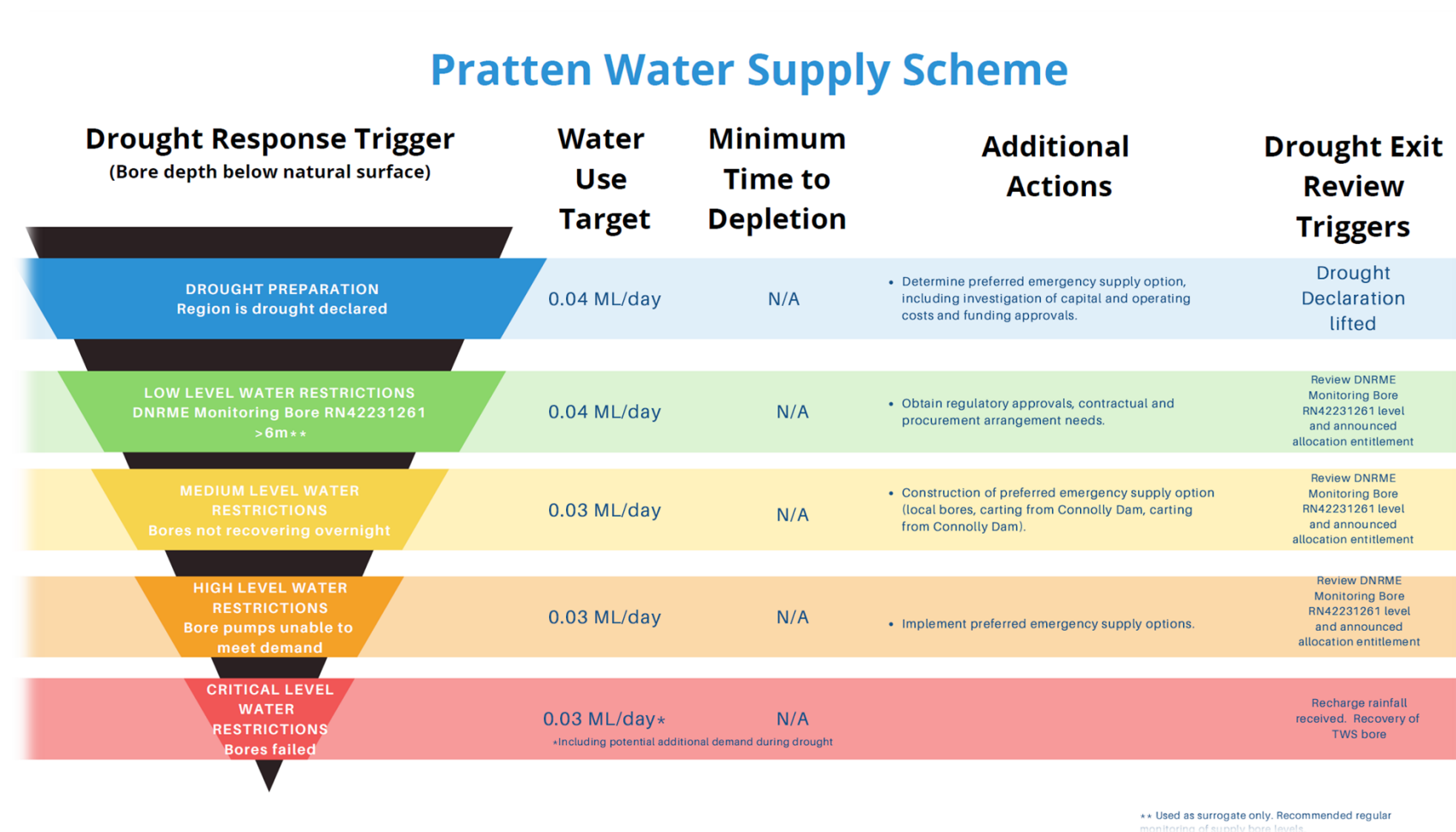


Figure 6.9: Drought Response Plan – Pratten Water Supply Scheme



## 7 ONGOING REVIEW

### 7.1 REGULAR REVIEW AND UPDATE

Regular reviews of the Drought Management Plan should be undertaken at least every 5 years to ensure the assumptions remain valid and the proposed drought response actions remain implementable. SDRC should also consider reviewing and updating this Drought Management Plan if any of the following has occurred:

- Significant changes to the water security position of the region, such as post-construction of the Toowoomba to Warwick (T2W) pipeline scheme.
- Population and/or demographic changes resulting in significant difference in projected demands, water consumption behaviour and community preference on water restriction actions.
- Changes to water supply schemes and servicing areas, including any infrastructure augmentations and changes to operating rules and asset conditions.
- Improved understanding of existing water supply sources through improved data monitoring and modelling capability resulting in changes to drought response triggers.
- Development of long-term supply strategy and water security level of service objectives through modelling and community consultation.
- Engagement and consultation with neighbouring water providers to determine if consistency is appropriate between the drought management plans.

### 7.2 POST DROUGHT EVALUATION AND REVISION

This entire Drought Management Plan should be reviewed for its effectiveness following any drought event, starting within three months of the last drought exit trigger. The review should include:

- Effectiveness and timing of demand management measures and contingency and emergency supplies.
- Impact assessment of the drought management plan on various stakeholders, including Council's operational sustainability, liveability of community, and economic and growth impact to businesses and tourism.
- Feedback from key stakeholders (community, business and industry groups) on the effectiveness of communication plan and response to the imposition of the water restrictions schedule.
- Feedback from other relevant government bodies, water suppliers and contractors (e.g. DRDMW, Sunwater) on the coordination of responses.

# Appendix A

## SDRC Water Supply Operational Triggers Report – for Warwick Water Supply



**15. COMMUNITIES, PLANNING AND ENVIRONMENTAL SERVICES REPORTS**

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 Consideration of Change Representations for an Infrastructure Charges Notice: Adrian P Bakker C/-Revolution Town Planning - 108 Coochie Road, Dalveen**

**Reason for Confidentiality**

This item is considered confidential in accordance with section 254J(3)(g) of the *Local Government Regulation 2012*, as it contains information relating to negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

**18. GENERAL BUSINESS**