



## **SOUTHERN DOWNS REGIONAL COUNCIL GENERAL MEETING OF COUNCIL**

Dear Councillors

Your attendance is hereby requested at the General Meeting of Council to be held in the Council Chambers, Southern Downs Regional Council, 64 Fitzroy Street, Warwick on **Wednesday, 28 February 2018** at **9:00AM**.

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

**David Keenan**

**CHIEF EXECUTIVE OFFICER**

21 February 2018

### **Attendance**

10.30am Presentation of Casual for a Cause Donation to Southern Downs ARK





## ORDER OF BUSINESS:

<b>1.</b>	<b>PRAYER &amp; CONDOLENCES .....</b>	<b>1</b>
<b>2.</b>	<b>ATTENDANCE .....</b>	<b>1</b>
<b>3.</b>	<b>APOLOGIES.....</b>	<b>1</b>
<b>4.</b>	<b>READING AND CONFIRMATION OF MINUTES.....</b>	<b>1</b>
4.1	General Council Meeting - 31 January 2018.....	1
<b>5.</b>	<b>ACTIONS FROM COUNCIL MEETINGS .....</b>	<b>2</b>
5.1	Actions from Previous Council Meeting.....	2
<b>6.</b>	<b>DECLARATIONS OF CONFLICTS OF INTEREST .....</b>	<b>6</b>
<b>7.</b>	<b>MAYORAL MINUTE .....</b>	<b>7</b>
7.1	Mayoral Minute - February 2018 .....	7
<b>8.</b>	<b>READING AND CONSIDERATION OF CORRESPONDENCE .....</b>	<b>8</b>
8.1	Correspondence .....	8
<b>9.</b>	<b>RECEPTION AND READING OF PETITIONS AND JOINT LETTERS.....</b>	<b>12</b>
	Nil	
<b>10.</b>	<b>EXECUTIVE.....</b>	<b>13</b>
10.1	Finance Report as at 31 January 2018 .....	13
10.2	Local Government Remuneration & Discipline Tribunal Report 2017.....	20
10.3	Disposal of Plant.....	23
10.4	Policy Review - Procurement Policy .....	25
10.5	Draft Economic Development Strategy Consultation.....	33
10.6	Social Media Policy and Terms of Use.....	47
<b>11.</b>	<b>ENGINEERING SERVICES DEPARTMENT REPORTS.....</b>	<b>59</b>
11.1	Engineering Services Department Monthly Report .....	59
11.2	Stanthorpe Art Gallery Society KPI Report .....	77
11.3	Warwick Art Gallery KPI Report .....	94
11.4	Appointment of Second Deputy Chairman for the Local Disaster Management Group.....	111
<b>12.</b>	<b>PLANNING, ENVIRONMENT &amp; CORPORATE SERVICES DEPARTMENT REPORTS.....</b>	<b>112</b>
12.1	Darling Downs-Moreton Rabbit Board Report – 1 October 2017 to 31 January 2018.....	112
12.2	Making of Local Law No. 3 (Waste Management) 2017 .....	128
12.3	Material Change of Use - F G Loy & Sons Pty Ltd, 157 Mountside Road, The Glen.....	153

## **WEDNESDAY, 28 FEBRUARY 2018 General Meeting of Council**

12.4	Material Change of Use - I & R Watts, 360 Condamine River Road, Killarney.....	171
<b>13.</b>	<b>REPORTS OF DEPUTATION OR CONFERENCE &amp; REPORTS FROM DELEGATES APPOINTED BY COUNCIL TO OTHER BODIES .....</b>	<b>187</b>
	Nil	
<b>14.</b>	<b>NOTICES OF MOTION .....</b>	<b>187</b>
	Nil	
<b>15.</b>	<b>GENERAL BUSINESS .....</b>	<b>187</b>
<b>16.</b>	<b>CONSIDERATION OF CONFIDENTIAL BUSINESS ITEMS .....</b>	<b>187</b>
16.1	Budget Amendment to Plant Replacement Program.....	188
16.2	Untreated Water Consumption Rate Adjustment .....	188
16.3	January 2018 Monthly Report from Warwick Indoor Recreation and Aquatic Centre from YMCA Brisbane.....	188
16.4	Purchase of K-9 Kube.....	188
16.5	Proposed Sale of Council Owned Land .....	188
16.6	Allora and District Historical Society Incorporated – Tenure Renewal...	188
16.7	Proposed Lease and Sale of Land.....	188
16.8	Audit and Risk Management Committee Meeting Minutes - 15 February 2018 .....	188

1. PRAYER & CONDOLENCES
2. ATTENDANCE
3. APOLOGIES
4. READING AND CONFIRMATION OF MINUTES
- 4.1 General Council Meeting - 31 January 2018


**Recommendation**

THAT the minutes of the General Council Meeting held on Wednesday 31 January 2018 be adopted.

## 5. ACTIONS FROM COUNCIL MEETINGS

### 5.1 Actions from Previous Council Meeting

#### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 28 February 2018
	Chief Executive Officer	<b>File Ref:</b> 13.42

#### 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 January 2018 General Council Meeting.


A copy of the Actions report is attached.

#### Attachments

1. Actions from January 2018 General Meeting [View](#)

	<b>ACTIONS FROM PREVIOUS GENERAL COUNCIL MEETING</b>	<b>Date From:</b> 31/01/2018 <b>Date To:</b> 31/01/2018
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MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
31 January 2018	5.1	Actions from Previous Council Meeting	David Keenan	13 Feb 2018 - 5:42 PM - Marion Seymour Noted	13/02/2018
31 January 2018	7.1	Mayoral Minute - January 2018	Tracy Dobie	13 Feb 2018 - 5:42 PM - Marion Seymour Noted	13/02/2018
31 January 2018	8.1	Correspondence	David Keenan	13 Feb 2018 - 5:42 PM - Marion Seymour Noted	13/02/2018
31 January 2018	12.9	Material Change of Use - Cherrabah Sporting Clays Incorporated, 396 Keoghs Road, Elbow Valley	Tonya Collier	06 Feb 2018 - 12:12 PM - Allison Bilbrough Decision Notice & Statement of Reasons emailed to applicant.	2/02/2018
31 January 2018	12.10	Material Change of Use - All Weapons Shooting Incorporated, 396 Keoghs Road, Elbow Valley	Tonya Collier	06 Feb 2018 - 12:13 PM - Allison Bilbrough Decision Notice & Statement of Reasons emailed to applicant.	6/02/2018
31 January 2018	10.2	Quarterly Human Resources Report	Brook March	13 Feb 2018 - 5:43 PM - Marion Seymour Noted	13/02/2018
31 January 2018	10.4	Second Quarter Budget Review 2017/2018	Andrew Page	13 Feb 2018 - 5:43 PM - Marion Seymour The Second Quarter Budget Review has been updated to include the amendments as requested by Councillors	13/02/2018
31 January 2018	10.1	Finance Report as at 31 December 2017	Andrew Page	13 Feb 2018 - 5:44 PM - Marion Seymour Noted	13/02/2018
31 January 2018	10.3	Policy Review - Non-Current Asset Accounting Policy	Andrew Page	13 Feb 2018 - 5:44 PM - Marion Seymour Policy has been updated	13/02/2018
31 January 2018	11.1	Engineering Services Department Monthly Report	Peter See	12 Feb 2018 - 3:05 PM - Barb Fagan Noted	1/02/2018
31 January 2018	11.2	Naming of Boks Road Bridge	Barb Fagan	12 Feb 2018 - 3:05 PM - Barb Fagan Correspondence sent advising of Council resolution. Signs for new name to be ordered.	7/02/2018
31 January 2018	11.3	Naming of Rogers Street Car Park	Barb Fagan	12 Feb 2018 - 3:06 PM - Barb Fagan Correspondence sent advising of Council resolution. Sign for	7/02/2018

 <b>ACTIONS FROM PREVIOUS GENERAL COUNCIL MEETING</b>					<b>Date From:</b> 31/01/2018 <b>Date To:</b> 31/01/2018
					new name to be ordered.
31 January 2018	11.4	Grants to Community - Fast Grant - Interim Review	Michael Bell	12 Feb 2018 - 3:08 PM - Barb Fagan Noted	7/02/2018
31 January 2018	12.2	Making of Amendment Local Law No. 1 (Animal Management) 2017	Annette Doherty	06 Feb 2018 - 12:28 PM - Allison Bilbrough Monthly Memo forwarded to PCC to action per Council Resolution	6/02/2018
31 January 2018	12.3	Proposal to Make a New Planning Scheme	Annette Doherty	06 Feb 2018 - 12:29 PM - Allison Bilbrough Monthly Memo forwarded to PCC to action per Council Resolution	6/02/2018
31 January 2018	12.7	Update on Matter of Southern Downs Regional Council v Hood & Brown (GrainX)	Annette Doherty	06 Feb 2018 - 12:29 PM - Allison Bilbrough Monthly Memo forwarded to PCC to action per Council Resolution	6/02/2018
31 January 2018	12.13	Negotiated Decision Notice - Louise Binnion, 214 Caves Road, Stanthorpe	Clancy Sloan	06 Feb 2018 - 12:14 PM - Allison Bilbrough Negotiated Decision Notice emailed & posted to applicant. Submitters advised.	2/02/2018
31 January 2018	12.1	Operational Plan Quarterly Report October to December 2017	Jason Aspinell	06 Feb 2018 - 12:30 PM - Allison Bilbrough No action required. Council Resolution noted.	6/02/2018
31 January 2018	12.4	Quarterly Report on Development Approvals for the October to December Quarter 2017	Tonya Collier	06 Feb 2018 - 12:31 PM - Allison Bilbrough No action required. Council Resolution noted.	6/02/2018
31 January 2018	12.5	Amendment to the 2017/18 SDRC Fees and Charges	Darryl Brooks	06 Feb 2018 - 12:31 PM - Allison Bilbrough Monthly Memo forwarded to Acting MES to action per Council Resolution	6/02/2018
31 January 2018	12.8	Delegation Register - Council to CEO	Jason Aspinell	06 Feb 2018 - 12:32 PM - Allison Bilbrough Monthly Memo forwarded to MCS, GRO & GGO to action per Council Resolution	6/02/2018
31 January 2018	12.11	Material Change of Use - Raymond J Merritt, 69 Watts Street, Maryvale	Clancy Sloan	06 Feb 2018 - 12:20 PM - Allison Bilbrough Decision Notice & Statement of Reasons emailed & posted to applicant.	6/02/2018
31 January 2018	12.12	Material Change of Use - United Petroleum Pty Ltd, 86 Wallace Street, Warwick	Clancy Sloan	06 Feb 2018 - 12:25 PM - Allison Bilbrough Decision Notice emailed & posted to applicant.	6/02/2018
31 January 2018	12.8	Material Change of Use - R & C Newman, Tummalville Road,	Clancy Sloan	06 Feb 2018 - 12:27 PM - Allison Bilbrough	6/02/2018

	<b>ACTIONS FROM PREVIOUS GENERAL COUNCIL MEETING</b>	<b>Date From:</b> 31/01/2018 <b>Date To:</b> 31/01/2018
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Leyburn				Decision Notice emailed & posted to applicant.	
31 January 2018	15.1	Late Report - Leyburn Water Supply - Treatment Options	David Keenan	13 Feb 2018 - 5:46 PM - Marion Seymour Noted	13/02/2018
31 January 2018	15.2	Cyber Bullying Prevention	David Keenan	13 Feb 2018 - 5:46 PM - Marion Seymour Letters have been sent to Feder and State Ministers and Shadow Ministers and local members	13/02/2018
31 January 2018	15.2	Education Programs - Bullying Prevention	David Keenan	20 Feb 2018 - 12:07 PM - Marion Seymour Letters have been sent to Feder and State Ministers and Shadow Ministers and local members	20/02/2018
31 January 2018	16.1	PN68325 - Write-off Interest on Outstanding Rates	Andrew Page	13 Feb 2018 - 5:46 PM - Marion Seymour The interest has been written off and the ratepayer made aware of the outcome from the Council Meeting.	13/02/2018
31 January 2018	16.2	Regional Arts Development Fund Applications Round One 2017/2018	Michael Bell	12 Feb 2018 - 3:15 PM - Barb Fegan Noted	7/02/2018
31 January 2018	16.3	November 2017 Monthly Report from Warwick Indoor Recreation and Aquatic Centre from YMCA Brisbane 26.52	Peter See	12 Feb 2018 - 3:10 PM - Barb Fegan Noted	7/02/2018
31 January 2018	16.4	Audit and Risk Management Committee Meeting Minutes - 8 December 2017	Jody Collins	06 Feb 2018 - 12:33 PM - Allison Bilbrough Monthly Memo forwarded to MCS & GRO to action per Council Resolution	6/02/2018
31 January 2018	16.5	Mobile Library Service	Peter Gribbin	06 Feb 2018 - 12:34 PM - Allison Bilbrough Monthly Memo forwarded to MCS & LC to action per Council Resolution	6/02/2018
31 January 2018	15.1.1	Leyburn Water Supply - Treatment Options	Chris Whitaker	12 Feb 2018 - 3:13 PM - Barb Fegan Noted	7/02/2018


## **6. DECLARATIONS OF CONFLICTS OF INTEREST**



## 7. MAYORAL MINUTE

### 7.1 Mayoral Minute - February 2018

#### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 28 February 2018
	Mayor	<b>ECM Function No/s:</b>

#### Recommendation

THAT Council receive the Mayoral Minute for February 2018.

#### Report

This month Councillors have undertaken an additional form of public consultation by holding sessions in the main shopping centres in Stanthorpe and Warwick.

Over the last two years Councillors have undertaken a range of public consultation sessions. Each month Councillors attend a 'Cuppa with the Councillors' in different towns and villages in the region. We have also undertaken 'Q&A' sessions in conjunction with Council's Chief Executive Officer, Directors and Managers to address operational issues that may be of concern to residents.

Budget consultation sessions have been conducted in April and May of the last two years prior to the final adoption of the Budget and this process will continue this year. Face-to-face consultations have also been conducted for the Pest Management and Waste Management Strategies supported by on-line surveys for a range of other issues and initiatives.

These sessions and activities have been a good means by which Councillors get an understanding of how the community feels about different issues and to provide all residents with the opportunity to raise issues that are important to them. However, all of these sessions require residents to come to a designated meeting place at a specified time, complete surveys online, or access the hardcopy surveys from Council offices.

The introduction of the shopping centre sessions, will have Councillors in a frequently-visited site where residents are going about their day-to-day activities. Throughout 2018 the shopping centre sessions will be conducted on a different day each month for seven months.

All members of our community are encouraged to come along and speak to Councillors about any issues they may have.


#### Attachments

Nil

## 8. READING AND CONSIDERATION OF CORRESPONDENCE

### 8.1 Correspondence

#### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 28 February 2018
	Chief Executive Officer	<b>ECM Function No/s:</b>

#### Recommendation

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

#### Report

1. **Ruby Johnson** on behalf of the past students of Swanfels School, thanking Council for attending the annual event, erecting a replica of the shed and for the plaque to display on the shed (copy attached).

**Action:** Noted

2. **Bernie Stephens** thanking Council for attend the recent 'Back to Swanfels Day' and presenting the plaque commemorating the re-erection of the Play Shed (copy attached).

**Action:** Noted.

3. **Minister for State Development, Manufacturing, Infrastructure and Planning** advising that Council may proceed to adopt Major Amendment No. 2 to the Southern Downs Planning Scheme 2012 (copy attached).

**Action:** Referred to Director Planning, Environment and Corporate Services.

#### Attachments

1. Ruby Johnson [View](#)
2. Bernie Stephens [View](#)
3. Minister for State Development, Manufacturing, Infrastructure and Planning [View](#)

TRACY DOBIE

MAYOR

SOUTHERN DOWNS  
18-10-2017

REGIONAL COUNCIL  
FITZROY STREET,

RUBY JOHNSON

MS 508 WARWICK 4370

13-2-2018



DEAR TRACY,

ON BEHALF OF THE PAST STUDENTS OF SWANFELS SCHOOL, WE WOULD LIKE TO THANK YOU AND THE OTHER THREE COUNCILORS WHO CAME OUT TO OUR ANNUAL GET TOGETHER FOR THE STUDENTS WHO WENT TO SWANFELS SCHOOL.

ALSO WE WOULD LIKE TO THANK THE COUNCIL FOR ERECTING THE REPLICIA OF THE SHED FOR THE PEOPLE TO USE ON THESE DAYS.

ALSO A BIG THANK YOU FOR THE PLAQUE WHICH YOU PRESENTED TO USE TO DISPLAY ON ONE OF THE POSTS IN THIS SHED.

SO FROM US IT IS A BIG THANK YOU TO THE SOUTHERN DOWNS REGIONAL COUNCIL

YOUR'S SINCERLY

RUBY AND RON JOHNSON

PHONE 46644163 OR MOBILE 0438674803



**From:** Step [<mailto:step.bcm@bigpond.com>]  
**Sent:** Tuesday, 20 February 2018 12:02 AM  
**To:** General Enquiries  
**Subject:** Swanfels Shed

To Mayor Tracy and Council members,  
Many thanks for your attendance at the recent 'Back to Swanfels Day', and for the presentation of the Plaque commemorating the re-erection of the Play Shed.  
Attached is a Photo of the Plaque which is now in its place of honour.

Regards Bernie Stephens.





The Hon Cameron Dick MP  
Minister for State Development,  
Manufacturing, Infrastructure and Planning

Our ref: MC17/4092

Your ref: AMD:AMD/18.15.11

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20 FEB 2018

Councillor Tracy Dobie  
Mayor  
Southern Downs Regional Council  
PO Box 26  
WARWICK QLD 4370

Dear Councillor Dobie

Thank you for the Southern Downs Regional Council's (the council) letter of 8 September 2017 to the then Minister for Infrastructure and Planning, the Honourable Jackie Trad MP, requesting approval to adopt Major Amendment No 2. (the proposed amendment) to the *Southern Downs Planning Scheme 2012*. As the newly appointed Minister for State Development, Manufacturing, Infrastructure and Planning, I am now responding.

The Department of State Development, Manufacturing, Infrastructure and Planning (the department) has assessed the proposed amendment in terms of submissions received during public consultation, changes made as a result of public consultation, the *Sustainable Planning Act 2009* and whether or not the state interests would be adversely affected.

I am pleased to advise, in accordance with step 8.2(a)(ii) of *Statutory guideline 01/16: Making and amending local planning instruments (MALPI)*, that the council may proceed to adopt the proposed amendment as submitted on 8 September 2017.

I congratulate the council on the achievement of this major milestone for the planning scheme. It is a credit to the council and shows council's commitment to the future development of the Southern Downs region. I would also like to take this opportunity to thank and congratulate the council in engaging with, and listening to, the local community and their concerns about the proposed changes regarding the Carnell Raceway.

If you require further information, please contact Mr Andrew Foley, Manager, Planning and Development Services - South in the department, on (07) 4616 7301 or [andrew.foley@dilgp.qld.gov.au](mailto:andrew.foley@dilgp.qld.gov.au), who will be pleased to assist.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Cameron Dick", with a long horizontal stroke extending to the right.

**CAMERON DICK**  
**Minister for State Development, Manufacturing,**  
**Infrastructure and Planning**

cc: Mr David Keenan  
Chief Executive Officer  
Southern Downs Regional Council

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


Nil



## 10. EXECUTIVE

### 10.1 Finance Report as at 31 January 2018

#### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 28 February 2018
	Manager Finance & Information Technology	<b>ECM Function No/s:</b> 12.13

#### Recommendation

THAT Council receive and note the Financial Report as at 31 January 2018.

#### Report

Council's operating performance against forecast shows that the net operating position (before capital items) of \$16.2m.

The general rates, fire levy and waste utility charges have been raised for all of the financial year. The water and wastewater utility charges have been raised in October for the first six months, and have been charged with the October water consumption.

#### Income Statement

Total operating revenue of \$51.1m has been received for the months of July to January and capital revenue of \$10.5m has been received for the year.

Overall operating expenditure of \$34.9m is \$6.2m under the year to date estimate of \$34.9m with employee costs being around \$2.3m under budget and materials and services being \$3.0m under the year to date estimate.

#### Capital Works in Progress

Capital works expenditure to 31 January 2018 is \$20.4m which is 49.1% of the capital works budget of \$41.5m.

Year to date capital expenditure by area is as follows:

	Approved Annual Budget	Carryover & Amendments	Total Budget	YTD Expenditure	% Spent	Committed	Spent & Committed	% Spent & Committed
Land & Land Improvements	-	3,332	3,332	10,882	326.6%	800	11,682	350.6%
Buildings	436,000	1,081,516	1,517,516	235,292	15.5%	280,861	516,153	34.0%
Plant & Equipment	3,679,000	12,986	3,691,986	1,108,320	30.0%	1,532,306	2,640,626	71.5%
Roads, Drains & Bridges	7,848,846	14,671,497	22,520,343	6,932,753	30.8%	2,800,444	9,733,197	43.2%
Water	4,962,450	3,679,433	8,641,883	3,337,197	38.6%	2,518,208	5,855,405	67.8%
Wastewater	3,165,000	(660,303)	2,504,697	1,160,521	46.3%	112,137	1,272,658	50.8%
Other Assets	2,649,000	(20,578)	2,628,422	154,788	5.9%	208,386	363,174	13.8%
<b>Total</b>	<b>22,740,296</b>	<b>18,767,883</b>	<b>41,508,179</b>	<b>12,939,753</b>	<b>31.2%</b>	<b>7,453,142</b>	<b>20,392,895</b>	<b>49.1%</b>

## **Budget Implications**

The second quarter budget review has been undertaken in December 2017, and was presented to Council at the General Meeting in January.

## **Policy Consideration**

Operational Plan 2017/18

Review and update of the 10 year Financial Plan

Annual review of Debt Policy, Procurement Policy, Revenue Policy and Investment Policy

## **Community Engagement**

Nil

## **Legislation/Local Law**

*Local Government Act 2009 and Local Government Regulation 2012*

## **Options**

1. Council receive and note the Financial Report as at 31 January 2018.
2. Council not receive and note the Financial Report as at 31 January 2018.

## **Attachments**

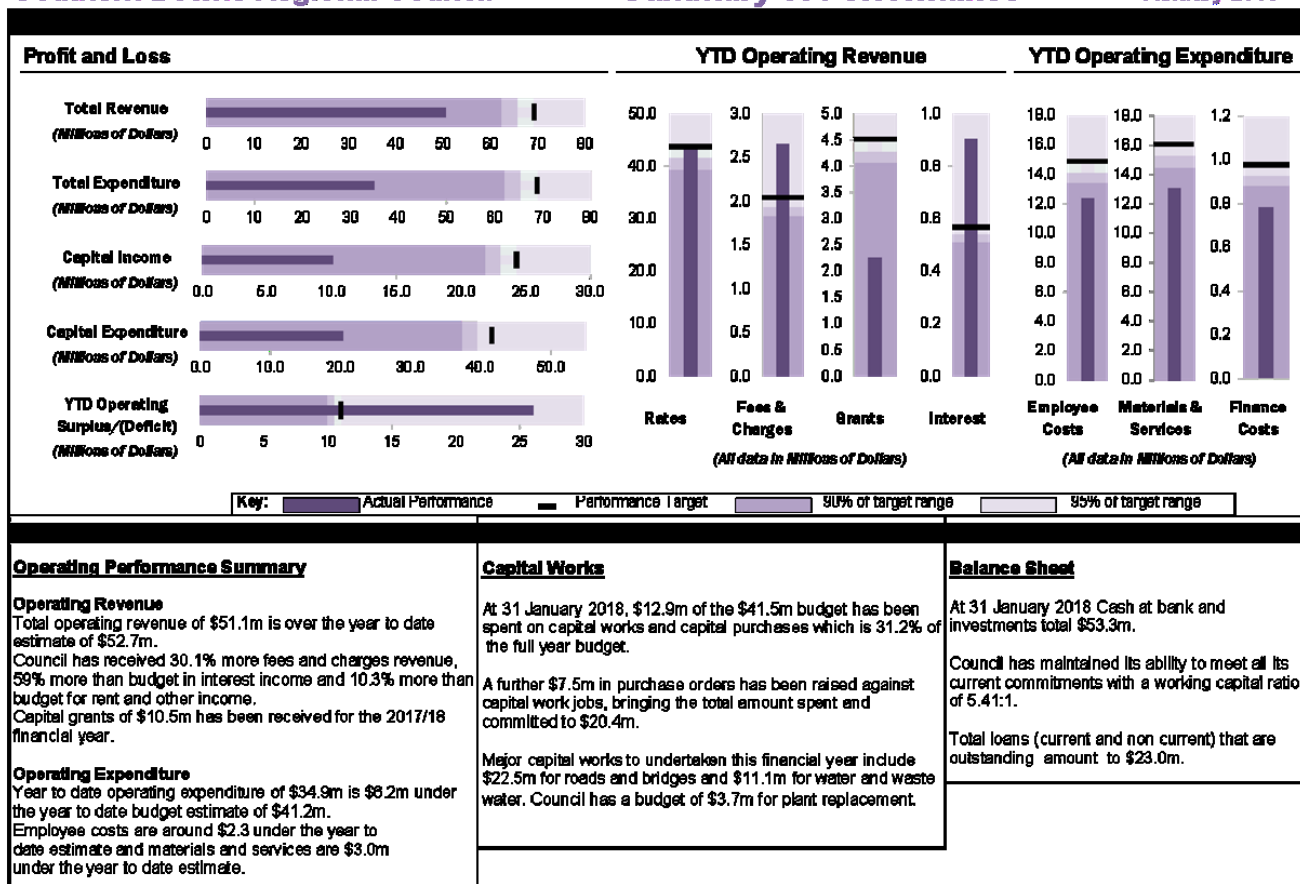
1. Finance Report as at 31 January 2018 [View](#)
2. Investments Register for January 2018 [View](#)



## Southern Downs Regional Council

## Summary of Performance

January 2018



## Southern Downs Regional Council

### Income Statement

January 2018

Audited 2017 Actual \$		Annual 2018 Budget \$	Phased 2018 YTD Budget \$	Phased 2018 YTD Actual \$
	<b>Revenue from ordinary activities</b>			
29,960,772	General Rates	31,336,950	31,129,888	30,842,513
282,464	Rural fire brigade levy	284,460	284,460	284,964
24,173,601	Utility Rates and Charges	24,724,225	14,422,464	14,486,613
(1,618,631)	Less Discounts	(1,793,586)	(1,793,586)	(1,796,525)
(591,198)	Rates on Council properties	(553,034)	(323,770)	(339,511)
<b>52,207,008</b>		<b>53,997,015</b>	<b>43,719,456</b>	<b>43,478,054</b>
4,421,431	Fees and Charges	3,484,844	2,039,458	2,633,914
1,476,960	Interest	968,000	568,417	903,501
5,261,559	Contract & Sales Revenue	2,785,516	1,319,937	1,214,602
933,923	Rent and Other Income	986,778	530,714	607,430
11,003,454	Government Grants and Subsidies	7,612,746	4,511,164	2,273,304
<b>75,324,354</b>	<b>Total Operating Revenue</b>	<b>69,834,899</b>	<b>52,709,147</b>	<b>51,130,825</b>
	<b>Expenses from ordinary activities</b>			
20,942,178	Employee Costs	24,181,953	14,854,158	12,368,208
24,201,530	Materials and Services	27,487,139	16,072,629	13,082,834
13,224,665	Depreciation and Amortisation	15,526,095	9,260,897	8,712,012
2,280,152	Finance Costs	1,674,900	977,025	782,000
<b>62,648,524</b>	<b>Total Operating Expenses</b>	<b>68,870,087</b>	<b>41,164,709</b>	<b>34,945,054</b>
<b>12,675,830</b>	<b>Operating Surplus/(Deficit) before capital items</b>	<b>964,812</b>	<b>11,544,438</b>	<b>16,185,771</b>
	<b>Other Capital Amounts</b>			
9,031,591	Capital Grants, Contributions and Donations	23,293,891	(362,500)	10,471,628
(4,874,693)	Other capital income and (expenses)	993,500	(70,000)	(363,349)
<b>16,832,728</b>	<b>Net Result Surplus/(Deficit)</b>	<b>25,252,203</b>	<b>11,111,938</b>	<b>26,294,050</b>

#### Explanation

##### Income Statement

This Statement outlines:

- all sources of Council's YTD income (revenue).
- all YTD operating expenses incurred. These expenses relate to operations and do not include capital expenditure.

However the depreciation of assets is included.

The Net Result Surplus/(Deficit) for the reporting period is a good measure of council's financial performance.

This figure is determined by deducting total expenses from total revenue.

## Southern Downs Regional Council Balance Sheet January 2018

Audited 2017 Actual \$		Annual 2018 Budget \$	Phased 2018 YTD Actual \$
	<b>Current Assets</b>		
25,448,369	Cash assets & Investments	34,777,000	53,342,981
3,205,373	Receivables (includes Rates & Utilities receivable)	5,726,000	12,149,439
697,650	Assets held for sale	553,506	443,000
265,798	Inventories	229,494	458,657
<u>31,617,192</u>		<u>41,286,000</u>	<u>66,394,077</u>
	<b>Non-Current Assets</b>		
946,000	Investment Property	742,000	742,000
721,743,783	Property, plant and equipment	766,516,736	700,678,994
275,395	Other Financial Assets	229,423	153,033
19,058,954	Capital works in progress	-	39,728,102
1,403,290	Intangible Assets	1,223,586	1,205,417
<u>743,427,422</u>		<u>768,711,745</u>	<u>742,507,546</u>
<u>775,044,614</u>	<b>TOTAL ASSETS</b>	<u>809,997,745</u>	<u>808,901,623</u>
	<b>Current Liabilities</b>		
3,843,545	Creditors and other payables	6,977,000	4,227,154
7,120,132	Provisions	4,214,999	6,487,745
<u>2,005,578</u>	Interest bearing liabilities	<u>1,432,001</u>	<u>1,553,935</u>
<u>12,969,255</u>		<u>12,624,000</u>	<u>12,268,834</u>
	<b>Non-Current Liabilities</b>		
25,878,224	Interest bearing liabilities	20,809,000	21,383,761
3,858,167	Provisions	5,119,000	4,871,440
<u>29,736,391</u>		<u>25,928,000</u>	<u>26,255,202</u>
<u>42,705,646</u>	<b>TOTAL LIABILITIES</b>	<u>38,552,000</u>	<u>38,524,036</u>
<u>732,338,968</u>	<b>NET COMMUNITY ASSETS</b>	<u>771,445,745</u>	<u>770,377,587</u>
	<b>Community Equity</b>		
182,723,268	Asset Revaluation Reserve	182,932,000	182,931,429
549,615,700	Retained surplus	585,285,000	587,446,157
<u>732,338,968</u>	<b>TOTAL COMMUNITY EQUITY</b>	<u>768,217,000</u>	<u>770,377,586</u>

### Balance Sheet

The Balance Sheet outlines what Council owns (its assets) and what it owes (liabilities) at a point in time. Council's net worth is determined by deducting total liabilities from total assets - the larger the equity, the stronger the financial position.

-

Key Ratios	Budget	YTD Actual	On Target?	Key Ratios	Budget	YTD Actual	On Target?
<b>Working Capital Ratio</b> (Current Assets / Current Liabilities)	3.27 : 1	5.41 : 1	✓	<b>Interest Coverage Ratio</b> (Net Interest Expense / Total Operating Revenue) (%)	1.01%	0.80%	✓
Target Ratio	> 1:1	> 1:1		Target Ratio Upper Limit (%)	10.0%	10.0%	
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.				This ratio indicates the extent to which a Council's operating revenues are committed to interest expenses. As principal repayments are not operating expenses, this ratio demonstrates the extent to which operating revenues are being used to meet the financing charges associated with debt servicing obligations.			
<b>Operating Surplus Ratio</b> (Net Operating Surplus / Total Operating Revenue) (%)	36.2%	51.4%	✓	<b>Asset Sustainability Ratio</b> (Capital Expenditure on the Replacement of Assets (renewals) / Depreciation Expense)	267.3%	234.1%	✓
Target Ratio	0.0% to 15.0%	> 0.0% to 15.0%		Target Ratio Lower Limit (%)	> 90%	> 90%	
This is an indicator of the extent to which revenues raised cover operational expenses only or are available for capital funding purposes.				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. Depreciation expense represents an estimate of the extent to which the infrastructure assets have been consumed in a period. Capital expenditure on renewals (replacing assets that the Council already has) is an indicator of the extent to which the infrastructure assets are being replaced.			
A positive ratio indicates the percentage of total rates available to help fund proposed capital expenditure. If the relevant amount is not required for this purpose in a particular year, it can be held for future capital expenditure needs by either increasing financial assets or preferably, where possible, reducing debt.				<b>Comments on Ratio Results.</b>			
<b>Net Financial Liabilities Ratio</b> (Total Liabilities - Current Assets) / Total Operating Revenue	-5.3%	-54.5%	✓	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.			
Target Ratio Upper Limit (%)	<=60%	<=60%		Whilst changes to the legislation have amended the required ratios, the ratios listed will continue to be reported on.			
This is an indicator of the extent to which the net financial liabilities of a Council can be serviced by its operating revenues.				The Asset Sustainability Ratio is under the target lower limit as there has not been a full year of activity for assets.			
A positive value of less than 60 per cent is the benchmark as determined by the Department of Local Government. It indicates that Council has the capacity to fund liabilities and to have the capacity to increase its loan borrowings. A positive value greater than 60 per cent but less than a 100% indicates that Council has the capacity to fund liabilities but has limited capacity to increase its loan borrowings.							
A ratio less than zero (negative) indicates that current assets exceed total liabilities and; therefore, Council has the capacity to increase its loan borrowings.							

## **INVESTMENTS REGISTER**

**as at 31 January 2018**

### **CASH MANAGEMENT**

10.30am CALL ACCOUNT

**LAST MONTH**  
(31 December 2017)

**PRINCIPAL**      **INTEREST RATE**

GENERAL	QTC SDRC Acct
<b>TOTAL</b>	<b>QTC</b>

\$ 8,161,566.60	2.58%
<b>\$ 8,161,566.60</b>	

**\$ 9,044,033.34**

### **BANK BILLS AND BCD**

<u>DATE</u>	<u>DESCRIPTION</u>	<u>PRINCIPAL</u>	<u>INTEREST RATE</u>	<u>MATURITY DATE</u>	<u>DAYS</u>
17-Aug-17	BANK OF QLD	\$ 3,000,000.00	2.55%	14-Feb-18	181
22-Aug-17	WESTPAC	\$ 3,000,000.00	2.55%	21-Feb-18	183
22-Aug-17	BANK OF QLD	\$ 3,000,000.00	2.55%	28-Feb-18	190
24-Aug-17	NAB	\$ 3,000,000.00	2.50%	21-Feb-18	181
25-Oct-17	QCCU	\$ 3,000,000.00	2.60%	28-Mar-18	154
10-Nov-17	WESTPAC	\$ 3,000,000.00	2.50%	14-Feb-18	96
15-Nov-17	WESTPAC	\$ 3,000,000.00	2.60%	18-May-18	182
15-Nov-17	BANK OF QLD	\$ 3,000,000.00	2.60%	17-May-18	183
15-Nov-17	BENDIGO	\$ 3,000,000.00	2.60%	17-May-18	183
16-Nov-17	BANK OF QLD	\$ 3,000,000.00	2.60%	28-Mar-18	154
22-Nov-17	SUNCORP	\$ 3,000,000.00	2.45%	22-Mar-17	120
29-Nov-17	BANK OF QLD	\$ 3,000,000.00	2.60%	30-May-18	182
10-Jan-18	QCCU	\$ 3,000,000.00	2.50%	12-Apr-18	93
17-Jan-18	QCCU	\$ 3,000,000.00	2.50%	24-May-18	97
24-Jan-18	NAB	\$ 3,000,000.00	2.45%	26-Apr-18	92
<b>\$ 45,000,000.00</b>	<b>TOTAL</b>	<b>\$ 45,000,000.00</b>			
<b>\$ 64,044,033.34</b>	<b>GRAND TOTAL</b>		<b>\$ 63,161,566.60</b>		
		Weighted Average	2.55%		
		BBSW 90 day rate	1.76%		

### **FUNDS BREAKDOWN**

<u>FUND</u>	<u>PRINCIPAL</u>
\$ 54,044,033.34	GENERAL
\$ -	RESERVE
\$ -	TRUST
<b>\$ 64,044,033.34</b>	<b>GRAND TOTAL</b>
	<b>\$ 63,161,566.60</b>


### **INSTITUTION BREAKDOWN**

(30% MAXIMUM AT ANY ONE INSTITUTION EXCLUDING QTC)

<u>INSTITUTION</u>	<u>PRINCIPAL</u>
\$ -	CBA
\$ 3,000,000.00	BENDIGO
\$ 9,000,000.00	WESTPAC
\$ 3,000,000.00	SUNCORP
\$ 9,000,000.00	QCCU
\$ -	HERITAGE
\$ 15,000,000.00	BANK OF QLD
\$ 9,044,033.34	QTC
\$ 6,000,000.00	NAB
\$ -	CITIBANK
\$ -	BANK WEST
<b>\$ 64,044,033.34</b>	<b>GRAND TOTAL</b>
	<b>\$ 63,161,566.60</b>

## 10.2 Local Government Remuneration & Discipline Tribunal Report 2017

### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 28 February 2018
	Chief Executive Officer	<b>File Ref:</b> 04.14.03; 22.07.05

### Recommendation

THAT Council adopt the Local Government Remuneration and Discipline Tribunal determined Remuneration Schedule effective from 1 July 2018 for Mayor, Deputy Mayor and Councillors.

### Report

In accordance with Chapter 8, Part 1, Division 1 of the Local Government Regulation 2012 ("the Regulation") the Local Government Remuneration and Discipline Tribunal concluded its review of remuneration for Mayors, Deputy Mayors and Councillors of Local Governments and has released its Report for 2017 following gazettal of the remuneration schedule on 13 December 2017. The Report includes the Tribunal's remuneration determination for 2018/2019 and the remuneration schedule which will apply from 1 July 2018 for Mayors, Deputy Mayors and Councillors of Queensland Local Government (excluding Brisbane City Council).

An electronic copy of the Tribunal's 2017 Report can be downloaded from

<https://www.dilgp.qld.gov.au/local-government/remuneration/tribunal-reports.html>

It should also be noted that pursuant to Section 247(6) of the Regulation, the local government must make a resolution for the remuneration payable from 1 July of a particular year, before 1 July of that year.

The Tribunal has decided to increase the maximum level of remuneration for all Councillors including Mayors and Deputy Mayors) by 2.25% effective from 1 July 2018.

The current Remuneration Schedule 2017/2018 is outlined below, followed by the proposed Remuneration Schedule 2018/2019:

<b>Category 3</b>	Cassowary Coast Regional Council	Mayor	\$125,084
	Central Highlands Regional Council	Deputy mayor	\$78,177
	Gympie Regional Council	Councillor	\$66,450
	Isaac Regional Council		
	Livingstone Shire Council		
	Lockyer Valley Regional Council		
	Maranoa Regional Council		
	Noosa Shire Council		
	Scenic Rim Regional Council		
	South Burnett Regional Council		
	Southern Downs Regional Council		
	Tablelands Regional Council		
	Western Downs Regional Council		
	Whitsunday Regional Council		

### Proposed Remuneration Schedule 2018/2019

<b>Category 3</b>	Cassowary Coast Regional Council	Mayor	127,898
	Central Highlands Regional Council	Deputy mayor	79,936
	Gympie Regional Council	Councillor	67,945
	Isaac Regional Council		
	Livingstone Shire Council		
	Lockyer Valley Regional Council		
	Maranoa Regional Council		
	Noosa Shire Council		
	Scenic Rim Regional Council		
	South Burnett Regional Council		
	Southern Downs Regional Council		
	Tablelands Regional Council		
	Western Downs Regional Council		
	Whitsunday Regional Council		

The combined total increase in remuneration levels would be \$15,038.

Section 226 of the *Local Government Act 2009* provides the option for employer superannuation contributions to be made for Councillors up to a maximum contribution rate of 12%.

### Budget Implications

Provision will be made in the draft 2018/2019 budget for any increase in Councillors' remuneration.

### Policy Consideration

#### Community Plan 2030

#### 8. The Well-governed Southern Downs:

- 8.11 Promote a community that is active and engaged in governance and able to influence change.
- 8.15 Ensure preparedness for unforeseen circumstances that impact financially on the Southern Downs.

## **Community Engagement**

The Tribunal invited submissions from interested persons throughout Queensland and subsequently considered the submissions received in its decision making process. Council did not lodge a submission on this occasion.

## **Legislation/Local Law**

The Local Government Remuneration and Discipline Tribunal is established under the *Local Government Act 2009* and under Section 183(2)(c) of the Act.

The Local Government Regulation 2012

## **Options**

Council:

1. Adopt the Local Government Remuneration and Discipline Tribunal determined Remuneration Schedule effective from 1 July 2018 for Mayor, Deputy Mayor and Councillors.
2. Councillors forego the increase effective from 1 July 2018 and redirect the funds generated from the increase to another operational budget activity.


## **Attachments**

Nil



## 10.3 Disposal of Plant

### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 28 February 2018
	Manager Finance & Information Technology	<b>ECM Function No/s:</b> 12.13

### Recommendation

THAT Council agrees to the donation of the following: Dyna Truck, Ferguson Tractor and the Slasher currently situated in the shed at Eden Gardens Lawn Cemetery.

### Report

Council received a letter from the Warwick Men's Shed Inc requesting a formal application to remove for restoration the machinery in the shed at Eden Gardens Lawn Cemetery, namely a Dyna Truck, the Ferguson Tractor and the Slasher.

All of the items above do not appear on Council's Asset Register as the items mentioned above are a number of years old, and as such they do not have a carrying amount.

In applying Council's procedure for the disposal of small items, Council officers must ensure that a Council resolution is obtained prior to any donations of such items going ahead.

### Budget Implications

Nil

### Policy Consideration

Non-current Asset Accounting Policy

### Community Engagement

Nil

### Legislation/Local Law

*Local Government Act 2009 and Local Government Regulation 2012*

### Options

1. Agrees to the donation for restoration purposes of the Dyna Truck, Ferguson Tractor and Slasher to the Warwick Men's Shed Inc
2. Not agree to the donation for restoration purposes of the Dyna Truck, Ferguson Tractor and Slasher to the Warwick Men's Shed Inc
3. Agrees to a combination of the items above

### Attachments

1. Letter from Warwick Men's Shed [View](#)



## Warwick Men's Shed Inc.

Cnr Glen Rd & Tooth St.

Postal Address  
Cnr. Glen Rd. & Tooth St  
Warwick Qld. 4370  
Phone 07 4667 1901  
Mobile 0490 170 569  
Email: [secretary@warwickmensshed.org](mailto:secretary@warwickmensshed.org)

22/11/2017

The Chief Executive Officer  
Southern Downs Regional Council  
P.O. Box 26  
Warwick Qld. 4370

Dear David,

On behalf of Warwick Men's Shed Inc. we would like to make formal application to remove for restoration the machinery in the shed at Eden Gardens Lawn Cemetery namely the Dyna truck, the Ferguson tractor, and the Slasher. We would be happy to remove the items at our cost.


Regards

A handwritten signature in black ink, appearing to read 'John Nohlmans', with a small flourish at the end.

John Nohlmans  
President

## 10.4 Policy Review - Procurement Policy

### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 28 February 2018
	Manager Finance & Information Technology	<b>ECM Function No/s:</b>

### Recommendation

THAT Council adopted the revised Procurement Policy No. FL-FS010 as attached.

### Report

Council officers have undertaken a review of Council's Procurement Policy and have updated this accordingly.

This Policy has also been received by the Audit and Risk Management Committee at its meeting on the 15 February 2018.

### Budget Implications

Nil

### Policy Consideration

Corporate Plan 2014-2019 (revised edition) 'The Well-Governed Southern Downs'

### Community Engagement

Nil

### Legislation/Local Law

Nil

### Options

Council:-

1. Adopt the revised Procurement Policy – PL-FS010
2. Not adopt the revised Procurement Policy - PL-FS010

### Attachments

1. Revised Procurement Policy No. PL-FS010 [View](#)



## Procurement Policy

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<b>Policy Number:</b>	PL-FS010
<b>Department:</b>	Executive Services
<b>Section:</b>	Finance
<b>Responsible Manager:</b>	Manager Finance and Information Technology
<b>Date Adopted:</b>	26 May 2009
<b>Date to be Reviewed:</b>	April 2017
<b>Date Reviewed:</b>	28 February 2018
<b>Date Rescinded:</b>	

### REVISION RECORD

Date	Version	Revision description
31/7/2013	2.0	Schedule of Procurement Delegations and associated references removed. Purchasing Delegations now contained in the Register of Delegations.
25/5/2016	3.0	Annual Review - minor amendments
12/6/2017	4.0	Annual Review – minor amendments
28/2/2018	5.0	Complete review of Policy

**Procurement Policy**

**Policy no: PL-FS010**

**Updated: 28 Feb 2018**

**Page 1 - 4**

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## **1 Policy Background**

A Procurement Policy is required under The *Local Government Regulation 2012*.

## **2 Purpose**

This document sets out the Council's policy for the acquisition of goods and services and carrying out of the procurement principles.

This policy is supported by the SDRC Procurement Handbook which establishes sound procurement practices based on the prudent use of public resources in order to achieve Council's objectives as outlined in the Corporate Plan, Operational Plan and other prescribed requirements.

## **3 Scope**

This policy applies to the procurement of all goods, equipment and related services, construction contracts and service contracts (including maintenance) undertaken by the Southern Downs Regional Council.

## **4 Legislative Context**

- *Local Government Regulation 2012*, s 198
- *Local Government Regulation 2012*, Chapter 6 - Contracting

## **5 Policy Details**

Southern Downs Regional Council will carry out all of its' procurement activities in accordance with the prescribed legislative framework and its' Procurement Procedures Handbook.

Council will apply the sound contracting principles of; value for money, open and effective competition, the development of competitive local business and industry, environmental protection, and ethical behavior and fair dealing.

Council will apply the ethics principles of integrity and impartiality, promoting the public good, commitment to the system of government, and accountability and transparency in undertaking its procurement activities.

## **6 Disposal of Land and Non-Current Assets**

Under section 224 of the Regulations, Council specifies that a valuable non-current asset is a non-current asset that has an apparent value equal to, or more than, the following amounts:

- (a) for land - \$1;
- (b) for plant and equipment - \$5,000
- (c) for another type of non-current asset - \$10,000.

Council can enter into a contract for the sale of a valuable non-current asset if Council invites written tenders for the sale, or Council offers the valuable non-current asset for sale by auction. This section also applies to leasing land. Exceptions under the *Local Government Regulations* may apply.

## 7 Quoting and Tender Requirements

The following are the requirements for purchasing by all Council employees.

The sound contracting principles always apply and all of the suppliers invited must always be able to reasonably supply the goods and services at competitive prices.

Contracts at Council		Administrative Requirements
Less than \$5,000 per year with one supplier and/or over the life of the contract,		No requirements.
Between \$5,000 and \$15,000 per year with one supplier and over life of the contract unless it would not be advantageous to invite quotes.	Minimum 3 verbal quotes required unless purchaser can demonstrate that obtaining quotes would be so difficult or unnecessary that it would result in poor value for money or not generally comply with sound contracting principles.	Quotes must be recorded in Purchase Order unless Exception form is completed and attached to Purchase Order.
Goods and Services from one supplier used often or reactively (such as for emergency maintenance) for between \$15,000 and \$150,000	Standing Offer Arrangement Contract No. Required	Contact Procurement
Between \$15,000 and \$150,000 per year with the supplier and/or over the life of the contract.	Minimum invitation of 3 written quotes from suppliers. Contract no. required.	The invitation for the quotes to each supplier must be attached to the Purchase Order unless Exceptions form is completed.
Over \$150,000 paid to one supplier per year or over the life of the contract.	Tender Process Contract no. required.	The tender number should be included in the Purchase Order unless a completed exceptions form is completed.
Goods or services from one supplier that are used often and add up to a value over \$150,000 each year.	Tender Process for Preferred Supplier Arrangement or pre-qualified list Contractor No. Required	Contact Procurement

The *Local Government Regulation* requires you to get quotes or tenders depending on the value of the "contractual arrangement". The expected value of a "contractual arrangement" with a supplier for a financial year, or over the proposed term of the contractual arrangement, is the total expected value of all of the local government's contracts with the supplier for goods and services of a similar type under the arrangement."

The Exceptions form is a form found on the intranet for Council employees and includes exceptions to inviting quotes or tenders under the *Local Government Regulations*. Managers must sign off on all exceptions.

Unless otherwise stated within a quotation or tender document, a "local supplier" is a supplier which:

- Is beneficially owned by persons who are residents or rate payers of the local government area of Council;
- Has its principal place of business within the local government area of Council; or
- Otherwise has a place of business within the local government area of Council which solely or primarily employs persons who are residents or rate payers of the local government area of Council.

### **Tender Evaluation Panel**

Three suitably qualified people must be on the tender evaluation panel and evaluation must be supervised by a non-scoring member from the procurement team. Evaluation Panels must be made up of the following:



**Procurement Policy**

Policy no: *PL-FS010*

Updated: *28 Feb 2018*

Page 3 - 4

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1. An employee or independent consultant or individual who has the technical knowledge to assess the tender;
2. An Independent team member (from a Department outside of the Department that is tendering or a person who is Independent from Council entirely);
3. A third person from Council who will add value to the panel.

#### **8 Related Documents**

- Council staff may refer to the Procurement Handbook for all other procurement enquiries or contact the Contracts Coordinator;
- Suppliers may refer to the legislation or can contact the Procurement team at Council with any questions.

#### **9 Attachments**

- **Register of Delegations**

## **Schedule 5 – Delegation Limits**

### **REGISTER OF DELEGATIONS CEO TO EMPLOYEE OR CONTRACTOR**

(Where power given or delegated directly to the CEO by the State or power previously delegated by Council to the CEO)

#### **Local Government Regulation 2012**

<b>Purchasing</b>			<b>Purchase Cards</b>		
<b>Position</b>	<b>Expenditure Limit</b>	<b>Order</b>	<b>Purchase Card</b>	<b>Monthly Limit</b>	<b>Transaction Limit</b>
Chief Executive Officer	5,000,000	✓	✓	20,000	10,000
Directors	1,000,000	✓	✓	20,000	10,000
Manager Finance & Information Technology	5,000,000	✓	✓	20,000	10,000
Manager Community Services & Major Projects	1,000,000	✓	✓	20,000	10,000
Managers	200,000	✓	✓	20,000	10,000
Contracts Coordinator	100,000	✓	✓	5,000	1,000
Major Projects Officer	100,000			10,000	5,000
Fleet & Workshop Coordinator	100,000	✓	✓	15,000	5,000
Depot Coordinator	100,000	✓	✓	10,000	2,000
Maintenance Engineering Coordinator	75,000	✓	✓	10,000	2,000
Construction Engineer Coordinator	75,000	✓	✓	10,000	2,000
Water & Wastewater Engineering Coordinator	75,000	✓	✓	10,000	2,000
Overseers	50,000	✓	✓	10,000	2,000
Library Services Coordinator	15,000	✓	✓	10,000	2,000
Workshop Supervisor	15,000	✓	✓	15,000	5,000
Procurement and Supply Officer	15,000	✓	✓	5,000	1,000
Sport and Recreation Officer	15,000	✓	✓	5,000	1,000
Administration Officer (Engineering)	15,000	✓	✓	5,000	1,000
Personal Assistant	10,000	✓	✓	3,000	500



**REGISTER OF DELEGATIONS  
CEO TO EMPLOYEE OR CONTRACTOR**  
(Where power given or delegated directly to the CEO by the State or power previously delegated by Council to the CEO)

**Local Government Regulation 2012**

Purchasing			Purchase Cards		
Position	Expenditure Limit	Order	Purchase Card	Monthly Limit	Transaction Limit
Fitness Centre Coordinator	15,000	✓	✓	10,000	2,000
Outside School Hours Care (OSHC) Coordinator		X	✓	10,000	2,000
Information Services Coordinator	50,000	✓	✓	10,000	2,000
Administration Officer (Planning , Environment	10,000	✓	✓	3,000	500
Facilities Maintenance Officer	5,000	✓	✓	7,000	1,000
Apprentice Diesel Fitter		X	✓	3,000	500
Events Officer	10,000	✓	✓	5,000	1,000
Senior Expenditure Officer		X	X		
Expenditure Officers		X	X		
Admin Level 8	25,000	✓	✓	10,000	2,000
Admin Levels 6 to 7	15,000	✓	✓	10,000	2,000
Admin Levels 3 to 5	10,000	✓	✓	5,000	1,000
Admin Levels 1 to 2		X	✓	3,000	500
Field Levels 5 to 9	10,000	✓	✓	5,000	1,000
Field Levels 1 to 4		✓	✓	3,000	500
Engineering C7 & C8	10,000	✓	✓	15,000	5,000
Engineering C9 & C10		X	✓	5,000	1,000
Mayor		X	✓	10,000	5,000
SES Local Controller		X	✓	5,000	1,000
Casual Employees		X	X		

## Schedule 6 – Delegation Limits


### REGISTER OF DELEGATIONS CEO TO EMPLOYEE OR CONTRACTOR

(Where power given or delegated directly to the CEO by the State or power previously delegated  
by  
Council to the CEO)  
[Local Government Regulation 2012](#)

Purchasing			Purchase Cards		
Position	Expenditure Limit	Order	Purchase Card	Monthly Limit	Transaction Limit
Chief Executive Officer	\$5,000,000	✓	✓	\$20,000	\$10,000

## 10.5 Draft Economic Development Strategy Consultation

### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 28 February 2018
	Manager Economic Development & Tourism	<b>ECM Function No/s:</b>

### Recommendation

THAT Council adopt the attached Southern Downs Regional Council Economic Development Strategy.

### Report

This report is resubmitted to Council for adoption. Council requested that the draft Economic Development Strategy ("the Strategy") be open for public comment for a period of five weeks ending on 19 January 2018. The Strategy was placed on the Council Website, while the State and Commonwealth Government Agencies, the region's Progress Associations and Chambers of Commerce were contacted directly, and a press release was issued to engage the wider community. There were only four submissions made regarding the Strategy, copies of which are attached. All of the feedback has been considered and the submitters have been thanked for their contribution.

The Southern Downs region has the potential to make a greater contribution to the Queensland Economy than it currently does. The region is well located, two hours from Brisbane, on the corner of two highways, ample land that is appropriately zoned, access to water and very safe and liveable communities. To realise the potential, concerted actions will need to be undertaken by Council officers. The draft Strategy provides the plan that will help to realise the region's potential.

There are three goals in the Strategy:

- Increase population by 10% by 2020
- Attract \$300 million of investment by 2020
- Attract 1500 New Jobs by 2020

To achieve these goals the Strategy has four strategic elements:

- Business Growth
- Investment Attraction
- Workforce Development
- Advocacy

The Strategy is underpinned by a comprehensive work plan that is constantly updated to ensure progress is being made on the goals. Every action in the Economic Development and Tourism Department's work plan falls under at least one of the strategic elements. Every one of the strategic elements will, in some way, contribute to the achievement of the goals. The Strategy is clear in its intent and execution and will ensure that the potential of the Southern Downs' economy is realised.

This Strategy has been developed in concert with the Economic Development Advisory Committee. The input has been invaluable and their recommendations, to date, have been incorporated into the final document.

To ensure the Strategy is accepted by the broader business community, the Economic Development and Tourism Department undertook a program of public consultation. The program included posting the Strategy on the Council Website; direct contact with the Warwick and Stanthorpe Chambers of Commerce, and the Region's Progress Associations; and direct contact with other business peak bodies and State and Commonwealth Government Agencies.

### **Budget Implications**

The Economic Development and Tourism Department has budget to fund the activities required to deliver the outcomes described in the Strategy.

### **Policy Consideration**

This Strategy achieves outcomes in the Corporate Plan 2014 – 2019 Revised Edition under sections 4.1, 4.4, 4.5, 4.7, 4.8, 5.1, 5.2, 5.3

### **Community Engagement**

The Economic Development Advisory Committee has had input into the draft Strategy. There was a period of five weeks of community engagement through direct contact with Progress Associations and Chambers of Commerce and through an exhibition period on the Council's Website.

### **Legislation/Local Law**

Nil

### **Options**

1. Adopt the Southern Downs Regional Council Economic Development Strategy
2. Adopt the Southern Downs Regional Council Economic Development Strategy with amendments
3. Not adopt the Southern Downs Regional Council Economic Development Strategy

### **Attachments**

1. Draft Southern Downs Regional Council Draft Economic Development Strategy [View](#)
2. Submissions [View](#)

# ECONOMIC DEVELOPMENT STRATEGY

## 2017 – 2020

### CONTENTS

ABOUT SOUTHERN DOWNS.....	1
ECONOMIC SNAPSHOT .....	2
OUR GOALS .....	6
TARGET SECTORS .....	6
STRATEGIC ACTIONS .....	8
PLANNING AND POLICY.....	8

### ABOUT SOUTHERN DOWNS

**Situated two hours south west of Brisbane, the Southern Downs is a Local Government Area located in the Darling Downs region of Queensland, along the state's boundary with New South Wales.**

**The Southern Downs is a thriving regional business hub centred around major towns Warwick and Stanthorpe, and smaller towns Allora, Killarney, Leyburn and Wallangarra. It offers an outstanding mix of investment and business opportunities, industrial and rural locations and relaxed country lifestyle. The region's abundant land, industry diversity and transport infrastructure underpin its role as a major hub for South East Queensland's agricultural, manufacturing, construction, tourism and transport sectors. The region's two major centres are both easily accessible by a vast highway network while further train, road and air networks connect the region to national and international markets. The Southern Downs economy benefits from its strategic location, a stable skilled workforce, value-for-money land prices and an overall high level of community**



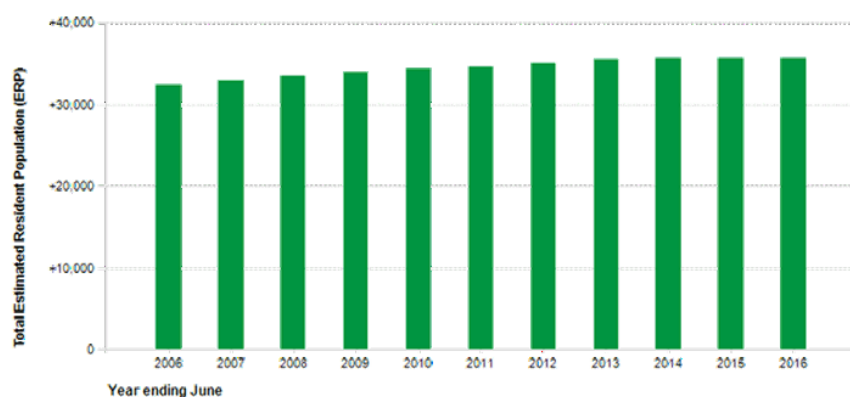
amenity.

The Southern Downs offers affordable living in a stunning natural setting with three national parks, four major dams, and the Condamine and Severn Rivers. The region also boasts a number of historical and natural attractions alongside a vibrant events calendar, all celebrated across four distinct seasons. Impressive education facilities, extensive community services and enviable real estate prices make living and working in the Southern Downs attractive.

The estimated resident population of the Southern Downs was 35,622 in 2016.

### Estimated Resident Population (ERP)

Southern Downs Regional Council



Source: Australian Bureau of Statistics, Regional Population Growth, Australia (3218.0). Compiled and presented by .id the population experts

.id  
the population experts

## ECONOMIC SNAPSHOT

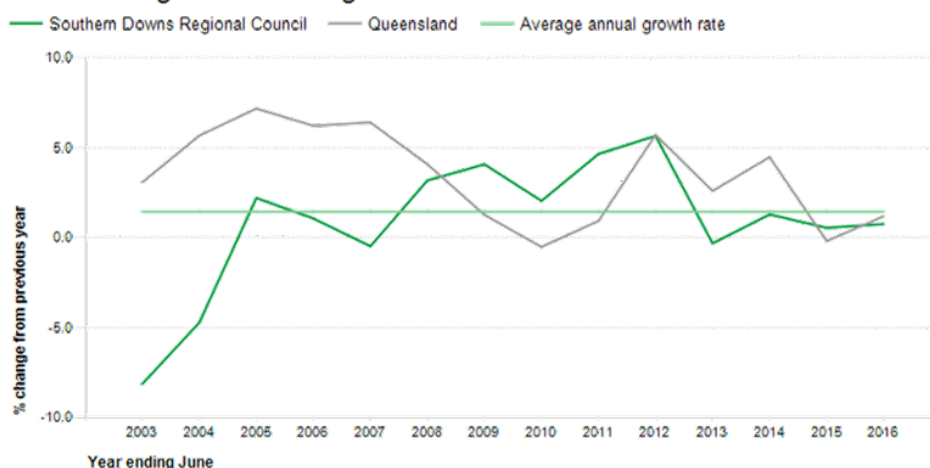
The Southern Downs economy has grown from having a strong reliance on primary industries to a more diversified economy centred on the major centres of Warwick and Stanthorpe. Industries such as transport, logistics and warehousing, food processing, tourism and health care have all contributed to creating an economically diverse and stable region.

## BUSINESS ACTIVITY

### GROSS REGIONAL PRODUCT

The Southern Downs' Gross Regional Product (GRP) was \$1,758m in 2015-16, a 0.8% increase on 2014-15. The region's GRP estimates have grown strongly by an average of 2.12% per annum since 2010-11, slightly lower than the Queensland average of 2.45% across the same period. The Southern Downs contributed 0.56% to the Gross State Product of Queensland in 2015-16.

### Annual change in Gross Regional Product



Source: National Institute of Economic and Industry Research (NIEIR) @2016  
 Compiled and presented in economy.id by .id the population experts

**.id** the population experts

#### Southern Downs' leading sectors (by value) in 2015-16 were:

- **Agriculture, Forestry and Fishing, which generated \$751 million**
- **Manufacturing, which generated \$447.2 million**
- **Construction, which generated \$411.5 million**
- **Electricity, Gas, Water and Waste Services, which generated \$222.6 million**
- **Transport, Postal and Warehousing, which generated \$214.6 million**

#### Key growth sectors in Southern Downs from 2010-11 to 2015-16 included:

- **Agriculture, Forestry and Fishing (40% growth from 2010-11 to 2015-16)**
- **Rental, Hiring and Real Estate Services (42% growth)**
- **Mining (27% growth)**
- **Arts and Recreation Services (23% growth)**
- **Financial and Insurance Services (22% growth)**

#### Key exports out of the Southern Downs in 2015-16 included:

- **Agriculture, Forestry and Fishing - \$481 million (46.9% of all export value)**
- **Manufacturing - \$230 million (22.4%)**
- **Transport, Postal and Warehousing - \$100.3 million (9.8%)**

### BUSINESSES BY INDUSTRY

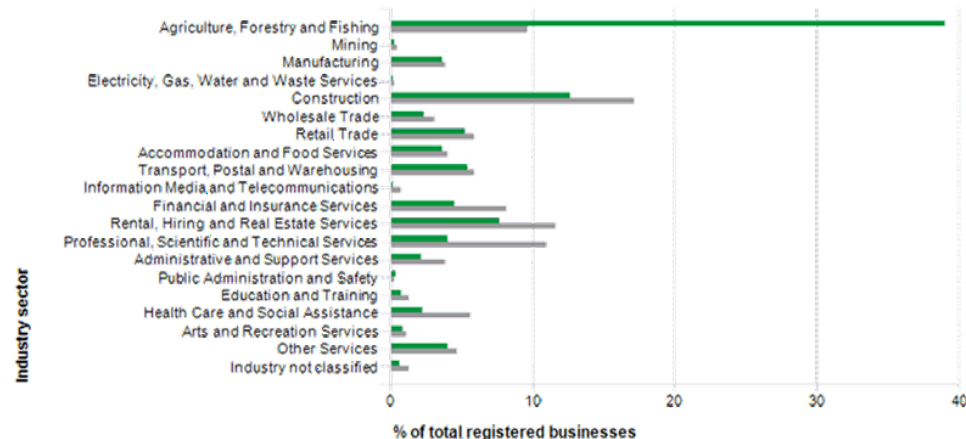
**Agriculture, Forestry and Fishing is the largest industry in terms of business numbers in the Southern Downs, accounting for 39.1% of the total number of businesses, followed by Construction (12.7%),**

**Rental, Hiring and Real Estate Services (7.7%), Transport, Postal and Warehousing (5.5%) and Retail Trade (5.2%).**

## Registered businesses by industry 2016

Total registered businesses

■ Southern Downs Regional Council ■ Queensland



Source: Australian Bureau of Statistics, Counts of Australian Businesses, including Entries and Exits, 2011 to 2015 Cat. No. 8161.0.  the population experts

## EMPLOYMENT

### LABOUR FORCE AND UNEMPLOYMENT

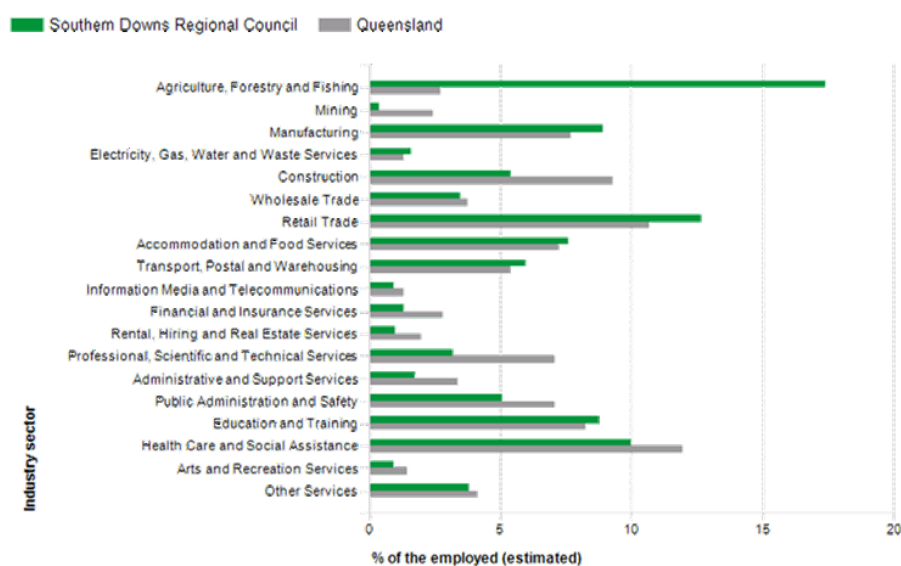
The estimated number of employed persons in the Southern Downs as at June 2016 was 15,512, representing an annual decrease of 0.35% from the level recorded in June 2015. The unemployment rate in the Southern Downs as at June 2016 was 4.43%, compared with the Queensland rate of 6.40%. Southern Downs' unemployment rates have trended significantly below the State average over the last five years, reflecting a solid overall employment outlook.

### EMPLOYMENT BY INDUSTRY

In the Southern Downs region Agriculture, Forestry and Fishing is the largest employer, generating 2,702 local jobs (17.4%) in 2015-16, followed by Retail Trade (12.7%) and Health Care and Social Assistance (10%).



## Employment (total) by industry 2015/16



Source: National Institute of Economic and Industry Research (NIEIR) ©2016  
Compiled and presented in economy.id by .id the population experts

.id  
the population experts

## EMPLOYMENT BY OCCUPATION

The Southern Downs employment market is diverse, with the two largest categories reported as labourers (17.7%) and managers (16.5%), based on the most recent data from 2011. The proportions of these occupations are greater than those observed at a State level.

41.5% of the local labour force has qualifications, compared to 55.6% for Queensland. 12.5% of workers have a Bachelor or Higher Degree, compared with 21.5% in the rest of the State, reflective of the region's core blue collar occupations in agriculture and manufacturing industries.

## PROPERTY MARKET

### HOUSING AND RENTAL MARKET

The median house price in the Southern Downs was \$274,941 at June 2016, which represented an annual increase of 0.03% from the level recorded in June 2015 (\$267,622). At June 2016, the Southern Downs had a median house rental of \$265, \$110 lower than the media house rental for Queensland.

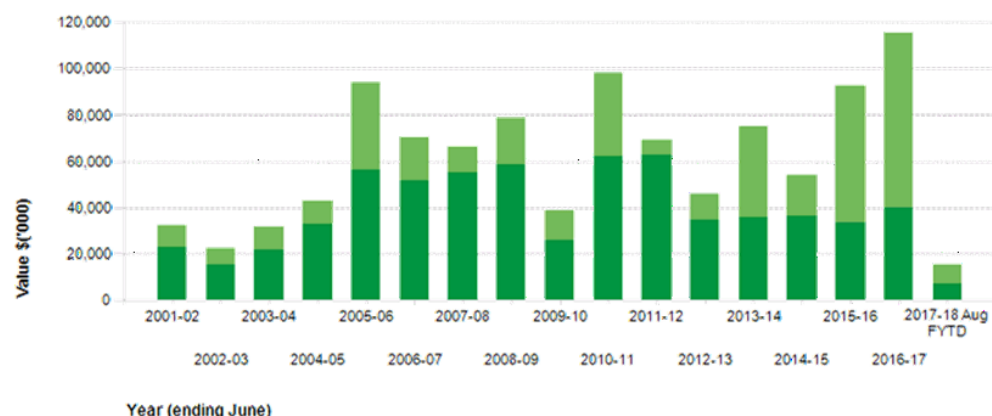
### BUILDING APPROVALS

The total value of buildings approved in the Southern Downs was over \$115 million in the year 2016-17, which represented a substantial increase of 25% from the level recorded in 2015-16. The value of

residential building approvals rose by 19% while the value of non-residential approvals rose by 28%. In the same period, the value of all building approvals state wide decreased by 3%.

### Value of total building approvals

Southern Downs Regional Council  
 Residential NonResidential



Source: Australian Bureau of Statistics, Building Approvals, Australia, catalogue number 8731.0. Compiled and presented in economy.id by .id the population experts

.id  
the population experts

### OUR GOALS

1. INCREASE POPULATION BY 10% BY 2020
2. ATTRACT \$300MILLION OF INVESTMENT BY 2020
3. ATTRACT 1500 NEW JOBS BY 2020

### TARGET SECTORS

#### AGRICULTURE

**Agriculture, Forestry and Fishing** is the region's primary industry across employment, exports, industry growth and economic value. It employs 17.4% of the workforce and accounts for 22.5% of the region's economic turnover. The sector has many industry-leading operators located in the region and accounts for almost half of the value of the region's exports. Southern Downs is well positioned to supply increased demand for agricultural produce with capacity to expand. Furthermore, there is strong growth in demand for higher value food products to come from the

growing and middle and upper class in Asia. Premium foods grown in the Southern Downs, such as meats and fruits, can expect increased demand over the longer term.<sup>1</sup>

#### FOOD PROCESSING

Most of the economic data for manufacturing on the Southern Downs is generated by food processing. It is the fourth largest employing sector and the second largest generator of output. The Southern Downs has available and affordable industrial land, close to raw material and well connected to highway routes to Sydney and Brisbane.

#### HEALTH AND AGED CARE

Health Care and Social Assistance is the region's 3rd largest employer and 7<sup>th</sup> largest contributor to economic output. The Australian population continues to age, and the Southern Downs is no exception. The ageing population also brings enhanced opportunities to leverage related expansions of certain markets including health services and aged care facilities. Ageing in place policies and tele-health are making it more viable to grow old in one's home town. The National Disability Insurance Scheme (NDIS) will offer new opportunities for businesses and jobs in the community and health sector.

#### TRANSPORT AND LOGISTICS

Transport, Postal and Warehousing is the region's 7<sup>th</sup> largest employer and 5<sup>th</sup> largest contributor to economic output. The Southern Downs is well located on the crossroads of the New England and Cunningham Highways; it is two hours from Brisbane and one hour from Toowoomba Wellcamp Airport. Land prices in the Southern Downs are about 20% of the price of land in South East Queensland and there is an existing support industry for transport and logistics in the region.

#### EDUCATION

The Southern Downs has a comprehensive range of education and research institutions from kindergarten to university and research facilities. Education and training accounts for 8.8% of all employment in the region. The proximity to South East Queensland and diversity of the region means that the educational institutions can focus on rural and remote issues while being very close to the major population base. Diversity of education will be the focus of investment attraction in the sector but will also be utilised as an attractor for residential growth.

#### TOURISM

The tourism sector in the region accounts for approximately 6% of the economy. The region is a recognised short-break destination for South East Queensland, particularly during the colder months. Opportunities exist for the region through the attraction of more visitors and events to the region, as well as highlighting the potential of the region to be used for film and television production. The Southern Downs Tourism Strategy, as a complementary strategy to this Economic Development Strategy focusses on maintaining and growing the tourism sector in the region.

---

<sup>1</sup> SDRC Socio-Economic Profile, AEC Group, 2015

## STRATEGIC ACTIONS

In order to achieve the three identified goals of this strategy, the main pillars of activity include business growth, investment attraction, workforce development and advocacy.

STRATEGIC ELEMENT	ACTIVITIES	OUTCOMES
<b>Business Growth</b>	<ul style="list-style-type: none"> <li>• Business retention and expansion</li> <li>• Building capacity</li> <li>• Facilitating more local business</li> </ul>	<ul style="list-style-type: none"> <li>• Increase jobs</li> <li>• Increase local business profitability</li> <li>• Improve business sustainability</li> </ul>
<b>Investment Attraction</b>	<ul style="list-style-type: none"> <li>• Targeted sectors and firms</li> <li>• Gap and trend analysis</li> <li>• Business case development</li> <li>• Targeted attraction activities</li> </ul>	<ul style="list-style-type: none"> <li>• New jobs</li> <li>• New investment</li> <li>• Building economic resilience</li> </ul>
<b>Workforce Development</b>	<ul style="list-style-type: none"> <li>• Skills development</li> <li>• Skilled workforce attraction</li> <li>• Employer capacity building</li> </ul>	<ul style="list-style-type: none"> <li>• Population increase</li> <li>• Work ready workforce</li> <li>• Better match of jobs and skills</li> </ul>
<b>Advocacy</b>	<ul style="list-style-type: none"> <li>• Influence Commonwealth and State policy frameworks</li> <li>• Advocate for infrastructure to support the Southern Downs economy</li> <li>• Represent the interests of local businesses</li> </ul>	<ul style="list-style-type: none"> <li>• Cutting red tape</li> <li>• Assisting economic and jobs growth</li> <li>• Becoming a destination of choice for investment</li> </ul>

## PLANNING AND POLICY

This Strategy will be implemented by the Economic Development and Tourism Department and is underpinned by an annual workplan.



## Marion Seymour

---

**From:** Ric Nilson <[ric.nilson@cofcqld.com.au](mailto:ric.nilson@cofcqld.com.au)>  
**Sent:** Tuesday, 9 January 2018 9:23 AM  
**To:** Jenny Sherrin  
**Subject:** RE: Comment on Draft Economic Development Strategy.

Morning Jenny,

Happy to new year to you.

Thank you for including me in your message, very interesting and some decent goals for everyone to take on board.

Kind regards

Ric



Ric Nilson  
Relationship Manager  
Sales and Customer Service  
Churches of Christ in Queensland  
41 Brookfield Road Kenmore Qld 4069  
PO Box 509 Kenmore QLD 4069  
P 07 3363 1792 F 07 3378 1268 M 0438 549 141 W <http://www.cofc.com.au>

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*Churches of Christ in Queensland acknowledges Aboriginal and Torres Strait Islanders as the Traditional Custodians of the lands on which we work, walk and live. We pay our respects to Elders past, present and emerging, recognising their continuing connection to country, waters and community.*

*Churches of Christ in Queensland is committed to ensuring that children are safe, happy and empowered. We support and respect all children, and have a zero tolerance of child abuse.*

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---

**From:** Jenny Sherrin [<mailto:Jenny.Sherrin@sdrc.qld.gov.au>]  
**Sent:** Tuesday, 2 January 2018 9:22 AM  
**Cc:** Scott Templeman <[Scott.Templeman@sdrc.qld.gov.au](mailto:Scott.Templeman@sdrc.qld.gov.au)>; Stanthorpe Chamber of Commerce <[stanthorpecoc@granitenet.com.au](mailto:stanthorpecoc@granitenet.com.au)>; Julie Schmidt <[julie.schmidt@sdrc.qld.gov.au](mailto:julie.schmidt@sdrc.qld.gov.au)>  
**Subject:** Comment on Draft Economic Development Strategy.

Hello All,

The draft for the Economic Development Strategy is now on the Council Website.

**From:** Sonia Morris  
**Sent:** Wed, 3 Jan 2018 11:10:06 +1000  
**To:** Register In ECM  
**Subject:** FW: Kelvin Johnston response to economic development strategy.

#ECMBODY  
#SILENT

**Sonia Morris**  
COMMUNITY CONTACT OPERATIONS OFFICER  
Southern Downs Regional Council

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**From:** kelvin johnston [mailto:kel1962@hotmail.com]  
**Sent:** Tuesday, 2 January 2018 2:12 PM  
**To:** General Enquiries  
**Subject:** Kelvin Johnston response to economic development strategy.

I would commend any strategy that encourages special entertainment precincts.

I would commend any strategy that lessens restrictions on tourism permit lots to subdivide to 5 and 10 acre lots.

We need to encourage more people to our region to help pay through rates for past debt incurred.

Yours Sincerely

Kelvin Johnston.  
33 Curtin Road  
Lyra 4382.

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## Marion Seymour

---

**From:** Ian Henderson <[ian@australianvinegar.com](mailto:ian@australianvinegar.com)>  
**Sent:** Monday, 8 January 2018 2:05 PM  
**To:** Jenny Sherrin  
**Subject:** RE: Comment on Draft Economic Development Strategy.

Jenny

Thanks for sending me this doc. It's a very broad plan. Im not sure there is enough detail for this to be considered a plan, its "more of a "vision" in this form. Theres nothing in here I didn't know already so I don't know if I feel the need to comment.

We would be happy to have Scott and yourself come and present this to the chamber at anytime if you want.

Ian

### *Ian Henderson*

CEO, Principal Vinegar Maker  
Australian Vinegar Pty Ltd



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Post: PO Box 1010, Stanthorpe, Q 4380, Australia

*Lirah*  
AUSTRALIAN VINEGAR

*yourACV*

---

**From:** Jenny Sherrin [<mailto:Jenny.Sherrin@sdrc.qld.gov.au>]  
**Sent:** Tuesday, 2 January 2018 9:22 AM  
**Cc:** Scott Templeman <[Scott.Templeman@sdrc.qld.gov.au](mailto:Scott.Templeman@sdrc.qld.gov.au)>; Stanthorpe Chamber of Commerce <[stanthorpecoc@granitenet.com.au](mailto:stanthorpecoc@granitenet.com.au)>; Julie Schmidt <[julie.schmidt@sdrc.qld.gov.au](mailto:julie.schmidt@sdrc.qld.gov.au)>  
**Subject:** Comment on Draft Economic Development Strategy.

Hello All,

The draft for the Economic Development Strategy is now on the Council Website.

If you would like to access the document please use the below link.

<http://www.sdrc.qld.gov.au/living-here/have-your-say/draft-economic-development-strategy>



## Marion Seymour

---

**From:** Laurine King <Laurine.King@sdrcl.qld.gov.au>  
**Sent:** Friday, 19 January 2018 1:57 PM  
**To:** Register In ECM  
**Subject:** FW: Draft Economic Strategy

#ECMBODY  
#SILENT  
#QAP Default

**Laurine King**  
COMMUNITY CONTACT OFFICER  
Southern Downs Regional Council

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---

**From:** Robert Channon [<mailto:info@robertchannonwines.com>]  
**Sent:** Friday, 19 January 2018 1:40 PM  
**To:** General Enquiries  
**Cc:** [info@arroyohouse.com.au](mailto:info@arroyohouse.com.au); Ian Henderson  
**Subject:** Draft Economic Strategy

The Strategy, as with other Council papers, underestimates or fails to identify the true value of tourism and the number of businesses involved in or wholly or partially dependent on it.

Inexplicably, there is no heading for tourism in the lists of businesses by industry or employment by industry, although later in the document there is an unexplained reference to tourism accounting for 6% of the economy.

Where are the tourism businesses listed?

How is the 6% figure calculated?

Does it take into account the tourist dollars spent in the High Street shops and from events like the Apple and Grape, Jumpers and Jazz, Rodeos, Ag Shows, visiting groups of cyclists, car clubs, orienteers etc? We are often told of the success of these events in injecting tens or sometimes hundreds of thousands of dollars into the local economies.

Does it include the vineyard component of wineries and the employment in them? Without our vineyards there would be no wine tourism. Are accommodation businesses and food businesses classified as tourism? There are many such classification questions.

If the Council is taking tourism seriously as a strong area of the economy and one with great potential for growth, why not make a start by getting some accurate data for tourism earnings and for the classification of businesses that derive some or all of their income from tourism.

Robert Channon

**Robert Channon Wines**

*"The Verdelho"*

**'Paola's' at the Singing Lake Café – open Sundays and Mondays**

*"They are by far the best Verdelhos I have ever tasted."* James Halliday 2003

*".. arguably Australia's foremost producer of Verdelho"* James Halliday 2009

*"..takes the verdelho to another level of length and intensity altogether"* James Halliday 2013

[www.robertchannonwines.com](http://www.robertchannonwines.com)


Robert Channon Wines, 32 Bradley Lane, Stanthorpe, Qld 4380

07 4683 3260



## 10.6 Social Media Policy and Terms of Use

### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 28 February 2018
	Media and Consultation Officer	<b>ECM Function No/s:</b>

### Recommendation

THAT Council adopt the attached Social Media Policy and Terms of Use.

### Report

Southern Downs Regional Council uses social media to convey key messages to the community and to gather feedback and comment in a two-way exchange with residents and ratepayers. These key messages on social media will link to more detailed information and resources which can be found on the Council's website.

The purpose of this Policy is to set Terms of Use guidelines for the moderation of Council social media channels and to provide a framework for maintaining a respectful social media presence. Council acknowledges that social media sites are a public forum, but as the administrator of its accounts, has a duty of care to ensure that commentary adheres to appropriate standards of behaviour.

In formulating this Policy, Council's Media and Consultation Officers obtained advice from other regional Council's social media policies, including Scenic Rim Regional Council, Gympie Regional Council, Whitsunday Regional Council and Rockhampton Regional Council.

### Budget Implications

Nil

### Policy Consideration

This policy complements the existing policy regarding Council staff members using social media, found in the Southern Downs Regional Council Employee Code of Conduct.

### Community Engagement

Nil

### Legislation/Local Law

Nil

### Options

1. Adopt the draft Social Media Policy and Terms of Use.
2. Adopt the draft Social Media Policy and Terms of Use with amendments.
3. Do not adopt the draft Social Media Policy and Terms of Use.

## **Attachments**

1. Draft Social Media Policy [View](#)



## Social Media Policy

---

<b>Policy Number:</b>	PL-EX082
<b>Department:</b>	Executive
<b>Section:</b>	Media & Communication
<b>Responsible Manager:</b>	Chief Executive Officer
<b>Date Adopted:</b>	
<b>Date to be Reviewed:</b>	February 2019
<b>Date Reviewed:</b>	
<b>Date Rescinded:</b>	

### REVISION RECORD

Date	Version	Revision description

**Social Media Policy**

**Policy No: PL-EX082**

**Updated:**

**Page 1 - 10**

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## **CONTENTS**

<b>1</b>	<b>Policy Background (if applicable).....</b>	<b>3</b>
<b>2</b>	<b>Purpose.....</b>	<b>3</b>
<b>3</b>	<b>Scope .....</b>	<b>3</b>
<b>4</b>	<b>Legislative Context (if applicable).....</b>	<b>3</b>
<b>5</b>	<b>Policy Details.....</b>	<b>4</b>
5.1	Objective .....	4
5.2	Scope.....	4
5.3	Aims of Social Media Use.....	4
5.4	Risks of Using Social Media .....	4
5.5	Use of Policy .....	5
<b>6</b>	<b>Definitions (if applicable).....</b>	<b>8</b>
<b>7</b>	<b>Related Documents (if applicable).....</b>	<b>9</b>
<b>8</b>	<b>References (if applicable).....</b>	<b>9</b>

**Social Media Policy**

**Policy No: PL-EX082**

**Updated:**

**Page 2 - 10**

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## **1 Policy Background (if applicable)**

Southern Downs Regional Council uses social media to convey key messages to the community and to gather feedback and comment in a two-way exchange with residents and ratepayers. These key messages on social media will link to more detailed information and resources which can be found on the Council's website.

## **2 Purpose**

The purpose of this policy is to set Terms of Use guidelines for the moderation of Council social media channels and to provide a framework for maintaining a respectful social media presence. Council acknowledges that social media sites are a public forum, but as the administrator of its accounts, has a duty of care to ensure that commentary adheres to appropriate standards of behaviour.

## **3 Scope**

The scope of this policy applies to:

- Circumstances when Council engages with the community through social media platforms.
- The use of social media as a means of community consultation.
- The use of social media to promote the region in tourism, economic development and growth
- All Council employees, contractors and representatives accessing the Council social media platforms
- Any social media user who wishes to interact on social media platforms administered by Council.

## **4 Legislative Context (if applicable)**

- Not Applicable

## **5 Policy Details**

### **5.1 Objective**

The objective of this policy is:

- Provide a protocol for the use of Council social media platforms for all users.

### **5.2 Scope**

The scope of this policy applies to:

- Circumstances when Council engages with the community through social media platforms.
- The use of social media as a means of community consultation.
- The use of social media to promote the region in tourism, economic development and growth
- All Council employees, contractors and representatives accessing the Council social media platforms
- Any social media user who wishes to interact on social media platforms administered by Council.

### **5.3 Aims of Social Media Use**

The aims of using social media are to:

- Increase Council brand awareness by extending the reach of corporate messages and through directing traffic to the website, app and other communication channels
- Improve Council's reputation through provision of information
- Promote Council events and achievements to create positive stories about Council
- Provide an informal, human voice of the organisation
- Engage a broad cross-section of the community, including young people
- Inform the community through serious events such as disaster events or severe weather events
- Promote the region's tourism, business and investment opportunities to stakeholders in other parts of the state and Australia
- To engage with the community during times of natural disasters or major events

### **5.4 Risks of Using Social Media**

The following risks and barriers to using social media have been identified:

- Potential for negative comments from people
- Inappropriate language
- Potential for misinformation to be spread

**Social Media Policy**

**Policy No: PL-EX082**

**Updated:**

**Page 4 - 10**

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- Potential for personal attacks to be made against Council, Councillors and staff
- Losing control of communication message
- Staff divulging confidential information
- Lack of expertise and staff skills in using social media effectively and professionally

These risks can be managed by ensuring that Council social media accounts are managed by the appropriate officers and by ensuring adequate policies and procedures are in place.

## 5.5 Use of Policy

SDRC will use social media as a tool to communicate with residents and ratepayers but will combine social media use with traditional media and community engagement strategies (for example focus groups, public meetings, and consultation with specific community groups). This ensures that key messages are communicated through a variety of mediums and reaches those who may not have access/knowledge of social media outlets.

### Terms of Use

The Media and Communications Officers will be the main administrators for all Council social media platforms. All comments and material must adhere to Council's Terms of Use. In posting commentary or material, users agree to be bound by the Terms of Use.

1. Posts that are defamatory, prejudicial, racist, misleading, inflammatory, repetitive, vexatious, offensive or otherwise inappropriate will be deleted. Repeatedly posting in such a manner will cause a user to be temporarily banned or blocked, and potentially permanently banned or blocked.
2. Posts that use foul language or profanity will be deleted.
3. Posts that personally attack other users, Council, Councillors, or Council staff will be deleted, and where appropriate legal action will be considered in regard to defamation or other offences.
4. Posts that contain spam will be deleted.

The Council Officers responsible for the social media sites will monitor the posts and comments posted on the social media sites, and remove anything which breaches this policy. Final authorisation for the deletion of comments, blocking of users or banning users permanently will be provided by the Chief Executive Officer.

If content is removed the following details about the post must be recorded and stored in Council's record management system:

- post content
- author's name
- date and time
- name of the social media site

**Social Media Policy**

**Policy No: PL-EX082**

**Updated:**

**Page 5 - 10**

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- web address of the social media page
- screen print of the comment
- reason for removal of the content

Where appropriate Council officers will also highlight to other organisations or businesses, where inappropriate material or comments has been posted about Southern Downs Regional Council, its elected representatives or its staff. Communication of these issues to other organisations or businesses will be undertaken through the Terms of Use policies in place at these organisations or businesses or other relevant policies.

Accounts will be monitored during normal business hours. Authorised Council staff will respond to messages or posts assessed as requiring a reply or the provision of additional information. Authorised Council staff will remove materials considered to breach Council's Terms of Use.

### **Responses**

There will be times where Council deems it necessary to respond to posts on social media accounts (see Appendix One). These responses will be provided in order to:

- Provide clarification of Council policy, program or decision
- Provide factual information where misinformation exists
- Share Council success

### ***Personal Posts Escalation Process***

Where a post is made about an individual, including the Mayor, Deputy Mayor, Councillors or Council staff members, the post will be deleted and a message sent to the poster asking them to contact the Councillor directly or to follow Council's official complaint process. Authorised officers will escalate posts that affect a person as follows:

- Posts made about Councillors escalated to Mayor
- Posts made about Council staff escalated to the Chief Executive Officer
- Posts made about the Mayor escalated to the Chief Executive Officer
- Posts made about the Chief Executive Officer escalated to the Mayor

### ***Responding with Facts***

Where misinformation exists, a short response will be prepared to provide the relevant facts, published on Council's website, and the link to this response provided on the relevant social media platform.



### **Privacy**

All users of social media platforms should avoid posting personal or confidential information. All or part of any posts containing personal or confidential information will be removed to protect the privacy and identity of the user.

### **Comments by Council Staff**

Council staff should have regard to the Southern Downs Regional Council Employee Code of Conduct, in relation to *Public Comment on Council Business*. The Code places expectations on where and when comment on social media by staff is appropriate, if at all. It is important to note that aspects of the Code extend to spouses and close relatives.

### **Accuracy of Information**

Council endeavours to maintain the currency and accuracy of information published on its social media sites; however, it does not guarantee that the information is accurate, complete, or current, or that the data is free from defects or malicious code such as viruses.

### **Policy Intent**

Southern Downs Regional Council's social media channels exist to provide information on Council resources, initiatives, policy development, facilities, events and programs.

This is an important tool for Council to actively engage with the community, providing a place for discussion and an active exchange of ideas and will complement information already available on Council's website: [www.sdrcl.qld.gov.au](http://www.sdrcl.qld.gov.au)

Council will endeavour to reply, where possible, within seven days, but should there be a formal request or enquiry, it is essential to contact Council on 1300 MY SDRC, email [mail@sdrc.qld.gov.au](mailto:mail@sdrc.qld.gov.au), or visit a Customer Contact Centre, or write to PO Box 26, Warwick Qld 4370 or submit a request through the APP.

Council's following of other social media accounts or the retransmission of information through its site does not imply a formal endorsement or recommendation by Council. It is done for the purposes of capturing third party information and notifications which may be of general interest to the Southern Downs community. Links to external websites and other social media accounts are provided for the information and convenience of other users and such sites and associated content are not under the control of Southern Downs Regional Council.

## **6 Definitions (if applicable)**

Social media can be defined as a website that facilitates interaction through the creation, sharing and exchange of information and ideas in virtual communities and networks. The purpose of social media is to connect, engage, have relationships, establish trust and be authentic. Social media platforms have two-way communication, interactivity, conversation, transparency, immediacy, information sharing and user participation.

Council is represented on the following social media platforms:

- Facebook
- Twitter
- Instagram
- LinkedIn
- YouTube

This policy applies to all social media platforms.

### **How Social Media Accounts Are Used**

<b>Council Social Media Channels</b>	<b>Purpose</b>
Facebook	General communication of Council programs, policies, decisions, events, achievements and successes with a focus on communicating with local residents and visitors.
Twitter	General communication of Council programs, policies, decisions, events, achievements and successes with a focus on communicating with individuals, groups and organisations external to the region.
Instagram	Communication in visual format which focuses on promoting the region as a desirable place to live, visit, work, and invest.
LinkedIn	Communication which focuses on professional and economic development, consisting primarily of job opportunities, economic development, and key Council achievements.
YouTube	Communication focusing on messages from the Mayor and Councillors, and promotional videos.

In emergency or disaster situations all forms of social media will be used to inform the community.

**Social Media Policy**

**Policy No: PL-EX082**

**Updated:**

**Page 8 - 10**

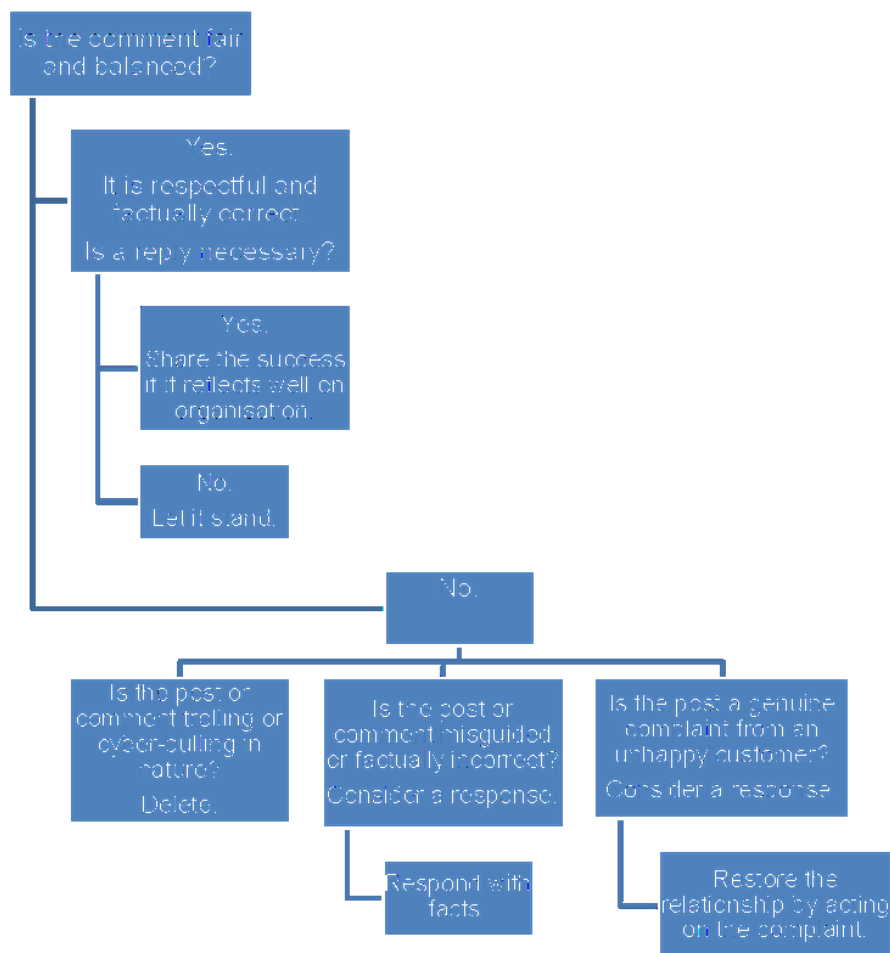
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## **7 Related Documents (if applicable)**

- Code of Conduct Policy PL-HE052

## **8 References (if applicable)**

## Appendix One: Social Media Response Guide



**Cyber-bullying:** a personal attack against an individual, degrading language, name-calling, posting negative, harmful, or false information

**Trolling:** *Posting inflammatory, extraneous, or off-topic messages with the primary intent of provoking readers into an emotional response or of otherwise disrupting normal on-topic discussion.*

**Social Media Policy**

**Policy No: PL-EX082**

**Updated:**


**Page 10 - 10**

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## 11. ENGINEERING SERVICES DEPARTMENT REPORTS

### 11.1 Engineering Services Department Monthly Report

#### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 28 February 2018
	Acting Director Engineering Services	<b>ECM Function No/s:</b> 04.15.01

#### Recommendation

THAT Council receive the Engineering Services Department Monthly Report

#### Report

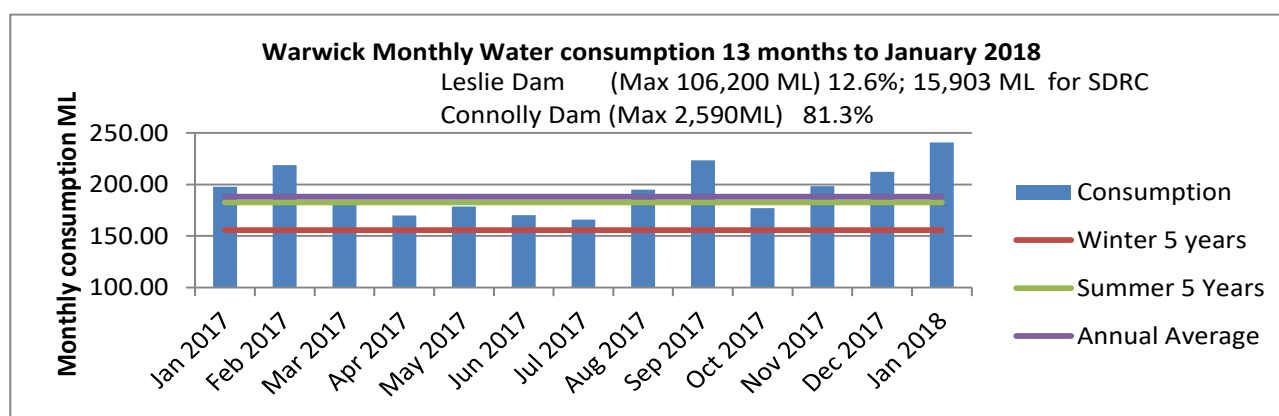
The following is provided for the information of Councillors.

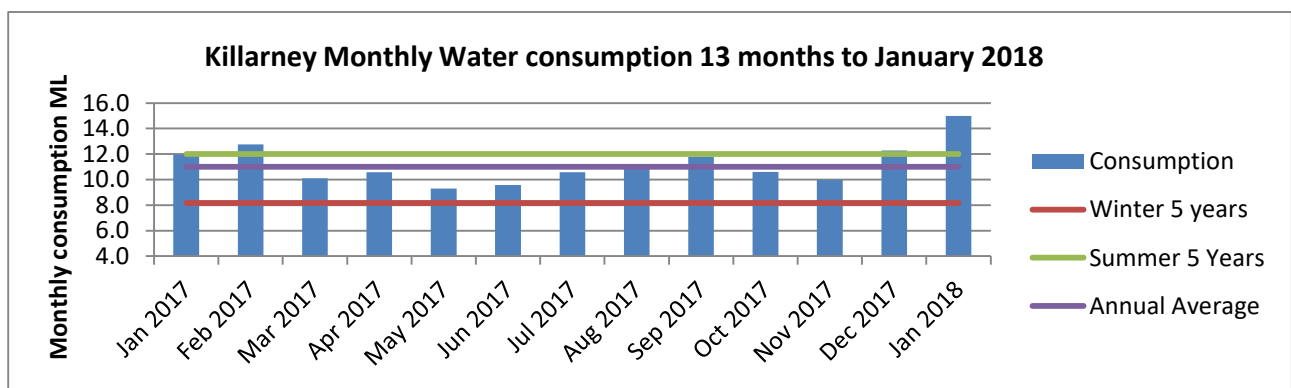
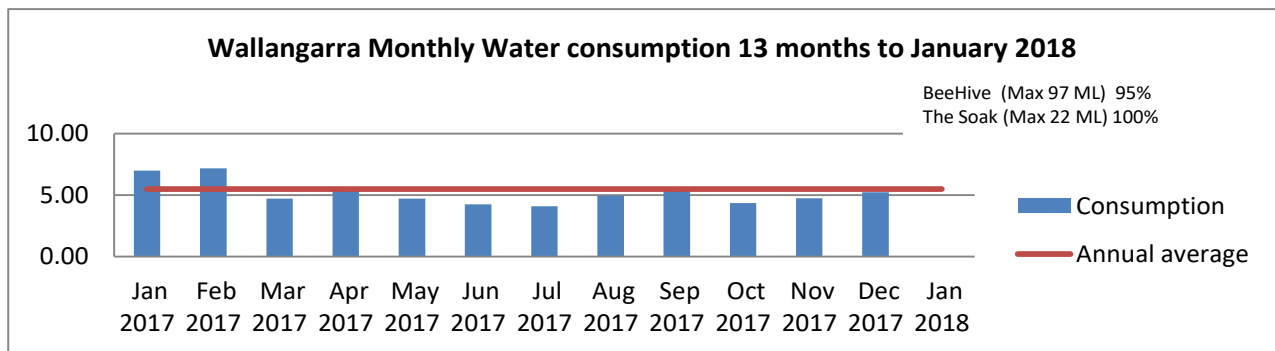
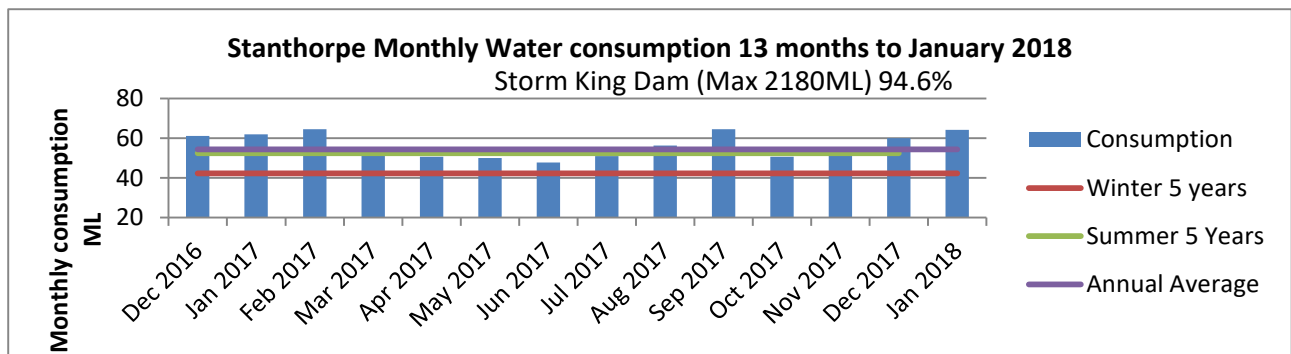
#### 2017/18 PROJECT STATUS REPORT

The information tables for the 2017/18 Project Status Report for Community Services & Major Projects, Works Construction and Water & Wastewater are attached.

#### WATER & WASTEWATER REPORT AS AT 31 JANUARY 2018

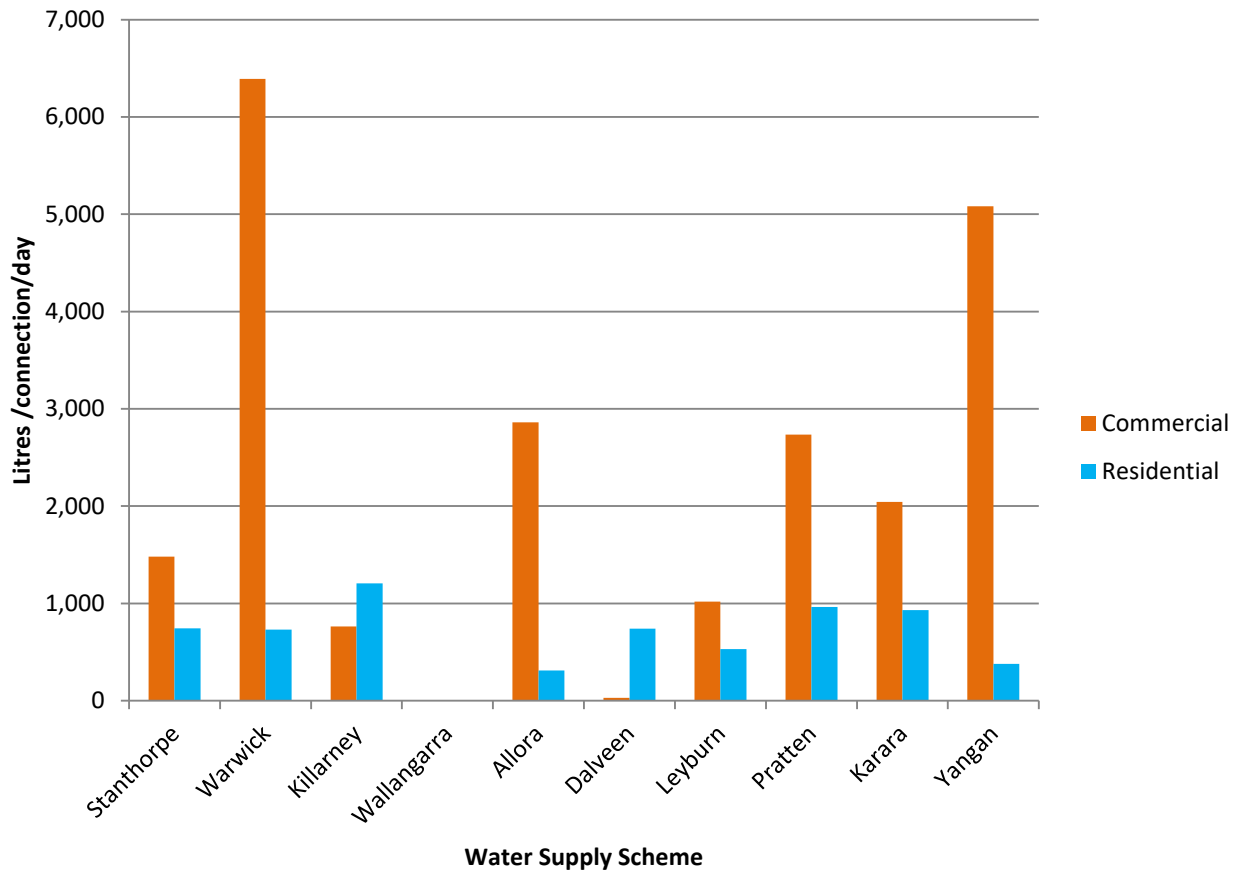
##### Monthly Water Consumptions Graphs



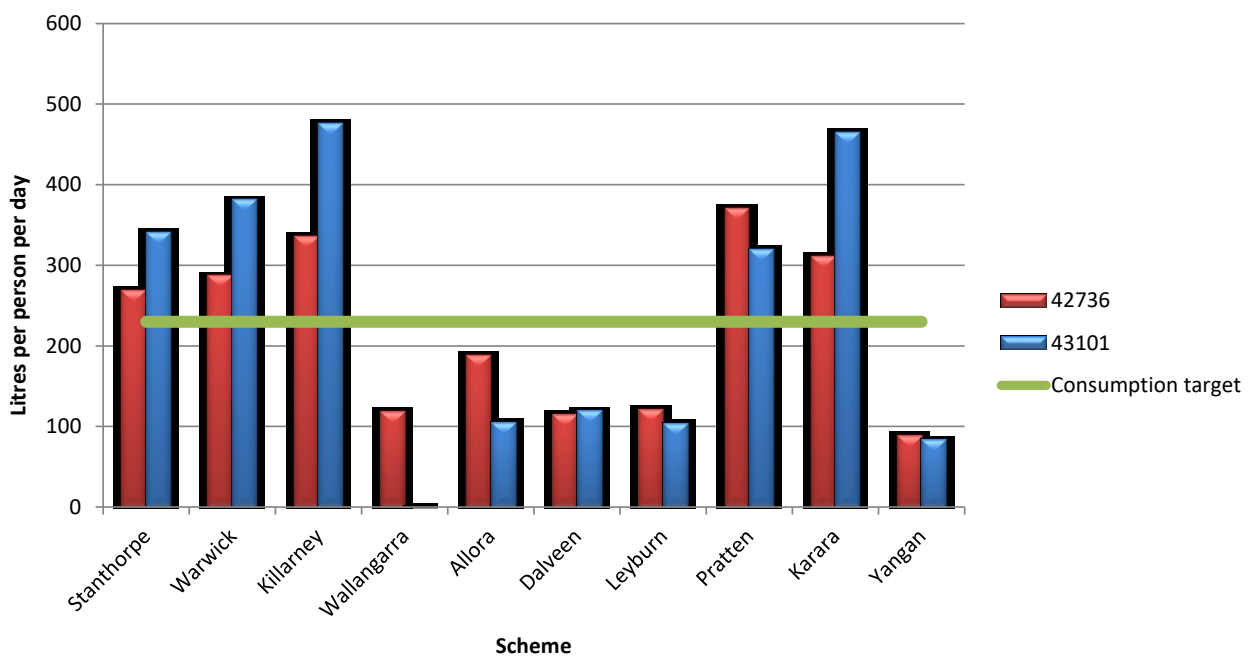


## Avg Daily Consumption per Connection December 2017

(based on October 2017 meter readings)



## Residential Water Consumption Comparison



## Budget Implications

Nil

**Policy Consideration**

Nil

**Community Engagement**

Nil

**Legislation/Local Law**

Nil

**Options**

1. Receive the Engineering Services Department Monthly Report; or
2. Do not receive the Engineering Services Department Monthly Report.

**Attachments**

1. Community Services & Major Projects 2017/18 Project Status Report [View](#)
2. Works Construction 2017/18 Project Status Report [View](#)
3. Water & Wastewater 2017/18 Project Status Report [View](#)



## COMMUNITY SERVICES AND MAJOR PROJECTS 2017/18 PROJECT STATUS UPDATE

Communication Update No.: 31

Date of Issue: 9 February 2018

Community Services Projects	Status	Next Milestone Target Date	PC Date	Cost	Risk & Mitigation	PM	Project Tracking (Green – On Target) (Orange – Minor Slippage) (Red – Off Target)
<b>Community Health &amp; Wellbeing</b>	<p>Report has been received by Council at October 17 Council meeting.</p> <p>Meeting held with Australian Drug Foundation community engagement officer regarding Good Sport program.</p> <p>Propose to add this to the project management plan (PMP).</p> <p>Draft PMP developed.</p> <p>Further develop PMP to include fitness programs at Stanthorpe Fitness Centre.</p> <p>Project Management Plan approved 7 Feb 2018.</p>	CDO to attend the next Sport & Recreation Advisory Committee meeting to share concepts of next stage (possibly Feb 2018).	Jun 18		Time lapse with delayed advisory committee input impacts on development of PMP.	PB	<p>CSAC recommendation has reshaped second stage of project, which will require a re-draft of the PMP and its timelines.</p> <p>Postponement of Sport &amp; Recreation advisory committee has delayed input from that sector.</p>
<b>Karara Water Supply Engagement</b>	<p>Council Briefing 26 April 2017.</p> <p>Consultation with staff to determine scope completed 7 December 2017.</p> <p>Develop PMP 13 December 2017.</p> <p>Engagement meetings with residents completed.</p> <p>Compilation of data completed.</p>	Gather further information and present to Council Briefing 12 Feb 2018.	Feb 18			DM	

	<b>Report to Council Briefing 5 February 2018.</b>						
<b>Say No to Violence</b>	<p>Merchandise has been delivered 30 November 17.</p> <p>Say No to Violence Bumper Stickers circulated to be placed on Council vehicles.</p> <p>Project promoted at the Peace Walk and Candle Lighting ceremony 8 December 2017.</p> <p>Promotional coasters delivered to 8 licenced premises in Warwick and Stanthorpe 21 December 2017. Additional 2000 promotional coasters ordered 22 December 2017.</p> <p>Promotional coasters delivered to further 3 licenced premises 11 January 2018.</p> <p>Received additional coasters from supplier 23 January 2018.</p> <p>Additional coasters delivered 2 February 2018.</p>	<p>Revised project plan February 2018.</p> <p>Increased campaign to commence in February 2018.</p> <p>Coffee cups delivered to identified outlets in conjunction with project launch March 2018.</p>	Jun 18			PB	
<b>Stanthorpe Soldiers Memorial Restoration (Formally Stanthorpe War Memorial Restoration)</b>	<p>Consultation with stakeholders to determine scope completed October 2017.</p> <p>Lasting Legacies grant funding application submitted January 2018</p>	<p>Ongoing consultation with stakeholders.</p> <p>Announcement of successful grant recipients May 2018.</p>	Dec 18	\$46K		KM	
<b>Youth Council</b>	<p>Youth Council Model and Youth Action Plan have been approved.</p> <p>New Youth Council model developed and approved 7 Feb</p>	<p>Undertake tasks for Youth Council model, terms of reference/ guidelines, supporting framework, nomination and appointment</p>	Feb 18			GJ	

	<p><b>2018.</b></p> <p>Officers have arranged meetings with most High Schools to progress Youth Council.</p>	<p>process.</p> <p>Call for nominations/ applications by 28 Feb 2018.</p>					
Grants to Community	<p>Round Two completed 31 December 2017.</p> <p>Recommendations to General Council Meeting 31 January 2017 to modify Fast Grant rules.</p>	<p>Round Two acquittals being received.</p> <p>Implement alterations to Fast Grant stream from interim review February 2018.</p> <p>Preparation for 17/18 round 3, as result of \$60,000.00 budget forecast increase, opening 22 February 2018 to 22 March 2018.</p> <p>Preparation for 2018/19 on hold while 17/18 round 3 is actioned.</p> <p>Review of all grant funding streams on hold while 17/18 round 3 is actioned.</p>	Jun 18	\$317k		SH	
Regional Arts Development Fund	<p>Seven applications approved for funding totalling \$67,578. Funding agreements issued to applicants, to be signed and returned.</p> <p>Media release announcing successful applicants to Arts Queensland for approval.</p> <p>Second round of RADF planned for March to allocate remaining funding for 2017/18 of \$37,422.</p> <p>Arts Queensland has notified that RADF 2018/19 is now open for applications.</p>	<p>Execute funding agreements and make grant payments 06/03/18</p> <p>Application to Arts Queensland for 2018/19 funding due 6/04/18</p>	Jun 18	\$105k		ZD	

Initiation/Procurement Phase	Status	Next Milestone Target Date	PC Date	Cost	Risk & Mitigation	PM	Project Tracking
Leslie Park Cenotaph Dais	<p>6 Dec 17 Committee requested Council assistance to project manage work.</p> <p>7 Dec 17 Request approved by CEO</p> <p>8 Dec 17 Exemption Certificate for proposed work lodged with Dept. Environment and Science.</p> <p>7 Feb 18 Exemption Certificate Application refused. Manager contacted Heritage Department to seek review of decision.</p>	<p>Exemption Certificate January.</p> <p>Contract Specification Draft – late Jan 18.</p> <p>Committee to confirm funding late Jan 18.</p> <p>Awaiting outcome of Exemption Certificate refusal review.</p>	Nov 18	\$80k Committee plus in-kind support in officer time.	Budget: Committee 50% of the way to the estimated figure. Project cannot proceed until budget confirmed.	MB	
Building Asset and Services Management Plan Improvement Actions	<p>Department engaged contractor to complete</p> <ol style="list-style-type: none"> <li>1. Governance Hierarchy;</li> <li>2. Condition Assessment Manual; and</li> <li>3. Operations Manual.</li> </ol> <p>All documents now in final stages. Documents circulated to key stakeholders for feedback.</p>	Final versions of the document to be submitted to Council by PC date.	Mar 18	\$12k		MB	
Killarney Multipurpose Facility and Willi Street Community Groups Relocation	<p>RFQ issued for Heritage Impact Report. Enquiries being addressed via Addendum</p> <p>RFQ for design of Yangan Road Depot buildings being drafted</p>	RFQ for Heritage Impact Report closes 14/02/2018	Jun 19	\$695k	Multiple risks and their mitigation strategies identified in the PMP.	AI	
Rest Area for Visitors and Travellers Incorporating New Entrance Signage	<p>Wallangarra Community Meeting outcomes to influence scope.</p> <p>Site visit 08/01/18 to inspect possible location for works.</p> <p>Final PMP signed off and</p>	Wallangarra Community to be engaged February 2018.	Dec 18	\$150k	Multiple risks and their mitigation strategies identified in the PMP.	ZD	

	distributed 18/01/18						
<b>Regions Art Gallery Upgrade</b>	Project dependency: Awaiting results of Stanthorpe Library Feasibility Study before proceeding further with this project.	Decision on library feasibility March 2018	Jun 19	\$150k	Time: Project dependent on library feasibility study being conducted by Corporate Services, which is not due until March 2018	AJ	Project dependent on Library Feasibility study being completed by Corporate Services.
<b>Recreation Areas at Connolly Dam and Small Villages (BBQs and covered seats)</b>	Final PMP signed off and distributed 18/01/18	Draft RFQ for procurement of BBQs and seating 16/02/18	Dec 18	\$150k	Multiple risks and their mitigation strategies identified in the PMP.	ZD	
<b>Burial Wall at Warwick Cemetery</b>	Discussions held with DES regarding development requirements on State Heritage Listed Warwick General Cemetery. Heritage Exemption Certificate application required to be submitted when design has been finalised  Discussions being held with structural engineers to modify their drawings for a new roof design	Response from structural engineer regarding modified roof design 23/02/2018	Jun 19	\$180k	Time and Cost: Warwick Cemetery is heritage listed. May need State development approval to construct building on the site, may need to engage Heritage Architect for design in keeping with heritage listing	AJ	
<b>Dungaree Memorial Project</b>	Applied for Heritage Exemption Certificate from Department of Environment and Science as Leslie Park is State Heritage listed. Construction drawings and further design information required before exemption certificate can be issued.  Draft wording for plaques received from landscape architect	Construction drawings from landscape architect – late February 2018  Heritage Exemption Certificate March 2018	Dec 18	\$135k	Multiple risks and their mitigation strategies identified in the PMP.	ZD	

<b>John Simpson - Equestrian Sculpture</b>	<p>Preliminary meeting held with Mr Simpson, with further meeting arranged to understand scope of works.</p> <p>PMP Developed with a PC date in December 2017.</p> <p>John Simpson informed of non-budget allocation in first quarter, meaning until a budget is identified, Council is unable to proceed with the actions tasked to it.</p> <p>Meeting organised for mid-December with key stakeholders.</p>	PMP sign off still to occur, however, this is dependent on Council funding.	Dec 17	\$60k	<p>Budget: Unclear what funding is in place? Proponent requested to meet with all key stakeholders</p> <p>Reputation: Managed process closely and align to agreed PMP objectives and outcomes.</p> <p>Time: Likely to slip due to a lack of stakeholder engagement by proponent.</p>	MB	<p>Budget held by project sponsor - John Simpson</p> <p>Budget still unclear.</p>
<b>Mini Golf (WIRAC Facility)</b>	<p>RFQ Issued. Discussions held with submitters.</p> <p>Contacted WA LG to get a RFT that could be used to let this type of project.</p> <p>WA LG provided copy of their RFT.</p> <p>\$30K operational budget approved through the first quarter budget review.</p> <p>Meeting held between key stakeholders Nov 17 to discuss way forward.</p> <p>RFQ drafted and issued.</p> <p>RFQ close mid December 17.</p> <p>Limited submissions received with focus on design and construct, with prices offered far in excess of</p>	Consider moving into negotiations with all invited submitters to identify appropriate outcome that meets LGA principles for contracting.	Dec 18	<p>Design - \$30k</p> <p>Construction - TBC</p>	<p>Budget: Quarterly review to pick up potential future capital works.</p>	MB	<p>Whilst offers received by date, outcome still outstanding, meaning time missed as set</p> <p>Project at risk of contractor negotiations falling over with no outcome</p>

	budget allocation.						
Construction/Implementation Phase	Status	Next Milestone Target Date	PC Date	Cost	Risk & Mitigation	PM	Project Tracking
<b>Big Thermometer (Stanthorpe)</b>	First stage of footpath construction completed  Chamber of Commerce have approached Council seeking additional funding	Footpath construction completion 28/02/2018  Defer parallel parking area construction until after Apple and Grape	Jun 18	\$30k	Scope: Community Group involvement may have higher expectations of Council than previously agreed.  Location: Footings of structure have been built in flood zone. Chamber of Commerce have been made aware of risk to structure from flooding. Chamber of Commerce are willing to accept this risk	AJ	
<b>Stanthorpe Fitness Centre – Building Compliance Rectifications</b>	Plumbing approval obtained, waiting on building approval  Budget allocation provided in 2 <sup>nd</sup> quarter budget review	Building approval 12/02/2018	Feb 18	\$180K	Disruption to fitness activities – contractor aware of need to work with users	AJ	Timing for PC may be an issue
<b>Stanthorpe Lions Park Toilets – Underpinning</b>	Site Inspection with Manager  Works Maintenance & Open Space on 12/01/18 to determine extent of drainage works recommended in Damage & Condition report. Works required exceed available budget. Earthworks for drainage deferred awaiting budget allocation.  Scope reduced to fit within budget	Water & Sewerage to undertake check of plumbing for leaks and cracks 28/02/2018	Jun 18	\$8k	Works in a public place – install temporary fencing to protect public  Budget insufficient to carry out all recommended remediation works.	ZD	

	allocation.  Some of the recommended remediation works (i.e. plumbing) can be completed. Requested assistance from W&S Department to camera pipework prior to seeking quotes for repairs.						
<b>Town Hall Toilets Decommissioning</b>	Department of Environment, Heritage and Science advised Council that the Toilets will not be included in the Heritage Listing.  Heritage Exemption Certificate received 23/11/2017 (exemption required as the toilets are on the same lot as the Town Hall)  Demolition approval (building work) in place.	Engage contractor to demolish	Jun 18	\$20k	Delay: Heritage Exemption Certificate required prior to commencing  Delay: Inclement weather may delay works	ZD	
<b>Warwick Town Hall – Fire Detection System</b>	Contractor has been chased up for the fire detection system design as they missed the extended deadline of 31/01/18	Supply and install 31/03/18	Jun 18	\$75k	Timing: schedule works around Town Hall bookings  Quality: ensure works comply with Heritage Exemption Certificate	AJ	Contractor failed to meet design deadline
<b>Warwick Town Hall – Termite Damage Repairs</b>	Termite damaged timbers replaced (except one where active termites are currently being treated)  Replacement of borer damaged backstage flooring progressing	Flooring replacement 26/02/2018	Jun 18	\$60k	Heritage Listed Building – works to comply with Heritage conditions	AJ	
<b>Warwick Water Treatment Plant Water Clarifier</b>	Pipework continuing  External stairs and perimeter walkway commenced  Mechanical installation commenced	External stair and perimeter walkway completion 16/02/18  Bridge to be installed 13/02/18  Mechanical installation	Feb 18	\$2.5M	Water supply contamination: Use experienced contractors, no connection to water	AJ	Project delayed due to weather resulting in missing the mechanical component installation date for sub contractor



		<b>completion 16/02/18</b> <b>Night works for Y-Piece connection week beginning 12/02/18</b> <b>Practical Completion 16/02/2018</b> <b>Commissioning 28/02/2018</b>			<b>supply until all tests successful</b> <b>Delay: Inclement weather may delay works</b>	Sub contractor not available for mechanical component installation until end January 2018
<b>Completed Projects</b>						
<b>Allora Streetscape</b>						
<b>Building Asset and Services Management Plan</b>						
<b>Child Safety Week</b>						
<b>Connolly Dam Toilets</b>						
<b>Disability Action Week</b>						
<b>Emu Swamp Dam Feasibility (NWIDF)</b>						
<b>Flood Mitigation Gauges</b>						
<b>Girls Empowerment Project – Partnership project between SDRC &amp; SDIEA</b>						
<b>Local Level Alliance – Southern Downs</b>						
<b>Pioneer Park Swanfels Shelter Rebuild</b>						
<b>Seniors Month and Seniors Expo</b>						
<b>Short Street Shed Relocation</b>						
<b>Southern Downs Youth Network (SDYN)</b>						
<b>Talc Street Facility Transition</b>						
<b>Young Leaders Program</b>						
<b>Southern Downs Water Security Options Business Case</b>						
<b>Deferred Projects</b>						
<b>Stanthorpe Admin Building – Equitable Access</b>						
<b>Stanthorpe Admin Building – Underpinning</b>						
<b>Warwick Aerodrome – Construct Gilder Strip</b>						

Item 11.1 Engineering Services Department Monthly Report  
Attachment 2: Works Construction 2017/18 Project Status Report

Works Construction 2017/18 Project Status Report - January 2018						
Initiation/ Procurement Phase	Status	Next Milestone Target Date	PC date	Cost	Risks & Mitigation	PM
Goomburra Road widening & rehabilitation	Soil test completed. Scoping in progress.	Scoping & Project documents to be completed by early January 2018. Possible commencement of works in late February 2018.	Mar-18	\$500k	1) No major risks other than working near energised power lines. Appropriate precautions (spotter etc) will be taken when working near power lines. 2) Delay & rework due to inclement weather.	NK
Aldred Street storm water upgrade	Draft design completed. Storm water Management Plan prepared & sent to TMR for approval.	TMR Reviewed & approved Stormwater Management Plan & construction plans will be finalised by late February 2018 to obtain TMR approval for construction.	Apr-18	\$350k	Land resumption works (Ergon Energy land) could delay works by 2 - 3 months	NK/ RB
Thames Creek culvert reconstruction	Design finalised & draft tender documents received. Budget (\$300,000) allocated.	Complete design & tender documents by February 2018.	Apr-18	\$300k	1) The culvert is currently propped & to be constructed urgently. 2) Delay & rework due to inclement weather.	NK
Palmerin Street footpath (W4C2)	Funding received and scoping in progress.	Scoping including asset location/ relocation to be decided by March 2018. Consultation with business owners to be commenced in late February 2018. Draft plans to be presented to get Council approval.	Jun-18	\$350k	1) Possible service relocation works could cost more & delay the works. 2) Work progress may be slowed to reduce impact on businesses. 3) Works should not be carried out from mid March to end of March 2018 due to Commonwealth Baton Relay (29/3/2018). 4) Scope of works depends on Shopping centre streetscape & Dungaree streetscape plans therefore to wait until completion of Shopping centre streetscape & finalising dungaree memorial plans. Designer carrying out Dungaree memorial plans to be consulted about Palmerin Street Streetscape.	NK/ PC
Condamine River walking & cyclepath (W4C2)	Funding received.	Scoping including asset location/ relocation to be decided by February 2018.	Jun-18	\$115k	Possible land resumption may delay the commencement of project.	NK/ RB
Glen Aplin Cycle path	Scoping expected to complete by March 2018.	Design expected to complete by June 2018.	Jul-18	\$125k	Scope may change due to as TMR road works at Mt Sterling Road Intersection. Consultation with TMR is required to finalise scope.	NK/ Maint.
Park Road shared user bridge	Design expected to commence in late February 18	Design expected to complete by June 2018.	Jul-18	\$300k	Possible delay in finalising design works.	NK/ Maint.
Stanthorpe cycleways	Funding received.	This is design only project for this financial year. Consultant to be engaged to carry out design of pedestrian bridge by February 2018.	May-18	\$48k	Possible delay due to other priority projects.	NK/RB/ MH/Ben
Defiance (Churchill Drive) Stormwater upgrade	Funding allocated.	Consultation with the Mill to be commenced to decide construction period. Design can be commenced in February 2018.	Jul-18	\$350k	Possible delay due to other priority projects	NK/ PC
Reseal - North	Scoping in progress.	Pavement repair works to be commenced & sealing of some road are scheduled to commence in February 2018.	Mar-18		No major risks other than working near energised power lines. Appropriate precautions (spotter etc) will be taken when working near power lines.	RB

Item 11.1 Engineering Services Department Monthly Report  
Attachment 2: Works Construction 2017/18 Project Status Report

Construction Phase	Status	Next Milestone Target Date	PC Date	Cost	Risks & Mitigation	PM	Project Tracking
Warwick Cycleways	Line marking completed.	Signs to be installed by February 2018.	Feb-18	\$33k	Possible over expenditure.	RB	
Inverramsey Road Widening & Rehabilitation	Stormwater extension & floodway extension completed. Sealing of first segment (approximately 500 m) completed.	Sealing next section schedule to take place in mid-February 2018.	Mar-18	\$1.2M	1) No major risks other than working near energised power lines. Appropriate precautions (spotter etc) will be taken when working near power lines. 2) Delay & rework due to inclement weather.	NK	In Progress.
Schnitzlering Street Upgrade (\$250,000 grants from State - W4Q)	All works completed except line marking, new fencing & tidy up works.	Linemarking, fencing new boundary & tidy up works schedule to complete by February 2018.	Feb-18	\$409k	Over expenditure due to service relocation works, design & rework on pavement. Amended budget (\$409,000) is inadequate	PC	
Resheeting Stage 2	In progress.	Budget cut of \$750,000 resulted in no further resheeting works except in between project completion & commencement.	May-18		Urgent resheeting can't be carried out due to budget cut.	HT/ MB/ NK	Resheeting funds cut by \$750,000, therefore new works can't be carried out.
Amiens Road widening	Formation works completed.	Profiler & Paver will be used for road widening works. Pavement widening works commenced on 6/2/2018.	Mar-18	\$1M	1) No major risks other than working near energised power lines. Appropriate precautions (spotter etc) will be taken when working near power lines. 2) Delay & rework due to inclement weather.	HT	In progress.
Fitzroy Street rehabilitation (W4Q2)	Asphalt works completed on 31 January 2018. Signs & line marking to be completed.	Line marking to be completed by February 2018.	Feb-18	\$150k	Works should be completed well before the Commonwealth Baton Relay (29/3/18).	NK/ PC	Works commenced on 9/1/18 & sealing works completed on 31/1/2018. Possible asphalt surfacing may be carried out in early March 2018.
Completed Projects							
Boys Road Bridge Replacement							
Connells Bridge Road Bridge Replacement							
Blackspot 2016/17 - MT Tully Road, Eukey Road/ Sugarloaf Road/ MT Tully Road, Old Stanthorpe Road, Longa Lane & Connolly Dam Road							
R2R Old Stanthorpe safety Improvements (CH 15.44-16.48 km)							
Kenilworth Street Upgrade (LGS)							
Killarney Streetscape (\$100,000 grants from State - W4Q1)							
Killarney Streetscape- Stage 2 (\$50,000 grants from State - W4Q2)							
Reseal south							

Item 11.1 Engineering Services Department Monthly Report  
Attachment 3: Water & Wastewater 2017/18 Project Status Report

Initiative/Procurement Phase	Project	Project Description	Location	Value	Start Date	End Date	Project Status	Project Manager
WATER								
Water treatment - Storm King to WTP	Grant funding has been allocated. Tender drawings have been issued. Initial procurement meeting has been held	Tender for procurement of pipe and construction contractors to be prepared - February 2017	SC-Kin-15	\$6,500,000	2017	2018	On Hold	Simon Ingram
SCMO & Telemetry & Electrical Renewals	All sites have been assessed - including all of Stirling's sewer sites	Resolve and review audit report and undertake upgrade in capital program for 1st/18	Jan-18	\$60,000/yr	2018	2019	On Hold	Simon Ingram
Wellington WTP renewal	Contract signed. Polarisation underway (off site)	Contractor to mobilise to site March 2018 to commence civil works	Jan-18	\$1,300,000/yr	2018	2019	On Hold	Simon Ingram
Network New Emergency Power Generators	Generators have been installed and commissioned	Completion of weather proof covers	Feb-18	\$25,000/yr	2018	2019	On Hold	Simon Ingram
Layburn bore (water quality) - Design MGR for design for increased treatment of water in progress - New bore MGR	Council has resolved to proceed with the design of improved treatment processes MGR for drilling new bore has been advertised and contract awarded		Jan-18	30000 (design) \$18,000 (bore)	2018	2019	On Hold	Simon Ingram
Trust Distribution Mainfold Replacement Stage 1 (Design) - Warwick WSP	Pump size to be determined. Civil and structural design to be finalised	SC meeting to be scheduled - February 2018	Jan-18	\$75,000/yr	2018	2019	On Hold	Simon Ingram
John Dees water mesh - 250mm Koshill Rd	Mobilising to site week commencing 26 February. Traffic Management Plan approved by Main Roads	expected duration 7 weeks construction	Jan-18	\$180,000/yr	2018	2019	On Hold	Simon Ingram


WASTEWATER							
Wastewater Pump Station - Judds Road Drive/Warwick	Purchase order raised for switchboard	Installation expected April 2018	Jan-18	\$90,000/AE	CAE	Integration with SCADA - SCADA license required Pump station down time during commissioning	
Wastewater Pump Station Renard - Tyrell St Stanthorpe	Purchase order raised for switchboard	Installation expected April 2018	Jan-18	\$25,000/AE	CAE	Integration with SCADA - SCADA license required Pump station down time during commissioning	
Watermain/Renewable - Inflow and infiltration rectifications and O&M deliverables	Sealing of manholes to be undertaken by Stanthorpe water crew Roof downwater discharges to be addressed by compliance team with assistance from WWSW team Investigate RV dump point and Stanthorpe Depot and find work for infiltration	Additional resources [Water and Wastewater Engineer] commencing in January 2018	Jan-18	\$30,000/WH	OPEX	Relocation of RV dump point - community consultation required Budget allocation for rectification of depot infiltration lines	
Stanthorpe STP - switchboard renewal	Tender ready to be advertised	awarding of contract expected March 2018	Jan-18	\$250,000/AE	CAPE	Scope creep Maintenance of STP process during switchboard installation	

Item 11.1 Engineering Services Department Monthly Report  
Attachment 3: Water & Wastewater 2017/18 Project Status Report

Construction Phase	2017	2018 - 2019 (planned)	2020	2021	2022	2023 - 2024 (planned)	2025
WATER							
Water Meter Reconnect - Northern	In progress	Ongoing	Jan-18	\$150,000	1.6	1.2	No riskier than
Water Meter Reconnect - Southern	In progress	Complete	Jan-18	\$20,000	1.2	1.2	Budget has been reduced - reallocation to other projects
Valves & Hydrants Reconnect - Northern	Valves and hydrants along Alton St to be reconnected. Project inception meeting to be held in November	All on St valve replacement planned in progress	Mar-18	\$200,000	1.6	1.2	Main Roads approvals
Valves & Hydrants Reconnect - Southern	In progress - budget amendment - reallocation of funds to other projects	Ongoing	Jan-18	\$70,000	1.2	1.2	availability of staff and contractors
Lockhart Reservoir Capex Renewal Northern & Southern	PCA in progress			\$28,000	1.6	1.2	
WASTEWATER							
Completed Projects					1.2	1.2	Completed Projects
Water Bore Well Renewal Veljeburgers	Project complete - wells have been filled in						
	Completed September 2017						
Overport St Reservoir - water main relocation and end demolition of small tank	Completed September 2017						
Overport Rd break tank demolition	Completed September 2017						
	Completed September 2017						
Elkington WTP - reservoir demolition	Completed September 2017						
Stanthorpe WWP - W1	Commissioning complete September 2017						
Elkington Main Replacement - Elkington Water Treatment Plant	Completed October 2017						
Stanthorpe WWP Renovation of plant and effluent	Completed						
Victoria St sewer main bridge - restrictions of pedestrian access	Completed						
Victoria St sewer main bridge - plans	Completed						
Water Main Replacement Acacia Ave	Completed						
Water Main Replacement - Shale Creek	Completed						
Stanthorpe WWP Renovation of plant and effluent	Completed						
Victoria St sewer main bridge - restrictions of pedestrian access	Completed						
Victoria St sewer main bridge - plans	Completed						

## 11.2 Stanthorpe Art Gallery Society KPI Report

### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 28 February 2018
	Community Services Coordinator	<b>ECM Function No/s:</b> 05.55.01

### Recommendation

THAT Council receive the Stanthorpe Art Gallery Society Key Performance Indicator ("KPI") Report for the six (6) month reporting period, to 31 December 2017, and note the contents.

### Report

In July 2017, the Stanthorpe Art Gallery Society executed a Memorandum of Understanding ("MOU") with Council. Attached to this MOU was operational funding and KPI's for the gallery to achieve.

In accordance with the MOU, the gallery is to provide Council with progress updates against these nominated KPI's. The attached gallery report provides this update, giving Council an early insight to the gallery's achievements over the first half of this financial year.

### Budget Implications

As provided for in the 2017/2018 financial year budget.

### Policy Consideration

Corporate Plan

1.13 Develop and promote our unique artistic and cultural diversity.

Arts and Culture Policy.

### Community Engagement

Nil

### Legislation/Local Law

Nil

### Options

1. Receive and note the Stanthorpe Art Gallery Society Key Performance Indicator ("KPI") Report.
2. Not receive and note the Stanthorpe Art Gallery Society Key Performance Indicator ("KPI") Report.

### Attachments

1. Attachment 1 SAGS KPI Report 1 July 2017 to 31 December 2017 [View](#)
2. Attachment 2 SAGS KPI Appendix One Financial Reports [View](#)
3. Attachment 3 SAGS KPI Appendix Two Postcode Records Repot [View](#)



**Memorandum of Understanding  
with Southern Downs Regional Council**

**Report for the period 01 July 2017 to 31 December 2017**

The MOU was signed by Keith Brownjohn [SAGS President] and forwarded to the CEO by internal mail on 21 July 2017.

**KEY PERFORMANCE INDICATORS**

***[1] Financial Sustainability***

- [a] The performance indicator should reflect expenditure and revenue on par or within 10% of the target set at the commencement of the financial year that is being measured.*

We have attached the Profit & Loss [Budget Analysis], the Balance Sheet, and the Budget Analysis [Art Prize] for the period July 2017 to December 2017. These documents indicate that:

- Our overall budget position shows a nett loss of \$7,924 against a budgeted nett loss of \$7,166 – a difference of the amount of \$768 compared to total expenses for the period of \$118,254, or 0.65% of expenditure.



## **[2] Business Milestones]**

- [a] A business plan of the organization must be provided to Council for the year that the funding has been obtained.*
  - [b] Audited financial statements to be provided to Council within one month of the organization's Annual General Meeting [AGM].*
- [a] The Five-Year Business Plan for the Gallery for the period 2017 to 2022 was forwarded to council on 02 September 2017.
- [b] The Annual General Meeting of the Stanthorpe Art Gallery Society Inc [SAGS] was held on 17 October 2017. Councillors McNally and Kelly were in attendance. A copy of the Audited Financial Report for the financial year ending 30 June 2017, and the President's Report for the same period was forwarded to the CEO via internal mail on 01 November 2017.



Artists Travis 'Drapi' Vinson (left) and Treazy (second from right) with Stanthorpe Regional Art Gallery president Keith Brownjohn and Cr Rod Kelly.

### **[3] Financial Performance**

*[a] Excluding Council grants, the Organization must show that has applied for additional funding opportunities or external sponsorship annually.*

Excluding Council grants the Stanthorpe Regional Art gallery has applied for and been successful in procuring the following grant monies and sponsorship:

- Bendigo Bank for youth Art Classes 2 x \$1,000
- RADF funding for Street Art \$7,124
- Art Prize sponsorship
  - Elaine Burton \$1,000
  - JJ Richards \$1,500
  - Ewan Young \$500
  - Borderline Regional Arts Assoc. \$1,000
  - Jo McNally \$500

In kind support: Many thanks to: -

- Betterway Way to Print
- Print n Copy
- Pure Heaven
- Country Lane

Other Funding sources include: -

- Gallery Income \$6,681
- Other Income \$1,371
- Exhibitions \$19,423
- Music in the Gallery \$1,435
- Boutique Sales \$6,211
- Gallery Sales \$62
- Arts Festival \$5,787



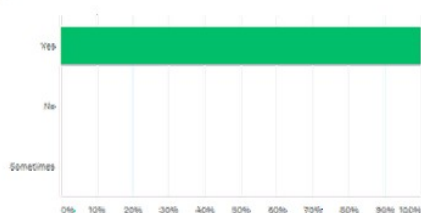
#### **[4] Customer Satisfaction**

**[a]** *There should be a 95% positive satisfaction rating achieved from those members and visitors that access services of the organization. This should be measured through half yearly surveys being undertaken.*

When members and volunteers were surveyed 100% of respondents rated high satisfaction with their interaction with the gallery

Do you feel that your efforts have been acknowledged and appreciated?

Answers: 15 Skipped: 1



ANSWER CHOICES	RESPONSES
Yes	200.00%
No	0.00%
Sometimes	0.00%



An examination of 195 comments in the Visitors Book for the period showed 100% positive response and zero negative comments. Visitor reactions included "amazing, wonderful, thought provoking", "fantastic as usual - love your work", "works that educate us all", and "a wonderful exhibition - inspirational".

## [5] Visitors

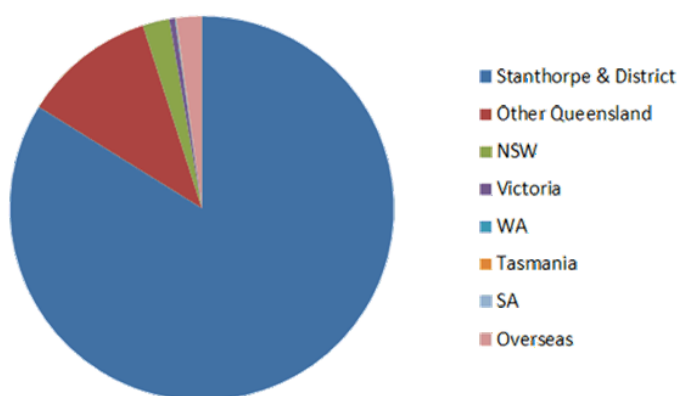
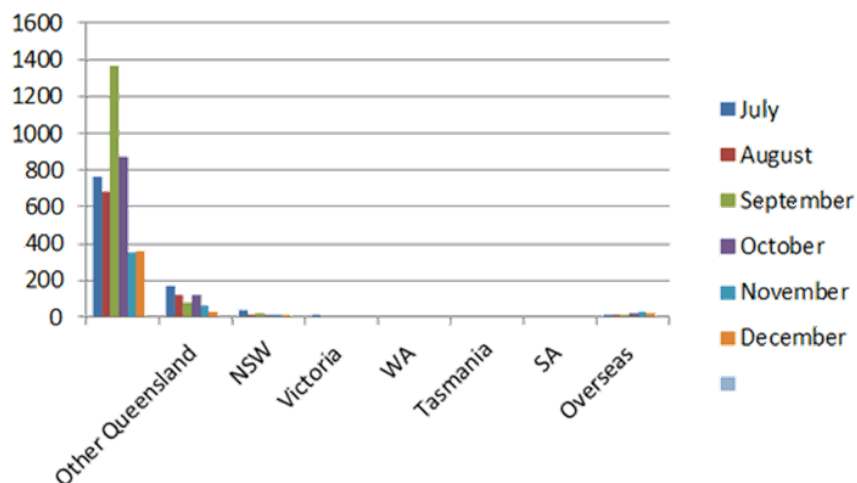
[a] Number of visitors

[b] Postcode description of visitors

The number of visitors to the gallery for the period from 01 July to 31 December 2017 was 4773

A coarse breakdown of visitors by region is: -

Stanthorpe & District	4399
Other Queensland	586
NSW	118
Victoria	24
WA	3
Tasmania	2
SA	3
Overseas	111





**[6] Exhibitions**

*[a] Number of touring exhibitions*

*[b] Number of local exhibitions*

[a] There were no touring exhibitions

[b] There were seven local exhibitions in the six-month period

- o Joyce Gray and Friends
- o Botanical Artists Group
- o Borderline Regional Artists Group
- o NAIDOC
- o Denis Brockie
- o Maggie Brockie
- o 30th Anniversary of the Gallery: Past to Present



**Keith Brownjohn**  
*President SAGS Inc.*  
30 January 2018

**ATTACHMENTS**

*[a] Profit and Loss statements for July 2017 to December 2017*

*[b] Full visitor postcode record for July 2017 to December 2017*

MYOB / Excel

<b>Stanthorpe Art Gallery Society Inc.</b> <b>PO Box 211</b> <b>STANTHORPE QLD 4380</b>  <b>Profit &amp; Loss [Budget Analysis]</b> <b>July 2017 To December 2017</b>				
Account No.		Selected Period	Budgeted	\$ Difference
4-0000	Grant Income			
4-1000	Grant Income			
4-1012	Operational Grant (SDRC)	97,500.04	97,498.00	2.04
4-1019	Other Grants		4,000.00	(4,000.00)
	<b>Total Grant Income</b>	<b>97,500.04</b>	<b>91,498.00</b>	<b>(3,997.96)</b>
4-2000	Gallery Income			
4-2100	Membership Fees	5,295.11	3,420.00	1,875.11
4-2200	Donations		500.00	(500.00)
4-2800	Public Programs	1,185.73		1,185.73
4-2900	Gallery Hire for Functions	200.02		200.02
	<b>Total Gallery Income</b>	<b>6,680.86</b>	<b>3,920.00</b>	<b>2,760.86</b>
4-3000	Other Income			
4-3101	Trips to Exhibitions		1,200.00	(1,200.00)
4-3200	Interest Received	1,174.60	3,840.00	(2,665.40)
4-3920	Miscellaneous	196.86	300.00	(103.14)
	<b>Total Other Income</b>	<b>1,371.46</b>	<b>5,340.00</b>	<b>(3,968.54)</b>
4-4400	Exhibitions Income			
4-4405	Sponsorship	1,818.18	1,818.00	0.18
4-4415	Exhibition Space	1,072.73	2,100.00	(1,027.27)
4-4420	Donations	926.18	600.00	226.18
4-4425	Wine Sales		600.00	(600.00)
4-4450	Sales - Exhibition	12,780.00	9,000.00	3,780.00
4-4455	Commission - Exhibition Sales	2,926.37	2,250.00	676.37
	<b>Total Exhibitions Income</b>	<b>19,423.46</b>	<b>16,368.00</b>	<b>3,055.46</b>
4-5000	Music In the Gallery			
4-5250	Donations at Door	1,365.00	1,200.00	165.00
4-5260	Friends of the Gallery	50.00	400.00	(350.00)
	<b>Total Music In the Gallery</b>	<b>1,435.00</b>	<b>1,600.00</b>	<b>(165.00)</b>
4-7000	Boutique Sales			
4-7450	Sales - Boutique, Cards, etc	5,240.80	4,800.00	440.80
4-7455	Commission - Boutique &	970.23	1,200.00	(229.77)
	<b>Total Boutique Sales</b>	<b>6,211.03</b>	<b>6,000.00</b>	<b>211.03</b>
4-8000	Gallery Sales			
4-8140	Sales - Gallery owned	62.30		62.30
	<b>Total Gallery Sales</b>	<b>62.30</b>		<b>62.30</b>
4-8000	Arts Festival			
4-8300	Sponsorship	2,727.28		2,727.28
4-8400	Donations	2,000.00		2,000.00
4-8500	Entry Fees	481.79		481.79
4-8600	Fund Raising	510.00	2,500.00	(1,990.00)
4-8999	Unallocated Income	67.50		67.50
	<b>Total Arts Festival</b>	<b>5,786.57</b>	<b>2,500.00</b>	<b>3,286.57</b>
	<b>Total Income</b>	<b>128,470.72</b>	<b>127,226.00</b>	<b>1,244.72</b>
5-0000	Cost Of Sales			
5-3100	Exhibition Costs			
5-3120	Artists - Exhibition	12,780.00	9,000.00	3,780.00
	<b>Total Exhibition Costs</b>	<b>12,780.00</b>	<b>9,000.00</b>	<b>3,780.00</b>
5-4100	Boutique Sales			

Page

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5-4120	Artists - Boutique, Cards, etc	5,360.80	4,800.00	560.80
	<b>Total Boutique Sales</b>	<b>5,360.80</b>	<b>4,800.00</b>	<b>560.80</b>
	<b>Total Cost Of Sales</b>	<b>18,140.80</b>	<b>13,800.00</b>	<b>4,340.80</b>
	<b>Gross Profit</b>	<b>110,329.92</b>	<b>113,426.00</b>	<b>(3,096.08)</b>
6-0000	<b>Expenses</b>			
6-1000	<b>Operational Expenses</b>			
6-1060	Audit Fees	1,200.00	1,500.00	(300.00)
6-1120	Advertising	538.33	900.00	(361.67)
6-1121	Anniversary 30th	5,281.58		5,281.58
6-1145	Building Program	4,362.44	2,500.00	1,862.44
6-1150	Bank Fees	18.67	60.00	(41.33)
6-1152	Credit Card Fee	324.40	600.00	(275.60)
6-1153	Computer Software/Hardware	1,164.51	1,200.00	(35.49)
6-1154	Cleaning	1,775.00	450.00	1,325.00
6-1156	Collections Management	905.09	5,002.00	(4,096.92)
6-1157	Conservation	410.00	5,002.00	(4,592.00)
6-1170	Gallery History		2,000.00	(2,000.00)
6-1178	Donations of Paintings	(12.50)		(12.50)
6-1179	Donations	50.00	90.00	(40.00)
6-1190	Insurance	1,097.96	1,200.00	(102.14)
6-1191	Member Sales Discount	62.89	90.00	(27.11)
6-1194	Marketing		2,400.00	(2,400.00)
6-1200	Permits, Licences & Fees	299.52	300.00	(0.48)
6-1250	Photocopier Rent/Fees	481.97	600.00	(118.13)
6-1300	Postage	207.54	360.00	(152.46)
6-1310	Printing & Stationery	874.65	900.00	(25.35)
6-1440	School Holiday Activities		1,200.00	(1,200.00)
6-1445	Public Programs	2,832.60	1,200.00	1,632.60
6-1460	Storage Shed Rental	1,614.55	1,865.00	(250.45)
6-1500	Repairs & Maintenance	78.34	1,200.00	(1,123.66)
6-1502	Office Equipment	327.13	900.00	(572.87)
6-1503	Office Equipment (Capital)	2,892.00		2,892.00
6-1520	Subscriptions	350.00	600.00	(250.00)
6-1530	Sundry Expenses	263.55	900.00	(636.45)
6-1550	Telephone	385.03	600.00	(214.97)
6-1560	Travelling Expenses	85.48		85.48
6-1565	Trips to Exhibitions		1,200.00	(1,200.00)
6-1570	Transfers between entities		5,000.00	(5,000.00)
6-1930	Office/Volunteer Amenities	250.57	600.00	(349.43)
6-1935	Volunteers Christmas Lunch	1,431.82	1,500.00	(68.18)
6-1995	Errors in receipt book	0.23		0.23
6-1999	Under (Over) banking	50.00		50.00
	<b>Total Operational Expenses</b>	<b>29,581.14</b>	<b>41,019.00</b>	<b>(12,337.86)</b>
6-2000	<b>Exhibitions</b>			
6-2100	Advertising	1,393.32	1,200.00	193.32
6-2160	Catering	29.00	600.00	(571.00)
6-2165	Catering - Wines		480.00	(480.00)
6-2325	Printing & Stationery	236.37		236.37
6-2350	Prizemoney/Sponsorships	1,481.82	1,800.00	(318.18)
6-2420	Exhibition Expenses	97.73	600.00	(502.27)
6-2600	Volunteer Costs	272.00		272.00
	<b>Total Exhibitions</b>	<b>3,510.24</b>	<b>4,680.00</b>	<b>(1,169.76)</b>
6-3000	<b>Music In the Gallery</b>			
6-3100	Advertising	425.27	510.00	(84.73)
6-3250	Music in the Gallery	600.00	2,490.00	(1,890.00)
	<b>Total Music In the Gallery</b>	<b>1,025.27</b>	<b>3,000.00</b>	<b>(1,974.73)</b>
6-4000	<b>Staffing</b>			
6-4900	Wages & Salaries	62,860.65	55,873.00	6,987.65

Page

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6-4910	Superannuation	5,681.20	5,310.00	371.20
6-4916	Work Cover	610.21	600.00	(99.79)
6-4920	Staff Training & Welfare	656.88	1,200.00	(543.12)
	<b>Total Staffing</b>	<b>68,709.14</b>	<b>62,983.00</b>	<b>6,726.14</b>
6-5000	<b>Public Programs</b>			
6-5100	Advertising	883.04		883.04
6-5500	Materials	236.36		236.36
6-6000	<b>Grants Expenditure</b>			
6-6099	Grant Monies Paid Out		4,000.00	(4,000.00)
6-6600	Street Art	4,500.00		4,500.00
	<b>Total Grants Expenditure</b>	<b>4,500.00</b>	<b>4,000.00</b>	<b>500.00</b>
6-8000	<b>Arts Festival</b>			
6-8120	Advertising	3,349.08		3,349.08
6-8125	Marketing	4,205.05		4,205.05
6-8150	Bank Charges	5.13		5.13
6-8165	Computer supplies	417.91	2,000.00	(1,582.09)
6-8265	Fundraising costs		1,000.00	(1,000.00)
6-8300	Postage	299.54		299.54
6-8310	Printing & Stationery	260.98	1,000.00	(739.02)
6-8540	Sundry Costs	261.00		261.00
	<b>Total Arts Festival</b>	<b>8,798.69</b>	<b>4,000.00</b>	<b>4,798.69</b>
	<b>Total Expenses</b>	<b>118,253.88</b>	<b>120,582.00</b>	<b>(2,328.12)</b>
	<b>Operating Profit</b>	<b>(7,923.96)</b>	<b>(7,156.00)</b>	<b>(767.96)</b>
	<b>Total Other Expenses</b>			
	<b>Net Profit/(Loss)</b>	<b>(7,923.96)</b>	<b>(7,156.00)</b>	<b>(767.96)</b>

#### GROSS INCOME

Grant Income	87,500.04
Gallery Income	6,680.86
Other Income	1,371.46
Exhibitions Income	19,423.46
Music in the Gallery	1,435.00
Boutique Sales	6,211.03
Gallery Sales	62.30
Arts Festival	5,786.57
	<u>128,470.72</u>

#### COST OF SALES

Artists - Exhibition  
=



STANTHORPE ART GALLERY - ATTENDANCE BY POSTCODE																									
Postcodes	July 3rd	Jul-11	Jul-17	Jul-24	Jul-31	Aug-07	Aug-14	Aug-21	Aug-28	Sep-04	Sep-11	Sep-19	Sep-25	Oct-02	Oct-10	Oct-16	Oct-23	Oct-30	Nov-06	Nov-13	Nov-20	Nov-27	Dec-04	Dec-11	Dec-18
0800																									
2000	1			1										2											
2023																1									
2033															2										
2037																									
2041																									
2051																							2		
2063																									
2064																									
2066										1															
2084																			1						
2093			2																						
2096						1																			
2121																									
2129		3																							
2161																									
2169																					2				
2207																									
2256																									
2259																					2				
2289																									
2340																									
2350		5																							
2359																									
2360																									
2370				1																					
2371																				1	1				
2372	8	3							1		3	1					4		4		1			1	
2376																									
2380																									
2354																									
2380																									
2392																									
2429					1																				
2430																									
2443											2			1	1										
2450																									
2452					3		2										2								
2453					2																				
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2462					2																				
2470																									
2474		2																					1		
2476																									
2477																						2		3	
2478		2																							
2479																									
2480		2	2			3											1								

Item 11.2 Stanthorpe Art Gallery Society KPI Report  
Attachment 3: Attachment 3 SAGS KPI Appendix Two Postcode Records Repot

Postcodes	July 3rd	Jul-11	Jul-17	Jul-24	Jul-31	Aug-07	Aug-14	Aug-21	Aug-28	Sep-04	Sep-11	Sep-19	Sep-25	Oct-02	Oct-10	Oct-16	Oct-23	Oct-30	Nov-06	Nov-13	Nov-20	Nov-27	Dec-04	Dec-11	Dec-18
2481																									
2482																									
2483						4																			
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3996																									

Postcodes	July 3rd	Jul-11	Jul-17	Jul-24	Jul-31	Aug-07	Aug-14	Aug-21	Aug-28	Sep-04	Sep-11	Sep-19	Sep-25	Oct-02	Oct-10	Oct-16	Oct-23	Oct-30	Nov-06	Nov-13	Nov-20	Nov-27	Dec-04	Dec-11	Dec-18
4000		5																	4		2	2			
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Postcodes	July 3rd	Jul-11	Jul-17	Jul-24	Jul-31	Aug-07	Aug-14	Aug-21	Aug-28	Sep-04	Sep-11	Sep-19	Sep-25	Oct-02	Oct-10	Oct-16	Oct-23	Oct-30	Nov-06	Nov-13	Nov-20	Nov-27	Dec-04	Dec-11	Dec-18
4118																2									
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4121						1			2			4		1	3										
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4164																1		1							
4165												3													
4169																									
4170					2																				
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4173																		1							
4178	6		2												2							4		3	5
4179																									
4183																		1							
4184				2												1									
4207							2																		
4208	1		1								2					1		4							
4209																									
4210																									
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Item 11.2 Stanthorpe Art Gallery Society KPI Report  
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Postcodes	July 3rd	Jul-11	Jul-17	Jul-24	Jul-31	Aug-07	Aug-14	Aug-21	Aug-28	Sep-04	Sep-11	Sep-19	Sep-25	Oct-02	Oct-10	Oct-16	Oct-23	Oct-30	Nov-06	Nov-13	Nov-20	Nov-27	Dec-04	Dec-11	Dec-18
4305		1				4		1					1				4		1				1		
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4350	2	3		2		7	3		1		2	3	9	1				2	3				2	2	
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4355																									
4361																									
4362		1				1					1														
4369									4																
4370	8	9		1	6	2	4	25	3	1	3		1				4	3	7		3	2		2	
4371																									
4372																									
4373																									
4374									3										1	1					
4375								2																	
4376					30	2														2					
4377						2																		2	
4378											7						1								
4380	160	132	249	94	92	127	183	212	134	441	421	242	250	142	262	197	121	128	119	57	156	19	120	134	106
4381			2		1		3								1										
4382		1		1		2	1	1								1									
4383							2											23							
4385									3																
4387																	1								
4390																									
4405		2		1																					
4421											2														
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4508							2	2													1				
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4500	4				2							2													
4551			4	4	3					2							1								
4552								3																	

Item 11.2 Stanthorpe Art Gallery Society KPI Report  
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Postcodes	July 3rd	Jul-11	Jul-17	Jul-24	Jul-31	Aug-07	Aug-14	Aug-21	Aug-28	Sep-04	Sep-11	Sep-19	Sep-25	Oct-02	Oct-10	Oct-16	Oct-23	Oct-30	Nov-06	Nov-13	Nov-20	Nov-27	Dec-04	Dec-11	Dec-18
4554																									
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4630																									
4651																									
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4659				1																					
4660	4																								
4670									1													1			
4671																									
4680								1																	
4700																									
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5152																									
5495						1																		2	
6025																									
6027																	1								
6033																	1								
6152																			1						
6725																									
7005																									
7015			2														1								

Item 11.2 Stanthorpe Art Gallery Society KPI Report  
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Postcodes	July 3rd	Jul-11	Jul-17	Jul-24	Jul-31	Aug-07	Aug-14	Aug-21	Aug-28	Sep-04	Sep-11	Sep-19	Sep-25	Oct-02	Oct-10	Oct-16	Oct-23	Oct-30	Nov-06	Nov-13	Nov-20	Nov-27	Dec-04	Dec-11	Dec-18
7321																									
7468																									
overseas (see below)																									
Argentina																									
Belgium																									
Brazil																									
Canada																3				3	1			2	
Chile				1														2	1	1					
China		3																							
Estonia																			1						
Finland																									
France																			2		1				
Germany										1					2					2		1			1
Holland			1				1																		
Hong Kong																									
Ireland																				2					
Israel																									
Italy																1		2							
Japan		1		1								2		1	1			2	7	1					
Korea											2							2	1		1	2		2	
Napal																									
Netherlands																									
NZ						1	3					2	2		1	5		1					1		
Poland																									
SAfrica																									
SAmerica		1																							
Sweden																									
Taiwan	2																		2						
U.S.A.																									
UK								2	2	1					3	2		2	1	3	2	1	4		
no post code recorded																							1		
scotland														3									2		
PNG																									1

## 11.3 Warwick Art Gallery KPI Report

### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 28 February 2018
	Community Services Coordinator	<b>ECM Function No/s:</b> 05.55.02

### Recommendation

THAT Council receive the Warwick Art Gallery Key Performance Indicator ("KPI") Report for the six (6) month reporting period, to 31 December 2017, and note the contents.

### Report

In May 2017, the Warwick Art Gallery Inc. executed a Memorandum of Understanding ("MOU") with Council. Attached to this MOU was operational funding and KPIs for the gallery to achieve.

In accordance with the MOU, the gallery is to provide Council with progress updates against these nominated KPI's. The attached WAG KPI report provides this update, giving Council an insight to the gallery's achievements over the first half of this financial year.

In accordance with the MOU, at item 2a, the gallery is to provide Council with a business plan of the organisation for the year that funding has been obtained. The attached WAG strategic plan 2018-2021 draft report sets out the organisations' strategic direction for 2018 to 2021.

In accordance with the MOU, at item 2b, the gallery is to provide audited financial statements. The attached WAG Audit report documents the gallery's financial position at 30 June 2017.

### Budget Implications

As provided for in the 2017/2018 financial year budget.

### Policy Consideration

Corporate Plan

1.13 Develop and promote our unique artistic and cultural diversity.

### Community Engagement

Nil

### Legislation/Local Law

Nil

### Options

Receive and note the Warwick Art Gallery Society Key Performance Indicator ("KPI") Report.

Not receive and note the Warwick Art Gallery Society Key Performance Indicator ("KPI") Report.



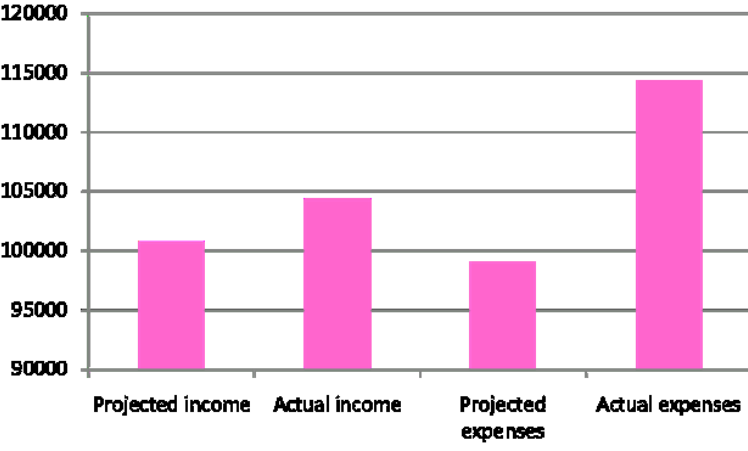
## **Attachments**

1. Attachment 1 WAG KPI Report January 2018 [View](#)
2. Attachment 2 WAG Strategic Plan 2018-2021 Draft [View](#)
3. Attachment 3 WAG Audit Report 30 June 2017 [View](#)



## Warwick Art Gallery

### KPI Report for the period July to December 2017

<p><u>Financial Sustainability</u></p> <ul style="list-style-type: none"> <li>The performance indicator should reflect expenditure and revenue on par or within 2.5% of the target set as the commencement of the financial year that is being measured.</li> </ul>	<p><b>Our actual income was 3.5% above our target income.</b> <b>Our actual expenditure was 15.4% above our KPI target range</b></p>  <table border="1"> <thead> <tr> <th>Category</th> <th>Value (Approximate)</th> </tr> </thead> <tbody> <tr> <td>Projected income</td> <td>101,000</td> </tr> <tr> <td>Actual income</td> <td>104,000</td> </tr> <tr> <td>Projected expenses</td> <td>99,000</td> </tr> <tr> <td>Actual expenses</td> <td>114,000</td> </tr> </tbody> </table> <p><b>Explanation of variance and steps we will take to improve:</b></p> <p><b>Income</b></p> <ul style="list-style-type: none"> <li>We received project support from local business sponsorship for the First Coat Mural project (John Dee and Southern Downs Automotive) and the Southern Downs Artists Exhibition (Rose City Shoppingworld, Warwick Credit Union, Helen Harm Real Estate)</li> <li>We have had an increase in commission income due to artwork sales. This is an excellent outcome for artists and difficult to forecast.</li> </ul> <p><b>Expenses</b></p> <ul style="list-style-type: none"> <li>We were required to purchase new computer hardware to comply with network upgrade which was a non budget item. We have added a new line item in the next budget.</li> <li>For the first six months of our budget year we incur all the costs of the Jumpers and Jazz in July festival, namely exhibition security and workshops. The second half of our financial year does not have these costs.</li> <li>We embarked on a few projects that increased our expenditure but that were extremely valuable in helping us achieve some of our goals. The First Coat partnership was an outstanding opportunity where we needed to contribute an unbudgeted amount of \$3000. The Southern Downs Artists and Youth exhibitions at the end of 2017 saw us invest more than our budgeted \$2000 towards prize money but it was highly beneficial to offer as many awards as we could to encourage our local artists.</li> </ul>	Category	Value (Approximate)	Projected income	101,000	Actual income	104,000	Projected expenses	99,000	Actual expenses	114,000
Category	Value (Approximate)										
Projected income	101,000										
Actual income	104,000										
Projected expenses	99,000										
Actual expenses	114,000										
<p><u>Business Milestones</u></p> <ul style="list-style-type: none"> <li>A business plan of the organisation must be provided to Council for the year that the</li> </ul>	<p>Our business plan is attached. We have commenced the update of this three year policy. It has not been ratified by the Management Committee as yet.</p> <p>Our 2016/2017 Financial Year Audit is attached</p>										

<p><i>funding has been obtained.</i></p> <ul style="list-style-type: none"> <li><i>Audited financial statements to be provided to Council within one month of the organisation's AGM.</i></li> </ul>	
<p><u>Financial Performance</u></p> <ul style="list-style-type: none"> <li><i>Excluding Council grants, the organisation must show that it has applied for additional funding opportunities or external sponsorship annually.</i></li> </ul>	<p>We received a grant of \$3,368 from the Gambling Community Benefit Fund for window tinting in the Foyer Gallery</p> <p>We received a total of \$4100 in sponsorship from local business for our projects since July 2017</p>
<p><u>Customer Satisfaction</u></p> <ul style="list-style-type: none"> <li><i>There should be a 95% positive satisfaction rating achieved from those members and visitors that access services of the organisation. This should be measured through half yearly surveys undertaken.</i></li> </ul>	<p>Our visitor survey between July and December 2017 show our customer satisfaction of their overall experience at the Gallery to be:</p> <p>Excellent 82% Good 16% Average 2% Poor 0%</p> <p>Sample visitor comments:</p> <ul style="list-style-type: none"> <li>Wonderful gallery with dedicated staff and interesting exhibitions. I love it!!</li> <li>Excellent art gallery and stunning exhibition. Congratulations to Director, judges, volunteers, staff and artists</li> <li>Good overall experience Very well run and managed</li> <li>Very friendly staff. Always a pleasure to visit the exhibition. Very enjoyable.</li> </ul>
<p><u>Visitors</u></p> <ul style="list-style-type: none"> <li><i>Number of visitors</i></li> <li><i>Postcode description of visitor</i></li> </ul>	<p>Number of visitors July 2017 – December 2017</p> <p>Adults 11800 Youth 2493 <b>Total 14293</b></p> <p>Postcode description of visitors from the 80 surveys collected July 2017 – December 2017</p> <p>33.75% Southern Downs 41.25% Queensland 17.5% Interstate visitors 2.5% International 5% Did not answer</p>

<p><u>Exhibitions</u></p> <ul style="list-style-type: none"> <li>• Number of touring exhibitions</li> <li>• Number of local exhibitions</li> </ul>	<p><u>Touring exhibitions July 2017 to December 2017</u> NIL</p> <p><u>Local exhibitions July 2017 to December 2017</u>  <i>Different Perspectives</i> Naomi Trotter Juanita Faint            Southern Downs Artists Exhibition  <i>Burst 2</i> Youth Exhibition  <i>Divergence</i> Shanae Dittman</p> <p><u>Other exhibitions July 2017 to December 2017</u>  <i>100 Years of Federal Policing in Australia</i></p>
<p><u>Other Highlights</u></p>	<ul style="list-style-type: none"> <li>• Jumpers and Jazz in July is a major focus of the team's activities for the first six months of the year. Our investment has provided exceptional branding and community engagement opportunities. Gallery visitation to see our July exhibitions and attend our festival events at the Gallery exceeded 10000 visitors.</li> <li>• Our youth exhibition attracted approximately 100 entries from young artists aged 6 to 25 years old.</li> <li>• The Australian Federal Policing centenary exhibition was a noteworthy addition to our program. It incorporated two special events attended by representatives from all levels of government and the AFP Commissioner.</li> </ul>

## **Introduction**

This Strategic and Artistic Plan was developed by the Gallery Staff, Karina Devine (Director), Loretta Grayson (Assistant) and Sue Jacobsen (Assistant) with members of the Management Committee of Warwick Art Gallery Incorporated.

Local, State and Federal Government Policies for art and culture are in continuous review. The Warwick Art Gallery Management Committee recognizes our positioning as a vital stakeholder in the delivery of current policy to our region. Our strategic direction will be stimulated by new government policy. Current policies that shape and influence our strategic planning include:

- Southern Downs Regional Council Cultural Policy (in review)
- Southern Downs Regional Council Public Art Policy (in review)
- Southern Downs Regional Council *Community Plan 2030*
- LGAQ's Arts and Culture Policy – Creative Cultural Development
- Queensland Government *Arts for All Queenslanders Strategy 2014 - 2018*
- Australian Government *Creative Australia* national arts policy

## **Introduction**

Warwick Art Gallery is a major service provider in the Directorate of Engineering Services for Southern Downs Regional Council.

The Art Gallery provides a range of services to the community, including:

- A program of temporary exhibitions
- Public programs including visual art workshops, education and outreach projects
- Arts-related advice to the community, including support of local arts groups, by offering assistance with the management of exhibits, professional development advice and assistance for applications for government grants.
- Management of the visual art component of the Jumpers and Jazz in July annual arts festival

Warwick Art Gallery Incorporated employs 1 permanent full-time director and 2 casual staff members who are committed to the Gallery's efficient and effective operation. A dedicated team of volunteers make a significant contribution to the operations of the Gallery.

This plan provides clear direction for the Art Gallery in terms of organisational performance and establishing a framework for the measurement of the Gallery and individual performance against agreed and documented outcomes.

The Warwick Art Gallery facility is owned, maintained and insured by and in conjunction with Southern Downs Regional Council.

### **Organisational Capacity**

Warwick Art Gallery Inc is an incorporated association with a Management Committee made up of Council representatives and elected representatives from the membership; the Committee having the general control of the management policy of the Gallery through its overseeing of the affairs, property and funds of the association and appointment of the Director. The Director of the Warwick Art Gallery is responsible for the management of the Gallery and staff.

Strategic Planning and significant decision making is presented to this Committee for ratification, and their recommendations reported to the Director of Engineering.

### **Brief History**

The Gallery was officially opened on the 18<sup>th</sup> of February 1990. In 2012 the Gallery was extended to provide a workshop and storage space. This multi functional space has vastly improved the Gallery's capacity for public programming and receipt of travelling exhibitions.

In 2017 the Gallery expanded again to take over the former Visitor Information Centre. This new space integrates a new exhibition area, Director's office, textile collection storage, Gallery shop and temporary coffee cart. The new exhibition space has been named the Orange Wall Gallery in memory of team member Catherine Dunn who passed away in 2017. The short term plan for the space is to focus on emerging and mid career local artists. The long term goal is to incorporate new technologies and youth engagement into the program.

The Gallery's facilities support an exhibitions program that includes a mix of touring exhibitions and locally generated exhibitions. The Gallery is a Category A facility and a member of Queensland's Public Galleries Association network and Museums Australia.

In 2004 the Gallery initiated a community project to breathe new life into the central business district following a disruptive period of streetscaping. The initiative was named Jumpers and Jazz in July. Now a significant community festival, Warwick Art Gallery facilitates the following activities during the festival:

- The Tree Jumper exhibition
- Jazz @ the Gallery
- The Yarntopians – yarn bombing community group
- Textile skill development workshops

#### **Context: the development and relevance of this Plan**

The purpose of this strategic and artistic planning document is to propose ways in which identified goals of the Warwick Art Gallery can be achieved. To give currency to this Strategic Plan, particular attention has been paid to the practical implementation of three key concepts:

- (i) Enhancing the exhibition program base
- (ii) Identification of new clients and market opportunities
- (iii) A commitment to providing education and learning opportunities for all ages

This Strategic and Artistic Plan takes account of prior achievements and continues the process of defining the Warwick Art Gallery's future through the development of a set of specific programs, management and marketing goals.

These goals are based on the experiences of the past three years and are influenced by the organisation's perceptions of the opportunities available to it between now and the year 2020.

Through effective strategic planning the Warwick Art Gallery will create an environment in which artistic and cultural development will benefit the community. This will be achieved through:

- (i) Developing partnerships with stakeholders:
  - Artists
  - Arts and cultural organisations
  - Community organisations
  - Business and industry
  - State and Federal Government agencies
  - Sector service organisations
- (ii) Effective and efficient use of resources

- (iii) Integrated planning with Council
- (iv) Implementation of strategies to achieve artistic excellence
- (v) Continuous planning for improvement and upgrading of the facility plus fixtures and fittings
- (vi) Commitment to current audience and continual identification of potential new audiences
- (vii) Audiences, clients and customers
- (viii) Management and planning
- (ix) Expansion and improvement of Gallery facilities

### **Our Vision**

**To provide a visual arts environment that inspires, engages, enriches and informs our regional and global communities.**

### **Our Mission**

1. To improve the quality of life of the community through cultural development that is relevant, vital and inclusive.
2. To encourage freedom of cultural/creative expression, thus providing a sense of belonging and supporting diversity in our community.
3. To deliver our services in the most effective and professional manner.
4. To nurture creative energies and incentives within the community
5. Provide dynamic and varied visual arts experiences for the people of Southern Downs and all visitors.

### **Global Objectives**

1. To support the development of a strong cultural identity in Warwick and district for the long-term benefit of all residents.
2. To be an innovative public art gallery that stimulates awareness and understanding of the Visual Arts through a temporary exhibition program.
3. To promote the Warwick area as a cultural destination for the enjoyment of visitors and increase the economic and social benefits for the community.



4. To provide quality educational and cultural services for the community of Warwick and outlying regions.

Warwick Art Gallery will strive to deliver these objectives within the Southern Downs Regional Council's existing and developing frameworks.

### **Specific Objectives**

1. To ensure that the Gallery has the required financial and staffing resources to achieve its mission.
2. To extend the understanding and appreciation of visual arts practice to a wider audience.
3. To provide opportunities and support for emerging, mid career and professional artists within the region.
4. To engage our visitors in the visual arts through exhibitions, education and public programs.
5. To increase the professionalism of the gallery and its profile within the arts industry.
6. To strive to produce quality curatorial and educational programs as initiatives of the Gallery
7. To promote the Gallery's programs and activities
8. To work towards improvement, upgrades and expansion of the facility to reflect sector standards.

### **Values**

Plan, implement, evaluate  
Strive to be innovative and creative  
Money follows good ideas  
Professionalism  
Openness  
Integrity  
Focus on people  
Passion

### Our Strengths, Weaknesses, Opportunities and Threats

The Gallery Director, staff and Management Committee conducted a SWOT analysis of Warwick Art Gallery, with the following outcomes:

<b>Strengths</b>	<b>Weaknesses</b>
<ul style="list-style-type: none"> <li>• Significant local interest in the arts</li> <li>• Principle provider of visual arts activities in Warwick</li> <li>• Enthusiastic and dedicated staff</li> <li>• Committed and skilled Management Committee</li> <li>• Dedicated and loyal volunteers</li> <li>• Respect as a sector leader in Queensland</li> <li>• Good contacts with other arts institutions and touring bodies nationally</li> <li>• Recognition by health care organisations as a suitable place to bring clients</li> <li>• Custodian of artistic excellence</li> <li>• Inspiring local artists</li> <li>• Short exhibition turnover</li> </ul>	<ul style="list-style-type: none"> <li>• No formal lease agreement with Council</li> <li>• Current staffing levels are inadequate</li> <li>• Insufficient road signage</li> <li>• Limited financial resources</li> <li>• Lack of outdoor table settings for tourists and locals</li> <li>• Lessening engagement with local schools</li> <li>• High energy consumption – old air conditioning in the Orange Wall Gallery and use of Incandescent lighting</li> <li>• Inadequate staff and public amenities</li> <li>• Under promoted</li> <li>• Dated external appearance</li> <li>• No Council Cultural Policy</li> </ul>
<b>Opportunities</b>	<b>Threats</b>
<ul style="list-style-type: none"> <li>• The recognised positive contribution that the visual arts makes to health and wellbeing</li> <li>• Jumpers and Jazz in July potential</li> <li>• Maintenance of high quality programming</li> <li>• Public interest in artist talks</li> <li>• Increasing appreciation and awareness of the importance of culture and lifestyle activities in the community</li> <li>• Successful operation will increase corporate and Council confidence in our value.</li> <li>• Develop sustainable sources of revenue – innovative fundraising, sponsorship and donations</li> <li>• Encourage philanthropy</li> <li>• Social media opportunities</li> <li>• Targeting new audiences by matching exhibition themes to local events</li> <li>• Sharing resources and opportunities with Stanthorpe Regional Art Gallery</li> <li>• Potential for the outdoor spaces to feature public art</li> <li>• Gallery shop</li> <li>• Increased local audience through Orange Wall Gallery exhibitions</li> </ul>	<ul style="list-style-type: none"> <li>• Financial and staffing constraints</li> <li>• A portion of the community expects the gallery to always display local art and do not support "cutting edge" or contemporary art exhibitions</li> <li>• Over reliance on Jumpers and Jazz in July</li> <li>• Retention of volunteers</li> <li>• Reduction in government funding</li> </ul>

### **Programs and Strategies**

The purpose of this section is to list the Art Gallery's program of activities to achieve the global objectives for the next 3 years, and to outline how Gallery staff will achieve those objectives. The programs have been identified as essential to assist the Gallery to achieve its vision and mission, to address the weaknesses and threats, to maximize the strengths and opportunities and to accomplish the global objectives identified above.

- A. Exhibitions
- B. Collection
- C. Community Engagement
- D. Public Programs
- E. Marketing and Promotion
- F. Business Management
- G. Facility Management
- H. Human Resources

**WARWICK ART GALLERY INC**

**STATEMENT OF INCOME AND EXPENDITURE**  
**FOR THE YEAR ENDED 30 JUNE 2017**

<b><u>2016</u></b>		<b><u>2017</u></b>
	<b><u>INCOME</u></b>	
---	Buds Club Income	4.55
2,812.20	Catalogues and Sales	3,236.24
1,370.80	Commissions Received	1,701.38
---	Catering	111.55
1,366.15	Donations	1,467.50
9,196.72	Exhibitions	---
---	Gallery Hire	424.53
163,020.00	- Operational	167,100.00
7,075.33	- RADF	---
7,340.91	- Other	6,468.23
1,416.27	Interest Received	1,113.16
4,691.26	Jumpers & Jazz	5,347.83
1,799.88	Membership	2,518.20
3,457.64	Sundry Income	533.37
<u>4,600.86</u>	Workshops	<u>2,886.34</u>
<u>208,148.02</u>		<u>192,912.88</u>

LIABILITY LIMITED BY A SCHEME APPROVED UNDER PROFESSIONAL STANDARDS LEGISLATION

**WARWICK ART GALLERY INC**

**STATEMENT OF INCOME AND EXPENDITURE**  
**FOR THE YEAR ENDED 30 JUNE 2017**

<b>2016</b>		<b>2017</b>
	<b><u>LESS EXPENSES</u></b>	
7,560.55	Advertising	6,292.92
785.00	Audit Fees	790.00
607.17	Bank Charges	593.40
15.46	Booking Fees	---
500.00	Burst Exhibition Expenses	---
5,150.00	Carpet Contribution	---
1,807.59	Catering – Functions & Exhibitions	1,340.47
25.27	Cleaning & Supplies	63.79
	Computer Software	190.80
2,332.44	Depreciation	1,952.07
	Entertainment	200.00
212.75	Fees & Permits	51.70
	Framing	604.55
---	Freight & Cartage	167.27
113.59	Gifts	79.95
	Grant – Art Qld	6,468.23
1,800.00	Honorarium - Treasurer	1,800.00
1,389.45	Insurance	3,855.61
	Internet	470.16
23,599.79	Jumpers & Jazz Expenses	20,580.63
8,469.12	Postage, Printing & Stationery	9,357.58
	Public Program	1,036.21
1,870.71	Purchases	2,313.26
6,912.73	RADF Expenses	---
533.00	Repairs & Maintenance	493.60
1,497.91	Security	---
5,673.13	Seminars, Conferences & Workshops	---
386.36	Sponsorship	386.36
5.95	Staff Amenities	---
40.91	Staff Training	---
2,116.00	Subscriptions	676.36
9,536.91	Superannuation	10,302.71
1,071.30	Supplies - Storeroom	403.86
7,855.46	Touring Exhibition Costs	9,414.54
75.05	Travel Expenses	300.53
1,226.73	Volunteer Expenses	1,244.60
102,080.82	Wages	110,407.87
563.39	Website Expenses	136.32
264.89	Worker Cover	182.68
-----	Workshop Expenses	5,143.45
196,079.43		197,301.48
<b>12,068.59</b>	<b><u>EXCESS INCOME OVER EXPENDITURE</u></b>	<b><u>(4,388.60)</u></b>

LIABILITY LIMITED BY A SCHEME APPROVED UNDER PROFESSIONAL STANDARDS LEGISLATION



**WARWICK ART GALLERY INC**  
**BALANCE SHEET AS AT 30 JUNE 2017**

<b>2016</b>		<b>2017</b>
	<b>ACCUMULATED FUNDS</b>	
31,304.36	Credit Balance as at 1 July 2016	43,373.19
12,068.59	Excess Income over Expenditure	(4,388.60)
16,077.95	Asset Revaluation Reserve	16,077.95
3,000.00	Employee Entitlement Reserve	3,000.00
<b>62,450.90</b>		<b>58,062.54</b>
	<b>Represented By:</b>	
	<b>CURRENT ASSETS</b>	
9,260.03	Cash at Bank – Warwick Credit Union	5,107.73
67.00	Undeposited Funds	533.00
205.60	Petty Cash	149.10
----	GST Control Account	---
500.00	Deposits Paid	---
	Prepaid Visa Cards	20.00
	Trade Debtors	---
<b>10,032.63</b>		<b>5,809.83</b>
	<b>INVESTMENTS</b>	
10.00	Shares – Warwick Credit Union	10.00
60,667.76	Cash Management Account – Warwick Credit Union	60,993.87
60,677.76		61,003.87
	<b>NON-CURRENT ASSETS</b>	
58,336.92	Plant and Equipment	58,723.28
(53,163.55)	Less Accumulated Depreciation	55,115.62
5,173.37		3,607.66
<b>75,883.76</b>	<b>TOTAL ASSETS</b>	<b>72,373.43</b>
	<b>LESS CURRENT LIABILITIES</b>	
238.00	Customer Deposits	2,739.45
2,260.94	Employee Superannuation	2,510.91
109.19	GST Liabilities	(437.36)
4,286.00	PAYG Tax Payable	4484.00
990.00	Trade Creditors	---
5,548.73	Unexpended RADF Grants	3,061.82
13,432.86		12,358.82
<b>62,450.90</b>		<b>58,062.54</b>

LIABILITY LIMITED BY A SCHEME APPROVED UNDER PROFESSIONAL STANDARDS LEGISLATION

**WARWICK ART GALLERY INC**

**NOTES FOR THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE 2017**

**Note 1: Statement of Significant Accounting Policies**

This financial report is a special purpose financial report prepared for use by the Committee and members. Consistent with previous years, the Committee has determined that the **Warwick Art Gallery Inc.** is not a reporting entity. No Australian Accounting Standards or mandatory professional reporting requirements or other authoritative pronouncements of the Australian Accounting Standards Board have been used in the preparation of this financial report.

This financial report is prepared on a cash basis and is based on historical costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.



## **WARWICK ART GALLERY INC**

### **AUDIT REPORT**

#### **SCOPE**

We have audited the financial statements, being a special purpose financial report of the **Warwick Art Gallery Inc.** for the year ended 30 June 2017. The committee is responsible for the financial statements and the information contained therein. We have conducted an independent audit of these financial statements in order to express an opinion of them to the members of the association.

The financial statements have been prepared for distribution to members. We disclaim any assumption or responsibility for any reliance on this report or on the financial statements to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the accounts and other disclosures in the financial statements, and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with accounting policies described in Note 1 to the financial statements so as to present a view which is consistent with our understanding of the Association's financial position, and performance as represented by the results of its operations. These policies do not require the application of Australian Accounting Standards and other mandatory professional reporting requirements.

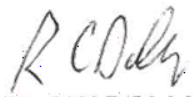
A comprehensive receipts system has not been maintained owing to the inherent difficulties associated with cash trading. This represents a limitation on the scope of our audit such that we were unable to obtain sufficient appropriate audit evidence as to the completeness of monies received. Accordingly, we have had to rely on the information and explanations supplied to us.

The audit opinion expressed in this report has been formed on the above basis.

#### **AUDIT OPINION**

In our opinion, subject to the limitations in the scope of our Audit referred to above, the financial statements present fairly, in accordance with the accounting policies described in Note 1 to the financial statements, the financial position of the **Warwick Art Gallery Inc** as at 30 June 2017 and the result of its operations for the year ended. Further, there are no mortgages, charges or securities affecting the property of the association.


**WARWICK**  
**31<sup>st</sup> July, 2017**

  
**BARLOW DOLLING PTY LTD**  
**CHARTERED ACCOUNTANTS**  
**AUDITOR**



## 11.4 Appointment of Second Deputy Chairman for the Local Disaster Management Group

### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 28 February 2018
	Acting Director Engineering Services	<b>ECM Function No/s:</b> 09.13

### Recommendation

THAT Council appoint a second Deputy Chairman to the Local Disaster Management Group.

### Report

Council is required to operate a Local Disaster Management Group (LDMG) under the provisions of the Disaster Management Act 2003 and the Disaster Management Regulation 2014. The Mayor or another Councillor of the Local Government is appointed to chair the LDMG. Currently the Southern Downs Local Disaster Management Group is chaired by the Mayor, Cr Dobie and has a Deputy Chairman, Cr Gow, appointed in that role.

Over real events in 2010, 2011, 2013 and 2017 it has been observed that at least two additional people need to be able to deputise when long events occur or when absences occur. This is the case with staff positions and with deputies in Local Disaster Coordination and Management.

This report is to seek Council's view to appoint a second Councillor to the LDMG in the role of Deputy Chairman.

### Budget Implications

Nil

### Policy Consideration

Nil

### Community Engagement

Nil

### Legislation/Local Law

The LDMG is required by the Disaster Management Act 2003 and the Disaster Management Regulation 2014

### Options

1. Council appoint a second Deputy Chairman to the Local Disaster Management Group; or
2. Council not appoint a second Deputy Chairman to the Local Disaster Management Group.


### Attachments

Nil

## 12. PLANNING, ENVIRONMENT & CORPORATE SERVICES DEPARTMENT REPORTS

### 12.1 Darling Downs-Moreton Rabbit Board Report – 1 October 2017 to 31 January 2018

#### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 28 February 2018
	Acting Manager Environmental Services	<b>ECM Function No/s:</b> 11.12

#### Recommendation

THAT Council accepts the Darling Downs-Moreton Rabbit Board (DDMRB) Report on Operations for the period 1 October 2017 to 31 January 2018.

#### Report

Council part funds the operations of the DDMRB via annual precept payments, as required under the provisions of the *Biosecurity Act 2014*. The DDMRB's operations include maintenance of the DDMRB rabbit proof fence and rabbit control and eradication, the latter of which includes a strategic compliance function.

DDMRB has requested Council feedback on the proposed budget and operational plan for 2018/2019, both of which are included in the attached report.

#### Budget Implications

SDRC's precepted contribution in 2018/2019 of \$287,195 is proposed to increase by 3% in 2019/2020 to \$295,811. Further annual increases of 2.5% are forecast in the following two years.

It is noted the DDMRB has applied for Queensland Feral Pest Initiative funding to undertake additional compliance activities to complement the release of the most recently released strain of Rabbit Haemorrhagic Disease (RHDV-K5).

#### Policy Consideration

Officers have reviewed the budget and operational plan and are of the view that the proposed budget as presented is reasonable and that the operational plan as presented aligns with Council's Invasive Pests Strategic Plan 2016 – 2020. Further, officers advise that mutually beneficial activities between DDMRB and SDRC are continuing and that the working relationship between staff is excellent.

#### Community Engagement

Nil

#### Legislation/Local Law

*Biosecurity Act 2014*

## **Options**

Council:

1. Council accepts the report as presented; or,
2. Council provides advice as to further feedback it wishes to provide the DDMRB.

## **Attachments**

1. Darling Downs-Moreton Rabbit Board Report on Operations – 1 October 2017 to 31 January 2018 [View](#)



## Darling Downs-Moreton Rabbit Board

9 February 2018

Mr David Keenan  
Chief Executive Officer  
Southern Downs Regional Council  
PO Box 26  
WARWICK QLD 4370

**Attention: Mr Ken Harris**

Dear Mr Keenan:

### **Report on Operations – 1 October 2017 to 31 January 2018**

I attached herewith the report on the operation of the Darling Downs Moreton Rabbit Board for the period 1 October 2017 to 31 January 2018.

This report is analysed into four areas:

1. Fence Maintenance;
2. Rabbit Control and Eradication;
3. Financial Management;
4. Proposed Budget and Operational Plan for the year ended 30 June 2019.

### **Current Operations**

The Board's priority over the last four months has been to target breeding areas for rabbits to provide the best value in the long term in respect to control. Compliance and control staff have identified a number of key breeding areas (principally in the Lockyer Valley and Toowoomba Regions) and have been working with landholders and other stakeholders to eradicate these breeding areas to maximise the benefit of the latest virus release as well as maintaining control and eradication programs across the Board area.

#### Fence Operations

Fence maintenance patrols have been completed over the course of the last three months with all breaks in the fence repaired within 5 working days. All maintained sections of the fence are reviewed at least weekly with vegetation control being undertaken based on seasonal conditions.

The Darling Downs Division Patrolmen, as part of their normal patrol duties, have been replacing footnetting, cleaning drains and floodgates, and vegetation control.

The Board is undertaking a project with QNPWS and the Karara Wild Dog Group to upgrade a section of fence near the Karara Grid to dog height standard.

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Work has commenced on the realignment of a section of fence under Mount Lindsay with earthworks completed around Christmas.

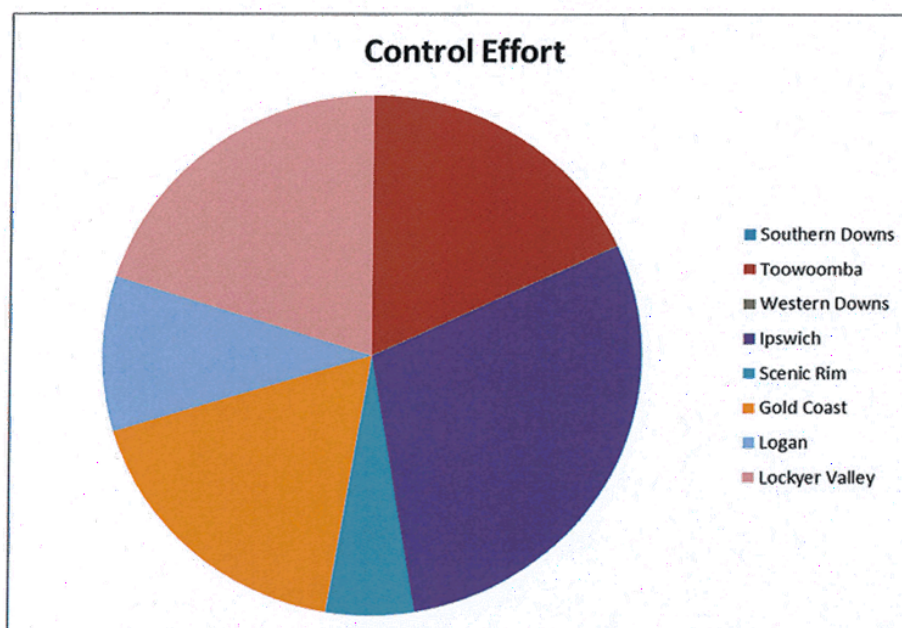
#### Control and Eradication

##### *Inspection and Control*

Control Measures over the period include both inspection and eradication programs conducted across the Board. The inspection program has been summarised in the following table.

Inspections									
Inspections	Toowoomba	Southern Downs	Lockyer Valley	Gold Coast	Ipswich	Logan	Scenic Rim	Western Downs	Total
Oct to Jan	31	83	31	7	20	13	0	0	185

Contractors were also active on behalf of the Board across the board area over the course of the last quarter and this effort is summarised in the following graph.



#### Lockyer Valley Survey

PAMQ has been visiting properties where breeding areas have been removed to mop up displaced rabbits and record spotlight counts. Twelve (12) properties have been visited with 22 rabbits seen and 7 rabbits destroyed with an average of 1.7 rabbits per property. At the end of 2017 there has been no increase in rabbit populations on properties included in the harbour removal or destruction program. Reports of rabbits from areas outside of the survey have been received and DDMRB or LVRC officers have attended these properties.

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### Toowoomba Region

To assist with the reduction of the rabbit population after the destruction of harbour and warrens at Baillie Henderson Hospital, DDMRB contracted PAMQ to spotlight and shoot displaced rabbits. PAMQ have recorded seeing 79 rabbits with 55 rabbits destroyed during 2 surveys in the reporting period. Compliance officers have continued to survey the hospital grounds for new burrows/harbour and also to advise and assist ground staff on excluding rabbits from infrastructure on the property. Prior to the work conducted at the hospital, the density of rabbits was estimated at 1.7 per Ha. After an RHDV-K5 release, RHDV-2 outbreak and harbour removal the density was reduced to 0.69 per Ha. Taking advantage of the displaced rabbits PAMQ has been able to reduce the density of rabbits at the site to 0.37 per Ha which is still enough rabbits to cause environmental damage and damage to infrastructure.

The remaining warrens in the New England Hwy corridor between Reis and Cronin Roads at Highfields were destroyed during November. Toowoomba Regional Council was contracted by Main Roads to destroy the warrens and remove the remaining thickets of lantana. DDMRB assisted by marking the warrens and directing machinery. Additional roadside inspections have been carried out to monitor for new burrows and to collapse 5 warrens by hand which could not be accessed by the backhoe due to underground services in the area.

### Virus Update

RHDV-2 has been active in Southeast Queensland into November and another strain of RHDV-1 (RHDV-1 Chinese strain) was detected at a site north of Toowoomba. The Chinese strain was first detected in Western Sydney during December 2013, then later in the ACT but the virus has not been as virulent as the original RHDV-1 (Czech strain). Given the Chinese strain made its way into Queensland without being detected during a year in which hundreds of samples have been submitted from across Australia, it is likely the virus has been moved by vehicle intentionally or unintentionally. DDMRB compliance staff collected samples from the Lockyer Valley, Southern Downs and Toowoomba Regional Council areas for testing. One sample tested positive for RHDV2 which was collected in the Toowoomba Region.

### **Finance and Governance**

The Board operations have been delivered in line with budget expectations over the course of the last seven months. A summary of the Board budget position is shown in the following table.

Revenue for the period is in line with budget estimates and are higher than collections at the same time last year due to faster turnaround of precept receipts from the Department of Agriculture and Fisheries.

Fence expenditure is up marginally on last year with the bulk of the increase attributable to materials purchased for the reconstruction of the fence between Brigalow and Chinchilla. Rabbit Control and eradication expenditure is also up 12% on last year due primarily to increased effort in this area over the last 12 months. Key control projects such as the Lockyer Valley survey and the Toowoomba North survey should see control and eradication expenditure remain high over the next two years.

General administration expenditure has increased by nearly 17% compared to last year due to a number of factors including:

- Resolution of outstanding Fringe Benefits Tax arrangements for the Board;
- Higher than anticipated insurance premiums; and
- Cost of revaluing non-current assets.

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**Darling Downs Moreton Rabbit Board**  
**Statement of Income and Expenditure**  
**for the period 1 July 2017 to 31 Jan 2018 58% of year)**

Particulars	Budget \$	YTD Actual \$	%	Last Year \$
<b>Income</b>				
Precept contributions	\$ 1,690,378	\$ 846,300	50%	\$ 525,999
Interest earned	\$ 21,670	\$ 7,680	35%	\$ 7,713
Miscellaneous receipts	\$ 2,000	\$ 540	27%	\$ 1,910
Top Netting - Local Authorities	\$ 15,500	\$ 15,059	97%	\$ 15,124
Paddock Leases and House Rents	\$ 635	\$ 633	100%	\$ 682
Telephone recoveries	\$ 100	\$ 71	71%	\$ 277
Fence contributions	\$ 1,500	\$ 508	34%	\$ 7,960
	\$ 1,732,083	\$ 870,790	50%	\$ 559,665
<b>Expenses</b>				
Fence Maintenance	\$ 890,046	\$ 542,839	61%	\$ 508,189
Rabbit Eradication and Compliance	\$ 223,634	\$ 84,768	38%	\$ 75,937
General Administration	\$ 313,391	\$ 221,793	71%	\$ 189,783
Plant, Equipment and Buildings	\$ 300,852	\$ 173,467	58%	\$ 75,215
Capital	\$ 4,160	\$ 953	23%	\$ 423
	\$ 1,732,083	\$ 1,023,820	59%	\$ 849,547
	\$ -	\$ (153,030)		\$ (289,882)

The overall financial position of the Board has improved over the financial year with the net deficit significantly lower than for the comparative period last financial year.

**Proposed Budget for the year ended 30 June 2019**

The Board is required to submit its budget to the Department of Agriculture and Fisheries for consideration by the Minister by 31 March 2018. Prior to the adoption of the budget the Board needs to seek feedback from contributing local governments on the proposed budget and the corresponding operational plan.

Attached to this letter is a copy of the proposed budget for the year ended 30 June 2019. The Board would appreciate any feedback from your Council on the proposed budget and ideally confirmation of your Council's endorsement of the budget in writing to include in our budget submission.

The format that the budget is presented in, aligns with the local government presentation requirements showing intended revenue and expenditure for the budget year and the two following years. The proposed increase in the precept is summarised in the following table.

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	2019	2020	2021
Precept Increase	3.0%	2.5%	2.5%

The proposed budget funds operation over four general areas for the year including: fence maintenance, rabbit control and eradication, general administration and plant and asset maintenance.

The following table provides a summary of the proposed budget.

Account Number	Budget Cost Centre	Actual	Budget	YTD Actual	Anticipated Budget		
		2016-2017 4.0%	2017/2018 3.0%	2017/2018 (31/12/2017)	2018/19 3%	2019/2020 2.5%	2020/2021 2.5%
<b>4-000</b>	<b>INCOME</b>						
4-1000	Annual Local Authority Precept	\$ 1,641,144	\$1,690,378	\$ 666,691	\$1,741,089	\$1,784,617	\$1,829,232
4-2000	Other Income	\$ 24,055	\$ 22,470	\$ 7,339	\$ 23,144	\$ 23,723	\$ 24,316
4-3000	Fence Maintenance	\$ 23,084	\$ 15,500	\$ 15,566	\$ 15,624	\$ 16,015	\$ 15,890
4-4000	Recoveries and Refunds	\$ 10,989	\$ 3,235	\$ 712	\$ 1,790	\$ 1,835	\$ 1,881
4-8000	Miscellaneous Income	\$ 1,102	\$ 500	\$ -	\$ 500	\$ 513	\$ 525
	Profit on Sale of Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL INCOME</b>	<b>\$ 1,700,374</b>	<b>\$1,732,083</b>	<b>\$ 690,309</b>	<b>\$1,782,147</b>	<b>\$1,826,701</b>	<b>\$1,871,843</b>
<b>6-000</b>	<b>EXPENSES</b>						
6-1000	Fence Patrol, Improvements/Mtce & Rabbit Control	\$ 831,510	\$ 890,561	\$ 446,986	\$ 980,621	\$1,004,087	\$1,025,239
6-2000	General Administration	\$ 283,636	\$ 310,035	\$ 198,903	\$ 318,934	\$ 326,857	\$ 335,954
6-3000	Plant, Equipment & Buildings	\$ 147,380	\$ 300,852	\$ 162,929	\$ 281,783	\$ 286,503	\$ 296,165
6-4000	Rabbit Eradication and Compliance	\$ 116,321	\$ 224,634	\$ 71,186	\$ 195,809	\$ 203,254	\$ 208,336
6-5000	Capital	\$ 733	\$ 6,000	\$ 923	\$ 5,000	\$ 6,000	\$ 6,150
	<b>TOTAL EXPENSES</b>	<b>\$ 1,379,581</b>	<b>\$1,732,082</b>	<b>\$ 880,927</b>	<b>\$1,782,147</b>	<b>\$1,826,701</b>	<b>\$1,871,843</b>

The reduction in budgeted expenditure for rabbit eradication and compliance is a result of changes to staffing arrangements and does not reflect a reduction in effort in this area. The Board is committed to increasing its effort in rabbit control and eradication.

To this end the Board has applied for additional funding under the Commonwealth Feral Pest Initiative for additional surveillance following the RHDV-K5 release to optimise the outcomes from the biological control to eradicate rabbits in the Board area. This project has not been approved at this stage but the Board expects advice from the Department by the end of February 2018. This funding will significantly increase the control and eradication program over the year 30 June 2019 and 30 June 2020.

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The impact on the proposed budget on the contributions from the local governments who are members of the Board are summarised in the following table.

**Darling Down Moreton Rabbit Board  
Contributions by Local Government**

	General Rates 2017	Precept				
	\$'000s	2018	2019	% of General Rates	2020	2021
Logan City Council	144,979	\$ 87,054	\$ 89,666	0.06%	\$ 91,907	\$ 94,205
Ipswich City Council	159,210	\$ 88,238	\$ 90,885	0.06%	\$ 93,157	\$ 95,486
City of the Gold Coast	464,626	\$117,819	\$ 121,354	0.03%	\$ 124,387	\$ 127,497
Lockyer Valley Regional Council	29,750	\$119,510	\$ 123,095	0.41%	\$ 126,173	\$ 129,327
Western Downs Regional Council	64,200	\$195,746	\$ 201,618	0.31%	\$ 206,659	\$ 211,825
Scenic Rim Regional Council	38,141	\$ 244,936	\$ 252,284	0.66%	\$ 258,591	\$ 265,056
Southern Downs Regional Council	30,243	\$ 287,195	\$ 295,811	0.98%	\$ 303,206	\$ 310,786
Toowoomba Regional Council	128,979	\$ 550,049	\$ 566,550	0.44%	\$ 580,714	\$ 595,232
		\$1,690,144	\$ 1,741,263		\$ 1,784,795	\$ 1,829,415

The proposed budget funds the attached Operational Plan for the Board which is similar to the 2018 Operational Plan. The key focus for the Board will continue to be maintenance of the fence, rabbit control and eradication operations and continued improvement on our communication with Councils at both executive and operational level.

Should you have any queries in respect to the above, please feel free to contact me on 07 4661 4076 or 0477 052 835. If possible I would appreciate written acknowledgement of the Board's Budget as soon as possible.

Yours faithfully



Thomas Upton  
Chief Executive Officer  
Darling Downs Moreton Rabbit Board

ABN: 44 509 080 794

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Account Number	Budget Item Description	Actual 2016-2017 4.0%	Budget 2017/2018 3.0%	YTD Actual 2017/2018 (31/12/2017)	Anticipated Budget 2018/19 3%	Anticipated Budget 2019/2020 2.5%	Anticipated Budget 2020/2021 2.5%	Notes on 2018-2019 Budget
4-0000	<b>INCOME</b>							
4-1000	Reimbursements							
4-1100	Annual Local Authority Precept	\$ 1,641,144	\$ 1,690,378	\$ 666,691	\$ 1,741,089	\$ 1,784,617	\$ 1,829,232	Proposed Increase 3.0%
	<b>Total Reimbursements Income</b>	\$ 1,641,144	\$ 1,690,378	\$ 666,691	\$ 1,741,089	\$ 1,784,617	\$ 1,829,232	
4-2000	Other Income							
4-2200	Interest Earned	\$ 23,466	\$ 21,670	\$ 7,277	\$ 22,320	\$ 22,878	\$ 23,450	Assumed Avg Balance of \$800K at 2.2% interest
4-2300	Miscellaneous Administration Receipts	\$ 569	\$ 500	\$ 62	\$ 515	\$ 528	\$ 541	
4-2340	Rabbit Board History Book Sales	\$ 20	\$ -	\$ -	\$ -	\$ -	\$ -	
4-2360	Equip Trade-In & Sale Used Goods	\$ -	\$ 300	\$ -	\$ 309	\$ 317	\$ 325	
	<b>Total Other Income</b>	\$ 24,055	\$ 22,470	\$ 7,339	\$ 23,144	\$ 23,723	\$ 24,316	
4-3000	Fence Maintenance							
4-3100	Top Netting - Local Authorities	\$ 15,124	\$ 15,500	\$ 15,059	\$ 15,124	\$ 15,502	\$ 15,990	Est. Increase in top netting charge for Wild Dogs maintenance fee to locals authorities
4-3350	Contributions - Other	\$ 7,960	\$ -	\$ 508	\$ 500	\$ 513	\$ 513	One off Gate Replacement in 2016, no anticipated work in 2017.
	<b>Total Fence Maintenance Income</b>	\$ 23,084	\$ 15,500	\$ 15,566	\$ 15,624	\$ 16,015	\$ 15,890	
4-4000	Recoveries and Refunds							
4-4010	Miscellaneous Admin. Receipts & Recoveries	\$ 887	\$ 1,000	\$ 12	\$ 1,030	\$ 1,056	\$ 1,082	No Change
4-4200	Paddock Lease & House Rent Recoveries	\$ 662	\$ 635	\$ 633	\$ 655	\$ 671	\$ 688	Small Change
4-4300	Telephone Recoveries	\$ 441	\$ 100	\$ 67	\$ 105	\$ 108	\$ 110	Est. Reduced usage



Account Number	Budget Item Description	Actual 2016-2017 4.0%	Budget 2017/2018 3.0%	YTD Actual 2017/2018 (31/12/2017)	Anticipated Budget 2018/19 3%	Anticipated Budget 2019/2020 2.5%	Anticipated Budget 2020/2021 2.5%	Notes on 2018-2019 Budget
4-4500	Fence Contributions	\$ 8,980	\$ 1,500	\$ -	\$ -	\$ -	\$ -	
	<b>Total Recoveries and Refunds</b>	\$ 10,989	\$ 3,235	\$ 712	\$ 1,790	\$ 1,835	\$ 1,881	
4-8000	Miscellaneous Income	\$ 1,102	\$ 500	\$ -	\$ 500	\$ 513	\$ 525	
	<b>Total Miscellaneous Income</b>	\$ 1,102	\$ 500	\$ -	\$ 500	\$ 513	\$ 525	
	<b>TOTAL INCOME</b>	\$ 1,700,374	\$ 1,732,083	\$ 690,309	\$ 1,782,147	\$ 1,826,701	\$ 1,871,843	
6-0000	<b>EXPENSES</b>							
6-1000	Fence Patrol, Improvements/Mtce & Rabbit Control							
6-1105	Wages - Ordinary	\$ 578,248	\$ 575,480	\$ 276,487	\$ 636,071	\$ 651,973	\$ 668,272	Wages have been split between Control and Compliance and Fence Maintenance
6-1108	Wages - Sick Pay	\$ 9,281	\$ 11,755	\$ 10,166	\$ 12,100	\$ 12,403	\$ 12,713	Estimate
6-1110	Wages - Annual Leave	\$ 59,576	\$ 75,000	\$ 20,831	\$ 77,250	\$ 79,181	\$ 81,161	Estimate
6-1112	Wages - Long Service Leave	\$ 4,256	\$ 21,150	\$ -	\$ 20,000	\$ 20,500	\$ 21,013	No LSL is expected to be taken
6-1130	Superannuation	\$ 82,031	\$ 85,000	\$ 42,922	\$ 87,550	\$ 89,739	\$ 91,983	Estimate based on wages
6-1135	WH&S, Safety Equipment & PPE	\$ 3,646	\$ 8,000	\$ 2,402	\$ 8,000	\$ 8,200	\$ 8,405	Increase due to WHS requirements
6-1140	Training	\$ 7,526	\$ 6,200	\$ 2,543	\$ 6,000	\$ 6,150	\$ 6,304	Training has been brought up to date in 2014/15 therefore no significant increase expected
6-1500	Fencing Materials	\$ 20,452	\$ 30,000	\$ 62,744	\$ 50,650	\$ 52,241	\$ 50,972	Reduction due to stock carry and replacement programming
6-1600	Maintenance & Repair Rabbit Fence	\$ 9,240	\$ 50,000	\$ 23,500	\$ 55,000	\$ 55,000	\$ 55,000	Estimate
	Chinchilla Fence Project	\$ 573	\$ -	\$ -	\$ -	\$ -	\$ -	Project complete
	Dunmore Grid	\$ 1,419	\$ -	\$ -	\$ -	\$ -	\$ -	Project Complete

Account Number	Budget Item Description	Actual 2016-2017 4.0%	Budget 2017/2018 3.0%	YTD Actual 2017/2018 (31/12/2017)	Anticipated Budget 2018/19 3%	Anticipated Budget 2019/2020 2.5%	Anticipated Budget 2020/2021 2.5%	Notes on 2018-2019 Budget
6-1700	Rabbit Eradication & Compliance (contractor & equipment)	\$ 18,377	\$ -	\$ -	\$ -	\$ -	\$ -	Increasing costs for one sub contractor for compliance activities
6-1750	Signs	\$ 155	\$ 2,976	\$ 2,154	\$ 3,000	\$ 3,075	\$ 3,152	Estimated slight increase for sign replacement & repairs
6-1800	Grids & Gates	\$ 36,691	\$ 25,000	\$ 3,237	\$ 25,000	\$ 25,625	\$ 26,266	Estimate to replace one grid
	<b>Total Fence Patrol, Improvements &amp; Mtce Expenses</b>	<b>\$ 831,510</b>	<b>\$ 890,561</b>	<b>\$ 446,986</b>	<b>\$ 980,621</b>	<b>\$ 1,004,087</b>	<b>\$ 1,025,239</b>	
6-2000	<b>General Administration</b>							
6-2050	Chief Executive Officer & Admin Officer Salaries	\$ 129,828	\$ 145,685	\$ 67,268	\$ 150,789	\$ 154,558	\$ 158,422	Estimated increase for Chief Executive Officer & part time admin assistant
6-2150	Directors Fees & Expenses	\$ 2,957	\$ 1,500	\$ 1,912	\$ 2,000	\$ 2,050	\$ 2,101	Out of pocket expenses
6-2200	Office/Workshop Power & Gas	\$ 3,637	\$ 4,000	\$ 1,755	\$ 4,120	\$ 4,223	\$ 4,329	Small increase anticipated
6-2250	Advertising	\$ 4,625	\$ 4,300	\$ 1,169	\$ 4,000	\$ 4,100	\$ 4,203	Small increase anticipated
6-2300	Printing & Stationery	\$ 5,763	\$ 5,800	\$ 2,459	\$ 5,800	\$ 5,945	\$ 6,094	Small increase anticipated
6-2350	Telephone & Postage	\$ 20,131	\$ 23,000	\$ 6,745	\$ 21,000	\$ 21,525	\$ 22,063	Small increase anticipated
6-2400	Audit Fees	\$ 14,556	\$ 13,000	\$ 12,220	\$ 13,000	\$ 13,325	\$ 13,658	Small increase anticipated
6-2425	Accounting Fees	\$ 3,800	\$ 4,000	\$ -	\$ 2,000	\$ 2,050	\$ 2,101	Estimate for possible outsourcing of YE accounting matters
6-2450	Bank Charges	\$ 33	\$ 250	\$ 3	\$ 100	\$ 103	\$ 105	No change anticipated
6-2500	Legal Expenses	\$ -	\$ 1,000	\$ 182	\$ 500	\$ 513	\$ 525	No change anticipated
6-2540	Audit Valuation Fees	\$ 156	\$ 15,000	\$ 10,750	\$ 4,000	\$ 4,100	\$ 4,203	Valuation fee for five yearly property valuations



Account Number	Budget Item Description	Actual 2016-2017 4.0%	Budget 2017/2018 3.0%	YTD Actual 2017/2018 (31/12/2017)	Anticipated Budget 2018/19 3%	Anticipated Budget 2019/2020 2.5%	Anticipated Budget 2020/2021 2.5%	Notes on 2018-2019 Budget
6-2550	Insurance & Registrations	\$ 41,368	\$ 40,000	\$ 28,736	\$ 42,000	\$ 43,000	\$ 45,000	Reduction due to review and assessment of market values
6-2560	Workers Compensation Premiums	\$ 10,014	\$ 13,000	\$ 12,288	\$ 13,500	\$ 13,838	\$ 14,183	Reduction in wages due to staff savings during 2014/15
6-2600	Miscellaneous Administration	\$ 6,869	\$ 9,000	\$ 2,980	\$ 9,270	\$ 9,502	\$ 9,739	Small increase anticipated
6-2620	Conferences/Seminars/Workshops	\$ 3,776	\$ 2,000	\$ 352	\$ 2,500	\$ 2,563	\$ 2,627	
	Fringe Benefits Tax	\$ -		\$ 25,662	\$ 14,000	\$ 14,350	\$ 14,709	
6-2650	Council Rates & Land Rentals	\$ 13,316	\$ 13,500	\$ 12,771	\$ 13,905	\$ 14,253	\$ 14,609	Small increase anticipated
	Uniforms	\$ 3,054		\$ 1,467	\$ 1,000	\$ 1,025	\$ 1,051	
6-2700	EDP/IT & Computer Equipment	\$ 19,812	\$ 15,000	\$ 10,187	\$ 15,450	\$ 15,836	\$ 16,232	Slight increase forecast for improved communications (ie, web page)
	<b>Total General Administration</b>	<b>\$ 283,636</b>	<b>\$ 310,035</b>	<b>\$ 198,903</b>	<b>\$ 318,934</b>	<b>\$ 326,857</b>	<b>\$ 335,954</b>	
6-3000	<b>Plant, Equipment &amp; Buildings</b>							
6-3120	Motor Vehicle Replacement Expense	\$ -	\$ 100,000	\$ 88,731	\$ 100,000	\$ 100,000	\$ 105,000	MV turnover according to wear and tear
6-3200	Fuel, Oil & Tyres	\$ 74,076	\$ 70,739	\$ 36,310	\$ 72,000	\$ 73,800	\$ 75,645	Slight increase forecast for running costs
6-3300	Maintenance & Repair Plant and Tools	\$ 52,989	\$ 74,113	\$ 22,453	\$ 55,000	\$ 56,375	\$ 57,784	Slight increase forecast for R&M of equipment
6-3350	Asset Renewal Reserve A/c	\$ -	\$ -	\$ -	\$ 3,783	\$ 3,878	\$ 3,975	No change for the provision
6-3400	Purchase Small Plant	\$ 2,409	\$ 11,000	\$ 8,308	\$ 8,000	\$ 8,200	\$ 8,405	Replacement is expected to be slightly lower for 2015/16
6-3450	Machinery - Tractors/Implements	\$ -	\$ 23,000	\$ -	\$ 23,000	\$ 23,575	\$ 24,164	Instalment / provision amount for purchase of grader
6-3500	Floating Plant & Loose Tools	\$ 6,018	\$ 6,000	\$ 1,467	\$ 5,000	\$ 5,125	\$ 5,253	

Account Number	Budget Item Description	Actual 2016-2017 4.0%	Budget 2017/2018 3.0%	YTD Actual 2017/2018 (31/12/2017)	Anticipated Budget 2018/19 3%	Anticipated Budget 2019/2020 2.5%	Anticipated Budget 2020/2021 2.5%	Notes on 2018-2019 Budget
6-3600	Cottage Maintenance	\$ 11,888	\$ 14,000	\$ 5,660	\$ 13,000	\$ 13,500	\$ 13,838	No change forecast, no significant items requiring replacement
6-3700	Office Equipment & Furniture	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ 2,050	\$ 2,101	
6-4000	<b>Total Plant, Equipment &amp; Buildings Expenses</b>	\$ 147,380	\$ 300,852	\$ 162,929	\$ 281,783	\$ 286,503	\$ 296,165	
	<b>Rabbit Eradication and Compliance</b>							
	Compliance Salaries	\$ 83,104	\$ 159,727	\$ 48,638	\$ 129,809	\$ 133,054	\$ 136,381	
	Contractor Expenses	\$ 29,730	\$ 53,000	\$ 15,660	\$ 54,000	\$ 55,350	\$ 56,734	
	Other Expenses	\$ 3,487	\$ 11,907	\$ 6,888	\$ 12,000	\$ 14,850	\$ 15,221	
	<b>Total Rabbit Eradication and Compliance</b>	\$ 116,321	\$ 224,634	\$ 71,186	\$ 195,809	\$ 203,254	\$ 208,336	
6-5000	Capital							
6-5100	Stores Compound	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ 1,025	Estimate to maintain the stores
6-5400	Wood Street Property	\$ 733	\$ 5,000	\$ 923	\$ 4,000	\$ 5,000	\$ 5,125	Estimate for head office property
	<b>Total Capital</b>	\$ 733	\$ 6,000	\$ 923	\$ 5,000	\$ 6,000	\$ 6,150	
	<b>TOTAL EXPENSES</b>	\$ 1,379,581	\$ 1,732,082	\$ 880,927	\$ 1,782,147	\$ 1,826,701	\$ 1,871,843	
	Net Surplus / -Deficit	\$ 320,793	\$ 1	\$ (190,618)	\$ 0	\$ 0	\$ 0	

The justifications for an increased budget are outlined below:

- \* Ongoing increases in fence materials prices & planned fence replacement program
- \* Increasing running costs of machinery, fuel, spare parts, transportation and maintenance
- \* Wage increases & associated on cost increases - wages and on costs are major budget items

Account Number	Budget Item Description	Actual 2016-2017 4.0%	Budget 2017/2018 3.0%	YTD Actual 2017/2018 (31/12/2017)	Anticipated Budget 2018/19 3%	Anticipated Budget 2019/2020 2.5%	Anticipated Budget 2020/2021 2.5%	Notes on 2018-2019 Budget
	<ul style="list-style-type: none"> <li>* Training staff - to comply with WHS obligations, and to ensure a well trained workforce is maintained</li> <li>* The replacement costs of plant, tools and general fencing equipment, including vehicles, tractors, fencing gear and trailers.</li> <li>* The board provides communication equipment, including Personal Locator Beacons, mobile phones &amp; UHF radios, to provide staff with access to emergency assistance if required.</li> </ul>							





# Darling Downs-Moreton Rabbit Board

## Operational Plan Year ended 30 June 2019

No.	Description	Responsibility	KPI
<b>Strategic / Governance</b>			
1	Improve Engagement with Contributing Council's	CEO	<ul style="list-style-type: none"> <li>Four Board updates sent to Councils over the course of the year.</li> <li>Finalise MOU negotiations with Council's</li> <li>Councils to endorse 2018/2019 Board Budget and future Budgets.</li> </ul>
2	Develop Rabbit Eradication Plan for the Board Area	Compliance Coordinator/Inspector	<ul style="list-style-type: none"> <li>Proposed Strategy completed by 30 June and endorsed by the contributing Councils.</li> <li>Board compliance and control program aligns with contributing Council's Biosecurity plans and the Queensland Biosecurity Plan.</li> </ul>
<b>Fence Maintenance / Renewal</b>			
5	Maintain Barrier Fence in rabbit proof conditions	Inspector	<ul style="list-style-type: none"> <li>Fence is Rabbit Proof &gt; 90%</li> </ul>
6	Renewal Projects: <ul style="list-style-type: none"> <li>13 Kilometres of Fence - May Park Chinchilla</li> <li>1 Kilometre of Fence - Mt Lindsay</li> <li>1 Kilometre of fence - Palen Creek</li> </ul>	Inspector Inspector Inspector	<ul style="list-style-type: none"> <li>Capital Project completed on time and within budget allocations.</li> </ul>

DDMRB – Operational Plan Year Ended 30 June 2019




No.	Description	Responsibility	KPI
<b>Compliance / Eradication</b>			
7	Determine the distribution and abundance of rabbits within the DDMRB area on inspected properties.	Compliance Co-ordinator	<ul style="list-style-type: none"> <li>• 100 Inspections per month</li> <li>• Pet rabbit reports dealt with within five working days</li> </ul>
8	Assess the degree and type of damage caused by rabbits from inspected properties	Compliance Co-ordinator	<ul style="list-style-type: none"> <li>• 5 breeding sites cleared of rabbits per month</li> <li>• One technical paper prepared per year</li> </ul>
9	Prepare (in conjunction with landholders) plans to remove rabbits from inspected properties.	Compliance Co-ordinator	<ul style="list-style-type: none"> <li>• Obtain agreement on control plans for 10 Properties per month</li> <li>• 5 properties that previously had rabbit damage declared free of rabbits per month.</li> <li>• Commence control plans for 10 properties per month.</li> </ul>

DDMRB – Operational Plan Year Ended 30 June 2019

## 12.2 Making of Local Law No. 3 (Waste Management) 2017

### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 28 February 2018
	Planning and Compliance Coordinator	<b>ECM Function No/s:</b> 19.7.1

### Recommendation

THAT Council:-

1. Makes Local Law No. 3 (Waste Management) 2017 (as attached).
2. Notes that Local Law No. 3 (Waste Management) 2017 contains anti-competitive provisions, and that there are no significant impacts associated with the anti-competitive provisions as the proposed local law does not change the nature or scale of the restrictions on competition which currently exist under Chapter 5A of the *Environmental Protection Regulation 2008* and Section 7 of the *Waste Reduction and Recycling Regulation 2011*.

### Report

At the General Meeting in November 2017, Council proposed to make Local Law No. 3 (Waste Management) 2017 ('the proposed local law'). The proposed local law is required to replace the provisions of Chapter 5A of the *Environmental Protection Regulation 2008* ('the EP Regulation') and Section 7 of the *Waste Reduction and Recycling Regulation 2011* ('the Waste Regulation') that are due to expire on 30 June 2018.

The proposed local law, which is attached to this report, is very similar to local laws being introduced by other local governments to replace Chapter 5A and Section 7.

The purpose and general effect of the proposed local law are to protect the public health, safety and amenity related to waste management by—

- (a) regulating the storage, servicing and removal of waste; and
- (b) regulating the disposal of waste at waste facilities; and
- (c) ensuring that an act or omission does not result in—
  - (i) harm to human health or safety or personal injury; or
  - (ii) property damage or loss of amenity; or
  - (iii) environmental harm or environmental nuisance.

Public consultation of the proposed local law has been undertaken in accordance with Council's process for making local laws and section 29(1) of the *Local Government Act 2009*. The public consultation period ended on 9 February 2018.

No submissions were received in relation to the proposed local law.

The proposed local law was referred to various State government departments that may have had an interest in the proposed local law. The following departments advised that they had no comment in relation to the proposed local law, or had not identified any matters that would adversely impact on State interests:

- Department of Local Government, Racing and Multicultural Affairs
- Department of State Development, Manufacturing, Infrastructure and Planning
- Department of Agriculture and Fisheries

- Queensland Health
- Department of Transport and Main Roads

No response from received from the Department of Housing and Public Works, or the Department of Natural Resources, Mines and Energy.

The Department of Environment and Science (the DES) provided a detailed response raising concerns regarding any departure of the proposed local law from the provisions of the EP Regulation. While the proposed local law is being made due to the relevant provisions of the EP Regulation expiring on 30 June 2018, there is no requirement for the proposed local law to repeat verbatim these provisions. The matters raised by the DES are addressed in detail below.

1. It is suggested that Council notes that Part 2A of the Waste Regulation and Chapter 5A of the EP Regulation are now due to expire on 1 July 2018 and that the Queensland Government and the department will continue to work with key stakeholders to develop and implement options for a resolution that will best meet the needs of all stakeholders.

Response: Noted

2. Section 9(1) of the proposed local law appears to condense sections 81ZI(1)(b) and (c) of the EP Regulation into one subsection. It is not clear whether this changes or limits the definition of who is a 'prescribed person'. Council needs to ensure that this does not change or limit the definition of a 'prescribed person'.

Response: Section 81ZI(1) of the EP Regulation states as follows:

**81ZI Other requirements for storing general waste at particular serviced premises**

- (1) This section applies to any of the following persons (each a **prescribed person**) for serviced premises, other than a single detached dwelling—
  - (a) the owner or occupier of the premises;
  - (b) the registered suitable operator for a prescribed environmentally relevant activity carried out at the premises;
  - (c) the holder of an environmental authority for a mining activity or petroleum activity carried out at the premises.

Section 9(1) of the proposed local law is very similar, but consolidates (b) and (c) above as follows:

**9 Other requirements for storing general waste at particular serviced premises**

- (1) This section applies to any of the following persons (each a **prescribed person**) for serviced premises, other than a single detached dwelling—
  - (a) the owner or occupier of the premises;
  - (b) if a prescribed ERA is carried out at the premises – the holder of the environmental authority for the prescribed ERA.

It is considered that Section 9(1)(b) adequately identifies a 'prescribed person' for premises where an ERA is carried out. No change to this section is required.

3. Section 13(a)(ii) of the proposed local laws states that the local government may require waste to be treated to a specified standard *'for transport to, and disposal of the waste at, a waste facility'*. This is not a requirement under the existing s81ZM of the EP Regulation. Council must ensure that s13(a)(ii) and (b) of the proposed local law are not inconsistent with State requirements for the treatment and transportation of waste to a facility, including for example any waste tracking requirements and considerations under the environmentally relevant activity and regulated waste frameworks.

Response: Section 81ZM of the EP Regulation is as follows:

**81ZM Requirement to treat industrial waste for disposal**

The occupier of relevant premises where there is industrial waste must, if required by the local government, treat the waste to a standard approved by the local government for disposal of the waste at a waste facility.

*Examples of ways a local government may require an occupier to treat industrial waste for disposal—*

by a local law, resolution of the local government, development approval for the premises

Section 13(a) of the proposed local law states as follows:

**13 Requirement to treat industrial waste for disposal**

The occupier of premises where there is industrial waste must—

(a) if required by the local government, treat the waste to a standard approved by the local government—

(i) for disposal of the waste at a waste facility; or

(ii) for transport to, and disposal of the waste at, a waste facility; and

*Examples of ways the local government may require an occupier to treat industrial waste for disposal—* by resolution of the local government, or a decision of a delegate of the local government, or a development approval for the premises

If it is necessary for Council to require the treatment of waste for transport, consideration will be given by Council officers to any State government requirements.

4. Sections 12(1)(b), 13(b), 14(1)(h), 18(h),(i) and (j) of the proposed local law will allow Council to prescribe requirements in a subordinate local law about the supply of industrial waste containers; about the treatment of industrial waste; and about the wastes a person must not deposit at a waste facility. Methods of storage and treatment may already be prescribed for an ERA under an existing Environmental Authority or in a regulation or guideline. Council must ensure that anything to be prescribed in a subordinate local law is consistent with the current State law and takes into consideration any waste tracking requirements and considers any requirements under the environmentally relevant activity and regulated waste frameworks or End of Waste Codes that may be in effect.

Response: Council has not proposed to make a subordinate local law at this time. If Council was to prepare a subordinate local law, it must be consistent with State legislation.

5. Section 18(a) of the proposed local law will allow Council to prescribe in a subordinate local law what is considered to be 'waste'. The State definition for 'waste' is quite broad and it is not clear why wastes would need to be further defined. Council should ensure that the ability to prescribe wastes under a subordinate local law is not inconsistent with the current State definitions of 'waste' and takes into consideration requirements under, for example, an End of Waste Code or the regulated waste framework.

Response: Section 18(a) of the proposed local law, and the definition of 'waste' under the proposed local law, are as follows:

**18 Subordinate local laws**

The local government may, by subordinate local law, specify—

(a) a thing that is specified to be waste pursuant to the schedule of this local law

**waste** has the meaning given in the *Environmental Protection Act 1994*, and includes any thing that is specified to be waste under a subordinate local law.

Council has not proposed to make a subordinate local law at this time. If Council was to prepare a subordinate local law, it must be consistent with State legislation.

The definition for 'waste' under the EP Act is very broad, and it may never be necessary to use a subordinate local law to further specify 'waste', however it is considered appropriate that Council retain the ability to do so.

6. The definition of 'commercial premises' in the proposed local law includes a 'place of worship', which is also defined. This is not consistent with the definition in the EP Regulation which does not include 'places of worship'. Council should ensure that the definition of commercial premises is consistent with the EP Regulation definition.

Response: The definition for 'commercial premises' under the proposed local law is as follows:

**commercial premises** means any of the following types of premises—

(a) a hotel, motel, caravan park, tourist accommodation, cafe, food store or canteen;

- (b) an assembly building, institutional building, kindergarten, child minding centre, school or other building used for education;
- (c) premises where a sport or game is ordinarily played in public;
- (d) an exhibition ground, show ground or racecourse;
- (e) an office, shop or other premises where business or work, other than a manufacturing process, is carried out;
- (f) a place of worship.

This definition is identical to that under the EP Regulation, except for the inclusion of 'a place of worship' as a type of commercial premises.

'Commercial premises' is defined in order to define 'commercial waste' and 'premises', i.e.:

**commercial waste** means waste, other than green waste, recyclable waste, interceptor waste or waste discharged to a sewer, produced as a result of the ordinary use or occupation of commercial premises.

**premises** includes domestic premises, government premises, industrial premises and commercial premises.

It was considered important that 'a place of worship' was included as a 'commercial premises' as the waste produced at these facilities should be dealt with in a similar way to other 'commercial premises'. Furthermore, a 'place of worship' is more appropriately categorised as a commercial premises rather than a domestic, government or industrial premises.

It is recommended that no change be made to the definition for 'commercial premises'.

7. The definition of 'domestic premises' in the proposed local law includes 'rooming accommodation' rather than 'a boarding house, hostel, lodging home or guest house'. The dictionary in the proposed local law includes a definition for 'rooming accommodation'. Council should ensure that the definition of 'domestic premises' is consistent with the EP Regulation definition.

Response: The proposed local law defines 'domestic premises' and 'rooming accommodation' as follows:

**domestic premises** means any of the following types of premises—

- (a) a single unit private dwelling;
- (b) premises containing 2 or more separate flats, apartments or other dwelling units;
- (c) rooming accommodation.

The definition under the EP Regulation includes 'a boarding house, hostel, lodging house or guest house' instead of 'rooming accommodation'.

Under the proposed local law, 'rooming accommodation' has the same meaning as that in the planning scheme, and this includes boarding houses, hostels, lodging houses and guest houses. It is considered appropriate that there be consistency between Council's legislation, being in this case the proposed local law and the planning scheme. It is considered appropriate that the definition of 'domestic premises' remain unchanged.

8. The definition of 'relevant premises' in the EP Regulation is only referred to as 'premises' in the proposed local law. 'Premises' is defined in the proposed local law to also include 'industrial premises' and this is inconsistent with the current State provisions. This may duplicate some requirements for industrial premises and change the application of the provisions from that of the current State laws. Council should ensure that the inclusion of 'industrial premises' in the definition of 'premises' in the proposed local law is not inconsistent with current State laws and takes into consideration any waste tracking requirements and considers any requirements under the environmentally relevant activity and regulated waste frameworks or End of Waste Codes that may be in effect.

Response: The EP Regulation defines 'relevant premises' as follows:

**relevant premises** includes domestic, government and commercial premises.

The definition for 'premises' under the proposed local law is:

**premises** includes domestic premises, government premises, industrial premises and commercial premises.

The proposed local law cannot override State laws, and will not be inconsistent with the requirements of State law.

9. Proposed Local Law No. 3 (Waste Management) 2017 is to be read with Local Law No. 1 (Administration) 2011. The proposed local law does not include provisions relating to compliance notices. Compliance notices are dealt with in Local Law No. 1. The existing Local Law No. 1 (Administration) 2011 includes a 50 penalty unit maximum penalty for the not complying with a compliance notice. The current EP Regulation (section 81ZN(4)) includes a penalty of only 10 penalty units. The penalty in Local Law No. 1 is currently greater than the penalty in the EP Regulation and appears to be disproportionate to the offence. Council should ensure that the effect of the proposed local law is consistent with the current EP Regulation in relation to the offences and level of penalty.

Response: The majority of Council's local laws are to be read with Local Law No. 1 (Administration) 2011, which contains the provisions relating to compliance and enforcement. It is an offence to not comply with a compliance notice issued under Local Law No. 1, and the maximum penalty for this offence is 50 penalty units.

As a compliance notice issued under Local Law No. 1 may be in relation to any matter covered by Council's local laws, it is not considered appropriate or necessary to reduce the maximum penalty amount to be consistent with the current EP Regulation.

#### Review of Anti-competitive Provisions

Under Section 38 of the *Local Government Act 2009* a local government must not make a local law that contains an anti-competitive provision unless the local government has complied with the procedures prescribed under a regulation for the review of anti-competitive provisions.

An anti-competitive provision is a provision that creates barriers to entry to a market or competition within a market. A review of the anti-competitive provisions must be undertaken to determine whether significant impacts will exist if the provisions are adopted.

If there are no significant impacts associated with the anti-competitive provisions, no further review of the anti-competitive provisions is required, but Council must notify the community of the existence of the anti-competitive provisions when making the proposed local law. If Council determines there are significant impacts from the anti-competitive provisions, a review of the anti-competitive provisions is to be conducted. The local law could then only be made if the review demonstrated that:

- the benefits of the restriction to the community as a whole outweigh the costs; and
- the objectives of the law could only be achieved by restricting competition.

The following sections have been identified as being anti-competitive provisions:

- Section 5 – Designation of areas
- Section 6 – Owner or occupier of premises to supply waste containers
- Section 7 – Requirements for the storage of general waste in waste containers
- Section 8 – General requirements for the keeping of waste containers at serviced premises
- Section 9 – Other requirements for the storage of general waste at particular serviced premises
- Section 11 – Depositing and disposal of general waste at premises other than serviced premises
- Section 12 – Requirements for the storage of industrial waste
- Section 13 – Requirements to treat industrial waste for disposal

Council has a contract with J J Richards for the collection of general waste and recyclable waste from domestic premises. Currently Council relies on Chapter 5A of the EP Regulation and section

7 of the Waste Regulation to designate areas within the region where waste collection is to be conducted and the frequency of collection. Chapter 5A and section 7 are integral to how Council regulates and conducts waste management. Following the expiry of these provisions on 30 June 2018, Council may continue its arrangements for waste collection and levying of charges for this service, but could only continue to regulate waste collection if Council makes the proposed local law.

Chapter 5A, section 7, and the utility charging provisions in the *Local Government Act 2009*, result in a restriction on competition to the extent that Council designates an area for waste collection, decides the frequency of collection, and levies all residential properties within the designated area for a waste service.

The proposed local law does not change the nature or scale of the restrictions on competition which currently exist under Chapter 5A and section 7. Therefore, there are considered to be no significant impacts associated with the anti-competitive provisions of the proposed local law.

Furthermore, even if the anti-competitive provisions were determined to have significant impacts, it is considered that the community benefits of the local law outweigh the costs, and that the objectives of the proposed local law can only be achieved by restricting competition.

The objectives of the proposed local law are to protect the public health, safety and amenity related to waste management by—

- (a) regulating the storage, servicing and removal of waste; and
- (b) regulating the disposal of waste at waste facilities; and
- (c) ensuring that an act or omission does not result in—
  - (i) harm to human health or safety or personal injury; or
  - (ii) property damage or loss of amenity; or
  - (iii) environmental harm or environmental nuisance.

If Council does not make the proposed local law, commercial waste contractors may collect general waste from premises in the region without restrictions on competition. While the generation of competition may be considered a positive outcome, the public health, safety and amenity relating to waste management would be compromised and the financial costs to the community increased following the expiration of Chapter 5A and section 7.

If Council does not make the proposed local law, waste collection would likely be undertaken by a number of commercial waste contractors on an ad hoc basis. Council would not be able to ensure appropriate storage of waste and an appropriate frequency of service. Such arrangements may result in inappropriate or insufficient waste containers being used, potential health risks and odour nuisance (due to overflowing bins, damaged bins, and inadequate frequency of collection) and noise nuisance (due to waste collections being carried out at multiple times a week). Council could therefore anticipate an increased number of complaints in relation to waste management.

If Council does not make the proposed local law, Council would be exposed to significant financial liability under its contractual arrangements with its current waste collection contractor. As the number of premises serviced would be reduced, Council revenue from waste collection would become uncertain, and Council's ability to fund waste management facilities and broader waste management activities (landfill remediation, education, compliance functions, etc) will be reduced, with a resulting reduction in environmental values. Furthermore, the number of properties serviced and the waste tonnages to be collected will become less certain, and a contractor tendering to undertake waste collection services for Council would need to build a greater risk component into its tendered price in order to account for this uncertainty.

The cost of waste collection for residents would likely increase if the proposed local law is not made, as there would be a loss of economy of scale as waste contractors (both commercial operators and Council's contractor) would be servicing a fraction of bins only in any one area.

Therefore, any benefit that may be gained by increased competition in waste collection services would be outweighed by the costs to the community, and the objectives of the proposed local law (i.e. to protect the public health, safety and amenity related to waste management) can only be achieved by restricting competition.

## Process to Make a Local Law

Council must decide by resolution whether to-

- (a) make the proposed local law as advertised; or
- (b) make the proposed local law with amendments; or
- (c) not proceed with the making of the proposed local law.

It is recommended that Council make Local Law No. 3 (Waste Management) 2017 (as attached).

## **Budget Implications**

There are costs associated with public notification of the proposed local law.

A decision to not make the proposed local law will have consequences for Council's revenue from the waste collection service, and costs associated with providing a waste collection service and maintaining Council's waste facilities.

## **Policy Consideration**

### Corporate Plan

- 6.3 Utilise 'best practice' waste management practices and further develop regional facilities in accordance with the Waste Management Plan
- 6.9 Continue to promote, educate and implement awareness and best practice waste collection, recycling, environmental health and environmental protection strategies

### Operational Plan

Continue to promote, educate and implement awareness and best practice waste collection, recycling.

## **Community Engagement**

Public consultation of the proposed local law has been undertaken in accordance with section 29B of the *Local Government Act 2009*.

## **Legislation/Local Law**

*Local Government Act 2009*

*Environmental Protection Regulation 2008*

*Waste Reduction and Recycling Regulation 2011*

## **Options**

Council:

- 1. Makes Local Law No. 3 (Waste Management) 2017 as attached; or
- 2. Makes Local Law No. 3 (Waste Management) 2017 with changes; or
- 3. Decides to not make Local Law No. 3 (Waste Management) 2017.

## **Attachments**

- 1. Proposed Local Law No. 3 (Waste Management) 2017 [View](#)



## Local Law No. 3 (Waste Management) 2017

### Contents

<b>Part 1</b>	<b>Preliminary.....</b>	<b>1</b>
1	Short title.....	1
2	Object.....	1
3	Relationships to other laws.....	1
4	Definitions .....	1
<b>Part 2</b>	<b>Waste management .....</b>	<b>1</b>
<b>Division 1</b>	<b>Designation of areas for general or green waste collection.....</b>	<b>1</b>
5	Designation of areas .....	1
<b>Division 2</b>	<b>General waste.....</b>	<b>2</b>
<b>Subdivision 1</b>	<b>Storage of general waste.....</b>	<b>2</b>
6	Owner or occupier of premises to supply waste containers .....	2
7	Requirements for storing general waste in waste containers.....	3
8	General requirements for keeping waste containers at serviced premises.....	4
9	Other requirements for storing general waste at particular serviced premises ....	5
<b>Subdivision 2</b>	<b>Removal of general waste .....</b>	<b>6</b>
10	Local government may give notice about removal of general waste.....	6
11	Depositing or disposal of general waste from premises other than serviced premises.....	6
<b>Division 3</b>	<b>Storage and treatment of industrial waste.....</b>	<b>7</b>
12	Requirements for storing industrial waste.....	7
13	Requirement to treat industrial waste for disposal .....	8
<b>Part 3</b>	<b>Waste receipt and disposal .....</b>	<b>8</b>
14	Unlawful disposal of waste at waste facility .....	8
15	Restrictions on burning waste at waste facility .....	9
16	Restrictions on use of waste facility .....	9
17	Person to comply with directions and give information.....	10
<b>Part 4</b>	<b>Subordinate local laws .....</b>	<b>10</b>
18	Subordinate local laws.....	10

*Local Law No. 3 (Waste Management) 2017*

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<b>Part 5</b>	<b>Application of Local Law No. 1 (Administration) 2011 .....</b>	<b>11</b>
	19 Application of Local Law No.1 (Administration) 2011 to this local law .....	11
<b>Part 6</b>	<b>Transitional provisions.....</b>	<b>12</b>
	20 Continuation of chapter 5A requirements .....	12
<b>Schedule</b>	<b>Dictionary.....</b>	<b>13</b>

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## **Part 1 Preliminary**

### **1 Short title**

This local law may be cited as *Local Law No. 3 (Waste Management) 2017*.

### **2 Object**

The object of this local law is to protect the public health, safety and amenity related to waste management by—

- (a) regulating the storage, servicing and removal of waste; and
- (b) regulating the disposal of waste at waste facilities; and
- (c) ensuring that an act or omission does not result in—
  - (i) harm to human health or safety or personal injury; or
  - (ii) property damage or loss of amenity; or
  - (iii) environmental harm or environmental nuisance.

### **3 Relationships to other laws**

- (1) This local law is—
  - (a) in addition to and does not derogate from laws about the management of waste; and
  - (b) to be read with *Local Law No. 1 (Administration) 2011*.
- (2) For the purposes of *Environmental Protection Regulation 2008*, section 81ZC, this local law replaces *Environmental Protection Regulation 2008*, chapter 5A (Waste management by local governments).

### **4 Definitions**

The dictionary in the schedule defines particular words used in this local law.

## **Part 2 Waste management**

### **Division 1 Designation of areas for general or green waste collection**

#### **5 Designation of areas**

The local government may—

- (a) designate areas within its local government area in which the local government may conduct general waste or green waste collection; and
- (b) decide the frequency of general waste or green waste collection in the designated areas.

## **Division 2 General waste**

### **Subdivision 1 Storage of general waste**

#### **6 Owner or occupier of premises to supply waste containers**

- (1) The owner or occupier of premises must—
  - (a) subject to subsection (2), supply standard general waste containers at the premises as—
    - (i) are necessary to contain the general waste produced at the premises; or
    - (ii) are prescribed by subordinate local law; or
  - (b) supply at the premises, waste containers, other than standard general waste containers, as—
    - (i) if required by the local government — are necessary to contain the general waste produced at the premises; or
    - (ii) are prescribed by subordinate local law.

*Examples of ways the local government may require waste containers for paragraph (1)(b)(i)—*

*by a resolution of the local government, or a decision of a delegate of the local government, or a development approval for the premises*

**Maximum penalty – 20 penalty units.**

- (2) However, subsection (1)(a) does not apply if the local government supplies to the premises the number of standard general waste containers the local government reasonably considers is required at the premises.
- (3) If the local government supplies a standard general waste container to premises under subsection (2), the reasonable cost of supplying the container is a debt payable by the owner or occupier of the premises to the local government.
- (4) However, subsection (3) does not prevent the local government from supplying a standard general waste container to premises without cost to the owner or occupier of the premises.

## **7 Requirements for storing general waste in waste containers**

**(1) The occupier of premises must—**

- (a) store general waste produced as a result of the ordinary use or occupation of the premises in—**
  - (i) a standard general waste container; or**
  - (ii) if another type of waste container is prescribed by subordinate local law — the other type of container; and**
- (b) keep each waste container at the premises clean and in good repair; and**
- (c) ensure that each waste container at the premises is securely covered, except when the waste is being placed in, or removed from, the container or the container is being cleaned.**

**Maximum penalty – 20 penalty units.**

**(2) A person must not—**

- (a) place any of the following in a waste container—**
  - (i) a liquid, semi-liquid or moist substance, unless the substance is securely wrapped or contained to prevent the substance leaking from the wrapper or container; or**
  - (ii) material that is smouldering or aflame; or**
  - (iii) matter or a thing that is alive; or**
  - (iv) a thing stated in a subordinate local law; or**
- (b) remove or disturb the cover of a waste container, except when placing waste in or cleaning the container; or**
- (c) use or damage a waste container so that it is not weatherproof or serviceable or cannot be securely covered; or**
- (d) disturb or otherwise interfere with the contents of a waste container.**

**Maximum penalty – 20 penalty units.**

- (3) The occupier of the premises must not allow a person to place a thing in a waste container in contravention of subsection (2)(a).**

**Maximum penalty – 20 penalty units.**

- (4) It is a defence in a proceeding against a person for an offence under subsection (3) for the person to prove the contravention was due to causes over which the person had no control.

## **8 General requirements for keeping waste containers at serviced premises**

- (1) Subject to subsection (2), the occupier of serviced premises must ensure that a waste container supplied for the premises is kept—

- (a) if the local government requires the container to be kept at a particular place at the premises — at the place (the *waste container storage place*); or

*Examples of ways the local government may require waste containers to be kept at a particular place—*

by a resolution of the local government, or a decision of a delegate of the local government, or a development approval for the premises

- (b) if a subordinate local law requires the container to be kept at a particular place at the premises — at the place (also a *waste container storage place*); or

- (c) if paragraphs (a) and (b) do not apply — at ground level close to the rear alignment of a building at the premises.

Maximum penalty – 20 penalty units.

- (2) Subsection (1) does not prevent the occupier of the serviced premises from placing a waste container in a place outside the premises for the collection of general waste from the container, if—

- (a) the local government has arranged to collect waste from the container at the place; and

- (b) the container is in the place for no longer than—

- (i) the period, if any, allowed under a local law of the local government; or

- (ii) 24 hours before or after the scheduled collection day for the collection of the waste in the container.

*Example of a place outside serviced premises—*

the kerb adjacent to the serviced premises

- (3) If the local government has arranged for the collection of general waste from a waste container at serviced premises, the occupier of the premises must ensure there is unobstructed access to the container for removal of the waste.

Maximum penalty for subsection (3) – 20 penalty units.

- (4) It is a defence in the proceeding against a person for an offence under subsection (3) for the person to prove the contravention was due to causes over which the person had no control.

**9 Other requirements for storing general waste at particular serviced premises**

- (1) This section applies to any of the following persons (each a *prescribed person*) for serviced premises, other than a single detached dwelling—
- (a) the owner or occupier of the premises;
  - (b) if a prescribed ERA is carried out at the premises – the holder of the environmental authority for the prescribed ERA.
- (2) The prescribed person must ensure that the waste container storage place for the premises is supplied with—
- (a) if required by the local government – each of the following—
    - (i) either—
      - (A) an elevated stand at a level required by the local government for holding all waste containers; or
      - (B) an imperviously paved area, drained as required by the local government, where all waste containers can be placed;
    - (ii) a hose cock and hose in the vicinity of the stand or paved area;
    - (iii) a suitable enclosure for the area where the waste containers are kept; and

*Examples of ways the local government may require a prescribed person to comply with subsection (2)(a) –*

*by resolution of the local government, or a decision of a delegate of the local government, or a development approval for the premises*

- (b) if a requirement is prescribed by subordinate local law – facilities and structures for the placement, storage and cleaning of waste containers as prescribed by subordinate local law.

Maximum penalty for subsection (2) – 20 penalty units.

## **Subdivision 2 Removal of general waste**

### **10 Local government may give notice about removal of general waste**

- (1) This section applies where the local government has arranged for the removal of general waste produced at a premises.
- (2) The local government may give the occupier of the premises a written notice stating—
  - (a) the days (each a *scheduled collection day*) on which the waste is to be collected; and
  - (b) the location (*collection location*) where the waste container is to be placed for collection of the waste; and
  - (c) the time by which the waste container is to be placed in the collection location for collection of the waste; and
  - (d) the time by which the waste container is to be removed from the collection location.

### **11 Depositing or disposal of general waste from premises other than serviced premises**

- (1) This section applies if general waste is produced at a premises, other than serviced premises.
- (2) The local government may—
  - (a) give a written approval to the owner or occupier of the premises for depositing or disposing of the waste; and
  - (b) impose conditions on the approval, including, for example, conditions about—
    - (i) the place for depositing or disposing of the waste; or
    - (ii) the method of depositing or disposing of the waste.
- (3) A person must not deposit or dispose of the waste unless the person deposits or disposes of the waste—
  - (a) at a waste facility in accordance with Part 3; or
  - (b) in accordance with—
    - (i) an approval under subsection (2) for disposal of the waste; and



- (ii) if the approval has been given on conditions – the conditions of the approval.

Maximum penalty for subsection (3) – 20 penalty units.

## **Division 3 Storage and treatment of industrial waste**

### **12 Requirements for storing industrial waste**

- (1) The occupier of premises where there is industrial waste must—
  - (a) if required by the local government—
    - (i) supply at the premises the number of industrial waste containers required by the local government for storing the waste at the premises safely, efficiently and without causing a nuisance; and
    - (ii) keep the waste containers at the particular place at the premises required by the local government; and
    - (iii) keep each waste container clean and in good repair; and

*Examples of ways the local government may require compliance with subsection (1)(a)—*

by resolution of the local government, or a decision of a delegate of the local government, or a development approval for the premises

- (b) if a requirement is prescribed by subordinate local law – comply with each requirement prescribed by subordinate local law, about each of the following—
  - (i) the supply at the premises of industrial waste containers for storing the waste at the premises;
  - (ii) keeping the waste containers at a particular place at the premises;
  - (iii) keeping each waste container clean and in good repair.

Maximum penalty – 20 penalty units.

- (2) The local government may supply industrial waste containers at the premises if the occupier does not supply at the premises the number of industrial waste containers which are—
  - (a) required by the local government under subsection (1)(a); or
  - (b) prescribed by subordinate local law under subsection (1)(b).

- (3) If the local government supplies an industrial waste container to premises under subsection (2), the reasonable cost of supplying the container is a debt payable by the occupier of the premises to the local government.

### **13 Requirement to treat industrial waste for disposal**

The occupier of premises where there is industrial waste must—

- (a) if required by the local government, treat the waste to a standard approved by the local government—
- (i) for disposal of the waste at a waste facility; or
  - (ii) for transport to, and disposal of the waste at, a waste facility; and

*Examples of ways the local government may require an occupier to treat industrial waste for disposal —*

by resolution of the local government, or a decision of a delegate of the local government, or a development approval for the premises

- (b) if a requirement is prescribed by subordinate local law — comply with each requirement, prescribed by subordinate local law, about the treatment of industrial waste—
- (i) for disposal of the waste at a waste facility; and
  - (ii) for transport to, and disposal of the waste at, a waste facility.

Maximum penalty — 40 penalty units.

## **Part 3 Waste recelval and disposal**

### **14 Unlawful disposal of waste at waste facility**

- (1) A person must not deposit the following waste at a waste facility—
- (a) liquid or semiliquid waste;
  - (b) hot ash;
  - (c) material that is smouldering or aflame;
  - (d) material that can spontaneously combust;
  - (e) material containing a substance that may be harmful to persons or property because, if it reacts with air or water, it may produce toxic gases or become corrosive or explosive;

- (f) an explosive;
- (g) ammunition, other than ammunition that no longer contains explosives, pyrotechnics or propellants apart from trace residues that are no longer capable of supporting combustion or an explosive reaction;
- (h) waste prescribed by subordinate local law.

Maximum penalty – 20 penalty units.

- (2) Subsection (1) does not apply to waste deposited with the consent of—
  - (a) the person who—
    - (i) is the registered suitable operator for the facility, or
    - (ii) holds an environmental authority for the facility, or
  - (b) the person in charge of the facility.

#### **15 Restrictions on burning waste at waste facility**

A person must not set fire to, or burn, waste at a waste facility other than—

- (a) under an environmental authority, or
- (b) under a development condition of a development approval; or
- (c) under the *Fire and Emergency Services Act 1990*.

Maximum penalty – 20 penalty units.

#### **16 Restrictions on use of waste facility**

- (1) A person must not, without the consent of a waste facility's owner or operator—
  - (a) enter the facility other than to deposit waste; or
  - (b) remain on the facility after depositing waste; or
  - (c) interfere with waste at, or remove waste from, the facility.

Maximum penalty – 10 penalty units.

- (2) Subsection (1) does not apply to—
  - (a) the facility's owner or operator; or
  - (b) an authorised person; or

- (c) a person who acquires from a waste facility, with the consent of the local government—
  - (i) recyclable waste, for example, mulch or green waste; or
  - (ii) 1 or more items of waste which are made available for sale or disposal by the local government, for example, at a "reuse shop".

## **17 Person to comply with directions and give information**

- (1) This section applies to a person who transports waste to a waste facility.
- (2) The person must—
  - (a) comply with all relevant and reasonable directions contained in any sign displayed at the facility by a facility person; and
  - (b) comply with all reasonable instructions about dealing with the waste at the waste facility which are given by—
    - (i) the person in charge of the facility, or
    - (ii) a facility person; and
  - (c) if asked by a facility person—give information to the facility person about the type and amount of waste being delivered to the facility, and
  - (d) if asked by a facility person—give information to the facility person that provides satisfactory evidence of the identity and residential address of the person.

Maximum penalty – 10 penalty units.

- (3) In this section, for a waste facility, facility person means each of the following—
  - (a) the operator of the waste facility;
  - (b) the owner of the waste facility;
  - (c) if the local government is the operator or the owner of the facility—the local government.

## **Part 4 Subordinate local laws**

### **18 Subordinate local laws**

The local government may, by subordinate local law, specify—

- (a) a thing that is specified to be waste pursuant to the schedule of this local law; and
- (b) requirements about the necessity to supply standard general waste containers at premises under section 6(1)(a); and
- (c) requirements about the supply at premises of waste containers, other than standard general waste containers, to contain the general waste produced at the premises under section 6(1)(b); and
- (d) another type of waste container for the storage of general waste produced as a result of the ordinary use or occupation of premises under section 7(1)(a); and
- (e) a thing that a person must not place in a waste container under section 7(2); and
- (f) requirements about the keeping of the waste container supplied for premises at a particular place at the premises under section 8(1)(b); and
- (g) requirements about the supply of facilities and structures for the placement, storage and cleaning of waste containers under section 9(2)(b); and
- (h) requirements about the supply at premises of industrial waste containers for storing industrial waste at the premises and other requirements about waste containers for the storage of industrial waste under section 12(1)(b); and
- (i) requirements about the treatment of industrial waste under section 13(b); and
- (j) waste that a person must not deposit at a waste facility under section 14(1).

## **Part 5 Application of Local Law No. 1 (Administration) 2011**

### **19 Application of Local Law No.1 (Administration) 2011 to this local law**

- (1) To avoid any doubt, the provisions of *Local Law No. 1 (Administration) 2011* apply to this local law, including (but not limited to) the following parts of *Local Law No. 1 (Administration) 2011*—
  - (a) Part 3 (Authorised persons);
  - (b) Part 4 (Review of decisions);
  - (c) Part 5 (Enforcement); and
  - (d) Part 6 (Legal proceedings).

**Note—**

This local law must be read with any relevant provisions of *Local Law No. 1 (Administration) 2011*.

- (2) If there is a conflict between a provision of this local law and *Local Law No. 1 (Administration) 2011*, the provision in this local law will prevail to the extent of any inconsistency.

## **Part 6 Transitional provisions**

### **20 Continuation of chapter 5A requirements**

- (1) This section applies if a provision of *Environmental Protection Regulation 2008*, chapter 5A (Waste management by local governments), is replaced by a provision of this local law.
- (2) In this section, **prescribed provision** means a provision of *Environmental Protection Regulation 2008*, chapter 5A (Waste management by local governments) which is replaced by a provision of this local law.
- (3) If the local government has made a requirement under a prescribed provision prior to the commencement of this local law, the requirement applies for the provision of this local law which replaced the prescribed provision from the commencement of this local law.

**Example—**

The local government may require that a waste container supplied for serviced premises be kept at a particular place at the premises by development approval for the premises under *Environmental Protection Regulation 2008*, section 81ZH(1). *Environmental Protection Regulation 2008*, section 81ZH(1) is a prescribed provision which is replaced by section 8 (General requirements for keeping waste containers at serviced premises). A requirement under the prescribed provision made prior to the commencement of this local law would apply for section 8 of this local law from the commencement of this local law.

## Schedule Dictionary

### Section 3

**authorised person** means a person authorised by the local government pursuant to *Local Law No. 1 (Administration) 2011* to exercise the powers of an authorised person under this local law.<sup>1</sup>

**collection location** means a place at, or adjacent to, premises at which a standard general waste container associated with the premises can be easily accessed by a general waste collection vehicle without causing obstruction.

**commercial premises** means any of the following types of premises—

- (a) a hotel, motel, caravan park, tourist accommodation, cafe, food store or canteen;
- (b) an assembly building, institutional building, kindergarten, child minding centre, school or other building used for education;
- (c) premises where a sport or game is ordinarily played in public;
- (d) an exhibition ground, show ground or racecourse;
- (e) an office, shop or other premises where business or work, other than a manufacturing process, is carried out;
- (f) a place of worship.

**commercial waste** means waste, other than green waste, recyclable waste, interceptor waste or waste discharged to a sewer, produced as a result of the ordinary use or occupation of commercial premises.

**development approval** has the meaning given in the *Planning Act 2016*.

**domestic premises** means any of the following types of premises—

- (a) a single unit private dwelling;
- (b) premises containing 2 or more separate flats, apartments or other dwelling units;
- (c) rooming accommodation.

**domestic waste** means waste, other than domestic clean-up waste, green waste, recyclable waste, interceptor waste or waste discharged to a sewer, produced as a result of the ordinary use or occupation of domestic premises.

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<sup>1</sup> Section 20 (Appointment) of *Local Law No. 1 (Administration) 2011* provides for the local government to appoint a person to a position provided for under a local law to exercise the powers of a person in that position under a local law.

***environmental authority*** has the meaning given in the *Environmental Protection Act 1994*.

***environmental harm*** has the meaning given in the *Environmental Protection Act 1994*.

***environmental nuisance*** has the meaning given in the *Environmental Protection Act 1994*.

***general waste*** means—

- (a) waste other than regulated waste; and
- (b) for part 2, any of the following—
  - (i) commercial waste;
  - (ii) domestic waste;
  - (iii) recyclable waste.

***green waste*** means grass cuttings, trees, bushes, shrubs, loppings of trees, bushes or shrubs, or similar matter produced as a result of the ordinary use or occupation of premises.

***industrial waste*** means—

- (a) interceptor waste; or
- (b) waste other than the following—
  - (i) commercial waste;
  - (ii) domestic clean-up waste;
  - (iii) domestic waste;
  - (iv) green waste;
  - (v) recyclable interceptor waste;
  - (vi) recyclable waste;
  - (vii) waste discharged to a sewer.

***industrial waste container*** means a container of a type approved by the local government for storing industrial waste at premises in the local government's area.

***interceptor*** means a device used to intercept a substance in sewage, waste water or trade waste and prevent its discharge into a sewer, septic tank, waste water disposal system or other treatment device.



*Examples of interceptors—*

- neutralising interceptors for neutralising acidic and alkaline substances
- grease interceptors for collecting and solidifying fat, grease and similar matter
- oil interceptors for collecting oil and petroleum products
- silt interceptors for collecting soil, sand, gravel and other sedimentary solids

**interceptor waste** means matter, other than recyclable interceptor waste, intercepted by, and held in, an interceptor.

**manufacturing process** means a handicraft or other process relating to adapting, altering, assembling, cleaning, finishing, making, ornamenting, preparing, renovating, repairing, washing, or wrecking goods for trade, sale or gain or otherwise in connection with a business.

**occupier** of premises means the person who has the control or management of the premises.

**owner** of premises means the person for the time being entitled to receive the rent for the premises or would be entitled to receive the rent for it if it were let to a tenant at a rent.

**place of worship** has the meaning given in the planning scheme of the local government.

**premises** includes domestic premises, government premises, industrial premises and commercial premises.

**prescribed ERA** has the meaning given in the *Environmental Protection Act 1994*.

**prescribed person** see section 9(1).

**recyclable interceptor waste** means matter that is, or is intended to be, removed from a grease interceptor and taken elsewhere for processing into a non-toxic, non-hazardous and usable substance for sale.

**recyclable waste**, means clean and inoffensive waste that is declared by the local government to be recyclable waste for the area of the local government.

*Examples of waste that may be declared to be recyclable waste—*

glass bottles, plastic containers, paper, cardboard, steel and aluminium cans, and green waste

**regulated waste** has the meaning given in the *Environmental Protection Regulation 2008*.

**rooming accommodation** has the meaning given in the planning scheme of the local government.

***scheduled collection day*** see section 10(2).

***serviced premises*** means—

- (a) premises which are in an area designated by the local government as an area in which the local government may conduct general waste collection under—
  - (i) *Waste Reduction and Recycling Regulation 2011*, section 7; or
  - (ii) section 5; and
- (b) premises for which the local government has required the owner or occupier of the premises to arrange for removal of general waste from the premises.

***standard general waste container***—

- (a) means a container of a type approved by the local government for storing domestic waste, commercial waste or recyclable waste at premises in the local government's area; and
- (b) for the avoidance of doubt, includes 1 or more containers each of which is approved by the local government for storing, at premises in the local government's area—
  - (i) 1 or more or multiple types of commercial waste; or
  - (ii) 1 or more or multiple types of recyclable waste.

***Example for paragraph (b)***—

The local government may approve 1 container for storing recyclable waste which is green waste and 1 container for storing recyclable waste other than green waste.

***waste*** has the meaning given in the *Environmental Protection Act 1994*, and includes any thing that is specified to be waste under a subordinate local law.


***waste container storage place*** see section 8(1).

***waste facility***—

- (a) for part 2, means a facility for the recycling, reprocessing, treatment, storage, incineration, conversion to energy or disposal of waste; and
- (b) for part 3, means a facility for the recycling, reprocessing, treatment, storage, incineration, conversion to energy or disposal of waste, but only if the local government is the lessee, occupier, operator or owner of the facility.

## 12.3 Material Change of Use - F G Loy & Sons Pty Ltd, 157 Mountside Road, The Glen

### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 28 February 2018
	Planning Technical Officer	<b>ECM Function No/s:</b> MCU\01873

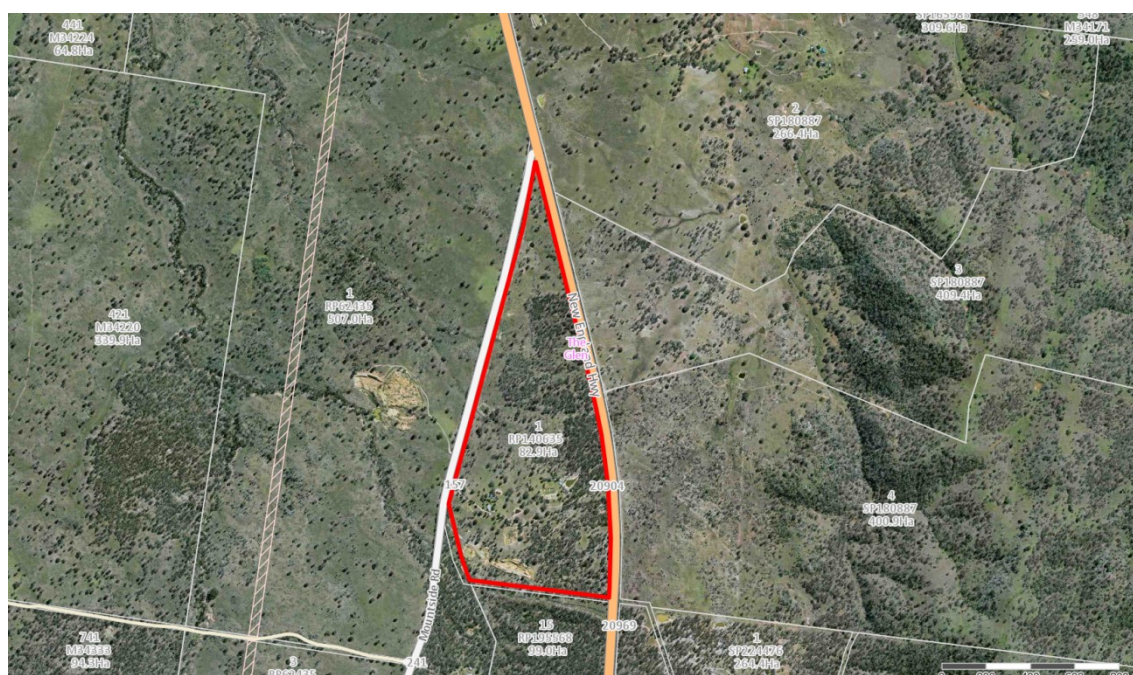
<b>APPLICANT:</b>	FG Loy & Sons Pty Ltd
<b>OWNER:</b>	Harold J and Marion A Skinner
<b>ADDRESS:</b>	157 Mountside Road, The Glen
<b>RPD:</b>	Lot 1 RP140635, Parish of Rosenthal, County of Merivale
<b>LAND USE AREA:</b>	Rural (Sandstone rises and traprock hills precinct)
<b>PROPOSAL:</b>	Extractive industry (not more than 5000 tonnes per year)
<b>LEVEL OF ASSESSMENT:</b>	Impact
<b>SUBMITTERS:</b>	One (1)
<b>REFERRALS:</b>	State Development, Manufacturing, Infrastructure and Planning

### Recommendation Summary

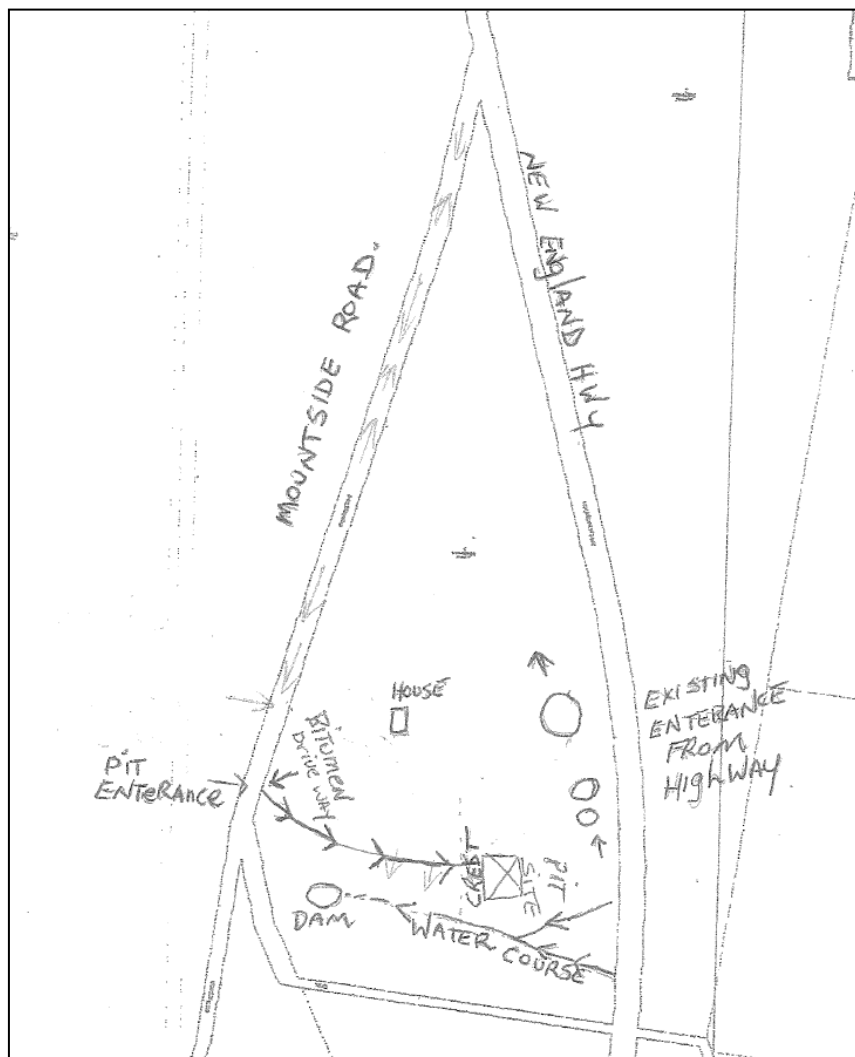
THAT the application for Material Change of Use (Extractive industry – not more than 5,000 tonnes per year) on land at 157 Mountside Road, The Glen, described as Lot 1 RP140635, Parish of Rosenthal, County of Merivale, be approved subject to conditions.

### Report

The subject land is bounded by the New England Highway to the east, Mountside Road to the west and an unmade road to the south of the lot. The lot is 82.93 hectares and contains a dwelling and associated outbuildings, dams and a significant amount of vegetation. The land is used for grazing of cattle, and an extractive industry has previously operated on the land.







There are two existing accesses into the site via Mountside Road, one access into the existing dwelling and the second access is located approximately 170 metres south into the quarry site. Mountside Road is bitumen sealed. There is no access to the site via the New England Highway.

A Development Permit was issued on 26 October 2004 approving a Medium Impact Industry (Extraction of decomposed granite). This approval was limited to 10 years and expired on 1 November 2014. This application has been made due to the previous approval having expired.

The applicant proposes to extract less than 5000 tonnes of decomposed granite from the existing pit on the land.

The applicant has stated the following:

*The existing use is rural, the land is suitable for grazing only, as it is hilly, rocky with small tree types regrowth vegetation coverage. The surrounding area is rural. There is a quarry and several other pits like the project we wish to establish.*

The quarry will operate 7.00am to 6.00pm, Monday to Saturday, however, it is not anticipated to be a continuous operation. The pit will be generally operated by the truck drivers, as there are no plant operators based on site. There will be one operator with a maximum of three (3) employees on site at any time. The pit will be used on a needs basis depending on the work being undertaken. On average there will be one truck per week.

There will be no storage of flammable materials, chemicals, hazardous substances on or to be used with the proposed quarry, i.e. no storage of fuels or oils and all diesel required, will be mobile to the site.

The operation will involve the stripping of the top soil, ripping and winning of the decomposed granite, screening (if needed), stock piling and transporting of the material to point of sale. No waste will be produced and the top soil will be used to rehabilitate the area when extraction is completed. There is significant vegetation on site that adequately screens the site from the highway. The applicant intends to retain the existing vegetative buffers.

No contaminants will be released and noise will be low as all machinery is equipped with mufflers. Water trucks will be available to assist with dust suppression.

The applicant has indicated that the proposed development will generally operate as previously and states that 'the pit has a life of at least another 20 years'.

It is noted that the aerial photos indicate that the proposed access and one of the sediment ponds is located within the unnamed gazetted road. It is recommended that the proposed area for the extractive industry is surveyed to ensure that the whole quarrying activity is wholly contained within the allotment. However, if it is identified that an encroachment of the quarry has occurred within the gazetted road area, the applicant must rehabilitate the disturbed areas.

### **Referral**

The Department of Local Government, Racing and Multicultural Affairs (DLGRMA) was a Concurrence agency for the application, as the subject land is within 25 metres of a State-controlled road. The DLGRMA have advised that it requires conditions to be imposed on any approval.

### **Submissions**

There was one (1) properly made submission received regarding the proposed development.

Matters raised in any submissions	Description of how matters were dealt with in reaching the decision
Public notification requirements have not been correctly adhered to, i.e. the date on one of the signs was written 10 January 2017 instead of 10 January 2018.	<p>Section 53 (3) of the <i>Planning Act 2016</i> states that:</p> <p>(3) <i>However, the assessment manager may assess and decide a development application even if some of the requirements of the development assessment rules about the notice have not been complied with, if the assessment manager considers any noncompliance has not-</i></p> <p>(a) <i>adversely affected the public's awareness of the existence and nature of the application; or</i></p> <p>(b) <i>restricted the public's opportunity to make properly made submissions about the application.</i></p> <p>The correct date was listed on the other public notification sign, and in the notice that as published in the Warwick Daily News on 1 December 2017.</p> <p>As per section 53 of the <i>Planning Act 2016</i>, it is considered that the incorrect date shown on one of the public notification signs has not adversely affected the public's awareness of the existence and nature of the application or restricted the public's opportunity to make properly made submissions about the application.</p>

### **Assessment against the Planning Scheme**

This application required assessment against the following benchmarks:

- Rural zone code
- Extractive industry code
- Carparking and loading code
- Landscaping code
- Outdoor lighting code
- Physical infrastructure code
- Bushfire hazard overlay code
- Biodiversity areas overlay code

#### **Rural Zone Code**

The proposal is considered consistent with the purpose of zone, in particular point (i) which states the following:

- (i) *Provide the opportunity for extractive industries where the resource is available consistent with management of impacts and site rehabilitation.*

The proposal is to reactivate the existing extractive industry on the site. The separation distances from the disturbed area to nearby properties is not changing as part of this application and therefore the proposal will not further impact on surround. Reasonable and relevant conditions have been imposed for rehabilitation to occur on-site and therefore it is considered that the proposed achieves the purpose of the Code.

It is also considered that the proposed use complies with the overall outcome of the zone, in particular point (vii) which states the following:

- (vii) *Impacts on significant vegetation and habitat areas are minimised by the location of non-rural uses outside of areas of remnant vegetation.*

The section of the subject property that is to be used for the Extractive industry is not located within any areas that are identified as 'Regulated Vegetation' and therefore the proposed development complies with the overall outcome of the Zone code.

The subject property is identified in the Sandstone Rises and Traprock Hills Precinct and the proposal is considered to comply with the overall outcomes for the precinct, in particular the following points:

*(h) Sandstone rises and traprock hills precinct outcomes*

- (i) The agricultural values in this precinct are protected from development that could impact in a negative manner on these values while providing for farm diversification including intensive animal industries in appropriate locations.*
- (ii) Grazing and limited agricultural uses are the dominant use.*
- (iv) Farm diversification activities may be located in this precinct where they do not conflict with or reduce the productive capacity, vegetation or scenic values of the land. These uses may include forestry.*

The subject property is 82.9 hectares in area and the Extractive industry site is approximately 6.0 hectares in area. This equals to approximately 7% of the total site area being dedicated for extractive industries and leaving approximately 77.0 hectares for farm diversification. The extraction of materials from the subject property will create some negative impacts to the land in the short term but rehabilitation of the disturbed areas is required to ensure the agricultural values of the site are not compromised in the long term. The proposal is considered to comply with the overall outcomes for the precinct as the working area for the Extractive Industry use is contained to one section of the site and there is an ample amount of space available on-site for agricultural uses, both of which can operate concurrently.

The relevant Performance outcomes of the code are addressed below.

**PO1** *Sandstone rises and traprock hills - Uses are limited to uses that do not conflict with or reduce the productive capacity, or scenic values of the land. In particular –*

- (a) The use is located, constructed and operated so it is not likely to cause conflict with agricultural practices;*
- (b) The use has low visual impact particularly where located on highways, main roads or tourist routes;*
- (c) The development is located on cleared land and there is no proposed clearing of remnant vegetation;*
- (d) Development is sited on the least productive, lower agricultural quality parts of the site.*

As previously mentioned, the proposal is to reactivate the existing quarry on-site. The extractive industry area takes up approximately 7% of the total site and therefore there is sufficient space to allow for agricultural practices on-site. Rehabilitation is also required on the disturbed areas ensuring the long term viability of the site for future agricultural uses. The subject property has a frontage to the New England Highway that is approximately 2.1 kilometres in length and based on the contours sloping downwards, away from the highway, the quarry is not visible from the New England Highway. The quarry is already cleared of vegetation and the quarry location is not identified within a regulated vegetation area. Overall, the proposed development is considered to comply with the performance outcome of the code.

**PO2** *Sandstone rises and traprock hills - Uses are located on lots that are large enough to provide adequate buffers between the use and existing or potential agricultural activity on adjacent lands.*

The setbacks of the extractive industry from the boundaries of the land are considered to be appropriate, and the extractive industry will not adversely impact upon agricultural uses in the area.

**Extractive industry code**

The relevant assessment benchmarks of the Extractive Industry code are addressed below.

**AO1.1** *No extractive industry process is carried out within 100 metres of a road or any land that is not being used for extractive industry purposes.*



The site of the extractive industries use is located less than 100 metres from the boundary with Mountside Road and the southern boundary which adjoins the gazetted road. Therefore the extractive industry does not comply with acceptable outcome AO1.1. The performance outcome is as follows:

**PO1** *The development of the site achieves an acceptable standard of visual amenity having regard to the characteristics of the site, the resource, the surrounding area and the character of the locality.*

The proposed development is located approximately 300 metres from the New England Highway frontage. The closest dwelling house to the working area is approximately 400 metres from the extractive industry. The site contains existing vegetation which provides adequate screening from all boundaries. The development is in close proximity to two other quarries within the area. The proposed location will not impact on the scenic qualities of the area. The development is considered to comply with the Performance outcome.

**PO4** *The development minimises air pollution.*

The applicant has stated that the internal roads are partly sealed and water trucks are available for dust suppression. The haul route and access are fully sealed. Conditions can be imposed to minimise dust nuisance with the following practicable measures:

- use of water sprays and/or water trucks;
- adopting and adhering to speed limits; and
- using dust suppressants and wind breaks.

In addition to the above, the applicant will also be required to maintain the sealed access and internal road within the site, and the facility is not intended to be used every day. The proposal is considered to comply with the performance outcome of the Code.

**AO7** *Safety fencing is to be provided for the full length of the perimeter of the site and around extractive industry stockpiles and operations.*

The property perimeter fencing of the site is of a normal rural standard. The performance outcome requires the following:

**PO7** *The development is designed and operated to minimise impacts on the safety of persons not associated with the use.*

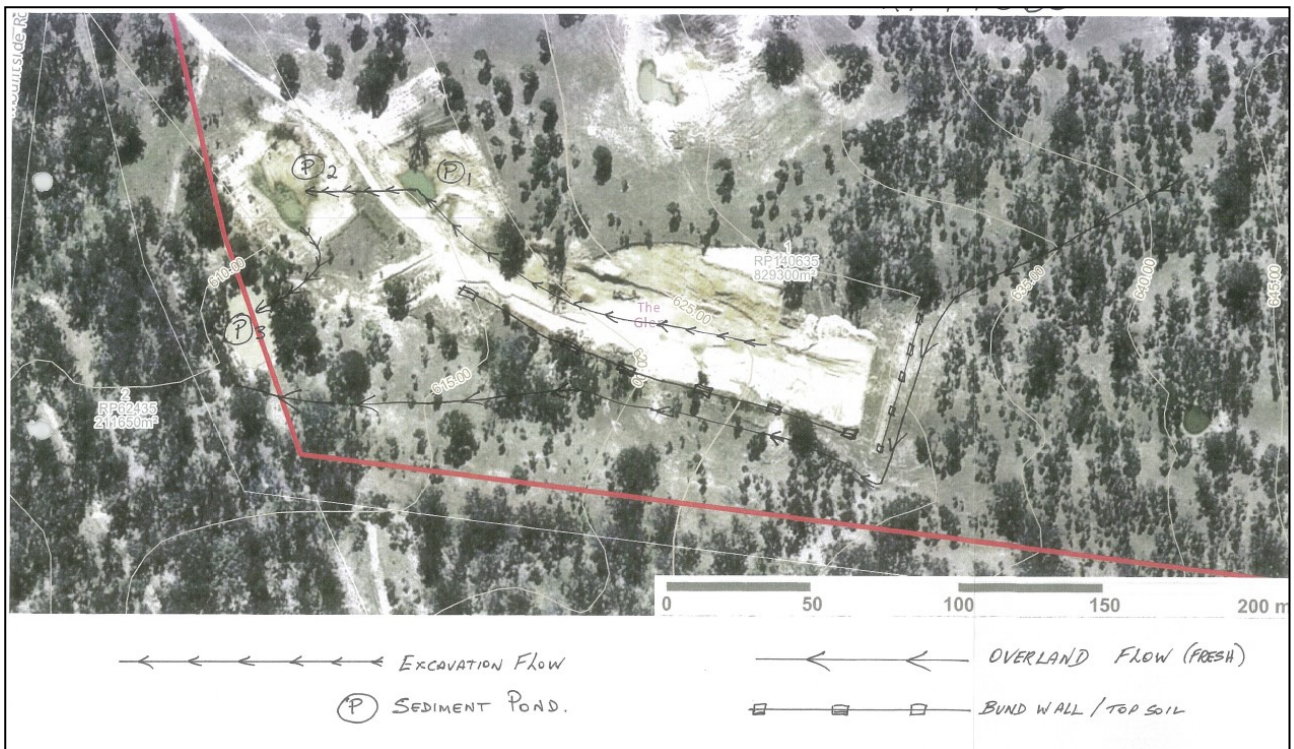
Due to the location of the site and the small scale of the operation, it is unlikely to present a safety hazard. The entrance to the site is gated and the existing dwelling on the land will provide an additional surveillance measures.

**AO8** *In partial fulfilment of this performance outcome–*

- (a) *Extraction does not change the course of a waterway (other than for riverine quarry materials). There is no damage to the bed or banks of a waterway or interference with the flows of water in the water course and all riparian vegetation is retained.*
- (b) *Where a road or vehicle track crosses a waterway the banks are protected from erosion and disturbance.*
- (c) *No wash or waste waters are released to a waterway or riparian zone.*
- (d) *On site stormwater drains are provided and maintained.*
- (e) *Stormwater runoff is directed away from all disturbed areas.*
- (f) *No new invasive species (invasive plants and animals, plant and animal pests and diseases) are introduced to the area.*

There are three watercourses that run through the subject site. The site is on the western side of a crest that runs north-south, approximately 1 kilometre above a water course that runs into a large dam on the subject site.





The performance outcome requires the following:

**PO8** *The development does not result on adverse long term, irreversible impacts on the natural environment.*

Any water discharge will flow to the existing dam. The applicant stated that 'At its worst this water would be no worse than water flowing in off highway'. The internal roads and dams will be regularly maintained by the operators and annual stabilisation and rehabilitation works will occur in an area identified at the time. The performance outcome can be achieved.

**AO9** *In partial fulfilment of this performance outcome -*

- (a) *Compliance with an approved site rehabilitation plan.*
- (b) *During and on completion of extraction the site is rehabilitated using clean fill, naturally occurring clay, sand, soil or crushed rock free of contaminants.*
- (c) *The final surface of the fill is topsoiled, sloped, drained and vegetated to minimise erosion, infiltration and to prevent ponding of stormwater and capture of overland flow.*
- (d) *During operation the extraction path is stripped to a maximum of 1 ha ahead of extractions. Top soil is not removed from the site. All disturbed areas are revegetated as soon as practicable after operations cease on that area and vegetation processes are maintained until vegetation cover is re-established.*
- (e) *The maximum slope of all reformed material is 1 in 6.*
- (f) *The final layer of compacted earth is at least 0.5 m in depth and covers the entire area of the filled site.*
- (g) *No new invasive species (invasive plants and animals, plant and animal pests and diseases) are introduced to the area.*

No rehabilitation of the site has occurred since the original approval lapsed in 2014. A requirement of the original approval required the site to be rehabilitated within 6 months of the completion of the works which included:

- filling of the disturbed areas using clean fill ensuring that the final gradient is not greater than 22.5 degrees;
- replacing of topsoil to a depth similar to the surrounding undisturbed areas; and



- revegetation of the disturbed areas to minimise erosion and the general appearance and tree density of the disturbed areas are similar to the undisturbed areas.

The rehabilitation works were not completed. In response to an information request in relation to these works, the applicant submitted the plan below. The applicant advised that the rehabilitation works within the disturbed area at Sediment Dam No 2 will be completed by 14 May 2018.



The performance outcomes require the following:

**PO9** *As the resource is removed from each section of the extractive industry site it is to be rehabilitated in a manner that results in optimal future land use and avoids adverse impacts on ecological and hydrological processes.*

**PO10** *Rehabilitation ensures that the site is stable and poses no threat to ground or surface water quality.*

Any approval should include requirements to ensure that the rehabilitation works are completed and that no adverse impacts to the environment are created.

### **Carparking and loading code**

The Carparking and Loading Code makes reference to car parking numbers for Impact Assessable applications being determined by Council. In this instance it has been determined that no formal car parking spaces are required on-site given there is a limited number of people that will actually use the facility. In addition, there is sufficient space on-site to manoeuvre safely and for vehicles to park informally.

### **Landscaping code**

As natural vegetation is to be retained to provide screening, no additional landscaping of the site is required.

### **Outdoor lighting code**

A condition can be imposed to ensure that if lighting is to be provided that it is installed in accordance with the Australian Standard AS4282-1997 Control of Obstructive Effects of Outdoor lighting which will ensure that any future lighting complies with the acceptable outcome of the Outdoor Lighting Code.

### **Physical infrastructure code**

Access to the site is via a sealed road network, and reticulated electricity and telecommunications are available to the existing dwelling. There is no office or other structures to be constructed for the proposed development. The proposed development is considered to comply with the Code.

### **Bushfire hazard overlay code**

There are areas of the subject property that are located within the bushfire hazard overlay. These areas include the location over the existing quarry.

**PO3** *Any proposed use does not compromise the safety of people or property from bushfire.*

Although the Bushfire hazard overlay is located over the extractive industry site, there will be no site office or other structure on the site, and no employees permanently located at the site. The proposed development is not considered to put people or property at risk and therefore complies with the Performance outcome of the Code.

### **Infrastructure Charges**

An Extractive Industry use is defined as a Specialised Use under the Adopted Infrastructure Charges Resolution. No charge is specified for Specialised Uses, but it is to be determined at the time of assessment.

As the Extractive industry previously operated on the land, and is very small in scale, it is not considered appropriate to apply an Infrastructure Charge.

## **STATEMENT OF REASONS**

### **Assessment benchmarks**

The following are the benchmarks apply to this development:

<b>Benchmarks applying for the development</b>
<p>The following codes of the Southern Downs Planning Scheme:</p> <ul style="list-style-type: none"><li>– 6.2.10 Rural zone code</li><li>– 8.2.2 Biodiversity areas overlay code</li><li>– 8.2.3 Bushfire hazard overlay code</li><li>– 9.3.3 Extractive industry code</li><li>– 9.4.2 Carparking and loading code</li><li>– 9.4.4 Landscaping code</li><li>– 9.4.6 Outdoor lighting Code</li><li>– 9.4.7 Physical infrastructure code</li></ul>

### **Reasons for the decision**

Notwithstanding the details that have been provided, not all benchmarks have been complied with, but by imposing conditions, compliance with the Southern Downs Planning Scheme is achieved.

### **Reasons for Approval Despite Non-Compliance with Assessment Benchmarks**

The development has been assessed against the relevant benchmarks specified above, and has been approved despite non-compliance with the specific benchmarks listed below for the reasons noted.

Benchmark	Reasons for the approval despite non-compliance with benchmark
<p><b>AO8</b> In partial fulfilment of this performance outcome—</p> <ul style="list-style-type: none"> <li>(a) Extraction does not change the course of a waterway (other than for riverine quarry materials). There is no damage to the bed or banks of a waterway or interference with the flows of water in the water course and all riparian vegetation is retained.</li> <li>(b) Where a road or vehicle track crosses a waterway the banks are protected from erosion and disturbance.</li> <li>(c) No wash or waste waters are released to a waterway or riparian zone.</li> <li>(d) On site stormwater drains are provided and maintained.</li> <li>(e) Stormwater runoff is directed away from all disturbed areas.</li> <li>(f) No new invasive species (invasive plants and animals, plant and animal pests and diseases) are introduced to the area.</li> </ul> <p><b>PO8</b> The development does not result on adverse long term, irreversible impacts on the natural environment.</p>	<p>There are three watercourses that run through the subject site. The site is on the western side of a crest that runs north-south, approximately 1 kilometre above a water course that runs into a large dam on the subject site.</p> <p>Any water discharge will flow to the existing dam. The applicant stated that <i>'At its worst this water would be no worse than water flowing in off highway'</i>. The internal roads and dams will be regularly maintained by the operators and annual stabilisation and rehabilitation works will occur in an area identified at the time. The performance outcome can be achieved.</p>
<p><b>AO9</b> In partial fulfilment of this performance outcome -</p> <ul style="list-style-type: none"> <li>(a) Compliance with an approved site rehabilitation plan.</li> <li>(b) During and on completion of extraction the site is rehabilitated using clean fill, naturally occurring clay, sand, soil or crushed rock free of contaminants.</li> <li>(c) The final surface of the fill is topsoiled, sloped, drained and vegetated to minimise erosion, infiltration and to prevent ponding of stormwater and capture of overland flow.</li> <li>(d) During operation the extraction path is stripped to a maximum of 1 ha ahead of extractions. Top soil is not removed from the site. All disturbed areas are revegetated as soon as practicable after operations cease on that area and vegetation processes are maintained until vegetation cover is re-established.</li> <li>(e) The maximum slope of all reformed material is 1 in 6.</li> <li>(f) The final layer of compacted earth is at least 0.5 m in depth and covers the entire area of the filled site.</li> <li>(g) No new invasive species (invasive plants and animals, plant and animal pests and diseases) are introduced to the area.</li> </ul> <p><b>PO9</b> As the resource is removed from each section of the extractive industry site it is to be rehabilitated in a manner that results in optimal future land use and avoids adverse impacts on ecological and hydrological processes.</p>	<p>The applicant has advised that rehabilitation works within the disturbed area at Sediment Dam No. 2 will be completed by 14 May 2018.</p> <p>The approval can be conditioned to required rehabilitation to achieve compliance with PO9.</p>

## **Options**

Council:

1. Approve the application subject to conditions as recommended.
2. Approve the application subject to conditions other than as recommended.
3. Refuse the application giving reasons for the refusal.

## Recommendation

THAT the application for Material Change of Use (Extractive industry – not more than 5,000 tonnes per year) on land at 157 Mountside Road, The Glen, described as Lot 1 RP140635, Parish of Rosenthal, County of Merivale, be approved subject to the following conditions:

### Schedule 1 - Southern Downs Regional Council Conditions

#### Approved Plans

1. The development of the site is to be generally in accordance with the following proposal plans submitted with the application, and subject to the final development being amended in accordance with the conditions of this approval.

Plan Name	Plan No.	Date
Loy	-	2 July 2004
RP140635	-	-

2. Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval prevail.

#### Land Use and Planning Controls

3. **This approval will expire on 1 April 2028.** Any application to extend the approval will be subject to a review of compliance with the conditions of this Development Permit in accordance with Council's standard requirements at that time.
4. **The maximum amount of material to be extracted from the site must not exceed 5,000 tonnes per annum.**
5. The extractive industry shall generally operate only between the hours of 7.00am to 6.00pm, Mondays to Saturdays. Preparation and maintenance of vehicles must also be conducted only within these hours. The activity is not permitted to be conducted on Sundays and public holidays.
6. No more than 5000 square metres of the proposed excavation site is to be open and excavated at any one time.
7. Blasting is prohibited on the site.
8. The applicant is to have an annual audit prepared by a suitably qualified auditor, to the satisfaction of the Director Planning, Environment and Corporate Services, demonstrating compliance with the conditions of this development permit in relation to the location and area of the site being excavated, the amount of material removed from the site on a weekly and annual basis. **The results of each audit are to be submitted to Council no later than 1 November each year.**
9. The applicant is to **submit a plan prepared by a surveyor** which shows that the current total area of excavation and associated activities. **The plan must be submitted and approved prior to the use of the land for extraction purposes.** The surveyor must **install permanent markers** showing the boundary to the area to be used, and the applicant must ensure that these markers remain onsite for the life of the extractive industry.
10. The extractive industry, including access tracks and sedimentation ponds must be wholly contained within the allotment. **Any encroachment into the gazetted road to the southern of the site must be rectified, either by the closure of the gazette road or the rehabilitation of any disturbed area.**

#### Amenity and Environmental Controls

11. Any liquid spills must be cleaned up immediately and disposed of in an appropriate manner that ensures environmental harm does not occur. An appropriate spill kit for the management of wastes and hazardous liquids associated with the activity must be readily available at the site. Anyone operating under this approval must be trained in the use of the

spill kit.

12. The operator must investigate and address all environmental nuisance and/or environmental harm complaints. The following details must be recorded and provided to Council upon request:
  - (a) time, date, name and contact details of the complainant;
  - (b) reasons for the complaint;
  - (c) any investigations undertaken;
  - (d) conclusions formed; and
  - (e) any actions taken.

When requested by Council, an assessment, including monitoring and/or sampling must be undertaken by a suitably qualified person(s) to investigate any complaint of environmental nuisance and/or environmental harm (which in the opinion of an authorised person is not frivolous, vexatious nor based on mistaken belief). Upon completion of the assessment, the results must be submitted to Council within 10 business days. This must be undertaken in accordance with any direction given by Council at the time.

If the results of the assessment indicate, or where it is determined by an authorised person, that environmental nuisance and/or environmental harm is being caused, abatement or control measures must be implemented as recommended by a suitably qualified person and/or Council.

13. From commencement of the activity to which this approval relates, a site based management plan (SBMP) must be implemented. The SBMP must identify all sources of environmental nuisance and/or environmental harm, including but not limited to the actual and potential release of all contaminants, the potential impact of these sources and what actions will be taken to prevent the likelihood of environmental nuisance and/or environmental harm being caused. The SBMP must also provide for the review and continued improvement in the overall environmental performance of all activities that are carried out.
14. The operator must contact the Council as soon as practicable after becoming aware of any release of contaminants not in accordance with the conditions of this approval, or any event where environmental harm has been caused or may be threatened.
15. Any lighting fixtures must be installed and maintained so that they do not emit glare or light above the levels stated in *Australian Standard AS:4282-1997 Control of Obtrusive Effects of Outdoor Lighting*.
16. All material stockpiles and trafficable areas associated with the approved activity must be maintained using all reasonable and practicable measures necessary to minimise the release of windblown dust or traffic generated dust to the atmosphere. Reasonable and practicable measures may include but are not limited to:
  - (a) Using water sprays and/or a water truck;
  - (b) Adopting and adhering to speed limits;
  - (c) Using dust suppressants and wind breaks; and
  - (d) Sealing the areas.
17. Noise levels emitted from the activity must not exceed 5 dB(A) above the background noise levels in the locality when measured at any nearby noise sensitive receptor.
18. All wastes are to be suitably collected and disposed of so as not to adversely impact on the environment.
19. The cleaning of plant equipment and vehicles must be carried out in an area where wastewater can be suitably managed so as not to cause contaminants to release into waterways or overland flow paths.

20. Advertising Devices relating to the Extractive industry may **only** be erected on the subject land, i.e. Lot 1 RP140635. The location, size, type and content of any advertising sign or device located on the land is to be compatible with the rural character of the surrounding area. No advertising signs or devices are to be located on any other land, unless all applicable approvals are obtained under the Planning Scheme and the relevant local laws. No advertising signs or devices are to be located within the road reserve.

### **Fencing, Landscaping and Buffers**

21. The site (including all disturbed areas such as slopes, borrow pits, stockpile and screening areas) must be rehabilitated in a manner such that:
- (a) suitable native species of vegetation are planted and established;
  - (b) replacement of top soil;
  - (c) potential for erosion of the site is minimised;
  - (d) the quality of stormwater, other water and seepage released from the site is such that releases of contaminants such as suspended solids, turbidity, total dissolved salts, pH, total iron, total aluminium, and total manganese are not likely to cause environmental harm;
  - (e) the likelihood of environmental nuisance and/or environmental harm being caused by release of dust is minimised;
  - (f) the water quality of any residual water body meets relevant criteria for subsequent uses and does not have potential to cause environmental harm;
  - (g) the final landform is stable and not subject to slumping; and
  - (h) any actual and potential acid sulfate soils in or on the site are either not disturbed, or are submerged or treated, so as to not be likely to cause environmental harm.

A rehabilitation plan is to be submitted to and approved by the Director Planning, Environment and Corporate Services within 90 days of the date of the Development Approval. The rehabilitation plan is to include details of the points listed above and is to be commenced once each 10,000 square metres excavation area has been exhausted.

22. There is to be no clearing of vegetation outside of the excavation area for any purpose associated with the Extractive industry.

### **Car Parking and Vehicle Access**

23. A sealed vehicle access is to be maintained to the site in accordance with Council's standard.
24. The applicant is to erect "Authorised Vehicles Only" sign on all gates to the site.

### **Stormwater Drainage**

25. Erosion protection and sediment control measures must be implemented and maintained to minimise erosion and the release of sediment.
26. Suitable banks and/or diversion drains must be installed and maintained to exclude stormwater runoff from entering any extractive areas, stockpile sites, and ponds or other structures used for the storage or treatment of contaminants or wastes. **Existing diversion banks must be repaired to fill all gaps and to prevent the release of contaminated waters from the site.**

### **Advisory Notes**

- (i) Unless otherwise stated, all conditions of this approval are to be complied with to the satisfaction of the Director Planning, Environment and Corporate Services, prior to the use commencing, and then compliance maintained at all times while the use continues.
- (ii) Any proposal to increase the scale or intensity of the use on the subject land, that is assessable development under the Planning Scheme, would be subject to a separate application for assessment in accordance with the *Planning Act 2016* and would have to



comply with the requirements of the Planning Scheme.

- (iii) It is encouraged that you arrange for a free compliance inspection to be carried out prior to the use commencing. This will involve a physical inspection of the premises along with an internal audit of Council's records. Written advice will be provided for your records advising if compliance with the conditions has been achieved
- (iv) The operator must at all times comply with the *Environmental Protection Act 1994*.
- (v) The General Environmental Duty under the *Environmental Protection Act 1994* prohibits unlawful environmental nuisance caused by noise, aerosols, particles dust, ash, fumes, light, odour or smoke, beyond the boundaries of the property during all stages of the development including earthworks, construction and operation.
- (vi) Any storage of flammable and/or combustible liquids must comply with the minor storage provision of Australian Standard AS1940 *The Storage and Handling of Flammable and Combustible Liquids*.
- (vii) The applicant is to permit Council officers access to the site in accordance with the powers of entry provisions of the *Local Government Act 2009*, so as to ensure the use is being conducted in accordance with the conditions of the approval.

### Aboriginal Cultural Heritage

- (viii) All reasonable and practicable measures must be taken to ensure that no harm is caused to Aboriginal cultural heritage (the "cultural heritage duty of care"). The cultural heritage duty of care is met if the development is conducted in accordance with gazetted cultural heritage duty of care guidelines. Further information on cultural heritage, together with a copy of the duty of care guidelines and cultural heritage search forms, may be obtained from [www.datsima.qld.gov.au](http://www.datsima.qld.gov.au)

## Schedule 2 - Department of State Development, Manufacturing, Infrastructure and Planning's conditions as a Concurrence agency

1708-711 SRA

### Attachment 1—Conditions to be imposed

No.	Conditions	Condition timing
<b>Development Permit - Material Change of Use</b>		
10.9.4.2.4.1 - State-controlled road—The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of the Department of Transport and Main Roads to be the enforcement authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following conditions:		
1.	Any excavation, filling/backfilling/compaction, retaining structures and other works involving ground disturbance must not encroach or destabilise the state-controlled road or the land supporting this infrastructure, or cause similar adverse impacts.	At all times.
2.	Direct access is not permitted between the New England Highway and the subject site.	At all times.

**Attachment 2—Reasons for decision to impose conditions**

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**The reasons for this decision are:**

- Conditions 1 is to ensure the development and its construction does not cause adverse structural impacts on state-transport infrastructure.
- Conditions 2 is to ensure access to the state-controlled road from the site does not compromise the safety and efficiency of the state-controlled road is prohibited were not required.

**Attachments**

1. Submission [View](#)

**From:** Walls Sand & Gravel Warwick [mailto:wallsandgravel@gmail.com]  
**Sent:** Wednesday, 10 January 2018 11:11 AM  
**To:** General Enquiries  
**Subject:** OBJECTION TO Application Ref: MCU-01873

With reference to the above application for "Extractive Ind up to 5000T" at 157 Mountside Road, The Glen I would like to raise an objection.

I attach a photo of the application that has been attached on site and note that the "submission to" date is written as 10-1-17. This is an incorrectly advertised date and I would suggest that new submission dates need to be advertised. Please can you let me know the new valid submission dates.

I have also searched on your website for the application MCU-01873, but your search engine does not come up with anything. Please could you email me a link so that I can view the application in full.

Kind regards,  
Vicky

--

## **WALLS SAND & GRAVEL PTY LTD**

22 Rosenthal Rd Warwick Qld 4370 Ph: 07 4661 1827 Fax: 07 4661 2191

Email: [wallsandgravel@gmail.com](mailto:wallsandgravel@gmail.com)

Website: [wallsandgravel.com.au](http://wallsandgravel.com.au)

ABN 61 109 284 488

# Proposed Development

a submission from

1-12-17

Proposed use

EXTRACTIVE

to 10-1-17

IND UP TO 5000 T

Where

On

Approval sought

Minimum lot size  
and frontage

Building height

Setbacks

Site cover

For further information & submissions to  
Southern Downs Regional Council  
Phone: 1300 697 372  
Email Address: mail@sdlc.qld.gov.au  
Postal Address: P.O. Box 26, Warwick  
Website: www.sdlc.qld.gov.au


View the application  
Application

Public notification requirements are in accordance with the  
Planning Act 2016

157 MOUNTSIDE ROAD THE GLEN  
LOT 1 RP140635  
DEVELOPMENT PERMIT

## 12.4 Material Change of Use - I & R Watts, 360 Condamine River Road, Killarney

### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 28 February 2018
	Development Assessment Coordinator	<b>ECM Function No/s:</b> MCU\01919

<b>APPLICANT:</b>	Gary Hayes & Partners Pty Ltd
<b>OWNER:</b>	Ian S Watts & Rosemarie B Watts
<b>ADDRESS:</b>	Condamine River Road, Killarney
<b>RPD:</b>	Lot 4 SP174449, Parish of Killarney, County of Merivale
<b>ZONE:</b>	Rural – Basalt Uplands Precinct
<b>PROPOSAL:</b>	Extractive industry
<b>LEVEL OF ASSESSMENT:</b>	Impact
<b>SUBMITTERS:</b>	One
<b>REFERRALS:</b>	Nil

### Recommendation Summary

THAT the application for Material Change of Use, Extractive industry (not more than 5,000 tonnes per year) on land at Condamine River Road, Killarney, described as Lot 4 SP174449, Parish of Killarney, County of Merivale, be approved subject to conditions.

### Report

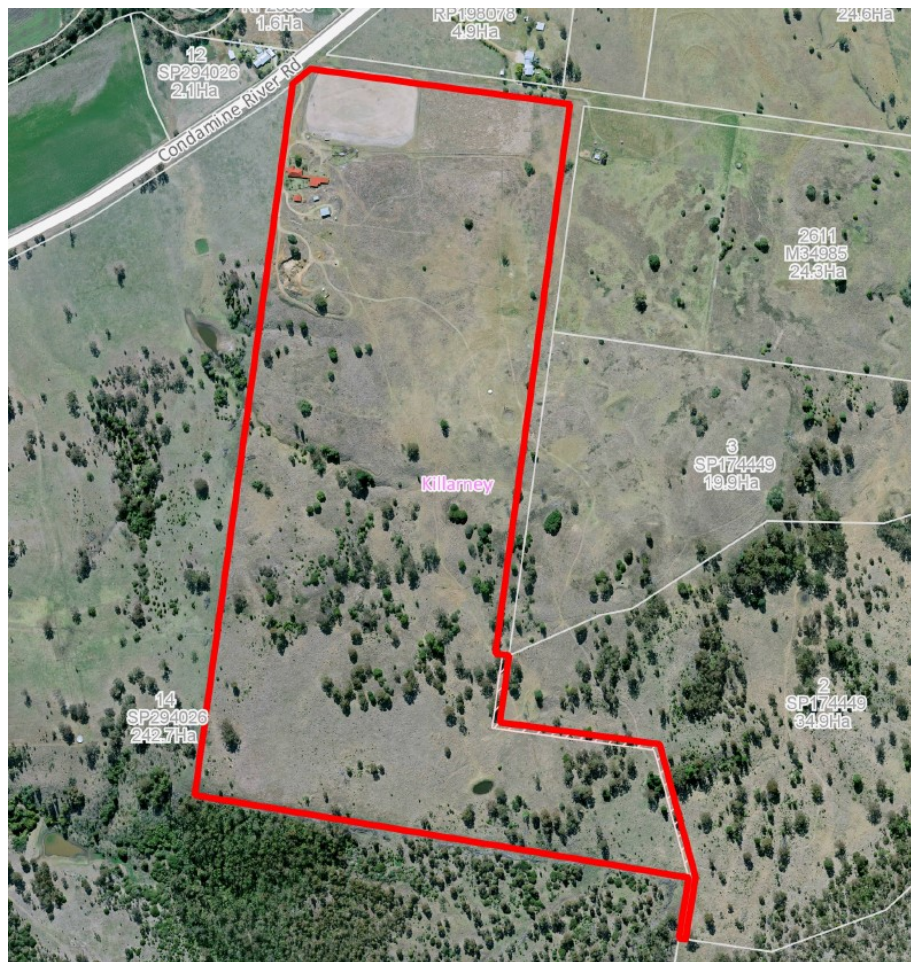
The proposed development is for an Extractive industry of no more than 5,000 tonnes of gravel per year. The subject land is zoned rural and is currently being used for farming purposes which will not change with this proposal.

The proposed development will utilize an existing access located on Condamine River Road, which is bitumen sealed road with no kerb and channel. There is a gazetted road located parallel to the northern and eastern boundaries, however these gazette roads are unconstructed.

The proposed location of the Extractive industry area is setback approximately 131 metres from the eastern boundary, 190 metres from the western boundary and 515 metres from the northern boundary. There is a fuel storage area that will have the appropriate bunding and a shed located to the north of the extraction area. The internal driveway to the extraction area is to be of an all-weather gravel standard, and a sprinkler line will be provided adjacent to the driveway to suppress dust that may be caused by vehicles. The water supply to the extraction area and the sprinkler system is pumped to a tank from the Condamine River.

The subject property currently has an extraction area used by the owners of the property for the construction of their own internal driveways/roads. A condition should be imposed for this area to cease the extraction of material and for rehabilitation to occur in the form of tree planting.

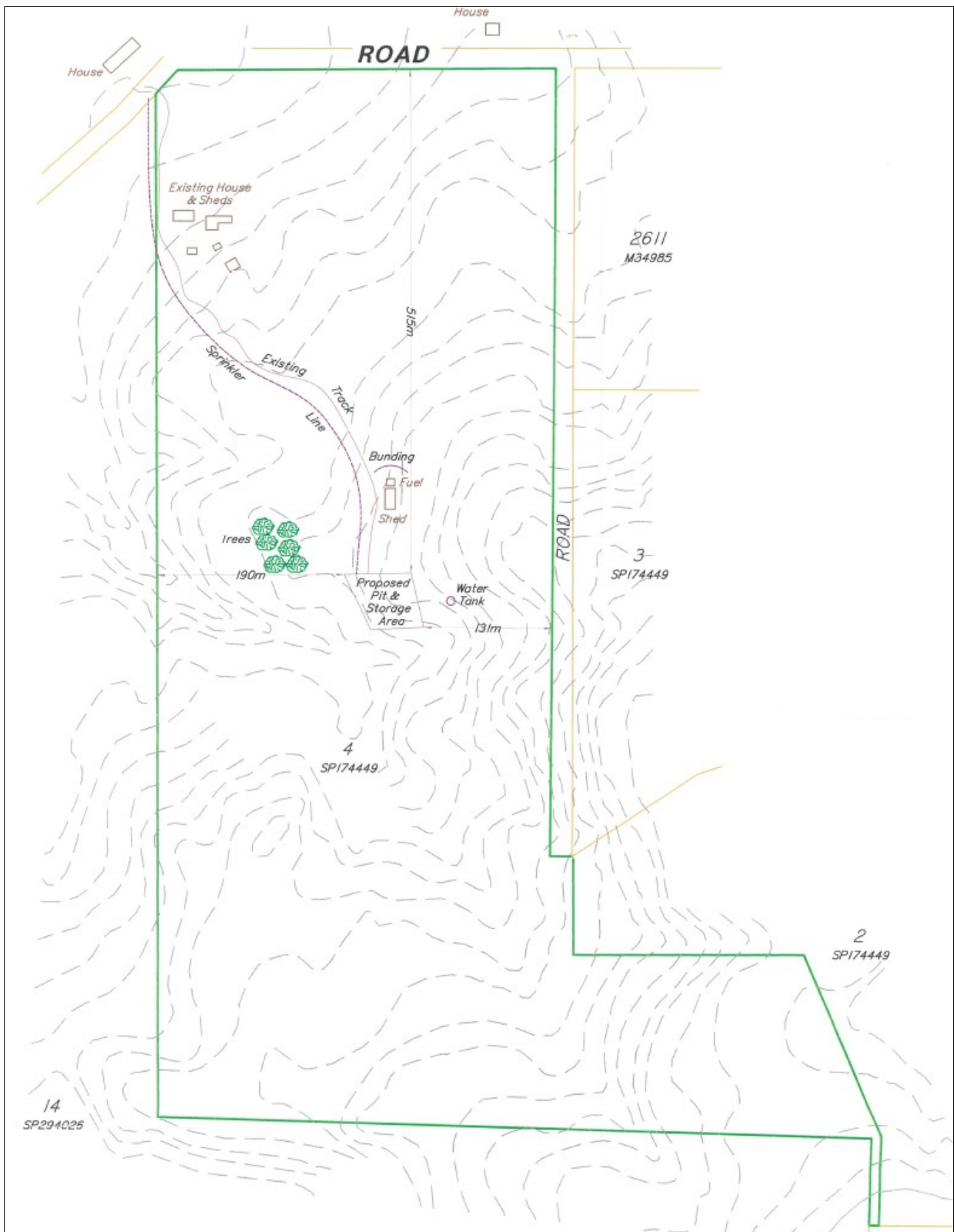




**Figure 1: Subject Property**



**Figure 2: Current extraction area on-site used for internal driveways/roads**



**Figure 3: Proposed Extractive Industry area**

### **Referral**

The proposed development is for Extractive Industry of no more than 5,000 tonnes of gravel per year and therefore no referral to the Department of State Development, Manufacturing, Infrastructure and Planning is required. If the extracts in excess of 5,000 tonnes per year, a referral will be required and a change to application will need to occur.

## **Submissions**

There was one (1) properly made submission received regarding the proposed development. The applicant's responses to the concerns raised are as follows:

### **Potenital dust nuisance**

*As detailed on the application and mentioned by the subitter, dust will be mitigated on site by a watering system. Given the frequency and nature of the use, it is considered that the proposed mitigation measures will adequately address any potential dust nuisance.*

### **Noise of the water pump**

*Watering of the quarry and associated roadway will only occur during daylight hours. Any noise generated from the suppression of dust will be if a minimal level as to not cause nuisance to any of the adjoining land owners.*

### **Safety concern regarding the access to Condamine River Road**

*The existing access has been in this location for a significant period of time, with the location being considered acceptable by Council as part of the realignment of boundaries application. A condition of the approval for the realignment of boundaries application required the access to be maintained. The location is considered to have adequate sight distances for the vehicles associated with the proposed development. There will be no adverse impact on the safe operation of Condamine River Road as a result of the development.*

<b>Matters raised in submissions</b>	<b>Description of how matters were dealt with in reaching the decision</b>
Potential dust generate from the all-weather gravel driveway	The applicant has advised that a sprinkler line will run parallel to the internal driveway to mitigate potential dust nuisance from the use of the driveway and a water truck can also be available on-site if required. In addition, a condition has been imposed outlining that should the all-weather driveway become a dust nuisance that Council can use its discretion to require them to upgrade the driveway to a bitumen standard.
Noise generated from the pump which is located near the Condamine River to pump water to the water storage tank located near the extraction area	It is unlikely that the pump will be used outside of day light hours. In addition, the pump is currently in use for farm activities and therefore the increase in use for the Extractive industry would be minimal.
Access to the subject property should be relocated further to the west where there is improved site distances and is not located adjacent to a residential driveway on the northern side of Condamine River Road.	The applicant is required to upgrade the access as part of the development. A requirement of the approval is to obtain a permit from Council's Engineering Department under Council's Subordinate Local Law No. 1.15 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2011. The access will be reviewed at this time.

### **Engineering Comments**

*"As discussed, please apply the standard condition for a minor works application for the access. The engineering department will then determine if the location of the access is suitable in its current location or other along the boundary".*

## **Assessment against the Planning Scheme**

This application required assessment against the following benchmarks:

- Rural zone code



- Extractive industry code
- Carparking and loading code
- Landscaping code
- Outdoor lighting code
- Physical infrastructure code
- Bushfire hazard overlay code

### ***Rural zone code***

***AO1 - There is no acceptable outcome identified.***

***PO1 - The rural or natural environment character of the land is retained. Uses established in the Rural zone do not conflict with rural land uses or the natural, scenic and community values of the area.***

The subject property is currently operating as a farm for livestock production (cattle). The livestock production is not altering as part of this application. The extractive industry use is only taking up a small portion of land, with the remainder of the site being available for livestock and therefore will not conflict with the rural land use. Tree planting is occurring on-site to reduce the visual impact of the extractive area and there is no significant vegetation being removed as part of the development. The proposal is considered to comply with the performance outcome of the Code.

***AO2 - No acceptable outcome identified.***

***PO2 - Rural activity on land is protected from conflict with other uses that are not rural uses.***

While the use is not considered a rural activity, it will not conflict with the rural activity that is currently occurring on-site. The dominate use on-site will continue to be the production of cattle, with only a small section of the site used for extraction. These two (2) uses can co-exist and therefore compliance with the performance outcome is achieved.

***AO6 - There is no acceptable outcome identified***

***PO6 - All uses are located, designed, oriented and constructed to minimise noise, dust, odour or other nuisance from existing lawful uses including rural and industry uses.***

The proposed extraction area is located 131 metres from the east boundary, 515 metres from the northern boundary and 190 metres from the western boundary and therefore it is considered that majority of noise and dust nuisance will be contained within the property boundaries with mitigation measures such as sprinkler systems and tree planting. The nearest dwelling houses to the extraction area, excluding the existing dwelling house on-site are 580 metres to the north-east, 570 metres to the north-west and 890 metres to the south-west. It is consider that there are appropriate separation distances from adjoining land uses and therefore compliance with the performance outcome is achieved.

***AO8 - There is no acceptable outcome identified.***

***PO8 - Development is sensitive and responsive to the scenic amenity of the area. The appearance and siting of buildings, other structures, carparking areas or signage is compatible with the scenic character of the area, the design of any nearby structures and is respectful and sympathetic to any Local heritage place.***

The development proposal does include a shed for the storage of equipment near the extraction area. The shed will be of a similar size and appearance to a standard rural shed and will therefore not affect the scenic amenity of the rural area and therefore compliance with the performance outcome is achieved.

***AO1- Basalt uplands - There is no acceptable outcome identified.***

***PO1 - Basalt uplands - Uses are limited to uses that do not compromise the natural environment character or scenic value of the land, are safe from environmental hazards and are located on sites that have adequate and appropriate access. In particular –***

- The development does not result in the clearing of any remnant vegetation either for site works or protection from hazards;*

- (b) *The use is located, designed and constructed so that it is not likely to cause conflict with agricultural practices;*
- (c) *The use has low visual impact particularly where located on highways, main roads or tourist routes.*

There is no significant vegetation being removed from the subject property as part of the proposal and the areas that are disturbed by the extractive industry will be required to be rehabilitated once the operations have ceased. A tree planting buffer is to be provided to the northwest of the extraction area to ensure the area has a low visual impact along the Condamine River Road. As previously mentioned, cattle grazing is to occur on-site on conjunction with the extractive industry to ensure the subject property maintains its agricultural practices and compliance with the performance outcome is achieved.

### ***Extractive industry code***

**AO1.2** - *Shrubs and trees are either retained or planted to screen the activities on the site from any public area. The screened buffer area is at least 50 m wide and adjoins all boundaries. Where there is no existing vegetation to form an adequate buffer mounding with a maximum slope of 1 in 5 and a minimum height of 1.2 m is erected within 10 m of the property boundary.*

There is no screen buffer area of 50 metres wide adjoining the property boundaries and therefore compliance with the performance outcome must be achieved.

**PO1** - *The development of the site achieves an acceptable standard of visual amenity having regard to the characteristics of the site, the resource, the surrounding area and the character of the locality.*

While the subject property slopes upwards from Condamine River Road, the extraction area is located in an area where it slightly slopes down on the side of the hill, away from the main uphill terrain. The applicant is proposing additional planting at the top of the ridge to further buffer the extraction area from the road and adjoining properties.



**Figure 4:** Location of Extraction area to the Northwest



**Figure 5:** Location of extraction area to the South

The extraction area is setback approximately 131 metres from the eastern boundary, 190 metres from the western boundary and 515 metres from the northern boundary. The development is considered to be of a standard of visual amenity having regards to the terrain characteristics of the site and therefore is considered to comply with the performance outcome.

**AO2** - *There is no acceptable outcome proposed.*

**PO2** - *The extractive industry operation does not impact on the scenic qualities of the area and significant vistas are maintained.*

As it can be seen in Figures 4 and 5, the location of the extraction area is within a gully area on the site. There is additional planting to be provided to further assist in scenic qualities in the area. It is not anticipated that there will be any impact to the vistas in the area and therefore compliance with the performance outcome can be achieved.

**AO4** - *In partial fulfilment of this performance outcome –*

*Internal roads are to be sealed or other adequate dust suppression techniques are to be used.*

The internal roads are of a gravel standard and therefore a performance outcome is sought after.

**PO4** - *The development minimises air pollution.*

The internal roads to the extraction area are not sealed however there are adequate dust suppression techniques to be used such as a sprinkler system located parallel to the internal road and if necessary a water truck can be used to further assist in mitigating dust. The extractive industry use is not going to be used every day but on a needs basis. Therefore the proposed measures around dust are considered appropriate and compliance with the performance outcome is achieved.

### ***Carparking and loading code***

There is no specified car parking rate prescribed within the Code for an Extractive industry use. The subject property is large enough to cater for informal car parking and there are no customers that will come to the subject property. All roads leading up to the extractive area are to be of an all weather standard.

### ***Landscaping code***

The landscaping code is not applicable in this instance however planting is occur to the north-west of the extraction area to provide a visual screen.

### ***Outdoor lighting code***

There is no proposed outdoor lighting and therefore the outdoor lighting code is not applicable in this instance.

### ***Physical infrastructure code***

The subject property already contains a dwelling house and therefore all relevant infrastructure is existing and the physical infrastructure code is not applicable in the assessment of the application.

### ***Bushfire hazard overlay code***

The majority of the subject property is within a bushfire hazard area. However, the subject property is fairly clear of vegetation. Although there is a fuel storage area to be provided, it is located close to the water tank and windmill on-site to ensure appropriate water is available. The extractive industry will only be used periodically and is located a sufficient distance away from the existing dwelling house on the subject property. In addition, there is a sprinkler line located parallel to the internal road to ensure safe evacuation can occur, if necessary. Overall the development is not considered to compromise the safety of people or property.

### ***Infrastructure Charges***

An Extractive Industry use is defined as a Specialised Use under the Adopted Infrastructure Charges Resolution. No charge is specified for Specialised Uses, but it is to be determined at the time of assessment. The subject property is not connected to reticulate water and sewer and there is no stormwater network in the area. The development will be required to update the access to the subject property to a bitumen standard and therefore in this instance it is not considered reasonable to apply an Infrastructure Charge.

## **STATEMENT OF REASONS**

### **Assessment benchmarks**

The following are the benchmarks applying for this development:

<b>Benchmarks applying for the development</b>
<p>The following codes of the Southern Downs Planning Scheme:</p> <ul style="list-style-type: none"><li>– 6.2.10 Rural zone code</li><li>– 8.2.3 Bushfire hazard overlay code</li><li>– 9.3.3 Extractive industry code</li><li>– 9.4.2 Carparking and loading code</li><li>– 9.4.4 Landscaping code</li><li>– 9.4.6 Outdoor lighting Code</li><li>– 9.4.7 Physical infrastructure code</li></ul>

### **Reasons for the decision**

Notwithstanding the details that have been provided, not all benchmarks have been complied with, but by imposing conditions, compliance with the Southern Downs Planning Scheme is achieved.

### **Reasons for Approval Despite Non-Compliance with Assessment Benchmarks**

The development has been assessed against the relevant benchmarks specified above, and has been approved despite non-compliance with the specific benchmarks listed below for the reasons noted.



Benchmark	Reasons for the approval despite non-compliance with benchmark
<p><b>Extractive industry code</b></p> <p><b>AO1.2</b> - Shrubs and trees are either retained or planted to screen the activities on the site from any public area. The screened buffer area is at least 50 m wide and adjoins all boundaries. Where there is no existing vegetation to form an adequate buffer mounding with a maximum slope of 1 in 5 and a minimum height of 1.2 m is erected within 10 m of the property boundary.</p> <p><b>PO1</b> - The development of the site achieves an acceptable standard of visual amenity having regard to the characteristics of the site, the resource, the surrounding area and the character of the locality.</p>	<p>There is no screen buffer area of 50 metres wide adjoining the property boundaries and therefore compliance with the performance outcome must be achieved.</p> <p>While the subject property slopes upwards from Condamine River Road, the extraction area is located in an area where it slightly slopes down on the side of the hill, away from the main uphill terrain. The applicant is proposing additional planting at the top of the ridge to further buffer the extraction area from the road and adjoining properties.</p> <p>The extraction area is setback approximately 131 metres from the eastern boundary, 190 metres from the western boundary and 515 metres from the northern boundary. The development is considered to be of a standard of visual amenity having regards to the terrain characteristics of the site and therefore is considered to comply with the performance outcome.</p>

## Options

Council:

1. Approve the application subject to conditions as recommended.
2. Approve the application subject to conditions other than as recommended.
3. Refuse the application giving reasons for the refusal.

## Recommendation

THAT the application for Material Change of Use, Extractive industry (not more than 5,000 tonnes per year), located at Condamine River Road, Killarney, described as Lot 4 SP174449, Parish of Killarney, County of Merivale, be approved subject to the following conditions:

### Schedule 1 - Southern Downs Regional Council Conditions

#### Approved Plans

1. The development of the site is to be generally in accordance with the following proposal plan submitted with the application, and subject to the final development being amended in accordance with the conditions of this approval.

Plan Name	Plan No.	Date
Site Plan prepared by Gary Hayes & Partners Pty Ltd	W4947-03	20/11/2017

2. Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval prevail.

#### Land Use and Planning Controls

3. **This approval will expire on 1 April 2028.** Any application to extend the approval will be subject to a review of compliance with the conditions of this Development Permit in accordance with Council's standard requirements at that time.
4. **The maximum amount of material to be extracted from the site must not exceed 5,000 tonnes per annum.**
5. The area to be used for extracting of gravel must be at the location indicated on the maps forming part of the Development Application. The maximum land area permitted to be used for extractive industries is 6,500 square metres.
6. No more than two (2) people shall operate on the subject site at any one time, excluding truck drivers who are only driving trucks.
7. The development shall generally operate only between the hours of 8.00am to 6.00pm, Mondays to Saturdays, and not at all on Sundays and public holidays. **Blasting is restricted to the hours of 8:00am and 5:00pm, Monday to Saturday –** This includes preparation and maintenance of vehicles.
8. The applicant is to **submit a plan prepared by a surveyor** which shows that the current total area of excavation and associated activities. **The plan must be submitted and approved prior to the use of the land for extraction purposes.** The surveyor must **install permanent markers** showing the boundary to the area to be used, and the applicant must ensure that these markers remain onsite for the life of the extractive industry.
9. Use of the existing gravel pit on the land is to cease within 90 days of this Development Approval and a rehabilitation plan for rehabilitation of this pit is to be submitted to and approved by the Director Planning, Environment and Corporate Services. The gravel pit is to be rehabilitated in accordance with the approved rehabilitation plan.

#### Building and Site Design

10. A copy of the Form 21 (Final Inspection Certificate) issued for the building works is to be provided to Council upon completion of the shed being constructed. (See advisory note below.)

#### Amenity and Environmental Controls

11. Any liquid spills must be cleaned up immediately and disposed of in an appropriate manner that ensures environmental harm does not occur. An appropriate spill kit for the management of wastes and hazardous liquids associated with the activity must be readily available at the

site. Anyone operating under this approval must be trained in the use of the spill kit.

12. The operator must investigate and address all environmental nuisance and/or environmental harm complaints. The following details must be recorded and provided to Council upon request:
  - (a) time, date, name and contact details of the complainant;
  - (b) reasons for the complaint;
  - (c) any investigations undertaken;
  - (d) conclusions formed; and
  - (e) any actions taken.

When requested by Council, an assessment, including monitoring and/or sampling must be undertaken by a suitably qualified person(s) to investigate any complaint of environmental nuisance and/or environmental harm (which in the opinion of an authorised person is not frivolous, vexatious nor based on mistaken belief). Upon completion of the assessment, the results must be submitted to Council within 10 business days. This must be undertaken in accordance with any direction given by Council at the time.

If the results of the assessment indicate, or where it is determined by an authorised person, that environmental nuisance and/or environmental harm is being caused, abatement or control measures must be implemented as recommended by a suitably qualified person and/or Council.

13. From commencement of the activity to which this approval relates, a site based management plan (SBMP) must be implemented. The SBMP must identify all sources of environmental nuisance and/or environmental harm, including but not limited to the actual and potential release of all contaminants, the potential impact of these sources and what actions will be taken to prevent the likelihood of environmental nuisance and/or environmental harm being caused. The SBMP must also provide for the review and continued improvement in the overall environmental performance of all activities that are carried out.
14. The operator of an activity to which this approval relates must contact the Council as soon as practicable after becoming aware of any release of contaminants not in accordance with the conditions of this approval, or any event where environmental harm has been caused or may be threatened.
15. All material stockpiles and trafficable areas associated with the approved activity must be maintained using all reasonable and practicable measures necessary to minimise the release of windblown dust or traffic generated dust to the atmosphere. Reasonable and practicable measures may include but are not limited to:
  - (a) Using water sprays and/or a water truck;
  - (b) Adopting and adhering to speed limits;
  - (c) Using dust suppressants and wind breaks; and
  - (d) Sealing the areas.
16. Noise levels emitted from the premises must not exceed 5dB(A) above the background noise levels in the locality when measured at the boundary of an affected residential dwelling.
17. All wastes are to be suitably collected and disposed of so as not to adversely impact on the environment.
18. The cleaning of plant equipment and vehicles must be carried out in an area where wastewater can be suitably managed so as not to cause contaminants to release into waterways or overland flow paths.
19. Advertising Devices relating to the Extractive Industry may **only** be erected on the subject land, i.e. Lot 4 SP174449. The location, size, type and content of any advertising sign or device located on the land is to be compatible with the rural character of the surrounding



area. No advertising signs or devices are to be located on any other land, unless all applicable approvals are obtained under the Planning Scheme and the relevant local laws. No advertising signs or devices are to be located within the road reserve.

### **Fencing, Landscaping and Buffers**

20. The site (including all disturbed areas such as slopes, borrow pits, stockpile and screening areas) must be rehabilitated in a manner such that:
- (a) suitable native species of vegetation are planted and established;
  - (b) replacement of top soil;
  - (c) potential for erosion of the site is minimised;
  - (d) the quality of stormwater, other water and seepage released from the site is such that releases of contaminants such as suspended solids, turbidity, total dissolved salts, pH, total iron, total aluminium, and total manganese are not likely to cause environmental harm;
  - (e) the likelihood of environmental nuisance and/or environmental harm being caused by release of dust is minimised;
  - (f) the water quality of any residual water body meets relevant criteria for subsequent uses and does not have potential to cause environmental harm;
  - (g) the final landform is stable and not subject to slumping; and
  - (h) any actual and potential acid sulfate soils in or on the site are either not disturbed, or are submerged or treated, so as to not be likely to cause environmental harm.

A rehabilitation plan is to be submitted to and approved by the Director Planning, Environment and Corporate Services prior to 1 March 2018 unless the use ceases earlier.

21. A dense Tree planted buffer strips of 20 metres width are to be provided as indicated on the Site Plan, prepared by Gary Hayes & Partners Pty Ltd, drawing number W4947-03 and dated 20/11/2017 so as to minimise the visual impact of the development from adjoining properties and roads.
22. **A Landscaping Plan is to be submitted to and approved by the Director Planning, Environment and Corporate Services prior to the commencement of the use.** The Landscaping Plan is to be prepared by an appropriately qualified person, and must include details of the location and species of plants, the irrigation system and the height and material of fencing. Plants are to be generally frost resistant and drought hardy, and must not include weed species. Root barriers are to be installed around trees that are located within 3 metres of any underground infrastructure. The site is to be landscaped and maintained in accordance with the approved Landscaping Plan.

### **Car Parking and Vehicle Access**

23. The applicant is to erect "Authorised Vehicles Only" sign on all gates to the site.
24. All vehicular access to and from the site must be via Condamine River Road only.
25. A 3.0 metre wide all-weather driveway is to be constructed from Condamine River Road to the Extractive use area. The vehicle driveway may remain gravel, provided they are appropriately maintained and do not cause a dust nuisance. If complaints are received (which in the opinion of an authorised person is not frivolous, vexatious nor based on mistaken belief) or the vehicle entrance and driveway become eroded with material becoming deposited outside of the site or potholes form that would increase noise associated with vehicle movements, the driveway shall be constructed in bitumen to Council's standards.
26. Any car park area is to be defined by a low physical barrier along the edge of the car parking area and driveways.

### **Stormwater Drainage**

27. Erosion protection and sediment control measures must be implemented and maintained to minimise erosion and the release of sediment.
28. Suitable banks and/or diversion drains must be installed and maintained to exclude stormwater runoff from entering any extractive areas, stockpile sites, and ponds or other

structures used for the storage or treatment of contaminants or wastes.

### **Advisory Notes**

- (i) Unless otherwise stated, all conditions of this approval are to be complied with to the satisfaction of the Director Planning, Environment and Corporate Services, prior to the use commencing, and then compliance maintained at all times while the use continues.
- (ii) Any proposal to increase the scale or intensity of the use on the subject land, that is assessable development under the Planning Scheme, would be subject to a separate application for assessment in accordance with the *Planning Act 2016* and would have to comply with the requirements of the Planning Scheme.
- (iii) It is encouraged that you arrange for a free compliance inspection to be carried out prior to the use commencing. This will involve a physical inspection of the premises along with an internal audit of Council's records. Written advice will be provided for your records advising if compliance with the conditions has been achieved.
- (iv) The General Environmental Duty under the *Environmental Protection Act 1994* prohibits unlawful environmental nuisance caused by noise, aerosols, particles dust, ash, fumes, light, odour or smoke, beyond the boundaries of the property during all stages of the development including earthworks, construction and operation.
- (v) Any storage of flammable and/or combustible liquids must comply with the minor storage provision of Australian Standard AS1940 *The Storage and Handling of Flammable and Combustible Liquids*.
- (vi) **Building Approval is to be obtained** for a Class 10B building in accordance with the *Planning Act 2016* for the proposed building work. The building application must be submitted to a Building Certifier with the appropriate **forms, plans and fees** associated with this application. The building plans are to accord with the plans approved in this approval. The building is to be constructed in accordance with the Building Approval prior to the commencement of the use. **A Form 21 (Final Inspection Certificate) must be issued for the building works prior to the use commencing.**
- (vii) The applicant is to permit Council officers access to the site in accordance with the powers of entry provisions of the *Local Government Act 2009*, so as to ensure the use is being conducted in accordance with the conditions of the approval.
- (viii) An application must be submitted and approved by Council for a permit under Southern Downs Regional Council's Subordinate Local Law No. 1.15 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2011.

### **Aboriginal Cultural Heritage**

- (ix) All reasonable and practicable measures must be taken to ensure that no harm is caused to Aboriginal cultural heritage (the "cultural heritage duty of care"). The cultural heritage duty of care is met if the development is conducted in accordance with gazetted cultural heritage duty of care guidelines. Further information on cultural heritage, together with a copy of the duty of care guidelines and cultural heritage search forms, may be obtained from [www.datsima.qld.gov.au](http://www.datsima.qld.gov.au)

### **Attachments**

1. Submission [View](#)

SOUTHERN DOWNS REGIONAL COUNCIL

RONALD (TIGER) GEORGE

ATTENTION: TONYA COLLIER  
, OR

359 CONDRAMINE RIVER  
ROAD KILLARNEY Q 4

TO WHOM IT MAY CONCERN

DATE 01-02-2018

THIS LETTER IS IN RELATION TO THE PROPOSED DEVELOPMENT  
FOR 360 CONDRAMINE RIVER ROAD KILLARNEY Q 4373.  
LOT 4 ON SP174449  
APPLICATION REF. MCU\01919

I AM WRITING TO PUT FORWARD MY CONCERNS  
AS I OWN + LIVE WITH MY FAMILY AT 359 CONDRAMINE RIVER  
ROAD WHICH IS DIRECTLY OPPOSITE THE PROPOSED ENTRANCE  
TO THE QUARRY PIT OFF CONDRAMINE RIVER ROAD.

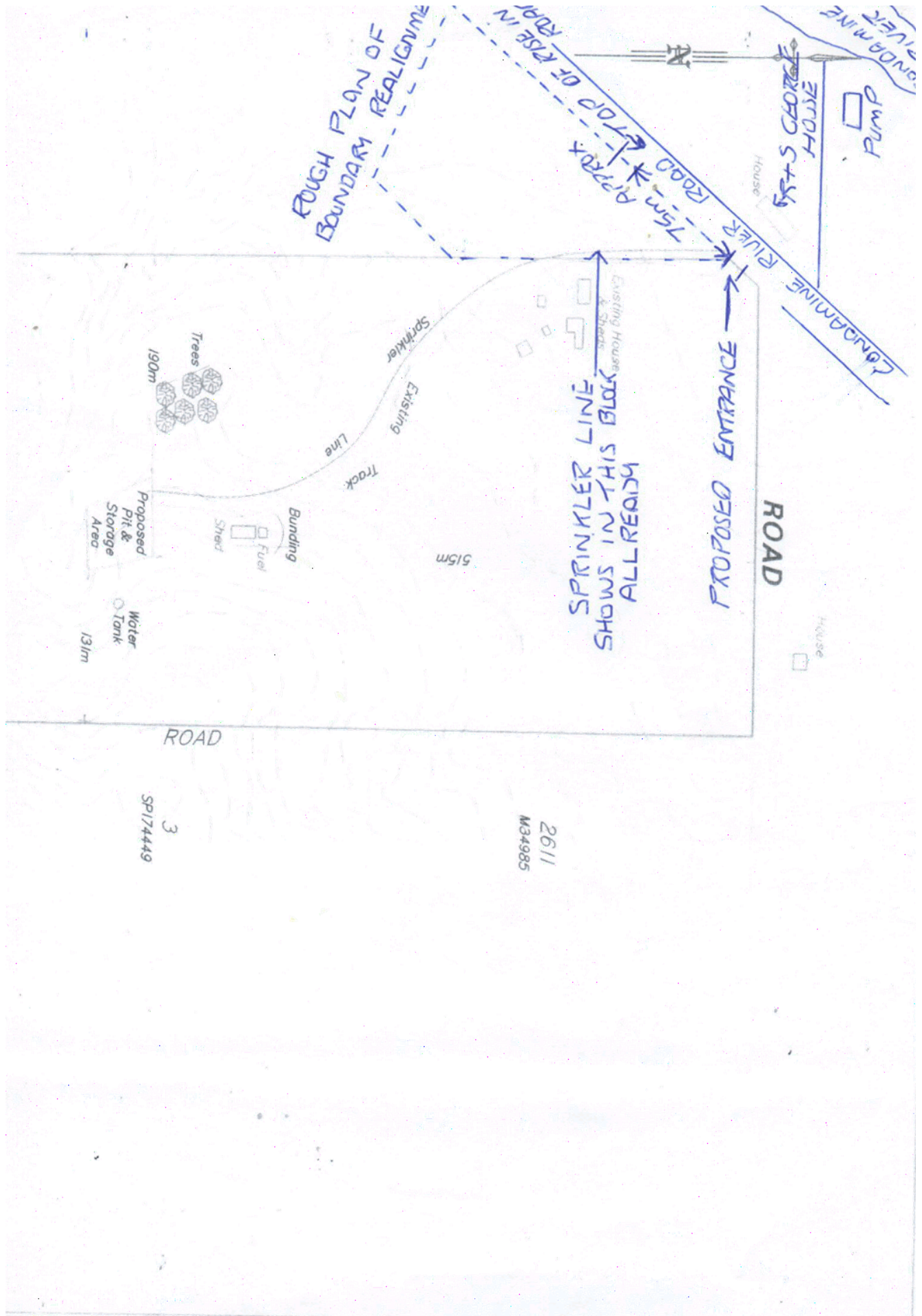
MY CONCERNS ARE THAT THE DUST COULD BE  
AN ISSUE WITH THE AMOUNT OF GRAVEL BEING REMOVED  
FROM THE QUARRY. AFTER READING THE APPLICATION I  
UNDERSTAND THAT THERE WILL BE A SPRINKLER SYSTEM  
AND OTHER DUST CONTROL MEASURES TAKEN. MY OTHER  
CONCERN IS AS PER SITE PLAN, IT SHOWS A WATER TANK  
AT THE QUARRY FOR THE SPRINKLER SYSTEM WHICH WE  
PRESUME WILL BE FILLED BY PUMPING FROM THE CONDRAMINE  
RIVER WHICH WILL BE PUMPED BY A DIESEL LISTER MOTOR.  
THIS MOTOR IS CURRENTLY IN USE TO PUMP WATER FOR STOCK  
AND IS APPROXIMATELY 75m FROM OUR HOUSE WHICH  
FROM NORMAL PUMPING IS LOUD AND EXTREMELY LOUD AT  
A NIGHT TIME. THEREFORE WITH THE EXTRA PUMPING  
HOURS IT NEEDS TO BE DONE IN THE WORK HOURS SET OUT  
IN THE APPLICATION BETWEEN 7am - 6pm MON - SAT.



IF THESE DUST AND NOISE CONTROL MEASURES ARE CARRIED OUT AS PER APPLICATION ASSESSMENT REQUIREMENTS, THIS SHOULDN'T CREATE ANY PROBLEMS WE ALSO HAVE A VISUAL SAFETY CONCERN WITH THE PROPOSED ENTRANCE THAT HAS TO BE CONSTRUCTED FROM SCRATCH WITH A 6m GRID AND SEALED ENTRANCE. I WOULD LIKE COUNCIL TO TAKE A LOOK AT THE PROPOSED ENTRANCE AS THE OWNERS HAVE HAD A BOUNDARY REALIGNMENT TO THIS BLOCK, WHICH GIVES THEM GREATER FRONTAGE TO CONDAMINE RIVER ROAD HEADING BACK TOWARDS KILLARNEY.

THIS IS NOTED IN THE APPLICATION AS A CURRENT RE CONFIGURATION TO LOT AND ALSO THE SITE PLAN WHICH SHOWS THE SPRINKLER SYSTEM LINE ON THIS NEWLY REQUIRED GROUND. WE FEEL IF THEY WENT APPROXIMATELY 75m BACK ALONG THIS NEW FRONTAGE IT WOULD BE BETTER SUITED FOR ENTRANCE AS IT WOULD BE ON THE CREST OF THE HILL. THIS WOULD TAKE AWAY ANY SAFETY ISSUES AS THERE WOULD BE BETTER VISION FROM BOTH DIRECTIONS.

YOURS SINCERELY  
RONALD GEORGE  
Rysgerge



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

Nil

**14. NOTICES OF MOTION**

Nil

**15. GENERAL BUSINESS**

**16. CONSIDERATION OF CONFIDENTIAL BUSINESS ITEMS**

In accordance with the provisions of Section 275(1) 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 275(1) of the *Local Government Regulation 2012*, which permits the meeting to be closed to the public for business relating to the following, as indicated:

### **16.1 Budget Amendment to Plant Replacement Program**

#### **Reason for Confidentiality**

This item is considered confidential in accordance with section 275(1)(c) of the *Local Government Regulation 2012*, as it contains information relating to the local government budget.

### **16.2 Untreated Water Consumption Rate Adjustment**

#### **Reason for Confidentiality**

This item is considered confidential in accordance with section 275(1)(c) of the *Local Government Regulation 2012*, as it contains information relating to the local government budget.

### **16.3 January 2018 Monthly Report from Warwick Indoor Recreation and Aquatic Centre from YMCA Brisbane**

#### **Reason for Confidentiality**

This item is considered confidential in accordance with section 275(1)(h) of the *Local Government Regulation 2012*, as it contains information relating to business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

### **16.4 Purchase of K-9 Kube**

#### **Reason for Confidentiality**

This item is considered confidential in accordance with section 275(1)(e) of the *Local Government Regulation 2012*, as it contains information relating to contracts proposed to be made by Southern Downs Regional Council.

### **16.5 Proposed Sale of Council Owned Land**

#### **Reason for Confidentiality**

This item is considered confidential in accordance with section 275(1)(e) of the *Local Government Regulation 2012*, as it contains information relating to contracts proposed to be made by Southern Downs Regional Council.

### **16.6 Allora and District Historical Society Incorporated – Tenure Renewal**

#### **Reason for Confidentiality**

This item is considered confidential in accordance with section 275(1)(e) of the *Local Government Regulation 2012*, as it contains information relating to contracts proposed to be made by Southern Downs Regional Council.

### **16.7 Proposed Lease and Sale of Land**

#### **Reason for Confidentiality**

This item is considered confidential in accordance with section 275(1)(e) of the *Local Government Regulation 2012*, as it contains information relating to contracts proposed to be made by Southern Downs Regional Council.

### **16.8 Audit and Risk Management Committee Meeting Minutes - 15 February 2018**

#### **Reason for Confidentiality**

This item is considered confidential in accordance with section 275(1)(h) of the *Local*



*Government Regulation 2012*, as it contains information relating to business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.