

"Southern
Downs –
unique
communities
balancing
opportunity
and
growth with
refreshing
lifestyles"

Operational Plan 2009-2010



Introduction

Simply Irresistible

The Operational Plan, which is prepared each financial year in accordance with the *Local Government Act 1993*, contains the strategies, actions and service programs that will be implemented by Council over a 12 month period to achieve the long term goals identified in the Corporate Plan. Budget estimates for each of the initiatives are contained in the Operational Plan and these are used to develop Council's overall Financial Budget for the next financial year. Day to day core business duties are not listed in the Operational Plan, instead the Plan focuses on projects and initiatives that the Council will be focusing on in the financial year to achieve long term Corporate Objectives.

The 2009-2014 Corporate Plan is the crucial driver in establishing the Southern Downs Region as Queensland's region of choice for lifestyle, for business and for tourism. In conjunction with the Vision 2040, Council's Corporate Plan is a strategic long term planning document which will assist Council to achieve its vision of '*Southern Downs - unique communities balancing opportunities and growth with refreshing lifestyles*'.

The five Foundations within the Corporate Plan and therefore the Operational Plan are:

- Service Delivery and Infrastructure;
- Planning;
- Organisational Frameworks;
- Community and Lifestyle; and
- Growth and Opportunity.

In accordance with the *Local Government Act 1993*, Council will assess its progress towards implementing its Corporate and Operational Plans on a quarterly basis.

Copies of this Plan and the Corporate Plan are available for purchase at Council offices.



Rod Ferguson
Chief Executive Officer

Foundation 1: Service Delivery & Infrastructure

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No.	Task	Corp Plan Ref.	Vision 2040 Ref.	Outcome	Responsibility	Timeframe	Budget Amount	Budget Ref.	Officer Comment
1	Construct Allora Waste Transfer Station	1.4 & 1.5	3.3	Completion of Allora Waste Transfer Station	Manager Environmental Services	Jun-10	\$700,000	Cap-3240	Capital Work in Progress Funded 2008/09 Budget
2	Commence construction of Wallangarra Waste Transfer Station	1.4 & 1.5	3.3	Completion of Wallangarra Waste Transfer Station in 2010/11	Manager Environmental Services	Dec-10	\$300,000	Cap-3248	Includes \$99,000 Work in Progress 2008/09 Only part funded in 2009/10, additional \$200,000 required in 2010/11 Budget
3	Remediate Allora Landfill	1.4 & 1.5	3.3	Former Landfill capped and remediated to Environmental Protection Agency Standards	Manager Environmental Services	Jun-10	\$700,000	Cap-3240	Subject to State Government Environmental Infrastructure Grant
4	Remediate Tannymorel Landfill	1.4	3.3	Former Landfill remediated to Environmental Protection Agency Standards	Manager Environmental Services	Oct-10	\$40,000	new capital	New capital works project
5	Lifespan Assessment of waste facilities across the region	1.4	3.3	Lifespan & capacity of landfill documented	Manager Environmental Services	Jun-10	\$20,000	756	
6	Introduce Kerbside Recycling Service in the Stanthorpe area	1.2 & 1.4	3.3	Kerbside Recycling available within all Waste Collection Areas of Southern Downs region	Manager Environmental Services	Jul-09	\$10,000	834-761	
7	Ensure all titles are transferred from former Council names to Southern Downs Regional Council	1.6		All titles registered in name of Southern Downs Regional Council	Manager Executive Services	Mar-10	\$5,000	GL 052	Budget allowance for legal services and staff time
8	Review and rationalise the local roads of regional significance as part of the Main Roads/ Local Government Alliance	1.7 & 1.8	8.3	Existing inequities between the former Council road networks need to be resolved	Deputy Director Engineering Services	Dec-09	\$5,000	GL 351	This work will be necessary to provide for continued funding from the Alliance
9	Develop Asset Management plans for the road network	1.6	8.3	Modelling of road maintenance and asset renewal used to determine budgeting	Manager Design & Assets	Mar-11	\$60,000	GL 562	This will be the key component of the Asset Engineer's work
10	Assist Council in the development of a Strategic Asset Plan for the civic precinct in Warwick and Stanthorpe	1.6	2.2	A Strategic Asset Plan that considers the future asset requirements for the CBD areas in Warwick and Stanthorpe	Director Corporate Services	Sep-09	\$40,000	GL 161	Budget allowance for consultants fees

Foundation 1: Service Delivery & Infrastructure

Simply Irresistible

No.	Task	Corp Plan Ref.	Vision 2040 Ref.	Outcome	Responsibility	Timeframe	Budget Amount	Budget Ref.	Officer Comment
11	Develop Asset Management plans for Council's pensioner housing to comply with the Department of Housing requirements	1.6 & 2.3.6	1.4	Asset plans completed	Manager Community Development	Mar-09	\$8,600	GL 641 - 648	\$5,600 staff time
12	Develop 5-year building maintenance plans for buildings and facilities	1.6		Longer term building maintenance is planned for	Manager Cultural & Recreational Development	Jun-10	\$10,000	various	
13	Develop a condition assessment for all building and facilities	1.6		Provision of data for asset management	Manager Cultural & Recreational Development	Jun-10	\$15,000	various	Engage external consultants
14	Review and implement termite and other pests management program for all Council buildings	1.6 & 4.5		Pest management documentation and treatment of pests	Manager Cultural & Recreational Development	Jun-10	\$105,000	various	Using pest management contractors
15	Implement recommendations from the Slade Campus Master Plan	1.6 & 4.5	4.5	Optimal utilisation of the Slade Campus	Chief Executive Officer/Director Corporate Services	Sep-09		GL 161	No budget allowance has been made. However an allocation may be necessary once the recommendations are known
16	Develop a maintenance strategy for Warwick and Stanthorpe aerodromes to maintain the existing excellent conditions	1.11	2.4	The condition of the aerodromes is a key component in attracting users	Deputy Director Engineering Services	Mar-10	\$7,500	GL 351	A formal methodology is required to ensure adequate funding is provided in the budget.
17	Develop aerodrome marketing strategy in conjunction with Department of Employment, Economic Development and Innovation (DEEDI) for region's aerodromes	1.11	2.4	Thriving, viable, sustainable aerodromes in Southern Downs region	Manager Economic Development	Feb-10	\$14,000	GL 131	50/50 marketing funding with DEEDI
18	Achieve Aerodrome registration with Civil Aviation Safety Authority for the Warwick and Stanthorpe Aerodromes	1.11	2.4	Registration of the aerodromes is vital for the attraction of larger aviation activities	Deputy Director Engineering Services	Jun-10	\$5,000	GL 47	Registration will ensure that all pilots are aware of the aerodrome through the En Route Supplement Aid (ERSA) publication
19	Report to Council and seek a resolution on sewerage for Allora	1.3	1.1 & 8.2 8.3?	Determination of future direction of sewage treatment in Allora	Director Engineering Services	Dec-09	\$5,000	GL 351	This issue needs to be resolved so as to determine the ability for future expansion and development in Allora
20	Plan study for the upgrade of Allora water supply	1.1	1.1, 3.1 & 8.3	Determination of future direction of water in Allora	Director Engineering Services	Jun-10	\$40,000	GL 351	

Foundation 1: Service Delivery & Infrastructure

Simply Irresistible

No.	Task	Corp Plan Ref.	Vision 2040 Ref.	Outcome	Responsibility	Timeframe	Budget Amount	Budget Ref.	Officer Comment
21	Report to Council on water saving strategies to further conservation of water in conjunction with development of Drought Management Plan	1.2	3.1	Determine if Council wishes to supply water saving applications e.g. shower heads	Manager Water & Sewerage	Jun-10	\$2,000	GL 43	Provide a review of water saving applications that Council may be able to fund or supply
22	Promote Water Wise practices within the Community	1.2	3.1	Better public awareness of water wise practices	Manager Water & Sewerage	Oct-10	\$10,000	GL 351	Coordinate work with Corporate Communications officer
23	Achieve approval for a project to improve the Stanthorpe Urban Water Supply	1.1	3.1	Project approval obtained.	Deputy Director Engineering Services	Jun-10	\$15,000	GL 436	Some finality needs to be achieved for this project
24	Prepare Warwick Inland Hub Capability Statement, including Cunningham Rail Link, in conjunction with Department of Employment, Economic Development and Innovation, local transport operators and Trans Regional Amalgamated Infrastructure Network (TRAIN) Project	1.8., 1.9 & 1.10	2.5, 2.6 & 4.5	Southern Downs positioned and promoted as a major inland hub	Manager Economic Development	Sep-09	\$18,300	GL 131	In conjunction with TRAIN Project and major transport operators
25	Prepare a Scoping Study Report to Council on the feasibility of a shuttle service to Brisbane Airport	1.9	4.2	Feasibility of a shuttle service to Brisbane Airport completed	Manager Economic Development	Apr-10	\$2,200	GL 131	In conjunction with local operators and Dept of Transport

Foundation 2: Planning

Simply Irresistible

No.	Task	Corp Plan Ref.	Vision 2040 Ref.	Outcome	Responsibility	Timeframe	Budget Amount	Budget Ref.	Officer Comment
26	Develop the Southern Downs Planning Scheme	2.1, 2.8, 2.11, 3.11, 4.14.2, 4.6, 4.11, 4.13, 4.15, 5.9, 5.10, 5.13 & 5.16	1.1-1.4, 1.6, 2.2-2.8, 3.2, 3.3, 3.5, 3.6, 4.4, 4.6, 5.1, 5.3, 7.1, 7.2, 7.4, 8.2, 8.3 & 8.5	Liaison with State Agencies and Community. Drafting of planning scheme provisions	Manager Strategic Planning	Jun-10	\$200,000	83-2-611	This is a continuing project due for completion end 2010
27	Develop a Priority Infrastructure Plan for the Southern Downs Planning Scheme	2.3.10		Liaison with Department of Main Roads and Preparation of plan	Manager Strategic Planning	Jun-10	\$70,000	83-2-614	This is a continuing project due for completion end 2010
28	Finalise Amendments to Planning Scheme: - Rodeo Drive area - Service Commercial to Residential; - Use of Unviable Lots in realignments; - Requirements for rural residential development; - Amendments to Rural Development Code with regards to use of rural land for residential purposes; and - Canningvale Road: Rural to Residential.	2.1 & 2.11	2.3 & 3.2	Warwick Shire Planning Scheme Amendments adopted.	Manager Planning Services	Jun-10	\$10,000	83-2-613	
29	Prepare a Southern Down Region Pest Management Plan	2.3.5	3.2	Council adoption of a combined Pest Management Plan for SDRC	Manager Environmental Services	Jun-10	\$10,000	83-4-654	
30	Implement a Pest Plant Property Inspection Program in the south part of the region	2.3.5	3.2	A Coordinated Pest Plan Inspection Program is established throughout SDRC	Manager Environmental Services	Jun-10	\$100,000	83-4-654	
31	Prepare Southern Downs Region Waste Management Strategy	2.3.4 & 1.4	3.3	Council adoption of a combined Waste Mgt Strategy for SDRC	Manager Environmental Services	Jan-10	\$10,000	83-4-741	
32	Sustainable Energy Strategy	2.6 & 2.7	3.4	Engagement with Stakeholders and commencement of strategy	Manager Strategic Planning	Jun-10	\$30,000	83-2-615	This is a continuing project due for completion mid 2011

Foundation 2: Planning

Simply Irresistible

No.	Task	Corp Plan Ref.	Vision 2040 Ref.	Outcome	Responsibility	Timeframe	Budget Amount	Budget Ref.	Officer Comment
33	Prepare and implement new Local Laws under Planning & Environment Department control	2.5	3.3	Combined P & E Local Laws for SDRC	Manager Environmental Services, Manager Planning Services, Manager Built Environment	Jun-10	\$70,000	83-4-726, 83-3-624 & 83-5-629	Minimum of 10 Local Laws to be reviewed by P & E Department
34	Prepare and implement new local laws	2.5		New local laws applicable to the Southern Downs region	Manager Executive Services	Ongoing	\$5,000	GL 052	Legal advice and assistance in preparation of documents
35	Investigate the provision of an alternate method of burials and local law implications	2.5		Provision of burial options for a diverse range of nationalities and religions	Manager Cultural & Recreational Development	Feb-10	\$7,500	GL 470	Community consultation required
36	Undertake study of space requirements at all cemeteries	2.8	8.2	Production of a future plan for each cemetery	Manager Cultural & Recreational Development	Feb-10	\$3,000	GL 461	
37	Review Council's Investment Policy	2.2.1		Updated Investment Policy	Director Corporate Services	Mar-10	\$2,000	GL 161	
38	Review Council's Borrowing Policy	2.2.2		Updated Borrowing Policy	Director Corporate Services	Mar-10	\$2,000	GL 161	
39	Review Council's Purchasing Policy	2.2.3		Updated Purchasing Policy	Director Corporate Services	Mar-10	\$2,000	GL 161	
40	Review Council's 2010/11 Revenue Policy	2.2.4		Updated Revenue Policy	Director Corporate Services	Jul-09	\$5,000	GL 161	
41	Review Council's Revenue Statement	2.2.4		Updated Revenue Statement	Director Corporate Services	Mar-10	\$5,000	GL 161	
42	Develop Council's Local Disaster Management Plan	2.3.1		Local Disaster Management Plan to be adopted by Council	Manager Executive Services	Aug-09	\$30,000	GL 052	Budget amount is for cost of consultant to assist with the project. Expect that the Internal Audit Committee will consider Plan

Foundation 2: Planning

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No.	Task	Corp Plan Ref.	Vision 2040 Ref.	Outcome	Responsibility	Timeframe	Budget Amount	Budget Ref.	Officer Comment
43	Develop Council's Risk Management Plan	2.3.7		Risk Management Plan to be adopted by Council	Manager Executive Services	Dec-09	\$10,000	GL 052	Budget amount is for cost of consultant to assist with the project. Expect that the Internal Audit Committee will consider Plan
44	Develop Council's Business Continuity Plan	2.3.1		Business Continuity Plan to be adopted by Council	Manager Executive Services	Dec-09	\$30,000	GL 052	Budget amount is for cost of consultant to assist with the project. Expect that the Internal Audit Committee will consider Plan
45	Develop Asset Management plans for all Council Assets using a consistent methodology	2.3.6	8.3	Asset Management plan Models used to determine Council budgets related to Assets	Manager Design & Assets	Mar-12	\$300,000	GL 562	A consistent approach across all asset types is vital
46	Develop public car parking plans for the central business areas of Warwick and Stanthorpe	2.3.9	8.3	A long term plan will be developed to allow for budget considerations for additional public parking	Director Engineering Services	Jun-11	\$50,000	GL 351	Traffic engineering consultants will be required for this work in consultation with council staff
47	Develop a Community Development Plan/Policy for SDRC	2.3	8.1	Clearly identified roles, directions, goals, objectives and strategies for the Community Development Section. Also will inform the public of Council's planned intentions in Community Development and create opportunities for local participation	Manager Community Development	Jun-10	\$4,000	GL 831	\$2,000 staff time. Currently a lack of clarity of understanding Community Development role within Council and the community
48	Investigate the grant funding options for renewing SDRC housing for seniors	1.7	1.4	Options identified for long term planning	Manager Community Development	Jun-10	\$500	GL 642	Staff time
49	Develop a Tourism Strategy for the Southern Downs region	2.3.3	7.2	A Tourism Strategy developed	Manager Economic Development	Jun-10	\$100,000	GL 132	In conjunction with SDGBRT, WTE and GBWT

Foundation 3: Organisational Frameworks

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No.	Task	Corp Plan Ref.	Vision 2040 Ref.	Outcome	Responsibility	Timeframe	Budget Amount	Budget Ref.	Officer Comment
50	Prepare database of Intensive Animal Uses throughout region	3.7	2.3	Improved information to assist in Development Assessment and Public Information	Manager Planning Services	Dec-09	\$1,000	83-3-623	Preliminary work was undertaken by the former Warwick Shire Council
51	Prepare databases of Extractive Industries throughout region	3.7	2.3	Improved information to assist in Development Assessment and Public Information	Manager Planning Services	Jun-10	\$2,000	83-3-623	Preliminary work was undertaken by the former Warwick Shire Council
52	Prepare a database of billboards within the region and review signage regulations for the Southern Downs region	3.7	1.2, 3.6	Improved data and processes for Billboards signage	Manager Planning Services	Jun-10	\$20,000	83-3-624	Database does not exist for the former Stanthorpe shire
53	Review Development Engineering procedures and Systems	3.4, 5.4		Improved Development Assessment procedures	Manager Planning Services	Dec-09	\$2,000	83-3-623	
54	Review Development Assessment administration & procedures as a result of IPA review	3.7	2.1	Development of Procedures in accordance with IPA Review	Manager Planning Services & Manager Built Environment	Oct-10	\$10,000	83-3-623 & 83-5-621	
55	Review On-Call arrangement for Environmental Protection Act nuisance complaints	3.11	3.3	On call system implemented	Manager Environmental Services	Oct-09	\$2,000	83-4-723	
56	Implement changes and review systems to accord with reviewed Environmental Protection Legislation	3.7	3.3	Departmental operations comply with Environmental Protection Act	Manager Environmental Services	Jun-10	\$10,000	83-4-723	
57	Implement Food Act Licensing of Wineries	3.7		All Wineries comply with Food Act	Manager Environmental Services	Jun-10	\$20,000	83-4-723	Approx 70 premises
58	Introduce Food Auditing program in accordance with Food Act	3.7		All High Risk Food premises have an approved Food Safety Program	Manager Environmental Services	Jun-10	\$30,000	83-4-723	Approx 30 premises
59	Review Departmental Administration Process to accord with new computerised Property Management System.	3.7	2.1	All P & E Property Mgt System Operational	Manager Environmental Services, Manager Planning Services & Manager Built Environment	Jun-10	\$40,000	82-3-623, 83-3-624, 83-5-621, 83-5-628, 83-5-629, 83-4-691, 83-4-723 & 83-4-724	
60	Extension to Warwick Animal Pound	3.7		Increased capacity to cater for impounded animals	Manager Environmental Services	Oct-10	\$80,000	New Capital	New Capital Works Project

Foundation 3: Organisational Frameworks

Simply Irresistible

No.	Task	Corp Plan Ref.	Vision 2040 Ref.	Outcome	Responsibility	Timeframe	Budget Amount	Budget Ref.	Officer Comment
61	Re-design and re-development of the Warwick Saleyards	3.10	2.3	More efficient flow-through of cattle as well as greater separation of cattle and humans, thus reducing the likelihood of injury	Manager Finance	Dec-09	\$150,000	GL 222	Approved at February 2009 Council meeting
62	Extensions and renovations to Yangan Road Depot Store	3.7		More efficiency and control in stores and warehousing, and quicker turnaround in supplying goods to the field staff	Manager Finance	Dec-09	\$50,000	GL 222	
63	Extensions and renovations to Stanthorpe Depot Store	3.7		Greater efficiency and control in stores and warehousing, and quicker turnaround in supplying goods to the field staff	Manager Finance	Dec-09	\$30,000	GL 222	
64	Establish secondary record storage facility in Warwick	3.12		Construction of secondary record storage area	Manager Executive Services	Mar-10	\$50,000	GL 052	Allowance for planning phase in 2009/10
65	Review of key system at Stanthorpe facilities	3.12		Introduction of new key system	Manager Executive Services	Sep-09	\$25,000	GL 052	Estimates will be available for budget consideration
66	Commissioning of the renovated customer service area in Stanthorpe	3.7	8.1	Streamlined and more efficient customer service capability in the Stanthorpe office	Manager Executive Services	Sep-09		GL 052	Designs and costings are being prepared and will be available for budget consideration
67	Conduct Customer Satisfaction survey	3.12	8.1	A completed survey that identifies strengths and weaknesses in customer service to the community	Manager Executive Services	Sep-09	\$10,000	GL 052	Budget amount is for cost of consultant to assist with the project
68	Review of on-line customer services	3.7	8.1	Strategy for improvement and measurement of on-line service levels	Manager Information Technology & Communications	Dec-09		GL 011	
69	Implement Phase 1 of the proposed Corporate Branding strategy	3.3		New corporate branding strategy adopted by Council	Manager Executive Services	Dec-09	\$150,000	GL 052	Budget allowance includes expenditure for signage
70	Internal Audit Committee operational	3.13	8.1	Greater efficiency, transparency and internal control over Council's systems and assets	Director Corporate Services	Jul-09	\$25,000	GL 161	Committee created under resolution of Council with 2 external representatives

Foundation 3: Organisational Frameworks

Simply Irresistible

No.	Task	Corp Plan Ref.	Vision 2040 Ref.	Outcome	Responsibility	Timeframe	Budget Amount	Budget Ref.	Officer Comment
71	Review of general rating system completed	3.8	8.1	A region-wide equitable rating system adopted by Council	Director Corporate Services	Jun-10	\$10,000	GL 161	
72	Identify opportunities for Councillor skills development	3.1		Councillors are provided with options to expand their skills and knowledge	Chief Executive Officer	Jun-10	\$25,000	GL 161	
73	Updated report on organisational structure	3.1, 3.2, 3.5		Council is made aware of needs/challenges to structure	Chief Executive Officer		\$3,000	GL 161	2 year review of structure and needs
74	Review staffing levels of each Directorate	3.2		To ensure future organisational & community needs are met.	Manager Human Resources	Dec-09	\$3,000	GL 023	Includes salary component from other Directorates
75	Review Council's liability in relation to employee accruals and develop strategies to reduce the liability.	3.5		A reduction in Council's liability and staff are taking appropriate leave time	Manager Human Resources	Sep-09	\$4,000	GL 023	Includes salary component from other Directorates
76	Develop and implement a supervisory development program with a focus on basic HR principles	3.6		To provide supervisors with skills, knowledge and confidence to address basic HR issues.	Manager Human Resources	Aug-09	\$10,000	GL 021	Includes salary component from other Directorates
77	Review and update workers' compensation and return to work processes	3.10		More effective management of claims and earlier return to work	Manager Human Resources	Dec-09	\$5,000	GL 022	Includes salary component from other Directorates
78	Increase employees understanding of their safety obligations and responsibilities	3.10		An organisation that is safe to work in and compliant with WPH&S legislation.	Manager Human Resources	May-09	\$10,000	GL 022	Includes salary component from other Directorates
79	Undertake a workforce profile	3.2		To assist in the development of a succession plan to ensure staffing levels are adequate to meet future organisational needs.	Manager Human Resources	Aug-09	\$2,500	GL 023	
80	Undertake a staff skills audit	3.1		To identify current skills and identify future skill gaps.	Manager Human Resources	Oct-09	\$3,000	GL 021	Includes salary component from other Directorates
81	Conduct annual team building challenge among Corporate Services staff	3.4		Enhanced team cohesion and trust	Director Corporate Services	Aug-09	\$2,000	GL 161	
82	Support library networks through networking and external training	3.7	6.3	Professional development of staff and provision of improved levels of library services	Manager Cultural & Recreational Development	Jun-10	\$5,000	GL 041	
83	Review the Stanthorpe and Warwick HACC systems and processes	3.7	5.4	Council adoption of a Southern Downs region system	Manager Community Development	Dec-09	\$13,000	GL 711, 712	\$3,000 IT costs \$10,000 staff time

Foundation 4: Community & Lifestyle

Simply Irresistible

No.	Task	Corp Plan Ref.	Vision 2040 Ref.	Outcome	Responsibility	Timeframe	Budget Amount	Budget Ref.	Officer Comment
84	Replace old analogue cameras in Safe City CCTV System	4.5	1.5	New digital cameras purchased to replace outdated technology analogue cameras	Manager Information Technology & Communications	Jun-10	\$40,000	GL 011	Purchase and installation of 8 cameras at \$5,000 each
85	Initiate the commencement of a Community Safety Plan	4.8	1.5	Stage 1 research & structure established	Manager Community Development	Stage 1 completed by June 2010	\$3,000	GL 831	Collaboration with QPS, Liquor Accord, SDRC, Community Groups & Individuals - Warwick and Stanthorpe
86	Prepare concept plan and estimate of cost for Allora Streetscape Improvements	4.1	2.2	Scoping of works and concepts will be completed to ensure adequate information is available for budget considerations	Director Engineering Services	Jun-10	\$20,000	GL 351	Concepts currently exist for Stanthorpe and Warwick however no work has been done to date with Allora
87	Prepare concept plan and estimate of cost for Stanthorpe Streetscape Improvements	4.1	2.2	Scoping of works and concepts will be completed to ensure adequate information is available for budget considerations	Director Engineering Services	Jun-11	\$20,000	GL 351	
88	Create a Community Directory for the Southern Downs Region	4.16	2.9	Electronic and hard copies available for community use	Manager Community Development	Dec-09	\$5,500	GL 831	Partnership with Sth West Qld Home Assist Secure. Need identified in Stanthorpe 2020 & Warwick Futures Plan. Staff time \$1,500
89	Establish volunteer databases for Southern Downs Region	4.16	6.1-6.4	Database linked to Council's website to increase community capacity to maximise volunteer opportunity	Manager Community Development	Jun-10	\$4,500	GL 831	Staff time \$1,500. Possibility of using GraniteNet as mechanism. Strong support from Stan.2020 & WFP
90	Deliver grant funding workshops for community groups	4.16	6.4	Community groups with greater capacity to access funding	Manager Community Development	Jun-10	\$2,500	GL 831	\$500 staff time. Stan.2020 & WFP
91	Undertake research on Community Foundations & Community Trust models as alternatives to fund community projects	4.16	6.4	Best practice information and examples available for consideration by community groups and organisations as a community resource.	Manager Community Development	Mar-10	\$2,500	GL 831	Staff time. Stan.2020 & WFP

Foundation 4: Community & Lifestyle

Simply Irresistible

No.	Task	Corp Plan Ref.	Vision 2040 Ref.	Outcome	Responsibility	Timeframe	Budget Amount	Budget Ref.	Officer Comment
92	Facilitate and support the progress of Action Plans identified in the Stanthorpe 2020 Community Plan	4.3		Progress made on achieving the identified outcomes and public and Council provided with feedback on this	Manager Community Development	Jun-10	\$12,000	GL 831	\$5,000 staff time. Consultants, Community feedback and consultation, set up and facilitate meetings with key stakeholders and partners. Stan.2020
93	Begin to facilitate and support the development & implementation of Action Plans identified in the Warwick Futures Plan	4.3		Progress made on achieving the identified outcomes and public and Council provided with feedback on this.	Manager Community Development	Jun-10	\$15,000	GL 831	\$7,000 staff time. WFP
94	Prepare an integrated Community Plan for the SDRC	4.3		Integrated SDRC community plan prepared	Manager Community Development	Jun-10	\$12,000	GL 831	\$9,000 staff time. \$3,000 design and printing. Corporate Plan
95	Review the Community Engagement Strategy	4.4	8.1	A living resource being actively used.	Manager Community Development	Jun-10	\$12,000	GL 832	Staff time + printing
96	Identify opportunities to increase usage of Town Halls, Civic Centre and other community facilities	4.14.5	7.3	Increased usage of civic facilities and halls	Manager Cultural & Recreational Development	Jun-10	\$7,500	GL 072, 074, 276	
97	Investigate opportunities for community centres/ cultural centres/ youth spaces	4.14.3 & 4.14.4 & 4.14.5		Models of successfully operating community centres/ cultural centres/ youth spaces identified. Stanthorpe and Warwick Working parties formed.	Manager Community Development	Jun-10	\$2,500	GL 831	Staff time. Stan.2020 & WFP
98	Progress the activities and projects identified in the SDRC Youth Action Policy and Plans through the Young Ambassadors and Young Delegates projects	4.4	1.7	Youth projects completed to enhance opportunities and services for young people	Manager Community Development	Jun-10	\$28,500	GL 181	Staff time \$10,000. YD's projects, YA's projects, progress Warwick Graffiti & Vandalism Public Art project Stage 2 & In The Bin Short Film Making Workshop
99	Complete Stage 2 of the Youth Engagement Forum	4.4 & 4.14	1.7 & 8.1	Identification of effective Youth Engagement strategies implemented across the South West Region, involving the 6 Regional Councils participating in the Forum	Manager Community Development		\$30,500	GL 181	\$20,000 grant funding. \$2,500 cover cost of attendance by YA & YD's plus youth workers. \$7,500 staff time.

Foundation 4: Community & Lifestyle

Simply Irresistible

No.	Task	Corp Plan Ref.	Vision 2040 Ref.	Outcome	Responsibility	Timeframe	Budget Amount	Budget Ref.	Officer Comment
100	Hold Youth Week events across the region	4.14	1.7	Effective collaboration and planning to discuss relevant events & participation by young people across the Region	Manager Community Development		\$5,000	GL 181	\$3,000 staff time. Collaboration between Youth Worker, CDS Inc, YA's & YD's & Youth across the Region
101	Support the Learning Awards	4.16 & 4.17	6.1-6.7	Awards presented at annual Learning Fiesta to acknowledge and progress our "learning community"	Manager Community Development	Dec-10	\$2,000	GL 831	Partnership with granite belt learners and USQ (who have also committed funds to the awards)
102	Promote Indigenous cultural visibility and understanding to increase positive relationships between Council and the Indigenous community	4.12 & 4.3	8.2	Protocol for Welcome to Country & Flag Raising developed. NAIDOC Week supported and strengthened. Cultural Awareness program for staff, Councillors and community explored as possibility	Manager Community Development	Jun-10	\$6,500	GL 832	\$1500 staff time. WFP
103	Support annual book-author visits	4.7	6.4	Increased levels of interest in library and book reading	Manager Cultural & Recreational Development	Jun-10	\$5,000	GL 041	Potential to share costs between RADF funding and Education Queensland
104	Develop library programs targeted at specific groups	4.7	6.3	Increased library membership (eg ethnic communities)	Manager Cultural & Recreational Development	Jun-10	\$2,500	GL 041	Utilise local ethnic and cultural groups
105	Investigate options for expansion of Library service	4.14	6.2	Report prepared and presented to Council for consideration	Manager Cultural & Recreational Development	Feb-10	\$4,500	GL 043	
106	Promote community art	4.12	7.2	Document prepared for incorporation of art and craft elements into public works	Manager Cultural & Recreational Development	Feb-10	\$5,000	GL 821	Engage community art groups
107	Develop Arts & Cultural Policy	4.14.4	6.3	Policy developed for arts and cultural practices	Manager Cultural & Recreational Development	Dec-09	\$3,500	GL 821	Engage community art groups and external consultants
108	Undertake art and cultural audit	4.3	8.1	Identification of people and places associated with the arts	Manager Cultural & Recreational Development	Feb-10	\$7,500	GL 821	Community consultation through RADF Committee and other art & cultural groups
109	Commence delivery of recommendations from Sport and Recreation plans for Warwick and Stanthorpe	4.14	5.1	Elements from both Warwick and Stanthorpe Plans are implemented	Manager Cultural & Recreational Development	Jun-10	\$30,000	GL 821	Potential for part funding by a Sport and Recreation Grant

Foundation 4: Community & Lifestyle

Simply Irresistible

No.	Task	Corp Plan Ref.	Vision 2040 Ref.	Outcome	Responsibility	Timeframe	Budget Amount	Budget Ref.	Officer Comment
110	Investigate a model for study of sport and recreation needs outside the immediate Warwick and Stanthorpe boundaries	4.14	5.1	Strategies are identified for delivery of improved services in these areas	Manager Cultural & Recreational Development	Jun-10	\$6,000	GL 821	Potential for part funding by a Sport and Recreation Grant
111	Investigate potential uses of the Allora Sports Stadium	4.7	5.5	Partnership with Allora Show Society for increased use of stadium for community sport and recreation	Manager Cultural & Recreational Development	Mar-10	\$5,000	GL 271	
112	Develop concept plans and costings to construct an aerobics room, child minding facility and retail café at WIRAC	4.7	5.5	Provision of facilities identified in the Warwick Sport and Recreation Plan that will assist towards increased levels of patronage	Manager Cultural & Recreational Development	May-10	\$25,000	GL 151	Completion of plans will ready this project for any grants that become available
113	Workshopping of opportunities to appraise opinions about covering the swimming pool in Stanthorpe	4.7	5.4	Preparation of documents that will provide an answer to the often raised question of covering the pool	Manager Cultural & Recreational Development	May-10	\$12,500	GL 154	Use of external consultants
114	Identify best models for operating sport and recreation areas	4.7	5.1	Promote development of active and passive recreation areas	Manager Cultural & Recreational Development	May-10	\$10,000	GL 821	Consultation process with sports associations and user groups
115	Determine standards for facilities and maintenance of Council parks and reserves	4.6	8.1	Parks and reserves provided with facilities and maintenance to an agreed and consistent standard	Manager Works & Parks	Mar-10	\$15,000	GL 82-2	Standards do not exist at present
116	Carry out review of need for existing parks and reserves	4.6	5.1	Report to Council on parks and reserves maintained by Council	Deputy Director Engineering	Mar-10	\$2,000	GL 82-2	
117	Prepare a business study in relation to the feasibility of establishing a Cinema in Stanthorpe	4.14		Feasibility study prepared	Manager Economic Development	Jun-10	\$5,000	GL 831	Stan.2020, subject to at least 50% funding from Government
118	Develop specific campaigns to attract "tree changers" and similar socio-economic groups to Southern Downs including Country Week 2009 and other appropriate events	4.14	1.6	Increased migration into the Southern Downs by "tree changers" and similar socio-economic groups	Manager Economic Development	Oct-09	\$28,300	GL 131	50/50 funding via Blueprint for the Bush and corporate partners
119	Develop and implement International Relations Strategy	4.14.3		Strategy adopted and implemented by Council	Manager Economic Development	Jun-10	\$20,000	GL 133	

Foundation 5: Growth & Opportunity

Simply Irresistible

No.	Task	Corp Plan Ref.	Vision 2040 Ref.	Outcome	Responsibility	Timeframe	Budget Amount	Budget Ref.	Officer Comment
120	Prepare review of long term/strategic issues for Council	5.1 & 3.11		Council is made aware of strategic issues that need to be addressed	Chief Executive Officer	Dec-09	\$3,000	GL 161	Useful tool to develop lobbying plans for Council
121	Participate in Regional Planning Programs	5.1		SDRC Issues are included in State Government Regional Planning Initiative	Director Planning & Environment	Jun-10	\$2,000	83-1-671	
122	Participate in IPA Review	5.1		Revised IPA Enacted	Director Planning & Environment	Jun-10	\$2,000	83-1-671	
123	Development information packages for development applications for distribution over the counter and website	5.4, 3.7	2.1	Improved level of customer service for Development Industry and Ratepayers	Manager Planning Services	Dec-09	\$2,000	83-3-623	Preliminary work has commenced
124	Review of new Local Government regulations and response to same	5.1		SDRC response to proposed regulation	Manager Executive Services	To be advised	\$10,000	GL 052	
125	Implement new Local Government Act requirements	5.1		Council meets the new statutory regime	Chief Executive Officer	Jun-10	\$20,000	GL 161	New Act in place 10/12/09
126	Review funding opportunities to maximise external revenue	5.2		New revenue sources incorporated into SDRC systems	Manager Executive Services/Manager Finance	Ongoing	\$10,000	GL 222	
127	Develop Corporate Communication Strategy, including a Marketing Plan	5.2	7.1 & 8.1	Corporate Communication Strategy and Plan	Manager Executive Services		\$40,000	GL 052	Consultants fee for preparation of Plan
128	Improve and develop Council's on-line presence	5.4	8.1	Greater public access and awareness of Council's services	Manager Information Technology & Communications	Ongoing	\$1,000	GL 011	
129	Develop Southern Downs Art Trail for Art Tourism	5.13	7.3	Art and culture practitioners join to promote the region as a diverse arts and cultural destination	Manager Cultural & Recreational Development	May-10	\$10,000	GL 821	Partnerships with private sector
130	Work closely with Chambers of Commerce in the region to develop StreetLife/Mainstreet-style projects to assist retailers and promote the CBDs in the region	5.3	2.2	Stronger, more vibrant, viable Stanthorpe and Warwick CBD retail areas	Manager Economic Development	Nov-09	\$14,200	GL 131	50/50 funding possibility with Chambers
131	Work with major regional businesses and employers to develop and maintain their viability and diversity	5.3	6.7	A Southern Downs Key Industry Reference Group formed, meeting 6-monthly and reporting to Council on opportunity issues or concerns	Manager Economic Development	Sep-09	\$5,200	GL 131	In conjunction with Chamber of Commerce and Industry Qld and Department of Employment, Economic Development and Innovation, State Development and Commerce Queensland

Foundation 5: Growth & Opportunity

Simply Irresistible

No.	Task	Corp Plan Ref.	Vision 2040 Ref.	Outcome	Responsibility	Timeframe	Budget Amount	Budget Ref.	Officer Comment
132	Facilitate adequate supply of serviced industrial and commercial land, through monitoring supply and demand levels, and working closely with regional developers	5.9	2.8	Adequate supply of serviced industrial and commercial land available at all times	Manager Economic Development	Ongoing	\$1,900	GL 131	
133	Work with the regional rural sector and associated business sectors to develop and maintain their viability and diversity	2.1, 2.11, 5.3, 5.7, 5.15 & 5.16	2.3 & 3.2	A Southern Downs Rural Business Sector Reference Group formed, meeting 6-monthly and reporting to Council on issues of concern	Manager Economic Development	Oct-09	\$5,200	GL 131	In conjunction with AgForce and DPI
134	Encourage greater networking opportunities between business, community organisations and services by producing a quarterly business newsletter and actively promoting local Chambers Business After Hours activities.	5.3	2.9	biz -Connect Newsletter published quarterly by EDU highlighting synergies, links and networking opportunities for business and community	Manager Economic Development	Jul-09	\$8,300	GL 131	
135	Assess the viability of establishing the Southern Downs as a hub for specialist industries	5.5	2.10	Scoping Study Report prepared for Council on the opportunities for specialist industries	Manager Economic Development	Mar-10	\$1,900	GL 131	
136	Provide incentives and mentors to young people so that they could establish their own businesses and become self-employed	5.6	6.5	A Small Business Intenders Program for Youth prepared and delivered	Manager Economic Development	Jun-10	\$3,200	GL 131	In conjunction with Department of Employment, Economic Development and Innovation, local high schools and SDIEA
137	Assist local tourism bodies to develop strategies to achieve increased visitation growth and yield	5.11	7.5	Increased regional tourism growth and yield	Manager Economic Development	Ongoing	\$4,200	GL 132	A vigorous and viable SDGB Regional Tourism Infrastructure and Investment Program - RTIIP and Destination Management Officer
138	Develop a long term regional Economic Development Strategy in conjunction with local business and relevant stakeholders	2.3.13, 5.1, 5.3, 5.5, 5.6	6.4	A Southern Downs Economic Development Strategy prepared and implemented	Manager Economic Development	Jun-10	\$52,500	GL 131	
139	Develop KPI's in funding agreements with all local tourism bodies to ensure a co-ordinated and cooperative effort across the region	5.14		KPI's contained in funding agreements with all 3 tourism bodies	Manager Economic Development	Aug-09	\$1,900	GL 132	In conjunction with SDGBRT, WTE and GBWT

Foundation 5: Growth & Opportunity

Simply Irresistible

No.	Task	Corp Plan Ref.	Vision 2040 Ref.	Outcome	Responsibility	Timeframe	Budget Amount	Budget Ref.	Officer Comment
140	Confirm the feasibility of the expansion of the Stanthorpe Industrial Estate and commence development of Stage 4 as need identified	5.9	2.8	Additional serviced industrial land available for sale for new businesses	Manager Economic Development	Jun-10			