



REGIONAL COUNCIL

# **SPECIAL MEETING (BUDGET ADOPTION)**

## **MINUTES**

**25 JULY 2016**

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**SPECIAL MEETING OF  
ORDINARY COUNCIL  
MEETING MINUTES  
25 JULY 2016**

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**ATTENDANCE:**

**Councillors Present**

- Cr Tanya Milligan (Mayor) (Chairperson)
- Cr Jason Cook
- Cr Jim McDonald
- Cr Kathy McLean
- Cr Janice Holstein
- Cr Chris Wilson
- Cr Michael Hagan

**Officers Present**

- Dan McPherson, Acting Chief Executive Officer
- David Lewis, Executive Manager Corporate & Community Services
- Myles Fairbairn, Executive Manager Infrastructure Works & Services
- Rick Machin, Acting Manager Marketing, Communication & Engagement
- Stephen Hart, Manager Executive & Business Services
- Tony Brett, Manager Finance & Customer Service
- Susan Boland, Council Business Support Officer
- Karina Brauer, Communications Officer

**Media Present**

- Win News
- 7 Local News



## **SPECIAL MEETING OF ORDINARY COUNCIL MEETING MINUTES 25 JULY 2016**

### **1.0 MEETING OPENED**

*The meeting commenced at 10.00 am*

*The Chairperson, Cr Milligan opened the meeting and welcomed all present including Uncle Milton Walit.*

*Uncle Milton acknowledged the Jagara, Yuggera & Ugarapul traditional owners of the Lockyer Valley region both past and present.*

*The Mayor made introductory remarks on the budget and its preparation and acknowledged the support of the Councillors and the Council team in its preparation.*

*The meeting proceeded in accordance with the agenda and the Mayor presented the Budget address.*

### **2.0 LEAVE OF ABSENCE**

*No Leave Of Absence*

### **3.0 DECLARATION OF ANY MATERIAL PERSONAL INTERESTS/CONFLICTS OF INTEREST BY COUNCILLORS AND SENIOR COUNCIL OFFICERS**

#### **3.1 Declaration of Material Personal Interest on any Item of Business**

Pursuant to Section 172 of the *Local Government Act 2009*, a councillor who has a material personal interest in an issue to be considered at a meeting of the local government, or any of its committees must –

- (a) inform the meeting of the councillor's material personal interest in the matter; and
- (b) leave the meeting room (including any area set aside for the public), and stay out of the meeting room while the matter is being discussed and voted on.

#### **3.2 Declaration of Conflict of Interest on any Item of Business**

Pursuant to Section 173 of the *Local Government Act 2009*, a councillor who has a real or perceived conflict of interest in a matter to be considered at a meeting of the local government, or any of its committees must inform the meeting about the councillor's personal interest in the matter and if the councillor participates in the meeting in relation to the matter, how the councillor intends to deal with the real or perceived conflict of interest.

### **4.0 MAYORAL MINUTE**

*No Mayoral Minute*



**SPECIAL MEETING OF  
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year the Council is required to adopt an Operational Plan that contributes to the achievement of the goals outlined in the Corporate Plan.

The 2016/2017 Operational Plan provides the detail of the key programs and identified outcomes to be achieved against the Corporate Plan for the 2016/2017 financial year. This year there is a stronger link between our core local government service delivery and those projects and activities that are more aspirational, all of which will contribute to the community of the Lockyer Valley.

### 3. Report

The Annual Operational Plan 2016/2017 (as attached) is provided for adoption before Council considers and accepts the 2016/2017 Budget.

Section 104(5)(a) of the Local Government Act 2009, identifies the Annual Operational Plan as one of the key financial planning documents of Council. The Annual Operational Plan is required to be prepared under Section 174(1) of the Local Government Regulation 2012 and must be consistent with the annual budget, showing how Council will progress the implementation of the 5 year Corporate Plan and state how Council will manage its operational risks. Section 174(5) of the Local Government Regulation 2012 requires Council to discharge its responsibilities in a way that is consistent with its annual operational plan.

As such, the 2016/2017 Budget forms part of this Operational Plan 2016/2017 which is presented in accordance with the legislative requirements from the Local Government Act and the Local Government Regulation 2012.

The Operational Plan 2016/2017 has been developed in consultation with staff and through the management team across the organisation as part of the budget development.

This plan has direct linkages to the Corporate and Community Plans and directs the key initiatives to the undertaken throughout the year. A new corporate plan will be developed in the second half of 2016 and will form the basis for the next year's operational plan. In keeping with the themes of the Corporate Plan 2012/2017, the form and presentation of the operational plan has been maintained for the current 2016/17 year.

There are a total of 101 initiatives to be delivered in the 2016/17 year, a breakdown of the initiatives across the plans themes are as follows:

	Lockyer Community	Lockyer Leadership	Lockyer Farming	Lockyer Livelihood	Lockyer Business	Lockyer Nature	Lockyer Planned	Lockyer Council
Total initiatives for 2016/17	22	6	4	2	14	9	13	31

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**4. Policy and Legal Implications**

Section 174(1) of the Local Government Regulation 2012 requires Council to prepare and adopt an annual Operational plan for each financial year. Further, Section 175(1) Local Government Regulation 2012 requires that the Operational Plan must be consistent with Council's Annual Budget, state how Council will progress the implementation of the 5 year Corporate Plan during the period of the annual Operational Plan, manage operational risks and include as annual performance plan for each commercial business unit of Council.

**5. Financial and Resource Implications**

The financial performance of each of the key strategies is summarised and can provide an indication on the progress of initiatives or of constraints in delivering outcomes for the Operational Plan. Overall, the financial performance aligns with the budget and allocation of resources to deliver the outcomes. The financial allocations in the Budget are included in the Operational Plan against each key strategic theme.

**6. Delegations/Authorisations**

No delegations are required for this report and existing authorities are appropriate for the delivery of the Operational Plan outcomes.

**7. Communication and Engagement**

The significant achievements of the Operational Plan will be regularly reported through corporate communications and media channels as required. Overall achievements documented in quarterly progress reports to Council will also contribute to Council's Annual Report.

**8. Conclusion**

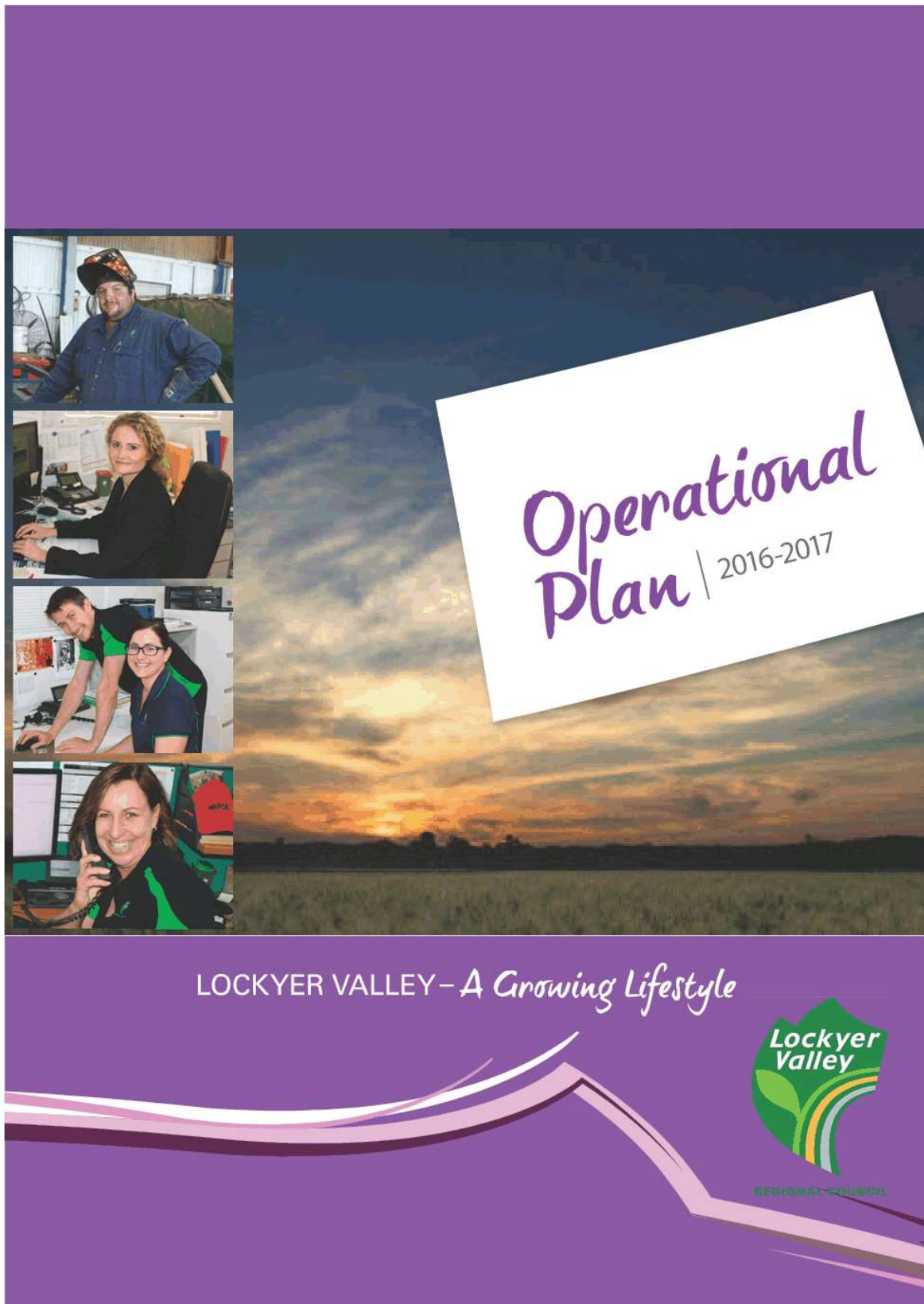
The Operational Plan 2016/2017 is to be adopted as part of the overall Annual Budget process and it is recommended that the Operational Plan as tabled be approved.

**9. Action/s**

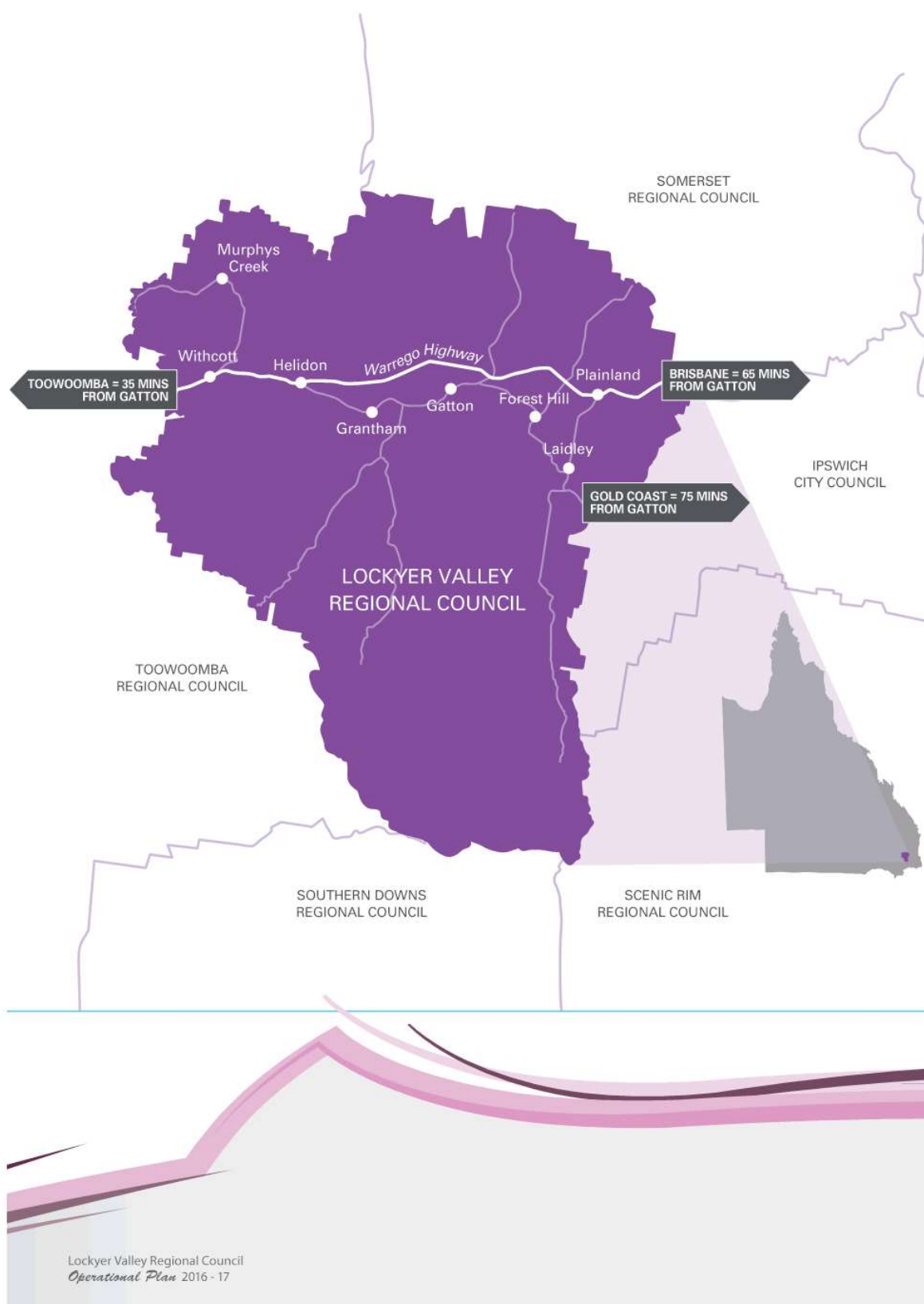
1. Publish the adopted Operational Plan for 2016/17 on Council's website.
2. Report quarterly to Council on progress against the 2016/17 Operational Plan.

**Attachments**

1 [View](#) 2016/2017 Operational Plan 44 Pages







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## Introduction

### What is an Operational Plan?

The Lockyer Valley Regional Council Corporate Plan 2012-2017 sets the five year strategic direction for Council, including the performance indicators for measuring progress. It defines how we as an organisation can service and support the community.

The Operational Plan 2016-17 outlines strategies endorsed by Council that will assist the organisation achieve the outcomes and goals determined in the Corporate Plan.

The Operational Plan 2016-17 assigns corporate responsibility and allocates Council resources to ensure targets outlined in the Corporate Plan 2012-2017 are met during the 2016/17 Financial Year and links in with the annual Budget which allocates funding for the successful delivery of key activities, projects and the delivery of core services.

### How are operational activities determined?

Lockyer Valley Regional Council's operational activities are drawn from a number of different sources including Council endorsed strategies, Council decisions, legislative requirements and emerging issues.

The Corporate Plan is reviewed annually to determine which emerging issues have the potential to impact Council's operating environment going forward and ensuring they are adequately identified, assessed and prioritised.

Each operational activity aligns with one or more of Council's eight themes being:



Business Units within Council are then allocated operational activities to assist Council achieve its goals. This is achieved through individual business units partnering with both other internal Council departments as well as external stakeholders and volunteers.



## How is the Plan used?

The Lockyer Valley Regional Council Corporate Plan 2012-2017 sets the five year strategic direction for Council, including the performance indicators for measuring progress. It defines how we as an organisation can service and support the community.

Every business unit within Council is responsible for:

- Managing the scheduling, delivery, performance and reporting for projects and services which they have lead responsibility for.
- Assisting with their successful delivery of the Operational Plan as a whole; and
- Helping to identify, manage and monitor operational risks.

## How is progress reported?

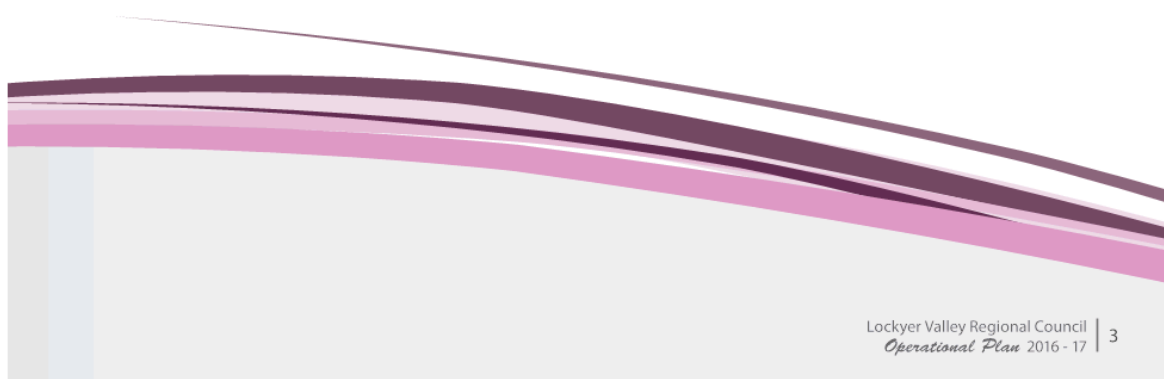
The Operational Plan provides the basis for reporting to Council on progress towards achieving corporate plans and goals every quarter.

Goal Performance Indicators detail actual performance against targets outlined in Council's Corporate Plan 2012-2017 with individual business units also providing performance data on services, operational activities and projects for which they are directly responsible.

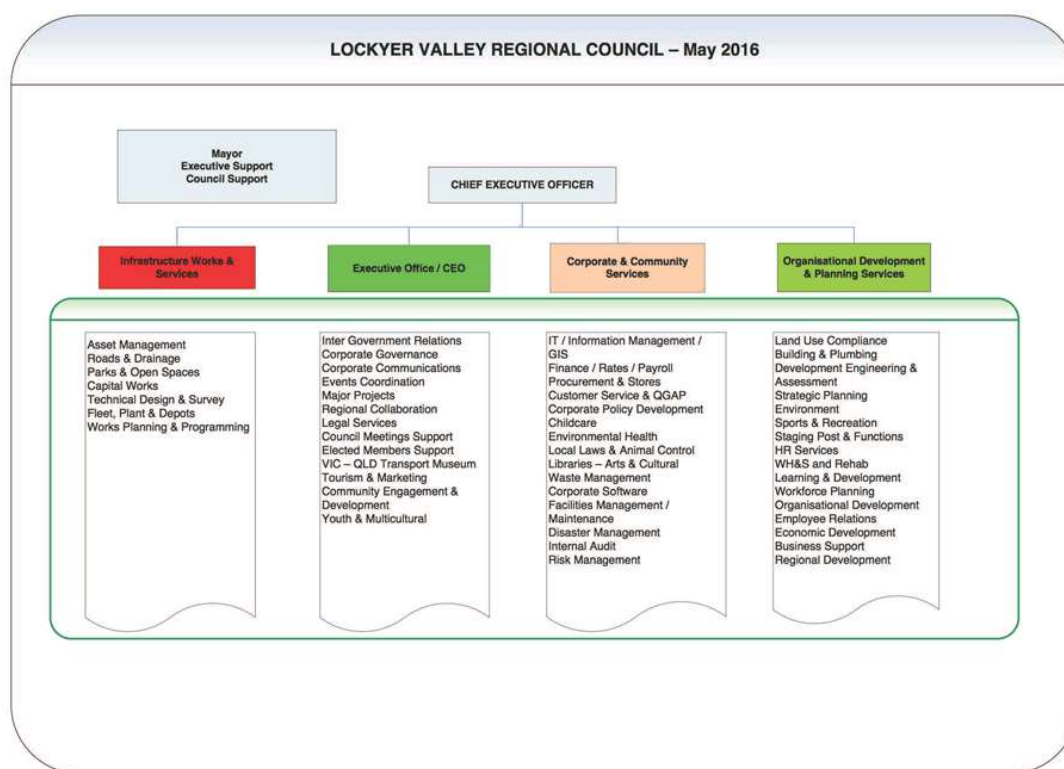
## How are operational risks managed?

An ongoing function of Council is to continually review risk factors that have the ability to impact on our ability to deliver the Corporate Plan. Actions are in place to help us minimise these risks to ensure Council continues to deliver quality services to the wider Lockyer Valley community through the Operational Plan.

Council's approach to risk management is based on international standards.



## Our Organisational Structure





## Our Organisational Values

We have a strong set of values that remind us of what is important as an organisation. We strive to enable opportunities within our region with a strong customer service focus.

## Our Vision

LOCKYER VALLEY – *A Growing Lifestyle*

## Our Mission

To be the region of choice for vibrant rural living.

## We Value

- taking pride in the work we do for our community
- our interesting jobs, the people we work with and the teams we work in
- our staff being engaged and treated with respect
- being creative and innovative in our approach
- a work life balance.





## Our Operational Plan

Our Lockyer Valley Operational Plan sets the one year direction for Council. It articulates our deliverables, measures of success and areas of responsibility for 2016-2017.

Our Operational Plan is aligned with the Community Plan and Corporate Plan. It informs Business Unit Plans and Staff Performance Plans.

The links between the plans are represented in the diagram below.

Community Plan  
(Adopted by Council on 23 November 2011)

Corporate Plan

Operational Plan

Business Unit Plans

Staff Performance Plans

## Managing Our Operational Risks

Council is committed to implementing a systematic risk management methodology to identify and address areas of potential risk within Council in a manner consistent with Australian Standards.

Effective risk management is governed by an organisational Risk Management Framework which explains the relationship between the Council's risk management components and other management systems and frameworks.

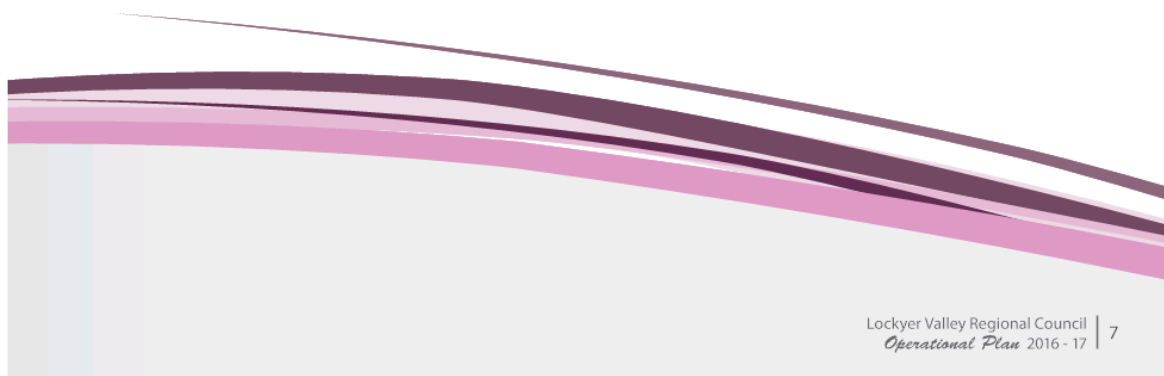
A key element of the Risk Management Framework is Council's Organisational Risk Register, which details how significant risks to the organisation are described and managed. The Organisational Risk Register is established and maintained in accordance with Council's Risk Management Policy and the Enterprise Risk Management Guidelines.

## Financing our operations

To achieve the strategies and goals contained within our key themes and in delivering on our plans for the community, the Operational Plan is financed through the 2016/17 Budget and commits Council to the allocation of resources to ensure service delivery and payments are undertaken and completed where appropriate through the year.

This financial performance is monitored on a quarterly basis in ongoing reports to Council.

Operational Plan				
2016-2017	Operating Revenue	Operating Expense	Capital Revenue	Capital Expenditure
Lockyer Livelihood	250	107,289		
Lockyer Farming	250	107,289		
Lockyer Business	1,878,000	3,422,643		25,000
Lockyer Community	737,325	4,105,160		45,000
Lockyer Council	38,029,175	15,343,570	1,526,000	3,488,999
Lockyer Leadership	938,000	2,668,035		375,000
Lockyer Nature	247,000	1,356,562		
Lockyer Planned	14,233,996	28,582,598	5,866,246	12,420,517
Grand Total	56,063,996	55,693,146	7,392,246	16,354,516





## Our Themes

To help build consistency across the Corporate Plan, Operational Plan and Community Plan, the same themes have been used.

An additional theme has been included to support the delivery of these plans. This theme focuses on internal Council business and is called Lockyer Council: Working together to create a high performing organisation, with a customer focus.

The eight themes of the Corporate and Operational Plan are:



## Our Local Government Roles

Local Government has a number of roles that help to guide the services delivered by Council to meet the needs of the community.




These roles are: provider, funder, regulator, partner, facilitator and advocator (shown below). We have used these role titles to assist Council to focus direction appropriately and effectively as well as to align our diverse responsibilities. The six roles have been used to determine Council's strategic and deliverable focus.

	Provider	Delivering services
	Funder	Funding other organisations to deliver services
	Regulator	Regulating some activities through local law or policy
	Partner	Forming partnerships and strategic alliances with other parties in the interests of the community
	Facilitator	Assisting others to be involved in activities by bringing groups and interested parties together
	Advocate	Promoting the interests of the community to other decision makers and influencers

## Our Council

The administration and operation of Council support to services provided by Council through the roles outlined across the breadth of our responsibilities.

The internal services that support Council are: Practice and Policy, Skilled and Engaged Workforce, Leadership and Communication (shown below).

	Practice and Policy	Providing guidance and direction to support service outcomes
	Skilled and Engaged Workforce	Encourage and develop a positive workforce culture
	Leadership and Communications	Develop a planned and managed approach to support the workforce



## COUNCIL SERVICES

Animal Management  
 Aquatic Centres  
 Art Gallery  
 Building & Pool Compliance  
 Cemetery Maintenance  
 Cemetery Management  
 Commercial Enterprises  
 Community & Civic Events  
 Community Assistance - Community Assets & Events  
 Community Buildings & Facilities  
 Community Consultation  
 Community Development Programs  
 Community Grants & Partnerships  
 Community Land Use Permits  
 Community Policy & Planning  
 Community Property Management  
 Cultural Development Programs  
 Child Care Centres  
 Facilities Grounds Maintenance  
 Library Services  
 Local Laws Enforcement  
 Parks & Open Spaces  
 Plumbing & Building  
 Public Safety  
 QGAP  
 Sport & Recreation Planning & Programs  
 Staging Post Café  
 Transfer Stations  
 Waste Administration  
 Waste Collection



## PROVIDER

Our Corporate Plan goals are to...

Our strategies to achieve this are...

Provide services, facilities and opportunities that enable people to gather together and connect with each other

Deliver programs through our child care centres that connect young children to their community

Provision of library services

Implement the priority initiatives of Council's Arts and Culture Plan

Facilitate programs to meaningfully engage with the wider youth population on issues of importance to them and solutions that they can be involved in delivering

Partner with other community and youth related organisations to deliver engagement, development and socialisation programs

Facilitate a regional approach to improve coordination of services for our residents

Collaborate, share knowledge, plan and exercise together with State Government agencies, non-government organisations and community groups to provide a coordinated disaster response capability for the region

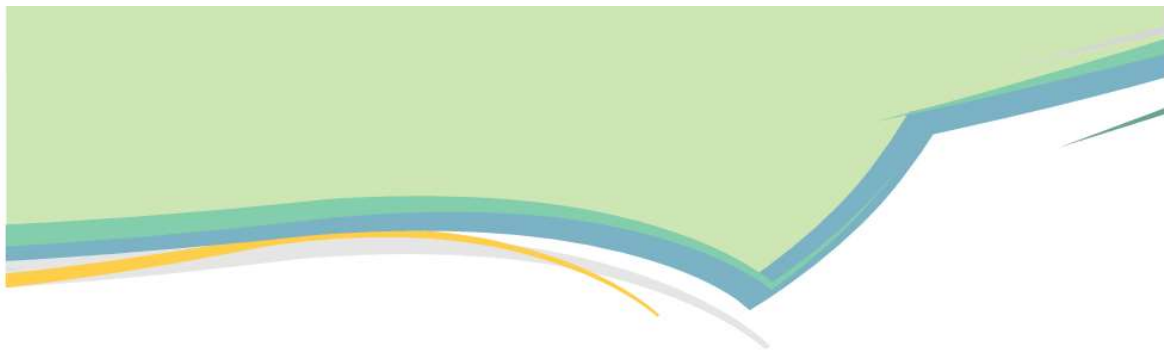
Support community agencies to develop a community transport system for the Lockyer Valley

Assist people from different cultural backgrounds to settle into our community

Facilitate a regional approach to improve coordination of services for our residents

Enhance community and service provider access to information on social services and programs available to Lockyer Valley residents

Identify priority needs of people from diverse population groups (eg CALD, people with disabilities, frail aged) to gain access to Council services, information and engagement activities and solutions to encourage inclusive practices



Responsibility	Performance indicators	2016-17/out year comparison
Corporate and Community Services	Successfully deliver 12 child care community programs through the year	Strategy is ongoing - measure to be met in 16/17
Corporate and Community Services	Successful delivery of a range of programs across all ages that encourage attendance at our libraries to improve and enhance the social, intellectual and educational well-being of the region's residents and visitors	Strategy is ongoing - measure to be met in 16/17
Corporate and Community Services	Successfully deliver a minimum of nine art exhibitions in the Art Gallery and successfully complete funding of art activities Implementation of Arts & Culture Plan initiatives and successful dispersal of RADF Grant Funding for art activities in the region	Strategy is ongoing - measure to be met in 16/17
Executive Office	At least two strategic engagement activities conducted each year Bi-annual reports to Council on engagement conducted, key issues raised and recommended responses	Ongoing
Executive Office	Deliver at least two partnered development and/or holiday youth programs per year Explore the feasibility of establishing a PCYC centre within the region	Ongoing
Corporate and Community Services	Maintain regular contact with partner agencies and participate in drills and exercises using feedback to enhance existing plans and communication procedures and implement new arrangements as required	Ongoing
Executive Office	Identify an agency able to coordinate a community transport system Demonstrate viable community support	Complete 16/17
Executive Office	Delivery of a Migrant Settlement Program in accordance with our funding service agreement Schedule of 'new resident' and 'temporary worker' information and community relations activities developed, implemented and reported to Council	Strategy is ongoing - measure to be met in 16/17
Executive Office	Schedule of community information/relations activities developed, implemented and reported to Council	Strategy is ongoing - measure to be met in 16/17
Executive Office	Inclusive customer service, 'information and engagement' strategy developed to address priority needs	Strategy is ongoing - measure to be met in 16/17



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 QGAP  
 Sport & Recreation Planning & Programs  
 Staging Post Café  
 Transfer Stations  
 Waste Administration  
 Waste Collection



## PROVIDER...continued

Our Corporate Plan goals are to...

Our strategies to achieve this are...

Facilitate a regional approach to improve coordination of services for our residents

Participate in and provide support to the Lockyer Valley service providers interagency (NGO's)

Develop a regional response to Council, community and affordable housing

Ensure provisions in Council's new planning scheme support a range of housing forms and types to meet community needs and achieve affordability

Conduct disaster management safety audits for regional townships to identify and address residual safety concerns

Ongoing development of flood study programs in conjunction with the upgrade of current monitoring and warning system equipment. Installation of additional equipment in key locations to provide a greater coverage area as funds are made available

Maintain public health and food safety standards

Monitor public health and food safety standards across the region

Maintain animal management practices and standards

Undertake animal management compliance activities in line with Council policy and laws (state and local)



## REGULATOR

Our Corporate Plan goals are to...

Our strategies to achieve this are...

Develop policy, strategy, local laws and guidelines in relation to building and plumbing

Continued plumbing/building inspections and issuing final certificates for plumbing/building



## FACILITATOR

Our Corporate Plan goals are to...

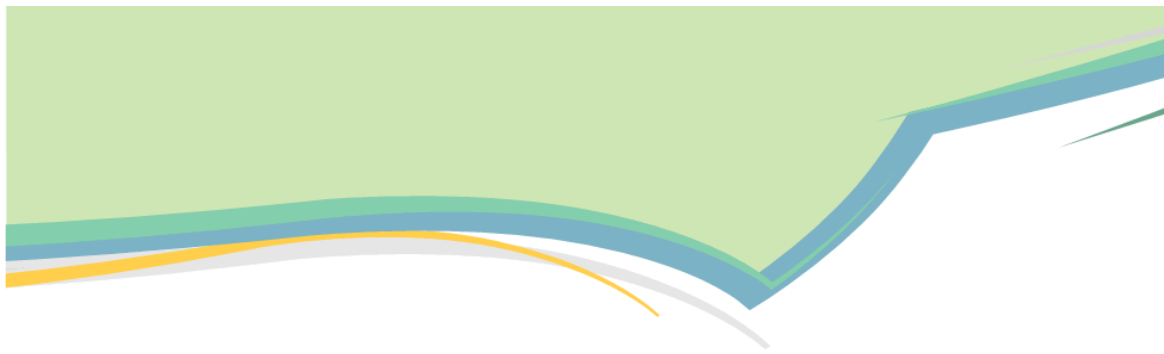
Our strategies to achieve this are...

Promote and support local organisations and local towns to create regional opportunities for community to come together and foster positive community relations

Deliver and support Council arranged events in the region

Provide support to and partner with community groups to deliver community organised events in the region





Responsibility	Performance indicators	2016-17/out year comparison
Executive Office	Number of interagency meetings attended or facilitated and number of new projects undertaken by interagency	Strategy is ongoing - measure to be met 16/17
Organisational Development and Planning	Adoption of a planning scheme that includes provisions that support a range of affordable housing forms and types to meet community needs	Complete 16/17
Corporate and Community Services	Test infrastructure during exercises to gauge the effectiveness of the infrastructure as well as the overall performance of the entire system	Ongoing
Corporate and Community Services	Ensure 100% of food establishments are licenced in accordance with the food act Ensure 100% personal appearance premises are licenced in accordance with the Public Health (Personal Appearance Act)	Strategy is ongoing - measure to be met 16/17
Corporate and Community Services	Ensure 90% animal management compliance with laws (state and local)	Strategy is ongoing - measure to be met 16/17

Responsibility	Performance indicators	2016-17/out year comparison
Organisational Development and Planning	Ensure that plumbing/building inspections are conducted in compliance with codes, standards and legislation	Strategy is ongoing - measure to be met 16/17

Responsibility	Performance indicators	2016-17/out year comparison
Executive Office	Successful delivery of community events in the region identified by the return on investment (ROI), budget, attendance numbers, media coverage and stakeholder feedback Report to Council in June 2017 on the 2016/17 program	Strategy is ongoing - measure to be met 16/17



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## FACILITATOR...continued

## Our Corporate Plan goals are to...

Develop regional partnerships with local sporting groups to contribute to the development and maintenance of sport and recreation facilities and opportunities

Promote a community development approach to building community resilience and capacity

## Our strategies to achieve this are...

Identifying funding opportunities and other approaches to fostering sport and recreation in the region

Work with community and other stakeholder groups to foster collaborative, community driven events and initiatives that build community awareness, connectivity, pride and resilience

Assist community groups and organisations to build their leadership, governance and volunteer management skills

Increase awareness of community development practices across the organisation and community



## FUNDER

## Our Corporate Plan goals are to...

Provide community and local organisations with access to grants and funding for community events and celebrations including provision of guidance to these organisations on other grant/funding possibilities

## Our strategies to achieve this are...

Administer Council's Community Grants and Assistance Policy



## ADVOCATOR

## Our Corporate Plan goals are to...

Advocate to government and agencies for enhanced human and social services and infrastructure that reflect the growth of the region and community needs

## Our strategies to achieve this are...

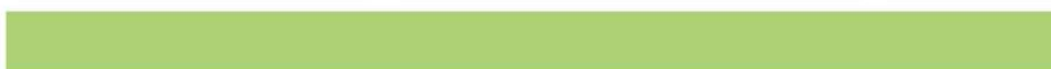
Implement priority initiatives from the social plan



Responsibility	Performance indicators	2016-17/out year comparison
Organisational Development and Planning	Active engagement with community groups through bi-annual workshops to determine community goals Achieve the following key outcomes of the Sport and Recreation Plan: <ul style="list-style-type: none"> <li>Develop the Healthy Lockyer Lifestyle Guide</li> <li>Assist major sporting precincts in the completion of Master Plans</li> <li>Encourage the Physical Activity Opportunity (program for 0-5 years)</li> </ul>	Strategy is ongoing - performance measure to be met 16/17
Executive Office	Active engagement with community groups through bi-annual workshops to determine community goals Number of collaborative community events and initiatives supported and outcomes achieved	Strategy is ongoing - performance measure to be met 16/17
Executive Office	Annual survey conducted to prioritise training needs of not for profit community groups and associations Community Organisation Capacity Building Program delivered and evaluated	Strategy is ongoing - performance measure to be met 16/17
Executive Office	Engagement and promotion undertaken on the Lockyer Valley Regional Council Community Development Framework	Strategy is ongoing - performance measure to be met 16/17



Responsibility	Performance indicators	2016-17/out year comparison
Organisational Development and Planning	Delivery of community grants and assistance in line with policy and budget	Strategy is ongoing - performance measure to be met 16/17



Responsibility	Performance indicators	2016-17/out year comparison
Executive Office	Social infrastructure/services mapped and community priorities identified and advocated Participation in forums, networks and partnerships aimed at identifying and enhancing social infrastructure coordination and provision and report to Council on outcomes achieved	Strategy is ongoing - performance measure to be met 16/17





## COUNCIL SERVICES

Community Engagement

Collaboration with industry, institutions &amp; governments



## PROVIDER

Our Corporate Plan goals are to...

Our strategies to achieve this are...

Develop a Community Engagement strategy that identifies multiple strategies to inform, consult and involve the community in key Council decisions, initiatives and developments

Deliver external communication for Council activities through various media channels including social media

Implement Lockyer Valley Regional Council Community Engagement Strategy initiatives

Develop the organisation's capacity to design, plan, deliver and evaluate community engagement programs and initiatives

Improve communications with community through the use of technology and traditional means

Continue to develop Council's website and its content for effective communication

Promote the Lockyer Region, Council and local government

Partner with our tourism operators and food producers, including our farmers, to promote the region at flagship festivals and events through the use of our tourism destination guide, website and social media channels



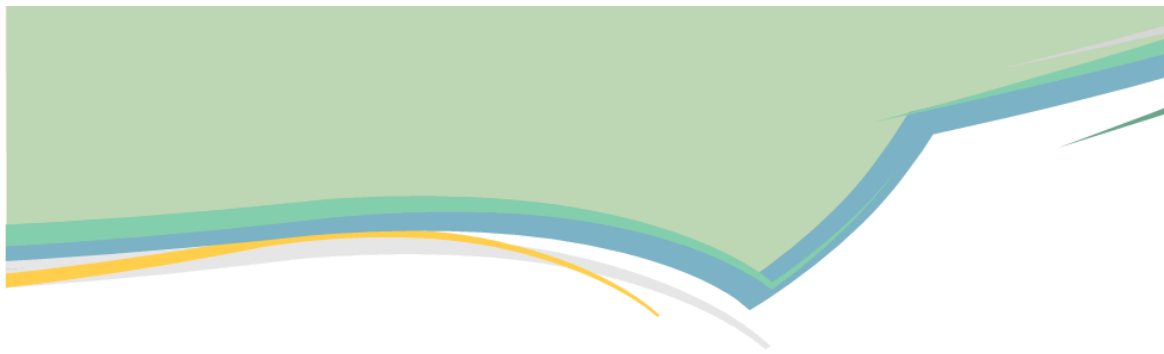
## PARTNER

Our Corporate Plan goals are to...

Our strategies to achieve this are...

Collaborate with regional industry, institutions and governments to promote, improve and develop services

Participation in relevant national, state and regional events, conferences and meetings to advocate on matters of significance to Council



Responsibility	Performance indicators	2016-17/out year comparison
Executive Office	Active review of Council's external communication activities through bi-annual surveys to ensure we successfully deliver external communications through all media channels	Ongoing
Executive Office	Meet with community leaders to engage and consult on Council strategies and initiatives Internal Community Engagement Committee operating, with quarterly reports on engagement initiatives and outcomes across the organisation prepared and presented to Council Community Engagement Register maintained and promoted across Council	Strategy is ongoing - measures to be met 16/17
Executive Office	Engaging at Lockyer Staff Development and Awareness Program implemented Advice and assistance provided to work units to enhance engagement practices and outcomes achieved	Complete 16/17
Executive Office	Development of content for website delivered within designated timeframes	Complete 16/17
Executive Office	Establish a process to determine base line visitation numbers to enable future reporting Annual meeting with local operators to workshop the effectiveness of key partnerships and events	Strategy is ongoing - measures to be met 16/17



Responsibility	Performance indicators	2016-17/out year comparison
Executive Office	Provision of formal responses to issues of strategic significance for Council eg, legislative changes, options papers, conference motions etc	Ongoing



## COUNCIL SERVICES

Economic promotion &amp; industry assistance

Regional Development

Tourism &amp; Marketing of the Region



## PROVIDER

Our Corporate Plan goals are to...

Our strategies to achieve this are...

Engage with agricultural community to identify opportunities and challenges

Work together with the farming community and related businesses to foster innovative and sustainable business that works towards a balanced economy and provides valuable employment opportunities complementing the region's high quality of life

Making regular contact with the farming community by contacting the Growers Group and other farmers in the region

Attend Grower Group meetings and monitor farming related media

Identify strategic regional locations and land suitable for development of related farming and agricultural businesses and industries

Prepare an Agricultural and Horticultural Capability Profile for the region identifying the size, diversity and contribution of agriculture to the region and agricultural services available including an agricultural services directory and the region's competitive advantages in agriculture



## REGULATOR

Our Corporate Plan goals are to...

Our strategies to achieve this are...

Develop policy, strategy and guidelines to protect and enhance our farming and agricultural industry

Include provisions in Council's new planning scheme that protect farming and agricultural industries and allow greater flexibility for this sector to adapt to changes in methods and scales of production



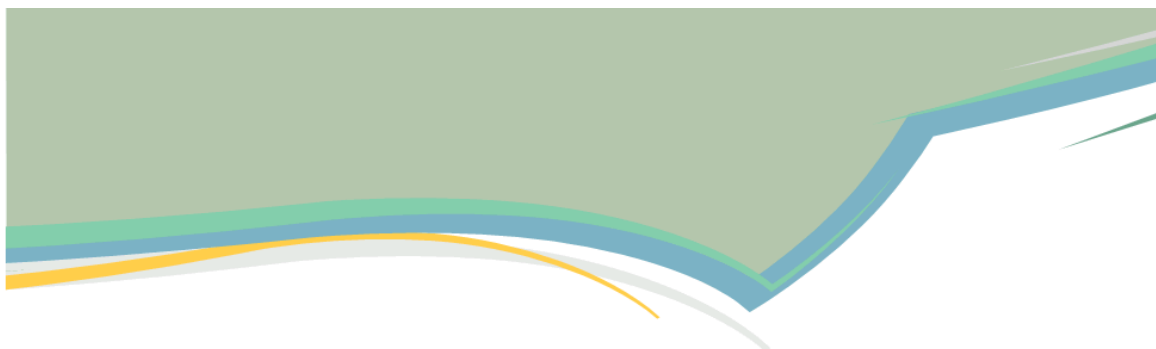
## ADVOCATOR

Our Corporate Plan goals are to...

Our strategies to achieve this are...

Advocate to protect good quality agricultural land and aquifers from incompatible uses such as coal seam gas extraction

Explore opportunities to facilitate the construction of a water pipe to achieve water security for the farming sector



Responsibility	Performance indicators	2016-17/out year comparison
Executive Office	Attend quarterly Growers Group meetings and the Growers Expo and farm and horticultural related events	Ongoing
Executive Office	Production of an overview of the region's agricultural production and industry	Ongoing



Responsibility	Performance indicators	2016-17/out year comparison
Organisational Development and Planning	Adoption of planning scheme that includes provisions to protect farming and agricultural industries and allows greater flexibility for this sector to adapt to changes in methods and scales of production	Complete 16/17



Responsibility	Performance indicators	2016-17/out year comparison
Executive Office	Active agreement with Federal and State Government and industry advocacy groups	Ongoing



## COUNCIL SERVICES

Economic promotion &amp; industry assistance

Regional Development

Tourism &amp; Marketing of the Region



## PROVIDER

Our Corporate Plan goals are to...

Provide traineeships, apprenticeships and graduate positions

Our strategies to achieve this are...

Identify position requirements and actively seek funding from the State Government to assist in providing traineeship/apprenticeship opportunities within Council



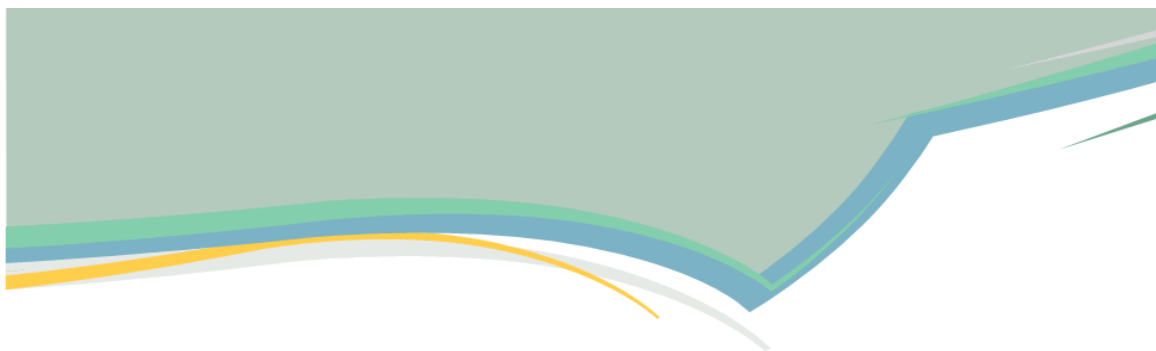
## FACILITATOR

Our Corporate Plan goals are to...

Facilitate with strategic partners for the establishment of a range of regional education and training opportunities including a TAFE

Our strategies to achieve this are...

Identification of partnership opportunities between employers, education and training providers



Responsibility	Performance indicators	2016-17/out year comparison
Organisational Development and Planning	Funding for two trainees and one apprentice received and appointment of trainees/apprentice	Strategy is ongoing - measure to be met 16/17
Responsibility	Performance indicators	2016-17/out year comparison
Executive Office	Successfully facilitate four collaboration activities between employers, education and training providers	Strategy is ongoing - measure to be met 16/17



## COUNCIL SERVICES

Economic promotion & industry assistance  
Regional Development  
Tourism & Marketing of the Region



## PROVIDER

Our Corporate Plan goals are to...

Our strategies to achieve this are...

Develop a regional development strategy that promotes the business, economic and locational advantages of the region

Facilitate opportunities for business/industry to seek further information for regional economic outcomes  
Provision of support to enable business and industry investment in the region

Facilitate the development of 'grey-nomad' sites within the region

Develop a coordinated and planned approach to the development of land for business and tourism opportunities (eg GWIZ, motels, backpackers)

Identify businesses that are not only interested but which can also provide economic value to the region and compliment the regions industries  
Work to engage and support business who meet these criteria

Provide local businesses with practical support and incentives to incubate and develop business

Engage with and communicate to businesses about opportunities our region has and future developments which can encourage further development  
Foster a supportive environment for existing and prospective businesses from start-up to maturation

Identify and deliver activities which promote and support local business and industry to grow the local economy



Responsibility	Performance indicators	2016-17/out year comparison
Executive Office	Successfully conduct four industry forums in the region throughout the year Actively promote local investment opportunities Create and promote a local food cluster Maintain the online business directory Service delivery providing regional development advice to 12 new and existing businesses per quarter 15% increase in local business listings per annum Support international trade and investment enquiries from overseas government agencies and overseas peak industry bodies including Sister City relations, trade missions and overseas delegations Support 20 delegations per year focused on local growers and business groups	Strategy is ongoing - measure to be met 16/17
Corporate and Community Services	Development approval for a 'grey-nomad' recreational vehicle park within the Gatton locality	30 June 17
Executive Office	20% increase of stakeholder support and engagement	Ongoing
Executive Office	Regularly support and engage new business from outside the region to reach a target of 2-3 businesses per month	Strategy is ongoing - measure to be met 16/17
Executive Office	Delivery of Lockyer Valley Business Training and Apprenticeship Awards Foster support to existing and prospective businesses through all business development stages and provide a single point of entry for business customers Manage and promote operation of the Laidley Business Incubator Distribution of electronic business newsletters Provide business and investors with up to date information and data on the region	Strategy is ongoing - measure to be met 16/17





## COUNCIL SERVICES

Economic promotion &amp; industry assistance

Regional Development

Tourism &amp; Marketing of the Region



## REGULATOR

Our Corporate Plan goals are to...

Our strategies to achieve this are...

Streamline Council's policies and regulations to enable and attract business opportunities and investment

Ensure the new planning scheme has an appropriate level of regulation to support business and investment and is clear and easy to understand



## PARTNER

Our Corporate Plan goals are to...

Our strategies to achieve this are...

Develop strategic partnerships with key industries and government to explore regional business development opportunities

Differentiate and identify our regions competitive advantages and promote the regions strengths and opportunities to industry peak bodies both domestically and internationally

Encourage the establishment of a single business advocacy group for the region, provide ongoing support to existing industry groups and participate in regional partnerships



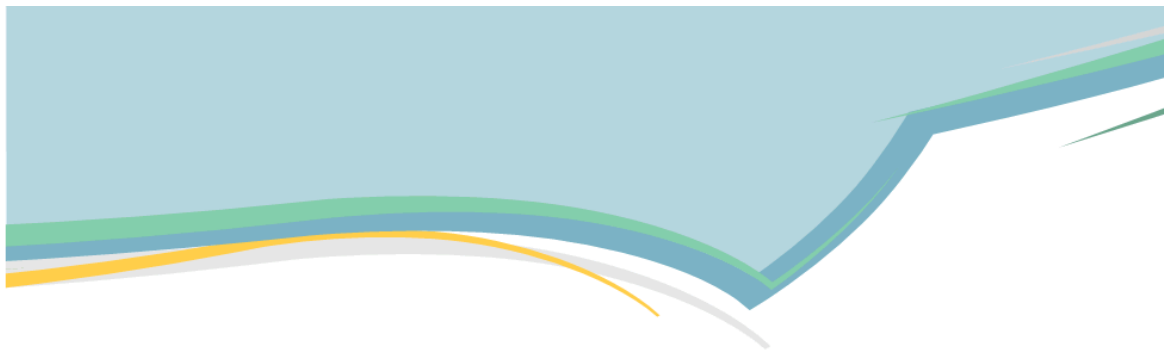
## ADVOCATOR

Our Corporate Plan goals are to...

Our strategies to achieve this are...

Advocate to government and industry to leverage regional economic development opportunities

Lobby state and national agencies to ensure that decisions and processes affecting the Lockyer Valley region are administered by branches located within the region



Responsibility	Performance indicators	2016-17/out year comparison
Organisational Development and Planning	Following consultation with local business and investment leaders, adoption of a new planning scheme which has an appropriate level of regulation to support business and investment and is clear and easy to understand	Complete 16/17
Responsibility	Performance indicators	2016-17/out year comparison
Executive Office	Bi-annual international stakeholder support and engagement activities, stakeholder perception of value and amount of stakeholder participation Bi-annual domestic stakeholder support and engagement activities, stakeholder perception of value and amount of stakeholder participation	Strategy is ongoing - measure to be met 16/17
Executive Office	Encourage existing business groups to work collaboratively within the region Participate in economic and regional development COMSEQ activities Attend meetings and provide approved support to existing groups as required Conduct bi-annual regional strategic planning partnership workshops to support investment opportunities and work towards the regions objectives for securing water supply	Strategy is ongoing - measure to be met 16/17
Responsibility	Performance indicators	2016-17/out year comparison
Executive Office	Projects and activities funded in our region through advocacy opportunities	Ongoing



## COUNCIL SERVICES

Environmental Compliance & Support  
 Environmental Management  
 Environmental Partnerships  
 Environmental Planning  
 Landfill Management  
 Pest Management  
 Public health & safety, Disease control  
 Nuisances, Pollution & emissions control



## PROVIDER

## Our Corporate Plan goals are to...

Identify the regions ecological resources

Increase biodiversity and biosecurity by taking informed actions to protect, enhance and manage our local ecosystems

Protect our natural environment by restoring degraded landscapes, contaminated land and managing fire, pest and other hazards

## Our strategies to achieve this are...

Scope the preparation of the Natural Resource Management Plan (NRM) for the Lockyer Valley based on SEQ Catchments Natural Resources Management Plan and the work undertaken as part of the Resilient Rivers Initiative

Preparation of a Biosecurity Plan for the Lockyer Valley that supercedes Council's current Pest Management Plan

Preparation of the Lockyer Valley Catchment Action Plan and commencement of the implementation of actions which it identifies



## REGULATOR

## Our Corporate Plan goals are to...

Develop and implement weed management policies, strategies and guidelines

Develop and implement pest management policies, strategies and guidelines

## Our strategies to achieve this are...

Continually improve the effectiveness of the management of pest plans across the Lockyer Valley by working with the community and pursuing a strategic approach

Continually improve the effectiveness of the management of pest animals across the Lockyer Valley by working with the community and pursuing a strategic approach



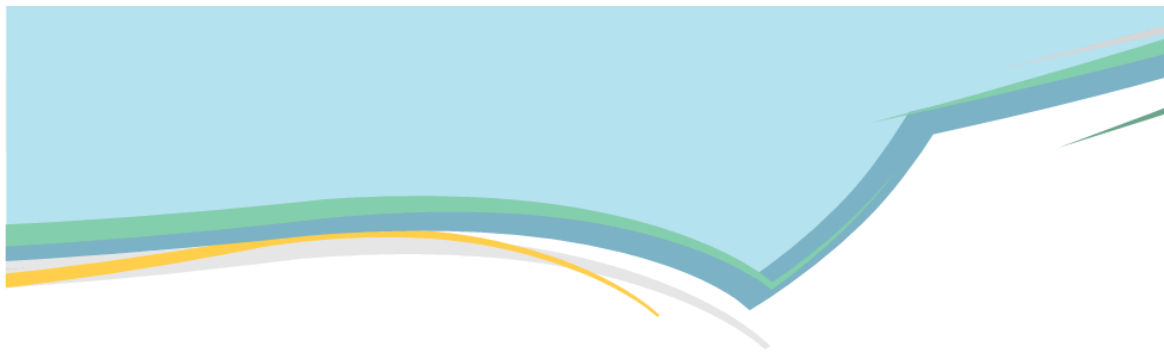
## PARTNER

## Our Corporate Plan goals are to...

Partner with community organisations to develop a range of education and action programs

## Our strategies to achieve this are...

Deliver the Landholder Assistance, Land for Wildlife Programs and community environmental events and grants



Responsibility	Performance indicators	2016-17/out year comparison
Organisational Development and Planning	Finalise the scope of the Natural Resource Management Plan	Complete 16/17
Organisational Development and Planning	Adoption of the Biosecurity Plan for the Lockyer Valley	Complete 16/17
Organisational Development and Planning	Lockyer Valley Catchment Action Plan completed, implementation of actions underway	Strategy is ongoing - measure to be met 16/17



Responsibility	Performance indicators	2016-17/out year comparison
Organisational Development and Planning	A 30% increase in the number of private properties across the Lockyer Valley for which a property Pest Management Plan has been prepared and 20% of Council landholdings and road reserves have been inspected and tested	Strategy is ongoing - measure to be met 16/17
Organisational Development and Planning	A 10% increase in the number of private properties across the Lockyer Valley which are participating in the Wild Dog and Pig Baiting Program	Strategy is ongoing - measure to be met 16/17



Responsibility	Performance indicators	2016-17/out year comparison
Organisational Development and Planning	Deliver Landholder Assistance Program to four properties, deliver a minimum of two Land for Wildlife field days, deliver Connect to Your Creek Week events and fund four community groups through the Community Environmental Grants Program	Strategy is ongoing - measure to be met 16/17



## COUNCIL SERVICES

Environmental Compliance & Support

Environmental Management

Environmental Partnerships

Environmental Planning

Landfill Management

Pest Management

Public health & safety, Disease control  
Nuisances, Pollution & emissions control



## FACILITATOR

## Our Corporate Plan goals are to...

Work with State and Federal Government to maintain weed and animal management across the various regional lands

Partner with other regional councils and State Government to develop an Escarpment to Bay (SEQ) Management Plan

## Our strategies to achieve this are...

Establish and develop working relationships with other levels of government to better manage the impacts of pest animals and plants across the Lockyer Valley

Participation in the Resilient Rivers Initiative



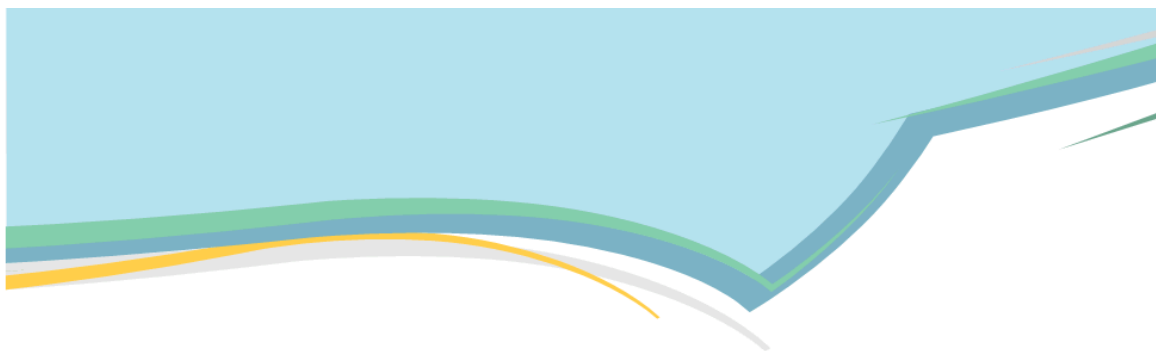
## ADVOCATOR

## Our Corporate Plan goals are to...

Establish strong management relationships with State and Federal Agencies to advocate for significant conservation of Council land

## Our strategies to achieve this are...

Develop and maintain working relationships with other levels of Government to achieve environmental and pest management outcomes



Responsibility	Performance indicators	2016-17/out year comparison
Organisational Development and Planning	Engagement has occurred with all relevant stakeholders throughout the year on all pest animals and plants that pose a risk in the Lockyer Valley	Strategy is ongoing - measure to be met 16/17
Organisational Development and Planning	Continued effective participation in the Resilient Rivers Initiative	Strategy is ongoing - measure to be met 16/17
Responsibility	Performance indicators	2016-17/out year comparison
Organisational Development and Planning	Engagement with all relevant stakeholders across all levels of government throughout the year on environmental and pest management matters that are relevant to the Lockyer Valley	Strategy is ongoing - measure to be met 16/17
	Engagement with the State Government on the forward planning and ongoing management of the Glen Rock State Forest	



## COUNCIL SERVICES

Advocating for Lockyer Valley Region interests
Asset Management & Service Programming
Behaviour Change & travel demand (Pedestrian Strategies)
Community Grant Support
Development Assessment & Compliance
Planning & Development advice
Disaster Management
Flood Mitigation Planning
Infrastructure Design Services
Infrastructure Project Delivery Services
Infrastructure Survey Services
Land Management
Restoration of impacted Infrastructure
Road Maintenance Performance Contract (RMPC)
Roads & Drainage Operations
Roads & Drainage Planning
Rural Fire Brigade
State Emergency Service
Strategic Land Use Planning
Street Lighting
Transport & Traffic Operations



## PROVIDER

## Our Corporate Plan goals are to...

Develop and operationalise the 10 year asset management plan for all Council infrastructure (including roads)

Adopt a planned approach to the ongoing development of regional townships and villages, capitalising on the diversity, identity, opportunities and cultural heritage of each area

Engage with the community to develop disaster management plans for each township and the greater region to ensure the community is able to prepare, respond and recover from any disaster

Deliver waste and recycling services across the region

## Our strategies to achieve this are...

Develop service level standards and a methodology for all community facilities maintenance classes

Develop a fully costed four year parks asset renewal program/plan

Produce a concept design/plan for renewal of stormwater system assets for the Gatton Inner South Catchment

Develop a fully costed four year sealed road asset renewal program/plan

Develop fully costed four year asset renewal program/plan for Council facilities

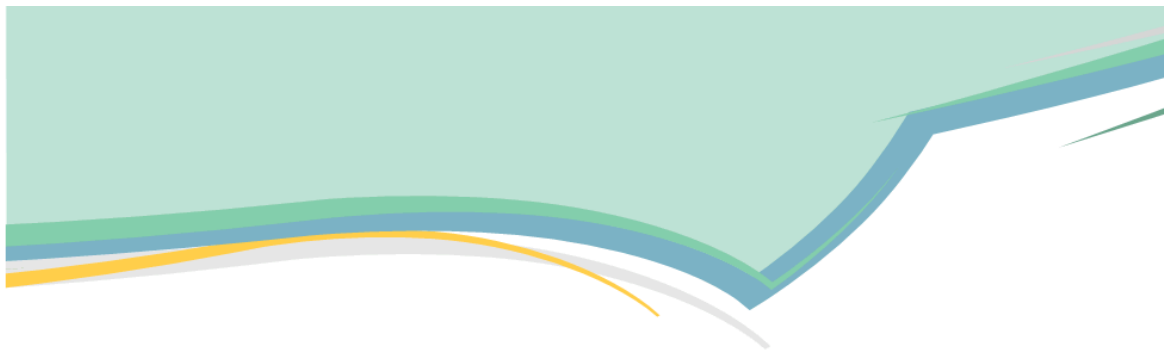
Ensure provisions in Council's new planning scheme support the ongoing development of regional townships and villages based on their particular characteristics

Meet with community groups to ascertain areas of concern with regard to disaster management

Engage with the community by attending public events to promote disaster management awareness

Continue to support the SES within the region and involve them in Council's disaster management planning and exercises

Maintain waste and recycling services across the region



Responsibility	Performance indicators	2016-17/out year comparison
Corporate and Community Services	Benchmark service levels against like sized rural-regional councils for all community facilities and asset classes	Strategy is ongoing - measures to be met 16/17
Infrastructure Works and Services	Adopt a fully costed four year parks asset renewal program	Complete 16/17
Infrastructure Works and Services	Adopt a concept design for renewal of stormwater system assets for the Gatton Inner South Catchment	Complete 16/17
Infrastructure Works and Services	Adopt a fully costed four year sealed road asset renewal program/plan	Complete 16/17
Corporate and Community Services	Adopt a fully costed four year Council asset renewal program/plan for Council facilities	Complete 16/17
Organisational Development and Planning	Adoption of planning scheme that includes provisions that support the ongoing development of regional townships and villages based on their particular characteristics	Complete 16/17
Corporate and Community Services	Gain feedback from the community while engaging with them during meetings and public events	Ongoing
Corporate and Community Services	Successful recruitment campaigns, free flowing information between Council and the SES and willingness to participate in drills and exercises	Ongoing
Corporate and Community Services	Ensure waste and recycling service contractors meet their contractual obligations	Strategy is ongoing - measures to be met 16/17





## COUNCIL SERVICES

Advocating for Lockyer Valley Region interests
Asset Management & Service Programming
Behaviour Change & travel demand (Pedestrian Strategies)
Community Grant Support
Development Assessment & Compliance
Planning & Development advice
Disaster Management
Flood Mitigation Planning
Infrastructure Design Services
Infrastructure Project Delivery Services
Infrastructure Survey Services
Land Management
Restoration of impacted Infrastructure
Road Maintenance Performance Contract (RMPC)
Roads & Drainage Operations
Roads & Drainage Planning
Rural Fire Brigade
State Emergency Service
Strategic Land Use Planning
Street Lighting
Transport & Traffic Operations



## REGULATOR

Our Corporate Plan goals are to...

Our strategies to achieve this are...

Develop regulations and policies consistent with state legislation and planning scheme

Develop a new planning scheme for the Lockyer Valley that is consistent with the State Government's new planning and development legislation

Develop the Temporary Local Planning Instrument (TLPI) to prevent and control development of flood zones

Incorporate provisions that regulate development in areas at risk of flooding in the new planning scheme



## ADVOCATOR

Our Corporate Plan goals are to...

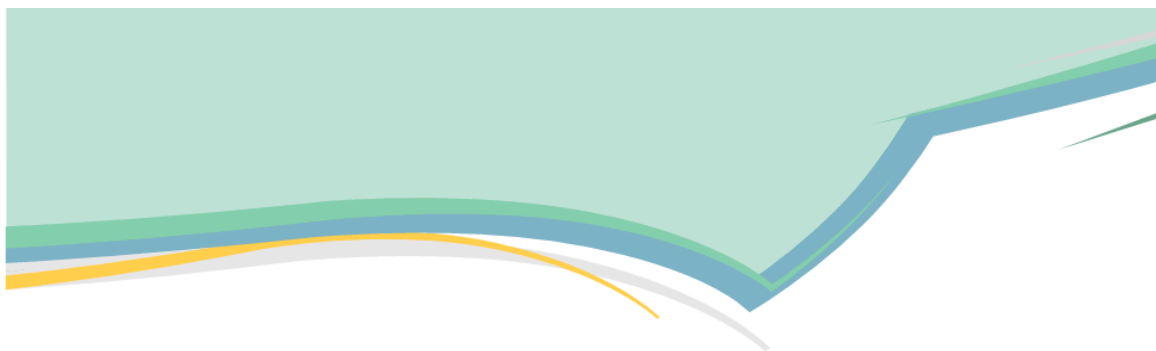
Our strategies to achieve this are...

Advocate to service providers and State and Federal Government for improved digital and mobile communication services including NBN and broadband services

Advocate for improved digital services including NBN and mobile phone networks in the region

Advocate to State and Federal Government to source funding for priority infrastructure needs

Advocate for the staged delivery of a bikeway to link Gatton, the Gatton University of QLD campus, Forest Hill and Laidley



Responsibility	Performance indicators	2016-17/out year comparison
Organisational Development and Planning	Adoption of a planing scheme that is consistent with the State Government's new planning and development legislation	Complete 16/17
Organisational Development and Planning	Council workshop to determine most appropriate flood model to be incorporated in the draft planning scheme Adoption of a planning scheme that includes provisions which regulate development in areas of identified risk of flooding	Complete 16/17



Responsibility	Performance indicators	2016-17/out year comparison
Executive Office	Maintain quarterly contact with service providers to highlight local telecommunication blackspots	Ongoing
Infrastructure Works and Services	Advocacy with Federal and State Government, University of Queensland, the community and other interested parties	Ongoing



## COUNCIL SERVICES

Accounts Payable  
Business Improvement  
CEO Support  
Commercial Enterprises  
Communications, Corporate Marketing & Public Relations  
Complaints Management  
Corporate Planning & Reporting  
Council Buildings & Facilities  
Council Business  
Council Fleet & Plant Management  
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Internal Audit  
Legal Services  
People Management  
Policy Development & Coordination  
Procurement & Contracts  
Program & Project Management  
Records Management  
Revenue Services  
Right to Information  
Risk Management  
Sustainability Coordination  
Workplace Health & Safety



## PRACTICE AND POLICY

## Our Corporate Plan goals are to...

Develop practices and policies to support responsible management in relation to clearly identified service standards

Develop corporate, business and information systems and processes that support the organisation

Develop corporate, business and information systems and processes that support the organisation

## Our strategies to achieve this are...

Review and seek adoption of local laws and regulation relevant to community needs

Revision of Council's road operations policies (including factsheets, guidelines, process mapping)

Develop Council's five year Corporate Plan (2017-22) in accordance with legislative requirements

Enhance Council decision making through effective reporting, meetings and implementation of resolutions

Regularly review and seek adoption of legislative delegations and authorisations

Provide high quality legal advice and services to meet statutory and organisational requirements

Manage Council's freehold and leasehold property portfolio, acquisitions, disposals and property administration transactions

Provision of training and professional development opportunities for Councillors elected for the 2016-2020 term

Facilitate the transition to a new administration regime for Council in response to new Council and new CEO

Review and update Council policies, procedures and guidelines

Upgrade Council's Intranet to improve functionality and usability that will in turn improve internal communications and accessibility to information to inform staff and their decisions



Responsibility		Performance indicators	2016-17/out year comparison
	Executive Office	All local laws considered and prioritised for review Amendment as determined by Council	Complete 16/17
	Infrastructure Works and Services	100% revision by Infrastructure Works and Services of Council's road operations policies and procedures	Complete 16/17
	Executive Office	Complete a five year Corporate Plan and adoption by Council	Complete 16/17
	Executive Office	All of Council Agenda items updated and reported on a quarterly basis Meeting Minutes to be available on Council's website by close of business on the Friday after the ordinary meeting Meeting Agenda to be available on Council's website two days prior to the ordinary meeting	Strategy is ongoing - measure to be met 16/17
	Executive Office	Annual review of all authorisations and update revised delegations	Strategy is ongoing - measure to be met 16/17
	Executive Office	Provide 80% of legal advice and services within management agreed timeframes Annual report to Council on legal services by firm listing expenditure and key outcomes	Strategy is ongoing - measure to be met 16/17
	Executive Office	Meet 100% of statutory obligations and respond to 85% of property administration requirements accurately and in agreed timeframes	Strategy is ongoing - measure to be met 16/17
	Executive Office	Completion by Councillors of LGAQ Elected Member Update Councillor Induction Program and accredited and non-accredited local government Councillor specific training	Complete 16/17
	Executive Office	Approval of key policies, procedures and guidelines pertaining to Councillors Strategic mapping of key initiative and expected outcomes and quarterly reporting against this plan Clear communication to staff and Councillors of administrative changes	Complete 16/17
	Executive Office	90% of policies, procedures and guidelines reviewed prior to specific review dates for 2016/17 All priority policy, procedure and guideline gaps identified, developed and adopted	Strategy is ongoing - measure to be met 16/17
	Corporate and Community Services	Implementation of a new system or updated backend of the current system for hosting Council's intranet	Complete 16/17



## COUNCIL SERVICES

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Program & Project Management  
Records Management  
Revenue Services  
Right to Information  
Risk Management  
Sustainability Coordination  
Workplace Health & Safety



## PRACTICE AND POLICY...continued

Our Corporate Plan goals are to...

Our strategies to achieve this are...

Develop corporate, business and information systems and processes that support the organisation

Replace Council's current desktop based GIS Mapping Information System (currently Exponare) with a web based solution

Explore opportunities to move Council's core business software (Technology One Property & Rating and Financials) from an on premise solution to an offsite hosted solution

Conduct a major upgrade of Council's Core Property and Rating System to CiAnywhere (CiA). CiA is a Technology One web based system allowing access from anywhere, at any time, from any device (with internet access) effectively mobilising Council's workforce to improve efficiencies and productivity while improving business continuity options

Review current physical records storage locations and reduce number of locations complexity of file retrieval and implement a records digitisation policy

Conduct a major upgrade of Council's Electronic Document and Records Management System software (Technology One ECM) to version 4.03

Develop a plant downtime management system focusing on 10 yellow plant and truck fleet systems

Provision of quality financial services to internal and external customers including:

- management of Council's rating, general revenue and payable functions
- management and delivery of Council's statutory financial reporting obligations
- management and provision of advice on procurement processes in accordance with legislation and Council policy

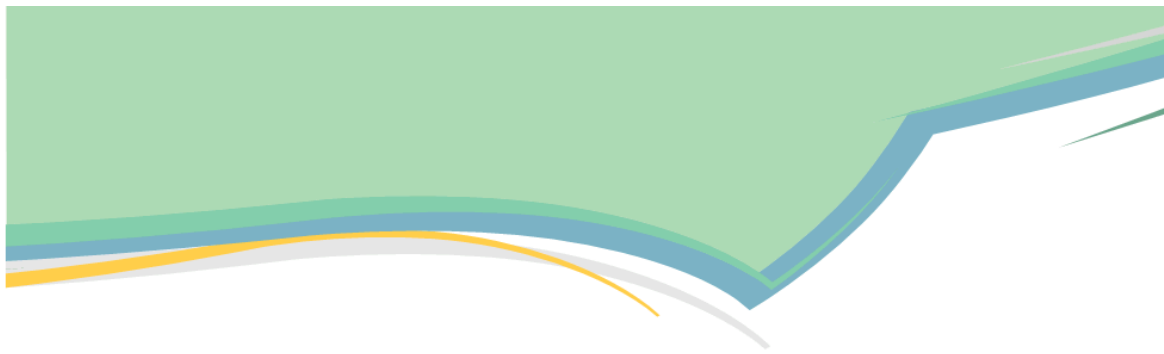
Strive to ensure Council is financially sustainable through provision of core business while seeking alternate funding sources and commercial opportunities

Deliver Council's road maintenance program (by Council's workforce) within 10% of budget

Deliver externally funded projects within agreed timeframes

Delivery of Council's 2016/17 Capital Works Program

Achieve 95% of annual budgeted fleet replacement program



Responsibility	Performance indicators	2016-17/out year comparison
Corporate and Community Services	Implementation of a web based GIS Mapping Information System	Complete 17/18
Corporate and Community Services	Council's core business software hosted in agreed location	Complete 16/17
Corporate and Community Services	80% of Technology One Property & Rating running in CIAnywhere	Complete 17/18
Corporate and Community Services	Implementation of tiered storage locations, a standardised physical file storage system and digitisation of records	Complete 16/17
Corporate and Community Services	Implementation of Council's EDRMS software to version 4.03	Complete 16/17
Infrastructure Works and Services	Development of a plant rationalisation strategy	Complete 16/17
Corporate and Community Services	Level of satisfaction with services provided Five point scale where 1 is highly dissatisfied and 5 is highly satisfied Average rating to be 3.5 or higher Conduct a customer satisfaction survey	Ongoing
Infrastructure Works and Services	Successful in delivering the road maintenance program within 10% of allocated budget	Complete 16/17
Infrastructure Works and Services	Deliver 100 of externally funded projects within agreed timeframes	Complete 16/17
Chief Executive Officer	Ensure 80% of Council's Capital Works Projects (by Council workforce) are physically and financially completed	Complete 16/17
Infrastructure Works and Services	95% of budgeted fleet items replaced	Complete 16/17





## COUNCIL SERVICES

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Revenue Services  
Right to Information  
Risk Management  
Sustainability Coordination  
Workplace Health & Safety



## PRACTICE AND POLICY...continued

Our Corporate Plan goals are to...

Our strategies to achieve this are...

Improve Council's customer service across the region

Provision of quality customer service to external and internal customers, including front counter services at the Gatton and Laidley Offices and community contact centre operations using Live Chat and video conferencing

Promote new methods for customer contact with Council (such as eServices, online payments etc)

Distribution of customer requests to other areas of the organisation

Booking service for community facilities and cemeteries



## SKILLED AND ENGAGED WORKFORCE

Our Corporate Plan goals are to...

Our strategies to achieve this are...

Provide opportunities for staff to engage in training, education and career/professional development opportunities

Conduct training needs analysis using Performance Review data



## LEADERSHIP AND COMMUNICATIONS

Our Corporate Plan goals are to...

Our strategies to achieve this are...

Develop a Council Workforce Plan to focus on recruitment, succession planning and employment conditions

Develop a Workforce Plan

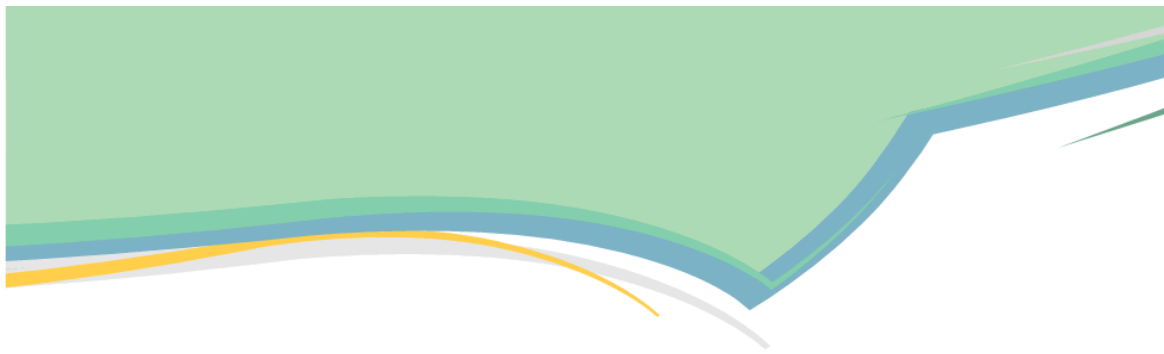
Develop a range of internal engagement and communication processes to help build relationships and keep staff informed

Deliver internal communications to the organisation through effective channels

Maintain the high standard of Governance Framework that supports Council in compliance with legislation

Manage Council's complaint management system in accordance with legislative, policy and procedural requirements and timeframes

Continue implementation of Council's Project Management Framework

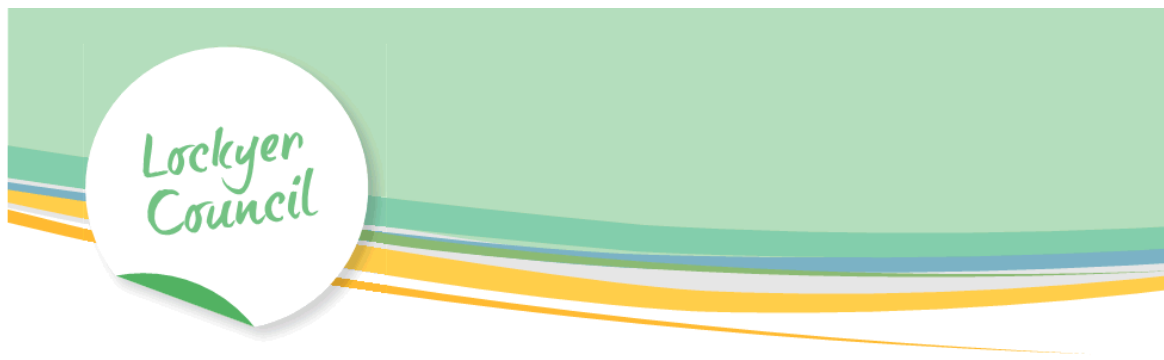


Responsibility	Performance indicators	2016-17/out year comparison
Corporate and Community Services	Phone wait time - 80% of calls answered within 45 seconds Call abandonment rate < 15% Contact resolution - 80% of enquiries answered at first point of contact 10% increase in the use of eServices by 30 June 2017	Ongoing

Responsibility	Performance indicators	2016-17/out year comparison
Organisational Development and Planning	Number of staff trained	Strategy is ongoing - measure to be met in 16/17

Responsibility	Performance indicators	2016-17/out year comparison
Organisational Development and Planning	Approval of Workforce Plan	Complete 16/17
Executive Office	Quarterly information sessions with all staff to build relationships and allow staff to advocate for improvement opportunities and initiatives Publication of annual calendar of events Successful delivery of 12 staff newsletters and 12 CEO announcements	Ongoing
Corporate and Community Services	Ensure at least 90% of complaints received are acknowledged by the complaint management office and are investigated and responded to within identified timeframes	Strategy is ongoing - measure to be met 16/17
Executive Office	Utilisation of scope template for 80% of projects incorporated in to the 2017/18 Budget	Strategy is ongoing - measure to be met 16/17





## COUNCIL SERVICES

Accounts Payable  
Business Improvement  
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## LEADERSHIP AND COMMUNICATIONS... continued

## Our Corporate Plan goals are to...

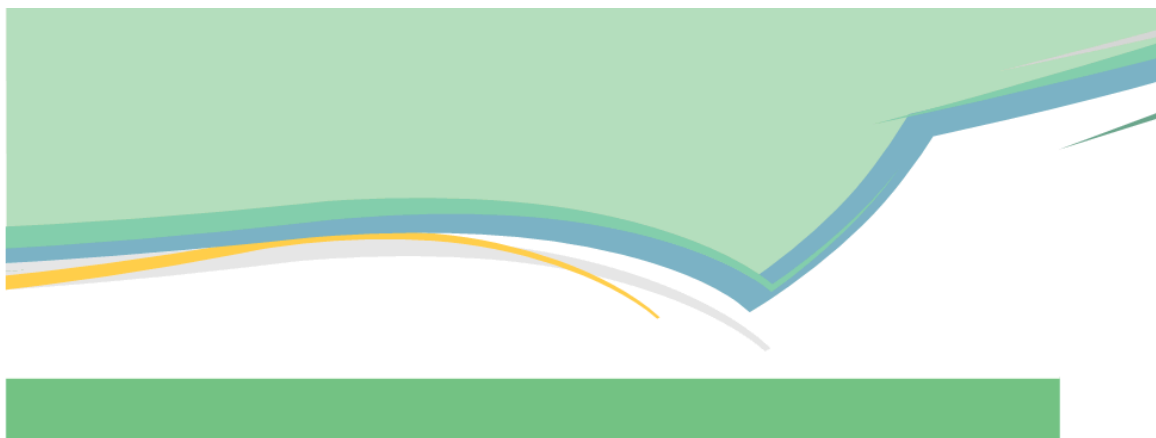
Maintain the high standard of Governance Framework that supports Council in compliance with legislation

## Our strategies to achieve this are...

Provide an effective audit and risk management service for Council in accordance with the statutory requirements

Ensure legislative compliance requirements are met

Ensure legislative compliance in relation to workplace health and safety and achievements of Safeplan in line with industry best practice



Responsibility	Performance indicators	2016-17/out year comparison
Corporate and Community Services	Ensure four Audit and Risk Committee meetings are conducted during the year Develop and implement an effective internal audit plan, corporate risk register and business continuity plan Maintain, update and report on Council's Audit Register	Strategy is ongoing - measure to be met 16/17
Executive Office	100% of appropriate staff trained in use of the LGAQ Legislative Compliance Service Provide initial report to ELT analysing level of compliance by Council with legislative requirements	Complete 16/17
Organisational Development and PLanning	Achieve minimum 75% compliance in the self insurance audit program 100% completion of compliance reporting and implementation of actions in the WHS Map's	Strategy is ongoing - measure to be met 16/17

Report prepared by: 

For more information phone 1300 005 872,  
email [mailbox@lvrc.qld.gov.au](mailto:mailbox@lvrc.qld.gov.au) or  
visit [www.lockyervalley.qld.gov.au](http://www.lockyervalley.qld.gov.au)

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**SPECIAL MEETING  
(BUDGET ADOPTION)  
MINUTES  
25 JULY 2016**

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### 3. Report

The *Local Government Regulation 2012* requires Council to prepare an Investment Policy, Debt Policy and Procurement Policy.

#### Investment Policy

Under Section 191 of the *Local Government Regulation 2012*, Council must prepare and adopt an investment policy that outlines Council's investment objectives and overall risk philosophy together with the procedures for achieving the goals outlined in the policy.

The attached Investment Policy provides Council's finance officers with an investment framework within which to place Council investments to achieve competitive returns whilst adequately managing risk exposure and ensuring cash funds are available to meet Council's short term cash requirements. In order of priority, the order of investment activities is preservation of capital, liquidity and return.

#### Debt Policy

Under Section 192 of the *Local Government Regulation 2012*, Council must prepare and adopt a debt policy each financial year. The debt policy must state new borrowings for the current financial year and the next nine years and the time over which Council plans to repay existing and new borrowings.

The attached Debt Policy forecasts no borrowings for the life of the long term financial plan.

Under Council's debt policy, Council will not utilise loan funds to finance operating activities and where capital assets are funded through borrowings, Council will repay the loans within a term not exceeding the life of the asset. Current loans are planned to be repaid within 20 years. Additional repayments will be made where sufficient funds are available.

#### Procurement Policy

The policy covers the principles of procurement applicable under the *Local Government Regulation 2012* and, apart from the addition of a clear reference to undertaking procurement in accordance with the Procurement Procedures Handbook, the Policy remains unchanged from the previous year.

The practical application of the Policy is done through the associated Procurement Procedures Handbook which has been reviewed and accepted by the Executive Leadership Team. Key changes to the Handbook include:

- a Local Purchasing evaluation criteria worth 15% for quotes and tenders up to \$200,000 and 10% for quotes and tenders over \$200,000;
- realignment of procurement thresholds to legislation;
- improved definitions of procurement types; and
- clarified responsibilities for certain types of specialised procurement such as IT equipment.

Staff will be made aware of the above changes through a series of presentations and awareness sessions over the coming months.

**SPECIAL MEETING  
(BUDGET ADOPTION)  
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**4. Policy and Legal Implications**

The adoption of these policies satisfies Council's legislative obligations and provides clear guidance to staff to ensure ongoing understanding and compliance.

**5. Financial and Resource Implications**

These policies underpin elements of the 2016/2017 budget.

**6. Delegations/Authorisations**

Matters arising from this report will be dealt with in accordance with existing delegations.

**7. Communication and Engagement**

The implications of these policies will be incorporated into extensive communications associated with the 2016/2017 Budget.

**8. Conclusion**

These policies are used in the formulation of Council's annual budget and have been reviewed as part of the 2016/2017 Budget process with the policies remaining largely unchanged.

**9. Action/s**

1. Update Council's Policy Register and upload to the internet.

**Attachments**

- |   |                      |                    |         |
|---|----------------------|--------------------|---------|
| 1 | <a href="#">View</a> | Investment Policy  | 3 Pages |
| 2 | <a href="#">View</a> | Debt Policy        | 3 Pages |
| 3 | <a href="#">View</a> | Procurement Policy | 1 Page  |



## Policy document

Statutory S02

# Investment

### Head of Power

Section 191 of the *Local Government Regulation 2012* states that a Local Government must prepare an investment policy each financial year. Council must also consider the *Statutory Bodies Financial Arrangements (SBFA) Act 1982* and *Statutory Bodies Financial Arrangements Regulation 2007*.

### Key Supporting Council Document

Corporate Plan (2012 – 2017) Lockyer Council “Working together to create a high performing organisation with a customer focus.”

### Definitions

NA

### Policy Objective

To provide Council’s finance officers with an investment framework within which to place Council investments to achieve competitive returns whilst adequately managing risk exposure and ensuring cash funds are available to meet Council’s short term cash requirements.

### Policy Statement

This policy is applicable to the investment of Lockyer Valley Regional Council’s cash balances as they occur throughout the year. It specifically does not apply to the long term loan arrangement with Queensland Urban Utilities.

Council’s overall objective is to invest its funds at the most advantageous interest rate available to it at the time, for that type of investment and in a way that it considers most appropriate.

Without specific approval from Council or the treasurer, investments are limited to those prescribed by Part 6 of the *Statutory Bodies Financial Arrangements Act 1982* for local governments with Category 1 investment power.

In order of priority, the order of investment activities will be preservation of capital, liquidity and return.

This policy prohibits any investments carried out for speculative purposes.

Council’s bank balances and short term cash flows will be reviewed daily.

Group: Corporate & Community Services  
Unit: Finance  
Approved:  
Date Approved:

Effective Date: 01/07/2016  
Version: 1.5 Last Updated: 01/07/2016  
Review Date: 30/06/2017  
Superseded/Revoked: Investment Policy S 02 2015/2016

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## Policy document

### Statutory S02

Investments will be placed so as to minimise the cash held in low/no interest operating bank accounts whilst ensuring sufficient cash is available to meet Council's financial obligations on a day to day basis.

Funds will be invested for a term not exceeding 12 months.

To mitigate risk and protect the Capital value of Investments, funds will only be placed with recognised financial institutions with a Standard and Poors Long Term Rating of BBB- or better and operating in Australia.

Investments will be placed with various financial institutions such that the maximum percentage of the total investment portfolio does not exceed:

Standard and Poors Long Term Rating	Maximum % Investment in any one Institution	Maximum % Investment all institutions in this category
QTC (currently AA+)	100%	100%
AAA to A+ (excluding QTC)	30%	80%
A to BBB+	20%	35%
BBB to BBB-	15%	25%

The Manager Finance and Customer Services is to ensure an appropriate system is maintained at all times to ensure all investments are accounted for and the portfolio managed appropriately.

The Manager Finance and Customer Services will ensure that effective internal controls are established to ensure that investment objectives are met and that investments are protected from loss, theft or inappropriate use. These controls will address control of collusion, separation of transaction activity from accounting and record keeping, safekeeping, physical delivery of securities, delegation to investment officers, requirements for the settlement of securities, compliance and oversight of investment parameters and compliance reporting.

Investments and associated internal controls will be subject to periodic reviews by Council's Internal Audit function to verify compliance with this policy and legislation.

Any breach of this policy must be reported to the Executive Manager Corporate & Community Services and be rectified within 24 hours of the breach occurring.

Earning Performance will be benchmarked against the Bank Bill Swap Rate and the Bloomberg AUSBOND Index which includes the 90 day bank bills from a number of Australian institutions.

Group: Corporate & Community Services  
Unit: Finance  
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Date Approved:

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## Policy document

### Statutory S02

Quarterly reports detailing compliance with the policy and earning performance compared to the benchmarks are to be prepared by the Manager Finance and Customer Services and provided to Council.

#### Related Documents

2016-2017 Lockyer Valley Regional Council Budget

Group: Corporate & Community Services  
Unit: Finance  
Approved:  
Date Approved:

Effective Date: 01/07/2016  
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Superseded/Revoked: Investment Policy S 02 2015/2016

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## Policy document

Statutory S 01

# Debt

### Head of Power

Section 192 of the *Local Government Regulation 2012* requires a Local Government to annually prepare a Debt Policy. Council's borrowing activities continue to be governed by the *Statutory Bodies Financial Arrangements Act 1982* and the *Statutory Bodies Financial Arrangements Regulation 2007*.

### Key Supporting Council Document

Corporate Plan (2012 – 2017) Lockyer Council "Working together to create a high performing organisation with a customer focus."

### Definitions

NA

### Policy Objective

To establish a responsible debt management framework for the management of Council's existing and future debt.

### Policy Statement

This policy provides clear guidance for staff in the management of Council's debt portfolio and the maintenance of appropriate debt and debt servicing levels.

### External Loans

Council will not utilise loan funds to finance operating activities.

Council recognises that the infrastructure requirements placed upon it in many instances can only be funded through borrowings, but is mindful of the additional cost incurred by ratepayers when assets are acquired through borrowings.

Council will endeavor to fund all capital renewal projects from operating cash flows and borrow only for new or upgrade projects having regard to sound financial management principles and giving consideration to inter-generation equity for the funding of long term assets.

Borrowings for infrastructure that provide a return on assets will take priority over borrowings for other assets.

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Unit: Finance  
Approved:  
Date Approved:

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Superseded/Revoked: Debt Policy 2015-16

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## Policy document

### Statutory S 01

Where capital assets are funded through borrowings, Council will repay the loans within a term not exceeding the life of the asset. Current loans are planned to be repaid within 20 years.

Consideration will be given to renegotiating loans where it is in Council's long term interests to do so.

If surplus funds become available and where it is advantageous to do so, one-off loan repayments will be made to reduce the term of existing loans.

Council will maintain close scrutiny of debt levels to try and ensure that sustainability indicators do not exceed the target parameters recommended by the Queensland Treasury Corporation and the *Local Government Regulation 2012*.

Council will raise all external borrowings at the most competitive rates available from sources defined by legislation.

Loans will be drawn down annually subject to cash flow requirements so as to minimise interest expenses.

Pursuant to Section 192 of the *Local Government Regulation 2012*, proposed borrowings for capital works projects as outlined in the adopted budget for the current financial year and subsequent financial years are as follows:

Financial Year	\$'000
2016/2017	-
2017/2018	-
2018/2019	-
2019/2020	-
2020/2021	-
2021/2022	-
2022/2023	-
2023/2024	-
2024/2025	-
2025/2026	-

#### Internal Loans

The provision of internal loans will depend upon the availability of excess Council funds and the capacity of the internal business unit to repay the loan.

Group: Corporate & Community Services  
Unit: Finance  
Approved:  
Date Approved:

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Superseded/Revoked: Debt Policy 2015-16

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## Policy document

### Statutory S 01

The term of the internal loan will not exceeding the life of the asset being financed.

The interest rate of the internal loan will be the sum of the equivalent Queensland Treasury Corporation borrowing rate, the Queensland Treasury Corporation administrative charge for the loan and an addition risk margin of no less than 1%.

The provision for the interest and redemption payments of internal loans will be included in the annual budget for the business unit.

#### Related Documents

2016-2017 Lockyer Valley Regional Council Budget

Group: Corporate & Community Services  
Unit: Finance  
Approved:  
Date Approved:

Effective Date: 01/07/2016  
Version: 1.5 Last Updated: 01/07/2016  
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Superseded/Revoked: Debt Policy 2015-16

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## Policy document

Statutory S 03

# Procurement

### Head of Power

Chapter 5: Part 6: section 198 *Local Government Regulation 2012*

### Key Supporting Council Document

Corporate Plan (2012 – 2017) Lockyer Council “Working together to create a high performing organisation with a customer focus.”

### Definitions

NA

### Policy Objective

This policy establishes the procurement principles to be used by Lockyer Valley Regional Council in undertaking all procurement activities for the organization.

### Policy Statement

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

To do so, 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.

Council will apply sound contracting practices when making its contracts to carry out work, supply goods or services, or dispose of non-current assets.

Council will also provide a framework for the development and implementation of systems, practices and controls for efficient, effective and economic financial and performance management in its procurement activities.

### Related Documents

Procurement Procedures Handbook 2016-2017

Group: Corporate & Community Services  
Unit: Finance Services  
Approved:  
Date Approved:

Effective Date: 01/07/2016  
Version: 1.1 Last Updated: 01/07/2016  
Review Date: 30/06/2017  
Superseded/Revoked: Procurement Policy 2015/2016

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**SPECIAL MEETING  
(BUDGET ADOPTION)  
MINUTES  
25 JULY 2016**

**CARRIED  
7/0**

## **Report**

### **1. Introduction**

Council is required under *Section 169 of the Local Government Regulation 2012* to include a Revenue Policy in its annual budget.

This report recommends the adoption of the Revenue Policy as part of the 2016/2017 Budget.

### **2. Background**

The Revenue Policy is a key statutory document of Council and is required to be adopted as part of the annual budget. The Revenue Policy is reviewed every year as part of the budget development process. Changes made to the document reflect the wishes of Council in making and levying rates for the coming financial year.

### **3. Report**

Section 193 (3) of the *Local Government Regulation 2012* requires Council to review its Revenue Policy annually and in sufficient time to allow an annual budget that is consistent with the Revenue Policy to be adopted for the next financial year.

The purpose of the Revenue Policy is to set out the principles used by Lockyer Valley Regional Council for:

- the making and levying rates and charges;
- determining the purpose of and the granting of concessions for rates and charges;
- recovering overdue rates and charges;
- methods for setting cost recovery fees; and
- the extent to which physical and social infrastructure costs for a new development are to be funded by charges for the development.

Council levies rates and charges to fund the provision of valuable services to our community. When adopting its annual budget Council will set rates and charges at a level that will provide for both current and future community requirements. Council also provides concessions to pensioners to assist property owners to remain in their own homes, and concessions to non-profit community, sporting and cultural groups as they contribute to the health and well-being of the community and to the social cohesion of the region.

The Revenue Policy also sets out the principles that will apply in the management of and recovery of debt. These principles are as follows:

- transparency by making clear the obligations of ratepayers and the processes used by Council in assisting them to meet their financial obligations;
- efficiency by ensuring the processes used to recover overdue rates and charges are simple to administer and cost effective;

**SPECIAL MEETING  
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- equity by having regard to providing the same treatment for ratepayers with similar circumstances; and
- flexibility by responding where necessary to changes in the local economy.

The 2016/2017 Revenue Policy has been reviewed as part of the 2016/2017 budget process and no changes are required to be made.

**4. Policy and Legal Implications**

The adoption of the Revenue Policy ensures Council's compliance with the requirements of the *Local Government Regulation 2012*. Section 169 (2) (c) of the *Local Government Regulation 2012* requires Council to include a Revenue Policy in its annual budget.

**5. Financial and Resource Implications**

The adoption of the 2016/2017 Revenue Policy and 2016/2017 Revenue Statement ensures that Council can rate in accordance with the proposed 2016/2017 Budget.

**6. Delegations/Authorisations**

No further delegations are required to manage the issues raised in this report. The Chief Executive Officer will manage the requirements within existing delegations.

**7. Communication and Engagement**

The implications of the 2016/2017 Revenue Policy will be incorporated into extensive communications associated with the 2016/2017 Budget.

**8. Conclusion**

The 2016/2017 Revenue Policy is used in the formulation of Council's 2016/2017 Revenue Statement and 2016/2017 Budget and must be included in the adoption of the annual budget each financial year. Council's annual budget must be consistent with its Revenue Policy.

**9. Action/s**

1. Council to adopt the attached Revenue Policy as required under the *Local Government Regulation 2012*
2. The Revenue Policy to be used as the basis for the preparation of the 2016/2017 annual budget.

**Attachments**

1 [View](#) Revenue Policy 5 Pages



## Policy document

Statutory S 05

# Revenue

### Head of Power

*Local Government Act 2009**Section 193 Local Government Regulation 2012*

### Definitions

All terms within this policy have the meaning assigned under the Dictionary from the schedule contained within the *Local Government Regulation 2012*.

### Policy Objective

The purpose of the 2016/2017 Revenue Policy is to set out the principles used by Lockyer Valley Regional Council for:

- the making & levying rates and charges
- determining the purpose of and the granting of concessions for rates and charges
- recovering overdue rates and charges
- methods for setting cost recovery fees
- the extent to which physical and social infrastructure costs for a new development are to be funded by charges for the development.

### Policy Statement

#### The Levying of Rates and Charges

Rates and charges are defined in the *Local Government Regulation 2012* as including differential general rates, minimum general rate levies, separate rates and charges, special rates and charges, utility charges and accrued interest on outstanding balances.

Council levies rates and charges to fund the provision of valuable services to our community. When adopting its annual budget Council will set rates and charges at a level that will provide for both current and future community requirements. Council will apply the principle of transparency in making rates and charges.

#### General Rates

General rates revenue provides essential whole of community services not funded through trading income, subsidies, grants, contributions or donations received from other entities or not provided for by other levies or charges. Council will consider all full cost recovery options before calculating the general rate.

Group: Corporate and Community Service  
Unit: Financial Services  
Approved:  
Date Approved:

Effective Date: 01/07/2016  
Version: 1.1 Last Updated 01/07/2016  
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Superseded/Revoked: Revenue Policy S 05 2016/2017

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## Policy document

### Statutory S 05

Council is required to raise an amount of revenue it sees as being appropriate to maintain assets and provide services to the region as a whole. In deciding how that revenue is raised, Council has formed the opinion that a differential general rating scheme, based primarily on land use, provides the most equitable basis for the distribution of the general rate burden.

The rateable value for each property is the basis for determining the amount of the general rate levied. The value, of land for a financial year, is its value under the *Land Valuation Act 2010* when a liability for payment of rates or charges for the land arises for the financial year.

The *Local Government Regulation 2012* allows Council in accordance with Section 77 (1) to fix a minimum amount of general rates and under Section 80, Council may levy differential general rates.

#### Separate and Special Rates and Charges

Where appropriate Council will fund certain services, facilities or activities by means of separate or special rates or charges.

#### *Special rates:*

In accordance with Section 94 of the *Local Government Regulation 2012* Council will levy special rates and charges on certain properties that are considered to be specially benefited by the provision of a specific service, facility or activity.

Special rates are charged on the rateable value of the land and special charges are a flat charge per assessment, other than specifically identified exclusions, as this is considered to provide a more equitable basis for the sharing of the cost.

#### *Separate rates:*

In accordance with Section 103 of the *Local Government Regulation 2012* Council will levy a separate rate or charge on all rateable land, subject to stated exceptions, in the region to fund a particular service, facility or activity.

#### The Levying of Rates and Charges

In levying rates and charges, Council will apply the principles of:

- consistency in timing the levy of rates in a predictable way to enable rate payers to plan for their rating obligations by the issue of rate notices on a half yearly basis
- flexibility by providing short-term payment commitment plans to ratepayers in financial difficulty, along with a wide array of payment options
- communication by clearly setting out the Council's and each ratepayer's obligations in relation to rates and charges by advising ratepayers about rate notice issue dates and discount dates

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Unit: Financial Services  
Approved:  
Date Approved:

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Superseded/Revoked: Revenue Policy S 05 2016/2017

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## Policy document

### Statutory S 05

- clarity by providing meaningful information on rate notices to enable ratepayers to clearly understand their responsibilities.

In making and levying rates and charges, Council will be guided by the principles of:

- efficiency through having a rating regime that is efficient to administer
- full cost pricing and user pays where appropriate
- equitable distribution of the general rates burden as broadly as possible
- transparency in the making and levying of rates
- flexibility, to take account of changes in the local economy
- clarity in terms of responsibilities (Council's and ratepayers') in regard to the rating process
- National Competition Policy legislation where applicable.

#### The Purpose of and Granting of Concessions for rates and charges

##### *Council Pension Subsidy:*

Council has determined that pensioners as defined by the *Local Government Regulation 2012* are entitled to receive concessions on rates and charges levied by Council. Council may grant a concession for land that is owned by a pensioner under Section 120(1)(a) of the *Local Government Regulation 2012*.

The Lockyer Valley Regional Council Pension Subsidy aims to help pensioner property owners to remain in their own homes by reducing the financial impact of rates and charges levied.

##### *Council Remissions – Non Profit Community, Cultural and Sporting Groups:*

In accordance with section 120(1)(b) of the *Local Government Regulation 2012* non-profit community, sporting and cultural groups may be eligible to a concession.

The purpose of these concessions is to encourage and support non-profit community, sporting and cultural groups as they contribute to the health and well-being of the community and to the social cohesion of the region.

Upon written application, Council will consider applications for concessions on rates and charges received from property owners who are qualifying pensioners or non-profit community, cultural and sporting organisations.

In exercising these concession powers, Council will be guided by the principles of:

- transparency by making clear the requirements necessary to receive concessions
- equity by ensuring that all applicants of the same type receive the same concession.

#### The Recovery of Overdue Rates and Charges

Group: Corporate and Community Service  
Unit: Financial Services  
Approved:  
Date Approved:

Effective Date: 01/07/2016  
Version: 1.1 Last Updated 01/07/2016  
Review Date: 30/06/2017  
Superseded/Revoked: Revenue Policy S 05 2016/2017

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## Policy document

### Statutory S 05

Council will exercise its rate recovery powers pursuant to the provisions of Chapter 4 Part 12 of the *Local Government Regulation 2012* in order to reduce the overall rate burden on ratepayers.

Council has adopted a policy for the recovery of outstanding rates and charges. The objective of this policy is to set out Council's principles in regard to the management of debt, and to provide consistent and ethical recovery of outstanding rates and charges across the organisation in accordance with the parameters and requirements of the *Local Government Regulation 2012*.

The principles that will apply in the management of and recovery of debt are as follows:

- transparency by making clear the obligations of ratepayers and the processes used by Council in assisting them to meet their financial obligations
- efficiency by ensuring the processes used to recover overdue rates and charges are simple to administer and cost effective
- equity by having regard to providing the same treatment for ratepayers with similar circumstances
- flexibility by responding where necessary to changes in the local economy.

#### Fees and Charges

In general, Council will be guided by the principle of user pays in making all other charges. All fees and charges will be set with reference to full cost pricing.

When determining Commercial Charges, Council takes into account "user pays" principles and market conditions when determining commercial charges for Council services and facilities.

When determining Regulatory Fees, Council takes into account "user pays" principles and sets regulatory fees at a level sufficient to recover no more than the full cost of providing the service or taking the action for which the fee is charged.

All fees set by Council are included in a Register of Fees and Charges as adopted by Council at the meeting held on 25 May 2016 and amended from time to time.

#### New Development Costs

Developer contributions for infrastructure are determined each year in accordance with the philosophy that a developer should pay reasonable and relevant contributions towards the capital cost of the provision of infrastructure to meet past and future augmentation costs associated with the new development. Council assesses the level of contribution towards physical and social infrastructure in respect of new developments during the development application approval process to ensure an equitable contribution is made by developments which increase the demand on Council infrastructure. Infrastructure agreements are negotiated outcomes between Council and the developer.

Group: Corporate and Community Service  
Unit: Financial Services  
Approved:  
Date Approved:

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Superseded/Revoked: Revenue Policy S 05 2016/2017

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## Policy document

### Statutory S 05

#### Guiding Principles

Council is required to prepare and adopt Financial Policies under Chapter 5 Part 4 of the *Local Government Regulation 2012* that comprise of an Investment Policy, a Debt Policy and a Revenue Policy.

Accordingly, the principles contained within the Revenue Policy are applied in the determination of Council's revenue statement, rates, fees and charges, rating concessions and recovery of overdue rates and charges.

#### Roles and responsibilities

All Council staff are bound by the principles outlined in this policy in determining the level of rates, fees and charges, and in the application of rebates and concessions relating to those fees.

#### **Related Documents**

*Local Government Act 2009*

*Local Government Regulation 2012*

Rates and Charges Debt Collection and Recovery Policy

2016-2017 Revenue Statement

Group: Corporate and Community Service  
Unit: Financial Services  
Approved:  
Date Approved:

Effective Date: 01/07/2016  
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**SPECIAL MEETING  
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#### 5.4 2016/2017 Revenue Statement

**Date:** 19 July 2016  
**Author:** Tony Brett, Manager Finance and Customer Service  
**Responsible Officer:** David Lewis, Executive Manager Corporate & Community Services

#### Summary:

Section 169(2)(b) of the *Local Government Regulation 2012* requires Council to include a Revenue Statement in its annual budget.

The 2016/2017 Revenue Statement is an explanatory statement, detailing the revenue measures adopted in Council's 2016/2017 Budget. The Revenue Statement has been reviewed as part of Council's budget process and provides the basis for the generation of Council's rates revenue for 2016/2017.

The 2016/2017 Revenue Statement will achieve an initial yield (excluding growth) of \$37.84 million in rates and utility charges with \$1.48 million allowed for discounts and remissions. Budget parameters include a conservative growth rate of 1.5%.

#### **Officer's Recommendation:** **THAT Council resolves to:**

- (a) Adopt, pursuant to Section 81 of the *Local Government Regulation 2012*, the different categories of rateable land and a description of those contained in Table 1 of the 2016/2017 Revenue Statement as follows:

No	Name	Description
1	Commercial <= \$200,000	Land used or intended to be used, in whole or in part for commercial purposes, other than primary production, with a rateable value less than or equal to \$200,000, other than land included in category 5 to 11, or 17 to 23, or 37 to 47.
2	Commercial \$200,001 & <=\$700,000	Land used or intended to be used, in whole or in part for commercial purposes, other than primary production, with a rateable value greater than \$200,000 and up to or equal to \$700,000, other than land included in category 5 to 11, or 17 to 23, or 37 to 47.
3	Commercial > \$700,000 & <=\$2Million	Land used or intended to be used, in whole or in part for commercial purposes, other than primary production, with a rateable value greater than \$700,000 and less than or equal to \$2 million, other than land included in category 5 to 11, or 17 to 23, or 37 to 47.
4	Commercial > \$2Million	Land used or intended to be used, in whole or in part for commercial purposes, other than primary production, with a rateable value greater than \$2 million, other than land included in category 5 to 11, or 17 to 23, or 37 to 47.
5	Supermarkets <= \$1Million	Land used or intended to be used, in whole or in part for a Supermarket, with a rateable value of less than or equal to \$1 million.
6	Supermarkets > \$1Million	Land used or intended to be used, in whole or in part for a Supermarket, with a rateable value greater than \$1million.

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7	Shopping Centres ≤ 7,000 sq m	Land used or intended to be used, in whole or in part for a Shopping Centre that has a property land area of up to or equal to 7,000 sq metres, or less than or equal to 120 onsite carparking spaces.
8	Shopping Centres >7,000 sq m	Land used or intended to be used, in whole or in part for a Shopping Centre that has a property land area greater than 7,000 sq metres, or more than 120 onsite carparking spaces.
9	Motels ≤ 25 Rooms	Land used or intended to be used, in whole or in part for a motel with no more than 25 rooms.
10	Motels 26 - 50 Rooms	Land used or intended to be used, in whole or in part for a motel with between 26 and 50 rooms.
11	Motels ≥ 51 Rooms	Land used or intended to be used, in whole or in part as a motel with 51 or more rooms.
12	Farming/Agriculture ≤ \$200,000	Land used or intended to be used, in whole or in part for farming or agricultural purposes with a rateable value of less than or equal to \$200,000, except land included in categories 25-29. Properties in this category receive a concessional value for primary production.
13	Farming/Agriculture \$200,001-\$380,000	Land used or intended to be used, in whole or in part for farming or agricultural purposes with a rateable value between \$200,001 and \$380,000, except land included in categories 25-29. Properties in this category receive a concessional value for primary production.
14	Farming/Agriculture \$380,001-\$610,000	Land used or intended to be used, in whole or in part for farming or agricultural purposes with a rateable value between \$380,001 and \$610,000, except land included in categories 25-29. Properties in this category receive a concessional value for primary production.
15	Farming/Agriculture ≥ \$610,001	Land used or intended to be used, in whole or in part for farming or agricultural purposes with a rateable value of \$610,001 or greater, except land included in categories 25-29. Properties in this category receive a concessional value for primary production.
16	Rural Residential – Owner Occupied	Residential land with a dwelling used or intended to be used, in whole or in part for residential purposes that is a Principal Place of Residence owned by a natural person or residential Vacant land that is within the Rural Fire Service boundaries.
17	Service Stations/Garages ≤ 100,000 litres	Land used or intended to be used, in whole or in part for fuel retailing where there is or is not an associated shop and/or fuel outlet and approved onsite bulk fuel storage of up to and including 100,000 litres. In addition, the category includes any land used for a fuelling area, fuel storage area, retail shop or parking area associated with land used for fuel retailing.
18	Service Stations/Garages 100,001 to 200,000 litres	Land used or intended to be used, in whole or in part for fuel retailing where there is or is not an associated shop and/or fuel outlet and approved onsite bulk fuel storage between 100,001 and up to and including 200,000 litres.
19	Service Stations/Garages Over 200,000 litres	Land used or intended to be used, in whole or in part for fuel retailing where there is an associated shop and/or fuel outlet and approved onsite bulk fuel storage of more than 200,000 litres.
20	Services Stations & Garages without Shops or Food Outlets >200,000 litres	Land used or intended to be used, in whole or in part for fuel retailing where there is not any associated shop and/or fuel outlet and approved onsite bulk fuel storage of more than 200,000 litres.
21	Transmission Sites	Land used or intended to be used, in whole or in part for the transmission or distribution of electricity from a coal or gas-fired power plant including, but not limited to a substation.

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22	Gas Compressor Sites	Land used or intended to be used, in whole or in part for the transportation of gas under compression and/or any purpose associated or connected with the transportation of gas under compression.
23	Workers Accommodation	Land used or intended to be used, in whole or in part for the provision of intensive accommodation for more than 50 persons (other than the ordinary travelling public) in rooms, suites, dongas, caravan sites, or a combination of these specifically built or provided for this purpose. Land within this category is commonly known as "workers accommodation", "single person's quarters", "work camps", "accommodation village", or "barracks".
24	Urban Residential – Owner Occupied	Residential land with a dwelling used or intended to be used, in whole or in part for residential purposes that is a Principal Place of Residence owned by a natural person or residential Vacant land that is not within the Rural Fire Service boundaries.
25	Farming/Agriculture On Farm Packing Operation	Land used or intended to be used, in whole or in part for farming or agricultural purposes containing an on farm packing operation. An on farm packing operation: shall mean land containing a facility where fruit and/or vegetables are received and/or processed prior to distribution to market. Operations may include but are not limited to sorting, trimming, washing, drying, waxing, curing, chemical treatment, packaging, pre-cooling, storage, and transportation.
26	Intensive Agriculture Poultry <=200,000 birds	Land used or intended to be used, in whole or in part for intensive poultry farming with an approved capacity of up to or equal to 200,000 birds.
27	Intensive Agriculture Poultry 200,001 birds and over	Land used or intended to be used, in whole or in part for intensive poultry farming with an approved capacity of over 200,000 birds.
28	Intensive Agriculture Piggeries <=3,000 SPU	Land used or intended to be used, in whole or in part for intensive pig farming with an approved capacity of up to or equal to 3,000 SPU.
29	Intensive Agriculture Piggeries 3,001 SPU and over	Land used or intended to be used, in whole or in part for intensive pig farming with an approved capacity of over 3,000 SPU.
31	Land which is Subject to Chapter 2, Part 2, Subdivision 3 of the Land Valuation Act 2010	Land which is subject to chapter 2, part 2 subdivision 3 of the Land Valuation Act 2010.
32	Nursing Homes/Retirement Villages	Land used or intended to be used, in whole or in part for the provision of private medical care, the provision of aged care nursing or as a Retirement Village.
33	Sporting Clubs & Facilities	Land used or intended to be used, in whole or in part for sporting clubs and facilities associated with a sporting club where the operator does not hold a liquor and/or gaming licence, except land included in category 34.
34	Licensed Clubs & Sporting Clubs	Land used or intended to be used, in whole or in part for the operation of a sporting club and facilities associated with a sporting club where the land is subject to a liquor and/or gaming licence.
35	Non-Principal Place of Residence	Land with a dwelling used or intended to be used, in whole or in part for a residential purpose, including rural residential land, that is not a Principal Place of Residence and not included in Category 16, 24 or 31.

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36	Sundry Purposes	Land used or intended to be used, in whole or in part for a permit to occupy, water storage, or a pump site and land which is not otherwise categorized.
37	Extractive & Mining Lease > 100,000 tonnes.	Land used or intended to be used, in whole or in part for extractive industry and land which is a mining lease, where more than 100,000 tonnes of material is removed per annum.
38	Extractive & Mining Lease 5,001 tonnes – 100,000 tonnes.	Land used or intended to be used, in whole or in part for extractive industry and land which is a mining lease, where between 5,001 and 100,000 tonnes of material is removed per annum.
39	Extractive & Mining Lease up to 5,000 tonnes.	Land used or intended to be used, in whole or in part for extractive industry and land which is a mining lease, where up to 5,000 tonnes of material is removed per annum.
40	Noxious/Offensive Industry – Explosive Factories	Land used or intended to be used, in whole or in part for the manufacture and/or storage of explosives.
41	Noxious/offensive Industry – Abattoirs	Land used or intended to be used, in whole or in part as an abattoir having more than 20 employees and a valuation greater than \$500,000.
42	Noxious/offensive Industry – Other	Land used or intended to be used, in whole or in part for the purpose of a sawmill, tannery or any other industrial purpose or any use associated or connected with an industrial purpose, other than land included in categories 40 or 41.
43	Caravan Parks & Camping Grounds <= \$300,000	Land used or intended to be used, in whole or in part as a Caravan Park with a rateable value of less than or equal to \$300,000.
44	Caravan Parks and Camping Grounds \$300,001 to \$600,000	Land used or intended to be used, in whole or in part as a Caravan Park with a rateable value of between \$300,001 up to and including \$600,000.
45	Caravan Parks and Camping Grounds > \$600,000	Land used or intended to be used, in whole or in part as a Caravan Park with a rateable value of greater than \$600,001.
46	Power Stations <= 50MW	Land used or intended to be used, in whole or in part for ancillary to the generation of electricity from a coal and/or gas fired power station with an output capacity of no more than 50MW.
47	Power Stations >=51MW	Land used or intended to be used, in whole or in part for ancillary to the generation of electricity from a coal and/or gas fired power station with an output capacity of 51MW or more.

- (b) Adopt pursuant to Section 169 (2)(b) of the *Local Government Regulation 2012* the 2016/2017 Revenue Statement (Attachment 1) for inclusion in the 2016/2017 Budget.
- (c) Adopt, pursuant to Section 94 of the *Local Government Regulation 2012*, the overall plan for the special charge for the Rural Fire Levy as outlined in Section 5.1 of the 2016/2017 Revenue Statement.
- (d) Adopt, pursuant to Section 94 of the *Local Government Regulation 2012*, the levying of a special charge for the Rural Fire Levy of \$30.00 per annum, per assessment on all rateable properties which are in an area serviced by a Rural Fire Brigade.

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- (e) Adopt, pursuant to Section 94 of the *Local Government Regulation 2012*, the overall plan for the special charge for the Thomas Road Maintenance as outlined in Section 5.2 of the 2016/2017 Revenue Statement.
- (f) Adopt, pursuant to Section 94 of the *Local Government Regulation 2012*, the levying of the special charge for the Thomas Road Maintenance of \$5,000.00 per annum on the rateable land described as Lot 34 on CA31381.
- (g) Adopt, pursuant to Section 103 of the *Local Government Regulation 2012* the levying of a separate charge for the Emergency Preparedness Levy of \$100.00 per annum per assessment on all rateable properties.
- (h) Adopt, pursuant to Sections 77 and 80 of the *Local Government Regulation 2012* the levying of minimum general rates and differential general rates on all rateable land, at the values included within Table 1 of the 2016/2017 Revenue Statement.
- (i) Adopt, pursuant to Section 99 of the *Local Government Regulation 2012* utility charges for the 2016/2017 financial year at the values included within Section 4 of the 2016/2017 Revenue Statement.
- (j) Adopt, pursuant to Section 118 of the *Local Government Regulation 2012*, that rates and charges are due to be paid within 30 days of the issue date shown on the rates notice.
- (k) Adopt, pursuant to Section 133 of the *Local Government Regulation 2012* that interest at the rate of 11% per annum calculated and compounded on daily balances on all rates and charges which remain unpaid after the expiration of the discount period and on any arrears of rates and charges.
- (l) Allow a discount for the prompt payment of rates and charges pursuant to Section 130 of the *Local Government Regulation 2012* in accordance with Sections 2.2.3 and 2.2.4 of the 2016/2017 Revenue Statement.
- (m) Allow payment of certain rates or charges by instalments and concessions to certain classes of ratepayer pursuant to Part 10 Concessions of the *Local Government Regulation 2012* in accordance with Section 2.7 of the 2016/2017 Revenue Statement.
- (n) Levy all rates (as defined in the *Local Government Act 2009*) on a half yearly basis with payment to be made on or before the due date for payment as shown on the rates notice.

**RESOLUTION**  
**THAT Council resolves to:**

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- (a) Adopt, pursuant to Section 81 of the *Local Government Regulation 2012*, the different categories of rateable land and a description of those contained in Table 1 of the 2016/2017 Revenue Statement as follows:

No	Name	Description
1	Commercial ≤ \$200,000	Land used or intended to be used, in whole or in part for commercial purposes, other than primary production, with a rateable value less than or equal to \$200,000, other than land included in category 5 to 11, or 17 to 23, or 37 to 47.
2	Commercial \$200,001 & ≤ \$700,000	Land used or intended to be used, in whole or in part for commercial purposes, other than primary production, with a rateable value greater than \$200,000 and up to or equal to \$700,000, other than land included in category 5 to 11, or 17 to 23, or 37 to 47.
3	Commercial > \$700,000 & ≤ \$2Million	Land used or intended to be used, in whole or in part for commercial purposes, other than primary production, with a rateable value greater than \$700,000 and less than or equal to \$2 million, other than land included in category 5 to 11, or 17 to 23, or 37 to 47.
4	Commercial > \$2Million	Land used or intended to be used, in whole or in part for commercial purposes, other than primary production, with a rateable value greater than \$2 million, other than land included in category 5 to 11, or 17 to 23, or 37 to 47.
5	Supermarkets ≤ \$1Million	Land used or intended to be used, in whole or in part for a Supermarket, with a rateable value of less than or equal to \$1 million.
6	Supermarkets > \$1Million	Land used or intended to be used, in whole or in part for a Supermarket, with a rateable value greater than \$1million.
7	Shopping Centres ≤ 7,000 sq m	Land used or intended to be used, in whole or in part for a Shopping Centre that has a property land area of up to or equal to 7,000 sq metres, or less than or equal to 120 onsite carparking spaces.
8	Shopping Centres >7,000 sq m	Land used or intended to be used, in whole or in part for a Shopping Centre that has a property land area greater than 7,000 sq metres, or more than 120 onsite carparking spaces.
9	Motels ≤ 25 Rooms	Land used or intended to be used, in whole or in part for a motel with no more than 25 rooms.
10	Motels 26 - 50 Rooms	Land used or intended to be used, in whole or in part for a motel with between 26 and 50 rooms.
11	Motels ≥ 51 Rooms	Land used or intended to be used, in whole or in part as a motel with 51 or more rooms.
12	Farming/Agriculture ≤ \$200,000	Land used or intended to be used, in whole or in part for farming or agricultural purposes with a rateable value of less than or equal to \$200,000, except land included in categories 25-29. Properties in this category receive a concessional value for primary production.
13	Farming/Agriculture \$200,001-\$380,000	Land used or intended to be used, in whole or in part for farming or agricultural purposes with a rateable value between \$200,001 and \$380,000, except land included in categories 25-29. Properties in this category receive a concessional value for primary production.
14	Farming/Agriculture \$380,001-\$610,000	Land used or intended to be used, in whole or in part for farming or agricultural purposes with a rateable value between \$380,001 and \$610,000, except land included in categories 25-29. Properties in this category receive a concessional value for primary production.



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15	Farming/Agriculture ≥ \$610,001	Land used or intended to be used, in whole or in part for farming or agricultural purposes with a rateable value of \$610,001 or greater, except land included in categories 25-29. Properties in this category receive a concessional value for primary production.
16	Rural Residential – Owner Occupied	Residential land with a dwelling used or intended to be used, in whole or in part for residential purposes that is a Principal Place of Residence owned by a natural person or residential Vacant land that is within the Rural Fire Service boundaries.
17	Service Stations/Garages ≤ 100,000 litres	Land used or intended to be used, in whole or in part for fuel retailing where there is or is not an associated shop and/or fuel outlet and approved onsite bulk fuel storage of up to and including 100,000 litres. In addition, the category includes any land used for a fuelling area, fuel storage area, retail shop or parking area associated with land used for fuel retailing.
18	Service Stations/Garages 100,001 to 200,000 litres	Land used or intended to be used, in whole or in part for fuel retailing where there is or is not an associated shop and/or fuel outlet and approved onsite bulk fuel storage between 100,001 and up to and including 200,000 litres.
19	Service Stations/Garages Over 200,000 litres	Land used or intended to be used, in whole or in part for fuel retailing where there is an associated shop and/or fuel outlet and approved onsite bulk fuel storage of more than 200,000 litres.
20	Services Stations & Garages without Shops or Food Outlets > 200,000 litres	Land used or intended to be used, in whole or in part for fuel retailing where there is not any associated shop and/or fuel outlet and approved onsite bulk fuel storage of more than 200,000 litres.
21	Transmission Sites	Land used or intended to be used, in whole or in part for the transmission or distribution of electricity from a coal or gas-fired power plant including, but not limited to a substation.
22	Gas Compressor Sites	Land used or intended to be used, in whole or in part for the transportation of gas under compression and/or any purpose associated or connected with the transportation of gas under compression.
23	Workers Accommodation	Land used or intended to be used, in whole or in part for the provision of intensive accommodation for more than 50 persons (other than the ordinary travelling public) in rooms, suites, dongas, caravan sites, or a combination of these specifically built or provided for this purpose. Land within this category is commonly known as “workers accommodation”, “single person’s quarters”, “work camps”, “accommodation village”, or “barracks”.
24	Urban Residential – Owner Occupied	Residential land with a dwelling used or intended to be used, in whole or in part for residential purposes that is a Principal Place of Residence owned by a natural person or residential Vacant land that is not within the Rural Fire Service boundaries.
25	Farming/Agriculture On Farm Packing Operation	Land used or intended to be used, in whole or in part for farming or agricultural purposes containing an on farm packing operation. An on farm packing operation: shall mean land containing a facility where fruit and/or vegetables are received and/or processed prior to distribution to market. Operations may include but are not limited to sorting, trimming, washing, drying, waxing, curing, chemical treatment, packaging, pre-cooling, storage, and transportation.
26	Intensive Agriculture Poultry ≤ 200,000 birds	Land used or intended to be used, in whole or in part for intensive poultry farming with an approved capacity of up to or equal to 200,000 birds.



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27	Intensive Agriculture Poultry 200,001 birds and over	Land used or intended to be used, in whole or in part for intensive poultry farming with an approved capacity of over 200,000 birds.
28	Intensive Agriculture Piggeries ≤3,000 SPU	Land used or intended to be used, in whole or in part for intensive pig farming with an approved capacity of up to or equal to 3,000 SPU.
29	Intensive Agriculture Piggeries 3,001 SPU and over	Land used or intended to be used, in whole or in part for intensive pig farming with an approved capacity of over 3,000 SPU.
31	Land which is Subject to Chapter 2, Part 2, Subdivision 3 of the Land Valuation Act 2010	Land which is subject to chapter 2, part 2 subdivision 3 of the Land Valuation Act 2010.
32	Nursing Homes/Retirement Villages	Land used or intended to be used, in whole or in part for the provision of private medical care, the provision of aged care nursing or as a Retirement Village.
33	Sporting Clubs & Facilities	Land used or intended to be used, in whole or in part for sporting clubs and facilities associated with a sporting club where the operator does not hold a liquor and/or gaming licence, except land included in category 34.
34	Licensed Clubs & Sporting Clubs	Land used or intended to be used, in whole or in part for the operation of a sporting club and facilities associated with a sporting club where the land is subject to a liquor and/or gaming licence.
35	Non-Principal Place of Residence	Land with a dwelling used or intended to be used, in whole or in part for a residential purpose, including rural residential land, that is not a Principal Place of Residence and not included in Category 16, 24 or 31.
36	Sundry Purposes	Land used or intended to be used, in whole or in part for a permit to occupy, water storage, or a pump site and land which is not otherwise categorized.
37	Extractive & Mining Lease > 100,000 tonnes.	Land used or intended to be used, in whole or in part for extractive industry and land which is a mining lease, where more than 100,000 tonnes of material is removed per annum.
38	Extractive & Mining Lease 5,001 tonnes – 100,000 tonnes.	Land used or intended to be used, in whole or in part for extractive industry and land which is a mining lease, where between 5,001 and 100,000 tonnes of material is removed per annum.
39	Extractive & Mining Lease up to 5,000 tonnes.	Land used or intended to be used, in whole or in part for extractive industry and land which is a mining lease, where up to 5,000 tonnes of material is removed per annum.
40	Noxious/Offensive Industry – Explosive Factories	Land used or intended to be used, in whole or in part for the manufacture and/or storage of explosives.
41	Noxious/offensive Industry – Abattoirs	Land used or intended to be used, in whole or in part as an abattoir having more than 20 employees and a valuation greater than \$500,000.
42	Noxious/offensive Industry – Other	Land used or intended to be used, in whole or in part for the purpose of a sawmill, tannery or any other industrial purpose or any use associated or connected with an industrial purpose, other than land included in categories 40 or 41.
43	Caravan Parks & Camping Grounds ≤ \$300,000	Land used or intended to be used, in whole or in part as a Caravan Park with a rateable value of less than or equal to \$300,000.

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44	Caravan Parks and Camping Grounds \$300,001 to \$600,000	Land used or intended to be used, in whole or in part as a Caravan Park with a rateable value of between \$300,001 up to and including \$600,000.
45	Caravan Parks and Camping Grounds > \$600,000	Land used or intended to be used, in whole or in part as a Caravan Park with a rateable value of greater than \$600,001.
46	Power Stations <= 50MW	Land used or intended to be used, in whole or in part for ancillary to the generation of electricity from a coal and/or gas fired power station with an output capacity of no more than 50MW.
47	Power Stations >=51MW	Land used or intended to be used, in whole or in part for ancillary to the generation of electricity from a coal and/or gas fired power station with an output capacity of 51MW or more.

- (b) Adopt pursuant to Section 169 (2)(b) of the *Local Government Regulation 2012* the 2016/2017 Revenue Statement (Attachment 1) for inclusion in the 2016/2017 Budget.
- (c) Adopt, pursuant to Section 94 of the *Local Government Regulation 2012*, the overall plan for the special charge for the Rural Fire Levy as outlined in Section 5.1 of the 2016/2017 Revenue Statement.
- (d) Adopt, pursuant to Section 94 of the *Local Government Regulation 2012*, the levying of a special charge for the Rural Fire Levy of \$30.00 per annum, per assessment on all rateable properties which are in an area serviced by a Rural Fire Brigade.
- (e) Adopt, pursuant to Section 94 of the *Local Government Regulation 2012*, the overall plan for the special charge for the Thomas Road Maintenance as outlined in Section 5.2 of the 2016/2017 Revenue Statement.
- (f) Adopt, pursuant to Section 94 of the *Local Government Regulation 2012*, the levying of the special charge for the Thomas Road Maintenance of \$5,000.00 per annum on the rateable land described as Lot 34 on CA31381.
- (g) Adopt, pursuant to Section 103 of the *Local Government Regulation 2012* the levying of a separate charge for the Emergency Preparedness Levy of \$100.00 per annum per assessment on all rateable properties.
- (h) Adopt, pursuant to Sections 77 and 80 of the *Local Government Regulation 2012* the levying of minimum general rates and differential general rates on all rateable land, at the values included within Table 1 of the 2016/2017 Revenue Statement.
- (i) Adopt, pursuant to Section 99 of the *Local Government Regulation 2012* utility charges for the 2016/2017 financial year at the values included within Section 4 of the 2016/2017 Revenue Statement.
- (j) Adopt, pursuant to Section 118 of the *Local Government Regulation 2012*, that

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rates and charges are due to be paid within 30 days of the issue date shown on the rates notice.

- (k) Adopt, pursuant to Section 133 of the *Local Government Regulation 2012* that interest at the rate of 11% per annum calculated and compounded on daily balances on all rates and charges which remain unpaid after the expiration of the discount period and on any arrears of rates and charges.
- (l) Allow a discount for the prompt payment of rates and charges pursuant to Section 130 of the *Local Government Regulation 2012* in accordance with Sections 2.2.3 and 2.2.4 of the 2016/2017 Revenue Statement.
- (m) Allow payment of certain rates or charges by instalments and concessions to certain classes of ratepayer pursuant to Part 10 Concessions of the *Local Government Regulation 2012* in accordance with Section 2.7 of the 2016/2017 Revenue Statement.
- (n) Levy all rates (as defined in the *Local Government Act 2009*) on a half yearly basis with payment to be made on or before the due date for payment as shown on the rates notice.

**Moved By: Cr Wilson**

**Seconded By: Cr McDonald**

**Resolution Number: 16-20/0012**

**CARRIED**

**7/0**

## **Report**

### **1. Introduction**

Council is required under Section 169 (2)(b) of the *Local Government Regulation 2012* to include a Revenue Statement in its annual budget.

This report recommends the adoption of this Revenue Statement as part of the 2016/2017 Budget as well as other key measures that Council will use to generate its rating revenue.

### **2. Background**

The revenue Statement is a key statutory document of Council and is required to be adopted as part of the annual budget. The Revenue Statement is reviewed every year as part of the budget development process. Changes made to the documents reflect the wishes of Council in making and levying rates for the coming financial year.

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### 3. Report

Section 172 of the *Local Government Regulation 2012* details what must be included in the Revenue Statement and Section 193 (2) states that the guidelines for preparing the Revenue Statement may be included in the Revenue Policy.

Following a series of budget workshops, Council is now in a position to formalise its Revenue Statement for the 2016/2017 financial year. In 2016/2017, general rates revenue will continue to be levied using a system of differential rating. The system includes 46 (forty six) differential categories.

The Department of Natural Resources and Mines has issued new property valuations for the region for 2016/2017 as the previous valuation conducted was effective from 30 June 2014. Across the region the overall property valuation increase is 4.19% with non-rural properties increasing by an average of 3.67% and rural properties increasing by 4.81%. Although there was an overall increase, some properties have reduced in value. Variations occur within the region depending on locality. The new valuations have taken effect from 30 June 2016.

The key inclusions in the attached Revenue Statement include:

- An overall 4.8% increase in the minimum general rate and the rate in the dollar for all categories except for properties in the Shopping Centres, Supermarkets, Petrol Stations, Caravan Parks and Motel categories. Noting that the rates levied on individual properties will vary in accordance with their valuation adjustment circumstances;
- An overall 2.4% increase in the minimum general rate and the rate in the dollar for properties in the Shopping Centres, Supermarkets, Petrol Stations, Caravan Parks and Motel categories. Noting that the rates levied on individual properties will vary in accordance with their valuation adjustment circumstances;
- The introduction of new rating categories for Motels based on the number of rooms. The rates in the dollar and minimum general rates for the two larger Motel categories have been aligned with the top two categories for Caravan Parks in 2016/2017;
- The introduction of new categories for Power Stations based on size with the minimum general rate for large Power Stations set at \$100,000 and the smaller Power Stations set at \$50,000;
- Separation of the definition of the rating category from the process of identifying the category to which properties belong. This is achieved by the adoption of a Rating Category Identification Policy which is the subject of a separate report;
- Domestic and Commercial Waste Collection rates to increase by 4.0%;
- The Waste Management charge to increase by \$10 to \$160 per annum;
- The separate charge Emergency Preparedness Levy remains at \$100 per annum;
- The Special Charge for Rural Fire Brigades remains unchanged at \$30 per assessment;
- The Special Charge for increased road maintenance requirements on Thomas Road to be levied on the property described as Lot 34 on CA31381 remains at \$5,000;
- Retention of early payment discounts of 5% on general rates and waste collection charges; and
- Retention of the amount for pensioner concessions at \$30 per half year for full concessions and \$15 per half year for partial concessions.

The 2016/2017 Revenue Statement will achieve an initial yield (excluding growth) of \$37.84 million in rates and utility charges with \$1.48 million allowed for discounts and remissions.



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Budget parameters include a conservative growth rate of 1.5%. The overall increase in the yield from general rates for 2016/2017 is 9.03%, when the changes to the levies, charges and other rates are taken into account the overall increase in yield is 7.98%.

The increase in yield from 2015/2016 is a combination of natural growth in assessments, increase in rates due to valuation changes and the general increase to the minimum rates and rates in the dollar applied by Council.

Table 1 shows the change in yield by comparing the amounts levied for each category in 2015/2016 to the estimated levy for 2016/2017.

**Table 1 – Changes in Rates Levied 2015/2016 to 2016/2017**

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General Rates Summary Category	2016 Levy	2017 Levy	Increase	% Change
Urban Residential	5,128,224	5,458,262	330,037	6.44%
Rural Residential	10,078,217	11,148,251	1,070,034	10.62%
Non-Principal Place of Residence	4,929,468	5,392,725	463,257	9.40%
Commercial	1,116,041	1,199,492	83,451	7.48%
Supermarkets	77,882	79,750	1,868	2.40%
Shopping Centres	393,612	405,049	11,438	2.91%
Small Petrol Stations	85,280	90,302	5,022	5.89%
Medium Petrol Stations	85,588	98,191	12,603	14.72%
Large Petrol Stations	153,750	157,440	3,690	2.40%
Extractive Industries	495,407	520,296	24,889	5.02%
Noxious Offensive	120,867	139,264	18,397	15.22%
Motels, Caravan Parks & Camping Grounds	95,994	108,673	12,679	13.21%
Agriculture General	3,416,248	3,762,157	345,909	10.13%
Intensive Farming	91,979	99,715	7,736	8.41%
On Farm Packing Operations	53,816	56,406	2,590	4.81%
Compressors & Transformers	110,000	115,280	5,280	4.80%
Other	365,849	386,820	20,971	5.73%
<b>TOTAL</b>	<b>26,798,223</b>	<b>29,218,073</b>	<b>2,419,851</b>	<b>9.03%</b>
Special & Separate Charges	2016 Levy	2017 Levy	Increase	% Change
Rural Fire Levy	292,837	294,510	1,673	0.57%
Emergency Preparedness Levy	1,647,099	1,655,200	8,101	0.49%
Thomas Road Special Maintenance	5,000	5,000	-	0.00%
<b>TOTAL</b>	<b>1,944,936</b>	<b>1,954,710</b>	<b>9,774</b>	<b>0.50%</b>
Waste Collection and Recycling Charges	2016 Levy	2017 Levy	Increase	% Change
Waste Collection Commercial Dual Bins	260,403	267,881	7,478	2.87%
Waste Commercial Bins Waste Only	12,915	13,410	495	3.83%
Waste Collection Domestic Dual Bins	3,480,603	3,655,424	174,821	5.02%
Waste Domestic Dual Service UNI ONLY	8,856	9,216	360	4.07%
Extra Waste Bin Commercial	26,125	28,012	1,887	7.22%
Extra Waste Bin Domestic	5,456	5,920	464	8.50%
Extra Waste Recycling Bin Commercial	1,322	1,890	568	42.97%
Extra Waste Recycling Bin Domestic	1,496	2,208	712	47.59%
Waste Management Charge	2,505,606	2,685,760	180,154	7.19%
<b>TOTAL</b>	<b>6,302,782</b>	<b>6,669,721</b>	<b>366,939</b>	<b>5.82%</b>
<b>TOTAL RATES &amp; CHARGES LEVIED (inc. Growth in assessments 1 Jul 15 to 30 Jun 16)</b>	<b>35,045,941</b>	<b>37,842,504</b>	<b>2,796,564</b>	<b>7.98%</b>

**SPECIAL MEETING  
(BUDGET ADOPTION)  
MINUTES  
25 JULY 2016**

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**4. Policy and Legal Implications**

The adoption of the Revenue Statement ensures Council's compliance with the requirements of the *Local Government Regulation 2012* and provides the basis for the levying of rates and charges for the 2016/2017 financial year.

The Revenue Statement may only be adopted at the budget meeting for the year and once passed, it cannot be changed until the following year.

The 2016/2017 Revenue Statement is consistent with Council's 2016/2017 Revenue Policy.

Advice has been sought from McCullough Robertson Lawyers on Council's Revenue Statement and the items contained within to ensure compliance with current legislation. Advice was also provided to support the separation of the category definitions from the process of identification by way of an additional policy.

**5. Financial and Resource Implications**

Rates and charges are the largest source of revenue for Council. The adoption of the 2016/2017 Revenue Statement ensures that Council can rate in accordance with the proposed 2016/2017 Budget.

The budget assumes a growth rate in assessments of 1.5%. As this is dependent on changes in the number of properties through land development, this growth may not always be achieved. The growth rate will need to be monitored throughout the year with any loss in revenue matched by corresponding expenditure reductions in formal amendments to Council's 2016/2017 Budget.

The long term financial plan assumes annual rate increases on top of natural growth at between 2.5% and 2.9% over the next nine years. Natural growth in assessments is estimated at 1.5% over the term of the plan.

Changes in the future rate increases or natural growth estimates will impact on the amount of rates revenue generated and will affect Council's long term sustainability unless there are corresponding reductions in costs or increases in other revenues.

**6. Delegations/Authorisations**

The Chief Executive Officer has been delegated the power to determine the category that each parcel of rateable land belongs. This delegation is exercised with regard to the definitions contained within the Revenue Statement and the Rating Category Identification Policy.

Any other issues arising from this report will be dealt with in accordance with existing delegations.

**7. Communication and Engagement**

The implications of the 2016/2017 Revenue Statement will be incorporated into extensive communications associated with the 2016/2017 Budget.





<p><b>SPECIAL MEETING (BUDGET ADOPTION) MINUTES 25 JULY 2016</b></p>
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**8. Conclusion**

Section 169 (2)(b) of *the Local Government Regulation 2012* requires Council to include a Revenue Statement in its annual budget. The 2016/2017 Revenue Statement is an explanatory statement, detailing the revenue measures adopted in Council's 2016/2017 Budget and provides the basis for the generation of Council's rates revenue.

**9. Action/s**

1. Council to adopt the attached 2016/2017 Revenue Statement which will be used as the basis for rating properties during the 2016/2017 financial year.
2. Place a copy of the 2016/2017 Revenue Statement on Council's Website.

**Attachments**

1 [View](#) 2016-2017 Revenue Statement 21 Pages

## LOCKYER VALLEY REGIONAL COUNCIL

## 2016/2017 - REVENUE STATEMENT

**1. INTRODUCTION**

Section 169 of the *Local Government Regulation 2012* requires Council to prepare and adopt each financial year a Revenue Statement as part of its Annual Budget. Section 172 of the *Local Government Regulation 2012* specifies the content to be included in the Revenue Statement.

Pursuant to Sections 169 and 172 of the *Local Government Regulation 2012*, Council hereby resolves at the Meeting on 25 July 2016 to adopt the following Revenue Statement, which provides details of:

- General Rates;
- Separate Charges (a charge made and levied equally on all rateable land, subject to stated exclusions);
  - Emergency Preparedness Levy
- Special Charges (a charge made and levied on some, but not all, rateable land in the region);
  - Rural Fire Levy
  - Thomas Road Maintenance Special Charge
- Waste Management, Collection and Recycling Charges;
- Administration which covers Pensioner Concessions, Early Payment Discounts, Payment Commitments, General Rate Concessions and Interest;
- The criteria used to decide the amount of cost-recovery fees;
- The criteria used to decide the amount of charges for any business activity conducted on a commercial basis;
- Any resolution limiting an increase of Rates and Charges; and
- Levies Council may charge on behalf of the Queensland State Government.

**Guiding Principles**

Council is required to prepare and adopt Financial Policies under Chapter 5 Part 4 of the *Local Government Regulation 2012* that comprise of an Investment Policy, a Debt Policy and a Revenue Policy. These Financial Policies must be consistent with Council's five year corporate plan and annual operational plan.

Accordingly, the principles contained within the Revenue Policy are applied in the determination of the Revenue Statement; rates, fees and charges; rating concessions and recovery of overdue rates and charges.

**Roles and responsibilities**

All Council officers are bound by the principles outlined in this statement in determining the level of rates, fees and charges, in the application of rebates and concessions relating to those fees and in the recovery of overdue rates and charges.

**Interpretation**

Section 7 sets out definitions specific to this statement. Other words within this statement should be given the meaning assigned, if any, under the *Local Government Regulation 2012*.

**Related Policies and Legislation**

*Local Government Act 2009*

*Local Government Regulation 2012*

*Lockyer Valley Regional Council Rates and Charges Debt Collection and Recovery Policy*

## REVENUE STATEMENT

**2. ADMINISTRATION****2.1 Issue of rate notices**

Under section 104 of the *Local Government Regulation 2012* Council may only levy rates and charges by the issue of a rate notice.

A **rate notice** is a document stating—

- (a) the date when the rate notice is issued; and
- (b) the due date for payment of the rates or charges; and
- (c) if the local government has decided a discount applies to the rates or charges—
  - (i) the terms of the discount; and
  - (ii) the last day of the discount period; and
- (d) if the local government has decided rates or charges may be paid by instalments—the requirements for paying by instalments; and
- (e) the ways in which the rates or charges may be paid.

Separate rate notices shall be issued in the first six months of the financial year (July to December) and in the second (January to June) halves of the financial year, for the billing periods 1 July 2016 to 31 December 2016 and 1 January 2017 to 30 June 2017 respectively. Each notice will include one half of the annual Rates and Charges to be levied.

Supplementary rate notices for variations in rates and charges payable may be issued as required during the year.

A rate notice, including a rating category statement contained in or accompanying the notice, may be given electronically to a person who has provided written consent to Council.

**2.2 The Levying of Rates and Charges****2.2.1 General**

Rates and charges are defined in the *Local Government Regulation 2012* as including differential general rates, minimum general rate levies, separate rates and charges, special rates and charges, utility charges and accrued interest on outstanding balances.

Council levies rates and charges to fund the provision of valuable services to our community. When adopting its annual budget Council will set rates and charges at a level that will provide for both current and future community requirements. Council will apply the principle of transparency in making rates and charges.

In levying rates and charges, Council will apply the principles of:

- *consistency* in timing the levy of rates in a predictable way to enable property owners to plan for their rating obligations by the issue of rate notices on a half yearly basis;
- *flexibility* by providing short-term payment commitment plans to property owners in financial difficulty, along with a wide array of payment options;
- *communication* by clearly setting out the Council's and each property owner's obligations in relation to rates and charges by advising property owners about rate notice issue dates and discount dates; and
- *clarity* by providing meaningful information on rate notices to enable property owners to clearly understand their responsibilities.

In making and levying rates and charges, Council will be guided by the principles of:

- efficiency through having a rating regime that is efficient to administer;
- full cost pricing and user pays where appropriate;
- equitable distribution of the general rates burden as broadly as possible;
- transparency in the making and levying of rates;

REVENUE STATEMENT

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- flexibility, to take account of changes in the local economy;
- clarity in terms of responsibilities (Council's and property owners') in regard to the rating process; and
- National Competition Policy legislation where applicable.

**2.2.2 Time Within Which Rates Must be Paid**

For the twelve months ending 30 June 2017, Council resolves under Section 118 of the *Local Government Regulation 2012* that rates and charges are due to be paid within thirty days of the issue date shown on the rates notice.

The land owner is liable to pay the amount on the rate notice even if the owner lodges a Notice of Objection and/or any enquiries relating to or not relating to the assessment. The rate notice remains due and payable by the due date.

**2.2.3 Early payment discount on Rates and Charges**

(*Local Government Regulation 2012* - Section 130)

A discount shall be allowed where full payment of the current period rates and charges, plus any overdue rates and charges and interest thereon, is received on or before the due date at a Council customer service centre, an approved agency, or by electronic means, and this payment is recorded on Council's accounts on or before the due date.

For the twelve months ending 30 June 2017, Council will allow an early payment discount of five percent (5%) subject to the terms above on the below listed Rates and Charges:

- Differential General Rates (Section 3.1 below); and
- Waste Collection and Recycling Charges (Section 4.1 below).

No discount is allowable on the following charges which may appear on the rate notice:-

- Special Charges;
- Separate Charges not listed above;
- Utility Charges not listed above;
- Any property charge relating to the carrying out of Council works on or in connection with the property;
- Any non-rate item included on rate notice;
- Legal costs incurred by Council in rate collection;
- Interest charges on overdue rates;
- Overdue rates or charges;
- Any other rate, charge or amount unless a discount is specifically permitted by this Revenue Statement.

**2.2.4 Allowance of early payment discount for late payments.**

There are limited occasions when payment by the due date is not achieved through circumstances beyond the control of the property owner. The *Local Government Act 2009* provides Council with a discretionary power to allow the discount to an individual in such circumstances. All applications must be made in writing for consideration by Council's duly appointed officer.

Payment of rates and charges in full must be paid before Council will consider any allowance of early discount for late payments and the property owner's prior payment history may also be taken into account when considering to allow the discount. The property owner will be notified of the outcome in writing and Council's decision will be final.

A discount may be allowed if the full payment of the overdue rates and charges is made within the period specified by Council AND the applicant provides **proof satisfactory** to Council of any of the following:

REVENUE STATEMENT

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- Illness involving hospitalisation and/or incapacitation of the property owner at or around the time of the rates being due for payment;
- The death or major trauma (accident/life threatening illness/emergency operation) of the property owner and/or associated persons (Spouse/Children/Parents) at or around the time of the rates being due for payment; or
- The loss of records or failure of mail delivery resulting from factors beyond the property owner's control (Fire/Flood etc),

and Council is satisfied that the event was the cause of the property owner's failure to make full payment by the due date.

Discount will **NOT** be allowed due to:

- the failure of the property owner to ensure that Council was given correct notification of its postal address prior to the issue of the Rate Notices;
- the failure of the property owner to ensure that Council was given the correct notification of the email address for notices prior to the issue of the Rate Notices where the option for delivery by electronic means has been selected; or
- a change of ownership, where Council received notification of the change of ownership after the issue of the Rates Notice.

Property owners are obliged to notify Council of their change of address in writing. A mail re-direction or verbal communication with Council will not be sufficient notice to Council.

### 2.2.5 Interest on Overdue Rates and Charges

(Local Government Regulation 2012 - Section 133)

For the twelve months ending 30 June 2017, interest will be charged at the rate of 11.0% per annum calculated and compounded on daily balances on all rates and charges which remain unpaid after the expiration of the discount period and on any arrears of rates and charges.

### 2.3 General Rates

General rates revenue provides essential whole of community services not funded through trading income, subsidies, grants, contributions or donations received from other entities and not provided for by other levies or charges. Council will consider all full cost recovery options before calculating the general rate.

Council is required to raise an amount of revenue it sees as being appropriate to maintain assets and provide services to the region as a whole. In deciding how that revenue is raised, Council has formed the opinion that a differential general rating scheme, as provided for in section 80 of the *Local Government Regulation 2012*, based primarily on land use categories, provides the most equitable basis for the distribution of the general rate burden.

The rateable value for each property is the basis for determining the amount of the general rate levied. The value of land for a financial year is its value under the *Land Valuation Act 2010* when a liability for payment of rates or charges for the land arises for the financial year.

The *Local Government Regulation 2012* allows Council, in accordance with Section 77(1), to fix a minimum amount of general rates.

REVENUE STATEMENT

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**2.4 Separate and Special Rates and Charges**

Where appropriate, Council will fund certain services, facilities or activities by means of separate or special rates or charges.

**2.5 Separate rates**

In accordance with section 103 of the *Local Government Regulation 2012* Council will levy a separate rate or charge on all rateable land, subject to stated exceptions, in the region to fund a particular service, facility or activity.

**2.6 Special rates**

In accordance with section 94 of the *Local Government Regulation 2012* Council will levy special rates and charges on properties that are considered to be specially benefited by, or contribute to the need for, the provision of a specific service, facility or activity.

Special rates are charged on the rateable value of the land and special charges are a flat charge per assessment.

**2.7 Concessions on rates and charges****2.7.1 Council Pension Subsidy**

The Lockyer Valley Regional Council Pension Subsidy and the Queensland State Government Pension Subsidy scheme aim to help pensioner property owners to remain in their own homes by reducing the financial impact of rates and charges levied.

Council has determined that pensioners as defined by the *Local Government Regulation 2012* are entitled to receive concessions on rates and charges levied by Council. Council may grant a concession for land that is owned by a pensioner under Section 120(1)(a) of the *Local Government Regulation 2012*.

In exercising these concession powers Council will be guided by the principles of:

- *transparency* by making clear the requirements necessary to receive concessions; and
- *equity* by ensuring that all applicants of the same type receive the same concession.

**General Eligibility**

Upon written application to Council, a pensioner may be eligible for a pension concession. To be eligible under the Council Pension Subsidy Scheme for a full or part remission of rates, the applicant must be an approved pensioner who meets **all** of the criteria below:

- The applicant is the sole owner, joint owner, part owner or life tenant of a property;
- The property is the principle place of residence of the pensioner or life tenant;
- The applicant has, either solely or jointly with a co-owner, the legal responsibility for the payment of rates and charges as defined herein, which are levied by Council in respect of the property; and
- The applicant must be a current holder of one of the following cards:
  - Queensland 'Pensioner Concession Card' issued by Centrelink;
  - a Veterans' Affairs Gold card;
  - a Veterans' Affairs Pensioner Concession card; or
  - Repatriation Health card for all conditions.

The following cards do not satisfy the concession criteria: Seniors cards, Health Care Card and Health Benefit cards.

In the case of life tenancy, the applicant must meet the above criteria and provide:

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- a certified copy of the will, stating the applicant is a life tenant and responsible for paying the rates; **OR**
- a court order and a duly signed copy of death certificate.

Concessions (by way of rebate) can only be granted on one property per pensioner per half year.

**Accounts in arrears**

If a pensioner's rates account goes into arrears at any time for any rate notice issued, Council will cease to apply the Council Pensioner Subsidy concession. When all arrears are paid in full, the concession will be reinstated from the beginning of the following half yearly rating period.

The Queensland State Government component of the pension subsidy will continue even if the rates account is in arrears.

**Additional Concession eligibility**

A pensioner may be eligible for a **full** concession on rates payable if the pensioner receives the **full pension entitlement** under these Government pensions:

- Age pension;
- Carer payment;
- Disability Support pension;
- Wife pension;
- Widow pension;
- Parenting Payment Single and Service pension;
- War Widow/Widower pensions with full Income Support Supplement; or
- Veterans' Affairs' Disability/TPI pension.

Council may grant a concession by way of rebate on rates up to a maximum of \$30 per half year.

A pensioner may be eligible for a **partial** concession by way of rebate on rates payable if the pensioner receives the **part pension entitlement** under these Government pensions:

- Age pension;
- Carer payment;
- Disability Support pension;
- Wife pension;
- Widow pension;
- Parenting Payment Single and Service pension;
- War Widow/Widower pensions with partial or no Income Support Supplement; or
- Veterans' Affairs' Disability/TPI pension.

Council may grant a concession by way of rebate on rates up to a maximum of \$15 per half year.

**2.7.2 Queensland State Government Pension Subsidy**

Upon written application, a concession by way of rebate on rates will be granted to all pensioners who are eligible in accordance with the Administrative Guidelines of the Queensland State Government Pensioner Rate Subsidy Scheme. The Queensland State Government currently grants a 20% remission on rates up to a maximum of \$100 per half year (\$200 per year).

Council adheres to the Administrative Guidelines of the Queensland State Government Pension Rate and Subsidy Scheme when determining the proportional eligibility of the applicant in terms of ownership.



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REVENUE STATEMENT

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This Subsidy concession will only be granted for a particular half year where the application is received by Council prior to the commencement of the period. No pro-rata adjustments will be applied.

**2.7.3 Non Profit Community, Cultural and Sporting Groups**

In accordance with section 120 of the *Local Government Regulation 2012* non-profit community, sporting and cultural groups may be eligible for rates concessions.

The purpose of these concessions is to encourage and support non-profit community, sporting and cultural groups as they contribute to the health and well-being of the community and to the social cohesion of the region.

In exercising these concession powers Council will be guided by the principles of:

- *transparency* by making clear the requirements necessary to receive concessions; and
- *equity* by ensuring that all applicants of the same type receive the same concession.

**Eligibility Criteria for Community Group Rate Remissions**

Under Council's Community Grants and Assistance Policy, Council may consider an application for concession on rates in the following circumstances:

- The organisation must be a non-profit community based organization;
- The applicant organisation must be the owner or lessee of the land and be able to demonstrate that they are required to pay the rates levied;
- The land or any part of the land must not be rented or leased to a third party on a commercial basis; and
- A Liquor Licence (allowing trading on more than three days per week) must not be held by the organisation or any affiliate relating to the property subject to the application.

Where General Rates do not apply to a property by virtue of a condition contained in a lease of a reserve from Council, no further relief will be available.

Council may grant a maximum rebate of 100% of the General Levy to approved applicants.

Council will not approve requests for financial contributions to reimburse rate payments unless hardship under the *Local Government Act 2009* can be demonstrated in writing.

Applications for Community Group Rate Rebates must be made to Council in writing for assessment and resolution by elected members at a Council meeting. Council will advertise in July/August each financial year to encourage applications for Community Group Rate Rebates.

**2.7.4 Mining Leases**

In accordance with section 120(1)(g) and section 122(1)(a) of the *Local Government Regulation 2012*, Council may grant a concession for separately rateable mining leases for the following rates and charges:-

- Rural Fire Levy;
- Waste Management Charge; and
- Emergency Preparedness Levy.

The concession may be granted because the land over which the mining leases are granted is already subject to these charges, such that Council considers that it would be unfair or inequitable to levy the charges twice over the same area of land.

REVENUE STATEMENT

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**2.7.5 Other Land**

In accordance with section 120(1)(c) and section 122(1)(a) of the *Local Government Regulation 2012*, Council may grant a concession for land used for a permit to occupy, water storage or as a pump site where the payment of rates or charges would cause hardship to the property owner for the following rates and charges:-

- Rural Fire Levy;
- Waste Management Charge; and
- Emergency Preparedness Levy.

The concession may be granted in circumstances where Council is satisfied that the payment of the aforementioned levies would cause a property owner hardship.

**2.8 The Recovery of Overdue Rates and Charges**

Council will exercise its rate recovery powers pursuant to the provisions of Chapter 4 Part 12 of the *Local Government Regulation 2012* in order to reduce the overall rate burden on property owners.

Council has adopted a Rates and Charges Debt Collection and Recovery Policy for the recovery of outstanding rates and charges. The objective of this policy is to set out Council's principles in regard to the management of debt, and to provide consistent and ethical recovery of outstanding rates and charges across the region in accordance with the parameters and requirements of the *Local Government Regulation 2012*.

The principles that will apply in the management of and recovery of debt are as follows:-

- *communication* by making clear the obligations of property owners and the processes used by Council in assisting them meet their financial obligations;
- *transparency* by making the processes used to recover overdue rates and charges simple to administer and cost effective;
- *equity* by treating all property owners in similar circumstances in the same manner; and
- *flexibility* by responding where necessary to changes in the local economy.

**Payment Commitments**

As a general guide a periodic payment commitment may be agreed between Council and the property owner. To avoid recovery action being taken, requests are to be made to Council in writing before the last date on the legal action letter at which time the relevant Council officer or Council delegate will consider the offer on a case by case basis. The property owner must begin payments on the date they have supplied to Council. If approved, the Council officer or Council delegate will document the commitment and a copy will be provided in writing to the property owner. Council's preferred payment method with regards to payment commitments is direct debit.

Regular reviews will be undertaken by Council officers of all payment commitments.

An agreed periodic payment commitment should ensure all current rates and charges are paid as issued to ensure the account does not fall further into arrears. An appropriate periodic payment commitment will generally result in all overdue rates and charges being paid in full by the end of the half year period in which the payment commitment is made.

Council reserves the right to renegotiate or cancel a payment commitment should circumstances change where the debt will not be paid within Council's current policy time frame. In these circumstances, Council will not initiate further recovery action without reference to the property owner concerned.

## REVENUE STATEMENT

Council will not pursue further recovery action against a property owner who has an agreed written periodic payment commitment, while the commitment is current and the property owner adheres to the agreed repayment schedule. In the event that a payment commitment is not maintained within the agreed terms, the following action will occur:

**The first payment default** - A Payment Commitment First Notice of Default letter will be issued to the property owner advising that the commitment has been dishonoured and stating the overdue amount and the next payment commitment due date.

**The second and final default** - The payment commitment will be removed from Council's rate assessment and the debt forwarded to Council's external debt recovery agency with written notice to the property owner.

All payment commitments are removed from Council's rating system at the end of the six (6) month rating period. It is the responsibility of the property owner to contact Council in writing to enter into a new approved payment commitment once the new rates are issued.

## 2.9 Fees and Charges (including cost-recovery fees)

In general, Council will be guided by the principle of user pays in making all other charges. This includes cost-recovery fees as defined under section 97(2) of the *Local Government Act 2009* (Qld). For a significant business activity, all fees and charges will be set with reference to full cost pricing.

When determining Commercial Charges for Council services and facilities that are not defined as a cost-recovery fee but relate to a business activity Council conducts on a commercial basis, Council takes into account "user pays" principles and market conditions.

When determining Regulatory Fees which are defined as cost-recovery fees, Council takes into account as the criteria for deciding the amount of the cost-recovery fee "user pays" principles and sets regulatory fees at a level sufficient to recover no more than the full cost of providing the service or taking the action for which the fee is charged.

All fees set by Council are included in a Register of Fees and Charges as originally adopted by Council at the meeting held on 25 May 2016 and amended from time to time.

## New Development Costs

Developer contributions for infrastructure are determined each year in accordance with the philosophy that a developer should pay reasonable and relevant contributions towards the capital cost of the provision of infrastructure to meet past and future augmentation costs associated with this new development. Council assesses the level of contribution towards physical and social infrastructure in respect of new developments during the development application approval process to ensure an equitable contribution is made by developments which increase the demand on Council infrastructure. Infrastructure charges are determined with reference to Council's charges resolution made under the *Sustainable Planning Act 2009* (Qld). Infrastructure agreements are sometimes used to negotiate outcomes between council and the developer.

## 3. 2016-2017 RATES AND CHARGES

Pursuant to Section 94 of the *Local Government Act 2009*, Council will make and levy the rates and charges for the twelve months ended 30 June 2017 as set out in this section.

### 3.1 Differential General Rates

Pursuant to section 94(1)(a) of the *Local Government Act 2009* and section 80 of the *Local Government Regulation 2012*, for the twelve months ending 30 June 2017, Council resolves to levy differential general rates on all rateable land in the Region.

REVENUE STATEMENT

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**3.2 Categorisation of Land and Minimum General Rates**

Pursuant to section 81 of the *Local Government Regulation 2009*, the different categories of rateable land in the Region, and a description of each of those rating categories, are set out in **Table 1**.

Pursuant to section 80 of the *Local Government Regulation 2009*, the differential general rate which will be levied for each category of land is set out in **Table 1**.

Pursuant to section 77 of the *Local Government Regulation 2009*, the minimum general rate for each category of rateable land is set out in **Table 1**.

Council has delegated its power under section 81(4) of the *Local Government Regulation 2009* to identify the rating category to which each parcel of rateable land in the Region belongs, to the Chief Executive Officer (Resolution Number 4565 on 9 March 2016).

Further, Council has delegated its power under section 82(2) of the *Local Government Regulation 2009* to decide what rating category the land referred to in section 82(1) should be in, to the Chief Executive Officer (Resolution Number 4565 on 9 March 2016).

The Council has made the Rating Category Identification Policy as a guide to correct identification.

**3.3 Limiting increase in rates and charges**

Council has not resolved to limit any increase in rates and charges relative to the previous financial year.

Table 1 - Differential General Rates Table

No	Name	Description	Rate in \$ 2016/17	Minimum General Rate 2016/17
1	Commercial ≤ \$200,000	Land used or intended to be used, in whole or in part for commercial purposes, other than primary production, with a rateable value less than or equal to \$200,000, other than land included in category 5 to 11, or 17 to 23, or 37 to 47.	\$0.009726	\$1,939.00
2	Commercial \$200,001 & ≤ \$700,000	Land used or intended to be used, in whole or in part for commercial purposes, other than primary production, with a rateable value greater than \$200,000 and up to or equal to \$700,000, other than land included in category 5 to 11, or 17 to 23, or 37 to 47.	\$0.010429	\$2,423.00
3	Commercial > \$700,000 & ≤ \$2Million	Land used or intended to be used, in whole or in part for commercial purposes, other than primary production, with a rateable value greater than \$700,000 and less than or equal to \$2M, other than land included in category 5 to 11, or 17 to 23, or 37 to 47.	\$0.010487	\$8,942.00
4	Commercial > \$2Million	Land used or intended to be used, in whole or in part for commercial purposes, other than primary production, with a rateable value greater than \$2M, other than land included in category 5 to 11, or 17 to 23, or 37 to 47.	\$0.010486	\$24,594.00
5	Supermarkets ≤ \$1Million	Land used or intended to be used, in whole or in part for a Supermarket, with a rateable value of less than or equal to \$1 million.	\$0.010909	\$8,292.00
6	Supermarkets > \$1Million	Land used or intended to be used, in whole or in part for a Supermarket, with a rateable value greater than \$1million.	\$0.012737	\$27,437.00
7	Shopping Centres ≤ 7000 sq m	Land used or intended to be used, in whole or in part for a Shopping Centre that has a property land area of up to or equal to 7000 sq metres, or less than or equal to 120 onsite carparking spaces.	\$0.037681	\$52,480.00
8	Shopping Centres > 7000 sq m	Land used or intended to be used, in whole or in part for a Shopping Centre that has a property land area greater than 7000 sq metres, or more than 120 onsite carparking spaces.	\$0.039822	\$157,440.00
9	Motels ≤ 25 Rooms	Land used or intended to be used, in whole or in part for a motel with no more than 25 rooms.	\$0.023175	\$1,837.00
10	Motels 26 - 50 Rooms	Land used or intended to be used, in whole or in part for a motel with 26 to 50 rooms.	\$0.026996	\$7,680.00

## REVENUE STATEMENT

No	Name	Description	Rate in \$ 2016/17	Minimum General Rate 2016/17
11	Motels >= 51 Rooms	Land used or intended to be used, in whole or in part as a motel with 51 or more rooms.	\$0.029696	\$25,600.00
12	Farming/Agriculture <=\$200,000	Land used or intended to be used, in whole or in part for farming or agricultural purposes with a rateable value of less than or equal to \$200,000, except land included in categories 25-29. Properties in this category receive a concessional value for primary production.	\$0.008263	\$1,269.00
13	Farming/Agriculture \$200,001-\$380,000	Land used or intended to be used, in whole or in part for farming or agricultural purposes with a rateable value between \$200,001 and \$380,000, except land included in categories 25-29. Properties in this category receive a concessional value for primary production.	\$0.008880	\$1,784.00
14	Farming/Agriculture \$380,001-\$610,000	Land used or intended to be used, in whole or in part for farming or agricultural purposes with a rateable value between \$380,001 and \$610,000, except land included in categories 25-29. Properties in this category receive a concessional value for primary production.	\$0.008940	\$3,395.00
15	Farming/Agriculture >=\$610,001	Land used or intended to be used, in whole or in part for farming or agricultural purposes with a rateable value of \$610,001 or greater, except land included in categories 25-29. Properties in this category receive a concessional value for primary production.	\$0.010036	\$6,124.00
16	Rural Residential – Owner Occupied	Residential land with a dwelling used or intended to be used, in whole or in part for residential purposes that is a Principal Place of Residence owned by a natural person or residential Vacant land that is within the Rural Fire Service boundaries.	\$0.011901	\$1,021.00
17	Service Stations/Garages <=100,000 litres	Land used or intended to be used, in whole or in part for fuel retailing where there is or is not an associated shop and/or fuel outlet and approved onsite bulk fuel storage of up to and including 100,000 litres. In addition, the category includes any land used for a fuelling area, fuel storage area, retail shop or parking area associated with land used for fuel retailing.	\$0.035088	\$5,248.00

## REVENUE STATEMENT

No	Name	Description	Rate in \$ 2016/17	Minimum General Rate 2016/17
18	Service Stations/Garages 100,001 to 200,000 litres	Land used or intended to be used, in whole or in part for fuel retailing where there is not an associated shop and/or fuel outlet and approved onsite bulk fuel storage of between 100,001 and up to and including 200,000 litres.	\$0.035162	\$26,240.00
19	Service Stations/Garages Over 200,000 litres	Land used or intended to be used, in whole or in part for fuel retailing where there is an associated shop and/or fuel outlet and approved onsite bulk fuel storage of more than 200,000 litres.	\$0.023775	\$78,720.00
20	Services Stations & Garages without Shops or Food Outlets >200,000 litres	Land used or intended to be used, in whole or in part for fuel retailing where there is not any associated shop and/or fuel outlet and approved onsite bulk fuel storage of more than 200,000 litres.	\$0.025610	\$5,248.00
21	Transmission Sites	Land used or intended to be used, in whole or in part for the transmission or distribution of electricity from a coal or gas-fired power plant including, but not limited to, a substation.	\$0.024043	\$10,480.00
22	Gas Compressor Sites	Land used or intended to be used, in whole or in part for the transportation of gas under compression and/or any purpose associated or connected with the transportation of gas under compression.	\$0.042464	\$10,480.00
23	Workers Accommodation	Land used or intended to be used, in whole or in part for the provision of intensive accommodation for more than 50 persons (other than the ordinary travelling public) in rooms, suites, dongas, caravan sites, or a combination of these specifically built or provided for this purpose. Land within this category is commonly known as "workers accommodation", "single person's quarters", "work camps", "accommodation village", or "barracks".	\$0.016113	\$53,710.00
24	Urban Residential – Owner Occupied	Residential land with a dwelling used or intended to be used, in whole or in part for residential purposes that is a Principal Place of Residence owned by a natural person or residential Vacant land that is not within the Rural Fire Service boundaries.	\$0.012083	\$1,028.00



## REVENUE STATEMENT

No	Name	Description	Rate in \$ 2016/17	Minimum General Rate 2016/17
25	Farming/Agriculture On Farm Packing Operation	Land used or intended to be used, in whole or in part for farming or agricultural purposes containing an on farm packing operation. An on farm packing operation: shall mean land containing a facility where fruit and/or vegetables are received and/or processed prior to distribution to market. Operations may include but are not limited to sorting, trimming, washing, drying, waxing, curing, chemical treatment, packaging, pre-cooling, storage, and transportation.	\$0.011059	\$8,058.00
26	Intensive Agriculture Poultry ≤/200,000 birds	Land used or intended to be used, in whole or in part for intensive poultry farming with an approved capacity of up to or equal to 200,000 birds.	\$0.016647	\$5,240.00
27	Intensive Agriculture Poultry 200,001 birds and over	Land used or intended to be used, in whole or in part for intensive poultry farming with an approved capacity of over 200,000 birds.	\$0.032687	\$6,288.00
28	Intensive Agriculture Piggeries ≤/3,000 SPU	Land used or intended to be used, in whole or in part for intensive pig farming with an approved capacity of up to or equal to 3,000 SPU.	\$0.039095	\$5,240.00
29	Intensive Agriculture Piggeries 3,001 SPU and over	Land used or intended to be used, in whole or in part for intensive pig farming with an approved capacity of over 3,000 SPU.	\$0.059804	\$6,288.00

## REVENUE STATEMENT

No	Name	Description	Rate in \$ 2016/17	Minimum General Rate 2016/17
31	Land which is Subject to Chapter 2, Part 2, Subdivision 3 of the Land Valuation Act 2010	Land which is subject to chapter 2, part 2 subdivision 3 of the Land Valuation Act 2010.	\$0.013158	N/A
32	Nursing Homes/Retirement Villages	Land used or intended to be used, in whole or in part for the provision private medical care, the provision of aged care nursing or as a Retirement Village.	\$0.014067	\$5,909.00
33	Sporting Clubs & Facilities	Land used or intended to be used, in whole or in part for sporting clubs and facilities associated with a sporting club where the operator does not hold a liquor and/or gaming licence, except land included in category 34.	\$0.009612	\$1,129.00
34	Licensed Clubs & Sporting Clubs	Land used or intended to be used, in whole or in part for the operation of a sporting club and facilities associated with a sporting club where the land is subject to a liquor and/or gaming licence.	\$0.010194	\$3,331.00
35	Non-Principal Place of Residence	Land with a dwelling used or intended to be used, in whole or in part for a residential purpose, including rural residential land, that is not a Principal Place of Residence and not included in Category 16, 24 or 31.	\$0.014145	\$1,204.00
36	Sundry Purposes	Land used or intended to be used, in whole or in part for a permit to occupy, water storage, or a pump site and land which is not otherwise categorized.	\$0.015273	\$215.00
37	Extractive & Mining Lease > 100,000 tonnes.	Land used or intended to be used, in whole or in part for extractive industry and land which is a mining lease, where more than 100,000 tonnes of material is removed per annum.	\$0.076741	\$40,441.00
38	Extractive & Mining Lease 5,001 tonnes – 100,000 tonnes.	Land used or intended to be used, in whole or in part for extractive industry and land which is a mining lease, where between 5,001 and 100,000 tonnes of material is removed per annum.	\$0.027480	\$20,798.00

## REVENUE STATEMENT

No	Name	Description	Rate in \$ 2016/17	Minimum General Rate 2016/17
39	Extractive & Mining Lease up to 5,000 tonnes.	Land used or intended to be used, in whole or in part for extractive industry and land which is a mining lease, where up to 5,000 tonnes of material is removed per annum.	\$0.023276	\$9,013.00
40	Noxious/Offensive Industry – Explosive Factories	Land used or intended to be used, in whole or in part for the manufacture and/or storage of explosives.	\$0.021450	\$29,344.00
41	Noxious/offensive Industry – Abattoirs	Land used or intended to be used, in whole or in part as an abattoir having more than 20 employees and a valuation greater than \$500,000.	\$0.028966	\$29,344.00
42	Noxious/offensive Industry – Other	Land used or intended to be used, in whole or in part for the purpose of a sawmill, tannery or any other industrial purpose or any use associated or connected with an industrial purpose, other than land included in categories 40 or 41.	\$0.025206	\$5,031.00
43	Caravan Parks & Camping Grounds <= \$300,000	Land used or intended to be used, in whole or in part as a Caravan Park with a rateable value of less than or equal to \$300,000.	\$0.023845	\$2,625.00
44	Caravan Parks and Camping Grounds \$300,001 to \$600,000	Land used or intended to be used, in whole or in part as a Caravan Park with a rateable value of between \$300,001 up to and including \$600,000.	\$0.026996	\$7,680.00
45	Caravan Parks and Camping Grounds > \$600,000	Land used or intended to be used, in whole or in part as a Caravan Park with a rateable value of greater than \$600,001.	\$0.029696	\$25,600.00
46	Power Stations <= 50MW	Land used or intended to be used, in whole or in part for ancillary to the generation of electricity from a coal and/or gas fired power station with an output capacity of no more than 50MW.	\$0.024043	\$50,000.00
47	Power Stations >=51MW	Land used or intended to be used, in whole or in part for ancillary to the generation of electricity from a coal and/or gas fired power station with an output capacity of 51MW or more.	\$0.026447	\$100,000.00

**4. WASTE MANAGEMENT****4.1 WASTE RECYCLING AND COLLECTION CHARGES**

Pursuant to section 94(1)(b)(ii) of the *Local Government Act 2009*, for the twelve months ending 30 June 2017, a utility charge for waste and recycling collection charges will be made and levied in accordance with the following provisions.

Charges shall apply to all lands and/or premises within Council's Serviced Area (where waste services are made available).

A pro-rata charge effective from the date of:

- valuation will apply to new assessments created during the financial year; or
- commencement will apply for additional services or new First Services.

**4.1.1 Residential:**

**First service:** \$256.00 per annum. The First Service consists of one x 240 litre waste bin collected on a weekly basis and one x 240 litre recycle bin collected fortnightly and applies to all Residential properties serviced by Council's waste collection contractor in accordance with their contract with the Lockyer Valley Regional Council.

**Additional services:** Additional Services may be made available upon application to Council. Additional services consist only of additional bins which will be collected on the normal service day of the property concerned. Council will not provide additional services to the property on any other day.

Charges for additional services:

Dual bins: \$256.00 per annum  
Additional Waste Bin collected weekly: \$160.00 per annum  
Additional Recycling Bin collected fortnightly: \$96.00 per annum

**4.1.2 Commercial:**

**First service:** Waste Commercial Service (240L) Dual - \$437.00 per annum. The First Service consists of one x 240 litre waste bin collected on a weekly basis and one x 240 litre recycle bin collected fortnightly and applies to all commercial properties serviced by Council's waste collection contractor in accordance with their contract with the Lockyer Valley Regional Council.

**Additional services:** Additional services may be made available on application to Council. Additional services consist only of additional bins which will be collected on the normal service day of the property concerned. Council will not provide additional services to the property on any other day.

Charges for additional services:

Waste Commercial Service (240L) Waste only - \$299.00 per annum  
Waste Commercial Service (240L) Recycle only - \$138.00 per annum

## REVENUE STATEMENT

**4.1.3 Service Cancellations and Suspensions**

Council has resolved that the whole of the Lockyer Valley Region is in the 'Serviced Area'.

As such, the waste recycling and collection charge shall be levied for the First Service on every parcel of rateable land in the Region except where:-

- there is a demolition of premises, as certified by an approved person; or
- land is vacant for a full year, as established by a Statutory Declaration.

Permitted cancellations as above or cancellation of additional services must be made in the form required by Council and a pro rata adjustment from the date of service cancellation or suspension will be allowed.

Bins remain the property of Lockyer Valley Regional Council's waste collection contractor and are provided to be used specifically for the storage of waste and recycling materials only.

**4.2 WASTE MANAGEMENT CHARGE**

Pursuant to section 94(1)(b)(ii) of the *Local Government Act 2009*, for the twelve months ending 30 June 2017, a utility charge of \$160.00 per annum per assessment will be levied on all land in the Region for the services and activities detailed herein.

The proceeds from the charge shall be applied to fund recurrent and capital expenditure and the administration costs associated with the provision, improvement and management of Council's waste management facilities throughout the region. Waste management facilities include landfill sites, transfer stations, weighbridge and waste bins located throughout the Region.

A sum of approximately \$235,000 shall be applied to fund expenditure on the implementation of physical/biological, cultural, social and economic environmental initiatives throughout the Region.

A pro-rata charge effective from the date of valuation will apply to new assessments created during the financial year.

**5. SPECIAL CHARGES****5.1 Special Charge – Rural Fire Levy**

Pursuant to section 94(1)(b)(i) of the *Local Government Act 2009*, for the twelve months ending 30 June 2017 a special charge of \$30.00 per annum per assessment will be made and levied on all rateable properties which are in an area serviced by a Rural Fire Brigade.

All such lands are deemed to benefit from this charge as a result of the Rural Fire Brigade Group operating in the area. This special charge shall continue to apply for the 2016/2017 year regardless of any levies that may be introduced by State or Federal Governments.

The proceeds from the Special Charge collected shall be distributed as follows:

- \$50,000 will be retained by Lockyer Valley Regional Council for the maintenance of fire trails within the Lockyer Valley Council Region; and
- The balance will be remitted to the Lockyer Local Area Finance Committee which acts for the rural fire brigade groups within the Lockyer Valley Regional Council area.

This Special Charge is levied for the maintenance of fire trails within the Lockyer Valley Council Region and to provide for the operations, maintenance and provision of buildings, land and/or equipment for Rural Fire Brigade groups in accordance with agreements between Council and the Lockyer Local Area Finance Committee.

REVENUE STATEMENT

For each property attracting this Special Charge, Council retains an administration charge of \$1.50 per assessment to cover administration of the plan.

Overall Plan

The overall plan for the Rural Fire special charge is as follows:-

1. The service, facility or activity is described above.
2. The rateable land to which the charge shall be applied is all land in areas serviced by a Rural Fire Brigade.
3. The estimated cost of the overall plan is \$294,000.
4. The time for implementing the overall plan is one year ending on 30 June 2017.

A pro-rata charge effective from the date of valuation will apply to new assessments created during the financial year.

**5.2 Special Charge – Thomas Road Maintenance**

Pursuant to section 94(1)(b)(i) of the *Local Government Act 2009*, for the twelve months ending 30 June 2017 a special charge of \$5,000.00 per annum will be made and levied on Lot 34 on CA31381.

The special charge will be levied on the rateable land described as Lot 34 on CA31381 to fund the cost of additional road maintenance on the section of Thomas Road leading to the property.

The Council is of the opinion that the use made or to be made of the rateable land specially contributes to the need for the works described above because the property involved attracts additional road traffic and requires additional maintenance that would not be the case if the property were not used as a commercial camping ground.

Overall Plan

The overall plan for carrying out the works is as follows:-

1. The service, facility or activity for which the plan is made is for additional road maintenance works on the section of public gravel road leading to the property.
2. The rateable land to which the plan applies is Lot 34 on CA31381.
3. The land is used as a commercial camping ground.
4. The time for implementing the overall plan is 1 July 2015 to 30 June 2030. The works will be required on an ongoing basis while the property is used for commercial camping ground purposes, and the overall plan will be reviewed accordingly.
5. The estimated cost of implementing the overall plan is \$5,000 per annum for the life of the plan. That cost is allocated as follows:-
  - a. 100% - road maintenance works.
6. The special charge in each year is intended to raise 100% of the funds necessary to carry out the annual plan.

Annual Implementation Plan

The annual implementation plan for implementation of the overall plan in 2016/2017 comprises:-

1. carrying out the particular work covered by the overall plan, including inspection and maintenance of the section of public gravel road and the costs of additional or replacement gravel required as well as the maintenance of additional road signage within that section of road; and

## REVENUE STATEMENT

to the extent that funds raised by the special charge are not expended or fully expended under paragraph (a), carrying forward the unexpended amount to be used to fund works under the overall plan in future years.

**6. SEPARATE CHARGES****6.1 Emergency Preparedness Levy**

Pursuant to section 94(1)(b)(iii) of the *Local Government Act 2009*, for the twelve months ending 30 June 2017 a separate charge of \$100.00 per assessment will be made and levied on all rateable land within the Region.

This separate charge is levied to fund infrastructure restoration projects (such as bridges, roads) funding shortfalls, interest and redemption payments on loans associated with recovery work and community resilience recovery through agreed community recovery programs.

The proceeds from the separate charge shall also be applied to fund expenditure on the disaster management initiatives associated with improving the region's preparedness for and response to future natural disasters including the implementation of the recommendations of the Queensland Floods Commission of Inquiry.

Furthermore, the proceeds from the separate charge shall be applied to fund recurrent and capital expenditure for the Volunteer State Emergency Services Units operating within the Lockyer Valley Regional Council area together with the provision of disaster planning and management support for the units

A pro-rata charge effective from the date of valuation will apply to new assessments created during the financial year.

**7. DEFINITIONS**

**Differential General Rates Table:** means Table 1 in this Revenue Statement.

**Due date:** is the due date for payment as shown on the rate notice.

**Full payment:** shall be the amount of the most recently issued rates notice less any applicable discount. These payments are also cleared on the transaction date. 'Cleared' payment means money which can be transferred to Council's bank accounts at the time of the transaction or at the end of the day.

**Land parcel:** any parcel which is registered with the Titles Office as a separate subdivision, re-subdivision, allotment, lot, section or portion and which is capable of being occupied separately regardless of whether a separate title is held for such parcel.

**On Farm Packing Operation:** land containing a facility where fruit and/or vegetables are received and/or processed prior to distribution to market. Operations may include but are not limited to sorting, trimming, washing, drying, waxing, curing, chemical treatment, packaging, pre-cooling, storage, and transportation.

**Premises:** includes –

- (a) the whole or any part of any building, structure, or land, and;
- (b) any construction works whether on private land, Crown land, Council land or any public place.

**Primary production purposes:** land available for the business or industry of grazing, dairying, pig farming, poultry farming, viticulture, orcharding, apiculture, horticulture, aquiculture, vegetable growing, the growing of crops of any kind, forestry; or any other business or industry involving the cultivation of soils, the gathering in of crops or the rearing of



REVENUE STATEMENT

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livestock; and where a farming concession is granted by the Department of Natural Resources and Mines in accordance with Chapter 2, Part 2, Subdivision 2 of the *Land Valuation Act 2010*.

**Principal Place of Residence:** a "principal place of residence" is defined as a single approved dwelling house or approved dwelling unit, owned by one or more natural person(s) at least one of whom predominately reside there. In establishing principal place of residence, Council may consider, but not be limited to, the owner's declared address for electoral, taxation, government social security or national health registration purposes, driver's licencing or any other form of evidence deemed acceptable by Council.

Residential premises which are owned by a pensioner who is residing in alternative accommodation for health and care reasons may still be considered a principal place of residence if Council is satisfied that the pensioner is still solely responsible for the payment of rates and the property is not occupied on a paid tenancy basis.

Residential premises that have not met these criteria will be deemed a non-principal place of residence.

Other than the exception for pensioners outlined above, premises which are vacant for more than 6 months of the year will not be considered a principal place of residence.

**Property:** a parcel or parcels of land recorded together within Council's systems for rating and charging purposes.

**Retirement Village:** is a registered premise where older members of the community or retired persons reside, or are to reside, in independent living units or serviced units in accordance with the *Retirement Villages Act 1999*.

**Rural Fire Service boundaries:** means the boundaries of those parts of the local government area within which the Rural Fire Service operates and subject to the State Government Emergency Management Levy Class E, as shown on the map available from Queensland Fire and Emergency Services:  
([www.fire.qld.gov.au/about/EmergencyManagementFireandRescue-Levy.asp](http://www.fire.qld.gov.au/about/EmergencyManagementFireandRescue-Levy.asp))

**Shopping Centre:** land which is used or intended to be used, in whole or in part for retail activities comprising multiple shops or retail warehouses (including a combination of both).

**Supermarket:** land which is used or intended to be used, in whole or in part for a detached supermarket purpose typically involving a self-service retail store or market selling food and other domestic goods but not forming part of a Shopping Centre.

**Vacant land:** land devoid of buildings or structures with the exception of outbuildings or other minor structures not designed or used for human habitation or occupation. It does not apply to land that is used for car parking or in conjunction with any commercial activity, e.g. heavy vehicle or machinery parking, outdoor storage areas, assembly areas or rural activities such as cultivation, grazing or agistment.

Any terms not defined in this Revenue Statement shall be as defined under the *Local Government Act 2009* and *Local Government Regulation 2012* and if not there defined the term will be given the meaning determined by Council.



**SPECIAL MEETING  
(BUDGET ADOPTION)  
MINUTES  
25 JULY 2016**

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**5.5 2016/2017 Rating Categorisation Policy**

**Date:** 19 July 2016  
**Author:** Tony Brett, Manager Finance and Customer Service  
**Responsible Officer:** David Lewis, Executive Manager Corporate & Community Services

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**Summary:**

This policy provides guidance to Council delegates in the identification process (for the purposes of rating categorisation) by referral to the description of the category in Council's Revenue Statement, the actual use of the parcel of land and the land use code attached the parcel by the Department of Natural Resources and Mines. The policy makes clear Council's intentions when categorising land for rating purposes.

The development of the policy was recommended by Council's legal advisors following their review of the 2016/2017 Revenue Statement.

**Officer's Recommendation:**

**THAT Council resolves to adopt the 2016/2017 Rating Categorisation Policy.**

**RESOLUTION**

**THAT Council resolves to adopt the 2016/2017 Rating Categorisation Policy.**

**Moved By: Cr McDonald                      Seconded By: Cr Cook**  
**Resolution Number: 16-20/0013**

**CARRIED**

**7/0**

**Report**

**1. Introduction**

This report recommends the adoption of a policy to assist in the identification of properties for the purposes of rating categorisation.

**2. Background**

The identification of land for rating categorisation purposes has previously been included in Council's Revenue Statement. The annual legal review of the Revenue Statement has recommended removing the identification component from the Statement and containing it in a separate policy.

**3. Report**

Section 81 of the *Local Government Regulation 2012* deals with the categorisation of land for differential general rates. Council is required to decide the different categories of rateable land

**SPECIAL MEETING  
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and describe each of the categories. Once the categories have been determined and described, the category to which each parcel of land belongs must be identified. The Regulation allows Council to do this in any way it considers appropriate.

This policy provides guidance to Council delegates in the identification process by referral to the description of the category in Council's Revenue Statement, the actual use of the parcel of land and the land use code attached the parcel by the Department of Natural Resources and Mines.

The policy clarifies the role that land use codes play in the categorisation process and where the land use code is on conflict with the actual use of the land, the categorisation will be based on the actual use.

This policy is to be adopted on an annual basis as part of the budget process to reflect changes in the rating categories for the new financial year.

#### **4. Policy and Legal Implications**

The adoption of this policy will assist in the categorisation process undertaken in accordance with section 81(4) and 81(5) of the *Local Government Regulation 2012*. It will provide guidance to the delegate of Council in identifying the relevant rating category to which each parcel of rateable land belongs.

Advice from Council's legal team is that the adoption of this policy will separate Council's definition and description of its rating categories within the Revenue Statement from the process of identifying properties to be placed within those categories.

In recent years there have been legal challenges to Council's Revenue Statement in relation to the identification process. With the identification process clearly separated from the Revenue Statement, challenges on this basis will not affect the Revenue Statement and the rates set by Council.

#### **5. Financial and Resource Implications**

This policy assists with the generation of revenue in accordance with Council's 2016/2017 Budget and Revenue Statement.

#### **6. Delegations/Authorisations**

Matters arising from this report will be dealt with in accordance with existing delegations.

#### **7. Communication and Engagement**

The implications of this policy will be communicated to the staff involved in the categorisation process.

#### **8. Conclusion**

The development of the policy was recommended by Council's legal advisors following their review of the 2016/2017 Revenue Statement. It will assist officers in the categorisation process and reduce opportunities for legal challenges to Council's Revenue Statement.



**SPECIAL MEETING  
(BUDGET ADOPTION)  
MINUTES  
25 JULY 2016**

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**9. Action/s**

1. Update Council's Policy Register and upload to the internet.

**Attachments**

- 1 [View](#) Rating Category Identification Policy 9 Pages



## Policy document

Strategic Governance SG 0#

# Rating Category Identification Policy for Financial Year 2016/2017

### Head of Power

Local Government Act 2009

Local Government Regulation 2012

### Key Supporting Council Document

This policy should be read in conjunction with Council's revenue statement for the financial year 2016/2017 (Revenue Statement).

### Definitions

Reference in this policy to the term 'Land Use Codes' means those land use codes as given to Council by the Department of Natural Resources and Mines and recorded in Council's land record kept under the Local Government Act 2009 (Qld).

### Policy Objective

The purpose of this policy is to provide guidance to Lockyer Valley Regional Council (Council) and its delegate in the exercise of identifying the rating category to which each parcel of rateable land in Council's local government area belongs for financial year 2016/2017.

This policy should be read in conjunction with section 81(4) and (5) of the Local Government Regulation 2012 (Qld).

This policy does not limit the way in which Council identifies the rating category to which each parcel of rateable land in Council's local government area belongs.

Section 81(5) of the Local Government Regulation 2012 (Qld) allows Council to undertake the identification exercise specified in section 81(4) of that Regulation in a way Council considers appropriate.

Group: Corporate & Community Services  
Unit: Finance & Customer Services  
Approved:  
Date Approved:

Effective Date: 1 July 2016  
Version: 1.0  
Review Date: 30 June 2017  
Superseded/Revoked: N/A

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## Policy document

Strategic Governance SG 0#

### Policy Statement

In undertaking the exercise required under section 81(4) and (5) Local Government Regulation 2012 (Qld), Council will have regard to the Revenue Statement.

In the Revenue Statement, the rating categories and descriptions for rateable land associated with the levying of differential general rates for Financial Year 2016/2017 have been set out in Table 1 of that document. The Council has adopted the categories and descriptions by resolution passed at its budget meeting for 2016/2017.

The matters set out in the table below are intended to provide guidance to Council and its delegate in identifying the rating category to which each parcel of rateable land in Council's local government area belongs for Financial Year 2016/2017.

The Land Use Codes referred to for each category are those which describe uses which will generally correspond with the description for the category. However, it is the actual use which determines the correct category. If in any case the use described by the assigned Land Use Code is found to not reflect the actual land use, categorisation must be based on the category and description which correspond to the actual use.

**Table**

No of Rating Category for FY2016/2017 in the Revenue Statement	Name of Rating Category for FY2016/2017 in the Revenue Statement	Guidance for identifying the rating category to which each parcel of rateable land in Council's local government area belongs for FY2016/2017
1	Commercial <= \$200,000	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Codes 10 to 46.
2	Commercial \$200,001 & <=\$700,000	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Codes 10 to 46.

Group: Corporate & Community Services  
Unit: Finance & Customer Services  
Approved:  
Date Approved:

Effective Date: 1 July 2016  
Version: 1.0  
Review Date: 30 June 2017  
Superseded/Revoked: N/A

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## Policy document

Strategic Governance SG 0#

No of Rating Category for FY2016/2017 in the Revenue Statement	Name of Rating Category for FY2016/2017 in the Revenue Statement	Guidance for identifying the rating category to which each parcel of rateable land in Council's local government area belongs for FY2016/2017
3	Commercial > \$700,000 & </\$2Million	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Codes 10 to 46.
4	Commercial > \$2Million	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Codes 10 to 46.
5	Supermarkets </\$1Million	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Codes 10-15, 17-27 but not Land with Land Use Code 16.
6	Supermarkets > \$1Million	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Codes 10-15, 17-27 but not Land with Land Use Code 16.
7	Shopping Centres </= 7000 sq m	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Code 16.
8	Shopping Centres >7000 sq m	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Code 16.
9	Motels </= 25 Rooms	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Code 43.

Group: Corporate & Community Services  
Unit: Finance & Customer Services  
Approved:  
Date Approved:

Effective Date: 1 July 2016  
Version: 1.0  
Review Date: 30 June 2017  
Superseded/Revoked: N/A

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## Policy document

Strategic Governance SG 0#

No of Rating Category for FY2016/2017 in the Revenue Statement	Name of Rating Category for FY2016/2017 in the Revenue Statement	Guidance for identifying the rating category to which each parcel of rateable land in Council's local government area belongs for FY2016/2017
10	Motels 26 -50 Rooms	(c) The Description for this category in the Revenue Statement. (d) Land with Land Use Code 43.
11	Motels >= 51 Rooms	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Code 43.
12	Farming/Agriculture <=\$200,000	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Codes 60-71 and 73-89.
13	Farming/Agriculture \$200,001-\$380,000	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Codes 60-71 and 73-89.
14	Farming/Agriculture \$380,001-\$610,000	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Codes 60-71 and 73-89.
15	Farming/Agriculture >= \$610,001	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Codes 60-71 and 73-89.
16	Rural Residential – Owner Occupied	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Codes 1 to 6, 8 or 9.

Group: Corporate & Community Services  
Unit: Finance & Customer Services  
Approved:  
Date Approved:

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## Policy document

Strategic Governance SG 0#

No of Rating Category for FY2016/2017 in the Revenue Statement	Name of Rating Category for FY2016/2017 in the Revenue Statement	Guidance for identifying the rating category to which each parcel of rateable land in Council's local government area belongs for FY2016/2017
17	Service Stations/Garages <=100,000 litres	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Codes 30 and 31.
18	Service Stations/Garages 100,001 to 200,000 litres	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Codes 30 and 31.
19	Service Stations/Garages Over 200,000 litres	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Codes 30 and 31.
20	Services Stations & Garages without Shops or Food Outlets >200,000 litres	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Codes 30 and 31.
21	Transmission Sites	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Code 91.
22	Gas Compressor Sites	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Codes 10-27.
23	Workers Accommodation	The Description for this category in the Revenue Statement.

Group: Corporate & Community Services  
Unit: Finance & Customer Services  
Approved:  
Date Approved:

Effective Date: 1 July 2016  
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Superseded/Revoked: N/A

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## Policy document

Strategic Governance SG 0#

No of Rating Category for FY2016/2017 in the Revenue Statement	Name of Rating Category for FY2016/2017 in the Revenue Statement	Guidance for identifying the rating category to which each parcel of rateable land in Council's local government area belongs for FY2016/2017
24	Urban Residential – Owner Occupied	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Codes 1 to 6, 8 or 9.
25	Farming/Agriculture On Farm Packing Operation	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Codes 60-71 and 73-89.
26	Intensive Agriculture Poultry <=200,000 birds	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Codes 60-71 and 73-89.
27	Intensive Agriculture Poultry 200,001 birds and over	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Codes 60-71 and 73-89.
28	Intensive Agriculture Piggeries <=3,000 SPU	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Codes 60-71 and 73-89.
29	Intensive Agriculture Piggeries 3,001 SPU and over	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Codes 60-71 and 73-89.

Group: Corporate & Community Services  
Unit: Finance & Customer Services  
Approved:  
Date Approved:

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Superseded/Revoked: N/A

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## Policy document

Strategic Governance SG 0#

No of Rating Category for FY2016/2017 in the Revenue Statement	Name of Rating Category for FY2016/2017 in the Revenue Statement	Guidance for identifying the rating category to which each parcel of rateable land in Council's local government area belongs for FY2016/2017
31	Land which is Subject to Chapter 2, Part 2, Subdivision 3 of the Land Valuation Act 2010	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Code 72.
32	Nursing Homes/Retirement Villages	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Code 27.
33	Sporting Clubs & Facilities	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Codes 48 and 50.
34	Licensed Clubs & Sporting Clubs	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Code 47 or 48.
35	Non-Principal Place of Residence	The Description for this category in the Revenue Statement.
36	Sundry Purposes	The Description for this category in the Revenue Statement.
37	Extractive & Mining Lease > 100,000 tonnes.	The Description for this category in the Revenue Statement.

Group: Corporate & Community Services  
Unit: Finance & Customer Services  
Approved:  
Date Approved:

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## Policy document

Strategic Governance SG 0#

No of Rating Category for FY2016/2017 in the Revenue Statement	Name of Rating Category for FY2016/2017 in the Revenue Statement	Guidance for identifying the rating category to which each parcel of rateable land in Council's local government area belongs for FY2016/2017
38	Extractive & Mining Lease 5,001 tonnes – 100,000 tonnes.	The Description for this category in the Revenue Statement.
39	Extractive & Mining Lease up to 5,000 tonnes.	The Description for this category in the Revenue Statement.
40	Noxious/Offensive Industry – Explosive Factories	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Codes 35-40.
41	Noxious/offensive Industry – Abattoirs	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Codes 35-40.
42	Noxious/offensive Industry – Other	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Codes 35-40.
43	Caravan Parks & Camping Grounds ≤ \$300,000	(a) The Description for this category in the Revenue Statement. (b) Land with a Land Use Code 49.
44	Caravan Parks and Camping Grounds \$300,001 to \$600,000	(a) The Description for this category in the Revenue Statement. (b) Land with a Land Use Code 49.

Group: Corporate & Community Services  
Unit: Finance & Customer Services  
Approved:  
Date Approved:

Effective Date: 1 July 2016  
Version: 1.0  
Review Date: 30 June 2017  
Superseded/Revoked: N/A

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## Policy document

Strategic Governance SG 0#

No of Rating Category for FY2016/2017 in the Revenue Statement	Name of Rating Category for FY2016/2017 in the Revenue Statement	Guidance for identifying the rating category to which each parcel of rateable land in Council's local government area belongs for FY2016/2017
45	Caravan Parks and Camping Grounds > \$600,000	(a) The Description for this category in the Revenue Statement. (b) Land with a Land Use Code 49.
46	Power Stations <= 50MW	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Code 91.
47	Power Stations >= 51MW	(a) The Description for this category in the Revenue Statement. (b) Land with Land Use Code 91.

### Related Documents

Local Government Act 2009  
Local Government Regulation 2012  
2016-2017 Revenue Statement

Group: Corporate & Community Services  
Unit: Finance & Customer Services  
Approved:  
Date Approved:

Effective Date: 1 July 2016  
Version: 1.0  
Review Date: 30 June 2017  
Superseded/Revoked: N/A

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**SPECIAL MEETING OF  
ORDINARY COUNCIL  
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25 JULY 2016**

**5.6 Adoption of the 2016/2017 Budget and Long Term Financial Forecast from 2016/2017 to 2025/2026**

**Date:** 19 July 2016  
**Author:** Tony Brett, Manager Finance and Customer Service  
**Responsible Officer:** David Lewis, Executive Manager Corporate & Community Services

**Summary:**

Under the *Local Government Regulation 2012*, Council must prepare an accrual based budget for each financial year which is consistent with the 5-year Corporate Plan and Annual Operational Plan. To comply with the *Local Government Regulation 2012*, Council must also publish results against a series of measures of financial sustainability for the budget year and the next nine (9) years.

The 2016/2017 Budget presents the overall position of a surplus of \$7.76 million, with expenditure on Council operations of \$55.69 million and a capital works program of \$16.36 million. Total budgeted revenues for the year are \$63.46 million which includes capital revenue of \$7.39 million. Excluding capital revenues, the budget forecasts a \$0.37 million operating surplus.

**Officer's Recommendation:**  
**THAT Council resolves to:**

- a. Adopt the Budget for the financial year 2016/2017 and the long term financial forecast for the financial years 2016/2017 to 2025/2026 as contained in the document entitled 2016/2017 Budget and Long Term Financial Forecast (Attachment 1) and set out in the pages contained therein:
  - i. Statement of Income and Expenditure.
  - ii. Statement of Financial Position.
  - iii. Statement of Cash Flows.
  - iv. Statement of Changes in Equity.
  - v. Relevant Measures of Financial Sustainability.
  - vi. Detailed Statements of Income and Expenditure:
    - i. Business Unit – Child Care Centres 2016/2017 to 2018/2019
    - ii. Business Unit – Waste Management 2016/2017 to 2018/2019
    - iii. Business Unit – Roads Contracts and Recoverable Works 2016/2017 to 2018/2019
  - vii. Percentage Change in Rates Levied from 2015/2016.
- b. Note the Statement of Estimated Financial Position at 30 June 2016 (Attachment 2), as presented by the Acting Chief Executive Officer in accordance with Section 205 of the *Local Government Regulation 2012*.

**RESOLUTION**

**THAT Council resolves to:**

- a. Adopt the Budget for the financial year 2016/2017 and the long term financial



**SPECIAL MEETING OF  
ORDINARY COUNCIL  
MEETING MINUTES  
25 JULY 2016**

forecast for the financial years 2016/2017 to 2025/2026 as contained in the document entitled 2016/2017 Budget and Long Term Financial Forecast (Attachment 1) and set out in the pages contained therein:

- i. Statement of Income and Expenditure.
- ii. Statement of Financial Position.
- iii. Statement of Cash Flows.
- iv. Statement of Changes in Equity.
- v. Relevant Measures of Financial Sustainability.
- vi. Detailed Statements of Income and Expenditure:
  - i. Business Unit – Child Care Centres 2016/2017 to 2018/2019
  - ii. Business Unit – Waste Management 2016/2017 to 2018/2019
  - iii. Business Unit – Roads Contracts and Recoverable Works 2016/2017 to 2018/2019
- vii. Percentage Change in Rates Levied from 2015/2016.

- b. Note the Statement of Estimated Financial Position at 30 June 2016 (Attachment 2), as presented by the Acting Chief Executive Officer in accordance with Section 205 of the *Local Government Regulation 2012*.

**Moved By: Cr Wilson**

**Seconded By: Cr Hagan**

**Resolution Number: 16-20/0014**

**CARRIED**

**7/0**

## **Report**

### **1. Introduction**

This report presents the 2016/2017 Budget and forward estimates for the Lockyer Valley Regional Council for adoption as part of the 2016/2017 Budget process.

### **2. Background**

Sections 169 and 170 of the *Local Government Regulation 2012* prescribe the requirements for the adoption of Council's budget. This report complies with the disclosure requirements of the *Local Government Regulation 2012*.

### **3. Report**

Under the *Local Government Regulation 2012*, Council must prepare an accrual based budget for each financial year which is consistent with the 5-year Corporate Plan and Annual Operational Plan. To comply with the *Local Government Regulation 2012*, Council must also publish results against a series of measures of financial sustainability for the budget year and the next nine (9) years.

To meet the legislative requirements, included in the 2016/2017 Budget (Attachment 1) are the following financial statements:

**SPECIAL MEETING OF  
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25 JULY 2016**

- Statement of Income and Expenditure.
- Statement of Financial Position.
- Statement of Cash Flows.
- Statement of Changes in Equity.
- Relevant Measures of Financial Sustainability.
- Detailed Statements of Income and Expenditure
  - Whole of Council 2016/2017 to 2018/2019
  - Business Unit – Child Care Centres 2016/2017 to 2018/2019
  - Business Unit – Waste Management 2016/2017 to 2018/2019
  - Business Unit – Roads Contracts and Recoverable Works 2016/2017 to 2018/2019
- Percentage Change in Rates Levied from 2015/2016.

The Statement of Income and Expenditure, Statement of Financial Position, Statement of Cash Flows and Statement of Changes in Equity have all been prepared on an accrual basis and contain Council's long term financial forecast as well as the budgets for 2016/2017 and the following two years.

The budget must also contain Council's Revenue Policy and Revenue Statement which due to the complex nature of the Revenue Statement, will be adopted via separate reports.

The 2016/2017 Budget presents an overall position of a surplus of \$7.76 million, with expenditure on Council operations of \$55.69 million and a capital works program of \$16.36 million. Total budgeted revenues for the year are \$63.46 million which includes capital revenue of \$7.39 million. Excluding capital revenues, the budget forecasts a \$0.37 million operating surplus.

Brief discussions on each of the major line items of the budget are outlined below.

## **Revenue**

### **Net Rates and Utility Charges**

Full details of council's rates and utility charges are outlined in Council's Revenue Statement which is the subject of a separate report. Total budgeted rates and utility charges for the year is \$38.37 million with estimated discounts of \$1.48 million.

### **Fees & Charges**

Fees and Charges are anticipated to remain similar to the previous financial year. Whilst actual fees may have been increased, the amount of revenue to be generated is not expected to increase substantially based on historical trends.

### **Interest Received from Investments**

Interest from investments will be approximately \$0.38 million higher than the 2015/2016 financial year due to slightly higher cash holdings and a small increase in interest rates. The estimated interest rate on Council's investments is 2.90% per annum.

**SPECIAL MEETING OF  
ORDINARY COUNCIL  
MEETING MINUTES  
25 JULY 2016**

---

## **Operating Grants and Subsidies**

Major grants have reduced due to the finalisation of the flood recovery program. The majority of the grant funding relates to the Commonwealth Government's financial assistance grant estimated at \$4.10 million and the operational classification of the Roads to Recovery Funding of \$1.78 million.

## **Contract/Recoverable Works**

General recoverable works has increased slightly by \$0.14 million in 2016/2017 based on known contracting opportunities and the level of Council's infrastructure workloads.

## **Expenditure**

### **Employee Costs**

Employee costs represent the operational employee costs of the organisation and include all employee related expenditure including items such as superannuation, fringe benefits tax and workers compensation insurance.

Employee costs have been decreased by \$1.76 million or 7.35% in the 2016/2017 budget. This decrease is contingent upon anticipated reductions in Council's employee establishment, a reduction in annual leave liabilities and a review of services provided by Council. Another factor in the reduction is the reallocation of operational labour to the capital works program.

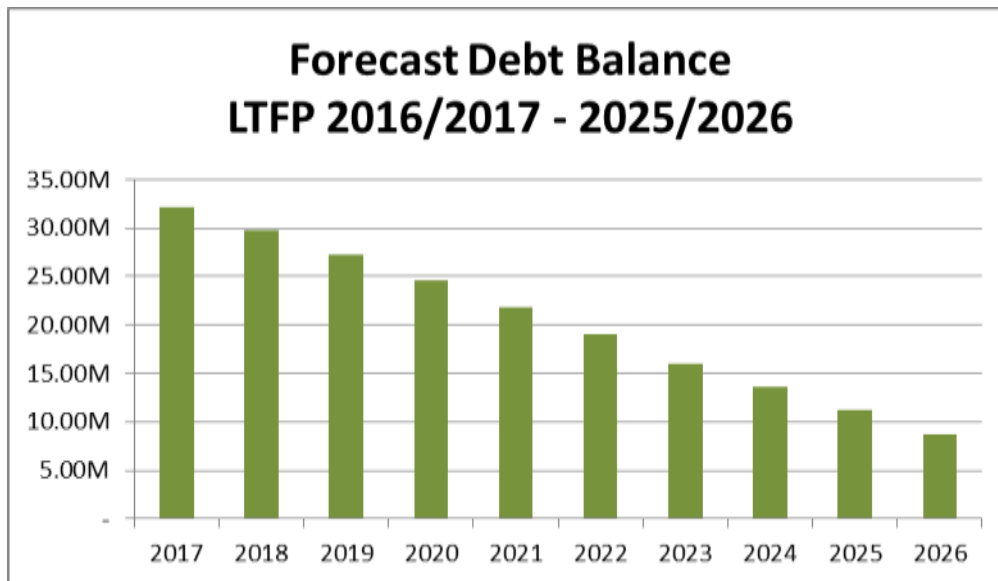
### **Goods and Services**

The increase in the budget for goods and services has been limited to \$0.55 million by reducing contingency funding, deferring potential operational projects and an increased understanding of the actual amounts required to provide current services. The budgeted increase reflects the anticipated changes in applicable allowances for growth and price.

### **Finance Costs**

This line item is mainly made up of interest on Council's loans from Queensland Treasury Corporation. Finance costs have reduced slightly by approximately \$0.04 million mainly due to the changing mix of interest and principal repayments.

Council's debt is forecast to reduce from \$32.21M in 2017 to \$8.75M by 2026. This assumes no further borrowings and additional debt repayments of \$0.70M per year. The reduction in Council debt is shown in the following table.



### Depreciation

Depreciation expenses of \$13.15 million are envisaged in the 2016/2017 Budget. There may be some change in this line item during the year as reviews of council asset management plans, asset replacement values and useful lives are completed.

### Capital

The main sources of capital funding are internal sources of \$9.94 million, grants and subsidies of \$6.11 million and estimated developer contributions of \$0.30 million.

These funding sources will be used for the construction or acquisition of assets worth \$16.35 million and loan principal repayments of \$2.29 million.

### Financial Sustainability

Under the *Local Government Regulation 2012*, Council must prepare an accrual based budget for each financial year which is consistent with its five (5) year corporate plan and annual operational plan. To comply with the *Local Government Regulation 2012*, Council must also publish results against a series of measures of financial sustainability for the budget year and the next nine (9) years.

The 2016/2017 Budget results against each relevant measure of financial sustainability are given in the following table.

Relevant Measure of Financial Sustainability	Result	LGA Indicator
Asset Sustainability Ratio	99.6%	greater than 90%
Net Financial Liabilities Ratio	47.8%	not greater than 60%
Operating Surplus Ratio (excluding capital revenue)	0.7%	between 0% and 10%

**SPECIAL MEETING OF  
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25 JULY 2016**

The results for the full ten years are included in Attachment 1.

### **Business Units**

The estimated costs of Council's business units have been shown in separate schedules in Attachment 1. The budgeted results of Council's Business Units for the 2016/2017 year are as follows:

Unit	Income \$ m	Expenditure \$ m	Operating Surplus/(Deficit) \$ m
Child Care Centres	\$0.96	\$1.03	(\$0.07)
Waste Management	\$7.02	\$5.48	\$1.54
Roads Contracts and Recoverable Works	\$0.96	\$0.91	\$0.05
<b>Total</b>	<b>\$8.94</b>	<b>\$7.42</b>	<b>\$1.52</b>

### **Statement of Estimated Financial Position 2015/2016**

Section 205 of the *Local Government Regulation 2012* requires the Chief Executive Officer to present Council with a Statement of Estimated Financial Position for Council for the prior financial year at the annual budget meeting. This Statement, comprising of a Statement of Estimated Income and Expenditure, Estimated Statement of Financial Position and Estimated Statement of Cash Flows, is at Attachment 2 and shows the estimated financial results for the Council as at 30 June 2016. The result is an overall estimated operating deficit of \$0.85 million. The estimated result excluding capital revenue and expenses is a deficit of \$1.35 million.

It should be noted that the amounts shown in this report are still subject to audit adjustments and will change as the end of year process is completed until the audit is finalised in early September. Financial analysis of the result will be provided to Council at that time.

## **4. Policy and Legal Implications**

Under the *Local Government Regulation 2012*, council must prepare an accrual based budget for each financial year which is consistent with Council's 5-year Corporate Plan and Annual Operational Plan. To comply with the *Local Government Regulation 2012*, council must also publish results against a series of measures of financial sustainability for the budget year and the next nine (9) years.

## **5. Financial and Resource Implications**

The balanced operating result is largely contingent upon containing costs within the budgeted amount. There is limited scope for new projects and additional funding for services in the short term while maintaining a balanced budget. Should the need arise for additional funds during the year, offset savings and a reprioritisation of resources will be required.

The use of Council's day labour on capital projects will also need to be maintained and any diversion from capital projects to operational works will impact on the operating result.

**SPECIAL MEETING OF  
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25 JULY 2016**

Should the anticipated rate increase and savings measures not materialise, there will be an impact on Council's future sustainability and the ability to keep future rate increases at a low level. If Council can contain its costs and achieve the gains in revenue outlined in the 2016/2017 Budget and forward estimates, Council is forecasted to maintain a balanced operational budget for the life of the long term financial plan.

**6. Delegations/Authorisations**

Matters arising from this report will be dealt with in accordance with existing delegations.

**7. Communication and Engagement**

The implications of the financial statements will be incorporated into extensive communications associated with the 2016/2017 Budget. Following its adoption, the various components of the budget will be consolidated into one document.

**8. Conclusion**

Sections 169 and 170 of the *Local Government Regulation 2012* prescribe the requirements for the adoption of Council's budget. This report complies with the requirements of the regulation.

**9. Action/s**

1. Publish the adopted budget on Council's website.
2. Distribute to internal staff.

**Attachments**

- 1 [View](#) 2016/2017 Budget & Long Term Financial Forecast 14 Pages  
2 [View](#) Statement of Estimated Financial Position 2015/2016 3 Pages

**Attachments**

- 1 2016/2017 Budget & Long Term Financial Forecoase 14 Pages  
2 Statement of Estimated Financial Position 2015/2016 3 Pages



## **LOCKYER VALLEY REGIONAL COUNCIL**

# **2016/2017 BUDGET AND LONG TERM FINANCIAL FORECAST**



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STATEMENT OF FINANCIAL POSITION	5
STATEMENT OF CASH FLOWS	6
STATEMENT OF CHANGES IN EQUITY	7
RELEVANT MEASURES OF FINANCIAL SUSTAINABILITY	8
PERCENTAGE CHANGE IN RATES LEVIED FROM 2015/16	9
DETAILED SCHEDULES	10
BUSINESS UNITS	11 – 13



# BUDGET DOCUMENTS

Lockyer Valley Regional Council  
2016/2017 Budget and Long Term Financial Forecast 2017 to 2026  
Statement of Income and Expenditure

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Revenue</b>										
<b>Recurrent revenue:</b>										
Rates & Utility Charges	38.37M	40.16M	42.02M	43.90M	45.90M	47.79M	49.76M	50.81M	52.91M	55.09M
Less Discounts	(1.48M)	(1.54M)	(1.61M)	(1.68M)	(1.76M)	(1.83M)	(1.90M)	(1.98M)	(2.06M)	(2.14M)
Net rates and utility charges	36.89M	38.62M	40.41M	42.22M	44.14M	45.96M	47.86M	48.83M	50.85M	52.95M
Fees and charges	3.69M	3.80M	3.92M	4.03M	4.15M	4.28M	4.41M	4.54M	4.68M	4.82M
Sales - contract and recoverable works	1.80M	1.84M	1.89M	1.93M	1.98M	2.03M	2.08M	2.13M	2.19M	2.24M
General purpose grants	8.40M	7.05M	7.12M	7.02M	7.26M	7.34M	7.41M	7.45M	7.70M	7.78M
Interest received	1.91M	1.99M	1.96M	1.95M	1.97M	1.97M	1.97M	1.98M	2.02M	2.07M
Other recurrent income	3.38M	3.54M	3.63M	3.70M	3.77M	3.82M	3.88M	3.94M	4.01M	4.07M
<b>Total recurrent revenue</b>	<b>56.06M</b>	<b>56.83M</b>	<b>58.92M</b>	<b>60.86M</b>	<b>63.27M</b>	<b>65.40M</b>	<b>67.61M</b>	<b>68.88M</b>	<b>71.44M</b>	<b>73.93M</b>
<b>Capital revenue:</b>										
Capital Grants, Contributions & Donations	6.39M	1.27M	1.12M	1.13M	0.94M	0.94M	0.94M	0.94M	0.60M	0.60M
Gain on sale of property, plant and equipment	1.00M	0.29M	0.42M	0.38M	0.21M	0.35M	0.14M	0.14M	0.14M	-
<b>Total capital revenue</b>	<b>7.39M</b>	<b>1.56M</b>	<b>1.54M</b>	<b>1.51M</b>	<b>1.14M</b>	<b>1.28M</b>	<b>1.08M</b>	<b>0.58M</b>	<b>0.74M</b>	<b>0.60M</b>
<b>Total income</b>	<b>63.46M</b>	<b>58.40M</b>	<b>60.47M</b>	<b>62.36M</b>	<b>64.41M</b>	<b>66.69M</b>	<b>68.69M</b>	<b>69.46M</b>	<b>72.18M</b>	<b>74.53M</b>
<b>Expenses</b>										
<b>Recurrent expenses:</b>										
Employee benefits	22.21M	22.60M	22.99M	23.79M	24.62M	25.80M	26.90M	28.04M	29.14M	30.38M
Materials and services	18.64M	19.01M	19.41M	19.85M	20.33M	20.87M	21.44M	22.03M	22.64M	23.26M
Depreciation and amortisation	13.15M	13.61M	14.56M	14.95M	15.33M	16.39M	14.85M	13.97M	14.89M	15.00M
Finance costs	1.69M	1.58M	1.47M	1.36M	1.23M	1.10M	0.96M	0.84M	0.73M	0.63M
<b>Total expenses</b>	<b>55.69M</b>	<b>56.80M</b>	<b>58.44M</b>	<b>59.95M</b>	<b>61.50M</b>	<b>64.15M</b>	<b>64.15M</b>	<b>64.88M</b>	<b>67.40M</b>	<b>69.26M</b>
<b>Result from ordinary activities</b>	<b>7.76M</b>	<b>1.60M</b>	<b>2.03M</b>	<b>2.41M</b>	<b>2.91M</b>	<b>2.53M</b>	<b>4.54M</b>	<b>4.58M</b>	<b>4.78M</b>	<b>5.27M</b>
<b>Operating Result</b>										
<b>Adj for Capital Income</b>	<b>0.37M</b>	<b>0.03M</b>	<b>0.49M</b>	<b>0.91M</b>	<b>1.77M</b>	<b>1.25M</b>	<b>3.47M</b>	<b>4.00M</b>	<b>4.03M</b>	<b>4.67M</b>

Lockyer Valley Regional Council  
2016/2017 Budget and Long Term Financial Forecast 2017 to 2026  
Statement of Financial Position

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Current assets</b>										
Cash assets and cash equivalents	24.90M	21.42M	19.51M	18.24M	16.67M	16.24M	16.17M	16.32M	17.35M	18.73M
Other inventory	0.38M	0.38M	0.38M	0.38M	0.38M	0.38M	0.38M	0.38M	0.38M	0.38M
Receivables	2.51M	2.56M	2.67M	2.77M	2.90M	3.01M	3.13M	3.19M	3.32M	3.45M
Prepayments	0.47M	0.47M	0.47M	0.47M	0.47M	0.47M	0.47M	0.47M	0.47M	0.47M
<b>Total current assets</b>	<b>28.26M</b>	<b>24.82M</b>	<b>23.02M</b>	<b>21.86M</b>	<b>20.41M</b>	<b>20.10M</b>	<b>20.14M</b>	<b>20.35M</b>	<b>21.51M</b>	<b>23.02M</b>
<b>Non-current assets</b>										
Land held for development or sale	3.18M	3.18M	3.18M	3.18M	3.18M	3.18M	3.18M	3.18M	3.18M	3.18M
Joint Ventures & Associates	28.85M	29.89M	30.95M	32.04M	33.16M	34.28M	35.40M	36.52M	37.64M	38.75M
Property, plant and equipment	541.56M	580.60M	581.78M	582.68M	623.15M	623.41M	624.81M	668.25M	669.06M	675.88M
Intangible assets	5.74M	5.00M	4.32M	3.57M	3.01M	1.91M	1.20M	0.78M	0.43M	0.18M
Capital works in progress	6.06M	6.06M	6.06M	6.06M	6.06M	6.06M	6.06M	6.06M	6.06M	-
Other non-current assets	14.74M	14.74M	14.74M	14.74M	14.74M	14.74M	14.74M	14.74M	14.74M	14.74M
<b>Total non-current assets</b>	<b>600.12M</b>	<b>639.46M</b>	<b>641.03M</b>	<b>642.27M</b>	<b>683.30M</b>	<b>683.58M</b>	<b>685.38M</b>	<b>729.52M</b>	<b>731.10M</b>	<b>732.72M</b>
<b>Total assets</b>	<b>628.38M</b>	<b>664.28M</b>	<b>664.06M</b>	<b>664.13M</b>	<b>703.71M</b>	<b>703.68M</b>	<b>705.52M</b>	<b>749.87M</b>	<b>752.61M</b>	<b>755.74M</b>
<b>Current liabilities</b>										
Trade and other payables	3.95M	4.02M	4.09M	4.18M	4.30M	4.43M	4.57M	4.70M	4.85M	5.00M
Borrowings	1.70M	1.82M	1.94M	2.07M	2.20M	2.34M	2.48M	2.62M	2.76M	2.90M
Employee payables/provisions	0.45M	0.45M	0.45M	0.45M	0.45M	0.45M	0.45M	0.45M	0.45M	0.45M
Other provisions	0.03M	0.03M	0.03M	0.03M	0.03M	0.03M	0.03M	0.03M	0.03M	0.03M
<b>Total current liabilities</b>	<b>6.14M</b>	<b>6.32M</b>	<b>6.51M</b>	<b>6.73M</b>	<b>6.98M</b>	<b>7.26M</b>	<b>7.55M</b>	<b>7.80M</b>	<b>8.09M</b>	<b>8.38M</b>
<b>Non-current liabilities</b>										
Borrowings	30.50M	27.98M	25.34M	22.58M	19.68M	16.64M	14.33M	11.94M	9.45M	6.84M
Employee payables/provisions	2.65M	2.40M	2.60M	2.80M	3.00M	3.20M	3.40M	3.60M	3.80M	4.00M
Other provisions	15.77M	15.77M	15.77M	15.77M	15.77M	15.77M	15.77M	15.77M	15.77M	15.77M
<b>Total non-current liabilities</b>	<b>48.92M</b>	<b>46.15M</b>	<b>43.71M</b>	<b>41.14M</b>	<b>38.44M</b>	<b>35.60M</b>	<b>33.49M</b>	<b>31.31M</b>	<b>29.01M</b>	<b>26.61M</b>
<b>Total liabilities</b>	<b>55.06M</b>	<b>52.47M</b>	<b>50.22M</b>	<b>47.87M</b>	<b>45.42M</b>	<b>42.86M</b>	<b>40.16M</b>	<b>38.17M</b>	<b>36.15M</b>	<b>34.00M</b>
<b>Net community assets</b>	<b>573.32M</b>	<b>611.81M</b>	<b>613.84M</b>	<b>616.26M</b>	<b>658.29M</b>	<b>660.82M</b>	<b>665.37M</b>	<b>711.69M</b>	<b>716.47M</b>	<b>721.74M</b>
<b>Community equity</b>										
Asset revaluation reserve	200.32M	237.21M	237.21M	237.21M	276.33M	276.33M	276.33M	318.08M	318.08M	318.08M
Retained surplus (deficiency)	373.01M	374.60M	376.63M	379.05M	381.96M	384.49M	389.03M	393.61M	398.39M	403.66M
<b>Total community equity</b>	<b>573.32M</b>	<b>611.81M</b>	<b>613.84M</b>	<b>616.26M</b>	<b>658.29M</b>	<b>660.82M</b>	<b>665.37M</b>	<b>711.69M</b>	<b>716.47M</b>	<b>721.74M</b>

Lockyer Valley Regional Council  
2016/2017 Budget and Long Term Financial Forecast 2017 to 2026  
Statement of Cash Flows

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Cash flows from operating activities:</b>										
Receipts from customers	52.26M	52.99M	55.00M	56.93M	59.30M	61.44M	63.65M	64.97M	67.41M	69.85M
Payment to suppliers and employees	(41.39M)	(41.91M)	(42.26M)	(43.48M)	(44.75M)	(46.46M)	(48.14M)	(49.88M)	(51.57M)	(53.43M)
Interest received	1.91M	1.99M	1.97M	1.95M	1.97M	1.97M	1.97M	1.98M	2.02M	2.07M
Finance costs	(1.57M)	(1.46M)	(1.35M)	(1.23M)	(1.10M)	(0.97M)	(0.83M)	(0.70M)	(0.59M)	(0.48M)
<b>Net cash inflow (outflow) from operating activities</b>	<b>11.21M</b>	<b>11.61M</b>	<b>13.35M</b>	<b>14.18M</b>	<b>15.42M</b>	<b>15.99M</b>	<b>16.65M</b>	<b>16.36M</b>	<b>17.27M</b>	<b>18.01M</b>
<b>Cash flows from investing activities:</b>										
Payments for property, plant and equipment	(16.08M)	(14.81M)	(14.99M)	(14.97M)	(15.83M)	(15.40M)	(15.17M)	(15.38M)	(15.50M)	(15.50M)
Subsidies, donations and contributions for new capital expenditure	6.11M	0.77M	0.62M	0.63M	0.44M	0.44M	0.44M	0.44M	0.60M	0.60M
Proceeds from sale of property, plant and equipment	1.93M	0.58M	0.84M	0.75M	0.41M	0.70M	0.28M	0.28M	0.28M	-
Net transfer (to) from cash investments	0.73M	0.77M	0.79M	0.78M	0.76M	0.76M	0.76M	0.76M	0.76M	0.76M
<b>Net cash inflow (outflow) from investing activities</b>	<b>(7.31M)</b>	<b>(12.69M)</b>	<b>(12.74M)</b>	<b>(12.81M)</b>	<b>(14.22M)</b>	<b>(13.51M)</b>	<b>(13.69M)</b>	<b>(13.90M)</b>	<b>(13.86M)</b>	<b>(14.14M)</b>
<b>Cash flows from financing activities</b>										
Proceeds from borrowings	-	-	-	-	-	-	-	-	-	-
Repayment of borrowings	(2.29M)	(2.40M)	(2.52M)	(2.64M)	(2.77M)	(2.90M)	(3.04M)	(3.11M)	(2.38M)	(2.50M)
<b>Net cash inflow (outflow) from financing activities</b>	<b>(2.29M)</b>	<b>(2.40M)</b>	<b>(2.52M)</b>	<b>(2.64M)</b>	<b>(2.77M)</b>	<b>(2.90M)</b>	<b>(3.04M)</b>	<b>(2.31M)</b>	<b>(2.38M)</b>	<b>(2.50M)</b>
<b>Net increase (decrease) in cash held</b>	<b>1.60M</b>	<b>(3.48M)</b>	<b>(1.91M)</b>	<b>(1.27M)</b>	<b>(1.57M)</b>	<b>(0.43M)</b>	<b>(0.08M)</b>	<b>0.16M</b>	<b>1.03M</b>	<b>1.37M</b>
Cash at beginning of reporting period	23.30M	24.90M	21.42M	19.51M	18.24M	16.67M	16.24M	16.17M	16.32M	17.35M
<b>Cash Balance</b>	<b>24.90M</b>	<b>21.42M</b>	<b>19.51M</b>	<b>18.24M</b>	<b>16.67M</b>	<b>16.24M</b>	<b>16.17M</b>	<b>16.32M</b>	<b>17.35M</b>	<b>18.73M</b>

Lockyer Valley Regional Council  
2016/2017 Budget and Long Term Financial Forecast 2017 to 2026  
Statement of Changes in Equity

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Asset revaluation surplus</b>										
Opening balance	200.32M	200.32M	237.21M	237.21M	237.21M	276.33M	276.33M	276.33M	318.08M	318.08M
Increase in asset revaluation surplus	-	36.89M	-	-	39.12M	-	-	41.75M	-	-
<b>Closing balance</b>	<b>200.32M</b>	<b>237.21M</b>	<b>237.21M</b>	<b>237.21M</b>	<b>276.33M</b>	<b>276.33M</b>	<b>276.33M</b>	<b>318.08M</b>	<b>318.08M</b>	<b>318.08M</b>
<b>Retained surplus</b>										
Opening balance	365.24M	373.01M	374.60M	376.63M	379.05M	381.96M	384.49M	389.03M	393.61M	398.39M
Net result	7.76M	1.60M	2.03M	2.41M	2.91M	2.53M	4.54M	4.58M	4.78M	5.27M
<b>Closing balance</b>	<b>373.01M</b>	<b>374.60M</b>	<b>376.63M</b>	<b>379.05M</b>	<b>381.96M</b>	<b>384.49M</b>	<b>389.03M</b>	<b>393.61M</b>	<b>398.39M</b>	<b>403.66M</b>
<b>Total</b>										
Opening balance	565.56M	573.32M	611.81M	613.84M	616.26M	658.29M	660.82M	665.37M	711.69M	716.47M
Net result	7.76M	1.60M	2.03M	2.41M	2.91M	2.53M	4.54M	4.58M	4.78M	5.27M
Increase in asset revaluation surplus	-	36.89M	-	-	39.12M	-	-	41.75M	-	-
<b>Closing balance</b>	<b>573.32M</b>	<b>611.81M</b>	<b>613.84M</b>	<b>616.26M</b>	<b>658.29M</b>	<b>660.82M</b>	<b>665.37M</b>	<b>711.69M</b>	<b>716.47M</b>	<b>721.74M</b>

Lockyer Valley Regional Council  
2016/2017 Budget and Long Term Financial Forecast 2017 to 2026  
Relevant Measures of Financial Sustainability

	Target	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Average
1	Operating Surplus Ratio (Net Operating Surplus / Total Operating Revenue) (%)	Between 0% and 10%	(9.5)%	0.7%	0.1%	0.8%	1.5%	2.8%	1.9%	5.1%	5.8%	6.3%	3.1%
2	Net Financial Asset / Liability Ratio ((Total Liabilities - Current Assets) / Total Operating Revenue)	<= 60%	59.6%	47.8%	48.7%	46.1%	42.7%	39.5%	34.8%	29.6%	25.9%	20.5%	35.1%
3	Asset Sustainability Ratio (Capital Expenditure on the Replacement of Assets (renewals) / Depreciation Expense)	>90%	96.1%	99.6%	105.1%	99.4%	96.3%	100.0%	97.0%	105.3%	109.8%	104.1%	102.0%

Lockyer Valley Regional Council  
2016/2017 Budget  
Percentage Change in Rates Levied from 2015/2016

General Rates Summary Category	2016 Levy	2017 Levy	Increase	% Change
Urban Residential	5,128,224	5,458,262	330,037	6.44%
Rural Residential	10,078,217	11,148,251	1,070,034	10.62%
Non-Principal Place of Residence	4,929,468	5,392,725	463,257	9.40%
Commercial	1,116,041	1,199,492	83,451	7.48%
Supermarkets	77,882	79,750	1,868	2.40%
Shopping Centres	393,612	405,049	11,438	2.91%
Small Petrol Stations	85,280	90,302	5,022	5.89%
Medium Petrol Stations	85,588	98,191	12,603	14.72%
Large Petrol Stations	153,750	157,440	3,690	2.40%
Extractive Industries	495,407	520,296	24,889	5.02%
Noxious Offensive	120,867	139,264	18,397	15.22%
Motels, Caravan Parks & Camping Grounds	95,994	108,673	12,679	13.21%
Agriculture General	3,416,248	3,762,157	345,909	10.13%
Intensive Farming	91,979	99,715	7,736	8.41%
On Farm Packing Operations	53,816	56,406	2,590	4.81%
Compressors & Transformers	110,000	115,280	5,280	4.80%
Other	365,849	386,820	20,971	5.73%
<b>TOTAL</b>	<b>26,798,223</b>	<b>29,218,073</b>	<b>2,419,851</b>	<b>9.03%</b>

Special & Separate Charges	2016 Levy	2017 Levy	Increase	% Change
Rural Fire Levy	292,837	294,510	1,673	0.57%
Emergency Preparedness Levy	1,647,099	1,655,200	8,101	0.49%
Thomas Road Special Maintenance	5,000	5,000	-	0.00%
<b>TOTAL</b>	<b>1,944,936</b>	<b>1,954,710</b>	<b>9,774</b>	<b>0.50%</b>

Waste Collection and Recycling Charges	2016 Levy	2017 Levy	Increase	% Change
Waste Collection Commercial Dual Bins	260,403	267,881	7,478	2.87%
Waste Commercial Bins Waste Only	12,915	13,410	495	3.83%
Waste Collection Domestic Dual Bins	3,480,603	3,655,424	174,821	5.02%
Waste Domestic Dual Service UNI ONLY	8,856	9,216	360	4.07%
Extra Waste Bin Commercial	26,125	28,012	1,887	7.22%
Extra Waste Bin Domestic	5,456	5,920	464	8.50%
Extra Waste Recycling Bin Commercial	1,322	1,890	568	42.97%
Extra Waste Recycling Bin Domestic	1,496	2,208	712	47.59%
Waste Management Charge	2,505,606	2,685,760	180,154	7.19%
<b>TOTAL</b>	<b>6,302,782</b>	<b>6,669,721</b>	<b>366,939</b>	<b>5.82%</b>

**TOTAL RATES & CHARGES LEVIED**

(inc. Growth in assessments 1 Jul 15 to 30 Jun 16)	35,045,941	37,842,504	2,796,564	7.98%
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## DETAILED SCHEDULES



**Business Unit - Child Care Centres**

	Budget 2016/2017	Budget 2017/2018	Budget 2018/2019
<b>Operating Revenue</b>			
Charges and Fees	350,000	364,000	379,000
Operating Grants and Subsidies	615,000	621,000	627,000
<b>Total Operating Revenue</b>	<b>965,000</b>	<b>985,000</b>	<b>1,006,000</b>
<b>Operating Expenses</b>			
Employee Costs	893,000	911,000	929,000
Goods and Services	112,000	114,000	116,000
Depreciation	29,000	28,000	27,000
<b>Total Operating Expenses</b>	<b>1,034,000</b>	<b>1,053,000</b>	<b>1,072,000</b>
<b>Operating Surplus/(Deficit) Before Capital Items</b>	<b>(69,000)</b>	<b>(68,000)</b>	<b>(66,000)</b>
<b>Capital Revenues and Expenses</b>			
Capital Grants, Subsidies and Contributions	0	0	0
<b>Operating Surplus/(Deficit) After Capital Items</b>	<b>(69,000)</b>	<b>(68,000)</b>	<b>(66,000)</b>
<b>Sources and Applications of Capital Funding</b>			
<b>Capital Funding Sources</b>			
Other Council revenue used for capital purposes	(25,000)	(68,000)	(40,000)
<b>Total Capital Funding Sources Used</b>	<b>(25,000)</b>	<b>(68,000)</b>	<b>(40,000)</b>
<b>Capital Funding Applications</b>			
Capital Expenditure Renewal / Upgrade	25,000	10,000	20,000
Capital Expenditure New	0	58,000	20,000
<b>Total Capital Funding Applications</b>	<b>25,000</b>	<b>68,000</b>	<b>40,000</b>

**Business Unit - Waste Management**

	Budget 2016/2017	Budget 2017/2018	Budget 2018/2019
<b>Operating Revenue</b>			
Rates and Utility Charges (Gross)	6,531,000	6,894,000	7,277,000
Discount	(160,000)	(169,000)	(178,000)
Charges and Fees	520,000	536,000	552,000
Interest	36,000	36,000	36,000
Operating Contributions and Donations	30,000	31,000	32,000
Other Revenue	60,000	62,000	64,000
<b>Total Operating Revenue</b>	<b>7,017,000</b>	<b>7,390,000</b>	<b>7,783,000</b>
<b>Operating Expenses</b>			
Employee Costs	571,000	582,000	595,000
Goods and Services	4,448,000	4,535,000	4,632,000
Finance costs	166,000	160,000	154,000
Depreciation	299,000	293,000	287,000
<b>Total Operating Expenses</b>	<b>5,484,000</b>	<b>5,570,000</b>	<b>5,668,000</b>
<b>Operating Surplus/(Deficit) Before Capital Items</b>	<b>1,533,000</b>	<b>1,820,000</b>	<b>2,115,000</b>
<b>Capital Revenues and Expenses</b>			
Capital Grants, Subsidies and Contributions	0	0	0
<b>Operating Surplus/(Deficit) After Capital Items</b>	<b>1,533,000</b>	<b>1,820,000</b>	<b>2,115,000</b>
<b>Sources and Applications of Capital Funding</b>			
<b>Capital Funding Sources</b>			
General revenue used for capital purposes	(390,000)	(1,380,000)	(447,000)
Depreciation Utilised	(299,000)	(293,000)	(287,000)
<b>Total Capital Funding Sources Used</b>	<b>(689,000)</b>	<b>(1,673,000)</b>	<b>(734,000)</b>
<b>Capital Funding Applications</b>			
Capital Expenditure Renewal / Upgrade	0	220,000	90,000
Capital Expenditure New	487,000	1,245,000	430,000
Loan Redemption	202,000	208,000	214,000
<b>Total Capital Funding Applications</b>	<b>689,000</b>	<b>1,673,000</b>	<b>734,000</b>

**Business Unit - Roads Contracts & Recoverable Works**

	Budget 2016/2017	Budget 2017/2018	Budget 2018/2019
<b>Operating Revenue</b>			
Revenue - Contract/Recoverable Works	960,000	984,000	1,009,000
<b>Total Operating Revenue</b>	<b>960,000</b>	<b>984,000</b>	<b>1,009,000</b>
<b>Operating Expenses</b>			
Employee Costs	312,000	318,000	324,000
Goods and Services	601,000	613,000	626,000
<b>Total Operating Expenses</b>	<b>913,000</b>	<b>931,000</b>	<b>950,000</b>
<b>Operating Surplus/(Deficit) Before Capital Items</b>	<b>47,000</b>	<b>53,000</b>	<b>59,000</b>



ATTACHMENT 2

Lockyer Valley Regional Council (Whole Council)  
Estimated Statement of Income and Expenditure  
For Period Ending June 2016

	Budget	Actuals YTD	Variance Amount YTD	Variance % YTD
<b>Operating Revenue:</b>				
Rates and Utility Charges (Gross)	36,111,000	35,208,398	902,602	2.50
Discount	(1,380,827)	(1,449,596)	68,769	(4.98)
Charges and Fees	3,706,500	3,692,885	13,615	0.37
Interest	1,534,500	1,714,061	(179,561)	(11.70)
Operating Grants and Subsidies	9,805,980	9,779,195	26,785	0.27
Operating Contributions and Donations	31,000	125,773	(94,773)	(305.72)
Revenue - Contract/Recoverable Works	1,651,700	1,627,151	24,549	1.49
Other Revenue	1,968,950	2,007,225	(38,275)	(1.94)
Profit from Investments	916,000	1,924,302	(1,008,302)	(110.08)
<b>Total Operating Revenue</b>	<b>54,344,803</b>	<b>54,629,394</b>	<b>(284,591)</b>	<b>(0.52)</b>
<b>Operating Expenses:</b>				
Employee Costs	24,056,061	23,534,470	521,591	2.17
Goods and Services	18,088,492	16,909,461	1,179,031	6.52
Finance costs	1,735,400	1,706,431	28,969	1.67
Depreciation	13,644,326	13,829,236	(184,910)	(1.36)
<b>Total Operating Expenses</b>	<b>57,524,279</b>	<b>55,979,598</b>	<b>1,544,682</b>	<b>2.69</b>
<b>Operating Surplus/(Deficit)</b>	<b>(3,179,476)</b>	<b>(1,350,203)</b>	<b>(1,829,273)</b>	<b>57.53</b>
<b>Capital Revenue:</b>				
Capital Grants, Subsidies and Contributions	3,248,750	3,740,886	(492,136)	(15.15)
Profit (Loss) on Disposal of Non Current Assets	880,000	(3,207,117)	4,087,117	464.45
Other Capital Items	-	(28,981)	28,981	0.00
<b>Total Capital Revenue</b>	<b>4,128,750</b>	<b>504,788</b>	<b>3,623,962</b>	<b>87.77</b>
<b>Operating Surplus/(Deficit) After Capital Items</b>	<b>949,274</b>	<b>(845,415)</b>	<b>1,794,689</b>	<b>189.06</b>

ATTACHMENT 2

**LOCKYER VALLEY REGIONAL COUNCIL**  
**ESTIMATED STATEMENT OF FINANCIAL POSITION**  
**As at 30 June, 2016**

	2015-2016 Full Year Budget	2015-2016 YTD Actual
<b><u>Current Assets</u></b>		
Cash assets and cash equivalents	16,670,000	6,702,152
Cash investments	-	16,035,610
Trade and other receivables	2,780,000	4,449,453
Inventories	380,000	373,115
Non-current assets classified as held for sale	-	3,118,000
<b>Total Current Assets</b>	<b>19,830,000</b>	<b>30,678,331</b>
<b><u>Non Current Assets</u></b>		
Trade and other receivables	14,740,000	14,734,969
Equity investments	27,880,000	28,421,679
Investment properties	3,180,000	1,000,000
Property, plant and equipment	545,360,000	531,487,784
Intangible assets	5,710,000	4,560,015
<b>Total Non Current Assets</b>	<b>596,870,000</b>	<b>580,204,447</b>
<b>TOTAL ASSETS</b>	<b>616,690,000</b>	<b>610,882,777</b>
<b><u>Current Liabilities</u></b>		
Trade and other payables	3,970,000	4,788,588
Provisions	480,000	3,724,271
Borrowings	1,590,000	-
<b>Total Current Liabilities</b>	<b>6,040,000</b>	<b>8,512,859</b>
<b><u>Non Current Liabilities</u></b>		
Provisions	18,820,000	16,287,303
Borrowings	32,910,000	34,559,955
<b>Total Non Current Liabilities</b>	<b>51,730,000</b>	<b>50,847,258</b>
<b>TOTAL LIABILITIES</b>	<b>57,770,000</b>	<b>59,360,116</b>
<b>NET COMMUNITY ASSETS</b>	<b>558,930,000</b>	<b>551,522,661</b>
<b><u>Community Equity</u></b>		
Retained surplus (deficiency)	357,670,000	349,657,476
Asset revaluation surplus	200,320,000	195,653,909
Reserves	-	7,056,691
Current Surplus/(Deficit)	940,000	(845,415)
<b>TOTAL COMMUNITY EQUITY</b>	<b>558,930,000</b>	<b>551,522,661</b>

ATTACHMENT 2

**LOCKYER VALLEY REGIONAL COUNCIL**  
**Estimated Statement of Cash Flows**  
**For the period ended 30 June, 2016**

	2015-2016 Full Year Budget	2015-2016 YTD Actuals
<b><u>Cash flows from operating activities:</u></b>		
<b><u>Receipts</u></b>		
Receipts from customers	52,400,000	50,798,511
Dividend received	-	1,924,302
Interest received	1,750,000	1,714,061
<b><u>Payments</u></b>		
Payments to suppliers and employees	(45,570,000)	(44,259,560)
Interest expense	(1,630,000)	(1,614,099)
<b>Net cash inflow (outflow) from operating activities</b>	<b>6,960,000</b>	<b>8,563,215</b>
<b><u>Cash flows from investing activities:</u></b>		
Capital grants, subsidies and contributions	4,990,000	3,740,886
Payments for property, plant and equipment	(16,740,000)	(10,129,342)
Net transfer (to) from cash investments	460,000	-
Proceeds from sale of property plant and equipment	470,000	(21,000)
<b>Net cash inflow (outflow) from investing activities</b>	<b>(10,820,000)</b>	<b>(6,409,456)</b>
<b><u>Cash flows from financing activities:</u></b>		
Repayment of borrowings	(1,500,000)	(1,429,325)
Proceeds from borrowings	900,000	886,947
<b>Net cash inflow (outflow) from financing activities</b>	<b>(600,000)</b>	<b>(542,378)</b>
<b>Net increase (decrease) in cash and cash equivalents held</b>	<b>(4,460,000)</b>	<b>1,611,380</b>
Cash and cash equivalents at beginning of the financial year	21,130,000	21,126,382
<b>Cash and cash equivalents at end of the financial year</b>	<b>16,670,000</b>	<b>22,737,763</b>



<p><b>SPECIAL MEETING OF ORDINARY COUNCIL MEETING MINUTES 25 JULY 2016</b></p>
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**6.0 MEETING CLOSED**

*There being no further business the meeting closed at 10.37 am.*