

Agenda



ORDINARY MEETING OF COUNCIL

AGENDA

22 JANUARY 2020

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1. MEETING OPENED

2. LEAVE OF ABSENCE**2.1 Leave of Absence**

Date: 16 January 2020
Author: Ian Church, Chief Executive Officer
Responsible Officer: Ian Church, Chief Executive Officer

Summary:**Officer's Recommendation:**

THAT Leave of Absence is granted to Councillor Tanya Milligan for Council's Ordinary Meeting held 11 March 2020 to attend as the guest speaker at the South East Region International Women's Day Breakfast for the Queensland Police Service.

Attachments

3. CONDOLENCES/GET WELL WISHES

3.1 Condolences/Get Well Wishes

Date: 09 January 2020
Author: Erin Carkeet, Governance and Strategy Officer
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

Officer's Recommendation:

THAT letters of condolence be forwarded to the families of recently deceased persons from within, or associated with, the Lockyer Valley region.

Attachments

There are no attachments for this report.

4. DECLARATION OF ANY MATERIAL PERSONAL INTERESTS/CONFLICTS OF INTEREST BY COUNCILLORS AND SENIOR COUNCIL OFFICERS**4.1 Declaration of Material Personal Interest on any Item of Business**

Pursuant to section 175C of the *Local Government Act 2009*, a councillor or senior council officer who has a material personal interest in an issue to be considered at a meeting of a local government, or any of its committees must:

- (a) inform the meeting of the material personal interest in the matter, including the following particulars about the interest –
 - i. the name of the person or other entity who stands to gain a benefit, or suffer a loss, depending on the outcome of the consideration of the matter at the meeting
 - ii. how the person or other entity stands to gain the benefit or suffer the loss
 - iii. if the person or other entity who stands to gain the benefit or suffer the loss if the person or other entity is not the councillor or senior council officer—the nature of the relationship to the person or entity; 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.

4.2 Declaration of Conflict of Interest on any Item of Business

Pursuant to section 175E of the *Local Government Act 2009*, a councillor or senior council officer 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 personal interest in the matter, including the following particulars about the interests:

- a) the nature of the interests
- b) if the personal interests arise because of the relationship with, or receipt of a gift from, another person:
 - i. the name of the other person; and
 - ii. the nature of the relationship or value and date of receipt of the gift; and
 - iii. the nature of the other person's interests in the matter.
- c) how the councillor or senior council officer intends to handle the matter i.e. leave the meeting or proposes to stay in a meeting.

5. MAYORAL MINUTE

No Mayoral Minute at time of print run

6. CONFIRMATION OF MINUTES**6.1 Confirmation of Ordinary Meeting Minutes 11 December 2019**

Date: 09 January 2020
Author: Ian Church, Chief Executive Officer
Responsible Officer: Ian Church, Chief Executive Officer

Summary:**Officer's Recommendation:**

THAT the Minutes of the Ordinary Meeting of Lockyer Valley Regional Council held on Wednesday 11 December 2019 be taken as read and confirmed.

Attachments

There are no attachments for this report.

7. BUSINESS ARISING FROM MINUTES

No Business Arising from Minutes at time of print run

8. COMMITTEE REPORTS**8.1 Receipt of the Minutes of the Audit and Risk Management Committee held on 6 December 2019**

Date: 02 January 2020
Author: Madonna Brennan, Governance and Strategy Advisor
Responsible Officer: Ian Church, Chief Executive Officer

Officer's Recommendation:

THAT the unconfirmed Minutes of the Audit and Risk Management Committee Meeting held on 6 December 2019, as attached, be received and noted.

Attachments

1 [↓](#) Unconfirmed Minutes Audit and Risk Management Committee 6 December 2019 16 Pages



AUDIT & RISK MANAGEMENT COMMITTEE

MINUTES

6 DECEMBER 2019

Unconfirmed



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ATTENDANCE:

Councillor Members	<ul style="list-style-type: none">• Cr Tanya Milligan (Mayor) (ex officio)• Cr Jason Cook• Cr Chris Wilson
Independent External Members (Voting)	<ul style="list-style-type: none">• Kerry Phillips (Chairperson)• Alison D'Costa• Mark Newton
Attendees (non-voting)	<ul style="list-style-type: none">• Ian Church, Chief Executive Officer• Corrin Bischoff, Coordinator Governance and Strategy• Madonna Brennan, Governance and Strategy Advisor• David Lewis, Executive Manager, Corporate & Community Service• Tony Brett, Project Manager Rating Strategy, Procurement and Service Levels.• Jodi Marchant, Acting Manager Finance & Customer Service• Cathy Blunt, O'Connor Marsden & Associates (Internal Audit)• Junaide Latif, William Buck (External Audit)• Brydie Morris, Queensland Audit Office (via teleconference)• Susan Boland, Governance and Strategy Officer (Secretariat)• Graham Cray, Manager Information Services (part of meeting)

Unco

1.0 MEETING OPENED

The meeting commenced at 10:03am.

2.0 APOLOGIES

3.0 DECLARATION OF ANY MATERIAL PERSONAL INTERESTS/CONFLICTS OF INTEREST BY MEMBERS

3.1 Declaration of Material Personal Interest on any Item of Business

Pursuant to section 175C of the *Local Government Act 2009*, a member who has a material personal interest in an issue to be considered at a meeting of a local government, or any of its committees must

- a) inform the meeting of the material personal interest in the matter, including the following particulars about the interest—
 - i. the name of the person or other entity who stands to gain a benefit, or suffer a loss, depending on the outcome of the consideration of the matter at the meeting
 - ii. how the person or other entity stands to gain the benefit or suffer the loss
 - iii. if the person or other entity who stands to gain the benefit or suffer the loss if the person or other entity is not the member —the nature of the relationship to the person or entity; and
- b) leave the place at which the meeting is being held, including any area set aside for the public, and stay away from the place while the matter is discussed and voted on.

3.2 Declaration of Conflict of Interest on any Item of Business

Pursuant to section 175E of the *Local Government Act 2009*, a member 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 personal interest in the matter, including the following particulars about the interests—

- a) the nature of the interests
- b) if the personal interests arise because of the relationship with, or receipt of a gift from, another person—
 - i. the name of the other person; and
 - ii. the nature of the relationship or value and date of receipt of the gift; and
 - iii. the nature of the other person's interests in the matter.
- c) how the member intends to handle the matter i.e. leave the meeting or proposes to stay in a meeting.

No declarations by members were made at this time.

AUDIT & RISK MANAGEMENT COMMITTEE
MEETING MINUTES

6 DECEMBER 2019

6.3 Internal Audit Update

Date: 26 November 2019
Author: Madonna Brennan, Governance and Strategy Advisor
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The purpose of this report is to present the Audit and Risk Management Committee with an update on Internal Audit activity that has occurred since the previous meeting of the Committee held on 8 August 2019 which is:

- Internal audit activity undertaken by contracted Internal Auditor O'Connor Marsden and Associates
- Internal Audit Review – Project Management Practices.
- Internal audit benchmarking activity.

Officer's Recommendation

THAT the Audit and Risk Management Committee accept the Project Management Internal Audit Report as attached to this report provided by O'Connor Marsden and Associates.

Further;

THAT the agreed management actions (summaries) made as a result of Project Management internal audit be included in Council's Audit Register for action and future progress report to the Committee.

And further;

THAT the Audit and Risk Management Committee receive and note the internal audit benchmarking activity findings.

RESOLUTION

THAT the Audit and Risk Management Committee accept the Project Management Internal Audit Report as attached to this report provided by O'Connor Marsden and Associates.

Further;

THAT the agreed management actions (summaries) made as a result of Project Management internal audit be included in Council's Audit Register for action and future progress report to the Committee.

And further;

THAT the Audit and Risk Management Committee receive and note the internal audit benchmarking activity findings.

Moved By: Cr Cook **Seconded By:** M Newton

Resolution Number: ARMC/0140

CARRIED

5/0

AUDIT & RISK MANAGEMENT COMMITTEE
MEETING MINUTES

6 DECEMBER 2019

6.4 Risk Management Update - Including Progress Report Key Corporate Risk Register

Date: 26 November 2019
Author: Madonna Brennan, Governance and Strategy Advisor
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The purpose of this report is to provide the Audit and Risk Management Committee (Committee) with an update on the progress of Council's risk management functions, including a progress report on activity that has occurred to mitigate Council's Key Corporate Risks.

Officer's Recommendation

THAT the Audit and Risk Management Committee receive and note the Risk Management Update, including the Progress Report on Council's Key Corporate Risk Register, as attached to this report.

RESOLUTION

THAT the Audit and Risk Management Committee receive and note the Risk Management Update, including the Progress Report on Council's Key Corporate Risk Register, as attached to this report.

Moved By: A D'Costa **Seconded By:** K Phillips
Resolution Number: ARMC/0141

CARRIED
5/0

AUDIT & RISK MANAGEMENT COMMITTEE
MEETING MINUTES

6 DECEMBER 2019

7.0 ITEMS FOR INFORMATION

7.1 Local Disaster Recovery Sub Plan Version 3.0

Date: 27 November 2019
Author: Michelle Kocsis, Disaster Management Program Officer
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

The report is provided to the Audit & Risk Management Committee as an information update on the reviewed Local Disaster Recovery Sub Plan Version 3.0 (a sub plan of the Local Disaster Management Plan).

Officer's Recommendation

THAT the Audit and Risk Management Committee receive and note the report on the Lockyer Valley Local Disaster Recovery Sub Plan Version 3.0.

RESOLUTION

THAT the Audit and Risk Management Committee receive and note the report on the Lockyer Valley Local Disaster Recovery Sub Plan Version 3.0.

Moved By: K Phillips **Seconded By:** M Newton
Resolution Number: ARMC/0144

CARRIED
5/0

AUDIT & RISK MANAGEMENT COMMITTEE
MEETING MINUTES

6 DECEMBER 2019

7.2 Financial Performance Report

Date: 27 November 2019
Author: Jodi Marchant, Acting Manager Finance and Customer Services
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

This report provides the Audit and Risk Management Committee with the summary of Council's financial performance against budget for the financial year to 31 October 2019 and the budget review for the period as at end of September 2019 including the carried forward capital works from 2018-19.

Officer's Recommendation

THAT the Audit and Risk Management Committee receive and note the Financial Performance information report.

RESOLUTION

THAT the Audit and Risk Management Committee receive and note the Financial Performance information report.

Moved By: K Phillips **Seconded By:** M Newton
Resolution Number: ARMC/0145

CARRIED
5/0

AUDIT & RISK MANAGEMENT COMMITTEE
MEETING MINUTES

6 DECEMBER 2019

**7.3 Independent Chairperson Annual Report - Audit and Risk Management
Committee 2019**

Date: 29 November 2019
Author: Madonna Brennan, Governance and Strategy Advisor
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The 2019 Audit and Risk Management Committee Annual Report by the Independent Chairperson of the Committee was presented to Council on 13 November 2019.

Officer's Recommendation

THAT the Audit and Risk Management Committee receive and note the 2019 Audit and Risk Management Committee Annual report by the Independent Chairperson of the Committee, as attached to this report.

RESOLUTION

THAT the Audit and Risk Management Committee receive and note the 2019 Audit and Risk Management Committee Annual report by the Independent Chairperson of the Committee, as attached to this report.

Moved By: Cr Cook **Seconded By:** Cr Wilson
Resolution Number: ARMC/0146

CARRIED
5/0

AUDIT & RISK MANAGEMENT COMMITTEE
MEETING MINUTES

6 DECEMBER 2019

7.4 Committee Agenda Action Items Update

Date: 29 November 2019
Author: Madonna Brennan, Governance and Strategy Advisor
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The purpose of this report is to provide the Audit and Risk Management Committee with an overview and feedback on the action items arising from the resolutions made by the Audit and Risk Management Committee from December 2018 to August 2019.

Officer's Recommendation

THAT the Audit and Risk Management Committee receive and note the Committee Agenda Action Item update, as attached to this report.

RESOLUTION

THAT the Audit and Risk Management Committee receive and note the Committee Agenda Action Item update, as attached to this report.

Moved By: A D'Costa **Seconded By:** M Newton
Resolution Number: ARMC/0147

CARRIED
5/0

AUDIT & RISK MANAGEMENT COMMITTEE
MEETING MINUTES

6 DECEMBER 2019

8.0 AUDIT AND RISK MANAGEMENT COMMITTEE MEMBERS ONLY SESSION WITH INTERNAL AND EXTERNAL AUDIT

No members only session was conducted with internal or external audit.

9.0 GENERAL BUSINESS

There were no items of general business.

10.0 MEETING CLOSED

There being no further business, the meeting closed at 12:17pm

Unconfirmed

LAKE APEX COMMUNITY ADVISORY COMMITTEE (LACAC) MEETING

MEETING RECORD

Minutes of the Lake Apex Community Advisory Committee meeting held in the Gatton Council Chambers on Thursday 5 December 2019.

Opening

Chairperson, Councillor Rick Vela opened the meeting at 3:30pm.

In Attendance

- Cr Rick Vela (Councillor – LVRC)
- Cr Janice Holstein (Councillor – LVRC) – part of the meeting
- Amanda Pugh (Manager Planning and Development)
- Angelo Casagrande (LVRC Executive Manager Infrastructure Works and Services)
- Belinda Whelband (LVRC Coordinator Environment and Pest)
- Brendan Sippel (LVRC Manager Parks, Gardens and Cemeteries)
- Di Lewin (Friends of Lake Apex)
- Beth Clark (2nd Light Horse Lockyer Troop)
- Bill Beckman (Lockyer Chamber Commerce and Industry)
- Wendy Stanley (LVRC – minute taker)

Apologies

- Nil

1. Welcome

The meeting was welcomed by Chairperson Councillor Rick Vela.

2. Minutes of Previous Meeting

Minutes were moved by Brendan Sippel and seconded by Di Lewin that the minutes of the meeting held on Tuesday 17 September 2019 are taken as read and confirmed with a minor change to 6.2 Lake Edge Para Grass – change moor hens to purple swamphens. The motion was voted upon and CARRIED.

3. Outstanding Actions

Refer to the outstanding actions items document (ECM 3161961).

4. Lake Freeman Boundary

Survey plan has been conducted and Council has received the plan in regard to the boundary. This document was tabled. Belinda tabled correspondence in regard to the 50-metre buffer zone to wetlands.

5. CCTV in the Bird Hide area – due to ongoing vandalism

Di advised that there is always on-going vandalism, rubbish everywhere in and around the bird hide area. There is also explicit artwork in the bird hide itself and damage to trees in the dry rainforest arboretum. Di also had concerns about needles in this area as well. Brendan to review this and to place signs up saying Litter bug. These signs may educate people. There was also talk about a mural for this area, may stop the graffiti. Di to look at community grants through FOLA in regard to the murals.

6. General Business

Cr Holstein discussed a proposal to Council to have a billy cart derby at Lake Apex. Brendan to investigate this as they are requiring having it in the grassed area. Proposal is to look at it being a yearly event, and to also have some markets. Consideration to be sought around April 2020. Bill Beckman moved the motion and was seconded by Beth Clark subject to environmental investigations

Di Lewin from FOLA thanked Council and a special thank you to Brendan for the help during the year. Very much appreciated.

Brendan discussed that Juanita from Lights on the Hill has asked about getting some work done around that particular area of the park.

Angelo has thanked the new revitalised LACAC committee and wished everyone a very Merry Christmas and all the best for the New Year.

7. Next meeting date

- Thursday, 13 February 2020

Meeting was closed at 4:05pm

8. Tabled documents

- Survey Plan



TIME OF MEETING:	11.30am to 1:00pm
DATE OF MEETING:	4 December 2019
LOCATION OF MEETING:	Council Chambers, 26 Railway Street, Gatton
CHAIRPERSON:	Kim Clayton
MINUTES:	Wendy Stanley

ATTENDANCE

PRESENT			
LVRC	TMR	QPS	
Angelo Casagrande	Cr Janice Holstein	Kim Clayton	Rowland Browne
Adam Currie	Lindsay Kuhrt	Andrew Keen	

APOLOGIES			
LVRC	TMR	TMR	QPS
Kirsty Birgan	Glen Thomas	Elizabeth Vince	Dereck Sanderson
Regan Draheim	Ipswich Road Safety		



AGENDA ITEMS

DATE RAISED	DESCRIPTION	RECORD MATTERS FOR ACTION	RESPONSIBLE OFFICER
04/12/2019	Apologies if Applicable	Apologies – Kirsty Birgan, Glen Thomas, Elizabeth Vince, Dereck Sanderson, Regan Draheim, Ipswich Road Safety.	
04/12/2019	Previous minutes – 17 September 2019 ECM 3838669	Accepted as read.	
04/12/2019	Traffic Incidents Lockyer Valley Region	<ul style="list-style-type: none"> Gatton – 31 reported crashes in total. 1 fatal, 16 injuries, 7 non-injury and 7 hit and run. Data from 01/08/2019 to 30/11/2019. Laidley – 35 – 8 non-injury, 12 hit and run and 15 injuries. Data from September to November. 	All to note. Kim
04/12/2019	Revisit signage on Gatton Clifton Road approaching Gatton Helidon Road (QPS)	<ul style="list-style-type: none"> Improvements planned for the future – draft plans. Funding available in 2021 	QPS/David Willis
04/12/2019	Intersection of Waddington Parade/Laidley-Plainland Road)	<ul style="list-style-type: none"> Map was supplied. Solution being to install at 4 locations “local traffic only” signs. Minor works to be considered for shoulder widening. 	Kim Clayton/David Willis
04/12/2019	Heavy vehicle usage on Hannant Road	<ul style="list-style-type: none"> Heavy vehicles speeding in school zone periods. QPS to continue monitoring speed. 	Kim
04/12/2019	Hatton Vale State School – proposed parking	<ul style="list-style-type: none"> Looking at providing extra car parks with footpath and a boundary realignment – TIDS project. 	TMR
04/12/2019	James Norman Hedges Park, Helidon (overnight camping)	<ul style="list-style-type: none"> Signage to be changed to 24 hours stay only at all entry areas. A rest area for campers from driving. TMR to follow up and for signs to be erected before Christmas – old sign to be taken down as soon as possible. 	Adam/David Willis
04/12/2019	Heise Road from Warrego Highway	<ul style="list-style-type: none"> Eastbound – no room to turn into Heise Road - Adam to speak with TMR to consider and to put into the planning program. Kim to make email request with details. 	Adam/David Willis
04/12/2019	General Business	<ul style="list-style-type: none"> Honeypot – service road – Adam to provide an update when available – 2-way requested. Gatton Laidley Road before the Forest Hill Fernvale Road – this section of road has sunk – TMR to investigate this. There is roadworks starting today 04/12/2019 – being actioned. Gurt Road North of Rusty’s – there is complaints about speeding – QPS to monitor this as possible. 	QPS

DATE RAISED	DESCRIPTION	RECORD MATTERS FOR ACTION	RESPONSIBLE OFFICER
04/12/2019	Next meeting	<ul style="list-style-type: none"> Rosewood Laidley Road – 90km/hr – 1 singular sign 80km/hr behind bigger signs on the left- and right-hand side going west up the range. To check if this is part of Ipswich Region. March 2020, 1:30- 3:00pm - TBA 	Lindsay Kuhrt/TMR

Meeting closed: 1.10pm

Tabled documents: Waddington Parade/Plainland Road Map

Hatton Vale State School – proposed parking map

Waddington Parade/Plainland Road



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Hatton Vale State School – proposed parking map





GAETIIME OF MEETING:	11.30am to 12.30pm
DATE OF MEETING:	18 December 2019
LOCATION OF MEETING:	Laidley Cemetery
CHAIRPERSON:	Brendan Sippel
MINUTES:	Wendy Stanley

ATTENDANCE

PRESENT			
Cr Christopher Wilson	Angelo Casagrande	Brendan Sippel	Wendy Stanley
Noeleen Hogan	Ken Newby	Doreen Hannant	Deborah Cook
Dellwyn Sippel	Wayne Sippel		
APOLOGIES			
Cr Janice Holstein	Neil Williamson	Wendy Newby	Daphne Nolan



AGENDA ITEMS

DATE RAISED	DESCRIPTION	RECORD MATTERS FOR ACTION	RESPONSIBLE OFFICER
18/12/2019	Apologies if Applicable	Apologies – Cr Holstein, Neil Williamson, Wendy Newby and Daphne Nolan.	All to note
18/12/2019	Welcome	The meeting was opened by Brendan. All members and guests introduced themselves.	All to note
18/12/2019	Update on Gattton Gazebo	The Gattton gazebo has officially been opened. The designer (Struxl) has advised that he would like to nominate the gazebo for an award. The fee structure has now been endorsed by Council and there has already been some enquiries.	
18/12/2019	Potential capital budget items	<p>Brendan has advised that he is working on the budgets for next year. Brendan has advised that the water bubbler for the Gattton cemetery is already in the draft budget</p> <p>Some capital budget suggestions that were discussed were: -</p> <ul style="list-style-type: none"> • Expansion work Gattton cemetery – completion of roads and concrete seam strips • Access Roads for Laidley cemetery • Portable toilets • Maps at entrances of cemeteries • Upgrading of the facilities • More seating and bins • Tank on the buildings with a pump for the water and solar panels for security lighting <p>There is a prioritisation model for the draft budget for suggestions/items</p>	
18/12/2019	General Business	Brendan took us all for a tour around the Laidley cemetery and gave a bit of a run down about it. The roses/ashes garden looks absolutely beautiful – in the future there will be an area like this at the Gattton cemetery.	
16/10/2019	Next meeting	<ul style="list-style-type: none"> • Early March (TBA) – Forest Hill Cemetery 	

Meeting closed: 12.05pm

Tabled documents: Nil

9. DEPUTATIONS/PRESENTATIONS

No Deputations/Presentations at time of print run

10. EXECUTIVE OFFICE REPORTS**10.1 Chief Executive Officer's Monthly Update - December 2019**

Date: 06 January 2020
Author: Ian Church, Chief Executive Officer
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The purpose of this report is to update Council on key issues currently being actioned by Council's Executive Office and to provide information relevant to Councillors and the organisation.

Officer's Recommendation:

THAT Council receive and note the Chief Executive Officer's Monthly Report for December 2019.

Report**1. Introduction**

This report is presented to ensure Council is informed on the business being undertaken by the Executive Office of Council.

2. Background

The report covers actions and information relevant to Councillors and the Executive Office and includes the key areas of Governance and Strategy, Regional Development and Marketing, Communications and Engagement. Legal and Property Services are subject to separate reports to Council.

3. Report**Governance and Strategy****Strategic Planning****2019-20 Operational Plan Second Quarter Performance Report**

The second quarter Operational Plan performance report for the 2019-20 financial year was distributed for completion by staff in December 2019 and will be presented to Council for adoption as soon as possible.

Integrity Functions**Complaints**

The following table provides details of the complaints managed for the 2019-20 financial year and those that are currently under consideration:

Type of complaint	Comparison of total No. received for		Currently under investigation	Received during the month 2019-20	Completed in the month 2019-20
	2019-20	2018-19			
Staff	1	2	0	0	1
Administrative Action	5	5	2	2	1
Privacy	0	0	0	0	0
TOTAL	6	7	2	2	2

Audit and Risk Management

Audit and Risk Management Committee

The Audit and Risk Management Committee met on Friday 6 December 2019. The minutes from this meeting are included in a separate report in this Agenda to be received and noted by Council.

Internal Audit

The final report on the internal audit into Council's Project Management Framework was endorsed by the Audit and Risk Management Committee at its meeting held on 6 December. The next audit to be undertaken in accordance with Council's internal audit program is an assessment of Council's legislative compliance. A project scope has been developed and the audit will be undertaken in late January 2020.

Risk Management

The first progress report on Council's Key Corporate Risk Register was received and noted by the Audit and Risk Management Committee at their meeting held on 6 December 2019.

The next phase of work on Council's Corporate Risk Register is to review the identified residual risk in line with the treatments/controls that have been actioned to reduce Council's risk. Further work is required with the responsible officers to address this.

Insurance Management

Attached to this report is comparative data for the period between the 2016 financial year to current, for the following claims above Council's deductible limit:

- Liability Claims (Public Liability, Professional Indemnity & Personal Injury; including notifications);
- Motor Vehicle Claims; and
- Council Property Claims.

Legislative Framework

Policies

A new Policy Framework has been developed which clarifies the process for developing and updating policies. The framework is presented in a separate report to this meeting for Council approval.

Marketing, Communications and Engagement (MCE)

Events

Australia Day Awards and Citizenship Ceremony 2020

Planning for the Australia Day Awards and Citizenship Ceremony is progressing and on track. Letters to nominees were sent out during early December to facilitate their attendance at the ceremony. Southern Queensland Correctional Centre inmates are making gifts for the nominees, with

handcrafted and painted boomerangs and timber cheeseboards currently up for approval. In addition to the Australia Day awards twenty-eight people will be conferred with citizenship on the day.

Lockyer Valley Christmas Carnival

The Carnival was held on Friday 20 December with an estimated 1,500 people attending the event.

General Community Event Liaison

- Proposed Community Arts Festival – a meeting was held with members of the Lockyer Arts Society regarding a new arts festival proposed to be held during the first half of 2020. Event planning assistance will be ongoing, once a proposal is submitted to Council. This group has been linked with Spirit of the Valley Events to assist with planning and ensure that the event compliments those already being held in the Lockyer.
- At the time of writing this report the Lockyer Valley Billy Cart Association propose to hold an event with information to be presented at the Council Workshop to be held on 14 January 2020.

Community Development and Engagement

Council Response to the Drought

Council will be hosting a morning of “Minutes with the Masters” on 10 February 2020. Service providers will include a Rural Financial Counsellor; the Department of Human Services (Centrelink); Neami National - Mental Health Navigators; Rural Aid and Rural Legal Aid; the Australian Taxation Office; Regional Investment Corporation and Queensland Rural and Industry Development Authority.

Applications are being scoped and developed for the second round of the \$1m Federal Government Drought Communities Programme - Extension Funding. Discussions will be held with Councillors regarding suitable projects in the near future.

General Projects

Round 2 of Council’s own Community Grants program has opened. It is expected that drought focused activities will be strongly subscribed.

Council is partnering with Queensland Ballet to deliver a 4-day Dance Camp plus 3 Community Dance Workshops in January 2020, all funded with a Regional Arts Development Fund grant. The Dance Camp is for children in the 5 to 12 year age bracket with the Workshops catering for 13 years and older.

Community Engagement support was provided on the following projects:

- Helidon township speed limit changes
- Crescent Street Carpark works and signage
- Helidon Flying Fox roost in Helidon State School
- Forest Hill tree trimming by Energex

Youth Development and Engagement

General Projects

At the time of writing, a Youth Leadership Camp is planned to be held at the Sunshine Coast Recreation Centre from Monday 20 January to Wednesday 22 January 2020. The camp is being run in partnership with Somerset Regional Council and the objective is to work with leaders of local high schools and provide them with further leadership skills. The Lockyer students will then become involved in assisting with the planning, organising and running of Council events through the 2020 year.

LVRC Councillors and staff participated in a health and wellbeing challenge during December, with support from West Moreton Health. The challenge was about increasing people's activity levels and improving their health and wellbeing. Part of the initiative was a 10,000 step challenge against West Moreton Health and having the participants understand and try to meet the minimum standards of physical activity for a day.

Social Media

The following social media statistics are summarised for the month of December.

Platform	Posts	Post Reach	Followers
Facebook	38	30,768 (post reach)	12,628
Twitter	23	18,700 (tweet impressions)	2,532
Instagram	2	-	1,791

Regional Development

Lockyer Valley and Somerset Water Collaborative

Preparation of the detailed business case to support bringing extra water to the Lockyer and Somerset regions was previously awarded to Jacobs, with the first inception meeting being held on 18 December. Included for discussion during the inception meeting was how stage 1 of the business case, being a demand assessment, would be delivered. The timeframe for delivery of the demand assessment, (or expression of interest), for additional water is scheduled to commence with a series of public information sessions presented by Jacobs as noted in the following table:

Date	Time	Location	Venue
29 Jan	3.30-5.00 pm	Atkinson Dam	SEQWATER
	6.30-8.00pm	Mulgowie	Mulgowie Hall
30 Jan	3.30-5.00 pm	Ma Ma Creek	Ma Ma Creek Hall
	6.30-8.00pm	Glenore Grove	Glenore Grove Hall
3 Feb	3.30-5.00 pm	Helidon	Helidon RSL
	6.30-8.00pm	Gatton	Lockyer Valley Cultural Centre

A communications plan has been developed by Councils and the Chair of the Water Collaborative and will be implemented in the coming weeks. The initial focus of the plan is to raise awareness of the public information sessions noted above, as well encourage interested water users to find out about the project and whether it will meet their business needs for water in the future.

The demand assessment stage is due to be concluded by the end of March 2020. This will be an important stage to confirm whether there will be enough interest from potential water users to continue to progress the project to the full business case.

Members of the Lockyer Valley and Somerset Water Collaborative met with SEQWATER and Queensland Urban Utilities representatives on site at the Bundamba Water Recycling Plant, in order to understand the State Drought Response Strategy and the impact this will have on the detailed business case for additional water to the Lockyer and Somerset regions. The onsite tour provided by SEQWATER also enabled the Water Collaborative members to better understand the requirements, costs and protocols involved in re-commissioning the plant.

Growcom have completed the draft Water Efficiency Project, which is complimentary to the detailed business case, to identify any potential efficiency gains in the application of water to crops. The report will be shared with farmers through peak membership groups.

Equine Collaborative

At the time of writing, the final scheduled meeting of the working group will be held on Wednesday 15 January. The remaining stage of the process will require each stakeholder to consult with their representative groups for final endorsement of the Master Plan. It would be envisaged the Equine Collaborative members will then be required to determine if there is an acceptable pathway forward which may include progressing to a business case.

Advocacy

Stakeholder Relations Council of Mayors South East Queensland (COMSEQ)

COMSEQ are working with State and Commonwealth levels of Government on the SEQ City Deal. LVRC attended an SEQ City Deals Working Group meeting and the CEO Reference Group during December. Key items that LVRC is advocating to include within the scope of the City Deals project are sustainable water for the Lockyer; transport infrastructure upgrades and ensuring trade and enterprise in the agriculture and agribusiness sectors are prioritised.

Following substantial work by COMSEQ on the potential SEQ Olympic bid, the State Government is now reviewing the likely costs and benefits of any future Games. One concern is the State's apparent desire to broaden the SEQ concept to consider a State-wide Olympics.

Inland Rail

ARTC have submitted the Environmental Impact Study (EIS) for the Helidon to Calvert project to the Coordinator General for adequacy review. This is based on the Concept design for the project. ARTC are finalising the EIS for the Gowrie to Helidon project and hope to submit soon. Council officers have been working with ARTC on the design to minimise impacts as far as possible.

During December, officers were heavily engaged in developing the legal agreements and have been meeting ARTC at least weekly on the Public Private Partnership (PPP) arrangements and the Project Specification Technical Requirements documentation. These will underpin the project for its duration and accordingly are comprehensive documents. These agreements will be of great significance to how the project is developed and operated and will guide the project from design through to financial close (anticipated for Q2-2021), construction and commencement of operation.

Officers also attended the Community Consultative Committee meeting held on 10 December.

Following a Council resolution, a Submission was drafted and made to the Inland Rail Senate Inquiry into Inland Rail Management. A public hearing will be held in Millmerran on 29 January.

Association Linkages

The Local Government Association of Queensland Policy Executive meeting was held in Brisbane on 13 December and advice was provided on Agenda items being considered at that meeting.

Passenger Rail

The Commonwealth has identified the need for a \$15M business case to be conducted into passenger rail for Toowoomba to Brisbane. Commonwealth and State Government officers have held initial meetings, however to date local governments have not been consulted. The scope of the study will be important. Council has held discussions with Toowoomba Regional Council officers and Mayor Antonio

as well as Ipswich City Council officers and the Interim Administrator, about the intention to form an alliance to advocate for the project and to seek involvement in the scoping exercise. The first meeting of this alliance will be held in January 2020.

Economic Development

Industry Attraction

Officers have engaged with and provided information and economic data to 10 new business enquiries during December.

Industry Sector	Level of interest	Notes:
Food Services		Potential new business establishment
Tourism		Long term plans for development of new tourism experiences for the Lockyer Valley from new and existing operators
Manufacturing		New processing facilities seeking properties.
Grants and support		Referrals and contacts from other departments and agencies that could assist
Retail / Wholesale		Identification of potential premises suitable for the application proposed

Stimulate the local economy

The Town Proud shop local campaign, of which Council is a founding sponsor, was finalised in December with the final draw taking place at the Gatton Christmas Carnival. Full outcome details will be provided to Council in the near future.

Support Local Business

An e-newsletter was distributed by Council to 348 local business subscribers. The content highlighted and provided information on the work of the Water Collaborative; an update on the Regional Skills Project; information about the Lockyer Valley Chamber Gift Card; Rural Financial Counselling and small business grants.

Council is working with Regional Development Australia (RDA) Brisbane to schedule Digital Workshops for local businesses through 2020. Workshops will be ½ day and held in Lockyer Valley bi-monthly and delivered by a team of professional facilitators. Topics will have a digital marketing focus with hands on activities.

Jobs and Skills Development

The Regional Skills Investment Strategy Project Coordinator (RSIS) continues to engage with local businesses identifying skills shortages and trends across the industries in the Lockyer Valley. Training solutions and funding options have been the focus over the past month.

Training solutions to assist upskilling industry workers are starting to gain traction with local businesses, for example:

1. Sessions on Mentoring and Supervision Skills for the hospitality industry received positive interest from local businesses with a further information session scheduled for businesses to meet the training provider to understand the obligations and outcomes of training.

2. One Grower has signed three staff onto the Cert III in Production Horticulture qualification to help bridge the skills and knowledge gap that is required on farm. One employee has been granted second chance 'Higher Level Skills' funding from DEBST to commence the Cert III.

The RSIS 3rd Quarter Project Report has been submitted to the Department of Employment, Small Business and Training with positive feedback received for the Lockyer Valley Regional Skills Investment Strategy Project from the Department's RSIS project management.

Tourism

Partnerships (Brisbane Marketing, Tourism Events Queensland & Regional Tourism Organisations)

The Tourism and Marketing Coordinator attended the following meetings during December:

- 5 December – Lockyer Valley Tourism networking event at Fordsdale Horseback Adventures & Farmstay.
- 6 December – Brisbane Marketing LGA Partner Meeting in Beaudesert to review Local Advocacy Campaign, COMSEQ City Deal Tourism Stream and discussion on Visitor Economy 2031 Action Plan.
- 17 December – Mayor and Coordinator met with Director General, Department of Innovation and Tourism Industry Development to discuss funding and tourism opportunities for the Lockyer Valley.

Destination Marketing

Visit Lockyer Valley Facebook monthly insight to 4 January had page likes at 2,380. Reach for the month (people who saw posts) was 5,481 (10,396 last month), post engagement (likes, comments, shares) was 1,428 (1,027) and video views totalled 1,334 (18). The strongest performing posts for the month included school holiday ideas, the Forest Hill Christmas Carnival and the Pterodactyl Helicopter Pub Crawl story from the Today television show.

Visitor Information Centre (VIC)

There were 413 interactions with visitors during the month, 63% of these were from outside the region with 87% walk in visitors. Ticket sales for the Queensland Transport Museum totalled \$729.50; Queensland Transport Museum (QTM) souvenir revenue was \$136.75 and VIC souvenir revenue totalled \$3,674.36.

The VIC has been a part of the 'Why Leave Town' promotion that is being facilitated by the local Chamber of Commerce. This promotion is gaining momentum with patrons purchasing the gift cards through the VIC - \$1,945 of value for gift cards was purchased during December.

The VIC is assisting with the rollout of the new Staging Post Café loyalty card which will replace the current QTM Membership card. The mailout to the current database will be issued during the week beginning 13 January 2020.

QTM Committee Meeting

The QTM Committee met on 20 December and essentially recapped the first half of this financial year as well as outlined projects and operations for the future, including:

- Review of signage promoting the venue
- Delivery of a QTM Legends dinner during July 2020 to align with the open day

- Review marketing and promotional collateral and consider new brochure stock
- Investigate the disposal of simulators

The QTM Facebook page engagement remains steady and currently has 3,841 followers.

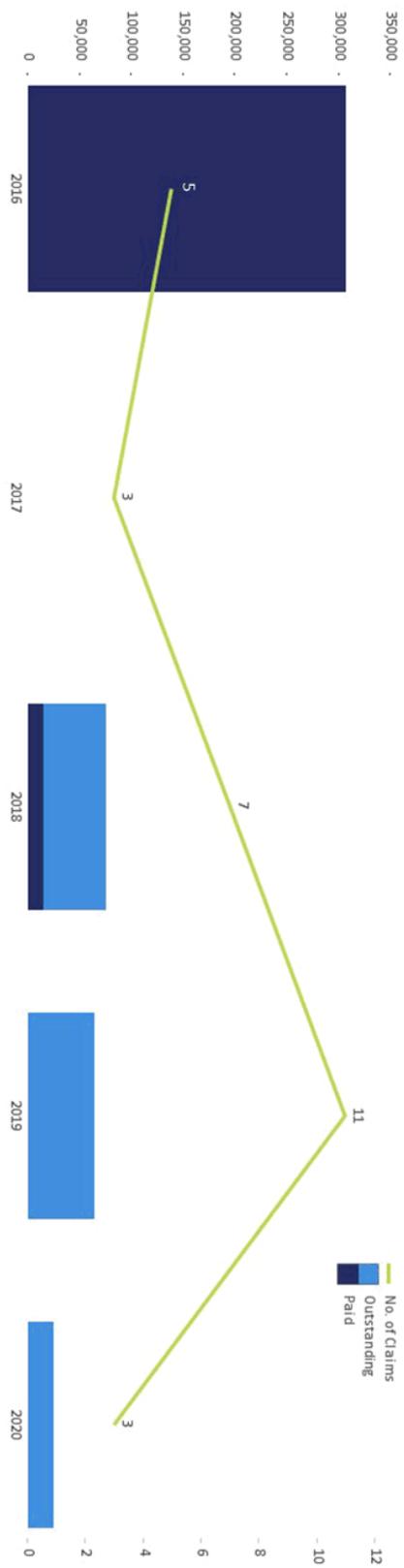
Volunteer Management

Das Neumann Haus has had their application to be a host volunteer organisation with Centrelink approved. Referrals of volunteers from local employment agencies will hopefully increase volunteer numbers.

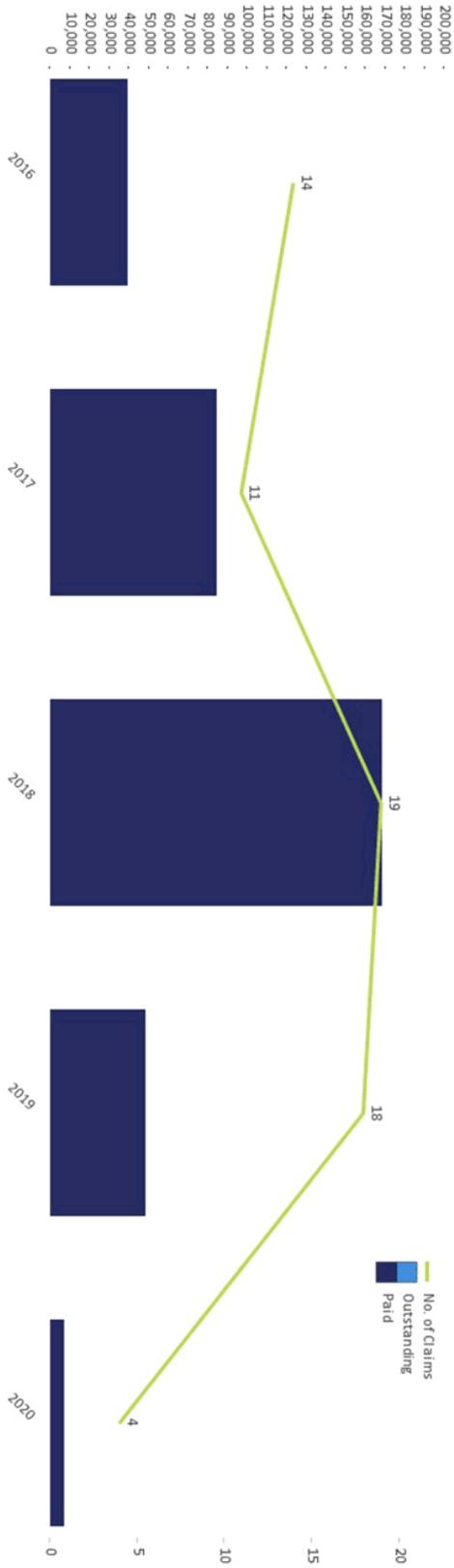
Attachments

[1](#) [Insurance Overview - January 2020](#) 1 Page

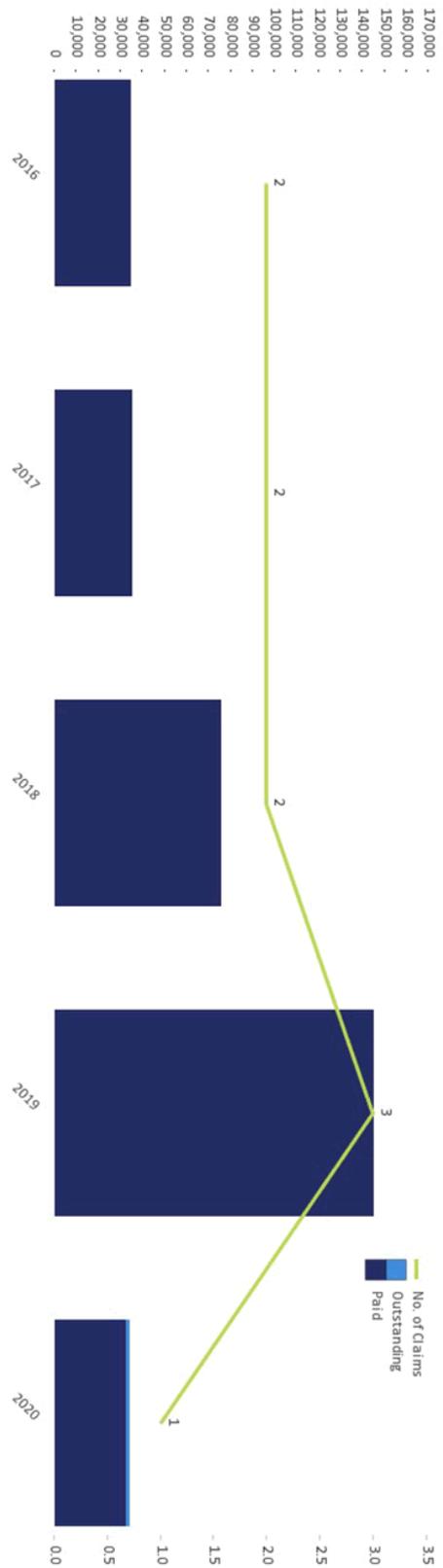
Liability Claims Overview (Public Liability, Professional Indemnity & Personal Injury; including notifications) – 2016 to 2020 YTD



Motor Vehicle Claims Overview – 2016 to 2020 YTD



Council Property Claims Overview – 2016 to 2020 YTD



10.2 Proposed changes to Council's organisational structure

Date: 07 January 2020
Author: Ian Church, Chief Executive Officer
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

Council is requested to approve a new organisational structure for Lockyer Valley Regional Council and authorise the Chief Executive Officer to implement it.

The rationale for implementing the proposed organisational structure is that it has been designed to lift effectiveness of the organisation by streamlining the management level and logically grouping related functions together; thereby promoting clearer management accountability for service performance. During the consultation period with staff, the proposed structure was generally well-received, understood and supported.

Officer's Recommendation:

THAT Council approve the proposed organisational structure and authorise its implementation by the Chief Executive Officer.

Report**1. Introduction**

Council's approval of the proposed organisational structure is sought, along with authority for the CEO to implement it.

The primary Corporate Plan Reference related to this matter is *5: Lockyer Leadership and Council*.

2. Background

The recommended decision is supported by work completed in the Organisational Effectiveness Review (OER) Project.

The OER Project comprises a comprehensive, holistic review of Council's organisational effectiveness. As community needs and expectations of local government services change, Council needs to evolve to maintain and enhance its effectiveness. One of the OER-identified strategies is to better align the organisational structure with current business and service delivery needs.

The approach/rationale being taken to the restructure is outlined below.

- Determining which functions have natural synergies and should sit together to break down silos and other barriers to getting work done.
- Reviewing roles at the executive management and the next level down (contracted managers).

Project milestones completed to date that are directly related to the restructure are outlined below:

- OER workshops were completed in late November 2019. It was noted that 86% of staff attended, and all attendees actively engaged with these workshops. These workshops offered staff the opportunity to discuss the way forward for Council's culture, systems and structure.
- Leadership Conversations were held with all directly affected staff (those who report directly to the CEO or an Executive Manager).
- A Joint Consultative Committee presentation (comprising management, unions and workplace delegates) was held in November 2019 to start the initial consultation phase. This presentation was well-received. It was agreed that the Organisational Development Team would set up drop-in sessions at various sites during the staff consultation period and unions would be invited to attend and/or deliver their own sessions.
- The OER Workshop Report (which included input from staff who attended the OER workshops) was presented to the Executive Leadership Team (ELT).
- ELT considered the OER Workshop Report and prepared a draft organisational structure. These documents were then shared with Council at a workshop held on 3 December 2019.
- The draft structure and OER Workshop Report were then released to the entire organisation. The consultation period concluded on 20 December 2019. No major concerns were raised by staff or unions during this period and the feedback on the structure itself was overwhelmingly positive.

3. Report

The rationale behind the proposed organisational structure (attached) is to bring together functions that:

- play roles in the same end-to-end processes (to improve accountability and customer focus), and
- share common skillsets/focus (to eliminate duplication and promote a more consistent approach to asset management and customer service).

The main changes proposed include:

- role titles (Executive Managers to Group Managers),
- synergistic groupings under each Group Manager with new group names to reflect a shared focus,
- reduced direct reports to CEO (greater external/advocacy focus),
- number of managers reduced from 14 to nine.

4. Policy and Legal Implications

The process being applied ensures all relevant legislation is complied with in relation to staff consultation and industrial law.

Implementation of the proposed organisational structure will involve detailing processes for moving staff into positions within the structure. These include: best fit (when the role has not substantively changed); closed merit selection (when more than one internal candidate is eligible for a position); open merit internal only; and open merit internal and external. For example, the process for recruiting the two new Group Manager positions will be open merit, internal and external.

In addition, significant work is being done to ensure position descriptions, letters of appointment, workflows, delegations, changes to accommodation and so on are completed.

5. Financial and Resource Implications

The process to recruit and fill the management roles with existing or new candidates will roll out when the structure has been approved. It is expected the end-result will be a reduction in overall wage costs.

It is acknowledged that, during times of organisational change, temporary reductions in productivity can be expected while people adjust. The approach of limiting the changes to only the two most senior levels (executive and management) in this restructure was taken to reduce the risks to productivity and resourcing. As such, no significant impacts to service delivery are anticipated.

6. Delegations/Authorisations

No further delegations are required to manage the matters raised in this report. The Chief Executive Officer will implement the approved structure and manage the requirements in line with existing delegations.

7. Communication and Engagement

To date (as outlined in section 2 of this report) the OER Project team has taken a comprehensive approach to engagement, consultation and communication with staff and unions. This approach will continue during the structure implementation.

The change management approach utilises bottom-up engagement mechanisms wherever possible. The primary mechanisms for maximising employee engagement have been the one-day employee workshops and the drop-in sessions offered during the structure consultation period. In addition, the managers co-created their own leadership position description.

Any queries/concerns received from outside Council will be responded to via the usual processes and with the assistance of the communications and engagement personnel.

8. Conclusion

The OER and the restructure are the first steps in a multi-year program of work designed to continually improve Council's operations and services. As such, the proposed structure provides an essential foundation for a more effective organisation going forward. The ultimate benefits of this increased effectiveness include:

- Policy and legal requirements: Better equipped to fulfil policy objectives and satisfy legal requirements.
- Service quality: Able to provide quicker responses to queries and provide information and services in a way the customer wants.

- Internal management: Better decision-making or management processes.
- Process improvement: Employees able to do the same job with less resources, allowing reductions in costs and increased value-for-money for ratepayers.
- HR management: Increased workforce adaptability and productivity.
- Strategic risk reduction: Better prepared for the future.
- Flexibility: Better equipped to respond to change without incurring additional expenditure.

9. Action/s

The approval of the proposed structure will trigger its implementation in accordance with the OER Project Plan. Key actions are outlined below.

- Announce outcome of meeting with Council to all staff.
- Close out OER Project.
 - Planning will then begin for future work to assist managers to: develop their leadership skills; bed down the new structure; and work with their teams to optimise performance through staff development, workforce planning, removing task duplication, re-engineering processes etc. There will also be work completed to implement the priority actions put forward in the OER Workshop Report.
- Implement new structure: A project sub-group led by the Executive Manager Corporate and Community Services will plan and execute work related to changes in physical accommodation, IT/systems, employment contracts, staff reporting lines etc. Where appropriate, pre-work has already commenced. The remaining tasks will be undertaken when the structure is approved.

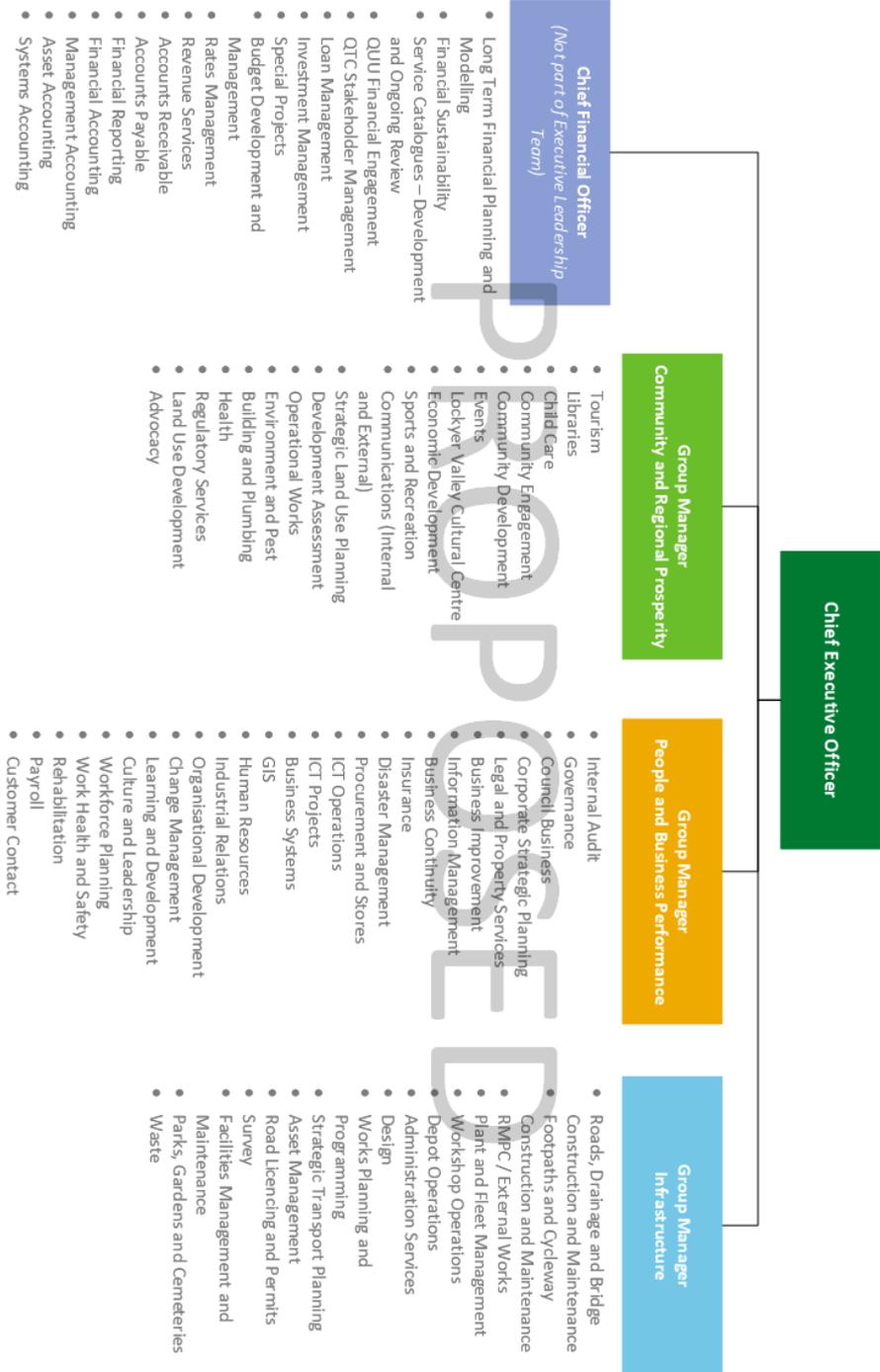
Attachments

- 1 [↓](#) Proposed Lockyer Valley Regional Council Organisational Structure 4 Pages



Structure Overview

Lockyer Valley Regional Council – PROPOSED





Community and Regional Prosperity

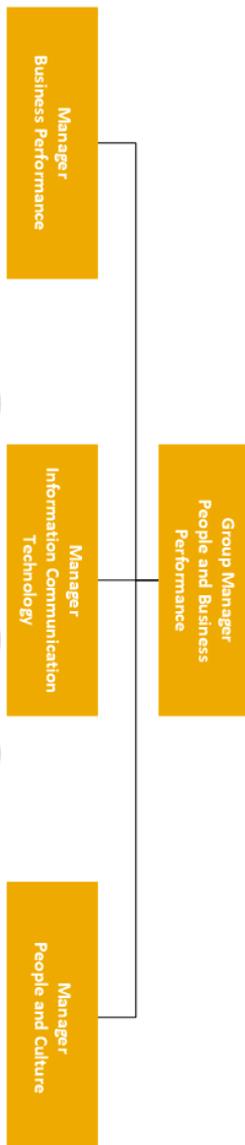
Lockyer Valley Regional Council – PROPOSED





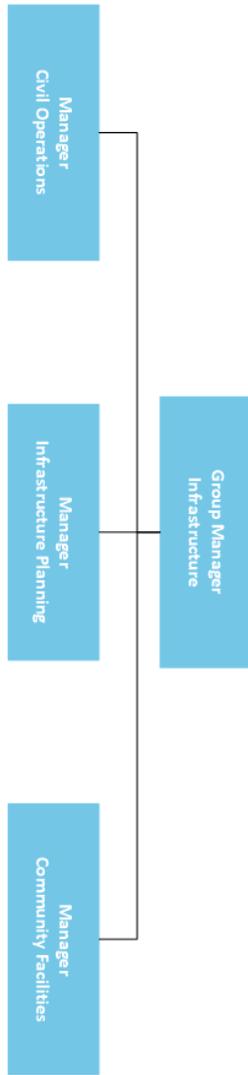
People and Business Performance

Lockyer Valley Regional Council – PROPOSED





Infrastructure
Lockyer Valley Regional Council – **PROPOSED**



PROPOSED

10.3 Policy Framework

Date: 05 December 2019
Author: Corrin Bischoff, Coordinator Governance and Strategy
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The purpose of this report is to seek Council approval of the revised Policy Framework. The Policy Framework defines the principles, scope and lifecycle for Council policies, procedures and guidelines.

Officer's Recommendation:

THAT Council adopt the Policy Framework – January 2020.

Report**1. Introduction**

This report proposes an updated policy framework and policy development process for Lockyer Valley Regional Council. Under the *Local Government Act 2009*, Council has an obligation to adopt policies on issues where a statement of Council's position is required. The proposed framework and development process will formalise and streamline this requirement for Council.

The report relates to Lockyer Valley Regional Council Corporate Plan (2017-2022) Outcome:

- 5.4 Commit to open and accountable governance to ensure community confidence and trust in council and our democratic values.

The adoption of a revised Policy Framework also addresses risk GS2 Legal Compliance and Liability in terms of ensuring Council has well developed and understood policies in line with Council's objectives.

2. Background

On 22 February 2012, the current Policy Framework was approved to guide the develop process and hierarchy of Council policies and other documents. It is timely to review the framework to ensure the appropriate process is in place for the development and management of Council's policy documents.

3. Report

The Policy Framework establishes the process for the development, approval, review and publication of Council policies, procedures and guidelines.

The Framework supports the development of a coherent suite of policies, procedures and guidelines relevant to Council's strategic directions, plans and operations across all areas.

The Framework is designed to:

- ensure that a clear and consistent governance and management approach is adopted in the development of all Council policies which enables improved compliance with relevant legislative and regulatory requirements
- enable efficient and effective decision making, which incorporates quality assurance and risk management practices, where appropriate; and
- establish clear accountabilities and delegated authorities for individual roles and groups.

The Policy Framework defines the documents which are included in the Framework as well as the hierarchy of those documents.

4. Policy and Legal Implications

Adoption of the proposed Policy Framework will provide the platform for the development of a full suite of policies which are relevant to Lockyer Valley Regional Council. The Policy Framework aligns within Council's broader governance framework. Where documents conflict in the hierarchy the highest relevant document takes precedence.

5. Financial and Resource Implications

Budget implications will continue to be addressed through existing allocations.

6. Delegations/Authorisations

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

7. Communication and Engagement

This Policy Framework have been discussed with the Executive Leadership Team and Management Team in addition to key officers from across Council who draft and review policies relevant to their area. On adoption of the framework, it will be distributed to all relevant officers.

8. Conclusion

The Policy Framework aligns within Council's broader governance framework and provides clear guidance on the process for the development, approval, review and publication of Council policies, procedures and guidelines.

9. Action/s

- 1) Finalise the adopted Policy Framework
- 2) Distribute the Policy Framework to relevant officers
- 3) Provide training as required to officers on the process for developing policy documents.

Attachments

[1](#) Policy Framework - January 2020 10 Pages



Policy Framework
January 2020

Document Control

This page will be re-issued every time amendments are made to controlled documents. Amended documents will have their revision status and issue date updated accordingly.

Version	Clause(s)	Changes	Author	Issue Date
0		Initial Document	Coordinator Governance and Strategy	12/7/2019
1				
2				
3				
4				



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- 4. Hierarchy of Instruments 2
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 - Stage 3 - Drafting the Policy 4
 - Stage 5 – Quality Control..... 5
 - Stage 6 – Engagement 5
 - Stage 7 – Revision 5
 - Stage 8 – Endorsement..... 5
 - Stage 9 – Quality Control..... 5
 - Stage 10 – Approval..... 5
 - Stage 11 – Promotion 6
 - Stage 12 – Implementation 6
 - Stage 13 –Compliance Monitoring and Evaluation 6
 - Stage 14 - Review 6
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1. Introduction

This Guideline establishes the process for the development, approval, review and publication of Council policies, procedures and guidelines.

This Guideline introduces Council’s Policy Framework and Council Policy Development Cycle. The Guideline supports the development of a coherent suite of policies, procedures and guidelines relevant to Council’s strategic directions, plans and operations across all areas.

The Guideline should be used in conjunction with resources available to support the policy development and review process including:

- Templates
- Corporate Style Guide
- Corporate Policy Register listing all Policies, Procedures and Guidelines.

2. Definitions

The following definitions apply for the purposes of this Framework:

Term	Definition
Approval Authority	The position or body that is authorised to approve a policy instrument.
Guideline	A document that provides principles-based information to assist in determining the required course of action. It promotes consistency of interpretation and application and may suggest or give helpful techniques and approaches. A Guideline may be applicable across Council or specific to one or more organisational groups or units.
Policy	A statement of intent or principle which regulates, directs and controls Council’s operations. Policies promote achievement of Council’s objectives, and guide, mandate or constrain action or conduct. Policies are approved by the Council or the Chief Executive Officer depending on the type policy.
Policy Instrument	Policy, procedure or guideline.
Procedure	A document that sets out the necessary practices or actions to give effect to the policy in most cases. Procedures provide step-by-step instructions for implementing a policy. Procedures are approved by the Chief Executive Officer except in a small number of instances where they require Council approval. A procedure may be applicable across Council or specific to one or more organisational groups or units. Standards (where they serve the same purpose as a procedure) are also captured under this definition.
Policy Owner	The business unit within Council that is responsible for the development, review and compliance monitoring of a policy, procedure or guideline.
Standard Operating Procedures	Established or prescribed methods to be followed routinely for the performance of designated operations or in designated situations.
Work Health and Safety Procedures	Prescribed methods to be followed routinely for the safe performance of designated operations or in designated situations.
Work instructions	A document that provides specific, step-by-step instructions for a staff member to carry out an activity.

Group: Executive Office
Unit: Governance and Strategy
Approved: Chief Executive Officer

Date Approved: 00/00/20XX
ECM: 3871915

Effective Date: 00/00/20XX
Version: 1.0
Review Date: 31/03/2023
Superseded/Revoked: NA

3. Council’s Policy Framework

Council’s Policy Framework encompasses several policy instruments including:

- Policy
- Procedures
- Guidelines

All policy instruments must:

- be relevant and transparent in meaning and intent
- comply with this Framework
- be approved by Council or the authorised delegate e.g. CEO.
- be appropriately consultative
- be informed by the principles of continuous improvement
- not be unnecessarily burdensome
- be informed by prevailing legislative requirements, sector best practice and Council’s values and Corporate Plan
- be appropriately communicated.

There are three different types of policy at Council:

TYPE	DESCRIPTION
Statutory	Policies required by legislation to ensure compliance with statutory obligations.
Strategic	Policies that set out Council’s strategic position, viewpoints and values and assist in decision making relating to matters that may impact or are of concern to the local or wider community.
Organisational	Policies regarding the internal administration and operations of Council.

4. Hierarchy of Instruments

The following table contextualises components of Council’s Policy Framework within the hierarchy of legislation and other government instruments, associated local documents, and authorisation sources that apply either across Council or to specific areas.

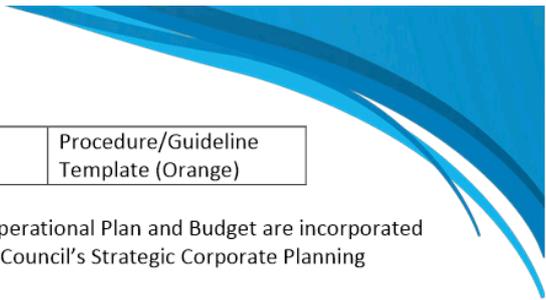
INSTRUMENTS	APPROVAL AUTHORITY	AUTHORITY THROUGH	TEMPLATE (as per Style Guide)
Federal Legislation	Federal Government	Constitution	NA
State Legislation	State Government	Constitution	NA
Local Laws	Council	<i>Local Government Act 2009</i>	Local Laws Template
Policies	Council and CEO	<i>Local Government Act 2009</i>	Policy Template (Green or Blue)
Procedures	Council and CEO	<i>Local Government Act 2009</i>	Procedure/Guideline Template (Green or Blue)
Guidelines	Council and CEO	<i>Local Government Act 2009</i>	Procedure/Guideline Template (Green or Blue)
Work Health and Safety Procedures	Executive Manager	Administrative Delegation	Procedure/Guideline Template (Orange)
Standard Operating Procedures	Manager	Administrative Delegation	Procedure/Guideline Template (Orange)

Council’s Policy Framework

Group: Executive Office
Unit: Governance and Strategy
Approved: Chief Executive Officer

Date Approved: 00/00/20XX
ECM: 3871915

Effective Date: 00/00/20XX
Version: 1.0
Review Date: 31/03/2023
Superseded/Revoked: NA



Work Instructions	Manager	Administrative Delegation	Procedure/Guideline Template (Orange)
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Other documentation such as Strategies, the Corporate Plan, Operational Plan and Budget are incorporated in Council’s Strategic Document Register and are highlighted in Council’s Strategic Corporate Planning Framework, not this document.

Fact sheets, Forms, How to Guides, Letters etc. are outlined in Council’s Corporate Style Guide and are not dealt with in this document.

5. Policy Development Cycle

The Policy Development Cycle generally incorporates several discrete stages which may not necessarily be sequential, but iterative depending on the policy development and review context. The cycle includes the following stages:

1. Identification of Policy Requirements
2. Nomination of a Policy Owner
3. Drafting (Writing)
4. Benchmarking
5. Quality Control
6. Consultation
7. Revision
8. Endorsement
9. Quality Control
10. Approval
11. Promotion
12. Implementation
13. Compliance Monitoring and Evaluation
14. Review
15. Records Management.

This process is to be used for developing policies, procedures and guidelines.

Role of the Governance and Strategy Team

The Governance and Strategy Team is responsible for the oversight of the Policy Framework.

The Governance and Strategy Team primarily play an advisory, compliance and quality control role in the development and implementation of policies, procedures and guidelines.

The Governance and Strategy Team will ensure that the process for the development, deployment and review of policies, procedures and guidelines is:

- centrally registered
- accessible
- current and accurate
- clear and comprehensible.

Stage 1 – Identification of Policy Requirements

Group: Executive Office
Unit: Governance and Strategy
Approved: Chief Executive Officer

Date Approved: 00/00/20XX
ECM: 3871915

Effective Date: 00/00/20XX
Version: 1.0
Review Date: 31/03/2023
Superseded/Revoked: NA

The first stage of the Policy Development Cycle involves the identification of policy development requirements, through the identification of:

- Current (and superseded) policy which needs to be reviewed, updated and transferred to the Policy Framework
- Policy which requires review
- Policy 'gaps', where no current (and/or superseded), or approved policy exist

Policies may be derived:

- Internally, for example through performance management processes or internal audit, or arise following the generation of an internal initiative requiring an organisational policy position.
- Externally driven, for example through Commonwealth and/or State Government policy or budget drivers, changes to revenue generation arrangements or predictions, the economic context or information technology related developments. Following identification, a project management approach may be required to progress the policy development process.

This may involve:

- Development of a policy project plan
- Establishment of policy project timeframes
- Determination of resourcing requirements.

Stage 2 - Nomination of a Policy Owner

Nomination of the policy owner may be made in several ways. However, ensuring the correct position is nominated is important to guide the policy development process. The Executive Leadership Team can provide advice where clarification regarding the nomination of a policy owner is required.

The policy owner should have sufficient resources to conduct or coordinate much of the policy development process.

Stage 3 - Drafting the Policy

The next stage in the policy development cycle involves drafting the substance of the policy, procedure or guideline. This may include:

- Developing current policy statements
- Reviewing approved policy statements scheduled for review
- Drafting policy statements to address identified policy gaps.

Good policies are written in clear, concise, simple language and use consistent language throughout.

Stage 4 - Benchmarking

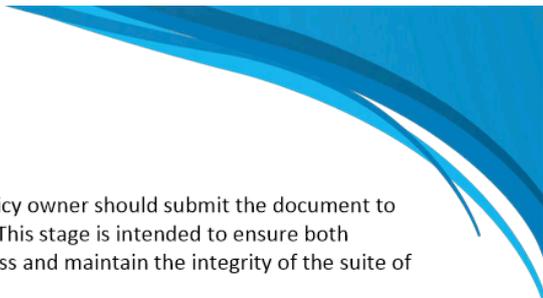
Benchmarking may be relevant in the research required for drafting the document. Benchmarking provides the opportunity to examine a range of policy alternatives and draw on lessons learnt by other organisations.

Group: Executive Office
Unit: Governance and Strategy
Approved: Chief Executive Officer

Date Approved: 00/00/20XX
ECM: 3871915

Effective Date: 00/00/20XX
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Superseded/Revoked: NA

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Stage 5 – Quality Control

Prior to circulating the draft document to stakeholders, the policy owner should submit the document to the Governance and Strategy Team for quality control checks. This stage is intended to ensure both compliance with the Policy Framework and development process and maintain the integrity of the suite of Council policy documents.

The Governance and Strategy Team will liaise with the policy owner where amendments of substance are required. The Governance and Strategy Team will not provide technical content advice; this team’s role is to provide feedback on how easy the policy is to understand and how well it reads.

Stage 6 – Engagement

Genuine engagement with policy stakeholders is fundamental to the Council policy development process and underpins successful policy implementation.

The policy owner is responsible for identifying policy stakeholders and the policy owner is responsible for coordinating engagement processes to provide opportunities for policy stakeholders to participate in the policy development and review process.

Stage 7 – Revision

This stage in the cycle involves revision of the draft document to reflect the outcomes of the engagement process. It is recommended in the spirit of meaningful engagement to contact the stakeholders to advise them of how their feedback did or didn’t influence the outcome.

Stage 8 – Endorsement

Seek endorsement of the responsible Executive Manager for the document prior to it being finalised. This step should be conducted via an ECM task.

Stage 9 – Quality Control

All final draft policy documents, procedures and guidelines must be submitted to the Governance and Strategy Team for quality control purposes. This step should be conducted via an ECM task.

Stage 10 – Approval

The approval process is to be conducted in accordance with established approval authorities.

The Governance and Strategy Team will provide advice regarding the approval process. In general, the following approval authority and method of approval are applied:

Policy Instrument	Approval Authority	Method of Approval
Statutory Policy	Council	Council report
Strategic Policy	Council	Council report
Organisational Policy	Chief Executive Officer	ECM Task
Procedure	Chief Executive Officer	ECM Task
Guideline	Chief Executive Officer	ECM Task

NB: Where the procedure or guideline is outward facing and/or impacts on the community or Councillors the document will be approved by Council via a Council report.

Group: Executive Office
Unit: Governance and Strategy
Approved: Chief Executive Officer

Effective Date: 00/00/20XX
Version: 1.0
Review Date: 31/03/2023
Superseded/Revoked: NA

Date Approved: 00/00/20XX
ECM: 3871915



The Governance and Strategy Team can assist the policy owner in drafting a Council report to seek approval by Council of a policy instrument.

Upon approval, the Governance and Strategy Team will finalise the document, update the Policy, Procedure and Guideline Register and publish the document on the website where appropriate. Please note, where Council approval is required, and the policy owner drafts the report, the policy owner is required to notify the Governance and Strategy Team when the policy is approved and provide the approved copy of the document to be finalised.

Policy owners are responsible for submitting associated documentation such as fact sheets and forms to the respective approval authority. Liaison with the Governance and Strategy Team is not required.

Stage 11 – Promotion

Policy owners are responsible for widespread promulgation of policies, procedures and guidelines and associated information to support implementation and compliance.

Promulgation may include:

- Circulate the document to relevant organisational units
- Conduct presentations to staff meetings
- Conduct information sessions, training programs, use the learning management system
- Inclusion in internal or external publications and communication channels
- Provide a link on Council’s website to the Council policy or procedure/guideline page from another relevant webpage about the subject matter.

Stage 12 – Implementation

Policy implementation is conducted with respect to the specific policy provisions.

Stage 13 –Compliance Monitoring and Evaluation

The policy owner is responsible for ensuring that policy implementation and compliance is monitored. This does not specifically require the policy owner to enforce the policy as in many cases (particularly with organisational policies) Managers will be responsible for compliance. The policy owner is to monitor the compliance and evaluate the findings to guide continuous improvement and inform the formal review process.

Stage 14 - Review

In general, where a legislative timeframe does not apply, policy instruments are reviewed every three years. If an alternative review timeframe is required, please liaise with the Governance and Strategy Team to discuss a more appropriate timeframe. To assist in managing the review of policy framework documents, there are two dates each year available for revision of documents: 31 March or 30 September.

Stage 15 – Records Management

All policy instruments are to be stored in Council’s records management system.

Group: Executive Office
Unit: Governance and Strategy
Approved: Chief Executive Officer

Date Approved: 00/00/20XX
ECM: 3871915

Effective Date: 00/00/20XX
Version: 1.0
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Superseded/Revoked: NA

To ensure version control, a new document number (ECM number) must be allocated to a policy document that is new or where substantive or editorial changes are made.

Policies that are endorsed without amendment by the approving authority do not require a new document number.

6. Related Documents

Policy, Procedure, Guideline Register ECM: 2999209
Work instruction for Policy Development Cycle

Group: Executive Office
Unit: Governance and Strategy
Approved: Chief Executive Officer

Date Approved: 00/00/20XX
ECM: 3871915

Effective Date: 00/00/20XX
Version: 1.0
Review Date: 31/03/2023
Superseded/Revoked: NA

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10.4 Statutory Delegations Register Update 2019/10

Date: 15 January 2020
Author: Susan Boland, Governance and Strategy Officer
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

In accordance with Section 257 of the *Local Government Act 2009*, Council can delegate a power under this Act or another Act to the Chief Executive Officer to allow for the efficient and timely resolution of a range of operational matters undertaken by Council. The purpose of this report is to maintain the currency of Council's Delegation Register.

Officer's Recommendation:

THAT Council delegate to the Chief Executive Officer of Council, the powers referred to in the document titled "Statutory Delegations Register Council to Chief Executive Officer" pursuant to Section 257 of the *Local Government Act 2009* attached to this report.

Report**1. Introduction**

In accordance with section 257 of the *Local Government Act 2009*, Council can delegate a power under this Act, or another Act, to the Chief Executive Officer to allow for the more efficient and timely resolution of a range of administrative matters.

This report aligns to Council's Corporate Plan 2017-2022 Outcome 5.7, 'Compliance with legislation'. Out dated delegations present a risk to Council's capacity to undertake its required legislative responsibilities. Upon adoption of the Council to Chief Executive Officer delegations, the review of Chief Executive Officer to Employee or Contractor delegations will be completed to further mitigate this risk.

2. Background

As legislation is amended, repealed and introduced, Council is required to update its Delegation Register to reflect the amendments, repeals and new legislation. Updates to the Delegation Register are notified to Council through the Local Government Association of Queensland (LGAQ).

The detail of the latest update Delegations Register Update 2019/10 is contained in the body of, and attachment to this report.

3. Report

Since the last review of Council's Delegation Register: Council to Chief Executive Officer in August 2019, the LGAQ Delegation Register Service has released advice that delegations updates have been implemented. New Registers have been implemented for:

- *Environmental Protection Regulation 2019*

Existing registers that have been substantially amended are:

Legislation	Delegations Register
Building Regulation 2006	Council to CEO
Environmental Offsets Act 2014	Council to CEO
Environmental Protection Act 1994	Council to CEO
Land Act 1994	Council to CEO
Land Title Act 1994	Council to CEO
Local Government Regulation 2012	Council to CEO
Mineral and Energy Resources (Common Provisions) Act 2014	Council to CEO
Mineral Resources Act 1989	Council to CEO
Nature Conservation Act 1992	Council to CEO
Planning and Environment Court Act 2016	Council to CEO
Water Act 2000	Council to CEO
Water Supply (Safety and Reliability) Act 2008	Council to CEO
Work Health and Safety Act 2011	Council to CEO

A number of registers, for both Council to CEO delegations and CEO to Employee delegations, will be updated to note changed reprint numbers as per *attachment 2*.

The recommendation made in this report is for Council to resolve to accept and implement these updates to Council's delegation registers.

4. Policy and Legal Implications

Council's Statutory Delegation Register requires regular updating in line with the State Government's legislative program in conjunction with the Local Government Association of Queensland (LGAQ). Regular reviews of the register are required to ensure the register and Council's implementation of legislation conforms to the requirements of the various acts and regulations.

Council is also required under section 257(5) to review delegations from Council to the Chief Executive Officer annually.

If Council resolves to adopt the recommendation made in this report, the updates to the Council to Chief Executive Officer Delegations Register will take immediate effect.

5. Financial and Resource Implications

The Delegation Register enables Council's operations thereby avoiding delays and minimising risks associated with discharging Council's obligations. Improved processes and risk minimisation can result in significant operational savings over time to both Council and the community.

6. Delegations/Authorisations

Under section 259 of the *Local Government Act 2009*, the Chief Executive Officer may sub-delegate some of these powers to an appropriately qualified employee or contractor of Council. The purpose of sub-delegation is to allow operational responsibilities to be streamlined and enable the Chief Executive Officer to focus on strategic matters.

Substantial changes to the CEO to Employee Delegations Register will also be made in accordance with the update provided by the Local Government Association of Queensland Delegations Register Services and presented to the Chief Executive Officer for approval.

7. Communication and Engagement

Under Section 260 of the *Local Government Act 2009* the Chief Executive Officer is responsible for establishing, maintaining and updating a register of delegations that contains the particulars prescribed under a regulation. The updated Delegations Register is required to be available for public inspection if required.

8. Conclusion

A resolution made in line with the recommendation in this report will enable the proposed updates to the Council to Chief Executive Officer Delegations Register to take immediate effect.

Under Section 260 of the *Local Government Act 2009* the Chief Executive Officer is responsible for establishing, maintaining and updating a register of delegations that contains the particulars prescribed under a regulation. The updated Delegations Register is required to be available for public inspection if required.

9. Action/s

1. Update the Council to Chief Executive Officer Delegations Register with the resolution details and publish.
2. Consider sub-delegation of powers to employees and update the Chief Executive Officer to Employee or Contractor Delegation Register as necessary.

Attachments

- | | | |
|---|-------------------------------|----------|
| 1 | Amended Statutory Delegations | 39 Pages |
| 2 | Update 2019/10 | 2 Pages |

Council to CEO



- 14 [Building Regulation 2006](#)
- 21 [Environmental Offsets Act 2014](#)
- 24 [Environmental Protection Act 1994](#)
- 25 [Environmental Protection Regulation 2008](#)
- 39 [Land Act 1994](#)
- 40 [Land Title Act 1994](#)
- 44 [Local Government Regulation 2012](#)

Version	Nature of Amendment	Changed by	Nature of Amendment
2	Statutory Delegations - Register Update 2019/10	Governance & Strategy	amendments as advised by LGAQ

Register of Delegations
Council to CEO

21. Environmental Offsets Act 2014

Version Information: EQM - 382029
 Date Released: dd/mm/yyyy
 Act current as at: dd/mm/yyyy

Updated: 17/01/2018

Reprint Date: 03/07/2017

NO.	DELEGATE	DESCRIPTION OF POWERS DELEGATED	LEGISLATION	DATE & RESOLUTION NUMBER	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power to make an environmental offsets policy available for inspection.	Section 12(1) Environmental Offsets Act 2014	14/09/2018 16-20/1462	
	Chief Executive Officer	Power as an administering agency to impose an offset condition if the circumstances in sections 14 and 15 apply.	Section 14 & 15 Environmental Offsets Act 2014	14/09/2018 16-20/1462	
	Chief Executive Officer	Power to consider a notice of objection and any offset delivery plan.	Section 25(1) Environmental Offsets Act 2014	14/09/2018 16-20/1462	
	Chief Executive Officer	Power to decide whether it is appropriate to deliver the environmental offset in the way stated in the notice of objection and any offset delivery plan, or whether the offset should be delivered in a different way and to give notice of the decision.	Section 18(1), 18(1)(b) and 18(1)(c) Environmental Offsets Act 2014	14/09/2018 16-20/1462	
	Chief Executive Officer	Power to agree to amend either or both of the agreed delivery management and an offset delivery plan.	Section 18(1)(f) Environmental Offsets Act 2014	14/09/2018 16-20/1462	
	Chief Executive Officer	Power to give the notice required to be given under subsection (4).	Section 18A Environmental Offsets Act 2014	14/09/2018 16-20/1462	
	Chief Executive Officer	Power to enter another offset delivery arrangement.	Section 20 Environmental Offsets Act 2014	14/09/2018 16-20/1462	
	Chief Executive Officer	Power to decide an application to remove a suitable condition, make other amendments to the subsection, and give notice of the decision.	Section 22A Environmental Offsets Act 2014	14/09/2018 16-20/1462	
	Chief Executive Officer	Power as a relevant agency to enter an environmental offset agreement.	Section 26 Environmental Offsets Act 2014	14/09/2018 16-20/1462	
	Chief Executive Officer	Power as a relevant agency to enter another environmental offset agreement that varies, or terminates and replaces, an earlier environmental offset agreement.	Section 26 Environmental Offsets Act 2014	14/09/2018 16-20/1462	
	Chief Executive Officer	Power in the circumstances specified in subsection 33(1)(a), to give a compliance notice in relation to the terms of the environmental offset agreement.	Section 33 Environmental Offsets Act 2014	14/09/2018 16-20/1462	
	Chief Executive Officer	Power where Council has given a compliance notice and the person contravened it by not doing something to do the thing and recover any reasonable costs or expenses incurred in doing it as a result.	Section 33(1)(b) Environmental Offsets Act 2014	14/09/2018 16-20/1462	
	Chief Executive Officer	Power to credit amounts received by Council as a financial statement offset to Council's trust fund.	Section 38 Environmental Offsets Act 2014	14/09/2018 16-20/1462	
21.9	Chief Executive Officer	Power to transfer an amount received by Council as a financial statement offset in one of the circumstances listed in subsection (2).	Section 38(1) Environmental Offsets Act 2014	14/09/2018 16-20/1462	
21.10	Chief Executive Officer	Power as an administering agency to keep a register of the matters listed in subsection one, make the register available for inspection and give information held on the register to the chief executive.	Section 39(1) Environmental Offsets Act 2014	14/09/2018 16-20/1462	
21.11	Chief Executive Officer	Power as an administering agency to decide an application to vary: (a) an existing authority; (b) an authority granted on or after commencement, as the result of an application that was made but not dealt with, before commencement, and to do all things authorised or required by section 39(9) following the making of the decision.	Section 39(8) Environmental Offsets Act 2014	14/09/2018 16-20/1462	

Chief Executive Officer	Power, as the land owner, to make a written declaration to the administering authority in response to a show cause order issued pursuant to section 175.	Section 175 Environmental Protection Act 1994	14/08/2019	14/08/2019	
Chief Executive Officer	Power to sign the administering authority:- (a) a consented land development document accompanied by a declaration and a statement; and (b) a statement in case of the land applying to the effect plan.	Section 180 Environmental Protection Act 1994	14/08/2019	14/08/2019	
Chief Executive Officer	Power, as a prescribed responsible person, to make a written declaration in response to a show cause order issued pursuant to section 181.	Section 181 Environmental Protection Act 1994	14/08/2019	14/08/2019	
Chief Executive Officer	Power, as a prescribed responsible person, to comply with a notice issued by the administering authority pursuant to this section.	Section 181 Environmental Protection Act 1994	14/08/2019	14/08/2019	
Chief Executive Officer	Power, as a prescribed responsible person, to:- (a) permit a person or other person to enter the land; (b) permit the owner or occupier of the land to enter the land; (c) agree with the owner or occupier of the land a condition of entry to the land; and (d) apply to the prescribed authority for a condition of entry to the land (including a condition of entry) where a person's land development is not required.	Section 182 Environmental Protection Act 1994	14/08/2019	14/08/2019	
Chief Executive Officer	Power, as a prescribed responsible person, to comply with a requirement of the administering authority pursuant to this section.	Section 182 Environmental Protection Act 1994	14/08/2019	14/08/2019	
24.101	Chief Executive Officer	Power to apply to amend a fee management plan in accordance with Chapter 7 Part E, Division 3, Subdivision 2 to do the relate to the application.	Section 182 Environmental Protection Act 1994	14/08/2019	14/08/2019
Chief Executive Officer	Power, as owner or occupier of land to consent to the amendment of a fee management plan by the administering authority.	Section 182 Environmental Protection Act 1994	14/08/2019	14/08/2019	
Chief Executive Officer	Power, as the person who received the consent, the relevant local government or the owner of the land to prepare a fee management plan required to do so by the administering authority and comply with Chapter 7 Part E, Division 3, Subdivision 2, as they relate to the fee management.	Section 182 Environmental Protection Act 1994	14/08/2019	14/08/2019	
Chief Executive Officer	Power, as owner of land, to give a notice or proposed lease notice that particular of the land has been recorded in the consented and register.	Section 183 Environmental Protection Act 1994	14/08/2019	14/08/2019	
Chief Executive Officer	Power, as a owner of land in a corporation (other than a section 213) to give the notice required by subsection 21.	Section 183 Environmental Protection Act 1994	14/08/2019	14/08/2019	
Chief Executive Officer	Power, as an administering authority, to require a person to provide information for the endorsement or administration of this Act.	Section 183 Environmental Protection Act 1994	14/08/2019	14/08/2019	
Chief Executive Officer	Power, as owner or occupier of land, to consent to a proposed person's entry onto the land.	Section 183 Environmental Protection Act 1994	14/08/2019	14/08/2019	
Chief Executive Officer	Power, as owner or occupier of land, to consent to an additional person's entry onto the land.	Section 183 Environmental Protection Act 1994	14/08/2019	14/08/2019	
Chief Executive Officer	Power, as an administering authority, to issue a notice that an additional person will enter land.	Section 183 Environmental Protection Act 1994	14/08/2019	14/08/2019	
Chief Executive Officer	Power, as the receiver of a fee, to consent to an additional person's entry onto the land.	Section 183 Environmental Protection Act 1994	14/08/2019	14/08/2019	
Chief Executive Officer	Power, as a person to whom an emergency direction plan to comply with the notice and the fee management plan required by subsection 18.	Section 183 Environmental Protection Act 1994	14/08/2019	14/08/2019	
Chief Executive Officer	Power, as an administering authority, to make payment of cost of investigation or remediation work.	Section 183 Environmental Protection Act 1994	14/08/2019	14/08/2019	
Chief Executive Officer	Power, as an administering authority, to make an administration to the court in an application for costs.	Section 183 Environmental Protection Act 1994	14/08/2019	14/08/2019	
Chief Executive Officer	Power, as an administering authority, to give a notice or other order (including a notice or order made under section 192).	Section 183 Environmental Protection Act 1994	14/08/2019	14/08/2019	
Chief Executive Officer	Power, as an administering authority, to make an application to the court to remedy or restrain an offence against this Act.	Section 183 Environmental Protection Act 1994	14/08/2019	14/08/2019	
Chief Executive Officer	Power, as a person who has made an application pursuant to section 183, to seek an order of the court pending determination of the application.	Section 183 Environmental Protection Act 1994	14/08/2019	14/08/2019	
Chief Executive Officer	Power, as the administering authority, to:- (a) accept or reject an application for endorsement; (b) grant a written notice of the application and the notice for the decision; (c) grant a written notice of the application and the notice for the decision; (d) take all reasonable steps to have any proceedings in relation to the conservation directed made.	Section 187 Environmental Protection Act 1994	14/08/2019	14/08/2019	
Chief Executive Officer	Power, as the administering authority, to direct to writing to the applicant or the owner of an endorsement indicating and to grant in writing of the applicant or owner on COMACT website.	Section 187 Environmental Protection Act 1994	14/08/2019	14/08/2019	
Chief Executive Officer	Power, as the administering authority, to amend an endorsement indicating by written agreement.	Section 187 Environmental Protection Act 1994	14/08/2019	14/08/2019	
Chief Executive Officer	Power, as the administering authority, to make an endorsement indicating to correct a clerical or formal error and grant written notice of the amendment.	Section 187 Environmental Protection Act 1994	14/08/2019	14/08/2019	
Chief Executive Officer	Power, as the administering authority, to:- (a) accept or reject an application for endorsement; (b) grant a written notice of the application and the notice for the decision; (c) grant a written notice of the application and the notice for the decision; (d) take all reasonable steps to have any proceedings in relation to the conservation directed made.	Section 187 Environmental Protection Act 1994	14/08/2019	14/08/2019	

25 - Environmental Protection Regulation 2008					
Register of Delegations Council to CEO					
Version information					
Date reviewed:		Date: 30/03/2019			
Last current date:		Date: 04/02/2019			
NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE & RESOLUTION NUMBER	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, where Council is a referral agency for a development application for a material change of use for a concurrence EPA to assess the development application against the matters stated in subsection 18(2)(a) to (c)	Section 18(4) Environmental Protection Regulation 2019		
	Chief Executive Officer	Power, as an operator of a waste facility in schedule 2, section 60(1)(a) or (b) if untreated clinical waste is disposed of at the facility, to ensure: <ul style="list-style-type: none"> (a) the waste is buried at the facility; and (b) the burial of the waste is supervised by a person who is competent to supervise the burial. 	Section 21 Environmental Protection Regulation 2008	14/08/2019 16-20/1462	
	Chief Executive Officer	Power, as an administering authority making an environmental management decision relating to an environmentally relevant activity, other than a prescribed EPA to do those things required in subsections 35(1)(a) to 35(1)(e)	Section 35(1) Environmental Protection Regulation 2019		
	Chief Executive Officer	Power, as an administering authority making an environmental management decision relating to a prescribed EPA to do those things required in subsections 35(1)(a) and 35(1)(b)	Section 35(1) Environmental Protection Regulation 2019		
	Chief Executive Officer	Power, as an administering authority making an environmental management decision relating to an activity, to consider whether to impose conditions about each of the matters listed in subsections 36(1)(a) to 36(1)(n).	Section 36(1) Environmental Protection Regulation 2019		
	Chief Executive Officer	Power, as an administering authority making an environmental management decision relating to an activity, to consider whether to impose monitoring conditions about the release of contaminants from the activity or the receiving environment.	Section 37 Environmental Protection Regulation 2019		
	Chief Executive Officer	Power, as an administering authority making an environmental management decision relating to an activity that involves, or may involve, the release of water or waste to a wetland for treatment, to refuse to grant the application for a reason listed in subsection 40(2).	Section 40 Environmental Protection Regulation 2019		
	Chief Executive Officer	Power, as an administering authority making an environmental management decision relating to an activity that involves, or may involve, the release of water or waste directly to groundwater, to refuse to grant the application for a reason listed in subsection 40(2).	Section 41 Environmental Protection Regulation 2019		
	Chief Executive Officer	Power, as a person who generates waste, if required by an authorised person, to rectify the waste under Chapter 5, part 1, division 2.	Section 47 Environmental Protection Regulation 2019		

Updated: 11/02/2019
Print Date: 04/02/2019

Chief Executive Officer	Power, as a generator of waste in the circumstances prescribed in subsection 51(1), to notify the administering authority of the charge within 24 hours after receiving the test results for the testing.	Section 51(2) Environmental Protection Regulation 2019		
Chief Executive Officer	Power, as a generator of waste in the circumstances prescribed in subsection 51(1), to give a written report to the administering authority containing those things prescribed in subsection 51(3).	Section 51(3) Environmental Protection Regulation 2019		
Chief Executive Officer	Power, as a generator of tested waste in the State, to:- (a) for each load of the waste transported to a receiver, record the prescribed information for the load in the approved form; (b) give the prescribed information for the load to the receiver; and (c) keep the record mentioned in subsection 52(1) for at least 5 years	Section 52 Environmental Protection Regulation 2019		
Chief Executive Officer	Power, as a receiver in the State who is given a load of tested waste, to:- (a) record the prescribed information for the load in the approved form; (b) within 24 hours after becoming aware of an omission or inaccuracy in the prescribed information, give written notice of the omission or inaccuracy to the administering authority; and (c) keep the record mentioned in subsection 53(2) for at least 5 years	Section 53 Environmental Protection Regulation 2019		
Chief Executive Officer	Power, as a waste handler to pay the fee to the chief executive when giving prescribed information about the transportation of tradeable waste to the administering authority.	Section 73 Environmental Protection Regulation 2019		
Chief Executive Officer	Power, as a generator, to give the transporter the prescribed information about the waste in the prescribed form and to record the prescribed information about the waste.	Section 78(2) Environmental Protection Regulation 2019		
Chief Executive Officer	Power, as a generator, to give the prescribed information about the waste to the administering authority in the prescribed way and within the prescribed period after giving the waste to the transporter.	Section 78(3) Environmental Protection Regulation 2019		
Chief Executive Officer	Power, as a transporter, to give the receiver the prescribed information about the waste and to record the prescribed information about the waste.	Section 78(3) Environmental Protection Regulation 2019		
Chief Executive Officer	Power, as an owner of the bulking, comply with the notice given by the OPEC commissioner under subsections 18C(3) or (4)	Section 79(3) Environmental Protection Regulation 2019		
Chief Executive Officer	Power, as a transporter, to keep the record mentioned in subsection 79(2)(b) for at least 5 years.	Section 79(4) Environmental Protection Regulation 2019		

Chief Executive Officer	Power, as a receiver, to record the prescribed information about the waste.	Section 80(1) Environmental Protection Regulation 2019		
Chief Executive Officer	Power, as a receiver, to give a copy of the prescribed information about the waste to the administering authority in the prescribed way and within the prescribed period.	Section 80(2) Environmental Protection Regulation 2019		
Chief Executive Officer	Power, as a receiver, to give the administering authority written notice of a discrepancy in information received from the transporter.	Section 80(3) Environmental Protection Regulation 2019		
Chief Executive Officer	Power, as a transporter, to give the receiver the prescribed information about the waste in the prescribed form and to record the prescribed information about the waste.	Section 80(4) Environmental Protection Regulation 2019		
Chief Executive Officer	Power, as a transporter, to keep the record mentioned in subsection 80(1) for at least 5 years.	Section 84(1) Environmental Protection Regulation 2019		
Chief Executive Officer	Power, as a receiver, to record the prescribed information about the waste.	Section 84(2) Environmental Protection Regulation 2019		
Chief Executive Officer	Power, as a receiver, to give the prescribed information about the waste to the administering authority in the prescribed way and within the prescribed period.	Section 84(3) Environmental Protection Regulation 2019		
Chief Executive Officer	Power, as a receiver, to give the administering authority written notice of a discrepancy in information received from the transporter.	Section 84(4) Environmental Protection Regulation 2019		
Chief Executive Officer	Power, as a generator, to give the transporter the prescribed information about the waste and to record the prescribed information about the waste.	Section 87(1) Environmental Protection Regulation 2019		
Chief Executive Officer	Power, as a generator, to give the prescribed information about the waste to the administering authority in the prescribed way and within the prescribed period.	Section 87(2) Environmental Protection Regulation 2019		
Chief Executive Officer	Power, as a receiver, to keep the record mentioned in subsection 87(1)(b) for at least 5 years.	Section 87(4) Environmental Protection Regulation 2019		
Chief Executive Officer	Power, as a transporter, to give the administering authority notice of a discrepancy in information received from the generator.	Section 88(2) Environmental Protection Regulation 2019		
Chief Executive Officer	Power to apply to the administering executive for approval of a particular way of giving prescribed information to the administering authority under division 3 and to take all steps necessary to advance the application.	Section 92 Environmental Protection Regulation 2019		
Chief Executive Officer	Power to apply to the administering executive for a consignment number for a load of trackable waste to be transported into Queensland and to take all steps necessary to advance the application.	Section 93 Environmental Protection Regulation 2019		
Chief Executive Officer	Power to apply to the administering executive for an exemption for the transportation of trackable waste to which Chapter 5, Part 9 applies and to take all steps necessary to advance the application.	Section 94 Environmental Protection Regulation 2019		
Chief Executive Officer	Power to apply to the administering executive for a generator identification number.	Section 97 Environmental Protection Regulation 2019		
Chief Executive Officer	Power to require an owner or occupier of relevant premises to supply waste containers other than standard general waste containers.	Section 101(1)(b) Environmental Protection Regulation 2019		
Chief Executive Officer	Power to supply premises with standard general waste containers.	Section 101(2) Environmental Protection Regulation 2019		

Chief Executive Officer	Power to require a waste container to be kept at a particular place at a premises.	Section 103(1)(a) Environmental Protection Regulation 2019
Chief Executive Officer	Power to require a prescribed person of serviced premises, other than a detached dwelling, to supply: (a) an elevated stand at a level required by Council; or (b) an imperviously paved and drained area for the waste containers, and (c) a hose coil and hose in the vicinity of the stand or paved area; and (d) a suitable enclosure for the waste containers.	Section 104(2) Environmental Protection Regulation 2019
Chief Executive Officer	Power to give a written notice about the removal of general waste.	Section 105 Environmental Protection Regulation 2019
Chief Executive Officer	Power to give a written approval to the owner or occupier of relevant premises for depositing or disposing of general waste and to impose conditions on the approval.	Section 106 Environmental Protection Regulation 2019
Chief Executive Officer	Power to require the occupier of relevant premises where there is industrial waste to: (a) supply industrial waste containers; (b) fill the waste containers at a place at the premises that Council requires; and (c) keep each waste container clean and in good repair.	Section 107(1) Environmental Protection Regulation 2019
Chief Executive Officer	Power, where the occupier does not supply the waste containers required under subsection 107(1)(a), to supply industrial waste containers.	Section 107(2) Environmental Protection Regulation 2019
Chief Executive Officer	Power to require occupier of relevant premises where there is industrial waste, to treat the waste to the standard approved by Council for disposal of the waste at a waste facility.	Section 108 Environmental Protection Regulation 2019
Chief Executive Officer	Power, as an occupier of a reporting facility that under NPI NREPL exceeds the reporting threshold for a substance in the facility's reporting period, to give the chief executive the information identified in subsection 117(2).	Section 117(1) Environmental Protection Regulation 2019
Chief Executive Officer	Power, as an occupier of a reporting facility that under NPI NREPL exceeds the reporting threshold for a substance in the facility's reporting period, to comply with a notice issued by the chief executive pursuant to subsection 117(6).	Section 117(2) Environmental Protection Regulation 2019
Chief Executive Officer	Power, as an occupier of a reporting facility that under NPI NREPL exceeds the reporting threshold for a substance in the facility's reporting period, to keep the information listed in section 119.	Section 119 Environmental Protection Regulation 2019
Chief Executive Officer	Power, as an occupier of a reporting facility that under NPI NREPL exceeds the reporting threshold for a substance in the facility's reporting period, to make written representations to the Minister in response to a notice issued pursuant to subsection 120(4).	Section 120 Environmental Protection Regulation 2019
Chief Executive Officer	Power, as an occupier of a reporting facility that under NPI NREPL exceeds the reporting threshold for a substance in the facility's reporting period, to apply to the chief executive for an estimation technique approval and to respond to any request for further information.	Section 123 Environmental Protection Regulation 2019
Chief Executive Officer	Power, as an occupier of a reporting facility that under NPI NREPL exceeds the reporting threshold for a substance in the facility's reporting period, to give the chief executive a written notice claiming that the information required to be given under section 117(2) or (7) should be treated as confidential and to respond to any requests for further information.	Section 127 Environmental Protection Regulation 2019
Chief Executive Officer	Power to administer and enforce those provisions of the Act devolved to Council under Chapter 8, Part 1.	Section 130, 131, 132, 133, 134, 135 & 136 Environmental Protection Regulation 2019
Chief Executive Officer	Power, as an administering authority, to recover as a debt an unpaid fee under the Act.	Section 135 Environmental Protection Regulation 2019
Chief Executive Officer	Power, as a holder, to give the chief executive the documents listed in subsection 166(1).	Section 166(1) Environmental Protection Regulation 2019
Chief Executive Officer	Power, as a holder, to keep the records listed in in subsections 170(4) to (d).	Section 170 Environmental Protection Regulation 2019
Chief Executive Officer	Power, as a holder, to comply with a notice issued by an authorised person pursuant to subsection 171(2).	Section 171(8) Environmental Protection Regulation 2019
Chief Executive Officer	Power, as a holder, to give the administering authority written notice that eligibility for the reduced annual fee under subsections 165(1)(c)(i) or (ii) has stopped.	Section 172 Environmental Protection Regulation 2019

Chief Executive Officer	Power, as an administering authority, to require by written notice the holder to pay the difference between the annual fee and the reduced annual fee.	Section 173(2) Environmental Protection Regulation 2019		
Chief Executive Officer	Power, as an administering authority, to recover as a debt from the holder of an environmental authority an unpaid supplementary annual fee for an amended environmental authority.	Section 174(3) Environmental Protection Regulation 2019		
Chief Executive Officer	Power, as an administering authority, to, by written notice, require the holder of an environmental authority for regulated waste transport to pay a supplementary annual fee and if unpaid, to recover the supplementary annual fee as a debt.	Section 175 Environmental Protection Regulation 2019		
Chief Executive Officer	Power, as an administering authority, to, by written notice, require the holder to pay:- (a) the annual fee or the outstanding amount of the fee, and (b) the late payment fee stated in Schedule 15 of the Regulation.	Section 177(2) Environmental Protection Regulation 2019		
Chief Executive Officer	Power, as a holder, to comply with a notice issued pursuant to subsection 177(2).	Section 177(3) Environmental Protection Regulation 2019		
Chief Executive Officer	Power, as a holder, to pay the administering authority a fee for its assessment of the holder's annual returns and monitoring compliance with the transitional environmental program.	Section 178(2) Environmental Protection Regulation 2019		

39.31	Chief Executive Officer	Power to accept appointment as trustee.	Section 44 Land Act 1994	14/08/2019	16/20/1462
39.32	Chief Executive Officer	Power to advise the chief executive of change in details.	Section 61 Land Act 1994	14/08/2019	16/20/1462
39.33	Chief Executive Officer	Power to comply with the administrative, accounting function and other directions provided by Minister.	Section 46, 47, 48 and 49 Land Act 1994	14/08/2019	16/20/1462
39.36	Chief Executive Officer	Power to take all necessary action for the maintenance and management of trust land.	Section 53(1) Land Act 1994	14/08/2019	16/20/1462
39.37	Chief Executive Officer	Power, as trustee, to surrender all or part of a deed of grant in trust on terms agreed with the Minister and with the Minister's written approval.	Section 51(1) Land Act 1994	14/08/2019	16/20/1462
39.38	Chief Executive Officer	Power, as trustee, to apply to surrender all or part of a deed of grant in trust.	Section 54(1) Land Act 1994	14/08/2019	16/20/1462
39.39	Chief Executive Officer	Power, as trustee, to give notice of the intention to apply to surrender all or part of a deed of grant in trust.	Section 55(2) and 55(3) Land Act 1994	14/08/2019	16/20/1462
39.40	Chief Executive Officer	Power, as owner of improvements on a deed of grant in trust that has been surrendered, to apply to remove the improvements on the deed of grant in trust.	Section 58(1) Land Act 1994	14/08/2019	16/20/1462
39.41	Chief Executive Officer	Power, as owner of improvements on a deed of grant in trust that has been surrendered, to remove the improvements on the deed of grant in trust with the written approval of the Minister.	Section 58(2) Land Act 1994	14/08/2019	16/20/1462
39.42	Chief Executive Officer	Power, as trustee to leave all or part of the trust land free income that allows the Minister, written, "unlimited" approval to the lease.	Section 57(1) Land Act 1994	14/08/2019	16/20/1462
39.43	Chief Executive Officer	Power to leave the Minister's approval in award a trustee lease.	Section 57(2) Land Act 1994	14/08/2019	16/20/1462
39.44	Chief Executive Officer	Power to leave the Minister's approval in award a trustee lease.	Section 57(3) Land Act 1994	14/08/2019	16/20/1462
39.45	Chief Executive Officer	Power, as trustee lease, to transfer, mortgage or otherwise dispose of a trustee lease subject to the written approval of the Minister and the trustee to the transferee.	Section 58(1) Land Act 1994	14/08/2019	16/20/1462
39.46	Chief Executive Officer	Power to assist against the Minister's decision to refuse to give a trustee, mortgage or otherwise dispose of a trustee lease.	Section 58(3) Land Act 1994	14/08/2019	16/20/1462
39.47	Chief Executive Officer	Power, as trustee, to issue a trustee permit to use all or part of the trust land.	Section 62(1) Land Act 1994	14/08/2019	16/20/1462
39.48	Chief Executive Officer	Power to lodge a trustee permit in the register of titles.	Section 63(1) Land Act 1994	14/08/2019	16/20/1462
39.49	Chief Executive Officer	Power to seek consent to grant trust land used for other purposes together.	Section 62 Land Act 1994	14/08/2019	16/20/1462
39.50	Chief Executive Officer	Power to seek the Minister's approval for rent from a trustee lease or trustee permit to be applied to rent other than on maintenance and enforcement of the trust deed.	Section 63(1) Land Act 1994	14/08/2019	16/20/1462
39.51	Chief Executive Officer	Power, as a trustee person, to apply for approval to keep, sublease or sub-lease trust land free of an authority, in force.	Section 64(1) Land Act 1994	14/08/2019	16/20/1462
39.52	Chief Executive Officer	Power, as trustee, to cancel a trustee lease or trustee permit if the lease or permit does not comply with the conditions of the lease or permit.	Section 65(1) Land Act 1994	14/08/2019	16/20/1462
39.53	Chief Executive Officer	Power to allow the trustee lease or trustee permit to remain the trustee lease or trustee permit, in compliance with the conditions of the lease or permit.	Section 65(2) Land Act 1994	14/08/2019	16/20/1462
39.54	Chief Executive Officer	Power, as trustee of a deed of grant in trust, to mortgage a deed of grant in trust issued prior the commencement of the Land Act 1994, subject to the Minister's approval under section 67(1).	Section 67(1) Land Act 1994	14/08/2019	16/20/1462
39.55	Chief Executive Officer	Power to mortgage a deed of grant in trust issued after the commencement of the Land Act 1994, subject to section 67(1) and (b) and the Minister's approval under section 67(1).	Section 67(1) Land Act 1994	14/08/2019	16/20/1462
39.56	Chief Executive Officer	Power, as trustee of trust land for eminent purposes, to repair or remove structures, monuments or embellishments to a cemetery on trust land.	Section 81(1) Land Act 1994	14/08/2019	16/20/1462
39.57	Chief Executive Officer	Power to ask the Minister that a cemetery on trust land be closed to further burials.	Section 81(1) Land Act 1994	14/08/2019	16/20/1462
39.58	Chief Executive Officer	Power to ask the Minister to sign a cemetery permit, issued for further burials.	Section 81(1) Land Act 1994	14/08/2019	16/20/1462
39.59	Chief Executive Officer	Power to agree to take on the trusteeship of a cemetery from trustees of the cemetery, and to agree on the terms of the trustee.	Section 81(1) Land Act 1994	14/08/2019	16/20/1462
39.60	Chief Executive Officer	Power to seek approval from the Minister in writing, in the absence of any local government, to the absence of any local government.	Section 81(1) Land Act 1994	14/08/2019	16/20/1462
39.61	Chief Executive Officer	Power to apply to the Minister seeking approval to surrender land granted for an estate in the simple for some community, public or similar purpose, the land to the State, and for the issue of a deed of grant in trust under this Act for a community or public purpose.	Section 86(1) Land Act 1994	14/08/2019	16/20/1462
39.62	Chief Executive Officer	Power to apply, for land to be dedicated as a road for public use.	Section 92(1) Land Act 1994	14/08/2019	16/20/1462
39.63	Chief Executive Officer	Power to apply to the Minister to permanently close a road.	Section 96(1) Land Act 1994	14/08/2019	16/20/1462
39.64	Chief Executive Officer	Power to apply to the Minister to temporarily close a road.	Section 96(2) Land Act 1994	14/08/2019	16/20/1462
39.65	Chief Executive Officer	Power, as an adjoining owner of land who makes an application to permanently close a road pursuant to section 96(1) of the Land Act 1994, to ask that the road be re-enclosed with the adjoining owner's adjoining boundaries restored.	Section 95(1) Land Act 1994	14/08/2019	16/20/1462
39.66	Chief Executive Officer	Power to subject a road closure application in response to public notice.	Section 100 Land Act 1994	14/08/2019	16/20/1462
39.67	Chief Executive Officer	Power, as a road owner, to give notice of part of a road closure.	Section 100(2) Land Act 1994	14/08/2019	16/20/1462
39.68	Chief Executive Officer	Power, as a registered owner of land, to apply for the normal opening and closing of roads subject to the conditions in section 103K(1) Land Act 1994.	Section 103K(1) Land Act 1994	14/08/2019	16/20/1462
39.69	Chief Executive Officer	Power, as a registered owner, to ask the Minister to include certain matters in the deed of grant in trust issued under section 103K.	Section 103K(2) Land Act 1994	14/08/2019	16/20/1462

39.109	Chief Executive Officer	Power, as owner of land, improvements on a lease or part of a lease retained under the deletion, to claim compensation.	Section 20(2)(1) Land Act 1994	14/08/2019	16/20/1462
39.110	Chief Executive Officer	Power, as owner of land, to apply against the Minister's decision on compensation payable.	Section 20(2)(1) Land Act 1994	14/08/2019	16/20/1462
39.111	Chief Executive Officer	Power, as owner of land, improvements on all or part of a lease retained under the deletion, to claim compensation.	Section 20(2)(1) Land Act 1994	14/08/2019	16/20/1462
39.112	Chief Executive Officer	Power, as owner of land, to apply against the Minister's decision on compensation payable.	Section 20(2)(1) Land Act 1994	14/08/2019	16/20/1462
39.113	Chief Executive Officer	Power, as a relevant local government of a term or special lease, to oppose against a decision under subsection (2)(b)(i) to allow an entity other than the relevant local government to sell the lease.	Section 20(2)(1) Land Act 1994	14/08/2019	16/20/1462
39.114	Chief Executive Officer	Power, after receiving a notice under section 20(1)(c) or 20(1)(d), at a time of a lease, to make written application for permission to sell the lease.	Section 20(2)(1) Land Act 1994	14/08/2019	16/20/1462
39.115	Chief Executive Officer	Power, as a local government, to apply to the Minister to sell a lease.	Section 20(2)(1) Land Act 1994	14/08/2019	16/20/1462
39.116	Chief Executive Officer	Power, as a lease of a finished lease, to apply to remove the lease's improvements on the lease.	Section 20(2)(1) Land Act 1994	14/08/2019	16/20/1462
39.117	Chief Executive Officer	Power, as a lease of a finished lease, to remove the improvements with the written approval of the Minister.	Section 20(2)(1) Land Act 1994	14/08/2019	16/20/1462
39.118	Chief Executive Officer	Power, as a transferee of a person creating the interest, or the transferee of the person in whose favour the interest is to be created, to sign a document transferring a lease, sublease or licence of land to the transferee.	Section 20(2)(1) Land Act 1994	14/08/2019	16/20/1462
39.119	Chief Executive Officer	Power, as a transferee of the person in whose favour the interest is to be created, to endorse a legal practitioner to sign a document transferring a lease, sublease or licence of land to the transferee.	Section 20(2)(1) Land Act 1994	14/08/2019	16/20/1462
39.120	Chief Executive Officer	Power to lodge a standard form document and amend the standard form document by lodging a further document.	Section 31A, 31B, 31C Land Act 1994	14/08/2019	16/20/1462
39.121	Chief Executive Officer	Power, as a lease, licensee or the holder of a sublease, to apply to transfer a lease, sublease or licence under the Act with the approval of the Minister.	Section 32(1) Land Act 1994	14/08/2019	16/20/1462
39.122	Chief Executive Officer	Power, as a lease, licensee or the holder of a sublease, to apply to the Minister to extend the term mentioned in subsection 32(1).	Section 32(2) Land Act 1994	14/08/2019	16/20/1462
39.123	Chief Executive Officer	Power, as a lease, licensee or the holder of a sublease, to apply a decision of the Minister not to grant the transfer of a lease, sublease or licence.	Section 32(3) Land Act 1994	14/08/2019	16/20/1462
39.124	Chief Executive Officer	Power to surrender a finished lease to the Minister and the registered owner and with the Minister's written approval.	Section 32(4) Land Act 1994	14/08/2019	16/20/1462
39.125	Chief Executive Officer	Power to surrender a lease or part of a lease on terms agreed between the Minister and the lease and with the Minister's written approval.	Section 32(5) Land Act 1994	14/08/2019	16/20/1462
39.126	Chief Executive Officer	Power, as a registered owner, to apply to the Minister to surrender a finished lease.	Section 32(6) Land Act 1994	14/08/2019	16/20/1462
39.127	Chief Executive Officer	Power, as a lease, to apply to the Minister to surrender all or part of a lease.	Section 32(7)(1) Land Act 1994	14/08/2019	16/20/1462
39.128	Chief Executive Officer	Power, as a lease, to permit an inspection to apply to the Minister to surrender all or part of a lease.	Section 32(7)(2) Land Act 1994	14/08/2019	16/20/1462
39.129	Chief Executive Officer	Power, as owner of improvements on a lease that has been surrendered, to apply to remove the owner's improvements on the Minister's written approval.	Section 32(8) Land Act 1994	14/08/2019	16/20/1462
39.130	Chief Executive Officer	Power, as owner of improvements on a lease that has been surrendered, to remove the owner's improvements on the Minister's written approval.	Section 32(9) Land Act 1994	14/08/2019	16/20/1462
39.131	Chief Executive Officer	Power, as a lease, to give notice of the intention to surrender a lease.	Section 32(10) Land Act 1994	14/08/2019	16/20/1462
39.132	Chief Executive Officer	Power to seek the Minister's approval to undertake a lease transfer under the Act.	Section 32(11) Land Act 1994	14/08/2019	16/20/1462
39.133	Chief Executive Officer	Power to seek approval against the Minister's transfer to approve the sublease of a lease transfer under the Act.	Section 32(12) Land Act 1994	14/08/2019	16/20/1462
39.134	Chief Executive Officer	Power to seek the Minister's approval to amend a sublease.	Section 32(13) Land Act 1994	14/08/2019	16/20/1462
39.135	Chief Executive Officer	Power, as a party to a sublease, to fix the end date to refer the dispute to mediation.	Section 33(1) Land Act 1994	14/08/2019	16/20/1462
39.136	Chief Executive Officer	Power, as a party to a sublease, to give notice to the sublease a dispute notice and set the dispute to give information reasonably required for resolving the dispute.	Section 33(2) Land Act 1994	14/08/2019	16/20/1462
39.137	Chief Executive Officer	Power, as a party to a sublease who has received a dispute notice, to respond to the dispute notice and set for further information reasonably required for resolving the dispute.	Section 33(3) Land Act 1994	14/08/2019	16/20/1462
39.138	Chief Executive Officer	Power, as a party to a sublease and where the circumstances of section 33(4)(1) apply, to attempt to resolve the dispute by mediation.	Section 33(4) Land Act 1994	14/08/2019	16/20/1462
39.139	Chief Executive Officer	Power, as a party to a sublease and a party to a dispute, to jointly appoint a mediator to mediate the dispute.	Section 33(5) Land Act 1994	14/08/2019	16/20/1462
39.140	Chief Executive Officer	Power, as a party to a sublease and a party to a dispute, and where the circumstances of section 33(6)(1) apply, to request the prescribed dispute resolution entity to appoint a mediator to mediate the dispute.	Section 33(6) Land Act 1994	14/08/2019	16/20/1462
39.141	Chief Executive Officer	Power, as a party to a sublease and a party to a dispute, to agree to a time for the mediation.	Section 33(7) Land Act 1994	14/08/2019	16/20/1462
39.142	Chief Executive Officer	Power, as a party to a sublease and a party to a dispute, and where the circumstances of section 33(8)(1) apply, to request the prescribed dispute resolution entity to set a time for the mediation of the dispute.	Section 33(8) Land Act 1994	14/08/2019	16/20/1462
39.143	Chief Executive Officer	Power, as a party to a sublease and a party to a dispute that is the subject of mediation, to participate in the mediation, agree to adjust the mediation, and agree to a time for the mediation.	Section 33(9) Land Act 1994	14/08/2019	16/20/1462
39.144	Chief Executive Officer	Power, as a party to a sublease and a party to a dispute that is the subject of mediation, to pay Council's share of the mediator's costs of the mediation or otherwise agree with the other parties to the dispute how the costs of the mediation will be paid.	Section 33(10) Land Act 1994	14/08/2019	16/20/1462
39.145	Chief Executive Officer	Power, as a party to a sublease and a party to a dispute, to jointly appoint an arbitrator to decide the dispute.	Section 33(11) Land Act 1994	14/08/2019	16/20/1462
39.146	Chief Executive Officer	Power, as a party to a sublease and a party to a dispute, and where the circumstances of section 33(12)(1) apply, to request the prescribed dispute resolution entity to appoint an arbitrator to decide the dispute.	Section 33(12) Land Act 1994	14/08/2019	16/20/1462

40.05	Chief Executive Officer	Power to apply to the regulator to require an instrument that the regulator has permitted to be withdrawn	Sections 229(4), 230(4), 231(4) and 232(4)	14/06/2019 16/02/2019 16/02/2019	
40.07	Chief Executive Officer	Power to comply with a requirement of the regulator to deposit an instrument for correction or cancellation	Sections 231(1) and 231(4)	14/06/2019 16/02/2019	
40.08	Chief Executive Officer	Power to comply with a requirement of the regulator to lodge a statement of assets for the ac	Section 230(1) and 230(4)	14/06/2019 16/02/2019	
40.09	Chief Executive Officer	Power to lodge a statement of assets and forward a statement to the regulator on Council's behalf	Section 230(1) and 230(4)	14/06/2019 16/02/2019	
40.10	Chief Executive Officer	Power to request the regulator to withdraw a statement from the regulator on Council's behalf	Section 232(1) and 232(4)	14/06/2019 16/02/2019	
40.11	Chief Executive Officer	Power, as a person affected by a correction, to apply to the Supreme Court for an order that the correction be amended or set aside	Section 230(2), 231(1) and 231(4)	14/06/2019 16/02/2019	
40.12	Chief Executive Officer	Power, as a person with an entitlement to compensation under section 238 or 238A, to apply to the Supreme Court for an order that the compensation be amended or set aside	Section 238(1) and 238A(1)	14/06/2019 16/02/2019	

54 - Planning and Environment Court Act 2016

Register of Delegations
Council to CEO

COG - 2019/09
Admin/2019
Admin/2019

Updated: 14/02/2018
Report Date: 04/07/2018

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	POST & RESOLUTION NUMBER	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
54.1	Chief Executive Officer	Power to start a declaratory proceeding.	Section 11(1) Planning and Environment Court Act 2016	14/08/2014 14/2015/482	
54.2	Chief Executive Officer	Power, at the assessment manager's request, to start a declaratory proceeding for a matter done, to be done or that should have been done in relation to the call-in.	Section 11(2) Planning and Environment Court Act 2016	14/08/2014 14/2015/482	
54.3	Chief Executive Officer	Power, as a party to a PFI Court proceeding, to participate in an ADR process.	Section 14 Planning and Environment Court Act 2016	14/08/2014 14/2015/482	
54.4	Chief Executive Officer	Power, as a party, to confer with the ADR regulator about the way to conduct the PFI Court proceeding.	Section 14 Planning and Environment Court Act 2016	14/08/2014 14/2015/482	
54.5	Chief Executive Officer	Power, as a party to a PFI Court proceeding, to agree to the resolution of all or part of the dispute in an ADR process.	Section 14(3) Planning and Environment Court Act 2016	14/08/2014 14/2015/482	
54.6	Chief Executive Officer	Power, as a party to a PFI Court proceeding, who has agreed on resolution of the dispute, to sign the resolution agreement.	Section 14(1) Planning and Environment Court Act 2016	14/08/2014 14/2015/482	
54.7	Chief Executive Officer	Power, as a party to a PFI Court proceeding, to apply to the PFI Court for an order giving effect to an agreement reached as a result of an ADR process.	Section 14(1) Planning and Environment Court Act 2016	14/08/2014 14/2015/482	
54.8	Chief Executive Officer	Power, as a party to a PFI Court proceeding, to refer to the ADR regulator or mediator for their assistance regarding all or part of the ADR process.	Section 11(2)(b) Planning and Environment Court Act 2016	14/08/2014 14/2015/482	
54.9	Chief Executive Officer	Power, as a party to a PFI Court proceeding, for which the ADR regulator is acting, or an amended power, to apply for a court review.	Section 11(2)(b) Planning and Environment Court Act 2016	14/08/2014 14/2015/482	
54.10	Chief Executive Officer	Power, as a party to a PFI Court proceeding, to consent in writing to the ADR regulator making an order or decision in the proceeding.	Section 11(1)(d) Planning and Environment Court Act 2016	14/08/2014 14/2015/482	
54.11	Chief Executive Officer	Power to consent to a person starting a declaratory proceeding or a proceeding for an enforcement order under the Planning Act on behalf of Council.	Section 11(2)(a) Planning and Environment Court Act 2016	14/08/2014 14/2015/482	
54.12	Chief Executive Officer	Power to pay the expenses, including legal costs, incurred by the representative in relation to the proceeding.	Section 11(3) Planning and Environment Court Act 2016	14/08/2014 14/2015/482	
54.13	Chief Executive Officer	Power, as a party to a PFI Court proceeding, to appeal a decision in the proceeding.	Section 14(1) Planning and Environment Court Act 2016	14/08/2014 14/2015/482	
54.14	Chief Executive Officer	Power to apply to the Court of Appeal for leave to appeal.	Section 14(1) Planning and Environment Court Act 2016	14/08/2014 14/2015/482	
54.15	Chief Executive Officer	Power to file and serve a Notice of Appeal following the granting of leave by the Court of Appeal.	Section 14(1) Planning and Environment Court Act 2016	14/08/2014 14/2015/482	

Delegations Register Update 2019/10

The following updates to the [Delegations Register Service](#) have been implemented and are now available for your review:

New registers

Economic Development Act 2012 - CEO to employee or contractor
Environmental Protection (Water and Wetland Biodiversity) Policy 2009 - Council to CEO
Environmental Protection Regulation 2019 - Council to CEO
Plumbing and Drainage Act 2018 - Council to CEO
Plumbing and Drainage Regulation 2019 - CEO to employee or contractor
Plumbing and Drainage Regulation 2019 - Council to CEO
Waste Reduction and Recycling Act 2011 - CEO to employee

Changes of substance to existing registers

Building Regulation 2006 - Council to CEO
Coastal Protection and Management Act 1995 - Council to CEO
Environmental Offsets Act 2014 - Council to CEO
Environmental Protection Act 1994 - Council to CEO
Land Act 1994 - Council to CEO
Land Title Act 1994 - Council to CEO
Liquor Act 1992 - CEO to employee or contractor
Local Government Regulation 2012 - Council to CEO
Mineral and Energy Resources (Common Provisions) Act 2014 - Council to CEO
Mineral Resources Act 1989 - Council to CEO
Nature Conservation Act 1992 - Council to CEO
Planning Act 2016 - CEO to employee or contractor
Planning and Environment Court Act 2016 - Council to CEO
Public Health Act 2005 - Council to CEO
Queensland Heritage Act 1992 - CEO to employee or contractor
Waste Reduction and Recycling Act 2011 - Council to CEO
Water Act 2000 - Council to CEO
Water Supply (Safety and Reliability) Act 2008 - Council to CEO
Work Health and Safety Act 2011 - Council to CEO

Changed reprint numbers only

Aged Care Act 1997 (Cth) - Council to CEO
Body Corporate and Community Management (Accommodation Module) Regulation 2008 - Council to CEO
Body Corporate and Community Management (Commercial Module) Regulation 2008 - Council to CEO
Body Corporate and Community Management (Small Schemes Module) Regulation 2008 - Council to CEO
Body Corporate and Community Management (Specified Two lot Schemes Module) Regulation 2011 - Council to CEO
Body Corporate and Community Management (Standard Module) Regulation 2008 - Council to CEO
Body Corporate and Community Management Act 1997 - Council to CEO
Building Act 1975 - CEO to employee

https://www.lgaq.asn.au/group/guest/delegations-register/-/asset_publisher/FdpskmQ... 17/01/2020

Building Act 1975 - Council to CEO
Disaster Management Regulation 2014 - Council to CEO
Electricity Act 1994 - Council to CEO
Electricity Regulation 2006 - Council to CEO
Environmental Offsets Act 2014 - CEO to employee or contractor
Environmental Offsets Regulation 2014 - Council to CEO
Environmental Protection Act 1994 - CEO to employee
Housing Act 2003 - CEO to employee or contractor
Housing Act 2003 - Council to CEO
Housing Regulation 2015 - Council to CEO
Industrial Relations Act 2016 - Council to CEO
Information Privacy Act 2009 - CEO to employee or contractor
Information Privacy Act 2009 - Council to CEO
Integrity Act 2009 - CEO to employee or contractor
Land Access Ombudsman Act 2017 - Council to CEO
Land Valuation Act 2010 - Council to CEO
Local Government Act 2009 - CEO to employee
Local Government Act 2009 - Council to CEO
Local Government Regulation 2012 - CEO to employee
Mining and Quarrying Safety and Health Regulation 2017 - Council to CEO
Nature Conservation (Administration) Regulation 2017 - Council to CEO
Nature Conservation (Protected Areas Management) Regulation 2017 - Council to CEO
Nature Conservation (Wildlife Management) Regulation 2006 - Council to CEO
Planning Act 2016 - Council to CEO
Planning Regulation 2017 - Council to CEO
Public Health Act 2005 - CEO to Employee or Contractor
Public Health Regulation 2018 - Council to CEO
Public Interest Disclosure Act 2010 - CEO to employee or contractor
Public Interest Disclosure Act 2010 - Council to CEO
Queensland Reconstruction Authority Act 2011 - Council to CEO
Residential Tenancies and Rooming Accommodation Act 2008 - Council to CEO
Right to Information Act 2009 - CEO to employee or contractor
Right to Information Act 2009 - Council to CEO
Tobacco and Other Smoking Products Act 1998 - CEO to employee or contractor
Tobacco and Other Smoking Products Act 1998 - Council to CEO
Transport Infrastructure (Public Marine Facilities) Regulation 2011 - Council to CEO
Transport Infrastructure Act 1994 - CEO to employee or contractor
Transport Infrastructure Act 1994 - Council to CEO
Transport Operations (Marine Safety) Act 1994 - CEO to employee or contractor
Transport Operations (Marine Safety) Act 1994 - Council to CEO
Transport Operations (Marine Safety) Regulation 2016 - Council to CEO
Transport Operations (Road Use Management) Act 1995 - CEO to employee or contractor
Transport Operations (Road Use Management) Act 1995 - Council to CEO
Transport Operations (Road Use Management—Accreditation and Other Provisions) Regulation 2015 - Council to CEO
Transport Operations (Road Use Management—Road Rules) Regulation 2009 - Council to CEO
Transport Operations (Road Use Management—Vehicle Registration) Regulation 2010 - Council to CEO
Waste Reduction and Recycling Regulation 2011 - Council to CEO
Water Regulation 2016 - Council to CEO
Water Supply (Safety and Reliability) Act 2008 - CEO to employee
Work Health and Safety Regulation 2011 - Council to CEO
Workers Compensation and Rehabilitation Regulation 2014 - Council to CEO

https://www.lgaq.asn.au/group/guest/delegations-register/-/asset_publisher/FdpskmQ... 17/01/2020

Delegations Register Update 2019/10 - update history

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These updates are current as at **17/09/2019**.

Should you have any questions regarding the updates or the Delegations Register Service please do not hesitate to call 1300 542 700 or email ask@lgaq.asn.au

https://www.lgaq.asn.au/group/guest/delegations-register/-/asset_publisher/FdpskmQ... 17/01/2020

10.5 Application for Section 236 Local Government Regulation 2012 Exception for Renewal of Lease - Lot 2 on RP53576

Date: 09 January 2020
Author: Julie Millard, Property Officer; Caitlan Natalier, Legal Services and Property Coordinator
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The Lessee has requested a renewal of the lease for the purpose of a youth service agency and related services and activities over Lot 2 on RP 53576 located at 119 Spencer Street, Gatton. The purpose of this report is to consider the request and apply the exception from tendering under Section 236(1)(c)(iii) of the *Local Government Regulation 2012* to enable a new lease to be offered.

Officer's Recommendation:

THAT with respect to the request for the renewal of the lease over Lot 2 on RP 53576 to Downs Industry Schools Co-operation Incorporated (DISCO), Council resolve to apply the exception contained in Section 236(1)(c)(iii) of the *Local Government Regulation 2012*; and authorise the Chief Executive Officer to negotiate a new lease for at least four (4) years with DISCO as existing Lessee, on terms satisfactory to Council.

Report**1. Introduction**

The purpose of this report is to discharge Council's statutory obligations to enable a new lease to be offered to the existing Lessee, Downs Industry Schools Co-operation Incorporated (Lessee), on terms satisfactory to Council.

2. Background

The Lessee currently leases Lot 2 on RP 53576 situated at 119 Spencer Street, Gatton (leased premises) for its youth service agency and related services and activities.

The current lease commenced on 4 April 2016 and is due to expire on 3 April 2020.

On 2 December 2019, and in accordance with the lease terms, the Lessee requested a renewal of the lease on expiry of the current term.

3. Report

The leased premises comprises approximately 763m², is freehold land and is zoned Commercial. The leased premises contains an older high set house.

There has been no history of complaints or tenancy issues during the current 4 year lease term and no breaches have been identified or actioned.

The Lessee currently pays \$15,760.32 including GST per annum and all outgoings. It is proposed the rental for the new lease will continue on from the rental the Lessee is currently paying with annual CPI increases.

Council's Finance and Customer Services team have advised that they have had no issues with the Lessee paying the annual rent and that they support the recommendation made in this Report.

Council's Building and Facilities team have advised that they support the recommendation made in this Report.

The recommendation made in this report will enable Council to apply the statutory exception from tendering and offer a new lease to the existing Lessee with the Chief Executive Officer being delegated authority to negotiate satisfactory lease terms consistent with those noted above.

4. Policy and Legal Implications

Section 236(1)(c)(iii) of the *Local Government Regulation 2012* provides an exception from the requirement to go to tender if the disposal is for the purpose of renewing a lease to the existing tenant.

5. Financial and Resource Implications

The Lessee will be responsible for all repairs and maintenance to its improvements, all outgoings, maintenance of lawns and gardens, as well as lease registration costs. The Lessee is entitled to apply for grants and other funding to assist with covering these expenses.

Council will be responsible for any structural damage to ensure it remains structurally sound and fit for the Lessee's purpose.

No further financial implications are anticipated for Council as the lease documents can be prepared internally by Council's Property Officer.

6. Delegations/Authorisations

The Chief Executive Officer, through the Legal Services and Property Team, shall be authorised to do all things necessary to negotiate a lease with the existing Lessee on the terms and conditions recommended in this report.

7. Communication and Engagement

The Property Officer will engage with the Lessee to finalise a new lease. The Chief Executive Officer and the Legal Services and Property Coordinator will be involved as necessary to negotiate satisfactory lease terms and provide support to the Property Officer.

Council's Finance and Customer Services Team and Building and Facilities Team have been consulted in the preparation of this report and their comments are included in the body of this report.

8. Conclusion

The recommendation made in this report will enable Council to meet its statutory obligations before offering a new lease to the existing Lessee.

9. Action/s

1. Advise the Lessee of Council's resolution;
2. Negotiate lease terms and prepare the lease;
3. Finalise the lease.

Attachments

[1](#) Attachment 1 - Aerial Map 1 Page

10.6 Lease - Lockyer Regional Performing Arts Inc - Part of Lot 1 on RP148894 situated at Laidley Cultural Centre

Date: 15 January 2020
Author: Julie Millard, Property Officer; Caitlan Natalier, Legal Services and Property Coordinator
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The purpose of this report is to consider a request by the Lockyer Regional Performing Arts Inc to enter in to a Lease over part of Lot 1 on RP 148894 situated at the Laidley Cultural Centre, 3 Laidley Plainland Road, Laidley North. If the request is granted, the application of statutory exception from tendering in Section 236(1)(b)(ii) of the *Local Government Regulation 2012* must be applied by resolution before a lease can be granted.

Officer's Recommendation:

THAT with respect to the request by the Lockyer Regional Performing Arts Inc to enter into a Lease over part of Lot 1 on RP 148894, Council resolve to:

- a) **apply the exception contained in Section 236(1)(b)(ii) of the *Local Government Regulation 2012*; and**
- b) **delegate authority to the Chief Executive Officer to negotiate a Lease on terms satisfactory to Council;**

And further;

THAT the Lockyer Regional Performing Arts Inc be advised that they can apply for assistance to cover the lease costs through Councils Community Grants Program

Report

1. Introduction

The purpose of this report is to respond to a request by the Lockyer Regional Performing Arts Inc ("Club") to enter into a Lease over part of Lot 1 on RP 148894 situated at the Laidley Cultural Centre, 3 Laidley Plainland Road, Laidley ("the Land") for the purpose of storing costumes and holding monthly club meetings and discharge Council's statutory obligations before formal tenure is offered.

2. Background

In approximately 2015 the Club was given the use of the old tennis club building ("building") by Council for the storage of costumes as the result of a Council Work Place Health and Safety audit of the Laidley Cultural Centre. Audit concerns were around the costumes being stored under the stage and being a fire and rodent hazard. There were also concerns regarding the amount of sets stored on the mezzanine stage right. A solution was found by moving the costumes to the building and the sets moved to be stored under the stage. No formal agreement was entered in to with Council for the use of the building.

Following discussions with Mayor Milligan, the President and Treasurer of the Club contacted Council requesting to secure their tenure by way of a formal agreement with Council for their current use of the building for the purpose of storing costumes and holding monthly club meetings.

3. Report

The building that is currently used by the Club is shown on the **attached** Aerial Plan and contains approximately 62m². The building was previously used as a tennis clubhouse when the tennis courts were used on the land. The building is situated on freehold land and is zoned as Community Purpose, Open Space and Reserves.

As the Club is a community organisation and does not operate for the purpose of obtaining a profit, it is recommended that Council apply the exception contained in Section 236(1)(b)(ii) of the *Local Government Regulation 2012* in order to offer the Club a lease over the building.

The Club has advised that they have limited funds and are concerned they would be unable to enter in to a lease if they were required to pay for the following lease related costs:

1. Lease Survey Costs - Approximately \$2,500.00
 2. Department of Natural Resources, Mines and Energy (DNRME) Lease and Survey Plan Registration Costs - Approximately \$603.00
- Approximate Total Costs = \$3,706.00**

The Club have requested Council be responsible for the above costs which are ordinarily paid by the Lessee.

In the past similar requests have been made to Council and in the past two years Council have entered into approximately five Leases with Community Groups and have agreed to cover costs for Survey Plan Fees for one Community Group.

Council's Sports, Recreation and Community Grants Officer has advised it is possible for the Club to apply for grants up to \$4,000.00 to cover the survey and lease registration costs. The current Community Group Funding round closes on 31 January 2020 with the next round opening in September 2020.

The Club has advised that they would be able to pay the annual rent of approximately \$130.00 (plus GST) with annual CPI increases and outgoings. Under the current arrangement the Club does not pay for any outgoings.

Council's Building and Facilities Team have inspected the building and have advised that there is no water supply to the building and no separate meter for electricity has been installed. If Council wish to recoup the power costs a separate metre would need to be installed at a cost of approximately \$3,500.00.

The following options are available to Council:

1. Council advise the Club that they will be responsible to cover the Survey Plan Costs and DNRME Registration Costs and direct them to Council's Community Grants; or
2. Council agree to pay for the Survey Plan Costs and DNRME Registration Costs; or
3. Council agree to share the Survey Plan Costs and DNRME Registration Costs.

It is recommended that Council offer a Lease on the basis the Club covers the lease costs noting that the Club can apply for grants to assist. This provides consistency with how Council have responded to other requests and also meets Council's statutory obligations to enable the Chief Executive Officer being delegated authority to negotiate satisfactory lease terms.

4. Policy and Legal Implications

Council's Building Certifier has advised that Council has no records for the building. It appears from aerial imagery the building was constructed between 1982 and 1988 however no certificate of classification has been issued. As the previous use was for clubhouse purposes the risk to Council if the building is to be used for storage and monthly club meetings is low.

As the Club falls within the definition of a Community Organisation, the exception contained in Section 236(1)(b)(ii) of the *Local Government Regulation 2012* can be applied.

5. Financial and Resource Implications

The rental (\$130.00 plus GST) and annual CPI reviews proposed for the new lease is consistent with the rental applied to other leases granted by Council to community organisations and clubs and is equivalent to the appropriate state lease rental category.

The Lessee will be responsible for all repairs and maintenance excluding statutory and capital maintenance. The Lessee is entitled to apply for grants and other funding to assist with covering expenses.

The Lessee would also be responsible to obtain public liability insurance and contents insurance.

If the Recommendation is accepted by Council, the lease costs of approximately \$3,706.00 will be covered by the Club. If Council wishes to pay for or contribute to the costs there is no current budget allocation to cover these costs and they would need to be absorbed by the Legal Services and Property budget.

No further financial implications are anticipated for Council as the lease documents can be prepared internally by Council's Property Officer.

6. Delegations/Authorisations

The Chief Executive Officer, through the Legal Services and Property Team, shall be authorised to do all things necessary to negotiate a lease with the existing tenant on the terms and conditions recommended in this report.

7. Communication and Engagement

The Property Officer will engage with the Lessee to finalise a lease. The Chief Executive Officer and the Legal Services and Property Coordinator will be involved as necessary to negotiate satisfactory lease terms and provide support to the Property Officer.

Council's Plumbing and Building Team and Buildings and Facilities Team have been consulted in the preparation of this report and their comments are included in the body of this report.

8. Conclusion

The recommendation made in this report will enable Council to meet its statutory obligations before offering a lease to the existing tenant.

9. Action/s

1. Advise the Club of Council's resolution;
2. Negotiate lease terms and prepare the lease; and
3. Finalise the lease.

Attachments

[1](#)  Map 1 Page

3. Report

An Aerial Plan showing the current leased area (the whole of the land) is **attached** to this Report.

The leased premises comprises approximately 2.9 hectares and is a reserve for recreation purposes.

The Lessee currently pays rental of \$127.00 plus GST per annum and all outgoings. It is proposed to increase the new rental to \$130.00 plus GST per annum with annual CPI increases. The proposed new rental is equivalent to the appropriate state lease rental category.

The Lessee currently operates three days per week, Monday, Wednesday and Friday from 9.00am to 3.00pm and has six active volunteers. They are now established and a new lease would enable them to promote their programs further.

The Lessee has engaged with all local disability support service providers and has advised they have received good feedback for future participants use. To date the focus has been on establishing participation by disability support service participants.

The Lessee has engaged with the Withcott Rural Fire Brigade to discuss strategies and prepare in case of a bush fire emergency. The Withcott Rural Fire Brigade has also offered suggestions in relation to hazard reduction.

The Lessee have seven regular participants and three sporadic participants who come from Karang Disability Services, Magenta Community Services, Anuha, Breakaway and Lifeline. Due to the drought and heat and no airconditioning in the classroom numbers have decreased in the last couple of months. They are expecting numbers to increase when it becomes cooler.

The Lessee are currently offering craft classes, gardening and propagation classes and cooking classes. The cost is \$1.00 per hour and participants receive access to the facility and assistance if required. The profit to date from participant use is applied to cover the program costs including the cost of tea, coffee and craft supplies.

The community classroom is being used for craft and cooking classes and the nursery area is being utilised for plants which are for sale to the public. The profit from the sale of plants is put towards the cost of electricity, insurance, garden soil etc.

The Lessee has planted seven raised garden beds with vegetables and herbs. They also have a small chook pen with four chickens.

The Lessee has cleaned up the immediate area surrounding the buildings, spread gravel to assist with access, erected a chicken coup and weed control is ongoing. Photos are **attached** to this Report. In the near future they would like to offer environmental awareness and weed control discussions, have open market days and undertake the planting of Australian Native Belah trees.

The Lessee and Volunteers have collected the seeds from the Native Belah trees and have advised they will be propagating them in the near future. They have engaged with 'Friends of the Escarpment' who have attended the facility to assist with weed control and discuss weed control with the participants.

The Lessee has supplied Council with copies of attendance records and all invoices to date. They have also supplied Council with a summary of income and expenditure.

Council's Environment and Pest Department have advised that their site inspections have indicated that the Lessee is looking after the place well and has undertaken weed control and site clean up as well as constructing gardening beds. They have advised that they have also established the nursery and it is intended they will start producing native tube stock plants early in 2020. The Environment and Pest Department have advised they are now looking for opportunities to work with the Lessee to deliver free tree programs.

The Lessee has requested a longer lease term to be able to include longer term goals for participants and the wider community. In light of this it is proposed to offer a lease term of at least five years. A Trustee Lease may be offered for a term of 20 years but cannot contain any renewal options.

Council's Manager Infrastructure Planning and Design has advised that the proposed Lease has no real impact on Meadows Road or the shared turnout into the property.

Council's Environment and Pest team have advised that they support the recommendation made in this Report.

The recommendation will enable the Lessee to continue the management of the site and promote and grow their environmental programs.

4. Policy and Legal Implications

Section 236(1)(c)(iii) of the *Local Government Regulation 2012* provides an exception from the requirement to go to tender if the disposal is for the purpose of renewing a lease to the existing tenant.

5. Financial and Resource Implications

The rental proposed for the new Trustee Lease is consistent with the rental applied to other leases granted by Council to community organisations and clubs and is equivalent to the appropriate state lease rental category.

The Lessee will be responsible for all outgoings including waste removal, septic pump out, electricity and insurance. The Lessee will be responsible for all repairs and maintenance to its improvements as well as lease registration costs. The Lessee is entitled to apply for grants and other funding to assist with covering expenses. The preparation of the Trustee Lease can be undertaken internally by Council's Property Officer.

6. Delegations/Authorisations

The Chief Executive Officer, through the Legal Services and Property Team, shall be authorised to do all things necessary to negotiate a Trustee Lease with the existing Lessee on the terms and conditions recommended in this Report.

7. Communication and Engagement

The Property Officer shall be responsible for engaging with the Lessee to finalise a new Trustee Lease. The Chief Executive Officer and the Legal Services and Property Coordinator will be involved as necessary to negotiate satisfactory lease terms and provide support to the Property Officer.

Council's Infrastructure Works and Services Team, Environment and Pest Team and Building and Facilities Team have been consulted in the preparation of this report and their comments are included in the body of this report.

8. Conclusion

The Recommendation made in this Report will enable Council to meet its statutory obligations before offering a new Trustee Lease to the existing Lessee.

9. Action/s

1. Advise the Lessee of Council's resolution;
2. Negotiate lease terms and prepare the Trustee Lease; and
3. Finalise the Trustee Lease.

Attachments

[1](#)  Map 1 Page



	Lockyer Community	Lockyer Bus, Farm & Live	Lockyer Nature	Lockyer Planned	Lockyer Leadership & Council
Total action items for 2019-20	13	7	11	13	19
Timing of Delivery					
On Time	8	6	10	9	13
Re-scheduling Expected	3	1	1	3	4
To be deferred	0	0	0	0	2
Item completed	2	0	0	1	0
Scope of Works					
Item completed – benefits achieved	2	0	0	1	0
Benefits to be achieved	11	6	10	12	15
Benefits in doubt	0	1	1	0	3
Benefits won't be achieved	0	0	0	0	1
Risk Management					
Identified risk/s within appetite	12	6	8	9	13
Identified risk/s being managed	1	1	3	4	6
Identified risk/s not being managed	0	0	0	0	0

Key highlights for the second quarter performance report on the 2019-20 Operational Plan include:

- 3 operational plan action items have been completed. 2 in Lockyer Community and 1 in Lockyer Planned.
- 2 operational plan action items in the Lockyer Leadership and Council have been deferred to a future financial year.

4. Policy and Legal Implications

Section 174(3) of the *Local Government Regulation 2012* requires the Chief Executive Officer to present a written assessment of local government's progress towards implementing the annual Operational Plan at meetings of the local government. These reports are required to be made at regular intervals of not more than three months. This report presents the second quarter performance report on the 2019-20 Operational Plan.

5. Financial and Resource Implications

The financial performance of each operational plan theme provides an indication on the progress of action items or of constraints in delivering the action items for the 2019-20 Operational Plan. Overall, financial performance is within budget tolerances and aligns to the delivery of action items.

A summary of financial performance against each operational plan theme is set out in the following table:

Theme	Operating Revenue		Operating Expense		Capital Revenue		Capital Expense	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual

Lockyer Community	839,848	391,243	3,912,771	2,005,493	432,500	432,500	424,000	436,915
Lockyer Bus, Farm & Live	2,415,674	1,743,243	4,356,031	2,275,353	0	0	36,988	13,800
Lockyer Nature	676,950	218,921	1,611,101	380,271	0	0	25,000	0
Lockyer Planned	14,307,566	6,634,146	17,699,656	9,277,187	1,660,744	935,775	15,973,979	5,298,115
Lockyer Lead & Council	41,854,314	19,379,972	29,703,579	14,616,233	578,850	274,012	5,131,405	943,636
Total	60,094,352	28,367,525	57,283,138	28,554,537	2,672,094	1,642,287	21,591,372	6,692,466

	Lockyer Community	Lockyer Bus, Farm & Live	Lockyer Nature	Lockyer Planned	Lockyer Leadership & Council
Total action items for 2019-20	13	7	11	13	19
Within Operational Allocation	8	1	1	7	13
Budget on Track	5	6	9	5	3
Budget Underspent	0	0	0	0	3
Budget Overspent	0	0	1	1	0

6. Delegations/Authorisations

No delegations are required for this report and existing authorities are appropriate for the delivery of the 2019-20 Operational Plan action items.

7. Communication and Engagement

The significant achievements of the 2019-20 Operational Plan are regularly reported through corporate communications and media channels. The second quarter performance report on the 2019-20 Operational Plan will be published on Council's website.

8. Conclusion

The second quarter performance report for the 2019-20 Operational Plan is a statutory requirement and informs Council and the community on the performance of Council against yearly programs and activities in line with the Corporate Plan 2017-2022.

9. Action/s

1. Publish on Council's website.
2. Publish on the Big Tin Can Hub.

Attachments

1 [↓](#) Second Quarter Performance Report 14 Pages

Lockyer Community: Our healthy community welcomes the spirited diversity found within our region. Times of hardship highlight our resilience. Our high standards support our quality of life and vibrancy while providing a dynamic and safe place full of opportunity. We strive to build on who we are and all that our region has to offer by connecting business, the community and government.

1.1 A Community with fair and reasonable access to services

Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators				Second Quarter Progress Comments
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope	Risk	
1.1.1	To improve labour hire compliance and increase backstacker entry collaborate and share information with the following key agencies: Australian Taxation Office, Fair Work, Queensland Office, Australian Border Force, Queensland Fire and Emergency Services, Queensland Police Service, Australian Federal Police, WorkSafe Queensland, Office of Industrial Relations, Department Transport and Main Roads, Labour Hire Licensing Compliance Unit.	Host backstacker BBQ's to enable information sharing Host a inter-agency forum with relevant agencies	4 Backstacker BBQ's conducted 1 inter-agency forum conducted	Monthly reporting	Executive Office	R1 - Political R1 - Reputation and goodwill	30-Jun-20	Re-schedule expected	Within operational adhesion	Benefits to be achieved	Identified risk/s within appetite	The success of the inter-agency forum and the BBQ's have been well received and will need to be more than one year regular for the success of the program. The Strehly Day Adventist Church now conducts a soup kitchen each Monday that draws a significant number from the backstacker community and any consultation or promotion required is integrated with this ongoing event.
1.1.2	Develop an engagement plan to establish new ways to engage with Library members including new residents, parents, young people, seniors and professionals.	Engagement program (including Library surveys) complete and plan developed	100% of the engagement program completed and plan adopted by Council	Plan documentation	Corporate and Community Services	R1 - Reputation and goodwill	30-Jun-20	On time	Budget on track	Benefits to be achieved	Identified risk/s within appetite	Some areas of the Engagement Program have been able to be achieved prior to the program being fully developed. These ideas including a non-library membership brochure/card has been produced and distributed to agencies where new residents meet. Staff and Councilors have been developed and will be distributed every next quarter.

1.2 Council optimises the use of its open spaces and facilities by improving access to and the quality of the facilities for individuals and groups for cultural, recreational and community activities.

Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators				Second Quarter Progress Comments
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope	Risk	
1.2.1	Investigate and plan for the implementation of enhanced self-service opportunities in the Libraries around photocopying, printing and device management. Develop a marketing plan for Library events to increase community participation.	Research, complete and implementation plan developed Library event marketing plan completed	Plans developed and adopted by Council	Self-service development plan Library Marketing Plan	Corporate and Community Services	R2 - Provision of core services now and into the future	31-Mar-20	On time	Budget on track	Benefits to be achieved	Identified risk/s within appetite	Scope documentation for self-service solutions has been developed and implemented. Self-service devices for both libraries. Printing and photocopy solutions are also being researched. The engagement plan and marketing plan are in draft stages and consultation with the community engagement team has commenced. The plan format has changed since inception and will be a template format for specific engagement and marketing. The Library survey has been conducted by Library staff.
1.2.2	To improve recreational opportunities for the greater Hutton Vale Community deliver Stage 1 of the Hutton Vale Park project.	Stage 1 Project completed	100% of stage 1 project delivered	Budget reporting	Infrastructure Works and Services	U42 - Delivering major projects (time, cost, scope and quality) R1 - Reputation and goodwill	30-Jun-20	On time	Within operational adhesion	Benefits to be achieved	Identified risk/s being managed	Hutton Vale Park project on track with works currently focusing on finalising detail design. A significant procurement plan has been created for stage 1 works identifying the form of procurement that are required. A grant application has been submitted to the Queensland Government for funding for the project. The Queensland Government has been submitted to the Federal Government online with recommendations from the environmental assessment that was carried out on-site.

1.3 Enhanced wellbeing and safety of the community.

Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators				Second Quarter Progress Comments
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope	Risk	
1.2.3	Review the Public Parks Strategy document to develop a delivery plan for the report's parks and gardens.	A fully costed delivery plan for the report's parks and gardens approved by Council	Delivery plan adopted by Council	Plan documentation	Infrastructure Works and Services	IA1 Planning, managing and maintaining assets for the future	30-Jun-20	On time	Budget on track	Benefits to be achieved	Identified risks within appetite	Ongoing works occurring to align investment plan with the Local Government Infrastructure Investment Plan. The plan has been approved by Council. The plan is being implemented with the intention of providing a high level of maintenance of parks in coming years.
1.2.4	Appoint a Manager for the Lockyer Valley Sports and Aquatic Centre and the Bill Ryan Memorial Pool	Management agreement determined and completed	Management agreement adopted by Council and implemented	Management Agreement and Council Business Papers	Corporate and Community Services	RC1 - Provision of core services now and into the future R1 - Reputation and goodwill	30-Aug-19	Item completed	Budget on track	Item completed - benefits achieved	Identified risks within appetite	Council adopted the recommendation made to approved the tender received from Swim Fit QLD Pty/L for the management of the Lockyer Valley Sports and Aquatic Centre and the Bill Ryan Memorial Pool for a period of 5 years at its prevailing rate on the 12 June 2019. The management agreement was developed and received on the 31 July 2019.
1.3.1	Review and update Closed Circuit Television (CCTV) related policy, procedures and Memorandums of Understanding (MOUs)	Documents updated	Updated documents approved	Policy Register	Corporate and Community Services	FE2 - Decision making transparency, due diligence, accountability and sustainability	31-Mar-20	Re-scheduling expected	Within operational allocation	Benefits to be achieved	Identified risks within appetite	The Review and update of Closed Circuit Television (CCTV) related policy, procedures and Memorandums of Understanding (MOUs) has commenced with the majority of work expected to be completed in March 2020, potentially resulting in the completion date being pushed back to June 2020. The delays are due to conflicting operational priorities and projects.
1.3.2	Review historical building applications to identify status of approvals and enable applications to be finalised.	Status of approvals determined Building Approval Process Completed	100% of status of building approvals determined 10% Building approval completed	Building records, TechOne and ECM	Organisational Development and Planning	LCL1 - Legal compliance and liability	30-Jun-20	On time	Within operational allocation	Benefits to be achieved	Identified risks within appetite	Project ahead of targeted completion, expected to be finalised 2020.
1.3.3	Undertake the Funding Enhancement Program to ensure compliance with the Planning and Drainage Act.	Identified non-compliant systems access, rectified and approved	100% of identified non-compliant systems approved	Planning records, TechOne and ECM	Organisational Development and Planning	LCL1 - Legal compliance and liability	30-Jun-20	On time	Within operational allocation	Benefits to be achieved	Identified risks within appetite	No current claims, no new non-compliant systems identified.

1.4 Council seek to understand community needs, resulting in partnerships that realize long-term benefits for the community in a timely manner.

Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators			Second Quarter Progress Comments	
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope		Risk
1.4.1	Finalise the Galton Showground Masterplan.	Showgrounds masterplan finalised	100% completed and adopted by Council.	Council Resolution	Corporate & Community Services	1.4.1 - Planning, managing and monitoring assets for the future	30-Sep-19	Item completed	budget on track	Item completed	Identified risks within appetite	The Galton Showground Master Plan has been finalised and adopted at the September Ordinary Council meeting.
1.4.2	Identify and document current arrangements with community and sporting groups on the use of Council facilities.	Arrangements identified and documented	100% of arrangements identified and documented	Project documentation	Corporate and Community Services	FE1 - Financial sustainability R1 - Reputation and goodwill	31-Oct-19	Rebudgeting expected	Within operational allocation	Benefits to be achieved	Identified risks within appetite	A draft lease matrix was developed in the first quarter for council's community facilities. A project group of key council staff has been formed to identify and document the arrangements of all community and sporting groups along with the development of an adaptable framework for the future management of council's facilities. Funding has been provided to the District Councilor Workshop on the usage of models for the management of sporting facilities across the region for Council to consider.

1.5 Events and activities that bring together and support greater connectivity in the community.

Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators			Second Quarter Progress Comments	
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope		Risk
1.5.1	Commence implementation of the Lockyer Valley Event Strategy identified action plan.	Identified 2019-21 action plan items completed	60% of 2019-21 action items completed	Completed stakeholder and attendance at 2019-21 monthly reporting	Executive Office	R1 - Reputation and goodwill FE1 - Financial sustainability	30-Jun-20	On time	Within operational allocation	Benefits to be achieved	Identified risks within appetite	In line with the expectation and direction outlined within the Lockyer Valley Event Strategy, a full deliver of the Underly Spring Festival has been completed with internal and external stakeholders. As a result of the deliver, a plan to rationalise the event along with all Council delivered and assisted events has been developed and presented at a Councilor Workshops.

1.6 The community's preparedness for disasters is improved through community education, training and strong partnerships between Council and other agencies

Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators			Second Quarter Progress Comments	
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope		Risk
1.6.1	Plan and conduct an annual Disaster Exercise involving Council business units, the community and other entities and State agencies.	Annual exercise conducted	Annual disaster exercise is conducted to improve disaster management preparedness	Post-exercise report sourced from participants and observer feedback.	Corporate & Community Services	R1 - Reputation and goodwill P1 - Political	31-Mar-20	On time	Within operational allocation	Benefits to be achieved	Identified risks within appetite	Disaster activations (town & operation) did occur during October and November 2019 for Lockyer Valley Bushfire activities. Activation drills conducted with Local Disaster Management Groups, Local Disaster Coordination Centre and Evacuation Centre staff with post-activation lesson learnt in a report on completion. A report on the Council's compliance with Disaster Management Act 2018 was also completed. Council's legislation, Exercise Shalyground which was originally scheduled to be conducted on the 5 November 2019 will now be conducted in the third quarter.

Lockyer Business
Our business community is a thriving and inclusive network where it is easy to do business. We create opportunities and encourage innovation that inspires business confidence and collaborative partnerships.

Lockyer Farming
As custodians we manage our water and land assets to ensure our farming future. We pride ourselves on our innovation and clean, green reputation. We work together to support our farmers of current and future generations.

Lockyer Livelihood
We are a community where lifelong learning opportunities exist. Our quality education facilities are highly regarded and provide diverse career pathways. We look to develop skills and generate job opportunities for all.

2.1 Encourage opportunities for the Lockyer Valley to drive economic and community outcomes.

Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators			Second Quarter Progress Comments	
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope		Risk
2.1.1	Advocate for business opportunities and economic enablers for the region from the inland fall project.	Employment opportunities for the region are maintained	Opportunities maintained	Minutes of meetings Council updates and reports	Executive Office	R1 - Political Repatriation and goodwill	30 Jun-20	On time	Budget on track	Benefits to be achieved	Identified risk/s within appetite	Council is seeking funding under the Inland Fall Interlink improvement Program being administered by the Department of Infrastructure, Transport, Cities and Regional Development. The new Inland Fall project will create 1000 local jobs and 100 casual project Assessment to evidence that approach
2.1.2	Advocate for improved water security and supply for the region through the mechanisms of the Lockyer Valley and Somerset Water Collaborative	Completion of the increased business case	Business case submitted	Completed business case documentation	Executive Office	R1 - Political Repatriation and goodwill	30 Jun-20	On time	Budget on track	Benefits to be achieved	Identified risk/s within appetite	Procurement process completed through Lockby and successful tender appointed

2.2 Maximise opportunities through engagement and partnership with stakeholders to achieve a strong resilient economy.

Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators			Second Quarter Progress Comments	
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope		Risk
2.2.1	Advocate to limit the adverse impacts of inland fall by seeking improved and connected infrastructure for the region.	Improved and connected infrastructure are maintained	Identified impacts are minimised	Minutes of meetings Council updates and reports	Executive Office	R1 - Political Repatriation and goodwill	30 Jun-20	On time	Budget on track	Benefits to be achieved	Identified risk/s being managed	Officers continue to work with Australian Fall track Corporation (AATC) on the Reference Design looking for improved design outcomes and within the legal framework to ensure returned works will be adequate and fit for purpose. 4 Equine Collaborative workshops held during the quarter to progress local opportunities for the sector. Successfully delivered the Lockyer Valley Business, Training & Apprenticeship Awards recognising local business and local services and experiences. Brisbane Marketing - Industry Spotlight Review, Business Events & Tourism Networking Event, Today Show Story. Council Meeting participated in ATTC (Australian Tourism Dept Council) Meeting Place event at Brisbane's Star Street, QLD. Council Meeting attended by members of their Aboriginal and Torresian Islander community. Government relations team, Art of Attraction Tourism Summit, Destination Tourism Conference, Lockyer Valley Tourism Meeting, Mayoral meeting with Director-General, DTMO Department of Innovation and Tourism Industry Development.
2.2.2	Work with other stakeholders such as Council of Mayors South East Queensland (COMSEQ), Local Government Association Queensland (LGAQL), - City Deals, Brisbane Marketing and Regional Development Australia (RDAL) to advocate for improved economic outcomes for the region.	Improved economic outcomes for the region are maintained	Opportunities maintained	Stakeholder meeting minutes	Executive Office	R1 - Political Repatriation and goodwill	30 Jun-20	On time	Budget on track	Benefits to be achieved	Identified risk/s within appetite	

2.3 Promote and market the Lockyer Valley as a destination for commerce, tourism and lifestyle.

Reference	Operational Plan Strategy for 2018/19	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators			Second Quarter Progress Comments	
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope		Risk
2.3.1	Update and publish the region's Tourism Guide to utilize in marketing the Region.	Tourism Guide updated and published	Region is marketed	Tourism Guide	Executive Office	R1 - Reputation and goodwill	1-Apr-20	On time	Budget on track	Benefits to be achieved	Identified risks within scope	Commenced the development of a project plan to update the Tourism Guide

2.4 Attract and support education and employment opportunities for the community.

Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators			Second Quarter Progress Comments	
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope		Risk
2.4.1	Facilitate partnership opportunities between employers, education and training providers by delivering the Regional Skills Investment Strategy Project	Regional Skills Investment Strategy delivered	100% of project delivered	Project plan and quarterly reports to OES3	Executive Office	P1 - Political	1-Apr-20	On time	Budget on track	Benefits to be achieved	Identified risks within scope	The Regional Skills Investment Strategy (RSIS) project has identified 200 RSIS within an identified industry. The RSIS coordinator is collaborating with businesses to organise trade missions and schools to help bridge the skills and workforce gaps identified by local businesses. The RSIS coordinator is collaborating with businesses to organise trade training that will help their workforce grow.

2.5 Foster a flexible, supportive and inclusive business environment.

Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators			Second Quarter Progress Comments	
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope		Risk
2.5.1	Work with the proponents to facilitate an industrial development on the Galton West Industrial Zone (GWI) site	Demarcated area approved with relevant stakeholders	Approval with relevant stakeholders is managed	Project documentation	Executive Office	P1 - Political R1 - Reputation and goodwill	30-Jun-20	Rescheduling expected	Budget overran	Benefits in doubt	Identified risks within scope	Working with Australian Sea Truck Corporation to discuss possible opportunities for this site.

Lockyer Nature
Our natural assets are valued and protected to sustain our unique rural lifestyle.

3.1 Lockyer Valley's natural assets are managed, maintained and protected.

Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators			Second Quarter Progress Comments	
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope		Risk
3.1.1	Implement the following initiatives of the Lockyer Catchment Action Plan: - Lockyer Creek sediment stabilisation, finish revegetation and undertake year one maintenance of revegetation - Terrestrial catchment community resilience, establish Strategic Resilience Taskforce and deliver Property Management Plans.	Completed identified Lockyer Catchment Action Plan projects Property Management Plans developed	100% of identified projects completed 20 Property Management Plans developed	Project plan Budget Property Management Plans	Organisational Development and Planning Services	EC1 – Environment and the community IA2 – Delivering major projects (time, cost, scope and quality)	30-Jun-20	On time	Budget on Track	Benefits to be achieved	Identified risks/ scope managed	Lockyer Creek sediment stabilisation maintenance underway, survival rate target (90%) at risk due to drought conditions, however constant engagement undertaken with contractor and planning for replacement planting (at contractor cost) underway. Terrestrial community resilience planning for Property Management Plans deferred due to drought and bushfires (inappropriate timing), however other actions have been brought forward (eg energy dissipation investigation) and procurement plan in preparation for tendering.
3.1.2	Develop and implement strategic environmental management plans to ensure that the region's natural assets are valued and protected including: - Natural Resource Management Plan (realistic plan) - Biodiversity Management Plan - Lockyer Catchment Action Plan: review and revise plan - Lake Apex and Freeman Five Year Water Quality Improvement Plan, undertake weed control and revegetation.	Identified strategic environmental management plans reviewed and developed Implementation of identified projects	100% of identified plans finalised (NRM), Biodiversity and Catchment (plans) Weed control and revegetation undertaken on Lake Apex and Freeman	Plan documents Meeting business papers (project and Council) Budget	Organisational Development and Planning Services	EC1 – Environment and the community IA2 – Delivering major projects (time, cost, scope and quality)	30-Jun-20	On time	Budget on Track	Benefits to be achieved	Identified risks/ within appetite	Natural Resource Management Plan: - Not strategy finalised, ready for adoption by Council in early 2020 (S49 completed) - Risk assessment of restricted nature and development of compliance and enforcement processes underway (60% complete) Lockyer Catchment Action Plan: - review deferred to third quarter, no risk to Lake Apex and Freeman water quality on hold due to drought conditions

3.2 Council's policies and plans support environmentally sustainable development.

Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators			Second Quarter Progress Comments	
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope		Risk
3.2.1	flood plain management strategic planning is undertaken to inform Council's strategic growth management and disaster management requirements.	Completed flood plain management projects	100% completed and adopted by Council	Completed flood plain management plans	Organisational Development and Planning	IA2 - Delivering major projects (time, cost, scope and quality)	30-Jun-20	On time	Budget on Track	Benefits to be achieved	Identified risks/ within appetite	The Consultant is working towards achieving the project milestones as required for the following National Disaster Recovery Projects (NDRP): Lockyer Valley Local Floodplain Management Plan, Lockyer Valley Integrated Vacation Route Planning and the Lockyer Creek Hydrology Model Update.
3.2.2	Develop a framework for Environmental Objects to protect and enhance valuable habitat and ecosystems.	Framework developed	100% of framework developed	Environmental Object framework	Organisational Development and Planning Services	EC1 – Environment and the community	30-Jun-20	On time	Budget on Track	Benefits to be achieved	Identified risks/ within appetite	Research into objects undertaken. Discussions commenced with Strategic Planning regarding provision of objects into the Planning Scheme.
3.2.3	In liaison with key stakeholders review and refine environmental data which informs the Lockyer Valley Planning Scheme.	Data reviewed and refined	100% of overlays reviewed and refined	Refined overlay data	Organisational Development and Planning Services	EC1 – Environment and the community IA2- Planning, managing and maintaining assets for the future	30-Jun-20	On time	Budget on Track	Benefits to be achieved	Identified risks/ within appetite	In progress, Environment Unit liaising with Strategic Planning Unit regarding data and planning requirements for the Planning Scheme.

3.3 Community and private landholders' stewardship of natural assets increases.												
Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators				Second Quarter Progress Comments
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope	Risk	
3.3.1	Increase identified land for Wildlife habitat land in the region.	Identified habitat land in the region increased	2% increase in land for wildlife habitat (hectares)	Land for Wildlife membership statistics	Organisational Development and Planning Services	EC1 – Environment and the community	30-Jun-20	On time	Budget on track	Benefits to be achieved	Identified risks within appetite	Annual target met in first quarter. From 2019-20 target of 2,189ha increase for second quarter. 1,39%.
3.3.2	Review Environmental Programs to enable opportunities for the community to deliver projects with positive environmental outcomes including: - Grants Programs - Landholders Assistance Program - Integrated Land Management Program	Review completed	100% of review completed	Council Business Papers & Budget	Organisational Development and Planning Services	EC1 – Environment and the community IA2 – Delivering major projects (time, cost, scope and quality)	30-Jun-20	On time	Budget on track	Benefits to be achieved	Identified risks within appetite	Grants program review complete and guidelines updated. Landholder Assistance Program currently under review in line with budget review. Integrated Land Management Program in progress. Environmental and Pest Control has met review of Council properties.
3.4 Locals and visitors experience our natural assets.												
Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators				Second Quarter Progress Comments
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope	Risk	
3.4.1	Develop a framework for a Nature Based Recreation Plan for the Greater Bay region as a part of the Escapement Trails Opportunity.	Framework developed	100% of framework complete 50% of trails identified in the project mapped	Framework for Nature Based Recreation Plan Mapping	Executive Office	EC1 – Environment and the community IA2 – Delivering major projects (time, cost, scope and quality)	30-Jun-20	On time	Budget on track	Benefits in doubt	Identified risks within appetite	The joint Mountain Bike Escapement Plan in partnership with Toowoomba Regional Council has identified a large number of trails that can be accessed through Redwood Park and Jubilee Park. However all but one trail is located within the Toowoomba Council area and this is due to the topography of the area. The other trails are located in the park hubs with a trail linking the township to the rest of the trails.
3.5 Council and the community actively reduce waste, recycle and reuse more.												
Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators				Second Quarter Progress Comments
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope	Risk	
3.5.1	Implement the 2019-20 identified deliverables of the Waste Recycling and Reduction Plan (WRRP).	Actions are implemented	100% Compliance	WRRP	Corporate and Community Services	IA1 - Planning, managing and maintaining assets for the future	30-Jun-20	On time	Budget on track	Benefits to be achieved	Identified risks within appetite	Identified actions in the Waste Reduction and Recycling Plan continue to be undertaken. Demonstrated by: - Continuing review and inspection of waste management sites for environmental compliance. - Recruitment of principal contractors for environmental monitoring for landfill gas. - Installation of telemetry monitoring system at landfill waste site. - Securing of contaminated reserves for integration with environmental licence. Completion of Phase 2 of Waste Alliance project. - Profit sharing agreement for Container Beyond Scheme.
3.5.2	Upgrade of the Garton Waste Management facility by increasing capacity (with fine screen Cell 1 to increase capacity for waste to landfill).	Complete expansion waste cell	Cell expansion 100% completed in accordance with statutory requirements	Engineering certification	Corporate and Community Services	IA2 - Delivering major projects (time, cost, scope and quality)	30-Jun-20	Rescheduling expected	Budget overran	Benefits to be achieved	Identified risks being managed	Contractors are well progressed with completion expected to early 2020. Construction program expected to commence as soon as design completed to now complete works in 2019/2020.

3.6 Council and the community actively reduce consumption of non-renewable resources.

Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators				Second Quarter Progress Comments
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope	Risk	
3.6.1	Identify and develop an Energy Management Plan for Council's principal buildings and facilities that will reduce energy consumption.	Plan developed Reduction of energy consumption	Plan developed that will achieve \$100,000 reduction in electricity consumption	Plan documentation Budget	Corporate and Community Services	IA1 - Planning, managing and maintaining assets for the future	30-Jun-20	On time	Within operational allocation	Benefits to be achieved	Identified risks within appetite	Energy Efficiency Management Panel has been established and charter created. First round of initiatives and cost saving already in progress. Further actions are underway. Strategies for completion early January 2020. Panel will meet every 8 weeks to update and monitor progress.

Lockyer Leadership
Our leaders are visionary and seek coordinated outcomes for the benefit of the whole community.

Lockyer Council
A well-managed, transparent and accountable organisation that gives the community confidence, demonstrates financial sustainability, where customers are satisfied with our services and our employees are proud to work.

5.1 Undertake robust and accountable financial, resource and infrastructure planning and management to ensure affordable and sustainable outcomes for our community.

Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators			Second Quarter Progress Comments	
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope		Risk
5.1.1	Develop a land asset management plan that will: - rationalised Council's land assets and associated facilities - identify council land and/or properties suitable for disposal via sale	Completed land asset management plan Sale of identified land assets	Land Asset Management Plan approved by Council Identified land and sold timeliness	Land Asset Management Plan	Executive Office	FE1 - Financial sustainability	30-Jun-20	On time	Within operational allocation	Benefits to be achieved	Identified risks within appetite	Land Asset Management Plan is being drafted. Council's Land register is currently being reviewed to assign a responsible team/officer to each parcel of land based on most appropriate use to inform land management and budget responsibility. This assessment will inform the Land Asset Management Plan some properties identified for sale subject to completion of the assessment. One property identified as suitable for auction and procurement for marketing and auction will progress in 2020.
5.1.2	Undertake a business review of operations of the Staging Post Cafe and Function Centre to identify opportunities for growth and financial sustainability.	Efficiencies identified 30% improvement in revenue	30% improvement in financial operating position	Financial reports competitor benchmark analysis	Executive Office	FE1 - Financial sustainability	30-Jun-20	On time	Budget on track	Benefits to be achieved	Identified risks being managed	Staging post leadership team, conducting weekly review meetings, analysing weekly financials and operations for continuous improvement. Key focus on improving profitability, as well as increasing revenue. Initiating new strategic marketing and promotional to stimulate the period demand. 30% improvement on the 2018-2019 financial operating position. There was a reduction of revenue targets due to the impact of the drought and an increase in competition. The Staging Post Cafe and Function Centre achieved \$49,000 improvement in cost savings (reporting period ended 30/1/19 due to Christmas slowdown). This includes the insurance claim of \$10,000 that was received for the business interruption.
5.1.3	Undertake full review of plant and fleet across Council to ensure utilisation is being maximised and plant and fleet types are reflective of future needs for programmed works.	Review completed	Utilisation of Council's plant and fleet that (PVEA) benchmarks are achieved Review of 10 Year Programs to ensure plant and fleet are reflective of future needs	Techno Reporting and Council Business Papers	Infrastructure Works and Services	FE1 - Financial sustainability	30-Jun-20	On time	Within operational allocation	Benefits to be achieved	Identified risks within appetite	Forward list of capital works being developed which will inform the fleet review with type of equipment necessary to undertake work identified. Draft review anticipated to be presented to Council in the fourth quarter.

5.2 Excellence in customer service to our community.

Reference	Operational Plan Strategy for 2018/19	Performance Measurement			Responsibility	Key Corporate Risk Category	Timeline	Progress Indicators			Second Quarter Progress Comments	
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope		Risk
5.1.4	Conduct an independent review of Council's Procurement and Stores function and implement the agreed key findings.	Review completed and agreed key findings implemented	100% of agreed key findings implemented	Review documentation	Corporate and Community Services	FE1 - Financial sustainability	30-Jun-20	On time	Budget on track	Benefits to be achieved	Identified risks within appetite	2 of the key recommendations, around one third have been implemented and a further two are currently in progress. The recommendations currently in progress, key outcomes to date include enhanced governance processes around approving the method of approach to market and justification of accepting successful offers, updated templates, improved reporting, and updated contract templates which have undergone an independent review. The remaining two recommendations have not yet started and the timing of their implementation is yet to be confirmed.
5.2.1	Review and update the Customer Service Strategy and implement identified improvements.	Review conducted and adopted by Council and identified improvements implemented	100% of identified improvements implemented	Updated Customer Service Strategy documents	Corporate and Community Services	R1 - Reputation and goodwill	31-Dec-20	On time	Within operational allocation	Benefits to be achieved	Identified risks within appetite	Implementation on recommendations continues with improvements to date at 70%. Processes continue to become more embedded within normal operational processes, with and improving the understanding of each area.

5.3 Actively engage with the community to inform council decision making processes.

Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators			Second Quarter Progress Comments	
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope		Risk
5.3.1	Continue to support the Lake Alpes Community Advisory Committee (LACAC) through the revised Committee Terms of Reference to enhance the broader community perspective and focus of the group.	Meetings undertaken as required under the Terms of Reference with meeting minutes reported to Council	100% of required meetings undertaken	Council Business Papers	Infrastructure Works and Services	R1 - Reputation and goodwill	30-Jun-20	On time	Within operational allocation	Benefits to be achieved	Identified risks within appetite	Lake Alpes Community Advisory Committee (LACAC) meetings have been held in accordance with the Committee Terms of Reference and minutes are being reported back to Council.
5.3.2	Undertake a review of Council's subsidiary committees and external committee representation.	Under take review	100% of review completed	Council Business Papers	Executive Office	FE2 - Decision making governance, due diligence, accountability and transparency	30-Jun-20	On time	Within operational allocation	Benefits to be achieved	Identified risks within appetite	2% of review completed. This project will be commenced in 2020 and concluded after the end of the financial year and dependent on responsibilities to committees.
5.3.3	Under take engagement activities on key Council projects including: -Loosey Valley Planning Scheme - Waste Reduction and Recycling Plan.	Engagement activities conducted	100% of required engagement activities completed	Engagement documentation including website	Executive Office	R1 - Reputation and goodwill	30-Jun-20	On time	Within operational allocation	Benefits to be achieved	Identified risks within appetite	Stage 1 of the Loosey Valley Planning Scheme engagement plan to be finished. Waste Reduction and Recycling Plan completed.

5.4 Commit to open and accountable governance to ensure community confidence and trust in council and our democratic values.

Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators			Second Quarter Progress Comments	
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope		Risk
5.4.1	Conduct a strategic review of Council's Insurance Function - classification of self-insure property - establishment of standards for third party claims.	Property classified Insurance standards established	100% of property classified 100% of insurance standards set	Property schedule Standard documentation	Executive Office	FE2 - Decision making governance, due diligence, accountability and sustainability	30-Jun-20	On time	Within operational allocation	Benefits to be achieved	Identified risks within appetite	Set to commence strategic review of insurance standards set. Progress is expected in 2020.

5.5 Promote a values based culture that appreciates and empowers its workforce.

Reference	Operational Plan Strategy for 2018/19	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators			Second Quarter Progress Comments	
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope		Risk
5.5.1	Implement identified outcomes and initiatives for 2019-20 by the Connected Council Progress Group.	Identified outcomes and initiatives implemented	75% of outcomes and initiatives implemented	ELI Meeting Minutes	Organisational Development and Planning	S1 - Strategic workforce planning and management	30-Jun-20	On time	Within operational allocation	Benefits to be achieved	Identified risks within appetite	The values-based behaviours have been rolled out across Council during Quarter 1 and the second phase of this rollout is currently underway. The values-based behaviours are being rolled out across the organisation during Quarter 2. The decision on the progress identified actions, including an all-staff survey that will inform the internal communications strategy and intranet update project.

5.6 Provide leadership and contemporary management systems that drive a coordinated and connected organisation.

Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators			Second Quarter Progress Comments	
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope		Risk
5.6.1	Design and deliver Stage 2 of the Leadership Development Program.	Stage 2 Leadership Program designed and delivered	Stage 2 100% completed	Leadership Development Program documentation	Organisational Development and Planning	S1 - Strategic workforce planning and management	30-Nov-19	Resourcing required	Within operational allocation	Benefits in result	Identified risks being managed	Stage 2 of the Leadership Development Program is part of the Connected Council Progress Group. The program is currently in work to commence in October 2019 and completed in July 2021. Work with key stakeholders to identify needs, scope, design and implement post-COE QO requirements for activities such as: • Workforce planning workshop for leaders (currently incorporating TMA for all other levels of employees) • Indicator for managers, coordinators and supervisors (covering the practicalities and technical aspects of management i.e. corporate requirements) • Refining and expanding leadership development program for leaders, coordinators and supervisors • Coaching for frontline managers on culture, behaviour and process improvement. *Organisational Effectiveness Review performance indicators met. 80% of staff participated in workshops. Leadership conversations held with all direct reports to Chief Executive Officer and Executive Managers. Organisational Effectiveness Review Workshop Report adopted by the Executive Leadership Team, distributed to all staff. Draft organisational structure prepared and released to all staff for consultation. Council Meeting scheduled for 22 January 2020 to adopt draft structure and workshop report.
5.6.2	Conduct an organisational effectiveness review to identify service efficiencies and improve the organisations effectiveness.	Organisational effectiveness review completed	Review 100% completed and key outcomes implemented	Review documentation	Executive Office	FE1 - Financial sustainability	30-Jun-20	On time	Within operational allocation	Benefits to be achieved	Identified risks within appetite	100% review completed. Work has commenced to re-develop the Council meeting template to include all relevant items for consideration on each matter presented to Council. This action will be implemented at the commencement of the new term of Council.
5.6.3	Review and rationalise reporting to Council, Chief Executive Officer and Executive Managers in relation to corporate planning, performance and risk management to achieve quality decision making. Council on Requests, Agency and Request Information.	Complete the review Implement priority recommendations	Review 100% completed 100% completion of identified actions	Review documentation	Executive Office	FE2 - Decision making governance, due diligence, accountability and sustainability	30-Jun-20	On time	Within operational allocation	Benefits to be achieved	Identified risks within appetite	

5.7 Compliant with relevant legislation.												
Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators				Second Quarter Progress Comments
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope	Risk	
5.7.1	Develop a business continuity plan for the organisation that outlines the appropriate actions to take in the event that a significant interruption occurs.	Business continuity plan complete	Plan 100% completed and applied by Council	Business Continuity Plan	Executive Office	BC1 - Provision of Core Services now and into the future	31-Dec-19	Rescheduling expected	Budget under spent	Benefits in deficit	Identified risks being managed	70% of plan completed. A specification for the project will be developed in January 2020 seeking a consultant to undertake the engagement aspect of developing the plan. This process may extend the timeframe for completion of the plan. This delay may impact on the completion of testing the plan in the 2019-20 year.
5.7.2	Review identified priority Local Laws to ensure relevance to the region and understanding by Council and the community. - Caravans and Camping - Animal Management - Special Events - Gates and Folds.	Priority Local Laws identified and review commenced	100% of identified priority local laws review commenced	Local Laws Register Council Business Papers	Executive Office	FE2 - Decision making governance, due diligence, accountability and sustainability	30-Jun-20	To be defined	Budget under spent	Benefits won't be achieved	Identified risks being managed	25% of review commenced. Caravans and Camping subdivide local law has been reviewed and will commence public interest test in Quarter 3. The last review of 2002/23 local laws will be proposed as a priority for 2020/21. The full range of laws will be reviewed with the current state of laws.
5.8 Deliver reliable internal support services.												
Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators				Second Quarter Progress Comments
Performance Indicator	Target	Source of Validation Data	Timing	Budget				Scope	Risk			
5.8.1	Implementation of Property & Billing business system (anywhere (CA) upgrade.	Configuration of P&B Modules completed	100% of the configuration of the P&B modules completed in project environment	Project documentation	Corporate and Community Services	IS3 - Information and technology capacity and management	30-Jun-20	To be defined	Budget under spent	Benefits to be achieved	Identified risks within appetite	TechnologyOne have advised that the Property & Billing business system (CA) upgrade is not ready for commencement until around the second quarter of 2020. Due to this advice, Council has placed this project on hold and has proceeded with moving Council's TechnologyOne business systems from on premises to TechnologyOne's Software as a Service (SaaS) cloud based solution. An agreement has been signed for mid-March subject to the finalisation of issues identified in the testing phase of the project.
5.8.2	Improve Council's ability to manage and reduce its cyber security risk.	Review recommendations completed	100% of recommendations completed in project environment	Audit register	Corporate and Community Services	IS3 - Information and technology capacity and management	30-Jun-20	On time	Budget on track	Benefits to be achieved	Identified risks within appetite	Eight items were completed and approved to be removed from the audit register at the December 2019 Audit & Risk Committee Meeting. This leaves three outstanding items that are expected to be completed within the forecasted completion date.
5.8.3	Undertake an audit on Council's Safe System of Work to measure compliance, over all effectiveness and identify continuous improvement.	Completion of audit	Audit 100% completed	Completed audit	Organisational Development and Planning	WH&S - Work health and safety	31-Mar-20	Rescheduling expected	Budget on track	Benefits to be achieved	Identified risks being managed	Work Health and Safety Management System audit was scheduled to commence in November 2019. It is expected to be completed in December 2019. As such the audit tool was only received in December 2019. Its completion will commence in 2020 with an expected completion date of Quarter 3.
5.8.4	Develop and implement an internal communication strategy to assist with the positive provision of Council information to all staff and in an effective and timely manner.	Increased engagement between staff and timely delivery of key information	100% completion of strategy and increased engagement	Monthly reporting	Executive Office	RI - Reputation and goodwill	30-Jun-20	Rescheduling expected	Within operational allocation	Benefits in deficit	Identified risks being managed	The establishment of not an over-arching communication and engagement strategy will be developed. The strategy will encompass social, internal and external communications and engagement. The results of the Connected Council group survey and information will determine the guidelines of the strategy.

10.9 Outstanding Agenda Action Items Review

Date: 15 January 2020
Author: Erin Carkeet, Governance and Strategy Officer
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The purpose of this report is to provide Council with an update on the status of actions arising from resolutions at Ordinary and Special Council meetings for the current term of Council.

Officer's Recommendation:

THAT Council receive and note the Agenda Action Items Review report providing an analysis of the action items arising from Council agenda reports for the current term of Council.

Report**1. Introduction**

This report provides Council with an update on the action items arising from resolutions at Ordinary and Special Council meetings from 1 May 2016 to 31 December 2019. Additional details on resolutions that have not been completed are highlighted within this report.

This report aligns with Council's Corporate Plan 2017-2022, Outcome 5.4, '*Commit to open and accountable governance to ensure community confidence and trust in Council and our democratic values.*'

2. Background

In the current term of Council it was determined that an update on actions arising from Council meeting resolutions be reported to Council on a quarterly basis by exception.

3. Report

A total of 1,608 resolutions were recorded from the Ordinary and Special Council meetings from 1 May 2016 to 31 December 2019. Of these resolutions 172 were procedural motions, which did not require an action (e.g. moving into open and closed session and items for information). Of the remaining actions, 1,406 have been completed, and 18 remain either ongoing or incomplete. The 18 ongoing/incomplete items are listed in the attachment to this report. All ongoing/incomplete items in the attachment contain notes outlining the status of each item and are updated on a regular basis.

Below is an analysis of the actions from 1 May 2016 to 31 December 2019.

Group	Total Action Items	Ongoing/Incomplete Actions	Procedural Motions (no action required)

Executive Office	711	5	172
Organisational Development & Planning	236	2	
Corporate & Community Services	343	7	
Infrastructure Works & Services	146	4	
TOTAL	1542	18	

4. Policy and Legal Implications

There are no policy or legal implications which arise as a result of this report.

5. Financial and Resource Implications

Budget implications will continue to be addressed through existing allocations. Where additional resources are required to complete actions, these will be reported to Council to ensure transparency in the completion of actions. Where significant, the matter will be addressed through the budget review process.

6. Delegations/Authorisations

No further delegations are required to manage the issues raised in this report. The relevant Executive Manager and/or the Chief Executive Officer will manage the requirements in line with existing delegations.

7. Communication and Engagement

The following officers were consulted in the review of the actions:

- Chief Executive Officer
- Executive Manager Corporate & Community Services
- Executive Manager Infrastructure Works & Services
- Executive Manager Organisational Development & Planning

On a quarterly basis, Council will receive an updated report on the actions that are outstanding. Any actions that require further input from Council will be presented in the form of a separate agenda report.

8. Conclusion

This report enables Councillors to monitor, at a strategic level, the completion of actions, which have arisen as a result of resolutions of Council meetings.

9. Action/s

Outstanding action items are to be monitored and reported to Council on a quarterly basis.

Attachments

- | | | |
|-------------------|--|----------|
| 1 | Outstanding Actions 31 December 2019 - Corporate & Community Services | 8 Pages |
| 2 | Outstanding Actions 31 December 2019 - Executive Office | 6 Pages |
| 3 | Outstanding Actions 31 December 2019 - Infrastructure Works & Services | 3 Pages |
| 4 | Outstanding Actions 31 December 2019 - Organisational Development & Planning | 20 Pages |



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Agres No.	Meeting Date	Subject	Resolution	Officer/Dept	Action Taken	Completed
16-20/0338	18/01/2017	Community and Crisis Care Housing	<p>RESOLUTION</p> <p>THAT with respect to the future management of Council's community and crisis care housing assets, Council resolve to;</p> <p>a) confirm their intent to transition out of Community Housing and seek a meeting with the Department of Housing and Public Works representatives to discuss the transfer of the management of housing assets located at 11 North Street and 44 Cochrane Street Gattton back to that Department;</p> <p>b) authorise the Chief Executive Officer to negotiate satisfactory arrangements with The Uniting Church in Australia Property Trust (Q) to provide for the continued tenure of 27 Frome Street, Laidley until 30 June 2018;</p> <p>c) take no further action in relation to the arrangements for the use of 48 Cochrane Street, Gattton by The Uniting Church in Australia Property Trust (Q) pending a decision by Queensland Urban Utilities in relation to accepting trusteeship of the reserve; and</p> <p>d) investigate future options to demolish the building located at 369 Smithfield Road, Gattton.</p> <p style="text-align: right;">Moved By: Cr Hagan Seconded By: Cr McLean Resolution Number: 16-20/0338</p> <p style="text-align: center;">CARRIED 7/0</p>	Hope, Hiedi	<p>2 Mar 2017 - 3:14 PM - Susan Boland Communication received from Housing & Homelessness Services in relation to Anula's request in line with the departments proposed procurement process for future management of the properties.</p> <p>2 Mar 2017 - 3:20 PM - Hiedi Hope ECM document 3089445 - Communications from Department of Housing & Public Works</p> <p>27 Mar 2017 - 10:34 AM - Hiedi Hope Currently waiting for the Department to supply procurement process for future management of the properties.</p> <p>9 May 2017 - 2:01 PM - Hiedi Hope Manager to follow up with department - as no reply has been received from the department</p> <p>14 Sep 2017 - 8:11 AM - Hiedi Hope Caitlan (Legals) will be contacting the relevant officer in DHPW and put them in direct contact with our DNRM contact (Julie Douglas) for a simple creative solution to move the land to the state. If this is unsuccessful then we will look to negotiate with DNRM to relinquish trusteeship of the two reserves with the expectation that DNRM will then issue leases to a registered community housing provider.</p> <p>We don't have a timeframe on this at this point, however we will review the progress in the week commencing 2nd October to determine the two departments are engaging in positive communication to progress the issue.</p> <p>22 Nov 2017 - 4:47 PM - Vickie Wieland Update: 1/11/17</p> <p>Legal Services & Property Co-ordinator:</p> <ul style="list-style-type: none"> * spoke with DNR contact * DNR regions want to work with simple solution (done work) * DNR Brisbane - sticking point * DHPW having further high level meetings * Expect further update by 15/11/17 - may be possible to report to Council to progress on 22/11/17 depending on DHPW advice * State caretaker arrangements may have an impact <p>22 Nov 2017 - 4:50 PM - Vickie Wieland Update 17/11/17</p> <p>DHPW starting to make progress meeting with DNR this week to progress further.</p> <p>8 Mar 2018 - 10:42 AM - Hiedi Hope</p>	Completed



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<p>Res No. 16-20/1182</p>	<p>Meeting Date 12/12/2018</p>	<p>Subject Compliance Issues - Property at Lot 103 RP 141786</p>	<p>Resolution RESOLUTION THAT Council receive and note the tabled report for Lot 103 RP 141786 and endorse the actions taken by Council's Environmental Health Coordinator and Building Certifier/Regulatory Officer; Further THAT Council authorise the Chief Executive Officer to take all steps necessary to recover the outstanding enforcement</p>	<p>Officer/Dept Driemel, Peter</p>	<p>Action Taken 17 Dec 2018 - 2:52 PM - Heidi Hope Building & Plumbing Department have issued a Show Cause Notice Reinspection due 18/12/18 by Health Officer and Building Certifier 7 Jan 2019 - 2:49 PM - Heidi Hope</p>	<p>Completed</p>
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costs from the property owners in accordance with Council's Debt Recovery Policy.

Moved By: Cr Wilson Seconded By: Cr Cook
 Resolution Number: 16-20/1182

**CARRIED
 7/0**

Reinspections undertaken by officers in company of owners. A written response from the owners to the Show Cause Notice is due January 2019.

Property owners are organising a new soil test. Clean up of the property is continuing. No evidence was found by officers of dumped effluent on the property. Owners reconfirmed that effluent is disposed of off site.

1 Apr 2019 - 1:55 PM - Hiedi Hope
 Follow inspection being scheduled for April with Building Officer to confirm date with Owners.

2 Apr 2019 - 9:51 AM - Hiedi Hope
 Site visit booked for Wednesday, 3 April 2019 11.30am

15 Jul 2019 - 3:39 PM - Hiedi Hope
 In June 2019 Environmental Health Officer spoke with owners. Owners advised the area should be cleaned up by September 2019.

On 21 June 2019 a Notice to enter under Local Govt Act was issued to GP & WB Barry advising Council officers will on 17 September 2019 to inspect and ascertain if the Notice issued on 22 November 2018 has been complied with.

Building officers will also be in attendance regarding occupation issues.

3 Sep 2019 - 8:59 AM - Hiedi Hope
 As per note on 15/7/19 - update will be given after 17/9/19

14 Oct 2019 - 11:06 AM - Hiedi Hope
 Follow up inspection undertaken 17/9/19
 ECM 3839517 - Notice letter 28/9/19 sent
 Follow up inspection due 29/10/19

4 Dec 2019 - 12:12 PM - Hiedi Hope
 Notes from Environmental Health Coordinator -
 Inspection to the property was conducted 26 November 2019 and showed some further action taken but not enough to satisfy notice issued.

Warrant to enter has been approved by Management on 3 December 2019 to enter the property to obtain quotes for clean-up.

Warrant application to Gatton Courts is to be made Monday 9 December 2019 and executed (if successful on application) on Wednesday 11 December at 9.00am. Two contractors will be providing written quotes for Clean-up as per Council's procurement requirements.

16 Jan 2020 - 8:43 AM - Hiedi Hope



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Quotes have been received to enter and clear property. Officers intend to issue final notice to enter and clear the property. Contact will also be made by telephone to the customer to advise potential cost to the customer.

Res No.	Meeting Date	Subject	Resolution	Officer/Dept	Action Taken	Completed
16-20/1185	12/12/2018	Expression of Interest – Waste Disposal and Resource Recovery Services - South East Queensland – West Waste Alliance Group	RESOLUTION THAT Council endorse the actions of the Chief Executive Officer to continue to participate in a regional waste alliance with other Councils in South East Queensland to enable a regional procurement process for waste management and resource recovery services. Further; THAT Council invite Expressions of Interest for the provision of waste disposal services, including the use of alternative waste disposal and recycling technologies, to service the needs of the Lockyer Valley Regional Council area, or as part of a joint government activity, joint government entity or joint local government with other Councils in South East Queensland in accordance with Section 228 2(b) of the Local Government Regulation 2012. Further; THAT Council resolve to prepare a tender consideration plan in accordance with Section 230 (1) and (2) of the Local Government Regulation 2012. And Further; THAT Council confirm the Manager Health, Waste and Regulatory Services as Council's representative for the South East Queensland – West Waste Alliance Group. Moved By: Cr Cook Seconded By: Cr Hagan Resolution Number: 16-20/1185	Driemel, Peter	7 Jan 2019 - 2:38 PM - <i>Hiedi Hope</i> Ipswich City Council supplied an example Tender Consideration Plan (TCP). This has been circulated to Legal and Procurement Departments for review and preparation of an appropriate draft. Once draft is prepared, a further Council report will be presented to Council for resolution. 1 Apr 2019 - 1:58 PM - <i>Hiedi Hope</i> Presented to Council - 13/2/19 - Resolution 16-20/1227 Tender Consideration Plan - Waste Disposal and Resource Recovery Services - South East Queensland - West Waste Alliance Group 1 Apr 2019 - 2:02 PM - <i>Hiedi Hope</i> The Expression of Interest is being lead by Logan City Council and is being scrutinised by the Australian Competition and Consumer Commission (ACCC) Meeting scheduled for 2/4/19 at Logan City Waste Facility to discuss the progression of the Regional Expression of Interest in a methodical and staged manner. 15 Jul 2019 - 3:15 PM - <i>Hiedi Hope</i> Manager Health, Waste & Regulatory Services continues to liaise with other parties on behalf of Lockyer Valley Regional Council An EOJ Resource Recovery&/or Waste Disposal Serviceshas been released closing 20/8/19 3 Sep 2019 - 8:56 AM - <i>Hiedi Hope</i> Expression of Interest closed and evaluation by Committee has commenced. 14 Oct 2019 - 10:26 AM - <i>Hiedi Hope</i> Evaluation process continuing with a 6 month period expected. 13 Jan 2020 - 12:14 PM - <i>Hiedi Hope</i> An information meeting was attended by the Mayor, Deputy Mayor & CEO to update on the status on the expression of interest November 2019	Completed



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Res No.	Meeting Date	Subject	Resolution	Officer/Dept	Action Taken	Completed
16-20/1381	12/06/2019	Gatton Squash Courts	<p>RESOLUTION</p> <p>THAT Council approve the demolition of the northern and southern buildings located at L1SP284975 and return the building site to a grassed public use area.</p> <p>Further;</p> <p>THAT Council authorise the Chief Executive Officer to notify the Gatton Squash Club that Council is unable to resolve building issues particularly relating to asbestos, and therefore unable to enter into a lease for the building in accordance with the previous resolution of Council 16-20/0283.</p>	Goddard, Christopher	<p>19 Jun 2019 - 9:40 AM - <i>Hiedi Hope</i> Budget amendment required for deconstruction costs. Meeting held with leasee 19/6/19, to advise Council Resolution.</p> <p>3 Jul 2019 - 2:20 PM - <i>Hiedi Hope</i> Letter drafted for CEO signature ECM 3783137 - Current Lessee letter drafted and signed by CEO - ECM 37886508 - Gatton Squash Racquets Association</p> <p>14 Oct 2019 - 10:47 AM - <i>Hiedi Hope</i> Project team developing design documentation for demolition of the building for tender - The design documentation is to obtain building approval and for release of tender documentation.</p>	Completed
			<p>Moved By: Cr Holstein Seconded By: Cr Hagan Resolution Number: 16-20/1381</p> <p>CARRIED 6/1</p> <p>Voting For the Motion: Crs Holstein, Milligan, Mclean, Wilson, Hagan and Vela. Against the Motion: Cr Cook.</p>			



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Agres No.	Meeting Date	Subject	Resolution	Officer/Dept	Action Taken	Completed
16-20/1564	13/11/2019	Container Refund Scheme - Recovery Sharing Arrangement	<p>RESOLUTION</p> <p>THAT Council approve the retention by Anuha of 100% of the income generated from kerbside collection services for the initial six (6) months of the Beverage Container Refund Scheme from 1 November 2018, recognising that Anuha is no longer able to commit to the installation and commissioning of a glass pulverisation plant and subject to Anuha providing Council with a full expenditure acquittal of the funds over the remaining term of Lease B in SP250441 which expires on 12 December 2020;</p> <p>And Further;</p> <p>THAT Council for the remaining term of Lease B in SP250441 commit to fund its share of the direct costs including the Coex 2% administration charge associated with the sale of kerbside recycling materials.</p> <p>Moved By: Cr Wilson Seconded By: Cr Hagan Resolution Number: 16-20/1564</p> <p>CARRIED 7/0</p>	Diemel, Peter		Completed



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Res No.	Meeting Date	Subject	Resolution	Officer/Dept	Action Taken	Completed
16-20/1567	13/11/2019	Exemption from Obtaining Competitive Offers - Gattton Shire Hall Functional and Economic Improvements Project	RESOLUTION THAT Council resolve under Section 235 (b) of the Local Government Regulation 2012 to enter into a medium sized contractual arrangement without first obtaining written quotes or tenders with Aspect Design Studios Pty Ltd for project submission, cost benefit analysis and detailed design documentation works for the Gattton Shire Hall Functional and Economical Improvement Project as it would be impractical and disadvantageous for Council to invite quotes or tenders. Moved By: Cr Hagan Seconded By: Cr Vela Resolution Number: 16-20/1567 CARRIED 7/0	Lewis, David	4 Dec 2019 - 4:36 PM - Hiedi Hope Update from Project Manager - PU024975 - Aspect Design. Variation Schedule of rates has been requested. Written quote still to be received.	Completed

Res No.	Meeting Date	Subject	Resolution	Officer/Dept	Action Taken	Completed				
16-20/1573	13/11/2019	Sale of Land for Unpaid Rates and Charges	RESOLUTION THAT Council sell the following property for overdue rates or charges: <table border="1" data-bbox="438 660 518 1108"> <tr> <td>Property ID</td> <td>Legal Description</td> </tr> <tr> <td>189470</td> <td>L71 RP845563</td> </tr> </table> And further; THAT Council authorise the Chief Executive Officer to: a. Give the necessary notices and take all necessary steps to affect the sale;	Property ID	Legal Description	189470	L71 RP845563	Brett, Tony	28 Nov 2019 - 3:39 PM - Hiedi Hope Letter to be drafted for CEO signature 12 Dec 2019 - 10:33 AM - Hiedi Hope CEO signed letter ECM 3877660 14 Jan 2020 - 8:38 AM - Tony Brett Awaiting statutory period of three months to expire before further action can be taken.	Completed
Property ID	Legal Description									
189470	L71 RP845563									



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- b. Appoint an auctioneer to conduct the sale by public auction;
- c. Set a reserve price for the land in accordance with the Local Government Regulation 2012;
- d. Sell the land by agreement with the highest bidder if the reserve price is not reached at auction; and
- e. Approve the auction date in accordance with legislative requirements.

Moved By: Cr Wilson Seconded By: Cr Cook
Resolution Number: 16-20/1573

CARRIED
6/0



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Agres No.	Meeting Date	Subject	Resolution	Officer/Dept	Action Taken	Completed
16-20/0445	12/04/2017	Interim Management of the Council Land at the Gatton Race Course - Lot 1 on RP161623 & Lot 1 on SP228066	<p>RESOLUTION</p> <p>THAT with respect to the proposals in relation to access to and disposal of Council land described as Lot 1 on RP161623 and Lot 1 on SP228066, Council resolve to:</p> <p>(a) apply the exception from tendering set out in Section 236(1)(b)(ii) of the Local Government Regulation 2012 to enable disposal of the land to the Locker Valley Race Club Inc. for interim management pending a Council decision on the long term use and/or disposal of the land; and</p> <p>(b) delegate authority to the Chief Executive Officer to negotiate practical and legal access to, and agreement for the interim management by the Locker Valley Race Club Inc. of, Lot 1 on RP161623 and Lot 1 on SP228066 on terms satisfactory to Council.</p> <p>Moved By: Cr McDonald Seconded By: Cr Hagan Resolution Number: 16-20/0445</p> <p style="text-align: center;">CARRIED 7/0</p>	Natalier, Caitlan	<p>14 Sep 2017 - 11:57 AM - Susan Boland Docs being prepared, Racing EOI was unsuccessful.</p> <p>22 Nov 2017 - 4:55 PM - Vickie Wieland No change.</p> <p>Have met with parties and arrangement in place.</p> <p>No issues - to be formalised</p> <p>8 May 2018 - 9:26 AM - Susan Boland No further action taken since last update.</p> <p>17 Jul 2018 - 1:31 PM - Erin Carkeet Advised by Manager - Regional Development - Council have had a meeting with Racing QLD officials with regard to their interest in developing the land for the racing industry.</p> <p>It was agreed to investigate Council facilitating a workshop with key stake holders to gauge the level of interest from many stakeholders in PPP.</p> <p>a) No required at this point</p> <p>b) In place</p> <p>c) Management agreement will be with legal</p> <p>3 Oct 2018 - 11:11 AM - Erin Carkeet Advised by EA to CEO that workshop is scheduled for 17/10/2018.</p> <p>25 Jan 2019 - 11:11 AM - Erin Carkeet Draft easement documents prepared for review by Legal. ECM 3684206 refers</p> <p>15 Oct 2019 - 12:16 PM - Vickie Wieland Amended documents to be reviewed.</p> <p>Locker Valley Equine & Racing Collaborative still investigating future highest and best use of the precinct.</p> <p>16 Dec 2019 - 12:27 PM - Caitlan Natalier Provided update to Council when outstanding actions considered during 1st Qtr 2019/2020 year. Approach agreed was that no further action required until a decision is made on how the precinct could be expanded and developed</p>	Completed

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Res No.	Meeting Date	Subject	Resolution	Officer/Dept	Action Taken	Completed
16-20/1177	12/12/2018	Proposed Acquisition of Part of Lot 851 SP297470 for Park Purposes	<p>RESOLUTION</p> <p>THAT with respect to the proposed development of a district park on part of Lot 851 on SP297470, Council resolve to endorse the steps undertaken by the Chief Executive Officer to date to investigate the proposed site and design concepts;</p> <p>Further;</p> <p>THAT Council delegate authority to the Chief Executive Officer to exercise all powers necessary to:</p> <p>(a) facilitate the delivery of the proposed park land to Council either by negotiation of an Infrastructure Agreement with the landowner or under the Acquisition of Land Act 1967 if necessary, including but not limited to, the issuing and execution of a Section 15 Agreement and a Notice of Intention to Resume to the landowner and any other relevant parties;</p> <p>(b) undertake a community engagement process to seek ideas and feedback from the local community to inform the detailed design of the park and the staging and delivery of the works; and</p>	Natralier, Caitlan	<p>25 Jan 2019 - 1:06 PM - Erin Carkeer Section 15 Agreement guaranteeing process to acquire land by 30/06/2019 signed. ECM: 3702598 Draft Infrastructure Agreement prepared and provided for Council to renew on 25/01/2019. ECM: 3706732 Draft Heads of Agreement with developer for signature. ECM: 3693037 Community Engagement currently being undertaken by Marketing, Communications & Engagement team. Internal project plan & structure being developed by Infrastructure Works & Services team. 17 Apr 2019 - 3:22 PM - Vickie Wieland Final amendments being made to Infrastructure Agreement for issue to developer. Taking of Land Notice to be published on 26 April 2019 at which time land acquisition will be effective - titles registration to follow. 17 Apr 2019 - 3:23 PM - Vickie Wieland Worker Consulting Group engaged to prepare detailed design - site visit and inception meeting held on 15 April 2019 12 Jul 2019 - 9:18 AM - Caitlan Natralier Land acquired on 26 April 2019 under Section 15 Agreement entered into with developer. Plan and other documents have been lodged with the Titles Registry for registration. Valuation process underway in relation to compensation. Developer indicated a change in position in May 2019 and meeting held between Council and developer representatives on 27 June 2019. New agreement for delivery of the first stage of the park reached in principle and a revised Heads of Agreement issued to the developer for signing on 3 July 2019. Awaiting signed document before incurring further design costs or releasing next stage of community engagement, which is currently being prepared. 25 Jul 2019 - 4:28 PM - Caitlan Natralier Lot 902 SP309246 created (park lot) and registered in Council's name with the Titles Registry on 19 July 2019. 16 Oct 2019 - 8:24 AM - Vickie Wieland Heads of Agreement signed 3/9/19 - ECM # 3827583. Phase 2 community engagement completed and workshopped with Council on 9/10/19 - ECM # 3842450. 100% concept design being finalised. Procurement for detailed design completed - LVRC-RFX-19-61. Valuers to meet in November 2019 re: compensation.</p>	



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(b) negotiate lease terms satisfactory to Council to enable use of the additional area, subject to an increased lease rental being agreed in consideration of the inclusion of the additional land area and the costs Council will incur to undertake works to facilitate the requested use; and

(c) negotiate what general maintenance and other works will be undertaken by Council to facilitate the proposed use by Biosecurity Queensland; and

(d) arrange for the agreed maintenance and other works to be undertaken at a time convenient to Council and prior to use by Biosecurity Queensland.

Amended offer provided to Council & considered by Council on 14/8/19 - ECM # 3818535
DHPW awaiting Ministerial Approval before issuing lease to Council for renewal.
Biosecurity to pay rent up to 30/6/19 - last advice on 9/9/19 - ECM # 3830600.
Facilities arranging installation of separate power and water meters - ECM # 3830604.
Will be installed on 22/10/19.
16 Dec 2019 - 12:29 PM - Critlon Nardler
DHPW advice of 4/12/19 is that they are still awaiting internal approvals from the agency before they are in a position to progress and issue a draft lease. 1st year rent by Biosecurity has been paid

Moved By: Cr Cook Seconded By: Cr Vela
Resolution Number: 16-20/1238

CARRIED
7/0



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Agres No.	Meeting Date	Subject	Resolution	Officer/Dept	Action Taken	Completed
16-20/1482	28/08/2019	Application of Section 236 Local Government Regulation 2012 Exception for Renewal of Lease - Part of Lot 2 on SP288143	<p>RESOLUTION</p> <p>THAT with respect to the request for the renewal of the lease over part of Lot 2 on SP 288143 to the Brave Companion Dog Rescue, Council resolve to:</p> <p>a) apply the exception contained in Section 236(1)(c)(iii) of the Local Government Regulation 2012 for the purpose of renewing the lease of the land to the existing tenant; and</p> <p>b) authorise the Chief Executive Officer to negotiate a new lease with the Brave Companion Dog Rescue as existing Lessee, on terms satisfactory to Council.</p> <p>Moved By: Cr Mclean Seconded By: Cr Vela Resolution Number: 16-20/1482</p> <p>CARRIED</p> <p>6/0</p>	Natalier, Caitlan	<p>26 Sep 2019 - 4:41 PM - Vickie Wieland Draft lease prepared for BCDR, CN to review prior to sending</p> <p>15 Oct 2019 - 1:39 PM - Vickie Wieland CN still reviewing.</p> <p>3 Dec 2019 - 2:46 PM - Caitlan Natalier Draft lease sent to Brave Companion Dog Rescue for review and signing on 29 November 2019 -- EGM 3871685 & 3871774</p>	



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 EXECUTIVE OFFICE**

Agres No.	Meeting Date	Subject	Resolution	Officer/Dept	Action Taken	Completed
16-20/1608	11/12/2019	Locker Valley and Somerset Water Security Scheme Appointment of Successful Tenderer	<p>RESOLUTION</p> <p>THAT Council endorse the Locker Valley and Somerset Water Collaborative's recommendation to appoint Jacobs Group (Australia) as the successful tenderer to deliver the Locker Valley and Somerset Water Security Scheme Detailed Business Case.</p> <p>Further;</p> <p>THAT Council delegate authority to the Chief Executive Officer to enter into a contract with Jacobs Group (Australia) to undertake the Detailed Business Case under the Maturing the Infrastructure Pipeline Program Phase 2 funding Deed of Agreement.</p> <p>And further,</p> <p>THAT Council delegate authority to the Chief Executive Officer to enact the recommendation of the Locker Valley and Somerset Water Collaborative in relation to the viability of progressing to Stage 2 of the project following the completion of the Stage 1 Demand Analysis.</p> <p>Moved By: Cr Hagan Seconded By: Cr Cook Resolution Number: 16-20/1608</p> <p>CARRIED 7/0</p>	Harrn, Jason	17 Jan 2020 - 10:00 AM - Erin Carkeet Jacobs Groups (Australia) has signed contract to undertake the Detailed Business Case. ECM: 3879527	



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Agres No.	Meeting Date	Subject	Resolution	Officer/Dept	Action Taken	Completed
16-20/1222	16/01/2019	Niemeyer Road and Rusty's Service Station	<p>RESOLUTION</p> <p>THAT with respect to the required upgrading of Niemeyer Road associated with the redevelopment of Rusty's Service Station, Council resolve to approve:</p> <ul style="list-style-type: none"> A Council and Department of Transport and Main Roads contribution of up to \$50,000 through the 2018/19 Transport Infrastructure Development Scheme (TIDS) funding. A 'Route Update Request' form to be submitted by Council officers to the National Heavy Vehicle Regulator for the approval of the first 100 metres of Niemeyer Road to become an approved route for heavy vehicles. This will be limited to either the final design standard of the road as submitted by the developer, or to a maximum of matching the existing approval on the Warrego Highway, being 30 metre A-Doubles. <p>Moved By: Cr Holstein Seconded By: Cr Cook Resolution Number: 16-20/1222</p> <p style="text-align: center;">CARRIED 7/0</p>	Clayton, Kimball	<p>25 Jan 2019 - 9:24 AM - Sara Rozynski Angelo emailed Seren 24/01/2019 asking if she could follow up on the costings from the developer to undertake Council's component of the works. Seren to discuss further once received so this can be reviewed prior to formally responding.</p> <p>18 Apr 2019 - 4:18 PM - Sara Rozynski EM of IWS has advised further discussions are being undertaken between the Developer, Transport and Main Roads and Council regarding funding contributions to the upgrade of Niemeyer Road. Further report to be submitted to Council regarding this matter.</p> <p>NHVR A- Double approval to be progressed once the developer has confirmed required upgrade of Niemeyer Road.</p> <p>15 May 2019 - 8:37 AM - Sara Rozynski Executive Manager of Infrastructure Works and Services advised, \$50,000 TIDS Funding has been reprogrammed to the 2019/2020 TIDS program via Council Resolution 16-20/1344 on 08/05/2019. Heavy vehicle approval for this section of Niemeyer Road to be progressed when Niemeyer Road upgrading works are completed.</p> <p>16 Jan 2020 - 3:43 PM - Wendy Stanley Manager of Infrastructure Planning and Design has advised National Heavy Vehicle Regulator has given approval for the portion of Niemeyer Road to be used as a heavy vehicle route.</p> <p>Council's contribution will be paid upon the developer reaching on-maintenance status for the road works. This is expected by early February 2020.</p> <p>16 Jan 2020 - 4:22 PM - Wendy Stanley Action reassigned to Clayton, Kimball by: Stanley, Wendy for the reason: Seren McKenzie no longer works for Council</p>	Completed



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Res No.	Meeting Date	Subject	Resolution	Officer/Dept	Action Taken	Completed
16-20/1291	27/03/2019	Restoration of access to Lot 202 CP817791 at Flagstone Creek Road, Upper Flagstone	<p>RESOLUTION</p> <p>THAT Council endorse the construction and funding of a four-metre-wide farm access track from Flagstone Creek Road to Lot 202 CP817791 and authorise the Chief Executive Officer to do all things necessary to prepare and lodge an easement and survey plan to secure the access with the Department of Natural Resources, Mines and Energy at Council's cost.</p> <p>And Further;</p> <p>THAT Council resolve that the works are considered ex gratia with any future maintenance works the responsibility of the benefited party under the easement.</p> <p>Moved By: Cr Holstein Seconded By: Cr Cook</p> <p>Resolution Number: 16-20/1291</p> <p>CARRIED</p> <p>7/0</p>	McKenzie, Seren	<p>8 Apr 2019 - 2:48 PM - Sara Rozynski Executive Manager IWS requested Acting Manager IPD to commence formalising the access track.</p> <p>15 May 2019 - 8:49 AM - Sara Rozynski Acting Manager Infrastructure Planning and Design advised he met with Council's Legal Services and Property Coordinator on 09/05/2019. Legal unit is finalising the easement documents and getting quotes to do the survey work. Acting Manager Infrastructure Planning and Design to meet with the property owners later this week or early next week.</p> <p>15 Jul 2019 - 2:15 PM - Sara Rozynski Councilor Holstein and EMI IWS met with the property owner of Lot 1 RP192500 onsite on 19/06/2019 at the proposed easement area on Flagstone Creek Road and stepped through proposed easement area and details of the easement plan/agreement process. Clarified the easement would be bordering an area already effected by a Powerlink easement. Left the property owner with layout plan showing the current Power and oil easement areas across his property. The property owner confirmed he was happy to proceed with easement and the Acting Manager Infrastructure Planning and Design would be in further contact once legal documentation was drafted. Agreed that the new front gate to be installed as part of the access to be a rural steel style gate and the entry from lot 1 RP192500 to the neighbouring property (lot 202 CP817791) to be a lesser standard barbed wire farmers style gate.</p> <p>16 Jan 2020 - 3:59 PM - Wendy Stonley Manager Infrastructure Planning and Design has advised Cr Holstein and EMI IWS meet with property owner on 19 November 2019 and subsequently arranged for a land valuation for the proposed easement. A report is expected late January 2020</p>	Completed
16-20/1472	14/08/2019	Lockyer Valley Public Parks Investment Plan	<p>RESOLUTION</p> <p>THAT Council adopt the Lockyer Valley Regional Council Public Parks Strategy 2019 including the Public Park</p>	Sippel, Brendan	21 Aug 2019 - 11:08 AM - Sara Rozynski	Completed

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		<p>Investment Plan, prepared by Ross Planning, as attached.</p> <p>AND Further:</p> <p>THAT Council undertake a review the Public Park Investment Plan to align with further reviews of the Lockyer Valley Regional Council Local Government Infrastructure Plan (as amended) subject to asset management planning and future budget allocations.</p> <p>Moved By: Cr Vela Seconded By: Cr Hagan</p> <p>Resolution Number: 16-20/1472</p> <p>CARRIED</p> <p>5/0</p>		<p>Manager Parks, Gardens and Cemeteries has advised meetings are occurring with the Manager of Planning and Development to align the Local Government Infrastructure Plan with the Investment Plan.</p> <p>The LVRC Public Park Strategy 2019 has been published on Council's website.</p> <p><i>28 Nov 2019 - 3:38 PM - Wendy Stanley</i></p> <p>Ongoing works are being undertaken to a line parks strategy with LGIP. PGC staff and Planning officers currently working together to resolve. Parks and Gardens asset management plans currently being reviewed</p> <p><i>16 Jan 2020 - 4:13 PM - Wendy Stanley</i></p> <p>Manager Infrastructure Parks and Gardens has advised that the current Asset Management Plan has been reviewed. Ongoing works still being undertaken to align parks strategy with LGIP.</p>
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#Res No.	Meeting Date	Subject	Resolution	Officer/Dept	Action Taken	Completed
16-20/1530	9/10/2019	Maintenance of Otto Road Reserve	<p>RESOLUTION</p> <p>THAT Council approve the request to extend the maintenance limit on Otto Road Reserve, Glenore Grove and a formal process be undertaken to name the road reserve.</p> <p>Moved By: Cr Hagan Seconded By: Cr Holstein</p> <p>Resolution Number: 16-20/1530</p> <p>CARRIED</p> <p>7/0</p>	Sehmi, Baldeep	<p><i>17 Oct 2019 - 11:51 AM - Tyana Boon</i></p> <p>Error found in resolution numbering - previously 16-20/1517</p> <p><i>16 Jan 2020 - 4:59 PM - Wendy Stanley</i></p> <p>Executive Manager Infrastructure Works and Services has advised this works is in progress</p>	



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Agres No.	Meeting Date	Subject	Resolution	Officer/Dept	Action Taken	Completed
16-20/0373	8/02/2017	Grantham Quarry Operational Rehabilitation Project - Status Update	<p>RESOLUTION</p> <p>That Council receive and note the Grantham Quarry Operational Rehabilitation Project – Status Update Report;</p> <p>Further;</p> <p>THAT Council authorise the Chief Executive Officer to continue the assessment process for the Grantham Quarry rehabilitation works and undertake any additional requirements to inform and review the proposed Grantham Quarry Rehabilitation Works Plan which will be submitted to Council for consideration and approval at a future meeting;</p> <p>And Further;</p> <p>THAT Council consult on this matter with the authors of the “Big Flood Study” to promote best practice outcomes for the Lockyer Valley community.</p> <p>Moved By: Cr McDonald Seconded By: Cr Hagan</p> <p>Resolution Number: 16-20/0373</p> <p>CARRIED 7/0</p>	McPherson, Dan	<p>18 Apr 2017 - 3:59 PM - Susan Boland Update on the Grantham Quarry Project and the "Big Flood"</p> <ol style="list-style-type: none"> 1. Council Officers are continuing to work with the Quarry owners toward finalisation of the proposed rehabilitation plan. 2. Council Officers have held discussions recently with Prof. Jacky Croke about the "Big Flood Study". With particular regard to the Grantham Quarry project no undue concerns with the proposed project were raised. On the broader question of the application of the "Big Flood" for the implementation of the Catchment Action Plan, any project work on the Lockyer Creek likely require input from the "Big Flood" Study group. <p>8 Jun 2017 - 8:31 AM - Vickie Wieland Council Officers are continuing to work with the Quarry owners toward finalization of the proposed rehabilitation plan.</p> <p>28 Jul 2017 - 11:59 AM - Cheryl Douvère Myles recommended refer to Planning</p> <p>28 Jul 2017 - 11:59 AM - Action reassigned to Dan McPherson by: Cheryl Douvère</p> <p>12 Sep 2017 - 2:57 PM - Teigan Dippel The assessment is in finalisation stage, to go to Council for approval in the coming months.</p> <p>10 Oct 2017 - 10:33 AM - Teigan Dippel Advised by Manager Planning & Environment the assessment is in finalisation stage and is to go to Council for approval in the coming months.</p> <p>3 Apr 2018 - 11:38 AM - Teigan Dippel Owners of the Grantham Quarry have undertaken works to remove stockpiles. A rehabilitation plan has not yet been submitted to Council for approval.</p> <p>3 May 2018 - 11:48 AM - Susan Boland Advised by Manager Planning and Development; the owner of the property where the former Grantham Quarry is located undertook the rehabilitation works in early 2018. There are a number of matters that need to be addressed as part of the provided rehabilitation plans before this works can be accepted by Council.</p> <p>3 Oct 2018 - 11:13 AM - Erin Corkeet</p>	



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<p>Advised by Manager Planning and Development "16-20/0373 - Grantham Quarry Operational Rehabilitation Project - Status Update</p> <p>- Part 1 of resolution - Completed.</p> <p>- Part 2 of resolution - Council officers met with a representative of Zanows on 20 August 2018 where it was confirmed that rehabilitation works had been undertaken between October 2017 and March 2018. Councillors were briefed on the status of the rehabilitation works in conjunction with a visit to the quarry site on 28 August 2018. A request for Council approval of the rehabilitation works was received from Zanows on 30 August 2018. BMT and Douglas Partners were commissioned by Council in mid-September 2018 to review the material submitted with the request with the former addressing impacts of the works on flood behaviour and the latter addressing the geotechnical stability of the works undertaken. The outcome of these reviews will determine whether Council can approve the rehabilitation works as undertaken or whether further works will be required.</p> <p>- Part 3 of resolution - Completed, discussions with Professor Jacky Croke about the "Big Flood Study" were undertaken in April 2017."</p> <p>9 Jan 2019 - 12:28 PM - <i>Lauren Smith</i></p> <p>The review by BMT and Douglas Partners is nearing finalisation with some collaboration needed on some matters.</p> <p>18 Apr 2019 - 8:35 AM - <i>Susan Boland</i></p> <p>Part 2 - to be considered at Council Meeting in May 2019.</p> <p>22 May 2019 - 12:54 PM - <i>Lauren Smith</i></p> <p>Comments made by Trevor Boehm:</p> <p>Effect of resolution</p> <ul style="list-style-type: none"> • Council noted the report on the rehabilitation of the Grantham Quarry. • The CEO was authorised to continue the assessment process and submit the proposed Grantham Quarry Rehabilitation Works Plan for consideration and approval at a future meeting of Council. • Council to consult on the rehabilitation of the Grantham Quarry with the authors of the Big Flood Study. <p>Comments</p> <ul style="list-style-type: none"> • The owners of the quarry have undertaken works without having obtained an approval of the Grantham Quarry Rehabilitation Works Plan. • This is an ongoing matter. <p>Recommended Action</p> <ul style="list-style-type: none"> • The resolution should remain open until the matter is finalised. <p>17 Oct 2019 - 12:27 PM - <i>Susan Boland</i></p> <p>Advised by Consultant Planner (16/10/2019) - currently awaiting report in relation to rehabilitation. Waiting on advice from both experts (Council & Zanows).</p>

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Apres No.	Meeting Date	Subject	Resolution	Officer/Dept	Action Taken	Completed																								
16-20/1559	13/11/2019	Application for Development Permit for Material Change of Use for Catering Shop, Shop and Advertising Device at 7 Railway Street, Heildon	<p>RESOLUTION</p> <p>THAT the application (MC2019/0023) for a Development Permit for a Material Change of Use for Catering Shop, Shop and Advertising Device on Lot 2 RP23163 at 7 Railway Street, Heildon be approved subject to the following conditions:</p> <p>APPROVED PLANS</p> <p>The following plans are the Approved Plans for the development:</p> <p>Approved Plans</p> <table border="1"> <thead> <tr> <th>Plan No.</th> <th>Rev.</th> <th>Plan Name</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>J20180037TP-01</td> <td>H</td> <td>Site Plan, prepared by Lockyer Drafting Designs (as amended in red by Council)</td> <td>29-10-2019</td> </tr> <tr> <td>J20180037TP-02</td> <td>G</td> <td>Turning Circle Plan, prepared by Lockyer Drafting Designs (as amended in red by Council)</td> <td>24-05-2019</td> </tr> <tr> <td>J20180037TP-03</td> <td>C</td> <td>Floor Plan, prepared by Lockyer Drafting Designs</td> <td>24-05-2019</td> </tr> <tr> <td>J20180037TP-04</td> <td>C</td> <td>East Elevation, North Elevation, South Elevation & West Elevation, prepared by Lockyer Drafting Designs (as amended in red by Council)</td> <td>24-05-2019</td> </tr> <tr> <td>J20180037TP-05</td> <td>E</td> <td>Street Elevation, prepared by Lockyer Drafting Designs</td> <td>24-05-2019</td> </tr> </tbody> </table>	Plan No.	Rev.	Plan Name	Date	J20180037TP-01	H	Site Plan, prepared by Lockyer Drafting Designs (as amended in red by Council)	29-10-2019	J20180037TP-02	G	Turning Circle Plan, prepared by Lockyer Drafting Designs (as amended in red by Council)	24-05-2019	J20180037TP-03	C	Floor Plan, prepared by Lockyer Drafting Designs	24-05-2019	J20180037TP-04	C	East Elevation, North Elevation, South Elevation & West Elevation, prepared by Lockyer Drafting Designs (as amended in red by Council)	24-05-2019	J20180037TP-05	E	Street Elevation, prepared by Lockyer Drafting Designs	24-05-2019	Van Baal, Tammee	<p>22 Nov 2019 - 12:33 PM - Tammee Van Baal</p> <p>Decision Notice sent to Applicant on 20/11/19. Submitters Decision Notice awaiting completion of applicant's appeal period. 6 Jan 2020 - 4:02 PM - Tammee Van Baal</p> <p>The outstanding correspondence is the submitter's decision notice. This is unable to be sent until the applicant's appeal period has finished. This period has not finished as the applicant did lodge representations and this is expected to be considered at the next Council meeting (22/1/2020). After those representations have been decided the correspondence can be sent to the submitter.</p>	
Plan No.	Rev.	Plan Name	Date																											
J20180037TP-01	H	Site Plan, prepared by Lockyer Drafting Designs (as amended in red by Council)	29-10-2019																											
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J20180037S-01	-	Front Elevation, prepared by Lockyer Drafting Designs	January 2019
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REFERENCED DOCUMENTS

The following documents are referenced in the assessment manager conditions:

Referenced Documents

Document No.	Rev.	Document Name	Date
19AR017	1	Vision Health – Environmental Noise Impact Assessment, prepared by Acoustech	16/07/2019

VARIATION APPROVAL

Not Applicable

FURTHER DEVELOPMENT PERMITS REQUIRED

- Development Permit for Building Work
- Development Permit for Operational Work (Landscaping)
- Development Permit for Plumbing and Drainage

CURRENCY PERIOD OF APPROVAL



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The currency period for this development approval is six (6) years starting the day that this development approval takes effect (refer to Section 85 "Lapsing of approval at end of currency period" of the Planning Act 2016.)

RECOMMENDATION

APPROVE WITH CONDITIONS Application No. MC2019/0023 for a Development Permit for a Material Change of Use for Catering Shop, Shop and Advertising Device on Lot 2 RP23163 at 7 Railway Street, HELLDON 4344 as identified in the attached details recommended for the Decision Notice.

ASSESSMENT MANAGER CONDITIONS

NO.	CONDITION	TIMING
1.	Undertake the development generally in accordance with the approved plans and documents referred to in this notice. These plans will form part of the approval, unless otherwise amended by conditions of this approval.	Prior to commencement of use and to be maintained thereafter.
2.	Maintain the approved development (including landscaping, crossover, access driveway, parking and other external spaces) in accordance with the approved drawing(s) and/or documents, and any relevant Council or other approval required by conditions.	At all times
3.	The development approves the operation of a Catering Shop and Shop from the subject site.	At all times.



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4.	The development must be undertaken in accordance with the Concurrence Agency Response by the State Assessment Referral Agency (SARA).	At all times.
5.	The use must not commence until all conditions of this approval have been complied with.	At all times.
Alterations and/or Relocations		
6.	Any alteration or relocation in connection with or arising from the development to any service, installation, plant, equipment or other item belonging to or under the control of the telecommunications authority, electricity authority or Council or other person engaged in the provision of public utility services is to be carried out with the development and at no cost to Council.	At all times.
7.	Replace existing Council infrastructure (including but not limited to any street trees and footpaths) to a standard which is consistent with Council's standards should this infrastructure be damaged as part of construction works.	At all times.
Damages to Services and Assets		
8.	Any damage caused to existing services and assets as a result of the development works must be repaired at no cost to the asset owner at the following times: a. Where the damage would cause a hazard to pedestrian or vehicle safety, immediately; or	At all times.



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	<p>b. Where otherwise, upon completion of the works associated with the development.</p> <p>Any repair work which proposes to alter the alignment or level of existing services and assets must first be referred to the relevant service authority for approval.</p>	
<p>Infrastructure Charges</p>		
<p>9.</p>	<p>Pay infrastructure charges for the proposed development in accordance with the Locker Valley Regional Council Adopted Infrastructure Charges Resolution in effect at time of payment.</p>	<p>Prior to commencement of use.</p>
<p>Food Van</p>		
<p>10.</p>	<p>The operation of the food van from the site is not permitted during the hours of 9am to 3pm from Monday to Saturday. Outside these hours, the food van is permitted to be stored on site within the car parks provided for the Catering Shop and Shop (Car Park 1, 2, 4 or 5).</p>	<p>At all times.</p>
<p>Advertising Device</p>		
<p>11.</p>	<p>One (1) Advertising Device is approved under this Development Permit, generally in accordance with the Approved Plans. Any additional Advertising Devices will be subject to further Development Permits.</p>	<p>At all times.</p>
<p>12.</p>	<p>The advertising device must be wholly located within the boundary of the premises.</p>	<p>At all times.</p>
<p>13.</p>	<p>The advertising device shall not exceed 5.0 metres in height above ground level.</p>	<p>At all times.</p>



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14.	Any illumination of the advertising device must be in accordance with Australian Standard 4282-1997 – Control of Obtrusive Effects of Outdoor Lighting.	At all times.
15.	The sign must only display the name, location and products/services of the businesses on premises. There must be no third party advertising.	At all times.
Landscaping		
16.	<p>Submit an Operational Works application for Landscaping prepared by a suitably qualified person, in accordance with the Landscaping Code and Planning Scheme Policy No. 11 from the Gattton Shire Planning Scheme 2007 which addresses the following:</p> <ul style="list-style-type: none"> a. Provide a planting schedule and maintenance plan which includes: <ul style="list-style-type: none"> i. Botanical names, mature heights and widths of plants, pot sizes, different key symbols and numbers of plants; ii. Planting bed preparation details including any topsoil depth, subgrade preparation, mulch type and depth, and type of turfing used; iii. Any hardscaping details including pebbled, paved or garden edged areas; iv. Ongoing maintenance of plants; and 	Prior to commencement of use.



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	<p>v. Irrigation system details if any;</p> <p>b. Provide details of any fencing to be provided;</p> <p>c. Provide details of refuse storage areas. Details should include provision of a purpose-built enclosure, which is screened from the street; and</p> <p>d. Provide landscaping within the areas designated as landscaping on the Approved Plans.</p>	
<p>Fencing</p>	<p>17. Provide an acoustic barrier to the southern boundary that is a minimum height of 1.8m above ground level and 12.5m long, in accordance with the recommendations of the Vision Health – Environmental Noise Impact Assessment, Reference No. 19AR017, Version 01, prepared by AcoustTech and dated 16/07/2019. The acoustic barrier must be constructed using material with a minimum surface mass of 10kg/m³ and no gaps left.</p>	<p>Prior to commencement of use, and to be maintained thereafter.</p>
<p>18.</p>	<p>Provide a fence to the southern boundary, where no acoustic barrier is located, that is a minimum height of 1.8m above ground level, generally in accordance with the Approved Plans. The total length of the southern boundary fence (including a minimum 12.5m length acoustic barrier) is to be a minimum of 34.6m.</p>	<p>Prior to commencement of use, and to be maintained thereafter.</p>
<p>19.</p>	<p>Provide a fence to the northern boundary that is a minimum height of 1.8m above ground level</p>	<p>Prior to commencement of</p>



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	tapering to 1.2m in height to the front boundary, in accordance with the Approved Plans. The extent of the 1.2m high fencing is limited to a maximum of 6.0m from the front boundary corner. The minimum length of the fence is to be 26.91m.	use, and to be maintained thereafter.
Outdoor Lighting		
20.	All outdoor lighting shall be directed inwards from the lighting source, be hooded and be directed away from residential uses.	At all times.
21.	The provision of security and flood lighting shall be designed, constructed, located and maintained in accordance with Australian Standard 4282 – 1997 (Control of the obtrusive effects of outdoor lighting) and so as not to cause nuisance to the occupants of nearby properties or passing traffic.	At all times.
22.	Lighting must be provided to all pedestrian areas, parking areas and building entries.	At all times.
Waste Management		
23.	Refuse storage, removal and collection facilities must be provided in accordance with the following: <ul style="list-style-type: none"> a. Provision of bins for general and recyclable waste, with an equal number of each being provided; b. Provision of a communal hardstand impervious area for the permanent storage location and service collection of 	Prior to commencement of use, and to be maintained thereafter.



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	all bins, having minimum dimensions of 1.5m2 (1,100mm x 1,300mm) per bin; c. Provision of a 1.8m high purpose-built enclosure to provide screening from public view and adjoining properties; and d. Provision of wash-down area in the vicinity of the permanent storage location fitted with a hosecock.	
Building Approval		
24.	Development Approval for Building Work is required prior to the commencement of any building work and a Certificate of Classification (final certificate) must be issued prior to the occupation/use of any new buildings or structures.	Prior to commencement of use.
Plumbing Approval		
25.	A plumbing and drainage permit must be obtained prior to licenced drainer connecting any sanitary drainage to Individual Queensland Urban Utilities supplied connection point/s. A compliance certificate will be required. Further plumbing and drainage permits must be obtained prior to associated works being carried out.	Prior to commencement of work.
Access		
26.	Construct a vehicle crossover with a minimum width of 5.5m in accordance with IPWEAQ standard drawing RS-050.	Prior to commencement of use.
Car Parking and Manoeuvring Areas		



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27.	Design and construct all vehicular access, parking and manoeuvring areas in accordance with the approved plans.	Prior to commencement of use.
28.	Provide a minimum of seven (7) car parking spaces, including one (1) for people with disabilities, generally in accordance with the approved site plans. The car parking and manoeuvring areas must facilitate the largest anticipated design vehicle to enter and exit the site in a forward gear.	Prior to commencement of use.
29.	Car park numbers 6 and 7, as identified on the Approved Plans, must be reserved, lined/signed and utilised by the Bed and Breakfast only.	Prior to commencement of use, and to be maintained thereafter.
30.	All vehicular access, parking and manoeuvring areas must be designed and constructed in accordance with: <ul style="list-style-type: none"> a. AS/NZS2890.1 Parking facilities Part 1: Off-street car parking; b. AS/NZS2890.6 Parking facilities Part 6: Off-street parking for people with disabilities; and c. AS2890.2 Parking facilities Part 2: Off-street commercial vehicle facilities. 	Prior to commencement of use, and to be maintained thereafter.
Stormwater		
31.	All works associated with this development must be undertaken without resulting in stormwater	At all times.



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	damage or nuisance to surrounding and/or downstream properties or infrastructure.		
32.	Discharge stormwater runoff from sealed areas and overflow pipes from the development to the creek to the west via underground pipes designed and constructed to cater the ultimate flows from the developed site.	Prior to commencement of use, and to be maintained thereafter.	
33.	Ponding or redirection must not occur at the outlet of all stormwater pipes (including temporary outlets) as the result of development.	Upon the commencement of use, and to be maintained thereafter.	
Earthworks and Retaining Walls			
34.	Earthworks are permitted only for works ancillary to building works and approved development under this permit.	Prior to commencement of use.	
35.	Unless otherwise required by conditions of this approval, earthworks associated with this development must be designed and constructed in accordance with: a. Council's Gattton Shire Planning Scheme 2007 Earthworks Code; and b. Australian Standard AS3798 Guidelines for Earthworks for Commercial and Residential Developments (Level 1 Supervision).	Prior to commencement of use.	
36.	All earthworks must include erosion and sediment control measures in accordance with the	During construction and establishment	



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International Erosion Control Association's Best Practice Erosion and Sediment Control.	of landscaping areas.
Environmental Health – General Conditions During Construction	
Hours of Construction	
37. Hours of construction must not exceed Monday to Saturday 6:30am to 6:30pm. Construction work must not be conducted from or on the premises outside the above hours or on Sundays or public holidays.	At all times.
Noise	
38. Noise generated from building works, are limited to the requirements set out in the Environmental Protection Act 1994, Chapter 8, Part 38, Division 3, Section 440R. a. A person must not carry out building work in a way that makes an audible noise:- i. on a business day or Saturday, before 6.30a.m. or after 6.30p.m; OR ii. on any other day, at any time. b. i. All plant and equipment does not result in a level greater than LA90 39 dB(A) when measured at 4 m from the most exposed façade of the nearest residential uses; and ii. The contribution from all varying noise sources associated with the development during night-time	At all times.



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	<p>hours (10pm-7am) does not exceed a level of LAMAX 50 dB(A), adjusted for tonality and impulsiveness, when measured at 4 m from the most exposed façade of the nearest residential uses; and</p> <p>iii. All mechanical plant and equipment, including but not limited to, air conditioning/refrigeration plant and ventilation exhausts/extracts shall be screened/shielded where a noise complaint is determined.</p>	
<p>Air Pollution</p>	<p>39. The land owner must comply with Environmental Protection (Air) Policy 2008 during construction of added facilities and during operation of normal activities including:</p> <p>a. Suppression of airborne particles including dust so that the qualities of the air environment that are conducive to: health and biodiversity of ecosystems, human health and wellbeing, protecting the aesthetics of the environment, including the appearance of buildings, structures and other property, and to protecting the agricultural use of the environment.</p>	<p>At all times.</p>
<p>Water</p>		



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40.	The land owner must comply with Environmental Protection (Water) Policy 2009 during construction of added facilities and during operation of normal activities including: a. Contaminated water must not be released to stormwater; and b. Sediment controls must be installed where necessary to prevent the release.	At all times.
Waste & Recyclable Material Bin(s), Storage & Servicing		
41.	Provision of suitable waste removal services and suitable number and type of waste containers, in accordance with the Environmental Protection Regulation 2008 and to the satisfaction of Council's Waste Reduction and Recycling Plan, for the storage of: ☐ papers, plastics, cardboard, food scraps, used food containers and like wastes generated by workers on the site; and ☑ building construction and/or demolition wastes.	At all times.
42.	All waste collected/stored on site during construction shall be taken to an approved Waste Disposal Facility for disposal in accordance with current acceptance criteria and relevant fees and charges.	At all times.
Note: In Lockyer Valley Regional Council local government area Gatton Landfill and Laidley		



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	Transfer Station are approved to accept building construction and demolition waste.	
	Environmental Health – General Conditions	
	Noise	
43.	All 'Regulated Devices', 'Pumps', 'Air-conditioning equipment' and 'Refrigeration equipment' as defined by the Environmental Protection Act 1994 must be designed, installed, operated and maintained in order to comply with the noise standards as specified within the Environmental Protection Act 1994 and Environmental Protection (Noise) Policy 2008.	At all times.
	Air Pollution	
44.	Undertake the activity in a manner that does not allow the unreasonable release of a contaminant to the air environment and achieves the air emission standards.	At all times.
45.	Noxious or offensive odours must not be emitted beyond the boundaries of the premises.	At all times.
	Water	
46.	Contaminates or contaminated water must not be directly or indirectly released from the premises or to the ground or groundwater at the premises except for: a. Uncontaminated overland stormwater flow; b. Uncontaminated stormwater to the stormwater system; and	At all times.



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	c. Contaminates release to sewer in accordance with the relevant approvals from the relevant authority.	
Drinking Water		
47.	Drinking water on the land provided to persons must comply with the Australian Drinking Water Guidelines 2011. Any water tanks must be constructed in accordance with Chapter 2 Part 1 and Part 8 of the Public Health Act 2005 (i.e. Constructed in a way that prevents the breeding of mosquitos).	At all times.
Waste Storage and Collection		
48.	All municipal waste is to be disposed of off-site at an approved facility. No disposal is permitted onsite by burial, incineration or composting.	At all times.
49.	There shall be provided a suitable number and type of commercial waste container/s collected not less than once per week OR other such suitable number and type of bulk waste containers as may be approved by Council.	At all times.
Food Preparation and Hygiene		
50.	A new premise used for the sale or preparation, packing, storing, handling, serving or, supplying of food or drink to the public is required to obtain a food design approval for structural fit out of the kitchen and licence prior to construction or operation under the provisions of the Food Act 2006. Please contact an Environmental Health	At all times.

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Officer of Lockyer Valley Regional Council for advice regarding this matter on 1300 005 872.	
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ADVISORY NOTES

- (i) This approval does not constitute a building approval and no assessment under the Building Act 1975 or subordinate legislation has been carried out. Separate development approval for building works is required to be obtained from an appropriately licenced building certifier.
- (ii) A food licence must be obtained prior to the commencement of use for the Catering Shop and Food Van.
- (iii) Council will issue an Infrastructure Charges Notice. These charges are required to be paid prior to the commencement of the use.
- (iv) Under the Development Incentives – Infrastructure Charges Policy SG23 the development may be eligible to receive a discount in accordance with the policy. Note this policy only applies to contributions payable for development permits for Material Change of Use that are approved during the period within which this policy is in effect and subject to further requirements as detailed in the policy. Please contact Council to discuss further.
- (v) All works associated with this approval may not start until all subsequent approvals have been obtained, and its conditions complied with.
- (vi) Any additions or modifications to the approved use (not covered in this approval) may be subject to further application for development approval.

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(vii) Biosecurity Queensland should be notified on 13 25 23 of proposed development(s) occurring in the Fire Ant Restricted Area before earthworks commence. It should be noted that works involving movements of soil associated with earthworks may be subject to movement controls and failure to obtain necessary approvals from Biosecurity Queensland is an offence.

It is a legal obligation to report any sighting or suspicion of fire ants within 24 hours to Biosecurity Queensland on 13 25 23.

The Fire Ant Restricted Area as well as general information can be viewed on the DAF website www.daf.qld.gov.au/fireants

Advice for Queensland Urban Utilities

On 1 July 2014, Queensland Urban Utilities became the assessment manager for the water and wastewater aspects of development applications. An application will need to be made directly to Queensland Urban Utilities for water supply connections for the proposed development.

Moved By: Cr Holstein Seconded By: Cr McLean

Resolution Number: 16-20/1559

CARRIED
6/0

10.10 Community Event Proposal - Billy Kart Derby

Date: 16 January 2020
Author: Elizabeth Jones, Community Development and Engagement Officer
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The Lockyer Valley Billy Cart Association is requesting approval to hold a Billy Cart Derby at the Lake Apex precinct on Saturday 18 and Sunday 19 April 2020. This is a new community event being planned and delivered by the association, seeking no financial or staff resource assistance from Council. The association is seeking approval to use an area within the Lake Apex precinct, between the Lights on the Hill Memorial and the Gatton Child Care Centre for the event.

Officer's Recommendation:

THAT with respect to the correspondence received from the Lockyer Valley Billy Cart Association on 23 October 2019 requesting Council approval for a new community event, the Billy Cart Derby, Council resolves to

Approve the use of the designated area within the Lake Apex precinct for the new Billy Cart Derby event to be held on 18 - 19 April 2020. Approval for future events will be dependent on the impact on the site of the inaugural event.

Report**1. Introduction**

The Lockyer Valley Billy Cart Association is requesting approval to hold a Billy Cart Derby at the Lake Apex precinct on Saturday 18 and Sunday 19 April 2020. This is a new community event being planned and delivered by the association, seeking no financial or staff resource assistance from Council. The event will provide opportunity for community groups to be involved and fundraise, bring the community together and provide a family focused event. The association is seeking approval to use an area within the Lake Apex precinct, between the Lights on the Hill Memorial and the Gatton Child Care Centre for the event.

The event meets the Lockyer – Our Valley, Our Vision Community Plan 2017-2027, the Lockyer Valley Corporate Plan 2017-2022 under Lockyer Community and the Lockyer Valley Regional Council Operational Plan 2019-2020 under Lockyer Community, 1.5 by delivering an event or activity that brings together and supports greater connectivity in the community.

The Lockyer Valley Event Strategy supports new events held in the shoulder and off-season to assist in creating greater year-round visitation and economic impacts. The Billy Cart Derby is held in the shoulder season (April) and has the capacity to build into an event that brings external/overnight visitors to the region as participation increases.

2. Background

A new community event, the Billy Cart Derby is proposed by the Lockyer Valley Billy Cart Association. A proposal was sent to Council on 23 October 2019, a meeting was held on 3 December 2019 with a Councillor and Council officer and the proposal was presented at a Council Workshop on 14 January 2020.

The proposed event was discussed at the Lake Apex community Advisory Committee (LACAC) meeting in December and In Principle support was given pending further investigations around the request for the grading of a track.

3. Report

The purpose of the Billy Cart Derby is to bring the community together for a fun day of racing and entertainment. Community groups will have the opportunity to participate in the races and have food or drink stalls to raise funds for their prospective groups. The proposal submitted includes detail on the event including programming, terms and conditions of entry, a nomination form, trophy list and a map of the proposed track location within the Lake Apex precinct.

Event timings:

The main event will take place on Sunday 19 April, times to be confirmed. The track will be open on Saturday 18 April during set hours in the afternoon for scrutineering of the carts and trial runs of the track for registered participants only. This ensures all using the track will be covered by the event insurance.

Management of the environment:

There was concern around the request for Council to 'skim' the track to remove any mounds and flatten out imperfections. The issue was around the stability of the soil after any interference. This request has now been rescinded and the event will proceed, if approved, with the track as is.

Management of event pedestrian and vehicle traffic:

There was concern around the management of event parking which has now been addressed, removing the need for any traffic management on the day. General event parking will be directed, using signage, to the area behind the Off-Leash Dog Park on the western side of the precinct, with a community group managing the area as a fundraising activity (gold coin). Disabled parking will be in the marked car parks on the semi-circular road off Denis Minson Drive. This would reduce traffic on that road as well as reduce risk to patrons and participants. Signage directing patrons to each of the parking areas would be installed on the corner of Denis Minson Drive and Lake Apex Drive, as well as 30m before the car park entry off Western Drive. Marketing of the event will include a hybrid venue map clearly showing parking locations. Please see attached site map showing clearly the designated parking areas and placement of signage. This approach to the management of parking has been approved by the Manager, Parks, Gardens and Cemeteries.

Financial and resource support:

The association requires no financial assistance from Council as they have secured sponsorship to build the start ramps for the race. Council staff resources will be required to assist with marketing the event and distributing promotional material through Council offices and the Lake Apex Visitor information Centre. This is the usual support provided to community events.

Lockyer Valley Regional Council branded event equipment will be offered to the association to provide shade and seating at the event and show Council's support. There is no cost associated with providing

this equipment, other than the delivery and collection by Council's Parks and Gardens team. This is in line with the usual process for event equipment hire.

After consideration and management of all identified concerns raised it is recommended that Council give approval for the inaugural Billy Cart Derby to be held at the Lake Apex site. After the event, a site inspection will be undertaken with the Manager, Parks, Gardens and Cemeteries and event organisers, with a recommendation provided for ongoing use of the site for future similar events.

4. Policy and Legal Implications

Policy and legal implications will be addressed in the future on matters that arise before Council.

5. Financial and Resource Implications

Council's 2019/20 budget includes appropriate allocation of resources to undertake the project raised in this report.

6. Delegations/Authorisations

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

7. Communication and Engagement

The following Groups and officers were consulted in the preparation of this report:

- Councillors
- Manager Parks, Gardens and Cemeteries
- Coordinator Environment and Pest
- Community Development and Engagement Officer

On approval of the use of the venue, the Lockyer Valley Billy Cart Association will be notified, and marketing of the event will commence.

8. Conclusion

The Billy Cart Derby is a new event that will bring the community together, offer a platform for community groups to raise funds and build connectivity in the community. The requested location is a site between the Lights on the Hill Memorial and the Gatton Child Care Centre within the Lake Apex precinct. All concerns raised have been addressed and it is recommended that Council give approval for the event to go ahead at the requested venue for this year, with a post event site inspection to be held with Council officers and event organisers to review any impact on the event site. Approval for future events will be dependent on the outcome of the site inspection.

9. Action/s

Approval is given for the inaugural Billy Cart Derby to be held on the weekend of 18-19 April 2020 at the Lake Apex precinct, on the eastern side between the Lights on the Hill Memorial and the Gatton Child Care Centre.

Attachments

- 1 [↓](#) Billy Cart Derby Proposed Track 1 Page
- 2 [↓](#) Billy Cart Derby Proposed Map of Designated Areas 1 Page



LOCKYER VALLEY BILLY CART DERBY – DRAFT SITE MAP



10.11 Post Event Report - Lockyer Valley Business, Training and Apprenticeship Awards

Date: 03 December 2019
Author: Helen McCraw, Senior Economic Development Coordinator
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The purpose of this report is to provide Councillors with a post event outcome report of the 2019 Lockyer Valley Business, Training and Apprenticeship Awards and to confirm preliminary arrangements for the 2020 Lockyer Valley Business, Training and Apprenticeship Awards.

Officer's Recommendation:

THAT Council receive and note the 2019 Business, Training and Apprenticeship Awards outcome report.

And further;

THAT Council approve that the 2020 Business, Training and Apprenticeship Awards be held on Saturday 24 October 2020.

Report**1. Introduction**

The 2019 Lockyer Valley Business, Training and Apprenticeship Awards were conducted over a 16 week period, commencing in April 2019 and culminating in the gala presentation event held on 19 October 2019 with Mary 'Effie' Coustas officiating as Master of Ceremonies and musical entertainment provided by the Rheanna Leschke Band.

The Awards provide an opportunity to recognise, showcase and celebrate excellence in business and in their respective employees, trainees, apprentices, and young supervisors or managers.

A project management methodology was successfully utilised to manage the complexity of the Awards, including sponsorship, advertising and promotions, nominations, judging, ticketing and the gala presentation event.

2. Background

Lockyer Valley Regional Council has undertaken the delivery of the Lockyer Valley Business, Training and Apprenticeship Awards since 2012. Council is able to continue to host the Awards due to the support received from valued sponsors and media partners.

The Award nomination process closely resembles the preparation of an annual business plan, which is known to be a valuable indicator for business success and growth. The independent judging process also provides an opportunity during site visits to deliver one on one micro-mentoring sessions to each finalist.

The Awards also provide an opportunity for local business to reward and recognise staff. External awards recognition is beneficial to staff morale, job satisfaction and retention rates.

Economic development principles include supporting local business to grow and thus maintain and create new jobs. Access to employment through local jobs is a strong indicator for liveability within a region. The Business, Training and Apprenticeship Awards is an initiative that supports local business and local jobs.

3. Report

The Business, Training and Apprenticeship Awards are a key Council initiative providing opportunities to recognise excellence in our local business community and showcase the depth and diversity of the Lockyer Valley economy.

The 2019 awards were well supported by local business and the community. Statistical highlights include:

- Support from seven (7) Major Sponsors, six (6) Category Sponsors and two (2) Media Partners in excess of \$54,000 in cash, \$10,000 in prizes and \$27,000 of in-kind press, print and radio advertising;
- Receipt of 70 nominations, across 19 categories;
- Receipt of over 2780 votes for the People's Choice Award nominating a total of 29 local businesses for great customer service; and
- Attendance of 432 people at the gala presentation dinner.

Advertising and promotion commenced on 31 July 2019 and continued until the 8 November 2019, and included advertising in the Gatton Lockyer Brisbane Valley Star, Laidley Plainland Leader, and on River 94.9 with substantial advertising value.

A project debrief has been completed with staff involved in the delivery of the Awards. This identified a number of minor adjustments that will be implemented to strive for continuous improvement of the awards process and event delivery.

To understand the value of the Awards to the Lockyer Valley region economic event impact modelling was undertaken using known data as inputs to determine the economic value of the Awards. It was identified that additional value for business is delivered during the judging process.

The benefits associated with this event is both quantitative and qualitative and includes:

- The economic impact of the awards is a local economic output of \$112,136;
- The value of the time invested by the business owner in preparing a nomination which is the equivalent to the review of a business plan is estimated to be \$50,000;
- Provides opportunities to reward high performing staff, showcase local businesses and what they do and provide business networking;
- The Awards provide other opportunities that are difficult to value in monetary terms; these include showcasing Council initiatives via video to a 400+ strong business audience;
- Showcasing local business to other local businesses and providing opportunities for business networking

- Provide an opportunity during judge's site visits to deliver one-on-one business mentoring to each finalist. In 2019 judges undertook 45 site visits, this equates to 22 ½ hours of one on one business mentoring, with an estimated monetary value of \$4,500.

Judges are chosen with current and relevant industry knowledge, expertise, and/or skills, and part of their brief is to provide value to the business owner/manager in conversation during the site visit. The experience of past judges has provided valuable opportunities for business growth and learning.

The 2020 Awards Gala Presentation dinner has been tentatively scheduled for Saturday 24 October 2020 in the Gatton Shire Hall.

Sponsors of the 2019 Lockyer Valley Business Training & Apprenticeship Awards have indicated that they will continue to support the event in the future. With Council support, sponsors will be contacted in April to confirm sponsorship arrangements for 2020.

4. Policy and Legal Implications

The Lockyer Valley Regional Council Operational Plan 2019-20 seeks outcomes for Lockyer Business Farming and Livelihood. Delivery of the Lockyer Valley Business Training and Apprenticeship Awards addresses all the aims identified in the plan.

Economic development principles include supporting local business to grow and thus maintain and create new jobs. Access to employment through local jobs is a strong indicator for liveability within a region. The Business, Training and Apprenticeship Awards is an initiative that supports our local business.

5. Financial and Resource Implications

The 2019 Lockyer Valley Business, Training and Apprenticeship Awards is primarily funded from sponsorship funds and delivered within the existing Council budget.

The 2020 Lockyer Valley Business, Training and Apprenticeship Awards will require budget allocation in the 2020/21 Budget deliberations by Council.

6. Delegations/Authorisations

No further delegations are required to manage issues raised in this report.

7. Communication and Engagement

All sponsors of the 2019 event will be provided with a copy of a Sponsors Report for the 2019 Lockyer Valley Business Training and Apprenticeship Awards.

8. Conclusion

The Lockyer Valley Business, Training and Apprenticeship Awards have again been delivered at a very high professional standard and the Awards continue to provide an opportunity to showcase local business and reward and recognise local business success.

Economic modelling indicates there is significant community economic benefit. Additional business benefits for nominees and finalists some that that can be valued and others that are qualitative and have substantial value which is difficult to measure.

9. Action/s

Council to commence preliminary planning for the 2020 Lockyer Valley Business, Training and Apprenticeship Awards in a similar format to that which has been used in the past, with the gala presentation dinner tentatively scheduled Saturday 24 October 2020.

Attachments

There are no attachments for this report.

10.12**Regional Flavours and Brisbane Exhibition Participation**

Date: 03 December 2019
Author: Tracy Vellacott, Tourism & Marketing Coordinator
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

In line with recommendations and actions of Council's *Tourism Destination Plan 2018-2023*, budget provisions and past activations, Council attended Regional Flavours at South Bank and the Brisbane Ekka in 2019. This report contains a snapshot of the results and the exposure the region received through attending these events in addition to recommending that future options are investigated to achieve the outcomes participation in these two events currently achieve.

Officer's Recommendation:

THAT Council receive and note the Regional Flavours and Brisbane Exhibition Participation Report. And further; THAT Council endorse the cessation of its participation in the Regional Flavours and Ekka events from 2020 and investigate other options to achieve the objectives of the *Tourism Destination Plan 2018-2023*.

Report**1. Introduction**

Council attended Regional Flavours at South Bank on 20 and 21 July 2019 and the Brisbane Exhibition (Ekka) from 9 to 18 August 2019. At the Ekka, Council had a stand in the Agricultural Pavilion to promote the region. At Regional Flavours, Council partnered with the event to obtain greater exposure through a dedicated precinct area and additional marketing benefits.

At both tradeshows Council's goal was to promote the region's tourism and food offering to the public, educate the public on where their food is grown, to encourage visitation and to purchase local food products.

2. Background

Council commenced trade show activations over 10 years ago with participation in the inaugural Regional Flavours Festival and then in 2015 Council became a presenting partner. In 2012 and 2013 Council attended the Good Food & Wine Show in Brisbane. In 2014 Council participated in the Brisbane Caravan & Camping Show and commenced its Brisbane Ekka activations. In 2014, 2015 and 2016 Council attended Sydney's Royal Easter Show.

Regional Flavours

Regional Flavours is an annual event where foodies along with wine and craft beer enthusiasts descend upon the South Bank Parklands. In this setting they learn about global food trends and recipes from an impressive line-up of celebrity chefs and experts. They also sample Queensland produce, craft

beers and local wines. The event provides Council with an opportunity to promote the region and its food offering to food enthusiasts from South East Queensland and beyond.

Council was a participant at the first Regional Flavours event and has been a Regional Flavours partner since 2015 (five years). As an event partner, Council secured a valuable platform within Brisbane city to promote the Lockyer Valley to the drive tourism market, position the region as a weekend destination and highlight the quality products of the region through stalls, media, marketing and cooking demonstrations. Our relationship with the event organisers allowed Council to leverage its attendance through additional marketing exposure in publications such as the *Courier Mail*, branding on high exposure outdoor signage and by being part of high-profile celebrity chef demonstrations in front of capacity audiences. The audience for this event was over 85,000 for the two days.

Brisbane Ekka

The Brisbane Ekka, another annual event that offers a valuable marketing opportunity for Council, exposes the region to a crowd of approximately 400,000 visitors. Council has attended the Ekka since 2014 (six years), targeting the drive tourism market with a focus on attracting people that live in and around Brisbane. This event also gave the region's tourism operators and food producers a valuable platform to attend and promote their businesses via a regional presence and it created an opportunity to establish new business contacts, obtain media coverage for the region and distribute our tourism guide to potential visitors.

As a part of its services and expenditure review, Council, at the Councillor Workshop on 11 December 2019, indicated a desire to move away from participating in these two events to look at other options to achieve the objectives of the *Tourism Destination Plan 2018-2023*.

3. Report

Regional Flavours

At the 2019 event Council continued its partnership with Brisbane Marketing (event organisers) to further leverage the region's exposure over the event period. This allowed access to two stages to promote the region through cooking demonstrations, as well as a dedicated precinct in a high exposure area. This precinct, known as the Lockyer Valley Picnic Patch, included picnic styled seating, space for eight stallholders as well as a promotional space for tourism marketing, a double site for the menu hub, and space to display the fruiterer's truck with its fresh produce display, which was all donated by local producers. The precinct styling was refreshed in 2019 to reflect 'modern rustic charm' and increased use of colour within the venue. The event layout was revised to improve crowd flow, safety and visitor experience.

Benefits:

- Expansive branding opportunities including the distribution of marketing collateral at cooking demonstrations and message integration on stage;
- Advertising in the event program and *Courier Mail* feature;
- Branding exposure through city billboards and event signage;
- Substantial coverage on the event website, e-newsletters and in social media (this exposure is over and above other regions' presence at the event as a stallholder and gives Council leveraging opportunities usually not available).

In 2019, there were five returning stallholders and three new operators. The feedback from new operators was positive. One reported good sales; 70 customers per hour tasting; and 400 flyers distributed for visitation to the farm and online purchasing. Another operator noted, "The opportunity to chat with the Brisbane market and broaden my audience was fantastic. The vibe and overall feeling

of the event was just wonderful too. I'm so grateful to have been given the opportunity to participate and would do it again."

A picnic style menu was featured in the Menu Hub - cauliflower cheddar cheese croquettes with piccalilli, pumpkin scones with whipped lemon myrtle goat's cheese and lavender drizzle, and honey roasted tomato soup with sheep's milk labneh swirl – utilising ingredients of vegetables, herbs, cheeses, lavender and honey from the Lockyer Valley.

The Lockyer Valley Food Ambassador was invited to run cooking demonstrations on the Hunting Club and QLD Taste Stages, promoting the region and produce. On the Hunting Club stage, he presented "Masterful Meat and Veg" with grilled flatiron steak, salt baked beetroot, curd and sour honey, and on the QLD Taste stage he cooked fennel, chilli and yoghurt roasted lamb with green beans and Bauple nuts. Lockyer Valley beef and lamb became the protein highlights along with the vegetables.

In relation to promotional activation, a flyer was developed to promote the region and stallholders, and recipe cards were distributed to attendees in addition to the tourism destination guides, events calendars and seed sticks.

A competition was run to win an ultimate foodie experience in the Lockyer Valley. Prizes were donated (valued at over \$2000) and included a picnic and produce pack, fly/drive to an exclusive picnic location, overnight accommodation, meals, and a Meet the Maker class. The competition was run on the Regional Flavours website, encouraging online entry in the lead up and during the event, along with stand entry over the two days of the event.

In 2019 the Lockyer Valley took a futuristic direction with its destination marketing at both Regional Flavours and the Ekka, with the introduction of virtual reality experiences to the stand. People wearing the headsets immersed themselves in the farms and agricultural activities of the region. The feedback was incredibly positive and confirmed Council's desire for people to visit the Lockyer Valley in real life and enjoy the diverse and interesting experiences that this region has to offer.

Results:

- Exposure to 85,000 attendees – stable retention.
- Visitation was 73% local (15% increase on 2018) and 27% visiting.
- Key attendance drivers included trying food and wine (77%) and experiencing regional produce (85%).
- Retention and increase of the coveted "Foodie" – 52% were couples attending without children.
- 99% overall satisfaction rating for event visitors (96% in 2018).
- Over 80 of Queensland's best food and wine producers from 17 different growing regions. (Lockyer Valley had over 10 per cent of this footprint.)
- Just over 1,000 tourism destination guides distributed.
- Over 300 individual tasting plates of croquettes and scones sold and just under 300 serves of soup sold at Menu Hub.
- Promotion of region and competition on Regional Flavours website with online entry attracting 3,369 entries (349 entries at the marketing stand) = 3,718 total.
- Branding recognition on stage and on associated precinct signage for the Hunting Club and Queensland Taste stages.
- Regional Flavours Event Guide - Advertisement and dedicated page on the precinct and region was included. The guide was distributed to approximately 180,000 people across Queensland as a lift out in The Courier-Mail on Saturday 6 July. The timing of the distribution was ideal

given it was two weeks prior to the event which gave visitors outside of Brisbane enough time to plan for the event. An additional 10,000 copies were supplied to South Bank which were distributed on ground across the event weekend and for the first time were also dropped off to all the eatSouthBank restaurants the week prior to the event.

- Goa Billboard - audience reach 208,000 people aged between 25-39 years old who on average would have seen the advertisements 4.6 times. This equates to the likelihood of ads being seen 946,900 times across the length of the campaign which ran for three weeks from 1-21 July. The LVRC billboard was shown from 8-14 July.
- Victoria Bridge flags promoting the region and our food ambassador in the lead up to the event.
- Generation of exposure and sales for food producers – all were satisfied with trading, some enjoying an increase on past years.
- Returning food producers covered 75% of their site fees and new food producers covered 50% of their site fees.
- WIN Television story on Lockyer Valley producers at Regional Flavours including interview with Food Ambassador.
- Many photos of the event area and products taken by visitors and shared across social media platforms.
- Council worked with Oz Harvest in relation to the removal of the fresh produce used on the stand at completion of Regional Flavours.

Brisbane Ekka

Council occupied a 12m x 3m space at the entry to the Agricultural Pavilion (same site as 2018). The stand had a refresh of imagery depicting the Lockyer Valley and aspects of the stand layout were changed to accommodate a two-seat space for the virtual reality experience. The much-loved Fergie TE20 tractor remained a highlight of the stand. Visitors admired fresh and colourful local produce on stand with vegetables and herbs, all donated by local producers.

As well as a farm selfie on the tractor and vegetable-themed activities for the children, visitors sought out Council's agriculturally-themed giveaways including seed sticks, tractor tattoos, tractor money boxes and bookmarks. In relation to promotional activity, Council distributed a variety of marketing collateral including tourism guides, special interest brochures for key tourism attractions, recipe cards, the events calendar and more.

The stand was staffed over a 10-day period by Regional Development, Marketing and Communications and Lake Apex Visitor Centre staff. Staff were assisted by Councillors and five tourism and food operators.

A competition also supported the marketing activity with the winner receiving a two-night glamping experience, a family tour, meal vouchers and a picnic pack. The prize was valued at \$1000 with all prizes donated.

Council again worked closely with Oz Harvest in relation to the removal of the fresh produce used on the stand at completion of the Ekka.

Results:

- Just under 400,000 people attended the Ekka this year with approximately 60,000 attending on People's Day.
- Approximately 2,000 tourism destination guides were distributed.
- Over 1000 competition entries received.

- Over 200 people per day experienced the VR.
- Opportunity for tourism operators and food producers to promote their businesses and products.
- Generation of leads and relationships with new networks.
- WIN story on VR experience.

Future participation in Regional Flavours and the Brisbane Exhibition

As a part of its services and expenditure review, Council, at the Councillor Workshop on 11 December 2019, indicated a desire to move away from participating in these two events. If Council endorse the cessation of its participation in the Regional Flavours and the Brisbane Exhibition events, officers will investigate other options to achieve the objectives of the *Tourism Destination Plan 2018-2023*. This may include website redevelopment, social media strategies, collaborative marketing campaigns, activation strategies for public spaces, signage audits etc.

4. Policy and Legal Implications

There are no policy or legal implications which arise as a result of this report.

5. Financial and Resource Implications

Both events were delivered within existing budget allocations.

Brisbane Ekka expenditure was \$25,858 exclusive of staff costs of approximately \$12,000. In relation to resources at Ekka, a total of 357 hours were rostered for the duration of the show. These hours were predominantly normal rostered hours. This did not include work in the lead up to the event, bump in or bump out. Stand hours included: Regional Development Staff 186 hours, Managers 26.5 hours, Councillors 35 hours, VIC staff 52 hours, Marketing, Communications and Engagement staff 25.5 hours, tourism operators 22 hours and food producers 10 hours. A total of 93.5 rostered hours for Ekka were donated by Managers, Councillors, Operators/Industry volunteers, which was a great cost saving to Council.

Net expenditure for Regional Flavours was \$30,413 inclusive of sponsorship, partnership fees, menu hub site fees plus staff costs of \$2,453. Regional Flavours consisted of a total of 82 rostered hours to man the marketing and menu hub stands. This included 18 hours Councillors, 9.5 hours Manager/CEO and 54.5 hours for Regional Development staff over the weekend.

If Council does not participate in these two events in 2020 and undertakes other options for achieving the desired outcomes, there may be financial implications. The extend of these implications will not be known until options are scoped, agreed and costed as part of the 2020-21 budget process.

6. Delegations/Authorisations

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

7. Communication and Engagement

At the Councillor Workshop on 11 December 2019, Councillors were engaged on the costs and benefits of participating in Regional Flavours and the Brisbane Exhibition.

Councillors will be engaged on the finding of officers as to new options to achieve the objectives of the *Tourism Destination Plan 2018-2023*.

8. Conclusion

This report summaries the outcomes of Council's participation in Regional Flavours and the Brisbane Exhibition in 2019 and recommends that future options are investigated to achieve the outcomes participation in these two events currently achieve.

9. Action/s

- 1) Undertake the necessary steps to cancel Council's participation in the 2020 Regional Flavours and Brisbane Exhibition events
- 2) Investigate alternative options to achieve the objectives of the *Tourism Destination Plan 2018-2023*

Attachments

There are no attachments for this report.

11. ORGANISATIONAL DEVELOPMENT AND PLANNING SERVICES REPORTS**11.1 Executive Manager Organisational Development and Planning Monthly Report - December 2019****Date:** 06 January 2020**Author:** Dan McPherson, Executive Manager Organisational Development & Planning Services**Responsible Officer:** Dan McPherson, Executive Manager Organisational Development & Planning Services

Summary:

This report is to update Council on key issues currently being actioned within the Organisational Development and Planning Group.

Officer's Recommendation:

THAT Council receive and note the Executive Manager Organisational Development and Planning Monthly Report for December 2019.

Report**1. Introduction**

This report provides an update on key matters arising and being addressed since the last report.

2. Background

The previous reports provide the background information to date and only progress is being reported during December 2019.

3. Report**Organisational Development****Full Time Equivalents**

- Council's established FTE number for December 2019 was 315.

Learning & Development

- Corporate Induction: Five new employees inducted into the organisation.

Traineeships

- Three trainees successfully completed their Certificate III in Business Administration in December
- Council received \$99,000 for our 2020 Traineeship Program.

Draft Structure Consultation Sessions

- 11 drop-in consultation sessions were held at various Council locations during December to provide employees with an avenue to provide feedback on the draft organisational structure.

Planning & Development

In the month of December 2019, 23 development applications were received, 29 development applications were decided, and 1 pre-lodgement meeting was held.

Continuous Business Improvement

As identified in the Planning and Development Department Business Plan and Continuous Improvement Plan the Departmental Delegations have been reviewed and amended. Appropriate development assessment delegations have been provided to the Coordinator Development Assessment. The amended delegations will address a number of the issues raised in the Voice of Our Customer Survey including facilitating faster approvals and decisions. The implementation of this change will enable the Manager Planning and Development to focus more on strategic business planning and improvements and Departmental leadership.

Strategic Planning

Requests for quotes have been distributed to suitably qualified consultants for the Plainland Structure Plan and the Gatton North Major Enterprise and Industrial Area (MEIA) Study. Requests for Quote close on 24 January 2020. It is anticipated that these projects will be completed by 30 June 2020. The results will be incorporated into the Lockyer Valley Planning Scheme.

Council officers attended a workshop in December 2019, hosted by the Department of Environment and Science regarding to proposed reforms to regulations in relation to the protection of koala habitat and to further understand Development Application requirements.

Compliance

Council Officers have been working with the owner of Lot4 RP135161 since early 2018 to resolve compliance issues on the land. The property is divided by Main Camp Creek Road. An unapproved transport depot was being operated from a portion of the land located on the western side of the road. Numerous complaints were received about the parking of heavy transport vehicles on the road reserve. Two transportable buildings intended to be used for residential uses were also sited on this portion of the property. There were also compliance issues with the residence on this section of the land. The owner of the land has advised Council that the lease on this portion of his land was not renewed and the tenant has moved out. The owner has indicated that he intends to demolish the residence due to the cost of bringing it into compliance with a view of building a new residence. (This residence was severely damaged during the 2011 & 2013 floods and was not fully restored).

On the eastern side of the road two farm sheds and an unapproved transportable building were being used for residential purposes. All buildings have now been vacated with the unapproved transportable building being removed from the land and the sheds returned to their approved use as farm sheds. Whilst it has taken some considerable time to resolve compliance issues on the land there has been no cost to Council other than Officer time.

Furthermore, Council Officers have been working with the owner of Lot 2 on SP200657, since 2018 to resolve compliance issues on the land. Council Officers reasonably believed that the land was being used as a Transport Depot/Junk Yard without Development Approval. The owner of the land was

given an extended period of time to resolve identified issues which were resolved when the land was sold and the long term tenant moved off the property. No formal compliance action was taken and the matter was resolved with no cost to Council other than Officer hours.”

Plumbing and Building Services

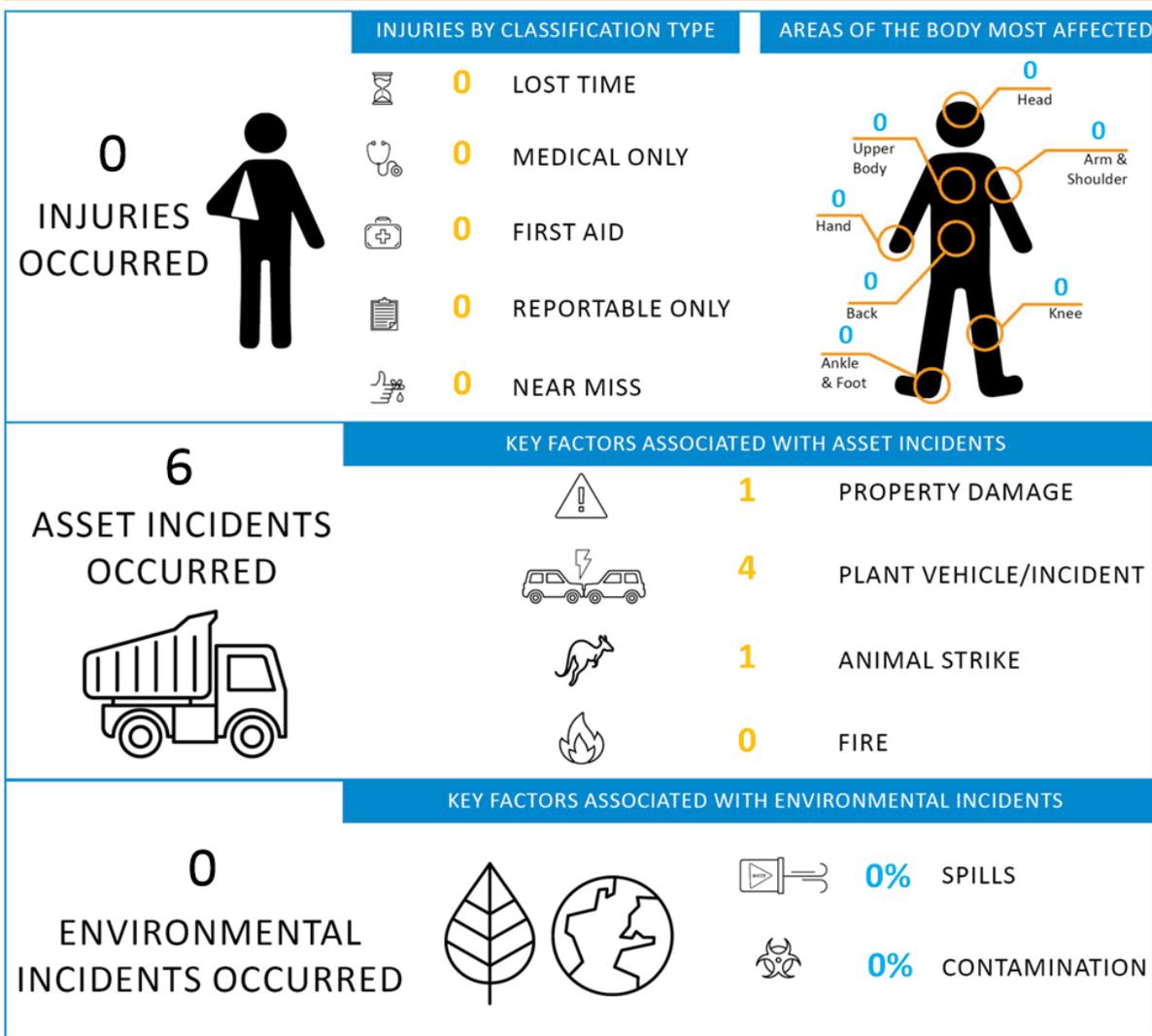
Refer to the attached table and graphs indicating statistics for the month of December 2019.

Attachments

- 1 [↓](#) Safety Performance - December 2019 1 Page
- 2 [↓](#) Plumbing and Building Statistics - December 2019 4 Pages

OUR GOAL
ZERO HARM MEASURING OUR SAFETY PERFORMANCE

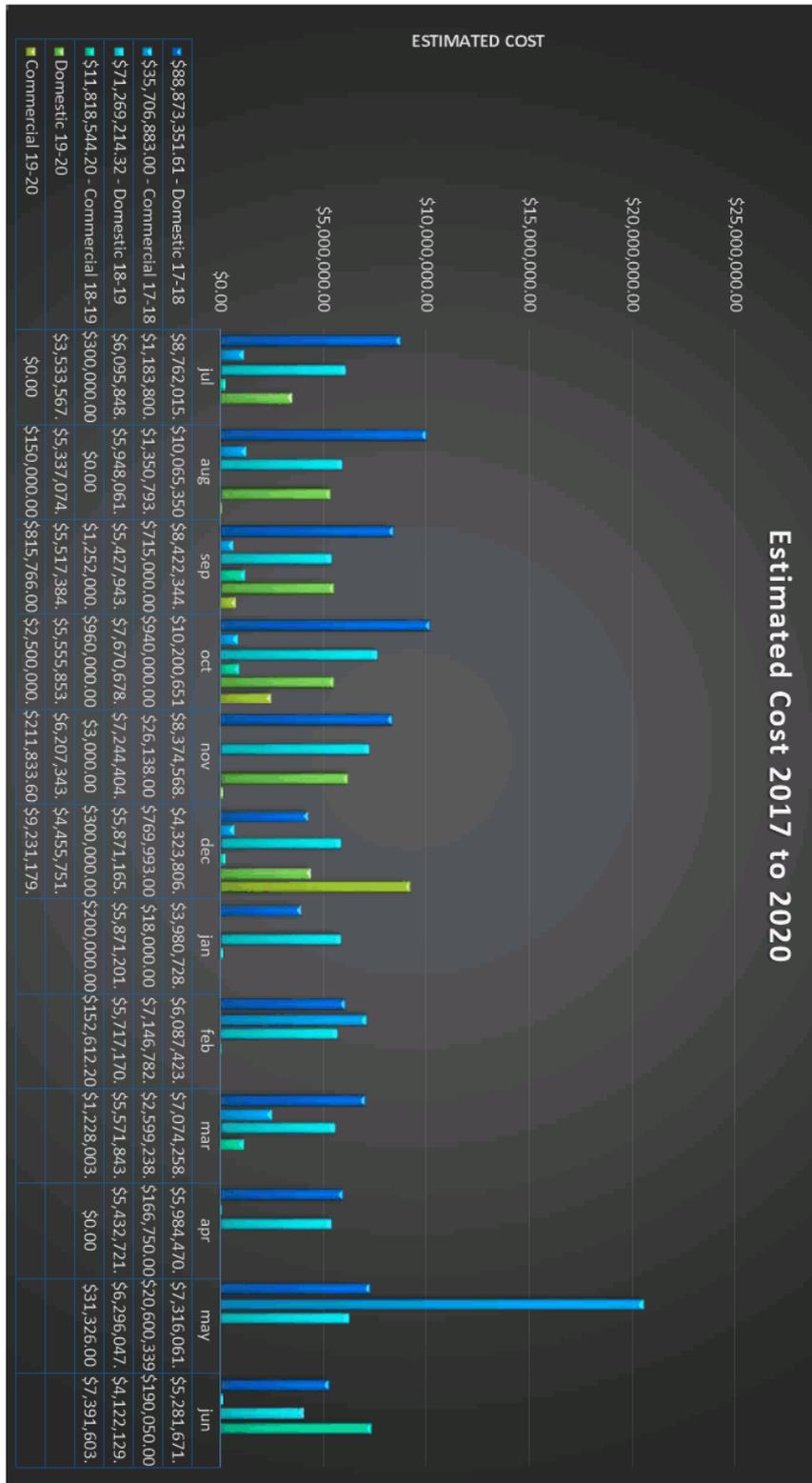
DECEMBER 2019

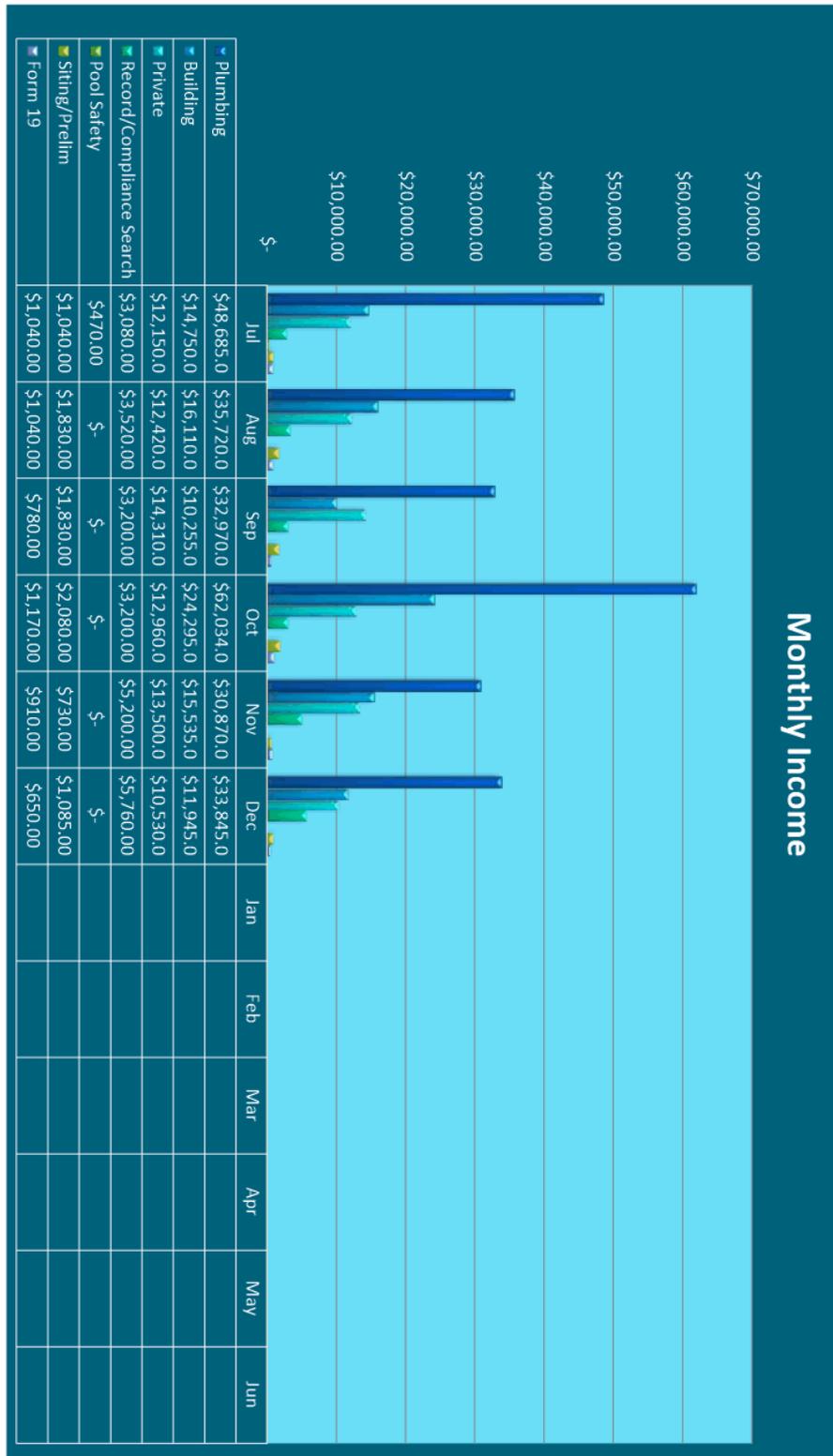


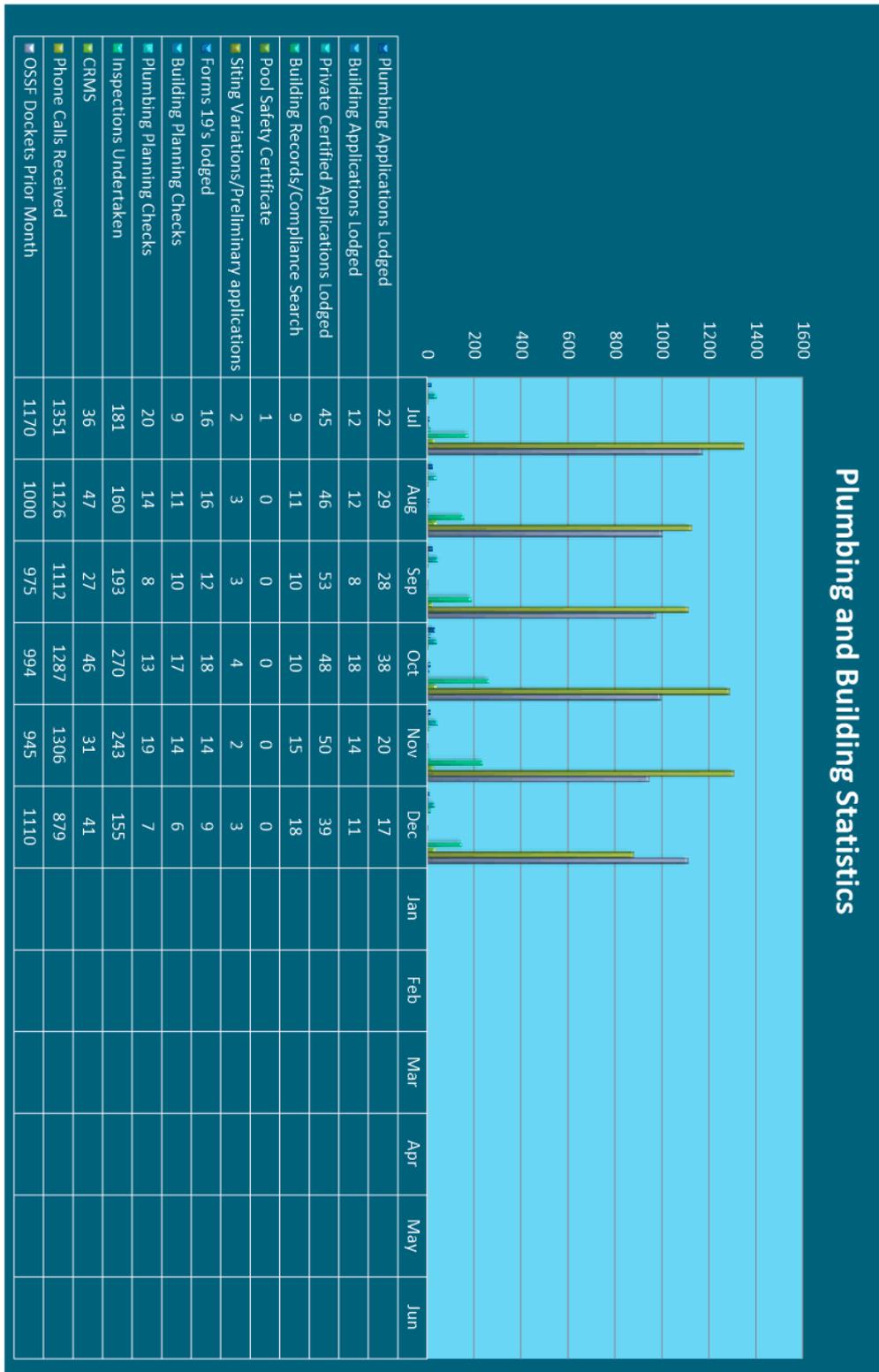
	December 2019	December 2018
Injury related incidents	0	3
Asset related incidents	6	1
Environment related incidents	0	0
Lost Time Injuries	0	2
Total days lost due to ongoing injuries	0	41

ITEM	DESCRIPTION	TOTAL	APPLICATION FEES	Average Days to Approve	RESPONSIBLE OFFICERS
1.0	Plumbing Applications Lodged	17	\$33,845.00	2.29	Plumbing
2.0	Building Applications Lodged	11	\$11,945.00	7.25	Building
3.0	Private Certified Applications Lodged	39	\$10,530.00		Admin Team
4.0	Building Records Search	18	\$5,760.00		Admin Team
5.0	Pool Safety Certificates Lodged	0	\$0.00		Building
6.0	Siting Variations Lodged/Preliminary Applications	3	\$1085.00		Building
7.0	Form 19's Lodged	9	\$650.00		Admin Team
8.0	Building Planning Checks	6	N/A		Building
9.0	Plumbing Planning Checks	7	N/A		Plumbing
10.0	Inspections Undertaken	155	N/A		Plumbing and Building
11.0	CRM's Lodged (Includes 9 Complaint CRMS)	41	N/A		Plumbing and Building
11.1	Phone Calls Received	879	N/A		Plumbing and Building
12.0	OSSF Dockets Updated for November	1110	N/A		Admin Team
	TOTAL		\$63,815.00		
CONSTRUCTION VALUE OF BUILDING WORKS					
1.0	Building Applications 01-12-19 to 31-12-19	Domestic	\$4,455,751.50		
	Building Applications 01-12-19 to 31-12-19	Commercial	\$9,231,179.00		
	Year to Date	Total	\$43,515,752.65		









11.2 Natural Resource Management Strategy

Date: 05 November 2019
Author: Renee Sternberg, Senior Environmental Planner
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

In conjunction with the community, Lockyer Valley Regional Council (LVRC) have developed The Lockyer Valley - Natural Resource Management (NRM) Strategy 2020-2030 to ensure we value, protect and enhance our natural assets to sustain our unique rural lifestyle and environment.

Officer's Recommendation:

THAT Council adopt The Lockyer Valley - Natural Resource Management Strategy 2020-2030.

Report**1. Introduction**

In response to The Lockyer – Our Valley, Our Vision, Community Plan 2017-2027, Lockyer Valley Regional Council (LVRC), in collaboration with the community, have developed a Natural Resource Management (NRM) Strategy 2020-2030. This 10- year NRM Strategy identifies the natural assets within the Lockyer Valley Local Government area and sets our community's strategic direction to value, protect and enhance these natural assets to sustain our unique rural lifestyle and environment. Following this NRM Strategy, an NRM Plan will be written in 2020 to outline what actions can be taken by all relevant stakeholders to achieve these strategic directions. The NRM Plan will detail and prioritise these actions over the next five years, and assign responsibilities, timeframes and funding opportunities for each action.

2. Background

This NRM Strategy is a whole-of-community strategy, in which all levels of government, business, educational institutions, community groups and individuals have an important role to play.

It is for this reason that Council decided to collaborate with the community to develop the NRM Strategy. To represent a broad range of stakeholders, an NRM Working Group was formed via a public expression of interest process. This NRM Working Group developed the content for the NRM Strategy through professionally facilitated workshops. Most of our land in the Lockyer Valley Region is privately owned, so it is important that this NRM Strategy reflects our entire community's vision for our natural assets. This NRM Strategy was therefore made available for broader community consultation.

3. Report

The NRM Strategy identifies our natural assets within the Lockyer Valley local government area and sets our community's strategic direction to value, protect and enhance these natural assets to sustain our unique rural lifestyle and environment over the next 10 years.

Seven guiding principles describe the higher overarching values that influence our decision making throughout the NRM Strategy and future NRM Plan. Natural assets are then categorised into six elements. Aims and objectives are detailed for each natural asset element and sub-element to describe the strategic direction our community have set for our natural assets.

4. Policy and Legal Implications

The NRM Strategy sets out our future vision for each natural asset element. Following the NRM Strategy, an NRM Plan will be developed by the NRM Working Group to detail and prioritise actions that can be taken to achieve this strategic vision. These actions will include actions that Council will be responsible for undertaking. They will be included in Council's future Corporate and Operational Plans. Some of the actions will need to be incorporated into Planning Scheme amendments as policy or legislative changes. Other Council policies may need to be reviewed to ensure they are aligned with the intent and direction of the NRM Strategy.

5. Financial and Resource Implications

There are no financial or resource implications associated with this NRM Strategy. However, actions outlined in the future NRM Plan for which Council are responsible will have possible financial implications for Council. It will be ensured that these actions, including policies, projects and initiatives will be realistic and achievable by Council. To manage community expectations, the NRM Plan will clearly state that Council actions will be dependent on future budget and resource allocations. Applications for grant funding, joint partnerships and budget bids/project business cases will be developed to fund projects and initiatives. New projects will be included in future Corporate and Operational Plans to allow for appropriate planning and budgetary timeframes.

6. Delegations/Authorisations

Current delegations will remain in place.

7. Communication and Engagement

The content of the NRM Strategy was developed by the NRM Working Group which was selected through a public expression of interest process. The Group developed their own Terms of Reference which were adopted by Council in July 2019. Working Group members were provided with questions to ask the community members they are representing, and then a professionally facilitated workshop was held in August 2019 to develop the content for the NRM Strategy. Council Officers then consolidated all the information and provided a draft NRM Strategy back to the NRM Working Group. Suggestions were received, and changes made where necessary. Councillors reviewed the main content of the NRM Strategy in the form of aims and objectives during a Councillor Workshop in October 2019. Revisions were made and a draft NRM Strategy was made available for community consultation from 2 November to 1 December 2019. Three community submissions were received and reviewed, and the NRM Strategy was graphically designed and finalised.

8. Conclusion

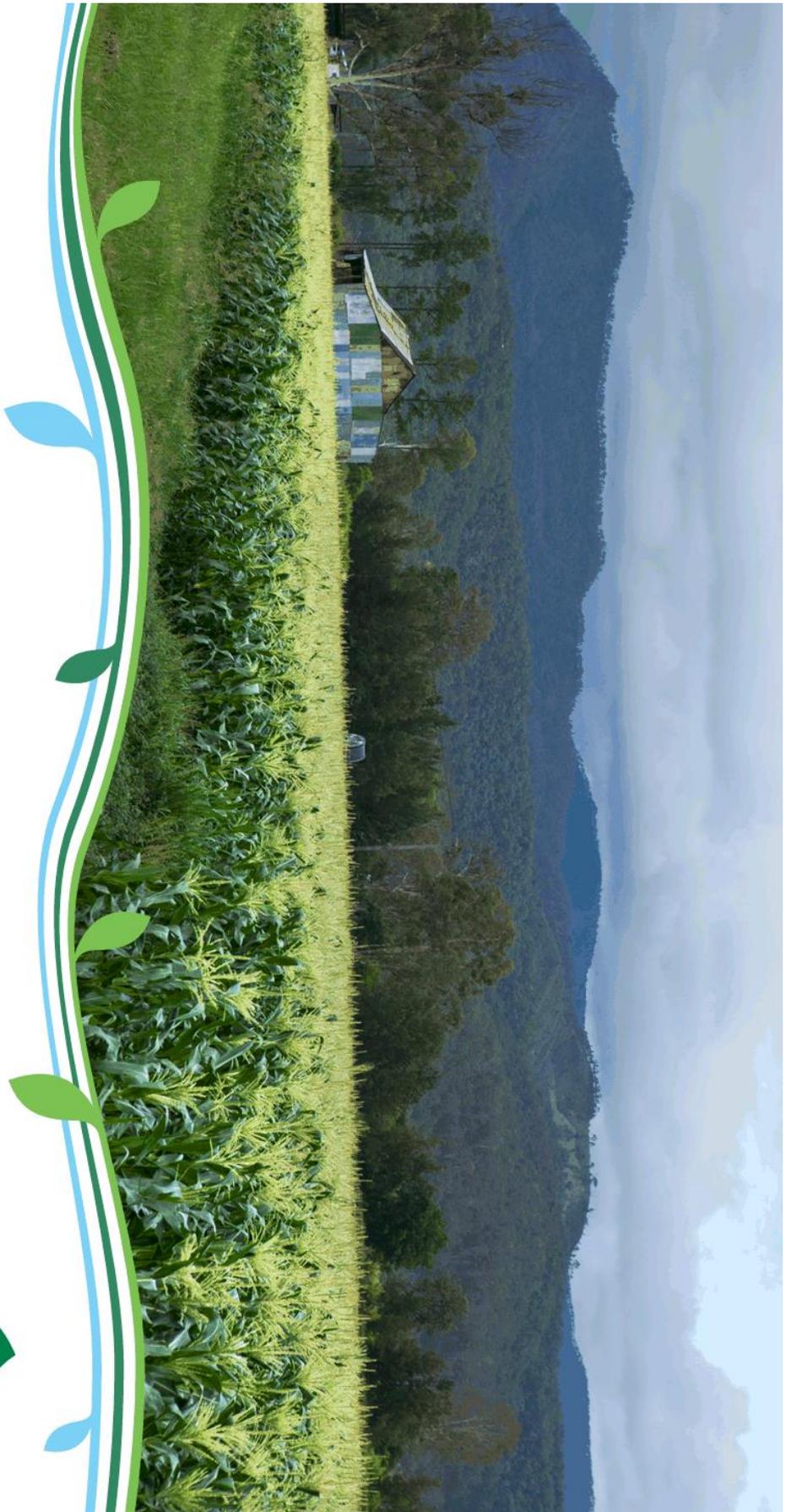
After significant collaboration with the NRM Working Group and consultation with the broader community, the final version of the NRM Strategy can be adopted by Council.

9. Action/s

Once the NRM Strategy is adopted, it will be made available on Council's website. Scheduled NRM Working Group workshops will be held in February to develop the content for the NRM Plan.

Attachments

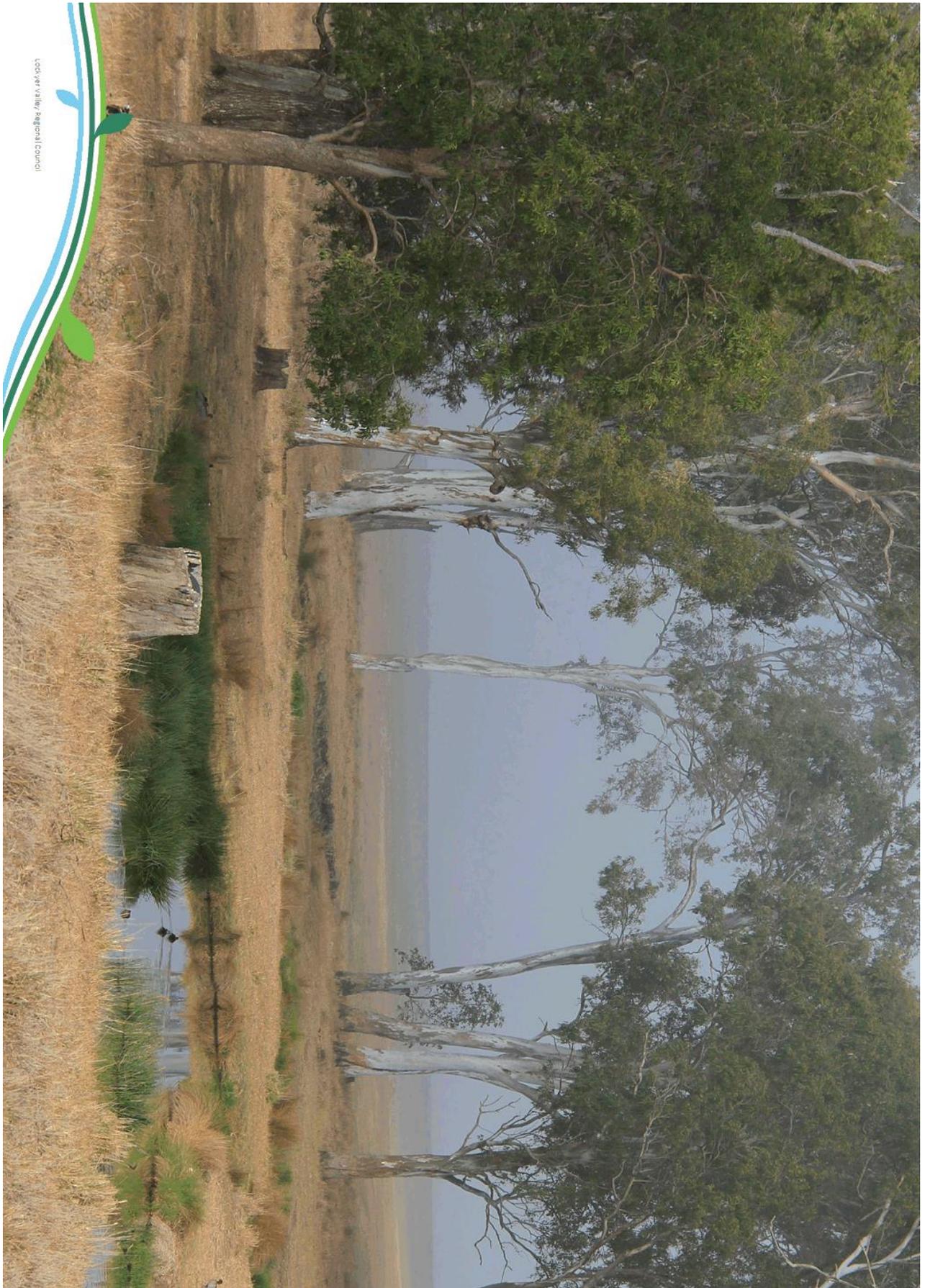
1 [↓](#) LVRC NRM Strategy 2020-2030 36 Pages



NRM Strategy

Lockyer Valley - Natural Resource Management Strategy 2020-2030







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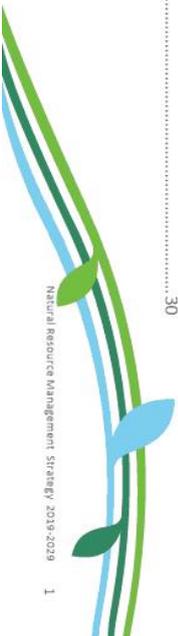
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ACKNOWLEDGMENTS

Lockyer Valley Regional Council is thankful to the community and particularly the Natural Resource Management Working Group for their extensive local knowledge, expertise and time in developing the Lockyer – Natural Resource Management Strategy 2020-2030.

Lockyer Valley Regional Council and the community acknowledge the traditional owners of the Lockyer Valley, and recognise and value their knowledge and land management practices. We wish to pay respects to their Elders, past, present and emerging and acknowledge the important role Aboriginal and Torres Strait Islander people continue to have within the Lockyer Valley community.

“Cherish the natural world, because you’re a part of it and you depend on it” - Sir David Attenborough



MAYOR’S FOREWORD

It is a privilege to represent the people of the Lockyer Valley, especially when it comes to protecting the valuable resources which are responsible for literally putting our region on the map.

The Lockyer Valley is affectionately known as Australia’s salad bowl and for good reason. We have some of the most fertile alluvial soil in the world, allowing us to produce hundreds of thousands of tonnes worth of fresh, healthy veggies every year. In addition, our region contains stunning natural beauty and a high level of biodiversity, drawing visitors from all over the World.

As a Council, we pride ourselves on our core values of accountability, leadership, customer focus, teamwork and collaboration, communication and integrity. This is why it was vital when developing this strategy that we sought input from, and listened to the community, who like us, as elected representatives, call the Lockyer Valley home.

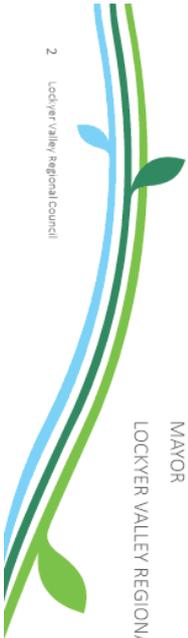
The simple truth is that the majority of land in the Lockyer Valley is privately owned and we as custodians of that land, need to ensure it is sustainable not only for today and tomorrow, but for future generations who will live on and work the land.

Looking after our natural assets is the responsibility of all of us and I am immensely thankful to the community members who volunteered their time to be part of the process designed to do just that.

By partnering and working together, we can all be proud that we have played a pivotal role in protecting our future.

Cr Tanya Milligan
MAYOR

LOCKYER VALLEY REGIONAL COUNCIL



SIGNIFICANCE OF THE LOCKYER VALLEY TO ORIGINAL NATIONS

Prior to European settlement, the Lockyer Valley was home to the Yuggera Ugarapul (Yugara) people, Jagera People and the Western Wakka Wakka People. The following is written by Larena Thompson of the Gateebil People.

The Originals of Lockyer Valley are a part of the wider Yugara speaking Nations. Gateebil People are a clan of Lockyer Valley. Lockyer Valley was a part of the main pathway by which Original People and their neighbours journeyed to and from the triennial Bunya Mountains Gathering. The Bonyi Bonyi Gathering was of immense significance to all peoples of southern Queensland and northern New South Wales. It was a gathering for feasting, trade, competitive sport and corroboree contests, sharing of news, tournaments to settle inter-tribal affairs, and arranging marriages.

Multuggerah is one of the definitive examples for Yugara People's survival, his story and the many warriors and warrioresses fighting beside him is testament as to why we are here today. When settlers started to move into the area, many important inter-tribal strategies were discussed and decided at the Bonyi Bonyi Gathering. It was trips back and forth across this Ancient Traditional Pathway that played a big part in organising the inter-tribal tactics Multuggerah used.

All over Australia, Originals tracks were the only and best routes through the land; they smoothly followed the ridges, valley floors and waterways and linked waterholes or other resources that travellers needed. Many main roads (e.g. Toowoomba Second Range Crossing - Multuggerah Way) largely follow ancient Original pathways, and over time they became dray and horse riding tracks, then roads and railways, and eventually highways.

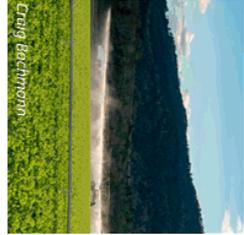
Everywhere along these routes, stone scatters and scarred trees still attest to their frequent journeying.

Even though colonialism deeply affected Yugara in Lockyer Valley and surrounds, we maintain our stories, culture and connection physically and spiritually to our Ancient homelands, this is important for our past, present and future generations.¹⁸



ARTWORK BY
STEPHEN HOGARTH
(HOGARTH ARTS)





INTRODUCTION

In response to The Lockyer – Our Valley, Our Vision, Community Plan 2017-2027, Lockyer Valley Regional Council (LVRC), in collaboration with the community, have developed this Natural Resource Management (NRM) Strategy 2020-2030. This 10-year NRM Strategy identifies the natural assets within the Lockyer Valley Local Government area and sets our community's strategic direction to value, protect and enhance these natural assets to sustain our unique rural lifestyle and environment. Following this NRM Strategy, an NRM Plan will be written to outline what actions can be taken to achieve these strategic directions. The NRM Plan will detail and prioritise these actions over the next five years, and assign responsibilities, timeframes and funding opportunities for each action.

SHARED RESPONSIBILITY FOR OUR NATURAL ASSETS

We, as a community, all rely on our natural assets for food, water, clean air, energy and lifestyle and we therefore all share the responsibility for valuing, protecting and enhancing our natural assets. This NRM Strategy is a whole-of-community strategy, in which all levels of government, business, educational institutions, community groups and individuals have an important role to play.

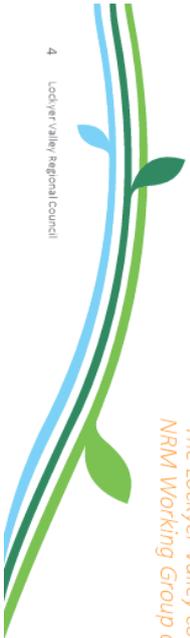
It is for this reason that Council collaborated with the community to develop the NRM Strategy. To represent a broad range of stakeholders, an NRM Working Group was formed via a public expression of interest process. Figure 1 graphically represents the range of stakeholder interests. This NRM Working Group developed the content for this NRM Strategy including the vision for each natural asset. Most of our land in the Lockyer Valley Region is privately owned, so it is important that this NRM Strategy reflects our entire community's vision for our natural assets. This NRM Strategy was therefore made available for broader community consultation prior to being adopted at the Ordinary meeting of Council on 22 January 2020.

The Working Group will develop the content for the future NRM Plan, prioritising actions to achieve the visions outlined in this NRM Strategy. This plan will outline which stakeholders are responsible for each action, as well as appropriate timeframes associated with each action. This NRM Plan will also be available for broader community consultation prior to adoption.

The Lockyer Valley community has fundamentally created this strategy from the bottom up through their involvement in the NRM Working Group and wider community consultation. The whole of the Lockyer Valley community are important partners in the implementation of the NRM Strategy and NRM Plan.



Figure 1: NRM Working Group Stakeholder interests



WHERE THE NRM STRATEGY FITS

The Lockyer – Our Valley, Our Vision Community Plan 2017-2027 details the community’s vision for the Lockyer Valley to the year 2027²³. The community identified Lockyer Nature as one of seven themes for which they set a future direction as:

“Our natural assets are valued and protected to sustain our unique rural lifestyle”.

Strategic Objectives to achieve that future direction:

- We seek support to protect and enhance our natural assets.
- We access and share land management knowledge.
- We encourage nature based recreation.
- We showcase our natural assets.
- We use innovation to sustainably manage our catchments.
- There are a range of incentives to encourage responsible land management.
- We collaborate to achieve harmony between conservation and farming.
- We have strong partnerships between nature and agricultural groups.

This aligns with LVRC’s Corporate Plan to provide a strategic plan for the region from 2017 to 2022²⁴. An outcomes of the plan is that “Lockyer Valley’s natural assets are managed, maintained and protected”. To deliver this Corporate Plan outcome, LVRC’s annual Operational Plan set, a Natural Resource Management Plan as key priority project²⁵.

This NRM Strategy is, to provide strategic direction for the more detailed NRM Plan. The NRM Strategy establishes the natural assets the community value and sets the vision for each. The action orientated five-year NRM Plan will be developed to prioritise actions, allocate timeframes, responsibilities and funding to achieve the visions in this NRM Strategy.

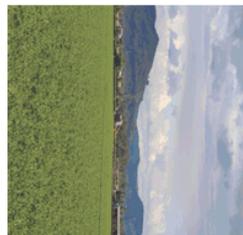
The NRM Strategy and the future NRM Plan incorporate directions from Federal, State, regional and local strategies, plans, policies and current research as well as ensuring legislative obligations are honoured.

During the development of the NRM Plan, on-ground actions from existing initiatives, programs and plans will be reviewed and incorporated, alongside new and innovative ideas and actions.

Implementation of the NRM Plan actions will be the responsibility of all stakeholders including LVRC, State and Federal Governments, Non-Government Agencies, businesses, researchers, educators, community groups, and individual landholders and community members (Figure 2).



Figure 2: We are all responsible for our natural assets





Martin Bennett



Barry Alsop



Martin Bennett

COUNCIL HAS THE FOLLOWING ROLES

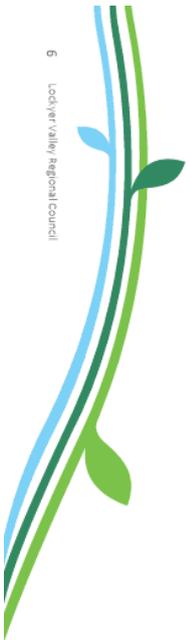
LVRC will coordinate and assist the achievement of the NRM Plan actions through delivering services where Council is responsible, but also providing support to other parties through funding, partnerships, facilitation and advocacy (Figure 3).

The NRM Strategy and NRM Plan will provide Council with the head of power to incorporate prioritised actions which are Council's responsibility for into LVRC's future five-year Corporate Plans and annual Operational Plans. These actions may consist of legislative and policy changes, updates to regulation and compliance, as well as new programs, projects and initiatives.

THESE ROLES INCLUDE:

COUNCIL ROLE	DESCRIPTION
Provider	Delivering services
Funder	Funding other parties to deliver services
Regulator	Regulating activities through legislation, local laws or policies
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 interest of the community to other decision makers and influencers

Figure 3: Council's role in the implementation of the NRM Strategy and NRM Plan



OUR UNIQUE LOCKYER VALLEY



Located west of Brisbane and east of Toowoomba, the Lockyer Valley Local Government area stretches over approximately 2,267 square kilometres. Sitting on the edge the moister coastal climate and the drier inland environment, the Lockyer Valley contains a variety of natural assets, habitats and land uses. The Lockyer Valley community love living here due to ease of access to metro centres, relaxed friendly rural lifestyle, local job opportunities, small close-knit communities and outstanding natural beauty.

The Lockyer Valley's natural bowl-shaped topography creates a unique combination of natural assets, unlike any other. The geology in the southern and eastern hills is basalt enabling high water infiltration to recharge important groundwater systems. Most of the remaining catchment is underpinned by sandstone formations, some of which have been mined since the 1860's and used for historic public buildings in Brisbane and Toowoomba⁵¹.

Thousands of years of floods and erosion have created the rich, fertile, alluvial soils of our valley floor. These soils, along with the relatively flat topography, ideal climate conditions and quality ground water, combine to provide one of the top ten most fertile farming areas in the World⁵². This land supports a regional agriculture industry worth hundreds of millions annually, producing the most commercial range of fruit and vegetables in Australia⁵³.

The unique combination of elevation, aspect, rainfall, geology and soil types, creates habitat for a high diversity of native vegetation communities. The rim of our bowl-shaped region is bounded by vast intact tracts of remnant vegetation and protected areas including the World Heritage-listed Gondwana Rainforests of Australia within the Great Dividing Range in the south and west, the Little Liverpool range in the east, and Lockyer National Park covering Helidon Hills in the north⁵⁴. These areas provide significant and connected habitat for many flora and fauna species and crucial ecosystem services such as clean air, ground water recharge, scenic amenity values and opportunities for nature-based recreation.

Ephemeral creeks flow from the hills and converge into the Lockyer Creek on the eastern side of the region before flowing into the Brisbane River below Wivenhoe Dam. The area experiences highly variable rainfall which results in unpredictable creek flows with floods and overland flows covering up to 17% of the region⁵⁵. Within these floodplains and extending into the upper catchments, permanent and ephemeral creeks, wetlands and waterbodies provide important ground water recharge areas as well as habitat for aquatic flora and fauna including local and migratory birds.

The land within the Lockyer Valley is of high cultural and spiritual significance to several traditional owner groups. European cultural heritage is also rich within the region, beginning with the discovery of the Lockyer Creek in 1825 by Major Edmund Lockyer⁵⁶. Today, the Lockyer Valley's dominant land use supports important local agriculture industries such as: fruit, flower, nut, vegetable and grain growing as well as beef and dairy cattle and sheep farming⁵⁷. Other local industries include quarries (sandstone, chalk, clay and gravel), seed and seedling growing, timber production and nature and food-based tourism. These industries, in turn support an even wider range of industries within our community such as health care, hospitality, retail, transportation, government, research and education.

All of these industries are supported by our natural assets. Since European settlement, these natural assets have been harvested at an alarming rate with little replenishment. To support these industries, vegetation on our alluvial floodplains and lower slopes has historically been cleared and water is becoming harder to source and declining in quality. This vegetation loss, combined with creek and ground water extraction has led to declines in flora and fauna species, a decrease in habitat connectivity and overall reduced biodiversity. The vegetation clearing has also led to increased rates of hillslope rainfall run off, velocity of flood waters, soil erosion, downstream flooding and salinity expression.

We all need to cherish, protect and restore our natural assets so our environment is healthy, our economy thrives, and our community enjoy their lifestyle.







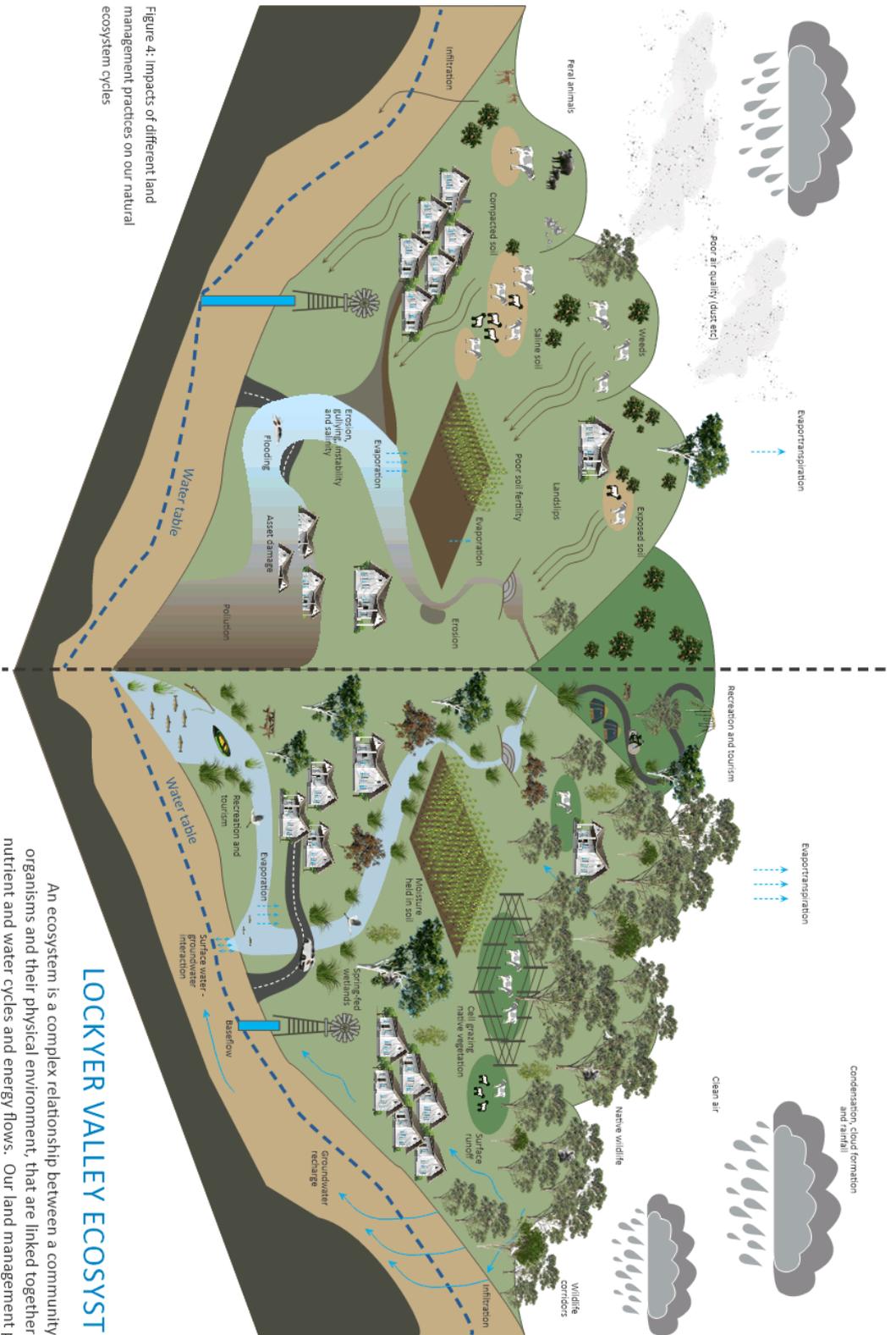
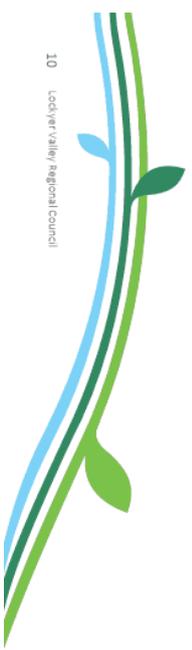


Figure 4: Impacts of different land management practices on our natural ecosystem cycles

LOCKYER VALLEY ECOSYSTEM

An ecosystem is a complex relationship between a community of living organisms and their physical environment, that are linked together through nutrient and water cycles and energy flows. Our land management practices have a significant effect on these natural cycles and the overall ecosystem health and diversity (Figure 4).

When best practice management techniques are used and our natural assets are valued, respected and sustainably managed, our land uses, industry, housing and natural environment can beneficially co-exist.



HOW TO READ THIS STRATEGY

This NRM Strategy has been written to present our community’s vision for each of our natural assets, by ensuring they are valued and protected, to sustain and enhance our unique rural lifestyle and environment. Overarching these natural assets are seven guiding principles which significantly influence all of our natural assets.

Although our natural assets are integrally linked within our ecosystem, for ease of understanding, they have been categorised into six broad elements. Some of these elements have sub-elements within them.

Each element has:

Aims - an outline of our goal for that natural asset, and

Objectives – an outline of what is required to achieve that aim at a higher strategic level.

All of the aims and objectives start with “We” which signifies that our entire community are responsible for achieving our shared vision, together.

FUTURE DIRECTION

Our natural assets are valued and protected to sustain and enhance our unique rural lifestyle and environment

GUIDING PRINCIPLES

People	Cultural Heritage	Scenic Amenity & Local Character	Land Use Planning	Climate Change Mitigation & Sustainability	Production Plants & Animals	Pests, Pathogens & Diseases
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NATURAL ASSET ELEMENTS

Water	Land	Landscape	Flora	Fauna	Atmosphere
Water Systems	Geological non-renewable assets	Connected landscapes	Native flora and vegetation communities	Native fauna and their habitats	Air quality and health
Surface features	Soil and soil-based lifeforms	Landforms and special places			Urban design – built environments
Sub-surface features		Naturally culturally significant sites			
Supplementary water					



Ray Russell



Ken Russell



Julie Reed



GUIDING PRINCIPLES

Overarching the natural asset elements are common guiding principles that flow through the entire NRM Strategy. These guiding principles describe the higher overarching values that influence our decision making throughout the NRM Strategy and NRM Plan.

PEOPLE

GP1 - We recognise that people are fauna and are an integral part of our ecosystem, both receiving and providing ecosystem services

CULTURAL HERITAGE

GP2 - We respect and preserve all cultural heritage

SCENIC AMENITY AND LOCAL CHARACTER

GP3 - We value scenic amenity, visual character and local, rural character as important community assets

LAND USE PLANNING

GP4 - We consider land use planning and its broad impacts at all temporal and spatial scales

CLIMATE CHANGE MITIGATION AND SUSTAINABILITY

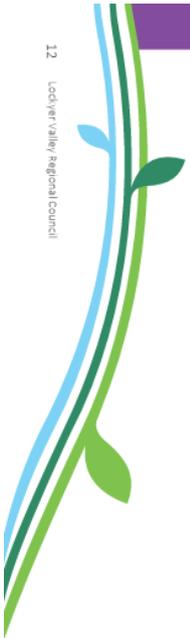
GP5 - We mitigate climate change and live sustainably within our environmental limits to avoid risks to our environment, lifestyle and economy

PRODUCTION PLANTS AND ANIMALS

GP6 - We recognise that production plants and animals play an important role in the productivity of our region

PESTS, PATHOGENS AND DISEASES

GP7 - We mitigate the significant adverse impacts that pests, pathogens and diseases have on our ecosystems and economy



WATER

The hydrologic (water) cycle describes the constant movement of water through the evaporation, transpiration, condensation, precipitation and infiltration processes. Surface water evaporates and forms water vapor in clouds. It then falls back to the earth in the form of precipitation (rain, hail, sleet and snow). Some of this precipitation runs off the ground surface and flows into surface water bodies (wetlands, dams, creeks and eventually the ocean). Other precipitation seeps into the ground through groundwater recharge areas (wetlands and basalt rocks) and is stored as groundwater (Figure 5)²².

Our Valley's natural environment and economy depend on our water systems, including surface and subsurface water. Our natural environment relies on natural groundwater infiltration, groundwater levels, natural creek flows, springs and wetlands for their ecological processes. There are numerous ecosystems within our catchment that are dependent on discharge of groundwater or presence of sub-surface groundwater to meet their ecological requirements. These include surface expressions such as wetlands, as well as deep rooted (reed) vegetation communities²¹. The quality and permanency of our groundwater naturally changes with rainfall, however it is also impacted by human extractions and manipulations²¹.

Many of our industries are heavily reliant on water. Due to the variability of our rainfall, these industries source supplementary water by extracting water from groundwater, springs, creeks, constructed weirs, lakes and dams to produce fruits, vegetables and nuts and grow livestock. Over time, over-extraction of this water, can reduce its availability and quality (particularly increasing salinity levels)²¹. Run off from land uses such as landfills, septic tanks, and industrial and agricultural processes can also impact the quality of our water, limiting its range of suitable uses²¹.

Climate change is slowly altering our water cycle, creating longer dry/drought periods and heavier rain periods which can cause flash flooding²⁴. Often this flash flooding causes damage to infrastructure, agricultural production areas and natural areas. It is important for our community to adapt to these changing climate conditions, maintain a landscape which enables maximum groundwater recharge and allow flora and fauna the opportunity to adapt to climate change by self-altering their natural range.

Industries are beginning to adapt to these changing climatic conditions by altering watering regimes, experimenting with different genetic seed stock and sourcing external imported or recycled water sources. Currently, most of our mains drinking water is sourced from outside of our region, from the Brisbane River at Lowood, meaning this is a supplementary source of water. Investigations are underway to determine whether additional supplementary water for economic and environmental benefits is viable⁹.

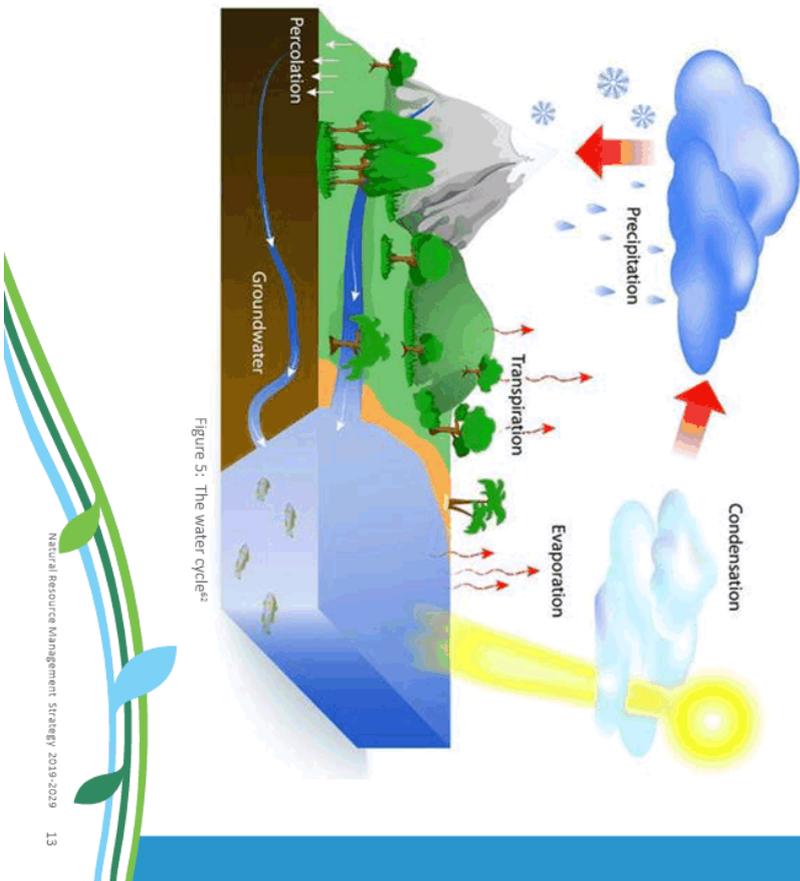


Figure 5: The water cycle²²

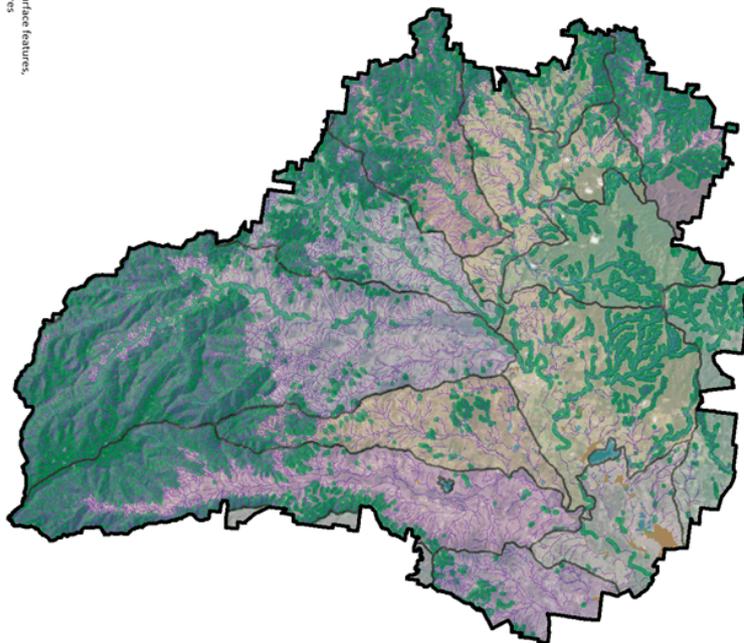
WATER SYSTEMS, SURFACE FEATURES, SUB-SURFACE FEATURES

Aim:

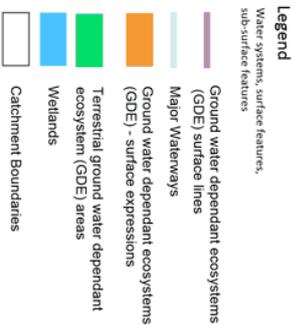
W1 - We will understand, manage and improve water systems

Objectives:

- **W1a** - We will implement a robust monitoring, compliance and continuous improvement system to monitor (ground) water usage and water available for the natural environment
- **W1b** - We will use latest research, data and technology to improve our knowledge of the region's hydrology, including minimum ecosystem requirements and agricultural usage
- **W1c** - We will use agreed (current, historical and future prediction) data to inform actions and planning
- **W1d** - We will invest in education and community engagement to increase knowledge of, protection and management of our precious water systems
- **W1e** - We will protect recharge areas by maintaining soil quality, vegetation and other constructed assets to ensure maximum natural groundwater recharge
- **W1f** - We will efficiently manage our current water supply to ensure water quality and quantity for an expanding population, agricultural use and local ecosystems
- **W1g** - We will collaborate and use best available data and knowledge to deliver a coordinated approach to catchment management



Data sources: 1, 40, 42, 43, 59, 64



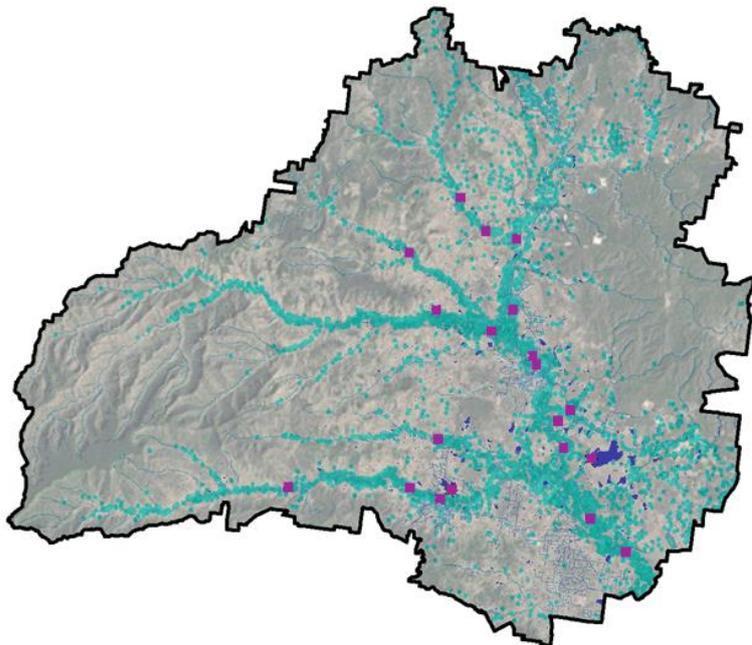
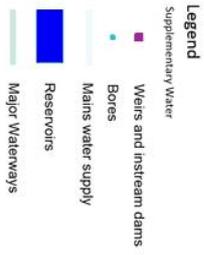
SUPPLEMENTARY WATER

Aim:

W2 - We will efficiently manage supplementary water

Objectives:

- W2a - We will seek supplementary sources of water
- W2b - We will ensure supplementary sources of water are efficiently managed
- W2c - We will protect our region's water security to support our current and expanding population, agricultural demands and environmental benefit



Data sources: 1, 64



LAND

Our land includes non-renewable natural assets such as geology and soils but also soil-based lifeforms such as fungi. These natural assets are vitally important to much of our region's economy.

Geological non-renewable assets

The underlying geology of our Lockyer Valley drives land formations, topography and soil types. Geology is divided into three types of rocks: igneous (created through volcanic activity), sedimentary (formed through weathering and erosion) and metamorphic (created through high pressure and heat). Some of our sandstone from Heildon Hills is amongst the oldest and highest quality in the world, due to its ancient freshwater origin²⁷.

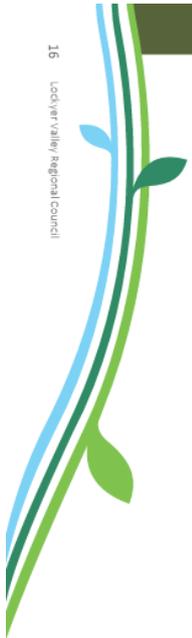
Soils

The slow erosion of rocks, over time, forms soils²⁷. Different rocks produce different soils²⁷. Our alluvial soils were deposited into our valley floor through hillslope and gully erosion and sediment movement downstream via flooding. The diversity of our native vegetation communities and wildlife are derived from the unique combination of geology, soil, elevation, slope, aspect and water.

Soil-based lifeforms

Fungi are soil-based lifeforms that absorb nutrients from dead or living organisms. Many fungi specialise in decomposing organic material. They break down logs, leaves, and other organic matter so that other species can use them. Others have a symbiotic relationship with plants. The fungi supply minerals and water from the soil to the plant and the plants supply food in the form of carbohydrates to the fungi. Plants grown without these fungi do poorly. Examples of fungi include mushrooms, detritores, rusts, smuts and mycorrhizal (symbiotic with plants). Some fungi depend on animals to spread their spores and many animals depend on plants or fungi for food. This creates a three-way symbiotic relationship between flora, fauna and fungi²⁸. If one of these components is lost from the environment the entire ecosystem is at risk of collapsing.

Our community's economy is heavily reliant on our geological and soil natural assets. The region contains quarries extracting non-renewable assets such as high quality sandstone, basalt, limestone and diatomaceous earth. Our community also relies on our rich, productive, alluvial soils for a multimillion dollar agricultural industry that provides jobs for thousands of people, including international agricultural workers. Our soils also host important soil-based life forms such as bacteria and fungi, and store carbon via soil organic matter, without which our natural ecosystems and productive industries would fail.



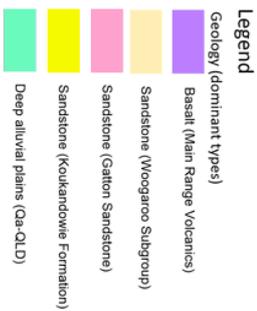
GEOLOGICAL NON-RENEWABLE ASSETS

Aim:

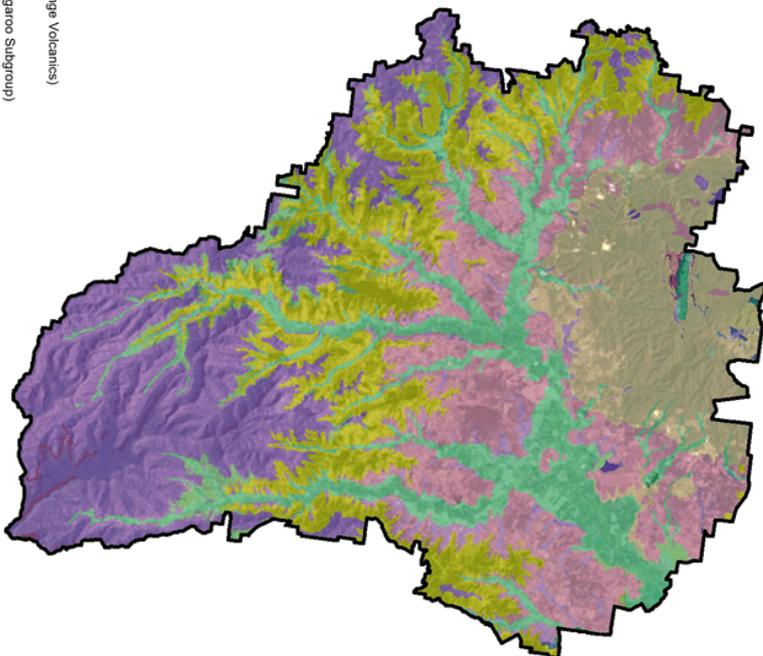
L1 - We will ensure non-renewable geological assets are extracted and managed efficiently

Objectives:

- **L1a** - We will use research and technological advances to investigate innovative renewable alternatives and processes to minimise waste or reuse by-products
- **L1b** - We will monitor and minimise the impacts we are having on our non-renewable assets and their surrounding environments
- **L1c** - We will improve planning to ensure there is adequate separation between industry, environmental and social uses
- **L1d** - We will improve planning, education and compliance of best management practices to minimise non-renewable industry impacts such as air pollution, water pollution and erosion
- **L1e** - We will ensure exhausted extraction areas are re-purposed, reused and/or appropriately restored



Data sources: 48



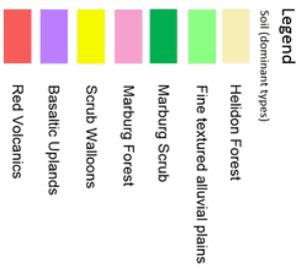
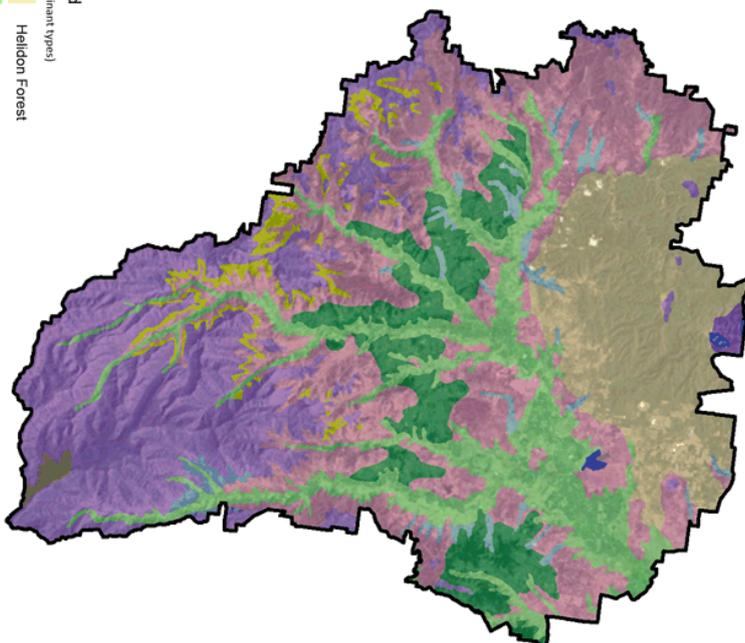
SOILS AND SOIL-BASED LIFEFORMS

Aim:

L2 - We will ensure soil quality and retention is maintained and improved

Objectives:

- L2a - We will use the best available techniques to assess and monitor our soil quantity and quality
- L2b - We will collaborate with researchers, industry bodies and landholders to retain our soils, and maintain and improve healthy productivity in our agricultural soils and biodiversity in our natural environments
- L2c - We will collaborate with landholders to use best practice management techniques to build soil quality and retention
- L2d - We will improve the resilience of our soils
- L2e - We will ensure our soils can sustain a diversity of soil-based lifeforms
- L2f - We will ensure land use planning reflects the most appropriate land use with regards to soil types and characteristics
- L2g - We will be known internationally for our soil conservation



Data source: 58

LANDSCAPES

Landforms

Thousands of years of natural geological and hydrological processes have created the beautiful valley we see today. The unique combination of topography, geology, and soil types support a variety of landforms including rocky outcrops, uplands, ridgelines, alluvial floodplains, waterways and wetlands. The diversity of our landforms provides an array of habitat types for flora and fauna, protection and resilience against extreme weather events and natural pathways through the landscape used for centuries. They also support our economy by providing our community with various land use and industry opportunities. The beauty of our Lockyer Valley provides scenic amenity as well as nature-based recreation and tourism opportunities.

Special Places

There are many areas within the region that are classified as ‘special places’ by the community. These include protected areas, mountain peaks and ranges, areas that provide a sense of place, landmarks, creeks, springs, wetlands, ground water recharge points and centres of endemism (areas of high ecosystem diversity). These special places are important to our community for story-telling, providing directions, nature-based recreation, tourism and biodiversity.

Connected Landscapes

Many of these special places coincide with large intact patches of vegetation. These large patches are important to the biodiversity of our region as they support a diversity of species and are generally able to withstand the impacts of edge effects, meaning less pest animal and weed invasion. When these patches of vegetation are connected to retained vegetation on private properties, vegetated creek lines, road reserves and individual paddock trees, they create a connected network of various habitat and landform types. Connected landscapes at a local, regional, state and national scale are vital to the long-term survival and possible re-introduction of locally extinct species of flora and fauna. Flora and fauna rely on these connected landscapes for migration, dispersal, breeding, colonisation and interbreeding (genetic movement), refugium from extreme weather events and opportunities for climate change adaptation. Our community also relies on these connected landscapes for cultural pathways, scenic amenity and nature-based recreation.

Naturally Culturally Significant Sites

The Lockyer Valley contains many significant natural Aboriginal, European and other cultural heritage sites^{38, 7, 61}. Some indigenous sites include Table Top Mountain where the frontier battle was held, Helidon Spa’s healing place, birthing caves, Chalawong Rock, a petroglyph art site (Stone carving), scarred trees, scattered artefacts, borra rings, totems and pathways. Some of our non-indigenous, natural, cultural heritage includes Cobb and Co tracks, range crossings and lookout points such as Gorman’s Gap^{7, 61}. It is important to our community that these sites are respected and conserved so we can honour and remember our history and pass these stories to future generations. Knowledge of these sites and their associated stories provides a sense of connection to country, health and well-being to our community and can provide economic and tourism opportunities.



LANDFORMS AND SPECIAL PLACES

Aim:

LS1 - We will value, embrace and conserve our diverse land forms

Objectives:

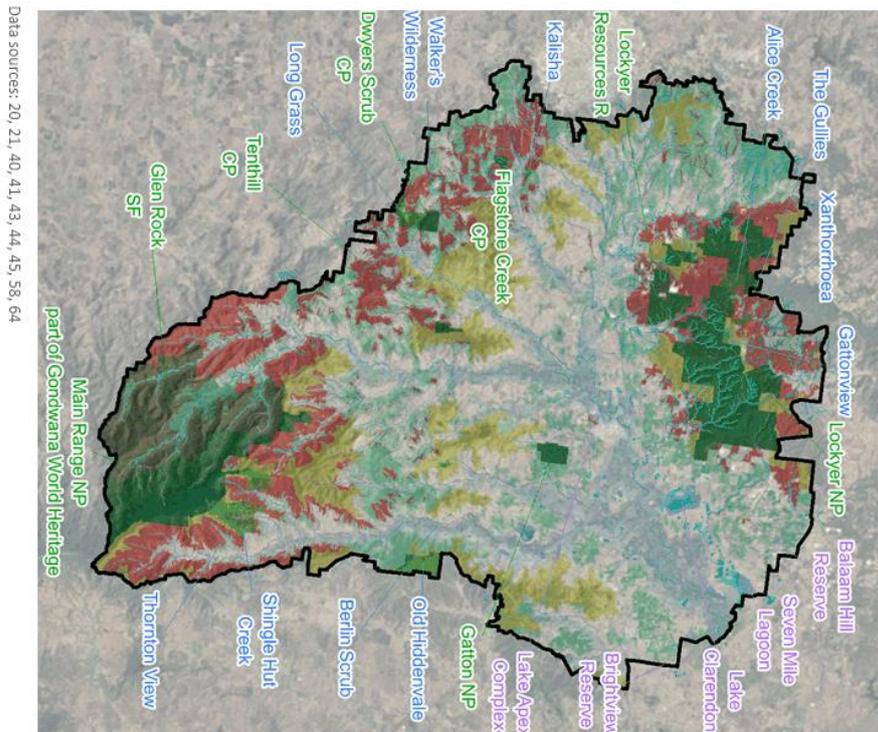
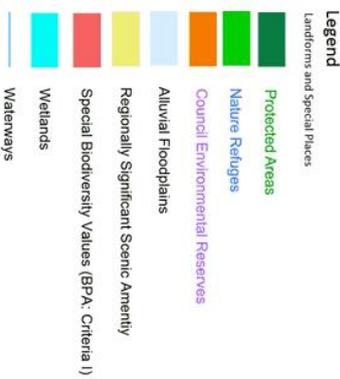
- **LS1a** - We will gather knowledge and use latest research to ensure planning decisions conserve our diverse landforms
- **LS1b** - We will collaborate with and share knowledge of our diverse landforms within our community

Aim:

LS2 - We will value, protect and enhance our special places

Objectives:

- **LS2a** - We will collaborate with local and regional partners and groups to ensure best practice management of our special places
- **LS2b** - We will encourage our community to value, connect with and use our special places
- **LS2c** - We will ensure our special places are protected through planning and compliance



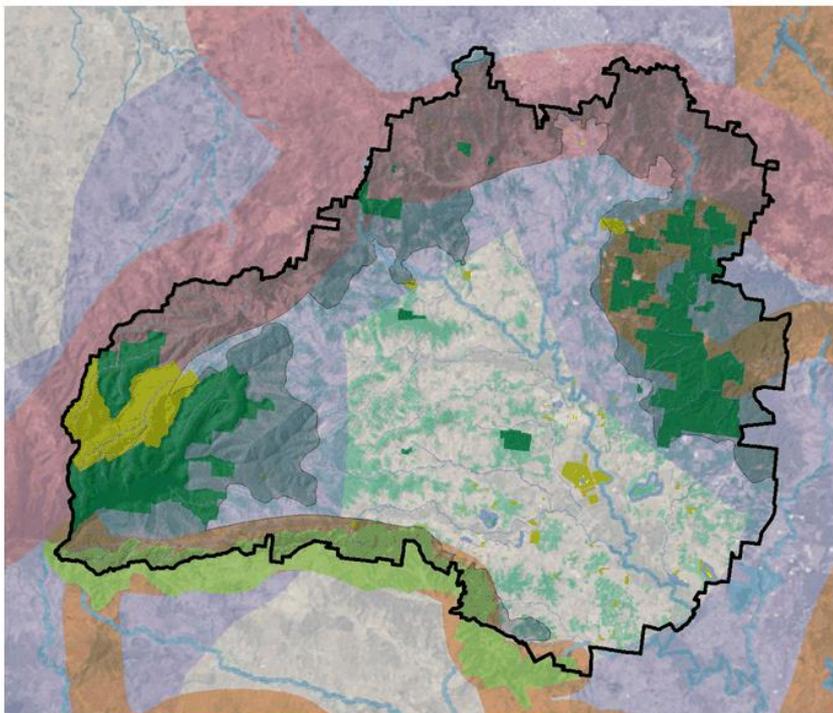
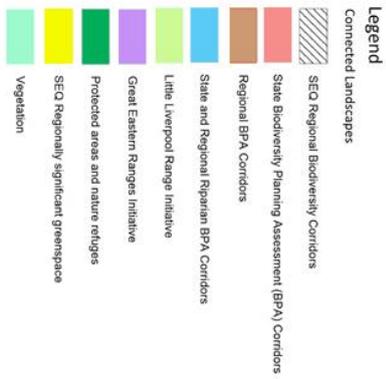
CONNECTED LANDSCAPES

Aim:

LS3 - We will maintain and improve ecological connectivity in the landscape

Objectives:

- **LS3a** - We will collaborate with local, regional and national partners, and community and industry groups to understand our local corridor requirements in relation to the regional context
- **LS3b** - We will use best available information and techniques to inform policy and planning to enhance ecological connectivity in our landscape



Data sources: 20, 21, 40, 41, 43, 44, 45, 58, 64



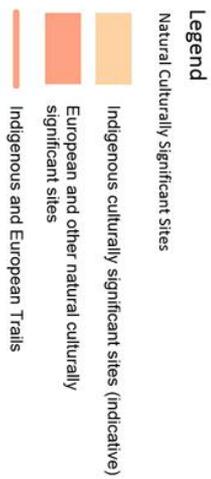
NATURAL CULTURALLY SIGNIFICANT SITES

Aim:

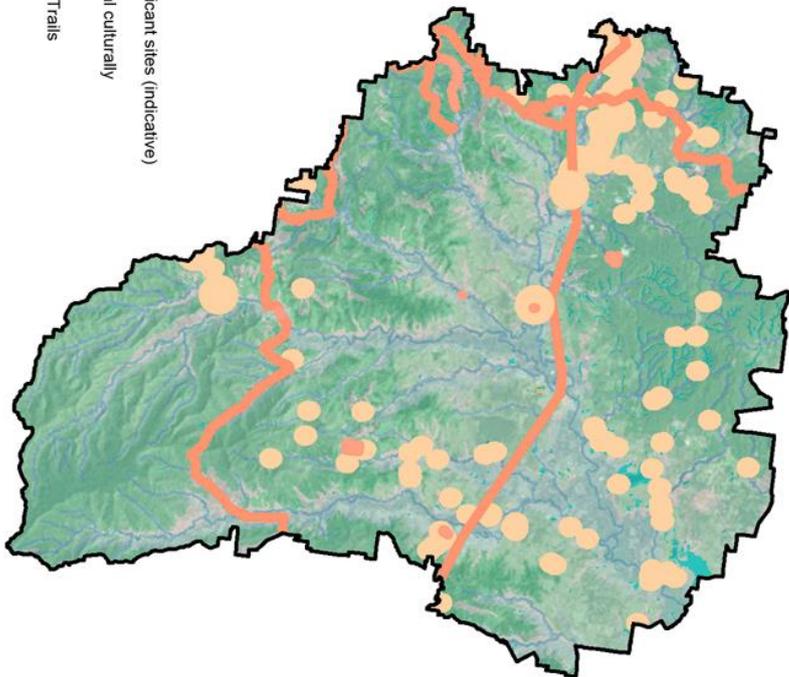
LS4 - We will value, conserve and embrace the naturally culturally significant sites of our region

Objectives:

- **LS4a** - We will gather robust data to inform policy decisions which value and conserve the natural culturally significant sites of our region
- **LS4b** - We will educate and collaborate with our community to strengthen their knowledge and value of the natural cultural heritage of our region



Data sources: 7, 38, 61



FLORA

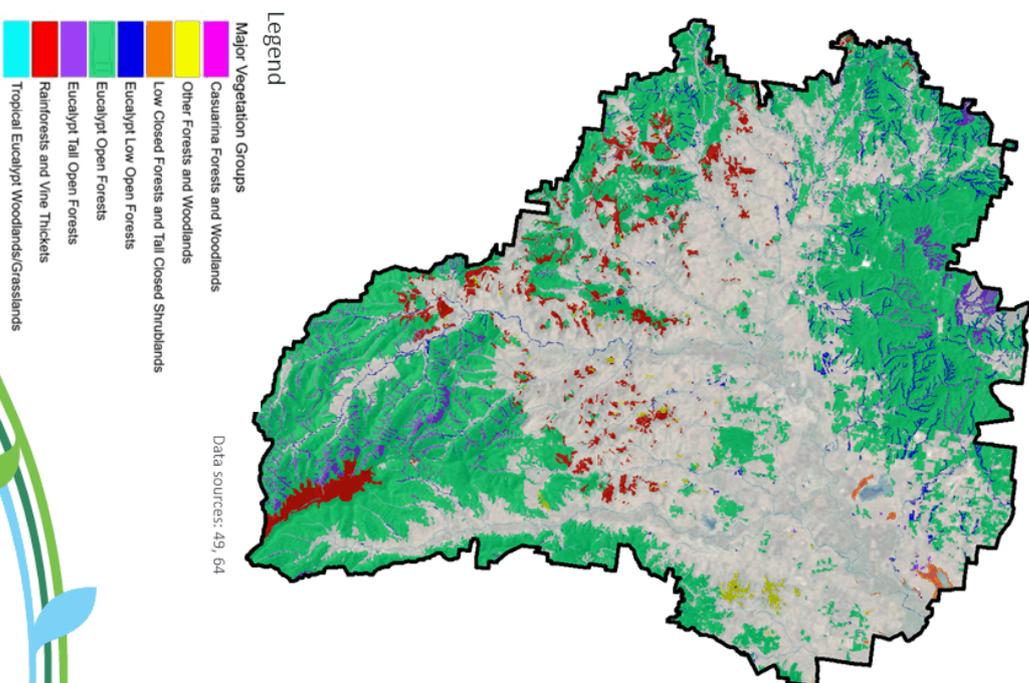
Flora is used here to describe the naturally occurring plants within our region. Plants interact with animals and their surrounding physical environment to form complex ecosystems. Vegetation communities are groups of native grasses, herbs, shrubs and trees commonly growing together within similar physical features such as elevation, slope, aspect, geology, soil, rainfall and ground water. These communities are mapped by the Queensland Herbarium as regional ecosystems.

Native vegetation is often referred to as either remnant or regrowth vegetation. Remnant vegetation is a term used to describe older-growth vegetation with a similar flora diversity and physical structure to that which existed prior to European arrival, such as vegetation patches which have never been cleared⁵⁰. Regrowth vegetation are areas previously cleared or thinned which are now regenerating⁵⁰. Within the Lockyer Valley much of our native vegetation has been cleared since European arrival, leaving 16 State-listed Endangered and 15 State-listed Of Concern remnant regional ecosystems⁵² and four Federally-listed threatened ecological communities (TEC): Brigalow (*Acacia harpophylla* dominant and co-dominant), Lowland Rainforest, Swamp Tea-tree (*Melaleuca ibyana*) Forest of Southeast Queensland and White Box-Yellow Box-Blakely's Red Gum Grassy Woodland and Derived Native Grasslands⁵.

Individual plants can also be listed as threatened under Federal or State legislation if their populations have declined. Within the Lockyer Valley we have 24 threatened flora species⁵⁶. Some more commonly known species include Bailey's cypress (*Callitris baileyi*), Lloyd's native olive (*Notelaea lloydii*), Helidon ironbark (*Eucalyptus taurina*), Phebalium distans and Swamp Tea-Tree (*Melaleuca ibyana*). Native nurseries are attempting to grow some of these species, so they can be included in native revegetation projects to increase their populations.

Thanks to our ancestors, we are fortunate to still have some ancient old growth trees in our valley. These enormous and often gnarly old trees act as high-rise apartments for a variety of fauna needing tree hollows to roost and breed in. They also provide a majestic and awe-inspiring spectacle for our community.

All types of flora, from large intact patches of remnant forest to grasses, garden plants, paddock and street trees provide, benefits to the ecosystems and community. They provide us with clean air, food for our livestock, renewable sources of timber, reduce temperature and humidity, increase the value of our homes, increase scenic amenity, and have a relaxing effect on humans, increasing social well-being⁵. They also increase ecosystem resilience by providing food and shelter for native fauna, reducing flooding, filtering water, stabilising soils and increasing water infiltration to our aquifers.



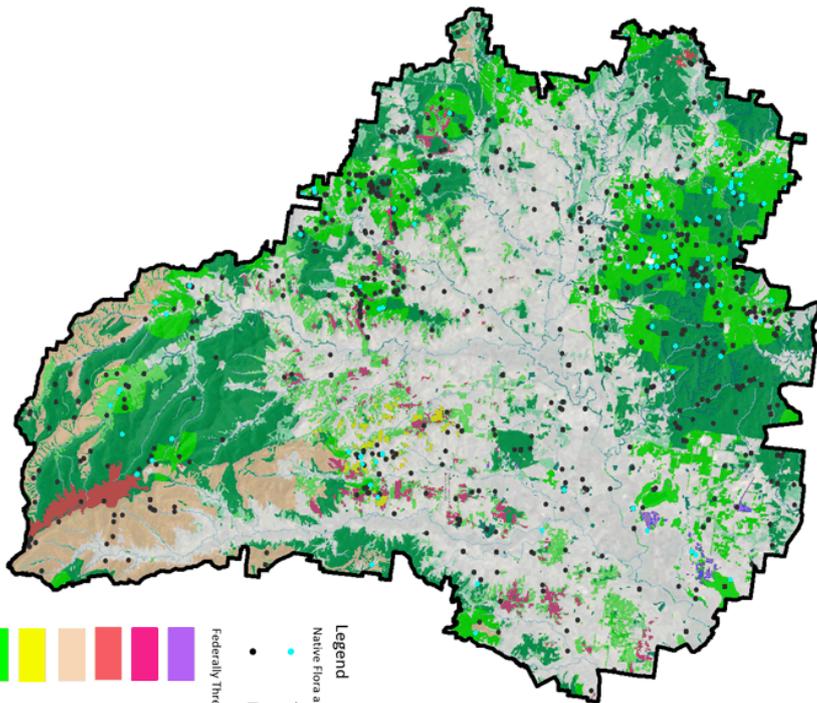
NATIVE FLORA AND VEGETATION COMMUNITIES

Aim:

FL1 - We will protect and enhance our natural ecosystems

Objectives:

- **FL1a** - We will improve our knowledge and understanding of our flora and vegetation communities, their health, diversity, abundance, distribution and threats to these, through research and monitoring
- **FL1b** - We will use the latest research to inform best practice planning, policy and management
- **FL1c** - We will improve legislation, policies and compliance to ensure effective protection of vegetation communities and flora species across land tenures
- **FL1d** - We will ensure our community value and enjoy our vegetation and natural areas through education, awareness raising and collaboration
- **FL1e** - We will collaborate to ensure cross-tenure co-ordinated conservation



Data sources: 5, 20, 21, 34, 40, 43, 50, 51, 53, 56, 64

- Legend**
- Native Flora and Vegetation Communities
 - Threatened flora records
 - Native flora records
- Federally Threatened Ecological Communities (TEC)**
- EPBC - Swamp Tea-tree Forest (CE)
 - EPBC - Brigalow (E)
 - EPBC - Lowland Rainforest (CE)
 - EPBC - White Box-Yellow Box (CE)
 - Possible habitat for Phebalium distans
 - Flora Survey Trigger for Protected Plants
 - Remnant Vegetation
 - High Value Regrowth Vegetation
 - Local Vegetation
 - Wetlands

FAUNA

Fauna is used here to mean the native mammals, birds, reptiles, amphibians, fish and invertebrates of our region. Fauna and their habitats are essential for the healthy functioning of our ecosystems, and ecosystem connectivity is vital to sustaining the diversity and abundance of our native fauna. Many fauna perform vital ecological roles within their ecosystems.

Bandicoots for example, forage by turning over soil which increases leaf litter decomposition, soil production and nutrient cycling. This foraging process also disperses fungi spores which are vital to the health of our plants. Losing bandicoots from our ecosystems could consequently affect our plant diversity, species composition and the structure of our forests and woodlands. Conversely, the presence of bandicoots may be an indicator of a healthy and balanced ecosystem¹⁰.

Flying Foxes are the essential natural pollinators of our native forests. They have a more significant role in pollinating our flowering plants than bees and disperse seed across vast distances. This expands the gene pool of flora species within our forest, strengthening their resilience to environmental changes¹¹. We rely on fauna to pollinate our natural vegetation communities and our agricultural plants. Fauna are also culturally significant and provide tourism and economic benefits to the region. We need to remember that people are a species of fauna who are intrinsically integrated into our ecosystems. Every action we take has significant impacts on all our natural assets.



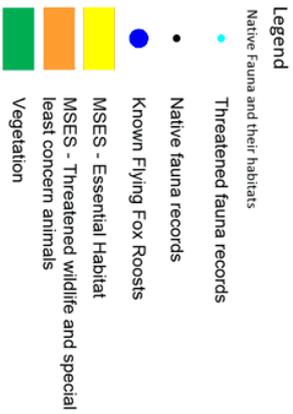
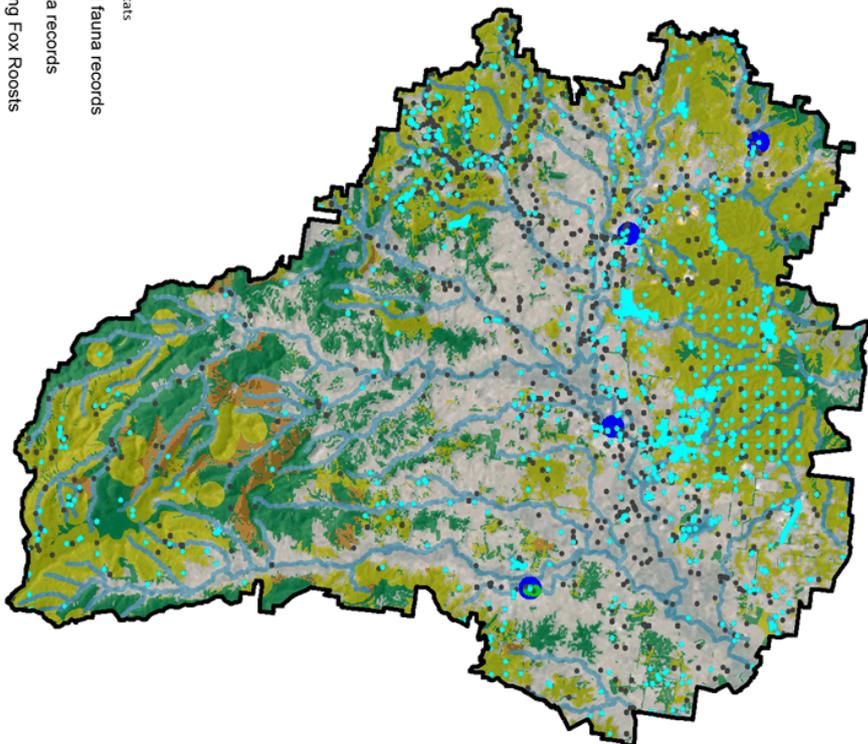
NATIVE FAUNA AND THEIR HABITATS

Aim:

FA1 - We will protect and enhance our natural habitats

Objectives:

- **FA1a** - We will improve our knowledge and understanding of our fauna including their distribution, lifecycle, behaviour, habitat requirements and threats to these, through research and monitoring
- **FA1b** - We will use the latest research to inform best practice planning, policy and management
- **FA1c** - We will improve legislation, policies and compliance to ensure effective protection of fauna and their habitats across land tenures
- **FA1d** - We will ensure our community value and enjoy our fauna and their habitats through education, awareness raising and collaboration
- **FA1e** - We will collaborate to ensure cross-tenure co-ordinated conservation



Data sources: 20, 21, 46, 50, 53, 54, 5, 56, 64

ATMOSPHERE

Within the Lockyer Valley we are lucky to have relatively clean air, low light and sound pollution as well as abundant sunshine, urban blue space and views of the night sky and stars. Maintaining these natural assets is important to our community's health and wellbeing, as well as the survival of our natural ecosystems.

AIR QUALITY

Aim:

A1 - We will maintain and improve our air quality

Objectives:

- **A1a -** We will maintain large tracts of native vegetation to help clean our air
- **A1b -** We will improve planning and compliance to reduce particulate pollution

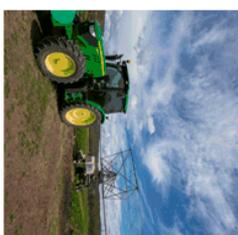
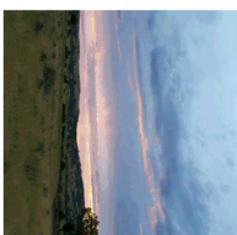
URBAN DESIGN – BUILT ENVIRONMENT

Aim:

A2 - We will balance the needs of the built and natural environments and how we interact with them

Objectives:

- **A2a -** We will improve planning and compliance to ensure compatible land uses are co-located
- **A2b -** We will ensure our community enjoy living in the Lockyer Valley and have the opportunity for a healthy lifestyle
- **A2c -** We will ensure public transport and alternative modes of transport are well planned to assist in emission reduction

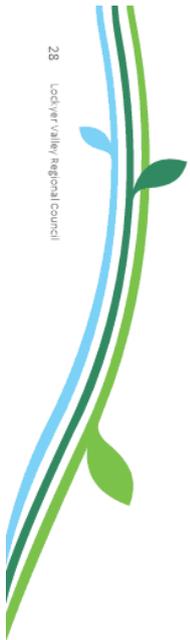




GAP ANALYSIS

Through the process of developing the NRM Strategy, the limitations of existing data and knowledge in certain areas became apparent. Below is a list of information and data that will need to improve, some of which can be listed as actions in the NRM Plan.

- Areas affected by salinity and their recharge areas
- Current fire regimes versus appropriate fire regimes for each area
- Flora and fauna species locations and distribution – vast unsurveyed areas and those without ground-truthing
- Flora and fauna habitat requirements and modelled habitat mapping
- Undiscovered species of flora, fauna and fungi
- The cultural value of our natural assets
- Whole of region cultural heritage study (Indigenous, European and other, both built and natural)
- All cultural heritage locations
- Current water usage
- Minimum natural water requirements for sustainable ecological functioning
- Total impact of pest animals and weeds
- Impacts of climate change (estimated but not known)



NEXT STEPS FOR THE NRM PROJECT

Having a strategy that reflects the community’s long-term vision is important. Acting on these strategic aims is even more important. Therefore, the next step for the NRM Working Group is to collaborate with the community to develop an NRM Plan which will outline actions to achieve the strategic aims set out in this NRM Strategy. Each action will be prioritised, and have timeframes set for achievement and responsible stakeholders assigned.

This NRM Strategy is a fluid document. It is scheduled for review in 10 years, however can be reviewed sooner if required.

HOW OUR COMMUNITY CAN GET INVOLVED

Get involved in the consultation for the NRM Plan. It will be available via our online engagement portal: lockyvalleyengagementhub.com.au

Adopt practices that contribute to the sustainability of our natural assets

Volunteer to be part of a community group

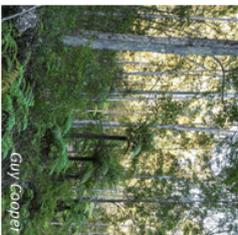
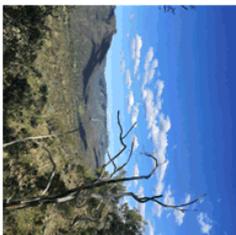
Apply for a community grant or a community environmental grant to enhance our natural assets

Become a Land for Wildlife member to protect and enhance our natural assets

Work with your neighbours to improve your neighbourhood

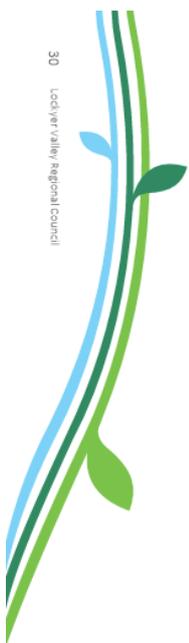
Be a good citizen

Contact Council’s Environment and Pest unit on 1300 005 872 or visit www.lockyvalley.qld.gov.au for more information.



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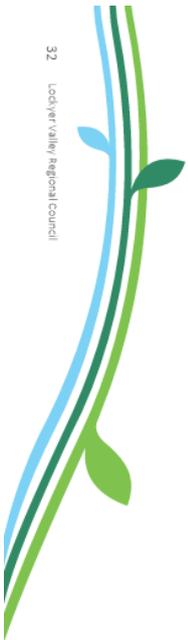
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ACRONYMS

- LGA – Local Government Area
- LVRC – Lockyer Valley Regional Council
- NRM – Natural Resource Management
- SEQ – South-east Queensland



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- Kev Russell
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- Guy Cooper
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- Al Young

Disclaimer

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Reference document

This document should be cited as follows: Lockyer Valley – Natural Resource Management Strategy 2020 – 2030

FOR MORE INFORMATION

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Lockyer Valley Regional Council, PO Box 81, Gatton Qld 4343
@Lockyer Valley Regional Council





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email **mailbox@lvrc.qld.gov.au** or visit **www.lockyervalley.qld.gov.au**

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11.3 Amendment to 2019/2020 Register of Fees & Charges - Herbicide Subsidy Scheme

Date: 27 November 2019
Author: Belinda Whelband, Coordinator Environment and Pest
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

Council's current Herbicide Subsidy Scheme provides 50% subsidy of the cost of herbicide for a range of agricultural weeds for properties in the Lockyer Valley local government area. The current drought conditions are changing growth patterns of weeds and contributing to bushfire hazards, therefore it is proposed to amend the list of priority species within the 2019/2020 Register of Fees and Charges under section 2.16.1 Herbicide Spray Subsidy to include additional weed species.

Officer's Recommendation:

THAT Council amend the 2019/2020 Register of Fees & Charges to include the following additional subsidies with an effective date of 1 February 2020:

2.16.1 Herbicide Spray Subsidy

Name	Year 19/20 Fee (incl GST)	GST
Cats Claw Creeper	50% of price charged by supplier	Y
Climbing Asparagus Fern	50% of price charged by supplier	Y
Madeira Vine	50% of price charged by supplier	Y
Balloon Vine	50% of price charged by supplier	Y
Lantana	50% of price charged by supplier for landholders whose properties have been significantly and adversely impacted by unplanned major bushfires this financial year (as identified by QFES data or other appropriate supporting evidence)	Y

Report

1. Introduction

The current drought conditions are limiting the growth and spread of most weed species, however some species are:

- surviving and reproducing in riparian areas across the region; and
- contributing to bushfire hazards.

The purpose of this report is to provide an overview of the current weed issues and reasons for including additional weed species in Council's Herbicide Subsidy Scheme.

2. Background

Council's current Herbicide Subsidy Scheme provides 50% subsidy of the cost of herbicide for the following priority weeds:

Grassy and Annuals	Woody	Cacti and Succulent	Aquatic
Giant Rat's Tail grass	Honey Locust	Mother of Millions	Salvinia
Fireweed	Groundsel Bush	Harrisia Cactus	Water Hyacinth
Parthenium weed	African Boxthorn		Water Lettuce
Annual Ragweed			

Priority weeds have been historically selected due to their significant impacts on horticulture, grazing and other commercial activities. Consequently, environmental weeds, such as those that impact waterways, have not been included.

3. Report

Council, as part of the Resilient Rivers Initiative, is currently undertaking works to improve the quality and resilience of the Lockyer Creek catchment. This work includes revegetation of riparian zones in strategic locations.

Weeds such as Cats Claw Creeper, Climbing Asparagus Fern, Madeira Vine and Balloon Vine smother and destroy native vegetation in riparian zones. While restoration works are being undertaken in some parts of the region, destruction of riparian zones is occurring across other parts of the region. Therefore, there is a strong motivation to address the problems of riparian weeds.

Further, these riparian weeds are currently surviving and reproducing regardless of the drought conditions. It is timely to act before seed is significantly dispersed.

Very few other weed species are actively growing, therefore very little herbicide treatment is being undertaken by both Council and landholders. Budget allocations for Council roadside weed spraying and the Herbicide Subsidy Scheme have not been utilised to the full extent.

Therefore, it is proposed that the Herbicide Subsidy Scheme be expanded to include Cats Claw Creeper, Climbing Asparagus Fern, Madeira Vine and Balloon Vine, under the same terms as the existing priority weeds.

The current drought conditions and hot, windy weather have caused major unplanned bushfires within the Lockyer Valley. Many properties have been affected, with some fires exacerbated by dried out weeds such as Lantana. These landholders now have the challenge of restoring their properties, but also have the opportunity to manage regrowth of weeds to prevent similar levels of infestation going forwards.

Therefore, it is proposed that the Herbicide Subsidy Scheme be expanded to include Lantana, for landholders whose properties have been significantly and adversely impacted by unplanned major bushfires this financial year (as identified by QFES data or other appropriate supporting evidence).

4. Policy and Legal Implications

Council's adopted 2019/2020 Register of Fees and Charges, under section 2.16.1 Herbicide Spray Subsidy, will need to be amended to reflect any changes to the Herbicide Subsidy Scheme.

5. Financial and Resource Implications

The current budget allocation for the Herbicide Subsidy Scheme in the 2019-2020 financial year is \$25,000. Due to the current drought conditions, Council has received almost no requests for herbicide subsidy in the first two quarters on the financial year. In the event that the rainfall becomes more favourable and results in weed growth, it is predicted that herbicide subsidy expenditure for the current priority weed species plus the additional weed species is not likely to be more than \$15,000 for the remainder of the financial year. Therefore, changes to the weed species in the Herbicide Subsidy Scheme will not affect current budget allocations.

6. Delegations/Authorisations

No new or altered delegations or authorisations are required.

7. Communication and Engagement

Changes to the Herbicide Subsidy Scheme will be actively promoted in social media, on Council's website, to local community groups, and by notices and flyers in Customer Service Centres and libraries.

8. Conclusion

Amendment of the Herbicide Subsidy Scheme to include four environmental weed species will have significant benefits and support Council's catchment management activities. Inclusion of Lantana will provide support to landholders affected by bushfires.

9. Action/s

Actions subsequent to the resolution will include:

- Amendment of Council's adopted 2019/2020 Register of Fees and Charges, under section 2.16.1 Herbicide Spray Subsidy, as resolved; and
- Active promotion of the amendments to the Herbicide Subsidy Scheme to ensure the wider community is kept informed and they can apply for subsidised herbicide.

Attachments

There are no attachments for this report.

11.4 Request for Negotiated Decision for Development Permit for Material Change of Use for Catering Shop, Shop and Advertising Device at 7 Railway Street, Helidon

Date: 02 January 2020
Author: Tammee Van Bael, Graduate Planning Officer
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The purpose of this report is to consider a request for a Negotiated Decision for Development Permit for Material Change of Use for Catering Shop, Shop and Advertising Device on Lot 2 RP 23163 at 7 Railway Street, Helidon (MC2019/0023).

The application has been assessed in accordance with the requirements of the *Planning Act 2016* and it is recommended that the request be approved in accordance with the Officer's Recommendation.

Officer's Recommendation:

THAT the request for a Negotiated Decision for a Development Permit for Material Change of Use for Catering Shop, Shop and Advertising Device on Lot 2 RP 23163 at 7 Railway Street, Helidon (MC2019/0023) be approved as follows:

A. Change Conditions 10 and 19 to read as follows:

10.	The operation of the food van from the site is not permitted during the hours of 9am to 3pm from Monday to Saturday. Outside these hours, the food van is permitted to be stored and operated on site within the car parks provided for the Catering Shop and Shop (Car Park 1, 2, 4 or 5).	At all times.
19.	Provide a fence to the northern boundary that is a minimum height of 1.8m above ground level tapering to 1.2m in height to the front boundary, in accordance with the Approved Plans. The extent of the 1.2m high fencing is limited to a maximum of 16.0m from the front boundary corner. The minimum length of the fence is to be 26.91m.	Prior to commencement of use, and to be maintained thereafter.

B. Change the annotations by Council on Approved Plan No. J20180037TP-01 and J20180037TP-02.

Report

1. Introduction

The applicant has requested a Negotiated Decision for Development Permit for Material Change of Use for Catering Shop, Shop and Advertising Device on Lot 2 RP 23163 at 7 Railway Street, Helidon (MC2019/0023). The approval was given by Council and therefore the request for Negotiated Decision is also presented to Council.

2. Background

A Development Permit for Material Change of Use for Catering Shop, Shop and Advertising Device on Lot 2 RP 23163 at 7 Railway Street, Helidon (MC2019/0023) was approved by Council on 13 November 2019 (Resolution Number 16-20/1559). The applicant made representations on 11 December 2019 to the development approval conditions. The representations are detailed below but primarily relate to the operation of the food van and fencing.

3. Report

Assessment

An assessment in relation to each of the submitted representations is provided below.

Condition 10

10.	The operation of the food van from the site is not permitted during the hours of 9am to 3pm from Monday to Saturday. Outside these hours, the food van is permitted to be stored on site within the car parks provided for the Catering Shop and Shop (Car Park 1, 2, 4 or 5).	At all times.
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Applicant’s Representation

“The wording of this condition is unclear as to whether the Smoko Van can operate from the Catering Shop kitchen. The applicant would like to be assured that there is no confusion in future. It is therefore requested that this condition be amended slightly to clarify that a Smoko Van can operate from the Catering Shop kitchen before 9am and after 3pm from Monday to Saturday”.

Assessment of Representation

Agree

The intention of the condition is to ensure the food van does not operate from the site between 9am to 3pm (main hours of operation) so all car parks are available on site for the Catering Shop and Shop use. The applicant has previously advised that the food van will operate from the site and predominantly include loading/unloading, cleaning and storing overnight. The operation of the food van from the site will still allow for the Catering Shop and Shop to operate as intended. Therefore, it is recommended that the condition be amended for clarity to ensure operation is allowed outside the hours of 9am to 3pm.

Recommendation

It is recommended Condition 10 be amended as follows.

10.	The operation of the food van from the site is not permitted during the hours of 9am to 3pm from Monday to Saturday. Outside these hours, the food van is permitted to be stored and operated on site within the car parks provided for the Catering Shop and Shop (Car Park 1, 2, 4 or 5).	At all times.
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Condition 19

19.	Provide a fence to the northern boundary that is a minimum height of 1.8m above ground level tapering to 1.2m in height to the front boundary, in accordance with the Approved Plans. The extent of the 1.2m high fencing is limited to a maximum of 6.0m from the front boundary corner. The minimum length of the fence is to be 26.91m.	Prior to commencement of use, and to be maintained thereafter.
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Applicant’s Representation

“The applicant accepts all other fencing conditions imposed by Council. However, after consideration of this condition, the impact of a 1.8m high metre fence for 20m along the northern boundary tapering to 1.2m for 6m within the front setback is considered to be unreasonable and to have an adverse impact on the heritage values of the “Old Bank Building” site.

The applicant is prepared to accept a 1.8m fence extending for 10m to screen the two (2) bed and breakfast car parks and from here to taper down to 1.2m up to the front boundary. This would mean that a 1.2m fence would extend approximately 16m beside the Old Bank Building from the frontage, including a taper up to 1.8m for 10m beside the car parks. This solution will be more in keeping with the traditional height of fencing that existed throughout most of the 20th century in most country areas, including Helidon, and is also consistent with the height of the front fencing which was supported by the Heritage Architect’s report. (The concept of 1.8m fences only evolved fairly recently, with the advent of small lots and for noise attenuation purposes and is not a traditional design solution).



The adjoining dwelling is set well back from the Old Bank Building as can be seen in the above photo and as shown on Site Plan J20180037 TP -01. The front setback area of the adjoining dwelling is a triangular shaped landscaped area with shrubs, trees and lawn. Apart from mowing, there is likely to be a fairly infrequent active use of this space.

Although Council has already permitted the front 6m to be 1.2m high fencing, it is requested to allow this to continue for the entire length of the Old Bank Building so that architectural details are more visible from the street and the guests have views out to the street, which creates better security and safety for the neighbourhood.

Although this application is for shop uses, the northern side boundary is only associated with the previously approved “Bed and Breakfast” use in the Old Bank Building. A 1.8m high fence was not required by the Acoustic Report.

Furthermore, on careful reading of the adjoining neighbours submission to Council, the request for a 1.8m high fence for the full length of the northern side boundary is only made as an additional request, and is not reasonably justified by privacy/acoustic or amenity issues”.

Assessment of Representations

Agree

The condition for a 1.8m high fence has been provided to ensure compliance with Probable Solution A2.1 of the *Landscaping Code* to provide fencing where boundaries are shared with incompatible or sensitive uses. As the adjoining allotment contains an existing residential use, it is considered reasonable and relevant for the applicant to provide a 1.8m high fence to buffer the commercial development. The condition allowed for the fence to taper to 1.2m high to the front boundary due to the existing Old Bank Building being heritage listed. By extending the 1.2m high fence to 16.0m from the front boundary it will correspond to the length of the existing building (refer to Figure 1). The 1.8m high fence would extend for the length of the car park, which is the main interface between the development and adjoining residence. The submitter raised concerns with the privacy and amenity issues between the proposed car park and adjoining residence on Lot 153CSH278. The change to the fencing height will still afford the adjoining residence privacy and amenity as the development will continue to be adequately screened. The proposed fencing will still maintain the privacy and amenity of the residence and ensure the development is buffered. It is therefore considered acceptable to amend the condition as per the applicant’s request.

As a consequence of the changes to fencing in Condition 19, it is necessary to amend the annotations by Council on Approved Plans No. J20180037TP-01 and J20180037TP-02. The Approved Plans were amended by Council to reflect the fencing requirements.

Approved Plans

Plan No.	Rev.	Plan Name	Date
J20180037TP-01	H	<i>Site Plan</i> , prepared by Lockyer Drafting Designs (as amended in red by Council)	29-10-2019
J20180037TP-02	G	<i>Turning Circle Plan</i> , prepared by Lockyer Drafting Designs (as amended in red by Council)	24-05-2019
J20180037TP-03	C	<i>Floor Plan</i> , prepared by Lockyer Drafting Designs	24-05-2019
J20180037TP-04	C	<i>East Elevation, North Elevation, South Elevation & West Elevation</i> , prepared by Lockyer Drafting Designs (as amended in red by Council)	24-05-2019
J20180037TP-05	E	<i>Street Elevation</i> , prepared by Lockyer Drafting Designs	24-05-2019
J20180037S-01	-	<i>Front Elevation</i> , prepared by Lockyer Drafting Designs	January 2019



Figure 1: Aerial view of proposed fencing.

Recommendation

It is recommended Condition 19 be amended as follows.

19.	Provide a fence to the northern boundary that is a minimum height of 1.8m above ground level tapering to 1.2m in height to the front boundary, in accordance with the Approved Plans. The extent of the 1.2m high fencing is limited to a maximum of 16.0m from the front boundary corner. The minimum length of the fence is to be 26.91m.	Prior to commencement of use, and to be maintained thereafter.
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In addition it is recommended that the annotations by Council on the approved plans be amended.

4. Policy and Legal Implications

The legal implications arising from the recommendation provided in this report are that the applicant may choose to appeal the decision in the Planning and Environment Court.

5. Financial and Resource Implications

There could be a financial implication should the decision be contested in the Planning and Environment Court.

6. Delegations/Authorisations

There are no implications for delegations or authorisations arising from the recommendation provided in this report.

7. Communication and Engagement

The decision will be formally communicated to the applicant and all persons who lodged a properly made submission in accordance with the requirements of the *Planning Act 2016*.

8. Conclusion

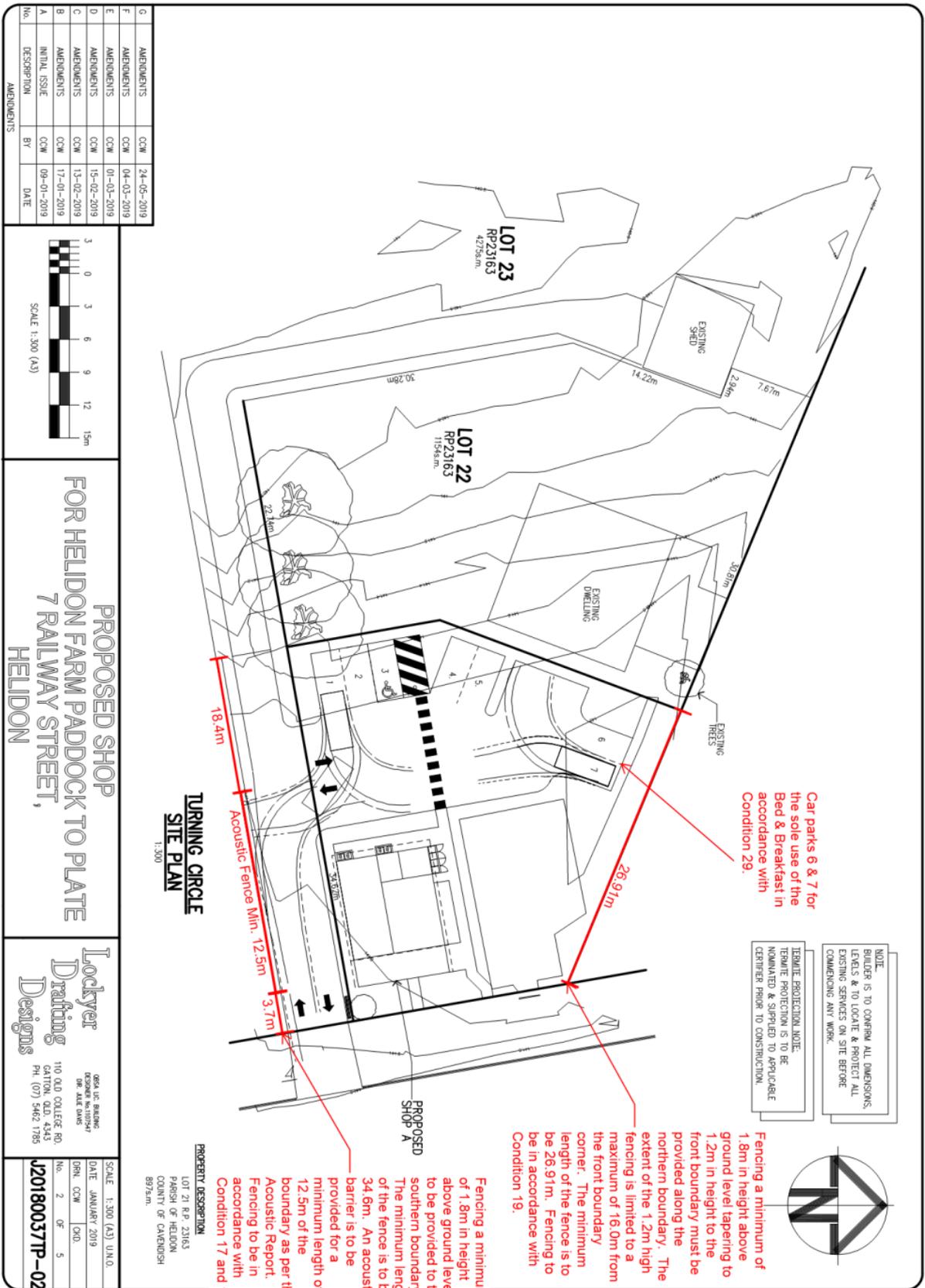
The request for a Negotiated Decision is recommended for approval.

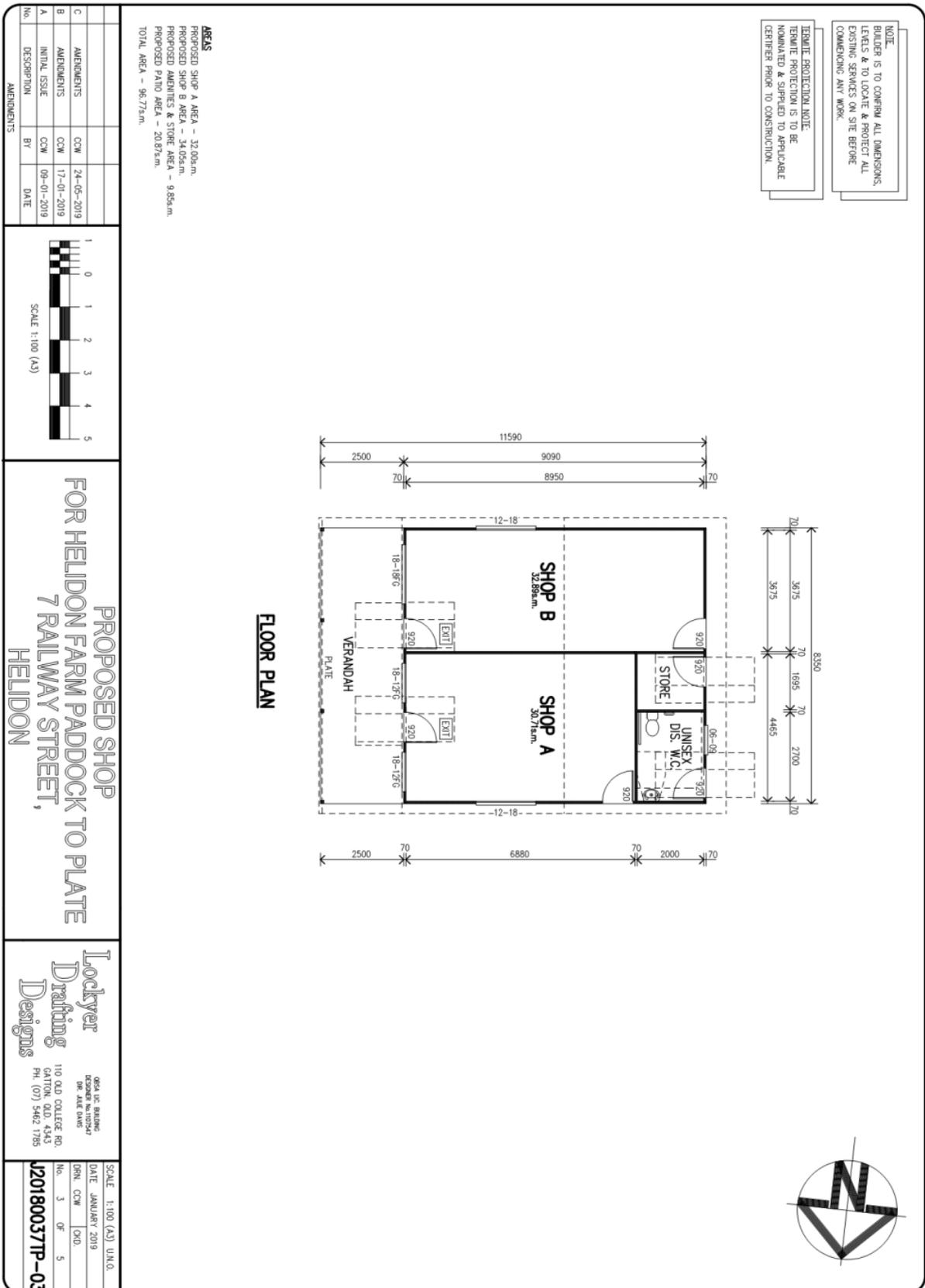
9. Action/s

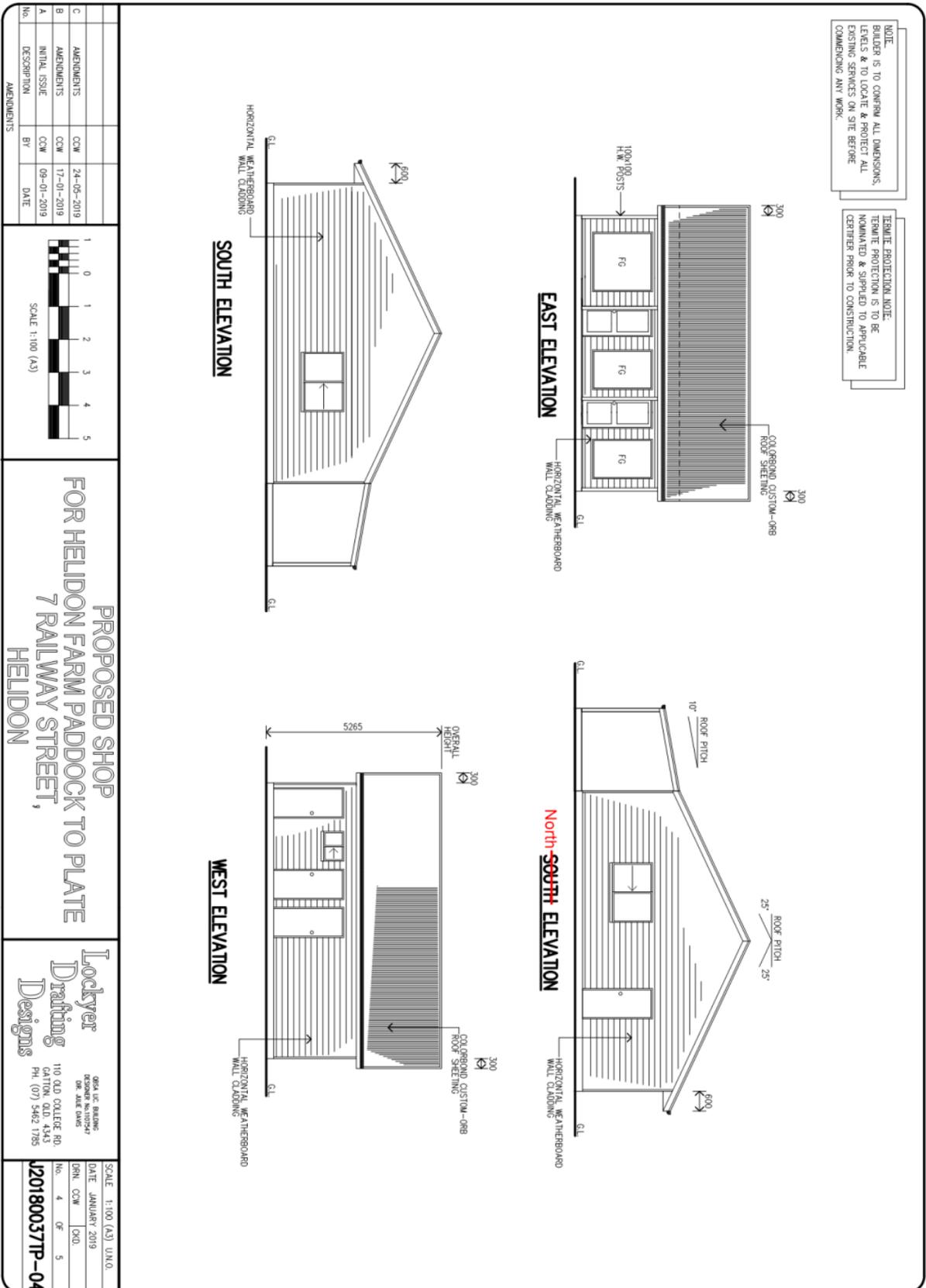
Advise the applicant and submitter of Council's decision.

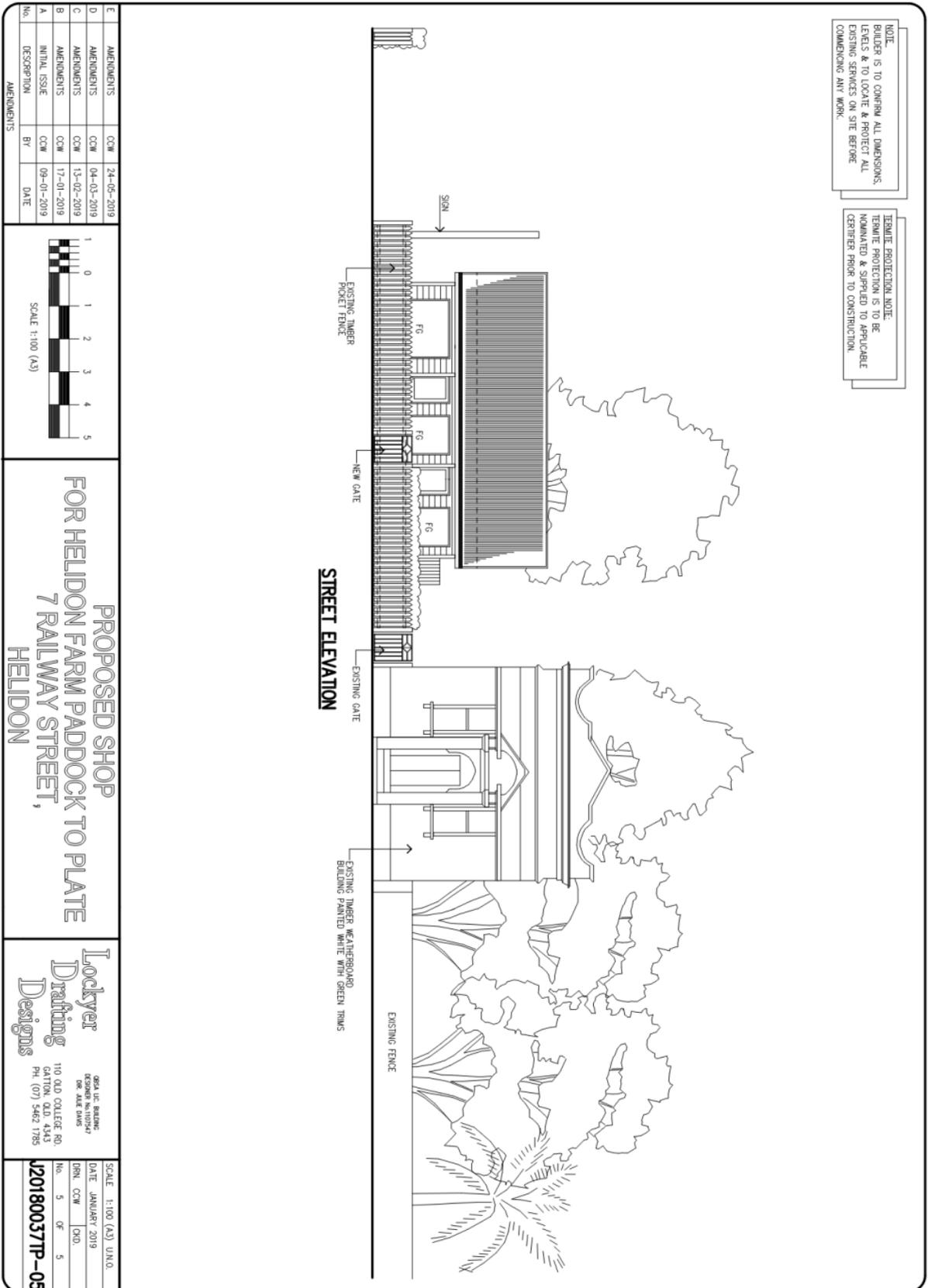
Attachments

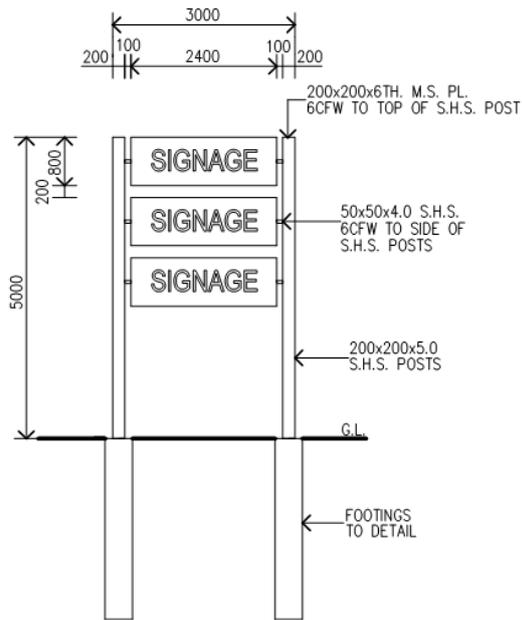
1 [↓](#) MC2019/0023 Plans to be Approved 6 Pages











FRONT ELEVATION

PROPOSED SIGN
 FOR HELIDON FARM PADDOCK TO PLATE
 7 RAILWAY STREET, HELIDON

Lockyer
 Drafting
 Designs

110 OLD COLLEGE RD.
 GATTON. QLD. 4343
 PH. (07) 5462 1785

QBSA LIC. BUILDING
 DESIGNER No.1107547
 DIR. JULIE DAVIS

SCALE: NTS (A4) U.N.O.

DATE: JANUARY 2019

DRN. CCW CKD.

No. 1 OF 1

J20180037S-01

11.5 Request for Negotiated Decision for Development Permit for Material Change of Use for Dwelling House Triggered by an Overlay (TLPI) at 46 Coates Street, Laidley

Date: 02 January 2020
Author: Tammee Van Bael, Graduate Planning Officer
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The purpose of this report is to consider a request for a Negotiated Decision for Development Permit for Material Change of Use for Dwelling House Triggered by an Overlay (TLPI) on Lot 8 RP25621 at 46 Coates Street, Laidley (MC2019/0061).

The application has been assessed in accordance with the requirements of the *Planning Act 2016* and it is recommended that the request be approved in accordance with the Officer's Recommendation.

Officer's Recommendation:

THAT the request for a Negotiated Decision for Development Permit for Material Change of Use for Dwelling House Triggered by an Overlay (TLPI) on Lot 8 RP25621 at 46 Coates Street, Laidley (MC2019/0061) be approved as follows:

A. Change Conditions 3 and 16 to read as follows:

3.	The use, with the exception of the construction of the rear deck, must not commence until all conditions of this approval have been complied with.	At all times.
16.	Any proposed new (including replacement of existing fencing) boundary or internal fencing shall be open mesh type that allows floodwater to move through with minimum impediment to flow.	At all times.

Report

1. Introduction

The applicant has requested a Negotiated Decision for Development Permit for Material Change of Use for Dwelling House Triggered by an Overlay (TLPI) on Lot 8 RP25621 at 46 Coates Street, Laidley (MC2019/0061). The approval was given by Council and therefore the request for Negotiated Decision is also presented to Council.

2. Background

A Development Permit for Material Change of Use for Dwelling House Triggered by an Overlay (TLPI) on Lot 8 RP25621 at 46 Coates Street, Laidley (MC2019/0061) was approved by Council on 27

November 2019 (Resolution Number 16-20/1582). The applicant made representations on 9 December 2019 to the development approval conditions. The representations are detailed below but primarily relate to the building work for the rear deck and fencing.

3. Report

Assessment

An assessment in relation to each of the submitted representations is provided below.

Condition 3

3.	The use must not commence until all conditions of this approval have been complied with.	At all times.
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Applicant’s Representation

“Point 3 stipulates that, “the use of the proposed dwelling must not commence until all conditions of this approval have been complied with”.

This implies that the dwelling may not be occupied until all proposed building work is completed which would include the completion of the proposed rear verandah and deck.

I submit that this could cause unnecessary delays to the dwelling being able to be utilised and would prevent building-on work to be directly supervised by the owner/resident and I request that this clause be relaxed to allow the dwelling to be occupied after it is stumped and all utilities to the house section are connected and operational, provided that there are satisfactory temporary rear stairs in place or that rear access is prevented whilst building work occurs.

If this is not acceptable I would ask that the owner be permitted to apply for a permit to live on site in a caravan until such time as the building extensions are complete and inspected.”

Assessment of Representation

Agree

The dwelling house is able to be used as a Class 1a dwelling without the rear deck. Therefore, the applicant’s request to construct the rear deck after commencement of use is acceptable.

As it is agreed that the rear deck can be constructed after commencement of use, the request to apply for a permit to live in a caravan on site does not require consideration. However, should the applicant want to live on site in a caravan an application must be lodged with Council requesting to live on site in the caravan under Subordinate Local Law No. 13 (Establishment or Occupation of Temporary Home) 2011. The applicant has been advised of this requirement.

Recommendation

It is recommended Condition 3 be amended as follows.

3.	The use, with the exception of the construction of the rear deck, must not commence until all conditions of this approval have been complied with.	At all times.
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Condition 16

16.	Any proposed boundary or internal fencing shall be open mesh type that allows floodwater to move through with minimum impediment to flow.	Prior to commencement of use and at all times.
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Applicant’s Representation

“Point 16 stipulates that "any proposed boundary or internal fencing shall be open mesh type that allows flood water to move through with minimum impediment to flow" and states that this must be done "prior to commencement of use.....".

I request that the one small section of wooden fencing which exists between No 46 and No 48 be allowed to remain as it has been there for some years with no problem, but undertake to install mesh fencing elsewhere where it is required.

I further request that this condition be further relaxed in that fencing work at the rear and internally not be required to be completed before the dwelling is occupied as the absence of fencing or existing fencing do not add to the risk factor for the lot. I submit that all fencing work required or contemplated must be completed instead by the end of the 12 month development period”.

Assessment of Representation

Agree

As stipulated in the condition, any proposed fencing needs to be open mesh type. Therefore, it is acceptable for the existing fencing to remain as is and does not need to be replaced with an open mesh type fence to comply with the condition. However, should any existing fencing be replaced this will be required to be compliant with the condition. Therefore, it is recommended the condition be amended as shown below for clarity. In terms of timing, this condition is required to be complied with on an ongoing basis. If no new fencing is proposed prior to commencement of use, then there is no requirement for the fencing to be provided prior to commencement of use. For clarity the condition will be amended to be ‘At all times’.

Recommendation

It is recommended Condition 16 be amended as follows.

16.	Any proposed new (including replacement of existing fencing) boundary or internal fencing shall be open mesh type that allows floodwater to move through with minimum impediment to flow.	Prior to commencement of use and at all times.
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4. Policy and Legal Implications

The legal implications arising from the recommendation provided in this report are that the applicant may choose to appeal the decision in the Planning and Environment Court.

5. Financial and Resource Implications

There could be a financial implication should the decision be contested in the Planning and Environment Court.

6. Delegations/Authorisations

There are no implications for delegations or authorisations arising from the recommendation provided in this report.

7. Communication and Engagement

The decision will be formally communicated to the applicant in accordance with the requirements of the *Planning Act 2016*.

8. Conclusion

The request for Negotiated Decision is recommended for approval.

9. Action/s

Advise the applicant of Council's decision.

Attachments

There are no attachments for this report.

11.6 Request for Negotiated Decision for Development Permit for Minor Change to Approval for Material Change of Use for Expansion to Poultry Farm <160,000 Birds on Lot 309 CH311850 at 303 Grantham Scrub Road, Veradilla (CMB0590)

Date: 02 January 2020
Author: Mark Westaway, Contract - Senior Planner
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The purpose of this report is to consider a request for a Negotiated Decision for a Minor Change to Approval (MC2019/0039) for Material Change of Use for Expansion to Poultry Farm (Additional 100,000 birds) (DA4784) on Lot 309 CH311850 at 303 Grantham Scrub Road, Veradilla.

The application has been assessed in accordance with the requirements of the *Planning Act 2016* and it is recommended that the request be approved in accordance with the Officer’s Recommendation.

Officer’s Recommendation:

THAT the request for a Negotiated Decision for Development Permit for a Minor Change to Approval (MC2019/0039) for Material Change of Use for Expansion to Poultry Farm (Additional 100,000 birds) (DA4784) on Lot 309 CH311850 at 303 Grantham Scrub Road, Veradilla be approved as follows:

A. Change Condition N9 to read as follows:

N9	With the exception of the extension to Shed 1, all new structures on site must be situated and maintained at a minimum: 100m from any road frontage, 100m from any Natural Watercourse, 20m from any side or rear boundary, 150m from any dwelling on surrounding land; Building setbacks must be measured from the outermost projection of the building (gutter or fascia) to the nearest point of the relevant property boundary. Note: The extension to Shed 1 will result in a setback of approximately 95.4m from Grantham Scrub Road.	To be completed prior to the commencement of use.
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Report

1. Introduction

The applicant has requested a Negotiated Decision for Development Permit for a Minor Change to Approval (MC2019/0039) for Material Change of Use for Expansion to Poultry Farm (Additional 100,000 birds) (DA4784) on Lot 309 CH311850 at 303 Grantham Scrub Road, Veradilla. The approval was given by Council and therefore the request for Negotiated Decision is also presented to Council.

2. Background

A Development Permit for Material Change of Use for Development Permit for a Minor Change to Approval (MC2019/0039) for Material Change of Use for Expansion to Poultry Farm (Additional 100,000 birds) (DA4784) on Lot 309 CH311850 at 303 Grantham Scrub Road, Veradilla was approved by Council on 11 December 2019 (Resolution Number 9296). The applicant made representations on 18 December 2019 to the development approval conditions. The representations are detailed below but primarily relate to the setback for Shed 1 from Grantham Scrub Road.

3. Report

Assessment

An assessment in relation to each of the submitted representations is provided below.

Condition N9

N9	All structures on site must be situated and maintained at a minimum: 100m from any road frontage, 100m from any Natural Watercourse, 20m from any side or rear boundary, 150m from any dwelling on surrounding land; Building setbacks must be measured from the outermost projection of the building (gutter or fascia) to the nearest point of the relevant property boundary.	To be completed prior to the commencement of use.
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Applicant’s Representation

“Specifically, N9 prescribes a minimum setback to any Road Frontage of 100 metres. However, as noted on the stamped approved plans Shed 1 is setback 96.9 metres from the Grantham Scrub Road frontage and therefore cannot comply with this Condition.”

Assessment of Representation

Agree

The length of Shed 1 is proposed to be extended by a length of 16 metres. The existing northwest corner of Shed 1 building is 96.9m from Grantham Scrub Road. The existing northeast corner of Shed 1 is scaled at a distance of approximately 103.4m from Grantham Scrub Road. Based on the existing 72.4m length of Shed 1, and that shed having a variation in setback to Grantham Scrub Road (between 96.9m and approximately 103.4m), a 16m extension to the shed would result in the northwest corner of the extension encroaching approximately 1.5m closer to Grantham Scrub Road than the existing northwest corner of Shed 1. In order to retain the existing setback requirements for the rest of the

buildings on the site, it is proposed to amend the wording of the condition to address the exception created by Shed 1.

There are a number of existing other buildings that are set back a lesser distance from property boundaries. It is not intended to require buildings to be removed in order to comply with the condition.

Recommendation

It is recommended Condition N9 be amended as follows.

N9	<p>With the exception of the extension to Shed 1, all new All structures on site must be situated and maintained at a minimum:</p> <p>100m from any road frontage, 100m from any Natural Watercourse, 20m from any side or rear boundary, 150m from any dwelling on surrounding land;</p> <p>Building setbacks must be measured from the outermost projection of the building (gutter or fascia) to the nearest point of the relevant property boundary.</p> <p>Note: The extension to Shed 1 will result in a setback of approximately 95.4m from Grantham Scrub Road.</p>	To be completed prior to the commencement of use.
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4. Policy and Legal Implications

The legal implications arising from the recommendation provided in this report are that the applicant may choose to appeal the decision in the Planning and Environment Court.

5. Financial and Resource Implications

There could be a financial implication should the decision be contested in the Planning and Environment Court.

6. Delegations/Authorisations

There are no implications for delegations or authorisations arising from the recommendation provided in this report.

7. Communication and Engagement

The decision will be formally communicated to the applicant in accordance with the requirements of the *Planning Act 2016*.

8. Conclusion

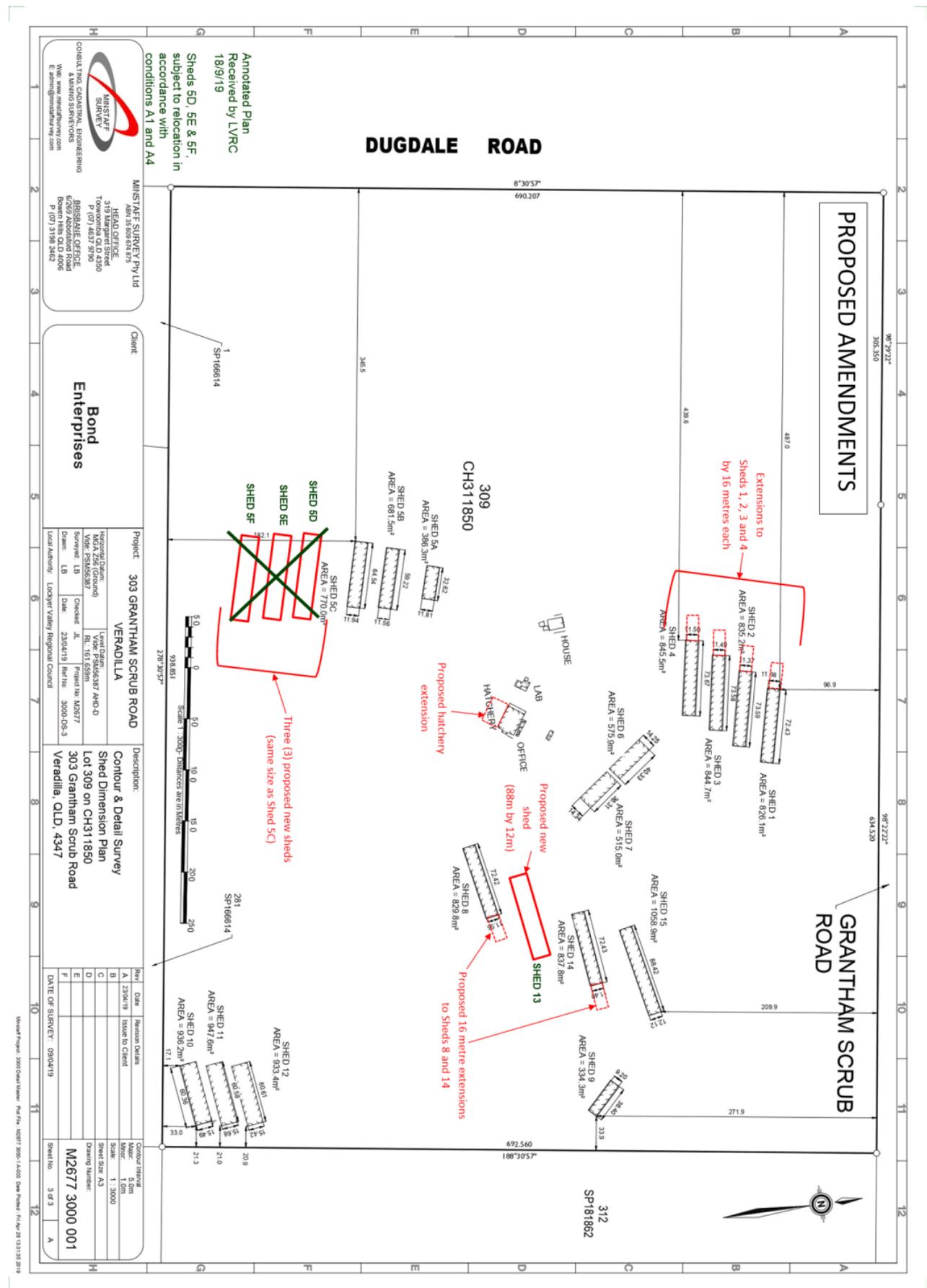
The request for Negotiated Decision is recommended for approval.

9. Action/s

Advise the applicant of Council's decision.

Attachments

[1](#)  Site Plan 303 Grantham Scrub Road



MINISTAFF SURVEY
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Client
Bond Enterprises

Project
303 GRANTHAM SCRUB ROAD
VERADILLA

Description:
Contour & Detail Survey
Shed Dimension Plan
Lot 309 on CH311850
303 Grantham Scrub Road
Veradilla QLD, 4347

Horizontal Datum: MGA 2011 (Ground)
Vertical Datum: AHD
Scale: 1:3000
Drawn: LB
Date: 23/04/19
Scale: 1:3000 (Horizontal)
Scale: 1:3000 (Vertical)

Rev	Date	Revision Details
A	23/04/19	Issue to Client
B		
C		
D		
E		
F		

DATE OF SURVEY: 09/04/19
Contour Interval: 5.0m
Scale: 1:3000
Sheet Size: A3
Drawing Number: M2677 3000 001
Sheet No.: 3 of 3

11.7 Request for Reduction in Infrastructure Charges in relation to an application for a Development Permit for Material Change of Use (MC2019/0072) at Warrego Highway, Plainland

Date: 15 January 2020
Author: Miriam Sharp, Planning Officer
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The purpose of this report is to consider a Request for Reduction in Infrastructure Charges in relation to an application for a Development Permit for Material Change of Use (MC2019/0072) at Warrego Highway, Plainland.

The request has been assessed and it is recommended that the request be refused in accordance with the Officer's Recommendation.

It should be noted that the report before Council is only considering the reduction in infrastructure charges payable to Council. The developer will be required to negotiate the reduction in the payment of Queensland Urban Utilities Infrastructure Charges with the infrastructure provider directly.

Officer's Recommendation:

THAT the Request for Reduction in Infrastructure Charges in relation to an application for a Development Permit for Material Change of Use (MC2019/0072) at Warrego Highway, Plainland, for a total charge amount of \$150,000.00 (equally split between Lockyer Valley Regional Council and Queensland Urban Utilities) be refused.

And further,

THAT the Chief Executive Officer is authorised to negotiate an Infrastructure Agreement with the applicant for payment of the Infrastructure Charges over a maximum period of three (3) years should the applicant wish to avail themselves of this opportunity.

Report

1. Introduction

Council is currently in receipt of an application for a Development Permit for Material Change of Use for Bulk Retail, Refreshment Service, Shop and Advertising Device (MC2019/0072) on Lot 1009 SP297361 at Warrego Highway, Plainland. The applicant seeks a reduction in Infrastructure Charges that are applicable to the proposed development.

2. Background

A code assessable development application for a Material Change of Use for Bulk Retail, Shop and Refreshment Service (MC2019/0072) was submitted over land described as Lot 1009 SP297361 on 17 October 2019. The application was submitted by Plainlands Projects Pty Ltd C/- Mecone and was properly made on 14 November 2019. The proposed site plan appears below.



The application is currently under assessment. A report will be presented to Council at a later date for a decision regarding that application.

The developer Spinks&Co has submitted a separate request for a reduction of the infrastructure charges (ICs) to be levied for the proposal in accordance with Council’s Adopted Infrastructure Charges Resolution (AICR). To support their request, the developer has made reference to Council’s Development Incentives – Infrastructure Charges Policy. The request also details what the developer believes to be an appropriate charge. It is noted that the developer has identified an intent to request a similar reduction to Qld Urban Utilities (QUU) applicable ICs although it is understood no formal request has yet been made. Council officers have had telephone discussions with QUU to seek an understanding of their position in relation to discounts on infrastructure charges. QUU has expressed that in general it does not support requests for reduced ICs.

The Development Incentives – Infrastructure Policy (DIIP) includes numerous scenarios under which Council can consider discounting the applicable IC including item 48 which states:

“48. In addition to the above, Council may by resolution provide a discount greater than those specified above where in the opinion of Council a particular development provides a substantial economic and/or community benefit to the Lockyer Valley.”

Item 4 of the DIIP provides a discount amount of 12.5% for Commercial Bulky Good and Commercial Retail in the locality of Plainland where the Gross Floor Area (GFA) of the development is less than 1,200m². While the Bunnings development is far in excess of the GFA threshold, item 4 gives an indication of a discount possible for this type of use in Plainland.

Spinks&Co have requested a total infrastructure charge amount of \$150,000 to be split evenly between LVRC and QUU.

3. Report

The proposed development consists of Bulk Retail, Shop and Refreshment Service as defined in the *Laidley Planning Scheme 2003*. As per the AICR, these uses are charged under the following charging categories:

- Bulk Retail = Commercial (Bulk Goods)
- Shop = Commercial (Retail)
- Refreshment Service = Commercial (Retail)

The charges for a Material Change of Use are divided into 4 demand units, being:

- LVRC – Stormwater (charged per m² of impervious area of the development)
- LVRC – Other (charged per m² of Gross Floor Area of the development)
- QUU – Water (charged per m² of Gross Floor Area of the development)
- QUU – Wastewater (charged per m² of Gross Floor Area of the development)

The components of the development that constitute Gross Floor Area (GFA) are the Main Warehouse and Entry, Goods Inwards, Refreshment Service, Offices and Amenities, and Timber Trade Sales.

The components of the development that do not constitute GFA are the Outdoor Nursery, Bagged Good Canopy, Building Materials and Landscape Yard, and Future Expansion.

Table 1 below illustrates the ICs applicable under the LVRC AICR together with the ICs Spinks&Co believe they should be entitled to pay.

Spinks&Co contend that the ICs for impervious area for stormwater are *“excessive given the subject land sits within a catchment that has already accounted for the quantity of water runoff from the subject site as a fully developed site, within the existing constructed drainage infrastructure”*.

It is however noted that when the original subdivision of the area occurred, it was determined that each individual lot within the estate would cater for discharging its own stormwater individually. Therefore, the above contention by Spinks&Co is based on incorrect information.

TABLE 1 – LVRC CHARGES

CHARGE CATEGORY	SIZE	CHARGE	LVRC CHARGE	SPINKS&CO LETTER
Commercial (Bulk Goods) – stormwater	20,159.47m ²	\$10.00 per m ² impervious	\$201,594.70	\$0.00
Commercial (Bulk Goods) – other	5,115.44m ²	\$69.00 per m ² GFA	\$352,965.36	
Commercial (Retail) – stormwater	109.36m ²	\$10.00 per m ² impervious	\$1,093.60	\$0.00
Commercial (Retail) – other	109.36m ²	\$109.00 per m ² GFA	\$11,920.24	
Total			\$567,573.90	\$75,000.00

LVRC has no jurisdiction over charges applied by QUU, however for completeness Table 2 illustrates QUU standard charges.

TABLE 2 – QUU CHARGES

CHARGE CATEGORY	SIZE	CHARGE	QUU CHARGE	SPINKS&CO LETTER
Commercial (Bulk Goods) – wastewater	5,115.44m ²	\$47.00 per m ² GFA	\$240,425.68	
Commercial (Bulk Goods) – water	5,115.44m ²	\$24.00 per m ² GFA	\$122,770.56	
Commercial (Retail) – wastewater	109.36m ²	\$47.00 per m ² GFA	\$5,139.92	
Commercial (Retail) – water	109.36m ²	\$24.00 per m ² GFA	\$2,624.64	
Total			\$370,960.80	\$75,000.00

Total charge LVRC and QUU = \$938,534.70. Total charge proposed by Spinks&Co = \$150,000

The applicant can request a discount under the DIIP item 48 where at Council's discretion, a discount may be given for development of substantial economic and/or community benefit to the Lockyer Valley.

The applicant has provided the following information to support their request for a discount. They consider the proposed Bunnings Warehouse to be of significant benefit to the Lockyer Valley community for the following reasons:

1. Immediate Employment Benefits

The proposed Bunnings Warehouse at Plainland being developed by Spinks&Co will generate in excess of 200 construction jobs for the Lockyer Valley Regional Council community over a 10-month period. It is expected that the multiplier effect of this construction employment would be 3-4 times throughout the community, a significant financial benefit for Lockyer Valley Regional Council in 2020.

2. Ongoing Sustainable Employment Benefits

A Bunnings Warehouse of this size would be expected to employ 80 full time equivalent persons and 40 part-timers. Typically, these employment positions are filled by residents of the immediate surrounding community and there are opportunities for a variety of skill levels to gain employment. This is a significant ongoing employment opportunity for Lockyer Valley RC and will result in a broad economic benefit to the local community.

3. House Construction and Development Benefits

Further, the services provided by Bunnings will enable the efficient and cost-effective supply of hardware goods to the Lockyer Valley RC community, increasing the opportunity for building related development to occur with quick and efficient supply of building materials into the industry.

4. Drawcard and Further Development Flow on Benefits

It is well evidenced across Australia in other emerging business precincts that a Bunnings commitment into a precinct will act as a catalyst for other national retailers and business to establish a presence adjacent to Bunnings. With more available land neighbouring the site and in other parts of Plainland, a decision to support and invest in securing a Bunnings commitment through an infrastructure charges abatement will drive more than double that of the initial Bunnings over the next five years in terms of employment, development investment, construction and general economic activity.

For example: At Bunnings in Carseldine Aldi, Petbarn and The Good Guys are now part of the precinct, Northlakes Costco committed shortly after Bunnings opened and at Oxenford Kmart did the same amongst many others. The developer has already fielded expressions of interest for further tenancies on the adjoining site once the Bunnings project commences.

The developer and his consultant also presented to a Council Workshop held 14 January 2020 where they reiterated the above points. The developer also inferred that from a feasibility perspective the development may not be able to proceed if their request is not granted.

Options

Table 3 illustrates some potential discount options should Council wish to consider a discount of ICs.

TABLE 3 – INFRASTRUCTURE CHARGES INCENTIVES POLICY

DISCOUNT	TOTAL AMOUNT PAYABLE	AMOUNT OF REDUCTION
0%	\$567,573.90	\$0
12.5%	\$496,627.16	\$70,946.74
25%	\$425,680.42	\$141,893.48
50%	\$283,786.95	\$283,786.95
75%	\$141,893.48	\$425,680.42

The \$75,000.00 IC proposed by the developer constitutes an 86.8% discount to the applicable LVRC charge.

The DIIP gives Council the opportunity to apply a discount where it considers the development of substantial economic and/or community benefit to the Lockyer Valley. In this instance, the development is likely to contribute some additional employment for locals and act as a focal point in a growing business area, potentially attracting further businesses to establish. However, the development does not provide a service that is currently lacking in the locality. The impacts of the proposed development on Council's infrastructure network are likely to be considerable.

It is noted that any shortfall in developer contributions will need to be compensated for by the community. It is not considered reasonable to place such a significant financial burden on the whole community to effectively be responsible for the 86.8% (\$492,573.90) contribution shortfall on the basis of some potential benefits within the Plainland locality. To ensure that the costs do not become a burden to all LVRC ratepayers, it is appropriate for the developer to pay their contributions.

To assist the developer, while maintaining an appropriate level of infrastructure provision without undue impost on the community, Council could consider allowing payment of the ICs by instalments over a predetermined period. This would assist the developer in deferring costs while ultimately paying the full amount.

Table 4 illustrates options for the full payment ICs over 2, 3, 4 and 5 years and what these annual payments would equate to per month and per week:

TABLE 4 – DEFERRED PAYMENT OF INFRASTRUCTURE CHARGES OPTIONS

PAY OVER	PER YEAR	PER MONTH	PER WEEK
2 years	\$283,786.95	\$23,648.91	\$5,457.44
3 years	\$189,191.30	\$15,765.94	\$3,638.29
4 years	\$141,893.48	\$11,824.46	\$2,728.72
5 years	\$113,514.78	\$9,459.57	\$2,182.98

In this regard allowing the ICs to be paid in instalments over a 3-year period is considered a reasonable means to recognise that the development may create some additional employment and be a catalyst for further commercial development at Plainland. Should Council wish to provide the opportunity for spreading the payment of infrastructure charges over a number of years, an Infrastructure Agreement will be required to be entered into with the developer.

4. Policy and Legal Implications

The legal implications arising from the recommendation provided in this report are that the applicant may choose to appeal the decision on the Material Change of Use application in the Planning and Environment Court in relation to Infrastructure Charges.

5. Financial and Resource Implications

There could be a financial implication if a discount is applied that does not sufficiently covers costs to Council (and therefore the wider community) for the provision of infrastructure.

6. Delegations/Authorisations

There are no implications for delegations or authorisations arising from the recommendation provided in this report.

7. Communication and Engagement

The decision of Council will be formally communicated to the applicant.

8. Conclusion

It is recommended that the request for a discount in infrastructure charges for a proposed development for Material Change of Use for Bulk Retail, Refreshment Service, Shop and Advertising Device (MC2019/0072) for a total charge of \$150,000 between LVRC and QUU be refused.

Further, it is recommended that the CEO be authorised to negotiate an Infrastructure Agreement with the applicant for payment of the Infrastructure Charges over a maximum period of three (3) years should the applicant wish to avail themselves of this opportunity.

9. Action/s

Advise the applicant of Council's decision.

Attachments

There are no attachments for this report.

12. CORPORATE AND COMMUNITY SERVICES REPORTS**12.1 Executive Manager Corporate and Community Services Monthly Report - December 2019**

Date: 14 January 2020
Author: David Lewis, Executive Manager Corporate & Community Services
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

This report provides Council with a summary of key operational activities undertaken by Corporate and Community Services during December 2019.

Officer's Recommendation:

THAT Council receive and note the Executive Manager Corporate and Community Services Monthly Report for December 2019.

Report**1. Introduction**

This report provides Council with a summary of key operational activities undertaken by Corporate and Community Services during December 2019.

2. Background

Council should be aware of group activities to guide future decision making.

3. Report

A summary of the key outcomes for Corporate and Community Services during December 2019 by functional grouping follows.

FINANCE AND CUSTOMER SERVICES**FINANCE****Revenue Services**

- As of 3 January, 95.32% of the first levy for 2019-20 had been collected
- The second levy for 2019-20 will be issued on Wednesday 5 February with a due date of 6 March 2020.

Accounting Services

- The 2020-21 Capital Works budget module has been created and staff have started identifying capital projects for the 2020-21 budget. Project scopes and prioritisation models will be

completed during January for review by the Asset Management Plan and Executive Leadership Team. These will then be validated against Council’s Asset Management Plans.

- The December Quarter budget review has begun with submissions due mid-January for workshopping with Council on 5 February 2020. There is a focus on reviewing labour, plant and material allocations, employee vacancy savings and efficiency dividends, overtime, internal plant allocations and deliverability of the 2019-20 capital works program.

Procurement and Stores

- Recommendations from the Procurement Review are being implemented with the project being managed by Project Manager, Rating Strategy, Procurement and Service Levels.

CUSTOMER SERVICES

- The year to date service level remains higher than the target range, with calls answered in the call centre on target at 80.68%.
- The Customer Services team continues to be involved in many of the Voice of the Customer Working Groups with the current strategy nearing completion; the next stage of the strategy will require input from the Executive Leadership Team.
- The mystery shopper program has been put on hold until completion of the current Voice of the Customer Strategy.
- Customer Service has now initiated visits to other units with other units “double jacking” in the call centre for short periods of time. This process has facilitated the refinement of processes and lead to an increased understanding each other’s unit needs. This will now be an evolving process as new officers come on board.
- The number of calls is slightly down compared to December 2018 with the average call time slightly higher for December compared to the YTD average; training of new officers continues to impact call times. Call times continue to be closely monitored.

Customer Service Statistics for the month of December 2019

For the Month of December						
	Received Calls	Answered Calls	Callbacks	Abandoned Calls	Service Level	Maximum Call Wait Time
YTD	13,894	13,295	165	350	● 85.96%	0:18:03
Current Month	1,864	1,704	16	54	● 86.67%	0:04:08
▲ to previous	↓ 279	↓ 354	↓ 15	⇒ 0	↑ 3.30%	↓ 0:08:11
YTD Trend						
	Calls Transferred	Enquiries Answered in Call Centre	Average Call time inc Post Processing	Total Web Chats	Average Web Chat Session Duration	Online Service Requests Received
YTD	2,569	80.68%	0:03:59	209	0:09:18	286
Current Month	324	80.99%	0:04:04	26	0:10:37	46
▲ to previous	↓ 157	↑ 4.36%	↑ 0:00:11	↑ 3	↓ 0:01:41	↑ 5
YTD Trend						

Note: Service level target is between 75% to 80% - ● <75% ● 75% - 81% ● > 81%

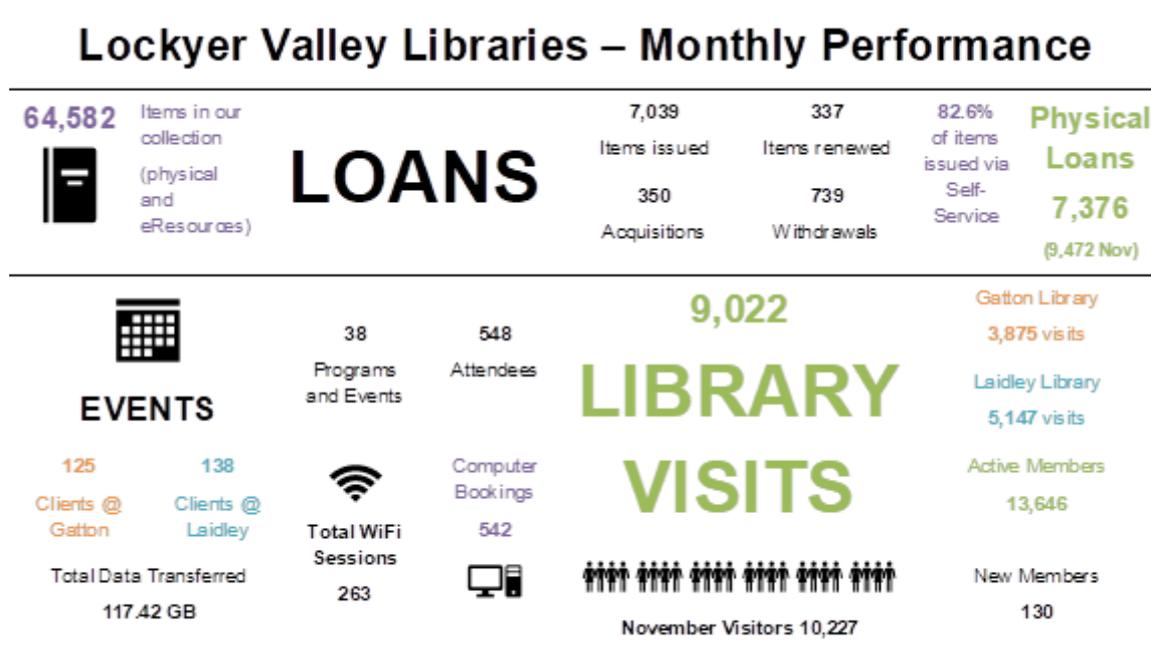
BUILDING AND FACILITIES

A table of the status of the major projects being managed by Buildings and Facilities follows.

Project	December 2019 Activity
Cahill Park Amenities	Finalised post-construction grant funding requirements (Asset Management Plan and the Female Participation Plan).
Cahill Park Lighting	Completed the installation of the electrical switchboard to the Netball courts. Installed the main switchboard to the clubhouse and rough-in cabling and circuits.
Gatton Shire Hall Services Compliance Upgrade	The Principal Consultant to finalise tender drawings and specification for Council review. Ongoing development of the procurement plan.
Transportable Amenity Buildings	Building approval application under review for Spring Bluff Railway (continues from November 2019) – further information required by Queensland Rail who own the site. Building approval has been issued for the Gatton Campdraft amenities. Quote evaluation for the Gatton Campdraft amenities is in progress.
LIEC Retaining Wall Review	Council awaiting the submission of design drawings and report from the engineer together with Equestrian Compliance documentation.
LIEC Equestrian Centre Compliance	Principal Consultant and disciplined engineers progressing with design documentation (continues from November). Council awaiting final drawings that provide satisfactory solutions to the disability requirement of the Building Code of Australia.
Laidley Youth Centre Ramp and Stairs	Council awaiting the Principal Consultant and Engineer to submit the amended tender design.
Neilsen`s Place Shade Structures (Laidley Mall)	Immediate businesses in and around the mall, supports the idea of introducing a shade structure into the mall area (from the business survey conducted in September/October 2019).
Gatton Squash Court Demolition	Tenders released and responses received. Responses evaluated, successful contractor has been notified and a contract has been issued.
Lockyer Valley Cultural Centre A/C re-design	The engineer firm consulting on the heating, ventilation and air-conditioning (HVAC) system, is progressing with analysis and reporting on findings and solutions.

LIBRARIES

Key statistics and outcomes for Lockyer Valley Libraries for December 2019 follow.



- Regular children’s activities were concluded for the year; these will recommence in February 2020.
- School holiday activities have commenced with many attendees to Christmas sessions.
- The first 3 monthly What’s on Brochure has been sent to the printers. This brochure will be available mid-January and will include all library events and programs for the period February to April 2020.
- As normal for this time of year, physical loans are down.

Art Gallery

- Our current exhibition themed ‘Summer time’ is a collection by multiple artist. The exhibition opened on 13 December 2019 and is scheduled to run until 2 February 2020.
- The gallery air-conditioner has proven to problematic; given climate control issues, the gallery has been closed with works associated with the abovementioned exhibition removed until air conditioning issues have been rectified.

CHILDCARE

The occupancy rate for Gatton Childcare for December 2019 was 82%.

HEALTH, WASTE AND REGULATORY SERVICES

A total of 221 Health, Waste and Regulatory Services related CRMs were received by Council within December with 80 remaining open at month end.

ENVIRONMENTAL HEALTH

17 actions (including 6 enforcement inspections) were undertaken by the Environmental Health Unit in December 2019.

All Annual inspections for Higher risk Personal Appearance Services and (Environmental Health) Local Law Permits have been completed for the 2019-20 financial year. The completion of the annual food licence inspection program has been delayed due to the resignation of the Environmental Health Coordinator.

WASTE MANAGEMENT

The Manager Waste, Health and Regulatory Services continues to be heavily involved in the Waste Alliance Expression of Interest process.

LOCAL LAWS

- 7,758 dogs have now been registered for 2019-20 which represents 96.40% of the dogs registered for 2018-19.
- During December 2019 there were 18 Warning Notices and 15 infringement notices issued by Local Laws Compliance Officers.
- In relation to dog attacks, during December there was 1 (one) attack on a person with a further 4 (four) attacks on animals.

INFORMATION SERVICES

A summary of key outcomes for Information Services during December 2019 follows.

- The TechnologyOne Cloud Migration project continued through December with configuration and testing commenced. The target for go live of late January is now unlikely due to the number of issues currently being addressed. Work is continuing with TechnologyOne to resolve these issues.
- In relation to cyber security, of the 125k emails received during December, 24% were considered clean.

Please refer to the Email Security Statistics graphic below for categories of Emails received.

The "Analysed Advanced Threats" item is when emails received did not match standard criteria for spam, malware, etc, but still triggered further analyse by our cyber security systems and consequently blocked.

The "Ransomware" item is when an email has been identified as containing ransomware after standard filtering has taken place. The majority of ransomware is identified in standard filtering due to being sent from a known blacklisted source.

Threats for Ivrc.qld.gov.au – Month of 12/2019

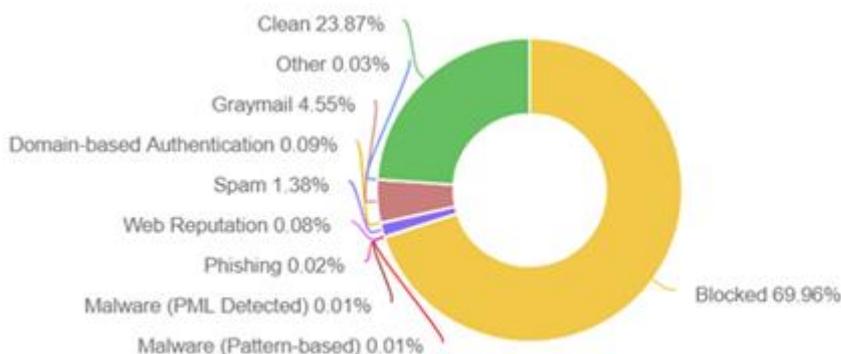
125,978
Total

88,132
Blocked

4
Analyzed Advanced Threats

0
Ransomware

[View Logs]



Threats Details for Ivrc.qld.gov.au – Month of 12/2019

88,132
Blocked

4
Analyzed Advanced Threats

0
Ransomware

[View Logs]



DISASTER MANAGEMENT

- Exercise ‘Shaky Ground’ has been rescheduled to 13 February 2020.
- The Local Disaster Management Group (LDMG) meeting scheduled for 21 November 2019 will be held after exercise ‘Shaky Ground’ on 13 February 2020.
- The Bushfire Sub Committee meeting scheduled for 14 November will be rescheduled once Queensland Fire and Emergency Services (QFES) return to their business as usual model after the current fire season.
- A Council to Council Request for Assistance from Toowoomba Regional Council was received on 4 December 2019 for use of Council’s evacuation centre bedding. The evacuation trailer was mobilised and arrived at Millmerran on 4 December; the unit was returned to Council on 6 December.
- The State Recovery Coordinator, Ian Stewart and representatives from the Queensland Reconstruction Authority visited Council in December to gain an overview of the recent bushfire events from Councils perspective and subsequent recovery processes.
- Expressions of Interest for Disaster Management training and operations were called for in the Need2Know on 16 December 2020.

- The 2020 Disaster Management training calendar has been developed.

SES Activations

The following SES activations occurred up to 19 December 2019:

- 30 November – Assisted Rural Fire Services (QFES) Volunteer Community Educators (VCE) at Warwick – 3 members
- 1 December – Assisted Queensland Ambulance Services (QAS) at Gatton – 7 members
- 2 December – Storm Damage – 11 members
- 4 December – Agency Support Millmerran Show Ground – 2 members
- 5-7 December – Agency Support Forest Pines Ground – 6 members
- 11 December – Storm Damage – 2 members.

SES Membership

Details of SES membership at 30 December 2019 follows.

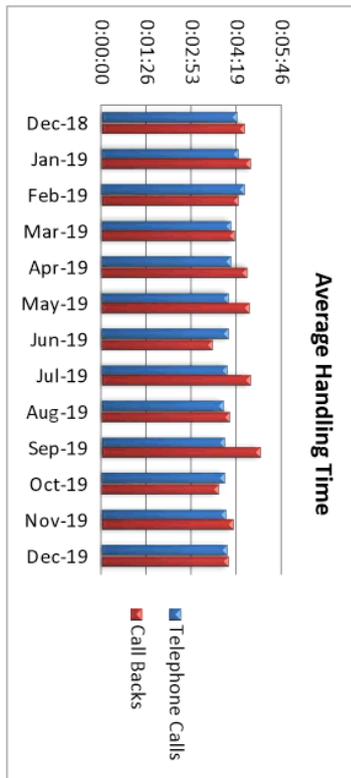
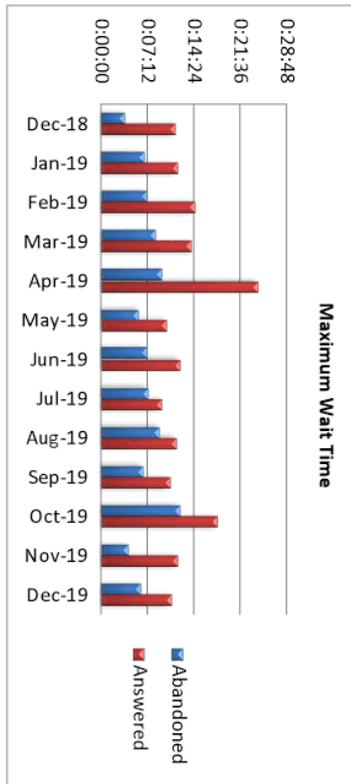
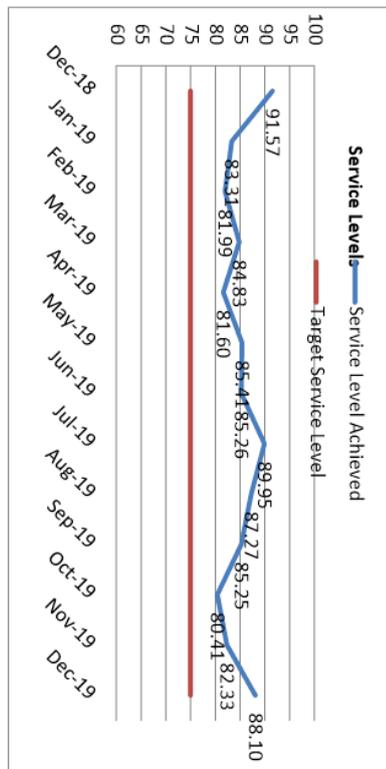
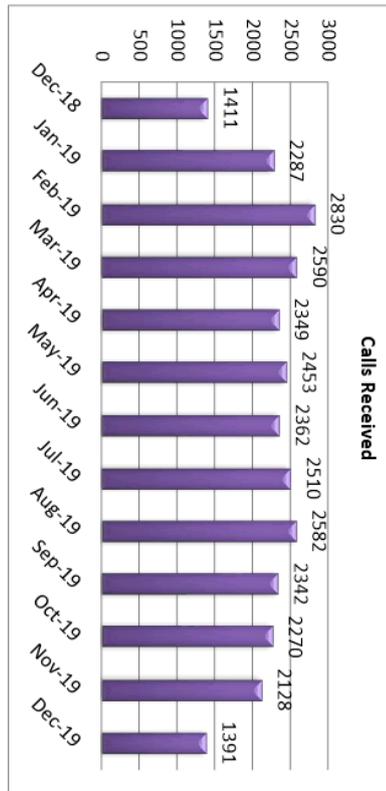
Unit	Active	Non-Active Members	Reserve	Prospective	Probation
Forest Hill	14	3	0	0	2
Gatton	14	0	2	1	2
Laidley	19	3	2	1	2

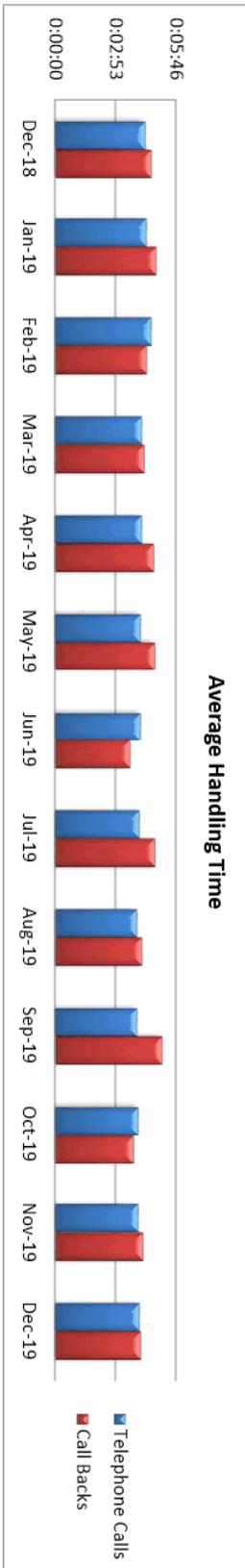
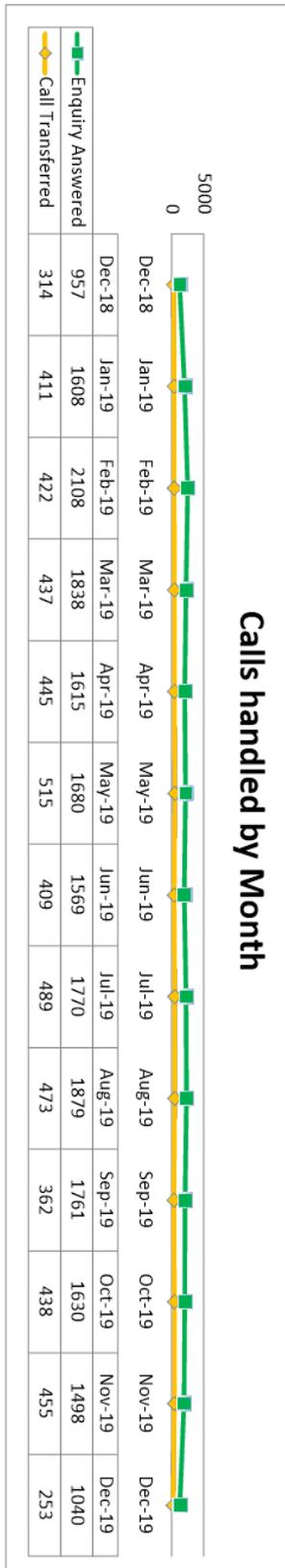
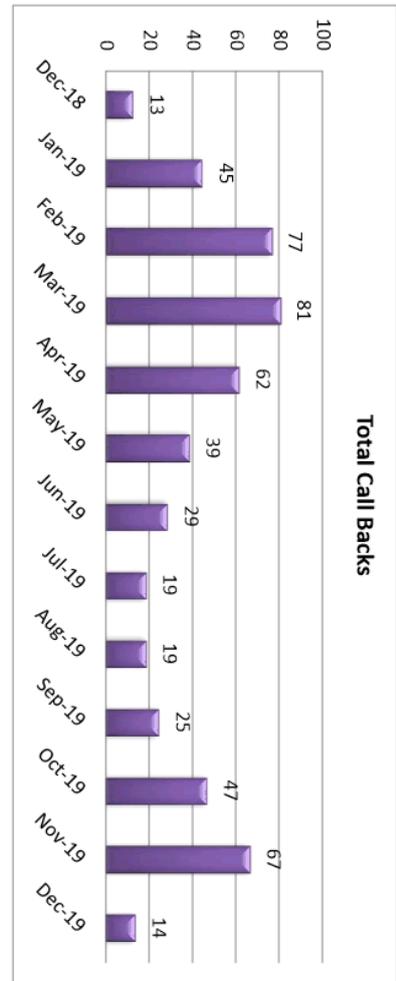
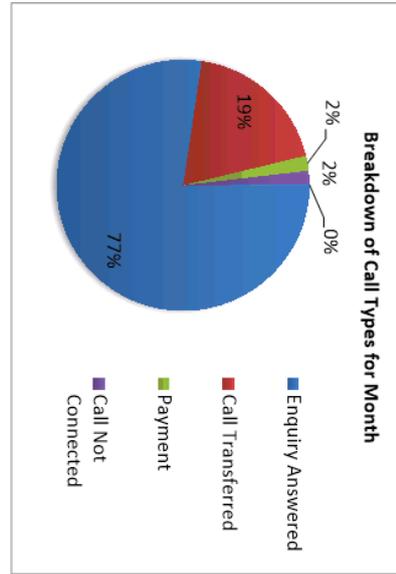
Attachments

- 1 [↓](#) Customer Service Monthly Report - Decemember 2019 6 Pages

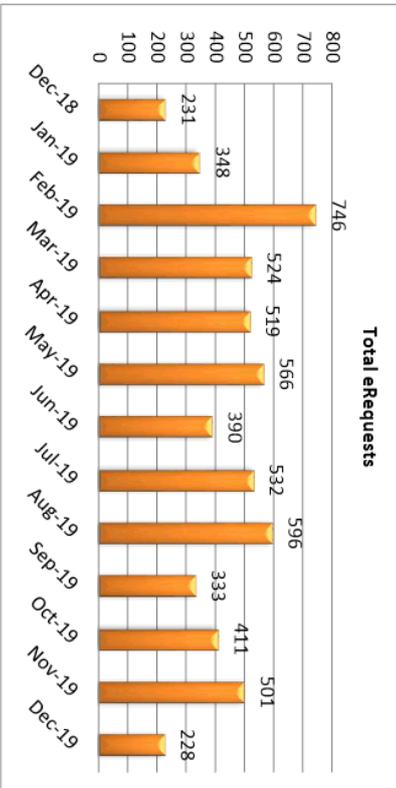
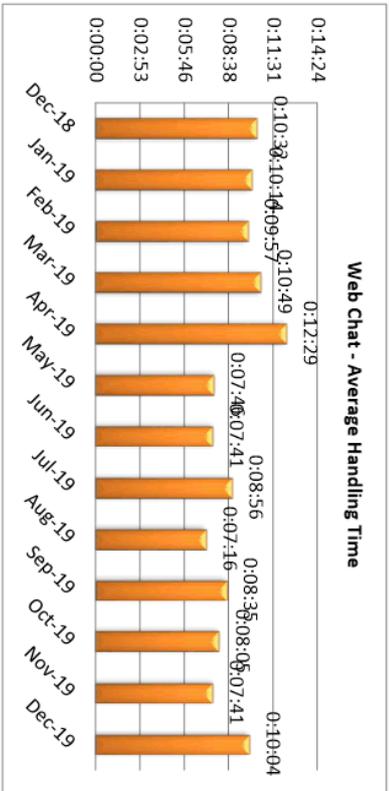
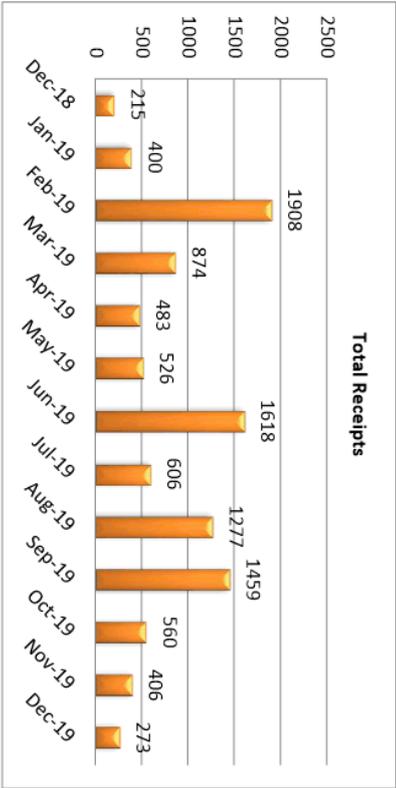
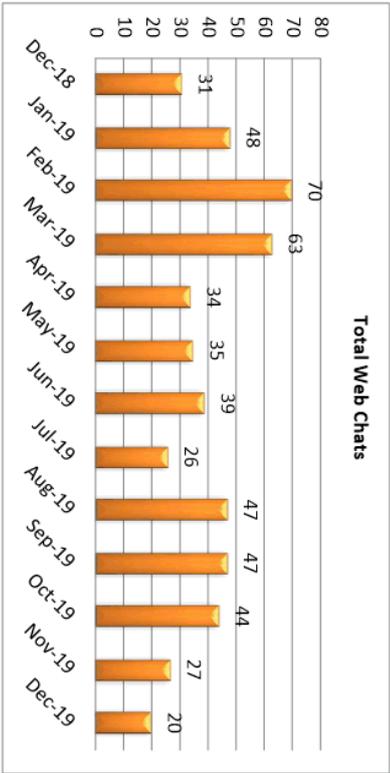
Lockyer Valley Regional Council – Customer Service Monthly Statistics – December 2019

Telephone



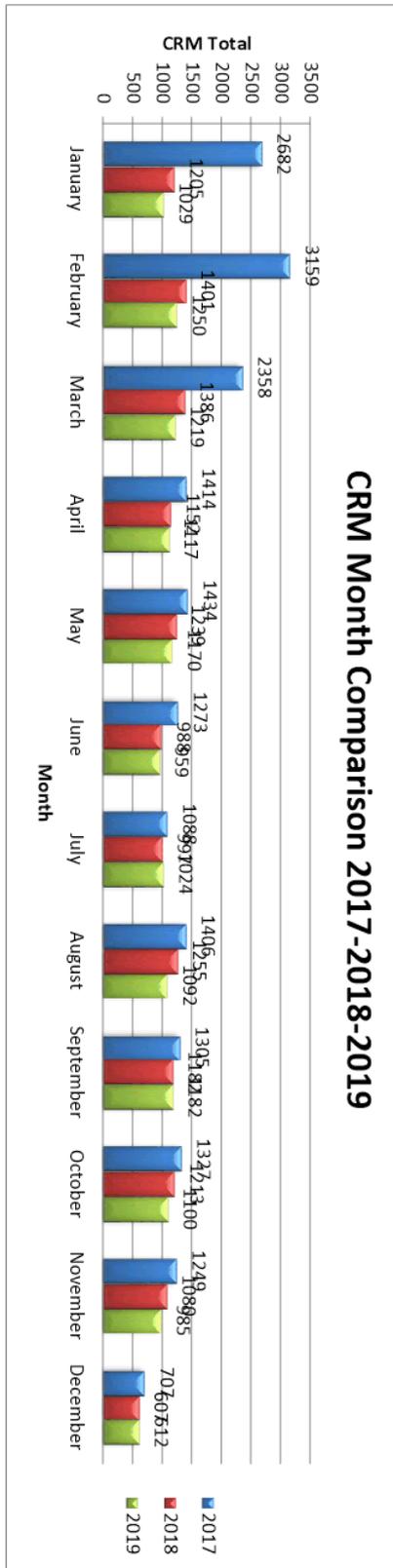


Live Chat, ERequests & Receipts

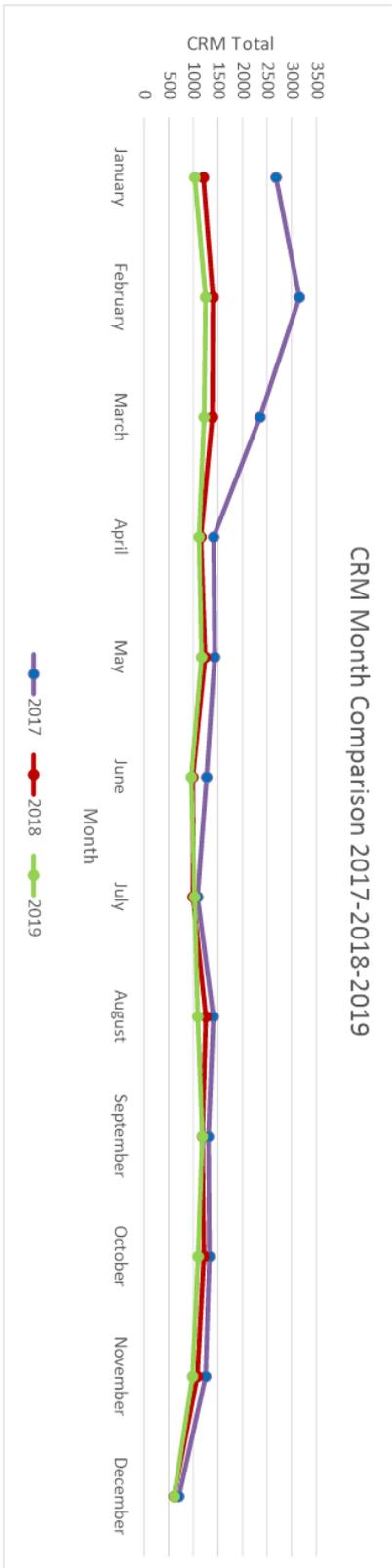


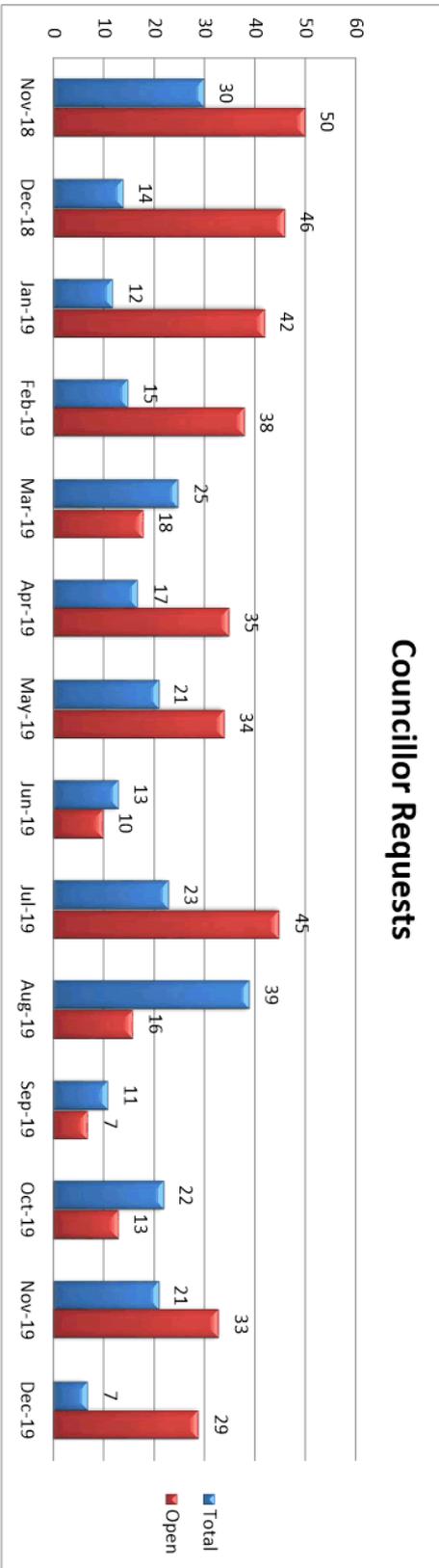
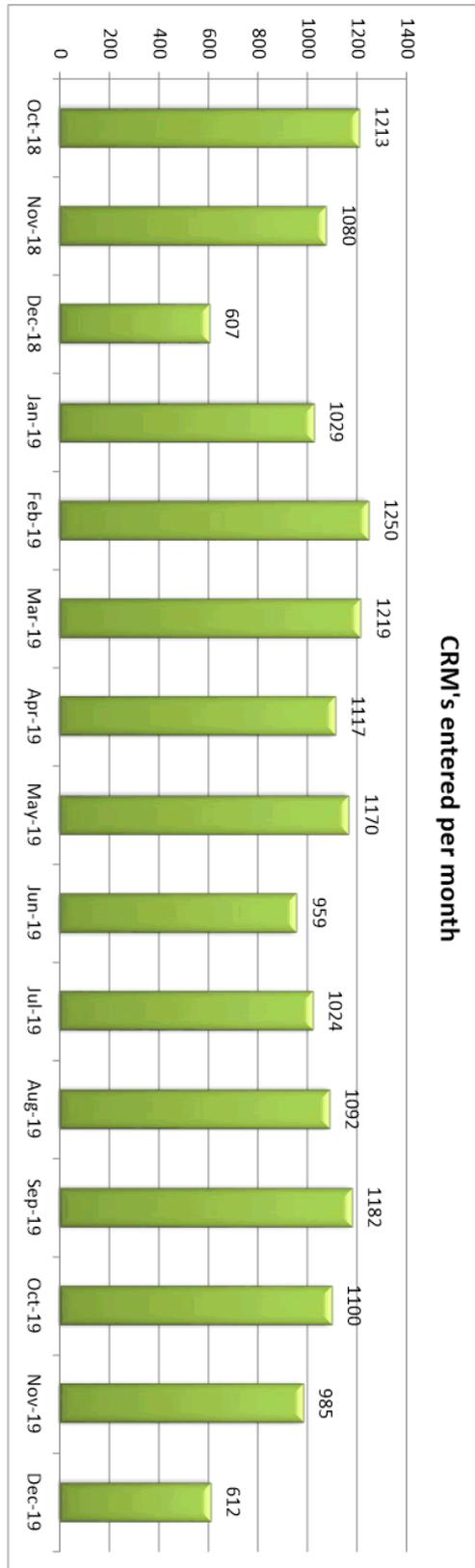
Customer Requests

CRM Month Comparison 2017-2018-2019

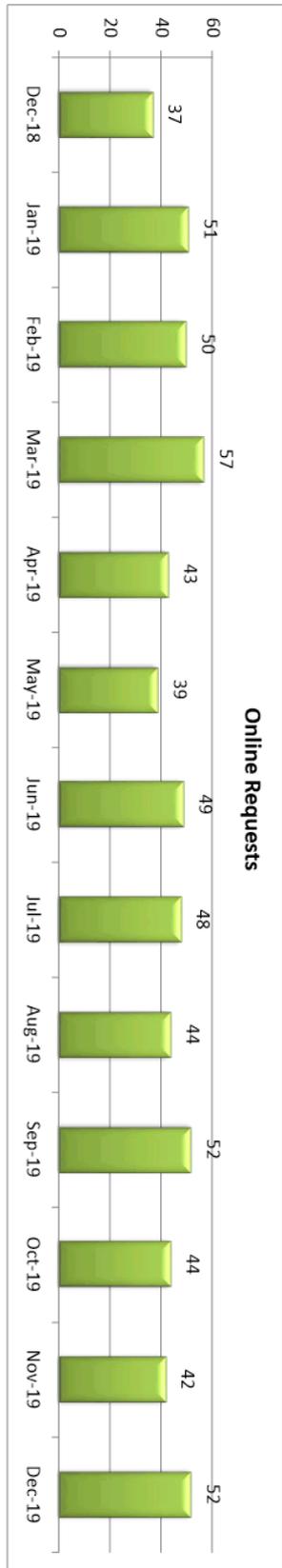


CRM Month Comparison 2017-2018-2019





Online Requests



QGAP Performance Report

Total time taken for all transactions	58.96hrs
Total number of transactions	327
Total average time for all transactions	10.82

12.2 Summary of Council Actual Financial Performance vs Budget - 31 December 2019

Date: 15 January 2020
Author: Jodi Marchant, Acting Manager Finance and Customer Services
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

In accordance with Section 204 of the *Local Government Regulation 2012*, a financial report summarising the progress of Council's actual performance against budgeted performance is to be presented to Council. This report provides a summary of Council's financial performance against budget for the financial year to 31 December 2019.

Officer's Recommendation:

THAT Council receive and note the Summary of Council Actual Financial Performance versus Budget to 31 December 2019.

Report**1. Introduction**

In accordance with section 204 of the *Local Government Regulation 2012*, a financial report summarising the progress of Council's actual performance against budgeted performance is to be provided to Council.

2. Background

Monthly reporting of Council's financial performance is a legislative requirement and reinforces sound financial management practices throughout the organisation.

3. Report

The following report provides a summary of Council's financial performance against budget to 31 December 2019.

Operating Revenue - Year to date target \$27.29 million Actual \$28.50 million or 104.44%

At 31 December 2019, overall operating revenue for the year to date is on target.

Rates and Utility Charges (Gross) under budget by \$0.15 million

95.32% of issued rates were collected by 3 January 2020. The variance is being monitored closely and is not of concern at this stage.

Fees and Charges over budget by \$0.18 million

The favourable variances in fees and charges relate predominately to Development Applications being \$0.21 million higher than expected and animal registrations being \$0.03 million higher than expected for this time of the year. Partially offsetting these favourable variances, Facilities is currently showing an under recovery of hire charges of \$0.05 million; Child Care is also under its expected revenue budget by \$0.06 million with the later to be monitored for trends in changing occupancy rates. In addition, plumbing and building fees are slightly under budget for this time of year and will be monitored as the year progresses.

Operating Grants and Subsidies over budget by \$0.97 million

The timing of grants is difficult to estimate with the variance relating to an unbudgeted grant relating to the water collaborative work for \$1.01 million which will be adjusted as part of the December budget review.

Contract/Recoverable Works under budget by \$0.25 million

The timing of recoverable works is due to invoices being raised after work has been completed. Contract recovery is under budget by \$0.13 million; however, it is expected that this will adjust as the year progresses and is not of concern at this stage. Revenue on food sales for the Staging Post and Lake Apex Cultural Centre is currently under budget by \$0.12 million.

Other Revenue over budget by \$0.47 million

Other Revenue is above budget due to the timing of rent income and other refunds and reimbursements received which were unbudgeted. This line item will be reviewed as part of the December quarter budget review.

Operating Expenditure - Year to date target \$28.94 million Actual \$28.66 million or 99.04%

At 31 December 2019, overall operating expenditure for the year to date is on target.

Employee costs under budget by \$0.18 million

Extensive work has been undertaken across the business to analyse the capital and operational labour allocations as part of a review for December reporting. The timing of works indicates that a large component of operational maintenance work has been undertaken in the first half of the year with the capital works to increase in the second half of the year.

Additional areas under review as part of the December budget review include overtime, employee vacancy savings, termination payments and provisions.

Goods and Services under budget by \$0.21 million

Goods and services are slightly under budget across several areas including insurance and election costs; Regional Development consultants; Marketing and Regional Development promotions and events costs due to the timing of work; Information Technology in computer hardware maintenance as this work is predominately reactive and Roads and Drainage for materials purchased and reduced costs associated with traffic management for this time of year. These variances will be monitored closely and addressed as part of the December quarter budget review.

Additional areas under review as part of the December budget review include internal plant hire and recovery, consultants, and the deliverability of operational projects.

Capital Revenue – Year to date target \$1.62 million Actual \$1.41 million or 87.16%

Capital grants and subsidies revenue is tracking to the year to date target; however, the timing of capital grants and subsidies remains largely dependent upon the completion of the annual capital works program and the grant application approval process.

The amount shown against capital expenses relates to accounting adjustments associated with Council's asset capitalisation processes and loss on disposal of plant assets. This will be further reviewed in the new year and presented to Council as part of the December quarter budget review.

Capital Expenditure – Year to date target \$10.25 million Actual \$6.77 million or 66.03%

At 31 December 2019, Council has expended \$6.77 million on its capital works program with a further \$2.89 million in committed costs for works currently in progress.

The main expenditures are \$4.79 million within Infrastructure, Works and Services and \$1.30 million within Corporate and Community Services. A significant portion of the capital expenditure to 31 December relates to renewal works on roads and bridges, amenities at Cahill Park and expansion work at the Gatton Cemetery.

Significant focus on deliverability and the timing of projects will be placed on all areas of the business as the initial stages of the 2020-21 capital budget are drafted, with any associated adjustments to be presented as part of the December quarter budget review.

Statement of Financial Position

The Statement of Financial Position provides information on the breakdown of Council's assets and liabilities at a point in time. At 31 December, Council had \$26.00 million in current assets compared to \$10.15 million in current liabilities with a ratio of 2.56:1. This means that for every dollar of current liability, there is \$2.56 in assets to cover it.

Statement of Cash Flows

The Statement of Cash Flows provides information on the amount of cash coming in and going out. As at 31 December, there has been a net cash outflow of \$2.42 million with \$3.05 million received from operating activities; a net cash outflow of \$4.76 million being spent on capital works; and a further net outflow of \$0.71 million for debt repayments.

The Statement of Cash Flows is important as it shows the real movement in Council's cash balances, as opposed to the accounting movements shown in the Statement of Income and Expenditure. To maintain adequate working capital, it is estimated that Council needs around \$11.00 million cash at any one time, at 31 December, Council's cash balance was \$20.69 million.

4. Policy and Legal Implications

Policy and legal implications will be addressed in future on matters that arise before Council.

5. Financial and Resource Implications

Monitoring of budgets and actuals will remain important if Council is to achieve the financial results adopted as part of the 2019-20 Budget, with any variations or anomalies to be investigated and action taken as appropriate.

6. Delegations/Authorisations

No further delegations are required to manage the issues raised in this report. The Executive Manager Corporate and Community Services will manage the requirements in line with existing delegations.

7. Communication and Engagement

The matters arising from this report that require further communication will be addressed through existing communication channels.

8. Conclusion

At 31 December, both operating revenue and expenditure are on target with variations the result of timing differences and at this stage of the financial year are not of concern.

9. Action/s

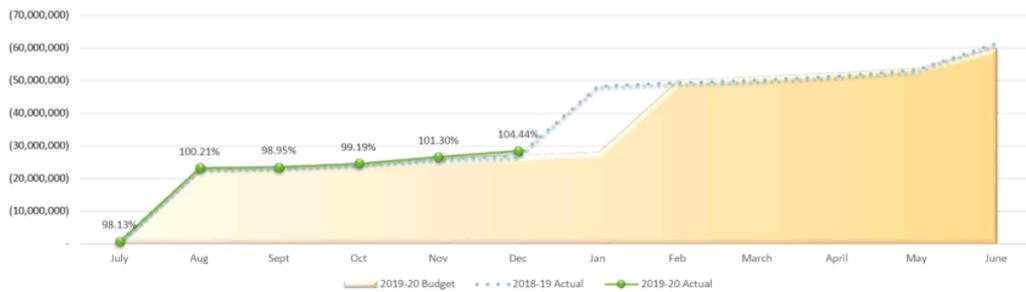
Nil

Attachments

1 [↓](#) Monthly Financial Report December 2019 17 Pages

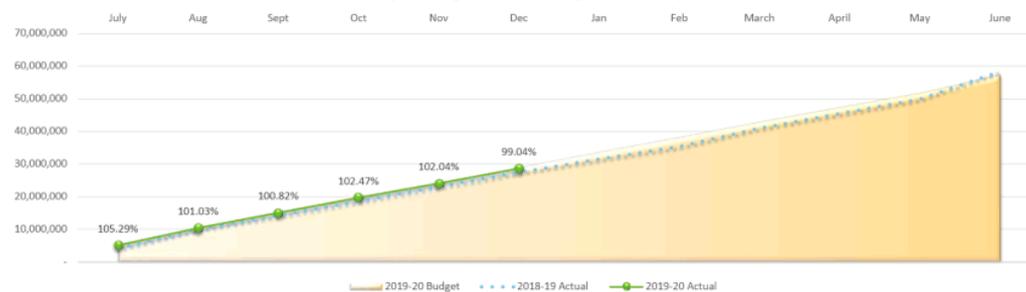
LOCKYER VALLEY REGIONAL COUNCIL
Operating Revenue and Expenditure Dashboard
For the Period Ending 31st December, 2019

Operating Revenue (Cumulative)



REVENUE TO DATE by Type	Rates and Utility Charges (Gross)	Discount	Charges and Fees	Interest	Operating Grants and Subsidies	Operating Contributions and Donations	Revenue - Contract/Recoverable Works	Other Revenue	Profit from Investments	Total
Actual	(20,981,659)	888,186	(2,080,880)	(675,527)	(3,202,962)	(273,138)	(700,633)	(1,470,635)	-	(28,497,249)
Budget	(21,132,047)	863,500	(1,902,977)	(606,732)	(2,234,384)	(313,500)	(955,631)	(1,004,000)	-	(27,285,771)
Variance	(150,388)	(24,686)	177,903	68,795	968,578	(40,362)	(254,997)	466,635	-	1,211,478
Target %	99.29%	102.86%	109.35%	111.34%	143.35%	87.13%	73.32%	146.48%	-	104.44%
Movement to Prior Month Target %	→	→	↓	↑	↑	→	↓	↑	→	↑

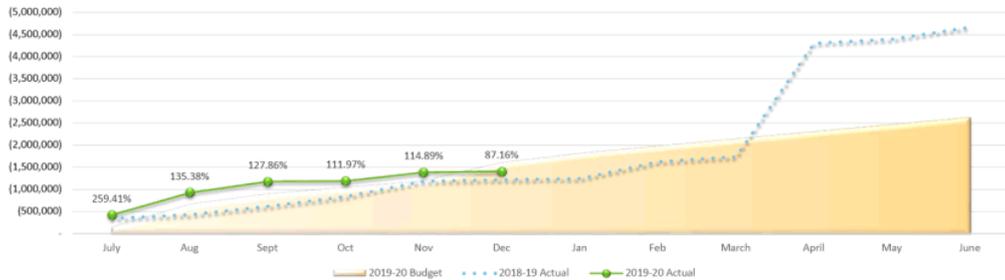
Operating Expenditure (Cumulative)



EXPENDITURE TO DATE by Type	Employee Costs	Goods and Services	Finance Costs	Depreciation	Total
Actual	13,269,023	8,526,000	647,045	6,217,550	28,659,619
Budget	13,445,086	8,735,755	647,244	6,109,987	28,938,072
Variance	176,063	209,755	199	(107,563)	278,454
Target %	98.69%	97.60%	99.97%	101.76%	99.04%
Movement to Prior Month Target %	↓	→	→	→	↓

LOCKYER VALLEY REGIONAL COUNCIL
Capital Revenue and Expenditure Dashboard
For the Period Ending 31st December, 2019

Capital Revenue (Cumulative)



REVENUE TO DATE by Type	Profit (Loss) Capital Grants, on Disposal of			Capital Expenses	Total
	Subsidies and Contributions	Non Current Assets			
Actual	(1,656,470)	14,183		233,669	(1,408,619)
Budget	(1,646,165)	-		30,000	(1,616,165)
Variance	10,305	(14,183)		(203,669)	(207,547)
Target %	100.63%	-		778.90%	87.16%
Movement to Prior Month Target %	↓	→		→	↓

Capital Expenditure (Cumulative)



EXPENDITURE TO DATE by Group	Corporate & Community Services	Executive Office	Infrastructure Works & Services	Organisational Development & Planning	Total
	Actual	1,299,675	152,062	4,793,282	
Budget	1,930,817	181,888	6,692,798	1,446,009	10,251,512
Target %	67.31%	83.60%	71.62%	36.27%	66.03%
Movement to Prior Month Target %	↑	↑	↓	→	↓

Lockyer Valley Regional Council (Whole Council)
Statement of Comprehensive Income
For the Period Ending December 2019

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Operating Revenue:					
Rates and Utility Charges (Gross)	42,664,095	20,981,659	21,132,047	150,388	0.71
Discount	(1,727,000)	(888,186)	(863,500)	24,686	(2.86)
Charges and Fees	4,097,212	2,080,880	1,902,977	(177,903)	(9.35)
Interest	1,332,464	675,527	606,732	(68,795)	(11.34)
Operating Grants and Subsidies	6,561,288	3,202,962	2,234,384	(968,578)	(43.35)
Operating Contributions and Donations	543,700	273,138	313,500	40,362	12.87
Revenue - Contract/Recoverable Works	2,034,594	700,633	955,631	254,997	26.68
Other Revenue	2,238,000	1,470,635	1,004,000	(466,635)	(46.48)
Profit from Investments	2,350,000	-	-	-	-
Total Operating Revenue	60,094,353	28,497,249	27,285,771	(1,211,478)	(4.44)
Operating Expenses:					
Employee Costs	25,395,087	13,269,023	13,445,086	176,063	1.31
Goods and Services	18,373,593	8,526,000	8,735,755	209,755	2.40
Finance costs	1,294,488	647,045	647,244	199	0.03
Depreciation	12,219,974	6,217,550	6,109,987	(107,563)	(1.76)
Total Operating Expenses	57,283,142	28,659,619	28,938,072	278,454	0.96
Operating Surplus/(Deficit)	2,811,211	(162,369)	(1,652,301)	(1,489,932)	90.17
Capital Revenue:					
Capital Grants, Subsidies and Contributions	2,672,095	1,656,470	1,646,165	(10,305)	(0.63)
Profit (Loss) on Disposal of Non Current Assets	-	(14,183)	-	14,183	-
Capital Expenses	(90,000)	(233,669)	(30,000)	203,669	(678.90)
Total Capital Revenue	2,582,095	1,408,619	1,616,165	207,547	12.84
Operating Surplus/(Deficit) After Capital Items	5,393,306	1,246,249	(36,136)	(1,282,385)	3,548.80

Lockyer Valley Regional Council (Executive Office)
Statement of Comprehensive Income
For Period Ending December 2019

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Operating Revenue:					
Charges and Fees	-	1,385	-	(1,385)	-
Operating Grants and Subsidies	10,000	1,028,182	10,000	(1,018,182)	(10,181.82)
Operating Contributions and Donations	130,000	143,138	130,000	(13,138)	(10.11)
Revenue - Contract/Recoverable Works	1,244,594	507,479	622,297	114,819	18.45
Other Revenue	443,200	510,697	251,600	(259,097)	(102.98)
Total Operating Revenue	1,827,794	2,190,880	1,013,897	(1,176,983)	(116.09)
Operating Expenses:					
Employee Costs	4,886,900	2,640,882	2,452,641	(188,241)	(7.68)
Goods and Services	4,125,347	1,988,549	2,308,921	320,372	13.88
Finance costs	3,500	2,509	1,750	(759)	(43.36)
Depreciation	15,069	6,547	7,535	987	13.10
Total Operating Expenses	9,030,816	4,638,488	4,770,847	132,359	2.77
Operating Surplus/(Deficit)	(7,203,022)	(2,447,607)	(3,756,950)	(1,309,342)	34.85
Capital Revenue:					
	-	-	-	-	-
Total Capital Revenue	-	-	-	-	-
Operating Surplus/(Deficit) After Capital Items	(7,203,022)	(2,447,607)	(3,756,950)	(1,309,342)	34.85

Lockyer Valley Regional Council (Organisational Development and Planning)
Statement of Comprehensive Income
For Period Ending December 2019

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Operating Revenue:					
Rates and Utility Charges (Gross)	305,000	151,992	152,500	508	0.33
Charges and Fees	1,903,000	1,234,135	951,500	(282,635)	(29.70)
Interest	-	1,041	-	(1,041)	-
Operating Grants and Subsidies	84,950	31,098	84,950	53,852	63.39
Operating Contributions and Donations	367,000	130,000	183,500	53,500	29.16
Other Revenue	-	13,905	-	(13,905)	-
Total Operating Revenue	2,659,950	1,562,171	1,372,450	(189,721)	(13.82)
Operating Expenses:					
Employee Costs	4,975,017	2,464,309	2,508,414	44,104	1.76
Goods and Services	1,891,730	616,424	563,009	(53,415)	(9.49)
Finance costs	-	346	-	(346)	-
Total Operating Expenses	6,866,747	3,081,080	3,071,423	(9,657)	(0.31)
Operating Surplus/(Deficit)	(4,206,797)	(1,518,909)	(1,698,973)	(180,063)	10.60
Capital Revenue:					
Capital Grants, Subsidies and Contributions	535,500	597,500	484,000	(113,500)	(23.45)
Total Capital Revenue	535,500	597,500	484,000	(113,500)	(23.45)
Operating Surplus/(Deficit) After Capital Items	(3,671,297)	(921,409)	(1,214,973)	(293,563)	24.16

Lockyer Valley Regional Council (Corporate and Community Services)
Statement of Comprehensive Income
For Period Ending December 2019

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Operating Revenue:					
Rates and Utility Charges (Gross)	41,508,017	20,403,668	20,554,008	150,341	0.73
Discount	(1,727,000)	(888,186)	(863,500)	24,686	(2.86)
Charges and Fees	2,154,712	828,822	931,727	102,905	11.04
Interest	1,332,464	674,486	606,732	(67,754)	(11.17)
Operating Grants and Subsidies	4,188,960	1,414,272	1,317,895	(96,377)	(7.31)
Operating Contributions and Donations	46,700	-	-	-	-
Revenue - Contract/Recoverable Works	-	125	-	(125)	-
Other Revenue	1,574,800	764,931	642,400	(122,531)	(19.07)
Profit from Investments	2,350,000	-	-	-	-
Total Operating Revenue	51,428,653	23,198,118	23,189,263	(8,855)	(0.04)
Operating Expenses:					
Employee Costs	8,824,891	4,174,176	4,553,562	379,386	8.33
Goods and Services	10,606,726	4,888,053	4,769,598	(118,456)	(2.48)
Finance costs	919,988	454,778	459,994	5,216	1.13
Depreciation	11,007,683	5,600,530	5,503,842	(96,689)	(1.76)
Total Operating Expenses	31,359,288	15,117,537	15,286,995	169,458	1.11
Operating Surplus/(Deficit)	20,069,365	8,080,581	7,902,268	(178,313)	(2.26)
Capital Revenue:					
Capital Grants, Subsidies and Contributions	672,586	330,248	401,661	71,413	17.78
Capital Expenses	-	(865)	-	865	-
Total Capital Revenue	672,586	329,383	401,661	72,278	17.99
Operating Surplus/(Deficit) After Capital Items	20,741,951	8,409,964	8,303,929	(106,035)	(1.28)

Lockyer Valley Regional Council (Infrastructure, Works and Services)
Statement of Comprehensive Income
For Period Ending December 2019

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Operating Revenue:					
Rates and Utility Charges (Gross)	851,078	426,000	425,539	(461)	(0.11)
Charges and Fees	39,500	16,538	19,750	3,212	16.26
Operating Grants and Subsidies	2,277,378	729,410	821,538	92,128	11.21
Revenue - Contract/Recoverable Works	790,000	193,029	333,333	140,304	42.09
Other Revenue	220,000	181,103	110,000	(71,103)	(64.64)
Total Operating Revenue	4,177,956	1,546,080	1,710,161	164,081	9.59
Operating Expenses:					
Employee Costs	6,708,279	3,989,656	3,930,470	(59,186)	(1.51)
Goods and Services	1,749,790	1,032,974	1,094,227	61,253	5.60
Finance costs	371,000	189,413	185,500	(3,913)	(2.11)
Depreciation	1,197,222	610,472	598,611	(11,861)	(1.98)
Total Operating Expenses	10,026,291	5,822,514	5,808,807	(13,707)	(0.24)
Operating Surplus/(Deficit)	(5,848,335)	(4,276,434)	(4,098,647)	177,787	(4.34)
Capital Revenue:					
Capital Grants, Subsidies and Contributions	1,464,009	728,722	760,504	31,782	4.18
Profit (Loss) on Disposal of Non Current Assets	-	(14,183)	-	14,183	-
Capital Expenses	(90,000)	(232,804)	(30,000)	202,804	(676.01)
Total Capital Revenue	1,374,009	481,736	730,504	248,769	34.05
Operating Surplus/(Deficit) After Capital Items	(4,474,326)	(3,794,698)	(3,368,142)	426,556	(12.66)

LOCKYER VALLEY REGIONAL COUNCIL
STATEMENT OF FINANCIAL POSITION
As at 31 December, 2019

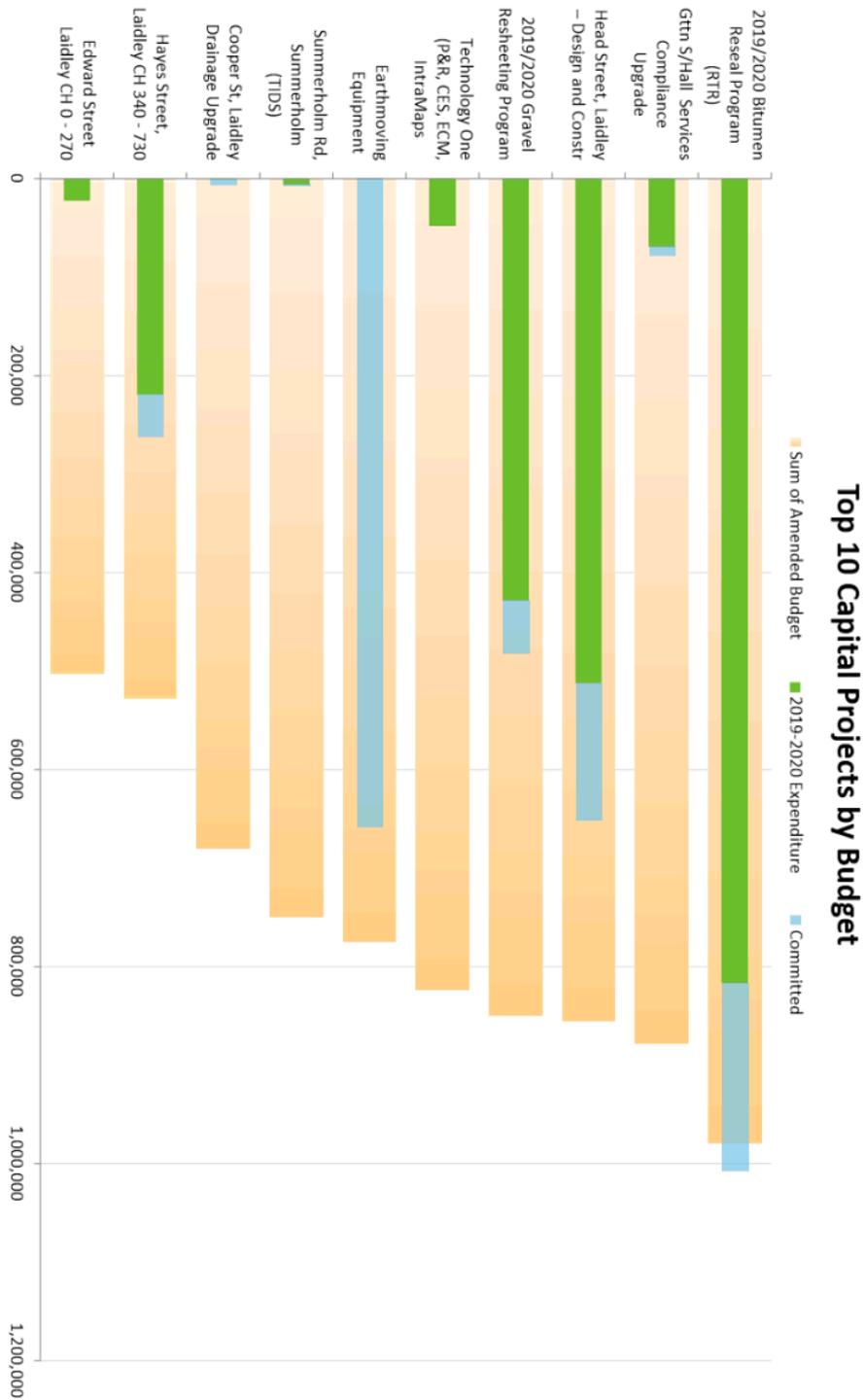
	2019-2020 Annual Budget	2019-2020 YTD Actual
<u>Current Assets</u>		
Cash assets and cash equivalents	15,960,000	9,087,593
Cash investments	-	11,600,000
Trade and other receivables	3,570,000	2,844,920
Inventories	2,470,000	374,500
Non-current assets classified as held for sale	-	2,091,000
Total Current Assets	22,000,000	25,998,013
<u>Non Current Assets</u>		
Trade and other receivables	14,740,000	14,745,256
Equity investments	32,850,000	31,339,700
Investment properties	2,010,000	2,010,000
Property, plant and equipment	575,180,000	569,799,609
Intangible assets	7,920,000	4,866,899
Total Non Current Assets	632,700,000	622,761,464
TOTAL ASSETS	654,710,000	648,759,477
<u>Current Liabilities</u>		
Trade and other payables	4,000,000	3,681,675
Provisions	5,940,000	5,738,621
Borrowings	1,560,000	727,655
Total Current Liabilities	11,490,000	10,147,951
<u>Non Current Liabilities</u>		
Provisions	29,660,000	29,655,001
Borrowings	21,480,000	23,079,170
Total Non Current Liabilities	51,140,000	52,734,171
TOTAL LIABILITIES	62,630,000	62,882,122
NET COMMUNITY ASSETS	592,080,000	585,877,355
<u>Community Equity</u>		
Retained surplus (deficiency)	386,790,000	381,254,101
Asset revaluation surplus	199,920,000	199,927,616
Reserves	-	3,449,388
Current Surplus/(Deficit)	5,370,000	1,246,249
TOTAL COMMUNITY EQUITY	592,080,000	585,877,355

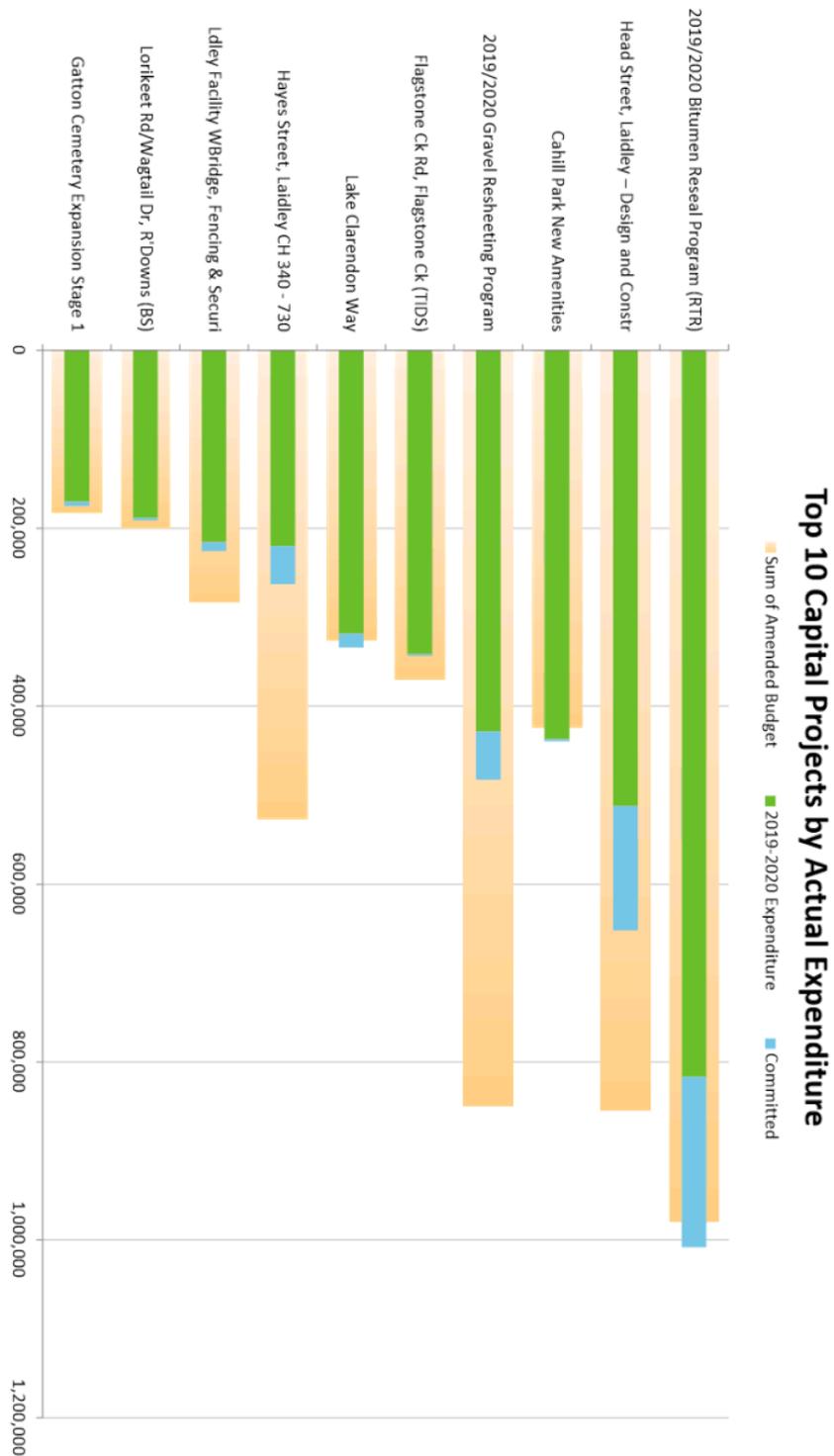
LOCKYER VALLEY REGIONAL COUNCIL
Statement of Cash Flows
For the Period Ending 31 December, 2019

	2019-2020 Annual Budget	2019-2020 YTD Actuals
Cash flows from operating activities:		
Receipts		
Receipts from customers	59,280,000	31,412,172
Interest received	1,330,000	675,527
Payments		
Payments to suppliers and employees	(47,940,000)	(28,448,619)
Interest expense	(1,160,000)	(590,892)
Net cash inflow (outflow) from operating activities	11,510,000	3,048,188
Cash flows from investing activities:		
Capital grants, subsidies and contributions	2,650,000	1,656,470
Payments for property, plant and equipment	(21,590,000)	(6,415,447)
Net transfer (to) from cash investments	840,000	-
Proceeds from sale of property plant and equipment	930,000	2,477
Net cash inflow (outflow) from investing activities	(17,180,000)	(4,756,499)
Cash flows from financing activities:		
Repayment of borrowings	(1,480,000)	(706,871)
Proceeds from borrowings	-	-
Net cash inflow (outflow) from financing activities	(1,480,000)	(706,871)
Net increase (decrease) in cash and cash equivalents held	(7,150,000)	(2,415,182)
Cash and cash equivalents at beginning of the financial year	23,100,000	23,102,775
Cash and cash equivalents at end of the financial year	15,960,000	20,687,593

Lockyer Valley Regional Council
Capital Works Summary
December, 2019

	2019-20 Budget	2019-20 Expenditure	Committed	2019-20 Expenditure (including Committed)	Remaining Budget (including Committed)
Corporate & Community Services					
Disaster Management	17,500	2,000	15,710	17,710	(210)
Facilities	2,175,089	390,604	86,541	477,145	1,697,944
Information Management	100,000	38,473	-	38,473	61,527
Information Technology	1,939,162	390,187	235,131	625,319	1,313,843
SES	18,750	13,052	-	13,052	5,698
Transfer Stations	1,085,128	465,359	10,050	475,409	609,719
Gatton Child Care Centre	10,000	-	-	-	10,000
Corporate & Community Services Total	5,345,629	1,299,675	347,433	1,647,107	3,698,522
Executive Office					
Regional Development Management	16,400	-	9,123	9,123	7,277
Tourism Initiatives	26,988	13,801	-	13,801	13,187
Legal Services	263,500	138,261	-	138,261	125,239
Executive Office Total	306,888	152,062	9,123	161,185	145,703
Infrastructure Works & Services					
Capital Program Delivery	11,924,516	4,257,432	732,346	4,989,778	6,934,738
Depot	236,000	100,681	-	100,681	135,319
Fleet	1,074,000	111,973	893,340	1,005,313	68,687
Parks & Open Spaces	665,778	136,017	41,872	177,889	487,889
Infrastructure Planning	81,674	930	-	930	80,744
Cemetery	196,000	180,378	5,170	185,549	10,451
NDRRA Program - Infrastructure Recovery	5,880	5,873	-	5,873	8
Asset Management	31,500	-	-	-	31,500
Infrastructure Works & Services Total	14,215,348	4,793,282	1,672,729	6,466,011	7,749,336
Organisational Development & Planning					
Planning Scheme	1,274,509	87,146	257,825	344,971	929,538
Environmental Planning	25,000	-	-	-	25,000
Sport Recreation and Community Grants	424,000	437,310	2,315	439,625	(15,625)
Organisational Development & Planning Total	1,723,509	524,456	260,140	784,596	938,913
Grand Total	21,591,374	6,769,475	2,289,425	9,058,900	12,532,474





Lockyer Valley Regional Council
Capital Works Detail
December, 2019

	2019-20 Budget	2019-20 Expenditure	Committed	2019-20 Expenditure (including Committed)	Remaining Budget (including Committed)
Corporate & Community Services					
Disaster Management					
Flood Mapping and Modelling L'yer Catchm	15,500	2,000	14,000	16,000	(500)
Waterride Flood Intelligence	2,000	-	1,710	1,710	290
Disaster Management Total	17,500	2,000	15,710	17,710	(210)
Facilities					
Cahill Park Lighting - Netball Courts	40,000	2,052	-	2,052	37,948
Cahill Park Machinery Shed Design	10,000	-	-	-	10,000
Corrective Electrical Upgrades	34,700	4,714	-	4,714	29,986
Cyclical Painting Program	75,000	5,082	-	5,082	69,918
Das Neumann Haus Stair Alterations	50,000	7,167	-	7,167	42,833
Energy Efficiency Program	70,000	20,714	7,581	28,295	41,705
Gatton Cemetery Outdoor Chapel	27,800	39,333	-	39,333	(11,533)
Gatton Depot Meeting Room	75,000	-	-	-	75,000
Gatton Shire Hall Masterplan Works	2,500	2,725	-	2,725	(225)
Gatton Shire Hall Roof Restoration	45,000	-	-	-	45,000
Gatton Showgrounds Energy Reduction	39,000	-	-	-	39,000
Gatton Squash Courts Refurbishment	200,000	23,193	1,685	24,878	175,122
GSH Refurbishment PWD Amenities	70,889	89,066	-	89,066	(18,177)
Gttn S/Hall Services Compliance Upgrade	878,700	69,494	9,865	79,359	799,342
Helidon Community Hall Solar Power Initi	-	(3,800)	-	(3,800)	3,800
Laidley Pioneer Village Upgrades	32,000	-	-	-	32,000
Laidley Saleyards Drainage	55,000	30,735	2,940	33,675	21,325
LCC Refurbish Ramp and Balustrading	71,000	3,427	400	3,827	67,173
LCC Refurb Drought Comm Programme Fund	-	2,364	-	2,364	(2,364)
LRR Lighting Rectification	40,000	43,067	-	43,067	(3,067)
LVAC Pumps and Filtration	30,000	-	-	-	30,000
LVCC Air Conditioning Redesign	50,000	5,813	30,500	36,313	13,687
LVEC Structural Remediation & Other Work	100,000	14,801	7,058	21,859	78,141
Nielsen's Place Shade Structure	68,500	4,344	-	4,344	64,156
Office Accommodation Review	10,000	-	-	-	10,000
Relocation Cncl Self Contained Toilets	50,000	25,934	26,295	52,230	(2,230)
Withcott Sports Ctre Kitchen Reconfigure	50,000	380	-	380	49,620
Facilities Total	2,175,089	390,604	86,541	477,145	1,697,944
Information Management					
Records Relocation and Sentencing	100,000	38,473	-	38,473	61,527
Information Management Total	100,000	38,473	-	38,473	61,527
Information Technology					
Aerial Imagery FY2019/20					
Aerial Photography	30,000	-	-	-	30,000
Cyber Security	239,062	74,902	-	74,902	164,160
Data Centre Upgrades	38,750	-	-	-	38,750
Flood Information Advice Portal	148,971	10,114	-	10,114	138,857
GIS Enhancement	-	-	20,945	20,945	(20,945)
Implement BCP Functionality	50,000	-	-	-	50,000
LVCC Audio Visual	60,000	19,183	40,116	59,299	701
LVCC Point of Sale	5,000	-	-	-	5,000
Network Cabinets & Cabling	20,000	-	-	-	20,000
Network Perimeter Security (Firewalls)	76,500	-	-	-	76,500
Switches Renewal	74,000	74,731	10,500	85,231	(11,231)
Technology One (P&R, CES, ECM, IntraMaps	824,000	48,000	-	48,000	776,000
Technology One Cloud Implementation	54,000	54,315	-	54,315	(315)
Technology One 'One Council' Project	-	175	120,534	120,709	(120,709)
Upgrade MS Office	146,879	52,550	16,488	69,038	77,841
Upgrade Technology One P&R System to CIA	72,000	25,658	-	25,658	46,342
UPS Renewal	25,000	6,995	-	6,995	18,005

	2019-20 Budget	2019-20 Expenditure	Committed	2019-20 Expenditure (including Committed)	Remaining Budget (including Committed)
Website Upgrade	50,000	-	-	-	50,000
Wireless Access Points	25,000	23,564	-	23,564	1,436
Information Technology Total	1,939,162	390,187	235,131	625,319	1,313,843
SES					
Forest Hill SES Replacement Generator	8,750	8,829	-	8,829	(79)
Gatton SES Driveway Improvement	5,000	-	-	-	5,000
SES Mobile Phones Replacement	5,000	4,223	-	4,223	777
SES Total	18,750	13,052	-	13,052	5,698
Transfer Stations					
Construct liner against Cell 1	330,000	-	-	-	330,000
Gatton Landfill - Cell 5 (Design)	45,000	-	-	-	45,000
Gatton Waste Facility Security & Softwar	78,800	77,200	-	77,200	1,600
Gatton Weighbridge Platform/Ramp	-	1,190	-	1,190	(1,190)
Laidley Landfill Capping Works	7,000	-	-	-	7,000
Laidley Weighbridge Road Expansion	70,000	94,805	-	94,805	(24,805)
Ldley Facility WBridge, Fencing & Securi	284,000	215,424	10,050	225,474	58,526
Ldley Telemetry Final Sedimentation Dam	34,000	28,370	-	28,370	5,630
M/ Plan Gatton Long Haul Waste Facility	55,000	-	-	-	55,000
Pest (weeds & fireants) washdown provisi	19,103	19,112	-	19,112	(9)
Rehab Plan Otto Road Facility	50,000	-	-	-	50,000
Traffic Management Plan	12,000	9,740	-	9,740	2,260
Waste Disposal Sites Survey and Fencing	35,000	-	-	-	35,000
Waste Land Purchases	12,000	-	-	-	12,000
Waste management Signage Review	1,225	1,225	-	1,225	-
Water Pump & Reticulation System Gatton	10,000	-	-	-	10,000
Windblown Litter Screen Fences	42,000	18,293	-	18,293	23,707
Transfer Stations Total	1,085,128	465,359	10,050	475,409	609,719
Gatton Child Care Centre					
GCCC Signage, Gazebo, L'Scaping & Tanks	10,000	-	-	-	10,000
Gatton Child Care Centre Total	10,000	-	-	-	10,000
Corporate & Community Services Total	5,345,629	1,299,675	347,433	1,647,107	3,698,522
Executive Office					
Regional Development Management					
Entry Statements	14,000	-	-	-	14,000
GWIZ	-	-	9,123	9,123	(9,123)
Upgrade to Water Infrastructure Hawck St	2,400	-	-	-	2,400
Regional Development Management Total	16,400	-	9,123	9,123	7,277
Tourism Initiatives					
Event Promotion Stands and Props	26,988	13,801	-	13,801	13,187
Tourism Initiatives Total	26,988	13,801	-	13,801	13,187
Legal Services					
Legal Costs & Compensation Placid Hills	138,500	137,461	-	137,461	1,039
Property Management & Disposal Strategy	75,000	800	-	800	74,200
Restoration of access L202 CP817791	50,000	-	-	-	50,000
Legal Services Total	263,500	138,261	-	138,261	125,239
Executive Office Total	306,888	152,062	9,123	161,185	145,703
Infrastructure Works & Services					
Capital Program Delivery					
2018/2019 Bitumen Reseal Program	-	27,430	-	27,430	(27,430)
2019/2020 - Culvert Renewal Program	270,000	124,339	13,952	138,292	131,708
2019/2020 - Minor Bridge Remedial Work	100,000	-	-	-	100,000
2019/2020 - Pram Ramp Program	30,000	6,429	-	6,429	23,571
2019/2020 - Urban Drainage Inlet Works	40,000	10,286	-	10,286	29,714
2019/2020 Bitumen Reseal Program (RTR)	980,000	816,520	191,788	1,008,308	(28,308)
2019/2020 Black Spot Mtncce Works Com	200,000	-	-	-	200,000
2019/2020 Footpath Renewal Program	40,000	-	-	-	40,000
2019/2020 Gravel Resheeting Program	850,000	428,235	54,354	482,589	367,411
2019/2020 Kerb Replacement Program	100,000	91,266	3,996	95,263	4,737
Allan Street, Gatton Footpaths	30,000	30,144	1,848	31,992	(1,992)
Amos Rd, Withcott	100,000	-	-	-	100,000
Belfords Bridge, Gatton	250,000	-	-	-	250,000
Belmore St, Withcott	400,000	14,520	862	15,382	384,618
Blanchview Rd, S'Ridge (BS)	17,000	1,346	991	2,337	14,663
Blanchview Road/Nuttalls Road,Blanchview	135,000	118,203	-	118,203	16,798
Blanchview Road/O'Neils Road, Withcott	78,500	3,902	14,840	18,741	59,759
Blenheim Hall, Blenheim	25,000	1,163	-	1,163	23,837
Brightview Rd & Village Rd, L'Rose (BS)	126,000	10,859	-	10,859	115,141
Brightview Rd/Gehrke Rd, G'Grove (BS)	116,500	-	-	-	116,500

	2019-20 Budget	2019-20 Expenditure	Committed	2019-20 Expenditure (including Committed)	Remaining Budget (including Committed)
Cooper St, Laidley Drainage Upgrade	680,000	1,251	5,740	6,991	673,009
Crescent St, Gatton Carpark	60,000	36,639	5,632	42,271	17,729
Culvert Renewals - Various	55,500	46,196	-	46,196	9,304
Cycle Network Gatton (PCNP)	450,000	-	-	-	450,000
Dawson Phipps Carpark	13,500	-	-	-	13,500
Depot Traffic Management	-	(19,411)	-	(19,411)	19,411
Dolleys Road Upgrade	422,000	4,707	572	5,279	416,721
Drainage Works Tew Ct and Rogers Drive	24,600	23,834	695	24,529	71
Edward Street Laidley CH 0 - 270	503,000	22,319	-	22,319	480,681
Flagstone Ck Rd, Flagstone Ck (TIDS)	370,000	341,340	1,923	343,263	26,737
Forestry Road Bridge	125,000	124,348	-	124,348	652
Gatton Long Distance Coach Project	42,500	57,772	907	58,679	(16,179)
Gehrke Hill Road, Summerholm CH 100 - 10	63,500	66,961	-	66,961	(3,461)
Gehrke Road/Rons Road, Glenore Grove	142,000	16,831	120,348	137,179	4,821
Gravel Resheeting Program 2018/2019(R2R)	5,416	5,416	-	5,416	0
Hatton Vale School Parking Improvements	60,000	-	-	-	60,000
Hayes Street, Laidley CH 340 - 730	527,999	219,655	43,121	262,776	265,223
Head Street, Laidley – Design and Constr	855,000	512,252	139,668	651,920	203,080
Jones Road Bridge Withcott (BS)	58,000	74,250	5,057	79,307	(21,307)
Jordan Street, Gatton CH 0 - 150	-	-	-	-	-
Laidley Flood Mitigation	13,500	-	-	-	13,500
Laidley State High School Laidley	40,000	-	-	-	40,000
Lake Clarendon Way	327,000	318,182	15,731	333,914	(6,914)
LED Street Lighting Laidley (LGGSP)	250,000	6,521	1,750	8,271	241,729
Lorikeet Rd/Wagtail Dr, R'Downs (BS)	200,000	188,258	2,864	191,121	8,879
Mahon Bridge Replacement BBRF App	-	(17,526)	-	(17,526)	17,526
Murphys Creek Road footpath (TIDS)	340,000	2,760	850	3,610	336,390
Niemeyer Rd, H'Vale - \$ Contribution	100,000	-	-	-	100,000
Niemeyer Road, Hatton Vale	30,000	552	-	552	29,448
Norfolk Rd, Summerholm (BS)	62,500	3,076	8,045	11,121	51,379
Placid Rise Retention Basin	375,000	167,098	34,438	201,535	173,465
Postmans Ridge Rd, Helidon Spa	266,500	23,647	1,920	25,567	240,933
Princess Street Road Pavement Gatton	-	891	-	891	(891)
Project Design - Predesign	90,000	5,480	-	5,480	84,520
Railway crossings safety improvements	30,000	125	-	125	29,875
Railway St Gatton LED Lighting Project	153,000	54,335	29,034	83,370	69,630
Railway St/Summer St, Laidley (BS)	66,000	75,870	7,400	83,270	(17,270)
Road Closure Signs	20,000	16,422	-	16,422	3,578
Robinsons Road, Laidley	80,000	66,840	15,285	82,125	(2,125)
Rockmount Road/Walkers Road, Rockmount	-	151	-	151	(151)
Signs and Lines Projects	94,400	24,243	1,254	25,498	68,902
Spencer/William Street Gatton	-	288	-	288	(288)
Stevens Road Upgrade & Bitumen Seal	2,100	1,800	-	1,800	300
Stormwater Improvements Gatton	80,000	13,619	-	13,619	66,381
Summerholm Intersection	55,000	58,530	1,082	59,613	(4,613)
Summerholm Rd, Summerholm (TIDS)	750,000	6,146	1,800	7,946	742,054
Tenthill Ck Rd, Gatton (BS)	21,000	12,551	-	12,551	8,449
Twidales Rd, Helidon Spa	85,000	-	2,325	2,325	82,675
Vehicle Activated Signs Bases Various	20,000	1,937	-	1,937	18,063
Walnut Dr/Ashwood Ct, Brightview (BS)	7,000	6,644	-	6,644	356
William St Footpaths Gatton	3,000	-	-	-	3,000
Zischke Road, R'Downs (BS)	17,500	-	2,273	2,273	15,227
Capital Program Delivery Total	11,924,516	4,257,432	732,346	4,989,778	6,934,738
Depot					
Gatton Depot Fuel storage	136,000	-	-	-	136,000
Pavement Rehabilitation Gatton Depot	100,000	100,681	-	100,681	(681)
Depot Total	236,000	100,681	-	100,681	135,319

	2019-20 Budget	2019-20 Expenditure	Committed	2019-20 Expenditure (Including Committed)	Remaining Budget (Including Committed)
Fleet					
Earthmoving Equipment	775,000	-	659,426	659,426	115,574
Minor Fleet	22,705	20,561	-	20,561	2,144
Survey Equipment Trimble SX10 Package	89,000	91,411	-	91,411	(2,411)
Trailers	2,295	-	-	-	2,295
Trucks	185,000	-	233,914	233,914	(48,914)
Fleet Total	1,074,000	111,973	893,340	1,005,313	68,687
Parks & Open Spaces					
Fairy Lights Centenary Park, Gatton	20,000	10,229	715	10,944	9,056
Gatton Revitalisation Various	22,500	-	-	-	22,500
Hatton Vale Park Concept and Design	29,095	21,383	2,500	23,883	5,212
Hatton Vale/Fairways Park Stage 1	500,000	30,859	38,275	69,133	430,867
Laidley Sate Park Upgrade	50,000	47,823	-	47,823	2,177
Lake Apex Desilting Investigation Gatton	19,800	11,164	-	11,164	8,636
Springbrook Park Sprinkler System	10,000	15,124	-	15,124	(5,124)
Zabel Road Lockrose Dip Site Rehabilitat	14,383	-	383	383	14,000
Parks & Open Spaces Total	665,778	136,017	41,872	177,889	487,889
Infrastructure Planning					
2019/2020 Bus Stop Shelter Program	57,000	-	-	-	57,000
Centenary Park Lighting	24,674	930	-	930	23,744
Infrastructure Planning Total	81,674	930	-	930	80,744
Cemetery					
Gatton Cemetery Expansion Stage 1	183,000	169,780	5,170	174,951	8,049
Gatton Cemetery Expansion Works	10,000	7,597	-	7,597	2,403
Laidley Columbarium	3,000	3,001	-	3,001	(1)
Cemetery Total	196,000	180,378	5,170	185,549	10,451
NDRRA Program - Infrastructure Recovery					
NDRRA Program Management 2017 FloodEvent	5,880	5,873	-	5,873	8
NDRRA Program - Infrastructure Recovery Total	5,880	5,873	-	5,873	8
Asset Management					
Civil Estimating Package	31,500	-	-	-	31,500
Asset Management Total	31,500	-	-	-	31,500
Infrastructure Works & Services Total	14,215,348	4,793,282	1,672,729	6,466,011	7,749,336
Organisational Development & Planning					
Planning Scheme					
Cooper St Mitigation	37,138	-	11,398	11,398	25,740
Engineering (not inc in expert report)	120,000	-	-	-	120,000
Flood investigations	11,888	3,040	138	3,178	8,710
Grthm DM Integrate with Lockyer Project	25,000	-	-	-	25,000
Laidley Reg Update Model & Mitigation	60,000	-	-	-	60,000
Landuse Planning	55,000	-	-	-	55,000
LGIP Prepare Infrastructure Plan	36,535	723	10,229	10,952	25,584
Master Planning Future Urban Gatton	45,000	700	5,840	6,540	38,460
NDRP Evacuation Planning	76,284	-	-	-	76,284
NDRP Flood Modelling - Laidley Local	16,970	11,030	5,940	16,970	-
NDRP Flood Modelling - Laidley Reg Ph 1	152,360	-	152,360	152,360	-
NDRP Floor Survey Contract	60,000	-	-	-	60,000
NDRP Local Flood Plain Mngmt Plan 2/2	154,347	-	-	-	154,347
NDRP Local FP Risk Management Plan 1/2	9,840	9,840	-	9,840	-
NDRP Lockyer Creek Hydrology Project 1/2	39,355	7,144	32,241	39,385	(30)
NDRP Lockyer Creek Hydrology Project 2/2	188,463	29,677	-	29,677	158,786
O'Neil's Road Withcott	-	10,068	-	10,068	(10,068)
Plainland Catchment Study	50,000	-	-	-	50,000
Planning Scheme Revision LVRC	61,330	14,924	39,680	54,604	6,726
Tenthill DM Study	25,000	-	-	-	25,000
Withcott North Flood Impact Study	50,000	-	-	-	50,000
Planning Scheme Total	1,274,509	87,146	257,825	344,971	929,538

	2019-20 Budget	2019-20 Expenditure	Committed	2019-20 Expenditure (including Committed)	Remaining Budget (including Committed)
Environmental Planning					
Lake Apex Water Quality Improvements	25,000	-	-	-	25,000
Environmental Planning Total	25,000	-	-	-	25,000
Sport Recreation and Community Grants					
Cahill Park New Amenities	424,000	437,310	2,315	439,625	(15,625)
Sport Recreation and Community Grants Total	424,000	437,310	2,315	439,625	(15,625)
Organisational Development & Planning Total	1,723,509	524,456	260,140	784,596	938,913
Grand Total	21,591,374	6,769,475	2,289,425	9,058,900	12,532,474

13. INFRASTRUCTURE WORKS AND SERVICES REPORTS**13.1 Executive Manager Infrastructure Works and Services Monthly Report - December 2019**

Date: 12 December 2019
Author: Angelo Casagrande, Executive Manager Infrastructure Works & Services
Responsible Officer: Angelo Casagrande, Executive Manager Infrastructure Works & Services

Summary:

This report is to update Council on the emerging matters arising in regard to the Infrastructure Works and Services Group for December 2019.

Officer's Recommendation:

THAT Council receive and note the Executive Manager Infrastructure Works and Services Monthly Report for December 2019.

Report**1. Introduction**

This report is to provide an update to Council on activities and issues for the Infrastructure Works and Services Group during December 2019.

2. Background

Activities undertaken and issues arising are described in the body of this report.

3. Report**3.1 PARKS, GARDENS AND CEMETERIES**

The Parks, Gardens and Cemeteries Business Unit has undertaken the following activities during December 2019:

Capital Works	
Project	Status
Fairways Park at Hatton Vale/Kensington Grove	Grant application submitted for Building Better Regions Round 5 Program. Increase scope required for detailed design to accommodate effluent disposal.

Capital Works	
Project	Status
Maintenance Works	
Activity	Description
Mowing	<ul style="list-style-type: none"> Mowing of parks, cemeteries and sport fields are sporadically occurring across the region as required.
Playground maintenance	<ul style="list-style-type: none"> Playground repairs ongoing from results from the quarterly programmed audit. Topping up and aerating soft fall in playground areas across the region.
Furniture maintenance	<ul style="list-style-type: none"> Painting and repairs to seats in the Gatton CBD, Forest Hill Place and Laidley, Main Street. Painting of Bollards at Grantham Upper Park, Bugler, Anzac and McGarva Parks.
Landscaping	<ul style="list-style-type: none"> Gatton CBD, garden maintenance. Laidley Cultural Centre, replanting. Upper Grantham, park mulching. Watering of flower pots Laidley, Main Street. Lockyer Valley Cultural Centre, gardens drip irrigation installation. Helidon Main Street and Soldiers Memorial Park installed drip irrigation for watering trees. Forest Hill, Street tree pruning. Watering of gardens in Gatton CBD, Smith Street, William Street. Grantham, Butter Factory garden maintenance. Upgrade to gardens on Railway and Crescent Street.
Event assistance	<ul style="list-style-type: none"> Event sign changeover. Forest Hill Christmas carnival. Gatton Christmas carnival. Messy Play Day, Laidley Library.
Funerals/Interments	<ul style="list-style-type: none"> 4 held during December.
General maintenance and business	<ul style="list-style-type: none"> CRM resolution across the region. Rubbish run continuing across the region. Cemetery record checking and investigations at Laidley Cemetery ongoing. Policy and procedure review for cemeteries.

3.2 INFRASTRUCTURE DELIVERY

The Infrastructure Delivery Unit has undertaken the following activities during December 2019:

Capital Works	
Project	Status
Robinson Road, Laidley (<i>Pavement reconstruction from William Street to Thomas Street</i>)	Primer seal completed. Final seal and additional drainage work pending.
Lorikeet Road, Regency Downs – Blackspot (<i>Shoulder widening, signage and linemarking</i>)	Final seal and linemarking pending.
Railway/Sumner Street, Laidley – Blackspot (<i>Intersection improvements for improved safety</i>)	Final seal and linemarking pending.
Hermey Road, Lockrose (<i>200m of pavement reconstruction</i>)	Final seal is pending.

Capital Works	
Project	Status
Crowley Vale Road, Crowley Vale (Shoulder reconstruction works)	Final seal is pending.
Lake Clarendon Way, lake Clarendon (Culverts replacements)	Primerseal completed with final seal and linemarking pending.
Head Street, Laidley (Pavement reconstruction)	First stage completed to primerseal with final seal pending. Second stage works currently in progress.
Placid Hills Drain (Flood mitigation works)	Works largely completed with fencing pending.

Maintenance Works			
Activity	Suburb		
Road Grading	<ul style="list-style-type: none"> Forest Hill Townson 	<ul style="list-style-type: none"> Lower Tenthill 	<ul style="list-style-type: none"> Ma Ma Creek
Roadside spraying	<ul style="list-style-type: none"> Grantham Woodlands 	<ul style="list-style-type: none"> Gatton Glenore Grove 	<ul style="list-style-type: none"> Adare
Road pavement repairs	<ul style="list-style-type: none"> Ballard Hatton Vale Laidley Heights 	<ul style="list-style-type: none"> Forest Hill Lower Tenthill 	<ul style="list-style-type: none"> Gatton Spring Creek
Vegetation control and slashing	<ul style="list-style-type: none"> Mt Sylvia 		
Drainage works	<ul style="list-style-type: none"> Forest Hill Plainlands 	<ul style="list-style-type: none"> Withcott Summerholm 	<ul style="list-style-type: none"> Laidley
Road patching	<ul style="list-style-type: none"> Junction View Lake Clarendon Gatton 	<ul style="list-style-type: none"> Adare College View 	<ul style="list-style-type: none"> Spring Creek Crowley Vale
Traffic signs and linemarking	<ul style="list-style-type: none"> Gatton 	<ul style="list-style-type: none"> Glenore Grove 	

3.2.1 Road and Drainage Defects

Attached to this report is the comparative details of the road and drainage defects (Attachment 1). The steady climb in the MPL can be attributed to a number of factors including:

- Prolonged dry conditions leading to cracking and fatigue of road pavements and an acceleration in the number of defects on the road network, predominately cracks in sealed pavements and pavement failures.

3.3 INFRASTRUCTURE PLANNING AND DESIGN

The Infrastructure Planning and Design Business Unit have undertaken the following activities during December 2019:

3.3.1 Toowoomba Second Range Crossing

Morleys Road and McNamaras Road – handover documents under review.

Haul routes assessment and discussions continuing with TMR and Nexus.

3.3.2 Inland Rail Project

Work continuing on submission of Council requirements to ARTC in their Performance Specification Technical Requirements (PSTR) document, along with providing assistance in review of other documentation.

3.3.3 Laidley LED Lighting Project

Design for the Laidley LED lighting has been awarded to a consultant. Design work will commence in January for approximately two months, with installation tenders to be called in April 2020.

3.3.4 Lockyer Valley Planning Scheme

The Infrastructure Planning and Design Business unit is continuing to assist in the preparation of the draft Lockyer Valley Regional Council Development Manual.

3.3.5 2019/2020 Capital Project Designs

Current projects in design that are planned for construction in the 2019/2020 Capital Program are: -

- Belmore Drive, Withcott.
- Dolleys Road, Withcott.
- Postmans Ridge Road.

3.3.6 Design works to commence in the next month: -

- Summerholm Road culvert replacement (TIDS).
- Murphy's Creek footpath project.

3.3.7 2020/2021 Black Spot Funding applications

No further requests for information received regarding the seven projects that were submitted for funding in 2020-2021 Black Spot Funding round. Submissions are currently in TMR assessment phase.

3.4 INFRASTRUCTURE SUPPORT SERVICES**3.4.1 Asset Management Activities**

- Continuing work on long term asset renewal planning.
- The asset team has undertaken RPAS (Remote Piloted Aircraft System) training and licencing to enable regulatory compliance when undertaking bridge inspections with drones. All participants have passed the theory and practical components for their Remotely Piloted Aircraft Systems, Civil Aviation Safety Authority license to operate drones up to 7 kilograms commercially and their Aeronautical Radio Operators Certificate.
- Asset Management Plans are being updated to reflect the adopted budget. This includes a gap analysis review of budget vs needs of asset networks.
- The Stormwater Asset Management Plan draft is being finalised to meet requirements of the budget timeframe for the 2020/2021 year.
- Draft capital program for 2020/21 has been developed. The supporting scoping documents and mapping are being finalised for delivery by end of January.
- Ongoing support for mobile work management in the Infrastructure Delivery Business Unit.
- Inspection regimes are currently focused on the eastern most localities for defects, and region wide for missing or lapsed condition information for various asset classes prior to the next valuation cycle in early 2020.
- Due to recent bushfires Council has requested activation from QRA and cost reimbursement for eligible activities. The asset team will take a leading role in ensuring cost reporting is in line with QRA requirements given their experience in this area. The submission is due to be uploaded mid-January following final commitments and the collation of supporting documentation.

3.4.2 Plant and Fleet 2019/20 Capital Program

Tenders/Procurement

The following is an update on vehicles/plant procurement processes currently in progress:

- 1 x Motor Grader – Contract LVRC 19-46 – Caterpillar 140-14A motor grader ordered, awaiting delivery.
- 1 x Front End Loader – Contract LVRC 19-45 – Doosan DL250TC Wheel Loader ordered, awaiting delivery.
- 1 x Water Truck – Contract LVRC 19-13 – Isuzu FXZ 1500 Cab/Chassis with Peak Engineering Fibre-glass Tank ordered – awaiting delivery.

Disposals

No vehicles or plant were disposed of in December.

Deliveries

No vehicles or plant were delivered in December.

3.5 EXTERNAL FUNDING

3.5.1 PROJECT UPDATES

Program	Project	Funding Amount (Excl. GST)	Status
2018/19 Cycle Network Local Government Grants	Gatton North - South Connection – Stage 1 Design and Construction. <i>(Lake Apex Drive on-road cycle facility and off-road facility along part of William Street, Gatton.)</i>	\$225,000	Formal application submitted to TMR seeking a scope change to an all off-road cycleway. Further follow-up made to seek a response in order to begin the detailed design phase.
Safer Communities Fund	Railway Street, Gatton <i>(Lighting improvements)</i>	\$105,000	Work nearing completion – minor defects to be finalised.
2019-21 Local Government Grants and Subsidies Program	Deterioration modelling of pavement and seal assets	\$36,000	Project has been awarded to a consultant with project expected to commence by February.
	Installation of new LED street lighting in Laidley CBD	\$150,000	Design for the Laidley LED lighting has been awarded to a consultant. Design work will commence in January for approximately two months, with installation tenders to be called in April 2020.
2018/19 Black Spot Road Safety Program	Blanchview Road / O'Neills Road, Withcott	\$82,000	Works scheduled to commence in January 2020. Time Extension request granted by DTMR to 30 March 2020.

Program	Project	Funding Amount (Excl. GST)	Status
2019/20 Black Spot Road Safety Program	Brightview Road, Brightview (Gehrke Road to Pagels road) <i>(Install warning signs, delineation and road marking)</i>	\$116,500	Project design complete, works to commence late January 2020.
	Lorikeet Road/Wagtail Drive Intersection, Regency Downs <i>(Install signs, delineation and road marking. Widen narrow section of Lorikeet Road)</i>	\$90,000	Final seal and linemarking pending.
	Zischke Road (Mountain View Drive to Thallon Road), Regency Downs <i>(Install signs, delineation, guideposts and road marking)</i>	\$17,500	Project design completed, works to commence late January 2020.
	Blanchview Road, Blanchview <i>(Improve warning signs for curves, delineation and road marking)</i>	\$17,000	Project design completed, works to commence late January 2020.
	Brightview Road/Village Road intersection <i>(Intersection realignment to allow for vehicle turning movements. Shoulder widening, pavement markings)</i>	\$126,000	Project design complete, works to commence January 2020.
	Norfolk Road, Summerholm <i>(Install warning signs, delineation and road marking)</i>	\$62,500	Project design complete, works to commence January 2020.
	Summer Street/Railway Street intersection <i>(Changing intersection priority. Realigning and widening of curve to cater for turning vehicles. Improve signage)</i>	\$66,000	Final seal and linemarking pending.
	Jones Road, Withcott <i>(Bridge Guardrail Upgrade) Guardrail works programmed</i>	\$58,000	Works complete, awaiting final bitumen seal.
	2019/20 Transport Infrastructure Development Scheme	Murphys Creek Road <i>(Construct footpath from school to Jack Court)</i>	\$170,000 (\$340,000)
Summerholm Road <i>(Culvert replacement)</i>		\$270,446 (\$540,892)	Project design to commence in January 2020.
Safe Schools Project <i>(Hatton Vale State School parking improvements)</i>		\$30,000 (\$60,000)	Project in concept design phase, with review of existing services underway.
Niemeyer Road <i>(Strengthening pavement)</i>		\$50,000 (\$100,000)	Works complete, awaiting 'On-maintenance' prior to payment of

Program	Project	Funding Amount (Excl. GST)	Status
	<i>contribution)</i>		TIDS contribution.

3.6 CUSTOMER SERVICE REQUESTS – MONTHLY MONITORING

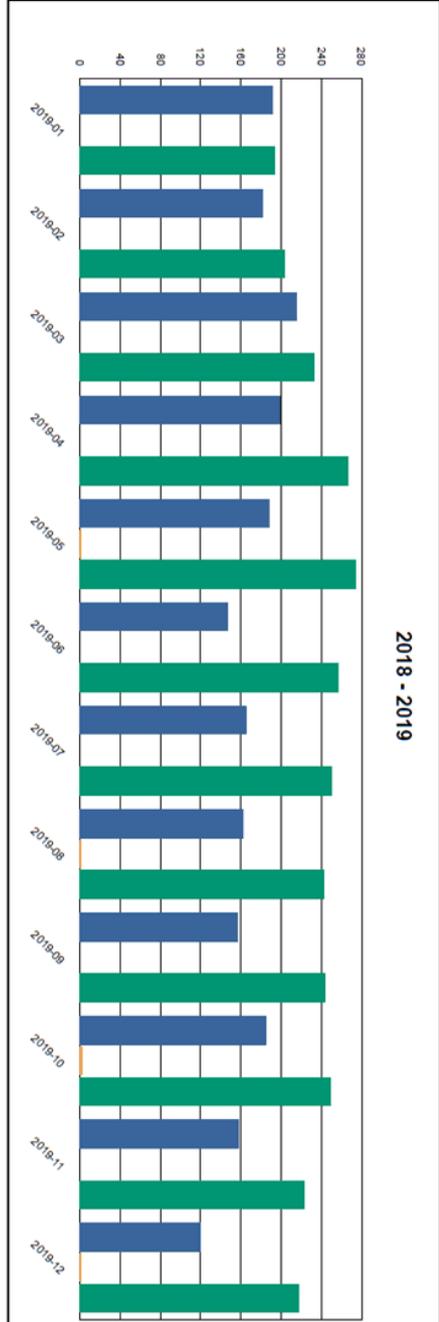
Attached to this report is the comparative data for the period.

Attachments

- 1 [↓](#) IWS - Road and Drainage Defects 2 Pages
- 2 [↓](#) IWS - Customer Service Requests Monthly Monitoring 1 Page

New Requests per Month vs Those Resolved at 1st Point of Contact & Total Uncompleted Requests at Month End

Customer Requests For Executive Group - Infrastructure Works & Services
 Month Ending : December 2019



14. ITEMS FOR INFORMATION**14.1 Queensland Urban Utilities Monthly Report - November 2019**

Date: 09 December 2019
Author: Vickie Wieland, EA to Chief Executive Officer
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

Council has received an update from Queensland Urban Utilities (QUU) Board which provided highlights from their Board Meeting for the month of November 2019.

This document is for Council's information only.

Report**1. Introduction**

Lockyer Valley Regional Council maintains an ongoing working relationship with QUU on both operational and strategic aspects of water and sewerage provision. This report is an update on matters of significance with respect to QUU for Council's information.

2. Background

Queensland Urban Utilities is:

- A statutory body, created on 1 July 2010 as a result of Queensland Government changes to the way water is managed in South East Queensland.
- Owned by the Brisbane and Ipswich City Councils, and Lockyer Valley, Scenic Rim and Somerset Regional Councils and governed by an independent Board.
- Tasked to deliver drinking water, recycled water and sewerage services to the cities and townships within the boundaries of these five local government areas.
- Responsible for delivering water to customers, collecting, transporting and treating sewage, as well as charging and billing for water and waste water services for customers in the Brisbane, Ipswich, Lockyer Valley, Scenic Rim and Somerset local authority areas.

3. Report**FOUNDATIONAL SUCCESS**Standard Connection Services Procurement Strategy

The Board considered a procurement proposal that will be issued to the open market. It will provide an opportunity for businesses to submit proposals to an invitation to offer for the delivery of standard water and sewerage connection services for new properties.

By way of background, since 2014, Urban Utilities has been the sole authority for approving water and sewerage connections, disconnections and alterations across our service territory, with these services being delivered in accordance with the Netserv Plan.

The Board supported the proposed procurement strategy.

Water and Wastewater Networks Gate 4 update

Management updated the Board on the status of procurement activities under the Gate 4 review, as part of our new infrastructure delivery Program Management Approach.

To date, the Program Management Approach has seen Urban Utilities deliver new procurement and delivery models for metropolitan and regional treatment plants and integrated engineering services.

The benefits of this innovative, forward-thinking approach to delivering capital works include streamlined project delivery, an optimised infrastructure program budget and improved customer outcomes. Due to the current status of procurement, a program update will be provided once the procurement evaluation phase is complete.

Enterprise Asset Management Solution showcase

The Board had an opportunity to see, first-hand, the Enterprise Asset Management Solution (EAMS) through a simulated demonstration.

EAMS is a foundational program that will allow better management of assets, supply chain, financial transactions and mobile workforce.

It represents the largest ICT program delivered by QUU since formation and will transform how QUU operate as a business. For example, Contact Centre agents will be able to initiate all repair work geospatially, while employees in our Control Centre will be able to confidently dispatch field crews using a new field mobility solution.

Target Operating Model

The Chief Executive Officer briefed the Board and sought its input on the proposed Target Operating Model for our business.

This new operating model is a core element that will allow delivery of strategic direction by ensuring the right structures, capability and governance arrangements place.

The operating model is centered around three core strategic themes, 'shape', 'create' and 'deliver', and will see a strengthening of our core service delivery capability, as well improvements in the customer and employee experience.

The Board provided feedback to the Chief Executive Officer in relation to the new operating model and expects to further consider this matter later this year.

SOCIAL AND ECONOMIC VALUE

Reconciliation Action Plan

As part of our Social and Economic Value Strategic Goal, Urban Utilities has committed to a journey of reconciliation.

Earlier this year, QUU commenced this process under the guidance of Uncle Bill Buchanan, a respected Indigenous Elder.

The first Reconciliation Action Plan, known as a 'Reflect' Plan, is the first of four plans that will be delivered over coming years. QUU's aspiration is that, within five years, they will have advanced through an 'Innovate' Plan to a 'Stretch' Plan.

The Reflect Plan was developed by a group of dedicated employees from across the business and took into consideration feedback from a range of external stakeholders, including many of our shareholding Councils.

Following conditional endorsement by Reconciliation Australia, the Board approved the Reflect Plan. It will be formally launched in early December, and I look forward to providing a copy to you thereafter.

Modern Slavery Act

The Board received an update on the actions being taken by the business in preparation for the release of the Modern Slavery Statement in December 2020. This work is being undertaken to ensure that Urban Utilities complies with the requirements under the *Commonwealth Modern Slavery Act (2018)*.

One of the key frameworks supporting this statement is Urban Utilities' Supplier Code of Conduct, which will set out expectations of suppliers, including through their own supply chains, in supplying goods and services to Urban Utilities.

Finally, as another year draws to a close, I am proud of the milestones we have achieved as a business, while continuing to make strong progress against our strategic direction set by shareholders. Some of the milestones we've achieved this year include:

- *Being awarded 'Organisation of the Year' at the Institute of Public Participation Australia Awards for our approach to customer-centric engagement.*
- *Successfully engaging the local community in a unique nature-based solution that will be implemented at Cannery Creek.*
- *Implementing a fresh approach to setting strategy through our Statement of Strategic Intent.*
- *Implementing our new Customer Relationship Management System, allowing for an improved customer experience.*
- *Advancing our Enterprise Asset Management Solution to system integration testing phase.*
- *Continuing to deliver a significant capital infrastructure program, which is supporting growth across the region.*
- *Receiving a \$1.4M Commonwealth grant for algae research, which will transform regional wastewater lagoons.*
- *Successfully delivering the first phase of our simpler billing program.*

Thank you for your continued support this year and, on behalf of the Board, I wish you a safe and enjoyable Christmas and New Year.

Attachments

14.2 Quarterly Investment Report - October to December 2019

Date: 02 January 2020
Author: Jodi Marchant, Acting Manager Finance and Customer Services
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

As outlined in Council's 2019-20 Investment Policy, a quarterly report is required to be submitted to Council on the performance of its investment portfolio.

The investment of surplus funds has been made in accordance with the requirements of the Statutory Bodies Financial Arrangements Act 1982 as well as Council's Investment Policy. As at 31 December 2019 Council had a total investment holding of \$20.42 million.

Overall our investments continued to perform well in comparison with targeted benchmarks with current Council's investments exceeding these benchmarks. The interest revenue has slightly exceeded the target for the year to date as a result of investments being secured when interest rates were higher. However, the dispersed timing of investments maturing coupled with ongoing low interest rates available on short term deposit investments means that this revenue line item will need to be closely monitored.

This document is for Council's information only.

Report**1. Introduction**

As required by Council's 2019-20 Investment Policy, a quarterly report is to be submitted updating Council on the performance of its investment portfolio.

2. Background

As at 31 December 2019, Council had a total investment holding of \$20.42 million.

3. Report

Council's 2019-20 Investment Policy sets out Council's investment guidelines including the time horizon, maximum exposure, credit risk guidelines and performance benchmarks of its investments.

The two following tables show the investment institution, credit rating and product type of our investment portfolio at 31 December 2019:

Table 1

Institution	Amount \$	Percentage Holding	Credit Rating
QTC	8,821,794	43.20%	AA

Institution	Amount \$	Percentage Holding	Credit Rating
NAB	500,000	2.45%	AA-
Suncorp-Metway	1,000,000	4.90%	A+
Macquarie Bank Limited	2,000,000	9.79%	A
AMP Bank	5,100,000	24.96%	BBB+
Bank of Qld	1,000,000	4.90%	BBB+
ME Bank	1,000,000	4.90%	BBB
MyState Bank Limited	1,000,000	4.90%	BBB
Total	20,421,794	100.00%	

Table 2

Product Type	Amount \$	Percentage Holding
Cash Fund - QTC	8,821,794	43.20%
Term Deposit	11,600,000	56.80%
Total	20,421,794	100%

The following tables display the performance of Council's investments, identified by investment type and days invested, against the Bank Bill Swap Rate (BBSW) and the Bloomberg AUSBOND Index (AUSBOND). The tables compare the rate of return on Council's investments at 31 December 2019, against the benchmarks indicated above (BBSW and AUSBOND).

Overall, the investments continued to perform well in comparison with these benchmarks although there has been a significant decrease in interest rates for term deposits with new investments now below the 2.0% mark.

Table 3

Cash Fund Performance Against RBA Cash Rate & AUSBOND Index	QTC	RBA Cash Rate	AUSBOND Index
Cash Fund Performance	1.65%	0.75%	1.47%

Table 4

Term Deposit Performance Against BBSW Index & AUSBOND Index	Av Return on Deposits	BBSW Index	AUSBOND Index
Term Deposits	2.22%	0.87%	1.47%

Interest rates have recently decreased and remain below 2.00% for rates of less than twelve months. The QTC cash fund rate is now slightly higher than most term deposit rates making QTC a more

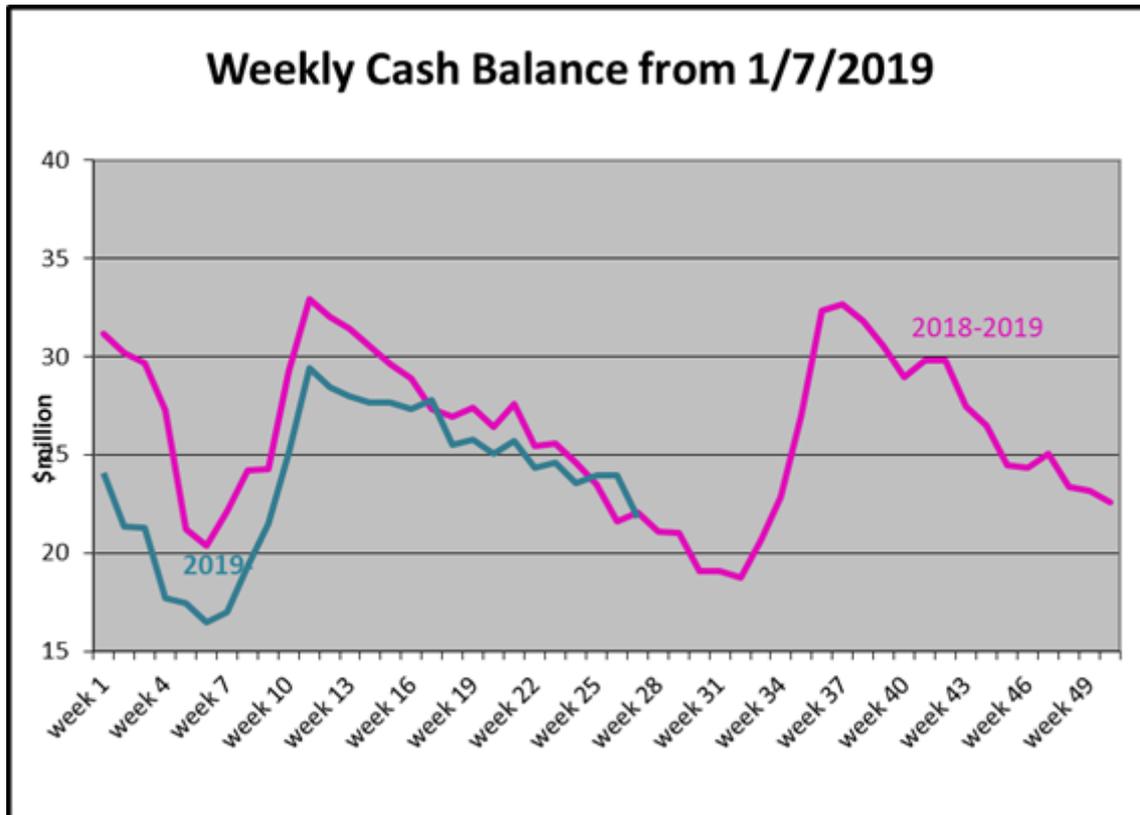
attractive investment option. The best regular rates on offer at present are around 1.40% and 1.80% for investment periods from three to twelve months.

Table 5

Interest Income vs Budget	Actual YTD	Original YTD Budget	% Annual YTD Budget
Interest Income on investments	\$231,649	\$188,632	122.80%

As reflected in table 5, interest revenue has exceeded the target for the year to date. This is due to a realignment of the forecasted income budget during the September quarter budget review as well as a few slightly higher than expected interest rates being secured.

During the second quarter, cash at bank has decreased as the majority of the first rates levy has been collected and the discount period for the rates levy has ended. Only minimum cash remains in Council’s general funds each day with any excess being invested as Term Deposits or transferred to the QTC Cash Fund. The following graph shows a comparison over time of the Council’s cash balances.



The following table shows that Council’s investments at 31 December 2019 is in overall compliance with the 2019-20 Investment Policy. However, it has been identified that the investment holdings with AMP (24.96%) have slightly exceeded the policy limit of 20% for counterparties with a rating of A to BBB+. This is a result of the reduction in total cash following the pre-Christmas payment run and taking advantage of high interest rates. The increase in cashflow when the next Rates Levy is issued will bring the portfolio back into full compliance with the policy. However, in the interim period Council’s investments with AMP will be reviewed as investments mature to ensure ongoing compliance with the 2019-20 Investment Policy.

Table 6

Investment Policy Credit Risk Compliance	Current Exposure	Allowable Exposure	Difference
Cash Funds			
QTC Cash Funds	43.20%	100%	56.80%
Term Deposits			
AAA to A+	7.35%	80%	72.65%
A to BBB+	39.66%	40%	0.34%
BBB to BBB	9.79%	25%	15.21%

Attachments

There are no attachments for this report.

14.3 Councillor Portfolio Report - December 2019

Date: 06 January 2020
Author: Kayla Gill, Executive Support Officer - CEO & Councillors
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

This report informs Council of the key portfolio focus areas identified during these meetings.

This document is for Council's information only.

Report**1. Introduction**

This report is to provide an update from Portfolio Councillors.

2. Background

Council determined the portfolio responsibility areas in order for Councillors to focus on their particular areas.

3. Report

Mayor Cr Milligan: Communication; Promotion and Advocacy; Intergovernmental and Media Relations; Economic Development; Agribusiness; Tourism and Events; Community; Engagement and Disaster Management.

- Attended and presented at the Faith Lutheran College Presentation Night
- Attended Councillor workshop
- Did the Welcome and attended the United Kingdom / Queensland Country Veterans Cricket Match at Bichel Oval
- Presented Pride Pins to the United Kingdom / Queensland cricket teams
- Attended local volunteer's dinner
- Participated in Shadow Day with local businessperson
- Attended Hatton Vale State School Prep – Grade 3 Awards Presentation
- Meeting with disaster coordinator
- Meeting with State Recovery Coordinator and Queensland Reconstruction Authority
- Meeting with local business person re Cannery project
- Debrief with delegates from Mayoral Christmas Carols
- Meeting with officer regarding Bunnings
- Portfolio meeting
- Attended Lockyer Valley Breast Cancer Support Group Christmas celebration
- Attended Volunteers Christmas luncheon
- Agenda briefing

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- Meeting with Chief Executive Officer
 - Meeting with Lockyer Energy
 - Meeting with Toowoomba Mayor regarding western corridor rail
 - Attended and Welcome at Rural Fire Service movie night at Mulgowie
 - Attended the Mulgowie Markets
 - Attended the Laidley Returned Services League Sub Branch Christmas Dinner
 - Attended and spoke at the Lions Club of Withcott and Helidon Inc opening of the Steve Jones Community Centre
 - Media for Christmas / New Year / Australia Day promotion
 - Attend Chief Executive Officer, Executive Leadership Team Roadshow at depot
 - Portfolio briefing
 - Meeting with Transport of Main Roads
 - Meeting with disaster coordinator
 - Attended Inland Rail Community Consultative Committee (CCC) meeting
 - Teleconference with Chair of Audit and Risk
 - Present medallions to students at Laidley District State School
 - Chair Ordinary Meeting of Council
 - Attended Grade 6 graduation ceremony of Helidon State School
 - Tour of Karinya Place, Laidley
 - Attended the Local Government Association of Queensland (LGAQ) Policy Executive
 - Attended Forest Hill Christmas festivities
 - Attended Lockyer Valley Regional Council Staff Christmas function
 - Attended Glenore Grove Country Shindig
 - Meeting with Regional Director, Darling Downs South West Region
 - Meeting with the Director General Innovation and Tourism
 - Media regarding Water Collaborative / Business Case
 - Media regarding Pups in Prison
 - Meeting with staff person regarding Council restructure
 - Meeting with the Minister for Natural Resources, Mines and Energy and the Valuer General regarding valuations and local water representation
 - Call in to the local irrigator meeting and the Department of Natural Resources, Mines and Energy (DNRM&E)
 - Working lunch with local ladies who manage the art cabinet
 - Support community member on a personal appointment
 - Attend staff depot BBQ
 - Chair the Local Disaster Management Group (LDMG) bushfire debrief
 - Meeting with Infrastructure Works and Services staff
 - Chair the Queensland Transport Museum meeting
 - Meeting with staff regarding Australia Day
 - Attended tour of Bundamba Treatment Plant
 - Attended and present at Lockyer Valley Christmas Carnival
 - Meeting with representative of Ministers Association
 - Attended Christmas Eve / children service at Peace Lutheran Church

Deputy Mayor Cr Cook: Recreation/Amenity Facilities: Sport and Recreation, Community Facilities, Health and Waste Management, Animal Management.

- Attended Laidley District State School, Breakfast Club
- Audit Committee Agenda Briefing

- Councillor Workshop
- Attended the Gatton Childcare Christmas Party
- Attended the Lockyer Chamber of Commerce meeting
- Attended the Volunteers Christmas Party
- Attended the Lockyer Valley Regional Councils Audit and Risk Management Committee Meeting
- Attended the Mulgowie BBQ movie night
- Represented the Mayor at the ALARA Queensland Limited Christmas Party
- Council Meeting
- Attended meeting regarding changes to Emergency Relief in Laidley and surrounding areas
- Attended the Brisbane/Lockyer Valley Leukaemia Foundation Branch Christmas Party
- Attended the Forest Hill Christmas Festivities

Cr Wilson: Business Systems and Processes; Corporate Plans and Performance; Finance; Information, Communication and Technology (ICT).

- Attended Laidley District State School, Breakfast Club
- Audit Committee Agenda Briefing
- Councillor Workshop
- Attended Hatton Vale State School Prep to Year 3 Junior Awards Presentation
- Attended the Lockyer Chamber of Commerce meeting
- Attended Hatton Vale State School Year 4 to Year 6 Senior Awards Presentation
- Attended the Volunteers Christmas Party
- Attended the Lockyer Valley Regional Councils Audit and Risk Management Committee Meeting
- Attended the Lockyer Valley Inland Rail Community meeting
- Council Meeting
- Laidley State High School Council meeting
- Attended meeting regarding concept planning
- Laidley Community Working Group Meeting regarding Concept Plan Review
- Attended the Forest Hill Christmas Festivities
- Attended Friends of Cemeteries Group Meeting
- Attended final weigh in for 10000 Steps Challenge
- Attended Council Depot Staff Christmas Party
- Attended Queensland Transport Museum Meeting
- Sold tickets on the Ham Wheel at the Lockyer Valley Christmas Carnival

Cr Holstein: Roads and Drainage, Parks and Gardens, Transport and Active Transport, Asset Management and Disaster Management.

- Attended and participated in Chaplaincy Breakfast Club at Laidley Primary School
- Attended Council workshop
- Attended meeting with Mayor, Officer from Events and community members regarding proposed Billy Cart Derby event
- Attended meeting with Chief Executive Officer regarding Compliance matters
- Attended Ladies dinner celebrating a local ambassadors' years of fundraising for Leukaemia Foundation
- Attended Hatton Vale School Junior Awards morning and give address on behalf of Council
- Attended Lockyer Valley Traffic Safety meeting

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- Attended and Chair Annual General Meeting of Regional Australia Ipswich & West Moreton Committee at Plainland, Christmas function
 - Attended Hatton Vale State School Senior Awards morning and present certificates to students
 - Attended Volunteers function at Porters Hotel
 - Attended onsite meeting with residents at Gutt Road Regency Downs
 - Attended onsite meeting with resident at Wagtail Drive, Regency Downs
 - Attended Lake Apex Advisory Group meeting
 - Attended Lockyer Valley Tourism Networking evening at Fordsdale Farmstay
 - Attended Mudcrab lunch fundraiser at Withcott Hotel
 - Attended official opening of the Steve Jones Community Shed in Withcott
 - Attended meeting with residents in Withcott regarding future business proposal
 - Attended Infrastructure Works and Services Council reports discussion at depot
 - Attended and Chair Crime Stoppers meeting at Plainland
 - Attended meeting with Mayor and Regional Director Transport & Main Roads
 - Attended Porters Christmas drinks function
 - Attended meeting with facilities regarding design plans for Gatton Shire Hall
 - Attended Council Ordinary meeting
 - Attended Murphys Creek Progress Association Inc meeting
 - Attended Scenic Valleys Regional Roads Group meeting in Ipswich
 - Attended Withcott Fire Brigade meeting
 - Attended site meeting regarding Wandin Road drainage issue
 - Attended site meeting with Executive Manager Infrastructure Works and Services and Manager Parks, Gardens & Cemeteries with resident at Horizon Estate, Withcott regarding slashing of roadsides
 - Attended Forest Hill Festivities event
 - Attended Spring Bluff Railway Station meeting at Toowoomba Regional Council office
 - Attended Darling Downs-Moreton Rabbit Board Christmas lunch in Warwick to thank guys working out on the rabbit fence
 - Purchased nozzle for helium for Crime Stoppers for Gatton Christmas event
 - Attended final weigh in/measure for 10,000 steps program'
 - Attended depot Christmas function
 - Attended Lockyer Valley Local Disaster Management Group meeting
 - Attended Queensland Transport Museum meeting
 - Attended Withcott Litter Patrol Volunteers thank you lunch
 - Attended Gatton Christmas Carnival and work on Crime Stoppers stand
 - Attended funeral of local resident at Toowoomba Crematorium Chapel
 - Updated Facebook Pages for Spring Bluff Railway Station, Lockyer Valley Tourism Association and Darling Downs-Moreton Rabbit Board
- Cr McLean:** Planning and Building Services, Planning Scheme, Townships and Villages, Cultural Heritage and Streetscape, Regional Planning.

NOVEMBER

- Attended Theatre presentation by Laidley Performing Arts
- Laidley Hospital Auxiliaries
- Melbourne Cup Day luncheon
- Councillor Workshop
- Council Meeting
- Councillor Workshop Budget

- Meeting with Council Officers and residents on site, over building and rating issues
- Planning Portfolio Catch-up
- Flying Fox discussions in Council offices
- Das Neumann Haus meeting
- Spring Bluff Committee meeting
- Councillor workshop
- Quarterly Update from Council of Mayor's
- Council Meeting
- Laidley Street Carnival

DECEMBER

- Councillor Workshop
- Present School Awards at Our Lady of Good Counsel School on behalf of the Mayor
- Inland Rail Presentation
- Das Neumann Haus Meeting
- Ordinary Council Meeting
- Mary Street meeting on Changes to Emergency Funding in the Laidley Region
- Cooper St Project, concept design discussion

Cr Hagan: Community Development: Arts and Culture, Youth and Disability/Multicultural, Public Safety, Customer Service and Community Services.

Youth and Disability / Multicultural

I attended the Hatton Vale State Schools Prep to Year 3 awards ceremony.

I attended the Together 4 Lockyer meeting at Laidley State School.

- Discussion around 3A Training sessions including the possibility of 3A training for Certificate III in Childcare Studies at Laidley High.
- The Dolly Parton Imagination Library is on offer and at the moment there is enough funding for 30 families for 2-3 years. Each month the families would receive a book in the post. Families can be referred to the Laidley Community Centre.
- The West Moreton Health pilot program to Improve educational and health outcomes for children to create generational change will be rolled out in term 1 with appointments commencing in week 2 and based at Laidley Hospital. The program will initially be seeing kids from the Paediatrics and CDS wait list.

I attended the St Mary's year 6 Graduation Mass and Celebration at St Patrick's Church and School hall Laidley.

I Represented the Mayor at the Laidley District State School's year six graduation Ceremony.

I attended a meeting at the Laidley Community Centre with regard to cuts in Federal funding for Emergency Relief in the Laidley area.

I travelled to Toowoomba to attend a meeting with the Mayor, Community Development & Engagement Officer and the Regional Director, Darling Downs / South West Region – Department of Education to discuss mental health in the schools in the Lockyer Valley.

Arts and Culture

I attended the Opening of the 'Summer Time' exhibit at the Lockyer Valley Art Gallery.

Customer Service and Community Services

I attended the Council Volunteers Christmas Party at Porters Plainland.

Organisations and Committees Representation:

- Participated in helping with the 'breakfast club' at Laidley District State School with the Mayor and Councillors
- Attended the Forest Hill Community Development Association meeting - School of Arts Hall
- Attended the Lockyer Chamber of Commerce & Industry's AGM in Gatton
- Attended the 'Spirit of the Valley Events' Annual General Meeting (AGM) and Christmas gathering at Porters Plainland
- Meeting with the 'Rotary Ride the Range' event Coordinators, Community Development and Engagement Officer and the Sports, Recreation & Community Grants Officer
- Attended the Stockyard Creek Community Christmas BBQ – Stockyard Creek Hall grounds
- Visit Mulgowie markets
- Attended the 2019 Lockyer Darts Association Presentation Night at Laidley Show Grounds
- Attended Porters Christmas Drinks at Porters Plainland
- Meeting with Local resident with regard to Gatton Heavy Horse event and show ground use
- Attended Forest Hill Festivities Christmas Carnival
- Attended the Lockyer Valley Regional council staff Christmas function
- Visited Helidon State School with the Community Development & Engagement Officer to see progress of the flying fox management plan
- Attended the Lockyer Valley Water Users meeting at the Lockyer Valley Cultural Centre – to update water users on departmental progress on water allocations and monitoring
- Attended final 'weigh-in and measure' for the Lockyer Valley Regional Council and West Moreton Health's partnership program – step challenge
- Attended the Lockyer Valley Regional Council's depot staff Christmas BBQ
- Attended the Queensland Transport Museum meeting with the Mayor, Councillors, Officers and members of the committee
- Attended a South East Queensland Water briefing at Bundamba with members of the Lockyer Valley Somerset Water Collaborative
- I assisted in the selling of 'Ham wheel tickets' for the Queensland Ambulance Service at the Lockyer Valley Christmas Carnival
- Attended Council meetings and workshops.

Cr Vela: Environment: Environmental Management, Weed/Pest Management, Waterways, And Natural Resource Management.

- 02/12 – Attended Laidley State School Breakfast Club
- 03/12 – Attended Councillor Workshop
- 04/12 – Attended meeting regarding Helidon Flying Foxes
- 05/12 – Attended Volunteers Christmas Party
- 05/12 – Attended Onsite Meeting with resident regarding environmental concerns
- 05/12 – Attended Lake Apex Advisory Committee meeting
- 06/12 – Attended Mulgowie Community BBQ Night

- 07/12 – Attended Mulgowie Markets
- 07/12 – Attended the University Queensland Gatton Back to College Dinner
- 08/12 – Attended Lockyer Uplands Catchments Inc Group (LUCI) Annual General Meeting (AGM)
- 10/12 – Attended Inland Rail Community Consultative Committee (CCC)
- 11/12 – Attended Ordinary Council Meeting
- 12/12 – Attended meeting Laidley Community Centre
- 12/12 – Attended meeting regarding Staging Post Café
- 12/12 – Attended Lockyer Valley Toastmasters meeting
- 13/12 – Attended Forest Hill Christmas Festivities
- 14/12 – Attended Lockyer Valley Regional Council’s Staff Christmas Function
- 19/12 – Attended 10000 Steps Final Weigh In
- 19/12 – Attended Lockyer Valley Regional Council’s Deport Christmas BBQ
- 20/12 – Attended Queensland Transport Museum meeting
- 20/12 – Attended Lockyer Valley Christmas Carnival

Attachments

14.4 Roads to Recovery Program Update

Date: 09 January 2020
Author: John Keen, Manager Infrastructure Support Services
Responsible Officer: Angelo Casagrande, Executive Manager Infrastructure Works & Services

Summary:

The Federal Government announced on 6 November 2019 that Lockyer Valley Regional Council would receive an additional \$927,079 in funding in 2020 from the Roads to Recovery program to offset expenditure incurred undertaking renewal of local road infrastructure assets, bringing the total 5-year program to \$5,562,472. This funding is being provided to the communities affected by the ongoing drought through the Drought Communities program. The additional funding will contribute further to projects already identified this financial year and be allocated to new projects in 2020/2021 once capital budget deliberations are completed.

This document is for Council's information only.

Report**1. Introduction**

On 6 November 2019, the Federal Government announced that additional funding of \$138.9 million would be made available to the Roads to Recovery program across Australia as part of assisting communities affected by ongoing drought through the Drought Communities program. There are currently 128 local governments across Australia who are deemed to be eligible for this funding. Lockyer Valley Regional Council is to receive an extra \$927,079 in their Roads to Recovery allocation to be spent during the 2020 calendar year on works to road infrastructure.

2. Background

The Roads to Recovery Program supports the renewal of local road infrastructure assets, designed to facilitate greater access, improve safety, and increase economic and social outcomes. Lockyer Valley Regional Council receives Roads to Recovery funding from the Federal Government under a 5-year program, the current program runs from 2019/2020 to 2023/2024. The original program funding for the Lockyer Valley over the 5-year period was \$4,635,393 which has now increased to \$5,562,472.

3. Report

Council has identified and allocated Roads to Recovery funding over the 2019/2020 financial year to the projects identified below, these projects are either fully or partially complete at the date of this report. It is a requirement of the additional funding round that 50% must be spent by June 30, 2020 and the remaining 50% by December 31, 2020. The 2020/2021 financial year projects that will be funded through the Roads to Recovery funding will be determined during the capital works budget deliberations.

RTR Sched ID	Work Location	Previous RTR Program Funding Total	Current RTR Program Funding Total

1	Fifteen Mile Road, Murphys Creek gravel resheeting - starting at chainage 5.500 kilometres commencing 100m before the Horrocks Road intersection with Fifteen Mile Road and finishing at chainage 9.000 kilometres.	\$90,000	\$90,000
2	Glendene Road, Forest Hill, resurfacing and preparation works - starting at chainage 0.000 kilometres at the intersection of Waddington Parade and finishing at the intersection of Forest Hill-Fernvale Road intersection at chainage 1.700 kilometres.	\$50,000	\$70,000
3	Waddington Parade, Forest Hill, resurfacing and preparation works - starting at chainage 0.000 kilometres at the intersection with Glendene Road and finishing at the intersection of Laidley-Plainland Road intersection at chainage 1.650 kilometres.	\$40,000	\$190,000
4	Withdrawn - Edward Street, Laidley - Pavement reconstruction chainage 0.000 at the Cooper Street intersection to chainage 0.270km.	\$300,000	\$0
5	Head Street, Laidley, pavement reconstruction chainage 0.000 at Hayes Street intersection to chainage 0.430m	\$300,000	\$450,000
6	Belmore Street, Withcott, pavement reconstruction chainage 0.000 to chainage 0.356 including kerb and channel. Chainage 0.000 is 180m to the left of Dayne Street.	\$147,079	\$300,000
7	Hayes Street, Laidley, pavement reconstruction on Hayes Street commencing near the intersection of Tareeda Boulevard chainage 0.020 to chainage 0.250 just prior to the intersection of Cooper Street, including kerb and channel.	\$0	\$290,618
	Total of Projects:	\$927,079	\$1,390,618

The above table shows RTR funding contributed to each project but not the total Council budget for each project.

Funding changes due to withdrawal of the Edward Street project from the RTR 2019/2020 program and the inclusion of additional Roads to Recovery program funding.

Attachments

14.5 Ex-Tropical Cyclone Debbie NDRRA - Final Report

Date: 13 January 2020
Author: John Keen, Manager Infrastructure Support Services
Responsible Officer: Angelo Casagrande, Executive Manager Infrastructure Works & Services

Summary:

The Lockyer Valley was impacted by the associated rainfall and flooding event as an aftermath of ex-Tropical Cyclone Debbie between 28 March and 6 April 2017. Damage to infrastructure was not as widespread as the region's previous events; the damage to road and drainage assets had a final value of \$1,015,032.59

This document is for Council's information only.

Report**1. Introduction**

Council was previously provided with an update in November 2019. The purpose of this report is to provide Council with a final update and to close out reporting associated with the repair of infrastructure damage.

2. Background

As a result of the damage caused by ex-Tropical Cyclone Debbie, the Queensland Minister for Police, Fire and Emergency Services activated the Commonwealth/State Natural Disaster Relief and Recovery Arrangements (NDRRA) on 1 April 2017.

3. Report

The works program undertaken to repair road and drainage infrastructure damaged from ex-Tropical Cyclone Debbie is now complete. The scope of the damage was less than first anticipated, with actual expenditure of \$1,015,032, from an estimate of \$1,175,000. The table below shows actual expenditure per package of works.

Package of Works	Actual Expenditure
LVRC 138.17 NDRRA Works 2017 Ex Tropical Cyclone Debbie – Submission 1	\$601,531.55
LVRC 139.17 NDRRA Works 2017 Ex Tropical Cyclone Debbie – Submission 4	\$126,552.03
LVRC 141.17 NDRRA Works 2017 Ex Tropical Cyclone Debbie – Submission 6	\$71,379.30
RC 142.17 NDRRA Works 2017 Ex Tropical Cyclone Debbie – Betterment Works Chalkmine Road	\$143,355.76
RC 143.18. NDRRA Works 2017 Ex Tropical Cyclone Debbie – Betterment Works – East Haldon Road	\$72,213.95
	\$1,015,032.59

All claims have now been remitted to Queensland Reconstruction Authority (QRA). No further claims are outstanding.

The Crowley Vale Road works commented on in the *Ex-Tropical Cyclone Debbie NDRRA* report to the November 2019 Council Meeting has been deemed ineligible works by QRA. Subsequently these works were funded and completed in the Councils 2018/19 Capital Works Program as complementary works.

Attachments

There are no attachments for this report.

14.6 Quarterly Procurement Report - October to December 2019**Date:** 15 January 2020**Author:** Tony Brett, Project Manager Rating Strategy, Procurement and Service Levels**Responsible Officer:** David Lewis, Executive Manager Corporate & Community Services**Summary:**

The purpose of this report is to provide Council with a high-level overview of procurement activities for the preceding quarter.

This document is for Council's information only.

Report**1. Introduction**

This report provides Council with a high-level overview of procurement activities for the period 1 October to 31 December 2019. The information provided is for market approaches overseen by the Procurement Team. In general, lower value procurements (less than \$15,000) are conducted by the responsible business unit.

It should be noted that the listing in this report of current or planned procurements over \$200,000 does not guarantee that a contract will be awarded. There are a number of factors which affect the forward procurement plan such as budget constraints, timing issues, responses received, and changes in Council priorities. The forward plan is based on the best information available at the time of the report preparation.

2. Background

The review of Council's procurement function recommended that a quarterly procurement report is presented to Council to provide a summary of key procurement activities, awarded contracts, and upcoming procurement activities.

3. Report

The focus for the Procurement Team this quarter has been managing the day-to-day operations of supporting Council officers with the procurement of goods and services. The new documentation of Procurement Plans, Evaluation Plans, and Evaluation Reports have been trialled and implemented. These documents have enhanced governance processes around approving the method of approach to market and justification of accepting successful offers.

The recommendations from the Procurement Review continue to be implemented with around one third of the sixty recommendations completed and a further third in progress. The remaining third are lower priority or depend on the completion of other recommendations. The next phase will be the rollout of the updated contract templates which have undergone an external legal review to ensure that they reflect current best practice for procurement.

The following tables provide summary data on procurement activity during the quarter.

Awarded Contracts over \$200,000 for the quarter:

Awarded Contractor	Value including GST	Project Title	Date Awarded
Black Truck and Ag	\$257,180.00	LVRC-19-13 6 x 4 Rigid Cab-Chassis with Fibreglass Water Tank	16/10/2019
Clark Equipment Sales	\$295,365.00	LVRC-19-45 DL250TC Wheel Loader	16/10/2019
Hastings Deering	\$429,550.00	LVRC-19-46 Class 15 Motor Grader	9/12/2019

Total Number of awarded contracts for the quarter:

Procurement Band	Number
Up to \$49,999	12
\$50,000 to \$99,999	6
\$100,000 to \$199,000	6
More than \$200,000	3

Total number of current approaches to market:

Procurement Band	Number
Up to \$49,999	13
\$50,000 to \$99,999	16
\$100,000 to \$199,000	11
More than \$200,000	3

Status of current approaches to market over \$200,000:

Reference	Project Title	Method of Issue	Status
LVRC-19-97	Fairways Park Construction	Tender	Under development
LVRC-19-98	Gatton Shire Hall Compliance Upgrade	Mixed (dependent on component of project)	Under development
LVRC19-99	Tenthill Catchment Project	Mixed (dependent on component of project)	Under development

Details of planned procurements over \$200,000 for the next quarter:

Reference	Project Title	Method of Issue
LVRC-19-97	Fairways Park Construction	Tender
LVRC-19-98	Gatton Shire Hall Compliance Upgrade	Mixed (dependent on component of project)
LVRC19-99	Tenthill Catchment Project	Mixed (dependent on component of project)

Value of payments to suppliers for the quarter:

Supplier Locality	Amount	% of total Spend	Number of Suppliers	% of Suppliers
Local	\$1,027,786	13.28%	117	29.18%
Non-Local	\$6,711,810	86.72%	284	70.82%
Total	\$7,739,596		401	

Attachments

There are no attachments for this report.

15. CONFIDENTIAL ITEMS**15.1 Organisational Effectiveness Review Workshop Report**

Date: 16 January 2020
Author: Ian Church, Chief Executive Officer
Responsible Officer: Ian Church, Chief Executive Officer

That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 275 (1) (b) of the Local Government Regulation, 2012, as the matter involves industrial matters affecting employees.

Summary:

Council is requested to:

- receive and note the Organisational Effectiveness Review (OER) Workshops Report dated 3 December 2019,
- endorse the approach outlined in the OER Workshops Report, including recommended strategies for improving organisational effectiveness, and
- authorise the Chief Executive Officer to implement the recommended strategies.

The rationale for the recommended actions is outlined below.

- The strategies have been formulated by Dr Tim Baker, who is a well-respected, highly-experienced and independent expert advisor on improving organisational effectiveness.
- The OER Workshops Report is the result of one-day workshops conducted with the majority of Council staff, and the strategies reflect their collective input. Implementing these strategies will confirm for staff that their contribution is recognised and valued, and that Council is committed to building employee engagement and harnessing the ideas, energy and talents of its people.

15.2 Insurance Liability Update - 31 December 2019

Date: 15 January 2020
Author: Erin Carkeet, Governance and Strategy Officer
Responsible Officer: Ian Church, Chief Executive Officer

That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 275 (1) (f) of the Local Government Regulation, 2012, as the matter involves starting or defending legal proceedings involving it.

Summary:

The purpose of this report is to provide Council with a quarterly update on insurance liability matters as at 31 December 2019.

15.3 Land Acquisitions Dolleys Road**Date:** 08 January 2020**Author:** Kimball Clayton, Manager Infrastructure Planning & Design**Responsible Officer:** Angelo Casagrande, Executive Manager Infrastructure Works & Services

That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 275 (1) (h) of the Local Government Regulation, 2012, as the matter involves other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

Summary:

The purpose of this report is to finalise land acquisitions relating to four properties along Dolleys Road, that are impacted by the Dolleys Road Upgrade Project. The current road alignment requires safety upgrade works which will impact these properties.

16. MEETING CLOSED