

# Agenda



**SPECIAL MEETING OF COUNCIL**

**AGENDA**

**8 MAY 2020**

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**1. MEETING OPENED****2. LEAVE OF ABSENCE**

*No Leave Of Absence.*

**3. DECLARATION OF ANY MATERIAL PERSONAL INTERESTS/CONFLICTS OF INTEREST BY COUNCILLORS AND SENIOR COUNCIL OFFICERS****3.1 Declaration of Material Personal Interest on any Item of Business**

Pursuant to section 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.

**3.2 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.
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#### 4. COMMUNITY & REGIONAL PROSPERITY REPORTS

##### 4.1 2020 Events Schedule

**Date:** 05 May 2020

**Author:** Elizabeth Jones, Coordinator Community Engagement & Events; Jason Harm, Coordinator Economic Development

**Responsible Officer:** Amanda Pugh, Group Manager Community & Regional Prosperity

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##### **Purpose:**

The purpose of this report is to seek Council's endorsement to cancel all Council delivered events between now and 31 October 2020 in relation to the restrictions imposed by the Government in response to novel coronavirus (COVID-19).

##### **Officer's Recommendation:**

**THAT due to restrictions imposed in response to COVID-19, Council resolve to cancel all Council delivered events between now and 31 October 2020, including:**

- **Seniors Month events;**
- **Skate Titans Competition;**
- **Laidley Spring Festival; and**
- **Lockyer Valley Business, Training and Apprenticeship Awards.**

##### **Executive Summary**

In light of the current restrictions imposed by the State and Federal Governments in response to the COVID-19 pandemic, Council's 2020 event schedule has been reviewed and recommendations made for changes to minimise irreversible financial commitments for Council and community stakeholders.

In consideration of the current restrictions surrounding COVID-19 and the lead time it takes to arrange and deliver an event, all Council delivered and supported events up to and including 31 October 2020 have been reviewed.

##### **Finance and Resource Implications**

If Council resolves to cancel all Council delivered events between now and 31 October 2020, there will be savings to Council.

##### **Corporate Plan**

###### Corporate Plan Goal

Lockyer Community

###### Outcome

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

###### Operational Activity (as relevant)

1.5.1 - Commence implementation of the Lockyer Valley Event Strategy identified action plan.

##### **Consultation**

###### Internal Consultation

Consultation has been undertaken with Council, the Executive Leadership and affected staff.

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Community Engagement

An engagement-based communications plan has been developed and will be implemented to ensure appropriate timelines and communication content is met. Communication with key stakeholders and the community will be undertaken in accordance with the plan once a decision is made by Council.

**Proposal**Overview

With restrictions imposed in response to COVID-19 through enforced closures and social distancing requirements, and the impact on our businesses and community in general, Council has reviewed scheduled local events for 2020. The Federal Government's direction around social distancing and the direction that mass gatherings are prohibited, has meant that Council's schedule of proposed events has had to be reviewed. To ensure the safety of the community and to allow as much notice as possible to event organisers, partners, sponsors and participants, it is proposed that Council cancel Council delivered events up to 31 October 2020.

This report relates to Council delivered events, as well as community events financially supported by Council, that would usually be delivered in the period between now and 31 October 2020, and include the following:

- Seniors month
- Skate Titans Competition
- Laidley Spring Festival
- Lockyer Valley Business, Training & Apprenticeship Awards
- NAIDOC Week
- HCVAQ Truck & Tractor Show
- Lights on the Hill Memorial Convoy
- Partnered school holiday programs

Below is a list of local events scheduled to be held between now and 31 October 2020. The schedule covers events that:

- a) are delivered by Council;
- b) are financially supported by Council; and
- c) make use of Council branded event equipment

Event	Scheduled Date	Budgeted Expenditure	Comments
<b>Council Events</b>			
Seniors Month	1-23 August 2020	\$8,500	It is recommended that this event is cancelled.
Skate Titans Competition	8 August 2020	\$2,650	It is recommended that this event is cancelled.
Laidley Spring Festival	10-12 September 2020	\$35,000	It is recommended that this event is cancelled.
Lockyer Valley Business, Training and Apprenticeship Awards	24 October 2020	\$70,000	It is recommended that this event is cancelled.
<b>Community Run Events</b>			
NAIDOC Week	July 2020	\$4,000	Spirit of the Valley Events Inc has advised that this event has been cancelled for July 2020.
HCVAQ Truck & Tractor Show	September 2020	\$2,500	It has been confirmed with HCVAQ that this event is not proceeding in 2020.
Lights on the Hill Memorial Convoy	3-4 October 2020	\$12,000	Event organisers will make a decision whether to proceed with this event at the end of June.

Event	Scheduled Date	Budgeted Expenditure	Comments
Partnered school holiday programs	July and October 2020	\$2,000	This program will move to online if restrictions remain in place.

It is recommended that Council cancel events associated with Seniors Month, Skate Titans competition, the Laidley Spring Festival, and the Lockyer Valley Business, Training and Apprenticeship Awards. The NAIDOC Week events and HCVAQ Truck and Tractor Show have been cancelled. If restrictions are lessened to allow safe operation of events, Council can continue to support the Lights on the Hill Memorial Convoy and the partnered school holiday programs.

#### Legal Implications

There are no legal implications associated with this report.

#### Policy Implications

There are no policy implications associated with this report.

#### Risk Considerations

Key Corporate Risk Category:

EC1

Reference & Risk Descriptor:

Environment and the community, including sustainable development, social and community wellbeing, relationships, public health, recreation, regional profile and identity

#### Previous Council Resolutions

- Ordinary Council Meeting, 11 December 2019, Resolution: 16-20/1589
  - Report titled "2020 Event Schedule"
- Ordinary Council Meeting, 12 February 2020, Resolution: 16-20/1651
  - Report titled "2019 Lockyer Valley Business, Training and Apprenticeship Awards Post Event Report"

#### Related Documentation

- Lockyer Valley Event Strategy 2019-2024

#### Critical Dates

Key community stakeholders will need to be provided with reasonable notice of Council's decision to minimise their irreversible financial commitments.

#### Implementation

1. That Council utilise the engagement-based communications plan that has been developed to ensure appropriate timelines and communication content is met in relation to notifying the public and key stakeholders that the events associated with Seniors Month, Skate Titans competition, the Laidley Spring Festival, and the Lockyer Valley Business, Training and Apprenticeship Awards are cancelled.

#### **Attachments**

There are no attachments for this report.

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**4.2 Lockyer Valley Function Centre (including Staging Post Café)****Date:** 05 May 2020**Author:** Annette Doherty, Acting Manager Economic Development and Community**Responsible Officer:** Amanda Pugh, Group Manager Community & Regional Prosperity

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**Purpose:**

The purpose of this report is to seek Council's direction on whether to recommence operation of the Staging Post Café and Lockyer Valley Conference Centre when COVID-19 restrictions are lifted, or whether recommencing these operations should be postponed having regard to the broader implications of COVID-19 on hospitality businesses in the Region and pending consideration of various options for the ongoing use of the café and function facility.

**Officer's Recommendation:**

**THAT Council discontinue operating the Staging Post Café and Lockyer Valley Conference Centre until further notice and delegate responsibility to the Chief Executive Officer to carry out the actions required under the *Industrial Relations Act 2016* and Council's Enterprise Bargaining Agreement to satisfactorily deal with the human resource implications of Council's decision.**

**And Further;**

**THAT a future options analysis report be presented to Council at a later date regarding the ongoing utilisation of the Staging Post Café and Lockyer Valley Conference Centre.**

**Executive Summary**

Following restrictions imposed in response to COVID-19, Council ceased operating the Staging Post Café and Lockyer Valley Conference Centre on 24 March 2020. It is recommended that instead of recommencing operations when restrictions are lifted, Council discontinue operating these operations until further notice. This will allow Council to consider options for the ongoing use of these facilities. This also recognises the need for Council to be cognisant of similar hospitality businesses in the Region trying to re-establish at that time, and that Council should avoid operating in competition to those businesses.

**Finance and Resource Implications**

If Council decides to cease operating the café and function facility, compensation will need to be made to employees in accordance with the *Industrial Relations Act 2016* and Council's Certified Agreement.

Reviewing options for the use of these facilities will ensure better financial management of the facilities in the longer term.

**Corporate Plan**Corporate Plan Goal

Lockyer Leadership and Council

Outcome

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

## Consultation

### Internal Consultation

A meeting was held with affected staff to discuss the facility and the proposed course of action that Council is considering.

### External Consultation

Council staff met with representatives of the Australian Workers Union and The Services Union on Thursday, 30 April 2020, and advised them that Council would be investigating options in relation the future operation of the Staging Post Café and function facility.

### Community Consultation

The community will be notified of Council's decision regarding the future operation of the Staging Post and function facility.

## Proposal

### Overview

With restrictions imposed in response to COVID-19, Council ceased operating the Staging Post Café and Lockyer Valley Conference Centre on 24 March 2020. Since that time, staff involved in these operations have been redeployed to other sections of Council.

Due to the café and function facility making losses over an extended period, these operations have been reviewed over the last couple of years. While changes to systems and staffing models has significantly reduced losses (as shown in the table below), Council continues to substantially subsidise these operations.

Description	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20 to March 2020
Revenue	698,592	871,994	760,514	909,173	1,037,497	697,526
Employee Costs	(702,164)	(806,166)	(795,810)	(910,257)	(874,426)	(600,274)
Goods and Services	(400,148)	(426,896)	(451,143)	(509,961)	(461,606)	(336,744)
Finance costs	(801)	(850)	(688)	(723)	(530)	(313)
Depreciation	(19,866)	(19,591)	(19,621)	(22,337)	(13,246)	(9,785)
TOTAL (Loss)	(\$424,387)	(\$381,509)	(\$506,748)	(\$534,105)	(\$312,311)	(\$249,590)

A review of operations of the café and function facility is currently being conducted, with a view to providing a series of options to Council as to how these facilities may be best utilised in the future. In the meantime, it is considered appropriate that Council not re-open the café and function facility until further notice.

When COVID-19 restrictions are lifted, business operators within the Region will recommence trading. It is considered inappropriate for Council to recommence operating the café and function facility at that time and being in direct competition with similar businesses in the Region that will be trying to re-establish and recoup losses due to COVID-19 restrictions.

It is recommended that Council cease to operate the café and function facility until further notice. This action will reduce Council's costs during this time, allow adequate time for Council to determine how the facility may be best utilised in the future, and ensure Council is not directly competing with similar businesses in the Region who are trying to re-establish as a result of the impacts of COVID-19.



Legal Implications

Staff implications associated with the café and function facility ceasing to operate will be dealt with in accordance with the *Industrial Relations Act 2016*.

Council has previously granted delegation to the Chief Executive Officer to carry out actions under the *Industrial Relations Act 2016* which will enable Council to satisfactorily deal with human resource implications that arise should Council decide to cease operating the café and function facility until further notice.

Policy Implications

There are no policy implications associated with this report.

Risk Considerations

Key Corporate Risk Category: FE1

Reference and Risk Descriptor: Finance and Economic

Financial sustainability to support the achievement of strategy, goals and objectives in the medium to long term.

Previous Council Resolutions

There are no previous Council resolutions in relation to this matter.

Related Documentation

There are no documents associated with matter.

Critical Dates

There are no critical dates associated with this matter.

Implementation

A future report on options for the café and function facility will be developed and presented to Council.

**Attachments**

There are no attachments for this report.

**5. MEETING CLOSED**