

Agenda



ORDINARY MEETING OF COUNCIL

AGENDA

20 MAY 2020

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

No Leave Of Absence.

3. CONDOLENCES/GET WELL WISHES**3.1 Condolences/Get Well Wishes**

Date: 14 May 2020

Author: Erin Carkeet, Governance and Strategy Officer

Responsible Officer: Anna Hebron, Group Manager People & Business Performance

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

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.

6. CONFIRMATION OF MINUTES**6.1 Confirmation of Ordinary Meeting Minutes 22 April 2020**

Date: 14 May 2020
Author: Ian Church, Chief Executive Officer
Responsible Officer: Ian Church, Chief Executive Officer

Officer's Recommendation:

THAT the Minutes of the Ordinary Meeting of Lockyer Valley Regional Council held on Wednesday 22 April 2020 be taken as read and confirmed.

6.2 Confirmation of Special Meeting Minutes 8 May 2020

Date: 14 May 2020
Author: Ian Church, Chief Executive Officer
Responsible Officer: Ian Church, Chief Executive Officer

Officer's Recommendation:

THAT the Minutes of the Special Meeting of Lockyer Valley Regional Council held on Friday 8 May 2020 be taken as read and confirmed.

7. BUSINESS ARISING FROM MINUTES

No Business Arising from Minutes.

8. COMMITTEE REPORTS

No Receival of Committee Reports as Minutes.

9. DEPUTATIONS/PRESENTATIONS

No Deputations/Presentations.

10. EXECUTIVE OFFICE REPORTS**10.1 Summary of Council Actual Financial Performance vs Budget - 30 April 2020**

Date: 13 May 2020
Author: Jodi Marchant, Chief Financial Officer
Responsible Officer: Ian Church, Chief Executive Officer

Purpose:

The purpose of this report is to provide Council with an update of Council's financial performance against budget for the financial year to 30 April 2020.

Officer's Recommendation:

THAT Council receive and note the Summary of Council Actual Financial Performance versus Budget to 30 April 2020.

Executive Summary

In accordance with Section 204 of the *Local Government Regulation 2012*, a financial report summarising the progress of Council's actual performance against budget is to be presented to Council. This report provides a summary of Council's financial performance against budget for the financial year to 30 April 2020.

At 30 April, 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. Whilst the year to date report is tracking well, the forecast for the remainder of the year will be impacted due to COVID-19, and a budget review will be submitted to Council to identify changes to the operating position, deliverability and carry forward of Capital Works and any other risks.

Finance 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. Financial impacts in relation to economic impacts because of the COVID-19 health pandemic will be monitored and reported to Council as information becomes available.

Corporate Plan**Corporate Plan Goal**

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.
- 5.7 Compliant with relevant legislation

Consultation

Internal Consultation

- Managers and Group Managers across the business as needed for information
- Finance Team

Proposal

Overview

Monthly reporting of Council's financial performance is a legislative requirement and reinforces sound financial management practices throughout the organisation. The following report provides a summary of Council's financial performance against budget to 30 April 2020.

Operating Revenue - Year to date target \$53.60 million Actual \$53.18 million or 99.22%

At 30 April 2020, overall operating revenue for the year to date is below target due to the budgeted growth rate not being achieved for rates and utility charges.

Rates and Utility Charges (Gross) under budget by \$0.70 million

90.83% of issued rates were collected by 12 May 2020. Rates revenue is short of budget due to a budgeted growth rate of 1.5% not being achieved to date. It is not expected the projected growth will be achieved this financial year given the current economic climate and the budget will be amended accordingly.

Fees and Charges over budget by \$0.27 million

The favourable variances in fees and charges relate predominately to Development Applications being \$0.37 million higher than expected and animal registrations and SPER fines being \$0.08 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 \$0.07 million; Child Care is also under its expected revenue budget by \$0.09 million with the latter to be monitored for trends in changing occupancy rates. In addition, plumbing fees, camping ground fees and rates search fees are slightly under budget for this time of year and will be monitored as the year progresses. Fees will fall well below the budget over the coming months due to the closure of Council's facilities as result of the Coronavirus pandemic. Plumbing and building fees will also decline over the coming months as a result of the downturn in the economy. Council's fees and charges budget will be amended in accordance with the downwards trends.

Operating Grants and Subsidies over budget by \$0.08 million

Operating grants and subsidies are slightly over budget for this time of the year. This is mostly due to a higher than expected Child Care Subsidy provided in assistance to support child care centres providing a free service as a relief measure due to COVID-19.

Contract/Recoverable Works under budget by \$0.38 million

Revenue for the Staging Post and Lake Apex Cultural Centre is currently under budget by \$0.35 million. The Staging Post Café and the Function Centre will not reopen this financial year and, therefore, there will be no further revenue for this business for the remainder of the year. The budget has been adjusted in the budget amendment.

Other Revenue over budget by \$0.58 million

Other Revenue is above budget due to the timing of rent income and other refunds and reimbursements received, including \$0.36 million from Nexus Delivery for payment of Haulage Roads compensation, which was unbudgeted. Sale of recycled items is under budget by \$0.08 million and the Income Tax Equivalent received from QUU is \$0.14 million below budget at this time of the year. The appropriate changes to the budget have been made in the budget amendment.

Operating Expenditure - Year to date target \$48.25 million Actual \$47.22 million or 97.87%

At 30 April 2020, overall operating expenditure for the year to date is on target.

Employee costs over budget by \$0.47 million

Employee costs are over budget due to overtime payments not budgeted for, redundancy/termination payments and the re-allocation of wages to operating costs which had previously been allocated to capital projects. This line item will be reviewed in detail and adjusted as part of the next budget review. Redundancy/termination costs will be detailed as will future savings due to the reduction in the Management team.

Goods and Services under budget by \$1.49 million

Goods and services are slightly under budget across several areas. The larger variances include Environmental Planning \$0.34 million due to the timing of project expenditure; Planning Scheme Consultants \$0.19 million; ICT Software Maintenance and consultants \$0.09 million; Marketing and Tourism Initiatives and Regional Development projects due to timing and deferment of project expenditure \$0.22 million; Insurance and Governance \$0.10 million. Offsetting the underspend on budget are overspends on Procurement consultants of \$0.11 million and Facilities contracts and utility charges of \$0.13 million. The variances have been reviewed for timing issues and genuine variances and adjusted in the budget review.

Capital Revenue – Year to date target \$2.28 million Actual \$2.24 million or 98.20%

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.

Capital Expense – Year to date target \$0.06 million Actual \$1.85 million or 3090%

The amount shown against capital expenses relates to accounting adjustments associated with Council's asset capitalisation processes and loss on disposal of assets. The high value is attributed assets being replace or upgraded prior to the end of their useful life.

Capital Expenditure – Year to date target \$16.09 million Actual \$11.20 million or 69.61%

At 30 April 2020, Council has expended \$11.20 million on its capital works program with a further \$2.11 million in committed costs for works currently in progress.

The main expenditure is \$9.63 million within Infrastructure Group with a significant amount being capital expenditure on the renewal of roads and bridges assets. There has been \$0.85 million spent on the renewal and upgrade of Council facilities. There has also been significant capital works on the Transfer Stations, Parks and Open and Spaces and the renewal of Council's fleet assets. The Community and Regional Prosperity Group has capital expenditure of \$0.70 million which has been mostly on Cahill Park Amenities and NDRP Flood capital projects. The People and Business

Performance Group has capital expenditure of \$0.84 million with the major item of expenditure being on Information Technology assets.

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. The deferment of labour and plant hire intensive capital projects has a significant effect on Council's current budgeted surplus due to these resources being used on operational expenses as opposed to capital works. The associated adjustments are presented in the 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 30 April, Council had \$32.20 million in current assets compared to \$9.33. million in current liabilities with a ratio of 2.90:1. This means that for every dollar of current liability, there is \$2.90 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 30 April, there has been a net cash inflow of \$1.41 million with \$11.04 million received from operating activities; a net cash outflow of \$8.57 million being spent on capital works; and a further net outflow of \$1.07 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 30 April, Council's cash balance was \$24.51 million.

Legal Implications

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.

Policy Implications

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

Risk Considerations

Key Corporate Risk Category:	FE2
Reference and Risk Description:	Finance and Economic Decision making governance, due diligence, accountability and sustainability.

Previous Council Resolutions

Nil.

Related Documentation

Nil

Critical Dates

Nil

Implementation

No further actions required.

Attachments

1 [Download](#) Monthly Financial Report - April 2020 16 Pages

LOCKYER VALLEY REGIONAL COUNCIL
Operating Revenue and Expenditure Dashboard
For the Period Ending 30th April, 2020

Operating Revenue (Cumulative)



REVENUE TO DATE	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	(41,966,131)	1,755,654	(3,378,370)	(1,134,245)	(4,155,441)	(530,000)	(1,254,963)	(2,516,174)	-	(53,179,669)
Budget	(42,664,928)	1,727,000	(3,113,295)	(1,067,553)	(4,073,407)	(828,700)	(1,633,829)	(1,941,151)	-	(53,595,864)
Variance	(698,797)	(28,654)	265,074	66,691	82,034	(298,700)	(378,866)	575,023	-	(416,194)
Target %	98.36%	101.66%	108.51%	106.25%	102.01%	63.96%	76.81%	129.62%	-	99.22%
Movement to Prior Month Target %	→	→	↓	→	→	→	↓	↓	→	→

Operating Expenditure (Cumulative)



EXPENDITURE TO DATE	Employee Costs	Goods and Services	Finance Costs	Depreciation	Total
Actual	22,828,622	13,232,987	977,543	10,180,505	47,219,658
Budget	22,363,237	14,720,026	980,324	10,183,312	48,246,899
Variance	(465,385)	1,487,039	2,781	2,807	1,027,241
Target %	102.08%	89.90%	99.72%	99.97%	97.87%
Movement to Prior Month Target %	→	→	→	→	→

LOCKYER VALLEY REGIONAL COUNCIL
Capital Revenue and Expenditure Dashboard
For the Period Ending 30th April, 2020



REVENUE TO DATE by Type	Capital Grants, Subsidies and Contributions	Profit (Loss) on Disposal of Non Current Assets	Total
Actual	(2,243,533)	44,817	(2,198,716)
Budget	(2,284,640)	-	(2,284,640)
Variance	(41,107)	(44,817)	(85,924)

Note: Graph above is
reflecting capital grants and
subsidies only

Target %	98.20%	-	96.24%
Movement to Prior Month Target %	↑	→	↑



EXPENDITURE TO DATE by Group	People and Business Performance	Infrastructure	Community and Regional Prosperity	Total
Actual	839,297	9,633,731	725,743	11,198,771
Budget	1,358,550	13,590,730	1,138,083	16,087,363
Target %	61.78%	70.88%	63.77%	69.61%
Movement to Prior Month Target %	↑	↑	↑	↑

Lockyer Valley Regional Council (Whole Council)
Statement of Comprehensive Income
For the Period Ending April 2020

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	42,664,095	41,966,131	42,664,928	698,797	1.64%
Discount	(1,727,000)	(1,755,654)	(1,727,000)	28,654	-1.66%
Charges and Fees	4,197,212	3,378,370	3,113,295	(265,074)	-8.51%
Interest	1,352,464	1,134,245	1,067,553	(66,691)	-6.25%
Operating Grants and Subsidies	8,081,515	4,155,441	4,073,407	(82,034)	-2.01%
Operating Contributions and Donations	828,700	530,000	828,700	298,700	36.04%
Revenue - Contract/Recoverable Works	2,034,594	1,254,963	1,633,829	(378,866)	-23.19%
Other Revenue	2,375,880	2,516,174	1,941,151	(575,023)	-29.62%
Profit from Investments	2,350,000	-	-	-	0.00%
Total Recurrent Revenue	62,157,460	53,179,669	53,595,864	416,194	0.78%
Capital Revenue					
Capital Grants, Subsidies and Contributions	2,601,321	2,243,533	2,284,640	41,107	1.80%
Total Revenue	64,758,781	55,423,202	55,880,504	457,301	0.82%
Capital Income	-	(44,817)	-	44,817	0.00%
Total Income	64,758,781	55,378,386	55,880,504	502,118	0.90%
Expenses					
Recurrent Expenses					
Employee Costs	26,365,208	22,828,622	22,363,237	(465,385)	-2.08%
Goods and Services	19,908,062	13,232,987	14,720,026	1,487,039	10.10%
Finance costs	1,294,488	977,543	980,324	2,781	0.28%
Depreciation	12,219,974	10,180,505	10,183,312	2,807	0.03%
Total Recurrent Expenses	59,787,732	47,219,658	48,246,899	1,027,241	2.13%
Capital Expenses	90,000	1,854,011	67,500	(1,786,511)	-2646.68%
Total Expenses	59,877,732	49,073,668	48,314,399	(759,269)	-1.57%
Net Recurrent Result/Operating Surplus/(Deficit)	2,369,728	5,960,012	5,348,965	(611,047)	-11.42%
NET RESULT AFTER CAPITAL ITEMS	4,881,049	6,304,717	7,566,105	1,261,387	16.67%

Lockyer Valley Regional Council (Executive Office)

Statement of Comprehensive Income

For Period Ending April 2020

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	33,102,000	32,499,977	33,102,833	602,856	1.82
Discount	(1,537,000)	(1,560,720)	(1,537,000)	23,720	(1.54)
Charges and Fees	273,000	132,788	177,667	44,879	25.26
Interest	1,296,264	1,084,559	1,020,720	(63,839)	(6.25)
Operating Grants and Subsidies	3,258,300	1,214,297	1,215,000	704	0.06
Revenue - Contract/Recoverable Works	-	195	-	(195)	-
Other Revenue	1,250,000	878,263	1,004,333	126,071	12.55
Profit from Investments	2,350,000	-	-	-	-
Total Recurrent Revenue	39,992,564	34,249,359	34,983,553	734,195	2.10
Capital Revenue	-	-	-	-	-
Total Revenue	39,992,564	34,249,359	34,983,553	734,195	2.10
Capital Income	-	-	-	-	-
Total Income	39,992,564	34,249,359	34,983,553	734,195	2.10
Expenses					
Recurrent Expenses					
Employee Costs	2,774,738	2,679,335	2,076,976	(602,360)	(29.00)
Goods and Services	1,223,419	483,247	492,342	9,095	1.85
Finance costs	323,988	254,994	251,658	(3,337)	(1.33)
Depreciation	10,594,233	8,821,843	8,828,528	6,685	0.08
Total Recurrent Expenses	14,916,377	12,239,420	11,649,503	(589,917)	(5.06)
Capital Expenses	-	-	-	-	-
Total Expenses	14,916,377	12,239,420	11,649,503	(589,917)	(5.06)
Net Recurrent Result/Operating Surplus/(Deficit)	25,076,187	22,009,939	23,334,051	1,324,111	5.67
NET RESULT AFTER CAPITAL ITEMS	25,076,187	22,009,939	23,334,051	1,324,111	5.67

Lockyer Valley Regional Council (People and Business Performance)

Statement of Comprehensive Income

For Period Ending April 2020

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	1,185,000	1,147,064	1,185,000	37,936	3.20
Charges and Fees	-	272	-	(272)	-
Interest	13,200	12,036	11,000	(1,036)	(9.42)
Operating Grants and Subsidies	228,712	218,936	219,760	824	0.37
Other Revenue	257,000	259,858	211,083	(48,775)	(23.11)
Total Recurrent Revenue	1,683,912	1,638,167	1,626,843	(11,324)	(0.70)
Capital Revenue					
Capital Grants, Subsidies and Contributions	54,500	-	53,417	53,417	100.00
Total Revenue	1,738,412	1,638,167	1,680,260	42,093	2.51
Capital Income	-	-	-	-	-
Total Income	1,738,412	1,638,167	1,680,260	42,093	2.51
Expenses					
Recurrent Expenses					
Employee Costs	5,195,940	4,058,362	4,250,643	192,280	4.52
Goods and Services	4,568,436	3,445,016	3,793,872	348,856	9.20
Finance costs	149,000	109,732	111,750	2,018	1.81
Depreciation	-	2,574	-	(2,574)	-
Total Recurrent Expenses	9,913,376	7,615,684	8,156,265	540,582	6.63
Capital Expenses	-	-	-	-	-
Total Expenses	9,913,376	7,615,684	8,156,265	540,582	6.63
Net Recurrent Result/Operating Surplus/(Deficit)	(8,229,464)	(5,977,517)	(6,529,422)	(551,905)	8.45
NET RESULT AFTER CAPITAL ITEMS	(8,174,964)	(5,977,517)	(6,476,005)	(498,489)	7.70

Lockyer Valley Regional Council (Community and Regional Prosperity)

Statement of Comprehensive Income

For Period Ending April 2020

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	305,000	304,071	305,000	929	0.30
Charges and Fees	2,997,712	2,524,695	2,163,545	(361,149)	(16.69)
Interest	-	1,705	-	(1,705)	-
Operating Grants and Subsidies	1,849,986	1,746,601	1,709,047	(37,554)	(2.20)
Operating Contributions and Donations	782,000	530,000	782,000	252,000	32.23
Revenue - Contract/Recoverable Works	1,244,594	692,452	1,037,162	344,710	33.24
Other Revenue	168,700	356,865	147,250	(209,615)	(142.35)
Total Recurrent Revenue	7,347,992	6,156,389	6,144,005	(12,384)	(0.20)
Capital Revenue					
Capital Grants, Subsidies and Contributions	622,500	870,000	595,000	(275,000)	(46.22)
Total Revenue	7,970,492	7,026,389	6,739,004	(287,384)	(4.26)
Capital Income	-	-	-	-	-
Total Income	7,970,492	7,026,389	6,739,004	(287,384)	(4.26)
Expenses					
Recurrent Expenses					
Employee Costs	9,128,183	7,801,214	7,656,073	(145,141)	(1.90)
Goods and Services	5,750,517	2,963,493	4,000,062	1,036,569	25.91
Finance costs	7,500	5,342	6,250	908	14.53
Depreciation	38,969	33,375	32,474	(901)	(2.77)
Total Recurrent Expenses	14,925,169	10,803,424	11,694,859	891,435	7.62
Capital Expenses	-	-	-	-	-
Total Expenses	14,925,169	10,803,424	11,694,859	891,435	7.62
Net Recurrent Result/Operating Surplus/(Deficit)	(7,577,177)	(4,647,035)	(5,550,854)	(903,819)	16.28
NET RESULT AFTER CAPITAL ITEMS	(6,954,677)	(3,777,035)	(4,955,854)	(1,178,819)	23.79

Lockyer Valley Regional Council (Infrastructure)
Statement of Comprehensive Income
For Period Ending April 2020

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	8,072,095	8,015,019	8,072,095	57,076	0.71
Discount	(190,000)	(194,933)	(190,000)	4,933	(2.60)
Charges and Fees	926,500	720,615	772,083	51,468	6.67
Interest	43,000	35,944	35,833	(111)	(0.31)
Operating Grants and Subsidies	2,744,517	975,607	929,600	(46,007)	(4.95)
Operating Contributions and Donations	46,700	-	46,700	46,700	100.00
Revenue - Contract/Recoverable Works	790,000	562,316	596,667	34,351	5.76
Other Revenue	700,180	1,021,187	578,484	(442,704)	(76.53)
Total Recurrent Revenue	13,132,992	11,135,755	10,841,462	(294,293)	(2.71)
Capital Revenue					
Capital Grants, Subsidies and Contributions	1,924,321	1,373,533	1,636,224	262,690	16.05
Total Revenue	15,057,313	12,509,288	12,477,686	(31,602)	(0.25)
Capital Income	-	(44,817)	-	44,817	-
Total Income	15,057,313	12,464,471	12,477,686	13,214	0.11
Expenses					
Recurrent Expenses					
Employee Costs	9,266,347	8,289,711	8,379,546	89,835	1.07
Goods and Services	8,365,690	6,341,231	6,433,749	92,519	1.44
Finance costs	814,000	607,475	610,667	3,192	0.52
Depreciation	1,586,772	1,322,714	1,322,310	(404)	(0.03)
Total Recurrent Expenses	20,032,809	16,561,131	16,746,272	185,142	1.11
Capital Expenses	90,000	1,854,011	67,500	(1,786,511)	(2,646.68)
Total Expenses	20,122,809	18,415,141	16,813,772	(1,601,369)	(9.52)
Net Recurrent Result/Operating Surplus/(Deficit)	(6,899,817)	(5,425,376)	(5,904,810)	(479,434)	8.12
NET RESULT AFTER CAPITAL ITEMS	(5,065,496)	(5,950,670)	(4,336,086)	1,614,583	(37.24)

LOCKYER VALLEY REGIONAL COUNCIL
STATEMENT OF FINANCIAL POSITION
As at 30 April, 2020

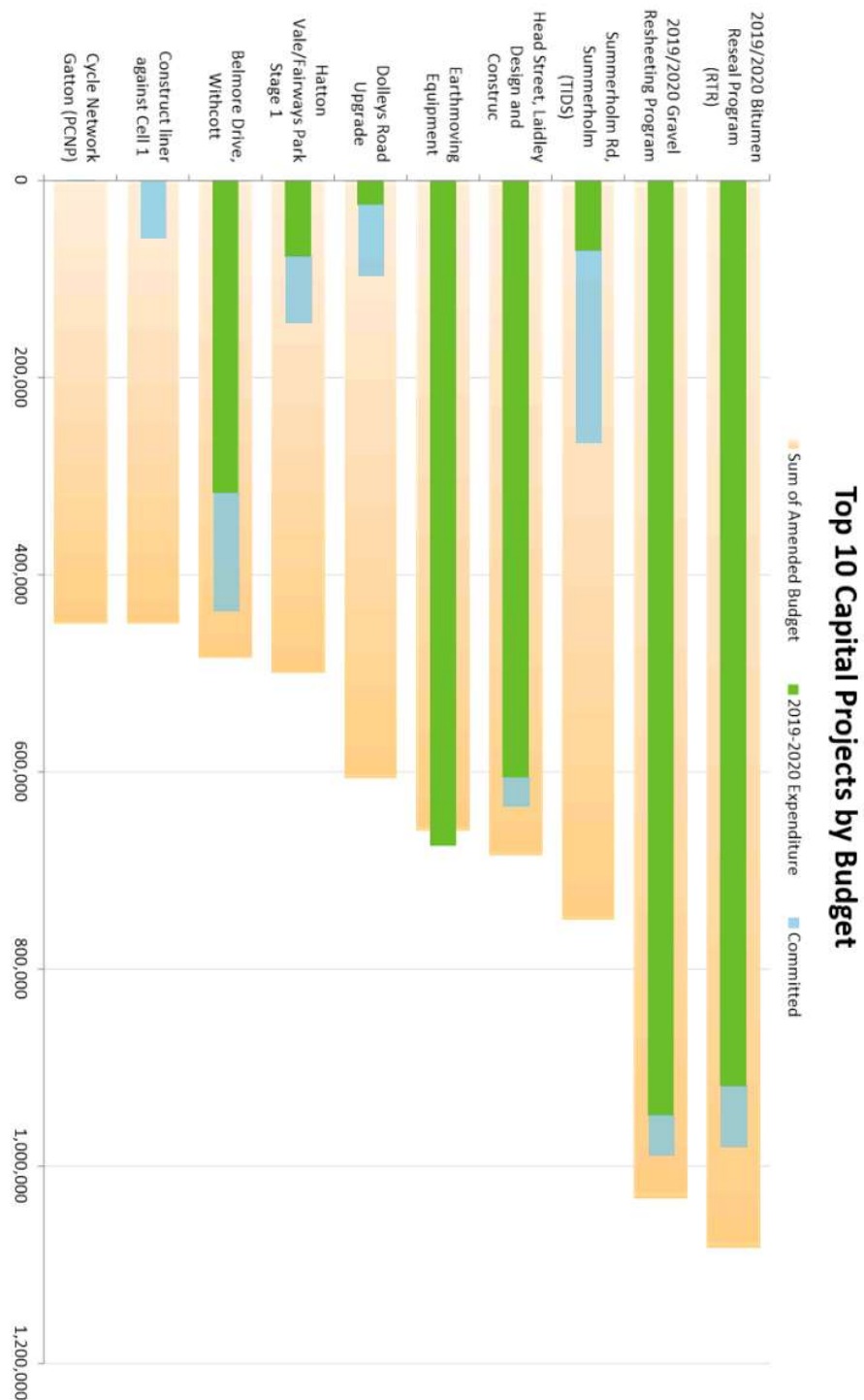
	2019-2020 Annual Budget	2019-2020 YTD Actual
<u>Current Assets</u>		
Cash assets and cash equivalents	17,560,000	15,908,172
Cash investments	-	8,600,000
Trade and other receivables	3,690,000	5,189,079
Inventories	2,470,000	413,476
Non-current assets classified as held for sale	-	2,091,000
Total Current Assets	23,720,000	32,201,727
<u>Non Current Assets</u>		
Trade and other receivables	14,740,000	14,745,256
Equity investments	32,850,000	30,621,815
Investment properties	2,010,000	2,010,000
Property, plant and equipment	574,360,000	568,880,659
Intangible assets	6,660,000	4,568,980
Total Non Current Assets	630,620,000	620,826,710
TOTAL ASSETS	654,340,000	653,028,437
<u>Current Liabilities</u>		
Trade and other payables	4,290,000	3,238,225
Provisions	5,790,000	5,724,231
Borrowings	1,560,000	365,569
Total Current Liabilities	11,640,000	9,328,025
<u>Non Current Liabilities</u>		
Provisions	29,650,000	29,688,394
Borrowings	21,480,000	23,079,170
Total Non Current Liabilities	51,130,000	52,767,564
TOTAL LIABILITIES	62,770,000	62,095,590
NET COMMUNITY ASSETS	591,570,000	590,932,847
<u>Community Equity</u>		
Retained surplus (deficiency)	386,790,000	381,254,101
Asset revaluation surplus	199,920,000	199,924,640
Reserves	-	3,449,388
Current Surplus/(Deficit)	4,860,000	6,304,717
TOTAL COMMUNITY EQUITY	591,570,000	590,932,847

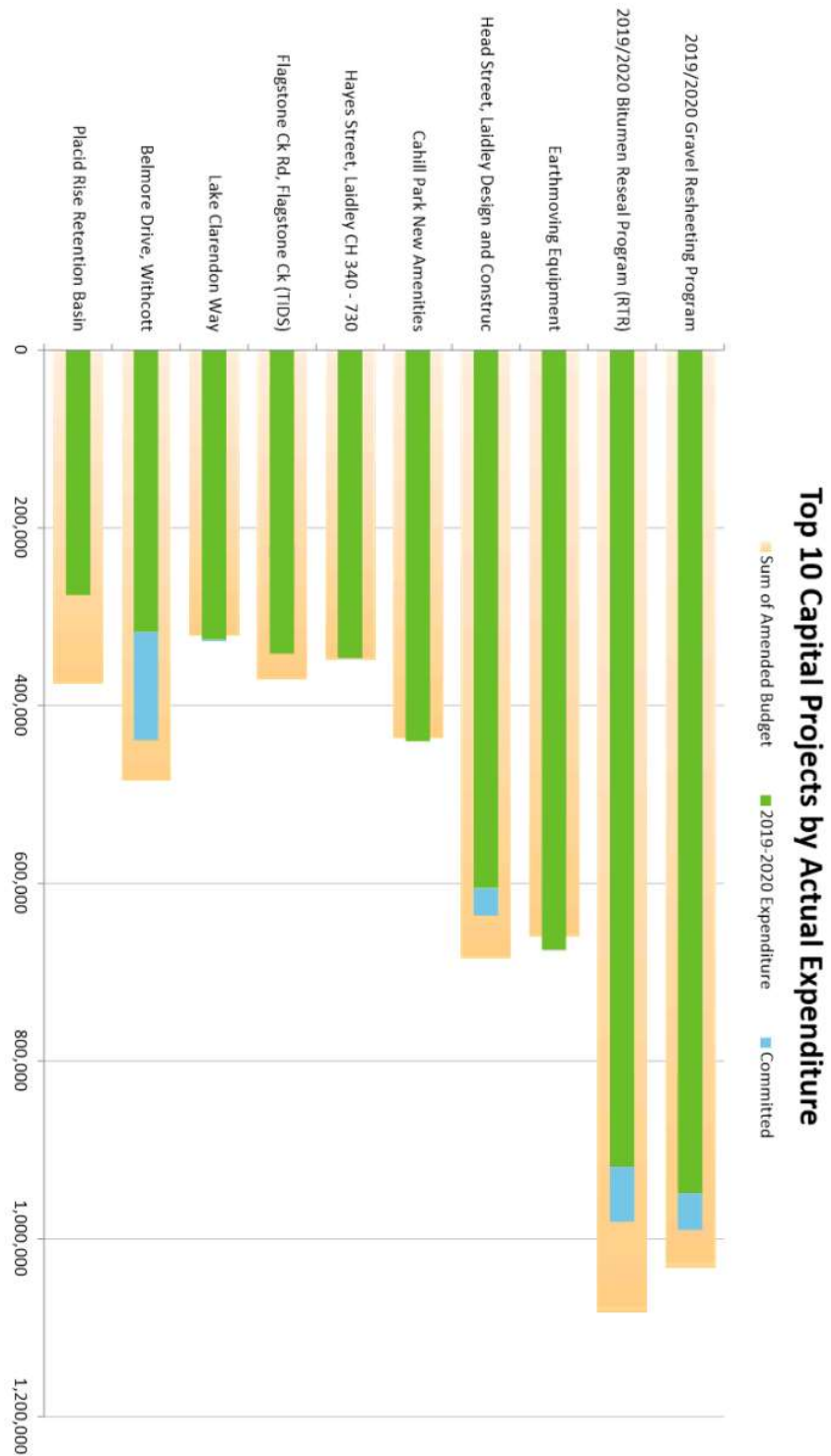
LOCKYER VALLEY REGIONAL COUNCIL
Statement of Cash Flows
For the Period Ending 30 April, 2020

	2019-2020 Annual Budget	2019-2020 YTD Actuals
Cash flows from operating activities:		
Receipts		
Receipts from customers	61,210,000	54,009,601
Interest received	1,350,000	1,134,245
Payments		
Payments to suppliers and employees	(50,300,000)	(43,222,606)
Interest expense	(1,160,000)	(877,411)
Net cash inflow (outflow) from operating activities	11,100,000	11,043,829
Cash flows from investing activities:		
Capital grants, subsidies and contributions	2,580,000	2,150,448
Payments for property, plant and equipment	(19,500,000)	(11,105,685)
Net transfer (to) from cash investments	840,000	-
Proceeds from sale of property plant and equipment	930,000	385,763
Net cash inflow (outflow) from investing activities	(15,160,000)	(8,569,475)
Cash flows from financing activities:		
Repayment of borrowings	(1,480,000)	(1,068,957)
Proceeds from borrowings	-	-
Net cash inflow (outflow) from financing activities	(1,480,000)	(1,068,957)
Net increase (decrease) in cash and cash equivalents held	(5,540,000)	1,405,398
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	17,560,000	24,508,172

Lockyer Valley Regional Council
Capital Works Summary
April, 2020

	2019-20 Budget	2019-20 Expenditure	Committed	2019-20 Expenditure (Including Committed)	Remaining Budget (Including Committed)
Infrastructure					
Capital Program Delivery	11,396,248	6,512,035	1,017,282	7,529,317	3,866,931
Depot	256,000	102,644	-	102,644	153,356
Facilities	1,687,622	751,023	101,085	852,108	835,514
Fleet	1,151,605	1,051,054	40,849	1,091,903	59,702
Parks & Open Spaces	653,001	185,171	68,795	253,966	399,035
Transfer Stations	1,053,068	477,865	72,151	550,016	503,052
Infrastructure Planning	154,674	1,058	35,963	37,021	117,653
Waste Collection	-	1,434	-	1,434	(1,434)
Cemetery	373,600	377,724	21,930	399,654	(26,054)
NDRRA Program - Infrastructure Recovery	5,880	5,873	-	5,873	8
QRA - DRFA Program	-	167,850	-	167,850	(167,850)
Infrastructure Total	16,731,698	9,633,731	1,358,054	10,991,785	5,739,913
People and Business Performance					
Disaster Management	2,000	-	1,710	1,710	290
Information Management	70,000	50,281	-	50,281	19,719
SES	18,750	13,052	-	13,052	5,698
Legal Services	188,500	138,261	-	138,261	50,239
Information Communication Technology	1,289,162	637,704	130,405	768,108	521,054
People and Business Performance Total	1,568,412	839,297	132,115	971,412	597,000
Community and Regional Prosperity					
Tourism Initiatives	13,988	13,801	-	13,801	187
Corporate Communications	8,583	7,802	-	7,802	781
Sport Recreation and Community Grants	437,000	437,172	-	437,172	(172)
Strategic Planning	745,010	266,967	618,076	885,044	(140,034)
Community and Regional Prosperity Total	1,204,581	725,743	618,076	1,343,819	(139,238)
Grand Total	19,504,691	11,198,771	2,108,245	13,307,016	6,197,675





Lockyer Valley Regional Council
Capital Works Detail
April, 2020

	2019-20 Budget	2019-20 Expenditure	Committed	2019-20 Expenditure (including Committed)	Remaining Budget (including Committed)
Community and Regional Prosperity					
Tourism Initiatives					
Event Promotion Stands and Props	13,988	13,801	-	13,801	187
Tourism Initiatives Total	13,988	13,801	-	13,801	187
Corporate Communications					
Sony Camcorder 4K HDR	8,583	7,802	-	7,802	781
Corporate Communications Total	8,583	7,802	-	7,802	781
Sport Recreation and Community Grants					
Cahill Park New Amenities	437,000	439,922	-	439,922	(2,922)
Implementation Sport & Recreation Report	-	(2,750)	-	(2,750)	2,750
Sport Recreation and Community Grants Total	437,000	437,172	-	437,172	(172)
Strategic Planning					
Cooper St Mitigation	37,138	-	11,398	11,398	25,740
Engineering (not inc in expert report)	20,000	-	-	-	20,000
Flood investigations	11,888	3,040	138	3,178	8,711
Flood Mapping and Modelling L'yer Catchm	15,500	2,000	14,000	16,000	(500)
LGIP Prepare Infrastructure Plan	36,535	723	10,229	10,952	25,584
Master Planning Future Urban Gattton	6,540	6,540	-	6,540	-
NDRP Evacuation Planning	46,284	-	91,284	91,284	(45,000)
NDRP Flood Modelling - Laidley Local	16,970	13,530	3,440	16,970	-
NDRP Flood Modelling - Laidley Reg Ph 1	102,360	43,402	108,958	152,360	(50,000)
NDRP Floor Survey Contract	60,000	-	-	-	60,000
NDRP Landuse Planning	20,000	8,360	33,830	42,190	(22,190)
NDRP Local Flood Plain Mngmt Plan 2/2	94,347	42,138	127,862	170,000	(75,653)
NDRP Local FP Risk Management Plan 1/2	9,840	9,840	-	9,840	-
NDRP Lockyer Creek Hydrology Project 1/2	39,355	7,174	32,241	39,416	(61)
NDRP Lockyer Creek Hydrology Project 2/2	166,923	78,014	172,231	250,245	(83,322)
O'Neil's Road Withcott	-	10,068	-	10,068	(10,068)
Planning Scheme Revision LVRC	61,330	42,139	12,466	54,604	6,726
Strategic Planning Total	745,010	266,967	618,076	885,044	(140,034)
Community and Regional Prosperity Total	1,204,581	725,743	618,076	1,343,819	(139,238)
Infrastructure					
Capital Program Delivery					
2018/2019 Bitumen Reseal Program	-	27,845	-	27,845	(27,845)
2019/2020 - Culvert Renewal Program	279,000	251,644	2,847	254,490	24,510
2019/2020 - Pram Ramp Program	30,000	14,377	1,574	15,951	14,050
2019/2020 - Urban Drainage Inlet Works	40,000	10,286	-	10,286	29,714
2019/2020 Bitumen Reseal Program (RTR)	1,082,845	918,861	61,799	980,660	102,185
2019/2020 Black Spot Mtncs Works Com	88,500	-	-	-	88,500
2019/2020 Footpath Renewal Program	80,000	2,898	16,722	19,619	60,381
2019/2020 Gravel Resheeting Program	1,032,474	948,668	41,244	989,912	42,562
2019/2020 Kerb Replacement Program	100,000	115,161	82	115,243	(15,243)
Allan Street, Gattton Footpaths	30,000	30,144	-	30,144	(144)
Amos Rd, Withcott	100,000	16,857	15,438	32,295	67,705
Belfords Bridge, Gattton	250,000	2,847	-	2,847	247,153
Belmore Drive, Withcott	485,000	316,918	121,791	438,709	46,291
Blanchview Rd, S'Ridge (BS)	17,000	4,803	-	4,803	12,197
Blanchview Road/Nuttalls Road, Blanchview	118,202	118,203	-	118,203	(0)
Blanchview Road/O'Neils Road, Withcott	93,500	131,500	11,863	143,363	(49,863)
Blenheim Hall, Blenheim	25,000	1,163	3,900	5,063	19,937
Bridge Minor Remedial Works	-	(1,700)	-	(1,700)	1,700
Brightview Rd & Village Rd, L'Rose (BS)	156,000	165,394	-	165,394	(9,394)
Brightview Rd/Gehrke Rd, G'Grove (BS)	116,500	37,479	909	38,388	78,112
BS Spa Water Road Superelevation	-	6,054	1,394	7,448	(7,448)
BS Woodlands Rd & Rangeview Drive	-	5,630	255	5,885	(5,885)
Cooper St, Laidley Drainage Upgrade	150,000	32,065	41,591	73,655	76,345
Crescent St, Gattton Carpark	40,546	39,383	852	40,235	311
Culvert Renewals - Various	46,196	46,196	-	46,196	(0)
Cycle Network Gattton (PCNP)	450,000	-	98	98	449,903
Dawson Phipps Carpark	13,500	16,142	2,133	18,275	(4,775)
Depot Traffic Management	-	(19,411)	-	(19,411)	19,411

	2019-20 Budget	2019-20 Expenditure	Committed	2019-20 Expenditure (Including Committed)	Remaining Budget (Including Committed)
Dolleys Road Upgrade	606,000	24,768	73,300	98,068	507,932
Drainage Works Tew Ct and Rogers Drive	24,600	23,834	-	23,834	766
Edward Street Laidley CH 0 - 270	125,000	24,009	-	24,009	100,991
Flagstone Ck Rd, Flagstone Ck (TIDS)	370,000	341,340	-	341,340	28,660
Forestry Road Bridge	124,348	124,348	-	124,348	(0)
Gatton Long Distance Coach Project	58,365	58,423	-	58,423	(58)
Gehrke Hill Road, Summerholm CH 100 - 10	76,961	66,961	-	66,961	10,000
Gehrke Road/Rons Road, Glenore Grove	16,831	16,831	127,665	144,496	(127,665)
Gravel Resheeting Program 2018/2019(R2R)	5,416	5,416	-	5,416	0
Guardrail Renewals 2018/2019	-	-	-	-	-
Hatton Vale School Parking Improvements	60,000	5,974	78,135	84,109	(24,109)
Hayes Street, Laidley CH 340 - 730	347,999	346,128	800	346,928	1,071
Head Street, Laidley Design and Construc	685,000	605,488	30,936	636,424	48,576
Jones Road Bridge Withcott (BS)	79,500	79,850	580	80,430	(930)
Jordan Street, Gatton CH 0 - 150	-	-	-	-	-
Kerb and channel rehabilitation programm	-	-	-	-	-
Laidley State High School Laidley	-	-	-	-	-
Lake Clarendon Way	321,731	325,580	1,863	327,442	(5,711)
Lake Clarendon Way Widening	-	152	-	152	(152)
Land Acquisition 193 Jones Road, Withcot	-	-	2,450	2,450	(2,450)
LED Street Lighting Laidley (LGGSP)	120,050	11,004	27,550	38,554	81,496
Lorikeet Rd/Wagtail Dr, R'Downs (BS)	194,515	202,628	-	202,628	(8,113)
Mahon Bridge Replacement BBRF App	-	(17,526)	-	(17,526)	17,526
Murphys Creek Road footpath (TIDS)	340,000	21,569	142,961	164,531	175,469
Niemeyer Rd, H'Vale - \$ Contribution	100,000	-	-	-	100,000
Niemeyer Road, Hatton Vale	30,000	552	-	552	29,448
Norfolk Rd, Summerholm (BS)	82,500	69,597	-	69,597	12,903
Old Toowoomba Road, Placid Hills	-	(9)	-	(9)	9
Placid Rise Retention Basin	375,000	275,469	-	275,469	99,531
Postmans Ridge Rd, Helidon Spa	416,500	40,399	-	40,399	376,101
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	101,571	1,531	103,102	49,898
Railway St/Summer St, Laidley (BS)	91,000	92,275	-	92,275	(1,275)
Road Closure Signs	16,500	16,422	-	16,422	78
Robinsons Road, Laidley	145,000	160,988	945	161,933	(16,933)
Rockmount Road/Walkers Road, Rockmount	-	151	-	151	(151)
Seventeen Mile Rd (Ch. 0.0-0.9)	-	-	-	-	-
Signs and Lines Projects	94,400	38,021	1,167	39,189	55,211
Spencer/William Street Gatton	-	288	-	288	(288)
Stevens Road Upgrade & Bitumen Seal	1,800	1,800	-	1,800	-
Stormwater Improvements Gatton	13,619	13,619	-	13,619	(0)
Summerholm Intersection	58,531	59,372	-	59,372	(841)
Summerholm Rd, Summerholm (TIDS)	750,000	71,494	195,739	267,233	482,767
Summerholm Road Rehabilitation Stage 1	-	1,877	3,606	5,483	(5,483)
Tenthill Ck Rd, Gatton (BS)	21,000	12,551	-	12,551	8,449
TSRC Haulage Roads Compensation	-	2,845	-	2,845	(2,845)
Twidales Rd, Helidon Spa	32,675	715	2,325	3,040	29,635
Vehicle Activated Signs Bases Various	20,000	1,937	-	1,937	18,063
Vehicle Activated Signs Road Safety PJ	-	99	-	99	(99)
Walnut Dr/Ashwood Ct, Brightview (BS)	6,644	6,644	-	6,644	0
Waste Remediation Works	100,000	-	-	-	100,000
William St Footpaths Gatton	-	-	-	-	-
William Street/Smith Street, Gatton	-	-	-	-	-
Woodlands Road Stage 3	370,000	24,123	1,240	25,363	344,637
Zischke Road, R'Downs (BS)	17,500	6,558	-	6,558	10,942
Capital Program Delivery Total	11,396,248	6,512,035	1,017,282	7,529,317	3,866,931
Depot					
Gatton Depot Fuel Strategy	136,000	844	-	844	135,156
Pavement Rehabilitation Gatton Depot	120,000	101,800	-	101,800	18,200
Depot Total	256,000	102,644	-	102,644	153,356

	2019-20 Budget	2019-20 Expenditure	Committed	2019-20 Expenditure (Including Committed)	Remaining Budget (Including Committed)
Facilities					
Cahill Park Lighting - Netball Courts	40,000	37,027	-	37,027	2,973
Connectivity Walkway Gattton Depot	75,000	-	-	-	75,000
Corrective Electrical Upgrades	34,700	18,598	3,218	21,815	12,885
Cyclical Painting Program	66,000	25,097	24,000	49,097	16,903
Das Neumann Haus Stair Alterations	24,000	9,878	24,255	34,133	(10,133)
Energy Efficiency Program	70,000	30,100	-	30,100	39,900
Gatton Admin Blding Sewer Rectification	30,000	1,920	1,318	3,239	26,761
Gatton Cemetery Outdoor Chapel	39,333	39,333	-	39,333	0
Gatton Shire Hall Masterplan Works	2,500	2,725	-	2,725	(225)
Gatton Shire Hall Roof Restoration	250,000	-	-	-	250,000
Gatton Show Grounds Internal Roadworks	-	-	-	-	-
Gatton Showgrounds Energy Reduction	39,000	-	-	-	39,000
Gatton Squash Courts Refurbishment	200,000	139,614	10,367	149,981	50,019
GSH Refurbishment PWD Amenities	88,889	89,066	-	89,066	(177)
Gttn S/Hall Services Compliance Upgrade	263,700	107,921	9,085	117,006	146,694
Helidon Community Hall Solar Power Initi	-	(3,800)	-	(3,800)	3,800
Laidley Admin Building Refurbishment	-	-	217	217	(217)
Laidley Saleyards Drainage	55,000	47,646	83	47,729	7,271
LCC Refurbish Ramp and Balustrading	71,000	6,278	-	6,278	64,722
LCC Refurb Drought Comm Programme Fund	-	2,364	-	2,364	(2,364)
LRN Lighting Rectification	43,000	43,067	-	43,067	(67)
LVCC Air Conditioning Redesign	50,000	44,530	14,000	58,530	(8,530)
LVEC Structural Remediation & Other Work	100,000	29,323	-	29,323	70,677
Nielsen's Place Shade Structure	20,500	4,701	13,090	17,791	2,709
Office Accommodation Review	10,000	-	-	-	10,000
Relocation Cncl Self Contained Toilets	65,000	69,367	1,452	70,819	(5,819)
Withcott Sports Ctre Kitchen Reconfigure	50,000	6,268	-	6,268	43,732
Facilities Total	1,687,622	751,023	101,085	852,108	835,514
Fleet					
Earthmoving Equipment	659,500	674,988	-	674,988	(15,488)
Minor Fleet	87,705	20,561	-	20,561	67,144
Passenger Vehicles	35,000	31,849	-	31,849	3,151
Survey Equipment Trimble SX10 Package	91,400	91,411	-	91,411	(11)
Trucks	278,000	232,244	40,849	273,093	4,907
Fleet Total	1,151,605	1,051,054	40,849	1,091,903	59,702
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	22,095	23,883	-	23,883	(1,788)
Hatton Vale/Fairways Park Stage 1	500,000	77,513	67,698	145,210	354,790
Laidley Sate Park Upgrade	47,823	47,823	-	47,823	0
Lake Apex Desilting Investigation Gatton	11,200	11,164	-	11,164	36
Lake Apex Tree Planting	-	(565)	-	(565)	565
Springbrook Park Bore	15,000	15,124	-	15,124	(124)
Zabel Road Lockrose Dip Site Rehabilitat	14,383	-	383	383	14,000
Parks & Open Spaces Total	653,001	185,171	68,795	253,966	399,035
Transfer Stations					
Construct liner against Cell 1	450,000	421	59,636	60,057	389,943
Gatton Waste Facility Security & Softwar	78,800	77,200	-	77,200	1,600
Gatton Weighbridge Platform/Ramp	-	1,190	-	1,190	(1,190)
Laidley Weighbridge Road Expansion	94,800	95,016	-	95,016	(216)
Ldley Facility WBridge, Fencing & Securi	219,000	215,424	10,050	225,474	(6,474)
Ldley Telemetry Final Sedimentation Dam	28,400	28,370	-	28,370	30
M/ Plan Gatton Long Haul Waste Facility	55,000	-	-	-	55,000
Pest (weeds & fireants) washdown provisi	19,103	19,112	-	19,112	(9)
Traffic Management Plan	9,740	9,740	2,465	12,205	(2,465)
Waste Disposal Sites Survey and Fencing	35,000	-	-	-	35,000
Waste Land Purchases	20,000	11,874	-	11,874	8,126
Waste management Signage Review	1,225	1,225	-	1,225	-
Windblown Litter Screen Fences	42,000	18,293	-	18,293	23,707
Transfer Stations Total	1,053,068	477,865	72,151	550,016	503,052
Infrastructure Planning					
2019/2020 Bus Stop Shelter Program	80,000	-	35,963	35,963	44,037
Centenary Park Lighting	24,674	1,058	-	1,058	23,616
Restoration of access L202 CP817791	50,000	-	-	-	50,000
Infrastructure Planning Total	154,674	1,058	35,963	37,021	117,653

	2019-20 Budget	2019-20 Expenditure	Committed	2019-20 Expenditure (Including Committed)	Remaining Budget (Including Committed)
Waste Collection					
Laidley Levy/Garbage Truck Turnarounds	-	1,434	-	1,434	(1,434)
Waste Collection Total	-	1,434	-	1,434	(1,434)
Cemetery					
Gatton Cemetery Expansion Stage 1	183,000	170,131	-	170,131	12,869
Gatton Cemetery Expansion Stage 2	180,000	196,995	21,930	218,925	(38,925)
Gatton Cemetery Expansion Works	7,600	7,597	-	7,597	3
Laidley Columbarium	3,000	3,001	-	3,001	(1)
Cemetery Total	373,600	377,724	21,930	399,654	(26,054)
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
QRA - DRFA Program					
February 2020 Rain Event	-	167,850	-	167,850	(167,850)
QRA - DRFA Program Total	-	167,850	-	167,850	(167,850)
Infrastructure Total	16,731,698	9,633,731	1,358,054	10,991,785	5,739,913
People and Business Performance					
Disaster Management					
Warride Flood Intelligence	2,000	-	1,710	1,710	290
Disaster Management Total	2,000	-	1,710	1,710	290
Information Management					
Records Relocation and Sentencing	70,000	50,281	-	50,281	19,719
Information Management Total	70,000	50,281	-	50,281	19,719
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
Legal Services					
Legal Costs & Compensation Placid Hills	138,500	137,461	-	137,461	1,039
Property Management & Disposal Strategy	50,000	800	-	800	49,200
Legal Services Total	188,500	138,261	-	138,261	50,239
Information Communication Technology					
Aerial Imagery FY2019/20	30,000	26,549	-	26,549	3,451
Cyber Security	239,062	78,951	-	78,951	160,111
Data Centre Upgrades	38,750	-	-	-	38,750
Flood Information Advice Portal	148,971	38,873	100,400	139,273	9,698
Implement BCP Functionality	50,000	-	-	-	50,000
LVCC Audio Visual	60,000	58,634	665	59,299	701
Network Cabinets & Cabling	20,000	-	-	-	20,000
Network Perimeter Security (Firewalls)	76,500	-	-	-	76,500
Online Bookings	60,000	37,691	12,707	50,398	9,602
Switches Renewal	74,000	74,731	10,500	85,231	(11,231)
Technology One (P&R, CES, ECM, IntraMaps	140,000	48,000	-	48,000	92,000
Technology One Cloud Implementation	92,000	103,957	-	103,957	(11,957)
Technology One 'One Council' Project	-	6,384	6,133	12,518	(12,518)
Upgrade MS Office	146,879	80,490	-	80,490	66,389
Upgrade Technology One P&R System to CiA	63,000	52,883	-	52,883	10,117
UPS Renewal	25,000	6,995	-	6,995	18,005
Wireless Access Points	25,000	23,564	-	23,564	1,436
Information Communication Technology Total	1,289,162	637,704	130,405	768,108	521,054
People and Business Performance Total	1,568,412	839,297	132,115	971,412	597,000
Grand Total	19,504,691	11,198,771	2,108,245	13,307,016	6,197,675

10.2 Register of Cost Recovery and Commercial Fees and Charges

Date: 12 May 2020
Author: Jodi Marchant, Chief Financial Officer
Responsible Officer: Ian Church, Chief Executive Officer

Purpose:

The purpose of this report is to seek the adoption of Council's 2020-2021 register of fees and charges, effective from 1 July 2020.

Officer's Recommendation:

THAT Council adopt the Cost Recovery and Commercial Fees and Charges for 2020-2021, as attached, with an effective date of 1 July 2020.

Executive Summary

The adoption of fees and charges forms an integral part of Council's annual budget process and ensures cost recovery fees and charges reflect the true cost of providing the associated service. Adoption of the register of fees and charges also ensures compliance with Council's legislative obligations.

In the 2020-21 financial year, fees and charges are expected to produce approximately \$3.43 million in operating revenue. The revenue forecast is less than prior years as a direct result of the impacts felt by the economy and community due to COVID-19.

Finance and Resource Implications

The price increase parameter for fees and charges has been set in line with Council's long-term financial plan, while recognising the Council Cost Index developed by the Local Government Association of Queensland.

As the main cost driver for most fees is labour, the parameter used is an indicative 2.50% which matches the increase allowed under Council's Certified Agreement; however, fees and charges in some instances have been set to achieve Council's requirement to have business units generate sufficient income during the year to cover their respective operating costs plus a return on capital. Other adjustments to the fee amount may be the result of changing costs or service levels, where fees have been combined or abolished, or where fees have been rounded for ease of use.

The revenue expected from fees and charges in the 2020-21 financial year of \$3.43 million is less than the amount budgeted for the 2019-20 financial year and reflects the expectations of the Managers responsible for setting fees and estimating associated revenue. The decrease is mainly due to a reduced level of development applications and plumbing and building approvals, as well as the ongoing impact to the region due to COVID-19 financial relief measures provided, and the flow on effect to facilities including camping grounds, hall hire, child care occupancy and library events.

Corporate Plan

Corporate Plan Goal
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.

5.7 Compliant with relevant legislation

ConsultationInternal Consultation

The proposed fees and charges contained in the attachments have been reviewed by relevant Group Managers and Branch Managers. Where appropriate they have also been benchmarked against other Local Governments and in some cases have been subject to consultation with external stakeholders.

External Consultation

Once adopted by Council, the revised fees and charges will be incorporated into the communication strategy associated with the 2020-21 Budget.

ProposalOverview

Finance staff co-ordinate the preparation of Council's annual budget process, which includes annual fees and charges. Council branch managers are responsible for setting both the level and expected revenue from fees and charges.

Cost recovery fees are set at or as close as possible to full cost, with commercial fees set at rates that reflect market and other associated conditions. In general terms, the cost of services should be borne through fees and charges by those customers who benefit from them.

This position also reflects the recovery constraints of Section 97 of the *Local Government Act 2009* in that a cost recovery fee, other than an application fee, must not be more than the cost to Council of taking the action for which the fee is charged.

Key items within the fees and charges for 2020-21 include:

- Three new fees have been introduced:
 - Finance & Administration: Advice on State Land Applications (Road closures, road licences, permits to occupy, State leases) fee.
 - Planning fee for Exemption Certificate requested after development has occurred.
 - Cats Claw Creeper has been added to the Herbicide Spray Subsidy list.
- Three fees have been discontinued:
 - Kensington Grove Childcare Centre Weekly Rate due to closure of the centre.
 - Kensington Grove Childcare Centre Daily Rate due to closure of the centre.
 - Plumbing & Drainage Per fixture – no. of fixtures greater than or equal to 351 Plus base fee of \$33,000.00 due to the fee no longer being required.

The Pest Management Fees Herbicide Subsidy is to remain at 50% of cost and include 17 species of weeds.

Twenty-three Building and Plumbing fees remain unchanged while other have increased in accordance with the adopted parameters with the following averages:

- Average percentage change of 6.20%

- Average dollar change of \$15.40

Most Planning and Development related fees have increased in accordance with the adopted parameters to maintain their relativity to the costs incurred except for:

- Request to determine bond to remove a building (any type of building) from a site in the Council area increased 4.76% from \$210.00 to \$220.00
- Request to use a non-residential building for temporary residential purposes increased 5.77% from \$520.00 to \$550.00
- request for certificate of classification including under section 110 of building Act minimum fee (Additional hours after the first 2 hours charged at \$160 per hour) increased 222.58% from 155.00 to \$500.00
- Per fixture – number of fixtures greater than or equal to 301 inclusive plus base fee of \$30,750.00 increased 4.17% from \$48.00 to \$50.00
- Average % change of 1.0%
- Average dollar Change of \$94.54
- Largest dollar increases \$1,120.00, however this is only 2.5% increase
- No Changes to 97 Fees.

Most Health and Regulatory Services related fees have increased in accordance with the adopted parameters to maintain their relativity to the costs incurred except for:

- Lodgement of Application for a review of a Local Government Decision (non-animal related matters including issue of infringements) increased from \$80.00 to \$150.00.

Most animal related fees have increased in accordance with the adopted parameters to maintain their relativity to the costs incurred except for:

- Non-return of trap after expiry of hire period increased 20% from \$10.00 to \$12.00
- Surrender of a Dog to Council by its owner for disposal now includes costs incurred by Council from the vet (described as P.O.A. in the register) plus the \$35.00 administration fee
- Surrender of a Cat to Council by its owner for disposal now includes costs incurred by Council from the vet (described as P.O.A. in the register) plus the \$35.00 administration fee
- Surrender of Livestock to Council by its owner for disposal now includes costs incurred by Council from the vet (described as P.O.A. in the register) plus the \$75.00 administration fee
- Surrender of Poultry to Council by its owner for disposal now includes costs incurred by Council from the vet (described as P.O.A. in the register) plus the \$15.00 administration fee
- Each Dog at Licensed Kennels increased 6.67% from \$15.00 to \$16.00
- LVRC Reciprocal Registration increased 15.38% from \$13.00 to \$15.00
- LVRC Rag Issue Fee increased from \$13.00 to \$15.00
- Application fee for a permit to keep Excess Animals increased 6.06% from \$330.00 to \$350.00
- Annual Renewal Permit fee increased 8.33% from \$120.00 to \$130.00
- The Hire of Anti-Barking Dog Collars increased 20%

Thirteen fees for animal control and registration remain unchanged. The average percentage change is 5.64% and the average dollar change for animal control and registration fees is \$7.25.

Limited changes were made for the Swimming Pools the School Hire for carnivals – hourly rate LVSA increased from \$115.00 to \$120.00.

Most show grounds related fees have increased in accordance with the adopted parameter to maintain their relativity to the costs incurred except for:

- In Field – speedway increased from \$640.00 to \$655.00.

Saleyards main changes are listed below:

- Yard fees increased between 4.44% and 4.96% increasing between \$0.10 to \$0.20 per charge
- Mew Agents Application Fee increased 4.51% from \$2,550.00 to \$2,665.00
- Annual Saleyard permit increased 4.62% from 975.00 to \$1,020.00
- Registered stud Sale Access Fee increased 4.24% from \$590.00 to \$615.00.

Child Care changes are listed below:

- Gatton Child Care Centre weekly rate increased from \$410.00 to \$420.00
- Gatton Child Care Centre vacation care increased from \$87.00 to \$92.00
- Kensington Grove Child Care Centre charges have been discontinued.

Waste Disposal – Most Waste Disposal related fees have increased in accordance with the adopted parameter to maintain their relativity to the costs incurred except for:

- Truck or Trailer (greater than 6x4) domestic waste increased 3.85% from \$52.00 to \$54.00
- Truck or Trailer (greater than 6x4) green waste increased 13.64% from \$22.00 to \$25.00
- Less than 0.12m³ (120 litres) if weighbridge not available – Gatton and Laidley only increased 12.50% from \$16.00 to \$18.00
- Sedan, SUV, Station Wagon, >0.12m³ (120 Litres) if weighbridge not available Gatton and Laidley only increased 9.52% from \$21.00 to \$23.00
- 24 fees remain unchanged
- Average percentage change of \$2.56
- Average dollar change of \$1.44.

No Significant changes for the Cemetery fees or Facilities Hire.

All fees remain unchanged for Art Gallery and Library.

Legal Implications

Section 97 of the *Local Government Act 2009* provides for a local government to fix a cost recovery fee and Section 98 provides for a Register of Cost Recovery Fees.

Section 262 (3) (c) also empowers a local government to charge for a service or facility, other than a service or facility for which a cost-recovery fee may be fixed.

Various other pieces of state non-local government legislation fix fees for a local government or provide a specific head of power for a local government to set fees or charges in relation to a function imposed on the local government.

Council may change its fees and charges at any time by resolution.

Policy Implications

Sections 172 and 193 of the *Local Government Regulation 2012* establish the requirements for Council's Revenue Statement and Revenue Policy in relation to information on fees and charges.

Council's Revenue Statement is also required to outline the criteria used to decide the amount of the cost-recovery fee – Section 172(1)(c) and if Council conducts a business activity on a commercial basis, the criteria used to decide the amount of the charges for the activity's goods and services – Section 172(1)(d).

Risk Considerations

Key Corporate Risk Category:

FE1

Reference and Risk Description:

Finance and Economic

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

Previous Council Resolutions

Nil

Related Documentation

Register of Cost Recovery fees and charges 2020-21

Critical Dates

Adoption needed on or before 1 July 2020.

Implementation

1. Adoption of the attached fees and charges and inclusion in the Register.
2. Communication of the revised fees and charges to all relevant stakeholders, both internal and external, together with the date of effect.
3. Publication of the Register on Council's website from 1 July 2020.
4. Inclusion in the Budget Communication strategy.

Attachments**1** [1](#) 2020-2021 Register of Fees & Charges 79 Pages



Lockyer Valley Regional Council

2020/2021 REGISTER OF FEES & CHARGES



Effective from 10 October 2019

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Lockyer Valley Regional Council

1 – Cost Recovery Fees & Charges

1.1 – Animal Management – Impounding

Fees payable to effect the release of animals may include: Impound Fees, After-Hours Impounding Fee, Daily Maintenance Fee, Transport Fee, Advertising Costs, and NLIS tagging (National Livestock Identification Scheme (as applicable).

A dog owner shall also be required to pay any applicable dog registration for a dog to be released.

An infringement notice (on-the-spot fine) may be issued in addition to the applicable fees. The recipient of an Infringement Notice has 28 days from the date of issue of the Notice to choose a response option as detailed on the rear of the Notice. Should no response be received by Council, the Infringement Notice will be referred to the State Penalties Enforcement Register (SPER) for their follow up as an unpaid infringement. Additional fees and charges will then be imposed by SPER against the recipient of the Notice should this occur.

1.1.1 – Impounding Fees (Livestock & Poultry)

Large Animals

Horses (other than Stallions) & Cattle (other than Bulls)	\$160.00	\$165.00	3.13%	\$5.00
Stallion or Bull	\$225.00	\$230.00	2.22%	\$5.00

Small Animals

Sheep, Goats & Swine	\$45.00	\$45.00	0.00%	\$0.00
Poultry	\$10.00	\$10.00	0.00%	\$0.00

Transport Fees – Stock

Transport by Private Carrier	At cost			
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Large Animals

Horses & Cattle – Minimum Charge (per load)	\$155.00	\$155.00	0.00%	\$0.00
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Small Animals

Sheep, Goats & Swine – Minimum Charge (per load)	\$79.00	\$79.00	0.00%	\$0.00
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NLIS Tagging (National Livestock Identification Scheme)

NLIS Tag and Administration Fee	\$69.00	\$71.00	2.90%	\$2.00
Per animal.				

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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After Hours Fee – Stock

After Hours Fee	\$150.00	\$155.00	3.33%	\$5.00
In addition to other applicable fees.				

Daily Maintenance Fee – Care and Upkeep of Impounded Stock

Where animals are hand fed, the actual cost of hand feeding shall be added.

Horses & Cattle	\$41.00	\$42.00	2.44%	\$1.00
Sheep, Goats & Swine	\$21.00	\$22.00	4.76%	\$1.00

Advertising Impounding Notice

Fee	At Cost
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1.1.2 – Impounding Fees (Dogs and Cats)

First & Second Impound (in Financial Year) Release Fee – Registered Dog	If all applicable conditions are met - No Charge			
During the financial year, the First and Second Release of a currently registered dog that has no history of being previously impounded OR its owner having received a Warning Notice or an Infringement for any animal that they own or keep, will require only require the payment of all applicable daily maintenance charges (no impounding fee or afterhours fee being applicable).				
Impound Release Fee for all impounded un-registered dogs or registered dogs if the criteria above is not met, and all impounded cats	\$113.00	\$116.00	2.65%	\$3.00
The owner shall also be required to pay any applicable registration fee and/or other fees before the dog or cat is able to be released.				

Sustenance Rates Per Day or Part Thereof

Dogs & Cats	\$26.00	\$27.00	3.85%	\$1.00
The owner shall also be required to pay any applicable registration fee and/or other fees before a dog is able to be released.				

After Hours Fees – Cats & Dogs

After Hours Fees – All Animals	\$150.00	\$155.00	3.33%	\$5.00
In addition to any other applicable fee.				

1.1.3 – Hire of Dog or Cat Traps

Trap Hire (max. 10 days) – Pick up / Returned by Resident				Free
Trap Hire (max. 10 days) – Delivered / Returned by Council	\$39.00	\$40.00	2.56%	\$1.00
Fee to be paid prior to delivery.				

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Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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1.1.3 – Hire of Dog or Cat Traps [continued]

Non Return of Trap after expiry of Hire Period Per day for 1 to > 30 days.	\$10.00	\$12.00	20.00%	\$2.00
Replacement Trap Fee 30 days after the hire period has expired, the trap will be deemed lost & hirer will be responsible for replacement of trap.	\$205.00	\$210.00	2.44%	\$5.00

1.1.4 – Surrender of Animal

Surrender of a Dog to Council by its owner for disposal Should the owner be unable / not wanting to keep the dog for any reason. The fee is per animal and the animal is to be delivered the Council Pound by its owner unless Council agrees otherwise. The method of disposal will be in accordance with Councils Local Laws. Council may at its discretion AND should the acceptance of the animal be of the benefit to the community waive the surrender fee.	\$35.00 plus Price on Application
Surrender of a Cat to Council by its owner for disposal Should the owner be unable / not wanting to keep the cat for any reason. The fee is per animal and the animal is to be delivered the Council Pound by its owner unless Council agrees otherwise. The method of disposal will be in accordance with Councils Local Laws. Council may at its discretion AND should the acceptance of the animal be of the benefit to the community waive the surrender fee.	\$35.00 plus Price on Application
Surrender of Livestock to Council by its owner for disposal Should the owner be unable / not wanting to keep the animal for any reason. The fee is per animal and the animal is to be delivered the Council Pound by its owner unless Council agrees otherwise. The method of disposal will be in accordance with Councils Local Laws. Council may at its discretion AND should the acceptance of the animal be of the benefit to the community waive the surrender fee.	\$75.00 plus Price on Application
Surrender of Poultry to Council by its owner for disposal Should the owner be unable / not wanting to keep the animal for any reason. The fee is per animal and the animal is to be delivered the Council Pound by its owner unless Council agrees otherwise. The method of disposal will be in accordance with Councils Local Laws. Council may at its discretion AND should the acceptance of the animal be of the benefit to the community waive the surrender fee.	\$15.00 plus Price on Application

1.2 – Animal Management – Registration, Permits & Other

All registrations are for a year or part thereof.

Registration/permit/licence period is 1 July to 30 June unless stated otherwise.

A Veterinarian's Certificate, Statutory Declaration and/or a tattooed ear symbol only will be accepted evidence that a dog has been desexed.

Pension rates only applicable to the holders of Old Age, 100% Disability, or War Veteran (Gold Card) Pension Cards.

1.2.1 – Dog Registration (New Registration & Registration Renewal)

Note 1 - Regulated Dogs (Declared Dangerous/Menacing Dogs) - Dogs that are declared Regulated Dogs are required to be registered as Regulated Dogs. If a currently registered dog is declared a Regulated Dog, for the balance of that registration period, the dog's owner will only be liable for the difference in fees between that already

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Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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1.2.1 – Dog Registration (New Registration & Registration Renewal) [continued]

paid and the registration fee applicable for a Regulated Dog. No pro-rata fees are made available for Regulated Dogs.

Note 2 - An owner of a dog must register the dog within 14 days after starting to keep the dog.

Dog Registration

Dogs registered from 1 May each year upon payment of the full applicable fees, will receive a registration period that would expire on 30 June the following year.

Entire Dog	\$130.00	\$132.00	1.54%	\$2.00
Dogs under 6 months of age AND desexed being registered for the first time with LVRC	No Charge			
Dogs under 6 months of age & not desexed being registered for the first time with LVRC	\$40.00	\$40.00	0.00%	\$0.00
Desexed Dog	\$45.00	\$46.00	2.22%	\$1.00
Regulated Dog – Declared Dangerous Dog/Menacing Dog. Refer to Note 1	\$455.00	\$465.00	2.20%	\$10.00
Each Dog at a Licensed Kennels	\$15.00	\$16.00	6.67%	\$1.00
Registration Renewal Late Fee	\$26.00	\$27.00	3.85%	\$1.00
Fee is applicable where a dogs registration is not renewed by the expiry of the Dog Registration Renewal Period.				

Dog Registration – Pensioner Owners

Dogs registered from 1 May each year upon payment of the full applicable fees, will receive a registration period that would expire on 30 June the following year.

Entire Dog	\$77.00	\$79.00	2.60%	\$2.00
Dogs under 6 months of age AND desexed being registered for the first time with LVRC	No Charge			
Dogs under 6 months of age & being registered for first time with LVRC	\$40.00	\$40.00	0.00%	\$0.00
Desexed Dog	\$30.00	\$31.00	3.33%	\$1.00
Registration Renewal Late Fee	\$26.00	\$27.00	3.85%	\$1.00
Fee is applicable where a dogs registration is not renewed by the expiry of the Dog Registration Renewal Period.				
Regulated Dog – Declared Dangerous Dog/ Menacing Dog	No Pensioner discount applicable (refer to Regulated Dog - Note 1 above)			

Accredited Assistance Dogs

Includes Guide Dogs, Hearing Dogs and any other accredited Assistance Dogs.

Handler of dog must hold current "Handler's Identity Card" issued by the Department of Communities, Child Safety & Disability Services for an assistance dog; and the dog is certified as an assistance dog.

Dogs can be registered and issued with a registration tag.

First tag	No Charge			
Replacement tags cost as per replacement tag price	\$0.00	\$0.00	∞	∞

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Approved Farm Working Dogs

Farm working dogs meeting the criteria specified by the Animal Management (Cats & Dog) Act 2008, i.e. Dog kept on rural land by an owner who is a primary producer or a person engaged or employed by a primary producer.

Dog can be registered and issued with a registration tag.

First tag				No Charge
Replacement tags cost as per replacement tag price	\$0.00	\$0.00	∞	∞

Deceased Dogs – Registration Refund or Replacement Registration

Proof of Deceased Dog - The owner must provide adequate proof such as a euthanasia certificate, letter issued by a vet, or statutory declaration.

Replacement Dog Registration	Reduced Registration Fee for a replacement dog (Replacement Registration Tag Fee only)
The balance of remaining registration for a deceased dog may be transferred to a replacement dog for the remainder of the current registration period on 'Proof of the Deceased Dog' being provided to Council AND payment of the LVRC Tag Issue Fee.	
Registration transfer will not be given where registration has been refunded or owner no longer owns the dog or 'Proof of the Deceased Dog' is unable to be provided.	
Registration Transfer can only be effected to new animals owned by the original animal's owner.	
Registration Refund	Partial refund subject to meeting certain conditions
A refund of 25% of the Dog Registration may be given in the current financial year, if the owner of the dog submits the Refund Application to Council between 1 July and 31 March and 'Proof of a Deceased Dog' is provided.	
A refund is not available from 1 April to 30 June and not available if a Reduced Registration Fee is applied to a replacement dog.	

Reciprocal Registration

Where a dog is currently registered with another Local Government within Australia & proof of the currency of that registration is provided to LVRC, that dog will be registered at no charge (except for a tag issue charge) for the remainder of the current registration period.

A dog that is only registered on a Micro-Chip Database is not considered to be a registered animal & does not qualify for a Reciprocal Registration.

LVRC Reciprocal Registration	\$13.00	\$15.00	15.38%	\$2.00
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Replacement Registration Tag

First Replacement (per registration year)				Free
LVRC Tag Issue Fee	\$13.00	\$15.00	15.38%	\$2.00

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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1.2.2 – Animal Permits & Licences

Permit to Keep Excess Animals

Application Fee for a Permit to Keep Excess Animals	\$330.00	\$350.00	6.06%	\$20.00
If permit approved then an initial Permit Fee is to be paid.				
Annual Renewal Permit Fee	\$120.00	\$130.00	8.33%	\$10.00

Kennel/Cattery Licences

New Application for Design & Assessment

Application Fee for approval to establish/operate a Kennel/Cattery	\$580.00	\$600.00	3.45%	\$20.00
The fee includes assessment, inspection and issue of licence. Application, plans & fee must be lodged, & plan approval given prior to any construction or prior to any business operations. Pre-lodgement meetings are recommended.				

Licence Renewal

Licence Renewal Fee	\$290.00	\$300.00	3.45%	\$10.00
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1.2.3 – Internal Review Applications

Internal Review Application – Other Animal Matters	\$80.00	\$90.00	12.50%	\$10.00
Fee to be refunded if the appeal is successful.				
Internal Review Applications – Regulated Dog Matters	\$120.00	\$150.00	25.00%	\$30.00
Fee to be refunded if the appeal is successful.				

1.2.4 – Hire of Anti-Barking Dog Collars

Collars are to be picked up and returned by the customer.

No refund of hire fees if collar is returned prior to the cessation of the hire period.

Citronella Spray or Static Correction type Collar Hire (14 days)	\$20.00	\$24.00	20.00%	\$4.00
Citronella Spray or Static Correction type Collar Hire (28 days)	\$40.00	\$48.00	20.00%	\$8.00

1.3 – Health & Regulatory Services

1.3.1 – Commercial Use of Local Government Controlled Areas & State/Local Roads

Application, plans and fees must be lodged, and plan approval given prior to any construction (and permit issued prior to any business operations). Pre-lodgement meetings are recommended.

If the activity involves the selling of food then a separate Food Licence is also required.

In addition, separate fees are required to be paid for such permit/licence.

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Design Assessment

Amendment of Commercial Use of Local Government Control Areas & Roads Permit	\$180.00	\$185.00	2.78%	\$5.00
Transfer of Commercial Use of Local Government Control Areas & Roads Permit	\$180.00	\$185.00	2.78%	\$5.00
Design Assessment	\$360.00	\$370.00	2.78%	\$10.00

Permit Fee

Stationary Roadside Vending not associated with an adjoining commercial/rural operation (e.g. pie/seafood/fruit & vege sales at specific location)	\$1,600.00	\$1,640.00	2.50%	\$40.00
Stationary Roadside Vending associated with adjoining commercial business (e.g. shop using footpath to display or sell goods/wares)	\$60.00	\$62.00	3.33%	\$2.00
Stationary Roadside Vending – Farmers associated with growing & selling fruit & vegetables produced solely from the land adjoining the roadside location. Such operations require an initial assessment approval & a permit				Nil
Mobile Roadside Vending (e.g. mobile ice-cream van)	\$1,600.00	\$1,640.00	2.50%	\$40.00
Footpath Dining	\$100.00	\$102.00	2.00%	\$2.00
Markets (with the main purpose to sell goods/services for profit/gain which can involve having a number of stalls/rides/displays, operated by either single or multiple operators)	\$10.00	\$10.00	0.00%	\$0.00
Markets/Fairs/Public activities with the main purpose to fund raise (not for profit) or promote, e.g. display of goods, street parade, ceremonies, fund raising, cake stalls, information booths, etc. includes when operated by a not for profit organisation having a number of stalls/rides/displays operated by either single or multiple operators as part of the event are administered under Subordinate Local Laws 1.12 or 1.14 (see 1.3.6 or 1.3.7 below).				
Per event in a 12 month period (e.g. weekly (52) or monthly (12)).				

1.3.2 – Signs & Advertisements

Application, plans and fees must be lodged, and plan approval given prior to any construction (and permit issued prior to any business operations). Pre-lodgement meetings are recommended.

Design Assessment

Design Assessment of Sign & Advertising Device or Alteration to Existing Signs	\$360.00	\$370.00	2.78%	\$10.00
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Permit Fee

Roadside Signs – 0 to 5m2	\$150.00	\$150.00	0.00%	\$0.00
Roadside Signs – 5 to 20m2	\$290.00	\$290.00	0.00%	\$0.00
Roadside Signs – Over 20m2	\$445.00	\$455.00	2.25%	\$10.00
Signs advertising local businesses	\$82.00	\$84.00	2.44%	\$2.00
Community Signs (application with documentation of community promotion with nil fee)				Nil

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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1.3.3 – Shared Facility Accommodation (e.g. Backpackers/Hostels)

Application, plans and fees must be lodged, and plan approval given prior to any construction (and permit issued prior to any business operations). Pre-lodgement meetings are recommended.

Design Assessment

Amendment of Shared Facility Accommodation Permit	\$180.00	\$185.00	2.78%	\$5.00
Design assessment of Accommodation with Shared Facilities for new premises or alteration to existing Accommodation with shared facilities includes shared bedroom/dormitory, bathroom, showers & toilets	\$360.00	\$370.00	2.78%	\$10.00

Permit Fee

New/Annual Permit Fee for Shared Facility Accommodation 1-15 bedrooms	\$210.00	\$215.00	2.38%	\$5.00
New/Annual Permit Fee for Shared Facility Accommodation 16-50 Bedrooms	\$400.00	\$410.00	2.50%	\$10.00
New/Annual Permit Fee for Shared Facility Accommodation 51 & over bedrooms	\$520.00	\$533.00	2.50%	\$13.00

Transfer

Transfer of Rental Accommodation With Shared Facilities Permit	\$180.00	\$185.00	2.78%	\$5.00
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1.3.4 – Temporary Homes

Temporary Homes – Application Fees	\$360.00	\$370.00	2.78%	\$10.00
Temporary Homes – Renewal 6 Months	\$180.00	\$185.00	2.78%	\$5.00

1.3.5 – Caravan Parks & Camping Grounds

Application, plans and fees must be lodged, and plan approval given prior to any construction (and permit issued prior to any business operations). Pre-lodgement meetings are recommended.

Design Assessment

Amendment of Caravan Parks & Camping Grounds Permit	\$180.00	\$185.00	2.78%	\$5.00
Design Assessment – Caravan Parks & Camping Grounds	\$360.00	\$370.00	2.78%	\$10.00

Permit Fee

New/Annual fee for Camping Ground Permit	\$8.00	\$8.00	0.00%	\$0.00
Per approved developed camping site.				
New/Annual fee for Caravan Park Permit	\$10.00	\$11.00	10.00%	\$1.00
Per approved developed caravan site.				

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Transfer

Transfer Caravan Park Permit or Camping Ground Permit	\$180.00	\$185.00	2.78%	\$5.00
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1.3.6 – Temporary Entertainment Events (Subordinate Local Law No. 1.12)

Prior to the commencement of the event, an application for Temporary Entertainment Event Permit must be lodged & fee paid, at least 7 days prior to the event). Pre-lodgement meeting are recommended.

Amendment of Temporary Entertainment Events Permit	\$180.00	\$185.00	2.78%	\$5.00
Transfer of Temporary Entertainment Events Permit	\$180.00	\$185.00	2.78%	\$5.00
Temporary Entertainment Event – Assessment Fee	\$360.00	\$370.00	2.78%	\$10.00
Temporary Entertainment Event – Permit	\$100.00	\$102.00	2.00%	\$2.00
Per event (within 12 months) held on Local Government controlled areas; & State/Local Government controlled roads.				

1.3.7 – Regulated Activities on Local Government Controlled Areas and Roads (Subordinate Local Law No 1.14)

Assessment of Regulated Activities Permit - Prior to the commencement of the event, an application for Temporary Entertainment Event Permit must be lodged & fee paid, at least 7 days prior to the event. Pre-lodgement meeting are recommended.

Design Assessment & Permit Fee

Public activity not being used for profit, e.g. display of goods, street parade, ceremonies, etc	\$50.00	\$51.00	2.00%	\$1.00
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1.3.8 – Food Act 2006

Amendment of Food Business Licence	\$180.00	\$185.00	2.78%	\$5.00
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Fixed Food Premises

Application, plans and fees must be lodged, and plan approval given prior to any construction (and permit issued prior to any business operations). Pre-lodgement meetings are recommended.

Design Assessment

Fixed Food Premises – Design Assessment Fee	\$360.00	\$370.00	2.78%	\$10.00
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Licence Fee**Low Risk Premises**

Bed & Breakfast or Home stay (that only serve to occupants) & Motels breakfast only.

New Licence Fee/Renewal	\$210.00	\$215.00	2.38%	\$5.00
Bed & Breakfast or Home stay (that only serve to occupants) & Motels breakfast only.				

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Higher Risk Premises

Food manufacture, café/restaurant, takeaway food bar, caterer (on-site & off-site including childcare centre, hospital kitchen & nursing home).

New Licence Fee/Renewal -Category 1	\$400.00	\$410.00	2.50%	\$10.00
Premises with a single customer service area & food preparation area.				
New Licence Fee/Renewal – Category 2	\$520.00	\$535.00	2.88%	\$15.00
Premises with more than one customer service area or food preparation area and any food manufacturer.				

Mobile Food Premises

Application, plans and fees must be lodged, and plan approval given prior to any construction (and permit issued prior to any business operations). Pre-lodgement meetings are recommended.

Design Assessment

Mobile Food Premises – Design Assessment Fee	\$360.00	\$370.00	2.78%	\$10.00
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Licence Fee

New Licence Fee/Renewal – Mobile Food Vehicle	\$520.00	\$535.00	2.88%	\$15.00
New Licence Fee/Renewal – Local Water Carrier	\$280.00	\$285.00	1.79%	\$5.00

Temporary Food Business

1 day event	\$70.00	\$72.00	2.86%	\$2.00
2-9 days (consecutive)	\$140.00	\$145.00	3.57%	\$5.00
Annual Licence (e.g. monthly markets at nominated locations)	\$220.00	\$225.00	2.27%	\$5.00

Food Safety Programs

Food Safety Program Accreditation with 3rd Party Advice	\$400.00	\$410.00	2.50%	\$10.00
Food Safety Program Approval	\$520.00	\$535.00	2.88%	\$15.00
First 5 hours (desk top audit inspection & report) then charged at hourly rate.				
Food Safety Audit	\$400.00	\$410.00	2.50%	\$10.00
First 5 hours (audit & report) then charged at an hourly rate.				
Food Safety Program Amendment	\$270.00	\$275.00	1.85%	\$5.00

1.3.9 – Public Health (Infection Control for Personal Appearance Services) Act 2003

Application, plans and fees must be lodged, and plan approval given prior to any construction (and permit issued prior to any business operations). Pre-lodgement meetings are recommended.

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Design Assessment

Higher Risk Personal Appearance Service – Design Assessment Fee	\$400.00	\$410.00	2.50%	\$10.00
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Licence Fee

New Licence Fee/Renewal – Higher Risk Personal Appearance Services	\$370.00	\$380.00	2.70%	\$10.00
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Transfer

Transfer of Higher Risk Personal Appearance Service Licence	\$180.00	\$185.00	2.78%	\$5.00
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Amendment

Amendment of a Higher Risk Personal Appearance Services Licence which involves refurbishment of the premises	\$180.00	\$185.00	2.78%	\$5.00
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1.3.10 – Miscellaneous

Lodgement of Application for a Review of a Local Government Decision (non-animal related matters including issue of infringements)	\$80.00	\$150.00	87.50%	\$70.00
Fee to be refunded if the appeal is successful.				

Inspection Fee

Inspection Fee Per Hour	\$180.00	\$185.00	2.78%	\$5.00
(1 hour minimum) relating to Public Health (Infection Control for Personal Appearance Services) Act 2003; Food Act 2006; Environmental Protection Act 1994; Relevant Local Law.				
Additional Fee Per Hour	\$180.00	\$185.00	2.78%	\$5.00
(1hr minimum) relating to design assessment meeting where plans require drafting by Council to meet compliance with legislation.				

Health Searches

Compliance Search	\$400.00	\$410.00	2.50%	\$10.00
Compliance Search includes inspection & report for licences/permits etc pursuant to Public Health (Infection Control for Personal Appearance Services) Act 2003, Food Act 2006, Environmental Protection Act 2006 & relevant Local Laws.				
Record (File) Search Only	\$180.00	\$185.00	2.78%	\$5.00

Licensing/Permits Discounts/Pro-rata Fees

Registered charitable organisations, churches, non-profit organisations may receive 50% refund/discount from the prescribed fee subject to production of appropriate verification.

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Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Licensing/Permits Discounts/Pro-rata Fees [continued]

Pro-rata fees will apply upon a new application, relating to the annual licence/permit fee only, when the application is made within 6 months from the renewal date. This does not apply to the design assessment or other fees.

Within 6 months from the renewal date				25% Discount
Within 3 months from the renewal date				50% Discount
All Licenses/Permits not paid by due date will attract a late fee	\$100.00	\$102.00	2.00%	\$2.00

Compliance Notices

Overgrown Properties Compliance Notice	\$270.00	\$275.00	1.85%	\$5.00
Administration costs for failure to comply with first compliance notice.				
Contracting Costs				At Cost
In addition to any Compliance Notices.				

Seized & Impounded Items

Removal, Storage and Administration Costs				At Cost
Costs associated with the removal, storage & administration of such items as unregistered abandoned vehicles, shopping trolleys, abandoned goods, illegal other materials or things (relating to Local Laws or State Legislation).				

Refunds

<p>If a Design Assessment & Licence/ Permit fees are paid & the approval is not given or the application is withdrawn prior to the approval, the applicable licence/permit fee only may be refunded</p> <p>Note design assessment fee is retained. All requests for refunds must be writing.</p>	Applicable Fee with Conditions
<p>If the activity only requires a licence/ permit & subsequently the application withdrawn prior to assessment, 50% of the applicable fee paid may be refunded</p> <p>All requests for refunds must be writing.</p>	Applicable Fee with Conditions

Water Testing

Water testing for drinking water (commercial business only)	\$185.00 plus lab costs
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1.4 – Finance & Administration**1.4.1 – Right to Information**

Application fees and processing charges are set by the State Government under the Right to Information Act 2009.

Fees apply where the application does not concern the applicants personal affairs.

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Application Fee

Right To Information Application Fee	\$50.80	\$50.80	0.00%	\$0.00
Advice on State land applications (road closures, road licences, permits to occupy, State leases)	\$0.00	\$500.00	∞	∞

Processing Charges

No processing charge applies where processing time is less than 5 hours.

Searching, Retrieving etc	\$7.85	\$7.85	0.00%	\$0.00
For each 15 mins or part of 15 mins.				

Access Charges

Copy of Released Material	\$0.25	\$0.25	0.00%	\$0.00
Per black and white printed A4 page.				

1.5 – Planning & Development**1.5.1 – Planning Fees – Explanatory Notes****Fee Strategy**

All Fees & Charges are imposed under Section 97 of the Local Government Act 2009.

All development applications are required to be accompanied by the relevant fee.

An application is not considered to be a properly made application until the relevant fee has been paid. Applicants are encouraged to discuss the calculation of the relevant fee with the Planning & Development staff prior to the lodgement of the development application.

Combined Applications or Applications Involving More Than One Type of Development &/Or Multiple Uses

Where an application involves more than one type of development and/or uses, the fees shall be cumulative.

Fees for Development not listed in this Register

The fee for a development permit for a use not defined in the planning scheme or any other service not listed in this register shall be determined by either the Group Manager Community and Regional Prosperity or the Manager Planning, Environment and Regulatory Services. Where necessary, the Manager Planning, Environment and Regulatory Services, Group Manager Community and Regional Prosperity and Chief Executive Officer may determine the relevant fee, having regard to the fees in this section.

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Pre-Lodgement Meetings

Pre-lodgement meetings are no Charge.

Council may consider a 10% discount in the applicable application fee for proposals that utilise Council's prelodgement meeting service and an information request is not required to be issued.

Bona-Fide Not For Profit Organisations

A 50% reduction in the fee is applicable to non-profit organisations (evidence to be supplied) including Australian Taxation Office certificate confirming a Not-For-Profit organisation.

1.5.2 – Additional Fees for Assessment of Technical Reports

Any development application which requires Council or an external consultant engaged by Council's Planning & Development Team to assess/review technical/specialist reports submitted in support of an application or required as a result of an information request or required by a condition of any approval, is to pay the applicable application fee plus a technical report assessment cost as detailed in Section 1.7.1 of this schedule. Additional fees are applicable for resubmission of technical reports as detailed in section 1.7.1. This cost must be paid prior to the delegates or Council's final determination of the application.

1.5.3 – Major Projects

For major projects not covered in the scope of these fees, the fee will be determined by the Manager Planning, Environment and Regulatory Services &/or Council based on an estimated fee to cover the actual cost for the Council to cover the assessment & determination of the application. The Manager Planning, Environment and Regulatory Services has the discretion to determine if a project is defined as a "major project" based on:

- the scale of the project;
- the potential impacts to be assessed as part of the project;
- the level of work anticipated by the nominated fee does not represent the level of assessment required;
- the fee is not covered in this schedule of fees & charges; and
- any other relevant consideration.

1.5.4 – Refund of Application Fees

If an application is withdrawn prior to it being assessed & decided, a percentage of the application fee will be refunded. The percentage of the application fee to be refunded will depend on how much of the application has been processed:

- Application Part (prior to issues of Confirmation Notice) - 80%
- Information or Referral Part (prior to submission of information response) - 60%
- Notification Part (during notification Part) - 50%
- Decision Part (prior to Council decision) - 20%

Where an application has been decided or lapsed the fee will not be refunded.

1.5.5 – Definition of Terms

Use Area - the combined total area of floor area, roofed area & uncovered/outdoor use area, it does not include uncover car parking or landscaping areas.

1.5.6 – Infrastructure Agreements

Where an Infrastructure Agreement is required to be executed between Lockyer Valley Regional Council and development proponent/s.

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Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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1.5.6 – Infrastructure Agreements [continued]

The application fee is by quotation and must be paid prior to Council officers commencing assessments/review.

1.6 – Material Change of Use**1.6.1 – Residential & Residential Related****Gatton Planning Scheme Area*****Accommodation Unit (includes boarding houses, budget accommodation, rooming units)***

Code Assessment – Base fee	\$2,240.00	\$2,295.00	2.46%	\$55.00
Code Assessment – Plus per unit	\$445.00	\$455.00	2.25%	\$10.00
Impact Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Impact Assessment – Plus per unit	\$560.00	\$575.00	2.68%	\$15.00

Annexed Unit

Annexed Unit	\$1,345.00	\$1,385.00	2.97%	\$40.00
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Bed & Breakfast Accommodation (Host Farm & Farm Stay)

Code Assessment – Base Fee	\$2,240.00	\$2,295.00	2.46%	\$55.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Plus per room/cottage	\$560.00	\$575.00	2.68%	\$15.00

Caravan Park

Base fee	\$2,240.00	\$2,295.00	2.46%	\$55.00
Plus per site	\$285.00	\$290.00	1.75%	\$5.00

Caretaker's Residence

Caretaker's Residence	\$1,345.00	\$1,380.00	2.60%	\$35.00
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Dual Occupancy (Duplex)

Code Assessment	\$3,130.00	\$3,210.00	2.56%	\$80.00
Impact Assessment	\$3,915.00	\$4,020.00	2.68%	\$105.00

Dwelling House

Code or Impact	\$1,680.00	\$1,720.00	2.38%	\$40.00
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Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Farm Worker's Accommodation/Relative's Accommodation

Farm Worker's Accommodation/Relative's Accommodation	\$1,345.00	\$1,380.00	2.60%	\$35.00
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Home Based Business

Home Based Business	\$1,345.00	\$1,380.00	2.60%	\$35.00
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Motel

Base Fee	\$3,920.00	\$4,020.00	2.55%	\$100.00
Plus Per Room	\$285.00	\$290.00	1.75%	\$5.00

Multiple Dwelling

Code Assessment – Base fee	\$2,240.00	\$2,295.00	2.46%	\$55.00
Code Assessment – Plus per unit	\$445.00	\$455.00	2.25%	\$10.00
Impact Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Impact Assessment – Plus per unit	\$560.00	\$575.00	2.68%	\$15.00

Small Lot Development (less than 600sqm) on an Existing Lot

Small Lot Development (less than 600 sqm) on an Existing Lot	\$1,680.00	\$1,720.00	2.38%	\$40.00
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Laidley Planning Scheme Area

Accommodation Unit

Code Assessment – Base fee	\$2,240.00	\$2,295.00	2.46%	\$55.00
Code Assessment – Plus per unit	\$445.00	\$455.00	2.25%	\$10.00
Impact Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Impact Assessment – Plus per unit	\$560.00	\$575.00	2.68%	\$15.00

Apartment

Apartment	\$1,345.00	\$1,380.00	2.60%	\$35.00
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Tourism Accommodation (Bed & Breakfast, Host Farm)

Code Assessment	\$2,240.00	\$2,295.00	2.46%	\$55.00
Impact Assessment	\$3,360.00	\$3,445.00	2.53%	\$85.00
Plus per room/cottage	\$560.00	\$575.00	2.68%	\$15.00

Caravan Park

Base fee	\$2,240.00	\$2,295.00	2.46%	\$55.00
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Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Caravan Park [continued]

Plus per site	\$285.00	\$290.00	1.75%	\$5.00
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Caretaker Housing

Caretaker Housing	\$1,345.00	\$1,380.00	2.60%	\$35.00
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Dwelling House

Code or Impact	\$1,680.00	\$1,720.00	2.38%	\$40.00
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Home Based Business

Home Based Business	\$1,345.00	\$1,380.00	2.60%	\$35.00
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Home Occupation

Home Occupation	\$1,345.00	\$1,380.00	2.60%	\$35.00
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Motel

Base Fee	\$3,920.00	\$4,020.00	2.55%	\$100.00
Plus Per Room	\$285.00	\$290.00	1.75%	\$5.00

Multiple Dwelling

Code Assessment – Base fee	\$2,240.00	\$2,295.00	2.46%	\$55.00
Code Assessment – Plus per unit	\$445.00	\$455.00	2.25%	\$10.00
Impact Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Impact Assessment – Plus per unit	\$560.00	\$575.00	2.68%	\$15.00

Secondary Rural Dwelling

Secondary Rural Dwelling	\$1,345.00	\$1,380.00	2.60%	\$35.00
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Dwelling on a Small Lot (less than 600sqm)

Dwelling on a Small Lot (less than 600sqm)	\$1,680.00	\$1,720.00	2.38%	\$40.00
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Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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1.6.2 – Rural

Gatton Planning Scheme Area

Agriculture

Code or Impact	\$1,345.00	\$1,380.00	2.60%	\$35.00
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Intensive Agriculture

Code or Impact	\$2,800.00	\$2,870.00	2.50%	\$70.00
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Natural Timber Harvesting

Code or Impact	\$1,345.00	\$1,380.00	2.60%	\$35.00
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Roadside Stall

Code or Impact	\$1,345.00	\$1,380.00	2.60%	\$35.00
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Rural Service Industry

Code	\$2,800.00	\$2,870.00	2.50%	\$70.00
Impact	\$5,600.00	\$5,740.00	2.50%	\$140.00

Laidley Planning Scheme Area

Agriculture

Code or Impact	\$1,345.00	\$1,380.00	2.60%	\$35.00
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Forestry

Code or Impact	\$1,345.00	\$1,380.00	2.60%	\$35.00
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Roadside Stall

Code or Impact	\$1,345.00	\$1,380.00	2.60%	\$35.00
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Rural Processing

Code	\$2,800.00	\$2,870.00	2.50%	\$70.00
Impact	\$5,600.00	\$5,740.00	2.50%	\$140.00

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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1.6.3 – Animal Related**Gatton Planning Scheme Area***Animal Husbandry*

Code	\$2,800.00	\$2,870.00	2.50%	\$70.00
Impact	\$5,600.00	\$5,740.00	2.50%	\$140.00

*Intensive Animal Industries**Aquaculture*

Code	\$4,035.00	\$4,135.00	2.48%	\$100.00
Impact	\$8,060.00	\$8,260.00	2.48%	\$200.00

Feedlot (Cattle)

<100 beasts	\$2,800.00	\$2,870.00	2.50%	\$70.00
100 to 499 beasts	\$8,400.00	\$8,610.00	2.50%	\$210.00
500 to 1000 beasts	\$16,800.00	\$17,220.00	2.50%	\$420.00
>1000 beasts	\$33,600.00	\$34,440.00	2.50%	\$840.00

Kennels

Code	\$4,035.00	\$4,135.00	2.48%	\$100.00
Impact	\$8,060.00	\$8,260.00	2.48%	\$200.00

*Intensive Animal Husbandry**Cattery*

Code	\$4,035.00	\$4,135.00	2.48%	\$100.00
Impact	\$8,060.00	\$8,260.00	2.48%	\$200.00

Piggery

<100 swine	\$2,800.00	\$2,870.00	2.50%	\$70.00
100 to 199 swine	\$8,400.00	\$8,610.00	2.50%	\$210.00
200-500 swine	\$16,800.00	\$17,220.00	2.50%	\$420.00
>500 swine	\$33,600.00	\$34,440.00	2.50%	\$840.00

Poultry Farm (Traditional/Organic)

1 to 999 Birds	\$3,935.00	\$4,035.00	2.54%	\$100.00
1000 to 200,000 Birds	\$33,600.00	\$34,440.00	2.50%	\$840.00

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Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Poultry Farm (Traditional/Organic) [continued]

> 200,000 Birds	\$42,560.00	\$43,625.00	2.50%	\$1,065.00
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Laidley Planning Scheme Area

Animal Husbandry

Code	\$2,800.00	\$2,870.00	2.50%	\$70.00
Impact	\$5,600.00	\$5,740.00	2.50%	\$140.00

Intensive Animal Industries

Aquaculture

Code	\$4,035.00	\$4,135.00	2.48%	\$100.00
Impact	\$8,060.00	\$8,260.00	2.48%	\$200.00

Feedlot

<100 beasts	\$2,800.00	\$2,870.00	2.50%	\$70.00
100 to 499 beasts	\$8,400.00	\$8,610.00	2.50%	\$210.00
500 to 1000 beasts	\$16,800.00	\$17,220.00	2.50%	\$420.00
>1000 beasts	\$33,600.00	\$34,440.00	2.50%	\$840.00

Kennels

Code	\$4,035.00	\$4,135.00	2.48%	\$100.00
Impact	\$8,060.00	\$8,260.00	2.48%	\$200.00

Intensive Animal Husbandry

Cattery

Code	\$4,035.00	\$4,135.00	2.48%	\$100.00
Impact	\$8,060.00	\$8,260.00	2.48%	\$200.00

Piggery

<100 swine	\$2,800.00	\$2,870.00	2.50%	\$70.00
100 to 199 swine	\$8,400.00	\$8,610.00	2.50%	\$210.00
200-500 swine	\$16,800.00	\$17,220.00	2.50%	\$420.00
>500 swine	\$33,600.00	\$34,440.00	2.50%	\$840.00

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Poultry Farm (Traditional/Organic)

1 to 999 Birds	\$3,935.00	\$4,035.00	2.54%	\$100.00
1000 to 200,000 Birds	\$33,600.00	\$34,440.00	2.50%	\$840.00
> 200,000 Birds	\$42,560.00	\$43,625.00	2.50%	\$1,065.00

Bird Aviaries & Pigeon Lofts

Code or Impact	\$3,920.00	\$4,020.00	2.55%	\$100.00
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Dairy

Code or Impact	\$1,345.00	\$1,380.00	2.60%	\$35.00
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1.6.4 – Commercial

Gatton Planning Scheme Area

Arts, Crafts & Antiquities

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of gross floor area	\$5.00	\$5.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of gross floor area	\$6.00	\$6.00	0.00%	\$0.00

Catering Shop

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of gross floor area	\$5.00	\$5.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of gross floor area	\$6.00	\$6.00	0.00%	\$0.00

Commercial Premises

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of gross floor area	\$5.00	\$5.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of gross floor area	\$6.00	\$6.00	0.00%	\$0.00

Health Care Premises

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of gross floor area	\$5.00	\$5.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of gross floor area	\$6.00	\$6.00	0.00%	\$0.00

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Hotel (Includes Tavern)

Code Assessment – Base fee	\$5,280.00	\$5,410.00	2.46%	\$130.00
Code Assessment – Plus per m2 of gross floor area	\$5.00	\$5.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$6,720.00	\$6,890.00	2.53%	\$170.00
Impact Assessment – Plus per m2 of gross floor area	\$6.00	\$6.00	0.00%	\$0.00

Indoor Entertainment

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of gross floor area	\$5.00	\$5.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of gross floor area	\$6.00	\$6.00	0.00%	\$0.00

Off-Street Carparking

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of total use area	\$5.00	\$5.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of total use area	\$6.00	\$6.00	0.00%	\$0.00

Service Station

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of gross floor area	\$5.00	\$5.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of gross floor area	\$6.00	\$6.00	0.00%	\$0.00

Shop

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of gross floor area	\$5.00	\$5.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of gross floor area	\$6.00	\$6.00	0.00%	\$0.00

Showroom

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of gross floor area	\$5.00	\$5.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of gross floor area	\$6.00	\$6.00	0.00%	\$0.00

Transport Terminal

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of gross floor area	\$5.00	\$5.00	0.00%	\$0.00

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Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Transport Terminal [continued]

Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of gross floor area	\$6.00	\$6.00	0.00%	\$0.00

Warehouse

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of gross floor area	\$5.00	\$5.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of gross floor area	\$6.00	\$6.00	0.00%	\$0.00

Laidley Planning Scheme Area

Bulk Retail

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of gross floor area	\$5.00	\$5.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of gross floor area	\$6.00	\$6.00	0.00%	\$0.00

Catering Room

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of gross floor area	\$5.00	\$5.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of gross floor area	\$6.00	\$6.00	0.00%	\$0.00

Commercial Premises

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of gross floor area	\$5.00	\$5.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of gross floor area	\$6.00	\$6.00	0.00%	\$0.00

Estate Sales Office

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of gross floor area	\$5.00	\$5.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of gross floor area	\$6.00	\$6.00	0.00%	\$0.00

Funeral Parlour

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of gross floor area	\$5.00	\$5.00	0.00%	\$0.00

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Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Funeral Parlour [continued]

Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of gross floor area	\$6.00	\$6.00	0.00%	\$0.00

General Store

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of gross floor area	\$5.00	\$5.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of gross floor area	\$6.00	\$6.00	0.00%	\$0.00

Hotel

Code Assessment – Base fee	\$5,280.00	\$5,410.00	2.46%	\$130.00
Code Assessment – Plus per m2 of gross floor area	\$5.00	\$5.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$6,720.00	\$6,890.00	2.53%	\$170.00
Impact Assessment – Plus per m2 of gross floor area	\$6.00	\$6.00	0.00%	\$0.00

Indoor Entertainment

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of gross floor area	\$5.00	\$5.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of gross floor area	\$6.00	\$6.00	0.00%	\$0.00

Medical/Paramedical Centre

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of gross floor area	\$5.00	\$5.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of gross floor area	\$6.00	\$6.00	0.00%	\$0.00

Passenger Terminal

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of gross floor area	\$5.00	\$5.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of gross floor area	\$6.00	\$6.00	0.00%	\$0.00

Refreshment Service

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of gross floor area	\$5.00	\$5.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of gross floor area	\$6.00	\$6.00	0.00%	\$0.00

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Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Service Station

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of gross floor area	\$5.00	\$5.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of gross floor area	\$6.00	\$6.00	0.00%	\$0.00

Shop

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of gross floor area	\$5.00	\$5.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of gross floor area	\$6.00	\$6.00	0.00%	\$0.00

Veterinary Hospital

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of gross floor area	\$5.00	\$5.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of gross floor area	\$6.00	\$6.00	0.00%	\$0.00

Warehouse

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of gross floor area	\$5.00	\$5.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of gross floor area	\$6.00	\$6.00	0.00%	\$0.00

1.6.5 – Industry

Gatton Planning Scheme Area

Animal Product Processing Industry

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of total use area	\$4.00	\$4.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of total use area	\$5.00	\$5.00	0.00%	\$0.00

Extractive Industry

Extraction above ground level only (e.g. Bush rock, turf, existing stockpiles)	\$3,920.00	\$4,020.00	2.55%	\$100.00
<5000 tonnes, per annum	\$4,480.00	\$4,590.00	2.46%	\$110.00
5000 to 100,000 tonnes per annum	\$19,600.00	\$20,090.00	2.50%	\$490.00
>100,000 tonnes per annum	\$33,600.00	\$34,440.00	2.50%	\$840.00

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Industry

Low Impact

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of total use area	\$4.00	\$4.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of total use area	\$5.00	\$5.00	0.00%	\$0.00

Medium Impact

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of total use area	\$4.00	\$4.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of total use area	\$5.00	\$5.00	0.00%	\$0.00

High Impact

Code Assessment – Base fee	\$5,600.00	\$5,740.00	2.50%	\$140.00
Code Assessment – Plus per m2 of total use area	\$4.00	\$4.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$6,720.00	\$6,890.00	2.53%	\$170.00
Impact Assessment – Plus per m2 of total use area	\$5.00	\$5.00	0.00%	\$0.00

Service Trade

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of total use area	\$4.00	\$4.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of total use area	\$5.00	\$5.00	0.00%	\$0.00

Transport Depot

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of total use area	\$4.00	\$4.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of total use area	\$5.00	\$5.00	0.00%	\$0.00

Laidley Planning Scheme Area

Car Repair Station

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of total use area	\$4.00	\$4.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of total use area	\$5.00	\$5.00	0.00%	\$0.00

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Extractive Industry

Extraction above ground level only (e.g. Bush rock, turf, existing stockpiles)	\$3,920.00	\$4,020.00	2.55%	\$100.00
1 to 5,000 tonnes per annum	\$4,480.00	\$4,590.00	2.46%	\$110.00
5,001 to 50,000 tonnes per annum	\$19,600.00	\$20,090.00	2.50%	\$490.00
50,001 to 100,000 tonnes per annum	\$33,600.00	\$34,440.00	2.50%	\$840.00
100,001 tonnes or more per annum	\$44,805.00	\$45,925.00	2.50%	\$1,120.00

Industry

Light

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of total use area	\$4.00	\$4.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of total use area	\$5.00	\$5.00	0.00%	\$0.00

Medium

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of total use area	\$4.00	\$4.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of total use area	\$5.00	\$5.00	0.00%	\$0.00

Noxious, Offensive & Hazardous Industry

Code Assessment – Base fee	\$5,600.00	\$5,740.00	2.50%	\$140.00
Code Assessment – Plus per m2 of total use area	\$4.00	\$4.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$6,720.00	\$6,890.00	2.53%	\$170.00
Impact Assessment – Plus per m2 of total use area	\$5.00	\$5.00	0.00%	\$0.00

Junk Yard

Code Assessment – Base fee	\$5,600.00	\$5,740.00	2.50%	\$140.00
Code Assessment – Plus per m2 of total use area	\$4.00	\$4.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$6,720.00	\$6,890.00	2.53%	\$170.00
Impact Assessment – Plus per m2 of total use area	\$5.00	\$5.00	0.00%	\$0.00

Liquid Fuel Depot

Code Assessment – Base fee	\$5,600.00	\$5,740.00	2.50%	\$140.00
Code Assessment – Plus per m2 of total use area	\$4.00	\$4.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$6,720.00	\$6,890.00	2.53%	\$170.00
Impact Assessment – Plus per m2 of total use area	\$5.00	\$5.00	0.00%	\$0.00

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Road Freight Depot

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of total use area	\$4.00	\$4.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of total use area	\$5.00	\$5.00	0.00%	\$0.00

Transport Depot

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of total use area	\$4.00	\$4.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of total use area	\$5.00	\$5.00	0.00%	\$0.00

Truck Stop

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of total use area	\$4.00	\$4.00	0.00%	\$0.00
Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of total use area	\$5.00	\$5.00	0.00%	\$0.00

1.6.6 – Community & Other Facilities

Gatton Planning Scheme Area

Eco-Tourism Facility

Code Assessment	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment	\$6,720.00	\$6,890.00	2.53%	\$170.00

Educational Establishment

Code Assessment	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment	\$6,720.00	\$6,890.00	2.53%	\$170.00

Outdoor Entertainment (Sports Fields, Rodeo Grounds, Outdoor Markets etc.)

Outdoor Entertainment (Sports Fields, Rodeo Grounds, Outdoor Markets etc.)	\$5,600.00	\$5,740.00	2.50%	\$140.00
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4WD Park (Where Including the Use of Motor Vehicles e.g Cars/Motorbikes)

Lots Up to 5Ha	\$8,400.00	\$8,610.00	2.50%	\$210.00
Lots >5Ha	\$33,600.00	\$34,440.00	2.50%	\$840.00

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Special Purpose

Code Assessment	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment	\$6,720.00	\$6,890.00	2.53%	\$170.00

Local Utility

Code Assessment	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment	\$6,720.00	\$6,890.00	2.53%	\$170.00

Telecommunications Facility

Code Assessment	\$5,125.00	\$5,255.00	2.54%	\$130.00
Impact Assessment	\$6,720.00	\$6,890.00	2.53%	\$170.00

Laidley Planning Scheme Area

Aviation

Code Assessment	\$5,600.00	\$5,740.00	2.50%	\$140.00
Impact Assessment	\$11,205.00	\$11,485.00	2.50%	\$280.00

Child Care Facility

Code Assessment	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment	\$6,720.00	\$6,890.00	2.53%	\$170.00

Tourist Accommodation/Tourist Attraction/Eco-Tourism

Code Assessment	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment	\$6,720.00	\$6,890.00	2.53%	\$170.00

Educational Establishment

Code Assessment	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment	\$6,720.00	\$6,890.00	2.53%	\$170.00

Emergency Services Depot

Code Assessment	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment	\$6,720.00	\$6,890.00	2.53%	\$170.00

Hospital

Code Assessment – Base fee	\$2,800.00	\$2,870.00	2.50%	\$70.00
Code Assessment – Plus per m2 of total use area	\$5.00	\$5.00	0.00%	\$0.00

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Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Hospital [continued]

Impact Assessment – Base Fee	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment – Plus per m2 of total use area	\$6.00	\$6.00	0.00%	\$0.00

Sport & Recreation

Sport & Recreation	\$5,600.00	\$5,740.00	2.50%	\$140.00
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Place of Assembly/Place of Worship

Code Assessment	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment	\$6,720.00	\$6,890.00	2.53%	\$170.00

Public Facility

Code Assessment	\$3,360.00	\$3,445.00	2.53%	\$85.00
Impact Assessment	\$6,720.00	\$6,890.00	2.53%	\$170.00

Public Infrastructure

Code Assessment	\$5,125.00	\$5,255.00	2.54%	\$130.00
Impact Assessment	\$6,720.00	\$6,890.00	2.53%	\$170.00

1.7 – Planning Other & Copies

1.7.1 – Other

Exemption Certificate requested prior to development being undertaken				No Charge
Exemption Certificate requested after development has occurred	\$0.00	\$550.00	∞	∞

Development Application Triggered by Overlay

Fee per overlay.

Code Assessment	\$1,680.00	\$1,720.00	2.38%	\$40.00
Impact Assessment	\$2,800.00	\$2,870.00	2.50%	\$70.00

Building Works Not Associated With a Material Change of Use

Building Works Not Associated With a Material Change of Use	\$560.00	\$575.00	2.68%	\$15.00
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Concurrence Agency Referral to Council

Concurrence Agency Referral to Council	\$560.00	\$575.00	2.68%	\$15.00
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Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Section 49 – Preliminary Development Approval

Preliminary Development Approval	125% of the relevant application fee for Development Permit
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Subsequent Application to Change Preliminary Development Approval (Section 49) to Development Permit

Where a Preliminary Development Permit is sought, the fee paid is in addition to the standard development permit fee.

Subsequent Application to Change Preliminary Development Approval (Section 49) to Development Permit	80% of the relevant application fee
The applicable fee is equal to the standard impact/code assessable fee for that use with a 25% reduction for the subsequent DA.	

Section 49 – Variation Request

Base Fee	\$28,000.00	\$28,700.00	2.50%	\$700.00
Plus use components, per use area (i.e. commercial uses area, accommodation units area, etc).				

Fees for Peer Reviews/Assessment of Technical/Specialist Reports

Additional fees apply for peer reviews/assessment of technical/specialist reports (e.g. economic impact assessment, contaminated land study, flood/hydraulics study, traffic study, acoustic study, geotechnical study); or other supporting documents lodged with an application or required as a result of an information request or required by a condition of any approval where Council staff or a specialist consultant is required to be engaged by the DA Team to assess reports.

These fees are required to be paid prior to the issue of the decision notice. In general, the applicant will be notified of the requirement for additional fees at Confirmation or Information Stage. The inhouse assessment includes the initial review and one re-submission review. Each subsequent re-submission will incur fee equivalent to 30% of the original fee. Re-submitted reports that are significantly different to the reviewed report will be charged the full fee.

Fees for Peer Reviews/Assessment of Technical/Specialist Reports	In house assessment: Simple reports are \$510.00 per report; Complex reports are \$1020.00 per report.
	External assessment: Actual cost as charged by the consultant for each review.
	Fee to be determined in consultation with Planning Staff depending on report to be reviewed.

Administration Fee for Return of Bonds, Guarantees, Application Fees etc.

Administration Fee	\$140.00	\$145.00	3.57%	\$5.00
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Engineering Reports & Data

Engineering Reports & Data	Price on application
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Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Minor Change/Extension to Existing Use

Minor Change associated with a Dwelling House	\$505.00	\$515.00	1.98%	\$10.00
Minor Change to an approval (involving a change to or cancelling of one condition only and not involving a change to approved plans)	\$900.00	\$920.00	2.22%	\$20.00
Minor Change to an approval (involving changes to approved plans only and not involving a change to or cancelling of conditions)	\$900.00	\$920.00	2.22%	\$20.00
All other Minor Changes to an approval (involving a combination of changes to approved plans and/or a request to change an approval involving a change to or cancelling of any number of conditions)	Base Fee \$920.00 (includes either 1 condition or change to the approved plans) plus \$230.00 per additional condition.			
Other Change	As per relevant application fee for full scope of development.			

Extension to Relevant (Currency) Period

Fixed Fee	\$1,435.00	\$1,470.00	2.44%	\$35.00
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Request to Cancel Development Approval

Request to Cancel Development Approval	\$390.00	\$400.00	2.56%	\$10.00
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Resubmission of an Application Where an Application (Not Approval) Has Lapsed in Previous Twelve Months

Code Assessment	25% of the current application fee			
Impact Assessment	50% of the current application fee			

Request to Consider Application Under a Superseded Planning Scheme

Additional to normal application fees.

Request to Consider Application Under a Superseded Planning Scheme	\$2,240.00	\$2,295.00	2.46%	\$55.00
Plus the applicable Material Change of Use or Reconfigure a Lot fees				

Request for Copy of Decision Notice/Negotiated Decision Notice or Other Documents Specified Under Schedule 22 of Planning Regulations

Request for Copy of Decision Notice/Negotiated Decision Notice or Other Documents Specified Under Schedule 22 of Planning Regulations	\$24.00	\$25.00	4.17%	\$1.00
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Cash in Lieu of Car Parking Contribution

Cash in Lieu of Car Parking Contribution	\$19,715.00	\$20,210.00	2.51%	\$495.00
Per Car Parking Space.				

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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1.7.2 – Form 19

Charge/Fee applies per lot to which the request applies.

Form 19 per item requested	\$65.00	\$65.00	0.00%	\$0.00
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1.7.3 – Town Planning Certificates

Charge is per lot.

Limited Certificate	\$400.00	\$410.00	2.50%	\$10.00
Limited Certificate – Urgent	\$535.00	\$550.00	2.80%	\$15.00
2 Day Turnaround.				
Standard Certificate	\$805.00	\$825.00	2.48%	\$20.00
Standard Certificate – Urgent	\$1,065.00	\$1,090.00	2.35%	\$25.00
5 Day Turnaround.				
Full (Minimum Fee)	\$4,035.00	\$4,135.00	2.48%	\$100.00

1.7.4 – Copies of Documents**Planning Scheme**

Laidley Planning Scheme	\$195.00	\$200.00	2.56%	\$5.00
Gatton Planning Scheme 2007	\$395.00	\$405.00	2.53%	\$10.00

Planning Scheme CD

Laidley Planning Scheme, plus postage	\$35.00	\$35.00	0.00%	\$0.00
Gatton Planning Scheme 2007, plus postage	\$35.00	\$35.00	0.00%	\$0.00

Postage

Postage for Planning Scheme hard copy	\$15.00	\$15.00	0.00%	\$0.00
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Copy of Previous Planning Scheme for the Relevant Area

Per scheme	\$195.00	\$200.00	2.56%	\$5.00
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1.7.5 – Maps

Single A4 colour zoning maps	\$25.00	\$25.00	0.00%	\$0.00
Single A3 colour zoning maps	\$30.00	\$30.00	0.00%	\$0.00
Single A2 colour zoning maps	\$45.00	\$45.00	0.00%	\$0.00
Single A1 colour zoning maps	\$50.00	\$50.00	0.00%	\$0.00
Single A0 colour zoning maps	\$70.00	\$70.00	0.00%	\$0.00

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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1.7.6 – Other Services

Document Preparation Including Deeds of Agreement, etc	Deposit of \$125.00 with full cost to be reimbursed prior to handover of the document			
Legal Fees	Full reimbursement of Council Legal Fees			
Written Planning & Development Advice – Domestic Scale	\$85.00	\$85.00	0.00%	\$0.00
House, relatives apartment, home based businesses, rural boundary realignment etc.				
Written Planning & Development Advice – Development	\$340.00	\$350.00	2.94%	\$10.00
Dual occupancies, multiple units, non residential uses, subdivisions etc.				
Planning Assessment/Written Reports Which Will Cover the Costs Incurred By Council in Preparation of Reports	Price on application			
	Min. Fee: \$100.00			
Per Hour.				
Assessment of Building Certifiers, Code Compliance, Certificate to Determine & Decide Development Permit for Building Work & Compliance With Planning Scheme	Price on application			
	Min. Fee: \$150.00			
Public Notification Advertising Notice Board per board	\$140.00	\$145.00	3.57%	\$5.00
Includes search of adjoining owners names & addresses, standard forms & one notice board				

1.7.7 Flood Information Report

Flood Information Report	Price on application
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1.8 – Reconfiguration of Lots & Operational Works

1.8.1 – Reconfigure a Lot

Boundary Realignment

Boundary Realignment	\$1,960.00	\$2,010.00	2.55%	\$50.00
Where no new lots are created e.g. Boundary re-alignment, up to 3 lots or Easement or Lease application.				
Plus Fee per Lot Over 3 Lots	\$285.00	\$290.00	1.75%	\$5.00

Subdivision

Base Fee	\$2,360.00	\$2,420.00	2.54%	\$60.00
Plus Fee Per Additional Lot	\$445.00	\$455.00	2.25%	\$10.00

Staged Subdivision (Reconfiguring a Lot in Stages)

Staged Subdivision	Fee for DA for Stage being applied for plus 20% of the full ROL fee applying for the number of lots in the subsequent staged area (the "preliminary approval area")			
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Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Signing of Survey Plan

Plan Signing – Standard, Building & Volumetric Format Plan and Community Title Plan		1 into 2 \$925.00 or 3 plus lots \$390.00 per lot		
Plus Easement or Other Document – Perusal & Signing per document	\$390.00	\$400.00	2.56%	\$10.00
Per Document.				

Resigning of Plans

Resigning of Plans	\$460.00	\$470.00	2.17%	\$10.00
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Request for Road Street Names

Request For Road/Street Names	\$1,115.00	\$1,145.00	2.69%	\$30.00
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Advice on Proposed Road Closure

Advice on Proposed Road Closure	\$1,680.00	\$1,720.00	2.38%	\$40.00
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Removal of Access Restriction Strip

Removal of Access Restriction Strip	\$1,680.00	\$1,720.00	2.38%	\$40.00
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1.8.2 – Operational Work

The fee for any matter relating to a decision for a development application, or other matter not listed or defined in the Register

Operational Works approval associated with Reconfiguration of Lots

Works relating to reconfiguring of a Lot (e.g. drainage, stormwater, roadworks & electrical reticulation, street lighting & landscaping works etc.). The fee must be paid with lodgement of application for application to be 'properly made'.

Where lodged as single integrated application Base Fee	\$1,070.00	\$1,095.00	2.34%	\$25.00
Plus Fee per additional Lot	\$980.00	\$1,005.00	2.55%	\$25.00

If the application is not lodged as an integrated application, the above fees shall be paid for each separate application, with the exception of the following:

Plus Landscaping Works per application	\$800.00	\$820.00	2.50%	\$20.00
Plus Electricity reticulation per application	\$400.00	\$410.00	2.50%	\$10.00
Minor Changes to an approval (involving a combination of changes to approved plans and/or a request to change an approval involving a change to or cancelling of any number of conditions)	Base Fee \$920.00 (includes either 1 condition or change to be approved plans) plus \$230.00 per additional condition			

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Operational Works Approval – Not Associated with reconfiguration of lots

This will include road works, stormwater drainage, landscaping, car parking and driveways within a development not associated with reconfiguration of a lot application.

The fee must be paid with lodgement of application for application to be 'properly made' along with a RPEQ certified Bill of Quantities to estimate the value of work

\$1-10,000 (Value of Work)	Minimum \$820 or 10% of the value of Work (Whichever is greater)			
>\$10,000 (Value of Work)	Base fee \$1230 plus 0.5% of the total value of work			
1. This Fee Includes: 1 x Pre-start meeting, any hold Point inspection (if applicable), Works on completion inspection (if applicable), any additional inspection resulting from a previous inspection failure will be charged separately 2. Quoted fees include 60% for checking of designs and 40% for inspection of works prior /during construction stage 3. The value of work excludes any GST component 4. Plans relating to engineering design must be certified by an RPEQ prior to submitting to Council 5. A Priced Bill of Quantities certified by an RPEQ must be provided during the lodgement of application				
Landscaping application	\$800.00	\$820.00	2.50%	\$20.00
Electricity reticulation	\$400.00	\$410.00	2.50%	\$10.00
Electricity reticulation – amended design (per plan)	\$100.00	\$100.00	0.00%	\$0.00
Vehicle crossover	\$210.00	\$215.00	2.38%	\$5.00
Excavation/Filling/Earthworks on Land Not Affected by Temporary Local Planning Instrument for Flood Regulation (Up to 1,800m2 in surface area)	\$1,315.00	\$1,350.00	2.66%	\$35.00
Excavation/Filling/Earthworks on Land Not Affected by Temporary Local Planning Instrument for Flood Regulation (>1,800m2 in surface area)	\$2,405.00	\$2,465.00	2.49%	\$60.00
Excavation/Filling/Earthworks on Land Affected by Temporary Local Planning Instrument for Flood Regulation Base Fee	\$2,920.00	\$2,995.00	2.57%	\$75.00
Plus Technical Review Fee (stormwater/flood report)	Quote for Service			
Rear access/shared driveways	\$400.00	\$410.00	2.50%	\$10.00
Vegetation clearing – Code Assessable	\$1,680.00	\$1,720.00	2.38%	\$40.00
Vegetation clearing – Impact Assessable	\$2,715.00	\$2,785.00	2.58%	\$70.00

Advertising Device/Sign

Advertising device/signage that is not associated with a Material Change of Use application. The fee must be paid with lodgement of application for application to be 'properly made'.

Advertising Device/Sign <5m2 (sign face) per sign	\$400.00	\$410.00	2.50%	\$10.00
Advertising Device/Sign > 5m2 (sign face) per sign	\$805.00	\$825.00	2.48%	\$20.00
Billboard >6mx3m or 18m2 (sign face) per billboard	\$2,125.00	\$2,180.00	2.59%	\$55.00

Operational Works Reinspection

Inspections for works relating to subdivision works. The fee must be paid with lodgement of application for application to be 'properly made'.

Reinspection Fee (where insufficient preparation or contractor's staging and/or programming of works necessitates additional inspections, or where pavement inspections have failed) per inspection	\$310.00 during business hours and \$470.00 outside.			
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Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Operational Works Reinspection [continued]

Bonding of Incomplete Works	Quote for Service
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Operational Works – Construction or Modification of a Levee

Base Fee	\$2,920.00	\$2,995.00	2.57%	\$75.00
Plus Cost of Technical Assessment to be Undertaken by Qualified External Consultant	Quote For Service			

1.9 – Building Services

1.9.1 – Lodgement Fees

Lodgment fee (applications approved by a private certifier)	\$270.00	\$280.00	3.70%	\$10.00
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1.9.2 – Concurrence Agency Fees including when Council is the assessment Manager for a Development Approval

Request to determine bond for removing buildings into the Council area	Minimum \$800.00			
Minimum fee for site inspection	Minimum \$200.00			
Security bond to be lodged with Council for removal house to be determined on a case by case basis	POA			
To be determined on a case by case basis.				
Request to determine bond to remove a building (any type of building) from a site in the Council area	\$210.00	\$220.00	4.76%	\$10.00
Security bond to be lodged with Council for removal of a building (to be determined on a case by case basis to the value of the proposed building works)	POA			
To be determined on a case by case basis to the value of the proposed building works.				
Request for siting variation under QDC MP1.1, 1.2 and 1.3	\$520.00	\$530.00	1.92%	\$10.00
Request to use a non residential building for temporary residential purposes (e.g. to use a class 10a shed for habitable purposes)	\$520.00	\$550.00	5.77%	\$30.00
Request for assessment against a performance requirement for class 1a or 10 buildings that do not meet an acceptable measure under the Planning Scheme specified in S.33 of Building Act	\$520.00	\$550.00	5.77%	\$30.00
Request to determine if building work complies with QDC MP2.1 fire safety standard for budget accommodation buildings	By quote. Minimum \$600.00			
Request for assessment against a performance requirement of QDC MP5.2 higher risk personal appearance services where proposal does not comply with an acceptable measure (per item)	\$210.00	\$220.00	4.76%	\$10.00
Per Item.				
Request to determine if building work complies with QDC MP5.7 residential services building standard building requirements (up to 10 persons)	By quote. Minimum \$600.00			

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Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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1.9.2 – Concurrence Agency Fees including when Council is the assessment Manager for a Development Approval [continued]

Request for assessment against a performance requirement for buildings that do not meet an acceptable measure under the QDC MP4.2 water saving targets	\$210.00	\$220.00	4.76%	\$10.00
Concurrence Agency Referral matters to be assessed by Local Governments as prescribed in the Planning Regulation 2017, Schedule 9 that are not listed				By Quote

1.9.3 – Supply of Plans and Information to Consultants/Building Certifier/Owner

Form 19 – the application and the approval documents for the application (Part B – G1) per certificate	\$65.00	\$65.00	0.00%	\$0.00
Building record search (including copy of site and floor plans if available)	\$320.00	\$330.00	3.13%	\$10.00
50% of the fee charged is refundable when a search is cancelled by applicant prior to commencement of search. Refund requests must be in writing. (Search includes plumbing records & OSSF last inspection service date if available). up to 10 business days processing time				
Commercial building record search (includes copy of site and floor plans if available)	\$520.00	\$530.00	1.92%	\$10.00
Form 19 – the decision notice or negotiated decision notice for the application (part B – G2) certificates relied on to decide the application (per certificate) (part B – G5)	\$65.00	\$65.00	0.00%	\$0.00
Form 19 – a copy of the plans, drawings & specifications & other documents & information lodged by the applicant, stamped approved or otherwise endorsed by the assessment manager (excludes decision notice and inspection documents) (part B – G3) i.e. commercial or A1 plans may incur additional charges	\$130.00	\$130.00	0.00%	\$0.00
Form 19 – certificate of classification (part C – H5)	\$65.00	\$65.00	0.00%	\$0.00
Form 19 – details of existing buildings on the property if available (part A – D1)	\$65.00	\$65.00	0.00%	\$0.00
Form 19 – Information relied on to decide the application in relation to the physical characteristics and location of infrastructure related to the application (part C – H1, 2, 3, 4, 6, 7 other) per item	\$65.00	\$65.00	0.00%	\$0.00
Form 19 – relevant sections of register of show cause and enforcement notice information (for a particular lot on plan) (part A – F3)	\$65.00	\$65.00	0.00%	\$0.00
Request for certificate of classification including under section 110 of Building Act minimum fee (additional hours after the first 2 hours charged at \$160 per hour)	\$155.00	\$500.00	222.58%	\$345.00
Hourly Rate plus Minimum Fee for Site Inspection \$180.00.				

1.10 – Plumbing

1.10.1 – Plumbing & Drainage Applications

All applications incur a \$280.00 administration fee which is non-refundable.

Fees also include scrutiny and inspections necessary to issue a compliance certificate for new buildings & additions/alterations to existing buildings with fixtures. Commercial applications may incur additional fees.

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Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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1.10.1 – Plumbing & Drainage Applications [continued]

N.B. Fire hydrants and/or fire hose reels and additional items are calculated at a fixture rate.

Lodgment fee Plus fees per fixture as calculated with reference to the fee scale below.	\$270.00	\$280.00	3.70%	\$10.00
Per fixture – no. of fixtures less than or equal to 150	\$120.00	\$120.00	0.00%	\$0.00
Per fixture – no. of fixtures 151 to 200 inclusive Plus base fee of \$18,000.00.	\$102.00	\$105.00	2.94%	\$3.00
Per fixture – no. of fixtures 201 to 250 inclusive Plus base fee of \$23,250.00.	\$84.00	\$85.00	1.19%	\$1.00
Per fixture – no. of fixtures 251 to 300 inclusive Plus base fee of \$27,500.00.	\$66.00	\$65.00	-1.52%	-\$1.00
Per fixture – no. of fixtures greater than or equal to 301 inclusive Plus base fee of \$30,750.00.	\$48.00	\$50.00	4.17%	\$2.00
Minor applications – no fixtures – lodgment and inspection process (one inspection) (i.e. new water service)	\$390.00	\$400.00	2.56%	\$10.00

1.10.2 – On-Site Sewerage Facilities

New installation, upgrade or alteration to existing facility including HSTP, septic tank, waterless toilet or grey water treatment facility.

Application and inspection process (two inspections)	\$510.00	\$520.00	1.96%	\$10.00
Commercial OSSF (over20EP) land application area only (two inspections)	\$510.00	\$520.00	1.96%	\$10.00
Minor land application area change (e.g. moving turf valve for shed) (one inspection)	\$390.00	\$400.00	2.56%	\$10.00
For example, moving turf valve for shed. one inspection.				

1.10.3 – Amended Permit/Plan Fee or Extension of Time

Amended plan assessment and/or extension of time	\$270.00	\$280.00	3.70%	\$10.00
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1.10.4 – Alternate Solution

Applications that contain alternate solutions as part of compliance assessment (fee is additional to application fees)	By Quote			
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1.10.5 – Inspections

At Officer's discretion.

Additional or re-inspections	\$120.00	\$120.00	0.00%	\$0.00
After hours monday – friday	\$270.00	\$280.00	3.70%	\$10.00
Saturday & sunday	\$390.00	\$400.00	2.56%	\$10.00

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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1.10.6 – Concurrent Agents Fee – Sustainable Planning Regs (SPR)

Concurrence for onsite wastewater management (fee is inclusive when Council is the assessment manager for a development approval)	\$85.00	\$90.00	5.88%	\$5.00
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1.10.7 – Refunds

Refunds	Cancelled/Withdrawn applications – A refund of 50% of fees paid is applicable where an application has been assessed or a permit is issued but no inspections are performed. Requests for refunds must be in writing. (N.B. lapsed permits are non-refundable) (When permits have not reached assessment stage the lodgment/administration fee only is retained).			
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1.10.8 – Supply of Plans & Information to Consultants/Building Certifier/Owner

No refunds shall apply.

Form 19 – plan of any sanitary drain within or adjacent to the property, including approved connection point and any limitations on capacity (class 1 and 10 'as constructed' sanitary drainage plan) (part A – A1)	\$65.00	\$65.00	0.00%	\$0.00
Form 19 – a copy of the plans, drawings & specifications & other documents & information lodged by the applicant, stamped approved or otherwise endorsed by the assessment manager (excludes decision notice and inspection documents) (part B – G3) i.e. commercial or A1 plans may incur additional charges	\$130.00	\$130.00	0.00%	\$0.00
Form 19 – certificates relied on to decide the application (part B – G5) per certificate	\$65.00	\$65.00	0.00%	\$0.00
Form 19 – hydraulic services plans (existing commercial buildings) class 2 to 9 'as constructed' (part A – D3)	\$65.00	\$65.00	0.00%	\$0.00
Form 19 – Information relied on to decide the application in relation to the physical characteristics and location of infrastructure related to the application (part C – H1, 2, 3, 4, 6, 7 other) per item	\$65.00	\$65.00	0.00%	\$0.00
Form 19 – the application and the approval documents for the application (Part B – G1) per certificate	\$65.00	\$65.00	0.00%	\$0.00
Form 19 – details of any required land application area for on-site disposal of sewerage, including any reserve area (part A – A5)	\$65.00	\$65.00	0.00%	\$0.00
Form 19 – details of approved swimming pool discharge point (part A – A6)	\$65.00	\$65.00	0.00%	\$0.00

1.10.9 – Backflow Prevention Devices

Commercial annual registration fee – first device	\$75.00	\$75.00	0.00%	\$0.00
Commercial additional devices – each up to 20 devices	\$20.00	\$20.00	0.00%	\$0.00
Commercial additional devices – each greater than 20 devices	\$15.00	\$15.00	0.00%	\$0.00
Domestic dwelling – each device	\$30.00	\$30.00	0.00%	\$0.00

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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1.10.10 – File Reinstatement Fee

Compliance inspections & compliance certificate requests for permits. Applicable to applications approved prior to 1 July 2019 only.	\$320.00	\$400.00	25.00%	\$80.00
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1.10.11 – Consultants

Requested consultancy, site inspections, design and advice/assistance (at the discretion of the Coordinator Building and Plumbing)	By Quote			
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1.11 – Engineering & Design

Application fee including inspection fee.

1.11.1 – Undertake Minor Works Within Road Dedication Not Associated With Reconfiguration of a Lot or Material Change of Use

Minor Works Less than \$20,000.

Construction of property access (driveway)	\$210.00	\$215.00	2.38%	\$5.00
Construction of property access (driveway) – self assessable	\$115.00	\$120.00	4.35%	\$5.00
Installation of cattle grid and/or gate	\$210.00	\$215.00	2.38%	\$5.00
Installation of water main (specify purpose, size and materials), e.g., irrigation pipe	\$170.00	\$175.00	2.94%	\$5.00
Undertaking clearing of vegetation (specify purpose, e.g., fire hazard reduction)	\$155.00	\$160.00	3.23%	\$5.00
Undertake earthworks (specify purpose, e.g., access track)	\$155.00	\$160.00	3.23%	\$5.00
Storm water connection to kerb or Council piped drainage system	\$155.00	\$160.00	3.23%	\$5.00
Traffic management plan	\$155.00	\$160.00	3.23%	\$5.00
Other (to be specified)	Price on application			
Reinspection Fee (per reinspection)	\$80.00	\$85.00	6.25%	\$5.00

1.11.2 – Undertake Major Works Within Road Dedication Not Associated With Reconfiguration of a Lot or Material Change of Use

Major Works Greater than \$20,000.

Application Fee, Including Inspection Fee	Price on application			
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1.11.3 – Road Inspection Fee – Removal Dwelling

Inspection Fee	\$725.00	\$745.00	2.76%	\$20.00
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1.11.4 – Infrastructure Reports & Data

Infrastructure Reports & Data	Price on application			
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Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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1.12 – Headworks – Infrastructure Contributions

Headworks Contributions indicating in Section 14 of the Planning & Development Fees are applicable for applications which have been approved prior to 1 July 2011 & are conditioned in accordance with Planning Scheme Policies from the Gatton Shire Council Planning Scheme 2007 & Laidley Shire Council Planning Scheme 2003.

Applications approved after 1 July 2011 will be conditioned in accordance with Council's Adopted Infrastructure Charges Resolution which is available on the Lockyer Valley Regional Council's website under the Planning information tab.

1.12.1 – Headworks Charges – Roads, Parks, Water & Sewerage

See separate policies for application of charges.

1.12.2 – Roadworks Contribution Scale

Calculated per additional new lot created in a subdivision or as a development condition.

Former Gatton Shire Council Area Only.

Existing Road Standard

Bitumen sealed pavement 5.6m wide or more	\$1,965.00	\$2,015.00	2.54%	\$50.00
Bitumen sealed pavement 3.8 m wide or more	\$2,455.00	\$2,515.00	2.44%	\$60.00
Gravelled pavement	\$3,925.00	\$4,025.00	2.55%	\$100.00
Formed only	\$4,950.00	\$5,075.00	2.53%	\$125.00

1.12.3 – Public Open Space Contribution

Gatton & Laidley	\$4,675.00	\$4,790.00	2.46%	\$115.00
Laidley Planning Scheme – approvals prior to 29/06/09	\$2,160.00	\$2,215.00	2.55%	\$55.00

1.12.4 – Water – Gatton Planning Scheme Area

Gatton – full pressure	\$6,035.00	\$6,185.00	2.49%	\$150.00
Gatton constant flow	\$5,755.00	\$5,900.00	2.52%	\$145.00
Placid Hills	\$6,035.00	\$6,185.00	2.49%	\$150.00
Grantham	\$6,035.00	\$6,185.00	2.49%	\$150.00
Helidon	\$6,035.00	\$6,185.00	2.49%	\$150.00
Postmans Ridge	\$6,035.00	\$6,185.00	2.49%	\$150.00
Withcott	\$6,035.00	\$6,185.00	2.49%	\$150.00
Table Top	\$6,035.00	\$6,185.00	2.49%	\$150.00
Woodlands Rise development area	\$6,035.00	\$6,185.00	2.49%	\$150.00
All areas – existing property contributing to infrastructure	\$2,450.00	\$2,510.00	2.45%	\$60.00

1.12.5 – Water – Laidley Planning Scheme Area

Please reference Map 1 of the Laidley Planning Scheme Policy No. 9 - Contributions for water and sewerage headworks.

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Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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1.12.5 – Water – Laidley Planning Scheme Area [continued]

Glenore Grove East to Laidley-Esk Shire boundary	\$1,665.00	\$1,705.00	2.40%	\$40.00
Glenore Grove West to Laidley-Gatton boundary	\$2,235.00	\$2,290.00	2.46%	\$55.00
Glenore Grove to Laidley town – North of Warrego Highway	\$2,030.00	\$2,080.00	2.46%	\$50.00
Glenore Grove to Laidley town – South of Warrego Highway	\$2,865.00	\$2,935.00	2.44%	\$70.00
West Laidley region	\$3,635.00	\$3,725.00	2.48%	\$90.00
QM Properties region	\$2,640.00	\$2,705.00	2.46%	\$65.00
Laidley town	\$4,890.00	\$5,010.00	2.45%	\$120.00
Forest Hill town	\$2,050.00	\$2,100.00	2.44%	\$50.00

1.12.6 – Sewer – Gatton Planning Scheme Area

Gatton	\$2,510.00	\$2,575.00	2.59%	\$65.00
Helidon	\$2,510.00	\$2,575.00	2.59%	\$65.00
Woodlands Rise development area	\$3,885.00	\$3,980.00	2.45%	\$95.00

1.12.7 – Sewer – Laidley Planning Scheme Area

Please reference Map 1 of the Laidley Planning Scheme Policy No. 9 - Contributions for water and sewerage headworks.

Laidley town	\$1,665.00	\$1,705.00	2.40%	\$40.00
Forest Hill town	\$1,665.00	\$1,705.00	2.40%	\$40.00

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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2 – Commercial Fees & Charges

2.1 – Corporate Services

2.1.1 – Rates Search Fees

Full Rates Search	\$185.00	\$190.00	2.70%	\$5.00
Urgent Rates Search	\$255.00	\$260.00	1.96%	\$5.00
1 to 2 day turnaround.				
Counter Search	\$29.00	\$30.00	3.45%	\$1.00
Ownership, Valuation, Rates and Charges only.				

2.1.2 – Rate Refund Processing Fee

Processing Fee	\$28.00	\$29.00	3.57%	\$1.00
After the first refund annually.				

2.1.3 – Administration Fees

Copy of Prior Years Rate Notice	\$7.00 per notice for prior years. No Charge for the current financial year			
Change of Ownership Fee	\$90.00	\$92.00	2.22%	\$2.00
Administration Fee for Dishonoured Payments	\$20.00	\$21.00	5.00%	\$1.00

2.1.4 – Copy of Financial Statements

Hard Copy of Annual Report (including Financial Statements)	\$13.00	\$13.00	0.00%	\$0.00
Soft Copy can be accessed from Council's Website for free.				

2.1.5 – Copy of Council Policies, Local Laws & Public Interest Tests

Hard Copy of Council Policies, Local Laws & Public Interest Tests	\$0.65 per page, Max \$13.00 per Policy/Local Law/Public Interest Test			
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2.1.6 – Customer Services

Scanning	\$2.00 each page up to \$20.00 maximum
	Min. Fee: \$1.82
Per page.	

Photocopying Fees – Mono

A4	\$0.50	\$0.50	0.00%	\$0.00
A3 Sheet	\$1.00	\$1.00	0.00%	\$0.00

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Photocopying Fees – Colour

A4	\$1.00	\$1.00	0.00%	\$0.00
A3 Sheet	\$2.00	\$2.00	0.00%	\$0.00

2.2 – Water

2.2.1 – Sale of Bore Water From Standpipe

Bore water standpipe sales (per KI)	\$3.80	\$4.75	25.00%	\$0.95
Per KL.				
Bond for Bore Key	\$250.00	\$250.00	0.00%	\$0.00

2.3 – GIS Mapping

2.3.1 – Large Format Printing/Scanning

Printing

A2	\$22.00	\$22.00	0.00%	\$0.00
A1	\$27.00	\$27.00	0.00%	\$0.00
A0	\$37.00	\$37.00	0.00%	\$0.00

Scanning

A2	\$30.00	\$30.00	0.00%	\$0.00
A1	\$35.00	\$35.00	0.00%	\$0.00
A0	\$46.00	\$46.00	0.00%	\$0.00

2.3.2 – Road Map Booklet

Road Map Booklet	\$28.00	\$28.00	0.00%	\$0.00
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2.3.3 – Standard Mapping

For customised mapping requests the charge will be calculated on the standard maps charges plus preparation time based on service charges (below).

For requests relating to Planning Scheme information, please refer to Council's Cost Recovery Fees & Charges item 1.7.5.

A4 Size	\$22.00	\$22.00	0.00%	\$0.00
A3 Size	\$29.00	\$29.00	0.00%	\$0.00
A2 Size	\$44.00	\$44.00	0.00%	\$0.00
A1 Size	\$53.00	\$53.00	0.00%	\$0.00
A0 Size	\$73.00	\$73.00	0.00%	\$0.00

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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2.3.4 – Digital Spatial Data

Asset/Cadastral data per Sq KM	\$90.00	\$95.00	5.56%	\$5.00
Minimum 1km				
Contour/LiDAR data per Sq KM	\$140.00	\$140.00	0.00%	\$0.00
Minimum 1km				
Aerial Photography per Tile	\$125.00	\$125.00	0.00%	\$0.00
Minimum 1 Tile				
Full Council Coverage of any single dataset				Price on application

2.3.5 – Service Charges

GIS Operator Fee (per hr)	\$185.00	\$190.00	2.70%	\$5.00
Minimum 1 hour				

2.3.6 – Supply Charges

Data Supplied on CD/DVD	\$15.00	\$15.00	0.00%	\$0.00
Includes Postage/Delivery.				

2.4 – Library

2.4.1 – Library Membership

Membership is Free to:

- Persons who are residents of Lockyer Valley Regional Council, Somerset Regional Council, Ipswich City Council and Toowoomba Regional Council.
- Persons who attend a school or college in Lockyer Valley Regional Council area.
- Persons with permanent workplace in the Lockyer Valley Regional Council area.
- Any Permanent Resident of Queensland

2.4.2 – Library Membership – Security Deposits

A Refundable Security Deposit is payable by:

- Non permanent Hotel/Motel residents.
- Persons not permanently residing, attending a school or college, or working in the Lockyer Valley Regional Council area.
- Persons not residing in any of the above reciprocal Regions.
- Persons unable to provide identification with proof of residency.

Non-Permanent Residents	\$50.00	\$50.00	0.00%	\$0.00
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2.4.3 – Other Fees

Inter Library loans	\$20.00	\$20.00	0.00%	\$0.00
Per request from other institutions.				
Replacement Membership Card	\$2.00	\$2.00	0.00%	\$0.00

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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2.4.4 – Fees for Lost/Damaged Items

Processing Fee	\$10.00	\$10.00	0.00%	\$0.00
Minor Damage – Non-specific Resource	\$10.00	\$10.00	0.00%	\$0.00
Account Recovery Fee	\$21.00	\$21.00	0.00%	\$0.00
Charged when lost or damaged items are referred to the recovery agency.				
Adult Fiction	\$41.00	\$41.00	0.00%	\$0.00
Adult Non Fiction	\$41.00	\$41.00	0.00%	\$0.00
Read Now Collection	\$25.00	\$25.00	0.00%	\$0.00
Young Adult and Junior Fiction	\$26.00	\$26.00	0.00%	\$0.00
Young Adult and Junior Non Fiction	\$26.00	\$26.00	0.00%	\$0.00
Large Type	\$41.00	\$41.00	0.00%	\$0.00
Reference	\$130.00	\$130.00	0.00%	\$0.00
Local History	\$130.00	\$130.00	0.00%	\$0.00
DVDs	\$35.00	\$35.00	0.00%	\$0.00
Audio Kits – Adult	\$25.00 per item in kit to maximum of \$125.00			
Audio Kits – Young Adult and Junior	\$25.00 per item in kit to maximum of \$125.00			
Music CDs	\$35.00	\$35.00	0.00%	\$0.00
Audio Books – Adult	\$130.00	\$130.00	0.00%	\$0.00
Audio Books – Young Adult and Junior	\$26.00	\$26.00	0.00%	\$0.00
Toys or Kits – Total Replacement Cost	\$62.00	\$62.00	0.00%	\$0.00
Where total replacement is required.				
Toys or Kits – Missing or Damaged Items	\$16.00	\$16.00	0.00%	\$0.00
Individual items where toy integrity isn't lost.				
Magazines	\$10.00	\$10.00	0.00%	\$0.00
Inter Library loans – from Qld Public Libraries	\$57.00	\$57.00	0.00%	\$0.00
Inter Library loans – from other Institutions	\$110.00	\$110.00	0.00%	\$0.00
Languages Other Than English (Community Languages)	\$57.00	\$57.00	0.00%	\$0.00
Literacy	\$57.00	\$57.00	0.00%	\$0.00
Tablets – Acer – Total Replacement Cost	\$105.00	\$105.00	0.00%	\$0.00
Tablets, iPads and LaunchPads – Total Replacement Costs	Market Value of a New Tablet, iPad or LaunchPad			
Tablets, iPads and LaunchPads – Repair Cost	Current Costs to Repair			

2.4.5 – Library Items – Replacement Costs

Replacement Policy:

- Books, Videos, DVDs, CDs & Magazines may be replaced by the borrower with a new copy of the same title & format.
- For new non-fiction titles & magazines, the same year of publication and edition is also required. Second-hand copies are not acceptable.

2.4.6 – Miscellaneous Charges

Library Bags	\$2.00	\$2.00	0.00%	\$0.00
Laminations – Wallet Size	\$1.00	\$1.00	0.00%	\$0.00

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Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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2.4.6 – Miscellaneous Charges [continued]

Laminations – A5	\$2.00	\$2.00	0.00%	\$0.00
Laminations – A4	\$4.00	\$4.00	0.00%	\$0.00
Laminations – A3	\$6.00	\$6.00	0.00%	\$0.00
USB Flash Drive	\$7.00	\$7.00	0.00%	\$0.00
Headphones	\$2.00	\$2.00	0.00%	\$0.00

2.4.7 – Photocopying & Printing

Black & White (A4)	\$0.50	\$0.50	0.00%	\$0.00
Black & White (A3)	\$1.00	\$1.00	0.00%	\$0.00
Colour (A4)	\$1.00	\$1.00	0.00%	\$0.00
Colour (A3)	\$2.00	\$2.00	0.00%	\$0.00
Photographs	\$1.00	\$1.00	0.00%	\$0.00

2.4.9 – Scanning

Scanning – (To email or USB)	\$1.00 each page up to \$10.00 maximum			
Per item/side scanned				

2.4.10 – Events

Youth and Children's Services – Craft Activity	\$2.00	\$2.00	0.00%	\$0.00
Per Child				
Youth and Children's Services – Party	\$5.00	\$5.00	0.00%	\$0.00
Per Child				
Computer Training – Group Training	Free			
Computer Training – Library Resources	Free			
Computer Training – One on One per hour	\$20.00	\$20.00	0.00%	\$0.00
Seminars/Workshops/Special events	Per Event			
As per event costs.				

2.4.11 – Art Gallery

Commission on Sales from Exhibitions	20% of sales			
Invitations given to artist	\$1.00	\$1.00	0.00%	\$0.00
After first 20 free per exhibition.				
Invitations posted out	\$2.00	\$2.00	0.00%	\$0.00
After first 20 free per exhibition.				
One Artist exhibiting (no opening function)	\$200.00	\$200.00	0.00%	\$0.00
One Artist exhibiting (with opening function)	\$350.00 (includes catering and drinks)			

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Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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2.4.11 – Art Gallery [continued]

Two Artists exhibiting with combined display (no opening function)	\$100.00	\$100.00	0.00%	\$0.00
Each artist to pay.				
Two artists exhibiting with combined display (with opening function)	\$175.00 each artist with a combined function (includes catering and drinks)			
Three or more artists exhibiting as a group	\$350.00	\$350.00	0.00%	\$0.00
Each to pay. Total exhibition is \$350 shared equally between the number of exhibitors.				
Gallery curated local exhibition – Multiple Artists	\$30.00	\$30.00	0.00%	\$0.00
Each individual artist to pay.				

2.5 – Swimming Pool

2.5.1 – Lockyer Valley Sports & Aquatic Centre

General Entry

Pass out					Free
1 in 24 hour period only.					
Adult (16 yrs & over)	\$5.00	\$5.00	0.00%	\$0.00	
Child/Concession/Student	\$4.00	\$4.00	0.00%	\$0.00	
Spectators	\$3.00	\$3.00	0.00%	\$0.00	

Monthly Tickets

Child/Concession/Student Pass	\$26.00	\$26.00	0.00%	\$0.00
Adult (16 yrs & over)	\$32.00	\$32.00	0.00%	\$0.00
Family (2 adults + 2 children)	\$70.00	\$70.00	0.00%	\$0.00

Three Monthly Tickets

Child/Concession/Student Pass	\$70.00	\$70.00	0.00%	\$0.00
Adult (16 yrs & over)	\$90.00	\$90.00	0.00%	\$0.00
Family (2 adults + 2 children)	\$200.00	\$200.00	0.00%	\$0.00

Indoor Sports Centre Court Hire

Hourly rate (for scheduled team sport or schools)	\$32.00	\$32.00	0.00%	\$0.00
Individual (not part of fixtures)	\$5.00	\$5.00	0.00%	\$0.00

Old Pavilion Hire

Weekly rate	\$100.00	\$100.00	0.00%	\$0.00
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Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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2.5.2 – Laidley Pool

Monthly Ticket

Child/Concession/Student Pass	\$20.00	\$20.00	0.00%	\$0.00
Adult 16 yrs & over	\$25.00	\$25.00	0.00%	\$0.00
Family (2 adults & 2 children)	\$65.00	\$65.00	0.00%	\$0.00

General Entry

Pass out				Free
1 hour in 24 hour period only.				
Child/Concession/Student	\$3.50	\$3.50	0.00%	\$0.00
Adult (16 yrs & over)	\$4.00	\$4.00	0.00%	\$0.00
Spectators	\$3.00	\$3.00	0.00%	\$0.00

Three Monthly Tickets

Child/Concession/Student Pass	\$60.00	\$60.00	0.00%	\$0.00
Adult 16 yrs & over	\$75.00	\$75.00	0.00%	\$0.00
Family (2 adults & 2 children)	\$180.00	\$180.00	0.00%	\$0.00

2.5.3 – School Attendances

School Pupils (attending with schools, under their supervision) – Lockyer Valley Sports & Aquatic Centre	\$2.50	\$2.50	0.00%	\$0.00
School Pupils (attending with schools, under their supervision) – Laidley Pool	\$1.25	\$1.25	0.00%	\$0.00

2.5.4 – Gatton Swim Club

This fee is paid to Council.

Swimming Club Rooms (per month) (Gatton)	\$20.00	\$20.00	0.00%	\$0.00
Hourly Rate	\$67.00	\$69.00	2.99%	\$2.00

2.5.5 – School Hire for Carnivals

Extra Lifeguard	\$55.00	\$55.00	0.00%	\$0.00
Hourly Rate LVSAC	\$115.00	\$120.00	4.35%	\$5.00
Hourly Rate Laidley	\$55.00	\$55.00	0.00%	\$0.00

2.6 – Saleyards – Gatton & Laidley

2.6.1 – Yard Fees

Per Head.

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Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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2.6.1 – Yard Fees [continued]

Cattle	\$4.10	\$4.30	4.88%	\$0.20
Pigs & Calves	\$3.05	\$3.20	4.92%	\$0.15
Sheep	\$3.05	\$3.20	4.92%	\$0.15
Goats	\$2.15	\$2.25	4.65%	\$0.10
Horses	\$4.50	\$4.70	4.44%	\$0.20
Infrastructure Replacement Levy	\$0.20	\$0.20	0.00%	\$0.00

2.6.2 – Other Fees

New Agents Application Fee	\$2,550.00	\$2,665.00	4.51%	\$115.00
One off payment.				
Annual Saleyard Permit (Renewal)	\$975.00	\$1,020.00	4.62%	\$45.00
Agents Fees	\$465.00	\$485.00	4.30%	\$20.00
Per Sale.				
Registered Stud Sale Access Fee	\$590.00	\$615.00	4.24%	\$25.00
All cattle must have registration papers.				
Dipping Fees	\$2.55	\$2.65	3.92%	\$0.10
Minimum Charge	\$165.00	\$170.00	3.03%	\$5.00
Holding Fees	\$0.70	\$0.75	7.14%	\$0.05
Per Head, Per day or part thereof.				
Open & Closing of Saleyards	\$285.00	\$290.00	1.75%	\$5.00
Weekends or Public Holidays.				

2.7 – Waste Disposal

The Queensland state waste levy where applicable is applied in addition to the fees and charges listed below.

2.7.1 – All Regional Landfill & Transfer Stations

Domestic Waste

General Waste

General Waste excludes gas cylinders, tyres, asbestos, contaminated soil, dead animals, refrigeration/freezer/air conditioning units with gas & electronic waste.

Fixed Charges

Per Unit.

Up to 0.24m3 (240 litres) per person and/or per vehicle each day (only applies to LVRC residents)				No Charge
Sedan, SUV, Station Wagon, > 0.24m3 (240 litres)	\$7.00	\$7.00	0.00%	\$0.00

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Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Fixed Charges [continued]

Trailer (maximum size 6x4)	\$10.00	\$10.00	0.00%	\$0.00
Where a trailer 6X4 has extended sides (eg cage or hungry boards) then the operator shall assess the load to determine if the volume moves into the trailer > 6 X 4 (non-commercial) category at which point the higher rate will apply.				
Ute	\$10.00	\$10.00	0.00%	\$0.00
Trailer >6x4 (non commercial)	\$20.00	\$20.00	0.00%	\$0.00
Where a trailer is > 6 X 4 carrying less waste that would fit into a 6 x 4 trailer, then the Trailer (maximum size 6 X 4) fee applies.				
Ute plus Trailer (maximum size 6x4)	\$20.00	\$20.00	0.00%	\$0.00

Variable Charges

Per tonne/per cubic metre

Truck or Trailer (greater than 6X4) – Domestic Waste	\$52.00	\$54.00	3.85%	\$2.00
Per cubic metre charge if weigh bridge not available. Domestic Quantity of Waste to landfill greater than 6 x 4				
Truck or Trailer (greater than 6X4) – Domestic Waste	\$117.00	\$119.00	1.71%	\$2.00
Per tonne charge if weighbridge is available. Domestic Quantity of Waste to landfill greater than 6 x 4				

Green Waste – Uncontaminated

Must NOT contain general waste, steel, plastic, concrete, building products, milled/treated timber, soil, mud, etc otherwise general waste fees apply.

Sedan, SUV, Station Wagon or Trailer (maximum size 6 x 4 and 8 x 5) and Ute	No Charge			
Truck or Trailer (greater than 8 X 5)	\$22.00	\$25.00	13.64%	\$3.00
Per cubic metre charge if weigh bridge not available. Domestic Quantity of Green Waste greater than 8 x 5				
Truck or Trailer (greater than 8X5)	\$35.00	\$38.00	8.57%	\$3.00
Per tonne charge if weighbridge is available. Domestic Quantity of Green Waste greater than 8 x 5				

Green Waste – Contaminated

i.e. Contains steel, plastic, concrete, building products, milled/treated timber.

Per cubic metre charge if weigh bridge not available	\$52.00	\$54.00	3.85%	\$2.00
(If it contains general waste, steel, plastic, concrete, building products, milled/treated timber, soil, mud,ect) Waste to landfill general waste fees apply				
Per tonne charge/weigh charge if weighbridge is available	\$117.00	\$119.00	1.71%	\$2.00
(if it contains general waste, steel, plastic, concrete, building products, milled/treated timber, soil, mud,ect) Waste to landfill general waste fees apply				

Concrete – Uncontaminated

Must NOT contain timber/vegetation/steel/ plastic/contaminated soil/asbestos products etc.

Ute or Trailer (maximum size 6 x 4) No Charge	No Charge.			
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Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Concrete – Uncontaminated [continued]

Truck or Trailer (greater than 6 x 4)	\$0.00	\$180.00	∞	∞
Truck or Trailer (greater than 6X4)	\$0.00	\$75.00	∞	∞

Ozone Protection

Refrigeration/Freezer/Air Conditioning Units without gas is classed as Scrap Metal.

Refrigeration/Freezer/Air Conditioning Units	\$10.00	\$10.00	0.00%	\$0.00
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Tyres

Commercial Companies tyres not permitted.

Large earthmoving/mining equipment tyres not permitted.

Domestic Passenger (Includes Motorcycle Tyre) – Each	\$5.00	\$5.00	0.00%	\$0.00
Light Truck/4x4 – each	\$8.00	\$8.00	0.00%	\$0.00
Heavy Truck, Bobcat, Forklift – each	\$24.00	\$25.00	4.17%	\$1.00
Gatton Landfill Only				
Super single (wide) each	\$30.00	\$31.00	3.33%	\$1.00
Gatton Landfill Only				
Tractor/Grader – each	\$135.00	\$140.00	3.70%	\$5.00
Gatton Landfill Only				
Additional Charge with Rim attached	\$10.00	\$10.00	0.00%	\$0.00
Additional charge per tyre if rim is attached. Gatton Landfill Only				

Recycling

Source separated & contaminate free. Cardboard, steel, glass, batteries, e-waste, waste Oil, drummuster, T – tape etc placed into dedicated recycling facility				No Charge
Gas cylinders	\$9.00	\$9.00	0.00%	\$0.00
Each.				

Waste From Out of Region

In addition to General Waste Fees.

Non LVRC resident – Sedan, SUV, Station Wagon, Trailer (maximum size 6x4), Ute	\$50.00	\$50.00	0.00%	\$0.00
Non LVRC resident. In addition to general waste fees.				

Replacement Bin

Replacement Bin	\$66.00	\$66.00	0.00%	\$0.00
Wheelie Bin Replacement (wilful damage, illegally removed by occupant etc.) validated by authorised person investigation				

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Commercial/Industrial/Contract Household Cleanup Waste

"Commercial" includes but not limited to any of the following:

- (a) a hotel, motel, caravan park, cafe, food store or canteen;
- (b) an assembly building, institutional building, kindergarten, child minding centre, school or other building used for education;
- (c) premises where a sport or game is ordinarily played in public;
- (d) an exhibition ground, show ground or racecourse;
- (e) a farm;
- (f) an office, shop or other premises where business or work, other than a manufacturing process, is carried out;
- (g) a person/operator &/or company that is carrying out work/business for fee or reward; or
- (h) Council waste. The relevant fee for the type of Council waste will commence from 1 July 2014. This charge will be applied through Work Order numbers.

"Industrial" includes a manufacturing process.

Commercial & Business General Waste

General Waste excludes gas cylinders, tyres, asbestos, contaminated soil, dead animals, refrigeration/freezer/air conditioning units with gas & electronic waste.

Approved Charity Store Waste

When disposing of inappropriate material, Charity stores can receive a 50% discount on the general waste disposal fee where registered with Council.

Transactions must be by account or corporate credit card.

Fixed Charges

Per Unit.

Less than 0.12m ³ (120 litres) if weighbridge not available – Gatton & Laidley only	\$16.00	\$18.00	12.50%	\$2.00
Sedan, SUV, Station Wagon, > 0.12m ³ (120 litres) if weighbridge not available – Gatton & Laidley only	\$21.00	\$23.00	9.52%	\$2.00
Trailer (maximum size 6x4) if weighbridge not available – Gatton & Laidley only	\$36.00	\$38.00	5.56%	\$2.00
Where a trailer 6x4 has extended sides (eg cage or hungry boards) then the operator shall assess the load to determine if the volume is > 6x4 at which point the higher rate (Larger Vehicle) will apply.				
Ute – if weighbridge not available – Gatton & Laidley only	\$36.00	\$38.00	5.56%	\$2.00
Ute plus Trailer (maximum size 6x4) – if weighbridge not available – Gatton & Laidley only	\$66.00	\$68.00	3.03%	\$2.00
Ute + Trailer of waste to landfill - Where a trailer 6x4 has extended sides (eg cage or hungry boards) then the operator shall assess the load to determine if the volume is > 6x4 at which point the higher rate (Larger Vehicle) will apply.				

Variable Charges

Per tonne/per cubic metre

Larger vehicles. Per cubic metre charge if weigh bridge not available – Gatton & Laidley only	\$52.00	\$54.00	3.85%	\$2.00
Larger vehicles. Per tonne charge/weigh charge if weighbridge is available – Gatton & Laidley only	\$117.00	\$119.00	1.71%	\$2.00

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Cleanfill/Soil – Uncontaminated

Clean Fill/Soil Uncontaminated	No Charge
i.e. Contains no timber/vegetation/steel/plastic/concrete (greater than 300mm dia) stone/bricks/contaminated soil/asbestos products etc.	
If material contains these contaminates then material is classified as general waste & general waste fees apply.	

Concrete – Uncontaminated

i.e. Contains no timber/vegetation/steel/ plastic/contaminated soil/asbestos products etc.

Per cubic metre charge if weigh bridge not available – Gatton & Laidley only	\$176.00	\$180.00	2.27%	\$4.00
(i.e. contains no timber/vegetation/steel/plastic/builder waste/contaminated soil/asbestos products ets.)				
Per tonne charge/weigh charge if weighbridge is available – Gatton & Laidley only	\$73.00	\$75.00	2.74%	\$2.00
(i.e. contains NO timber/vegetation/steel/plastics/builders waste/contaminated soil/asbestos products etc.)				

Concrete – Contaminated

i.e. Contains timber/vegetation/steel/plastic / mixed building material etc.

Per cubic metre charge if weigh bridge not available	\$360.00	\$365.00	1.39%	\$5.00
(i.e contains non regulated waste such as timber/vegetation/steel/plastic/mixed building materials) Mixed load Waste to landfill				
Per tonne charge/weigh charge if weighbridge is available	\$150.00	\$152.00	1.33%	\$2.00
(i.e contains non regulated waste such as timber/vegetation/steel/plastic/mixed building materials) mixed load waste to landfill				

Concrete – Contaminated

i.e. Contains contaminated soil/asbestos products etc.

Per cubic metre charge if weigh bridge not available	\$864.00	\$864.00	0.00%	\$0.00
(i.e contains regulated waste such as contaminated soil) waste to landfill				
Per tonne charge/weigh charge if weighbridge is available	\$360.00	\$370.00	2.78%	\$10.00
(i.e contains regulated waste contaminated soil) Special burial waste to landfill				
Weigh charge if weighbridge is available – minimum charge	\$105.00	\$105.00	0.00%	\$0.00
(i.e contains regulated waste such as contaminated soil) Special Burial waste to landfill				

Green Waste – Uncontaminated

i.e. Contains no steel, plastic, concrete, building products, milled/treated timber.

Excludes Root Boles.

Trailer/Ute 6x4	\$17.00	\$17.00	0.00%	\$0.00
(Must NOT contain general waste, steel, plastic, concrete, building products, asbestos, milled/treated timber, soil, mud,ect) otherwise general waste fees apply				

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Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Green Waste – Uncontaminated [continued]

Per cubic metre charge if weigh bridge not available – Gatton & Laidley only	\$22.00	\$25.00	13.64%	\$3.00
(Must NOT contain general waste, steel, plastic, concrete, building products, milled/treated timber, soil, mud,ect) otherwise general waste fees apply				
Per tonne charge/weigh charge if weighbridge is available – Gatton & Laidley only	\$35.00	\$38.00	8.57%	\$3.00
(Must NOT contain general waste, steel, plastic, concrete, building products, milled/treated timber, soil, mud,ect) otherwise general waste fees apply.				
Minimum charge \$10.00 (inc. GST).				

Green Waste – Contaminated

i.e. Contains steel, plastic, concrete, building products, milled/treated timber.

Per cubic metre charge if weigh bridge not available	\$52.00	\$54.00	3.85%	\$2.00
(Contains general waste, steel, plastic, concrete, building products, milled/treated timber, soil, mud,ect) waste to landfill				
Per tonne charge/weigh charge if weighbridge is available	\$117.00	\$119.00	1.71%	\$2.00
(Contains general waste, steel, plastic, concrete, building products, milled/treated timber, soil, mud,ect) waste to landfill				

Trickle Tape (T-Tape)

T-tape (uncontaminated) – Gatton only	No Charge			
contains NO excessive mix of other plastics AND/OR soil remnants. Is clean and placed for dedicated recycling. Maybe subject to change due to market acceptance.				
T-tape (Contaminated) – per tonne charge/weigh charge if weighbridge available – Gatton only	\$117.00	\$119.00	1.71%	\$2.00
Contains an excessive mix of other plastics AND / OR soil remnants. Material is then classified as general waste & waste to landfill general waste fees apply.				
T-tape (Contaminated) – per cubic metre if weighbridge not available – Gatton only	\$52.00	\$54.00	3.85%	\$2.00
Contains an excessive mix of other plastics AND / OR soil remnants. Material is then classified as general waste & waste to landfill general waste fees apply.				

Waste From Out of Region

In addition to Commercial & Businesses General Waste Fees.

Per cubic metre charge if weigh bridge not available	\$102.00	\$102.00	0.00%	\$0.00
Waste from out of region - Non LVRC Commercial/Industrial/Contract Household Cleanup Waste - waste fee to landfill				
Per tonne charge/weigh charge if weigh bridge is available	\$167.00	\$167.00	0.00%	\$0.00
Waste from out of region - Non LVRC Commercial/Industrial/Contract Household Cleanup Waste - Waste to landfill				

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Recycling

Drop off of Commercial sourced recycling not permitted.

Commercial gas cylinders not permitted.

Special Burials

Available Gatton Only - By Appointment Only - Please Phone 1300 005 872

Asbestos or Contaminated Soil (DES approved) cubic metre charge if weighbridge not available	\$85.00	\$87.00	2.35%	\$2.00
Accepted at Gatton Landfill <ul style="list-style-type: none"> Special burial onsite contaminated soil - subject to soil analysis and ability to receive in accordance with licence conditions Special burial off-site asbestos 				
Asbestos or Contaminated Soil (DES approved) weigh charge if weighbridge is available	\$195.00	\$197.00	1.03%	\$2.00
Accepted at Gatton Landfill <ul style="list-style-type: none"> Special burial onsite contaminated soil - subject to soil analysis and ability to receive in accordance with licence conditions Special burial off-site asbestos 				
Asbestos or Contaminated Soil (DES approved) weigh charge if weighbridge is available – Min Charge	\$60.00	\$62.00	3.33%	\$2.00
Accepted at Gatton Landfill <ul style="list-style-type: none"> Special burial onsite contaminated soil - subject to soil analysis and ability to receive in accordance with licence conditions Special burial off-site asbestos 				
Small Animals (dogs, cats) each	\$16.00	\$16.00	0.00%	\$0.00
Gatton Landfill Only				
Medium (goat, sheep, large dog etc) each	\$28.00	\$28.00	0.00%	\$0.00
Gatton Landfill Only				
Large Animals (horse, cattle etc) each	\$123.00	\$123.00	0.00%	\$0.00
Gatton Landfill Only				

Greenwaste Mulch Sales

Domestic load less than 1m³. (i.e. approx one 6 x 4 trailer load)	\$15.00	\$15.00	0.00%	\$0.00
Limited to one load per vehicle each day.				
Commercial quantities > minimum 2m³	\$24.00	\$25.00	4.17%	\$1.00
Community Use				No Charge
Approval must be obtained with Statutory Declaration.				

Concrete Sales

Sale of recycled and crushed concrete.

continued on next page ...

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Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Concrete Sales [continued]

Gatton landfill only.

Aggregate 75mm minus Per tonne.	\$30.00	\$30.00	0.00%	\$0.00
Scalps (clean) 40mm minus Per tonne.	\$50.00	\$50.00	0.00%	\$0.00
Scalps (dirty) 40mm minus Per tonne.	\$25.00	\$25.00	0.00%	\$0.00
Scalps (dirty/clean) 40mm minus Per tonne.	\$36.00	\$36.00	0.00%	\$0.00
Bulk sale of any product > 5 tonne	Price on application.			

2.8 – Cemeteries**2.8.1 – Gatton, Laidley, Caffey, Forest Hill & Murphys Creek****General Cemetery**

Application for Burial Unreserved Land - Double Depth.	\$1,005.00	\$1,030.00	2.49%	\$25.00
Application for Reservation of Plot Double Depth.	\$1,100.00	\$1,130.00	2.73%	\$30.00
Extra Depth Additional Fee.	Price on application			
Interment Fee – Monumental	\$1,490.00	\$1,525.00	2.35%	\$35.00
Interment Fee – Lawn	\$1,370.00	\$1,405.00	2.55%	\$35.00
Interment Fee for Child aged 12 and under	\$685.00	\$700.00	2.19%	\$15.00
Land for Child Grave (Smaller Plot)	\$457.15	\$468.58	2.50%	\$11.43
Breaking of Concrete on Graves Additional Fee.	Price on application			
Land for Burial of Ashes Half Plots.	\$524.80	\$537.92	2.50%	\$13.12
Burial of Cremation Ashes	\$200.00	\$205.00	2.50%	\$5.00
Re-Opening Grave / Exhumation	Price on application			
Hand Digging Additional Fee.	\$530.00	\$545.00	2.83%	\$15.00
Application for Monumental Work and Plaque Modifications Fee does not apply to Commonwealth War Graves.	\$84.00	\$84.00	0.00%	\$0.00

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Overtime Rates

Additional overtime rates apply to funerals booked after 2.30pm on workdays, and anytime on weekends and public holidays.

Overtime Rates	\$180.00	\$185.00	2.78%	\$5.00
Per hour or part thereof to a maximum of \$450.00.				

Columbarium

Purchase of Columbarium Space.

Single	\$600.00	\$615.00	2.50%	\$15.00
Double	\$700.00	\$720.00	2.86%	\$20.00
Family	\$800.00	\$820.00	2.50%	\$20.00
Interment of Ashes	\$180.00	\$185.00	2.78%	\$5.00
Removal of Ashes	\$180.00	\$184.00	2.22%	\$4.00

Laidley Ashes Memorial Garden

Centre Garden – Double Niche	\$1,200.00	\$1,230.00	2.50%	\$30.00
Western Garden – Single Niche	\$800.00	\$820.00	2.50%	\$20.00
Eastern Garden – Double Niche	\$1,100.00	\$1,130.00	2.73%	\$30.00

Gatton Cemetery Chapel

Hire Fee (2.5 hours)	\$150.00	\$150.00	0.00%	\$0.00
Extra Time (per half hour)	\$50.00	\$50.00	0.00%	\$0.00
Additional half hour time slots in addition to original hire fee				

2.9 – Showgrounds

2.9.1 – Entire Showgrounds – In Field, Grandstand and Camping Ground A&B

The Manager Community Facilities & Services is authorised to use discretion in relation a reduction of fees for block bookings.

Bond

Bond Without Alcohol	\$250.00	\$250.00	0.00%	\$0.00
Bond With Alcohol	\$500.00	\$500.00	0.00%	\$0.00

Warm Up Arena

Users will be charged for rectification works should the arena not be returned to the same standard as when the user took possession.

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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In Field

Council further reserves the right to increase this hire charge if it considers that damage may occur to centre ring or track surface.

Hire fees per full day 7am-midnight	\$220.00	\$225.50	2.50%	\$5.50
Hire fees per half day maximum of a eight hour block	\$110.00	\$112.75	2.50%	\$2.75
Light fees per full day 7am-midnight	\$220.00	\$226.00	2.73%	\$6.00
Light fees per half day maximum of a eight hour block	\$110.00	\$113.00	2.73%	\$3.00
Hire Fees Per Hour	\$58.00	\$59.00	1.72%	\$1.00
Per hour up to a maximum of 12 hours per day.				
Light Fee per hour	\$58.00	\$59.00	1.72%	\$1.00
Speedway	\$640.00	\$655.00	2.34%	\$15.00
Per Meeting.				

Circus

Bond	\$1,000.00	\$1,025.00	2.50%	\$25.00
Hire Fee	\$640.00	\$655.00	2.34%	\$15.00
Per day.				

Caravans & Campers

Stay must be in conjunction with an event.

Powered Site	\$26.00	\$26.00	0.00%	\$0.00
Per night.				
Unpowered Site	\$15.00	\$15.00	0.00%	\$0.00
Per night.				

Grandstand

First Floor Function Room

Includes Kitchenette, Disabled Access & Toilets.

Hire fees per full day 7am-midnight	\$110.00	\$112.75	2.50%	\$2.75
Hire fees per half day maximum of a eight hour block	\$55.00	\$57.00	3.64%	\$2.00
Hire Fees Per Hour	\$27.00	\$28.00	3.70%	\$1.00
Per hour up to a maximum of 12 hours per day.				

Can Bar

Hire fees per full day 7am-midnight	\$110.00	\$113.00	2.73%	\$3.00
Hire fees per half day maximum of a eight hour block	\$55.00	\$57.00	3.64%	\$2.00

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Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Can Bar [continued]

Hire Fees Per Hour	\$27.00	\$28.00	3.70%	\$1.00
Per hour up to a maximum of 12 hours per day.				

Kitchen & Dining

Hire fees per full day 7am-midnight	\$110.00	\$113.00	2.73%	\$3.00
Hire fees per half day maximum of a eight hour block	\$55.00	\$57.00	3.64%	\$2.00
Hire Fees Per Hour	\$27.00	\$28.00	3.70%	\$1.00
Per hour up to a maximum of 12 hours per day.				

2.10 – Public Halls & Function Rooms

Should be read in conjunction with Terms & Conditions of General Conditions of Hire. Contact Council's Customer Service Centre to arrange bookings.

Discounts:

Commercial Business (nil discount) - Business or Government Agency (includes dance schools & dance festivals, gem festivals or any for profit business). Also includes Sporting clubs or other groups selling alcohol in conjunction with an event, and private functions.

Subsidised Commercial (50% discount) - Schools, churches, concerts and musical events (for schools) are classified subsidised commercial.

Fundraising (25% discount) - For-Profit organisations using Council facilities to raise funds for a charity or cause.

Not for profit (100% discount) - Charitable organisations, and community groups using the facility to conduct community activities (proof of Not for Profit status from the Australian Taxation Office is required).

Other fee waivers in special circumstances may be approved upon application by the hirer.

2.10.1 – Gatton Shire Hall

Bond Without Alcohol	\$250.00	\$250.00	0.00%	\$0.00
Bond With Alcohol	\$500.00	\$500.00	0.00%	\$0.00

Whole of Complex (Ground Floor)

Hire fees per full day 7am-midnight	\$160.00	\$164.00	2.50%	\$4.00
Hire fees per half day maximum of a eight hour block	\$80.00	\$82.00	2.50%	\$2.00
Hire Fees Per Hour	\$42.00	\$43.00	2.38%	\$1.00
Per hour up to a maximum of 12 hours per day.				

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Rooms at Gatton Shire Hall

Pottery Club	\$380.00	\$390.00	2.63%	\$10.00
Per annum.				
Lapidary Club	\$380.00	\$390.00	2.63%	\$10.00
Per annum.				

2.10.2 – Laidley Cultural Centre

Bond Without Alcohol	\$250.00	\$250.00	0.00%	\$0.00
Bond With Alcohol	\$500.00	\$500.00	0.00%	\$0.00

Whole of Complex

Auditorium, Function Room and hire of cutlery & crockery as requested.

Hire fees per full day 7am-midnight	\$160.00	\$164.00	2.50%	\$4.00
Hire fees per half day maximum of a eight hour block	\$80.00	\$82.00	2.50%	\$2.00
Hire Fees per Hour	\$42.00	\$43.00	2.38%	\$1.00
Per hour up to a maximum of 12 hours per day.				

Auditorium/Function Room

Hire fees per full day 7am-midnight	\$110.00	\$113.00	2.73%	\$3.00
Hire fees per half day maximum of a eight hour block	\$55.00	\$57.00	3.64%	\$2.00
Hire Fees Per Hour	\$32.00	\$33.00	3.13%	\$1.00
Per hour up to a maximum of 12 hours per day.				

Squash Courts

- a) Hire of entire complex grants exclusive use to hirer of all squash court facilities for the period of hire.
b) No casual hire permitted after 10.00pm Monday-Friday.

Per Court	\$15.00	\$15.00	0.00%	\$0.00
Per hour.				
Entire Complex	\$30.00	\$31.00	3.33%	\$1.00
Per hour.				

Prepayment

Type of Hire - per court.
Unlimited use of squash court/per court.

Per Month	\$106.00	\$109.00	2.83%	\$3.00
Per Quarter	\$210.00	\$215.00	2.38%	\$5.00
Per Annum	\$530.00	\$545.00	2.83%	\$15.00

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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2.10.3 – Kensington Grove Hall

Hire fees per full day 7am-midnight	\$60.00	\$60.00	0.00%	\$0.00
Hire fees per half day maximum of a eight hour block	\$30.00	\$30.00	0.00%	\$0.00
Bond without Alcohol	\$250.00	\$250.00	0.00%	\$0.00
Bond with Alcohol	\$500.00	\$500.00	0.00%	\$0.00
Hall Hire	\$10.00	\$10.00	0.00%	\$0.00
Per day.				

2.10.4 – Helidon Community Centre

Hire fees per full day 7am-midnight	\$110.00	\$113.00	2.73%	\$3.00
Hire fees per half day maximum of a eight hour block	\$55.00	\$57.00	3.64%	\$2.00
Bond without Alcohol	\$250.00	\$250.00	0.00%	\$0.00
Bond with Alcohol	\$500.00	\$500.00	0.00%	\$0.00
Hire Fees Per Hour	\$32.00	\$33.00	3.13%	\$1.00
Per hour up to a maximum of 12 hours per day.				
Helidon Tennis Court Casual Hire Fee	\$7.00	\$7.00	0.00%	\$0.00
Per hour.				

2.10.5 – Murphys Creek Community Hall

Hire fees per full day 7am-midnight	\$110.00	\$113.00	2.73%	\$3.00
Hire fees per half day maximum of a eight hour block	\$55.00	\$57.00	3.64%	\$2.00
Bond without Alcohol	\$250.00	\$250.00	0.00%	\$0.00
Bond with Alcohol	\$500.00	\$500.00	0.00%	\$0.00
Hire Fees Per Hour	\$32.00	\$33.00	3.13%	\$1.00
Per hour up to a maximum of 12 hours per day.				

2.10.6 – Grantham Butter Factory

As per Council's Community Grants & Assistance Procedure only the Larsens Room (previously known as the Community Room) is eligible for Fee Waivers, the Jamieson Room is not eligible for fee waivers.

Bond without Alcohol	\$250.00	\$250.00	0.00%	\$0.00
Bond with Alcohol	\$500.00	\$500.00	0.00%	\$0.00

Whole of Complex

Jamieson & Larsen Rooms.

Hire fees per full day 7am-midnight	\$110.00	\$113.00	2.73%	\$3.00
Hire fees per half day maximum of a eight hour block	\$55.00	\$57.00	3.64%	\$2.00
Hire Fees Per Hour	\$32.00	\$33.00	3.13%	\$1.00
Per hour up to a maximum of 12 hours per day.				

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Jamieson Room

Commercial Kitchen, Mezzanine & Room Hire.

Hire fees per half day maximum of a eight hour block	\$30.00	\$31.00	3.33%	\$1.00
Hire fees per full day 7am-midnight	\$60.00	\$62.00	3.33%	\$2.00
Hire Fees per Hour	\$15.00	\$15.00	0.00%	\$0.00
Per hour up to a maximum of 12 hours per day.				

Event Hire Larsen Room

Community Area.

Hire fees per full day 7am-midnight	\$60.00	\$62.00	3.33%	\$2.00
Hire fees per half day maximum of a eight hour block	\$30.00	\$31.00	3.33%	\$1.00
Hire Fees per Hour	\$10.00	\$10.00	0.00%	\$0.00
Per hour up to a maximum of 12 hours per day.				

Grantham Butter Factory Commercial Kitchen – Independent Use Only

Hire fees per full day 7am-midnight	\$60.00	\$62.00	3.33%	\$2.00
Hire fees per half day maximum of a eight hour block	\$30.00	\$31.00	3.33%	\$1.00
Hire Fees per Hour	\$15.00	\$15.00	0.00%	\$0.00
Per hour up to a maximum of 12 hours per day.				

2.10.7 – Withcott Sports Centre

Includes Hire of Kitchen / Kiosk / Meeting Room

Hire fees per full day 7am-midnight	\$110.00	\$113.00	2.73%	\$3.00
Hire fees per half day maximum of a eight hour block	\$55.00	\$57.00	3.64%	\$2.00
Bond without Alcohol	\$250.00	\$250.00	0.00%	\$0.00
Bond with Alcohol	\$500.00	\$500.00	0.00%	\$0.00
Hire Fees Per Hour	\$32.00	\$33.00	3.13%	\$1.00
Per hour up to a maximum of 12 hours per day.				

2.10.8 – Laidley Sports Complex

Sporting groups who are regular users of the Laidley Rec Grounds (Laidley Touch, Laidley Rugby League, Laidley Soccer, Laidley Little Athletics, Lockyer Little Athletics, Laidley Netball, Lockyer Softball) are able to use the facility at no cost for their normal season use (training, games, presentations etc.), however if they are wanting to have a fundraiser night, gala dinner, thank-you night, they will pay the full bond and a flat fee of \$200. Any other non-profit group must pay the full fees as set in the fees and charges.

Bond without Alcohol	\$250.00	\$250.00	0.00%	\$0.00
Bond with Alcohol	\$500.00	\$500.00	0.00%	\$0.00

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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Club Users

Annual Kitchen and Storage				No Charge
Annual Storage Only				No Charge
Meeting Rooms				No Charge
Excluding Bar and Commercial Kitchen.				

Event Hire

Multipurpose Hall Hire (Bar, Storage, Airconditioning and Coldroom).

Hire fees per full day 7am-midnight	\$110.00	\$113.00	2.73%	\$3.00
Hire fees per half day maximum of a eight hour block	\$55.00	\$57.00	3.64%	\$2.00
Hire Fees per Hour	\$32.00	\$33.00	3.13%	\$1.00

Per hour up to a maximum of 12 hours per day.

As this facility is shared with sporting club users, all Event Hire bookings must be made a minimum of three months in advance. Bookings with less than three months notice will not be accepted.

2.10.9 – Library Meeting Rooms

Gatton Library – Hub and Local History Rooms	\$10.00	\$10.00	0.00%	\$0.00
per hour, or part thereof				
per hour, or part thereof				
Laidley Library & Customer Service Centre – Wyman Room	\$21.00	\$21.00	0.00%	\$0.00
per hour, or part thereof				

2.11 – Childcare Centres

All fees subject to Fee Relief Subsidies.

2.11.1 – Gatton Child Care Centre

Afternoon session	\$26.00	\$26.00	0.00%	\$0.00
Per Child.				
Daily Rate	\$89.00	\$91.00	2.25%	\$2.00
Per Child.				
Weekly Rate	\$410.00	\$420.00	2.44%	\$10.00
Per Child.				
Before School Care	\$24.00	\$24.00	0.00%	\$0.00
Per Child.				
Vacation Care	\$87.00	\$92.00	5.75%	\$5.00
Per child, per day.				

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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2.12 – Building Services

2.12.1 – Building

Lodgement Fee is to be added to Base Fee for all Classes.

All fees are based on footing & slab inspections being undertaken by RPEQ.

Council Building Certification Services are provided free of charge for buildings and structures on Council owned land under the following circumstances:

- *Level 1 certification is not triggered i.e. buildings and structures are not greater than 2,000m² gross floor area and not higher than 3 stories; and*
- *The project is not a commercially competitive activity and the organisation is a sporting, community or charitable group that has Not for Profit Status and a letter of support has been provided for the works by Council.*

Lodgement fee (to be added to base fee for all classes)	\$270.00	\$280.00	3.70%	\$10.00
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Class 1A (All Fees are based on footings and slab inspections being undertaken by RPEQ)

New dwellings/removal dwellings	\$1,500.00	\$1,550.00	3.33%	\$50.00
Additions, alteration/extension to dwelling (including raising & restumping)	\$875.00	\$900.00	2.86%	\$25.00
Minor alterations may incur a reduced fee at the discretion of the Building Certifier.				
Veranda's and decks	\$675.00	\$700.00	3.70%	\$25.00
Demolition of building or structure	\$425.00	\$430.00	1.18%	\$5.00
Change of classification from class 1 to 10a	\$315.00	\$325.00	3.17%	\$10.00
Change of classification from class 10a to 1a	By Quote. Minimum \$875.00			
Change of classifications – all other types	60% of Relevant Fee			

2.12.2 – Units Class 1, 2 & 3 Commercial/Industrial (Class 4,5,6,7,8,9)

Units (class 1, 2 & 3 including duplex, town houses, motel, boarding house, etc.) per unit up to 4, (5 and above units by quote) additional inspections charged at discretion of Certifiers	\$1,150.00	\$1,200.00	4.35%	\$50.00
Additions or alterations & new commercial industrial class 4 to 9	By Quote			

2.12.3 – Special Structures/Temporary Buildings (Buildings that cannot be classified in any other class)

Buildings that cannot be classified in any other class.

New buildings and additions	By Quote			
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2.12.4 – Class 10 (Outbuildings, Carports, Patios, etc.)

New buildings and additions	\$550.00	\$560.00	1.82%	\$10.00
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Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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2.12.5 – Class 10b

Swimming pool/spa & fence or pool fence only	\$800.00	\$800.00	0.00%	\$0.00
Pool safety certificate (including two inspections)	\$470.00	\$500.00	6.38%	\$30.00
Other structures eg. sign, retaining wall (over 1.0m high), silo	\$575.00	\$590.00	2.61%	\$15.00

2.12.6 – Miscellaneous Building Fees

Miscellaneous or re-inspection fee. Class 1 and 10 only all others by quote	\$140.00	\$150.00	7.14%	\$10.00
New application where existing approval has been lapsed (lodgment fee applies)				By Quote
Inspection requested – (where current period has expired or disengaged by a Private Certifier) class 1	\$455.00	\$470.00	3.30%	\$15.00
Fee charged at the discretion of the Building Certifier.				
Inspection requested – (where current period has expired or disengaged by a Private Certifier) class 10	\$290.00	\$300.00	3.45%	\$10.00
Fee charged at the discretion of the Building Certifier.				
Inspection requested – (where current period has expired or disengaged by a Private Certifier) commercial & industrial				By quote.
Amendments to plans or application				By quote. Minimum \$150.00
Negotiated decisions – commercial rates on time basis				By quote. Minimum \$170.00
Minimum charge.				
Negotiated decisions – extension of currency period (before permit expiry date) no lodgment fee	\$250.00	\$280.00	12.00%	\$30.00
Before Permit Expiry Date.				
Refund of fees		To be determined by Coordinator of Building & Plumbing Services		

2.13 – Camping Grounds & Recreation Reserves

2.13.1 – Hire of Recreation Reserves or Council Lands

Laidley Sports & Recreation Reserve – Commercial Use

12 month fee for use of facility	\$445.00	\$455.00	2.25%	\$10.00
6 month fee for use of facility	\$265.00	\$270.00	1.89%	\$5.00
Use of Lights per Field				Electricity Supplier Costs plus 10%.
Per Hour.				

Forest Hill Recreation Reserve

Subject to availability.

Hourly Rate				Price on application
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Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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2.13.2 – Camping Fees – Council Owned Camping Grounds

On booking, one night's fee is required as a deposit. Refunds may be processed if at least two weeks notice of cancellation is given.

Powered Site – Centenary Park, Thornton	\$26.00	\$26.00	0.00%	\$0.00
Includes up to two adults and two children per site.				
Discount Fee (non-Pensioners) - Book seven nights and get one night free. Discount Fee (Pensioners) - Book four nights and get one free.				
Additional guests: Under 4yrs - no fee. 4yrs to 17 yrs - \$2.00 per night. Adults - \$5.00 per night.				
Unpowered Site – Centenary Park, Thornton	\$21.00	\$21.00	0.00%	\$0.00
Includes up to two adults and two children per site.				
Discount Fee (non-Pensioners) - Book seven nights and get one night free. Discount Fee (Pensioners) - Book four nights and get one free.				
Additional guests: Under 4yrs - no fee. 4yrs to 17 yrs - \$2.00 per night. Adults - \$5.00 per night.				
Powered Site – Lake Dyer	\$31.00	\$31.00	0.00%	\$0.00
Includes up to two adults and two children per site.				
Discount Fee (non-Pensioners) - Book seven nights and get one night free. Discount Fee (Pensioners) - Book four nights and get one free.				
Additional guests: Under 4yrs - no fee. 4yrs to 17 yrs - \$3.00 per night. Adults - \$8.00 per night.				
Unpowered Site – Lake Dyer	\$21.00	\$21.00	0.00%	\$0.00
Includes up to two adults and two children per site.				
Discount Fee (non-Pensioners) - Book seven nights and get one night free. Discount Fee (Pensioners) - Book four nights and get one free.				
Additional guests: Under 4yrs - no fee. 4yrs to 17 yrs - \$3.00 per night. Adults - \$8.00 per night.				
Bond for key for facilities at Lake Dyer	\$30.00	\$30.00	0.00%	\$0.00

2.14 – Banners

2.14.1 – Installation of Banner

Installation Fee – Non Profit	\$120.00	\$150.00	25.00%	\$30.00
Installation Fee – Commercial	\$460.00	\$500.00	8.70%	\$40.00

Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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2.15 – Engineering

2.15.1 – Rural Address Replacement Plate

Rural Address Replacement Number Plate	\$55.00	\$55.00	0.00%	\$0.00
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2.15.2 – Installation of Pipes etc On or Under Road

Road Reinstatement Fee

Bitumen	Price on application
Other than bitumen	Price on application

2.15.3 – Concrete Kerb

Alteration to existing layback kerb	Price on application
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2.15.4 – Vehicular Access

375 mm pipe crossing	Price on application
All other types of crossings	Price on application

2.16 – Pest Management

2.16.1 – Herbicide Spray Subsidy

Fireweed	50% of price charged by supplier.
Groundsel	50% of price charged by supplier.
Harissia Cactus	50% of price charged by supplier.
Honey Locust	50% of price charged by supplier.
Mother of Millions	50% of price charged by supplier.
Salvinia	50% of price charged by supplier.
Water Hyacinth	50% of price charged by supplier.
Water Lettuce	50% of price charged by supplier.
African Boxthorn	50% of price charged by supplier.
Annual Ragweed	50% of price charged by supplier.
Giant Rats Tail Grass	50% of price charged by supplier.
Parthenium	50% of price charged by supplier.
Cats Claw Creeper	50% of price charged by supplier.
Climbing Asparagus Fern	50% of price charged by supplier.
Madeira Vine	50% of price charged by supplier.
Balloon Vine	50% of price charged by supplier.

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Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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2.16.1 – Herbicide Spray Subsidy [continued]

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)			
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2.16.2 – Loan Equipment – Bonds

Loan equipment is available for use subject to acceptance of the terms and conditions of loan and the payment of the bond.

The use of loan equipment for commercial purposes or outside of the Council Region will result in forfeiture of the bond and exclusion from future use of loan equipment.

Where a borrower is found to have failed to adhere to Council procedures and safety requirements, or verbally abuses, harrasses or behaves in an unacceptable way towards a Council Officer, for a third time, the borrower will be excluded from further use of the loan equipment.

Bond – Dog Traps	\$100.00	\$100.00	0.00%	\$0.00
Bond – Pig Traps	\$300.00	\$300.00	0.00%	\$0.00
Bond – Skids	\$250.00	\$250.00	0.00%	\$0.00
Bond – Splatter Gun	\$150.00	\$150.00	0.00%	\$0.00
Bond – Spray Backpack	\$60.00	\$60.00	0.00%	\$0.00
Bond – Trailers (including boom spray)	\$300.00	\$300.00	0.00%	\$0.00

2.16.3 – Loan Equipment Other Charges

Loan Equipment (Spray) – Cleaning Fee (Herbicide, Dye, Mud etc.)	\$51.00	\$52.00	1.96%	\$1.00
Loan Equipment (Spray) – Flushing Tanks/Lines	\$51.00	\$52.00	1.96%	\$1.00
Loan Equipment (Spray) – Re-fueling	At current price of fuel per litre.			
	Plus Processing Fee.			
Loan Equipment (Spray/Traps) – Damage to spray equipment, trailers, traps, accessories and parts	At cost.			
	Plus processing Fee			
At cost to replace or repair including parts and labour.				
Plus Processing Fee				
Loan Equipment (Spray/Traps) – Equipment Failure – Troubleshooting Out of Hours	No charge.			
Loan Equipment (Spray/Traps) – Failure to Show for Collection Without Notice	\$51.00	\$52.00	1.96%	\$1.00
Notice to be provided prior to 3pm the previous day.				
Loan Equipment (Spray/Traps) – Late to Collection or Return	\$20.00	\$20.00	0.00%	\$0.00
Per fifteen minute interval or part thereof.				
Processing fee does not apply.				

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Name	Year 19/20 Last YR Fee (incl. GST)	Fee (incl. GST)	Year 20/21 Increase %	Increase \$
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2.16.3 – Loan Equipment Other Charges [continued]

Loan Equipment (Spray/Traps) – Lost, stolen or missing spray equipment, trailers, traps, accessories, parts and other items provided with loan equipment.			At cost to replace (parts and labour).	
			Plus processing fee.	
Loan Equipment (Spray/Traps) – Operator Assistance – Troubleshooting Out of Hours	\$82.00	\$84.00	2.44%	\$2.00
Per hour or part thereof.				
Processing Fee not applicable.				
Loan Equipment (Spray/Traps) – Tampering With Devices to spray equipment, trailers, traps, accessories and parts	\$102.00	\$105.00	2.94%	\$3.00
Plus any costs to replace / repair (parts and labour) and Processing Fee.				
Three occurrences will result in exclusion from further use.				
Loan Equipment (Traps) – Delivery/Collection Fee			Up to 20km from Gatton - \$40.00 > 20km but < 50km from Gatton - \$60.00 > 50km from Gatton - \$80.00	
			Per Trip.	
			Plus Processing Fee.	
Processing Fee	\$20.00	\$20.00	0.00%	\$0.00

10.3 Budget Review and Updated Long Term Financial Forecast as at 30 April 2020

Date: 13 May 2020
Author: Jodi Marchant, Chief Financial Officer
Responsible Officer: Ian Church, Chief Executive Officer

Purpose:

The purpose of this report is to seek Council's adoption of the amended 2019-20 Budget and Long-Term Financial Forecast as set out in the attachment.

Officer's Recommendation:

THAT Council adopt the amended 2019-20 Budget and Long-Term Financial Forecast as set out in the attachment titled 2019-20 Budget and Long Term Financial Forecast.

Executive Summary

In adopting its budget, several assumptions are used by Council which need to be updated periodically based on changes in actual results. This budget review has included a review of major changes in assumptions which have occurred since the budget was amended as at December 2019. Where Council amends its budget, its Long-Term Financial Forecast must also be updated.

The changes include adjustments to operating income and expenditure, and capital and operational projects and future assumptions. The forecast for the remainder of the year has been impacted due to COVID-19 and the long-term financial sustainability has been impacted, with forecasts updated to reflect the changes in the current economy.

The updated Long-Term Financial Forecast incorporates the recommended budget changes as well as adjustments to the parameters to inform 2020-21 budget preparation for Council's adoption.

The changes to the operational and capital budget will have a negative impact on the projected operating surplus, reducing the projected surplus position by \$1,957,024. The amended budgeted operating surplus considering the above adjustment is \$0.406 million. The total capital works budget for 2019-20 has been reduced to reflect expected deliverability and allocation of labour, plant and material spend, with the budget for 2019-20 now \$15.47 million.

Finance and Resource Implications

To maintain sound financial management practices, a periodic review of financial performance is required. Council's Management Team has carried out a review of operating actual results for income and expenditure and progress of the capital works program for the year to the end of April 2020. As a result of this review, it is recommended that Council amend its 2019-20 Budget and associated Long Term Financial Forecast to better reflect Council's forecasted position at 30 June 2020.

In addition to the changes to the current budget outlined above, assumptions in relation to future parameters have been updated to reflect those that will be used in the development of the 2020-21 budget. These changes include updates to assumptions around the Consumer Price Index (CPI), Council Cost Index (CCI), interest rates, and other cost drivers.

The COVID-19 pandemic has presented significant economic challenges for the Lockyer Valley community. There remains considerable uncertainty around the potential economic implications of the Coronavirus, however, the economic shock is likely to be significant as it continues to impact on consumer confidence, people's ability to work and business cash flow. The financial forecast for the remainder of the year has been impacted due to COVID-19 and the long-term financial sustainability has been impacted, with forecasts updated to reflect the changes identified and financial relief measures provided and proposed.

The updated Relevant Measures of Financial Sustainability which reflect all the amendments incorporated into this review are shown in the following table.

Lockyer Valley Regional Council 2019/2020 Budget and Long Term Financial Forecast 2020 to 2029 Relevant Measures of Financial Sustainability												
	Target	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Average
Operating Surplus Ratio (Net Operating Surplus / Total Operating Revenue) (%)	Between 0% and 10%	0.7%	0.7%	2.7%	2.5%	1.4%	1.3%	2.9%	4.0%	4.5%	5.8%	2.7%
Net Financial Asset / Liability Ratio ((Total Liabilities - Current Assets) / Total Operating Revenue)	<= 60%	60.0%	71.7%	67.8%	63.1%	59.0%	63.1%	58.4%	50.8%	42.7%	33.6%	57.0%
Asset Sustainability Ratio (Capital Expenditure on the Replacement of Assets (renewals) / Depreciation Expense)	>90%	99.3%	104.1%	105.1%	108.4%	97.8%	100.4%	99.0%	95.9%	93.7%	95.7%	99.9%

Capital projects identified for carry forward to the 20-21 financial year will result in a reduced cash outflow which will be used to fund the projects in the next financial year. These movements have been considered within the Long-Term Financial Forecast and are reflected in the financial sustainability ratios above.

Commentary on key changes to the long-term forecast follows:

Operating Surplus Ratio – Long term average decreased from 5.0% to 2.7%. Operating surpluses are maintained for the life of the plan. The decrease is mainly related to decreased revenue from facilities closed and reduced rates growth forecasts as well as impacts from financial relief measures. There is also an expected reduced expenditure for future years as well as adjustments to CPI and CCI parameters.

Net Financial Asset/Liability Ratio – Long term average increased from 46.6% to 57.0% and the ratio temporarily exceeds the recommended level for the 2021 and 2022 financial years. This ratio is highly dependent on calculations relating to the rehabilitation provisions, and Council's cash balances. Cash balances have been impacted in 2020 as a result of the reduction to the current year capital works. There is an indication from State Government that additional cash stimulus to fund projects will be made available for Local Governments in the near future which will have a further positive impact for Council and provide some stability in the short term.

Asset Sustainability Ratio – Long term average decreased slightly from 101.1% to 99.9% mainly due to the reduction in the capital program for the current financial year. The level of renewal works is dependent on Council's Asset Management Plans which may suggest a lower level than the recommended ratio. The future works are subject to change depending on the capital works approved and completed each year and further development of Council's Asset Management Plans. The affordability of future works in the medium term is dependent on the ability to obtain grant funds or consider borrowings.

In addition to the legislated measures of financial sustainability, Council has also been monitoring its Cash Expense Coverage Ratio. This ratio is an indication of how many months of operations are supported by the cash balance, with a recommended target of greater than three months. The updated ratio shows that Council is maintaining adequate cash to undertake its operations in the short to medium term, however additional work is required in the medium to long term to ensure enough cash flow to fund activities:

	Target	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Average
Cash Expense Cover Ratio	>3	5.0	3.6	3.7	3.7	3.5	2.1	2.1	2.5	3.0	3.7	3.3
Number of months of operations supported by cash balance												

The amended Long-Term Financial Forecast shows a significant adjustment in Council's overall long term financial position, with the impact a direct result of COVID-19 and the impact to the economy and community. This is still subject to change as the year progresses and a high sense of budget discipline will be required to maintain or improve Council's planned operating surplus.

Corporate Plan

Corporate Plan Goal

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.
- 5.7 Compliant with relevant legislation

Consultation

Portfolio Councillor Consultation

Assumptions to parameters used to inform the 20-21 budget have been workshopped with Council, in addition to impact of the financial sustainability as a result of COVID-19, the financial relief measures provided and the overall impact to the economy.

Internal Consultation

The proposed budget amendments contained in the attachments have been reviewed by relevant Group Managers and Branch Managers.

Proposal

Overview

At the end of April, a review of actual financial performance against the budget was conducted. The review has focused on understanding the impacts of COVID-19 and amendments to expenditure and revenue as a result in the short to medium term, termination payments, internal plant hire and recovery and the deliverability of operating and capital projects.

Table 1 shows the operational income and expense items which require amending:

TABLE 1 – OPERATING BUDGET AMENDMENTS

Item	Revenue / Expenditure	Description	Amount Increase / (Decrease)	Comments
1	Revenue	Rates & Utility Charges	(\$400,000)	Decrease of expected rate due to forecast growth not achieved.
2	Revenue	Fees and Charges	\$96,400	Adjustments in relation to closure of facilities due to COVID-19 and reduced uptake of other services. There has been a significant increase in fee revenue from Development Applications which is offsetting the lost revenue this financial year.
3	Revenue	Sales, contract and recoverable works	(\$282,215)	Reduction in sales revenue due to the closure of the Staging Post Café and Lake Apex Cultural Centre.
4	Revenue	Interest Income	\$57,671	Slight increase as a result of interest earned on adjusted cash outflows.
5	Revenue	Other Revenue	\$426,772	Unbudgeted reimbursements received for Inland Rail and Second Range Crossing works.
6	Revenue	Operating Grants and Contributions	(\$735,620)	Grant funding amended for: <ul style="list-style-type: none"> • MIPP Grant funding reduced by \$0.66million (reduced same in expenses) due to timing of work • Refund of overpaid grant funds totally \$0.075million
TOTAL Revenue			(\$836,992)	Net decrease in revenue
4	Expenditure	Employee Costs	\$1,231,029	<ul style="list-style-type: none"> • Allocation of wages to Capital Works program reduced by \$0.695million (non-cash) • Reduction of training and conferences budgets not to be spent this year due to COVID-19 • Other adjustments including level increment adjustments and budget for approved termination costs
5	Expenditure	Materials and Services	(\$110,997)	<ul style="list-style-type: none"> • Reduction of expenditure for MIPP in line with operating grant reduction • \$0.167million for unfunded works undertaken for the February 2020 Rain Event where grant funding was not received • Other minor movements to reflect current operations and adjustments to business delivery.
TOTAL Expenditure			\$1,270,032	Net increase in expenditure

NET TOTAL	(\$1,957,024)	Overall net reduction in the 2019-20 operating result.
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The changes to the operational and capital budget will have a negative impact on the projected operating surplus, reducing the projected surplus position by \$1,957,024. There is also a proposed overall reduction to the capital works program for the current financial year, with several projects identified to be carried forward due to timing of works and resources. Most of the large adjustments are one-off changes with a collective minimal impact on the Long-Term Financial Forecast. The amended budgeted surplus considering the above adjustment is \$0.406 million.

The Management Team is continuing to monitor their budgets to risk manage variances within their respective branch budgets with reporting to the Executive Leadership Team on variances also occurring.

The total capital works budget for 2019-20 has been reduced to reflect expected deliverability and allocation of labour, plant and material spend, with the budget for 2019-20 now \$15.47 million. There have also been some internal transfers between projects to reflect updated costings and scopes; these have not impacted upon the 2019-20 budget.

Table 2 shows the changes to capital income and expense items which require amendment in this budget review:

TABLE 2 – CAPITAL BUDGET AMENDMENTS

Item	Revenue / Expenditure	Description	Amount Increase / (Decrease)	Comments
1	Revenue	Capital Revenue	\$92,066	<ul style="list-style-type: none"> Deferral of Cycle Network project and capital grant to 20/21 \$0.09million developer contribution for material change of use \$0.124million for drought funding received
TOTAL Revenue			\$92,066	Net increase in revenue
2	Expenditure	Capital Works	(\$4,038,675)	<p>All movements are detailed in the April Budget Review - Capital Works attachment.</p> <p>Movements are predominately made up of carry forward works which will not be complete by 30 June 2020. Carry forwards will be identified during the 20-21 budget workshops and budget.</p>
TOTAL Expenditure			(\$4,038,675)	Net decrease in expenditure

Legal Implications

Nil

Policy Implications

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

Risk Considerations

Key Corporate Risk Category:

FE1

Reference and Risk Description:

Finance and Economic

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

Related Documentation

Nil

Critical Dates

Budget position estimated as at 30 June 2020.

Implementation

1. Update the Long-Term Finance Forecast and publish it on Council's website;
2. Update the budgets in the One Council financial system.

Attachments

- 1 [↓](#) April Budget Review - Capital Works 4 Pages
- 2 [↓](#) April Budget Review - LTFF Presentation 5 Pages

Lockyer Valley Regional Council
2019/20 Capital Works Program
April Budget Review

	2019-20 Expenditure	Committed as at 30 April 2020	2019-20 Budget	Remaining Budget (including Committed)	Budget Review Adjustments	Amended Total 2019-20 Budget
Community and Regional Prosperity						
Tourism Initiatives						
Event Promotion Stands and Props	13,801	-	13,988	187	-	13,988
Tourism Initiatives Total	13,801	-	13,988	187	-	13,988
Corporate Communications						
Sony Camcorder 4K HDR	7,802	-	8,583	781	-	8,583
Corporate Communications Total	7,802	-	8,583	781	-	8,583
Sport Recreation and Community Grants						
Cahill Park New Amenities	439,922	-	437,000	(2,922)	-	437,000
Implementation Sport & Recreation Report	(2,750)	-	-	2,750	-	-
Sport Recreation and Community Grants Total	437,172	-	437,000	(172)	-	437,000
Strategic Planning						
Cooper St Mitigation	-	11,398	37,138	25,740	(25,740)	11,398
Engineering (not inc in expert report)	-	-	20,000	20,000	(20,000)	-
Flood investigations	3,040	138	11,888	8,711	(1,873)	10,015
Flood Mapping and Modelling L'yer Catchm	2,000	14,000	15,500	(500)	500	16,000
LGIP Prepare Infrastructure Plan	723	10,229	36,535	25,584	-	36,535
Master Planning Future Urban Gatton	6,540	-	6,540	-	-	6,540
NDRP Evacuation Planning	-	91,284	46,284	(45,000)	(34,944)	11,340
NDRP Flood Modelling - Laidley Local	13,530	3,440	16,970	-	-	16,970
NDRP Flood Modelling - Laidley Reg Ph 1	43,402	108,958	102,360	(50,000)	20,000	122,360
NDRP Floor Survey Contract	-	-	60,000	60,000	(30,000)	30,000
NDRP Landuse Planning	8,360	33,830	20,000	(22,190)	(5,420)	14,580
NDRP Local Flood Plain Mngmt Plan 2/2	42,138	127,862	94,347	(75,653)	25,000	119,347
NDRP Local FP Risk Management Plan 1/2	9,840	-	9,840	-	-	9,840
NDRP Lockyer Creek Hydrology Project 1/2	7,174	32,241	39,355	(61)	-	39,355
NDRP Lockyer Creek Hydrology Project 2/2	78,014	172,231	166,923	(83,322)	60,000	226,923
O'Neil's Road Withcott	10,068	-	-	(10,068)	-	-
Planning Scheme Revision LVRC	42,139	12,466	61,330	6,726	-	61,330
Strategic Planning Total	266,967	618,076	745,010	(140,034)	(12,477)	732,533
Community and Regional Prosperity Total	725,743	618,076	1,204,581	(139,238)	(12,477)	1,192,104
Infrastructure						
Capital Program Delivery						
2018/2019 Bitumen Reseal Program	27,845	-	-	(27,845)	-	-
2019/2020 - Culvert Renewal Program	251,644	2,847	279,000	24,510	(29,979)	249,021
2019/2020 - Pram Ramp Program	14,377	1,574	30,000	14,050	(15,000)	15,000
2019/2020 - Urban Drainage Inlet Works	10,286	-	40,000	29,714	(30,000)	10,000
2019/2020 Bitumen Reseal Program (RTR)	918,861	61,799	1,082,845	102,185	(20,000)	1,062,845
2019/2020 Black Spot Mtncs Works Com	-	-	88,500	88,500	(17,507)	70,993
2019/2020 Footpath Renewal Program	2,898	16,722	80,000	60,381	-	80,000
2019/2020 Gravel Resheeting Program	948,668	41,244	1,032,474	42,562	-	1,032,474
2019/2020 Kerb Replacement Program	115,161	82	100,000	(15,243)	11,000	111,000
Allan Street, Gatton Footpaths	30,144	-	30,000	(144)	-	30,000
Amos Rd, Withcott	16,857	15,438	100,000	67,705	(50,000)	50,000
Belfords Bridge, Gatton	2,847	-	250,000	247,153	(247,150)	2,850
Belmore Drive, Withcott	316,918	121,791	485,000	46,291	200,000	685,000
Blanchview Rd, S'Ridge (BS)	4,803	-	17,000	12,197	(12,197)	4,803
Blanchview Road/Nuttalls Road, Blanchview	118,203	-	118,202	(0)	-	118,202
Blanchview Road/O'Neils Road, Withcott	131,500	11,863	93,500	(49,863)	38,000	131,500
Blenheim Hall, Blenheim	1,163	3,900	25,000	19,937	(15,000)	10,000
Bridge Minor Remedial Works	(1,700)	-	-	1,700	-	-
Brightview Rd & Village Rd, L'Rose (BS)	165,394	-	156,000	(9,394)	9,394	165,394
Brightview Rd/Gehrke Rd, G'Grove (BS)	37,479	909	116,500	78,112	(79,116)	37,384
BS Spa Water Road Superelevation	6,054	1,394	-	(7,448)	12,000	12,000
BS Woodlands Rd & Rangeview Drive	5,630	255	-	(5,885)	8,000	8,000
Cooper St, Laidley Drainage Upgrade	32,065	41,591	150,000	76,345	(50,000)	100,000
Crescent St, Gatton Carpark	39,383	852	40,546	311	(1,163)	39,383
Culvert Renewals - Various	46,196	-	46,196	(0)	-	46,196
Cycle Network Gatton (PCNP)	-	98	450,000	449,903	(450,000)	-
Dawson Phipps Carpark	16,142	2,133	13,500	(4,775)	-	13,500
Depot Traffic Management	(19,411)	-	-	19,411	-	-
Dolleys Road Upgrade	24,768	73,300	606,000	507,932	(166,000)	440,000
Drainage Works Tew Ct and Rogers Drive	23,834	-	24,600	766	-	24,600
Edward Street Laidley CH 0 - 270	24,009	-	125,000	100,991	(100,991)	24,009
Flagstone Ck Rd, Flagstone Ck (TIDS)	341,340	-	370,000	28,660	(28,660)	341,340
Forestry Road Bridge	124,348	-	124,348	(0)	-	124,348
Gatton Long Distance Coach Project	58,423	-	58,365	(58)	-	58,365

Lockyer Valley Regional Council
2019/20 Capital Works Program
April Budget Review

	2019-20 Expenditure	Committed as at 30 April 2020	2019-20 Budget	Remaining Budget (including Committed)	Budget Review Adjustments	Amended Total 2019-20 Budget
Gehrke Hill Road, Summerholm CH 100 - 10	66,961	-	76,961	10,000	-	76,961
Gehrke Road/Rons Road, Glenore Grove	16,831	127,665	16,831	(127,665)	-	16,831
Gravel Resheeting Program 2018/2019(R2R)	5,416	-	5,416	0	-	5,416
Hatton Vale School Parking Improvements	5,974	78,135	60,000	(24,109)	28,660	88,660
Hayes Street, Laidley CH 340 - 730	346,128	800	347,999	1,071	-	347,999
Head Street, Laidley Design and Construc	605,488	30,936	685,000	48,576	-	685,000
Jones Road Bridge Withcott (BS)	79,850	580	79,500	(930)	-	79,500
Lake Clarendon Way	325,580	1,863	321,731	(5,711)	3,850	325,581
Lake Clarendon Way Widening	152	-	-	(152)	5,000	5,000
Land Acquisition 193 Jones Road, Withcot	-	2,450	-	(2,450)	-	-
LED Street Lighting Laidley (LGGSP)	11,004	27,550	120,050	81,496	(80,000)	40,050
Lorikeet Rd/Wagtail Dr, R'Downs (BS)	202,628	-	194,515	(8,113)	8,113	202,628
Murphys Creek Road footpath (TIDS)	21,569	142,961	340,000	175,469	-	340,000
Niemeyer Rd, H'Vale - \$ Contribution	-	-	100,000	100,000	-	100,000
Niemeyer Road, Hatton Vale	552	-	30,000	29,448	(30,000)	-
Norfolk Rd, Summerholm (BS)	69,597	-	82,500	12,903	(12,903)	69,597
Placid Rise Retention Basin	275,469	-	375,000	99,531	(99,500)	275,500
Postmans Ridge Rd, Helidon Spa	40,399	-	416,500	376,101	(116,500)	300,000
Princess Street Road Pavement Gatton	891	-	-	(891)	-	-
Project Design - Pre-design	5,480	-	90,000	84,520	(35,000)	55,000
Railway crossings safety improvements	125	-	30,000	29,875	(30,000)	-
Railway St Gatton LED Lighting Project	101,571	1,531	153,000	49,898	(51,500)	101,500
Railway St/Summer St, Laidley (BS)	92,275	-	91,000	(1,275)	-	91,000
Road Closure Signs	16,422	-	16,500	78	-	16,500
Robinsons Road, Laidley	160,988	945	145,000	(16,933)	16,000	161,000
Signs and Lines Projects	38,021	1,167	94,400	55,211	(56,700)	37,700
Stevens Road Upgrade & Bitumen Seal	1,800	-	1,800	-	-	1,800
Stormwater Improvements Gatton	13,619	-	13,619	(0)	-	13,619
Summerholm Intersection	59,372	-	58,531	(841)	-	58,531
Summerholm Rd, Summerholm (TIDS)	71,494	195,739	750,000	482,767	-	750,000
Summerholm Road Rehabilitation Stage 1	1,877	3,606	-	(5,483)	5,000	5,000
Tenthill Ck Rd, Gatton (BS)	12,551	-	21,000	8,449	(8,449)	12,551
TSRC Haulage Roads Compensation	2,845	-	-	(2,845)	5,000	5,000
Twidales Rd, Helidon Spa	715	2,325	32,675	29,635	(32,675)	-
Vehicle Activated Signs Bases Various	1,937	-	20,000	18,063	-	20,000
Walnut Dr/Ashwood Ct, Brightview (BS)	6,644	-	6,644	0	-	6,644
Waste Remediation Works	-	-	100,000	100,000	(100,000)	-
Woodlands Road Stage 3	24,123	1,240	370,000	344,637	(300,000)	70,000
Zischke Road, R'Downs (BS)	6,558	-	17,500	10,942	(10,942)	6,558
Capital Program Delivery Total	6,512,035	1,017,282	11,396,248	3,866,931	(1,926,915)	9,469,333
Depot						
Gatton Depot Fuel Strategy	844	-	136,000	135,156	(135,000)	1,000
Pavement Rehabilitation Gatton Depot	101,800	-	120,000	18,200	(18,200)	101,800
Depot Total	102,644	-	256,000	153,356	(153,200)	102,800
Facilities						
Cahill Park Lighting - Netball Courts	37,027	-	40,000	2,973	(2,973)	37,027
Connectivity Walkway Gatton Depot	-	-	75,000	75,000	(75,000)	-
Corrective Electrical Upgrades	18,598	3,218	34,700	12,885	-	34,700
Cyclical Painting Program	25,097	24,000	66,000	16,903	-	66,000
Das Neumann Haus Stair Alterations	9,878	24,255	24,000	(10,133)	(14,000)	10,000
Energy Efficiency Program	30,100	-	70,000	39,900	(39,900)	30,100
Gatton Admin Bldg Sewer Rectification	1,920	1,318	30,000	26,761	-	30,000
Gatton Cemetery Outdoor Chapel	39,333	-	39,333	0	-	39,333
Gatton Shire Hall Masterplan Works	2,725	-	2,500	(225)	-	2,500
Gatton Shire Hall Roof Restoration	-	-	250,000	250,000	(250,000)	-
Gatton Showgrounds Energy Reduction	-	-	39,000	39,000	(39,000)	-
Gatton Squash Courts Refurbishment	139,614	10,367	200,000	50,019	-	200,000
GSH Refurbishment PWD Amenities	89,066	-	88,889	(177)	-	88,889
Gttn S/Hall Services Compliance Upgrade	107,921	9,085	263,700	146,694	(156,621)	107,079
Helidon Community Hall Solar Power Initi	(3,800)	-	-	3,800	-	-
Laidley Saleyards Drainage	47,646	83	55,000	7,271	-	55,000
LCC Refurbish Ramp and Balustrading	6,278	-	71,000	64,722	(64,700)	6,300
LCC Refurb Drought Comm Programme Fund	2,364	-	-	(2,364)	-	-
LRR Lighting Rectification	43,067	-	43,000	(67)	-	43,000
LVCC Air Conditioning Redesign	44,530	14,000	50,000	(8,530)	10,000	60,000
LVEC Structural Remediation & Other Work	29,323	-	100,000	70,677	(71,099)	28,901
Nielsen's Place Shade Structure	4,701	13,090	20,500	2,709	-	20,500
Office Accommodation Review	-	-	10,000	10,000	(10,000)	-
Relocation Cncl Self Contained Toilets	69,367	1,452	65,000	(5,819)	5,000	70,000

Lockyer Valley Regional Council
2019/20 Capital Works Program
April Budget Review

	2019-20 Expenditure	Committed as at 30 April 2020	2019-20 Budget	Remaining Budget (including Committed)	Budget Review Adjustments	Amended Total 2019-20 Budget
Withcott Sports Ctre Kitchen Reconfigure	6,268	-	50,000	43,732	(30,000)	20,000
Facilities Total	751,023	101,085	1,687,622	835,514	(738,293)	949,329
Fleet						
Earthmoving Equipment	674,988	-	659,500	(15,488)	-	659,500
Minor Fleet	20,561	-	87,705	67,144	(65,000)	22,705
Passenger Vehicles	31,849	-	35,000	3,151	-	35,000
Survey Equipment Trimble SX10 Package	91,411	-	91,400	(11)	-	91,400
Trucks	232,244	40,849	278,000	4,907	(40,850)	237,150
Fleet Total	1,051,054	40,849	1,151,605	59,702	(105,850)	1,045,755
Parks & Open Spaces						
Fairy Lights Centenary Park, Gatton	10,229	715	20,000	9,056	(9,771)	10,229
Gatton Revitalisation Various	-	-	22,500	22,500	-	22,500
Hatton Vale Park Concept and Design	23,883	-	22,095	(1,788)	-	22,095
Hatton Vale/Fairways Park Stage 1	77,513	67,698	500,000	354,790	(420,000)	80,000
Laidley Sate Park Upgrade	47,823	-	47,823	0	-	47,823
Lake Apex Desilting Investigation Gatton	11,164	-	11,200	36	-	11,200
Springbrook Park Bore	15,124	-	15,000	(124)	-	15,000
Zabel Road Lockrose Dip Site Rehabilitat	-	383	14,383	14,000	(14,383)	-
Parks & Open Spaces Total	185,171	68,795	653,001	399,035	(444,154)	208,847
Transfer Stations						
NEW - Asbestos Bin Gatton Landfill	-	-	-	-	16,000	16,000
Construct liner against Cell 1	421	59,636	450,000	389,943	(330,000)	120,000
Gatton Waste Facility Security & Softwar	77,200	-	78,800	1,600	-	78,800
Gatton Weighbridge Platform/Ramp	1,190	-	-	(1,190)	-	-
Laidley Weighbridge Road Expansion	95,016	-	94,800	(216)	-	94,800
Ldley Facility WBridge, Fencing & Securi	215,424	10,050	219,000	(6,474)	-	219,000
Ldley Telemetry Final Sedimentation Dam	28,370	-	28,400	30	-	28,400
M/ Plan Gatton Long Haul Waste Facility	-	-	55,000	55,000	(55,000)	0
Pest (weeds & fireants) washdown provisi	19,112	-	19,103	(9)	-	19,103
Traffic Management Plan	9,740	2,465	9,740	(2,465)	-	9,740
Waste Disposal Sites Survey and Fencing	-	-	35,000	35,000	(35,000)	-
Waste Land Purchases	11,874	-	20,000	8,126	-	20,000
Waste management Signage Review	1,225	-	1,225	-	-	1,225
Windblown Litter Screen Fences	18,293	-	42,000	23,707	(23,707)	18,293
Transfer Stations Total	477,865	72,151	1,053,068	503,052	(427,707)	625,361
Infrastructure Planning						
NEW - Land Acquisition - Jones Road and Little	-	-	-	-	10,000	10,000
Oakey Creek Road	-	-	-	-	-	-
2019/2020 Bus Stop Shelter Program	-	35,963	80,000	44,037	-	80,000
Centenary Park Lighting	1,058	-	24,674	23,616	(23,616)	1,058
Restoration of access L202 CP817791	-	-	50,000	50,000	(20,000)	30,000
Infrastructure Planning Total	1,058	35,963	154,674	117,653	(33,616)	121,058
Waste Collection						
Laidley Levy/Garbage Truck Turnarounds	1,434	-	-	(1,434)	10,000	10,000
Waste Collection Total	1,434	-	-	(1,434)	10,000	10,000
Cemetery						
Gatton Cemetery Expansion Stage 1	170,131	-	183,000	12,869	(12,869)	170,131
Gatton Cemetery Expansion Stage 2	196,995	21,930	180,000	(38,925)	16,995	196,995
Gatton Cemetery Expansion Works	7,597	-	7,600	3	-	7,600
Laidley Columbarium	3,001	-	3,000	(1)	-	3,000
Cemetery Total	377,724	21,930	373,600	(26,054)	4,126	377,726
NDRRA Program - Infrastructure Recovery						
NDRRA Program Management 2017 FloodEvent	5,873	-	5,880	8	-	5,880
NDRRA Program - Infrastructure Recovery Total	5,873	-	5,880	8	-	5,880
QRA - DRFA Program						
February 2020 Rain Event (Transfer to operating)	167,850	-	-	(167,850)	-	-
QRA - DRFA Program Total	167,850	-	-	(167,850)	-	-
Infrastructure Total	9,633,731	1,358,054	16,731,698	5,739,913	(3,815,609)	12,916,089
People and Business Performance						
Disaster Management						
Waterride Flood Intelligence	-	1,710	2,000	290	-	2,000
Disaster Management Total	-	1,710	2,000	290	-	2,000
Information Management						
Records Relocation and Sentencing	50,281	-	70,000	19,719	(4,000)	66,000
Information Management Total	50,281	-	70,000	19,719	(4,000)	66,000
SES						
Forest Hill SES Replacement Generator	8,829	-	8,750	(79)	-	8,750
Gatton SES Driveway Improvement	-	-	5,000	5,000	-	5,000

Lockyer Valley Regional Council
2019/20 Capital Works Program
April Budget Review

	2019-20 Expenditure	Committed as at 30 April 2020	2019-20 Budget	Remaining Budget (including Committed)	Budget Review Adjustments	Amended Total 2019-20 Budget
SES Mobile Phones Replacement	4,223	-	5,000	777	-	5,000
SES Total	13,052	-	18,750	5,698	-	18,750
Legal Services						
Legal Costs & Compensation Placid Hills	137,461	-	138,500	1,039	(1,039)	137,461
Property Management & Disposal Strategy	800	-	50,000	49,200	-	50,000
Legal Services Total	138,261	-	188,500	50,239	(1,039)	187,461
Information Communication Technology						
Aerial Imagery FY2019/20	26,549	-	30,000	3,451	-	30,000
Cyber Security	78,951	-	239,062	160,111	-	239,062
Data Centre Upgrades	-	-	38,750	38,750	(38,750)	-
Flood Information Advice Portal	38,873	100,400	148,971	9,698	-	148,971
Implement BCP Functionality	-	-	50,000	50,000	(50,000)	-
LVCC Audio Visual	58,634	665	60,000	701	-	60,000
Network Cabinets & Cabling	-	-	20,000	20,000	-	20,000
Network Perimeter Security (Firewalls)	-	-	76,500	76,500	(76,500)	-
Online Bookings	37,691	12,707	60,000	9,602	(22,300)	37,700
Switches Renewal	74,731	10,500	74,000	(11,231)	-	74,000
Technology One (P&R, CES, ECM, IntraMaps)	48,000	-	140,000	92,000	-	140,000
Technology One Cloud Implementation	103,957	-	92,000	(11,957)	-	92,000
Technology One 'One Council' Project	6,384	6,133	-	(12,518)	-	-
Upgrade MS Office	80,490	-	146,879	66,389	-	146,879
Upgrade Technology One P&R System to CIA	52,883	-	63,000	10,117	-	63,000
UPS Renewal	6,995	-	25,000	18,005	(18,000)	7,000
Wireless Access Points	23,564	-	25,000	1,436	-	25,000
Information Communication Technology Total	637,704	130,405	1,289,162	521,054	(205,550)	1,083,612
People and Business Performance Total	839,297	132,115	1,568,412	597,000	(210,589)	1,357,823
Grand Total	11,198,771	2,108,245	19,504,691	6,197,675	(4,038,675)	15,466,016

Lockyer Valley Regional Council
2019/2020 Budget and Long Term Financial Forecast 2020 to 2029
Statement of Income and Expenditure

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Revenue										
Recurrent revenue:										
Rates & Utility Charges	42.26M	42.42M	43.35M	44.52M	45.71M	47.14M	48.70M	50.42M	52.20M	54.04M
Less Discounts	(1.73M)	(1.74M)	(1.78M)	(1.82M)	(1.87M)	(1.93M)	(1.99M)	(2.06M)	(2.13M)	(2.21M)
Net rates and utility charges	40.54M	40.68M	41.57M	42.69M	43.84M	45.21M	46.71M	48.36M	50.07M	51.83M
Fees and charges	4.31M	3.48M	3.86M	3.98M	4.08M	4.18M	4.29M	4.40M	4.51M	4.62M
Sales, contract and recoverable works	1.75M	0.81M	0.82M	0.84M	0.85M	0.87M	0.89M	0.91M	0.93M	0.94M
Operational Grants & subsidies	8.17M	7.47M	7.14M	7.30M	7.46M	7.62M	7.79M	7.96M	8.13M	8.31M
Interest received	1.41M	1.19M	1.15M	1.17M	1.20M	1.16M	1.14M	1.19M	1.27M	1.36M
Other recurrent income	5.13M	4.66M	4.77M	4.89M	5.01M	5.14M	5.27M	5.40M	5.53M	5.67M
Total recurrent revenue	61.32M	58.28M	59.31M	60.87M	62.45M	64.19M	66.08M	68.21M	70.43M	72.75M
Capital revenue:										
Capital Grants	2.45M	2.08M	2.12M	2.16M	2.20M	2.25M	2.29M	2.34M	2.38M	2.43M
Developer Contributions	0.22M	0.50M	0.50M	0.50M	0.50M	0.50M	0.50M	0.50M	0.50M	0.50M
Gain/(loss) on sale of property, plant & equipment	(0.08M)	0.14M	0.19M	0.47M	0.24M	0.22M	0.20M	0.22M	0.09M	0.20M
Total capital revenue	2.59M	2.71M	2.81M	3.13M	2.94M	2.96M	3.00M	3.05M	2.97M	3.13M
Total income	63.91M	60.99M	62.12M	64.00M	65.39M	67.15M	69.08M	71.26M	73.41M	75.87M
Expenses										
Recurrent expenses:										
Employee costs	27.60M	26.63M	26.24M	27.12M	28.18M	29.16M	30.17M	31.22M	32.30M	33.42M
Materials and services	19.80M	17.13M	16.34M	16.69M	17.51M	17.46M	17.89M	18.34M	19.38M	19.94M
Depreciation and amortisation	12.22M	12.86M	13.98M	14.45M	14.91M	15.81M	15.29M	15.19M	15.00M	15.28M
Finance costs	1.30M	1.22M	1.15M	1.07M	0.99M	0.90M	0.81M	0.72M	0.62M	0.51M
Total expenses	60.91M	57.84M	57.70M	59.33M	61.59M	63.33M	64.16M	65.47M	67.29M	68.55M
Result from ordinary activities	3.00M	3.15M	4.42M	4.67M	3.80M	3.82M	4.92M	5.80M	6.12M	7.32M
Operating Result										
Adj for Capital Income	0.406M	0.435M	1.610M	1.543M	0.856M	0.861M	1.922M	2.743M	3.142M	4.196M

Lockyer Valley Regional Council
2019/2020 Budget and Long Term Financial Forecast 2020 to 2029
Statement of Financial Position

	2020 \$	2021 \$	2022 \$	2023 \$	2024 \$	2025 \$	2026 \$	2027 \$	2028 \$	2029 \$
Current assets										
Cash assets and cash equivalents	19,88M	13,23M	13,14M	13,48M	13,55M	8,12M	8,25M	10,34M	13,00M	16,46M
Other inventory	2,47M	2,47M	2,47M	2,47M	2,47M	2,47M	2,47M	2,47M	2,47M	2,47M
Receivables	3,15M	3,00M	3,06M	3,14M	3,21M	3,31M	3,42M	3,53M	3,63M	3,76M
Prepayments	0,50M	0,50M	0,50M	0,50M	0,50M	0,50M	0,50M	0,50M	0,50M	0,50M
Total current assets	26,00M	19,20M	19,16M	19,59M	19,73M	14,40M	14,63M	16,83M	19,60M	23,19M
Non-current assets										
Land held for development or sale	2,01M	2,01M	2,01M	2,01M	2,01M	2,01M	2,01M	2,01M	2,01M	2,01M
Joint Ventures & Associates	32,78M	34,25M	35,76M	37,30M	38,89M	40,51M	42,17M	43,88M	45,63M	47,42M
Property, plant and equipment	564,45M	607,34M	609,43M	611,58M	662,13M	656,61M	657,44M	698,74M	698,82M	704,93M
Intangible assets	6,44M	7,00M	6,29M	5,41M	4,23M	5,63M	6,15M	5,86M	5,60M	5,48M
Capital works in progress	6,09M	6,09M	6,09M	6,09M	6,09M	6,09M	6,09M	6,09M	6,09M	-
Other non-current assets	14,74M	14,74M	14,74M	14,74M	14,74M	14,74M	14,74M	14,74M	14,74M	14,74M
Total non-current assets	626,50M	671,43M	674,31M	677,13M	718,09M	725,59M	728,60M	771,32M	772,88M	774,58M
Total assets	652,50M	690,63M	693,47M	696,73M	737,81M	739,99M	743,23M	788,15M	792,48M	797,76M
Current liabilities										
Trade and other payables	4,32M	3,85M	3,71M	3,80M	3,97M	4,01M	4,12M	4,23M	4,43M	4,48M
Borrowings	1,56M	1,63M	1,71M	1,80M	1,89M	1,98M	2,08M	2,18M	2,29M	2,41M
Employee payables/provisions	5,31M	5,50M	5,70M	5,89M	6,08M	6,27M	6,46M	6,65M	6,84M	7,04M
Other provisions	0,48M	0,48M	0,48M	0,48M	0,48M	0,48M	0,48M	0,48M	0,48M	0,48M
Total current liabilities	11,67M	11,46M	11,59M	11,96M	12,41M	12,73M	13,13M	13,54M	14,04M	14,40M
Non-current liabilities										
Borrowings	21,48M	19,84M	18,13M	16,33M	14,44M	12,46M	10,38M	8,20M	5,90M	3,50M
Employee payables/provisions	0,23M	0,24M	0,25M	0,26M	0,27M	0,28M	0,28M	0,29M	0,30M	0,31M
Other provisions	29,42M	29,42M	29,42M	29,42M	29,42M	29,42M	29,42M	29,42M	29,42M	29,42M
Total non-current liabilities	51,13M	49,51M	47,80M	46,01M	44,13M	42,16M	40,09M	37,91M	35,63M	33,23M
Total liabilities	62,80M	60,97M	59,40M	57,97M	56,54M	54,89M	53,22M	51,45M	49,67M	47,63M
Net community assets	589,70M	629,66M	634,08M	638,75M	681,27M	685,10M	690,01M	736,69M	742,81M	750,13M
Community equity										
Asset revaluation reserve	199,92M	236,72M	236,72M	236,72M	275,45M	275,45M	275,45M	316,33M	316,33M	316,33M
Retained surplus (deficiency)	389,79M	392,93M	397,36M	402,03M	405,83M	409,65M	414,57M	420,36M	426,48M	433,80M
Total community equity	589,70M	629,66M	634,08M	638,75M	681,27M	685,10M	690,01M	736,69M	742,81M	750,13M

Lockyer Valley Regional Council
2019/2020 Budget and Long Term Financial Forecast 2020 to 2029
Statement of Cash Flows

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Cash flows from operating activities:										
Receipts from customers	60.47M	54.95M	55.76M	57.21M	58.71M	60.40M	62.25M	64.26M	66.34M	68.47M
Payment to suppliers and employees	(51.39M)	(44.17M)	(42.66M)	(43.66M)	(45.48M)	(46.53M)	(47.90M)	(49.40M)	(51.44M)	(52.68M)
Interest received	1.41M	1.19M	1.15M	1.17M	1.20M	1.16M	1.14M	1.19M	1.27M	1.36M
Finance costs	(1.16M)	(1.08M)	(1.01M)	(0.92M)	(0.84M)	(0.75M)	(0.66M)	(0.56M)	(0.46M)	(0.35M)
Net cash inflow (outflow) from operating activities	9.34M	10.89M	13.24M	13.80M	13.59M	14.28M	14.83M	15.49M	15.71M	16.81M
Cash flows from investing activities:										
Payments for property, plant and equipment	(15.47M)	(19.22M)	(15.20M)	(15.37M)	(15.19M)	(21.33M)	(16.28M)	(14.96M)	(14.45M)	(14.82M)
Subsidies, donations and contributions for new capital expenditure	2.67M	2.08M	2.12M	2.16M	2.20M	2.25M	2.29M	2.34M	2.38M	2.43M
Proceeds from sale of property, plant and equipment	0.93M	0.34M	0.54M	0.61M	0.38M	0.36M	0.34M	0.36M	0.23M	0.34M
Net transfer (to) from cash investments	0.80M	0.82M	0.84M	0.86M	0.88M	0.90M	0.92M	0.95M	0.97M	1.00M
Net cash inflow (outflow) from investing activities	(11.08M)	(15.98M)	(11.70M)	(11.74M)	(11.73M)	(17.82M)	(12.72M)	(11.32M)	(10.87M)	(11.06M)
Cash flows from financing activities:										
Proceeds from borrowings	-	-	-	-	-	-	-	-	-	-
Repayment of borrowings	(1.48M)	(1.56M)	(1.63M)	(1.71M)	(1.80M)	(1.89M)	(1.98M)	(2.08M)	(2.18M)	(2.29M)
Net cash inflow (outflow) from financing activities	(1.48M)	(1.56M)	(1.63M)	(1.71M)	(1.80M)	(1.89M)	(1.98M)	(2.08M)	(2.18M)	(2.29M)
Net increase (decrease) in cash held	(3.22M)	(6.65M)	(0.09M)	0.34M	0.06M	(5.43M)	0.13M	2.09M	2.67M	3.46M
Cash at beginning of reporting period	23.10M	19.88M	13.23M	13.14M	13.48M	13.55M	8.12M	8.25M	10.34M	13.00M
Cash Balance	19.88M	13.23M	13.14M	13.48M	13.59M	8.12M	8.25M	10.34M	13.00M	16.46M

Lockyer Valley Regional Council
2019/2020 Budget and Long Term Financial Forecast 2020 to 2029
Statement of Changes in Equity

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Asset revaluation surplus										
Opening balance	199.92M	199.92M	236.72M	236.72M	236.72M	275.45M	275.45M	275.45M	316.33M	316.33M
Increase in asset revaluation surplus	-	36.81M	-	-	38.72M	-	-	40.89M	-	-
Closing balance	199.92M	236.72M	236.72M	236.72M	275.45M	275.45M	275.45M	316.33M	316.33M	316.33M
Retained surplus										
Opening balance	386.79M	389.79M	392.93M	397.35M	402.03M	405.83M	409.65M	414.57M	420.36M	426.48M
Net result	3.00M	3.15M	4.42M	4.67M	3.80M	3.82M	4.92M	5.80M	6.12M	7.32M
Closing balance	389.79M	392.93M	397.35M	402.03M	405.83M	409.65M	414.57M	420.36M	426.48M	433.80M
Total										
Opening balance	586.71M	589.70M	629.66M	634.08M	638.75M	681.27M	685.10M	690.01M	736.69M	742.81M
Net result	3.00M	3.15M	4.42M	4.67M	3.80M	3.82M	4.92M	5.80M	6.12M	7.32M
Increase in asset revaluation surplus	-	36.81M	-	-	38.72M	-	-	40.89M	-	-
Closing balance	589.70M	629.66M	634.08M	638.75M	681.27M	685.10M	690.01M	736.69M	742.81M	750.13M

Lockyer Valley Regional Council
2019/2020 Budget and Long Term Financial Forecast 2020 to 2029

Relevant Measures of Financial Sustainability

	Target	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Average
1 Operating Surplus Ratio (Net Operating Surplus / Total Operating Revenue) (%)	Between 0% and 10%	0.7%	0.7%	2.7%	2.5%	1.4%	1.3%	2.9%	4.0%	4.5%	5.8%	2.7%
2 Net Financial Asset / Liability Ratio ((Total Liabilities - Current Assets) / Total Operating Revenue)	<= 60%	60.0%	71.7%	67.8%	63.1%	59.0%	63.1%	58.4%	50.8%	42.7%	33.6%	57.0%
3 Asset Sustainability Ratio (Capital Expenditure on the Replacement of Assets (renewals) / Depreciation Expense)	>90%	99.3%	104.1%	105.1%	108.4%	97.8%	100.4%	99.0%	95.9%	93.7%	95.7%	99.9%

10.4 Remuneration for Councillors 2020-21

Date: 02 May 2020
Author: Corrin Bischoff, Manager Business Performance
Responsible Officer: Anna Hebron, Group Manager People & Business Performance

Purpose:

The purpose of this report is to seek a Council resolution in relation to the remuneration for Councillors for the 2020-21 financial year.

Officer's Recommendation:

THAT Council resolve the maximum amount of remuneration set out in the Local Government Remuneration Commission Schedule – Category 3 (applicable 1 July 2020) is not payable to Councillors for the 2020-21 financial year.

And further;

That Council resolve the amount of remuneration paid to each Councillor in accordance with Local Government Remuneration and Discipline Tribunal Schedule – Category 3 (applicable 1 July 2019) applicable for the 2020-21 financial year is:

- **Mayor \$130,584 per annum**
- **Deputy Mayor \$81,615 per annum**
- **Councillors \$69,372 per annum**

Executive Summary

On 29 November 2019, the Local Government Remuneration Commission concluded its review of remuneration for Mayors, Deputy Mayors and Councillors of Local Governments as required by Chapter 8, Part 1, Division 1 of the *Local Government Regulation 2012*. This report proposes that Councillors do not accept the 2% increase in remuneration put forward by the Commission for Mayors, Deputy Mayors and Councillors from 1 July 2020.

Finance and Resource Implications

The financial implications in relation to this report are outlined in the below

Local Government Remuneration and Discipline Tribunal Schedule – Category 3: (applicable 1 July 2019)

- Mayor \$130,584 per annum
- Deputy Mayor \$81,615 per annum
- Councillors \$69,372 per annum

Total: \$559,059

Local Government Remuneration Commission Schedule – Category 3: (applicable 1 July 2020)

- Mayor \$133,196 per annum
- Deputy Mayor \$83,247 per annum
- Councillors \$70,759 per annum

Total: \$570,238

As per the recommendation in this report, if Councillor remuneration remains in accordance with the 2019 remuneration schedule a saving of \$11,179 will be realised.

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

Through the development of the 2020-21 Council budget and COVID-19 financial relief measure discussion at Councillor workshops Councillors have discussed the matters raised in this report.

Proposal

Overview

On 29 November 2019, the Local Government Remuneration Commission ('the Commission') concluded its review of remuneration for Mayors, Deputy Mayors and Councillors of Local Governments as required by Chapter 8, Part 1, Division 1 of the *Local Government Regulation 2012*.

As a result, the Commission decided to increase remuneration levels for Mayors, Deputy Mayors and Councillors by 2% from 1 July 2020. Lockyer Valley Regional Council is a Category 3 Council. The Commission has set the remuneration level for a Category 3 Council as follows:

- Mayor \$133,196 per annum
- Deputy Mayor \$ 83,247 per annum
- Councillors \$ 70,759 per annum

Section 247(1) of the *Local Government Regulation 2012* legislates that a local government must pay remuneration to each councillor of the local government.

As set out in section 247(2), (3), (4) and (6), of the *Local Government Regulation 2012*, Council is able to decide, by resolution, that the maximum amount is not payable to a Councillor. The amount of remuneration decided must not be more than the maximum amount payable to a Councillor stated within the Remuneration Schedule set by the Commission (subject to section 248 of the *Local Government Regulation 2012*).

If Council decides that the maximum amount is not payable to a Councillor from 1 July 2020, the resolution must be made prior to this date. In addition, as per section 247(5), the amount of remuneration for each Councillor, other than a Mayor or Deputy Mayor, must be the same.

It is proposed that Council resolve the amount of remuneration paid to each Councillor in accordance with Local Government Remuneration and Discipline Tribunal Schedule – Category 3 (applicable 1 July 2019) applicable for the 2020-21 financial year is:

- Mayor \$130,584 per annum
- Deputy Mayor \$81,615 per annum
- Councillors \$69,372 per annum.

Legal Implications

The matters raised in this report comply with the requirements set out in section 247 of the *Local Government Regulation 2012* in relation to the remuneration of Councillors.

Policy Implications

Council has previously received and noted the remuneration reports. Remuneration has been paid consistent with the Tribunal / Commission's report.

Risk Considerations

Key Corporate Risk Category: FE1

Reference & 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 relevant to this report.

Related Documentation

- Local Government Remuneration Commission Annual Report 2019
- Local Government Remuneration and Discipline Tribunal Report 2018

Critical Dates

For this decision to be valid it must be made via a resolution of Council prior to 1 July 2020.

Implementation

The determined remuneration level will be paid to Councillors from 1 July 2020.

Attachments

There are no attachments for this report.

11. PEOPLE & BUSINESS PERFORMANCE REPORTS**11.1 Group Manager People and Business Performance Monthly Update to Council****Date:** 12 May 2020**Author:** Anna Hebron, Group Manager People & Business Performance**Responsible Officer:** Anna Hebron, Group Manager People & Business Performance

Purpose:

The purpose of this report is to provide Council an update on key issues being actioned in the People and Business Performance Group for the month of April 2020.

Officer's Recommendation:

THAT Council receive and note the Group Manager People and Business Performance's Monthly Report for April 2020.

Executive Summary

The report covers actions and information relevant to Councillors and the People and Business Performance Group, including the key areas of Business Performance, People and Culture and Information Communication and Technology.

Business PerformanceStrategic Corporate Planning***Development 2020-21 Operational Plan***

In line with the development of Council 2020-21 budget, work has commenced on the development of the 2020-21 Operational Plan. Development templates have been distributed to the Branch Managers to identify action items for inclusion in the 2020-21 Operational Plan taking into consideration budget limitations.

Audit and Risk Management***Business Continuity Planning***

A Business Continuity Plan for Council has been developed and implemented to ensure the continuous delivery of Council functions during the COVID-19 pandemic. Individual Branch Business Continuity Plans have also been developed and implemented to guide the organisation. As of the 21 April 2020 approximately 63.6% of Council's workforce who can work remotely are working from home. Current discussions reflect the need to continue to maintain social distancing requirements by keeping most staff working from home while preparing for the reopening of public areas as required.

Internal Audit

The Internal Audit on Council's Legislative Compliance Framework was completed during the month and a draft report was provided from Council's contracted Internal Auditor for review and feedback. Consultation was undertaken with the key stakeholders on this report with comments provided back

to the Internal Auditor to finalise the report to be presented to the next Audit and Risk Management Committee.

An outcome of the Audit and Risk Management Committee held on 27 February 2020, was to review Council's three-year Internal Audit Plan, in particular the final item to be delivered in the 2019-20 financial year. This review has now been completed and the Plan will be distributed to the Committee for in-principle endorsement.

Disaster Management

Local Bushfire Recovery Plan on a Page has been developed and will be used to develop program of works for Category D - Bushfire Recovery Exceptional Assistance Immediate Support Program funding of \$225,000.

The Get Ready Guide has been developed and is ready for approval and distribution. This Guide has been developed utilising funds from the Get Ready Queensland funding program.

Procurement

Significant work continues to be undertaken regarding Council's procurement function. In April, the new Coordinator was recruited and is working through several recommendations including the development of a Procurement Strategy, identification of priority projects to 30 June 2020, upskilling of staff, development of templates, guidelines, delegations and training modules and provision of industry information via the Vendor Panel registration page specific to LVRC.

People and Culture

Full Time Equivalents

Council's established FTE number for April 2020 is 303.53.

Corporate Training

Council's monthly toolbox talk 'Keeping Well While Working from Home' saw a completion rate of 54% across the organisation.



Items of Note

The People and Culture team have seen an increase in business portfolio enquiries following the changes in the workplace due to the COVID-19 pandemic and have assisted the organisation with several temporary redeployments across the organisation.

Customer Contact

Please refer to the attached report indicating statistics for the month of April 2020.

Work Health and Safety

Please refer to the attached report indicating statistics for the month of April 2020.

Information Communication Technology

A summary of key outcomes for Information Services during April 2020 are as follows;

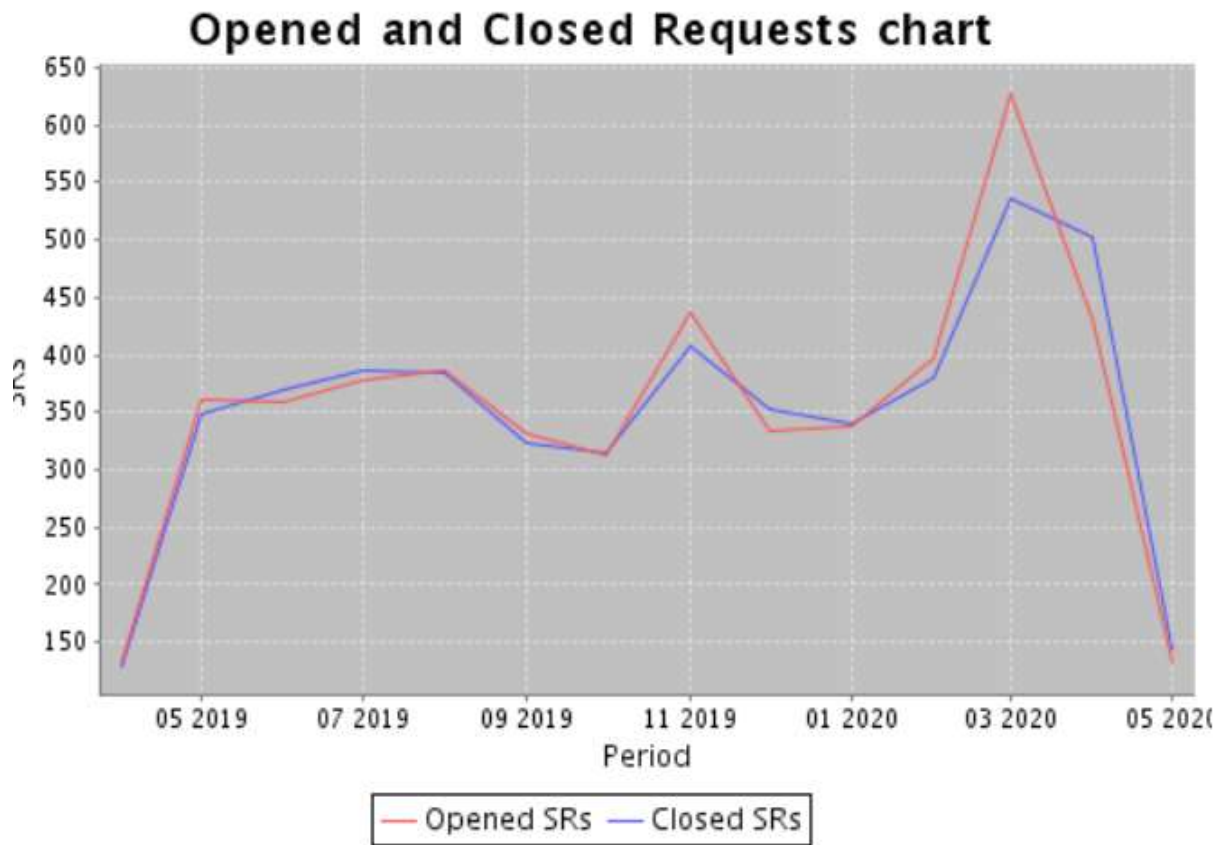
- The TechnologyOne Cloud Migration went live on the 16th March with only minor issues experienced. With over 100 people working from home, the ability to access Council's core business systems without the need for a Virtual Private Network (VPN) made it much easier to use and has reduced the load on Council's network considerably.
- Council's cyber security awareness training is ongoing with new videos released at the start of each month to all users of Council's systems. The risk score is impacted by everyone's ability to complete the training, answer questions correctly and how they respond to cultural questions. Anyone not completing the training, reduces the whole organisations score.

Current risk score and performance statistics as at the 30th April:



- With the movement of staff to working from home where possible due to COVID-19, the use of our Secured Signing solution to enable digital signatures on documents has demonstrated a fantastic return on investment with the number of documents signed in February (224) prior to restrictions, dramatically increasing by 126% to 508 in April in the middle of restrictions. With staff at home with no way to print or scan for physical signatures the Secured Solution has proved a key element of Council's Business Continuity response.
- With the movement of staff to working from home where possible due to COVID-19, the amount of printing has dramatically decreased with minimal impact. This has been achieved by staff not having the option to print and forced to find different ways to complete their business processes without printing and scanning. Printing numbers for the month of February was just over 89,000 pages, which was reduced by 54% to 40,500 for the month of April which provides a saving of nearly \$3k per month.
- The graph below shows a spike in the number of LISA requests received due to the COVID-19 response. Service standard is currently sitting at 85% which is lower than usual due to COVID-19

requests taking priority over other issues. Additionally, work is being done to clear up outstanding requests over 100 days.

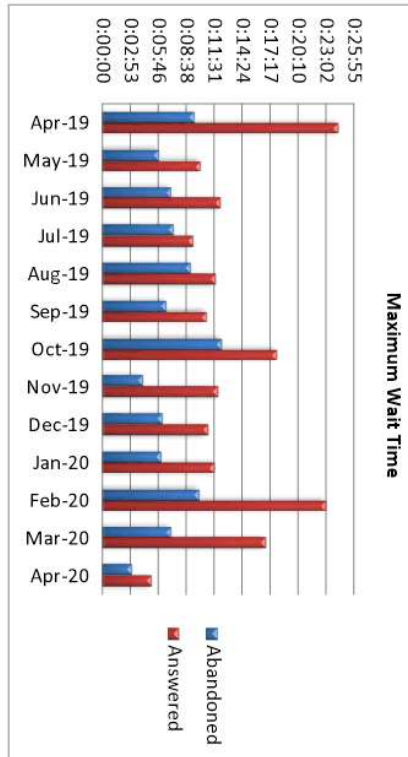
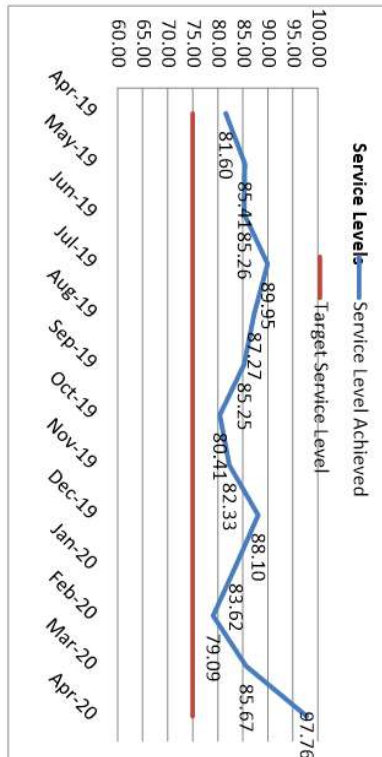
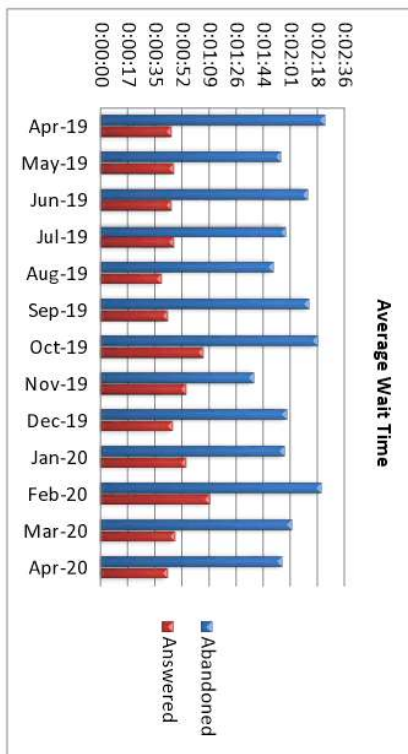
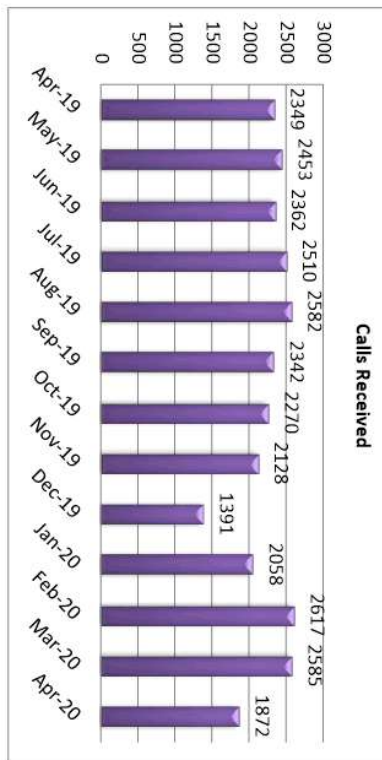


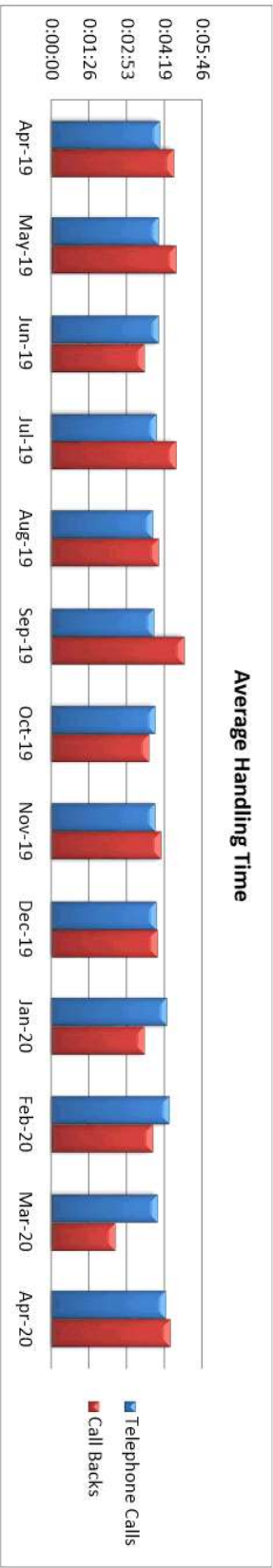
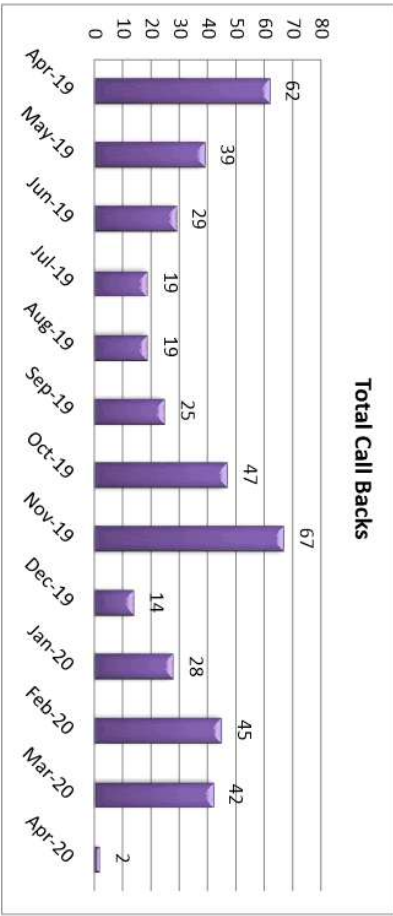
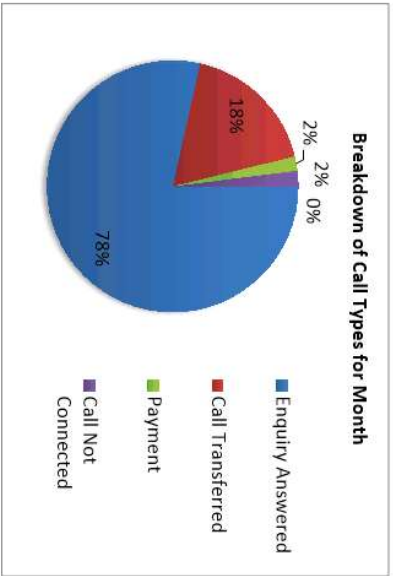
Attachments

- 1 [Download](#) Customer Contact Statistics - April 2020 5 Pages
- 2 [Download](#) Safety Performance Statistics - April 2020 1 Page

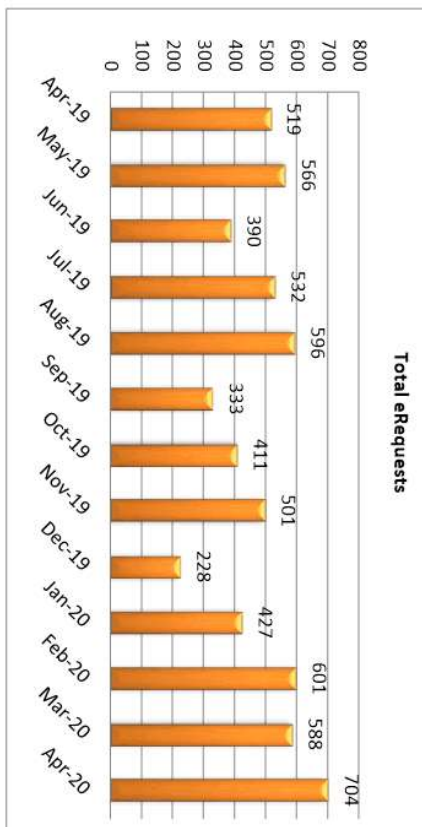
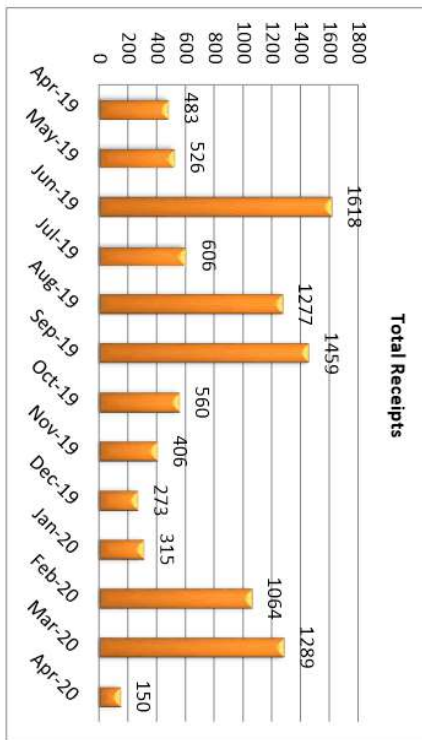
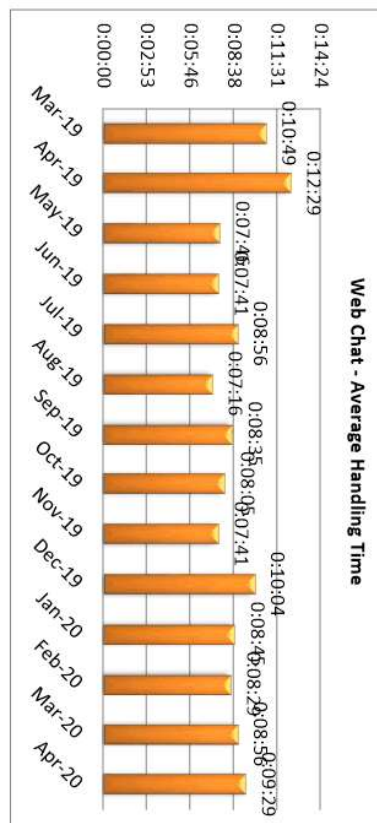
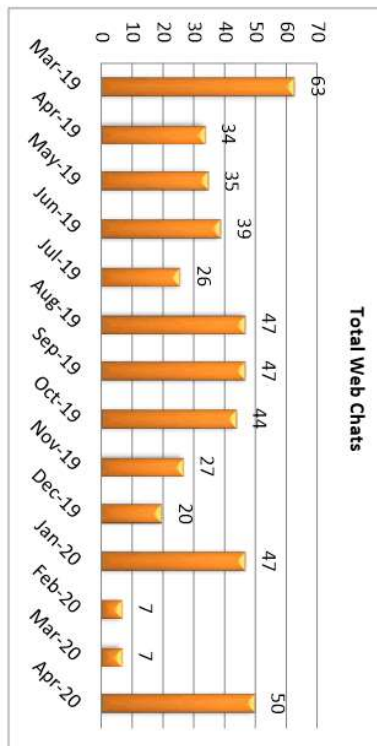
Lockyer Valley Regional Council – Customer Contact Monthly Statistics – April 2020

Telephone



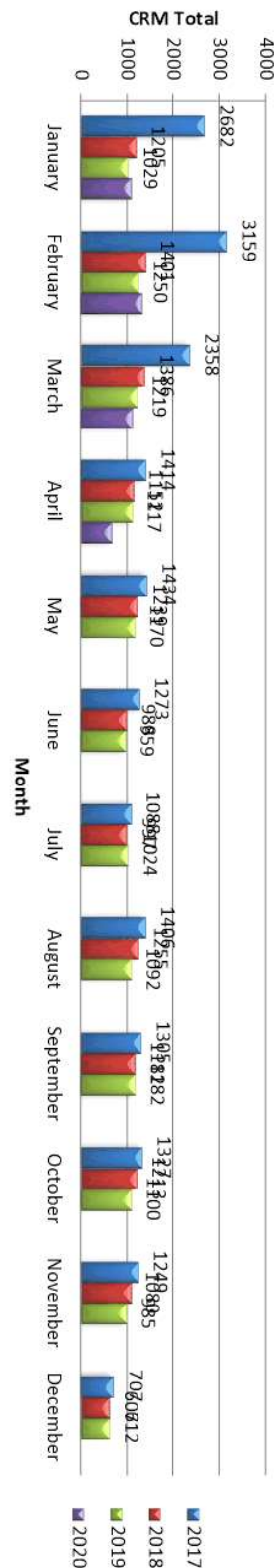


Live Chat, ERequests & Receipts

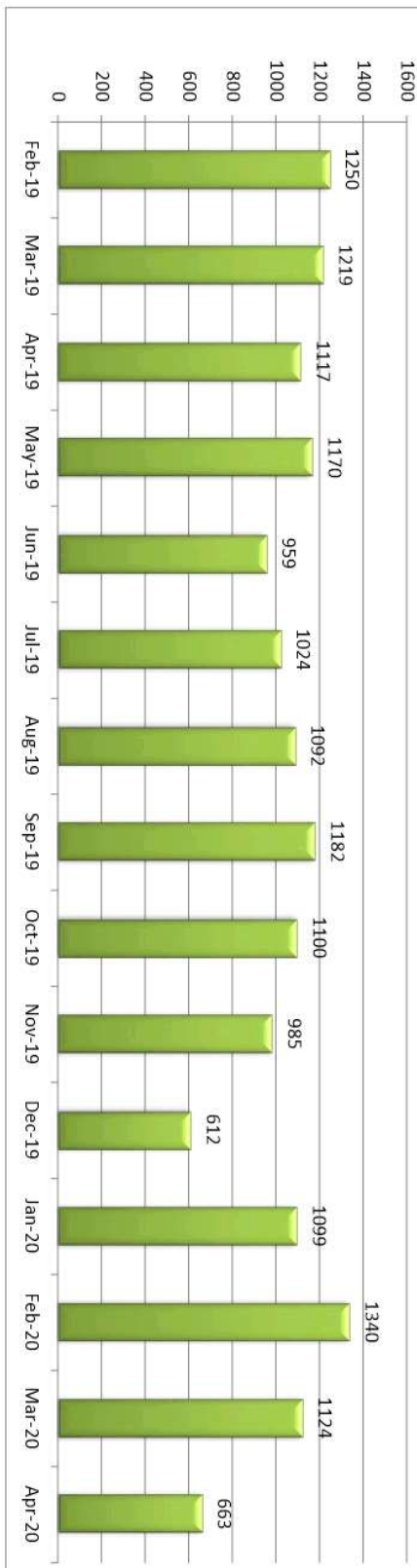


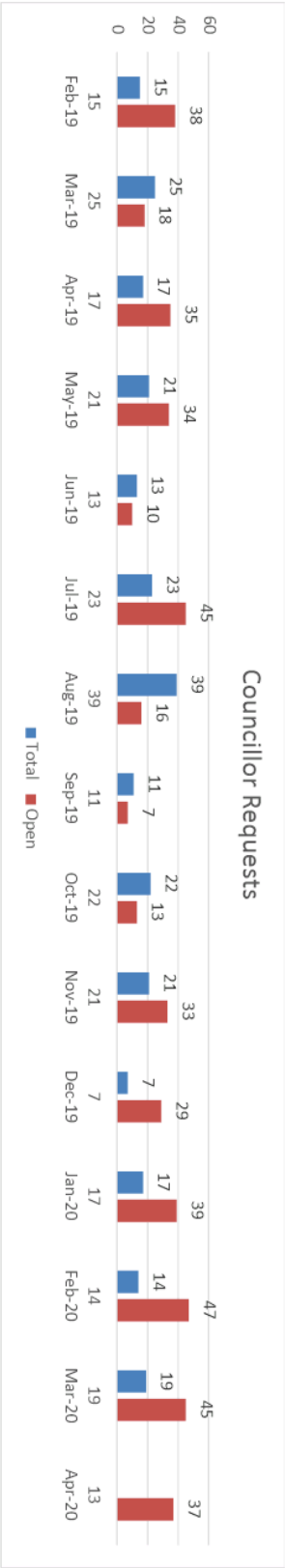
Customer Requests

CRM Month Comparison 2017-2018-2019-2020

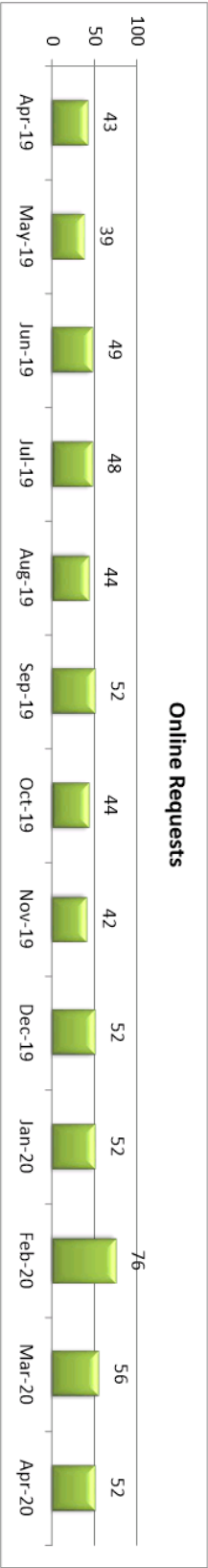


CRM's entered per month





Online Requests

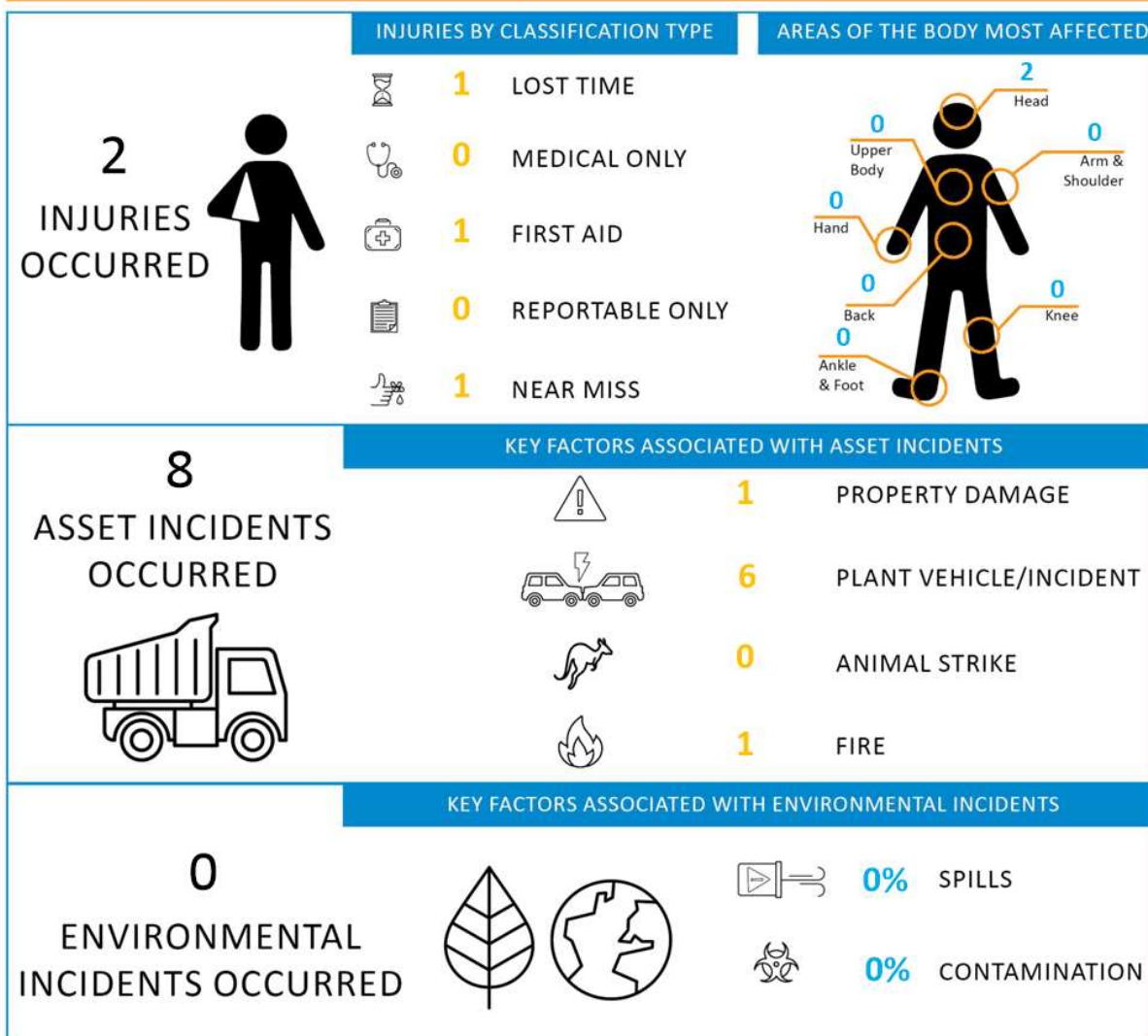


QGAP Performance Report

Total time taken for all transactions	Nil
Total number of transactions	Nil
Total average time for all transactions	Nil

MEASURING OUR SAFETY PERFORMANCE

April 2020



	April 2020	April 2019
Injury related incidents	2	4
Asset related incidents	8	9
Environment related incidents	0	0
Lost Time Injuries	1	0
Total days lost due to ongoing injuries	2	18

11.2 Councillor Policies and Guideline for Approval

Date: 11 May 2020
Author: Corrin Bischoff, Manager Business Performance
Responsible Officer: Anna Hebron, Group Manager People & Business Performance

Purpose:

The purpose of this report is to seek Council's adoption of Councillor related documents for the new term of Council in accordance with the *Local Government Act 2009*.

Officer's Recommendation:**THAT Council adopt the:**

- **Acceptable Requests for Advice and Information Policy**
- **Expenses Reimbursement and Provision of Facilities Policy**
- **Councillor Code of Conduct**
- **Councillor Confidentiality Guideline.**

Executive Summary

With the commencement of the new Council term, it is appropriate to review the Councillor related policies and guidelines to ensure they are reflective of the sentiment and needs of the new Council as well as in line with legislative requirements.

This report presents the following documents for approval by Council:

- Acceptable Requests for Advice and Information Policy
- Expenses Reimbursement and Provision of Facilities Policy
- Councillor Code of Conduct
- Councillor Confidentiality Guideline.

Finance and Resource Implications

The financial implications associated with this report are in relation to the allowances provisions outlined in the Expenses Reimbursement and Provision of Facilities Policy. On an annual basis these allowances and provisions are:

- Entertainment allowance of \$4,000 for the Mayor
- Entertainment allowance of \$500 each of the six Councillors
- Provision of a vehicle for the Mayor
- \$12,000 car allowance per each of the six Councillors
- Reimbursement of travel allowances as required
- Provision of laptop and phone to six Councillors and the Mayor

Corporate Plan**Corporate Plan Goal**

Lockyer Leadership and Council

Outcome

5.7 Compliance with relevant legislation.

ConsultationInternal Consultation

These documents were discussed with Councillors at the 13 May 2020 Councillor workshop.

ProposalOverview

With the commencement of the new Council term, it is appropriate to review the Councillor related policies and guidelines to ensure they are reflective of the sentiment and needs of the new Council as well as in line with legislative requirements.

Each of the below documents have been reviewed and updated to ensure they comply with legislation and clearly articulate the approach of this term of Council.

Acceptable Requests for Advice and Information Policy (section 170A *Local Government Act 2009*)

The acceptable requests guideline is adopted by resolution of the local government and outlines the way in which a councillor may ask a local government employee for advice and information to assist them carry out their responsibilities.

The updated version of this document outlines the process for Councillors seeking assistance from staff reflecting current practice with the inclusion of the an exception to the policy for the Mayor in accordance with section 170A(6).

Expenses Reimbursement and Provision of Facilities Policy (section 250 *Local Government Regulation 2012*)

Queensland local governments are required under to adopt an expense reimbursement policy outlining payment of reasonable expenses incurred, or to be incurred, by councillors for discharging their duties and responsibilities as councillors; and provision of facilities to councillors for that purpose.

This document has been reviewed to incorporating the previous guideline and policy in to one policy document and in addition clarifies the travel and accommodation costs exclusions and clarify the hospitality allowance.

Councillor Code of Conduct (sections 150D and 150E *Local Government Act 2009*)

The Code of Conduct sets out the principles and standards of behaviour expected of Councillors and Mayors when carrying out their roles, responsibilities and obligations as elected representatives for their communities. the Minister for Local Government (the Minister) must make a Code of Conduct stating the standards of behaviour for Councillors in the performance of their responsibilities as Councillors.

The updated version of this document aligns with the *Code of Conduct for Councillors in Queensland (Revised - Approved on 7 April 2020)* and contains additional expectations as agreed by Lockyer Valley Regional Council Councillors.

Councillor Confidentiality Guideline (section 171(3) *Local Government Act 2009*)

This Guideline provides direction to councillors regarding the proper handling of confidential information.

The updated version of this document outlines how Councillors must use Council information in a way that promotes and maintains the public's trust and confidence in the integrity of the local government and incorporates the penalties under the *Local Government Act 2009* for not complying with these requirements.

Legal Implications

Each of the documents presented in this report have been developed and reviewed in accordance with the relevant sections of the *Local Government Act 2009* and the *Local Government Regulation 2012* as outlined below:

- Acceptable Requests for Advice and Information Policy (section 170A *Local Government Act 2009*)
- Expenses Reimbursement and Provision of Facilities Policy (section 250 *Local Government Regulation 2012*)
- Councillor Code of Conduct (sections 150D and 150E *Local Government Act 2009*)
- Councillor Confidentiality Guideline (section 171(3) *Local Government Act 2009*)

Policy Implications

Council's policy framework has been adhered to in the development and review of the policies and guideline. Any future policy implications will be addressed as matters arise before Council.

Risk Considerations

Key Corporate Risk Category: FE2

Reference & Risk Descriptor: Finance and Economic
Decision making governance, due diligence, accountability and sustainability

Previous Council Resolutions**Ordinary Meeting 12 July 2016 (16-20/0106)**

THAT Council adopt the following documents:

- *Expenses Reimbursement & Provision of Facilities for Councillors Policy*
- *Expenses Reimbursement & Provision of Facilities for Councillors Guideline*
- *Media Relations Policy*
- *Councillor Code of Conduct Guideline*
- *Councillor Confidentiality Procedure.*

Ordinary Meeting 12 July 2016 (16-20/1239)

THAT Council adopt the following documents:

- *Entertainment and Hospitality Policy*
- *Acceptable Requests for Advice and Information Policy*
- *Expenses Reimbursement and Provision of Facilities Guideline.*

Related Documentation

- Acceptable Requests for Advice and Information Policy

- Expenses Reimbursement and Provision of Facilities Policy
- Councillor Code of Conduct
- Councillor Confidentiality Guideline
- Code of Conduct for Councillors in Queensland (Revised - Approved on 7 April 2020)

Critical Dates

There are no critical dates associated with this report.

Implementation

The approved documents will be updated in Council's policy, procedure and guideline register and published as appropriate on Council's webpage.

Attachments

1	Acceptable Requests Guideline	2 Pages
2	Expenses Reimbursement Provision of Facilities	5 Pages
3	Councillor Code of Conduct	10 Pages
4	Councillor Confidentiality Guideline	7 Pages



STATUTORY

ACCEPTABLE REQUESTS BY COUNCILLORS FOR ADVICE OR INFORMATION

Head of Power

Section 170A, *Local Government Act 2009*

Key Supporting Council Document

Lockyer Valley Regional Council Corporate Plan (2017-2022) –
Lockyer Leadership and Council

5.7 Compliant with relevant legislation.

Definitions

<i>Employee/s</i>	means all employees of Council, whether employed on a permanent, temporary, or part-time basis. This definition also includes volunteers and employees of businesses and entities contracted to provide services to, or on behalf of Council.
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Policy Objective

The objective of this policy is to:

- Provide clear guidelines about the way in which a Councillor may ask a Council employee for advice or information to assist the Councillor carry out their responsibilities and the reasonable limits on those requests
- establish procedures of the provision of advice.

Policy Statement

Group: Insert People & Business Performance
Unit: Business Performance
Approved: Ordinary Council Meeting
(Resolution Number:20-24/XXXX
Date Approved: XX/05/2020

ECM: 3945251

Effective Date: XX/05/2020
Version: 1.0 Lasted Updated:XX/05/2020
Review Date: 31/03/2024

Superseded/Revoked: Councillor Acceptable Request Policy
ECM: 3718759

Page 1 of 2

Councillors are able to seek information from any Council staff member where the information they are seeking is publicly available. This information will be provided as soon as practicable.

Councillors are able to seek information and advice from Managers/Supervisors regarding capital works, operational matters or program information.

In accordance with section 170(6) of the *Local Government Act 2009*, a request from the Mayor for information and advice is not required to comply with this policy.

Where possible these requests should be via email. However, where this is not practicable, the information (if unable to be provided as part of the conversation) will be provided to the Councillor by email summarising the request and context of the request. Wherever possible this type of request will be responded to within two working days. Should the provision of information take longer than two days the relevant staff member will inform the Councillor of an expected response time. If the matter requires a more urgent response it should be directed to the Chief Executive Officer or relevant Group Manager.

Councillors are requested to be mindful of the potential impact on staff and available resources and priorities when requesting urgent responses.

Councillors requesting information on behalf of a member of the public should utilise Council's Customer Request Management system.

Employees are obliged to inform their supervisor of requests for information by Councillors that are not generally available to the public. Employees should mark documents confidential where relevant; however, it is the Councillors responsibility to ensure they use the information in an ethical and legal manner.

Councillors should inform the Chief Executive Officer should they believe a staff member has not appropriately responded to a request. Councillors should consider any likely cost implications in making requests for advice or information, and not make requests where the costs cannot be justified as being in the public interest. If the cost of providing information is likely to be high, the Councillor may make the request only to the Chief Executive Officer, who is expressly authorised by the Council to seek to minimise the costs of providing the advice.

Related Documents

NA

Group: Insert People & Business Performance
Unit: Business Performance
Approved: Ordinary Council Meeting
(Resolution Number:20-24/XXXX
Date Approved: XX/05/2020

ECM: 3945251

Effective Date: XX/05/2020
Version: 1.0 Lasted Updated:XX/05/2020
Review Date: 31/03/2024

Superseded/Revoked: Councillor Acceptable Request Policy
ECM: 3718759

Page 2 of 2



STATUTORY

EXPENSES REIMBURSEMENT & PROVISION OF FACILITIES FOR COUNCILLORS

Head of Power

Section 250 – Local Government Regulation 2012

Key Supporting Council Document

Lockyer Valley Regional Council Corporate Plan 2017-2022

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

Definitions

<i>Council Business Activities</i>	Conducted on behalf of, and approved by, Council where a Councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business objectives for the Council. Council business should result in a benefit being achieved either for the local government and/or the local community.
<i>Facility</i>	A tool of trade provided by Council to councillors to enable them to perform their duties at a standard appropriate to fulfil their role for the community.
<i>Expenses</i>	Payments made by Council to reimburse councillors for their reasonable expenses incurred or to be incurred when discharging their duties as councillors. These payments are not regarded as remuneration.

Policy Objective

This Policy will ensure accountability and transparency in the reimbursement of expenses incurred, or to be incurred, by the Mayor, Deputy Mayor and Councillors. This policy will also ensure that elected members are provided with reasonable facilities to assist them in carrying out their civic duties.

Policy Statement

Group: Executive Office
Unit: NA
Approved: Ordinary Meeting (Resolution Number 16-20/0106)
Date Approved: 12/07/2016
ECM: 3945250

Effective Date: 12/07/2016
Version: 2.0 Last Updated: 12/05/2016
Review Date: 01/07/2020
Superseded/Revoked: 3473356

Page 1 of 5

Document Set ID: 3945250
Version: 4, Version Date: 13/05/2020

Council, authorises the:

- payment of reasonable expenses incurred, or to be incurred, by Councillors; and
- provision of facilities, including, administrative support staff to assist Councillors in discharging their duties and responsibilities.

When Councillors have special needs or suffer from some form of impairment, the special access and equity needs of the Councillor may result in the provision of modified furniture, voice activated software, larger computer monitors, or other variation to this policy as required.

This policy deals with reimbursement of expenses or provision of a facility to Councillors; but does not apply to the conduct of Civic Functions or the remuneration of Councillors.

Expenses must only be for the actual cost of legitimate business use, not to derive any private benefit and be only in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

Council is committed to ensuring that Councillors are provided with the facilities required to enable them to perform their duties.

The payment and/or reimbursement of expenses and provision of facilities for Councillors:

- is to be open and transparent, prudent, responsible, acceptable to the community and in accordance with statutory requirements;
- based on ensuring economy and efficiency; and
- subject to budget provisions.

Approval and Reporting

Council has delegated approval of all expenses for the Mayor and Councillors to the Chief Executive Officer (CEO). The CEO must approve all mandatory and discretionary training, travel and accommodation for the Mayor and Councillors. The approval of Council is required for attendance by Councillors at any training or conference in Australia and for attendance by a Councillor at any event as a delegate or representative of Council. Council approval by resolution is required for the attendance and travel by the Mayor or Councillors to any training, conference or event outside Australia.

Councillors attending professional development courses or conferences shall report in writing to Council on the event within one (1) month of attending.

Claiming Expenses Associated with Approval Activities

Expenses

The following expenses refer to actual expenses deemed necessary for Council business. Where possible, all approved expenditure shall be covered by council corporate card, thereby eliminating the need for reimbursement.

Councillors are only entitled to reimbursement of the expenses contained in the categories listed below:

Professional Development

Mandatory Training:

Group: Executive Office
Unit: NA
Approved: Ordinary Meeting (Resolution Number 16-20/0106)
Date Approved: 12/07/2016
ECM: 3945250

Effective Date: 12/07/2016
Version: 2.0 Last Updated: 12/05/2016
Review Date: 01/07/2020
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Councillors must attend training where Council approves that all councillors or a class of councillors (e.g. newly elected) are to attend training courses or workshops for skill development related to a councillor's role. Council will meet all costs.

Discretionary Training:

Where a Councillor wishes to attend a conference, workshop or training to improve skills relevant to their role as a councillor other than mandatory training Council approval is required. Council will meet all costs.

Travel and Accommodation Costs

All approved Councillor travel and accommodation costs will be booked and paid by Council. Economy class is to be used where possible, although business class may be considered for travel outside of Australia.

Travel expenses which will not be included:

- In-flight & in-house movies or pay per view
- Mini bar purchases
- Entertainment
- Personal items or services
- Personal Excess luggage costs
- Airline lounge, club or frequent flyer membership fees without the prior approval of the Chief Executive Officer/Mayor.

Accommodation will be booked taking into consideration availability, cost and proximity to business appointments. Wherever practicable, accommodation shall be appropriately priced 4 star accommodation or equivalent.

Meals

Councillors are entitled to be reimbursed for meal expenses incurred when travelling and/or attending Council business outside the region. Expenses up to a maximum of \$30 for breakfast, \$30 for lunch and \$50 for dinner will be reimbursed. The Councillor must incur the cost personally and produce a valid tax invoice. A meal must not have been provided as part of the event, during a flight or as a part of an accommodation package.

Hospitality Expenses

Councillors are entitled an allowance (\$500 for Councillors and \$4,000 for the Mayor per year) to entertain dignitaries, constituents and guests. This allowance will be paid in fortnightly instalments.

Councillors are not entitled to be reimbursed or provided with funds for the purchase of alcoholic beverages without the prior approval of the Chief Executive Officer/Mayor.

Cab Charge and Public Transport

Councillors are entitled to be reimbursed for transfer costs associated with travelling for Council business e.g. rail, ferry, bus, cab etc.

Events

Where Councillors attend events which constitute council business and partners are included on the invitation, Council will pay expenses associated with the partner's attendance in accordance with this guideline. However, if the partner is not included on the invitation received by the Councillor, payment of expenses associated with the attendance of the partner at the event will be the responsibility of the Councillor.

Facilities

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Unit: NA
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Administrative Tools and Office Amenities

Councillors are entitled to use the following facilities:

- Administrative support – the Mayor and Councillors are provided with access to a full time administrative support officer.
- Laptop and/or tablet and smart phone
- Access to publications including legislation required to undertake the duties of a Councillor
- Office space and access to office facilities and equipment via administrative support officer.

Maintenance Costs of any Council Owned Equipment

Council will be responsible for the ongoing maintenance and reasonable wear and tear costs of Council-owned equipment that is supplied to Councillors for official business use.

Uniforms, Name Badge and Building Access Tag

Councillors will be entitled to receive a building access tag, name badge and all necessary safety equipment (to the standard supplied to employees). Councillors will be issued with a jacket or blazer and tie as appropriate and as required.

Personal Protective Equipment will be issued to Councillors as required for on-site visits.

Motor Vehicles

The Mayor will be provided with a fully maintained motor vehicle of appropriate standard for use on Council business and for private purposes. Council will meet all operating costs and provide fuel cards for the Mayor's Council-owned vehicle.

Councillors, excluding the Mayor, will be provided with an allowance of \$12,000 per annum (paid fortnightly) to cover the cost of fuel and other expenses (including depreciation) for the private vehicle of the councillor.

In extraordinary circumstances where a Councillor's private vehicle is not available for the Councillor to undertake council business, a Council car pool vehicle may be made available at the discretion of the CEO.

Legal Costs and insurance cover

Council has included Councillors in its Workers Compensation coverage (Local Government Self Insurance Scheme – LGW) that provides for the level of the benefits substantially the same as for the employee of council with the exception that elected members cannot bring a common law damages action against council under the *Worker's Compensation & Rehabilitation Act 2003*.

Council has included Councillors under its Professional Indemnity Policy (Local Government Mutual – LGM).

Credit card

The Mayor will be provided with a corporate credit card for use in charging costs and expenses associated with the duties of Mayor.

Allowances whilst on leave

Councillors will continue to receive allowances whilst on approved leave.

Claims and Reports

All claims for reimbursement of expenses are to be made on a Reimbursement Claim Form and submitted with original receipts and tax invoices. Claims are to be made within three months of incurring the expense. Claims will be paid on a monthly basis. Councillors are to accept full responsibility for the accuracy of each claim.

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 Unit: NA
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Related Documents

Entertainment and Hospitality Expenditure Policy

DRAFT

Group: Executive Office
Unit: NA
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COUNCILLOR CODE OF CONDUCT

May 2020

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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
1.0		Initial Draft	Corrin Bischoff	09/06/2012
1.1		Revisions based on initial feedback Adopted 22/08/2012 resolution number 2649	Corrin Bischoff	22/08/2013
2.0		Revised version of the document submitted for adoption (resolution number 5077) to update and refresh Councillor understanding.	Corrin Bischoff	18/12/2013
2.1		Additional two dots points under the Key Ethical and Behavioural Obligations section as per resolution number 3548.	Corrin Bischoff	09/07/2014
3.0		Full review of document for 2016 Council term - Adopted 12/07/2016; Resolution 16-20/0106	Corrin Bischoff	21/04/2016
4.0		Addition of two dot points relating to use of private emails and record keeping Adopted 11/04/2018 Resolution 1620/086	Corrin Bischoff	21/03/2018
5.0		Full review of document.	Susan Boland	30/11/2018
6.0		Approved – Council Meeting 12/12/201		12/12/2018
7.0		Full Review of document for 2020- 2024 council term.	Business Performance	XX/05/2020

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Introduction

The Code of Conduct sets out the principles and standards of behaviour expected of Councillors and Mayors when carrying out their roles, responsibilities and obligations as elected representatives for their communities. By adhering to the behaviours set out below, Councillors will increase public confidence in local government and Council decisions.

Background

Under section 150D of the Local Government Act 2009 (the LGA), the Minister for Local Government (the Minister) must make a Code of Conduct stating the standards of behaviour for Councillors in the performance of their responsibilities as Councillors. In addition to this, the Code of Conduct may contain anything the Minister considers necessary for, or incidental to, the standards of behaviour.

Before assuming public office, Councillors must understand and commit to complying with the local government principles and obligations of Councillors in accordance with section 169 of the LGA, as well as the standards of behaviour set out in this Code of Conduct. All Councillors are required to make a declaration of office under section 169 of the LGA. As part of that declaration, Councillors must declare that they will abide by this Code of Conduct.

The local government principles and values

The LGA is founded on five local government principles with which Councillors must comply while performing their roles as elected representatives. These principles are listed below:

1. Transparent and effective processes, and decision-making in the public interest
2. Sustainable development and management of assets and infrastructure, and delivery of effective services
3. Democratic representation, social inclusion and meaningful community engagement.
4. Good governance of, and by, local government
5. Ethical and legal behaviour of Councillors and local government employees.

This Code of Conduct provides a set of values that describe the types of conduct Councillors should demonstrate to ensure their compliance with the local government principles. These values are listed below:

1. In making decisions in the public interest, Councillors will:
 - make decisions in open council meetings
 - properly inform relevant personnel of all relevant information
 - make decisions in accordance with law and policy
 - commit to exercising proper diligence, care and attention.
2. To ensure the effective and economical delivery of services, Councillors will:
 - manage council resources effectively, efficiently and economically
 - foster a culture of excellence in service delivery.

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Unit: Governance & Strategy
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3. In representing and meaningfully engaging with the community, Councillors will:

- show respect to all persons
- clearly and accurately explain Council's decisions
- accept and value differences of opinion.

4. In exercising good governance, Councillors are committed to:

- the development of open and transparent processes and procedures
- keeping clear, concise and accessible records of decisions.

5. To meet the community's expectations for high level leadership, Councillors will:

- be committed to the highest ethical standards
- uphold the system of local government and relevant laws applicable.

This Code of Conduct also sets out standards of behaviour aimed at helping Councillors understand how the principles and values are put into practice while performing their official duties as elected representatives.

Each standard of behaviour is not intended to cover every possible scenario. However, they provide general guidance about the manner in which Councillors are expected to conduct themselves.

It is important to note that the principles, values and standards set out in the Code of Conduct are of equal importance.

Key Ethical and Behavioural Obligations

Councillors must:

- ensure their personal conduct at all times does not reflect adversely on the reputation of the Council;
- demonstrate respect for fellow Councillors, council staff and other members of the public;
- refrain from harassing, bullying or intimidating fellow Councillors, council staff or other members of the public;
- when communicating with the public or the media, make it clear when they are expressing a personal opinion, and when they are speaking on behalf of Council
- when communicating with the public or the media to express a personal opinion about a Council resolution, respect the democratic process by first acknowledging that Council resolutions represent the majority view of Council;
- when communicating with state and federal members of parliament not represent the views of council unless authorised to do so by Council or the Mayor;
- when representing Council at public meetings or events, ensure the meeting or event is recorded in Council's corporate calendar, in advance of that attendance.
- refrain from using private email accounts for conducting council business;
- make reasonable efforts to record in Council's record keeping system all forms of Council business related communication including, but not limited to emails, social media, instant messaging.

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Standards of behaviour

This Code of Conduct sets out the standards of behaviour applying to all Councillors in Queensland. The behavioural standards relate to, and are consistent with, the local government principles and their associated values.

The standards of behaviour are summarised as the three Rs,

1. RESPONSIBILITIES
2. RESPECT
3. REPUTATION.

Each standard of behaviour includes, but is not limited to, several examples to guide Councillors in complying with the Code of Conduct when carrying out their role as elected officials. Councillors are to understand and comply with the following standards of behaviour as set out in the Code of Conduct listed below.

1. Carry out RESPONSIBILITIES conscientiously and in the best interests of the Council and the community

For example, Councillors will, at a minimum, have the following responsibilities:

- Attend and participate meaningfully in all Council meetings, committee meetings, informal meetings, briefings, relevant workshops and training opportunities to assist them in fulfilling their roles other than in exceptional circumstances and/or where prior leave is given
- Respect and comply with all policies, procedures and resolutions of Council
- Use only official Council electronic communication accounts (e.g. email accounts) when conducting Council business
- Report any suspected wrongdoing to the appropriate entity in a timely manner
- Ensure that their behaviour or capacity to perform their responsibilities as a Councillor is not impaired by the use of substances that may put them or others at risk while performing their duties (for example, alcohol, illegal drugs or prescribed/non-prescribed and/or restricted substances)
- Cooperate with any investigation being undertaken by the local government or other entity.

2. Treat people in a reasonable, just, RESPECTFUL and non-discriminatory way

For example, Councillors will, at a minimum, act in the following ways:

- Treat fellow Councillors, Council employees and members of the public with courtesy, honesty and fairness
- Not use abusive, obscene or threatening language (either oral or written) or behaviour towards other Councillors, Council employees and members of the public
- Have proper regard for other people's rights, obligations, cultural differences, safety, health and welfare

3. Ensure conduct does not reflect adversely on the REPUTATION of Council

For example, Councillors will, at a minimum, conduct themselves in the following manner:

- When expressing an opinion dissenting with the majority decision of Council, respect the democratic process by acknowledging that the Council decision represents the majority view of the Council
- When making public comment, clearly state whether they are speaking on behalf of Council or expressing their personal views
- At all times strive to maintain and strengthen the public's trust and confidence in the integrity of Council and avoid any action which may diminish its standing, authority or dignity

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Consequences of failing to comply with the Code of Conduct

Failure to comply with the standards of behaviour in this Code of Conduct, or other conduct prescribed in this code of conduct may give rise to a complaint against a Councillor's conduct and subsequent disciplinary action under the LGA.

A complaint about the conduct of a Councillor must be submitted to the Office of the Independent Assessor (OIA), who will assess the complaint and determine the category of the allegation. In order of least to most serious, the categories of complaint are unsuitable meeting conduct, inappropriate conduct, misconduct, and then corrupt conduct.

The categories of complaint are:

- Corrupt conduct
- Misconduct
- Inappropriate conduct
- Unsuitable meeting conduct.

Unsuitable Meeting Conduct

Under section 150H of the LGA, any conduct by a Councillor that is contrary to the standards of behaviour in the Code of Conduct that occurs within a meeting of Council (including standing committee meetings), is dealt with as unsuitable meeting conduct.

Unsuitable meeting conduct by a Councillor is dealt with by the Chairperson of the meeting. It is important that the Chairperson deal with matters of unsuitable meeting conduct locally, and as efficiently and effectively as possible so that Council can continue with their business of making effective decisions in the public interest.

Note: Chairpersons of meetings are carrying out a statutory responsibility under the LGA to manage and lead the meeting. As such, where a Chairperson behaves inappropriately in a meeting this involves a serious breach of the trust placed in them as the Chairperson of the meeting and may be dealt with as misconduct (see below) Unsuitable meeting conduct may include:

- a Councillor intimidating, bullying or harassing a member of the community, another Councillor or Council employee.
- A Councillor continually interrupting or disrupting a speaker at a meeting of Council.
- A Councillor behaving in an offensive or disorderly conduct in a meeting of council.

Inappropriate Conduct

Under section 150K of the *Local Government Act 2009*, any conduct, by a Councillor that is contrary to standards of behaviour set out in the Code on Conduct and is not unsuitable meeting conduct, misconduct or corrupt conduct is dealt with an inappropriate conduct.

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The conduct of a Councillor is also inappropriate conduct if the conduct contravenes an order by the Chairperson of a meeting of Council for the Councillor to leave the meeting or is a series of conduct at Council meetings that leads to orders for the Councillor's unsuitable meeting conduct being made on three occasions within a period of one year. The local government is not required to notify the OIA and may deal with the conduct under section 150AG of the LGA.

The OIA is responsible for assessing allegations of suspected inappropriate conduct other than that arising from unsuitable meeting conduct. If the OIA chooses to refer the matter to the Council to deal with, the Council must deal with the matter as quickly and effectively as possible.

Inappropriate conduct may include:

- A Councillor publicly making derogatory comments about staff
- A Councillor purports to speak to the media on behalf of Council when not properly authorized under a Council policy
- A Councillor fails to comply with an order made by the Chairperson of a meeting to leave and stay away from the place at which the meeting is being held.
- A Councillor has been reprimanded three (3) times in 12 months for interrupting other Councillors during meetings.

Misconduct

Councillors are required to comply with all laws that apply to local governments. This includes refraining from engaging in misconduct.

The OIA is responsible for assessing and investigating instances of suspected misconduct. The OIA may then refer the matter to the Councillor Conduct Tribunal to be heard and determined.

The conduct of a Councillor is misconduct if the conduct:

- adversely affects, directly or indirectly, the honest and impartial performance of the Councillor's functions or exercise of powers, or
- is, or involves:
 - a breach of trust placed in the Councillor, either knowingly or recklessly
 - misuse of information or material acquired by the Councillor, whether the misuse is for the benefit of the Councillor or for the benefit or to the detriment of another person
 - a Councillor giving a direction to any Council employee (other than the Mayor giving direction to the Chief Executive Officer and for Brisbane City Council, the Lord Mayor giving direction to the Chief Executive Officer and senior contract officers) – a release of confidential information outside of the Council
 - failure by a Councillor to report a suspected material personal interest or conflict of interest of another Councillor, or
- is a failure by the Councillor to comply with:
 - an order made by the Council or the Councillor Conduct Tribunal

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- any acceptable request guidelines of the Council made under section 170A of the LGA
- the reimbursement of expenses policy of the Council.

The conduct of a Councillor is also misconduct if the conduct leads to the Councillor being disciplined for inappropriate conduct on three occasions within a period of one year or is conduct that is identified in an order of council that will be dealt with as misconduct if the Councillor engages in the conduct again. Examples of misconduct of a Councillor may include:

- A Councillor knowingly provides false or misleading information during a meeting to affect a decision
- A Mayor fails to carry out the performance evaluation of the Chief Executive Officer in the manner determined by Council.
- A Councillor releases private information about a member of the community acquired as a Councillor
- A Councillor directs a council employee (other than the Mayor directing the Chief Executive Officer or other senior executive employees) to perform a duty
- A Councillor provides confidential information to the media that came from a closed meeting
- A Councillor has a reasonable suspicion that another Councillor has a material personal interest or conflict of interest but did not disclose it to the presiding officer when the other Councillor failed to disclose it
- A Councillor fails to pay a fine ordered by the Tribunal
- A Councillor uses a Council vehicle for private use that is not authorised by Council's expenses policy.

Corrupt conduct

Corrupt conduct is defined by, and dealt with, under the *Crime and Corruption Act 2001* and must be referred to the Crime and Corruption Commission.

For a Councillor, corrupt conduct involves behaviour that:

- adversely affects or could adversely affect the performance of the Councillor's responsibilities, and
- involves the performance of the Councillor's responsibilities in a way that:
 - is not honest or impartial, or
 - involves a breach of the trust placed in the Councillor, or
 - involves the misuse of information acquired by the Councillor, and
- is engaged in for the purpose of providing a benefit or a detriment to a person, and
- if proven would be a criminal offence.

Examples of corrupt conduct of a Councillor may include:

- A Councillor fails to declare a material personal interest in a Council Meeting
- A Councillor intentionally fails to update a register of interests in order to hide an interest that could gain a benefit or a loss to the person
- A Councillor engages in fraud against the Council
- A Councillor uses information acquired by a Councillor to gain a financial benefit for the Councillor or someone else
- A Councillor directs a local government employee to gain a benefit or cause a detriment to the Councillor or another person

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- A Councillor engages in the act of stealing against the Local Government

The OIA has entered into a section 40 arrangement with the Crime and Corruption Commission (CCC) which allows the OIA to commence investigation into some allegations of corrupt conduct and report the matters to the CCC on a monthly basis, to provide the CCC with the opportunity to take over an investigation, should the CCC consider that appropriate.

When the OIA deals with corrupt conduct which is a statutory offence under the LGA, the OIA has the discretion to deal with the matter either as misconduct or as a criminal prosecution of the statutory offence.

Related Documents

Councillor Confidentiality Guideline

Group: People & Business Performance
Unit: Business Performance
Approved: Ordinary Meeting (Resolution Number 20-24/XXXX)
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COUNCILLOR CONFIDENTIALITY

May 2020

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Document Control

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1.1		Revisions based on initial feedback. Adopted 22/08/2012 resolution number 2649	Corrin Bischoff	22/08/2014
2.0		Full review of document for 2016 Council term as per resolution number 16-20/0106 on 12/07/2016	Corrin Bischoff	30/06/2016
3.0		Full review of document for 2020-2024 council term	Business Performance	

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1. Introduction

This procedure provides guidance to councillors in complying with section 171(3) of the *Local Government Act 2009* (LGA) regarding the proper handling of confidential information. This procedure aims to assist Council in determining what might be considered confidential information and how this information should be handled.

It is accepted that councillors will be in receipt of confidential information that may or may not be part of a formal Council meeting. Councillors must use Council information in a way that promotes and maintains the public's trust and confidence in the integrity of the local government.

This procedure aims to support councillors in balancing the right and duty to inform the Public and consult with constituents about Council business with the interest Council has in preventing disclosure of confidential information.

This procedure does not override an individual councillor's statutory obligations in respect of the use of information, nor does it override Council's obligations under the *Local Government Act 2009* or any other legislation or subordinate legislation to disclose or publish information where this is required by law.

This procedure applies to confidential information held by Council and councillors.

2. Legislative and policy context

Section 171(3) of the *Local Government Act 2009* sets out provisions relating to the release of confidential information by councillors. It states:

A councillor must not release information that the councillor knows, or should reasonably know, is information that is confidential to the local government.

3. Definitions

Councillor briefing sessions/workshop

are non-decision making forums convened by councillors, the CEO and, as directed by the CEO, other Council officers that create an opportunity for councillors and officers to discuss matters of proposed policy or other strategic or community sensitive issues, as well as providing a forum for councillors to be made aware of issues of significance to the organisation and/or to the community.

Information

comes in any number of forms including letters, reports/documents, facsimiles, attachments, tapes, emails, electronic media, and/or other forms of information including discussions during meetings.

LGA

Local Government Act 2009

Group: Executive Office
Unit:
Approved: Ordinary Meeting (Resolution Number 20-24/XXXX)
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Effective Date: XX/05/2030
Version: 3d.0 Last Updated: 08/04/2020
Review Date: 31/03/2024
Related Policy: Meetings Policy
Superseded: 2128743

4. Confidential Information

Council operates in an environment of public accountability in which it seeks to inform the public of issues under consideration and the nature of decisions made by Council and its committees. Therefore, information should ordinarily be released to the public unless there are compelling reasons which indicate that this is not in the public interest.

At the same time, Council is conscious of the need to handle Council information in a way that promotes and maintains the public's trust and confidence in the integrity of the local government.

It is accepted that councillors will be in receipt of confidential information that may or may not be part of a formal Council meeting. It is Council's responsibility to ensure that such information is treated confidentially, so as not to harm, prejudice or compromise the interests of Council or any individual or organisation, or enable any individual or organisation to gain a financial advantage.

Whilst endeavouring in the interests of public accountability to limit the number of matters which are considered in confidential sessions, Council acknowledges that it is appropriate to consider certain matters in closed meetings.

5. Responsibilities of Councillors

Councillors must be aware of their responsibilities and agree they should:

- exercise due care when handling or using information acquired in their role as a councillor
- acknowledge that there will be information that must be treated as confidential because to release it would reduce public trust and confidence in the integrity of the Council
- acknowledge that disclosure of confidential information constitutes a breach of the LGA;
- if uncertain, presume information is confidential, and seek advice from the CEO prior to any release of it
- undertake not to disclose, and to use their best endeavours to prevent disclosure of, confidential information to any person or organisation, specifically:
 - avoid discussing confidential Council information with family, friends and business associates; and
 - ensure documents containing confidential information are properly safeguarded at all times – including materials stored at private or business residences.

6. What is confidential information?

The following types of information shall be deemed to be confidential to Council unless or until Council resolves to the contrary in a particular instance:

- Commercial in confidence information — including where the release of information would affect a third party's competitive advantage; this is particularly relevant in a competitive tender situation.
- Information derived from government departments or ministers that have been classified as confidential.
- Information of a personal nature or about personal affairs, for example the personal details of councillors or council staff.
- Information relating to a property disposal or acquisition process where release of the information may prejudice Council (see also section 171(1) of the LGA).
- Financial and legal analysis where the disclosure of that information may compromise Council or someone else.
- Information that could result in action being taken against Council for defamation.

Group: Executive Office
Unit:
Approved: Ordinary Meeting (Resolution Number 20-24/XXXX)
Date Approved: XX/05/2020
ECM: 3945253

Effective Date: XX/05/2030
Version: 3d.0 Last Updated: 08/04/2020
Review Date: 31/03/2024
Related Policy: Meetings Policy
Superseded: 2128743

Document Set ID: 3945253
Version: 3, Version Date: 07/05/2020

- Information involving legal advice to Council or a legal issue or a matter before the courts.
- Information that is expressly given to councillors in confidence.
- Information examined or discussed at councillor briefing sessions, unless the CEO declares that such information (or part thereof) is not confidential.
- Information about:
 - the appointment, dismissal or discipline of employees
 - industrial matters affecting employees
 - the Council's budget
 - rating concessions
 - contracts proposed to be made by Council
 - starting or defending legal proceedings involving Council
 - any action to be taken by the local government under the *Sustainable Planning Act 2009*, including deciding applications made to it under that Act.

It is acknowledged that some of the above classes of information may need to be disclosed from time to time for legal proceedings or in accordance with the *Right to Information Act 2009*.

Nevertheless, this procedure deems that as a minimum:

- The CEO may make a declaration that information concerning a specific matter is to be treated as confidential to Council, and the information will remain confidential unless or until Council resolves to the contrary.
- An item on a Council or committee meeting agenda – and the information contained in the documentation or supporting material – that is declared confidential by the CEO is to remain confidential unless or until Council or the committee resolves to the contrary.
- If the mayor or a councillor in a meeting asks that a matter be treated as confidential, Council will formally resolve as to whether all information concerning the matter is confidential.
- If a meeting of a committee resolves that an item – and the information contained in the documentation or supporting material – is to be confidential it remains confidential unless or until Council resolves to the contrary.
- If Council exercises its powers under section 275 of the *Local Government Regulation 2012* to close its meeting to members of the public, all information in relation to the matters discussed during that closed meeting or the closed portion of the meeting is confidential, unless and until the Council resolves to the contrary.
- Confidential information shall be clearly identified as confidential.
- Any information of a type deemed to be confidential is to be presumed by councillors to be confidential to Council and must not be released without seeking advice from the CEO.
- If a councillor has any doubt as to whether Council considers information to be confidential, the councillor is to act on the assumption that Council does so intend until the doubt is resolved at a subsequent meeting of Council.

7. Consideration of confidential material—council meetings

The following procedures will apply to the preparation of an agenda and material for consideration at meetings of the council:

1. If it is considered by the Chief Executive Officer (CEO) that the council should consider a matter in a closed meeting, the CEO will clearly indicate such recommendation on the agenda.
2. The CEO will make a declaration that all information contained in the documentation and associated material is information confidential to the council.
3. The CEO will ensure that the documentation and material is clearly marked as confidential.
4. The reason for the recommendation will be set out in the material.

Group: Executive Office
Unit:
Approved: Ordinary Meeting (Resolution Number 20-24/XXXX)
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Superseded: 2128743

Document Set ID: 3945253
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The following procedures will apply to a recommendation by the CEO that a matter be considered in a closed meeting:

1. Council will consider the recommendation in open session unless to do so would result in the public release of the information concerning the matter.
2. Council shall determine by resolution whether the matter is confidential or not for the purposes of declaring that a meeting should be a closed one.
3. Upon moving that an issue be dealt with in a closed meeting, the mover must clearly state the reason for the motion.
4. Council will resolve that:
 - the matter is to be considered in a closed meeting, and all information relating to that matter is confidential to Council, or
 - the matter will be considered in open session.

Information considered at a closed meeting of Council shall remain confidential unless or until Council resolves otherwise.

8. Release of confidential information

Any release of confidential information for any purpose to any person or organisation (other than those who are entitled to the information, such as other councillors or council staff) is a breach of section 171(3) of the LGA.

Release includes:

- orally telling any person about the information or any part of the information providing the original or a copy of documentation or any part of the documentation that is marked confidential
- paraphrasing – putting into your own words – any confidential information and providing that in writing or orally.

9. Breach of this procedure

A complaint about a breach may be made by any person to the Office of the Information Commissioner (OIA). A breach of section 171(3) is considered misconduct as defined by section 150L of the LGA. The complaint may be made to the assessor orally or in writing.

10. Related Documents

Information Privacy Policy
Right to Information Policy
Code of Meeting Practice
Councillor Code of Conduct

Group: Executive Office
Unit:
Approved: Ordinary Meeting (Resolution Number 20-24/XXXX)
Date Approved: XX/05/2020
ECM: 3945253

Document Set ID: 3945253
Version: 3, Version Date: 07/05/2020

Effective Date: XX/05/2030
Version: 3d.0 Last Updated: 08/04/2020
Review Date: 31/03/2024
Related Policy: Meetings Policy
Superseded: 2128743

11.3 Councillor Representation on Committees and Groups

Date: 11 May 2020
Author: Corrin Bischoff, Manager Business Performance
Responsible Officer: Anna Hebron, Group Manager People & Business Performance

Purpose:

The purpose of this report is to endorsement of Council for the appoint of Councillors as Council representatives to Committees and Groups.

Officer's Recommendation:

THAT Council approve the following Councillor representatives to Committees and Groups:

Committee or Group	Proposed Representative/s
Audit and Risk Management Committee 2 representatives 1 Proxy	Councillor Cook Councillor Wilson Councillor Vela (proxy)
Lockyer Valley Tourism and Development Association 2 Representatives	Councillor Holstein Councillor Qualischefski
Spring Bluff Railway Station Trust 2 Representatives 1 Proxy	Councillor Qualischefski Councillor _____ Councillor Holstein (Proxy)
Lockyer Valley Crime Stoppers Committee 2 Representative	Councillor Qualischefski Councillor Vela
Lockyer Valley Rural Fire Brigade Group 1 Representative	Councillor Hagan
Lockyer Valley Rural Fire Area Finance Committee 1 Representative	Councillor Wilson
Lake Apex Community Advisory Committee 2 Representative	Councillor Hagan Councillor Holstein
Junction View Pest Management Group 1 Representative	Councillor Hagan
SEQ Water/Healthy Waterways Catchment Group 1 Representative	Councillor Milligan
Cahill Park Cluster Group Committee 1 Representative	Councillor Hagan
Council of Mayors (SEQ) Resilient Rivers Taskforce 1 Representative 1 Proxy	Councillor Milligan Councillor Cook (proxy)
Bringing Employers and Schools Together (BEST) 1 Representative	Councillor Hagan
Together 4341 1 Representative	Councillor Hagan
Laidley Recreation Reserve Committee 1 Representative	Councillor Cook
Das Neumann Haus Committee 1 Representative	Councillor Qualischefski
Lockyer Valley Traffic Safety Working Group 1 Representative	Councillor Holstein

Regional Road and Transport Group 1 Representative	Councillor Holstein
Lockyer Valley Growers Association 1 Representative	Councillor Milligan
Ipswich and West Moreton Regional Development Australia 1 Representative	Councillor Holstein
South East Queensland Regional Plan 1 Representative	Councillor Milligan
Lockyer Valley and Somerset Water Collaborative 1 Representative 1 Proxy	Councillor Milligan Councillor Hagan (Proxy)
Lockyer Valley Racing and Equine Collaborative 1 Representative	Councillor Cook
Darling Downs Moreton Rabbit Board 1 Representative	Councillor Holstein
Council of Mayors (SEQ) Economic Development Working Group 1 Representative	Councillor Hagan
Council of Mayors (SEQ) Waste Management Working Group 1 Representative	Councillor Cook
Friends of the Cemeteries Group 1 Representative	Councillor Wilson
Liquor Industry Action Group 1 Representative	Councillor Wilson
Forest Hill Progress Committee 1 Representative	Councillor _____

Executive Summary

A number of Committees require Councillor representation in addition to a number of Groups that have identified a need for representation from Council, as listed below. The proposed Councillor representatives outlined in this report have been matched to the portfolio arrangements and historical representations where identified and are subject to review by Council throughout the Council term.

Finance and Resource Implications

There are no additional financial implications in relation to the matters raised in this report. Budget implications will continue to be addressed through existing allocations to support Councillor to undertake their duties.

Corporate Plan

Corporate Plan Goal

Lockyer Leadership and Council

Outcome

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

Operational Plan Activity

5.3.2 Undertake a review of Council's advisory committees and external committee representation.

ConsultationInternal Consultation

The Mayor and Councillors have been engaged in determining the proposed Councillor representatives to Committees and Groups outlined in this report.

ProposalOverview

A number of Committees require Councillor representation in addition to a number of Groups that have identified a need for representation from Council, as listed below. The proposed Councillor representatives outlined below have been matched to the portfolio arrangements and historical representations where identified and are subject to review by Council throughout the Council term.

Committee or Group	Proposed Representative/s
Audit and Risk Management Committee 2 representatives 1 Proxy	Councillor Cook Councillor Wilson Councillor Vela (proxy)
Lockyer Valley Tourism and Development Association 2 Representatives	Councillor Holstein Councillor Qualischefski
Spring Bluff Railway Station Trust 2 Representatives 1 Proxy	Councillor Qualischefski Councillor _____ Councillor Holstein (Proxy)
Lockyer Valley Crime Stoppers Committee 2 Representative	Councillor Qualischefski Councillor Vela
Lockyer Valley Rural Fire Brigade Group 1 Representative	Councillor Hagan
Lockyer Valley Rural Fire Area Finance Committee 1 Representative	Councillor Wilson
Lake Apex Community Advisory Committee 2 Representative	Councillor Hagan Councillor Holstein
Junction View Pest Management Group 1 Representative	Councillor Hagan
SEQ Water/Healthy Waterways Catchment Group 1 Representative	Councillor Milligan
Cahill Park Cluster Group Committee 1 Representative	Councillor Hagan
Council of Mayors (SEQ) Resilient Rivers Taskforce 1 Representative 1 Proxy	Councillor Milligan Councillor Cook (proxy)
Bringing Employers and Schools Together (BEST) 1 Representative	Councillor Hagan
Together 4341 1 Representative	Councillor Hagan
Laidley Recreation Reserve Committee 1 Representative	Councillor Cook

Committee or Group	Proposed Representative/s
Das Neumann Haus Committee 1 Representative	Councillor Qualischefski
Lockyer Valley Traffic Safety Working Group 1 Representative	Councillor Holstein
Regional Road and Transport Group 1 Representative	Councillor Holstein
Lockyer Valley Growers Association 1 Representative	Councillor Milligan
Ipswich and West Moreton Regional Development Australia 1 Representative	Councillor Holstein
South East Queensland Regional Plan 1 Representative	Councillor Milligan
Lockyer Valley and Somerset Water Collaborative 1 Representative 1 Proxy	Councillor Milligan Councillor Hagan (Proxy)
Lockyer Valley Racing and Equine Collaborative 1 Representative	Councillor Cook
Darling Downs Moreton Rabbit Board 1 Representative	Councillor Holstein
Council of Mayors (SEQ) Economic Development Working Group 1 Representative	Councillor Hagan
Council of Mayors (SEQ) Waste Management Working Group 1 Representative	Councillor Cook
Friends of the Cemeteries Group 1 Representative	Councillor Wilson
Liquor Industry Action Group 1 Representative	Councillor Wilson
Forest Hill Progress Committee 1 Representative	Councillor _____

Where Committee or Group meeting minutes are not tabled at an Ordinary Meeting of Council, appointed representatives are to provide information to Council meetings on outcomes or activities relevant to Lockyer Valley Regional Council as discussed at the Committee or Group meetings attended in their monthly portfolio reports.

Legal Implications

The *Local Government Act 2009* and *Local Government Regulation 2012* provide the basis for advisory committees to council and for council representation to external and statutory bodies as required for the ongoing business of Council.

Policy Implications

There are no policy implications in relation to the matters raised in this report.

Risk Considerations

Key Corporate Risk Category: FE2

Reference & Risk Descriptor: Finance and Economic – Decision making governance, due diligence, accountability and sustainability

Previous Council Resolutions

- Ordinary Meeting 28 February 2018 (16-20/0810)
THAT Council approve the following representations to organisations and committees....
- Ordinary Meeting 25 May 2016 (16-20/0027)
THAT Council approve the following representations to organisations and committees....

Related Documentation

There is no related documentation relevant to the matters raised in this report.

Critical Dates

Endorsement of the Councillor representatives to the Committees and Groups outlined in this report enable Councillors to commence their representative roles at upcoming meetings.

Implementation

1. Council are to advise the organisations and committees outlined in this report of Council's nominated delegates to each organisation or committee.
2. Meeting minutes or a report will be provided to Council meetings on outcomes or activities relevant to Lockyer Valley Regional Council as discussed at the Committee or Group meetings attended.

Attachments

There are no attachments for this report.

11.4 2019-20 Operational Plan Third Quarter Performance Report, March 2020

Date: 11 May 2020
Author: Madonna Brennan, Governance and Strategy Advisor
Responsible Officer: Anna Hebron, Group Manager People & Business Performance

Purpose:

The purpose of this report is to provide a summary of Council's performance against the 2019-20 Operational Plan for the period 1 January 2020 to 31 March 2020 (third quarter).

Officer's Recommendation:

THAT Council receive and note the third quarter performance update on the 2019-20 Operational Plan for the period 1 January 2020 to 31 March 2020.

Executive Summary

Council adopted its 2019-20 Operational Plan with its 2019-20 Annual Budget on 14 June 2019. The Chief Executive Officer is required to present a written assessment of Council's progress towards implementing the annual Operational Plan at least quarterly. The Operational Plan captures Council's key action items for delivery in 2019-20 of the outcomes and commitments of the Corporate Plan 2017-2022.

Finance and Resource Implications

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

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	852,986	496,287	3,969,951	2,840,212	457,500	432,500	437,000	437,172
Lockyer Bus, Farm & Live	2,924,764	2,178,512	4,774,049	3,271,663	0	0	13,988	13,801
Lockyer Nature	966,900	501,469	1,741,903	846,929	0	0	0	0
Lockyer Planned	14,899,706	12,633,909	18,198,424	13,609,902	1,776,809	1,214,667	15,437,332	7,824,477
Lockyer Lead & Council	42,413,103	36,596,895	29,703,579	22,406,331	367,012	274,012	3,616,372	943,636
Total	62,157,459	52,407,072	59,787,980	49,975,037	2,601,321	1,921,179	19,053,704	9,930,209

	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	4	2	6	10
Budget on Track	3	3	8	5	6
Budget Underspent	2	0	0	1	2
Budget Overspent	0	0	1	1	1

Corporate Plan

Corporate Plan Theme

Lockyer Leadership and Council.

Outcome

5.7 – Compliant with relevant legislation

Operational Activity (as relevant)

This report provides performance reporting on all 2019-20 Operational Plan Action Items for the third quarter (January-March) of the 2019-20 financial year.

Consultation

Portfolio Councillor Consultation

Consultation Portfolio Councillor, Cr Chris Wilson will be briefed on this report as part of the monthly portfolio update.

Internal Consultation

Progress reporting on the annual operational plan is completed by Branch Managers responsible for delivering the action items. Completed progress reporting is referred to the Executive Leadership Team to review prior to finalising the detailed performance report.

External Consultation

Due to the internal administrative nature of this report, there has been no external consultation. However, the third quarter performance report will be made available for public viewing on the Publications page on Council's website.

Community Engagement

Due to the internal administrative nature of this report, there has been no community engagement. However, the third quarter performance report will be made available for public viewing on the Publications page on Council's website.

Proposal

Overview

This report presents the third quarter performance report on the 2019-20 Operational Plan. Included with this report is the third quarter performance update, which reports on the achievements for 1 January 2020 to 31 March 2020 on each of the action items identified in the 2019-20 Operational Plan. Performance is measured against timing of delivery, budget, scope of works and risk management for each action item.

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

- Realignment of responsibilities for the delivery of each Operational Plan Action Item to reflect the changes to the Organisational Structure adopted by Council on 22 January 2020.
- 6 action items have been completed 2 in Lockyer Community, 1 in Lockyer Nature, 2 in Lockyer Planned and 1 in Lockyer Leadership and Council.
- 6 action items have been identified to be deferred 1 in Lockyer Community, 1 in Lockyer Planned and 4 in Lockyer Leadership and Council, some of which as a result of budget reconsiderations.

A summary of performance for the third quarter 2019-20 against each operational plan theme is as follows:

	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	5	2	5	5	4
Re-scheduling Expected	5	5	5	5	10
To be deferred	1	0	0	1	4
Item completed	2	0	1	2	1
Scope of Works					
Item completed – benefits achieved	2	0	0	2	1
Benefits to be achieved	9	5	10	10	10
Benefits in doubt	1	2	1	0	6
Benefits won't be achieved	1	0	0	1	2
Risk Management					
Identified risk/s within appetite	10	2	9	10	6
Identified risk/s being managed	3	5	2	3	13
Identified risk/s not being managed	0	0	0	0	0

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 third quarter performance

report on the 2019-20 Operational Plan. A slight delay has occurred in presenting the third quarter performance update Council due to of impacts of COVID-19 and the 2020 quadrennial Local Government Election.

Policy Implications

There is no policy associated with the presentation of a quarterly progress report however it is a component of the Strategic Corporate Planning and Reporting Framework.

Risk Considerations

Key Corporate Risk Category: LCL1

Reference & Risk Descriptor: Legal Compliance and Liability

Compliance management – regulatory or contract compliance, litigation, liability and prosecution.

Previous Council Resolutions

Ordinary Meeting 22 January 2020 (16-20/1623)

THAT Council receive and note the second quarter performance report on the 2019-20 Operational Plan for the period 1 October 2019 to 31 December 2019, noted as Attachment 1.

Related Documentation

Included with this report is the detailed third quarter performance update which reports on the achievements for 1 January 2020 to 31 March 2020 on each of the action items identified in the 2019-20 Operational Plan.

Critical Dates

The third quarter performance report for the 2019-20 Operational Plan is a statutory requirement which must be reported against on at least quarterly intervals. The performance update informs Council and the community on the performance of Council against yearly programs and activities in line with the Corporate Plan 2017-2022.

Implementation

1. Publish on Council's website for the community's information
2. Publish on the Big Tin Can Hub for future reference.

Note: A hard copy of the third quarter performance update can be provided on request.

Attachments

- 1  Third Quarter Performance Update 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				Third Quarter Progress Comments
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope	Risk	
1.1.1	To improve labour hire compliance and increase backpacker safety collaborate and share information with the following key agencies: Tourism Office, Fair Work Ombudsman 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 backpacker BEOs to enable information sharing Host a Inter-agency forum with relevant Councils	4 Backpacker BEOs conducted 1 inter-agency forum conducted	Monthly reporting	Community and Regional Prosperity	P1 - Regional R1 - Regulation and goodwill	30-Jun-20	Backpacking expected	Budget underspent	Benefits to be achieved	Identified risks within appetite	Inter-agency network allows for many of the risks to be managed. Organisations of communication have been identified and utilised as needed e.g. Swap kitchen held on Monday nights for backpackers Unaudited portion of budget returned following last review
1.1.2	Develop an engagement plan to establish new ways to engage with stakeholders including residents, parents, young people, seniors and professionals.	Engagement program including library surveys completed and plan adopted by Council	100% of the engagement program completed and plan adopted by Council	Plan documentation	Community and Regional Prosperity	R1 - Regulation and goodwill	30-Jun-20	Rebuilding expected	Within operational allocation	Benefits to be achieved	Identified risks within appetite	Due to some role changes and other priorities, the engagement program to engage the plan was not adopted. The survey will also be released for staff and Councilors initially and then when appropriate to the wider population.

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				Third 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 with 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	Plan developed and adopted by Council Library Marketing Plan	Self Service development plan Library Marketing Plan	Community and Regional Prosperity	R1 - Provision of core services now and into the future	31-Mar-20	On time	Within operational allocation	Benefits to be achieved	Identified risks within appetite	Self service devices have been installed at both libraries. This has increased the number of devices available and a number of these devices will take place when the library is open for customers again. Printing and photocopying solutions continue to be researched and the scope document will be written for this solution. Council has currently submitted grant applications through Building Our Regions and Building Better Regions for development of Stage 1 of Farmgate Park. Council has not been notified if successful or not and can not commence until the results of the grant funding opportunities have been announced.
1.2.2	To improve recreational opportunities for the greater Marion Vale Community deliver stage 1 of the Marion Vale Park project.	Stage 1 Project completed	100% of stage 1 project delivered	Budget reporting	Infrastructure	IAR - Planning, managing and maintaining assets for the future	30-Jun-20	Rebuilding expected	Budget underspent	Benefits to be achieved	Identified risks within appetite	A fully costed plan for the region's park has been adopted through the public park strategy which has been endorsed by Council. The plan has been developed and approved by the elements of the plan such as park rehabilitation in locations across the region.
1.2.3	Review the public Parks Strategy document to develop a delivery plan for the region's parks and gardens.	A fully costed delivery plan for the region's parks adopted by Council	Delivery plan adopted by Council	Plan documentation	Infrastructure	IAR - Planning, managing and maintaining assets for the future	30-Jun-20	On time	Within operational allocation	Benefits to be achieved	Identified risks within appetite	
1.2.4	Appoint a Manager for the Lockyer Valley Sports and Aquatic Centre and the Da Nang Memorial Pool.	Management agreement completed	Management agreement adopted and implemented	Management agreement adopted Council Business Papers	Infrastructure	R1 - Provision of core services now and into the future	30-Aug-19	Item completed	Budget on track	Item completed	Identified risks within appetite	Operational Plan Action item completed in the first quarter.

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				Third Quarter Progress Comments
		Performance Indicator	Target	Source of Validation Data				Thinking	Budget	Scope	Risk	
1.3.1	Review and update Coast Circuit Television (CCTV) related policy (procedures and Memorandum of Understanding (MOU's))	Documents updated	Updated documents approved	Policy Register	People and Business Performance	FE2 - Decision making Governance, due diligence, accountability and sustainability	11/02/2020 26/06/2020	On time	Within operational allocation	Benefits to be achieved	Identified risks within appetite	The Review and update of Coast Circuit Television (CCTV) related policy, procedures and Memorandums of Understanding (MOU's) did commence with the majority of the work completed. However due to the impact of COVID-19 on the work and subsequently the completion date will be pushed back to June 2020.
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 approvals completed	Building records, Technical and ECU	Community and Regional Prosperity	LC1 - Legal compliance and liability	30-Jun-20	On time	Budget on track	Benefits to be achieved	Identified risks within appetite	Project 71% completed, project ahead of targeted completion, expected to be finished 2020.
1.3.3	Undertake the Planning Replacement Program to ensure compliance with the Planning and Design Act	Identified non-compliant systems, access, rectified and approved	100% of identified non-compliant systems approved	Planning records, Technical and ECU	Community and Regional Prosperity	LC1 - Legal compliance and liability	30-Jun-20	On time	Budget on track	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 realise 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				Third Quarter Progress Comments
		Performance Indicator	Target	Source of Validation Data				Thinking	Budget	Scope	Risk	
1.4.1	Finalise the ECU on Showground Masterplan	Showground masterplan finalised	100% completed and adopted by Council	Council Resolution	Infrastructure	HA1 - Planning, managing and maintaining assets for the future	30-Sep-19	Item completed	Within operational allocation	Item completed	Identified risks within appetite	Masterplan was adopted by Council September 2019. Work on the masterplan has commenced. The masterplan will identify priorities for the future.
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	Community and Regional Prosperity/ People and Business Performance	FE1 - Financial sustainability FE2 - Financial sustainability	31-Dec-19	Recycling requested	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 current arrangements of all community and sporting groups along with the future management of Council facilities. A briefing note was presented to the December Council Workshop on the range 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				Third Quarter Progress Comments
		Performance Indicator	Target	Source of Validation Data				Thinking	Budget	Scope	Risk	
1.5.1	Commence implementation of the Looker Valley Event Strategy identified action plan.	Identified 2019-21 action items completed	60% of 2019-21 action items completed	Completed stakeholder and attendance survey and monthly reporting	Community and Regional Prosperity	FE1 - Regulation and goodwill FE2 - 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 Looker Valley Event Strategy, a full report of the Looker Valley Event Strategy has been completed with internal and external stakeholders. As a result of the event, a plan to rationalise the event along with all Council delivered and assisted events will be developed and presented at upcoming Council Workshop. Discussions have been had with a select few community groups at this stage outlining their need for staff support and accreditation planning as part of the overall Event Strategy.

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				Third 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 evaluation report sourced from participant and observer feedback.	People and Business Performance	R1 - Reputation and goodwill P1 - Political	31-Mar-20	Rescheduling requested	Within operational allocation	Benefits in doubt	Identified risks being managed	Exercise Shiny Ground which was originally re-scheduled from November 2019 to be conducted during this quarter. The type of exercise to be conducted will be undertaken.	

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				Third 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 Rail Project.	Employment opportunities for the region are maintained	Opportunities maintained	Minutes of meetings, Council updates and reports	Community and Regional Prosperity	P1 - Political R1 - Reputation and goodwill	30 Jun 20	Rebranding expected	Within operational allocation	Benefits in doubt	Identified risks being managed	Council has been successful in receiving a fast tracked Inland Rail Infrastructure Improvement Project. A Steering Group meeting has been held and the first inception meeting. A project plan is due to be developed in May.
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 detailed business case	Business case submitted	Completed business case documentation	Community and Regional Prosperity	P1 - Political R1 - Reputation and goodwill	30 Jun 20	Rebranding expected	Within operational allocation	Benefits to be achieved	Identified risks being managed	An application has been made to the Department of State Infrastructure for an extension of time until 31/12/2020 for Jacobs to deliver the detailed business case. Three project working group meetings have been conducted during this period and two meetings with the water government staff. One meeting was held providing a project update to senior Jacobs submitted a new risk assessment regarding COVID-19 which the collaborative has accepted and are awaiting approval from the Department of State Infrastructure.

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				Third 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 Rail by seeking improved and connected infrastructure for the region.	Opportunities for improved connected infrastructure are maintained	Identified impacts be limited	Minutes of meetings, Council updates and reports	Community and Regional Prosperity	P1 - Political R1 - Reputation and goodwill	30 Jun 20	Rebranding expected	Within operational allocation	Benefits in doubt	Identified risks being managed	Officers continue to work with AEC on the Reference Design. The design is with the Department of State Infrastructure. The design is being progressed on the equal terms and the project Specification Technical Requirement (PTR) to ensure amongst other things that returned works will be adequate and fit for purpose.
2.2.2	Work with other stakeholders such as Council of Mayors South East Queensland (COMSEQ), Local Government Association Queensland (LGAQL), City Deals, Inland Watering and Regional Development Authority (IDRA) to advocate for improved economic outcomes for the region.	Improved economic outcomes for the region are maintained	Opportunities maintained	Stakeholder meeting minutes	Community and Regional Prosperity	P1 - Political R1 - Reputation and goodwill	30 Jun 20	On time	Within operational allocation	Benefits to be achieved	Identified risks being managed	Third meeting held with Council of Mayors South East Queensland (COMSEQ) and Regional Association (Economic Development) Tourism Managers/Coordinators with regard to COVID-19 responses and impacts on businesses. Continue to partner with Regional Development Australia to deliver the project. Work has been done to secure and test support funding for local businesses, driving small business turnover. This is particularly important in providing input to the South East QLD Covid-19 arrangements.

2.3 Promote and market the Lockyer Valley as a destination for commerce, tourism and lifestyle.												
Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators				Third 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	Community and Regional Prosperity	R1 - Reputation and goodwill	1 Apr 20	Rebranding expected	Budget on track	Benefits to be achieved	Identified risks being managed	Preliminary content and imagery work still proceeding. Design and print on hold due to the pandemic and travel restrictions. Existing supply will enable continuity of the current edition for a couple of months more.
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				Third 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 DEEST	Community and Regional Prosperity	P1 - Political	1 Apr 20	On time	Budget on track	Benefits to be achieved	Identified risks within appetite	The Regional Skills Investment Strategy (RSIS) project has completed the first 12 months of the 2 year project which is scheduled to be completed in February 2021. Skills gaps have been identified within all identified industries (Construction, Manufacturing and Primary Industry) by engagement with local businesses. Connections have been made between workforce providers and businesses to develop training and upskilling opportunities. The RSIS coordinator is collaborating with businesses to organise virtual training that will help new 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				Third 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 Gatton West Industrial Zone (GWIZ) site	Democratised agency with relevant stakeholders maintained	Advocacy with relevant stakeholders is maintained	Project documentation	Community and Regional Prosperity	P1 - Political R1 - Reputation and goodwill	30 Jun 20	Rebranding expected	Budget on track	Benefits to be achieved	Identified risks to be managed	Work has commenced on the Gatton North Major Enterprise and Industrial Area study which is due for completion in July 2020. Gatton Regional Business Improvement Project commenced with its first main meeting with the appointed consultants. First 8 meetings have been completed. The project is progressing well. There have been no other interest in the site in this period.

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			Third 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, riprap revegetation and undertake year one maintenance of revegetation - Strategic Resource Management Plans - Strategic Resource Management Plans (shoreline, Strategic Resource Management 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	Community and Regional Prosperity	EC1 – Environment and the community IA2 – Delivering major projects (time, cost, scope and quality)	30-Jun-20	Re-scheduling expected	Budget on track	Benefits to be achieved	Identified risks within appetite	Lockyer Creek sediment stabilisation, Phases 1 and 2 maintenance underway and replacement planting (dual riprap) is in progress (at contractor cost). Phases 3 & 4 riprap (around \$1 million) is being ordered and delivered. Year one revegetation design project has been completed. Tenthredin Community Resilience, Strategic Resource Management meetings and Property Management Plans delivered due to COVID-19 therefore other action items brought forward. Contractors have been engaged for riprap work commencing approximately next week. Riprap work will commence once appropriate site conditions are met. Investigation is ready to start for erosion specification is ready to start for erosion.
3.1.2	Devise and implement strategic environmental management plans to ensure that the region's natural assets are valued and protected including: - Natural Resource Management Plan, finalise plan - Security Plan finalise plan - Lockyer Catchment Action Plan - review and revise plan - Lake Apes and Freeman five year Water Quality improvement plan, undertake water control and revegetation.	Identified strategic environmental management plans (reviewed and developed) Wet control and revegetation implementation of identified projects	100% of identified plans finalised (NRM, biodiversity and Catchment Plans) Wet control and revegetation undertaken on lake Apes and Freeman	Plan documents Meeting minutes Management Plan Budget	Community and Regional Prosperity	EC1 – Environment and the community IA2 – Delivering major projects (time, cost, scope and quality)	30-Jun-20	Re-scheduling expected	Multisite operational allocation	Benefits to be achieved	Identified risks within appetite	Natural Resource Management Plan: - Natural Resources Management Strategy completed and adopted by Council in January 2020. Draft Natural Resource Management Plan prepared and issued to Working Group for review. (80% completed) - Strategic Resource Management Plan currently being drafted (60%) - Security Plan currently being drafted (60%) - Lockyer Catchment Action Plan: - Review deferred to fourth quarter, due to approval of funding and commencement of extension of Lockyer Creek stabilisation project (Phase 3). May be at risk to October 2020. - Lake Apes and Freeman water quality: - Five year water quality improvement plan completed. - Ongoing engagement with Friends of Lake Apes. Work as to be undertaken by Stirling Quarantander for Work Projects, however relationship on hold due to COVID-19.
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				Third 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	Community and Regional Prosperity	IA2 - Delivering major projects (time, cost, scope and quality)	30-Jun-20	Re-scheduling expected	Budget on track	Benefits to be achieved	Identified risks within appetite	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. Community and Regional Prosperity.
3.2.2	Develop a framework for Environmental Objects to protect and enhance valuable habitats and ecosystems.	Framework developed	100% of Framework developed	Environmental Object Framework	Community and Regional Prosperity	EC1 – Environment and the community	30-Jun-20	On time	Budget on track	Benefits to be achieved	Identified risks within appetite	Develop a framework for Environmental Objects to protect and enhance valuable habitats and ecosystems. Framework developed (100% of Framework developed). Environmental Object Framework. Community and Regional Prosperity.
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	Community and Regional Prosperity	EC1 – Environment and the community 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	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. Community and Regional Prosperity.

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				Third 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 for wildlife identified in the region increased	25% increase in land for wildlife identified habitat and (treasures)	Source of Validation Data: Land for Wildlife membership statistics	Community and Regional Prosperity	EC1 – Environment and the community	30-Jun-20	On time	Budget on track	Benefits to be achieved	Identified 146/150 within appetite	Annual target met in first quarter. New sign ups: 2 properties totalling 122ha. Currently membership 10,976ha. Increase for second quarter: 1.1%.
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 Paper 5 & Budget	Community and Regional Prosperity	EC1 – Environment and the community EC2 – Delivering major projects (time, cost, scope and quality)	30-Jun-20	On time	Budget on track	Benefits to be achieved	Identified 146/150 within appetite	Grants program review complete and guidelines adopted. Landholder Assistance Program review completed. Integrated Land Management Program in progress, with legal and property team. Environment and Pest have identified potential conservation 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				Third 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 Lockyer Valley region as a part of the Escarpment Trails Opportunity.	Framework developed	100% of framework complete 50% of trails identified in the project mapped	Framework for Nature Based Recreation Plan Mapping	Community and Regional Prosperity	EC1 – Environment and the community EC2 – Delivering major projects (time, cost, scope and quality)	30-Jun-20	On time	Budget on track	Benefits to be achieved	Identified 146/150 within appetite	Escarpment strategy has been completed. Further investigation by Council staff will be undertaken to explore trail networks within the Lockyer Valley region.
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				Third 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	Infrastructure	EC1 – Planning, managing and maintaining assets for the future	30-Jun-20	On time	Budget on track	Benefits to be achieved	Identified 146/150 within appetite	Actions identified within the Waste Reduction and Recycling Plan continue to be undertaken. A site reduction study is ongoing to identify a suitable location for a Resource Recovery Centre in the eastern area. The reduction of operational issues was successfully achieved in the first 6 months of the plan. A review of the data and public volumes is ongoing and this will include an annual review 2020-2021 to ensure operations and servicing meets the needs of the community. An ongoing review and inspection of waste management sites continues for environmental compliance. Department of Environment and Heritage Affairs (DEHA) and Council have made significant improvements to the management of the landfill. A Profit sharing agreement for Container Refund Scheme continues 50/50.
3.5.2	Upgrade of the Garston Waste Management Facilities by undertaking an expansion of waste cell with liner against Cell 1 to increase capacity for waste to landfill.	Complete expansion waste cell	Cell expansion 100% completed in accordance with statutory requirements	Engineering certification	Infrastructure	EC2 – Delivering major projects (time, cost, scope and quality)	30-Jun-20	Rescheduling expected	Budget overruns	Benefits in doubt	Identified 146/150 within appetite	Detailed design works are currently being undertaken. Procurement of the cell liner to occur however sourcing issues may occur due to impacts COVID-19. Works scheduled to commence in the first quarter of next financial year.

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				Third 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	Infrastructure	IA1 - Planning, managing and maintaining assets for the future	30-Jun-20	Rescheduling expected	Within operational allocation	Benefits to be achieved	Identified risks within appetite	Energy efficiency strategies are still being implemented. IE & AC at Lockyer Valley Cultural Centre being monitored and shut down when not required. The Energy Efficiency Panel which was implemented to oversee the development and implementation of the Plan has suspended until 2020/21 financial year as the membership of the Panel requires re-evaluation.

Lockyer Planned:
We have unique, well connected communities. We have places and spaces that bring together people. Local services match the needs of the community. Our built infrastructure is designed and constructed to enable access for all.

4.1 Growth and development in the region is sustainably managed through the adoption and implementation of the Lockyer Valley Planning Scheme.

Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators			Third Quarter Progress Comments	
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope		Risk
4.1.1	The Lockyer Valley Planning Scheme is adopted by Council for public consultation	Planning Scheme is adopted by Council for public consultation	100% completed and adopted by Council for public consultation	Planning Scheme Consultation	Community and Regional Prosperity	IA2 - Delivering major projects (time, cost, scope and quality) RI - Repetition and goodwill	30 Jun-20	Rebuilding expected	Within operational allocation	Benefits to be achieved	Identified risks within appetite	State interest Bureau identified significant issues with the State Planning Scheme. The Planning Scheme is being redrafted, and other associated projects are currently being undertaken (Parramatta Structure Plan, Gorton North MIA Study, Mapping Project). Public consultation will not be undertaken this financial year. It is anticipated that the Planning Scheme will be adopted by Council during the 2020/21 financial year. A commitment to complete the State interest Review late 2020.

4.2 Provision of fit for purpose infrastructure which meets the current and future needs of the region.

Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators			Third Quarter Progress Comments	
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope		Risk
4.2.1	Deliver the Gorton Shire Hall improvement project including the upgrading of the air conditioning, electrical fittings and lighting, smoke detection and alarm system and entrance foyer.	Project completed within allocated budget and within timeframe	100% of project completed and 50% of funding received	Capital Improvement Plan	Infrastructure	IA2 - Delivering major projects (time, cost, scope and quality)	30 Jun-20	Rebuilding expected	Budget on track	Benefits to be achieved	Identified risks being managed	This project may be delayed due to COVID-19 overflows site discussions occurring with West Moreland Health to confirm release of the Shire Hall to commence upgrade works.
4.2.2	Develop a plan for Council's bores to deliver water to the Gorton Shire Hall. Review licensing and other requirements for each bore Improve reliability and operational reliability of identified bores for Council and community use.	Plan developed	Plan developed and adopted by Council	Council Bore Plan	Infrastructure	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	Initial work on this project completed. Awaiting results of bore application submitted in December 19 to allow full scope to be completed.
4.2.3	Deliver the 2019-20 Black Spot Programme projects in accordance with the funding agreement.	2019-20 Black Spot Programme projects completed	100% of projects delivered in accordance with the funding agreement	Budget reporting	Infrastructure	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	Black Spot program works were completed on Barmahview Drive during this quarter. City minimise the amount left to the scope in Brightview Village Road which is scheduled to be completed in the fourth quarter.
4.2.4	Deliver the Ladbroke Urban Streets Upgrade project to improve the transport infrastructure and connectivity for the Ladbroke community.	Project completed	100% of project delivered within timeframe and budget	Budget reporting	Infrastructure	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	Projects completed in the Ladbroke Urban Street upgrade included the installation of the upgrade of foot and ways streets, works on Redburn Road and the upgrade of stormwater drainage on William Street.
4.2.5	Deliver stage one of the Gorton Cemetery expansion project.	Stage 1 of the project completed	100% of project delivered within timeframe and budget	Budget reporting	Infrastructure	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	Operational Plan action item completed in Second Quarter.
4.2.6	Develop an Asset Management Plan for stormwater assets.	Completed asset management plan for stormwater assets	Adopted stormwater Asset Management Plan	Asset Management Plan	Infrastructure	IA1 - Planning, managing and maintaining assets for the future	31 May-20	On time	Within operational allocation	Benefits to be achieved	Identified risks within appetite	The asset management plan for Council's stormwater assets is 95% completed. Plan will be finalised once the 5 year capital works renewal program has been completed (from 4.2.7) and included.
4.2.7	Develop a 5 year capital works renewal program for stormwater assets.	5 year capital works program approved and incorporated into Asset Management Plan	5 year provided program of projects identified	Stormwater Asset Management Plan	Infrastructure	IA1 - Planning, managing and maintaining assets for the future	31 May-20	On time	Within operational allocation	Benefits to be achieved	Identified risks within appetite	The list of stormwater assets for inclusion in the 5 year capital works renewal program has been determined and prioritised. Cost estimating to be completed.
4.2.8	Develop an Active Transport Plan for the region to improve stability, access, pedestrian and cycling for the purpose of improving connectivity and community well being.	Active Transport Plan complete	Plan 100% completed and adopted by Council	Active Transport Plan	Infrastructure	IA1 - Planning, managing and maintaining assets for the future	30 Jun-20	On time	Budget on track	Benefits to be achieved	Identified risks being managed	Work to produce an Active Transport Plan has been delayed due to the impact of COVID-19 on the current health regulations. Project to be reconsidered at a later date. Action to be included in the 2020/2021 Operational Plan.
4.2.9	Deliver the Local Government Grants and Subsidies Program (LGGSP) projects 1. Demonstration modelling of pavement and seal assets 2. Installation of new LED street lighting in Ladbroke Business District.	Identified grant projects completed	100% of project 1 and 80% of project 2 delivered in accordance with the funding agreement	Budget and grant reporting documentation	Infrastructure	IA2 - Delivering major projects (time, cost, scope and quality)	30 Jun-20	Rebuilding expected	Budget on track	Benefits to be achieved	Identified risks within appetite	Project 1 - Project has been completed. Project 2 - Design for the Ladbroke LED lighting is in progress. Options to be presented to Council during the fourth quarter. Installation to occur in the 2020-21 financial year.

4.3 A development assessment process that delivers quality development that is consistent with legislation, best practice and community expectations.

Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators			Third Quarter Progress Comments	
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope		Risk
4.3.1	Implement the continuous improvement deliverables as outlined in the Planning and Development Business Unit Plan and Continuous Improvement Action Plan.	Identified deliverables of the action plan are completed and implemented.	Current financial year deliverables completed	Development and Planning Continuous Improvement Action Plan	Community and Regional Prosperity	R1 - Regulation and Goodwill	30-Jun-20	Rescheduling expected	Within operational envelope	Benefits to be achieved	Identified risks within appetite	Project Briefs developed for 1 of the identified Continuous Improvement Projects (CIP). Project commenced on 19 Feb 19 and Flood Advice format and content to align with statutory obligations & reduce risks to Council. Template letters (returned applications) have been reviewed to improve readability for the customers. Progress on CIP has been monitored and the project is on track. Project Assessment & regulatory activity Priority has been given to assessment timeframe.

4.4 Regional collaboration and targeted advocacy that drives external funding, for timely delivery of key infrastructure and enhanced community outcomes.

Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators			Third Quarter Progress Comments	
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope		Risk
4.4.1	Provide technical support to review the shared Rail Project designs impacting on Council's infrastructure	Project designs received and feedback provided to AETC	100% of designs reviewed	Meeting held with AETC and comments log	Infrastructure	RA - Planning, managing and maintaining assets for the future	30 Jun 20	On time	Budget on track	Benefits to be achieved	Identified risks within appetite	Comments provided and completed on all Feasibility Designs. Ongoing engagement on Project Scope and Technical Requirements and needs for insertion into Australia Rail Final Corporate Contract Documentation. Risks with the acceptance and integration of these requirements for Contractors to best deliver work on impacted risks.

4.5 An integrated approach to the planning of all communities that strengthens local identity and lifestyle.

Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators			Third Quarter Progress Comments	
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope		Risk
4.5.1	Complete Master Plans for: Galton North Major Enterprise and Industrial Area Parramatta	Plans are completed for Galton North Major Enterprise and Industrial Area and Parramatta	100% completed and adopted by Council	Master Plans for Galton North and Parramatta	Community and Regional Prosperity	RA - Planning, managing and monitoring assets for the future	30 Jun 20	Rescheduling expected	Within operational envelope	Identified benefits to be achieved	Identified risks within appetite	Consultants were engaged in March to undertake these Master Plans for Galton North and Parramatta. The project is on track and the impact of COVID-19 could also impact on timeframe.

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				Third 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 completed and adopted by Council Identified land sold within identified timeframes	Land Asset Management Plan Land Asset Management Plan	People and Business Performance	FE1 - Financial sustainability	30-Jun-20	Rescheduling expected	Within operational allocation	Benefits in doubt	Identified risks being managed	Land Asset Management Plan is being drafted. Council's Land Asset Management Plan is a key document that will provide a framework for the Council to manage its land assets and associated facilities. The plan will be developed in consultation with relevant stakeholders and will be subject to a public consultation process. The plan will be developed in consultation with relevant stakeholders and will be subject to a public consultation process. The plan will be developed in consultation with relevant stakeholders and will be subject to a public consultation process.
5.1.2	Undertake a business review of operations of the Staging Post Care and Function Centre to identify opportunities for growth and financial sustainability	Efficiency identified and strategies to achieve developed and implemented	10% improvement on the 2018-19 financial operating position	Financial reports Financial benchmark analysis	Community and Regional Property	FE1 - Financial sustainability	30-Jun-20	On time	Within operational allocation	Benefits in doubt	Identified risks being managed	Due to COVID-19, function facility and staging post closed since mid-March. Review being conducted on future options for the staging post. Full scale of options to be considered.
5.1.3	Undertake a 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 IPWEA benchmarks are available for are reviewed and benchmarked. Review of 10 Year Program to ensure plant and fleet are reflective of future needs.	Technical Reporting and Council Business Papers	Infrastructure	FE1 - Financial sustainability	30-Jun-20	Rescheduling expected	Within operational allocation	Benefits in doubt	Identified risks being managed	Partial review undertaken. Review will be completed in the second quarter of the 2020/2021 financial year.
5.1.4	Conduct an independent review of Council's Procurement and Store functions and implement the agreed key findings	Review completed Findings implemented	100% of agreed key findings implemented	Review documentation	People and Business Performance	FE1 - Financial sustainability	30-Jun-20	On time	Within operational allocation	Benefits in doubt	Identified risks being managed	Implementation of the strategic procurement review outcomes was handed over to Business Performance this quarter as part of the Organisational Effectiveness Review process. Some of the outcomes of the review have been substantially completed, however a further review of the status of the recommendations is required to be conducted to enable those to be prioritised for implementation. A key outcome that has been achieved is the appointment of a Coordinator Procurement to assist with the delivery of the required recommendations.
5.2. Excellence in customer service to our community.												
Reference	Operational Plan Strategy for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Timeframe	Progress Indicators				Third Quarter Progress Comments
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope	Risk	
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 document	People and Business Performance	RI1 - Reputation and goodwill	31-Dec-20	On time	Budget on track	Benefits to be achieved	Identified risks within appetite	Implementation on recommendations continues including setting up UpScales, an online booking system which is due to go live in July 2020. Projects continue to become more immediate within normal operations processes.

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				Third Quarter Progress Comments
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope	Risk	
5.3.1	Continue to support the Lake Aps Community Advisory Committee (LACAC) through the revised Committee Terms of Reference to enhance the broader community perspective and focus of the group.	Meeting participation as required under the terms of reference as agreed and reported to Council	100% of required meetings undertaken	Council Business Papers	Infrastructure	R1: Regulation and goodwill	30-Jun-20	On time	Within operational allocation	Benefits to be achieved	Identified risks within appetite	Lake Aps Community Advisory Committee (LACAC) meetings have been held in accordance with the committee Terms of Reference and minutes are being reported back to Council. Review of Council's Advisory Committee to be included as part of Council's post election onboarding program to be conducted in the fourth quarter.
5.3.2	Understand a review of Council's industry committees and external committee representation.	Understand review	100% of review completed	Council Business Papers	People and Business Performance	R2: Decision making governance, due diligence, accountability and sustainability	30-Jun-20	On time	Within operational allocation	Benefits to be achieved	Identified risks within appetite	Stage 1 Nation Vape Project completed. Waste Reduction and Recycling Plan - Completed. Lockyer Valley Planning Scheme engagement plan on hold until further notice from Planning in 2020-2021 financial year.
5.3.3	Undertake equipment activities on key Council projects including Stage 1 of the Nation Vape Park Project and the Water Reduction and Recycling Plan.	Equipment activities conducted	100% of required equipment activities completed	Equipment documentation including website	Community and Regional Prosperity	R1: Regulation and goodwill	30-Jun-20	Recommencing expected	Under budget	Benefits to be achieved	Identified risks being managed	

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			Third 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: - Consolidation of self-insured property - establishment of standards for third party claims.	Property classified insurance standards established	100% of property classified standards 100% of insurance standard set	Property schedule Standard documentation	People and Business Performance	R2: Decision making governance, due diligence, accountability and sustainability	30-Jun-20	Rescheduling expected	Within operational allocation	Benefits to be achieved	Identified risks being managed	On property classified. Work to commence in consultation with Manager Community Facilities in fourth quarter. Third party claim team investigation template and standardised process to be developed. Work is ongoing to refine these processes as new claims are received. Some components of the project are expected to roll into the 2020-2021 financial year.

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				Third Quarter Progress Comments
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope	Risk	
5.5.1	Implement identified outcomes and initiatives for 2018-20 by the Connected Council Progress Group.	Identified outcomes and initiatives implemented	75% of outcomes and initiatives implemented	ELT Meeting Minutes	People and Business Performance	S1 - Strategic workforce planning and management	30-Jun-20	Rescheduling expected	Within operational allocation	Benefits to be achieved	Identified risks being managed	No further progress has been made with the Connected Council Progress Group this quarter. There is scope to assist the Connected Council Progress Group to assist with the Organizational Effectiveness Report completed by Dr Tim Baker to be completed.

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				Third 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 Development Program designed and delivered	Stage 2 100% completed	Leadership Development Program documentation	People and Business Performance	51 - Strategic workforce planning and management	30 Nov-19 (design) 30 Jun-20 (delivery)	On schedule	Within operational allocation	Benefits in doubt	Identified risks being managed	Workforce planning workshop for leaders (potentially incorporating Training Needs Analysis for all other levels of employees) Induction for managers, coordinators and supervisors (covering practicalities and technical aspects of management) Refining and expanding leadership development program for managers, coordinators and supervisors, and Coaching/mentoring managers on culture, behaviour and process improvement.	
5.6.2	Conduct an organisational effectiveness review to identify service efficiencies and improve the organisation's effectiveness	Organisational effectiveness review completed	Review 100% completed and key outcomes implemented	Review documentation	Chief Executive Officer	51 - Financial sustainability	30 Jun-20	Rescheduling expected	Budget on track	Benefits to be achieved	Identified risks within appetite	The final Organisational Effectiveness Review (OER) report recommended 22 strategies be implemented to improve organisational effectiveness. 5 of these have been prioritised for implementation within the next 12 months, including: • Redesigning the Organisational Structure • Formulating an internal communications strategy and implementing a leadership development program • Implementing performance conversations • Introducing a project management framework The first strategy is currently underway and will be completed prior to the end of the financial year. The other strategies are currently on hold due to Council's response to COVID-19 and the need to focus on operational effectiveness. A working paper is being developed to support the implementation of the remaining 17 strategies to improve organisational effectiveness will be prepared for the 2020/2021 financial year.	
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 founded on adequate, timely and relevant information	Complete the review implement priority recommendations	Review 100% completed 100% completion of identified actions	Review documentation	People and Business Performance	52 - Decision making governance, due diligence, accountability and sustainability	30 Jun-20	Rescheduling expected	Within operational allocation	Benefits to be achieved	Identified risks being managed	50% review completed. Work has been completed on the re-development of the Council meeting template to include all relevant items for consideration on each matter presented to Council. Further work to be undertaken in relation to rationalising executive reports in consultation with the Executive Leadership Team.	

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12. COMMUNITY & REGIONAL PROSPERITY REPORTS**12.1 Group Manager Community and Regional Prosperity - Monthly Report - April 2020****Date:** 13 May 2020**Author:** Amanda Pugh, Group Manager Community & Regional Prosperity**Responsible Officer:** Amanda Pugh, Group Manager Community & Regional Prosperity

Purpose:

This report provides Council with a summary of key operational activities undertaken by Community and Regional Prosperity during April 2020

Officer's Recommendation:

THAT Council receive and note the Group Manager Community and Regional Prosperity Monthly Report for April 2020.

Executive Summary

This report provides Council with a summary of key operational activities undertaken by Community and Regional Prosperity during April 2020.

Background

Council should be aware of group activities to guide future decision making.

Report

A summary of the key outcomes for Community and Regional Prosperity during April 2020 by functional grouping follows.

ECONOMIC DEVELOPMENT AND COMMUNITY GROUP**Events Team****Anzac Day Services**

The cancellation of all Anzac Day services was managed with community notices in the newspaper and social media. People still did attend the memorials and wreaths/flowers were laid, however there were no crowds at any one time.

Project – Refurbishment of Artillery at Gatton Anzac Memorial

The refurbishment of the artillery at Gatton Anzac Memorial is on track, and is scheduled to start on Monday, 11 May 2020. The Department of Veterans Affairs has been contacted and invited to a photo shoot on the day the removal takes place.

Event Schedule Review, July–October

A report was prepared for Council recommending cancellation of Council delivered events up to 31 October 2020 due to COVID-19 restrictions.

General Community Event Liaison

- Working with events scheduled to end of June in relation to cancellations and updating the tourism event calendar.
- All markets are cancelled now until the end of May 2020 with decisions made on a monthly basis. The only exception is the Handmade Expo scheduled for 23 May 2020, with a decision to be made closer to the date.
- Gatton equestrian events are cancelled until 31 August 2020, or restrictions are lifted.
- All canine events at Laidley are cancelled until further notice.

Community Development and Engagement TeamCouncil Response to the Drought

Council is awaiting formal advice on approval of a funding application under the Commonwealth's Drought Communities Programme-Extension package which aims to stimulate the local economy by engaging non-Council local businesses in a range of community projects.

The Lockyer Valley Drought Support Interagency met online, with 11 members representing seven organisations present, to share a range of support information from various agencies including funding opportunities. Council continues to take the lead role in coordinating this network to maximise support for drought affected farmers, businesses, employees and families.

Bushfire Recovery and Support

Council's Community Engagement Team continues to work with Disaster Management to improve agency support to bushfire-affected Lockyer Valley landholders. The COVID-19 pandemic has halted plans to engage BlazeAid to provide volunteer assistance to build farm fences. \$10,000 in funding for mental health support and wellbeing activities is expected from Darling Downs West Morton Primary Health Network (DDWMPHN).

COVID-19 Pandemic Community Support

Council's Community Engagement Team is using the human and social recovery framework and existing networks to monitor the impact of COVID-19 restrictions on the community sector and to provide a range of support information to groups.

Contact with key members of community groups is continuing to ensure that once restrictions are eased groups can recommence operations and provide support and information for those who have concerns regarding the impact on the mental health of members.

General Projects

Planning is underway to provide a series of capacity-building online workshops for local community and sporting groups to replace the previously planned in-person workshops. This will enable local groups to upskill their committees and members while other activities are on hold and thereby increase their sustainability and access to grants in the future.

Council hosted the Lockyer Valley General Service Provider's Interagency with 13 representatives from 10 community support agencies including disability support, mental health support, parenting support, suicide prevention, alcohol and other drug (AOD) support, childcare, employment, dementia, welfare support and general community support.

A health and wellbeing project in partnership with West Moreton Hospital & Health Service and Darling Downs West Moreton Primary Health Network is currently on hold but engagement with the health sector continues via the West Moreton community engagement group.

Youth Development and Engagement

All physical school holiday events were cancelled and substituted with daily interactive, online activities throughout the two-week period. The public/youth response to the activities was significantly lower than anticipated.

Currently, to increase online youth engagement and promote healthy wellbeing and learning, the staff are working to create a youth engagement plan for the Lockyer Valley Youth Facebook page. Current ideas include interactive fitness videos, learning portals, tutorials and challenges.

An online skate competition may be offered in the near future to substitute the annual Skate Titans Competition which was to be held on 8 August 2020.

Media

During April there were 7 media releases issued including Council's first meeting, the decision on Deputy Mayor, Councillor Portfolios, Click and Collection at both Laidley and Gatton libraries, Council's economic stimulus measures and cleaning across the region due to COVID-10.

Similar content was also provided for Valley Voice.

Staff provided responses to media enquiries via arranging interviews, organising media opportunities, coordinating joint media, writing statements or quotes from Councillors and providing vision and interviews when media is unable to attend media opportunities.

Economic Development

Sustainable Water

The project was recently granted approval to extend the competition of the detailed business case due to the COVID -19 situation by Jacobs to 30 September 2020 and finalisation of the funding agreement with the Department to 31 December 2020. The round 2 engagement mechanism changed from meeting face-to-face to online meetings to meet the public health orders.

Results of Demand Analysis – Round 1

The demand analysis is comprised of 3 parts.

- a) Round 1 – Expression of Interest (EOI) (non-binding)
- b) Round 2 – Letter of Intent (non-binding) scheduled for May-June
- c) Round 3 – Water sales (binding) which would occur post detailed business case, assuming the project proceeds.

The 180 prospective customers conduct enterprises on more than 350 individual blocks of land, most of which seek connection to the proposed scheme. The average demand per customer is approximately 270 ML and the average demand per property is a 140 ML – however there is a wide range.

Next Steps

In preparation for the second round of the demand assessment commencing in late May 2020, the following activities are currently underway as part of the detailed business case. These include, but are not limited to:

- I. Based on the location of the individuals who have lodged an EOI, a preliminary scheme design has been drafted that connects as many of the EOI locations as can reasonably be accommodated.
- II. The preliminary scheme design will include assessments and recommendation for pipeline location, size and length as well as pump station locations across the Valley.
- III. Undertake an analysis of the operational costs including the use of on-site renewable energy for the scheme and provide a preliminary assessment of likely annual water charges that will be required to ensure operational financial sustainability
- IV. Engage with Seqwater to undertake a detailed assessment of the cost of the treated recycled water to be produced from the recommissioning of the Western Corridor Recycled Water Scheme (WCRWS).

Recommissioning of Western Corridor Recycled Water Scheme

For the 'Water for the Lockyer' project to proceed, a decision by the Queensland Government to recommission the WCRWS need to occur. Whilst the trigger was reached in November 2019 to commence planning for the recommissioning of the Scheme, ongoing drought conditions, rainfall in late January – early February 2020 has restored SEQ's water storages to levels that no longer require this planning to proceed. It is understood that from advice received by SEQWATER, that subject to rainfall in the catchment areas over the next 6 months and SEQ's water usage, this decision will be revisited in coming months.

AdvocacyStakeholder Relations

The SEQ City Deal is being negotiated between the three levels of government. It was originally agreed to target a deal by 30 June 2020. However, it is considered likely that the deal will be postponed due to COVID-19 considerations. As the deal is being developed in conjunction with federal and state budget timelines (which have been deferred until later in the year) it is likely the first iteration of the City Deal will be considered in 2021. Council officers continue to work with the Council of Mayors South East Queensland (COMSEQ) who are representing Councils at the negotiations. The postponement will be considered at the May 2020 meeting of the COMSEQ Board. A range of projects have been discussed around the themes previously announced of transport, enhanced employment opportunities and a cleaner greener SEQ.

Inland Rail

The ARTC Inland rail project will have substantial impacts on the region. Council officers continue to engage with ARTC with respect to both the Helidon to Calvert project and the Gowrie to Helidon project.

The Cost Reimbursement and Design Review Agreement has now been executed which provides for the reimbursement of Council's costs relating to Inland Rail design for both key staff and for consultants engaged by Council to work on that project. It should be noted that reimbursement does not cover Council's regulatory responsibilities with respect to the Environmental Impact Assessment process.

There have been protracted discussions with ARTC and other regional local governments on the legal agreements and the Project Specification Technical Requirements documentation. These will be

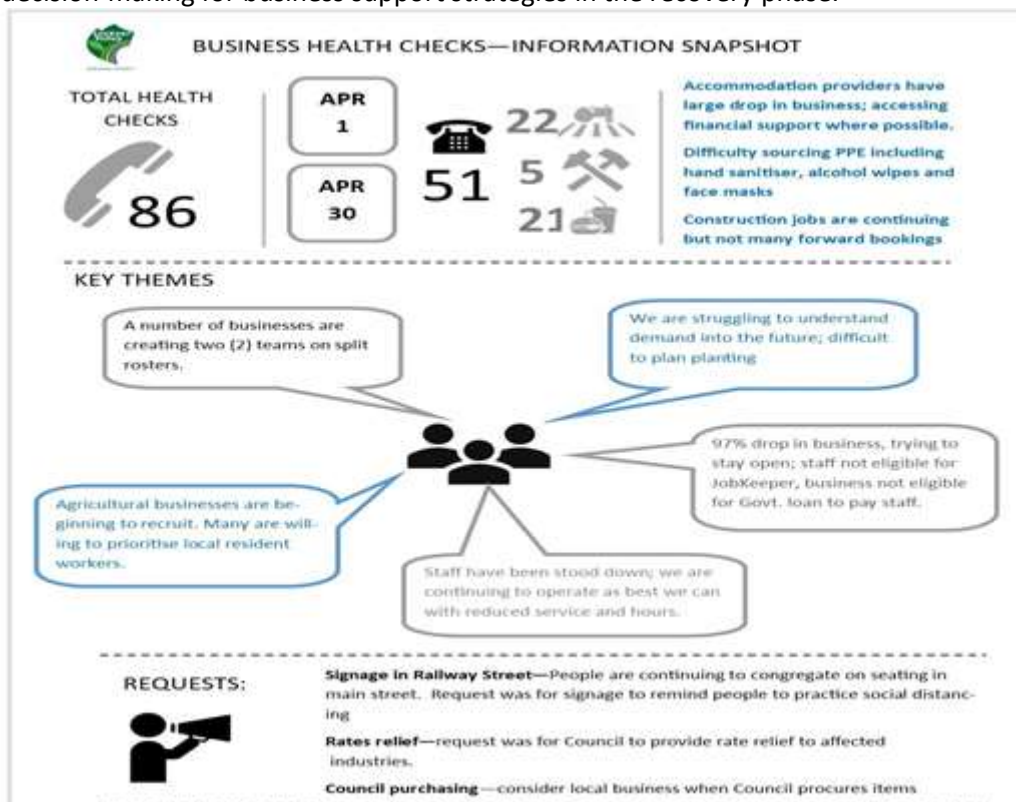
important documents for the Public Private Partnership process that is due to enter the Request for Proposal phase in mid-2020.

Inception meetings have been held with the Commonwealth Government and Ernst Young, the consultants conducting the Business Case for the Inland Rail Interface Improvement program.

Support Local Business

Officers have provided information and help to six direct business enquiries during the month. Three were for proposed new business and the remainder existing business seeking information.

Work commenced on a localised economic snapshot in response to COVID-19 to assist evidence-based decision-making for business support strategies in the recovery phase.



Council's website has a dedicated COVID-19 support page for Business and Industry. The promoted links assist business to find trusted sources of information and assistance. Weekly reviews of links and information are being undertaken by officers to ensure links remain up to date.

Jobs and Skills Development

The Regional Skills Investment Strategy Project Coordinator continues to engage with local businesses identifying skills shortage and issue trends across the industries in the Lockyer Valley, but during the COVID-19 period business engagement and priority has moved towards business health checks.

Training solutions and program progress over April 2020.

1. The Mentoring and Supervision Short Course has moved to self-paced for any participants wishing to continue their training during the COVID-19 period. Four people have taken up the opportunity while the remainder have chosen to continue with face-to-face training when restrictions have been lifted.

2. Skilling Queenslanders for Work application has been submitted to remove and erect a new storage facility for the Gatton Soccer Club in collaboration with Downs Group Training and ARTC to ensure an entry level construction workforce is ready for the commencement of the region's Inland Rail construction.

Tourism

Ongoing discussions with Brisbane Marketing in relation to a proposed 3-year LGA Partnership Agreement.

Destination Marketing

- Visit Lockyer Valley Facebook to 26 April 2020 had 2.4k page likes. Reach for the month (people who saw posts) was 9,522 (7,276 last month), post engagement (likes, comments, shares) was 1,073 (1,081) and video views totalled 39 (75). The strongest performing posts for the month included general promotional posts and The Barn and Scotty's Garage.
- Four new skins on highway billboards were erected (Bishopp Billboards flexi-campaign).
- Gateway signage project remains ongoing with designs being finalised.
- 2020 tourism guide advertising progressing with potentially fewer advertisers this year.
- "Tables across the Lockyer with Alastair McLeod" with Tourism Queensland is in final preparation.

Visitor Information Centre

The VIC staff have been continuing to work on tasks and projects during the VIC closure. The list of projects are as follows:

- Auditing the following websites for currency and content - Luvyalockyer, Lockyer Valley Function Centre, LVRC, SEQ Food Trail, Visit Brisbane, TEQ, Darling Downs Tourism,
- Commencing website updates from above audits
- Review of content in current tourism guide
- Development of VIC promotional collateral in the form of Drive maps
- Social media content – Visit the Lockyer Valley & Queensland Transport Museum – Facebook & Instagram
- Collation of a Volunteer Policy
- Volunteer engagement and retention
- Creation of handover notes for VIC staff
- Review of ATM operations
- Review of QTM operations

Volunteer Management

Throughout the closure of Volunteering locations due to COVID-19, the VIC has been conducting health checks on the volunteers in the form of phone calls, emails, Facebook messaging and thoughtful in-house produced cards in the mail. Keeping the volunteers engaged during this time will provide a higher level of retention when the volunteering program recommences.

National Volunteer Week is being held 18-24 May 2020. The VIC staff have participated in webinars with Volunteering Queensland to ascertain how other volunteer organisations are recognising their volunteers during NVW. LVRC volunteers will be acknowledged with a certificate, a personalised message from the Mayor, a small branded lunchbox (provided from Regional Development promotional collateral), a Luvyalockyer branded hessian produce bag (provided from the VIC souvenir stock) and a 'pocket hug' (a small memento designed in-house to promote connection with the volunteering program. These items will be hand-delivered during NVW with appropriate COVID-19 prevention measures to all volunteers that reside within the Lockyer Valley.




Queensland Transport Museum

- The QTM remains closed with staff utilising the time to clean the displays and exhibitions.
- The QTM Facebook page continues to grow and currently has 3,896 followers.
- The scheduled exhibit changeover has been postponed until further notice.

Libraries and Galleries

Libraries

Key statistics and outcomes for Lockyer Valley Libraries for April 2020 follow.

Lockyer Valley Libraries – Monthly Performance							
31,442		Items in our collection (physical and eResources)	LOANS		3,375	N/A	N/A
					Items issued	Items renewed	of items issued
					77	1,265	via Self-Service
					Acquisitions	Withdrawals	
		Facebook Statistics		9	3,150	244	936
				Programs and Events on Facebook	Event Reach	Event Responses	Total Facebook Page Likes
							82
							New Facebook Page Likes
eResources 	Platform (not all resources)		April 2019	March 2020	April 2020	Variance	Library Membership Active Library Members 14,194 New Library Members 31
	eAudiobooks (BorrowBox)		841	994	1118	33%	
	eBooks (BorrowBox)		709	914	1304	84%	
	eAudiobooks (RB Digital)		69	70	96	39%	
	Kanopy (Movies)		110	216	181	65%	

- In response to COVID-19 restrictions borrowing limits were doubled and all items that were due 1 March until 23 March 2020 were extended until 30 May 2020.
- A Click and Collect, Pick and Drop service has been offered to customers since 20 April 2020. Until the end of April, over 130 people have taken advantage of this service with the majority of customers collecting items from the window in Gatton or the veranda in Laidley.
- Library staff moved all children's activities online with two live StoryTime sessions each week from 27 March 2020. Each of these sessions has had over 400 views. State Library of Queensland also contacted the Library to notify us that they assessed our StoryTime and rated us as no. 2 in the State (behind Bundaberg Libraries) however in front of Brisbane, Mackay and Sunshine Coast Libraries. Staff were very proud of this result and since then, we have had several libraries contact us to find out our tricks. At the time, we were the only library service to do a full StoryTime live including songs, activities and books.
- Other ways that the library have engaged with the community is through Home Online BookClub via a Facebook event and An online movie club was also held last month where we encouraged our community to watch the movie Paper Planes.

RADF

- Round 2 of RADF grants closed in early April 2020. A RADF committee meeting will be held in May 2020 to assess the applications.
- The annual bid for RADF 2020-21 was submitted on 30 April 2020. It is anticipated local councils will be notified of funding outcomes by the end of July 2020.

Childcare

The occupancy rate for Gatton Childcare for April 2020 was 74%. This figure shows booked care not actual attendance as some are absent due to COVID19 but still on our books.

For the month of April two days that were acknowledge were World Autism Day and Anzac Day.

PLANNING, ENVIRONMENT AND REGULATORY SERVICES GROUP**Development Assessment**

- Exemption Certificates are being lodged, assessed, approved and issued within 5 business days. As a highlight an Exemption certificate was processed and provided to the applicant within 5.5 hours which is a great achievement for the team and outcome for the customer.
- In further efficiencies achieved in dealing with Exemption Certificates, 14 were issued relating to a new development at Withcott before being requested by the developer, as officers recognised the need for the exemption certificates. This showed great initiative by recognising the purchasers of the newly created lots would need Exemptions Certificates in order to progress their dwelling approvals. Even though in the creation of the newly created lots the planning scheme overlays were addressed, without an Exemption Certificate, material change of use applications would have been triggered by the planning scheme for each new dwelling. The 14 Decision Notices were sent out on the same day that the decision made. This is a great example of proactive thinking and dedicated customer service from the team.
- An Early Plan Sealing Endorsement process was completed for a development at Withcott through a coordinated team effort to assist the developer and take a pragmatic approach to dealing with and bonding uncompleted works. The customer was very appreciative of the team's efforts noting that several of the proposed purchasers were desperate to commence building as they had sold their previous dwellings. The developer stated in an email to the CEO *"Not sure how to thank you and so many of the LVRC team, who have assisted our family to bring Pamela Court development to conclusion."* and further *".....with the shutdown of the world. As our Prime Minister often says, 'We can only get through this together, helping one another'. This has been demonstrated so aptly by your team. Thank you LVRC team."*

ACTIVITY	MARCH	APRIL
DEVELOPMENT APPLICATIONS RECEIVED (MC, RL, OW, BW)	12	9
DEVELOPMENT APPLICATIONS DECIDED (MC, RL, OW, BW)	9	16
CHANGE/EXTENSION APPLICATIONS RECEIVED	5	3
CHANGE/EXTENSION APPLICATIONS APPROVED	9	2
EXEMPTION CERTIFICATES RECEIVED	11	10
EXEMPTION CERTIFICATES APPROVED	9	8
FORM 19 RECEIVED	23	15

FORM 19 APPROVED	28	10
PLANS ENDORSED (number of lots)	5 (15 lots + easement)	5 (20 Lots+1 lease area + easements)
PRELODGEEMENT MEETINGS HELD	8	3

Strategic Planning

- **Plainland Structure Plan and the Gatton North MEIA Study**

Infinitum Partners Pty Ltd have been engaged by Council to undertake the Plainland Structure Plan and the Gatton North MEIA Study. Both projects are expected to be completed at the end of July 2020 and will inform the future Lockyer Valley Planning Scheme. Despite COVID restrictions, these projects are progressing well.

- **Gatton Shire Planning Scheme and Laidley Shire Planning Scheme propose Amendments**

The proposed amendments to the Gatton Shire Planning Scheme and Laidley Shire Planning Scheme were referred to the Department of State Development, Manufacturing, Infrastructure and Planning in February and are still awaiting Ministerial approval. The proposed amendments relate to:

- a) reducing the level of assessment for Catering shops and Health care premises when in existing commercial buildings in Commercial zone of Gatton;
- b) reducing the requirements for Annexed units/Apartments;
- c) reducing the level of assessment for bed and breakfast accommodation in the rural areas of the former Laidley Shire area; and
- d) reducing the level of assessment for development in areas of Very high ecological significance of the former Laidley Shire area, and where development does not involve the clearing of vegetation of ecological significance.

Once advice is received from the Minister, a further report will be presented to Council to allow for the adoption of the amendments.

- **Temporary Local Planning Instrument (TLPI) for flood regulation**

The current Temporary Local Planning Instrument (TLPI) for flood regulation has been reviewed, and a new TLPI prepared. The proposed TLPI is to be presented on the May 2020 Council meeting agenda for consideration.

- **Draft Development Manual**

A Draft Development Manual has been prepared which stipulates Council's standard requirements and processes for operational works. Council is currently seeking quotes for the peer review of this document.

Flood Projects

- **Form 19 - provision state building information/Flood advice**

Officers have been working on a new process to better manage Councils resources, customers' requirements and risk profile. Officers are transitioning customers to a new flood advice framework which includes Form 19 advice. The new framework is dependent upon the finalisation of the Flood Information Portal (FIP) and will be workshopped with Council once finalised.

Environment and Pest

Sustainable Catchment Management

Resilient Rivers Initiative projects:

Tenthill catchment community resilience project	
Revegetation sites:	Identified sites using geomorphological analysis
Taskforce with all stakeholders:	Preparation commenced, on hold due to COVID-19
Riparian weed management:	Cat's Claw Creeper control commenced
Energy dissipation options:	Procurement of specialist commenced

Lockyer Creek sediment stabilisation project	
Phases 1 and 2:	Replanting undertaken by contractor as part of year one maintenance
Phase 3:	Design underway for engineered stabilisation

Incentives for responsible land management

Council provides on-property pest management planning, subsidised herbicide, loan spray equipment and loan pest animal traps, and invertebrate pest animal baiting programs to support responsible land management in accordance with the *Biosecurity Act 2014*.

	Property Pest Man. Plans	Herb. Sub redeemed*	Loan Spray Equipment*	Feral Pig, Dog and Fox Baits	Loan Traps
Month to date	<i>On hold due to COVID-19</i>				
Financial Year to Date	136	22*	30*	975	26

**Majority of herbicide subsidy voucher redemptions and spray equipment loans occurred following January 2020 rain*

Community and private landholders' stewardship of natural assets

Land for Wildlife voluntary program that encourages and assists landholders to manage wildlife habitat on their properties.

New member applications*	New Member area (ha)*	Current members	Total area (ha)
40*	1,500*	207	11,014

**New memberships are pending assessments on hold due to COVID-19*

Development of environmental and pest management plans and policies

Plan/Policy	Status
Natural Resource Management Plan:	First draft under review by NRM Working Group
Biosecurity Plan:	Draft in progress, 65% complete
Lockyer Catchment Action Plan:	Review and revise – postponed due to need for project planning for additional funding received for Lockyer Creek sediment stabilisation Phase 3

Funding for environmental and pest management community-based projects

Council Community Environmental Grants 2019-2020

Round:	Round 1	Round 2 *	CEG 2019/20 TOTAL
Amount awarded:	\$7,635	\$3,000 *	\$10,635

*Assessed for a decision by council

Grant applications by LVRC for external funding currently in progress or awaiting decision:

- Wildlife and Habitat Bushfire Recovery Program Grant applications
- Queensland Feral Pest Initiative Round 4
- Drought communities weed management.

Integrated land management on Council-owned and managed land

Council Properties and Conservation Reserves managed for biodiversity, biosecurity and fire:

Reserve:	Lakes Apex and Freeman*	Brightview Reserve*	Helidon Hills Nature Refuge
Weeds treated / surveyed this month:	Giant rat's tail grass, mother of millions, harrisia cactus and groundsel	Mother of millions and groundsel	Lantana
Area of weeds treated / surveyed this month:	1350 m ² treated	34.7 ha surveyed	12 ha treated
Total trees planted year to date:	0 trees	3,600 trees (koala habitat)	0 trees
Controlled burns:	None	None	Potential indigenous cultural burn (subject to conditions)

* Weed control and revegetation activities planned as part of the Skilling Queenslanders for Work traineeships on hold due to COVID-19

Weed control on local and state roads to reduce biosecurity risk and improve natural assets:

	Local roads		State roads		Reserves/Easements	
	Survey	Treat	Survey	Treat	Survey	Treat
Month to date:	19.38 ha	4.9 ha	316 ha	0.242 ha	8.9 ha	7.1 ha
Current weeds of significance:	Mother of Millions, Giant Rat's Tail grass, Harrisia Cactus, Groundsel, Asparagus fern, Annual Ragweed, Parthenium					

Building and Plumbing

- The statistics indicate that building activity is steady (no significant increase or decrease) and while there a decline plumbing activity of approximately 8%.
- The Building and Plumbing team have engaged with the Facilities team, to develop construction project workflows to ensure that all Council buildings achieve building and plumbing compliance. A briefing will be provided to Council once the proposed process and workflows have been finalised.
- 4 Enforcement Actions have been undertaken with 3 under the Planning Act.

DESCRIPTION	TOTAL	APPLICATION FEES	Average Days to Approve	RESPONSIBLE OFFICERS
Plumbing Applications Lodged	26	\$63,860.00	2.9	Plumbing
Building Applications Lodged	29	\$33,470.00	4.2	Building
Private Certified Applications Lodged	46	\$12,420.00		Admin Team
Building Records Search	11	\$3,720.00		Admin Team
Pool Safety Certificates Lodged	0	\$0.00		Building
Siting Variations Lodged/Preliminary Applications	2	\$1310.00		Building
Form 13's Lodged	19	\$1,235.00		Admin Team
Building Planning Checks	6	N/A		Building
Plumbing Planning Checks	6	N/A		Plumbing
Inspections Undertaken	140	N/A		Plumbing and Building
CRM's Lodged (includes 9 Complaint CRM's)	32	N/A		Plumbing and Building
Phone Calls Received	1014	N/A		Plumbing and Building
OSSF Dockets Updated for January	1006	N/A		Admin Team
TOTAL		\$116,015.00		
CONSTRUCTION VALUE OF BUILDING WORKS				
Building Applications 01-02-2020 to 29-02-2020	Domestic	\$4,859,956.43		
Building Applications 01-02-2020 to 29-02-2020	Commercial	\$443,975.00		
Year to Date	Total	\$57,615,796.43		

Regulatory Services

- Regulatory Services have continued to provide a "business as usual approach" where possible for our customers albeit modified to reduce risk to customers and staff alike during Councils Covid-19 Pandemic Response.
- The Regulatory Services Team currently has the lowest number of open (under investigation) Customer Requests since early September 2019. The team is taking the opportunity of the COVID-19 Pandemic Response period to complete many of their long-term requests.
- The combined total number of Animal Related CRM's received is currently at the lowest level since 2013-14 (approx. 2000 less CRM's received) with 116 active CRM's.
- The 2019-20 period is on track to record the lowest number of reported dog attacks since the 2014-15 period with 21 active CRM's.
- The number of dogs registered for 2019-2020 period now exceeds that of all previous years
- Illegal Dumping / Littering CRM's although lower than 2018/2019 period are expected to equal / marginally exceed that period by 30 June 2020.
- Odour and other Animal Related Nuisance CRM's are on a continuing downward trend from a peak of 537 CRM's in 2014-15 to 167 as at 30 April 2020.

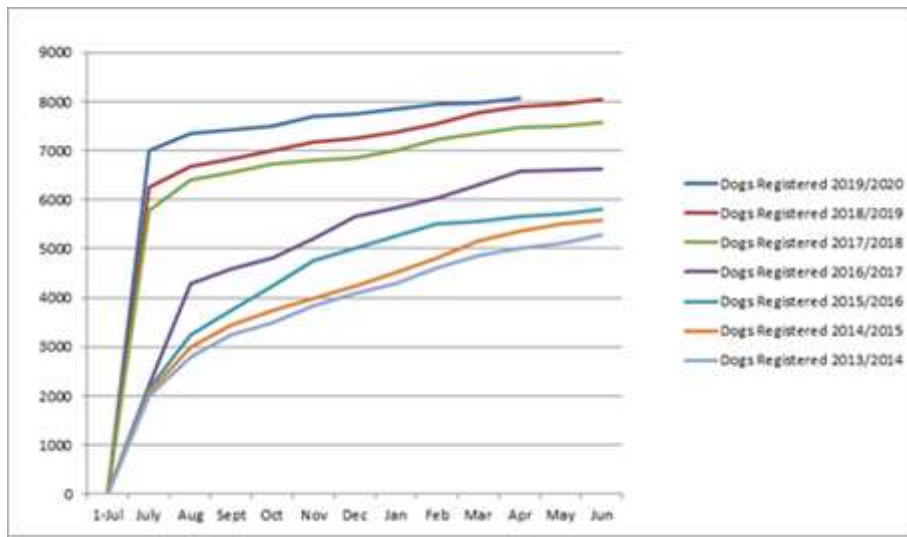
Customer Request Details

- A total of 140 Regulatory Services Team related CRM's have been received by LVRC within the period 1 – 30 April 2020 (of those 58 are still current). 112 were for Local Laws (of those 48 are still current) and 28 were for Environmental Health (of those 10 are still current).

LOCAL LAWS

Dog Registrations

- Currently 8067 dogs registered for 2019-20 (100.20% of 2018 -19 total dogs registered).
- 8048 Dogs were registered for the 2018-19 period.



Warning Notices

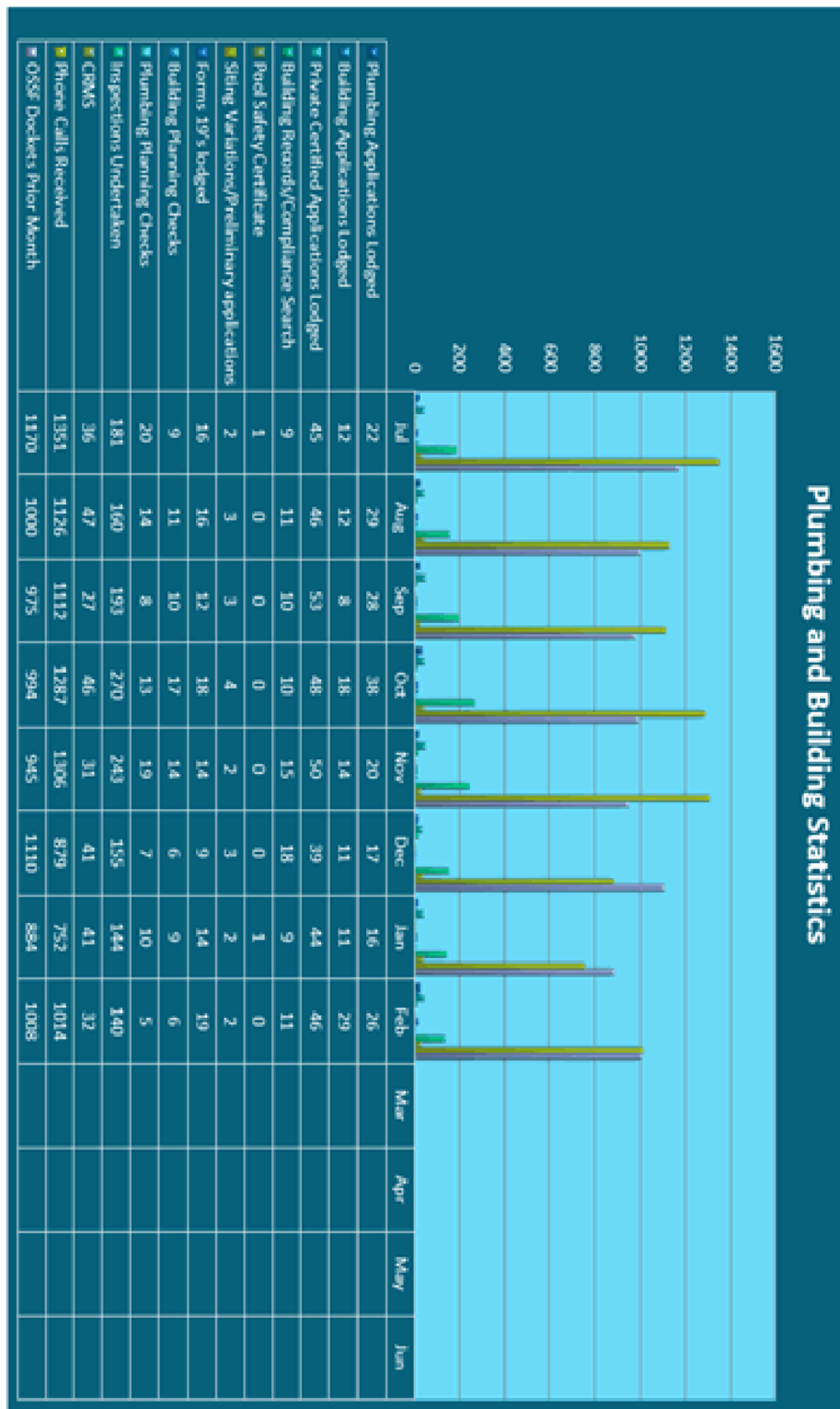
Within the period here have been 25 Warning Notices issued by Local Laws Compliance Officers.

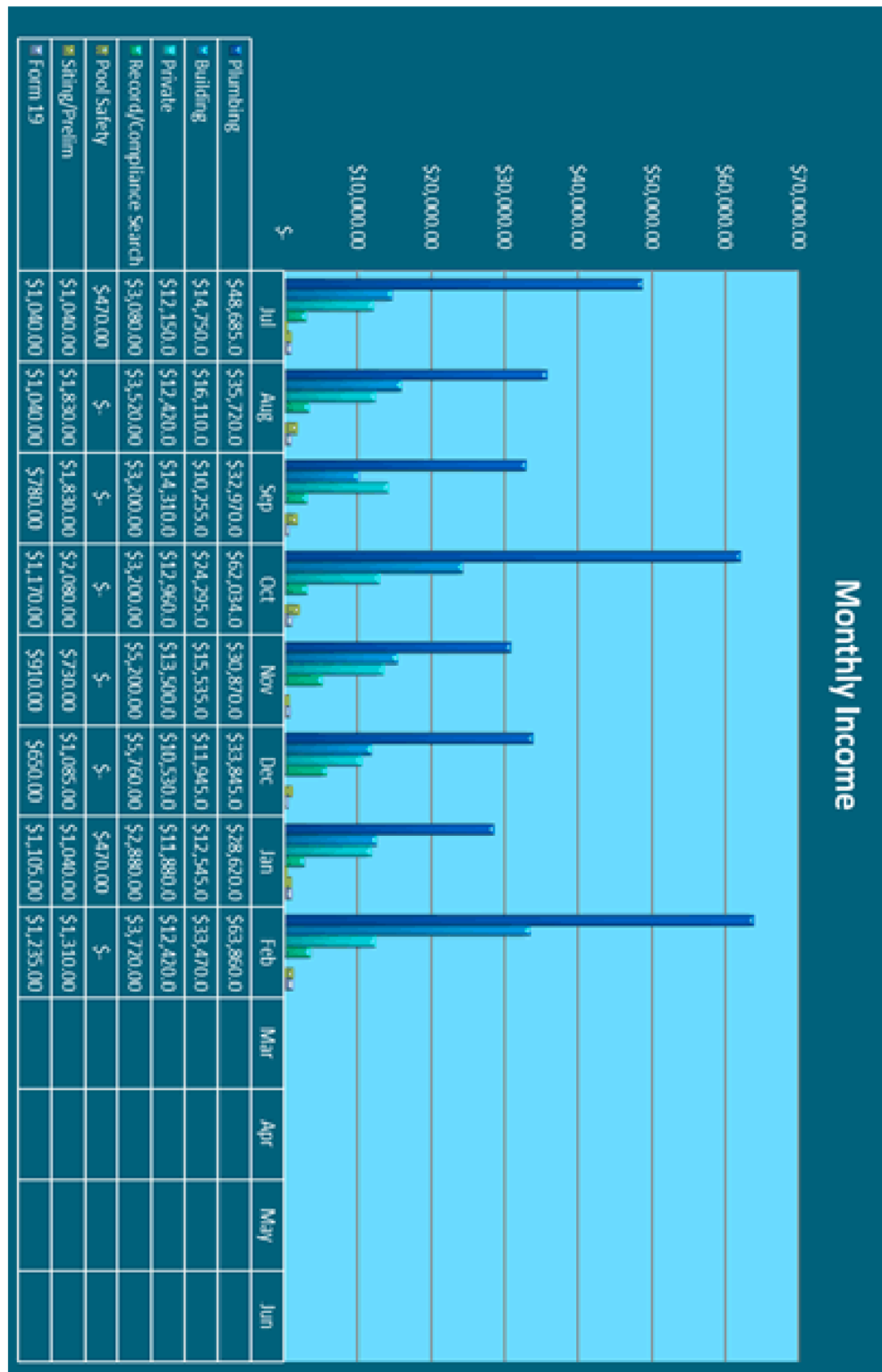
Infringements

Within the period here have been 17 Infringement Notices issued by Local Laws Compliance Officers.

Attachments

1 [Building and Plumbing Statistics](#) 2 Pages





12.2 Application for Development Permit for Reconfiguring a Lot for Subdivision (5 Lots into 8 Lots) at 54 Forest Hill Fernvale Road, Glenore Grove

Date: 27 March 2020
Author: Miriam Sharp, Planning Officer
Responsible Officer: Amanda Pugh, Group Manager Community & Regional Prosperity

Summary:

The purpose of this report is to consider an application for a Development Permit for Reconfiguration a Lot for Subdivision (5 Lots into 8 Lots) at 54 Forest Hill Fernvale Road, Glenore Grove (RL2019/0011).

The application has been assessed in accordance with the requirements of the *Planning Act 2016* and it is recommended that the proposal be approved in accordance with the Officer's Recommendation.

Officer's Recommendation:

THAT the application for a Development Permit for Reconfiguring a Lot for Subdivision (5 Lots into 8 Lots) at 54 Forest Hill Fernvale Road, Glenore Grove be approved subject to the following:

APPROVED PLANS

The following plans are Approved Plans for the development:

Approved Plans

Plan No.	Rev.	Plan Name	Date
-	-	Forest Hill-Fernvale Road Glenore Grove, prepared by the Applicant and amended by Council	19/11/2019

REFERENCED DOCUMENTS

The following documents are referenced in the assessment manager conditions:

Referenced Documents

Document No.	Rev.	Document Name	Date
J6490	1.1	Site-Based Stormwater Management Plan, prepared by Storm Water Consulting Pty Ltd	21 November 2019

VARIATION APPROVAL

Not Applicable.

FURTHER PERMITS REQUIRED

- Development Permit for Operational Works

CURRENCY PERIOD OF APPROVAL

The currency period for this development approval is four (4) 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. RL2019/0011 for a Development Permit for Reconfiguring a Lot for Subdivision (5 Lots into 8 Lots) situated at 54 Forest Hill Fernvale Road GLENORE GROVE QLD 4342 as identified in the attached details recommended for the Decision Notice.

ASSESSMENT MANAGER CONDITIONS

No.	Condition	Timing
GENERAL		
1.	Undertake the development generally in accordance with the approved plans. These plans will form part of the approval, unless otherwise amended by conditions of this approval.	At all times.
2.	Maintain the approved development in accordance with the approved drawing(s) and/or document, and any relevant Council or other approval required by conditions.	At all times.
PLAN SEALING REQUIREMENTS		
3.	All conditions must be complied with prior to the plan of survey being sealed by Council.	Prior to lodgement of a request for sealing of survey plan.
4.	Submit an assessment to Council detailing the development’s compliance with each condition of this approval or agreed variation.	Upon lodgement of a request for sealing of survey plan.
5.	Provide certification from a Licensed Surveyor that the lots created accord with the approved plan.	Upon lodgement of a request for sealing of survey plan.
6.	Pay all outstanding rates and charges applicable to the subject land.	Upon lodgement of a request for sealing of survey plan.
7.	The developer shall pay infrastructure charges in accordance with the <i>Lockyer Valley Regional Council Adopted Infrastructure Charges Resolution</i> in effect at time of payment. The actual amount will be calculated at time of payment.	Upon lodgement of a request for sealing of survey plan.
ALTERATIONS AND/OR RELOCATIONS		
8.	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	At all times.

	public utility services is to be carried out with the development and at no cost to Council.	
9.	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.
VEGETATION MANAGEMENT		
10.	Vegetation clearing is limited to the potential fill area for a dwelling on lots 1 and 8 as indicated on the approved plan. Any other tree clearing will require further approval.	At all times.
11.	Cleared vegetation must be removed from the site or mulched. Burning of vegetation is prohibited.	At all times.
12.	A minimum of nine (9) native trees must be re-planted within the property boundaries of lots 1 and 8. These plants must be in pots at time of planting.	Prior to lodgement of a request for sealing of survey plan and to be maintained thereafter.
EASEMENTS		
13.	Dedicate to Council at no cost to or compensation by Council a stormwater drainage easement having a minimum width as determined in any approval for operational works that includes any drainage works capturing/conveying stormwater runoff from an external catchment up to the lawful point of discharge.	Prior to lodgement of a request for sealing of survey plan.
14.	Provide a reciprocal access and services easement having a minimum width of 20.0m as shown on the approved plan burdening Lot 3 in favour of lots 2, 6 and 7.	Prior to lodgement of a request for sealing of survey plan.
15.	Provide an access easement for emergency purposes having a minimum width of 6.0m as shown on the approved plan burdening Lot 6 in favour of lots 1, 2, 3, 4 and 7.	Prior to lodgement of a request for sealing of survey plan.
16.	Provide an access easement for emergency purposes having a minimum width of 6.0m as shown on the approved plan burdening Lot 7 in favour of lots 1.	Prior to lodgement of a request for sealing of survey plan.
17.	Provide an access easement for emergency purposes having a minimum width of 6.0m as shown on the approved plan burdening Lot 378 RP841162 in favour of lots 1-8.	Prior to lodgement of a request for sealing of survey plan.

18.	The emergency access easements must be maintained un-obstructed and no permanent or non-permanent structures or landscaping works will be permitted within the easements.	At all times.
LOCATION OF SERVICES		
19.	All services (i.e. water, electricity, telecommunications) must be wholly contained within the lot it serves.	Prior to lodgement of a request for sealing of survey plan.
20.	Remove any services made redundant as a result of the development and reinstate the land.	Prior to lodgement of a request for sealing of survey plan.
21.	The effluent disposal area for the existing dwelling on Lot 4 must be fully contained within the lot that it serves. A Plumbing and Drainage application is required where the existing system is to be relocated and/or upgraded.	Prior to lodgement of a request for sealing of survey plan.
PUBLIC UTILITIES		
22.	Underground or overhead power must be provided to serve each allotment.	Prior to lodgement of a request for sealing of survey plan.
23.	Provide a Certificate of Supply demonstrating that electricity supply has been provided to each allotment.	Upon lodgement of a request for sealing of survey plan.
24.	Provide a Certificate of Supply confirming that a telecommunications service has been provided to all lots.	Upon lodgement of a request for sealing of survey plan.
25.	Construct all services along the full length of the access easement for all rear access lots.	Prior to lodgement of a request for sealing of survey plan.
AMENITY		
26.	Provide a 30m long and 1.8m high solid screen fence along the southern side boundary of the access handle to Lot 5 generally in accordance with the approved plan to protect the existing dwelling on the adjoining property to the south (Lot 1 RP168375).	Prior to lodgement of a request for sealing of survey plan.
ACCESS		
27.	Design culvert crossovers for lots 1, 5 and 8 and a culvert crossover for access	In conjunction

	shared by lots 2, 3, 6 and 7 with adequate capacity to ensure free draining, generally in accordance with the Institute of Public Works Engineering Australasia's standard drawing RS-056 Vehicle Crossings Rural Driveway, except to provide an imperviously sealed surface.	with a development application for operational works.
28.	Upgrade the existing crossover to Lot 4 to provide a culvert crossover with adequate capacity to ensure free draining, generally in accordance with the Institute of Public Works Engineering Australasia's standard drawing RS-056 Vehicle Crossings Rural Driveway, except to provide an imperviously sealed surface.	In conjunction with a development application for operational works.
29.	Design the imperviously sealed shared driveway for lots 2, 3, 6 and 7 to provide a minimum driveway width of 5.5m along the full length of the shared access and services easement.	In conjunction with a development application for operational works.
30.	Design the driveway for Lot 5 to provide a minimum driveway width of 3.5m along the full length of access handle. The driveway must be imperviously sealed for a length of 50m (10m either side of the screen fence required by condition 26).	In conjunction with a development application for operational works.
31.	Design all new crossovers such that the edge of the crossover is no closer than 1.0 metre to any existing or proposed infrastructure including any service infrastructure (e.g. power pole, telecommunications pit), road infrastructure (e.g. street sign, street tree, etc).	In conjunction with a development application for operational works.
32.	Construct all access crossovers and driveways in accordance with the development permit for operational works.	Prior to lodgement of a request for sealing of survey plan.
STORMWATER		
33.	All works associated with this development must be undertaken without resulting in stormwater damage, ponding or nuisance to surrounding and/or downstream properties or infrastructure.	At all times.
34.	Design a catch drain to capture the external catchment flow and a drainage system to convey and discharge the external catchment flow at the lawful point of discharge which is the table drain in Forest Hill-Fernvale Road.	In conjunction with a development application for operational works.
35.	Submit to Council hydraulic calculations certified by a suitably qualified RPEQ to demonstrate that the proposed drainage works to capture and discharge	In conjunction with a development

	the external catchment flow have capacity for all storm events up to 1% AEP.	application for operational works.
36.	Provide details of drainage works indicating how post development lots will discharge stormwater runoff at the lawful point of discharge.	In conjunction with a development application for operational works.
37.	Design stormwater drainage to ensure no nuisance or interference to current use or potential future use of all downstream/upstream properties including road reserves and the like for all design storms of up to 1% AEP.	In conjunction with a development application for operational works.
38.	Provide overland flow paths that do not alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.	At all times.
39.	Construct stormwater drainage in accordance with the development permit for operational works.	Prior to lodgement of a request for sealing of survey plan.
40.	Submit to Council the written consent from the relevant property owner where drainage works require entry onto a property which does not form a part of this approval.	In conjunction with a development application for operational works.
41.	Provide to Council an Erosion and Sediment Control Plan designed in accordance with the International Erosion Control Association (Australasia) Best Practice Erosion and Sediment Control Guidelines.	In conjunction with a development application for operational works.
EARTHWORKS AND RETAINING WALLS		
42.	Unless otherwise required by conditions of this approval, earthworks associated with this development must be designed in accordance with: <ul style="list-style-type: none"> a) Laidley Shire Planning Scheme <i>Filling and Excavation Code</i>; b) Australian Standard AS3798 <i>Guidelines for Earthworks for Commercial and Residential Developments</i> (Level 1 Supervision); c) Australian/New Zealand Standard AS/NZS1170 <i>Structure design actions</i>; and d) Australian Standard AS4678 <i>Earth-retaining structures</i> and include relevant drainage. 	In conjunction with a development application for operational works.
43.	Submit to Council details (sections, drainage works, batters etc) of all	In conjunction

	earthworks proposed including building pads.	with a development application for operational works.
44.	All batter slopes must be protected from erosion and scour by the installation of appropriate drainage and re-establishment of ground cover. Top soiling and hydromulching must be applied to all exposed surfaces greater than 1:5 grade.	Prior to On Maintenance inspection.
45.	All earthworks must include erosion and sediment control measures in accordance with the International Erosion Control Association's <i>Best Practice Erosion and Sediment Control 2008</i> .	At all times during construction.
46.	A minimum 100mm capping layer of good quality, non-dispersive soil on all areas disturbed during the earthworks operation or otherwise approved by the Assessment Manager. The capping treatment and procedure must form a part of the erosion and sediment control plan for the site.	Prior to On Maintenance inspection.
47.	All unlined open drains must be turfed to a level at 300mm above the 1% AEP storm event level as soon as practicable after construction and regular watering must occur to ensure required establishment. Additional measures to stabilise drains must be required if flow velocities exceed 1.5m/s.	Prior to On Maintenance inspection.
48.	The finished surface level of allotments must be graded to a minimum fall of 0.5% to prevent ponding. The grading must be to the road or to a roof water and allotment drainage system.	Prior to On Maintenance inspection.
49.	Disturbed areas on newly created lots and balance areas must be seeded to achieve a minimum of 80% grass coverage at the time of acceptance off maintenance.	Prior to lodgement of a request for sealing of survey plan.
50.	Construct all earthworks in accordance with the development permit for operational works.	Prior to lodgement of a request for sealing of survey plan.
ENGINEERING CERTIFICATES		
51.	Submit to Council a RPEQ design certification stating that approved development works have been designed under the direct supervision of a suitably qualified Registered Professional Engineer Queensland (RPEQ), in accordance with the conditions of approval and in accordance with the approved engineering design and specifications.	In conjunction with a development application for operational works.
52.	Submit to Council a RPEQ Certificate of Supervision stating that approved development works have been constructed under the direct supervision of a suitably qualified Registered Professional Engineer Queensland (RPEQ), in accordance with the conditions of approval and in accordance with the approved engineering design and specifications.	Prior to lodgement of a request for sealing of survey plan.
REQUIREMENTS FOR OPERATIONAL WORKS APPLICATIONS		

53.	<p>Submit a development application for and obtain approval for Operational Works for Roadworks, Earthworks and Stormwater Drainage, Stormwater Quality and Quantity Management, Vehicle Manoeuvring, Signage and Erosion and Sediment Control addressing the requirements of this development approval. The application must include as a minimum the following:</p> <ul style="list-style-type: none"> a) Development application form/s; b) Application fees (design checking as well as inspection) in accordance with Council's Fees and Charges schedule current during the time of lodgement; c) Detailed design drawings addressing the requirements of this development approval that have been prepared and signed by a suitably experienced and current Registered Professional Engineer Queensland (RPEQ) with their name and registration number; d) Roadworks drawings must detail existing infrastructure, proposed new infrastructure as well as any rectification/tie in works; e) Stormwater drainage design must include (but not limited to): <ul style="list-style-type: none"> • Location and details, including hydraulic design, of all proposed drainage; • Stormwater catchment plan/s; • Stormwater calculation table/s; and • Details of any diversion banks or drains; f) Erosion and sediment control measures in accordance with "Best Practice Erosion and Sediment Control" published by the International Erosion Control Association (Australia) for both the construction (including vegetation clearing) and operational (maintenance) phases of the development. Due consideration must be given to dispersive soil types within this region; and g) Engineering Certification by the RPEQ that the design complies with the conditions of this approval as well as relevant engineering standards and best practice. 	Prior to the commencement of construction works.	
54.	<p>Engage a suitably experienced and current Registered Professional Engineer Queensland (RPEQ) to prepare and submit engineering Certification that includes the following:</p> <ul style="list-style-type: none"> a) the development application number, type of works, location, name/stage(s) of development (where applicable); b) date of certification; c) name of certifying individual, the name of engineering consultancy that the certifying individual works for, and the name of developer; d) a full schedule of the latest set of detailed design drawings; e) state applicable Planning Scheme that design is compliant with, including the relevant Codes/Schedules/Specifications; f) state applicable design standards/guides that it has been designed and checked to be compliant with; g) state that the design is compliant with the development permit – include relevant preceding development permit number; h) state that there are appropriate procedures for supervising, inspection, testing in place to deliver the infrastructure to assure the quality of works and will actively ensure that these procedures will be followed during the 	In conjunction with a development application for operational works.	

- | | | |
|--|--|--|
| | construction of the works; and
i) signature, name and RPEQ number of certifying individual. | |
|--|--|--|

ADVISORY NOTES

- (i) Council will issue an Infrastructure Charges Notice. These charges are required to be paid prior to the sealing of the survey plan.
- (ii) All works associated with this approval may not start until all subsequent approvals have been obtained, and its conditions complied with.
- (iii) Any additions or modifications to the approved use (not covered in this approval) may be subject to further application for development approval.
- (iv) 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 twenty-four (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.

Report

1. Introduction

The applicant seeks a Development Permit for Reconfiguring a Lot for Subdivision (5 Lots into 8 Lots) at 54 Forest Hill Fernvale Road, Glenore Grove.

2. Background

The application for subdivision was properly made on 30 January 2020. It was referred to the Department of Transport and Main Roads for assessment. Public notification was carried out in accordance with the *Planning Act 2016* and one (1) submission was received. The decision-making period for the application commenced on 25 March 2020.

3. Report

Subject Site

The subject land is located on Forest Hill Fernvale Road near the intersection with the Warrego Highway and consists of five (5) lots with a total size of 4.56 hectares.

The following table provides details regarding the subject land and its context:

SITE AND LOCALITY DESCRIPTION	
Land Area:	Lot 2 RP168375 – 6,280m ² Lot 3 RP815443 – 6,040m ² Lot 4 RP815443 – 6,100m ² Lot 1 RP97251 – 4,678m ² Lot 2 RP97251 – 22,489m ²
Existing Use of Land:	Vacant, except Lot 2 RP168375 which contains a single dwelling
Road Frontage:	Forest Hill Fernvale Road
Significant Site Features:	Dam, dwelling, some mature vegetation
Topography:	Slope to the north-northwest
Surrounding Land Uses:	Rural residential, rural, shop with café, and industrial use

Proposed Development

The application seeks approval for a Development Permit for Reconfiguring a Lot for Subdivision (5 Lots into 8 Lots). One of the five existing lots contains a dwelling and one contains a shed. All five existing lots obtain access from Forest Hill Fernvale Road, which is a State-controlled Road and which intersects with the Warrego Highway a short distance to the south-west.

The following table describes the key development parameters for the proposal:

RECONFIGURING A LOT	DEVELOPMENT PARAMETERS	
Number of Proposed Lots	Eight (8)	
Size of Proposed Lots	Lot 1 – 4,265m ² Lot 2 – 4,158m ² Lot 3 – 4,002m ² (without access) Lot 4 – 5,264m ²	Lot 5 – 4,650m ² Lot 6 – 4,015m ² Lot 7 – 4,011m ² Lot 8 – 12,414m ²
Easements	Services and access easement and emergency access easements	

Proposed Lot 4 will contain the existing dwelling and outbuildings. The existing shed on proposed Lot 3 is to be removed. Proposed lots 1-4 and 8 directly adjoin Forest Hill Fernvale Road, and lots 5, 6 and 7 are rear lots. An easement for access is to be provided over part of Lot 3, which will be in favour of lots 2, 6 and 7. This limits the number of access points onto the State-controlled road. Proposed Lot 5 obtains access to the rear via an access handle. Further, easements are to be provided over proposed lots 6 and 7 and the existing adjoining lot to the south-east for emergencies only (should the main access be cut in the event of a flood).

ASSESSMENT

Framework for Assessment

Categorising Instruments for Statutory Assessment

For the *Planning Act 2016*, the following Categorising Instruments may contain Assessment Benchmarks applicable to development applications:

- the *Planning Regulation 2017*
- the Planning Scheme for the local government area
- any Temporary Local Planning Instrument
- any Variation Approval

Of these, the planning instruments relevant to this application are discussed in this report.

Assessment Benchmarks Pertaining to the *Planning Regulation 2017*

The following Assessment Benchmarks from the *Planning Regulation 2017* are applicable to this application:

PLANNING REGULATION 2017 DETAILS	
Assessment Benchmarks:	State Planning Policy: <ul style="list-style-type: none"> • Water Quality (Water supply buffer area, water resource catchments) • Natural Hazards Risk and Resilience (Flood hazard area level 1 Qld floodplain and local government mapping area; Bushfire hazard area – medium potential bushfire intensity and potential impact buffer)
SEQ Regional Plan Designation:	Rural Living Area

State Planning Policy

Water Quality

The proposed development involves premises greater than 2,500m² in size and results in more than six (6) lots. Therefore, the development is to comply with the benchmarks for water quality under the SPP. A Stormwater Management Plan was provided. The plan was assessed by Council's development engineer and found to be satisfactory. Conditions are recommended to ensure compliance. It is considered that the development meets the applicable assessment benchmarks.

Natural Hazards Risk and Resilience

The subject site is located within the Qld Floodplain mapping area and the Local Government flood mapping area. The information contained within the application demonstrates sufficiently that the potential flood issue can be mitigated. All proposed lots other than 1 and 8 have an area outside of the known flood extent. Lots 1 and 8 will require an area of minor filling to provide a building area that is outside of the known flood event. The filling will not impact the stormwater flows. Residents will be further protected by providing an emergency exit via the adjoining property to the south-east.

Part of the subject site is also affected by the bushfire hazard mapping. The SPP requires that development in a bushfire hazard area mitigates the risk to people and property to an acceptable level. In this instance, the area of medium potential bushfire intensity is contained to the majority of proposed Lot 8 and a small portion of Lot 1. The existing vegetation in this location is limited to some mature trees and shrubs, some of which could be removed for the construction of a dwelling or house pad. At the time of a dwelling construction, the risk to people and property can be mitigated through the use of building materials, provision of fire fighting water supply and vegetation management.

Further, access to and from the site in case of emergency is readily available. Under Council's Bushfire Hazard overlay part of the subject land is contained within the Medium Bushfire Risk. Any future dwelling in this overlay is self-assessable. It is considered that no further assessment is required at the subdivision stage.

Assessment Benchmarks Pertaining to the Planning Scheme

The applicable planning scheme for the application is *Laidley Shire Planning Scheme 2003*. The following sections relate to the provisions of the Planning Scheme.

Planning Scheme:	<i>Laidley Shire Planning Scheme 2003</i>
Zone:	Rural Residential
Assessment Benchmarks:	<p>The proposal is subject to Impact Assessment and must therefore be assessed against the Planning Scheme in its entirety. However, the most relevant codes are:</p> <ul style="list-style-type: none"> • Reconfiguring a Lot Code • Residential Areas Code • Areas of Natural and Environmental Significance Overlay Code • <i>Temporary Local Planning Instrument – Flood Regulation 01/2019 (TLPI)</i>

It is noted that this proposal for subdivision in the Rural Residential zone is code assessable. However, in accordance with the assessment table for the Areas of Natural and Environmental Significance Overlay this application for subdivision is subject to impact assessment as the north-east corner of Lot 2 RP97251 (proposed Lot 8) is within an area of Very High Ecological Significance.

Desired Environmental Outcomes

In summary, the Desired Environmental Outcomes (DEOs) include consideration of:

- Protection of the natural environment and maintaining environmental sustainability;
- Location of business and employment opportunities to serve the local community, and protection of Good Quality Agricultural Land as a major economic resource for the region;
- Convenient access to roads and services through well located land uses;
- Efficient use and provision of infrastructure;
- Provision of development in localities that provide a sense of community, amenity, services and a safe, affordable living environment; and
- Minimisation of the adverse effects from natural and other hazards.

The application has been assessed against each of the matters above. The pertinent issues arising out of the assessment against the DEOs are discussed below.

The subject land contains some vegetation that is considered to be of significance. On two of the proposed lots a building pad will need to be constructed to provide a dwelling location. This will require the removal of up to 9 medium to large trees, the majority of which are not considered to be vegetation of significance. As only limited clearing is required to accommodate the building pads, the impact on the natural environment is minimal. The proposed development increases the economic base of the local area by providing additional housing opportunities which brings additional workforce

to the area. The properties are conveniently located to local shops and services which encourages local spending. All properties will be provided with the infrastructure appropriate to this type of subdivision to ensure that future dwelling uses can be accommodated, and a rural residential lifestyle is achievable.

Further, the subject land is affected by the Flood Hazard Overlay and the Bushfire Hazard Overlay. It has been sufficiently demonstrated in the application that all lots will have sufficient area that is outside of a flood affected area, and emergency exit is provided should the primary access to the lots be cut off in an event. As the existing vegetation on the subject site is limited and the lots are sufficiently large to enable a dwelling away from vegetation, the bushfire risk is considered to be low. This aspect would also be further assessed at the time of construction of a dwelling on each of the lots.

It is considered that the proposed development satisfies the DEOs.

Assessment Benchmarks – Planning Scheme Codes

The application has been assessed against each of the applicable codes and found to be compliant with, or can be conditioned to comply with, each. The pertinent issues arising out of assessment against the codes are discussed below:

Overlay Codes

Areas of Natural and Environmental Significance Overlay Code

The site contains an area of High Ecological Significance over the majority of the land. The existing vegetation in this area is generally sparse, consisting of scattered mature trees with a small stand of trees located within proposed Lot 7. Lot 7 is of a sufficient size that a future dwelling can be accommodated within the need for vegetation removal. To enable the construction of a dwelling on proposed lots 1 and 8 an area of filling will be required. This area contains some trees which would be required to be removed. These trees are scattered around, and the clearing would not result in fragmentation of vegetation nor have a significant effect on the ecological value of the site.

There is also a small section of Very High Ecological Significance in the north-east rear corner of proposed Lot 8. This area contains limited vegetation, all of which is to be retained. The proposed subdivision does not affect this area. Infrastructure such as a fence exists, and no further clearing is required to provide a dwelling or any services in this location.

It is noted that Council's mapping is at odds with the State Government mapping for regulated vegetation, which indicates only the stand of trees within Lot 7 and the vegetation along the south-eastern boundary of Lot 8 are considered to contain native regrowth vegetation with ecological value. Under the Planning Act the clearing for the fill areas on lots 1 and 8 does not trigger referral to the State Government for assessment. It is further noted that since the application was made, the State Government brought in the *Nature Conservation and Other Legislation (Koala Protection) Amendment Regulation 2020*. Under the amendment vegetation on parts of Lot 7 and 8 is now recognised as being Koala Habitat. However, as the subject application was made prior to the Amendment the development is not required to comply with this legislation. Overall, as only limited vegetation is required to be removed, it is considered that the proposal does not affect the overall environmental significance of the site or the wider area and no further assessment is deemed necessary.

The subject site contains an area of Medium Potential Bushfire Risk. Given the limited existing vegetation and larger lot sizes which can accommodate dwellings away from vegetation, it is

considered that the proposal does not increase the risk to the safety of people and no further assessment is required at this stage.

Temporary Local Planning Instrument – Flood Regulation 01/2019 (TLPI)

Council's mapping indicates that the front of the subject land along the road is in the Low to High Hazard Flooding categories, with the majority of the land contained within the Investigation Area. The applicant provided a Stormwater Management Plan for the site. This was assessed by Council's Development Engineer and found to be satisfactory. A flood event will predominantly affect the road access. Forest Hill Fernvale Road is likely to be cut off in an event. Therefore, emergency exit for the residents is provided through the adjoining property to the south-east utilising easements to access the Warrego Highway. The proposed lots will each have sufficient area for a dwelling that is outside of the known flood extent, with the exception of lots 1 and 8. These will each require an area of minor filling (up to a maximum of 300mm) to be able to accommodate a dwelling that is not flood affected. The proposed filling will not affect the stormwater flows. It is considered that the proposal satisfies the requirements of the TLPI.

Zone Code

Residential Areas Code

The relevant specific outcome sought for the Rural Residential Area states that rural residential areas provide residential style living on large allotments. The proposal is for rural residential subdivision in the appropriate zone and therefore satisfies the specific outcome sought for this area.

Development Codes

Reconfiguring a Lot Code

The code requires that proposed lots meet a minimum lot size of 4,000m² as well as minimum frontages and depths of 34m and 120m respectively. Although the lots meet the minimum lot size, not all lots are able to achieve the minimum frontage and depth. However, the proposed lots are all of a shape that are able to accommodate a dwelling and associated structures and services and the development provides a range of lot sizes and shapes that are compatible with a rural residential development. It is considered that the proposed development meets the requirements of the code.

Internal Referrals

The application was referred to Council's Building and Plumbing Sections, Environment Officer and Development Engineer. Building and Plumbing sections did not have any requirements, other than that subsequent building and plumbing approvals will be required. The Environment Officer stated that although there is State mapped High Value Regrowth vegetation in the area which is also located on part of proposed Lot 7 and 8, this can be accommodated within the proposed lots. Where clearing is required for the building pads for lots 1 and 8 within Council's significant vegetation area, this is limited in scope. It is however considered appropriate to require replacement of the trees on a different part of the property. Conditions have been provided. The Development Engineer did not have any objections to the proposal and provided conditions for approval.

CONSULTATION:

Referral Agencies

The application was referred to the following Referral Agencies in accordance with the *Planning Act 2016* and the *Planning Regulation 2017*:

Referral Status	Referral Agency and Address	Referral Trigger	Response
Concurrence	State Assessment Referral Agency (SARA) PO Box 129 IPSWICH QLD 4305	<ul style="list-style-type: none"> Schedule 10, Part 9, Division 4, Subdivision 2, Table 1, Item 1; and Schedule 10, Part 9, Division 4, Subdivision 2, Table 3, Item 1 	The agency provided its response on 2 October 2019 (Reference No. 1905-11113SRA). A copy of the response is attached.

Department of Transport and Main Roads (DTMR) via the State Assessment Referral Agency (SARA)

The DTMR was a referral agency as the proposed development is located along a State-controlled Road as well as within 200m of an intersection with the Warrego Highway. The Department provided a pre-referral response in relation to the development, which included a plan with approved access points, road works requirements and conditions in relation to stormwater management.

Public Notification

The application was publicly notified for fifteen (15) business days in accordance with the requirements of the *Planning Act 2016*. One (1) properly made submission was received.

The following table provides a summary of the issues raised by the submitter, as well as the response by the Applicant and Council officer's comments.

ISSUE	<p>The submitter states that <i>"our concern is primarily because the driveway between the State Controlled Road (Forest Hill Fernvale Road) [and proposed Lot 5] is directly next to our bedroom windows i.e around 3m away. If they could have moved the road so it doesn't disturb our sleep, we wouldn't have been concerned"</i>.</p> <p>With regard to this, the submitter mentions the following:</p> <p>DEO h) – <i>"I focus here on <u>well located land uses</u>. This is not well located at all. [...] there has been no thought put into the amenity of the neighbouring dwelling at #54"</i>.</p> <p>DEO i) – <i>"The response to this is in relation to the wording <u>a sense of community, amenity</u>... By designing the driveway to two allotments is having no thought about their surrounding community or our amenity"</i>.</p> <p>Overall Outcomes for the Residential Areas Code – <i>"Our living environment will no longer be pleasant with cars potentially roaring past our bedroom windows whilst we are asleep. It is bad enough that we are in a category 3 and 4 transport noise corridor without added unnecessary noise"</i>.</p>
APPLICANT'S RESPONSE	<i>"The submission repeatedly references the driveway as being a road and also mentions it being for two allotments, so it must be clearly stated that this access will simply be a driveway for a single residential"</i>

	<p><i>dwelling only. The access will not be a road of any kind and will not accommodate any traffic other than what is required for the domestic residential use of the proposed lot 5.</i></p> <p><i>Whilst it is acknowledged that the submitter has taken this part of the Desired Environmental Outcome out of context, the submission states that a rural residential subdivision on a rural residential property is not well located. The rural residential area is the identified area for rural residential development to occur and this is precisely what this application proposes.</i></p> <p><i>To answer the intent of the submission it is understood that the submitter is objecting to the location of the access. Unfortunately, due to the fact that the Forest Hill-Fernvale Road is a State-Controlled Road the location of the accesses for the proposed lots was determined by a Traffic Impact Assessment and the requirements of the Queensland Government's Department of Transport and Main Roads. Unfortunately, any option for access relocation is further affected by the frontage of the northern portion of the site being impacted by flood and so this is why the access is located where it is and is unable to be relocated.</i></p> <p><i>In order to highlight the amenity that the submitter referenced I wish to identify that the submitters residence is located less than 50 metres from the actual Warrego Highway roadway and 70 metres from Forest Hill-Fernvale Road roadway and the intersection to the Warrego Highway. These roads accommodate tens of thousands of vehicles, twenty-four hours a day, seven days a week. In this location the vehicles on the highway are travelling at 80km/h and the eastbound lanes which are closest to the submitter's residence travel uphill at this point, meaning all vehicles are under power as they pass by. Furthermore, the vehicles accelerating from the intersection to cross or merge onto the highway are also under power and generating significantly greater levels of noise than vehicles travelling down their own driveway to their nearby residence.</i></p> <p><i>The driveway will be for a domestic residential dwelling and so it is generally considered that the residents of lot 5 would either be sleeping at similar times to the submitter or if they worked night shift and weren't sleeping then they would be at work and not roaring past bedroom windows.</i></p> <p><i>The nation's engineering bodies propose figures of between 8 and 12 vehicle movements per day for residential situations and so it is considered that the perceived impacts to the submitter are somewhat exaggerated. Notwithstanding this, given the proximity of the existing dwelling to the boundary it would be possible to install a screen fence along a 20 metre section of the boundary adjacent to the dwelling."</i></p>
COUNCIL OFFICER RESPONSE	The proposed development is for a rural residential subdivision in a Rural Residential zone and is therefore appropriately located. The

	<p>driveway for proposed Lot 5 is to service one (1) residential dwelling only. The traffic generally generated by a single residence is limited in number and predominantly occurs during daytime. Further, this is a low-speed environment, in particular in comparison to surrounding traffic along the Warrego Highway and Forest Hill Fernvale Road. Given the existing traffic situation in the vicinity of the access to Lot 5, as well as the location of the existing dwelling on proposed Lot 4 it is difficult to make any alternative access arrangements for Lot 5. However, given the proximity of the existing dwelling on the adjoining lot to the access driveway, the applicant is willing to provide a noise barrier (in this instance a screen fence) along the portion of the driveway that is adjacent to the dwelling. It is further considered reasonable that the driveway to Lot 5 is imperviously sealed to reduce noise from vehicles moving along the driveway. It is considered that this sufficiently mitigates any potential amenity issues from the traffic generated by a dwelling on proposed Lot 5.</p>
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Adopted Infrastructure Charges Resolution

Infrastructure charges are payable in accordance with the following table:

LOCKYER VALLEY REGIONAL COUNCIL				
Charge Type	Description	Demand Units	Rate	TOTAL
PROPOSED DEMAND				
Charge	New Allotment	8	\$12,500.00	\$100,000.00
TOTAL PROPOSED DEMAND				\$100,000.00
EXISTING DEMAND				
Credit	Existing Allotment	5	-\$12,500.00	-\$62,500.00
TOTAL EXISTING DEMAND CREDIT				-\$62,500.00
TOTAL PAYABLE				\$37,500.00

CONCLUSION:

The proposed development generally complies with the requirements of the planning scheme and does not raise any significant issues that cannot be addressed by reasonable and relevant conditions. The application is therefore recommended for approval.

4. Policy and Legal Implications

The applicant may seek a Negotiated Decision against Council's decision, and the submitter may appeal against Council's decision in the Planning and Environment Court.

5. Financial and Resource Implications

The applicant may seek a Negotiated Decision against Council's decision, and the submitter may appeal Council's decision 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 the submitter in accordance with the requirements of the *Planning Act 2016*.

8. Conclusion

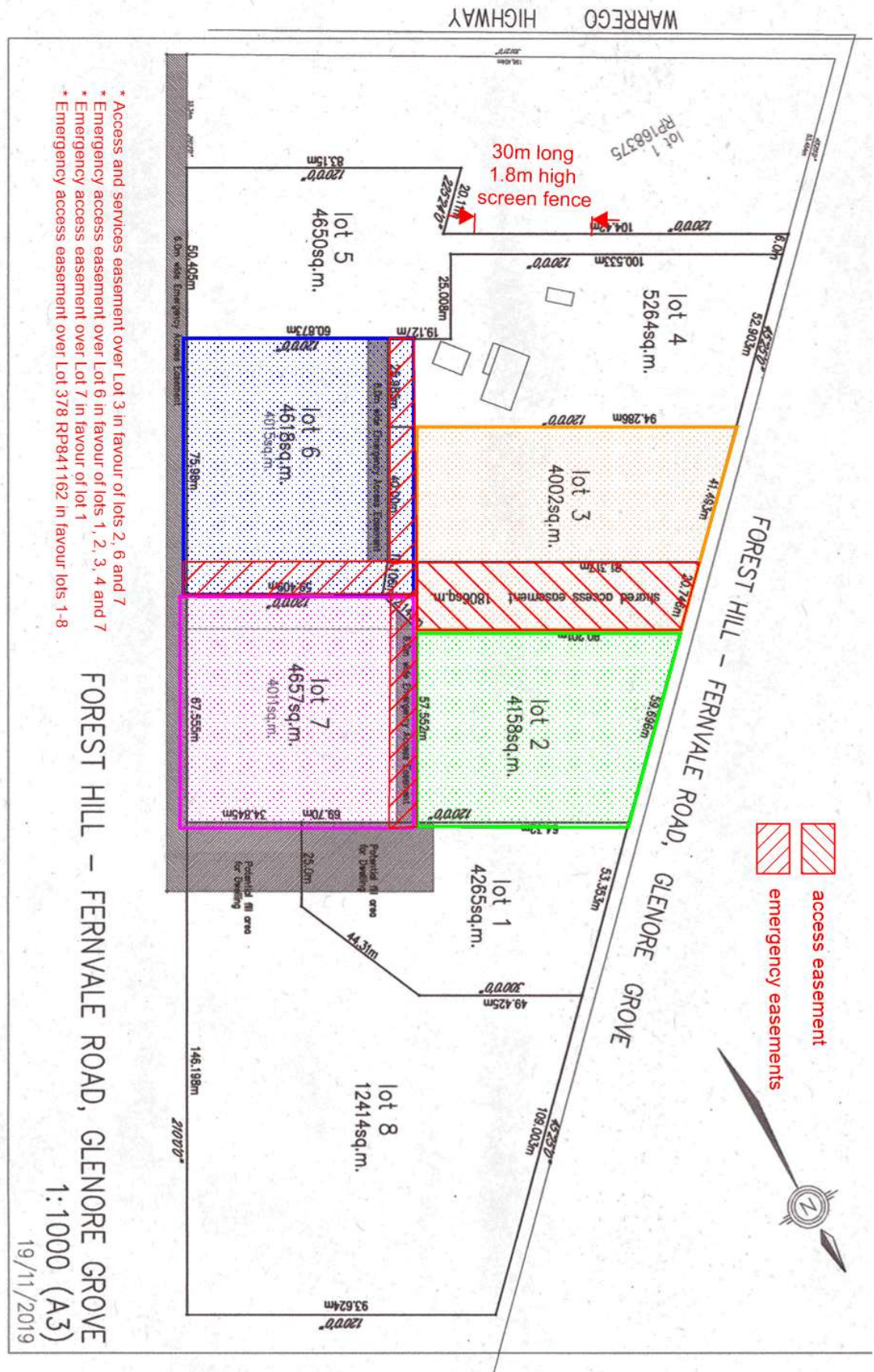
The proposed development is recommended for approval subject to conditions.

9. Action/s

Advise the applicant and submitter of Council's decision.

Attachments

1 [↓](#) Approved Plan 54 Forest Hill Fernvale Road Glenore Grove 1 Page



12.3 Application for Development Permit for Material Change of Use for Multiple Dwelling at 1 Schadwell Road, Blenheim

Date: 22 April 2020
Author: Tammee Van Bael, Graduate Planning Officer
Responsible Officer: Amanda Pugh, Group Manager Community & Regional Prosperity

Summary:

The purpose of this report is to consider an application (MC2019/0087) for a Development Permit for Material Change of Use for Multiple Dwelling on Lot 1 RP156780 at 1 Schadwell Road, Blenheim.

The application has been assessed in accordance with the requirements of the *Planning Act 2016* and it is recommended that the application be approved in accordance with the Officer's Recommendation.

Officer's Recommendation:

THAT the application (MC2019/0087) for a Development Permit for Material Change of Use for Multiple Dwelling on Lot 1 RP156780 at 1 Schadwell Road, Blenheim be approved subject to the following conditions:

APPROVED PLANS

The following plans are Approved Plans for the development:

Approved Plans

Plan No.	Rev.	Plan Name	Date
230-01	A	<i>Material Change of Use Plan – 1 Schadwell Road Blenheim</i> , prepared by Clark Town Planning	Received by Council 8 May 2020
SZ4273-001	1	<i>Frame Design & Post Layout</i> , prepared by ShedZone	Received by Council 23 December 2019
-	-	<i>Second Dwelling</i> , prepared by the Applicant	Received by Council 13 January 2020
-	-	<i>Existing Dwelling</i> , prepared by the Applicant	Received by Council 13 January 2020
-	-	<i>Elevations for existing house at 1 Schadwell Road, Blenheim</i> , prepared by the Applicant	Received by Council 13 January 2020

REFERENCED DOCUMENTS

Not Applicable.

VARIATION APPROVAL

Not Applicable.

FURTHER PERMITS REQUIRED

- Development Permit for Building Work
- Works on Road Permit

CURRENCY PERIOD OF APPROVAL

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. MC2019/0087 for a Development Permit for Material Change of Use for Multiple Dwelling situated at 1 Schadwell Road BLENHEIM QLD 4341 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. 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 in accordance with the approved drawing(s) and/or document, and any relevant Council or other approval required by conditions.	At all times.
3.	The use must not commence until all conditions of this approval have been complied with.	At all times.
Alterations and/or Relocations		
4.	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.
5.	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		
6.	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: <ul style="list-style-type: none"> a. Where the damage would cause a hazard to pedestrian or 	At all times.

	<p>vehicle safety, immediately; or</p> <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>	
Infrastructure Charges		
7.	Pay infrastructure charges for the proposed development in accordance with the Lockyer Valley Regional Council Adopted Infrastructure Charges Resolution in effect at time of payment.	Prior to commencement of use.
Unit Ownership		
8.	Both dwelling units must remain in the same ownership. The units must not be titled separately through a Building Format Plan, Community Titling, Strata Title or the like.	At all times.
Landscaping		
9.	<p>Provide a garden bed a minimum of 12m long by 1.5m wide, that is 10 metres to the south from Dwelling Unit 2, generally in accordance with the Approved Plans. The landscaping is to be undertaken generally in accordance with the following:</p> <ul style="list-style-type: none"> a. Include native plant species such as a grevillea; b. Be maintained in perpetuity and any plant that dies shall be replaced with a like species within three months; and c. No plants within Queensland Herbarium's 200 most invasive plants list are to be utilised within any landscaping works. 	Prior to commencement of use, and to be maintained thereafter.
Outdoor Lighting		
10.	All outdoor lighting must be directed inwards from the lighting source and be hooded to ensure no spillage to adjoining properties.	At all times.
11.	Design, installation and operation of outdoor lighting complies with the requirements of <i>Australian Standard AS4282 – Control of Obtrusive Effects of Outdoor Lighting</i> .	At all times.
Street Identification		
12.	A numbered mailbox must be provided for each unit at the front of the allotment within the property boundary.	Prior to commencement of use, and to be maintained thereafter.
Waste Management		
13.	<p>Refuse storage, removal and collection facilities must be provided in accordance with the following:</p> <ul style="list-style-type: none"> a. Provision of a minimum of two (2) 240L wheelie bins for each dwelling unit; b. Provision of separate bins for general and recyclable waste for each dwelling unit, with an equal number of each being provided; and c. Collection by service vehicles from the kerbside. 	At all times.
Building Approval		
14.	A Building Approval for Unit 2 (existing shed) is required to reclassify the building as a Class 1a Dwelling.	Prior to commencement of use.
Vehicular Access		
15.	Design and construct the proposed vehicular access on Salt Springs Road in accordance with Council's Use of Roads Policy.	Prior to commencement of use, and to be maintained

		thereafter.
16.	Obtain a permit to undertake works on a road from Council for the installation of signage, vegetation clearing within the road reserve, vehicle crossover and traffic management during construction of above works.	Prior to commencement of construction.
17.	Provide appropriate signage to address the inadequacy of the sight distance of the nominated location of the vehicular crossover at Salt Springs Road for the operating speed of 100km/h. The signage proposal must be certified by a suitably qualified and experienced RPEQ as being compliant with the requirements of Austroads' Guide to Road Design: Part 4 intersections and Crossings and Part4A Unsignalised and Signalised Intersections. Alternatively relocate the crossover to a location compliant with the requirements of Austroads' Guide to Road Design: Part 4 intersections and Crossings and Part4A Unsignalised and Signalised Intersections.	In conjunction with the application to Undertake Works on a Road.
18.	Install appropriate signage at the suitable location(s) on Salt Springs Road in accordance with the Manual of Uniform Traffic Control Devices (MUTCD).	Prior to commencement of use.
19.	Undertake any clearing of the vegetation of the road reserve to improve the visibility of the nominated location of vehicular crossover on Salt Springs Road as applicable.	Prior to commencement of use.
20.	Ensure that the edge of the crossovers is no closer than 1 metre to any existing or proposed infrastructure.	Prior to commencement of construction.
21.	Ensure that any vehicular crossover crossing an overland flow path has Q10 flood immunity.	In conjunction with the application to Undertake Works on a Road.
Stormwater		
22.	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.
Erosion and Sediment Control		
23.	Silt management facilities shall be installed and maintained from the time of commencement of construction until the development has been completed. All silt management facilities including diversion drains, sediment basins and energy dissipation structures as necessary shall be designed, constructed and maintained in accordance with 'Best Practice Erosion and Sediment Control' published by International Erosion Control Association Australasia.	At all times.
24.	Should the road and/or the drainage network require cleaning up due to erosion and/or sediment from the development, then such works shall be at the expense of the developer. Such works shall be undertaken immediately where there is potential hazard to pedestrians and/ or passing traffic.	At all times.

ADVISORY NOTES

- (i) Council will issue an Infrastructure Charges Notice. These charges are required to be paid prior to the commencement of the use.

- (ii) 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.
- (iii) All works associated with this approval may not start until all subsequent approvals have been obtained, and its conditions complied with.
- (iv) Any additions or modifications to the approved use (not covered in this approval) may be subject to further application for development approval.
- (v) 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.

Report

1. Introduction

The applicant seeks a Development Permit for Material Change of Use for Multiple Dwelling at 1 Schadwell Road, Blenheim. The subject site is zoned Rural Landscape under the *Gatton Shire Planning Scheme 2007*.

2. Background

The subject site is located approximately seven kilometres southwest of Laidley and eight kilometres southeast of Gatton. The site has road frontage to Schadwell Road and Salt Springs Road and has two driveway accesses, one to Schadwell Road and one to Salt Springs Road. There are a number of existing buildings on site including a Dwelling House and sheds. One of the existing sheds is being lived in as a habitable dwelling, for which Council has undertaken enforcement action. This application seeks to regularise this use. A pre-lodgement meeting was held with the applicant prior to lodgement on Wednesday 16 October 2019. As part of the assessment of the application, the assessment officer undertook a site visit on 3 January 2020.

3. Report

Proposed Development

The proposal involves the use of the existing dwelling house (unit 1) and an existing shed (unit 2) as dwelling units individually for a Multiple Dwelling (refer to Figure 1 and 2). The development will include two (2) dwelling units which includes one 3-bedroom dwelling unit and one 4-bedroom dwelling unit. The development involves the reuse of existing buildings and will not require any new buildings to be built.

The following table describes the key development parameters for the proposal:

MATERIAL CHANGE OF USE	DEVELOPMENT PARAMETERS	
	Required	Proposed
Gross Floor Area	-	Unit 1: 171.36m ² Unit 2: 120m ²
Number of Units	2	2
Building Height/ Storeys	Maximum 10m	<8m
Density	200 persons/ha	0.5 persons/ha
Setbacks	Front & Rear: 6m Side: 2.5m	Front: 40m (Schadwell Road), 216m (Salt Springs Road) Side: 30.5m (west) Rear: 115m
Site Cover	40%	0.2%
Parking	Minimum 3 spaces	4 spaces

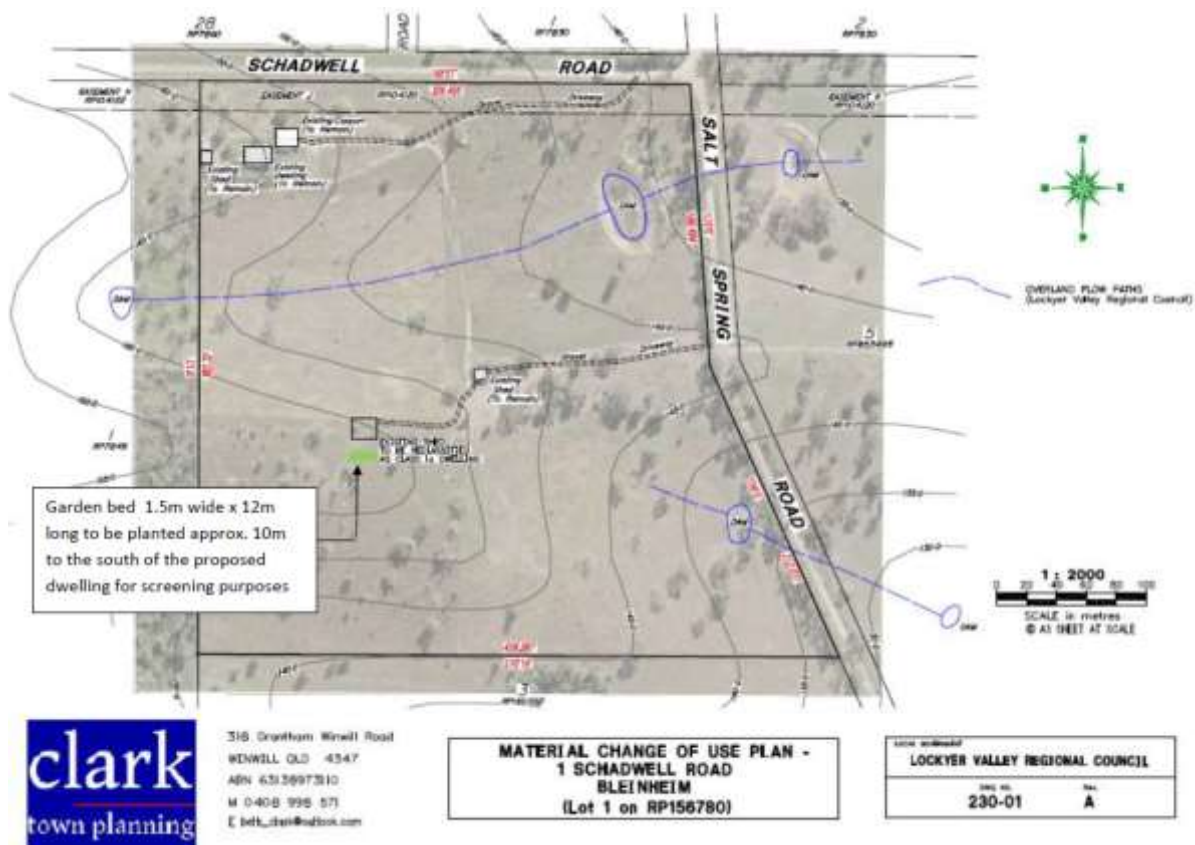


Figure 1: Proposed Site Plan



Figure 2: Aerial view of subject site

Subject Land

SITE AND LOCALITY DESCRIPTION	
Land Area:	13.8706 Hectares
Existing Use of Land:	Dwelling House
Road Frontage:	Schadwell Road: 332m Salt Springs Road: 400m
Significant Site Features:	Existing dwelling house and ancillary outbuildings, sparsely vegetated, existing dams
Topography:	Generally slopes down toward east
Surrounding Land Uses:	Dwelling Houses, agriculture

AssessmentCategorising Instruments for Statutory Assessment

For the Planning Act 2016, the following Categorising Instruments may contain Assessment Benchmarks applicable to development applications:

- the Planning Regulation 2017
- the Planning Scheme for the local government area
- any Temporary Local Planning Instrument
- any Variation Approval

Of these, the planning instruments relevant to this application are discussed in this report.

Assessment Benchmarks Pertaining to the Planning Regulation 2017

The following Assessment Benchmarks from the *Planning Regulation 2017* are applicable to this application:

PLANNING REGULATION 2017 DETAILS	
Assessment Benchmarks:	<ul style="list-style-type: none"> State Planning Policy (Water Quality, and Natural Hazards, Risk & Resilience)
SEQ Regional Plan Designation:	Regional Landscape and Rural Production Area

State Planning Policy

Water Quality

The site is located within the water resource catchment. The development will not result in six or more dwellings or an impervious area greater than 25 percent of the net developable area. As such the development does not trigger assessment against this State Planning Policy.

Natural Hazards, Risk and Resilience

The subject site is located within the flood hazard area – Local Government flood mapping area and bushfire prone area. The development is not impacted by Council's *Temporary Local Planning Instrument (TLPI) 01/2019 Flood Regulation*, as such no further assessment is required for flooding matters.

Unit 1 (existing approved dwelling) is partially impacted by the potential impact buffer of the bushfire prone area. The dwelling unit is located within a sparsely vegetated area. In addition, both dwelling units have access to a constructed road to allow for ease of evacuation in the event of a bushfire. As a result of the development the number of persons within the bushfire prone area will not be increased, nor will there be additional infrastructure within these areas. As such it is considered the development adequately mitigates the risk of bushfire.

SEQ Regional Plan

The subject site is located within the Regional Landscape and Rural Production Area of the SEQ Regional Plan. In accordance with Schedule 10, Part 16, Division 5, Section 27B, residential development is prohibited unless it is an exempt material change of use. In this instance, the development is an exempt material change of use if both dwellings are on a single lot. Therefore, a condition has been recommended requiring both units to remain in the same ownership and not titled separately through a Building Format Plan, Community Titling, Strata Title.

Assessment Benchmarks Pertaining to the Planning Scheme

The applicable planning scheme for the application is *Laidley Shire Planning Scheme 2003*. The following sections relate to the provisions of the Planning Scheme.

Planning Scheme:	Laidley Shire Planning Scheme 2003
-------------------------	------------------------------------

Zone:	Rural Landscape
Consistent/Inconsistent Use:	Potentially Consistent
Assessment Benchmarks:	Planning Scheme

Desired Environmental Outcomes

The Desired Environmental Outcomes (DEO) are Environment, Economic, and Community Well-Being & Lifestyle.

The proposed development involves the reuse of existing buildings on site, therefore the areas of high ecological significance will be maintained and the risk of further land degradation minimal. The site is not identified as being of cultural heritage or social significance. The subject site is not located within an area identified as Good Quality Agricultural Land (GQAL).

The development has access to both Schadwell and Salt Springs Roads, which are both constructed but unsealed. The development is within a rural area, therefore is not connected to water and sewer. However, there is sufficient area on site to cater for water tanks and an on-site effluent disposal system.

The application has been assessed against each of the matters above and found to be generally consistent with each DEO.

Assessment Benchmarks – Planning Scheme Codes

The application requires Impact Assessment and therefore must be assessed against the Planning Scheme as a whole. The following codes are most relevant to the assessment of the application:

- Rural Areas Code;
- Areas of Natural and Environmental Significance Overlay Code;
- Development Constraints Overlay Code;
- Residential Uses Code;
- Building Dimensions Code;
- On-Site Effluent Disposal Code; and
- Vehicle Access and Parking Code.

The application has been assessed against each of the applicable codes and found to be compliant with, or can be conditioned to comply with, each. The pertinent issues arising out of assessment against the codes are discussed below:

Overlay Codes

Areas of Natural and Environmental Significance Overlay Code

The proposed development is located within the High Ecological Significance Overlay. Both dwelling units are existing on site and no vegetation clearing is required for the proposed development. Therefore, the development will not impact upon ecologically significant areas.

It is considered the development is compliant with code.

Development Constraints Overlay Code

An existing oil pipeline is located along the northern boundary of the subject site. The development will not impact upon the oil pipeline. The code specifies a buffer of 100 metres from the pipeline for all habitable structures. The existing Dwelling House (Unit 1) is located approximately 20m from the oil pipeline easement. Unit 2 is located approximately 220m from the oil pipeline easement. Unit 1 is non-compliant with the setback requirements; however, it is considered to be acceptable in this instance as the dwelling is existing. As a result of the development, the number of people or habitable structures within 100m of the pipeline will not be increased.

It is considered the development is compliant with code.

Zone Code

Rural Areas Code

A Multiple Dwelling is not listed within the Tables of Assessment for the Rural Landscape zone. The subject site is not located within an area identified as GQAL. The site is currently not used for agricultural purposes, however, there is sufficient area to carry out an agricultural use in the future, in conjunction with the Multiple Dwelling use. The development will not adversely impact upon areas of ecological significance as no vegetation clearing is required.

The proposed development involves the reuse of existing buildings on site, thereby giving the appearance of buildings that are consistent with rural properties. Both houses will remain in the same ownership. The dwelling units will provide for an alternate housing type in a rural area within the Region. The dwelling units are located a minimum of 180m from the nearest dwelling house on neighbouring allotments. Given the existing vegetation, setbacks from boundaries and topography of the land, any issues with overlooking, privacy or amenity are considered to be minimal. Therefore, it is considered that despite the use being potentially inconsistent, it is acceptable in this situation.

Development Codes

Residential Uses Code

The proposed development complies with the requirements for site coverage, boundary clearances, and minimum lot size, as required under the code. These requirements are outlined in the Key Development Parameters table above.

Due to the size of the site, there is substantial open space available for recreation purposes for each dwelling unit. There is a separation distance of approximately 210m, therefore, affording privacy to each unit.

The dwelling units are a minimum of 180m from the nearest dwelling house on adjoining properties. Any issues in relation to overlooking of residential neighbours is minimised due to the significant separation distance, existing vegetation and topography of the land. However, landscaping is proposed along the southern side of Unit 2 to afford privacy between the dwelling unit and existing dwelling house on the adjoining property. The landscaping will be 10m from the dwelling unit, include a garden bed that is 12m long by 1.5m wide and will incorporate grevillea shrubs. Conditions have been recommended to ensure ongoing compliance for the landscaping.

As the dwelling units are separated significantly from neighbouring properties and the road reserve, impacts to passing vehicles and adjoining residences is considered to be minimal. Conditions have

been recommended to ensure lighting does not spill to adjoining properties and is in accordance with the relevant Australian Standard.

The noise generated by the multiple dwelling will generally be consistent with that expected within the rural zone.

It is considered the development is compliant with code.

Building Dimensions Code

The Rural Landscape Zone has a maximum building height of 10m, with both new dwelling units less than 8m in height.

It is considered the development is compliant with code.

On-Site Effluent Disposal Code

Each dwelling unit requires connection to an on-site effluent disposal system as the subject site is not located within an area serviced by reticulated sewer. The subject site is 13.87ha in size, which is adequate to contain an on-site effluent disposal system. Both dwelling units are currently connected to an on-site effluent disposal system and no further plumbing approval is required.

It is considered the development is compliant with code.

Vehicle Access and Parking Code

The code requires car parking at a rate of 1 covered space for each unit plus 1 additional space for each 4 units or part thereof, as such 3 car parking spaces are required for the development. Both dwelling units have 2 car parking spaces each. Unit 1 has a carport with sufficient space for a car park. Unit 2 does not have a covered space, however due to the size of the property and rural nature of the area, an uncovered space is considered acceptable in this instance. Should there be demand for additional car parks, there is sufficient area on site for informal car parking.

The subject site currently has two driveway accesses, with one located on Schadwell Road and one located on Salt Springs Road. Both driveways are constructed to gravel standard. There are no issues with the access to Schadwell Road, which Unit 1 (existing dwelling house) gains access from. However, there are safe sight distance issues with the access to Salt Springs Road. Whilst this access is existing, it is not formally approved by Council and currently is used for access to sheds only. The speed limit along Salt Springs Road at this location is not sign posted and therefore is deemed to be 100km/h, subject to drivers driving to the condition of the road. The applicant submitted a report *Property Access Safe Intersection Sight Distance Assessment – 326*, Revision A, prepared by AM Civil and dated 29 February 2020. This report demonstrated that the access can achieve safe sight distance for a speed of 60km/h in both directions. At 100km/h the access can achieve safe sight distance looking south, however cannot achieve safe sight distance looking north. Relocating the existing access to an alternate location along Salt Springs Road is unlikely to achieve safe sight distance in both directions due to the topography of the area (the existing access is located at the top of a crest). To mitigate the safe sight distance issues, conditions have been recommended requiring the applicant to install signage and undertake vegetation clearing along Salt Springs Road in accordance with the relevant standards.

Internal Referrals

The application was internally referred to Council's Development Engineering, Building and Plumbing Sections. The Building Section advised that a building approval is required to reclassify the existing shed (Unit 2) to a Class 1a dwelling. The Plumbing Section advised there is an existing approval for the plumbing works associated with Unit 2 and no further approvals are required.

Council's Development Engineer recommended several conditions of approval in relation to vehicular access, stormwater, and erosion and sediment control. The conditions imposed in relation to access, specifically to Salt Springs Road are required to ensure safe sight distance can be achieved in accordance with the relevant standards.

Assessment Benchmarks Pertaining to a Variation Approval

Not Applicable.

Assessment Benchmarks Pertaining to a Temporary Local Planning Instrument

The subject site contains two overland flow paths; however, the development is not impeded by these overland flow paths. No further assessment is required.

ConsultationReferral Agencies

The application did not require referral to any referral agencies.

Public Notification

The application was publicly notified for 18 days from 25 March 2020 to 21 April 2020 in accordance with the requirements of the *Planning Act 2016*. One (1) properly made submission was received.

The following table provides a summary and assessment of the issues raised by submitters.

ISSUES	COMMENTS
<p>In conflict with Council planning policy for rural landscape properties.</p> <p>Development is not in keeping with surrounding properties and their rural outlook.</p> <p>The proposed development will set a precedent for this area.</p> <p>If we do not object and stop this proposal now it will leave the door open for other such proposals and degrade our current quiet rural life style by increasing the noise level associated with more people living in the area and not to mention the increase in traffic flow on our unsealed roads.</p>	<p>A Multiple Dwelling use is not listed in the Tables of Assessment, therefore generally not a consistent use in the zone. However, the Multiple Dwelling is for two dwelling units only, that will remain in the same ownership, and conditions have been imposed as such. Residential development, including a Multiple Dwelling is permitted where there is no adverse impact on GQAL. The site is not identified as being of GQAL. In addition, the development will not prejudice agricultural uses on the property in the future.</p> <p>Development within a rural area generally consists of a Dwelling House and several ancillary outbuildings. In this case, the development involves the reuse of existing buildings on site. Both buildings are also setback from all boundaries. In addition, there is existing mature vegetation to buffer the buildings. The topography of</p>

	<p>the land will also reduce the appearance of a Multiple Dwelling.</p> <p>The development provides for an alternate housing type within the rural area.</p> <p>The development involves two dwelling units only. Due to the SEQ Regional Plan, any dwelling units exceeding two are prohibited. In this instance the impact of a second dwelling is acceptable as it will not impact upon GQAL and any potential impacts to adjoining residences mitigated.</p>
<p>Driveway entry and egress report put forward by AM Civil was based on an assumed speed limit of 60 kph, not the actual open speed limit for unsealed road in the shire which stands at a 100kph. Salt Springs Road has only one advisory speed sign which stands on the southern entry only, this sign reads, GRAVEL ROAD, DRIVE TO THE PREVAILING CONDITIONS. It must be noted that the occupants of the existing shed tow a long load 5th wheel horse float and need to swing wide to negotiate their drive way, being on the crest of a hill this is a dangerous practice as I have had two near misses myself.</p>	<p>Salt Springs Road is a 100km/h road. The report submitted by AM Civil does assume a speed limit of 60km/h. For the access, safe sight distance can be achieved looking to the south but not looking to the north. To mitigate this, conditions have been recommended requiring the applicant to install additional signage along Salt Springs Road in accordance with the relevant standards. This signage will ensure that the access arrangements for Salt Springs Road are of an appropriate standard for the safety of vehicle movements in this area.</p>
<p>Loss of privacy, overlooking, the existing shed in question overlooks our house so we will lose our once private outlook. We brought our property with the full understanding that our land could not be subdivided nor have a second dwelling built on it.</p>	<p>Unit 2 is located 270m from the nearest residential dwelling, in addition it is buffered by existing vegetation and the changing topography. However, landscaping is now proposed to the southern side of Unit 2 to provide for buffering and reduce any overlooking or loss of amenity. Conditions have been recommended regarding landscaping. Therefore, any impacts of loss of privacy and overlooking to neighbouring properties is minimal.</p>

Adopted Infrastructure Charges Resolution

Infrastructure charges are payable in accordance with the following table:

LOCKYER VALLEY REGIONAL COUNCIL				
Charge Type	Description	Demand Units	Rate	TOTAL
PROPOSED DEMAND				
Charge	New Dwelling Unit	2	\$12,500.00	\$25,000.00
TOTAL PROPOSED DEMAND				\$25,000.00
EXISTING DEMAND				
Credit	Existing Dwelling House	1	-\$12,500.00	-\$12,500.00

TOTAL EXISTING DEMAND CREDIT	-\$12,500.00
TOTAL PAYABLE	\$12,500.00

4. Policy and Legal Implications

The legal implications arising from the recommendation provided in this report are that the applicant and/or submitter may choose to appeal the decision to 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 of Council 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

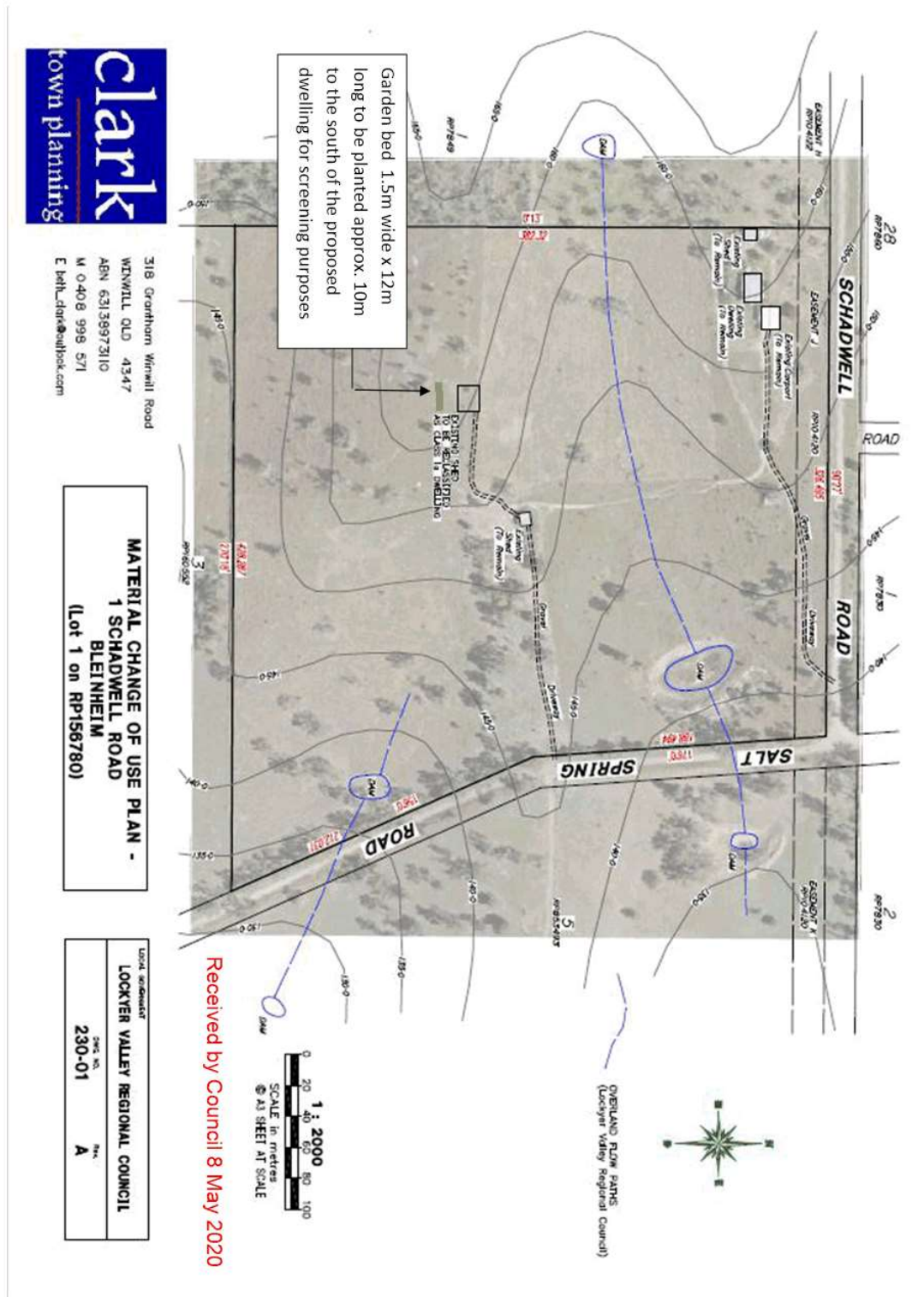
The proposed development is recommended for approval subject to conditions.

9. Action/s

Advise the applicant of Council's decision. Advise the submitter of Council's decision when the applicant's appeal period concludes.

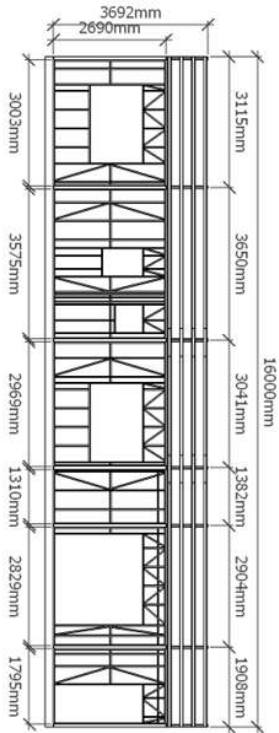
Attachments

- 1 [↓](#) MC2019/0087 Proposal Plans 5 Pages

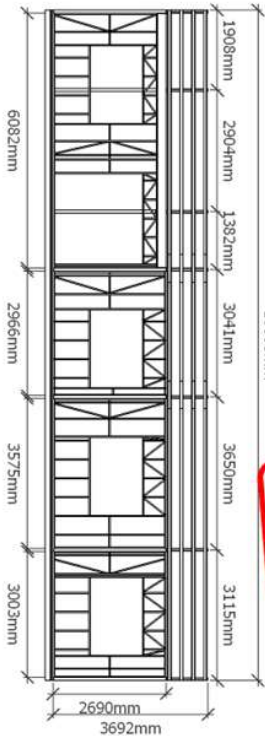


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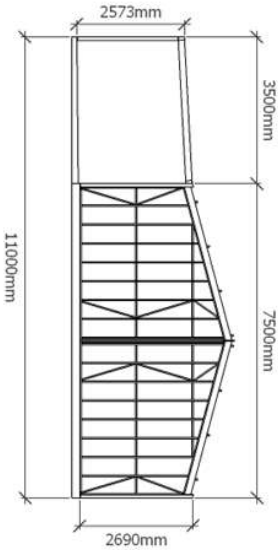
Rear View



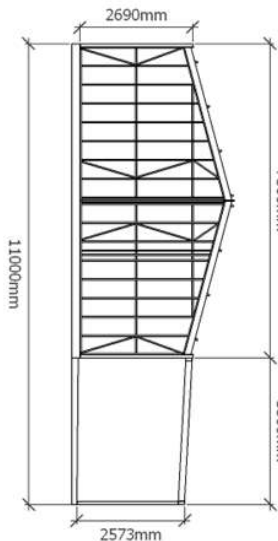
Awning Side



Left Side



Right Side

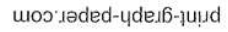


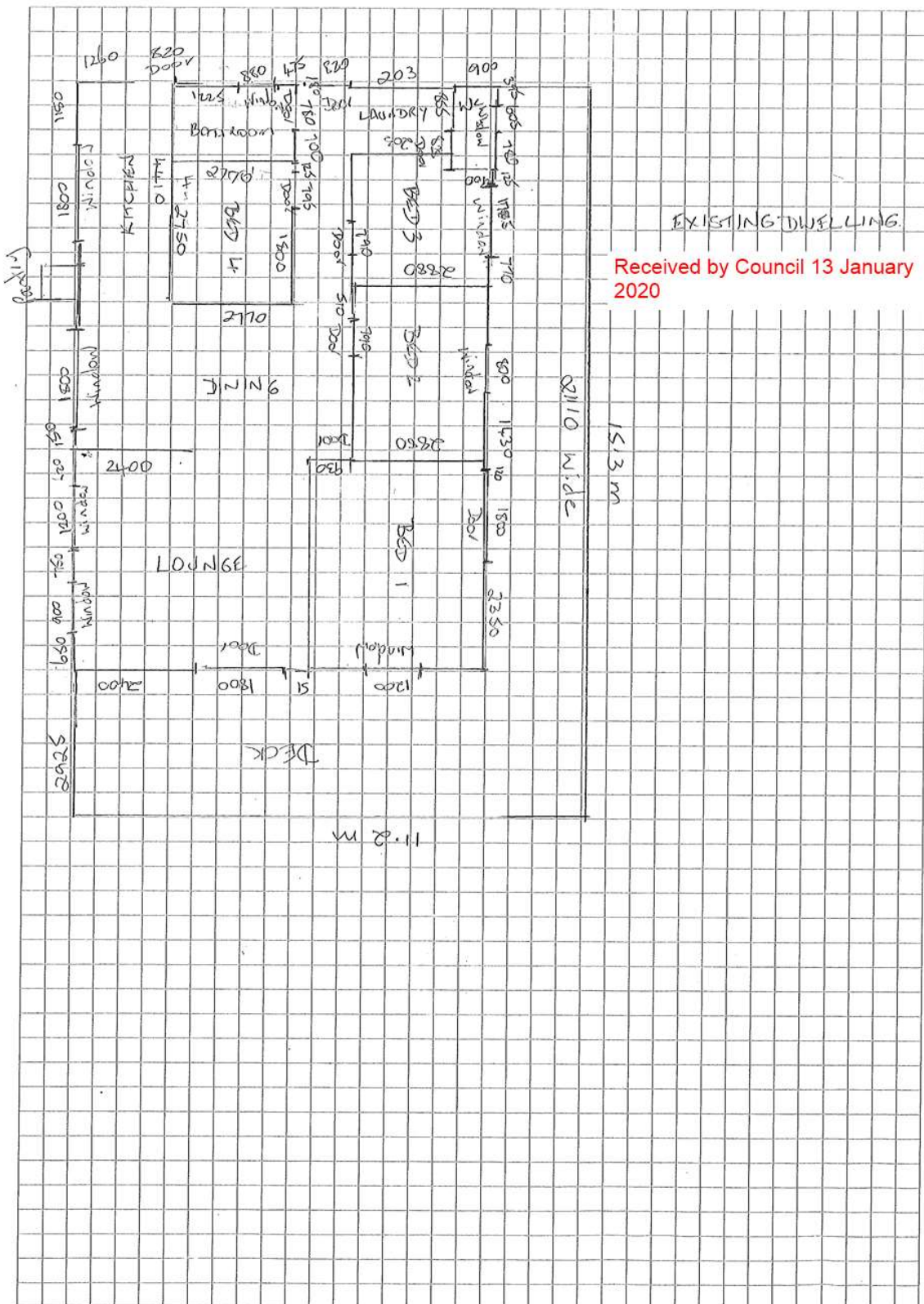
Received by Council 23 December 2019

DBR Building Certification
APPROVED SUBJECT TO CONDITIONS
No: DB170470
Date: 23 May 2017
Philip Meads
A712799



1	PL	DRAWN BY Blake Young	Drawing Number SZ4273-001	ISSUE 14-3-17	Customer Paul Elliot 1 Shadwell Road Blenheim, QLD 4841
		DESCRIPTION Frame Design & Post Layout			





print-graph-paper.com



Figure 1: South elevation



Figure 21: West elevation



Figure 3: North elevation



Figure 2: East elevation

Elevations for existing house at 1 Schadwell Road, Blenheim. (Photos provided by Owner)

Received by Council 13 January 2020

12.4 Application for a Development Permit for Material Change of Use for a Home Based Business (Electrical Services) at 295 Woodlands Road, Gatton

Date: 29 April 2020
Author: Miriam Sharp, Planning Officer
Responsible Officer: Amanda Pugh, Group Manager Community & Regional Prosperity

Summary:

The purpose of this report is to consider an application for a Material Change of Use for a Home Based Business (Electrical Services) at 295 Woodlands Road, Gatton.

The application has been assessed in accordance with the requirements of the *Planning Act 2016* and it is recommended that the proposal be approved in accordance with the Officer's Recommendation.

Officer's Recommendation:

THAT the application for Material Change of Use for a Home Based Business (Electrical Services) at 295 Woodlands Road, Gatton (MC2019/0084) be approved subject to the following conditions:

APPROVED PLANS

The following plans are Approved Plans for the development:

Approved Plans

Plan No.	Rev.	Plan Name	Date
J19060A-01	A	Site Plan, prepared by Lockyer Drafting Designs, amended in red by the Applicant and in green by Council	24/09/2019
J19060-04	A	Proposed Storage Containers Floor Plan and Elevations, prepared by Lockyer Drafting Designs	24/09/2019
-	-	Home Office Area, prepared by Grummitt Planning	25/11/2019
-	-	Landscape Intent Plan, prepared by Grummitt Planning	06/04/2020

REFERENCED DOCUMENTS

Not Applicable.

VARIATION APPROVAL

Not Applicable.

FURTHER PERMITS REQUIRED

- Development Permit for Building Work

CURRENCY PERIOD OF APPROVAL

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. MC2019/0084 for a Development Permit for Material Change of Use for a Home Based Business (Electrical Services) situated at 295 Woodlands Road, GATTON QLD 4343 (Lot 3 RP137582) as identified in the attached details recommended for the Decision Notice.

ASSESSMENT MANAGER CONDITIONS

NO.	CONDITION	TIMING
GENERAL		
1.	Undertake the development generally in accordance with the approved plans. These plans will form part of the approval, unless otherwise amended by conditions of this approval.	Prior to commencement of use.
2.	Maintain the approved development in accordance with the approved drawing(s) and/or document, and any relevant Council or other approval required by conditions.	At all times.
3.	The use must not commence until all conditions of this approval have been complied with.	At all times.
USE REQUIREMENTS		
4.	The Home Based Business (Electrical Services) must not have more than two (2) non-resident staff members. The business operator must reside at the land permanently.	At all times.
5.	The Home Based Business (Electrical Services) must only operate during the following hours: <ul style="list-style-type: none"> Monday to Friday 7am – 5pm; and Saturday 8am – 12noon. 	At all times.
6.	The Home Based Business (Electrical Services) must be carried out only within the two (2) containers and the home office identified on the approved plans.	At all times.
7.	No more than three (3) vehicles (one for each employee) and three (3) trailers are to be utilised for the Home Based Business (Electrical Services).	
8.	Loading and unloading of vehicles is permitted only during operating hours. Loading and unloading of vehicles must only occur within the property boundaries in the designated area as per the approved plans.	At all times.
9.	No more than one (1) delivery vehicle is allowed at any one time. Delivery vehicles must be no greater than a Small Rigid Vehicle. No more than two (2) deliveries are to be made per day and must only occur during the stipulated operating hours.	At all times.
10.	No outdoor storage of materials and supplies is permitted.	At all times.
CAR PARKING, ACCESS & DRIVEWAY		
11.	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; 	Prior to commencement of use.

	b) AS/NZS2890.6 Parking facilities Part 6: Off-street parking for people with disabilities; c) AS2890.2 Parking facilities Part 2: Off-street commercial vehicle facilities; d) AS1742.2 Manual of uniform traffic control devices Part 2: Traffic control devices for general use; e) AS1742.4 Manual of uniform control devices Part 4: Speed controls; f) AS1742.10 Manual of uniform control devices Part 10: Pedestrian control and protection; g) AS1741.11 Manual of uniform traffic control devices Part 11: Parking controls; and h) the Department of Transport and Main Roads' Manual of Uniform Traffic Control Devices.	
12.	Construct an imperviously sealed vehicular crossover in accordance with Council's Use of Roads Policy.	Prior to commencement of use.
13.	Obtain a permit to Undertake Works within a Road Reserve (for traffic management) prior to the construction of the vehicular access.	Prior to commencement of works with the road reserve.
14.	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.
15.	Provide a minimum of two (2) car parking spaces and a designated loading/unloading space, generally in accordance with the approved plans.	Prior to commencement of use.
STORMWATER MANAGEMENT		
16.	All works associated with this development must be undertaken without resulting in stormwater damage or nuisance to surrounding and/or downstream properties or infrastructure.	Prior to the commencement of use, and to be maintained thereafter.
17.	The containers are to be raised a minimum of 300mm from the existing ground level to prevent any redirection of surface run-off and therefore not cause any actionable nuisance to surrounding and downstream properties and/or infrastructure.	Prior to the commencement of use, and to be maintained thereafter.
ALTERATIONS AND/OR RELOCATIONS		
18.	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.
19.	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.

20.	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 b) Where otherwise, upon completion of the works associated with the development. 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.	As stated in the condition.
BUILDING WORKS		
21.	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/structures (including containers).	Prior to commencement of any building work.
WASTE STORAGE AND COLLECTION		
22.	Refuse storage, removal and collection facilities must be provided in accordance with the following: a) Provision of a minimum of two (2) 240L wheelie bins; b) Provision of separate bins for general and recyclable waste; c) Provision of a hardstand impervious area for the permanent storage of the bins, having minimum dimensions of 0.36m ² (600mm x 600mm) per bin; d) Bin area is to be fully enclosed or screened such that the bins are not visible from the street frontage or adjoining properties; and e) Bin collection by service vehicles from the kerbside.	Prior to commencement of use and at all times.
LANDSCAPING PLAN		
23.	Submit an Operational Works application for Landscaping, generally in accordance with the approved Landscape Intent Plan, prepared by a suitably qualified person which addresses at a minimum the following: a) Provide a planting schedule and maintenance plan prepared by a suitably qualified person which should indicate the following at minimum: (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, type of turfing used; (iii) Any hardscaping details including pebbled, paved or garden edged areas; (iv) Ongoing maintenance of plants; and (v) Irrigation system details if any.	Prior to commencement of any landscaping works.
24.	All landscape works must be established and maintained for the life of the use. All plants must be allowed to grow to full form and any plants that die must be replaced with a like species.	Prior to commencement of use and to be maintained thereafter.
GENERAL ENVIRONMENTAL DUTY		

25.	Under section 319 of the <i>Environmental Protection Act 1994</i> , a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm (the <i>general environmental duty</i>).	At all times.
NOISE		
26.	All 'Regulated Devices', 'Pumps', 'Air-conditioning equipment' and 'Refrigeration equipment' as defined by the <i>Environmental Protection Act 1994</i> must be designed, installed, operated and maintained in order to comply with the noise standards as specified within the <i>Environmental Protection Act 1994</i> and <i>Environmental Protection (Noise) Policy 2008</i> .	At all times.
LIGHTING		
27.	The provision of security and flood lighting is to be designed, constructed, located and maintained in accordance with <i>Australian Standard 4282 – 1997 (Control of the obtrusive effects of outdoor lighting)</i> and so as not to cause nuisance to the occupants of nearby properties or passing traffic.	At all times.
28.	All outdoor lighting must be directed inwards from the lighting source and be hooded to ensure no spillage to adjoining properties.	At all times.
DUST CONTROL		
29.	Dust mitigation measures must be implemented to minimise any dust problems which may occur during construction works and in accordance with requirements of the <i>Environmental Protection Act 1994</i> .	At all times.

ADVISORY NOTES

- (i) All works associated with this approval may not start until all subsequent approvals have been obtained, and its conditions complied with.
- (ii) Any additions or modifications to the approved use (not covered in this approval) may be subject to further application for development approval.
- (iii) 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 twenty-four (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.

Report

1. Introduction

Council is in receipt of an application which seeks approval for a Development Permit for Material Change of Use for a Home Based Business (Electrical Services) at 295 Woodlands Road, Gatton (Lot 3 RP137582).

2. Background

In August 2016 a complaint was received regarding seventeen (17) shipping containers having been brought onto the subject site. This was investigated by Council and it was determined that the owner had failed to obtain the relevant building and planning approvals for the use and placement of the containers. A Show Cause Notice was issued to the property owner on 6 February 2017 for the alleged use of the land as a Service Trade. The owner provided an action plan to indicate a proposed resolution of the matter, however no action was undertaken. On 8 November 2017 Council therefore issued an Enforcement Notice for the alleged development offences.

A second action plan was provided, however again no action was taken by the property owner to seek a resolution of the matter. A Warrant to Enter the property was issued by a Magistrate on 10 August 2018 and duly executed on 15 August 2018. The evidence obtained through the Warrant indicated that the containers on the property were in use in association with the electrical business operated by the property owners. Therefore, the allegation of a Service Trade use being undertaken on the subject land without the relevant approvals was maintained.

Relevant officers consulted with Council in a workshop on 6 November 2018. An originating application was to be lodged with the Planning and Environment Court for orders requiring the cessation of the use. The Court heard the matter on 16 October 2019 and adjudged that the owners were to cease the use, and regularise the use by lodging a properly made application for a Service Trade or a Home Based Business by 16 December 2019.

In response to the Court Judgement, the subject application for a Home Based Business (Electrical Services) was made to Council on 16 December 2019 and was properly made that day. An Information Request (IR) was issued on 16 January 2020, which asked the applicant to provide clarification on the proposal plans, further justification on how the proposal meets the relevant assessment benchmarks, and a Landscaping Plan. The response to the IR was received on 15 April 2020.

3. Report

Subject Site

The following details apply to the site:

SITE AND LOCALITY DESCRIPTION	
Land Area:	2.033ha
Existing Use of Land:	Single detached dwelling and associated outbuildings
Road Frontage:	Approx. 100m to Woodlands Road
Significant Site Features:	Dwelling, dam, mature vegetation
Topography:	Gentle fall from south south-west to north-east

Surrounding Land Uses:	Rural residential (predominantly single detached dwellings on large allotments)
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Figure 1 Subject Site (source: Intramaps – May 2020)

It is noted that there are four (4) shipping containers on the site (as shown in Figure 1) that are not proposed to be utilised for the Home Based Business. They were approved on 1 November 2019 as Class 10a structures for general storage purposes by a private Building Certifier.



Figure 2 Locality (source: Intramaps)

Proposed Development

The following details apply to the proposed development:

MATERIAL CHANGE OF USE	DEVELOPMENT PARAMETERS	
	Required	Proposed
Gross Floor Area	Max. 80m ²	Two (2) shipping containers of 28.8m ² each; home office of 7.6m ²
Employees	Max. one (1) resident and one (1) non-resident employee	Six (6) total, being two (2) property owners, one (1) non-resident employee and three (3) apprentices
Building Height/Storeys	Max. 10.0m	2.6m
Setbacks	Front: 6m Sides: 3m Rear: 6m	Front: 150m+ Side – south: approx. 20m Side – north: approx. 53m Rear: approx. 37m
Parking	Two (2) spaces (in addition to those for the dwelling)	Five (5) vehicles in use of which two (2) are parked at the subject site, as well as two (2) trailers with materials and a third trailer with an excavator
Landscaping	To screen structures and use areas and protect residential amenity	Landscaping along majority of the southern side boundary and around the containers and parking area

It is noted that the applicant was required to apply for either a Service Trade or a Home Based Business. For clarification, both definitions as per the Planning Scheme are repeated below:

A Service Trade “means premises used for a trade or service, including [...] (f) tradesman’s yard, workshop and depot. The premises may be used for ancillary storage of goods connected with the industrial activity, staff, customer and client amenities and administration or accounting work for the Service Trade”.

A Home Based Business “means a business conducted within the curtilage of a dwelling unit, where the person responsible for the business is a resident of that dwelling unit”.

The required development parameters outlined in the table above apply to a Home Based Business.

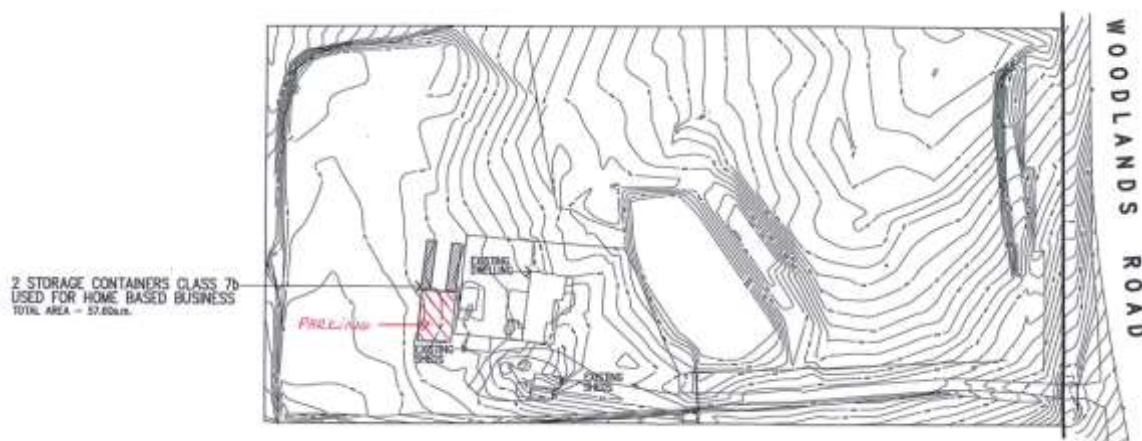


Figure 3 Proposal Site Plan

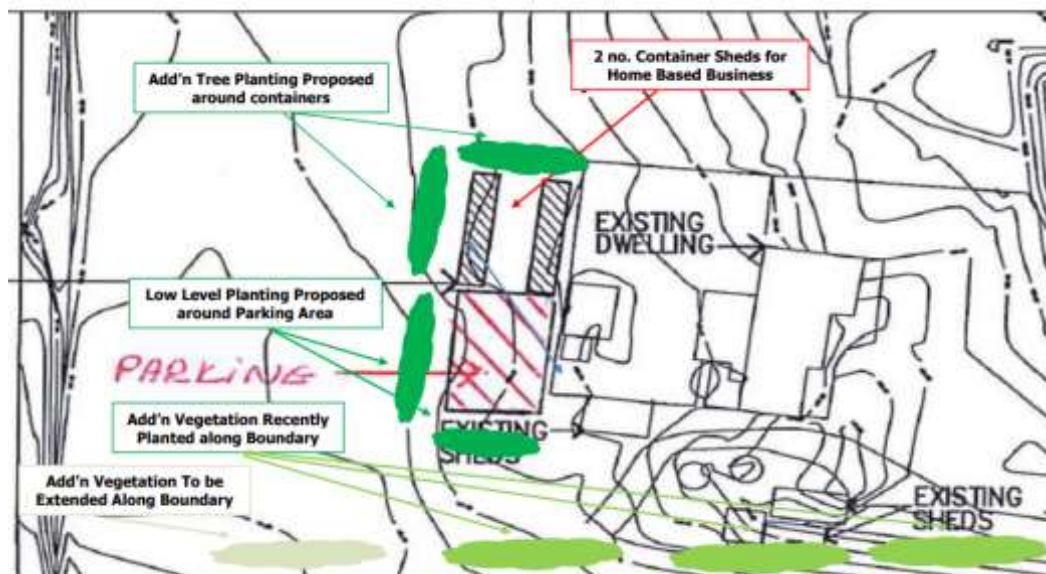


Figure 4 Landscape Intent Plan

Assessment

Framework for Assessment

Categorising Instruments for Statutory Assessment

For the *Planning Act 2016*, the following Categorising Instruments may contain Assessment Benchmarks applicable to development applications:

- the *Planning Regulation 2017*
- the Planning Scheme for the local government area
- any Temporary Local Planning Instrument
- any Variation Approval

Of these, the planning instruments relevant to this application are discussed in this report.

Assessment Benchmarks Pertaining to the *Planning Regulation 2017*

The following Assessment Benchmarks from the *Planning Regulation 2017* are applicable to this application:

PLANNING REGULATION 2017 DETAILS	
Assessment Benchmarks:	State Planning Policy: <ul style="list-style-type: none"> • Water Quality (Water resource catchment) • Natural Hazards Risk and Resilience (Flood hazard area – local government mapping; Bushfire hazard mapping – medium and high potential bushfire hazard area and potential impact buffer)
SEQ Regional Plan Designation:	Urban Footprint

State Planning Policy

Water Quality

The proposed development does not result in six (6) or more dwelling nor an impervious area of greater than 25% of the net developable area and therefore does not require any further assessment.

Natural Hazards Risk and Resilience

The SPP mapping identifies that the subject site contains areas of Medium and High Bushfire Hazard Risk and Potential Impact Buffer. The existing dwelling and the associated business are located within the potential impact buffer area. The SPP requires that development in a bushfire hazard area mitigates the risk to people and property to an acceptable level. The proposed business is located adjacent to the dwelling, which is provided with an on-site water supply (tanks) as well as reticulated water. The site can be readily evacuated via the existing driveway and road network. It is considered that the proposed development meets the benchmark.

The SPP mapping also identifies that the property may be affected by Local Government flood mapping. Council's TLPI mapping shows that the property contains an overland flowpath in the western part of the property with this area being mapped as a flood investigation area. Further assessment against the TLPI is provided below.

Assessment Benchmarks Pertaining to the Planning Scheme

The applicable planning scheme for the application is *Gatton Shire Planning Scheme 2007*. The following sections relate to the provisions of the Planning Scheme.

Planning Scheme:	<i>Gatton Shire Planning Scheme 2007</i>
Zone:	Park Residential Zone
Assessment Benchmarks:	Home Based Business Code Park Residential Zone Code Advertising Device Code Building Work Code Services and Infrastructure Code <i>Temporary Local Planning Instrument – Flood Regulation 01/2019</i>

Assessment Benchmarks – Planning Scheme Codes

The application has been assessed against each of the applicable codes and found to be compliant with, or can be conditioned to comply with, each. The pertinent issues arising out of assessment against the codes are discussed below.

Development Codes*Home Based Business Code*

The purpose of the code is to facilitate the establishment and operation of small-scale business in association with the primary use of the premises as a residence. Such businesses are to be of a scale that is compatible with the residential locality and must have no adverse impacts on the residential amenity of the area due to e.g. noise or increased traffic generation and parking.

Probable Solution A1.1 of the Home Based Business Code requires that the business is operated only by persons who reside on the property as their permanent place of residence and involves no more

than one (1) non-resident employee. This seeks to satisfy the Specific Outcome that a home-based business is limited to a small scale, consistent with the primary use of the premises as a residential dwelling which is compatible with the residential character of the area. Further, Specific Outcome P3 reinforces the limited scale in that vehicular traffic levels generated by the use do not exceed levels normally generated by a dwelling unit in the zone it is located by e.g. allowing only occasional loading and unloading of goods (A3.2).

The proposal indicates that the business is operated by six (6) employees being the owners with four (4) non-resident employees. It is noted that one of the owners does not reside at the subject site on a permanent basis, however it is recognised that they likely have a role that is more administrative in nature, which can be carried out without being present at the business address in a permanent fashion.

All non-resident employees attend the site at least twice a day (to pick up and drop off supplies and materials). In addition, there are vehicle movements for deliveries to the site any time during the day. Overall, this generates substantially more traffic movements than generally associated with a residential use and is not considered to be subordinate to the primary use of the premises as a residence. It is reasonable to expect a limited number of traffic movements in an area of low-density residential development. Therefore, it is considered that the proposed number of non-resident employees is in excess of expectations of a business that is small-scale in nature. In this instance it is considered reasonable to allow no more than two (2) non-resident employees to reduce the impact from traffic movements associated with the business.

The proposed vehicular movements for the business are likely to affect the residential amenity for adjoining properties. It is noted that since the original complaint in August 2016 several further complaints have been made, as recent as in late April 2020. The complaints generally centre around the number of traffic movements and the time the traffic occurs (early mornings and late nights). Although the Code does not specify particular operating hours, P6 requires that the use does not create a noise nuisance which adversely affects the amenity of the local residential area. It is therefore considered appropriate to prescribe operating hours for the business. In this instance, it is considered reasonable to allow operation of the business (including pick up and drop off of supplies and materials, and deliveries) on Monday – Friday between 7am and 5pm as well as Saturday mornings between 8am and 12noon. Further, deliveries are to be limited to one (1) vehicle at a time.

Conditions are recommended in accordance with the above to ensure that the proposal is able to meet the requirements of the code.

Zone Code

Park Residential Zone Code

The overall outcomes of the zone code states that a Home Based Business does not adversely affect residential amenity. The specific outcomes require that non-residential uses are supported where they are small in scale, complement the residential amenity and primarily serve the residents of the immediate area. A Home Based Business is consistent only when it does not affect the amenity of the locality by way of noise, traffic generation or other reason.

As outlined above, the development as proposed is not considered to be small in scale and is likely to affect the residential amenity of the area. Therefore, it does not satisfy the intent of the code. However, provided that the development operates in accordance with the recommended conditions, the development is able to meet the intent of the code.

Internal Referrals

The application was referred to Council's Building section and the Development Engineer. The building certifier requires building approvals to be obtained for the containers. The engineer has assessed the proposed development and provided conditions for an approval.

Consistency within development in the Region

It is noted that Council has taken a consistent approach to developments similar to the proposed business in relation to scale and intensity. In the instance where a home-based business required planning approval, conditions have been imposed to ensure the development is in keeping with and maintains the amenity of the location it is in. These conditions relate to e.g. the number of employees, operating hours, number of vehicles associated with the business and landscaping, and are comparable to the conditions recommended for the proposed development.

Temporary Local Planning Instrument – Flood Regulation 01/2019

Council's TLPI mapping shows that the property contains an overland flowpath in the western part of the property with this area being mapped as a flood investigation area. The existing dwelling is located away from the overland flowpath and the containers for the business are elevated and therefore not considered to impede the stormwater flows. Council's engineers have assessed the proposal and found there to be no issue with the location of the containers. Relevant conditions have been provided. It is considered that no further assessment is required.

CONSULTATION:

Referral Agencies

The application did not require referral to any Referral Agencies in accordance with the *Planning Act 2016* and the *Planning Regulation 2017*.

Public Notification

The application was code assessable and did not require public notification in accordance with the *Planning Act 2016*.

Adopted Infrastructure Charges Resolution

In accordance with the *Lockyer Valley Adopted Infrastructure Charges Resolution (No.4) 2019* a Home Based Business does not attract any Infrastructure Charges.

CONCLUSION:

The proposed development generally complies with the requirements of the planning scheme and does not raise any significant issues that cannot be addressed by reasonable and relevant conditions. In accordance with s.60(2) of the *Planning Act 2016*, the assessment manager must decide to approve a code assessable application which is able to meet the assessment benchmarks. Therefore, the proposed development is recommended for approval subject to conditions.

4. Policy and Legal Implications

Where Council supports the recommendation of the report, the applicant may seek a Negotiated Decision.

Further, given the history of this application, it will be imperative that Council actively compliances the development and the subject site.

5. Financial and Resource Implications

Where Council supports the recommendation of the report, the applicant may seek a Negotiated Decision.

Further, given the history of this application, it will be imperative that Council actively compliances the development and the subject site.

6. Delegations/Authorisations

There are no implications for delegation or authorisations arising from the recommendation provided in the report.

7. Communication and Engagement

The decision of Council will be formally communicated to the applicant.

8. Conclusion

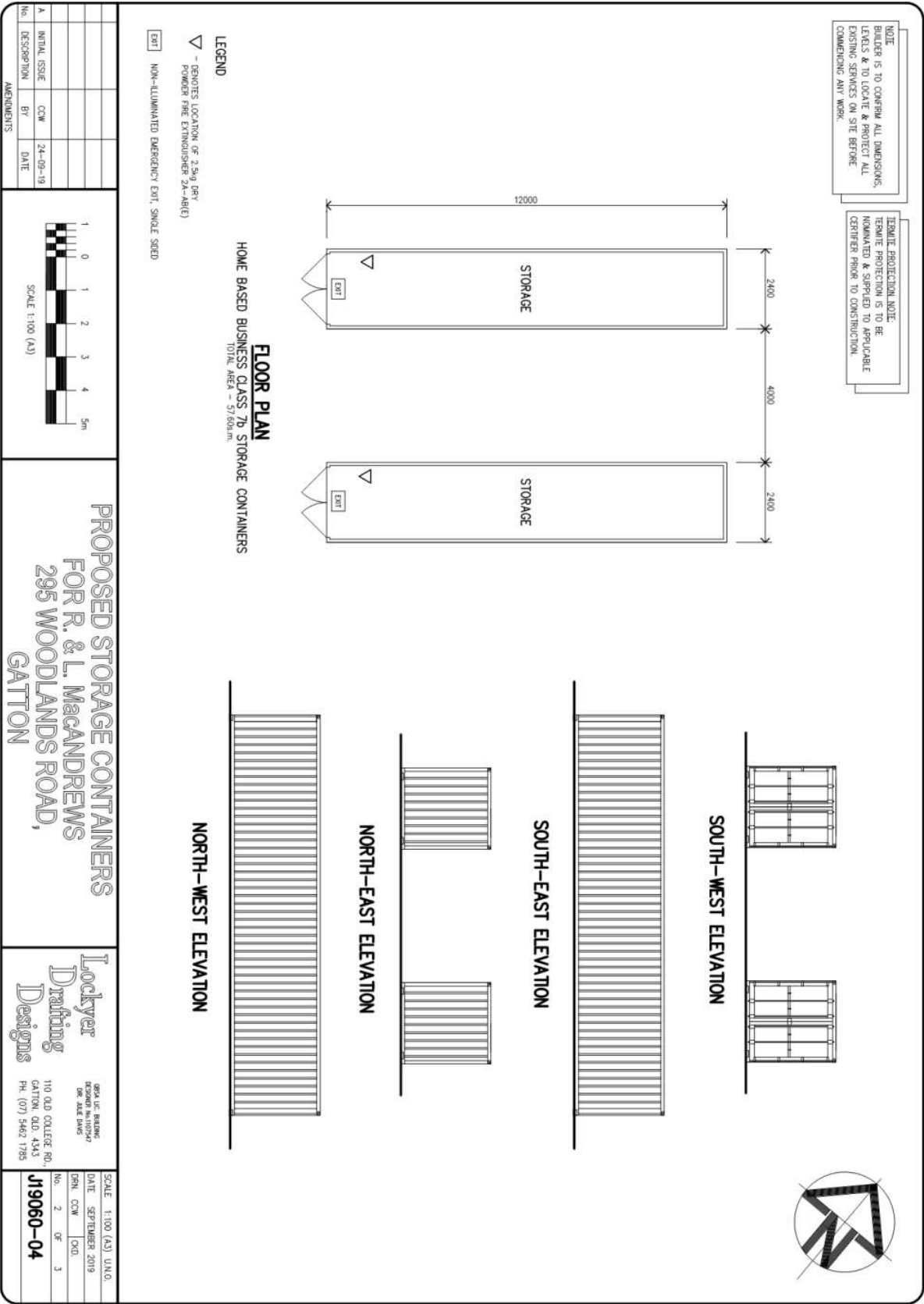
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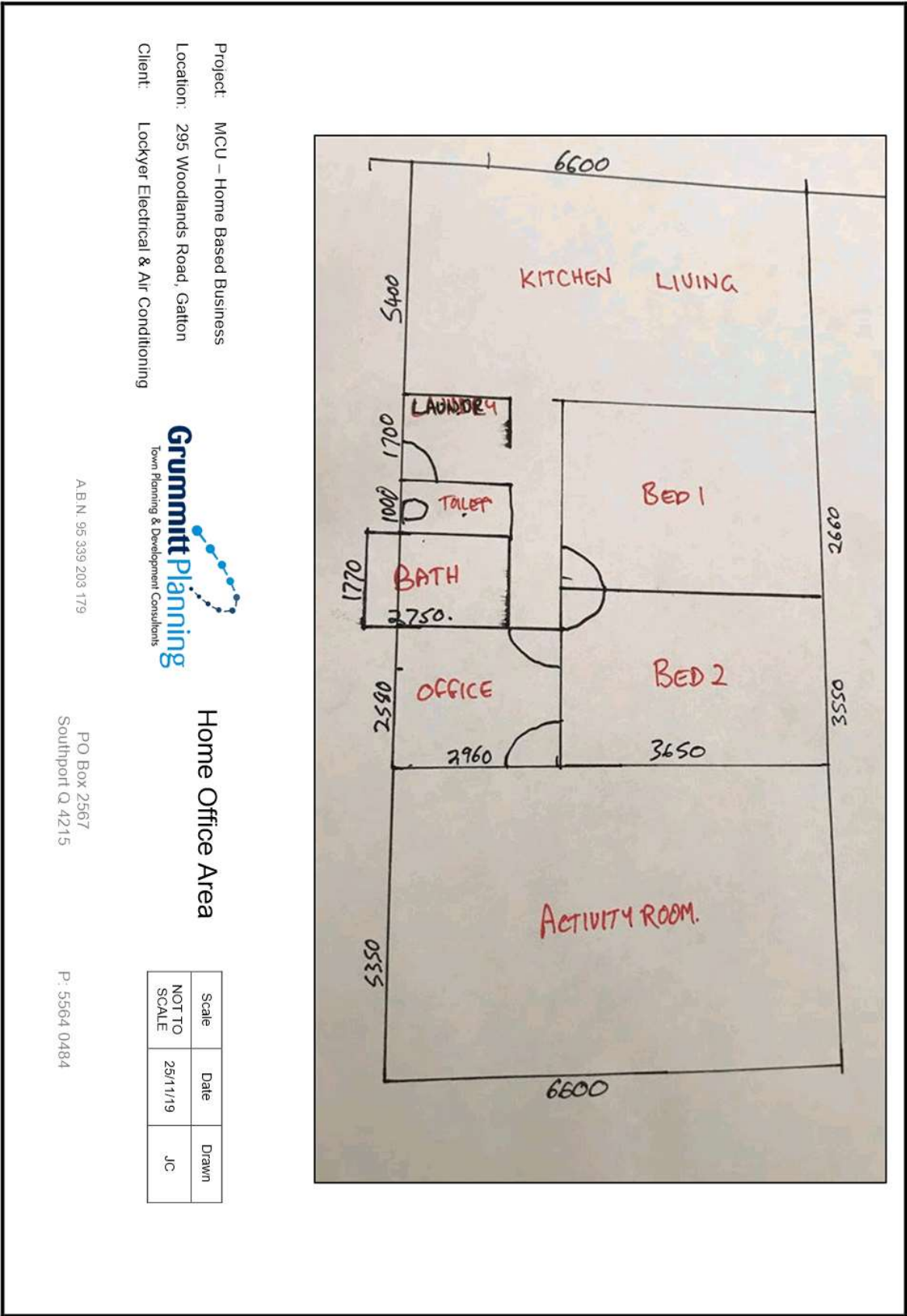
9. Action/s

Advise the applicant of Council's decision.

Attachments

- 1 [↓](#) Approved Plans 295 Woodlands Road Gatton 4 Pages





12.5 Proposal to Make Temporary Local Planning Instrument 2020 (Flood Regulation)**Date:** 11 May 2020**Author:** Annette Doherty, Acting Manager Economic Development and Community**Responsible Officer:** Amanda Pugh, Group Manager Community & Regional Prosperity

Purpose:

Council regulates development within flood affected areas through a Temporary Local Planning Instrument (TLPI). A new TLPI has been prepared to address deficiencies identified with the current TLPI. The new TLPI is being presented for Council's consideration, prior to being submitted to the Minister for approval.

Officer's Recommendation:

THAT Council decides to make Temporary Local Planning Instrument 2020 (Flood Regulation) ('the TLPI');

And further;

THAT, in accordance with the Minister's Guidelines and Rules, the TLPI be submitted to the Minister for approval.

Executive Summary

A new TLPI for flood regulation (the proposed TLPI) has been prepared to replace the current TLPI. The proposed TLPI is a much more concise and useable document, which addresses deficiencies of the current TLPI. It is recommended that Council decides to make the TLPI and submit the proposed TLPI to the Minister for approval.

Finance and Resource Implications

There will be minor costs associated with public notification of the adoption of the TLPI. These costs are budgeted for.

Corporate PlanCorporate Plan Goal

Lockyer Planned

Outcome

4.3 A development assessment process that delivers quality development that is consistent with legislation, best practice and community expectations.

ConsultationPortfolio Councillor Consultation

The portfolio Councillor has been made aware of the proposal to make a new TLPI for flood regulation.

Internal Consultation

The proposed TLPI has been prepared following consultation with planning, building and plumbing staff.

External Consultation

The proposed TLPI must be referred to the Minister for approval.

Community Consultation

If Council adopts the proposed TLPI, a public notice must be published advising of the making of the TLPI, and the purpose and general effect of the TLPI.

Proposal

Overview

Since 2 January 2013, Council has regulated development within flood prone areas through a Temporary Local Planning Instrument (TLPI). TLPIs have effect for a limited period of time (2 years under the *Planning Act 2016*, and 1 year under the now repealed *Sustainable Planning Act 2009*), so there has been a series of TLPIs since 2013; all TLPIs being very similar in content and formatting.

Temporary Local Planning Instrument 01/2019 (the current TLPI) took effect in January 2019. A review of the current TLPI has been undertaken and a new TLPI (the proposed TLPI) has been prepared to address deficiencies identified in the current instrument. The proposed TLPI is easier to interpret making implementing flood regulations a more streamlined process, and therefore will have a positive impact on development assessment processes for both customers and staff. The proposed TLPI is attached to this report.

Comparison between the Current and Proposed TLPIs

The major changes between the current and proposed TLPIs are as follows:

- The current TLPI consists of two (almost identical) parts, applying to the Gatton Shire Planning Scheme and Laidley Shire Planning Scheme respectively. This format results in an unnecessarily long and repetitive document. The proposed TLPI has been formatted to remove duplication and create a much more concise document.
- The current TLPI does not apply to development on land in the Commercial and Industrial zones (unless the development relates to vulnerable people). This means that residential uses within these zones are not assessed against the current TLPI, despite the increased risk flooding poses for this type of development. The intent of the TLPI was that it would not apply to commercial and industrial development (as opposed to commercial and industrial land). The proposed TLPI reflects this intent and specifically states the types of commercial and industrial development to which the proposed TLPI does not apply.
- Currently any extension to an existing dwelling (excluding adding an extra storey) within the flood hazard area, regardless of scale, must be assessed against the current TLPI. Under the proposed TLPI, only additions constituting an increase in floor area of 50% or more would require assessment against the TLPI. This reflects the requirements of the Queensland Development Code (QDC) MP 3.5 *Construction of buildings in flood hazard areas*, and the minimal increase in risk posed by additions to existing dwellings.
- The current TLPI applies to Class 10a and 10b structures only when these structures are being used for the storage of agricultural or potentially hazardous chemicals. Under the proposed TLPI,

all Class 10 buildings and structures are exempt. There are several reasons this change has been made:

- QDC MP 3.5 *Construction of buildings in flood hazard areas* does not apply to Class 10 buildings and structures. The proposed TLPI will be consistent with the QDC.
 - There is difficulty in defining ‘agricultural or potentially hazardous chemicals’, in terms of both type and quantity or chemical.
 - The TLPI does not apply to industrial and commercial development. These types of development are likely to involve the storage of larger quantities and possibly more hazardous chemicals, than would be expected to be found in a Class 10 shed. Therefore, the risk
 - Enforcing the ongoing use of buildings (i.e. policing what is stored in sheds) is potentially unenforceable given the large amount of resources that would be required.
- Provisions of the current TLPI that replicate or contradict State legislated building and plumbing requirements have been removed. These matters must not be regulated under a local planning instrument.

In addition to the changes outlined above, the proposed TLPI incorporates minor corrections and changes to terminology and phrasing to provide greater clarity and consistency.

There is no change proposed to the flood mapping associated with the TLPI. Flood modelling is currently being undertaken for the region and, when completed, this modelling will be used to create more accurate flood mapping which will be incorporated into the new Lockyer Valley Planning Scheme.

Process for Making a TLPI

The process for making a TLPI is stipulated under the Minister’s Guidelines and Rules as follows:

1. Council decides to make a TLPI.
2. Council submits the proposed TLPI to the Minister, who may request further information.
3. The Minister decides if the proposed TLPI satisfies the Act.
4. If the Minister approves the making of the TLPI, Council is given a notice to this effect.
5. Council decides to adopt or not to proceed with the proposed TLPI.
6. If Council decides to adopt the proposed TLPI, a public notice is published.
7. Within 10 days of adopting the TLPI, Council must give the chief executive a copy of the public notice and a copy of the TLPI.

If Council resolves to make the proposed TLPI, it will be submitted to the Minister for consideration.

Legal Implications

A TLPI is a statutory local planning instrument under the *Planning Act 2016*. A TLPI may suspend or otherwise affect the operation of a planning scheme, and therefore takes precedence over a planning scheme. A TLPI must be made in accordance with the *Planning Act 2016* and the Minister’s Guidelines and Rules.

If Council adopts the proposed TLPI, at that time Council will also need to repeal the current TLPI.

The future Lockyer Valley Planning Scheme will incorporate provisions relating to flood hazard, including mapping developed from the latest flood modelling. When the new planning scheme is adopted, the TLPI will be repealed.

Policy Implications

The proposed TLPI does not represent a major change to Council policy.

Risk Considerations

Under the *Planning Act 2016*, a person may claim compensation because of an adverse planning change, i.e. a planning change that reduces the value of an interest in premises. However, the Act states that a planning change made to reduce a material risk of serious harm to persons or property for natural events (e.g. flooding), is not an 'adverse planning change'. Therefore, there is no risk that the making of a new TLPI for flood regulation will lead to a claim of compensation.

Furthermore, as the proposed TLPI does not constitute a major change to Council policy, and there are no changes to the flood mapping used with the TLPI, the proposed TLPI represents a low risk to Council.

Previous Council Resolutions

No previous Council resolutions have been made in relation to this matter.

Related Documentation

- *Planning Act 2016*
- Minster's Guidelines and Rules
- Proposed Temporary Local Planning Instrument 2020 (Flood Regulation) (the proposed TLPI)
- Temporary Local Planning Instrument 01/2019 – Flood Regulation (the current TLPI)
- Gatton Shire Planning Scheme
- Laidley Shire Planning Scheme
- Queensland Development Code MP 3.5 Construction of buildings in flood hazard areas

Critical Dates

As the current TLPI does not expire until January 2021, there are no critical dates associated with the making of the TLPI.

Implementation

If Council resolves to make the proposed TLPI, it will be submitted to the Minister for consideration.

Attachments

- 1 [↓](#) Proposed Temporary Local Planning Instrument 2020 (Flood Regulation)

LOCKYER VALLEY REGIONAL COUNCIL
Temporary Local Planning Instrument 2020
(Flood Regulation)

1. Short Title

- 1.1 This temporary local planning instrument (TLPI) may be cited as Temporary Local Planning Instrument 2020 (Flood Regulation).

2. Purpose

- 2.1 The purpose of this TLPI is to:
- (a) provide improved flood regulation based on the identification of a Flood hazard overlay for the Lockyer Valley Region; and
 - (b) to protect life and property by ensuring development, other than commercial and industrial development (excluding Service stations), appropriately responds to, or is avoided in response to, the risk of flood hazard present on a site.

3. Commencement

- 3.1 This TLPI commences on *date*.

4. Expiry

- 4.1 In accordance with section 23 of the *Planning Act 2016*, this TLPI has effect for two (2) years from the date of commencement, unless repealed sooner.

5. Application of the TLPI

- 5.1 This TLPI applies to the Lockyer Valley local government area.
- 5.2 This TLPI affects the operation of the following planning schemes:
- (a) Gatton Shire Planning Scheme 2007; and
 - (b) Laidley Shire Planning Scheme 2003.
- 5.3 This TLPI applies to development on land shown on the Flood hazard overlay maps in Appendix E as being within a flood hazard area, investigation area or overland flow path, unless:
- (a) The development is for commercial and/or industrial development that is a defined use listed in the table below:

Defined uses under the Gatton Shire Planning Scheme	Defined uses under the Laidley Shire Planning Scheme
Animal product processing	Bulk retail
Art, crafts and antiques	Car repair station
Catering shop	Catering room
Commercial premises (excluding veterinary services)	Commercial premises
Extractive industry	Extractive industry
Health care premises	General store
Hotel (where not including accommodation)	Hotel (where not including accommodation)
Industry	Industry
Off-street car park	Junk yard
Rural service industry	Light industry
Service trade	Medical/paramedical centre
	Medium industry

Defined uses under the Gatton Shire Planning Scheme	Defined uses under the Laidley Shire Planning Scheme
Shop Showroom Transport depot Transport terminal Warehouse	Noxious, offensive and hazardous industry Passenger terminal Refreshment service Road freight depot Roadside stall Rural processing Shop Transport depot Truck stop (where not including accommodation) Warehouse

- (b) The development is Building work that is:
- (i) additions to a class 1 building where the additions constitute less than 50% of the floor area of the existing building;
 - (ii) alterations that are not additions to the floor area of an existing building;
 - (iii) raising an existing building;
 - (iv) repairing an existing building;
 - (v) adding an extra storey above an existing part of a building; or
 - (vi) a Class 10 building or structure.

6. Relationship with the Planning Schemes

- 6.1 If a planning scheme to which this TLPI applies is inconsistent with this TLPI, the TLPI prevails to the extent of any inconsistency.

7. Effect

- 7.1 The TLPI affects the operation of the Gatton Shire Planning Scheme and the Laidley Shire Planning Scheme by:
- (a) introducing a Flood hazard overlay and Flood hazard overlay maps (see Appendix E);
 - (b) suspending and replacing provisions of the Gatton Shire Planning Scheme (see Appendix A);
 - (c) suspending and replacing provisions of the Laidley Shire Planning Scheme (see Appendix B);
 - (d) identifying categories of development and categories of assessment for development within the Flood hazard overlay (see Appendix C); and
 - (e) introducing a new Flood hazard overlay code which includes assessment benchmarks for development within the Flood hazard overlay (see Appendix D).
- 7.2 The TLPI designates the flood hazard area and the defined flood level for the purposes of the Building Code of Australia and the Queensland Development Code.

8. Flood hazard area and defined flood level

- 8.1 In accordance with Section 13 of the *Building Regulation 2006*:
- (a) the Flood hazard overlay is designated as the flood hazard area; and

- (b) the defined flood level is declared to be the level to which it is reasonably expected flood waters may rise during a defined flood event. The defined flood level for a particular location within the Flood hazard overlay will be determined by Council based on the latest flood data available.

9. Interpretation

- 9.1 Unless otherwise defined in this TLPI, the Gatton Shire Planning Scheme or the Laidley Shire Planning Scheme, the terms used in this TLPI have the same meaning as defined in the *Planning Act 2016*.

- 9.2 In this TLPI the following terms have the meaning below:

defined flood level the level to which it is reasonably expected flood waters may rise (see Section 13(5) of the *Building Regulation 2006* and section 8.1(b) of this TLPI).

defined flood event means a flood event that would result in the extent of flooding shown on the Flood hazard overlay maps in Appendix E.

flood hazard overlay means the area identified on the Flood hazard overlay maps in Appendix E as being a defined flood event, investigation area or overland flow path.

flood investigation area means the area on the Flood hazard overlay maps identified as investigation area. Land within the flood investigation area is known to be, or has the potential to be, affected by a defined flood event, but due to the limits in the modelling process has not yet been quantified. During a defined flood event, land in this area is exposed to a level of flood risk, although the level of risk has not been determined.

floor area, for a building, means the gross area of all floors in the building measured over the enclosing walls other than the area of a verandah, roofed terrace, patio, garage or carport in or attached to the building.

habitable room has the same meaning as in the Building Code of Australia.

high flood hazard area means the area on the Flood hazard overlay maps identified as high hazard. Development of land in this area may pose unacceptable risks to life and property during a defined flood event. Generally, in this area during a defined flood event:

- (a) major to extreme risk to life is likely;
- (b) able bodied adults cannot walk safely; and
- (c) light frame buildings can structurally fail.

low flood hazard area means the area on the Flood hazard overlay maps identified as low hazard. Development of this land, after application of relevant mitigation actions, is not considered to pose any significant risk to life or property during a defined flood event. Generally, in this area during a defined flood event:

- (a) there is no significant risk to life; and
- (b) property is only at risk when exposed and in direct contact with flood waters.

medium flood hazard area means the area on the Flood hazard overlay maps identified as medium hazard. Development of land in this area may pose a risk to life and property during a defined flood event. Generally, in this area during a defined flood event

- (a) able bodied adults may not be able to walk safely;
- (b) cars can float and precautions must be taken; and
- (c) only large vehicles (trucks) may be able to travel safely.

overland flow path means an area on the Flood hazard overlay maps identified as overland flow path.

rural area means an area that:

- (a) if in the Gatton Shire Planning Scheme area, is located in the Rural agriculture zone, Rural general zone or Rural uplands zone; or
- (b) if in the Laidley Shire Planning Scheme area, is located in the Rural agricultural land area, Rural landscape area or Rural uplands land area.

sport and recreation – means the use of premises for any activity, purpose or pursuit which includes, but is not limited to the following: archery, athletics, basketball, baseball, boating, bowling (other than indoor bowling), children's playgrounds, commercial or community swimming pools (uncovered), cycling tracks, football, gardens, golf, hockey, netball, outdoor cricket, parks, picnic areas, playing fields, soccer, softball, tennis.

vulnerable persons means persons who are identified as having a high degree of susceptibility and low resilience to flood hazard, including unaccompanied minors, the infirmed, the mentally and physically disabled and elderly.

10. Advisory notes

- 10.1 It is a matter of common law that any owner of a property who develops or alters their property in any way, owes a duty of care to ensure that changes caused by the development do not cause adverse impacts in relation to flooding.
- 10.2 Council has flood models for some localities within the Region. These flood models can be obtained for undertaking flood hazard assessments, subject to the execution of a Data Sharing Agreement and payment of the applicable fee.
- 10.3 If approval is issued by Council for building work within the Flood hazard overlay, building materials and surface treatments used below the defined flood level should be resilient to water damage and should not include wall cavities.

APPENDIX A

EFFECT OF THE TEMPORARY LOCAL PLANNING INSTRUMENT
ON THE GATTON SHIRE PLANNING SCHEME

Scheme Reference	Effect of Temporary Local Planning Instrument
Page 11 Section 3.1(3) Desired environmental outcomes, item (i)	Suspend (i) and replace with revised (i) as follows: (i) Planning and design takes into account the potential adverse effects from natural hazards such as bushfire, landslip or flooding. The adverse effects of flood on development: (a) in the high and medium flood hazard areas are avoided; and (b) in the low flood hazard area are minimised to the greatest extent practicable and development is designed to provide protection to persons and property.
Pages 184-185 Services and infrastructure code 6.25 Specific outcome and probable solutions for code assessable development, Probable solution A2.2	Suspend A2.2 and replace with revised A2.2 as follows: A2.2 Where Council's a reticulated sewerage service is not available: (a) the minimum size of a lot is 3,000m² or the minimum size lot for a specific zone, whichever is the greater; (b) the proposed on-site effluent disposal system is located on the allotment in accordance with the <i>Plumbing and Drainage Act 2018. Standard Sewerage Law 2001 and AS1547-2000;</i> (c) the proposed on-site effluent disposal system is located on land which: (i) has slopes less than 10%; or (ii) the land is terraced to receive the full disposal area; (iii) is situated above the Q10 flood level; (iv) is above the level of 5 metre AHD; (v) contains soils with permeability greater than 0.05m/day and less than 3.5m/day; (vi) contains soils which do not include mainly sand, gravel or fractured rock; (vii) is more than 0.6 metres of the seasonally high water table; (viii) is more than 1.0 metre above bedrock; (d) the lot contains an area capable of supporting a land application area sized in accordance with the Interim Code of Practice for On-site Sewerage Facilities; (e) at least 100% of the design area is available on the lot and reserved for waste disposal application; and (f) the effluent irrigation area is not separated from the effluent source by features such as gullies, creeks, dams, roads, driveways etc.
Page 200 Accommodation unit and dual occupancy code 6.47 Specific outcomes and probable solutions for code assessable development, Specific outcome P3 and Probable solutions A3.1-A3.3	Suspend P3 and A3.1-A3.3, and replace with revised P3 and A3.1 as follows: P3 The floor level of any habitable room of a proposed building or extension to an existing building is a minimum of 300mm above the defined flood level. An acceptable level of flood immunity is provided for new accommodation units and dual occupancy units. A3.1 The floor level of habitable rooms is a minimum of 300mm above the defined flood level. Within the Gatton town area, the habitable floor level is RL 102.041 plus 300mm. A3.2 Within the Helidon town area, the habitable floor level is RL 135 AHD plus 300mm. A3.3 Within the Withcott town area, the habitable floor level is RL 235m AHD plus 300mm.
Page 205 Annexed unit code	Suspend P1 and A1.1-A1.6, and replace with revised P1 and A1.1 as follows:

Scheme Reference	Effect of Temporary Local Planning Instrument																					
6.51 Specific outcome and probable solutions for code assessable development, Specific outcome P1 and Probable solutions A1.1-1.6	<p>P1 The floor level of any habitable room of a proposed building or extension to an existing building is a minimum of 300mm above the defined flood level. An acceptable level of flood immunity is provided for a new annexed unit.</p> <p>A1.1 The floor level of habitable rooms is a minimum of 300mm above the defined flood level. Within the Gatton town area, the habitable floor level is RL 102.041 plus 300mm.</p> <p>A1.2 Within the Helidon town area, the habitable floor level is RL 135 AHD plus 300mm.</p> <p>A1.3 Within the Withcott town area, the habitable floor level is RL235m AHD plus 300mm.</p> <p>A1.4 Within the Murphys Creek village area, the habitable floor level is RL250m AHD plus 300mm.</p> <p>A1.5 Within the Grantham village area, a level not less than the level of the closest land listed in the table below, plus 300mm.</p> <table><tr><th>RPD</th><th>Address</th><th>AHD (m)</th></tr><tr><td>Lot 1 RP150034</td><td>50 Anzac Avenue</td><td>116.16</td></tr><tr><td>Lot 1 RP92488</td><td>Gatton-Helidon Road</td><td>116.221</td></tr><tr><td>Lot 3 RP108240</td><td>9 Anzac Avenue</td><td>117.324</td></tr><tr><td>Lot 7 RP25735</td><td>3 Harris Street</td><td>117.995</td></tr><tr><td>Lot 8 RP25736</td><td>8 Harris Street</td><td>117.843</td></tr><tr><td>Lots 15-16 RP25732</td><td>35 Harris Street</td><td>118.4</td></tr></table> <p>A1.6 Otherwise, no probable solution is provided</p>	RPD	Address	AHD (m)	Lot 1 RP150034	50 Anzac Avenue	116.16	Lot 1 RP92488	Gatton-Helidon Road	116.221	Lot 3 RP108240	9 Anzac Avenue	117.324	Lot 7 RP25735	3 Harris Street	117.995	Lot 8 RP25736	8 Harris Street	117.843	Lots 15-16 RP25732	35 Harris Street	118.4
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Page 209 Caravan and relocatable home parks code 6.55 Specific outcome and probable solutions for code assessable development, Probable solution A3.1	<p>Suspend A3.1, and replace with revised A3.1 as follows:</p> <p>A3.1 A site provides for all residential buildings and structures and access to them, on stable land that is located at least 300mm above the defined flood level and flood free land away from scenically or environmentally sensitive areas.</p>																					
Page 211 Caretaker's residence code 6.59 Specific outcome and probable solutions for code assessable development, Specific outcome P2 and Probable solutions A2.1-2.6	<p>Suspend P2 and A2.1-A2.6, and replace with revised P2 and A2.1 as follows:</p> <p>P2 The floor level of any habitable room of a proposed building or extension to an existing building is a minimum of 300mm above the defined flood level. An acceptable level of flood immunity is provided for a new caretaker's residence.</p> <p>A2.1 The floor level of habitable rooms is a minimum of 300mm above the defined flood level. Within the Gatton town area, the habitable floor level is RL 102.041 plus 300mm.</p> <p>A2.2 Within the Helidon town area, the habitable floor level is RL 135 AHD plus 300mm.</p> <p>A2.3 Within the Withcott town area, the habitable floor level is RL235m AHD plus 300mm.</p> <p>A2.4 Within the Murphys Creek village area, the habitable floor level is RL250m AHD plus 300mm.</p> <p>A2.5 Within the Grantham village area, a level not less than the level of the closest land listed in the table below, plus 300mm.</p> <table><tr><th>RPD</th><th>Address</th><th>AHD (m)</th></tr><tr><td>Lot 1 RP150034</td><td>50 Anzac Avenue</td><td>116.16</td></tr><tr><td>Lot 1 RP92488</td><td>Gatton-Helidon Road</td><td>116.221</td></tr><tr><td>Lot 3 RP108240</td><td>9 Anzac Avenue</td><td>117.324</td></tr><tr><td>Lot 7 RP25735</td><td>3 Harris Street</td><td>117.995</td></tr><tr><td>Lot 8 RP25736</td><td>8 Harris Street</td><td>117.843</td></tr><tr><td>Lots 15-16 RP25732</td><td>35 Harris Street</td><td>118.4</td></tr></table> <p>A2.6 Otherwise, no probable solution is provided</p>	RPD	Address	AHD (m)	Lot 1 RP150034	50 Anzac Avenue	116.16	Lot 1 RP92488	Gatton-Helidon Road	116.221	Lot 3 RP108240	9 Anzac Avenue	117.324	Lot 7 RP25735	3 Harris Street	117.995	Lot 8 RP25736	8 Harris Street	117.843	Lots 15-16 RP25732	35 Harris Street	118.4
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Scheme Reference	Effect of Temporary Local Planning Instrument																					
Page 213 Dwelling house code 6.62 Specific outcomes and probable solutions for code assessable development, Specific outcome P2 and Probable solutions A2.1-2.6	<p>Suspend P2 and A2.1-A2.6, and replace with revised P2 and A2.1 as follows:</p> <p>P2 The floor level of any habitable room of a proposed building or extension to an existing building is a minimum of 300mm above the defined flood level. An acceptable level of flood immunity is provided for a new Dwelling House.</p> <p>A2.1 The floor level of habitable rooms is a minimum of 300mm above the defined flood level. Within the Gatton town area, the habitable floor level is RL 102.041 plus 300mm.</p> <p>A2.2 Within the Helidon town area, the habitable floor level is RL 135 AHD plus 300mm.</p> <p>A2.3 Within the Withcott town area, the habitable floor level is RL235m AHD plus 300mm.</p> <p>A2.4 Within the Murphys Creek village area, the habitable floor level is RL250m AHD plus 300mm.</p> <p>A2.5 Within the Grantham village area, a level not less than the level of the closest land listed in the table below, plus 300mm.</p> <table><tr><th>RPD</th><th>Address</th><th>AHD (m)</th></tr><tr><td>Lot 1 RP150034</td><td>50 Anzac Avenue</td><td>116.16</td></tr><tr><td>Lot 1 RP92488</td><td>Gatton-Helidon Road</td><td>116.221</td></tr><tr><td>Lot 3 RP108240</td><td>9 Anzac Avenue</td><td>117.324</td></tr><tr><td>Lot 7 RP25735</td><td>3 Harris Street</td><td>117.995</td></tr><tr><td>Lot 8 RP25736</td><td>8 Harris Street</td><td>117.843</td></tr><tr><td>Lots 15-16 RP25732</td><td>35 Harris Street</td><td>118.4</td></tr></table> <p>A2.6 Otherwise, no probable solution is provided</p>	RPD	Address	AHD (m)	Lot 1 RP150034	50 Anzac Avenue	116.16	Lot 1 RP92488	Gatton-Helidon Road	116.221	Lot 3 RP108240	9 Anzac Avenue	117.324	Lot 7 RP25735	3 Harris Street	117.995	Lot 8 RP25736	8 Harris Street	117.843	Lots 15-16 RP25732	35 Harris Street	118.4
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Pages 217-218 Motel code 6.70 Specific outcome and probable solutions for code assessable development, Specific outcome P2 and Probable solutions A2.1-A2.6	<p>Suspend P2 and A2.1-A2.6, and replace with revised P2 and A2.1 as follows:</p> <p>P2 A new motel is designed to be a minimum of 300mm above the defined flood level. An acceptable level of flood immunity is provided for a new motels.</p> <p>A2.1 The floor level is a minimum of 300mm above the defined flood level. Within the Gatton town area, the habitable floor level is RL 102.041 plus 300mm.</p> <p>A2.2 Within the Helidon town area, the habitable floor level is RL 135 AHD plus 300mm.</p> <p>A2.3 Within the Withcott town area, the habitable floor level is RL235m AHD plus 300mm.</p> <p>A2.4 Within the Murphys Creek village area, the habitable floor level is RL250m AHD plus 300mm.</p> <p>A2.5 Within the Grantham village area, level not less than the level of the closest land listed in the table below, plus 300mm.</p> <table><tr><th>RPD</th><th>Address</th><th>AHD (m)</th></tr><tr><td>Lot 1 RP150034</td><td>50 Anzac Avenue</td><td>116.16</td></tr><tr><td>Lot 1 RP92488</td><td>Gatton-Helidon Road</td><td>116.221</td></tr><tr><td>Lot 3 RP108240</td><td>9 Anzac Avenue</td><td>117.324</td></tr><tr><td>Lot 7 RP25735</td><td>3 Harris Street</td><td>117.995</td></tr><tr><td>Lot 8 RP25736</td><td>8 Harris Street</td><td>117.843</td></tr><tr><td>Lots 15-16 RP25732</td><td>35 Harris Street</td><td>118.4</td></tr></table> <p>A2.6 Otherwise, no probable solution is provided</p>	RPD	Address	AHD (m)	Lot 1 RP150034	50 Anzac Avenue	116.16	Lot 1 RP92488	Gatton-Helidon Road	116.221	Lot 3 RP108240	9 Anzac Avenue	117.324	Lot 7 RP25735	3 Harris Street	117.995	Lot 8 RP25736	8 Harris Street	117.843	Lots 15-16 RP25732	35 Harris Street	118.4
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Lots 15-16 RP25732	35 Harris Street	118.4																				

Scheme Reference	Effect of Temporary Local Planning Instrument																					
Page 220 Small lot house code 6.74 Specific outcomes and probable solutions for code assessable development, Specific outcome P1 and Probable solutions A1.1-A1.6	<p>Suspend P1 and A1.1-A1.6, and replace with revised P1 and A1.1 as follows:</p> <p>P1 The floor level of any habitable room of a proposed building or extension to an existing building is a minimum of 300mm above the defined flood level. An acceptable level of flood immunity is provided for a small lot house.</p> <p>A1.1 The floor level of habitable rooms is a minimum of 300mm above the defined flood level. Within the Gatton town area, the habitable floor level is RL 102.041 plus 300mm.</p> <p>A1.2 Within the Helidon town area, the habitable floor level is RL 135 AHD plus 300mm.</p> <p>A1.3 Within the Withcott town area, the habitable floor level is RL235m AHD plus 300mm.</p> <p>A1.4 Within the Murphys Creek village area, the habitable floor level is RL250m AHD plus 300mm.</p> <p>A1.5 Within the Grantham village area, a level not less than the level of the closest land listed in the table below, plus 300mm.</p> <table><tr><th>RPD</th><th>Address</th><th>AHD (m)</th></tr><tr><td>Lot 1 RP150034</td><td>50 Anzac Avenue</td><td>116.16</td></tr><tr><td>Lot 1 RP92488</td><td>Gatton-Helidon Road</td><td>116.221</td></tr><tr><td>Lot 3 RP108240</td><td>9 Anzac Avenue</td><td>117.324</td></tr><tr><td>Lot 7 RP25735</td><td>3 Harris Street</td><td>117.995</td></tr><tr><td>Lot 8 RP25736</td><td>8 Harris Street</td><td>117.843</td></tr><tr><td>Lots 15-16 RP25732</td><td>35 Harris Street</td><td>118.4</td></tr></table> <p>A1.6 Otherwise, no probable solution is provided</p>	RPD	Address	AHD (m)	Lot 1 RP150034	50 Anzac Avenue	116.16	Lot 1 RP92488	Gatton-Helidon Road	116.221	Lot 3 RP108240	9 Anzac Avenue	117.324	Lot 7 RP25735	3 Harris Street	117.995	Lot 8 RP25736	8 Harris Street	117.843	Lots 15-16 RP25732	35 Harris Street	118.4
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Lot 8 RP25736	8 Harris Street	117.843																				
Lots 15-16 RP25732	35 Harris Street	118.4																				
Page 238 Service station and car wash code 6.82 Specific outcome and probable solutions for code assessable development, Specific outcome P2 and Probable solutions A2.1-A2.6	<p>Suspend P2 and A2.1-A2.6, and replace with revised P2 and A2.1 as follows:</p> <p>P2 A new service station and car wash is designed to minimise risk from the adverse effects of flooding to the greatest extent practicable. An acceptable level of flood immunity is provided for a new service station and car wash.</p> <p>A2.1 The floor level is a minimum of 300mm above the defined flood level. Within the Gatton town area, the habitable floor level is RL 102.041 plus 300mm.</p> <p>A2.2 Within the Helidon town area, the habitable floor level is RL 135 AHD plus 300mm.</p> <p>A2.3 Within the Withcott town area, the habitable floor level is RL235m AHD plus 300mm.</p> <p>A2.4 Within the Murphys Creek village area, the habitable floor level is RL250m AHD plus 300mm.</p> <p>A2.5 Within the Grantham village area, a level not less than the level of the closest land listed in the table below, plus 300mm.</p> <table><tr><th>RPD</th><th>Address</th><th>AHD (m)</th></tr><tr><td>Lot 1 RP150034</td><td>50 Anzac Avenue</td><td>116.16</td></tr><tr><td>Lot 1 RP92488</td><td>Gatton-Helidon Road</td><td>116.221</td></tr><tr><td>Lot 3 RP108240</td><td>9 Anzac Avenue</td><td>117.324</td></tr><tr><td>Lot 7 RP25735</td><td>3 Harris Street</td><td>117.995</td></tr><tr><td>Lot 8 RP25736</td><td>8 Harris Street</td><td>117.843</td></tr><tr><td>Lots 15-16 RP25732</td><td>35 Harris Street</td><td>118.4</td></tr></table> <p>A2.6 Otherwise, no probable solution is provided</p>	RPD	Address	AHD (m)	Lot 1 RP150034	50 Anzac Avenue	116.16	Lot 1 RP92488	Gatton-Helidon Road	116.221	Lot 3 RP108240	9 Anzac Avenue	117.324	Lot 7 RP25735	3 Harris Street	117.995	Lot 8 RP25736	8 Harris Street	117.843	Lots 15-16 RP25732	35 Harris Street	118.4
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Page 252 Intensive animal industries, animal product processing industries, kennels and catteries code 6.91 Specific outcome	<p>Suspend A2.1, and replace with revised A2.1 as follows:</p> <p>A2.1 Facilities are developed on a site which:</p> <ul style="list-style-type: none">(a) has land with slopes less than 10%;(b) is above the defined flood level is not on land subject to flooding at a frequency of greater than 1 in 50 years;(c) is otherwise not low-lying;(d) has sealed road access;																					

Scheme Reference	Effect of Temporary Local Planning Instrument
and probable solutions for code assessable development, Probable solution A2.1	<p>(e) is provided with a reliable water supply and has a capacity to store a minimum of 2 days' supply; and</p> <p>(f) is connected to an electricity supply.</p>
Pages 260-261 Reconfiguring a lot code 6.107 Specific outcome and probable solutions for code assessable development, Specific outcome P1 and Probable solutions A1.1-A1.6	Suspend P1 and A1.1-A1.6.
Pages 267-268 Reconfiguring a lot code 6.107 Specific outcome and probable solutions for code assessable development, Specific outcome A19.4	<p>Suspend A19.4, and replace with revised A19.4 as follows:</p> <p>A19.4 Where connection to Council's a reticulated sewerage service is not available:</p> <p>(a) the minimum size of a lot is 3,000m² or the minimum size lot for a specific zone, whichever is the greater; and</p> <p>(b) each lot is connected to an approved common effluent drainage scheme, and where that is not available:</p> <p>(i) each lot disposes waste on-site for the specified used; and</p> <p>(ii) the proposed on-site effluent disposal system is located on the allotment in accordance with the Standard Sewerage Law 2001 and AS1547-2000; and</p> <p>(iii) the proposed on-site effluent disposal system is located on land which:</p> <p>I. has slopes less than 10% OR the land is terraced to receive the full disposal area;</p> <p>II. is situated over the Q10 flood level;</p> <p>III. is above the 5 metre AHD;</p> <p>IV. contains soils with permeability greater than 0.05m/day and less than 3.5m/day;</p> <p>V. contains soils which do not include mainly sand, gravel or fractured rock;</p> <p>VI. is more than 0.6 metres of the seasonally high water table;</p> <p>VII. is more than 1.0 metre above bedrock;</p> <p>(b) (c) each lot contains an area capable of supporting a land application area sized in accordance with the Plumbing and Drainage Act 2018. Interim Code of Practice for On-site Sewerage Facilities;</p> <p>(d) an area of up to 100% of the design area is available on each lot and reserved for waste disposal application;</p> <p>(e) the effluent irrigation area is a minimum of 50 metres from features such as gullies, waterways and wetlands.</p>
Page 272 Reconfiguring a lot code 6.107 Specific outcomes and probable solutions for code assessable development, Specific outcome P37	<p>Suspend P37, and replace with revised P37 as follows:</p> <p>P37 In addition to provisions at P14 and P15, the major drainage network has the capacity to control stormwater flows under normal conditions, and allowing for a 100% design blockage of inlets, minor system blockage conditions for a 1 in 100 year rainfall event so that:</p> <p>(a) no dwelling is inundated during a 1 in 100 year flood,</p> <p>(b) habitable rooms have floor levels 250 mm above the estimated flood level resultant from a 1 in 100 year flood are protected,</p>

Scheme Reference	Effect of Temporary Local Planning Instrument
	<p>(b) (c) overland flow paths floodways are restricted to areas where there is minimal risk of damage to life or property; and</p> <p>(c) (d) runoff is directed to a lawful point of discharge through competently designed and constructed outlet works.</p>
<p>Page 274</p> <p>Reconfiguring a lot code 6.107 Specific outcome and probable solutions for code assessable development, Specific outcome A43.1</p>	<p>Suspend A43.1, and replace with revised A43.1 as follows:</p> <p>A43.1 New lots resulting from the realignment have a minimum area of 1.0 hectare, and contain:</p> <p>(a) each contains a flood free building sites located above the defined flood level;</p> <p>(b) have slopes less than 20%;</p> <p>(c) have effluent disposal areas; and</p> <p>(d) maintain a viable land size for ongoing agricultural use if on good quality agricultural land.</p>

APPENDIX B
EFFECT OF TEMPORARY LOCAL PLANNING INSTRUMENT ON
THE LAIDLEY SHIRE PLANNING SCHEME

Scheme Reference	Effect of Temporary Local Planning Instrument
Page 12 Section 3.1(3)k Desired environmental outcomes	Suspend k, and replace with revised k as follows: k. The adverse effects from natural and other hazards, including flooding and bushfires, are minimised. The adverse effects of flood on development: (i) in the high and medium flood hazard areas are avoided; and (ii) in the low flood hazard area are minimised to the greatest extent practicable and development is designed to provide protection to persons and property.
Page 65 Table 23B, Flood inundation areas (Overlay Map F)	Suspend Table 23B.
Page 68 Table 24B, Flood inundation areas (Overlay Map F)	Suspend Table 24B.
Page 82 Section 6.7.3, Specific outcomes and acceptable solutions for the areas of natural and environmental significance overlay code	Suspend 6.7.3, and replace with revised 6.7.3 as follows: 6.7.3 Specific outcomes and acceptable solutions for the areas of natural and environmental significance overlay code The Overlay Maps for Areas of Natural and Environmental Significance (Maps E1, E2, F , G1, G2) are the maps that apply for this Code. They include areas with steep or unstable lands, dryland salinity, areas identified as wetlands, flood-prone , bush-fire prone or ecologically significant.
Page 83 Table 1 – Specific outcomes and acceptable solutions for the areas of natural and environmental significance overlay code, Item 1	Suspend 1, and replace with revised 1 as follows: 1. Buildings and development are protected from potential conflict, such as: <ul style="list-style-type: none"> • bushfire; • steep or unstable land; • ridgelines; • remnant vegetation – regeneration; • high visual quality; • erosion; • dryland salinity; • wetlands; • flood-prone land; • water quality; • permanent or intermittent streams; • major drainage lines; • wildlife corridors.
Page 84 Table, Flood inundation areas	Suspend table.
Page 101 Table 6 – Specific outcomes and acceptable solutions for the residential uses code, Acceptable solution 4.1	Suspend 4.1, and replace with revised 4.1 as follows: 4.1 The floor level of any habitable room of a proposed building or extension to an existing building is a minimum of 300mm above the defined flood level Where a lot is on floodable land, the minimum flood level for habitable rooms is 300mm above the Q100 flood line on the allotment; and
Page 120 Table 5 – Specific outcomes and acceptable solutions for the on-site effluent disposal code, Acceptable solution 2.2	Suspend 2.2.

Scheme Reference	Effect of Temporary Local Planning Instrument
Page 192 Overlay Map F – Areas of natural and environmental significance – Flood inundation areas	Suspend Overlay Map F.

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APPENDIX C

CATEGORIES OF DEVELOPMENT AND CATEGORIES OF ASSESSMENT
FOR FLOOD HAZARD OVERLAY

1. Categories of development and categories of assessment for the Flood hazard overlay

- (1) The categories of development and categories of assessment for development within the Flood hazard overlay are identified in Column 2 of Table 1.
- (2) If development is identified in the planning scheme as having a different category of development or category of assessment than under Table 1 below, the highest level of assessment applies as follows:
 - (a) Accepted development subject to requirements prevails over Accepted development;
 - (b) Code assessment prevails over Accepted development subject to requirements and Accepted development; and
 - (c) Impact assessment prevails over Code assessment, Accepted development subject to requirements and Accepted development.

2. Assessment benchmarks for development within the Flood hazard overlay

- (1) The relevant assessment benchmarks for development within the Flood hazard overlay are identified in Column 3 of Table 1.

Table 1 Categories of development and categories of assessment

Column 1 Type of development or use	Column 2 Categories of development and assessment	Column 3 Assessment benchmarks for assessable development and requirements for accepted development
Material change of use		
Agriculture	Accepted development if no building work is proposed.	
	Accepted development subject to requirements if – (a) not Accepted development; and (b) the use complies with all relevant Acceptable outcomes identified in the Assessment benchmark column.	Flood hazard overlay code
	Code assessment in all other circumstances.	Flood hazard overlay code
Sport and Recreation	Accepted development if no building work is proposed.	
	Accepted development subject to requirements if – (a) not Accepted development; and (b) the use complies with all relevant Acceptable outcomes identified in the Assessment benchmark column.	Flood hazard overlay code
	Code assessment in all other circumstances.	Flood hazard overlay code
All other uses	Accepted development if no building work is proposed.	
	Accepted development subject to requirements if –	Flood hazard overlay code

Column 1 Type of development or use	Column 2 Categories of development and assessment	Column 3 Assessment benchmarks for assessable development and requirements for accepted development
	(a) not Accepted development; and (b) the use complies with all relevant Acceptable outcomes identified in the Assessment benchmark column. Code assessment in all other circumstances.	Flood hazard overlay code
Reconfiguring a lot		
Reconfiguring a lot	Code assessment if the site area is located within an area identified as a high, medium or low flood hazard area, an investigation area, or an overland flow path.	Flood hazard overlay code
Building works		
Carrying out building works not associated with a material change of use	Accepted development subject to requirements if complies with all relevant Acceptable outcomes identified in the Assessment benchmark column. Code assessment in all other circumstances.	Flood hazard overlay code
Operational works		
Carrying out operational works associated with Reconfiguring a lot or a Material change of use	Code assessment if the site area is located within an area identified as a high, medium or low flood hazard area, investigation area, or overland flow path.	Flood hazard overlay code
Carrying out operational works for filling or excavating, where not associated with reconfiguring a lot or a material change of use	Accepted development if the works are associated with bona fide agricultural activities. Code assessment if – (a) not Accepted development; and (b) the site is located in a rural area, and the extent of cut or fill exceeds 10m ³ ; or (c) the site is located within an area other than a rural area.	Flood hazard overlay code
Advertising device, where not associated with a material change of use	Code assessment if the site area is located within an area identified as a high, medium or low flood hazard area, investigation area, or overland flow path.	Flood hazard overlay code
Other development		
All other development	Accepted development	

APPENDIX D

FLOOD HAZARD OVERLAY CODE

1. Application

This code applies to Accepted development subject to requirements and Assessable development involving land wholly or partially within the Flood hazard overlay as identified on the Flood hazard overlay maps in Appendix E.

2. Purpose

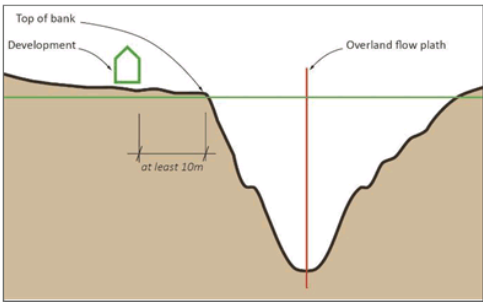
The purpose of this code is to manage development outcomes in the floodplain so that risk to life, property, community and the environment during flood events is minimised, and to ensure that development does not increase the potential for flood damage on the site or to other property.

3. Compliance with the Flood hazard overlay code

Development that complies with the purpose of the code, complies with the code.

Development that complies with the performance outcomes or acceptable outcomes of the code, complies with the purpose of the code.

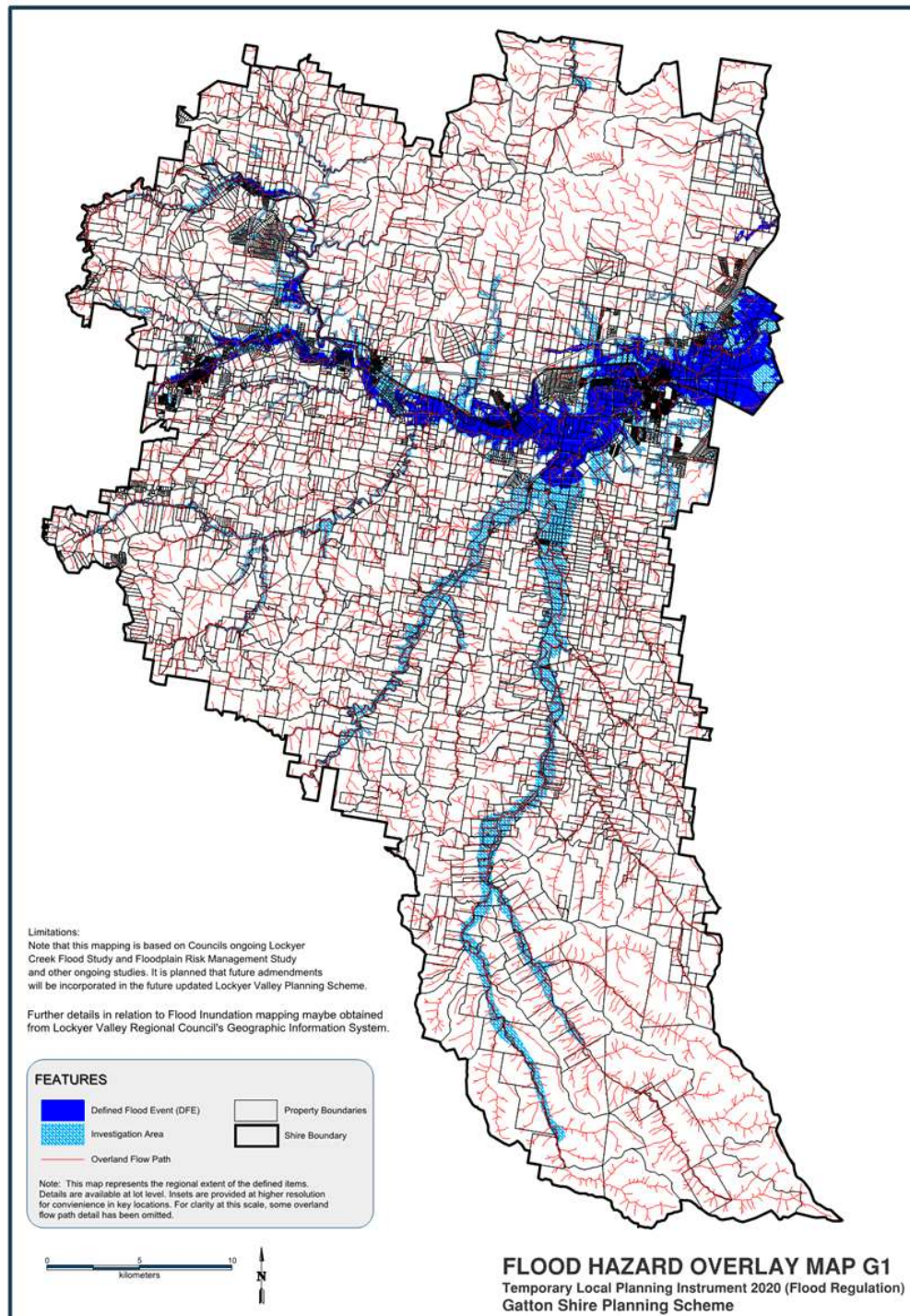
4. Assessment benchmarks

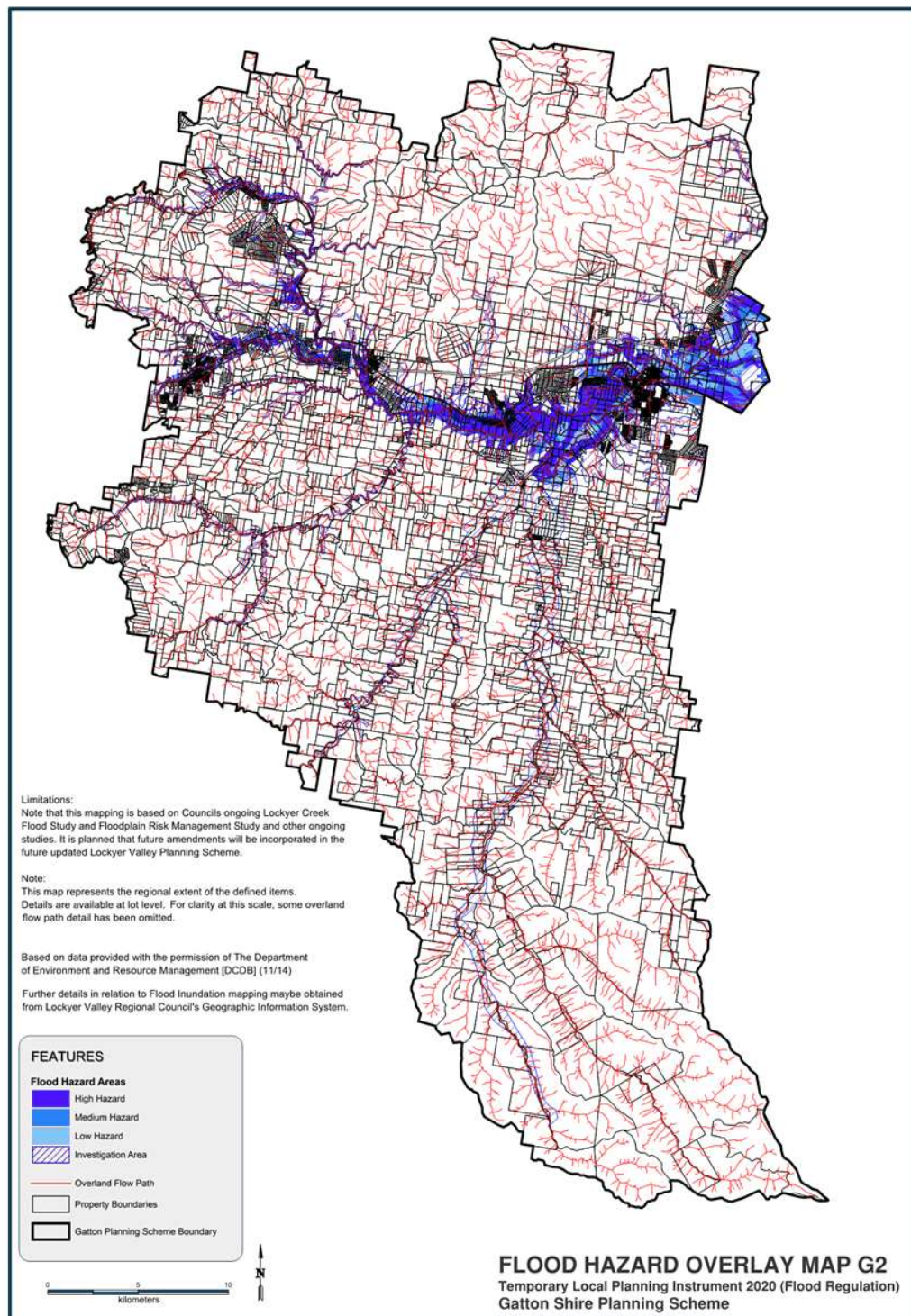
Column 1 Performance outcomes	Column 2 Acceptable outcomes
For Accepted development subject to requirements	
PO1 To the greatest extent practicable, development avoids areas known to be, or have the potential to be, affected by flooding.	AO1.1 Development does not occur on land identified as: (a) high flood hazard area; or (b) medium flood hazard area. AO1.2 If located on land in a flood investigation area or overland flow path, a local flood study, prepared by a suitably qualified person and approved by Council, determines that the development site is not exposed to high or medium flood hazard. AO1.3 Development is located at least 10m from the top of bank of an overland flow path. 

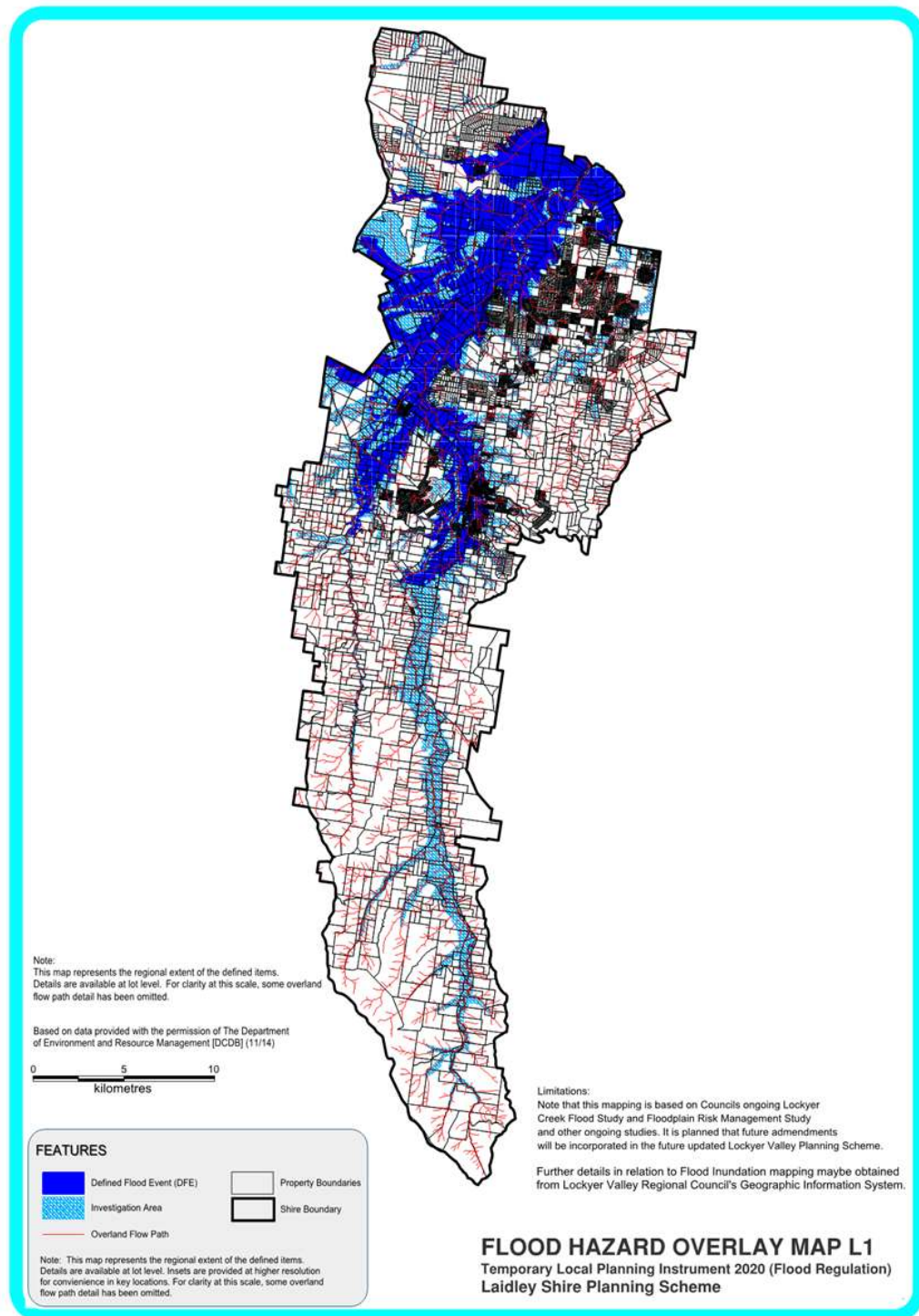
Column 1 Performance outcomes	Column 2 Acceptable outcomes
For Accepted development subject to requirements and Assessable development	
<p>PO2</p> <p>In the low flood hazard area, development that provides for vulnerable persons is avoided, otherwise development minimises risk from the adverse effects of flooding to the greatest extent practicable.</p> <p>Note — Development that provides for vulnerable persons may include annexed units, apartments, child care centres, community care centres, community uses, education establishments, health care services, hospitals, residential care facilities and retirement facilities.</p>	<p>AO2.1</p> <p>A new building or structure is sited on the highest part of the lot.</p> <p>AO2.2</p> <p>Development does not involve the filling of land to achieve flood immunity.</p> <p>AO2.3</p> <p>The floor level of any habitable room of a proposed building or extension to an existing building is a minimum of 300mm above the defined flood level.</p> <p>AO2.4</p> <p>The area below habitable rooms is left open so as to not impede flood inundation.</p> <p>AO2.5</p> <p>If understorey screening is provided, it must allow for the flow through of floodwater, and provide a minimum 50% permeability (e.g. using vertical battens with a batten width gap between battens).</p> <p>AO2.6</p> <p>The understorey may be used for parking of vehicles or storage of items that are capable of being easily moved in the event of a flood.</p> <p>AO2.7</p> <p>Utilities and services not regulated by the Queensland Development Code MP 3.5 or the <i>Plumbing and Drainage Act 2018</i> (e.g. air conditioners, electrical services, gas), are located a minimum of 300mm above the defined flood level.</p> <p>AO2.7</p> <p>Development does not alter the predevelopment profile of the site or interfere with an overland flow path.</p> <p>AO2.8</p> <p>Development does not expose vulnerable persons to flood hazard.</p>
<p>PO3</p> <p>In the flood investigation area and overland flow paths, development:</p> <ul style="list-style-type: none"> (a) minimises risk from the adverse effects of flooding to the greatest extent practicable; and (b) only occurs where it is designed to respond to the hazard level applicable to the site. <p>Note—Land in the flood investigation area is susceptible to some degree of flooding. Detailed modelling of this land has not been undertaken. A site specific assessment is required to determine the hazard classification of the land, and its suitability for development.</p>	<p>AO3</p> <p>In a flood investigation area or overland flow path:</p> <ul style="list-style-type: none"> (a) written advice is obtained from Council stating that the latest data available to Council confirms that the site is not subject to flooding; or (b) a local flood study, prepared by a suitably qualified person and approved by Council, determines that the development site is not exposed to high, medium or low flood hazard; or (c) where a local flood study, prepared by a suitably qualified person and approved by Council, determines that the development site is exposed to low flood hazard, the development satisfies AO2.1-AO2.8; or (d) where a local flood study, prepared by a suitably qualified person and approved by Council, determines that the development site is exposed

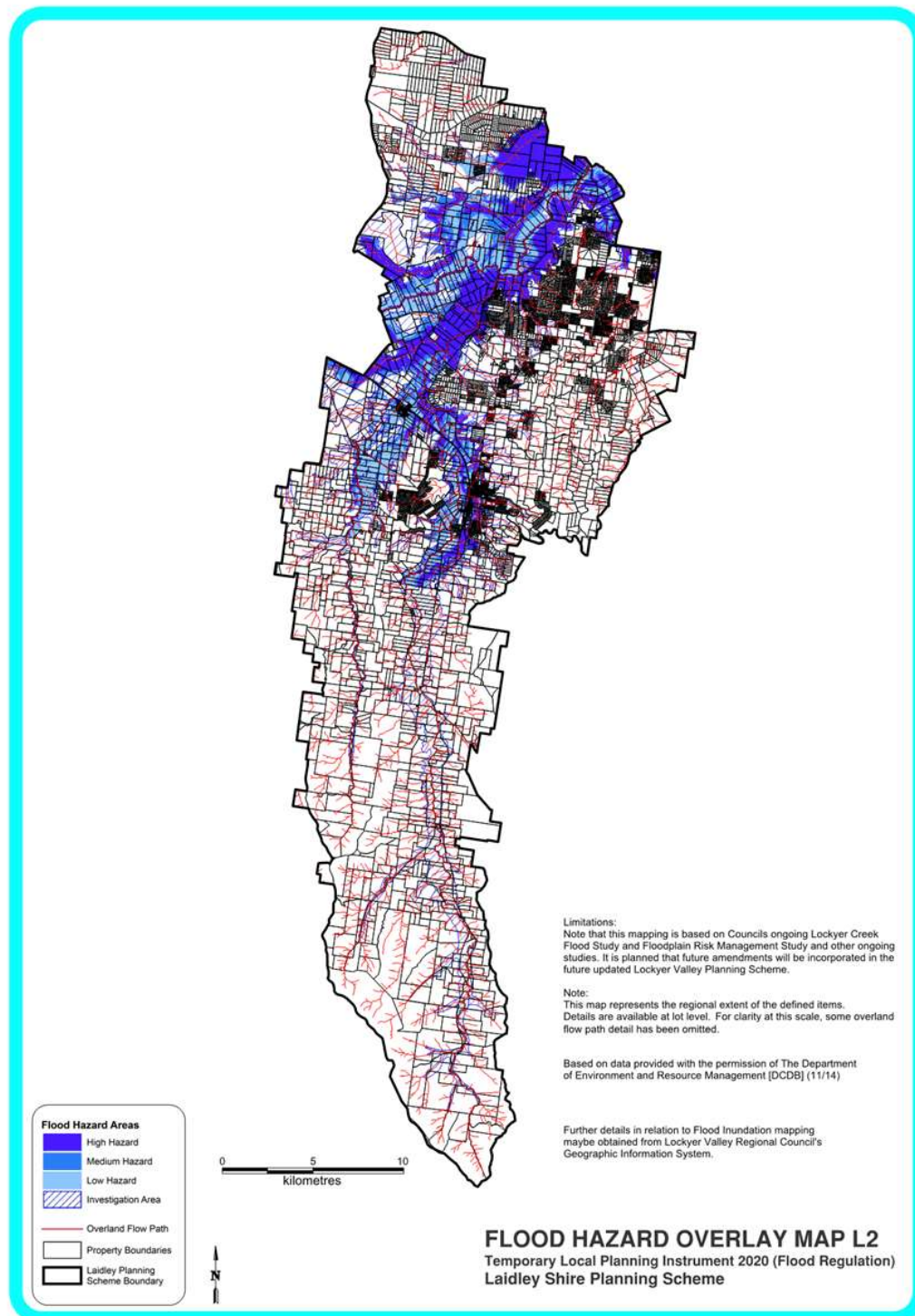
Column 1 Performance outcomes	Column 2 Acceptable outcomes
	to high or medium flood hazard, the development satisfies AO4 or PO4.
PO4 In areas of medium or high flood hazard, development is avoided. Where development cannot be avoided, risks associated with flooding are mitigated to an acceptable level.	AO4 In a medium or high flood hazard area, a report prepared by a suitably qualified person is provided demonstrating that the risks associated with flooding, including (but not limited to): (a) risk of isolation; (b) risk to road access; (c) risk to life; (d) risk to property; and (e) off-site impacts; are mitigated to an acceptable level.
PO5 Reconfiguration of a lot responds to flooding potential and maintains personal safety at all times. Note — Applicants are advised to refer to the Queensland Government's Evacuation: Responsibilities, Arrangements and Management Manual — M.1.190.	AO5 Each lot includes an area for the construction of buildings and structures that is located above the defined flood level that: (a) if in the Gatton Shire Planning Scheme area and: (i) located in the Emerging communities zone, Urban residential zone or Village zone — comprises the entire lot; (ii) located in the Park residential zone or Rural residential zone — is a minimum of 1500m ² in area (exclusive of access handle) with a minimum dimension of 20m; (b) if in the Laidley Shire Planning Scheme area and: (i) located in the Residential expansion area, Urban residential area, Urban residential (small lots) area or Village area — comprises the entire lot; (ii) located in the Rural residential area — is a minimum of 1500m ² in area (exclusive of access strip) with a minimum dimension of 20m; (c) if in any other area — is of an adequate size and shape to accommodate any buildings and outbuildings that would be anticipated. AO5.2 Development provides at least one road access to service the development which is higher than the defined flood level and capable of remaining passable for evacuation.

APPENDIX E
FLOOD HAZARD OVERLAY MAPS









12.6 Development Incentives - Infrastructure Charges Policy**Date:** 08 May 2020**Author:** Tammee Van Bael, Graduate Planning Officer**Responsible Officer:** Amanda Pugh, Group Manager Community & Regional Prosperity

Purpose:

The purpose of this report is to seek Council's adoption of an updated Development Incentives – Infrastructure Charges Policy.

Officer's Recommendation:

THAT Council adopt version 5 of the "Development Incentives – Infrastructure Charges Policy" as attached.

Executive Summary

This report provides an updated Development Incentives – Infrastructure Charges Policy to incorporate the latest *Lockyer Valley Adopted Infrastructure Charges Resolution (AICR) (No. 4) 2019*, which was adopted by Council on 28 August 2019.

Finance and Resource Implications

The financial implications for Council that result from providing discounts for infrastructure charges under the updated policy are the same as those that arise under the current policy.

Corporate PlanCorporate Plan Goal

Lockyer Business, Farming and Livelihood

Outcome

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

ConsultationInternal Consultation

Planning, Environment and Regulatory Services

ProposalOverview

The current Development Incentives – Infrastructure Charges Policy was adopted by Council on 8 May 2019. The policy provides guidance for Council regarding discounts given for infrastructure charges payable to Council under the *Lockyer Valley Adopted Infrastructure Charges Resolution (No. 1) 2015*, *Lockyer Valley Adopted Infrastructure Charges Resolution (No. 2) 2018*, and *Lockyer Valley Adopted Infrastructure Charges Resolution (No. 3) 2019*.

The intent of the policy, which was originally adopted by Council on 10 February 2016, was to recognise the lower returns on investment in the Lockyer Valley relative to major urban centres and the availability of spare capacity in infrastructure networks. It was the view of Council at that time that infrastructure charge discounts and lower adopted charges being offered by neighbouring Councils were acting as disincentives to undertake development in the Lockyer Valley. To address this concern the policy provides discounts for infrastructure charges to residential, community, commercial and industrial development, being a discount of 12.5% in Plainland, 25% in Gatton and Laidley, and 50% in all other localities in the Lockyer Valley.

The desire to attract new investment that delivered broader economic and community benefits for the Region was also reflected in the content of the policy. In this regard the policy provides a discount of 50% for development independent of location that:

- Provides accommodation for itinerant workers engaged in the agricultural industry in the Lockyer Valley.
- Is the carrying out of processes that add value to products produced by the agricultural sector in the Lockyer Valley.
- Provides accommodation for students attending a recognised tertiary institution.

On 28 August 2019, Council adopted AICR (No. 4) 2019, which replaced AICR (No. 3) 2019. The Development Incentives – Infrastructure Charges Policy which includes reference to AICR (No. 3) 2019, AICR (No. 2) 2018 and AICR (No. 1) 2015, was not updated to reflect AICR (No. 4) 2019 on 28 August 2019.

To carry forward the Development Incentives – Infrastructure Charges Policy under AICR (No. 4) 2019, the content of the policy needs to be updated to reference AICR (No. 4) 2019. To ensure that the same discounts apply to development approved under AICR (No. 4) 2019 as applies currently under AICR (No. 3) 2019, AICR (No. 2) 2018 and AICR (No. 1) 2015, the following changes have been made to the Policy:

- The wording of Clauses 33 to 48 is repeated as Clauses 49 to 64 under a new heading referencing AICR (No. 4) 2019 for development approved under AICR (No. 4) 2019.
- The wording of Clauses 49 to 63 is amended to reference AICR (No. 4) 2019 instead of AICR (No. 3) 2019.
- The wording of Clauses 39, 40, 41, 55, 56, and 57 is amended to align with the AICR (No. 4) 2019 and AICR (No. 3) charge categories by replacing the words “High Industry or Special Industry or Other Industry” with “High Impact Industry or Special Industry or Other Industry”.

A copy of the Development Incentives – Infrastructure Charges Policy, version 5.0, which will replace version 4.0, is provided as an attachment to this report.

Legal Implications

There are no legal implications with updating the Development Incentives – Infrastructure Charges Policy.

Policy Implications

The Development Incentives – Infrastructure Charges Policy requires updating to ensure it refers to the current version of Council’s Adopted Infrastructure Charges Resolution.

Risk Considerations

Key Corporate Risk Category: FE1

Reference & Risk Descriptor: Finance and Economics
Financial sustainability to support the achievement of strategy, goals and objectives in the medium and longer term

Key Corporate Risk Category: IA1

Reference & Risk Descriptor: Infrastructure and Assets
Planning, managing and maintaining assets for the future

Previous Council Resolutions**Ordinary Meeting 28 August 2019 (16-20/1483)**

THAT Council adopt the “Adopted Infrastructure Charges Resolution (No. 4) 2019”, as attached.

Ordinary Meeting 8 May 2019 (16-20/1341)

THAT Council adopt version 3 of the “Development Incentives – Infrastructure Charges Policy”, as attached to these minutes.

Related Documentation

Development Incentives – Infrastructure Charges Policy, version 5.0.

*Development Incentives – Infrastructure Charges Policy, version 4.0 adopted by Council on 8 May 2019.
Lockyer Valley Adopted Infrastructure Charges Resolution (No. 4) 2019, adopted by Council 28 August 2019.*

Lockyer Valley Adopted Infrastructure Charges Resolution (No. 3) 2019, adopted by Council 8 May 2019.

Lockyer Valley Adopted Infrastructure Charges Resolution (No. 2) 2018, amended by Council on 24 April 2018.

Lockyer Valley Regional Council (No. 1) 2015, amended by Council on 10 June 2015.

Critical Dates

There are no critical dates in relation to updating the Development Incentives – Infrastructure Charges Policy.

Implementation

The Development Incentives – Infrastructure Charges Policy, version 5 is uploaded to Council’s website.

Attachments

1 [1](#) Development Incentives - Infrastructure Charges Policy 9 Pages



STRATEGIC

DEVELOPMENT INCENTIVES – INFRASTRUCTURE CHARGES

Head of Power

Local Government Act 2009

Key Supporting Council Document

Lockyer Valley Regional Council Corporate Plan (2017-2022):

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

Definitions

Locality an area that is defined as a locality and which has a place name and boundaries under the *Place Names Act 1994*.

Policy Objective

To provide guidance on the discounts provided by Council for infrastructure charges levied on development in recognition of the lower returns on investment in the Lockyer Valley relative to major urban centres and the availability of spare capacity in infrastructure networks.

Policy Statement

The Lockyer Valley Regional Council recognises the importance of a diversified commercial and industrial development base and a range of housing types to support the growth of the region. To support investment by the private sector, the Lockyer Valley Regional Council provides a discount for infrastructure charges levied through an infrastructure charges notice or infrastructure contribution condition for a development approval. The discounts provided in this policy recognise the lower returns on investment in the Lockyer Valley relative to major urban centres and the lesser demands on infrastructure resulting from development, particularly that which is located outside of the main centres of Gatton, Laidley and Plainland.

Group: Community & Regional Prosperity
Unit: Planning, Environment & Regulatory Services
Approved: Ordinary Meeting (Resolution Number XX-XX/XXXX)

Date Approved: XX/X5/2020
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Application

This policy does not apply to headworks contributions levied under policies that were in place at any time prior to the commencement of the Adopted Infrastructure Charges Resolution of the Lockyer Valley in July 2011.

This policy does not apply to any infrastructure contributions that are payable to Queensland Urban Utilities for water cycle infrastructure, being water supply infrastructure and wastewater infrastructure.

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 where the development has commenced within two years of the date of the development approval.

This policy only applies to contributions payable for development for which all conditions of the relevant development permit have been satisfied prior to the commencement of the use and the payment of infrastructure charges has been made prior the commencement of the use.

This policy does not apply to infrastructure charges payable for development which has been or is subject to compliance or enforcement action for a development offence under Chapter 5 of the Planning Act 2016 and for which the relevant development approval to which the charge relates remedies the development offence.

This policy does not apply to contributions for reconfiguring a lot.

This policy does not apply to development for which an infrastructure agreement has been entered into regarding the supply of infrastructure or the payment of infrastructure contributions.

Discounted Amount

The Discounted Amount which may be accepted by Council in satisfaction of an Adopted Infrastructure Charges Notice or Infrastructure Charges Notice or infrastructure contribution condition is calculated as follows:

For development approved while Adopted Infrastructure Charges Resolution (No.1) 2015 was in force and effect

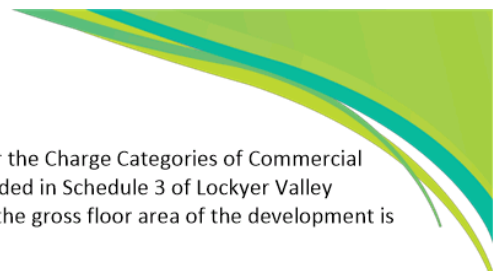
1. For development within the locality of Plainland that is for the Charge Categories of Residential and Long Term Non-Permanent Accommodation or Short Term Non-Permanent Accommodation as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.1) 2015 the discount amount is 12.5%.
2. For development within the localities of Gatton or Laidley that is for the Charge Categories of Residential and Long Term Non-Permanent Accommodation or Short Term Non-Permanent Accommodation as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.1) 2015 the discount amount is 25%.
3. For development within localities other than Gatton, Laidley or Plainland that is for the Charge Categories of Residential and Long Term Non-Permanent Accommodation or Short Term Non-Permanent Accommodation as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.1) 2015 the discount amount is 50%.
4. For development within the locality of Plainland that is for the Charge Categories of Commercial (Bulk Goods) or Commercial (Retail) or Commercial (Office) as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.1) 2015 and where the gross floor area of the development is less than 1,200m² the discount amount is 12.5%.

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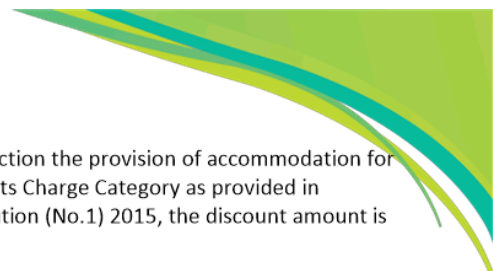
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 7. For development within the locality of Plainland that is for the Charge Category of Industry or High Impact Industry as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.1) 2015 and where the total gross floor area of the development is less than 1,200m² the discount amount is 12.5%.
 8. For development within the localities of Gatton or Laidley that is for the Charge Category of Industry or High Impact Industry as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.1) 2015 and where the total gross floor area of the development is less than 1,200m² the discount amount is 25%.
 9. For development within localities other than Gatton, Laidley or Plainland that is for the Charge Category of Industry or High Impact Industry as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.1) 2015 and where the total gross floor area of the development is less than 1,200m² the discount amount is 50%.
 10. For development within the locality of Plainland that is for the Charge Categories of Place of Assembly or Education or Entertainment or Low Impact Rural or High Impact Rural or Essential Services as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.1) 2015 the discount amount is 12.5%.
 11. For development within the localities of Gatton or Laidley that is for the Charge Categories of Place of Assembly or Education or Entertainment or Low Impact Rural or High Impact Rural or Essential Services as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.1) 2015 the discount amount is 25%.
 12. For development within the localities other than Gatton, Laidley or Plainland that is for the Charge Categories of Place of Assembly or Education or Entertainment or Low Impact Rural or High Impact Rural or Essential Services as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.1) 2015 the discount amount is 50%.
 13. For development within all localities that has its sole or primary function the provision of accommodation for itinerant workers engaged in the agricultural industry of the Lockyer Valley, irrespective of its Charge Category as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.1) 2015, the discount amount is 50%.
 14. For development within all localities that has its sole or primary function the carrying out of processes that add value to products produced by the agricultural sector of the Lockyer Valley, including but not limited to the packaging and processing of agricultural products, irrespective of its Charge Category as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.1) 2015, the discount amount is 50%.

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15. For development within all localities that has its sole or primary function the provision of accommodation for students attending a recognised tertiary institution, irrespective of its Charge Category as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.1) 2015, the discount amount is 50%.
 16. 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.

For development approved while Adopted Infrastructure Charges Resolution (No.2) 2018 was in force and effect

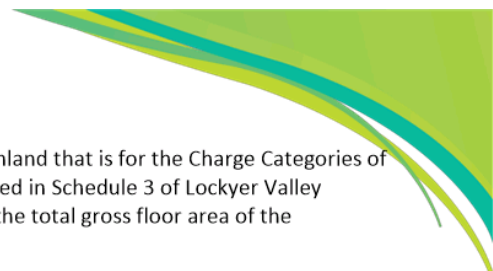
17. For development within the locality of Plainland that is for the Charge Categories of Residential Uses and Accommodation (Long Term) or Accommodation (Short Term) as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.2) 2018 the discount amount is 12.5%.
18. For development within the localities of Gatton or Laidley that is for the Charge Categories of Residential Uses and Accommodation (Long Term) or Accommodation (Short Term) as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.2) 2018 the discount amount is 25%.
19. For development within localities other than Gatton, Laidley or Plainland that is for the Charge Categories of Residential Uses and Accommodation (Long Term) or Accommodation (Short Term) as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.2) 2018 the discount amount is 50%.
20. For development within the locality of Plainland that is for the Charge Categories of Commercial (Bulk Goods) or Commercial (Retail) or Commercial (Office) as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.2) 2018 and where the gross floor area of the development is less than 1,200m² the discount amount is 12.5%.
21. For development within the localities of Gatton or Laidley that is for the Charge Categories of Commercial (Bulk Goods) or Commercial (Retail) or Commercial (Office) as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.2) 2018 and where the gross floor area of the development is less than 1,200m² the discount amount is 25%.
22. For development within localities other than Gatton, Laidley or Plainland that is for the Charge Categories of Commercial (Bulk Goods) or Commercial (Retail) or Commercial (Office) as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.2) 2018 and where the total gross floor area of the development is less than 1,200m² the discount amount is 50%.
23. For development within the locality of Plainland that is for the Charge Categories of High Impact Industry or Special Industry or Other Industry as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.2) 2018 and where the total gross floor area of the development is less than 1,200m² the discount amount is 12.5%.
24. For development within the localities of Gatton or Laidley that is for the Charge Categories of High Impact Industry or Special Industry or Other Industry as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.2) 2018 and where the total gross floor area of the development is less than 1,200m² the discount amount is 25%.

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25. For development within localities other than Gatton, Laidley or Plainland that is for the Charge Categories of High Impact Industry or Special Industry or Other Industry as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.2) 2018 and where the total gross floor area of the development is less than 1,200m² the discount amount is 50%.
26. For development within the locality of Plainland that is for the Charge Categories of Place of Assembly or Educational Facility or Entertainment or Indoor Sport and Recreation or Low Impact Rural or High Impact Rural or Essential Services as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.2) 2018 the discount amount is 12.5%.
27. For development within the localities of Gatton or Laidley that is for the Charge Categories of Place of Assembly or Educational Facility or Entertainment or Indoor Sport and Recreation or Low Impact Rural or High Impact Rural or Essential Services as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.2) 2018 the discount amount is 25%.
28. For development within the localities other than Gatton, Laidley or Plainland that is for the Charge Categories of Place of Assembly or Educational Facility or Entertainment or Indoor Sport and Recreation or Low Impact Rural or High Impact Rural or Essential Services as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.2) 2018 the discount amount is 50%.
29. For development within all localities that has its sole or primary function the provision of accommodation for itinerant workers engaged in the agricultural industry of the Lockyer Valley, irrespective of its Charge Category as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.2) 2018, the discount amount is 50%.
30. For development within all localities that has its sole or primary function the carrying out of processes that add value to products produced by the agricultural sector of the Lockyer Valley, including but not limited to the packaging and processing of agricultural products, irrespective of its Charge Category as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.2) 2018, the discount amount is 50%.
31. For development within all localities that has its sole or primary function the provision of accommodation for students attending a recognised tertiary institution, irrespective of its Charge Category as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.2) 2018, the discount amount is 50%.
32. 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.

For development approved while Adopted Infrastructure Charges Resolution (No.3) 2019 was in force and effect

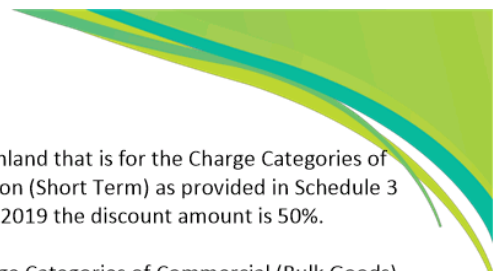
33. For development within the locality of Plainland that is for the Charge Categories of Residential Uses and Accommodation (Long Term) or Accommodation (Short Term) as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.3) 2019 the discount amount is 12.5%.
34. For development within the localities of Gatton or Laidley that is for the Charge Categories of Residential Uses and Accommodation (Long Term) or Accommodation (Short Term) as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.3) 2019 the discount amount is 25%.

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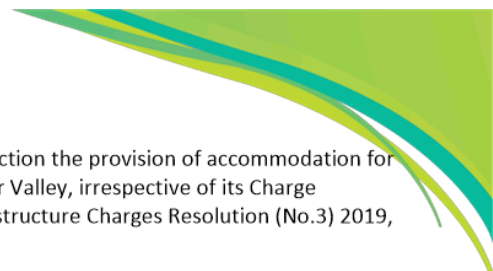
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35. For development within localities other than Gatton, Laidley or Plainland that is for the Charge Categories of Residential Uses and Accommodation (Long Term) or Accommodation (Short Term) as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.3) 2019 the discount amount is 50%.
 36. For development within the locality of Plainland that is for the Charge Categories of Commercial (Bulk Goods) or Commercial (Retail) or Commercial (Office) as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.3) 2019 and where the gross floor area of the development is less than 1,200m² the discount amount is 12.5%.
 37. For development within the localities of Gatton or Laidley that is for the Charge Categories of Commercial (Bulk Goods) or Commercial (Retail) or Commercial (Office) as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.3) 2019 and where the gross floor area of the development is less than 1,200m² the discount amount is 25%.
 38. For development within localities other than Gatton, Laidley or Plainland that is for the Charge Categories of Commercial (Bulk Goods) or Commercial (Retail) or Commercial (Office) as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.3) 2019 and where the total gross floor area of the development is less than 1,200m² the discount amount is 50%.
 39. For development within the locality of Plainland that is for the Charge Category of High Impact Industry or Special Industry or Other Industry as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.3) 2019 and where the total gross floor area of the development is less than 1,200m² the discount amount is 12.5%.
 40. For development within the localities of Gatton or Laidley that is for the Charge Category of High Impact Industry or Special Industry or Other Industry as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.3) 2019 and where the total gross floor area of the development is less than 1,200m² the discount amount is 25%.
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 42. For development within the locality of Plainland that is for the Charge Categories of Place of Assembly or Educational Facility or Entertainment or Indoor Sport and Recreation or Low Impact Rural or High Impact Rural or Essential Services as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.3) 2019 the discount amount is 12.5%.
 43. For development within the localities of Gatton or Laidley that is for the Charge Categories of Place of Assembly or Educational Facility or Entertainment or Indoor Sport and Recreation or Low Impact Rural or High Impact Rural or Essential Services as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.3) 2019 the discount amount is 25%.
 44. For development within the localities other than Gatton, Laidley or Plainland that is for the Charge Categories of Place of Assembly or Educational Facility or Entertainment or Indoor Sport and Recreation or Low Impact Rural or High Impact Rural or Essential Services as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.3) 2019 the discount amount is 50%.

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45. For development within all localities that has its sole or primary function the provision of accommodation for itinerant workers engaged in the agricultural industry of the Lockyer Valley, irrespective of its Charge Category as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.3) 2019, the discount amount is 50%.
 46. For development within all localities that has its sole or primary function the carrying out of processes that add value to products produced by the agricultural sector of the Lockyer Valley, including but not limited to the packaging and processing of agricultural products, irrespective of its Charge Category as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.3) 2019, the discount amount is 50%.
 47. For development within all localities that has its sole or primary function the provision of accommodation for students attending a recognised tertiary institution, irrespective of its Charge Category as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No.3) 2019, the discount amount is 50%.
 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.

For development approved while Adopted Infrastructure Charges Resolution (No. 4) 2019 is in force and effect

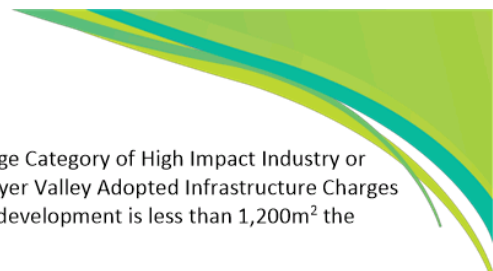
49. For development within the locality of Plainland that is for the Charge Categories of Residential Uses and Accommodation (Long Term) or Accommodation (Short Term) as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No. 4) 2019 the discount amount is 12.5%.
50. For development within the localities of Gatton or Laidley that is for the Charge Categories of Residential Uses and Accommodation (Long Term) or Accommodation (Short Term) as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No. 4) 2019 the discount amount is 25%.
51. For development within localities other than Gatton, Laidley or Plainland that is for the Charge Categories of Residential Uses and Accommodation (Long Term) or Accommodation (Short Term) as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No. 4) 2019 the discount amount is 50%.
52. For development within the locality of Plainland that is for the Charge Categories of Commercial (Bulk Goods) or Commercial (Retail) or Commercial (Office) as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No. 4) 2019 and where the gross floor area of the development is less than 1,200m² the discount amount is 12.5%.
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55. For development within the locality of Plainland that is for the Charge Category of High Impact Industry or Special Industry or Other Industry as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No. 4) 2019 and where the total gross floor area of the development is less than 1,200m² the discount amount is 12.5%.
56. For development within the localities of Gatton or Laidley that is for the Charge Category of High Impact Industry or Special Industry or Other Industry as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No. 4) 2019 and where the total gross floor area of the development is less than 1,200m² the discount amount is 25%.
57. For development within localities other than Gatton, Laidley or Plainland that is for the Charge Category of High Impact Industry or Special Industry or Other Industry as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No. 4) 2019 and where the total gross floor area of the development is less than 1,200m² the discount amount is 50%.
58. For development within the locality of Plainland that is for the Charge Categories of Place of Assembly or Educational Facility or Entertainment or Indoor Sport and Recreation or Low Impact Rural or High Impact Rural or Essential Services as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No. 4) 2019 the discount amount is 12.5%.
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60. For development within the localities other than Gatton, Laidley or Plainland that is for the Charge Categories of Place of Assembly or Educational Facility or Entertainment or Indoor Sport and Recreation or Low Impact Rural or High Impact Rural or Essential Services as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No. 4) 2019 the discount amount is 50%.
61. For development within all localities that has its sole or primary function the provision of accommodation for itinerant workers engaged in the agricultural industry of the Lockyer Valley, irrespective of its Charge Category as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No. 4) 2019, the discount amount is 50%.
62. For development within all localities that has its sole or primary function the carrying out of processes that add value to products produced by the agricultural sector of the Lockyer Valley, including but not limited to the packaging and processing of agricultural products, irrespective of its Charge Category as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No. 4) 2019, the discount amount is 50%.
63. For development within all localities that has its sole or primary function the provision of accommodation for students attending a recognised tertiary institution, irrespective of its Charge Category as provided in Schedule 3 of Lockyer Valley Adopted Infrastructure Charges Resolution (No. 4) 2019, the discount amount is 50%.
64. 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.

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Related Documents

Lockyer Valley Adopted Infrastructure Charges Resolution (No.1) 2015
Lockyer Valley Adopted Infrastructure Charges Resolution (No.2) 2018
Lockyer Valley Adopted Infrastructure Charges Resolution (No.3) 2019
Lockyer Valley Adopted Infrastructure Charges Resolution (No. 4) 2019

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12.7 Community Environment Grant - Round Two

Date: 11 May 2020
Author: Martin Bennett, Environmental Officer
Responsible Officer: Amanda Pugh, Group Manager Community & Regional Prosperity

Purpose:

The purpose of this report is to seek Council's approval of funding for Round Two, 2019-20 of Council's Community Environmental Grant.

Officer's Recommendation:

THAT Council approve funding to the following applicant for Round Two of Category 9 -Community Environmental Grants 2019-20:

- **Merryfields Vision to Reality – Land Conservation Project – \$3,000.00.**

Executive Summary

Applications for Round Two of Council's Community Environmental Grants program were called for on 6 March 2020 and closed on 3 April 2020. One application was received, requesting a total of \$3,000.00.

Finance and Resource Implications

For the 2019-20 financial year, Council allocated \$15,000.00 for Community Environmental Grants. In Round One, Council received and approved two applications with a total value of \$7,635.33. In Round Two, Council received one application seeking a total of \$3,000.00 in funding. Therefore, \$4364.67 of the Community Environmental Grant budget is unallocated for 2019-20.

Corporate PlanCorporate Plan Goal

Lockyer Community
Lockyer Nature

Outcomes

- 1.1 - A community with fair and reasonable access to services.
3.3 - Community and private landholders' stewardship of natural assets increases.

ConsultationInternal Consultation

The application was assessed by a Committee comprising Councillor Hagan, Group Manager Community and Regional Prosperity, Environment and Pest Coordinator, and the Environment Officer.

External Consultation

The Community Environmental Grant announcement was published in the Gatton Star, the Lockyer Valley Regional Council's website and Council's Facebook page.

Proposal

Overview

For the 2019-20 financial year, Council allocated \$15,000.00 for Community Environmental Grants. In Round One, Council received and approved two applications with a total value of \$7,635.33. In Round Two, Council received one application seeking a total of \$3,000.00 in funding.

This report outlines the evaluation process undertaken by Council and makes a recommendation for distributing the available funding to eligible organisations.

The application was assessed by Councillor Hagan, Group Manager Community and Regional Prosperity, Environment and Pest Coordinator, and the Environment Officer against the assessment criteria, funding requirements and the community group's own capacity to finance their project.

On the basis of this assessment, it was unanimously recommended that the applicant receive all their requested funding for their nominated project. Project details are as follows:

Organisation	Project Description	Total Project Value	Amount Requested	Amount Approved
Merryfields Vision to Reality	Land conservation: expand and modernise nursery operations to train students with disabilities in land management and horticulture, particularly propagation of belah trees which are the only food source for threatened Glossy Black Cockatoos	\$5,000.00	\$3,000.00	\$3,000.00

Legal Implications

There are no legal implications arising from the recommendations contained within this report. The Chief Executive Officer will manage any future requirements in line with existing delegations.

Policy Implications

The assessment of the application was undertaken in line with the Community Grants and Assistance Policy and Procedure that was approved by Council on 13 December 2017. There are no additional policy implications.

Risk Considerations

There are no identified organisational risks associated with assessing and approving this application for a Community Environmental Grant.

Previous Council Resolutions

There are no previous Council Resolutions which impact the recommendation contained within this report.

Related Documentation

Community Grants and Assistance Policy and Procedure:

The Community Grants and Assistance Policy and Procedure were approved by Council on 13 December 2017. This policy assists in the management and the distribution of public funds to ensure a fair and equitable process is undertaken which is consistent across the organisation in accordance with legislation and policies. Category 9 – Community Environmental Grant is available up to twice per year to community organisations who undertake projects which benefit the wider environment and educational values to the community. Successful applicants are required to submit an acquittal within two months of completion of their project. Failing to submit an acquittal will prevent them from being successful with future applications to Council.

Critical Dates

There are no critical dates relating to the content in this report.

Implementation

1. The applicant is to be notified of the outcome of their application.
2. Internal processes relating to the disbursement of grant funding and acquittal to be undertaken as required.

Attachments

There are no attachments for this report.

13. INFRASTRUCTURE REPORTS**13.1 Group Manager Infrastructure Monthly Report - April 2020**

Date: 11 May 2020
Author: Angelo Casagrande, Group Manager Infrastructure
Responsible Officer: Angelo Casagrande, Group Manager Infrastructure

Purpose:

This report is to update Council on key issues currently being actioned within Infrastructure Group for April 2020.

Officer's Recommendation:

THAT Council receive and note the Group Manager Infrastructure Monthly Report for April 2020.

Executive Summary

This report provides an update on key matters and issues ongoing in the Infrastructure Group since the last report to Council.

Background

Activities undertaken for respective Branches of the Infrastructure Group are described in the body of this report.

Report**COMMUNITY FACILITIES BRANCH**

The Community Facilities Branch has undertaken the following key activities during the month:

Parks, Garden and Cemeteries**Maintenance Works**

Project	Updates
Mowing	<ul style="list-style-type: none"> Mowing of parks, cemeteries and sport fields in Withcott, Helidon, Grantham, Gatton, Laidley, Forest Hill and Glenore Grove.
Playgrounds	<ul style="list-style-type: none"> Playground repairs to the kerb at Centenary Park. Topping up and aerating soft fall in playground areas across the region.
Furniture Maintenance/Landscaping	<ul style="list-style-type: none"> Repairs to the seats in Main Street, Laidley. Cleaning of the footpaths in Gatton and Laidley. Installation of irrigation at the former Gatton Squash Court site. Expansion works at the Gatton Cemetery.

Project	Updates
Funerals/Ashes Interments	<ul style="list-style-type: none"> 5 held during the month of April.

Capital Works

Project	Update	Next Step
Fairways Park at Hatton Vale/Kensington Grove	Awaiting response on Building Better Regions Funding application	Allocate future budget to allow commence of works.
Littleton Park Memorial Guns refurbishment	The successful tenderer has been notified to commence the refurbishment works on the guns.	Removal of guns offsite to commence restoration works.

Facilities

Buildings

- Gatton Squash Court demolition has been completed.
- Bus Stop Shelter Program has commenced for the upgrade of bus stops on Drayton Street Laidley, William Street Gatton, Mary Street Laidley. The pouring of concrete slabs to commence in early May 2020. The shelters have been ordered and the project is to be completed by 30 June 2020.
- Gatton Shire Hall compliance/refurbishments - Building Our Region Round 5 Grant Application has been successful. Detailed designs works are currently being undertaken. Commencement of project being reviewed.

Plumbing

- The water lines for irrigation and the backflow prevention device installation is underway at the former Gatton Squash Courts site.

Electrical

- Lockyer Valley Sports Aquatic Centre Carpark Bollards Projects is awaiting the results of the Grant Application which was submitted by the Show Society.
- The annual exit light testing, and recording has commenced.
- The annual electrical compliance testing, and recording has commenced.

Waste

- Council officers from the Waste Management Group continue to be involved in the Waste Alliance Expression of Interest process involving Lockyer Valley Regional Council, Somerset Regional Council, Logan City Council, Ipswich City Council and Redland City Council.
- Environment field monitoring work for Gatton, Laidley, Helidon, Grantham and Withcott waste sites have been undertaken in accordance with the Environmental Authority.
- The Green Waste Grinding and Transportation for Gatton and Laidley sites have been finalised.
- A design and request for quote to supply liner for the new Waste Cell has been completed.

INFRASTRUCTURE PLANNING BRANCH

The Infrastructure Planning Branch has undertaken the following key activities during the month:

Infrastructure Planning**Toowoomba Second Range Crossing**

Compensation matter on damage incurred on the local road network as a result of the Toowoomba Second Range Crossing Project funding has now been finalised and funding made available to be reinvested in the network as a capital project in 2020/2021.

Morleys Road and McNamaras Road – handover documents have been reviewed and accepted as completed.

Inland Rail Project

Work continuing on the submission of Council requirements to Australian Rail Track Corporation (ARTC) in their Performance Specification Technical Requirements (PSTR) document, along with discussions made on both maintenance and repair of potential haul roads for the project.

Lockyer Valley Planning Scheme

The Infrastructure Planning Branch is continuing to assist in the preparation of the draft Lockyer Valley Regional Council Development Manual. The draft manual is to be finalised by the end of May 2020.

2019/2020 Capital Project Designs

Current projects in design are: -

- Postmans Ridge Road
 - Section 1A (Asphalt works near Greers Bridge Section) – Design has been completed.
 - Section 2 (Withcott Seedlings Section) – Design 80% review in progress. Construction 2020/2021.
 - Section 1 (north-west Greers Bridge Section) - Design due for completion by the end of June.
- Amos Road – Design 80% complete. Planned to be finalised in June. Land acquisition identified, and this will progress over the next month subject to Council endorsement.
- Spa Water Road Blackspot 2020/2021 – Design in progress.
- Woodlands Road/Rangeview Drive Blackspot 2020/2021 – Design in progress.
- Culvert replacements
 - Ropeley Road Blenheim – Design 80% complete.
 - Forest Hill-Blenheim Road/Glen Cairn Road – Design 80% complete.
- William Street/IGA Laidley Footpath – Design in progress.
- Gatton Principal Cycle Network Projects – Extension of time has been granted until June 2021. Scope of project to be further discussed with Department of Transport and Main Roads.
- Cooper Street Drain – Design in progress as well as the verification of design with flood model.
- Woodlands Road Stage 3 – Design is 80% complete. To be finalised late May.
- LED Streetlighting in Laidley – Design is well advanced. Options on staging within budget constraints to be presented to Council for consideration.
- Twidales Road, Helidon Spa – Concept prepared and design to be progressed.

Asset Management

- Continuing work on long term asset renewal planning.
- Continuing work on the Stormwater Asset Management Plan, with revised draft finalisation expected by the end of May.
- Infrastructure Group Capital Program for 2020/2021 has undergone further refinement in preparation with Budget discussions with Council.

- Collaboration with Councils external valuer on the 2020 asset valuation. First draft report and supporting data is expected by mid-May.
- Development of an urban unsealed roads prioritisation tool and methodology.

CIVIL OPERATIONS BRANCH

The Civil Operations Branch has undertaken the following key activities during the month:

Capital Works

Project	Status
Robinson Road, Laidley (Pavement reconstruction from William Street to Thomas Street)	Project is now complete.
Lorikeet Road, Regency Downs – Blackspot (Shoulder widening, signage and linemarking)	Project is now complete.
Railway/Sumner Street, Laidley – Blackspot (Intersection improvements for improved safety)	Project is now complete.
Gatton Cemetery Stage 2 – sealing of remaining service roads in new section	Project is now complete.
Southern Street, Laidley – culvert replacement	Project is now complete.
John Street, South – Laidley kerb replacement on front of Catholic Church	Project is now complete.
Placid Hills Drain (Flood mitigation works)	Project is now complete.
Norfolk Road, Laidley (Blackspot) <i>(Widening and signs and linemarking to improve alignment)</i>	Project is now complete.
Brightview and Village Road, Brightview (Blackspot) <i>(Upgrade to signs and lines and minor widening of the intersection and installation of guardrail)</i>	Project is now complete.
Belmore Road, Withcott - Reconstruction	Project 70% complete. Significant challenges experienced with wet subgrade and poor construction practices with initial development works.
Bitumen Reseal Program	95% complete, minor linemarking pending.
Gravel Re-sheet Program	90% complete, works ongoing.

Project	Status
Murphys Creek Footpath - TIDS	Works have commenced with completion of the project expected 19 June 2020.
Summerholm Road, culvert replacement and road renewal	Works have commenced, 30% completed with culverts to be installed during the week of 11 May 2020.
Hatton Vale School Parking Improvements	Works to commence on site starting Monday, 11 May 2020.
Translink Bus Shelter Upgrades	Procurement of 3 bus shelters is currently underway for bus stops in Drayton Street Laidley, William Street Gatton and Mary Street Laidley. Upgrades will be finalised by the end of financial year.

Maintenance Works

Activity	Suburb			
Gravel Road Grading	<ul style="list-style-type: none"> Goldmine Road Dugdale Road 	<ul style="list-style-type: none"> Seventeen Mile Road Roses Road 	<ul style="list-style-type: none"> Halls Road Penfolds Road 	
Vegetation control and slashing	<ul style="list-style-type: none"> Carpendale Glenore Grove 	<ul style="list-style-type: none"> Ballard Hatton Vale 	<ul style="list-style-type: none"> Flagstone Creek Helidon 	
Drainage works	<ul style="list-style-type: none"> Jones Road, Withcott Thallon Road, Hatton Vale Banksia Court, Morton Vale 	<ul style="list-style-type: none"> Van De Weyer Road, Forest Hill McGarrigal Road, Laidley Creek West 	<ul style="list-style-type: none"> Connors Road, Grantham Cobblestone Lane, Laidley South 	
Road patching works	<ul style="list-style-type: none"> Withcott 	<ul style="list-style-type: none"> Regency Downs 		
Traffic signs and linemarking works	<ul style="list-style-type: none"> Regency Downs Hattonvale 	<ul style="list-style-type: none"> Morton Vale 	<ul style="list-style-type: none"> Laidley Heights 	

Road and Drainage Defects

Attached to this report is the comparative details of the road and drainage defects (Attachment 1).

The defect completion/creation ratio has been on a steady rise since October of 2019. The total Maintenance Priority Level (MPL) for the network has risen to almost 400,000. The spike in defect quantity was related to the earlier rainfall during the year.

EXTERNAL FUNDING UPDATE

Applications

Council has been successful in securing the following projects through the 2020/2021 Blackspot Road Safety Program.

Funding Program	Project	Funding Amount (Excl. GST)	Status
2020/21 Blackspot Road Safety Program	Woodlands Drive/Rangeview Intersection Upgrade	\$138,500	Design for works being progressed.
	Spa Water Road Upgrade	\$223,000	Design for works being progressed.

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	TMR have responded to the formal application seeking a change in scope. An extension of time for 12 months has been granted to allow for continued discussions on alignment between TMR and LVRC.
2019-21 Local Government Grants and Subsidies Program	Deterioration modelling of pavement and seal assets	\$36,000	Project completed.
	Installation of new LED street lighting in Laidley CBD	\$150,000	Design is now in progress. Council to be briefed on proposed staging of delivery. Project continues in 2020/2021.
2018/19 Black Spot Road Safety Program	Blanchview Road / O'Neills Road, Withcott	\$82,000	Project completed.
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 completed.
	Lorikeet Road/Wagtail Drive Intersection, Regency Downs <i>(Install signs, delineation and road marking. Widen narrow section of Lorikeet Road)</i>	\$90,000	Project completed.
	Zischke Road (Mountain View Drive to Thallon Road), Regency Downs (Install signs, delineation, guideposts and road marking)	\$17,500	Project is 50% completed.
	Blanchview Road, Blanchview (Improve warning signs for curves, delineation and road marking).	\$17,000	Linemarking remaining.
	Jones Road, Withcott (Bridge Guardrail Upgrade) (Replace existing	\$58,000	Works largely complete, awaiting final bitumen seal.

Program	Project	Funding Amount (Excl. GST)	Status
	substandard guardrail, install signage, delineation and road marking)		
2019/20 Transport Infrastructure Development Scheme	Murphys Creek Road (Construct footpath from school to Jack Court)	\$170,000 (\$340,000)	Works have commenced, 225 metres of path has been laid as at 8 May 2020.
	Summerholm Road (Culvert replacement)	\$270,446 (\$540,892)	Works 30% complete with culverts to be installed during the week of 11 May 2020.
	Safe Schools Project (Hatton Vale State School parking improvements)	\$30,000 (\$60,000)	Works to commence on site starting Monday, 11 May 2020.
	Niemeyer Road (Strengthening pavement contribution)	\$50,000 (\$100,000)	Works completed, awaiting 'on-maintenance' prior to payment of TIDS contribution.

Attachments

1 [1](#) Civil Operations - Road and Drainage Defects 1 Page



13.2

Applications for Funding Programs

Date: 12 May 2020
Author: Ben Lusk, Acting Manager Infrastructure Planning
Responsible Officer: Angelo Casagrande, Group Manager Infrastructure

Purpose:

The purpose of this report is to seek Council's endorsement of funding applications and commit to fund Council's contribution to the projects should submissions be successful.

Officer's Recommendation:

THAT Council approve the submission of the following funding applications and commit to adopting the budget for Council's contribution if any, or all of the applications tabled below are successful.

Program	Project	Funding Request	LVRC Contribution
Bridge Renewal	Cran Bridge	\$118,250	\$118,250
Heavy Vehicle Safety & Productivity	Flagstone Creek Road and Carpendale Intersection	\$375,000	\$375,000
Heavy Vehicle Safety & Productivity	Grantham Winwill / Grantham Scrub Intersection	\$167,500	\$167,500
Heavy Vehicle Safety & Productivity	Gatton Industrial Estate Intersections	\$287,500	\$287,500
Heavy Vehicle Safety & Productivity	Flagstone Creek Road and Lockyer Creek Road Intersection	\$375,000	\$375,000
School Transport Infrastructure	Highview Avenue Parallel Parking	\$180,000	\$0

Executive Summary

Currently there are three funding programs open for submissions being the Bridge Renewal Program (BRP), Heavy Vehicle Safety & Productivity Program (HVSP) and School Transport Infrastructure Program (STIP). The intent of these programs is to improve road safety and efficient use of the transport network.

A total of 6 projects have been scoped and concepts prepared including cost estimates. The total value of these projects is \$2,826,500. All programs are 50:50 funding from Council and the Australian or State Government.

Timeframes for delivery will allow for the majority of these funds to be spent in the 2021/2022 financial year.

Finance and Resource Implications

If the funding applications are successful Council will need to provide funding contribution towards each project.

Corporate PlanCorporate Plan Goal

Lockyer Planned

Outcome

4.2 – Provision of fit-for-purpose infrastructure which meets the current and future needs of the region.

ConsultationPortfolio Councillor Consultation

A briefing on all projects was provided to the Councillor Workshop on 13 May 2020.

External Consultation

The National Heavy Vehicle Regulator (NHVR) has been consulted and a letter of support requested for the Heavy Vehicle Safety & Productivity Program (HVSPP) projects.

Department of Transport School Safe representatives have received the Idea Form for the School Transport Infrastructure Program (STIP) project and initiated a meeting with Council officers and the school to confirm the scope to be submitted as part of the funding application.

Community Engagement

Major businesses including transport operators have been engaged on the Heavy Vehicle Safety & Productivity Program (HVSPP) projects and letters of support will be provided as part of the funding application.

The Lockyer District State High School Principal and Infrastructure Representative from Education Queensland have been involved in discussions on the School Transport Infrastructure Program (STIP) project.

ProposalOverview*Heavy Vehicle Safety & Productivity Program (HVSPP) - Round 7*

Under Round 7 of the Heavy Vehicle Safety and Productivity Program (HVSPP), the Australian Government will provide up to 50 percent of the total cost of eligible proposals that meet the program objectives. Proposals will be assessed using a merit-based system with a total of \$150 million in funding made available.

A maximum of 5 projects can be submitted across this program and the bridges renewal program which is being run concurrently. Funding is 50:50 up to a maximum of \$2 million per project.

A total of four projects are proposed for submission under this funding round.

1. Upgrade of Flagstone Creek Road and Carpendale Road intersection to B-Double Standard and pavement strengthening works on Flagstone Creek Road.
2. Upgrade of Grantham-Winwill/Grantham Scrub intersection to B-Double Standard.
3. Upgrade of 3 intersections in the Gatton Industrial Estate to B-Double Standard.
4. Upgrade to Flagstone Creek Road and Lockyer Creek Road intersection to 19m Semi Trailer Standard in accordance with currently approved use and pavement strengthening works on Flagstone Creek Road

Bridge Renewal Program (BRP) - Round 5

Under Round 5 of the Bridges Renewal Program (BRP), the Australian Government will provide up to 50 percent of the total cost of eligible projects that meet the program objectives. Proposals will be assessed against the Program criteria, with a total of \$150 million in funding available.

The objectives of the Program are to upgrade and replace bridges to enhance access for local communities and facilitate higher productivity vehicle access.

A maximum of 5 projects can be submitted across this program and the HVSP program which is being run concurrently. Funding is 50:50 up to a maximum of \$2 million per project.

Cran Bridge on Stockyard Creek Road is proposed for strengthening works in accordance with Level 3 engineering report recommendations. If implemented the bridge will be able to have the load limit of 30 tonne removed and return to a legal load limit of 42.5 tonne.

Replacement of Mahon Bridge was considered for submission under the current round of the Bridge Renewal Program however due to the financial impacts of the COVID-19 Pandemic and other asset renewals of a higher priority that require funding a submission for the replacement of the bridge will not be progressed in the current funding round.

School Transport Infrastructure Program (STIP)

The School Transport Infrastructure Program (STIP) provides specific funding to improve the safety and operation for schools through new or improved infrastructure at the school and/or on the surrounding road network.

The desired outcome of the STIP is to construct new or improve transport related infrastructure at the school and/or on the surrounding road network to:

- improve the safety and operation of transport at schools, and
- provide long term road safety improvements for all road users travelling to and from a school and/or travelling near a school environment in Queensland.

Maximum funding is \$500,000 and most projects are funded on a 50:50 subsidy basis.

As a result of vehicles parking on both sides of the street Highview Avenue is practically turned into a one-way street. This is worsened during school pickup period.

This project proposes to widen Highview Avenue on the school side to create indented parallel parking. This will mostly be used by students parking all day and creates more width allowing vehicles to pass each other on the traffic lanes and decreasing congestion at pickup time.

As this issue has been caused by the state changing the age for school attendance it is recommended that 100% funding be sought for this project. Seeking 100% funding lessens the chance of the application being successful.

Legal Implications

There are no legal implications.

Policy Implications

There are no policy implications.

Risk Considerations

- Cran Bridge is currently load limited and in need of rehabilitation works.
- The safety improvements proposed as part of the HVSP program will upgrade these intersection and road segments to the design standard for the B-Double vehicles currently using these roads.
- The congested parking and impact on traffic movement on Highview Avenue represents a safety risk to road users.

Previous Council Resolutions

There are no previous Council resolutions on the matter.

Related Documentation

There is no related documentation on the matter.

Critical Dates

Funding Applications close 29 May 2020. The funding guidelines indicate an 8-week evaluation period before notification of successful projects. From signing of the project agreement, the project must commence within 12 months and be completed in 24 months. The majority of these works could therefore be delivered in 2021/2022 financial year.

Implementation

Funding applications will be prepared and submitted for all projects endorsed by Council.

Attachments

There are no attachments for this report.

13.3 Amos Road Land Acquisition

Date: 12 May 2020
Author: Ben Lusk, Acting Manager Infrastructure Planning
Responsible Officer: Angelo Casagrande, Group Manager Infrastructure

Purpose:

The purpose of this report is to seek Council's delegation to the Chief Executive Officer to acquire land for the purposes of upgrading Amos Road, Withcott.

Officer's Recommendation:

THAT Council delegate authority to the Chief Executive Officer to do all things necessary to finalise the land acquisitions impacting lot 142 CG2395 to enable the Amos Road Upgrade Project to be completed.

Executive Summary

Council is committed to upgrading Amos Road as part of a combined funded project with Toowoomba Regional Council (TRC) Building Our Regions Funding Program. The road will be upgraded to a sealed standard from Jones Road to the region boundary.

Two land acquisitions have been identified as being required to enable the Amos Road upgrade project to be completed.

Finance and Resource Implications

Project funding for the project of \$100,000 has been allocated in the 2019/2020 budget. The land acquisition will be funded from this budget. Further budget is proposed for 2020/2021 to complete the project.

Corporate PlanCorporate Plan Goal

Lockyer Planned

Outcome

4.2 – Provision of fit-for-purpose infrastructure which meets the current and future needs of the region.

ConsultationInternal Consultation

The land acquisition proposal was presented to a Councillor Workshop on 13 May 2020.

External Consultation

External Consultation has been undertaken with the landholder in relation to this matter.

Community Engagement

Due to the administration nature to this report there has been no community engagement.

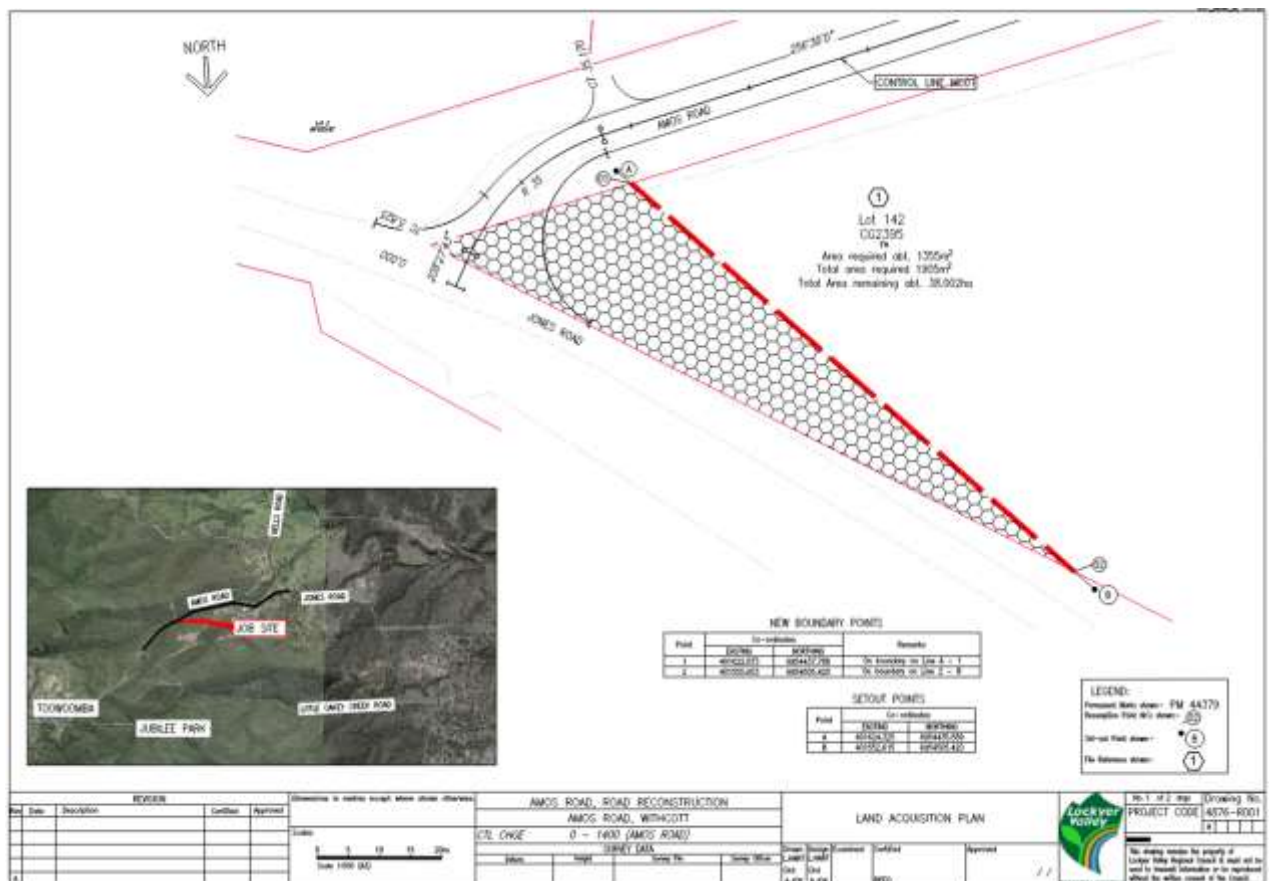
Proposal

Overview

Two separate areas of land have been identified for acquisition. Both are in the same existing lot. The impacted parcel is Lot 142 CG2395.

The approximate area of land required is 1905 square metres. This will be confirmed by a cadastral surveyor. The current lot size is 38.07ha.

Location 1 is at the intersection with Jones Road. It is proposed to acquire a portion of land already fenced off to appear as if it is part of the road reserve. This will provide sufficient space to construct this project and some spare capacity should a future intersection upgrade be required.



Location 2 is at approximate chainage 400m along Amos Road. This portion allows for an improvement of the road geometry through a section where the existing road is already close to the property boundary.



Risk Considerations

Previous Council Resolutions

Critical Dates

Implementation

Attachments

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13.4 Forest Hill Cricket Club Storage Shed and Shade Structures

Date: 13 May 2020
Author: Brendan Sippel, Manager Community Facilities
Responsible Officer: Angelo Casagrande, Group Manager Infrastructure

Purpose:

The purpose of this report is to present to Council with a proposal from the Forest Hill Cricket Club to install a new storage shed and shade structures at the Forest Hill Recreation Reserve.

Officer's Recommendation:

THAT Council endorse the proposal provided by the Forest Hill Cricket Club to install a new storage shed and shade structures at the Forest Hill Recreation Reserve.

Executive Summary

The Forest Hill Cricket Club has been successful in receiving a grant of \$35,000 through the Gambling Community Benefit Fund to build a new storage shed and shade structures at the Forest Hill Recreation Reserve. Since the Forest Hill Recreation Reserve is maintained by Lockyer Valley Regional Council, the Forest Hill Cricket Association is seeking permission to build the infrastructure on Council maintained land.

Finance and Resource Implications

The new storage shed, and shelters will be funded by grant funding from the Gambling Community Benefit Fund with no cost to Council to install the storage shelters and shade structures at the Forest Hill Recreation Reserve.

Ongoing maintenance costs if required of the new infrastructure would be funded in conjunction with the Forest Hill Cricket Club and Council.

The Forest Hill Cricket Club will be required to submit a building application for the new storage shed and shade structures at the Forest Hill Recreation Reserve through Council's Building and Plumbing team for assessment and approval prior to commencing works.

Corporate PlanCorporate Plan Goal

Lockyer Community.

Outcome

- 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.

ConsultationPortfolio Councillor Consultation

Proposal has been discussed with the relevant portfolio Councillor.

Internal Consultation

The proposal submitted by the Forest Hill Cricket Club has been discussed internally amongst Council Officers.

External Consultation

On 23 May 2019, Council officers from Building, Facilities and Parks, Gardens and Cemeteries attended a site meeting with representatives from the Forest Hill Cricket Club, to discuss proposed infrastructure upgrades at the Forest Hill Recreation Reserve to cater for the growth occurring at the Forest Hill Cricket Club.

Community Engagement

Discussions have occurred between Forest Hill Cricket Club and the President of the Tennis Club to discuss and rectify any potential issues about installing the shed in the preferred location near the tennis court.

ProposalOverview

Since 2013 the Forest Hill Cricket Club has grown from a reserve grade team and an under 10's team to now being the home of three junior and senior teams as well as holding regular representative fixtures and school competitions. To assist with catering for the extra growth, the Forest Hill Cricket Club applied for a grant through the Gambling Community Benefit fund to build a storage shed for equipment such as mowers, rollers and extra shade shelters to assist in accommodating members of away teams.

A recent site meeting has occurred with members of the Forest Hill Cricket Club to look at potential locations for the new structures. The new storage shed would be 6.050m(L) x 3.060m(W) x 2.400m(H) with a garaport. Proposed locations for the new storage shed include behind the existing cricket club shed as well as near the existing playground and tennis courts.

Discussions have occurred between Forest Hill Cricket Club and the President of the Tennis Club to discuss and rectify any potential issues about installing the shed in the preferred location near the tennis court.

The other proposed location was least preferred due to the potential of underground infrastructure as well as impeding traffic and parking areas.

Proposed Locations of Storage Shed and Shade Shelters



The extra shade shelters that would be built as a part of the grant funding would be a skillion shed with dimensions of 7m x 4m that would be used for away teams to sit and place equipment while they are participating in the game. This shade shed could also be used to hold other functions such as birthday celebrations, etc when cricket wasn't on. Council officers have proposed to the Forest Hill Cricket Club that with the second shade shelter they could replace an existing timber shelter near the end of its useful life according to our asset management plan and place the new shelter in this location. This would assist in not creating an extra asset for Council to maintain and help reduce further addition of extra maintenance costs.

Legal Implications

The Forest Hill Cricket Club will be required to submit a building application for the new storage shed and shade structures at the Forest Hill Recreation Reserve through Council's Building and Plumbing team for assessment and approval prior to commencing works.

Policy Implications

Any future policy implications will be addressed as matters arise before Council.

Risk Considerations

IA1 – Infrastructure and Assets – Planning, managing and maintaining assets for the future.

Previous Council Resolutions

There are no previous Council Resolutions which impact the recommendation contained within this report.

Related Documentation

There is no related documentation for this report

Critical Dates

There are no critical dates associated with this report.

Implementation

Write to the Forest Hill Cricket Club to advise of Council' decision.

Attachments

There are no attachments for this report.

14. ITEMS FOR INFORMATION**14.1 Queensland Urban Utilities Monthly Report - April 2020**

Date: 23 April 2020
Author: Vickie Wieland, EA to Chief Executive Officer
Responsible Officer: Ian Church, Chief Executive Officer

Purpose:

Council has received an update from Queensland Urban Utilities (QUU) Board which provided highlights from their Board Meeting for the month of April 2020.

This document is for Council's information only.

Executive Summary

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.

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.

Proposal

The Board held its ordinary meeting on 20 April, with most of the agenda focused on COVID-19.

As an essential service provider, QUU's primary focus has been on the health and wellbeing of their workforce. Throughout this crisis, their people have remained dedicated to their service delivery, including responsive and planned works and treatment operations.

Whilst continuity of supply and service is maintained, QUU must also play a role in supporting their customers and communities that are facing social and economic challenges. At this time, QUU recognise the importance of balancing the need for maintaining long-term financial sustainability and providing immediate relief opportunities.

QUU also acknowledge the importance of continuing to create jobs through the delivery of their Capital Investment Program. This program supports economic and population growth across our five regions.

In addition, QUU will continue, as required, to play a valued role in COVID-19 detection in the community by allowing research agencies, CSIRO and the University of Queensland, to access sewage to identify if traces of COVID-19 DNA are found in wastewater.

At the April meeting, the following matters were considered.

Foundational Success

Economic and health outlook – COVID-19

The Board received a report on the economic and health impacts of COVID-19, informed by government and PWC modelling. This subsequently informed Urban Utilities' scenario modelling on impacts to their business, including, but not limited to, developer activity, commercial customer revenue, absenteeism resulting in reduced productivity and bad debts.

Customer response – COVID-19

Management is considering a range of customer response options to COVID-19. These options are designed to meet our local challenges but have drawn upon learnings from national and global peers who are facing similar challenges.

Immediate actions QUU have taken include providing effortless ways for customers to interact with them to request a payment extension or payment plan, and not charging interest on overdue debt. QUU have also bolstered their hardship capacity to manage a possible increase in extension requests.

As their April billing has only just commenced, it is too early to identify any long-term customer trends. At this stage, however, they have not seen any material increase in customer hardship calls. The Board continues to actively monitor a number of strategic and operational performance metrics to remain agile in their customer response.

Shareholder and strategic stakeholder engagement – COVID-19

Maintaining open and frequent engagement with their shareholders and strategic stakeholders is a key priority for our business.

QUU are currently considering the impact of COVID-19 on the Special General Meeting scheduled for later this year. They expect engagement with shareholders will be important as the significant changes in the external environment will require them to review their Statement of Strategic Intent. If it is not possible to hold this meeting, QUU will explore other innovative ways to engage with shareholders on their strategic direction.

Local Government election report

An update was provided to the Board on the results of the recent Local Government elections.

Whilst most Councils were in caretaker mode, QUU have provided regular updates on COVID-19 to Council Chief Executive Officers. With elections now declared, they will now, through their Shareholder Relations team, be engaging with shareholders on a range of matters, including our COVID-19 response and recovery actions.

Pricing 2020/21

The Board had a preliminary discussion on pricing for 2020/21.

Future pricing discussions will take into consideration the impacts of COVID-19 and medium- and long-term pricing paths.

The Finance and Pricing Committee will continue to work with management to finalise pricing for 2020/21, and it is expected that they will be in a position to make pricing announcements in the coming months.

Budget 2020/21

As a result of COVID-19, QUU are continually reviewing their 2020/21 budget. This is due to uncertainty on potential impacts from decreased revenue, reduced developer contributions, possible slowing in population growth, uncertain government policies and unstable global and national economic conditions.

In setting the budget, QUU are endeavouring to maintain an A- credit rating over the forward planning horizon, limiting price rises to CPI-x under 2024 and providing appropriate and stable shareholder returns. These objectives are set against the need for ensuring long-term financial sustainability.

QUU will continue to engage and consult with shareholders on the macro financial and economic impacts and implications of COVID-19, including maintaining regular engagement with Council Chief Executive Officers and Chief Financial Officers.

Enterprise Asset Management System

The Board noted that their Enterprise Asset Management System continues to progress well, with go-live remaining as planned in early July. This is a pleasing result, given the challenges faced as a result of COVID-19, including having to change how they progress through System Integration Testing and User Acceptance Testing and deliver training online.

Program Management Approach

The Board received an update on the implementation of their Program Management Approach (PMA) model.

The implementation of the PMA continues to progress well, with financial efficiencies of 3%, or \$5M, being realised against the baseline compared to pre-PMA.

In addition to financial efficiencies, QUU are also seeing enhanced governance arrangements, a lift in capability, safety improvements aligned to our Safe.Simple methodology and improvements to time and cost performance.

Constructive Culture

People, safety and culture – COVID-19

The Board received an update on Urban Utilities' people management response to COVID-19.

Following government guidelines, Urban Utilities transitioned the majority of non-frontline employees to work from home or remote work arrangements in March.

Urban Utilities activated its Pandemic Plan, supported by group-level Business Continuity Plans to enable this seamless transition.

Recognising this is a different way of working, the business put in place a number of programs and support arrangements to ensure employees remain connected with their leaders, productive and, importantly, safe and healthy. This included rolling out our Better.Together health and wellbeing program, focused on mental and physical health during COVID-19.

QUU also enacted social isolation arrangements for core service delivery teams, including establishing two control centres and insisting on field crew members maintaining a safe distance, where possible. The supply of personal

protective equipment has ensured customer-facing crews are protected, particularly when needing to enter private property for essential works.

As field crews continue to undertake work during this period, communications were undertaken with the community to explain why. This has included the erection of signage, social media campaigns and the establishment of new COVID-19 protocols to ensure customers receive advanced notification of planned outages and that, where possible, these do not occur over consecutive days.

QUU has commenced early planning for the return-to-work post-COVID-19, recognising this event has provided an opportunity to identify what new ways of working might look like.

Attachments

14.2 **2020 Audit Interim Report**

Date: 12 May 2020
Author: Jodi Marchant, Chief Financial Officer
Responsible Officer: Ian Church, Chief Executive Officer

Purpose:

The purpose of this report is to provide Council with the 2020 Interim Audit Report to the Mayor.

This document is for Council's information only.

Executive Summary

This report presents the 2020 Interim Audit Report to the Mayor, to Council, in accordance with Section 213 of the *Local Government Regulation 2012*.

Council's contract auditors, William Buck, have prepared an audit report which provides the results of the interim work performed to 31 March 2020, including their assessment of the internal control framework and a summary of significant deficiencies, control deficiencies and other matters identified to date. The report also identifies emerging risks due to COVID-19.

There have not been any new significant deficiencies identified in our internal controls, and one outstanding significant deficiency from the prior year is still being resolved. A copy of the Interim report to the Mayor is attached.

Proposal

Section 213 of the Local Government Regulation 2012 requires that the Mayor present to Council a copy of the Auditor General's Observation Report. The observation report is a report about the audit prepared under Section 54 of the Auditor General Act 2009 that includes observations and suggestions made by the Auditor General about anything arising out of the audit.

William Buck's Interim Audit Report provides the results of work performed included testing of internal controls for revenue, payroll and expenditure systems for the period 1 July 2019 to 31 March 2020. The Interim Report also includes the assessment of the internal control framework as previously noted. Based on the results of the testing, it has been assessed that Council's internal control environment is generally effective, meaning the environment does support an audit strategy that can rely upon these controls. The report and its findings will also be provided to the next meeting of the Audit and Risk Management Committee for further follow up.

The interim audit field work conducted by William Buck commenced on 9 March 2020 and concluded on 13 March 2020 with three internal deficiencies identified as follows:

- Review of Payroll Exception Reports – it was identified that due to resourcing, the review of exception reports had fallen behind. Management are working to ensure these are completed prior to the June site audit and training additional back up resources to ensure this does not happen again.

- Review of Updated Rates Masterfile Data – it was identified that a copy of the review file had not been retained for the 2019-2020 financial year. This matter has been resolved with Management amending its standard operating procedures document to ensure that a copy of the review file is retained each year.
- Tabling of Audit Interim Management Report – it has been clarified by the QAO that it is a requirement of Section 213 of the Local Government Regulation 2012 that the Mayor must present a copy of an Auditor-General's observation report at the next available Ordinary Council meeting, which also includes interim management reports. In the past, only the final management letter has been tabled. This matter has been resolved and procedures updated to ensure the Interim Report is tabled according to regulations.

One prior period matter is still being resolved and has been identified in the Interim Report:

- Procurement non-compliance - Management advised the auditors of two procurements over \$200,000 which did not go through a tender process. Management are currently updating the Procurement guidelines following a review of the procurement process to ensure compliance with the Regulation.

Emerging risks due to the COVID-19 outbreak have been identified in section 4 of the attached Interim report and include areas that may impact Council including areas of concern and associated risk and what to consider in each area.

All unresolved matters will be included in the Audit and Risk Management Committee's Outstanding Items Register for follow up action

Attachments

1 [🔗](#) 2020 Interim Audit Report to the Mayor 12 Pages



Lockyer Valley Regional Council

2020 Interim report to the
Mayor

11 May 2020



Our ref: LVRCAA88

SENSITIVE

11 May 2020

Cr T Milligan
Lockyer Valley Regional Council
PO Box 82
GATTON QLD 4343

Dear Mayor,

2020 Interim report

We present to you our interim report for Lockyer Valley Regional Council for the financial year ending 30 June 2020. This report details the results of our interim work performed to 31 March 2020. In this phase we assess the design and implementation of your internal controls, and whether they are operating effectively. To date our work has not identified any new significant deficiencies in your internal controls. One outstanding significant deficiency from the prior year is still being resolved.

This report also includes our assessment of your internal control framework; and a summary of significant deficiencies, control deficiencies and other matters identified to date.

Please note that under section 213 of the Local Government Regulation 2012, you must present a copy of this report at your council's next ordinary meeting.

The *Auditor-General Act 2009* requires the auditor-general to report to parliament on an issue raised during an audit if he considers it to be significant.

At this stage, the Auditor-General is working towards continuing to table most of the planned reports for this year but, given the current environment and associated community sensitivities, we will keep the tabling timeframe under continued review. I know that your focus is currently on responding to COVID-19 and that this may be a challenge over an extended period. As a result, if you find any of QAO's requests (or timeframes) difficult, we can work through revised response methods and dates.

If you have any questions or would like to discuss the audit report, please contact please contact myself or Matthew Monaghan on 3229 5100.

Yours sincerely

Junaide Latif
Contract Audit Director

Enc.

cc. Mr I Church CEO
Ms K Phillips, Chair, Audit & Risk Committee

Queensland Audit Office
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 Queensland Audit Office (QAO)

1. Summary



Audit progress

Emerging risk—COVID-19	Action required
COVID-19 poses several risks and challenges to entities globally and the Queensland public sector is no different. It is hard to determine the longevity of this pandemic, or the financial impact this may have. In Section 4 Emerging Risks we have provided a summary of what these challenges may be for your organisation and what this means for your financial statements and the statutory deadlines.	

Internal control assessment and issues	Issues identified
<ul style="list-style-type: none"> Testing of internal controls is completed for revenue, payroll and expenditure systems for the period 1 July to 31 March. We have identified one deficiency each in testing of payroll and revenue controls. The issues are described in more detail further in this report. We have also assessed the elements of your internal control environment, as well as the progress made towards resolving prior year issues. <p>Based on the results of our testing completed to date, we have assessed your internal control environment as generally effective, meaning the environment does support an audit strategy that can rely upon these controls.</p>	

Financial reporting issues and other matters	On track
There are currently no active financial reporting issues.	

Areas of audit significance	On track
As part of our interim work we were able to perform audit procedures in respect of 2 areas of audit significance; related parties and probity and propriety considerations. No issues have been identified to date.	

Milestones—financial reporting and audit deliverables	On track
Audit milestones have been met to date.	

Audit fee	On track
We do not anticipate any variation to the fee at this stage.	



2. Internal control issues



The following table summarises our reporting on deficiencies in internal controls.

	Number of significant deficiencies		Number of deficiencies		Rating
	Current year issues	Prior year unresolved issues	Current year issues	Prior year unresolved issues	
Control environment Structures, policies, attitudes and values that influence daily operations	-	-	-	-	
Risk assessment Processes for identifying, assessing and managing risk	-	-	-	-	
Control activities Implementation of policies and procedures to prevent or detect errors and safeguard assets	-	1	2	1	
Information and communication Systems to capture and communicate information to achieve reliable financial reporting	-	-	1	-	
Monitoring activities Oversight of internal controls for existence and effectiveness	-	-	-	-	

Effective

No significant deficiencies identified.

Generally effective

One significant deficiency identified.

Ineffective

More than one significant deficiency identified.



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2. Internal control issues



Significant deficiencies and deficiencies

The following table details deficiencies identified from testing of controls as at 31 March 2020. It includes a response from management.

Our risk ratings are as follows—refer to [Our rating definitions](#) for more detail.



Significant deficiency



Deficiency



Other matters



Deficiencies

20IR-1 Review of payroll exception reports

Control activities

We noted that the review of fortnightly payroll exception reports by an independent staff member has not been performed for the vast majority of the year to date. The payroll department run the reports each fortnight and do their own review to detect errors. The additional review is expected to be performed by a non-payroll staff member. Without proper independent review inappropriate changes to employee Masterfile data may go undetected.

QAO recommendation

We recommend that Council ensure that the independent review of these exception reports is done on a timely basis each fortnight.

Management response

The deficiency has been recognised and was a result of reduced resources. Additional back-up staff are being trained to perform this independent review to ensure this delay does not occur again.

Responsible officer: Jodi Marchant, Chief Financial Officer

Status: Work in progress

Action date: 1 June 2020

20IR-2 Review of updated rates Masterfile data

Control activities

Council performs a review of the input of general and other rates into TechOne following adoption of the budget to ensure that the appropriate rates have been input into the system. We noted that a copy of this review had not been retained for the 19/20 year. Audit performed its own review noting no issues.

QAO recommendation

We recommend that Council ensures that it retains a copy of this review each year.

Management response

Council has already amended its standard operating procedures document to ensure that a copy of this review is retained each year.

Responsible officer: Jodi Marchant, Chief Financial Officer

Status: Resolved

Action date: 17 March 2020



2. Internal control issues (continued)



Deficiencies

20IR-3 Tabling of Audit Interim Management Report Information and communication

We noted that the interim management letter for the 2019 financial year, dated 16 May 2019, was not tabled at an ordinary council meeting. QAO have clarified that it is a requirement of s213 of the Local Government Regulation 2012 that the Mayor must present a copy of an auditor-general's observation report at the next ordinary meeting of the local government, this includes the interim management report. Council have previously only tabled the final management letter.

QAO recommendation

We recommend that Council tables a copy of this interim management report for the 2020 financial year at the next Council meeting.

Management response

Interim management letters have not been tabled in the past. Following the advice from QAO, management will ensure all future interim management letters are tabled according to Legislation.

Responsible officer: Jodi Marchant, Chief Financial Officer

Status: Resolved

Action date: 17 April 2020



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3. Prior year issues



Status

The following table summarises the status of issues and other matters reported by audit in prior years.

Reference	Rating	Issue	Status
Internal control issues			
19CR-1		Procurement non-compliance with LG Regulations Council entered into two contracts for a value in excess of \$200,000 without going through a tender process.	Work in progress. Complete review of the procurement process has been undertaken. An updated Procurement Guideline is being drafted. Recommendation on training needs will be presented to ELT for endorsement Responsible Officer: Chief Financial Officer Expected completion date: December 2021
FY18-IT1		Database access logs for privileged users are not reviewed	Resolved. Council has moved from an on-premise solution to TechnologyOne's Software as a Service (SaaS) solution. The SaaS solution does not allow any access to key databases. The risk that was previously identified, and to be mitigated through review of access logs, has been mitigated.
FY18-IT3		Completed plans and drawings are not being provided in a timely manner to allow entering of assets into the asset register	Resolved pending audit verification at 2 nd interim and final visit. Review of WIP ageing to be provided to external audit in 2019-20 to close off issue.
Other matters			
FY18-IT5		Conflicts of interest – Council does not have a framework or a procedure manual for handling complaints of corrupt conduct	Resolved. The Conflict of Interest Policy and Framework Guideline was finalised in December 2019. Training was conducted with the Leadership Team and Teams. A new Conflict of Interest form was developed along with a centralised register.



4. Emerging risks



The COVID-19 outbreak is testing the resilience and agility of entities as they tackle multiple challenges such as looking after their staff, the community and managing sustainable operations.

Management should continue to assess the impact on their financial results and internal control environment. We have considered the implications of this pandemic and identified the following areas that may impact Council:

Area of concerns and associated risk	What to consider
'Everyday' internal controls Council has expanded to working from home to support social distancing measures. With any change in working arrangements comes an increased risk of controls failing. Manual controls and those operated with a high level of management oversight within an office environment are likely to be affected.	<ul style="list-style-type: none"> Remain vigilant with your monitoring of internal controls during this time. New controls may need to be implemented or current controls may need to be revised to accommodate the new work environment. We have recently issued a blog post on the impact of operational controls under new working arrangements. <p>Please visit our website for our blog on how operational controls may be impacted by new working arrangements.</p>
Valuation of property, plant and equipment Economic uncertainty and access to community may impact the ability of valuers to accurately perform comprehensive and/or desktop valuations and meet the fair value measurement requirements of AASB 13.	<p>A number of factors may need to be considered where the fair value is determined using current replacement cost.</p> <p>Refer to Appendix C—Valuation considerations for detailed guidance. We have also released a blog on this issue on our website.</p>
Impairment of receivables There is an increased likelihood that debtors may take longer to pay and, in some instances, not be able to pay their obligations at all.	<ul style="list-style-type: none"> Calculation of expected credit losses arising from loans and receivables Changes to credit risk profile of debtors
Accounting for leases As a result of COVID-19, some entities (those accounting for as a lessee in a lease) may receive 'rent holidays' and other exemptions from their lessors. This could have an impact on the accounting of the right of use assets and the associated liabilities.	<p>In assessing whether there has been a change in the scope of the lease, entities should consider whether there has been a change in the right of use conveyed to the lessee by the contract—examples of a change in the scope of a lease include adding or terminating the right to use one or more underlying assets, or extending or shortening the contractual lease term.</p> <p>A rent holiday or rent reduction alone is not a change in the scope of a lease.</p> <p>Speak to your QAO contact to understand how this may impact your situation.</p>
Financial statement disclosure Impact on disclosures could be pervasive to the financial statements	<ul style="list-style-type: none"> Revisit the going concern assessment disclosed in the financial statements Consider the appropriateness of the classification of debts between current and non-current Consider disclosing additional information about significant judgement and estimates Monitoring of subsequent events that may impact the financial statements

Some of these risks also heightens the risk of fraud. Management should enhance the controls in place to detect any fraudulent activities that entities may be exposed to. As auditors, we consider fraud risk to be pervasive to the financial statements and will increase our professional scepticism in carrying out the audit of the financial statements of Lockyer Valley Regional Council.



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Appendix A—Our rating definitions



Internal rating definitions

	Definition	Prioritisation of remedial action
Significant deficiency 	<p>A significant deficiency is a deficiency, or combination of deficiencies, in internal control that requires immediate remedial action. Also, we increase the rating from a deficiency to a significant deficiency based on:</p> <ul style="list-style-type: none"> the risk of material misstatement in the financial statements the risk to reputation the significance of non-compliance with policies and applicable laws and regulations the potential to cause financial loss including fraud, or where management has not taken appropriate timely action to resolve the deficiency. 	This requires immediate management action to resolve.
Deficiency 	A deficiency arises when internal controls are ineffective or missing, and are unable to prevent, or detect and correct, misstatements in the financial statements. A deficiency may also result in non-compliance with policies and applicable laws and regulations and/or inappropriate use of public resources.	We expect management action will be taken in a timely manner to resolve deficiencies.
Other matter 	An other matter is expected to improve the efficiency and/or effectiveness of internal controls, but does not constitute a deficiency in internal controls. If an other matter is not resolved, we do not consider that it will result in a misstatement in the financial statements or non-compliance with legislative requirements.	Our recommendation may be implemented at management's discretion.

Financial reporting issues

	Potential effect on the financial statements	Prioritisation of remedial action
High 	We assess that there is a high likelihood of this causing a material misstatement in one or more components (transactions, balances and disclosures) of the financial statements, or there is the potential for financial loss including fraud.	This requires immediate management action to resolve.
Medium 	We assess that there is a medium likelihood of this causing a material misstatement in one or more components of the financial statements.	We expect management action will be taken in a timely manner.
Low 	We assess that there is a low likelihood of this causing a material misstatement in one or more components of the financial statements.	We recommend management action to resolve; however, a decision on whether any action is taken is at management's discretion.



Appendix B—Information on internal controls



What is internal control?

'Internal control' is the processes, systems, records and activities that your entity designs, implements and maintains to provide you with reasonable assurance about the achievement of organisational objectives regarding:

- reliability of financial reporting
- effectiveness and efficiency of operations
- compliance with applicable laws and regulations.

Your governing body and executive management collectively are responsible for preparing reliable financial statements in accordance with generally accepted accounting principles. They are similarly responsible for maintaining effective internal control over financial reporting.

Our assessments of your internal control framework

The auditing standards that we must comply with require us to understand and assess those aspects of your internal control that relate to our financial statement audit objectives. In the planning phase of our audit, we sought to understand and evaluate how controls are designed and implemented. We communicated to you the results of our analysis in our external audit plan.

If we decide that we can rely on your controls, we must then test them to confirm they operated effectively. The results of our testing may highlight deficiencies in your internal controls. We assess whether any identified deficiencies in internal control constitute, individually or in combination, a significant deficiency in internal control.

Limitations of our reporting on internal control deficiencies

No system of internal control can provide absolute assurance about the absence of error or compliance. Even in the absence of identified control weaknesses, inherent limitations in your internal controls over financial reporting may not prevent or detect material misstatements.



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Appendix C—Valuation considerations



Public sector entities in Queensland comprehensively fair value their property, plant and equipment at least once every five years. However, valuation policies of entities also require that specific appraisals be undertaken where an asset class has experienced significant and volatile changes in value (that is, 20 per cent or more).

The current economic downturn may impact the fair value of the assets. Each entity's situation needs to be considered individually. However, here are our general thoughts on whether we think asset classes are likely to move by more than 20 per cent over a short period.

Valuation basis	Our assessment
Current replacement cost	<ul style="list-style-type: none"> Given the nature of these assets are long term, our experience tells us that the key drivers for the valuation inputs for these asset classes are rarely volatile. Condition and useful lives of these long-term assets are also unlikely to be impacted as a result of COVID-19.
Income based valuation	<ul style="list-style-type: none"> Discount rates are expected to be impacted, particularly post February 2020. Cash flow forecast would need to be revisited due to: <ul style="list-style-type: none"> economic and financial announcements and directions, including ministerial directions are likely to impact cash flows re-prioritisation in deploying resources.

In addition to the economic downturn, entities will have to consider the impact of restrictions that have been posed that prevent site visits by external valuers. This will impact local governments that are located in rural, remote and indigenous locations where some councils have restricted access to their communities to prevent the spread of COVID-19. Where such travel restrictions have been placed, entities will need to consider suitable alternatives such as those below.

Valuation factors	Consideration points
Gross replacement cost	<ul style="list-style-type: none"> Using internal models (for internally constructed assets) or recent purchase price (assets acquired externally) to support unit rates. Where internal models are not workable, indexation is often enough for gross replacement cost. However, before relying on an index, consider whether: <ul style="list-style-type: none"> there have been any significant changes in unit rate categories since acquisition or the last detailed revaluation there has been a notable change in the modern substitute asset since the last detailed revaluation your engineering and finance staff have sufficient information to cost the modern substitute and make adjustments for the differences in service levels between the modern substitute and the existing asset.
Useful lives	<ul style="list-style-type: none"> Review the standard useful lives for each component and document the reasonableness of these useful lives. Review for individual assets whose useful lives are deviating from the standard life and adjust, as necessary.

Materiality should also be considered when assessing valuations. Rolling valuations may mean that only one or two asset classes are due for a comprehensive valuation this year. If the most material classes are still within their cycle, and it is only one of the smaller classes due for revaluation this year, it may be possible to defer the specific appraisal of the smaller classes of assets and perform an alternative overall assessment.

We understand that you may have trouble completing your valuation in accordance with your planned timetables. Please continue to discuss your specific circumstances and timetables with your engagement leader.



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15. CONFIDENTIAL ITEMS**15.1 Lockyer Valley Equine and Racing Collaborative Report****Date:** 14 May 2020**Author:** Jason Harm, Coordinator Economic Development**Responsible Officer:** Amanda Pugh, Group Manager Community & Regional Prosperity

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.

Purpose:

This final concept plan is tabled for endorsement by Council as recommended by the Lockyer Valley Equine and Racing Collaborative to advance the concept for the Lockyer Valley Equine Precinct.

16. MEETING CLOSED