

## **ORDINARY MEETING OF COUNCIL**

**AGENDA** 

**14 OCTOBER 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: 07 October 2020

**Author:** Erin Carkeet, Governance Officer

**Responsible Officer:** Anna Hebron, Group Manager People and 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.

## 4. DECLARATION OF ANY PRESCRIBED CONFLICT OF INTERESTS/DECLARABLE CONFLICTS OF INTEREST BY COUNCILLORS

### 4.1 Declaration of Prescribed Conflict of Interest on any Item of Business

Pursuant to Chapter 5B, Part 2 of the *Local Government Act 2009*, a councillor who has a prescribed conflict of 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 prescribed conflict of interest in the matter, including the following about the interest
  - i. if it arises because of a gift, loan or contract, the value of the gift, loan or contract
  - ii. if it arises because of an application or submission, the subject of the application or submission
  - iii. the name of any entity other than the councillor that has an interest in the matter
  - iv. the nature of the councillor's relationship with the entity that has an interest in a matter
  - v. details of the councillor's and any other entity's interest in the matter; and
- (b) leave the meeting room, including any area set aside for the public, and stay out of the meeting room while the matter is being discussed and voted on unless the subject councillor has written notice from the Minister to participate in the matter.

### 4.2 Declaration of Declarable Conflict of Interest on any Item of Business

Pursuant to Chapter 5B, Part 3 of the *Local Government Act 2009*, a councillor who has a declarable 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 it arises because of the councillor's relationship with a related party:
  - i. the name of the related party to the councillor
  - ii. the nature of the relationship of the related party to the councillor
  - iii. the nature of the related party's interest in the matter
- (c) if it arises because of a gift or loan from another person to the councillor or a related party:
  - i. the name of the other person
  - ii. the nature of the relationship of the other person to the councillor or related party
  - iii. the nature of the other person's interest in the matter
  - iv. the value of the gift or loan and the date the gift or loan was made.
- (d) how the councillor 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 16 September 2020

Date: 07 October 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 16 September 2020 be taken as read and confirmed.

### 7. BUSINESS ARISING FROM MINUTES

No Business Arising from Minutes.

### 8. COMMITTEE REPORTS

8.1 Receipt of the Minutes of the RADF Committee Meeting, 8 September 2020

Date: 22 September 2020

**Author:** Nicole Kilah, Coordinator Libraries & Galleries

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

### Officer's Recommendation:

THAT Council receive the unconfirmed minutes of the Lockyer Valley Regional Arts Development Fund (RADF) committee meeting held on 8 September 2020, as attached.

### **Attachments**

**1** ■ Minutes - RADF Committee Meeting, 8 September 2020 2 Pages

# Regional Arts Development Fund





### **RADF Committee Minutes**

Date: Tuesday, 8 September 2020

Start:Meeting started: 2.30pmMinute taker:Nicole KilahChair:Cr Michael HaganLocation:Gatton Library / Skype

ATTENDEES:		
Cr Mike Hagan	Cr Janice Holstein	Nicole Kilah
Regina Samykanu-Vuthapanich	Elizabeth Browne	
APOLOGIES:		
Nil		

1TC0 4 #	ITTM
ITEM#	ITEM
1.	WELCOME, ATTENDANCE AND APOLOGIES:
	Cr Hagan welcomed everyone to the meeting and thanked everyone for their attendance.
2.	CONFIRMATION OF MINUTES: Confirmation of last minutes dated: 18 June 2019
۷.	Moved: Cr Janice Holstein Seconded: Elizabeth Browne
	BUSINESS ARISING FROM PREVIOUS MINUTES
3.	No business arising.
	COUNCIL CORRESPONDENCE AND NEWS
4.	Terms of Reference for the RADF Committee (see below under General Business)
	,,
	ARTS QUEENSLAND CORRESPONDENCE AND NEWS
5.	RADF 2020/21 bid has been submitted and reviewed and re-submitted.
J.	RADF 2019/20 half yearly statistics/report submitted.
	PROMOTION AND ADVERTISING
	New banner for RADF recipients to book/use for promotion
6.	Round 2 2019/20 closed on Friday, 3 April 2020. This round was advertised in the Gatton
0.	Star and Lockyer Valley Libraries Facebook Page / Council social media / Gallery and
	Library eNewsletters.
	APPLICATIONS and ACQUITTALS
	Acquittals from 2018-19
	Forest Hill Outcome Report
	Acquittal approved.
	Acquittals from 2019-20 Round 1 – 1 received
7.	Noosa Film Festival Acquittal
	Acquittal approved. This was a successful activity.
	Extension requests from
	o Lockyer Jam – Completion date 31 June 2021
	<ul> <li>Community Dance Workshop – Completion date 31 June 2021</li> </ul>
	Applications from Round Two – 2 Applications received
	Tippinediana namina nam

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## Regional Arts Development Fund





 It was decided that we would hold both applications over until the first round of 2020/21. Once this round commences, Nic will contact the applicants asking if they wish to continue or withdraw their application. We are unable to allocate funding while the agreement is in review or submission.

### **GENERAL BUSINESS**

Terms of Reference

Discussions took place regarding the Terms of Reference
Janice informed the committee that when these were adopted by Council, she expressed
her concern with committee members being excluded from applying for funding. It is
hoped that this will not deter potential committee members.

RADF review

8.

As part of the funding application for 2020/21, a strategic review of RADF has been budgeted for. Nic is hoping that this review will allow for the flexibility our art community needs when applying for funding.

 Committee Nominations for 2020-2024
 Cr Hagan thanked Elizabeth and Regina for their commitment to the RADF committee and their contribution to art in our community.

Expressions of interest will be advertised in September/October for new members of the committee.

No further business

Meeting closed at: 3.05pm

Items for discussion next meeting:

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### 9. DEPUTATIONS/PRESENTATIONS

No Deputations/Presentations.

### 10. EXECUTIVE OFFICE REPORTS

10.1 Budget Review, Capital Works Carried Forward and Updated Long Term

**Financial Forecast** 

Date: 30 September 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 2020-21 Budget and Long-Term Financial Forecast including capital works to be carried forward from 2019-20 of works still in progress as set out in the attachments.

### Officer's Recommendation:

THAT Council adopt the amended 2020-21 Budget and Long-Term Financial Forecast as set out in the attachment titled 2020-21 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. The September quarter budget review has included a review of major changes in assumptions which have occurred since the budget was adopted including the audited opening balances and the carry forward capital works. 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 income and expenditure. The forecast for the remainder of the year remains somewhat uncertain, with the unknown impacts due to COVID-19 and the long-term financial sustainability impacted. Forecasts are regularly reviewed and have been updated to reflect the changes in the current economy.

The updated Long-Term Financial Forecast incorporates the recommended budget changes.

The changes to the operational and capital budget will have a positive impact on the projected operating surplus, increasing the projected surplus position by \$172,786. The amended budgeted operating surplus considering the above adjustment is \$2.230 million. The total capital works budget for 2020-21 has been increased to reflect carried forward capital works from 2019-20 and other adjustments as detailed in the agenda, with the budget for 2020-21 now \$24.31 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 major changes to income and expenditure for the first quarter to September 2020, carry forward capital works from the 2019-20 program and the audited opening balances. As a result of this review, it is recommended that Council amend its 2020-21 budget and associated long term financial forecast to better reflect the current forecasted position at 30 June 2021.

The completion of capital works ongoing from the 2019-20 program will require an increase to the capital budget of \$1,363,356 for carry forward works in line with the schedule as per Attachment 2. Sufficient cash is available to cover these works from unspent budget as a result of works not finalised during the 2019-20 financial year. Should Council decide to not carry forward the budget amounts from 2019-20 to fund the works underway, a reduction to the current 2020-21 program will be required to accommodate these projects.

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. Forecasts are regularly reviewed and have been updated to reflect the changes in the current economy.

The amendments contained in this budget review include adjustments to the opening balances following the completion of the 2019-20 audit. The main impact of changing these opening balances is on Council's sustainability ratios. The updated Relevant Measures of Financial Sustainability which reflect all the amendments incorporated into this review are reflected in the following

table.

Lockyer Valley Regional Council

2020/2021 Budget and Long Term Financial Forecast 2021 to 2030

### Relevant Measures of Financial Sustainability

		_											
	Target		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Average
	Between 0%	Г	3.8%	1.4%	0.3%	0.1%	1.8%	2.1%	3.1%	5.4%	7.8%	8.5%	3.4%
Operating Surplus Ratio	and 10%		3.876	1.476	U. 376	0.176	1.6%	2176	3.176	5.4%	7.676	8.3%	3.4%
(Net Operating Surplus / Total Operating Revenue	Net Operating Surplus / Total Operating Revenue) (%)												
		Г	63.4%	62.78/	60.6%	55.59/	EA 99/	47.9%	39.4%	29.0%	17.0%	14.1%	44.7%
Net Financial Asset / Liability Ratio	<=60%		03.476	03.776	00.0%	30.076	34.6%	47.576	35.476	25.0%	17.0%	14.176	44.770
((Total Liabilities - Current Assets) / Total Operat	(Total Liabilities - Current Assets) / Total Operating Revenue)												
		Γ	07.69/	108 584	106.6%	95.7%	103.2%	90.6%	90.9%	91.3%	93.4%	95.8%	97.0%
Asset Sustainability Ratio	>90%		52.076	100.376	100.0%	50.276	103.2%	50.076	50.576	51.376	53.476	50.676	97.076
(Capital Expenditure on the Replacement of Asse	ts (renewals) / D	epr	eciation l	Expense)									

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

Operating Surplus Ratio – Long term average decreased from 4.6% to 3.4%. Operating surpluses are maintained for the life of the plan. The decrease is mainly related to increased depreciation expenditure and reduced interest income from term deposits. The operating surplus result has improved for 2020-21 due to labour and plant being utilised to deliver carry forward capital works.

Net Financial Asset/Liability Ratio – Long term average increased from 41.5% to 44.7% and the ratio temporarily exceeds the recommended level for the 2021, 2022 and 2023 financial years. This ratio is highly dependent on calculations relating to the rehabilitation provisions, and Council's cash balances.

Asset Sustainability Ratio — Long term average decreased slightly from 99.7% to 97.0% mainly due to the increased depreciation expenditure forecast. 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:

	Target	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Average
Cash Expense Cover Ratio	>3	6.6	6.3	6.0	5.8	4.4	4.5	5.1	6.0	7.4	7.1	5.9
Number of months of operations supported by cash balance												

The amended long term financial forecast shows only a minor adjustment in Council's overall long term financial position since the adoption of the annual budget. 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.

As this budget review has been at a high level, there will be a further detailed review of the December quarter to make adjustments to the budget and to identify potential revenues or savings which can be used to continue to improve Council's overall operating result.

### **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**

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

### **Proposal**

### **Overview**

At the end of the September, a review of the actual financial performance against the budget was conducted. As it was still early in the year, this review focused on those major variations whose impacts are currently known including reductions to forecast interest income forecasts, additional grant income received, and the identification of capital carry forward projects. Further budget reviews will be conducted during the year to review ongoing budget variations in detail.

Table 1 shows the operational income and expense items which require amending at this point in time:

### **TABLE 1 – OPERATING BUDGET AMENDMENTS**

Item Revenue / Description	Amount	Comments
----------------------------	--------	----------

	Expenditure		Increase / (Decrease)	
1	Revenue	Operational Grants & subsidies	\$161,745	<ul> <li>\$151,080 Grant funding received for: Illegal Dumping</li> <li>\$10,665 Increase in State Library Grant Funding</li> </ul>
2	Revenue	Interest Income	(\$50,308)	Adjustments in forecast interest rates due to continued decline in rates available as a direct result of COVID-19 on the economy.
TOTAL	Revenue		\$111,437	Net increase in revenue
3	Expenditure	Employee Costs	(\$287,897)	<ul> <li>Allocation of wages to Capital Works program reduced by \$0.458 million (non-cash)</li> <li>\$3,000 increase to Medicals</li> <li>\$9,040 increase of Deputy Local Controller (DLC) SES allowance and 4 weeks of the DLC acting as the Local Controller</li> <li>\$40,000 Regional Skills Investment Strategy salaries and training missed from budget (Grant Funded)</li> <li>\$79,200 Compliance Officer for the Illegal Dumping Partnership Program (Grant Funded)</li> <li>\$39,000 Drought Support Coordinator transferred from Contractors (Grant Funded)</li> </ul>
4	Expenditure	Materials and Services	\$62,653	<ul> <li>Allocation of plant costs to Capital Works program reduced by \$0.314 million (non-cash)</li> <li>\$40,975 Regional Skills Investment Strategy expenses (Grant Funded)</li> <li>\$118,554 increase to Waste Contract with JJ Richards</li> <li>\$66,000 additional for Planning Scheme Mapping project</li> <li>\$71,880 Illegal Dumping Hotspot and Partnership expenses (Grant Funded)</li> <li>\$4,000 sponsorship for NAIDOC</li> <li>\$20,289 additional for annual Regional Tourism Organisations membership of Southern Qld Country Tourism</li> <li>Other minor movements to reflect current operations and</li> </ul>
5	Expenditure	Depreciation	\$161,810	adjustments to business delivery.  Adjustments to depreciation expense following revaluation for 2019-20 and adjustment of assessed useful lives of

				non-current assets.
6	Expenditure	Finance costs	(\$2,083)	Minor adjusting to rounding
TOTAL	Expenditure		(\$61,349)	Net decrease in expenditure
NET TO	TAL		\$172,786	Overall net increase in the 2020-21
				operating result.

The changes to the operational budget will increase the projected surplus by \$172,786. As most of the adjustments reflect one-off changes, the impact on the long term financial forecast is minimal. The amended budgeted surplus considering the above adjustment is \$2.230 million.

There are several other variances which are being reviewed for possible adjustments in the December budget review. These include employee vacancy savings, revenue for cemeteries, the sales yard and building and plumbing, and the labour/plant/material split of expenses in both capital works and operational maintenance. Changes have not been made to these items at this stage as the full effect of the variances cannot be confirmed and may be only timing related.

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.

Table 2 shows the changes to capital income and expense items which require amendment in this budget review (excluding carry forward capital works):

**TABLE 2 – CAPITAL BUDGET AMENDMENTS** 

Item	Revenue / Expenditure	Description	Amount Increase / (Decrease)	Comments
1	Revenue	Capital Revenue	\$4,392,000	<ul> <li>\$3,740,000 Unite and Recover Community Stimulus Grant Funding (URCS)</li> <li>\$303,000 School Transport Infrastructure Program Funding</li> <li>\$40,000 Bus Stop Shelter Program and The Passenger Transport Accessible Infrastructure Program Funding</li> <li>\$100,000 additional funds from Transport and Main Roads</li> <li>\$118,000 Bridge Renewal Program Round 5 - Australian Government initiative</li> <li>\$33,000 Community Developments Grant Program</li> <li>\$40,000 Neumann Benevolent Foundation contribution</li> <li>\$18,000 Landholder contribution</li> </ul>
TOTAL	. Revenue		\$4,392,000	Net increase in revenue
2	Expenditure	Capital Works	\$3,743,000	All movements are detailed in the September Budget Review - Capital Works Attachment 2.

	<ul> <li>\$123,000 Dolleys Rd, upgrade to seal – project almost completed</li> <li>\$52,000 Spa Water Rd</li> <li>\$80,000 Das Neumann Haus Stairs &amp; Balcony repairs (part contribution)</li> <li>\$27,887 Construct liner against Cell 1</li> <li>New Projects: <ul> <li>\$105,000 Laidley LED Street Lighting (Grant Funded)</li> <li>\$15,000 Cochrane St Footpath (Grant Funded)</li> <li>\$80,000 East Egypt Rd, Mt Whitestone Reseal (Landholder contribution)</li> <li>\$60,000 Beutels Rd, Seal</li> <li>\$303,000 Lockyer District SHS (Grant Funded)</li> <li>\$65,000 Gatton Cemetery Upgrades (Grant Funded)</li> <li>\$50,000 Laidley Pool Upgrade (Grant Funded)</li> <li>\$15,000 Laidley Cultural Centre PA System (Grant Funded)</li> <li>\$30,000 Gatton Aquatic Centre – Replace powder chlorine tanks</li> </ul> </li> </ul>
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In addition to the above, Management has identified capital works as at 30 June 2020 that will be completed in the 2020-21 financial year. The expected cost of these carry forward works total \$1,363,356 and have been added to the budget with the funding for these items through cash on hand at 30 June 2020. There have also been some minor internal transfers between projects to reflect updated costings and project scopes which have not impacted on the budgeted amount. A

detailed listing of the carry forward projects is included in Attachment 2, with a summary included in table 3 per organisational unit.

### **TABLE 3 – CAPITAL CARRY FORWARD SUMMARY**

Organisational Unit	Amount
Infrastructure	\$794,286
People and Business Performance	\$275,000
Community and Regional Prosperity	\$294,070
TOTAL	\$1,363,356

The total capital works budget for 2020-21 is proposed at \$24.31 million. A further detailed review of project delivery and phasing will be undertaken to identify any projects which may not be completed in the 2020-21 year. The outcomes of any timing adjustments will be presented as part of the December quarter budget review to ensure accurate budget and cash flow forecasts.

### **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.

### **Previous Council Resolutions**

2020-2021 Annual Budget Adoption

### **Related Documentation**

As per attachments.

### **Critical Dates**

Program of works to be delivered in the 2020-21 financial year.

### 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 2020-21 Budget and Long-Term Financial Forecast 4 Pages

2. Capital Works Carry Forward and Budget Adjustments 2 Pages

Statement of Income and Expenditure 2020/2021 Budget and Long Term Financial Forecast 2021 to 2030 **Lockyer Valley Regional Council** 

Net Recurrent Result/Operating Surplus/(Deficit)	Net Result adjusted for Capital Items	Total Recurrent Expenses	Finance costs	Depreciation and amortisation	Materials and services	Employee costs	Recurrent Expenses	Expenses	Total Revenue	Total capital revenue	Gain/(loss) on sale of property, plant & equipment	Developer Contributions	Capital Grants	Capital revenue:	Total Recurrent Revenue	Other recurrent income	Interest received	Operational Grants & subsidies	Sales, contract and recoverable works	Fees and charges	Net rates and utility charges	Less Discounts	Rates & Utility Charges	Recurrent Revenue	Revenue		
2.230M	13.32M	56.68M	1.20M	12.49M	17.92M	25.07M			69.99M	11.09M	(0.22M)	0.06M	11.25M		58.91M	4.20M	0.97M	9.21M	0.80M	3.75M	39.98M	(1.68M)	41.66M			Budget	2021
л 0.825M	A 3.58M	A 57.14M	A 1.13M	A 13.31M					A 60.72M	A 2.75M	) 0.14M	A 0.50M	A 2.12M		A 57.97M	A 3.53M	A 1.02M	A 8.07M	/ 0.73M	A 3.82M	40.79M	) (1.71M)	A 42.50M			t Forecast	1 2022
0.171M	3.02M	59.29M	1.05M	14.37M	18.14M	25.72M			62.31M	2.85M	0.19M	0.50M	2.16M		59.46M	3.62M	1.15M	8.23M	0.75M	3.90M	41.81M	(1.76M)	43.57M			Forecast	2023
0.072M	3.25M	60.85M	0.97M	14.84M	18.59M	26.44M			64.09M	3.17M	0.47M	0.50M	2.20M		60.92M	3.71M	1.20M	8.40M	0.76M	3.98M	42.86M	(1.80M)	44.66M			Forecast	2024
1.140M	4.13M	61.48M	0.89M	15.28M	18.14M	27.17M			65.61M	2.99M	0.24M	0.50M	2.25M		62,62M	3.80M	1.24M	8.58M	0.78M	4.06M	44.16M	(1.86M)	46.01M			Forecast	2025
1.359M	4.37M	63.06M	0.80M	15.79M	18.56M	27.92M			67.43M	3.01M	0.22M	0.50M	2.29M		64.42M	3.90M	1.22M	8.76M	0.79M	4.14M	45.61M	(1.92M)	47.52M			Forecast	2026
2.057M	5.10M	64.40M	0.71M	16.01M	18.99M	28.70M			69.50M	3.04M	0.20M	0.50M	2.34M		66.46M	3.99M	1.26M	8.96M	0.81M	4.22M	47.22M	(1.98M)	49.20M			Forecast	2027
3.683M	6.78M	65.04M	0.61M	15.40M	19.54M	29.50M			71.82M	3.10M	0.22M	0.50M	2.38M		68.72M	4.09M	1.46M	9.16M	0.83M	4.30M	48.88M	(2.05M)	50.94M			Forecast	2028
5.500M	8.52M	65.47M	0.51M	15.66M	18.99M	30.32M			74.00M	3.02M	0.09M	0.50M	2.43M		70.97M	4.19M	1.57M	9.37M	0.84M	4.39M	50.61M	(2.13M)	52.73M			Forecast	2029
6.195M	8.97M	67.05M	0.40M	16.04M	19.46M	31.16M			76.02M	2.77M	0.20M	0.50M	2.08M		73.25M	4.29M	1.63M	9.59M	0.86M	4.48M	52.39M	(2.20M)	54.60M			Forecast	2030

Statement of Fin Lockyer Valley Regional Council
2020/2021 Budget and Long Term Financial Forecast 2021 to 2030

293.85M	293.85M	293.85M	252.79M	252.79M	252.79M	213.94M	213.94M	213.94M	176.99M	Community Equity Asset revaluation reserve Retained surplus (deficiency) TOTAL COMMUNITY EQUITY
449.20M	440.24M	431.71M	424.93M	419.83M	415.47M	411.34M	408.09M	405.07M	401.50M	
<b>743.05M</b>	<b>734.09M</b>	<b>725.56M</b>	<b>677.73M</b>	<b>672.63M</b>	<b>668.26M</b>	625.28M	<b>622.03M</b>	<b>619.01M</b>	578.49M	
743.40M	734.44M	725.91M	678.08M	672.98M	668.61M	625.63M	622.38M	619.36M	578.84M	Net community assets
27.29M	29,51M	31.84M	34.06M	36.17M	39.16M	44.51M	46.34M	48.07M	49,73M	TOTAL LIABILITIES
44.47M	46,54M	48.56M	50.41M	52.16M	54.82M	59.96M	61.44M	62.85M	64.40M	
1.90M	4.13M	6.47M	8 69M	10.81M	12.82M	14.75M	16.58M	18 32M	19.98M	Non Current Liabilities Borrowings Employee payables/provisions Other provisions
0.32M	0.31M	0.30M	0.30M	0.29M	0.29M	0.28M	0.27M	0.27M	0.26M	
25.07M	25.07M	25.07M	25.07M	25.07M	26.05M	29.49M	29.49M	29 49M	29.49M	
2.80M 2.23M 9.66M 0.48M 17.19M	2.73M 2.33M 9.47M 0.48M <b>17.02M</b>	2.73M 2.22M 9.27M 0.48M <b>16.72M</b>	2.66M 2.12M 9.08M 0.48M <b>16.35M</b>	2.60M 2.02M 8.89M 0.48M	2.54M 1.92M 8.69M 0.50M	2.54M 1.83M 8.50M 0.56M 15.45M	2.48M 1.74M 8.30M 0.56M	2.43M 1.66M 8.11M 0.56M	2.44M 1.58M 8.06M 0.56M	Trade and other payables Borrowings Employee payables/provisions Other provisions Total Current Liabilities
787.88M	780.97M	774.48M	728.49M	725.14M	723.43M	685.59M	683.82M	682.21M	643.24M	TOTAL ASSETS
14.74M 753.39M	14.74M 746.18M	2.44M 14.74M 745.47M	2.44M 14.74M 703.88M	2.44M 14.74M <b>703.49M</b>	2.44M 14.74M 702.58M	2.44M 14.74M 659.78M	2.44M 14.74M 658.07M	2.44M 14.74M 655.93M	2.44M 14.74M 615.84M	Capital works in progress Other non-current assets Total Non Current Assets
2 11M	2.11M	2.11M	2 11M	2.11M	2.11M	2.11M	2.11M	2.11M	2.11M	Non Current Assets Land held for development or sale Joint Ventures & Associates Property, plant and equipment Intancible assets
43 03M	41.86M	40.72M	39 61M	38.52M	37.46M	36.42M	35.42M	34.43M	33.47M	
687 11M	681.92M	679.76M	638 99M	639.37M	639.80M	599.57M	597.97M	596.23M	556.67M	
29.86M 0.30M 3.83M 0.50M <b>34.49M</b>	30.29M 0.30M 3.71M 0.50M <b>34.79M</b>	24.63M 0.30M 3.58M 0.50M	20.32M 0.30M 3.48M 0.50M	17.48M 0.30M 3.37M 0.50M 21.65M	16.78M 0.30M 3.28M 0.50M 20.86M	21.82M 0.30M 3.18M 0.50M	21.85M 0.30M 3.11M 0.50M 25.76M	22.44M 0.30M 3.04M 0.50M 26.28M	23.55M 0.30M 3.05M 0.50M 27.40M	Cash assets and cash equivalents Other inventory Receivables Prepayments Total Current Assets
2030	2029	2028	2027	2026	2025	2024	2023	2022	2021	Statement of Financial Position  Current Assets
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Budget	

# **Lockyer Valley Regional Council**

# Statement of Cash Flows 2020/2021 Budget and Long Term Financial Forecast 2021 to 2030

Cash and cash equivalents at end of the financial year	Cash at beginning of reporting period	Net increase (decrease) in cash and cash equivalents held	Net cash inflow (outflow) from financing activities	Repayment of borrowings	Cash flows from financing activities: Proceeds from borrowings	Net cash inflow (outflow) from investing activities	Net transfer (to) from cash investments	Proceeds from sale of property, plant and equipment	Subsidies, donations and contributions for new capital expenditure	Payments for property, plant and equipment	Cash flows from investing activities:	Net cash inflow (outflow) from operating activities	Other	Finance costs	Interest received	Payment to suppliers and employees	Receipts from customers	Cash flows from operating activities:			
23.25M	26.31M	(3.05M)	(1.51M)	(1.51M)		(11.85M)	0.79M	0.37M	11.31M	(24.31M)		10.30M	(0.89M)	(1.09M)	0.97M	(46.68M)	57.99M		Budget	\$	2021
22.44M	23.55M	(1.11M)	(1.58M)	(1.58M)	Ł	(12.22M)	0.52M	0.34M	2.12M	(15.20M)		12.69M	×	(1.01M)	1.02M	(42.79M)	55.48M		Forecast	\$	2022
21.85M	22.44M	(0.59M)	(1.66M)	(1.66M)	A:	(12.13M)	0.53M	0.54M	2.16M	(15.37M)		13.20M	4.	(0.93M)	1.15M	(43.74M)	56.72M		Forecast	Ş	2023
21.82M	21.85M	(0.02M)	(1.74M)	(1.74M)	r	(11.83M)	0.55M	0.61M	2.20M	(15.19M)		13.55M	i	(0.85M)	1.20M	(44.89M)	58.10M		Forecast	¢	2024
16.78M	21.82M	(5.04M)	(1.83M)	(1.83M)	*	(14.64M)	0.56M	0.38M	2.25M	(17.83M)		11.43M	(3.50M)	(0.76M)	1.24M	(45.24M)	59.68M		Forecast	\$	2025
17.48M	16.78M	0.70M	(1.92M)	(1.92M)	е.	(12.06M)	0.57M	0.36M	2.29M	(15.28M)		14.68M	(1.00M)	(0.67M)	1.22M	(46.34M)	61.47M		Forecast	s	2026
20.32M	17.48M	2.84M	(2.02M)	(2.02M)		(11.69M)	0.59M	0.34M	2.34M	(14.96M)		16.55M	a.	(0.58M)	1.26M	(47.55M)	63.41M		Forecast	s	2027
24.63M	20.32M	4.31M	(2.12M)	(2.12M)	¥	(11.11M)	0.60M	0.36M	2.38M	(14.45M)		17.53M	3	(0.48M)	1.46M	(48.90M)	65.44M		Forecast	\$	2028
30.29M	24.63M	5.66M	(2.22M)	(2.22M)		(11.59M)	0.62M	0.23M	2.43M	(14.87M)		19.47M	4	(0.37M)	1.57M	(49.24M)	67.52M		Forecast	\$	2029
29.86M	30.29M	(0.43M)	(2.33M)	(2.33M)		(18.67M)	0.63M	0.34M	2.08M	(21.72M)		20.58M		(0.26M)	1.63M	(50.48M)	69.69M		Forecast	s	2030

# 2020/2021 Budget and Long Term Financial Forecast 2021 to 2030 **Lockyer Valley Regional Council**

Statement of Ch

Closing balance 578.49M	Increase in asset revaluation surplus	Net result 13.32M 3.57M	Opening balance 565.17M 578.49M 619.01M 622.03M 625.28M 668.26M 672.63M 677.73M 725.56M 734.09M	Total	Closing balance 401.50M	Net result 13.32M	Opening balance 388.18M	Retained surplus	Closing balance 176.99M	Increase in asset revaluation surplus	Opening balance 176.99M	Asset revaluation surplus	Budget	2021	Statement of changes in Equity
619.01M	36.95M	3.57M	578.49M		405.07M	3.57M	401.50M		213.94M	36.95M	176.99M		Forecast	\$ 2022	
622.03M		3.02M	619.01M		408.09M	3.02M	405.07M		213.94M	,	213.94M		Forecast	\$ 2023	
625.28M		3.25M	622.03M		411.34M	3.25M	408.09M		213.94M	,	213.94M		Forecast	\$ 2024	
668.26M	38.86M	3.02M 3.25M 4.13M	625.28M		415.47M		411.34M		252.79M	38.86M	213.94M		Forecast	\$ 2025	
672.63M			668.26M		419.83M	4.13M 4.37M	415.47M		252.79M	,	252.79M		Forecast	\$ 2026	
677.73M	1	4.37M 5.10M	672.63M		424.93M	5.10M	419.83M		252.79M	1	252.79M		Forecast	\$ 2027	
725.56M	41.06M	6.78M	677.73M		401.50M 405.07M 408.09M 411.34M 415.47M 419.83M 424.93M 431.71M 440.24M 449.20M	6.78M	388.18M 401.50M 405.07M 408.09M 411.34M 415.47M 419.83M 424.93M 431.71M 440.24M		176.99M 213.94M 213.94M 213.94M 252.79M 252.79M 252.79M 293.85M 293.85M 293.85M	41.06M	176.99M 176.99M 213.94M 213.94M 213.94M 252.79M 252.79M 252.79M 293.85M 293.85M		Forecast	\$ 2028	
734.09M		8.52M	725.56M		440.24M	8.52M	431.71M		293.85M		293.85M		Forecast	\$ 2029	
578.49M 619.01M 622.03M 625.28M 668.26M 672.63M 677.73M 725.56M 734.09M 743.05M		8.52M 8.97M	734.09M		449.20M	8.97M	440.24M		293.85M		293.85M		Budget Forecast Forecast Forecast Forecast Forecast Forecast Forecast	 2030	

### LOCKYER VALLEY REGIONAL COUNCIL CAPITAL WORKS DETAIL CARRY FORWARD & BUDGET REVIEW AMENDMENTS

as at 30 September 2020

			Total Actual Expenditure YTD	Sum of Commitments	Total Adopted Budget	CARRY FORWARD from 19-20 to 20-21	ADDITIONAL BUDGET AMENDMENTS	FINAL AMENDED 20-21 CAPITAL WORKS BUDGE
Infrastruct								
101150	pram Delivery Dolleys Road, Withcott - Upgrade to Seal	UPGRADE	519,177	42,399	166,000	320,000	123,000	609,000
101717	Cycle Network Gatton (PCNP)	NEW	0	0	25,000		120,000	25,000
101849	Murphys Creek Road footpath (TIDS)	NEW	1,282	0	0			
101871	Head Street, Laidley Design and Construc	RENEWAL	0	0	0			28,000
101883	Railway Crossings Safety Improvements	NEW	0	0	20,000			20,000
101887 101973	Urban Stormwater Drain Inlet Protection Gatton CBD Disability Parking	NEW NEW	456 0	0	0			67,500
102045	Blanchview Road/O'Neils Road, Withcott	UPGRADE	4	0	0			07,00
102083	2019/2020 Footpath Renewal Program	RENEWAL	90	412	0			
102118	2019/ 2020 Signs and Lines Projects	NEW	2,630	0	0			
102263	Belmore Drive, Withcott	RENEWAL	-392	0	0		745-804-874-8	
102264	Postmans Ridge Rd, Helidon Spa	RENEWAL NEW	31,695 5	64,065 0	250,000		-100,000	150,000
102271	Hatton Vale School Parking Improvements Summerholm Rd, Summerholm (TIDS)	UPGRADE	6,052	0	0	6,052		6,05
102282	Amos Rd, Withcott Upgrade to Seal	UPGRADE	121,770	113,944	822,000			833,000
102284	Blenheim Hall, Blenheim	UPGRADE	0	0	0	8,791		8,79
102285	Cooper St, Laidley - Drainage Stage 1	NEW	25,449	20,194	200,000			242,000
102286	Vehicle Activated Signs Bases Various	NEW	0	0	0	17,995		17,99
102287	Twidales Rd, Helidon Spa Upgrade	UPGRADE	0	0	20,000			20,000
102290 102292	Niemeyer Rd, H'Vale - \$ Contribution Laidley LED Street Lighting (LGGSP)	UPGRADE UPGRADE	0 2,177	17,000	210,000	100,000 19,534		100,000 229,53
102364	Woodlands Road Rehabilitation Part 3	UPGRADE	53,897	134,282	363,000			392,00
102367	Woodlands Rd & Rangeview Drive (BS)	UPGRADE	4,553	0	130,500			130,50
102368	Spa Water Road, Blanchview (BS)	UPGRADE	9,505	2,500	291,000		52,000	343,00
102369	TSRC Haulage Roads Compensation	UPGRADE	149,198	8,860	350,000	31,000		381,00
102454	Lake Clarendon Way Widening (TIDS)	UPGRADE	9,645	4,145	293,000			293,00
102453 102455	Summerholm Road Rehabilitation (TIDS) Flagstone Creek Rd Rehabilitation (TIDS)	UPGRADE RENEWAL	3,553 18,093	0	262,500 540,000			262,50 540,00
102455	Railway St, Helidon - Stormwater (URCS)	UPGRADE	18,093	0	100,000			100,00
102462	Goos Road, Gatton - Pavement Rehab	RENEWAL	0	2,222	70,000			70,00
102550	Brightview Road Rehabilitation (TIDS)	RENEWAL	2,857	0	360,000			360,00
102579	Maroske Road, Plainaind Turn Around	RENEWAL	26,127	1,398	35,000			35,00
102075	2020/2021 Reseal Program (RTR)	RENEWAL	259,834	654,095	1,500,000			1,500,00
102093 102066	2020/2021 Gravel Resheet Program (RTR) 2020/2021 Kerb & Channel Renewal Program	RENEWAL RENEWAL	261,375	62,424 0	900,000			900,000
102155	Fairway Dr,Kensington Gr Footpath (DCP)	RENEWAL	686	0	290,000			290,00
102551	Future Design Works 2021/2022	RENEWAL	0	0	100,000			100,00
102580	Murphys Creek Road - Footpath (LRCI)	NEW	3,525	2,740	200,000			200,00
102581	Trafic Management Renewal Program	RENEWAL	0	θ	5,000			5,00
102582	2020/2021 Floodway Renewal Program	RENEWAL	0	0	10,000			10,00
102583	2020/2021 Culvert Renewal Program	RENEWAL NEW	0	0	225,000			225,000 40,000
102584 102585	2020/2021 - Sign and Lines Whittle Street, Gatton Drainage (URCS)	RENEWAL	686	8,200	40,000 600,000			600,000
102587	2020/2021 Asphalt Resheet Program (LRCI)	RENEWAL	0	0,200	360,079			360,07
102588	Patrick St, Laidley Footpath Renewal(DCP)	RENEWAL	1,286	39,409	175,250			175,25
102589	Cran Bridge Deck Renewal	RENEWAL	0	0	218,000			218,00
102591	Old College Road, Gatton Footpath(W4QLD)	RENEWAL	912	0	19,500			19,50
102592	William Street, Gatton Foothpath (W4QLD)	RENEWAL	2,682 916	320	95,500			95,50 54,00
102593 102594	Lake Apex Park, Gatton Footpath (W4QLD) Safe Schools Project (TIDS)	RENEWAL NEW	916	0	54,000 60,000			60,00
102595	Laidley LED Street Lighting (URCS)	UPGRADE	304	0	00,000		105,000	
102596	Wandin Road, Withcott - Table Drains	NEW	0	0	60,000		11000000	60,00
102586	Postmans Ridge Road, Pavement Renewal	RENEWAL	1,165	150	800,000			800,00
102590	Cochrane Street, Gatton Footpath (URCS)	NEW	278	0	0		15,000	
102602	Gehrke/Rons Rd Lighting (supplement BS)	RENEWAL	0	12,595	15,000			15,00
102603	East Egypt Rd, Mt Whitestone Sealing	UPGRADE	0	0	20,000		80,000	
102604 NEW	Laidley Hospital Disability Improvement Beutels Road Seal Steep section	RENEWAL	0 0	0	20,000		60,000	20,00
NEW	Lockyer District SHS		0	0	0		303,000	
	ram Delivery Total		1,521,471	1,191,355	10,355,329	680,872	638,000	
Cemetery		0.000.000.000	(419)000		0.000000			20000000
102568	Gatton Cemetery Bubbler & S/Strip(W4QLD)	RENEWAL	4,038	37	42,000			42,00
102567 102601	Laidley Cemetery Seam Strip Renewal	RENEWAL	28,350 76	346 0	28,000 0		65,000	28,00
Cemetery To	Gatton Cemetery Upgrades (URCS)	UPGRADE	32,464	383	70,000	0		
Facilities	W.		56,404	500	10,000	0	55,000	100,00
101725	Gatton Showgrounds Energy Reduction	NEW	0	0	39,000			39,00
101932	Laidley Cultural Centre Refurb (LRCI)	UPGRADE	0	0	117,000			117,00
102295	Gatton S'Hall Roof Restoration (W4QLD)	RENEWAL	480	7,484	250,000			250,00
********	Das Neumann Haus Stair Alteration Design &	DENEMA	2000				00.000	2000
102299	Corrective Electrical Upgrades	RENEWAL	3,500	6,900	14,000		80,000	
102303 102305	Corrective Electrical Upgrades Nielsen's Place Shade Structure	UPGRADE NEW	0	3,218 n	40,000	9,800		40,00 9,80
102305	Gatton S/Hall Compliance Upgrade (BBRF)	RENEWAL	1,708	35,630	523,645			523,64
102362	Gatton Admin Blding Sewer Rectification	RENEWAL	93	0,000	020,040			J20,04
102461	Gatton Shire Hall Improvements (BoR)	RENEWAL	39,575	41,892	626,007	-29,512		596,49
102543	Bore Assessments (DRFA)	RENEWAL	25,832	51	90,000			90,00
102548	LVCC Roof Rectification Works (W4QLD)	RENEWAL	4,612	93,047	255,000			255,00
102549	LVCC HVAC Rect & Plant Rooms (W4QLD)	RENEWAL	6,576	292,100	250,000			250,00
102570	Springbrook Park Entry Upgrade	UPGRADE UPGRADE	1,092	0 680	20,000 250,000			20,00 250,00
102571	Laidley Rec Reserve Entry Upgrade (LRCI) Gatton S'Grounds Masterplan Work (W4QLD)	UPGRADE	20,350	600	250,000 156,000			156,00
102572	Gatton Showgrounds Equestrian Centre	RENEWAL	20,500	0	71,100			71,10
102574	Community Facilities Work Packages	UPGRADE	0	0	27,500			27,50
102575	Lake Clarendon Public Toilets Refurb	RENEWAL	4,648	0	7,500			7,50
102576	Gatton S'Grounds Horse Area (W4QLD)	RENEWAL	0	0	20,000			20,00
		RENEWAL	748	16,235	20,000			20,000
102577	Ldley S'Yard Awning Rectification (DCP)							1924933
	Ldiey S'Yard Awning Rectification (UCP)  Ldiey S'Yard Timber Pens & Posts (W4QLD)  Laidley Pool Upgrade (URCS)	RENEWAL RENEWAL	76 29,578	10,478	64,000 0		50,000	64,000 50,000

Fleet	Gatton Aquatic Centre - Replace Chlorine Tanks al	UPGRADE	138,996	508,315	2,840,752	-19,712	30,000 175,000	2,996
		para irra						
101576	Earthmoving Equipment	RENEWAL RENEWAL	0	0	350,000			350
101577	Trucks		0		640,850			640
101578	Trailers	RENEWAL	0	0	100,000			100
101580	Passenger Vehicles	RENEWAL	0	0	80,000			80
101581	Light Commercial Vehicles	RENEWAL	0	0	560,000			560
101582 101935	SES Vehicles & Plant (SES Support Grant)	RENEWAL	0	0	40,000 100,000			100
	Tractors	RENEWAL				0	0	
Fleet Total Parks & Ope	an Enacac		0	0	1,870,850	Ų	0	1,870
		NEW	49.757	144 600	+ 600,000			4 600
102309	Hatton Vale/Fairways Park Stage1A (BBRF)	NEW	42,757	144,632	1,600,000		4 740 000	1,600
	Fairways Park Stage 1b & 1d (URCS)	NEW					1,740,000	1,740
*****	Fairways Park Stage 1c (URCS)	NEW	40.007		45.000		1,000,000	1,000
102544	Lake Apex Playground Equipment (W4QLD)	RENEWAL	13,357	0	15,000			15
102558	(DCP) Bugler Park Shade Sail	UPGRADE	6,430	17,045	18,500			11
102559	Gatton Skate Park	UPGRADE	748	12,514	15,000			16
102560	(DCP) Littleton Park Shade Sail	RENEWAL	1,798	3,150	5,300			
102562	Gatton CBD Upgrade (W4QLD)	RENEWAL	2,665	11	45,000			4
102563	(DCP) Forest Hill Skate Park Repairs	RENEWAL	748	28,818	44,000			4
102561	(DCP) Springbrook Park Fence Renewal	RENEWAL	0	14,850	17,600			1
	n Spaces Total		68,503	221,020	1,760,400	0	2,740,000	4,50
ransfer Sta		210000000000000000000000000000000000000	A CONTRACTOR OF THE PARTY OF TH	74,17077	10000000	100	7 22 4 4 4 4	200
102039	Construct liner against Cell 1 (W4QLD)	UPGRADE	346,550	65,205	350,000	100,000	27,887	47
102326	M/ Plan Gatton Long Haul Waste Facility	NEW	0	0	55,000	77.2523		5
102456	Asbestos Bin Gatton Landfill	NEW	5	0	0	15,000		1
102037	Oil Buildings Upgrade and Maintenance	RENEWAL	0	0	25,000			2
102553	Gatton Landfill Fence, Southern Boundary	RENEWAL	28,113	0	56,000		-27,887	2
102554	Stormwater Management Laidley Landfill	UPGRADE	0	0	12,000			1.
102352	Waste Land Purchases	NEW	0	0	0	8,126		
102598	Laidley Transfer Station (URCS)	RENEWAL	15,708	750	0	- TANAS	50,000	5
ransfer Stat	tions Total		390,377	65,955	498,000	123,126	50,000	67
Vaste Colle		V4.0110000000000000000000000000000000000			210000000			
101564	Garbage Truck Turnarounds	UPGRADE	2,530	0	14,000			1
Vaste Collec	tion Total		2,530	0	14,000	.0	0	1
echnical Se					- 1000		11	
102172	Restoration of access L202 CP817791	RENEWAL	0	0	20,000	10,000		3
102334	2019/2020 Bus Stop Shelter Program	UPGRADE	1,126	0	0	A NEW CONTRACT	42,000	4
	111 13		1,126	0	20,000	10,000	42,000	7
rastructu	re Total		2,155,469	1,987,029	17,429,331	794,286	3,710,000	21,933
eople an	nd Business Performance							
isaster Mai								
		DENEMAL		0	24,000			
102564	River Height Gauge Equipment Upgrade	RENEWAL	0	0	34,000			3
102565	River Height Gauge Signage	UPGRADE	0	0	10,000			1
102566	Flood Warning System Upgrade	UPGRADE	0	0	50,000			5
	nagement Total		0	0	94,000	0	0	9
egal Servic			300	100				113
101609	Property Management & Disposal Strategy	RENEWAL	0	0	75,000			7
egal Service			0	0	75,000	0	0	7
ublic Order		Part Investor	9/8/8	100	42.222			1.2
102557	CCTV Cyber Security Improvements	RENEWAL	0	0	75,000			7
102556	LVRC CCTV	RENEWAL	0	0	15,000			1
	Dept Infrastructure, Transport, Regional							
	Development & Communications, Community	A1871.44	570	100	23		2232	100
NEW	Developments Grant Program - CCTV	NEW	0	0	0		33,000	3
	& Safety Total		0	.0	90,000	0	33,000	12
	Communication Technology	20.00 A 1000 A 1000	120000	100	200000			-14
101416	Upgrade MS Office	RENEWAL	5,660	0	100,000			10
101953	TechnologyOne	UPGRADE	52,843	6,133	400,000			40
	Cyber Security	NEW	0	0	0	150,000		15
101955	Labor Description	DENEMAN						
101957	UPS Renewal	RENEWAL	0	0	18,000			1
	Switches Renewal	RENEWAL	0	10,500	18,000 79,400			1
101957								1 7
101957 101958	Switches Renewal Network Perimeter Security (Firewalls)	RENEWAL	0	10,500	79,400	20,000		1 7 7
101957 101958 102058 102059	Switches Renewal Network Perimeter Security (Firewalls) Network Cabinets & Cabling	RENEWAL RENEWAL RENEWAL	0 0	10,500 0 0	79,400 76,500 0			1 7 7 2
101957 101958 102058 102059 102166	Switches Renewal Network Perimeter Security (Firewalls) Network Cabinets & Cabling Flood Inform Advice Portal (QLD I & I)	RENEWAL RENEWAL NEW	0 0 0 24,420	10,500 0 0 78,800	79,400 76,500 0 40,000	20,000 105,000		1 7 7 2 14
101957 101958 102058 102059 102166 102358	Switches Renewal Network Perimeter Security (Firewalls) Network Cabinets & Cabling Flood Inform Advice Portal (QLD I & I) Online Bookings	RENEWAL RENEWAL RENEWAL NEW NEW	0 0 0 24,420 2,325	10,500 0 0 78,800 7,282	79,400 76,500 0 40,000 22,300			1 7 7 2 14 2
101957 101958 102058 102059 102166 102358 100267	Switches Renewal Network Perimeter Security (Firewalls) Network Cabinets & Cabiling Flood Inform Advice Portal (QLD I & I) Online Bookings Unified Communications	RENEWAL RENEWAL RENEWAL NEW NEW RENEWAL	0 0 0 24,420 2,325 0	10,500 0 0 78,800 7,282 0	79,400 76,500 0 40,000 22,300 50,000			1: 7: 7: 2: 14: 2: 5:
101957 101958 102058 102059 102166 102358 100267 100887	Switches Renewal Network Perimeter Security (Firewalls) Network Cabinets & Cabling Flood Inform Advice Portal (QLD I & I) Online Bookings Unified Communications Inframet Renewal	RENEWAL RENEWAL RENEWAL NEW NEW RENEWAL RENEWAL	0 0 0 24,420 2,325 0 0	10,500 0 0 78,800 7,282 0 0	79,400 76,500 0 40,000 22,300 50,000			1: 7: 7: 2: 14: 2: 5: 5: 5: 5: 5: 5: 7: 7: 7: 7: 7: 7: 7: 7: 7: 7: 7: 7: 7:
101957 101958 102058 102059 102166 102358 100267 100887 102569	Switches Renewal Network Perimeter Security (Firewalls) Network Cabinets & Cabling Flood Inform Advice Portal (QLD   & 1) Online Bookings Unified Communications Intranet Renewal SES Hardware	RENEWAL RENEWAL RENEWAL NEW NEW RENEWAL	0 0 0 24,420 2,325 0 0	10,500 0 78,800 7,282 0 0	79,400 76,500 0 40,000 22,300 50,000 50,000 24,340	105,000		1 7 7 2 14 2 5 5
101957 101958 102058 102059 102166 102358 100267 100887 102569	Switches Renewal Network Perimeter Security (Firewalls) Network Cabinets & Cabling Flood Inform Advice Portal (QLD I & I) Online Bookings Unified Communications Intranet Renewal SES Hardware Communication Technology Total	RENEWAL RENEWAL RENEWAL NEW NEW RENEWAL RENEWAL	0 0 0 24,420 2,325 0 0 85,248	10,500 0 0 78,800 7,282 0 0 0	79,400 76,500 0 40,000 22,300 50,000 50,000 24,340 860,540	105,000 275,000	33,000	1. 7. 7. 2. 14. 2. 5. 5. 5. 2.
101957 101958 102058 102059 102166 102358 100267 100887 102569	Switches Renewal Network Perimeter Security (Firewalls) Network Cabinets & Cabling Flood Inform Advice Portal (QLD   & 1) Online Bookings Unified Communications Intranet Renewal SES Hardware	RENEWAL RENEWAL RENEWAL NEW NEW RENEWAL RENEWAL	0 0 0 24,420 2,325 0 0	10,500 0 78,800 7,282 0 0	79,400 76,500 0 40,000 22,300 50,000 50,000 24,340	105,000	33,000	1. 7. 7. 2. 14. 2. 5. 5. 5. 2.
101957 101958 102058 102059 102166 102358 100267 100887 102569 information C	Switches Renewal Network Perimeter Security (Firewalls) Network Cabinets & Cabling Flood Inform Advice Portal (QLD1&1) Online Bookings Unified Communications Inframet Renewal SES Hardware Zommunication Technology Total Business Performance Total	RENEWAL RENEWAL RENEWAL NEW NEW RENEWAL RENEWAL	0 0 0 24,420 2,325 0 0 85,248	10,500 0 0 78,800 7,282 0 0 0	79,400 76,500 0 40,000 22,300 50,000 50,000 24,340 860,540	105,000 275,000		1. 7. 7. 2. 14. 2. 5. 5. 5. 2.
101957 101958 102058 102059 102166 102358 100267 100887 102569 nformation C	Switches Renewal Network Perimeter Security (Firewalls) Network Cabinets & Cabling Flood Inform Advice Portal (QLD I & I) Online Bookings Unlined Communications Intranet Renewal SES Hardware Communication Technology Total Business Performance Total ty and Regional Prosperity	RENEWAL RENEWAL RENEWAL NEW NEW RENEWAL RENEWAL	0 0 0 24,420 2,325 0 0 85,248	10,500 0 0 78,800 7,282 0 0 0	79,400 76,500 0 40,000 22,300 50,000 50,000 24,340 860,540	105,000 275,000		1. 7. 7. 2. 14. 2. 5. 5. 5. 2.
101957 101958 102058 102059 102166 102358 100267 100887 102569 Information Copie and	Switches Renewal Network Perimeter Security (Firewalls) Network Cabinets & Cabling Flood Inform Advice Portal (QLD I & I) Online Bookings Unified Communications Intranet Renewal SES Hardware Communication Technology Total Business Performance Total ty and Regional Prosperity velopment	RENEWAL RENEWAL RENEWAL NEW NEW RENEWAL RENEWAL RENEWAL	0 0 0 24,420 2,325 0 0 0 85,248 85,248	10,500 0 78,800 7,282 0 0 0 102,715	79,400 76,500 0 40,000 22,300 50,000 50,000 24,340 860,540 1,119,540	105,000 275,000		11 7: 7: 2: 14 2: 5: 5: 5: 2: 1,13: 1,427
101957 101958 102058 102059 102166 102358 100267 100887 102569 Information Copie and Ommunit legional De 102555	Switches Renewal Network Perimeter Security (Firewalls) Network Cabinets & Cabling Flood Inform Advice Portal (QLD I & I) Online Bookings Unified Communications Intranet Renewal SES Hardware Communication Technology Total Business Performance Total ty and Regional Prosperity velopment Entry Statements	RENEWAL RENEWAL RENEWAL NEW NEW RENEWAL RENEWAL	0 0 0 24,420 2,325 0 0 85,248	10,500 0 78,800 7,282 0 0 0 102,715	79.400 76,500 0 40,000 22,300 50,000 50,000 24,340 860,540 1,119,540	105,000 275,000		1: 77 7. 2 14 2 5 5 5 2 1,13 1,427
101957 101958 102058 102059 102166 102358 100267 100887 102569 Information Copie and Demonal December 102555 tegional December 102555	Switches Renewal Network Perimeter Security (Firewalls) Network Cabinets & Cabling Flood Inform Advice Portal (QLD I & I) Online Bookings Unified Communications Intranet Renewal SES Hardware Zommunication Technology Total Business Performance Total ty and Regional Prosperity velopment Entry Statements	RENEWAL RENEWAL RENEWAL NEW NEW RENEWAL RENEWAL RENEWAL	0 0 0 24,420 2,325 0 0 0 85,248 85,248	10,500 0 78,800 7,282 0 0 0 102,715	79,400 76,500 0 40,000 22,300 50,000 50,000 24,340 860,540 1,119,540	275,000 275,000 275,000	33,000	1: 77 7. 2 14 2 5 5 5 2 1,13 1,427
101957 101958 102058 102059 102166 102358 102059 102167 102887 102569 10070000000000000000000000000000000000	Switches Renewal Network Perimeter Security (Firewalls) Network Cabinets & Cabling Flood Inform Advice Portal (QLD1&1) Online Bookings Unified Communications Intranet Renewal SES Hardware Zommunication Technology Total Business Performance Total ty and Regional Prosperity velopment Entry Statements velopment Total	RENEWAL RENEWAL RENEWAL NEW NEW RENEWAL RENEWAL RENEWAL RENEWAL RENEWAL	0 0 0 24,420 2,325 0 0 0 85,248 85,248	10,500 0 78,800 7,282 0 0 0 102,715 102,715	79,400 76,500 0 40,000 22,300 50,000 24,340 860,540 1,119,540	275,000 275,000	33,000	1.77 77 2.21 14 2.25 5.55 2.21,133 1,427
101957 101958 102058 102059 102166 102358 100267 102569 1070mation Coople and Communities (egional Decrease) 102555 10000000000000000000000000000000	Switches Renewal Network Perimeter Security (Firewalls) Network Cabinets & Cabling Flood Inform Advice Portal (QLD I & I) Online Bookings Unlined Communications Intranet Renewal SES Hardware Communication Technology Total Business Performance Total ty and Regional Prosperity veolopment Entry Statements veolopment Total  Siley Planning Scheme Revision LVRC	RENEWAL RENEWAL RENEWAL NEW NEW RENEWAL RENEWAL RENEWAL RENEWAL RENEWAL	0 0 0 24,420 2,325 0 0 0 85,248 85,248	10,500 0 78,800 7,282 0 0 102,715 102,715	79,400 76,500 00 40,000 22,300 50,000 50,000 24,340 860,540 1,119,540	275,000 275,000 275,000	33,000	1.77 77 2.214 2.25 5.55 2.21,1,33 1,427
101957 101958 102059 102059 102166 102358 100267 100267 100267 100269 Idormation C ople and ommunit legional De 102555 legional De 102555 legional De 10260 101690 101690	Switches Renewal Network Perimeter Security (Firewalls) Network Cabinets & Cabling Flood Inform Advice Portal (QLD1&1) Online Bookings Unlined Communications Intranet Renewal SES Hardware Zommunication Technology Total Business Performance Total ty and Regional Prosperity velopment Entry Statements Entry Statements Velopment Total  Single Planning Scheme Revision LVRC Flood Mapping and Modelling Lyer Catchm	RENEWAL RENEWAL RENEWAL NEW RENEWAL RENEWAL RENEWAL RENEWAL RENEWAL RENEWAL	0 24,420 2,325 0 0 0 85,248 85,248	10,500 0 78,800 7,282 0 0 0 102,715 102,715	79,400 76,500 0 40,000 22,300 50,000 24,340 860,540 1,119,540	275,000 275,000 275,000 0 15,050 10,000	33,000	1 7 7 7 2 14 4 2 5 5 5 2 1 1,13 1 1,427 6 6 6
101957 101958 102058 102059 102166 102358 100267 100887 102569 1007mation C ople and 0007mmunii (egional De 102555 1007mmunii (egional De 102565 101460 101690 101695	Switches Renewal Network Perimeter Security (Firewalls) Network Cabinets & Cabling Flood Inform Advice Portal (QLD I & I) Online Bookings Unlined Communications Intranet Renewal SES Hardware Communication Technology Total Business Performance Total ty and Regional Prosperity veolopment Entry Statements veolopment Total Prosperity Total Planning Scheme Revision LVRC Flood Mapping and Modelling Lyer Catchm LGIP Prepare Infrastructure Plan	RENEWAL RENEWAL RENEWAL NEW RENEWAL RENEWAL RENEWAL RENEWAL RENEWAL RENEWAL NEW RENEWAL NEW RENEWAL NEW RENEWAL NEW NEW NEW NEW	0 0 0 24,420 2,325 0 0 85,248 85,248	10,500 0 78,800 0 0 0 0 102,715 102,775	79,400 76,500 40,000 22,300 50,000 50,000 24,340 860,540 1,119,540	275,000 275,000 275,000 0 15,050 10,000 35,000	33,000	1
101957 101958 102059 102166 102358 100267 100267 100267 100269 10070000000000000000000000000000000000	Switches Renewal Network Perimeter Security (Firewalls) Network Cabinets & Cabling Flood Inform Advice Portal (QLD I & I) Online Bookings Unified Communications Intranet Renewal SES Hardware Zommunication Technology Total Business Performance Total ty and Regional Prosperity velopment Entry Statements velopment Total  Diety Planning Scheme Revision LVRC Flood Mapping and Modelling Lyer Catchm LGIP Prepare Infrastructure Plan Flood Modelling L saldely Reg Ph1 (NDRP)	RENEWAL RENEWAL RENEWAL NEW NEW RENEWAL RENEWAL RENEWAL RENEWAL NEW NEW NEW NEW RENEWAL	0 24,420 2,325 0 0 85,248 85,248	10,500 0 78,800 7,282 0 0 102,715 102,715 0 0 0 17,500 6,854 78,610	79,400 76,500 0 40,000 22,300 50,000 24,340 860,540 1,119,540	275,000 275,000 275,000 0 15,050 10,000	33,000	1 7 7 7 2 144 2 2 5 5 5 2 1,13 1,427 6 6 6
101957 101958 102058 102059 102166 102358 100267 100887 102569 100mmunii tegional De 102555 tegional De 101690 101690 101695 101992	Switches Renewal Network Perimeter Security (Firewalls) Network Cabinets & Cabling Flood Inform Advice Portal (QLD I & I) Online Bookings Unified Communications Intranet Renewal SES Hardware Communication Technology Total Business Performance Total ty and Regional Prosperity velopment Ently Statements velopment Total Diley Planning Scheme Revision LVRC Flood Mapping and Modelling Lyer Catchm LOIP Prepare Infrastructure Plan Flood Modelling - Laidley Reg Ph1 (NDRP) Engineering (not hc in expert report)	RENEWAL RENEWAL RENEWAL NEW RENEWAL RENEWAL RENEWAL RENEWAL RENEWAL NEW RENEWAL NEW RENEWAL NEW RENEWAL RENEWAL RENEWAL RENEWAL RENEWAL RENEWAL	0 0 0 24,420 2,325 0 0 85,248 85,248 0 0 7,500 2,550 10,860	10,500 0 78,800 0 0 0 0 102,715 102,715 0 0 17,500 6,854 78,010	79,400 76,500 0 40,000 22,300 50,000 24,340 860,540 1,119,540	275,000 275,000 0 15,050 10,000 35,000 58,870	33,000	1 7 7 7 2 144 2 2 5 5 5 2 2 1.13 1,427 6 6 6 1 1 3 3 100 122
101957 101958 102059 102059 102165 102358 100267 100887 100287 100887 100887 100887 100887 100887 100887 100887 100887 100887 100887 101895 101992 101997	Switches Renewal Network Perimeter Security (Firewalls) Network Cabinets & Cabling Flood Inform Advice Portal (QLD I & I) Online Bookings Unified Communications Intranet Renewal SES Hardware Dommunication Technology Total Business Performance Total ty and Regional Prosperity veolopment Entry Statements veolopment Total Diegy Planning Scheme Revision LVRC Flood Mapping and Modelling Lyer Catchm LGIP Prepare Infrastructure Plan Flood Modeling 1 - Laidley Reg Ph1 (NDRP) Engineering (not inc in expert report) Cooper St Mittigation	RENEWAL RENEWAL RENEWAL NEW NEW RENEWAL RENEWAL RENEWAL NEW NEW RENEWAL	0 0 0 24,420 2,325 0 0 0 85,248 85,248 0 0 0 7,560 2,255 10,860 0	10,500 0 78,800 7,282 0 0 102,715 102,715 0 0 17,500 6,854 78,010 0	79,400 76,500 40,000 22,300 50,000 50,000 24,340 850,540 1,119,540	275,000 275,000 275,000 0 15,050 10,000 35,000 58,870 7,730	33,000	1 7 7 7 2 14 4 2 2 5 5 5 5 2 1 1 1 3 1 1 4 2 7 6 6 6 6 1 1 1 3 3 1 1 1 2 1 2 1 2 1 2 1 2 1 2 1
101957 101958 102059 102059 102166 102358 100267 102569 1007000 100700 100700 100700 102555 102555 10255 101460 101690 101695 101994 101994 101998	Switches Renewal Network Perimeter Security (Firewalls) Network Cabinets & Cabling Flood Inform Advice Portal (QLD I & I) Online Bookings Unified Communications Intranet Renewal SES Hardware Zommunication Technology Total Business Performance Total ty and Regional Prosperity velopment Entry Statements velopment Total Diley Planning Scheme Revision LVRC Flood Mapping and Modelling Lyer Catchm LGIP Prepare Infrastructure Plan Flood Modelling - Laidley Reg Ph1 (NDRP) Engineering (not inc in expert report) Cooper St Milligation Lockyer Creek Hydrology PJ 1/2 (NDRP)	RENEWAL RENEWAL RENEWAL NEW RENEWAL	0 0 0 0 24,420 2.325 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	10,500 0 78,800 0 0 0 0 102,715 102,715 0 0 0 17,500 6,854 78,010 0 0 9,178	79,400 76,500 0 40,000 22,300 50,000 24,340 860,540 1,119,540  60,000 0 50,000 120,000	275,000 275,000 0 15,050 10,000 35,000 58,870 7,730 20,100	33,000	1 1 7 7 7 2 144 14 2 2 5 5 5 2 2 1,13 1,427 6 6 6 6 1 1 1 3 3 100 122 2 2
101957 101958 102059 102059 102165 102358 100267 100887 100287 100887 100887 100887 100887 100887 100887 100887 100887 100887 100887 101895 101992 101997	Switches Renewal Network Perimeter Security (Firewalls) Network Cabinets & Cabling Flood Inform Advice Portal (QLD I & I) Online Bookings Unified Communications Intranet Renewal SES Hardware Dommunication Technology Total Business Performance Total ty and Regional Prosperity veolopment Entry Statements veolopment Total Diegy Planning Scheme Revision LVRC Flood Mapping and Modelling Lyer Catchm LGIP Prepare Infrastructure Plan Flood Modeling 1 - Laidley Reg Ph1 (NDRP) Engineering (not inc in expert report) Cooper St Mittigation	RENEWAL RENEWAL RENEWAL NEW NEW RENEWAL RENEWAL RENEWAL NEW NEW RENEWAL	0 0 0 24,420 2,325 0 0 0 85,248 85,248 0 0 0 7,560 2,255 10,860 0	10,500 0 78,800 7,282 0 0 102,715 102,715 0 0 17,500 6,854 78,010 0	79,400 76,500 40,000 42,300 50,000 24,340 860,540 1,119,540	275,000 275,000 275,000 0 15,050 10,000 35,000 58,870 7,730 20,100 54,620	33,000	1 1 7 7 7 2 144 14 2 2 5 5 5 2 2 1,13 1,427 6 6 6 6 1 1 1 3 3 100 122 2 2
101957 101958 102059 102059 102166 102358 100267 102569 1007000 100700 100700 100700 102555 102555 10255 101460 101690 101695 101994 101994 101998	Switches Renewal Network Perimeter Security (Firewalls) Network Cabinets & Cabling Flood Inform Advice Portal (QLD I & I) Online Bookings Unified Communications Intranet Renewal SES Hardware Zommunication Technology Total Business Performance Total ty and Regional Prosperity velopment Entry Statements velopment Total Diley Planning Scheme Revision LVRC Flood Mapping and Modelling Lyer Catchm LGIP Prepare Infrastructure Plan Flood Modelling - Laidley Reg Ph1 (NDRP) Engineering (not inc in expert report) Cooper St Milligation Lockyer Creek Hydrology PJ 1/2 (NDRP)	RENEWAL RENEWAL RENEWAL NEW RENEWAL	0 0 0 0 24,420 2.325 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	10,500 0 78,800 0 0 0 0 102,715 102,715 0 0 0 17,500 6,854 78,010 0 0 9,178	79,400 76,500 0 40,000 22,300 50,000 24,340 860,540 1,119,540  60,000 0 50,000 120,000	275,000 275,000 0 15,050 10,000 35,000 58,870 7,730 20,100	33,000	1 1 7 7 7 7 2 1 1 4 4 2 2 5 5 2 2 1 1 1 3 3 1 1 4 2 7 6 6 6 6 6 6 6 6 6 6 7 1 1 1 2 2 2 1 5 5 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6
101957 101958 102059 102059 102166 102358 100267 102569 100887 102569 100916 and ormation of opinion and ormation of opinion and ormation of opinion and opinion a	Switches Renewal Network Perimeter Security (Firewalls) Network Cabinets & Cabling Flood Inform Advice Portal (QLD1&1) Online Bookings Unfilled Communications Intranet Renewal SES Hardware Dommunication Technology Total Business Performance Total ty and Regional Prosperity veolopment Entry Statements Veolopment Entry Statements Veolopment Total Discovery Planning Scheme Revision LVRC Flood Mapping and Modelling Lyer Catchm LGIP Prepare Infrastructure Plan Flood Modeling - Laidley Reg Ph1 (NDRP) Engineering (not nc in expert report) Cooper St Miligation Lockyer Creek Hydrology PJ 1/2 (NDRP) Lockyer Creek Hydrology PJ 2/2 (NDRP) Floor Survey Contract (NDRP)	RENEWAL RENEWAL RENEWAL NEW RENEWAL NEW RENEWAL NEW RENEWAL NEW NEW RENEWAL NEW NEW NEW RENEWAL NEW NEW NEW NEW NEW	0 0 0 24,420 2,325 0 0 0 85,248 85,248 0 0 0 7,550 2,250 10,860 0 0 10,985 -10,985	10,500 0 78,800 0 0 0 0 0 102,715 102,715 0 0 17,500 6,854 78,010 0 9,178 99,236	79,400 76,500 0 40,000 22,300 50,000 24,340 860,540 1,119,540 60,000 0 0 50,000 120,000 100,000 30,000	275,000 275,000 275,000 0 15,050 10,000 35,000 58,870 7,730 20,100 54,620 30,000	33,000	1 1 7 7 7 2 1 1 4 4 2 5 5 5 2 2 2 1 1 4 4 2 7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
101957 101958 102058 102059 102059 102166 102358 100267 100887 102569 101940 101690 101690 101690 101690 101690 101992 101997 101998 101999 10199	Switches Renewal Network Perimeter Security (Firewalls) Network Cabinets & Cabling Flood Inform Advice Portal (QLD 1 & 1) Online Bookings Unlined Communications Intranet Renewal SES Hardware Communication Technology Total Business Performance Total ty and Regional Prosperity veolopment Entry Statements veolopment Total Diley Planning Scheme Revision LVRC Flood Mapping and Modelling Lyer Catchm LGIP Prepare Infrastructure Plan Flood Modelling - Laidley Reg Ph1 (NDRP) Engineering root inc in expert report) Cooper St Mittgation Lockyer Creek Hydrology PJ 1/2 (NDRP) Floor Survey Contract (NDRP) Floor Survey Contract (NDRP) Floor Survey Contract (NDRP)	RENEWAL RENEWAL RENEWAL NEW RENEWAL RENEWAL RENEWAL RENEWAL RENEWAL RENEWAL NEW RENEWAL RENEWA	0 24,420 2,325 0 0 85,248 85,248 0 0 7,500 2,550 10,860 0 10,985 -10,985	10,500 0 78,800 0 0 0 102,715 102,715 0 0 17,500 6,854 78,010 0 9,188 99,236 0 91,284	79,400 76,500 40,000 22,300 50,000 24,340 860,540 1,119,540  60,000 60,000 120,000 120,000 30,000 30,000 64,944	275,000 275,000 275,000 0 15,050 10,000 35,000 58,870 7,730 20,100 54,620 30,000 11,340	33,000	1 1 7 7 7 7 2 2 1 1 4 4 2 5 5 5 2 2 1 1 1 3 1 1 4 2 7 1 1 3 1 1 1 2 7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
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10.2 Summary of Council Actual Financial Performance vs Budget - 30 September

2020

Date: 01 October 2020

Author: Jodi Marchant, Chief Financial Officer; Dee Stewart, Senior Financial

Accountant

**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 September 2020.

### Officer's Recommendation:

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

At 30 September, revenues are slightly over target and expenditures are under target. Variations have been investigated as part of the September quarterly budget review and they are included in the budget amendment proposed for adoption at this this meeting.

The 2019/2020 financial statements were authorised and signed off by the Queensland Audit Office on the 22 September 2020. The opening amounts shown in the report relating to the Statement of Financial Position are as per the audited annual financial statements.

### **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 2020-21 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.

The 2019-20 carry-over works has been reviewed by Council officers and is included as part of the budget amendment proposed for adoption at this meeting. The carry over works and revised budget will be included in future monthly reports subject to Council adoption.

### **Corporate Plan**

<u>Corporate Plan Goal</u> 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 September 2020.

### Operating Revenue - Year to date target \$22.54 million Actual \$22.80 million or 101.12%

At 30 September 2020, overall operating revenue for the year to date is on target.

Rates and Utility Charges (Gross) under budget by \$0.03 million

The first rates levy for 2020-2021 was raised in August 2020. Council extended the due date and discount date to 25<sup>th</sup> September 2020. Rates are on target with budget. The cashflow receipts from the rates levy has been closely monitored for delayed cashflows due to COVID. There has been little effect on the cashflows at this stage of the collection process with 89.32% of rates collected as at 2 October 2020.

Fees and Charges over budget by \$0.20 million

The favourable variances in fees and charges relates predominately to revenue received for the saleyard, an increase in the number of rate search fees and higher than expected development assessment income.

Other Revenue over budget by \$0.15 million

Other Revenue is above budget due to the timing of rent income \$0.03 million, an insurance payment received for Plumbing \$0.03 million, waste disposal income of \$0.03 million and cemetery fees \$0.02 million.

### Operating Expenditure - Year to date target \$13.14 million Actual \$12.65 million or 96.31%

At 30 September 2020, overall operating expenditure for the year to date is slightly below target.

Employee costs under budget by \$0.25 million

Employee costs are under budget due to vacancies and new positions that became available as part of the restructure still being recruited. Employee costs, including employee vacancy savings, will be reviewed for possible adjustments in the December budget review. This is in addition to the amendments noted in the September budget review.

Goods and Services under budget by \$0.24 million

Goods and services are slightly under budget across several areas. These variances are mostly the result of timing differences. However, some expenditure items requiring a budget amendment were identified during the September quarterly budget review. These items are detailed in the operating budget amendments report.

### Capital Revenue – Year to date target \$0.70 million Actual \$0.85 million or 121.43%

Capital grants, subsidies and contributions are slightly over budget at this time of the financial year due to capital contributions received for the capital program \$0.05 million and for civil operations \$0.03 million. Council is currently holding \$4.68 million in unexpended grant funds as a Contract Liability on the Statement of Financial Position which will be recognised in line with AASB 1058 as expenditure is incurred. \$0.69 million has been recognised as capital revenue to date. Council continues to receive additional grant funding from the Federal and State Government as part of the COVID economic stimulus packages and the budget will be monitored and amended accordingly. An additional \$4.39 million of capital revenue is included in the September quarterly review proposed for adoption at this Council meeting.

### Capital Expenditure – Year to date target \$5.06 million Actual \$2.34 million or 46.19%

At 30 September 2020, Council has expended \$2.34 million on its capital works program with a further \$2.77 million in committed costs for works currently in progress. The later than usual budget adoption has slightly delayed the capital works expenditure, and work is required over the coming month to revise the timing of budget to align to the program of works to be delivered. The proposed carry forward capital works and the additional grant funded projects of \$3.74 million will be included in the review of the timing of the capital works program.

The main expenditure is \$2.21 million within Infrastructure Group with a significant amount being capital expenditure on the renewal and upgrade of roads, bridges and waste assets.

### **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 September, Council had \$42.77 million in current assets compared to \$17.26 million in current liabilities with a ratio of 2.48:1. This means that for every dollar of current liability, there is \$2.48 in assets to cover it.

The opening balances for the year will change in line with the finalised 2019-20 audit and have been included in the Budget Review agenda item at this same Ordinary Council Meeting.

### Statement of Cash Flows

The Statement of Cash Flows provides information on the amount of cash coming in and going out. As at 30 September, there has been a net cash inflow of \$11.28 million with \$10.01 million inflow from operating activities; and a net cash inflow of \$1.64 million received from investing activities including capital works.

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. As at 30 September, Council's cash balance was \$37.59 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 Monthly Financial Report - September 2020 16 Pages

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

Month Target %



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



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

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	41,662,744	20,885,489	20,919,755	34,266	0.16%
Discount	(1,680,000)	(895,022)	(840,000)	55,022	-6.55%
Charges and Fees	3,746,535	1,035,686	835,527	(200,159)	-23.96%
Interest	1,021,284	294,877	305,320	10,444	3.42%
Operating Grants and Subisidies	8,569,372	794,902	800,921	6,019	0.75%
Operating Contributions and Donations	476,700	67,731	46,700	(21,031)	-45.03%
Revenue - Contract/Recoverable Works	790,000	83,190	94,167	10,977	11.66%
Other Revenue	2,004,665	530,504	383,078	(147,426)	-38.48%
Profit from Investments	2,200,000				0.00%
Total Recurrent Revenue	58,791,300	22,797,357	22,545,468	(251,889)	-1.12%
Capital Revenue					
Capital Grants, Subsidies and Contributions	6,917,441	852,639	701,104	(151,535)	-21.61%
Total Revenue	65,708,741	23,649,996	23,246,572	(403,424)	-1.74%
Capital Income	-				0.00%
Total Income	65,708,741	23,649,996	23,246,572	(403,424)	-1.74%
Expenses					
Recurrent Expenses	25 252 242	F F01 F36	F 750 444	251 505	4.070/
Employee Costs	25,352,942	5,501,536	5,753,141	251,605	4.37%
Goods and Services	17,859,239	3,758,667	3,995,720	237,053	5.93%
Finance costs	1,198,650	310,963	306,430	(4,532)	-1.48%
Depreciation	12,326,402	3,081,601	3,081,601	(0)	0.00%
Total Recurrent Expenses	56,737,234	12,652,767	13,136,893	484,126	3.69%
Capital Expenses	224,000	-	-	-	0.00%
Total Expenses	56,961,234	12,652,767	13,136,893	484,126	3.69%
Net Recurrent Result/Operating Surplus/(Deficit)	2,054,066	10,144,590	9,408,576	(736,015)	-7.82%
		** *** ***	40.400		
NET RESULT AFTER CAPITAL ITEMS	8,747,507	10,997,229	10,109,680	(887,550)	-8.78%

# Lockyer Valley Regional Council (Executive Office) Statement of Comprehensive Income For Period Ending September 2020

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	32,086,716	16,121,852	16,131,741	9,890	0.06
Discount	(1,500,000)	(793,464)	(750,000)	43,464	(5.80)
Charges and Fees	273,000	73,386	48,500	(24,886)	(51.31)
Interest	965,084	290,862	291,270	409	0.14
Operating Grants and Subisidies	3,320,200	389,284	389,284		-
Revenue - Contract/Recoverable Works		34		(34)	-
Other Revenue	1,070,000	211,336	189,667	(21,669)	(11.42)
Profit from Investments	2,200,000				
Total Recurrent Revenue	38,415,000	16,293,289	16,300,462	7,173	0.04
Capital Revenue					
Total Revenue	38,415,000	16,293,289	16,300,462	7,173	0.04
Capital Income	-	-	-	-	-
Total Income	38,415,000	16,293,289	16,300,462	7,173	0.04
Expenses					
Recurrent Expenses					
Employee Costs	2,498,029	(506,443)	(160,165)	346,278	(216.20)
Goods and Services	821,636	205,676	214,805	9,129	4.25
Finance costs	299,418	82,737	76,027	(6,710)	(8.83)
Depreciation	10,713,587	2,678,014	2,678,397	383	0.01
Total Recurrent Expenses	14,332,671	2,459,984	2,809,064	349,080	12.43
Capital Expenses					
Total Expenses	14,332,671	2,459,984	2,809,064	349,080	12.43
Net Recurrent Result/Operating Surplus/(Deficit)	24,082,329	13,833,305	13,491,398	(341,907)	(2.53)
NET RESULT AFTER CAPITAL ITEMS	24,082,329	13,833,305	13,491,398	(341,907)	(2.53)

# Lockyer Valley Regional Council (People and Business Performance) Statement of Comprehensive Income For Period Ending September 2020

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	1,162,965	579,608	581,483	1,874	0.32
Charges and Fees		47		(47)	-
Interest	13,200	976	3,300	2,324	70.43
Operating Grants and Subisidies	384,818	17,460	24,500	7,040	28.73
Operating Contributions and Donations					-
Other Revenue	245,000	77,465	49,167	(28,298)	(57.56)
Total Recurrent Revenue	1,805,983	675,557	658,449	(17,108)	(2.60)
Capital Revenue					
Capital Grants, Subsidies and Contributions	20,000	24,420	5,000	(19,420)	(388.40)
Total Revenue	1,825,983	699,977	663,449	(36,528)	(5.51)
Capital Income	-	-	-	-	-
Total Income	1,825,983	699,977	663,449	(36,528)	(5.51)
Expenses					
Recurrent Expenses					
Employee Costs	5,556,449	1,663,582	1,451,476	(212,105)	(14.61)
Goods and Services	4,686,332	1,411,943	1,515,561	103,618	6.84
Finance costs	136,525	34,922	34,950	28	0.08
Depreciation	3,100	775	775		
	-,				
Total Recurrent Expenses	10,382,406	3,111,222	3,002,762	(108,460)	(3.61)
Capital Expenses					
Total Expenses	10,382,406	3,111,222	3,002,762	(108,460)	(3.61)
Net Recurrent Result/Operating Surplus/(Deficit)	(8,576,423)	(2,435,665)	(2,344,313)	91,352	(3.90)
NET RESULT AFTER CAPITAL ITEMS	(8,556,423)	(2,411,245)	(2,339,313)	71,932	(3.07)

# Lockyer Valley Regional Council (Community and Regional Prosperity) Statement of Comprehensive Income For Period Ending September 2020

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	305,928	152,752	152,964	212	0.14
Charges and Fees	2,704,135	782,676	616,594	(166,082)	(26.94)
Interest		126		(126)	-
Operating Grants and Subisidies	2,159,437	231,184	217,137	(14,047)	(6.47)
Operating Contributions and Donations	430,000		-	-	-
Revenue - Contract/Recoverable Works		260		(260)	-
Other Revenue	151,785	37,960	13,525	(24,435)	(180.66)
Total Recurrent Revenue	5,751,285	1,204,958	1,000,220	(204,738)	(20.47)
Capital Revenue					
Capital Grants, Subsidies and Contributions	-	20,000		(20,000)	
Total Revenue	5,751,285	1,224,958	1,000,220	(224,738)	(22.47)
Capital Income	-	-	-	-	-
Total Income	5,751,285	1,224,958	1,000,220	(224,738)	(22.47)
Expenses					
Recurrent Expenses					
Employee Costs	7,012,906	1,980,857	1,915,364	(65,493)	(3.42)
Goods and Services	4,243,887	742,934	778,975	36,040	4.63
Finance costs	9,572	633	2,393	1,760	73.55
Depreciation	37,200	9,300	9,300	(0)	(0.00)
Total Recurrent Expenses	11,303,565	2,733,725	2,706,032	(27,692)	(1.02)
Capital Expenses					
Total Expenses	11,303,565	2,733,725	2,706,032	(27,692)	(1.02)
	4		4		
Net Recurrent Result/Operating Surplus/(Deficit)	(5,552,279)	(1,528,766)	(1,705,812)	(177,046)	10.38
NET RESULT AFTER CAPITAL ITEMS	(5,552,279)	(1,508,766)	(1,705,812)	(197,046)	11.55
The state of the s	(3,332,213)	(2)300), 00)	(1),05,012)	(257,040)	11.55

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

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	8,107,135	4,031,277	4,053,568	22,290	0.55
Discount	(180,000)	(101,558)	(90,000)	11,558	(12.84)
Charges and Fees	769,400	179,577	170,433	(9,143)	(5.36)
Interest	43,000	2,914	10,750	7,836	72.90
Operating Grants and Subisidies	2,704,917	156,974	170,000	13,026	7.66
Operating Contributions and Donations	46,700	67,731	46,700	(21,031)	(45.03)
Revenue - Contract/Recoverable Works	790,000	82,896	94,167	11,271	11.97
Other Revenue	537,880	203,743	130,720	(73,023)	(55.86)
Total Recurrent Revenue	12,819,032	4,623,553	4,586,338	(37,215)	(0.81)
Capital Revenue					
Capital Grants, Subsidies and Contributions	6,897,441	808,219	696,104	(112,115)	(16.11)
Total Revenue	19,716,473	5,431,772	5,282,442	(149,330)	(2.83)
Capital Income	-	-	-	-	-
Total Income	19,716,473	5,431,772	5,282,442	(149,330)	(2.83)
Expenses					
Recurrent Expenses					
Employee Costs	9,875,718	2,363,540	2,444,005	80,465	3.29
Goods and Services	8,107,384	1,398,108	1,486,380	88,272	5.94
Finance costs	753,135	192,671	193,060	389	0.20
Depreciation	1,572,515	393,512	393,129	(383)	(0.10)
Total Recurrent Expenses	20,308,752	4,347,831	4,516,574	168,743	3.74
Capital Expenses	224,000			-	-
Total Expenses	20,532,752	4,347,831	4,516,574	168,743	3.74
Net Recurrent Result/Operating Surplus/(Deficit)	(7,489,720)	275,722	69,764	(205,959)	(295.22)
NET RESULT AFTER CAPITAL ITEMS	(816,279)	1,083,941	765,868	(318,074)	(41.53)

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

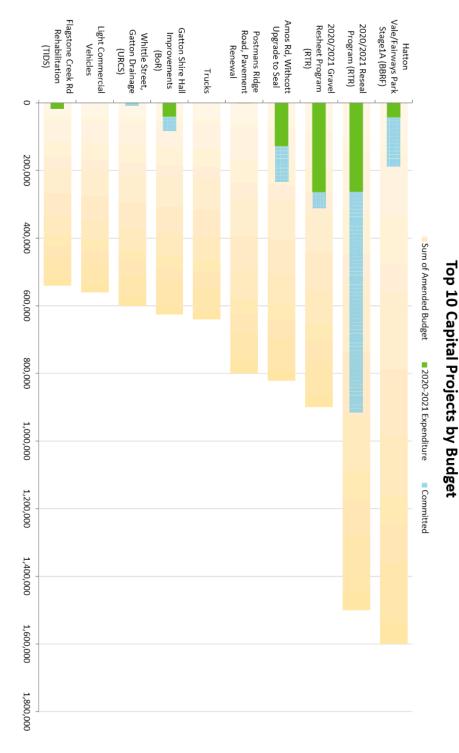
	2020-2021 Annual Budget	2020-2021 YTD Actuals
Cash flows from operating activities:		
Receipts		
Receipts from customers	55,610,000	23,848,527
Dividend received	-	-
Interest received	1,020,000	294,877
Payments		
Payments to suppliers and employees	(46,040,000)	(13,854,781)
Interest expense	(1,080,000)	(278,761)
Net cash inflow (outflow) from operating activities	9,500,000	10,009,861
iver cash innow (Sacriow) from operating activities	3,300,000	10,005,001
Cash flows from investing activities:		
Capital grants, subsidies and contributions	6,920,000	3,486,131
Payments for property, plant and equipment	(19,200,000)	(2,304,824)
Payments for investment property	-	-
Net transfer (to) from cash investments	790,000	-
Proceeds from sale of property plant and equipment	370,000	458,366
Net cash inflow (outflow) from investing activities	(11,130,000)	1,639,673
Cash flows from financing activities:		
Repayment of borrowings	(1,510,000)	(369,844)
Proceeds from borrowings	-	(503,511,
Net cash inflow (outflow) from financing activities	(1,510,000)	(369,844)
Net increase (decrease) in cash and cash equivalents held	(3,140,000)	11,279,691
Cash and cash equivalents at beginning of the financial year	19,880,000	26,310,015
Cash and cash equivalents at end of the financial year	16,740,000	37,589,706
	20,0,000	0.,000,700

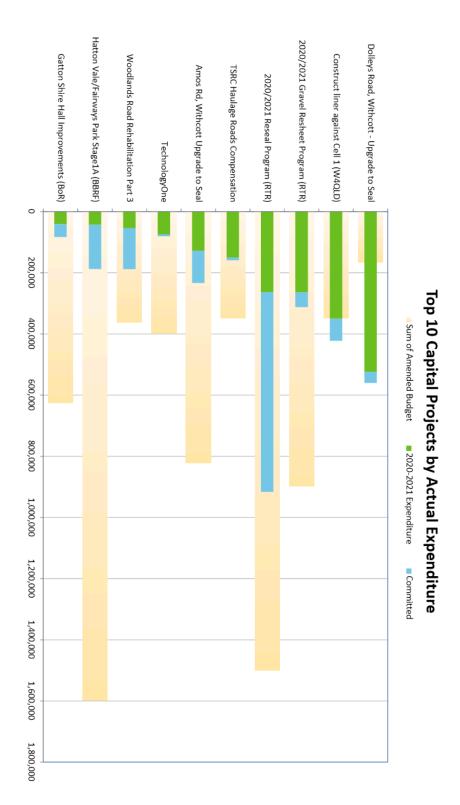
### LOCKYER VALLEY REGIONAL COUNCIL STATEMENT OF FINANCIAL POSITION As at 30 September, 2020

	2020-2021 Annual Budget	2020-2021 YTD Actual
Current Assets		
Cash assets and cash equivalents	17,030,000	30,989,706
Cash investments	-	6,600,000
Trade and other receivables	3,540,000	4,539,536
Inventories	2,250,000	369,989
Contract Receivable	-	116,447
Non-current assets classified as held for sale	-	151,550
Total Current Assets	22,820,000	42,767,228
Non Current Assets		
Trade and other receivables	14,740,000	14,734,969
Equity investments	34,190,000	32,055,505
Investment properties	2,010,000	2,110,000
Property, plant and equipment	544,570,000	547,970,358
Intangible assets	5,580,000	5,120,783
Total Non Current Assets	601,080,000	601,991,615
TOTAL ASSETS	623,900,000	644,758,842
Current Liabilites		
Trade and other payables	2,450,000	3,011,935
Provisions	5,840,000	8,429,246
Borrowings	1,590,000	1,135,762
Contract Liability Grants	-	4,681,873
Total Current Liabilities	9,870,000	17,258,818
Non Current Liabilities		
Provisions	29,660,000	29,778,850
Borrowings	19,940,000	21,570,167
Total Non Current Liabilities	49,600,000	51,349,017
TOTAL LIABILITIES	59,460,000	68,607,835
NET COMMUNITY ASSETS	564,440,000	576,151,008
Community Equity		
Retained surplus (deficiency)	392,723,000	386,856,917
Asset revaluation surplus	169,660,000	176,990,877
Reserves	,,	1,305,984
Current Surplus/(Deficit)	2,057,000	10,997,229
TOTAL COMMUNITY EQUITY	564,440,000	576,151,008

### LOCKYER VALLEY REGIONAL COUNCIL CAPITAL WORK SUMMARY 30 September 2020

	2020-2021 Adopted Budget	2020-2021 Expenditure	Committed	2020-2021 Expenditure (including Committed)	Remaining Budget (including Committed)
Infrastructure					
Capital Program Delivery	10,355,329	1,546,393	1,395,320	2,941,713	7,413,616
Facilities	2,840,752	149,431	518,399	667,830	2,172,922
Fleet	1,870,850	0	0	0	1,870,850
Parks & Open Spaces	1,760,400	75,562	227,163	302,725	1,457,675
Transfer Stations	498,000	398,887	72,079	470,966	27,034
Waste Collection	14,000	2,530	0	2,530	11,470
Cemetery	70,000	35,485	58	35,542	34,458
Technical Services	20,000	1,126	0	1,126	18,874
Infrastructure Total	17,429,331	2,209,415	2,213,018	4,422,433	13,006,898
People and Business Performance					
Disaster Management	94,000	0	0	0	94,000
Public Order & Safety	90,000	0	0	0	90,000
Legal Services	75,000	0	0	0	75,000
Information Communication Technology	860,540	106,739	103,380	210,119	650,421
People and Business Performance Total	1,119,540	106,739	103,380	210,119	909,421
Community and Regional Prosperity					
Pest Management	5,000	0	0	0	5,000
Regional Development	60,000	0	0	0	60,000
Growth & Policy	589,364	20,910	454,746	475,656	113,708
Community and Regional Prosperity Total	654,364	20,910	454,746	475,656	178,708
Grand Total	19,203,235	2,337,064	2,771,144	5,108,208	14,095,027





#### LOCKYER VALLEY REGIONAL COUNCIL CAPITAL WORKS DETAIL 30 September 2020

	2020-2021 Budget	2020-2021 Expenditure	Committed	2020-2021 Expenditure (including Committed)	Remaining Budget (including Committed)
Community and Regional Prosperity					,
Pest Management					
Community Wellbeing Projects	5 000				5.000
Pest Management Compound Improvements	5,000	0	0 0	0	5,000
Community Wellbeing Projects Total  Regional Development	5,000	U	U	U	5,000
Regional Developments Projects	4				
Entry Statements	60.000	0	0	0	60,000
Regional Developments Projects Total	60,000	0	0	0	60,000
Growth & Policy					
Growth and Policy Projects					
Cooper St Mitigation	420.000	0	7,728	7,728	-7,728
Engineering (not inc in expert report)	120,000	0	01 294	91,284	120,000
Evacuation Planning (NDRP) Flood Mapping and Modelling L'yer Catchm	64,944 0	7,500	91,284 17,500	25,000	-26,340 -25,000
Flood Modelling - Laidley Local (NDRP)	0	7,500	3,440	3,440	-3.440
Flood Modelling - Laidley Reg Ph1 (NDRP)	50,000	10,860	78,010	88,870	-38,870
Floor Survey Contract (NDRP)	30,000	0	0	0	30,000
Laidley Reg Update Model & Mitigation	69,000	0	0	0	69,000
Landuse Planning (NDRP)	40,420	0	33,830	33,830	6,590
LGIP Prepare Infrastructure Plan	0	2,550	6,854	9,404	-9,40
Local Flood Plain Mngmt Plan 2/2 (NDRP)	60,000	0	99,354	99,354	-39,354
Lockyer Creek Hydrology PJ 1/2 (NDRP)	400,000	10,985	9,178	20,163	-20,163
Lockyer Creek Hydrology PJ 2/2 (NDRP)	100,000	-10,985	99,236	88,251	11,749
Planning Scheme Revision LVRC Tenthill DM Study	55.000	0	8,333 0	8,333 0	- <mark>8,33</mark> 3 55,000
Growth and Policy Projects Total	589,364	20,910	454,746	475,656	113,708
Community and Regional Prosperity Total	654,364	20,910	454,746	475,656	178,708
Culvert Renewal Programme 2020/2021 Culvert Renewal Program Summerholm Rd, Summerholm (TIDS)	225,000 0	0 6,052	0 0	0 6,052	225,000 -6,052
Culvert Renewal Programme Total	225,000	6,052	0	6,052	218,948
Footpath Renewal Programme					
2019/2020 Footpath Renewal Program	175 250	90	30,400	90	-9( 122 023
Patrick St, Laidley Footpath Renewal (DCP)	175,250 175,250	2,008 2,098	39,409 39,409	41,417 41,507	133,833 133,743
Footpath Renewal Programme Total Gravel Resheet Programme	175,250	2,030	33,403	41,507	133,74.
2019/2020 Gravel Resheeting Program	0	0	3,783	3,783	-3.783
2020/2021 Gravel Resheet Program (RTR)	900,000	264,206	48,175	312,381	587,619
Gravel Resheet Programme Total	900,000	264,206	51,958	316,164	583,836
Kerb & Channel Renewal Programme					
2020/2021 Kerb & Channel Renewal Program	100,000	0	0	0	100,000
Kerb & Channel Renewal Programme Total	100,000	0	0	0	100,000
Payement Renewal Programme	0	-392	0	-392	392
Belmore Drive, Withcott Brightview Road Rehabilitation (TIDS)	360.000	2.857	20,250	23,107	336,893
Flagstone Creek Rd Rehabilitation (TIDS)	540,000	18,093	20,230	18,093	521,90
Goos Road, Gatton - Pavement Rehab	70,000	0	734	734	69,26
Postmans Ridge Rd, Helidon Spa	250,000	33,861	5,287	39,148	210,852
Postmans Ridge Road, Pavement Renewal	800,000	1,165	150	1,315	798,688
	262,500	3,553	0	3,553	258,947
Summerholm Road Rehabilitation (TIDS)		59,138	26,421	85,558	2,196,942
Pavement Renewal Programme Total	2,282,500				
Pavement Renewal Programme Total Pavement Widening Programme		40.007	4.000	44.070	270.00
Pavement Renewal Programme Total Pavement Widening Programme Lake Clarendon Way Widening (TIDS)	293,000	10,367	4,003	14,370	
Pavement Renewal Programme Total Pavement Widening Programme Lake Clarendon Way Widening (TIDS) Woodlands Road Rehabilitation Part 3	293,000 363,000	53,913	134,266	188,179	174,82
Pavement Renewal Programme Total Pavement Widening Programme Lake Clarendon Way Widening (TIDS) Woodlands Road Rehabilitation Part 3 Pavement Widening Programme Total	293,000				174,82
Pavement Renewal Programme Total Pavement Widening Programme Lake Clarendon Way Widening (TIDS) Woodlands Road Rehabilitation Part 3 Pavement Widening Programme Total Seal Renewal Programme	293,000 363,000 656,000	53,913 64,280	134,266 138,269	188,179 202,549	174,82 453,45
Pavement Renewal Programme Total Pavement Widening Programme Lake Clarendon Way Widening (TIDS) Woodlands Road Rehabilitation Part 3 Pavement Widening Programme Total	293,000 363,000	53,913	134,266	188,179	174,82° 453,45° -616
Pavement Renewal Programme Total Pavement Widening Programme Lake Clarendon Way Widening (TIDS) Woodlands Road Rehabilitation Part 3 Pavement Widening Programme Total Seal Renewal Programme 2019/2020 Bitumen Reseal Program (RTR)	293,000 363,000 656,000	53,913 64,280 0	134,266 138,269 616	188,179 202,549 616	174,82° 453,45° -616 583,37°
Pavement Renewal Programme Total Pavement Widening Programme Lake Clarendon Way Widening (TIDS) Woodlands Road Rehabilitation Part 3 Pavement Widening Programme Total Seal Renewal Programme 2019/2020 Bitumen Reseal Program (RTR) 2020/2021 Reseal Program (RTR)	293,000 363,000 656,000 0 1,500,000 1,500,000	53,913 64,280 0 262,941 262,941	134,266 138,269 616 653,686 654,302	188,179 202,549 616 916,627 917,243	278,630 174,821 453,451 -616 583,373 582,757
Pavement Renewal Programme Total Pavement Widening Programme Lake Clarendon Way Widening (TIDS) Woodlands Road Rehabilitation Part 3 Pavement Widening Programme Total Seal Renewal Programme 2019/2020 Bitumen Reseal Program (RTR) 2020/2021 Reseal Program (RTR) Seal Renewal Programme Total	293,000 363,000 656,000 0 1,500,000	53,913 64,280 0 262,941	134,266 138,269 616 653,686	188,179 202,549 616 916,627	174,82° 453,45° -616 583,37°

	2020-2021 Budget	2020-2021 Expenditure	Committed	2020-2021 Expenditure (including Committed)	Remaining Budget (including Committed)
Seal Road Upgrade Programme Total	1,008,000	652,200	141,809	794,009	213,99
Signs & Lines Renewal Programme		2.020		2.020	2.02
2019/2020 Signs and Lines Projects	0 40,000	2,630	0	2,630	-2,63
2020/2021 - Sign and Lines	40,000	2,630	0	2,630	40,00 37,37
Signs & Lines Renewal Programme Total Stormwater Renewal Programme	40,000	2,030	0	2,030	31,31
Railway St, Helidon - Stormwater (URCS)	100,000	0	0	0	100.00
Urban stormwater drain inlet protection	0	456	ő	456	-45
Whittle Street, Gatton Drainage (URCS)	600,000	1,408	8.200	9,608	590.39
Stormwater Renewal Programme Total	700,000	1,864	8,200	10,064	689,93
Traffic Management Renewal Programme					
Trafic Management Renewal Program	5,000	0	0	0	5,00
Traffic Management Renewal Programme Total	5,000	0	0	0	5,00
Other Infrastructure Projects			_		
Blanchview Road/O'Neils Road, Withcott	0	4	0	4	-
Cochrane Street, Gatton Footpath (URCS)	0	278	0	278	-27
Cooper St, Laidley - Drainage Stage 1	200,000	25,449	20,194	45,643	154,35
Cycle Network Gatton (PCNP)	25,000	0	0 123	0	25,00
Dawson Phipps Carpark	290,000	0 1,408	2,133 267,920	2,133 269,328	- <mark>2,13</mark> 20,67
Fairway Dr,Kensington Gr Footpath (DCP)	100,000	1,400	267,320	203,320	100,00
Future Design Works 2021/2022 Gehrke/Rons Rd Lighting (supplement BS)	15,000	0	12,595	12,595	2,40
Hatton Vale School Parking Improvements	0,000	5	12,555	12,555	2,40
Laidley Hospital Disability Improvement	20,000	0	0	0	20,00
Laidley LED Street Lighting (LGGSP)	210,000	2,177	17,000	19,177	190,82
Laidley LED Street Lighting (URCS)	0	304	0	304	-30
Lake Apex Park, Gatton Footpath (W4QLD)	54,000	916	320	1,236	52,76
Maroske Road, Plainalnd Turn Around	35,000	26,127	773	26,900	8,10
Murphys Creek Road - Footpath (LRCI)	200,000	3,525	2,740	6,265	193,73
Murphys Creek Road footpath (TIDS)	0	1,282	0	1,282	-1,28
Old College Road, Gatton Footpath(W4QLD)	19,500	912	0	912	18,58
Railway crossings safety improvements	20,000	0	0	0	20,00
Safe Schools Project (TIDS)	60,000	0	0	0	60,00
Spa Water Road, Blanchview (BS)	291,000	10,227	2,500	12,727	278,27
TSRC Haulage Roads Compensation	350,000	150,414	8,777	159,191	190,80
Wandin Road, Withcott - Table Drains	60,000	0	0	0	60,00
William Street, Gatton Foothpath (W4QLD)	95,500	2,682	0	2,682	92,81
Woodlands Rd & Rangeview Drive (BS)	130,500	4,553	0	4,553	125,94
Other Infrastructure Projects Total	2,175,500	230,263	334,952	565,215	1,610,28
Floodway Renewal Programme	10,000	0	0	0	10,00
2020/2021 Floodway Renewal Program Floodway Renewal Programme Total	10,000	0	0	0	10,00
Asphalt Resheet Programme	10,000	v	0	0	10,00
2020/2021 Asphalt Resheet Program (LRCI)	360.079	722	0	722	359,35
Asphalt Resheet Programme Total	360,079	722	0	722	359,35
Bridge Renewal Programme	500,015	122	v	122	555,50
Cran Bridge Deck Renewal	218,000	0	0	0	218.00
Bridge Renewal Programme Total	218,000	0	0	0	218,00
acilities		-	-		
Facilities Projects					
Bore Assessments (DRFA)	90,000	26,507	0	26,507	63,49
Community Facilities Work Packages	27,500	0	0	0	27,50
Corrective Electrical Upgrades	40,000	0	3,218	3,218	36,78
Das Neumann Haus Stair Alteration Design	14,000	3,500	6,900	10,400	3,60
Gatton Admin Blding Sewer Rectification	0	93	0	93	-6
Gatton S/Hall Compliance Upgrade (BBRF)	523,645	1,708	35,630	37,338	486,30
Gatton S'Grounds Horse Area (W4QLD)	20,000	411	0	411	19,5
Gatton S'Grounds Masterplan Work (W4QLD)	156,000	21,173	600	21,773	134,22
Gatton S'Hall Roof Restoration (W4QLD)	250,000	1,303	7,484	8,787	241,2
Gatton Shire Hall Improvements (BoR)	626,007	41,175	41,892	83,067	542,94
Gatton Showgrounds Energy Reduction	39,000	0	0	0	39,00
Gatton Showgrounds Equestrian Centre	71,100	0	0	0	71,1
Laidley Cultural Centre PA System (URCS)	117.000	129	0	129	-1: 447.0
Laidley Cultural Centre Refurb (LRCI)	117,000	21.079	11 200	42 279	117,0
Laidley Pool Upgrade (URCS)		31,978	11,300	43,278	-43,2°
Laidley Rec Reserve Entry Upgrade (LRCI)	250,000 7,500	1,092 4,648	680	1,772 4,648	248,2
Lake Clarendon Public Toilets Refurb  Ldley S'Yard Awning Rectification (DCP)	20.000	748	16,235	16,983	2,89 3,0°
Ldley S'Yard Timber Pens & Posts (W4QLD)	64,000	487	10,235	487	63,5
Law, C. and Import one at John (FF4CLD)	250,000	8,222	292,100	300,322	-50,3

	2020-2021 Budget	2020-2021 Expenditure	Committed	2020-2021 Expenditure (including Committed)	Remaining Budget (including Committed)
LVCC Roof Rectification Works (W4QLD)	255,000	6,258	93,047	99,305	155,69
Nielsen's Place Shade Structure	0	0	7,860	7,860	-7,86
Relocation Cncil Self Contained Toilets	0	0	1,452	1,452	-1,45
Springbrook Park Entry Upgrade	20,000	0	. 0	0	20,00
Facilities Projects Total	2,840,752	149,431	518,399	667,830	2,172,92
Fleet					
Fleet Projects					
Earthmoving Equipment	350,000	0	0	0	350,00
Light Commercial Vehicles	560,000	0	0	0	560,00
Passenger Vehicles	80,000	0	0	0	80,00
SES Vehicles & Plant (SES Support Grant)	40,000	0	0	0	40,00
Tractors	100,000	0	0	0	100,00
Trailers	100,000	0	0	0	100,00
Trucks	640,850	0	0	0	640,85
Fleet Projects Total	1,870,850	0	0	0	1,870,85
Parks & Open Spaces					
Parks and Open Spaces Projects	18,500	6.430	17.045	23,475	-4.97
Bugler Park Shade Sail (DCP)	44,000		28,818		
Forest Hill Skate Park Repairs (DCP)	44,000	748 2.676	6,153	29,566 8,829	14,43 36,17
Gatton CBD Upgrade (W4QLD)	15,000	748	12,514	13.262	1,73
Gatton Skate Park (DCP)	15,000	2.923	12,514	2,923	-2,92
Hatton Vale/Fairways Park Stage C (URCS) Hatton Vale/Fairways Park Stage1A (BBRF)	1,600,000	43.010	144,632	187,643	1,412,35
	1,000,000	2,923	144,652	2,923	-2,92
HVale/Fairways Park Stage 1B & 1D (URCS)	15.000	14,307	0	14,307	-2,52
Lake Apex Playground Equipment (W4QLD) Littleton Park Shade Sail (DCP)	5,300	1,798	3,150	4,948	35
Springbrook Park Fence Renewal (DCP)	17,600	1,730	14,850	14,850	2.75
Parks and Open Spaces Projects Total	1,760,400	75,562	227,163	302,725	1,457,67
Transfer Stations	1,700,400	13,302	227,103	302,723	1,457,07
Transfer Station Projects					
Asbestos Bin Gatton Landfill	0	5	0	5	
Construct liner against Cell 1 (W4QLD)	350,000	350,656	71,773	422,429	-72,42
Gttn Landfill Fence Sth Boundary (W4QLD)	56,000	28,936	0	28,936	27,06
Laidley Transfer Station (URCS)	0	19,290	306	19,596	-19,59
M/ Plan Gatton Long Haul Waste Facility	55.000	0	0	0	55.00
Oil buildings Upgrade and Maintenance	25,000	Ō	Ö	0	25,00
Stormwater Management Laidley Landfill	12,000	0	0	0	12.00
Transfer Station Projects Total	498,000	398,887	72.079	470,966	27,03
Waste Collection					
Waste Collection Projects					
Garbage Truck Turnarounds	14,000	2,530	0	2,530	11,47
Waste Collection Projects Total	14,000	2,530	0	2,530	11,47
Cemetery					
Cemetery Projects					
Gatton Cemetery Bubbler & S/Strip(W4QLD)	42,000	4,487	0	4,487	37,51
Gatton Cemetery Upgrades (URCS)	0	1,245	0	1,245	-1,24
Ldley Cemetery Seam StripRenewal (W4QLD)	28,000	29,753	58	29,810	-1,81
Cemetery Projects Total	70,000	35,485	58	35,542	34,45
Technical Services					
Technical Services Projects					
2019/2020 Bus Stop Shelter Program	0	1,126	0	1,126	-1,12
Restoration of access L202 CP817791	20,000	0	0	0	20,00
Technical Services Projects Total	20,000	1,126	0	1,126	18,87
nfrastructure Total	17,429,331	2,209,415	2,213,018	4,422,433	13,006,89
People and Business Performance					
Disaster Management					
Disaster Management Projects					
Flood Warning System Upgrade	50,000	0	0	0	50,00
River Height Gauge Equipment Upgrade	34,000	Ö	0	0	34,00
River Height Gauge Signage	10,000	0	0	0	10,00

	2020-2021 Budget	2020-2021 Expenditure	Committed	2020-2021 Expenditure (including Committed)	Remaining Budget (including Committed)
Public Order & Safety					
Public Order and Safety Projects					
CCTV Cyber Security Improvements	75,000	0	0	0	75,000
LVRC CCTV	15,000	0	0	0	15,000
Public Order and Safety Projects Total	90,000	0	0	0	90,000
Legal Services					
Legal Services Projects					
Property Management & Disposal Strategy	75,000	0	0	0	75,000
Legal Services Projects Total	75,000	0	0	0	75,000
Information Communication Technology					
Information Communication Technology Projects					
Flood Inform Advice Portal (QLD I & I)	40,000	24,420	78,800	103,220	-63,220
Intranet Renewal	50,000	0	0	0	50,000
LVCC Audio Visual	0	0	665	665	-66
Network Perimeter Security (Firewalls)	76,500	0	0	0	76,50
Online Bookings	22,300	2,325	7,282	9,607	12,69
SES Hardware	24,340	0	0	0	24,340
Switches Renewal	79,400	0	10,500	10,500	68,900
TechnologyOne	400,000	74,333	6,133	80,467	319,533
Unified Communications	50,000	0	0	0	50,000
Upgrade MS Office	100,000	5,660	0	5,660	94,340
UPS Renewal	18,000	0	0	0	18,000
Information Communication Technology Projects Total	860,540	106,739	103,380	210,119	650,421
People and Business Performance Total	1,119,540	106,739	103,380	210,119	909,421
Grand Total	19,203,235	2,337,064	2,771,144	5,108,208	14,095,027

10.3 Update to Register of Cost Recovery and Commercial Fees and Charges 2020-

21

Date: 15 September 2020

Author: Kirsty Johnson, Coordinator Revenue Services; Jodi Marchant, Chief Financial

Officer

**Responsible Officer:** Ian Church, Chief Executive Officer

#### **Purpose:**

The purpose of this report is to seek Council's endorsement of the changes required to the 2020-21 Register of Fees and Charges effective from 10 August 2020 for the Right to Information fees.

#### Officer's Recommendation:

THAT Council include within its Register of Cost Recovery and Commercial Fees and Charges 2020-21 the following additional fees with an effective date of 10 August 2020:

#### 1.4.1 - Right to Information

Right to Information Application Fee \$51.70	Applies
Right to Information Application Fee \$51.70	, rb bii co
	No
Processing Charges (per fifteen minutes or part thereof) \$8.00	No

#### **Executive Summary**

Advice has been received from the Department of Justice and Attorney-General on the fees to be charged for Right to Information Requests for the 2020-21 financial year and come into effect from 10 August 2020. These fees are charged by Council but set by the State and updated every year in late June/early July.

This report seeks to make these changes in line with the amended legislation to adopt the updated fees for Right to Information application fees and processing charges.

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

The amendments to Council's 2020-21 Fees and Charges will ensure that the correct fee is charged for each service either on a cost recovery or commercial basis.

The Right to Information application fee and processing charges are set by the Department of Justice and Attorney-General and have come into effect from 10 August 2020.

#### **Corporate Plan**

<u>Corporate Plan Theme</u> Lockyer Leadership and Council

#### Outcome

- 5.2 Excellence in customer service to our community
- 5.7 Compliance with relevant legislation

#### Consultation

#### **Internal Consultation**

Due to the administrative nature of this report, no internal consultation is required.

#### **External Consultation**

Due to the internal administrative nature of this report, there has been no external consultation.

#### **Community Engagement**

Due to the internal administrative nature of this report, there has been no community engagement.

#### **Proposal**

#### **Overview**

Council is required as part of its annual budget process, to review its fees and charges each year to ensure that:

- Cost recovery fees and charges continue to reflect the cost of providing the services performed; and
- Commercial fees and charges are appropriate given the commercial nature of the services provided.

The fees and charges for 2020-21 were originally adopted on 20 May 2020 to take effect from 1 July 2020.

Advice has been received from the Department of Justice and Attorney-General on the fees to be charged for Right to Information Requests for the 2020-21 financial year and come into effect from 10 August 2020. These fees are charged by Council but set by the State and updated every year in late June/early July.

The changes are listed below:

#### 1.4.1 – Right to Information

Description	2019-20	2020-21	GST
	Amount	Amount	<b>Applies</b>
Right to Information Application Fee	\$50.80	\$51.70	No
Processing Charges (per fifteen minutes or part thereof)	\$7.85	\$8.00	No
Copy of Released Material	\$0.25	\$0.25	No

#### **Legal Implications**

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

Section 106 and 107 of the *Justice Legislation (Fees, Allowances and Other Amounts) Amendment Regulation 2020* defines the Right to Information application fee and processing charge which is updated each year.

#### **Policy Implications**

Section 262 (3)(c) of the Act 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.

Council may amend its fees and charges by resolution at any time during the year.

#### **Risk Considerations**

Key Corporate Risk Code and Category: FE2

Key Corporate Risk Descriptor: Finance and Economic

Decision making governance, due diligence, accountability and

sustainability.

#### **Previous Council Resolutions**

20-24/0025

#### **Related Documentation**

Cost Recovery and Commercial Fees and Charges for 2020-2021

#### Implementation

- 1. Publication of the updated Register on Council's website.
- 2. Update of the fees and charges within Council's systems.

#### **Attachments**

There are no attachments for this report.

10.4 Sponsorship Request from Lockyer Chamber of Commerce and Industry for a

**Buy Local Campaign** 

Date: 30 September 2020

**Author:** Ian Church, Chief Executive Officer Responsible Officer: Ian Church, Chief Executive Officer

#### **Purpose:**

The purpose of this report is to seek Council's direction on a request from the Lockyer Chamber of Commerce and Industry for sponsorship funds to purchase Lockyer Valley Gift Cards which are to be used as prizes for a buy local campaign in the lead up to Christmas.

#### Officer's Recommendation:

THAT Council provide sponsorship to the Lockyer Chamber of Commerce and Industry's 2020 'Buy Local' campaign to the value of \$2,500.00.

#### **Executive Summary**

Correspondence was received on 30 September 2020 from the Lockyer Chamber of Commerce and Industry (Chamber) requesting sponsorship from Council to support a buy local campaign in the lead up to Christmas.

The campaign is to encourage local residents and businesses to buy local to support Lockyer Valley businesses as they recover from COVID-19 restrictions. The Chamber intends to use the sponsorship funds to purchase Lockyer Valley Gift Cards to use as prizes for local shoppers, to further encourage local shopping and to keep the funds circulating within the Lockyer Valley economy.

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

Council's 2020/21 budget has an allocation for Local Buy Campaigns that is sufficient to meet the requested sponsorship amount. The allocated amount in Council's budget is \$5000.00.

Council has in previous years sponsored the Town Proud Shop Local promotion facilitated by the former Gatton, Lockyer and Brisbane Valley Star Newspaper. In previous years Council has provided \$5000.00 towards this campaign.

Any additional requests for local buy campaigns will require a further budget allocation as all funds allocated in the 2020/21 budget will be expended.

#### **Corporate Plan**

#### **Corporate Plan Theme**

Lockyer Business, Farming and Livelihood

#### Outcome

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

#### Consultation

#### **Internal Consultation**

**Community Activation** 

#### **External Consultation**

Due to the internal administrative nature of this report, there has been no external consultation.

#### **Proposal**

#### Overview

In previous years Council has sponsored the Town Proud Shop Local promotion facilitated by the former Gatton, Lockyer and Brisbane Valley Star Newspaper. With the closure of printed form of the newspaper it will not be facilitating the Shop Local promotion. As a result, the Lockyer Chamber of Commerce and Industry (Chamber) is running the promotion and has written to Council requesting sponsorship of \$5000 for a buy local campaign which will run from November until Christmas 2020. The sponsorship money will be used for Lockyer Valley Gift Cards which will be offered as prizes to lucky local shoppers to further encourage the 'shop local' message.

The Chamber has advised the promotion will be open to all businesses who wish to participate and not restricted to Chamber members. The Chamber hopes to encourage more local businesses to join the Gift Card program and accept Lockyer Valley Gift Cards.

Lockyer Valley Gift Cards are redeemable at participating Lockyer Valley businesses and are only valid for use within the Lockyer Valley region. Currently 44 businesses accept Lockyer Valley Gift Cards. The Chamber supports the Lockyer Valley Gift Card program and their contribution to the program means that all cards carry no purchase price or additional transaction fees.

Council has budgeted \$5000 for Local Buy Campaigns, including the Chambers proposal. Council could retain some of the \$5,000 funding for other Buy Local Campaigns should new entrants to the media market decide to run similar campaigns. One suggestion is that \$2,500 is donated to the Chambers campaign and \$2,500 is kept for other campaigns.

#### **Legal Implications**

There are no legal implications in relation to this matter.

#### **Policy Implications**

There are no policy implications.

#### **Risk Considerations**

Key Corporate Risk Code and Category: FE2 Finance and Economic

Key Corporate Risk Descriptor: Decision making governance, due diligence, accountability and

sustainability.

#### **Previous Council Resolutions**

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

#### **Related Documentation**

Nil.

#### **Critical Dates**

The Lockyer Chamber of Commerce propose to commence the buy local campaign in early November 2020.

#### <u>Implementation</u>

The Lockyer Chamber of Commerce and Industry will be notified of Council's decision. Payment of funds will be made as per Council's normal processes upon receipt of invoice.

#### **Attachments**

There are no attachments for this report.

10.5 2020 Christmas Closure and Public Holiday Closure

Date: 30 September 2020

**Author:** Vickie Wieland, EA to Chief Executive Officer

**Responsible Officer:** Ian Church, Chief Executive Officer

#### **Purpose:**

The purpose of this report is to seek Council's approval to cease normal business operations from 1:00pm on Thursday, 24 December 2020 and to re-open on Monday, 4 January 2021 for the annual Christmas closure, apart from skeleton crews and emergency on-call staff.

#### Officer's Recommendation:

THAT Council approve the closure of Council offices and operations from 1:00pm on Thursday, 24 December 2020 until 1 January 2021, with normal business hours resuming Monday, 4 January 2021.

#### **Executive Summary**

Historically, Council has endorsed the closure of Council offices and operations during the Christmas to New Year period, apart from skeleton crews and emergency on-call staff. Many businesses close during Christmas and New Year and normal business activity is reduced, therefore the impact of the closure on the community is minimal.

The closure also assists with reducing staff leave accruals during a quieter time of the year.

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

Staff resources will be managed through the utilisation of skeleton crews and emergency on-call staff. Financial implications will be managed through existing budget.

#### **Corporate Plan**

#### **Corporate Plan Theme**

Lockyer Leadership and Council

#### Outcome

5.2 Excellence in customer service to our community

#### Consultation

#### **Internal Consultation**

Due to the administrative nature of this report, no internal consultation was required.

#### **External Consultation**

Due to the administrative nature of this report, no external consultation was required.

#### **Community Engagement**

Due to the administrative nature of this report, no community consultation was required.

#### **Proposal**

#### Overview

#### **Council Offices**

It is proposed that Council cease operations at 1.00pm, Thursday, 24 December 2020 through until 1 January 2021, with normal business hours resuming Monday, 4 January 2021. Staff will be required to utilise their leave provisions for the period in accordance with the table below:

Date		Leave Type
Thursday	24 December 2020, (half day)	
Friday	25 December 2020	Public Holiday
Monday	28 December 2020	Public Holiday
Tuesday	29 December 2020	TOIL/RDO/AL/LWOP
Wednesday	30 December 2020	TOIL/RDO/AL/LWOP
Thursday	31 December 2021	TOIL/RDO/AL/LWOP
Friday	1 January 2021	Public Holiday

TOIL (Time Off in Lieu) RDO (Rostered Day Off) AL (Annual Leave) LWOP (Leave without Pay)

The annual closure is provided for in the Lockyer Valley Regional Council Certified Agreement (Officers) 2018, and the Lockyer Valley Regional Council Certified Agreement (Field) 2018. Both Agreements make provision for employees to accumulate sufficient leave to cover absences for the period between Christmas and New Year.

For the past two years, Council's Visitor Information Centre (VIC) and Queensland Transport Museum (QTM) have also closed over the Christmas/New Year period. It is proposed that this occurs again this year.

Managers will be briefed on the staffing requirements of Council over the Christmas/New Year period in the event of an emergency and will ensure that a selection of suitably trained staff will remain on call.

#### **Legal Implications**

There are no legal implications arising from the contents of this report. As noted, the recommendation is provided for in both Council's current Certified Agreements.

#### **Policy Implications**

There are no policy implications arising from the contents of this report.

#### **Risk Considerations**

Key Corporate Risk Code and Category: S1 - Staff

Key Corporate Risk Descriptor: Strategic workforce planning and management

#### **Previous Council Resolutions**

A report is compiled and submitted each year for Council's consideration to determine the applicable closedown.

#### **Related Documentation**

There are no related documents.

#### **Critical Dates**

Communication to staff as soon as possible is required to enable appropriate time to accrue the required leave if necessary and in consultation with Supervisors/Managers.

#### <u>Implementation</u>

Advertising of the approved closedown period on Council's website Communication to all staff

#### **Attachments**

There are no attachments for this report.

#### 11. PEOPLE & BUSINESS PERFORMANCE REPORTS

11.1 Lockyer Valley Regional Council Annual Report 2019-2020

Date: 30 September 2020

Author: Madonna Brennan, Risk, Audit and Corporate Planning Advisor Responsible Officer: Anna Hebron, Group Manager People and Business Performance

#### **Purpose:**

The purpose of this report is to seek adoption of the Lockyer Valley Regional Council Annual Report 2019-2020.

#### Officer's Recommendation:

THAT Council adopt the Lockyer Valley Regional Council Annual Report 2019-2020 as attached to this report.

#### **Executive Summary**

The Annual Report 2019-2020 (Report) is a report on Council's activities throughout the financial year. The Report gives the community and stakeholders information about Council activities and financial performance.

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

The Annual Report 2019-2020 was developed within the budget.

#### **Corporate Plan**

#### Corporate Plan Theme

Lockyer Leadership and Council

#### Outcome

5.7 Compliant with relevant legislation.

#### Operational Plan Action Item (as relevant)

This report is the summary of the operational plan action items.

#### Consultation

#### **Internal Consultation**

- Executive Leadership Team
- Chief Financial Officer

#### **Proposal**

#### **Overview**

The Report provides information to the community and stakeholder information about Council activities and financial performance during the financial year. The Report references the Corporate

Plan 2017-2022, Operational Plan 2019-2020 and Council's audited Financial Statements and includes other statutory requirements.

#### **Legal Implications**

Section 182 of the *Local Government Regulation 2012* states a local government must prepare an annual report for each financial year.

#### **Policy Implications**

Not applicable.

#### **Risk Considerations**

Key Corporate Risk Code and Category: FE2

Key Corporate Risk Descriptor: Decision making governance, due diligence, accountability and

sustainability.

#### **Previous Council Resolutions**

Not applicable.

#### **Related Documentation**

Included with this report is the Annual Report 2019-2020.

#### **Critical Dates**

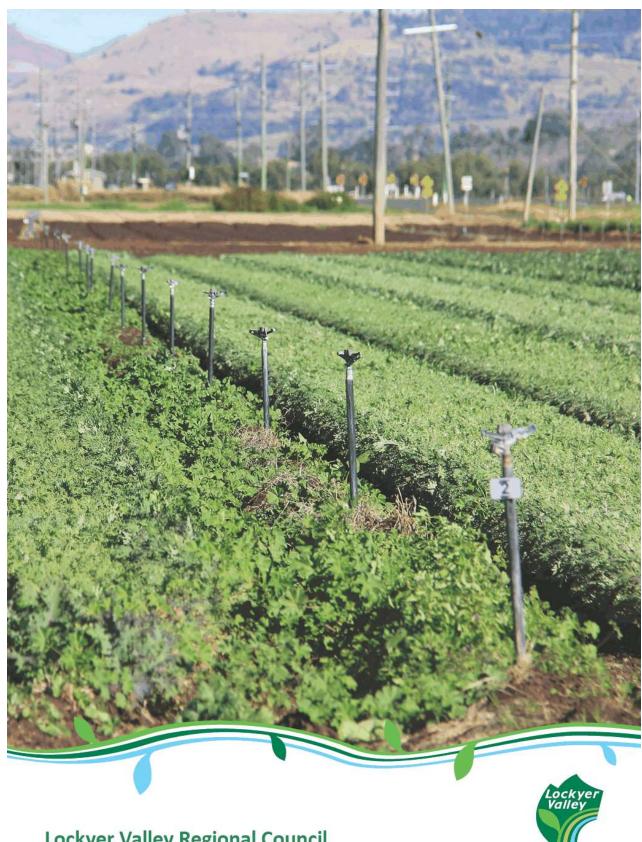
The Report must be adopted by 23 October 2020. Section 182 of the *Local Government Regulation 2012* requires the Annual Report to be adopted within one month after the day the auditor-general gives the auditor-general's audit report about Council's financial statements. This date was 22 September 2020.

#### <u>Implementation</u>

The Annual Report 2019-2020 will be published on Council's website.

#### **Attachments**

1 Draft Annual Report 2019-2020 120 Pages



**Lockyer Valley Regional Council** 

Annual Report 2019-2020

#### **OVERVIEW OF THE LOCKYER VALLEY**

The Lockyer Valley is located an hour drive from Queensland's capital city and covers approximately 2200 square kilometres of land, encompassing a wide range of scenic landscapes, agriculture and tourist attractions.

With 70% of the Lockyer Valley utilised for primary production, this rich and fruitful region outputs more than \$706 million worth of produce, highlighting the significant role the region plays in domestic food supply.

There is no better farm centre than the Lockyer Valley as the region adjoins or is in easy access to every major highway in Australia.

The Lockyer Valley is perfectly poised to attract the lucrative drive market of South East Queensland. It is a perfect location for visitors to escape and experience the rural pleasures of the region for either a day trip, weekend or family holiday.

Home to more than 41 000 residents and forecast to welcome an additional 16 000 people by 2031, our region is serviced by 26 public and private schools, 21 early childhood education services, two hospitals and more than 45 community run organisations.

The Lockyer Valley is well positioned to attract vital infrastructure such as a passenger rail service, a regional hospital and increased funding of our community centres. It is the region of choice for vibrant rural living, with room to grow and endless opportunities for a rural and connected lifestyle.

# ACHIEVING THE OUTCOMES OF THE COMMUNITY PLAN 2017-2027

Lockyer Valley Regional Council

Lockyer – Our Valley, Our Vision Community Plan 2017-2027 details the community's vision to the year 2027. The Community Plan establishes outcomes for the Lockyer Valley community to guide the priority actions undertaken by a wide range of stakeholders. The outcomes identified in the Community Plan along with its themes form the basis for the development of Lockyer Valley Regional Council's (Council) Corporate Plan 2017-2022. This Annual Report is the third to report on the progress Council has made in achieving the identified outcomes of the Corporate Plan 2017-2022 and the Community Plan 2017-2027.

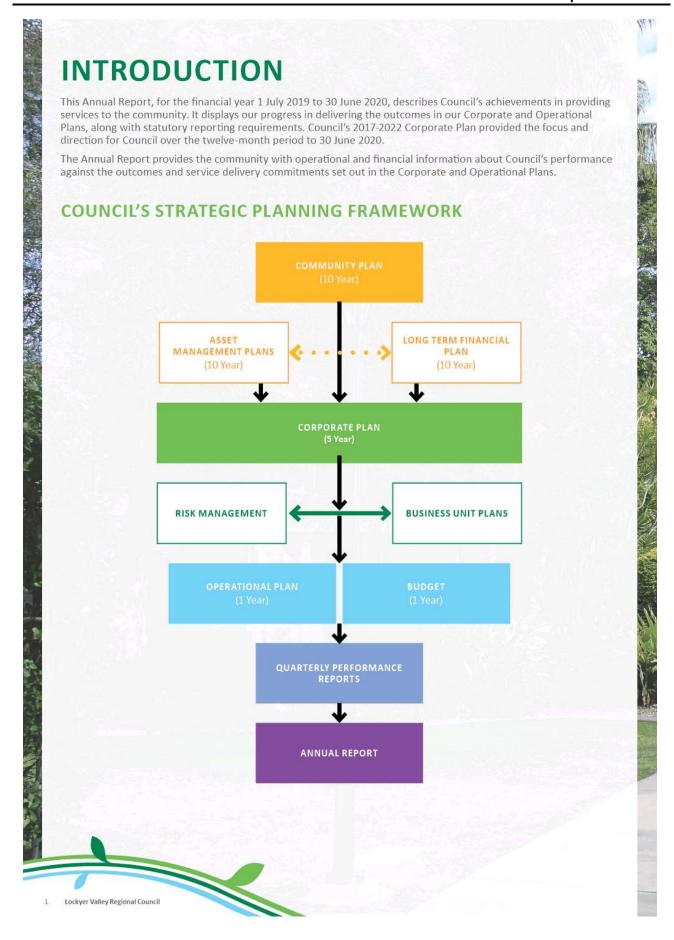




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#### VISION, MISSION AND VALUES

#### VISION:

We will deliver sustainable services to enhance the liveability of our community while embracing our economic, cultural and natural diversity.

#### MISSION:

Lead, engage and empower.

#### **OUR VALUES:**

Values form the basis of our culture. They add meaning to our work and provide a basis for consistent planning and decision making across the organisation. Every employee of Council is expected to demonstrate Our Values in their daily activities, in the way they behave and in the way they make decisions. Our values are:



Leadenship

We lead through excellence and partner with the community to achieve Council's vision and mission.



Accountability

We accept ownership of our role and take responsibility for our actions. We are results focused, take pride in our successes and efforts and learn from our mistakes.



Integrity

We strive to be valued and trusted by the Lockyer Valley community. We are respectful, open, transparent and honest in our dealings with the community. At all times we act in the best interests of the community.



Communication

We embrace diversity and communicate openly and honestly. We listen actively, consider and value the views of others. Our communication is clear, concise and consistent.



Customer Focus

We strive to engage and communicate with our internal and external customers to meet agreed outcomes. We identify and aim to meet the needs of all customers in a responsive and equitable manner.



We value creative thinking and look for opportunities to collaborate and connect to deliver a better Lockyer Valley. We work together by recognising and sharing our talents, skills, experience and knowledge.

Annual Report 2019-2020

#### MESSAGE FROM THE MAYOR

It is with great pride I present the Lockyer Valley Regional Council Annual Report for 2019-20. We have continued to maintain a strong focus on financial and operational sustainability and delivered an operating surplus for the third consecutive year.

Our balanced and responsible budget approach meant Council was in a strong position to respond to the wide-ranging impacts and challenges of the COVID-19 global pandemic. This year's budget and performance builds on previous years and provides confidence to our 42,000 residents and 3000 businesses we continue in our commitment to the betterment of the Lockyer Valley region.

#### **IMPACT OF COVID-19 PANDEMIC**

Council responded quickly to support the community, local business and the regional economy when the COVID-19 pandemic hit. In March 2020 we introduced a range of economic stimulus measures to inject money into the local economy, including placing some suppliers on 14-day payment terms, reviewing essential work which could be brought forward and delivered by local suppliers and contractors, a hardship relief policy and budgeting for a zero percent rates increase in the following year.

The impact of this pandemic will be felt for many years to come. Council will continue working with government, businesses, social enterprises, community groups and clubs to support them to navigate these impacts and provide for the sustainability of services to our community.

#### **COLLABORATION**

In 2019-20 we again engaged positively with our stakeholders to accomplish the best outcomes for the region.

Work continued on the Lockyer Valley Water Collaborative project. The scheme aims to provide a pipeline network of up to 250km and up to 10 pump stations to distribute additional water across the Lockyer Valley. The scheme will provide improved resilience against drought and secure supply to all businesses. I am grateful for the support from the farmers as this has been an enormous help to continue to drive the project. Their support was evident by the more than 140 respondents to the second EOI process. The long-term future and success of our horticultural sector and the employment it creates is dependent on the availability of water.

Council also strived to secure favourable outcomes for the region by working collaboratively with the Australian Rail Track Corporation (ARTC) for the Inland Rail proposal. Council joined forces with Toowoomba Regional Council and Ipswich City Council to form the Ipswich to Toowoomba Passenger Rail Alliance. Passenger rail is one of several key infrastructure projects we hope to get over the line as a result of Inland Rail. For residents to have quick access to a rail network allowing them an easy commute to Toowoomba, Ipswich or Brisbane would be a giant leap forward for the future development and liveability of the region.

Our forward planning on opportunities for the region positioned us to engage successfully with the Queensland and Australian Governments to secure funding for various infrastructure projects. This included securing funding for the much-anticipated Fairways Park in the Hatton Vale-Kensington Grove areas. This will be a new regional level park and I am very excited to bring this project into fruition.

#### **ACKNOWLEDGEMENT**

It is fair to say 2019-20 delivered more challenges than any of us thought possible including bushfires, drought and a pandemic on top of a local government election.

In March 2020, I was joined by returning Councillors Cr Jason Cook, Cr Michael Hagan, Cr Janice Holstein, Cr Rick Vela, Cr Chris Wilson and newcomer Cr Brett Qualischefski. As your newly elected members we are committed to providing strong leadership through the uncertainty of the years ahead.

I would like to thank Council CEO, Ian Church, and the committed staff of Council who work tirelessly towards making the Lockyer Valley a better place to live, work and play. I was pleased to see the high levels of engagement of staff in the Organisational Effectiveness Review in 2019. This review has resulted in a far more streamlined and connected organisation allowing us to deliver outcomes and activities more effectively into the future.

Together with my fellow Councillors, I am committed to seeking opportunities and improvements for our community and our region. We will continue to collaborate and engage in positive conversations with stakeholders to drive the Lockyer Valley region forward.



Cr Tanya Milligan MAYOR

Community Engagement and Development; Media and Communications; Disaster Management; Economic Development



#### MESSAGE FROM THE CHIEF EXECUTIVE OFFICER

The commitment of Lockyer Valley Regional Council employees to our community never ceases to amaze me. Every achievement highlighted in this Annual Report demonstrates how our employees proudly play their part in shaping the future of our region.

#### **OUR CUSTOMERS AND COMMUNITY**

As with most other businesses, COVID-19 had a major impact on how we interacted with our customers and members of the community. I am proud to say we were able to keep disruption to a minimum by implementing a comprehensive Business Continuity Plan. For example, customer service employees worked from home in a virtual customer contact centre and our libraries moved to a "click and deliver" mode of operation so customers could still choose their favourite books and have them delivered. Our employees maintained business as usual as far as possible with other stakeholders utilising technology via on-line meetings.

Before COVID-19 restrictions came into effect, Council continued its commitment to community engagement by completing the Gatton Showgrounds Master Plan; implementing the Lockyer Valley Events Strategy Action Plan; identifying industry skills and workforce gaps through delivery of the Regional Skills Investment Strategy; commencing the draft Natural Resource Management and Biosecurity Plans and continuing development of the new Lockyer Valley Regional Council Planning Scheme. Council recognised the importance of community and sporting groups in our regions by providing them with direct financial assistance in the amount of \$270 251, along with the provision of significant in-kind support.

#### **ADVOCACY**

Throughout the year, Council actively lobbied Government for improved services to our region, including mitigating the adverse impacts of the Inland Rail Freight project. Council successfully lobbied the Australian Government to prepare a business case for job creation projects associated with Inland Rail and was instrumental in forming the Toowoomba to Brisbane Passenger Rail Alliance to lobby for passenger rail between the two cities.

Council continued to engage with the Queensland Government for a new hospital and improved health services within our region, as well as continued membership of the Council of Mayors South East Queensland (COMSEQ) to ensure the Lockyer region benefits from projects initiated by COMSEQ, such as Resilient Rivers.

Council continued its important work with the Lockyer and Somerset Water Collaborative to augment water supply for Lockyer and Somerset farmers.

#### **OUR EMPLOYEES**

During the year, Council embarked upon an Organisational Effectiveness Review (OER) to identify the desired organisational culture and map a pathway to achieve it. Workshops were held with employees and 86% of Council's workforce attended and contributed to the recommendations for achieving our desired culture. The first recommendation was to realign the organisational structure and stage one of this was achieved when Council adopted a new structure on 22 January 2020. Council's desired culture will have a strong focus on leadership and people with Our Corporate Values as the building blocks by which we shape behaviour.

#### **OUR FINANCIAL FUTURE**

Despite the adverse impacts of the COVID-19 pandemic on Council's revenue streams for the 2019-2020 financial year, Council achieved an operating surplus of \$0.83M. This was in large part due to the effective management of expenditure. As a result, Council continues to lay the foundations for a strong long-term financial future with an operating surplus budgeted for the 2020-2021 financial year and positive financial sustainability ratios predicted in the Long Term Financial Plan. Council's debt level at 30 June 2020 was \$23.07M, down from \$24.51M at the same time in the prior year.

During the year Council made the decision to close the Staging Post Café and Function Centre. The Centre was closed during the COVID-19 Pandemic as required by Queensland Government restrictions and Council made the decision not to reopen it in its current form.

#### **ACKNOWLEDGEMENT**

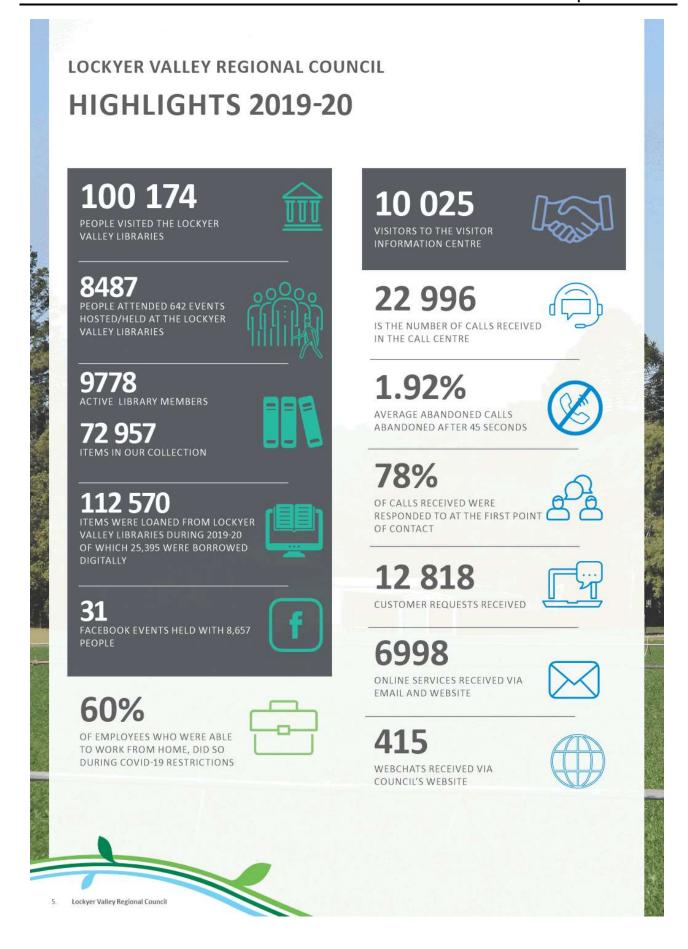
I would like to congratulate the Mayor, Tanya Milligan, and Councillors who were re-elected at the 28 March 2020 Council election. I would also like to take this opportunity to welcome the newly elected Cr Brett Qualischefski. My sincere thanks to the Mayor, Tanya Milligan, and Councillors for their leadership throughout what was a difficult year. With your support we moved further towards developing an organisation focused on providing outstanding service to our community.

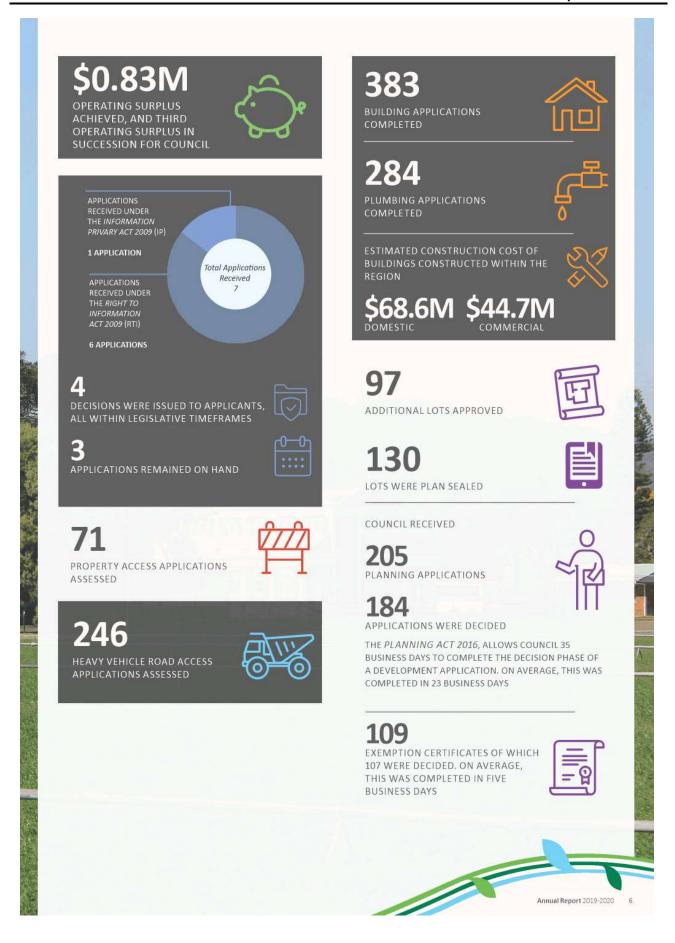


I also thank the committed employees of Council who dedicate themselves to improving the liveability of the region for our residents, both present and future.

lan Church Chief Executive Officer











# COUNCILLORS AND THEIR PORTFOLIOS

Lockyer Valley Regional Council, comprising the Mayor and six Councillors, is the elected body responsible for the good governance of Lockyer Valley Regional Council. They are democratically elected and accountable to their community for the decisions they make and the services they provide. Their role also includes responsibilities such as providing quality leadership to the community, participating in Council meetings; developing policy and making decisions in the interests of the whole community. Each Councillor has responsibility for a portfolio which aligned with their interests and strengths.

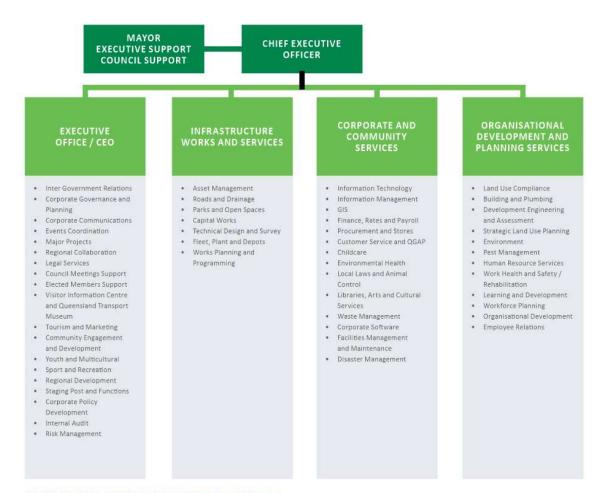






#### **ORGANISATIONAL STRUCTURE**

1 JULY 2019 TO 21 JANUARY 2020



#### **EXECUTIVE LEADERSHIP TEAM**



lan Church
Chief Executive Officer



Angelo Casagrande Executive Manager Infrastructure Works and Services



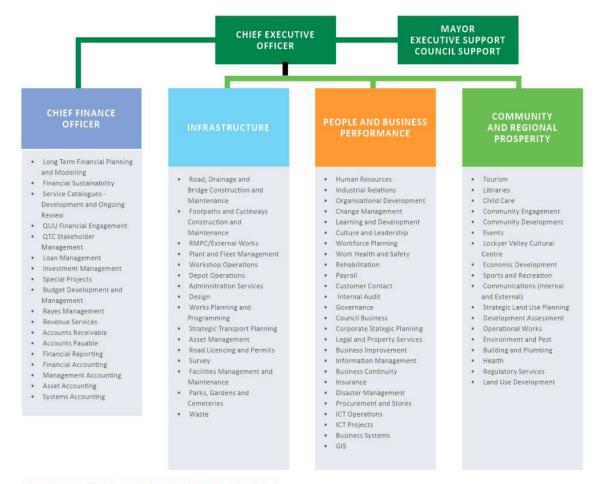
David Lewis
Executive Manager
Corporate and
Community Services



Dan McPherson Executive Manager Organisational Development and Planning Services



#### 22 JANUARY 2020 TO 30 JUNE 2020



#### **EXECUTIVE LEADERSHIP TEAM**



Ian Church
Chief Executive Officer



Angelo Casagrande Group Manager -Infrastructure



Anna Hebron Group Manager -People and Business Performance



Amanda Pugh Group Manager -Community and Regional Prosperity



### **EMPLOYEES**

#### **VALUES-BASED BEHAVIOUR**

In order to take Council's Values to the next level and further strengthen the foundation of Council's culture, the top collective values-based behaviours were launched across the organisation. The overall purpose of this project was to develop common language around the behaviours employees wanted to see in one another. Following the official launch, these values-based behaviours were further embedded into the organisation by:

- creating a visual display of Our Values and valuesbased behaviours at all Council work locations;
- including the values-based behaviours in our position descriptions and recruitment campaigns; and
- releasing a series of videos of employees explaining the importance of values-based behaviours and how they live them in their day to day work activities.

#### **ORGANISATIONAL EFFECTIVENESS REVIEW**

Council embarked upon an Organisational Effectiveness Review (OER) to understand how Council's services, functions and business units fit together; and to identify suggestions for improving the way that Council does business. The first stage of the OER involved the consolidation of Our Corporate Values and the development and implementation of behavioural statements to accompany each Value. This resulted in "I" statements being developed to guide the employee behaviour required to demonstrate each Value.

Council then undertook a pilot engagement and information gathering workshop with its Corporate Leadership Team (CLT), with the express purpose of informing the phases of the OER, including the desired culture. During this process, a leadership position description which outlines the skills and capabilities required by leaders at Council was also developed with the position description used as the basis for leadership conversations between Council's Executive Leadership Team (ELT) and their respective direct reports. These conversations resulted in the identification of any skill gaps and creation of a development plan.

The next stage involved OER workshops with all employees. Approximately 300 employees or 86% of Council's workforce, attended the workshops and provided input into the OER process. Specifically, this input was focused on culture, hot spots and values. Hot spots were identified as what is not working well in the organisation and included a variety of functions such as communication, asset management and project management. The workshops were run by an

external facilitator and provided valuable input into the OER process. A formal report was provided, including twenty-two recommended strategies for improving organisational effectiveness.

Of the 22 suggested strategies to improve organisational effectiveness, one was to realign functions within the organisation; partly as a response to the identification of hot spots. This strategy has been actioned with significant consultation undertaken with individuals and groups as well as Council's Joint Consultative Committee (JCC).

Other top priority strategies as identified by the ELT include the creation of an internal communications strategy; implementation of performance conversations and regular employee surveys.

#### SAFETY AND WELLBEING

Council aligned its Safety Management System, SafePlan, to the Australian Standard for Occupational Health and Safety Management Systems to ensure its continuous improvement. The performance of SafePlan is monitored and measured through an independent audit process which provides guidance to our Safety Management Plan (SMP) which drives the direction of Work Health and Safety (WHS) within Council. The SMP is developed each year to set annual objectives and targets based on analysis of summary reports of hazards, risk assessment, incidents/injuries and audit results. A key objective of the SMP achieved this year was to maintain the recognition of responsibility for the contractors engaged by Council by commencing the integration of WHS considerations into all stages of the contractor engagement process. CLT continues to demonstrate they are actively involved in WHS, taking proactive steps to provide a safe and healthy workplace through consultation with employees, provision of resources and participation in inspections. Council's Wellbeing Committee continued promotion of the importance of maintaining health and wellbeing has seen an increase in employees participation in initiatives such as skin, blood sugar, blood pressure checks and the flu vaccination program.





#### **EMPLOYEES AT A GLANCE**

As at 30 June 2020, Council employed a total of 335 employees. The following table identifies the breakdown of full time equivalent (FTE) positions by employment type as at 30 June 2020 (excluding vacant positions).

EMPLOYMENT TYPE	HEADCOUNT	FTE NUMBER AT 30 JUNE
Permanent full-time	220	220.00
Permanent part-time	30	20.46
Temporary contract of service full-time	22	22.00
Temporary contract of service part-time	3	2.11
Contract of service	25	24.89
Casual (based on hours worked)	35	11.35
TOTAL	335	300.81



#### **EXECUTIVE LEADERSHIP TEAM**

The total remuneration packages for senior executives including base salary, vehicle allowance and superannuation for 2019-20 was \$1 043 745.39.



REMUNERATION RANGE	NUMBER OF EXECUTIVE LEADERSHIP TEAM PAID
\$200,000 - \$300,000	3
\$300,000 - \$400,000	1



## COMMUNITY FINANCIAL REPORT

# WHAT IS A COMMUNITY FINANCIAL REPORT?

The Community Financial Report is a simplified version of Council's official Financial Statements (pg 43).

As Financial Statements are often difficult for people other than accountants to understand, the Community Financial Report simplifies the Statements so everyone can get a better understanding of Council's financial position.

Each report in Council's Financial Statements provides information on a specific aspect of our performance and collectively provides a detailed profile on the financial performance of Council.

Council's Financial Statements consists of the following five key elements:

The **Statement of Comprehensive Income** measures how Council performed in relation to income and expenses during the financial year. This statement illustrates how money received from Council operations is spent.

The **Statement of Financial Position** measures what we own (our assets) and what we owe (our liabilities) and our net worth (equity) at the end of the financial year.

The **Statement of Changes in Equity** measures the changes in our net wealth and shows the movements in our retained earnings, reserves and asset revaluation surplus.

The **Statement of Cash Flows** outlines how much cash was received and spent throughout the year and whether or not Council is spending more than it is receiving. The closing balance reflects how much cash Council had at the end of the financial year.

The **Notes to the Financial Statements** provide a more detailed breakdown of the information contained in the individual statements.

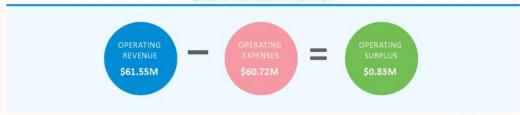




#### SUMMARY OF KEY RESULTS

Council continued to deliver its program of core services to the community while consolidating its base to maintain financial sustainability during uncertain economic circumstances. The results for the current year include the achievement of an operating surplus and completion of a significant capital works program. Despite the recent difficult times from the COVID-19 pandemic, this is Council's fourth annual consecutive surplus.

#### **2020 OPERATING RESULT**



#### 2020 FINANCIAL POSITION



#### **CASH FLOWS 2020**

# \$13.18M NET CASH INFLOW FROM OPERATIONS (\$4.04M) NET CASH OUTFLOW FOR CAPITAL (\$1.44M) NET CASH OUTFLOW FOR DEBT PAYMENTS \$26.31M CASH AT END OF YEAR

These results can be highlighted through the following:

- Achievement of an operating surplus for the fourth consecutive year.
- Significant operational expenditures (excluding depreciation):
  - \$14.65 million on roads, drains, bridges, and associated transport infrastructure.
  - \$7.34 million on community facilities, sports grounds, parks and cemeteries.
  - \$7.41 million on health, waste and regulatory services.
  - \$6.21 million on economic development, tourism and community services.

#### **FINANCIAL SUSTAINABILITY RATIOS**

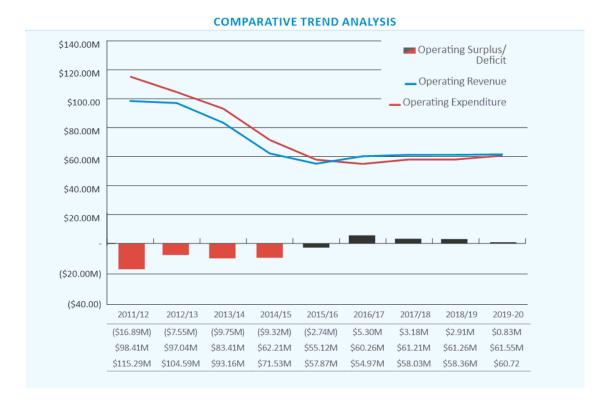
Operating Surplus	Financial Liabilities	Asset Sustainability
1.35%	61.78%	76.53%
Target 0 - 10%	Target < 60%	Target > 90%

- Completion of \$13.25 million in capital works including \$8.71 million on roads, drains and bridge infrastructure, \$1.10 million on plant and other equipment, \$2.62 million on parks, waste and other facilities, with the remainder spent on disaster management, planning and flood studies and ICT systems.
- Maintenance of adequate cash balances to provide flexibility in the future.

Annual Report 2019-2020

#### STATEMENT OF COMPREHENSIVE INCOME

The Statement of Comprehensive Income measures how Council performed in relation to income and expenses during the financial year. This statement illustrates how money received from Council operations is spent.



For the 2019-20 financial year, Council budgeted for an operating surplus of \$0.41 million and the slight increase in the surplus is a result of additional grant revenue, additional development fees and less expenditure through materials and services than forecast. This is offset by lower than expected rates and sales revenue and higher than budgeted employee costs because of adjustments to provisions.

These movements have delivered a slightly higher than expected surplus of \$0.83 million.

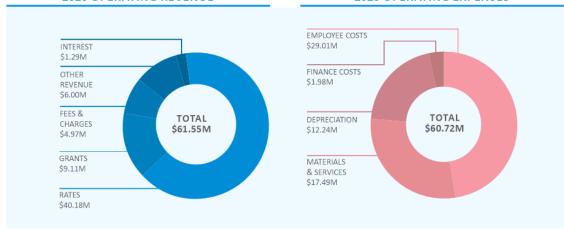
The achievement of the fourth operating surplus in a row indicates that the long-term sustainability of the organisation continues to remain on track to achieve Council's long-term financial goals, despite the difficult times faced across the world through the COVID-19 pandemic. It shows Council's continued commitment to operating within its means, providing stability for its future financial and operational sustainability and an improved ability to withstand unexpected financial shocks.

The COVID-19 pandemic has presented economic challenges for the Lockyer Valley community. There remains considerable uncertainty around the potential economic implications of the COVID-19 pandemic, however, the economic shock is likely to continue to impact on consumer confidence, people's ability to work and business cash flow. The financial forecast for the 2019-2020 year was impacted by the economic impacts of the COVID-19 pandemic, with forecasts reviewed to reflect the changes identified and financial relief measures provided and proposed. Council will continue to place increased focus on managing finances through the current difficult and uncertain times to ensure the continued provision of core services to our community.



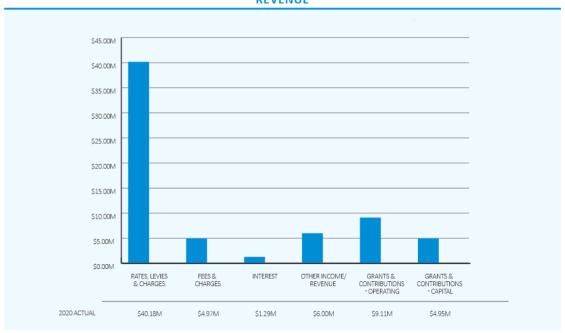


#### **2020 OPERATING EXPENSES**



## REVENUE SOURCES - WHERE DOES THE MONEY COME FROM?

#### REVENUE



For the 2019-20 financial year, Council received \$61.55 million in operating revenue and \$4.95 million in capital revenue.

While revenue from rates and charges is the main source of income, revenue exceeded budget forecast in fees and charges with payments received towards the end of the financial year for development applications. Increased operating grants also contributed to the increase in revenue while the investment in Queensland Urban Utilities (QUU) continued to provide strong returns with Council's share of profit supplemented by interest on the shareholder loan and

payments for income tax equivalents required under National Competition Policy.

Capital revenues include grants and subsidies from the Queensland and Australian Governments for the construction of assets as well as the value of assets contributed to Council from developers in the form of roads and stormwater drainage. For 2019-20 the contributed assets totalled \$1.62 million.



# EXPENDITURE - WHERE DOES THE MONEY GO?

Council incurs both operating and capital expenditure in the provision of services to our local community.

During the 2019-20 financial year, total operational expenditure increased by \$2.36 million or 3.89% on the prior year. Employee costs have increased due to adjustments to the mix of operating and capital works, the inclusion of a provision for the implementation of the organisational restructure based on the recommendations of the Organisational Effectiveness Review, as well as the annual enterprise bargaining increase. Materials and services have decreased through reduced expenditure for consultants and repairs and maintenance costs compared to the prior year as well as the temporary closure of facilities during the COVID-19 pandemic. Further savings have been identified through the closure of the Staging Post Café and Lake Apex Conference Centre.

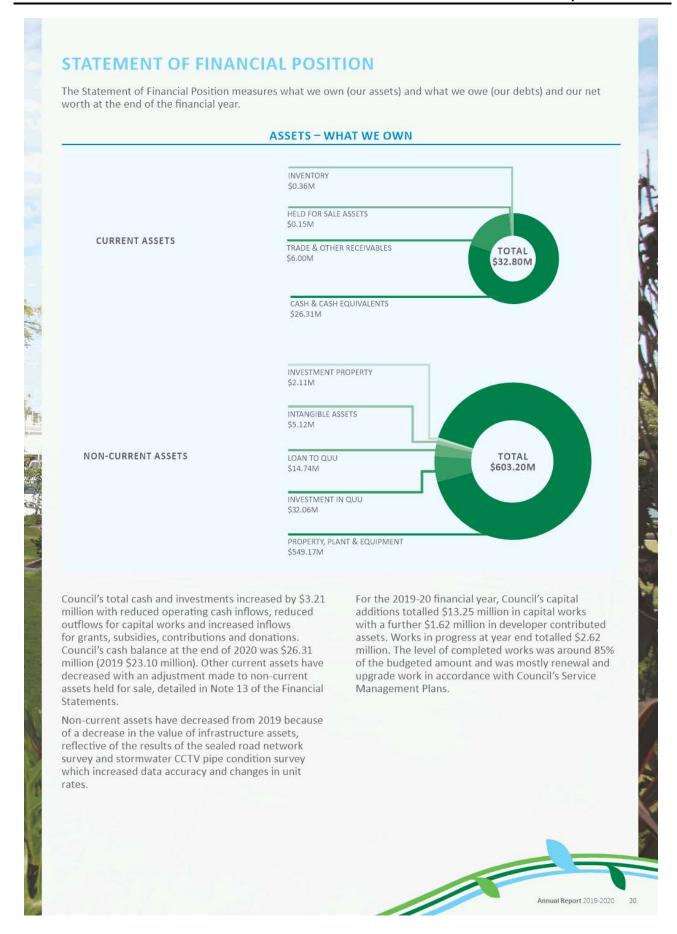
Depreciation continues to be a significant cost and is constantly under review through the asset revaluation process.

#### **EXPENSES BY SERVICE**



The largest category of Council's operational expenditure is on roads, drains, and bridges which accounts for 30% of the total expenditure. A further 18% is spent on maintaining community facilities, buildings, parks and libraries.

Lockyer Valley Regional Council



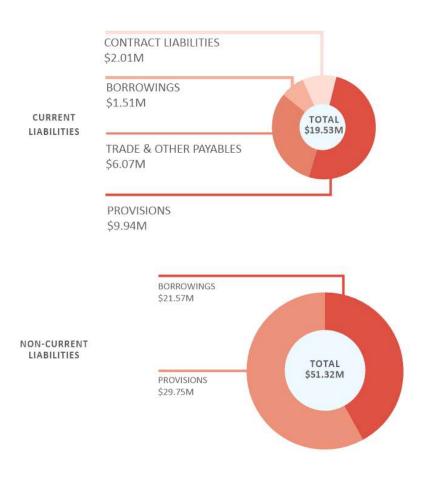
#### LIABILITIES - WHAT WE OWE

Lockyer Valley Regional Council

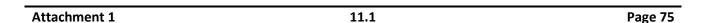
21.

During the 2019-20 financial year, our liabilities increased by a net amount of \$2.72 million or 3.98% mainly because of the inclusion of contract liabilities and increase to provisions. The increase to provisions was to account for costs associated with the Organisational Effectiveness Review and structure realignment as well as additional annual leave and leave loading provisions. There was also a slight increase in Council's provision for refuse restoration.

Council's largest liability continues to be the provisions for the rehabilitation of land fill and quarry sites across the region in accordance with environmental requirements. These provisions are generated to recognise the estimated future costs of restoring and maintaining Council's quarries and landfills throughout the region and are reviewed and adjusted annually.







#### **OUR DEBT**

Like most other Local Government Authorities throughout Australia, Council utilises loan borrowing to fund the construction of new infrastructure to service the needs of our growing community.

Council's debt policy is based on sound financial management practices with borrowings restricted as follows:

- Council will not utilise loan funds to finance operational activities
- Council will endeavour to fund all capital renewal works from operating cash flows and borrow only for new or upgrade projects.

During 2019-20 Council did not borrow any new funds and made repayments of \$1.42 million.

At 30 June 2020 the amount of debt was 3.63% of Council's total assets.

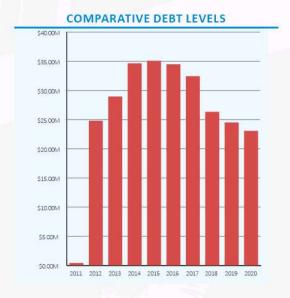
## STATEMENT OF CHANGES IN EQUITY

The Statement of Changes in Equity measures the changes in our net wealth and shows the movements in our retained earnings, reserves and asset revaluation surplus.

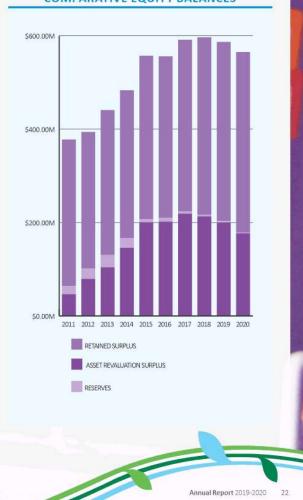
In the 2019-20 financial year, our net worth decreased by \$21.54 million or 3.67% with the main contributors being decreases of \$22.93 million in our asset revaluation surplus and an adjustment on initial application of accounting standards AASB15 / AASB 1058 of \$2.23 million, being offset by the net result for the year of \$3.62 million. The decrease in the asset revaluation surplus is due to the revaluation of infrastructure assets identified in the above section on Assets.

The market that assets are transacted and/or valued in is being impacted by the uncertainty the COVID-19 pandemic has caused. The current market uncertainty means that the impacts on sale prices and volumes will remain unknown until the market has stabilised however, based on currently available information, there is no material change observable in the asset values provided.

At the end of the year Council's equity balance is \$565.17 million.



#### **COMPARATIVE EQUITY BALANCES**



### STATEMENT OF CASH FLOWS

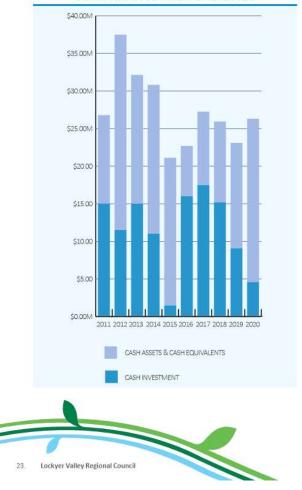
This statement outlines how we received and spent cash throughout the year. The closing balance reflects how much cash Council had at year end.

Council generated a net amount of \$13.18 million from its operating activities which relates to payments received from customers, investment revenues including interest and non-capital grants and contributions, less the payments to employees and suppliers and interest on Council's loans.

In conjunction with the proceeds of the disposal of assets, capital grants, and other investment distributions, the cash generated from operating activities was used in the purchase of assets such as property, plant and equipment, and principal repayments off Council's debt.

At 30 June 2020, Council's total cash balance was \$26.31 million which, taking in to account Council's cash investments, was a net increase in cash of \$3.21 million during the 2019-20 financial year. The closing cash balance was higher than forecast due to the prepayment of grant funds made available to Council from Queensland and Australian Government support.

#### **COMPARATIVE CASH BALANCES**





#### FINANCIAL SUSTAINABILITY RATIOS

Section 178 (1) of the *Local Government Regulation 2012*, requires Council to calculate and disclose financial sustainability indicators. The ratios and targets are sourced from the Financial Management (Sustainability) Guideline issued by the Department of Local Government, Racing and Multicultural Affairs.

Council's performance as at 30 June 2020 against these measures is shown in the following table.

RATIO	EXPLANATION	CALCULATION	TARGET	2020	TARGET MET	COMMENT
Operating surplus ratio	Measures the extent to which revenues raised cover operational	Operating Surplus (Net result excluding all	Between 0% and 10%	1.35%	<b>√</b>	This ratio is within the target range as operating revenues have exceeded operating expenditures.
	expenses only or are available for capital funding purposes or other purposes.	capital items) divided by total operating revenue (excluding capital items).				Higher than expected government grants, increases in revenues and reductions in expenditure has contributed to the higher than expected result.
Asset sustainability ratio	This ratio reflects the extent to which infrastructure assets managed by Council are being replaced as they reach the end of their useful lives.	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense.	>90%	76.53%	×	This ratio is under the target amount due a reduced capital program for the financial year and grant funded new and upgrade projects impacting the deliverable works. Council continues to place focus and commitment on renewal capital works and Asset Management Plans.
Net financial liabilities ratio	Measures the extent to which net financial liabilities of Council can be repaid from operating revenue.	Total liabilities less current assets divided by total operating revenue.	< 60%	61.78%	×	This ratio has remained just outside the target which is consistent with the forecast result in the 2019-20 budget.  This ratio has been impacted by the inclusion of contract assets and liabilities offsetting the improved closing cash

The long term financial forecast shows surpluses for the coming 10 years as well as significant improvements in the net financial liabilities ratio. The forecast for the Asset Sustainability Ratio are derived from the adopted Service Management Plans for each asset class. While the forecast shows that there will be years when the ratio is lower than the target level, the average ratio over the life of the forecast meets the threshold set by the Department of Local Government, Racing and Multicultural Affairs.

#### CONCLUSION

The results for the 2019-20 financial year shows Council has continued to deliver on its promise to achieve operating surpluses, despite the difficult times faced through the COVID-19 pandemic. The high level of completed capital works and a clear focus on renewing existing assets is further evidence of Council's determination to achieve a financially sustainable future.

Annual Report 2019-2020

# **DELIVERING THE OPERATIONAL PLAN 2019-20**

#### 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.

#### **CORPORATE PLAN 2017-2022 OUTCOMES**

#### 2019-20 PERFORMANCE

- 1.1 A community with fair and reasonable access to services.
- Participated in and hosted information sharing forums with key agencies to assist with improving labour hire compliance and backpacker safety in the region.
- Commenced the development of an engagement plan for users of the region's libraries.
- 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.
- Executed a management agreement with Swim Fit SEQ Pty Ltd for the Lockyer Valley Sports and Aquatic Centre and Dal Ryan Memorial Pool.
- Adopted a fully costed delivery plan for the region's parks and established a working group to implement the elements of the plan.
- Secured funding to improve recreational opportunities for the greater Hatton Vale community.
- Installed 'hublets' at the regions libraries to assist in improving self-service opportunities.
- Enhanced wellbeing and safety of the community.
- 71 % of historical building applications approval status determined.
- Commenced a review of the policy, procedure and memorandum of understanding for the management of the Closed-Circuit Television (CCTV) network.
- 1.4 Council seek to understand community needs, resulting in partnerships that realise long-term benefits for the community in a timely manner.
- A Masterplan for the Gatton Showgrounds completed, and prioritisation of projects commenced.
- Commenced identification of sporting and community groups arrangements for the use of Council-owned facilities throughout the region.
- 1.5 Events and activities that bring together and support greater connectivity in the community.
- Commenced implementation of the action plan of the Lockyer Valley Events Strategy.
- 1.6 The community's preparedness for disasters is improved through community education, training and strong partnerships between Council and other agencies.
- The Local Disaster Management Group was activated on multiple occasion during the 2019-20 financial year including bushfire activities and COVID-19 response.
- Delivered a range of disaster management training sessions in alignment with the Queensland Disaster Management Training.
- · Completion of the Get Ready Guide

25. Lockyer Valley Regional Council

#### LOCKYER BUSINESS FARMING AND LIVELIHOOD

**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.

#### CORPORATE PLAN 2017-2022 OUTCOMES

#### 2019-20 PERFORMANCE

- 2.1 Encourage opportunities for the Lockyer Valley to drive economic and community outcomes.
- Successfully achieved a fast-tracked Inland Rail Interface Improvement Project which will provide opportunities of economic benefit to the region from the Inland Rail Project.
- Commenced preparations of the detailed business case to advocate for improved water security and supply for the region.
- 2.2 Maximise opportunities through engagement and partnership with stakeholders to achieve a strong resilient economy.
- Attended and provided input to the Inland Rail Technical Working Group and User Interface Meetings to advocate for improvement opportunities and to mitigated impacts from the Inland Rail Project.
- Worked with key stakeholders such as Council of Mayors South East Queensland and the Local Government Association Queensland to advocate for improved economic outcomes for the region and mitigate the economic impacts of the COVID-19 pandemic.
- 2.3 Promote and market the Lockyer Valley as a destination for commerce, tourism and lifestyle.
- Commenced updating the Tourism Guide for the region.
- 2.4 Attract and Support Education and Employment Opportunities for the Community.
- Through the delivery of the Regional Skills Investment Strategy identified industry skills and workforce gaps, facilitated connections between businesses and schools and commenced the development of suitable training programs to assist bridging the identified gaps throughout the region.
- 2.5 Foster a flexible, supportive and inclusive business environment.
- Advocated to various proponents to facilitate development opportunities on the Gatton West Industrial Zone site.







Annual Report 2019-2020

20 2

#### LOCKYER NATURE Our natural assets are valued and protected to sustain our unique rural lifestyle. CORPORATE PLAN 2017-2022 OUTCOMES 2019-20 PERFORMANCE 3.1 Lockyer Valley's natural assets are managed, · Natural Resource Management Strategy developed and maintained and protected. adopted by Council. A draft Natural Resources Management Plan and a draft Biosecurity Plan developed prepared for community consultation. · A review of the Lockyer Catchment Action Plan commenced. Maintenance programs commenced for phases 1 and 2 of the Lockyer Creek sediment stabilisation project. 3.2 Council's policies and plans support Commenced the Lockyer Valley Local Floodplain environmentally sustainable development. Management Plan, Lockyer Valley Integrated Evacuation Route Planning and Lockyer Creek Hydrology Model update projects which will inform the regions strategic planning and disaster management requirements. · A draft framework for Environmental Offsets which will protect and enhance valuable habits and ecosystems and inform the Lockyer Valley Planning Scheme developed. · Completed a review the environmental data overlays for region to inform the Lockyer Valley Planning Scheme. · 7.9% increase in identified habitat land has been 3.3 Community and private landholders' stewardship of natural assets increases. included in the Land for Wildlife program. · A review of Council's environmental programs completed to enable improved opportunities for the community to deliver projects with positive environmental outcomes. 3.4 Locals and visitors experience our natural assets. · A joint Mountain Bike Escarpment Plan with Toowoomba Regional Council developed. Draft Nature Based Recreation Framework prepared for community consultation. 3.5 Council and the community actively reduce · Commenced the delivery of the identified actions of waste, recycle and reuse more. the Waste Reduction and Recycling Plan, including the reduction of operational hours for transfer stations throughout the region whilst continuing to meet the needs of the community. Scoping and design work commenced for the cell expansion at the Gatton Landfill. 3.6 Council and the community actively reduce · A review of small metered sites was conducted as part of consumption of non-renewable resources. a broader local government initiative. The initiative also includes commitment to a three year agreement with other Qld Local Governments. Lockyer Valley Regional Council

#### 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.

#### CORPORATE PLAN 2017-2022 OUTCOMES

#### 2019-20 PERFORMANCE

- 4.1 Growth and development in the region is sustainably managed through the adoption and implementation of the Lockyer Valley Planning Scheme.
- Commenced various studies to inform the redrafting of the Lockyer Valley Planning Scheme.
- 4.2 Provision of fit-for-purpose infrastructure which meets the current and future needs of the region
- Delivered within budget allocation the 2019-20 Black Spot Programme on roads within the region to aim in improve safety on these roads.
- Completed the Laidley Urban Street Upgrade program of works to improve the transport infrastructure and connectivity in Laidley township.
- Expanded the capacity of the Gatton Cemetery by completing stage 1 of the Cemetery Expansion project, Including increase burial options, internal road network and car parking infrastructure.
- Finalised an Asset Management Plan for Council's stormwater assets to inform future capital works programs.
- 4.3 A development assessment process that delivers quality development that is consistent with legislation, best practice and community expectations.
- Commenced implementation of the continuous improvement projects identified in the Development and Planning Continuous Improvement Action Plan.
- 4.4 Regional collaboration and targeted advocacy that drives external funding, for timely delivery of key infrastructure and enhanced community outcomes.
- Conducted reviews and provided feedback to the Australian Rail Track Corporation on project designs for the Inland Rail Project designs impacting on Council owned infrastructure.
- 4.5 An integrated approach to the planning of all communities that strengthens local identity and lifestyle.
- Draft Master Plan developed for the Gatton North Major Enterprise and Industrial Area and Plainland.







Annual Report 2019-2020

#### LOCKYER LEADERSHIP AND COUNCIL

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

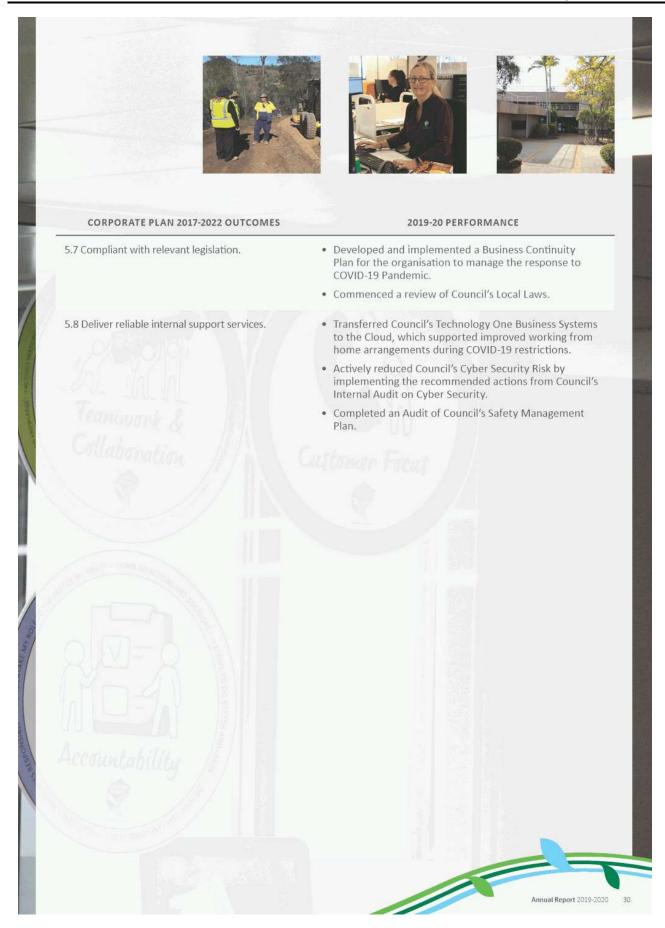
Lockyer Council: A well-managed, transparent and accountable organisation that gives the community confidence, demonstrates financial sustainability, where customers are satisfied with our services and our employees are proud to work.

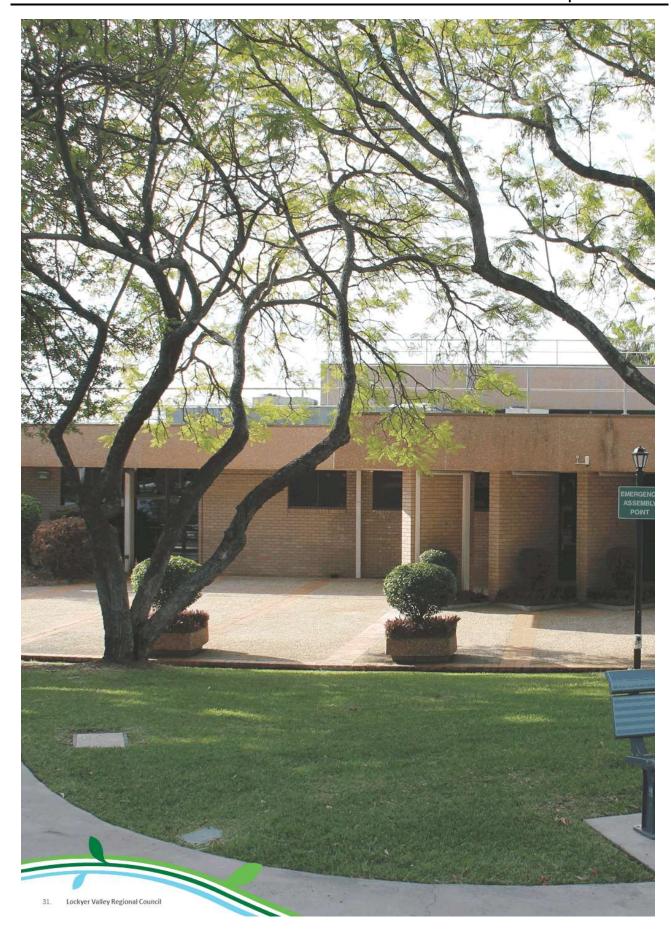
#### CORPORATE PLAN 2017-2022 OUTCOMES

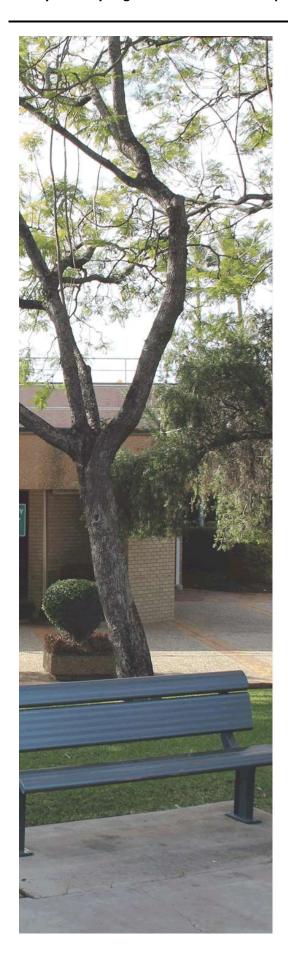
#### 2019-20 PERFORMANCE

- 5.1 Undertake robust and accountable financial, resource and infrastructure planning and management to ensure affordable and sustainable outcomes for our community.
- Continued to develop a Land Register to rationalise Council's land assets and associated facilities.
- Commenced a review of the operational arrangements for the Lockyer Valley Cultural Centre and Staging Post Café.
- Continued a review of all Council plant and fleet to ensure utilisation is maximised.
- A strategic review of Council's procurement process was conducted, and actions taken in response to the recommendations were commenced.
- 5.2 Excellence in customer service to our community.
- Council's Customer Service Strategy reviewed and updated.
- 5.3 Actively engage with the community to inform council decision making processes.
- Conducted meetings with the Lake Apex Advisory Committee.
- Completed a review of Council's advisory committees and external committee representation and implemented at the commencement of the new term of Council.
- Conducted public consultation and engagement activities on the Waste Reduction and Recycling Plan along with stage 1 of the Fairways Park recreational facility.
- 5.4 Commit to open and accountable governance to ensure community confidence and trust in council and our democratic values.
- Commenced a strategic review of Council's insurance function including the establishment of standards for third party claims.
- 5.5 Promote a values-based culture that appreciates and empowers its workforce.
- Utilised the Connected Council Progress Group to identify outcomes and initiatives to inform the Organisational Effectiveness Review.
- 5.6 Provide leadership and contemporary management systems that drive a coordinated and connected organisation.
- Completed an Organisational Effectiveness Review and realignment of Council's Organisational Structure to improve the organisations effectiveness and reduce inefficiencies.
- Completed a review and rationalisation of reporting to Council to aid in providing quality decision making.

29. Lockyer Valley Regional Council







# STATUTORY INFORMATION

#### BENEFICIAL ENTERPRISES

Council did not have any partnership arrangements, or conduct any business with beneficial enterprises under section 41 of the *Local Government Act 2009* during the 2019-20 financial year.

#### CONDUCT OF BUSINESS ACTIVITIES

Council did not conduct any business activities under section 43 of the *Local Government Act 2009* during the 2019-20 financial year.

### COMPETITIVE NEUTRALITY COMPLAINTS

Council did not receive any competitive neutrality complaints during the 2019-20 financial year.

#### PARTICULAR RESOLUTIONS

### RESOLUTIONS MADE DURING THE FINANCIAL YEAR UNDER SECTION 206(2):

In accordance with section 185(b) of the *Local Government Regulation 2012*, there were no resolutions made by Council during the 2019-20 financial year under section 206(2) setting the amount for each different type of non-current physical asset below which the value of an asset of the same type must be treated as an expense.

### RESOLUTIONS MADE DURING THE FINANCIAL YEAR UNDER SECTION 250(1):

In accordance with the section 185(b) of the *Local Government Regulation 2012*. The following resolution (resolution no 20-24/0029) was made by Council under section 250 (1) at its Ordinary Meeting held on 20 May 2020:

THAT Council adopt the following policies and guidelines as attached to these Minutes:

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



#### **COUNCILLORS**

#### **COUNCILLOR REMUNERATION**

As required under section 186(a) of the *Local Government Regulation 2012*, the table below outlines the total remuneration, including superannuation contributions, paid to each Councillor during the 2019-20 financial year.

Increases in remuneration for Councillors are automatically linked to respective increases to the remuneration levels of Queensland Members of the Legislative Assembly.

**Mayor:** \$130,532.31 **Deputy Mayor:** \$81,582.75 Councillor: \$69,344.46

NAME	REMUNERATION	ALLOWANCES	SUPERANNUATION	TOTAL
Cr Tanya Milligan (Mayor)	\$130,532.31	\$4,000.10	\$15,663.75	\$150,196.16
Cr Jason Cook (Deputy Mayor)	\$81,582.75	\$12,500.02	\$9,790.06	\$103,872.83
Cr Michael Hagan	\$69,344.46	\$12,500.02	\$8,321.14	\$90,165.62
Cr Janice Holstein	\$69,344.46	\$12,500.02	\$8,321.14	\$90,165.62
Cr Kathy McLean	\$56,003.71	\$10,096.17	\$6,720.29	\$72,820.17
Cr Brett Qualischefski	\$13,340.75	\$2,403.85	\$1,600.85	\$17,345.45
Cr Rick Vela	\$69,344.46	\$12,500.02	\$8,321.14	\$90,165.62
Cr Chris Wilson	\$69,344.46	\$12,500.02	\$8,321.14	\$90,165.62

#### **COUNCILLOR EXPENSES**

As required under section 186(b) of the *Local Government Regulation 2012* the table below outlines the expenses incurred by and the facilities provided to each councillor during the 2019-20 financial year.

NAME	PHONE AND ICT COSTS	MOTOR VEHICLES	TRAINING, CONFERENCES AND FUNCTIONS	TOTAL
Cr Tanya Milligan (Mayor)	\$601.24	\$9,969.25	\$3,239.29	\$13,809.78
Cr Jason Cook (Deputy Mayor)	\$599.88	-	\$2,066.30	\$2,666.18
Cr Michael Hagan	\$599.88	-	\$155.00	\$754.88
Cr Janice Holstein	\$600.56	-	\$625.33	\$1,225.89
Cr Kathy McLean	\$549.89	-	\$94.09	\$643.98
Cr Brett Qualischefski	\$164.70	-	-	\$164.70
Cr Rick Vela	\$401.93	-	\$1,375.59	\$1,777.52
Cr Chris Wilson	\$599.88	-	\$1,125.59	\$1,725.47



#### ATTENDANCE AT COUNCIL MEETINGS

As required under section 186(c) of the *Local Government Regulation 2012*, the table below details the number of local government meetings each Councillor attended during the 2019-20 financial year.

NAME	ORDINARY MEETINGS (19 HELD)	SPECIAL MEETINGS (4 HELD)	TOTAL
Cr Tanya Milligan (Mayor)	14	4	18
Cr Jason Cook (Deputy Mayor)	18	4	22
Cr Michael Hagan	19	4	23
Cr Janice Holstein	18	4	22
Cr Kathy McLean	16	0	16
Cr Brett Qualischefski	3	4	7
Cr Rick Vela	19	4	23
Cr Chris Wilson	19	4	23















#### ADMINISTRATIVE ACTION COMPLAINTS

Council is committed to dealing fairly with administrative action complaints by receiving, enabling, responding and reviewing customer complaints in a professional and cost-effective manner. By reviewing, reflecting and learning from the complaints, Council is able to improve services to the community.

The administrative action complaints that were received by Council in 2019-20 were either of a minor or negligible nature. Investigations were conducted, with a majority of the responses were provided within the identified timeframe.

Some of the common causes for complaints being submitted was the customer was not aware of all in the information in relation to their matter and further advice was provided as part of the outcome into the investigation of their complaint to assist with providing better understanding of Council's processes and practices, this also identified process and system improvements for the organisation. The complaints management system also identified some minor administrative failures during the 2019-20 financial year and in response to these thirteen recommendations for improvement were made. Six recommendations were completed as part of the investigation and response phase of the complaints process.

### ADMINISTRATIVE ACTION COMPLAINTS 2019-20 REPORTABLE ITEMS UNDER SECTION 187 OF THE

REPORTABLE ITEM	NUMBER
Number of administrative action complaints received	13
Number of administrative action complaints resolved (completed)	11
Number of complaints still in progress/unresolved	7
Number of administrative action complaints not resolved (completed) by Council that were made in the previous financial year (2018/19)	1



## RECORD OF COUNCILLOR CONDUCT AND PERFORMANCE COMPLAINTS

Under section 150P(2)(a) of the *Local Government Act 2009*, one complaint was referred to the Office of the Independent Assessor. Under section 150W of the *Local Government Act 2009*, the complaint was dismissed by the Officer of the Independent Assessor.

SECTION OF LGA	TYPE OF ORDER/COMPLAINT	NUMBER
1501 (2)	Orders made about unsuitable meeting conduct	0
150AH (1)	Orders made for inappropriate conduct	0
150AR (1)	Decisions, order and recommendations made*	0
150P (2)(a)	Complaints referred to the assessor by Council, a Councillor and the Chief Executive Officer	1
150P (3)	Complaints referred to the Crime and Corruption Commission	0
150R (2)	Notices Issued	0
150S (2)(a)	Notice Issued	0
150W (a)	Decisions made	1
150AC (3)(a)	Referral notices accompanied by a recommendation from the assessor	0
150AF (4)(a)	Occasions information was given	0
Chapter 5A, part 3 division 5	Occasions the local government asked another entity to investigate the suspected inappropriate conduct of a councillor	0
150AJ (1)	Applications heard by the conduct tribunal about the alleged misconduct of a councillor	0

#### **OVERSEAS TRAVEL**

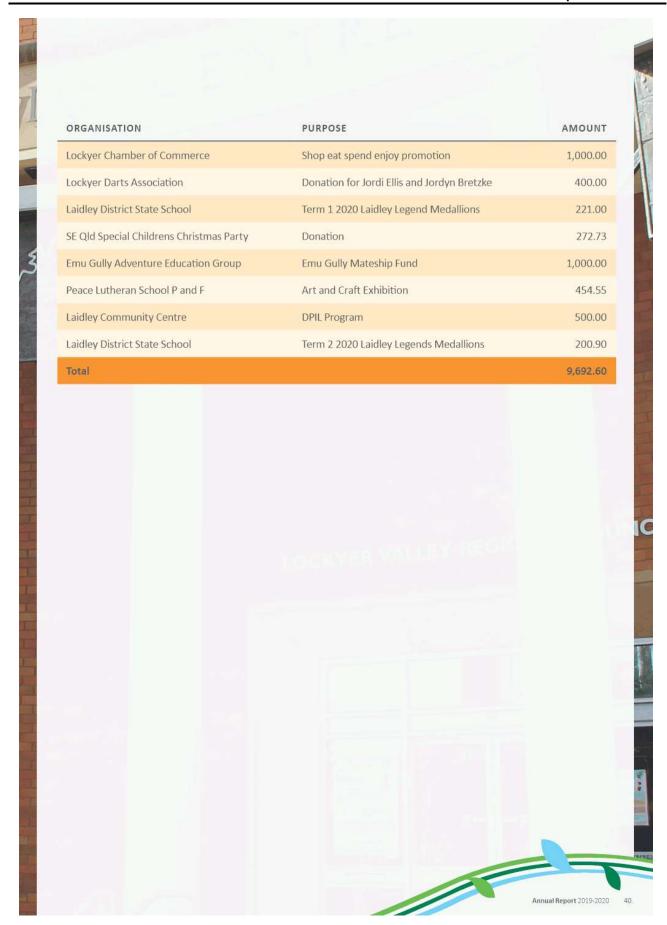
Section 188 of the *Local Government Regulation 2012* requires the disclosure of information relating to the overseas travel of both elected members and Council. No overseas travel was undertaken by a Councillor or Council employee during the 2019-20 financial year.



#### **GRANTS TO COMMUNITY ORGANISATIONS** The following grants were made to community organisations under Council's Community Grants and Assistance Policy and Procedure. ORGANISATION PURPOSE AMOUNT ROUND 1 \$3,100.00 **Gatton Campdraft Association Grantham Project** Gatton Fordsdale Cricket Club Water harvesting for cricket wicket \$4,000.00 Gatton Soccer Club \$3,500.00 Spectator seating Glenore Grove Cricket Club Grounds & cricket pitch improvements \$4,000.00 Hatton Vale State School P&C Building community with BBQ's \$4,000.00 Laidley Golf Club Purchase a new refrigerator \$1,854.00 Lockyer Valley Netball Association Purchase canteen equipment \$3,040.00 Lockyer Riding for Disabled Shade and Trees \$3,000.00 Returned & Services League of Australia (Queensland Floor coverings \$3,500.00 Branch) Laidley Sub-Branch Inc. Returned & Services League of Australia (Queensland LED lighting system \$4,000.00 Branch) Helidon Sub-Branch Inc. Spirit of the Valley Events \$3,998.80 Entertainment and stage equipment ROUND 2 (DROUGHT FUNDING) Gatton District Historical Society Valley Vibe Arts Festival 2020 \$4,000.00 Water Harvesting 2 for the purpose of watering Gatton Fordsdale Cricket Club \$4,000.00 cricket wickets Gatton Rugby League Football Club \$4,000.00 Water and Time saving for canteen **Gatton Scout Group** Update of Water Management Scheme \$4,000.00 Laidley Agricultural and Industrial Society Water Tank \$4,000.00 Laidley District Cricket Club Inc. Painting of Sight Screen \$3,080.00 Lockyer Valley Riding for the Disabled Tank For Water Storage & Pump \$2,500.00 Southern Lockyer Junior Cricket Club Clubhouse security \$3,764.00 Withcott Pony Club Inc. Renewal of Lease \$3,603.00 Lockyer Valley Regional Council

Gatton Lapidary Club		Event	Equipment	\$3,700.00
			cement of Meet Timing Equipment	\$3,700.00
Gatton Swimming Club				
Hatton Vale Community Uniting Church	1		onditioning	\$3,700.0
Lake Clarendon State School P&C			d Water Station	\$2,250.0
Lockyer Equestrian Group		Porta	ble Shade Structures	\$2,050.0
Lockyer Valley Community Activities Sh	ned	Office	e Equipment	\$2,300.0
Mulgowie Public Hall Association		Porta	ble Sound	\$1,205.0
Weight Support Group Laidley		21st (	Century Update	\$3,304.0
Withcott Football Club		Field I	Irrigation	\$3,700.0
		тота	L	\$99,969.8
ORGANISATION	AMOUNT		ORGANISATION	AMOUNT
ORGANISATION  SPORTING GROUNDS ASSISTANCE	AMOUNT		ORGANISATION  PUBLIC HALLS ASSISTANCE	AMOUN
	\$5,000.00			25 cm 27 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
SPORTING GROUNDS ASSISTANCE	Section 2005 of the La		PUBLIC HALLS ASSISTANCE	\$1,700.00
SPORTING GROUNDS ASSISTANCE Withcott Soccer Club	\$5,000.00		PUBLIC HALLS ASSISTANCE Forest Hill School of Arts	\$1,700.00 \$1,700.00
SPORTING GROUNDS ASSISTANCE Withcott Soccer Club Cahill Park Sports Complex	\$5,000.00 \$80,645.00		PUBLIC HALLS ASSISTANCE Forest Hill School of Arts Blenheim	\$1,700.00 \$1,700.00 \$1,700.00
Withcott Soccer Club Cahill Park Sports Complex Gatton Soccer Club	\$5,000.00 \$80,645.00 \$4,000.00		PUBLIC HALLS ASSISTANCE  Forest Hill School of Arts  Blenheim  Glenore Grove	\$1,700.00 \$1,700.00 \$1,700.00 \$1,700.00
Withcott Soccer Club Cahill Park Sports Complex Gatton Soccer Club Laidley Cricket Club	\$5,000.00 \$80,645.00 \$4,000.00 \$12,500.00		PUBLIC HALLS ASSISTANCE  Forest Hill School of Arts  Blenheim  Glenore Grove  Lockyer Waters	\$1,700.00 \$1,700.00 \$1,700.00 \$1,700.00
SPORTING GROUNDS ASSISTANCE  Withcott Soccer Club  Cahill Park Sports Complex  Gatton Soccer Club  Laidley Cricket Club  Ropehill Community Sports Centre	\$5,000.00 \$80,645.00 \$4,000.00 \$12,500.00 \$16,725.00		Forest Hill School of Arts Blenheim Glenore Grove Lockyer Waters Ma Ma Creek	\$1,700.00 \$1,700.00 \$1,700.00 \$1,700.00 \$1,700.00
SPORTING GROUNDS ASSISTANCE  Withcott Soccer Club  Cahill Park Sports Complex  Gatton Soccer Club  Laidley Cricket Club  Ropehill Community Sports Centre	\$5,000.00 \$80,645.00 \$4,000.00 \$12,500.00 \$16,725.00		PUBLIC HALLS ASSISTANCE  Forest Hill School of Arts  Blenheim  Glenore Grove  Lockyer Waters  Ma Ma Creek  Fordsdale	\$1,700.00 \$1,700.00 \$1,700.00 \$1,700.00 \$1,700.00 \$1,700.00
SPORTING GROUNDS ASSISTANCE  Withcott Soccer Club  Cahill Park Sports Complex  Gatton Soccer Club  Laidley Cricket Club  Ropehill Community Sports Centre  TOTAL	\$5,000.00 \$80,645.00 \$4,000.00 \$12,500.00 \$16,725.00		PUBLIC HALLS ASSISTANCE  Forest Hill School of Arts  Blenheim  Glenore Grove  Lockyer Waters  Ma Ma Creek  Fordsdale  Junction View	\$1,700.00 \$1,700.00 \$1,700.00 \$1,700.00 \$1,700.00 \$1,700.00 \$1,700.00
SPORTING GROUNDS ASSISTANCE  Withcott Soccer Club  Cahill Park Sports Complex  Gatton Soccer Club  Laidley Cricket Club  Ropehill Community Sports Centre  TOTAL  SCHOOL CHAPLAINCY	\$5,000.00 \$80,645.00 \$4,000.00 \$12,500.00 \$16,725.00 <b>\$118,870.00</b>		Forest Hill School of Arts Blenheim Glenore Grove Lockyer Waters Ma Ma Creek Fordsdale Junction View Stockyard Creek	\$1,700.00 \$1,700.00 \$1,700.00 \$1,700.00 \$1,700.00 \$1,700.00 \$1,700.00
SPORTING GROUNDS ASSISTANCE  Withcott Soccer Club  Cahill Park Sports Complex  Gatton Soccer Club  Laidley Cricket Club  Ropehill Community Sports Centre  TOTAL  SCHOOL CHAPLAINCY  Gatton State School	\$5,000.00 \$80,645.00 \$4,000.00 \$12,500.00 \$16,725.00 \$118,870.00		Forest Hill School of Arts Blenheim Glenore Grove Lockyer Waters Ma Ma Creek Fordsdale Junction View Stockyard Creek Gatton Senior Citizens Centre	\$1,700.00 \$1,700.00 \$1,700.00 \$1,700.00 \$1,700.00 \$1,700.00 \$1,700.00 \$1,700.00 \$1,700.00

Laidley District State School		
Lamber of the order of the order	Term 2 2019 Laidley Legends Medallions	221.00
Standardbred Association Queensland	2019 SAQ Show Jumping Gala	250.00
St Mary's School Committee	Mayoral Donation Gala Evening	300.00
Our Lady of Good Counsel P and F	Mayoral Donation Towards 2019 School Fete	500.00
Gatton Bowls Club	Mayoral Donation for Tony Watson	200.00
Carinity Karinya Place	Mayoral Donation Carinity Karinya Place Seniors Night	500.00
Barden Produce	Evening for Shaun	250.00
Lockyer Valley Growers	Mayoral Donation to Support Horticultural BBQs	909.09
Lockyer Antique Motor Association	Mayoral Donation 2019 Tractor Trek	100.00
Gatton Lapidary Club - Leon Steinhardt (President)	\$50 Staging Post Voucher - 50th Anniversary	45.4
Mayoral Chaplaincy Dinner		946.64
Disability Action Week	Morning Tea	233.0
Lockyer Information and Neighbourhood Centre	Toy Hire	77.2
Lockyer District State High School	Sports Presentation Night	150.00
Laidley District State School	Term 3 2019 Laidley Legends Medallions	200.9
Grantham State School	Raffle Donations	103.2
Forest Hill Festivities Association Inc.	Mayoral Donation towards Forest Hill Festivities Face Painting	200.00
Australian Army Cadets	Hire of Toilet for Field Exercise	200.00
Laidley District State School	Term 4 2019 Laidley Legends Medallions	229.50
Lockyer Community Centre	Hire of toy for month of November for Council front foyer as requested by Mayor to promote the "Lockie's Toy Club"	27.20



#### **COMMERCIAL BUSINESS UNITS**

Council did not maintain any Commercial Business Units during the 2019-20 financial year.

## ACTION TAKEN INVOLVING SPECIAL ARRANGEMENTS

Council was not supplied with any services, facilities or activities by another local government under any agreements or joint activities and for which any special rates or charges were levied, during the 2019-20 financial year.

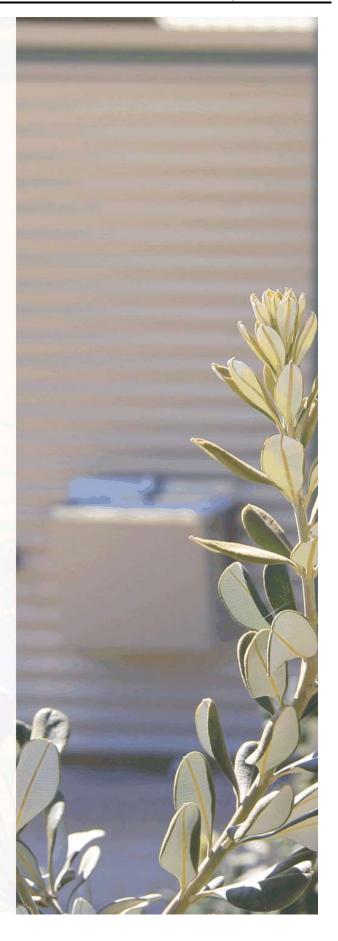
#### CHANGES TO TENDERS

Council did not issue invitations to change any tenders under section 228(7) of the *Local Government Regulation 2012* during the 2019-20 financial year.

### CONCESSIONS FOR RATES AND CHARGES GRANTED

Part 10 of the *Local Government Regulation 2012* provides Council with the ability to grant concessions to property owners in certain circumstances. For the 2019-20 financial year the following concessions were granted:

- For properties where the increase in 2019-20 General Rates from the amount of 2018-19 General Rates as a result of valuation changes is:
  - a. greater than or equal to five percent; and
  - b. greater than or equal to \$200.00.
- A Concession to be granted is a deferral of the due date to 7 October 2019 for the rates levied for the period 1 July 2019 to 31 December 2019.
  - Council resolve that the concession is granted as it is reasonably satisfied that payment of the rates and charges would cause financial hardship to the property owner.
- Laidley Golf Club periodic payment commitment and interest waiver until 31 December 2020.



41. Lockyer Valley Regional Council



#### REGISTERS MAINTAINED

Registers maintained by Council:

- Register of Councillor and Senior Management Interests
- Register of Related Parties
- · Register of Delegations by Council
- Register of Delegations by the Chief Executive Officer
- · Register of Roads
- · Register of General Charges and Regulatory Fees
- Register of Local Laws and Subordinate Local Laws
- Asset Register
- · Fraud and Corruption Allegation Register
- Loss Register
- · Land Record
- Lobbyist Register
- Key Corporate Risk Register
- · Audit Recommendations Register
- Policy Register
- Register of Infrastructure Charges Audits
- · Complaints Management System Register

#### INTERNAL AUDIT

Internal audit activities are performed by a qualified internal audit consultant on a wholly outsourced basis. For the 2019-20 financial year, O'Connor Marsden and Associates provided this service.

The Audit and Risk Management Committee endorsed an Internal Audit Plan at the 8 August 2019 meeting and the Plan was adopted by Council on 28 August 2019. Internal audit progress reports were presented to the Audit and Risk Management Committee meetings in August 2019, December 2019, February 2020 and June 2020.

Internal audit projects for the financial year included:

- · Project Management Framework Review
- · Legislative Compliance Review.

The internal audit progress report provided to the Audit and Risk Management Committee in June 2020 reviewed the performance of the work performed by Council's contracted Internal Auditor from July 2019 - June 2020 in accordance with section 207(3), Local Government Regulation 2012.

Annual Report 2019-2020



GENERAL PURPOSE FINANCIAL STATEMENTS for the year ended 30 June 2020

Our Mission: Lead, engage, empower.





#### General Purpose Financial Statements

for the year ended 30 June 2020

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#### Statement of Comprehensive Income

for the year ended 30 June 2020

	900000	2020	2019
	Notes	\$'000	\$'000
Income			
Revenue			
Recurrent revenue			
Rates, levies and charges	3a	40,179	39,748
Fees and charges	3b	4,967	5,410
Sales revenue		871	1,749
Grants, subsidies, contributions and donations	3c	9,107	6,748
Total recurrent revenue		55,124	53,655
Capital revenue			
Grants, subsidies, contributions and donations	Зс	4,298	4,731
Total capital revenue		4,298	4,731
Other income			
Rental income	19	380	317
Interest received		1,293	1,684
Profit from equity accounted investments	14	2,152	2,539
Other income	4	2,599	3,067
Capital income	5	655	190
Total other income		7,079	7,797
Total income		66,501	66,183
Expenses			
Recurrent expenses			
Employee benefits	6	29,012	25,349
Materials and services	7	17,486	19,118
Finance costs	8	1,983	1,718
Depreciation and amortisation:			
- Property, plant and equipment	16	11,296	11,239
- Intangible assets	17	943	933
Total recurrent expenses		60,720	58,357
Other expenses		1219124	0.000
Capital expenses	9	2,166	4,389
Total other expenses		2,166	4,389
Total expenses		62,886	62,746
Net result		3,615	3,437
Other comprehensive income			
Items that will not be reclassified to net result			
Increase/(decrease) in asset revaluation surplus	16	(22,925)	(13,127)
Total other comprehensive income for the year		(22,925)	(13,127)
Total comprehensive income for the year		(19,310)	(9,690)
The second secon			

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

The comparatives have not been restated on adoption of AASB 15 / 1058 and AASB 16 and therefore the comparative information is presented using the previous standards relating to revenue and leases.



page 2

#### Statement of Financial Position

as at 30 June 2020

		2020	2019
	Notes	\$'000	\$'000
ASSETS			
Current assets			
Cash and cash equivalents	10	26,309	23,103
Receivables	11	5,382	5,948
Inventories		363	377
Contract assets	18	116	
Other assets	12	504	499
Non-current assets held for sale	13	152	2,091
Total current assets		32,826	32,018
Non-current assets			
Receivables	11	14,735	14,735
Investments	14	32,056	31,340
Investment property	15	2,110	2,010
Property, plant and equipment	16	549,174	569,246
Intangible assets	17	5,120	5,493
Total non-current assets		603,195	622,824
TOTAL ASSETS		636,021	654,842
LIABILITIES			
Current liabilities			
Payables	20	6,071	6,112
Contract liabilities	18	2,016	50,000,000.00
Borrowings	21	1,506	1,435
Provisions	22	9,939	7,854
Total current liabilities		19,532	15,401
Non-current liabilities			
Borrowings	21	21,570	23,079
Provisions	22	29,748	29,655
Total non-current liabilities		51,318	52,734
TOTAL LIABILITIES		70,850	68,135
Net community assets		565,171	586,707
COMMUNITY EQUITY			
	23	176,991	199,916
Asset revaluation surplus	23	176,991 386,874	
COMMUNITY EQUITY Asset revaluation surplus Retained surplus/(deficiency) Reserves Total community equity	23		199,916 383,591 3,200

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

The comparatives have not been restated on adoption of AASB 15 / 1058 and AASB 16 and therefore the comparative information is presented using the previous standards relating to revenue and leases.



#### Statement of Changes in Equity

for the year ended 30 June 2020

		Asset			
		revaluation	Retained	Other	Total
		surplus	surplus	reserves	equity
	Notes	\$'000	\$'000	\$'000	\$'000
2020					
Balance as at 1 July 2019		199,916	383,591	3,200	586,707
Adjustment on initial application of AASB 15 / AASB 1058	29	_	(2,226)	-	(2,226)
Restated balance as at 1 July 2019		199,916	381,365	3,200	584,481
Net result			3,615		3,615
Other comprehensive income for the year					
- Increase/(decrease) in asset revaluation surplus	16	(22,925)	-	-	(22,925)
Other comprehensive income		(22,925)	-	-	(22,925)
Total comprehensive income for the year		(22,925)	3,615	-	(19,310)
Transfers to reserves		-	(1,306)	1,306	
Transfers from reserves		-	3,200	(3,200)	-
Balance as at 30 June 2020		176,991	386,874	1,306	565,171
2019					
Balance as at 1 July 2018		213,043	380,111	3,243	596,397
Net result		-	3,437	-	3,437
Other comprehensive income					
- Increase/(decrease) in asset revaluation surplus	16	(13,127)	-	-	(13,127)
Other comprehensive income		(13,127)	-	-	(13,127)
Total comprehensive income for the year		(13,127)	3,437	•	(9,690)
Transfers to reserves		-	(3,841)	3,841	
Transfers from reserves			3,884	(3,884)	
Balance as at 30 June 2019		199,916	383,591	3,200	586,707

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

The comparatives have not been restated on adoption of AASB 15 / 1058 and AASB 16 and therefore the comparative information is presented using the previous standards relating to revenue and leases.



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#### Statement of Cash Flows

for the year ended 30 June 2020

	Notes	2020 \$'000	2019 \$'000
On the first term of the second secon			
Cash flows from operating activities			
Receipts from customers		47,683	47,032
Payments to suppliers and employees		(47,493)	(46,243)
		190	789
Receipts:		101222	72 25223
Interest received		1,293	1,835
Rental income		380	317
Non capital grants and contributions		10,221	7,008
Other		2,368	6,055
Payments:			
Borrowing costs		(1,273)	(1,483)
Net cash flow - operating activities	27	13,179	14,521
Cash Flows from investing activities			
Receipts:			
Proceeds from sale of investment securities		4,500	6,100
Proceeds on disposal of land held for sale		1. <del>-</del>	585
Proceeds from sale of property, plant and equipment		386	420
Distributions received from joint ventures and associates		1,436	1,472
Grants, subsidies, contributions and donations		3,469	2,966
Payments:		-1	-13.53.0
Payments for property, plant and equipment		(13,256)	(19,784)
Payments for intangible assets		(570)	(1,204)
Fayinents for intaligible assets		22 36	0500 A
Net cash flow - investing activities		(4,035)	(9,445)
Cash flows from financing activities			
Payments:			
Repayment of borrowings		(1,438)	(1,816)
Net cash flow - financing activities		(1,438)	(1,816)
Net increase/(decrease) for the year		7,706	3,260
plus: cash and cash equivalents - beginning		14,003	10,743
Cash and cash equivalents - closing	10	21,709	14,003
Additional information:			
plus: investments on hand - end of year	10	4,600	9,100
Total cash, cash equivalents and investments		26,309	23,103
0 30			

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

The comparatives have not been restated on adoption of AASB 15 / 1058 and AASB 16 and therefore the comparative information is presented using the previous standards relating to revenue and leases.



#### Notes to the Financial Statements

for the year ended 30 June 2020

#### Note 1. Summary of Significant Accounting Policies

#### (1.a) Basis of preparation

The Lockyer Valley Regional Council is constituted under the Queensland *Local Government Act 2009* and is domiciled in Australia.

These general purpose financial statements are for the period 1 July 2019 to 30 June 2020. They are prepared in accordance with the *Local Government Act 2009* and the *Local Government Regulation* 2012.

These financial statements comply with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB). Council is a not-for-profit entity for financial reporting purposes and complies with Australian Accounting Standards as applicable to not-for-profit entities.

These financial statements have been prepared under the historical cost convention except for the revaluation of certain classes of property, plant and equipment and investment property.

#### (1.b) New and revised Accounting Standards adopted during the year

Lockyer Valley Regional Council adopted all standards which became mandatorily effective for annual reporting periods beginning on 1 July 2019. The standards which had an impact on reported position, performance and cash flows were those relating to revenue.

Refer to the change in accounting policy Note 29 for transition disclosures for AASB 15 Revenue from Contracts with Customers and AASB 1058 Income of NFP Entities.

#### (1.c) Standards issued by the AASB not vet effective

The AASB has issued Australian Accounting Standards and Interpretations which are not effective at 30 June 2020. These standards have not been adopted by Council and will be included in the financial statements on their effective date. Where the standard is expected to have a significant impact for Council, further information has been provided in this note.

Other new and amended Australian Accounting Standards and Interpretations that were issued but not yet effective at the time of compiling these financial statements are not likely to have a material impact on these statements.

#### (1.d) Estimates and Judgements

Council makes a number of judgements, estimates and assumptions in preparing these financial statements. These are based on the best information available to Council at the time, however due to the passage of time, these assumptions may change and therefore the recorded balances may not reflect the final outcomes. The significant judgements, estimates and assumptions relate to the following items and specific information is provided in the relevant note:

- Non-Current Assets Classified as "Held for Sale" – Note 13
- Investment Property Note 15
- Valuation and Depreciation of Property, Plant & Equipment - Note 16
- Provisions Note 22
- Contingent Liabilities Note 25
- Financial Instruments and Financial Assets Note 31
- Revenue Note 3

#### (1.e) Rounding and Comparatives

The financial statements are in Australian dollars and have been rounded to the nearest \$1,000 unless otherwise indicated.

Comparative information is generally restated for reclassifications, errors and changes in accounting policies unless permitted otherwise by transition rules in a new Accounting Standard.

#### (1.f) Volunteer Services

Council utilises volunteer service at the Visitor Information Centre, Art Gallery, Queensland Transport Museum and various events coordinated by Council. The volunteer services are not recognised in the financial statements because they would not be purchased if they were not donated services.

#### (1.g) Taxation

Council is exempt from income tax, however Council is subject to Fringe Benefits Tax and Goods and Services Tax ('GST'). The net amount of GST recoverable from the ATO or payable to the ATO is shown as an asset or liability respectively.

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Notes to the Financial Statements for the year ended 30 June 2020

#### Note 1. Summary of Significant Accounting Policies (continued)

The associated entity of the Council pays an income tax equivalent to the Council in accordance with the requirements of the *Local Government Act 2009*.

The Council does not pay payroll tax to the Queensland Government as its activities are below the threshold.



#### Notes to the Financial Statements

for the year ended 30 June 2020

#### Note 2(a). Council functions - component descriptions

#### Details relating to the Council's functions / activities as reported in Note 2(b) are as follows:

#### **General Public Services**

The objective of this function is to provide internal governance, organisational and administrative services. It includes legislative and executive programs to implement policy, coordinate activities and provide support to Elected Members. It also includes the administrative programs to support effective service delivery to all internal and external customers. All programs not classified elsewhere are aggregated under this function.

#### **Public Order and Safety**

The objective of this function is to provide programs and services that deal with nuisance, safety and public behaviour. It includes programs for the control of domestic animals, administration and enforcement of locals laws and disaster management, and support for local Rural Fire Service and State Emergency Services groups.

#### **Economic Affairs**

The objective of this function is to provide support for programs and services that generate economic activity within the Region. This includes support to the local economy, development and implementation of business and investment strategies, and local business promotion. This function also includes road transport and associated services to maintain and deliver infrastructure such as roads, bridges, drains and footpaths.

#### **Environmental Protection**

The objective of this function is to provide programs that deal with the natural environment and waste management. It includes activities such as pest and weed management and other environmental programs and the collection, disposal and/or recycling of commercial and domestic waste.

#### **Housing and Community Amenities**

The objective of this function is to provide activities that are concerned with support to community groups, community development initiatives, the provision of community facilities such as halls and other community buildings. This function also covers disaster recovery programs including the rebuilding of Council's flood affected infrastructure as well as town planning and approvals.

#### Recreation, Culture and Religion

The objective of this function is the provision of sporting, recreation and cultural facilities such as sports grounds, swimming pools, parks and gardens, libraries and art gallery.

#### Social Protection

The objective of this function is to conduct the operation of Council's childcare centres and youth development program.





Lockyer Valley Regional Council

Notes to the Financial Statements for the year ended 30 June 2020

Note 2(b). Council functions - analysis of results by function

	Total accept			\$,000	211,102	3	398,306	15,782	-	10,831	E .	636,021	Total assets		\$,000	21		7) 418,907	15,506	- (	9,110	- (	654 842	
	Net	result		\$,000	12,907	272	(5,539)	2,130	(1,907)	(4,254)	9	3,615	l v	INOL	result	\$,000	16,984	124	(9,187)	961	(867)	(4,327)	(251)	3 437
Net Result	from	recurring	operations	\$,000	12,706	266	(5,426)	1,468	(3,922)	(4,270)	9	828	Net Result	HOLL	recurring	\$.000	16,682	119	(6,776)	753	(3,184)	(4,438)	(251)	2 905
	Total	expenses		\$,000	(26,580)	(1,586)	(12,937)	(7,060)	(8,432)	(5,342)	(848)	(62,886)	Total	orai	sesuedxe	\$,000	(23,356)	(1,754)	(15,180)	(7,836)	(7,637)	(2,900)	(1,083)	(62.746)
gram	BS	- diam	Capital	\$.000	T.	5	(1,892)	ı	(240)	(34)	ï	(2,166)	gram	500	Capital	\$,000	×	ı	(4,389)	L	1	T-		(4.389)
Gross pro	Gross program expenses	Dogwan	Vecuring	\$,000	(26,580)	(1,586)	(11,045)	(2,060)	(8,192)	(5,308)	(646)	(60,720)	Gross pro	Gross program expenses		\$.000	(23,356)	(1,754)	(10,791)	(7,836)	(7,637)	(2,900)	(1,083)	(58.357)
	Total	income		\$,000	39,487	1,858	7,398	9,190	6,525	1,088	955	66,501	Total	loral	income	\$,000	40,340	1,878	5,993	8,797	6,770	1,573	832	66.183
	ram		Other	\$,000	100	•	4	511	•		ì	655			Other	\$,000	190	•	1	E	1	1	1	190
gram		Capita	Grants	\$.000	101	9	1,735	151	2,255	90		4,298	gram	-	Capita Grants	\$.000	112	2	1,978	208	2,317	111	•	4.731
Gross program	income	- Bu	Other	\$.000	35,852	1,817	1,472	8,059	4,262	762	217	52,441	Gross program	Income	Other	\$.000	36,484	1,833	2,210	8,142	4,453	1,143	249	54.514
		Recurring	Grants	\$.000	3,434	35	4,147	469	80	276	738	9,107			Recurring Grants	\$.000	3,554	40	1,805	447	*	319	583	6.748
		Inctions		2020	General public services	Public order and safety	Economic affairs	Environmental protection	Housing and community amenities	Recreation, culture and religion	Social protection	Total		Finotions	Silons	2019	General public services	Public order and safety	Economic affairs	Environmental protection	Housing and community amenities	Recreation, culture and religion	Social protection	Total



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### Notes to the Financial Statements for the year ended 30 June 2020

#### Note 3. Revenue

		AASB 15	AASB 1058
		2020	2020
	Notes	\$'000	\$'000
Revenue is recognised at the fair value of the consideration received or	r receivable.		
at the time indicated below.	,		
Revenue recognised at a point in time			
Rates, levies and charges (excluding those related to services)	3a	-	40,179
Fees and charges (excluding infringements)	3b	4,967	-
Sale of goods and services		871	-
Grants, subsidies, donations and contributions	3c		6,810
		5,838	46,989
Revenue recognised over time			
Grants and subsidies	3c	2,297	-
Revenue relating to grants for assets controlled by council	3c	-	4,298
		2,297	4,298
Total revenue		8,135	51,287
		2020	2019
	Notes	\$'000	\$'000

#### (a). Rates, levies and charges

#### 2020 accounting policy

Rates and annual charges are recognised as revenue when the council obtains control over the assets comprising these receipts which is the beginning of the rating period to which they relate. Prepaid rates are recognised as a financial liability until the beginning of the rating period.

#### 2019 accounting policy

Rates are recognised as revenue at the start of the rating period. If a ratepayer pays their rates before the start of the rating period, they are recognised as revenue when they are received.

General rates	32,481	31,975
Separate rates	4,562	4,634
Waste collection charges	4,642	4,524
Special charges	249	303
Total rates and utility charge revenue	41,934	41,436
Less: discounts	(1,577)	(1,516)
Less: pensioner remissions	(178)	(172)
TOTAL RATES, LEVIES AND CHARGES	40,179	39,748





## Notes to the Financial Statements

for the year ended 30 June 2020

## Note 3. Revenue (continued)

	2020	2019
Notes	\$'000	\$'000

## (b). Fees and charges

#### 2020 accounting policy

Revenue arising from fees and charges is recognised when or as the performance obligation is completed and the customer receives the benefit of the goods / services being provided.

The performance obligation relates to the specific services which are provided to the customers and generally the payment terms are within 30 days of the provision of the service or in some cases, the customer is required to pay on arrival, for example camping grounds. There is no material obligation for Council in relation to refunds or returns.

Licences granted by Council are all either short-term or low value and all revenue from licences is recognised at the time that the licence is granted rather than the term of the licence.

#### 2019 accounting policy

Fees and charges are recognised when council is unconditionally entitled to those funds. Generally this is upon lodgement of the relevant applications or documents or when the service is provided.

Building and development fees	2,932	3,182
Refuse tip and recycling	570	594
Childcare	217	249
Finance and corporate governance	79	87
Animal control	505	541
User fees and charges	664	757
TOTAL FEES AND CHARGES	4.967	5.410
TOTAL FEES AND CHARGES	4,967	3,410

## (c) Grants, subsidies, contributions and donations

### 2020 accounting policy

## Grant income under AASB 15

Where grant income arises from an agreement which is enforceable and contains sufficiently specific performance obligations then the revenue is recognised when each performance obligation is satisfied.

The performance obligations are varied based on the agreement but include delivery of events, procurement of defined goods and services, presentation of reports and business cases. Payment terms vary depending on the terms of the grant, cash is received upfront for some grants and on the achievement of certain payment milestones for others.

Each performance obligation is considered to ensure that the revenue recognition reflects the transfer of control and within grant agreements there may be some performance obligations where control transfers at a point in time and others which have continuous transfer of control over the life of the contract.

Where control is transferred over time, generally the input methods being either costs or time incurred are deemed to be the most appropriate methods to reflect the transfer of benefit.



# Notes to the Financial Statements for the year ended 30 June 2020

## Note 3. Revenue (continued)

				2020	2019
		No	tes	\$'000	\$'000

#### (c) Grants, subsidies, contributions and donations (continued)

#### Grant income under AASB 1058

Assets arising from grants in the scope of AASB 1058 is recognised at the assets fair value when the asset is received. Council considers whether there are any related liability or equity items associated with the asset which are recognised in accordance with the relevant accounting standard.

Once the assets and liabilities have been recognised then income is recognised for any remaining asset value at the time that the asset is received.

#### Capital grants

Capital grants received to enable Council to acquire or construct an item of property, plant and equipment to identified specifications which will be under Council's control and which is enforceable are recognised as revenue as and when the obligation to construct or purchase is completed. For construction projects, this is generally as the construction progresses in accordance with costs incurred since this is deemed to be the most appropriate measure of the completeness of the construction project as there is no profit margin.

Where assets are donated or purchased for significantly below fair value, the revenue is recognised when the asset is acquired and controlled by the Council.

#### 2019 accounting policy

Grants, subsidies, donations and contributions that are non-reciprocal in nature are recognised as revenue when Council obtains control over them, which is usually upon receipt of funds. Where grants are received that are reciprocal in nature, revenue is recognised as the various performance obligations under the funding agreement are fulfilled. In 2019, Council did not have any reciprocal grants.

Physical assets contributed to Council by developers in the form of road works, stormwater and park equipment, are recognised when the development becomes "on maintenance", and there is sufficient information in the form of plans and drawings to determine the approximate specifications and fair value of such assets.

#### (i) Recurrent

General purpose grants	4,723	4,684
State government subsidies and grants	1,664	716
Commonwealth government subsidies and grants	1,910	1,166
Contributions	810	182
TOTAL RECURRENT GRANTS, SUBSIDIES,		
CONTRIBUTIONS AND DONATIONS	9,107	6,748



Notes to the Financial Statements for the year ended 30 June 2020

## Note 3. Revenue (continued)

	2020	2019
Notes	\$'000	\$'000

## (c) Grants, subsidies, contributions and donations (continued)

## (ii) Capital

Capital Revenue includes grants and subsidies received which are tied to specific projects for the replacement or upgrade of existing non-current assets and/or investment in new assets. It also includes non-cash contributions which are usually infrastructure assets received from developers. All other revenue has been classified as recurrent.

State government subsidies and grants	2,308	2,610
Commonwealth government subsidies and grants	154	356
Contributions	318	-
Developer assets contributed by developers at fair value	1,518	1,765
TOTAL CAPITAL GRANTS, SUBSIDIES,		
CONTRIBUTIONS AND DONATIONS	4,298	4,731

#### Note 4. Other income

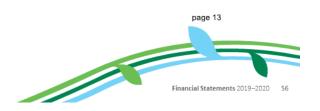
Other income	816	541
Income tax equivalent received	702	891
Sale of sundry small value items	147	211
Fuel and diesel rebate	153	157
Rates legal costs recovered	90	206
Sales and hire	691	1,061
TOTAL OTHER INCOME	2.599	3.067

## Note 5. Capital income

## (a) Provision for restoration of land

Discount rate adj refuse restoration	22	511	-
Discount rate adj quarry rehabilitation	22	44	-
		555	-
(b) Revaluations			

Revaluation increment relating to investment property Revaluation increment relating to assets held for sale	15 13	100	160 30
		100	190
TOTAL CAPITAL INCOME		655	190



Notes to the Financial Statements for the year ended 30 June 2020

## Note 6. Employee benefits

		2020	2019
	Notes	\$'000	\$'000
Wages and salaries		21,305	18,163
Councillors remuneration		638	626
Annual, sick and long service leave entitlements		5,404	5,177
Superannuation	26	2,716	2,706
Other		963	1,202
		31,026	27,874
Less: capitalised employee expenses		(2,014)	(2,525
TOTAL EMPLOYEE BENEFITS		29,012	25,349
Councillor remuneration represents salary, and other allowances paid in recarrying out their duties.	espect of		
Total Council employees at the reporting date:			
Elected members		7	7
Administration staff		183	198
Depot and outdoors staff		118	12
Total full time equivalent employees		308	323
Note 7. Materials and services			
Advertising		284	346
Administration supplies and consumables		678	900
Audit of annual financial statements by the Auditor-General of Queensland		92	92
Communications and IT		1,575	1,646
Consultancy services		2,816	2,872
Contractors		6,152	6,926
Donations paid		489	681
Fuel		938	1,009
nsurance		819	857
nvestment property exp that generates income		318	345
Power		959	1,029
Repairs and maintenance		1,231	1,425
Subscriptions and registrations		526	436
Travel		41	4
Other materials and services		568	50
TOTAL MATERIALS AND SERVICES		17,486	19,118



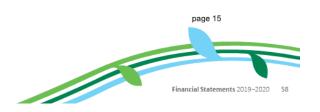
Notes to the Financial Statements for the year ended 30 June 2020

## Note 8. Finance costs

**TOTAL CAPITAL EXPENSES** 

	Notes	2020 \$'000	2019 \$'000
Finance costs charged by the Queensland Treasury Corporation		1,157	1,331
Bank charges		116	120
Impairment of receivables		6	3
Refuse restoration	22	689	244
Quarry rehabilitation	22	15	20
TOTAL FINANCE COSTS	=	1,983	1,718
Note 9. Capital expenses			
Loss on disposal of non-current assets			
Proceeds from the disposal of Plant and Other Equipment		386	403
Less: book value of property, plant and equipment disposed	16 _	(523)	(641)
		137	238
Proceeds from disposal of Land and Buildings		-	17
Less: book value of land disposed	16 _	(228)	(56)
		228	39
Proceeds from Disposal of Road & Drainage Network		-	-
Less: book value of road and drainage network disposed	16 _	(1,768)	(4,265)
		1,768	4,265
Proceeds from disposal of Other Assets		-	-
Less: book value of other assets disposed	16	-	(31)
		-	31
Proceeds from Land Held for Resale		_	585
Less: book value of land held for resale disposed	13	-	(401)
•	_	-	(184)
Proceeds from the disposal Park and Cemetery Equipment		_	_
Less: book value of park and cemetery equipment disposed	16	(33)	-
	_	33	-
	_		

The book value of assets disposed is shown as the gross value less accumulated depreciation.



2,166

4,389

Notes to the Financial Statements for the year ended 30 June 2020

## Note 10. Cash and cash equivalents

	2020	2019
Notes	\$'000	\$'000

Cash and cash equivalents in the statement of cash flows includes cash on hand, all cash and cheques receipted but not banked at the year end, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value, and bank overdrafts.

#### Cash and cash equivalents

Cash at bank and on hand Deposits at call Total cash and cash equivalents	467 21,242 21,709	1,184 12,819 14,003
Investment securities - current		
Term deposits Total current investment securities	4,600 4,600	9,100 9,100
TOTAL CASH AND CASH EQUIVALENTS	26,309	23,103
Restricted cash and cash equivalents  Council's cash and cash equivalents are subject to a number of internal and external restrictions that limit amounts available for discretionary or future use. These include:  Externally imposed expenditure restrictions at the reporting date relate to the		
following cash assets:		
Unspent government grants and subsidies Waste levy refund received in advance Total external restrictions	2,016	1,020 1,038 2,058
Internally imposed expenditure restrictions at the reporting date:		
Future capital works Total internal restrictions	1,306 1,306	2,180 2,180
Total unspent restricted cash	3,322	4,238

Cash at bank is held with the National Australia Bank and Heritage Building Society in normal business cheque accounts. Cash at call is held with Queensland Treasury Corporation. Interest rates are determined on a daily basis. Short and long term deposits are held with various banking institutions with maturities ranging up to twelve months and interest rates from 1.55% to 1.80%.

#### Trust funds

In accordance with the *Local Government Act 2009* and *Local Government Regulation 2012*, a separate trust bank account and separate accounting records are maintained for funds held on behalf of outside parties. Funds held in the trust account include those funds from the sale of land for arrears in rates, deposits for the contracted sale of land, security deposits lodged to guarantee performance and unclaimed monies (e.g. wages).





## Notes to the Financial Statements

for the year ended 30 June 2020

## Note 10. Cash and cash equivalents (continued)

2019	2020	
\$'000	\$'000	Notes

#### Trust funds (continued)

The Council performs only a custodian role in respect of these monies and because the monies cannot be used for Council purposes, they are not considered revenue nor brought to account in the financial statements since Council has no control over the assets.

## Trust funds held for outside parties

Security deposits	1,808	1,452
	1,808	1,452

#### Note 11. Receivables

Receivables are recognised as the amounts due at the time of sale or service delivery.

Interest is charged on outstanding rates at a rate of 9.83% per annum. Debtors invoiced during the 2020 financial year and which remain outstanding for greater than 30 days, bear interest at the rate of 9.83%. Council resolved, at a special meeting held on the 17th April 2020, to waive interest on overdue rates and charges and sundry debtors for the period 1 March 2020 until 30 June 2020.

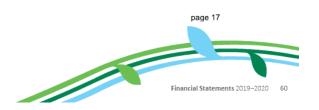
Because Council is empowered under the provisions of the Local Government Act 2009 to sell an owner's property to recover outstanding rate debts, Council does not impair any rates receivables.

The collectability of other receivables is assessed periodically. The amount is calculated as a percentage of receivables with consideration of past history of actual defaults, and an assessment of the likelihood of future defaults. Council has closely monitored outstanding receivables during the COVID pandemic and has found no material differences in debt recovery in comparison to prior financial years.

Loans and advances are recognised at the amount due at the time of the advance. The loan matures on the 1st July, 2047 with interest charged at 4.22%.

#### Current

Rates and charges	2,975	2,790
Other debtors	1,066	1,703
GST recoverable	374	497
Accrued revenues		
- Interest on investments	980	965
Total	5,395	5,955
less: Provision for impairment		
Other debtors	(13)	(7)
Total provision for impairment - receivables	(13)	(7)
TOTAL CURRENT RECEIVABLES	5,382	5,948



# Notes to the Financial Statements for the year ended 30 June 2020

## Note 11. Receivables (continued)

		2020	2019
	Notes	\$'000	\$'000
Non-current			
Loans and advances to associates		14,735	14,735
TOTAL NON-CURRENT RECEIVABLES		14,735	14,735
Note 12. Other assets			
Current			
Prepayments		504	499
TOTAL CURRENT OTHER ASSETS		504	499

## Note 13. Non-current assets held for sale

Items of property, plant and equipment are reclassified as non-current assets as held for sale when the carrying amounts of these assets will be recovered principally through a sales transaction rather than continuing use. Non-current assets classified as held for sale are available for immediate sale in their present condition and management believe the sale is highly probable within 12 months. Non-current assets held for sale are measured at the lower of their carrying amount and fair value less cost to sell and are not depreciated.

Council holds land at Harm Drive, Glenore Grove. This property has been identified to progress to sale within 12 months.

Note 16 describes the valuation techniques that were used to determine the fair value of the land, which is categorised as a Level 2 valuation.

#### Non-current assets held for sale

Land	152	2,091
TOTAL NON-CURRENT ASSETS HELD FOR SALE	152	2,091



## Notes to the Financial Statements

for the year ended 30 June 2020

## Note 13. Non-current assets held for sale (continued)

		2020	2019
	Notes	\$'000	\$'000
(i) Reconciliation of non-current assets held for sale			
Assets held for sale			
Opening balance		2,091	2,485
less: carrying value of assets sold	9		(401)
Balance still unsold after 12 months:		2,091	2,084
less: assets no longer classified as held for sale		-	-
plus:			
Transfer assets held for sale (to)/from property, plant and equipment	16	(1,931)	11
Revaluation of assets held for sale		(8)	30
Adjustment to cost			(34)
Closing balance of held for sale non-current assets	_	152	2,091



Notes to the Financial Statements for the year ended 30 June 2020

#### Note 14. Associated Entities

Council's objectives can and in some cases are best met through the use of separate entities and operations.

These operations and entities range from 100% ownership and control through to lower levels of ownership and control via co-operative arrangements with other Councils, bodies and other outside organisations.

The accounting and reporting for these various entities, operations and arrangements varies in accordance with accounting standards, depending on the level of Councils (i) interest and (ii) control and the type (form) of entity/operation, as follows;

#### **Associated Entities**

Arrangements in the form of a Separate Entity that deploys the resources of the operation itself.

Under Associated Entities, Council significantly influences the operations but does not control them.

#### **Accounting Recognition:**

Associated Entities are accounted for using the Equity Accounting Method and are disclosed as a one line entry in the Statement of Comprehensive Income and Statement of Financial Position

	Council's share of	Council's share of net income		of net assets
	2020	2019	2020	2019
	\$'000	\$'000	\$'000	\$'000
Associated entities	2,152	2,539	32,056	31,340
Total	2,152	2,539	32,056	31,340

## **Associated Entities**

Council has incorporated the following joint ventures and associates into it's consolidated financial statements.

#### (a) Net carrying amounts - Council's share

	Nature of	Measurement	2020	2019
Name of entity	relationship	method	\$'000	\$'000
SEQ Regional Recreational Facilities Pty Ltd	Shareholder	Equity accounting	65	66
Queensland Urban Utilities	Shareholder	Equity accounting	31,724	31,060
Council of Mayors South East Queensland	Shareholder	Equity accounting	267	214
Total carrying amounts - Associated En	tities		32,056	31,340

## (b) Details

		Place of
Name of entity	Principal activity	business
SEQ Regional Recreational Facilities Pty Ltd	Recreational facilities	Brisbane
Queensland Urban Utilities	Water and waste water management	Brisbane
Council of Mayors South East Queensland	Advocacy	Brisbane



Notes to the Financial Statements for the year ended 30 June 2020

## Note 14. Associated Entities (continued)

## Associated Entities (continued)

(c) Relevant interests and fair values	Quot	Quoted		Interest in		Interest in		Proportion of	
	fair va	lue	out	outs	owne	ership	voting	power	
Name of entity	2020	2019	2020	2019	2020	2019	2020	2019	
	\$'000	\$'000	%	%	%	%	%	%	
SEQ Regional Recreational Facilities Pty Ltd	N/A	N/A	4%	4%	4%	4%	13%	13%	
Queensland Urban Utilities	N/A	N/A	1%	1%	1%	1%	20%	20%	
Council of Mayors South East Queensland	N/A	N/A	9%	9%	9%	9%	9%	9%	

## (d) Summarised Financial Information for Associated Entities

#### Summarised statement of financial position

	2020	2019
	\$'000	\$'000
Current assets		
Cash and cash equivalents	75,766	5,593
Other current assets	248,191	234,670
Total current assets	323,957	240,263
Non-current assets	6,083,291	5,787,506
Current liabilities		
Other current liabilities	363,744	323,086
Total current liabilities	363,744	323,086
Non-current liabilities	2,530,345	2,264,994
Total non-current liabilities	2,530,345	2,264,994
Net assets	3,513,159	3,439,689
Reconciliation of the carrying amount		
Opening net assets (1 July)	31,060	29,917
Share of Profit/(loss) for the period	2,100	2,616
Distributions received	(1,436)	(1,473)
Closing net assets	31,724	31,060



**Queensland Urban Utilities** 

Notes to the Financial Statements for the year ended 30 June 2020

## Note 14. Associated Entities (continued)

## Associated Entities (continued)

Summarised statement of comprehensive income	Queensland U	rban Utilities
	2020	2019
	\$'000	\$'000
Income	1,451,332	1,377,659
Depreciation and amortisation	(205,807)	(187,839)
Interest expense	(94,946)	(96,820)
Income tax expense	(103,755)	(98,596)
Other expenses	(813,474)	(767,849)
Profit/(loss) for period	233,350	226,555
Other comprehensive income	1,967	168
Total comprehensive income	235,317	226,723
Dividends received by Council	1,436	1,473

#### (e) Summarised financial information for individually immaterial joint ventures and associates

In addition to the Associated Entities disclosed individually above, Council has interests in two individually immaterial Associated Entities that are accounted for using the Equity Method.

## Individually immaterial associates

Aggregate carrying amount of individually immaterial associates	332	280
Aggregate amounts of Council's share of individually immaterial associates:		
Profit/(loss) from continuing operations	52	(76)
Total comprehensive income - individually immaterial associates	52	(76)



Notes to the Financial Statements for the year ended 30 June 2020

## Note 15. Investment property

		2020	2019
	Notes	\$'000	\$'000
Fair value at beginning of financial year Revaluation adj. to the income account	5	2,010 100	1,850 160
TOTAL INVESTMENT PROPERTY	-	2,110	2,010

Investment property is property held for the primary purpose of earning rentals and/or capital appreciation. This includes land held by Council for a currently undeteremined future use. Investment property does not include community housing or other property held to provide a social service.

Investment property comprises:

Investment Property comprises land at Tryhorn Street and Philps Road, Grantham. Lease contracts are in negotiations.

Investment property is initially recognised at cost (including transaction costs) and subsequently at fair value. Where investment property is acquired for significantly below fair value it is recorded at fair value on initial recognition.

The 30 June 2020 investment property and land was valued at fair value by: Kim Adams, Certified Practicing Valuer, Registration Number 2124 of Pickles Valuation Services. Pickles Valuation Services have extensive experience in valuing properties of this nature in surrounding areas. Fair Value was determined by reference to market based evidence including observable historical sales data in the relevant market for properties of a similar nature.

Gains or losses arising from changes in the fair value of investment property are recognised as income or expenses respectively for the period in which they arise. Investment property is not depreciated and is not tested for impairment.



Note 16. Property, plant and equipment

Notes to the Financial Statements for the year ended 30 June 2020

Lockyer Valley Regional Council

Lockyer Valley Regional Council

549,174

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- 2	

		Land	Buildings	Plant and other equipment	Road and drainage network	Other assets	Works in progress	Artworks	Park and cemetery equipment	Waste	15
		\$2000	\$1000	\$.000	\$.000	\$1000	\$,000	\$,000	\$.000	\$,000	100
Measurement basis	Note	Fair Value	Fair value	Cost	Fair value	Cost	Cost	Fair value	Fair value	Fair value	
Opening gross balance - at cost		,		25,266	1	8,029	6,092		a		٣
Opening gross balance - at fair value		48,575	90,700		518,491	11		265	11,905	16,637	89
Opening gross balance		48,575	90,700	25,266	518,491	8,029	6,092	265	11,905	16,637	72
Additions			63	į.	60	•	13,254	(:			-
Contributed assets		5	C	i	1,518	í.	'	0	00		
Disposals	m	,	(232)	(1,229)	(3,332)		V.	E	(38)	5	_
Revaluation decrements to equity (ARS)		•	(18)	¥.	(13,646)	•	10	E	20	•	Ξ
Revaluation increments to equity (ARS)		373	i.	C	•	'		E	006'9	•	
Work in progress transfers		57	1,348	1,128	13,015	578	(16,902)		196	580	
Transfers from/(to) held for sale category	10	1,931	.5	00	*	•			*		
Total gross value of property, plant and equipment - at cost		•		25,165	•	8,607	2,444	•		•	8
Total gross value of property, plant and equipment - at fair value		50,936	91,798	•	516,046	٠		265	18,962	17,217	69
Total gross value of property, plant and equipment		50,936	91,798	25,165	516,046	8,607	2,444	265	18,962	17,217	73
											1
Opening accumulated depreciation		•	38,871	11,593	99,583	1,743	*	3.0	3,794	1,130	15
Depreciation expense			1,609	1,602	7,052	251	2.	i.i.	477	305	_
Disposals	đ	9	(4)	(202)	(1,564)	•	2	0	(4)	,	_
Revaluation increments to equity (ARS)	5	•	•	4	12,669	•	7	×	3,865	•	-
Total accumulated depreciation of property, plant and equipment		-	40,476	12,489	117,740	1,994	•	200	8,132	1,435	8
Total net book value of property, plant and equipment		50,936	51,322	12,676	398,306	6,613	2,444	265	10,830	15,782	22
Other information											Ш
Residual value		Indefinite	0%-10%	15%-30%	10-100	3-100	1000	Indefinite	92	0%	
range of commune coordinates		2	200	240					24	2	
*Asset additions comprise											
Asset renewals			685	1,285	6,498	9		10	43	-	
Other additions		4	522	7	2,863	610			245	471	
Total asset additions		14	1,207	1,296	9,361	919		E	288	472	

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Notes to the Financial Statements for the year ended 30 June 2020

Note 16. Property, plant and equipment

30 June 2019		Land	Buildings	Plant and other equipment	Road and drainage network	Other assets	Works in progress	Artworks	Park and cemetery equipment	Waste	Total
		\$1000	\$,000	\$.000	\$.000	\$,000	\$,000	\$,000	\$.000	\$,000	\$,000
Measurement basis	Note	Fair Vatue	Fair value	Cost	Fair value	Cost	Cost	Fair value	Fair value	Fair value	
Opening gross balance - at cost		,	(2)	24,634	1	7,705	5,956	,	1		38,295
Opening gross balance - at fair value		45,357	83,253	•	518,980	•		246	10,874	15,033	673,743
Opening gross balance		45,357	83,253	24,634	518,980	7,705	5,956	246	10,874	15,033	712,038
Additions		-	•		-	•	19,297	0	E.		19,297
Contributed assets		1	- 63	e e	1,765	- 0	1	0	T)	-	1,765
Disposals	m	· ·	(196)	(2,952)	(6,862)	(38)	1.	E.	ī	10	(10,048)
Revaluation decrements to equity (ARS)		,		i.	(5,110)		- 50	*	20		(5,110)
Revaluation increments to equity (ARS)		3,228	3,983	C		•	8)	Œ	Ē	•	7,211
Work in progress transfers		-	3,660	3,584	9,718	362	(19,151)	19	1,031	9//	
Transfers from/(to) held for sale category	62	(11)		30	ř	•					(11)
Transfers from/(to) intangible assets	17		Œ	ar.	Ť		(10)	96	00		(10)
Adjustment due to changes in provision for rehabilitation		*	*	*	1			,	ŵ.	827	827
Total gross value of property, plant and equipment - at cost		•		25,266	•	8,029	6,092	1	•	•	39,387
Total gross value of property, plant and equipment - at fair value		48,575	90,700	•	518,491	•	•	265	11,905	16,637	686,573
otal gross value of property, plant and equipment		48,575	90,700	25,266	518,491	8,029	6,092	265	11,905	16,637	725,960
Opening accumulated depreciation			31,330	12,372	85,897	1,491	2		3,356	857	135,303
Depreciation expense			1,439	1,532	7,298	259	25	4	438	273	11,239
Disposals	an .	•	(140)	(2,311)	(2,597)	8	53			•	(2,055)
Revaluation decrements to equity (ARS)		9	6,243		8,985	1		1	ä	•	15,228
Total accumulated depreciation of property, plant and equipment		•	38,871	11,593	99,583	1,743	•	1.	3,794	1,130	156,714
Total net book value of property, plant and equipment		48,575	51,829	13,673	418,908	6,286	6,092	265	8,111	15,507	569,246
Other information											
Residual value		Indefinite	0%-10%	15%-30%	%0	%0		Indefinite	%0	%0	
Kange of esumated useful life (years)		Indefinite	70-80	3-20	001-01	3-100		indefinite	67	04	
Asset additions comprise											
Asset renewals		1.0	1,466	3,613	8,465	132	•	*	959	313	14,645
Other additions		-	1,286	213	1,891	246	۸	19	672	324	4,652
Total asset additions		-	2,752	3,826	10,356	378	•	19	1,328	637	19,297



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## Notes to the Financial Statements

for the year ended 30 June 2020

## Note 16. Property, plant and equipment (continued)

#### Valuation

#### Land

- Basis of valuation: Fair Value - Date of valuation: 30 June 2020

- Valuer: Pickles Valuation Services - Kim Adams, AAPI, CPV 2124

#### **Buildings**

- Basis of valuation: Fair Value - Date of valuation: 30 June 2019

- Valuer: Pickles Valuation Services - Kim Adams, AAPI, CPV 2124

#### Plant and Other Equipment

- Basis of valuation: Cost less accumulated depreciation

#### Road and Drainage Network

Basis of valuation: Fair ValueDate of valuation: 30 June 2020

- Valuer: Pickles Valuation Services - Kim Adams, AAPI, CPV 2124

#### Other Assets

- Basis of valuation: Cost less accumulated depreciation

## Works In Progress

- Basis of valuation: Cost

## Artworks

- Basis of valuation: Fair Value - Date of valuation: 30 June 2016

- Valuer: Pickles Valuation Services - Kim Adams, AAPI, CPV 2124

### Park and Cemetery Equipment

- Basis of valuation: Fair Value - Date of valuation: 30 June 2020

- Valuer: Pickles Valuation Services - Kim Adams, AAPI, CPV 2124



Notes to the Financial Statements for the year ended 30 June 2020

Note 16. Property, plant and equipment (continued)

#### Valuation (continued)

#### Waste

- Basis of valuation: Fair Value - Date of valuation: 30 June 2018

- Valuer: Pickles Valuation Services - Kim Adams, AAPI, CPV 2124

Each class of property, plant and equipment is stated at cost or fair value less, where applicable, any accumulated depreciation and accumulated impairment loss. Items of plant and equipment with a total value of less than \$5,000, and infrastructure assets and buildings with a total value of less than \$10,000, are treated as an expense in the year of acquisition. All other items of property, plant and equipment are capitalised.

Capital Work In Progress is the cost of property, plant and equipment being constructed by the Council includes the cost of purchased services, materials, direct labour and an appropriate proportion of labour overheads.

Land is not depreciated as it has an unlimited useful life. Depreciation on other property, plant and equipment assets is calculated on a straight-line basis so as to write-off the net cost or revalued amount of each depreciable asset, less its estimated residual value, progressively over its estimated useful life to the Council. Management believe that the straight-line basis appropriately reflects the pattern of consumption of all Council assets.

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time an asset is completed and commissioned ready for use.

Where assets have separately identifiable components that are subject to regular replacement, these components are assigned useful lives distinct from the asset to which they relate. Any expenditure that increases the originally assessed capacity or service potential of an asset is capitalised and the new depreciable amount is depreciated over the remaining useful life of the asset to the Council.

Depreciation methods, estimated useful lives and residual values of property, plant and equipment assets are reviewed at the end of each reporting period and adjusted where necessary to reflect any changes in the pattern of consumption, physical wear and tear, technical or commercial obsolescence, or management intentions. The condition assessments performed as part of the annual valuation process for assets measured at depreciated current replacement cost are used to estimate the useful lives of these assets at each reporting date.

The fair value of assets and liabilities must be estimated in accordance with various Accounting Standards for either recognition and measurement requirements or for disclosure purposes.

AASB 13 requires disclosure of fair value measurements by level of the following fair value measurement hierarchy:

Level 1: Quoted prices (unadjusted) in active markets for identical assets or liabilities,

Level 2: Inputs other than quoted prices included within level 1 that are observable for the asset or liability either directly or indirectly,

Level 3: Inputs for the asset or liability that are not based on observable market data (unobservable inputs).



Notes to the Financial Statements for the year ended 30 June 2020

## Note 16. Property, plant and equipment (continued)

#### Valuation (continued)

## (1) The following table presents all assets and liabilities that have been measured and recognised at

		Fair value	measurem	ent using:	
		Level 1	Level 2	Level 3	Total
	Date	Quoted	Significant	Significant	
	of latest	prices in	observable	unobservable	
	valuation	active mkts	inputs	inputs	
2020		\$'000	\$'000	\$'000	\$'000
Assets Held for Sale					
- Land	30/06/20	( <b>-</b>	152		152
Total Assets Held for Sale			152		152
Investment Properties					
- Land	30/06/20	72	2,110	2	2,110
Total Investment Properties			2,110		2,110
Property, plant and equipment					
- Land	30/06/20		42,720	8,216	50,936
- Buildings	30/06/19		-	51,322	51,322
- Road and Drainage Network	30/06/20			398,306	398,306
- Artworks	30/06/16	-	265	-	265
- Park and Cemetery Equipment	30/06/20	72	2	10,830	10,830
- Waste	30/06/18			15,782	15,782
Total property, plant and equipment		( <del>-</del>	42,985	484,456	527,441
2019					
Assets Held for Sale					
- Land	30/06/19	-	2,091	-	2,091
Total Assets Held for Sale			2,091		2,091
Investment Properties					
- Land	30/06/19		2,010	<u>12</u>	2,010
Total Investment Properties			2,010		2,010
Property, plant and equipment					
- Land	30/06/19	-	42,463	6,112	48,575
- Buildings	30/06/19	-	2	51,829	51,829
- Road and Drainage Network	30/06/19	7.4	-	418,908	418,908
- Artworks	30/06/16	\$ <del>_</del>	265		265
<ul> <li>Park and Cemetery Equipment</li> </ul>	30/06/17	S=3		8,111	8,111
- Waste	30/06/18			15,507	15,507
Total property, plant and equipment		7721	42,728	500,467	543,195



Notes to the Financial Statements for the year ended 30 June 2020

## Note 16. Property, plant and equipment (continued)

#### Valuation (continued)

#### (2) Transfers between level 1 and level 2 fair value hierarchies

During the year, there were no transfers between level 1 and level 2 fair value hierarchies for recurring fair value measurements.

#### (3) Valuation techniques used to derive level 2 and level 3 fair values

Where Council is unable to derive fair valuations using quoted market prices of identical assets (ie. level 1 inputs) Council instead utilises a spread of both observable inputs (level 2 inputs) and unobservable inputs (level 3 inputs).

The fair valuation techniques Council has employed while utilising level 2 and level 3 inputs are as follows:

#### **Investment Properties**

Council obtains independent valuations at least every three years for all investment properties. The last valuation was undertaken by Pickles Valuation Services, Registered Valuers, as at 30 June 2020.

Council's investment properties are all vacant land in areas with regular sales of comparable properties. Therefore they were valued using the direct comparison approach. Sales of properties with similar features have been analysed on a basis of a rate per square metre of land area and compared to the subject properties having regard to value influencing factors such as location, site area, zoning and relativity of market conditions at the time of sale. No allowance has been made for realisation expenses.

## Land

Where there is an active and liquid market as evidenced by sales transactions of similar property types, a Market Approach by way of Direct Comparison or Income methods can be utilised, and are accepted valuation methodologies under AASB 13. If a Market Approach is adopted, the valuation is deemed to be a Level 2 input.

Direct Comparison method which is considered a Level 2 input on the Fair Value Hierarchy, involves the analysis of sales evidence and comparisons with the subject land taking into account matters such as area, location and other general site characteristics. The Direct Comparison approach has been utilised in the valuer's assessment for all LVRC Land Assets, however the fair value measurement has been either a Level 2 or 3, depending on their assumptions as to:

- Whether the land is subject to restrictions as to use and/or sale;
- Whether there is no active market.

If these assumptions apply to the land the Valuers have measured the expected Fair Value as a Level 3. However if an active market can be established and there are no unreasonable restrictions as to use and/or sale, the Valuers have deemed the measurement to be a Level 2. Land that is utilised for footpath or access restriction purposes, land that is a volumetric title, or due to its general characteristics land that has no observable active market, have been assessed as a Level 3.



Notes to the Financial Statements for the year ended 30 June 2020

Note 16. Property, plant and equipment (continued)

#### Valuation (continued)

#### (3) Valuation techniques used to derive level 2 and level 3 fair values (continued)

#### Land (continued)

The valuation techniques used to measure fair value maximise the use of observable data where it is available and relies as little as possible on entity specifics. The disclosure of valuation estimates is designed to provide users with an insight into the judgements that have been made in the determination of fair values.

#### **Buildings**

Due to the predominantly specialised nature of Local Government Assets, building valuations are undertaken on a Cost Approach (Current Replacement Cost). The cost approach is deemed a Level 3 Input. Under this approach, the following process has been adopted.

Where there is no market, the net current value of an asset is the gross current value less accumulated depreciation to reflect the consumed or expired service potential of the asset. Published/available market data for recent projects, and/or published cost guides are utilised to determine the estimated replacement cost (gross value) of the asset, including allowances for preliminaries and professional fees.

A condition assessment is applied, which is based on factors such as the age of the asset, overall condition as noted by the Valuer during inspection, economic and/or functional obsolescence. The condition assessment directly translates to the level of depreciation applied.

The majority of Buildings and Facilities have been inherited from two previous Shires in the amalgamation process. This has created some duplication of facilities and a surplus asset inventory particularly in regard to buildings. Lockyer Valley Regional Council created a Building and Facilities Service Management Plan in May 2017 and created a list of underutilised or non-utilised buildings in the Plan.

The utilisation of these buildings is low or being used for purposes other than the building design intention simply because they are available. The detailed disposal plan for each of these facilities has not yet been decided. Until such a decision is made the intention is not to replace any of these facilities at the end of their useful lives, and keep maintenance to a minimum. The non-replacement buildings have been valued on this basis and have been depreciated based on both physical deterioration and obsolescence as they have limited alternative uses.

In determining the level of accumulated depreciation for major assets, we have disaggregated into significant components which exhibit different patterns of consumption (useful lives). Residual value, which is the value at the time the asset is considered to be no longer available, is also factored in. The condition assessment is applied on a component basis.

While the replacement cost of the assets could be supported by market supplied evidence (level 2), the other unobservable inputs (such as estimates of residual value, useful life, and asset condition) were also required (level 3).





Notes to the Financial Statements for the year ended 30 June 2020

## Note 16. Property, plant and equipment (continued)

#### Valuation (continued)

#### (3) Valuation techniques used to derive level 2 and level 3 fair values (continued)

#### Buildings (continued)

The Condition rating inputs can be defined in the following table.

Rating	Description	% of Life Remaining
0	Brand new or re	habilitated to new
1	As New	71-100
2	Good	51-70
3	Fair	11-50
4	Poor	4-10
5	Failed asset	0-3

The valuation techniques used in the determination of fair values maximise the use of observable data where it is available and relies as little as possible on entity specifics. The disclosure of valuation estimates is designed to provide users with an insight into the judgements that have been made in the determination of fair values.

#### Infrastructure, roads and drainage, parks, waste and cemeteries

Due to the predominately specialised nature of Local Government Assets, the infrastructure valuations have been undertaken on a Cost Approach (Current Replacement Cost), an accepted valuation methodology under AASB13 The Cost approach is deemed a Level 3 Input. Under this approach, the following process has been adopted:

- Where there is no market, the net current value of an asset is the gross current value less accumulated depreciation to reflect the consumed or expired service potential of the asset. Published/available market data for recent projects, and/or published cost guides are utilised to determine the estimated replacement cost (gross value) of the asset, including allowances for preliminaries and professional fees. This is considered a Level 2 input.
- A condition assessment is applied, which is based on factors such as the age of the asset, overall condition as noted by the Valuer during inspection, economic and/or functional obsolescence. The condition assessment directly translates to the level of depreciation applied.
- In determining the level of accumulated depreciation for major assets, we have disaggregated into significant components which exhibit different patterns of consumption (useful lives). Residual value, which is the value at the time the asset is considered to be no longer available, is also factored in. The condition assessment is applied on a component basis.
- While the replacement cost of the assets could be supported by market supplied evidence (Level 2), the other unobservable inputs (such as estimates of useful life and asset condition) were also required (Level 3).

To calculate the appropriate amount of accumulated depreciation, assets were either subject to a site inspection or an assessment to determine remaining useful life. Where site inspections were conducted (i.e. for a sample of above ground assets), the assets were allocated a condition assessment this was then scaled to LVRC 1-5 score, which is used to estimate remaining useful life.



Notes to the Financial Statements for the year ended 30 June 2020

Note 16. Property, plant and equipment (continued)

#### Valuation (continued)

(3) Valuation techniques used to derive level 2 and level 3 fair values (continued)

## Infrastructure, roads and drainage, parks, waste and cemeteries (continued)

Rating	Description	% of Life Remaining
0	Brand new or re	ehabilitated to new
1	Very Good	71-100
2	Good	51-70
3	Fair	11-50
4	Poor	4-10
5	Very poor	< 4

Where site inspections were not conducted (i.e. for passive assets outside the sample or underground), the remaining useful life was calculated on asset age and estimated useful life.

The valuation techniques used in the determination of fair values maximise the use of observable data where it is available and relies as little as possible on entity specifics. The disclosure of valuation estimates is designed to provide users with an insight into the judgements that have been made in the determination of fair values.

## Valuation Uncertainty - COVID-19

The market that the property/asset is transacted and/or valued in is being impacted by the uncertainty the COVID-19 outbreak has caused. The current market uncertainty means that the impacts on sale prices and volumes will remain unknown until the market has stabilised however, based on currently available information, there is no material change observable in the asset values provided.



## Notes to the Financial Statements

for the year ended 30 June 2020

## Note 16. Property, plant and equipment (continued)

#### (f) Valuation (continued)

#### (4). Fair value measurements using significant unobservable inputs (level 3)

#### The valuation process for level 3 fair value measurements

#### Roads & Road Structures

The Roads and Road Structures assets were classified as passive assets; passive assets were further componentised and consisted of Formation, Base and Sub-base Pavement, and Seal for Roads assets and Substructure, Superstructure, Retaining Works, Deck and others for Road Structures. Unit rates were applied based on similar recent project costs, unit rate databases, indices, Rawlinson's Construction rates and quotations.

Roads are segmented based on the Department of Transport & Main Roads standards and these are classified as Formed, Unformed, and then further by sealed and unsealed types.

The Current Replacement Cost (CRC) was calculated by reference to asset length and width for Formation and Seal and depth for Pavements.

Location factors, soil type, weather conditions, raw material access and service level standards were assumed to be uniform across the Council area.

#### Urban Infrastructure

The Urban infrastructure assets were classified as passive assets; passive assets were further componentised and consisted of assorted stormwater structures, stormwater pipes, footpaths, culverts, floodways and kerb and channel. Unit rates were applied based on similar recent project costs, unit rate databases, indices, Rawlinson's Construction rates and quotations.

The CRC was calculated by reference to asset length for Pipework and, length, width, number of connections and depth for Structures.

Location factors, soil type, weather conditions, raw material access and service level standards were assumed to be uniform across the Council area.

## Percentage of Assets Inspected by the Valuer

- Infrastructure Assets including Road Network 5% to 20%
- Parks and Open Spaces 40%
- Cemeteries 80%
- Bores 0%
- Land 75%

#### Review of Valuations

All valuations were subjected to review by Council engineering, facilities and finance staff including:

- unit rates
- condition ratings
- checked for impairment
- useful lives
- depreciation
- written down values
- residual values



2019

2020

## Lockyer Valley Regional Council

Notes to the Financial Statements for the year ended 30 June 2020

## Note 17. Intangible assets

	Notes	\$'000	\$'000
Intangible assets represent identifiable non-monetary asset without physical substance.			
Intangible assets are as follows;			
Software			
Opening gross carrying value		10,074	8,860
Additions		516	1,080
In Development		54	134
Closing gross carrying value		10,644	10,074
Opening accumulated amortisation and impairment		(4,581)	(3,648)
Amortisation charges		(943)	(933)
Closing accumulated amortisation and impairment		(5,524)	(4,581)
Net carrying value at end of financial year	_	5,120	5,493
TOTAL INTANGIBLE ASSETS - NET BOOK VALUE '	_	5,120	5,493

Software assets have a finite life estimated at 10 years. Straight line amortisation has been used with no residual value.

Intangible assets with a cost or other value exceeding \$10,000 are recognised in the financial statements. Items with a lesser value are expensed.

Amortisation methods, estimated useful lives and residual values are reviewed at the end of each reporting period and adjusted where appropriate.

## Note 18. Contract balances

Where the amounts billed to customers are based on the achievement of various milestones established in the contract, the amounts recognised as revenue in a given period do not necessarily coincide with the amounts billed to or certified by the customer.

When a performance obligation is satisfied by transferring a promised good or service to the customer before the customer pays consideration or before payment is due, Council presents the work in progress as a contract asset, unless the rights to that amount of consideration are unconditional, in which case Council recognises a receivable.

When an amount of consideration is received from a customer / fund provider prior to Council transferring a good or service to the customer, Council presents the funds which exceed revenue recognised as a contract liability.



## Notes to the Financial Statements

for the year ended 30 June 2020

## Note 18. Contract balances (continued)

	Notes	2020 \$'000	2019 \$'000
(a) Contract assets			
Contract assets		116	
TOTAL CONTRACT ASSETS	_	116	
Classified as:			
Current contract assets		116	
Total contract assets	_	116	
Contracts with customers		56	
Contracts to construct Councils own assets		60	
(b) Contract liabilities			
Funds received upfront to construct Council controlled assets		718	
Deposits received in advance of services provided		1,298	
TOTAL CONTRACT LIABILITIES	_	2,016	
Classified as:		2.016	
Current contract liabilities Total contract liabilities	_	2,016 2,016	
Total contract habilities	=	2,010	

Contract liabilities consists of government grants and contributions received in advance where the funds received in advance are dependent on specific performance obligations being satisfied.

## Revenue recognised that was included in the contract liability balance at the beginning of the year

Funds to construct Council controlled assets Deposits received in advance of services provided	251 228
Total revenue included in the opening contract liability	479

## (c) Significant changes in contract balances

The contract assets and liabilities have arisen on adoption of AASB 15 and AASB 1058. Previously the revenue was recognised on receipt and therefore there was no effect on the statement of financial position.



Notes to the Financial Statements for the year ended 30 June 2020

Note 19. Leases

#### Council as a lessee

Council has leases in place over IT equipment. Council has applied the exception to lease accounting for leases of low-value assets and short-term leases.

#### **Exceptions to lease accounting**

Council has applied the exceptions to lease accounting for both short-term leases (i.e. leases with a term of less than or equal to 12 months) and leases of low-value assets. Low value assets are assets that have a value below the capitalisation threshold. Council recognises the payments associated with these leases as an expense on a straight-line basis over the lease term. Council has assessed its contractual agreements and have found no lease arrangements of material value.

#### Leases at significantly below market value / concessionary leases

Council is the lessee of a number of Deed of Grant in Trust leases, for which no or little lease payments are made. These have been identified as peppercorn leases which are currently not recognised in Council's financial statements. Council does not intend to elect to apply the fair value measurement requirements to these leases until such time as this requirement is mandated.

Assets leased under a concessionary arrangement are land assets and are used for free public car parking, gardens, bus stops including seating, access and signage areas, footpaths and a war memorial. The land is leased from Queensland Rail Limited. The leases are between 2 and 10 years and require payments between \$1 and \$1,000 per annum. The use of the right-of-use asset is restricted by the lessor to specified community services which Council must provide, these service are detailed in the leases.

Council does not believe that any of the leases in place are individually material.

#### Council as a lessor

When Council is a lessor, the lease is classified as either an operating or finance lease at inception date, based on whether substantially all of the risks and rewards incidental to ownership of the asset have been transferred to the lessee. If the risks and rewards have been transferred then the lease is classified as a finance lease, otherwise it is an operating lease.

If the lease contains lease and non-lease components then the non-lease components are accounted for in accordance with AASB 15 Revenue from Contracts with Customers.

The lease income is recognised on a straight-line basis over the lease term.

Council is the lessor of a number of properties and facilities. The leases are primarily for the lease of facilities to community and sporting associations, the lease of property for telecommunication towers and the lease of property for agricultural purposes.



Notes to the Financial Statements for the year ended 30 June 2020

## Note 19. Leases (continued)

2020	2019
\$'000	\$'000

#### **Operating leases**

Where Council retains the risks and rewards relating to a lease, they are classified as operating leases and relate to the investment property in the statement of financial position.

Rent from investment and other property is recognised as income on a periodic straight line basis over the lease term

Community housing rental income	49	84
Council property lease income	331	233
Total operating lease income (rental income)	380	317
The minimum lease receipts are as follows:		
Not later than one year	261	-
Between one and two years	241	-
Between two and three years	232	-
Between three and four years	208	-
Between four and five years	118	-
Later than 5 years	849	-
Total lease receipts	1,909	-

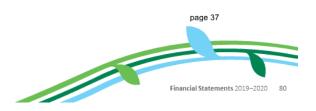
There are no restrictions on the realisability of investment property or remittance of income and proceeds of disposal. Council does not have any contractual obligations to purchase, construct or develop investment property.

## Note 20. Payables

Trade payables are recognised upon receipt of the goods or services ordered, and are measured at the agreed purchase/contract price. Amounts owing are unsecured, and generally settled on 30 day terms.

A liability for salaries and wages is recognised and measured as the amount unpaid at the reporting date at current pay rates in respect of employees' services up to that date. This liability represents an accrued expense.

Superannuation is paid within three days of a pay period. No liability is recognised for superannuation.



Notes to the Financial Statements for the year ended 30 June 2020

## Note 20. Payables (continued)

		2020	2019 \$'000
	Notes	\$'000	
Current			
Creditors and accruals		3,327	4.723
Prepaid rates		2,364	-,725
Employee entitlements		166	146
ATO - net GST payable		99	114
Waste levy received in advance		-	1,038
State fire levy		115	91
TOTAL CURRENT PAYABLES		6,071	6,112

## Note 21. Borrowings

No assets have been pledged as security by Council for any liabilities. However, all loans are guaranteed by the Queensland Government.

Borrowings are initially recognised at fair value plus any directly attributable transaction costs. Subsequent to initial recognition these liabilities are measured at amortised cost.

All borrowings are in \$A denominated amounts and carried at amortised cost, interest being expensed as it accrues. No interest has been capitalised during the current or comparative reporting period. Expected final repayment dates vary from 15 March 2031 to 15 March 2036.

There have been no defaults or breaches of the loan agreement during the period.

Principal and interest repayments are made quarterly in arrears.

In accordance with the Local Government Regulation 2012, Council adopts an annual debt policy that sets out Council's planned borrowings for the next nine years. Council's current policy is to only borrow for capital projects and for a term no longer than the expected life of the asset.

#### Current

Loans - Queensland Treasury Corporation	1,506	1,435
TOTAL CURRENT BORROWINGS	1,506	1,435
Non-current		
Loans - Queensland Treasury Corporation	21,570	23,079
TOTAL NON-CURRENT BORROWINGS	21,570	23,079



# Notes to the Financial Statements for the year ended 30 June 2020

## Note 21. Borrowings (continued)

	Notes	2020 \$'000	2019 \$'000
Reconciliation of loan movements for the year			
Loans - Queensland Treasury Corporation			
Opening balance at beginning of financial year Principal repayments Book value at end of financial year	-	24,514 (1,438) 23,076	26,330 (1,816) 24,514

The QTC loan market value at the reporting date was \$27,986,661. This represents the value of the debt if Council repaid it at that date.

#### Note 22. Provisions

Provisions are measured at the expected cost of the work required, discounted to current day values using the interest rates attaching to Commonwealth Government guaranteed securities with a maturity date corresponding to the anticipated date of the payment.

Short-term benefits which are expected to be wholly settled within 12 months are calculated on wage and salary levels which are expected to be paid and includes related employee on-costs. Amounts not expected to be wholly settled within 12 months are calculated on projected future wage and salary levels and related employee on-costs, and are discounted to present values.

#### Long service leave

A liability for long service leave is measured as the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date. The value of the liability is calculated using current pay rates, future pay increases, employee on-costs, and the probability of the employee remaining in Council's employment which would result in the Council being required to meet the liability. The interest rates attaching to Commonwealth Government guaranteed securities at the reporting date are used to discount the estimated future cash outflows to their present value.

Where employees have met the prerequisite length of service and council does not have an unconditional right to defer this liability beyond 12 months long service leave is classified as a current liability. Otherwise it is classified as non-current.

## Quarry rehabilitation

The provision represents the present value of the anticipated future costs associated with the closure of the five quarries, refilling the basin, and reclamation and rehabilitation of these sites. The calculation of this provision requires assumptions such as application of environmental legislation, site closure dates, available technologies and engineering cost estimates. These uncertainties may result in future actual expenditure differing from amounts currently provided. Because of the long-term nature of the liability, the most significant uncertainty in estimating the provision is the costs that will be incurred. The provision recognised for quarry rehabilitation is reviewed at least annually and updated based on the facts and circumstances available at the time. Restoration costs are already being incurred. Changes to the provisions resulting from the passing of time (the unwinding of the discount) are treated as a finance cost.

The projected indexed costs is \$786,938 and this cost is expected to be incurred between 2021 and 2072.



Notes to the Financial Statements for the year ended 30 June 2020

## Note 22. Provisions (continued)

#### Refuse restoration

The provision represents the present value of the anticipated future costs associated with the closure of the eight refuse sites, decontamination and monitoring of historical residues and leaching on these sites. The calculation of this provision requires assumptions such as application of environmental legislation, site closure dates, available technologies and engineering cost estimates. These uncertainties may result in future actual expenditure differing from amounts currently provided. Because of the long-term nature of the liability, the most significant uncertainty in estimating the provision is the costs that will be incurred. The provision recognised for refuse sites is reviewed at least annually and updated based on the facts and circumstances available at the time. Restoration costs are already being incurred. Changes to the provisions resulting from the passing of time (the unwinding of the discount) are treated as a finance cost.

The projected cost is \$34,298,634 and this cost is expected to be incurred between 2021 to 2076.

		2020	2019
	Notes	\$'000	\$'000
Current			
Annual leave		2,725	2,115
Long service leave		5,289	5,264
Redundancy		1,362	-
Sub total - aggregate employee benefits		9,376	7,379
Quarry rehabilitation		12	12
Refuse restoration		551	463
TOTAL CURRENT PROVISIONS	=	9,939	7,854
Non-current			
Long service leave		263	231
Sub total - aggregate employee benefits		263	231
Quarry rehabilitation		611	640
Refuse restoration		28,874	28,784
TOTAL NON-CURRENT PROVISIONS		29,748	29,655



Notes to the Financial Statements for the year ended 30 June 2020

## Note 22. Provisions (continued)

		2020	2019
	Notes	\$'000	\$'000
Details of movements in provisions:			
Quarry rehabilitation			
Balance at beginning of financial year		652	632
Increase in provision due to unwinding of discount	8	15	20
Increase/(decrease) in provision due to change in discount rate	5	(44)	-
Balance at end of financial year	_	623	652
Refuse restoration			
Balance at beginning of financial year		29,247	28,176
Additional provision		-	827
Increase in provision due to unwinding of discount	8	689	244
Increase/(decrease) in provision due to change in discount rate	5	(511)	-
Balance at end of financial year		29,425	29,247

Changes to the provision resulting from the passing of time (the unwinding of the discount) are treated as finance costs (refer to Note 8). Amendments to the provision resulting from changes in estimates, which include any discount rate change, are recognised within the accounts as Capital Income (refer Note 5) or Capital Expenses (refer to Note 9).

## Note 23. Asset revaluation surplus

The asset revaluation surplus comprises revaluation movements on property, plant and equipment. Increases and decreases on revaluation are offset within a class of assets.



# Notes to the Financial Statements for the year ended 30 June 2020

## Note 24. Commitments for expenditure

		2000	2012
	Notes	2020 \$'000	2019 \$'000
(a) Contractual commitments			
Contractual commitments at end of financial year but not recognised in the financial statements are as follows:	he		
Garbage collection contract		2,873	5,862
Waste site supervision contract		4,368	5,392
Computer leasing contract		227	380
IT software contracts		3,033	2,975
		10,501	14,609
(b) Capital commitments (exclusive of GST)			
Commitment for the construction of the following assets contracted for a reporting date but not recognised as liabilities:	t the		
Property, plant and equipment			
Facility, buildings, plant and equipment expenditure		932	1,603
Road operations and bridge construction		374	577
Total commitments		1,306	2,180
These expenditures are payable as follows:			
Within the next year		1,306	2,180
Total Payable		1,306	2,180

## Note 25. Contingent liabilities

Details and estimates of maximum amounts of contingent liabilities are as follows:

#### **Local Government Mutual**

The Council is a member of the local government mutual liability self-insurance pool, LGM Queensland. In the event of the pool being wound up or it is unable to meet its debts as they fall due, the trust deed and rules provide that any accumulated deficit will be met by the individual pool members in the same proportion as their contribution is to the total pool contributions in respect to any year that a deficit arises.

As at 30 June 2019 the financial statements reported an accumulated surplus and it is not anticipated any liability will arise.



Notes to the Financial Statements for the year ended 30 June 2020

Note 25. Contingent liabilities (continued)

#### Local Government Workcare

The Council is a member of the Queensland local government worker's compensation self-insurance scheme, Local Government Workcare. Under this scheme the Council has provided an indemnity towards a bank guarantee to cover bad debts which may remain should the self insurance licence be cancelled and there was insufficient funds available to cover outstanding liabilities. Only the Queensland Government's workers compensation authority may call on any part of the guarantee should the above circumstances arise. The Council's maximum exposure to the bank guarantee is \$594,497.

#### Legal claims

The Council is a defendant, or may be called upon to defend claims that arise, as a result of operations of the Council and ownership of public assets.

Council is currently defending a legal claim before the courts where the claimed amount is not finally calculated, but is in excess of \$2.2 million. Since the proceeding was commenced, the Applicant has amended its claim on three occasions in response to strike-out applications by Council, and the amount claimed has significantly decreased from the original \$25 million sought by the Applicant. No substantive steps have been taken by the Applicant to pursue this proceeding, and only those steps which will keep the proceeding 'live' in accordance with the Court Rules have now been taken. Council is of the opinion that if this claim is progressed it can be successfully defended.

Council is also defending two legal claims before the Magistrates Court, which Council is seeking to consolidate to be heard together, where the total claimed amount is \$135,850. These matters relate to enforcement action taken by Council for development offences and are expected to proceed to trial later this year. Council will be vigorously defending these claims and believes it has reasonable prospects of success.

Seven Council assets have not been properly constructed by a particular contractor and now present risk to further liability to Council. Steps have been taken to resolve these issues with the contractor but this process has been frustrated. It is considered that Council is unlikely to recover any rectification costs from the contractor, which are expected to be in excess of \$4 million. Council will incur out of pocket costs to rectify the construction issues and may have liability to third parties in the event of any of these assets failing.

A complaint has been made in relation to infrastructure constructed by Council without a development approval. Advice is being sought. If a claim is made, there is a risk of liability to Council not only to the complainant but potentially other impacted properties in the local area depending on the outcome of any flood modelling evidence.

Information in respect of any individual claims has not been disclosed in accordance with AASB137 "Provisions, Contingent Liabilities and Contingent Assets" on the basis that Council considers such disclosures may seriously prejudice the outcome of the claim.



Notes to the Financial Statements for the year ended 30 June 2020

## Note 26. Superannuation - Regional Defined Benefit Fund

Council contributes to the LGIAsuper Regional Defined Benefits Fund (the scheme), at the rate of 12% for each permanent employee who is a defined benefit member. This rate is set in accordance with the LGIAsuper trust deed and may be varied on the advice of an actuary. The Regional Defined Benefits Fund is a complying superannuation scheme for the purpose of the Commonwealth Superannuation Industry (Supervision) legislation and is also governed by the Local Government Act 2009.

The scheme is a defined benefit plan, however Council is not able to account for it as a defined benefit plan in accordance with AASB119 because LGIAsuper is unable to account for its proportionate share of the defined benefit obligation, plan assets and costs.

Any amount by which the scheme is over or under funded may affect future benefits and result in a change to the contribution rate, but has not been recognised as an asset or liability of the Council.

Technically Council can be liable to the scheme for a portion of another local governments' obligations should that local government be unable to meet them. However the risk of this occurring is extremely low and in accordance with the LGIAsuper trust deed changes to council's obligations will only be made on the advice of an actuary.

The last completed actuarial assessment of the scheme was undertaken as at 1 July 2018. The actuary indicated that "At the valuation date of 1 July 2018, the net assets of the scheme exceeded the vested benefits and the scheme was in a satisfactory financial position as at the valuation date." The Council is not aware of anything that has happened since that time that indicates the assets of the scheme are not sufficient to meet the vested benefits, as at the reporting date. Council is however aware of the risks associated with the impact of COVID-19 on the economy and the uncertainty of this impact on the scheme, and will closely monitor this position.

No changes have been made to prescribed employer contributions which remain at 12% of employee salaries and there are no known requirements to change the rate of contributions.

The next triennial actuarial review is due on 1 July 2021.

The most significant risks that may result in LGIAsuper increasing the contribution rate, on the advice of the actuary, are:

Investment risk - The risk that the scheme's investment returns will be lower than assumed and additional contributions are needed to fund the shortfall.

Salary growth risk - The risk that wages or salaries will rise more rapidly than assumed, increasing vested benefits to be funded

	Notes	2020 \$'000	2019 \$'000
Superannuation contributions made to the Regional Defined Benefits Fund		93	103
Other superannuation contributions for employees		2,623	2,603
Total superannuation contributions paid by Council for employees	6	2,716	2,706

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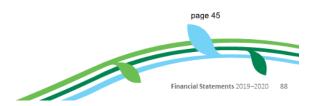
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Notes to the Financial Statements

for the year ended 30 June 2020

Note 27. Reconciliation of net result for the year to net cash inflow (outflow) from operating activities

	Notes	2020 \$'000	2019 \$'000
Net result		3,615	3,437
Non-cash items			
Depreciation and amortisation		12,239	12,172
	-	12,239	12,172
Losses/(gains) recognised on fair value re-measurements through the ir	come s	statement	
Investment properties		(100)	(190)
Unwinding of discount rates on reinstatement provisions		704	264
Capital Income - Rehabilitation		(555)	-
		49	74
Investing and development activities			
Net (profit)/loss on disposal of assets		2,166	4,389
Capital grants and contributions		(2,780)	(2,966)
Share of net (profits)/losses of associates/JV's		(2,152)	(2,539)
Capital contributions		(1,518)	(1,765)
		(4,284)	(2,881)
Changes in operating assets and liabilities:			
(Increase)/decrease in receivables		554	(703)
Increase/(decrease) in provision for doubtful debts		6	` 3
(Increase)/decrease in inventories		14	(5)
(Increase)/decrease in contract assets		(56)	-
Increase/(decrease) in payables		(1,082)	218
Increase/(decrease) in contract liabilities		1,109	-
Increase/(decrease) in employee leave entitlements		667	395
Increase/(decrease) in other provisions		1,362	827
Increase/(decrease) in other liabilities	-	(1,014)	984
	-	1,560	1,719
Net cash provided from/(used in) operating activities from the			
statement of cash flows	_	13,179	14,521



Notes to the Financial Statements for the year ended 30 June 2020

Note 28. Reconciliation of liabilities arising from financing activities

		Change in		Non-cash	
	As at	accounting		changes	As at
	30-Jun-19	policy	Cashflows	(new leases)	30-Jun-20
	\$'000	\$'000	\$'000	\$'000	\$'000
Loans	24,514		(1,438)	-	23,076
	24,514	-	(1,438)		23,076
		Change in		Non-cash	
	As at	accounting		changes	As at
	30-Jun-18	policy	Cashflows	(new leases)	30-Jun-19
	\$'000	\$'000	\$'000	\$'000	\$'000
Loans	26,330	-	(1,816)	_	24,514
	26,330	-	(1,816)	_	24,514

## Note 29. Changes in accounting policy

During the year ended 30 June 2020, the Council has adopted AASB 15 Revenue from Contracts with Customers, AASB 1058 Income of NFP Entities and AASB 16 Leases using the modified retrospective (cumulative catch-up) method and therefore the comparative information for the year ended 30 June 2019 has not been restated and continues to comply with AASB 111 Construction Contracts, AASB 117 Leases, AASB 118 Revenue, AASB 1004 Contributions and associated Accounting Interpretations.

All adjustments on adoption of AASB 15, AASB 1058 and AASB 16 have been taken to retained earnings at 1 July 2019.

The impacts of adopting these standards and associated transition disclosures are provided below:

#### Revenue standards - AASB 15 and AASB 1058

The following options have been applied on transition to AASB 15 and AASB 1058:

- Council has not adopted the completed contract expedient and therefore has not excluded revenue which was fully recognised in previous years in accordance with the former accounting standards and pronouncements.
- Council has not retrospectively restated contracts for modifications that occurred before 1 July 2019 unless such contract modification were minor.

Changes in accounting policy on adoption of AASB 15 and AASB 1058:

- Prepaid rates now recorded as a financial liability until the beginning of the rating period. Prepaid rates were recognised as revenue under the previous accounting standards.
- Grant revenue for acquistion or construction of assets controlled by Council now recognised as revenue as the construction progresses in accordance with costs incurred. Capital grants were recognised as revenue on receipt under the previous accounting standards.
- Grant income from an agreement which is enforceable and contains sufficiently specific performance obligations now recognised as revenue when each performance obligation is satisifed. All grant income was recognised as revenue on receipt under the previous accounting standards



### Notes to the Financial Statements for the year ended 30 June 2020

### Note 29. Changes in accounting policy (continued)

			Balance at
			1-Jul-19
			\$'000
Changes in accounting policy on adoption of AASB 15 and AA	SB 1058		
Opening contract balances on transition at 1 July 2019			
Contract assets			
Under AASB 15			-
Under AASB 1058			465
Total contract assets			465
Payables and contract liabilities			
Under AASB 15			252
Under AASB 1058			2,439
Total contract liabilities			2,691
	Carrying		Carrying
	amount per		amount if
	statement of		previous
	comprehensiv	e	standards had
	income	Adjustments	been applied
	Dr / (Cr)	Dr / (Cr	Dr / (Cr
Note	s <b>\$'000</b>	\$'000	\$'000

### Comparison of affected financial statement lines between AASB 15 / 1058 an previous revenue standards

The following table shows the amount by which the financial statement line item is affected by the application of AASB 15 and AASB 1058 as compared to the previous revenue standards.

### Statement of comprehensive income for the year ended 30 June 2020

Revenue			
Operating grants	9,107	1,057	10,164
Rates and charges	40,179	309	40,488
Capital revenue	4,298	688	4,986
Net revenue	53,584	2,054	55,638
Net total	53,584	2,054	55,638



Notes to the Financial Statements for the year ended 30 June 2020

### Note 29. Changes in accounting policy (continued)

		Carrying		Carrying
		amount per		amount if
		statement		previous
		of financial		standards had
		position	Adjustments	been applied
		Dr / (Cr)	Dr / (Cr)	Dr / (Cr)
	Notes	\$'000	\$'000	\$'000
Comparison of affected financial statement lines between AASB 15 / 1058 an previous revenue standards (continued)				
Statement of financial position at 30 June 2020				
Contract assets		116	(116)	_
Total current assets		116	(116)	-
TOTAL ASSETS		116	(116)	
Contract liabilities		(2,016)	2,016	-
Payables		(6,071)	2,364	(3,707)
Total current liabilities		(8,087)	4,380	(3,707)
TOTAL LIABILITES		(8,087)	4,380	(3,707)

The adjustments above relate to the recognition of contract assets and contract liabilities for revenue streams where the revenue is recognised over time rather than on receipt of funding under AASB 1004.

8,203

(386,874)

(386,874)

4,264

(4,264)

(4,264)

3,707

(391, 138)

(391, 138)

### Statement of cash flows for the year ended 30 June 2020

Net community assets

Total community equity

Retained earnings

The adoption of AASB 15 and AASB 1058 has not caused a material change to the Statement of Cash Flows for the year ended 30 June 2020.



Notes to the Financial Statements for the year ended 30 June 2020

Note 29. Changes in accounting policy (continued)

### Lease standard - AASB 16

### Council as a lessee

Under the previous lease accounting standard, Council assessed whether leases were operating or finance leases, based on its assessment of whether the significant risks and rewards of ownership had been transferred to Council or remained with the lessor. Under AASB 16, there is no differentiation between finance and operating leases for the lessee and therefore all leases which meet the definition of a lease are recognised on the statement of financial position (except for short-term leases and leases of low-value assets).

Council has used the exception to lease accounting for short-term leases and leases of low-value assets, and the lease expense relating to these leases is recognised in the Statement of Comprehensive Income on a straight- line basis. Council has no leases, in the current or previous financial year, other than low value, short term or intangible leases.

### Note 30. Events after the reporting period

Council is unaware of any material or significant events occurring after balance date that should be disclosed.



Notes to the Financial Statements for the year ended 30 June 2020

### Note 31. Financial instruments and financial risk management

### (a) Financial assets and financial liabilities

Council has exposure to the following risks arising from financial instruments; (i) credit risk, (ii) liquidity risk and (iii) market risk.

This note provides information (both qualitative and quantitative) to assist statement users evaluate the significance of financial instruments on the Council's financial position and financial performance, including the nature and extent of risks and how the Council manages these exposures.

### Financial risk management

Council is responsible for the establishment and oversight of the risk management framework, together with developing and monitoring risk management policies.

Council's Audit and Risk Management Committee (ARMC) has oversight of policies for overall risk management. specifically for managing credit, liquidity and market risk.

The Council's risk management policies are established to identify and analyse the risks faced, to set appropriate limits and controls and to monitor these risks and adherence against limits. The Council aims to manage volatility to minimise potential adverse effects on the financial performance of the Council.

The ARMC oversees how management monitors compliance with the Council's risk management policies and procedures, and reviews the adequacy of the risk management framework in relation to the risks faced by the Council. The ARMC is assisted in its oversight role by internal audit. Internal audit undertakes both regular and ad hoc reviews of risk management controls and procedures, the results of which are reported to the ARMC.

Council does not enter into derivatives.

### Credit risk

Credit risk is the risk of financial loss if a counterparty to a financial instrument fails to meet its contractual obligations. These obligations arise principally from the Council's investments and receivables from customers.

Exposure to credit risk is managed through regular analysis of credit counterparty ability to meet payment obligations. The carrying amount of financial assets represents the maximum credit exposure.

Investments in financial instruments are required to be made with Queensland Treasury Corporation (QTC) or similar State/Commonwealth bodies or financial institutions in Australia, in line with the requirements of the Statutory Bodies Financial Arrangements Act 1982.

No collateral is held as security relating to the financial assets held by the Council.

The carrying amounts of financial assets at the end of the reporting period represent the maximum exposure to credit risk for the Council.



Notes to the Financial Statements for the year ended 30 June 2020

### Note 31. Financial instruments and financial risk management (continued)

### Cash and cash equivalents

The Council may be exposed to credit risk through its investments in the QTC Cash Fund and QTC working capital facility. The QTC Cash Fund is an asset management portfolio that invests with a wide range of high credit rated counterparties. Deposits with the QTC cash fund are capital guaranteed. Working capital facility deposits have a duration of one day and all investments are required to have a minimum credit rating of "A-", therefore the likelihood of the counterparty having capacity to meet its financial commitments is strong.

### Other financial assets

Other investments are held with financial institutions, which are rated AA+ to BBB- based on rating agency Standard and Poors ratings, and whilst not capital guaranteed, the likelihood of a credit failure is assessed as remote.

### Receivables

In the case of rate receivables, Council has the power to sell the property to recover any defaulted amounts. In effect this power protects Council against credit risk in the case of defaults.

In other cases, Council assesses the credit risk before providing goods or services and applies normal business credit protection procedures to minimise the risk.

By the nature of Council's operations, there is a geographical concentration of risk in Council's area. Because the area is largely residential and agricultural, there is also a concentration in the residential and agricultural sectors.

Council does not require collateral in respect of trade and other receivables. Council does not have trade receivables for which no loss allowance is recognised because of collateral.

### Liquidity risk

Liquidity risk refers to the situation where Council may encounter difficulty in meeting obligations associated with financial liabilities that are settled by delivering cash or another financial asset. Council is exposed to liquidity risk through its trading in the normal course of business and borrowings from the Queensland Treasury Corporation for capital works.

Council manages its exposure to liquidity risk by maintaining sufficient cash deposits and undrawn facilities, both short and long term, to cater for unexpected volatility in cash flows. These facilities are disclosed in Note 10.

Council's approach to managing liquidity is to ensure, as far as possible, that it will have sufficient liquidity to meet its labilities when they are due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the Council's reputation.

The following table sets out the liquidity risk in relation to financial liabilities held by Council. It represents the remaining contractual cashflows (principal and interest) of financial liabilities at the end of the reporting period, excluding the impact of netting agreements:



### Notes to the Financial Statements

for the year ended 30 June 2020

Note 31. Financial instruments and financial risk management (continued)

	01-1	41-5	0	Total contractual	Carrying
	0 to 1 year \$'000	1 to 5 years \$'000	Over 5 years \$'000	cash flows \$'000	amount \$'000
	Ψ 000	<u> </u>	<b>4000</b>	<b>4000</b>	<b>\$</b>
2020					
Payables	5,905	-	-	5,905	5,905
Loans - QTC	2,594	10,378	17,325	30,297	23,076
	8,499	10,378	17,325	36,202	28,981
2019					
Payables	5,966	-	-	5,966	5,966
Loans - QTC	2,595	10,378	19,919	32,892	24,514
	8,561	10,378	19,919	38,858	30,480

The outflows in the above table are not expected to occur significantly earlier and are not expected to be for significantly different amounts than indicated in the table.

### Market risk

Market risk is the risk that changes in market indices, such as interest rates, will affect the Council's income or the value of its holdings of financial instruments.

### Interest rate risk

Council is exposed to interest rate risk through investments and borrowings with Queensland Treasury and other financial institutions.

Council has access to a mix of variable and fixed rate funding options through QTC so that interest rate risk exposure can be minimised.

### Sensitivity

Sensitivity to interest rate movements is shown for variable financial assets and liabilities based on the carrying amount at reporting date.

Council does not account for any fixed-rate financial assets or financial liabilities at fair value through profit or Loss, therefore a change in interest rates at the reporting date would not affect profit or loss.

The following interest rate sensitivity analysis depicts what effect a reasonably possible change in interest rates (assumed to be 1%) would have on the profit and equity, based on the carrying values at the end of the reporting period. The calculation assumes that the change in interest rates would be held constant over the period.



Notes to the Financial Statements for the year ended 30 June 2020

Note 31. Financial instruments and financial risk management (continued)

	Net carrying	Net	result	Eq	uity
	amount \$'000	1% increase \$'000	1% decrease \$'000	1% increase \$'000	1% decrease \$'000
2020					
QTC cash fund	21,242	212	(212)	212	(212)
Other investments	4,600	46	(46)	46	(46)
Loans - QTC	(23,076)	(231)	231	(231)	231
Net	2,766	27	(27)	27	(27)
2019					
QTC cash fund	12,819	128	(128)	128	(128)
Other investments	9,100	91	(91)	91	(91)
Loans - QTC	(24,514)	(245)	245	(245)	245
Net	(2,595)	(26)	26	(26)	26

In relation to the QTC loans held by the Council, the following has been applied:

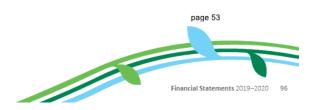
QTC generic debt pool - the generic debt pool products approximate a fixed rate loan. There is a negligible impact on interest sensitivity from changes in interest rates for generic debt pool borrowings.

### (b) Fair value

The fair value of trade and other receivables and payables is assumed to approximate the value of the original transaction, less any allowance for impairment.

The following table shows the carrying amounts and fair values of financial assets and financial liabilities, including their levels in the fair value hierarchy. It does not include fair value information for financial assets and financial liabilities not measured at fair value if the carrying amount is a reasonable approximation of fair value.

		Carryii	ng value	Fair	value
		2020	2019	2020	2019
	Notes	\$'000	\$'000	\$'000	\$'000
Financial assets					
Cash and cash equivalents	10	467	1,184	467	1,184
QTC cash fund	10	21,242	12,819	21,242	12,819
Investments		4,600	9,100	4,600	9,100
Total financial assets		26,309	23,103	26,309	23,103
Financial liabilities					
Loans - QTC	21	23,076	24,514	27,987	29,022
Total financial liabilities		23,076	24,514	27,987	29,022



### Notes to the Financial Statements

for the year ended 30 June 2020

### Note 32. Transactions with related parties

	2020	2019
	\$000	\$000
(a) Associates		
Amount of transactions with Associates		
Queensland Urban Utilities		
Water and waste water charges	501	436
Sponsorship received	(5)	(6)
Contribution to water collaborative	(30)	-
Private works for QUU	(24)	(19)
Council development costs	-	54
Infrastructure charges	21	55
Council of Mayors of South East Queensland		
Annual membership levy	29	30
Resilient rivers contribution	32	33
SEQ regional food and agriculture tourism platform	4	5
Resilient rivers initiatives	(400)	(180)
Spring Bluff Railway Station Trust		
Annual operational contribution	59	58
Total	187	466

All of the above transactions were in the normal course of business, and subject to standard terms and conditions.

### (b) Other related parties

### Transactions with other related parties

Amount of transactions with other related parties

Purchase of goods and services from entities controlled by key management person	nnel	
Printing	24	43
Merchandise	-	1
Professional Organisations	2	-
Purchase of goods and services from entities controlled by related parties of		
key management personnel		
Sporting complex	137	150
Earthmoving services	-	19
Employee expenses for close family members of key management personnel	199	105
Total	362	318

All of the above transactions were in the normal course of business, and subject to standard terms and conditions.

Any contracts with related parties have followed normal procurement and tender processes.

There are two related parties who are employees of Council but not Key Management Personnel. Their employment terms and conditions are in accordance with Council's Enterprise Bargaining Agreement and standard recruitment practices.



### Notes to the Financial Statements

for the year ended 30 June 2020

### Note 32. Transactions with related parties (continued)

2020	2019
\$ 000'8	\$'000

Key management personnel have disclosed any personal interest in relation to decision making around these transactions, or absented themselves from the decision making process. Similar transactions have occurred in previous years, prior to the election or employment of Key Management Personnel.

### (c) Key management personnel

### Transactions with key management personnel

Key Management Personnel include the Councillors, Chief Executive Officer, Executive Managers, and the Chief Financial Officer. Other staff acting in those positions during the year have also been included for the period of time they were acting.

The compensation paid to key management personnel comprises:

Short-term employee benefits	2,056	2,085
Post-employment benefits	216	218
Long-term benefits	53	49
Termination benefits	143	-
Total	2,468	2,352

### (d) Outstanding balances

Council holds no contract retentions (2019: Nil) on behalf of a related party.

Included in the balances disclosed at (a) is an amount of \$7,794 (2019: \$2,321) which was outstanding at year end. This is in accordance with Council's normal debt collection and creditor payment terms.

Included in the balances disclosed at (b) is an amount of \$565 (2019: \$297) which was outstanding at year end. This is in accordance with Council's normal creditor payment terms.

### (e) Loans and gurarantees to/from related parties

Council holds no bank guarantees (2019: Nil) on behalf of a related party.

Council has provided a loan to QUU for \$14.7 million (2019: \$14.7 million). This is managed by Queensland Treasury Corporation. This loan is at commercial interest rates, and the capacity for QUU to repay this loan is assessed yearly. This loan is disclosed at Note 11.

### (f) Commitments to/from other related parties

There are no commitments at the end of the reporting period in relation to transactions with related parties.

### (g) Transactions with related parties that have not been disclosed

Transactions on the same basis as ordinary citizens with the related parties have not been disclosed. These transactions include rates payment for properties owned within Council boundaries, dog registrations, and reimbursement of expenses for parking and conferences.



### Notes to the Financial Statements for the year ended 30 June 2020

### Note 33. Reserves

	2020	2019
Notes	\$'000	\$'000

Council's cash, cash equivalents and investments are subject to a number of external and internal restrictions that limit the amount that is available for discretionary or future use. In prior years Council accounted for these restrictions using a system of reserves.

### Restricted Capital Works Reserve - Grants & Subsidies

This corresponds to the amount of cash which has been received in respect of capital works where the required capital works have not yet been carried out.

### Roads Infrastructure Reserve

This represents the future development of roads across the region from specific contributions.

### Rates Levies Reserve

This represents the unspent funds from the Emergency Preparedness, Rural Fire and Waste Management Levies. These funds will provide disaster management, SES, rural fire, environmental and waste functions as needed. This reserve has now been fully expended.

### **Prepaid Grants Reserve**

This corresponds to the amount of cash which has been received in respect of operational works where the required operations have not yet been carried out.

### Reserves held for funding future capital exp:

Restricted capital works reserve - grants & subsidies	-	591
Roads infrastructure reserve	1,306	2,180
	1,306	2,771
Reserves held for funding future recurrent exp:		
Prepaid grants reserve	-	429
		429
TOTAL RESERVES	1,306_	3,200



Notes to the Financial Statements for the year ended 30 June 2020

### Note 33. Reserves (continued)

		2020	2019
	Notes	\$'000	\$'000
Details of movements in Reserves:			
Capital Reserves			
Restricted capital works reserve - grants & subsidies			
Balance at beginning of financial year		591	321
Transfer from retained surplus		-	733
Transfer to retained surplus		(591)	(463
Balance at end of financial year		-	591
Roads infrastructure reserve			
Balance at beginning of financial year		2,180	2,564
Transfer from retained surplus		1,306	2,180
Transfer to retained surplus		(2,180)	(2,564
Balance at end of financial year		1,306	2,180
Recurrent Reserves			
Rates levies reserve			
Balance at beginning of financial year		-	197
Transfer from retained surplus		-	305
Transfer to retained surplus	_		(502
Balance at end of financial year		-	
Prepaid grants reserve			
Balance at beginning of financial year		429	161
Transfer from retained surplus		-	623
Transfer to retained surplus	_	(429)	(355
Balance at end of financial year		-	429



Notes to the Financial Statements for the year ended 30 June 2020

### Note 34. Council information and contact details

### Principal place of business:

26 Railway Street Gatton QLD 4343

### **Contact details**

### Mailing address:

PO Box 82 Gatton QLD 4343

Telephone: 1300 005 872

Facsimile:

### Officers

### **CHIEF EXECUTIVE OFFICER**

Ian Church

### **AUDITORS**

Queensland Audit Office PO Box 15396 City East QLD 4002

### Other information

ABN: 52 673 165 312

### Opening hours:

8:30am - 4:30pm - Gatton 9:00am - 5:00pm - Laidley Monday to Friday

 Internet:
 www.lockyervalley.qld.gov.au

 Email:
 mailbox@lvrc.qld.gov.au

### **Elected members**

### MAYOR

Tanya Milligan

### COUNCILLORS

Jason Cook Chris Wilson Janice Holstein Rick Vela Michael Hagan Brett Qualischefski



General Purpose Financial Statements for the year ended 30 June 2020

### Management Certificate

for the year ended 30 June 2020

These general purpose financial statements have been prepared pursuant to sections 176 and 177 of the Local Government Regulation 2012 (the Regulations) and other prescribed requirements.

In accordance with Section 212(5) of the Regulation, we certify that:

- (i) the prescribed requirements of the Local Government Act 2009 and Local Government Regulations 2012 for the establishment and keeping of accounts have been complied with in all material respects; and
- (ii) the general purpose financial statements, as set out on pages 2 to 58, present a true and fair view, in accordance with Australian Accounting Standards, of the Council's transactions for the financial year and financial position at the end of the year.

Tanya Milligan

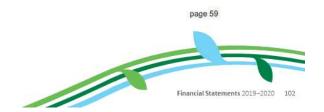
MAYOR

17 September 2020

Ian Church

CHIEF EXECUTIVE OFFICER

17 September 2020





### INDEPENDENT AUDITOR'S REPORT

To the Councillors of Lockyer Valley Regional Council

### Report on the audit of the financial report

### Opinion

I have audited the accompanying financial report of Lockyer Valley Regional Council (the council).

In my opinion, the financial report:

- a) gives a true and fair view of the council's financial position as at 30 June 2020, and of its financial performance and cash flows for the year then ended
- b) complies with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards.

The financial report comprises the statement of financial position as at 30 June 2020, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes to the financial statements including significant accounting policies and other explanatory information, and the certificate given by the Mayor and Chief Executive Officer.

### Basis for opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial report* section of my report.

I am independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the Auditor-General Auditing Standards.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

### Other information

Other information comprises financial and non-financial information (other than the audited financial report) in an entity's annual report.

At the date of this auditor's report, the available other information in Lockyer Valley Regional Council's annual report for the year ended 30 June 2020 was the current year financial sustainability statement and long-term financial sustainability statement.

The councillors are responsible for the other information.





My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. However, as required by the Local Government Regulation 2012, I have expressed a separate opinion on the current year financial sustainability statement.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

### Responsibilities of the councillors for the financial report

The councillors are responsible for the preparation of the financial report that gives a true and fair view in accordance with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards, and for such internal control as the councillors determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

The councillors are also responsible for assessing the council's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless it is intended to abolish the council or to otherwise cease operations.

### Auditor's responsibilities for the audit of the financial report

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether
  due to fraud or error, design and perform audit procedures responsive to those risks,
  and obtain audit evidence that is sufficient and appropriate to provide a basis for my
  opinion. The risk of not detecting a material misstatement resulting from fraud is higher
  than for one resulting from error, as fraud may involve collusion, forgery, intentional
  omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit
  procedures that are appropriate in the circumstances, but not for expressing an opinion
  on the effectiveness of the council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the council.





- Conclude on the appropriateness of the council's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. I base my conclusions on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the council to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

### Report on other legal and regulatory requirements

In accordance with s.40 of the Auditor-General Act 2009, for the year ended 30 June 2020:

a) I received all the information and explanations I required.

b) In my opinion, the prescribed requirements in relation to the establishment and keeping of accounts were complied with in all material respects.

22 September 2020

Melissa Read as delegate of the Auditor-General

lerkead

Queensland Audit Office Brisbane



### Current Year Financial Sustainability Statement

for the year ended 30 June 2020

Actual	Target	
2020	2020	

### Measures of financial sustainability

Council's performance at 30 June 2020 against key financial ratios and targets.

### Performance indicators

### 1. Operating surplus ratio

Net result (excluding capital items)

Total operating revenue (excluding capital items) (2)

1.35% 0 - 10%

An indicator of which the extent to which revenues raised cover operational expenses only or are available for capital funding purposes or other purposes.

### 2. Asset sustainability ratio

Capital expenditure on the replacement of assets (renewals) (3)

Depreciation expense

76.53% m

more than 90%

An approximation of the extent to which the infrastructure assets managed are being replaced as these reach the end of their useful lives.

### 3. Net financial liabilities ratio

Total liabilities less current assets

Total operating revenue (excluding capital items) (2)

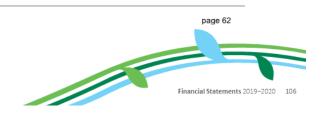
61.78%

less than 60%

An indicator of the extent to which the net financial liabilities can be serviced by its operating revenue.

### Note 1 - basis of preparation

The current year financial sustainability statement is a special purpose statement prepared in accordance with the requirements of the *Local Government Regulation 2012* and the *Financial Management (Sustainability) Guideline 2013*. The amounts used to calculate the three reported measures are prepared on an accrual basis and are drawn from the Council's audited general purpose financial statements for the year ended 30 June 2020.



Current Year Financial Sustainability Statement (continued) for the year ended 30 June 2020

### Measures of financial sustainability (continued)

### Notes

- (1) Includes only recurrent revenue and recurrent expenditure disclosed in the income statement. Excludes capital revenue grants, contributions, donations and subsidies received for capital acquisitions, capital income items such as profit from the sale of: property, plant and equipment, financial assets, real estate and investment properties and any capital expenditure such as write-off of assets, movements in provisions for restoration and rehabilitation and revaluation decrements that hit the statement of comprehensive income.
- (4) Includes only recurrent revenue disclosed in the income statement. Excludes capital revenue grants, contributions donations and subsidies received for capital acquisitions. Also excludes any capital income items such as profit from the sale of: property, plant and equipment, financial assets, real estate and investment properties.
- (3) Asset Renewals are defined as expenditures on existing assets to return the assets to their original service potential (or useful life) while satisfying current construction and required standards. Such expenditure is required periodically to reinstate existing assets and may reduce operating and maintenance costs.

These ratios are the relevant measures of financial sustainability required to be reported under section 178(1) of the Local Government Regulation 2012.

Definitions are sourced from the Financial Management (Sustainability) Guideline issued by the Department of Local Government, Racing and Multicultural Affairs.

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Current Year Financial Sustainability Statement for the year ended 30 June 2020

### Certificate of Accuracy

for the year ended 30 June 2020

This current-year financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the Regulation).

In accordance with Section 212(5) of the Regulation we certify that this current year financial sustainability Statement has been accurately calculated.

Tanya Milligan

MAYOR

17 September 2020

lan Church

CHIEF EXECUTIVE OFFICER

17 September 2020



### INDEPENDENT AUDITOR'S REPORT

To the Councillors of Lockyer Valley Regional Council

### Report on the current year financial sustainability statement

### Opinion

I have audited the accompanying current year financial sustainability statement of Lockyer Valley Regional Council (the council) for the year ended 30 June 2020, comprising the statement, explanatory notes, and the certificate of accuracy given by the Mayor and the Chief Executive Officer.

In accordance with section 212 of the Local Government Regulation 2012, in my opinion, in all material respects, the current year financial sustainability statement of Lockyer Valley Regional Council for the year ended 30 June 2020 has been accurately calculated.

### Basis of opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the current year financial sustainability statement* section of my report.

I am independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the statement in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

### Emphasis of matter - basis of accounting

I draw attention to Note 1 which describes the basis of accounting. The current year financial sustainability statement has been prepared in accordance with the Financial Management (Sustainability) Guideline 2013 for the purpose of fulfilling the council's reporting responsibilities under the Local Government Regulation 2012. As a result, the statement may not be suitable for another purpose. My opinion is not modified in respect of this matter.

### Other Information

Other information comprises financial and non-financial information (other than the audited financial report) in an entity's annual report.

At the date of this auditor's report, the available other information in Lockyer Valley Regional Council's annual report for the year ended 30 June 2020 was the general purpose financial statements and long-term financial sustainability statement.

The councillors are responsible for the other information.





My opinion on the current year financial sustainability statement does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. However, as required by the Local Government Regulation 2012, I have expressed a separate opinion on the general purpose financial report.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

### Responsibilities of the councillors for the current year financial sustainability statement

The councillors are responsible for the preparation and fair presentation of the current year financial sustainability statement in accordance with the Local Government Regulation 2012. The councillors' responsibility also includes such internal control as the councillors determine is necessary to enable the preparation and fair presentation of the statement that is accurately calculated and is free from material misstatement, whether due to fraud or error.

### Auditor's responsibilities for the audit of the current year financial sustainability statement

My objectives are to obtain reasonable assurance about whether the current year financial sustainability statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this statement.

My responsibility does not extend to forming an opinion on the appropriateness or relevance of the reported ratios, nor on the council's future sustainability.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the statement, whether due to
  fraud or error, design and perform audit procedures responsive to those risks, and
  obtain audit evidence that is sufficient and appropriate to provide a basis for my
  opinion. The risk of not detecting a material misstatement resulting from fraud is higher
  than for one resulting from error, as fraud may involve collusion, forgery, intentional
  omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit
  procedures that are appropriate in the circumstances, but not for the purpose of
  expressing an opinion on the effectiveness of the council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the council.





Evaluate the overall presentation, structure and content of the statement, including the
disclosures, and whether the statement represents the underlying transactions and
events in a manner that achieves fair presentation.

I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

22 September 2020

Melissa Read as delegate of the Auditor-General

lerkead

Queensland Audit Office Brisbane



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### Lockyer Valley Regional Council

# Unaudited Long-Term Financial Sustainability Statement prepared as at 30 June 2020

	la get	Tologi					200	Lorecast				
	2020	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Measures of financial sustainability												
Council's performance at 30 June 2020 against key financial ratios and targets.	=											
Performance indicators												
1. Operating surplus ratio												
Net result (excluding capital items) (1)	7001-0	1 25%	3 50%	3 000%		1 60% 1 30%	70 OO C	3 30%	A 100%	7 40%	%U8 8	0 60%
Total operating revenue (excluding capital items) (2)		2		000		0/00:-		0,000	201		2000	0.0
An indicator of which the extent to which revenues raised cover operational expenses only or are available for capital												
funding purposes or other purposes.												



Lockyer Valley Regional Council

113

Unaudited Long-Term Financial Sustainability Statement (continued) prepared as at 30 June 2020

### Measures of financial sustainability

## Lockyer Valley Regional Council Financial Management Strategy

The 2016 Queensland Treasury Corporation Credit (QTC) Review saw the Council rated as Weak with a Neutral Outlook. This rating is still related to the significant increase in has returned to a pre-disaster level of operations, the budget forecasts are now reflecting a more stable level of operations. Council would like to see its QTC rating return to "moderate" over the short term, with a longer term rating goal of "sound" however discussions with QTC have indicated that there is no intention to conduct a further operating costs and capital expenditure as a result of the flooding events experienced between 2011 and 2013. As Council has completed the restoration works and eview at this time. Council's budgets, forecasts and rating strategies still aim to address the issues raised by QTC and deliver a financially stable future

Council's adopted Long Term Financial Plan 2020 - 2029 provides a framework for securing its financial sustainability over the life of the forecast period.

To achieve this, Council aims for:

Operating surpluses for the forecast period.

Smoother increases in rates from year to year to avoid any 'rate shock'.

Reductions in debt balances on top of the scheduled payments.

- Review of operations and service levels to focus on core services.

Improved transparency and consultation in developing future budgets.

It also sees operating surpluses for the life of the long term plan and a more sustainable level of capital works which is focussed on renewals. The current forecast has the levels of income and expenditure at what should be considered 'normal' operations.

Council has adopted Service Management Plans for its major asset classes. Improved asset data and a planned inspection regime will ensure that Council's understanding of the condition of its assets is better than it has ever been. This will in turn improve the outputs from the service management plans for each class of assets and ensure a more realistic forecast of the required levels of expenditure.

Notes

- (1) Includes only recurrent revenue and recurrent expenditure disclosed in the income statement. Excludes capital revenue grants, contributions, donations and subsidies received for and any capital expenditure such as write-off of assets, movements in provisions for restoration and rehabilitation and revaluation decrements that hit the statement of capital acquisitions, capital Income items such as profit from the sale of: property, plant and equipment, financial assets, real estate and investment properties comprehensive income
- Includes only recurrent revenue disclosed in the income statement. Excludes capital revenue grants, contributions donations and subsidies received for capital acquisitions Also excludes any capital income items such as profit from the sale of: property, plant and equipment, financial assets, real estate and investment properties
- (3) Asset Renewals are defined as expenditures on existing assets to return the assets to their original service potential (or useful life) while satisfying current construction and Such expenditure is required periodically to reinstate existing assets and may reduce operating and maintenance costs required standards.

Definitions are sourced from the Financial Management (Sustainability) Guideline issued by the Department of Local Government, Racing and Multicultural Affairs These ratios are the relevant measures of financial sustainability required to be reported under section 178(1) of the Local Government Regulation 2012.

Unaudited Long-Term Financial Sustainability Statement

### Certificate of Accuracy

for the long-term financial sustainability statement prepared as at 30 June 2020

This long-term financial sustainability statement has been prepared pursuant to Section 178 of the Local Government Regulation 2012 (the Regulation).

In accordance with Section 212(5) of the Regulation we certify that this long-term financial sustainability statement has been accurately calculated.

Tanya Milligan

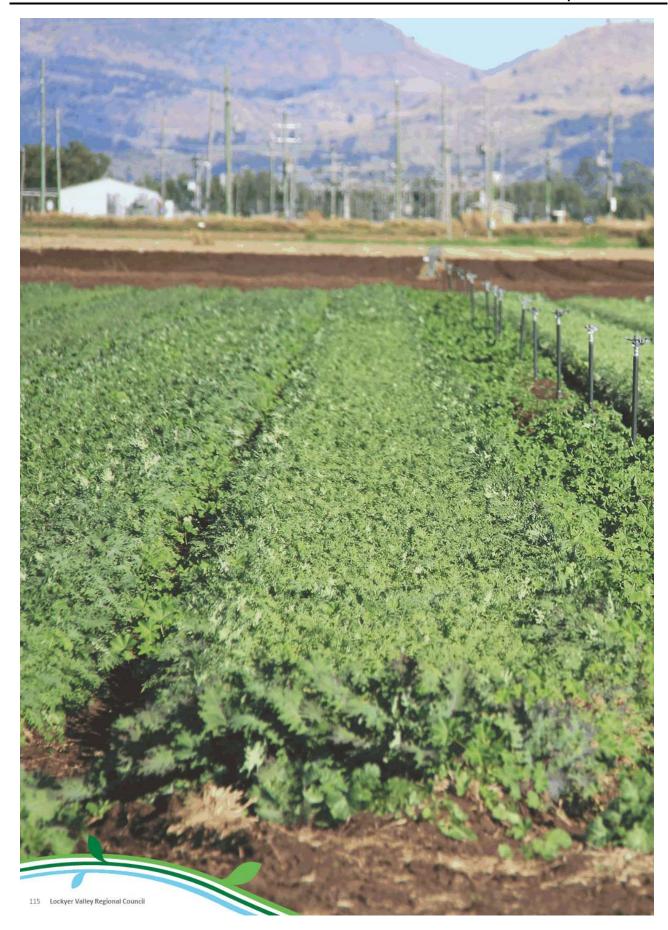
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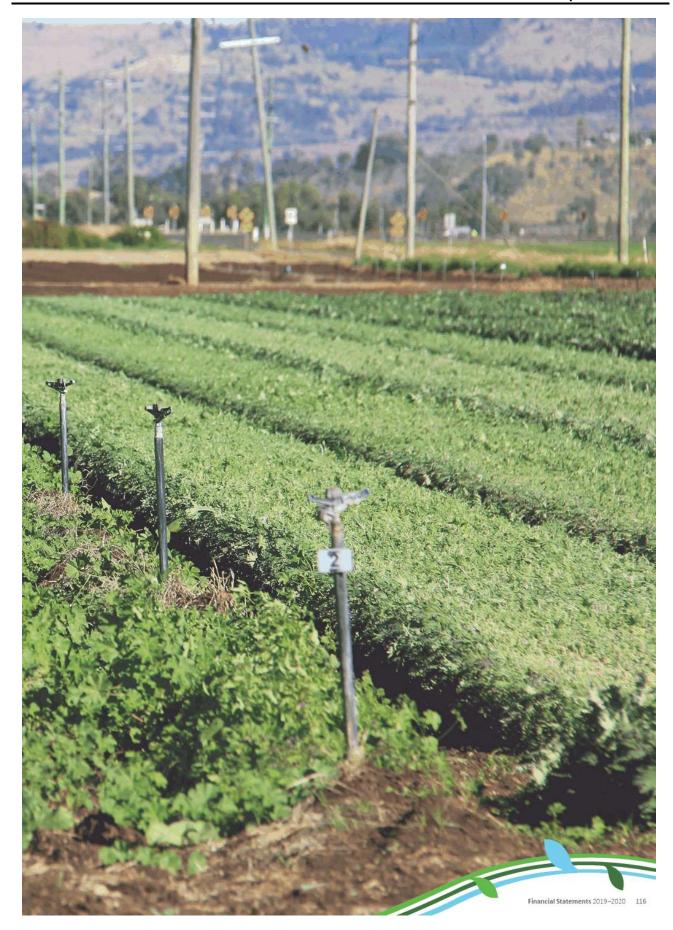
17 September 2020

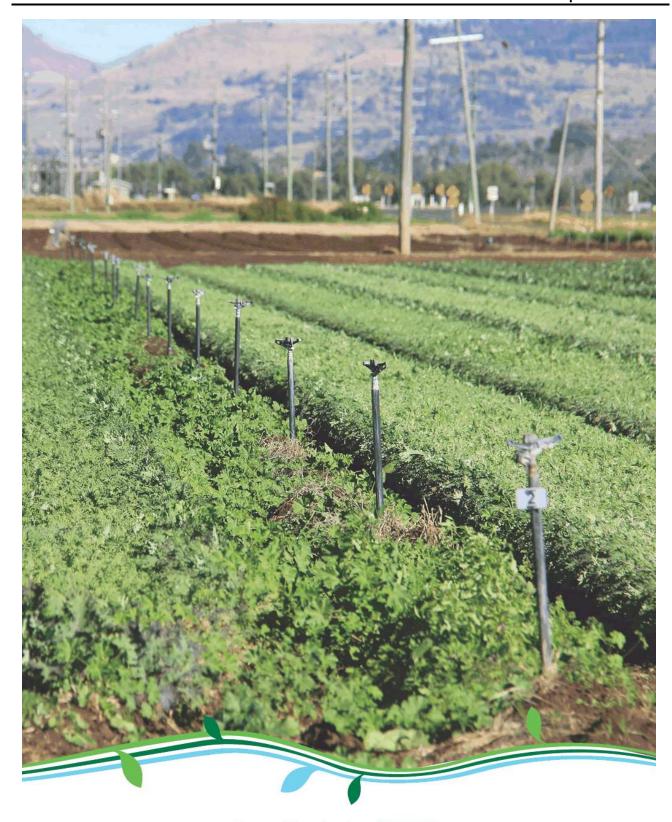
lan Church

CHIEF EXECUTIVE OFFICER

17 September 2020







For more information phone 1300 005 872, email mailbox@lvrc.qld.gov.au or visit www.lockyervalley.qld.gov.au

Lockyer Valley Regional Council, PO Box 82, Gatton QLD 4343 © Lockyer Valley Regional Council 11.2 Approval of Procurement Exemptions in accordance with section 235 of the

**Local Government Regulation 2012** 

Date: 01 October 2020

**Author:** Raelene Linfield, Coordinator Procurement

**Responsible Officer:** Anna Hebron, Group Manager People and Business Performance

### **Purpose:**

The purpose of this report is to seek a resolution, to establish an approved exemption list, in accordance with Chapter 6, Division 3 Exceptions for Medium-sized and Large-sized Contractual Arrangements of the *Local Government Regulation 2012*.

### Officer's Recommendation:

THAT Council, in accordance with section 235 of the *Local Government Regulation 2012*, approve the following Expenditure Types Exemption List where:

- a. it is satisfied that there is only one supplier who is reasonably available or;
- because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders.

Section 235 a) and b) Expenditure Types Exemption List
Utilities
Existing infrastructure
Existing equipment and machinery
General business of council
Information and technology
Human Resources
Environmental
Work Health and Safety

### And further;

THAT Council, in accordance with section 238 of the *Local Government Regulation 2012* delegate to the Chief Executive Officer power to make, amend or discharge a contract.

### **Executive Summary**

Lockyer Valley Regional Council (Council) undertakes works and services as part of its responsibilities as the governing body and regulator for the region. This includes expending funds for the purpose of delivering regional infrastructure developments, maintenance and upgrades, environmental obligations, Work Health and Safety requirements and general business of Council.

Under the *Local Government Act 2009* and *Local Government Regulation 2012*, Council has specific legislative responsibilities in relation to procurement.

### **Finance and Resource Implications**

Currently Council has not defined the services, works and goods that it procures frequently where there is only one supplier. This has implications on Council as each occurrence requires documentation to justify the procurement choice which causes delays to business as usual, project completion and grant funded milestones.

### **Corporate Plan**

### Corporate Plan Theme

Lockyer Leadership & 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**

- Senior Accounts Payable Officer
- Chief Financial Officer
- Manager Business Performance
- Group Manager People and Business Performance
- Manager Civil Operations
- Manager Information Communication Technology

### **Proposal**

### **Overview**

In order to perform its duties, Council must consider how funds will be expended for medium-sized and large-sized contracts, in accordance with the *Local Government Act 2009* and *Local Government Regulation 2012;* Chapter 6 Contracting, section 235 Other exceptions.

Generally, Council evaluates its commitment to expending funds by undertaking a procurement process involving two or more parties. In some instances, there is only one supplier who is available to perform the works and services, or the works and services are of a specialised or confidential nature making it impractical or disadvantageous to invite several written quotes or tenders.

The following table proposes the acceptable justifications for Council officers to enact section 235

LVRC - Justifications to enact Section 235			
	rnment resolves it is satisfied that there is only one supplier who is		
reasonably available			
Service type	Justification		
Utilities	Where the infrastructure is not owned by Lockyer Valley Regional Council		
Existing	Where goods and services are standardised and not provided by more		
Infrastructure	than one Supplier across Australia.		
Existing equipment	Where goods and services are standardised and not provided by more		

and machinery	than one Supplier across Australia or product is the brand		
	specific/compatible.		
General business of	Fees, memberships, subscriptions, contributions; Committed through		
Council	adoption of Budget.		
Information and	An arrangement is in place and a procurement process would provide		
technology	considerable risk or delay to core services and little to no financial benefit		
	to Council.		
Human Resources	Where the employee is required as a matter of urgency or no other		
	suppliers are deemed suitable to provide the services.		
Environmental	Where property access is restricted and there is only 1 supplier available,		
	that is suitable or appropriate to perform the duties.		
Work Health and	To meet a legislative obligations and specifically implied standards within		
Safety (WHS)	an acceptable timeframe, that reduces immediate or emerging WHS risks		
	rnment resolves that, because of the specialised or confidential nature of		
	nat are sought, it would be impractical or disadvantageous for the local		
government to invite quotes or tenders			
Service type	Justification		
Utilities	An arrangement is in place and a procurement process would provide		
	considerable risk or delay to core services.		
	considerable risk of delay to core services.		
General business of	In line with Council Budget allocations.		
General business of Council	·		
	In line with Council Budget allocations.		
Council	In line with Council Budget allocations.  Where the services are specialised or confidential in nature.		
Council Information and	In line with Council Budget allocations.  Where the services are specialised or confidential in nature.  Where the business system is standardised (and therefore specialised)		
Council Information and	In line with Council Budget allocations.  Where the services are specialised or confidential in nature.  Where the business system is standardised (and therefore specialised) across Council and a procurement process would provide considerable		
Council Information and technology	In line with Council Budget allocations.  Where the services are specialised or confidential in nature.  Where the business system is standardised (and therefore specialised) across Council and a procurement process would provide considerable risk or delay to core services and little to no financial benefit to Council.		
Council Information and technology Human Resources	In line with Council Budget allocations.  Where the services are specialised or confidential in nature.  Where the business system is standardised (and therefore specialised) across Council and a procurement process would provide considerable risk or delay to core services and little to no financial benefit to Council.  Where the services are of a specialised or confidential nature		
Council Information and technology Human Resources	In line with Council Budget allocations.  Where the services are specialised or confidential in nature.  Where the business system is standardised (and therefore specialised) across Council and a procurement process would provide considerable risk or delay to core services and little to no financial benefit to Council.  Where the services are of a specialised or confidential nature  Where the recruitment is specialised and only one supplier is suitable to		
Council Information and technology Human Resources Human Resources	In line with Council Budget allocations.  Where the services are specialised or confidential in nature.  Where the business system is standardised (and therefore specialised) across Council and a procurement process would provide considerable risk or delay to core services and little to no financial benefit to Council.  Where the services are of a specialised or confidential nature  Where the recruitment is specialised and only one supplier is suitable to perform the duties or source applicants for the role.  Where is it more culturally appropriate to use a specialised Supplier or the Supplier is Indigenous to the land.		
Council Information and technology Human Resources Human Resources	In line with Council Budget allocations.  Where the services are specialised or confidential in nature.  Where the business system is standardised (and therefore specialised) across Council and a procurement process would provide considerable risk or delay to core services and little to no financial benefit to Council.  Where the services are of a specialised or confidential nature  Where the recruitment is specialised and only one supplier is suitable to perform the duties or source applicants for the role.  Where is it more culturally appropriate to use a specialised Supplier or		
Council Information and technology Human Resources Human Resources	In line with Council Budget allocations.  Where the services are specialised or confidential in nature.  Where the business system is standardised (and therefore specialised) across Council and a procurement process would provide considerable risk or delay to core services and little to no financial benefit to Council.  Where the services are of a specialised or confidential nature  Where the recruitment is specialised and only one supplier is suitable to perform the duties or source applicants for the role.  Where is it more culturally appropriate to use a specialised Supplier or the Supplier is Indigenous to the land.		

### **Legal Implications**

Adoption of this resolution will ensure compliance with *Local Government Regulation 2012*.

### **Policy Implications**

This report and recommendation align with Council's Procurement Policy adopted by Council 15 July 2020.

### **Risk Considerations**

Key Corporate Risk Code and Category: FE2 - Finance and Economic.

Key Corporate Risk Descriptor: Decision making governance, due diligence, accountability and

sustainability.

### **Previous Council Resolutions**

Not applicable.

### **Related Documentation**

• Lockyer Valley Regional Council's Procurement Policy.

### Critical Dates

There are no critical dates associated with this matter.

### **Implementation**

Should the resolution be approved Council's procurement process will be updated.

Furthermore at the commencement of each financial year, in line with the adoption of the Procurement Policy, the updated exemption list will be presented to Council.

### **Attachments**

There are no attachments for this report.

11.3 Policies for Adoption

Date: 07 October 2020

Author: Caitlan Natalier, Coordinator Governance and Property

**Responsible Officer:** Anna Hebron, Group Manager People and Business Performance

### **Purpose:**

The purpose of this report is to seek Council's adoption of the following documents for inclusion in Council's policy and procedure/guideline register in accordance with the *Local Government Act 2009*:

- Public Interest Disclosure Policy and Procedure; and
- Related Party Disclosure Policy.

### Officer's Recommendation:

### **THAT Council adopt the following documents:**

- Public Interest Disclosure Policy and Procedure; and
- Related Party Disclosure Policy.

### **Executive Summary**

The policies have been reviewed in line with recent amendments to the *Local Government Act 2009* and/or to ensure Council's compliance with the Australian Accounting Standard AASB 124 - Related Party Disclosures.

### **Finance and Resource Implications**

The content of the policies outlined in this report do not alter current budgetary requirements.

### **Corporate Plan**

### **Corporate Plan Theme**

Lockyer Leadership and Council

### Outcome

5.7 Compliance with relevant legislation.

### Consultation

### **Internal Consultation**

- Group Manager People and Business Performance
- Manager Business Performance

### **Proposal**

### **Overview**

A suite of policies has been reviewed and updated to ensure they comply with recent legislative amendments and/or as part of a regular policy review cycle. The following is a summary of changes made:

### **Public Interest Disclosure Policy and Procedure**

The policy and procedure have been reviewed and updated with only minor formatting and grammatical changes made.

### **Related Party Disclosure Policy**

This policy has been reviewed to ensure compliance with the Australian Accounting Standard AASB 124 - Related Party Disclosures.

### **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, Local Government Regulation 2012* and *Public Interest Disclosure Act 2010.* 

### **Policy Implications**

Policy updates will be made.

### **Risk Considerations**

Key Corporate Risk Category: FE2

Reference & Risk Descriptor: Finance and Economic

Decision making governance, due diligence, accountability and sustainability

### **Previous Council Resolutions**

Not applicable.

### **Related Documentation**

- Public Interest Disclosure Policy and Procedure; and
- Related Party Disclosure Policy.

### **Critical Dates**

To be adopted in the course of normal business.

### <u>Implementation</u>

The approved policies will be updated in Council's policy register and published as appropriate on Council's website.

### **Attachments**

<b>1</b> <u>U</u>	Public Interest Disclosure Policy	2 Pages
<b>2</b> <u>↓</u>	Public Interest Disclosure Procedure	11 Pages
3 <u>↓</u>	Related Party Disclosure Policy	4 Pages



### PUBLIC INTEREST DISCLOSURE

### Head of Power

Public Interest Disclosure Act 2010

### **Key Supporting Council Document**

Lockyer Valley Regional Council Corporate Plan 2017-2022

5.7 Compliant with relevant

### Definitions

Public Interest Disclosures are broadly defined in the *Public Interest Disclosure Act 2010* as being all (PID) information disclosed to a proper authority about a public interest matter.

### Policy Objective

The objectives of this policy are:

- a) To acknowledge Council's obligations as a Public Sector Entity as defined in the Public Interest Disclosure Act 2010
- b) To establish Council's commitment to the promotion and proper management of public interest disclosures
- c) To communicate the rights and obligations, and to outline a framework and provide a process to make appropriate disclosures.
- d) To ensure that Council fulfils its responsibility under the Public Interest Disclosure Act 2010.

### Policy Statement

Group: People & Business Performance Unit: Business Performance Approved: Ordinary Council Meeting (Resolution Number: 20-24/XXXX) Date Approved: XX/XX/2020

ECM: XXXXXXX

Effective Date: XX/XX/2020 Version: 1.0 Last Updated: 27/08/2020 Review Date: 30/09/2023

Superseded/Revoked: Public Interest Disclosure Policy ECM: 3512751

Page 1 of 2

By virtue of their office or position, Council recognises the important role Councillors, Council employees and members of the public can play in the identification of cases of maladministration, corrupt conduct and the misuse of public resources or contraventions giving rise to dangers to public health and safety, the environment or to persons with disabilities.

In accordance with the objectives of the Public Interest Disclosure Act 2010, it is Council policy to:

- · promote the public interest by facilitating public interest disclosures of wrongdoing in the public sector
- ensure that public interest disclosures are properly made, assessed, and when appropriate, properly investigated and dealt with
- ensure that appropriate consideration is given to the interests of persons who are the subject of a public interest disclosure and
- · afford protection from reprisals to persons making public interest disclosures.

These outcomes (including information regarding how a PID may be made) are achieved via Council's Public Interest Disclosure Procedure which is developed and implemented by the Chief Executive Officer. A Public Interest Disclosure Coordinator is appointed by the Chief Executive Officer to be responsible for issues related to the management of Public Interest Disclosures. The Chief Executive Officer will implement effective systems to inform improvements to service delivery, business processes and internal control raised in the management of public interest disclosures. Council's Public Interest Disclosure policy and procedures will be evaluated and monitored annually to ensure their effectiveness in the management of public interest disclosures.

Council recognises the sensitivities which can be associated with public interest disclosures and the need to maintain public confidence in its process for managing public interest disclosures.

To that end Council will:

- ensure that public interest disclosures are managed appropriately in accordance with the requirements of Public Interest Disclosure Act 2010
- maintain confidentiality of public interest disclosures received (as per section 65 of Public Interest Disclosure Act 2010)
- prosecute any person who provides a false or misleading statement or information to Council with the intention of it being processed as a Public Interest Disclosure (as per section 66 of Public Interest Disclosure Act 2010)
- prosecute and/or take disciplinary action against any Councillor or Council employee who takes or attempts to take a reprisal action (refer section 40 & section 41 of *Public Interest Disclosure Act 2010*)
- ensure that the proper records of Public Interest Disclosures received (as per section 29 of Public Interest
  Disclosure Act 2010) are maintained, and that the confidentiality of all records created during the
  investigation and reporting of Public Interest Disclosures is preserved (as per section 65 of Public Interest
  Disclosure Act 2010)

### **Related Documents**

Public Interest Disclosure Procedure – September 2020

Group: People & Business Performance Unit: Business Performance Approved: Ordinary Council Meeting (Resolution Number: 20-24/XXXX) Date Approved: XX/XX/2020

ECM: XXXXXXX

Effective Date: XX/XX/2020 Version: 1.0 Last Updated: 27/08/2020 Review Date: 30/09/2023

Superseded/Revoked: Public Interest Disclosure Policy ECM: 3512751

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Attachment 1 11.3 Page 179



# **Public Interest Disclosure**

August 2020

## **Document Control**

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

Version	Clause(s)	Changes	Author	Issue Date
0		Initial draft	Susan Boland	01/08/2017
1		Adopted by Council		17/01/2018
2		Amendment to definition "Public Officer" removal of volunteer	Susan Boland	06/03/2018
3		Reviewed	Susan Boland	27/08/2020
4				



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### Introduction

The Public Interest Disclosure Act 2010 facilitates the disclosure, in the public interest, of information about wrongdoing in the public sector and provides protection for those who make such disclosures.

As a public sector entity Lockyer Valley Regional Council is subject to the Public Interest Disclosure Act 2010 and all Council employees and Councillors are public officers for the purposes of the legislation. Council, therefore, has obligations placed on it related to receiving Public Interest Disclosures (PID) and to ensure that persons making such disclosures are protected from reprisals.

### Definitions

The following definitions apply for the purposes of this procedure:

**Chief Executive Officer** is the Chief Executive Officer of the Lockyer Valley Regional Council or

the Mayor (where a disclosure is about the Chief Executive Officer).

Detriment (a) personal injury or prejudice to safety;

(b) property damage or loss;

(c) intimidation or harassment;

(d) adverse discrimination, disadvantage or adverse treatment about

career, profession,

employment, trade or business;

(e) financial loss; and

(f) damage to reputation, including, for example, personal, professional or

business reputation.

is a person who makes a public interest disclosure. Discloser

Maladministration is an administrative action that is unlawful, arbitrary, unjust, oppressive,

improperly discriminatory or taken for an improper purpose; or a waste

of public funds.

**Corrupt Conduct** is conduct that could, if proved, be a criminal offence or a disciplinary

breach providing reasonable grounds for terminating the person's

services.

**Proper Authority** is (a) a public sector entity, or (b) a member of the Legislative Assembly. **Public Interest** is a disclosure of information by an employee to a proper authority about Disclosure (PID)

certain wrongdoing i.e. suspected corrupt conduct, maladministration, a substantial misuse of public resources, or a substantial and specific danger to public health or safety or the environment. Any person may also disclose to a proper authority a substantial and specific danger to the health or safety of a person with a disability, certain substantial and

specific dangers to the environment or a reprisal.

**Public Officer** is a person who is an employee, member or officer of a public sector

entity regardless of their employment status, role or position, i.e.

permanent, temporary, casual, part-time, contractors.

Reprisal occurs when any person causes or attempts or conspires to cause

detriment to another person because or in the belief that (a) a person has made or may make a public interest disclosure or (b) a person has been, or intends to be, involved in a proceeding under the Public Interest Disclosure Act 2010. A public officer who is found to have taken a reprisal

commits a criminal offence.

Group: People & Business Performance Unit: Business Performance Approved: Ordinary Council Meeting Resolution Number: 20-24/XXXX) Date Approved: XX/XX/2020

Version: 1.0 Last Updated: 28/08/2020 Review Date: 30/09/2023

Effective Date: XX/XX/2020

Superseded/Revoked: Public Interest Disclosure Procedure ECM: 3512746

ECM: XXXXXXX Page 1 of 11 Subject Officer

is any employee who is the subject of an allegation made against them which requires an investigation, review or other form of managerial response in order to have the allegation addressed.

### 3. Statement of commitment

Lockyer Valley Regional Council is committed to encouraging the reporting of wrongdoing. The reporting of suspected corrupt conduct within Council is fundamental to its ongoing integrity.

Lockyer Valley Regional Council (LVRC) is fulfilling its commitment to open, transparent and accountable decision making. This comes from leadership that openly recognises the significant contribution staff make to our success and strongly encourages disclosure of unethical and fraudulent behaviour.

LVRC aims to provide clear guidance to staff on how to handle and deal with the complex issues associated with an ethical dilemma and when faced with potential wrongdoing.

Council is committed to the proper management of Public Interest Disclosure (PID) and to raising staff awareness about PID and Council's PID procedure as well as their obligations under the Employee Code of Conduct.

## 4. Responsibilities

The Chief Executive Officer is the responsible officer for receiving PID and acting on them (or the Mayor if the disclosure is about the Chief Executive Officer).

### Council will:

- Provide training to ensure staff can identify situations where behaviour may be unethical or fraudulent and know how to refer a PID to an appropriate officer as per this Procedure
- Provide training and awareness about PIDs to senior managers and other staff who may receive or manage PIDs
- Appoint a responsible officer for the management of issues relating to PID, including the appropriate delegated authority to manage PID matters
- Annually review its PID processes, procedures and internal controls and provide a mechanism for evaluation and monitoring of the effectiveness of PID policies and procedures

Council's Business Performance Unit is responsible for the management and recording of all PIDs and will ensure that effective systems and procedures are in place for issues arising from PIDs. A Public Interest Coordinator, from the Business Performance Team is appointed by the Chief Executive Officer to be responsible for issues related to the management of PIDs.

## Protected disclosures

This Procedure applies to PIDs within the meaning of the *Public Interest Disclosure Act 2010*. What constitutes a PID depends on who is making the disclosure, with the *Public Interest Disclosure Act 2010* distinguishing between disclosures made by a public officer and those made by anyone else.

A public officer can report wrongdoing to a proper authority about:

- a) the conduct of another person that could, if proved, be
  - i. corrupt conduct; or
  - maladministration that adversely affects a person's interests in a substantial and specific way; or

Group: People & Business Performance Unit: Business Performance Approved: Ordinary Council Meeting (Resolution Number: 20-24/XXXX) Date Approved: XX/XX/2020 Effective Date: XX/XX/2020 Version: 1.0 Last Updated: 28/08/2020 Review Date: 30/09/2023

Superseded/Revoked: Public Interest Disclosure Procedure ECM: 3512746

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- a substantial misuse of public resources (other than an alleged misuse based on mere disagreement over policy that may properly be adopted about amounts, purposes or priorities of expenditure); or
- c) a substantial and specific danger to public health or safety; or
- d) a substantial and specific danger to the environment.

Any person can report wrongdoing to a proper authority about:

- a) a substantial and specific danger to the health or safety of a person with a 'disability' as defined in the Disability Services Act 2006; or
- a contravention of environmental law which is a substantial and specific danger to the environment (per provisions mentioned in Schedule 2 of the *Public Interest Disclosure Act 2010*); or
- c) the conduct of another person that could, if proved, be a reprisal.

To determine that a disclosure is a public interest disclosure, the disclosure must also satisfy either:

- a) the person making the disclosure honestly believes, on reasonable grounds, that the information tends to show the conduct or other matter is wrongdoing (subjective test) or
- the information tends to show the conduct or other matter is wrongdoing, regardless of whether the person making the complaint honestly believes the information (objective test).

The *Public Interest Disclosure Act 2010* only protects PIDs that are made to a "proper authority". Council is a proper authority for conduct concerning the Council, a councillor or Council employee or behaviour that Council has the power to investigate or remedy. Disclosures made otherwise than in accordance with this procedure may not attract the protection of the *Public Interest Disclosure Act 2010*, including disclosures made to the media (except in special circumstances outlined in part 4 section 20 of the *Public Interest Disclosure Act 2010*); unions or professional associations; federal government departments and agencies; private organisations; and organisations operating outside of Queensland.

## 6. Making a disclosure

A Council employee may make a Public Interest Disclosure (PID) to:

- · their direct or indirect supervisor or manager
- any other person in a management position within Council
- · the Chief Executive Officer.

A PID can always be made to a member of the Legislative Assembly or an external agency if that agency has the power to investigate and remedy that type of disclosure, such as the Crime and Corruption Commission if it concerns corrupt conduct or the Queensland Ombudsman if it concerns maladministration or waste of public resources.

A disclosure may be made anonymously; however, it is difficult in these circumstances to protect the person making the disclosure from any retributive action or reprisal. As such, although anonymous disclosures are permitted under the *Public Interest Disclosure Act 2010*, disclosers are encouraged to provide their contact details when making a disclosure.

A disclosure should be in writing, although it may be made orally. If a supervisor or manager receives a PID, they should encourage the discloser to put the information in writing. If the discloser is unable or unwilling to do so, the supervisor or manager should document the disclosure and ask the discloser to confirm the contents before signing it. If circumstances prevent this occurring (e.g. telephone caller who remains anonymous), the supervisor or manager should promptly make a written note recording the precise matters raised and this should be referred to the Chief Executive Officer.

Group: People & Business Performance Unit: Business Performance Approved: Ordinary Council Meeting (Resolution Number: 20-24/XXXX) Date Approved: XX/XX/2020

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Effective Date: XX/XX/2020 Version: 1.0 Last Updated: 28/08/2020 Review Date: 30/09/2023

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Under certain circumstances a person may make a disclosure to a journalist (refer to part 4 section 20 of *Public Interest Disclosure Act 2010)*. This can only occur if a person has already made a disclosure to the proper authority and that proper authority:

- · has decided not to investigate or deal with the disclosure; or
- · investigated but did not recommend taking any action; or
- did not notify the discloser within six months of whether or not the disclosure was to be investigated or dealt with.

A Public Interest Disclosure (PID) can be made about an unidentified person. A person can involuntarily make a PID if they are legally compelled to do so. A PID can be made in a proceeding in a court or tribunal as part of giving information to the court or tribunal.

A PID can concern an event that happened or may have happened even if the event occurred before the enactment of the *Public Interest Disclosure Act 2010*. The PID can also concern a current or potential event that will or may happen.

There is no limit to the number of PIDs that can be made. When making a PID, the discloser has the responsibility to provide honest and accurate information. It is a criminal offence under the *Public Interest Disclosure Act 2010* to make a disclosure which is intentionally false or misleading and the discloser may face disciplinary action and criminal prosecution. Knowingly providing false or misleading information is different to providing information that turns out to be incorrect or unable to be substantiated.

Council encourages persons contemplating the making of a PID to give due prior consideration to that course to ensure that matters raised have substance and are soundly based. Under the *Public Interest Disclosure Act 2010* a person is not liable civilly, criminally or under an administrative process, including disciplinary action, for making a PID.

## 7. Assessing a disclosure

When a disclosure is made to a supervisor or manager, the supervisor or manager must communicate the disclosure immediately to the Chief Executive Officer. The Chief Executive Officer must ensure that a disclosure made to Council or referred to it by another entity or Member of the Legislative Assembly is assessed.

The Chief Executive Officer will assess the PID to determine whether the disclosure requires:

- referral to another public sector entity, e.g. all cases of suspected corrupt conduct must be referred to the Crime and Corruption Commission
- further enquiries to be made
- investigation; or
- finalisation.

In assessing a disclosure, the Chief Executive Officer will determine if:

- the person making the disclosure is able to receive the protection of the Public Interest Disclosure Act 2010
- the disclosure concerns a matter about which a PID can be made
- the disclosure meets either the subjective or objective test set out in the Public Interest Disclosure Act 2010
- the disclosure has been made to an individual or entity who may receive a PID; and

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 the disclosure has been made in accordance with Council's procedure or to a person listed in the Public Interest Disclosure Act 2010.

If there is doubt whether a disclosure is a PID, the Chief Executive Officer will assume the disclosure is protected by the *Public Interest Disclosure Act 2010* and manage the disclosure as if it is a PID.

Each separate allegation should be reported as a separate PID, unless the matters are clearly linked, and it would be reasonable to view them as a single disclosure. Council cannot decline to receive and/or assess a disclosure as a PID. The Chief Executive Officer may decide not to investigate or deal with a PID if:

- the substance of the disclosure has already been investigated or dealt with by another appropriate process; or
- Council reasonably considers that the disclosure should be dealt with by another appropriate process; or
- the age of the information the subject of the disclosure makes it impracticable to investigate; or
- Council reasonably considers that the disclosure is too trivial to warrant investigation and that dealing
  with the disclosure would substantially and unreasonably divert the resources of Council from the
  performance of its functions; or
- another entity that has the jurisdiction to investigate the disclosure has notified Council that investigation
  of the disclosure is not warranted.

If Council decides not to investigate or deal with a PID, written reasons for this decision will be given to the person making the disclosure. A person who receives written reasons for a decision not to investigate may apply to the Chief Executive Officer for a review of the decision within 28 days after receiving the written reasons.

Whether a complaint has been assessed as a PID, the appropriate investigation procedure identified in the Council's Complaints Management Policy and Procedure for general complaints will apply.

### Referral of disclosure

In accordance with section 31 of the *Public Interest Disclosure Act 2010*, a public sector entity to which a PID is made may refer the disclosure to another public sector entity (the referral entity) if the disclosure is about –

- The conduct of the referral entity or a public officer of the referral entity; or
- The conduct of an entity (including itself), or another matter, that the referral entity has the power to investigate or remedy.

The power of a public sector entity to investigate or remedy conduct that is the subject of a PID is not limited by a referral of the disclosure.

The public sector entity must not refer a PID to another public sector entity if it considers there is an unacceptable risk that a reprisal would happen because of the referral.

In considering whether there would be an unacceptable risk, the public sector entity must, if practicable, consult with the person who made the PID.

## 8. Informing the discloser

The Chief Executive Officer will provide the discloser or the entity that referred the disclosure reasonable information about the disclosure in writing, including:

- confirmation that the disclosure was received by Council
- a description of the action proposed to be taken, or taken, by Council in relation to the disclosure
- if action has been taken by Council in relation to the disclosure a description of the result of the action
- the likely timeframes (if possible)
- · their involvement in the investigation process
- the importance of maintaining confidentiality

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- the protections under the Public Interest Disclosure Act 2010 that will apply
- that Council will keep the information disclosed, including the discloser's identity, confidential, except as allowed under the Public Interest Disclosure Act 2010
- how they will be advised of progress and outcomes; and
- who to contact if they want further information or are concerned about reprisals.

Regular follow up with the discloser should be arranged by agreement to provide advice on the progress of resolving the PID (where this is desired by the discloser, and it is safe to do so).

## 9. Discloser support and protection

As soon as possible after receiving a Public Interest Disclosure (PID), the Chief Executive Officer will determine the level of protection and support appropriate for a discloser by conducting a risk assessment of a reprisal to the discloser and others associated with the discloser (including those who may wrongly be suspected of being a discloser). Council will also take into account any consequences if reprisals do occur.

The Chief Executive Officer will ensure protective measures are in place which are appropriate to the risk of reprisal, and the potential consequences of a reprisal. If the risk is assessed as sufficiently high, Council will prepare a protection plan to protect the discloser. Where feasible, this will be developed in consultation with the discloser and other relevant stakeholders.

When assessing the risk, an assessment of the discloser's need for support will also be conducted. Where it is determined that a discloser requires support, Council will offer the appropriate level of support to the discloser.

This may include:

- · acknowledging that making a PID was the right action to take and is valued
- making a clear statement that the entity will support the discloser
- appointing an appropriate person (separate from the investigations function) with sufficient authority to
  ensure the discloser has appropriate support and protection from reprisals
- · regularly checking on the discloser's wellbeing, where this is warranted
- advising the discloser of the availability of the employee assistance scheme; and
- where the health of the discloser becomes a concern, liaising with officers responsible for occupational workplace health and safety.

## 10. Managing reprisals

Council has a duty of care to support and protect employees from negative action, including reprisals that occur as a result of a disclosure. Reprisals are not condoned or tolerated by Council.

The Chief Executive Officer will ensure effective systems and procedures are in place to monitor a discloser's workplace for any signs of reprisal action. In the event of a reprisal being alleged or suspected, Council will act in the interest of the discloser by:

- attending to the safety of the discloser or affected third parties as a matter of priority
- reviewing the risk assessment of reprisal and any protective measures needed; and
- managing any allegation of a reprisal as a PID in its own right.

Any employees found to have engaged in reprisals will be the subject of disciplinary action up to dismissal. Criminal action may be taken with respect to reprisal and penalties under the *Public Interest Disclosure Act 2010* may apply.

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Council may be vicariously liable for reprisal actions taken by employees, but may be able to raise as a defence, on the balance of probabilities, that reasonable steps were taken to prevent the employee taking reprisal action.

Reasonable management action is not prevented in relation to an employee who has made a PID. Any management action can be only taken if the manager's reasons for taking the action do not include the fact that the person has made a PID.

## 11. Protecting the rights of the subject officer

All PIDs will be assessed and managed impartially, fairly and reasonably. The rules of natural justice will apply to any subject officer under investigation in respect of an allegation raised against them. Accordingly, subject officers will be advised of the nature of allegations against them at the appropriate time and are to be afforded an opportunity to respond. Employees who are the subject of a PID may seek assistance from their employee association (e.g. Union) or may engage their own private legal representation. An employee may also utilise the services of Council's employee assistance scheme.

## 12. Investigation

The assessment about whether the reported conduct constitutes a PID and the determination of appropriate action to be taken will be determined by the Chief Executive Officer on a case by case basis.

Where appropriate, an investigator will be engaged to investigate the PID. In all cases the investigator must:

- have the necessary skills or training to perform that task in a professional manner; and
- not be under the direction of a person being investigated
- be sufficiently removed from the issue as to not have a conflict of interest or perceived conflict of interest when undertaking the investigation; and
- when assessing (and where necessary, investigating and taking action on) a PID, take account of Council's obligations to the subject officer.

The fact that Council is relying on information obtained through a PID for any subsequent disciplinary process does not exempt Council from its obligations to the subject officer.

On conclusion of the investigation, the investigator will provide the Chief Executive Officer with a written report detailing the process followed and their findings. The Chief Executive Officer will utilise that report as appropriate to:

- inform improvements to service delivery, business processes and internal controls
- recommend any amendments to Council policies and/or procedures
- · recommend amendments to this procedure to improve its effectiveness; or
- investigate disciplinary action.

Where reasonable, an edited extract of the report may be forwarded to the discloser upon application through the right to information process. A person dissatisfied with Council's handling of their PID has an internal right of review to the Chief Executive Officer. Disclosers are also entitled to raise the matter with other entities, such as the Queensland Ombudsman in cases of maladministration.

## 13. Confidentiality

An employee who gains confidential information because he or she receives a PID or is involved in dealing with a PID must not make a record of the information, or intentionally or recklessly disclose the information to anyone, other than:

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- for the Public Interest Disclosure Act 2010
- to discharge a function under another Act including, for example, to investigate something disclosed by a PID
- for a proceeding in a court or tribunal
- if the person to whom the confidential information relates consents in writing to the making of the record or disclosure of the information
- if the employee cannot reasonably obtain consent from the person to whom the confidential information relates and making the record or disclosing the information is unlikely to harm the interests of the person to whom the confidential information relates and is reasonable in all the circumstances
- if the person reasonably believes that making the record or disclosing the information is necessary to provide for the safety or welfare of a person; or
- if authorised under a regulation or another Act.

In certain circumstances, natural justice may require a person to disclose information to a person whose rights would otherwise be detrimentally affected. The identity of the discloser may only be disclosed if it is essential to do so under the principles of natural justice and it is unlikely that a reprisal will be taken against a discloser because of the PID. Making a record of confidential information or disclosing information to anyone (other than for the reasons noted above) is an offence under the *Public Interest Disclosure Act 2010*.

## 14. Record keeping and reporting

The *Public Interest Disclosure Act 2010* requires Council to keep adequate record of PID, including details of the discloser (where known), the nature of the information disclosed and action taken by Council, even where the disclosure is investigated and found to be incorrect. Council will maintain a confidential file pertaining to each potential PID, with the following minimum requirements:

- the name of the person making the disclosure (if known)
- details of the disclosure
- · the determination made in respect of the disclosure; and
- action taken on the disclosure (including review, investigation or other form of managerial response).

All records of PID and their investigation will be kept in Council's content management system and will be kept strictly confidential. Responsibility for creating records and for fulfilling Council's reporting obligations rests with Council's Public Interest Disclosure Coordinator who is part of Council's Business Performance Team.

Council will also provide the Queensland Ombudsman with the required information via the PID Database.

## 15. Related Documents

Public Interest Disclosure Policy
Employee Code of Conduct
Complaints Management Process Policy
Complaints Management Procedure
Public Interest Disclosure Act 2010
Crime and Corruption Act 2001

Public Interest Disclosure Standard – effective 1 January 2011

Managing a Public Interest Disclosure Program – A guide for public sector organisations 2011 Handling a Public Interest Disclosure – A guide for public sector managers and supervisors 2011 Making a Public Interest Disclosure – A guide for individuals working in the public sector 2011

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**STRATEGIC** 

## **Related Party Disclosure**

## **Head of Power**

Local Government Act 2009. Local Government Regulation 2012.

## **Key Supporting Council Document**

Lockyer Valley Regional Council Corporate Plan (2017-2022):

5.7 Compliant with relevant legislation

### **Definitions**

Key Management Personnel (KMP) - are persons having authority and responsibility for planning, directing and controlling the activities of the Council, directly or indirectly.

A Related Party - is a person or entity that is related to Council. The following persons are considered related parties of Council:

- a) a member of the Key Management Personnel and close family members of the Key Management Personnel.
- b) entities controlled or jointly controlled by a member of the Key Management Personnel or their close family members
- c) any person who has significant influence over the reporting entity.

A Related Party Transaction - is a transfer of resources, services or obligation between the entity and a related party, regardless of whether a price is charged.

Significant Influence - is the power to participate in the financial and operating policy decisions of an entity, but is not control over those policies.

Close Family Members of Key Management Personnel (KMP) - are family members who may be expected to influence, or be influenced by, that person in their dealings with Council.

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Document Set ID: 4006567 Version: 2, Version Date: 29/09/2020 Control - is the power to govern the financial and operating policies of an entity so as to obtain benefits from its activities.

Ordinary Citizen Transactions (OCTs) - are transactions that an ordinary citizen would undertake with Council, that do not need to be captured and reported for disclosure. Joint control is the contractually agreed sharing of control over an economic activity.

## **Policy Objective**

The purpose of this policy is to define the parameters for Related Party Transactions and the level of disclosure and reporting required for Council to achieve compliance with the *Australian Accounting Standard AASB 124 - Related Party Disclosures*.

## **Policy Statement**

### Identifying related parties

Related parties include government-related entities, key management personnel (KMP), their close family members and any entities that they control or jointly control. In accordance with paragraph 14 of AASB 124, to enable users of financial statements to form a view about the effects of related party relationships on an entity it is appropriate to disclose the related party relationship when control exists, irrespective of whether there have been transactions between the related parties. Any transactions with these parties, whether monetary or not, need to be identified for inclusion in Council's annual financial statements.

### Government Related Entities

In accordance with AASB 10, AASB11 and AASB 128, Council need to determine if there are any entities that are controlled by Council, jointly controlled by Council or over which Council has significant influence. Any transactions with these parties, whether monetary or not, need to be identified for inclusion in Council's annual financial statements.

Under paragraph 25 of AASB 124 Council is exempt from the disclosure requirements in relation to related party transactions and outstanding balances, including commitments, with government entities that have control, joint control or significant influence over Council.

### Key Management Personnel (KMP)

Council has determined in accordance with AASB 124, that the following positions meet the definition of KMP:

- a) Mayor
- b) Councillors
- c) Chief Executive Officer (CEO)
- d) Group Managers
- e) Chief Financial Officer
- f) Manager Planning, Policy and Community Wellbeing.

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Document Set ID: 4006567 Version: 2, Version Date: 29/09/2020 Key Management Personnel are to provide an annual declaration identifying:

- a) Their close family members; and
- b) Entities that they control or jointly control; and
- c) Entities that their close family members control or jointly control.

## Close Family Members of Key Management Personnel (KMP)

The following will be considered as close family members of KMP:

- a) Children and dependents of the Mayor, Councillors and the CEO
- b) Spouse/domestic partner of the Mayor, Councillors and the CEO
- c) Children and dependents of a spouse/domestic partner of the Mayor, Councillors and the CEO
- d) Children and dependents of a senior staff member that is a KMP
- e) Spouse/domestic partner of a senior staff member that is a KMP
- f) Children and dependents of a spouse/domestic partner of a senior staff member that is a KMP
- g) Other Family Members of a KMP that may be expected to influence, or be influenced by, that person in their dealings with Council.

Close family members will be identified in the Related Party Declaration made by a Key Management Personnel.

Entities that are controlled or jointly controlled by Key Management Personnel or their close family members

Entities include companies, trusts, joint ventures, partnerships and non-profit associations.

### Review

A review of all related parties (Key Management Personnel, close family members and related entities) will be conducted twice annually, or in the event of one or more of the following triggers:

- a) Change of Councillor/s or CEO;
- b) Change in Senior Executive Employees;
- c) Corporate restructures;
- d) Change in family structure of KMP.

### Identifying ordinary citizen transactions (OCTs)

Council has determined that the following transactions constitute an OCT and are therefore not material for disclosure:

- a) Paying Council fees, rates or charges
- b) Attending Council functions that are open to the public
- c) Payment for goods or services from Council at rates published in Council's Register of Fees and Charges.

In the event that the transaction was to occur on terms and conditions that are different to those offered to the general public, then the transaction may become material.

All other transactions will be assessed as to the need for disclosure.

## Related Party Register

Related Party Transactions will be collated in a Related Party Register for audit and reporting purposes.

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## **Disclosing Related Party Transactions**

Council will disclose Key Management Personnel compensation in accordance with the requirements of paragraph 17 of AASB 124.

## **Related Documents**

Related Party Disclosures Guideline



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### 12. COMMUNITY & REGIONAL PROSPERITY REPORTS

12.1 Review of the Community Grants and Assistance Policy and the Community

**Grants and Assistance Procedure** 

Date: 24 September 2020

**Author:** Trent Nibbs, Community Activation Officer

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

### **Purpose:**

A review of the Community Grants and Assistance Procedure and Community Grants and Assistance Policy has been undertaken and the revised documents are presented for Council's adoption.

### Officer's Recommendation:

THAT Council adopt the revised Community Grants and Assistance Policy and the revised Community Grants and Assistance Procedure, as attached.

## **Executive Summary**

The Community Grants and Assistance Policy and Community Grants and Assistance Procedure have been reviewed and the revised versions are presented for Council's approval.

The only significant changes are those proposed to address the requirements arising from the Belcarra Report relating to managing councillor discretionary funds. To comply with these requirements, it is proposed that minor changes be made to the Community Grants Program (including renaming to Major Community Grants Program), and the Mayoral Donations program be amended to the Minor Community Grants Program.

## **Finance and Resource Implications**

Budget allocation has been made for grants and assistance available under the policy.

### **Corporate Plan**

### Corporate Plan Theme

**Lockyer Community** 

### Outcome

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

## Consultation

## **Internal Consultation**

Various Council officers provided feedback in relation to the review of the policy and procedure.

## **Community Engagement**

Council's website and grants portal will be updated on adopted of the revised policy and procedure.

## **Proposal**

### Overview

Grants and assistance provided by Council are aimed at building community capacity and providing supplementary funding to assist with social, cultural, educational and recreational outcomes.

The Community Grants and Assistance Policy outlines the grants, donations and assistance available to eligible organisations and individuals.

The Community Grants and Assistance Procedure describes the process for making an application to Council for grants and assistance.

There are ten categories under which grants and assistance are provided. These categories have been established to ensure processes and evaluation criteria are appropriate to the specific project or activity. The current categories of funding and assistance are:

Category 1 – Community Grants Program

Category 2 - Mayoral Donations

Category 3 – Ambassador Support and School Dux Bursary

Category 4 – Event Assistance

Category 5 - Rate Rebates and Remissions

Category 6 – School Chaplaincies

Category 7 – Public Halls Assistance

Category 8 – Anzac Day Remembrance

Category 9 – Community Environment Grant

Category 10 – Community Sporting Complex Category

In addition to minor changes to wording, the following changes are proposed to be made to Categories 1, 2 and 8:

## Category 1 – Community Grants Program

Currently the Community Grants Program is for non-recurrent grants of between \$500 and \$4,000.

It is proposed that this category be renamed the Major Community Grants Program and be for non-recurrent grants of between \$1,000 and \$4,000. These changes are to complement the changes proposed to Category 2 (see below).

**Category 2 – Mayoral Donations** (Comments provided by the Manager Business Performance)

As a part of the Belcarra report, the requirements for managing councillor discretionary funds was amended in the *Local Government Regulation 2012*. The amendments relate to the notification, use and reporting requirements for discretionary funds. The amendments also require that the amount of discretionary funds a local government budgets for allocation by each councillor in a financial year must be the same for all councillors. To comply with these requirements is proposed that the Category 2 - Mayoral Fund, is amended to Category 2 - Minor Community Grants Program.

This category will be for requests for financial assistance from individuals as well as local cultural, education, health, sport, welfare and other bodies where the applicants demonstrate community need

outside the scope of the Category 1 funding. Applications will be accepted throughout the financial year for funding under this category.

Applications will be assessed by the Minor Community Grants Program Committee in accordance with the following criteria:

- The need for the project/activity is linked to a community purpose.
- The benefit of the project/activity to the people of the Lockyer Valley region.
- The individual resides in the Lockyer Valley region or has a strong connection to the region.
- The community group or not-for-profit organisation has significant local membership.
- The project or event will deliver tangible benefits of an economic, social or environmental nature to residents of the Lockyer Valley region.
- The project or event is not eligible for funding under another funding category.
- Applicants have no outstanding debt with Council (including rates).
- The community group or not-for-profit organisation have met acquittal conditions for previous council grants where applicable.
- Amount of funding and in-kind assistance previously provided by Council.

## Category 8 - Anzac Day Remembrance

The Murphy's Creek Progress Association has been added to the approved list with a \$400 contribution. This contribution has been included in the 2020/21 budget.

### **Legal Implications**

The policy and procedure comply with the statutory obligations of the *Local Government Act 2009* and the *Local Government Regulation 2012*.

### **Policy Implications**

Council's policy framework has been adhered to in the development and review of the policy outlined in this report. The policy complies with the requirements of relevant legislation. Any future policy implications will be addressed as matters arise before Council.

### **Risk Considerations**

Key Corporate Risk Code and Category: EC1 Environment and Community

Key Corporate Risk Descriptor: Environment and the community, including sustainable

development, social and community wellbeing, relationships,

public health, recreation, regional profile and identity.

### **Previous Council Resolutions**

Amendments to the Community Grants and Assistance Policy and Community Grants and Assistance Procedure were considered and approved by Council at its Ordinary Council Meeting held 13 December 2017. (Resolution: 16-20/0752)

### **Related Documentation**

- Community Grants and Assistance Policy
- Community Grants and Assistance Procedure

### **Critical Dates**

There are no critical dates.

## <u>Implementation</u>

Council's website and the grants portal will be updated with the latest version of the documents.

## **Attachments**

- 1 Draft Community Grants and Assistance Policy 2020 3 Pages
- 2 Draft Community Grants and Assistance Procedure 2020 26 Pages



## **COMMUNITY GRANTS AND ASSISTANCE**

### **Head of Power**

Local Government Regulation 2012

## Key Supporting Council Document

Lockyer Valley Regional Council Corporate Plan (2017-2022):

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

## **Definitions**

Grant A sum of money given to an organisation or individual for a specified purpose. Donation A cash contribution to an organisation that may be associated with a particular event,

purpose or project.

In-Kind Assistance The provision of services, equipment, plant or facilities to assist an event or project

conducted by an individual or community-based non-profit organisation.

## **Policy Objective**

The purpose of this policy is to establish a governing framework for the consistent management of grants, donations, scholarships, fee waivers and in-kind assistance programs provided by Lockyer Valley Regional Council to the community.

## **Policy Statement**

In adopting the annual budget, Council may approve an allocation of funds to support a range of grants, donations, scholarships, fee waivers and in-kind assistance programs for eligible community organisations and individuals.

Group: Executive Office Unit: Governance and Performance Approved: Ordinary Meeting (Resolution Number 16-20/0752))

Version: 2 Last updated 10/12/2017

Review Date: 30/06/2019 Superseded/Revoked: Community Grants and Assistance Policy S 06 Approved 13/12/2017 Resolution Number 16-20/0752

Effective Date: 14/12/2017

Date Approved: 13/12/2017

Each grant, donation, scholarship, fee waiver and in-kind assistance program has specific guiding documentation defining eligibility, assessment and acquittal criteria under which Council funding and assistance will be provided.

Grants, donations, scholarships, fee waivers and in-kind assistance programs provided by Council will be promoted through a range of Council media.

Council may contribute to businesses or other partnerships where there is no financial gain to an individual or business and where projects, events or activities will contribute significantly to individual, community, cultural, social, recreational and environmental enhancement and re-vitalisation of the Lockyer Valley community.

Organisations and individuals are expected to apply responsible management of any grants, donations, scholarships, fee waivers and in-kind assistance received from Council.

Where grants or assistance is provided to an individual, the recipient should reside permanently within the boundaries of the Lockyer Valley Regional Council; and will demonstrate exceptional ability and potential and be willing to contribute this skill within the Lockyer Valley community.

Council may consider applications from organisations outside the Lockyer Valley Regional Council boundary where it is considered that the project, activity or initiative will benefit the Lockyer Valley community.

Council will consider providing assistance to community-based and not-for-profit organisations, teams or individuals where:

- The community or not-for-profit organisation has significant local membership
- The individual resides in the Lockyer Valley Region or has a strong connection to the region
- The project or event will deliver tangible benefits of an economic, social or environmental nature to residents of the Lockyer Valley Region
- The project or event will be administered and conducted on a non-discriminatory basis
- The project or service does not duplicate an existing service or facility in the region or if so, the need for duplication is sufficiently demonstrated
- The organisation does not have sufficient funds of its own
- The organisation has a management structure and skills appropriate to its size and functions
- The event or project is one which Council can legally support pursuant to the Local Government Act 2009
  or other statute
- Consideration is given to the amount of financial assistance Council has provided to the organisation in the preceding 12-month period
- The event or project is determined to be self-funding or self-sustainable once the funds or assistance granted by Council is exhausted
- The organisation is contributing real or in-kind value to the project or event
- Evidence of self-help, proven past performance and affiliations with accredited State and Federal bodies is demonstrated
- · Funds are available within the allocations provided for in the budget for that year

Grants and assistance can be provided under the following categories:

Category 1 – Major Community Grants Program

Category 2 - Minor Community Grants Program

Group: Executive Office
Unit: Governance and Performance
Approved: Ordinary Meeting (Resolution Number 16-20/0752))

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Category 4 – Event Assistance

Category 5 - Rate Rebates and Remissions

Category 6 - School Chaplaincies

Category 7 - Public Halls Assistance

Category 8 - Anzac Day Remembrance

Category 9 - Community Environment Grant

Category 10 - Community Sporting Complex

## **Related Documents**

**Community Grants and Assistance Procedure** 

Group: Executive Office
Unit: Governance and Performance
Approved: Ordinary Meeting (Resolution Number 16-20/0752))

Date Approved: 13/12/2017

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Community Grants and Assistance

## **Document Control**

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

Version	Clause(s)	Changes	Author	Issue Date
0				
1		Review conducted – minor amendments made	Governance & Property	
2				
3				
4				



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### 1. Introduction

The Community Grants and Assistance Procedure outlines the grants, donations, fee waivers and in-kind assistance programs available to eligible community organisations and individuals and the process for applying for this assistance from Council.

Funding and assistance made available by Council is aimed at building community capacity and/or providing supplementary funding to assist with social, cultural, recreational and environmental outcomes that contribute to the development of inclusive and sustainable practices of community groups throughout the Lockyer Valley.

## 2. Objective

The objective of the Community Grants and Assistance Procedure is to establish the framework within which Council will provide financial and non-financial assistance to community-based organisations and individuals within the Lockyer Valley region.

The focus is on community development, arts and cultural development, social services, recreational, environmental or educational activities that:

- Support the development of projects designed to enhance the well-being of the community and which address a demonstrated need in the community
- Encourage community activities, initiatives and economic development outcomes
- Enhance the region's capacity for long term sustainability and overall liveability
- Strengthen social cohesion, collaboration and inclusion.

Council will deliver public money and in-kind assistance to community organisations and individuals within the Lockyer Valley region in an open, accountable and responsible manner and with reference to the Corporate Plan

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

## 3. Definitions

The following definitions apply for the purpose of this procedure:

**Community Organisation** An entity that carries on activities for a public purpose and whose primary

> object is not to make a profit. It might include sporting clubs, social clubs, schools, arts, cultural and environmental groups and service organisations

Sustainability The capacity to endure. By collectively addressing environmental, economic,

> social and governance circumstances in decision-making and actions we can significantly enhance our ability to ensure the sustainability of current and future generations at individual, organisational and community levels

Grant A sum of money given to organisations or individuals for a specified purpose

directed at achieving goals and objectives. It generally includes a funding arrangement where the recipient is selected on merit against a set of criteria Defined as major community events that will attract both local and regional

Events of Regional patronage and deliver economic and social benefits to a wide sector of the Significance

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community

Projects of Regional Defined as major community projects that will increase the economic base of Significance the region and/or increase the community's access to recreational, sporting,

cultural or social opportunities

Includes activities or actions or the provision of services, equipment, plant or

facilities to assist an event or project conducted by an individual or community-based not-for-profit organisation. Examples may include the use of Council plant or equipment by Council staff in their own time for authorised activities, assistance by Council staff in the operation or conducting of an event or project

or the provision of facilities such as meeting rooms

Donation A cash contribution to an organisation that may be associated with a particular

event, purpose or project but does not carry with it any specific requirements for use. In addition, the contribution does not seek benefits in exchange

Acquittal The provision of documentation to show how funds provided by Council have

been spent.

## 4. Responsibilities

### 4.1 Council Responsibilities

Council is responsible for:

- Adopting the Community Grants & Assistance Policy and the Community Grants and Assistance Procedure
- Explaining the policy and procedure to local community organisations
- Implementing the policy and procedure
- · Complying with the policy and procedure
- · Considering proposals for assistance from the community
- Administering available funds.

## 4.2 Applicants Responsibilities

Community organisations and individuals applying for financial assistance are responsible for:

- Reading and understanding the policy and procedure
- Complying with the policy and procedure
- · Adhering to the acquittal process.

## 5. Process Overview

Council receives numerous requests from individuals and organisations to provide either cash and/or in-kind support for projects, functions, events and initiatives. This procedure has been established to ensure that all such requests are dealt with:

- In a fair and equitable manner
- · With an appropriate level of consistency across the organisation
- In accordance with legislation, standards, policies, procedures and resource provisions.

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Council will allocate funds within its annual budget for the provision of assistance to community organisations, not-for-profit organisations and individuals.

Assistance and partnerships with businesses and government bodies may be considered providing the intent of the project is to address an identified outcome and can demonstrate community benefit.

All funding requests will be subject to application, assessment, approval, acknowledgement and acquittal requirements, specific to the type of support rendered and appropriate to the level of funding provided.

These requirements will facilitate a fair, accountable and transparent process for the distribution of funding across the Lockyer Valley community and ensure that Council's contribution is recognised and recorded.

## 6. Eligibility for Grants and Assistance

Council will consider providing assistance to community-based and not-for-profit organisations, teams or individuals where:

- The community or not-for-profit organisation has significant local membership
- The individual resides in the Lockyer Valley region or has a strong connection to the region
- The project or event will deliver tangible benefits of an economic, social or environmental nature to residents of the Lockyer Valley region
- The project or event will be administered and conducted on a non-discriminatory basis
- The project or service does not duplicate an existing service or facility in the region or if so, the need for duplication is sufficiently demonstrated
- The organisation does not have sufficient funds of its own
- The organisation has a management structure and skills appropriate to its size and functions
- The event or project is one which Council can legally support pursuant to the Local Government Act 2009 or other statute
- Consideration is given to the amount of financial assistance Council has provided to the organisation in the preceding 12 month period
- The event or project is determined to be self-funding or self-sustainable once the funds or assistance granted by Council is exhausted
- The organisation is contributing real or in-kind value to the project or event
- Evidence of self-help, proven past performance and affiliations with accredited State and Federal bodies is demonstrated
- Funds are available within the allocations provided for in the budget for that year.

## 7. Categories for Grants and Assistance

There are eleven categories under which funding and assistance can be sort. These categories have been established to ensure organisations and individuals are seeking funding from the category appropriate to their project or activity. This allows Council to provide funding and assistance to projects within budget constraints and ensures that the appropriate process is being followed.

The following categories of funding and assistance are available:

Category 1 - Major Community Grants Program

Category 2 – Minor Community Grants Program

Category 3 - Ambassador Support and School Dux Bursary

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Category 4 - Event Assistance

Category 5 - Rate Rebates and Remissions

Category 6 – School Chaplaincies

Category 7 - Public Halls Assistance

Category 8 – Anzac Day Remembrance

Category 9 - Community Environment Grant

Category 10 - Community Sporting Complex

Council has adopted the process outlined in this procedure and applications for funding and assistance will only go to Council meetings for a decision by exception.



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## Category 1 - Major Community Grants Program

#### Description

Non-recurrent grants of between \$1,000 and \$4,000 will be made available to not-for-profit community organisations to undertake projects, activities or events which benefit the wider community, depending upon availability of funds and the merit of projects, activities or events.

#### Level of Funding

Funding levels will be determined each year through the budget process.

### **Funding Rounds**

Two rounds of equal funding will be made available during each financial year at six monthly intervals in February and September.

### Eligibility for Community Grants Program

Who can apply for Council Community Grant?

Not-for-profit community organisations that:

- Operate within the Lockyer Valley local government area or can demonstrate the projects, activities or events will benefit residents of the Lockyer Valley local government area
- · Have appropriate insurance and adhere to sound workplace health and safety practices
- · Can demonstrate viability
- Have no debt to council, or have entered into scheduled payment arrangements with council which are being met
- Have met acquittal conditions for previous council grants.

If a community organisation is not a legal not-for-profit entity or recognised by the Australian Taxation Office as a not-for-profit type, the application must be auspice and administered by such a group.

Applicants may submit only one grant application per round.

### Who cannot apply

Applications cannot be made by:

- Government agencies or departments of local, state or federal government
- Educational, religious or medical organisations, where the application is for the organisation's core business
- Businesses
- Schools

## Projects or activities eligible for funding

To be eligible for funding, Council will assess applications based on their ability to:

- Need for the project/activity
- Evidence the organisation is working towards or maintaining self-sufficiency
- Benefit to the people of the Lockyer Valley local government area
- Evidence of consultation and community partnerships
- Capacity of the applicant to successfully complete the project
- Balanced, realistic and complete project budget
- Level of funding contributed by the applicant and/or others towards the project

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Be "shovel ready.

Submitting an application does not guarantee that an organisation will be successful in receiving funding.

### Projects not eligible for funding

- · Ongoing operational or recurrent costs including but not limited to salaries, rent, fuel
- Activities that have already begun prior to submitting a grant application
- The core business of educational, religious or medical organisations
- Prize money, prizes or trophies
- · Development of privately-owned facilities
- Payment of debt
- Political activities
- · Projects run solely for commercial profit
- Items included in another council grant application
- Projects run solely for fundraising purposes, without broader community benefit
- Projects/events seeking reimbursement for already spent funds.

### **Community Events**

If you require funding to assist in running a community event, please read the following:

- Projects/Events support sustainable community and regional events and celebrations that reflect cultural values, diversity and the lifestyle of our community
- Must be scheduled to take place after notification of funding outcomes. Applicants must discuss their project with the Grants Officer prior to applying.

### Ineligible items for events

The following are not eligible for funding:

- Celebration or competition activities and events where attendance is limited to individual organisations or their members
- Judging or adjudication fees
- Uniforms
- Purchase of catering, hospitality, food and beverages
- · Purchase of merchandise, trophies and prizes
- Insurance costs
- · Costs related to your event that are incurred from Council
- · Administration fees.

### Lower priority

Lower priority is given to:

- Applicants who have been funded within the previous 12 months
- Projects or events that have previously received Council funding
- Groups who are seeking to have funds reimbursed for a project or event already started or completed

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### Assessment

Applications will be short listed and referred to a Community Grants Assessment Committee for assessment. Recommendations will be made in accordance with funding priorities determined by Council each year and based on the applications ability to meet the assessment criteria.

Successful applicants are advised in writing of the conditions of funding and details for receiving the grant payment. Unsuccessful applicants are invited to resubmit an application to a future funding round.

### Acquittal

Grant recipients are to complete a Grant Acquittal Form and where applicable provide copies of promotional materials and/or other supporting information to show how Council's grant was acknowledged. The Grant Acquittal Form and supporting material must be submitted to Council within two months of the completion of the project, activity or event by the date detailed in the funding timelines (whichever is sooner). Until all existing grants are acquitted, the organisation is not eligible to apply for an additional grant funding from Council.

### **Funding Conditions**

Grants will be provided based on the following conditions:

- Grant funding is spent within twelve (12) months from receiving a successful letter, otherwise funding may be forfeited, and needed to be returned
- Grants provided are to be expended on items as described in the application form and budget and not for any other purpose
- · Applicants provide all required information on the grant application.
- Grants are awarded based on budgetary allocations
- The organisation will meet all reporting requirements
- · Council will not accept any applications that are submitted after the closing date.
- The organisation will provide evidence of Council acknowledgement, e.g. Branding, signage etc. when
  acquitting the grant
- Within two months of the completion of the project, funded organisations must provide a completed Grant Acquittal Form and supporting material to Council
- Following a successful application, grant recipients will not be eligible for further funding under the same Category during the same financial year.
- If the recipient is unable to apply the funds for the agreed purpose or is unable to comply with the
  agreed conditions, Council must be notified immediately. In such circumstances, Council may require
  funds to be repaid.

Council has the right to award funding above or below the amounts requested within the application.

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## Category 2 – Minor Community Grants Program

### Description

Financial contributions of up to \$1,000 will be made to organisations and individuals seeking support for projects or activities which contribute to the Lockyer Valley community.

### Level of Funding

Funding levels will be determined each year through the budget process.

### **Funding Application**

Applications will be accepted throughout the financial year for funding under this category. Requests must be in writing setting out details of the request and its purpose.

### Criteria

Council will consider requests for financial assistance to individuals as well as local cultural, education, health, sport, welfare and other bodies where the applicants demonstrate community need outside the scope of the Category 1 funding. Each case will be considered on its merit without precedent and in line with the following criteria:

- The need for the project/activity is linked to a community purpose
- The benefit of the project/activity to the people of the Lockyer Valley region
- The individual resides in the Lockyer Valley region or has a strong connection to the region
- The community group or not-for-profit organisation has significant local membership
- The project or event will deliver tangible benefits of an economic, social or environmental nature to residents of the Lockyer Valley region
- The project or event is not eligible for funding under another funding category
- Applicants have no outstanding debt with Council (including rates)
- The community group or not-for-profit organisation have met acquittal conditions for previous council
  grants where applicable
- · Amount of funding and in-kind assistance previously provided by Council

The following are ineligible organisation types for this category of funding:

Political groups

### Assessment

Allocations will be assessed by the Minor Community Grants Program Committee in accordance with criteria outlined above.

### Acquitta

An acquittal is not required for this category of funding.

### **Funding Conditions**

Funds will be provided based on the following conditions:

- Funds provided are to be expended on items as described in the application and not for any other purpose
- Funding is awarded based on budgetary allocations per financial year
- Following the receipt of funds, organisations and individuals may not be eligible for further funding
  under this category during the funding period but may be eligible to apply for other grants and funding
  offered by Council.

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If the recipient is unable to apply the funds for the agreed purpose or is unable to comply with the agreed conditions, Council must be notified immediately. In such circumstances, Council may require funds to be repaid.



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### Category 3 - Ambassador Support and School Dux Bursary

### Description

One-off financial contributions per financial year may be made by Council to individuals who excel in sporting, academic and cultural pursuits. Council may provide assistance to individuals to partially offset the cost of representing their club, organisation or school and provide an incentive for continued success.

The following funding will be available to individuals representing their organisation, club or school:

State Event	\$100
National Event (held in Queensland)	\$150
National Event (held interstate)	\$200
International Event (held in Queensland)	\$200
International Event (held interstate)	\$250
International Event (held overseas)	\$500
Laidley State High School Dux	\$1,000
(Clarice Ferrari Bursary)	
Lockyer District High School Dux	\$1,000
(Lockyer Valley Regional Council Bursary)	
Faith Lutheran College Dux	\$1,000
(Lockyer Valley Regional Council Bursary)	

### **Level of Funding**

The quantum of funding available each financial year for applications under this category will be determined each year through the budget process.

## **Funding Application**

Applications must be made in writing using the Ambassador Application Form by the person's group or club, or by the individual, prior to attending the representative event and:

- · Be signed by an official of the person's club, association or school; and
- Include verification by the controlling body of the selection e.g. a copy of the letter or document of selection.

Dux Bursaries will be provided to the relevant school prior to the annual award ceremony upon receipt of a letter from the school requesting the funds.

### Criteria

To be eligible for consideration for ambassador support funding, the person must be -

- A resident of the Lockyer Valley Regional Council area
- · Selected as:
  - o An Australian representative participating in an international event; or
  - A Queensland representative participating in a national event; or
  - A Queensland representative participating in a state event
- Affiliated with a club or association, or school, and the representative honours must be a result of such affiliation.

### Assessment

Applications received under this Category will be assessed in accordance with the criteria by a Council officer.

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### Acquittal

No acquittal requirements exist under this Category. Schools are required to write to Council to provide details of the Dux recipient and to invite a Council representative to present the dux recipient with the funds.

### **Funding Conditions**

Funds will be provided based on the following conditions:

- Funding is awarded based on budgetary allocations
- A Council representative must be invited to present the recipient with the funds
- Following the receipt of funds, individuals will not be eligible for further funding under the same
   Category during the funding period but may be eligible to apply for other grants and funding offered by
   Council
- If the recipient is unable to apply the funds for the agreed purpose or is unable to comply with the
  agreed conditions, Council must be notified immediately. In such circumstances, Council may require
  funds to be repaid.

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#### Category 4 – Event Assistance

#### Description

Contributions may be made to organisations seeking support (in-kind or cash) for events being held in the Lockyer Valley Regional Council area, by an organisation based in the Lockyer Valley region.

#### Level of Funding

Funding levels will be determined each year through the budget process. Commitment of support to community events is made up of cash and in-kind contributions.

#### Criteria

Council will accept requests for in-kind event assistance on a case-by-case basis in accordance with the following criteria:

- The event is held in the Lockyer Valley region area.
- · The community or not-for-profit organisation holding the event has significant local membership
- The event will deliver tangible benefits of an economic, social or environmental nature to residents of the Lockyer Valley region and where possible, encourage tourism to the region
- Evidence of a Temporary Entertainment Permit application submission which includes
  - a) Event Management Plan
  - b) Public Liability Insurance
  - c) Traffic Guidance Scheme if applicable.

#### Assessment

Allocations will be assessed by Council officers in accordance with the above criteria and will ensure that access to this assistance is fair and equitable.

#### Acknowledgement of Support

Organisations who receive funding under this Category are required to acknowledge the support of Council for the event through:

- a) Installation of signage supplied by Council Proudly Supported by Lockyer Valley Regional Council
- b) Provide opportunity for a Council representative to speak if appropriate
- c) Inclusion of Council's logo on printed promotional material, television commercials or mentions in radio advertising.

#### **Funding Conditions**

Funds will be provided based on the following conditions:

- Assistance provided is to be used for the purpose described in the application letter/form and not for any other purpose.
- · Applicants are to provide details of previous funding and assistance received from Council
- Funding is awarded based on budgetary allocations
- The organisation is required to acknowledge the support of Council for the event.

Following the receipt of assistance, organisations will not be eligible for further funding under the same Category during the funding period but may be eligible to apply for other grants and funding offered by Council.

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#### Category 5 - Rate Rebates and Remissions

#### Description

This funding aims to help pensioner property owners to remain in their own homes by reducing the impact of rates and charges. Non-profit, community, sporting and cultural groups may also be eligible for exemption from rates and charges levied by Council.

#### Level of Funding

Funding levels will be determined each year through the budget process.

#### **Funding Rounds**

Application for Rate Remission must be made to Council in writing for assessment and resolution. Pensioners must apply yearly to receive the rebate. A multi-year application (4-year Council term) is available for community groups.

#### Criteria

Pensioner Rate Subsidy Scheme:

To be eligible under the Queensland Government Pensioner Rate Subsidy Scheme, the applicant must be an approved pensioner who:

- Is and remains an eligible holder of a:
  - Queensland 'Pensioner Concession Card' issued by Centrelink, on behalf of the Department of Family and Community Services, or the Department of Veterans' Affairs, or
  - Queensland 'Repatriation Health Card For All Conditions' (Gold Card) issued by the Department of Veterans' Affairs; and
- Is the owner or life tenant (either solely or jointly) of the property which is located in Queensland and which
  is his/her principal place of residence; and
- Has, either solely or jointly with a co-owner, the legal responsibility for the payment of rates and charges as
  defined herein, which are levied in respect of the said property by the Lockyer Valley Regional Council.

#### Criteria for Community Group Rate Remissions

Non-profit, community, sporting and cultural groups may be eligible for rate exemption under the Local Government Act 2009.

Council may consider an application for remissions of rates in the following circumstances:

- The organisation is a non-profit community-based organisation
- The applicant organisation must be the owner or lessee of the land and be able to demonstrate that they are required to pay the rates levied
- The land or any part of the land must not be rented or leased to a third party on a commercial basis.
- A liquor licence (allowing trading on more than 3 days per week) must not be held by the
  organisation or any affiliate relating to the property subject to the application.
- Where general rates do not apply to a property by virtue of a condition contained in a lease of a reserve from Council no further relief will be available.

Council will not approve requests for financial contributions to reimburse rates payments, charges or development application fees unless hardship under the *Local Government Act 2009* can be demonstrated.

#### Assessment

The Chief Financial Officer will assess all applications in accordance with the criteria.

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#### Acquittal

No acquittal requirements apply to this Category of assistance.

### **Funding Conditions**

Funding is based on budgetary allocations.



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#### Category 6 - School Chaplaincies

#### Description

Funding for Chaplaincies is provided to three schools in the Lockyer Valley as listed below to assist this program to deliver positive social outcomes for high school students in the Lockyer Valley.

#### **Level of Funding**

Funding levels for this program are:

Gatton State School	\$2,500
Lockyer District High School	\$2,500
Laidley State High School	\$5,000
(which also services the small Schools in the area)	

#### Funding Rounds

These payments are made at the beginning of each financial year.

#### Criteria

Schools that provide a chaplaincy program which delivers positive social outcomes for high school students in the Lockyer Valley.

#### Assessment

Inclusion of additional schools will be at the discretion of Council and will be considered on a case by case basis in accordance with the criteria.

#### Acquittal

There are no acquittal requirements for this category.

#### **Funding Conditions**

Funds will be provided based on the following conditions:

- Assistance provided is to be used for the purpose described under this Category and not for any other purpose
- · Funding is awarded based on budgetary allocations.

Following the receipt of assistance, organisations will not be eligible for further funding under the same Category during the funding period but may be eligible to apply for other grants and funding offered by Council.

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#### Category 7 - Public Halls Assistance

#### Description

Council will make provision for a single annual payment to Public Hall Committees and School of Arts Committees to assist with the maintenance and ongoing costs associated with running a public hall including the provision of public liability insurance.

#### Level of Funding

Funding levels will be determined each year through Council's annual budget process.

List of eligible Public Halls:

- 1. Forest Hill School of Arts
- 2. Blenheim
- 3. Mulgowie
- 4. Glenore Grove
- 5. Lockyer Waters
- 6. Ma Ma Creek
- 7. Fordsdale
- 8. Murphy's Creek
- 9. Junction View
- 10. Stockyard Creek
- 11. Postmans Ridge
- 12. Gatton Senior Citizens Centre
- 13. Ingoldsby Recreation Group

#### **Funding Rounds**

Payments to halls will be made in January each year.

#### Criteria

To be eligible, the public hall must:

- Be on the approved list of public halls (refer to list above)
- Not be Council controlled
- Be made available to Council for public functions and to members of the public
- Not have direct access to funds generated from licensed premises or gaming machines.

Inclusion of additional facilities will be at the discretion of Council and will be considered on a case by case basis in accordance with the criteria.

There are no acquittal requirements for these specific allocations. However, Hall Committees are required to submit a copy of their Annual Financial Statements to Council each year prior to receiving the next year's allocation.

#### **Funding Conditions**

Funds will be provided based on the following conditions:

- Assistance provided is to be used for the purpose of the Category and not for any other purpose.
- Funding is awarded based on budgetary allocations

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A copy of the Annual Financial Statements of the Hall Committee is submitted to Council each year

Following the receipt of assistance, organisations will not be eligible for further funding under the same Category during the funding period but may be eligible to apply for other grants and funding offered by Council.



Group: Community & Regional Prosperity Unit: Community Engagement & Events Approved: Ordinary Meeting (Resolution Number 16-20/0752)

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#### Category 8 - Anzac Day Remembrance

#### Description

Council will provide financial assistance to the specified organisations to assist with the cost of catering at events/functions/ceremonies which recognise Anzac Day and are held on 25th April.

#### Level of Funding

Funding levels will be determined each year through the budget process. The current allocation is:

•	Gatton RSL	\$2,500
•	Laidley RSL	\$2,500
•	Helidon RSL	\$1,000
•	Withcott Progress Association	\$ 400
•	Grantham/Ma Ma Creek RSL	\$ 400
•	Murphys Creek Progress Association	\$ 400

Events/functions/ceremonies supported under this category will be provided with funding on a recurring basis. The above payments are a contribution towards the cost of catering provided at the event. Additional costs incurred by organisations in running their ANZAC Day event which are above the Council cash allocation outlined in this procedure will not be met by Council.

Council will continue to provide in-kind assistance for ANZAC Day events outside the funding provided under this category.

#### **Funding Round**

Payments under this category will be paid in February each year.

#### Criteria

Funding may be provided to organisations that:

- Conduct events/functions/ceremonies which recognise Anzac Day;
- Are in the Lockyer Valley Regional Council area; and
- Hold events on 25th April.

#### Assessment

Inclusion of events/functions/ceremonies will be at the discretion of Council and will be considered on a case by case basis in accordance with the criteria.

#### Acquittal

There are no acquittal requirements for these allocations.

#### **Funding Conditions**

Funds will be provided based on the following conditions:

- Assistance provided is to be used for the purpose described in this Category and not for any other purpose
- Funding is awarded based on budgetary allocations

Following the receipt of assistance, organisations will not be eligible for further funding under the same Category during the funding period but may be eligible to apply for other grants and funding offered by Council.

Group: Community & Regional Prosperity
Unit: Community Engagement & Events
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#### Category 9 – Community Environment Grant

#### Description

The Community Environmental Grant Program is available to community groups, schools or organisations to undertake environmental projects involving the management, conservation and education about our natural environment.

#### Level of funding

Funding levels will be determined each financial year through Council's annual budget process. Funding amounts up to \$5,000 will be available.

#### **Funding rounds**

One round of funding will be made available each financial year during September.

#### Assessment criteria

Applications for funding will be evaluated and assessed against criteria as part of the competitive process. Applicants will be assessed by Council on how well the proposed project achieves the Community Environmental Grant funding objectives. The objectives for the Community Environmental Grant are:

- Protection, maintenance and restoration of the natural environment supporting native fauna and flora
- Education of the community about the importance of protecting, maintaining and restoring the natural
  environment
- Flora and fauna survey work which assists in protecting and or restoring the environmental values of the Lockyer Valley regional area
- Promotion and implementation of catchment management such as the restoration of waterway vegetation communities.

Submitting an application does not guarantee that a community group, school or organisation will be successful in receiving funding nor can any applicant be guaranteed to receive the full amount requested.

#### Assessment

Applications will be short listed and referred to a Community Grants Assessment Committee for assessment. Recommendations will be made in accordance with funding priorities determined by Council each year and based on the applicants' ability to meet the assessment criteria.

Successful applicants will be notified in writing of the conditions of funding and details for receiving the grant payment. Unsuccessful applicants are invited to resubmit an application to a future funding round.

#### Acquittal

Grant recipients are to complete the Grant Acquittal, which includes a final report, all financial documentation including invoices and receipts, copies of any promotional materials and any supporting information to show how Councils grant was acknowledged.

The Grant Acquittal form is to be completed by the date detailed in the Grant Fact Sheet and Application Form for that financial year.

If grant recipients fail to fully complete and lodge the Grant Acquittal by the required date it may result in a request for the return of the grant funds and will result in ineligibility for future grant rounds. Recipients are not eligible to apply for any additional grants from Council until all outstanding acquittals are submitted.

Group: Community & Regional Prosperity
Unit: Community Engagement & Events
Approved: Ordinary Meeting (Resolution Number 16-20/0752)

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#### **Funding conditions**

Community Environmental Grants are provided based on the following conditions:

- Grant money is to be expended as per the approved application
- · Applicants complete the application form in full, including details of previous grant applications
- Community Environmental Grants are approved based on an applications' achievement of funding objectives
- That the recipient group / school / organisation meets all required reporting requirements
- That the recipient group / school / organisation provides evidence of the acknowledgement of Council's contribution to the project e.g. through branding, signage
- The Final Report and Grant Acquittal form is to be completed by the date detailed in the Community Environmental Grant Fact Sheet and Application Form
- If the recipient group / school / organisation is unable to expend the funds for the approved purpose or
  is unable to comply with the agreed conditions, Council is to be notified immediately. In such
  circumstances Council will require that the funds are repaid.

Group: Community & Regional Prosperity
Unit: Community Engagement & Events
Approved: Ordinary Meeting (Resolution Number 16-20/0752)

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#### **Category 10 – Community Sporting Complex Category**

#### Description

Financial contributions will be made to organisations to assist in the maintenance and upkeep of approved sporting complexes which contribute to the Lockyer Valley community.

#### Level of Funding

Funding levels will be determined each year through the budget process.

List of eligible sporting complexes:

- 1. Bichel Oval
- 2. Cahill Park
- 3. Ropehill Sporting Complex
- 4. Gatton Soccer Club
- 5. Withcott Soccer Club.

#### **Funding Application**

Payments under this Category will be paid in September each year.

#### Criteria

To be approved, the sporting complex must:

- Be on the approved list of sporting complexes (refer to list above)
- Be Council owned
- Not be Council managed.

#### Assessment

Inclusion of additional facilities will be at the discretion of Council and will be considered on a case by case basis in accordance with the criteria.

#### Acquitta

There are no acquittal requirements for these allocations. However, sporting management Committees who receive funding under this category are required to submit a copy of their Annual Financial Statements to Council each year prior to receiving the next year's allocation.

# **Funding Conditions**

Funds will be provided based on the following conditions:

- Assistance provided is to be used for the purpose of the Category and not for any other purpose
- Funding is awarded based on budgetary allocations
- A copy of the Annual Financial Statements of the management committee is submitted to Council each
  year.
- Following the receipt of assistance, organisations will not be eligible for further funding under the same
  Category during the funding period but may be eligible to apply for other grants and funding offered by
  Council.

#### Assessment

Allocations will be assessed by Council officers in accordance with the above criteria and will ensure that access to this assistance is fair and equitable.

Group: Community & Regional Prosperity
Unit: Community Engagement & Events
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# 8. New Application Details

All requests to Council for grants or assistance are to be made on the appropriate application form or in writing and contain the following information unless otherwise stated under that category:

- Amount of assistance sought
- Total cost of the event or project for which the assistance is sought
- Purpose of the event or project
- Benefit of the event or project to the Lockyer Valley community
- Details of the value of the cash or in-kind contribution being invested into the event or project by the organisation or individual
- Details of any other funding sources
- Details of all previous assistance provided by Council to the individual or /organisation in the past 12 months
- Incorporation Status (It is not mandatory to be incorporated to receive assistance)
- For all organisations: A copy of their Financial Statements for the previous financial year.

# 9. Funding Conditions

All funding and assistance received may only be used for the approved purpose and in accordance with the agreed terms and conditions. If the recipient is unable to apply the funds for the agreed purpose or is unable to comply with the agreed conditions, Council must be notified immediately. In such circumstances, Council may require funds to be repaid.

Where appropriate, recipients of funding and assistance must submit a completed acquittal report within 2 months of the event or finalisation of the project confirming that the assistance has been used for the purpose intended.

The acquittal report must be signed by two authorised office bearers from the recipient organisation.

# Appeals

All appeals will be treated in accordance with Council's Complaints Management Policy.

# 11. Acknowledgement of Assistance

Recipients of Council grants and assistance is required to acknowledge the Lockyer Valley Regional Council as a project sponsor. Acknowledgment is required:

- In any relevant publicity
- On the organisation's website
- At appropriate functions
- In relevant documents such as newsletters and annual reports.

The Lockyer Valley Regional Council logo and appropriate signage is to be included on any relevant documentation in accordance with specified grant conditions.

Group: Community & Regional Prosperity Unit: Community Engagement & Event Approved: Ordinary Meeting (Resolution Number 16-20/0752)

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Where Council provides a significant contribution to a project, the Mayor, Councillor Portfolio holder or a Council representative should be invited to attend relevant ceremonies or promotional activities.

# 12. Conflict of Interest

If a Councillor or officer assessing applications for funding made under the categories outlined in this procedure, is connected to an organisation or group or, is a member of an organisation or group, they must declare a conflict of interest and remove themselves from any discussion or voting surrounding that organisation's application.

# 13. Delegation

Council may delegate authority to the Chief Executive Officer, Councillor Portfolio holder or a specified committee to decide on the allocation of funds in accordance with this procedure.

### 14. Related Documents

Community Grants and Assistance Policy

Group: Community & Regional Prosperity
Unit: Community Engagement & Events
Approved: Ordinary Meeting (Resolution Number 16-20/0752)

Date Approved: 13/12/2017

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12.2 Southern Queensland Country Tourism - Election of Board Directors

Date: 24 September 2020

Author: Annette Doherty, Acting Manager Community Activation

**Responsible Officer:** Ian Church, Chief Executive Officer

#### **Purpose:**

The purpose of this report is to ascertain whether Council wishes to provide feedback on the process proposed for the selection of board directors for Southern Queensland Country Tourism (SQCT), and whether Council wishes to nominate a candidate for the position of board director representing the local governments represented by SQCT.

## Officer's Recommendation:

THAT Council provides feedback to the Chair of Southern Queensland Country Tourism (SQCT) that the selection process for the new SQCT board as proposed in their letter dated 24 September 2020 is reasonable and will ensure the board directors have the necessary skills and expertise; Further;

THAT Council nominate Cr Qualischefski as a candidate for the board director who will represent the interests of the local governments represented by SQCT;

#### And further;

THAT Cr Qualischefski be Council's representative, and \_\_\_\_\_\_ the proxy, to attend the annual general meeting of SQCT on 30 November 2020 and vote on the director who will represent the interests of the local governments.

# **Executive Summary**

Correspondence has been received from the Chair of the SQCT board seeking feedback from Council regarding the process proposed for the appointment of directors.

The board of SQCT will be composed of seven directors; six of these will be skills-based directors and the other a director who will represent the interests of the six local governments represented by SQCT. These local governments are Goondiwindi, Lockyer Valley, South Burnett, Southern Downs, Toowoomba and Western Downs Regional Councils.

It is recommended that Council nominate a candidate for the position of director who will represent the local governments, and a representative and proxy to attend the AGM.

### **Finance and Resource Implications**

There are no financial implications arising from this matter. Council pays an annual subscription for membership with SQCT (\$50,241 for the period 1 September 2020-30 June 2021).

#### **Corporate Plan**

**Corporate Plan Theme** 

Lockyer business, farming and livelihood

#### Outcome

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

#### Consultation

# Portfolio Councillor Consultation

The Mayor and the portfolio Councillor for tourism, Councillor Qualischefski, are aware of the correspondence received from the Chair of SQCT.

# **Proposal**

### **Overview**

Correspondence has been received from the current Chair of Southern Queensland Country Tourism (SQCT) seeking feedback from Council on the proposed process for appointing directors to the new board of SQCT.

The board will be composed of seven directors; six of these will be skills-based directors and the other director will represent the interests of the local governments represented by SQCT.

# Appointment of three existing directors

Three of the four existing skills/industry based directors of SQCT will remain on the board for a period of 12 months to allow an efficient transition to the new structure. If all four of the existing directors nominate to remain on the board, the appointment of the three directors will be determined by an independent assessment panel with recommendations to be ratified at the AGM on 30 November 2020. The relevant skill sets of the three directors will be assessed against the pre-determined skills matrix by the independent assessment panel to determine the skills that remain unmatched for the three vacant skills-based directors.

### Appointment of three new skills-based directors

Expressions of Interest will be called for the three vacant skills-based director roles. Interested parties will be required to indicate their board experience and how they meet the requirements of the vacant skills categories. This process will commence in early October with final recommendations made by mid-November for endorsement at the AGM on 30 November 2020.

# Appointment of local government representative

After consultation with Greg Hallam of Local Government Association of Queensland (LGAQ) and other local government stakeholders, the following process is proposed for the election of the board director who will represent the interests of the local governments represented by SQCT:

• Each local government that is a fully financial member of SQCT at 1 October 2020 may nominate a candidate by 2 November 2020. The person nominated may be a Councillor, a local government employee or an independent person. Alternatively, a Council may elect not to nominate a person and this intent is to be indicated on the nomination form.

- Each local government that is a full financial member at 1 October 2020 will be invited to vote for their preferred candidate. Each Council will have two votes which are to be cast by a nominated representative of the Council, or a proxy, at the AGM. A Council's representative may give only one of their two votes to the Council's candidate for the director position. A Council's voting representative may be the same person nominated by the Council for the director position. This part of the process will be managed by an independent scrutineer agreed to by all local government members prior to the AGM.
- In the case of a tied vote, the names of the nominated individuals will be placed into a hat and then one name will be drawn by the scrutineer and will be deemed to have been elected to the role of director for a 2 year term.

Although Council is yet to enter into a partnership agreement with SQCT and has not paid its subscription to SQCT, the Chief Executive Officer of SQCT has confirmed that Lockyer Valley Regional Council will be considered a financial member as at 1 October 2020 for the purpose of nominating and voting on the local government representative.

The process as proposed by SQCT is considered reasonable and will ensure the board directors have the necessary skills and expertise. It is recommended that Council advise SQCT that the process as proposed is satisfactory.

Assuming the process as proposed is followed, Council is asked to determine:

- 1. Whether it wishes to nominate a candidate for the position of board director representing the interests of the SQCT local governments; and, if so
- 2. Who it wishes to nominate as its candidate; and
- 3. Who it wishes to nominate as Council's representative and proxy to attend the AGM on 30 November 2020 and vote on the director who will represent the interests of the local governments. (The representative may also be the nominated candidate.)

As Cr Qualischefski is the Portfolio Councillor for tourism, it is recommended that Cr Qualischefski be nominated as Council's candidate for the position of board director, and also as Council's representative to attend the AGM and vote on the director position.

# **Legal Implications**

There are no legal implications.

### **Policy Implications**

There are no policy implications.

# **Risk Considerations**

Key Corporate Risk Code and Category: P1 Political

Key Corporate Risk Descriptor: Intergovernmental relationships / relationships with other

key stakeholders

# **Previous Council Resolutions**

On 19 August 2020 Council resolved to become a member of SQCT, and determined SQCT to be the Regional Tourism Organisation for the Lockyer Valley Region.

# **Related Documentation**

Letter dated 24 September 2020 from the current Chair of SQCT to the Mayor outlining and seeking feedback on the proposed process for the appointment of directors to the board of SQCT.

### **Critical Dates**

If Council wishes to nominate a candidate to be the local government representative on the board, this nomination must be made by 2 November 2020.

# <u>Implementation</u>

A nomination form will be completed and provided to SQCT by 2 November 2020, advising of Council's nominated candidate, or Council's decision not to make a nomination.

12.3 Use of Gatton Shire Hall by Pottery Club

Date: 01 October 2020

Author: Annette Doherty, Acting Manager Community Activation

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

#### **Purpose:**

The purpose of this report is to provide Council with an update on discussions with Lockyer Valley Art Society Inc. (specifically the Pottery Club) in relation to their use of the Gatton Shire Hall.

### Officer's Recommendation:

THAT Council note the information contained in the report;

Further;

THAT formal advice be provided to the Lockyer Valley Art Society Inc. stating that they must vacate the Gatton Shire Hall by 31 December 2020;

And further;

THAT Council officers continue to assist the Lockyer Valley Art Society Inc. to find a suitable location in which to relocate the Pottery Club.

#### **Executive Summary**

The Pottery Club (the Club) has been operating from a room in the Gatton Shire Hall for at least 20 years. It has been identified that the Club's kiln is a fire hazard, and the use of this space by the Club does not comply with building regulations. As Council is aware of the fire risk and the non-compliance, the use of this space by the Pottery Club represents an unacceptable risk and liability to Council. The Pottery Club has been asked to relocate by December 2020.

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

There will be financial implications for Council in relation to the relocation of the kiln and/or club.

The Pottery Club pays an annual rent of \$390 for use of the Gatton Shire Hall space.

# **Corporate Plan**

#### **Corporate Plan Theme**

**Lockyer Community** 

#### Outcome

1.3 Enhanced wellbeing and safety of the community.

#### Consultation

### Portfolio Councillor Consultation

The Mayor and Portfolio Councillors are aware that discussions are being held with representatives of the Club.

# External and Community Engagement

Council officers have discussed this matter with representatives of the Club.

#### **Proposal**

#### Overview

The Pottery Club, which is part of Lockyer Valley Art Society Inc., has been operating from a room in the south-eastern part of the Gatton Shire Hall for at least 20 years.

Council is planning refurbishment works to the hall. During the design stage, it was identified that building compliance works will impact upon the Club's operations. A report by Devcert Building Certification dated 27 April 2020 states (in part):

The pottery facility under the stage would not have been an approved use of the space and needs to be removed as it creates an unsafe unnecessary fire source in the building; and

It is my view that it is reasonable and diligent for the building certifier to require the proposed scope of works to include:

Removal of the pottery

Council staff met with the Club's representatives on 25 June 2020 and explained that works to the hall were planned and, that in the process of identifying possible risks, the Club's kiln was identified as a fire hazard. The Club's representatives were advised that they would need to relocate by December 2020 as they would no longer be able to use the space under the hall due to the refurbishment program and the risk posed by the kiln. The tender documents prepared for the refurbishment of the hall include the removal of the kiln from the site.

The Club sought advice from Council staff on possible alternative venues. The Gatton Historical Society was suggested, but both the Club and the Historical Society were not in favour of this outcome for several reasons including:

- Concerns that the Historical village may lose its historical identity as pottery was not considered to fit the historic nature of the village.
- The space being too limited. The shed (nearest the dog park) is at capacity as the historical society has several large pieces of machinery and other artefacts stored within this shed pending the construction of a structure in which these items can be displayed.
- Concerns regarding impacts of floods. (It is estimated that the depth of water in the shed in 2011 and 2013 was 60 cm.)
- The need for the Club to pay for plumbing and electricity to be installed at the shed.
- Lack of nearby toilet facilities.

The Club has made enquiries regarding several Council properties, but none were considered appropriate for their activities.

The Club then advised that their kiln in the hall is inoperable and too expensive to repair. They instead made arrangements with the Lockyer and District High School to use the school's kiln.

Advice was requested from a Building Certifier in relation to whether the use of the space in the hall for wheel and hand modelling would comply with fire regulations. Advice from the Building Certifier is that the space used by the Club would be classed as a 'sole-occupancy tenancy' due to it having an external entry/exit only, and no internal access from the main part of the building. Under the current

layout, compliance with fire regulations could only be met if the room was fire-compartmentalised from the remainder of the building.

The Building Certifier has suggested that a new internal, unlockable access be provided from the main part of the building. This would mean that the Club's room would no longer be classed as a 'sole-occupancy tenancy' and the Club could continue to use this space (without the kiln), although this would come with a reduced level of security for the Club.

The Secretary of Lockyer Valley Art Society Inc. advised that this matter was discussed at their meeting on 23 September 2020. The outcomes were:

- They dispute the Building Certifier's findings and consider that the space being treated as a 'soloccupancy unit/tenancy' has nothing to with the building certification.
- They dispute that the kiln (when operational) is a hazard as it is an electric kiln.
- Sharing the space is not an option for the Club as they use this space several days a week. They
  have 26 members who are entitled to use the space for their activities
- The Club pays rent and therefore has sole use of the space.
- An internal door is open when members of the Club are using the space.
- Works can be undertaken to address any non-compliance with fire regulations.

The most recent advice from the Club (2 October 2020) is that they intend to continue operating from the Shire Hall, and to repair and commence operating the kiln as soon as possible.

As Council has been advised of the fire risk and the non-compliance with the building regulations, the use of this space by the Pottery Club represents an unacceptable risk and liability to Council. As the Club was requested in June to relocate, it is recommended that Council provide formal advice that the Club must vacate the Gatton Shire Hall by 31 December 2020.

# **Legal Implications**

A search of Council's records failed to find any legal agreement with the Club in relation to the use of the hall, though the Club pays an annual rent of \$390.

# **Policy Implications**

There are no policy implications.

#### **Risk Considerations**

Key Corporate Risk Code and Category: Environment and Community (EC1)

Key Corporate Risk Descriptor: Environment and the community, including sustainable

development, social and community wellbeing, community relationships, public health, recreation, regional profile and

identity

Key Corporate Risk Code and Category: Infrastructure and Assets (IA1)

Key Corporate Risk Descriptor: Planning, managing and maintaining assets for the future

Key Corporate Risk Code and Category: Work Health and Safety
Key Corporate Risk Descriptor: Health and Safety

# **Previous Council Resolutions**

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

# **Related Documentation**

There are no related documents.

# **Critical Dates**

The Gatton Shire Hall Upgrade Works will be undertaken from January to August 2021.

# <u>Implementation</u>

Discussions will continue with the Club in accordance with Council's decision.

#### **Attachments**

There are no attachments for this report.

12.4 Desilting of Lake Apex and Lake Freeman

Date: 06 October 2020

**Author:** Jason Harm, Coordinator Special Projects

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

#### **Purpose:**

This report is seeking endorsement of Council to investigate all associated costs and relevant processes required to desilt Lake Apex and Lake Freeman, and resolve some of the ongoing issues regarding flood mitigation, storage capacity and storm water retention associated with the lakes.

### Officer's Recommendation:

THAT Council endorse Council officers undertaking investigations to determine all associated costs and processes for the desilting of Lake Apex and Lake Freeman and to provide a report detailing the process and costs for Council's consideration.

#### **Executive Summary**

Investigations are recommencing into the desilting of Lake Apex and Lake Freeman and options to reduce future siltation of the lakes.

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

An estimate of costs associated with the desilting of the lakes will be undertaken as part of this work.

#### **Corporate Plan**

#### Corporate Plan Theme

Lockyer Livelihood

#### Outcome

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

### Consultation

#### **External Consultation**

Advice has been sought from the State Assessment Referral Agency (SARA).

#### **Community Engagement**

Community engagement will need to be undertaken in relation to this project.

### **Proposal**

# Overview

Concerns have been raised over the continuing problem of silt build up within Lake Apex and Lake Freeman.

Lake Apex and Lake Freeman were built in 1976. Both lakes were desilted in 1988. The combined storage capacity was approximately 150 ML when the Lakes were desilted in 1988. In 2019, due to siltation of the lakes, the combined storage capacity was estimated at only 34 ML.

The siltation of the lakes is increasing the risk of overland flooding in the event of higher than average rainfall events, and the resulting damage to roads and facilities and the risk to the public. The forecasted La Nina event and wetter than usual weather conditions, increases the risk of flooding.

Investigations are recommencing into the desilting of both lakes and options to reduce future siltation of the lakes. The investigation process may unlock opportunities to improve the lakes resulting in a quality community asset attracting residents and tourists. Lake Apex and Lake Freeman are valuable community assets that form part of a unique hub of activities for residents and visiting tourists. The existing assets of the Cultural Centre, Truck Memorial and Historical Village will be greatly enhanced if the lakes are desilted, improved and maintained as a centre piece for all to enjoy.

The capacity of the lakes is also a consideration in relation to the Water for Lockyer Project in which the lakes would be used for water storage. This water would be used to offset the cost of using potable water (from Urban Utilities) for irrigations of parklands and use for public facilities in Gatton.

It is recognised there may be environmental concerns associated with desilting the lakes that will need to be addressed.

On Tuesday, 29 September 2020, Council Officers met with the State Assessment Referral Agency (SARA) to gain an understanding of the planning and environmental requirements and processes needed to undertake desilting of Lake Apex and Lake Freeman. Council Officers also requested SARA investigate how Lake Apex and Lake Freeman, which are man-made, may have been designated as Referable Wetlands.

SARA Officers were supportive in principle the project proceeding based on previous pre-lodgement advice provided on 7 August 2019 to Redleaf Environmental, who were commissioned as to conduct a feasibility study of the desilting of the two Lakes. SARA will provide written responses to both requests in due course.

#### **Legal Implications**

All necessary development approvals must be obtained prior to any works occurring.

# **Policy Implications**

There are no policy implications.

#### **Risk Considerations**

Key Corporate Risk Code and Category: FE2 - Financial and Economic

Key Corporate Risk Descriptor:

Inadequate processes (feasibility study, business case etc.) for the assessment, selection and prioritisation of regional development projects may result in compromised outcomes

for Council.

### **Previous Council Resolutions**

At its Ordinary meeting on 28 August 2019 (Resolution 16-20/1493) Council resolved to not undertake action to desilt the lakes based on the results of Redleaf's 'Environmental Feasibility Study of Desilting Lake Apex and Lake Freeman, Gatton Options Analysis Report'. The report to Council concluded that 'the likelihood of any desilting works being feasible is very limited'.

It is considered that the potential use of the lakes as part of the Water for Lockyer Project justifies revisiting this project.

### **Related Documentation**

There is no related documentation.

# **Critical Dates**

There are no critical dates.

# <u>Implementation</u>

Council officers will investigate potential costs associated with this project and continue to liaise with SARA in relation to development approvals.

### **Attachments**

There are no attachments for this report.

#### 13. INFRASTRUCTURE REPORTS

13.1 Request to seal Beutels Road, Mount Whitestone

Date: 29 September 2020

**Author:** John Keen, Manager Civil Operations **Responsible Officer:** Ian Church, Chief Executive Officer

#### **Purpose:**

The purpose of this report is to seek a determination from Council on sealing a section of Beutels Road, Mount Whitestone following a request received from the landholder of Lot 265 CH312289 to assist in alleviating issues associated with the steep gradient of the road.

# Officer's Recommendation:

THAT Council approve a budget expense allocation of \$60,000 excluding GST for sealing of approximately 200 metres of Beutels Road, Mount Whitestone from chainage 600 to chainage 800 to be included at the next budget review.

#### **Executive Summary**

Council maintains approximately 500 kilometres of unsealed road network throughout the region. Council has received a request from the landholder of Lot 265 CH312289, Beutels Road, Mount Whitestone to seal approximately 200 metres of Beutels Road to assist with the ascent and descent of a steep section of road. The resident claims that vehicles lose traction when trying to traverse the steep gradient in times of wet weather and extended periods of dry weather.

### **Finance and Resource Implications**

This project has come from a customer request and as such has not been identified through Council's asset renewal processes. There is currently no Capital budget that has been identified to fund this project. If this project is approved Council will have to allocate \$60,000 excluding GST from the Capital budget to fund the roadworks.

# **Corporate Plan**

#### Corporate Plan Theme

4 - Lockyer Planned

#### Outcome

4.2 - Provision of fit-for-purpose infrastructure which meets the current and future needs of the region.

### Consultation

# Portfolio Councillor Consultation

The portfolio Councillor has been briefed on this report.

#### **Internal Consultation**

The Chief Financial Officer has been consulted on this matter.

#### **External Consultation**

Council's Manager Civil Operations and the Portfolio Councillor have met with the complainants to discuss the issues.

#### Community Engagement

Other surrounding residents of Beutels Road, Mount Whitestone will need to be notified of the works prior to commencement.

#### **Proposal**

#### Overview

Council currently maintenance grades this road on an annual basis, or as required due to latent conditions, such as inclement weather and changes to the road surface that create a potential safety risk for motorists. There is a steep section of road on Beutels Road, Mount Whitestone between Ch. 600 and Ch. 800 that rises approximately 20 metres in elevation over a 130-metre length. Residents are having issues with vehicles losing traction on the steep section of road in both periods of wet weather and extended periods of dry weather.

Sealing this section of Beutels Road has not been considered in previous capital budgets due to it being a lower order road which services only 4 properties, 3 with houses.

#### **Legal Implications**

There are no legal implications.

#### **Policy Implications**

There are no policy implications.

#### **Risk Considerations**

Key Corporate Risk Code and Category: IA1 Infrastructure and Assets

Key Corporate Risk Descriptor: Planning, managing and maintaining assets into the future.

# **Previous Council Resolutions**

There are no previous Council resolutions regarding this matter.

#### **Related Documentation**

There is no related documentation for this report.

#### **Critical Dates**

There are no critical dates associated with this report.

# Implementation

If Council accepts the recommendation of this report, the work will be programmed as part of Councils Capital Works Program for the 2020/21 financial year.

### **Attachments**

There are no attachments for this report.

13.2 Managing Unmanned Rural Bin Sites

Date: 02 September 2020

Author: Melissa Brooking, Waste Management and Recycling Supervisor

**Responsible Officer:** Ian Church, Chief Executive Officer

#### **Purpose:**

The purpose of this report is to seek approval from Council to remove two (2) of three (3) unmanned rural bin sites.

#### Officer's Recommendation:

THAT Council approve the closure of the unmanned rural bin sites at Wesslings Road, Ropeley and Stockyard Creek Road, Flagstone Creek effective 1 February 2021, to mitigate the continued inappropriate use.

#### **Executive Summary**

Council provides the community three (3) unmanned waste collection sites in rural locations across the region for residential domestic use. One of Council's Waste Reduction and Recycling Plan actions for 2012 was to reduce/remove unmanned bin stations located in the rural areas of the Lockyer Valley region following the introduction of kerbside waste and recycling bins.

Of the eight (8) sites, five (5) were removed and three (3) remain. The remaining three (3) sites are unmanned therefore acceptance is difficult to manage. It has been recognised that sites at Ropeley and Flagstone Creek continue to be used inappropriately with waste being dumped on the ground (i.e. not into the bins provided). These unmanned services also have potential for Commercial operators to mitigate the Qld State waste levy disposal fees.

Over an extensive period local residents, Council staff, current and previous contractors JJs Waste & Recycling and Anuha have been reporting more and more waste materials being dumped on the ground and most recently larger bulky items placed in the bins at Ropeley and Flagstone Creek. This in turn has resulted in more frequent inspections and monitoring to ascertain whether offenders could be identified. Actions taken to date include penalty infringement notices under the Waste Reduction and Recycling Act and in some cases education. This being where the resident is given the opportunity to remove all items illegally dumped at these sites to avoid penalties. Images to justify this continued inappropriate use are attached to this report.

The potential risks associated with this inappropriate behaviour are listed below;

# Waste materials dumped on the ground

- Community Risk Personal injury, items left broken and/or exposed on the ground may cause personal injury (i.e. skin penetration by cuts and/or abrasions).
- Community Risk The potential to cause a public health risk by attracting unwanted designated
  pests such as rats and mosquitos and the accumulation of waste material and in some cases
  ashestos
- Contractor Risk Personal injury as above and includes manual handling injury if lifting is required to clean/clear the site.

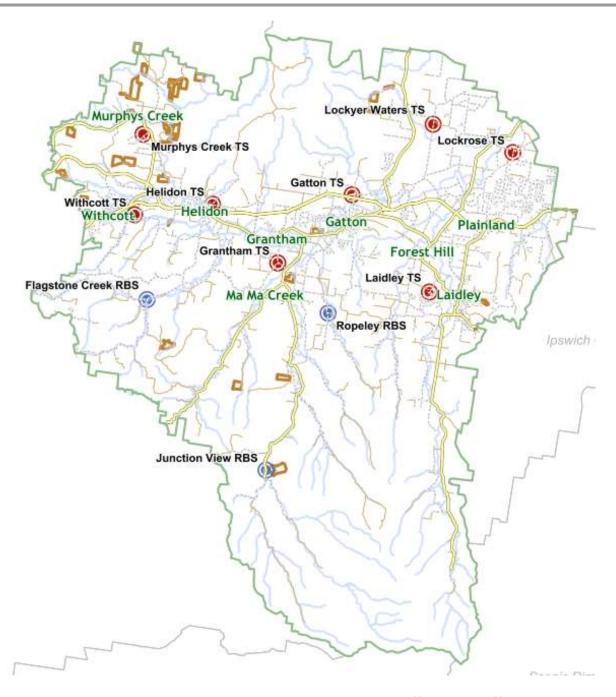
### Bulky items placed in the bin

- Community risk The risk of manual handling injury where residents are lifting bulky furniture/white goods type items into the bins provided.
- Community Risk Bulky furniture/white good items are often precariously placed and at risk of falling from the bin. A fridge propped on top of a bin could fall on somebody trying to add to the bin
- Contractor Risk Bulky furniture/white good items are often precariously placed and at risk of falling from the bin during service. This has the potential to cause damage to the truck, bins and/or contractor personnel. Items have fallen before, but luckily have fallen away so far.
- Contractor Risks The items frequently jam the packer and block the load, forcing the contractor to take a 1/3 load to the tip to continue with the day. This can add up to a 90-minute delay impacting fatigue management

Council provide a general waste and recycling kerbside collection service to all occupied properties within the Declared Waste Collection Area, provided the service can be performed in a safe manner, as determined by Council in an agreement with its waste collection contractor. Exemptions are given if roads are deemed unsafe or if a property is unoccupied for a minimum period of twelve months.

The total number of known properties exempt from this service is 48, their location is listed below and includes mapping which depicts the exemptions and Lockyer Valley Regional Council nearest waste facilities;

Locality				
Ballard	2	Lockyer	3	
Black Duck	1	Mount Whitestone	1	
Caffey	1	Murphys Creek	7	
East Egypt	1	Placid Hills	1	
Hatton Vale	2	Preston	3	
Helidon	1	Spring Creek	3	
Helidon Spa	1	Upper Lockyer	9	
Junction View	1	White Mountain	6	
Laidley	1	Winwill	1	
Laidley South	1	Withcott	2	



Council is committed to providing Lockyer Valley residents with an effective and efficient waste collection service in accordance with best practice environmental management principles, where the service can be provided at an economical cost to the community. This commitment includes managing waste diversion and encouraging everyone in the region to reduce the amount of waste that goes to landfill by improving recycling. Industrial services at these sites do not encourage waste diversion with all waste disposed of at these sites sent to landfill.

### **Finance and Resource Implications**

The details below show previous years expenditure at each site.

# Ropeley

2018 – 2019 - \$16,269.70

2019-2020 – \$18,139.65

# Flagstone Creek

- 2018-2019 \$22,191.98
- 2019-2020 \$26,883.97

The approximate cost saving for Council per annum is \$45,000.00

#### **Corporate Plan**

#### **Corporate Plan Theme**

3 - Lockyer Nature

#### **Outcome**

3.6 - Council and the community actively reduce waste, recycle and reuse more.

#### Consultation

### Portfolio Councillor Consultation

Portfolio Councillor has been briefed on this report.

#### **Internal Consultation**

The Community Facilities Waste team will be responsible for consulting with Local Laws and Environmental Health to manage any/all illegal dumping and illegal dumping infringements. Monitoring of cameras will continue for an unknown period.

#### **External Consultation**

Council officers will notify JJs Waste and Recycling and facilitate the removal of the bins. Written notice of the variation for the Rural bin Station services will be provided to Anuha with a specified period nominated. Services will cease having effect at the expiration of the specified period yet to be determined.

#### Community Engagement

Council officers will arrange corporate communications advertising the closure of these site.

# **Proposal**

#### **Overview**

Council officers together with Corporate Communications prepare the media release and signage advising the closing date and display such materials at both Ropeley and Flagstone Creek for a period of two months prior to the closure date proposed.

On the advertised closure date Council officer will instruct the removal of all bins, remove all infrastructure, signage materials and ensure the area is litter free.

Monitoring and maintenance (removal of illegally dumped waste) will continue for the period of three (3) months post closure.

The Rural bin station maintenance contract with Anuha will be maintained for a period of 3 to 4 months post closure ensuring the sites are clean/cleared of all litter/illegal dumping.

#### **Legal Implications**

There are no known legal implications.

#### **Policy Implications**

There are no policy implications.

#### **Risk Considerations**

Key Corporate Risk Code and Category: EC1

Key Corporate Risk Descriptor: Environment and Community

Environment and the community, including sustainable development, social and community wellbeing, relationships,

public health, recreation, regional profile and identity

### **Previous Council Resolutions**

This matter was previously presented at a Council Workshop on the 1 September 2020.

#### **Related Documentation**

There are no other related documents.

#### **Critical Dates**

The critical dates to consider will be the Council close down and holiday periods, December/January. Illegal dumping and/or inappropriate use around these areas may increase over this period however monitoring will continue.

#### Implementation

- 1. Council officers to finalise, prepare and erect signage confirming the closure date effective 1 February 2021.
- 2. Liaise with the Corporate Communications/People and Culture team to advertise the removal of any unmanned site.
- 3. Liaise with the Community Wellbeing/Regulatory Service team to monitor any inappropriate use and/or illegal dumping.
- 4. Arrange the removal of all bins for the date proposed, 1 February 2021.
- 5. Organise the removal of all infrastructure leaving the sites clear of litter and any evidence that may attract illegal dumping effective 1 February 2021.
- 6. Continue monitoring the sites for a period of 3 4 months post closure.

#### **Attachments**

1 ☐ Images of inappropiate use at Wesslings Road, Ropeley and Stockyard Creek Road, Flagstone 2
Creek unmanned rural bin sites Pages



Figure 1 Wesslings Road, Ropeley



Figure 2 Wesslings Road, Ropeley



Figure 3 Stockyard Creek Road, Flagstone Creek

13.3 Council's Financial Contribution to the Gatton Shire Hall Upgrade Works

Date: 16 September 2020

Author: Christopher Goddard, Senior Project Officer (Community Facilities)

**Responsible Officer:** Ian Church, Chief Executive Officer

#### **Purpose:**

The purpose of this report is to seek Council's adoption of a resolution to satisfy Milestone 2 of the Building Our Regions Project Funding Schedule. The resolution should confirm that Council has budgeted the recipient's financial contribution to the Gatton Shire Hall Upgrade, project delivery commitment and acknowledge responsibility for any funding shortfall costs.

#### Officer's Recommendation:

THAT Council commit \$88,300.00 excluding GST to deliver milestone two of the co-funded Gatton Shire Hall Upgrade Works project under the State Government Building Our Regions Round 5 grant. Further;

THAT Council acknowledges responsibility for any funding shortfall if costs or other contributors change.

And Further;

THAT Council commit to deliver the project within the agreed timeframes.

#### **Executive Summary**

Council has been granted, under three separate funding applications from the Commonwealth and State Government, for three individual projects to refurbish and upgrade specific sections of the Gatton Shire Hall to align with the Masterplan. One of successful funding programs being Building Our Regions (BoR). Council secured \$866,714 ex GST of funding to undertake refurbishment works to the bar area, kitchen and Eastern Courtyard. This grant provided 90% funding towards the total project cost (\$955,014 excluding GST).

To satisfy Milestone 2 of the Project Funding Schedule a new Council resolution is required. Council resolution should confirm the Council's financial contribution, commitment to project delivery and acknowledge responsibility for any funding shortfall.

# **Finance and Resource Implications**

The project delivery for Gatton Shire Hall Upgrade Works is programmed across two financial years. Council has committed \$140,636 in the 2020/21 Capital works budget towards the Gatton Shire Hall Upgrade Works. \$84,295 towards the Building Better Regions Fund (BBRF), and \$56,341 towards BoR. COVID works for Queensland (W4QLD) is 100% funded. The 2020/21 adopted budget includes both funding and Council contribution for delivery until June 2021.

The remaining project costs of \$387,014 will need to be considered in the 2021/22 financial year budget process.

# **Corporate Plan**

#### **Corporate Plan Theme**

- Lockyer Community
- Lockyer Planned

#### 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.
- 4.2 Provision of fit-for-purpose infrastructure which meets the current and future needs of the region.

### Operational Plan Action Item (as relevant)

4.2.2 Deliver the external funded infrastructure program of work including

- Works for Queensland COVID-10 Projects
- Building Better Regions
- Building Our Regions
- Transport Infrastructure Development Scheme
- Roads to Recovery programme
- Black Spot programme

#### Consultation

#### **Internal Consultation**

Senior Projects Officer Community Facilities has liaised with Councils Grants Officer regarding the project.

# **External Consultation**

The relevant Council Officer has consulted with the Building Our Regions Principal Project Officer to determine if the existing Council resolution for the adopted 2020/2021 capital budget would suffice the requirement of milestone 2 of the executed funding agreement. The Building Our Regions Principal Project Officer advised that a new Council resolution must be provided to satisfy milestone 2 of the Building Our Regions Executed Agreement.

#### **Community Engagement**

No community engagement is required for this report.

#### **Proposal**

#### <u>Overview</u>

The Building Our Regions Funding guidelines requires a resolution for Council's financial contribution (\$88,300 excluding GST) towards the Gatton Shire Hall Upgrade Works project and Council's responsibility for any funding shortfall if costs or other contributions change.

The Gatton Shire Hall Upgrade Works are a combination of grant funded programs to be delivered as one construction project over an estimated seven (7 months), from January to August 2021. The grant programs consist of Building Better Regions, Building Our Regions and COVID Works for Queensland.

The provision of construction services outlined in the below overview, is estimated at \$2,083,714.00 exclusive of GST.

# 1) State Government Building Our Regions Round 5

Total Project cost: \$955,014 ex GST Total funding amount: \$866,714 ex GST Council contribution: \$88,300 ex GST

### Project scope of works:

- Upgrade foyer entry
- Renovate the bar area
- Renovate the corridor
- Auditorium glazing to meet safety requirements
- Upgrade the Eastern Courtyard, including new stairs and landscaping
- Reconfigure and upgrade the kitchen, including electrical, hydraulic and mechanical services
- Perforated screen construction

#### Project cost breakdown:

Construction costs \$801,400
Building Escalation \$24,042
Contingency \$41,272

Subtotal \$866,714 (BoR funding)

Professional Fees \$81,100 Statutory Fees and Charges \$7,200

Subtotal \$88,300 (Council contribution)

Total project cost \$955,014 ex GST

# 2) Australian Government Building Better Regions Funding Program (BBRF)

Total Project cost: \$878,700 ex GST Total funding amount: \$439,350 ex GST Council contribution: \$439,350 ex GST

### Project scope of works:

- Foyer refurbishment
- Mechanical services upgrade
- Electrical switchboard/emergency lighting
- Communications upgrade
- Lower level fire compliance works

# 3) Queensland Government COVID Works for Queensland Funding (W4QLD)

Total Project cost: \$250,000 ex GST Total funding amount: \$250,000 ex GST

Council contribution: \$0.00Roof rectification works

Roof safety works

Council has committed \$140,636 in the 2020/21 Capital works budget towards the Gatton Shire Hall Upgrade Works. \$84,295 towards the BBRF, and \$56,341 towards BoR. W4QLD is 100% funded.

The remaining project costs of \$387,014 will need to be considered in the 2021/22 financial year budget process.

A Request for Tender (RFT) has been released to the market to source a Principal Building Contractor to manage the delivery of the construction upgrade as per the detailed design documentation and specification.

The RFT will provide a pricing schedule to separate all projects and allow Council's Senior Project Officer to monitor progress and report on each project to the respective funding body.

All projects will be managed simultaneously by the selected Principal Contractor and delivery of the projects will be undertaken in one phase (estimated 7-8 months), whilst the Shire Hall is closed to the public in 2021.

# **Legal Implications**

All funding requirements will be subject to the signed Head Funding Agreement Terms and Conditions.

The purpose of Head Agreement;

- a) Governs the relationship between State and the Recipient in relation to all Funding that may be provided to the Recipient
- b) Provides the general terms for the provision of Funding to Recipients; and
- c) Sets out the framework under which the State and the Recipient will enter into Project Funding Agreements for the provision of Funding for each Project.

#### **Policy Implications**

There are no policy implications with regards to the Council resolution for the funding commitment towards the Gatton Shire Hall Upgrade Works.

#### **Risk Considerations**

Key Corporate Risk Code and Category: R1

IA2

Key Corporate Risk Descriptor: Reputation and Goodwill

Delivering major projects (time, cost, scope and quality)

### **Previous Council Resolutions**

No previous resolutions relate to this matter.

The Council adoption of the 2020/2021 budget included allowances within the Infrastructure Facilities, for the grant funding and Council contribution that will deliver the Gatton Shire Hall Upgrade Works.

#### **Related Documentation**

Building Our Regions Round 5 Project Funding Schedule:

• Gatton Shire Hall Upgrade – BoR R05 LOCK 0041

Building Better Regions Fund Infrastructure Project Stream Round 3 Grant Agreement:

• Gatton Shire Hall Compliance Upgrade – BBRF74431

#### **Critical Dates**

The Milestone 2 claim is due on 6 November 2020 (three months after the Project Funding Schedule commencement date, which is the 6 August 2020).

#### <u>Implementation</u>

The Council resolution will be submitted on or before the 6 November 2020, with the following documentation by the Council Project Officer, to complete the milestone 2 of the Project Funding Schedule:

- a) A revised approved project plan
- b) Provision of a project benefits report
- c) A copy of the compliance plan in the Training Policy Administration System

#### **Attachments**

There are no attachments for this report.

13.4 Transportable Amenities Building Number 6899

Date: 29 September 2020

Author: Christopher Goddard, Senior Project Officer (Community Facilities)

**Responsible Officer:** Ian Church, Chief Executive Officer

#### **Purpose:**

The purpose of this report is to seek Council's approval to offer the transportable amenity building number 6899 to the Gatton Campdraft Association.

#### Officer's Recommendation:

THAT Council offer transportable amenity building number 6899 to the Gatton Campdraft Association.

#### And Further;

THAT Council advise the Gatton Campdraft Association that they will be subject to the terms of the Head Agreement and responsible for the payment of all costs to relocate the amenity building and finalise any outstanding approvals.

#### **Executive Summary**

In 2019 Council released an expression of interest for two (2) Council owned transportable amenity buildings to be offered to a Not for Profit community group in the Lockyer Valley region.

Council received two (2) submissions of interest from Spring Bluff Railway Trust Management Committee and the Gatton Campdraft Association.

Council received a written response from the Spring Bluff Railway Trust Management Committee on 18 September 2020 advising they will not proceed with the installation of the transportable amenity building and are happy to release the offer to another community organisation.

Gatton Campdraft Association have expressed their interest on 10 September on for an additional transportable amenity building with Persons with Disability facilities to meet the building certification requirements.

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

Council has not budgeted any further works in relation to the transportable amenities. The Gatton Campdraft Association is responsible for the payment of all costs in relation to the relocation of the transportable amenity building number 6899, currently located at the Gatton Depot.

#### **Corporate Plan**

<u>Corporate Plan Theme</u> <u>Lockyer Community</u>

#### <u>Outcome</u>

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.

#### Consultation

#### **External Consultation**

The relevant Council Officer received email confirmation on 18 September 2020 from the Spring Bluff Railway Trust Management Committee Council advising they wish to no longer proceed with installing the transportable amenity building number 6899 at Spring Bluff.

Council received an email from the Gatton Campdraft Association on 10 September 2020, enquiring if the transportable amenity building which is still situated at the Gatton Depot (number 6899) is available for use. Gatton Campdraft Association originally tendered their expression of interest for both of the buildings in late April 2019 when the EOI was released.

#### **Proposal**

#### **Overview**

At the Ordinary Meeting held on 14 November 2018 under resolution 16-20/1156 Council resolved to retain ownership of its Transportable Amenity Buildings and associated ramps and landings, while assigning the use of the assets through an Expression of Interest process to a Not for Profit community group.

Council received two (2) responses to its Expression of Interest and in late April 2019, the authorised signatory delegate issued approval to supply one (1) of the buildings to each of the respondents.

A formal offer was made to the Spring Bluff Railway Station Trust Management Committee, for the use of transportable amenity building number 6899, which comprises of two individual rooms with room one being a Persons with Disability (PWD) accessible toilet, shower and hand basin and room two being a single ambulant toilet and hand basin.

A formal offer was made to the Gatton Campdraft Association, for the use of transportable amenity building number 6900, which comprises two individual rooms each containing two toilet cubicles and one shower stall and one hand basin.

Council relocated the transportable amenity building number 6900 to the Gatton Campdraft Association, in early 2020 and paid all costs with the relocation, engineering and installation onsite. The Gatton Campdraft association were responsible for the building and plumbing approval applications and received the building final certification in May 2020. The building final is subject to the inclusion of a Persons with Disability (PWD) amenity for the site.

Council received an email from the Gatton Campdraft Association on 10 September 2020, advising that they noticed the other transportable amenity number 6899 was still located at the Gatton Depot, and expressed interest in obtaining this building to complete the amenities at the Campdraft site and finalise the building approval application.

Council received written direction from Spring Bluff Railway Trust Management Committee on 18 September advising they will not go ahead with installing the transportable amenity building number

6899 at Spring Bluff. The Committee is happy to release the offer to another community organisation in Lockyer Valley region.

#### **Legal Implications**

The Head Agreement between Council and (LGCRR) states in Conditions 16.2 and 16.3 The subject conditions, specifically states that "the Approved Project(s) continues in operation for use for a period of ten (10) years after the Project Completion Date unless specified under a Sub-agreement(s)".

Further, Clause 16.3 states that "in the event the Organisation transfers, with the Department's consent, property in an Approved Project(s), the Organisation must ensure that the new owner of legal or beneficial title of an Approved Project shall enter into a deed whereby that person agrees that the Department may enforce 16.2 against that person as if that person was a party to the Head Agreement. If no deed is entered, the Department may take action to recover the Approved Funds from the Council"

The decision to offer the buildings for assignment to a not for profit organisation under Council ownership satisfies the tenure conditions under the Head Agreement.

Under the terms of the Head Agreement executed between the State Government and Council, Council cannot transfer ownership of the Transportable Amenity Buildings until June 2024.

Under the assignment arrangement, Council will continue to maintain the buildings with the cleaning and servicing of the buildings being the responsibility of the successful applicant.

#### **Policy Implications**

There are no policy implications with regards to the Council resolution to offer the transportable amenity building number 6899 to the Gatton Campdraft Association.

The expression of interest undertaken in February 2019 resulted with only two submissions, the Spring Bluff Railway Trust Management Committee and the Gatton Campdraft Association.

#### **Risk Considerations**

Key Corporate Risk Code and Category: R1

Key Corporate Risk Descriptor: Reputation and Goodwill

#### **Previous Council Resolutions**

#### **Ordinary Meeting 14 November 2018 (16-20/1156)**

THAT Council retain Ownership of the Transportable Amenity Buildings and associated ramps and landings, however approve the assignment for use of the assets through an Expression of Interest process to a Not For Profit community group.

#### **Related Documentation**

- Council report, Ordinary meeting 14 November 2018. Resolution number 16-20/1156.
- Expression of Interest (LVRC-19-08) February 2019. Evaluation report dated 24 April 2019.

#### **Critical Dates**

There are not critical dates associated with this matter.

#### <u>Implementation</u>

1) Notify the Gatton Campdraft Association of Council's decision.

#### Attachments

There are no attachments for this report.

#### 14. ITEMS FOR INFORMATION

14.1 Group Manager People and Business Performance Monthly Report -

September 2020

Date: 06 October 2020

**Author:** Anna Hebron, Group Manager People and Business Performance **Responsible Officer:** Anna Hebron, Group Manager People and Business Performance

#### **Purpose:**

This report provides Council with a summary of key operational activities undertaken by the People and Business Performance Group during September 2020.

#### This document is for Council's information only.

#### **Executive Summary**

This report provides Council with a summary of key operational activities undertaken by the People and Business Performance Group during September 2020.

#### **Proposal**

That this report be received and noted.

#### **Attachments**

1 Group Manager People and Business Performance Monthly Report - September 2020 6 Pages









#### **BUSINESS PERFORMANCE**

#### **DISASTER MANAGEMENT**

#### LOCAL DISASTER MANAGEMENT GROUP

Joint Somerset/Lockyer Valley Community Development Officer – Bushfire Recovery and Resilience (CDO BR&R) commenced on 23 September 2020. The CDO – BR&R is currently working remotely in mandatory quarantine.

#### **TRAINING**

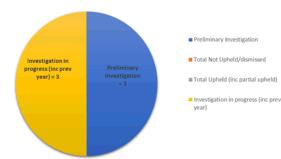
Queensland Disaster Management Arrangements were delivered on 17 September 2020. Council officers, LDMG Members and Advisors were in attendance.

#### **GOVERNANCE AND PROPERTY**

# Staff Conduct (received from third party) = 1 \* Administrative Action

**COMPLAINTS MANAGEMENT SYSTEM 2020-21** 

### OUTCOME/STATUS OF COMPLAINTS 2020-21



#### **KNOWLEDGE MANAGEMENT AND BUSINESS IMPROVEMENT**

#### **PROJECT UPDATES**

Disposal of Physical Records

The Knowledge Management Team are developing an internal process to digitise and audit records and a process to authorise the disposal by the appropriate Manager.

#### Business Partnership Program

Material is in the process of being developed to launch the Business Partnership Program in the coming weeks.

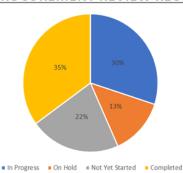
#### RIGHT TO INFORMATION APPLICATIONS

	2020	2019	2018	2017
Number of applications received	8	2	8	11



#### **PROCUREMENT**

#### PROCUREMENT REVIEW RECOMMENDATIONS STATUS





New reference numbers were implemented in the purchasing system for purchase requisitions and purchase orders.



LVRC Purchasing Terms and Conditions were issued with all Purchase Orders and will continue.



Reviewed Exceptions in place for surrounding Council's sought under Local Government Regulation 2012 section 235(a) and (b).



Weekly tips, information and updates to LVRC staff are now included in the 'Procurement Corner' in the weekly Need2Know staff newsletter.



Additional resources have beeen developed for the Expression of Interest process and the Quote / Tender Consideration plan process.

#### RISK, AUDIT & CORPORATE PLANNING

#### **AUDIT REGISTER**

INTERNAL AUDIT	TOTAL NUMBER OF RECOMMENDATIONS MADE	IN PROGRESS	COMPLETED
Tendered Contracts Review	17	11	6
Project Management Practices	11	7	0
Capital Project Planning	6	2	4
Legislative Compliance Review	6	2	0

#### RISK REPORTING AND INTERNAL AUDIT

A draft terms of reference has been developed for the Data Analytics and Payroll Review which are the first two internal audits identified in the Internal Audit Plan for 2020-21. Consultation has been undertaken with key audit stakeholders to ensure the scope of work is appropriate and feedback has been provided to O'Connor Marsden to finalise the Terms of Reference and enable fieldwork to commence on the reviews.

#### **CORPORATE PLANNING**

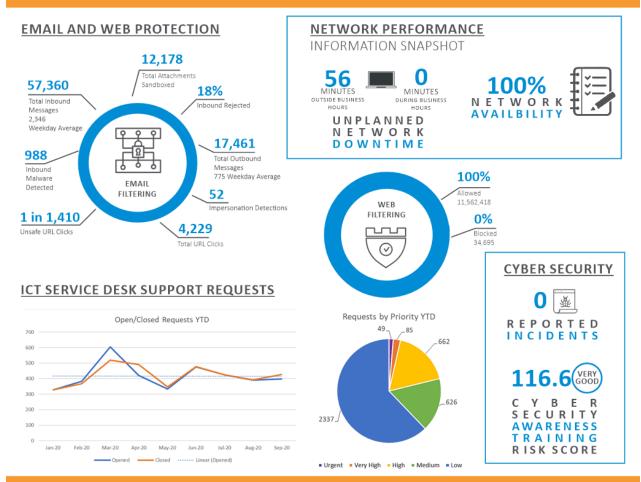
The first quarter report on Council's 2020-21 Operational Plan will be distributed for completion by responsible officers. The report will be presented to Council at its Ordinary Meeting scheduled for November 2020.

#### **BUSINESS CONTINUITY PLANNING**

As a result of the reduction in COVID-19 restrictions applied by the Queensland Government, weekly meetings are no longer held with the Corporate Leadership Team. Monitoring and updating Council's COVID-19 Business Continuity Plans continues to occur.

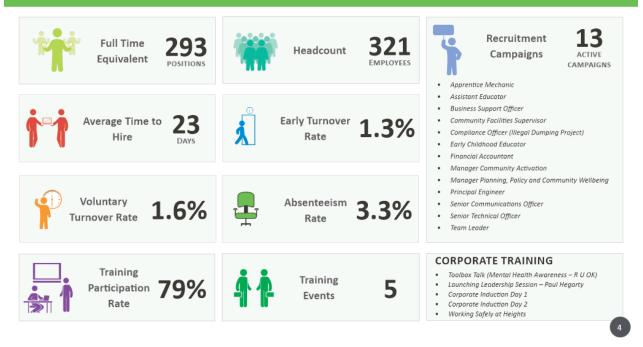
Attachment 1 14.1 Page 260

#### INFORMATION COMMUNICATION TECHNOLOGY



#### PEOPLE, CUSTOMER CONTACT AND COMMUNICATIONS

#### ORGANISATIONAL DEVELOPMENT AND PAYROLL





43 TOTAL WEB CHATS Decrease by 9 chats from last month

WEBCHAT 9:51 HANDLING
MINUTES TIME Increase of 1.19 minutes from last

**TOTAL eREQUESTS** 

1450 TOTAL RECEIPTS Increase by 765 receipts from last month

1164 TOTAL CRM RECEIVED Increase of 69 requests from last mont

**COUNCILLOR REQUESTS** 

38 22 RECEIVED Decrease of 4 received requests from last month

**QGAP PERFORMANCE** 

98.43HRS

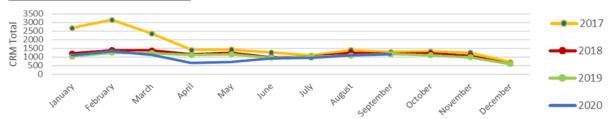
Total time taken for all transactions

464

Total number of transactions

12:73 Total average time for all transactions

#### CRM MONTH COMPARISON



#### COMMUNICATIONS

#### INTERNAL COMMUNICATIONS

Need 2 Know & In the Loop article themes:

3 🖴 8 🕹 9 🖭 5 SAFETY PEOPLE ICT

IWS

1 **EXECUTIVE** OFFICE

**1** 🕋 KNOWLEDGE OTHER STAFF MANAGEMENT REMINDERS

24

3 學 FROM THE CEO **INTERNAL VIDEOS** 

**16** DESIGN **PROJECTS** 

#### **EXTERNAL COMMUNICATIONS**





20 VIDEOS **PROJECTS** 17 for Laidley Spring Festival

Online Festival

Council Highlights content this month:

PUBLISHED	TOPICS
6 August 2020	Positions Vacant, Seniors Week, DrumMuster in the Lockyer Valley, How to find out more about Council's Budget
13 August 2020	Rates Notices issued, Upcoming Council meeting, Seniors Week, Author Talk at LV Libraries, LV Community Directory
20 August 2020	Rates Notices issued, Seniors Week celebrations, Open Gardens Scheme, Welcome New Citizens, Virtual Spring Festival, Qld Road Safety Week
27 August 2020	New COVID-19 restrictions, Virtual Laidley Spring Festival, Open Gardens Scheme, Rates Notices issued, Positions Vacant



#### COUNCIL'S CORPORATE WEBSITE

Most visited page was current vacancies with 2,973 views.

NLINE ENGAGEMENT 32 CORPORATE FACEBOOK POSTS HIGHEST PERFORMING POST **Current Vacancies** 

Reach: 10,385. Post clicks: 1100. Reactions, comments, shares: 141

PAID PROMOTIONS Hip-hop Dance

Reach: Organic-2369, Paid- 256, Total- 2625. Post clicks: 108. Reactions, comments, shares: 30

□ NEW FACEBOOK PAGE LAIDLEY SPRING FESTIVAL

A new facebook page was created for the Laidley Spring Festival. Likes: 144. Posts: 10- no paid posts

HIGHEST PERFORMING POST

Teaser Video 1 Reach: 1083. Post clicks: 66. Reactions. comments shares: 30

INSTAGRAM STORIES

**10 (a) INSTAGRAM GRID POSTS** 

HIGHEST PERFORMING POST Council's visit to Gatton State School Garden (with 431 accounts reached and 27 likes)

14 POSTS

HIGHEST PERFORMING POST Unite and Recover Funding Announcement (6,667 impressions)

10,991 71.2%



**NEW WEBSITE USERS** 

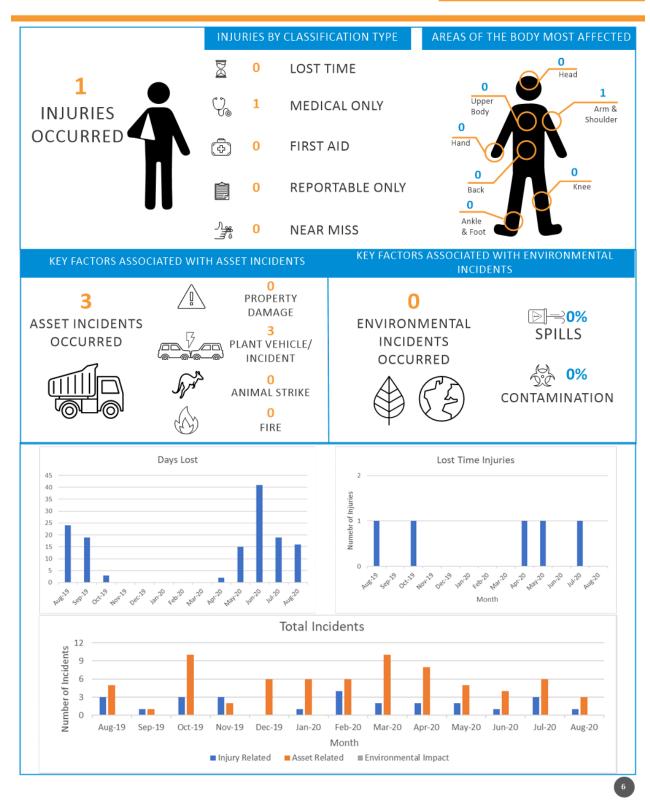


#### **WORK HEALTH AND SAFETY**



## MEASURING OUR SAFETY PERFORMANCE

**AUGUST 2020** 



14.2 Group Manager, Community and Regional Prosperity Monthly Report -

September 2020

Date: 01 October 2020

Author:Amanda Pugh, Group Manager Community & Regional ProsperityResponsible Officer:Amanda Pugh, Group Manager Community & Regional Prosperity

#### **Purpose:**

This report provides Council with a summary of key operational activities undertaken by the Community and Regional Prosperity Group during September 2020.

#### This document is for Council's information only.

#### **Executive Summary**

This report provides Council with a summary of key operational activities undertaken by the Community and Regional Prosperity Group during September 2020.

#### **Proposal**

That this report be received and noted.

#### **Attachments**

15 Pages Monthly Group Report - Community and Regional Prosperity - September 2020 15 Pages





The final draft Gatton North MEIA Study has been completed by Infinitum Partner Pty Ltd and will be presented to Council for endorsement in the future.



The Natural Resource Management (NRM) Strategy was adopted by Council in January 2020. The more detailed NRM Plan was drafted in conjunction with the community working group in February 2020. The NRM Plan was due to adoption by Council in June 2020, however internal Council consultation and broader community consultation were delayed due to COVID-19. Internal consultation is due to recommence in September in parallel with consultation for an Environment Policy identified in the 2020-21 Operational Plan and the draft Planning Scheme.

#### **KEY GROUP PROJECTS**



The Tenthill and Laidley Creek projects (lead-in projects for the Lockyer Creek project and LFMP) continue to be delayed in the calibration stage (i.e. matching the model to the actual observed flow and flood heights in 2011, 2013 and 2017). This is normally the most difficult part of a flood modelling project, but due to the complex nature of the region's creek systems (i.e. perched creeks and managing actual catchment rainfall/flow anomalies) the challenges to solve have taken more time - some of the models take 3 and 4 days to run each time to check a new configuration.

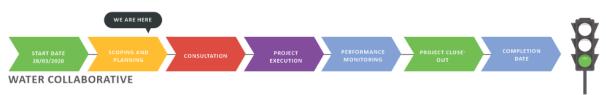
The overarching Lockyer Creek project has made progress but is similarly impacted - the upper Lockyer model to Grantham stage has moved to calibration, the Flagstone and Sandy Creek model is advancing but the 3 other lower models are delayed. The Laidley Regional model is in the peer review stage, Tenthill is now expected to be available mid September for the same. Staff have worked with the consultants to reduce the design event stage to reduce timeframe for completion of the modelling phase of project. The dwelling floor height project continues. The consultants for the LFMP projects have been engaged pending completion of the modelling to reset the delivery timeframes.



The project is anticipated to be practically completed in December 2020, with final completion in January 2021.



The project is anticipated to be practically completed in December 2020, with final completion in January 2021.



Over the next 8 weeks the business case will proceed through a series of validation processes by Jacobs Australia including a presentation of a draft to the key stakeholders for comments prior to finalising by the end of October 2020.

#### **COMMUNITY ACTIVATION**

#### SPECIAL PROJECTS

#### Sustainable Water

The Lockyer Valley and Somerset Water Collaborative met for their monthly meeting on 6 August 2020. Items of business discussed included a comprehensive status update by Jacobs Australia on the detailed business case. Over the next 8 weeks the business case will proceed through a series of validation processes by Jacobs Australia including a presentation of a draft to the key stakeholders for comments prior to finalising by the end of October 2020. The collaborative considered and agreed to apply to the Department of State Development, Tourism and Innovation for an extension request to the funding agreement through to the end of February 2021. This extension request has been made to mitigate risk due to present uncertainties relating to COVID-19. This will ensure all time lines should be met for the acquittal for the funding agreement.

The key elements of the project include 34,000 megalitres of water demand from 150 customers. The pipeline is approximately 280 km in length and will have 10 pump stations to lift and push the water to communities such as Thornton, Withcott, Flagstone Creek, Ma Ma Creek and Mt Sylvia. The Chair of the Water Collaborative has been providing frequent briefing updates to elected members to ensure a consistent source of information as the project moves forward.

#### JOBS AND SKILLS DEVELOPMENT

Over the month of August, the Regional Skills Investment Strategy (RSIS) Project Coordinator has been liaising with Registered Training Organisations and industry to reschedule training that was postponed during the COVID restrictions period. This has resulted in 5 out of 19 hospitality workers completing their Mentoring and Supervision Skill Set, while the remainder 14 hospitality workers are using the scheduled sessions over August and September to complete all outstanding units.

First Aid training for Hospitality and Primary Industries workers has been scheduled and an overwhelming response in attendees meant that an additional 2 courses in September had to be scheduled to accommodate the much needed for First Aid skills within the industries.

The RSIS Coordinator has also completed the first step towards engagement with a Hospitality Consultant, with the Procurement team revising the Request for Quote documents before they go out to market.

The RSIS project also had a quarterly meeting with the Department of Employment, Small Business and Training with positive feedback received by the project coordinators within the Department and happy with the progress the Lockyer Valley Regional Skills Investment Strategy is making.

#### **Equine Collaborative Precinct**

The Equine Collaborative met on 26 August 2020 to discuss the next phase of the project following the positive endorsement by all stakeholders regarding the conceptual designs. The next step will be to procure a suitably qualified consultant to deliver a business case to support the concept designs. This is expected to be completed by early 2021.

The Chair of the Equine Collaborative and project staff met with the Equine Queensland CEO to present the concept design and to investigate alignment with their state-wide facilities plan. The Equine Collaborative agreed to send a letter of invitation to Equine Queensland to become a member of the Equine Collaborative.



#### TOURISM [3]

#### PARTNER UPDATES

Council resolved to change its Regional Tourism Organisation (RTO) from Brisbane Economic Development Agency (BEDA) to Southern Queensland Country Tourism (SQCT) to reflect Lockyer Valley's alignment with a country experience framework, rather than Brisbane City/Bay. Staff of SQCT and Council have started collaborating on developing and promoting the Lockyer Valley and developing a Service Level Agreement to define outcomes for the next 12 months.

It's great to see the regional being promoted as a result of a pre-COVID Media Famil to the region. As a result:

- Double page spread in RACQ Road Ahead magazine on Scotty's Garage.
- Blog post by Eat Drink and Be Kerry on the RACQ story.
- "Love you Lockyer Valley" blog post by Eat Drink and Be Kerry on 9 top Queensland Road Trips.



#### TOURISM

#### QTM Facebook and Instagram pages:



Up 4 from August 2020

围

15 Posts

0

6 Posts



#### Highest performing post:

Mural at Plainland - reach 5,000 and 459 engagements



10

Instagram grid posts



332

#### отм

Two tours for August 2020

- American Car Club
- · Queensland Omnibus Society

We welcomed Adrian from Blokes World Televisior show to film a story on "blokey" attractions the Lockyer Valley has on offer.

## **344 people** visited the QTM in August 2020

#### **VISITOR INFORMATION CENTRE (VIC)**

674 Visitor interactions this month



7,860 Views on the LockyaLockyer website.

'Visit Lockyer Valley' Facebook:

2,790 likes up 48

24 posts

Visit Lockyer Valley Instagram: 711 likes

21 posts



#### The highest performing post:

Western Transport - reach of 1,700 and 215 engagements

1月 1			
41.27	LUVYA LOCKYER	1,019	
9	WHAT'S ON	278	
<b>AB</b> /	ACCOMMODATION	217	3/11/16 E
. <b>#</b> /\1	LAKE DYER CAMPING GROUND	298	
<b>63</b>	SHULTZ LOOKOUT	197	是一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个

#### **COMMUNITY ACTIVATION**



#### COMMUNITY EVENTS

Nine events and markets were delivered in August 2020:

Seniors Week (proceeded with a modified program) held-15-23 August 2020 including:

- · Social Day in Gatton 41 attendees.
- Trash and Treasure had 87 attendees and raised \$1,550 for BLUSH Cancer Support Group.
- Garden Tea Party at Lockyer Community Centre was very successful.
- Laidley Pioneer Village & Museum Seniors Day was poorly attended with less than 10 people. The extreme wind was a key factor in attendance levels.
- Lockyer Antique Motor Association Tractor Trek went ahead 8-9 August with good numbers.

A further 13 community events have been cancelled (due to COVID-19) for this year including:

- · BBQ, Bush Poet and Bonfire under the stars
- · Speedway Volunteer Training
- · Blue Care Book Sale
- John Deere Dealer Training
- Faith Fair
- · Horticultural Expo Market Days
- · Several events at Das Neumann Haus for Laidley Spring Festival
- Gatton Street Feast
- Lockyer Valley Billy Cart Derby
- Big Band at Spring Bluff
- · Art and Craft Exhibition
- · Withcott Community Carols and Fireworks

Event Planning by community groups is underway for the following events. Council is assisting organisers to meet their COVID-Safe event obligations, and with marketing:

- Just Geraniums Open Gardens 9-19 September 2020
- Murphys Creek Chilli, Chocolate and Cheese Festival, 20 September 2020

#### **COUNCIL EVENTS**

Planning is underway for the following Council-led events:

- Open Gardens Scheme registrations closed Friday, 28 August 2020. Five (5) registrations received.
- Lockyer Valley Mayoral Carols a partnered event with Lockyer Valley Ministers
- Lockyer Valley Christmas Carnival Planning underway with support by Queensland Police, venue relocation to Lake Apex pending LACAC approval.

#### SPORT AND RECREATION

The Community Activation Team is developing a Sports Ground Maintenance Program to guide a fair and equitable process for Council's support of sports clubs operating from sporting complexes in the region, regardless if they are Council-owned or not.

The Community Activation Team is developing the framework to investigate the development of an online portal that assists not-for-profit groups within the Lockyer Valley to improve their governance, sustainability, membership and access to grants.

Providing ongoing support to sporting clubs to access, comply and operate with COVID-Safe Plans.

#### YOUTH DEVELOPMENT

The Community Activation Team is supporting a Queensland Health and Education Queensland program to provide free Youth Mental Health First Aid and suicide intervention training in the Lockyer Valley.

They are also assisting community agencies with school holiday programming and marketing.

Due to reduced resourcing, Council's Community Activation Team is no longer providing school holiday activities.

#### DROUGHT RECOVERY AND SUPPORT

Council's Local Drought Support Officer has been actively engaging with the community to promote the range of support services available to drought-affected farmers, businesses and residents. He has attended the Laidley cattle sales to engage directly with farmers, and has visited almost every agribusiness in the region to discuss ways they can raise awareness of support options. A drought support expo is being planned for November 2020 with a focus on inviting rural producers to attend and see the full extent of the drought support options available to them. Climate forecast including long term forecast, Mental Health, financial support and industry support.



#### COMMUNITY ACTIVATION



#### TRAINING

To ensure Council and the community is responding quickly and appropriately to the ever-changing COVID-19 situation, Community Activation officers are networking with peers across Australia to learn, develop and apply best practice to ensure events can re-open as soon as is practical. These networks provide access to information and ideas of larger teams and are invaluable for the Lockyer Valley.

#### COMMUNITY ENGAGEMENT

Support was provided on the following projects:

- Mapping funding acknowledgment requirements for various capital grants
- Fairways Park project video, project sign and Engagement Hub updates
- Laidley CBD markets parking
- Amos Road Withcott planned roadworks

Engagements in development include:

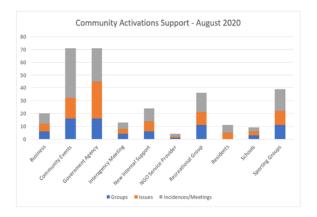
- Pets in Emergencies animated whiteboard series
- Laidley Skatepark review
- **Environmental Policy**
- LVRC Planning Scheme

#### ART AND CULTURE PROJECTS

Advertising has commenced for a series of Hip Hop Dance Workshops schedule for Monday 28 to Wednesday 30 September 2020 in Gatton Shire Hall. The event will be delivered by award-winning dance company Elements Collective and will be run under an approved COVID-Safe Plan. This activity is part of an RADF-funded introduction to dance program that includes ballet and other dance styles.

#### **Community Group Support**

The Community Activation Team provided 133 incidences of community support for the month of August.



#### LIBRARIES AND GALLERIES



The Library hosted an Online Author Talk via Skype. Previously all author talks were done face to face. This was well received with 8 attendees online.

A new platform was introduced via our catalogue where customers can recommend new titles to our collection. As part of this platform, members can recommend and/or place reservations on these titles. So far, 39 recommendations have been received with 5 reservations. A media launch will occur in September for this platform.

The BookClub also used Skype to chat in August. Previously this session was as a chat session on FaceBook. Participants really enjoyed hearing each other talk about the book rather than just reading each other's comments.

The Kanopy Movie sessions aren't as active as we had expected. Staff will look to change this up a little bit in September.

As part of the First 5 Forever outreach program, Staff visited the Gatton Day Care Centre and the Lockyer Valley Early Education Centre. It was great to be back sharing the First 5 Forever messaging with children face to face.

The JP in the Community Service has been well received with many phone calls confirming signing times.



#### LIBRARIES AND GALLERIES 🥰



#### ART GALLERY

The 2021 Art Gallery program is in final stages with all exhibitions scheduled.

The Art Gallery documentation is currently under-Review. It is hoped that the review will allow an easier flow of information and a greater understanding of requirements. These documents are also being updated to reflect Council's current style guide.



#### **85% OCCUPANCY RATE**

We are still getting regular enquiries for care, some we have been able to offer places while others we have been placed onto a waiting list. Not quite full but not too far

Book Week was celebrated on Wednesday, 19 August 2020

The Childcare centre hosted a Cup Cake Day to support the RSPCA on Tuesday, 18 August. The children cooked, decorated and enjoyed their cupcakes for afternoon tea.

#### **FUNDRAISER**

Our Cookie Dough Fundraiser has now finished. We had a great response and sold 300 tubs which equates to a \$960 profit. This money will go towards purchasing some new equipment for the children and some pot/plant for our entry area. Thanks to all those staff who supported us with our fundraising efforts!

#### KINDY CHILDREN - GARDEN CLEAN UP

Our wonderful Kindy children and Mrs Coops were busy last week cleaning up the entry area, getting it ready to plant some new shrubs and flowers.

















### PLANNING, POLICY AND COMMUNITY WELLBEING

#### **GROWTH AND POLICY**



#### SOLAR FARMS

Development Assessment staff took a trip to Western Downs Regional Council to talk to them about their experiences with the assessment of development applications in Solar Farms in their region. The staff were very welcoming and generous with sharing their knowledge and experiences as well as reports on previous development applications they have assessed for Solar Farms. This information will be of great assistance to Council as we come to terms with Solar Farms in our Region and puts us on the front foot when dealing with enquiries and prelodgement meetings. It was a great example of collaboration and opportunity to open up channels of communication and information sharing between Councils.



#### DCP RIPARIAN RANGERS - CREEK RESERVE WEED MANAGEMENT PROGRAM

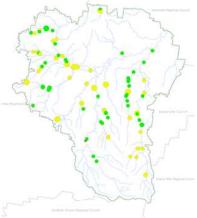
The program has attracted interest from 44 landholders with potential to treat weeds in 46km of creek across all the major catchments of the region. Predominant species of weeds include Cats Claw Creeper, Chinese Celtis/Elm, Leucaena, Castor Oil and vines including Madeira and Wights Glycine.

The next phase will see landholder contractors undertake training specific to weed control and begin on-ground treatment programs.

The map shows the localities of this years' Expression of Interest (EOI) (yellow) and last years participants (green). It is great to start joining the dots and last years participants encouraging their neighbours to get on board.

Businesses that will be participating in the program range from cattle production/hay/farming right through to diesel fitting, construction/landscaping and technology which is a great economic outcome for the region.





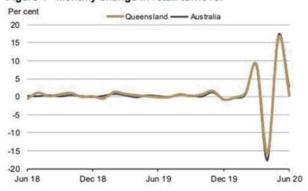




#### GROWTH AND POLICY (1)



Figure 1 Monthly change in retail turnover

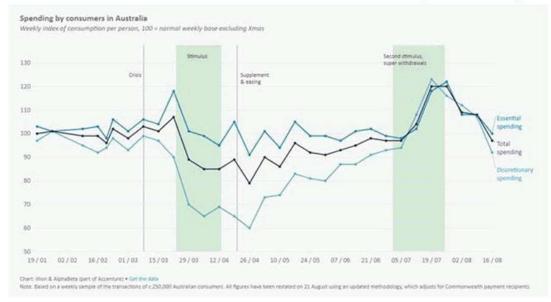


Source: QGSO, Retail trade May 2020



Retail Trade figures were released by the Australian Bureau of Statistics (Australian Government) (ABS) during August. Retail Trade figures are not available at a local level, hence state and national trends are presented. A snapshot infographic of retail trade in the Lockyer Valley is included.

Retail turnover is one of the many impacts of Covid-19, the below 2 graphs illustrate recent large fluctuations in retail turnover. Both graphs show the change in retail trade. The retail turnover changes coincide with the introduction and easing of stimulus and supplements.

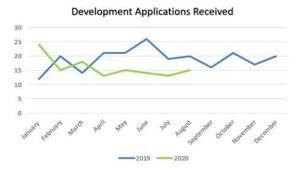


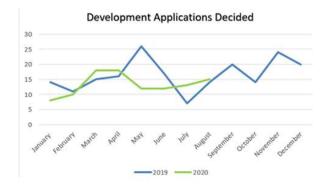
Source: Alphabeta, Illion tracking: Covid-19 Economic Impact real time tracking

#### DEVELOPMENT ASSESSMENT

ACTIVITY	CURRENT MONTH	<b>2020</b> YTD	<b>2019</b> SAME YTD PERIOD
DEVELOPMENT APPLICATIONS			
RECEIVED	15	128	153
DECIDED	15	110	126
EXEMPTION CERTIFICATES			
RECEIVED	7	65	58
DECIDED	4	63	50
FORM 19s			
RECEIVED	56	291	264
COMPLETED	58	252	246
PRELODGEMENT MEETINGS HELD	3	29	21

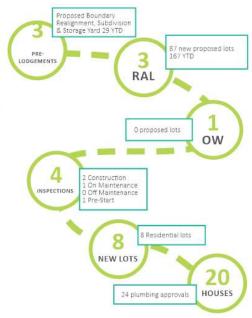








#### LAND DEVELOPMENT PIPELINE



INFRASTRUCTURE CHARGES PAID YTD = \$390,547.08
INFRASTRUCTURE CHARGES OUTSTANDING YTD = \$111,815.92

#### DEVELOPMENT ASSESSMENT

#### DEVELOPMENT ASSESSMENT UPDATE

The Development Assessment Update informs the community and key development stakeholders of the recent amendments to Council's local planning instruments including the Gatton Shire Planning Scheme 2007, Laidley Shire Planning Scheme 2003 and Temporary Local Planning Instrument 2020 (Flood Regulation).

The changes streamline development which includes reducing the level of assessment for certain types of development. This is a positive outcome for the community and something the planning team would like to ceebrate with Stakeholders.



#### E-MAPPING

On 20 August 2020 Council's ePlan mapping was updated to incorporate the Grantham Redevelopment Area – Development Scheme maps for zoning. Please access Council's ePlan to view the mapping This is a critical improvement to Council's mapping system.



#### BUILDING AND PLUMBING

#### BUILDING

68 Private Certification and LVRC Certification Building Approvals were issued in the month of August in comparision to 63 in the same period last year.

13 Building Approvals were issued by LVRC in the month of August in comparision to 12 in the same period last year.

**5.84** average business days for Building Approval for the month of August.

#### PLUMBING

32 Plumbing Approvals were issued in the month of August in comparision to 28 in the same period last year.

2.53 average business days for Plumbing Approval for the month of August.

#### INSPECTIONS

126 Building and Plumbing inspections were completed for the month of August

43 Building & 83 Plumbing.

32 O PLUMBING APPROVALS DURING AUGUST

BUILDING

DURING AUGUST

**APPROVALS** 

Some interesting figures for increased building and plumbing revenues;

Plumbing revenue is up 72% for Council lodgements

Building regulatory revenue is up 51% from Private Certifier lodgements

Building services revenue is up 29% for Council Certifier lodgements

This would be a result of the increase in building activity due to the Government stimulus incentives during COVID-19.

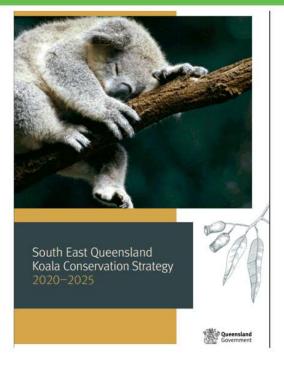
#### COMMUNITY WELLBEING



#### **SEQ KOALA CONSERVATION STRATEGY 2020-2025**

The State Department of Environment and Science released the final version of the SEQ Koala Conservation Strategy 2020-2025 on Saturday 29 August 2020. The Draft SEQ Koala Conservation Strategy, koala habitat maps and new regulatory provisions have been in place since 7 February 2020, however the recent release also includes updated koala habitat mapping.

SEQ Councils and the Local Government Association of Queensland (LGAQ) were engaged in January 2020, and provided comments and feedback on the draft version. These comments appear to have been taken on board with a large number of changes made to the final strategy. The final strategy contains four targets which aim to stabilise koala populations in SEQ, protect and increase koala habitat and reduce threats to koalas such as disease, dogs and vehicle strikes. The updated Strategy also contains a table of actions to achieve those targets, with stakeholder partners and timing for each target. Local Councils are listed as partners for some of the activities. A further workshop will be held with Council in relation to the implications of the strategy.



#### LYNDA MAYBANKS ABORIGINAL CORPORATION

Lynda Maybank's Aboriginal Corporation have been successful recipients of a Land and Sea grant, to engage a consultant to write a management plan for the restoration and protection of Challawong Rock. As Challawong Rock is partly located within the road reserve and partly on private property, Council helped write the scope or works for the management plan.

#### COMMUNITY WELLBEING



#### RESTRICTED WEED MANAGEMENT

WEED SURVEYS ON LOCAL ROADS & RESERVES =

22 ha

WEED TREATMENT ON LOCAL ROADS & RESERVES =

2.4ha

FOCUS OF RESTRICTED WEEDS TREATED =

Giant Rats Tail Grass,

Groundsel Bush Mother of Millions, Climbing Asparagus Fern, Fireweed

WEED SURVEYS ON STATE ROADS =

18ha

WEED TREATMENT ON STATE ROADS =

0.08ha

FOCUS OF RESTRICTED WEEDS =

Giant Rat's Tail Grass

Fireweed is predicted to be a large problem this coming season due to the moist winter and increase in daytime temperatures. Pest Officers are promptly responding to sightings, however, this restricted invasive weed is of growing concern across the region. The team are in the process of creating a Fireweed awareness article in the Council Highlights section of the Lockyer paper to encourage landholders/community to report its presence and assist in its control on private and public land.

Working together with the Community - Patterson's Curse

Thanks goes to a Ropely landholder who reported his sighting of weed Patterson's Curse to our Pest team. Detections of this weed in the region are

12 Private Property Pest Management Plans have been completed with landholders comprising a total area of 372.64ha.

10 Herbicide subsidy vouchers issued

#### LVRC PROPERTY MANAGEMENT

Alice Creek – vegetation clearing and timber stockpile management undertaken on flat areas along the creek. Coordinating with Queensland Parks and Wildlife Service (QPWS) and Rural Fire Service (RFS) to burn these piles.

Fire assessment completed at Bertand Avenue park and Brightview reserve.

#### RESILIENT RIVERS

Annual monitoring assessment completed at Cahill Park and Beavan Street to assess survival of plants in revegetation areas with on going maintenance of the sites by the contractor.

Procurement occurring for suitable contractors to undertake civil works on Lockyer Creek as part of Phase 3 works.

Procurement occurring for suitable contractors to undertake hydrogeological assessment and engineering design for Blackfellow Creek.

#### SKILLING QLD WORKERS

Works underway at Council properties including - Lions Park, Merryfields, Narda Lagoon, Lake Apex, William Kemp Park, Otto Road.

Works include weed control, vegetation clearing, pest animal monitoring, revegetation.

#### PEST ANIMAL MANAGEMENT

Cage/Traps

2 cat traps and 1 Fox trap supplied

7 non-domestic cats retrieved from same location

4 Rabbits infestations reported



We are working in collaboration with the Darling Downs Moreton Rabbit Board to locate the active breeding sites and put in place management solutions for landholders.

2 Wild Dog requests for assistance



12 Dog Scalp Bounties received

Sightings of Wild Dogs are beginning. The Pest team have been advised of 6 stock losses over the last month. We are working closely with these landholders by undertaking surveillance and offering advice for ongoing and future control measures. Correspondence with the Landholders have resulted in the elimination of 4 dogs. Landholders are eager to participate in our 1080 Wild Dog Fox and Pig Baiting program planned for October 2020 (COVID-19 restrictions pending).

Feral Pigs have been a problem in the Stockyard Creek area with a large group of pigs taking up residence as a local food source is in high concentrations. A local community group has been formed in conjunction with Council in dealing with the issue. Trapping has taken place throughout the month of August with an estimated total of 25 pigs captured and or dealt with. A coordinated 1080 baiting program will follow next month in conjunction with the community group for phase two of this program.





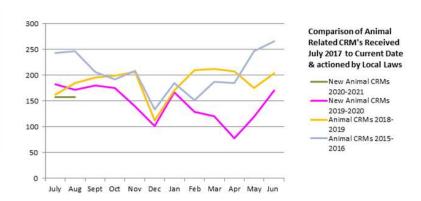


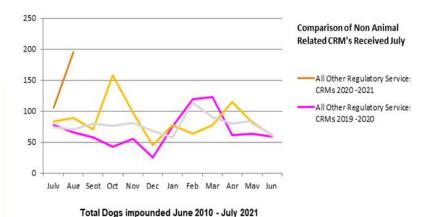






NUMBER OF DOGS IMPOUNDED YTD





600 500 400 300 200 100 2014 -2015 2015 -2012

2016

2017

2018

2019

2013

#### POLICY, PLANNING & COMMUNITY WELLBEING - BUSINESS SUPPORT

#### Form 19's - Building, Plumbing and Planing Information

56 Form 19's were lodged in the month of August in comparision with 39 in the same period last year.

58 Form 19's were issued in the month of August in comparison with 32 in the same period last year.



There has been a significant increase in requests for Building, Plumbing and Planning Information. This has been attributed to the government monetary incentives for new builds and renovations across the region.

#### **Plan Sealing**

 $\bf 3$  Plan Sealing applications were lodged in the month of August in comparision with  $\bf 1$  in the same period last year.

 ${f 5}$  Survery Plan were sealed in the month of August in comparision with  ${f 1}$  in the same period last year.



14 Total number Lots created in the month of August in comparison with 3 in the same period last year.

Lodgement of Plan Sealing requests for smaller lot yield subdivision approvals has increased. Land sales in the region have increased due to the government incentives and as a result smaller developments are being finalised so more blocks are available.



A total of 144 Building, Plumbing, Planning and Environmental Health applications lodged for the month of August.

64 Building and Plumbing Permits and Planning Decision Notices issued during the month of August.

A major focus for the next 6 months for the Business Support Officers of the Community and Regional Prosperity Team is to look at improving service quality, process improvements, flexibility and cross skilling following the recent restructure.

14.3 Group Managers Infrastructure Monthly Report - September 2020

Date: 30 September 2020

**Author:** Ian Church, Chief Executive Officer Responsible Officer: Ian Church, Chief Executive Officer

#### **Purpose:**

This report provides Council with a summary of key operational activities undertaken by the Infrastructure Group during September 2020.

#### This document is for Council's information only.

#### **Executive Summary**

This report provides Council with a summary of key operational activities undertaken by the Infrastructure Group during September 2020.

#### **Proposal**

That this report be received and noted.

#### **Attachments**

1. Infrastructure Monthly Report - September 2020 9 Pages



#### CIVIL OPERATIONS PROJECTS BRANCH HIGHLIGHTS

#### **CAPITAL WORKS**

#### **DOLLEYS ROAD, WITHCOTT - Upgrade**

 Works are now completed on this project with the final seal applied on 29 September.



#### AMOS ROAD, WITHCOTT

Works have commenced and has an expected completion date of late November 2020. This project is jointly funded with
Toowoomba Regional Council. Toowoomba is funding 75% of the project and Lockyer Valley is funding 25% of the project.
The works are being undertaken by Council. This project will provide an all-weather access to Jubilee Park which is a major
mountain biking venue at the base of the Toowoomba escarpment out of Withcott.





#### **BITUMEN RESEAL PROGRAM 2020-21**

- Package A will be completed in full week ending 2 October 2020.
- Package B 30% sealed. Preparation works currently 90% complete.
- Package C not yet commenced.
- Package D not yet commenced.
- Package E preparation works completed, sealing programmed in.
- Package F preparation works to be completed week ending 1 October. Sealing programmed for 4 weeks' time.
- Package G preparation works to be completed week ending 1 October. Sealing programmed for 3 weeks' time.

#### **DROUGHT COMMUNITIES PROGRAM - Footpaths**

- Fairways Drive, Hatton Vale New Concrete Footpath, (Hannant Rd Arlington Way) tender awarded during the week of 28 September
- Patrick Street, Laidley Upgrade Existing Concrete Footpath (Whites Rd Hayes St) Quotation accepted from Telstra to relocate services, request for quotation to be released to market on Friday 2 October.

#### **GRAVEL RESHEET PROGRAM**

- Gittens Road Ch. 2650 2850, Project complete
- Jones Road Ch. 4730 6700, Project complete
- Carey Road Ch. 520 4300, Project complete
- West Haldon Rd Ch. 4120 7000, Gravel stockpiling has commenced

#### **MAINTENANCE WORKS**

#### **Road Patching Works**

- Beames Drive, Laidley South
- Beckman Road, Mulgowie
- · Bonnell Road, Thornton
- Cramer Avenue, Laidley South
- Dippel Road, Thornton
- Ingoldsby Road, Upper Tenthill
- Kowaltzke Road, Thornton
- · Laidley Creek West Road, Laidley Creek West
- Lawlers Road, Helidon
- Lester Lane West, Laidley South
- · Lester Lane, Laidley South
- Main Camp Creek Road, Thornton
- · Moonlight Parade, Laidley South
- Mulgowie School Road, Mulgowie
- Old Mulgowie Road, Laidley South
- Surprise Lane, Mulgowie
- Thornton School Road, Thornton
- · Watkins Drive, Thornton



#### **Road Pavement Repairs**

· Biggs Road, Withcott

#### Maintenance Grading

- Back Flagstone Road, Helidon
- · Back Ma Ma Road, Winwill
- · Lockyer Creek Road, Helidon
- Mahons Road, Carpendale



#### **Drainage Works**

- Franks Road, Regency Downs
- · Halls Road, Ingoldsby
- Laidley Creek West Road, Laidley Creek West
- Upper Flagstone Creek Road, Upper Flagstone
- Zischke Road, Regency Downs

#### Traffic Signs and Line Marking Works

- Byrne Street, Gatton
- East Street, Gatton
- Laidley-Plainland Road, Plainland
- Lockyer Street, Gatton



#### **ROAD AND DRAINAGE DEFECTS**



#### CUSTOMER CONTACT



Incoming Infrastructure customer requests for the month of September



TOTAL CUSTOMER
REQUESTS
RECEIVED





TOTAL CUSTOMER
REQUESTS
COMPLETED

#### TECHNICAL SERVICES BRANCH HIGHLIGHTS

#### ASSET MANAGEMENT

- Level 2 Bridge inspections are now 90% complete with the first couple of weeks in October expected to finalise the project.
   Off the back of these inspections a backlog of defects will be raised for our Civil Operations team to process as resources allow.
- The Waste Asset Management Plan is being updated with current information with the intention to finish well in time to inform the next budget cycle.
- Quarterly Playground Inspections were completed with resulting defects pushed through to the Parks team for repair as resources allow.



#### WORKS ON ROADS PERMITS & APPLICATIONS



1 %
LAND ACCESS &
ACTIVITY NOTICE
(LAAN)

9 DRIVEWAY

2 û RURAL ADDRESSING APPLICATIONS

14 SHEAVY VEHICLE APPLICATIONS (NHVR)

O III
TRAFFIC
CONTROL

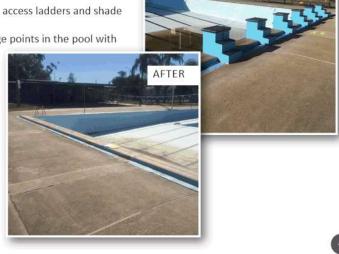
5 CONTINUE OF THE ROAD ACTIVITY APPROVALS

#### **COMMUNITY FACILITIES BRANCH HIGHLIGHTS**

#### CAPITAL WORKS

#### Dal Ryan Memorial Pool, Laidley

- · Existing dive blocks have been removed.
- The earthing to the pool grates, drainage points, access ladders and shade structures was completed.
- Sikaflex works and replacement of metal drainage points in the pool with nylon was completed.
- Installation of new starting blocks are scheduled week commencing 5 October.



#### Lake Apex Playground

- · The existing rockers have been removed
- The new A frame swing set and rubber wear pad was installed with funding from the Works for Queensland Program.



#### **Gatton Transfer Station Cell 4**

 Construction work to extend cell 4 continues with the placement of the GLC liner.





#### **Laidley Transfer Station Fence**

- Communication with neighbouring property to establish responsibility for livestock control
- Fauna consultation inspection and report for tree pre-clearing
- Tree clearing occurred from 14-18 September
- Installation of approximately 430 lineal meters of fencing has commenced



#### PARKS AND CEMETERIES MAINTENANCE WORKS

#### Mowing

Mowing of areas as required across the park network

#### Furniture Maintenance/Landscaping

- Aeration and Turf renovation in Forest Hill Place, McNulty Park, Lions Park and Lake Apex gardens
- Cleaning of footpaths in Gatton main street

#### Playgrounds

- · Playground repairs at Anzac Park Grantham
- Lake Apex playground and quotes sourced for repairs on the monorail pedal car











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#### **FACILITIES MAINTENANCE WORKS**

#### **BUILDINGS**

- Laidley Pool Earth Bonding project ring bond to main and toddler pool complete. Makegood
  works to pool area and surrounds progressing, fibreglass patching, re grouting where channels
  were cut in pool surfaces to allow installation of Earth bond. Aiming for re-opening second week
  of October weather dependent.
- Scoping works for cleaning of pigeon affected sites and eradication programs, Das Neumann Haus and Lockyer Valley Sports & Aquatic Centre are test cases.
- · Scoping and pricing water hydrant upgrades at the Laidley depot in order to meet compliance.
- · Height safety compliance annual inspections and testing underway.
- Building inspections completed at old Murphys Creek Community Centre and Railway siding. Data to be used to assess
  property condition and future use. Note, it was identified Old Community Centre does not have a safety switch installed.
  Power supply has been locked out and members of the public will not be permitted to enter the building.
- Maintenance works and electrical safety upgrades taking place at 17 Campbell St Laidley (Lukes Place) in conjunction with operator Alara.

#### **PLUMBING**

Drinking fountain installed in Gatton cemetery. While completing these works plumbing team
installed extra pipework (capped off) to allow for future installations, such as an amenities block,
if required in the future. This was minimal extra cost as trenches etc already dug but will save
significant time and money should extra installations be required at a later date.



- Burst underground pipe at Gatton Historical Village excavated and repaired.
- Burst underground pipe at Gatton Showgrounds excavated and repaired.
- · Annual RPZ valve testing commenced, due for completion end October. 93 valves to be tested.
- · General maintenance and repairs as required

#### **ELECTRICAL**

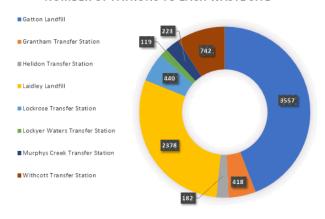
- Laidley Veterans Support Centre issue with the solar panel system, group were receiving higher than expected bills and no solar credits. Issue now resolved and comparisons to be done when next invoice received.
- Computer sourced to allow install of Nexus program to facilitate exit light testing at Lockyer Valley
  Cultural Centre. Program was installed during the last week of September. Testing and required
  repairs to take place first week October.
- Laidley Recreation Reserve grounds carpark lights bulbs and control gear ordered. Equipment is
  no longer manufactured so will be increasingly difficult to source.
- Upgrades to Lukes Place, LED lights, switchboard to ensure compliance.
- Intermittent faults with field lights at Laidley Recreation Reserve. Electrical Maintenance Lead monitoring.
- Site management of Laidley pool earth bonding project.
- General maintenance and repairs as required.



#### WASTE MANAGEMENT

- 2020 Local Government Waste Survey data submitted to the Department of Environment and Science.
- Lockyer Valley Regional Council signing with LG Sherlock Waste Detective.
- Lockyer Valley Regional Council survey data provided to ComSec.
- Approx. 34, year 4 students from Peace Lutheran Primary School toured the Gatton Landfill & Material Recovery Facility Tuesday 15 September 2020.
- Construction work to extend cell 4 continues with the placement of the GLC liner which took place on 18 September 2020.
- · The Laidley Weigh Bridge passed an Australian National Measurement Institute compliance audit.

#### NUMBER OF PATRONS TO EACH WASTE SITE

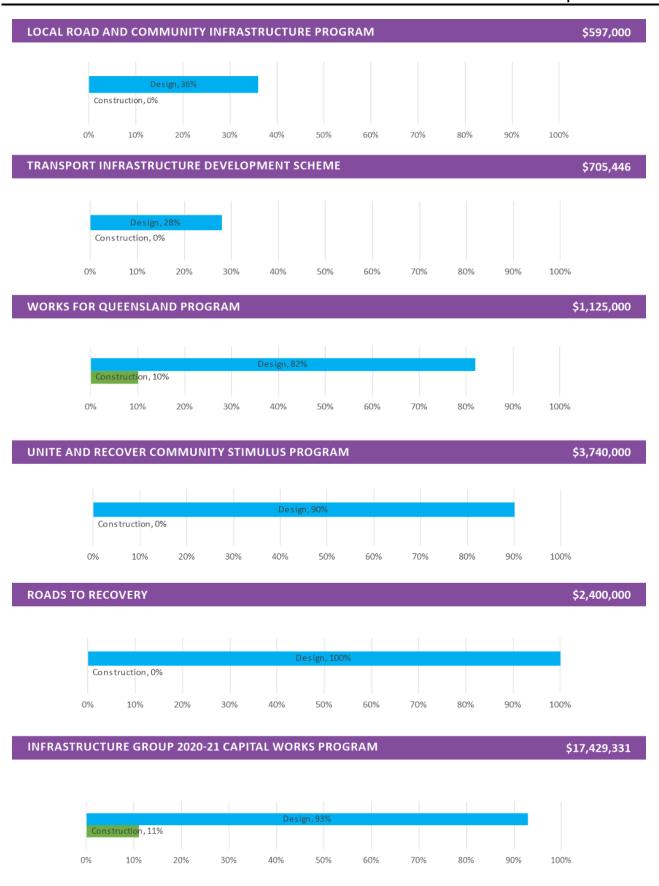


8,059 (S)
TOTAL PATRONS
TO ALL WASTE
FACILITIES

## TOTAL TONNES OF WASTE RECEIVED BY WASTE STREAM AT COUNCIL WASTE FACILITIES GATTON AND LAIDLEY







14.4 Quarterly Investment Report - July to September 2020

Date: 30 September 2020

Author: Jodi Marchant, Chief Financial Officer; Kacey Bachmann, Management

Accountant

**Responsible Officer:** Ian Church, Chief Executive Officer

## **Purpose:**

The purpose of this report is to advise Council of the performance of its investment portfolio.

# This document is for Council's information only.

# **Executive Summary**

As outlined in Council's 2020-21 Investment Policy, a quarterly report is required to be submitted to Council on the performance of its investment portfolio.

The investment of surplus funds has been made in accordance with the requirements of *the Statutory Bodies Financial Arrangements Act 1982* as well as Council's Investment Policy. As at 30 September 2020 Council had a total investment holding of \$37.33 million.

Overall, investments continued to perform well in comparison to targeted benchmarks shown in table 3 and 4, with Council's current investments exceeding these benchmarks. The interest revenue is on target to budget. Forecast revenue will however, be reduced at the first quarter budget review for 2020-21 with interest rates continuing to decline and directly affected by COVID-19 since the adoption of the annual budget.

## **Proposal**

As required by Council's 2020-21 Investment Policy, a quarterly report is to be submitted updating Council on the performance of its investment portfolio.

As at 30 September 2020, Council had a total investment holding of \$37.33 million.

Council's 2020-21 Investment Policy sets out Council's investment guidelines including the time horizon, maximum exposure, credit risk guidelines and performance benchmarks of its investments.

The two following tables show the investment institution, credit rating and product type of our investment portfolio at 30 September 2020:

Table 1

Institution	Amount \$	Percentage Holding	Credit Rating
QTC	30,726,430	82.32%	AA
NAB	500,000	1.34%	AA-
Macquarie Bank Limited	3,000,000	8.04%	A+
AMP Bank	3,100,000	8.30%	BBB
Total	37,326,430	100.00%	

Table 2

Product Type	Amount \$	Percentage Holding
Cash Fund - QTC	30,726,430	82.32%
Term Deposit	6,600,000	17.68%
Total	37,326,430	100%

The following tables display the performance of Council's investments, identified by investment type and days invested, against the Bank Bill Swap Rate (BBSW) and the Bloomberg AUSBOND Index (AUSBOND). The tables compare the rate of return on Council's investments at 30 September 2020, against the benchmarks indicated above (BBSW and AUSBOND).

Overall, the investments continued to perform well in comparison with these benchmarks although there has been a significant decrease in interest rates for term deposits with new investments now offered below 0.65%.

Table 3

Cash Fund Performance Against RBA Cash Rate & AUSBOND Index	QTC	RBA Cash Rate	AUSBOND Index
Cash Fund Performance	0.77%	0.25%	0.58%

Table 4

Term Deposit Performance Against BBSW Index & AUSBOND Index	Av Return on Deposits	BBSW Index	AUSBOND Index
Term Deposits	1.27%	0.09%	0.58%

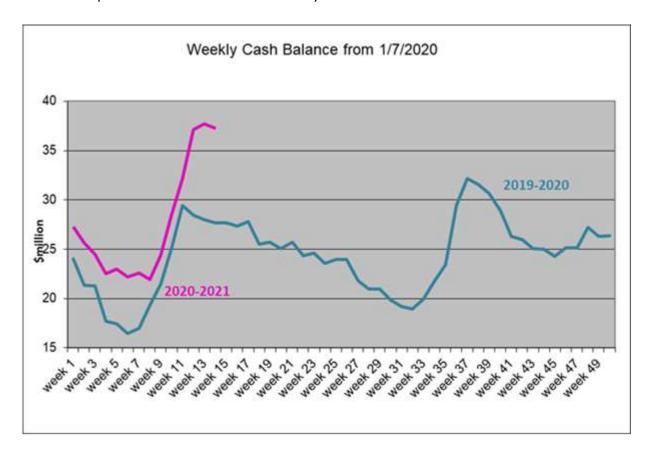
Interest rates have continued to decrease and remain below 0.65% for rates of less than twelve months. The QTC cash fund rate is now slightly higher than most term deposit rates making QTC a more attractive investment option. In addition, the liquidity of cash is imperative, especially given the uncertainty surrounding cash inflow during the COVID-19 pandemic. The best regular rates on offer at present are around 0.55% and 0.65% for investment periods from three to twelve months.

Table 5

Interest Income vs Budget	YTD Actual	YTD Budget	% Annual YTD Budget
Interest Income on investments	\$61,306	\$47,067	130%

As reflected in table 5, interest revenue has exceeded the target for the year to date. Forecast revenue will be reduced at the first quarter budget review for 2020-21 with interest rates continuing to decline since the adoption of the annual budget.

During the first quarter, cash at bank has increased significantly due to the payment of the Rates Levy which was due in September. Only minimum cash remains in Council's general funds each day with any excess being invested as Term Deposits or transferred to the QTC Cash Fund. The following graph shows a comparison over time of Council's weekly cash balances.



The table below shows that Council's investments at 30 September 2020 is in overall compliance with the 2020-21 Investment Policy.

Table 6

Investment Policy Credit Risk Compliance	Current Exposure	Allowable Exposure	Difference		
	Cash Funds				
QTC Cash Funds	82.32%	100%	17.68%		
	Term Deposits				
AAA to A+	9.38%	85%	75.62%		
A to BBB+	0%	45%	45%		
BBB to BBB	8.31%	30%	21.69%		

# **Attachments**

14.5 2020 Audit Observation Report

Date: 30 September 2020

Author:Jodi Marchant, Chief Financial OfficerResponsible Officer:Ian Church, Chief Executive Officer

# **Purpose:**

The purpose of this report is to provide Council a copy of the Auditor General's 2020 Observation Report as required under the *Local Government Regulations 2012*.

The report and its findings will also be provided to the next meeting of the Audit and Risk Management Committee for further follow up.

This document is for Council's information only.

# **Executive Summary**

Section 213 of the *Local Government Regulation 2012* requires the Mayor to 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.

Council's contract auditors, William Buck, have provided a Final Management Report which provides information on the key aspects of the 2020 audit. A copy of the Final Management Report is attached, while the audited financial statements and the un-modified audit opinion has been included in Council's Annual Report.

Whilst Council has not received this report formally from the Auditor General, Council's contract auditors, William Buck, has provided a "Final Management Report" which for the purposes of the legislation is taken to be the Observation Report.

# **Proposal**

Following review by the Audit and Risk Management Committee, the financial statements for 2019-20 were presented to William Buck on behalf of the Queensland Audit Office (QAO) for audit on 10 August 2020.

The field work on the audit by William Buck commenced on 10 August 2020 and concluded on 14 August 2020 with an un-modified audit opinion received on 22 September 2020. As with the prior year, the sign off on the statements was completed utilising QAO's electronic signature process which has resulted in time savings as paper copies of the statements did not need to be exchanged.

A Final Management Report has been provided by William Buck outlining the key points of the 2020 audit and is attached to this report. The audit was completed within the statutory timeframe, and the only outstanding matter is the audit review of Council's Annual Report to ensure consistency with the financial statements.

The Final Management Report provides a review of the key matters considered as part of the audit.

During the final field visit phase of the audit process the following financial reporting issues were identified for action:

- Asset valuations required for entire class of assets Management acknowledged the missed
  assets from the valuation of Infrastructure assets and have taken steps to review the system
  set up of the asset register to remove the risk of assets being missed from the revaluation
  process in the future. In addition to this, a procedure and reconciliation process will be
  prepared between the Finance and Asset Management teams for all future asset valuations.
- Lake Apex bank reconciliation Management will investigate the current bank reconciliation
  process for the Lake Apex (Visitor Information Centre) bank account and consider the risks
  associated with daily versus weekly reconciliation compared to resource requirements. Further
  investigation will also be undertaken in relation to clarifying the need for a separate bank
  account for these transactions.

During the interim audit phase of the audit process three internal control issues were identified, with all issues resolved during the final phase of the audit:

- Review of payroll exception reports
- Review of updated rates Masterfile data
- Tabling of Audit Interim Management Report

One prior period matter was also re-raised:

 Procurement non-compliance with LG regulations – A complete review of the procurement process has been undertaken. The review of the Procurement Guideline continues in line with the agreed procurement process that is being implemented. This finding has an expected completion date of December 2021

All unresolved matters will be included in the Audit and Risk Management Committee's Outstanding Items Register for follow up action.

# **Attachments**

1 2020 Audit Final Management Report 4 Pages



Our ref: JAL:MJM:LVRAA88

# **SENSITIVE**

30 September 2020

Cr T Milligan Mayor Lockyer Valley Regional Council PO Box 82 Gatton OLD 4343

Dear Cr Milligan

## Final Management Report for Lockyer Valley Regional Council

We have completed our 2020 financial audit for Lockyer Valley Regional Council. The Auditor-General issued an unmodified audit opinion on your financial statements.

The purpose of this letter is to update you on any matters that have arisen since we provided our closing report to Council on 9 September 2020.

## Reporting on issues identified after the closing report

I can confirm that we have not identified significant issues since the presentation of our closing report. Issues and other matters formally reported to management and an update on actions taken by management to resolve these issues is included as Appendix A to this letter.

# Report to parliament

Each year we report the results of all financial audits and significant issues to Parliament.

This year we intend to include the results of our audit of Lockyer Valley Regional Council in our report to Parliament on the results of the Local Government sector. In this report we will comment on the results of our audit of your financial report, any significant internal control issues we identified, and the overall results of the sector, including, major transactions and events. We will discuss the proposed content of our report with your Chief Executive Officer and will continue to consult as we draft our report. Formally, you will have an opportunity to comment on our report and for these comments to be included in the final report.

## Audit fee

The final audit fee for this year is expected to be in line with the fee estimated in our external audit plan and the same as the prior year at \$92,000.

# Financial reporting maturity level

QAO are in the process of finalising a new financial statement preparation reporting tool, called the financial reporting maturity model. This model allows for scalable assessment of financial reporting preparation processes which aims to better reflect the differences in size and maturity of public sector entities. For future years, we are planning to move to assessing the process according to the new maturity model. In the interim we will commence working with management to understand their expected / desired positioning of maturity.

We would like to thank you and your staff for their engagement in the audit this year and look forward to working with your team again next year.

If you have any questions about this letter or would like to discuss any matters regarding our audit service, please contact me or Matthew Monaghan, on 3229 5100.

Yours sincerely

Junaide Latif Director

SENSITIVE 2

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# Appendix A1—Matters previously reported



## Status

The following table summarises all control deficiencies, financial reporting issues and other matters that have previously been raised and includes issues from our reports this year and those issues raised in prior years.

Our risk ratings are as follows—refer to Our rating definitions for more detail.

# Internal control issues Financial reporting issues Significant deficiency Deficiency Other matters Financial reporting issues High Medium Low

Reference	Rating	Issue	Status / Comment Action Date
		Financial Reporting Issues	
20CR-1		Asset valuations required for entire class of assets All sub-classes of a class of assets must be valued, when a re-valuation occurs.	Work in Progress
20CR-2	•	Lake Apex bank reconciliation Council holds a bank account for which it only records the transactions on a weekly basis.	Work in Progress
		Internal control issues	
19CR-1	8	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.  Responsible Officer: Manager Business Performance  Expected completion date: December 2021
20IR-1	8	Review of payroll exception reports  Review of fortnightly payroll exception reports by an independent staff member has not been performed for the vast majority of the year	Resolved All reviews now undertaken in a timelier manner.
20IR-2	8	Review of updated rates Masterfile data  Copy of review of input of master rates data was not retained.	Resolved
20IR-3	8	Tabling of Audit Interim Management Report  Audit interim management report had not been tabled in Council	Resolved

**SENSITIVE** 



# Appendix B—Our rating definitions



# Internal rating definitions

	Definition	Prioritisation of remedial action
Significant deficiency	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:  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.

SENSITIVE



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14.6 Outstanding Agenda Actions Items Review

Date: 07 October 2020

**Author:** Erin Carkeet, Governance Officer

**Responsible Officer:** Anna Hebron, Group Manager People and Business Performance

# **Purpose:**

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

This document is for Council's information only.

# **Executive Summary**

In the 2012-2016 term of Council, it was determined that an update on actions arising from Council meeting resolutions be reported to Council on a quarterly basis by exception.

# **Proposal**

This report provides Council with an update on the action items arising from resolutions at Ordinary and Special Council meetings from the previous term of Council between 1 May 2016 to 25 March 2020 and the current term of Council from 17 April 2020 to 30 September 2020. Additional details on resolutions that have not been completed are highlighted within this report.

Group	2016-2020 Term of Council Total Action Items	2020-2024 Term of Council Total Action Items	Ongoing/Incomplete Actions
<b>Executive Office</b>	248	46	0
Community & Regional Prosperity	457	31	3
People & Business Performance	428	40	12
Infrastructure Including Former Infrastructure Works & Services	194	18	9
Former Organisational Development &	75	-	-

Planning			
Former Corporate & Community Services	117	-	-
Procedural Motions (No action required)	180	11	-
TOTAL	1699	146	24

# Attachments

**1** Outstanding Agenda Items - 2016-2020 & 2020-2024 Terms 22 Pages

the following actions ("Completion Tasks") by the Owner:

^Res

Date Meeting 12/12/2018

Property at Lot 103 RP 141786 Compliance Issues -

> RESOLUTION Resolution

**Environmental Health Coordinator and Building** 141786 and endorse the actions taken by Council's THAT Council receive and note the tabled report for Lot 103 RP

Certifier/Regulatory Officer;

THAT Council authorise the Chief Executive Officer to take all

were not returned a letter will be sent to them and further inspections the occupants however phone calls



# RESOLUTIONS OF COUNCIL AND ACTION TAKEN 1/05/2016 - 30/09/2020 **COMMUNITY & REGIONAL PROSPERITY LOCKYER VALLEY REGIONAL COUNCIL**

16- 20/1681	^Res No.		
11/03/2020	Meeting Date		
Grantham Quarry Approval of Rehabilitation Works	Subject		
RESOLUTION  THAT in relation to the Owner's request for approval of the rehabilitation works undertaken at the Grantham Quarry on Lot 103 CH31505 and Lot 2 RP142079 as required by Condition 14 of the Development Approval issued on 20 February 1990, Council resolve to offer "in principle" approval subject to completion of	Resolution	Resolution Number: 16-20/1182  CARRIED  7/0	steps necessary to recover the outstanding enforcement costs from the property owners in accordance with Council's Debt Recovery Policy.  Moved By: Cr Wilson Seconded By: Cr Cost
Underwood, Quentin	Officer/Dept		
06 Oct 2020 3:05pm Hope, Hiedi Following a recent joint site inspection with Council the owners have formally written to Council seeking our acceptance that Councils requirements have been met. Officers are currently preparing advice for the CEO in relation to this request.	Action Taken		booked for November 2020.
	Completed		

9 =	유 유 국	오 &
on cleaning up the property. Previous to this visit, we tried to speak with	The occupants were not home but observations from behind the fence	08 Oct 2020 3:49pm Hope, Hiedi Officers attend property 8/10/2020.
p the prop	s were not	3:49pm Ho
erty. Prev speak wit	t home bu nd the fen	pe, Hiedi y 8/10/20
rious e	6 7	20.

Action Taken

Officer/Dept Simpson, Darry

Completed

Page 1 of 4



# RESOLUTIONS OF COUNCIL AND ACTION TAKEN 1/05/2016 - 30/09/2020 **COMMUNITY & REGIONAL PROSPERITY LOCKYER VALLEY REGIONAL COUNCIL**

- (a) Installation of appropriate access controls, including but satisfaction of Council; not limited to notification signs, fences and gates to the
- (b) Preparation of an Operational and Maintenance Plan to submission to Council for approval; manage the long-term stability of the land and
- (c) Implementation of the approved Operational and Maintenance Plan;
- (d) A written commitment to Council to formally notify future occupiers and/or owners of the land of the existence and and obtain their agreement to comply with it and to requirements of the Operational and Maintenance Plan land of its existence and compliance requirements; and notify any subsequent owners and/or occupiers of the

# Further;

having considered and accepted the residual risks in relation to THAT it is noted that Council's in principle approval is provided (a) Public safety risks where third parties may access the rehabilitated quarry embankments which exceed the 1:3

(b) Compliance risks in relation to implementation of the geotechnical engineering experts' requirements to ensure Operational and Maintenance Plan to satisfy the maintenance of access controls to the rehabilitated land the stability of the landform into the future and the

dated 20 February 1990; and

maximum slope set out in the Development Approval

Page 2 of 4

Page 2 of 4



# RESOLUTIONS OF COUNCIL AND ACTION TAKEN 1/05/2016 - 30/09/2020 **COMMUNITY & REGIONAL PROSPERITY** LOCKYER VALLEY REGIONAL COUNCIL

And Further;

Officer to: THAT Council resolve to delegate authority to the Chief Executive

- (a) Approve the location of all access controls required by Completion Task (a);
- (b) Approve the Operational and Maintenance Plan as required by Completion Task (b); and
- (c) Issue final approval of the rehabilitation works once the February 1990. Council in accordance with section 84 of the Planning Act subject to the owner making a cancellation application to Completion Tasks have been satisfactorily performed, and 2016 to cancel the Development Approval issued on 20

Moved By: Cr McLean Seconded By: Cr Wilson Resolution Number: 16-20/1681

CARRIED

<u>=</u>	IKA IKA	
InfoCouncil	20- 24/0143	ú
	16/09/2020 Quote Consid Plan Burn V	ğ
	Quote Consideration Plan - Cultural Burn Workshops	Subject
	RESOLUTION  THAT Council, in accordance with Section 230(1)(a) of the <i>Local Government Regulation 2012</i> , prepare a Quote Consideration Plan to enter into a medium-sized contractual arrangement for the procurement of cultural burning services.	Resolution
	Sternberg, Renee	Officer/Dept
	06 Oct 2020 2:10pm Sternberg, Renee A formal request for quote document is currently being drafted and will be issued to Firesticks Aliance Indigenous Corporation in accordance with the adopted consideration plan.	Action Taken
Page 3 of 4		Completed

Page 3 of 4

Page 4 of 4



LOCKYER VALLEY REGIONAL COUNCIL
RESOLUTIONS OF COUNCIL AND ACTION TAKEN 1/05/2016 - 30/09/2020
COMMUNITY & REGIONAL PROSPERITY

And further;

THAT Council, in accordance with Section 230(1)(b) of the *Local Government Regulation 2012*, adopt that Quote Consideration Plan Reference Number LVRC-20-226 to enter into a medium-sized contractual arrangement for the procurement of cultural burning

Moved By: Cr Holstein Seconded By: Cr Cook Resolution Number: 20-24/0143

CARRIED 7/0

Page 4 of 4

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# LOCKYER VALLEY REGIONAL COUNCIL RESOLUTIONS OF COUNCIL AND ACTION TAKEN 1/05/2016 - 30/09/2020 PEOPLE & BUSINESS PERFORMANCE

Page 1 of 8

		1272	ARes Meeting Subject  No. Date  16- 12/12/2018 Proposed
CARRIED 7/0	Moved By: Cr Holstein Seconded By: Cr McLean Resolution Number: 16-20/1177		Resolution
			Officer/Dept
		Caitlan Developer response provided. Planning constraints still in issue. Council svaluer finalising technical note. Council se ternal solicitor to provide a Position Statement to disclose to the developer and his valuer. ointe pert and party meeting scheduled for 16 October 2020 at Council Chambers.	Action Taken Completed

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Page 2 of 8



# LOCKYER VALLEY REGIONAL COUNCIL RESOLUTIONS OF COUNCIL AND ACTION TAKEN 1/05/2016 - 30/09/2020 PEOPLE & BUSINESS PERFORMANCE

	16- 20/1210
	13/02/2019
	Request for ariation of Proposed Lease Terms- Lease of Part of the Laidley Depot
Moved By: Cr Cook Seconded By: Cr Vela Resolution Number: 16-20/1238 CARRIED 7/0	THAT with respect to the request from Biosecurity Queensland for the use of additional land at the Laidley Depot and for Council to undertake maintenance works to facilitate their use of the land, and other matters, Council resolve to authorise the Chief Executive Officer to:  (a) investigate again whether the State has any interest in purchasing the former Laidley Depot site subject to the land being reconfigured to enable this, given their proposal to intensify their use of the land; or  (b) negotiate lease terms satisfactory to Council to enable use of the additional area, subject to an increased lease rental being agreed in consideration of the inclusion of the additional land area and the costs Council will incur to undertake works to facilitate the requested use; and  (c) negotiate what general maintenance and other works will be undertaken by Council to facilitate the proposed use by Biosecurity Queensland; and  (d) arrange for the agreed maintenance and other works to be undertaken at a time convenient to Council and prior to use by Biosecurity Queensland.
	Natalier, Caltian
	O6 Oct 2020 1:24pm Natalier, Caitian Update on fire hydrant issue and proposed solutions provided to D PW on 24/09/2020 with a request for them to consider sharing the costs to achieve compliance given the use has been occurring for some time - ECM 4014088

ge 2 of 8

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# LOCKYER VALLEY REGIONAL COUNCIL RESOLUTIONS OF COUNCIL AND ACTION TAKEN 1/05/2016 - 30/09/2020 PEOPLE & BUSINESS PERFORMANCE

20/1676	^Res No.		
11/03/2020	Meeting Date		
11/03/2020 Future Use of the ensington Grove Child Care Centre and Community all Facilities	Subject		
of the orthogon  THAT with respect to the future use of the Child Care Centre and Community Hall  Gree Community  Community  Community  Council resolve that it is in the public interest to invite expressions of interest for all either the community use of these facilities and/or the purchase and relocation	Resolution	CARRIED 6/0	Moved By: Cr Holstein Seconded By: Cr Hagan Resolution Number: 16-20/1621
Natalier, Caitlan	Officer/Dept		
Natalier, Caitlan  Natalier, Caitlan  Nork in progress -  prioritised behind sale of  land, Laidley Gym and  Lake Dyer procurement  processes which are  currently being worked  through.	Action Taken		
	Com		

	<u>16-</u> 20/1621	ARes No.
	22/01/2020	Meeting Date
Regional Performing Arts Inc - Part of Lot 1 on Rp148894 situated at Laidley Cultural Centre	Lease - Lockyer	Subject
THAT with respect to the request by the Lockyer Regional Performing Arts Inc to enter into a Lease over part of Lot 1 on RP 148894, Council resolve to:  a) apply the exception contained in Section 236(1)(b)(ii) of the Local Government Regulation 2012; and b) delegate authority to the Chief Executive Officer to negotiate a Lease on terms satisfactory to Council; And further; THAT the Lockyer Regional Performing Arts Inc be advised that they can apply for assistance to cover the lease costs through Councils Community Grants Program  Moved By: Cr Holstein Seconded By: Cr Hagan Resolution Number: 16-20/1621  CARRIED  CARRIED	RESOLUTION	Resolution
	Millard, ul	Officer/Dept
Club have not advised that funding has been received to continue with Lease	06 Oct 2020 1:54pm Millard, ulie	Action Taken
		Completed

satisfactory to Council.

Moved By: Cr Holstein Seconded By: Cr Cook

Resolution Number: 20-24/0057

CARRIED 7/0

InfoCouncil



# RESOLUTIONS OF COUNCIL AND ACTION TAKEN 1/05/2016 - 30/09/2020 PEOPLE & BUSINESS PERFORMANCE LOCKYER VALLEY REGIONAL COUNCIL

evaluation process for Council and potential tenderers. future tender specification and ensure a fair and cost-effective tender and interest, and type of interest, that might exist which is necessary to inform any of the community hall building, as there is uncertainty around the level of

Moved By: Cr Hagan Seconded By: Cr McLean Resolution Number: 16-20/1676

CARRIED 6/0

0 7						
17/06/2020						
Request for	Lease over Part of Lot 210 on	SP140941, Laidley	Recreation Reserve			
RESOLUTION	THAT with respect to the request to enter into a Trustee Lease over part of Lot 210 on SP 140941 by The Scout Association of Australia Queensland Branch,	Council resolve to:	<ul> <li>a) apply the exception contained in Section 236(1)(b)(ii) of the Local Government Regulation 2012 to enable a trustee lease to be offered to a</li> </ul>	community organisation; and	<ul> <li>authorise the Chief Executive Officer to negotiate a new Trustee Lease</li> </ul>	with The Scout Association of Australia Queensland Branch on terms
Natalier, Ca						
itlan						
Caitlan 09 Oct 2020 7:42am Carkeet, Erin	Amendments made to original draft and re-sent for e ecution. Still awaiting signed document	from Scouts.				
	17/06/2020 Request RESOLUTION Natalier, for RESOLUTION	17/05/2020 Request for RESOLUTION  Trustee Lease over THAT with respect to the request to enter into a Trustee Lease over part of Lot Part of Lot 210 on SP 140941 by The Scout Association of Australia Queensland Branch,	17/05/2020 Request for RESOLUTION  Trustee Lease over THAT with respect to the request to enter into a Trustee Lease over part of Lot Part of Lot 210 on SP 140941 by The Scout Association of Australia Queensland Branch, SP140941, Laidley  Natalier, Natalie	Trustee Lease over THAT with respect to the request to enter into a Trustee Lease over part of Lot Part of Lot 210 on SP 140941 by The Scout Association of Australia Queensland Branch, SP140941, Laidley Recreation Reserve  Reserve  Government Regulation 2012 to enable a trustee lease to be offered to a	Trustee Lease over part of Lot Part of Lot Part of Lot 210 on SP 140941 by The Scout Association of Australia Queensland Branch, SP140941, Laidley Recreation Reserve Government Regulation 2012 to enable a trustee lease to be offered to a community organisation; and	Trustee Lease over part of Lot 210 on SP 140941 by The Scout Association of Australia Queensland Branch, SP140941, Laidley Recreation Reserve  Government Regulation 2012 to enable a trustee lease to be offered to a community organisation; and b) authorise the Chief Executive Officer to negotiate a new Trustee Lease

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Meeting Date

Request for renewal of Trustee Lease over part of Lot 149 on CP CC267

7

Millard, ul Officer/Dept

Action Taken 06 Oct 2020 1:58pm Millard, ulie

Completed

E ecuted Lease received. Waiting on Certificate of Incorporation for Lease Registration





# LOCKYER VALLEY REGIONAL COUNCIL RESOLUTIONS OF COUNCIL AND ACTION TAKEN 1/05/2016 - 30/09/2020

CARRIED 7/0
Moved By: Cr Holstein Seconded By: Cr Hagan Resolution Number: 20-24/0086
satisfactory to Council; and (b) Delegate authority to the Chief Executive Officer to do all things necessary to give effect to this resolution.
(a) Apply the exception contained in Section 236(1)(c)(iii) of the <i>Local Government Regulation 2012</i> and offer a new Trustee Lease to Lockyer Woodcrafters Group Inc for a term of ten (10) years and on terms
THAT with respect to the request to enter into a new Trustee Lease over part of Lot 149 on CP CC2675 with the Lockyer Woodcrafters Group Inc, Council resolve to:
RESOLUTION
tesolution
PEOPLE & BUSINESS PERFORMANCE

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# LOCKYER VALLEY REGIONAL COUNCIL RESOLUTIONS OF COUNCIL AND ACTION TAKEN 1/05/2016 - 30/09/2020 PEOPLE & BUSINESS PERFORMANCE

CARRIED 7/0	24/0112 Lesse of Lot 2 on SP 144473, Council resolve to:  1446 Gatton elidon Road, Grantham - Application of Section 236 1 e Local Government Regulation E ception  E ception  Application Moved By: Cr Cook Section Number: 20-24/0112  RESOLUTION  (a) Apply the exception contained in Section 236(1)(e) of the <i>Local</i> Government Regulation 2012 for the disposal of land by grant of a lease, Where the land has previously been offered for lease by tender, but a lease of the Chief Executive Officer to negotiate a lease on terms satisfactory to Council.  RESOLUTION  (a) Apply the exception contained in Section 236(1)(e) of the <i>Local</i> Government Regulation 2012 for the disposal of land by grant of a lease, Where the land has previously been offered for lease by tender, but a lease of the Chief Executive Officer to negotiate a lease on terms satisfactory to Council.  RESOLUTION  (a) Apply the exception contained in Section 236(1)(e) of the <i>Local</i> Government Regulation 2012 for the disposal of land by grant of a lease, Where the land has previously been offered for lease by tender, but a lease of the Local of the	"
	ta ta	Officer/Dept Action Taken
	Millard, uli Millard, ulie Millard, ulie Millard, ulie Mr Shepherd has advised that he wishes to try and purchase the property, lhave asked him to put his offer in writing which to date has not been received.	Action Taken

ing	Subject	Resolution	Officer/Dept	Action Taken
;/2020	\$/2020 Proposed Disposal of 8	Proposed Disposal of 8 RESOLUTION Postmans	M illard, ul	06 Oct 2020 1:57pm Millard, ulie
	Ridge Road, elidon Spa	THAT Council resolve to:		place on the
	-Lot 1 on RP 1471 0	(a) dispose of the land situated at 8 Postmans Ridge Road, Helidon Spa and described as lot 1 on RP 147150 to the adioining landowner (lot 1 on RP		
		32736) in accordance with Section 236(1)(c)(iv) of the <i>Local Government Regulation 2012</i> ; and		

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# LOCKYER VALLEY REGIONAL COUNCIL RESOLUTIONS OF COUNCIL AND ACTION TAKEN 1/05/2016 - 30/09/2020 PEOPLE & BUSINESS PERFORMANCE

(b) delegate authority to the Chief Executive Officer to do all things necessary to affect the disposal to the adjoining landowner (Lot 1 on RP 32736) on terms satisfactory to Council.

Moved By: Cr Wilson Seconded By: Cr Holstein Resolution Number: 20-24/0128

CARRIED 7/0

	<u>20-</u> 24/0129	^Res No.
	19/08/2020	Meeting Date
	Proposed Disposal of 136 Gatton elidon Road, Grantham - Lot 3 on RP 206366	Subject
Moved By: Cr Vela Seconded By: Cr Hagan Resolution Number: 20-24/0129 CARRIED 7/0	RESOLUTION  THAT Council resolve to:  (a) dispose of the land situated at 1365 Gatton Helidon Road, Grantham and described as Lot 3 on RP 206366 to the adjoining landowner in accordance with Section 236(1)(c)(iv) of the Local Government Regulation 2012; and  (b) delegate authority to the Chief Executive Officer to do all things necessary to affect the disposal to the adjoining landowner on terms satisfactory to Council.	Resolution
	Millard, ul	Officer/Dept Action Taken
	06 Oct 2020 2:02pm Millard, ulie Waiting on return of signed Contract from Reck Farms	Action Taken
		Completed

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# LOCKYER VALLEY REGIONAL COUNCIL RESOLUTIONS OF COUNCIL AND ACTION TAKEN 1/05/2016 - 30/09/2020 PEOPLE & BUSINESS PERFORMANCE

# LOCKYER VALLEY REGIONAL COUNCIL RESOLUTIONS OF COUNCIL AND ACTION TAKEN 1/05/2016 - 30/09/2020 PEOPLE & BUSINESS PERFORMANCE

Meeting Date	Subject	Resolution	Officer/Dept	Action Taken	Completed
		RESOLUTION		09 Oct 2020 9:15am Carkeet, Erin - Reallocation	
		THAT Council conduct a workshop to gain a better understanding of our indigenous history and our emerging Aboriginal, Torres Strait, and multicultural community.			
		Moved By: Cr Milligan Resolution Number: 20-24/0134			
		CARRIED 7/0			

LOCKYER VALLEY REGIONAL COUNCIL
RESOLUTIONS OF COUNCIL AND ACTION TAKEN 1/05/2016 - 30/09/2020
INFRASTRUCTURE

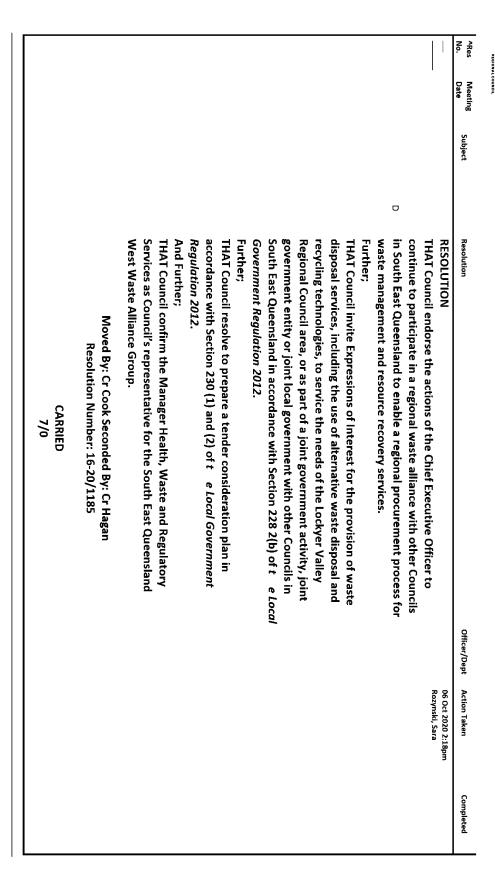
^Res Meeting Subject No. Date	Resolution	Officer/Dept	Action Taken	Completed
	RESOLUTION		15 Sep 2020 8:21am Rozynski, Sara	
	THAT with respect to the future management of Council's community and crisis care housing assets, Council resolve to; a) confirm their intent to transition out of Community Housing and seek a meeting with the Department of Housing and Public Works representatives to discuss the transfer of the management of housing assets located at 11 North Street and 44 Cochrane Street Gatton back to that Department; b) authorise the Chief Executive Officer to negotiate satisfactory arrangements with The Uniting Church in Australia Property Trust (Q) to provide for the continued tenure of 27 Frome Street, Laidley until 30 une 2018; c) take no further action in relation to the arrangements for the use of 48 Cochrane Street, Gatton by The Uniting Church in Australia Property Trust (Q) pending a decision by Queensland Urban Utilities in relation to accepting trusteeship of the reserve; and d) investigate future options to demolish the building located at 369 Smithfield Road, Gatton.		Sara	
	Moved By: Cr Hagan Seconded By: Cr McLean Resolution Number: 16-20/0338			
	CARRIED 7/0			

D

RESOLUTIONS OF COUNCIL AND ACTION TAKEN 1/05/2016 - 30/09/2020

INFRASTRUCTURE

**LOCKYER VALLEY REGIONAL COUNCIL** 





# RESOLUT

# LOCKYER VALLEY REGIONAL COUNCIL RESOLUTIONS OF COUNCIL AND ACTION TAKEN 1/05/2016 - 30/09/2020 INFRASTRUCTURE

ļ		"
		Meeting Date
		Subject
THAT Council endorse the construction and funding of a four-metre-wide farm access track from Flagstone Creek Road to Lot 202 CP817791 and authorise the Chief Executive Officer to do all things necessary to prepare and lodge an easement and survey plan to secure the access with the Department of Natural Resources, Mines and Energy at Council's cost.  And Further;  THAT Council resolve that the works are considered ex gratia with any future maintenance works the responsibility of the benefited party under the easement.  Moved By: Cr Holstein Seconded By: Cr Cook Resolution Number: 16-20/1291  CARRIED  CARRIED	RESOLUTION	Resolution
		Officer/Dept
	06 Oct 2020 1:29pm	Action Taken
		Completed

LOCKYER VALLEY REGIONAL COUNCIL
RESOLUTIONS OF COUNCIL AND ACTION TAKEN 1/05/2016 - 30/09/2020
INFRASTRUCTURE

		ARes No.
		Meeting Date
		Subject
	O	
Moved By: Cr Holstein Seconded By: Cr Hagan Resolution Number: 16-20/1693 CARRIED 6/0	RESOLUTION  THAT Council approve trading hours at the Dal Ryan Memorial Pool, Laidley, effective from the re-opening of the facility subsequent to the COVID-19 pandemic, to be:  • Monday, Wednesday, Thursday and Friday: 6:00am to 6:00pm;  • Tuesday: 11:00am to 6:00pm  • Saturday and Sunday: 10:00am to 5:00pm  • Closed Boxing Day  Further;  THAT trading commences at 1:30pm at the Dal Ryan Memorial Pool and Lockyer Valley Sports and Aquatic Centre, for future AN AC Day holidays.  And further;  THAT a report be presented to Council in October 2020 following a review of winter patronage, to consider a variation to the trading hours at the Lockyer Valley Sports and Aquatic Centre during the winter season.	Resolution
		Officer/Dept
	23 Sep 2020 3:07pm Rozynski, Sara	Action Taken
		Completed

O

RESOLUTION

Officer/Dept

Action Taken

Completed

30 Sep 2020 12:53pm Rozynski, Sara

THAT with respect to the future management and operation of the Lake Dyer Caravan and Camping Ground and associated parklands,

(a) Invite expressions of interest under Section 228(5) of the

interest to do so for the following reasons:

 Most cost-effective option to determine what thirdparty interest exists before going to the expense

and time of inviting written tenders.

Local Government Regulation 2012 before considering whether to invite written tenders as it is in the public

Council resolve to:

Subject

# Valley.

# LOCKYER VALLEY REGIONAL COUNCIL RESOLUTIONS OF COUNCIL AND ACTION TAKEN 1/05/2016 - 30/09/2020 INFRASTRUCTURE

ARes Meeting Subject	Resolution	Officer/Dept	Action Taken	Completed
	RESOLUTION		15 Sep 2020 8:33am Rozynski, Sara	
	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.			
	Moved By: Cr Holstein Seconded By: Cr Hagan Resolution Number: 20-24/0041			
	CARRIED 7/0			



# LOCKYER VALLEY REGIONAL COUNCIL RESOLUTIONS OF COUNCIL AND ACTION TAKEN 1/05/2016 - 30/09/2020 INFRASTRUCTURE

(ii) Process should assist to identify interested parties

	ct			
RESOLUTION	Resolution	CARRIED 7/0	Moved By: Cr Cook Seconded By: Cr Hagan Resolution Number: 20-24/0099	remuneration scope and any requirements.  (iii) Process will assist to identify any third-party innovation for consideration.  (b) Delegate authority to the Chief Executive Officer to do all things necessary to undertake and complete an expressions of interest process, including but not limited to identifying key requirements, evaluation and shortlisting of responses and inviting written tenders from shortlisted respondents.
	Officer/Dept			
09 Sep 2	Action T			

		Meeting Date
		Subject
(Excl. GST) and a revenue contribution of 16,364 (Excl GST) for sealing approximately 490 metres of East Egypt Road from Chainage 5360 to Chainage 5850 to be included at the next budget review;  And further;  That Council delegate approval to the Chief Financial Officer to enter into a payment agreement including the option of waiving interest chargeable up to 30 une 2021, with the landholder of lot	RESOLUTION	Resolution
		Officer/Dept
	09 Sep 2020 2:58pm Rozynski, Sara	Action Taken
		Completed

INFRASTRUCTURE

Moved By: Cr Holstein Seconded By: Cr Hagan Resolution Number: 20-24/0122

payment of

64 CH312236, East Egypt Road, Mount Whitestone for the

18,000 (Inc. GST) towards the cost of the sealing

CARRIED 7/0

Meeting Date	Subject	Resolution		Officer/Dept	Action Taken	Completed
		RESOLUTION			30 Sep 2020 12:44pm Rozynski, Sara	
		THAT with respect to the provision of advertising at the Laidley Saleyards situated at lot 4 SP288143 Rosewood-Laidley Road, Laidley, Council resolve to offer advertising space to primary production businesses and local businesses that support the livestock industry;	ertising at the Laidley wood-Laidley Road, g space to primary ss that support the			
		And further: THAT Council adopt the following amendments to the 2020/2021	nents to the 2020/2021			
		Register of Fees and Charges to take effect from 15 uly 2020: 2.6 Saleyards Gatton & Laidley 2.6.3 Advertising Fees	t from 15 uly 2020:			
		Name	Year 2020/21 Fee (incl.			
		Style one height (peak 900mmm,	1,320.00			
		sides 600mm) x width 4,800mm				

LOCKYER VALLEY REGIONAL COUNCIL RESOLUTIONS OF COUNCIL AND ACTION TAKEN 1/05/2016 - 30/09/2020

roads in the Lockyer Waters and Churchable areas:

1. Conduct a speed review assessment of Nandine,

Haslingden and Nangara Roads.

THAT Council approve the following actions in relation to the local

950mm

Style two

height 810mm x width

605.00

# INFRASTRUCTURE

	Style three 2,700mm	height 900mm x width  Moved By: Cr Cook Seconded By: Cr Hagan Resolution Number: 20-24/0123	880.00 9 By: Cr Hagan -24/0123		
		CARRIED 7/0			
#	Resolution			Officer/Dept	Action Taken
	RESOLUTION				06 Oct 2020 2:58pm Rozynski, Sara
	THAT Council roads for non- Lockyer Wate	THAT Council receive the petition requesting restrictions on local roads for non-resident associated heavy vehicles accessing the Lockyer Waters and Churchable areas.	ting restrictions on local vehicles accessing the		
	Further; That Council d the Lockyer W	Further; That Council do not approve imposing load limits on local roads in the Lockyer Waters and Churchable areas as requested in the	ad limits on local roads in s as requested in the		
	petition.				
	And further;	•			

^Res

Meeting Date

LOCKYER VALLEY REGIONAL COUNCIL RESOLUTIONS OF COUNCIL AND ACTION TAKEN 1/05/2016 - 30/09/2020

Completed





Review wildlife warning signage requirements for local roads in the Lockyer Waters and Churchable areas.

RESOLUTIONS OF COUNCIL AND ACTION TAKEN 1/05/2016 - 30/09/2020

INFRASTRUCTURE

LOCKYER VALLEY REGIONAL COUNCIL

?

Contact be made with the Queensland Police Service to enforcement action regarding unauthorised usage by and Churchable areas to encourage speed adherence and heavy vehicles. request additional patrols of roads in the Lockyer Waters

Moved By: Cr Holstein Seconded By: Cr Cook Resolution Number: 20-24/0145 CARRIED 7/0

14.7 Urban Utilities Monthly Report - September 2020

Date: 08 October 2020

**Author:** Vickie Wieland, EA to Chief Executive Officer

**Responsible Officer:** Ian Church, Chief Executive Officer

# **Purpose:**

Council has received an update from Urban Utilities (UU) Board which provided highlights from their Board Meeting for the month of September 2020.

# This document is for Council's information only.

# **Executive Summary**

Lockyer Valley Regional Council maintains an ongoing working relationship with UU on both operational and strategic aspects of water and sewerage provision. This report is an update on matters of significance with respect to UU for Council's information.

# **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.

# **Foundational Success**

## Managed Service Provider

Urban Utilities' ICT services are delivered through a managed service provider, who manages their data centre, applications, network services, security services and ICT support.

This month, following a comprehensive procurement process, the Board approved a recommendation from management for the delivery of these services under a new service provider at the conclusion of the current contract. The benefits of the new contractual arrangements include a lift in ICT service capability, increased network resilience and strengthened cyber security controls.

To help guide a seamless changeover, a transition strategy has been carefully developed to ensure no decline in services, support or security is experienced.

# Water Netserv Plan - Bromelton State Declared Area

The Board approved a new infrastructure charge for the Bromelton State Declared Area (SDA). This will allow landholders to market Bromelton to prospective customers with certainty around the full costs of development as it relates to water and wastewater services.

By way of background, this development area is approximately 5 km west of the Beaudesert township, with the SDA incorporating 15,000 hectares of greenfield land suitable for medium and large-scale industrial activities concentrated adjacent to an existing regional rail corridor.

Urban Utilities has worked closely with the existing landholder, Mirvac, and the office of the State Coordinator General in arriving at this point and sees this as a significant milestone in enabling development in the region.

# **Organisational Resilience Policy**

Following consideration and endorsement by the Audit and Risk Committee, this month, the Board approved Urban Utilities' Organisational Resilience Policy. This is an existing policy that has been reviewed and refreshed to align to ISO 22316:2017 Organisational Resilience – Principles and Attributes and the Australian Government Organisational Resilience.

To safeguard our service delivery and maintain our asset integrity, Urban Utilities plans for the impact and mitigation of possible disruptive events. Our Organisational Resilience Policy sets the tone and principles for all aspects of resilience at Urban Utilities and, importantly, provides the foundations for us to take the next step in our resilience journey.

# **Expansion and Adjacencies**

This month, management presented on expansions and adjacency opportunities that Urban Utilities has, or may consider in the future and which, if advanced, would increase our organisational value. This presentation follows a request by the Board in July for management to consider how Urban Utilities might aspire to grow through organic and inorganic strategic opportunities.

Leveraging intellectual property and organisational capacity, Urban Utilities expect to be in a position to create value from a range of existing investments where they have already created intellectual property and capability. An example of this is ANITA<sup>TM</sup> Mox, which they have been scaling-up at their Luggage Point Resource Recovery Centre, in partnership with Veolia. Urban Utilities have entered into a commercial agreement with Veolia to identify markets within Australia where they will be able to on-sell the bacteria Urban Utilities have grown. Similarly, their investment in algae research is anticipated to result in the development of global intellectual property, which is expected to yield significant value.

Urban Utilities strategic growth pipeline will also see them explore behind-the-meter solutions, creating a 'win-win' for both their large commercial customers and Urban Utilities. At the same time, they are looking to convert all aspects of our waste processes into recovery opportunities that create value through new products and services.

The Board requested management to present back to the Board in October on five regulated and five non-regulated opportunities where the greatest value is expected to be realised.

# **Expanded Resource Recovery Centre**

The strategic discussion on expansions and adjacencies naturally extended into management presenting a proposed approach to exploit value from their expanded resource recovery capability at Luggage Point.

By way of background, Urban Utilities has been advancing a range of technologies and pilots at our Resource Recovery Centres. One example is converting biosolids into pellets that have dual uses, both as a fuel that is able to be blended for energy generation and land application. Once final approvals are received, this is expected to be used at a Queensland power station. Urban Utilities are also advancing our ANITA<sup>TM</sup> Mox technology into full production, resulting in reduced operational costs, namely lower energy and chemical consumption.

# Innovation, Research and Development

Management presented the bi-annual innovation, research and development report to the Board.

Overall, good progress has been made, despite COVID-19. The CRC-P Urban Utilities are leading, which is focused on transforming traditional wastewater lagoon technology, has continued to deliver against set milestones. At present, the scaled-up algae raceways are taking shape in Heildon in the Locker Valley and in the Northern Territory with their partner, Power and Water NT.

Management was also approved to enter into a new CRC-P, which Urban Utilities will lead. The new project is focused on revolutionising sludge management by turning waste into a safe product. If successful, Urban Utilities will receive \$1.89m from the Federal Government and other partners to test this world-first technology.

# Lessons Learnt – Dreamworld Tragedy

Following the tragic safety incident at Dreamworld in 2016, this month, the Board and management reflected on the recent Coronial Inquest report. Whilst Dreamworld operates in a different industry, there are lessons arising from the inquiry that Urban Utilities will be progressively implementing.

# <u>Process Safety Management Review</u>

This month, the Board received a briefing on an independent process safety management review that has been completed by Forge Works.

The review considered the effectiveness of Urban Utilities' governance over process safety, specifically considering their health and management systems related to process safety management. It also assessed existing process safety management practices against recognised accepted practices. The report considered how process safety is monitored and identified opportunities for improvement.

Management has accepted all recommendations and is progressively implementing.

# Ripley/Bundamba Integrated Servicing Plan

The Board considered and provided feedback on the Ripley/Bundamba Servicing Plan that takes into consideration Urban Utilities' strategic direction, Economic Development Queensland Ripley Valley Priority Development Area and Ipswich City Council's planning strategies.

# **Attachments**

## 15. CONFIDENTIAL ITEMS

15.1 Change of Rating Category

Date: 30 September 2020

**Author:** Kirsty Johnson, Coordinator Revenue Services; Jodi Marchant, Chief Financial

Officer

Responsible Officer: Ian Church, Chief Executive Officer

That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 254J (3) (d) of the Local Government Regulation, 2012, as the matter involves rating concessions.

# **Purpose:**

The purpose of this report is to seek Council's approval to change the rating category of the property located at Paradise Creek Road Murphy's Creek, owned by Global Sandstone Industries Pty Ltd, from category 37 Extractive and Mining Lease > 100,000 tonnes to Category 39 Extractive and Mining Lease up to 5,000 tonnes, for the 2019-20 year.

15.2 Sub-Regional Waste Alliance - Expression of interest for Resource Recovery

and/or Waste Disposal Services (HEW/05/218)

Date: 29 September 2020

Author: Brendan Sippel, Manager Community Facilities

**Responsible Officer:** Ian Church, Chief Executive Officer

That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 254J (3) (g) of the Local Government Regulation, 2012, as the matter involves negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

# **Purpose:**

The purpose of this report is to present the outcome of the evaluation of the Sub-Regional Waste Alliance Expression of Interest (EoI) for Resource Recovery and/or Waste Disposal Services (HEW/05/2018) for Council's consideration.

## 16. MEETING CLOSED