

### **ORDINARY MEETING OF COUNCIL**

### **MINUTES**

**18 NOVEMBER 2020** 

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#### **ATTENDANCE:**

Councillors Present	
Councillors Present	Cr Tanya Milligan (Mayor) (Chairnerson)
	Cr Tanya Milligan (Mayor) (Chairperson)     Cr Jacon Cook (Doputy Mayor)
	Cr Jason Cook (Deputy Mayor)     Cr Prote Cooking to the fall in the cooking to the fall in the cooking to
	Cr Brett Qualischefski
	Cr Janice Holstein
	Cr Chris Wilson
	Cr Michael Hagan
	Cr Rick Vela
Officers Present	
	Anna Hebron, Acting Chief Executive Officer
	Amanda Pugh, Group Manager Community & Regional     Prosperity
	Craig Drew, Manager People, Customer Contact and Communications
	Jodi Marchant, Chief Financial Officer
	Corrin Bischoff, Manager Business Performance
	Caitlan Natalier, Coordinator Governance & Property
	Julie Millard, Property Officer
	Renee Sternberg, Senior Environmental Planner
	Kim Calio, Manager Planning, Policy & Community     Wellbeing
	Tammee van Bael, Planning Officer
	Chris Hoffman, Catchment Project Officer
	Steve Moore, Acting Coordinator Community Wellbeing
	Dan McPherson, Manager Projects
	Erin Carkeet, Governance Officer
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Apologies	
	Ian Church, Chief Executive Officer
Media Present	
	Hugh Suffell, Gatton Star
	Nathan Greaves, The Lockyer

#### 1.0 MEETING OPENED

The meeting commenced at 9:05am.

The Mayor, Cr Milligan as the Chairperson opened the meeting and welcomed all present. Pastor Marshall Muller led the meeting in prayer, following a minute's silence for those persons recently deceased.

#### 2.0 LEAVE OF ABSENCE

No Leave Of Absence.

#### 3.0 CONDOLENCES/GET WELL WISHES

3.1 Condolences/Get Well Wishes

Date: 06 November 2020

**Author:** Erin Carkeet, Governance Officer

**Responsible Officer:** Anna Hebron, Group Manager People and Business Performance

#### 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.

#### **RESOLUTION**

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

Moved By: Cr Holstein Seconded By: Cr Hagan

**Resolution Number: 20-24/0171** 

CARRIED 7/0

## 4.0 DECLARATION OF ANY PRESCRIBED CONFLICTS 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.

No declarations were made by Councillors or senior officers at this time.

#### 5.0 MAYORAL MINUTE

No Mayoral Minute.

#### 6.0 CONFIRMATION OF MINUTES

6.1 Confirmation of Ordinary Meeting Minutes 14 October 2020

Date: 06 November 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 14 October 2020 be taken as read and confirmed.

#### **RESOLUTION**

THAT the Minutes of the Ordinary Meeting of Lockyer Valley Regional Council held on Wednesday 14 October 2020 be taken as read and confirmed.

Moved By: Cr Hagan Seconded By: Cr Vela

**Resolution Number: 20-24/0172** 

CARRIED 7/0

#### 7.0 BUSINESS ARISING FROM MINUTES

No Business Arising from Minutes.

#### 8.0 COMMITTEE REPORTS

No Committee Reports.

#### 9.0 DEPUTATIONS/PRESENTATIONS

No Deputations/Presentations.

#### 10.0 EXECUTIVE OFFICE REPORTS

10.1 Early Payment Discount on Rates and Charges period increase

Date: 26 October 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 approval to extend the discount period for payment of the second rate levy of the 2020-2021 financial year.

#### Officer's Recommendation:

THAT under section 130(7) and (8) of the *Local Government Regulation 2012*, Council changes the discount date and the due date for payment for the second rate levy for the 2020-21 financial year to 45 days from issue date of the levy notice.

#### **RESOLUTION**

THAT under section 130(7) and (8) of the *Local Government Regulation 2012*, Council changes the discount date and the due date for payment for the second rate levy for the 2020-21 financial year to 45 days from issue date of the levy notice.

Moved By: Cr Holstein Seconded By: Cr Wilson

**Resolution Number: 20-24/0173** 

CARRIED 7/0

#### **Executive Summary**

The rate notices for the second levy of the 2020-2021 financial year will be issued in February 2021 and currently has a 30-day payment term from date of issue.

Due to the delay in postal services experienced in the first rate levy issue, to provide adequate time for rate payers to take advantage of the discount period and to save on administrative costs provided to assist rate payers regarding the extension of payment due date and allowing discount, it is recommended that for the second rates levy of the 2020-21 financial year Council amend the discount date and due date from 30 days to 45 days. The amended period will apply to all property owners.

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

Extension of the rates discount period from 30 days to 45 days will see a short delay in the projected cash inflows from the rate levy. This will be a minimal impact and can be safely managed in consideration of Council's current and projected cash balances.

#### **Corporate Plan**

#### **Corporate Plan Theme**

Lockyer Leadership and Council

#### Outcome

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

#### Consultation

#### **Internal Consultation**

Councillors were consulted throughout the first rate levy process.

#### **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

Section 130 of the *Local Government Regulation 2012* deals with the discount for prompt payment of rates and charges. While the original discount date timeframe of 30 days was set as part of the budget adoption resolutions, under Section 130(7) Council may by resolution change the discount period to end on a later day. If Council does this, then under Section 130(8) Council must also, by resolution, change the due date for payment to a later day that is no earlier than the new discount day.

The rate notices for the first levy of the 2020-2021 financial year were issued with a 30 days discount period, however with the delay in Australia post-delivery, a 2-week extension was given by Council resolution.

To provide adequate time for rate payers to take advantage of the discount period and to save on administrative costs provided to assist rate payers regarding the extension of payment due date and allowing discount, it is recommended that the second rates levy of the 2020-21 financial year the discount date and due date period is increased from 30 days to 45 days. The amended date will apply to all property owners.

#### **Legal Implications**

In accordance with Section 130 (7) of the *Local Government Regulation 2012* Council is required to pass a resolution to change the discount period to end on a later day.

#### **Policy Implications**

Section 130 of the *Local Government Regulation 2012* deals with the discount for prompt payment of rates and charges. While the original discount date time frame of 30 days was set as part of the

budget adoption resolutions, under Section 130(7) Council may by resolution change the discount period to end on a later day. If Council does this, then under Section 130(8) Council must also, by resolution, change the due date for payment to a later day that is no earlier than the new discount day.

#### **Risk Considerations**

Key Corporate Risk Code and Category: FE12

Key Corporate Risk Descriptor: Finance and Economic

Decision making governance, due diligence, accountability and

sustainability.

#### **Previous Council Resolutions**

Revenue Statement resolution number 20-24/0072

#### **Related Documentation**

Revenue Statement 2020-2021

#### **Critical Dates**

February 2021 – Issue date of the rate notice to be determined.

#### Implementation

Due date on the second-rate notice for the financial year will be 45 days from the date of issue.

#### **Attachments**

There are no attachments for this report.

10.2 Summary of Council Actual Financial Performance vs Budget - 31 October

2020

Date: 10 November 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 31 October 2020.

#### Officer's Recommendation:

THAT Council receive and note the Summary of Council Actual Financial Performance versus Budget to 31 October 2020.

#### **RESOLUTION**

THAT Council receive and note the Summary of Council Actual Financial Performance versus Budget to 31 October 2020.

Moved By: Cr Wilson Seconded By: Cr Vela

**Resolution Number: 20-24/0174** 

CARRIED 7/0

#### **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 31 October 2020.

At 31 October, revenues are slightly over target and expenditures are under target.

#### **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.

#### **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 31 October 2020.

#### Operating Revenue - Year to date target \$23.64 million Actual \$24.15 million or 102.13%

At 31 October 2020, overall operating revenue for the year to date is on target.

Rates and Utility Charges (Gross) under budget by \$0.05 million

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 92.54% of rates collected as at 6 November 2020.

Fees and Charges over budget by \$0.39 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, higher than expected income from plumbing and building fees and development assessment income.

Other Revenue over budget by \$0.17 million

Other Revenue is above budget due to the timing of rent income \$0.05 million, an insurance payment received for Plumbing \$0.03 million and waste disposal income of \$0.04 million.

#### Operating Expenditure - Year to date target \$17.53 million Actual \$16.73 million or 95.43%

At 31 October 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.

Goods and Services under budget by \$0.66 million

Goods and services are slightly under budget across several areas with the larger variances including fleet materials and services, environmental planning contractors \$0.09 million, civil operations materials and contractors \$0.08 million, facilities operational and utility expenses \$0.16 million. These

variances are mostly the result of timing differences. Offsetting these underspends is an overspend on waste disposal contracts, \$0.08 million, which is to be investigated for a possible budget amendment in the December budget review.

#### Capital Revenue – Year to date target \$0.90 million Actual \$0.97 million or 107.91%

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 \$0.06 million and for civil operations \$0.03 million. Council is currently holding \$4.62 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. 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.

#### Capital Expenditure – Year to date target \$4.37 million Actual \$3.45 million or 78.95%

At 31 October 2020, Council has expended \$3.45 million on its capital works program with a further \$6.25 million in committed costs for works currently in progress.

The main expenditure is \$3.30 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 31 October, Council had \$38.63 million in current assets compared to \$15.63 million in current liabilities with a ratio of 2.48:1. This means that for every dollar of current liability, there is \$2.47 in assets to cover it.

#### **Statement of Cash Flows**

The Statement of Cash Flows provides information on the amount of cash coming in and going out. As at 31 October, there has been a net cash inflow of \$8.64 million with \$8.42 million inflow from operating activities; and a net cash inflow of \$0.59 million received from investing activities including capital revenue and expenditure.

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 31 October, Council's cash balance was \$34.95 million. \$4.62 million of this cash balance is unexpended grants funds and is restricted to be spent in accordance with the terms of the grant.

#### **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 - October 2020 19 Pages

## LOCKYER VALLEY REGIONAL COUNCIL Operating Revenue and Expenditure Dashboard For the Period Ending 31st October, 2020

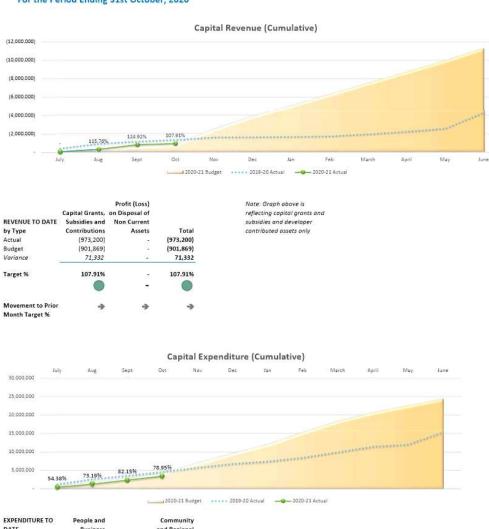


REVENUE TO DATE	Rates and Utility Charges		Charges and		Operating Grants and		Revenue - Contract/Reco	Other	Profit from	
by Type	(Gross)	Discount	Fees	Interest	Subisidies	and Donations	verable Works	Revenue	Investments	Total
Actual	(20,867,073)	896,745	(1,561,950)	(433,402)	(1,353,502)	(51,367)	(162,337)	(612,356)		(24,145,242)
Budget	(20,919,339)	836,500	(1,165,482)	(400,600)	(1,251,587)	(46,700)	(254,167)	(441,277)		(23,642,651)
Variance	(52,266)	(60,245)	396,468	32,802	101,915	4,667	(91,830)	171,080	-	502,591
Target %	99.75%	107.20%	134.02%	108.19%	108.14%	109.99%	63.87%	138.77%		102.13%
									-	
Movement to Prior Month Target %	>	*	•	•	•	>	Ψ	>	*	*



EXPENDITURE TO					
DATE		Goods and			
by Type	<b>Employee Costs</b>	Services	Finance Costs	Depreciation	Total
Actual	7,425,441	4,718,008	330,508	4,255,960	16,729,918
Budget	7,677,170	5,374,916	316,061	4,162,737	17,530,884
Variance	251,728	656,908	(14,447)	(93,223)	800,967
Target %	96.72%	87.78%	104.57%	102.24%	95.43%
Movement to Prior	->	Ψ	•	*	•





#### Lockyer Valley Regional Council (Whole Council) Statement of Comprehensive Income For the Period Ending October 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	20,867,073	20,919,339	52,266	0.25%
Discount	(1,673,000)	(896,745)	(836,500)	60,245	-7.20%
Charges and Fees	3,956,535	1,561,950	1,165,482	(396,468)	-34.02%
Interest	969,814	433,402	400,600	(32,802)	-8.19%
Operating Grants and Subisidies	8,731,117	1,353,502	1,251,587	(101,915)	-8.14%
Operating Contributions and Donations	476,700	51,367	46,700	(4,667)	-9.99%
Revenue - Contract/Recoverable Works	790,000	162,337	254,167	91,830	36.13%
Other Revenue	1,794,665	612,356	441,277	(171,080)	-38.77%
Profit from Investments	2,200,000				0.00%
Total Recurrent Revenue	58,908,576	24,145,242	23,642,651	(502,591)	-2.13%
Capital Revenue					
Capital Grants, Subsidies and Contributions	11,309,442	973,200	901,869	(71,332)	-7.91%
Total Revenue	70,218,018	25,118,442	24,544,520	(573,923)	-2.34%
Capital Income					0.00%
Total Income	70,218,018	25,118,442	24,544,520	(573,923)	-2.34%
Expenses					
Recurrent Expenses					
Employee Costs	25,065,558	7,425,441	7,677,170	251,728	3.28%
Goods and Services	17,925,058	4,718,008	5,374,916	656,908	12.22%
Finance costs	1,198,650	330,508	316,061	(14,447)	-4.57%
Depreciation	12,488,211	4,255,960	4,162,737	(93,223)	-2.24%
Total Recurrent Expenses	56,677,478	16,729,918	17,530,884	800,967	4.57%
Capital Expenses	224,000	-	-	-	0.00%
Total Expenses	56,901,478	16,729,918	17,530,884	800,967	4.57%
Net Recurrent Result/Operating Surplus/(Deficit)	2,231,097	7,415,325	6,111,767	(1,303,558)	-21.33%
NET RESULT AFTER CAPITAL ITEMS	13,316,540	8,388,525	7,013,635	(1,374,890)	-19.60%

## Lockyer Valley Regional Council (Executive Office) Statement of Comprehensive Income For Period Ending October 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	16,098,317	16,131,325	33,008	0.20
Discount	(1,493,000)	(794,937)	(746,500)	48,437	(6.49)
Charges and Fees	373,000	147,315	89,667	(57,648)	(64.29)
Interest	913,614	416,506	381,867	(34,639)	(9.07)
Operating Grants and Subisidies	3,320,200	389,284	389,284		-
Revenue - Contract/Recoverable Works	-	52	-	(52)	-
Other Revenue	970,000	239,342	201,333	(38,009)	(18.88)
Profit from Investments	2,200,000	-			
Total Recurrent Revenue	38,370,530	16,495,879	16,446,975	(48,904)	(0.30)
Capital Revenue					
		-			
Total Revenue	38,370,530	16,495,879	16,446,975	(48,904)	(0.30)
Capital Income	-	-	-	-	
Total Income	38,370,530	16,495,879	16,446,975	(48,904)	(0.30)
Expenses Recurrent Expenses					
Employee Costs	2,498,029	(101,057)	(26,889)	74,168	(275.83)
Goods and Services	896,236	250,491	269,520	19,029	7.06
Finance costs	299,418	101,703	84,694	(17,009)	(20.08)
Depreciation	10,841,594	3,692,191	3,613,865	(78,326)	(2.17)
Total Recurrent Expenses	14,535,278	3,943,328	3,941,190	(2,138)	(0.05)
Capital Expenses					
Total Expenses	14,535,278	3,943,328	3,941,190	(2,138)	(0.05)
Net Recurrent Result/Operating Surplus/(Deficit)	23,835,252	12,552,552	12,505,785	(46,766)	(0.37)
NET RESULT AFTER CAPITAL ITEMS	23,835,252	12,552,552	12,505,785	(46,766)	(0.37)

#### Lockyer Valley Regional Council (People and Business Performance) Statement of Comprehensive Income For Period Ending October 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	579,900	581,483	1,582	0.27
Charges and Fees		1,047		(1,047)	-
Interest	13,200	4,037	4,400	363	8.24
Operating Grants and Subisidies	384,818	98,789	96,500	(2,289)	(2.37)
Operating Contributions and Donations					-
Other Revenue	245,000	143,768	85,833	(57,935)	(67.50)
Total Recurrent Revenue	1,805,983	827,542	768,216	(59,326)	(7.72)
Capital Revenue					
Capital Grants, Subsidies and Contributions	53,000	25,260	6,667	(18,594)	(278.90)
Total Revenue	1,858,983	852,803	774,882	(77,920)	(10.06)
Capital Income	-	-	-	-	-
Total Income	1,858,983	852,803	774,882	(77,920)	(10.06)
Expenses					
Recurrent Expenses					
Employee Costs	5,568,489	2,108,124	1,886,579	(221,545)	(11.74)
Goods and Services	4,662,332	1,739,979	1,841,395	101,416	5.51
Finance costs	136,525	34,922	34,950	28	0.08
Depreciation	3,088	1,041	1,029	(11)	(1.09)
Total Recurrent Expenses	10,370,434	3,884,066	3,763,954	(120,113)	(3.19)
Capital Expenses		-		-	-
Total Expenses	10,370,434	3,884,066	3,763,954	(120,113)	(3.19)
Net Recurrent Result/Operating Surplus/(Deficit)	(8,564,451)	(3,056,524)	(2,995,738)	60,786	(2.03)
NET RESULT AFTER CAPITAL ITEMS	(8,511,451)	(3,031,264)	(2,989,071)	42,193	(1.41)

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

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	305,928	152,790	152,964	174	0.11
Charges and Fees	2,704,135	1,093,973	805,432	(288,542)	(35.82)
Interest		505	-	(505)	
Operating Grants and Subisidies	2,321,182	679,196	595,803	(83,393)	(14.00)
Operating Contributions and Donations	430,000				
Revenue - Contract/Recoverable Works		124	-	(124)	-
Other Revenue	151,785	42,445	19,400	(23,045)	(118.79)
Total Recurrent Revenue	5,913,030	1,969,033	1,573,599	(395,434)	(25.13)
Capital Revenue					
Capital Grants, Subsidies and Contributions		-			
Total Revenue	5,913,030	1,969,033	1,573,599	(395,434)	(25.13)
Capital Income	-	-	-	-	-
Total Income	5,913,030	1,969,033	1,573,599	(395,434)	(25.13)
Expenses					
Recurrent Expenses					
Employee Costs	7,171,211	2,526,467	2,488,099	(38,368)	(1.54)
Goods and Services	4,425,670	897,885	1,183,833	285,948	24.15
Finance costs	9,572	843	3,191	2,347	73.57
Depreciation	39,588	13,344	13,196	(148)	(1.12)
Total Recurrent Expenses	11,646,041	3,438,539	3,688,318	249,779	6.77
Capital Expenses					-
Total Expenses	11,646,041	3,438,539	3,688,318	249,779	6.77
Net Recurrent Result/Operating Surplus/(Deficit)	(5,733,010)	(1,469,506)	(2,114,719)	(645,213)	30.51
NET RESULT AFTER CAPITAL ITEMS	(5,733,010)	(1,469,506)	(2,114,719)	(645,213)	30.51

#### Lockyer Valley Regional Council (Infrastructure) Statement of Comprehensive Income For Period Ending October 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	4,036,066	4,053,568	17,502	0.43
Discount	(180,000)	(101,808)	(90,000)	11,808	(13.12)
Charges and Fees	879,400	319,615	270,383	(49,231)	(18.21)
Interest	43,000	12,353	14,333	1,980	13.81
Operating Grants and Subisidies	2,704,917	186,233	170,000	(16,233)	(9.55)
Operating Contributions and Donations	46,700	51,367	46,700	(4,667)	(9.99)
Revenue - Contract/Recoverable Works	790,000	162,161	254,167	92,006	36.20
Other Revenue	427,880	186,802	134,710	(52,091)	(38.67)
Total Recurrent Revenue	12,819,032	4,852,788	4,853,861	1,073	0.02
Capital Revenue					
Capital Grants, Subsidies and Contributions	11,256,442	947,940	895,202	(52,738)	(5.89)
Total Revenue	24,075,474	5,800,728	5,749,063	(51,665)	(0.90)
Capital Income		-	-		-
Total Income	24,075,474	5,800,728	5,749,063	(51,665)	(0.90)
Expenses					
Recurrent Expenses					
Employee Costs	9,417,989	2,890,704	3,192,768	302,064	9.46
Goods and Services	7,940,821	1,829,647	2,080,168	250,521	12.04
Finance costs	753,135	193,040	193,227	187	0.10
Depreciation	1,603,941	549,385	534,647	(14,738)	(2.76)
Total Recurrent Expenses	19,715,885	5,462,776	6,000,809	538,034	8.97
Capital Expenses	224,000				
Total Expenses	19,939,885	5,462,776	6,000,809	538,034	8.97
Net Recurrent Result/Operating Surplus/(Deficit)	(6,896,853)	(609,988)	(1,146,948)	(536,961)	46.82
NET RESULT AFTER CAPITAL ITEMS	4,135,589	337,952	(251,746)	(589,699)	234.24

#### LOCKYER VALLEY REGIONAL COUNCIL Statement of Cash Flows For the Period Ending 31 October, 2020

Cash flows from operating activities:Receipts58,288,90026,521,748Dividend receivedInterest received969,810433,402PaymentsPayments(47,576,810)(18,256,600)Interest expense(1,085,160)(278,761)Net cash inflow (outflow) from operating activitiesCash flows from investing activities:Cash flows from investing activities:Capital grants, subsidies and contributions11,309,4403,548,451Payments for property, plant and equipment(24,309,590)(3,420,526)Payments for investment propertyNet transfer (to) from cash investments785,400-Proceeds from sale of property plant and equipment368,000459,366Net cash inflow (outflow) from investing activitiesCash flows from financing activities:Repayment of borrowings(1,509,260)(369,844)Proceeds from borrowings(1,509,250)(369,844)Net cash inflow (outflow) from financing activities(1,509,250)8,637,236Net increase (decrease) in cash and cash equivalents held(2,759,260)8,637,236Cash and cash equivalents at beginning of the financial year26,309,00026,310,015Cash and cash equivalents at end of the financial year23,549,74034,947,251		2020-2021 Annual Budget	2020-2021 YTD Actuals
Receipts from customers         58,288,900         26,521,748           Dividend received         -         -           Interest received         969,810         433,402           Payments           Payments to suppliers and employees         (47,576,810)         (18,256,600)           Interest expense         (1,085,160)         (278,761)           Net cash inflow (outflow) from operating activities:           Capital grants, subsidies and contributions         11,309,440         3,548,451           Payments for property, plant and equipment         (24,309,590)         (3,420,526)           Payments for investment property         -         -         -           Net transfer (to) from cash investments         785,400         -         -           Proceeds from sale of property plant and equipment         368,000         459,366           Net cash inflow (outflow) from investing activities         (11,846,750)         587,291           Cash flows from financing activities:         (1,509,260)         (369,844)           Proceeds from borrowings         (1,509,250)         (369,844)           Net cash inflow (outflow) from financing activities         (1,509,250)         (369,844)           Net cash inflow (outflow) from financing activities         (2,759,260)         8,637			
Dividend received 969,810 433,402  Payments Payments to suppliers and employees (47,576,810) (18,256,600) Interest expense (1,085,160) (278,761)  Net cash inflow (outflow) from operating activities 10,596,740 8,419,789  Cash flows from investing activities: Capital grants, subsidies and contributions 11,309,440 3,548,451 Payments for property, plant and equipment (24,309,590) (3,420,526) Payments for investment property	·		
Interest received 969,810 433,402  Payments Payments to suppliers and employees (47,576,810) (18,256,600) Interest expense (1,085,160) (278,761)  Net cash inflow (outflow) from operating activities 10,596,740 8,419,789  Cash flows from investing activities:  Capital grants, subsidies and contributions 11,309,440 3,548,451 Payments for property, plant and equipment (24,309,590) (3,420,526) Payments for investment property Net transfer (to) from cash investments 785,400 Proceeds from sale of property plant and equipment 368,000 459,366  Net cash inflow (outflow) from investing activities (11,846,750) 587,291  Cash flows from financing activities:  Repayment of borrowings (1,509,260) (369,844) Proceeds from borrowings (1,509,250) (369,844)  Net increase (decrease) in cash and cash equivalents held (2,759,260) 8,637,236  Cash and cash equivalents at beginning of the financial year 26,309,000 26,310,015	·	58,288,900	26,521,748
Payments Payments to suppliers and employees (47,576,810) (18,256,600) Interest expense (1,085,160) (278,761)  Net cash inflow (outflow) from operating activities 10,596,740 8,419,789  Cash flows from investing activities: Capital grants, subsidies and contributions 11,309,440 3,548,451 Payments for property, plant and equipment (24,309,590) (3,420,526) Payments for investment property		-	-
Payments to suppliers and employees (47,576,810) (18,256,600) Interest expense (1,085,160) (278,761)  Net cash inflow (outflow) from operating activities 10,596,740 8,419,789  Cash flows from investing activities:  Capital grants, subsidies and contributions 11,309,440 3,548,451 Payments for property, plant and equipment (24,309,590) (3,420,526) Payments for investment property Net transfer (to) from cash investments 785,400 Proceeds from sale of property plant and equipment 368,000 459,366  Net cash inflow (outflow) from investing activities (11,846,750) 587,291  Cash flows from financing activities:  Repayment of borrowings (1,509,260) (369,844) Proceeds from borrowings (1,509,250) (369,844)  Net cash inflow (outflow) from financing activities (1,509,250) (369,844)  Net increase (decrease) in cash and cash equivalents held (2,759,260) 8,637,236  Cash and cash equivalents at beginning of the financial year 26,309,000 26,310,015	Interest received	969,810	433,402
Interest expense (1,085,160) (278,761)  Net cash inflow (outflow) from operating activities 10,596,740 8,419,789  Cash flows from investing activities: Capital grants, subsidies and contributions 11,309,440 3,548,451 Payments for property, plant and equipment (24,309,590) (3,420,526) Payments for investment property Net transfer (to) from cash investments 785,400 Proceeds from sale of property plant and equipment 368,000 459,366  Net cash inflow (outflow) from investing activities (11,846,750) 587,291  Cash flows from financing activities: Repayment of borrowings (1,509,260) (369,844) Proceeds from borrowings (1,509,250) (369,844)  Net cash inflow (outflow) from financing activities (1,509,250) (369,844)  Net increase (decrease) in cash and cash equivalents held (2,759,260) 8,637,236  Cash and cash equivalents at beginning of the financial year 26,309,000 26,310,015	Payments		
Net cash inflow (outflow) from operating activities10,596,7408,419,789Cash flows from investing activities:11,309,4403,548,451Capital grants, subsidies and contributions11,309,4403,548,451Payments for property, plant and equipment(24,309,590)(3,420,526)Payments for investment propertyNet transfer (to) from cash investments785,400-Proceeds from sale of property plant and equipment368,000459,366Net cash inflow (outflow) from investing activities(11,846,750)587,291Cash flows from financing activities:(1,509,260)(369,844)Proceeds from borrowings(1,509,260)(369,844)Net cash inflow (outflow) from financing activities(1,509,250)(369,844)Net increase (decrease) in cash and cash equivalents held(2,759,260)8,637,236Cash and cash equivalents at beginning of the financial year26,309,00026,310,015	Payments to suppliers and employees	(47,576,810)	(18,256,600)
Cash flows from investing activities:Capital grants, subsidies and contributions11,309,4403,548,451Payments for property, plant and equipment(24,309,590)(3,420,526)Payments for investment propertyNet transfer (to) from cash investments785,400-Proceeds from sale of property plant and equipment368,000459,366Net cash inflow (outflow) from investing activities(11,846,750)587,291Cash flows from financing activities:(1,509,260)(369,844)Proceeds from borrowingsNet cash inflow (outflow) from financing activities(1,509,250)(369,844)Net cash inflow (outflow) from financing activities(1,509,250)(369,844)Net increase (decrease) in cash and cash equivalents held(2,759,260)8,637,236Cash and cash equivalents at beginning of the financial year26,309,00026,310,015	Interest expense	(1,085,160)	(278,761)
Capital grants, subsidies and contributions Payments for property, plant and equipment Payments for investment property Payments for investment property Net transfer (to) from cash investments Proceeds from sale of property plant and equipment Proceeds from sale of property plant and equipment  Cash inflow (outflow) from investing activities  Cash flows from financing activities: Repayment of borrowings Proceeds from borrowings Proceeds from borrowings (1,509,260)  Net cash inflow (outflow) from financing activities  Net cash inflow (outflow) from financing activities  Net cash inflow (outflow) from financing activities  (2,759,260)  Repayment of Cash and cash equivalents held (2,759,260)  Refay,236  Cash and cash equivalents at beginning of the financial year  26,309,000  26,310,015	Net cash inflow (outflow) from operating activities	10,596,740	8,419,789
Capital grants, subsidies and contributions Payments for property, plant and equipment Payments for investment property Payments for investment property Net transfer (to) from cash investments Proceeds from sale of property plant and equipment Proceeds from sale of property plant and equipment  Cash inflow (outflow) from investing activities  Cash flows from financing activities: Repayment of borrowings Proceeds from borrowings Proceeds from borrowings (1,509,260)  Net cash inflow (outflow) from financing activities  Net cash inflow (outflow) from financing activities  Net cash inflow (outflow) from financing activities  (2,759,260)  Repayment of Cash and cash equivalents held (2,759,260)  Refay,236  Cash and cash equivalents at beginning of the financial year  26,309,000  26,310,015	Cook flows from investing activities		
Payments for property, plant and equipment (24,309,590) (3,420,526) Payments for investment property Net transfer (to) from cash investments 785,400 Proceeds from sale of property plant and equipment 368,000 459,366  Net cash inflow (outflow) from investing activities (11,846,750) 587,291  Cash flows from financing activities: Repayment of borrowings (1,509,260) (369,844) Proceeds from borrowings Net cash inflow (outflow) from financing activities (1,509,250) (369,844)  Net increase (decrease) in cash and cash equivalents held (2,759,260) 8,637,236  Cash and cash equivalents at beginning of the financial year 26,309,000 26,310,015		11 200 440	2 540 451
Payments for investment property Net transfer (to) from cash investments Proceeds from sale of property plant and equipment  Net cash inflow (outflow) from investing activities  Cash flows from financing activities: Repayment of borrowings Proceeds from borrowings Proceeds from borrowings (1,509,260) Proceeds from borrowings (1,509,250)  Net cash inflow (outflow) from financing activities  (1,509,250)  Net increase (decrease) in cash and cash equivalents held (2,759,260)  Cash and cash equivalents at beginning of the financial year  26,309,000  26,310,015			, ,
Net transfer (to) from cash investments Proceeds from sale of property plant and equipment  Net cash inflow (outflow) from investing activities  (11,846,750)  S87,291  Cash flows from financing activities: Repayment of borrowings Proceeds from borrowings (1,509,260) Proceeds from borrowings (1,509,250)  Net cash inflow (outflow) from financing activities  (1,509,250)  Net increase (decrease) in cash and cash equivalents held (2,759,260)  R637,236  Cash and cash equivalents at beginning of the financial year  26,309,000  26,310,015	, , , , , , , , , , , , , , , , , , , ,	(24,309,390)	(3,420,326)
Proceeds from sale of property plant and equipment 368,000 459,366  Net cash inflow (outflow) from investing activities (11,846,750) 587,291  Cash flows from financing activities:  Repayment of borrowings (1,509,260) (369,844)  Proceeds from borrowings  Net cash inflow (outflow) from financing activities (1,509,250) (369,844)  Net increase (decrease) in cash and cash equivalents held (2,759,260) 8,637,236  Cash and cash equivalents at beginning of the financial year 26,309,000 26,310,015		785 400	-
Net cash inflow (outflow) from investing activities (11,846,750) 587,291  Cash flows from financing activities:  Repayment of borrowings (1,509,260) (369,844)  Proceeds from borrowings  Net cash inflow (outflow) from financing activities (1,509,250) (369,844)  Net increase (decrease) in cash and cash equivalents held (2,759,260) 8,637,236  Cash and cash equivalents at beginning of the financial year 26,309,000 26,310,015		*	450.266
Cash flows from financing activities:  Repayment of borrowings (1,509,260) (369,844)  Proceeds from borrowings (1,509,250) (369,844)  Net cash inflow (outflow) from financing activities (1,509,250) (369,844)  Net increase (decrease) in cash and cash equivalents held (2,759,260) 8,637,236  Cash and cash equivalents at beginning of the financial year 26,309,000 26,310,015	Proceeds from sale of property plant and equipment	308,000	459,300
Repayment of borrowings (1,509,260) (369,844) Proceeds from borrowings  Net cash inflow (outflow) from financing activities (1,509,250) (369,844)  Net increase (decrease) in cash and cash equivalents held (2,759,260) 8,637,236  Cash and cash equivalents at beginning of the financial year 26,309,000 26,310,015	Net cash inflow (outflow) from investing activities	(11,846,750)	587,291
Repayment of borrowings (1,509,260) (369,844) Proceeds from borrowings  Net cash inflow (outflow) from financing activities (1,509,250) (369,844)  Net increase (decrease) in cash and cash equivalents held (2,759,260) 8,637,236  Cash and cash equivalents at beginning of the financial year 26,309,000 26,310,015	Cash flows from financing activities:		
Proceeds from borrowings		(1,509,260)	(369,844)
Net increase (decrease) in cash and cash equivalents held (2,759,260) 8,637,236  Cash and cash equivalents at beginning of the financial year 26,309,000 26,310,015	Proceeds from borrowings	-	-
Cash and cash equivalents at beginning of the financial year 26,309,000 26,310,015	Net cash inflow (outflow) from financing activities	(1,509,250)	(369,844)
	Net increase (decrease) in cash and cash equivalents held	(2,759,260)	8,637,236
Cash and cash equivalents at end of the financial year 23,549,740 34,947,251	Cash and cash equivalents at beginning of the financial year	26,309,000	26,310,015
	Cash and cash equivalents at end of the financial year	23,549,740	34,947,251

# LOCKYER VALLEY REGIONAL COUNCIL STATEMENT OF FINANCIAL POSITION As at 31 October, 2020

	2020-2021 Annual Budget	2020-2021 YTD Actual
Current Assets		
Cash assets and cash equivalents	23,549,740	28,347,251
Cash investments	- "	6,600,000
Trade and other receivables	3,669,960	3,075,813
Inventories	295,000	334,647
Contract Receivable		116,447
Non-current assets classified as held for sale		151,550
Total Current Assets	27,514,700	38,625,709
Non Current Assets		
Trade and other receivables	14,735,000	14,734,969
Equity investments	33,470,600	32,055,505
Investment properties	2,110,000	2,110,000
Property, plant and equipment	559,115,020	548,248,291
Intangible assets	6,409,360	4,783,192
Total Non Current Assets	615,839,980	601,931,957
TOTAL ASSETS	643,354,680	640,557,666
Current Liabilites		
Trade and other payables	4,458,030	1,306,009
Provisions	8,625,410	8,566,032
Borrowings	1,584,050	1,135,762
Contract Liability Grants	-	4,623,631
Total Current Liabilities	14,667,490	15,631,435
Non Current Liabilities		
Provisions	30,216,780	29,797,010
Borrowings	19,982,690	21,570,167
Total Non Current Liabilities	50,199,470	51,367,177
TOTAL LIABILITIES	64,866,960	66,998,612
NET COMMUNITY ASSETS	578,487,720	573,559,053
Community Equity		
Retained surplus (deficiency)	399,264,623	387,846,867
Asset revaluation surplus	176,992,000	176,990,877
Reserves	- · · · · · · · · · · · · · · · · · · ·	1,305,984
Current Surplus/(Deficit)	2,231,097	7,415,325
TOTAL COMMUNITY EQUITY	578,487,720	573,559,053

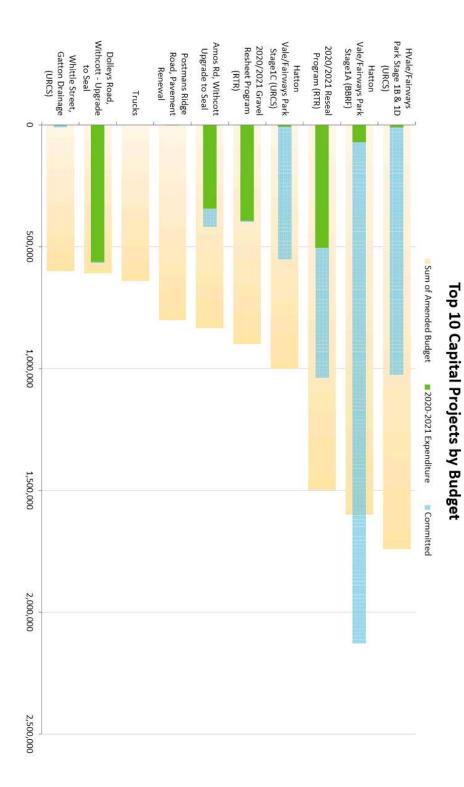
#### LOCKYER VALLEY REGIONAL COUNCIL CAPITAL WORKS DETAIL 31 October, 2020

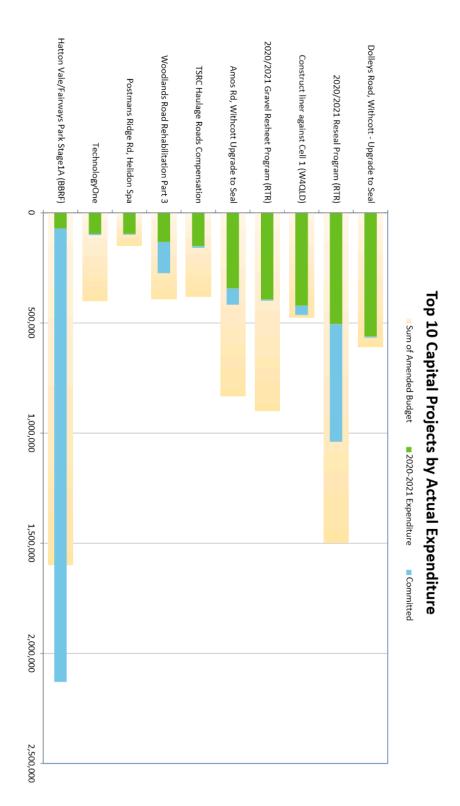
	2020-2021 Budget	2020-2021 Expenditure	Committed	2020-2021 Expenditure (including Committed)	Remaining Budget (including Committed)
Community and Regional Prosperity			331111111111	,	,
Pest Management					
Community Wellbeing Projects	5.000				F 00
Pest Management Compound Improvements	5,000	0	0	0	5,00
Community Wellbeing Projects Total	5,000	0	0	0	5,00
Regional Development Regional Developments Projects					
Entry Statements	60.000	0	0	0	60.00
Regional Developments Projects Total	60,000	0	0	0	60,00
Growth & Policy					
Growth and Policy Projects					
Cooper St Mitigation	7,730	0	7,728	7,728	
Engineering (not inc in expert report)	120,000	0	0	0	120,00
Evacuation Planning (NDRP)	76,284	0	91,284	91,284	-15,00
Flood Mapping and Modelling L'yer Catchm	10,000	7,500	17,500	25,000	-15,00
Flood Modelling - Laidley Local (NDRP)	400.070	40.000	3,440	3,440	-3,44
Flood Modelling - Laidley Reg Ph1 (NDRP)	108,870	10,860	78,010	88,870	20,00
Floor Survey Contract (NDRP)	60,000 69,000	0	0	0	60,00 69,00
Laidley Reg Update Model & Mitigation	43,080	0	33,830	33,830	9,2
Landuse Planning (NDRP) LGIP Prepare Infrastructure Plan	35,000	2,550	6,854	9,404	25,59
Local Flood Plain Mngmt Plan 2/2 (NDRP)	108,700	2,330	99,354	99,354	9,3
Lockyer Creek Hydrology PJ 1/2 (NDRP)	20,100	10.985	9,178	20,163	-(
Lockyer Creek Hydrology PJ 2/2 (NDRP)	154,620	-10,985	99,236	88,251	66,30
Planning Scheme Revision LVRC	15,050	0	8,333	8,333	6,7
Tenthill DM Study	55,000	ő	0	0	55.00
Growth and Policy Projects Total	883,434	20,910	454,746	475,656	407,7
Community and Regional Prosperity Total	948,434	20,910	454,746	475,656	472,7
Culvert Renewal Programme 2020/2021 Culvert Renewal Program Summerholm Rd, Summerholm (TIDS)	225,000 6,052	473 6,052	640 0	1,113 6,052	223,88
Culvert Renewal Programme Total	231,052	6,525	640	7,165	223,88
Footpath Renewal Programme	_		_		
2019/2020 Footpath Renewal Program	0	90	0	90	-(
Patrick St,Laidley Footpath Renewal(DCP)	175,250	2,834	216,562	219,396	-44,14
Footpath Renewal Programme Total	175,250	2,924	216,562	219,486	-44,2
Gravel Resheet Programme 2019/2020 Gravel Resheeting Program	0	0	3,783	3,783	-3,78
2020/2021 Gravel Resheet Program (RTR)	900.000	393,835	4,988	398,824	501.1
Gravel Resheet Programme Total	900,000	393,835	8,771	402,607	497,39
Kerb & Channel Renewal Programme		,	-,	,	,.
2020/2021 Kerb & Channel Renewal Program	100,000	0	0	0	100,00
Kerb & Channel Renewal Programme Total	100,000	0	0	0	100,00
Pavement Renewal Programme					
Belmore Drive, Withcott	0	-392	0	-392	39
Brightview Road Rehabilitation (TIDS)	360,000	4,833	15,000	19,833	340,10
Flagstone Creek Rd Rehabilitation (TIDS)	540,000 70,000	18,427 0	900 734	19,327 734	520,67 69,20
Goos Road, Gatton - Pavement Rehab Head Street, Laidley Design and Construc	28,000	0	7.34	7.54	28.00
Postmans Ridge Rd, Helidon Spa	150,000	96,147	3,292	99,439	50,50
Postmans Ridge Road, Pavement Renewal	800,000	1,165	150	1,315	798,6
	262,500	3,842	0	3,842	258,6
Summernoim Road Renabilitation (1105)	2,210,500	124,022	20,076	144,097	2,066,40
Summerholm Road Rehabilitation (TIDS)  Pavement Renewal Programme Total		,			, ,
			1,906	15,829	277,1
Pavement Renewal Programme Total	293,000	13,923			
Pavement Renewal Programme Total Pavement Widening Programme Lake Clarendon Way Widening (TIDS) Woodlands Road Rehabilitation Part 3	293,000 392,000	133,065	140,718	273,783	118,2
Pavement Renewal Programme Total Pavement Widening Programme Lake Clarendon Way Widening (TIDS) Woodlands Road Rehabilitation Part 3 Pavement Widening Programme Total	293,000				118,2
Pavement Renewal Programme Total Pavement Widening Programme Lake Clarendon Way Widening (TIDS) Woodlands Road Rehabilitation Part 3 Pavement Widening Programme Total Seal Renewal Programme	293,000 392,000 685,000	133,065 146,989	140,718 142,624	273,783 289,612	118,2 395,3
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)	293,000 392,000 685,000	133,065 146,989 0	140,718 142,624 616	273,783 289,612 616	118,2 395,3 -6
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)	293,000 392,000 685,000 0 1,500,000	133,065 146,989 0 505,209	140,718 142,624 616 533,791	273,783 289,612 616 1,039,000	118,2 395,3 -6 461,0
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	293,000 392,000 685,000	133,065 146,989 0	140,718 142,624 616	273,783 289,612 616	118,2 395,3 -6 461,0 460,3
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)	293,000 392,000 685,000 0 1,500,000	133,065 146,989 0 505,209	140,718 142,624 616 533,791	273,783 289,612 616 1,039,000	118,2 395,3 -6 461,0

Seal Koad Ungerhal Programme Total   1,522,000   905,669   76,887   984,356   537,444   589,84   Lines Renewal Programme   2019 2020 Signs and Lines Projects   4,0000   2,592   510   3,102   36,388   589,84   Lines Renewal Programme Total   40,0000   5,222   510   5,732   34,258   36,389						
Dollays Road, Writect Upgrade to Seal				C	Expenditure (including	Budget (including
Twisties Rd. Heldoos Spa Upgrade Seal Road Upgrade Programme Total Signs & Lines Renewal Programme 2010/2003 open at Lines Princets 2020/2001 - Syn and Lines 2020/2002 - S	Dolleys Road, Withcott - Upgrade to Seal					
Sael Noad Ungered Programme Total   1,522,000   905.669   78.887   984.356   537.544   558.06   537.544   558.06   548						20,000
201912020 Signs and Lines Projects		1,522,000	905,669	78,687	984,356	537,644
2020/2021 - Sign and Lines	Signs & Lines Renewal Programme					
Signs & Lines Renewal Programme Total   40,000   5,222   510   5,732   34,258						
Stormwater Renewal Programme   Nation   100,000   0   0   100,00	_					
Ralaway St. Helidon - Stomwater (URCS)		40,000	5,222	510	5,732	34,268
Urban Stormwater dann intel protection	· ·	100 000	0	0	0	100 000
Whitle Street, Carton Drahage (URCS)   600,000   2,190   8,200   10,394   589,151					-	
Stormwater Renewal Programme Total   700,000   2,646   8,200   10,846   689,154   7386   Management Renewal Program   5,000   0   0   0   5,000   1,				-		589,610
Trafek Management Renewal Programm   5,000		700,000	2,646	8,200	10,846	689,154
Traffic Management Renewal Programme Total	Traffic Management Renewal Programme					
Blanchiver Road/Undein Road/ Whiteott   8,791   481   1,329   1,810   6,981				-	-	
Blanchview Road/O'Neis Road, Withcott   0   4   4   4.		5,000	0	0	0	5,000
Blenheim Hall Blenheim   8,791		0		0		
Cooper's Lidely - Drainage Stage 1						6 Q81
Cooper St, Laidley - Drainage Stage 1   242,000						
Cycle Network Catton (PCNP)						
Davson Phippe Carpark						
East Egypt Road, Mount Whitestone   80,000   4,846   21,584   25,430   53,570   Flagstone Cr Rd/Hart Rd/Carpend (HVSPP)   10,000   0   0   0   10,000   Flagstone Cr Rd/Hart Rd/Carpend (HVSPP)   10,000   0   0   0   0   0   10,000   Fluture Design Works 2021/2022   60,000   0   0   0   0   60,000   Gatton CBD Disability Parking   67,500   0   0   0   0   67,500   Gatton CBD Disability Parking   67,500   0   0   0   0   0   0   0   0   Gehrika/Rons Rd Lighting (supplement BS)   15,000   12,595   0   12,595   2,405   GranthamScrub Rd/CaranhamWhwiti (HVSPP)   10,000   0   0   0   0   10,000   Hatton Vale School Parking Improvements   20,000   7,586   307   7,893   12,107   Laidley LED Street Lighting (LGGSP)   229,534   2,177   17,000   19,177   210,357   Laidley LED Street Lighting (LGGSP)   229,534   2,177   17,000   13,177   20,357   Laidley LED Street Lighting (LGGSP)   303,000   469   0   469   302,531   Maroske Road, Plainaland Turn Around   35,000   26,127   0   26,127   0   28,127   8,873   Murphys Creek Road - Footpath (IMCD)   10,000   0   0   0   0   0   0   Old Callege Road, Gatton Footpath (ITDS)   0   1,282   0   1,282   1,282   Murphys Creek Road - Footpath (ITDS)   0   1,282   0   1,282   1,282   Murphys Creek Road - Footpath (ITDS)   0   1,282   0   1,282   1,282   Murphys Creek Road - Footpath (ITDS)   0   0   0   0   0   0   0   0   Old Callege Road, Gatton Footpath (IMCDL)   19,550   912   0   912   18,588   Rallways crossings safely improvements   0   0   0   0   0   0   0   0   0				2,133	2,133	-2,133
Flagstone Cr Rd/Hattz Rd/Carpend HVSPP  10,000		80,000	4,846	21,584	26,430	53,570
Flagstone Crt. ackypr Cr Rd (HVSPP)	Fairway Dr,Kensington Gr Footpath (DCP)	290,000	4,377	191,421	195,797	94,203
Future Design Works 2021/2022   60,000   0   0   60,000   0   67,500   Gatton CBD Disability Parking   67,500   0   0   0   67,500   Gatton industrial Estate (kVSPP)   10,000   0   0   0   0,000   0   0   0,000   0	Flagstone Cr Rd/Hartz Rd/Carpend (HVSPP)		-	-	-	10,000
Gatton CBD Disability Parking Gatton Industrial Estate (HVSPP) Gatton Industrial Estate (HVSPP) 10,000 10,000 12,595 10,000 12,595 10,000 12,595 10,000 10,0						10,000
Gathte industrial Estate (HVSPP) Gathter/Rons Rd Lighting (supplement BS) GranthamScrub Rd/Grantham/Wnwill (HVSPP) Hatton Vale School Parking improvements 0						
GentherRons Rd Lighting (supplement BS)						
GranthamScrub Rd/GranthamWinwill (HVSPP) Hatton Valo School Parking Improvement Laidley Hospital Disability Improvement Laidley Hospital Disability Improvement Laidley Hospital Disability Improvement Laidley LED Street Lighting (LGGSP) Laidley LED Street Lighting (LGGSP) Laidley LED Street Lighting (URCS) Lake Apex Park, Gatton Footpath (W40LD) LSHS Highview AV, Gatton Car Park(STIP) John Maroske Road, Plainaind Turn Around John Maroske Road, Plainaind Turn Around John Maroske Road, Plainaind Turn Around John Murphys Creek Road - Footpath (LRCI) John Murphys Creek Road - Footpath (MADLD) John Murphys Creek Road - Footpath (M			-			
Halton Vale School Parking Improvement						
Laidley Hospital Disability improvement Laidley LED Street Lighting (LGSSP) Laidley LED Street Lighting (LGSP) Laidley LED Street Lighting (LGPSP) Laidley LED Street Lighting (LG					-	-5
Laidley LED Street Lighting (LGGSP) Laidley LED Street Lighting (URCS) Lake Apex Park, Gatton Footpath (W4QLD) LSFIS Highview AV, Gatton Car Park(STIP) Maroske Road, Plainhald Turn Around S5,000 2,710 LDSHS Highview AV, Gatton Car Park(STIP) Maroske Road, Plainhald Turn Around S5,000 26,127 0 26,127	_ ·	20.000	-		_	12.107
Lake Apex Park, Gatton Footpath (W4QLD) Lake Apex Park, Gatton Footpath (W4QLD) LDSHS Highview Av, Gatton Car Park(STIP)  Maroske Road, Plainahid Turn Around 35,000 2,710 Murphys Creek Road - Footpath (LRCI) Murphys Creek Road footpath (TIDS) 0 1,282 0 1,282 0 1,282 0 1,282 1,282 Nemeyer Rd, HVale - S Contribution 0 100,000 Old College Road, Gatton Footpath(W4QLD) 19,500 0 1,282 0 1,282 1,282 0 1,282 1,282 0 1,282 1,282 0 1,282 1,282 0 1,282 1,282 0 1,282 1,282 1,282 0 1,282 1,282 1,282 0 1,282 1,282 1,282 0 1,282 1,282 0 1,282 1,282 0 1,282 1,282 0 1,282 1,282 0 1,282 1,282 0 1,282 1,282 0 1,282 1,282 0 1,282 1,282 0 1,282 1,282 1,282 0 0,000 Old College Road, Gatton Footpath(W4QLD) 19,500 912 0 912 18,588 Railway crossings safety improvements 20,000 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0						210,357
LDSHS Highview Av, Gatton Car Park(STIP)   303,000   469   0   469   302,531		105,000	304	0	304	104,696
Maroske Road, Plainalnd Turn Around   35,000   26,127   0   26,127   8,873   Murphys Creek Road - Footpath (LRCI)   200,000   4,613   2,740   7,353   192,647   Murphys Creek Road - Footpath (LRCI)   0   1,282   0   1,282   1,282   1,282   Niemeyer Rd, HY-Vale - S Contribution   100,000   0   0   0   100,000   0   0   0   100,000   0   0   0   100,000   0   0   0   0   100,000   0   0   0   0   0   0   0   0	Lake Apex Park, Gatton Footpath (W4QLD)					
Murphys Creek Road - Footpath (LRCI)						
Murphys Creek Road footpath (TIDS)				-		
Niemeyer Rd, H'Vale - \$ Contribution						
Old College Road, Gatton Footpath(W4QLD)						
Railway crossings safety improvements						
Safe Schools Project (TIDS)						
Spa Water Road, Blanchview (BS)   343,000   17,306   0   17,306   325,694				-		
TSRC Haulage Roads Compensation Vehicle Activated Signs Bases Various Vandin Road, Withcott - Table Drains 60,000 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0			17,306	0	17,306	325,694
Wandin Road, Withcott - Table Drains		381,000	151,375	7,555	158,930	222,069
William Street, Gatton Foothpath (W4QLD)         95,500         4,104         0         4,104         91,396           Woodlands Rd & Rangeview Drive (BS)         130,500         4,760         0         4,760         125,740           Other Infrastructure Projects Total         3,017,320         285,198         251,950         537,148         2,480,172           Floodway Renewal Programme         10,000         0         0         0         10,000           Floodway Renewal Programme Total         10,000         0         0         0         10,000           Asphalt Resheet Programme         360,079         2,276         0         2,276         357,803           Asphalt Resheet Programme Total         360,079         2,276         0         2,276         357,803           Bridge Renewal Programme Total         218,000         0         0         0         218,000           Bridge Renewal Programme Total         218,000         0         0         0         218,000           Bridge Renewal Programme Total         218,000         0         0         0         218,000           Facilities         5         4,236         33,495         56,505           Corrective Electrical Upgrades         27,500         0	Vehicle Activated Signs Bases Various					17,995
Woodlands Rd & Rangeview Drive (BS)				-		
Other Infrastructure Projects Total   3,017,320   285,198   251,950   537,148   2,480,172						
Floodway Renewal Programme   10,000						
2020/2021 Floodway Renewal Programme   10,000   0   0   0   10,000		3,017,320	205, 190	251,950	537,140	2,400,172
Floodway Renewal Programme Total		10 000	0	n	0	10 000
Asphalt Resheet Programme   360,079   2,276   0   2,276   357,803						
2020/2021 Asphalt Resheet Program (LRCI)   360,079   2,276   0   2,276   357,803		10,000	Ů			10,000
Bridge Renewal Programme   218,000   0   0   0   218,000		360,079	2,276	0	2,276	357,803
Cran Bridge Deck Renewal (BRP)         218,000         0         0         0         218,000           Bridge Renewal Programme Total         218,000         0         0         0         218,000           Facilities Projects           Bore Assessments (DRFA)         90,000         29,259         4,236         33,495         56,505           Community Facilities Work Packages         27,500         0         0         0         27,500           Corrective Electrical Upgrades         40,000         0         3,218         3,218         36,782           Das Neumann Haus Stair Alteration Design         94,000         4,605         9,620         14,225         79,775           Gatton Admin Biding Sewer Rectification         0         93         0         93         -93           Gatton S'Hall Compliance Upgrade (BBRF)         523,645         4,103         31,905         36,008         487,637           Gatton S'Grounds Horse Area (W4QLD)         20,000         411         0         411         19,589	Asphalt Resheet Programme Total	360,079	2,276	0	2,276	357,803
Bridge Renewal Programme Total   218,000   0   0   0   218,000	Bridge Renewal Programme					
Facilities   Fac	Cran Bridge Deck Renewal (BRP)					218,000
Facilities Projects   90,000   29,259   4,236   33,495   56,505		218,000	0	0	0	218,000
Bore Assessments (DRFA)   90,000   29,259   4,236   33,495   56,505						
Community Facilities         Vork Packages         27,500         0         0         27,500           Corrective Electrical Upgrades         40,000         0         3,218         3,218         36,782           Das Neumann Haus Stair Alteration Design         94,000         4,605         9,620         14,225         79,775           Gatton Admin Biding Sewer Rectification         0         93         0         93         -93           Gatton S:/Hall Compliance Upgrade (BBRF)         523,645         4,103         31,905         36,008         487,637           Gatton S'Grounds Horse Area (W4QLD)         20,000         411         0         411         19,589		00.000	20.250	4 220	22.405	EC EAF
Corrective Electrical Upgrades						
Das Neumann Haus Stair Alteration Design         94,000         4,605         9,620         14,225         79,775           Gatton Admin Biding Sewer Rectification         0         93         0         93         -93           Gatton S/Hall Compliance Upgrade (BBRF)         523,645         4,103         31,905         36,008         487,637           Gatton S'Grounds Horse Area (W4QLD)         20,000         411         0         411         19,589				-		
Gatton Admin Biding Sewer Rectification         0         93         0         93         -93           Gatton S/Hall Compliance Upgrade (BBRF)         523,645         4,103         31,905         36,008         487,637           Gatton S'Grounds Horse Area (W4QLD)         20,000         411         0         411         19,589	, •					
Gatton S/Hall Compliance Upgrade (BBRF)         523,645         4,103         31,905         36,008         487,637           Gatton S'Grounds Horse Area (W4QLD)         20,000         411         0         411         19,589	_			0,020		-93
Gatton S'Grounds Horse Area (W4QLD) 20,000 411 0 411 19,589	_			31,905		487,637
				0		19,589
	Gatton S'Grounds Masterplan Work (W4QLD)	156,000	65,511	1,332	66,844	89,156

	2020-2021 Budget	2020-2021 Expenditure	Committed	2020-2021 Expenditure (including Committed)	Remaining Budget (including Committed)
Gatton S'Hall Roof Restoration (W4QLD)	250,000	1,678	7,194	8,872	241,128
Gatton Shire Hall Improvements (BoR)	596,495	43,570	38,167	81,737	514,758
Gatton Showgrounds Energy Reduction	39,000	520	0	520	38,480
Gatton Showgrounds Equestrian Centre	71,100	0	Ö	0	71,100
GS&AC Replacement Chlorine Tanks	30,000	0	0	0	30,000
Laidley Cultural Centre PA System (URCS)	15.000	129	ő	129	14,872
Laidley Cultural Centre Refurb (LRCI)	117,000	0	0	0	117,000
Laidley Pool Upgrade (URCS)	50,000	52.853	0	52,853	-2,853
Laidley Rec Reserve Entry Upgrade (LRCI)	250.000	3.645	Ö	3,645	246,355
Lake Clarendon Public Toilets Refurb	7,500	5.218	ő	5,218	2,282
Ldley S'Yard Awning Rectification (DCP)	20.000	1.548	12,225	13,773	6.227
Ldley S'Yard Timber Pens & Posts (W4QLD)	64,000	964	51,700	52,664	11,336
LVCC HVAC Rect & Plant Rooms (W4QLD)	250,000	10.652	292,100	302,752	-52.752
LVCC Roof Rectification Works (W4QLD)	255,000	7,008	98.044	105,052	149.948
Nielsen's Place Shade Structure	9,800	0,000	7.860	7,860	1,940
Relocation Cncil Self Contained Toilets	0,000	0	1,452	1,452	-1,452
Springbrook Park Entry Upgrade	20.000	0	0	0	20.000
Facilities Projects Total	2.996.040	231,767	559,054	790,822	2,205,218
Fleet	2,330,040	231,707	555,054	730,022	2,205,210
Fleet Projects					
· ·	350,000	0	0	0	350,000
Earthmoving Equipment	560,000	0	39,433	39,433	520,567
Light Commercial Vehicles	80,000	0	35,433	35,433	80.000
Passenger Vehicles	40,000	0	0	0	40,000
SES Vehicles & Plant (SES Support Grant)	100,000	0	0	0	100,000
Tractors		0	0		
Trailers	100,000	0	0	0	100,000
Trucks	640,850	0	39.433	39.433	640,850
Fleet Projects Total	1,870,850	U	39,433	39,433	1,831,417
Parks & Open Spaces					
Parks and Open Spaces Projects	18.500	6.655	17.045	23,700	-5.200
Bugler Park Shade Sail (DCP)	44,000	1,339	33,418	34,757	9,243
Forest Hill Skate Park Repairs (DCP)	45,000	24.398	33,410	24.398	20.603
Gatton CBD Upgrade (W4QLD)	45,000 15,000	3.401	9.247	12,648	2,803
Gatton Skate Park (DCP)	1,600,000	71.342	2.057.883		-529,225
Hatton Vale/Fairways Park Stage1A (BBRF)				2,129,225	
Hatton Vale/Fairways Park Stage1C (URCS)	1,000,000	7,908 10.612	544,411	552,319	447,681
HVale/Fairways Park Stage 1B & 1D (URCS)	1,740,000 15.000	14,307	1,014,773 0	1,025,385 14,307	714,615 693
Lake Apex Playground Equipment (W4QLD)		,		4,948	
Littleton Park Shade Sail (DCP)	5,300 17.600	1,798	3,150		352 2.750
Springbrook Park Fence Renewal (DCP)		0	14,850	14,850	
Parks and Open Spaces Projects Total	4,500,400	141,759	3,694,777	3,836,536	663,864
Transfer Stations					
Transfer Station Projects	15.000	5	0	5	14,995
Asbestos Bin Gatton Landfill			-		
Construct liner against Cell 1 (W4QLD)	477,887	422,151 28,936	41,301 0	463,452 28,936	14,435
Gttn Landfill Fence Sth Boundary (W4QLD)	28,113				-823
Laidley Transfer Station (URCS)	50,000	41,274	306	41,579	8,421
M/ Plan Gatton Long Haul Waste Facility	55,000	0	0	0	55,000
Oil buildings Upgrade and Maintenance	25,000	0	0	0	25,000
Stormwater Management Laidley Landfill	12,000	0	0	0	12,000
Waste Land Purchases	8,126	0	0	0	8,126
Transfer Station Projects Total	671,126	492,366	41,607	533,973	137,153
Waste Collection					
Waste Collection Projects					
	14.000	2,530	0	2,530	11,470
Garbage Truck Turnarounds					44 470
Waste Collection Projects Total	14,000	2,530	0	2,530	11,470
		2,530	0	2,530	11,470
Waste Collection Projects Total	14,000	-			
Waste Collection Projects Total Cemetery	14,000	20,261	0	20,261	21,739
Waste Collection Projects Total Cemetery Cemetery Projects	14,000 42,000 65,000	-			21,739 30,993
Waste Collection Projects Total  Cemetery  Cemetery Projects  Gatton Cemetery Bubbler & S/Strip(W4QLD)	14,000	20,261	0	20,261	21,739

	2020-2021 Budget	2020-2021 Expenditure	Committed	2020-2021 Expenditure (including Committed)	Remaining Budget (including Committed)
Technical Services					
Technical Services Projects					
2019/2020 Bus Stop Shelter Program	42,000	1,126	0	1,126	40,874
Restoration of access L202 CP817791	30,000	0	0	0	30,00
Technical Services Projects Total	72,000	1,126	0	1,126	70,87
nfrastructure Total	21,933,617	3,302,237	5,629,528	8,931,765	13,001,85
People and Business Performance					
Disaster Management					
Disaster Management Projects					
Flood Warning System Upgrade	50.000	0	26.835	26,835	23.16
River Height Gauge Equipment Upgrade	34.000	0	0	0	34.00
River Height Gauge Signage	10,000	0	Ō	0	10.00
Disaster Management Projects Total	94.000	0	26.835	26.835	67,16
Public Order & Safety					
Public Order and Safety Projects					
CCTV Cyber Security Improvements	75,000	0	0	0	75,0
Gatton and Laidley CCTV (CDG)	33,000	0	10,792	10,792	22,20
LVRC CCTV	15,000	0	0	0	15,00
Public Order and Safety Projects Total	123,000	0	10,792	10,792	112,20
Legal Services					
Legal Services Projects					
Property Management & Disposal Strategy	75,000	0	0	0	75,00
Legal Services Projects Total	75,000	0	0	0	75,00
Information Communication Technology					
Information Communication Technology Projects					
Cyber Security	150,000	0	0	0	150,00
Flood Inform Advice Portal (QLD I & I)	145,000	25,452	78,800	104,252	40,7
Intranet Renewal	50,000	431	0	431	49,50
LVCC Audio Visual	0	0	665	665	-60
Network Cabinets & Cabling	20,000	0	0	0	20,00
Network Perimeter Security (Firewalls)	76,500	0	29,115	29,115	47,38
Online Bookings	22,300	2,325	7,282	9,607	12,69
SES Hardware	24,340	0	0	0	24,3
Switches Renewal	79,400	0	10,500	10,500	68,90
TechnologyOne	400,000	94,756	6,133	100,889	299,11
Unified Communications	50,000	0	0	0	50,00
Upgrade MS Office	100,000	6,654	0	6,654	93,34
UPS Renewal	18,000	0	0	0	18,00
Information Communication Technology Projects Total	1,135,540	129,619	132,495	262,114	873,42
People and Business Performance Total	1,427,540	129,619	170,122	299,741	1,127,79
Grand Total	24,309,591	3,452,766	6,254,396	9,707,162	





#### LOCKYER VALLEY REGIONAL COUNCIL CAPITAL WORKS DETAIL 31 October, 2020

	2020-2021 Budget	2020-2021 Expenditure	Committed	2020-2021 Expenditure (including Committed)	Remaining Budget (including Committed)
Community and Regional Prosperity			331111111111		,
Pest Management					
Community Wellbeing Projects	F 000				F 000
Pest Management Compound Improvements	5,000	0	0 0	0 0	5,000
Community Wellbeing Projects Total Regional Development	5,000	U	U	U	5,000
Regional Developments Projects					
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	7,730	0	7,728	7,728	
Engineering (not inc in expert report)	120,000	0	0	0	120,00
Evacuation Planning (NDRP)	76,284	0	91,284	91,284	-15,00
Flood Mapping and Modelling L'yer Catchm	10,000	7,500	17,500	25,000	-15,00
Flood Modelling - Laidley Local (NDRP)	0	40.000	3,440	3,440	-3,44
Flood Modelling - Laidley Reg Ph1 (NDRP)	108,870	10,860	78,010	88,870	20,00
Floor Survey Contract (NDRP)	60,000	0	0 0	0 0	60,00
Laidley Reg Update Model & Mitigation	69,000 43,080	0	33,830	33,830	69,00
Landuse Planning (NDRP) LGIP Prepare Infrastructure Plan	35,000	2,550	6,854	9,404	9,25 25,59
Local Flood Plain Mngmt Plan 2/2 (NDRP)	108,700	2,330	99,354	99,354	9,34
Lockyer Creek Hydrology PJ 1/2 (NDRP)	20,100	10.985	9,178	20,163	-6
Lockyer Creek Hydrology PJ 2/2 (NDRP)	154,620	-10,985	99,236	88,251	66,36
Planning Scheme Revision LVRC	15,050	0	8,333	8,333	6,71
Tenthill DM Study	55,000	ő	0,555	0,555	55,00
Growth and Policy Projects Total	883,434	20.910	454,746	475,656	407,77
Community and Regional Prosperity Total	948,434	20,910	454,746	475,656	472,77
Culvert Renewal Programme 2020/2021 Culvert Renewal Program Summerholm Rd, Summerholm (TIDS)	225,000 6,052	473 6.052	640 0	1,113 6,052	223,88
Culvert Renewal Programme Total	231,052	6,525	640	7,165	223,88
Footpath Renewal Programme		-		·	
2019/2020 Footpath Renewal Program	0	90	0	90	-9
Patrick St,Laidley Footpath Renewal(DCP)	175,250	2,834	216,562	219,396	-44,14
Footpath Renewal Programme Total	175,250	2,924	216,562	219,486	-44,23
Gravel Resheet Programme	0		2 702	2 702	2.70
2019/2020 Gravel Resheeting Program	900,000	0 393,835	3,783 4,988	3,783 398,824	-3,78
2020/2021 Gravel Resheet Program (RTR)  Gravel Resheet Programme Total	900,000	393,835	8,771	402,607	501,17 497,39
Kerb & Channel Renewal Programme	300,000	333,033	0,771	402,007	437,33
2020/2021 Kerb & Channel Renewal Program	100,000	0	0	0	100,00
Kerb & Channel Renewal Programme Total	100,000	0	0	0	100,00
Pavement Renewal Programme					
Belmore Drive, Withcott	0	-392	0	-392	39
Brightview Road Rehabilitation (TIDS)	360,000	4,833	15,000	19,833	340,16
Flagstone Creek Rd Rehabilitation (TIDS)	540,000	18,427	900	19,327	520,67
Goos Road, Gatton - Pavement Rehab	70,000	0	734	734	69,26
Head Street, Laidley Design and Construc	28,000	0	0	0	28,00
Postmans Ridge Rd, Helidon Spa	150,000	96,147	3,292	99,439	50,56
Postmans Ridge Road, Pavement Renewal	800,000	1,165	150	1,315	798,68
Summerholm Road Rehabilitation (TIDS)	262,500	3,842	0	3,842	258,65
Pavement Renewal Programme Total	2,210,500	124,022	20,076	144,097	2,066,40
Pavement Widening Programme	293,000	42.022	4.000	4E 920	277 47
Lake Clarendon Way Widening (TIDS)		13,923 133,065	1,906 140,718	15,829	277,17 118,21
Woodlands Road Rehabilitation Part 3  Pavement Widening Programme Total	392,000 685,000	146,989	140,718	273,783 289,612	395,38
Seal Renewal Programme	000,000	140,303	142,024	203,012	333,30
2019/2020 Bitumen Reseal Program (RTR)	0	0	616	616	-61
LO TOTE DECEMBER INCOME TO TOTAL (KTK)	1,500,000	505,209	533,791	1.039.000	461,00
2020/2021 Reseal Program (RTR)					
2020/2021 Reseal Program (RTR) Seal Renewal Programme Total			534 407	1,039,616	460.38
2020/2021 Reseal Program (RTR)  Seal Renewal Programme Total  Seal Road Upgrade Programme	1,500,000	505,209	534,407	1,039,616	460,38
Seal Renewal Programme Total			534,407 73,467	1,039,616 417,362	460,38 415,63

	2020-2021 Budget	2020-2021 Expenditure	Committed	2020-2021 Expenditure (including Committed)	Remaining Budget (including Committed)
Dolleys Road, Withcott - Upgrade to Seal	609,000	561,774	5,219	566,994	42,006
Twidales Rd, Helidon Spa Upgrade	20,000	0	0	0	20,000
Seal Road Upgrade Programme Total	1,522,000	905,669	78,687	984,356	537,644
Signs & Lines Renewal Programme	0	2.020	0	2.020	2.020
2019/ 2020 Signs and Lines Projects 2020/2021 - Sign and Lines	40.000	2,630 2.592	510	2,630 3,102	-2,630 36,898
Signs & Lines Renewal Programme Total	40,000	5,222	510	5,732	34,268
Stormwater Renewal Programme	40,000	5,222	310	5,752	34,200
Railway St, Helidon - Stormwater (URCS)	100,000	0	0	0	100,000
Urban stormwater drain inlet protection	0	456	0	456	-456
Whittle Street, Gatton Drainage (URCS)	600,000	2,190	8,200	10,390	589,610
Stormwater Renewal Programme Total	700,000	2,646	8,200	10,846	689,154
Traffic Management Renewal Programme	5.000				5.000
Trafic Management Renewal Program	5,000 5,000	0	0	0	5,000
Traffic Management Renewal Programme Total Other Infrastructure Projects	5,000	U	0	U	5,000
Blanchview Road/O'Neils Road, Withcott	0	4	0	4	-4
Blenheim Hall, Blenheim	8,791	481	1,329	1,810	6,981
Cochrane Street, Gatton Footpath (URCS)	15,000	746	0	746	14,254
Cooper St, Laidley - Drainage Stage 1	242,000	38,421	7,690	46,111	195,889
Cycle Network Gatton (PCNP)	25,000	0	0	. 0	25,000
Dawson Phipps Carpark	0	0	2,133	2,133	-2,133
East Egypt Road, Mount Whitestone	80,000	4,846	21,584	26,430	53,570
Fairway Dr,Kensington Gr Footpath (DCP)	290,000	4,377	191,421	195,797	94,203
Flagstone Cr Rd/Hartz Rd/Carpend (HVSPP)	10,000	0	0	0	10,000
Flagstone Cr/Lockyer Cr Rd (HVSPP)	10,000	0 0	0	0	10,000
Future Design Works 2021/2022 Gatton CBD Disability Parking	60,000 67,500	0	0	0 0	60,000 67,500
Gatton CBD disability Parking Gatton Industrial Estate (HVSPP)	10,000	0	0	0	10,000
Gehrke/Rons Rd Lighting (supplement BS)	15,000	12,595	ő	12,595	2,405
GranthamScrub Rd/GranthamWinwill (HVSPP)	10,000	0	ő	0	10,000
Hatton Vale School Parking Improvements	. 0	5	0	5	-5
Laidley Hospital Disability Improvement	20,000	7,586	307	7,893	12,107
Laidley LED Street Lighting (LGGSP)	229,534	2,177	17,000	19,177	210,357
Laidley LED Street Lighting (URCS)	105,000	304	0	304	104,696
Lake Apex Park, Gatton Footpath (W4QLD)	54,000	2,710	190	2,900	51,100
LDSHS Highview Av, Gatton Car Park(STIP) Maroske Road, Plainalnd Turn Around	303,000 35,000	469 26,127	0	469 26,127	302,531 8,873
Murphys Creek Road - Footpath (LRCI)	200,000	4,613	2.740	7,353	192,647
Murphys Creek Road footpath (TIDS)	200,000	1,282	2,140	1,282	-1,282
Niemeyer Rd, H'Vale - \$ Contribution	100.000	0	0	0	100,000
Old College Road, Gatton Footpath(W4QLD)	19,500	912	0	912	18,588
Railway crossings safety improvements	20,000	0	0	0	20,000
Safe Schools Project (TIDS)	60,000	0	0	0	60,000
Spa Water Road, Blanchview (BS)	343,000	17,306	0	17,306	325,694
TSRC Haulage Roads Compensation	381,000	151,375	7,555	158,930	222,069
Vehicle Activated Signs Bases Various	17,995 60,000	0	0	0 0	17,995 60,000
Wandin Road, Withcott - Table Drains William Street, Gatton Foothpath (W4QLD)	95,500	4,104	0	4,104	91,396
Woodlands Rd & Rangeview Drive (BS)	130,500	4,760	0	4,760	125,740
Other Infrastructure Projects Total	3,017,320	285,198	251,950	537,148	2,480,172
Floodway Renewal Programme	2,211,122				_,,,,,,,
2020/2021 Floodway Renewal Program	10,000	0	0	0	10,000
Floodway Renewal Programme Total	10,000	0	0	0	10,000
Asphalt Resheet Programme					
2020/2021 Asphalt Resheet Program (LRCI)	360,079	2,276	0	2,276	357,803
Asphalt Resheet Programme Total	360,079	2,276	0	2,276	357,803
Bridge Renewal Programme	249.000	0	0	0	249 000
Cran Bridge Deck Renewal (BRP)  Bridge Renewal Programme Total	218,000 218,000	0	0	0	218,000 218,000
Facilities	210,000	U	0	0	210,000
Facilities Projects					
Bore Assessments (DRFA)	90,000	29,259	4,236	33,495	56,505
Community Facilities Work Packages	27,500	. 0	. 0	. 0	27,500
Corrective Electrical Upgrades	40,000	0	3,218		36,782
Das Neumann Haus Stair Alteration Design	94,000	4,605	9,620	14,225	79,775
Gatton Admin Blding Sewer Rectification	522.045	93	0	93	-93
Gatton S/Hall Compliance Upgrade (BBRF)	523,645	4,103	31,905	36,008	487,637
Gatton S'Grounds Horse Area (W4QLD)	20,000 156,000	411 65,511	1,332	411 66,844	19,589 89,156
Gatton S'Grounds Masterplan Work (W4QLD)	150,000	00,511	1,332	00,044	03, 150

	2020-2021 Budget	2020-2021 Expenditure	Committed	2020-2021 Expenditure (including Committed)	Remaining Budget (including Committed)
Gatton S'Hall Roof Restoration (W4QLD)	250,000	1,678	7,194	8,872	241,128
Gatton Shire Hall Improvements (BoR)	596,495	43,570	38,167	81,737	514,758
Gatton Showgrounds Energy Reduction	39,000	520	0	520	38,480
Gatton Showgrounds Equestrian Centre	71,100	0	Ö	0	71,100
GS&AC Replacement Chlorine Tanks	30,000	0	0	0	30,000
Laidley Cultural Centre PA System (URCS)	15.000	129	ő	129	14,872
Laidley Cultural Centre Refurb (LRCI)	117,000	0	0	0	117,000
Laidley Pool Upgrade (URCS)	50,000	52.853	0	52,853	-2,853
Laidley Rec Reserve Entry Upgrade (LRCI)	250.000	3.645	Ö	3,645	246,355
Lake Clarendon Public Toilets Refurb	7,500	5.218	ő	5,218	2,282
Ldley S'Yard Awning Rectification (DCP)	20.000	1.548	12,225	13,773	6.227
Ldley S'Yard Timber Pens & Posts (W4QLD)	64,000	964	51,700	52,664	11,336
LVCC HVAC Rect & Plant Rooms (W4QLD)	250,000	10.652	292,100	302,752	-52.752
LVCC Roof Rectification Works (W4QLD)	255,000	7,008	98.044	105,052	149.948
Nielsen's Place Shade Structure	9,800	0,000	7.860	7,860	1,940
Relocation Cncil Self Contained Toilets	0,000	0	1,452	1,452	-1,452
Springbrook Park Entry Upgrade	20.000	0	0	0	20.000
Facilities Projects Total	2.996.040	231,767	559,054	790,822	2,205,218
Fleet	2,330,040	231,707	555,054	730,022	2,205,210
Fleet Projects					
· ·	350,000	0	0	0	350,000
Earthmoving Equipment	560,000	0	39,433	39,433	520,567
Light Commercial Vehicles	80,000	0	35,433	35,433	80.000
Passenger Vehicles	40,000	0	0	0	40,000
SES Vehicles & Plant (SES Support Grant)	100,000	0	0	0	100,000
Tractors		0	0		
Trailers	100,000	0	0	0	100,000
Trucks	640,850	0	39.433	39.433	640,850
Fleet Projects Total	1,870,850	U	39,433	39,433	1,831,417
Parks & Open Spaces					
Parks and Open Spaces Projects	18.500	6.655	17.045	23,700	-5.200
Bugler Park Shade Sail (DCP)	44,000	1,339	33,418	34,757	9,243
Forest Hill Skate Park Repairs (DCP)	45,000	24.398	33,410	24.398	20.603
Gatton CBD Upgrade (W4QLD)	45,000 15,000	3.401	9.247	12,648	2,803
Gatton Skate Park (DCP)	1,600,000	71.342	2.057.883		-529,225
Hatton Vale/Fairways Park Stage1A (BBRF)				2,129,225	
Hatton Vale/Fairways Park Stage1C (URCS)	1,000,000	7,908 10.612	544,411	552,319	447,681
HVale/Fairways Park Stage 1B & 1D (URCS)	1,740,000 15.000	14,307	1,014,773 0	1,025,385 14,307	714,615 693
Lake Apex Playground Equipment (W4QLD)		,		4,948	
Littleton Park Shade Sail (DCP)	5,300 17.600	1,798	3,150		352 2.750
Springbrook Park Fence Renewal (DCP)		0	14,850	14,850	
Parks and Open Spaces Projects Total	4,500,400	141,759	3,694,777	3,836,536	663,864
Transfer Stations					
Transfer Station Projects	15.000	5	0	5	14,995
Asbestos Bin Gatton Landfill			-		
Construct liner against Cell 1 (W4QLD)	477,887	422,151 28,936	41,301 0	463,452 28,936	14,435
Gttn Landfill Fence Sth Boundary (W4QLD)	28,113				-823
Laidley Transfer Station (URCS)	50,000	41,274	306	41,579	8,421
M/ Plan Gatton Long Haul Waste Facility	55,000	0	0	0	55,000
Oil buildings Upgrade and Maintenance	25,000	0	0	0	25,000
Stormwater Management Laidley Landfill	12,000	0	0	0	12,000
Waste Land Purchases	8,126	0	0	0	8,126
Transfer Station Projects Total	671,126	492,366	41,607	533,973	137,153
Waste Collection					
Waste Collection Projects					
	14.000	2,530	0	2,530	11,470
Garbage Truck Turnarounds					44 470
Waste Collection Projects Total	14,000	2,530	0	2,530	11,470
		2,530	0	2,530	11,470
Waste Collection Projects Total	14,000	-			
Waste Collection Projects Total Cemetery	14,000	20,261	0	20,261	21,739
Waste Collection Projects Total Cemetery Cemetery Projects	14,000 42,000 65,000	-			21,739 30,993
Waste Collection Projects Total  Cemetery  Cemetery Projects  Gatton Cemetery Bubbler & S/Strip(W4QLD)	14,000	20,261	0	20,261	21,739

	2020-2021 Budget	2020-2021 Expenditure	Committed	2020-2021 Expenditure (including Committed)	Remaining Budget (including Committed)
Technical Services					
Technical Services Projects					
2019/2020 Bus Stop Shelter Program	42,000	1,126	0	1,126	40,874
Restoration of access L202 CP817791	30,000	0	0	0	30,000
Technical Services Projects Total	72,000	1,126	0	1,126	70,874
nfrastructure Total	21,933,617	3,302,237	5,629,528	8,931,765	13,001,852
People and Business Performance					
Disaster Management					
Disaster Management Projects					
Flood Warning System Upgrade	50.000	0	26.835	26,835	23.16
River Height Gauge Equipment Upgrade	34,000	0	20,000	0	34,000
River Height Gauge Signage	10.000	0	ő	0	10.00
Disaster Management Projects Total	94.000	0	26.835	26,835	67,16
Public Order & Safety					
Public Order and Safety Projects					
CCTV Cyber Security Improvements	75,000	0	0	0	75,00
Gatton and Laidley CCTV (CDG)	33,000	0	10,792	10,792	22,20
LVRC CCTV	15,000	0	0	0	15,00
Public Order and Safety Projects Total	123,000	0	10,792	10,792	112,20
Legal Services					
Legal Services Projects					
Property Management & Disposal Strategy	75,000	0	0	0	75,00
Legal Services Projects Total	75,000	0	0	0	75,00
Information Communication Technology					
Information Communication Technology Projects					
Cyber Security	150,000	0	0	0	150,00
Flood Inform Advice Portal (QLD I & I)	145,000	25,452	78,800	104,252	40,74
Intranet Renewal	50,000	431	0	431	49,56
LVCC Audio Visual	0	0	665	665	-66
Network Cabinets & Cabling	20,000	0	0	0	20,00
Network Perimeter Security (Firewalls)	76,500	0	29,115	29,115	47,38
Online Bookings	22,300	2,325	7,282	9,607	12,69
SES Hardware	24,340	0	0	0	24,34
Switches Renewal	79,400	0	10,500	10,500	68,90
TechnologyOne	400,000	94,756	6,133	100,889	299,11
Unified Communications	50,000	0	0	0	50,00
Upgrade MS Office	100,000	6,654	0	6,654	93,34
UPS Renewal	18,000	0	0	0	18,00
Information Communication Technology Projects Total	1,135,540	129,619	132,495	262,114	873,42
People and Business Performance Total	1,427,540	129,619	170,122	299,741	1,127,799
Grand Total	24,309,591	3.452.766	6,254,396	9,707,162	14,602,429

#### 11.0 PEOPLE & BUSINESS PERFORMANCE REPORTS

11.1 Application for Road Closure - Part of Road Reserve within Lot 12 on SP

304627 and adjoining Lot 12 on SP 304627, Lot 7 on CP CA31112, Lot 102 on

CP CA311350 and Lot 1309 on CP CA31384

Date: 29 October 2020

**Author:** Julie Millard, Property Officer

**Responsible Officer:** Anna Hebron, Group Manager People and Business Performance

#### **Purpose:**

The purpose of this report is to consider an application made by an adjoining landowner for permanent road closure of the road reserve within Lot 12 on SP 304627 and adjoining Lot 12 on SP 304627, Lot 7 on CP CA31112, Lot 102 on CP CA311350 and Lot 1309 on CP CA31384 situated at Horrocks Road, Fifteen Mile.

#### Officer's Recommendation:

THAT with respect to the request received on 14 October 2020 from the owners of Lot 12 on SP 304627, Lot 6 on CP CA31112, Lot 7 on CP CA31112, Lot 102 on CP CA311350 and Lot 108 on CP CA311547 for Council's views as road manager in relation to the proposed permanent road closure of the road reserve within Lot 12 on SP 304627 and adjoining Lot 12 on SP 304627, Lot 7 on CP CA31112, Lot 102 on CP CA311350 and Lot 1309 on CP CA31384, Council resolves to respond to the Applicants by completing the Part C Statement in relation to an application under the *Land Act 1994* and advise that Council does not support the closing of the road reserve due to a potential increase in the bushfire hazard risk to people, property and the environment as well as lost road connections to water reserves that would assist Queensland Fire Emergency Services to fight a bushfire event.

#### **RESOLUTION**

THAT with respect to the request received on 14 October 2020 from the owners of Lot 12 on SP 304627, Lot 6 on CP CA31112, Lot 7 on CP CA31112, Lot 102 on CP CA311350 and Lot 108 on CP CA311547 for Council's views as road manager in relation to the proposed permanent road closure of the road reserve within Lot 12 on SP 304627 and adjoining Lot 12 on SP 304627, Lot 7 on CP CA31112, Lot 102 on CP CA311350 and Lot 1309 on CP CA31384, Council resolves to respond to the Applicants by completing the Part C Statement in relation to an application under the *Land Act 1994* and advise that Council does not support the closing of the road reserve due to a potential increase in the bushfire hazard risk to people, property and the environment as well as lost road connections to water reserves that would assist Queensland Fire Emergency Services to fight a bushfire event.

Moved By: Cr Holstein Seconded By: Cr Hagan

Resolution Number: 20-24/0175

CARRIED 7/0

#### **Executive Summary**

The purpose of this report is to consider the proposed application for permanent road closure of the road reserve within Lot 12 on SP 304627 and adjoining Lot 12 on SP 304627, Lot 7 on CP CA31112, Lot 102 on CP CA311350 and Lot 1309 on CP CA31384 situated at Horrocks Road, Fifteen Mile.

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

No finance and resource implications for Council are noted.

#### **Corporate Plan**

#### Corporate Plan Theme

Lockyer Leadership and Council

#### Outcome

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

#### Consultation

#### **Internal Consultation**

- Planning, Environment and Regulatory Services
- Financial Services
- Community Facilities
- Infrastructure

#### **Proposal**

#### Overview

On 14 October 2020, Council received a request from the owners of Lot 12 on SP 304627, Lot 6 on CP CA31112, Lot 7 on CP CA31112, Lot 102 on CP CA311350 and Lot 108 on CP CA311547, (Applicants) for Council to provide its views in relation to their proposed application for permanent road closure of the road reserve within Lot 12 on SP 304627 and adjoining Lot 12 on SP 304627, Lot 7 on CP CA31112, Lot 102 on CP CA311350 and Lot 1309 on CP CA31384. This is a pre-requisite step before an application can be lodged with the DNRME for consideration.

On 14 October 2020, Council also received a request from the owners of Lot 154 on CP CA3169 situated at Horrocks Road, Fifteen Mile to provide its views in relation to their proposed application for permanent road closure of the road reserve within Lot 154 on CP CA3169 (adjoining the Applicants Lot 102 on CP CA311350 and also Lot 1309 on CP CA31384). This request will be addressed in a separate Council Report.

The area of road proposed to be permanently closed as shown on the attached Aerial Map (Attachment 1) comprises approximately 8.76 hectares and is a constructed dirt road reserve. Council does not maintain the road reserve and it is unknown as to who constructed the road. The road is not easily trafficable other than by motorcycle, 4x4 or horseback and the standard or road may not meet community expectations for a public road.

The Applicants operate a Motor Cycle Club from their properties and have advised the road reserve is not trafficable and not being maintained. They are concerned 4X4 vehicles venture into their properties putting their members at risk. The Applicants have previously locked their gates to prevent the public entering however as requested by Council as per *Local Law No. 1 (Administration) 2011* and *Subordinate Local Law No. 1.18 (Gates and Grids) 2011*, the locks were removed by the Applicants.

If the road reserve is permanently closed the Applicants Lot 7 on CP CA31112 will become land locked (no legal access to the property). It is noted that the Applicants Lot 6 on CP CA31112 is already land locked with no legal access being provided. To overcome the issue of the properties being land locked, a condition of any road closure could be a covenant be placed on the Title of the Applicants properties (Lot 12 on SP 304627, Lot 6 on CP CA31112, Lot 7 on CP CA31112 and Lot 102 on CP CA311350) ensuring the properties are always to remain in the same ownership.

Complaints have been received by Council and DNRME from neighbouring properties in regards to the locked gates and permanent road closure for the following reasons:

- The road is regularly used on weekends for horseback riders and motor bike riders, dating back approximately 30 years;
- The road is the only practical access to the upper portion of Lot 1309 on CP CA31384 (Lot 1309 on CP CA31384 does have constructed legal access from Penderests Road, Murphys Creek);
- In the event that Penderests Road ever becomes blocked (as happened during the flood event of 2011), an escape route from the upper end of Lot 1309 on CP CA31384 would be necessary; and
- In the event that Lot 1309 on CP CA31384 ever becomes sub-dividable, then the road closure area would be the only legal access to the upper end of Lot 1309 on CP CA31384.

Queensland Glob imagery (Attachment 2) indicates that the road may deviate through part of Lot 102 on CP CA311350 and if Horrocks Road is off alignment the public may unwittingly be travelling through private property. The Applicant believes technically the gates are on private property due to the road being off alignment and the public are trespassing. If the road closure application is not successful the Applicant may pursue the realignment of the road reserve.

Consultation has occurred and the permanent road closure is not supported due to the following reasons:

- The majority of the Land is subject to Very High Potential Bushfire Intensity and High Potential Bushfire Intensity as shown on the attached Bushfire Hazard Mapping from the Queensland Government (Attachment 3). This hazard not only has risk to people and property but also to the land identified as a core koala habitat area. Retaining the road reserve for fire fighting purposes is important to consider in order to keep communities and protected species safe.
- Lot 12 on SP 304627 adjoins Lot 96 on CP CSH2232 and Lot 97 on CP CSH2233 which are Reserves for Water which could be used in the event of a bushfire. See Aerial Map attached showing the Reserves for Water (Attachment 4);
- The Land is at the centre of the confluence of 3 road reserves (Fernbank Road, Penderests Road and Horrocks Road) and the confluence of the road reserves within Lot 12 on SP 304627 provide alternative fire fighting pathways and evacuation routes should the need arise. Supporting the road closure may pose a potential legal liability risk not only to

Council (by closing access to water reserves) but also to the Applicant should any of their members be caught without an evacuation route in a bushfire event; and

 The road reserves that adjoin Lot 12 on SP 304627 may be subject to being cut during heavy rain events and flash flooding.

Comprehensive detail of the issues identified above will be provided to the Applicants in the approved form for submission with their Application.

### **Legal Implications**

No legal implications have been identified.

#### **Policy Implications**

There are no relevant Council policy implications.

# **Risk Considerations**

Key Corporate Risk Code and Category: LCL1

Key Corporate Risk Descriptor: Legal Compliance and Liability

Compliance management – regulatory or contract compliance,

litigation, liability and prosecution

Key Corporate Risk Code and Category: IA1

Key Corporate Risk Descriptor: Infrastructure and Assets

Planning, managing and maintaining assets for the future

# **Previous Council Resolutions**

This matter has not previously been considered by Council.

### **Related Documentation**

- Aerial Map (Attachment 1) showing the area of road proposed to be permanently closed;
- Aerial Map (Attachment 2) showing the off alignment Horrocks Road reserve;
- Bushfire Hazard Mapping (Attachment 3) from the Queensland Government; and
- Aerial Map (Attachment 4) showing the Reserves for Water.

# **Critical Dates**

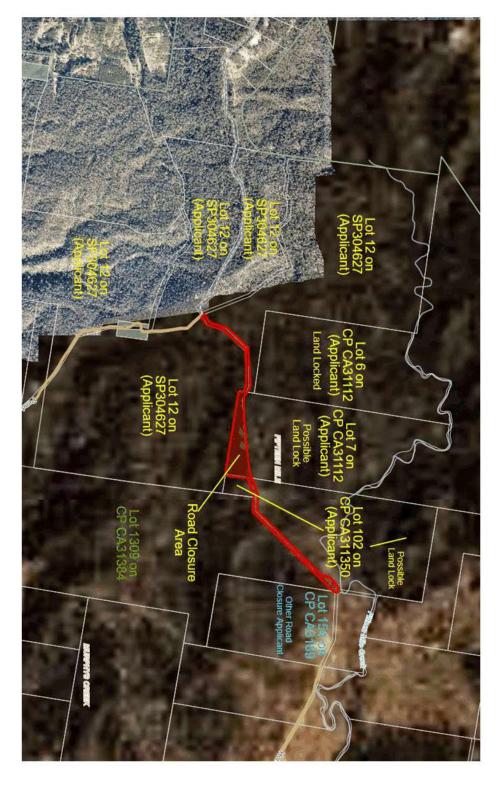
There are no critical dates identified.

# <u>Implementation</u>

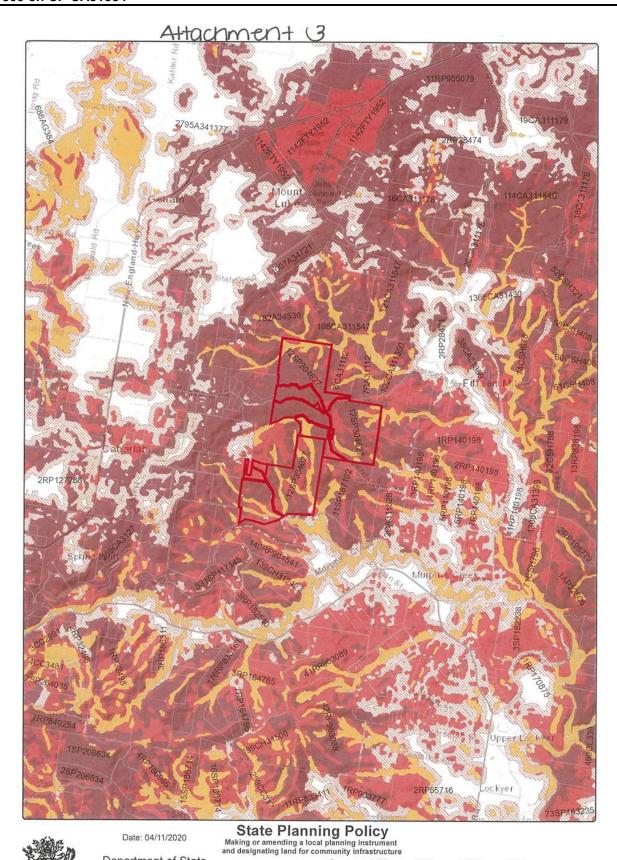
1. Advise the Applicant.

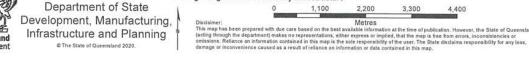
# **Attachments**

- 1 Attachment 1 1 Page
- 2 Attachment 2 1 Page
- 4 Attachment 4 1 Page









# Legend

Drawn Polygon Layer Override 1 Cadastre (100k) Cadastre (100k) Bushfire prone area Very High Potential Bushfire Intensity High Potential Bushfire Intensity Medium Potential Bushfire Intensity Potential Impact Buffer



State Planning Policy
Making or amending a local planning instrument
and designating land for community infrastructure

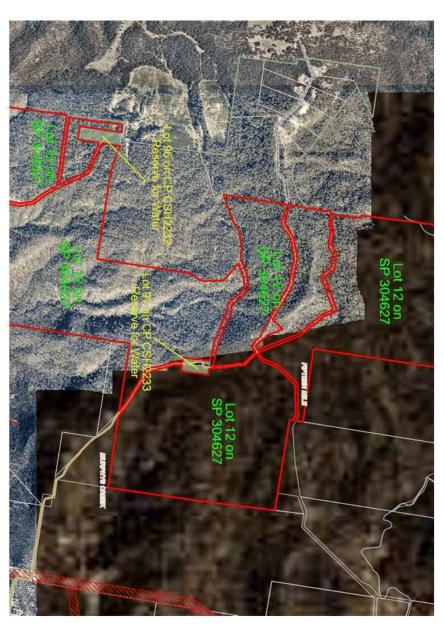


Department of State Development, Manufacturing, Infrastructure and Planning © The State of Queensland 2020.

Date: 04/11/2020

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Attachment 4

11.2 Application for Road Closure - Road Reserve within Lot 154 on CP CA3169

Date: 04 November 2020

Author: Julie Millard, Property Officer

**Responsible Officer:** Anna Hebron, Group Manager People and Business Performance

#### **Purpose:**

The purpose of this report is to consider an application made by an adjoining landowner for permanent road closure of the road reserve within Lot 154 on CP CA3169 situated at 175 Horrocks Road, Fifteen Mile.

# Officer's Recommendation:

THAT with respect to the request received on 14 October 2020 from the owners of Lot 154 on CP CA3169 for Council's views as road manager in relation to the proposed permanent road closure of the road reserve within Lot 154 on CP CA3169, Council resolves to respond to the Applicants by completing the Part C Statement in relation to an application under the *Land Act 1994* and advise that Council does not support the closing of the road reserve due to a potential increase in the bushfire hazard risk to people, property and the environment as well as lost road connections to water reserves that would assist Queensland Fire Emergency Services to fight a bushfire event.

# **RESOLUTION**

THAT with respect to the request received on 14 October 2020 from the owners of Lot 154 on CP CA3169 for Council's views as road manager in relation to the proposed permanent road closure of the road reserve within Lot 154 on CP CA3169, Council resolves to respond to the Applicants by completing the Part C Statement in relation to an application under the *Land Act 1994* and advise that Council does not support the closing of the road reserve due to a potential increase in the bushfire hazard risk to people, property and the environment as well as lost road connections to water reserves that would assist Queensland Fire Emergency Services to fight a bushfire event.

Moved By: Cr Vela Seconded By: Cr Hagan

Resolution Number: 20-24/0176

CARRIED 7/0

### **Executive Summary**

The purpose of this report is to consider the proposed application for permanent road closure of the road reserve within Lot 154 on CP CA3169 situated at 175 Horrocks Road, Fifteen Mile.

### **Finance and Resource Implications**

No finance and resource implications for Council are noted.

### **Corporate Plan**

# **Corporate Plan Theme**

Lockyer Leadership and Council

### **Outcome**

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

### Consultation

# **Internal Consultation**

- Planning, Environment and Regulatory Services
- Financial Services
- Community Facilities
- Infrastructure
- People and Business Performance

### **Proposal**

### <u>Overview</u>

On 14 October 2020, Council received a request from the owners of Lot 154 on CP CA3169 (Applicants) for Council to provide its views in relation to their proposed application for permanent road closure of the road reserve within Lot 154 on CP CA3169. This is a pre-requisite step before an application can be lodged with the DNRME for consideration.

On 14 October 2020, Council also received a request from the owners of Lot 12 on SP 304627, Lot 6 on CP CA31112, Lot 7 on CP CA31112, Lot 102 on CP CA311350 and Lot 108 on CP CA311547, in relation to their proposed application for permanent road closure of the road reserve within Lot 12 on SP 304627 and adjoining Lot 12 on SP 304627, Lot 7 on CP CA31112, Lot 102 on CP CA311350 and Lot 1309 on CP CA31384. This request will be addressed in a separate Council Report.

The area of road proposed to be permanently closed as shown on the attached Aerial Map (Attachment 1) comprises approximately 10,585m² and is an unconstructed dirt road reserve. Council does not maintain the road reserve and it is unknown as to who constructed the road. The road is not easily trafficable other than by motorcycle, 4x4 or horseback and the standard or road may not meet community expectations for a public road.

The Applicant believes the current road deviates from the gazetted Horrocks Road (see **Attachment 2**) and has advised a land survey has been recently completed to determine this. The Applicant advised the gazetted road runs through the middle of the dam and a building which was constructed by the previous owners. If a road closure is not possible the Applicant would like the gazetted road to be realigned to the constructed road.

If the road reserve is permanently closed the adjoining property, Lot 102 on CP CA311350, will become land locked (no legal access to Lot 102 on CP CA311350). The owner of Lot 102 on CP CA311350 is aware of this happening and fully supports the permanent road closure.

Consultation has occurred and the permanent road closure is not supported due to the following reasons:

- The majority of the Land is subject to Very High Potential Bushfire Intensity and High Potential Bushfire Intensity as shown on the attached Bushfire Hazard Mapping from the Queensland Government (Attachment 3). This hazard not only has risk to people and property but also to land identified as a core koala habitat area. Retaining the road reserve for fire fighting purposes is important to consider in order to keep communities and protected species safe.
- Horrocks Road connects to road reserves adjoining Lot 96 on CP CSH2232 and Lot 97 on CP CSH2233 which are Reserves for Water and could be used in the event of a bushfire.
   See Aerial Map attached showing the Reserves for Water (Attachment 4); and
- The road reserves that adjoin Horrocks Road may be subject to being cut during heavy rain events and flash flooding.

Comprehensive detail of the issues identified above will be provided to the Applicants in the approved form for submission with their Application.

### **Legal Implications**

No legal implications have been identified.

### **Policy Implications**

There are no relevant Council policy implications.

# **Risk Considerations**

Key Corporate Risk Code and Category: LCL1

Key Corporate Risk Descriptor: Legal Compliance and Liability

Compliance management – regulatory or contract compliance,

litigation, liability and prosecution

Key Corporate Risk Code and Category: IA1

Key Corporate Risk Descriptor: Infrastructure and Assets

Planning, managing and maintaining assets for the future

### **Previous Council Resolutions**

This matter has not previously been considered by Council.

# **Related Documentation**

- Aerial Map (Attachment 1) showing the area of road proposed to be permanently closed;
- Aerial Map (Attachment 2) showing the off alignment Horrocks Road reserve;
- Bushfire Hazard Mapping (Attachment 3) from the Queensland Government; and
- Aerial Map (Attachment 4) showing the Reserves for Water.

#### <u>Critical Dates</u>

There are no critical dates identified.

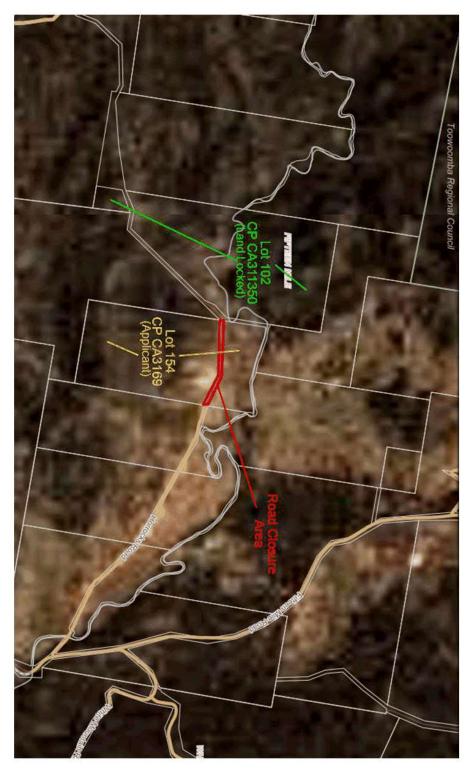
### Implementation

Advise the Applicant.

# **Attachments**

<b>1</b> <u>↓</u>	Attachment 1	1 Page
2₫	Attachment 2	1 Page

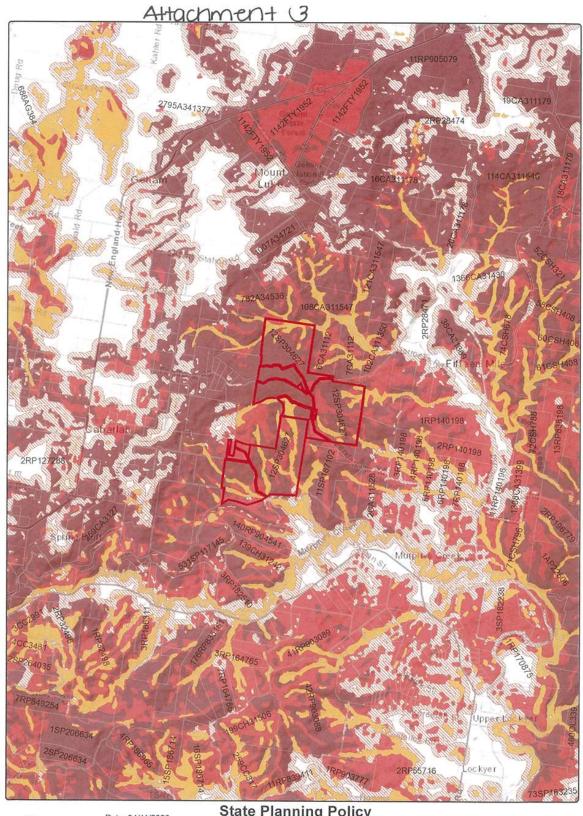
- 3 Attachment 3 2 Pages
- 4. Attachment 4 1 Page



Attachment 1

# Attachment 2







Date: 04/11/2020

State Planning Policy
Making or amending a local planning instrument
and designating land for community infrastructure

Department of State Development, Manufacturing, Infrastructure and Planning

3,300

2,200

# Legend

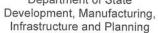
Drawn Polygon Layer
Override 1

Cadastre (100k)
Cadastre (100k)

Bushfire prone area
Very High Potential Bushfire Intensity
High Potential Bushfire Intensity
Medium Potential Bushfire Intensity
Potential Impact Buffer

State Planning Policy
Making or amending a local planning instrument
and designating land for community infrastructure

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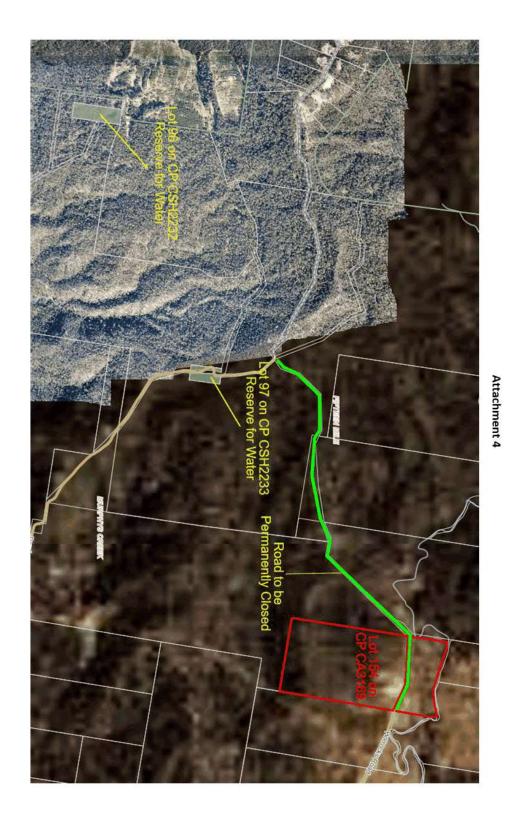


Date: 04/11/2020

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11.3 Operational Plan 2020-2021 First Quarter Performance Report, September

2020

Date: 05 November 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 provide a summary of Council's performance against the Operational Plan 2020-2021 for the period 1 July 2020 to 30 September 2020 (first quarter).

### Officer's Recommendation:

THAT Council receive and note the first quarter performance update on the Operational Plan 2020-2021 for the period 1 July 2020 to 30 September 2020.

### **RESOLUTION**

THAT Council receive and note the first quarter performance update on the Operational Plan 2020-2021 for the period 1 July 2020 to 30 September 2020.

Moved By: Cr Wilson Seconded By: Cr Cook

Resolution Number: 20-24/0177

CARRIED 7/0

# **Executive Summary**

The purpose of this report is to provide a summary of Council's performance against the Operational Plan 2020-2021 for the period 1 July 2020 to 30 September 2020 (first quarter).

# **Finance and Resource Implications**

A summary of financial performance against each operational plan these are set out in the table below. Overall financial performance is within budget tolerances.

Thoma	Operating	g Revenue	Operating	g Expense	Capital Re	evenue	Capital E	xpense
Theme	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Lockyer Community	987,617	175,451	4,126,022	976,992	30,000		128,000	
Lockyer Bus, Farm & Live	1,482,685	245,161	2,801,135	733,738	0		0	

Lockyer Nature	1,095,928	152,878	969,027	64,338	0		0	
Lockyer Planned	14,828,216	5,438,823	18,125,623	3,813,351	8,572,424	667,027	19,473,294	2,124,254
Lockyer Lead & Council	40,621,591	16,813,496	30,927,437	7,125,620	2,586,016	165,611	4,708,297	267,248
Total	59,016,037	22,825,809	56,949,244	12,714,039	11,188,440	832,638	24,309,591	2,391,502

	Lockyer Community	Lockyer Bus, Farm & Live	Lockyer Nature	Lockyer Planned	Lockyer Leadership & Council
Total deliverables for 2020-2021	11	6	7	9	19
Deliverable completed within allocated budget	1	0	0	0	0
Budget on Track (Operational/Capital)	10	6	7	9	19
Budget Underspent	0	0	0	0	0
Budget Overspent	0	0	0	0	0

# **Corporate Plan**

# **Corporate Plan Theme**

Lockyer Leadership and Council.

# <u>Outcome</u>

5.7 Compliant with relevant legislation

# Operational Plan Action Item (as relevant)

This report provides performance reporting on all Operational Plan 2020-2021 deliverables for the first quarter (July-September) of the 2020-2021 financial year.

# **Proposal**

# <u>Overview</u>

This report presents the first quarter performance report on the Operational Plan 2020-2021.

A majority of the operational plan deliverables are reported to be on track at this stage. However, a cautious approach with regard to achieving the scheduled timing and scope of some deliverables has been reported this quarter. This is due to some deliverables potentially requiring deferral or rescheduling as a contingency to ensure external funded projects are delivered or as a result of the unknown future impacts of COVID-19.

A summary of performance for the first quarter of the 2020-2021 financial year against each operational plan theme is as follows:

Total deliverables for 2020-2021	Lockyer Community	م Lockyer Bus, Farm & Live	Lockyer Nature	لالمالية Planned	Lockyer G Leadership & Council						
Timing of D		0	/	9	19						
Deliverable completed within identified timeframe	1	0	0	0	0						
On Time	7	4	4	8	16						
Re-scheduling Expected	3	2	2	1	3						
At risk of deferral/to be deferred	0	0	1	0	0						
Scope of work											
Item completed – benefits achieved   1   0   0   0											
Benefits to be achieved	10	4	6	9	18						
Benefits in doubt	0	2	1	0	1						
Benefits won't be achieved 0 0 0 0 0											
Management of risk											
Deliverable completed within risk appetite	1	0	0	0	0						
Identified risk/s within appetite	8	2	6	7	18						
Identified risk/s being managed	2	4	1	2	1						
Identified risk/s not being managed	0	0	0	0	0						

# **Legal Implications**

Section 174(3) of the *Local Government Regulation 2012* requires the Chief Executive Officer to present a written assessment of local government's progress towards implementing the annual Operational Plan at meetings of the local government. These reports are required to be made at regular intervals of not more than three months. This report presents the first quarter performance report on the Operational Plan 2020-2021.

# **Policy Implications**

Not applicable.

# **Risk Considerations**

Key Corporate Risk Code and Category: LCL1

Key Corporate Risk Descriptor: Legal Compliance and Liability

Compliance management – regulatory or contract compliance, litigation, liability and prosecution.

# **Previous Council Resolutions**

Not applicable.

# **Related Documentation**

• Operational Plan 2020-2021 first quarter performance report.

# **Critical Dates**

Not applicable.

Implementation
Not applicable.

# **Attachments**

15 Pages 15 Pages

Lockyer Ca opportuni	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 opportunity. We strive to build on who we are and all that our region has to offer by connecting business, the community and government.	es the spirited diversity found within our rec	gion. Times of hardship business, the communi	highlight our resilience y and government.	Our high standards supp	oort our qua	lity of life a	and vibran	cy while p	roviding (	of life and vibrancy while providing a dynamic and safe place full of
1.1 A Commu	1.1 A Community with fair and reasonable access to services.										
Bafarana	Occupational Blass Politicanable 2020 21	Budore and Indiana	Executive Leadership	Action and Reporting	Kan Birk Fatanoon	Completion	8	Progress Indicators	dicators		Browner Company
Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Responsibility	Responsibility	Key Risk Category	Date	Timing	Budget	Scope	Risk	Progress Comments
E	Undertale a review of identified services provided by Council to determine the appropriate level of service provided to the community, including the fearical sustainability of providing the service.	Review of identified pervises completed and recommendations provided to Council.	Out Executive Officer	Over Prancial Officer	PEL-Francei Sontreability	30 (un 21	Residending a special	Operational subsections and control of the control	echieved	Marmilled rind/s send resugged	The filtrolling services provided by Crewell has been or we committy, ander relove in determine we where it is proproposed for Count of its provide the service and it was a long of the Count of its provide the service and it what have it is a first provide the count of the count of the count of the count of the count of the count of whether the count of the count of the count of which what is not and the count of the count of countries whether Count of countries whether count of countries whether Countries whether countries whether countries whether Countries whether countries whether countries whether Countries whether countries whether countries whether Countries whether countries whether whether the countries whether countries whether whether the countries whether countries whether whether the countries whether countries whether and fitterfor the countries whether the countries whether whether the countries whether countries whether and the countries whether the countries whether pages to make the countries whether the countries and the countries whether the countries whether pages to the countries whether the countries whether and the countries whether the countries whether pages to the first whether Countries whether whether pages to the countries whether the countries whether pages to the countries of the countries the developed and the countries whether the countries whether the countries whether the countries of the countries whether the countries the substance of the countries of the countries whether the countries the countries whether the countries the pages to the countries whether the countries whether the countries whether the countries whether the countries whether the
1.2 Council o	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  Executive teadership  Action and Reporting	proving access to and the quality of the facilities for in	dividuals and groups for cult	ural, recreational and commu	ilty activities.	Completion		Progress Indicators	dicators		
Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Timing	Progress In	Scope	Risk	Progress Comments
1 21	Deliner stage one of the fairmapt Park project to improve vecreational appointmities for the greater Heston View community.	Dage one Tainnay Park project delivered including the construction of park infrastructure and installation of playground equipment.	Group Manager Infrastructure	Manager Community Facilities	IA2 - Delivering major projects	31-Dec-21		3	- F	* 3 4	he tender process to deliver the construction of Stage. If showing Pik is project has been completed The equality the moder maked stage 1 of Sirvings Piks and to the pike of the pike of the pike of the pike of the tender opposed to 4 of the pike of the pike of the tender opposed to 4 of the pike of the pike of the the pike of the pike of the pike of the pike of the pike of the pike of the pike pike of the pike of the pike of the pike the pike of the pike of the pike pike of the pike of the pike the pike of the pike of the pike the pike the the pike the pike the the pike the pike the the pike the pike the pike the pike the pike the pike the the pike the pike the pike the the pike the the pike the the the the the the the th
1,2,2	replaneant stage one recommendations of the dentified additional opportunities in Council's gallet gards streagy to extended Council's extend of gards and exercise.	Suga overationalization of infrastructure in Countr's park network delivered.	Group Manager Infrastructure	Manager Community Facilities:	FE1 - Financial Sustainability	30-jun-21	Rescheduling expected	Operational Ebudget within aflocation	Benefits to be achieved	Identified risk/s being managed	Stringsant timeframes have been set to deliver funded groupet, moutants, World for Casesathand COPUD-15, Drought, Communities Fuguran, Units and descour Community Stimulate Program, Building Bester Regions Locamously Stimulate Program, Building Bester Regions and Building Our Regions. As a result this program plant adjuverable has been determed at present or enable resources to be a discorated to advive the enhald songtame.

First Quarter Performance Report - Lockyet Community

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153	152	151	Reference	1.5 Events an	14	Reference	1.4 Council se	‡÷ 31	12	E	Reference	1.3 Enhanced
Develop a Community Activation Strategy with a quarterly action plan to guide delivery of outcomes:	identify opportunities and plan for an konic signature event for the Eockyer Valley.	Undertake a review of Council's Events Strategy 2019-2024 and develop a quarterly action plan to guide delivery of outcomes.	Operational Plan Deliverable 2020-21	1.5 Events and activities that bring together and support greater connectivity in the community.	Condectable a reviews of current service level annaquements in place with commonly and sporting project and exercit commisses in installs the development of service level and service commisses in install or the development of service level agreement for corporing assistances provided to these groups.	Operational Plan Deliverable 2020-21	L.4 Council seek to understand community needs, resulting in partnerships that realise long-term benefits for the community in a timely manner	Sevine and update Cosec <sup>®</sup> 1 Closed Circuit Television (CCTV) policy, procedure and memorandum's of understanding (MOON).	Suggeste and install flood software and equipment, including integrate and install flood software and equipment, including integrated in the software software and install prison in the software and integrated in the software and integrated in the software placement.  - Those of the software integrated - Art Sylvia to Inaction Van.	Conduct an analysis of fixed modelling data to determine minor, mode-ste and major food classifications for all river height gauge locations.	Operational Plan Deliverable 2020-21	1.3 Enhanced wellbeing and safety of the community.
Strategy and quarterly action plan developed and implemented	Iconic event opportunities for the Lockyer Valley identified and planning commenced.	Review completed and recommendations adopted by Council.	Performance Indicator	nnectivity in the community.	Review completed and service level agreements developed for implementation with community and sporting groups and event committees.	Performance Indicator	erships that realise long-term benefits for the comm	view and update County, Closed Circus Television (CCTV) polity, Review completed, documents updated and approved in accordance Group Manager People and Business vice-dura and exemptedum's of understanding (MODA).  Reformation	Project completed Including this alteratived upgrade of systems and Googo Manager Project and Business Performance	Project completed and flood classification of river height gauges determined.	Performance Indicator	
Group Manager Community and Regional Prosperity	Group Manager Community and Regional Prosperity	Group Manager Community and Regional Prosperity	Executive Leadership Responsibility		Group Manager Community and Regional Prosperity	Executive Leadership Responsibility	anity in a timely manner.	Group Manager People and Business Factormance	Group Manager People and Business Parformance	Group Manager People and Business Performance	Executive Leadership Responsibility	
Manager Community Activation	Manager Community Activation	Manager Community Activation	Action and Reporting Responsibility		Manager Community Activation	Action and Reporting Responsibility		Manager information Communication and Technology	Manager Business Performance	Manager Business Performance	Action and Reporting Responsibility	
R1 - Reputation and goodwill	R1 - Reputation and goodwill	Rt - Reputation and goodwill	Key Risk Category		EC1 - Environmental and Community	Key Risk Category		H2. Decision naive generators, due illigence, accompanity and sustreashilly.	(A1 - Flavorey, managing and materialsing	IA2 - Delivering major projects	Key Risk Category	
30 Jun-21	30-Jun-21	30-Jun-21	Completion Date		30-jun-21	Completion Date		31-Dec-20	10-un-21	30-Jun-21	Completion Date	
On time	Rescheduling expected	On time	Timing		On time	Timing		On time	On time	On time	Timing	
Operational budget within alloration	Operational budget within allocation	Operational budget within allocation	Budget Scope		Operational budget within afforation	Budget Scope		Operational budget within alteration	Operational budget within allocation	Operational budget within allocation	Budget Scope	P
Benefits to be achieved	achieved	Senefits to be achieved	Scope		Benefits to be achieved	Scope		Benefits to be achieved	Benefits to be achieved	Renefits to be achieved	Scope	
identified risk/s within appartie	atentified risk/s within appetite	Identified risk/s within appetits	Risk		Montfled risk/s within appetite	Risk		Identified risk/s within apportix	identified risk/s within appetite	Identified risk/s within appetite	Risk	
Work has commenced on the preparation of a Draft Community Activation Strategy	The identification of opportunities for an iconic signatuse event for the region will commence in Quarter 2.	The review of Council's events stretegy will commence in Quarter 2.	Progress Comments		Sealow of uniting service level arrangements has commerced and distributed finding model in currently being completed in sealow to the funding arrangement for the material arch of sporting grounds.	Progress Comments		Countr's Cassed Circuit Televation (CCTV) policy and procedure have been relevant transfer for released the transfer of the countries of the countries of the first relevant transfer in exagent, it establish was committed for the document updated prior to the countries of the procedure of the descript of the section of the countries of the document of the section of the countries of the countries of the section of testing (MOL) alternation of the descript of the countries (MOL) alternation (Countries of the descript more Linder station, Changes to the document as in progress of countries (MOL) alternation (Countries of the progress of the countries of the countries and progress of the countries of the countries of progress of the countries of the countries of section of the countries of the countries of section of the countries of section of the countries of section of the countries of section of the countries of the countries of the countries of the countries of the countries of section of the countries of the countries of the countries of the countries of the countries of the countries	Good Warmin System Light 244-16 Khywa to Junction Ware. Photocoment of Stock monitoring carear for lunction Ware completed. Available presidence by lunction Ware completed. Available presidence by sourcing cystem in progress. Supply and of four heigh gauge equipment in procurement plates. The procurement plates of sensity ment height gauge pleasant in procurement plates. The procurement plates procurement plates.	Resilience & Risk Reduction Funding application successful. Now in detailed scoping phase.	Progress Comments	

Operational Blan Dalisarable 2020 31	Barformanca Indicator	Executive Leadership	Action and Reporting	Kan Birk Catanana	Completion		Progress in	dicators		Browner Comments
Operational Figure Occupanistics Contracts	resormance museum	Responsibility	Responsibility	way may caregory	Date	Timing	Budget	Scope	Risk	FIGURES COMMENTS
an and conduct an annual Local Dispater Management Group sercice (moving all relevant stakeholders to enprove the regions reprise to dispaters.	Annual local Disaster Management Group Exercise conducted to: Group Manager People and Business identify improvements for disaster proparedness.	Group Manager People and Business Performance	Manager Business Ferformance	EC1 - Environmental and Community	30-Jun-21	Deliverable completed weithin identified timedrame	Deliverable mappleted - within afformed hodget	Deliverable completed- besetts aghiered	Deliverable completed- within risk appoints	Debugaratis - Local Disaster Management Group Exercise Shat completed - Ground was completed on 5 August 2020. The settle (s) — evaluation of the services identified a range of against resourcements for action.
ondoz the annual review of the Lockyer Valley Local Disaster languement Plan to identify improvements in response to all sasters.	Review completed, improvements identified and Local Dicater Management Plan adopted by Council.	Group Manager People and Business Performance	Manager Business Ferformance	EC1 - Environmental and Community	30-Jun-21	aug up	Operational budget within	enefity to be achieved	Montified rick/s within appetite	The annual review of the Lockyer Valley Local D.  Management Yan was last completed on 20 Jun  Management Yan was last completed on 20 Jun  Management Yan was last completed on 20 Jun  Apoet saston review to dearthy improvements  Appet to all disasters will be completed.

Quarter Performance Report - Lockyer Community

Page 3 of 1

			2.	5.5	A 5	0 5
E	E	Reference	1 Encourage	Lockyer Livelihood We are a communi	Lockyer Farming As custodians we	Lockyer Business Our business com
Advocate for improved water excuring and supply for the region through the Lockyer Valley and Somerat Water Colleboration.	Advocate for business opportunities and economic enablest for the region from the sized dail Project, and lemit the adverse in impacts of longists. But yearing improved and connected infrastructure for the Region.	Operational Plan Deliverable 2020-21	2.1 Encourage opportunities for the Lockyer Valley to drive economic and community outcomes	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	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 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.
Declared houseass care completed.	Engliquent apponantis and community benefits for the rejon are maximized from the valued Sail Project including improved and consequed infrastricture within the argum.	Performance Indicator	c and community outcomes.	ities exist. Our quality education facilities a	ensure our farming future. We pride ours	work where it is easy to do business. We cr
Chaff Execution Officer	Chall Executive Officer	Executive Leadership Responsibility		re highly regarded and	elves on our innovation	eate opportunities and
Senior Advoor Advocacy and Coordinator Special Projects	Septor Advisor Advances;	Action and Reporting Responsibility		provide diverse career	and clean, green reput	encourage innovation
B1 - Regulation and goodwill	R1 - Reputation and goodwill	Key Risk Category		oathways. We laok to deve	ation. We work together to	hat inspires business confi
00-300-1E	30.iun-21	Completion Date		lop skills ar	o support o	dence and o
On time	Roscheduling expected	Timing		d generate	ır farmers	ollaborativ
Operational budger within allocation	Operational budget orthin altocation	Progress Indicators  Budget Scope		job oppo	of current	ve partner:
actived	Benefits in doubt	ndicators Scope		rtunities fo	and future	ships.
desetfied risk/h being managed	lderelified risk/s being managed	Risk		or all.	generat	
which described business care which confines the representation and bundful for abstract programment and reporting the facility of the description of control which forecast is digital of Control the best proposed and with forecast in digital of Control the best proposed and was presentation to seek feedback and control to programment to be made by presentation to the business of the gard of the project has also bean provided to the scholar Control to the Section and indictions in from the dark described business sees are the control to provide Comment to see an uniform to the project to provide Comment to see a uniform to the project to provide Comment to see a uniform to and the provided Comment to see an uniform to provide to pay to control the school provided to and the control to the control to the see steep see in tradition to Commentation and Commentation and providing from the project business case and providing from the project and the project of the project project to the project and the project project to the project and the project project to the project	Council has been in coordination with Justition Ball finds Corporation (JATC) and the slag popular of the loaded Ball Projects and are selected to minimize supply suffice or superinding address with their Environmental WITC are superinding address and their Environmental invast Extension. Council of society with first rivingar size bear beam engaged to develop a bosiness case through Fasteria government funding. The basis case through Fasteria government funding the basis investigating their suitable of a schooler Valley industed as in mental grant production are comment for industrial and connection for such outgrades and connections to mental grant of suitable production are comment of the connection of the suitable production of mental grant of suitable production are comment of the suitable production of the suitable production to suitable production of the suitable production to the suitable production of the s	Progress Comments			ons .	

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2.2 Maximise	opportunities titrough engagement and partnership v	2.2 Maximise opportunities through engagement and partnership with stakeholders to achieve a strong resinent economy	.1~								
Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Responsibility	Responsibility	Key Risk Category	Date	Timing	Budget	Scope	Risk	Progress Comments
											The Lockyer Valley Equine and Racing Collabors been formed with representatives from Council Valley Turf Club, Racing Queenshad, University Valley Turf Club, Racing Queenshad, University School of Vert Stenore and Regional Development Australia (posaich and West Moneton) to pursue which for a Lockyer Valley Equine Pregiont. The value for a Lockyer Valley Equine Pregiont.
32.2	Advocate for opportunities to build a strong reliment unstantable committee of the strong for the region, including: fungation for passes.  - COMERI and off the places Engineed Water Address.	Opportunitis for allocacy to improve the region's liveability are neutrinized.	Oral Executive Officer	Seeu Advoor Advoory and Coordinator Special Projects	ECL - Environmental and Community	3D.yari 23	Rescheduling	Operational budget within allocation	Reactis in doubt	ldentified risk/s being managed	when I make a sum of personners term conse, when I make a sum of personners term conse, when I make a sum of Mari Mercelo is no present for the explication of the I make a sum of Mari Mercelo is no present for the explication of the Consentant to prepare a feed of summarison to the Copies of the summarison to the Copies of the Copie
2.3 Promote	2.3 Promote and market the Lockyer Valley as a destination for commerce, tourism and lifestyle	nmerce, tourism and lifestyle.									
Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Responsibility	Responsibility	Key Risk Category	Date	Timing	Budget Scope	Scope	Risk	Progress Comments
14	Understale a review of the Region's Tourism Stategy to dentify improved marketing and promotional opportunisate for the region, and develop quarterly action plants to guide delivery of outcomes in the with described target markets.	Review of ISSNEET completed with opportunities identified and addepted by Council.	Group Manager Community and Regional Prosperity	Manager Community Activation	ECL - (prejourneets) and Community	31-Mar-21	On time	Operational budget within afficiation	Resetts to be achieved	Identified risk/s within appetite	With his commenced on the presparation of a re- forming transpire for the region. Further, Council Council and Council for the region is desirable. Consentiand Council Teaming (SCF) is a thirt region for region of the council for the council for an endograf and sense of the council for an endograf and sense of the sense of the council and the council for the council for the council for the council for the council for the council for the council for the council connecting operators and SCF that connecting operators and SCF that connecting operators and SCF that if
2.4 Attract an	2.4 Attract and support education and employment opportunities for the community.	or the community.									
Reference	Operational Plan Deliverable 2020.31	Performance Indicator	Executive Leadership	Action and Reporting	Key Rick Category	Completion		Progress Indicators	ndicators		Progress Comments
0.0000000000000000000000000000000000000			Responsibility	Responsibility		Date	Timing	Budget	Scope	Risk	
2 44	Deliver the external tunded drought communities programme including:  This player is countly suppose affects of coordinated drought supposer for the coordinated drought supposer for the supposer groups and deliver an advances events plan.  The player is required multiple submisses events plan.  The player is required multiple submisses events plan.  The player is required multiple submisses event plan.  The player is required multiple submisses events plan.	Dought communities programme delivered.	Goup Manager Community and Regional Prosperity (Goup) Namager Infrastructure	Manager Planning, Policy and Community (Walball), Manager Community (Assaulas) Manager Community Facilities and Manager Col Operations	U.Z Delivering major projects	31-Dec-20	On lines	Capital budget on track	Benefits to be achieved	identified risk/s being managed	Dought Communities they are me foreignable pro- ferency Date and farticl Street Ladesy are in in Source that Source Joseph Source Ladesy are in in Source that Source Joseph Source Lades are supported to Source Supplies Offices and Source Sported to Ought Supplies Offices and Source Sported to Ought Supplies Offices and Source Sported to Source Source Lades and Source Lades and Source Individual for November 19, November 2002 The Source Lades Source Lades and Source Lades and Source Commenced with all an apportation, Leaders of Other Other Source Lades and Source Lades and Source Lades and Completed this quantum.

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251	1	Reference	2.5 Fo:
		Reference	ster a flex
Undertake a review of the Economic Development Strategy to identify apportunities for improved economic outcomes for the region and develop quarterly ration plans to guide delivery of outcomes in line with identified target markets.		Operational Plan Deliverable 2020.21	2.5 Foster a flexible, supportive and inclusive business environment
Review of strategy completed with opportunities identified and adopted by Council.		Performance Indicator	e e
Group Manager Community and Regional Prospecity	Responsibility	Executive Leadership	
Manager Planning, Policy and Community Wellbeing	Responsibility	Action and Reporting	
EC1 - Environmental and Community	and man days	Key Bick Category	
31-Mar-21	Date	Completion	
On since	Timing		
Operational hudget orthon affocation	Budget	Progress Indicators	
Benefits to be achieved	Scope	ndicators	
Identified risk/s within appetite	Risk		
A review of the existing Economic Development Sorategy has been completed and a dural Economic Development Strategy has been prepared and is currently being reviewed and deschools sought from internal stakeholders. A workshop will be held with Council in Quarter 2.		Progress Comments	

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121	200000000000000000000000000000000000000	Reference	3.2 Council's	112	Ë		Reference	3.1 Lockyer V	Cockyer Nature
Develop an Environment Policy to guide Council's position in relation to the long term protection and enhancement of the region's natural environment.		Operational Plan Deliverable 2020.31	3.2 Council's policies and plans support environmentally sustainable development	Deliver the Biococcinity Plan to enable a managed approach to maintaining the region's blaneouthy requirements. Implement the prioritised actions of the Biococcusty Plan for the 2002-21 francius year.	Orliver the Ventural Resource Management Plan to enable a natural resource to maintaining and enhancing the region's, natural resources.  In the security of the Additional Resource Management from for the 2000 SE formoral year.		Operational Plan Deliverable 2020-21	3.1 Lockyer Valley's natural assets are managed, maintained and protected	Lockyer Nature  Our natural assets are valued and protected to sustain our unique rural lifestyle.
Policy developed and approved in accertance with Council's Policy Framework.		Performance Indicator	ble development.	The Boneculity Plan for the Region is completed. The prioritized actions of the Boneculity Plan for the 2000-31. The prioritized actions of the Boneculity Plan for the 2000-31.	The Natural Resource Management Plan for the Rigidon is completed.  The prioritised actions of the Manual Resource Management Plan for the 2000 21 filmodel were are completed.		Performance Indicator	protected.	ain our unique rural lifestyle.
Group Manager Community and Regional Protperity	Responsibility	Executive Leadership		Group Manager Community and Regional Prosperity	Group Manager Community and Regional Prosperity	Responsibility	Executive Leadership		
Manager Planning, Policy and Community Wellbeing	Responsibility	Action and Reporting		Manager Pierving, Policy and Community Wellbeing.	Manager Flaming, Folicy and Community Wellbamg	Responsibility	Action and Reporting		
FE2 - Decision making governance, due diligence, accountability and sustainability	The state of the s	Key Bick Category		ECL - Environmental and Convenienty	EC1 - Toursonment and Community	A STATE OF THE PARTY OF THE PAR	Key Risk Category		
30-Jun-21	Date	Completion		ji-Dec-2D (Plan) 30-Jun-21 (actions)	31-Oec-20 (Pfan) 30-Jun-23 (setions)	Date	Completion		
On time	Timing			On time	As one of the control of the control	Timing			
Operational budget within affocation	Budget	Progress Indicators		Operational budget within allocation	Operational bulger unbias allocation	Budget	Progress Indicators		
Benefits to be achieved	Scope	ndicators		Benefits to be achieved	Browletts to be assistent to	Scope	ndicators		
Identified risk/s within appetite	Risk			Mentified risk/s within appette	Identified trial/A within appeals	Risk			
A draft Environment Policy has been prepared and is currently being eviewed and seabled sought from internal stakeholders. A workshop will be held with Council in the future.		Progress Comments		A and Biosecurity Plan is EDN complete.  A next text beconstrily rearrer in its presentant et has been complete. If this its presentant exist be used as a tool to profession continuents tracting and structural and recomment tracting and structural and recomment tracting and structural and recomment to soften any to undergate and structural and recomplete by the Lockyer Volley with treat the and mapping of priority yeard orderations to be included in the plan.  It is anticipated a staff Biosecurity Plan will be complete by the sected 2000 and incensive interes to steaded for the first payment of 2002.  A parently about of the staff Biosecurity Plan is the development of a visibile and marketing yingtime procedure for Council staff Planning Unit and evolutionary in this procedure for Council staff Planning United Section of the Section of the staff and evolution of the staff procedure for Council staff Planning United Section of the Sectio	As any there are the consequences (1994) Floris is for the many and an execute Management (1994) Floris is for the many and an executed consumers are not collected as the construction of the collection with the Draft (Consequence of the collection with the Draft (Consequence of the collection with the first) HIVM them any red by addingst until any HIVM. The many and the affection of the collection of the collection of the first) HIVM them any red by addingst until any HIVM them to make all the proving actions continued in the Traft HIVM Them Council has a bounders to see the expectation of the Council has a bounders and proving a see that the proving actions. Council has about entered without a the proving actions of the collection and proving all them due to the proving actions the collection and proving all them due to the proving actions the proving action and proving a proving and the proving action of the collection of the proving action of the HIVM Them actions have greated and the proving action to the many actions and a standard of the HIVM Them actions have greated the proving action of the theory of a standard or the standard of the standard and the proving action of the standard of the standard of the standard and the standard of the standard		Propress Comments		

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12		Reference	3.6 Council an	3.5.2	15.1	Reference	3.5 Council an		in in the same	Reference	3.4 Locals and	3.3.1.1	Reference	3.3 Communit
identify and develop an Energy Management Plan for Council's principal buildings and facilities that will reduce energy consumption and cost.		Operational Plan Deliverable 2020-21	3.6 Council and the community actively reduce consumption of non-renewable resources	Undertake a late study to determine suitable location for a new Resource Recovery Centre (RRC) to service the eastern area of the region as identified within the Waste Reduction and Secocing Plan (WRRP).	Determine and implement new lease and contract enrangements for the Melecial and Recyclotic Facility (MSF) at the Gatton Wante Facility to enable the regions recycling to percessed in accordance with datutiny requirements.	Operational Plan Deliverable 2020-21	3.5 Council and the community actively reduce waste, recycle and reuse more.	The customes identified from Operational Plan deliverable 3.1.1 "Courion Strategy" will lick to achieve this outcome of the Corporate Plan.	Open many many a many areas a company and a company and	Operational Plan Deliverable 2020 31	3.4 Locals and visitors experience our natural assets.	inidentia a moise of the Locker Cachenel Action Ran including that provinciation of action to be implemented to make a managed approach to maintaining the region's cacheners. Others the shooting actions of the Locker Cathenel Action Ran and the Last Ages and Series has been been seen to the Locker Cathenel Action Ran and the Last Ages and Series Ran Series (All Ages and Series Ran Locker). The series and cachener Cathenel	Operational Plan Deliverable 2020-21	<ol> <li>3.3 Community and private landholders' stewardship of natural assets increases</li> </ol>
An energy management plan developed that aims to reduce Council's energy consumption.		Performance Indicator	n-renewable resources.	Study completed with suitable sites identified for an eastern resource recovery centre for waste.	Lease and Contract arrangements completed, implemented and commencement of completors monitoring of the facility.	Performance Indicator	reuse more.		a principalitation terrandonol	Berformance Indicator		Review of the Lindy or Catchement Action Plans is completed. The prioritised actions of the Lindy or Catchement Action Plans and Link Reps and Ferenan Visitor Casch proprovement into its my 2010 21 insucut year are completed.	Performance Indicator	sets increases.
Group Manager infrastructure	Responsibility	Executive Leadership		Group Manager infrastructure	Group Atlanager infrastructure	Executive Leadership Responsibility			Responsibility	Executive Leadership		Grosp Manager Community and Bugsonal Prozperty	Executive Leadership Responsibility	
Manager Community Facilities	Responsibility	Action and Reporting		Manager Community Facilities	Manager Community Facilities	Action and Reporting Responsibility			Responsibility	Action and Reporting		Manager Planning, Policy and Community Welberng	Action and Reporting Responsibility	
FEX - Francial Sustainability	A software steel feet	Key Risk Category		IA1 - Planning, managing and maintaining assets for the future	LCL1 - Legal Compliance and Liability	Key Risk Category			and some configuration	Key Rick Catagory		ECL - Environmental and Community	Key Risk Category	
JO-lun-21	Date	Completion		30-Jun-21	31-Dec-20  lease   IO-lum-21  Contract and  monitoring	Completion Date			Date	Completion		3.1-se-20 (review) 30.1um-21. (actions)	Completion	
Rescheduling expected	Timing			On time	On time	Timing			Timing	9		- A	Timing	
Operational budget within allocation	Budget	Progress Indicators		Operational hadget within allocation	Operational budget within allocation	Progress Indicators Budget Scope			Budget	Progress Indicators		Operational Sudget within allocation	Progress Indicators  Budget Scope	
Beruifits in doubt	Scope	dicators		Benefits to be achieved	Sensitits to be achieved	Scope			Scope	dicators		Benefits to be achieved	Scope	
Identified risk/s being reanaged	Risk		3 :	Identified risk/s within appetite	Identified risk/s within appetite	Risk			Risk	50-		Identified rad/5 within appetite	Risk	
Usage of Countr's principal buildings and facilities has realized due to COVO-13 applied exerctions and the effect the current cate so subject on non accurate ordicator of the maintain usage. Further data will be required to enture reporting a securate and as much at this tagget this operational plan deliverable is required to be defined and the delivery tenther are reviewed at a state date.	a colling and an annual and an analysis	Progress Comments		Early site study planning to identify proposed sites for the Resource Recovery Centre (1860) to service the eastern area of the region has commenced.	Work has commenced on the development of the contract and lease arrangement for Country Material Recycling. Facility (NRP) with a specialist consultant (UTL Utilities) preparing the contract specification in leasion with Anuhra and Country) high seam.	Progress Comments			t of the same continues and	Progress Comments		The Cachinerist Action Bills (CAE) invited commercial in early and cachinerist Action Bills (CAE) invited commercial in early and cachinerist	Progress Comments	

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We have unique,	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.	ave places and spaces that bring toget	her people. Local serv	ces match the needs of t	he community. Our built i	nfrastructui	re is desig	ned and c	onstructe	d to enab	le access for all.
4.1 Growth and	4.1 Growth and development in the region is sustainably managed through the adoption and implementation of the Lockyev Valley Planning Scheme	d through the adoption and implementation of t	he Lockyer Valley Planning S	cheme.							
	Owners and Blue Publicated 1970 74		Executive Leadership	Action and Reporting	V BS-L Comment	Completion		Progress Indicators	ndicators		Bankara Communication
neiereise	Operational rain Deliveragie 2020-21	POTOTIMENCE INVESTOR	Responsibility	Responsibility	NEY NISK CATEGORY	Date	Timing	Budget	Scope	Risk	riogress comments
4.1.1 Fin	Finalise the Lockyer Valley Regional Council Planning Scheme, including the Development Manual for public notification.	Planning 50hame finalised including the Development Manual and adopted by Council for Public Consultation	Group Manager Community and Regional Prosperity	Manager Planning, Policy and Community (Melbeing	R1 - Reputation and goodwill	30-jun-21	Ontime	Operational budget within	Benefits to be	identified risk/s within	Mentified. Reduting of the planning scheme is continuing risk/s widthin. The draft Development Manual is undergoing peer review.
								The second		The state of the s	
4.2 Provision of	4.2 Provision of fit-for-purpose infrastructure which meets the current and future needs of the region	rrent and future needs of the region.									
Beference	Operational Blan Deliverable 3020-21	Bestomance Indicator	Executive Leadership	Action and Reporting	You Bick Category	Completion		Progress Indicators	ndicators		Progress Commonts
and duty	OPCIONATION FROM DECIPELIBRIC AND OLD	TO SOUTHWINE THOUSAND	Responsibility	Responsibility	And town your four	Date	Timing	Budget	Scope	Risk	configuration commence
421 De	Deliver the Council funded infrastructure cuptul mork program.	Council hands program of work consistent within ellicated budget and limith arms.	Group Nanager infrastructure	Manager Chil Operations/Manager Community Facilities	I/A: - Othering major projects:	trum-06	On time	Capital budget on track	possible of the property of th	identified risk/s being managed	Council has been fortunate to recover algolificant funding to authorise at this effect of instruments capital works program for the 2002.11. The meaning-found fevaled arginate for coil (Operations in the Arizonean Rodge Sead stage 2 Improvement works which has been included by the Arizonean Rodge Sead stage 2 Improvement works which has been included in common death are men forecast layer, with the possibility of desting it death of the control funded program of the control funded program of the control funded program of the state of the control funded council point in the possibility of the control funded council point in the control funded council point in the control funded council point in the control funded council funded coun

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Seweira palari to godie de deliney of Council 1 strategi; infrattricture planning pergium ant underlata a review of infrattricture change (s indicin).  - the required amendments to the Local Government infrattriccure from (Life) and the infrastriccure Charges: frateriocols.  The development of interacy infrastriccure planning forward amongs and months for the angloss that informs the long term capital one plan.	Develop and implement a future capital works design process to determine a six month schedule of works across the infrastructure Group.	Undertake defect identification on Country's facilities to develop a defect facility within Country. Yechnology One software program that will enable the creation of work packages for Country's . Facilities.	Daller the external honded inhustrature program of work nodes and the program of work nodes are to pushing some angelog CO (10-12 Project).  -Busing some angelogBusing some
Review of Council's strategic inhastructure planning and interactions of interaction of the complete. Amendment to the Local Government instructure Plan and instructurate Charges' transverse (complete, Mod a locause gragam of planned infrastructure world sherologies.	Putare capital works design process and its month schedule of works developed and implemented.	Defect identification completed, defect backlog developed and work packages identified for Council's facilities.	External Fundad program of work completed within allocated budget and in accordance with funding timeformer.
Group Manager Community and Regional Prosperity	Group Manager infrastructure	Group Manager infrastructure	Group Manager infrastructure
Manager Planning, Policy and Community Wellbeing	Manager Technical Services	Manager Community Facilities	Manager Cut Operations/Manager Community Hadilites
IAE - Planning, managing and maintaining assets for the future.	(A1 - Planning, managing and maintaining assets for the future	(A1 - Planning, managing and maintaining assets for the future	I/G : Delegang major projects
30-Jun-21	\$1-Mar-21	30-Jun-21	99-340-21
Rescheduling expected	On time	On time	On time
Operational budget within allocation	Capital hadget on track	Operational budget within allocation	Copied Industrial Edition
Benefits to be	Benefits to be achieved	Benefits to be achieved	Banelitz to be
identified risk/s within apposite	Identified risk/s within appetite	Identified risk/s within appetite	Manufilled managed managed
A reviews of the Local Government Introductions Fluin (LOSF) and introduction or subgreg and collections to the deployed to convenience in Capatro 2.1 View has Commercial in Holdon on the electricity to subgreg confidence on planning Proposed to the consequent as a bit consequence of the Commercial Consequence forward commercial interest for Commercial Consequence forward commercial	Capital designs are now approximately 6 months aheat. Work will continue next quarter to increase the lead time and document the workflow on the capital works design process and scheduling.	Annual Aget inspection (Ail) completed and data collected for top sen' Council Facilities. Training of Facilities staff has commenced in the entry of defects and set up and implementation of maintenance schedules.	became yet the extensed included informationary program of south tools become the extense of included and the completed this during the included the included by the business and allowed the included the included by the included b

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Reference	Operational Plan Deliverable 2020-21	Reference Operational Plan Deliverable 2020-21 Performance Indicator Responsibility Responsibility	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Tim	mg.			Progress Inc
character	The state of the s	The south Handley Consequence	Responsibility	Responsibility	and own color	Aud			Date Timing	Date Timing Budget	Date Timing Budget Scope
implem the Plan further	inglement the continuous improvement initiations as outlined in the Pharming and Development Continuous improvement has out further steamed and Development Continuous improvement has out further steamed process.	identified continuous improvement delinerables for the 2020 21 Fauscial year completed and further improvements definition may recently.	Group Manager Community and Ragional Property	Manager Planning, Policy and Community Welthang	R1 - Pagulation and groutfull		30-lun-24.	30-lun-21. On times	Operational England entering and analysis of the American State of	Operational learning to be charge ceiting achieved attraction.	Operational England entering and analysis of the American State of
collabo	ration and targeted advocacy that drives ext	4.4 Regional collaboration and targeted advocacy that drives external funding, for timely delivery of key infrastructure and enhanced community outcomes	Leture and enhanced commu	nity outcomes.		-					
			Executive Leadership	Action and Reporting		-	Completion	Completion		Completion Progress Indicators	
	Operational Fish Deliversble 2020-21	Performance indicator	Responsibility	Responsibility	Key Risk Category		Date	Date Tinking		Timing	Timing Budget
	revide technical support to review the related Ball Project designs meaning on Council's Infrastructure	Project dealign reviewed and freethank provided to Australian hall frank Corporation or project progeneess	Group Manager Infrastructure	Manager Technical Services	(A1 - Planning, managing and maintaining assets for the future		30-Jun-21		30-tun-21 On time budget within allocation	30-Jun-22 On time Operational Benefits to be about the a	30-tun-21 On time budget within allocation
# 1	4.5 An integrated approach to the planning of all communities that strengthens local identity and lifestyle	hat strengthens local identity and lifestyle.									
- 1	Proceedings of Blan Publicant and 1970 11	Bartarranea la ficator	Executive Leadership	Action and Reporting	Kins Blit Cutanage	_	Completion	Completion		Completion Progress Indicators	
	Operational Frant Deliverable 2020-21	PETOTINANCE INDICATOR	Responsibility	Responsibility	Ney now Caregory		Date	Date Timing		Timing	Timing Budget
Advocate to key stakeholde East Queensland Regional P water and severage netwo	Advocate to key stakeholders to seek amendments to the South Each Queensland Regional Plan and additional augmentation of			7. STATE OF 18	Of Planning managing and majorations	aning			Operational	10-Jun-21 On time In	Operational

Best Proofee Burkson and Basest - Leobour Planned

der F	r Leadership ders are visionary and seek coordinated outcomes for the benefit of the whole community.	omes for the benefit of the whole comn	runity.								
na C	r Council 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.	nisation that gives the community conf	dence, demonstrates f	inancial sustainability,	where customers are satis	fied with ou	ır services	and our e	mployees	are pro	id to work.
핥	take robust and accountable financial, resource and infrastructure planning and management to ensure affordable and sustainable outcomes for our community	astructure planning and management to ensure	affordable and sustainable or	tcomes for our community.	1						
8	Operational Plan Defiverable 2020-21	Performance Indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Timing	Progress in	Indicators	Risk	Progress Comments
	Undertals a review of Council's revenue streams to identify opportunities to improve Council's fearcals sustainability including the application of stream and levels to extension of the council fearcals and levels to extension of the council fearcast of the council of the cou	Review completed and recommendations provided to Council for completed on a part of 2021-22 budget distances.	Chief Executive Officer	Chief Financial Officer	FE1 - Financial Sustainability	30-Jun-21		Operational budget within allocation	lenefits to be	Identified risk(s within appetite	Review of the cates revenue streams is we with initial data and comparative informat and initials analysis understaten. Propoled is to Council in November to workshop in the bodget preparation.
	- the register of see, and charges.	25 H W 1 1 2 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1						1			Raview of the Fees and Charges has comm comultation with Councillers to occur thro 21 budget preparation process
	Review and implement recommendations for the operation and management of the LCO(NY Valley Function Centre and Staging Front Cerk.	Management and operation of Lockyer Valley Function Centre and Staging Fost Café determined and implemented.	Group Manager Community and Regional Prosperity	Manager Community Activation	FE1 - Financial Sustainability	30-Jun-21	On time	Operational budget within allocation	lenefits to be achieved	identified risk/s within appetite	The Expression of interest for the operation management of the car's and function fail completed. Expression of interest closed October 2020. A number of Expressions of were received and as such these will be not to determine which companies are invited formal tender.
	Develop and implement a risk-based plan to deliver the recommendations of the independent review conducted on Council's procurement function.	Pan developed and agreed key findings implemented based on level of tisk and an improved procurement function archimed.	Group Manager People and Suriness Performance	Manager Buiness Performance	Angerentaris Protection 133	30-Jun-21	On time	Operational hudget within allocation	schieved	identified risk/s within appetite	Out of the 60 recommendations made to in Council's procurement function; da are can are in progress; a are on hold for further re analysis and 4 have not yet commenced du investigation or other recommendations re action.
	implement the identified deliverables in Council's Land Asset. Management Plan including the califoralisation of land assets.	Deliverables identified in Council's Land Acad Management Plan for the 2000-11 fearcial year completed and identified land sold.	Group Manager People and Business Performance	Manager Business Performance	FEL - Financial Sustainability	30-Jun-21	9	Operational audget within allocation	leneffs to be achieved	Identified risk/s within appetite	Land Asset Management Plan still in devel- Procurement of agent for marketing and is land identified for sale in explanation phase to contract to be awarded by 31 October 2020 (white the plant of a properties identified the sale of the plant of the pla
	Finalize the review of plant and fleet across Council to ensure utilization is naxomised and plant and fleet types are reflective of the future needs for programmed works.	Review completed, plant and fleet types to meet the future reads for programmed works identified and rationalisation commercied.	Group Manager infrastructure	Manager Civil Operations	FEI - Financial Sustainability	30-jun-21	Rescheduling expected	Operational budget within allocation	Benefits in doubt	Identified risk/s being managed	As a result of the strict timeframes identifi- delivery of the COVID-19 and Drought Reli- this operational plan deliverable has been this stage and will be revisited at a later of funded projects are delivered.
enc	ence in customer service to our community.										
-8:	Operational Plan Deliverable 2020-21	Performance indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Timing	Progress in Budget	Indicators Scope	Risk	Progress Comments
	Review the existing Customer Service Charter and implement recommendations to improve Council's commitment to customers.	Review completed, recommendations identified and implemented.	Group Manager People and Business Performance	Manager People and Culture	R1 - Reputation and goodwill	31-Dec-20	On time	Operational budget within allocation	Sansfits to be athlewed	identified risk/s within appetite	The review of Council's Customer Service ( commenced.
	Provide an immeative booking program for use of Council Facilities	Implement the Boolable system including training for regular users and community members.	Group Manager People and Business Performance	Manager People and Culture	(A3 - Information and technology capacity and management	31-Dec-21	On time	Operational budget within affocation	lenefits to be achieved	Identified mat/s within appetite	All bookings are being logged in the Bookal internally. All processes are followed within Bookable process for example invoices or outs and receipting. Public training and us estimated to commence in January 2021.
ely e	ely engage with the community to inform council decision making processes	making processes.									
8	Operational Plan Deliverable 2020-21	Performance Indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Bisk Category	Completion Date	Timing	Progress in Budget	Indicators	Risk	Progress Comments
	Davido a corporate communication trategy to clearly define the role and Cenocif's apprecabl to internal and external communication and a communication plan to put the strategy into actions.	Communications Strategy and Plan developed and agreed actions identified in plan completed.	Group Manager People and Buriness Performance	Manager People and Culture	R1 - Reputation and goodwill	31-Dec-20 (Strategy and Plan) 30-Jun-21 (agreed actions)	Rescheduling expected	Operational budget within allocation	Jeneffs to be achieved	identified risk/s wetsin appetite	Scoping of the communications strategy are commenced with consultation to be compli- quarter two, finalitation of the strategy an not be arbieved by \$1.0 becember \$202 hou anticipated this will delay the overall imple the deliverable.
- 1											

First Quarter Performance Report - Lockyer Leadership and Council

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55.4	5.5.2	95 95	153	The state of the s	Reference	5.5 Promote	94.1		Reference	5.4 Commit t
dentify and implement opportunities to improve integrity invariences and completions throughout the organisation.	Oxeolog a modernised impress for Council to enable improved information sharing across the organisation.	flexions and emplement a performance headerhip framework and embed the framework with the corporate leaderhip team.	Develop and negotiate new leteroprise Bargaining Agreements for field and office based employees, lockdong.  The preparation of an expension of interest for the management and speciation of weekens Cleaning services required to be conducted by Council.  Complete a disaccollection and analysis on the field staff 4 day week.	Operations a seas extraorismus and a season a	Operational Plan Deliverable 2020-21	5.5 Promote a values based culture that appreciates and empowers its workforce	Deliver Country audit and sits management function including -Constitut of Audit and list Management Committee Manifety -Condition of Internal Audits identified for the 2000-12 fearcral part.  -Mornitoring and completion of Internal audit recommendations.		Operational Plan Deliverable 2020-71	5.4 Commit to open and accountable governance to ensure community confidence and trust in council and our democratic values
Improvement opportunities on integrity awareness and compliance identified and implemented.	A modern learnest debeneed on the Microsoft Office 355 Deservous Chilese parties and improved information pauling to the organization achieved.	Performance leadership framework developed and implemented with the corporate leadership team.	Prespire Sargament Agramment for field and office Sassed JUPP conflict by the Queensinos Industrial Significant Commission and new agramment implemental	The part comments in transpopulation	Performance Indicator	rs its workforce.	Council's audit and risk management function delivered.		Performance Indicator	unity confidence and trust in council and our de
Group Manager People and Business Performance	Group Manager Paople and Buliness Performance	Group Manager People and Business Performance	Group Manager People and Business Ferformance	Responsibility	Executive Leadership		Group Manager People and Business Performance	Responsibility	Executive Leadership	mocratic values.
Manager People and Culture/Manager Business Performance.	Manager Internation Communication and recovery School Communication and Technology	Manager People and Culture	Manager People and Culture	Responsibility	Action and Reporting		Manager Business Parformances	Responsibility	Action and Reporting	
FEZ - Decision making governance, due diligence, accountability and sustainability	A2 - Delivering major projects	\$1 - Strategic Workforce Planning and Management of Staff	S1 - Strategic Workforce Planning and Management of Staff	and some canegoral	Key Risk Category		fil? - Decision making governance, dan dispace, accountability and sustannahility	The second second	Key Risk Category	
30-)un-21	30-Jun-21	30-jun-21	30-Jun-21	Date	Completion		30-Jun-21	Date	Completion	
On time	On time	On time	On time	Timing			Rescheduling expected	Timing		
Operational budget within allocation	Capital budget on track	Operational budget within allocation	Operational budget within allocation	Budget	Progress Indicators		Operational budget within allocation	Budget	Progress Indicators	
Bonedits to be achieved	Benefit to be	Bonefits to be achieved	Benefits to be achieved	Scope	dicators		Benefit to be achieved	Scope	dicators	
Identified risk/s within appesite	Identified risk/s within appetits	Identified risk/s within appetite	Identified risk/s within appetite	Risk			identified risk/s within appetite	Risk		
Topics identified to be delivered throughout the year. Code of Conduct training streadled to be compreted for all saff during the month of October. This training will be delivered through a blend of virtual and fice to face.	project plan has been created and sperced. A project team has been consisted and therapign harded on the project. At least too representative from each branch will combine to the step part disordly that their military will be included on the sees intraver and a which plans it bould be included. Plans One- with include any reteamt determation than the current through Chapter plans with a operationalised, while where it has adding team information and updating secting information.	A deth Accountability and Development Agreement with a provided to Corporate Leadership Team for consolidation in Quarter 2.2	Preparationy works on the Enterprise Bargaining Agreement as in progress for registrations to commence in Quarter 8 if the will produce a Boadshow to consist with soft and assugament regarding the contents of a new agreement.	TO DE LA COMMISSIONE	Propress Comments		Council's Audit and Bold Managament Committee met downg the quarter with the proparation of Council's procural Francial Batements by 2013-20 to be law Committee Horacid Batements by 2013-20 to be law Committee Horacid Batements by 2013-20 to be law former and work from 2013-20 Work has also commissed upon the first procuration and the Paycoll and Seminate action review and the Audit Carlo Council and also the Paycoll and Seminate action review which are his fast to an district for a district size districts for the 1202-21 for a size of the first road action for his half to fast paid and for the half and fast paid for for recommendations capturing in the half its fast paid and processing the fast paid for the first paid and the half and fast paid for processing by the Essentin's cadenthis Farm.		Progress Comments	

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			Executive Leadership	Action and Reporting	(A) SERVICE CONTRACTOR	Completion		Progress Indicators	dicators		
Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Responsibility	Responsibility	Key Risk Category	Date	Timing	Budget	Scope	Risk	Progress Comments
19.5	Implement the priority recommendations of the Organizational Effectiveness Review identified for the 2009-21 financial year	The priority recommendations of the Organisational Effectiveness review for the 2020-21 financial year implemented.	Group Manager People and Business Performance	Manager People and Culture	PEL - Financial Systamability	3D-Jun-21	Octime	Operational budget within allocation	中富	identified risk/s within appetite	Friently recommendations of the Organizational review are being addressed. Of significance the organizational realignment was finalised in July and the and of year realignment was finalised in July and the send of year sweets announced with normalization being cought. awards event is due to be held in November 2020.
562	ideatify and implement catifismus improvement initiatives throughout Count'd to improve customer focus and business: effectiveness.	Continuous improvement initiatives identified and implemented.	Out Executive Officer	Group Managers	f(2) Decision making governance, due dispress, excommatibly and portnamatibly	30-jun-211	On time	Operational budget within allocations	Benefits to be atherwel	identified trak/s winter appends	The identification of continuous inspresements instituted in the comments of creation of continuous in production of continuous particular institutes and inspection of continuous particular inspection of the production of the pr
5.7 Complian	5.7 Compliant with relevant legislation.										
Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Timing	Progress Indicators  Budget Scope	Scope	Risk	Progress Comments
							ļ				
571	implement the agreed recommended actions arising from the AU/NLS 4801 transferd for occupational health and safety audit to impleme Council to agreessmous work health and safety.	Agreed recommendations implemented and AS/NZS 4801. Certification schiered and the organisations work health and safety improved.	Group Manager People and Business Performance	Manager People and Culture	WHSI - Workplace Yealth and Safety	30-Jun-21	On time	Operational budget within allocation	tenefits to be achieved	Identified risk/s within appetite	The treenty-five agreed actions from audit of Council's Safetian have been taixed to expossible officers through the Non-Conformance Rectilication process for action and closing out. Appointments PTMs of the actions have been completed and closed out.
572	Conduct a full review of Council's local laws and subordinate local laws to achieve a modern suite of aggliative documents that are eary to understand, practical and relevant to the region.	Stage 1 evens completed and modern rate of Local Lasts. Group Manager People and Bosiness developed and implemented.  Publishmence	Group Manager People and Business Performance	Manager Business Performance	FE2 - Decision making governance, due diligence, accountability and nustainability	30-Jun-22	On time	Operational budget within allocation	Benefits to be athlewed	identified appoints appoints	Beriew of past issues completed and engagement with internal stakeholders is due to commence in November 2020 to develop project scope

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SCORE STORY			Executive Leadership	Action and Reporting		Completion		Progress Indicators	dicators		
Keterence	Operational rian Deliverable 2020-21	reflormance indicator	Responsibility	Responsibility	Key Risk Caregory	Date	Timing	Budget	Scope	Risk	riogress comments
1.05	implement a soite of information Communication Technology initiatives to minimize Council's exposure to cyber risk including - Affail Tasso Americation - Application What Latting - Information Security Management System (Cyber Security Framework)	Identified suite of information Communication Technology intratives implemented to innovance Countif a popuse to cyber (1).	Group Namager People and Business Performance	Manager Information, Communication and Technology	A3 - information and technology capacity and management.	30-lust-21	On time	Capital budger on track	achieved	identified intel <sup>®</sup> weeks appetite	Auth-1-jector Authentication (MA) on Microsoft Authentications to ricke have been securated by trained from the fine that the property of the CH ann. The descriptor is a state only if a mill (CH) will be easily adoption from the bounders of the CH CH as stated by A and fine easily adoption from the bounders (CH CH) and the easily adoption from the procedured, by A will be ratified and the description of the bounders on a provided on the appropriate Annual State (CH) and the easily adoption of the procedured of
560 600 6.0	Overlog a zisstagić information Communicazion and Technology Routings to desertir opportunistes to automate lighties where postable.	Scalegic information communication and technology roadmap developed with opportunities to automorphisgrate statement (agricus).	Group Manager People and Business Performance	Manager Information, Communication and Technology	IA3 - Information and technology capacity and management	30-Jun-21	On time	Operational budget within affection	Benefits to be achieved	identified risk/s within appendix	Initial elappament with branch managers and Execution (audientity) fram (ELT) is determine the business requirements has been completed. A part Socument is under development. Once the draft has then checkpoel it will be considered back or managers and ELT for feedback. Any feedback received will be considered prior to finalisation and approval of the socuments.
91 00 Us	identify and implement technology (mobility) to enable field bayed affect logging and task management to be captured in Council's Technology One adheres, including - System configuration for use of functionality by Community recities and Ourl Operations - Provision of mobile exists hardvars.	Fault based technology identified, fully implemented with defect logging and task management commenced.	Group Manager infrastructure	Manager Information, Communication and Technology, Manager Civil Operations and Manager Community Facilities	iA3 - information and technology capacity and management	30-\un-21	On time	Operational budget within allocation	Benefits to be achieved	identified risk/s within appetite	Mobility has been operationalized within the Civil Operations Stanch

11.4 Policies for Adoption

Date: 06 November 2020

**Author:** Erin Carkeet, Governance Officer

**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 policies:

- Meetings Policy and Code of Meeting Practice;
- Complaints Management Policy;
- Right to Information Policy; and
- Information Privacy Policy.

# Officer's Recommendation:

**THAT Council adopt the following documents:** 

- Meetings Policy and Code of Meeting Practice;
- Complaints Management Policy;
- Right to Information Policy; and
- Information Privacy Policy.

#### And Further:

THAT Council authorise the Chief Executive Officer to make any amendments as requested during the meeting.

# **RESOLUTIONTHAT Council adopt the following documents:**

- Meetings Policy and Code of Meeting Practice;
- Complaints Management Policy;
- Right to Information Policy; and
- Information Privacy Policy.

# **And Further:**

THAT Council authorise the Chief Executive Officer to make any amendments as requested during the meeting.

Moved By: Cr Hagan Seconded By: Cr Wilson

Resolution Number: 20-24/0178

CARRIED 7/0

# **Executive Summary**

The Policies have been reviewed in line with recent amendments to the Local Government Act 2009.

# **Finance and Resource Implications**

N/A

# **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
- Knowledge Management Advisor

# **External Consultation**

Queensland Ombudsman

# **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:

# **Meetings Policy and Code of Meeting Practice**

The policy has been reviewed and updated with only minor formatting and grammatical changes made to ensure compliance with the recent legislative changes to the *Local Government Act 2009*.

The Code of Meeting Practice has been developed in line with the Department of Local Government Racing & Multicultural Affairs best practice standing orders.

# **Complaints Management Policy**

This Policy has been reviewed and updated to ensure compliance with provisions contained within the *Human Rights Act 2019*.

# **Right to Information Policy**

The Policy has been reviewed and updated with minor formatting and grammatical changes.

### **Information Privacy Policy**

The policy has been reviewed and updated with minor formatting and grammatical changes.

### **Legal Implications**

N/A

# **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

## **Related Documentation**

- Meetings Policy and Code of Meeting Practice;
- Complaints Policy;
- Right to Information Policy; and
- Information Privacy Policy.

## **Critical Dates**

In the course of normal business.

## **Attachments**

<b>1</b> <u>↓</u>	Draft - Meetings Policy	2 Pages
<b>2</b> <u>↓</u>	Draft - Code of Meeting Practice	27 Pages
3 <u>↓</u>	Draft - Complaints Management Policy	3 Pages
<b>4</b> <u>↓</u>	Draft - Right to Information Policy	2 Pages
5 <u>↓</u>	Draft - Information Privacy Policy	2 Pages



# **MEETINGS**

## **Head of Power**

Local Government Act 2009 Local Government Regulation 2012

## **Key Supporting Council Document**

Lockyer Valley Regional Council Corporate Plan (2017 - 2022)

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

### **Definitions**

Meetings Ordinary Meetings, Special Meetings and Post-Election Meetings.

Councillor Briefing sessions and information sharing forums. Councillor Workshops/Tours are not

Workshops/Tours decision-making forums or meetings of a local government or a committee.

## **Policy Objective**

To outline the proper conduct of business by Lockyer Valley Regional Council at its meetings and Councillor Workshops/Councillor Tours.

## **Policy Statement**

Lockyer Valley Regional Council has an obligation to act in accordance with the local government principles set out at Section 4 of the *Local Government Act 2009*, namely:

- (a) transparent and effective processes, and decision-making in the public interest; and
- (b) sustainable development and management of assets and infrastructure, and delivery of effective services; and
- (c) democratic representation, social inclusion and meaningful community engagement; and
- (d) good governance of, and by, local government; and
- (e) ethical and legal behaviour of councillors and local government employees.

## Under

section 150F of the Local Government Act 2009 Council must outline in the Meeting Code of Practice –

(a) how the chairperson of a local government meeting may deal with a councillor's unsuitable meeting conduct; and

Group: People and Business Performance
Unit: Business Performance
Approved: Ordinary Council Meeting (Resolution Number 2024/XXXX)
Date Approved: XX/11/2020
ECM:

Effective Date: XX/11/2020 Version: 2.0 Last Updated: 30/09/2023 Review Date: 30/09/2023

Superseded/Revoked: ECM: 3705772

Page 1 of 2

Document Set ID: 4033826 Version: 1, Version Date: 06/11/2020 (b) how the suspected inappropriate conduct of a councillor referred to the local government by the assessor must be dealt with at a local government meeting.

Lockyer Valley Regional Council will conduct its meetings in accordance with relevant laws, corporate conventions and the Code of Meeting Practice.

# **Related Documents**

Code of Meeting Practice Councillor Code of Conduct



Group: People and Business Performance Unit: Business Performance Approved: Ordinary Council Meeting (Resolution Number 20-Date Approved: XX/11/2020 ECM:

Superseded/Revoked: ECM: 3705772

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Effective Date: XX/11/2020 Version: 2.0 Last Updated: 30/09/2023 Review Date: 30/09/2023

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# CODE OF MEETING PRACTICE

November 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
1.0		Initial Draft	Corrin Bischoff	02/05/2012
1.1		Further revisions	Corrin Bischoff	11/08/2012
1.2		Further revisions after feedback	Corrin Bischoff	05/09/2012
		Adopted by Council 12/09/2012		
		Resolution Number 2670		
2.0		Formal review conducted and revisions:	Corrin Bischoff	19/11/2013
		inclusion of Teleconferencing,		
		Declaration of Interests, Order of		
		Business, Agenda Papers, Closed		
		Meetings, Conduct, Audio or Video		
		Recording of a Meeting		
		Adopted by Council 18/12/2013		
		Resolution Number 3221		
3.0		Formal review conducted and revisions:	Corrin Bischoff	14/02/2017
		Recording of meetings; definitions of		
		meetings; notice for Councillor items;		
		closed session; deputations; rescinding		
		a motion; procedural motions. Adopted		
		by Council 22/02/2017 Resolution		
		Number 16-20/0377		
4.0		Formal review conducted and inclusion	Susan Boland/Corrin	15/11/2018
		of section 150F of the <i>Local</i>	Bischoff	
		Government Act 2009		
5.0		Formal Review conducted, and	Erin Carkeet	09/11/2020
		amendments made in line with changes		
		to Local Government Act 2009		

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# Introduction

#### Legislation

Chapter 8, Part 2, Division 1A of the Local Government Regulation 2012 provides the core requirements for the conduct of meetings of the local government and the committees of the local government.

Chapter 5A, Part 2, Division 1, section 150F of the Local Government Act 2009 provides the requirements for the conduct of meetings and committee meetings of the local government.

- how the Chairperson of a local government meeting may deal with a Councillor's unsuitable meeting conduct; and
- (b) how the suspected inappropriate conduct of a Councillor referred to the local government by the Independent Assessor (IA) is to be dealt with at a local government meeting.

Chapter 5A, Part 3, Division 5 section 150AF of the Local Government Act 2009 provides the requirements for investigation of suspected inappropriate conduct.

- 1. The local governments must investigate the Councillor's conduct.
- 2. The investigation must be conducted
  - a. In a way that is consistent with
    - i. Any recommendation of the assessor made under section 150AC (3); and
    - ii. To the extend the local government's investigation policy is not inconsistent with a recommendation of the assessor-the investigation policy; or
    - b. In another way the local government, by resolution, decides.
- 3. A resolution under subsection (2)(b) must state the decision, and the reasons for the decision.

#### **Principles**

This Code of Meeting Practice complements the provisions of the Local Government Act 2009 and the Local Government Regulation 2012. Together these provide procedures and standards for the proper conduct of business by Council at its meetings.

Council has an obligation to act in accordance with the local government principles set out at section 4 (2) of the Local Government Act 2009, namely

- transparent and effective processes, and decision-making in the public interest
- (b) sustainable development and management of assets and infrastructure, and delivery of effective services
- democratic representation, social inclusion and meaningful community engagement (c)
- good governance of, and by, local government; and
- ethical and legal behaviour of Councillors and local government employees and Councillor advisors.

#### Scope

The Code of Meeting Practice applies to all meetings of Lockyer Valley Regional Council, including meetings of committees, and all participants in those meetings. Any provision of the Code may be suspended by resolution of any meeting.

Group: People & Business Performance Unit: Governance & Property Approved: Ordinary Meeting (Resolution Number xx-xx/xxxx)

Review Date: 30/06/2020 Superseded/Revoked: 3705769

Effective Date: 18/11/2020

Version: 1.0 Last Updated 10/11/2020

Date Approved: 18/11/2020

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# **Meetings**

## Types of Meetings:

Meetings - include Ordinary Meetings, Special Meetings, Post-Election Meetings, Councillor Workshops and Committee Meetings.

Ordinary Meeting - is the meeting each local government (i.e. all Councillors) must hold at least once a month.

Special Meeting - is a meeting at which the only business that may be conducted is stated in the notice of the meeting (section 254C (4), Local Government Regulation 2012)

Post - Election Meeting - is the meeting held within 14 days after the conclusion of each quadrennial election and the conclusion of a fresh election of its Councillors. At this meeting the local government must, by resolution, appoint a Deputy Mayor from its Councillors (other than the Mayor) (section 175 Local Government Act 2009)

Councillor Workshop – session for Councillors to provide direction on strategic matters but not make decisions and for the presentation of information on key projects or strategies.

## **Ordinary Meetings:**

#### 4. Times and places of Ordinary Meetings

Council, by resolution, will fix dates and times for its ordinary meetings. If there is no resolution fixing the date and time for an ordinary meeting, the Chief Executive Officer must fix the date and time for the meeting and if practicable, consult with the Mayor about the proposed date and time for the meeting. Council meetings must not start before the time provided in the notice of the Council meeting.

Written notice will be given to each Councillor at least two days before the meeting, unless it is impracticable to give that notice. The notice will state the day and time of the meeting. A written notice of intention to repeal or amend a resolution will be given at least five days' notice before the meeting in accordance with section 262 of the Local Government Regulation 2012.

A notice under this section may be in electronic form where Councillors have the facilities to access the notice, agenda and business paper in that form.

In addition, Council will give notice to the public of the times, dates, places and matters to be considered at its Ordinary meetings and Standing Committees in accordance with section 254D of the Local Government Regulation 2012. These notices will be listed on Council's website by 5pm on the next business day after the notice of the meeting is given under section 254C.

#### 5. Special Meetings

The Chief Executive Officer will call a special meeting of Council if the special meeting is required by a resolution of Council or a written request for the special meeting is lodged with the Chief Executive Officer.

#### Agenda for Meeting

In accordance with section 254D of the Local Government Regulation 2012 Council will make the agenda for its

Group: People & Business Performance Unit: Governance & Property Approved: Ordinary Meeting (Resolution Number xx-xx/xxxx)

Review Date: 30/06/2020

Version: 1.0 Last Updated 10/11/2020

Effective Date: 18/11/2020

Date Approved: 18/11/2020

Superseded/Revoked: 3705769

Document Set ID: 4035374 Version: 3, Version Date: 19/11/2020 Page 4 of 27

meeting publicly available by 5.00pm the next business day after the agenda for the meeting is made available to Councillors.

The agenda for a meeting will include—

- a) items required under the Act to be included on the agenda
- b) items required under this Code to be included on the agenda
- c) items that are by resolution of the local government to be included on the agenda; and
- d) each item whose inclusion on the agenda is requested by a Councillor.

A Councillor who would like an item of business included on the agenda for a meeting will give written notice of the nature of the business to the Chief Executive Officer at least five days before the notice of meeting is given. (Items for consideration may include questions on notice, motions to repeal or amend a resolution, or a notice of motion). Business not on the agenda or arising from the agenda must not be considered at the meeting unless Council agrees to admit such business at the meeting. At a Special Meeting only the matters listed on the agenda may be considered.

#### 7. Chairperson

The Mayor or appointed Chairperson will preside at any of Council's meetings. If the Mayor and Deputy Mayor are absent, a Councillor may be elected to the chair by the Councillors present at the meeting.

If at the time designated for holding the meeting no Chairperson is present, the first business of the meeting must be the election of a Chairperson to preside at the meeting.

#### 8. Duties of the Chairperson

The Chairperson has a duty to preserve order and ensure proceedings are conducted in a proper manner by:

- determining that the meeting is properly constituted, and a quorum is present
- informing Councillors or Members as to the business and objectives of the meeting
- formulating for discussion and decision any proposed resolution (motion) that has been moved for consideration of the meeting
- deciding whether proposed resolutions and amendments are in order i.e. clarifying the wording of resolutions prior to the vote being undertaken
- deciding points of order and other incidental matters that require a decision
- facilitating an exchange of views and ideas on key issues before the meeting
- confining discussion to within the scope of the meeting and within reasonable limits of time
- · preserving order at the meeting
- · focussing on serving the public interest
- putting relevant questions to the meeting and conducting a vote (and where authorised, giving a casting vote)
- declaring the result
- · ensuring a division is taken if properly requested
- · ensuring the record of minutes of the meeting is maintained
- ensuring that only an authorised recording of the meeting is made
- · adjourning the meeting when circumstances justify that course
- declaring the meeting closed when its business is complete.

## 9. Post-Election Meeting

The Chief Executive Officer will conduct the Post-Election meeting until the Mayor completes their declaration.

### Committee Meetings:

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### 10. Times and places of Committee Meetings

A committee may, by resolution, fix dates, times and places for its meetings. If there is no resolution fixing the date, time and place for a committee meeting, the Chief Executive Officer may fix the date, time and place for the meeting. The Chief Executive Officer must, if practicable, consult with the Chairperson of the committee regarding the date, time and place of meetings.

### 11. Special Committee Meetings

The Chief Executive Officer will call a special meeting of a committee if the special meeting is required by a resolution of Council; or a written request for the special meeting is lodged with the Chief Executive Officer.

#### 12. Notice of Meetings and Agenda

The Chief Executive Officer will give written notice of a committee meeting setting out the date, time and place of the meeting, and the business to be considered at the meeting, to each member of the committee. The notice must be given, if practicable, at least two days before the day of the meeting. A list of the items to be discussed at a meeting of a committee must be open to inspection at the time the agenda for the meeting is made available to the members of the committee.

#### 13. Chairperson

The Chairperson of a committee must preside at a meeting of a Lockyer Valley Regional Council committee. Refer to Clause 8: Duties of the Chairperson.

#### 14. Procedure at meetings

The procedure of a committee for dealing with business must be in accordance with procedural directions given to the committee by resolution of Lockyer Valley Regional Council; or if there is no procedural direction governing a matter, this Code of Meeting Practice.

# **Code of Practice**

#### 15. Application

This Code of Meeting Practice (the Code) provides rules for the conduct of meetings of the Lockyer Valley Regional Council (other than a post-election meeting) and where applicable, committee meetings of the Council. The Code will apply to a post-election meeting of Council as far as practicable.

Provisions of the Code may be suspended by separate resolution of a meeting of Lockyer Valley Regional Council outlining the duration and the application of the suspension.

Where a matter arises at a meeting which is not provided for in the Code, it may be dealt with via resolution to the meeting without notice.

## Procedures for meetings:

#### 16. Order of business

The order of business must be determined by resolution of Lockyer Valley Regional Council from time to time. The order of business may be altered for a meeting where the Councillors at the meeting pass a motion. Such a motion may be moved without notice.

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The regular order of business will be: -

### Ordinary meetings:

Meeting Opened

Leave of Absence

Condolences/Get Well Wishes

Declaration of Prescribed Conflicts of Interest and Declarable Conflicts of Interests by Councillors

Mayoral Minute

Confirmation of Minutes

**Business Arising from Minutes** 

Committee Reports

**Deputations/ Presentations** 

Officer Reports

Items for information

Confidential items

Meeting Closed

## **Special Meetings and Committee Meetings:**

Meeting Opened

Leave of Absence

Declaration of Prescribed Conflicts of Interest and Declarable Conflicts of Interests by Councillors

Deputations/ Presentations (if relevant)

Officer Reports

Confidential items

Meeting Closed

#### Post-Election Meeting:

Opening of meeting

Local Government Act 2009 - Principles

Declaration of Office – Mayor and Councillors

Address by the Mayor

Appointment of Deputy Mayor

Appointment to Special Committees, Advisory Committees, Statutory Bodies and other organisations

Set the meeting cycle (i.e. number of meetings per month and day of meetings)

Other business as the Mayor may direct

The order of business for the post-election meeting may not be altered.

The minutes of a preceding meeting, whether an ordinary or a special meeting, not previously confirmed will be taken into consideration, at every ordinary meeting of Council, in order that the minutes may be confirmed. No discussion will be permitted about these minutes except with respect to their accuracy as a record of the proceedings. Amendments to the minutes may be made prior to confirming the minutes. This must be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed the minutes can be amended. All Councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting.

Admission of deputations, invitees and visitors shall be at the discretion of either of Mayor or Council (refer to Clause 20 Deputations). The time for receipt of petitions shall be at the discretion of Council (refer to Clause

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19 Petitions).

#### 17. Meeting Agenda

The Chief Executive Officer will prepare or have prepared a meeting agenda for each meeting. The agenda must, where practical, be made available to Councillors and Members two days prior to the meeting. A meeting agenda shall include, but not be limited to—

- (a) matters requiring attention from a previous meeting
- (b) officers' reports and relevant correspondence
- (c) matters or recommendations referred to the local government by a committee
- (d) any other business the local government determines should be included in the meeting agenda.

#### 18. Agenda Reports

Reports included in the agenda may include personal information only to the extent such is necessary to reflect the issue to be discussed without rendering the report meaningless, subject to Council's obligations under the Information Privacy Act 2009 (Queensland). It may be necessary where personal information is required to consider the item in a Closed Meeting of Council (see Clause 21).

Any agenda report information provided to an individual Councillor or Member for their use will also be provided to all other Councillors or Members.

#### 19. Petitions

Any petition presented to a meeting of Council will:

- · be in legible writing or typewritten and contain a minimum of 10 signatures
- include the name and contact details of the principal petitioner (i.e. the key contact)
- · include the postcode of all petitioners, and
- have the details of the specific request or matter on each page of the petition.

Where a Councillor presents a petition to a Council meeting, no debate in relation to it will be allowed, and the only motion which may be moved is:

- · that the petition be received
- received and referred to a committee or officer for consideration and a report to the council, or
- · not be received because it is deemed invalid.

Council will respond to the principal petitioner in relation to all petitions deemed valid.

#### 20. Deputations

A deputation seeking to attend and address a meeting of the Council shall apply in writing to the Chief Executive Officer not less than seven business days before the meeting.

The Chief Executive Officer, on receiving an application for a deputation, shall notify the Chairperson who will determine whether the deputation may be heard. The Chief Executive Officer will inform the deputation of the determination in writing of the outcome. Where it has been determined the deputation will be heard, a convenient time will be arranged for that purpose, and an appropriate time allowed (e.g. 15 minutes).

For deputations comprising three or more persons, only three persons shall be able to address a council meeting unless the Councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.

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If a member of the deputation other than the appointed speakers interjects or attempts to address the council meeting, the Chairperson may terminate the deputation.

The Chairperson may terminate an address by a person in a deputation at any time where:

- the Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting
- the time allowed for a deputation has expired, or
- · the person uses insulting or offensive language or is derogatory towards Councillors or others.

The Chief Executive Officer is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

#### 21. Closed Meetings

Council and standing committee meetings may resolve that a meeting be closed to the public if its Councillors or Members consider it necessary to discuss any of the following matters:

- · appointment, dismissal or discipline of the Chief Executive Officer
- · industrial matters affecting employees
- · the council's budget
- · rating concessions
- legal advice obtained by the council, including legal proceedings that may be taken by or against the council
- · matters that may directly affect the health and safety of an individual or a group of individuals
- negotiations relating to a commercial matter involving the council for which a public discussion could prejudice the interests of the council
- negotiations relating to the taking of land by the council under the Acquisition of Land Act 1967
- a matter that the council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or state.

Council nor a committee meeting can resolve that a meeting be closed where the meeting is informed of a Councillor's or Members personal interest in the matter by another person and the eligible Councillors or Members at the meeting must decide whether the Councillor or Member has a declarable conflict of interest in the matter.

Further, a meeting must not be closed if a quorum is lost due to the number of conflicted Councillors or Members who leave the meeting and the council must;

- · delegate the matter
- · decide by resolution to defer to a later meeting
- decide by resolution to take no further action on the matter.

Note: None of the above will be considered, discussed, voted on or made during a closed session. If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting.

To take a matter into a closed session Council will abide by the following:

- pass a resolution to close the meeting
- the resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered
- if the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and an explanation of why it is deemed necessary to take the issue

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into closed session must be stated

not make a resolution while in a closed meeting (other than a procedural resolution).

When Council resolves to close the meeting to the public, the Chairperson may direct all persons other than Councillors or Members and the Chief Executive Officer to leave the Council Chambers. The Chairperson may allow additional persons (including officers of the Council, and legal and technical advisers) to remain in the meeting. All other persons must immediately leave the Council Chambers.

A person failing to comply with a direction to leave the Council Chambers may be removed from the Council Chambers using reasonably necessary force. For the purpose of effecting the removal the Chairperson may call upon the assistance of a member of the Police Service.

Unless the Council, upon the resumption of its open meeting, resolves to the contrary, all matters discussed in a closed meeting must be kept confidential.

Only Councillors or Members that participate in a closed session of Council can vote on any resolutions moved as a result of the closed session discussion.

A closed session of Council is not to be recorded.

### Motions:

#### 22. Motions

A motion brought before a meeting in accordance with the Act or this Code may be received and put to the meeting by the Chairperson. The Chairperson may require a motion or an amendment to a motion to be stated in full or recorded in writing before permitting it to be received.

A Councillor is required to 'move' a motion and then another Councillor is required to 'second' the motion.

When a motion has been moved and seconded, it will become subject to the control of the Council or Member and cannot be withdrawn without the consent of the Council meeting or Committee meeting.

Other Councillors or Members can propose amendments to the motion, which must be voted on before voting on the final motion.

- A motion brought before a meeting of Council or a Committee in accordance with the Local Government Act 2009 or these standing orders will be received and put to the meeting by the
- The Chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
- The Chairperson may refuse to accept a motion if it is not within the meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.

The Chairperson may call the notices of motion in the order in which they appear on the agenda. Where no objection is taken to a motion being taken as a formal motion, and the motion is then seconded, the Chairperson may put the motion to the vote without discussion and the vote occur.

Not more than one motion or one proposed amendment to a motion may be put before a meeting of a

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Council or Committee at any one time.

#### 23. Absence of the mover of motion

Where a Councillor or Member who has given notice of a motion is absent from the meeting where the motion is to be considered, the motion may be moved by another Councillor or Member at the meeting or deferred to the next meeting.

#### 24. Motion to be seconded

A motion or an amendment to a motion must not be debated at a meeting unless or until the motion or the amendment is seconded, except for a procedural motion. If such a motion is not seconded it lapses. However, a Councillor or Member who moves a motion or an amendment to a motion may, with the permission of the Chairperson, speak in support of the motion or amendment before it is seconded.

#### 25. Amendment of a motion

An amendment to a motion will be in terms which maintain or further clarify the intent of the original motion and do not contradict the motion.

Where an amendment to a motion is before a meeting of Council or Committee, no other amendment to the motion will be considered until after the first amendment has been voted on.

Where a motion is amended by another motion, the original motion will not be proposed as a subsequent motion to amend that other motion.

#### 26. Speaking to motions and amendments

The mover of a motion or amendment will read it and state that it is so moved but will not speak to it until it is seconded.

The Chairperson will manage the debate by allowing the Councillor or Member who proposed the motion the option of speaking first on the motion. The Chairperson will then call on any other Councillors or Members who wish to speak against the motion and then alternatively for and against the motion as available, until all Councillors or Members who wish to speak have had the opportunity.

A Councillor or Member may make a request to the Chairperson for further information before or after the motion or amendment is seconded.

The mover of a motion or amendment has the right to reply. Each Councillor or Member will speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.

Each speaker will be restricted to not more than five minutes unless the Chairperson rules otherwise.

Where two or more Councillors or Members indicate they may wish to speak at the same time, the Chairperson will determine who is entitled to priority.

In accordance with section 254H of the Local Government Regulation 2012, if a decision made at the Council meeting or Committee meeting is inconsistent with a recommendation or advice given to the Council by an advisor, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

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#### 27. Method of taking vote

Before any matter is put to the vote, the Chairperson may direct that the motion or amendment be read again by the Chief Executive Officer.

Each Councillor or Member is entitled to one vote. The Councillors or Members will vote by a show of hands or as otherwise directed by the Chairperson. Any Councillor or Member present that fails to vote is taken to have voted in the negative.

The Chairperson will call for all Councillors or Members in favour of the motion to indicate their support. The Chairperson will then call for all Councillors or Members against the motion to indicate their objection. A Councillor or Member may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minute secretary will record the names of Councillors or Members voting in the affirmative and of those voting in the negative. The Chairperson will declare the result of a vote or a division as soon as it has been determined.

Councillors or Members have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.

Except upon a motion to repeal or amend it, the resolution will not be discussed after the vote has been declared.

In the event of an equality of votes, the Chairperson has a casting vote in addition to their own vote. The Chairperson must advise the meeting that they are exercising their right to use the casting vote.

Note: If a report contains distinct recommendations, the decision of the Council or Committee may be taken separately on each recommendation. If a decision by the meeting is contra to a recommendation in a report the minutes must give the reasons for the decision.

#### 28. Withdrawing a motion

A motion or amendment may be withdrawn by the mover with the consent of the Council or Committee, which will be without debate, and a Councillor or Member will not speak to the motion or amendment after the mover has been granted permission by the Council meeting or Committee meeting for its withdrawal

## 29. Repealing or amending resolutions

A resolution of Council or Committee may not be amended or repealed unless notice of motion is given in accordance with the requirements of the legislation.

Councillors or Members present at the meeting at which a motion to repeal or amend a resolution is put, may defer consideration of that motion. The deferral will not be longer than three months.

#### 30. Procedural motions

A Councillor or Member at a meeting of Council or Committee may, during the debate of a matter at the meeting, move the following motions, as a procedural motion without the need for a seconder:

- that the question/motion be now put before the meeting
- that the motion or amendment now before the meeting be adjourned
- · that the meeting proceeds to the next item of business
- · that the question lie on the table
- · a point of order
- a motion of dissent against the Chairperson's decision

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- that this report/document be tabled
- · to suspend the rule requiring that (insert requirement)
- · that the meeting stands adjourned.

A procedural motion, that 'the question be put', may be moved and where the procedural motion is carried, the Chairperson will immediately 'put the question to the motion' or amendment to that motion under consideration. Where the procedural motion is lost, debate on the motion or amendment to that motion will resume.

#### 31. Motion that debate be adjourned

The procedural motion, that the motion or amendment now before the meeting be adjourned, may specify a time or date, to which the debate will be adjourned. Where no date or time is specified:

- a further motion may be moved to specify a time or date; or
- the matter about which the debate is to be adjourned, will be included in the business paper for the next meeting.

## 32. Motion to proceed to next item of business

Where a procedural motion that the meeting proceed to the next item is carried, debate on the matter that is the subject of the motion will cease and may be considered again by Council or Committee on the giving of notice in accordance with the standing orders.

#### 33. Motion that the motion lie on the table

A procedural motion that the question lie on the table, will only be moved where the Chairperson or a Councillor or Member requires additional information on the matter before the meeting (or the result of some other action of the Council or Committee or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the Council or Committee will proceed with the next matter on the business paper. The motion, that the matter be taken from the table, may be moved at the meeting at which the procedural motion was carried or at any later meeting.

## 34. Points of order

Any Councillor or Member may ask the Chairperson to decide on a point of order where it is believed that another Councillor or Member:

- · has failed to comply with proper procedures;
- is in contravention of the legislation; or
- is beyond the jurisdiction power of the Council meeting or Committee meeting.

Note: Points of order cannot be used as a means of contradicting a statement made by the Councillor or Member speaking. Where a point of order is moved, consideration of the matter to which the motion was moved will be suspended. The Chairperson will determine whether the point of order is upheld.

Upon the question of order suddenly arising during the process of a debate, a Councillor or Member may raise a point of order, and then the Councillor or Member against whom the point of order is raised, will immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising will, until decided, suspend the consideration and decision of every other question.

## 35. Motion of dissent

A Councillor or Member may move a motion of dissent in relation to a ruling of the Chairperson on a point of order. Where such motion is moved, further consideration of any matter will be suspended until after a ruling

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is made. Where a motion of dissent is carried, the matter to which the ruling of the Chairperson was made will proceed as though that ruling had not been made. Whereas a result of that ruling the matter was discharged as out of order, it will be restored to the business paper and be dealt with in the normal course of business.

#### 36. Motion that a report be tabled

The motion that this report/document be tabled may be used by a Councillor or Member to introduce a report or other document to the meeting, only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.

#### 37. Motion to suspend requirements of a rule

A procedural motion to suspend the requirements of a rule may be made by a Councillor or Member in order to permit some action that otherwise would be prevented by the Code of Meeting Practice. Such a motion must specify the duration of the suspension.

#### 38. Motion that meeting stands adjourned

A procedural motion, that the meeting stands adjourned, may be moved by a Councillor or Member at the conclusion of debate on any matter on the business paper or at the conclusion of a Councillor's or Member's time for speaking to the matter, and will be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting, the Council meeting or Committee meeting will continue with the business before the meeting at the point where it was discontinued on the adjournment.

## Mayoral minute:

#### 39. Mayoral minute

The Mayor may direct the attention of Council to a matter or subject not on the agenda by a minute signed by the Mayor without notice on any matter or topic that is within the jurisdiction of the Council or of which the Council has official knowledge.

The Mayoral minute must be delivered to the Chief Executive Officer and when introduced, take precedence over all business before Council.

A motion comprising the Mayoral minute may be put by the Mayor without being seconded and at any stage of the meeting. If the motion comprising the Mayoral minute is passed, the Mayoral minute becomes a resolution of Council.

Amendments to Mayoral minutes that are consistent with the intent of the terms of the minute are permitted, provided such amendments have the agreement of the Mayor.

### Conduct during meetings:

#### 40. Conduct during meetings

All Councillors and Members have a responsibility to participate in meetings, policy development and decision making, for the benefit of the local government area.

After a meeting of the Council or Committee has commenced, a Councillor or Member must not enter, leave or withdraw from the meeting without first notifying the Chairperson.

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Mobile telephones and other devices must be turned off or placed in silent mode in the meeting room.

A Councillor or Member must address the Chairperson while-

- a. moving any motion or amendment; or
- b. seconding any motion or amendment; or
- c. taking part in any discussion; or
- d. placing or replying to any question; or
- e. addressing the local government for any other purpose.

Councillors and Members must address each other during a meeting by their respective titles, "Mayor" or "Councillor", and in speaking of or addressing officers must designate them by their respective official or departmental title; and confine their remarks to the matter then under consideration.

Councillors or Members must remain seated and silent while a vote is being taken except when calling for a division. A Councillor or Member must not make personal reflections on or impute improper motives to another Councillor, Member or any officer of Council. A Councillor or Member must not interrupt another Councillor or Member who is speaking except upon a point of order being raised either by the Chairperson or the Councillor or Member. If the Chairperson intervenes during the process of a debate, any Councillor or Member then speaking or offering to speak, and each Councillor or Member present, must preserve strict silence so that the Chairperson may be heard without interruption.

Councillors or Members are to ensure their conduct at Council meetings and Committee meetings is in accordance with the Councillor Code of Conduct or Employee Code of Conduct. Specifically, Councillors and Members must demonstrate respect for fellow Councillors, Members, Council staff and other members of the public and refrain from harassing, bullying or intimidating fellow Councillors, Members, Council staff or other members of the public.

Councillors and Members are not provided with rights, powers and immunities from the law to fulfil their duties. A Councillor or Member can be sued or prosecuted for anything they say in a meeting and therefore should be mindful of their conduct at Council meetings and Committee meetings.

#### 41. Disclosures of Interest

Councillors and Members must disclose any prescribed conflicts of interest and declarable conflicts of interest on any matters to be considered by Council pursuant to Chapter 5B, Part 2 and Part 3 of the Local Government Act 2009.

#### Prescribed Conflict of Interest

Councillors and Members are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a Council or Committee meeting (other than ordinary business matters). When dealing with a prescribed conflict of interest, Councillors and Members must abide by the following procedures:

A Councillor or Member who has notified the Chief Executive Officer of a prescribed conflict of interest in a matter to be discussed in a council meeting must also give notice during the meeting.

A Councillor or Member who first becomes aware of a prescribed conflict of interest in a matter during a meeting must immediately inform the meeting of the conflict of the interest.

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When notifying the meeting of a prescribed conflict of interest, the following details must be provided:

- if it arises because of a gift, loan or contract, the value of the gift, loan or contract
- · if it arises because of an application or submission, the subject of the application or submission
- the name of any entity other than the Councillor or Member that has an interest in the matter
- the nature of the Councillor's or Member's relationship with the entity that has an interest in a matter
- details of the Councillor's or Member's and any other entity's interest in the matter.

The Councillor or Member must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject Councillor or Member has written notice from the Minister to participate in the matter.

Once the Councillor or Member has left the area where the meeting is being conducted, the Council or Committee can continue discussing and deciding on the matter at hand.

#### Declarable Conflict of Interest

Councillors or Members are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at Council or Committee meetings that might lead to a decision that is contrary to the public interest (other than ordinary business matters).

A Councillor or Member may raise their personal interests in a matter at the meeting to canvas the view of the other Councillors or Members prior to deciding to declare a conflict of interest. If the other Councillors or Members suspect the personal interest might be a conflict of interest, the Councillor or Member may disclose their suspicion and the processes under section 150EW of the Local Government Act 2009.

When dealing with a declarable conflict of interest, Councillors or Members must abide by the following procedures:

A Councillor or Member who has notified the Chief Executive Officer of a declarable conflict of interest in a matter to be discussed at a meeting must also give notice during the meeting.

A Councillor or Member who first becomes aware of a declarable conflict of interest in a matter during a meeting must inform the meeting of the conflict of interest.

When notifying the meeting of a declarable conflict of interest, Councillors or Members should provide sufficient detail to allow the other Councillors or Members to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:

- the nature of the declarable conflict of interest
- if it arises because of the Councillor's or Member's relationship with a related party:
  - i. the name of the related party to the Councillor or Member
  - ii. the nature of the relationship of the related party to the Councillor or Member
  - iii. the nature of the related party's interest in the matter
- if it arises because of a gift or loan from another person to the Councillor or Member or a related party:
  - i. the name of the other person
  - the nature of the relationship of the other person to the Councillor or Member or related party
  - iii. the nature of the other person's interest in the matter
  - the value of the gift or loan and the date the gift or loan was made.

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After a Councillor or Member has declared a conflict of interest, the Councillor or Member should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.

If the Councillor or Member chooses not to leave the meeting, the Councillor or Member may advise the other Councillors or Members of their reasons for seeking permission to participate in making the decision.

The other non-conflicted Councillors or Members at the meeting must then decide, by resolution, whether the Councillor or Member can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the non-conflicted Councillors or Members. The non-conflicted Councillors or Members may impose conditions on the Councillor or Member under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The Councillor or Member must comply with any decision or condition imposed by the non-conflicted Councillors or Members.

In deciding on a Councillor's or Member's declarable conflict of interest in a matter, only Councillors or Members who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those Councillors or Members is less than a majority or less than a quorum for the meeting consistent with section 150ET of the Local Government Act 2009.

The Councillor or Member who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the Chairperson to assist the other Councillors or Members in making their decision. The subject Councillor or Member must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the Chairperson, on whether the Councillor or Member may remain in the meeting and participate in deciding the matter in which the Councillor or Member has a declarable conflict of interest.

When deciding whether a Councillor or Member may participate in the decision making on a matter in which they have a declarable conflict of interest, the other Councillors or Members should consider the particular circumstances of the matter including, but not limited to:

- · how does the inclusion of the Councillor or Member in the deliberation affect the public trust
- how close or remote is the Councillor's or Member's relationship to the related party
- if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received.
- will the benefit or detriment the subject Councillor or Member or their related party stands to receive from the decision have major or minor impact on them
- how does the benefit or detriment the subject Councillor or Member stands to receive compare to others in the community
- how does this compare with similar matters that Council or Committee has decided and have other Councillors or Members with the same or similar interests decided to leave the meeting
- whether the subject Councillor or Members has unique skills, knowledge or expertise that might help make the best decision in the public interest.

If the non-conflicted Councillors or Members cannot decide about the declarable conflict of interest of a Councillor or Member, they are taken to have decided that the Councillor or Member must leave and stay away from the meeting while the non-conflicted Councillors or Members discuss and vote on the matter.

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A decision about a Councillor or Member who has a declarable conflict of interest in a matter applies in relation to the Councillor or Member for participating in the decision, and all subsequent decisions, about the same matter unless the there is a change to the Councillor's or Member's personal interests and/or the nature of the matter being discussed. If the non-conflicted Councillors or Members decide that the Councillor or Member can act in the public interest on the matter, then the Councillor or Member may participate in the meeting and be involved in processes occurring outside of a Council meeting or Committee meeting about the same matter e.g. briefing sessions or workshops.

In making the decision, it is irrelevant how the subject Councillor or Member intended to vote on the issue or any other issue (if known or suspected).

A Councillor or Member does not contravene the above procedures if the Councillor or Member participates in a decision under written approval from the Minister.

#### 42. Reporting a Suspected Conflict of Interest

If a Councillor or Member at a meeting reasonably believes or suspects that another Councillor or Member has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that Councillor is participating in a decision on that matter, the Councillor or Member must immediately inform the Chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.

The Chairperson then should ask the relevant Councillor or Member with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the Councillor or Member agrees they have a conflict of interest, the Councillor or Member must follow the relevant procedures above.

If the Councillor or Member believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.

The non-conflicted Councillors or Members must then decide whether the Councillor or Member has a prescribed conflict of interest, a declarable conflict of interest or that the Councillor or Member does not have prescribed or declarable conflict of interest in the matter. If the meeting decides the Councillor or Member has a conflict of interest, the Councillor or Member must follow the relevant procedures above.

If the Councillors or Members cannot reach a majority decision, then they are taken to have determined that the Councillor or Member has a declarable conflict of interest.

#### 43. Loss of a quorum due to a prescribed or declarable conflict of interest

In the event where one or more Councillors or Members leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the meeting must resolve to:

- delegate the consideration and decision on the matter, pursuant to section 257 of the Local Government Act 2009
- defer the matter to a later meeting
- not decide the matter and take no further action in relation to the matter.

All Councillors or Members including the conflicted Councillors or Members, may participate in deciding to delegate or defer a matter.

The Council or Committee must not delegate a decision to an entity if the entity, or a majority being at least

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half of its members, has a prescribed or declarable conflict of interest in the matter.

If the matter cannot be delegated under an Act, the Council should seek ministerial approval for the Councillors or Members to be able to consider and vote on the matter, subject to any conditions the Minister may impose.

#### Questions:

#### 44. Questions

A Councillor or Member may at a Council meeting or Committee meeting ask a question for reply by another Councillor, Member, or an officer regarding any matter under consideration at the meeting. A question will be asked categorically and without argument and no discussion will be permitted at the meeting in relation to a reply or a refusal to reply to the question. A Councillor or Member or officer to whom a question is asked without notice may request that the question be taken on notice for the next meeting.

A Councillor or Member who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.

The Chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a Councillor or Member may move a motion that the Chairperson's ruling be disagreed with, and if carried the Chairperson will allow the question.

## Disorder and business:

#### 45. Disorder

The Chairperson may adjourn the meeting of Council, where disorder arises at a meeting other than by a Councillor. On resumption of the meeting, the Chairperson will move a motion to be put without debate, to determine whether the meeting will proceed. Where the motion is lost, the Chairperson shall declare the meeting closed, and any outstanding matters referred to a future meeting.

## 46. Business of objectionable nature

At a meeting, if the Chairperson or a Councillor or Member considers that a matter or motion before the meeting is of an objectionable nature or outside the powers of Council, the Chairperson or the Councillor or Member may declare on a point of order, that the matter not be considered further.

## Meeting Conduct:

#### 47. Process for dealing with unsuitable meeting conduct by a Councillor in a meeting:

The conduct of a Councillor is unsuitable meeting conduct if the conduct happens during a council meeting and contravenes a behavioural standard of the code of conduct for Councillors. When dealing with an instance of unsuitable conduct by a Councillor in a meeting, the following procedures must be followed:

- a) The Chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a Councillor at a meeting.
- b) If the Chairperson decides the unsuitable meeting conduct has occurred, the Chairperson may consider the severity of the conduct and whether the Councillor has had any previous warnings for unsuitable meeting conduct issued. If the Chairperson decides the conduct is of a serious nature or another warning is unwarranted, proceed to step 47, g).
- If the Chairperson decides unsuitable meeting conduct has occurred but is of a less serious

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nature, the Chairperson may request the Councillor take remedial actions such as:

- ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct;
- apologising for their conduct;
- withdrawing their comments.
- d) If the Councillor complies with the Chairperson's request for remedial action, no further action is required.
  - If the Councillor fails to comply with the Chairperson's request for remedial action, the Chairperson may warn the Councillor that failing to comply with the request could result in an order being issued.
- If the Councillor complies with the Chairperson's warning and request for remedial action, no further action is required.
- If the Councillor still continues to fail to comply with the Chairperson's request for remedial action or the Chairperson decided a warning was not appropriate under 47, c), the Chairperson may make one or more of the orders below:
  - an order reprimanding the Councillor for the conduct
  - an order requiring the Councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- If the Councillor fails to comply with an order to leave and stay away from the meeting, the Chairperson can issue an order that the Councillor be removed from the meeting.
- h) Following the completion of the meeting, the Chairperson must ensure:
  - details of any order issued is recorded in the minutes of the meeting
  - if it is the third or more order made within a 12-month period against a Councillor, or the Councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next meeting of the council and treated as inappropriate conduct
  - the council's Chief Executive Officer is advised to ensure details of any order made is updated in the council's Councillor conduct register.
  - a) Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent for parts a), g) and h) above.

Note: Chairpersons of a meeting are carrying out a statutory responsibility under the Local Government Act 2009 to manage and lead the meeting. As such, where a Chairperson behaves inappropriately in a meeting this involves a serious breach of the trust placed in them as the Chairperson of the meeting and may be dealt with as misconduct. The breach can be referred to the Office of the Independent Assessor (OIA) to be dealt with. However, breaches of trust don't arise because Councillors disagree with the Chairperson's decision or ruling during the meeting.

## 48. General conduct during meetings

After a meeting of the Council or Committee has been formally constituted and the business commenced, a Councillor or Member will not enter or leave from the meeting without first notifying the Chairperson.

Councillors or Members will speak to each other or about each other during the Council meeting or Committee meeting by their respective titles ('Mayor' or 'Councillor'), and when speaking of or addressing officers will call them by their respective official or departmental title and will confine their remarks to the matter under consideration.

No Councillor or Member who is speaking will be interrupted except upon a point of order being raised either by the Chairperson or by another Councillor or Member.

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When the Chairperson speaks during the process of a debate, the Councillor or Member speaking or offering to speak will immediately cease speaking, and each Councillor or Member present will observe strict silence so that the Chairperson may be heard without interruption.

# 49. Meeting process for dealing with suspected inappropriate conduct which has been referred to a local government by the Independent Assessor (IA)

Pursuant to Chapter 5A, Division 5 of the Local Government Act 2009 (Referral of conduct to a local government) a referral from the IA of inappropriate conduct or an instance of suspected inappropriate conduct may arise from circumstances under paragraph 47, i) dot point two of this document.

When dealing with an instance of suspected inappropriate conduct which has been referred to a local government by the IA:

The council must be consistent with the local government principle of transparent and accountable decision making in the public interest by dealing with suspected inappropriate conduct in an open meeting of the council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the council may resolve to go into closed session under section 254J of the Local Government Regulation 2012 to discuss the allegation.

The subject Councillor has a declarable conflict of interest in the matter and is permitted by the council to remain in the meeting during the debate about whether the Councillor engaged in the inappropriate conduct and answer questions put to the subject Councillor by the Chairperson to assist the other Councillors in making a decision. This permission to remain in the meeting for the debate is on the condition that the subject Councillor must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed inappropriate conduct and what, if any, penalty to impose if the Councillor is found to have committed inappropriate conduct.

Should the complainant be a Councillor, that Councillor may have a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 9. If the complainant Councillor who has a declarable conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other Councillors must decide how to deal with the conflict of interest under section 9. The complainant Councillor can be ordered to leave the meeting place or conditions may be applied to allow that Councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.

The council must debate the issue and decide whether the accused Councillor engaged in inappropriate conduct. If the council has lost quorum due to the number of conflicted Councillors or another reason, the matter must be delegated consistent with section 257 of the Local Government Act 2009 or deferred to another date when a quorum will be present.

If a decision is reached that the accused Councillor has engaged in inappropriate conduct, then the Councillors must decide what penalty or penalties from the orders detailed in 49 a), if any, to impose on the Councillor. In deciding what penalty to impose, the council may consider any previous inappropriate conduct of the Councillor and any allegation made in the investigation that was admitted, or not challenged, and that the council is reasonably satisfied is true.

- a) The council may order that no action be taken against the Councillor or make one or more of the following:
  - an order that the Councillor make a public admission that the Councillor has engaged in inappropriate conduct

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- an order reprimanding the Councillor for the conduct
- an order that the Councillor attend training or counselling to address the Councillor's conduct, including at the Councillor's expense
- an order that the Councillor be excluded from a stated council meeting
- an order that the Councillor is removed, or must resign, from a position representing the local government, other than the office of Councillor, for example that the Councillor is ordered to resign from an appointment representing the local government on a state board or committee
- an order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct
- an order that the Councillor reimburse the council for all or some of the costs arising from the Councillor's inappropriate conduct.

Council may not make an order that the Councillor attend training/counselling, be suspended from a meeting, be removed or resign from a position or that the same conduct will be treated as misconduct in future, in relation to a person who is no longer a Councillor.

The subject Councillor, and where relevant, the complainant Councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the Chairperson must advise them of the details of the decision.

The Chairperson must ensure the meeting minutes reflect the resolution made.

#### Attendance and non-attendance:

#### 50. Quorum and lapse of a Quorum

A quorum of Council is a majority of its Councillors. A quorum of a Committee is the number fixed by Council or by the Committee.

If during the conduct of a meeting, the Chairperson becomes aware that a quorum is no longer present, the meeting will be adjourned for thirty (30) minutes. If after thirty minutes a quorum is still not present, the meeting will be adjourned to a date and time to be determined by the Chairperson but no later than fourteen (14) days from the date of the adjournment, recommencing at the point of the meeting at which the loss of auorum occurred.

A member shall be deemed to be present at a meeting only when:

- That member is within the room in which the meeting is held; or
- When taking part by teleconference, a Councillor is taken to be present at the meeting if the Councillor was simultaneously in audio contact with each other person at the meeting.

The attendance of the Councillor must be recorded in the minutes as present at the meeting.

#### 51. Teleconferencing

If a Councillor wishes to be absent from a council meeting place during a meeting, the Councillor must apply to the Chairperson to participate by teleconference, at least three business days prior to the meeting or as soon as practicable once the Councillor becomes aware of their intended absence. The Chairperson may allow a Councillor to participate in a council or committee meeting by teleconference.

A Councillor taking part by teleconference is taken to be present at the meeting if the Councillor was

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simultaneously in audio contact with each other person at the meeting. The attendance of the Councillor must be recorded in the minutes as present at the meeting.

Note: Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.

For Council to manage the safety rules during the COVID-19 pandemic, changes have been added to the Local Government Regulation 2012 that will expire in June 2021.

These provisions allow the council:

- the option to conduct the entire council meeting via phone, teleconference or video conference
- where possible, must provide streaming or other facilities so that the public can observe or hear
  the meeting as it is happening, at one of the council's public offices or on the council's website
- Chairperson has the option to close the meeting on health and safety grounds to protect participants or observers from risk of exposure to COVID-19

#### 52. Attendance of public and media at meetings

An area must be made available at the place where a meeting is to take place for members of the public and representatives of the media to attend the meeting and as many people as can reasonably be accommodated in the area must be permitted to attend the meeting.

If the Council resolves that a meeting be closed to the public, the public and representatives of the media must be excluded from the meeting.

Members of the public must not make an audio or video recording of a meeting of a Council or a Council committee unless the Chairperson at the meeting gives consent to the recording of the meeting.

#### 53. Public participation at meetings

The Chairperson may invite a member of the public to take part in the proceedings of a meeting. During debate on a motion, the Chairperson may invite submissions, comments or questions from members of the public provided it is not irrelevant, offensive or unduly long.

For matters arising from a member of the public, Council may:

- (a) refer the matter to a committee; or
- (b) deal with the matter immediately; or
  - (c) place the matter on notice for discussion at a future meeting; or
  - (d) note the matter and take no further action.

Any person invited to address a meeting must stand, act and speak with decorum; and frame any remarks in respectful and courteous language.

## Committees:

### 54. Reports by committees

All committee reports must be submitted to a meeting of the Council under the signature of the Chief Executive Officer or a delegate of the Chief Executive Officer and if a report of a committee makes distinct recommendations, Council may make a separate decision on each recommendation.

## 55. Attendance at committee meetings

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Any Councillor may attend a meeting of a committee and may address the committee in accordance with the procedures established by the Chairperson of the committee.

### 56. Public participation at committee meetings

At a committee meeting, a person who is not a Councillor or a Member of the committee must not take part in the meeting unless invited by the committee Chairperson.

Any person wishing to be heard personally or as a deputation on any matter relevant to a committee, may make an appointment with the Chief Executive Officer and the committee will determine if the matter is to be heard. The address will not exceed ten minutes and no more than two members of the deputation will speak.

### Record of Meetings:

The Chief Executive Officer must ensure minutes of each Council meeting are taken under the supervision of the person presiding at the meeting.

Minutes of each meeting must include:

The names of the Councillors or Committee members present at the meeting;

- a) a copy of any report adopted by the meeting;
- a copy of other documentary material necessary for a proper understanding of the proceedings of the meeting;
- if a division is called on a question, the names of all persons voting on the question and how they voted:
- each relevant report for the meeting, other than to the extent the relevant report contains information that is confidential to the Council; and
- e) declarations of interest being:
  - i. a prescribed conflict of interest; and
  - ii. a declarable conflict of interest.

At each Council meeting, the minutes of the previous meeting must be confirmed by the Councillors or Committee members present.

A copy of the minutes of each Council meeting must be made publicly available by 5pm on the tenth day after the meeting is held, unless the minutes are sooner confirmed.

## Audio or Video Recording of a Meeting:

Council may record, in both audio and/or video, its statutory meetings for the periods that they are open to the public. The recordings may be made available to the public online at the earliest opportunity after the meeting has concluded.

All participants at meetings are reminded that parliamentary privilege does not apply to local government. Individuals must take responsibility for their own words and actions. Council may, at the discretion of the Chief Executive Officer, remove any part of a recording for publication only where there is real concern that not to do so would expose Council to risk of an action for publishing defamatory material or releasing personal information contrary to legislation.

## Councillor Workshops or Briefing Sessions:

The Chief Executive Officer may conduct workshops or briefing sessions for Councillors on various matters.

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The Chairperson for the workshops or briefing sessions will be the Chief Executive Officer or an officer appointed by the Chief Executive Officer. The objective of these workshops or briefing sessions is to provide direction on matters, not to make decisions.

## Procedure not provided for:

If method of dealing with a matter is not provided for in the Code of Meeting Practice, the matter may be determined by resolution by a motion which may be put without notice in conformity with the Code.



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**STRATEGIC** 

# **COMPLAINTS MANAGEMENT**

## **Head of Power**

Local Government Act 2009 Local Government Regulation 2012

### **Key Supporting Council Document**

Lockyer Valley Regional Council Corporate Plan (2017-2022):

- 5.2 Excellence in customer service to our community
- 5.4 Commit to open and accountable governance to ensure community confidence and trust in council and our democratic values.
- 5.7 Compliant with relevant legislation.

## **Definitions**

Administrative Action Complaint administrative method of handling and resolving complaints made by affected persons about:

- a decision, or a failure to make a decision, including a failure to provide a written statement of reasons for a decision;
- an act, or failure to do an act;
- the formulation of a proposal or intention; and/or
- the making of a recommendation.

In accordance with section 306 (5) of the *Local Government Regulation 2012* an administrative action complaint is still relevant regardless of:

- · how quickly the complaint was resolved; or
- to which area of the Local Government the complaint was made; or
- whether the complaint was written or verbal; or
- · whether the complaint was anonymous.

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Document Set ID: 4033905 Version: 1, Version Date: 06/11/2020 Privacy Complaint a complaint made by an individual about an act or practice of a relevant entity in

relation to the individual's personal information that is a breach of the relevant entity's obligation to comply with the privacy principles or an approval under section

157 (Information Privacy Act 2009).

Human Rights Complaint a complaint made by an individual about an act or practice of a relevant entity in relation to the individual's human rights that is a breach of the relevant entity's

obligations under the Human Rights Act 2019.

# **Policy Objective**

This policy has been established to provide a clear process for the handling and resolving of Administrative Action Complaints, Privacy Complaints and Human Rights Complaints made against Council, including the conduct of its staff.

## **Policy Statement**

Council acknowledges the right of the public to complain when dissatisfied with a decision made by Council, how Council has dealt with personal information or that Council has acted or made a decision that is not compatible with Human Rights. Council recognises that it should be open and accountable for the decisions it makes and provide proper consideration to human rights.

While Council endeavours to resolve issues before they become complaints, there are instances where this may not be possible. Council is committed to ensuring all Administrative Action, Privacy and Human Rights complaints are dealt with in a confidential, efficient, effective, fair, transparent and economical manner.

A complainant is entitled to:

- an acknowledgement of council's receipt of the complaint (unless made anonymously)
- a prompt response to the complaint
- · be kept informed of the progress and outcome of the complaint
- confidentiality of personal details (insofar as this is possible within the law)
- a thorough and objective investigation or review of a complaint.

Council has a staged complaints management process to allow for an efficient and effective resolution of complaints. The process allows for:

- Preliminary investigation by a staff member
- Internal review by the Complaints Officer or delegate
- External review by the appropriate external authority (i.e. Office of the Queensland Ombudsman)

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Unit: Governance & Property
Approved: Ordinary Meeting (Resolution Number 20-24/xxxx)

Version: 2.0 Last Updated: 06/11/2020 Review Date: 30/09/2023 Superseded/Revoked: ECM: 3627631

Effective Date: xx/11/2020

Date Approved: xx/11/2020 ECM: XXXXXXXX

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Document Set ID: 4033905 Version: 1, Version Date: 06/11/2020 Anonymous complaints are accepted by Council. These complaints are assessed to determine what action is appropriate, however the anonymity of the complaint may impact its assessment. Therefore, when the complaint cannot be actioned without further information the complaint will not be processed.

Council's complaints management process will facilitate the use of the information obtained from the process to improve overall service delivery. Reporting will be provided to management on complaint trends and monitor the effectiveness of Council's complaint management process.

Council can refuse to investigate or cease investigating a complaint if:

- the complaint is trivial, frivolous, vexatious or lacks substance
- the complainant does not have sufficient direct interest in the administrative action the subject of the complaint
- the complaint engages in unreasonable conduct, such as using rude, aggressive, abusive or threatening language, or where the complainant is physically harassing a Council officer(s)
- the complainant is pursuing the complaint through an alternative review process, such as an external
  agency or the complaint has already been reviewed through an alternate review process and the
  complainant has exhausted their appeal rights.

Complaints in relation to Councillors are handled through a different process which is outlined in the *Local Government Act 2009*.

## Related Documents

Complaints Management System Procedure Information Privacy Policy Fraud and Corruption Control Policy Public Interest Disclosure Policy

Information Privacy Act 2009 Human Rights Act 2019 Public Interest Disclosure Act 2010 Crime and Corruption Act 2001

> Group: People and Business Performance Unit: Governance & Property Approved: Ordinary Meeting (Resolution Number 20-24/xxxx)

Date Approved: xx/11/2020 ECM: XXXXXXXX

Document Set ID: 4033905 Version: 1, Version Date: 06/11/2020 Effective Date: xx/11/2020 Version: 2.0 Last Updated: 06/11/2020 Review Date: 30/09/2023 Superseded/Revoked: ECM: 3627631

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### STRATEGIC

# RIGHT TO INFORMATION

## Head of Power

Right to Information Act 2009

# Key Supporting Council Document (SIZE 12)

Lockyer Valley Regional Council Corporate Plan (2017-2022):

- 5.4 Commit to open and accountable governance to ensure community confidence and trust in council and our democratic values
- 5.7 Compliant with relevant legislation

## Definitions

Right to Information

means processes and rights related to accessing information held by Council.

## Policy Objective

This policy establishes the Right to Information principles to be used by Lockyer Valley Regional Council and applies to all activities undertaken by Council and its staff.

# **Policy Statement**

Group: Insert People & Business Performance Unit: Business Performance Approved: Ordinary Meeting (Resolution Number 20-24/XXXX)

Date Approved: XX/11/2020 ECM: 4023459

Document Set ID: 4023459 Version: 4, Version Date: 29/10/2020 Effective Date: 00/11/2020 Version: X Review Date: 30/09/2023 Superseded/Revoked: 3161223

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Lockyer Valley Regional Council will carry out all its Right to Information processes in accordance with the prescribed legislative framework.

To do so it will apply sound business processes to the identification of and subsequent release of information that is in Council's possession or under Council's control, unless on balance, it is contrary to the public interest to give access.

Council will apply principles of openness, integrity, impartiality, promoting the public good, accountability and transparency to these processes.

The policy provides a framework for the development and implementation of systems, practices and controls for the efficient and effective release of information.

## **Related Documents**

Information Privacy Policy.

Group: Insert People & Business Performance Unit: Business Performance Approved: Ordinary Meeting (Resolution Number 20-24/XXXX)

Date Approved: XX/11/2020 ECM: 4023459

Document Set ID: 4023459 Version: 4, Version Date: 29/10/2020 Effective Date: 00/11/2020 Version: X Review Date: 30/09/2023 Superseded/Revoked: 3161223

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## **STRATEGIC**

# INFORMATION PRIVACY

## **Head of Power**

Information Privacy Act 2009

## Key Supporting Council Document (SIZE 12)

Lockyer Valley Regional Council Corporate Plan (2017-2022):

- 5.4 Commit to open and accountable governance to ensure community confidence and trust in council and our democratic values
- 5.7 Compliant with relevant legislation

## **Definitions**

Personal information

Information or an opinion, including information or an opinion forming part of a database, whether true or not and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

## **Policy Objective**

To outline Council's commitment to the protection of privacy and appropriate management of personal information and to ensure Council is compliant with the Information Privacy Principles contained within the Information Privacy Act 2009.

Group: Insert People & Business Performance Unit: Business Performance Approved: Ordinary Meeting (Resolution Number 20-24/XXXX)

Date Approved: XX/11/2020 ECM: 4023313

Document Set ID: 4023313 Version: 4, Version Date: 29/10/2020 Effective Date: 00/11/2020 Version: X Review Date: 30/09/2023 Superseded/Revoked: 3161183

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# **Policy Statement**

Lockyer Valley Regional Council uses personal information to deliver its functions and services.

Council is committed to:

- Only collecting personal information that is directly related to the functions and services provided by Council. Council will advise what the information will be used for, either before or at the point of collection.
- 2. Making every effort to ensure that the personal information it collects, uses and stores, is relevant, accurate, complete and up to date for the purpose for which it is to be used.
- Maintaining secure systems for storing personal information, in accordance with existing procedures and
  associated guidelines, using appropriate technologies, security methods and procedures to protect
  information from unauthorised access, improper use, alteration, unlawful or accidental destruction and
  accidental loss.
- 4. Only using personal information for the primary purpose for which it was collected in the delivery of Council's functions and services. Information will not be disclosed to a third party or used for another purpose, unless the individual has consented, or this disclosure is authorised or required by law.

## **Related Documents**

Right to Information Policy.

Group: Insert People & Business Performance
Unit: Business Performance
Approved: Ordinary Meeting (Resolution Number 20-24/XXXX)

Date Approved: XX/11/2020 ECM: 4023313 Document Set ID: 4023313

Version: 4, Version Date: 29/10/2020

Review Date: 30/09/2023 Superseded/Revoked: 3161183

Effective Date: 00/11/2020

Version: X

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#### 12.0 COMMUNITY & REGIONAL PROSPERITY REPORTS

12.1 Amendment to the Register of Cost Recovery and Commercial Fees and

Charges 2020/2021 in relation to Planning & Development and Pest

**Management Fees** 

**Date:** 29 October 2020

**Author:** Tammee Van Bael, Planning Officer

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

## **Purpose:**

The purpose of this report is to consider proposed amendments to the Planning and Development and Pest Management fees in Council's 2020/2021 Register of Fees and Charges. These amendments are proposed to take effect from 18 November 2020. These changes are to provide clarification of the fees for operational works associated with reconfiguring a lot, billboards, operational works reinspections, public notification signs, and pest management loan equipment bonds.

## Officer's Recommendation:

THAT Council adopt the following amendments to the Register of Fees and Charges 2020/2021 to take effect from 18 November 2020:

# 1.8.2 – Operational Work

**Operational Works associated with Reconfiguration of Lots** 

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

Name	Amount	GST
	(incl. GST)	
Where lodged as single integrated application Base Fee	\$1,095.00	N
Plus Fee per additional Lot	\$1,005.00	N
Per additional lot – is based on the number of additional lots for the subdivision as a whole (including all stages), excluding the original lot/s for the subdivision. Where staged, the existing lot/s credit/recognition is captured in the first stage. Any stages beyond the first stage does not include an existing lot credit. Any balance lot/s are not included in the additional lot charge at any time.		

# **Advertising Device/Sign**

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

Name	Amount	GST
	(incl. GST)	
Advertising Device/Sign ≤5m2 (sign face) per sign	\$410.00	N

Advertising Device/Sign >5m2 (sign face) per sign	\$825.00	N
Billboard per billboard	\$2,180.00	N

# **Operational Works Reinspection**

Inspections for works relating to operational works. For application to be 'properly made' the fee must be paid upon lodgement of application.

## 1.7.6 - Other Services

# Remove the following Fee:

Name	Amount (incl. GST)	GST
Public Notification Advertising Notice Board per board	\$145.00	Υ
Includes search of adjoining owners names & addresses, standard forms & one notice board		

# 2.16.2 - Loan Equipment - Bonds

Remove the fees and charges relating to Loan Equipment - Bonds

## **RESOLUTION**

THAT Council adopt the following amendments to the Register of Fees and Charges 2020/2021 to take effect from 18 November 2020:

## 1.8.2 – Operational Work

**Operational Works associated with Reconfiguration of Lots** 

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

Name	Amount (incl. GST)	GST
Where lodged as single integrated application Base Fee	\$1,095.00	N
Plus Fee per additional Lot	\$1,005.00	N
Per additional lot – is based on the number of additional lots for the subdivision as a whole (including all stages), excluding the original lot/s for the subdivision. Where staged, the existing lot/s credit/recognition is captured in the first stage. Any stages beyond the first stage does not include an existing lot credit. Any balance lot/s are not included in the additional lot charge at any time.		

# **Advertising Device/Sign**

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

Name	Amount (incl. GST)	GST
Advertising Device/Sign ≤5m2 (sign face) per sign	\$410.00	N
Advertising Device/Sign >5m2 (sign face) per sign	\$825.00	N
Billboard per billboard	\$2,180.00	N

## **Operational Works Reinspection**

Inspections for works relating to operational works. For application to be 'properly made' the fee must be paid upon lodgement of application.

#### 1.7.6 – Other Services

# Remove the following Fee:

Name	Amount (incl. GST)	GST
Public Notification Advertising Notice Board per board	\$145.00	Υ
Includes search of adjoining owners names & addresses, standard forms &		
one notice board		

Moved By: Cr Vela Seconded By: Cr Qualischefski

Resolution Number: 20-24/0179

CARRIED 7/0

## **Executive Summary**

This report considers amendments to the Planning and Development, and Pest Management Fees relating to operational works for reconfiguring a lot, billboards and reinspection fees, public notification signs, and loan equipment bonds for pest management. The changes to the fees can be summarised as follows:

- Clarifying the meaning of per additional lot for fees relating to operational works associated with reconfiguring a lot;
- Clarifying the wording of billboard signage fees to ensure all types and sizes of signs are captured;
- Applying the reinspection fee for operational works to all types of operational works;
- Removing the fee for public notification advertising boards; and
- Removing the loan equipment bonds for pest management.

## **Finance and Resource Implications**

The amendments to the Register of Fees and Charges will ensure that fees provide sufficient clarity and accurately reflect Council's application types received, and reflect the services offered by Council.

## **Corporate Plan**

## Corporate Plan Theme

Lockyer Community Lockyer Planned

#### Outcome

- 1.1 A community with fair and reasonable access to services
- 4.3 A development assessment process that delivers quality development that is consistent with legislation, best practice and community expectations.

#### Consultation

## **Internal Consultation**

Planning, Policy and Community Wellbeing Finance – 3 November 2020

## **Community Engagement**

Once adopted, the revised 2020/2021 Register of Fees and Charges will be uploaded to Council's website.

## **Proposal**

# **Overview**

There are five amendments to the Planning and Development and Pest Management fees under Council's 2020/2021 Register of Fees and Charges being:

- 1. Clarification of fees for Operational Works associated with Reconfiguration of Lots;
- 2. Advertising Device/Sign Billboard;
- 3. Operational Works Reinspection Fee;
- 4. Removal of Public Notification Advertising Board; and
- 5. Removal of Loan Equipment Bonds for Pest Management.

# 1. Clarification of fees for Operational Works associated with Reconfiguration of Lots

The Operational Works associated with Reconfiguration of Lots application fee is dependent upon the number of additional lots as a result of the development. The per additional lot is based on the number of lots created for the entire subdivision minus any original lots. For example, one existing lot into 25 lots results in 24 additional lots. For staged developments, there is a need to clarify the meaning of per additional lot as there is no existing lot credit for any stages beyond the first stage.

It is recommended that Council's 2020/21 Register of Fees and Charges be amended as follows:

#### 1.8.2 - Operational Work

Operational Works approval associated with Reconfiguration of Lots

Insert the following words after the table stipulating the fee amounts:

"Per additional lot – is based on the number of additional lots for the subdivision as a whole (including all stages), excluding the original lot/s for the subdivision. Where staged, the existing lot/s credit/recognition is captured in the first stage. Any stages beyond the first stage does not include an existing lot credit. Any balance lot/s are not included in the additional lot charge at any time."

# 2. Advertising Device/Sign – Billboard

For an Operational Works for an advertising device/sign, there are currently three different charges, depending upon the size and type of sign, in the 2020/21 Fees and Charges, as follows:

# 1.8.2 – Operational Work

Advertising Device/Sign

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

Name	Amount	GST
	(incl. GST)	
Advertising Device/Sign <5m2 (sign face) per sign	\$410.00	N
Advertising Device/Sign >5m2 (sign face) per sign	\$825.00	N
Billboard >6mx3m or 18m2 (sign face) per billboard	\$2,180.00	N

The billboard fee only includes signs that have a sign face greater than 6m by 3m or 18m² in size. Generally, billboards are less than or equal to 6m by 3m or 18m² therefore the applicable fee is the Advertising Device/Sign. To ensure all billboards are captured it is recommended that the fees and charges be changed to include all sizes of billboards.

The billboards application fee is greater than other types of signs due to these being free standing, of a substantial size and generally associated with third party advertising. An application for a billboard requires greater consideration as part of the assessment to consider the location of the signage in proximity to nearby signage (to avoid visual clutter in the Region) and the amenity of the surrounding area.

It is recommended that the Fees and Charges be amended as follows:

# 1.8.2 – Operational Work

Advertising Device/Sign

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

Name	Amount (incl. GST)	GST
Advertising Device/Sign ≤<5m2 (sign face) per sign	\$410.00	N
Advertising Device/Sign >5m2 (sign face) per sign	\$825.00	N
Billboard >6mx3m or 18m2 (sign face) per billboard	\$2,180.00	N

## 3. Operational Works Reinspection Fee

The Fees and Charges provide an Operational Works Reinspection fee, which is generally applicable where a reinspection is required to be undertaken usually as a result of incomplete works, works not to Council standards or insufficient information being provided by the developer/contractor.

The application fees for operational works includes the initial inspections within the fee, as this is a requirement for operational works.

Council's Register of Fees and Charges only includes a reinspection fee where relating to subdivision works. However, does not include a reinspection fee relating to operational works for other types of applications such as in association with a change of use.

It is recommended that Council's 2020/21 Register of Fees and Charges be amended as follows:

1.8.2 – Operational Work
Operational Works Reinspection

Inspections for works relating to **operational** subdivision works. For application to be 'properly made' the fee must be paid **upon** with lodgement of application.

## 4. Removal of Public Notification Advertising Board

Council currently provides a non-mandatory service to provide public notification advertising boards for development applications at a fee of \$145.00 per board. These boards are required to be placed on the premises on all road frontages and comply with the requirements of the *Development Assessment Rules 2017* (DA Rules).

On 11 September 2020, amendments were made to the DA Rules which included changes to the public notification advertising board. The previous public notification advertising boards for the DA Rules are no longer current and cannot be used by applicants to comply with the relevant requirements.

Since the introduction of the *Planning Act 2016* and subordinate DA Rules on 3 July 2017, Council has provided 12 applicants with public notification advertising boards to be a total of 16 boards (some applicants required multiple due to having more than one road frontage). This equates to approximately three boards per year. In this time, Council has received a total of 75 applications requiring public notification. Further, in the last two years, Council has only provided three boards to applicants out of a total of 31 publicly notified applications received since 1 January 2019.

Based on the above, the use of Council's service to provide public notification advertising boards is rarely used. Therefore, it is considered that this fee be removed from Council's Fees and Charges and this service no longer be provided by Council for the following reasons:

- Council has no statutory obligation to provide the service (complimentary only);
- The service is irregularly used for development applications representing only 10-15% of applications requiring public notification;
- Majority of the time applications requiring public notification are lodged by town
  planning/development consultants who are experienced and well aware of the public
  notification requirements under the DA Rules. It is a regular occurrence for
  consultants to use companies that specialise in undertaking public notification; and

 Any boards required can be sourced by the applicant from sign making companies or similar.

The Register of Fees and Charges also includes reference to providing the adjoining landowner names and addresses, which is a requirement under the DA Rules to notify adjoining landowners. Council currently and will continue to provide the adjoining landowner details to applicants for no charge as this is considered to be captured within the application fee for the development application.

## 5. Removal of Loan Equipment Bonds for Pest Management

When loaning equipment for pest management (such as spray trailers), Council currently requires a bond, as follows:

2.16.2 – Loan Equipment – Bonds

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

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

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

Name	Amount	GST
	(incl. GST)	
Bond – Dog Traps	\$100.00	N
Bond – Pig Traps	\$300.00	N
Bond – Skids	\$250.00	N
Bond – Splatter Gun	\$150.00	N
Bond – Spray Backpack	\$60.00	N
Bond – Trailers (including boom spray)	\$300.00	N

The loan equipment bonds are intended to cover any equipment that is not returned, or if required to pay for the repair of any damage to the equipment. There is also a separate fee under Section 2.16.3 – Loan Equipment Other Charges of the Fees and Charges for any damage to loan equipment, which is charged at cost plus a processing fee.

Equipment is generally loaned for a short period of time (less than one week). As part of loaning equipment, the customer is required to complete documentation prior to loaning.

Based on the historical use of this loan equipment, there has rarely been an issue with items not being returned or damage to equipment. Further, the bond amount, particularly for the trailers would be less than the costs required to replace the equipment.

It is recommended that the loan equipment bonds in relation to pest management be removed from the Fees and Charges. Council will obtain the drivers licence number and details, prior to providing the equipment to customers, to enable Council to recover costs where equipment is not returned or is damaged. Where loaned equipment is not returned to Council, the relevant costs

for replacement can be recovered through raising a debt to State Penalties Enforcement Register. However, this will generally occur where the value of equipment is significant (i.e. \$1,000). This process for recovering the cost of replacement is the same as the process by Council's Local Laws team for recovering costs of loaned equipment.

The removal of this bond is a significant process improvement for the pest management team.

## **Legal Implications**

There are no legal implications arising from the changes to the Fees and Charges. The changes will ensure that Council recovers costs for providing the relevant services under the Planning & Development and Pest Management fees.

## **Policy Implications**

There are no policy implications associated with this report.

## **Risk Considerations**

Key Corporate Risk Code and Category: EC1

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**

## **Ordinary Council Meeting 20 May 2020 (20-24/0025)**

THAT Council adopt the 2020/2021 Register of Fees and Charges, as attached to these Minutes, with an effective date of 1 July 2020.

# Ordinary Council Meeting 15 July 2020 (20-24/0088)

That Council adopt the following amendments to the Register of Fees and Charges 2020/2021 to take effect from 15 July 2020.

## **Related Documentation**

2020-2021 Register of Fees & Charges, effective from 1 July 2020

## **Critical Dates**

There are no critical dates in relation to this report.

## <u>Implementation</u>

Publication of the updated Register on Council's website from the date of effect.

## **Attachments**

12.2 Lockyer Valley Biosecurity Surveillance Program - 12 month survey

**Date:** 29 October 2020

**Author:** Steven Moore, Acting Coordinator Community Wellbeing

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

## **Purpose:**

The purpose of this report is to seek Council's approval to undertake a 12-month Biosecurity Surveillance Program for prioritised invasive, restricted and prohibited biosecurity matter under the *Biosecurity Act (2014)*.

#### Officer's Recommendation:

THAT Council approve a 12-month Biosecurity Surveillance Program to assist landholders and Council in complying with the General Biosecurity Obligations under the *Biosecurity Act* (2014).

## **RESOLUTION**

THAT Council approve a 12-month Biosecurity Surveillance Program to assist landholders and Council in complying with the General Biosecurity Obligations under the *Biosecurity Act* (2014).

Moved By: Cr Cook Seconded By: Cr Hagan

**Resolution Number: 20-24/0180** 

CARRIED 7/0

## **Executive Summary**

Invasive biosecurity matter (such as pest animals and weeds) present significant risk to the economic, environmental and social values within the Lockyer Valley region. In Queensland, under the *Biosecurity Act 2014* (the Act) section 23, everyone has a general biosecurity obligation to manage and restrict the movement and spread of invasive biosecurity matter and to minimise the likelihood of causing a biosecurity event. By undertaking a thorough Biosecurity Surveillance Program, on public and private land, Council will identify infestations of biosecurity matter and develop suitable containment, eradication and compliance programs to manage the threat. This surveillance program will assist Council in adopting a future Prevention and Control Biosecurity Program under the Act. A Prevention and Control Biosecurity Program would be proposed in 2022. This report details the aims, methodology and benefits of undertaking a Biosecurity Surveillance Program.

# **Finance and Resource Implications**

Pest Management Officers have the capacity and resources to undertake a 12-month Biosecurity Surveillance Program. Although the program will require considerable staff resources over the 12-month period, customer complaints will be reduced through a pro-active rather than reactive

approach. The Pest Management Team will continue to uphold their current levels of customer service.

## **Corporate Plan**

## Corporate Plan Theme

Lockyer Nature

## **Outcome**

- 3.1 Lockyer Valley's natural assets are managed, maintained and protected.
- 3.3- Community and private landholders' stewardship of natural assets increases.

#### Consultation

## Portfolio Councillor Consultation

The Portfolio Councillor was consulted in developing the Biosecurity Surveillance Program as a direct response to public feedback relating to ongoing biosecurity matter issues.

#### **Internal Consultation**

Governance and Strategy were consulted to confirm the authority of Council Officers acting as Authorised Officers when entering private land to undertake surveillance of biosecurity matter. Planning, Policy and Community Wellbeing officers were consulted to confirm capacity to implement a Biosecurity Surveillance Program.

# **External Consultation**

Senior Biosecurity Queensland Officer was consulted and provided direction on how the program is implemented.

## **Community Engagement**

The current customer service model is reactive, driven through customer complaints which result in Pest Management Officers conducting sporadic, individual property inspections for a variety of biosecurity matters scattered across the Lockyer Valley. This Biosecurity Surveillance Program allows Pest Management Officers to prioritise and target property inspections and make management recommendations through a proactive program. Many of Councils pest management customers are aware that Council are currently developing a Biosecurity Plan and intend to undertake the Biosecurity Surveillance Program.

#### **Proposal**

## Overview

Section 53 (1) of *the Act* outlines local government requirement to have a biosecurity plan for invasive biosecurity matter for its area. The development and implementation of a Biosecurity Plan is a key Lockyer Nature Operational Plan action for the 2020/2021 financial year. The draft Biosecurity Plan is currently undergoing internal consultation, with presentation of the Biosecurity Plan anticipated for a future Council meeting. Without an adopted Biosecurity plan in place, compliance/legal actions and activities can be complex. However, Councils are permitted to operate directly under *the Act* and an established Biosecurity Surveillance Program. This allows for the legal protection to authorized officers in attending private land to investigate a subject and gather evidence.

Council's historical management of biosecurity issues generally involves ad hoc surveillance on private properties, generally in response to customer enquiries or complaints. These programs have proven effective in identifying points of concern and following through with containment and or eradication measures in specified locations. However, to date there has not been a widespread, coordinated spatial and severity approach to biosecurity surveillance which is able to confirm the extent of invasive matter in an area or region. This surveillance program will provide Council with extensive spatial and severity data on priority biosecurity risk matters.

As part of the development of the draft Biosecurity Plan, the pest management team in conjunction with environment officers, developed a biosecurity risk matrix, which identified a list of prioritised species due to their risk to the environment, agriculture and economy. Table 1 outlines the priority weed species developed through the biosecurity risk matrix.

Priority	Species	
1	Parthenium	
2	Giant Rats Tail Grass	
3	Fireweed	
4	Mother of Millions	
5	Annual Ragweed	

Table 1: Top 5 priority biosecurity risk species.

Surveillance operations will build on existing knowledge of invasive biosecurity matter captured through property pest management plan inspections and local knowledge. Surveillance operations will prioritise surveys of top priority biosecurity matter to ensure the highest risk species are contained first.

The key activities to be undertaken by the surveillance program include:

- Identifying priority localities based on existing restricted matter presence data;
- Undertaking property inspections to identify biosecurity matter infestations;
- Recording GPS points and photos of biosecurity matter identified;
- Directing occupiers/owners of affected properties to take reasonable steps to contain and manage the biosecurity matter to prevent the further establishment and spread of the restricted matter within a defined timeframe;
- Providing advice and information to assist owners and occupiers in achieving their General Biosecurity Obligation (GBO);
- 2 Conducting ongoing monitoring of properties undertaking management actions;
- Producing written and electronic documentation to support the actions of the surveillance program, and
- Preparing mapping to identify the location of invasive biosecurity matter infestations, containment boundaries and 'at risk' areas within the Lockyer Valley.

The detailed data collected through the program will assist in preventing biosecurity matter outbreaks. It will also provide the necessary information to develop containment plans and appropriate treatment plans as part of the future Prevention and Control Program under *the Act* in the preceding year.

Figure 1 diagrammatically shows the Biosecurity Surveillance Program process from a customer's perspective.

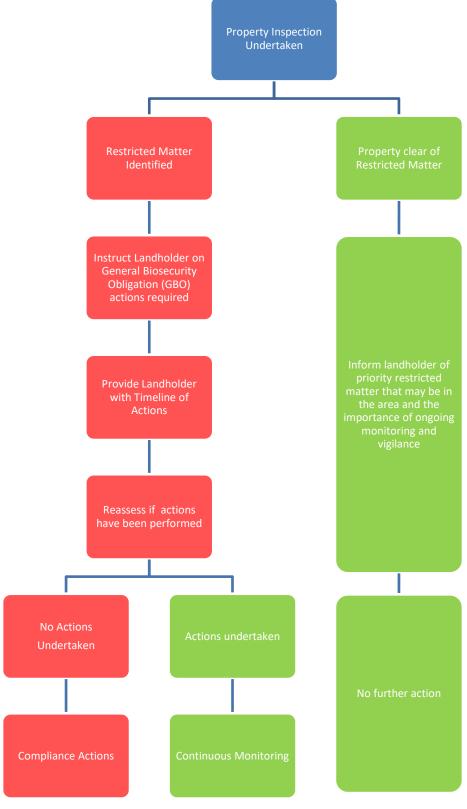


Figure 1: Flowchart showing Biosecurity surveillance program process

The Biosecurity Surveillance Program will commence once the program is approved by Council. Neighbouring Councils and other relevant stakeholders will be advised of the program. Notification letters will be sent to land owners/occupiers within the priority localities. Pest Management Officers

will advise land managers/responsible persons and schedule property site visits. Pest Management Plans will be developed for properties containing restricted matter and Council's herbicide subsidy offered where appropriate.

## **Legal Implications**

Community Wellbeing officers are authorised persons and have authority to enter property to undertake business under section 261 in addition to other relevant sections of the *Biosecurity Act* (2014).

## **Policy Implications**

Nil.

## **Risk Considerations**

The highest risk to Council is not undertaking a Biosecurity Surveillance Program and allowing biosecurity matter to spread throughout the Lockyer Valley, causing the potential for environmental, economic and social consequences for the community.

There is also a lower level of risk to Council including possible land owners/occupiers objecting to cooperate with compliance actions, and the associated safety risk to officers, staff and neighbouring community members. These risks will be mitigated by:

- Ensuring land owners/occupiers are aware of the program through mail out letters, direct phone conversations, email, social media/media and local community awareness (signage).
- Unscheduled visits will require additional attendance from compliance officers and recording devices (body cameras when deemed necessary).
- 2 Site visits will be undertaken in accordance with Councils Work Place Health and Safety Policy.

Key Corporate Risk Code and Category: EC1

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**

Nil

## **Critical Dates**

Nil

## <u>Implementation</u>

Commence the Biosecurity Surveillance Program for a period of 12-months.

# **Attachments**

There are no attachments for this report.

12.3 Economic Support Instrument under Planning Regulation 2017

Date: 30 October 2020

Author: Annette Doherty, Manager Community Activation

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

#### **Purpose:**

An Economic support instrument (ESI) under Section 68D(1) of the *Planning Regulation 2017*, is presented for Council's consideration and adoption.

#### Officer's Recommendation:

THAT, in accordance with section 68D of the *Planning Regulation 2017*, and to support the State's economic recovery from the impacts of the COVID-19 emergency, Council adopt the Economic support instrument as attached, to remain in effect until 17 September 2021 unless earlier revoked.

## **RESOLUTION**

THAT, in accordance with section 68D of the *Planning Regulation 2017*, and to support the State's economic recovery from the impacts of the COVID-19 emergency, Council adopt the Economic support instrument as amended and attached, to remain in effect until 17 September 2021 unless earlier revoked.

Moved By: Cr Vela Seconded By: Cr Hagan

Resolution Number: 20-24/0181

CARRIED 7/0

## **Executive Summary**

The Queensland Treasury has introduced amendments to the *Planning Regulation 2017* to allow local governments to implement deregulation measures to support economic recovery in response to the impacts of COVID-19. Council may adopt an Economic support instrument (ESI) that reduces the levels of assessment and regulatory requirements for some land uses.

## **Finance and Resource Implications**

Adoption and implementation of an ESI may result in reduced revenue from application fees and infrastructure charges.

## **Corporate Plan**

<u>Corporate Plan Goal</u> Lockyer Planned

**Outcome** 

4.3 A development assessment process that delivers quality development that is consistent with legislation, best practice and community expectations.

#### Consultation

## Portfolio Councillor Consultation

The Portfolio Councillor has been made aware of the proposal to adopt an ESI.

## **Internal Consultation**

At a Councillor workshop on 4 August 2020, the proposed amendments to the *Planning Regulation* 2017 were discussed. Following the workshop, Council officers made a submission to the Treasurer and Minister for Infrastructure and Planning largely in support of the proposed changes.

The proposed ESI has been prepared following consultation with planning, building and plumbing staff.

## **Community Consultation**

The Queensland Treasury conducted consultation in relation to the proposed changes to the *Planning Regulation 2017*, with the consultation period ending 7 August 2020.

Council is not required to undertake consultation in relation to any proposal to adopt an ESI, but must publish a notice regarding the adoption of the ESI and must publish the document on its website.

#### **Proposal**

## **Overview**

Changes have recently been made to the *Planning Regulation 2017*. The changes were made by the *Planning Legislation (Economic Recovery Measures & Other Matters) Amendment Regulation 2020* which commenced on 11 September 2020.

The changes, introduced as part of the Queensland Government's Economic Recovery Plan, are intended to reduce red tape and simplify planning processes in response to the economic impacts of COVID-19. The changes include providing for 'Economic support instruments' (ESI) which provide local governments with a quick 'opt-in' method to support local economic growth by reducing levels of assessment for development that could reasonably be expected in that zone.

The Economic support instrument amendments will be in place until 17 September 2021 and local governments can 'opt-in' by resolution at any point during this period to one or more of the economic support provisions.

The Economic support provisions allow local governments to opt-in to measures to:

- reduce the level of assessment from Impact assessment to Code assessment for certain land uses, provided applicable assessment benchmarks are met;
- make minor extensions of up to 10% or 100m<sup>2</sup> (whichever is lesser) Accepted development, provided setback requirements are maintained, the building work is not undertaken on or adjacent to a State or Local heritage place, and there is no operational works for vegetation clearing or reduction in parking or landscaping;

- 3. make certain Material changes of use in an existing building Accepted development, provided applicable assessment benchmarks are met; and
- 4. make Home-based businesses in the Township zone and residential zones Accepted development, provided no industry activity takes place and acoustic quality objectives are met.

These provisions are addressed in more detail below.

## 1. Particular development requires Code assessment instead of Impact assessment (Pt 8B, Div 3)

Under these provisions of the *Planning Regulation 2017*, various land uses that are currently Impact assessable under a Planning Scheme may become Code assessable. In many cases the specified land uses are already Code assessable development or Accepted development under Council's Planning Schemes.

Opting-in to these provisions results only in various types of development being subject to Code assessment instead Impact assessment. Development approval will still be required from Council and therefore there is minimal risk of inappropriate development proceeding. It is therefore recommended that Council opt-in to these provisions.

Section 5 and Table 1 of the Draft ESI (attached) relate to these provisions.

## 2. <u>Increase in gross floor area of existing land uses (Sch 6, Pt 1, Sec 1A)</u>

Under these provisions, the extension of an existing land use cannot be made assessable development (i.e. cannot be made to require development approval or meet requirements of the planning scheme) if the increase in the gross floor area is no more than 100m<sup>2</sup> or 10% (whichever is the lesser) and:

- the building work does not involve operational works for vegetation clearing;
- the building work is not carried out on, or adjoining, a Queensland heritage place or Local heritage place;
- the development complies with boundary setbacks stated in the planning scheme;
- the number of car parking spaces and the area of landscaping is not reduced; and
- the development complies with the assessment benchmarks listed in the ESI.

These provisions allow minor increases to existing land uses only, and only where the above requirements are met. If Council resolves to opt-in to these provisions, there will be minimal risk of inappropriate development proceeding. It is considered that the only land use for which an increase in GFA may result in unacceptable impacts on adjoining residents and businesses is a Bar in a Centre zone or Township zone. It is therefore recommended that Council opt-in to these provisions, excluding for a Bar in a Centre zone or Township zone.

Section 6 and Table 2 of the Draft ESI (attached) relate to these provisions.

# 3. Particular material changes of use involving an existing building (Sch 6, Pt 2, Sec 7A)

Under these provisions, the reuse of an existing building cannot be made assessable development (i.e. cannot be made to require development approval or meet requirements of the planning scheme) provided:

- it does not involve building work, other than 'minor building work' (i.e. an increase in gross floor area of no more than 50m<sup>2</sup> or 5%, whichever is lesser);
- the number of car parking spaces and the area of landscaping are not reduced;

- operating hours for the proposed use comply with the relevant planning instrument or the *Trading (Allowable Hours) Act 1990*; and
- the development complies with the assessment benchmarks listed in the ESI.

These provisions allow for the reuse of existing buildings only where the above requirements are met, and only where that land use could reasonably be expected in that zone. Therefore, there will be minimal risk of inappropriate development proceeding. Again, the only exception is considered to be the reuse of a building for a Bar in a Centre zone, which may result in unacceptable impacts on adjoining residents and businesses. It is therefore recommended that Council opt-in to these provisions, excluding for a Bar in a Centre zone.

Section 7 and Table 3 of the Draft ESI (attached) relate to these provisions.

## 4. Material change of use for Home-based business in particular zones (Sch 6, Pt 2, Sec 7B)

Under these provisions, Home-based businesses in the Township zone and residential zones may become Accepted development (i.e. does not require development approval or to meet requirements of the planning scheme) where:

- not involving an industry activity; and
- complying with the acoustic quality objectives in the Environmental Protection (Noise) Policy.

Under the current planning schemes Home-based businesses are Accepted development subject to requirements. These requirements ensure that Home-based businesses are of an appropriate scale and do not adversely impact on residential amenity. In almost all cases, a Home-based business can already proceed without development approval from Council.

If Council was to opt-in to these provisions, Home-based businesses could proceed without having to meet any requirements (other than not being an industry activity and complying with acoustic quality objectives). This means Council would have little control over the scale of Home-based businesses, the hours of operation or the number of employees.

It is recommended that Council does not opt-in to these provisions of the *Planning Regulation 2017*, and continues to regulate Home-based businesses under the Planning Schemes.

# **Process for Making an ESI**

The process for making an ESI under the Regulation is as follows:

- If Council is satisfied that adopting the ESI may assist in supporting the State's economic recovery from the impacts of the COVID-19 emergency, Council may resolve to adopt the ESI;
- Council publishes the ESI and an adoption notice on Council's website; and
- Council gives a copy of the ESI and adoption notice to the Chief Executive of Queensland
  Treasury (or whichever State government department administers the *Planning Act 2016* at
  that time).

Council may resolve to revoke the instrument before 17 September 2021. There is a similar process for revocation.

## **Legal Implications**

The ESI is a statutory local planning instrument under the *Planning Act 2016*. The ESI suspends or otherwise affects the operation of a planning scheme, and therefore takes precedence over a planning scheme.

## **Policy Implications**

The proposed ESI represents a change to Council policy as it varies the level of assessment for some land uses. The change will deregulate some land uses and facilitate development.

# **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, community relationships, public health, recreation, regional profile and

identity

## **Previous Council Resolutions**

No previous Council resolutions have been made in relation to this matter.

# **Related Documentation**

Planning Act 2016

Planning Regulation 2017

Planning Legislation (Economic Recovery Measures & Other Matters) Amendment Regulation 2020 Gatton Shire Planning Scheme 2007

Grantham Reconstruction Area - Development Scheme 2012

Laidley Shire Planning Scheme 2003

## **Critical Dates**

Council may only make an ESI between 11 September 2020 and 17 September 2021. The ESI will expire on 17 September 2021, if not revoked by Council earlier.

## <u>Implementation</u>

If Council resolves to adopt an Economic support instrument it must be:

- published on Council's webpage; and
- submitted to the Chief Executive of Queensland Treasury (or whichever State government department administers the *Planning Act 2016* at that time).

#### **Attachments**

1 Draft Economic Support Instrument



1

# Lockyer Valley Regional Council Economic support instrument

under Section 68D(1) of the Planning Regulation 2017

#### 1.0 Adoption

1.1. This Economic support instrument ('instrument') is adopted under the *Planning Regulation 2017* for the purpose of assisting in supporting economic recovery from the impacts of the COVID-19 emergency.

#### 2.0 Commencement

2.1. The instrument is adopted by resolution on 18 November 2020 and will be effective from the date of publication, as stated in the adoption notice to be published in accordance with section 68E of the *Planning Regulation 2017*, until 17 September 2021, unless earlier revoked.

## 3.0 Application of the instrument

3.1. This instrument applies to the Lockyer Valley Regional Council area.

#### 4.0 Economic support provisions

- 4.1. The instrument applies the following provisions in accordance with section 68D(1) of the *Planning Regulation 2017*:
  - 4.1.1. Part 8B, Division 3 Development that requires code assessment;
  - 4.1.2. Schedule 6, Part 1, Section 1A Particular building work that increases gross floor area of an existing building; and
  - 4.1.3. Schedule 6, Part 2, Section 7A Particular material change of use involving an existing building.

# 5.0 Part 8B, Division 3 – Development that requires code assessment

- 5.1. This instrument applies Part 8B, Division 3 of the *Planning Regulation 2017*. For the period this instrument is in effect, section 68I of the *Planning Regulation 2017* will apply to certain material changes of use.
- 5.2. For section 68I(1) of the *Planning Regulation 2017*, the proposed uses in Table 1, column 2 are identified for the zone applying to premises stated opposite in column 1, Table 1.
- 5.3. For section 68I(3) of the *Planning Regulation 2017*, Table 1, column 3 states the assessment benchmarks from the Gatton Shire Planning Scheme 2007, Grantham Reconstruction Area Development Scheme 2012 and Laidley Shire Planning Scheme 2003, applying to the use of premises within the zone stated opposite in Table 1, column 1.

Economic support instrument

Attachment 1 12.3 Page 128



Table 1 – Relevant zones and uses for particular development requires code assessment instead of impact assessment

Column 1 Column 2 Column 3		
Zone	Proposed Use	Assessment Benchmarks
	(as defined under the	
	Planning Regulation 2017)	
Gatton Shire Planning Sche		
In a Commercial zone	Bar	Commercial zone code
	Food and drink outlet	Commercial premises and shops code
	Garden centre	Advertising device code
	Health care service	Building work code
	Indoor sport and recreation	Landscaping code
	Market	Lighting code
	Service industry	Services and infrastructure code
	Veterinary service	Vehicle access, parking and on-site
		movement code
In an Industry zone	Bulk landscape supplies	Industry zone code
ŕ	Low impact industry	Industrial development code
	Research and technology	Advertising device code
	industry	Building work code
	Transport depot	Landscaping code
	Warehouse	Lighting code
		Services and infrastructure code
		Vehicle access, parking and on-site
		movement code
	Car wash	Industry zone code
		Service Station and Car Wash Code
		Advertising device code
		Building work code
		Landscaping code
		Lighting code
		Services and infrastructure code
		Vehicle access, parking and on-site
		movement code
	Hardware and trade	Industry zone code
	supplies	Commercial premises and shops code
	Service industry	Advertising device code
	Veterinary service	Building work code
		Landscaping code
		Lighting code
		Services and infrastructure code
		Vehicle access, parking and on-site
		movement code
In a Rural agriculture	Agricultural supplies store	The relevant zone code
zone; or	Intensive horticulture	Rural development code
Rural general zone; or	Rural industry	Rural service industry code
Rural uplands zone.	Wholesale nursery	Advertising device code
	Winery	Building work code
		Landscaping code
		Lighting code



Column 1	Column 2	Column 3
Zone	Proposed Use	Assessment Benchmarks
	(as defined under the	
	Planning Regulation 2017)	
		Services and Infrastructure code
		Vehicle access, parking and on-site
		movement code
	Nature-based tourism	The relevant zone code
		Tourism facility Code
		Advertising device code
		Building work code
		Landscaping code
		Lighting code
		Services and Infrastructure code
		Vehicle access, parking and on-site
1 1211		movement code
In a Village zone	Agricultural supplies store	Village zone code
	Bar	Commercial premises and shops code
	Garden centre	Advertising device code
	Hardware and trade	Building work code
	supplies	Landscaping code
	Transport depot	Lighting code
	Veterinary service	Services and Infrastructure code
	Wholesale nursery	Vehicle access, parking and on-site
	Winery	movement code
Grantham Reconstruction	Area – Development Scheme	2012
In a Local centre zone	Veterinary service	Local centre zone code, AO2.1, AO2.2
		and PO4
		AND
		Gatton Shire Planning Scheme 2007:
		Commercial premises and shops code,
		except A1.1, A2.5, A3.1(a)
		Earthworks code, except A1.2
		Landscaping code
		Lighting code
		Services and infrastructure code,
		except A2.2(a)
		Vehicle access, parking and on-site
		movement code
In a Low impact industry	Rulk landscape supplies	Low impact industry zone code, AO1.1,
In a Low impact industry	Bulk landscape supplies	
zone	Car wash	AO1.2 and PO3
	Hardware and trade	AND
	supplies	Gatton Shire Planning Scheme 2007:
	Transport depot	Commercial premises and shops code
		Landscaping code
		Lighting code
		Services and infrastructure code,
		except A2.2(a)



Column 1	Column 2	Column 3
Zone	Proposed Use	Assessment Benchmarks
	(as defined under the	
	Planning Regulation 2017)	
		Vehicle access, parking and on-Site
		movement code
Laidley Shire Planning Sc	heme 2003	
In a Business area	Bar	Business and village area code
	Garden centre	Commercial/retail uses code
	Market	Advertising devices code
	Service industry	Building dimensions code
	Veterinary service	Vehicle access and parking code
In an Industrial area	Bulk landscape supplies	Industrial area code
	Car wash	Industrial uses code
	Research and technology	Advertising devices code
	industry	Building dimensions code
	Service industry	On-site effluent disposal code
		Vehicle access and parking code
	Hardware and trade	Industrial area code
	supplies	Commercial/retail uses code
	Veterinary service	Advertising devices code
		Building dimensions code
		On-site effluent disposal code
		Vehicle access and parking code
In a Rural agricultural	Agricultural supplies store	Rural areas code
land area; or	Intensive horticulture	Rural uses code
Rural upland area.	Rural industry	Advertising devices code
	Wholesale nursery	Building dimensions code
	Winery	On-site effluent disposal code
		Vehicle access and parking code
	Nature-based tourism	Rural areas code
		Tourism uses code
		Advertising devices code
		Building dimensions code
		On-site effluent disposal code
		Vehicle access and parking code
In a Village area	Agricultural supplies store	Business and village area code
	Bar	Commercial/retail uses code
	Garden centre	Advertising devices code
	Hardware and trade	Building dimensions code
	supplies	On-site effluent disposal code
	Roadside stall	Vehicle access and parking code
	Veterinary service	
	Transport depot	Business and village area code
		Industry uses code
		Advertising devices code
		Building dimensions code
		On-site effluent disposal code
		Vehicle access and parking code



Column 1	Column 2	Column 3
Zone	Proposed Use	Assessment Benchmarks
	(as defined under the	
	Planning Regulation 2017)	
	Wholesale nursery	Business and village area code
	Winery	Rural uses code
		Advertising devices code
		Building dimensions code
		On-site effluent disposal code
		Vehicle access and parking code

- 6.0 Schedule 6, Part 1, Section 1A Particular building work that increases gross floor area of an existing building for development a local categorising instrument is prohibited from stating is assessable development
  - 6.1. This instrument applies Schedule 6, Part 1, Section 1A of the *Planning Regulation 2017*. For the period this instrument is in effect, section 1A will apply to certain building work, other than minor building work, that increases the gross floor area of an existing building on premises.
  - 6.2. For Schedule 6, Part 1, Section 1A(1) of the *Planning Regulation 2017*, the existing uses in Table 2, column 2 are identified for the zone applying to premises stated opposite in Table 2, column 1.
  - 6.3. In accordance with Schedule 6, Part 1, Section 1A, the building work-
    - (a) does not increase the gross floor area of the existing building by more than the lesser of the following-
      - (i) 100m<sup>2</sup>;
      - (ii) 10% of the gross floor area of the existing building; and
    - (b) is carried out in relation to the existing lawful use of the premises; and
    - (c) does not involve operational work for vegetation clearing; and
    - is not carried out on, or on premises adjoining, a Queensland heritage place or local heritage place; and
    - (e) complies with any assessment benchmarks in the local planning instrument about the distance a building or structure on the premises must be from a boundary; and
    - (f) does not reduce the number of car parking spaces or the total area of landscaping on the premises; and
    - (g) is not in addition to any other building work to increase the gross floor area of the existing building carried out during the period of the economic support instrument, other than building work carried out under a development approval given before the economic support statement took effect.
  - 6.4. For Schedule 6, Part 1, Section 1A(1)(j), Table 2, column 3 states the assessment benchmarks from the Gatton Shire Planning Scheme 2007, Grantham Reconstruction Area Development Scheme 2012 and Laidley Shire Planning Scheme 2003, about the distance a building or structure on the premises in the zone stated opposite in Table 2, column 1 must be from a boundary.



Table 2 – Relevant zones and uses for particular building work that increases gross floor area of an existing building for development a local categorising instrument is prohibited from stating is assessable development

Column 1	Column 2	Column 3
Zone	Proposed Use	Applicable Benchmarks
	(as defined under the <i>Planning</i>	
	Regulation 2017)	
Gatton Shire Planning Scheme 2		
In a Commercial zone	Food and drink outlet	Building work code, A1.2
	Garden centre	
	Health care service	
	Indoor sport and recreation	
	Market	
	Office	
	Service industry	
	Shop	
	Veterinary service	
In an Industry zone	Bulk landscape supplies	Building work code, A1.2
•	Car wash	,
	Hardware and trade supplies	
	Low impact industry	
	Research and technology	
	industry	
	Service industry	
	Transport depot	
	Veterinary service	
	Warehouse	
In a Rural agriculture zone; or	Agricultural supplies store	Building work code, A1.2
Rural general zone; or	Intensive horticulture	
Rural uplands zone.	Nature-based tourism	
	Rural industry	
	Wholesale nursery	
	Winery	
In a Village zone	Agricultural supplies store	Building work code, A1.2
	Garden centre	
	Hardware and trade supplies	
	Roadside stall	
	Transport depot	
	Veterinary service	
	Wholesale nursery	
	Winery	
Grantham Reconstruction Area		
In a Local centre zone	Food and drink outlet	Local centre zone code, AO2.2
	Health care service	
	Office	
	Shop	
	Veterinary service	
In a Low impact industry zone	Bulk landscape supplies	Low impact industry zone code,
	Car wash	AO1.2



Column 1	Column 2	Column 3
Zone	Proposed Use	Applicable Benchmarks
	(as defined under the <i>Planning</i>	
	Regulation 2017)	
	Hardware and trade supplies	
	Low impact industry	
	Research and technology	
	industry	
	Service industry	
	Transport depot	
	Veterinary service	
	Warehouse	
Laidley Shire Planning Scheme	2003	
In a Business area	Food and drink outlet	Commercial/retail uses code,
	Garden centre	Specific outcome 3
	Health care service	
	Indoor sport and recreation	
	Market	
	Office	
	Service industry	
	Shop	
	Veterinary service	
In an Industrial area	Bulk landscape supplies	Industrial uses code,
	Car wash	Acceptable solution 3.1
	Hardware and trade supplies	
	Low impact industry	P
	Research and technology	
	industry	
	Service industry	
	Transport depot	
	Veterinary service	
	Warehouse	
In a Rural agricultural land	Agricultural supplies store	Not applicable
area; or	Intensive horticulture	
Rural landscape area; or	Nature-based tourism	
Rural upland area.	Rural industry	
	Wholesale nursery	
	Winery	
In a Village area	Agricultural supplies store	Commercial/retail uses code,
	Garden centre	Specific outcome 3
	Hardware and trade supplies	
	Roadside stall	
	Transport depot	
	Veterinary service	
	Wholesale nursery	
	Winery	



- 7.0 Schedule 6, Part 2, Section 7A Particular material change of use involving an existing building for development a local categorising instrument is prohibited from stating is assessable development
  - 7.1. This instrument applies Schedule 6, Part 2, Section 7A of the *Planning Regulation 2017*. For the period this instrument is in effect, section 7A will apply to certain material changes of use involving an existing building.
  - 7.2. For Schedule 6, Part 2, Section 7A (1)(c) and (d) of the *Planning Regulation 2017*, the proposed uses in Table 3, column 2 are identified for the zone applying to premises stated opposite in Table 3, column 1.
  - 7.3. In accordance with Schedule 6, Part 2, Section 7A(1)-
    - (a) the material change of use does not involve the use of a building other than an existing building; and
    - (b) the material change of use-
      - (i) does not involve the carrying out of building work; or
      - (ii) involves the carrying out of minor building work only; and
    - (c) the material change of use does not reduce the number of car parking spaces or the total area of landscaping on the premises; and
    - (d) for a proposed use other than a declared use for the premises, the proposed use complies with the following-
      - (i) if the proposed use is a shop to which the <u>Trading (Allowable Hours) Act</u> <u>1990</u> applies—the requirements under that Act about trading hours for the shop.
  - 7.4. For Schedule 6, Part 2, Section 7A(1)(i)(ii) and (iii), Table 3, column 3 states the relevant assessment benchmarks from the Gatton Shire Planning Scheme 2007, Grantham Reconstruction Area Development Scheme 2012 and Laidley Shire Planning Scheme 2003, and applying to the premises within the zone stated opposite in Table 3, column 1.

Table 3 – Relevant zones and uses for particular material change of use involving an existing building for development a local categorising instrument is prohibited from stating is assessable development

Column 1	Column 2	Column 3
Zone	Proposed Use	Applicable Benchmarks
	(as defined under the <i>Planning</i>	
	Regulation 2017)	
Gatton Shire Planning Scheme 2	007	
In a Commercial zone	Food and drink outlet	Not applicable
	Garden centre	
	Health care service	
	Indoor sport and recreation	
	Market	
	Office	
	Service industry	
	Shop	
	Veterinary service	
In an Industry zone	Bulk landscape supplies	Not applicable



Column 1	Column 2	Column 3
Zone	Proposed Use	Applicable Benchmarks
	(as defined under the <i>Planning</i>	
	Regulation 2017)	
	Hardware and trade supplies	
	Low impact industry	
	Research and technology	
	industry	
	Service industry	
	Transport depot	
	Veterinary service	
	Warehouse	
In a Rural agriculture zone; or	Agricultural supplies store	Not applicable
Rural general zone; or	Rural industry	Not applicable
Rural uplands zone.	Wholesale nursery	
Marar upianus zone.	Winery	
In a Village zone	Garden centre	Not applicable
	Hardware and trade supplies	approasie
	Roadside stall	
	Veterinary service	
	Wholesale nursery	
	Winery	
Grantham Reconstruction Area		
In a Local centre zone	Food and drink outlet	Not applicable
in a cocar centre zone	Health care service	Not applicable
	Office	
	Shop	
	Veterinary service	
In a Low impact industry zone	Bulk landscape supplies	Not applicable
in a Low impact moderly zone	Hardware and trade supplies	Not applicable
	Low impact industry	
	Research and technology	
	industry	
	Service industry	
	Transport depot	
	Veterinary service	
Laidley China Dlamping Schame	Warehouse	
Laidley Shire Planning Scheme 2 In a Business area	Food and drink outlet	Not applicable
iii a Dusiiiess area	Garden centre	140t applicable
	Health care service	
	Indoor sport and recreation	
	Market	
	Office	
	Service industry	
	Shop Veterinary service	
In an Industrial area	•	Not applicable
in an industrial area	Bulk landscape supplies	пос аррпсавіе
	Hardware and trade supplies	



Column 1	Column 2	Column 3
Zone	Proposed Use	Applicable Benchmarks
	(as defined under the <i>Planning</i>	
	Regulation 2017)	
	Low impact industry	
	Research and technology	
	industry	
	Service industry	
	Transport depot	
	Veterinary service	
	Warehouse	
In a Rural agricultural land	Agricultural supplies store	Not applicable
area; or	Rural industry	
Rural landscape area; or	Wholesale nursery	
Rural upland area.	Winery	
In a Village area	Garden centre	Not applicable
	Hardware and trade supplies	
	Roadside stall	
	Veterinary service	
	Wholesale nursery	
	Winery	

## Authorisation

On 18 November 2020 Council resolved to adopt the Economic support instrument under Section 68D(1) of the *Planning Regulation 2017*, to remain in effect until 17 September 2021 unless earlier revoked.

The Economic support instrument was published on the Lockyer Valley Regional Council website on 19 November 2020 and has effect from that date.

Ian Church

**CHIEF EXECUTIVE OFFICER** 

Economic support instrument

#### 13.0 INFRASTRUCTURE REPORTS

13.1 Memorandum of Understanding between Lockyer Valley Regional Council

and the Lockyer Indoor Equestrian Centre

Date: 12 November 2020

Author:Dan McPherson, Manager ProjectsResponsible Officer:Ian Church, Chief Executive Officer

## **Purpose:**

The purpose of this report is to seek Council's retrospective endorsement of a Memorandum of Understanding agreed between Lockyer Valley Regional Council and the Lockyer Indoor Equestrian Centre Association Inc.

## Officer's Recommendation:

THAT Council adopt the Memorandum of Understanding between Lockyer Valley Regional Council And Further;

THAT Council adopt the following amendments to the 2020/2021 Register of Fees and Charges to take effect from 18 November 2020:

# 2.9 - Showgrounds

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

# **Caravans & Campers**

Stay must be in conjunction with an event.

Name	Year 2020/21 Fee (incl. GST)	GST
Powered and Unpowered Site	\$20.00	Υ
Per night		

# **RESOLUTION**

THAT Council adopt the Memorandum of Understanding between Lockyer Valley Regional Council and the Lockyer Indoor Equestrian Centre Association Inc., as attached to this report.

## And Further;

THAT Council adopt the following amendments to the 2020/2021 Register of Fees and Charges to take effect from 18 November 2020:

## 2.9 - Showgrounds

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

## **Caravans & Campers**

Stay must be in conjunction with an event.

Name	Year 2020/21 Fee	GST
	(incl. GST)	

Powered and Per night	l Unpowered Sit	e	\$20.00	Y
Moved By:	Cr Cook	Seconded By: Resolution Number: 20-24/0182	Cr Hagan	
		CARRIED 7/0		

## **Executive Summary**

Discussions have recently taken place between Council Officers, the Portfolio Councillor and Lockyer Indoor Equestrian Centre (LIEC) regarding the use of grounds that are not currently leased by the LIEC from Council. (LIEC currently hold a lease for a portion of land at the Showgrounds and the term of the lease is 1 December 2005 to 30 November 2025). A verbal understanding was reached many years ago regarding the use of the land outside the lease area, primarily when it is used for camping purposes during an event.

The recent discussions sought to formalise the previous verbal agreement and resolve a number of issues arising from the past. A Memorandum of Understanding, (MOU), was discussed as an appropriate way forward. The MOU describes the agreement between the parties and sets out roles, responsibilities and timeframes with a common line of action. An MOU is not a legally binding document but is a more formalised document than a verbal understanding.

This MOU is meant to be a temporary instrument for approximately 12 months to enable Council and Connelly Project Resources, who assisted in drafting the Gatton Showgrounds Master Plan, to work with key Showground users on a preferred management model for full consideration by Council at a future date.

The MOU was signed by both parties on 10 November 2020 and has an expiry date of 31 December 2021. The Agreement will be reviewed on a quarterly basis.

## **Finance and Resource Implications**

At this stage the financial implications are not known, however it is expected that Council revenues from the camping fees should increase given the new arrangements made in the MOU.

## **Corporate Plan**

Corporate Plan Theme

**Lockyer Community** 

# **Outcome**

A community with fair and reasonable access to services

Operational Plan Action Item (as relevant)

Not applicable

#### Consultation

# Portfolio Councillor Consultation

Portfolio Councillor was consulted

## **Internal Consultation**

Community Facilities Manager was consulted

## **External Consultation**

LIEC was consulted

## **Proposal**

#### Overview

Following several meetings between Council and LIEC a draft MOU was prepared, as attached to this report. The MOU addresses the following key matters:

- Camping at the Showgrounds
- Mapping of camp sites/zones
- Camping fees (\$20 per overnight stay inc GST)
- Booking of camp sites
- Work together for the long-term future growth of the Equestrian Centre and the Showgrounds.

The MOU clearly defines the working relationship between Council and LIEC and the use of the Gatton Showgrounds to allow camping while there is a scheduled major sporting event(s) being held on the grounds; or for competitors and associated staff to camp while the event(s) is being held. The parties agree to develop, deliver, share, support, and comply with the mutual obligations of the MOU and to develop and maintain a shared transparent record and booking system for the camp sites. The MOU will help ensure good governance that provides a fair, transparent and equitable working relationship between the parties for the mutual benefit of both, including the community of Lockyer Valley.

Both parties acknowledge that in coming to this arrangement the following have been considered:

- Council's in-kind assistance and capital budget contribution for the betterment of the Equestrian Centre and the Showgrounds as a whole.
- LIEC's in-kind assistance and capital budget contribution for the betterment of the Equestrian Centre and the Showgrounds as a whole.
- Both parties' commitment to work together for the future capital improvements of the Equestrian Centre and the Showgrounds as a whole.

## **Legal Implications**

An MOU is not a legally binding document but is a more formalised document than a verbal understanding.

**Policy Implications** 

Not applicable

# **Risk Considerations**

Key Corporate Risk Code and Category: FE1

Key Corporate Risk Descriptor: Financial Sustainability

# **Previous Council Resolutions**

Not applicable

# **Related Documentation**

Not applicable

# **Critical Dates**

Refer to the MOU

# **Implementation**

Immediate.

## **Attachments**

1. Memorandum of Understanding - Between Lockyer Valley Regional Council and Lockyer Indoor 4 Equestrian Centre Pages



# Memorandum of Understanding

## Between

Lockyer Valley Regional Council

And

Lockyer Indoor Equestrian Centre Association Inc.



#### 1. Purpose and Scope of Memorandum of Understanding

The purpose of this Memorandum of Understanding (MOU) is to clearly identify the roles and responsibilities of each party as they relate to:

- · Camping on the showgrounds
- · Mapping of camp sites/zones
- · Camping fees
- Booking of camp sites
- Work together for the long-term future growth of the Equestrian Centre and,

to more clearly define the working relationship between the Lockyer Valley Regional Council (LVRC), and Lockyer Indoor Equestrian Centre Association Inc. (LIEC), for the use of the Gatton Showgrounds to allow camping while there is a scheduled major sporting event(s) being held on the grounds, or for competitors and associated staff to camp while the event(s) is being held.

Further to develop, deliver, share, support, comply with mutual obligations and to develop and maintain a shared record and booking system.

#### 2. Background

LIEC currently hold a lease (refer to Attachment) for part of the land as described in Appendix 1, page 46 of attached lease. The term of the lease is 1 December 2005 to 30 November 2025. The relationship of this MOU to the lease, is that the lease overrides MOU if in conflict. The parties (LVRC & LIEC), have in the past deliberated the camp sites, fees and related takings, this MOU seeks to resolve the issues of the past and move forward in a partnership that both parties benefit from.

#### 3. Term of Memorandum

The Memorandum of Understanding will commence 10 November 2020 and expire 31 December 2021, if not before by mutual agreement of both parties.

#### 4. Review

A review of the MOU shall be undertaken by mutual agreement quarterly from time of commencement of the MOU. The review will specifically include the camp site fee structure of 60% percent basis to LIEC and 40% to LVRC, as the fee structure may not reflect a healthy bottom line for the parties to this MOU.

#### 5. Variation

The Terms and Conditions of this MOU can be varied by agreement in writing, of both parties, including termination.

## 6. Management of Memorandum

The MOU will be jointly managed by the Lockyer Valley Regional Council's Executive Office and the President of Lockyer Indoor Equestrian Centre Association Inc.

# 7. Responsibilities under this Memorandum of Understanding - LIEC

- · To promote and encourage the equestrian events in the region and beyond.
- To participate in regular reviews of applicable processes, systems and allocated land and buildings leased to LIEC.

- To discuss with Lockyer Valley Regional Council any intention to implement initiatives not covered in the normal performance of LIEC's activities.
- Liaise with other users to ensure any proposed alterations, improvements to facilities are acceptable.
- To obtain Lockyer Valley Regional Council approval prior to undertaking improvements and alterations to any facilities.
- To maintain all LIEC facilities and buildings to an acceptable standard.
- To abide by the terms of the lease.

#### 8. Responsibilities under this Memorandum of Understanding - LVRC

- · To maintain the grounds to an acceptable standard.
- To maintain all Council facilities and buildings to an acceptable standard.
- · To maintain statutory signage i.e. no smoking and evacuation diagrams.

#### 9. It is Mutually Understood and Agreed Between the Parties that

- Compliance with lease to use Gatton Indoor Equestrian Centre including stables (Appendix 1
  of lease).
- To ensure all facilities are operated in accordance with health and safety standards, including under special circumstances such as COVD -19.
- To further to develop, good working relationships between the parties for the mutual benefit
  of both inkling the community of Lockyer Valley.
- · To share relevant information to support the growth of the equestrian centre.
- To develop and maintain a shared record and booking system.
- Meet on a regular basis.
- Comply with mutual obligations.

## 10. Camping Sites

Both parties will work together to design and draft a map for a variety of camp sites within the acceptable parameters of the grounds. The current wall separating LIEC and LVRC camp sites will be disregarded in order to extend the camping sites and one single fee as per clause 12 will apply across all sites. This will be completed within two weeks of the signing of this MOU.

LIEC is to ensure any use of the camping grounds outside the event(s) period does not interfere with other hirers of the showground complex.

## 11. Sub-hire of Facilities

LIEC is to ensure a sub-hirer of their facilities does not interfere with other hirers of the showground complex. Sub-hirers are required to comply with the appropriate conditions of use as listed in the lease.

## 12. Camping Fees

The camp site fees are to be paid to LIEC representative at the nightly rate of \$20 inclusive of GST, per site and is to be shared on a 60% percent basis to LIEC and 40% to LVRC. Adequate and accurate record keeping of all bookings must be kept and shared between the parties. Monthly recording of numbers and revenue collected will be kept, maintained and shared between the parties.

Attachment 1 13.1 Page 144

Both parties acknowledge that in coming to this arrangement the following have been considered:

- Council's in-kind assistance and capital budget contribution for the betterment of the Equestrian Centre and the Showgrounds as a whole.
- LIEC's in-kind assistance and capital budget contribution for the betterment of the Equestrian Centre and the Showgrounds as a whole.
- Both partles' commitment to work together for the future capital improvements of the Equestrian Centre.
- Council will work with the LIEC and other parties to review camping fees as a whole of the Showgrounds to ensure equity and fairness in application and collection of camping fees e.g. Heavy Horse/Speedway/Lights on the Hill/Dog show, Cattle show etc

#### 13. Bookings

All bookings for the Equestrian Centre are to be taken by LIEC Representative and will provide Council with monthly records. LIEC can consider utilizing the Councils Bookable system for record keeping and booking of the camp sites, if desired. Council will engage with all other users to use Bookable system.

# 14. Effective Date and Signatures

This MOU shall be effective upon the signature of Parties LIEC and LVRC authorised officials.

It shall be in force from 10 November 2020 to 31 December 2021

All Parties indicate agreement with this MOU by their signatures.

Signatures and dates

Shane Massingham LIEC Representative

Ian Church Council Representative

Date 10-11-2020 . Date 9 11 2020

# 14.0 ITEMS FOR INFORMATION

# **GENERAL BUSINESS**

THAT Council receive and note the following items for information:

- 14.1 Group Manager People and Business Performance Monthly Report October 2020
- 14.2 Group Manager, Community and Regional Prosperity Monthly Report October 2020
- 14.3 Group Managers Infrastructure Monthly Report October 2020
- 14.4 Independent Chairperson Annual Report Audit and Risk Management Committee 2019-20
- 14.5 Urban Utilities Monthly Report October 2020
- 14.6 Grants Quarterly Update October 2020

Moved By: Cr Holstein Seconded By: Cr Hagan

Resolution Number: 20-24/0183

# **CARRIED**

14.1 Group Manager People and Business Performance Monthly Report - October

2020

Date: 10 November 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 October 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 October 2020.

# **Proposal**

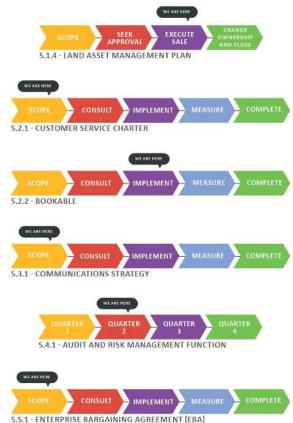
That this report be received and noted.

# **Attachments**

15 Group Manager People and Business Performance Monthy Report - October 2020 6 Pages









# **BUSINESS PERFORMANCE**

# **DISASTER MANAGEMENT**

# PROJECT UPDATES

Flood Classifications Review project is in scoping and procurement phase.

# LOCAL DISASTER MANAGEMENT GROUP

The Lockyer Valley Local Disaster Management Group met on 22 October 2020. The Manager Business Performance has been appointed as the Deputy Local Disaster Coordinator.



# SEASONAL PREPAREDNESS

Council held Get Ready Day on Thursday 15 October to promote awareness around disaster preparation. The Local Disaster Coordination Centre was open and running for staff to visit and see what really happens in a disaster. Due to COVID-19, Council was unable to host the Get Ready Lockyer Emergency Services Day. In its place, Get Ready Lockyer interactive platform was developed. The platform is an engaging, online interactive resource that contains information to help you prepare for and reduce the impacts of disaster and emergencies.

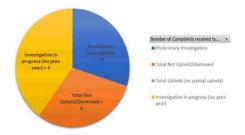


# NATIONAL BUSHFIRE RECOVERY AGENCY

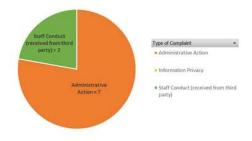
The National Bushfire Recovery Agency, Queensland Liaison Officer visited the Lockyer Valley. The Bushfire Recovery and Resilience Officer, Disaster Management Advisor and the Local Drought Support Officer took him on a tour of bushfire affected areas.

# **GOVERNANCE AND PROPERTY**

# **COMPLAINTS MANAGEMENT SYSTEM 2020-21**



# **OUTCOME/STATUS OF COMPLAINTS 2020-21**



Attachment 1 14.1 Page 148

# **KNOWLEDGE MANAGEMENT AND BUSINESS IMPROVEMENT**

# **PROJECT UPDATES**

Disposal of Physical Records

The Knowledge Management Team are finalising an internal process to digitise and audit records. This process will also allow authorisaton for disposal by the appropriate Manager. Disposal of physical records stored at Gatton Administration Building will begin 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



# **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	5	0

# **INTERNAL AUDIT**

Fieldwork was conducted this month in relation on the Data Analytics Development and the Payroll and Remuneration Reviews. Work also continued on the development of Council's Risk Assurance Map with a draft Risk Assurance Map completed for management review and presentation to the next Audit and Risk Management Committee.

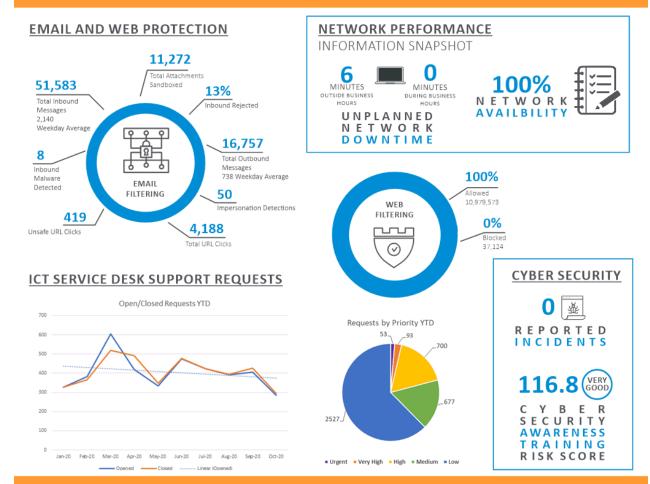
# **RISK MANAGEMENT**

The redevelopment of Council's Key Corporate Risk Register and associated Branch Risk Registers has commenced. A full review of these documents with key stakeholders has been deferred due to the competing priorities across the organisation. Investigations have commenced on the best approach to review Council's Risk Appetite Statement.

# **AUDIT AND RISK MANAGEMENT COMMITTEE**

The next meeting of the Audit and Risk Management Committee is scheduled for Thursday 26 November 2020.

# INFORMATION COMMUNICATION TECHNOLOGY



# PEOPLE, CUSTOMER CONTACT AND COMMUNICATIONS

# ORGANISATIONAL DEVELOPMENT AND PAYROLL

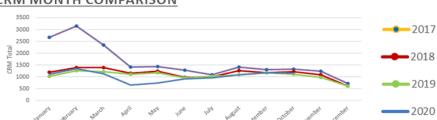




RECEIVED OPEN

Decrease of 1 received requests from last month

CRM MONTH COMPARISON



Decrease of 1103 receipts from last month

Total time taken for all transactions 380 Total number of transactions 12:30 Total average time for all transactions

# COMMUNICATIONS

MINUTES TIME

Decrease of 2 seconds from last month

# INTERNAL COMMUNICATIONS





# **EXTERNAL COMMUNICATIONS**

MEDIA 15 W RELEASES



WIDEOS PROJECTS



Most visited page was current vacancies with 1,933 views.



11,429 TOTAL WEBSITE **USERS** 

71.2% **NEW WEBSITE USERS** 

Decrease by 855 from last month

# **ONLINE ENGAGEMENT**

CORPORATE FACEBOOK POSTS

HIGHEST PERFORMING POST

Kangaroo Kensington Grove Reach: 10,361. Post clicks: 2100 Reactions, comments, shares: 212





Das Neumann Haus Reopened Reach: 112. Post clicks: 10 Reactions, comments, shares: 14

**22 (19) INSTAGRAM GRID POSTS** 

HIGHEST PERFORMING POST **Hip Hop Photos** 464 acco 22 likes

57 TWITTER POSTS

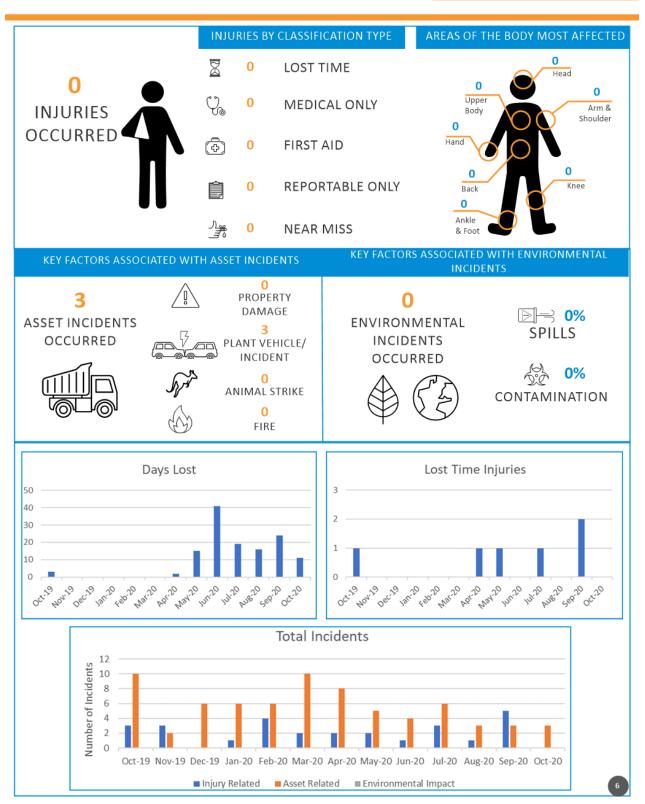
HIGHEST PERFORMING POST Garage Sale Trail 1.033 impressions

# **WORK HEALTH AND SAFETY**



# MEASURING OUR SAFETY PERFORMANCE

OCTOBER 2020



14.2 Group Manager, Community and Regional Prosperity Monthly Report -

October 2020

Date: 04 November 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 October 2020.

This document is for Council's information only.

# **Executive Summary**

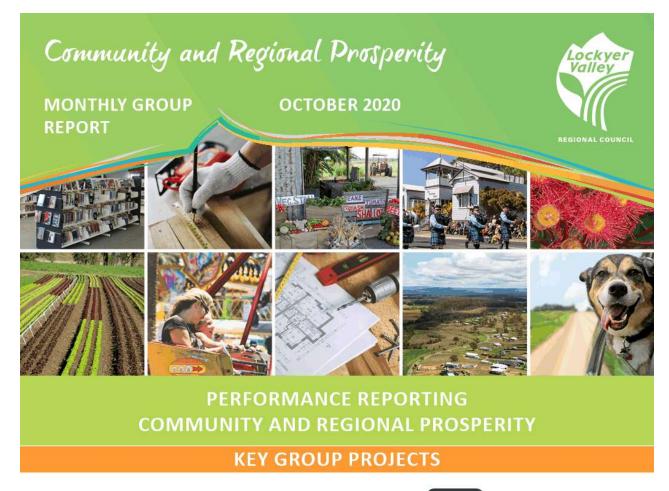
This report provides Council with a summary of key operational activities undertaken by the Community and Regional Prosperity Group during October 2020.

# **Proposal**

That this report be received and noted.

# **Attachments**

15 Pages Community and Regional Prosperity - Monthly Group Report - October 2020 15 Pages





The final draft for the Plainland Structure Plan has been completed by Infinitum Partner Pty Ltd and a workshop is being scheduled with Council for November 2020.



The final draft for the Gatton North MEIA Study has been completed by Infinitum Partner Pty Ltd and a workshop is being scheduled with Council for November 2020.



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 for adoption by Council in June 2020, however internal Council consultation and broader community consultation were delayed due to COVID-19. Internal consultation for the related Environment Policy has commenced and further internal stakeholder consultation on the NRM Plan, and the Environment Policy scheduled for the last quarter of 2020.

# **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 to 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 final calibration checks, the Flagstone and Sandy Creek model has moved to final calibration checks but the 3 other lower models are delayed. The Laidley Regional model is in the peer review stage – there are difficulties with the calibration that are being closely managed in conjunction with the peer reviewer to achieve completion. The Tenthill Creek calibration for 2011 event has been competed but there have been more difficulties with 2013 and 2017 events probably due to the severe changes to the creek configuration and the challenges/limitation of the available data. Staff have worked with the consultants to reduce the design event stage to reduce the 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 the first quarter 2021, with final completion thereafter.



The project is anticipated to be practically completed in the first quarter 2021, with final completion thereafter.



The Water Collaborative have received the final draft detailed business case from Jacobs for review and endorsement.

Following this process the document will require a resolution of Council prior to submission to government to enable the final acquittal of the grant funding.

# **COMMUNITY ACTIVATION**

#### SPECIAL PROJECTS

# Sustainable Water

The Lockyer Valley and Somerset Water Collaborative (LV&SWC) met for their monthly meeting on 1 October 2020. Items of business included:

- A letter to Seqwater addressing some issues raised and to schedule an update on the status of the draft Detailed Business Case to the Councillors at Somerset Regional Council.
- Jacobs Consultants provided key findings of the draft Detailed Business Case, which included identified risks moving forward.
- Special Projects Coordinator and Cr Hagan provided a report on the key aspects of the Murray Darling Authority National Water Conference.
- The LV&SWC website was updated with current information.
- The final draft of the Detailed Business Case will be provided to Council by Jacobs Consulting. The Business Case will then require acceptance by the Lockyer Valley and Somerset Water Collaborative and Lockyer Valley Regional Council via a Council resolution, prior to submission to the State Government and acquittal of funding.

#### **Equine Collaborative Precinct**

The procurement process has been finalised and the panel met on 21 October 2020 to review submissions.



The Equine Collaborative has scheduled a meeting for 4 November 2020, which will be the first meeting to include Equestrian Queensland in the stakeholder group. Equestrian Queensland will add significant value to the potential broader uses of the site.

# Lockyer Valley Function and Cultural Centre

The project for the lease and operation of the Cultural Centre Café and Function Centre has reached some significant milestones:

- The Expression of Interest (EOI) was released on 1 October 2020, and closed 22 October 2020
- Three site inspections were held by interested parties on 6, 12 and 16 October 2020.

The evaluation of the EOI responses is currently underway.

Successful applicants will be notified by Friday, 6 November 2020, and invitations to tender will follow.

# Jobs and Skills Development

Hospitality Consultant Project

The Hospitality Consultant Project has commenced.

An EOI went out to all Lockyer Valley dine-in food licensed venues to understand the level of interest in the project. Council officers also directly engaged with local hospitality businesses to encourage participation in the project.

The project is currently in the Proof of Concept stage, where three hospitality businesses undertook a 'Business Outreach Meeting' with the consultant Groei, on 28 October 2020.

Business Coaching Sessions and Business Recommendations and Implementation reports will be issued for the three businesses who participated, in early November 2020.

#### Chemical Accreditation Training

 A Chemical Accreditation course has been scheduled for 26-27 November 2020. This training will be fully funded under the State's drought funding and will provide participants with the three units needed to apply for a commercial spray licence. Smaller producers are being canvassed to see if training is needed prior to engagement with larger producers.

#### First Aid Training

 First Aid training has been scheduled for 24 November 2020 and will be fully funded under the State's drought funding. Training will be open to all industry workers in the Lockyer Valley.

Hospitality Mentoring & Supervision Training

12 out of 18 local workers completed the short course face to face in September 2020, receiving their Statement of Attainment for the Mentoring and Supervision Skill Set. Due to COVID and change of circumstances 6 participants have opted to complete the course online and 2 participants have exited the course.

Feedback from the course has been positive, with one employer amending their induction process to suit different learning styles based on their course learnings.

More feedback has been received from an employer who advised that since their middle managers completed the course they have gained more confidence to make decisions at their level or seek advice from other middle managers who have also completed the course.

Attachment 1 14.2 Page 156

# TOURISM [ ]



#### **PARTNERSHIPS**

Southern Queensland Country Tourism (SQCT)

- Monthly destination management meeting between SQCT and
- Officers participated in an information session on the new portal dashboard.

#### Other partnerships

- Lockyer Valley Tourism Association -overview/planning meeting with the President.
- Presentation on Marketing Your Event given at the Community Connect evening run by Spirit of the Valley Events
- Caravanning Qld attendance at the Divisional Meeting in Esk connecting with park operators and suppliers. Overall, Queensland caravan parks are receiving great visitation with a whole new market experiencing caravanning adventures.
- Attendance at LGMA Tourism Officers Exchange meeting.
- VIC Officer continutes to provide Treasurer and meeting support to the Spring Bluff Railway Station Trust Management Committee held on a monthly basis.

#### Media

- Screening of Queensland Transport Museum story on Blokesworld (TV Show) 31 October 2020, featuring one of our volunteers - 7Mate and 7Plus.
- Escape and Tourism Australia, 25 October 2020 Awassi Cheesery images/editorial assistance provided for feature about Queensland businesses that have bounced back after recent natural disasters.

# Spring Bluff

Carnival of Flowers 2020 visitation figures were positive in spite of the COVID 19 restrictions that were in place, including limitation of seats for the train trips and the café being closed.



Walk-in visitors during Carnival week (using 2018 figures as comparison, due to numbers not being recorded in 2019 due to cottage tenancy):

- Monday 2020 797 (2018 998)
- Tuesday 2020 950 (2018 981)
- Wednesday 2020 1050 (2018 932)
- Thursday 2020 1141 (2018 915)
- Friday, Saturday, Sunday and Monday 2020 1007 average per day (2018 - 823 average per day)



Occupancy for September was 63% across Lockyer Valley, which is a 6.7% increase on last year (59% Occupancy September 2019). As well as occupancy being up, ADR was also up 6.5% year on year.

Data comes from Booking.com, Air BnB, Trip Advisor and VRBO.



Lockyer Valley saw an overall lift in devices seen in the region, which is likely a result of Toowoomba's Carnival of Flowers.

Figures come from mobility data and includes day trippers, over nighters and people passing through.

Best of the Best Application

An application has been submitted for the Best of the Best Award for the Lockyer Legends wall located inside the Lockyer Valley Cultural Centre. The award program seeks to recognise localities, precincts and artists that are using publicly-accessible art to promote their destination and engage their community.

Winners will be announced in March 2021.

# VISITOR INFORMATION CENTRE

Introduction of Live Chat to the LV Tourism website.

Over the last month the team have engaged in 203 Live Chats online. This avenue allows us to provide visitors with information efficiently and effectively. The VIC team have successfully turned some of these live chats into sales - assisting a NSW resident to provide a Lockyer Valley Gift Card for her daughter's special birthday. The initial conversation happened via live chat and the card was delivered to a local business.

The VIC team sold \$1,270 in Lockyer Valley gift cards during October. This gift card can be redeemed throughout the region and is a great gift idea to support local businesses.

Participating stores can be found at https://www. whyleavetown.com/ lockyervalley



# Reviews

Five reviews were received for the VIC and QTM. All five gave a 5 star rating

Visitors resource centre with helpful staff ....

was friendly and most heipful and was able to answer our questions on attractions to visit and ideas for p unch in the near-by region. The centre was full of brochuses for the Lockyer Valley including many other in Queensland as well as locally crafted or produced items for sale. We purchased some locally made so noney as a reminder of our fun and tarsty daystrip to the Lockyer Valley.

....



43% of visitation to the Lockver Valley comes from two LGAs, Brisbane and Toowoomba.

Figures come from mobility data and includes day trippers, over nighters and people passing through.



496



# QTM Facebook and Instagram pages:



4,023 likes



Up 18 for October 2020



20 Posts



14 Posts



64 for October 2020

Highest performing post:

Visit Lockyer Valley Instagram Instagram

and 147 reactions, comments and shares



A '1991 Diamond Reo' - reach 1,275 & 66 post clicks



October 2020

7,860 Views on the LuvyaLockyer website.

'Visit Lockyer Valley' Facebook:

Visit Lockyer Valley Instagram:

2,878 likes up 46 463 likes

20 posts 10 posts

Temporary guest due to COVID-19



469

# The highest performing post:

'Amazing Grace Patisserie' - reach of 2,697, 199 post clicks

and 163 reactions, comments and shares

Luvya Lockyer Tourism Website:

5,265

Users 4,219 3,990 New Users

Sessions

ALOCKYER WEB SEARCHES FOR THE MONTH OF OCTOBER 2020
---



HOME 909



WHAT'S ON - THIS MONTH 404



WHAT'S ON - MARKETS 255

LAKE DYER CAMPING GROUND

WHAT'S ON - EVENTS

ockyer Valley

251

#### COMMUNITY ACTIVATION



#### **COMMUNITY EVENTS**

7 community-led events and markets were delivered in the month of October.

- Lights on the Hill Memorial Service - 500 attendees
- NAIDOC Celebrations

   close to 1,000
   attendees, up by 25%
   on 2019
- Gatton Village Markets -3,000 attendees. Gatton District Historical Society had over 500 people go through the venue with over \$400 taken in donations.
- Lockyer Valley Speedway opening night
- Masked Trivia Night, Lockyer Valley Crime Stoppers
- Team Jody High Tea and Fashion Parade
- Community Networking Connections Night – excellent networking event for community event organisers and suppliers.

Council has assisted organisers to meet their COVID-Safe event obligations and with marketing:

- NAIDOC Celebrations, 2 October 2020
- Lights on the Hill Memorial Service, 4 October 2020
- Gatton Village Markets, 4 October 2020
- Lockyer Valley Turf Club Memorial Cup, 16 October 2020
- Community Networking Event, 22 October 2020
- Halloween Spooktacular, 31 October 2020
- Peace Lutheran School Graduation Night, November 2020
- Lockyer Chamber of Commerce and Industry liaison regarding Christmas options.

# COUNCIL EVENTS

Planning is underway for the following Council-led events:

- Drought Support Expo Wednesday, 4 November 2020
- Christmas Lights entries open on 1 November 2020
- Lockyer Valley Mayoral Christmas Carols partnering with Lockyer Valley Ministers Association – Saturday, 28 November 2020, 6.00 pm at Lake Apex Parklands
- Lockyer Valley Christmas Carnival Friday, 18 December 2020, Lake Apex Parklands
- Australia Day Awards and Citizenship Ceremony nominations being actively sought.

# COMMUNITY DEVELOPMENT

Council is working with a range of churches, schools and community groups to prepare content for a virtual Christmas concert.

Council officers are working with the British High Commission and Consulate to improve support for British backpackers coming to the Lockyer Valley.

Council officers are working with committees from outlying community halls to secure grants to upgrade facilities to improve disaster resilience and community connectivity. A grant application has been lodged under the QRA Local Economic Recovery Stream.

#### SPORT AND RECREATION

External Funding

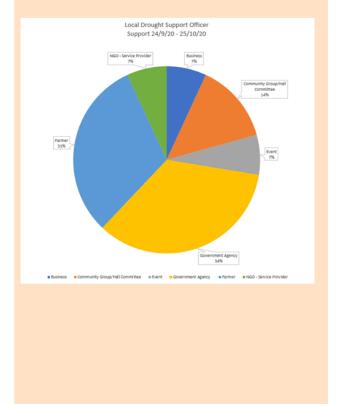
Assistance was provided to sport and recreation clubs within the Lockyer Valley to apply for external funding. 22 clubs were successful with funding totalling \$178,638 received through the State Government's Active Restart Infrastructure Recovery Fund.

Additionally, seven local clubs were successful in receiving a combined total of \$181,076.37 grant funding through the Community Benefit Gambling Fund.

# DROUGHT RECOVERY AND SUPPORT

An unscheduled progress report was submitted for the Drought Communities Program-Extension grant, which has triggered a further progress payment.

The Local Drought Support Officer has been actively engaging with drought-affected farmers, farm workers and farming support businesses and drought support agencies. The key focus at this time is preparing for the Drought Support Expo scheduled for Wednesday, 4 November 2020, which will give local rural landholders access to a range of presentations and support agencies. The Expo currently has more than 90 community members registered, along with 15 information stalls and five guest speakers.





#### COMMUNITY ENGAGEMENT

Support was provided on the following projects:

- Fairways Park
- Pets in Emergencies animated whiteboard series
- Bitumen Reseal Program
- Gatton Showgrounds Upgrades
- Get Ready Platform
- Community Gardens Proposal
- Gaul Street Rail Crossing

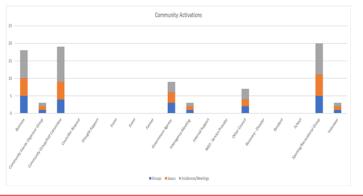
Engagements in development include:

- Planning Scheme in partnership with USQ
- Forest Hill Silo Murals in partnership with Forest Hill Community Development Association
- Tenthill Creek Catchment Resilience Project

#### COMMUNITY GRANTS PROGRAM

Round one of Council's Community Grants Program closed with 19 applications requesting \$67,507 of a possible \$50,000 available funding. These will be assessed mid-November with a report to Council to follow.

The Community Activation Team provided the following support to the community for the month of October 2020.



# LIBRARIES AND GALLERIES 😂



Lockyer Valley Libraries continues to extend partnerships with other South East Queensland Libraries. These partnerships allowed members of our community to listen to author Monica McInerney in conversation with Mary-Lou Stephens, author and former ABC presenter. This was a popular event with over 60 people watching (either on the night or later).

Participate in a Children's Book Party. Lockyer Valley and Western Down's Libraries co-hosted a Zoom Book Party with Mama Dojo to celebrate books, acting and other crazy activities. There were lots of laughs and engagement during this online session.

Children's Book Week was held 17-23 October (postponed due to Covid restrictions in August) and library staff took our library program to several child care centres in Gatton and Laidley. The event showcased the books on the shortlist and promoted reading and libraries.

Grant funding allowed us to host four virtual events during Get Online Week 17-23 October. The sessions were held on Zoom/ Skype and helped spread the key message of "Now's the time to get online".

We also offered two tech classes - how to use Zoom, Skype and What's App and Cybersecurity. Feedback received:

- "I feel so much more confident in knowing what a good email is and what could be bad".
- "I am going to try to use Zoom for some online chats with friends about our hobbies".
- We hosted two gardening sessions with Michael Wardle from Savour Soil Permaculture. These sessions were held after business hours and had more participants. Feedback recevied:
- "This was my first ever Zoom session. My daughter helped me connect. I am reconsidering my gardening schedule thanks to ideas from Michael".

**NEW LIBRARY MEMBERS FOR** 100 2020/21

PROGRAMS

AND EVENTS

1.217

EVENT

14,693 & ACTIVE LIBRARY **MEMBERS** 

118 1,030 EVENT TOTAL NEW ATTENDEE RESPONSES FACEBOOK FACEBOOK

Ā	AND EVENTS ATT	ENDEE RESI	ONSES FA	LIKES PAGE LIKES
	PLATFORM	SEPTEMBI 2020	ER OCTO	0
eRESOURCES	eAudiobooks (Borrowbox)	932	99	Collection Manager Recommendations
	eBooks (Borrowbox)	889	81	4 48
	eAudiobooks (RB Digital)	112	10	4 Reservations
	Kanopy (Movies)	76	50	7
	eMagazines (RB Digital)	228	23	2
	95,311		7,433	PHYSICAL ITEMS ISSUED
	ITEMS IN OUR COLLECTION		488	WITHDRAWALS
			276	ITEMS RENEWED
	<b>8,900</b>	$\square$	22,948	ACQUISITIONS
	PHYSICAL & ELOANS		81.6%	ITEMS ISSUED VIA SELF-SERVICE



# LIBRARIES AND GALLERIES 🥰



The second set of "Busy Bags" was released in early October. Once again, they disappeared from the shelves within the week. The uptake of these supports online Storytime sessions with a themed craft with the session. These support the First 5 Forever messaging of Play, Read, Talk and support parents in doing activities with their

One of our team was asked to present and share their experience in applying for First 5 Forever funding as part of the Young Peoples Libraries Interest Group online meeting. This was a great opportunity to promote the funding received including the StoryPath at Lake Apex and Narda Lagoon as well as the story chair in Laidley and the PA system for library events.

# ART GALLERY

The Gallery continues to formalise events for 2021. In addition to traditional exhibitions, the Gallery will also host a film night in September 2021. Looby is a documentary film on the life and art of Keith Looby. Looby is one of the Archibald Prize's most controversial winners and this film helps celebrate the 100 years of the Archibald Prize.

VISITORS TO OUR LIBRARIES FOR OCTOBER 2020

**GATTON LIBRARY** 

LAIDLEY LIBRARY

# REGIONAL ARTS DEVELOPMENT **FUND (RADF)**

The timeframe for submitting nominations for the RADE Committee has been extended until 13 November 2020. There are up to six positions available on the **RADF** Committee for community members.

# 83% OCCUPANCY RATE



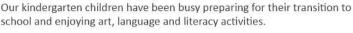
We promoted Fire Prevention Week from 7-13 October 2020. The educators planned stories, arts and crafts and word recognition activities for the children, as well as having various conversations about fire safety.



National Nutrition Week was 14-20 October 2020 and we explored healthy eating options with the children. This also helps us to continue to improve our weekly menu for the children.



This year we did not hold the usual Grandparents morning due to the current COVID-19 restrictions.





Literature and creativity go hand in hand.

Our Kindergarten teacher read 'Bluey the Creek' to the children.

In the story Bluey and his friends found sticks and leaves by the creek and used these to make a boat. Everyone thought this was a good idea and the children made boats using leaves for the sails and the sticks for the mast.





# DCP RIPARIAN RANGERS - CREEK RESERVE WEED MANAGEMENT PROGRAM (CRWMP)

The CRWMP is now at the mid-point where landholders have been contracted, undertaken the necessary training and attended workshops to support their efforts in completing weed control. To date, 24 landholders have accepted the terms of the program from the expressions of interest for the 2020 program. Following a review of the contracts raised, residual funds were directed at completing follow-up weed control work with 2019 participants.

Expressions of interest were received from 28 landholders and to date, 13 have been contracted to commence weed control.

With the improvements in weather and change to time of year, 2019 participants were excited to get underway and do follow-up management of environmental weeds in the creek reserve particularly, focussed on winter dormant species. Cumulatively, landholders are reducing the effects of environmental weeds on over 50klms of creek line across the region.



6, 7 & 9 October 2020 Participants undertaking ACDC accreditation training



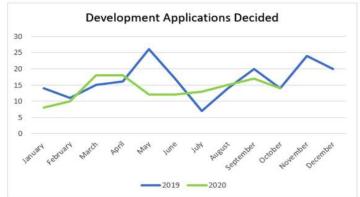


3 October 2020 Weed ID and Control workshop





#### 2019 SAME YTD PERIO **DEVELOPMENT COMPLIANCE DEVELOPMENT APPLICATIONS** COMPLAINTS RECEIVED RECEIVED 23 163 207 THIS MONTH DECIDED 14 127 151 **EXEMPTION CERTIFICATES COMPLAINTS RESOLVED** RECEIVED 6 78 78 THIS MONTH DECIDED 3 72 72 SHOW CAUSES ISSUED FORM 19s THIS MONTH RECEIVED 45 380 324 40 COMPLETED 346 302 100% PRELODGEMENT MEETINGS HELD RESOLVED **ENFORCEMENT** WITHOUT BUSINESS DAYS **NOTICES ISSUED DECISION NOTICES LEGAL ACTION** THIS MONTH ISSUED (100% in statutory timeframes) **AVERAGE TIME FOR APPLICATIONS** IN DECISION STAGE LAND DEVELOPMENT PIPELINE THIS MONTH 2 Residential 3 Commercial 1 Industry 2 Subdivision 46 YTD **DECISIONS MADE** 0 (85% in statutory timeframes) 8 **DECISIONS MADE WITHOUT** NEGOTIATED 4 new proposed lats 172 YTD ADDITIONAL INFORMATION **DECISIONS** REQUESTS THIS MONTH RAL 4 **Development Applications Received** 70 proposed lots OW 30 25 10 Construction On Maintenance Off Maintenance Pre-Start Plan Sealing 20 15 NSPECTIONS 10 5 4 Residential lots NEW LOTS -2020 2019 HOUSES 37 plumbing approvals



# DEVELOPMENT ASSESSMENT



The Development Assessment Team has seen an increase in development activity with 29 **NEW** applications received in October.

11 of those applications were received in one week! The team have also noticed an increase in activity with applicants responding to information requests. The team expect this increased activity to continue until Christmas 2020. This increased activity is good news for the region in that the development industry continues to have confidence in carrying out development in the region despite the challenges of this year.

# INFRASTRUCTURE CHARGES PAID YTD = \$504,739.08 INFRASTRUCTURE CHARGES OUTSTANDING YTD = \$114,480.92

# **BUILDING AND PLUMBING**

# BUILDING

84 Building Approvals were issued in the month of October (by private and LVRC Certifiers) in comparison to 56 for the same period last year.

26 Building Approvals were issued by LVRC in the month of October in comparison to for the same period last year.

5.96 average business days for Building Approvals for the month of October.

84 BUILDING
APPROVALS
DURING
OCTOBER

# PLUMBING

51 Plumbing Approvals were issued in the month of October in comparison to 33 for the same period last year.

4.62 average business days for Plumbing Approvals for the month of October.

51 PLUMBING APPROVALS DURING OCTOBER

# INSPECTIONS

165 Building and Plumbing inspections were completed for the month of October

**51** Building and **114** Plumbing.

Building and Plumbing revenues

Plumbing revenue is up 61% for Council lodgements

Building regulatory revenue is up 48% from Private Certifier lodgements

Building services revenue is up 57% for Council Certifier lodgements

# COMMUNITY WELLBEING





#### STEWARDSHIP OF NATUAL ASSETS

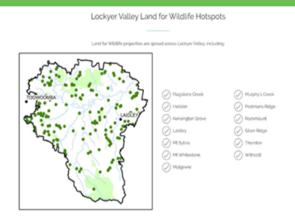
Land for Wildlife is a voluntary program that encourages and assists landholders to manage wildlife habitat on their properties. Through Land for Wildlife you can learn about native plants, animals and ecosystems on your

property, and get advice on managing threats such as weeds and pest animals.

1 Land for Wildlife property has been registered, totalling

72 properties are awaiting property inspection totalling a potential 3,468ha

8 New Land for Wildlife enquiries received for the month October



#### RESILIENT RIVERS

#### Lockyer Creek Project

Maintenance works are currently ongoing at both revegetation planting sites (Beavan Street and Cahill Park). This has involved tree guard removal, watering and brush cutting at the sites. In-fill planting areas for defect rectification works have been identified where survival rates have been below performance criteria. This work will ensure that the total number of required plants are installed at the two revegetation sites.

Request for Quotation (RFQ) document has been prepared for the procurement of a suitable contractor to undertake the civil works on Lockyer Creek (Phase 3).

RFQ documentation is being prepared for the procurement of a suitable contractor to undertake revegetation works on the banks of Lockyer Creek. A total of four locations have been identified which are priority for revegetation. These are located immediately upstream and downstream of the Allan Street bridge on Lockyer Creek (an area that was heavily impacted by the floods in 2011 and 2013). Landholder negotiations are currently underway to gain endorsement for the works and ensure access to the revegetation sites.

A specification for revegetation works has been developed and will be included in the RFQ document to engage the revegetation contractor and outline the scope, expectations and performance criteria of the works.

# Tenthill Catchment

Cat's Claw Creeper control works have been initiated on Blackfellow Creek by the contractor sourced in the approved RFQ document. This is stage two of a three stage program to control Cat's Claw Creeper in the Riparian area of the creek at the uppermost infestation. Works are currently half way for a 30 person day program. To date approximately **5 na** have been managed in this round of works.

Council have continued with control of Cat's Claw Creeper on Blackfellow Creek within the road reserve area of East Haldon Road, adjacent to the contractor work site.

A community consultation survey has been written, reviewed and approved for release. This survey will quantify public opinion on creek crossing design within the project area (Tenthill Catchment upstream of Mount Sylvia School), with results to be taken to a workshop involving Government stakeholders to determine the best solutions.

# SKILLING QLD WORKERS

The Skilling Queenslanders for Work (SQW) trainee program, which was undertaking environmental works at several riparian sites within Lockyer Valley, has been completed.

Project sites include Lakes Apex and Freeman (Gatton), Narda lagoon (Laidley), Lockyer Creek (William Kemp Park in Gatton – immediately upstream of Beavan Street), Lions Park in Placid Hills, Otto Road Environmental Reserve (Glenore Grove) and Merryfields Environmental Reserve (Withcott). Works involved weed control and tree planting and extensive community consultation has also been undertaken at these sites.

A total of 1,500 tube stock plants were planted and works completed on a total area of 15 ha.

# **BIOSECURITY PLAN**

The draft plan is nearly 90% complete with a deadline set for the end of December 2020 for further review.

Biosecurity Survey 2020/21 Draft completed, and the report has been submitted for further review outlining the compliance strategy for the next 12 months.

# COMMUNITY WELLBEING



#### RESTRICTED WEED MANAGEMENT

WEED SURVEYS ON LOCAL ROADS & RESERVES =

9.92 ha

WEED TREATMENT ON LOCAL ROADS & RESERVES =

0.07ha

FOCUS OF RESTRICTED WEEDS TREATED =

Mother of Millions.

Parthenium, Fireweed, Giant Rats Tail Grass, Groundsel Bush, African Boxthorn

0ha

WEED TREATMENT ON STATE ROADS =

WEED SURVEYS ON STATE ROADS =

0ha

FOCUS OF RESTRICTED WEEDS =

Nil

#### FOCUS OF RESTRICTED WEEDS

Pest Officers assisted landholders through the Herbicide Subsidy Program to control infestations of Harrisia Cactus and African Boxthorn in the Ropeley and Blenheim areas.

Landholders responded to the Fireweed awareness article in the Lockyer paper and alerted Council to infestations in the region. With the hotter weather, Fireweed has now set seed and if conditions are favourable, will reappear in Autumn 2021.

6 Private Property Pest Management Plans have been completed with landholders comprising a total area of 66.0139ha.

6 Herbicide subsidy vouchers issued.

4 Requests for spray equipment loans were recieved.

The loan of spray equipment has been on hold since March due to COVID-19 restrictions. This service is highly regarded by landholders and is an invaluable tool in the efforts to control invasive weeds in the region. After the rain in warmer weather an increase of weeds will occur, therefore steps are being taken to recommence this service as soon as possible.

# LVRC PROPERTY MANAGEMENT

High level Healthy Land & Water (HL&W) report card results for the Lockyer Valley were presented to Councillors. Staff attended workshops to analyse the results further. Discussions have commenced with HL&W to refine and modify the monitoring program to more accurately represent the western, ephemeral stream systems within the Lockyer Valley.

Fire management plans developed and approved for two Lockyer Valley Regional Council properties in Hatton Vale which are environmental reserves. Future fire management planning is being developed to engage indigenous fire practitioners on Council properties to reduce bushfire risk.

Assistance provided to the Federal Government drought funding project. This project involves engagement with local landholders to undertake weed control and revegetation works in riparian areas on creek reserve bordering landholder properties (under their management)

Council has facilitated landholder agreements and access for a local indigenous land management group (Wirrinyah) to undertake restoration works at a regionally significant cultural site (Challawong rock shelter). This work also includes revegetation and environmental restoration works at the site. Future opportunities include engaging this traditional owner group to undertake environmental works on properties within the region.

Developing scope of works for riparian revegetation project at Urban Utilities (UU) owned property in Helidon involving local indigenous land management group.

# PEST ANIMAL MANAGEMENT

Cage/Traps

1 cat trap

5 non-domestic cats retrieved from 2 separate locations

A cat trap on loan since August in Regency Downs, caught a further 3 non domestic cats - a total of 15 cats to date impounded from this location. We are working together with Animal Management and the RSPCA to address this issue in the coming month.

5 Rabbit infestations reported



1 Wild Dog request for assistance

23 Dog Scalp Bounties received

Working together with the Community - 1080 Wild Dog, Fox & Pig Baiting Program

This year's 1st distribution of 1080 baiting was held on 14 & 15 October, adhering to a COVID safe plan.

Pest Officers were buoyed by the even distribution of participants across the region, and its potential to open more corridors to target pest animals.

6910ha of private property was baited for invasive pest animals.

37 Landholders participated - including 7new landholders and  $\frac{4}{}$  landholders who were persuaded back to the program after several years of absence.

380 Dried Meat Baits for dogs were distributed.

105 Pigout baits for pigs were distributed.

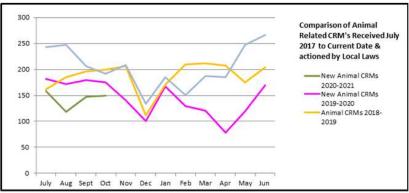
3 Canid Pest Ejector (CPE) baits for wild dogs were set.

Pest Officers took the opportunity to work alongside a local landholder trialling the team's CPE's to target wild dogs on the property.

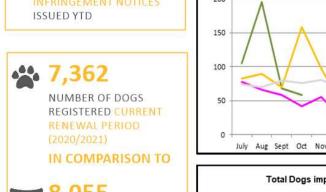


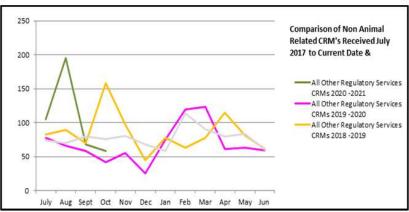






TOTAL NUMBER OF INFRINGEMENT NOTICES ISSUED YTD

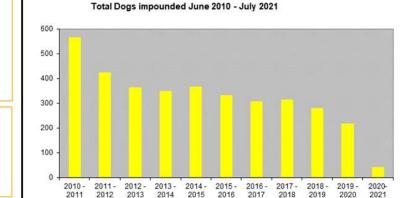




NUMBER OF DOGS
REGISTERED CURRENT
RENEWAL PERIOD
(2020/2021)
IN COMPARISON TO

8,055

NUMBER OF DOGS
REGISTERED IN THE
2019/2020 PERIOD



39
NUMBER OF DOGS
IMPOUNDED YTD

KENNEL LICENCE RENEWALS ISSUED FOR THE MONTH

59

EXCESS ANIMAL PERMIT RENEWALS FOR THE MONTH



# PLANNING, POLICY & COMMUNITY WELLBEING - BUSINESS SUPPORT



# Form 19's - Building, Plumbing and Planning Information

**45** Form 19's were lodged in the month of October in comparison with **40** for the same period last year.

40 Form 19's were issued in the month of October in comparison with 30 for 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 October in comparison with  $\bf 3$  for the same period last year.
- f 3 Survey Plans were sealed in the month of October in comparison with f 5 for the same period last year.
- 4 Total number Lots created in the month of October in comparison with 41 for 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 160 Building, Plumbing, Planning and Environmental Health applications were lodged for the month of October.

**96** Building and Plumbing Permits and Planning Decision Notices were issued during the month of October.



14.3 Group Managers Infrastructure Monthly Report - October 2020

Date: 10 November 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 October 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 October 2020.

# **Proposal**

That this report be received and noted.

# **Attachments**

1 Infrastructure Monthly Group Report 11 Pages



# **CIVIL OPERATIONS PROJECTS BRANCH HIGHLIGHTS**

# **CAPITAL WORKS**

# WOODLANDS ROAD, GATTON

Works have commenced and has an expected completion date of mid to late December 2020. This project involves
clearing, road excavation, unbound pavement, culvert extensions, bitumen sealing and road markings for approximately
1.2 km. The project involves upgrading Woodlands Road between Edwards Road and Schroeders Road to widen the
road formation from 6m to 8m. The works are being undertaken by Council and are currently 30% completed. This site
received rain during the week of 27 October, the impact of this has been a loss of one week's production at the time of
writing this report.





# AMOS ROAD, WITHCOTT

• The Amos Road project upgrades this road (1.3 km) from the intersection with Jones Road to provide a sealed road through to Jubilee Park. The works have commenced and has an expected completion date of mid to late December 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. Toowoomba Regional Council has requested the carpark at Jubilee Park to be constructed and sealed as part of these works. Toowoomba will provide 100% of the required funding to construct the carpark. The project is constructed by Council and is currently 30% completed. 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. This site received rain damage during the week of 27 October, the impact of this is not known at the time of writing this report.





# **URBAN STORMWATER UPGRADES**

Whittle/Hill Streets Gatton – this project will upgrade the stormwater capacity in both Whittle and Hill Streets, Gatton
to limit the impacts of flooding to residents and the Jehovah's Witness Church on Lake Apex Drive. Currently planning
is underway to manage community consultation and construction issues. The intention is to award a contract before
Christmas for work to commence early in the new year.

# CRAN BRIDGE, DECK REPLACEMENT

Cran Bridge on Stockyard Creek Road requires the deck to be replaced. The bridge will have various structural elements
replaced and a new Bridgewood deck installed. Planning is underway, with the intention to award a Contract prior to
Christmas with work to commence in the new year.

# **BITUMEN RESEAL PROGRAM 2020-21**

- Package A 90% complete. Approximately 600m left of Krugers Road to be sealed
- Package B reseals 30% sealed. Preparation works currently 95% complete. Sealing to commence week beginning 9 November.
- Package C Preparation works 80% complete. Sealing to commence week beginning 9 November
- Package D Preparation works complete. Sealing 30% complete. Sealing re-commencing 27 November. Works cancelled due to rain.
- Package E Package 95% complete. Line marking required.
- Package F Preparation works 95% complete. Sealing re-commencing 27 November. Works cancelled due to rain.
- · Package G Preparation works completed. Sealing re-commencing 27 November. Works cancelled due to rain.
- Bitumen Resealing postponed due to current weather conditions, loss of one week's production at the time of writing the
  report. All bitumen sealing programmed for completion 13 November weather pending. All line marking to be completed
  by 20 November.

#### **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, Project complete
- · 4 of the 9 gravel resheet projects have now been completed with 60% of the program road length resheeted.

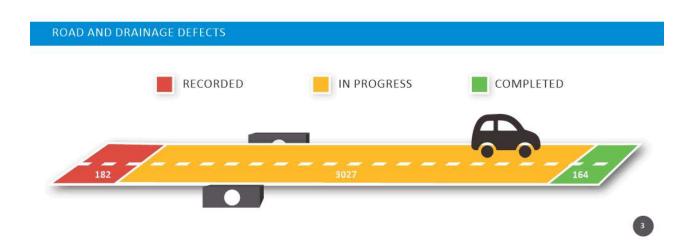
# FAIRWAYS DRIVE, HATTON VALE & PATRICK STREET, LAIDLEY FOOTPATHS

 Fairways Drive, Hatton Vale – New Concrete Footpath, (Hannant Road - Arlington Way) – construction works have commenced and currently have completed 20% of the footpath works. Site was rain affected with a loss of one week's production.





Patrick Street, Laidley – Upgrade Existing Concrete Footpath (Whites Road – Hayes Street) – Contract has been awarded
and Telstra contractor has been appointed, with works to commence 2 November 2020 with completion due by mid
December 2020.



# **MAINTENANCE WORKS**

# **Road Patching Works**

- Campbell Street West, Laidley
- Cooper Street, Laidley
- Cribb Street, Laidley
- Drayton Street, Laidley
- Grey Street, Laidley
- Hayes Street, Laidley
- Head Street, Laidley
- Hope Street, Laidley
- John Street South, Laidley
- Lyons Street, Laidley
- Mary Street, Laidley
- Milne Street, Laidley
- Mort Street, Laidley
- Mountain Road, Laidley
- Orford Court, Laidley
- Orton Street, Laidley
- Parkview Place, Laidley
- Pioneer Street, Laidley
- Railway Street, Laidley
- Sertic Road, Laidley
- Short Street, Laidley
- Spicer Street, Laidley
- Stanford Place, Laidley

# **Maintenance Grading**

- Burgess Road, Gatton
- East Egypt Road, Whitestone
- Jacaranda Drive, Laidley
- Ladybird Lane, Placid Hills
- Rockmount Road, Rockmount

# **Road Pavement Repairs**

- Biggs Road, Withcott
- Miles Road East, Forest Hill

# Drainage Works

- Biggs Road, Withcott
- Drayton Street, Laidley
- Flagstone Creek Road, Helidon
- Flagstone Creek Road, Helidon
- Gatton-Clifton Road, Lower Tenthill
- Huntingdale Court, Placid Hills

# Traffic Signs and Line Marking Works

- Balaam Hill Road, Churchable
- Blenheim Road, Laidley Heights
- Campbell Street East, Laidley
- Carol Anne Court, Glenore Grove
- Coates Street, Laidley
- Glendene Road, Forest Hill
- Industrial Road, Gatton
- Mount Sylvia Road, Mount Sylvia
- Mulgowie Road, Mulgowie
- Old Grandchester Road, Laidley
- Orton Street, Laidley
- Philps Road, Grantham
- Robeck Road, Gatton
- Tillack Road, Gatton







# **CUSTOMER CONTACT**



Incoming Infrastructure customer requests for the month of October







8.11% increase in requests received





**TOTAL CUSTOMER REQUESTS COMPLETED** 

8.69% decrease in requests completed



# TECHNICAL SERVICES BRANCH HIGHLIGHTS

- Level 2 Bridge inspections are now 100% complete. Off the back of these inspections a backlog of defects is being raised for our Civil Operations team to process as resources allow. We've also identified two bridges requiring capital expenditure which will be prioritised in future budget bids.
- The Waste Asset Management Plan draft has been completed, with review among internal stakeholders taking place early November.
- Asset data is being collated for multiple external agencies reporting requirements, namely Yardstick, National State of the Assets, and Annual Consolidated Data Return. Its expected this work will be completed by late November.
- Unsealed Road Prioritisation tool is progressing well with 100 roads of approximately 400 assessed. This work will enable Council officers to better respond to customer requests for unsealed road upgrades by comparing all roads with the same metrics. Urban unsealed road prioritisation was completed earlier in the year, and these models will be brought before Council once closer to completion.



LAND ACCESS & **ACTIVITY NOTICE** (LAAN)

ADDRESSING APPLICATIONS

**HEAVY VEHICLE APPLICATIONS** (NHVR)

CONTROL

OTHER ROAD **ACTIVITY APPROVALS** 

48% increase in applications received

# **COMMUNITY FACILITIES BRANCH HIGHLIGHTS**

CAPITAL WORKS

# LAIDLEY TRANSFER STATION FENCE

- Installation of boundary and internal fences (approx. 450m) completed 20 October
- Remaining funding will be utilised for additional boundary fencing works, to be coordinated between existing Parks and Gardens operations



# GATTON SHOWGROUNDS MASTERPLAN

- Completed the relocation of concrete blocks to the cattle judging area
- Currently underway with the rebuilding of the retaining wall, nearest to the Equestrian Centre to a certified compliant standard



# LOCKYER VALLEY CULTURAL CENTRE

- Contract signed for the heating venting and air conditioning (HVAC) and Roof Rectification works
- Site measuring, off site fabrication begun for HVAC components. On site works to commence from beginning of November
- · Site measuring for roof flashings completed
- On site works for roof rectification to commence last week of October.



# LAIDLEY SALEYARDS - REPLACEMENT OF TIMBER PENS

- · Quote submissions under evaluation
- · Works expected to start in late 2020



# **BUGLER PARK SHADE SAIL**

- Service location works completed
- · Building approval issued
- · Shade structure posts installed on Friday 23 October



# PARKS AND CEMETERIES MAINTENANCE WORKS

# Furniture Maintenance/Landscaping

- Aeration and scarifying turf renovation in Forest Hill Place, McNulty Park, Lions Park and Lake Apex
- · Cleaning of footpaths in Gatton main street
- Works have started in the Gatton green space (old squash court site), installation of garden edging, plants and seats.
- Audit has been completed on Forest Hill Park and street furniture, awaiting update of the asset register.
- Audit has been completed on Helidon Park & Street Furniture, awaiting update of the asset register.

# Mowing

· Mowing of areas as required across the park network

# **Event Assistance**

- NAIDOC
- Lights on the Hill
- Gatton Village Markets
- Sophia College Soil Turning Ceremony
- Laidley RSL Markets





#### **Playgrounds**

- · Playground repairs at Anzac Park Grantham
- Lake Apex playground and quotes sourced for repairs on the monorail pedal car
- Quarterly Softfall Maintenance has started- rotovating and top up
- Wash and disinfections of all playgrounds across the region.







#### **FACILITIES MAINTENANCE WORKS**

## **BUILDINGS**

- Laidley Pool Earth Bonding project is completed. Compliance report received. Require recertification annually included in planned maintenance schedule. Pool opened 19 October 2020.
- New seating assembled and installed at the Laidley pool.
- Cleaning of the pigeon affected sites and eradication programs:
  - \* Das Neumann House to be potentially rolled into a capital upgrade program.
  - \* Approval received for works at the Lockyer Valley Sports and Aquatic Centre. Yet to be scheduled.
- Hydrant upgrade at the Laidley depot due to high cost to meet compliance as required by Bio Security, they have been asked to contribute part funding for the works. Request has been unfortunately declined. Way forward to be assessed.
- Height safety compliance annual inspections and testing completed.
- Quotes sought for internal painting (as part of cyclical painting program) at 17 Campbell Street, Laidley (Luke's Place).
- Furniture relocations as part of the ongoing Organisational Effectiveness Review.
- EOI and tenders underway for operating Lake Dyer Caravan and Camping Ground, the Staging Post Cafe & Conference Centre, and the Laidley Gym.
- Separate electrical metering to Laidley Depot complex completed, individual users (Sale yards Bio-security, Brave companions and Veterans Support Centre) now being invoiced for their usage.
- One extra water meter to be installed at the Laidley Depot for Veterans Support Centre. Once completed all users will then also be invoiced for their water usage.
- · Buildings at Laidley Rec reserve re-keyed due to lost keys. User advised and provided.
- · General maintenance and repairs, business as usual.

# **PLUMBING**

- Damaged drinking fountain at North Street Gatton toilets replace.
- Burst bore pipe at Laidley Recreation Reserve excavated and repaired.
- Burst underground pipe at Forest Hill Sports Grounds excavated and repaired.
- The leaking solar heating unit has been repaired at the Laidley Pool.
- Replaced and re-tested the broken reduced pressure zone valve at the Laidley sale yards.
- · General maintenance and repairs as required.

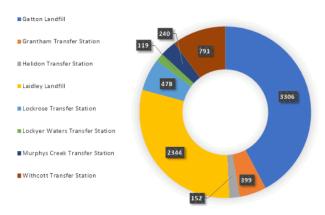
# **ELECTRICAL**

- Account created for unmetered supply to traffic lights on Gerhke Road Plainland, outside Sophia College. These traffic
  lights along with the other traffic lights on Gehrke Road near the Woolworths complex are Councils responsibility.
- Laidley Recreation Grounds carpark lights were repaired.
- · Adjustments to air conditioning units in Gatton Administration building.
- Intermittent faults with field lights at Laidley Recreation Reserve. Council's Electrical Maintenance Lead continuing to monitor.
- Site management of Laidley pool earth bonding project.
- Replaced failed VSD pump units at the Lockyer Valley Sports and Aquatic Centre.
- General maintenance and repairs as required.



- 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.

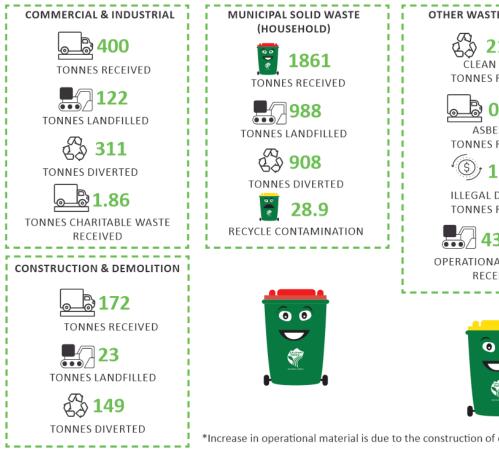
# NUMBER OF PATRONS TO EACH WASTE SITE



7,829 TOTAL PATRONS TO ALL WASTE FACILITIES

2.85% decrease from September to October

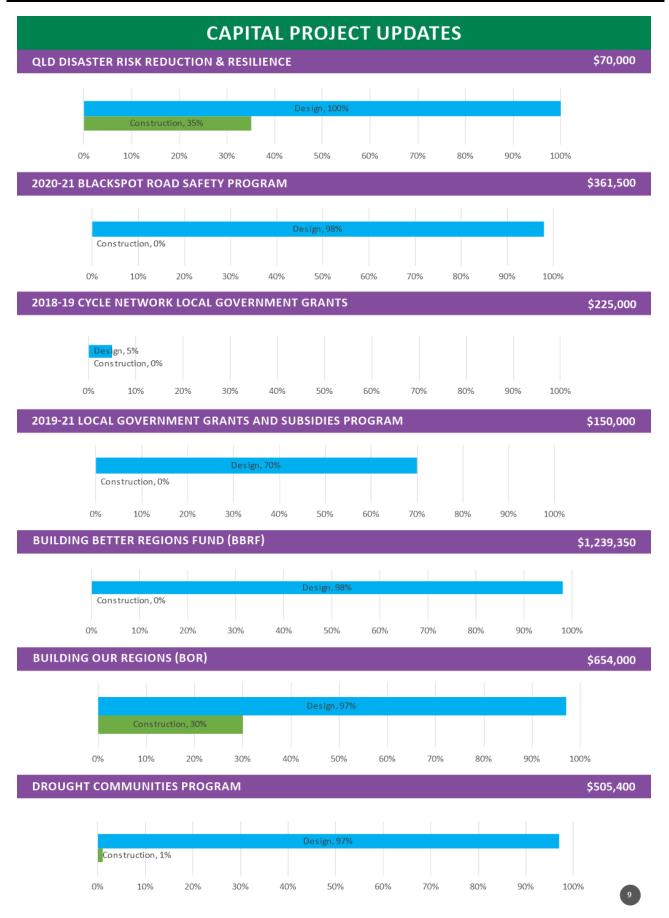
# TOTAL TONNES OF WASTE RECEIVED BY WASTE STREAM AT COUNCIL WASTE FACILITIES GATTON AND LAIDLEY

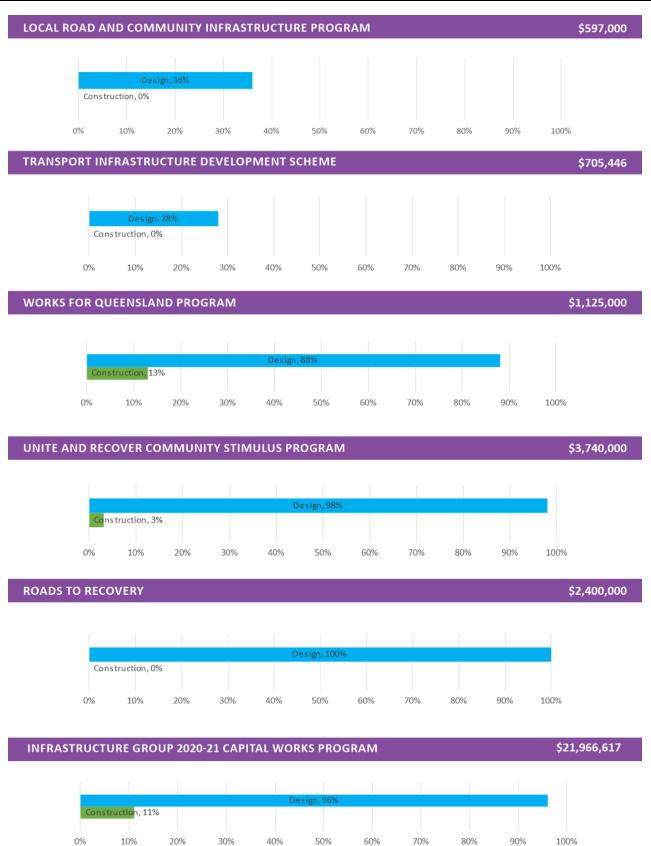






\*Increase in operational material is due to the construction of cell 4

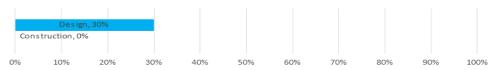




# **NEW PROJECT UPDATES**

# **HEAVY VEHICLE SAFETY & PRODUCTIVITY PROGRAM**

\$1,200,169



This program is an Australian Government imitative to fund infrastructure projects that improve the productivity and safety outcomes of heavy vehicle operations across Australia. Council has been approved for 4 50% funded projects.

- · Grantham Scrub Road and Grantham Winwill Road intersection.
- Gatton Industrial Estate
- Flagstone Creek Road and Lockyer Creek Road intersection
- Flagstone Creek Road, Hartz Road and Carpendale Road intersection.

# LOCAL ECONOMIC RECOVERY PROGRAM

\$3,895,000

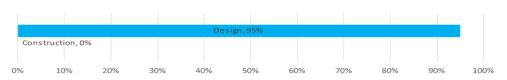


This program was designed by the Queensland Government to support projects that contribute to local economic and social recovery. Council has received funding to undertake 3 projects.

- · Laidley channel water storage
- · Digital signage
- · Rural hall upgrade

# PASSENGER TRANSPORT ACCESSIBLE INFRASTRUCTURE PROGRAM & BUS STOP SHELTER PROGRAM

\$39,968



This program provides funding assistance to Councils to upgrade existing passenger transport facilities to ensure they comply with the Disability Discrimination Act requirements. With this year's funding Council intend to upgrade two bus stop shelters on Western Drive Gatton, and Turner Street Helidon.

# SCHOOL TRANSPORT INFRASTRUCTURE PROGRAM

\$303,000



This 100% funded project entails widening of Highview Avenue, Gatton on the Lockyer District State High School frontage to construct angle parking for 60 vehicles.

# **BRIDGE RENEWAL PROGRAM**

\$118,000



This Australian Government initiative is to fund the upgrade and replacement of bridges to enhance access for local communities and facilitate higher productivity vehicle access. Council received 50% funding to replace the deck on Cran Bridge.

14.4 Independent Chairperson Annual Report - Audit and Risk Management

**Committee 2019-20** 

Date: 05 November 2020

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

## **Purpose:**

This report presents to Council the second Annual Report by the Independent Chairperson of the Audit and Risk Management Committee for the period from 1 July 2019 to 30 June 2020.

# This document is for Council's information only.

# **Executive Summary**

The Audit and Risk Management Committee is an advisory committee and is directly responsible to Council. The role of the Committee is to provide independent assurance and guidance of audit and risk management related matters.

The Audit and Risk Management Committee Charter identifies the membership of the Committee which comprises of the Mayor, (ex-officio & non-voting), the Deputy Mayor, the Councillor holding the responsibility for Finance and a Proxy being a Councillor nominated by Council to attend in the absence of an appointed Councillor member.

The Committee membership also includes three independent external members being the Chairperson, Professional Member and Community Member.

A requirement under the Committee Charter is for an annual report to Council be prepared to provide a summary of the performance and achievements for the previous year and to outline an interim program of planned activities for the coming year for the Audit and Risk Management Committee.

# **Proposal**

The 2019-2020 Annual Report for the Audit and Risk Management Committee has been prepared by Ms Kerry Phillips, the Independent Chairperson of the Committee who commenced as Chairperson on 1 July 2018.

The key deliverables during the 2019-20 financial year highlighted in the Independent Chairperson's Annual Report are:

- Community Plan 2017-2027
- Corporate Plan 2017-2022
- Annual Budget 2019-2020
- Operational Plan 2019-2020
- 2018-2019 financial statements and draft shell statements revaluation report and position papers 2019-2020.

- 2018-2019 financial accountability documents
- Council minutes
- Councillor material personal interest declarations
- Internal Audit Plan 2019-2020 including the Project Management and Legislative Compliance review reports
- Audit Register status reports,
- Review of performance internal audit
- Chief Executive Officer reports to the Committee
- Risk Management updates
- Fraud and corruption reporting
- Business Continuity Planning.

The details of these items are captured in the attached Independent Chairperson's Annual Report along with the interim program of planning activities for 2020-2021.

## **Attachments**

1 Independent Chairperson Annual Report 2019-20 9 Pages

18 September 2020

Mrs Kerry Phillips
Independent Chairperson
Lockyer Valley Regional Council
Audit and Risk Management Committee
29 Bath St
BIRKDALE Q 4159
Email Kerry@antipodes2.net

Councillor Tanya Milligan Mayor Lockyer Valley Regional Council PO Box 82 GATTON QLD 4343

Dear Councillor Milligan

# 2020 Annual Report - Lockyer Valley Regional Council Audit and Risk Management Committee

#### 1.0 Introduction

- 1.1 As Chairperson, Lockyer Valley Regional Council Audit and Risk Management Committee (Committee), I am pleased to present my second(2nd) Annual Report to Council.
- 1.2 During the 2019/20 year, the Committee has seen some change in composition due to the retirement of independent member Alison D' Costa. Alison was required to step down due to her appointment to a new role which had the potential to conflict with her committee commitments. Council undertook a recruitment process and Martin Power, (former Bentleys Audit Partner) has joined the Committee and was warmly welcomed to his first meeting and induction in February 2020. The re-election of Councillors Wilson, Cook and Vela (proxy) and their reappointment to their portfolios sees continuity for the Committee. Committee members extended their thanks and appreciation for the efforts of the exiting member Alison D' Costa after several years of stellar service to the group at her final meeting attended 4 December 2019. Of particular note, was her contribution to the support and guidance in relation to the development of the risk management framework for Council.
- 1.3 The outsourced internal audit contract expired at the end of 2018/19 and an expression of interest resulted in a change from BDO Pty Ltd to O'Connor Marsden. Cathy Blunt, Principal of O'Connor Marsden joined the committee meeting in August 2019 and has worked earnestly to develop an appropriate Internal Audit plan for the following 3 years. This task in particular provided an opportunity for

the new team to develop an understanding of the audit universe and how it might apply to Council and to develop an understanding of the risk management approach developed by Council and oversighted by the Committee.

- 1.4 The Committee has continued to evolve significantly in the past 12 months and members have extended themselves to engage with management and officers in the pursuit of improvement in the areas of compliance and risk.
- 1.5 The Committee, with the support and guidance of the Council corporate governance function has navigated through a responsive agenda to ensure that the Committee meets the objectives of the Committee Charter. Thus, implementing and maintaining an efficient audit committee function, supporting an effective internal audit and external audit function and close oversight of the emerging maturing risk management environment.
- 1.6 This report considers oversight and assurance of activities of the Committee that cover the operating period 1 July 2019 to 30 June 2020.

# 2.0 Operating in and compliance with legislative frameworks.

- 2.1 The Committee operates within the legislative framework of the *Local Government Act 2009* and the *Local Government Regulation 2012*. The role and responsibilities, guidelines and operational procedures are contained in the Audit and Risk Management Committee Charter the Committee's Code of Conduct and Council's Code of Meeting Practice.
- 2.2 As an Advisory Committee of Council, the Committee is independent of management and does not have executive power, delegated responsibility or authority to implement actions over which management has responsibility. Consistent with these responsibilities, and with objectivity, credibility and Council support, the Committee promotes and supports good corporate governance through the provision of independent assurance, oversight and advice to Council and the Chief Executive Officer. This advice covers financial statement oversight, short and long term financial sustainability, financial matters, annual reporting and matters relating to fraud control, risk management, internal control, governance, compliance, cyber security and external audit.
- 2.3 As Chairperson, I acknowledge the willingness and interest of the Mayor, Cr Milligan, and CEO, Ian Church in meeting and engaging with me on the Committee's role, responsibilities and recommended actions. Independent members out of session have also provided insight to key members of management and the Committee in relation to emerging corporate governance and compliance issues as they

have arisen over year. These insights have been well received and associated dialogue and actions have been responsive and encouraging.

#### 3.0 Membership and Meetings

In accordance with Audit and Risk management Charter, voting and non-voting members of the Committee comprise:

# **Voting members:**

- Independent Chairperson Kerry Phillips
- Councillor Members Deputy Mayor Cr Jason Cook and Councillor Chris Wilson,
- Proxy Councillor Rick Vela
- Independent External members (Community), Mark Newton, (Professional) Alison D'Costa (July- Dec), Martin Power (Feb- June)

# Non-Voting Member, staff and external Attendees:

- Mayor: Cr Tanya Milligan (ex officio non-voting)
- Chief Executive Officer: Ian Church
- Executive Manager Corporate and Community Services: David Lewis (July- Feb)
- Group Manager People and Business Performance: Anna Hebron (June)
- Manager Finance and Customer Service: Tony Brett (July Feb)
- Chief Finance Officer: Jodi Marchant (June)
- Manager Information Services: Graham Cray
- Secretariat and Governance and Strategy Officer: Erin Carkeet, Susan Boland
- Governance and Strategy Advisor: Madonna Brennan
- Coordinator Governance and Strategy: Corrin Bischoff
- Internal Auditor: Cathy Blunt O'Connor Marsden
- External Auditor: Junaide Latif, Matthew Monaghan, William Buck (Chartered Accountants)
- Queensland Audit Office: Raechel Filler

## 3.2 Meetings:

The Charter provides that the Committee meet at least 4 times per year.

Meetings for 2019/20 were held on 8 August 2019, 6 December 2019, 27 February 2020 and 18 June 2020.

Consistent with section 211 *Local Government Regulation 2012*, the Chief Executive Officer presented the Reports and Minutes of the Committee Meetings on the matters reviewed and the Committee's recommendations to the Council's Ordinary Meetings immediately following each Audit and Risk Committee meeting.

#### 4.0 Responding to long term financial sustainability challenges

Council pleasingly delivered an operating surplus ratio of 1.35%. This is within the target range and following on from the success in 2018/19.

Capital works completion for the year was approximately 85% of the planned budget. Financial sustainability ratios were within target range, with the exception of the asset sustainability ratio which over the coming 3-5 years will average out to target levels. This ratio is intended to be considered over a timeframe greater than one year as an indicator of the health of the organisation.

Community Equity fell by approximately 3.8% in recognition of adjustment to the fair value Roads. Cash holdings improved on the 2018/19 position.

The result is positive and continues to lay a solid foundation for long term financial sustainability.

Budget 20/21 and the following 3 financial years are set to achieve further improvement in target results as 2019/20. Forecasting continued surpluses and containment of asset related costs on the back end of the development of sound strategic asset management plans. The organisational effectiveness review initiated during 18/19 has resulted in the application of a more appropriate structure and implemented some structural reform to support more efficient resource utilisation. Strategies are emerging to consider shedding residual under utilised assets. It is impressive to see Council continue to strive for improved utilisation of resources.

#### 5.0 Key deliverables during the 2019/20 financial year

Council continued to meet the mandatory elements for legislative compliance for the key deliverables.

- Community Plan 2017-2027 In 2019/20 this Strategic Plan remained part of Council's key strategy in articulating community expectations of its elected Council over a 10-year period and is published on Council's website
- Corporate Plan 2017-22 in accordance with s.199 of the Local Government Regulation 2012 (LGR) this plan was adopted by Council 24 May 2017. The plan responds to the Community Plan and provides direction for Council in delivering a sustainable future for the region over the period. The Corporate Plan is published on Council's website
- ➤ Annual Budget 2019/20 the 10-year forecasts to 2030 are encouraging with continued annual operating surpluses projected; growth in asset values; and with impressive measures and forecasts of long-term financial sustainability in the statutory reporting of operating surplus ratios, net financial asset/liability ratios and asset sustainability ratios.

Council remains committed to paying down debt.

Monthly reporting requirements were met in relation to Council reports. Reporting to the Committee provided insightful updates on performance against budget and emerging issues. The support to the Committee by the Chief Executive Officer, Executive Manager, Corporate and Community Services and Manager Finance and Customer Service, Group Manager People and Business Performance and the Chief Finance Officer has been valuable in clarifying emerging issues, challenges and reviews undertaken by management to ensure target performance remains on track.

- Operational Plan 2019/20 in accordance with section 174 LGR 2012, performance against the plan was reported to Council quarterly and made available on Council's website;
- 2018/19 financial statements and draft shell statements, revaluation reporting and position papers 2019/20

**2018/19 Financial accountability documents** including general purpose financial statements, financial sustainability statement (Part 3, LGR 2012); submitted to the Audit and Risk Management Committee on 8 August 2019 and adopted within the statutory period.

Consistent with Council's policy objective for long term financial management, these financial reporting documents are evidence of accountability to the community whilst focusing on Council's core business in a responsible and accountable manner.

I again was extremely impressed with both the quality and timeliness of the financial statements and the associated commentary. I continue to direct other assurance and governance professionals to these statements as an exemplary example of effective communication. Key staff associated with the preparation of these documents are to again be commended on their standard of preparation, it is noted that there were some key changes in personnel during the year and it was good to see the quality and standard maintained.

As an improvement opportunity the Committee was provided the opportunity to review the **draft shell financial statements for the 2019/20** financial year and associated position papers and revaluation reporting. Significant feedback was developed by committee members and provided to the newly appointed CFO for consideration.

Council Minutes Section 272, LGR 12 – compliant in terms of public accountability, including recording of declarations of conflicts of interest for reports and records of minutes, which are available at the Council Chambers and posted on Council's website;

- Councillor material personal interest declarations: Section 172, Local Government Act 2009 (LGA 2009) compliant for public accountability with registers of interest posted in Council's website;
- ➤ Internal Audit Plan 2019/20 As Council's appointed internal auditors, O'Connor Marsden, have with the cooperation and participation by senior management addressed a range of matters and issues across strategic, financial and operational areas. Management has concentrated on areas of perceived weaknesses and addressed opportunities for improvement rather than being compliance orientated.

The Internal Audit Plan 2019/20 was adopted by Council. The following deliverables over 44 days were included in the plan;

- Data analytics- to be carried to 20/21
- Project management practices completed
- Legislative Compliance review completed
- Lessons learnt from the Pandemic response to be carried to 20/21
- Financial Sustainability to be carried to 20/21

The Committee received the **Project Management practices** report at the meeting 6 December 2019 and the Committee was extremely satisfied with the quality of the report and associated recommendations. Council will benefit considerably from taking action in relation to these recommendations. It was pleasing to note also that fundamentally there was nothing of major significance emerging from this report for management attention.

The Committee received the **Legislative Compliance Management review** report at the meeting 18 June 2020 and the Committee was extremely satisfied with the quality of the report and associated recommendations. The review identified a number of areas for management focus in the short term to address internal control weakness. The field work for this review was conducted prior to the exit of several middle management staff with considerable experience. The committee is concerned that the lack of documentation identified during this review, this will be a matter of priority for the executive leadership group.

Audit Register Status reports were presented at each meeting. The Committee spent considerable time exploring long standing Cyber Security related items, working with management to support the planning for resourcing to address risks emerging in association with these items. Reporting at the final meeting for the financial year saw 98 items outstanding, with a significant proportion of the long -standing Cyber Security matters resolved. The Committee will continue to work with management to develop strategies to support the prompt clearance of

these items in an endeavor to mitigate residual risk to Council.

- ➤ Review of Performance Internal Audit the Committee reviewed the self-assessment undertaken by O'Connor Marsden and made some very minor amendments to their recommendations. Council and the committee have been very satisfied with the work of this group. The Committee undertook the annual review of the Internal Audit Policy and Charter.
- ➤ CEO reports to the Committee regularly on matters pertaining to Governance, Fraud and Corruption, complaints and associated investigations, emerging and current legal matters and workplace health and safety indicators. These items provide insight into a number of potential and emerging risks. Further to this, the CEO has provided the Committee with insight into the progress of the organisational effectiveness review.
- ➤ Risk management updates Council has made significant progress toward the establishment of a fulsome Corporate Operational Risk register and associated risk governance framework. Progress reporting has been provided at each meeting this financial year as matters have progressed. This work refines the framework in 2019/20 to provide a solid platform to monitor and review Council's response to identification, comprehension and responsiveness to the risk environment.
- Fraud and Corruption reporting was provided to the Committee in December 2019 with respect to progress against the Fraud and Corruption Control Plan. There is still opportunity for further work in this area which will be the focus going forward, along with the development of a Fraud and Corruption Control Framework.
- ➤ Business Continuity Planning has been rigorously enhanced and developed in response to the emerging requirements of Council to address the COVID 19 pandemic. Though still requiring further development the current plan is functional and makes significant progress toward improvement for the organisation. This foundation will set a solid platform for continual improvement going forward.

# 6.0 Dealings with the Queensland Audit Office (QAO), Council External Auditor and Council – a positive report card

- 6.1 The Queensland Audit Office and Council's External Auditor were represented at all four meetings of the Committee during 2019/20.
- 6.2 The External Auditor, William Buck, Accountants provided representatives and reported to all meetings. This included the provision of an unmodified audit opinion on Council's financial statements for 2018/19.

6.3 At the meeting held 27 February 2020, the Committee endorsed the 2019/20 External Audit Plan.

6.4 During 2019/20 the QAO conducted the following relevant performance audits;

- Monitoring and managing ICT projects, completed
- Managing consumer food safety completed
- Effectiveness of Audit Committees in state government entities underway - final report carried to 20/21
- Evaluating major infrastructure projects completed

## 7.0 Interim Program of planned activities for 2020/21financial year

The Committee's priorities and objectives for the coming year will include but are not limited to:

- Review and endorse the internal audit plan for 21/22 and plans for subsequent 2 years;
- 2) Review progress and updates on the audit register and the risk register;
- 3) Review and provide feedback with respect to the draft shell financial statements 2020/21;
- 4) Review and endorse draft 2020/21 financial statements for presentation to the Auditor General for auditing;
- 5) Prior to publication, oversight compliance with legislation for the contents of the 2020 Annual Report;
- 6) Finalise the schedule of meetings during 2021;
- 7) Provide reports to Council on the Audit and Risk management function;
- Survey via self-assessment of members, the Committee's responsibilities and identify areas for improvement at the August 2021 Committee Meeting including review of the charter and code of conduct;
- Review and revise the progress of the Fraud and Corruption Control Plan and the development of the associated framework;
- Monitor on-going progress on cyber security, risk management, fraud and corruption, procurement and the organisational efficiency reviews;
- 11) Review progress against the Internal and External Audit Plans;
- 12) Consider findings emerging from QAO performance reports and Internal Audit reports

# 8.0 Thank you and appreciation - Reflecting on a successful year

8.1 Alison D'Costa departure from the committee emerged as Council were finalising the improved Corporate Operational Risk Register. Alison's risk management expertise provided guidance to both committee members and staff during the development journey. Martin Power, (former Bentleys Audit Partner) has quickly acquainted himself with the LVRC landscape and audit universe and has immediately provided value to the committee. Feedback to the new CFO regarding the draft shell statements was invaluable.

- 8.2 The remaining members of the Committee Mark Newton (Community), Cr Chris Wilson and Cr Jason Cook (Deputy Mayor) have also continued to make positive contributions particularly in relation to community and elected members sentiment with regard to emerging changes.
- 8.3 The Committee has been incredibly well supported by non voting members CEO, Ian Church; Committee Secretariat and Governance and Strategy Advisor, Madonna Brennan; Governance and Strategy Officer and minute taker, Erin Carkeet and Susan Boland; Coordinator Governance and Strategy, Corrin Bischoff; Executive Manager, Corporate and Community Services, David Lewis; Group Manager, Anna Hebron: Manager Finance and Customer Service, Tony Brett; CFO, Jodi Marchant; Manager Information Services, Graham Cray; Internal Auditor Cathy Blunt; External Auditors Junaide Latif and Matthew Monaghan and QAO representative, Raechel Filler. Any request has been responded to promptly and the CEO in particular has taken time to engage in a fulsome manner to ensure continued success of the committee.
- 8.4 I also appreciate the interest and discussions during debrief sessions with the Mayor Tanya Milligan. Her commitment to these sessions demonstrates an active and committed interest to the work of the Committee.
- 8.5 I have taken great pride in the opportunity to continue to lead and steer the Committee. I am appreciative of Council's confidence in the role I have played over the past two years and I am excited to have my contract renewed for a further two years. The conduct of the team of professionals that guide and support the work of the Committee ensures its success. Discussion is robust and ideas are free flowing with the best of intent and interest in the success of the organisation. As the organisation continues on a path of maturity in the areas of risk management, governance and long-term sustainability, the Committee I am confident will continue to contribute and offer value to decision making and the provision of governance and oversight as part of a continued successful journey.

14.5 Urban Utilities Monthly Report - October 2020

Date: 05 November 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 October 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
  - o 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**

# Corporate Lease

Urban Utilities recently issued to the market a registration of interest for the lease of new corporate accommodation, with their current lease due to expire in mid-2023. The registration of interest included their current landlord.

The rationale behind issuing a registration of interest to the market early was to give them sufficient time to thoroughly consider all options, including existing, new and yet-to-be-constructed properties. This would put them in a strong position to negotiate a commercially competitive outcome. In addition, the COVID-19 economic crisis has meant that market rates are highly competitive at present and landlords are providing extremely competitive incentives that have not been seen previously.

Urban Utilities will work differently post COVID-19, with their corporate workforce likely to either work from the office, home or a hybrid of both. This has allowed them to optimise their tenancy and realise additional financial efficiencies.

The Board will further consider this matter in the coming months, as they continue to advance this procurement process.

# **Tariff Reform**

One of the key transformational activities this year is their Billing Program.

They have already commenced a Simpler Billing initiative, which will see customers receive their water bills within days of their water meter being read, rather than weeks or, on rare occasions, months. This will allow customers to better understand usage and identify concealed leaks sooner.

At the same time, they are advanced in their Tariff Reform Program, which is critical to achieve their objective of maintaining affordable and transparent pricing for customers.

By way of background, Urban Utilities has undertaken a decade-long reform of pricing, including, but not limited to, alignment of residential pricing, uniform volume tiers and price harmonisation.

The tariff reform activities they are now advancing will bring them in line with their peers and importantly, will see tariffs become more flexible and customer focused.

It is proposed that tariff reform, excluding Simpler Billing, will commence from October 2021, with affected customers being engaged from November 2020. Regular updates will be provided on this important reform and brief Councils in person over the next year.

The Board considered and approved the next phase of tariff reform implementation.

## Strategic Asset Management Committee

This month, the Board considered and approved revisions to the Strategic Asset Management Committee Charter.

The Strategic Asset Management Committee provides direction in the development of asset management, as well as information and communication technology strategies, plans and policies to meet corporate objectives.

# **Capital Structure**

The Chief Financial Officer briefed the Board on the status of the capital structure review. The Board noted that Barrington, who are conducting this review, are close to finalising the initial stages of their report. Management continues to work with your Council's Chief Financial Officer through the Commercial Reference Group to provide updates on the outcomes of this review.

Louise and Bronwyn will also discuss this matter further at our upcoming meeting.

# Sensitive Customer and Community Issues

The Board received an update from management on the sensitive customer and community issues that are being actively managed and, importantly, how the business is mitigating the associated risks. Management has

identified the top five issues as being related to water quality and reliability, managing customer impacts of capital, price increases, fire fighting access and overflows onto private property.

The Board had an opportunity to understand how management is proactively managing and mitigating these issues through supporting strategies, initiatives, functions and infrastructure.

## **Water Security**

Planning and preparation for drought remains one of the key organisational focus areas.

This month, the Board undertook a deep dive into water security to understand Urban Utilities' drought response, future planning for water security, costs of drought, customer and community expectations and their role in water security.

Urban Utilities continue to work closely and collaboratively with Seqwater and other grid participants, while also keeping their shareholding councils up to date on the status of dam levels, drought preparedness activities, and community engagement and communication activities, both planned and underway.

Updates will be provided through the regular monthly updates on this important topic for our shared communities.

# Program Management Approach Annual Review

Urban Utilities has reformed how they deliver planned capital works.

Since the Program Management Approach model was established, they have embedded new ways of working, which are already delivering significant financial efficiencies.

A summary of the benefits includes \$52M removed or deferred from their forward capital investment program, \$79.5M in financial efficiencies targeted, \$16.7M in savings realised from using innovative design and delivery, and \$9M in premarket cost savings.

To date, they have delivered or progressed \$415M of capital works that are supporting the needs of our growing regions.

# **Expansions and Adjacencies**

Following the September Board meeting, management provided a further update on expansions and adjacency opportunities that could be explored.

These opportunities could include providing 'at scale' organic waste processing services, providing services for the disposal of contaminants, delivering renewal energy to the energy market, and behind the meter solutions. Several other opportunities are being explored as a way to drive increased value into the organisation.

Their Advanced Solutions Team is actively considering all opportunities to ensure that prudent and efficient investments are made and will report regularly to the Board.

# Payroll and HR Services Insourcing

The Board received an update from management on their transition of their payroll services to an internal payroll model.

The Board noted that a number of financial and non-financial benefits have been realised, including improved governance across data, systems and processes, improved processes for leaders and enhanced internal service delivery.

# **Attachments**

14.6 Grants Quarterly Update - October 2020

Date: 10 November 2020

**Author:** Jodi Marchant, Chief Financial Officer **Responsible Officer:** Ian Church, Chief Executive Officer

# **Purpose:**

This report provides Council with a summary of active and pending grant funding as at the end of October 2020.

# This document is for Council's information only.

# **Executive Summary**

This report provides Council with a summary of active and pending grant funding as at the end of October 2020.

# **Proposal**

That this report be received and noted.

# **Attachments**

15 Grants Quarterly Update - October 2020 10 Pages



# 1.0 INTRODUCTION

Lockyer Valley Regional Council in recent months has received significant funding towards key infrastructure projects.

These funds have been sourced from Building Our Regions (BOR), Building Better Regions Fund (BBRF) Works for Queensland (W4Q) and COVID 19 Unite and Recover Program (U&R) to name a few.

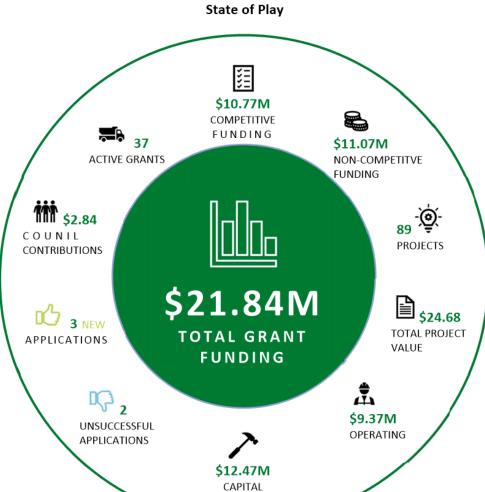
Council's current marquee funded project are the many stages of Fairways Park, which is about to commence construction.

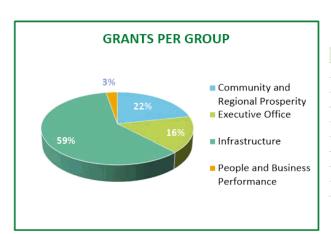
In addition, Council has a diverse portfolio of grants in excess of \$ 20 million that address a broad range of Community projects and needs.

Monthly reports will provide a snapshot of the portfolio in general, any significant developments in relation to applications or funded projects and a basic grant register for Council to be across what works are happening within this space.

# **1.1 OVERVIEW**

# LOCKYER VALLEY REGIONAL COUNCIL GRANTS





# **INFOGRAPHIC BY THE NUMBERS:**

Measurement:	#
# Active Grants	36
# Projects	88
\$ Millions of competitive funding	\$10,768,594
\$ Non-competitive funding	\$11,074,564
\$ Total Grant Funding	\$21,843,158
\$ Council Contribution	\$2,842,030
\$ Total Projects Value	\$24,685,188
# New Applications	3
# Unsuccessful Applications	2

# 1.2 OPEN APPLICATIONS

# QUEENSLAND RECONSTRUCTION AUTHORITY - LOCAL ECONOMIC RECOVERY PROGRAM.

https://www.gra.gld.gov.au/LER

Outcome Expected: 16th November

**Fund Overview:** 

The Local Economic Recovery (LER) Program aims to support projects that contribute to local and regional economic and social recovery in areas most severely impacted by the 2019 Queensland Bushfires.

The funding is jointly provided by the Australian and Queensland governments through Category D of the Disaster Recovery Funding Arrangements (DRFA).

The objective of this funding is to support projects that enable economic and social recovery.

Projects agreed for co-funding under the LER Program may fall into one or more of the following categories and could include initiatives across economic, social, built and natural environment recovery domains that produce enduring benefits and improve future resilience within local communities.

- Enabling infrastructure
- Industry and business development
- · Social development
- Natural environment and resource development
- Built environment adaptation

Project	Description	Funding Request	Council Contribution	Total
Laidley Channel Water Storage	This project is the fifth element of the Laidley Town Flood Protection Scheme (Attachment B) which comprises of the design and construction of a multipurpose water storage channel in Laidley. The proposed channel would provide a water supply for bushfires and capture excess water to reduce the adverse effects of flooding.  The funding would be attributed to concept planning (10%) & project implementation (90%), with future works to include additional retention basins to store water supplies.  This project would equip the Laidley township to 'fight its own fires' and be less reliant on other agencies for support through disaster management.	\$4,700,00	\$500,000	\$5,200,000
Digital Signage	Installation of digital signage at key interception points and known flood ways, to communicate disaster information and tourism opportunities to the community.	\$325,000	\$125,000	\$450,000
Rural Hall Upgrades	There are a range of community halls within the Lockyer Valley that serve as emergency hubs in disasters especially in times of isolation.	\$700,000	\$100,000	\$800,000

	This project recommends that minor and intermediate renewal works, and upgrades are conducted to existing facilities to be better equipped to support the community in and out of disaster situation.  The upgrades to the facilities would also provide better access to facilities on a day to day basis that would contribute to increased activation and integration of communities.  This would lead to enhanced social connectedness and resilience.			
Total:		\$5,725,000	\$725,000	\$6,450,000

# NATURAL RESOURCE MANAGEMENT DROUGHT RESILIENCE PROGRAM & NATIONAL LANDCARE PROGRAM - SMART FARMS SMALL GRANTS ROUND 4

# Submitted same scoped application to two different funds: Outcome dates:

National Landcare Program: Smart Farms Small Grants Round 4 - late 2020. https://www.communitygrants.gov.au/grants/smart-farms

Natural Resource Management Drought Resilience Program – early 2021. https://www.agriculture.gov.au/ag-farm-food/drought/future-drought-fund/nrm-drought-resilience-program-grants

Title:	Intensive Regenerative Agriculture Program (IRAP) - Improving landholder knowledge and capacity for undertaking regenerative agriculture to improve drought resilience, productivity and sustainability in the Lockyer Valley.
Description:	The project will improve local graziers' knowledge and capacity to implement regenerative agriculture on their properties in the Lockyer Valley Region. Implementing regenerative agriculture on properties will increase farm productivity, sustainability and resilience to climate change (including drought) as well protect and improve the regions natural resources. This will be achieved through an on-property, open community field day and three, 2-day regenerative agriculture workshops for up to 60 participants.
Alignment:	The project will achieve key deliverables of Council's Operational and Corporate Plan by delivering priority actions identified in the Lockyer Catchment Action Plan and the Draft Lockyer Natural Resource Management Plan. The proposed project will also build upon the networks created and positive on-ground work already undertaken through the Federal Government Drought Communities Programme - Riparian Rangers Creek Reserve Weed Management.
Benefits:	The project has the potential to provide our farming families with much needed knowledge and capacity building in regenerative agricultural practices through an on-property open day and intensive training workshops, to help improve the sustainability of their farms, through increased productivity and resilience to climate change.  The proposed project will:  Have positive social and economic impacts on our graziers who have suffered through floods, droughts and bushfires over the past decade.

	<ul> <li>Result in positive environmental impacts on our catchments which are the headwaters for Brisbane's drinking water catchment, and</li> <li>Provide economic stability and stimulus to the community.</li> </ul>
Funding Request	\$35,000
Council and	\$67,500
Landholder	
in-kind	
contribution.	

# **1.3 SUCCESSFUL GRANTS**

Grant	Project	Amount:
National Australia Day Council COVID Safe Grants Program 2021	Any activity to reduce the spread and lower the risk of COVID at the Grantee's Australia Day event/s. These may include, without limitation:  additional cleaners; additional cleaners; additional cleaning supplies, including soap and hand sanitiser; safety clean office (COVID Marshall); physical barriers and guides; food services (ie. toucriess payment options, fruit sharing items); modified layouts, sealing set up; event ticketing systems; contact identifying staff and/or technology; staff COVID safe training; additional public restrooms; fencing to control attendee numbers; increased transport options; increased transport options; increased transport options; increased transport getupement; COVID-19 signage; and Australia Day Designs.	\$22,000
National Australia Day Council	Australia Day messaging and branding	\$1,000
QRA Queensland Resilience and Risk Reduction Funding (QRRRF)	Flood Classification Review	\$30,000
Department of Transport & Main Roads STIP	Lockyer District State High School Car Park Upgrades.	\$303,000
Bridge Renewal Program (BRP) & Heavy Vehicle Safety & Production Program Round Seven (HVSPP)	Flagstone Creek Road intersections upgrade, Carpendale.  Gatton Industrial Estate intersection upgrade.  Grantham Scrub and Grantham Winwill Roads intersection upgrade.  Winwill, Cran Bridge renewal, Stockyard Creek Rd, Flagstone Creek, Flagstone Creek and Lockyer Creek Roads intersection upgrade, Helidon.	\$2,600,000

# **1.4 UNSUCCESSFUL GRANTS**

Grant	Project	Amount:
QRA Queensland Resilience and Risk Reduction Funding (QRRRF)	Upgrade flood infrastructure system	\$90,000
QRA Queensland Resilience and Risk Reduction Funding (QRRRF)	Laidley Town Flood Protection Scheme Phase 2	\$150,000

# 2.0 GRANT REGISTER

Grant Reference	Project	Total
COVID Work for Queensland	Gatton CBD Upgrade Install new park furniture and gardens	
COVID Work for Queensland Total		
Australia Day Funding	COVID Safe Australia Day Branding	1,000
Australia Day Funding	COVID Safe Australia Day Funding	20,000
Australia Day Funding Total		21,000
	Be Connected: Get Online Week 2019	1,500
Be Connected	Be Connected: Get Online Week 2019 Laidley	1,500
Be Connected	Be Connected: Get Online Week 2020 Gatton	1,000
	Be Connected: Get Online Week 2020 Laidley	1,000
Be Connected Total		5,000
	2020/21 Blackspot 50% of Project - Spa Water Road, Iredale	223,000
Blackspot	2020/21 Blackspot 50% of Project - Woodlands Road/Rangeview Drive, Gatton	138,500
Blackspot Total		361,500
	Building Better Regions - Fairways Park Stage 1A	800,000
Building Better Regions	Building Better Regions Grant Funding - Gatton Shire Hall Services Compliance Upgrade	439,350
Building Better Regions Total		1,239,350
Building Our Regions	Building Our Regions Gatton Shire Hall	866,714
Building Our Regions Total		866,714
Child Care	Child Care Subsidy	550,000
Child Care Total		550,000
Community Drought Support	Community Drought Support Grant	5,400
Community Drought Support Total		5,400

	Cemetery upgrades include replacement of existing seam	
	strips at Laidley Cemetery, installation of new concrete	70,000
	seam strips and water bubbler at the Gatton Cemetery.	
	Council has identified missing links in the footpath	
	network that would greatly improve pedestrian	54,000
	connectivity within the Gatton township if constructed -	34,000
	Lake Apex Park, Gatton Footpath	
	Council has identified missing links in the footpath	
	network that would greatly improve pedestrian	19,500
	connectivity within the Gatton township if constructed -	15,500
	Old College Road (Gaul Street - Park Lane)	
	Council has identified missing links in the footpath	
	network that would greatly improve pedestrian	95,500
	connectivity within the Gatton township if constructed -	93,300
	William Street, Gatton	
	Gatton Showgrounds Horse Warm Up Area	20,000
	reconstruction of Horse Warm Up Arena	20,000
	Gatton Showgrounds Masterplan Works Retaining Wall	
COVID Work for Queensland	rectification, Signage, Disability compliant Pathways,	156,000
COVID WORK for Queensiand	permanent Animal waste Dump Point	
	Lake Apex Playground Equipment Upgrade renewal of	60,000
	existing PA000323, PA000324 and PA000325	00,000
	Lockyer Valley Cultural Centre Roof Rectification Works	255,000
	to minimise water leaks	233,000
	Lockyer Valley Cultural Centre, a Council owned building	
	requires roof and HVAC rectification works to improve	250,000
	efficiency and reduce ongoing maintenance expenses.	
	The Gatton Shire Hall is owned by Council and a condition	
	report on the roof has identified a number of issues, that	250,000
	require rectification to provide longevity of the roof	250,000
	structure and reduce ongoing maintenance.	
	The Gatton Waste Facility is owned by Council and	
	requires the expansion of Cell 4 along with the	406,000
	replacement of a section of the existing boundary fence.	
	The Laidley Saleyards are owned by Council and are the	
	only operating saleyards in the Lockyer Valley.	64,000
	Improvement works including replacement of existing	.,
	timber yards with steel.	
COVID Work for Queensland Total		1,700,000
	Creek Reserve Weed Management DCP000436	380,000
	Local Drought Support Coordinator	100,000
	Pedestrian Accessibility Upgrades Fairway Drive,	290,000
	Kensington Grove	230,000
	Pedestrian Accessibility Upgrades Patrick Street Laidley	110,000
Deponded	Regional Parks Upgrade Bugler Park Shade Sail Grantham	18,100
DCP000436	Regional Parks Upgrade Forest Hill Skate Park Repairs	44,000
	Regional Parks Upgrade Gatton Skate park shade	15,000
	Regional Parks Upgrade Laidley Sale Yards Awning	
	Structure Rectification	20,000
	Regional Parks Upgrade Littleton Park Shade Sail	5,300
	Regional Parks Upgrade Springbrook Park Fence	17,600
	regional rains obstance shinishiook balk telice	· ·
DCP000436 Total		1,000,000

	Bores Assessment	70,000
DRFA Bushfire Recovery	Cultural Fire Management	25,000
	Lantana Program	80,000
	Local Community Facilities Grants Program	50,000
DRFA Bushfire Recovery Total		225,000
F4.00	FAGS - Admin	3,320,200
FAGS	FAGS - Roads	1,314,300
FAGS Total		4,634,500
	F5F Micro Grant Library Box	4,800
	F5F Micro Grant Sound System	4,500
First 5 Forever	First 5 Forever Story Park Project	30,000
	First Five Forever Library Grant Annual Grant	26,276
	First Five Forever Library Grant Annual Grant 20/21	26,286
First 5 Forever Total		91,862
First Start - Trainee	First Start Grant - Trainees	80,000
First Start - Trainee Total		80,000
Flood Portal	Flood Information / Advice Portal	160,000
Flood Portal Total		160,000
	Get Ready Grant 2019/2020 & 2018/2019	19,400
Get Ready	Get Ready Queensland Program 2020/2021	19,400
Get Ready Total		38,800
	Hot Spot Illegal Dumping Grant - Initial Payment	60,000
Illegal Dumping	Local Government Illegal Dumoing Partnership Program	91,080
Illegal Dumping Total		151,080
Kindergarten Grant Program	QKFS Kindergarten Program Grant	60,000
Kindergarten Grant Program Total		60,000
LGSSP	LGGSP 19-21 LED Street Lighting Patrick Street, Laidley	150,000
LGSSP Total		150,000
	Cochrane, William and Railway Street Asphalt	360,079
Land Bands and Committee	Laidley Cultural Centre Acoustics	117,000
Local Roads and Community Infrastructure	Laidley Recreation Reserve Upgrade Roadway and	250,000
iiiiastiucture	Carpark Upgrade	250,000
	Murphys Creek Footpath and Cycleway	200,000
Local Roads and Community Infrastructure Total		927,079
Mental Health	Mental Health Support for Bushfire Affected Australians	10,000
Mental Health Total		10,000
MIPP	MIPP 2 Grant Program - First Instalment	1,272,727
MIPP Total		1,272,727
NDRP	NDRP Project - Flood Modelling - DM and Planning Lockyer Creek Hydrology (delivered over 2 years - commencing 2019)	275,000
NDRP Total		275,000
QGAP	QGAP Grant	71,427
QGAP Total		71,427
Queensland Resilience and Risk	Queensland Resilience and Risk Reduction Fund Flood	30,000
Reduction	classification review	30,000

Queensland Resilience and Risk		30,000
Reduction Total	Doods to Doorses	
Roads to Recovery	Roads to Recovery	1,390,617
Roads to Recovery Total	DAD5 A	1,390,617
RADF	RADF Annual Funding for 20/21	20,000
RADF Total	Declarate Control of the Control of	20,000
Regional Skills	Regional Skills Investment Strategy Project	350,000
Regional Skills Total	050.0	350,000
SES	SES Support Grant	18,490
SES Total		18,490
State Library Grant	State Library Grant	44,766
State Library Grant Total		44,766
Tech Savvy	Tech Savvy Grant	10,000
Tech Savvy Total		10,000
TIDS	TIDS Claim for August 2020 includes all project as per attached spreadsheet	705,446
Tech Savvy Total	TIDS Claim for September 2020 includes all project as per attached spreadsheet	
TIDS Total		705,446
Translink Bus Stop Shelter Program	Bus Stop Shelter Program 2020/2021 Western Drive Turner Street	38,000
Translink Bus Stop Shelter Program Total		38,000
URCSP - Unite and Recover Community Stimulus Program	Cochrane Street Footpath missing link	15,000
Translink Bus Stop Shelter Program Total	Fairways Park Stage 1C	1,000,000
	Gatton Cemetery Upgrades	65,000
	Laidley Cultural Centre PA System	15,000
	Laidley LED Lighting Upgrade Spencer and William Street	105,000
URCSP - Unite and Recover	Laidley Pool Upgrade	50,000
Community Stimulus Program	Laidley Transfer Station Fence Upgrade	50,000
URCSP - Unite and Recover Community Stimulus Program Total	Railway Street Helidon Stormwater Upgrade	100,000
Local Government Grants Program	URCSP funding-Fairways Park Stage 1B & 1D	1,740,000
Local Covernment Grants Frogram	Whittle Street Gatton Drainage Upgrade	600,000
		3,740,000
	Cycle Network Local Government Grants Program	225,000
Local Government Grants Program Total		225,000
Council of Mayors Env Planning	Keeping the Lockyer in the Lockyer Project Strategic Revegetation in Lockyer Creek – Phase 1: \$246,588 (ECM 3583645)	246,588
Local Government Grants Program Total	Keeping the Lockyer in the Lockyer Project Strategic Revegetation in Lockyer Creek – Phase 2: \$230,000 (ECM 3720462)	230,000
Council of Mayors Env Planning Council of Mayors Env Planning Total	Keeping the Lockyer in the Lockyer Project Strategic Revegetation in Lockyer Creek – Phase 3: \$285,000 (ECM 3895953)	285,000

Grand Total	Tenthill Resilience Project Improving Community	
	Resilience in the Tenthill Catchment – Phase 1 Woodbine	465,000
	to Mt Sylvia: \$515,000 (ECM 3596530)	
		1,226,588
		21,843,158

# **2.1 RISK REGISTER**

Project	Risk	Mitigation:
Fairways Park	Inclement weather	Raised with Department of Local Government, Racing and Multicultural Affairs, outcome on time extension TBC.
COVID Works for Queensland	Inclement weather	Raised with Department of Local Government, Racing and Multicultural Affairs, outcome on time extension TBC.
Unite & Recover	Inclement weather	Raised with Department of Local Government, Racing and Multicultural Affairs, outcome on time extension TBC.
Local Roads and Community Infrastructure	Inclement weather	Department to be notified with contingencies to be considered based upon uncontrollable weather events.

#### 15.0 CONFIDENTIAL ITEMS

In accordance with the provisions of section 254J(3) of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public to discuss confidential items, when its Councillors or members consider it necessary to close the meeting.

## **CLOSED SESSION**

THAT the meeting be closed to the public to discuss the following items, which are considered confidential in accordance with section 254J(3) of the *Local Government Regulation 2012*, for the reasons indicated.

- 15.1 Contract of Employment Chief Executive Officer

  This item is confidential in accordance with Section 254J (3) (a) of the Local Government

  Regulation, 2012, as the matter involves the appointment, discipline or dismissal of the chief executive officer.
- 15.2 Rate Remission Community Grants Policy Property ID 214760

  This item is confidential in accordance with Section 254J (3) (d) of the Local Government Regulation, 2012, as the matter involves rating concessions.
- 15.3 Rate Remission Community Grants Policy Property ID 278160

  This item is confidential in accordance with Section 254J (3) (d) of the Local Government Regulation, 2012, as the matter involves rating concessions.
- 15.4 First Quarter Legal Update

This item is confidential in accordance with Section 254J (3) (e) (g) (h) of the Local Government Regulation, 2012, as the matter involves legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government; AND 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; AND negotiations relating to the taking of land by the local government under the Acquisition of Land Act 1967 (Updates relate to the conduct of legal proceedings, compensation negotiations for the taking of land and commercial negotiations with State Government departments).

Moved By: Cr Hagan Seconded By: Cr Wilson

Resolution Number: 20-24/0184

**OPEN SESSION** 

THAT Council move into open session, the time being 11:04am.

Moved By: Cr Vela Seconded By: Cr Cook

Resolution Number: 20-24/0185

CARRIED 7/0

15.1 Contract of Employment - Chief Executive Officer

Date: 13 November 2020

**Author:** Craig Drew, Manager People, Customer Contact and Communications **Responsible Officer:** Anna Hebron, Group Manager People and Business Performance

That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 254J (3) (a) of the Local Government Regulation, 2012, as the matter involves the appointment, discipline or dismissal of the chief executive officer.

# **Purpose:**

The purpose of this report is to seek Council's endorsement to offer the Chief Executive Officer a further Contract of Employment from the expiry of the current Contract of Employment.

## Officer's Recommendation:

THAT Council endorse a further contract of Employment for the Chief Executive Officer commencing on 9 August 2021.

# **RESOLUTION**

THAT Council endorse a further contract of Employment for the Chief Executive Officer commencing on 9 August 2021.

Moved By: Cr Wilson Seconded By: Cr Holstein

Resolution Number: 20-24/0186

15.2 Rate Remission - Community Grants Policy - Property ID 214760

Date: 10 November 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 Trustees for the Lutheran Church of Australia Queensland District (Faith Lutheran College Campus) has applied for remission under Council's 2020-21 Revenue Policy and 2020-21 Revenue Statement. The purpose of this report is to seek Council's endorsement of a rates remission of 100% of the 2020-21 General Rate for the Lutheran Church of Australia Queensland District (Faith Lutheran College Campus) at 3-5 Faith Avenue Plainland [Property ID 214760].

# Officer's Recommendation:

THAT Council resolve to grant a remission of 100% of the 2020-21 General Rate for the Lutheran Church of Australia Queensland District (Faith Lutheran College Campus) at 3-5 Faith Avenue Plainland [Property ID 214760].

## **RESOLUTION**

THAT Council resolve to grant a remission of 50% of the 2020-21 General Rate for the Lutheran Church of Australia Queensland District (Faith Lutheran College Campus) at 3-5 Faith Avenue Plainland [Property ID 214760].

Moved By: Cr Holstein Seconded By: Cr Cook

**Resolution Number: 20-24/0187** 

15.3 Rate Remission - Community Grants Policy - Property ID 278160

Date: 10 November 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 Committee for the Lockyer Valley Riding for the Disabled has applied for remission under Council's 2020-21 Revenue Policy and 2020-21 Revenue Statement.

The purpose of this report is to seek Council's endorsement of a rates remission of 100% of the 2020-21 General Rate for the Lockyer Valley Riding for the Disabled at Gehrke Road, Regency Downs [Property ID 278160].

# Officer's Recommendation:

THAT Council resolve to grant a remission of 100% of the 2020-21 General Rate for the Lockyer Valley Riding for the Disabled at Gehrke Road, Regency Downs [Property ID 278160].

# **RESOLUTION**

THAT Council resolve to grant a remission of 100% of the 2020-21 General Rate for the Lockyer Valley Riding for the Disabled at Gehrke Road, Regency Downs [Property ID 278160].

Moved By: Cr Holstein Seconded By: Cr Qualischefski

**Resolution Number: 20-24/0188** 

15.4 First Quarter Legal Update

Date: 03 November 2020

**Author:** Caitlan Natalier, Coordinator Governance and Property

**Responsible Officer:** Anna Hebron, Group Manager People and Business Performance

That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 254J (3) (e) (g) (h) of the Local Government Regulation, 2012, as the matter involves legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government; AND 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; AND negotiations relating to the taking of land by the local government under the Acquisition of Land Act 1967 (Updates relate to the conduct of legal proceedings, compensation negotiations for the taking of land and commercial negotiations with State Government departments).

## **Purpose:**

The purpose of this Report is to provide a quarterly update to Council in relation to a number of confidential legal and property matters.

This document is for Council's information only.

# **RESOLUTION**

THAT Council receive and note the First Quarter Legal Update.

Moved By: Cr Cook Seconded By: Cr Wilson

Resolution Number: 20-24/0189

CARRIED 7/0

# 16.0 MEETING CLOSED

There being no further business, the meeting closed at 11:06am