

ORDINARY MEETING OF COUNCIL

AGENDA

16 DECEMBER 2020

TABLE OF CONTENTS

Item		Subject	Page No.
4	Maai	sing Onemad	2
1.		ting Opened	
2.		e of Absence	
3.		olences/Get Well Wishes	
	3.1	Condolences/Get Well Wishes	3
4.		aration of any Prescribed Conflict of interests/Declarable Conflicts of Interest by cillors	4
5.	Mayo	oral Minute	4
6.	Confi	irmation of Minutes	5
	6.1	Confirmation of Ordinary Meeting Minutes 18 November 2020	5
	6.2	Confirmation of Special Meeting Minutes 4 December 2020	5
7.	Busir	ness Arising from Minutes	5
8.	Com	mittee Reports	6
	8.1	Receipt of the Unconfirmed Minutes of the Audit and Risk Management Committee held on 26 November 2020	6
	8.2	Receipt of the Unconfirmed Minutes of the Local Disaster Management Group Meeting held on 22 October 2020	24
	8.3	Receipt of the Unconfirmed Minutes of the Lockyer Valley Traffic Safety Working Group Meeting - 21 October 2020	32
	8.4	Receipt of Unconfirmed Minutes of the Queensland Transport Museum Committee Meeting, 10 November 2020	36
9.	Depu	itations/Presentations	43
10.	Execu	utive Office Reports	44
	10.1	Summary of Council Actual Financial Performance vs Budget - 30 November 2020	44
11.	Peop	le & Business Performance Reports	66
		Audit and Risk Management Committee Charter, Code of Conduct and Annual Self-Assessment	
	11.2		
	11.3	Policies for Adoption	
12.	Com	munity & Regional Prosperity Reports	91
	12.1	Development Incentives - Infrastructure Charges Policy	91
	12.2	Compliance Strategy (Compliance Policy and Compliance Procedure)	97
	12.3	2020/21 Major Community Grants Program - Round 1	121
	12.4	Endorsement of RADF Committee Community Members	
	12.5	Urban Utilities Water Netserv Plan	
	12.6	Seven Mile Lagoon - Future Property Management	131

16.	Meet	ing Closed	286
15.	Confi	dential Items	286
	14.3	Group Managers Infrastructure Monthly Report - November 2020	273
	14.2	Group Manager, Community and Regional Prosperity Monthly Report - November 2020	255
	14.1	Group Manager People and Business Performance Monthly Report - November 2020	248
14.	Items	for information	248
13.	Infras	structure Reports	248
	12.12	Application for Minor Change to Approval for Material Change of Use for Caravan Park at 7828 Warrego Highway, Helidon Spa (MC2020/0004)	234
	12.11	Minor Change to Approval for Material Change of Use for Intensive Animal Industry - Poultry Farm > 200,000 Birds; and Environmentally Relevant Activity No.4 Poultry Farming (MCU0940)	186
	12.10	Lockyer Creative Collective – Request to Manage and Use Gatton Shire Hall as a Community Arts Hub	177
	12.9	Lockyer Valley Arts Society Inc Request to Lease Former Kensington Grove Childcare Centre	173
	12.8	Establishment of Australia Day Awards Committee	170
	12.7	Adverse Events Plan	145

1. MEETING OPENED

2. LEAVE OF ABSENCE

No Leave Of Absence.

3. CONDOLENCES/GET WELL WISHES

3.1 Condolences/Get Well Wishes

Date: 03 December 2020

Author: Erin Carkeet, Governance Officer

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

Summary:

Officer's Recommendation:

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

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

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

Pursuant to Chapter 5B, Part 2 of the *Local Government Act 2009*, a councillor who has a prescribed conflict of interest in an issue to be considered at a meeting of a local government, or any of its committees must:

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

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

Pursuant to Chapter 5B, Part 3 of the *Local Government Act 2009*, a councillor who has a declarable conflict of interest in a matter to be considered at a meeting of the local government or any of its committees must inform the meeting about the personal interest in the matter, including the following particulars about the interests:

- (a) the nature of the interests
- (b) if it arises because of the councillor's relationship with a related party:
 - i. the name of the related party to the councillor
 - ii. the nature of the relationship of the related party to the councillor
 - iii. the nature of the related party's interest in the matter
- (c) if it arises because of a gift or loan from another person to the councillor or a related party:
 - i. the name of the other person
 - ii. the nature of the relationship of the other person to the councillor or related party
 - iii. the nature of the other person's interest in the matter
 - iv. the value of the gift or loan and the date the gift or loan was made.
- (d) how the councillor intends to handle the matter i.e. leave the meeting or proposes to stay in a meeting.

5. MAYORAL MINUTE

No Mayoral Minute.

6. CONFIRMATION OF MINUTES

6.1 Confirmation of Ordinary Meeting Minutes 18 November 2020

Date: 03 December 2020

Author:Ian Church, Chief Executive OfficerResponsible Officer:Ian Church, Chief Executive Officer

Officer's Recommendation:

THAT the Minutes of the Ordinary Meeting of Lockyer Valley Regional Council held on Wednesday 18 November 2020 be taken as read and confirmed.

6.2 Confirmation of Special Meeting Minutes 4 December 2020

Date: 03 December 2020

Author:Ian Church, Chief Executive OfficerResponsible Officer:Ian Church, Chief Executive Officer

Summary:

Officer's Recommendation:

THAT the Minutes of the Special Meeting of Lockyer Valley Regional Council held on Friday 4 December 2020 be taken as read and confirmed.

7. BUSINESS ARISING FROM MINUTES

No Business Arising from Minutes.

8. COMMITTEE REPORTS

8.1 Receipt of the Unconfirmed Minutes of the Audit and Risk Management

Committee held on 26 November 2020

Date: 03 December 2020

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

Officer's Recommendation:

THAT the unconfirmed Minutes of the Audit and Risk Management Committee Meeting held on 26 November 2020, as attached, be received and noted.

Attachments

1. Unconfirmed Minutes 26 November 2020 17 Pages



AUDIT & RISK MANAGEMENT COMMITTEE

MINUTES

26 NOVEMBER 2020



26 NOVEMBER 2020

TABLE OF CONTENTS

Item	Subj	ect	Page No		
	Tabl	e of Contents	2		
1.	Mee	ting Opened	4		
2.	Apo	ogies	4		
3.	Men	aration of any Prescribed Conflicts of Interests/Declarable Conflicts of Interest by			
4.	Conf	irmation of Minutes	5		
	4.1	Confirmation of Audit and Risk Management Committee Meeting Minutes 6 August 2020	5		
5.	Busi	ness Arising from Minutes	5		
6.	Aud	t Committee Reports	6		
	6.1	Chief Executive Officer's Report	6		
	6.2	External Audit Update including 2020 External Audit Closing Report	8		
	6.3	Internal Audit Update	10		
	6.4	Audit Register Progress Update	11		
	6.5	Review of Audit and Risk Management Committee Charter and Code of Conduct			
	6.6	Risk Management Update	14		
7.	Item	s for information	15		
	7.1	Financial Performance Report	15		
	7.2	Independent Chairperson Annual Report - Audit and Risk Management Committee 2020	16		
	7.3	Committee Minutes Action Items Update	17		
8.	Aud	it and risk management committee members only session with internal and external			
	audi	t	17		
9.	General Business				
10.	Mee	ting Closed	17		

ATTENDANCE:

Councillor Members

- Cr Tanya Milligan (Mayor) (ex officio did not attend meeting)
- Cr Jason Cook
- Cr Chris Wilson

Independent External Members (Voting)

- Kerry Phillips (Chairperson)
- Martin Power

Attendees (non-voting)

- Ian Church, Chief Executive Officer
- Anna Hebron, Group Manager People & Business Performance
- Corrin Bischoff, Manager Business Performance
- Madonna Brennan, Risk, Audit & Corporate Planning Advisor
- Jodi Marchant, Chief Financial Officer
- Caitlan Natalier, Coordinator Governance & Property (part of meeting)
- Cathy Blunt, O'Connor Marsden & Associates (Internal Audit)
- Matthew Monaghan, William Buck (External Audit) (via teleconference)
- Raechel Filler, Queensland Audit Office
- Erin Carkeet, Governance Officer (Secretariat)

1. MEETING OPENED

The meeting commenced at 10:02am.

2. APOLOGIES

There were no apologies for the meeting.

3. DECLARATION OF ANY PRESCRIBED CONFLICTS OF INTERESTS/DECLARABLE CONFLICTS OF INTEREST BY MEMBERS

3.1 Declaration of Prescribed Conflict of Interest on any Item of Business

Pursuant to Chapter 5B, Part 2 of the Local Government Act 2009, a member 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 member that has an interest in the matter
 - iv. the nature of the member's relationship with the entity that has an interest in a
 - v. details of the member'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 member has written notice from the Minister to participate in the matter.

3.2 Declaration of Declarable Conflict of Interest on any Item of Business

Pursuant to Chapter 5B, Part 3 of the *Local Government Act 2009*, a member 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 member's relationship with a related party:
 - the name of the related party to the member
 - ii. the nature of the relationship of the related party to the member
 - 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 member or a related party:
 - i. the name of the other person
 - ii. the nature of the relationship of the other person to the member 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 member intends to handle the matter i.e. leave the meeting or proposes to stay in a meeting.

No declarations by members were made at this time.

Page 4

26 NOVEMBER 2020

4. CONFIRMATION OF MINUTES

4.1 Confirmation of Audit and Risk Management Committee Meeting Minutes 6

August 2020

Date: 17 November 2020

Author: Madonna Brennan, Risk, Audit and Corporate Planning Advisor

Responsible Officer: Ian Church, Chief Executive Officer

Officer's Recommendation:

THAT the Minutes of the Audit and Risk Management Committee Meeting held on Thursday 6 August 2020 be taken as read and confirmed.

RESOLUTION

THAT the Minutes of the Audit and Risk Management Committee Meeting held on Thursday 6 August 2020 be taken as read and confirmed.

Moved By: Cr Cook Seconded By: M Power

Resolution Number: ARMC/0177

CARRIED 4/0

5.BUSINESS ARISING FROM MINUTES

Key Discussion Highlights from the Meeting

The Committee discussed Council's recently completed credit review by the Queensland Treasury Corporation (QTC) which resulted in an upgrade to Council's credit rating. Additional detail was sought by the Committee in relation to the duration of Council's prior credit rating.

The Chief Executive Officer advised the Committee that QTC are presenting to an upcoming Councillor Workshop regarding Council's upgraded credit rating and the correspondence from QTC regarding same, will be distributed to the Committee for their information. The Committee discussed an offer from QTC to refinance Council's loan, and the more favourable interest rates available.

Page 5

26 NOVEMBER 2020

6. AUDIT COMMITTEE REPORTS

6.1 Chief Executive Officer's Report

Date: 17 November 2020

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

Summary:

The purpose of this report is to provide an update on matters relevant to the Audit and Risk Management Committee.

Officer's Recommendation

THAT the Audit and Risk Management Committee receive and note the Chief Executive Officer's Report.

RESOLUTION

THAT the Audit and Risk Management Committee receive and note the Chief Executive Officer's Report.

Moved By: Cr Wilson Seconded By: Cr Cook

Resolution Number: ARMC/0178

CARRIED 4/0

Key Discussion Highlights from the Meeting

Policies, Procedures and Guidelines

Council's Group Manager People & Business Performance provided an update to the Committee on the substantial amount of work which has been undertaken in updating Council's statutory policies, organisational policies, procedures and guidelines; and reviewing Council's Policy Framework with a view to simplifying what policies are required.

Operational Plan 2020-2021

Independent Member, Martin Power enquired about the items identified for action in 'Operation Shaky Ground' which was conducted in response to Operational Plan Item 1.6.1. Council's Group Manager People & Business Performance advised the actions related to the creation of a working group to develop a strong working relationship and clear lines of responsibility between the Department of Transport and Main Roads and Council's Infrastructure and Disaster Management teams.

The Chief Executive Officer provided an update on the Inland Rail project and advised that the Environmental Impact Statement has been delayed and confirmed this may provide Council with a window of opportunity to

Page 6

26 NOVEMBER 2020

explore opportunities for improved outcomes for Council.

The Committee were advised on the current status of the Lockyer Valley and Somerset Water Collaborative's water pipeline project which is focussed on bringing more water to the region. Councillor Cook commented that the project will not only provide farmers with water security, but offers the region with further tourism opportunities leading to greater regional economic benefit whilst also has the potential to increase firefighting capacity if all the dams in the region a filled to capacity. The Chief Executive Officer advised that the detailed business case (over 1000 pages) can be made available to Committee members.

The Committee discussed Council's grant funding and associated projects, in particular the Laidley Channel Water Storage, with the Chief Executive Officer noting that due diligence has not been finalised on the project and discussed the concern whether it would achieve the objectives outlined in the project scope.

Legal Update

The Chair commented on the complex property matters being handled internally, and queried if this came about as a result of a review into Council's land holdings. Council's Coordinator Governance & Property clarified that the matters arose as a result of legislative schemes. In relation to the transfer of community housing, Council accepted a proposal by the Department of Housing to end its funding agreements and transfer its community housing assets to them rather than register under the National Regulatory System for Community Housing implemented under the Housing and Other Legislation Amendment Act 2013. In relation to the transfer of 48 Cochrane Street, Gatton the property is a water reserve which should've been transferred to Urban Utilities under the Transfer Scheme authorised by the South-East Queensland Water (Distribution and Retail Restructuring) Act 2009 as the land contains water infrastructure. This matter is complicated by the fact that the land is reserve land and contains a house that needs to be removed before Department of Housing will accept trusteeship.

Independent Member, Martin Power queried whether there was any financial implication with the transfer of 48 Cochrane Street, Gatton or whether this had already been resolved at the time of the original agreement. This question was taken on notice by the Chief Financial Officer.

Council's Coordinator Governance & Property and Chief Financial Officer advised the Committee that there have been some issues around the valuations of land swapped and flood affected properties, and that the issue is currently being addressed to provide more informed instructions to the valuer, rather than relying on the zoning to indicate best use for Council's land assets.

Cyber Security

Independent Member, Martin Power queried if Council held cyber security insurance and how the adequacy of cover was determined. Council's Governance Officer advised that Council's cyber security insurance is held in its liability insurance policy and that Council's IT team had reviewed the coverage in the previous renewal period and determined its suitability in consideration of Council's budget. The Independent Member enquired about Council's incident management approach in the event Council suffered a cyber security breach. Council's Group Manager People & Business Performance provided an overview of Council's management response in this respect and updated the Committee on the trials recently completed by the Executive Leadership Team in utilising multi-factor authentication. The Committee discussed the Queensland Audit Office's update in relation to application white listing and the complexities local governments face.

Page 7

26 NOVEMBER 2020

6.2 External Audit Update including 2020 External Audit Closing Report

Date: 17 November 2020

Author: Jodi Marchant, Chief Financial Officer
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The attached report provides a briefing on the status of the external audit activity, including Council's closing report for the 2019-2020 financial year.

Officer's Recommendation

THAT the Audit and Risk Management Committee receive and note the 2020 Closing Report and Briefing Paper prepared by William Buck on behalf of the Queensland Audit Office.

And further;

THAT 20CR-1 Asset valuation required for entire class of assets and 20CR-2 Lake Apex bank reconciliation be included in Council's Audit Register for action and future progress reporting to the Committee.

RESOLUTION

THAT the Audit and Risk Management Committee receive and note the 2020 Closing Report and Briefing Paper prepared by William Buck on behalf of the Queensland Audit Office.

And further;

THAT 20CR-1 Asset valuation required for entire class of assets and 20CR-2 Lake Apex bank reconciliation be included in Council's Audit Register for action and future progress reporting to the Committee.

Moved By: M Power Seconded By: Cr Wilson

Resolution Number: ARMC/0179

CARRIED 4/0

Key Discussion Highlights from the Meeting

The representative of the Queensland Audit Office (QAO) highlighted to the Committee the change to the QAO's audit program for 2020-21 due to the impacts of COVID-19.

The Committee were advised that a similar sized Council have requested an opportunity to observe the next Committee meeting to investigate whether the addition of an Audit and Risk Management Committee would add value to their Council. Lockyer Valley's Audit and Risk Management Committee was suggested as the Committee is engaged, functions well and provided an additional level of assurance for the Mayor and Chief Executive Officer.

Page 8

26 NOVEMBER 2020

The Chair commented on the Queensland Audit Office (QAO) blog, 'Audit committees adding value during COVID-19', and queried if Council has been impacted in the procurement area in consideration of the significant capital works program that Council has in progress. Council's Chief Executive Officer and Group Manager People & Business Performance provided the Committee with an overview of Council's purchasing, advising that supply and delivery has slowed on some products such as concrete pipes and culverts and as a consequence the lead time for ordering has increased. The Committee were advised that there have been no issues in relation to IT, fleet or cleaning products purchasing to date.

Independent Member, Martin Power queried if 19CR-1 relating to Council's procurement activities could be finalised prior to the expected completion date of December 2021 and raised his concerns in relation to the tax implications where an employee is a contractor to Council for greater than 5 years. Council's Group Manager People and Business Performance and Manager Business Performance provided the Committee with an overview of the work conducted to date, including the development of a central contracts register; the planned future works to ensure compliance, whilst concurrently working to build the procurement capability of the organisation, noting that December 2021 would be a realistic timeframe to achieve this. Council's Chief Executive Officer and Group Manager People and Business Performance advised the Committee that Council works within the endorsed organisational structure with regard to employment and noted the protective mechanisms contained within industrial relations legislation in relation to the tax concerns raised.

The Chair queried if 20CR-1 relating to asset valuations being required for Council's entire class of assets occurred due to a data error as opposed to a scope error. Council's Chief Financial Officer advised the Committee that she will take the question on notice and provide an update to the Committee out of session.

Page 9

26 NOVEMBER 2020

6.3 Internal Audit Update

Date: 18 November 2020

Author: Madonna Brennan, Risk, Audit and Corporate Planning Advisor

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

Summary:

The purpose of this report is to present the Audit and Risk Management Committee with an update on internal audit activity which has occurred since the previous meeting of the Committee held on 6 August 2020.

Officer's Recommendation

THAT the Audit and Risk Management Committee receive and note the Internal Audit Update.

RESOLUTION

THAT the Audit and Risk Management Committee receive and note the Internal Audit Update.

Moved By: M Power Seconded By: Cr Cook

Resolution Number: ARMC/0180

CARRIED 4/0

Key Discussion Highlights from the Meeting

Council's contracted Internal Auditor provided an update to the Committee in relation to the current activities that are in progress and provided a presentation to the Committee of the draft risk assurance map developed for the organisation.

26 NOVEMBER 2020

6.4 Audit Register Progress Update

Date: 19 November 2020

Author: Madonna Brennan, Risk, Audit and Corporate Planning Advisor

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

Summary:

This report provides the Audit and Risk Management Committee (the Committee) with an update on the action undertaken in relation to the recommendations/actions identified in Council's Audit Register.

Officer's Recommendation

THAT the Audit and Risk Management Committee receive and note the progress update on Council's Audit Register.

And further;

THAT the Audit and Risk Management Committee accept that items numbered 16EACR2, 20EAIR1, 18IACPP2.1 and 18IACPP6.1 are completed and can be archived from the active Audit Register.

RESOLUTION

THAT the Audit and Risk Management Committee receive and note the progress update on Council's Audit Register.

And further;

THAT the Audit and Risk Management Committee accept that items numbered 16EACR2, 20EAIR1, 18IACPP2.1 and 18IACPP6.1 are completed and can be archived from the active Audit Register.

Moved By: K Phillips Seconded By: Cr Wilson

Resolution Number: ARMC/0181

CARRIED 4/0

Key Discussion Highlights from the Meeting

The Chair discussed her concern in relation to the legislative compliance review recommendations which are yet to commence due to resourcing.

Page 11

26 NOVEMBER 2020

6.5 Review of Audit and Risk Management Committee Charter and Code of

Conduct

Date: 19 November 2020

Author: Madonna Brennan, Risk, Audit and Corporate Planning Advisor

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

Summary:

This report summarises the outcome of the review of the Audit and Risk Management Committee Charter and Code of Conduct, including benchmarking exercises conducted.

Officer's Recommendation

THAT the Audit and Risk Management Committee endorse the updated Audit and Risk Management Committee Charter to be presented to Council for adoption.

And further;

THAT the Audit and Risk Management Committee endorse repealing the Committee Code of Conduct and applying the Employee Code of Conduct to the independent committee members in the same way as the Councillor Code of Conduct applies to the Councillors.

RESOLUTION

THAT the Audit and Risk Management Committee endorse the updated Audit and Risk Management Committee Charter to be presented to Council for adoption, subject to the amendments requested in meeting.

And further;

THAT the Audit and Risk Management Committee endorse repealing the Committee Code of Conduct and applying the Employee Code of Conduct to the independent committee members in the same way as the Councillor Code of Conduct applies to the Councillors.

Moved By: K Phillips Seconded By: M Power

Resolution Number: ARMC/0182

CARRIED 4/0

Key Discussion Highlights from the Meeting

Independent Member, Martin Power requested that the following amendments be made to the Audit and Risk Management Committee Charter:

 6.2.4 in relation to reporting to Council, could the wording be adjusted to remove the requirement for adoption and suggested to include for Council's consideration, to ensure the intent is clear.

Page 12

26 NOVEMBER 2020

Remove the numbering in the corporate plan links to avoid confusion.

The Chair advised that in relation to the benchmarking information captured on Gladstone Regional Council Audit Committee membership, the Committee currently has three independent external members and at least one member who has significant skills in financial matters. The Chair also sought clarification on the following two items included in the report:

 Incomplete management response to action item CEO2 from the Auditor-General's report on the Effectiveness of audit committees in state government entities. The full response is as captured below:

Action	Responsibility	Comments
CEO2 Support audit	Chief Executive Officer	Action partially achieved – a detailed
committee members to		induction is provided to each Member of the
access appropriate training		Committee on their appointment.
and other resources to ensure		
adequate knowledge of the		
role, and other subject matter		
areas relevant to committee		
discussions.		

· Feedback received from the Committee Members on the Charter

Topic/Section	Feedback received	Management Response
Review section 5.5	Request review of numbering of the Charter. Terms of membership for independent external members	Committee membership and meetings, records and reporting structure split to improve readability of the Charter and reduce excessive numbering requirements. The terms of membership for the independent external members was included in the benchmarking exercise conducted and have been adjusted in the Charter to the following: • The independent external members will be appointed for the term of three years, after which they will be eligible for extension or reappointment for a further three years at the Council's discretion, following a review of their performance. This timeframe is an increase from the current term of 2 years.

Page 13

26 NOVEMBER 2020

6.6 Risk Management Update

Date: 19 November 2020

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

Summary:

The purpose of this report is to provide the Audit and Risk Management Committee (Committee) with an update on the progress of Council's risk management function.

Officer's Recommendation

THAT the Audit and Risk Management Committee receive and note the Risk Management Update.

RESOLUTION

THAT the Audit and Risk Management Committee receive and note the Risk Management Update.

Moved By: Cr Cook Seconded By: Cr Wilson

Resolution Number: ARMC/0183

CARRIED 4/0

Key Discussion Highlights from the Meeting

Independent Member, Martin Power enquired if the organisation has a risk focussed culture or if the culture was more aligned to shelving risk management until it time for it to be reviewed. Council's Group Manager People and Business Performance advised that the organisational capability in being developed in this space. Cr Wilson commented that the organisation is risk adverse and there is a heavy reliance on outsourcing professional advice when there is expertise in house. The Chair commented that she is keen to see risk management undertaken meaningfully in the organisation, and is not a tokenistic approach.

26 NOVEMBER 2020

7. ITEMS FOR INFORMATION

7.1 Financial Performance Report

Date: 18 November 2020

Author: Jodi Marchant, Chief Financial Officer
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

This report provides the Audit and Risk Management Committee with the summary of Council's financial performance against budget for the financial year to 31 October 2020 and the budget review for the period as at end of September 2020 including the carried forward capital works from 2019-20 and the amended Long-Term Financial Forecast.

Officer's Recommendation

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

RESOLUTION

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

Moved By: M Power Seconded By: K Phillips

Resolution Number: ARMC/0184

CARRIED 4/0

Key Discussion Highlights from the Meeting

Independent Member, Martin Power noted the projected decline in the operating surplus ratio between 2022 and 2024 and queried whether the payroll reductions realised as part of the organisational restructure been taken into account in the forecast. The Chief Financial Officer confirmed that the reductions have been taken into account and provided the Committee with an overview of the factors that are contributing to the projected decline.

26 NOVEMBER 2020

7.2 Independent Chairperson Annual Report - Audit and Risk Management

Committee 2020

18 November 2020 Date:

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

Summary:

The 2020 Audit and Risk Management Committee Annual Report by the Independent Chairperson of the Committee was presented to Council on 18 November 2020.

Officer's Recommendation

THAT the Audit and Risk Management Committee receive and note the 2020 Audit and Risk Management Committee Annual Report prepared by the Independent Chairperson of the Committee, as attached to this report.

RESOLUTION

THAT the Audit and Risk Management Committee receive and note the 2020 Audit and Risk Management Committee Annual Report prepared by the Independent Chairperson of the Committee, as attached to this report.

Cr Wilson Seconded By: Moved By: M Power

Resolution Number: ARMC/0185

CARRIED 4/0

Key Discussion Highlights from the Meeting

The Committee discussed and agreed on the inclusion of a planning element scheduled for the first meeting of the 2021 calendar year to increase structure to the agenda items moving forward.

26 NOVEMBER 2020

7.3 Committee Minutes Action Items Update

Date: 18 November 2020

Author: Madonna Brennan, Risk, Audit and Corporate Planning Advisor

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

Summary:

The purpose of this report is to provide the Audit and Risk Management Committee with an overview and feedback on the action items arising from the resolutions made by the Audit and Risk Management Committee from June 2020 to November 2020.

Officer's Recommendation

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

RESOLUTION

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

Moved By: Cr Cook Seconded By: Cr Wilson

Resolution Number: ARMC/0186

CARRIED 4/0

8. AUDIT AND RISK MANAGEMENT COMMITTEE MEMBERS ONLY SESSION WITH INTERNAL AND EXTERNAL AUDIT

Committee members held a closed session discussion with internal and external audit; and a representative from the Queensland Audit Office. Council Advisors left the meeting for this session.

9. GENERAL BUSINESS

There were no general business items for discussion.

10. MEETING CLOSED

There being no further business, the meeting closed at 12:30pm

Page 17

8.2 Receipt of the Unconfirmed Minutes of the Local Disaster Management

Group Meeting held on 22 October 2020

Date: 25 November 2020

Author: Michelle Kocsis, Disaster Management Advisor

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

Officer's Recommendation:

THAT the unconfirmed Minutes of the Local Disaster Management Group Meeting held on 22 October 2020, as attached, be received and noted.

Attachments

1 Unconfirmed Minutes 22 October 2020 7 Pages



LOCKYER VALLEY LOCAL DISASTER MANAGEMENT GROUP MEETING 22 October 2020

10.00am

Lockyer Valley Council Chambers, 26 Railway Street Gatton

Chair Person: Cr Janice Holstein

Attendees:

Name	Agency/Role	Name	Agency/Role
Cr Janice Holstein	LVRC/Deputy Chair, LDMG	Trudy Stone	QAS/LDMG Member
Anna Hebron	LVRC/LDMG Local Disaster Coordinator (LDC)	Rowland Browne	QPS/LDMG Member
Michelle Kocsis	LVRC/LDMG Member	Regan Draheim	QPS
Sally Randall	Red Cross/LDMG Advisor	Tim Burchmann	QFES/LDMG Member
Corrin Bishcoff	LVRC	Matthew Kelly	QFES/LDMG Deputy Member
Kerri MacMahon	LDMG Secretariat	Bob Bundy	SES/LDMG Member
Annabelle Johnstone	DCDSS/LDMG Advisor	Ryan Beaumont	SES/Deputy LDMG Member
Peta Foster	QUU/LDMG Advisor	Craig Berry	QPS/XO DDC
Roger Kitson	Joint Community Development Officer — Bushfire Recovery and Resilience	Jade Moorby	QRA

Lockyer Valley Local Disaster Management Group - Meeting 22/10/2020 - Minutes

Apologies:

Name	Agency/Role	Name	Agency/Role
Tanya Milligan	LVRC Mayor/Chair, LDMG	Paul Hardie	QAS/Deputy LDMG Member
Chris Job	QPWS/LDMG Advisor	Martin Mulder	TMR/Deputy LDMG Advisor
Mim Cathcart	DNRME (Water) /LDDMG Advisor	Terry Hayden	Telstra/LDMG Advisor
Eleanor Carter (Sally Randall attending)	Red Cross/LDMG Advisor		

Agenda Items:

	Agenda Item	Responsible Person	Action
1.	The Deputy Chair welcomed everyone and the apologies were noted	Deputy Chair	
2.	Confirmation of Previous Meeting Minutes Local Disaster Management Group Meeting Minutes Confirmation of draft Minutes of the Lockyer Valley Local Disaster Management Group meeting held on 11 June 2020 Minutes of Bushfire Sub Committee Meeting Minutes Acknowledgement of the draft Minutes of the LVRC Bushfire Sub Committee meeting held on 23 July 2020 and 1 October 2020 RESOLUTION	Deputy Chair	
	That the Minutes of the Lockyer Valley Local Disaster Management Group meeting held on 11 June 2020 are confirmed and endorsed by the Local Disaster Management Group.		
	Moved by Rowland Brown Seconded by Ryan Beaumont Carried.		
	The Minutes of the Bushfire Sub Committee meetings held on 23 July 2020 and 1 October 2020 are confirmed and endorsed by the Local Disaster Management Group.		
	Moved by Michelle Kocsis Seconded Tim Burchmann Carried.		
3.	Actions from Previous Meeting • Exercise Shaky Ground – LDC Coordinator Anna	Anna Hebron	

Lockyer Valley Local Disaster Management Group – Meeting 22/10/2020 - Minutes

	Hebron advised that the Exercise was successful, with one of the key learnings to set up a group to continue the work of these sorts of Exercises identify any gaps for future Exercise training.	
4.	Joint Community Development Officer for Lockyer Valley and Somerset – Bushfire Recovery & Resilience – Roger Kitson Introduced himself to the group • Roger provided an overview of his role expands across LVRC and Somerset regions and is focused on community resilience. Key focus is engaging on community members to support bushfire recovery and improve resilience. • Annabelle Johnson from DCDSS advised that they will work closely with Roger. A second round of Flexible Funding Grants are coming out in the	Roger Kitson
-	coming months.	A. U.S.
5.	 Anna Hebron briefed the group on LVRC Get Ready Day activities. Interactive Get Ready platform which is a great initiative. LVRC are undertaking pre-season readiness activities including: LDCC capability, systems, remote capability LVRC waste management, sand bags, alternative facilities and stores; SES are trained and ready with 40 volunteers; Gatton Shire Hall will be closed for renovations early 2020 and will be offline and not available for use as an evacuation centre. Council investigating alternate sites for establishing evacuation centre DDMG exercise – participated in Exercise with No Name a flood event in the COVID environment impacting aged care and schools. 	Anna Hebron
6.	 QLD 2019 Bushfires Report Research is occurring on what QFES is looking at in the Royal Commission into last summer's bushfires. There are a lot of hearings taking place and one of our Queensland's Deputy Commissioners reported at that Commission looking at things such as: Mitigation activities Staffing arrangements Climate change recommendations, amongst other things. 	QFES

7.	■ A lot of this review is to do with PPRR Risk Management Model. QFES will work with stakeholders and land holders on how to limit risk and make them more resilient in looking after their own properties. Local Bushfire Recovery Plan – QRA first Progress Report	Michelle Kocsis
	completed	
8.	Red Cross – Evacuation Centre Planning Red Cross have developed the guidelines for Evacuation Centre Planning and Operational Considerations COVID19 which have been distributed. Sally Randal is happy to assess evacuation centres here to see how it all might work under COVID-19 restrictions.	Sally Randall
9.	 Agency Updates – including brief on agencies seasonal preparedness QPS Laidley – Regan Draheim: major incident room at the Laidley Police Station has been updated; mapping has been improved and computers updated, etc. SES - Bob Bundy: SES Week in progress. Based on the La Niña expect a storm/wet season this year. There is currently 44 members in the Lockyer Valley SES. QPS Gatton – Rowland Browne: more live streaming of disasters on the system means the police can see where the incident is and provides situational awareness. DCDSS – Annabelle Johnstone: DCDSS continue to support COVID-19 hotel quarantine around the State with several thousand in quarantine. DCDSS are working with the Red Cross, GIVIT, Lifeline, etc. The community hotline is still activated. DCDSS continue to support those in home quarantine. DCDD have developed a virtual community recovery hub to enable people to access services in conjunction with a physical recovery hub where possible. COVID-safe plans are also in place. Online refresher training has also been occurring across the State. The green pack has been updated and will be released after the election. Red Cross – Sally Randall: working extensively with 	All agencies
	 Red Cross – Sally Randall: working extensively with people in hotel quarantine. Ensuring capacity for a 	

	double disaster including an audit of all volunteers across the state. Bushfire recovery grants are still available and open until the 31 st of December 2020, with people coming forward for the very first time wanting to access those grants. • Urban Utilities – Peta Foster: ready for summer and have done a lot of work on their treatment plants. • QPS XO – Craig Berry: Dual event DDMG Exercise with No Name completed. DDMG has a responsibility for the management of those in quarantine in Toowoomba. The next DDMG meeting is planned for the 25th November 2020. • QAS – Trudy Stone: Business as usual. Identified aged care facilities need to plan for evacuation, how the centres activate their plans around evacuations amid emergencies. • QFES – Tim Burchmann: Business as usual. Staffing is high. Training is now being rolled out around road crash rescue, swift water rescues, which have kicked off now some COVID-19 restrictions have been lifted. The Rural Fire Service is the same; staffing is at capacity. There are a couple of large burns at Left Hand Branch and one at Ingoldsby. The Zone Office at Ripley is moving to Hatton Vale shortly and that is where the West Moreton RFS will be located. • QFES – Matthew Kelly: Disaster Coordination Centre training coming up on the 5th of November 2020. • LVRC – Michelle Kocsis: Testing of the Laidley flood gate. All flood gate components are now stored on site. Council will train Laidley SES in installing the flood gate as a redundancy. BOM, SEQWater, Councils interagency exercise will explore the flood information system communications and redundancies.	
10.	Get Ready Lockyer Interactive Platform	LVRC
11.	View the Get Ready Interactive Platform, a community education tool through the tab on the Disaster Dashboard http://disaster.lvrc.qld.gov.au/ Training	Matthew Kelly
	•	,

 Training Needs Analysis – Matthew Kelly: A number of LDMG members need to complete some training in line with the Disaster Management Training Framework. Matthew will be in touch with those who haven't undertaken the training as under the Act it is mandatory for LDMG members. LDMG Advisors are also encouraged to complete the LDMG Member mandatory training.

12. General Business

- Ingoldsby Bushfire Cr Janice Holstein advised she has been briefed on this fire by RFSQ.
- The LDMG Chair, Tanya Milligan asked via the Deputy Chair about COVID-19 restrictions and our Evacuation Centres, especially given the closure of the Gatton Shire Hall for refurbishment early 2021. The LDC, Anna Hebron touched on earlier in the meeting and a meeting will be convened in the very near future to consider alternative venues and how the venues will work in a COVID-safe setting. Also to be discussed is the operation of the LDCC and LDMG if they were both required to run simultaneously.
- Deb O'Brien Queensland Health is currently on secondment to the Boonah hospital. Alison McGregor the Deputy LDMG Member is available as needed.
- SES Bob Bundy advised testing of the Mobile Operation Centre donated by LVRC ensures it is fully operational and ready to go for the upcoming storm season.
- SES Ryan Beaumont advised that they are carrying out SES functions and supporting other agencies as needed. SES training needs analysis completed. Working on briefing and debriefing with other agencies so that SES members can perform their function under another agency's guidance. The SES are available to support other agencies that need assistance.

Cr Janice Holstein

Lockyer Valley Local Disaster Management Group - Meeting 22/10/2020 - Minutes

13.	Next Meeting – a date is yet to be determined for the next meeting.	
14.	The meeting was closed at 11.52am	



8.3 Receipt of the Unconfirmed Minutes of the Lockyer Valley Traffic Safety

Working Group Meeting - 21 October 2020

Date: 01 December 2020

Author: Sara Rozynski, Personal Assistant to the Group Manager Infrastructure

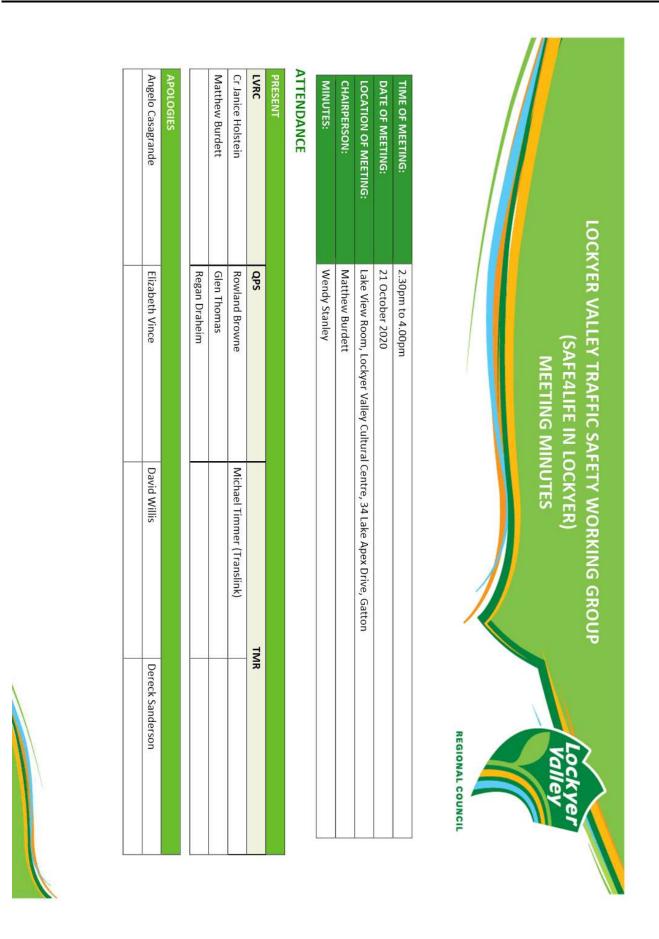
Responsible Officer: Ian Church, Chief Executive Officer

Officer's Recommendation:

THAT the unconfirmed minutes of the Lockyer Valley Traffic Safety Working Group meeting held on 21 October 2020, as attached, be received and noted.

Attachments

1 Lockyer Valley Traffic Safety Working Group Meeting Minutes 3 Pages



GENDA ITEMS

			RESPONSIBLE
DATE RAISED	DESCRIPTION	RECORD MAILERS FOR ACTION	OFFICER
21/10/2020	Apologies if Applicable	Apologies – Elizabeth Vince, Dereck Sanderson, and David Willis. Matt advised the working group that Angelo Casagrande has resigned from his role with Council.	
21/10/2020	Outstanding Actions ECM <u>3814317</u>	Refer to the outstanding actions items document	All to note
		 Laidley – 29 reported crashes in total. 13 injury, 15 non-injury and hit and run, 1 fatal traffic crash – dates from 1 July 2020 to 1 October 2020. No crashes highlighted need engineering intervention. 	All to note.
		 Helidon – 14 reported crashes in total. 10 injury, 2 non-injury and 2 hit and run - dates from 1 July 2020 to 21 October 2020. No crashes highlighted need engineering intervention. 	
71/10/2020	Iranic incidents Lockyer valley Region	 Gatton – 30 reported crashes in total. 11 injury, 3 non-injury, 1 fatal and 7 hit and run – dates from 28 July 2020 to 21 October 2020, (8 crashes were not listed). No crashes highlighted need engineering intervention. 	
		Grantham Scrub Road flagged as potentially increased crashes. Matt advised Council is undertaking widening works over the next 12-24 months.	
21/10/2020	Roadside Crash Markers	 David Willis has heard back from DTMR's traffic engineering team, who have advised that these crash markers will not be used for road safety awareness. Maybe the use of high crash skid signs could be better used. The consensus from the working group was not to use these crash markers. 	Matt
21/10/2020	Trespassing on private property Cooks Road, Upper Flagstone (CRM2020/04972)	 QPS have conducted their investigations and have advised that the day the officers were out on Cooks Road there were no cars or trail bike riders trespassing on private property. QPS have advised the residence of this outcome. Council is continuing to liaise with Powerlink regarding the possibility of gates or bollards to limit the movement of traffic through this area. Update to be provided at the next meeting. 	Matt
21/10/2020	Gatton CBD Disability Improvements	 Lockyer Valley Traffic Safety Group advised of planned disability improvements within Gatton CBD, no further action from the group required. 	Matt
21/10/2020	Old Grandchester Road	 QPS raised some problems they are having with trail bike riders on the unformed gazetted road. QPS have advised that there are no concerns for follow-up at this stage but just to make all aware of it. 	Matt

Page 2 of

Meeting opened: 2
Meeting closed: 3
Tabled documents:

2.00pm 3.25pm

DATE RAISED	DESCRIPTION	RECORD MATTERS FOR ACTION	RESPONSIBLE OFFICER
21/10/2020	Toowoomba Bypass	 Concerns have been raised regarding the speed of trucks on this bypass. Some trucks are going 30-40ks. DTMR to consider putting up appropriate signage advising of slow vehicles ahead. Update to be provided at the next meeting. 	DTMR
21/10/2020	Norman Hedges Park	 DTMR are currently considering restricting access for any vehicles with a mass >20t to the park. There has been no support from the Lockyer Valley Traffic Safety Group at this stage. This item will be revisited once the Gatton Decoupling Site opens up in March 2021. 	DTMR
21/10/2020	General Business	 TMR have asked for an update regarding the bus stop upgrade – Matt advised that the deeds have been signed off on and are expected to be undertaken by February or March 2021. Traffic crashes across the state – QPS has advised that there has been increased fatalities due to drivers not wearing seatbelts. Lockyer Siding Road – Excess traffic going through Helidon onto Air Force Road to access Lockyer Siding Road now with the new Toowoomba Bypass. Council to investigate and gather traffic count information. Update to be provided at the next meeting. 	Matt
21/10/2020	Next meeting	• 10 February 2021 – meeting to start at 9.30am.	All to note

8.4 Receipt of Unconfirmed Minutes of the Queensland Transport Museum

Committee Meeting, 10 November 2020

Date: 08 December 2020

Author: Lisette New-Sippel, Tourism Officer

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

Officer's Recommendation:

THAT Council receive the unconfirmed minutes of the Queensland Transport Museum Committee meeting held on 10 November 2020, as attached.

Attachments

1 Minutes - Queensland Transport Museum Meeting, 10 November 2020 6 Pages



Chair Person: Mayor Cr Tanya Milligan Minutes: L New-Sippel

Attendees: Deputy Mayor Cr Jason Cook, Cr Michael Hagan, Cr Janice Holstein, Cr Brett Qualischefski, Cr Rick Vela, Cr Chris Wilson, Graham McVean (dial in), Clive Barton, Jim Hill, Geoff MeHarg, Russell Tattam, Annette

Doherty, Tracy Vellacott, Jason Harm

Apologies: Adrian Nolan Meeting opened: 3.40pm

Agenda Item	Discussion/Actions	Action By
Update on previous	2020 QTM Open Day - The Chair noted that the QTM open day did not proceed this year due to COVID.	
minutes	 Digital Billboard Advertising - Two quotes were provided: Paradise Outdoor Advertising (Margaret Street/Ruthven Street, Toowoomba), \$4000 for 1 LUNAR (4 weeks); and the advertising is displayed for a duration of 10 seconds. Size of the billboard is 8.00 x 2.08m and has traffic flow of 16,641 vehicles per day. Advertising package can be tailored during the LUNAR; and Mills Precinct \$1275/week or 3 months minimum for \$1000/week; and advertising is displayed for a duration of 10 seconds. Size of the billboard is 6.72m x 3.36m and has a traffic flow of 24,000 vehicles per day. The committee discussed their preference for the Margaret Street site, though a reduced advertising price is to be negotiated. The Chair noted that the use of this type of advertising would need to be for a special event – QTM Open Day and/or dinner was discussed. Members noted the importance of measuring the campaign's success via recording on entry how people became aware of the QTM/event. 	
	Cr Holstein suggested that the advertising could possibly be split with the new café business in the future. This would need to be negotiated with the lessee.	
	The Chair and Cr Holstein noted another possible billboard location is at the Gatton Decoupling facility at the Gatton-Esk Interchange on the Warrego Highway. This would need to be discussed at the	

conclusion of the works (March 2021) and have confirmation of the owner of the land.

NatRoad Conference

The Chair noted that the NatRoad Conference scheduled for the 27-29 August 2020 was cancelled due to COVID. No date has been set for 2021 yet. Once the Lockyer Valley Function Centre is tenanted, we will possibly be able to offer the LVCC as a conference location in the future.

Scotty's Garage Cross Promotion

The committee indicated their agreement with cross promotion arrangements with Scotty's Garage. Prior to COVID, Lisette met with Scott and his is agreeable to cross promotion with the QTM. He doesn't have many vehicles that he could loan but was happy to be involved in cross promotion. The VIC has created several tourism trails including a museum trail which incorporates the different museums across the region.

Truck Billboard

The truck billboard on the Warrego Highway has been updated with a new design to advertise the Queensland Transport Museum on both sides. Clive raised concerns that the currently location of the truck is not prominent enough.

Geoff suggested the truck billboard should be relocated onto land belonging to the University of Queensland opposite the BP service station.

Cr Holstein suggested the new de-coupling site at the Gatton exit would be an appropriate location.

Jason Harm advised that since last year, \$500 per year is paid to the landowner for the use of the land for the truck billboard.

The Chair suggested that the truck billboard remain where it is at the moment, and Committee members make of point of inspecting the billboard and provide feedback.

QTM Brochure

The QTM brochure was redesigned in accordance with feedback received and in keeping with other QTM marketing collateral.

Simulators

The simulators are currently located at the Emergency Shed. Lisette advised that she is waiting for information from Graham Cray (Council's Manager Information Community Technology) regarding the operating systems and the most appropriate way to 'dispose' of these items. One of the simulators is too difficult to use and the other kept breaking. The Chair is going to follow up this matter with the Chief Executive Officer of Council.

Advertising - corner of Lake Apex & Western Drive

Investigation into the use of Council land on the corner of Lake Apex Drive & Western Drive. The QTM has an approved white on brown

		within the Road Corridor to advertise the museum.	
		Admission Fees Admission fees have been increased as advised and marketing collateral updated where applicable.	
		Lisette advised that no negative comments had been received regarding the increase, with positive comments received about the addition of the family pass. \$8	
		Postcode Tracker The postcode tracker has been installed on the POS to record a postcode for each transaction obtaining entry into the QTM. Lisette advised that a postcode tracker had been installed, but that data is currently being duplicated with the POS and visitor data spreadsheets. The team at the Visitor Information Centre is looking at just using the POS to record data.	
2.	Review of Operations for 2020	The Chair noted the COVID Closedown period – Closed from 24 March, reopened 15 June. The QTM is operating under a COVID Safe Plan. Admission numbers are being monitored to ensure current restrictions are met. All frequently touched surfaces are being regularly cleaned. Patrons must sign in to the contact register and sanitise their hands prior to entering the museum.	
		Lisette noted the occasional instance where someone doesn't want to sign in, but as this is common practice in most venues customers are very used to having to provide this data now and are happy to do so.	
3.	Vehicle Rotations	Highlights of the current display – Bus 80 British A.E.C Regal III has generated public interest and media coverage. This vehicle is on display until June 2021.	
		The QTM closure during the peak of COVID restrictions enabled the museum to conduct a large vehicle rotation without any disruptions to the public. The vehicles that were removed were also longer-term displays. It was a good opportunity to refresh the display for our patrons.	
		Lisette advised that unfortunately while the vehicle changeover has been well received the size and quantity of exhibits is too many for the allocated space to allow unrestricted access for reduced mobility patrons. This will need to be addressed with future vehicle rotations.	

4.	QTM Tour Data	Twenty-two tours were booked throughout the year, however 12	
4.	CIM TOUT DATA	were cancelled due to the museum being closed from March to June, during COVID restrictions. Lisette advised that despite COVID restrictions, there has been an increase in booked tours, although some groups did cancel due to COVID. Where group numbers exceeded that allowed under the restrictions, groups were split to meet the allowable number. Restrictions have recently relaxed and up to 40 people are now permitted in the QTM at any one time.	
5.	Marketing & Promotions	Virtual Tour COVID-19 has had a huge effect on travel and tourism. Locally, the Queensland Transport Museum has been closed to visitors, with the Facebook page used as an ongoing means of communicating and engaging with museum followers. The Secretary of the Coonabarabran Automobile Restorers Society approached the Queensland Transport Museum about participating in a Virtual Tour for his auto group. The Virtual Tour was conducted during the museum's closure so unlimited access to all facets of the displays was ensured. It was facilitated by Steffanii (Visitor Information Officer) and Nick Stokes, a long standing dedicated QTM volunteer. The Virtual Tour was an immense success with 16 members of the group logging into Zoom to watch, listen and learn about the vehicles featured within the museum and the history of Western Transport. The group assured staff that once the borders open, the Queensland Transport Museum will be one of their top places to visit.	
		Blokesworld TV Show QTM volunteer Nick Stokes, participated in a filmed tour of the museum on the Blokesworld television Show during August. The episode aired at the end of October and as Nick did such a fantastic job his tour took two blocks of the show. The QTM had patrons visit after seeing the episode on television. The link to view the episode https://7plus.com.au/blokesworld?episode-id=BLKE10-025 . The committee provided positive feedback for the initiative shown to facilitate the virtual tour and the fantastic job that Nick had done with the segment on Blokesworld. Lisette advised the segment has resulted in great feedback and increased visitation.	
6.	Social Media	Lisette presented figures for the QTM social media platforms on Facebook and Instagram along with some favourable customer reviews. The Chair noted the organic increase on the social media platforms. The organic increase has been due to regular posts and engagement on the social media platforms, no paid advertising was utilised.	
7.	Donation Enquiries	Eagle Forklift Donation – Clarke 1942 Carloader – vehicle is located at Eagle Forklifts in Glamorganvale. Clive suggested the forklift may be more appropriate at the Historical Village. The Chair asked Graham and other members of the committee to inspect the vehicle before a decision is made by the Committee. The Chair noted that	Lisette/Graham

		just because items are offered, there is no obligation to accept.	
		Graham Livingstone would like to donate an early stages of transport photo from the early 1900s to the museum.	
		Janet Hoolahan would like to donate vehicle manuals to the QTM.	
		The Chair suggest that Graham and other members of the Committee conduct an inspection, noting that Ms Hoolahan does not live locally, and it would be some time before she is travelling to the area.	
		The Chair noted the need for an acquisition agreement around donations. The Committee needs to be able to look at everything and then determine which items they would accept. Graham suggested that vehicles should be tabled for consideration and smaller items are 'stocking fillers' for memorabilia in the QTM. Cr Wilson suggested a sub-committee could be formed to inspect items and make recommendations to the Committee. Cr Holstein suggested that the sub-committee should include a Council officer and suggested Lisette.	
8.	Western Transport Website	The Western Transport website is currently displaying outdated information and requires an update (it is 10 years old). Lisette has contacted web designer, 61design, to obtain quotes for an update - \$120 + GST. The Committee agreed that it was a mutually beneficial online resource and the QTM pay for the update. The Chair asked for the update to be organised.	
9.	Display Vehicle Enquiries	 1958 FL Holden Sedan – will be ready early 2021 1938 Brough Superior SS80 De-luxe 1927 Chev Ute 1963 Watt Bros bodied Bedford SB3 1920's Old School Wagon used in the LV – currently being restored and should be ready for display in April 2021 Lisette noted that enquiries have been made about future display vehicles. The Chair suggested that as there are too many vehicles displayed in the QTM at present, Graham look at the current floorplan and liaise with Lisette to organise a suitable vehicle rotation. 	
10.	Statistics & Financials	Lisette presented budget figures along with comparative 2019-2020 visitation statistics. Lisette noted that the amount budgeted for the Open Day had not been used due to COVID and the event did not proceed during 2020. Russell questioned the electricity budget of \$11,500, when only \$760 had been spent to date.	
11.	General Business	Access Lisette advised that Council's Senior Safety Advisor has raised concerns about the pathways between vehicles in the QTM being	

		too narrow to meet the requirements for people with a disability. The Chair concurred with the Senior Safety Advisor's advice that officers do what is required to facilitate access for people with a disability.	
		Legends Dinner Graham McVean asked when a function may be able to be held at the Lockyer Valley Cultural Centre for the Legends Dinner. Lisette and Tracy advised that the maximum number of people is currently limited to 96, and that a COVID-safe plan would be required. This would need to be assessed at the time in view of restrictions altering all the time. Graham advised that given the restriction on the number of people attending, a barbeque may be more appropriate.	
		ANZAC Day Display Russell noted that he has a large collection of military exhibits that he would like to display as a collection for ANZAC Day. The Chair stated that this exhibit would be discussed at the February meeting.	
12.	Next Meeting	February 2021	
13.	Meeting Closed	4.37pm	



9. **DEPUTATIONS/PRESENTATIONS**

No Deputations/Presentations.

10. EXECUTIVE OFFICE REPORTS

10.1 Summary of Council Actual Financial Performance vs Budget - 30 November

2020

Date: 08 December 2020

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

Accountant

Responsible Officer: Ian Church, Chief Executive Officer

Purpose:

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

Officer's Recommendation:

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

Executive Summary

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

At 30 November, revenues are slightly over target and expenditures are under target.

Proposal

Overview

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

Operating Revenue - Year to date target \$26.27 million Actual \$27.22 million or 103.64%

At 30 November 2020, overall operating revenue for the year to date is slightly above target.

Rates and Utility Charges (Gross) under budget by \$0.03 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 94.81% of rates collected as at 4 December 2020.

Fees and Charges over budget by \$0.77 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 \$0.22 million

Other Revenue is above budget due to the timing of rent income \$0.09 million, an insurance payment received for Plumbing \$0.03 million and waste disposal income of \$0.05 million.

Operating Expenditure - Year to date target \$21.23 million Actual \$20.55 million or 96.82%

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

Employee costs under budget by \$0.17 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 \$0.51 million

Goods and services are slightly under budget across several areas with the larger variances including fleet materials and services, civil operations materials and contractors \$0.08 million, facilities operational and utility expenses \$0.12 million and legal expenses \$.06 million. These variances are mostly the result of timing differences. Offsetting these underspends is an overspend on waste disposal contracts, \$0.13 million, which is to be investigated for a possible budget amendment in the December budget review.

Capital Revenue – Year to date target \$1.67 million Actual \$1.70 million or 102.06%

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 \$3.72 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 \$7.24 million Actual \$4.72 million or 65.20%

At 30 November 2020, Council has expended \$4.72 million on its capital works program with a further \$6.19 million in committed costs for works currently in progress.

The main expenditure is \$4.45 million within Infrastructure Group with a significant amount being capital expenditure on the renewal and upgrade of roads, bridges and waste assets.

Statement of Financial Position

The Statement of Financial Position provides information on the breakdown of Council's assets and liabilities at a point in time. At 30 November, Council had \$37.22 million in current assets compared to \$14.56 million in current liabilities with a ratio of 2.56:1. This means that for every dollar of current liability, there is \$2.56 in assets to cover it.

Statement of Cash Flows

The Statement of Cash Flows provides information on the amount of cash coming in and going out. As at 30 November, there has been a net cash inflow of \$8.22 million with \$9.45 million inflow from operating activities; and a net cash outflow of \$0.85 million 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 30 November, Council's cash balance was \$34.53 million. \$3.72 million of this cash balance is unexpended grants funds and is restricted to be spent in accordance with the terms of the grant.

Options

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

Or

THAT Council do not receive the Summary of Council Actual Financial Performance versus Budget to 30 November 2020.

Previous Council Resolutions

Nil

Critical Dates

Nil

Strategic Implications

Corporate Plan

Leadership and Council

Outcome: 5.1

- 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

Finance and Resource

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.

Legislation and Policy

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

Risk Management

Key Corporate Risk Category: FE2

Reference and Risk Description: Finance and Economic

Decision making governance, due diligence, accountability and

sustainability.

Consultation

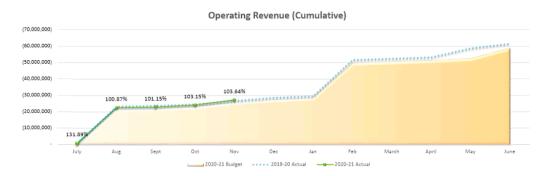
Internal Consultation

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

Attachments

15 Monthly Financial Report - November 2020 18 Pages

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



	Rates and				Operating	Operating	Revenue -			
REVENUE TO DATE	Utility Charges		Charges and		Grants and	Contributions	Contract/Reco	Other	Profit from	
by Type	(Gross)	Discount	Fees	Interest	Subisidies	and Donations	verable Works	Revenue	Investments	Total
Actual	(20,889,665)	898,263	(2,234,228)	(523,472)	(3,355,187)	(51,367)	(232,523)	(833,000)		(27,221,179)
Budget	(20,918,922)	836,500	(1,465,390)	(471,751)	(3,267,037)	(46,700)	(314,167)	(617,730)		(26,265,197)
Variance	(29,257)	(61,763)	768,837	51,721	88,150	4,667	(81,643)	215,270		955,982
Target %	99.86%	107.38%	152.47%	110.96%	102.70%	109.99%	74.01%	134.85%		103.64%
									-	
Movement to Prior	->	->	•	Ŷ	Ψ	→	•	•	*	->

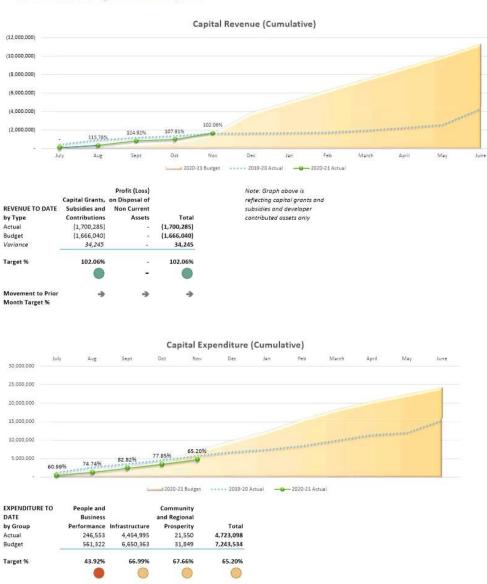


EXPENDITURE TO					
DATE		Goods and			
by Type	Employee Costs	Services	Finance Costs	Depreciation	Total
Actual	9,302,873	5,710,047	337,015	5,202,853	20,552,787
Budget	9,474,742	6,225,018	325,692	5,203,421	21,228,874
Variance	171,869	514,972	(11,323)	568	676,087
Target %	98.19%	91.73%	103.48%	99.99%	96.82%
Movement to Prior	→	->	•	Ψ.	→



4

Month Target %



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

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue		20.000.00		20.057	
Rates and Utility Charges (Gross)	41,662,744	20,889,665	20,918,922	29,257	0.14%
Discount	(1,673,000)	(898,263)	(836,500)	61,763	-7.38%
Charges and Fees	3,956,535	2,234,228	1,465,390	(768,837)	-52.47%
Interest	969,814	523,472	471,751	(51,721)	-10.96%
Operating Grants and Subisidies	8,781,117	3,355,187	3,267,037	(88,150)	-2.70%
Operating Contributions and Donations	476,700	51,367	46,700	(4,667)	-9.99%
Revenue - Contract/Recoverable Works	790,000	232,523	314,167	81,644	25.99%
Other Revenue	1,794,665	833,000	617,730	(215,270)	-34.85%
Profit from Investments	2,200,000	-	-	-	0.00%
Total Recurrent Revenue	58,958,576	27,221,179	26,265,197	(955,982)	-3.64%
Capital Revenue					
Capital Grants, Subsidies and Contributions	11,309,442	1,700,285	1,666,040	(34,245)	-2.06%
Total Revenue	70,268,018	28,921,464	27,931,237	(990,227)	-3.55%
Capital Income	-	-	-	-	0.00%
Total Income	70,268,018	28,921,464	27,931,237	(990,227)	-3.55%
Expenses					
Recurrent Expenses					
Employee Costs	25,065,558	9,302,873	9,474,742	171,869	1.81%
Goods and Services	17,938,898	5,710,047	6,225,018	514,972	8.27%
Finance costs	1,198,650	337,015	325,692	(11,323)	-3.48%
Depreciation	12,488,211	5,202,853	5,203,421	568	0.01%
Total Recurrent Expenses	56,691,318	20,552,787	21,228,874	676,087	3.18%
Capital Expenses	224,000	3,665,595		(3,665,595)	0.00%
Total Expenses	56,915,318	24,218,383	21,228,874	(2,989,508)	-14.08%
Net Recurrent Result/Operating Surplus/(Deficit)	2,267,258	6,668,392	5,036,323	(1,632,068)	-32.41%
NET RESULT AFTER CAPITAL ITEMS	13,352,700	4,703,082	6,702,363	1,999,282	29.83%

Lockyer Valley Regional Council (Executive Office) Statement of Comprehensive Income For Period Ending November 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	16,118,826	16,130,908	12,082	0.07
Discount	(1,493,000)	(796,262)	(746,500)	49,762	(6.67)
Charges and Fees	373,000	173,245	130,167	(43,078)	(33.09)
Interest	913,614	502,007	448,335	(53,672)	(11.97)
Operating Grants and Subisidies	3,320,200	778,567	778,567	-	-
Revenue - Contract/Recoverable Works	-	52	-	(52)	-
Other Revenue	970,000	330,981	322,167	(8,815)	(2.74)
Profit from Investments	2,200,000				
Total Recurrent Revenue	38,370,530	17,107,417	17,063,643	(43,774)	(0.26)
Capital Revenue	-				
Total Revenue	38,370,530	17,107,417	17,063,643	(43,774)	(0.26)
Capital Income	-	-	-	-	-
Total Income	38,370,530	17,107,417	17,063,643	(43,774)	(0.26)
Expenses					
Recurrent Expenses					
Employee Costs	2,498,029	308	106,386	106,079	99.71
Goods and Services	896,236	270,645	288,919	18,274	6.33
Finance costs	299,418	108,162	93,361	(14,802)	(15.85)
Depreciation	10,841,594	4,528,398	4,517,331	(11,067)	(0.24)
Total Recurrent Expenses	14,535,278	4,907,513	5,005,997	98,484	1.97
Capital Expenses		-	-		-
Total Expenses	14,535,278	4,907,513	5,005,997	98,484	1.97
Net Recurrent Result/Operating Surplus/(Deficit)	23,835,252	12,199,904	12,057,646	(142,258)	(1.18)
NET RESULT AFTER CAPITAL ITEMS	23,835,252	12,199,904	12,057,646	(142,258)	(1.18)

Lockyer Valley Regional Council (People and Business Performance) Statement of Comprehensive Income For Period Ending November 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	580,664	581,483	818	0.14
Charges and Fees		1,050		(1,050)	
Interest	13,200	5,139	5,500	361	6.56
Operating Grants and Subisidies	384,818	124,064	126,000	1,935	1.54
Operating Contributions and Donations	-	-	-	-	-
Other Revenue	245,000	195,805	102,500	(93,305)	(91.03)
Total Recurrent Revenue	1,805,983	906,724	815,482	(91,241)	(11.19)
Capital Revenue					
Capital Grants, Subsidies and Contributions	53,000	26,303	8,333	(17,970)	(215.64)
Total Revenue	1,858,983	933,027	823,816	(109,211)	(13.26)
Capital Income	-	-	-	-	-
Total Income	1,858,983	933,027	823,816	(109,211)	(13.26)
Expenses					
Recurrent Expenses					
Employee Costs	5,568,489	2,563,083	2,321,182	(241,901)	(10.42)
Goods and Services	4,662,332	1,905,434	2,058,703	153,269	7.44
Finance costs	136,525	34,922	34,950	28	0.08
Depreciation	3,088	-	1,287	1,287	100.00
Total Recurrent Expenses	10,370,434	4,503,439	4,416,121	(87,318)	(1.98)
Capital Expenses	-	-	-	-	-
Total Expenses	10,370,434	4,503,439	4,416,121	(87,318)	(1.98)
Net Recurrent Result/Operating Surplus/(Deficit)	(8,564,451)	(3,596,715)	(3,600,639)	(3,924)	0.11
NET RESULT AFTER CAPITAL ITEMS	(8,511,451)	(3,570,412)	(3,592,305)	(21,893)	0.61

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

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	305,928	152,916	152,964	48	0.03
Charges and Fees	2,704,135	1,654,214	991,557	(662,657)	(66.83)
Interest		636	-	(636)	-
Operating Grants and Subisidies	2,371,182	1,128,210	1,022,470	(105,740)	(10.34)
Operating Contributions and Donations	430,000	-	-	-	-
Revenue - Contract/Recoverable Works	-	1,396	-	(1,396)	-
Other Revenue	151,785	45,926	27,697	(18,229)	(65.82)
Total Recurrent Revenue	5,963,030	2,983,298	2,194,688	(788,610)	(35.93)
Carollad Bassassas					
Capital Revenue Capital Grants, Subsidies and Contributions	-	2,792	-	(2,792)	-
Total Revenue	5,963,030	2,986,090	2,194,688	(791,402)	(36.06)
Capital Income	-	-	-	-	-
Total Income	5,963,030	2,986,090	2,194,688	(791,402)	(36.06)
Expenses					
Recurrent Expenses					
Employee Costs	7,171,211	3,115,699	3,065,208	(50,490)	(1.65)
Goods and Services	4,425,670	1,080,942	1,233,976	153,034	12.40
Finance costs	9,572	891	3,988	3,097	77.65
Depreciation	39,588	16,599	16,495	(104)	(0.63)
Total Recurrent Expenses	11,646,041	4,214,131	4,319,668	105,537	2.44
Capital Expenses	-	-		-	-
Total Expenses	11,646,041	4,214,131	4,319,668	105,537	2.44
Net Recurrent Result/Operating Surplus/(Deficit)	(5,683,010)	(1,230,832)	(2,124,980)	(894,148)	42.08
NET RESULT AFTER CAPITAL ITEMS	(5,683,010)	(1,228,040)	(2,124,980)	(896,940)	42.21

Lockyer Valley Regional Council (Infrastructure) Statement of Comprehensive Income For Period Ending November 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	4,037,258	4,053,568	16,309	0.40
Discount	(180,000)	(102,002)	(90,000)	12,002	(13.34)
Charges and Fees	879,400	405,719	343,667	(62,052)	(18.06)
Interest	43,000	15,690	17,917	2,226	12.43
Operating Grants and Subisidies	2,704,917	1,324,346	1,340,000	15,655	1.17
Operating Contributions and Donations	46,700	51,367	46,700	(4,667)	(9.99)
Revenue - Contract/Recoverable Works	790,000	231,074	314,167	83,092	26.45
Other Revenue	427,880	260,287	165,367	(94,921)	(57.40)
Total Recurrent Revenue	12,819,032	6,223,740	6,191,384	(32,356)	(0.52)
Capital Revenue					
Capital Grants, Subsidies and Contributions	11,256,442	1,671,190	1,657,707	(13,484)	(0.81)
Total Revenue	24,075,474	7,894,931	7,849,091	(45,840)	(0.58)
Capital Income	-	-	-	-	-
Total Income	24,075,474	7,894,931	7,849,091	(45,840)	(0.58)
Expenses Recurrent Expenses					
Employee Costs	9,417,990	3,623,784	3,811,199	187,415	4.92
Goods and Services	7,954,660	2,453,020	2,643,421	190,400	7.20
Finance costs	753,135	193,040	193,393	354	0.18
Depreciation	1,603,941	657,856	668,309	10,452	1.56
Total Recurrent Expenses	19,729,725	6,927,700	7,316,322	388,622	5.31
Capital Expenses	224,000	3,665,595	-	(3,665,595)	-
Total Expenses	19,953,725	10,593,295	7,316,322	(3,276,973)	(44.79)
Net Recurrent Result/Operating Surplus/(Deficit)	(6,910,693)	(703,960)	(1,124,937)	(420,978)	37.42
	4 404 740	(a.con.acr)	500 700	2 224 424	505.40
NET RESULT AFTER CAPITAL ITEMS	4,121,749	(2,698,365)	532,769	3,231,134	606.48

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

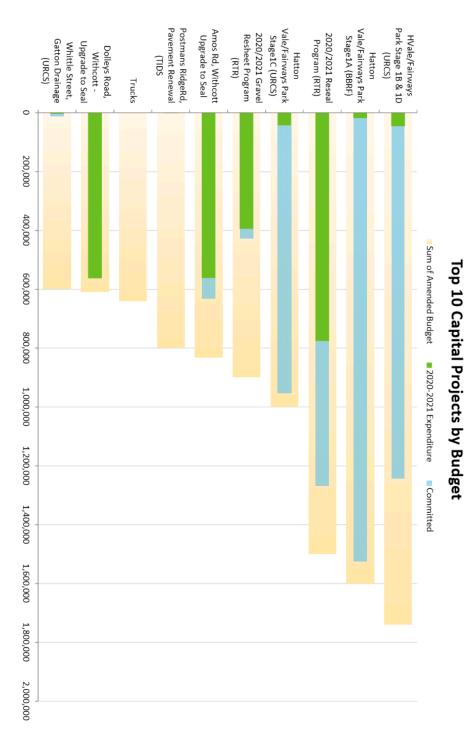
	2020-2021 Annual Budget	2020-2021 YTD Actual
Current Assets		
Cash assets and cash equivalents	23,549,740	26,931,886
Cash investments	-	7,600,000
Trade and other receivables	3,669,960	2,004,782
Inventories	295,000	417,745
Contract Receivable	-	116,447
Non-current assets classified as held for sale	-	151,550
Total Current Assets	27,514,700	37,222,411
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	544,985,061
Intangible assets	6,409,360	4,700,853
Total Non Current Assets	615,839,980	598,586,388
TOTAL ASSETS	643,354,680	635,808,799
Current Liabilites		
Trade and other payables	4,458,030	1,269,466
Provisions	8,625,410	8,432,335
Borrowings	1,584,050	1,135,762
Contract Liability Grants	_	3,722,014
Total Current Liabilities	14,667,490	14,559,578
Non Current Liabilities		
Provisions	30,216,780	29,805,194
Borrowings	19,982,690	21,570,167
Total Non Current Liabilities	50,199,470	51,375,361
TOTAL LIABILITIES	64,866,960	65,934,939
NET COMMUNITY ASSETS	578,487,720	569,873,860
Community Equity		
Retained surplus (deficiency)	399,228,462	384,908,607
Asset revaluation surplus	176,992,000	176,990,877
Reserves		1,305,984
Current Surplus/(Deficit)	2,267,258	6,668,392
TOTAL COMMUNITY EQUITY	578,487,720	569,873,860

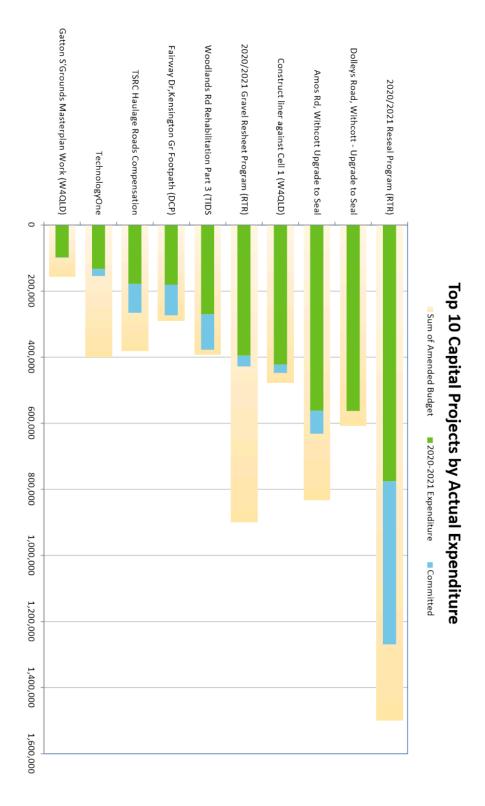
LOCKYER VALLEY REGIONAL COUNCIL Statement of Cash Flows For the Period Ending 30 November, 2020

	2020-2021 Annual Budget	2020-2021 YTD Actuals
Cash flows from operating activities:		
Receipts		
Receipts from customers	58,288,900	30,578,507
Dividend received	-	-
Interest received	969,810	523,472
Payments		
Payments to suppliers and employees	(47,576,810)	(21,377,342)
Interest expense	(1,085,160)	(278,761)
Net cash inflow (outflow) from operating activities	10,596,740	9,445,876
Cash flows from investing activities:		
Capital grants, subsidies and contributions	11,309,440	3,373,918
Payments for property, plant and equipment	(24,309,590)	(4,288,706)
Payments for investment property	-	(',,
Net transfer (to) from cash investments	785,400	-
Proceeds from sale of property plant and equipment	368,000	60,627
Net cash inflow (outflow) from investing activities	(11,846,750)	(854,161)
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)	8,221,871
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	34,531,886

LOCKYER VALLEY REGIONAL COUNCIL CAPITAL WORK SUMMARY 30th November, 2020

	2020-2021 Adopted Budget	2020-2021 Expenditure	Committed	2020-2021 Expenditure (including Committed)	Remaining Budget (including Committed)
Infrastructure					
Capital Program Delivery	11,716,201	3,377,382	1,186,642	4,564,025	7,152,176
Facilities	3,004,760	322,394	566,704	889,099	2,115,661
Fleet	1,870,850	0	89,541	89,541	1,781,309
Parks & Open Spaces	4,500,400	198,009	3,678,804	3,876,814	623,586
Transfer Stations	662,406	494,559	24,862	519,421	142,985
Waste Collection	14,000	2,530	0	2,530	11,470
Cemetery	135,000	60,118	27,940	88,059	46,941
Technical Services	30,000	0	0	0	30,000
Infrastructure Total	21,933,617	4,454,994	5,574,493	10,029,487	11,904,130
People and Business Performance					
Disaster Management	94,000	0	26,835	26,835	67,165
Public Order & Safety	123,000	34,768	0	34,768	88,232
Legal Services	75,000	350	0	350	74,650
Information Communication Technology	1,135,540	211,435	132,122	343,557	791,983
People and Business Performance Total	1,427,540	246,553	158,957	405,511	1,022,029
Community and Regional Prosperity					
Pest Management	5,000	0	0	0	5,000
Regional Development	60,000	0	0	0	60,000
Growth & Policy	883,434	21,550	454,746	476,296	407,138
Community and Regional Prosperity Total	948,434	21,550	454,746	476,296	472,138
		1 700 000	2 122 122	10011001	10.000.007
Grand Total	24,309,591	4,723,098	6,188,196	10,911,294	13,398,297





LOCKYER VALLEY REGIONAL COUNCIL CAPITAL WORKS DETAIL 30th November, 2020

Footpath Renewal Programme Total	Patrick St,Laidley Footpath Renewal(DCP)	Culvert Renewal Programme Total Footpath Renewal Programme	2020/2021 Culvert Renewal Program Summerholm Rd, Summerholm (TIDS)	Culvert Renewal Programme	Infrastructure Capital Program Delivery	Community and Regional Prosperity Total	Growth and Policy Projects Total	Tenthill DM Study	Planning Scheme Revision LVRC	Lockyer Creek Hydrology PJ 1/2 (NDRP)	Local Flood Plain Mngmt Plan 2/2 (NDRP)	LGIP Prepare Infrastructure Plan	Landuse Planning (NDRP)	Laidley Reg Update Model & Mitigation	Floor Survey Contract (NDRP)	Flood Modelling - Laidley Reg Ph1 (NDRP)	Flood Modelling - Laidley Local (NDRP)	Flood Mapping and Modelling L'yer Catchm	Evacuation Planning (NDRP)	Engineering (not inc in expert report)	Cooper St Mitigation	Growth & Policy	Regional Developments Projects Total	Entry Statements	Regional Developments Projects	Regional Development	Community Wellbeing Projects Total	Pest Management Compound Improvements	Pest Management Community Mellheiro Projects	Community and Regional Prosperity		
175,250	175,250	231,052	6,052			948,434	883,434	55,000	15,050	154 620	108,700	35,000	43,080	69,000	60,000	108,870	0	10,000	76,284	120,000	7.730		60,000	60,000			5,000	5,000			2020-2021 Budget	
79,972	79,972	9,158	3,107 6,052	2		21,550	21,550	0	0.000	10,905	10 000	2,550	640	0	0	10,860	0	7,500	0	0	0		0	0			0	0			2020-2021 Expenditure	
139,393	139,393	0	000	>		454,746	454,746	0	8,333	9,170	99,354	6,854	33,830	0	0	78,010	3,440	17,500	91,284	0	7,728		0	0			0	0			Committed	
219,365	219,365	9,158	3,107 6,052			476,296	476,296	0	8,333	20, 103	99,354	9,404	34,470	0	0	88,870	3,440	25,000	91,284	0	7,728		0	0			0	0			Expenditure (including Committed)	2020-2021
-44,115	-44,115	221,894	221,893			472,138	407,138	55,000	6,717	695 99	9,346	25,596	8,610	69,000	60,000	20,000	-3,440	-15,000	-15,000	120,000	2		60,000	60,000		,	5,000	5,000			Budget (including Committed)	Remaining
	-44.115 an increase to the original scope of the project to include extensive service relocations and increased turfing costs.																														Comments	

Traffic Management Renewal Programme Total	Trafic Management Renewal Program	Traffic Management Renewal Programme	Stormwater Renewal Programme Total	Whittle Street, Gatton Drainage (URCS)	Railway St, Helidon - Stormwater (URCS)	Stormwater Renewal Programme	Signs & Lines Renewal Programme Total	2020/2021 - Sign and Lines	Signs & Lines Renewal Programme	Seal Road Upgrade Programme Total	Twidales Rd, Helidon Spa Upgrade	Dolleys Road, Withcott - Upgrade to Seal	Beutels Road Seal Upgrade CH600-800	Amos Rd, Withcott Upgrade to Seal	Seal Road Upgrade Programme	Seal Renewal Programme Total	2020/2021 Reseal Program (RTR)	Seal Renewal Programme	Pavement Widening Programme Total	Woodlands Rd Rehabilitation Part 3 (TIDS	Lake Clarendon Way Widening	Pavement Widening Programme	Pavement Renewal Programme Total	Summerholm Road Rehabilitation	Postmans RidgeRd, Pavement Renewal (TIDS	Postmans Ridge Rd, Helidon Spa	Head Street, Laidley Design and Construc	Goos Road, Gatton - Pavement Rehab	Flagstone Creek Rd Rehabilitation (TIDS)	Brightview Road Rehabilitation	Pavement Renewal Programme	Kerh & Channel Renewal Programme Total	2020/2021 Kerb & Channel Renewal Program	Karh & Channel Dengual Programme	Gravel Pacheet Programme Total	Gravel Resheet Programme 2020/2021 Gravel Resheet Program (RTR)			
5,000	5,000		700,000	600,000	100,000		40,000	40,000		1,522,000	20,000	609,000	60,000	833,000		1,500,000	1,500,000	000,000	685 000	392,000	293,000		2,210,500	262,500	800,000	150,000	28,000	70,000	540,000	360,000	00,000	86 000	86.000	200,000	900 000	900 000	Budget	2020-2021	
0	0		3,885	3,885	0		5,263	5,263		1,124,299	0	562,605	0	561,694		775,702	775,702	101,000	284 956	270,268	14,688		135,992	3,842	1,165	96,147	0	0	21,977	12,861		0	0	333,213	305 270	395 279	Expenditure	2020-2021	
0	0		8,200	8,200	0		510	510		69,844	0	0	0	69,844		493,308	493,308	100,000	108.869	106,963	1,906		17,624	0	150	2,474	0	0	0	15,000		0	0	02,130	32756	32 756	Committed		
0	0		12,085	12,085	0		5,773	5,773		1,194,143	0	562,605	0	631,538		1,269,010	1,269,010	000,020	393 825	377,231	16,594		153,616	3,842	1,315	98,621	0	0	21,977	27,861	4	0	0	+20,033	428 D35	428 035	Committed)	2020-2021 Expenditure (including	
5,000	5,000		687,915	587,915	100,000		34,227	34,227		327,857	20,000	46,395	60,000	201,462		230,990	230,990	201,110	291 175	14,769	276,406		2,056,884	258,658	798,685	51,379	28,000	70,000	518,023	332,139	00,000	86 000	86.000	+1,,,,,,	471 965	471 965	Committed)	Remaining Budget (including	
																																					Comments		

	2020-2021 Budget	2020-2021 Expenditure	Committed	2020-2021 Expenditure (including Committed)	Remaining Budget (including Committed)
Other Infrastructure Projects Blenheim Hall, Blenheim Bus Shelter Western Dr &Turner St (BSSP)	8,791 42,000	592 0	1,329 0	1,921 0	6,870 42,000
Cooper St Laidley - Drainage Stage 1	15,000 242,000	38.421	7.690 7.690	861 46 111	14,139 195,889
Cycle Network Gatton (PCNP)	25,000	0	0	0	25,000
East Egypt Road, Mount Whitestone	80,000	62,886 180 660	1,813 92 761	64,698 273,421	15,302 16,579
Flagstone Cr Rd/Hartz Rd/Carpend (HVSPP)	10,000	0	92,701	0	10,000
Flagstone Cr/Lockyer Cr Rd (HVSPP)	10,000	. 0	. 0	. 0	10,000
Future Design Works 2021/2022	67 500	20.5	2815	3 020	64.480
Gatton Industrial Estate (HVSPP)	10,000	0	2,013	0	10,000
Gehrke/Rons Rd Lighting (supplement BS)	15,000	12,595	0	12,595	2,405
GranthamScrub Rd/GranthamWinwill (HVSPP)	20,000	10 724	307	11 031	9,211
Laidley LED Street Lighting (LGGSP)	229,534	3,046	17,000	20,046	209,488
Laidley LED Street Lighting (URCS)	105,000	304	61 880	304	104,696
LDSHS Highview Av, Gatton Car Park(STIP)	303,000	4,817	3,300	8,117	294,883
Maroske Road, Plainaind Turn Around	35,000	26,127	0	26,127	8,873
Murphys Creek Road - Footpath (LRCI)	200,000	5,112	2,740	7,852	192,148
Old College Road, Gatton Footpath(W4QLD)	32,500	912	30,842	31,754	746
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	18,408	13,918	32,326	310,674
Vehicle Activated Signs Bases Various	17,995	0	0	0	17,995
Wandin Road, Withcott - Table Drains	60,000	0	0	0	60,000
William Street, Gatton Foothpath (W4QLD)	95,500	4,104	0	4,104	91,396
Woodlands Rd & Rangeview Drive (BS)	130,500	4,881	0	4,881	125,619
Other Infrastructure Projects Total	3,073,320	557,269	313,798	871,068	2,202,252
Floodway Renewal Programme	10 000	0	o	-	10 000
Zozorzoz i i Isouway Kellewai i Iogiai i	10,000				10,000
Floodway Renewal Programme Total	0,000	0	c	c	10,000
Asphalt Resheet Programme 2020/2021 Asphalt Resheet Program (LRCI)	360,079	4,885	0	4,885	355,194
Asphalt Resheet Programme Total	360,079			4,885	355,194
Bridge Renewal Programme	218 000	722	072.0	3 062	214 938
	218 000	722	3340	3 063	21/ 038

Fleet Projects Total	Trucks	Trailers	Tractors	SES Vehicles & Plant (SES Support Grant)	Passenger Vehicles	Light Commercial Vehicles	Eartimoving Equipment	Fathmoutha Equipment	Teet	Facilities Projects Total	apriligations rais citity opgiane	Niesen's Place Shade Structure	LVCC Roof Rectification Works (W4QLD)	LVCC HVAC Rect & Plant Rooms (W4QLD)	Ldley S'Yard Timber Pens & Posts (W4QLD)	Ldley S'Yard Awning Rectification (DCP)	Lake Clarendon Public Toilets Refurb	Laidley Rec Reserve Entry Upgrade (LRCI)	Laidley Pool Upgrade (URCS)	Laidley Cultural Centre Refurb (LRCI)	Laidley Cultural Centre PA System (URCS)	GS&AC Replacement Chlorine Tanks	Gatton Showgrounds Equestrian Centre	Gatton Showgrounds Energy Reduction	Gatton Shire Hall Improvements (BoR)	Gatton S'Hall Roof Restoration (W4QLD)	Gatton S'Grounds Masterplan Work (W4QLD)	Gatton S'Grounds Horse Area (W4QLD)	Gatton S/Hall Compliance Upgrade (BBRF)	Gatton Depot W'Shop Building Alterations	Das Neumann Haus Stair Alteration Design	Corrective Electrical Upgrades	Community Facilities Work Packages	Bore Assessments (DRFA)	Facilities Projects	Facilities	
1,870,850	640 850	100,000	100,000	40,000	80,000	560,000	350,000	350 000		3,004,760	20,000	008'6	200,000	305,000	64,000	20,000	5,300	250,000	58,720	117,000	15,000	30,000	65,800	39,000	596,495	250,000	156,000	20,000	523,645	7.500	94,000	40.000	27,500	90,000			2020-2021 Budget
0 0	0	0	0	0	0	c		>		322,394		0 0	9,151	12,351	3,845	6,771	5,218	4,061	60,254	83	129	0	0	3,791	47,099	1,968	97,917	411	5,983	7.581	5,525	0	0	50,255			2020-2021 Expenditure
89,541	0	0	0	0	0	89,541	,	>		566,704		7,860	98,044	291,701	51,700	12,225	0	3,400	0	0	0	0	0	0	51,306	7,194	1,332	0	32,542	0	8,920	0	0	480			Committed
89,541	0	0	0	0	0	89,541	,	>		660,688		7,860	107,195	304,052	55,545	18,997	5,218	7,461	60,254	83	129	0	0	3,791	98,405	9,162	99,250	411	38,524	7.581	14,445	0	0	50,735			2020-2021 Expenditure (including Committed)
1,781,309	640 850	100,000	100,000	40,000	80,000	4/0,459	350,000	350 000		2,115,661	20,000	7,940	92,805	948	8,455	1,003	82	242,539	-1,534	116,918	14,872	30,000	65,800	35,209	498,090	240,838	56,750	19.589	485,121	<u>&</u>	79,555	40.000	27,500	39,265			Remaining Budget (including Committed)
																																					Comments

	2020-2021 Budget	2020-2021 Expenditure	Committed	2020-2021 Expenditure (including Committed)	Remaining Budget (including Committed)	Comments
Parks & Open Spaces Parks and Open Spaces Projects Bugler Park Shade Sail (DCP)	18,500	23,700	0	23,700	-5,200	Size of the shade structure increased to cover the maximum area of the playground equipment. The reallocation was based on a confirmation that an unspent grants funds from another project could be used to offset the overspend. This amendment will occur at the December budget review.
Forest Hill Skate Park Repairs (DCP) Gatton CBD Upgrade (W4OLD) Gatton Skate Park (DCP)	44,000 45,000 15,000	2,604 37,655 5,335	33,418 5,901 9,247	36,022 43,556 14,583	7,978 1,444 417	
Hatton Vale/Fairways Park Stage1A (BBRF) Hatton Vale/Fairways Park Stage1C (URCS)	1,600,000 1,000,000	18,418 43,269	1,507,308 909,772	1,525,726 953,041	74,274 46,959	
HVale/Fairways Park Stage 1B & 1D (URCS) Lake Apex Playground Equipment (W4QLD)	1,740,000 15,000	45,863 14,307	1,198,309 0	1,244,172 14,307	495,828 693	
Littleton Park Shade Sail (DCP) Springbrook Park Fence Renewal (DCP)	5,300 17,600	4,948 1,910	0 14,850	4,948 16,760	352 840	
Transfer Stations	4,500,400	190,009	3,570,004	3,070,014	023,500	
Transfer Station Projects Asbestos Bin Gatton Landfill Construct liner against Cell 1 (W4OLD)	15,000 477 887	5 422 569	0 24 862	5 447 431	14,995 30 456	
CONSTRUCT liner against Cell 1 (W4QLL) Gttn Landfill Fence Sth Boundary (W4QLD) Laidley Transfer Station (URCS)	477,887 28,113 41,280	422,569 28,936 41,274	24,862 0 0	28,936 41,274	30,456 -823 6	
M/ Plan Gatton Long Haul Waste Facility	55,000	. 0	00		55,000	
Stormwater Management Laidley Landfill	12,000	1,775		1,775	10,225	
Transfer Station Projects Total	662,406	494,559	24,862	519,421	142,985	
Waste Collection Projects Garbane Truck Turnaryunde	14 000	2 530	5	2 530	11 /70	
Waste Collection Projects Total	14,000	2,530	0	2,530	11,470	
Cemetery Projects						
Gatton Cemetery Bubbler & S/Strip(W4QLD) Gatton Cemetery Upgrades (URCS)	39,860 65,000	22,442 7.540	0 27.940	22,442 35,480	17,418 29.520	
Ldley Cemetery Seam StripRenewal (W4QLD)	30,140	30,136	0	30,136	4	
Cemetery Projects Total Technical Services	135,000	60,118	27,940	88,059	46,941	
Technical Services Projects Restoration of access L202 CP817791	30,000	0	0	0	30,000	
Technical Services Projects Total	30,000	0	0	0	30,000	
Intrastructure I otal	21,933,617	4,454,994	5,5/4,493	10,029,487	11,904,130	

10.911.294	6 188 196	4 723 ngg	105 0Ut VC	Grand Total
405,511	156,357	240,555	1,427,540	reopie and busiliess reflormance Lotal
343,557	132,122	211,435	1,135,540	Information Communication Technology Projects Total
14,507	14,507	0	18,000	UPS Renewal
18,082	0	18,082	100,000	Upgrade MS Office
0	0	0	50,000	Unified Communications
154,141	21,033	133,107	400,000	TechnologyOne
10,500	10,500	0	79,400	Swtches Renewal
0	0	0	24,340	SES Hardware
9,607	7,282	2,325	22,300	Online Bookings
29,115	0	29,115	76,500	Network Perimeter Security (Firewalls)
0	0	0	20,000	Network Cabinets & Cabling
2,502	0	2,502	50,000	Intranet Renewal
105,103	78,800	26,303	145,000	Flood Inform Advice Portal (QLD I & I)
0	0	0	150,000	Cyber Security
				Information Communication Technology Projects
				Information Communication Technology
350	0	350	75,000	Legal Services Projects Total
350	0	350	75,000	Property Management & Disposal Strategy
				Legal Services Projects
				Legal Services
34,768	0	34,768	123,000	Public Order and Safety Projects Total
1,187	0	1,187	15,000	LVRC CCTV
33,581	0	33,581	33,000	Gatton and Laidley CCTV (CDG)
0	0	0	75,000	CCTV Cyber Security Improvements
				Public Order and Safety Projects
				Public Order & Safety
26,835	26,835	0	94,000	Disaster Management Projects Total
0	0	0	10,000	River Height Gauge Signage
0	0	0	34,000	River Height Gauge Equipment Upgrade
26,835	26,835	0	50,000	Flood Warning System Upgrade
				Disaster Management Projects
				Disaster Management
				People and Business Performance
2020-2021 Expenditure (including Committed)	Committed	2020-2021 Expenditure	2020-2021 Budget	
	2020-2021 Expenditure (including Committed) 26.835 26.835 26.835 0 33.581 1.187 34.768 350 350 105.103 2.502 0 10.500 10.500 11.80825 14.07 343.557 405.511		Bank Committed C	Expenditure Committed 0 Expenditure Committed 0 Expenditure Committed 0 0000 0 26,835 0000 0 26,835 0000 33,581 0 0 0000 34,768 0 0 0000 350 0 0 0000 350 0 0 0000 26,303 78,800 0000 26,303 78,800 0000 2,502 0 0 0000 2,502 7,282 0000 13,3107 21,033 0000 18,082 0 14,507 540 211,435 132,122 540 246,553 158,957

11. PEOPLE & BUSINESS PERFORMANCE REPORTS

11.1 Audit and Risk Management Committee Charter, Code of Conduct and

Annual Self-Assessment

Date: 02 December 2020

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

Purpose:

The purpose of this report is to seek Council's approval of the resolutions made by the Audit and Risk Management Committee in relation to the Committee Charter, Code of Conduct and its annual self-assessment.

Officer's Recommendation:

THAT Council adopt the Audit and Risk Management Committee Charter, as attached to this report. Further;

THAT Council adopt the repealing of the Committee Code of Conduct and approved the application of the Employee Code of Conduct to the independent committee members in the same way as the Councillor Code of Conduct applies to the Councillors.

And further;

THAT Council receive and note the outcomes of the annual Committee Self-Assessment.

Executive Summary

The Audit and Risk Management Committee (Committee) is an advisory committee of Council. The Committee's primary responsibility is to provide independent assurance and assistance to Council on its risk, internal control and compliance frameworks, and to ensure that Council meets its statutory requirements regarding external accountability responsibilities.

The Committee Charter outlines the role, responsibilities, composition and operating guidelines of the Audit and Risk Management Committee in accordance with the *Local Government Act 2009* and *Local Government Regulation 2012*.

This report is to ensure the Audit and Risk Management Committee is meeting its commitment and obligations to Council in accordance with its Charter.

Proposal

Committee Charter

An extensive review of the Audit and Risk Management Committee Charter was conducted. A number of factors were taken into consideration as part of the review of the Charter, including:

- Feedback received from the Members of the Committee.
- Benchmarking exercise conducted against a variety of Queensland Council's
- Advice blog from the Queensland Audit Office on <u>Local government audit committees getting the</u> right membership
- The Auditor-General's report to parliament on Effectiveness of audit committees in state government

The draft Audit and Risk Management Committee Charter 8.0 is attached to the report. Other than the changes made from the feedback received from the Members, the most significant changes were made to section 5 Committee Membership and section 6 Meetings, Records and Reporting Structure. These matters were captured in one section in previous Committee Charters.

The Committee Membership and Meetings, Records and Reporting Structure sections have been separated to enable more detail to be included in each area. In relation to the Committee Membership, the membership details have been broadened for both the councillor members and independent external members. Inclusions have been made on member skills, qualities and attributes along with the selection process for the independent external members.

With regard to the Meetings, Records and Reporting Structures changes have been made to proceedings by referencing Council's Code of Meeting Practice, to ensure compliance with the recent legislative changes, in particular disclosures of interests. An increase to the timeframe for the circulation of the meeting papers has been made from two business days to five business days (where practicable).

Committee Code of Conduct

As part of the charter benchmarking activity it was noted no other Queensland Council had a specific Audit and Risk Management Committee Code of Conduct. It is therefore proposed to repeal the Audit and Risk Management Committee Code of Conduct. To define the standards and behaviours of the Committee Members the following inclusion has been made to the Committee Charter:

2.1 Code of Conduct

• The Employee Code of Conduct is to be taken to apply to the independent external members in the same way as the Councillor Code of Conduct applies to Councillors.

Committee Self-Assessment

In accordance with the Committee Charter, the Audit and Risk Management Committee is required to conduct an annual self-assessment of its performance and provide a report to Council on the outcomes. The self-assessment questionnaire was completed by all members of the Committee and the combined results were discussed by the Committee at its meeting held on 6 August 2020. The overall results of the self-assessment were rated as either satisfactory or above satisfactory.

Recommendations were made by the Committee for key discussion points to be documented in the meeting minutes of the Committee and a review be conducted on the scoring/rating method used in the annual self-assessment questionnaire. Discussion points are now captured in the Minutes of the meetings held by the Committee and the review of scoring/rating will be conducted as part of the development of the 2020-21 annual self-assessment process.

Section 1 - Establishment of Audit and Risk	Committee	
Assessment Criteria	2019 Overall Rating 1=unsatisfactory 3=satisfactory 5=outstanding	2020 Overall Rating 1=unsatisfactory 3=satisfactory 5=outstanding
During the past 12 months, did the committee adequately address all of its responsibilities as detailed in its charter and rolling work plan?	3	3

Does the mix of skills on the committee allow it to effectively perform its assigned responsibilities as per the charter?	4	3
Do individual committee members have sufficient skills, experience, and resources to undertake their duties?	4	3
Is the committee's overall financial literacy adequate in the light of its responsibilities?	4	3

Section 2 - Audit and Risk Committee Meetings

Assessment Criteria	2019 Overall Rating 1=unsatisfactory 3=satisfactory 5=outstanding	2020 Overall Rating 1=unsatisfactory 3=satisfactory 5=outstanding
Does the committee chair's leadership style enable for effective committee functioning?	4	4
Do committee members, both individually and collectively demonstrate an understanding of what is expected of them and the committee?	4	3
Do the committee meeting attendees (members, management, auditors) actively participate in/contribute to committee meeting discussions?	4	3
Do the relationships between the committee and the advisors (e.g. Council advisors) strike the right balance between challenge and mutuality?	4	4
Has the committee been sufficiently probing and challenging in its deliberations?	4	4
Has the committee responded appropriately or taken the required action where significant risks and/or control breakdowns have been brought to its attention?	3	3
Has the committee shown openness to new ideas and different views in its deliberations?	4	3
Does the committee provide effective support to the Council in fulfilling its responsibilities and add value to the organisation?	3	4
Do the committee's meeting arrangements enhance its effectiveness? (such as meeting scheduling, format, duration and venue)	4	3
Are the committee meeting agendas and business papers provided in a timely matter that enable full and proper consideration to be given to all matters included?	4	4
Are the committee agenda papers of an appropriate standard that includes all information required to enable informed decision making?	4	4
Are the Audit and Risk Committee Meeting minutes of an appropriate quality?	4	4
Is there a clear process that committee members can follow to access advice and/or training to improve their skills and knowledge?	3	3

Section 3 - Committee's Understanding of Council (Does the committee have sufficient understanding and appreciation of Council's approach to the following)

Assessment Criteria	2019 Overall Rating 1=unsatisfactory 3=satisfactory 5=outstanding	2020 Overall Rating 1=unsatisfactory 3=satisfactory 5=outstanding
Risk management - including the risk management framework	3	3
Internal controls - including its governance framework	3	3
Financial and statutory reporting requirements - including the auditing and accounting standards, financial reporting	4	4
Legislative and policy compliance - including policy framework	3	3
Do the committee members receive appropriate information on existing and emerging risks, developments in the areas of governance, risk and control, auditing and accounting standards, financial reporting and the environment in which Council operates?	3	3

Section 4 - Committee's Effectiveness Considerations (In which of the areas outlined below has the committee added value to the organisation)

Assessment Criteria	2019 Overall Rating 1=unsatisfactory 3=satisfactory 5=outstanding	2020 Overall Rating 1=unsatisfactory 3=satisfactory 5=outstanding
Council's risk management	3	4
Council's internal controls (including policies and procedures)	3	3
Council's external accountability	3	4
Council's legislative and policy compliance	3	3
Section 5 – Internal Audit		
	2019	2020
Assessment Criteria	Overall Rating 1=unsatisfactory 3=satisfactory 5=outstanding	Overall Rating 1=unsatisfactory 3=satisfactory 5=outstanding
Assessment Criteria Did the committee appropriately review and approve the 2018/19 internal audit plan?	Overall Rating 1=unsatisfactory 3=satisfactory	Overall Rating 1=unsatisfactory 3=satisfactory
Did the committee appropriately review and approve the 2018/19	Overall Rating 1=unsatisfactory 3=satisfactory 5=outstanding	Overall Rating 1=unsatisfactory 3=satisfactory 5=outstanding
Did the committee appropriately review and approve the 2018/19 internal audit plan?	Overall Rating 1=unsatisfactory 3=satisfactory 5=outstanding	Overall Rating 1=unsatisfactory 3=satisfactory 5=outstanding

Does the committee address its responsibilities in respect of its review and consideration of internal audit reports and identified issues?	3	3
Did the committee review the internal audit charter to ensure that appropriate structures, authority, access and reporting arrangements are in place?	3	3

Section 6 - External Audit

Assessment Criteria	2019 Overall Rating 1=unsatisfactory 3=satisfactory 5=outstanding	2020 Overall Rating 1=unsatisfactory 3=satisfactory 5=outstanding
Did the committee appropriately consider and understand the external audit plan?	3	3
Did the committee review external audit reports and management letters, and consider management responses to findings and recommendations?	3	3
Did the committee provide input and feedback on external audit coverage and performance?	3	3

Options:

- 1. Council adopt the Audit and Risk Management Committee Charter as attached to the report; approve the application of the Employee Code of Conduct to the independent committee members and note the annual Committee Self-Assessment.
- 2. Council request amendments the Audit and Risk Management Committee Charter; use of the Code of Conduct.

Strategic Implications

Corporate Plan

Lockyer Leadership and Council;

- 5.1 Undertake robust and accountable financial, resource and infrastructure planning and management to ensure affordable and sustainable outcomes for our community.
- 5.4 Commit to open and accountable governance to ensure community confidence and trust in council and our democratic values; and
- 5.7 Compliant with relevant legislation.

Finance and Resource

Budget implications will continue to be addressed through existing allocations.

Legislation and Policy

Section 105 of the *Local Government Act 2009* requires Council to establish an audit committee and section 210 of the *Local Government Regulation 2012* determines the required framework of the audit committee.

The Audit and Risk Management Committee Charter has been developed in accordance with this legislative framework and outlines the role, responsibilities, composition and operating guidelines of Council's Audit and Risk Management Committee.

Risk Management

The risk to Council in accepting the officer's recommendation is very low.

Attachments

1 Draft Charter Version 8.0 6 Pages



1 THE CHARTER

1.1 The Charter of the Lockyer Valley Regional Council Audit and Risk Management Committee outlines the role, responsibilities, composition and operating guidelines of the Audit and Risk Management Committee (Committee) in accordance with the Local Government Act 2009 and Local Government Regulation 2012.

2 AUTHORITY AND INDEPENDENCE

- 2.1 The Committee has no executive powers, unless delegated to it by the Council.
- 2.2 The Committee is an advisory committee of Council and is directly responsible to the Council. In discharging its responsibilities, the Committee has the authority to:
 - Conduct or authorise investigations into matters within its scope of responsibility.
 - Access information, records and personnel of the Council for such purpose.
 - Request the attendance of any employee of the Council at Committee meetings.
 - Conduct meetings with the Council's internal and external auditors, as necessary.
 - Seek advice from external parties, as necessary.

3 ROLE

- 3.1 The role of the Committee is to provide independent assurance and assistance to the Council on:
 - Council's risk, control and compliance frameworks.
 - Council's external accountability responsibilities as prescribed in the *Local Government Act 2009 and Local Government Regulation 2012*.
- 3.2 The Committee does not replace or replicate established management responsibilities and delegations, the responsibilities of other advisory committees within Council, or the reporting lines and responsibilities of either internal audit or external audit functions.

4 DUTIES AND RESPONSIBILITIES

- 4.1 The Committee's duties and responsibilities, in accordance with the Local Government Act 2009 is to monitor and review:
 - 4.1.1 Financial Statements. This includes monitoring and reviewing:

Group: People and Business Performance Unit: Business Performance Approved: Ordinary Council Meeting (Resolution Number:xxxxxxx) Date Approved: FCM- Effective Date: //2020 Version: 8.00 Review Date: 00/08/2021 Superseded/Revoked: Version 7.0 ECM 3826192

Page 1 of 6

- Significant accounting and reporting issues, including complex or unusual transactions and highly judgemental areas (i.e. asset revaluations), and recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on the financial statements.
- · Results of the external audit, including any significant issues arising.
- Whether the financial statements are complete, consistent with information known to the Committee members and reflect appropriate accounting policies and principles.
- Accuracy and completeness of the financial statements and assurance given by management.
- Preparation timeliness against agreed milestones.

4.1.2 Risk Management. This includes monitoring and reviewing:

- Systems and processes to ensure that material risks to Council are appropriately identified, assessed and managed.
- The process for the development and review of Council's risk profile, risk framework and risk
 appetite statement.
- Processes and practices of the Council that support effective business continuity.

4.1.3 Internal Control. This includes monitoring and reviewing:

- Management's approach to maintaining an effective and sound internal control framework (including policies, procedures and delegations).
- How management identifies any required changes to the design or implementation of internal controls.
- Steps taken by management to embed a culture which is committed to ethical and lawful behaviour.

4.1.4 Internal Audit. This includes monitoring and reviewing:

- The appointment or replacement of the Internal Auditor, and budget, staffing and skills of the internal audit function.
- Internal audit plan, its coverage, scope and progress, and any significant changes to it, including any difficulties or restrictions on scope of activities, or significant disagreements with management.
- Findings and recommendations of internal audit and the response to them by management.
- Implementation of internal audit recommendations accepted by management.
- Internal and external audit functions to ensure no material overlap exists.
- Internal Audit Charter and the performance of internal audit and provide advice to Council
 on an annual basis.

4.1.5 External Audit. This includes monitoring and reviewing:

- The proposed audit strategy, audit plan and audit fees for the year.
- Findings and recommendations of external audit (including from performance audits) and the response to them by management.
- Responses provided by management to ensure they are in line with the agency's risk management framework.
- Implementation of external audit recommendations accepted by management and where
 issues remain unresolved ensure that satisfactory progression is being made to mitigate the
 risk associated with audit's findings.
- The Chair and independent members will hold executive sessions with external audit at least twice per year, if required.

Group: People and Business Performance Unit: Business Performance Approved: Ordinary Council Meeting (Resolution Number:) Date Approved: FCM: Effective Date: //2020 Version: 8.00 Review Date: 00/08/2021 Superseded/Revoked: Version 7.0 ECM 3826192

Page 2 of 6

- 4.1.6 Compliance. This includes monitoring and reviewing:
 - Management consideration of legal and compliance risks as part of the Council's risk assessment and management arrangements.
 - The effectiveness of the system for monitoring the agency's compliance with relevant laws, regulations and government policies.
 - The findings of any examinations by regulatory agencies, and any auditor observations.
- 4.1.7 Fraud and Corruption Control. This includes monitoring and reviewing:
 - The process of developing and implementing Council's fraud and corruption control
 arrangements and being satisfied Council has appropriate processes and systems in place to
 identify fraud and corruption risks as well as to detect, capture and effectively respond to
 fraud and corruption related information.
 - Reports on fraud and corruption which outline any identified allegations of fraud and corruption, the status of ongoing investigations and any changes to identified fraud or corruption risks for Council.

5 COMMITTEE MEMBERSHIP

5.1 Membership

· Membership of the Committee is by appointment; no delegates of the members are permitted.

5.2 The Committee shall consist of:

- 5.2.1 Councillor Members (voting)
 - Two Councillors of the Lockyer Valley Regional Council appointed in accordance with practices and procedures of Council at the commencement of each term.
 - Proxy Councillor nominated by Council to attend in the absence of a Councillor member.

5.2.2 Independent External Members (voting)

- Three independent external members shall be appointed by the Council to serve on the Committee
- The independent external members will be selected to provide a balance of professional skills, knowledge and technical experience appropriate to the responsibilities of the Committee.
- These appointments will be approved by Council following the conducting of an expression of interest process for Committee member vacancies.
- Council will appoint one of the independent external members as Chairperson.
- Where possible the appointment of external independent members to the Committee shall be staggered to ensure appropriate continuity and succession planning.

5.2.3 Attendees (non-voting)

- Chief Executive Officer.
- Group Managers.
- · Council advisors from the business areas of Finance and Business Performance.
- Internal Auditor (who may be the representative of the contracted provider where the service is outsourced).
- Representative of the Queensland Audit Office and/or the contracted provider where the service is outsourced.

5.2.4 Invitees (non-voting) for specific Agenda Items

Other officers may attend by invitation of the Committee.

5.3 Member skills, qualifications and attributes

Group: People and Business Performance Unit: Business Performance Approved: Ordinary Council Meeting (Resolution Number:) Date Approved:

Effective Date: //2020 Version: 8.00 Review Date: 00/08/2021 Superseded/Revoked: Version 7.0 ECM 3826192

Page 3 of 6

- The members of the Committee, collectively, will have a broad range of skills and experience relevant to the operations of Council.
- At least one member of the Committee shall have accounting or related financial management experience, with an understanding of accounting and auditing standards in a public-sector environment.
- Members should possess strong business acumen and management skills, a high level of understanding of best practice internal controls, risk management and corporate governance.
- It is desirable for members to possess a sound knowledge of information systems and emerging technology
- An inquiring attitude, objectivity, sense of probity and ethical conduct are attributes sought in Committee members.

5.4 Selection of independent external members

The selection criteria and process for the appointment of the independent external members shall be as follows:

- The Council shall seek nominations via an expression of interest process from persons interested in being appointed to the available position. All nominees who satisfy the conditions of this Charter shall be eligible for appointment.
- The eligible persons will be interviewed by a Panel comprising the Mayor or delegate, the
 Independent Chair of the Committee (except where the candidate is seeking position of Chair of the
 Committee), a Councillor who is a member of the Committee and the Chief Executive Officer. The
 panel shall make recommendations to the Council.
- Following receipt of recommendations from the Panel, the Council may appoint the independent external member by resolution.
- If no nominations are received, the Committee will make a recommendation to Council regarding
 appropriate interim arrangements as circumstances prevail.

5.5 Term of membership

- Councillor appointments to the Audit and Risk Management Committee shall be determined by Council. Councillors will cease to hold office after each quadrennial election held.
- The independent external members will be appointed for the term of three years, after which they
 will be eligible for extension or re-appointment for a further three years at the Council's discretion,
 following a review of their performance.
- Where practicable, the appointment of external independent members to the committee will be staggered to ensure appropriate continuity and succession planning.
- The maximum number of terms an independent external member can be a member of the Committee is two terms.

5.6 Vacancy

In the case of vacancy of an independent external member, the Council is to appoint another
independent external member as soon as is practicably possible by expression of interest in
accordance with 5.4 of this Charter.

5.7 Remuneration

 The independent Chair and independent members of the Committee will be entitled to fees of \$1,500 for the Chair and \$750 for the independent members for preparation and attendance at meetings with a review at least once during the term of each Council. This will cover all preparation time and meeting attendance as well as expenses for travel and reasonable out of pocket disbursements.

Group: People and Business Performance Unit: Business Performance Approved: Ordinary Council Meeting (Resolution Number:) Date Approved: ECM: Effective Date: //2020 Version: 8.00 Review Date: 00/08/2021 Superseded/Revoked: Version 7.0 ECM 3826192

Page 4 of 6

Attachment 1 11.1 Page 75

5.8 Chair

- In accordance with the *Local Government Regulation 2012* the Council will appoint an independent member of the Audit and Risk Management Committee to be Chair of the Committee.
- In the absence of the appointed Chair, the members of the Committee will appoint one of the members to be Acting Chair.
- The Chair will brief the Mayor on matters relevant to the Committee.

5.9 Code of Conduct

 The Employee Code of Conduct is to be taken to apply to the independent external members in the same way as the Councillor Code of Conduct applies to Councillors.

5.10 Induction and Training

- New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.
- Further training may be provided to members on request.

6 MEETINGS, RECORDS AND REPORTING STRUCTURE

6.1 Quorum

 A quorum will consist of a majority of the Committee members, including the independent external members.

6.2 Proceedings

6.2.1 Meetings

- The Committee shall meet at least four times per year (or more often as decided by the Committee).
- A forward meeting plan, including meeting dates and agenda items, will be agreed by the Committee each year. The forward meeting plan will cover all Committee responsibilities as detailed in this Audit and Risk Management Committee Charter.
- Procedural directions governing the Committee shall be in accordance with Council's Code of Meeting practice unless otherwise stated in this Charter.
- Disclosures of interest shall be made in accordance with Council's Code of Meeting Practice.

6.2.2 Decision Making

- The Committee will endeavour to make decisions by consensus, but if voting becomes necessary then the details of the vote are to be recorded in the minutes.
- Each member of the Committee shall be entitled to one vote only. In the case of an equality
 of votes on any issue the Chair shall have the casting vote.
- Between meetings the Chair may circulate to members by email specific proposals for adoption by the Committee.
- Any decision taken by the Committee by email is to be noted and recorded in the minutes of the next meeting.

6.2.3 Business Papers and Minutes

- Secretariat support will be provided to the Committee by the Business Performance Branch
- The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, where practicable, five business days prior to the meeting and ensure minutes of the meetings are prepared and maintained.
- Minutes shall be approved by the Chair and circulated to members and advisors as soon as
 possible but no later than three weeks following the meeting being held.
- Where practicable minutes shall be presented to the next Ordinary Meeting of Council.

Group: People and Business Performance Unit: Business Performance Approved: Ordinary Council Meeting (Resolution Number:) Date Approved: FCM: Effective Date: //2020 Version: 8.00 Review Date: 00/08/2021 Superseded/Revoked: Version 7.0 ECM 3826192

Page 5 of 6

6.2.4 Reporting

- Reports will be presented to Council on individual matters endorsed by the Committee which should be considered by Council. These reports will clearly identify the Committee's opinions, decisions and recommendations on the subject matter.
- An annual report will be prepared by the Chair and presented to Council summarising the
 performance and achievements of the Committee for the previous year. An interim program
 of the planned activities for the coming year is also to be provided.

7 CORPORATE PLAN LINKS

- 7.1 The Committee's aim is to contribute to the achievement of the outcomes of the Corporate Plan 2017-2022, in particular:
 - Undertake robust and accountable financial resource and infrastructure planning and management to ensure affordable and sustainable outcomes for our community.
 - Commit to open and accountable governance to ensure community confidence and trust in council
 and our democratic values.
 - · Compliant with relevant legislation.

8 REGULATORY AUTHORITY

- 8.1 The Committee will comply with the relevant legislation, including but not limited to:
 - Local Government Act 2009
 - Local Government Regulation 2012
 - Crime and Corruption Act 2001
 - Public Sector Ethics Act 1994

9 EVALUATION OF COMMITTEE ACTIVITIES

- 9.1 The Committee will undertake an annual self-assessment of its performance for the previous 12 months each year.
- 9.2 The Committee will provide a report of the annual self-assessment outcomes to the Council.
- 9.3 The Chair will provide each individual member with feedback on that person's contribution to the Committee's activities at least once during each member's term of office.

10 REVIEW OF THE CHARTER

- 10.1 The Charter will be reviewed annually by the Committee to ensure it remains consistent with the Committee's authority, objectives and responsibilities.
- 10.2 All amendments to the Charter will be discussed and approved by Council.

11 APPROVAL OF THE CHARTER

11.1 The Lockyer Valley Regional Council Audit and Risk Management Committee Charter is endorsed by the Committee and approved by Council.

Version No: 8.0

Endorsed Audit and Risk Management Committee (Resolution No: ARMC/XXXX)

Group: People and Business Performance Unit: Business Performance Approved: Ordinary Council Meeting (Resolution Number:) Date Approved: ECM: Effective Date: //2020 Version: 8.00 Review Date: 00/08/2021 Superseded/Revoked: Version 7.0 ECM 3826192

Page 6 of 6

11.2 Request to acquire Rotary Park, Gatton

Date: 26 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 a request to acquire Rotary Park Gatton situated at 89 Spencer Street, Gatton.

Officer's Recommendation:

THAT with respect to the request made by the adjoining landowners to acquire Rotary Park Gatton described as Lot 65 on CP CC3594 situated at 89 Spencer Street, Gatton; Council resolve to advise the adjoining landowner that Rotary Park is still required by the community for park purposes.

Executive Summary

The purpose of this report is to consider a request to acquire Rotary Park Gatton described as Lot 65 on CP CC3594 situated at 89 Spencer Street, Gatton.

Proposal

On 12 November 2012 Council received a request from the landowners of Lot 5 on RP 913035 (Applicants) to acquire some or all of the land at Rotary Park Gatton (the Land). The Land is owned by the State of Queensland. It was decided in the end by the Applicants they would pursue other land parcels instead.

On 3 September 2020 Council received correspondence from the Office of Jim McDonald MP, Member for Lockyer advising they have received correspondence from the Applicants advising they were now reassessing the purchase of land parcels and requesting advice as to whether the State may be willing to sell all or part of the Land. The Land is situated adjacent to the Applicants land.

The Land is a Reserve for Park which Council is Trustee over, is located at 89 Spencer Street, Gatton and is described as Lot 65 on CP CC3594. The Land is shown on Attachment 1. The Land comprises approximately 7026m² and is zoned as Open Space. As Council is merely Trustee over the Land, Council cannot sell the Land and the only option Council has would be to relinquish trusteeship of the Land back to DNRME.

The Land is currently used by the public for park purposes and a sealed 25 bay public car park is also located on the Land. The Land has not been identified for rationalisation under the Public Parks Strategy 2019 that has been adopted by Council. It is unknown what existing parks will be affected by the Inland Rail Project and it is possible the Land will become a key park close to town.

The Department of Natural Resources, Mines and Energy (DNRME) have advised if Council wish to relinquish trusteeship of the Land Council would be required to undertake community consultation to determine whether the Land is surplus to requirements as a community park. If the outcome of the consultation is that the community no longer want the community park, Council would then need to apply to DNRME to relinquish trusteeship of the Land. DNRME would then undertake a most appropriate tenure assessment and then deal with the Land accordingly. Under this process there is no guarantee the current request by the adjoining landowner would be granted. DNRME have advised there is no community purpose that would allow the Land

to be used for education purposes with the Applicant as trustee and the existing car park is only to be used by park users and not to be used by the members of the Applicant.

Rotary Club of Lockyer Valley District has advised that Rotary members meet in the park occasionally and the park project was completed by Rotary many years ago to enhance the area to provide facilities for people in the town and for travellers that pass through the main road of Gatton. They have advised they are committed to retaining these facilities and would be disappointed if the resources and energy put into the Land were lost. Their view is if the Land was to be re-purposed, consideration should be given to relocating the facilities to another part of town.

It is noted that a new park within Gatton CBD was constructed in 2020 on the site of the former squash courts.

Options

Option 1 - advise the adjoining landowner that the Land is still required by the community for park purposes.

Option 2 - undertake a community engagement process to determine the community's views about whether the Land is surplus to requirements as a community park.

Strategic Implications

Corporate Plan

Lockyer Leadership and Council

- 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

Finance and Resource

If the Recommendation is accepted no further costs to Council will be incurred.

If Council were to undertake community engagement costs including staffing could range from approximately \$500.00 to \$2,500.00 depending on the type and level of community input required. Staffing costs may be absorbed within the existing budget while any additional resources would need additional allocation with the budget.

Council's Financial Department has advised the fair value of the park assets as at 30 June 2020 is \$128,972.42. This includes public toilets. Should Council decide to relinquish trusteeship of the Land Council would need to write these assets off.

Legislation and Policy

If Council decide to surrender trusteeship of the Land, then generally Council will be required to remove all improvements.

Risk Management

Key Corporate Risk Code and Category: FE2 Finance and Economic;

LCL1 Legal Compliance and Liability; and

P1 Political,

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

sustainability;

Compliance management – regulatory or contract compliance, litigation, liability and prosecution; and Intergovernmental relationships/relationships with other key stakeholders.

Consultation

Internal Consultation

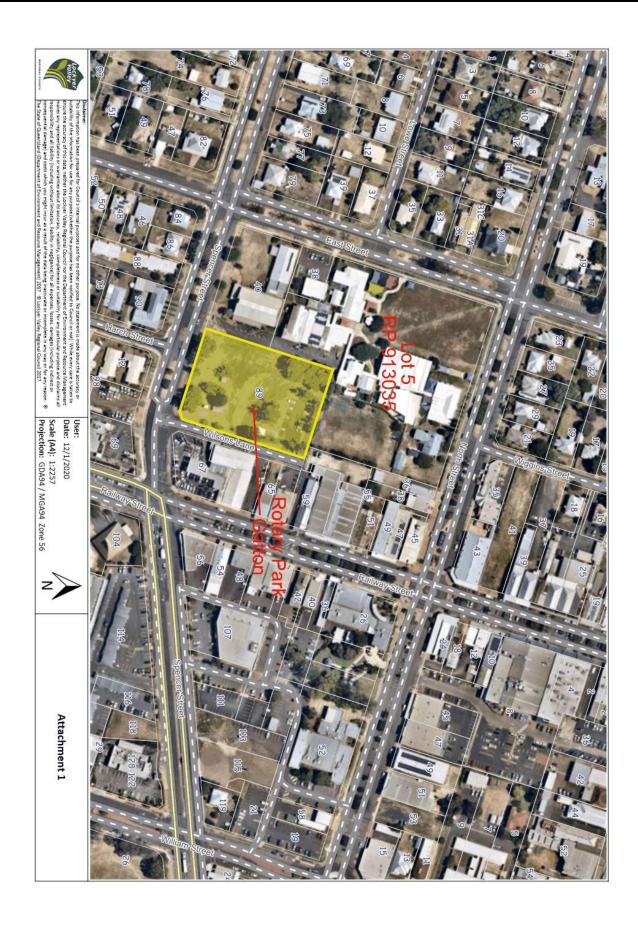
- ✓ Planning, Environment and Regulatory Services
- ✓ Financial Services
- ✓ Community Facilities
- ✓ Infrastructure
- ✓ Community Activation

External Consultation

- ✓ Department of Natural Resources, Mines and Energy (Warwick)
- ✓ Rotary Club of Lockyer Valley

Attachments

1 Attachment 1 1 Page



11.3 Policies for Adoption

Date: 01 December 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:

- Investigations Policy; and
- Advertising Spending Policy.

Officer's Recommendation:

THAT Council adopt the following documents:

- Investigations Policy; and
- Advertising Spending Policy.

And Further:

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

Executive Summary

The Policies have been reviewed in line with recent amendments to the *Local Government Act 2009* and to confirm Council's position on these matters.

Proposal

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:

Investigations Policy

The policy has been reviewed and updated in line with the Department of Local Government Racing and Multicultural Affairs best practice Investigations Policy.

Advertising Spending Policy

The policy has been reviewed and updated to provide clear direction when engaging in advertising for the benefit of the local community. The updated policy clarifies the acceptable uses for Council funded advertising.

Options

- 1. Council adopt the Investigations Policy and/or Advertising Spending Policy as attached to the report.
- 2. Council request amendments to the Investigations Policy and/or Advertising Spending Policy.

Strategic Implications

Corporate Plan

Lockyer Leadership and Council; 5.7 – Compliance with relevant legislation.

Finance and Resource

Budget implications will continue to be addressed through existing allocations.

Legislation and Policy

The Investigation Policy outlines how complaints about the inappropriate conduct of Councillors will be dealt with as required by the section 150AE of the Local Government Act 2009. The Advertising Spending Policy has been drafted in accordance with the section 197 of the *Local Government Regulation 2012* and section 90D (2) of the *Local Government Act 2009*.

Risk Management

The adoption of these policies ensure Council is compliant with recent legislative amendments and its Policy Framework.

Consultation

Internal Consultation

- Manager Business Performance
- Manager People, Customer Contact and Communications
- Coordinator Governance and Property

Attachments

1 □ DRAFT - Statutory - Investigation Policy 5 Pages 2 □ DRAFT - Statutory - Advertising Spending Policy 2 Pages



INVESTIGATION

Head of Power

Section 150AE Local Government Act 2009

Key Supporting Council Document

Lockyer Valley Regional Council Corporate Plan (2017 – 2022)

Lockyer Leadership and Council:

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

5.7 Compliant with relevant legislation

Definitions

Assessor means the Independent Assessor appointed under section 150CV of the LGA

Conduct includes-

(a)failing to act; and

(b) a conspiracy, or attempt, to engage in conduct

Councillor conduct means the register required to be kept by Council as set out in section 150DX of the

register

Inappropriate

see section 150K of the LGA

Investigator

conduct

means the person responsible under this investigation policy for carrying out the

investigation of the suspected inappropriate conduct of a Councillor or Mayor

LGA means the Local Government Act 2009

Local Government meeting means a meeting of-

(a) a local government; or

(b) a committee of a local government.

Misconduct see section 150L of the LGA

> Group: People & Business Performance Unit: Governance & Property

Approved: Ordinary Council Meeting (Resolution Number xx-

xx/xxxx)

Date Approved: 15/12/2020 ECM: 4048238

Effective Date: 15/12/2020

Version: 2.0 Last Updated: 04/12/2020

Review Date: 30/09/2023

Superseded/Revoked: 3705771

Page 1 of 5

Natural justice - a set of principles to ensure fair and just decision making, including a fair hearing, an

absence of bias, decisions based on evidence, and the proper examination of all issues.

Tribunal means the Councillor Conduct Tribunal as established under section 150DK of the LGA

Unsuitable meeting see section 150H of the LGA conduct

Policy Objective

This policy outlines how complaints about the inappropriate conduct of Councillors will be dealt with as required by the section 150AE of the Local Government Act 2009 (LGA). This policy does not relate to more serious Councillor conduct. This policy applies to investigations and determinations of a complaint about the alleged inappropriate conduct of a Councillor/s which has been referred by the Independent Assessor.

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

Under section 150AE of the Local Government Act 2009 Council must adopt, by resolution, a policy about how it deals with the suspected inappropriate conduct of Councillors refereed, by the assessor, to the local government to be dealt with.

Confidentiality

Matters of suspected inappropriate conduct of a Councillor are confidential except as otherwise specifically provided for either in the Local Government Act 2009 (LGA) or this policy or the investigation procedure.

Note: It must be kept in mind that the matter is an allegation only and not yet proven. Further, there will be circumstances where the detail of the referral will need to remain confidential to the local government. Any release of information that a Councillor knows, or should reasonably know, to be confidential to the local government, may be contrary to section 171(3) of the LGA and dealt with as misconduct.

Natural Justice

Any investigation of suspected inappropriate conduct of a Councillor/s must be carried out in accordance with natural justice. An overview of the principles of natural justice follows.

Natural justice or procedural fairness refers to three key principles:

- · that the person being investigated has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken (fair hearing)
- that the investigator(s) should be objective and impartial (absence of bias)
- that any action taken is based on evidence (not suspicion or speculation).

A fair hearing means the Councillor who is the subject of the suspected inappropriate conduct matter must be told of the case against them including any evidence and be provided with an opportunity to put their case in writing with the investigation report provided to the Councillors as part of the meeting agenda.

An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality. Ensuring decisions are based on evidence requires that the investigation should not be based on mere speculation or suspicion but instead must be based upon evidence material. A proper examination of all issues means the investigation must give a proper and genuine consideration to each party's case.

Group: People & Business Performance Unit: Governance & Property Approved: Ordinary Council Meeting (Resolution Number xxxx/xxxx) Date Approved: 15/12/2020

ECM: 4048238

Review Date: 30/09/2023

Effective Date: 15/12/2020

Superseded/Revoked: 3705771

Version: 2.0 Last Updated: 04/12/2020

Page 2 of 5

Assessor's Referral

Council will receive from the assessor a referral notice about the suspected inappropriate conduct of a Councillor/s. The referral notice will include details of the conduct and any complaint received about the conduct, state why the assessor reasonably suspects that the Councillor has engaged in inappropriate conduct, and include information about the facts and circumstances that form the basis of the assessor's reasonable suspicion.

The referral notice may be accompanied by a recommendation from the assessor about how the local government may investigate or deal with the conduct. The recommendation of the assessor may be inconsistent with this policy.

The investigation must be conducted in a way consistent with:

- (i) any recommendation of the assessor
- (ii) to the extent that this policy is not inconsistent with the recommendation of the assessor this investigation policy, or
- (iii) in another way the local government decides by resolution.

A resolution under subsection (iii) must state the decision and the reasons for the decision.

Receipt of Assessor's Referral

On receipt of a referral notice about the suspected inappropriate conduct of a Councillor/s from the assessor, the Council's Chief Executive Officer will forward a copy of that referral notice to the Mayor and all Councillors, other than the Councillor who is the subject of the complaint, or the complainant if the complainant is a Councillor, as a confidential document.

Should the Mayor or a Councillor/s disagree with any recommendation accompanying the assessor's referral notice, or form the opinion that the complaint should be dealt with in a way other than under this policy, the Mayor or Councillor may request the matter be placed on the agenda of the next Council meeting for the Council to decide, by resolution, the appropriate process to investigate the complaint. Such a request must be made in accordance with the Council's meeting procedure requirements. On the completion of an investigation, the investigator will provide Council with a report outlining the process, findings, any recommendations and costs associated with undertaking the investigation.

Investigator

Unless otherwise resolved by Council, the Mayor will manage the investigation of suspected inappropriate conduct of other Councillors.

If the suspected inappropriate conduct involves conduct where, in the circumstances, the Mayor believes it is in the best interests of the investigation to refer the matter for external investigation, then the Chief Executive Officer may refer the suspected inappropriate conduct to the president of the Councillor Conduct Tribunal (the Tribunal) or other entity to investigate and make recommendations to the Council about dealing with the conduct.

If the suspected inappropriate conduct involves an allegation about the conduct of the Mayor or the Mayor as the complainant, then the Chief Executive Officer may refer the suspected inappropriate conduct to the president of the Tribunal, or another entity, to investigate and make recommendations to the Council about dealing with the conduct.

Early resolution

Before beginning an investigation, the investigator should consider whether the matter is appropriate for resolution prior to the investigation. This consideration can include any recommendations made by the assessor.

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

Date Approved: 15/12/2020 ECM: 4048238 Effective Date: 15/12/2020 Version: 2.0 Last Updated: 04/12/2020 Review Date: 30/09/2023

Superseded/Revoked: 3705771

Page 3 of 5

A matter is only appropriate for early resolution if the parties to the matter both voluntarily agree to explore early resolution. The investigator may engage an independent person with suitable qualifications or experience to facilitate this process.

If the matter cannot be resolved, the matter will then be investigated as outlined in this investigation policy.

If the matter is resolved prior to investigation, the investigator will advise the Chief Executive Officer of this outcome. In turn, the Chief Executive Officer will advise the Mayor (if the Mayor is not the investigator) and all Councillors that the matter has been resolved. The Chief Executive Officer will also update the Councillor conduct register to reflect this.

Timeliness

The investigator will make all reasonable endeavors to complete the investigation and provide a report for inclusion on the agenda of a Council meeting no more than eight weeks after the receipt of the complaint.

Note: If the investigator is of the opinion that it may take longer than eight weeks to complete the investigation, the matter should be raised with the Mayor (if the Mayor is not the investigator) to seek an extension of time.

Assistance for investigator

If the Mayor, or another Councillor appointed by Council resolution, is the investigator of a matter of suspected inappropriate conduct, the Mayor or Councillor may use section 170A of the LGA to seek assistance during the investigation.

The Mayor is authorised by Council to expend money as reasonably needed to engage contractors in accordance with the Council's procurement policy.

Possible misconduct or corrupt conduct

If during the course of an investigation the investigator obtains information which indicates a Councillor/s may have engaged in misconduct, the investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the assessor of the possible misconduct.

If during the course of an investigation, the investigator obtains information that indicates a Councillor/s may have engaged in corrupt conduct, the investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the Crime and Corruption Commission of the possible corrupt conduct.

Instances of suspected misconduct or corrupt conduct may be referred back to the Council if determined by the assessor or Crime and Corruption Commission to be inappropriate conduct.

Completion of investigation

On the completion of an investigation, the investigator will provide a report to a Council meeting outlining as appropriate:

- the investigation process
- any witnesses interviewed
- documents or other evidence obtained
- · a statement of the relevant facts ascertained
- confirmation that the subject Councillor has been provided with an opportunity to respond to the complaint and the evidence gathered
- the investigation findings
- a statement of any relevant previous disciplinary history

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

Date Approved: 15/12/2020 ECM: 4048238 Effective Date: 15/12/2020 Version: 2.0 Last Updated: 04/12/2020 Review Date: 30/09/2023

Superseded/Revoked: 3705771

Page 4 of 5

- any recommendations about dealing with the conduct
- · a record of the investigation costs.

If there is a risk to the health and safety of the complainant, under s 254J of the LGR the Council may resolve that the meeting be closed to the public for the Councillors to consider the investigation report and any recommendations.

The Council (with the exception of the Councillor the subject of the investigation and the complainant, if another Councillor) will consider the findings and recommendations of the investigator's report and decide whether the Councillor has engaged in inappropriate conduct and, if so, what action it will take under section 150AH of the LGA. In accordance with s275(3) of the LGR, the resolution in relation to what action is to be taken as a result of the investigation must be made after the meeting has been re-opened to the public and the decision recorded in the meeting minutes. The Chief Executive Officer is also required to ensure the details are entered into the Councillor conduct register.

Disciplinary action against Councillors

If the Council decides at the completion of the investigation that the Councillor has engaged in inappropriate conduct, the Council may:

- (i) order that no action be taken against the Councillor, or
- (ii) make an order outlining action the Councillor must undertake in accordance with section 150AH(1)(b) of the LGA

Notice about the outcome of investigation

After an investigation is finalised, the Council must give notice about the outcome of the investigation to the person who made the complaint about the Councillor/s' conduct that was the subject of the investigation and the subject Councillor.

Councillor conduct register

The Chief Executive Officer must ensure decisions about suspected inappropriate conduct of a Councillor/s are entered into the Councillor conduct register.

Where a complaint has been resolved by early resolution, or otherwise withdrawn by the complainant, the Chief Executive Officer will update the register to reflect that the complaint was withdrawn.

Expenses

Council must pay any reasonable expenses of Council associated with the investigation of suspected inappropriate conduct of a Councillor including any costs of:

- the president of the Tribunal in undertaking an investigation for Council
- · an independent investigator engaged on behalf of, or by the Tribunal
- an independent investigator engaged on behalf of the local government
- travel where the investigator needed to travel to undertake the investigation, or to interview witnesses
- seeking legal advice
- · engaging an expert.

Note: Council may order the subject Councillor reimburse it for all or some of the costs arising from the Councillor's inappropriate conduct. Any costs incurred by complainants or the subject Councillors will not be met by Council.

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

Date Approved: 15/12/2020

ECM: 4048238

Effective Date: 15/12/2020 Version: 2.0 Last Updated: 04/12/2020

Review Date: 30/09/2023

Superseded/Revoked: 3705771

Page 5 of 5



ADVERTISING SPENDING

Head of Power

This policy has been drafted in accordance with the section 197 *Local Government Regulation 2012 and* section 90D (2) of the *Local Government Act 2009*.

Definitions

period

Advertising is promoting, for the payment of a fee, an idea, goods or services to the public.

Caretaker The 'caretaker period' for a local government is the period during an election for a local

government that - (a) starts on the day when public notice of the holding of the election is given under the *Local Government Electoral Act 2011*, section 25(1); and (b) ends at the

conclusion of the election. There is no caretaker period during a by-election or fresh election.

Council Lockyer Valley Regional Council

Policy Objective

The objective of this policy is to ensure Lockyer Valley Regional Council (Council) has a clear directive and path when engaging in advertising for the benefit of the local community.

Policy Statement

Council may spend money on advertising only if the advertising is to provide information or education to the public; and the information or education is provided in the public interest.

The following regulates the way in which Council uses advertising for this purpose:

This policy applies to any paid advertisement or notice in any media, to promote goods, services and facilities provided by council.

Advertising should be planned, developed, implemented, funded and evaluated considering the following acceptable uses to:

Group: People & Business Performance Unit: Business Performance Approved: Ordinary Council Meeting (Resolution Number: 20-24/XXXX) Date Approved: xx/12/2020 ECM: 4048204 Effective Date: XX/12/2020 Version: 5.0 Last Updated: 04/12/2020 Review Date: 30/09/2023

Superseded/Revoked: 2115543

Page 1 of 2

- 1. advise the public of a new or continuing service or facility provided by Council
- 2. advise the public about changes to an existing service or facility provided by Council
- 3. increase the use of a service or facility provided by Council
- 4. change the behaviour of people in the Council's area for the benefit of all or some of the community or to achieve the objectives of Council
- 5. advise the public of the time, place and content of scheduled Council related meetings
- 6. advise the public of the decisions made by Council at its meetings
- 7. request comment on proposed policies or activities of Council
- 8. advise the public on proposed community events, progress on Council works, services, projects and other matters of public interest
- 9. promote the region to potential tourists and economic development perspective
- 10. advertise matters required by legislation to be advertised
- 11. recruit staff
- 12. acquire or dispose of property plant and equipment
- 13. advertise tenders or expression of interests as part of Council's procurement activities.

Advertising should not be used to promote the achievements or plans of Councillors or groups of Councillors as defined by section 90D (2) of the *Local Government Act 2009*. Advertising should not be used to influence electors during a local government election caretaker period.

All expenditure on advertising must be approved by the relevant Group or Branch Manager and Corporate Communication Team. The approving officers must ensure that:

- the expenditure is in accordance with this policy
- · cost of the advertisement is appropriate for number of people it is intended to inform
- the funds are available in the relevant budget item and meet the usual requirements for expenditure
 approvals.

Related Documents

NΑ

Group: People & Business Performance Unit: Business Performance Approved: Ordinary Council Meeting (Resolution Number: 20-24/XXXX) Date Approved: xx/12/2020 ECM: 4048204 Effective Date: XX/12/2020 Version: 5.0 Last Updated: 04/12/2020 Review Date: 30/09/2023

Superseded/Revoked: 2115543

Page 2 of 2

12. COMMUNITY & REGIONAL PROSPERITY REPORTS

12.1 Development Incentives - Infrastructure Charges Policy

Date: 01 December 2020

Author: Tammee Van Bael, Planning Officer

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

Purpose:

The purpose of this report is to seek Council's adoption of an updated Development Incentives – Infrastructure Charges Policy.

Officer's Recommendation:

THAT Council adopt version 7 of the "Development Incentives – Infrastructure Charges Policy" as attached.

Executive Summary

This report provides an updated Development Incentives – Infrastructure Charges Policy, which seeks to extend the COVID-19 clause for discounted infrastructure charges for an additional six months.

Finance and Resource Implications

Adoption of the updated Development Incentives – Infrastructure Charges Policy will result in Council providing additional discounts for infrastructure charges subject to the specified provisos as set out in the Policy.

Corporate Plan

Corporate Plan Theme

Lockyer Business, Farming and Livelihood

Outcome

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

Consultation

Portfolio Councillor Consultation

Portfolio Councillor Rick Vela was consulted regarding the extension of the COVID-19 clause for discounted infrastructure charges.

Internal Consultation

Governance

Proposal

Overview

On 17 June 2020, Council adopted version 6 of the Development Incentives – Infrastructure Charges Policy to include a 25% discount to infrastructure charges for Material Change of Use developments in recognition of the impacts of COVID-19. The clause is currently worded as follows:

In recognition of the impacts of the COVID-19 pandemic on the development industry, for material change of use applications for which a development permit is issued within six (6) months of the date of this Policy, irrespective of its charge category or function, the discount amount is 25%.

Due to ongoing impacts of COVID-19, it is recommended that the COVID-19 clause be extended for an additional six (6) months to 17 June 2021. This incentivisation is to continue to facilitate development being undertaken in the region, which will assist with employment opportunities and reduce the impacts of COVID-19 on the local economy.

For clarity to ensure Council's intention to enable a COVID-19 discount for any development approvals issued since 17 June 2020, the COVID-19 clause is recommended to be amended as follows:

In recognition of the impacts of the COVID-19 pandemic on the development industry, for material change of use applications for which a development permit is issued between 17 June 2020 to 17 June 2021 within six (6) months of the date of this Policy, irrespective of its charge category or function, the discount amount is 25%.

In addition, a reference to Queensland Urban Utilities under the Application heading has been amended to Urban Utilities to reflect their updated name.

A copy of the Development Incentives – Infrastructure Charges Policy, version 7.0, which will replace version 6.0, is provided as an attachment to this report.

Legal Implications

There are no legal implications with updating the Development Incentives – Infrastructure Charges Policy.

Policy Implications

The adoption of an updated Development Incentives – Infrastructure Charges Policy continues to provide incentivisation of development in the Lockyer Valley Region as a result of COVID-19.

Risk Considerations

Key Corporate Risk Code and Category: FE1

Key Corporate Risk Descriptor: Finance and Economics

Financial sustainability to support the achievement of

strategy, goals and objectives in the medium and longer term

Key Corporate Risk Code and Category: IA1

Key Corporate Risk Descriptor: Infrastructure and Assets

Planning, managing and maintaining assets for the future

Previous Council Resolutions

Ordinary Meeting 17 June 2020 (20-24/0060)

THAT Council adopt version 6 of the "Development Incentives – Infrastructure Charges Policy" as attached to these Minutes.

Related Documentation

Development Incentives – Infrastructure Charges Policy, version 7.0

Development Incentives – Infrastructure Charges Policy, version 6.0 adopted by Council 17 June 2020

Critical Dates

To continue the effect of the COVID-19 Clause, the Policy needs to be updated by 17 December 2020.

Implementation

The Development Incentives – Infrastructure Charges Policy, version 7 is uploaded to Council's website.

Attachments

1 Development Incentives - Infrastructure Charges Policy 3 Pages



STRATEGIC

DEVELOPMENT INCENTIVES – INFRASTRUCTURE CHARGES

Head of Power

Local Government Act 2009

Key Supporting Council Document

Lockyer Valley Regional Council Corporate Plan (2017-2022): Lockyer Business, Farming & Livelihood

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

Definitions

Locality an area that is defined as a locality and which has a place name and boundaries gazetted in accordance with the *Place Names Act 1994*.

Policy Objective

To provide guidance on the discounts provided by Council for infrastructure charges levied on development that is encouraged and incentivised to establish in the Lockyer Valley Region.

Policy Statement

The Lockyer Valley Regional Council recognises the importance of a diversified commercial and industrial development base and a range of housing types to support the growth of the region. To support investment by the private sector, the Lockyer Valley Regional Council provides a discount for infrastructure charges levied through an infrastructure charges notice. The discounts provided in this policy recognise the lower returns on investment in the Lockyer Valley relative to major urban centres and the lesser demands on infrastructure resulting from development, particularly that which is located outside of the main centres of Gatton, Laidley and Plainland.

Group: Community & Regional Prosperity
Unit: Planning, Policy & Community Wellbeing
Approved: Ordinary Meeting (Resolution Number 20-24/XXXX)

Date Approved: XX/12/2020 ECM: 4047752 Effective Date: XX/12/2020
Version: 7.0
Review Date: 17/06/2021
Superseded/Revoked: Development Incentives – Infrastructure
Charges Policy ECM:3957287
Page 1 of 3

Application

This policy only applies to infrastructure charges payable to Lockyer Valley Regional Council for material change of use development where:

- a development permit for material change of use is issued during the period in which this policy is in effect; 1.
- 2. the development has commenced within two years from the date that the development permit took effect;
- all conditions of the relevant development permit have been satisfied prior to the commencement of the 3.
- 4. the payment of infrastructure charges has been made, in full, prior to the commencement of the use;
- the development is not subject to an infrastructure agreement for the supply of infrastructure or the 5. payment of infrastructure charges, other than in relation to Clause 2 of the Discounted Amount section of this policy; and
- the development has not been subject to compliance or enforcement action for a development offence under Chapter 5 of the Planning Act 2016 for which the relevant development permit remedies the offence.

The discount will be applied, on request, as a refund upon demonstration of satisfaction of criteria 1-6 above.

This policy does not apply to infrastructure charges payable for reconfiguring a lot.

This policy does not apply to any infrastructure contributions that are payable to Urban Utilities for water cycle infrastructure, being water supply infrastructure and wastewater infrastructure.

Discounted Amount

The Discounted Amount which will be accepted by Council in satisfaction of an Infrastructure Charges Notice is the amount shown in Table 1 or Table 2, whichever is greater:

Table 1. Discount amount based on charge category

Charge Category ¹	Locality	Discount Amount	Conditions
Residential uses	Plainland	12.5%	Not applicable
Long-term non-permanent accommodation	Gatton or Laidley	25%	
Short-term non-permanent accommodation	All other localities	50%	
Commercial (bulk goods)	Plainland	12.5%	Gross Floor Area of
Commercial (office)	Gatton or Laidley	25%	the development is
Commercial (retail)	All other localities	50%	less than 1,200m ²
High impact industry or special industry			
Other industry			
Educational facility	Plainland	12.5%	Not applicable
Entertainment	Gatton or Laidley	25%	
Essential services	All other localities	50%	
Indoor sport and recreation			
Low impact rural			
High impact rural			
Place of assembly			

 $^{^{1}}$ The charge category is that applying to the specific land use as determined under Schedule 3 of the relevant infrastructure charges resolution.

Group: Community & Regional Prosperity Unit: Planning, Policy & Community Wellbeing Approved: Ordinary Meeting (Resolution Number 20-24/XXXX)

Date Approved: XX/12/2020 ECM: 4047752

Effective Date: XX/12/2020 Version: 7.0 Review Date: 17/06/2021

Superseded/Revoked: Development Incentives – Infrastructure

Charges Policy ECM:3957287

Page 2 of 3

Table 2. Discount amounts for specific developments

Development	Locality	Discount Amount	Conditions
Development with a sole and primary	All localities	50%	Not applicable
function of:			
1. provision of accommodation for itinerant			
workers engaged in the agricultural			
industry of the Lockyer Valley; or			
2. carrying out processes that add value to			
products produced by the agricultural			
sector of the Lockyer Valley; or			
3. provision of accommodation for students			
attending a recognised tertiary institution.			

- In recognition of the impacts of the COVID-19 pandemic on the development industry, for material change
 of use applications for which a development permit is issued between 17 June 2020 to 17 June 2021,
 irrespective of its charge category or function, the discount amount is 25%.
- Council may by resolution provide a discount greater than those specified above where in the opinion of Council a particular development provides a substantial economic and/or community benefit to the Lockyer Valley.

Related Documents

Lockyer Valley Adopted Infrastructure Charges Resolution (No.2) 2018 Lockyer Valley Adopted Infrastructure Charges Resolution (No.3) 2019 Lockyer Valley Adopted Infrastructure Charges Resolution (No.4) 2019 12.2 Compliance Strategy (Compliance Policy and Compliance Procedure)

Date: 02 December 2020

Author: Tammee Van Bael, Planning Officer

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

Purpose:

The purpose of this report is to seek Council's adoption of the Compliance Strategy which includes the Compliance Policy and Compliance Procedure.

Officer's Recommendation:

THAT Council adopt the Compliance Policy and Compliance Procedure to take effect from 1 January 2021, as attached.

Executive Summary

A Compliance Strategy has been prepared which includes a Compliance Policy and Compliance Procedure as Council currently has no formal documented approach to undertaking compliance activities. The Compliance Strategy documents Councils approach, provides clarity and transparency to the community, and will ensure consistency amongst Council's authorised persons in undertaking compliance. The Compliance Policy and Compliance Procedure are external documents that will be supported by detailed internal operating procedures.

Proposal

Council has a statutory responsibility to undertake compliance where unlawful activities are identified. These statutory responsibilities are legislated under the *Local Government Act 2009*, other State Government Acts and Council's Local Laws. There is currently no formally documented approach for Council undertaking compliance, other than that provided for under the relevant legislation.

Council undertakes compliance on a range of matters, such as:

- Illegal use of a property
- Illegal building works
- Animal complaints
- Unmaintained land
- Weeds
- Illegal dumping
- Non-compliance with conditions of an Approval

The Compliance Strategy comprises two documents: a Policy and a Procedure which detail the rationale, framework, approach and compliance actions undertaken by authorised persons of Council. The Policy and Procedure will provide the community with clarity and certainty on what to expect in the course of compliance action.

The Compliance Strategy will achieve the following outcomes:

• Document Council's principles and processes for undertaking compliance

- Provide transparency to the community on Council's approach to dealing with non-compliance matters
- Provide clarity and confidence to authorised persons (Council officers) undertaking compliance action
- Provide for a consistent approach amongst teams undertaking compliance

Council's compliance actions are guided by a number of principles for undertaking compliance, including:

- 1. Outcomes focussed;
- 2. Allowance for timely and appropriate corrective actions;
- 3. Evidence and fact-based actions to be taken;
- 4. Natural justice for all parties to a compliance action;
- 5. Open channels of communication;
- 6. Balanced approach to actions which are fit for purpose to achieve a resolution;
- 7. Complaints triggered actions; and
- 8. Proactive approach to health, environmental and safety risks.

Council's compliance actions are generally focussed on achieving compliance through a cooperative approach, prior to commencing formal actions (i.e. show cause notice, enforcement notice, Public Health Order and/or Penalty Infringement Notice (fine)). However, there are situations, generally where the non-compliance matter is a risk to public health and safety or serious environmental harm, where Council will proceed straight to commencing formal actions.

Council's compliance actions may include the following actions:

- 1. Investigation of suspected non-compliance
- 2. Determine no action required
- 3. Mediation
- 4. Formal action
- 5. Prosecution
- 6. Injunctions
- 1. Investigation of suspected non-compliance

When a compliance matter arises, Council will investigate the matter to determine whether further compliance action is required. These investigations may include:

- site visit
- discussion with the person/s involved
- research the property and its history
- aerial photo review
- internet searches
- liaison with other agencies

Non-compliance matters generally arise through either proactive or reactive compliance:

- Proactive compliance includes targeted inspections or as a consequence of preventative project initiatives, programmed inspections or scheduled audits
- Reactive compliance includes complaints received by Council from the community, a Councillor on behalf of the community, other government departments or through officer observation

The investigation will generally inform the course of action to be undertaken for the matter. Authorised persons (Council officers) will take the following into account:

risk

- opportunity and prospects for voluntary compliance action
- cost
- evidence
- circumstances
- public interest
- law and jurisdiction
- 2. Determine no action required

Council will undertake no action where an investigation identifies:

- the legislation is not applicable in the circumstances;
- the matter is not within Council jurisdiction;
- there is insufficient evidence;
- another agency has taken action and issues of duplication arise;
- the statutory time limit has expired;
- an exemption, exception or defence available under the relevant legislation is clearly applicable in the circumstances; and/or
- public interest factor(s) dictate that no action is the appropriate response.

Council will provide education where appropriate to the relevant parties to ensure they understand their responsibilities.

3. Mediation

Council will generally undertake a cooperative approach in the first instance to achieve compliance. These actions may include:

- meeting or phone discussion
- caution (verbal advice) or verbal warning
- advisory letter
- written advice
- agreed action plan

If non-compliance is not achieved through the mediation stage, Council will proceed with undertaking formal actions. Prior to commencing formal actions, Council will issue a written notice of the intention to commence formal actions.

There are situations where Council may proceed directly to formal action, generally where the matter is a risk to public health and safety or serious environmental harm.

4. Formal action

Council will generally commence formal action where mediation has not resolved the matter, or it requires urgent action due to being a matter that is a risk to public health and safety or serious environmental harm.

Formal actions can include warning/enforcement letters, notices, orders and/or Penalty Infringement Notices (fine). The formal actions will be in accordance with the requirements specified under the relevant legislation. These notices will generally detail the appeals process.

Council may as part of undertaking formal actions issue a Penalty Infringement Notice (PIN) to the relevant party, which requires the payment of a fine. Prior to issuing a PIN, consideration will be given to whether the

issuing of a PIN will achieve the outcome sought and will deter future non-compliance occurring in relation to the matter.

- 5. Prosecution
- 6. Injunctions

Where formal actions have failed to achieve non-compliance, Council will consider commencing prosecution or injunctions to achieve compliance. The Compliance Strategy details the range of factors that will be considered prior to commencing prosecution or injunctions.

The Compliance Strategy provides details on the reviewable decisions which are the mechanisms available to individuals or businesses who have a concern about a compliance action or how an investigation has been handled. These mechanisms include:

- 1. Council's Complaints Management Process;
- 2. Reviewable Decision;
- 3. Queensland Ombudsman's Office
- 4. Right to Information
- 5. Crime and Corruption Commissions

It is recommended that the Compliance Policy and Procedure take effect from 1 January 2021. This is due to being the start of a new year and a clear date to which the new processes apply that customers can be advised of. It will also ensure that any internal processes or work instructions are finalised.

The Compliance Strategy including the Policy and Procedure are attached to this report.

Options

Option A: Council adopt the Compliance Policy and/or Compliance Procedure Option B: Council does not adopt the Compliance Policy and/or Procedure

Strategic Implications

Corporate Plan

Lockyer Leadership and Council:

- 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.

Finance and Resource

Budget implications will continue to be addressed through existing allocations.

Legislation and Policy

The adoption of the Compliance Strategy will result in a new Policy and Procedure for Council. These documents will outline Council's compliance process. The Policy and Procedure will continue to enable the relevant authorised persons to undertake their duties in accordance with the relevant legislation.

Risk Management

The Compliance Strategy will provide clarity and consistency which will assist with reducing risk associated with undertaking compliance actions. The Strategy will provide transparency to the community as to how compliance matters will be handled to ensure it is fair and consistent.

Consultation

Portfolio Councillor Consultation

The Mayor and all Councillors were consulted in relation to the Compliance Policy and Compliance Procedure.

Internal Consultation

Manager Planning, Policy and Community Wellbeing – August to November 2020

Development Compliance Officer – August to November 2020

Coordinator Building and Plumbing – August to November 2020

Building Certifier and Building Regulatory Officer - August to November 2020

Plumbing Inspector – August to November 2020

Coordinator Community Wellbeing – August to November 2020

Senior Local Laws Officer – August to November 2020

Environmental Health Officer – August to November 2020

Governance Officer - 14 October 2020

Manager Community Facilities – 19 November 2020

Coordinator Asset Management – 14 October 2020

External Consultation

Due to the Policy and Procedure being internal documents until such time as they are adopted, no external consultation has been undertaken.

Community Engagement

On adoption of the Policy and Procedure, these documents will be published on Council's website for viewing by the general public.

Attachments

1 Compliance Policy 3 Pages **2** Compliance Procedure 16 Pages





STRATEGIC

COMPLIANCE

Head of Power

Local Government Act 2009
Other State Government Acts
Lockyer Valley Regional Council Local Laws

Key Supporting Council Document

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

- 1.3 Enhanced wellbeing and safety of the community
- 5.7 Compliant with relevant legislation

Definitions

Term	Definition
Authorised Person	means a person who is authorised under an Act, Regulation or Local Law to exercise
	appropriate powers under an Act, Regulation or Local Law.
Business	means a person, sole trader, company, partnership, trust or corporation carrying
	out a business or profession, whether or not for profit.
Compliance Action	means a range of actions taken by Council to ensure that a business or person
	complies with their statutory obligations.
Council	means the Lockyer Valley Regional Council.

Policy Objective

The Compliance Policy provides a rationale and framework for an equitable, transparent and consistent approach to compliance activities undertaken by authorised persons of Lockyer Valley Regional Council ("Council").

The Compliance Policy will be implemented by authorised persons when undertaking compliance activities on behalf of Council.

The Compliance Policy also provides clarity and certainty for the community in what to expect in the course of compliance action.

Group: Community & Regional Prosperity
Unit: Planning, Policy & Community Wellbeing
Approved: Ordinary Meeting (Resolution Number 20-24/XXXX)

Date Approved: XX/XX/2020 ECM: 4023383 Effective Date: 01/01/2021 Version: 1.0 Review Date: 01/01/2024 Superseded/Revoked: NA

Page 1 of 3

Policy Statement

Council has obligations under a range of state legislations to ensure certain public health, safety, building, plumbing and land use standards are met, and the environment is protected.

These obligations are articulated in a range of Acts as well as Council documents including Local Laws, Policies, and Planning Schemes. The State Government also has a range of obligations with regard to environmental protection and health and safety standards some of which are devolved to Local Government to undertake compliance on their behalf.

To satisfy Council's regulatory compliance requirements in an equitable, transparent and consistent way this policy has been developed to assist all employees involved in compliance activities and to advise community members of the approach that will generally be taken.

Key Principles

All compliance activities undertaken by Council will:

- · be outcome focussed;
- in the first instance, seek a cooperative approach to achieving an appropriate action or outcome to rectify non-compliance; and
- include formal enforcement measures where a cooperative approach is unsuccessful.

Compliance activities will generally progress through the following steps prior to undertaking formal enforcement action:

- inform and raise awareness;
- · educate and advise; and
- provide warnings.

Compliance Priorities

Compliance activities can be classified as either proactive or reactive.

Proactive Compliance: proactive compliance activities are usually targeted and a consequence of preventative project initiatives, programmed inspections, or scheduled audits.

Reactive Compliance: reactive compliance activities are usually a consequence of a complaint raised by the community, a Councillor on behalf of the public, other government departments or through officer observations.

The risk assessment process will be applied consistently, without regard to the source, to determine the most appropriate approach, priority and type of compliance taken for any compliance activities.

Group: Community & Regional Prosperity
Unit: Planning, Policy & Community Wellbeing
Approved: Ordinary Meeting (Resolution Number 20-24/XXXX)

Effective Date: 01/01/2021 Version: 1.0 Review Date: 01/01/2024 Superseded/Revoked: NA

Date Approved: XX/XX/2020 ECM: 4023383

Page 2 of 3

Compliance Process

All compliance activities (i.e. notices, prosecution or a fine) initiated by Council will take the key principles into consideration.

When undertaking compliance activities, Council will in the first instance undertake mediation and negotiation to rectify the non-compliance matter.

Infringements and prosecutions will generally not be initiated unless:

- all other means of achieving compliance have been exhausted;
- · there is sufficient evidence available to achieve successful prosecution; and
- legislation or regulation requires enforcement activity be initiated.

Council will follow up or monitor the outcome of all compliance matters.

Exemptions

A number of exemptions have been identified which provide for Council to initiate formal compliance activities immediately (i.e. notices, prosecution or a fine) for high risk compliance issues. This includes, but is not limited to:

- immediate or likely life-threatening situations (i.e. non-compliant pool);
- permanent or irreversible damage to the natural or built environment;
- · immediate risk to public health, safety or wellbeing; or
- persons where a pattern/repeated instances of behaviour and failure to adequately rectify the noncompliance has been established.

Related Documents

Compliance Procedure Compliance Guideline



Document Control

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

Version	Clause(s)	Changes	Author	Issue Date
0		Draft	Planning Officer	October 2020
1		Reviewed	Governance & Property	December 2020
2				
3				
4				



Attachment 2 12.2 Page 106

Contents

1.	In	stroduction	.1
2.	D	efinitions	.1
3.	C	ompliance Principles	.3
	3.1	Principles of Achieving Effective Compliance	.3
	3.2	Cooperative Compliance Principles	.4
4.	P	rovisions	.5
5.	A	Actions	
	5.1	Investigation of suspected non-compliance	.5
	5.2	Determine no action required	.6
	5.3	Mediation	.6
	5.4	Formal Action	.7
	5.5	Prosecution	.8
	5.6	Injunctions	.9
6.	· W	/orks in Default – Remedial Works	.9
7.	C	ompliance Decisions1	.0
8.	R	eviewable Decisions and Complaints1	.0
	8.1	Complaints Management Process	.0
	8.2	Reviewable Decision	.0
	8.3	Queensland Ombudsman's Office	.1
	8.4	Right to Information	.1
	8.5	Crime and Corruption Commission	.1
9.	C	ompliance Guideline1	.1
10	0.	Related Documents	.2
Α	ppen	dix A – Compliance Actions Process1	.3

1. Introduction

Lockyer Valley Regional Council has statutory responsibilities where unlawful activities are identified. This Compliance Procedure documents how Council generally operates to meet its statutory obligations. It also provides clarity to the community on what to expect when Council undertakes compliance action.

Council advocates for individuals and businesses to voluntarily comply with the law.

Purpose:

The purpose of this Procedure is to provide an understanding of how Council generally undertakes compliance actions.

Scope:

This procedure applies to compliance activities undertaken by authorised persons of Lockyer Valley Regional Council.

In commencing compliance action, Council's preference is for a proactive approach to education and cooperation wherever practical and possible.

The Code of Conduct for Councillors and Employees, as well as an understanding of the general principles for managing conflicts of interest, should be understood and read in conjunction with this procedure.

2. Definitions

Term	Definition
Appeal Process	means all Council decisions including enforcement actions are reviewable where the legislation allows.
Authorised Person	means a person who is authorised under an Act, Regulation or Local Law to exercise appropriate powers under an Act, Regulation or Local Law.
Best Community Outcomes	 include one or more of the following solutions: all parties agree and commit to a positive outcome; social networks are enhanced; community, health and safety is not compromised; the built, social and environmental amenity are not compromised; harm or nuisance is reduced or abated.
Business	means a person, sole trader, company, partnership, trust or corporation carrying out a business or profession, whether or not for profit.
Complaints Process	means the formal complaint management process as outlined in Council's Complaints Management Policy and Guideline.

Group: Community & Regional Prosperity
Unit: Planning, Policy & Community Wellbeing
Approved: Ordinary Meeting (Resolution Number 20-24/XXXX)
Date Approved: XX/12/2020
ECM: 4023384

Effective Date: 01/01/2021 Version: 1.0 Review Date: 01/01/2024 Superseded/Revoked: NA

Page 1 of 13

Term	Definition
Compliance Action	means a range of procedures and actions taken by Council to ensure that a person or business complies with their statutory obligations.
Cooperative Compliance Action	means undertaking actions to resolve the non-compliance matter through mediation and negotiation (i.e. discussions, education, agreements) without issuing notices, infringement, fines or commencing prosecution.
Council	means the Lockyer Valley Regional Council.
Councillor	means a duly elected person of the Lockyer Valley Regional Council.
Environmental Harm	means any adverse effect, or potential adverse effect (whether temporary or permanent and of whatever magnitude, duration or frequency) on an environmental value including environmental nuisance.
Fine	means a sum of money required to be paid as a penalty for an offence. Fines are calculated by multiplying the value of one penalty unit by the number of penalty units prescribed for an offence.
Individual	means a single person rather than a group, organisation or business.
Individual Responsibility	means that the primary responsibility for compliance rests with individuals and businesses.
Penalty Unit	means a set amount of money used to work out each fine.
Proportionality	means relating compliance action to the risks and costs of compliance. Council will be considerate of cost, as far as the law allows and will take into consideration the circumstances of the concern, behaviours and risk when deciding upon an action.
Prosecution	means the institution and conduct of legal proceedings against a person or corporation, as defined in Law, for alleged unlawful activity.
Public Interest	means the interests of the community as a whole, or a group within the community or individuals.
Regulated Compliance Action	means undertaking actions through the issuing of notices (i.e. show cause notice) orders, infringements or fines, or commencing prosecution to resolve the non-compliance matter. Regulated Compliance Action is undertaken in accordance with the relevant legislative requirements.
Regulation	A rule or <u>directive</u> made and <u>maintained</u> by an <u>authority</u> .
Review Process	To evaluate whether or not a decision meets the required criteria or has been properly made.
Reviewable Decision	means a decision that is capable of being the subject of judicial review. A judicial review is a review under the <i>Judicial Review Act 1991</i> .

Group: Community & Regional Prosperity
Unit: Planning, Policy & Community Wellbeing
Approved: Ordinary Meeting (Resolution Number 20-24/XXXX)
Date Approved: XX/12/2020
ECM: 4023384

Effective Date: 01/01/2021 Version: 1.0 Review Date: 01/01/2024 Superseded/Revoked: NA

Page 2 of 13

Term	Definition
Risk	means the potential for physical, financial, environmental or other harm resulting in loss of value of goods, loss of life or loss of amenity to occur. Risk is measured in terms of likelihood to occur and consequences of the occurrence.
Statutory Obligation	means an obligation that does not arise from a contractual relationship but is created under a law.
Systematic approach to risk	means to identify and manage risks (i.e. identify, assess and control)
Unlawful activity	means any activity or work that has been or is being carried out—
	 contrary to the terms or conditions of a licence, permit, (including a development permit issued under the <i>Planning Act 2016</i> or now repealed planning legislation), registration, approval, permission, statutory authority or other written authorisation from Council; or contrary to an environmental planning instrument that regulates the activities or work that can be carried out on particular land; or contrary to a legislative provision regulating a particular activity or work; or without a relevant licence, permit (including a development permit issued under the <i>Planning Act 2016</i> or now repealed planning legislation), registration, approval, permission, statutory authority, other written authorisation or the like.

Voluntary Compliance

generally means a person or business that manages their activity within the law and/or condition of approval, licence or permit.

3. Compliance Principles

Council has developed the following Principles to guide Council's compliance activities:

- 1. Outcomes focussed;
- 2. Allowance for timely and appropriate corrective actions;
- 3. Evidence and fact-based actions to be taken;
- 4. Natural justice for all parties to a compliance action;
- 5. Open channels of communication;
- 6. Balanced approach to actions which are fit for purpose to achieve a resolution;
- 7. Complaints triggered actions; and
- 8. Proactive approach to health, environmental and safety risks.

3.1 Principles of Achieving Effective Compliance

Council advocates firm but fair regulation that provides positive community outcomes. The underlying principles in achieving this objective are:

- applying proportionality in the application of the law and in securing compliance;
- · being consistent in approach;
- displaying transparency in what individuals and businesses may expect from Council if they are involved in a compliance action;

Group: Community & Regional Prosperity
Unit: Planning, Policy & Community Wellbeing
Approved: Ordinary Meeting (Resolution Number 20-24/XXXX)
Date Approved: XX/12/2020
ECM: 4023384

Effective Date: 01/01/2021 Version: 1.0 Review Date: 01/01/2024 Superseded/Revoked: NA

Page 3 of 13

- that any compliance action is considerate of risk; and
- · actions are based on evidence and fact.

Incidents requiring regulatory intervention may differ. In assessing the most appropriate compliance action, authorised persons take into account:

- risk (potential and likelihood to cause physical, financial, environmental or other harm and the consequences of it happening);
- · opportunity and prospects for cooperative compliance action;
- cost (value of time and resources to obtain a positive and beneficial outcome);
- evidence (facts or observations presented in support of an assertion);
- circumstances (facts that surround a situation or event that should be kept in mind when making a decision);
- public interest (the outcome is considerate of the benefits to the entire community, or a group within the community or individuals); and/or
- law and jurisdiction (the objectives and intent of the relevant legislation applicable to the matter under investigation).

Consistency and transparency are integral to Council's aim in regulating fairly. These values assist stakeholders (complainants and respondents) to understand what is expected of them and why Council intends to take compliance action. In addition, the principles of natural justice are followed in any investigation to ensure a fair decision is reached.

3.2 Cooperative Compliance Principles

To achieve its compliance objectives, Council uses a range of flexible and targeted measures, including:

- communication and education activities;
- · timely provision of information and advice;
- advocacy;
- cooperative assistance;
- · routine monitoring and inspection programs;
- auditing;
- risk management;
- · performance feedback;
- community workshops; and/or
- access to information via the internet and other electronic means.

Council will encourage voluntary compliance and utilise a range of information at its disposal to assist stakeholders in their enquiries.

The approach includes circulating or making available both targeted and general advice that outlines the type of risk that can arise from an activity and the implications.

Council also advocates voluntary compliance by working with stakeholders to tailor audit and inspection regimes (i.e. spot checks, re-visits or letters of advice).

Council monitors and regularly reviews its compliance activities to incorporate the learnings into the policy, procedure, operating guidelines, broader compliance tools and the legislative process.

Group: Community & Regional Prosperity
Unit: Planning, Policy & Community Wellbeing
Approved: Ordinary Meeting (Resolution Number 20-24/XXXX)
Date Approved: XX/12/2020
ECM: 4023384

Effective Date: 01/01/2021 Version: 1.0 Review Date: 01/01/2024 Superseded/Revoked: NA

Page 4 of 13

Council will liaise with other external agencies to minimise duplication, avoid inconsistencies and to ensure that any proceedings instituted follow the relevant legislation (for example Queensland Police Service, Queensland Building and Construction Commission, Department of Environment & Science and Queensland Health etc.).

Where appropriate Council shall defer to the State or other Agencies for enforcement responsibilities.

4. Provisions

Council has a broad range of statutory instruments to assist in the:

- · monitoring of compliance with conditions of any approval, licence, permit;
- · rectification of unlawful activities;
- management of development activities; and
- · protection of public funds and resources.

All compliance activities are carried out in accordance with the relevant legislation and with due regard to the circumstances of the matter. Allegations of unlawful activity are acknowledged within prescribed timeframes (where applicable) and where necessary documentation provided on what action Council has taken .

Council resources are primarily directed towards those activities that give rise either to the most significant harm to our community or risk of serious environmental harm.

Compliance action is primarily focused on those directly responsible for the risk and who are best placed to manage it.

5. Actions

When investigating a compliance matter, Council may undertake the following actions:

- 1. Investigation of suspected non-compliance
- 2. Determine no action required
- 3. Mediation
- 4. Formal Action
- 5. Prosecution
- 6. Injunctions

A simple guide is provided in Appendix A on the compliance process. Further detail on the process can be found below.

5.1 Investigation of suspected non-compliance

Council will investigate any suspected non-compliance matters. These matters may arise through either:

- Proactive compliance which is usually targeted and a consequence of preventative project initiatives, programmed inspections, or scheduled audits; or
- Reactive compliance where complaints are received by Council from the community, Councillor on behalf
 of the public, other government department or through officer observations.

Effective Date: 01/01/2021 Version: 1.0 Review Date: 01/01/2024 Superseded/Revoked: NA

Page 5 of 13

Council encourages persons making a complaint to provide their contact details and as much documentary evidence as possible to support their concerns (e.g. diary notes, photos). The details of complainants are kept strictly confidential. While Council will action anonymous complaints, the lack of details can hamper investigation efforts and outcomes.

When investigating a suspected non-compliance, Council officers may undertake the following (but is not limited to):

- site visit
- discussion with the person/s involved
- · research the property and its history
- aerial photo review
- internet searches
- · liaison with other agencies

As part of the site visit or discussions with the person/s involved Council may record (via a body camera) or take photos.

Council's investigations will then inform whether further compliance action is required and if so the course of action to resolve the compliance matter.

5.2 Determine no action required

Council will determine to take no action where an investigation identifies:

- · the legislation is not applicable in the circumstances;
- · the matter is not within Council jurisdiction;
- · there is insufficient evidence;
- · another agency has taken action and issues of duplication arise;
- · the statutory time limit has expired;
- an exemption, exception or defence available under the relevant legislation is clearly applicable in the circumstances; and/or
- public interest factor(s) dictate that no action is the appropriate response.

If no action is undertaken, where appropriate, education will be provided to ensure that the relevant person/s fully understands their responsibilities.

The complainant will be advised of the outcome of Councils investigation in a timely manner.

5.3 Mediation

Where an investigation identifies an area of non-compliance, Council may undertake mediation or negotiation where the unlawful activity has a relatively inconsequential impact. Should the non-compliance matter be a risk to public health and safety or serious environmental harm, Council will proceed to formal actions to resolve the non-compliance.

Council may proceed with mediation or negotiation in the following circumstances where appropriate:

· the non-compliance is of a trivial or minor nature;

Group: Community & Regional Prosperity
Unit: Planning, Policy & Community Wellbeing
Approved: Ordinary Meeting (Resolution Number 20-24/XXXX)
Date Approved: XX/12/2020
ECM: 4023384

Effective Date: 01/01/2021 Version: 1.0 Review Date: 01/01/2024 Superseded/Revoked: NA

Page 6 of 13

- the matter is a first nuisance complaint;
- the individual or business has received no previous warnings concerning non-complying activity;
- the consequences of non-compliance will not pose significant risk;
- informal action may prove more effective than a formal approach; or
- the activity ceases.

Mediation or negotiation may include:

- · meeting or phone discussion with the person/s involved;
- caution (verbal advice) or verbal warning;
- advisory letter;
- written advice; and/or
- agreed action plan to rectify the non-compliance matter.

If the non-compliance matter is resolved Council will undertake no further action. However, should the matter not be resolved, Council will proceed with commencing formal action.

Council advocates for individuals and businesses to undertake the necessary steps to achieve compliance through the mediation stage, prior to commencing formal action. Council officers will clearly explain why the action is necessary and provide an opportunity to discuss what is required to comply with the law, prior to commencing formal action.

Council will issue correspondence advising that should the matter not be resolved within a suitable timeframe, Council will be left with no option but to proceed to the issuing of a formal notice under the relevant legislation.

5.4 Formal Action

Council will commence formal action where mediation has not resolved the non-compliance to the required outcome and/or where urgent action is required. Urgent action is generally required where the non-compliance matter is a risk to public health and safety or serious environmental harm.

When formal action is commenced, a number of compliance tools exist to expedite an immediate and effective response. These compliance tools include written explanation about any rights of appeal against formal compliance action. Various pieces of legislation (depending on the head of power for the non-compliance) specify the requirements Council must follow in order to:

- advise of the intention to issue a statutory notice;
- · invite submissions with respect to the matter;
- order a person to do or refrain from doing an action under specified circumstances; and
- issue directions specifying how the statutory notice may be complied with.

Formal actions can include the issuing of a:

- warning/enforcement letter;
- Remedial Notice (including relevant Information Notice where required);
- · Direction Notice;
- Enforcement Notice;
- Show Cause Notice;
- Public Health Order; and/or

Group: Community & Regional Prosperity
Unit: Planning, Policy & Community Wellbeing
Approved: Ordinary Meeting (Resolution Number 20-24/XXXX)
Date Approved: XX/12/2020
ECM: 4023384

Effective Date: 01/01/2021 Version: 1.0 Review Date: 01/01/2024 Superseded/Revoked: NA

Page 7 of 13

Penalty Infringement Notice (fine).

5.4.1 Penalty Infringement Notices

As part of undertaking formal action, Council may issue a Penalty Infringement Notice (PIN) for a matter of non-compliance. A PIN will require the payment of a fine for a non-compliance matter. The value of the PIN (or fine) is calculated by multiplying the value of one penalty unit by the number of penalty units set for the particular offence. The amount of a PIN depends upon the non-compliance matter. The relevant legislation for the non-compliance matter sets out the maximum amount of penalty units a PIN can be issued for the type of offence.

Generally, Council will attempt to avoid issuing a PIN through mediation and negotiation, or through issuing other notices. Where these attempts have not resolved the compliance matter, Council may proceed with issuing a PIN.

In certain circumstances, Council may proceed with commencing formal action by issuing a PIN as the first action in a non-compliance matter where urgent action is required. Urgent action is required where there is a risk to public health and safety or serious environmental harm. For example, where illegal building works such as a non-compliant pool are a safety risk.

Prior to issuing a PIN, Council will consider whether the issuing of a PIN will achieve the outcome sought and will deter future non-compliance occurring in relation to the matter.

5.5 Prosecution

Prosecution is an important and sometimes necessary part of ensuring compliance with relevant laws and standards, and protecting the community and environment from harm. Council recognises that the commencement of prosecution is a serious consequence and is generally pursued only after previous actions have failed and after full consideration of its implications and the outcomes sought.

Prosecutions do not commence unless urgent action is required in the public interest or there is sufficient, admissible and reliable evidence that an offence has been committed and that there is a realistic prospect of success.

If an allegation does not pass the evidential test¹ no further action will be taken, even where there is sufficient evidence, a prosecution may not commence unless it is in the public interest.

Public interest factors that can affect the decision to prosecute usually depend on the seriousness of the offence or the circumstances of the respondent and whether, through the conviction of the respondent, others may be deterred from similar failures to comply with the law.

¹ Sufficiency of Evidence test involves determining the existence of a prima facie case, admissibility and reliability of evidence, possible defences, competency and availability of witnesses.

Effective Date: 01/01/2021 Version: 1.0 Review Date: 01/01/2024 Superseded/Revoked: NA Where an offence passes both the evidential and public interest test² Council may prosecute in any of the following circumstances:

- · urgent remedial action is required in the public interest;
- the offence involves a failure to comply in full or part with the requirement of a statutory obligation or notice;
- there is a history of similar offences in relation to the non-compliance with a statutory obligation or notice;
- the offence has the potential for serious consequence to community health, safety, amenity or environmental harm:
- there has been excessive or persistent breaches of regulatory requirements;
- there has been failure to provide information without reasonable excuse or knowingly supplying false or misleading information; or
- · there has been obstruction of Council staff in carrying out their duties.

Decisions concerning prosecution trigger a process that elevates the status of the investigation and requires consultation between the Group Manager, the Chief Executive Officer and Council's solicitor.

5.6 Injunctions

An injunction or Court Order may be sought where there are sufficient grounds, and in particular where the circumstances present a probable and/or immediate and real threat to community health, safety, amenity, environmental harm or are causing extreme distress. Consideration at this time will be given to the potential risks to Council in the event that the eventual prosecution is unsuccessful.

6. Works in Default - Remedial Works

Under some legislation Council may execute works in default (remedial works) instead of, or as well as, taking legal action. In such cases the expenses of default work may be recovered by Council and can be charged against the land, or, in the case of a negotiated cost, be met by the defaulter on completion of the works. Where Council takes such action, it will take all reasonable steps to notify the interested parties.

Council may also consider exercising remedial works where it is legally possible and reasonably practicable for Council to do the work. For example, in the interest of community health, safety, amenity or environmental harm, Council may consider an immediate remedy by agreement, or by seeking compliance without prosecution. Where Council takes such action, it will notify the interested parties, seek agreement where possible and carry out the works if appropriate. The cost of such works may be recovered from the defaulting party.

Group: Community & Regional Prosperity
Unit: Planning, Policy & Community Wellbeing
Approved: Ordinary Meeting (Resolution Number 20-24/XXXX)
Date Approved: XX/12/2020
ECM: 4023384

Effective Date: 01/01/2021 Version: 1.0 Review Date: 01/01/2024 Superseded/Revoked: NA

Page 9 of 13

² Public Interest Factors require assessment of the seriousness of the offence, any mitigating circumstances, age, and health, special infirmity of the offender, background, culture or availability of other alternate courses of action.

7. Compliance Decisions

In the majority of cases, decisions about the most appropriate course of compliance action are made by authorised persons or other officers of Council authorised to make those decisions.

Decisions are made following referral to legislation, local laws, policy, guidelines, operational manuals, standard operating guidelines, professional judgment, legal guidelines, statutory codes of practice and priorities set by Council.

The role of the authorised person / delegated officer is to mitigate, guide, educate and enforce compliance in order to uphold community standards and reflect the values and culture of Council in accordance with this procedure and related Compliance Policy. The primary duty of Council is to facilitate in the wider public interest of the community as a whole.

For serious offences (where the nature of the offence points towards prosecution or seizure), decisions about compliance action are collaborative.

Council officers are delegated to initiate various levels of compliance action.

8. Reviewable Decisions and Complaints

Should an individual or business have a concern about a compliance action or the way the investigation has been managed, they may have their concerns investigated in a range of ways:

- 1. Complaints Management Process;
- 2. Reviewable Decision;
- 3. Queensland Ombudsman's Office;
- 4. Right to Information (RTI); and/or
- 5. Crime and Corruption Commission.

8.1 Complaints Management Process

Council has adopted a Complaints Management Policy and Complaints Management Procedure which can be found on Council's website. Any person can make a complaint, in writing, in accordance with that Policy and Procedure

8.2 Reviewable Decision

Most legislation that Council enforces has a reviewable decision provision that provides for review processes to be outlined in written decision notifications. Individual review processes are to be followed as outlined in the relevant notifications.

In some cases, there is also the ability for an application for judicial review to be made to the court under the *Judicial Review Act 1991* in relation to a Council decision, or failure to make a decision.

Group: Community & Regional Prosperity
Unit: Planning, Policy & Community Wellbeing
Approved: Ordinary Meeting (Resolution Number 20-24/XXXX)
Date Approved: XX/12/2020
ECM: 4023384

Effective Date: 01/01/2021 Version: 1.0 Review Date: 01/01/2024 Superseded/Revoked: NA

Page 10 of 13

8.3 Queensland Ombudsman's Office

A core function of the Queensland Ombudsman's Office is to investigate complaints about decisions and actions of public agencies (including Local Governments).

The Ombudsman's Office encourages person/s to resolve their complaint with Council first. Individuals or businesses should approach Council and try in good faith to have their problem resolved. The Ombudsman's Office advocates that individuals or businesses keep a record of their discussions with Council and copies of letters or email between the parties.

If an individual or business is not satisfied with Council's response or there is undue delay in the addressing of a complaint, individuals or businesses may refer the matter to the Queensland Ombudsman Office.

8.4 Right to Information

The *Right to Information Act 2009* (RTI) provides a mechanism for person/s to have access to information in the possession or under the control of Council. The *Act* enhances government accountability and promotes discussion of public affairs.

The *Act* includes certain grounds for refusing access to documents held by Council where it is contrary to the public interest to give the access. An application for access to documents under the *Right to Information Act 2009* must be made in writing and:

- provide sufficient information concerning the information requested to enable Council's RTI
 Officers to identify the document/s; and
- · be accompanied by the current application fee.

8.5 Crime and Corruption Commission

If an individual or business suspects a Council officer of misconduct, they should first refer their concerns to Council in accordance with the Public Interest Disclosure Policy or Complaints Management Policy for internal investigation. If the internal investigation is deemed unsatisfactory then the matter may be referred to the Queensland Crime and Corruption Commission (CCC) for investigation.

9. Compliance Guideline

In undertaking compliance actions as outlined in this Procedure, Council's authorised persons are supported by an internal Compliance Guideline. This Guideline includes detailed information and flow charts on the processes and actions undertaken when dealing with a non-compliance matter.

The Guideline empowers Council's authorised persons to undertake compliance in accordance with Council's Policy and Procedure and the relevant legislation. The Guideline will ensure that authorised persons undertake compliance actions in a consistent manner. The Guideline advocates for authorised persons to be solutions-focussed in resolving the non-compliance matter.

Group: Community & Regional Prosperity
Unit: Planning, Policy & Community Wellbeing
Approved: Ordinary Meeting (Resolution Number 20-24/XXXX)
Date Approved: XX/12/2020
ECM: 4023384

Effective Date: 01/01/2021 Version: 1.0 Review Date: 01/01/2024 Superseded/Revoked: NA

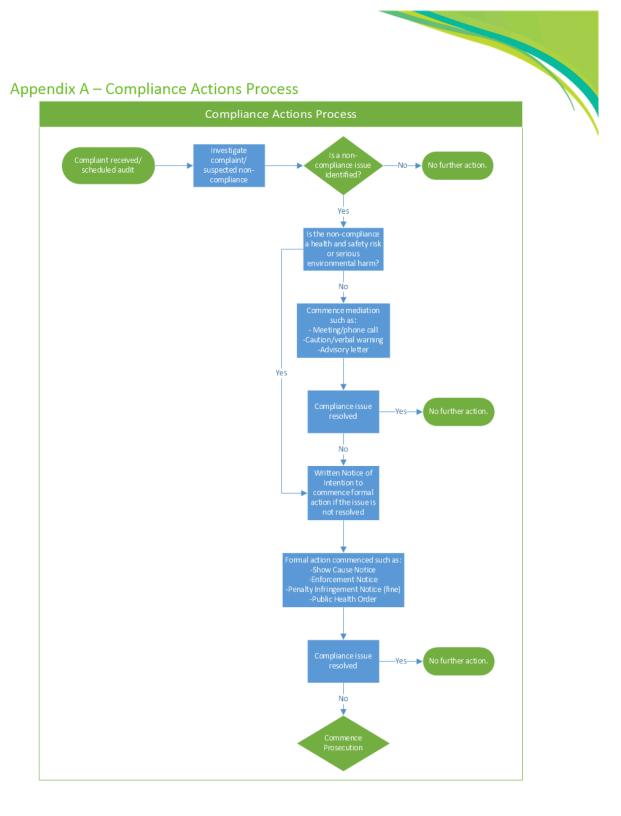
Page 11 of 13

10. Related Documents

Compliance Policy
Compliance Guideline
Complaints Management Policy
Complaints Management Procedure
Local Government Act 2009
Right to Information Act 2009



Effective Date: 01/01/2021 Version: 1.0 Review Date: 01/01/2024 Superseded/Revoked: NA



Group: Community & Regional Prosperity
Unit: Planning, Policy & Community Wellbeing
Approved: Ordinary Meeting (Resolution Number 20-24/XXXX)
Date Approved: XX/12/2020
ECM: 4023384

Effective Date: 01/01/2021 Version: 1.0 Review Date: 01/01/2024 Superseded/Revoked: NA

Page 13 of 13

12.3 2020/21 Major Community Grants Program - Round 1

Date: 16 November 2020

Author: Trent Nibbs, Community Activation Officer

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

Purpose:

Applications for Round 1 of Council's 2020/21 Major Community Grants Program were called on 1 September 2020 and closed on 30 September 2020. Nineteen (19) applications were received, requesting a total of \$57,387.14. the purpose of this report is to present to Council the recommendations of the grant assessment panel and further that Council adopt the recommendation of the panel as per the officers recommendation.

Officer's Recommendation:

THAT Council approve funding for Round 1 of the 2020/21 Community Grants Program allocating a total of \$49,982.00 to the following applicants:

Flagstone Creek Primary P&C Association	\$4,000.00
Gatton Campdraft Association	\$4,000.00
Gatton Jubilee Golf Club	\$3,500.00
Gatton Pony Club	\$3,000.00
Hatton Vale District Pony Club	\$3,000.00
Laidley Golf Club	\$1,500.00
Laidley Kindergarten Association	\$4,000.00
Lockyer Multicultural Association	\$3,737.00
Lockyer Valley Celtic Pipe Band	\$4,000.00
Lockyer Valley Netball Association	\$4,000.00
Mulgowie Cricket Association	\$3,900.00
Returned & Services League of Australia Laidley Sub-Branch Inc	\$2,000.00
Spirit of the Valley Events	\$3,500.00
Steve Jones Community Men's Shed Withcott	\$2,095.00
Withcott Helidon Lions Club	\$3,750.00

Executive Summary

For the 2020/2021 financial year, Council allocated \$100,000 for two rounds of the Major Community Grants Program. For Round 1 Council received 19 applications, requesting a total of \$57,387.14 in funding.

This report outlines the evaluation process undertaken by Council and makes a recommendation for distributing the available funding to eligible organisations.

Finance and Resource Implications

A budget of \$100,000 is provided for Category 1 - Major Community Grants Program, with two rounds of \$50,000 each. The Major Community Grants Program is for non-recurrent grants of between \$1,000 and \$4,000. The total funding recommended for Round 1 is \$49,982 which is within the budget for Round 1.

Corporate Plan

Corporate Plan Theme

Lockyer Community

Outcome

- 1.1 A community with fair and reasonable access to services.
- 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.
- 1.3 Enhanced wellbeing and safety of the community.
- 1.5 Events and activities that bring together and support greater connectivity in the community.

Consultation

Community Engagement

A media release was developed and distributed regarding the opening of Round 1 of the 2020/21 Major Community Grant Program. This was also published on Council's website and Facebook page.

Proposal

Overview

Applications for Round 1 of Council's 2020/21 Major Community Grants Program were called on 1 September 2020 and closed on 30 September 2020. Nineteen (19) applications were received, requesting a total of \$57,387.14.

As per the Community Grants and Assistance Policy and Procedure, Council is required to approve the allocation of funding under Category 1 – Major Community Grants Program.

For Round 1, 19 applications for funding were received. These applications were assessed by Cr Milligan, the Chief Financial Officer, the Manager Business Performance and the Community Activation Officer against the assessment criteria, funding requirements and the community group's own capacity to finance their project.

Of the 19 applications received, 15 applicants are recommended to receive part or all of their requested funding.

The applicants recommended to received funding are:

ROUND 1 – 2020/21 Major Community Grants Program				
Organisation	Project Description	Amount	Amount	
		Granted	Requested	

ROUND 1 – 2020/21 Major Community Grants Program			
Organisation	Project Description	Amount Granted	Amount Requested
Flagstone Creek Primary P&C Association	Playground improvements	\$4,000.00	\$4,000.00
Gatton Campdraft Association	Electrical costs with Grantham project	\$4,000.00	\$4,000.00
Gatton Jubilee Golf Club	Realignment of course	\$3,500.00	\$3,550.00
Gatton Pony Club	Additional concrete slab for clubhouse	\$3,000.00	\$4,000.00
Hatton Vale District Pony Club	Purchase portable arena	\$3,000.00	\$3,254.00
Laidley Golf Club	Upgrade office equipment	\$1,500.00	\$2,589.00
Laidley Kindergarten Association	Installation of irrigation	\$4,000.00	\$4,000.00
Lockyer Multicultural Association	Equipment and web design	\$3,737.00	\$3,737.00
Lockyer Valley Celtic Pipe Band	New equipment	\$4,000.00	\$4,000.00
Lockyer Valley Netball Association	Fence along creek bank	\$4,000.00	\$4,000.00
Mulgowie Cricket Association	Ground maintenance equipment and seating	\$3,900.00	\$4,000.00
Returned & Services League of Australia Laidley Sub-Branch Inc	Event equipment	\$2,000.00	\$3,596.00
Spirit of the Valley Events	Purchase A3 printer	\$3,500.00	\$3,500.00
Steve Jones Community Men's Shed Withcott	Storage shed	\$2,095.00	\$2,095.00
Withcott Helidon Lions Club	Installation of air conditioner	\$3,750.00	\$3,751.23

Cr Milligan declared a conflict of interest in regard to the application by the Returned & Services League of Australia Laidley Sub-Branch Inc. Cr Milligan did not provide any comment or feedback in relation to the application, and did not participate in the assessment of the application.

The following four applications did not meet the criteria or funding conditions and have not been recommended to receive funds in Round 1:

- Glenore Grove Public Hall Association and Ma Ma Creek Community Centre The Glenore Grove Public Hall Association is seeking funding to upgrade fire safety of the hall, and the Ma Ma Creek Community Centre is seeking funding to upgrade their kitchen and purchase a dishwasher. It is recommended that Council not provide funding to these groups under the Major Community Grants Program as Council has applied for funding through the State Government Local Economic Recovery Program (Rural Halls Upgrade) which is targeted at the upgrade of rural halls. Council has also already secured external funding which is to be used to upgrade community facilities which could be utilised as evacuation centres or safer places during a disaster. The Glenore Grove Public Hall Association and the Ma Ma Creek Community Centre will be invited to apply for this funding.
- Mulgowie Public Hall Association and Lockyer Athletics Association These groups are seeking
 funding to purchase items to help with sanitation requirements due to the COVID-19 pandemic.
 This item is not eligible for funding due to it being an ongoing operational or recurrent cost.

Legal Implications

There are no legal implications associated with this report.

Policy Implications

The applications received under Round 1 of the 2020/21 Major Community Grants Program have been assessed in accordance with the Community Grants and Assistance Policy and the Community Grants and Assistance Procedure.

According to the *Guidelines for local government administration of community grants* (October 2009), "It should be noted that while there is no right of appeal against a decision to approve or refuse to grant, decisions in relation to grants are still subject to the *Judicial Review Act*". All appeals are otherwise treated in accordance with Council's Complaints Management Process.

To ensure total transparency in the assessment process, the *Guidelines for local government* administration of community grants (October 2009), stress the importance that there be a separation of responsibilities so that the person making the decision is different from the person assessing the applications.

Risk Considerations

Key Corporate Risk Code and Category: R1 Reputation

Key Corporate Risk Descriptor: Reputation and Goodwill

Key Corporate Risk Code and Category: EC1 Environment and Community

Key Corporate Risk Descriptor: Environment and the community, including sustainable

development, social and community wellbeing, relationships,

public health, recreation, regional profile and identity

Previous Council Resolutions

There is no previous Council resolution relating to this round of funding.

Related Documentation

- Community Grants and Assistance Policy
- Community Grants and Assistance Procedure

Critical Dates

In accordance with the Community Grants and Assistance Procedure, grant funding must be spent within 12 months of the applicant receiving advice that their application has been successful.

Implementation

All applicants will be notified of the outcome of their application.

Internal processes relating to the disbursement of grant funding and acquittal will be undertaken as required.

Attachments

There are no attachments for this report.

12.4 Endorsement of RADF Committee Community Members

Date: 27 November 2020

Author: Nicole Kilah, Coordinator Libraries & Galleries

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

Purpose:

The purpose of this report is to seek Council's endorsement of Community Members on the Regional Arts Development Fund (RADF) Committee.

Officer's Recommendation:

THAT Council endorse the following candidates as Community Members on the Lockyer Valley Regional Arts Development Fund (RADF) Committee:

- Grace Crichton
- Stephen Hogarth
- Jessica Logan
- Sally Peacock
- Helen Richards
- Luke Willey

Executive Summary

Council recently called for nominations for community members of the RADF committee. Ten nominations were received. This report recommends six candidates be endorsed as committee members.

Finance and Resource Implications

There are no finance and resource implications to this report. The new committee members will need to undergo training, however provision has been made for this from RADF funding. Community members of the RADF Committee are volunteers.

Corporate Plan

Corporate Plan Theme

Lockyer Community

Outcome

- 1.4 Council seek to understand community needs, resulting in partnerships that realise long-term benefits to the community in a timely manner.
- 1.5 Events and activities that bring together and support greater connectivity in the community.

Consultation

Portfolio Councillor Consultation

Cr Hagan was aware of the call for nominations and provided support in obtaining nominees.

Internal Consultation

The nominations for community members were assessed by a panel including the RADF Liaison Officer, the Group Manager Community and Regional Prosperity and the Manager Community Activation.

Community Engagement

Nominations for community members were called using advertisements in local newspapers, and on Council's corporate and Library Facebook pages.

Proposal

Overview

The Regional Arts Development Fund (RADF) Committee provides advice and assistant to Council on the delivery of the RADF program in the Lockyer Valley.

The Committee consists of two Councillors appointed by Council and at least two, but no more than six, community members. Community members on the committee may serve a maximum term of four years with an option to step down after two years. Committee members who have served for a continuous four-year term are required to 'rest' for a period of 12 months before being again eligible for membership on the committee. Members may resign at any time and can be replaced at any time by resolution of Council.

Nominations for RADF committee members were called between 7 October and 13 November 2020. Ten applications were received. All candidates demonstrated a strong interest and involvement in the arts and the community.

In accordance with the RADF Committee Terms of Reference, the nominations received were assessed by a panel including the RADF Liaison Officer and two other Council employees appointed by the Chief Executive Officer. The Group Manager Community and Regional Prosperity and Manager Community Activation were appointed to the panel.

Candidates were assessed based on:

- 1. A demonstrated active interest, involvement or experience with at least one of the art areas or committees or groups of a similar nature;
- 2. The ability to effectively promote RADF to relevant networks and the wider Lockyer Valley Community;
- 3. The ability to represent community groups such as young people, older people, Aboriginal and/or Torres Strait Islanders, people with a disability and culturally and linguistically diverse groups;
- 4. The ability to represent geographical locations with the Lockyer Valley; and
- 5. The ability to assess RADF applications in line with RADF key performance outcomes and Council's Art and Cultural priorities.

The following six people are recommended to be RADF Committee community members:

- Grace Crichton
- Stephen Hogarth
- Jessica Logan
- Sally Peacock
- Helen Richards
- Luke Willey

These six candidates have expertise and interests in a range of art disciplines, and represent a diversity in age, cultural background and gender which will contribute to a balanced and active committee.

Legal Implications

There are no known legal implications associated with this recommendation.

Policy Implications

This matter does not impact on Council policy.

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

At the Ordinary Council Meeting on 15 July 2020, Council adopted the Terms of References for the RADF Committee, and appointed Cr Hagan as Chairperson and Cr Holstein as Councillor Representative on the RADF Committee.

Related Documentation

Regional Arts Development Fund Committee Terms of Reference

Critical Dates

There are no critical dates associated with this report.

Implementation

All candidates will be notified of Council's decision, and training will be undertaking for successful candidates.

Attachments

There are no attachments for this report.

12.5 Urban Utilities Water Netserv Plan

Date: 22 September 2020

Author: Prudence Earle, Senior Strategic Planner

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

Purpose:

Urban Utilities proposes to make a major amendment and administrative amendments to the current Water Netserv Plan Part A (WNP). The major amendment involves the inclusion of a new charge area being the Bromleton State Development Area and minor changes to charges in the Scenic Rim and Somerset Regional Council areas. Changes to the WNP by Urban Utilities require endorsement by Council or recommendation of amendments. Council's statutory endorsement of the WNP is limited to the planning assumptions about the extent and type of growth outlined. The planning assumptions in this version of the WNP for the Lockyer Valley Region have not been changed from the WNP endorsed by Council in 2019. As such the draft WNP remains consistent with Council's current Local Government Infrastructure Plan (LGIP).

Officer's Recommendation:

THAT Council endorse the proposed Water Netserv Plan Part A planning assumptions prepared by Urban Utilities and provided to Council on the 30 November 2020.

Executive Summary

Urban Utilities proposes to make a major amendment to the current WNP. The proposed amendment does not vary or change the planning assumptions for the Lockyer Valley Region. Urban utilities requires Councils' endorsement of the proposed WNP as a legislative requirement under the *Planning Act 2016* by 15 January 2021. Endorsement of the WNP will therefore have no impact on the Councils LGIP and will facilitate Urban Utilities operation in other Local government areas.

Finance and Resource Implications

There are no financial or resource implications for Council.

Corporate Plan

Corporate Plan Theme

Lockyer Community Lockyer Planned

Outcome

- 1.4 Council seeks to understand community needs, resulting in partnerships that realise long-term benefits for the community in a timely manner.
- 4.2 Provision of fit-for-purpose infrastructure which meets the current and future needs of the region.
- 4.5 An integrated approach to the planning of all communities that strengthens local identity and lifestyle.

Consultation

Portfolio Councillor Consultation

The Portfolio Councillor has been made aware of the proposed changes to the WNP.

Internal Consultation

Council officers have had internal discussions with internal stakeholders and no concerns regarding the assumption have been raised.

External Consultation

Urban Utilities is responsible for consulting with other external stakeholders.

Community Engagement

Urban Utilities is responsible for community consultation. This will be undertaken after all the relevant Local Governments have provided endorsement of the planning assumptions.

Proposal

Overview

Urban Utilities is undertaking a major and administrative amendment to the current Water Netserv Plan (WNP). The major amendment involves the inclusion of a new charge area being the Bromleton State Development Area. Whereas the administrative amendments involve editorial and changes to charges for the Scenic Rim and Somerset Regional Council areas.

Urban Utilities seeks to adopt the proposed WNP by the end of the first quarter 2021. It is a legislative requirement that all five local governments within Urban Utilities service area formally endorse the planning assumptions of the WNP before Urban Utilities begins community consultation. The legislation states that a local government must either endorse the planning assumptions or advise Urban Utilities that it requires amendments.

The purpose of securing Council's endorsement is to ensure that the WNP is consistent with Council's current planning assumptions and current land use plans.

It is noted that endorsement of the planning assumptions does not prevent Council from making a submission to the WNP once it is publicly notified.

Council officers have reviewed the planning assumptions of the proposed WNP and the current WNP and confirm that these have not been altered or changed by Urban Utilities. As such, there are no matters to prevent Council endorsing the proposed WNP, as it is consistent with Council's planning assumptions and LGIP.

Legal Implications

There are no legal implications for Council.

Policy Implications

There are no policy implications for Council.

Risk Considerations

Key Corporate Risk Code and Category: IA1

Key Corporate Risk Descriptor: Infrastructure and Assets

Planning, managing and maintaining assets for the future.

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: P1

Key Corporate Risk Descriptor: Political

Intergovernmental relationships/relationships with other key

stakeholders

Previous Council Resolutions

No previous Council resolutions have been made in response to the proposed WNP major amendment and administrative amendments

Related Documentation

- Planning Act 2016
- Ministers guidelines and rules
- Gatton Shire Planning Scheme 2007
- Laidley Shire Planning Scheme 2003
- Lockyer Valley Local Government Infrastructure Plan 2018

Critical Dates

Urban Utilities has requested that Council provide an endorsement letter by 15 January 2021.

<u>Implementation</u>

Provide written advice to Urban Utilities notifying the distributor-retailer of Council's decision.

Attachments

There are no attachments for this report.

12.6 Seven Mile Lagoon - Future Property Management

Date: 01 December 2020

Author: Chris Hoffman, Catchment Project Officer

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

Purpose:

The purpose of this report is to seek Council's endorsement for a change in property management of the Council owned property known as Seven Mile Lagoon, from leased land to use for environmental purposes.

Officer's Recommendation:

That Council repeal the following resolution (16-20/0552) made at its Ordinary Meeting held 28 June 2017:

"That Council resolve to delegate authority to the Chief Executive Officer to undertake a tender process to dispose of Lot 999 on RP141796 by way of lease in accordance with the requirements of the Local Government Act 2009 on terms satisfactory to Council".

And Further;

THAT Council resolve to terminate the current lease of Seven Mile Lagoon and manage the land for environmental purposes. This management is to be carried out under Council's Integrated Land Management Project Plan, for the protection of native fauna and flora and the benefit of the community.

Executive Summary

Seven Mile Lagoon is approximately 186 hectares and is situated at Waters Road, Lockyer Waters. The property is described as Lot 999 on RP 141796 (Land). The Land is freehold land owned by Council, is zoned as Rural Landscape and has been leased for cattle grazing. Most of the Land is covered by an ephemeral wetland which fills following seasonal rainfall and is frequented by large numbers of local and migratory waterfowl.

Historical land management practices have resulted in a decline in environmental values on the Land and restricted access for keen bird watchers in the region. It is proposed that the Land be used for environmental purposes to allow for approved recreational activities and the enhancement of ecological values at the property. Protection of the Land will allow for access by local, regional, interstate and international visitors to enjoy the prolific bird life and natural beauty of the Land. This will result in increased tourism within the region and benefit to the community.

Proposal

Council has leased the Land to the existing Lessee since 1999. The previous Lease expired on 30 June 2012 and has not been renewed although the existing Lessee has continued to occupy the Land since that time for an annual fee. Cattle grazing has historically occurred on the Land and has contributed to the significant areas of bare ground and erosion observed on the Land, through creation of pads, tracks, camped areas and overgrazing. Cattle grazing is also detrimental to the breeding areas of birds and waterfowl through trampling disturbance, contributing excess nutrients and damage to the native reeds used for cover and nesting. Several restricted weed species (as classed under the *Biosecurity Act 2014*), were observed on the Land. All these weed species were present in low density (<10% ground cover), found in isolated, relatively small sized (<1 hectare) infestations. Due to current dry conditions fireweed is not prevalent on the Land.

The naturally formed wetland on the Land is classed by the State Government as a Referable Wetland of High Ecological Significance and vegetation within the wetland is protected under an Of Concern classification. The ecological value of the Land is further enhanced by the presence of large numbers and a high diversity of bird species observed on the Land. A number of these species are migratory and classed as either Endangered, Vulnerable or Near Threatened (EVNT) with international significance.

An analysis of future property management options for the Land has been undertaken by the Council's Community Wellbeing Team. It is recommended that Council takes over management of the Land for environmental purposes and the greater benefit of the community. This will ensure the high ecological values of the Land are not further compromised by grazing or agricultural practices and the potential for the Land to act as an environmental tourist drawcard is realised.

Several prominent local Community groups and specialist Queensland bird watching groups have expressed a keen interest in visiting the Land for the purpose of bird watching. Given the large number of members and affiliates of these groups it is expected that visitor numbers to the Land will number in the several hundred annually (when the wetland has water in it). This is very likely to provide positive economic stimulus to the local businesses in the region and encourage further interest in other tourist attractions in the area. It is also expected that local residents in Lockyer Waters will use the Land for appropriate recreational activities.

Options

Three potential land management options have been identified.

- 1. Extend current lease benefit of one lessee only and risk of further degradation of ecological values;
- 2. Put Land out to open tender benefit of one lessee only with potential to tighten land use conditions to minimise environmental degradation;
- 3. Council use the Land for environmental purposes with the view of creating a conservation area in the future. This option will ensure the unique ecological values of the Land are enhanced for the benefit of all members of the community and regional environment. Option 3 also has the potential to attract significant numbers of visitors to the region through tourism from specialist bird watchers visiting the Land from Queensland, interstate and internationally.

The Following key actions are recommended:

- **Terminate the current lease agreement:** formally notify the current lessee that the lease on the Land is terminated.
- Develop a property specific management plan outlining:
 - 1. Community and ecological values, threats, and potential impacts (current and future);
 - 2. Stakeholders and possible advisory groups;
 - 3. Management actions, scope of works, timing of works and budget;
 - 4. Public access conditions and permissible activities on the Land;
 - 5. Infrastructure requirements and potential improvements including funding options (grants);
 - 6. Legal and HSE requirements and liabilities for groups accessing the Land;
 - 7. Notification to adjacent landholders of the change of land use on the Land.
- **Pest and weed control**: Council pest and weed control officers undertake management actions to control restricted weed species on the Land. This activity would be completed within 2-person days annually. Monitoring of pest animal species on the Land will provide data on species present.
- Undertake essential works: The Community Wellbeing team currently have adequate budget to undertake essential works on the Land including fence repair and rubbish removal and local landholder notifications. A bushfire management plan will also be developed for the Land.
- **Tourism promotion:** Once the Land has a management plan developed and approved, the Land can be widely promoted as a tourism drawcard through existing tourism networks. The primary focus of this

will be as a bird watching haven with connections to other wetland areas in the Region (Lake Apex and Lake Freeman) with positive flow on effects to local businesses.

Previous Council Resolutions

On the 28 June 2017 Council resolved to undertake a tender process to dispose of the Land by way of Lease in accordance with the requirements of the *Local Government Act 2009* on terms satisfactory to the Council. The Tender did not proceed due to access issues raised by the current Lessee and advocacy for reinstating the Land for environmental purposes from the Council's Community Wellbeing Team.

Critical Dates

It is recommended that Council decide this matter as soon as possible to allow for adequate time to notify the incumbent lessee and undertake required maintenance works. The *Property Law Act 1974* states that 1 months' notice in writing must be given to the current Lessee to terminate the Lease.

Strategic Implications

Corporate Plan

The classification of the Land as an environmental reserve aligns with the initiatives and objectives of the Council's Natural Resource Management Strategy and the Council's Integrated Land Management Project Plan.

Finance and Resource

Works required on the Land including weed control, pest animal control and fencing repair can be accommodated under existing budget allocations using existing resources within the Community Wellbeing Team. A bushfire management plan will be developed for the Land using existing budget. No additional funds are sought from Council in this current financial year budget.

Funding will be sourced in future from State and Federal environmental grant opportunities to undertake additional works including revegetation, construction of walking tracks, bird hides/ viewing platforms.

The current Lessee has advised Council that he is prepared to offer an increase in payments for lease of the Land, if Council endorses the recommendation, it will forgo this revenue.

Legislation and Policy

Majority of the Land is classed as a Referable Wetland of High Ecological Significance under the *Environmental Protection Act 1994*. Vegetation on the Land is classed as Of Concern under the *Vegetation Management Act 1999*.

A large number of bird species have been observed historically on the Land. Many of these species are migratory and classed as either Endangered, Vulnerable or Near Threatened (EVNT) under the State Government Nature Conservation Act (NCA 1994) and the Federal Government Environment Protection Biodiversity Conservation Act (EPBC 1999). Having the Land being dedicated to environmental use with the view of creating a conservation area in the future will ensure the provisions of these Regulations and Acts are not compromised through incompatible land use.

If Council decides to terminate the current Lease the Property Law Act 1974 states that 1 months' notice in writing must be given to the current Lessee to terminate the Lease.

Risk Management

To minimise the potential for further degradation of the environmental values on the Land, it is recommended that the decision to change the use of the Land is made as soon as possible. To minimise the risk of misuse of the Land, stakeholder consultation workshops and a property specific management plan will be developed.

This will outline risks, access conditions, legal and safety requirements and liabilities for people accessing the property. With the removal of grazing animals from the Land it is expected that there will be seasonal growth of grassy vegetation which may present a risk of bushfire to the surrounding houses bordering the Land. To properly mitigate this risk a bushfire management plan will be developed for the Land in consultation with a specialist bushfire assessment and risk management consultant.

Consultation

Portfolio Councillor Consultation

The current status of the Land and future management options was outlined in a Council workshop attended by the Environment Portfolio Councillor.

Internal Consultation

Lockyer Valley Regional Council Property Management Team (Coordinator Governance and Property; Property Officer) have been consulted regarding the current status of the Land and the process to change the property management conditions. The Manager Planning, Environment and Regulatory Services has been consulted regarding the proposed change of management for environmental purposes. The Acting Coordinator Community Wellbeing has been consulted to confirm availability of resources to undertake maintenance works at the Land.

External Consultation

Letters of support for a change in use of the Land from grazing lease to environmental purposes have been received from prominent bird watching groups including Birdlife Southern Queensland and eBird (see attachments).

The current Lessee has advised the Council Property Management team that he is prepared to offer an increase in payments for lease of the Land as he is concerned about losing the Land and the impact this will have on his grazing enterprise.

Community Engagement

Three active community groups within the Lockyer Valley have expressed support for the change in use of the Land for environmental purposes. Letters of support have been received from Lockyer Community Action Inc (LCAI), Lockyer Uplands Catchment Inc (LUCI) and Friends of Lake Apex (FOLA).

Extensive engagement of the local community within the Lockyer Waters estate is planned for when the property is reclassified as a reserve. This will be an essential part of the development of a property specific management plan for the Land which identifies key stakeholders and advisory groups, community values, threats and potential impacts to the Land.

Attachments

1 <u>↓</u>	letter of support_Bird Life Southern QLD	2 Pages
2 <u>↓</u>	FOLA letter of support	2 Pages
3 <u>↓</u>	LUCI letter of support	2 Pages
4 <u>↓</u>	eBird letter of support	2 Pages
5 <u>↓</u>	property map showing wetland of high environmental significance	
6 <u>↓</u>	letter of support_LCA Inc	2 Pages



BirdLife Southern Queensland P O Box 375 Annerley Qld 4103

1st November 2020

Lockyer Valley Regional Council Chief Executive Officer PO Box 82 Gatton QLD 4343

mailbox@lvrc.qld.gov.au

Chief Executive Officer and Members of Lockyer Valley Regional Council

Re: Seven Mile Lagoon transition to an Environmental Reserve

Dear Members of Council

Birdlife Southern Queensland is a community-based environmental organisation active in education, research, conservation and advocacy in southern Queensland. Birdlife Southern Queensland values the natural assets of the Lockyer Valley, which provide diverse habitats for native birds and other wildlife. We were involved in the development of the Birds of the Lockyer brochure and have more recently engaged with Lockyer Valley Regional Council regarding future land use options for important bird areas in the Lockyer region, such as Seven Mile Lagoon.

Birdlife Southern Queensland welcomed the opportunity to contribute to the Lockyer Valley NRM Working Group. Deborah Metters, a long-term member of Birdlife Southern Queensland was nominated to the working group, particularly because she has developed strong connections to many Lockyer landholders who manage conservation properties (Land for Wildlife and Nature Refuges) through her professional work.

Deborah attended a full day facilitated workshop on 3 August 2019, designed to guide community representatives through the process of creating the Plan's framework.

We strongly commend the LVRC for initiating the transition of Seven Mile Lagoon from a pastoral grazing lease to an Environmental Reserve. Seven Mile Lagoon comprises an area of 186hc of Regional Eco-system 12.3.8 'Of concern freshwater wetland'. 220 species of birds have been recorded around the vicinity

Attachment 1 12.6 Page 135

of Seven Mile Lagoon which is listed as a birding hotspot, No 10, in the 'Bird Places of the Lockyer Valley' brochure. The fact this brochure produced in February 2012, has become the most popular take away at Lake Apex Information Centre signifies the popularity of a day's birding in the Lockyer region.

However, more importantly, Seven Mile Lagoon should be conserved to support the huge numbers of wildfowl which in good seasons, use the ephemeral waters of the lagoon.

Unfortunately the recent prolonged drought has reduced significant water bodies like Lake Clarendon and Lake Atkinson to a few remaining pools. Many smaller water bodies dried completely and small farm dams filled from the acquirers, became of enormous importance to the remaining bird life around the valleys. The vagaries of these weather events have contributed to the serious decline of many small bush birds; some up to 52%.

Avian tourism has for many years been an under-utilised resource for many communities. Towns like Goondiwindi and St George have their bird places brochures and BSQ is working to provide similar information for Warwick, Stanthorpe and the Darling Downs. A large majority of overseas visitors come to Australia to enjoy our endemic wildlife. We have bird species in bird families, found nowhere else on earth.

To have more areas of the Lockyer reserved and nurtured for all of Nature is a worthwhile and hugely important legacy for the LVRC.

Please do not hesitate to be in touch if we can do anything further to assist.

Kindest regards

Sheena Gillman

Deputy Convener BirdLife SQ & Chair of Conservation

Mb: 0409 268 076

Sheera Calhan



Friends of Lake Apex Inc. C/- FOLA Secretary, 6 Smith Street, GATTON QLD 4343

3 November 2020

Lockyer Valley Regional Council PO Box 82 GATTON Q 4343

Dear Councillors.

Seven Mile Lagoon - Reclassification to 'Environmental Reserve'

In 2012 Friends of Lake Apex Inc. (FOLA), in conjunction with Birdlife Southern Queensland and supported by Lockyer Valley Regional Council, produced a brochure entitled 'Bird Places of the Lockyer Valley' in which Seven Mile Lagoon is featured as No 10. Therefore locals and visitors may well be aware of the existence of this very special wetland.

This brochure is always in demand by the bird watching community, many of whom visit the Lockyer Valley solely to see and photograph the birdlife. Our Valley is a favourite area to visit because these unique places support a wide variety of local, migratory, well-known and rare birds.

At this time, when eco-tourism and the preservation of our natural resources in general have become such important issues, it is gratifying to know that LVRC is looking to re-classify the area around Seven Mile Lagoon as an 'Environmental Reserve'. This important ephemeral wetland will not only be preserved for the wildlife but will be protected, ensuring it remains one of the many well-known tourist destinations in our Region.

FOLA would like to commend LVRC on their foresight in appreciating the importance of this area and applying for re-classification, to which we give our wholehearted support.

Yours faithfully,

Diana Lewin

President - Friends of Lake Apex Inc.



Chief Executive Officer Lockyer Valley Regional Council PO Box 82 Gatton Qld 4343

13th November 2020

Dear Council Members

Re Seven Mile Lagoon - Consideration as Environmental Reserve

LUCI understands Lockyer Valley Regional Council (LVRC) is in the process of reviewing the land use status of Seven Mile Lagoon and considering its value as a natural asset to be managed as an Environmental Reserve. Seven Mile Lagoon is classified as an "Of concern freshwater wetland" Regional Ecosystem.

As an ephemeral wetland, Seven Mile Lagoon contributes specific habitat resources for a diverse range of fauna, including a significant number of local and migratory bird species. Importantly, Seven Mile Lagoon is part of a connected aquatic system spanning Lockyer and Somerset regions linked through a series of water holes, dams and lagoons and connected via floodplains to both Lake Clarendon and Atkinsons Dam. Under decreasing rainfall conditions, this system of aquatic connectivity provides a buffer in the Lockyer's supply of wetland ecosystems.

Seven Mile Lagoon is well known, locally, nationally and internationally, for the diversity of birdlife which it supports and is considered a birding hotspot for tourists and conservationists alike. Reclassification as an environmental reserve would ensure the area is managed appropriately to protect and sustain its environmental values and enables the Lagoon to be promoted as a public amenity area. Its contribution to eco-tourism as a link in a cross-regional "bird trail" is currently undervalued and can only be enhanced through reclassification as an environmental reserve. Further, as a public reserve, Seven Mile Lagoon could provide opportunities for education and research projects across a range of habitat and wildlife topics for students at local schools and nearby universities.

The reclassification of Seven Mile Lagoon as an Environmental Reserve would contribute significantly to achieving Council's stated intent in its draft Natural Resource Management Strategy and Plan to "[p]rotect and enhance our natural ecosystems and conserve and recover native flora, fauna and their habitats". LUCI commends Council for its consideration of Seven Mile Lagoon as an Environmental Reserve.

Regards

Diane Guthrie, President, Lockyer Uplands Catchments Inc Tel 0413 333 681

Lockyer Uplands Catchments Inc Chris Wiley
722 Riverside Drive
Pine Mountain QLD 4306

1 November 2020

Martin Bennett Environment Officer Lockyer Valley Regional Council

Dear Martin,

I am writing in support of the nomination of Seven Mile Lagoon as a conservation area. As a curator of the citizen-science database eBird, and as a regular visitor to the site myself, I cannot overemphasise the importance of this ephemeral wetland to birdlife. When it fills following heavy rain, the shallow waters, rich in organic matter, attract impressive numbers of waterfowl. Contributors to eBird have recorded the following remarkable high counts of certain species:

- 100 Freckled Ducks
- 4,000 Pink-eared Ducks
- 250 Australasian Shovelers
- 10 Blue-billed Ducks
- 4,000 Hardheads
- 5,000 Grey Teals
- 270 Hoary-headed Grebes
- 500 Australasian Grebes
- 5,000 Eurasian Coots
- 487 Black Swans
- 490 Red-necked Avocets
- 700 Pied Stilts
- 235 Glossy Ibis
- 225 Whiskered Terns
- 3 Australian Painted-snipe
- 20 Latham's Snipe
- 10 Oriental Pratincoles.

For some of the above species (e.g., Freckled Duck, Australasian Shoveler), it is unusual to see double-digit totals in a single location in south-eastern Queensland, let alone these impressive numbers. In total, 155 species of bird have been recorded at the site in eBird, which is the eighth highest total for any site within the Lockyer Valley. This is all the more remarkable given the lack of any nearby forested environments, which contribute to the high diversity at other sites.

The importance of the site for the federally endangered Australian Painted-snipe is likely to be vastly underestimated because, to date, most birders have had limited access to the shoreline. Most people, instead, view from the nearby Jimba Road, and intervening vegetation often obscures the nearest shore. The importance of the site for the Australian Painted-snipe is also likely to be vastly improved by the removal of cattle, which eat and trample the waterside vegetation in which the species shelters and breeds.

The site has high potential for attracting visitors to the region. To date, 94 different people have submitted observations for the site in eBird, which likely represents a small fraction of the total birdwatchers who have visited the site. Most visitors have visited on more than one occasion, and many visit at least annually. The vast majority of these people do not live within the Lockyer Valley. While I do not have detailed data on the residence of visitors, based on my personal knowledge of most the people using the eBird database, I would estimate that 50% of visitors are residents of southeast Queensland (primarily Brisbane and Ipswich), 25% are interstate visitors and 25% are international visitors.

I have no doubt that improving accessibility to the site will increase the popularity of Seven Mile Lagoon to birders. Currently, the distance from the public road to the lagoon means that a telescope is required (excluding many beginner and casual birders, who do not own one). Furthermore, regular heat haze at the site means that visibility is only ideal in the very early morning and late afternoon. Given that many visitors are travelling from far afield, this is problematic for many people. Both limitations could be improved by installing a viewing tower close to the water's edge. Such structures are commonly installed at wetlands in other countries and have several benefits:

- 1) It allows close views of birds, without disturbing them (the approach to the tower is typically fenced or planted so that approaching people are not visible from the lagoon, and the tower's platform is often enclosed).
- 2) By looking down towards the birds, the effect of heat haze is reduced.
- 3) The overall field of view is increased by being higher up.

Increasing the appeal of this site to birdwatchers is likely to have regional benefits. Most birders make a full day out of a visit to the Lockyer Valley, visiting a number of other sites (Lake Clarendon, Atkinson Dam, UQ Gatton ponds etc), and often stopping for food, fuel or other supplies in Gatton or elsewhere.

Should you need any further information regarding the birds of Seven Mile Lagoon, don't hesitate to contact me.

Kind regards,

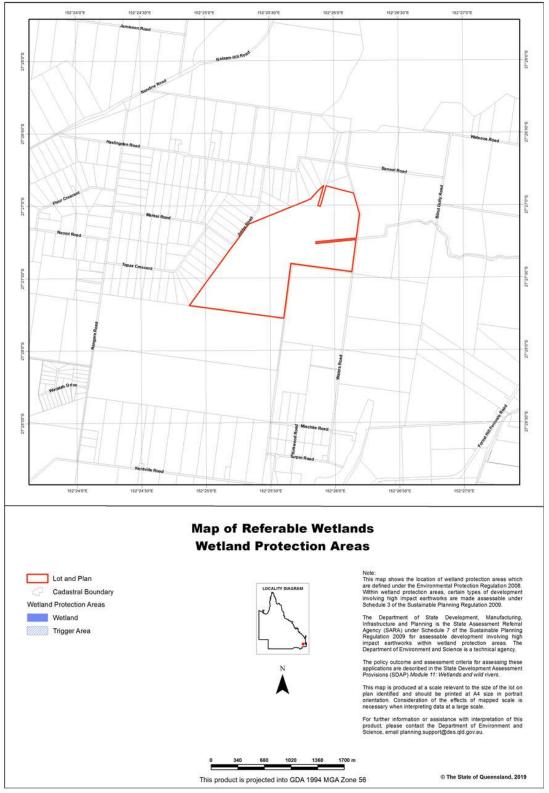
Chris Wiley

eBird moderator and local birder

eBird

Centred on: Lot: 999 Plan: RP141796

Map requested: 25/07/2019 14:40:00



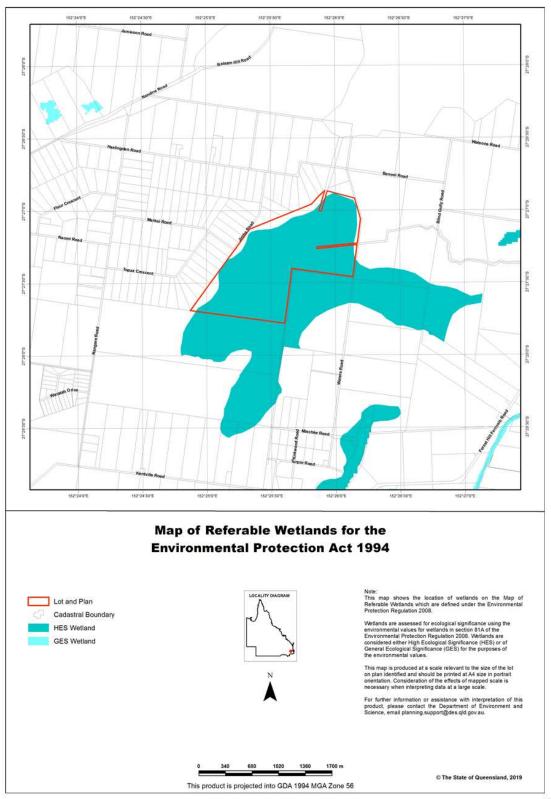
@ **0**

Page 1



Map requested: 25/07/2019 14:40:00

Centred on: Lot: 999 Plan: RP141796



@ 0

Page 2



Lockyer Community Action Inc.

To preserve the integrity and resilience of rural lifestyle, environment and community in the Lockyer

4 December 2020

Lockyer Valley Regional Council Chief Executive Officer P.O. Box 82 Gatton Qld 4343 mailbox@lvrc.qld.gov.au

Chief Executive Officer and Councillors

re: Seven Mile Lagoon - Support for transitioning from a grazing lease to an Environmental Reserve

Lockyer Community Action wishes to express strong support for establishing Seven Mile Lagoon as an Environmental Reserve.

Seven Mile Lagoon is part of a chain of wetlands (including Lake Clarendon and Atkinsons Dam) linking the northern part of the Lockyer Valley Region to wetlands in the Somerset Region.

It is our view that Seven Mile Lagoon would be much more valuable to the Region if it was managed as an Environmental Reserve than as a Grazing Lease.

The environmental values of Seven Mile Lagoon have been widely recognised for quite some time, as has its potential contribution to the local economy.

Seven Mile Lagoon was identified as a significant component in "positioning the region as a top birdwatching location" as far back as 2013 with the publication of the Lockyer Valley Tourism Destination Plan.

More recently, under the heading of "What the market is looking for?", the Lockyer Valley Tourism Destination Plan 2018-2023 (p.52) recognised bird watching as part of "an emerging niche market" that can help "turn [a] short break away into a lifelong memory".

Transitioning Seven Mile Lagoon to Environmental Reserve status would be a low-cost, high-return part of meeting this tourism market demand. That such a demand for bird watching experiences already exists is evidenced by the fact that the 2012 brochure "Bird Places of the Lockyer Valley" has become the most popular take-away at the Lake Apex Information Centre.

Despite its current use, Seven Mile Lagoon is already well known for birdwatching.

The Queensland Wader Study Group recognises it as "probably the jewel in the crown of the Lockyer Valley" in terms of habitat for wading birds.

It is on the eBird Hot Spot trail attracting birdwatchers from all over Queensland, interstate and overseas. Through this visitation it is already contributing to the economy of the Region through expenditures on food, drink, local produce, fuel, etc. in the local area.

P.O. Box 529, Gatton QLD 4343 phone: 0401 346 036 email: lockyercommunityaction@gmail.com

Attachment 6 12.6 Page 143

Changing its status to an Environmental Reserve and managing it for conservation and nature-based tourism focussed on the wetland species will significantly magnify the existing benefits in a way that will be ongoing.

We urge Councillors to take advantage of the opportunities that Seven Mile Lagoon would provide to the Region as a well managed Environmental Reserve.

Yours sincerely

Gordon Claridge

President, Lockyer Community Action Inc.

To preserve the integrity and resilience of rural lifestyle, environment and community in the Lockyer

07 5462 1028 0401 346 036

P.O. Box 529 Gatton Q. 4343

P.O. Box 529, Gatton Qld 4343 - ph 07 5462 1028 - Secretary: hannekenooren@yahoo.co.uk

12.7 Adverse Events Plan

Date: 02 December 2020

Author: Neil Williamson, Community Activation Officer

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

Purpose:

The purpose of this report is to seek Council's endorsement of the Adverse Events Plan which is a deliverable under the Australian Government's Drought Communities Programme.

Officer's Recommendation:

THAT Council endorse the Adverse Events Plan which is a requirement under the Drought Communities Programme funding.

Executive Summary

The Australian Government provided Council with \$1 million funding under the Drought Communities Programme in June 2020 for a range of programs aimed to stimulate the local economy and promote support options for drought-affected communities. One mandatory activity under the funding was the development of an Adverse Events Plan which is intended to address all significant adverse events the Lockyer Valley is likely to experience.

The Adverse Events Plan must be endorsed by Council by 31 December 2020 to meet the terms of the funding Agreement.

Proposal

The attached Adverse Events Plan provides a high-level overview of the range of significant adverse events the Lockyer Valley is likely to experience and offers a principle-based and strategic approach to mitigating activities. The Adverse Events Plan aligns with, refers to and draws from existing State and local disaster management frameworks, plans and sub-plans.

The Adverse Events Plan must be endorsed by Council by 31 December 2020 to meet the terms of the funding Agreement.

Options

Council has the following options:

- Endorse the attached Adverse Events Plan by 31 December 2020 to meet the terms of the funding Agreement
- 2. Endorse an amended version of the attached Adverse Events Plan by 31 December 2020 to meet the terms of the funding Agreement
- 3. Reject/Not endorse the Adverse Events Plan and be in breach of the funding Agreement

Previous Council Resolutions

Resolution Number: 16-20/1652 - Council resolved to apply for funding under the Australian Government Drought Communities Programme. The Adverse Events Plan is a mandatory requirement of the funding.

Critical Dates

The Adverse Events Plan must be endorsed by 31 December 2020 under the terms of the funding Agreement.

Strategic Implications

Corporate Plan

Lockyer Community:

- 1.3 Enhanced wellbeing and safety of the community.
- 1.6 The community's preparedness for disasters is improved through community education, training and strong partnerships between Council and other agencies.

Finance and Resource

There are no financial or resource implications with endorsing the Adverse Events Plan.

Legislation and Policy

The Adverse Events Plan is not a requirement under legislation or a policy.

Risk Management

The Adverse Events Plan responds to the following risk categories:

- FE2 Finance and Economic: Decision-making governance, due diligence, accountability and sustainability
- EC1 Environment and Community: Environment and the community, including sustainable development, social and community wellbeing, relationships, public health, recreation, regional profile and identity

Consultation

Internal Consultation

The Adverse Events Plan was developed with Council's Disaster Management team and framework and the Community Activation team with primary involvement of the Local Drought Support Officer at various times from September to December 2020.

External Consultation

The Adverse Events Plan was developed with reference to similar plans by other councils.

Community Engagement

There was no specific consultation with the community, however community views gained via the Local Drought Support Officer over the past 5 months and particular at the Lockyer Valley Drought Support Expo held November 2020, and Council's response to and community engagement with previous disaster events, were factored into the Plan.

Attachments

1 Lockyer Valley Regional Council Adverse Events Plan 23 Pages



Lockyer Valley Adverse Events Plan 2020

Contents

Part 1	- Administration	3
	Authority	3
	Purpose	3
	Objectives	3
	Principles	4
	Level of Response	4
	Scope	5
	Definition	5
	Communications	6
	Test and Review Process	6
Part 2	2 – Community Context	7
	Major Features	7
	Hazards and Risks Summary	8
Part 3	3 – Delivery	18
	Context	18
	Key Strategies and Actions	18
	Local Sub Plans, Supporting Plans and Policies	22

2

PART 1 – ADMINISTRATION

Authority

The Lockyer Valley Regional Council Adverse Events Plan (the Plan) has been prepared by the Lockyer Valley Regional Council (Council) in response to and with funding assistance from the Federal Government's Drought Communities Programme.

This document responds to the Coordinator-General for Drought's Advice on a Strategy for Drought Preparedness and Resilience.

This document is informed by and subject to the Lockyer Valley Local Disaster Management Plan and Sub Plans which have been prepared under the provisions of Section 57(1) of the Queensland Disaster Management Act 2003.

This plan was endorsed by Council on xx xxxxxxx 20xx.

Purpose

The purpose of the Lockyer Valley Regional Council Adverse Events Plan is to provide a framework that guides Council and the community to consider, prepare for, and manage adverse events that are likely to impact the Lockyer Valley. It is not intended to provide specific action plans or details and refers to existing the Lockyer Valley Local Disaster Management Plan and Sub Plans.

Objectives

The objectives of the Plan are to:

- · Identify the adverse events the Lockyer Valley is likely to experience
- Consider and identify a range of mitigation and response options and principles that can be applied to different events and circumstances
- Identify key strategies and actions to be undertaken by Council and other relevant stakeholders in order to prepare for and manage adverse events that affect the Lockyer Valley
- Identify and refer to the existing disaster management plans and sub-plans used by Council and develop plans to meet identified gaps where necessary

3

Principles

The following principles are applied in the plan:

- a) Local governments through their respective Local Disaster Management Group (LDMG) – have primary responsibility to manage a disaster at the community level.
- b) The preparedness and resilience of communities involve all individuals taking a share of the responsibility. Resilience requires involvement of individuals in the community and the embracing, by the community, of those individuals unable to provide for themselves. Local government, business, industry, community organisations, families and individuals all have a role.
- c) Management of adverse event response and recovery operations is conducted at the local government level.
- d) Local government is well placed to foster community organisations and encourage individual and family participation in building disaster resilience.
- e) By sharing responsibility, and each community member, organisation and level of government doing what they can, the overall impact of an adverse event will be reduced, and the community's ability to recover from it will be improved.

Level of Response

The response of Council will vary in relation to adverse events depending on the:

- · Seriousness of the event
- · Number of people involved
- Capacity of those affected to meet their own needs
- Risk exposure
- Financial impacts
- · Need to involve other stakeholders



Therefore, the response to each adverse event should be proportionate to its scale, scope and complexity.

Scope

The Plan describes the key strategies and actions at the local level to prevent, prepare for, respond to and recover from adverse events likely to impact the Lockyer Valley. These may be adverse events for which Lockyer Valley Regional Council is the lead agency for response and recovery, or events for which response and recovery are the responsibility of another agency (e.g. Queensland Fire Emergency Services, Queensland Police Service, Queensland Health, etc.) and may involve a commitment from Council.

The Plan will be considered in conjunction with other relevant plans and policies, including but not limited to:

- Lockyer Valley Local Disaster Management Plan (LDMP) and Sub Plans
- Lockyer Valley Regional Council Natural Hazards Risk Assessment Update 2016
- Lockyer Valley Regional Council Risk Management Policy
- Queensland Disaster Management Arrangements
- Queensland Emergency Risk Management Framework (QERMF)
- State Disaster Management Plan
- Australian Emergency Management Arrangements

Definition

An "adverse event" may include bushfire, flood, destructive storms, heatwave, epidemic or pandemic (human, animal or plant), drought, accident of significant scale, terrorism or sudden and unforeseen financial impacts resulting in a negative impact on the wellbeing of large parts of the community.

Reference is also made to the definition of an "event" by the <u>Queensland State Disaster</u> <u>Management Plan</u>, 1.5.1.5 Event.

5

It should be noted that at the Australian Government level and in some jurisdictions, the term 'emergency' is used interchangeably with 'disaster'. In Queensland, the *Disaster Management Act 2003* provides the definitions which underpin the disaster management arrangements in Queensland as detailed in the Act.

Communications

Effective communication between all stakeholders is a critical component for prevention, preparation, response and recovery of an adverse event. It is recognised that different stakeholders will have different capabilities and protocols for communication, both formal and informal, which will require consideration and flexibility to maximise effectiveness.

Council's public communication in relation to any adverse event shall be in accordance with Council's media policies with special reference to disaster management policies. Council will use a variety of communication media to provide the community with relevant information in relation to adverse events including print, radio and social media.

Test and Review Process

The Lockyer Valley Regional Council will review the Plan every three (3) years, or following any:

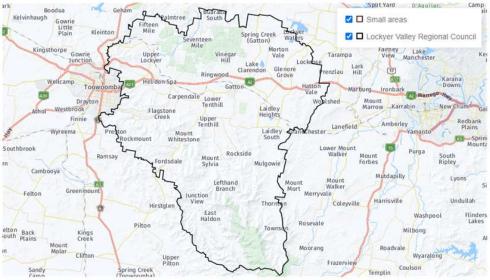
- activation of the Plan in response to an adverse event; and
- · awareness of a new hazard requiring inclusion or adjustments to the Plan; and
- · legislative changes affecting the Plan; and
- exercises conducted to test all or part of the Plan.

6

PART 2 – COMMUNITY CONTEXT

Major Features

The Lockyer Valley is situated about 90km west of Brisbane and borders the local government areas of Toowoomba to the west, Ipswich to the east, Somerset to the north and Scenic Rim and Southern Downs to the south.



Compiled and presented in profile id by .id, the population experts.

The Lockyer Valley covers a land area of 2,272 km² which includes: sections of the Main Range National Park, the Great Diving Range and Little Liverpool Range; hills, valleys and creeks that are part of the Brisbane River catchment; high quality agricultural land; and several town centres with larger residential and commercial concentrations.

The estimated population of the Lockyer Valley at the end of 2020 is 42,400 residents with growth expected to continue for the foreseeable future. With a Gross Regional Product (GRP) of \$1.67 billion, the region has more than 3,000 businesses providing more than 13,000 local jobs. Projections by the Department of Infrastructure, Local Government and Planning show that the Lockyer Valley region's population is expected to grow to 57,443 by 2031 or by an average of 2.4% per annum.

The Lockyer Valley is an historically agricultural area producing vegetables and salad crops and modest quantities of livestock. This is supported by a range of agricultural supply services, retail, transport, healthcare, government and professional services.

7

The region is divided east-west by the Warrego Highway providing relatively easy access to the major centres of Toowoomba, Ipswich, Brisbane and the Gold and Sunshine Coasts. Lockyer Valley Regional Council and the Department of Transport and Main Roads have a significant road network within the region providing strong connectivity except during flood events.

Gatton and Laidley each has a hospital, ambulance, urban fire station and police station. There is a further police station located in Helidon.

There are no commercial airports within the region, however Gatton has an airpark and there are several helicopter landing pads across the region. The nearest commercial airports are in Toowoomba and Brisbane.

A rail line transvers the region east to west, which is primarily a freight line transporting coal and occasional loads of grain. The Westlander passenger train runs twice-weekly services from Brisbane to Toowoomba, with limited stops within the region.

Data from the Australian Bureau of Statistics indicates 6.4% of the population needs assistance with core activities; above the State average of 5%. These residents may need added consideration and support preparing for and responding to adverse events.

Hazards and Risks Summary

Historical Adverse Events

We know that the Lockyer Valley has a long history of flooding. The first flood following European settlement was documented in 1846, however the creeks within the Lockyer Valley have flooded long before this. Studies of the Lockyer Creeks geomorphology (*The Big Flood Project*, Queensland Government, 2017) suggested that an event larger than 2011 occurred during the 1700s. These findings are supported by the oral history of the local Jagera (also commonly referred to as Yagera) and Turrbal people of Brisbane who speak of a larger flood occurring sometime in the 1700s or 1800s.

Records of historical adverse events for the Lockyer Valley are limited and are generally confined to the period since European settlement.

Year	Event	Description
1846-1898	Floods	11 different floods were recorded in the Lockyer Valley during this period with several causing severe damage to crops, roads, bridges and flooding in homes up to 1.5m in depth and loss of life

8

1905-1999	Floods	33 separate flood events were recorded in the region in the 20 th century with impacts ranging from moderate to major including evacuations, infrastructure damage, flooding through homes and businesses
1912-1924	Drought	Little data available
1932-1938	Drought	Eastern Australia suffered dry conditions which lasted from 1932 through to 1938 with little respite
1996-2010	Drought	National Millennium Drought
1999	Flood	Moderate flooding in Lockyer Creek
2001-2020	Flood	7 different floods were recorded in the region including the 2011 floods which claimed 16 lives in the Lockyer Valley and destroyed homes and businesses. Sustained heavy rain brought flash flooding affecting townships across the Lockyer with major impacts including loss of life at Spring Bluff, Murphys Creek, Postmans Ridge, Helidon and Grantham. Major flooding also occurred in Forest Hill requiring a whole-of-town evacuation and in Laidley resulting in 90% of the CBD and many residential areas flooding. The 2013 floods claimed 2 lives and particularly impacted in Laidley resulting in 90% of the CBD and many residential areas flooding.

It is recognised that climate change will change the type, frequency, duration and/or intensity of future natural disasters.

Hazard Matrix

The following table outlines the most likely adverse events for the Lockyer Valley region, the risk ratio and priority and lead agency. It is noted that in all events Council is likely to be involved in various phases including planning, preparedness, response and recovery regardless of the 'lead agency'.

9

Hazards are listed in alphabetical order rather than risk priority.

Hazard	Hazard Description	Likelihood Rating	Consequence Rating	Risk Priority	Lead Agency
Agricultural Disease	An agriculture / horticulture incident that results or has potential to result in the spread of a communicable disease or infestation.	Likely	Economic Environmental Possible human health impacts Mental health	Extreme	Department of Agriculture and Fisheries (State)
Aircraft Emergency	Aircraft crashes in LGA resulting in large number of fatalities and/or injuries and/or damage to property.	Rare	Loss of life and injury Infrastructure damage Disruption of Utilities and services Possible ongoing human health impacts Environmental Loss of stock, crops and pets Mental health	High	Queensland Fire and Emergency Services

10

Communicable Disease (Human)	Epidemic illness that affects or has potential to affect large portions of the human population	Possible	Economic Possible human health impacts Lifestyle Mental health	Extreme	Queensland Health
Drought	A prolonged serious or severe rainfall deficiency.	Likely	 Major Environmental Economic Possible human health impacts Mental health 	High	Department of Agriculture, Water and the Environment (Federal)
Earthquake	Earthquake of significant strength that results in localised or widespread damage	Rare	Loss of life and injury Infrastructure damage Disruption of Utilities and services Economic Environmental Possible ongoing	Medium	Lockyer Valley Regional Council

11

			human health impacts • Mental health		
Explosion	Potential for large and unexpected explosion at/near explosives precinct, bulk grain storage or fuel depot	Possible	Loss of life and injury Infrastructure damage Disruption of Utilities and services Environmental Economic Possible ongoing human health impacts Mental health	High	Queensland Fire and Emergency Services
Fire (Bush or Grass)	Major fires in areas of bush or grasslands.	Likely	Loss of life and injury Environmental Infrastructure damage Disruption of Utilities and services Economic	Extreme	Queensland Fire and Emergency Services

12

			Possible ongoing human health impacts Mental health		
Fire (Industrial)	Serious industrial fire in office complexes and/or warehouses within industrial estates	Possible	Loss of life and injury Infrastructure damage Disruption of Utilities and services Economic Environmental Possible ongoing human health impacts Mental health	High	Queensland Fire and Emergency Services
Fire (Urban and Residential)	Large and spreading fires in commercial or residential areas, schools, aged care and nursing homes, disability accommodation and hospitals.	Possible	Loss of life and injury Infrastructure damage Disruption of Utilities and services Economic	Extreme	Queensland Fire and Emergency Services

13

			Environmental Possible ongoing human health impacts Mental health		
Hazardous Release	Hazardous material released as a result of an incident or accident.	Possible	Moderate • Loss of life and injury • Economic • Environmental • Possible ongoing human health impacts • Mental health	High	Queensland Fire and Emergency Services
Heatwave	A sequence of abnormally hot conditions having the potential to affect a community adversely	Likely	Loss of life and injury Infrastructure damage Disruption of Utilities and services Possible ongoing human health impacts	Extreme	Queensland Health

14

			Loss of stock, crops and pets Environmental Economic Mental health		
Rail Transport Emergency	A major accident that results in environmental damage and may close rail routes for up to a week.	Possible	Loss of life and injury Infrastructure damage Disruption of Utilities and services Possible ongoing human health impacts Environmental Economic Mental health	High	Traffic management - Queensland Police Service Road recovery – Department of Transport & Main Roads
Road Transport Emergency	A major vehicle accident that disrupts one or more major transport routes that can result in risk to people trapped in traffic jams, restrict supply routes and/or protracted loss	Possible	Loss of life and injury Infrastructure damage Disruption of Utilities and services	Extreme	Traffic management - Queensland Police Service Road recovery – Department of Transport

15

Storm	Severe storm with accompanying lightning, hail, wind, and/or rain that causes severe damage and/or localised flooding (includes tornado)	Likely	Mental health Loss of connectivity Economic Major Loss of life and injury Infrastructure damage Disruption of Utilities and services Economic Environmental Possible ongoing human health impacts Mental health Loss of crops	Extreme	& Main Roads Lockyer Valley Regional Council
Terrorism, War, Attack against the State	Any large-scale violent event	Rare	Loss of life and injury Disruption of Utilities and services Economic	Extreme	Queensland Police Service

16

			Possible ongoing human health impacts Possible Infrastructure damage Environmental Mental health		
Utilities Malfunction	Major failure of essential utility for unreasonable periods of time as a result of a natural or manmade occurrence.	Possible	Disruption of Utilities and services Economic Possible ongoing human health impacts Possible Infrastructure damage Mental health	Extreme	Utility Provider
Unknown	This row acknowledges the potential for a currently unknown or rare event to become a hazard in the future	Rare	Unknown	Unknown	ТВА

17

PART 3 - DELIVERY

Context

The key strategies and actions within this Adverse Events Plan respond to the objectives of the Plan to promote community resilience by identifying adverse events and considering mitigation principles and strategies with guidance from Council's existing disaster management plans. These adverse events affect individuals, businesses and communities.

A significant portion of the adverse events identified in the Plan would likely have a direct impact upon the region's farming sector with a corresponding impact upon employment, productivity and the economy of the region.

When the farming sector experiences a downturn, local services, businesses and community groups suffer as well as less money is circulating locally. This may lead to compounding increases in unemployment, some businesses closing, fewer new employment opportunities and some people leaving the community to access employment elsewhere. Adverse events may prompt some businesses to diversify to manage their risks better which may lead to new employment opportunities and benefits to the wider community.

Adverse events also have significant social and environmental impacts. Stress can affect the health and wellbeing of both individuals and large parts of the community both directly and indirectly. Environmental impacts can be immediate or develop over years and can be limited in scope and duration or have long term widespread impacts.

The Adverse Event Plan is intended to assist the Council and the community to prepare for and respond to these adverse events and consequently increase the community's resilience.

The support of Federal and State Governments is essential to this process, as local governments do not have the capacity to respond to the full extent required to prepare their communities for future adverse events or respond to all the impacts of the range of hazards.

The outcome from implementing the Adverse Events Plan is a better prepared and more resilient community and economy.

Key Strategies and Actions

Council has identified the following key strategies and actions in order to prepare for and manage adverse events that affect the Lockyer Valley, based on the Federal Government's priorities framework.

18

Priority	Key Strategies
Developing and maintaining effective working relationships and networks with agencies likely to be involved in adverse events.	Council fosters and develops working relationships with a wide range of agencies beginning with the Local and District Disaster Management groups and extending to local community groups and non-government organisations able to assist when needed.
Council leaders and staff are trained and prepared to assist in managing the impacts of adverse events.	Council regularly assesses and considers the range of hazards and plans training and exercises accordingly.
	Sufficient Council leaders and staff have received disaster management training to provide leadership to the community to plan, prepare, respond and recover from adverse events.
Council-owned resources are well maintained to manage the impacts of adverse events on facilities.	Council continues to design and maintain facilities including roads, bridges and buildings in accordance with Council's maintenance schedules to reduce the negative impacts of minor adverse events.
	Council responds to major repair incidents in accordance with works procedures, including road and building repairs, and looks for opportunities and funding to 'build back better'.
Building community resilience: The community is prepared, empowered and supported to share responsibility for their own wellbeing.	Council works with relevant stakeholders to provide and promote information so the general public can be better prepared for and respond to adverse events. This may include open days, workshops, online information, videos, school presentations and other methods.
	Opportunities will be supported by messaging that promotes shared responsibility and being proactive.

19

	Council supports 'Buy Local' campaigns that have a strategic and inclusive approach.
Stewardship of important natural resources	Council supports and encourages workshops organised by a range of agencies to assist stakeholders to consider and implement best practice management of natural resources to reduce the potential impacts of adverse events. This may include cool burns and Indigenous fire management practices.
	Council actively manages water assets within the region and lobbies for increased water security to support the region's economy regardless of adverse events.
Promoting best practice in business continuity and diversification options	Council promotes and advocates for local training, workshops and mentoring to improve business owner/manager understanding of ways to enhance their business resilience. While not limited to the agricultural sector, this may include both on and off farm work opportunities.
Centralise and promote information on support services and programs	Information on what support is available and how to apply for it is centralised (at all levels of government) so the community only needs to know of the central information location(s).
	The central location(s) should include information on at least the following support categories:
	1. Emergency services
	2. SES
	Household hardship financial support
	4. Mental health support
	5. Business hardship financial support

20

	6. Financial counselling
	7. Tip sheets on relevant issues
	(e.g. Discuss hardship with your bank)
	8. Preparing your home for adverse events
	9. Preparing your pets for adverse events
	10. Local Government support
	11. State and Federal Government support
Advocacy to Federal and State Governments and non-government services to improve support for the Lockyer Valley	Council will continue to advocate to Federal and State Governments and non-government service providers on relevant matters including, but not limited to:
	Seeking funding to improve preparedness and infrastructure resilience
	Ensuring government awareness of local impacts of adverse events
	Supporting economic development opportunities to diversify and strengthen the local economy
	Exploring diverse and innovative ways to respond to mental health challenges that include both clinical and social programs
	5. Actively pursuing grant opportunities that align with the Lockyer Valley Region Community and Corporate Plans
	6. Support the sharing of best practice and innovation between all levels of government
Communicating effectively with all stakeholders	Council will identify and consider all stakeholders in its communication plans and will target communications methods for each group based on a combination of maximum effectiveness, efficiency and cost-effectiveness

21

	Council will promote a range of local projects, programs and services to the community through a range of media sources Communications plans will include methods for when major telecommunications (especially internet-based) may be limited or inoperative
Continual learning and improvement	Council will continue to consider potential adverse event hazards and new strategies to respond to them and will incorporate learnings into future versions of the Adverse Events Plan and 'business as usual' operations

Local Sub Plans, Supporting Plans and Policies

The following disaster management plans, sub plans and policies relevant to the management of adverse events in Lockyer Valley:

- Animal Management Sub Plan
- Availability of Plant and Equipment for Emergency Purposes Policy
- Bushfire Sub Plan
- Business Continuity Policy
- Donated Goods Sub Plan
- Environmental Health Sub Plan
- Evacuation Centre Management Plan
- Evacuation Sub Plan
- Hazard and Risk Assessment Sub Plan
- Impact Assessment Sub Plan
- Local Disaster Coordination Centre Sub Plan

22

- Local Disaster Management Plan
- Media Relations Policy
- Pandemic Sub Plan
- Public Information and Warning including Emergency Alert Sub Plan
- Recovery Sub Plan
- Resupply Sub Plan
- Risk Management Policy
- Social Media Policy
- Work Health and Safety Policy

23

12.8 Establishment of Australia Day Awards Committee

Date: 02 December 2020

Author: Colleen Daniel, Community Activation Officer; Corrin Bischoff, Manager

Business Performance

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

Purpose:

This report seeks to establish an Australia Day Awards Committee to decide the recipients of the 2021 Australia Day Awards.

Officer's Recommendation:

THAT Council establish an Australia Day Awards Committee to decide the recipients of the 2021 Australia Day Awards comprising of:

- Mayor (Chair)
- Deputy Mayor
- Community Portfolio Councillor
- Community Activation Officer or delegate

And invite the Manager of the Laidley Community Centre or delegate and the Manager of the Gatton Community Centre or delegate to be members of the Committee.

Executive Summary

Nominations for the 2021 Lockyer Valley Australia Day Awards opened on 1 February 2020 and closed on 16 November 2020. A total of 28 nominations were received representing individuals, groups and events across seven categories. Section 254J of the *Local Government Regulation 2012* limits the reasons for closing a meeting and no longer enables a meeting to be closed for the purpose of judging the Australia Day Awards. The establishment of an Australia Day Awards Committee to decide the recipients of the 2021 Australia Day Awards is proposed comprising of Councillors, Council Officers and members of the community.

Proposal

The Australia Day Awards recognise the achievements of community members. The recipients of these awards are presented with medallions and/or certificates at a ceremony as part of the Australia Day celebrations which are to be held at the Gatton Shire Hall on Tuesday, 26 January 2021. A Citizenship Ceremony will once again be held as part of the Australia Day Awards Ceremony.

This year nominations were received for all categories except Senior Sports Award. The number of nominations received for each category is as follows:

Citizen of the Year:	4
Young Citizen of the Year:	1
Junior Sports Award:	
Sporting/Community Group of the Year:	
Arts and Cultural Award:	
Community Event of the Year:	8
Volunteer of the Year:	

In previous years, Council as a whole has decided on the recipients of the Australia Day awards in a closed session of Council. On 14 October 2020, the reasons Council can close a meeting were changed under section 254J of the *Local Government Regulation 2012* and the basis for closing a meeting for this purpose has been removed. Given the confidential nature of the Australia Day Award judging and that Council can only make a decision in a Council meeting, a different option for judging the awards is required.

Research was conducted on the process other local governments follow to determine the recipients of Australia Day Awards to maintain the confidentiality of the decision until the announcement on Australia Day.

Most local governments establish an Australia Day Awards Committee, Panel or Working Group which comprises of multiple combinations of Councillors, Council Officers and members of the public. For example:

Logan - All category winners are selected by a committee made up of number of key community members and Council representatives.

Ipswich - Nominees that meet the eligibility criteria are passed onto a judging panel, external to Ipswich City Council, to determine the finalists and winners in each category.

Toowoomba – An Australia Day working group is established comprising community members and Council Officers as advisors.

Southern Downs - Australia Day Assessment Panel consisting of the Mayor or representative, two Councillors and two Council Officers as advisors.

Options

- 1. Establish a committee comprising the Mayor (Chair); Deputy Mayor; Community Portfolio Councillor; Community Activation Officer or delegate; Manager of the Laidley Community Centre or delegate and the Manager of the Gatton Community Centre or delegate.
- 2. Establish a committee with an alternative composition.

Critical Dates

The critical date for deciding award recipients is Tuesday, 22 December 2020. This will allow time for planning the Australia Day Awards and Citizenship Ceremony on Tuesday, 26 January 2021.

Strategic Implications

Corporate Plan

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

Lockyer Leadership and Council - 5.7 Compliance with relevant legislation.

Finance and Resource

There are no financial or resource implications outside those included in the current budget.

Legislation and Policy

Section 254J of the *Local Government Regulation 2012* limits the reasons for closing a meeting and no longer enable a meeting to be closed for the purpose of judging the Australia Day Awards.

Risk Management

The establishment of an Australia Day Award Committee ensures Council is compliant with legislative amendments.

Consultation

Internal Consultation

- Mayor
- Chief Executive Officer
- Group Manager Community and Regional Prosperity
- Manager for Community Activation

External Consultation

Nominations were sought from Lockyer Valley residents from 1 February 2020. The Awards nomination period was promoted through the corporate website, press advertisement in The Lockyer and Somerset Independent, editorial in The Lockyer, social media campaigns, emails to community groups, sporting clubs and schools, and direct contact.

Attachments

12.9 Lockyer Valley Arts Society Inc. - Request to Lease Former Kensington Grove

Childcare Centre

Date: 04 December 2020

Author: Annette Doherty, Manager Community Activation

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

Purpose:

The purpose of this report is to seek Council's approval for the Lockyer Valley Art Society Inc. to lease the former Kensington Grove childcare centre.

Officer's Recommendation:

THAT the following Council resolution (Resolution 16-20/1676) made on 11 March 2020 be repealed:

"THAT with respect to the future use of the Child Care Centre and Community Hall facilities situated at L999 CC3409, 24 Bertrand Avenue, Kensington Grove, Council resolve that it is in the public interest to invite expressions of interest for either the community use of these facilities and/or the purchase and relocation of the community hall building, as there is there is uncertainty around the level of interest, and type of interest, that might exist which is necessary to inform any future tender specification and ensure a fair and cost-effective tender and evaluation process for Council and potential tenderers."

And further;

THAT, with respect to the request by the Lockyer Valley Arts Society Inc. to enter into a lease over part of Lot 999 CC3409, 24 Bertrand Avenue, Kensington Grove, Council:

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

Executive Summary

A request has been received from the Lockyer Valley Art Society Inc. (LASI) to lease the former Kensington Grove childcare centre for their activities.

Proposal

Council resolved at its October Ordinary Meeting that the Pottery Club (the Club) be advised that they must vacate the Gatton Shire Hall by 31 December 2020. The Club, which is part of the Lockyer Valley Art Society Inc. (LASI), had been operating from the Gatton Shire Hall for at least 20 years. However, investigations associated with the refurbishment of the Shire Hall identified the Club's kiln as a fire hazard, and that the use of this space by the Club did not comply with building regulations.

LASI has submitted a request to Council to lease the former Kensington Grove childcare building, storage shed and surrounds for all their activities – not just the Pottery Club.

The childcare building is located at 24 Bertrand Avenue, Kensington Grove. This is a reserve for park and recreation purposes which is improved by a sealed car park, playgrounds, skate park, bar-be-que and toilet

amenities. This is also the site of the Kensington Grove community hall. Council closed the Kensington Grove Community Childcare Centre in August 2019, and the community hall facility is largely unused.

The general area proposed to be leased is shown outlined in blue on the aerial photograph below.



LASI has 30 members at present, and they hope that by moving to the Kensington Grove site they will gain more members in all areas of the creative arts. LASI advises as follows:

We would be using the centre for our Pottery, Sculpture and all Creative Arts Activities. This would include our extensive library of art and creative reference books and as a centre where members of our society and members of the public, can meet for work-shops to improve their quality of life artistically, socially and mentally.

In order to achieve our aims, as a not-for-profit association, we would need to have a lease at a peppercorn rate for a minimum of 5 years, with option for renewal after that.

Council does not offer peppercorn rents and options are not allowed on trustee leases. LASI would be required to pay rent of \$132 per year (excl GST), which is consistent with other leases granted by Council to community organisations and is equivalent to the appropriate state rental category. The lease term offered would be for 5 or 10 years.

As they will not be leasing the whole of the land, LASI will be responsible for survey costs (approximately \$2,500) and the Department of Resources' lease registration fees.

LASI would be responsible for all repairs and maintenance, excluding statutory and capital maintenance, and obtaining public liability insurance and contents insurance.

LASI indicates that they would apply for grant funding through the Gambling Community Benefit Fund or other appropriate avenues to undertake some works including:

- Removal of the children's toilets
- Installation of a sump for washing and collecting clay
- Installation of three-phase power for the kiln (which would be located in the shed)
- Installation of a whirly-bird extractor fan on the roof of the shed

As LASI is a community organisation, it is recommended that Council apply the exception contained in Section 236(1)(b)(ii) of the *Local Government Regulation 2012* in order to offer LASI a lease over the site without first having to seek tenders.

Options

Council may decide to:

- 1. Lease the facility to LASI in accordance with the recommendation;
- 2. Refuse LASI's request to lease the facility; or
- 3. Seek expressions of interest for the lease of the facility; or
- 4. Leave the building untenanted.

Previous Council Resolutions

On 11 March 2020, Council resolved:

THAT with respect to the future use of the Child Care Centre and Community Hall facilities situated at L999 CC3409, 24 Bertrand Avenue, Kensington Grove, Council resolve that it is in the public interest to invite expressions of interest for either the community use of these facilities and/or the purchase and relocation of the community hall building, as there is there is uncertainty around the level of interest, and type of interest, that might exist which is necessary to inform any future tender specification and ensure a fair and cost-effective tender and evaluation process for Council and potential tenderers.

If Council agrees to apply an exception under section 236(1)(b)(ii) of the *Local Government Regulation 2012* and lease the facility to LASI, the resolution from March 2020 will need to be repealed.

On 14 October 2020, Council resolved:

THAT formal advice be provided to the Lockyer Valley Art Society Inc. stating that they must vacate the Gatton Shire Hall by 31 December 2020;

And further;

THAT Council officers continue to assist the Lockyer Valley Art Society Inc. to find a suitable location in which to relocate the Pottery Club.

Critical Dates

The Gatton Shire Hall Upgrade Works will be undertaken from January to August 2021. Based on the schedule for works at the Shire Hall, the Pottery Club must vacate this space by Friday, 22 January 2021, at the latest.

Strategic Implications

Corporate Plan

Lockyer Community 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.

Finance and Resource

A rent of \$132.00 per year (excl GST) would be payable for the lease. The Pottery Club has been paying an annual rent of \$390 for use of the Gatton Shire Hall space.

Legislation and Policy

In accordance with Section 236(1)(b)(ii) of the *Local Government Regulation 2012*, Council may lease the facility to a community organisation, such as LASI, without having to go through a tender process.

Risk Management

Key Corporate Risk Code and Category: Environment and Community (EC1)

Key Corporate Risk Descriptor: Environment and the community, including sustainable development,

social and community wellbeing, community relationships, public

health, recreation, regional profile and identity

Key Corporate Risk Code and Category: Infrastructure and Assets (IA1)

Key Corporate Risk Descriptor: Planning, managing and maintaining assets for the future

Consultation

Portfolio Councillor Consultation

The Mayor and Councillors are aware that the Pottery Club is required to relocate from the Shire Hall, and discussion were being held regarding the Kensington Grove site.

Internal Consultation

Officers from Council's Community Facilities Branch and Building Team undertook an inspection of the facility to ensure it was suitable for the intended purpose.

Officers from Council's Governance and Property Team have been consulted regarding the leasing of the facility.

Community Engagement

Since it became evident that the Pottery Club could not continue to operate from the Gatton Shire Hall, Council officers have been working with the Club and LASI to find a suitable venue to which they could relocate.

Attachments

There are no attachments for this report.

12.10 Lockyer Creative Collective – Request to Manage and Use Gatton Shire Hall as

a Community Arts Hub

Date: 04 December 2020

Author: Annette Doherty, Manager Community Activation

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

Purpose:

The purpose of this report is for Council to consider a request by the Lockyer Creative Collective for the use and management of the Gatton Shire Hall.

Officer's Recommendation:

THAT Council refuses the request by the Lockyer Creative Collective to manage the hire of the Gatton Shire Hall and use the hall as a community arts space;

And further;

THAT Council offers the Lockyer Creative Collective a lease over the Kensington Grove Community Hall, part of Lot 999 CC3409, located at 24 Bertrand Avenue, Kensington Grove, and:

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

Executive Summary

The Lockyer Creative Collective (LCC) has requested to manage and use the Gatton Shire Hall as a community arts space.

Proposal

The Lockyer Creative Collective (LCC) is seeking an arts space in the centre of Gatton and has written to Council stating that they would like to activate the Gatton Shire Hall by utilising it as an Arts/Community Hub until such time as a suitable permanent location is found. Correspondence received from the LCC (see attached) states, in part, as follows:

We are offering to manage the hire of the Hall and have the capacity to do so. We will ensure existing users can continue to utilise the facilities and encourage future users. Hire would continue to be subject to the conditions as set by Council in the "Community Halls and Facilities - General Conditions of Hire" (March 2019). This would ease the load on Council Officers and remove third party communication streams. Hire payments would continue to be processed through existing bank accounts.

We would utilise the space for exhibiting the works of local artists and artisans, to run workshops and classes in the space, to host arts and cultural events, and to encourage community members to drop in and participate in informal creative activities, thus providing an avenue into the creative pursuits.

We note that under Section 5.1: Hire Preferences and Restrictions of the general conditions we are a preferred user, as the facility will be used entirely in the benefit of all sectors of the community, and that there is provision for hiring the facility for prolonged periods. According to Section 2.10 – Public Halls &

Function Rooms, of Council's Adopted Fees and Charges (2020), as a not-for-profit entity we would not be charged for the use of the Hall, and other fee waivers may apply.

The LCC states that this arrangement would meet several of Council's strategic goals including its commitment to arts and culture, to 'lead through excellence and partner with the community to achieve Council's vision and missions', 'to be valued and trusted by the Lockyer Valley Community', and to 'value creative thinking and look for opportunities to collaborate and connect to deliver a better Lockyer Valley' while identifying and aiming to 'meet the needs of all customers in a responsive and equitable manner'.

The Shire Hall is used for many different types of events and activities including concerts, eisteddfods, the Australia Day Awards, citizenship ceremonies and the Business Awards. In 2018 the Shire Hall was used for 201 days, and in 2019 it was used 164 days (noting it was closed for refurbishment for several weeks during this time). Due to COVID-19 the hall has not been used for most of 2020.

The LCC states that if they were to manage the Shire Hall, they would allow existing users to continue to use the facility. Council has an obligation to ensure that the community has fair and equitable access to and is able to properly utilise this key community facility. Having a third party manage the hiring of the facility would mean that this would be difficulty to oversee. There has been significant financial commitment to refurbishment works that will be carried out on the Hall between January and August 2021, and there is an expectation that the Shire Hall will continue to be publicly available to suit the needs of the community. As such it is in the best interest of the community and Council, that Council continues to manage the Shire Hall. On this basis it is recommended that Council does not agree to the LCC's request to manage and use the Shire Hall.

If Council was to decide to allow the LCC (or any third party) to manage the Shire Hall, it would be appropriate to seek tenders. While section 236(1)(b)(ii) of the *Local Government Regulation 2012* does allow Council to lease a facility to a community group without first seeking tenders, given the size of the facility and the strong level of usage of the hall by various community groups and for other events and activities, it would be appropriate for Council to call tenders. It is noted that Council recently sought expressions of interest and called for tenders for the use and operation of the Lockyer Valley Cultural Centre.

There is a report on this same agenda relating to the use of the former Kensington Grove childcare centre by the Lockyer Valley Art Society Inc. The Kensington Grove Community Hall is on the same site at 24 Bertrand Avenue. This is a much smaller building than the Gatton Shire Hall, however it has been unused for an extended period of time and with the Lockyer Valley Arts Society Inc. potentially leasing the other building on the site for a complementary purpose, this provides an opportunity for the site to be used as an art hub. Therefore, it is recommended that Council offer the LCC a lease over the Community Hall for their activities. As the building has been unused, and this represents an opportunity for the creation of an arts hub, it is recommended that Council applies Section 236(1)(b)(iii) of the *Local Government Regulation 2012* allowing the lease of the building without having to first seek tenders.

Options

Council can decide to:

- 1. Not grant the LCC's request to manage and use the Gatton Shire Hall;
- 2. Grant the LCC's request; or
- 3. Offer the LCC a lease over the Kensington Grove Community Hall.

Previous Council Resolutions

On 11 March 2020, Council resolved:

THAT with respect to the future use of the Child Care Centre and Community Hall facilities situated at L999 CC3409, 24 Bertrand Avenue, Kensington Grove, Council resolve that it is in the public interest to invite expressions of interest for either the community use of these facilities and/or the purchase and relocation of the community hall building, as there is there is uncertainty around the level of interest, and type of interest, that might exist which is necessary to inform any future tender specification and ensure a fair and cost-effective tender and evaluation process for Council and potential tenderers.

This resolution will need to be repealed if Council:

- (a) agrees to offer the LCC a lease over the Kensington Grove Community Hall;
- (b) agrees to apply an exception under Section 236(1)(b)(ii) of the Local Government Regulation 2012; and
- (c) has not already rescinded the resolution following consideration of the item on this agenda relating to the request by the Lockyer Valley Arts Society Inc. to lease the Kensington Grove childcare centre.

Critical Dates

There are no critical dates in relation to this matter.

Strategic Implications

Corporate Plan

Lockyer community 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.

Finance and Resource

The LCC has advised that they would expect Council to waive all fees and charges associated with the use of the Shire Hill.

Legislation and Policy

In accordance with Section 236(1)(b)(ii) of the *Local Government Regulation 2012*, Council may lease a facility to a community organisation without having to go through a tender process.

Risk Management

Key Corporate Risk Code and Category: Environment and Community (EC1)

Key Corporate Risk Descriptor: Environment and the community, including sustainable development,

social and community wellbeing, community relationships, public

health, recreation, regional profile and identity

Key Corporate Risk Code and Category: Infrastructure and Assets (IA1)

Key Corporate Risk Descriptor: Planning, managing and maintaining assets for the future

Consultation

Portfolio Councillor Consultation

The Mayor and Councillors have been forwarded the correspondence from LCC.

External Consultation

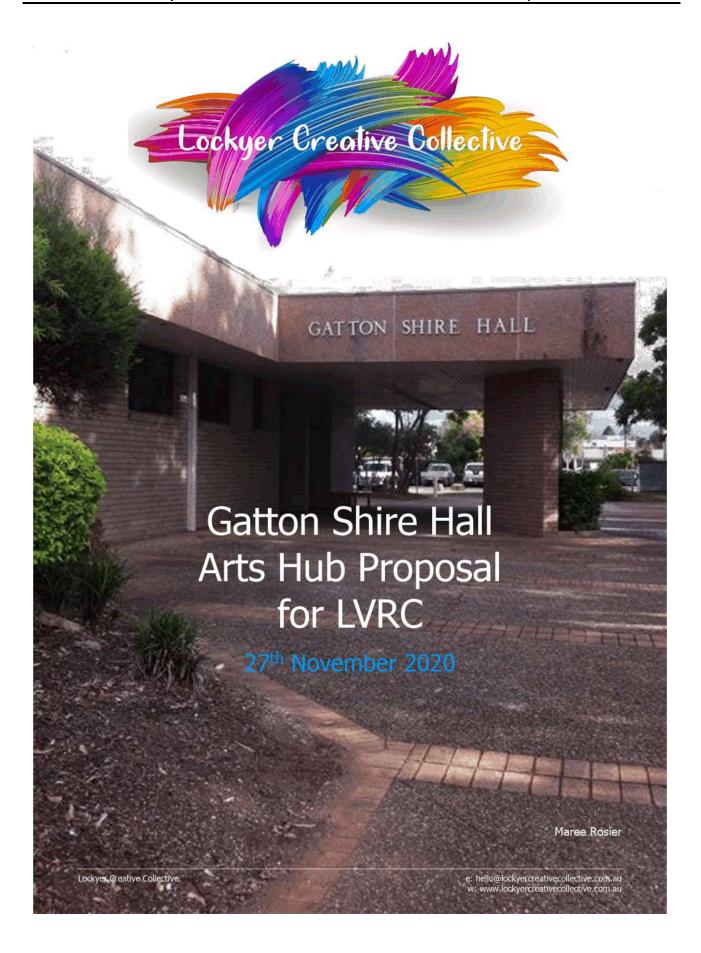
The Group Manager Community and Regional Prosperity has been in contact with a representative of the LCC to discuss the required.

Community Engagement

There has been no community engagement in relation to this request. It is recommended that should Council be prepared to favourably consider the request, that community engagement be undertaken prior to Council deciding the matter.

Attachments

15 LCC Proposal for Gatton Shire Hall





PROPOSAL

The newly formed and incorporated community Arts group, Lockyer Creative Collective, is proposing that the Gatton Shire Hall be utilised as a Community Arts Hub.

CONTEXT

National

There is growing evidence of the important role the Arts play in community and individual well-being.

Following is a summary of some of the key evidence that emerged from the A New Approach report, "Transformative: Impacts of Culture and Creativity", November 2019. This report was funded by the Myer Foundation, Tim Fairfax Family Foundation and the Keir Foundation, and has the Australian Academy of the Humanities as the lead delivery partner.

Proven impacts of cultural and creative activities

Society and place:

A range of studies have found that deliberately focusing cultural and creative activities on social cohesion impacts helps to build community, belonging, and trust; enhances empathy and inclusion; helps combat the growing issues of loneliness and isolation; assists individuals and communities to recover from disasters and trauma; and makes cities, suburbs and regions more liveable. OECD research has shown that a more cohesive society often also has a stronger and faster-growing economy.

Economy:

Cultural and creative activities already make a significant contribution to Australia's Gross Domestic Product (GDP) (6.4%) and Gross Value Added (5.6%), as well as employing 5.5% of the total workforce. Given that creative services such as design and game development are in hot demand globally—and these are areas in which Australia excels—there are significant opportunities for growth.

Innovation:

Creative capability is demonstrably the driving force behind innovation driven, diversified economies. Preparing Australia for the future of work in the Fourth Industrial Revolution requires workers to develop skills in creativity. Engaging in creative and cultural activities has been found in global studies to help build the skills needed for these rapid changes.

Page 2 of 5

Attachment 1 12.10 Page 182

Health and wellbeing:

There is substantial evidence that, when art and culture are used in clinical settings, they consistently deliver improved physical, mental and emotional health outcomes. Engaging with arts and cultural activities impacts the social determinants of health and has been found to mitigate the risks of dementia. In 2016, Australian researchers produced the first dose-response style study of arts and mental health, showing that 2-hour "doses" of creative activities per week could enhance mental wellbeing in a general population.

Education and learning:

Arts and culture-based education has been found to be beneficial in developing intellectual skills and enhancing educational impacts. Not only does it help future-proof Australia's workforce, it also helps mitigate disadvantage, particularly with students who are "at-risk": who are socio-economically disadvantaged, at risk of prematurely disengaging from schooling, and/or expressing anti-social or noncoping behaviours.

Culture:

Australians demonstrate through their actions that they see culture and creativity as a relevant and valued part of life. 82.4% of us attended cultural venues in 2017-18 and household expenditure reached AUD\$25.5 billion in 2015-16. An increasing number of us—31.4% in 2017-18—are active in our own personal creative pursuits. Involvement with arts and culture, from active production through to passive consumption, has been found to increase feelings of wellbeing, belonging and happiness; help individuals process trauma and overcome conflicts with others; and help develop intellectual and social skills, as well as building social and cultural capital in urban, regional and remote areas.

Regional

In the apparent absence of a current regional Arts and Culture Plan, policies have been drawn from the current Corporate and Community Plans for the Lockyer Valley Region, and the Arts and Cultural Plan 2014-2017.

The now outdated Arts and Culture Plan (2014-2017) recognised the vital role Arts play "in the wellbeing, health and vitality of a region". It goes on to acknowledge that the arts "promote cultural and artistic initiatives and create opportunities for the community to connect with and engage in their environments."

It aimed to promote "cultural acceptance and harmony, respect for cultural diversity, improved and enhanced public spaces and places, connected social groups, active participation in creative activities, and more opportunities for cultural expression." It also placed value on the way Art and Culture contribute to the "social cohesiveness and identity of the Region" fostering "understanding and appreciation of the diverse cultures, values and meaning that enrich our natural and built environment, and preserve our cultural heritage, creating a sense of place and belonging. The arts and cultural sector also make significant contributions to the economic wealth of the Region."

According to the LVRC Corporate Plan 2017, Council "will deliver sustainable services to enhance the liveability of our community while embracing our economic, cultural and natural diversity". The stated mission is to lead, engage and empower, and the values are leadership, accountability, integrity, communication, customer focus, teamwork and collaboration. Included in these are the aspirations to "lead through excellence and partner with the community to achieve Council's vision and mission", "to be valued and trusted by the Lockyer Valley Community", to act at all times "in the best interests of the community" and to "value creative thinking and look for opportunities to collaborate and connect to

Page ${\bf 3}$ of ${\bf 5}$

Attachment 1 12.10 Page 183

deliver a better Lockyer Valley", while identifying and aiming to "meet the needs of all customers in a responsive and equitable manner." (p.3)

The Mayor and CEO state that Council "will advocate on behalf of the community for access to services and facilities and will provide and maintain spaces that are appropriate for the needs of individuals, groups and the community as a whole" in their opening message (p.2).

Additionally, this proposal will assist Council in achieving the first eight strategic objectives in the Community Plan (2017-2027), namely:

- We encourage the development of community spirit.
- We have access to arts, cultural and sporting programs.
- There are festivals and events that bring us together.
- People are involved in issues that affect them.
- · Community decision making is inclusive.
- · We share an open expression of cultural heritage.
- · We provide support to new and emerging communities.
- There are programs to promote cultural diversity. (p.6)

It also addresses a weakness identified in the Tourism Destination Plan 2018-2023, this being the "inability to invest in, or activate, the town centres" which "could drive residents and visitors away from the Lockyer Valley towards neighbouring population centres (Toowoomba, Ipswich, etc.)" (p.15).

THE SITE

According to Council's information page, Gatton Shire Hall is a "large, accessible function centre with all the necessary facilities for many event styles. The layout and facilities makes (sic) it a perfect location for concerts, catered functions and community events."

It is centrally located in North Street and has associated parking provision.

THE VISION

Lockyer Creative Collective is seeking an Arts space in the central Gatton area, and would like to activate the Hall as an Arts/Community Hub until such time as a suitable permanent location is identified and procured.

We are offering to manage the hire of the Hall and have the capacity to do so. We will ensure existing users can continue to utilise the facilities and encourage future users. Hire would continue to be subject to the conditions as set by Council in the "Community Halls and Facilities - General Conditions of Hire" (March 2019). This would ease the load on Council Officers and remove third party communication streams. Hire payments would continue to be processed through existing bank accounts.

We would utilise the space for exhibiting the works of local artists and artisans, to run workshops and classes in the space, to host arts and cultural events, and to encourage community members to drop in and participate in informal creative activities, thus providing an avenue into the creative pursuits.

We note that under Section 5.1: Hire Preferences and Restrictions of the general conditions we are a preferred user, as the facility will be used entirely in the benefit of all sectors of the community, and that there is provision for hiring the facility for prolonged periods. According to Section 2.10 – Public Halls & Function Rooms, of Council's Adopted Fees and Charges (2020), as a not-for-profit entity we would not be charged for the use of the Hall, and other fee waivers may apply.

Page 4 of 5

THE ORGANISATION

The newly formed Lockyer Creative Collective (LCC) is centred in our spectacular Lockyer Valley, an area of significant agricultural and environmental value. It is steeped in the ways of its German and Irish settlers and littered with the stories of another people and another time. The ballads and the song-lines echo faintly in the starry skies of still evenings.

It is an area rich in the Arts, with internationally renowned artists and a wealth of creative groups and individuals. Despite this, the Arts have no tangible presence in the Valley, and people tend to pursue their passions in veritable isolation. This existence is difficult to sustain, let alone be sustaining.

The LCC is an Incorporated Association (awaiting Charity and DGR status with the ACNC). It is the initiative of local artists who would like to nurture a community of creatives in the Lockyer Region to enable artists, artisans, and performers to be more visible, valued, and supported. In addition, the LCC would like to provide education, activities and encouragement to our young and emerging creatives, and pathways into our local economy and society for refugees, migrants, and backpackers.

We aim to:

- · grow the Region's profile as an area rich in the Arts
- grow opportunities for creative careers,
- · generate income,
- · enhance skills through learning and teaching,
- gain exposure for individual artists, artisans, and performers
- share, collaborate, and
- engage with the wider community to promote the Arts.

Position	Name	Phone	Email
President	Maree Rosier	+61 416 074 552	president@lockyercreativecollective.com.au
Vice President	Regina S. Vuthapanich	+61 403 336 699	vicepresident@lockyercreativecollective.com.au
Secretary	Donna Clissold	+61 419 667 428	secretary@lockyercreativecollective.com.au
Treasurer	Jacqui Blanch	+61 412 938 800	treasurer@lockyercreativecollective.com.au

Page 5 of 5

12.11 Minor Change to Approval for Material Change of Use for Intensive Animal

Industry - Poultry Farm > 200,000 Birds; and Environmentally Relevant

Activity No.4 Poultry Farming (MCU0940)

Date: 09 December 2020

Author: Miriam Sharp, Planning Officer

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

Purpose:

The purpose of this report is to consider a request for a Minor Change to Approval for Intensive Animal Industry – Poultry Farm > 200,000 Birds; and Environmentally Relevant Activity No.4 Poultry Farming (MCU0940) on 709 Gatton Esk Road, Adare (Lot 4 RP206331).

The request has been assessed in accordance with the requirements of the *Planning Act 2016* and it is recommended that the proposal be approved in accordance with the Officer's Recommendation.

Officer's Recommendation:

THAT the application for a Minor Change to Approval for Intensive Animal Industry – Poultry Farm > 200,000 Birds; and Environmentally Relevant Activity No.4 Poultry Farming (MCU0940) on 709 Gatton Esk Road, Adare (Lot 4 RP206331) be approved subject to the following:

Material Change of Use Approval:

- A. Amend condition 1 as follows:
 - 1. The development shall be undertaken generally in accordance with the approved plans. These plans will form part of the approval, unless otherwise amended by conditions of this approval.
- B. Insert Approved Plans and Referenced Documents as follows:

APPROVED PLANS

The following plans are the Approved Plans for the development:

Approved Plans

Plan No.	Rev.	Plan Name	Date
ACS-200093-	1-	Proposed Layout Plan, prepared by ACS Engineers	09/10/2020
GEN-03			
13223	С	Adare Administration Entry DRAFT Gatton Qld, prepared by Irribiz	06/10/2020

Referenced Documents

Document No.	Rev.	Document Name	Date
L28620/PAK/20-088	1	Review of Odour Issues Relating to Minor Change	28/9/2020
		Application for Development Approval MCU0940	
		(DA6557) for Poultry Farm at Lot 4 on RP206331,	
		Adare Road, Adare, prepared by MWA	

			Environmental	
2010	11	2	Bushfire Assessment & Management Review,	3 November
			prepared by Aquila NRM	2020

Environmentally Relevant Activity Approval:

- C. Amend condition 1 as follows:
 - 1. The development shall be undertaken in accordance with the Environmental Authority for the development issued by the relevant State Government Department.
- D. Delete conditions 2 21

Infrastructure Charges Notice:

E. Update the Infrastructure Charges Notice as follows:

Charge Type	Description	Demand Units	Rate	TOTAL
PROPOSED DEMAND		m²	m²	
Charge	High Impact Rural	37,384.8	\$10.00	\$373,848.00
		TOTAL P	ROPOSED DEMAND	\$373,848.00
EXISTING DE	EXISTING DEMAND		lot	
Credit	Vacant Allotment	1	\$12,500.00	-\$12,500.00
	TO	TAL EXISTIN	NG DEMAND CREDIT	-\$12,500.00
			TOTAL PAYABLE	\$361,348.00

Executive Summary

The purpose of this report is to consider a request for a Minor Change to Approval for Intensive Animal Industry – Poultry Farm > 200,000 Birds; and Environmentally Relevant Activity No.4 Poultry Farming (MCU0940) on 709 Gatton Esk Road, Adare (Lot 4 RP206331).

The request has been assessed in accordance with the requirements of the *Planning Act 2016* and it is recommended that the proposal be approved in accordance with the Officer's Recommendation.

Proposal

The application seeks a Minor Change to Approval for Material Change of Use for an Intensive Animal Industry – Poultry Farm >200,000 Birds and Environmentally Relevant Activity No. 4 Poultry Farming (MCU0940). The proposed changes include the following:

• The total number of sheds will be reduced from sixteen (16) to twelve (12), with the result being that each farm will cater for six (6) sheds. Each shed will have external dimensions of 18.5m x 168.4m,

- resulting in a total gross floor area of 37,384.80m² for the entire development. The orientation of all of the sheds will be north-south, as originally approved. The total number of birds remains the same.
- Due to current legislative requirements for biosecurity, it is now proposed that the caretaker's
 residences be located adjacent to the access to the site. The residences will be separated by 50m and
 will include a dwelling and associated yard.
- There will be an internal road that will link the two (2) farms and caretaker's residences with Tallaringa Drive. The proposed configuration of the internal road provides an improved outcome in terms of the response to the topography and facilitating larger vehicles, including a fire truck. compared to the originally approved concept.
- The amended plans detail the location of the necessary water and gas tanks that will service the respective farms. Each farm will also include an administration building that will feature the necessary amenity areas, offices etc. Biosecurity requirements necessitate the provision of these facilities and it is proposed that the administration building be located within the nominated, cleared area for each farm (i.e. the location of the building will not result in additional clearing).
 - The amended plans also articulate the location of the necessary feed silos located between the sheds.
- For bushfire management, a service road is nominated around each farm within the cleared radiation zones. An updated bushfire management plan has been prepared in support of the proposed change.
 This report indicates that the current proposal represents an improved bushfire outcome when compared to the originally approved concept.
- To adhere to current environmental management requirements, a wheel wash and wash bay have been detailed. It would be reasonable for these facilities to also have been required as part of the implementation of the currently approved development concept.

In response to the proposed changes, the applicant proposes to amend condition 1 of the development permit to approve the latest plan which reflects the above. Further, they are seeking removal of all of the Environmentally Relevant Activity (ERA) conditions as this is now governed solely by the State Government.

Background / Site History

APPLICATION NO.	DECISION AND DATE
MCU0940 (DA6557)	Decision Notice issued on 15 September 2015
MC2019/0071	Request to Extend Approval issued 17 December 2019

On 9 September 2015 Council approved a Material Change of Use (MCU0940/DA6557) for Intensive Animal Husbandry (Poultry Farm) >200,000 Birds and Environmentally Relevant Activity No.4 (Poultry Farming) over the subject land. The approved development functions as a proposed expansion to the existing poultry farm located on Lot 2 RP206332, Lot 11 RP849789, and Lots 5 and 9 RP206332 at 709 Gatton Esk Road and Tallaringa Drive. The approval involved the construction of 16 poultry sheds, two (2) caretakers' dwellings and associated infrastructure. The approval was extended on 11 December 2019 until 20 November 2021.

STATUTORY PROCESS:

The applicant has made a request for a minor change to a development approval. This request can only be made in circumstances where the change meets the definition of a minor change as per the *Planning Act 2016*:

Minor change means a change that—

- (b) for a development approval—
 - (i) would not result in substantially different development; and
 - (ii) if a development application for the development, including the change, were made when the change application is made would not cause—

- (A) the inclusion of prohibited development in the application; or
- (B) referral to a referral agency, other than to the chief executive, if there were no referral agencies for the development application; or
- (C) referral to extra referral agencies, other than to the chief executive; or
- (D) a referral agency to assess the application against, or have regard to, matters prescribed by regulation under section 55(2), other than matters the referral agency must have assessed the application against, or have had regard to, when the application was made; or
- (E) public notification if public notification was not required for the development application.

The proposed change to the development approval requested by the applicant is determined to constitute a minor change. It is noted that since the approval was given, the *Nature Conservation and Other Legislation* (Koala Protection) Amendment Regulation 2017 has come into force. The property has been included in a Koala Priority Area and contains Core Koala Habitat for the majority of the site. However, as the development approval was in place prior to the koala legislation coming into effect on 7 February 2020, the development does not constitute prohibited development. This has also been confirmed with the State Assessment and Referral Agency. It is considered that the proposal can be assessed in accordance with section 81 of the *Planning Act 2016*.

ASSESSMENT:

The *Planning Act 2016* requires the change application to be assessed against the assessment matters that applied when the original application was made, but the Assessment Manager may have regard to the matters that apply now.

Assessment Benchmarks Pertaining to the Planning Scheme

The following Planning Scheme provisions apply to the site:

	Original application	Current application	
Planning Scheme:	Gatton Shire Planning Scheme 2007	Gatton Shire Planning Scheme 2007	
Zone:	Rural General	Rural General	
Overlays:	Biodiversity Overlay	Biodiversity Overlay	
	Bushfire Hazard Overlay	Bushfire Hazard Overlay	
	Temporary Local Planning Instrument	Temporary Local Planning Instrument	
	– Flood Regulation	2020 – Flood Regulation	

Assessment of Minor Change

Material Change of Use Approval Condition 1

1. The development shall be undertaken generally in accordance with Plan No.7771-02 prepared by AJS Surveys and dated 6-6-10.

Applicant's Representation

The applicant seeks to reduce the number of sheds and enlarge the individual sheds to a similar overall footprint. This means a slight increase of the total Gross Floor Area of the development of 1,384.8m². The location of the sheds as well as the number of birds within the sheds will remain the same. The proposed caretakers' residences will be located together rather than one with each farm to ensure biosecurity requirements are able to be met. Associated infrastructure such as water and gas tanks, feed silos, freezers as well as the administration buildings are to be located with the farms. The location of the internal roadway

between the sheds is to be adjusted to respond better to the natural landform, and specific service roads for bushfire purposes have been nominated around the farms. The applicant has provided an updated Odour Assessment and Bushfire Management Report to confirm that the proposed amendments to the approved concept will not result in an adverse impact on the amenity of the surrounding area. An updated and more detailed development plan has been provided to include the above changes in the layout, which would need to be reflected in condition 1.

Assessment of Minor Change

Agree

The reduction in the number of sheds with a similar approved footprint (minor increase of 0.04% or 1,385m2) does not affect the number of approved birds that are able to be housed on-site. The proposed sheds will be more up to date in design and operation. The overall impact on the potential for odour issues compared to the approved situation will not change. The updated odour modelling report verifies this: "The modelling results thus confirm that the proposed minor change plans do not worsen odour exposure at surrounding receptors and achieve a reduction to the west."

The current proposal provides more clarity around the overall development in relation to the location of associated infrastructure and improves biosecurity requirements for the site. This is reflected in a more detailed development plan. The updated Bushfire Management review states that the proposed changes result in improved outcomes in relation to bushfire. It is considered that the location of the caretakers' dwellings closer to the road is a safer solution as they have much better access to the road network for emergency exit. Further, the increased Asset Protection Zones around structures whilst minimising removal of mature trees, better fuel load management and additional water supply on-site will improve the management of the bushfire hazard.

The relocation of the internal driveway responds better to the site topography and does not change the impacts the internal road construction would have on vegetation management compared to the currently approved location.

It is recommended that condition 1 of the MCU permit is updated to reflect the current practice of making reference to the approved plans only as follows:

1. The development shall be undertaken generally in accordance with Plan No.7771-02 prepared by AJS Surveys and dated 6-6-10 the approved plans. These plans will form part of the approval, unless otherwise amended by conditions of this approval.

The Approved Plans and documents will be included as follows:

APPROVED PLANS

The following plans are the Approved Plans for the development:

Approved Plans

Plan No.	Rev.	Plan Name	Date
ACS-200093- GEN-03	1-	Proposed Layout Plan, prepared by ACS Engineers	09/10/2020
13223	С	Adare Administration Entry DRAFT Gatton Qld, prepared by Irribiz	06/10/2020

Referenced Documents

Document No.	Rev.	Document Name	Date
L28620/PAK/20- 088	1	Review of Odour Issues Relating to Minor Change Application for Development Approval MCU0940 (DA6557) for Poultry Farm at Lot 4 on RP206331, Adare Road, Adare, prepared by MWA Environmental	28/9/2020
201011	2	Bushfire Assessment & Management Review, prepared by Aquila NRM	3 November 2020

Environmentally Relevant Activity Approval Conditions

Given that ERAs are no longer devolved to this Council, the sole responsibility for administering the conditions and ensuring compliance with the relevant legislation sits with the State Government, in this instance the Department of Agriculture and Fisheries. The current EA contains the same conditions as Council's permit. Therefore, the conditions could be removed as requested. However, to maintain clarity it is preferred that the conditions are replaced with just one condition, as follows:

1. The development shall be undertaken generally in accordance with Plan No.7771-02 prepared by AJS Surveys and dated 6-8-10. in accordance with the Environmental Authority for the development issued by the relevant State Government Department.

2-21 Deleted

Infrastructure Charges Notice

The total footprint of the sheds has increased slightly from 36,000m² to 37,384.8m². Therefore, the Infrastructure Charges Notice requires updating as follows:

Charge Type	Description	Demand Units	Rate	TOTAL
PROPOSED D	PROPOSED DEMAND		m²	
		36,000		\$360,000.00
Charge	High Impact Rural	37,384.8	\$10.00	\$373,848.00
				\$360,000.00
		TOTAL P	ROPOSED DEMAND	\$373,848.00
EXISTING DEI	MAND	lot	lot	
Credit	Vacant Allotment	1	\$12,500.00	-\$12,500.00
	TC	TAL EXISTIN	NG DEMAND CREDIT	-\$12,500.00
			TOTAL PAYABLE	\$347,500.00 \$361,348.00

CONSULTATION:

Referral Agencies

The original application required referral to the Department of Transport and Main Roads as well as the Department of Environment and Resource Management, however the proposed change is not required to be referred.

Options

THAT:

- Council supports the request for a Minor Change in accordance with the Officer's Recommendation;
- Council supports the request for a Minor Change with amendments to the Officer's Recommendation;
- Council refuses the request for a Minor Change.

Previous Council Resolutions

The original application for Material Change of Use (MCU0940) was approved by Council on 9 September 2015 under Council resolution 4239.

The relevant period for the approval was extended by Council resolution 16-20/1591 on 11 December 2019 until 20 November 2021.

Critical Dates

The decision making period expires on 16 December 2020.

Strategic Implications

Corporate Plan

Corporate Plan Theme Lockyer Planned

Outcome

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

Legislation and Policy

Nil.

Risk Management

Key Corporate Risk Code and Category: EC1

Key Corporate Risk Descriptor: Environment and Community

Environment and the community, including sustainable development,

social and community wellbeing, relationships, public health,

recreation, regional profile and identity

Consultation

Portfolio Councillor Consultation

The request was discussed with the Portfolio Councillor.

Internal Consultation

The request was reviewed by Council's Senior Environmental Officer and Environmental Health Officer.

External Consultation

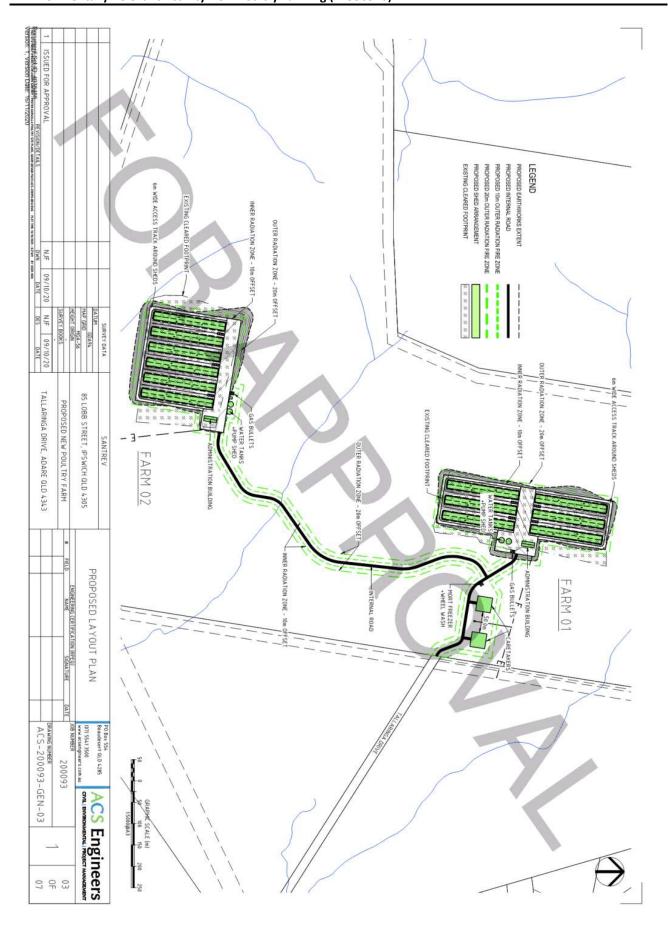
The request was discussed with officers from the State Assessment and Referral Agency (SARA) prior to lodgement. SARA provided a pre-lodgement response supporting the request.

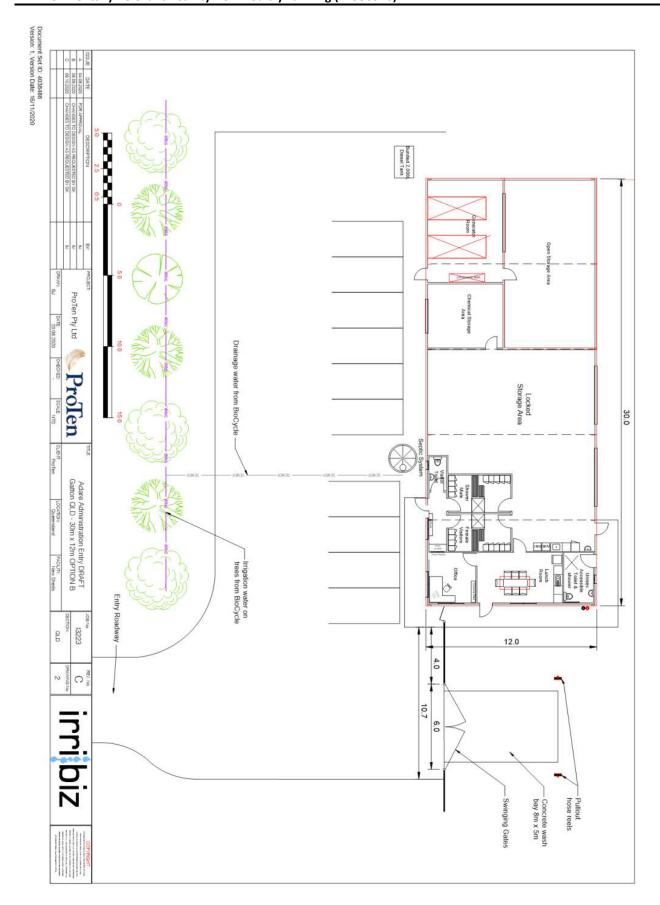
Community Engagement

The original application attracted one (1) submission. A request for Minor Change does not require additional public notification.

Attachments

1 <u>↓</u>	MC2020/0066 Approved Plans	2 Pages
2 <u>↓</u>	MC2020/0066 Approved Odour Assessment Review	7 Pages
3 <u>↓</u>	MC2020/0066 Approved Bushfire Management Report	31 Pages







Ref: L28620/PAK/20-088

28 September 2020

Golden Egg Producers Pty Ltd 5 Darwalla Road MT COTTON QLD 4165

Attention: Mr David Bray

Dear David

Re: Review of Odour Issues Relating to Minor Change Application for Development Approval MCU0940 (DA6557) for Poultry Farm at Lot 4 on RP206331, Adare Road, Adare

Further to your request, MWA Environmental has undertaken review of the potential odour compliance implications relating to a proposed minor change of the Lockyer Valley Regional Council ("LVRC") development approval **MCU0940 (DA6557)** ("the current approval") for a new poultry farm at Adare.

The current approval is shown on AJS Surveys Plan No. 7771-02 dated 6.8.10 included as **Attachment 1**. The approval provided for two separate pad sites each with 8 sheds per pad, housing 318,600 birds per pad at 17.7 birds/square metre.

The proposed minor change application seeks to amend the approved development plan to allow for the construction of six (6) new sheds of contemporary design on each pad whilst maintaining the same overall bird capacity at the site.

The proposed modified site layout is shown on ACS Engineers Drawing No. ACS-2200093-GEN-04 Rev 6 dated 9.09.20 dated included as **Attachment 2**.

Max Winders & Associates Pty Ltd tas MWA Environmental
Level 15, 241 Adelaide St, Brisbane GPO BOX 3137, Brisbane Qld 4001
P 07 3002 5500 F 07 3002 5588 E mail@mwaenviro.com.au

W www.mwaenviro.com.au
ABN 94 010 833 084

Golden Egg Producers Pty Ltd 28 September 2020
Re: Review of Odour Issues Relating to Minor Change Application for Development Approval Adare
L286a20/PAK/20-088

Table 1 below compares relevant characteristics of the currently approved and proposed poultry farm.

Table 1: Summary of Approved and Proposed Poultry Farm

Characteristic	Currently Approved	Proposed Minor Change
Stocking Density (maximum)	17.7 birds/m ²	17.7 birds/m ² Likely 16.3 birds/m ²
Number of New Sheds	16	12
New Shed Dimensions	150 x 15m	168m x 17.8m
Sheds North Pad	8 Sheds	6 Sheds
Sheds South Pad	8 Sheds	6 Sheds
Total Farm Bird Numbers (maximum) @ 17.7 birds/m ²	~318,000	~318,000

MWA Environmental prepared odour assessments which informed the current approval for the site. We have revised the assessments on the basis of the amended design and updated the odour model to represent the minor change plan with fewer sheds but retaining practically the same overall shed areas and maximum stocking densities.

Our updated odour modelling of the change proposal has been prepared on the basis of a stocking density of 17.7 birds/m² which matches our previous assessment.

The modelling has identified that the resultant odour levels are reduced at the nearest residence to the west by approximately 30% whilst there is less than a 2% change in odour exposure at existing residences to the east and southeast.

The modelling results thus confirm that the proposed minor change plans do not worsen odour exposure at surrounding receptors and achieve a reduction to the west.

Functionally, the same shed area is proposed in fewer sheds overall and has been shown to result in slightly lower overall odour emission rates compared to the stocking scenario considered in the original odour report.

Based upon my review of the original odour reporting, I conclude that the proposed minor change will not result in an increase in odour emissions or potential odour impacts from the poultry farm for the following reasons:

- The proposed minor change will not increase the overall bird numbers at the site.
- Overall odour emissions from the proposed minor change development will be no greater than assessed to be compliant in the reporting prepared for the development approval,
- The proposed minor change shed locations and the tunnel ventilation discharge directions (are proposed to be generally consistent with that originally assessed in the odour report for the northern pad and now directed

Golden Egg Producers Pty Ltd

Re: Review of Odour Issues Relating to Minor Change Application for Development Approval Adare

L286a20/PAK/20-088 28 September 2020

to the south for the southern pad). The southern pad has moved slightly northwest from its previous position.

The proposed minor change is acceptable from an odour impact perspective.

If you require any further information please contact the undersigned.

Yours sincerely

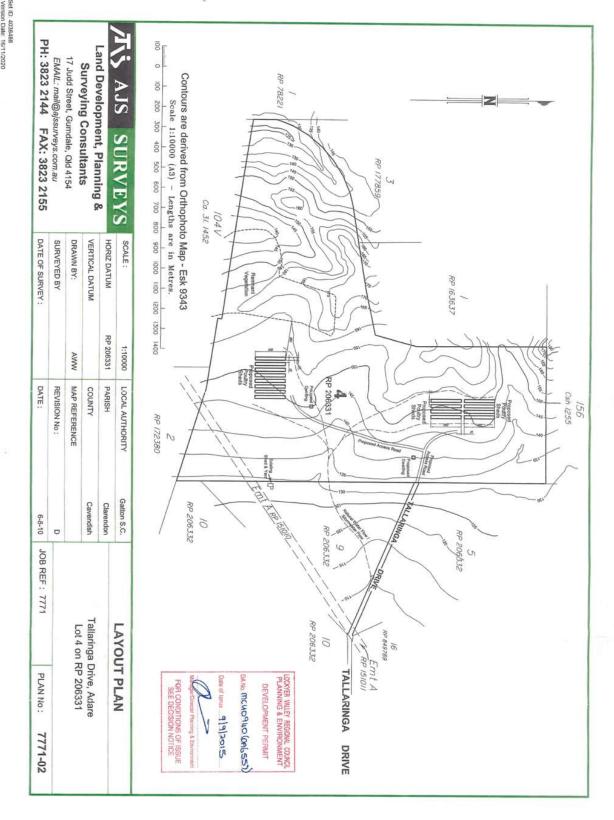
Paul King

Principal Engineer

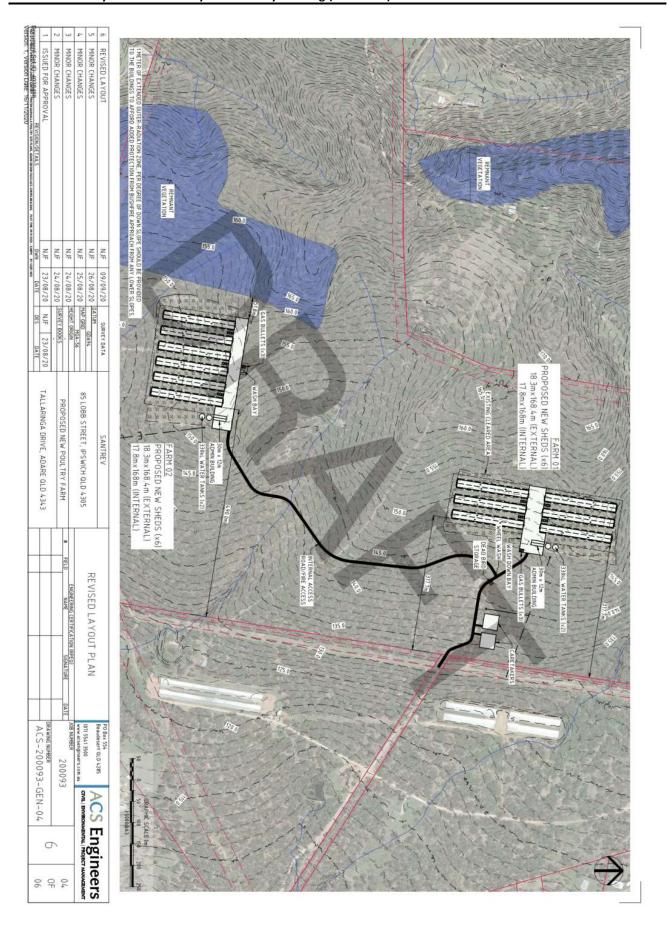
Document Set ID: 4038488 Version: 1, Version Date: 16/11/2020 3

Page 198 Attachment 2 12.11

ATTACHMENT 1



ATTACHMENT 2







Bushfire Assessment & Management

REVIEW

Darwalla Milling Co Pty Ltd

Adare Road, Adare, QLD 4343

Lot 4 RP206331

Prepared by Aquila NRM October 2020



DOCUMENT CONTROL RECORD

Title	Bushfire Assessment & Management Review	
Address	Adare Road, Adare, QLD	
Client	Darwalla Milling Co Pty Ltd	

Document Issue

Issue	Date	Prepared By
1	30 October 2020	Rick Galbraith
2	3 November 2020	Rick Galbraith

Notice to users of this report

This review of bushfire measures has been prepared for Darwalla Milling Co Pty Ltd. Aquila NRM cannot accept responsibility for any use of or reliance upon the contents of this report by any third party.

It details a number of bushfire protection measures that when followed will increase the survival prospects of residents and built assets in the event of a bushfire. It must be borne in mind that the measures dealt with in this report cannot guarantee the survival of a building or other assets in a bushfire event. This is due mainly to the unpredictable nature and behaviour of fire, difficulties associated with extreme weather conditions and vegetation management on and surrounding the site subsequent to development.

It must also be stated that this report is based on site conditions prevailing at the time the inspection was undertaken. These conditions can and will change dependent on both weather conditions and the maintenance undertaken by property owners.

Bushfire Report prepared by:

Rick Galbraith, Dip Horticultural Science EIANZ member

3rd November 2020

Aquila NRM 7701 New England Highway Crows Nest Q 4355

Mobile 0407 622 995 Phone (07) 4698 2151

Email rick@aquilanrm.com.au



Prepared by Aquila NRM | OCTOBER 2020

Document Set ID: 4038488 Version: 1, Version Date: 16/11/2020 2

Attachment 3 12.11 Page 204

Table of Contents

Bushfire Assessment & Management Review | Darwalla Milling Co Pty Ltd

EXECUTIVE SUMMARY4 2.0 BUSHFIRE HAZARD AND RISK ASSESSMENT......11 3.0 3.1 3.2 BUSHFIRE HAZARD AND RISK MITIGATION......13 4.0 4.1 4.2 4.3 4.5 4.6

5.0

6.0

Executive summary

A major broiler production facility; (hereafter referred to as 'the site') is to be established on Lot 4 RP206331 in the Adare district. The site is accessed via Gatton Esk Road located approximately 4 kilometres to the east via internal roads. The facility is to comprise 2 separate sites each containing 6 production sheds. Approval for the development was issued by the Lockyer Valley Regional Council on 15 September 2015. A Bushfire Risk Assessment and Mitigation Plan was prepared in 2009 for the proposed facility by Bushland Protection Systems Pty Ltd that identified potential bushfire risks and mitigation measures.

Changes have been proposed to the original plan including a reduction in the number of poultry sheds from 16 to 12 and locating the caretaker's residences together and close to open areas and road infrastructure. These proposed changes will contribute to improved bushfire outcome in relation to the originally approved layout.

Bushfire

The site has been identified by the Lockyer Valley Regional Council Planning Scheme (2007) as containing some areas of 'Medium' bushfire hazard. The Queensland Government Development Assessment Mapping System identifies that the site contains areas of 'High' and 'Medium' Potential Bushfire Intensity' due to the presence of extensive areas of native vegetation on and adjoining the site. A site assessment was undertaken to confirm the level of bushfire hazard that is present. This assessment identified that the level of bushfire hazard present in the context of the facilities location within the landscape is in the medium category.

Mitigation measures

The following measures have been identified that will assist in mitigating bushfire issues on the site.

Construction of buildings

Construction of buildings is of PIR 50mm sandwich board insulated wall panels that have been treated with a fire retardant and roofs clad with zincalum fixed to metal framing. Buildings are constructed on concrete slabs that are approximately 30 to 40 centimetres above ground level.

A Bushfire Attack Level (BAL) of 19 was identified for built facilities on the site with a 20 metre separation from areas of potentially hazardous understorey vegetation. Increasing the separation distance by 10 metres to a maximum of 30 metres will see a reduction in the BAL to 12.5.

Access and egress

Access to the site is from the Gatton Esk Road to the east is via a constructed all-weather gravel road. New internal roads linking with existing roads on the site will be constructed access to service the proposed poultry facilities. These roads will be capable of accommodating heavy vehicles including semi-trailers. Clearing potentially hazardous understorey vegetation for a minimum of 10 metres from either side of roads will improve safety for users in the event of a bushfire.

Secondary access will be provided to the southern site that links to a perimeter to the south and east of the site.

Site and vegetation management

Vegetation on the site comprises eucalypt woodland with an open to shrubby understorey dominated by the woody and highly flammable environmental weed, Lantana. Fuel loads on the site should be monitored on a regular basis and management actions implemented as required. The

Prepared by Aquila NRM | OCTOBER 2020

Document Set ID: 4038488 Version: 1, Version Date: 16/11/2020

most effective way of managing fuel loads will be to conduct hazard reduction burns when seasonal conditions are suitable.

Asset Protection Zones

A 20 metre wide radiation zone around buildings (now termed Asset Protection Zones) was identified in the Bushfire Risk Assessment and Mitigation Plan in which vegetation is to be actively managed to reduce potential bushfire impacts on constructed facilities.

The establishment of effective Asset Protection Zones (APZ) between site facilities and potentially hazardous vegetation that will ensures that direct impact by flames or higher levels of radiant heat will be minimised. Potential exists for a level of ember attack in the event of a severe bushfire. It is that width of the APZ be increased from 20 to 30 metres due to changing climatic conditions, a trend towards increasing severity and intensity of fires and increased understanding of bushfire behaviour since the original report was prepared. It is recommended that the APZ to be established comprise an Inner Protection Zone (IPA) of 20 metres width and an Outer Protection Zone (OPA) of 10 metres. It is important to note that the requirements of the OPA are the management of understorey vegetation but not the removal of trees.

Fire trails

A network of fire trails is present throughout the site and along fencelines which provide good access and can be utilised for vegetation management and bushfire mitigation activities. These fire trails are suitable for use property-based fire fighting vehicles and Queensland Emergency Service Rural Fire Brigade light and medium attack 4 wheel drive vehicles.

Water supply

Adequate supplies of water are held on the property that can be readily accessed by property-based fire-fighting units, and urban and rural fire brigades. Whilst the Bushfire Risk Assessment and Mitigation Plan identified that a minimum of 10,000 litres be held at each Farm, a greater water supply is desirable due to changing climatic conditions and a corresponding increase in bushfire severity. Each Farm will contain 2 x 330,000 litre tanks that will be maintained at or close to full capacity and will be available for fire-fighting purposes. The tanks should be provided with suitable camlock fittings to enable ready access to water supplies by fire brigade vehicles in a time of bushfire emergency.

Prepare, Act, Survive

It is important that the facility is well prepared during times of high fire danger and have well made plans that can be readily enacted in a time of bushfire emergency. This includes having plans in place to guide actions on days of extreme and catastrophic and identifying safe refuge areas. The key message being: Prepare, Act and Survive.

Maintenance of bushfire mitigation measures

This fire report review has been prepared on the basis that bushfire mitigation measures identified are implemented and maintained into the foreseeable future. Failure to maintain these measures may contribute to the development being exposed to a higher level of bushfire threat and attack.

Prepared by Aquila NRM | OCTOBER 2020

Document Set ID: 4038488 Version: 1, Version Date: 16/11/2020

1.0 Introduction

Aquila NRM was engaged by Darwalla Milling Co Pty Ltd to undertake a review of the Bushfire Risk Assessment and Mitigation Plan prepared by Bushland Protection Systems Pty Ltd in 2009 and to identify any additional measures for the proposed poultry broiler facility at Adare.

The facility is located in a rural setting with extensive areas of native bushland surrounding the site

2.0 General site details

Table 1: Summary of general site details

Address	Adare Road, Adare
Lot on Plan	Lot 4 on RP206331
Area	182.4 hectares
Local Government Area	Lockyer Valley Regional Council
Planning Scheme / Local Plan	Lockyer Valley Regional Planning Scheme (2007)
Overlay Codes	Bushfire Hazard Overlay
VMA 1999	Category X, Category B and Category C vegetation
Area Classification / Zone	Rural General

The site is situated in the locality of Adare, approximately 9.5 kilometres by road northeast of Gatton. It is accessed via Gatton Esk Road which is approximately 3.6 kilometres east of the site. Vegetation on the site comprises remnant and regrowth eucalypt woodland with a shrubby to open understorey. An intensive poultry enterprise is to be established on the site comprising 2 Farms each with 6 sheds.

Figure 1 provides an aerial view of the site and its context within the surrounding landscape with Figure 2 providing an aerial of the site.

Prepared by Aquila NRM | OCTOBER 2020

Document Set ID: 4038488 Version: 1, Version Date: 16/11/2020



Figure 1: Aerial view providing landscape context for the site which is highlighted with a yellow border. Imagery sourced from Google Earth was captured on 1 November 2017.



Figure 2: Aerial view of site, proposed facilities and nearby native vegetation cover. Imagery from Google Earth was captured on 1 November 2017.

2.1 Site description

The site comprises a large rural holding containing extensive areas of native vegetation comprising an open woodland structure with a shrubby to open understorey. The intensive poultry facilities are to be located in existing cleared areas. Access to the site is to be provided by roads of all-weather construction that are suitable for use by heavy trucks.

The following photographs provide a visual representation of the site and vegetation present.

Prepared by Aquila NRM | OCTOBER 2020

Document Set ID: 4038488 Version: 1, Version Date: 16/11/2020



Photo 1: View over a portion of Farm 2 with surrounding woodland vegetation.



Photo 2: Typical vegetation surrounding the Farms which contains a shrubby understorey in places dominated by Lantana.



Photo 3: View to the north over Farm 1.

Prepared by Aquila NRM | OCTOBER 2020

Document Set ID: 4038488 Version: 1, Version Date: 16/11/2020

Attachment 3 12.11 Page 211



Photo 4: Secondary access track on the southern side of Farm 2.



Photo 5: 330,000 litre water tank of similar construction to that to be installed at each Farm.



Photo 6: Poultry sheds similar to this are to be constructed at each Farm site.

Prepared by Aquila NRM | OCTOBER 2020

Document Set ID: 4038488 Version: 1, Version Date: 16/11/2020

3.0 Bushfire hazard and risk assessment

3.1 Overiew

A site assessment was undertaken on 19 October 2020 to ground truth the site and to verify the bushfire hazard present and the associated risks to the proposed intensive poultry facilities.

The Queensland State-wide mapping methodology was used to identify Bushfire Prone Areas on the site with a particular focus on the immediate area surrounding the intensive poultry facilities. This methodology scales bushfire hazard based on the Potential Fire-line Intensity of a severe bushfire and can be used to predict the radiation profile of areas adjacent to potentially hazardous vegetation. The Potential Fire-line Intensity is a useful indicator of the level of safety afforded for site personnel egress and firefighter access.

The Potential Fire-line Intensity is calculated using 3 key factors operating at a landscape level, these being Potential Fuel Load (tonnes / hectare), Maximum Landscape Slope (degrees) and Fire Weather Severity (Forest Fire Danger Index). Figure 3 illustrates the variables used to determine the Potential Fire-line Intensity.



Figure 3: Variables used to determine Potential Fire-line Intensity. (Redrawn from Leonard et al 2013)

Potential Fuel Load represent the approximate mass (measured in tonnes/ha) of combustible fuel material that would typically accumulate if vegetation is not regularly burnt or subject to fuel reduction practices. Potential fuel loads vary according to the type of vegetation present and management of it.

Slope or steepness of land (described as **Landscape Slope**) is a major determinant of fire behaviour, controlling fire spread, the rate of fuel consumption and thus Potential Fire-line Intensity.

Fire behaviour is influenced by a range of weather variables including recent precipitation, current wind speed, relative humidity and temperature. Due to the complexity of these influences, they are commonly combined into a single weather index that can be used to estimate potential fire behaviour. The McArthur (1973) Forest Fire Danger Index is the best known, most widely used and thoroughly tested fire weather index adopted by fire agencies throughout Australia.

3.2 Bushfire hazard mapping

The Bushfire hazard for the site was identified by the Queensland Government Development Assessment Mapping System Natural Hazards and Risk Resilience mapping as containing areas of High and Medium Potential Bushfire Intensity. The bushfire risk category for the property and surrounding area is shown in Figure 4.

Prepared by Aquila NRM | OCTOBER 2020

Document Set ID: 4038488 Version: 1, Version Date: 16/11/2020 11

Attachment 3 12.11 Page 213

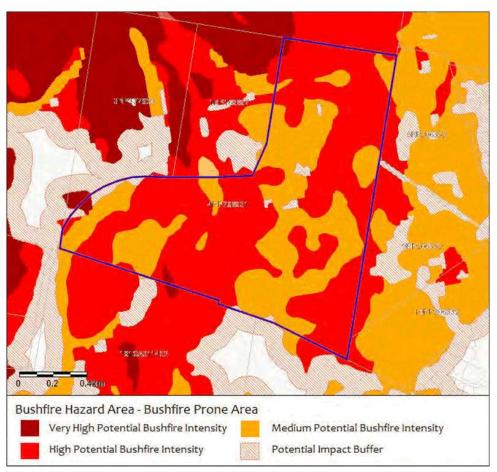


Figure 4: Bushfire Hazard as identified by the Queensland Government Development Assessment Mapping System Natural Hazards and Risk Resilience accessed on 29 October 2020.

Prepared by Aquila NRM | OCTOBER 2020

Document Set ID: 4038488 Version: 1, Version Date: 16/11/2020

4.0 Bushfire hazard and risk mitigation

A number of actions should continue to be implemented to mitigate the potential impacts of bushfire on the site. This suite of bushfire mitigation measures, when implemented in an integrated manner can achieve a better outcome for the site than when used individually and in isolation from other measures. This suite of potential measures is illustrated in Figure 5.

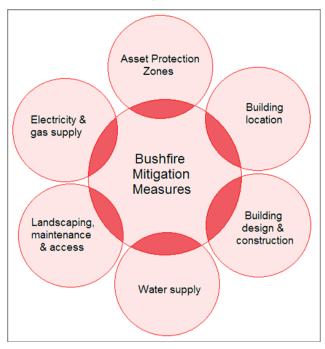


Figure 5: Bushfire mitigation measures in combination. (Redrawn from Guideline for Building in Bushfire Prone Areas; Emergency Management Victoria 2016).

4.1 Building location and separation

The location of buildings and their relationship with vegetation in the immediate surrounding area is critical for maximising their survival in the event of a bushfire. Building issues can be adequately addressed during the design and construction phase with compliance to the National Construction Code. A minimum separation of 20 metres is identified between proposed buildings and potentially hazardous vegetation. This separation distance is designed to minimise the potential for direct fire impact on buildings and reduces the level of ember attack that could be experienced under adverse conditions.

Appendix 4 Calculation of bushfire hazard contains additional information on the methodologies used to calculate the potential bushfire hazard that the site is exposed to.

4.2 Asset Protection Zones

The Bushfire Risk Assessment and Mitigation Plan identified a 20 metre wide radiation zone comprising and inner and an outer protection zone of 10 metres each. The current terminology used for radiation zones is Asset Protection Zones (APZ). The establishment and ongoing maintenance of Asset Protection Zones (APZ) is an effective mechanism for reducing bushfire

Prepared by Aquila NRM | OCTOBER 2020

13

hazards that a building may be exposed to. An APZ is a fuel-reduced area surrounding a built asset or structure. Potential bushfire fuels should be minimised within an APZ, so that the vegetation within it does not provide a path for the transfer of fire to the asset either from the ground level or through the tree canopy. An APZ that is well-designed, correctly implemented and maintained regularly, will reduce the risk of:

- direct flame contact on the asset;
- damage to the built asset from intense radiant heat; and
- ember attack.

The APZ is located between the asset and the bushfire hazard and consists of an Inner Protection Area (IPA) and an Outer Protection Area (OPA). The IPA is the area closest to the asset and creates a fuel-managed area which can minimise the impact of direct flame contact and radiant heat on the development and be a defendable space. Vegetation within the IPA should be kept to a minimum level. Litter fuels within the IPA should be kept below 1cm in height and be discontinuous. An IPA with a minimum width of 20 metres should be established around buildings and. The IPA should be maintained with minimal fuels loads, preferably 2 tonnes / hectare or less.

The **OPA** is located between the IPA and the unmanaged vegetation. Vegetation within the OPA can be managed to a more moderate level with the reduction of fuel in this area substantially decreasing the intensity of an approaching fire. It also assists restricting the pathways to crown fuels; reducing the level of direct flame, radiant heat and ember attack on the IPA and built assets. Figure 6 provides a visual representation of a building, separation from areas of potentially hazardous vegetation and the creation of an APZ. An OPA with a minimum width of **10 metres** should be established at the time of construction of facilities on the site. It is important to note that understorey vegetation in the OPA will be managed but there is no requirement to remove mature trees.

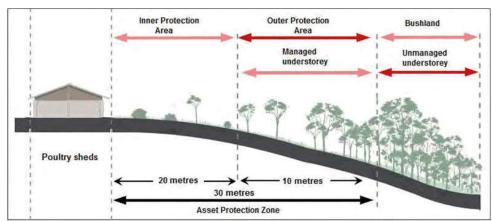


Figure 6: Buildings, asset protection zones and their relationship to potentially hazardous vegetation. (Planning for Bushfire Protection 2017)

Additional details on creating and managing APZs are provided in Appendix 5 Asset Protection Zones.

Prepared by Aquila NRM | OCTOBER 2020

Document Set ID: 4038488 Version: 1, Version Date: 16/11/2020

4.3 Building design and construction

Careful design of new buildings in areas of mapped bushfire hazard needs to be undertaken which includes consideration of site characteristics and conditions. Buildings should be constructed to meet the requirements of the relevant building standards and Council bylaws prevailing at the time of construction. This includes the Building Code of Australia (BCA 2019)

A Bushfire Attack Level (BAL) of 19 was identified for buildings on the site on the basis of a 30 metre separation distance from unmanaged and potentially hazardous understorey vegetation. Ongoing maintenance of buildings is required to ensure that they able to withstand an ember attack should a bushfire occur in the area.

Appendix 4 Calculation of bushfire hazard contains information on the potential Bushfire Attack Levels that could be experienced on the site and Appendix 5 has an explanation of BAL's.

4.4 Access and egress

Unhindered access and egress are provided to the site via a road of all-weather construction that is capable of carrying heavy trucks and traffic travelling in both directions at the same time. This enables ready and safe access to the site by emergency services in a time of need and to facilitate the orderly evacuation of workers if necessary. Secondary access is provided to Farm 2 via a formed track that connects to a perimeter property road. This track is suitable for use by conventional vehicles and emergency service vehicles.

Potentially hazardous understorey vegetation should be managed for a minimum of 10 metres on either side of roads servicing the site. If roads are not of sufficient width to enable vehicles to pass, then passing bays should be provided at spacing's of approximately 200 metres.

Primary access roads should preferably be constructed to a minimum width of 6 metres and have a vertical clearance of at least 4 metres from overhanging branches as illustrated in Figure 7.

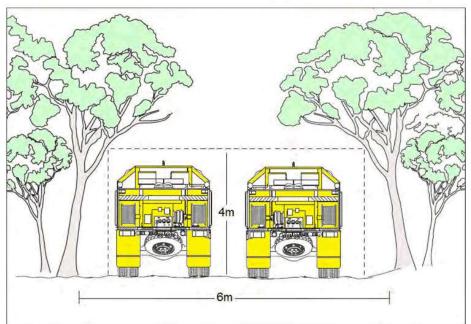


Figure 7: Suggested road dimensions and vertical clearance.

Prepared by Aquila NRM | OCTOBER 2020

Document Set ID: 4038488 Version: 1, Version Date: 16/11/2020

4.5 Vegetation management

Vegetation in the immediate vicinity of Farms 1 and 2 comprises open woodland with a shrubby to open understorey. Ongoing monitoring and management of vegetation is required in areas surrounding the Farms to ensure that potentially hazardous fuel loads do not accumulate and are managed in a safe and timely manner.

Management of vegetation on the site in conjunction with the establishment of Asset Protection Zones will assist in keeping potential bushfire hazards to a level that will optimise survival of buildings in a bushfire event.

4.6 Fire trails

A network of fire trails is present on the site that provide good access for the equivalent of 4 wheel drive Light and Medium attack Rural Fire Brigade vehicles. These trails assist in breaking up the site into management units that can be individually managed for bushfire mitigation activities. It is important that trails are maintained with a minimum width of 3.5 metres and a vertical clearance from overhanging vegetation of 3.5 metres.

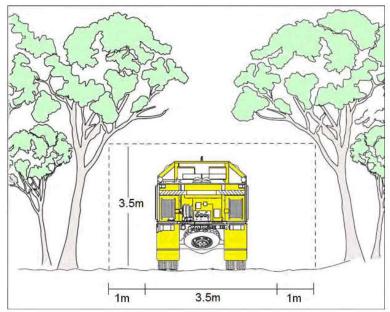


Figure 8: Minimum width and height clearance of fire trails

4.7 Water supply

Adequate supplies of water are held on the property that can be readily accessed for fire-fighting purposes. The Bushfire Risk Assessment and Mitigation Plan identified that a minimum of 10,000 litres be held at each Farm, however the Lockyer Valley Regional Council Planning Scheme Bushfire Overlay Code (2007) identifies that a minimum of 22,500 litres be provided. However, due to the size of the development and changing climatic conditions and a corresponding increase in bushfire severity, a greater water supply is desirable. Each Farm will contain 2 x 330,000 litre tanks that will be maintained at or close to full capacity and can be accessed for fire-fighting water supplies. These

Prepared by Aquila NRM | OCTOBER 2020

Document Set ID: 4038488 Version: 1, Version Date: 16/11/2020

tanks should be provided with suitable camlock fittings to enable ready access to water supplies by fire brigade vehicles in a time of bushfire emergency.

4.8 Prepare, Act, Survive

It is important that the facility is well prepared during times of high fire danger and has well made plans that can be readily enacted in a time of bushfire emergency. This includes having plans in place to guide actions on days of extreme and catastrophic fire weather rating and identifying safe refuge areas. The key message being:- Prepare, Act and Survive.

Prepared by Aquila NRM | OCTOBER 2020

Document Set ID: 4038488 Version: 1, Version Date: 16/11/2020

5.0 Conclusion

The site assessment undertaken in conjunction with a review of the Bushfire Risk Assessment and Mitigation Plan prepared by Bushland Protection Systems Pty Ltd identified that the site can be effectively managed to ensure that facilities constructed are not exposed to undue bushfire hazards. In general, the Mitigation Plan addresses bushfire matters appropriately, however due to changing climatic conditions with an associated increase in severity and a better understanding of bushfire behaviour, it is recommended that Asset Protection Zones (radiation zones) be increased in width and that extra water supplies are provided in addition to the 10,000 litres identified.

The amended development layout results in some changes and improved outcomes when compared to the original approved plan. These include a reduction in the number of poultry sheds from 16 to 12 and locating the caretaker's residences together close to open areas and road infrastructure. These changes, in conjunction with the increased width of APZs to 30 metres achieve a reduction in the number of buildings with potential exposure to bushfire, a reduction in levels of radiant heat flux that built assets are exposed to and improved safety for the caretakers and employees, whilst minimising the need to removal mature trees on the site..

The implementation of measures identified in the Bushfire Risk Assessment and Mitigation Plan (2009) and this review will enable Darwalla Milling Co Pty Ltd to effectively manage potential bushfire threats. Ongoing and regular maintenance of vegetation and buildings on the site will ensure that bushfire risks are managed at acceptable levels.

6.0 Recommendations

The following recommendations are made to ensure that potential bushfire hazards are maintained at a low and acceptable level:

- That a 30 metre wide Asset Protection Zone be established around poultry sheds and caretaker's residences comprising:
 - A 20 metres wide Inner Protection Area of with managed fuel loads of less than 2 tonnes per hectare; and
 - A 10 metres wide Outer Protection Area of with managed fuel loads of less than 5 tonnes per hectare.
- That vegetation and associated fuel loads be effectively managed for a minimum width of 10 metres either side of access roads.
- That an adequate water supply be available at all times for fire-fighting purposes.
- That fuel loads be regularly monitored within the area surrounding each farm at a maximum yearly interval. If fuel loads exceed 8 tonnes per hectare, measures be implemented to reduce them to below 5 tonnes per hectare by hazard reduction prior to the onset of the fire season.
- That the measures identified in the Bushfire Management Plan (Appendix 3) be implemented

Prepared by Aquila NRM | OCTOBER 2020

Document Set ID: 4038488 Version: 1, Version Date: 16/11/2020

7.0 References

Australian Standard; 2018. Construction of Buildings in Bushfire-prone Areas (AS3959-2018). Sydney.

Australian Standard; 2019. Water Storage Tanks for Fire Protection Systems (AS2304-2019). Sydney

Building Code of Australia (BCA); May 2019. National Construction Code Volumes 1 and 2.

Emergency Management Victoria; 2016. Guideline for Building in Bushfire Prone Areas. Melbourne.

Google Earth; 2019.

Leonard, J, Newnham, G, Opie, K, and Blanchi, R; 2014. A New Methodology for State-wide Mapping of Bushfire Prone Areas in Queensland. CSIRO, Australia.

NSW Rural Fire Service; 2006 and 2018. Planning for Bush Fire Protection. Sydney.

Queensland Department of Natural Resources and Mines website; 2019.

https://www.dnrm.qld.gov.au/

Queensland Government SPP Interactive Mapping System; 2020.

http://www.dilgp.qld.gov.au/planning/state-planning-instruments/spp-interactive-mapping-system.html

Ramsay, C & Rudolph, L.; 2003. Landscape and Building Design for Bushfire Areas. CSIRO,

Australia.

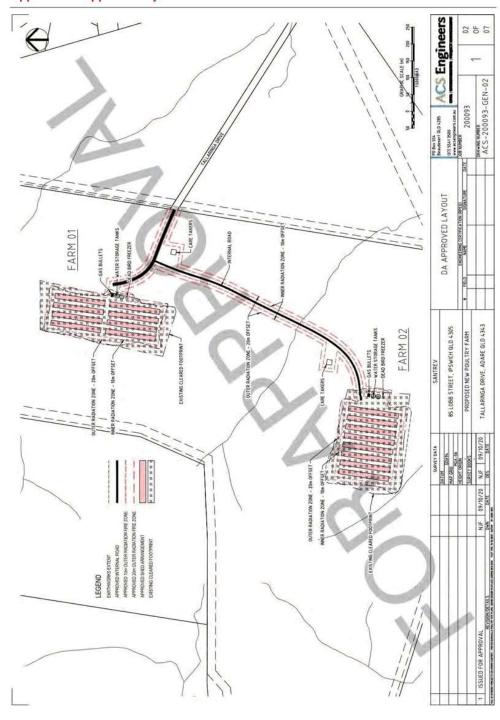
Lockyer Valley Regional Council Planning Scheme (2007)

Victoria State Government, July 2010. Overall Fuel Hazard Assessment Guide 4th Edition. Melbourne.

Prepared by Aquila NRM | OCTOBER 2020

Document Set ID: 4038488 Version: 1, Version Date: 16/11/2020

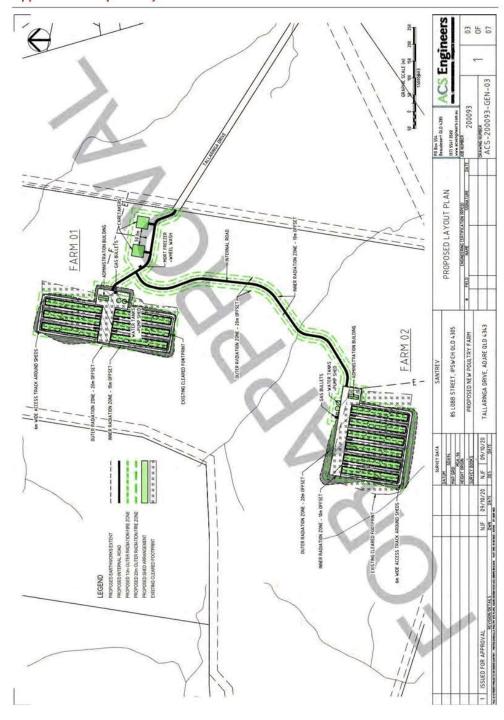
Appendix 1 - Approved Layout



Prepared by Aquila NRM | OCTOBER 2020

Document Set ID: 4038488 Version: 1, Version Date: 16/11/2020

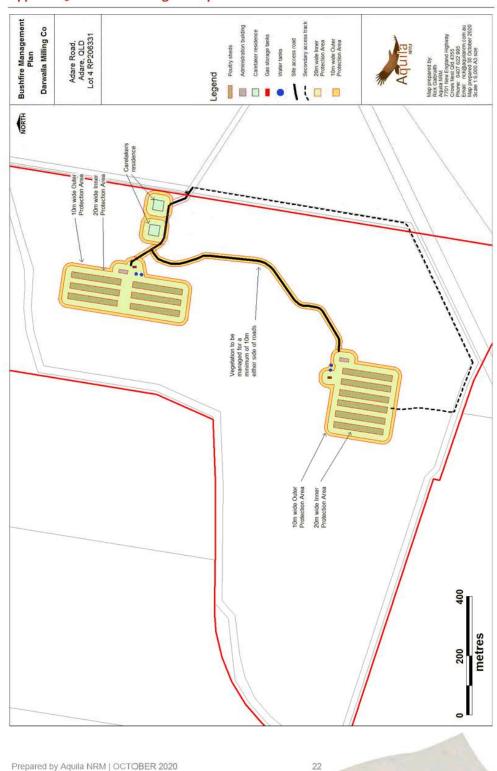
Appendix 2 - Proposed layout



Prepared by Aquila NRM | OCTOBER 2020

Document Set ID: 4038488 Version: 1, Version Date: 16/11/2020

Appendix 3 - Bushfire management plan



Prepared by Aquila NRM | OCTOBER 2020

Appendix 3 - Calculation of Bushfire Hazard

Determination of Bushfire Attack Level - AS3959-2018

The bushfire hazard that buildings could potentially be exposed to was calculated using the Australian Standard Construction of buildings in bushfire-prone areas (AS3959-2018) Method 2 utilising site specific data. This Standard is primarily concerned with improving the ability of buildings in designated bushfire-prone areas to better withstand attack from bushfire, thus giving a measure of protection to the building occupants (until the fire front passes) as well as to the building itself. AS3959-2018 requires that vegetation be assessed within 100 metres of a building when determining the Bushfire Attack Level. Figure 9 shows the location of vegetation within a radius of 100 metres of the site.

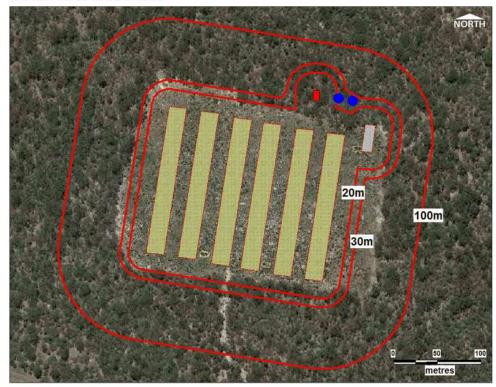


Figure 9: Aerial view of Farm2 showing 20, 30 and 100 metre radius around buildings. This is used in the process to determine the applicable Bushfire Attack Level.

The potential radiant heat flux was calculated for representative areas on the site using the Australian Standard Construction of buildings in bushfire-prone areas (AS3959-2018) Method 2. Figures 10 shows the reduction in radiant heat flux versus distance from a building. The online Method 2 Flamesol calculator (http://flamesol.com.au/) was used to determine BAL's for the site.

Prepared by Aquila NRM | OCTOBER 2020

23





Calculated October 30, 2020, 1:08 pm (MDc v.4.8)

Darwalla Adare minimum distance

Inputs		Outputs	
Fire Danger Index	70	Rate of spread	1.54 km/h
Vegetation classification	Woodland	Flame length	12.35 m
Surface fuel load	15 t/ha	Flame angle	54 °, 64 °, 72 °, 77 °, 79 ° & 84 °
Overall fuel load	19 t/ha	Elevation of receiver	4.81 m, 5.31 m, 5.52 m, 5.51 m, 5.46 m & 4.65 m
Vegetation height	n/a	Fire intensity	15,213 kW/m
Effective slope	3 °	Transmissivity	0.877, 0.859, 0.836, 0.8110000000000001, 0.797 & 0.732
Site slope	1 °	Viewfactor	0.5998, 0.4423, 0.2985, 0.2025, 0.1644 & 0.0448
Flame width	100 m	Minimum distance to < 40 kW/m²	10.1 m
Windspeed	n/a	Minimum distance to < 29 kW/m²	13.7 m
Heat of combustion	18,600 kJ/kg	Minimum distance to < 19 kW/m²	20.2 m
Flame temperature	1,090 K	Minimum distance to < 12.5 kW/m²	28.8 m
		Minimum distance to < 10 kW/m²	34.4 m

AS3959-2018 Method 2 calculation based on potentially hazardous vegetation located downslope of the site with effective slopes of 3 degrees and overall fuel loads of 19 tonnes per hectare identifying minimum separation distances to achieve the BALs of less than 12.5 to 40.

Figure 10 shows the relationship between distance from hazardous vegetation and associated fuel loads and radiant heat flux.

Prepared by Aquila NRM | OCTOBER 2020

24

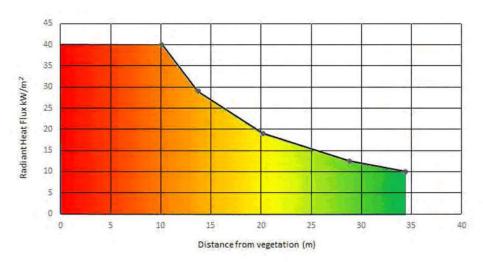


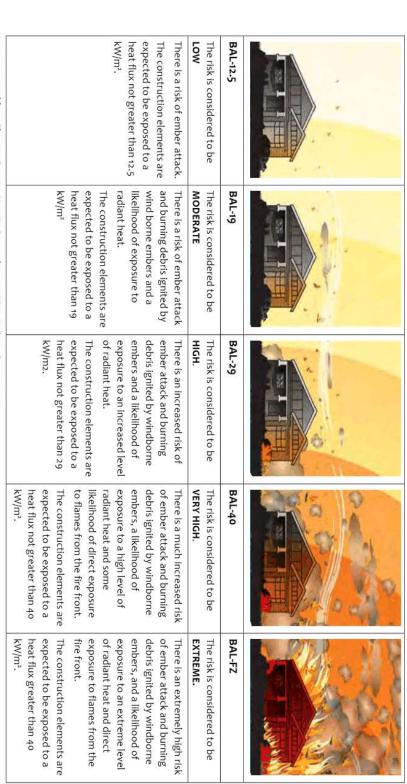
Figure 10: Potential radiant heat flux versus distance from vegetation on the site using data generated from the Flamesol online calculator.

The Australian Standard – Construction of buildings in bushfire-prone areas states the following:

"In assessing vegetation classes for forests, woodlands and rainforests, the classified vegetation will be determined by the unmanaged understorey rather than either the canopy (drip line) or trunk of any trees. (AS3959-2018)".

This reinforces that the critical element in reducing risks to constructed assets on the site is the effective management of understorey vegetation rather than wholesale removal of trees.

Appendix 4 – Explanation of bushfire attack levels



Images sourced from Planning Practice Note 65 September 2014 Victoria State Government

BAL Descriptions - Australian Standard - Construction of Buildings in Bushfire-prone Areas (AS 3959-2018)

Prepared by Aquila NRM | OCTOBER 2020

26

Version: 1, Version Date: 16/11/2020 Document Set ID: 4038488

Attachment 3 12.11 Page 228

Appendix 5 - Asset Protection Zones

A bushfire can ignite fuel and spread in three ways:

- Embers and burning debris carried by wind,
- Heat radiation from fire, and
- Direct flame contact.



Ignition of buildings by burning embers carried by the wind



Ignition of buildings by heat radiation from the fire



Ignition of buildings by direct flame contact

Figure 12: The three main elements of bushfire which threaten life and property. (Ramsay & Rudolf 2003)

Overall the intention of bush fire protection measures should be to prevent flame contact to a structure, reduce radiant heat to below the ignition thresholds for various elements of a building, to minimise the potential for wind driven embers to cause ignition and reduce the effects of smoke on residents and firefighters.

Prepared by Aquila NRM | OCTOBER 2020

Document Set ID: 4038488 Version: 1, Version Date: 16/11/2020

Asset Protection Zones

The most immediate form of defence for an asset is a well-designed Asset Protection Zone (APZ). This zone serves to protect the asset from flames and radiant heat. It improves the chances of the asset surviving the passing of the fire front, providing a safe refuge for occupants during this period and providing a relatively "defendable space" for firefighting activity.

Whilst research shows that ember attack ultimately claims more vacant houses than radiant heat or flames, if a house is occupied, ember attack can be relatively easily dealt with.

The consequence of leaving a building or structure unattended is that there will probably be nobody there to prevent the small fires which initially start, from gradually taking hold of various parts of the structure. This process can occur over a significant period of time, usually simply with embers which fly about and settle, and start smouldering. The hot windy conditions associated with the fire help fan the smouldering clumps of fuel and bring many small fires to life. These are usually easy fires to extinguish if there is someone there with the equipment and water to put them out. In their absence, often some time, even hours after the initial fire front, the house succumbs to small fires which have grown to larger ones.

Over 90% of houses burnt down in bushfires are attributable to ember attack, and the vast majority of these are unattended at the time. In the 1984 study of the Ash Wednesday Fires around Mt Macedon, the survival rate amongst the 450 houses was 82% where they were occupied and 90% where the occupants were active, able bodied defenders, while only 30% of houses survived without someone to patrol them (Wilson & Ferguson, 1984).

Asset Protection Zones act as a buffer zone between a building and the hazard. The primary purpose of an Asset Protection Zone is to ensure that a progressive reduction of bushfire fuels occurs between the bushfire hazard and any habitable structures.

An APZ provides:

- a buffer zone between a bush fire hazard and an asset;
- an area of reduced bush fire fuel that allows suppression of fire;
- an area from which back burning or hazard reduction can be conducted; and
- an area which allows emergency services access and provides a relatively safe area for firefighters and home owners to defend their property.

Potential bush fire fuels should be minimised within an APZ. This is so that the vegetation within the zone does not provide a path for the transfer of fire to the asset either from the ground level or through the tree canopy. Various amenities can contribute to the Asset Protection Zone, provided they are not combustible or otherwise add to radiant heat levels. Such amenities include driveways, tennis courts, swimming pools or firetrails, each adding to the distance from the hazard.

An APZ is made up of an Inner Protection Area (IPA) and Outer Protection Area (OPA) as illustrated in Figure 13.

Inner Protection Area (IPA) is the area closest to the asset and creates a fuel-managed area which can minimise the impact of direct flame contact and radiant heat on the development and be a defendable space. Vegetation within the IPA should be kept to a minimum level. Litter fuels within the IPA should be kept below 1cm in height and be discontinuous. The IPA is typically the open area around dwelling, consisting of a mown lawn and well maintained gardens and grounds. Contrary to common belief, this area does not need to be devoid of vegetation, and in fact some trees in this

Prepared by Aquila NRM | OCTOBER 2020

28

area can serve a valuable role in trapping embers before they impact on the asset. It is important however that:

- Canopy cover should be less than 15% with substantial gaps (or at least 2 5m) between the canopies of any trees in this area;
- Tree canopies do not overhang the roof;
- There are no continuous fuels linked horizontally or vertically. Smooth barked trees provide
 a lesser fuel ladder to the canopy than rough barked or ribbon barked species;
- Lower limbs should be removed to a minimum height of 2 metres above the ground;
- Surface and near surface fuels are kept to a minimum. This includes lawns (to be kept short)
 leaf litter and garden mulches; and
- Plants with a higher tolerance to fire should be utilised closest to the house and are maintained in a healthy moisture state throughout the fire season.

Outer Protection Area (OPA) is located between the IPA and the unmanaged vegetation. Vegetation within the OPA can be managed to a more moderate level with the reduction of fuel in this area substantially decreasing the intensity of an approaching fire. It also assists restricting the pathways to crown fuels; reducing the level of direct flame, radiant heat and ember attack on the IPA and built assets. The removal of mid layer fuels can help to prevent flames from transferring from ground fuels to the canopy where destructive potential is greatest.

Radiant heat barriers such as non-combustible walls or water tanks can help shield assets from radiant heat, thereby complementing the APZ, and in some cases reducing the requirement for distance from the hazard, to a degree.

The required distances for Asset Protection Zones are dependent on the vegetation type (hazard), the slope of the site and whether the hazard is upslope or downslope from the asset.

Prepared by Aquila NRM | OCTOBER 2020

29

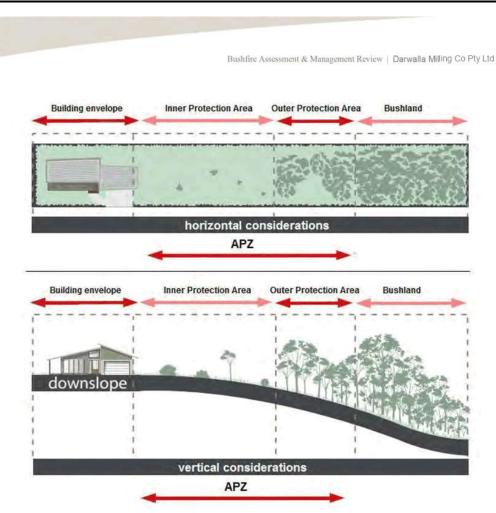


Figure 13: APZ elements. (Adapted from Planning for Bushfire Protection 2018)

Prepared by Aquila NRM | OCTOBER 2020

30

Appendix 6 – Bushfire preparedness checklist

Bushfire Checklist

Date .../.../....

Property preparations	Personnel	
Seasonal conditions monitored for fire severity	Roles and responsibilities clearly identified	
Alternative site access routes checked and serviceable	Bushfire plan prepared & well understood by all	
Fire trails maintained & driveable	Drills undertaken to prepare for potential fire events	
Fuel loads checked and within acceptable limits for Asset Protection	Protective clothing available	
Zones	Safe / refuge areas identified	
Fire hydrants and hoses checked and operational	Adequate supplies of water & food available	
	First aid kit checked	
Equipment	Buildings	
Fire trucks serviced and operational	No piles or accumulations of flammable material present next to buildings	
Radios / communication equipment checked & working	Poultry sheds checked to ensure no gap present that could allow entry of ember	
Tanks filled with water	Areas around all buildings tidy and well- maintained	
Drip torches on truck	Fire hoses checked and serviceable	
Back-up pumps checked		
Generators checked and operational		
Knapsacks and hand tools readily accessible		
Emergency contact details		
Emergencies	Site contact:	
Police, Fire, Ambulance 000	Property manager:	
Gatton Fire Station: (07) 5468 3301	Gatton North Fire warden: 0404 929 929	
Gatton Police Station: (07) 4631 6999	Gatton Springdale Rural Fire Brigade: (07) 5466 5039	
Ambulance 000		

Prepared by Aquila NRM | OCTOBER 2020

31

12.12 Application for Minor Change to Approval for Material Change of Use for

Caravan Park at 7828 Warrego Highway, Helidon Spa (MC2020/0004)

Date: 03 June 2020

Author: Miriam Sharp, Planning Officer

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

Purpose:

The purpose of this report is to consider an application for a Minor Change to Approval for Material Change of Use for Caravan Park on L1 and L3 RP96795 and L23 RP901411 at 7828 Warrego Highway, Helidon Spa.

The application has been assessed in accordance with the requirements of the *Planning Act 2016* and it is recommended that the proposal be approved in accordance with the Officer's Recommendation.

Officer's Recommendation:

THAT the application for a Minor Change to Approval for Material Change of Use for Caravan Park on Lot 1 and Lot 3 RP96795 and Lot 23 RP901411 at 7828 Warrego Highway, Helidon Spa be approved subject to the following:

A. Update the Approved Plans as follows:

APPROVED PLANS/DOCUMENTS

The approved plans for this development approval are listed in the following table:

Approved Plans

Plan No.	Rev.	Plan Name	Date
19409	J	Overall Concept Plan, prepared by Raunik Design Group, amended	29/05/2019
Page 1		by the applicant in black and received 16 April 2020, and amended	
		by Council in red	
19409	J	Concept Plan, prepared by Raunik Design Group, amended by the	29/05/2019
Page 2		applicant in black and received 16 April 2020, and amended by	
		Council in red	
19409	J	Concept Plan, prepared by Raunik Design Group, amended by the	29/05/2019
Page 3		applicant in black and received 16 April 2020	
19409	J	Recreation Building, prepared by Raunik Design Group	29/05/2019
Page 4			

B. Amend the following conditions:

Condition 16

16.	The stages and their sequence are as follows:	At all times.
	Stage 1 includes:	
	Coffee shop and reception with covered area;	
	Amenities Block A;	
	Amenities Block B;	

- Recreation Building and Communal Recreation Area;
- Long Term Accommodation Sites P1-P18; and
- Short Term Accommodation Sites T1-T11.

Stage 2 includes:

- Short Term Accommodation Sites T12-T26 Stage 3 includes:
- Short Term Accommodation Sites T27-T39. Stage 4 includes:
- Short Term Accommodation Sites T40-T47; and
- Additional amenities.

Stage 5 includes:

• Short Term Accommodation Sites T48-T66.

Condition 30

External Roadworks

Construct a vehicle cross-over and a sealed roadway to a Rural Road standard together with any necessary drainage infrastructure from the Warrego Highway to the entrance to the development.

Within twelve (12) months from the date of the latest Decision Notice.

Note: Council will agree to offset the cost of these works against the infrastructure charges payable through an Infrastructure Agreement.

Condition 34

Internal Roadways and Vehicle Parking

All two-way internal roadways must be constructed with a minimum pavement width of 5.5 metres and all one-way internal roadways must be constructed with a minimum pavement width of 3.5m. The roadways must be of an asphalt surface or 2-coat bitumen seal with concrete edging on both sides.

For Stage 1 to be completed within twelve (12) months of the date of the latest Decision Notice. For subsequent stages prior to commencement of use. To be maintained at all times.

Condition 35

35. A minimum of one (1) sealed bus parking bay and two (2) car parking bays must be provided within the subject site adjacent to the reception building generally in accordance with the approved plans.

Prior to the commencement of Stage 2 and to be maintained at all times.

Conditions 39, 40 and 42

C 1		
39.	Provide all necessary internal and external stormwater drainage to service the development. Such drainage works must be designed and constructed in accordance with <i>Queensland Urban Drainage Manual 2016</i> (QUDM) and Council's planning scheme such that the overall drainage system caters for a storm event with a 1% AEP.	For Stage 1 to be completed within twelve (12) months of the date of the latest Decision Notice. For subsequent stages prior to commencement of use. To be maintained at all times.
40.	Provide a stormwater quality treatment facility for the proposed development in accordance with the requirements of <i>State Planning Policy 2017</i> and South East Queensland Technical Design Guidelines for Water Sensitive Urban Design prior to discharge to downstream receiving areas.	For Stage 1 to be completed within twelve (12) months of the date of the latest Decision Notice. For subsequent stages prior to commencement of use. To be maintained at all times.
42.	The developer is responsible for obtaining approval and bearing all costs associated with registering in favour of Council all necessary stormwater drainage easements within to the subject land in order for drainage paths to reach a satisfactory point of legal discharge as identified in the operational works application for stormwater drainage works.	For Stage 1 to be completed within twelve (12) months of the date of the latest Decision Notice. For subsequent stages prior to commencement of use. To be maintained at all times.

Condition 61

Land	Landscaping and fencing			
61.	All landscape works must be established and maintained for the life of the use. All plants must be allowed to grow to full form and any plants that die must be replaced with a like species.	For Stages 1 and 2 to be completed prior to commencement of use of Stage 2. For subsequent stages prior to commencement of use. To be maintained at all times.		

Executive Summary

The purpose of this report is to consider an application for a Minor Change to Approval for Material Change of Use for Caravan Park on L1 and L3 RP96795 and L23 RP901411 at 7828 Warrego Highway, Helidon Spa.

The application has been assessed in accordance with the requirements of the *Planning Act 2016* and it is recommended that the proposal be approved in part in accordance with the Officer's Recommendation.

Finance and Resource Implications

The applicant may appeal against Council's decision, which may have financial and resource implications for Council.

Corporate Plan

Corporate Plan Theme

Lockyer Planned

<u>Outcome</u>

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

Proposal

Overview

Subject Land

The subject site is located at 7828 Warrego Highway, Helidon Spa and is located within the Rural General Zone under the *Gatton Shire Council Planning Scheme 2007*. The site contains an existing Caravan Park.

Proposed Development

The applicant seeks a Minor Change to the Approval for a Material Change of Use for a Caravan Park over the subject land. The applicant is seeking to have updated versions of the development plans approved, to defer road construction, parking and landscaping requirements and amend the relevant associated conditions. A set of draft conditions was provided to the applicant on 5 June 2020 and a number of discussions were held with the applicant. It was indicated that the applicant wanted to excise the existing dwelling from the caravan park, as an on-site manager is not required for the limited existing operation of the park. A reconfiguration of a lot (boundary realignment) application to accommodate this was approved on 20 November 2020. A final response regarding the current request to change the approval was received on 24 November 2020.

Assessment

Statutory Process

An application was made for a minor change to a development approval under s78 of the *Planning Act 2016*. Such an application can only be in certain circumstances where the change meets the definition of a 'minor change' under the *Act*.

The proposed change to the development approval requested by the applicant is determined to constitute a minor change on the grounds that:

- The change does not result in a substantially different development;
- The change does not cause the inclusion of prohibited development;
- The change does not cause the application to be referred to any additional referral agencies; and
- The proposed change does not cause the application to require public notification.

On this basis, the application is considered to be a minor change to a development approval.

Assessment of Minor Change

The *Planning Act 2016* requires that the change application be assessed against the matters that applied when the original application was made but may have regard to the matters that apply now.

The following Planning Scheme provisions applied to the original application:

Planning Scheme:	Gatton Shire Council Planning Scheme 2007	
Zone:	Rural General Zone	
Assessment Benchmarks:	Desired Environmental Outcomes	
	Rural General Zone Code	
	Caravan and Relocatable Home Parks Code	
	Building Work Code	
	Landscaping Code	
	Lighting Code	
	Services and Infrastructure Code	
	Vehicle Access, Parking and On-Site Movement Code	

It is considered that the proposed changes to the development will not create any inconsistencies with current applicable benchmarks as the planning scheme that was in effect at the time of the original approval is still in force.

Approved Plans

The Applicant has provided updated plans. The plans now include both amenities blocks in Stage 1, which will then enable the operation of the temporary use sites within this stage. The manager's residence has now also been excluded from the development in response to low user numbers for the park. Further, the applicant has removed the proposed pool, and deleted the parking area from the plans which is not considered appropriate (refer below). Council officers have no objection to the proposed plan becoming the approved plans but with the parking spaces retained. The approved plans then read as follows:

Approved Plans

Plan No.	Rev.	Plan Name	Date
19409	J	Overall Concept Plan, prepared by Raunik Design Group, amended	29/05/2019
Page 1		by the applicant in black and received 16 April 2020, and	
		amended by Council in red	
19409	J	Concept Plan, prepared by Raunik Design Group, amended by the	29/05/2019
Page 2		applicant in black and received 16 April 2020, and amended by	
		Council in red	
19409	J	Concept Plan, prepared by Raunik Design Group, amended by the	29/05/2019
Page 3		applicant in black and received 16 April 2020	
19409	J	Recreation Building, prepared by Raunik Design Group	29/05/2019
Page 4			

Condition 16

The configuration of the stages is updated and therefore the condition requires amendment as follows:

16.	The stages and their sequence are as follows:	At all times.
	Stage 1 includes:	
	 Managers' Dwelling with shed and carport and office; Coffee shop and reception with covered area; Amenities Block A; Amenities Block B; Recreation Building and Communal Recreation Area; Long Term Accommodation Sites P1-P18; and Short Term Accommodation Sites T1-T11. Stage 2 includes: 	
	 Amenities Block B; and Short Term Accommodation Sites T12-T26 Stage 3 includes: Short Term Accommodation Sites T27-T39. 	
	 Stage 4 includes: Short Term Accommodation Sites T40-T47; and Additional amenities. Stage 5 includes: Short Term Accommodation Sites T48-T66. 	

Condition 30

The applicant has requested that the timing for this condition is reconsidered. It is noted that the existing approval (MC2019/0037) took effect on 26 June 2019. The vehicle cross-over and rural access road should therefore have been constructed by 26 June 2020, however this has yet to be completed. It is reasonable to require that the development (even in its limited capacity of stage 1) is able to be accessed via a properly constructed vehicle cross-over and a well-formed road. However, the existing facility is currently only accessed by the permanent residents, with the number of short-term occupants being nil over the last 12-18 months with no expected significant increase in these number in the short term. In this instance, Council could allow some additional time for the works to be

completed. It is recommended that the date of completion of the works to be twelve months from the date of Council's decision on this request. Therefore, the timing of the condition can be amended as follows:

Exte	External Roadworks				
30.	Const stand Warre	Within twelve (12) months from the date the approval takes effect of the			
	<u>Note</u> :	Council will agree to offset the cost of these works against the infrastructure charges payable through an Infrastructure Agreement.			

Condition 34

The applicant has requested that the timing for the construction of the roadworks internal to the development is deferred. As with the external roadworks requirements, it is considered reasonable that the roadworks for the relevant stages are completed prior to their operation. In this instance, the requirement to have the internal roadworks completed within four (4) months of the approval was imposed as a result of previous non-compliance matters. Currently, the permanent structures within stage 1 are in use and therefore it is reasonable to expect that the residents are able to utilise a properly constructed access road. However, to allow sufficient time for subsequent construction approvals to be obtained and the works completed, this could be extended to twelve (12) months from the date of Council's decision on this request. As the current use of the overall park is limited, a postponement of the internal works for Stage 2 may be considered to when that stage commences. It is therefore recommended that the condition is amended as follows:

Inter	Internal Roadways and Vehicle Parking				
34.	All two-way internal roadways must be constructed with a minimum pavement width of 5.5 metres and all one-way internal roadways must be constructed with a minimum pavement width of 3.5m. The roadways must be of an asphalt surface or 2-coat bitumen seal with concrete edging on both sides.	For Stages 1 and 2 to be completed within four (4) twelve (12) months of the date this approval takes effect of the latest Decision Notice. For subsequent stages prior to commencement of use. To be maintained at all times.			

Condition 35

The applicant has requested that the requirement for a bus and car parking bay is deleted. It is considered reasonable and relevant to have parking available for patrons of the park. However, as the number of temporary occupation sites within Stage 1 is limited and all permanent sites within Stage 1 have their own parking space, the requirement for parking spaces could be deferred to the commencement of Stage 2 when the capacity of the park increases. Therefore, it is recommended that the condition is updated as follows:

35. A minimum of one (1) sealed bus parking bay and two (2) car parking	To be completed
-------------------------------------------------------------------------	-----------------

bays must be provided within the subject site adjacent to the reception building generally in accordance with the approved plans.

within four (4) months of the date this approval takes effect.

Prior to the commencement of Stage 2 and t\(\pi\) be maintained at all times.

Conditions 39, 40 and 42

The applicant has requested that the requirements for stormwater drainage works are deferred. A development must cater for the discharge of its stormwater without impacting downstream properties and/or infrastructure. It is therefore considered necessary that stormwater drainage works are constructed for each stage prior to its commencement. As it appears that the current use of the overall park is limited, a postponement of the stormwater drainage works for Stage 2 may be considered to when that stage commences. Further, additional time for subsequent construction approvals and the completion of the works could be allowed for Stage 1. It is therefore recommended that the conditions are amended as follows:

Storn	Stormwater Drainage					
39.	Provide all necessary internal and external stormwater drainage to service the development. Such drainage works must be designed and constructed in accordance with <i>Queensland Urban Drainage Manual 2016</i> (QUDM) and Council's planning scheme such that the overall drainage system caters for a storm event with a 1% AEP.	For Stages 1 and 2 to be completed within four (4) twelve (12) months of the date this approval takes effect of the latest Decision Notice. For subsequent stages prior to commencement of use. To be maintained at all times.				
40.	Provide a stormwater quality treatment facility for the proposed development in accordance with the requirements of <i>State Planning Policy 2017</i> and South East Queensland Technical Design Guidelines for Water Sensitive Urban Design prior to discharge to downstream receiving areas.	For Stages 1 and 2 to be completed within four (4) twelve (12) months of the date this approval takes effect of the latest Decision Notice. For subsequent stages prior to commencement of use. To be maintained at all times.				
42.	The developer is responsible for obtaining approval and bearing all costs associated with registering in favour of Council all necessary stormwater drainage easements within to the subject land in order for drainage paths to reach a satisfactory point of legal discharge as	For Stages 1 and 2 to be completed within four (4) twelve (12) months of the date				

identified in the operational works a drainage works.	effect of the latest Decision Notice. For subsequent stages prior to commencement of use. To be maintained
	at all times.

Condition 61

The applicant has requested that the required landscaping is deferred. It is considered reasonable and relevant for the occupants of the park to experience at least a minimum standard of amenity. However, given the limited use of the park, the requirement for landscaping could be deferred to the commencement of use of Stage 2. Therefore, it is recommended that the condition is updated as follows:

Landscaping and fencing			
61. All landscape works must be established and maintained for the of the use. All plants must be allowed to grow to full form and an plants that die must be replaced with a like species.	_		

Legal Implications

Council has previously undertaken compliance action against the previous owner/operator of the premises. Should the applicant decide to appeal the decision by Council, legal representation may be required.

Policy Implications

Nil.

Risk Considerations

Key Corporate Risk Code and Category: EC1

Key Corporate Risk Descriptor: Environment and Community

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

Previous Council Resolutions

Council approved a Minor Change to the development permit for a Caravan Park on 8 May 2019 (MC2018/0105) and on 26 June 2019 (MC2019/0037).

Related Documentation

Proposal plans attached.

Critical Dates

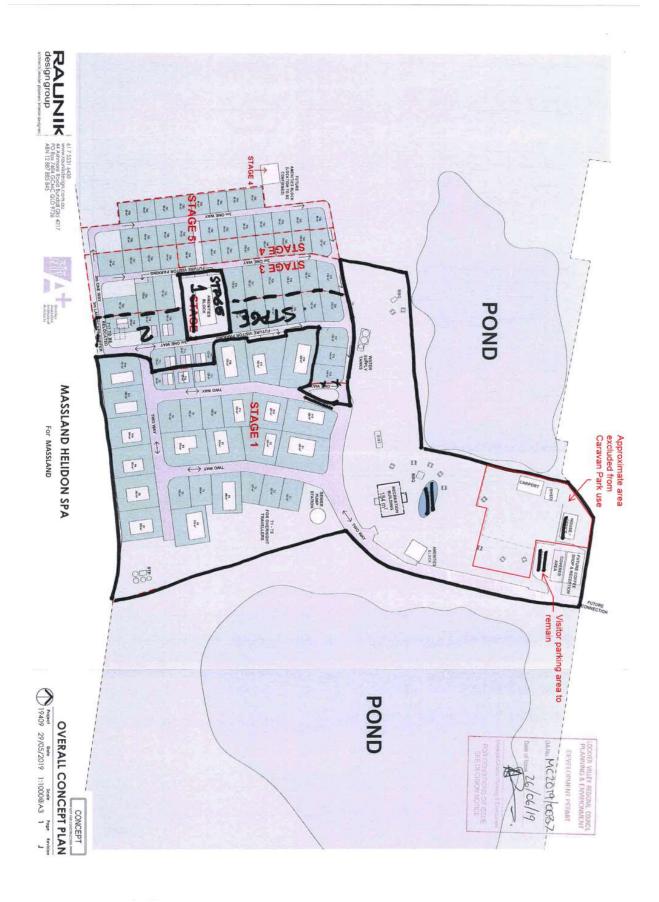
The decision-making period for the request finishes on 16 December 2020.

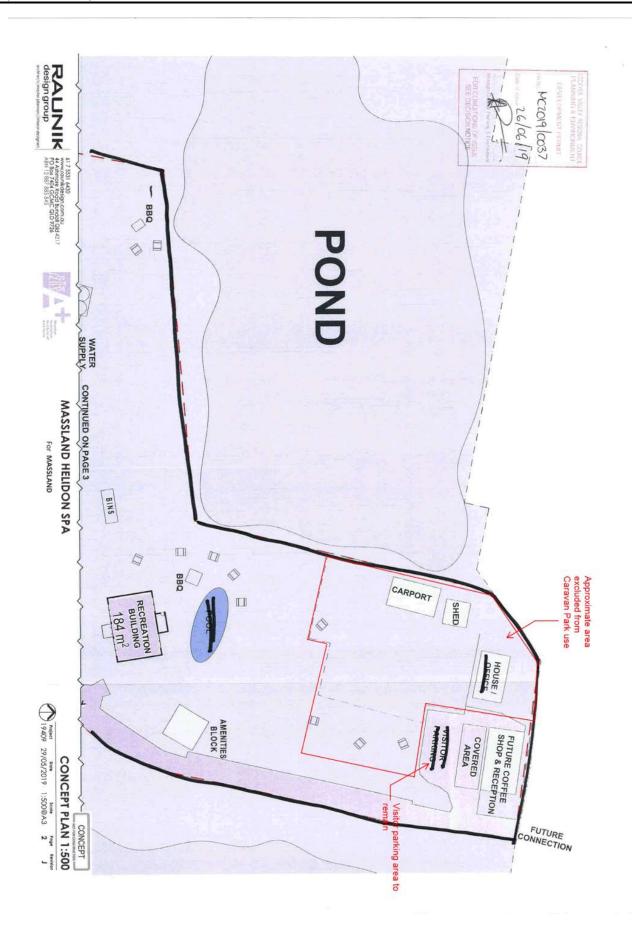
<u>Implementation</u>

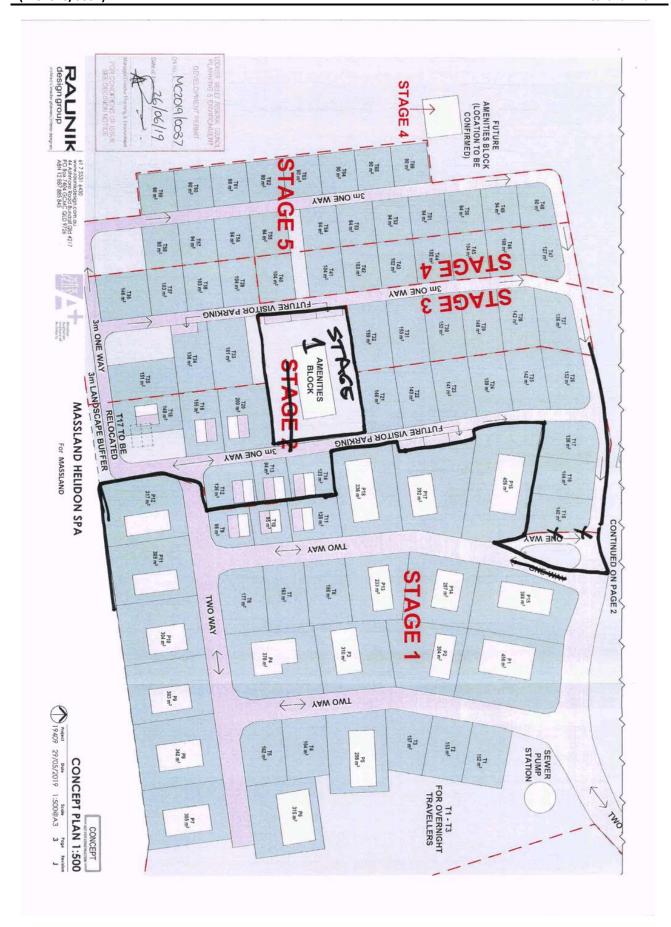
The decision of Council will be formally communicated to the applicant in accordance with the requirements of the *Planning Act 2016*.

Attachments

1 MC2020/0004 Approved Plans Helidon Spa Caravan Park 4 Pages











MASSLAND HELIDON SPA
For MASSLAND







13. INFRASTRUCTURE REPORTS

No Infrastructure Reports.

14. ITEMS FOR INFORMATION

14.1 Group Manager People and Business Performance Monthly Report -

November 2020

Date: 03 December 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 November 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 November 2020.

Proposal

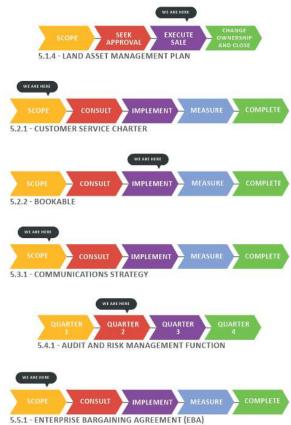
That this report be received and noted.

Attachments

1 Group Manager People and Business Performance Monthly Report - November 2020 6 Pages









BUSINESS PERFORMANCE

DISASTER MANAGEMENT

PROJECT UPDATES

Bushfire Recovery and Resilience Officer

A Round Table Community Discussion occurred with community members and National Bushfire Recovery Agency Deputy National Bushfire Recovery Coordinator, Queensland Reconstruction Authority and Queensland Rural and Industry Development Authority. This discussion provided a mutually beneficial engagement with people impacted by the 2019-2020 bushfires and National and State agencies. It provided an opportunity for community members to tell their stories regarding impacts, recovery, concerns and lessons learned.



Community engagement with local farmers has commenced to discuss and see first-hand the extent of the bushfire damage still visible 12 months on.

LOCAL DISASTER MANAGEMENT GROUP



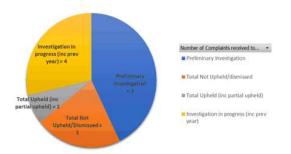
Seasonal preparedness planning and activities for the 2020 bushfire and storm season are ongoing. Toowoomba District Disaster Management Group meeting was held on 25 November 2020.

DISASTER PREPAREDNESS

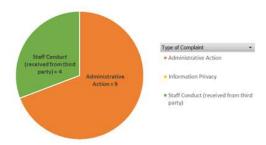
Brisbane River Catchment Disaster Management Officers and technical officers participated in Queensland Fire and Emergency Services/Bureau of Meteorology "Exercise Cascade", which discussed flood forecast and impact data gathering and reporting during a flood event, continuity planning assuming COVID-19 restrictions and remote working and explored linkages between technical flood information and the disaster management arrangements.

GOVERNANCE AND PROPERTY

COMPLAINTS MANAGEMENT SYSTEM 2020-21



OUTCOME/STATUS OF COMPLAINTS 2020-21



2

Attachment 1 14.1 Page 250

KNOWLEDGE MANAGEMENT AND BUSINESS IMPROVEMENT

PROJECT UPDATES

Disposal of Physical Records

The Knowledge Management Team have finalised the Disposal of Records Guideline, CEO approval is currently being obtained. Disposal of physical records in Gatton Admin Archive Room will begin in the coming days.

Business Partnership Program

The Knowledge Management Team are in the process of developing material ready to launch the Business Partnership Program in the new year.

RIGHT TO INFORMATION APPLICATIONS

	2020	2019	2018	2017
Number of applications received	9	2	8	11



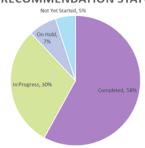


PROCUREMENT

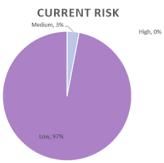
PROCUREMENT REVIEW RECOMMENDATIONS STATUS

The Procurement recommendations are now at 58% completed as shown in the pie charts below. Remaining items are progressing through drafting phase.











The Procurement Guidelines are now in draft and under review from the Procurement Team.



A number of Procedure documents are in the final stages of review including Local Benefit, Bank Guarantees, Disposals and Other Exceptions under s235(a) and (b) of the Local Government Regulation.



A centre-run model for Procurement is being trialled with the Civil Operations Branch.



Staff recommendations and feedback on specific procurement documents are accepted and implemented as appropriate.

RISK, AUDIT & CORPORATE PLANNING

AUDIT REGISTER

INTERNAL AUDIT	TOTAL NUMBER OF RECOMMENDATIONS MADE	IN PROGRESS	COMPLETED			
Tendered Contracts Review	17	6	11			
Project Management Practices	11	3	6			
Capital Project Planning	6	0	6			
Legislative Compliance Review	6	4	1			

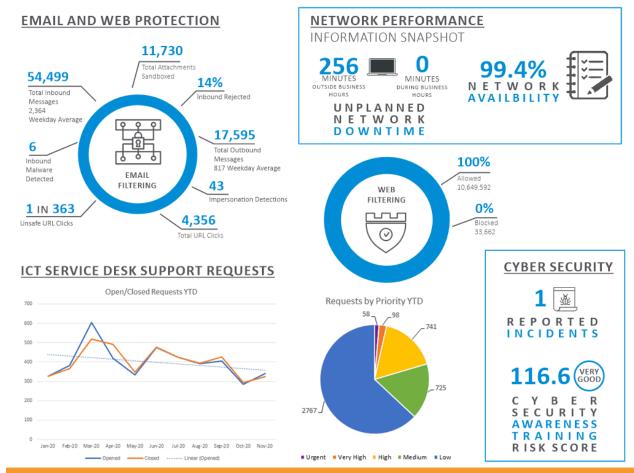
CORPORATE RISK MANAGEMENT

The redevelopment of Council's Key Corporate Risk Register and associated Branch Risk Registers is continuing. A full review of these documents with key stakeholder has been deferred until early 2021 due to the competing priorities across the organisation. It is proposed to review Council's Risk Appetite Statement at the Councillor Workshop in February 2021.

3

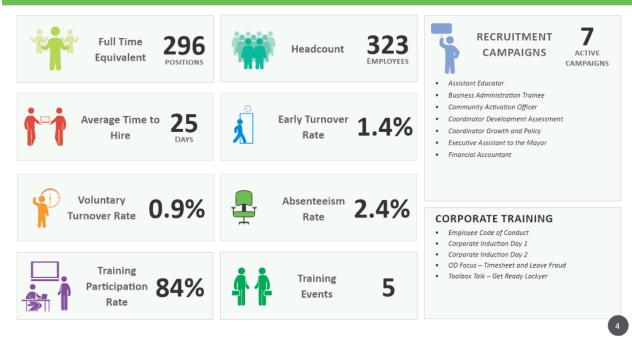
Attachment 1 14.1 Page 251

INFORMATION COMMUNICATION TECHNOLOGY

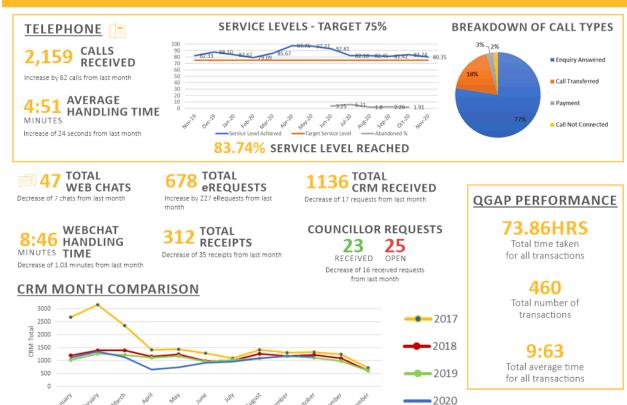


PEOPLE, CUSTOMER CONTACT AND COMMUNICATIONS

ORGANISATIONAL DEVELOPMENT AND PAYROLL



CUSTOMER CONTACT



COMMUNICATIONS

INTERNAL COMMUNICATIONS







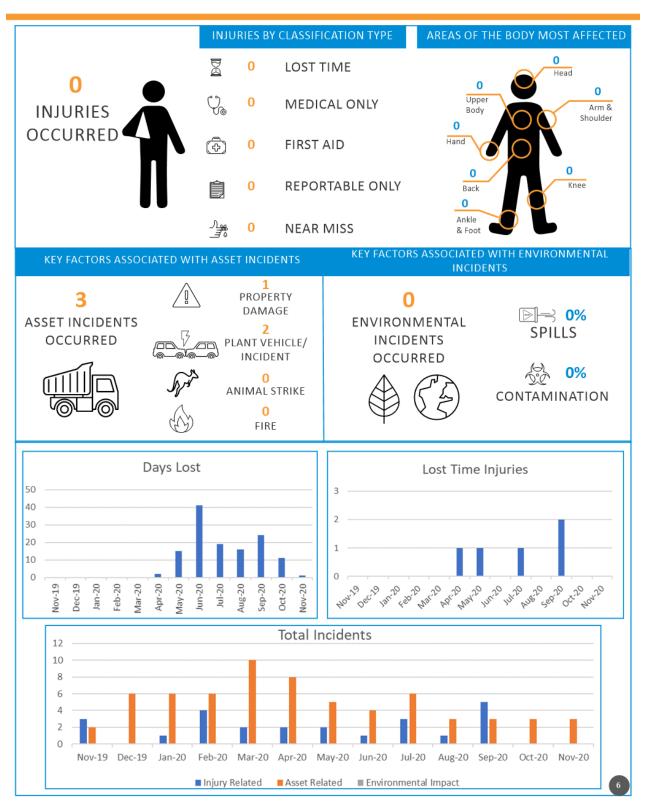


WORK HEALTH AND SAFETY



MEASURING OUR SAFETY PERFORMANCE

NOVEMBER 2020



14.2 Group Manager, Community and Regional Prosperity Monthly Report -

November 2020

Date: 07 December 2020

Author: Amanda Pugh, Group Manager Community & Regional Prosperity

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

Purpose:

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

Proposal

That this report be received and noted.

Attachments

15 Monthly Group Report - Community and Regional Prosperity November 2020 17 Pages



NATURAL RESOURCE MANAGEMENT (NRM) PLAN

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. The links between the NRM Plan, Biosecurity Plan, Catchment Action Plan, Environment and Sustainable Living Policy and the Environment Strategy or Policy will be presented to the Leadership Team in December 2020.

Attachment 1 14.2 Page 256

KEY GROUP PROJECTS



The Tenthill and Laidley Creek projects (lead-in projects for the Lockyer Creek project and Local Flood Management Plan (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.

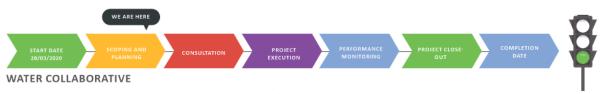
The overarching Lockyer Creek project has made progress but is similarly impacted - the Upper Lockyer model to Grantham stage has moved to final calibration checks, the Flagstone and Sandy Creek model has moved to final calibration checks but the 3 other lower models are delayed. The Laidley Regional 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 completed 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 Lockyer Valley and Somerset Water Collaborative (LV&SWC) met for their monthly meeting on Thursday, 12 November 2020. The final draft Detailed Business Case was tabled for acceptance and endorsement by the group. Following debate over some amendments it was determined to resubmit the document to the December 2020 meeting.

SPECIAL PROJECTS

Jobs and Skills Development

Hospitality Consultant Project

The first stage (the 'proof of concept') was completed on 2 November 2020 and involved three local hospitality businesses working with the consultants. The second stage of the project, which involves a further six local hospitality businesses, commenced on 9 November 2020.

The response from the nine businesses involved in the project has been excellent with a willingness to share information to receive more detailed advice and recommendations on business structure, business development and operations

The project completion meeting is scheduled for 4 December 2020.

Chemical Accreditation Training

- Through the TAFE Rural Support Program, it was advised by the RSIS Coordinator that the Lockyer Valley Region needs another Chemical Accreditation training course. Training was scheduled to run 26-27 November 2020 and was fully funded under the State's drought funding and provided the three units needed to apply for a commercial spray licence. Numbers to be advised once training has been completed.
- TAFE Qld has agreed to run a further two Chemical Application programs in March and April of 2021 targeted towards the Vietnamese community in the Lockyer Valley. The Growers Group recognised a huge skills gap in the community and worked with the RSIS Coordinator to see how fully-funded training could be targeted to help improve chemical use and to potentially be a catalyst for them to enter into different markets. The RSIS Coordinator presented at the Vietnamese Growers BBQ on 17 November to advise of the Chemical Application programs.

First Aid Training

Through the TAFE Rural Support Program, First Aid training was scheduled to run on 24 November 2020 and was fully-funded under the State's drought funding. Numbers have not yet been provided from TAFE.

Shed Construction Training Pathway

The RSIS Coordinator presented on the lack of shed construction pathways and gap findings to an industry reference group held in Bundaberg on 5 November 2020.

The RSIS Coordinator presented on the lack of shed construction pathways and gap findings to Artibus (the skills and knowledge standards house focusing on construction, plumbing and services training packages). The presentation referenced the industry's current state and possible national solution, and the traction needed to gain national support for a pathway into a qualification for shed construction.

Equine Collaborative Precinct

The Equine Collaborative met on 4 November 2020 and endorsed the Master Concept Design.



Equestrian Queensland has joined the Equine Precinct Collaborative.

Lockyer Valley Function and Cultural Centre

The Lockyer District State High School Year 12 Formal was held at the Cultural Centre on 20 November 2020. Positive feedback was received by those that attended.

Café & Function Centre TENDER

- Two successful Expression of Interest (EOI) applicants will be invited to tender for the café and function facility.
- Counicl plans to have an operator in the facility by February or March 2021.

Media

- Sunday Mail 15 November 2020 images/editorial assistance was provided for Awassi Cheesery segment of "Back from the Brink" story in Tourism Australia's Escape campaign – three Queensland businesses rebounding with gusto from bushfires and drought to offer unique, worldclass experiences close to home.
- Complimentary display advertisement in new publication "Let's Drive SEQueensland" (in market before Christmas) and in the combined publication "Let's Drive Queensland" (in market February 2021).

Tourism Young Professionals Mentoring Program

A Visitor Information Centre (VIC) team member has enrolled in the 2021 QTIC Young Professionals Mentoring Program, which provides an opportunity for young tourism professionals to grow personally and professionally under the guidance of industry leaders. The program runs from February through to July 2021 and includes scheduled meetings covering relevant and individually tailored discussion topics and tasks.

TOURISM I



PARTNERSHIPS

Southern Queensland Country Tourism (SQCT)

The Mayor, Cr Qualischefski (Tourism Portfolio) and key tourism staff attended the SQCT 2020 Annual General Meeting on 30 November 2020. The new SQCT Board was announced with Cr Geoff McDonald being elected as the Local Government Representative on the Board and also the Board Chair.



October occupancy for the Lockyer Valley was 61%, marginally better than the occupancy rate from 2019 (60%)

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



"Gatton" is by far the most searched keyword for the Lockyer Valley region with "Lockye Valley" coming in second. This is typically the behavior we can expect as most people search the destination or town first.

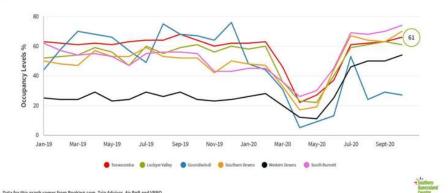
Data comes from Google Trends.



36% of visitation to the Lockyer Valley comes from two LGAs. Brisbane and Toowoomba.

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

Lockyer Valley is performing well when looking at the occupancy rate compared against the SQC region.



A tourism newsletter specifically targeting local business owners with key tourism news updates has been prepared and distributed by the Visitor Information Centre (VIC). The first edition had a 66.7% open rate. The newsletter will be a valuable and regular link to share tourism-specific information to operators.

Preparations have been finalised for the Brisbane Domestic Terminal activation. Lockyer Valley will be the featured destination for the month of December.

On 25 November 2020, VIC staff members and volunteers attended a regional famil that showcased the community garden in Gatton, Glen Rock State Forest (with a Ranger talk), The Barn & Scotty's Garage and the Wild Acres Flower Farm operations. The famil was a chance to update staff and volunteers' knowledge of Lockyer Valley tourism activities.

At the invitation of Ashleigh McLeod, some local growers/makers were invited to participate in their new "Reko" rings. Reko rings involve specific social media pages set up for growers/makers to market their produce to the community. Different areas have their own Facebook page and there is a specific day/time to meet in these areas to collect orders. 9Dorf Farms have joined the Reko ring and are successfully participating in Ipswich, Dayboro, Samford and Red Hill, along with their regular market offerings.

Following on from the success of the Laidley Heritage Trail and the Lockyer Antiques and Collectables Trail, the VIC team has been working with Forest Hill and Murphys Creek community groups to create new drive trails collateral for the region.

During the month, there have been engagements with tourism operators on social media management, planning requirements for expansion of operations to include education, along with enquiries for proposed 2021 events. With the help of tourism personnel, an events group has scouted potential festival locations including Lake Apex, Cahill Park, Laidley Rec Grounds, Mulgowie Hall/cricket grounds and specialist event locations.



QTM Facebook and Instagram pages:



Up 190 for November 2020



12 Posts



14 Posts



Highest performing post:

'What vehicle did you learn to drive in? - reach 1,545, 132 post clicks and 107 reactions, comments and shares.





193 people visited the QTM in November 2020

7,590 Views on the LuvyaLockyer website.

'Visit Lockyer Valley' Facebook:

2,929 likes up 51

613 likes

VISITOR INFORMATION CENTRE (VIC)

16 posts

14 posts







Visit Lockyer Valley Instagram:

The highest performing post:

'Tins & Trays' - reach of 5,201, 982 post clicks

and 446 reactions, comments and shares

Luvya Lockyer Live Chat:

Total Chats 26

Customer Satisfaction 67%







COMMUNITY EVENTS

6 community-led events and markets were delivered in the month of November.

- Marketing assistance is being provided for Carols at the Bluff, which is to be held on 6 December 2020.
- Halloween Spooktacular, 31 October – marketing, wet weather plan, parking
- Gatton Village Markets,
 1 November 2020 wet weather parking plans
- Lockyer Valley Speedway, 21 November 2020 – marketing
- Peace Lutheran Primary School – AV assistance at Gatton Shire Hall

Community events cancelled due to COVID restrictions/other:

- Postmans Ridge Social Dance restarting in 2021
- Beersheba Memorial Open Day, 31 October 2020 wet weather
- Christmas in the Country Art & Craft Exhibition, 6-7 November 2020
- Hatton Vale Christmas Concert and Markets, 27 November 2020
- Laidley Christmas Street Festival, 27 November 2020
- · Hand Made Expo, Forest Hill, 28 November 2020
- Lockyer in the Wild Nature Photography Exhibition, 27 November 2020

COUNCIL EVENTS

Planning is underway for the following Council-led events:

The Lockyer Valley Mayoral Christmas Carols (partnered with Lockyer Valley Ministers' Association) was held on 28 November 2020 at Lake Apex Parklands. This year's event was funded through the Australian Government Drought Communities Programme.

The Christmas Lights and Decorations Competition attracted 38 entries; one more than in 2019. Display venues will be promoted on the LuvyaLockyer website, in local newspapers and on Council's digital platforms from the start of December and can be visited from 1–26 December, 7.00pm – 10.00pm.

The Lockyer Valley Christmas Carnival will be held on Friday, 18 December 2020, at Lake Apex Parklands. This year's event has been funded through the Australian Government Drought Communities Programme.

Australia Day Awards – 24 nominations received across six categories.

Discussions are underway with the Queensland Symphony Orchestra (QSO) and Ipswich Orchestra for a potential project with a series of performances in the Lockyer Valley in 2021 and beyond.

SPORT AND RECREATION

External Funding

Sporting groups that were successful in obtaining funding through the State Government's Active Restart Infrastructure Recovery Fund have started to receive their funds and are in the process of completing some of these projects. A total of \$178,000 was received between these groups.

The Community Activation Team is developing a mechanism to administer funds from the Disaster Recovery Funding Arrangements (Category D) targeted at community facilities that need maintenance and repairs and are identified as either relief or evacuation centres. This will likely form a new section within Council's community grants platform.

Sport and Recreation

Community Activation staff are currently working with the State Government to ensure sporting clubs that closed at the start of the year due to COVID-19, can restart in 2021 with the correct COVID return-to-play plans. We are also working with State sporting organisations (peak bodies) to see if a change in their rules will be likely next year to allow some sports to get back playing under the COVID regulations.

Council's Community Grants Program

Round one of Council's Community Grants Program received 19 applications, requesting \$67,507 of a possible \$50,000 of available funding. These have been assessed and a report is being presented to the December Council meeting.

YOUTH DEVELOPMENT

The Community Activation Team hosted the November Youth Interagency meeting to ensure continued coordination of services, mapping of support gaps and lobbying where needed to improve local support services for young people.

COMMUNITY DEVELOPMENT

The Community Activation Team finalised content for a virtual Christmas concert with contributions from churches, schools, community groups and Council to provide a COVID-safe option for those who can't attend a Christmas concert this year.

Discussion has been had with the British High Commission on ways to improve the experience of British backpackers coming to Australia, including key messages and cultural norms they should be mindful of when in the Lockyer Valley and elsewhere in Australia. The value of backpackers to the local economy was included in the discussion.

Council is working with committees from outlying halls in the hope of securing grants to upgrade facilities to improve disaster resilience and community connectivity. A grant application has been lodged under the QRA Local Economic recovery stream.

Support is being provided on several fronts for the upcoming 10-year anniversary of the 2011 floods. This involves liaising with a range of stakeholders.



DROUGHT RECOVERY AND SUPPORT

Council hosted a Drought Support Expo on Wednesday, 4 November 2020, in the Gatton Shire Hall. The Expo drew around 70 members of the community, predominantly local livestock farmers, 51 representatives of support agencies across 15 site stands, and television and newspaper media.

The Expo was developed as a result of the Council-hosted Livestock Farming Drought Support Forum held on Sunday, 22 September 2019, and the Livestock Farming Drought Support Action Plan (Action Plan) that was developed following the Forum. Council's implementation of the Action Plan was immediate and on receiving an Australian Government Drought Communities Programme a Local Drought Support Officer was employed to increase engagement with farmers. The Drought Support Officer consistently engages with drought support agencies, local farm supply businesses and directly with farmers and livestock producers via Laidley cattle sales, farm visits and instore engagement with agribusiness. Two common themes in the Action Plan were the need for improving awareness of and access to various support options, and for the issues facing local drought affected farmers to receive more media exposure. The Drought Support Expo was a key component in that strategy to bring support services together at one time and gain media

The blunt and 'real' speaking style of key note speaker Mary O'Brien from "Are you Bogged Mate", cut to the heart of rural men's mental health issues, giving an understanding of the impacts of everyday stress. Mary offered practical steps everyone could take to support each other and reduce the alarming suicide rates amongst rural men.

A representative from the Department of Agriculture and Fisheries provided a review of historical climate records for the region and a positive climate outlook over the next three months with potential for higher than average probability of exceeding median rainfall.

Expo participants were invited to complete a feedback survey which indicated the event was well and truly on target and allowed many rural stakeholders to reconnect with support agencies and friends. Council has received numerous acknowledgements of appreciation from both participants and support agencies and the Expo was featured on regional television news across several stations.

The Drought Communities Programme funding concludes 31 December 2020 and the level of ongoing support Council can give to drought affected farmers and the community is likely to be reduced. Council maintains an extensive list of support services and programs on its website.

Key Results of the Expo Evaluation:

- 60% attended to find out about financial support
- 56% attended to find out about the climate and weather outlook
- 36% attended to find out about health and wellbeing support for someone else
- 96% rated the relevance of the presentations as 'Above Average' or better
- 92% rated the relevance of information stalls as 'Above Average' or better

In response to a question about whether they had accessed any drought support in the past 12 months:

- 30% had accessed Household financial support
- · 19% had accessed Financial counselling
- . 19% had accessed Mental health support
- 14% had accessed Farm financial support
- 0% had accessed Debt restricting

Other Key Statistics:

- . 62.5% had fewer stock than 12 months prior
- · 21% had around the same stock levels
- · 4% had increased their stock levels

Feedback was also provided on what participants would like in future natural disaster farming expos including:

- · Presentations from government agencies
- · Ideas for diversifying on-farm activities
- Information on funding support options
- How to better prepare for natural disasters
- · Presentations from non-government support agencies
- · Presentations on climate outlooks
- Alternate farming practices including land management
- · Understanding and responding to mental health concerns

Notably, 64% of respondents said they feel somewhat optimistic and only 5% said they were somewhat pessimistic about the next 12 months.









COMMUNITY ENGAGEMENT

Advice, communications plans and consultation support was provided on the following projects:

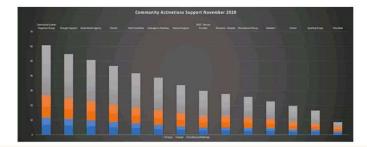
- Fairways Park construction commencement and project website
- Gaul Street Rail Crossing Temporary Closure
- Tenthill Creek Catchment Resilience Project
- · Highview Avenue Parking project
- · Gatton CBD PWD and pram ramps
- · Lake Apex Parklands footpaths
- · Gatton township stormwater drainage program
- Inland Rail project impacts on the community, particularly on housing and accommodation
- Lockyer Valley Drought Support Expo
- · Bushfire Recovery Project
- · Capital projects 2020-2021 Program
- Community sentiments on alternate energy production
- · Disaster preparedness project

- Rotary Park
- · Laidley Youth Centre
- · Lockyer Valley disability services

Engagements in development include:

- Planning Scheme in partnership with USQ
- Forest Hill Silo Murals in partnership with Forest Hill Community Development Assocication

The Community Activation Team provided 363 incidences of community support in the November reporting period including support TO 48 local community, sporting, school and NGO groups .



CHILDCARE

85% OCCUPANCY RATE

Gatton Childcare celebrated their Kindy Graduation on Thursday 26 November 2020

The Mayor and officers joined the celebrations assisting with presentations to the graduating students.

Approximately 50 family members attended with lots of positive feedback provided.













276

2,422

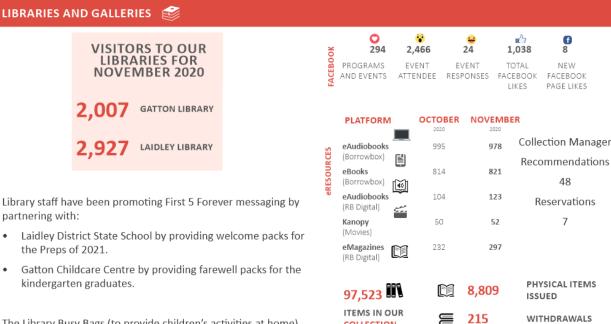
81.6%

ITEMS RENEWED

ACQUISITIONS

SELF-SERVICE

ITEMS ISSUED VIA



COLLECTION

8,809

PHYSICAL &

ELOANS

The Library Busy Bags (to provide children's activities at home) have once again been well received with all 50 bags being collected.

Lockyer Valley Libraries stopped quarantining returned items on 18 November 2020. This has resulted in items being available to customers without the four-day delay. Many other Queensland libraries have stopped this process as well. This also saves a lot of double handling of the items.

The Drive Through Window at the Gatton Library was signed this month and a doorbell installed. It is exciting to implement a design feature of the library build after all this time. This window will support people who want to collect a reservation. Library staff will also select items on behalf of customers for collection via this window.

14 760 8	
14,768 Å	3
ACTIVE LIBRARY	
ACTIVE EIDITAIT	
MEMBERS	

NEW LIBRARY MEMBERS FOR 2020/21

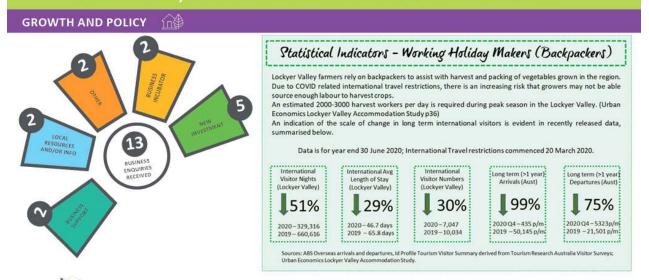
ART GALLERY

The Gallery Exhibition Guide for 2021 is in its final draft stage. It is expected this will be printed for distribution at the Visitor Information Centre and other tourist areas of the Lockyer Valley.

REGIONAL ARTS DEVELOPMENT FUND (RADF)

Ten nominations were received for the Regional Arts Development Fund (RADF) Committee. All nominees were assessed and the shortlist for the six community member positions will be tabled at the December Council meeting for endorsement.

PLANNING, POLICY AND COMMUNITY WELLBEING





In the lead up to Christmas there are two new tenancies operating from the Laidley Business Incubator. The handmade Christmas decorations from All Things Wonderful are being watched over by elves, and proving popular with customers. While the newest retailer in Neilsen's Place has gift lines complemented by custom items made with their 3D printers.

During November, a local employer utilised the meeting spaces for a number of recruitment interviews.









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

The Creek Reserve Weed Management program for Riparian Rangers is slowly drawing to a close with the hot, dry weather slowing progress and Christmas fast approaching!

The uptake for new and returning 'weed whackers' has been exciting this year with a total of 50 landholders engaged to undertake weed control. A number of landholders have engaged contractors through Council's Business Directory which has resulted in an increase in service providers locally.

Council's Officer is travelling around meeting with landholders as they start to finalise their funded weed control and look at ways of ensuring ongoing management of the riparian area and actions they can undertake to improve the health and vitality of the creek systems within the Lockyer. Some great cross-team collaboration is occurring with the help of other Council Officers offering their expert advice to landholders on treatment methodologies and the importance of creek ecology. Landholders are raving about the connections formed through this program and shared knowledge with some even going on to create their own community groups!



10

DEVELOPMENT ASSESSMENT

ACTIVITY	CURRENT MONTH	2020 YTD	2019 SAME YTD PERIOD
DEVELOPMENT APPLICATIONS			
RECEIVED	20	194	218
DECIDED	16	155	213
EXEMPTION CERTIFICATES			
RECEIVED	9	87	89
DECIDED	8	82	85
FORM 19s			
RECEIVED	51	431	357
COMPLETED	37	383	337
PRELODGEMENT MEETINGS HELD	5	51	42

DECISION NOTICES ISSUED (100% in statutory timeframes) O DECISIONS MADE (87.5% in statutory timeframes) DECISIONS MADE WITHOUT ADDITIONAL INFORMATION DECISION REQUESTS THIS MONTH

30

25 20 15

10

BUSINESS DAYS **AVERAGE TIME** FOR APPLICATIONS IN DECISION STAGE THIS MONTH NEGOTIATED



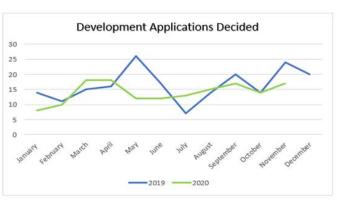


NEW LOTS

4 Residential lots 1 Rural

HOUSES

37 plumbing approvals



2020

Development Applications Received

DEVELOPMENT ASSESSMENT



INFRASTRUCTURE CHARGES PAID YTD = \$829,739.08 INFRASTRUCTURE CHARGES OUTSTANDING YTD = \$114,480.92

Univeristy Queensland Gatton Site Visit - Solar Research Facility

During November the Development Assessment team undertook a site visit of the solar research facility at the University of Queensland Gatton Campus. The site visit provided officers with a practical understanding on the operation of solar farms and it was a very informative presentation. As it is a research facility officers were provided with different examples of solar farms (i.e. fixed, single axis, dual axis). The solar farm also makes great use of the land by running sheep under the solar panels which aids with land management and maintenance. This site visit was of great assistance to Council to understand Solar Farms in our region and positions us well to deal with enquiries and prelodgement meetings.







BUILDING

96 Building Approvals were issued in the month of November (by private and LVRC Certifiers) in comparison to 67 for the same period last year.

30 Building Approvals were issued by LVRC in the month of November in comparison to 11 for the same period last year.

7.20 average business days for Building Approvals for the month of November.

APPROVALS DURING **NOVEMBER**

PLUMBING

51 Plumbing Approvals were issued in the month of November in comparison to 22for the same period last year.

4.20 average business days for Plumbing Approvals for the month of November.



INSPECTIONS

168 Building and Plumbing inspections were completed for the month of November 53 Building and 115 Plumbing.

Building and Plumbing revenues

Plumbing revenue is up 61% for Council lodgements

Building regulatory revenue is up 59% from Private Certifier lodgements

Building services revenue is up 67% for Council Certifier lodgements

COMMUNITY WELLBEING (



STEWARDSHIP OF NATURAL 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

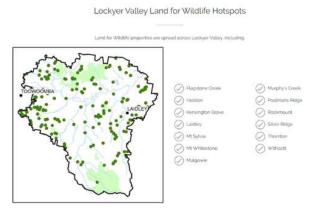
plants, animals and ecosystems on your property, and get advice on managing threats such as weeds and pest animals.

5 Land for Wildlife properties have been registered, totalling 145.21ha

62 properties are awaiting property inspection totalling a potential 3,363.9742ha

4 New Land for Wildlife enquiries received for November.

2 Land for Wildlife group activities took place in November.



Lockyer Uplands Catchments Inc (LUCI) Glossy Black Cockatoo workshop - 22 November 2020

Lockyer Uplands Catchments Inc (LUCI), Glossy Black Cockatoo Workshop was presented by a Senior Lecturer within the School of Environment and Science at Griffith University. 25 LUCI and LFW members attended the workshop where Guy presented the mid-way statistical outcome extrapolated out of the LUCI data that has been collected in the area. Statistics included favoured food trees, frequency, less favoured food trees.



Lockyer Uplands Catchments Inc (LUCI) and Land for Wildlife members completed Special Interest walk Rockmount Darvalls - 1 November 2020





COMMUNITY WELLBEING 🐞



RESTRICTED WEED MANAGEMENT

WEED SURVEYS ON LOCAL ROADS & RESERVES =

65.62 ha

WEED TREATMENT ON LOCAL ROADS & RESERVES =

0.326ha

FOCUS OF RESTRICTED WEEDS TREATED = Mother of Millions, Harrisia Cactus, Parthenium, Annual Ragweed, Groundsel Bush, Fireweed, African

Boxthorn, Giant Rat's Tail Grass and Water Lettuce

WEED SURVEYS ON STATE ROADS =

119.27ha

WEED TREATMENT ON STATE ROADS =

0.69ha

FOCUS OF RESTRICTED WEEDS = Giant Rat's Tail Grass, Mother of Millions, Harrisia Cactus, Annual Ragweed, Parthenium

19 Private Property Pest Management Plans have been completed with landholders comprising a total area of 85.22ha.

16 Herbicide subsidy vouchers issued.

5 Requests for spray equipment loans were received.

The loan of Spray Equipment has been on hold since March 2020 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.

RESILIENT RIVERS

Developed scope of works for weed control and revegetation works on the creek bank at Helidon for property managed by QUU. Proposed engagement of local indigenous NRM group by QUU.

- Supervision of contractor doing maintenance of revegetation works for resilient rivers at Cahill park and Beavan Street.
- Supervision of contractor doing weed control works on Blackfellow creek for resilient rivers project.
- Completed survey of landholders within Tenthill Creek catchment upstream of the Mount Sylvia School. All landholders on Blackfellow Creek and Black Duck creek upstream of the road crossing at the school were surveyed for their preferences on creek crossing design.
- Meeting with Victor Galea UQ regarding future weed control programs using bioherbicides.

PEST ANIMAL MANAGEMENT

Cage/Traps

1 cat trap

5 non-domestic cats retrieved from the same location

A cat trap on loan since August in Regency Downs, has caught 20 cats to date that have been impounded. Animal Management is working with the landholder who has been feeding the non domestic cats in an effort to persuade her to cease this practice.

6 Rabbit infestations reported

Rabbit sightings have increased since the last rainfall. Pest Officers are working with landholders to locate breeding sites on their properties and advising them of recommended control measures, in line with advice from the Darling Downs Moreton Rabbit Board.

1 Wild Dog request for assistance

and U Wild Dog Baiting requests received.



Open Scalp Bounties received.

LVRC PROPERTY MANAGEMENT

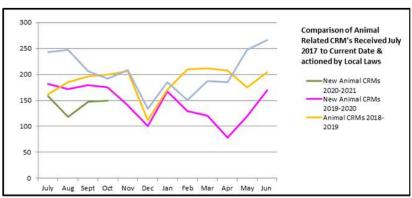
Officers presented to Council workshop held on 10 November 2020 in relation to the future property management options of 7 Mile Lagoon located at Lockyer Waters.

COUNCIL'S BIOSECURITY PLAN

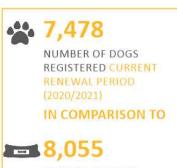
At the meeting held in November 2020 Council approved its Biosecurity Survey Process. The plan is to commence this survery in early 2021.





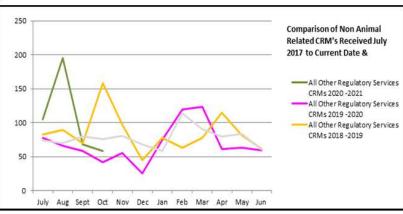


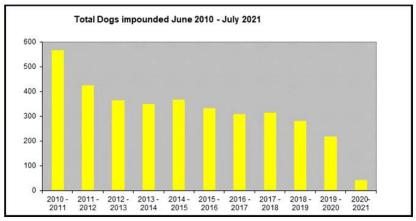




N COMPARISON TO 8,055 NUMBER OF DOGS REGISTERED IN THE 2019/2020 PERIOD

NUMBER OF DOGS









COMMUNITY WELLBEING

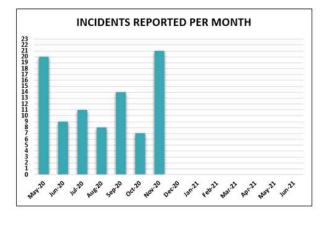
Local Government Illegal Dumping Partnership Program (LGIDPP) Update

Illegal Dumping Statistics have been collated by the Compliance Officer Illegal Dumping based on review of all Illegal Dumping CRM's received and actioned by Council's Compliance Officers May — November 2020

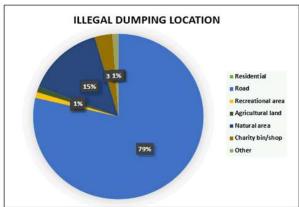
Volume of Illegal Waste Dumping identified = 74,644 litres

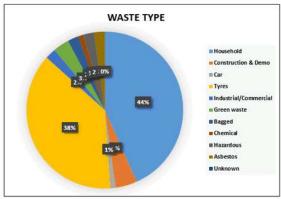
Volume of Illegal Waste Removed = 66,937 litres











Waste Type

- 44% Household
- 38% Tyres
- Cluster group total 13% with no individual group more than 3%.





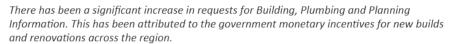
PLANNING. POLICY & COMMUNITY WELLBEING - BUSINESS SUPPORT



Form 19's - Building, Plumbing and Planning Information

51 Form 19's were lodged in the month of November in comparison with **33** for the same period last year.

37 Form 19's were issued in the month of November in comparison with **35** for the same period last year.





Plan Sealing

 $\bf 3$ Plan Sealing applications were lodged in the month of November in comparison with $\bf 4$ for the same period last year.

f 1 Survey Plan was sealed in the month of November in comparison with f 0 for the same period last year.

 ${f 2}$ Total number Lots created in the month of November in comparison with ${f 11}$ 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 177 Building, Plumbing, Planning and Environmental Health applications were lodged for the month of November.

95 Building and Plumbing Permits and Planning Decision Notices were issued during the month of November.

14.3 Group Managers Infrastructure Monthly Report - November 2020

Date: 01 December 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 November 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 November 2020.

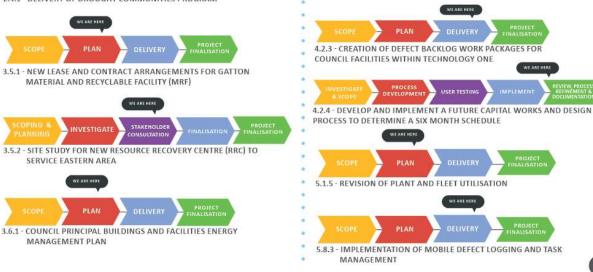
Proposal

That this report be received and noted.

Attachments

1 Infrastructure Group Report - November 2020 12 Pages





CIVIL OPERATIONS PROJECTS BRANCH HIGHLIGHTS

CAPITAL WORKS

WOODLANDS ROAD, GATTON

Works are progressing with 1km constructed and ready for seal prior to the Christmas shutdown. 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 road will be constructed for 1.0km and sealed prior to Christmas.





AMOS ROAD, WITHCOTT

• The Amos Road project upgrades this road (1.3 km) from the intersection with Jones Rd to provide a sealed road through to Jubilee Park. The works have commenced and has an expected completion date of 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 85% 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. The final base layer is nearing completion with a primer bituminous seal booked for the 12th December, the final bitumen seal will be completed early in the new year.





URBAN STORM WATER UPGRADES

Whittle/Hill Streets Gatton

This project will upgrade the storm water 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 to allow the procurement of the necessary concrete products. This project is scheduled to occur in April/May of 2021.

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.

GRAVEL RESHEET PROGRAM - COMPLETED PROGRAM OVERVIEW



TONNES OF ASPHALT APPLIED TO CORRECT WIDTH AND ROUGHNESS DEFICIENCIES

37.5

KILOMETERS OF SEALED ROAD RESEALED

400,040
LITRES OF BITUMEN SPRAYED



FAIRWAYS DRIVE, HATTON VALE & PATRICK STREET, LAIDLEY FOOTPATHS

Fairways Drive, Hatton Vale – New Concrete Footpath, (Hannant Road - Arlington Way)
 Construction works have been completed, 1458 meters of path completed, on time and on budget. This path provides great access to the new Fairways Park which is currently under construction.





Patrick Street, Laidley - Upgrade Existing Concrete Footpath (Whites Road – Hayes Street)
 Construction works will be completed by Friday 4th December with 630 metres footpath constructed. There will be cost overruns on this project to account for service relocations and repairing existing driveways to tie in with the new works.





GATTON URBAN FOOTPATH PROGRAM

Funded under the Works for Queensland Program this package of works is about to commence. The works include
constructing concrete footpaths at the Gatton skate park and at the stairs leading from the carpark to provide connectivity
to the existing path network, this work is scheduled to commence on the 8th December and be completed before the
Christmas closure.

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. A successful Contractor has been selected with Contract award prior to
Christmas.



LOCKYER DISTRICT HIGH SCHOOL CARPARKING IMPROVEMENTS - HIGHVIEW AVENUE, GATTON

This project is to provide rear in, 45 degree angle parking along the northern side of Highview Avenue Gatton to alleviate
parking congestion in this area. A Contractor has been engaged, with a Contract to be formalised to complete these works
from the 14th December and having the project completed by the 25th January 2021 so that there is minimal impact on
the school community. Public consultation has commenced with the affected residents of Highview Avenue.

MAINTENANCE WORKS

Road Patching Works

- Buhse Court, Laidley
- · Cemetery Road, Plainland
- · Clearidge Court, Laidley
- · Grevilla Street, Plainland
- Hakea Court, Plainland
- Jones Road, Ballard
- Mountain Road, Laidley
- Mulgowie Road, Mulgowie
- Old Laidley Plainland Road, Plainland
- Paroz Road, Laidley
- Pats Road, Plainland
- · Waddington Parade, Plainland

Maintenance Grading

- East Egypt Road, Mt Whitestone
- · Ingoldsby Road, Upper Tenthill
- Ma Ma Lilydale Road, Ma Ma Creek
- Manteuffel Road, Woodlands
- Ropeley Rockside Road, Lower Tenthill
- Weiers Road, Ropeley

Road Pavement Repairs

- · Dry Gully Road, Mount Whitestone
- · Forest Hill-Fernvale Road, Forest Hill

Drainage Works

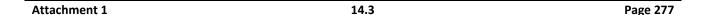
- Black Duck Creek Road, Junction View
- · Drayton Street, Laidley
- Larkin Street, Gatton
- · Market Drive, Gatton
- · Ringwood Road, Ringwood
- · Swan Road, Regency Downs
- Walnut Drive, Brightview

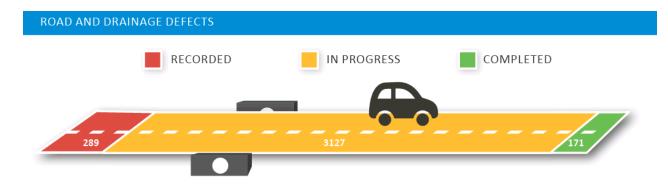
Traffic Signs and Line Marking Works

- Back Flagstone Road, Helidon
- · Back Ma Ma Road, Winwill
- · Foster Court, Winwill
- · John Street North, Laidley
- · Kansas Road, Veradilla
- · Krugers Road, Spring Creek
- Ma Ma Lilydale Road, Ma Ma Creek
- Mount Sylvia Road, Mt Sylvia
- William Street, Laidley
- Winwill Connection Road, Winwill









TECHNICAL SERVICES BRANCH HIGHLIGHTS

- External reporting on the state of Council's assets and associated expenditure for the 19/20 FY has been completed for the Grants Commission, National State of the Assets, and Yardstick
- A backlog of bridge defects have now been raised and are ready for our Civil Operations team to process as resources allow
- Another 174 assets have been inspected in November, bringing the total for the year so far to 2511
- 70 roads have been assessed for the Unsealed Road Upgrade Prioritisation tool bringing the project to 42% completion





LAND ACCESS & **ACTIVITY NOTICE** (LAAN)

DRIVEWAY

ADDRESSING **APPLICATIONS**

HEAVY VEHICLE APPLICATIONS (NHVR)

TRAFFIC CONTROL

OTHER ROAD **ACTIVITY APPROVALS**

17% increase from October 2020

WORKS ON ROADS PERMITS & APPLICATIONS - NOVEMBER 2019

LAND ACCESS & **ACTIVITY NOTICE** (LAAN)

DRIVEWAY

RURAL **ADDRESSING APPLICATIONS**

HEAVY VEHICLE APPLICATIONS (NHVR)

TRAFFIC CONTROL

OTHER ROAD **ACTIVITY APPROVALS**

APPLICATIONS RECEIVED IN NOVEMBER 2019

CUSTOMER CONTACT



Incoming Infrastructure customer requests for the month of November



TOTAL CUSTOMER REQUESTS

RECEIVED

13.4% decrease in requests received





TOTAL CUSTOMER REQUESTS COMPLETED

3.03% increase in requests completed

COMMUNITY FACILITIES BRANCH HIGHLIGHTS

CAPITAL WORKS

FOREST HILL BORE

- · Surface upgrade completed for the Forest Hill bore access
- New concrete slab in front of the Council and Queensland Urban Utilities bore sites
- · Improved drainage



GATTON SHOWGROUNDS MASTER PLAN

- Retaining wall closest to the Equestrian Centre has been reconstructed with concrete infill.
- · Removal of existing galvanised rail
- · Installation of new welded wire mesh fence panels



GATTON CEMETERY UPGRADES

- Excavation and trenching completed (approx 305m with 500mm high pressure poly pipe installed for any future drainage if required)
- Concrete poured around the bubbler with a short path link to the Chapel
- Water bubbler installed with drinking tap and bottle refill tap.



6

LITTLETON PARK SHADE SAIL

- Removal of existing shade sail completed.
- · New shade sail has been installed and tensioned.



FOREST HILL SKATEPARK

- Concrete surrounds completed to the Southern end of the skate park
- · Temporary fencing relocated to the opposite side
- First pour completed and two additional sections have been formed ready for concrete



LOCKYER VALLEY CULTURAL CENTRE

- New pipework installed in plantrooms 1 and 2 and connections are through the plantroom walls ready for the relocation of the condensers onto the roof in early December
- New roof flashing installations are in progress, around the skylights and along the raised colorbond sections.
- Works scheduled around the school formal and LVRC Awards to minimise disruptions



PARKS AND CEMETERIES MAINTENANCE WORKS

Mowing

Mowing of areas as required across the park network

Furniture Maintenance/Landscaping

- Continue to water trees and gardens in efforts to minimise the rate they are dying due to the dry conditions
- Installation of new furniture and gardens at Gatton Green Space

Event Assistance

- Delivery of event equipment for:
 - ♦ Gatton Village Markets 01 November 2020
 - Gatton Childcare Kindy Graduation (assist set-up and pack down) – 26 November 2020
 - Lockyer Valley Mayoral Christmas Carols 26
 November 2020
- Preparation of our Anzac memorials for Remembrance

 Day
- Ground preparation works for the end of year formals held at the Laidley and Gatton cultural centres

Playground Maintenance

- Playground Maintenance across the region, rotovation of soft fall.
- Lake Apex playground and quotes sourced for repairs on the monorail pedal car awaiting repair.
- Removal of decommissioned play equipment at the Mt Whitestone Tennis courts.

Cemetery Works

 Pre digging graves on the first tier of the new section at Gatton Cemetery well underway, in preparation for cemetery strips.



FACILITIES MAINTENANCE WORKS

BUILDINGS

- Bird Proofing works to carry out bird proofing and removal at Lockyer Valley Sports and Aquatic Centre authorised.
 Contractor, Swimfit and LVRC scheduling works timeline. Aquatic Centre will need to be closed for 3 5 days to allow works to be completed.
- Das Neumann house pigeon proofing and cleaning will be included in the proposed capital upgrades. Currently under procurement process.
- Laidley Depot Rectification to extensive termite damage in kitchen, staff room and bathrooms underway, due for completion early December.
- Gatton Donation Shed Damaged as a result of vandalism. Temporary repairs have been completed. Quotes sourced to repair damaged panels and rails as well as alarm system. Police report completed and insurers advised.
- Laidley Recreation Reserve Portable Bar roof significantly damaged during severe storms early November. Make good works underway, due for completion week 1 in December. Insurers advised.
- Laidley Pool Solar system damaged during storms early November. System is 20 years old and at end of useful life. Quote to replace \$38k. Alternate quotes and methods being sourced and researched.
- Community Housing Stock meetings held between tenants, DHPW and LVRC to discuss the transition of the Cochrane Street units and the current occupants tenancies over to DHPW management.
- Tenders/EOI underway Staging Post Café & Function Centre, Lake Dyer, Gatton Showgrounds MOU, Whites Road building (Laidley Gym).
- Internal painting to be scheduled for Luke's Place Alara, 17 Campbell Street, Laidley.
- Asset Inspection completed at Childcare, multiple items identified and will be programmed to repair.
- General maintenance and repairs, business as usual.

PLUMBING

- Annual RPZ valve testing commenced, due for completion end November. 93 valves to be tested.
- Repair blocked drains at Council operated childcare centre.
- Burst water pipe Laidley Cultural Centre.
- Burst under sink braided line in kitchen.
- · General maintenance and repairs as required.

ELECTRICAL

- Laidley Pioneer Village. Loss of power to various buildings reported to Council. On investigation it was found to be an underground break that was caused by previous installations not completed to appropriate standard. Site excavated, breaks located and repaired.
- Faults to Battery Management System in Lockyer Valley Cultural Centre rectified.
- Faults to Air Condition in Council chambers. Contractor now engaged to price a two stage approach service and repair
 units and provide options for full upgrade/replacement.
- RCD testing at showgrounds completed.
- Faults with heat pumps at Lockyer Valley Aquatic Centre ongoing.
- General maintenance and repairs as required.





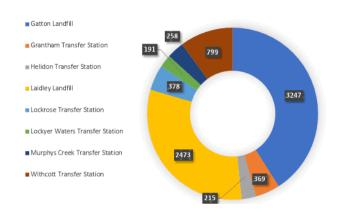


8

WASTE MANAGEMENT

- · Continued involvement in the Sub Regional Alliance to consider options to improve waste in the councils involved.
- Participated in the SEQCoM infrastructure project. Community Facilities Portfolio Councillor and Coordinator Waste Officer
 attended a number of sessions and provided input for the consultants into the project. A draft report for this project is due
 by May 2021.
- · Prepared procurement documents for processing of green waste and concrete and environmental monitoring at landfills.

NUMBER OF PATRONS TO EACH WASTE SITE



7,930 TOTAL PATRONS TO ALL
WASTE FACILITIES

101 more patrons overall.
1.29% increase from October to November.

TOTAL TONNES OF WASTE RECEIVED BY WASTE STREAM AT COUNCIL WASTE FACILITIES GATTON AND LAIDLEY



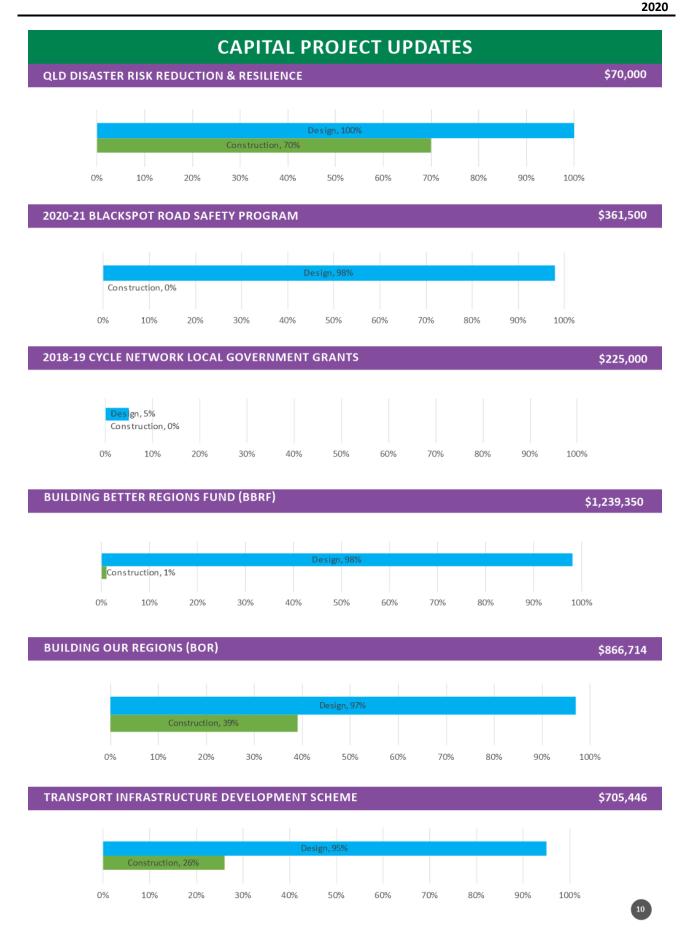


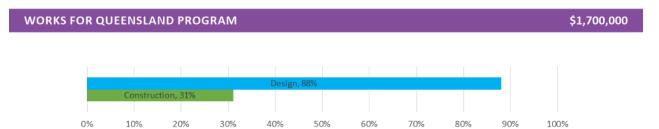


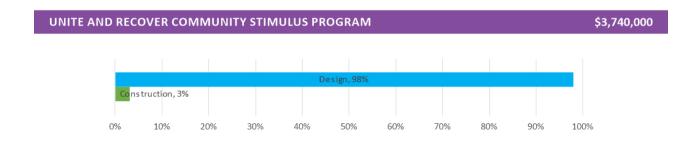


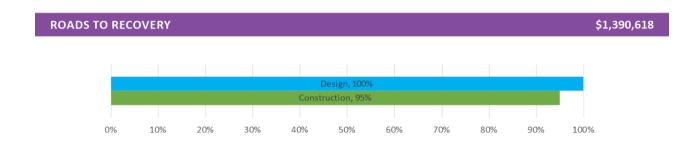




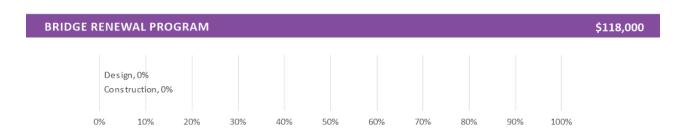


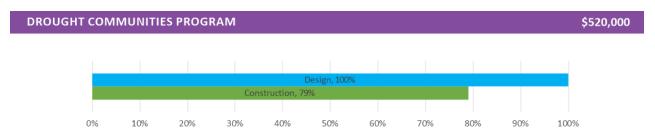


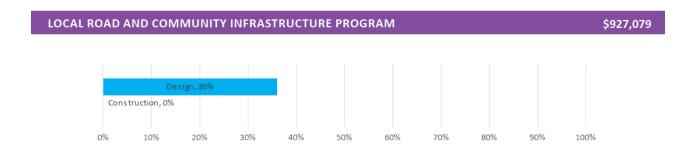






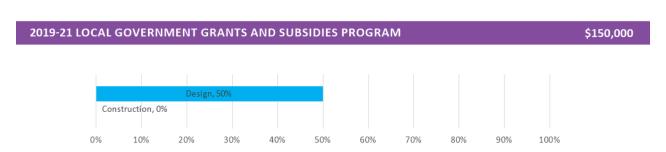












15. CONFIDENTIAL ITEMS

No Confidential Items.

16. MEETING CLOSED