

# Agenda



## ORDINARY MEETING OF COUNCIL

### AGENDA

21 JUNE 2023

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**1. MEETING OPENED****1.1 Acknowledgement of Country**

*The traditional owners of the land on which the meeting is held to be acknowledged.*

**1.2 Opening Prayer**

*A minute's silence to be held for those persons recently deceased followed by the opening prayer.*

**2. LEAVE OF ABSENCE**

*No Leave Of Absence.*

**3. CONDOLENCES/GET WELL WISHES****3.1 Condolences**

**Author:** Bella Greinke, Council Business Officer

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

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**Officer's Recommendation:**

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

**Attachments**

There are no attachments for this report.

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#### **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 - 17 May 2023****Author:** Ian Church, Chief Executive Officer**Responsible Officer:** Ian Church, Chief Executive Officer

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**Officer's Recommendation:**

**THAT the Minutes of the Ordinary Meeting of the Lockyer Valle Regional Council held on Wednesday 17 May 2023 be taken as read and confirmed.**

**Attachments**

There are no attachments for this report.

**7. BUSINESS ARISING FROM MINUTES**

*No Business Arising from Minutes.*

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**8. COMMITTEE REPORTS****8.1 Receipt of the Minutes of Friends of Das Neumann Haus Committee Meeting  
- 18 May 2023****Author:** Steffanii Luckman, Visitor Information Centre Officer**Responsible Officer:** Annette Doherty, Acting Group Manager Community and Regional Prosperity

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**Officer's Recommendation:**

**THAT Council receive and note the unconfirmed minutes of the Friends of Das Neumann Haus Committee meeting held on 18 May 2023.**

**Attachments**

**1** [!\[\]\(8bba887393ca45b761e5cb49e755e762\_img.jpg\)](#) Friends of Das Neumann Haus Committee Meeting Minutes – 18/05/2023 2 Pages

**Monthly Meeting of Friends of Das Neumann Haus Inc. 18<sup>th</sup> May, 2023**

**Meeting commenced** 9.10am

**Attendees:** Sue Williams, Bronwyn Saunders, Marion Davis, Karl Woldt, Dot Windolf, Astra Farrell, Hannah Choi, Steffani Luckman, Brett Qualishefski, Angela Worrall, Linda Naggs & Julie Austin

**Apologies:** Leonor Belloni, Peta Merrick & Corrie Verbeeton

**Business Arising from Minutes:**

- Email address – Steffani advised that Friends of Das Neumann Haus Committee need to formally send through correspondence requesting to retain [dnh@lvrc.qld.gov.au](mailto:dnh@lvrc.qld.gov.au) it will then be forwarded to the relevant area of Council for approval.
- Bird proofing – Steffani advised still working through options. Brett advised the topic has been brought up at recent council meeting and it's an endless ongoing problem.
- ✓ Tyro EFTPOS Machine – Marion advised still waiting to be set up. Bendigo Bank will contact Marion directly in regards to implementation.
- ✓ Car park – has been resealed and completed.
- ✓ Heritage Day 2024 – tentative booking made and confirmed with Phillip Vellacott for music.
- ✓ Senior's Morning Teas – held 5<sup>th</sup> & 19<sup>th</sup> October. Steffani will print flyers and bring to next meeting. Volunteers will need to distribute as soon as possible. Angela will take bookings. Bronwyn will replace Dot as contact for Seniors Week.
- ✓ Vegetarian Quiche – Marion has ordered a dozen 'spinach & ricotta' quiche via PFD Foods to trial as an addition to our menu. Samples of this quiche and the 'pumpkin & spinach' quiche from ALDI were tasted.
- ✓ New Computer – Marion advised she spoke to Sharyn of LMP Jim McDonald's office. Funding will be granted for a computer but will need Council IT to advise what to purchase. Steffani advised make sure we are aware of the requirements for funding purposes.
- ✓ Funding List – Bronwyn has started a list for funding ideas located in the kitchen and asked volunteers to please add to this.
- ✓ Heritage Day 2023 – 7 stalls were attended but concern raised over full payment being received.
- ✓ DNH Brochure – Dot advised there are approximately 250 (6 months worth) of brochures left at the printer and will try and price more.

**Treasurer's Report:** see attachment

**General Business:**

- Future Famil Days – Bronwyn will create a list for volunteers to add ideas for future Famil Day visits. Astra suggested a tour of a local cemetery for historic purposes. Brett advised to research what type of tour taking into consideration any sensitive issues this may cause families of the deceased.
- The location for donated freezer was discussed. Karl advised an earlier suggestion of storing the freezer in the shed would not be viable as it would require the installation of a power point. All attendees were in agreement for Karl & Marion to decide on a location.
- *\*Moved by Marion & Seconded by Sue & Julie*
- Steffani confirmed this year's Spring Festival will be held over Friday 8<sup>th</sup> & Saturday 9<sup>th</sup> September only. Next Spring Festival meeting is scheduled for Thursday 22<sup>nd</sup> June.
- Dishwasher has not been working. Karl advised this may be due to blocked drainage from built up grease and will attempt cleaning out to see if this will rectify the problem.

**Reminders:** Famil Day on Thursday 25<sup>th</sup> May.  
8.45am – meet at Das Neumann Haus  
9am – travel by car pool to Branell Homestead, then Cunninghams Crest Lookout  
11am – Cafe Sorella, Forest Hill followed by a visit to Laidley Pioneer Village

Start time of rostered shift is 9am to ensure fair disbursement of duties.

Please remember when opening a new long life milk to write the date on top.  
**Opened long life milk must be used within 5 days of being opened.**

**Meeting Closed:** 10am

**Next Meeting:** 9am Thursday 15<sup>th</sup> June, 2023

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**9. DEPUTATIONS/PRESENTATIONS**

*No Deputations/Presentations.*

**10. EXECUTIVE OFFICE REPORTS****10.1 Summary of Council Actual Performance v Budget - 31 May 2023**

**Author:** Dee Stewart, Coordinator Accounting Services

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

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**Purpose:**

The purpose of this report is to provide Council with an update of Council's financial performance against budget for the financial year to 31 May 2023.

**Officer's Recommendation:**

**THAT Council receive and note the Summary of Council Actual Financial Performance versus Budget to 31 May 2023.**

**Executive Summary**

In accordance with Section 204 of the *Local Government Regulation 2012*, a financial report summarising the progress of Council's actual performance against budget is to be presented to Council. This report provides a summary of Council's financial performance against budget for the financial year to 31 May 2023.

At 31 May 2023, revenues are under target and expenditures are under target.

**Proposal**

Monthly reporting of Council's financial performance is a legislative requirement and reinforces sound financial management practices throughout the organisation. The following report provides a summary of Council's financial performance against budget to 31 May 2023.

**Operating Revenue** - Year to date target \$72.88 million actual \$71.22 million or 97.72%

At 31 May 2023, overall operating revenue for the year to date is below target.

Rates and Utility Charges (Gross) on target

The second rates levy for 2022/2023 was raised in February with a due date of 15 March 2023. Rates will be closely monitored throughout the year regarding cash flow and overdue balances as well as whether growth targets are being achieved as forecast. 93.45% of the rates levy was collected as at 2 June 2023.

Fees and Charges over budget by \$1.32 million

The favourable variances in fees and charges relate predominately to higher than expected income from development fees and infrastructure charges (\$0.42 million), waste fees (\$0.41 million) and plumbing and building fees (\$.12 million). There is also a positive effect on this line item due to a timing difference with the recognition of animal registration fees with income of (\$.40 million) recognised in May but budgeted to be recognised in June.



Interest over budget by \$0.49 million

Interest income is over budget due to higher than expected cash balances and increasing interest rates.

Operating Grants and Subsidies under budget by \$3.84 million

Operating grants and subsidies are under budget due delays in the receipt of the Financial Assistance Grant. It was expected a prepayment of the Financial Assistance Grant would be received in April as per the previous financial year, however, recent advice from the Department and LGAQ indicates the payment may not be received until the 2023/2024 financial year.

Operating Contributions under budget by \$0.54 million

Operating contributions are under budget due to the delay in the delivery of Resilient Rivers projects. There is a corresponding underspend on the expenditure for these projects.

Revenue – Contract/Recoverable Works over budget by \$0.17 million

This line item is performing above budget due to increased income from the Routine Maintenance Performance Contract (RMPC) with the Department of Transport and Main Roads at this time of the year.

Other Revenue over budget by \$0.73 million

Other revenue is over budget due to the receipt of insurance money in relation to assets damaged during the 21/22 flood events.

**Operating Expenditure** - Year to date target \$62.80 million actual \$57.28 million or 91.21%

Employee Costs under budget by \$1.32 million

Employee costs are under target primarily due to a number of vacant positions within Council's establishment during the year. There is also an underspend on overtime (\$0.20 million) due to overtime budgeted for emergency works flood recovery works which was not required.

Goods and Services under budget by \$3.92 million

Goods and services are showing as under budget mostly due to delays in the delivery of a number of operational projects including asset management condition assessment, ICT, community engagement, resilient rivers, growth and policy and regional development operational projects. It is expected this line will come in closer to budget once the end of year accruals are finalised, however, there will be a carry forward of operational project expenditure into the 2023/2024 financial year.

There has been a greater than expected usage of Council plant on the capital works program (\$0.39 million) which has a positive effect on the goods and services operational budget. This has been offset by an increase in expenditure on contractors and materials on roads maintenance/civil operations.

**Capital Project Expenditure** – Year to date target \$35.92 million actual \$24.31 million or 67.69%

At 31 May 2023, Council has expended \$24.31 million on its capital works program with a further \$11.52 million in committed costs for works currently in progress.

There has been an increased focus on Council's capital works program since January 2023 as Council moved onto the REPA phase of the flood restoration works.

Council has spent \$19.04 million on the delivery of infrastructure projects with \$15.14 million of this expenditure on the road network including \$5.51 million on the restoration of flood damaged roads under the REPA program of works.

Additional detail is provided in the capital works program within the attachment.

### Statement of Financial Position

The Statement of Financial Position provides information on the breakdown of Council's assets and liabilities at a point in time. At 31 May 2023, Council had \$63.23 million in current assets compared to \$22.71 million in current liabilities with a ratio of 2.78:1. This means that for every dollar of current liability, there is \$2.78 in assets to cover it.

### Statement of Cash Flows

The Statement of Cash Flows provides information on the amount of cash coming in and going out. As at 31 May 2023, there has been a net cash inflow of \$2.83 million with \$15.99 million inflow from operating activities; and a net cash outflow of \$5.43 million from investing activities including capital revenue and expenditure. Council repaid an additional \$6.49 million of debt in May 2023 in accordance with Council's 22/23 budget commitments. This sees Council's overall debt drop to \$12.25 million as at 31 May 2023.

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. Historically, to maintain adequate working capital, it is estimated that Council needs around \$11.00 million cash at any one time. Council is currently reviewing the working capital requirement and early calculations indicate this figure is now closer to \$15.00 million. As at 31 May, Council's cash balance was \$50.68 million.

### Strategic Implications

#### Corporate Plan

##### Leadership and Council

##### Outcome:

- Undertake robust and accountable financial, resource and infrastructure planning and management to ensure affordable and sustainable outcomes for our community.
- 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 2022-23 Budget.

#### 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.

#### 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
- Finance Team

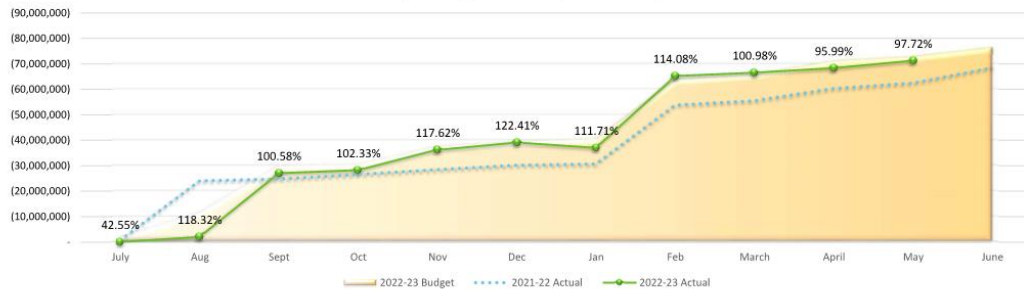
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- Portfolio Councillor Consultation

#### Attachments

1 [↓](#) Monthly Financial Statements - May 2023 21 Pages

**LOCKYER VALLEY REGIONAL COUNCIL**  
**Operating Revenue and Expenditure Dashboard**  
**For the Period Ending 31st May, 2023**

**Operating Revenue (Cumulative)**



REVENUE TO DATE	Rates and Utility Charges (Gross)	Discount	Charges and Fees	Interest	Operating Grants and Subsidies	Operating Contributions and Donations	Revenue - Contract/Recoverable Works	Other Revenue	Profit from Investments	Total
Actual	(44,850,532)	1,882,841	(6,332,970)	(2,364,392)	(15,407,561)	(148,010)	(1,133,848)	(2,867,403)	-	(71,221,875)
Budget	(44,854,951)	1,892,017	(5,016,575)	(1,870,816)	(19,249,017)	(687,083)	(962,500)	(2,134,957)	-	(72,883,883)
Variance	(4,419)	9,176	1,316,394	493,577	(3,841,455)	(539,073)	171,348	732,446	-	(1,662,008)
Target %	99.99%	99.52%	126.24%	126.38%	80.04%	21.54%	117.80%	134.31%	-	97.72%
Movement to Prior Month Target %	→	→	↑	↑	→	→	↓	→	→	→

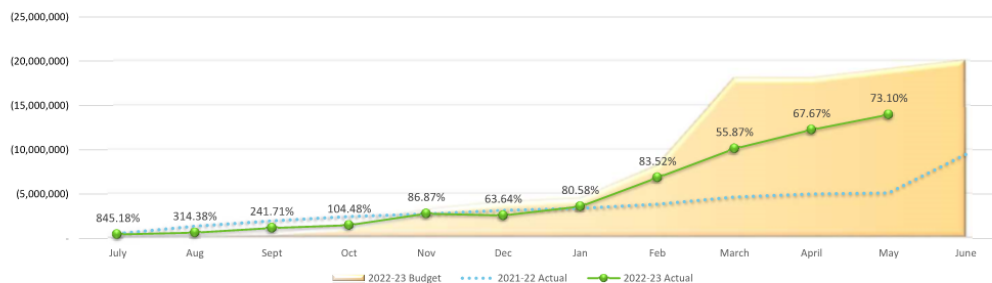
**Operating Expenditure (Cumulative)**



EXPENDITURE TO DATE	Employee Costs	Goods and Services	Finance Costs	Depreciation	Total
Actual	24,362,937	20,916,586	830,076	11,166,644	57,276,244
Budget	25,684,129	24,837,719	809,275	11,464,864	62,795,987
Variance	1,321,192	3,921,133	(20,801)	298,219	5,519,743
Target %	94.86%	84.21%	102.57%	97.40%	91.21%
Movement to Prior Month Target %	→	↑	→	→	→

**LOCKYER VALLEY REGIONAL COUNCIL**  
**Capital Revenue and Expenditure Dashboard**  
**For the Period Ending 31st May, 2023**

**Capital Revenue (Cumulative)**



REVENUE TO DATE by Type	Capital Grants, Subsidies and Contributions	Profit (Loss) on Disposal of Non Current Assets	Total
Actual	(13,973,702)	(8,250)	(13,981,952)
Budget	(19,086,519)	(40,733)	(19,127,252)
Variance	(5,112,817)	(32,483)	(5,145,300)

Note: Graph above is reflecting capital grants and subsidies and developer contributed assets only

Target %	73.21%	20.25%	73.10%
Movement to Prior Month Target %	→	→	→

**Capital Expenditure (Cumulative)**



EXPENDITURE TO DATE by Group	People, Customer and Corporate Services	Executive Office	Infrastructure	Community and Regional Prosperity	Total
Actual	231,272	70,390	19,044,243	4,966,069	24,311,975
Budget	3,914,553	765,249	24,778,120	6,460,238	35,918,161

Target %	5.91%	9.20%	76.86%	76.87%	67.69%
Movement to Prior Month Target %	→	→	↑	→	↑

## Lockyer Valley Regional Council (Whole Council)

## Statement of Comprehensive Income

## For the Period Ending May 2023

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent Revenue</b>					
Rates and Utility Charges (Gross)	44,854,076	44,850,532	44,854,951	4,419	0.01%
Discount	(1,892,017)	(1,882,841)	(1,892,017)	(9,176)	0.48%
Charges and Fees	5,851,283	6,332,970	5,016,575	(1,316,394)	-26.24%
Interest	2,090,721	2,364,392	1,870,816	(493,577)	-26.38%
Operating Grants and Subsidies	19,501,140	15,407,561	19,249,017	3,841,455	19.96%
Operating Contributions and Donations	725,000	148,010	687,083	539,073	78.46%
Revenue - Contract/Recoverable Works	1,050,000	1,133,848	962,500	(171,348)	-17.80%
Other Revenue	2,394,619	2,867,403	2,134,957	(732,446)	-34.31%
Profit from Investments	1,805,837	-	-	-	0.00%
<b>Total Recurrent Revenue</b>	<b>76,380,659</b>	<b>71,221,875</b>	<b>72,883,883</b>	<b>1,662,008</b>	<b>2.28%</b>
<b>Capital Revenue</b>					
Capital Grants, Subsidies and Contributions	20,086,519	13,973,702	19,086,519	5,112,817	26.79%
Gain on Sale	81,465	8,250	81,465	73,215	89.87%
<b>Total Revenue</b>	<b>96,548,643</b>	<b>85,203,827</b>	<b>92,051,867</b>	<b>6,848,039</b>	<b>7.44%</b>
Capital Income	-	-	-	-	0.00%
<b>Total Income</b>	<b>96,548,643</b>	<b>85,203,827</b>	<b>92,051,867</b>	<b>6,848,039</b>	<b>7.44%</b>
<b>Expenses</b>					
<b>Recurrent Expenses</b>					
Employee Costs	28,654,911	24,362,937	25,684,129	1,321,192	5.14%
Goods and Services	27,297,547	20,916,586	24,837,719	3,921,133	15.79%
Finance costs	1,047,789	830,076	809,275	(20,801)	-2.57%
Depreciation	12,507,124	11,166,644	11,464,864	298,219	2.60%
<b>Total Recurrent Expenses</b>	<b>69,507,370</b>	<b>57,276,243</b>	<b>62,795,987</b>	<b>5,519,743</b>	<b>8.79%</b>
Capital Expenses	-	231,980	-	(231,980)	0.00%
<b>Total Expenses</b>	<b>69,507,370</b>	<b>57,508,223</b>	<b>62,795,987</b>	<b>5,287,763</b>	<b>8.42%</b>
<b>Net Recurrent Result/Operating Surplus/(Deficit)</b>	<b>6,873,289</b>	<b>13,945,632</b>	<b>10,087,896</b>	<b>(3,857,736)</b>	<b>-38.24%</b>
<b>NET RESULT AFTER CAPITAL ITEMS</b>	<b>27,041,273</b>	<b>27,695,604</b>	<b>29,255,880</b>	<b>1,560,276</b>	<b>5.33%</b>

## Lockyer Valley Regional Council (Executive Office)

## Statement of Comprehensive Income

## For Period Ending May 2023

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent Revenue</b>					
Rates and Utility Charges (Gross)	35,704,270	35,802,366	35,705,104	(97,262)	(0.27)
Discount	(1,642,017)	(1,662,385)	(1,642,017)	20,369	(1.24)
Charges and Fees	370,693	324,252	346,276	22,024	6.36
Interest	2,057,721	2,319,167	1,840,566	(478,602)	(26.00)
Operating Grants and Subsidies	4,246,588	1,303,824	4,246,588	2,942,764	69.30
Revenue - Contract/Recoverable Works	-	1,197	-	(1,197)	-
Other Revenue	1,351,652	1,219,587	1,189,431	(30,156)	(2.54)
Profit from Investments	1,805,837	-	-	-	-
<b>Total Recurrent Revenue</b>	<b>43,894,744</b>	<b>39,308,008</b>	<b>41,685,947</b>	<b>2,377,939</b>	<b>5.70</b>
<b>Capital Revenue</b>					
Capital Grants, Subsidies and Contributions	581,832	386,943	581,832	194,889	33.50
Gain on Sale	-	-	-	-	-
<b>Total Revenue</b>	<b>44,476,576</b>	<b>39,694,951</b>	<b>42,267,779</b>	<b>2,572,828</b>	<b>6.09</b>
Capital Income	-	-	-	-	-
<b>Total Income</b>	<b>44,476,576</b>	<b>39,694,951</b>	<b>42,267,779</b>	<b>2,572,828</b>	<b>6.09</b>
<b>Expenses</b>					
<b>Recurrent Expenses</b>					
Employee Costs	4,253,426	4,802,425	3,104,188	(1,698,237)	(54.71)
Goods and Services	3,296,830	2,038,958	2,767,406	728,449	26.32
Finance costs	662,744	520,487	519,058	(1,429)	(0.28)
Depreciation	10,825,815	9,588,865	9,923,664	334,799	3.37
<b>Total Recurrent Expenses</b>	<b>19,038,815</b>	<b>16,950,734</b>	<b>16,314,316</b>	<b>(636,418)</b>	<b>(3.90)</b>
Capital Expenses	-	-	-	-	-
<b>Total Expenses</b>	<b>19,038,815</b>	<b>16,950,734</b>	<b>16,314,316</b>	<b>(636,418)</b>	<b>(3.90)</b>
<b>Net Recurrent Result/Operating Surplus/(Deficit)</b>	<b>24,855,929</b>	<b>22,357,274</b>	<b>25,371,631</b>	<b>3,014,357</b>	<b>11.88</b>
<b>NET RESULT AFTER CAPITAL ITEMS</b>	<b>25,437,761</b>	<b>22,744,217</b>	<b>25,953,463</b>	<b>3,209,246</b>	<b>12.37</b>

## Lockyer Valley Regional Council (People, Customer and Corporate Services)

## Statement of Comprehensive Income

## For Period Ending May 2023

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent Revenue</b>					
Rates and Utility Charges (Gross)	7,966,562	7,871,750	7,966,604	94,854	1.19
Discount	(250,000)	(220,455)	(250,000)	(29,545)	11.82
Charges and Fees	581,040	939,129	532,620	(406,509)	(76.32)
Interest	32,000	43,570	29,333	(14,237)	(48.53)
Operating Grants and Subsidies	280,500	356,703	280,500	(76,203)	(27.17)
Operating Contributions and Donations	50,000	-	50,000	50,000	100.00
Other Revenue	542,000	476,995	486,333	9,338	1.92
<b>Total Recurrent Revenue</b>	<b>9,202,102</b>	<b>9,467,692</b>	<b>9,095,390</b>	<b>(372,302)</b>	<b>(4.09)</b>
<b>Capital Revenue</b>					
Capital Grants, Subsidies and Contributions	1,626,066	34,779	1,626,066	1,591,287	97.86
Gain on Sale	-	-	-	-	-
<b>Total Revenue</b>	<b>10,828,168</b>	<b>9,502,471</b>	<b>10,721,456</b>	<b>1,218,986</b>	<b>11.37</b>
Capital Income	-	-	-	-	-
<b>Total Income</b>	<b>10,828,168</b>	<b>9,502,471</b>	<b>10,721,456</b>	<b>1,218,986</b>	<b>11.37</b>
<b>Expenses</b>					
<b>Recurrent Expenses</b>					
Employee Costs	6,053,150	5,353,599	5,587,481	233,882	4.19
Goods and Services	10,184,692	8,403,303	9,182,359	779,057	8.48
Finance costs	89,019	84,836	67,097	(17,739)	(26.44)
Depreciation	518,858	462,013	475,620	13,606	2.86
<b>Total Recurrent Expenses</b>	<b>16,845,719</b>	<b>14,303,751</b>	<b>15,312,558</b>	<b>1,008,806</b>	<b>6.59</b>
Capital Expenses	-	39,584	-	(39,584)	-
<b>Total Expenses</b>	<b>16,845,719</b>	<b>14,343,335</b>	<b>15,312,558</b>	<b>969,223</b>	<b>6.33</b>
<b>Net Recurrent Result/Operating Surplus/(Deficit)</b>	<b>(7,643,617)</b>	<b>(4,836,059)</b>	<b>(6,217,167)</b>	<b>(1,381,108)</b>	<b>22.21</b>
<b>NET RESULT AFTER CAPITAL ITEMS</b>	<b>(6,017,551)</b>	<b>(4,840,864)</b>	<b>(4,591,101)</b>	<b>249,763</b>	<b>(5.44)</b>



## Lockyer Valley Regional Council (Community and Regional Prosperity)

## Statement of Comprehensive Income

## For Period Ending May 2023

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent Revenue</b>					
Rates and Utility Charges (Gross)	319,104	312,276	319,104	6,828	2.14
Charges and Fees	4,549,550	4,757,518	3,816,846	(940,672)	(24.65)
Interest	1,000	1,655	917	(738)	(80.56)
Operating Grants and Subsidies	1,323,474	1,333,399	1,210,518	(122,881)	(10.15)
Operating Contributions and Donations	675,000	145,510	637,083	491,573	77.16
Revenue - Contract/Recoverable Works	-	16,898	-	(16,898)	-
Other Revenue	47,709	37,086	43,783	6,697	15.30
<b>Total Recurrent Revenue</b>	<b>6,915,837</b>	<b>6,604,341</b>	<b>6,028,251</b>	<b>(576,091)</b>	<b>(9.56)</b>
<b>Capital Revenue</b>					
Capital Grants, Subsidies and Contributions	95,000	75,911	95,000	19,089	20.09
Gain on Sale	-	-	-	-	-
<b>Total Revenue</b>	<b>7,010,837</b>	<b>6,680,253</b>	<b>6,123,251</b>	<b>(557,002)</b>	<b>(9.10)</b>
Capital Income	-	-	-	-	-
<b>Total Income</b>	<b>7,010,837</b>	<b>6,680,253</b>	<b>6,123,251</b>	<b>(557,002)</b>	<b>(9.10)</b>
<b>Expenses</b>					
<b>Recurrent Expenses</b>					
Employee Costs	7,208,641	6,138,651	6,658,375	519,723	7.81
Goods and Services	5,887,792	3,259,922	5,538,576	2,278,654	41.14
Finance costs	6,600	2,396	6,050	3,654	60.40
Depreciation	26,226	23,620	24,041	420	1.75
<b>Total Recurrent Expenses</b>	<b>13,129,259</b>	<b>9,424,589</b>	<b>12,227,041</b>	<b>2,802,452</b>	<b>22.92</b>
Capital Expenses	-	800	-	(800)	-
<b>Total Expenses</b>	<b>13,129,259</b>	<b>9,425,389</b>	<b>12,227,041</b>	<b>2,801,652</b>	<b>22.91</b>
<b>Net Recurrent Result/Operating Surplus/(Deficit)</b>	<b>(6,213,422)</b>	<b>(2,820,248)</b>	<b>(6,198,790)</b>	<b>(3,378,543)</b>	<b>54.50</b>
<b>NET RESULT AFTER CAPITAL ITEMS</b>	<b>(6,118,422)</b>	<b>(2,745,137)</b>	<b>(6,103,790)</b>	<b>(3,358,654)</b>	<b>55.03</b>

## Lockyer Valley Regional Council (Infrastructure)

## Statement of Comprehensive Income

## For Period Ending May 2023

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent Revenue</b>					
Rates and Utility Charges (Gross)	864,140	864,140	864,140	-	-
Charges and Fees	350,000	312,070	320,833	8,763	2.73
Operating Grants and Subsidies	4,100,578	2,797,745	4,090,578	1,292,833	31.61
Operating Contributions and Donations	-	2,500	-	(2,500)	-
Revenue - Contract/Recoverable Works	1,050,000	1,115,753	962,500	(153,253)	(15.92)
Other Revenue	453,258	1,133,734	415,410	(718,325)	(172.92)
<b>Total Recurrent Revenue</b>	<b>6,817,976</b>	<b>6,225,942</b>	<b>6,653,461</b>	<b>427,519</b>	<b>6.43</b>
<b>Capital Revenue</b>					
Capital Grants, Subsidies and Contributions	12,783,621	10,197,298	11,783,621	1,586,323	13.46
Gain on Sale	81,465	8,250	81,465	73,215	89.87
<b>Total Revenue</b>	<b>19,683,062</b>	<b>16,431,490</b>	<b>18,518,547</b>	<b>2,087,056</b>	<b>11.27</b>
Capital Income	-	-	-	-	-
<b>Total Income</b>	<b>19,683,062</b>	<b>16,431,490</b>	<b>18,518,547</b>	<b>2,087,056</b>	<b>11.27</b>
<b>Expenses</b>					
<b>Recurrent Expenses</b>					
Employee Costs	10,638,693	7,524,335	9,833,086	2,308,751	23.48
Goods and Services	6,136,732	5,490,300	5,557,877	67,577	1.22
Finance costs	289,426	222,358	217,070	(5,288)	(2.44)
Depreciation	1,136,225	1,092,146	1,041,540	(50,607)	(4.86)
<b>Total Recurrent Expenses</b>	<b>18,201,077</b>	<b>14,329,138</b>	<b>16,649,572</b>	<b>2,320,434</b>	<b>13.94</b>
Capital Expenses	-	191,596	-	(191,596)	-
<b>Total Expenses</b>	<b>18,201,077</b>	<b>14,520,734</b>	<b>16,649,572</b>	<b>2,128,838</b>	<b>12.79</b>
<b>Net Recurrent Result/Operating Surplus/(Deficit)</b>	<b>(11,383,101)</b>	<b>(8,103,196)</b>	<b>(9,996,111)</b>	<b>(1,892,915)</b>	<b>18.94</b>
<b>NET RESULT AFTER CAPITAL ITEMS</b>	<b>1,481,985</b>	<b>1,910,756</b>	<b>1,868,975</b>	<b>(41,781)</b>	<b>(2.24)</b>

## Lockyer Valley Regional Council (2021/2022 Flood Events)

## Statement of Comprehensive Income

## For Period Ending May 2023

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent Revenue</b>					
Operating Grants and Subsidies	9,605,000	9,615,891	9,465,833	(150,058)	(1.59)
<b>Total Recurrent Revenue</b>	<b>9,605,000</b>	<b>9,615,891</b>	<b>9,465,833</b>	<b>(150,058)</b>	<b>(1.59)</b>
<b>Capital Revenue</b>					
Capital Grants, Subsidies and Contributions	10,000,000	8,070,620	9,000,000	929,380	10.33
Gain on Sale	-	-	-	-	-
<b>Total Revenue</b>	<b>19,605,000</b>	<b>17,686,511</b>	<b>18,465,833</b>	<b>779,322</b>	<b>4.22</b>
<b>Capital Income</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Income</b>	<b>19,605,000</b>	<b>17,686,511</b>	<b>18,465,833</b>	<b>779,322</b>	<b>4.22</b>
<b>Expenses</b>					
<b>Recurrent Expenses</b>					
Employee Costs	501,000	544,160	501,000	(43,160)	(8.61)
Goods and Services	1,846,500	1,782,234	1,838,500	56,266	3.06
<b>Total Recurrent Expenses</b>	<b>2,347,500</b>	<b>2,326,394</b>	<b>2,339,500</b>	<b>13,106</b>	<b>0.56</b>
<b>Capital Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenses</b>	<b>2,347,500</b>	<b>2,326,394</b>	<b>2,339,500</b>	<b>13,106</b>	<b>0.56</b>
<b>Net Recurrent Result/Operating Surplus/(Deficit)</b>	<b>7,257,500</b>	<b>7,289,498</b>	<b>7,126,333</b>	<b>(163,164)</b>	<b>(2.29)</b>
<b>NET RESULT AFTER CAPITAL ITEMS</b>	<b>17,257,500</b>	<b>15,360,118</b>	<b>16,126,333</b>	<b>766,216</b>	<b>4.75</b>

**LOCKYER VALLEY REGIONAL COUNCIL**  
**Statement of Cash Flows**  
**For the Period Ending 31 May, 2023**

	<b>2022-2023 Annual Budget</b>	<b>2022-2023 YTD Actuals</b>
<b><u>Cash flows from operating activities:</u></b>		
<b><u>Receipts</u></b>		
Receipts from customers	75,440,000	66,550,334
Dividend received	-	-
Interest received	2,090,000	2,364,392
<b><u>Payments</u></b>		
Payments to suppliers and employees	(63,340,000)	(52,217,276)
Interest expense	(620,000)	(709,466)
<b>Net cash inflow (outflow) from operating activities</b>	<b>13,570,000</b>	<b>15,987,984</b>
<b><u>Cash flows from investing activities:</u></b>		
Capital grants, subsidies and contributions	20,090,000	18,482,578
Payments for property, plant and equipment	(41,160,000)	(24,429,434)
Payments for investment property	-	-
Net transfer (to) from cash investments	1,170,000	-
Proceeds from sale of property plant and equipment	300,000	519,959
<b>Net cash inflow (outflow) from investing activities</b>	<b>(19,600,000)</b>	<b>(5,426,898)</b>
<b><u>Cash flows from financing activities:</u></b>		
Repayment of borrowings	(7,740,000)	(7,731,208)
Proceeds from borrowings	-	-
<b>Net cash inflow (outflow) from financing activities</b>	<b>(7,740,000)</b>	<b>(7,731,208)</b>
<b>Net increase (decrease) in cash and cash equivalents held</b>	<b>(13,770,000)</b>	<b>2,829,878</b>
Cash and cash equivalents at beginning of the financial year	47,740,000	47,845,646
<b>Cash and cash equivalents at end of the financial year</b>	<b>33,970,000</b>	<b>50,675,524</b>

# **LOCKYER VALLEY REGIONAL COUNCIL** **STATEMENT OF FINANCIAL POSITION** **As at 31 May, 2023**

	2022-2023 Annual Budget	2022-2023 YTD Actual
<b>Current Assets</b>		
Cash assets and cash equivalents	33,970,000	27,675,524
Cash investments	-	23,000,000
Trade and other receivables	5,510,000	7,312,337
Inventories	630,000	623,354
Contract Receivable	-	4,617,799
Non-current assets classified as held for sale	-	-
<b>Total Current Assets</b>	<b>40,100,000</b>	<b>63,229,013</b>
<b>Non Current Assets</b>		
Trade and other receivables	14,740,000	14,734,969
Equity investments	34,180,000	32,289,074
Investment properties	1,690,000	1,693,275
Property, plant and equipment	601,920,000	586,169,054
Intangible assets	740,000	83,472
<b>Total Non Current Assets</b>	<b>653,280,000</b>	<b>634,969,844</b>
<b>TOTAL ASSETS</b>	<b>693,380,000</b>	<b>698,198,857</b>
<b>Current Liabilities</b>		
Trade and other payables	8,739,000	5,881,235
Provisions	7,990,000	8,142,218
Borrowings	1,110,000	1,110,000
Contract Liability Grants	-	7,579,960
<b>Total Current Liabilities</b>	<b>17,850,000</b>	<b>22,713,413</b>
<b>Non Current Liabilities</b>		
Provisions	41,320,000	41,359,070
Borrowings	11,130,000	11,142,617
<b>Total Non Current Liabilities</b>	<b>52,460,000</b>	<b>52,501,687</b>
<b>TOTAL LIABILITIES</b>	<b>70,300,000</b>	<b>75,215,100</b>
<b>NET COMMUNITY ASSETS</b>	<b>623,080,000</b>	<b>622,983,758</b>
<b>Community Equity</b>		
Retained surplus (deficiency)	403,751,000	392,186,036
Asset revaluation surplus	212,460,000	211,955,962
Reserves	-	4,896,128
Current Surplus/(Deficit)	6,879,000	13,945,632
<b>TOTAL COMMUNITY EQUITY</b>	<b>623,080,000</b>	<b>622,983,758</b>

LOCKYER VALLEY REGIONAL COUNCIL  
For Period Ended May, 2023

## CAPITAL WORKS PROGRAM

## INFRASTRUCTURE

## Cost Centre: Parks &amp; Open Spaces

## Program: Parks and Open Spaces Projects

	Budget	Actual	Committed	Total (includes committed costs)	Remaining Budget	Total Amount of Funding	Council Contribution	Design Completion %	Construction Completion %	Comments
Fairways Park Car Park	300,000	-	-	-	300,000	-	300,000	0	0	The Feasibility Report done in 21/22 has now been coxied to the project (previously in the budget design holding project)
Fairways Park Retention Dam Design	25,000	28,756	11,050	39,806	(14,806)	-	25,000	100	50	
Fairways Parking and Traffic Controls	30,000	-	-	-	30,000	-	30,000	100	100	
Fairways Shade and Drainage Improvements	20,000	38,980	-	38,980	(18,980)	-	20,000	100	100	Cost for the drainage improvements went over budget. Unspent funds from Fairways Park traffic controls used to fund the overspend.
Lean Biggs Disability Parking	42,000	6,278	22,825	29,103	12,897	-	42,000	100	0	
Lions Park Laidley Seat Replacement	9,500	11,587	-	11,587	(2,087)	-	9,500	100	100	
LRR Bubbler Renewal	5,000	2,512	-	2,512	2,488	-	5,000	100	100	
McNulty Park Bubbler	5,000	3,235	-	3,235	1,765	-	5,000	100	100	
Murphys Creek Ground Playground Renewal	136,000	109,649	10,430	120,079	15,921	-	136,000	100	95	
<b>Parks and Open Spaces Projects Total</b>	<b>572,500</b>	<b>200,997</b>	<b>44,305</b>	<b>245,302</b>	<b>327,198</b>	<b>-</b>	<b>572,500</b>			

## Cost Centre: Capital Program Delivery

## Program: Asphalt Resheet Programme

## 21/22 Asphalt Renewal Gtrn CBD (LRCL182)

## 22/23 Asphalt Resheet

## Asphalt Resheet Programme Projects Total

## Program: Culvert Renewal Programme

## 21/22 Culvert Renewal Program (SEOCSP)

	164,757	155,338	-	155,338	9,419	153,206	11,551	100	100	
	500,000	461,083	-	461,083	38,917	-	500,000	Not applicable	100	
	664,757	616,422	-	616,422	48,335	153,206	511,551			
	241,137	64,102	-	64,102	177,035	238,677	2,460	100	100	The project was priced with market rates, but the project was delivered with internal crews (day labour). Crews completed the works in conjunction with capital projects throughout the year, minimising mobilisation and resource costs.

	Total (includes committed costs)					Total Amount of Funding	Council Contribution	Design Completion %	Construction Completion %	Comments
	Budget	Actual	Committed	committed costs	Remaining Budget					
<b>Culvert Renewal Programme Projects Total</b>	<b>241,137</b>	<b>64,102</b>	-	<b>64,102</b>	<b>177,035</b>	<b>238,677</b>	<b>2,460</b>			
<b>Program: Future Design Works Programme</b>										
23/24 Culvert Renewal Program	-	11,893	-	11,893	(11,893)	-	-	87	Not applicable	
23/24 Floodway Renewal Program	-	119,593	37,620	157,213	(157,213)	-	-	65	Not applicable	
Biggs Road, Withcott	-	18,302	-	18,302	(18,302)	-	-	17	Not applicable	
Cemetery Road/Victor Court Intersection	-	964	-	964	(964)	-	-	25	Not applicable	
Cochrane/Maitland/Riddell/Subbersfield	-	344	-	344	(344)	-	-	95	Not applicable	
Dayne Street, Withcott	-	2,679	13,594	16,273	(16,273)	-	-	6	Not applicable	
Douglas McInnes Drive	-	10,404	40,909	51,313	(51,313)	-	-	10	Not applicable	
Footpath Missing Links - Fairway Drive	-	786	-	786	(786)	-	-	21	Not applicable	
Footpath Missing Links - Jones Road	-	7,111	-	7,111	(7,111)	-	-	21	Not applicable	
Footpath Missing Links - William Street	-	364	-	364	(364)	-	-	21	Not applicable	
Future Design - 23/24 Footpath Renewal	-	761	-	761	(761)	-	-	15	Not applicable	
Future Project Design-Budget Only	440,000	-	-	-	440,000	-	440,000	Not applicable	Not applicable	Design Budget holding Project.
Gelke/Forest Avenue	-	5,403	6,553	11,956	(11,956)	-	-	5	Not applicable	
John Street South, Laidley	-	24,923	63,619	88,542	(88,542)	-	-	40	Not applicable	
Laidley CBD Accessibility Review	-	2,082	-	2,082	(2,082)	-	-	11	Not applicable	
Lawlers Road/Sandy Creek Intersection	-	1,058	-	1,058	(1,058)	-	-	31	Not applicable	
Main Camp Creek Road (BS8R)	-	507	-	507	(507)	-	-	5	Not applicable	
Mountain Rd/Range Crescent Intersection	-	3,419	-	3,419	(3,419)	-	-	30	Not applicable	
North Street, Garton	-	105	-	105	(105)	-	-	10	Not applicable	
Postmans Ridge Road Rehab (FDW)	-	8,883	-	8,883	(8,883)	-	-	16	Not applicable	
Tenthill Ropeley Rockside Steinhardt	-	838	-	838	(838)	-	-	10	Not applicable	
William St, Forest Hill (Future Design)	-	6,455	-	6,455	(6,455)	-	-	100	Not applicable	
Woodlands Road (Schroeders Road Bends)	-	47,261	17,523	64,784	(64,784)	-	-	32	Not applicable	
<b>Future Design Works Programme Projects Total</b>	<b>440,000</b>	<b>274,134</b>	<b>179,818</b>	<b>453,952</b>	<b>(13,952)</b>	<b>-</b>	<b>440,000</b>			
<b>Program: Footpath Renewal Programme</b>										
21/22 Footpath Renewal Program (SEQCSP)	339,976	156,641	128,421	285,062	54,914	339,976	-	100	98	Only minor landscaping works remaining.
Murphys Creek Road, Footpath (LRQ12)	7,850	-	-	-	7,850	7,850	-	100	100	
<b>Footpath Renewal Programme Projects Total</b>	<b>347,826</b>	<b>156,641</b>	<b>128,421</b>	<b>285,062</b>	<b>62,764</b>	<b>347,826</b>	<b>-</b>			
<b>Program: Floodway Renewal Programme</b>										
21/22 Floodway Renewal Program (SEQCSP)	937,500	669,378	684	670,062	267,438	383,000	554,500	100	100	The project was completed in conjunction with the Gelke / Lorkeet intersection upgrade, which provided efficiencies and cost savings with plant and resources.
<b>Floodway Renewal Programme Projects Total</b>	<b>937,500</b>	<b>669,378</b>	<b>684</b>	<b>670,062</b>	<b>267,438</b>	<b>383,000</b>	<b>554,500</b>			

	Budget	Actual	Committed	Total (includes committed costs)	Remaining Budget	Total Amount of Funding	Council Contribution	Design Completion %	Construction Completion %	Comments
<b>Program: Other Infrastructure Projects</b>										
Betterment Design Projects	150,000	-	-	-	150,000	-	150,000	0	Not applicable	
Bridge Improvements	100,000	-	-	-	100,000	-	100,000	Not applicable	0	
Bus Shelter Drayton St (BSSP + PTAP)	60,000	1,109	39,544	40,653	19,347	27,686	32,314	100	100	Carry over to 23/24 budget.
Digital Signage (LEI)	431,293	346,065	-	346,065	85,228	431,293	-	100	100	
Flagstone C/Lockyer Cr Rd (HVSPP)	313,250	298,581	-	298,581	14,669	225,000	88,250	100	100	
Flagstone Creek Rd/Carpentaria Rd (HVSPP)	105,000	103,694	-	103,694	1,306	-	105,000	20	Not Applicable	Contract now awarded.
Gatton Central Drainage Upgrade - Design	468,943	26,852	198,410	225,262	243,681	-	468,943	100	100	
Gatton Industrial Estate (HVSPP)	440,000	428,057	-	428,057	11,943	225,000	215,000	100	100	
Gehrke Road/Lonkeet Road (BS)	600,000	332,111	181,234	513,345	86,655	224,500	375,500	100	85	Lighting upgrades now complete. Primerseal works being conducted 5/6 with final AC works the following week. Line marking packaged with other capital projects and will be finalised between 14-21 June.
Grantham Scrub/Grantham Winwill (HVSPP)	1,300,000	256,359	456,689	713,048	586,952	167,220	1,132,780	100	90	All AC works now complete. Line marking packaged with other Capital Projects and will be finalised between 14-21 June. The project was priced with market rates, but the project was delivered with internal crews (day labour) saving money over the project duration. The crews were able to find construction efficiencies as they were able to successfully manage traffic and resources.
Lake Clarendon Way (LRIC13)	1,399,158	1,066,914	-	1,066,914	332,244	799,158	600,000	100	100	The project was priced off a typical pavement design, but the team was able to find an engineering solutions that will enhance the road structural performance and also come in below budget per lineal metre.
North East St Stormwater Renewal(SEQCSF)	208,000	144,430	124,057	268,487	(60,487)	208,000	-	100	90	The stormwater chamber pit rectification works was not initially included in the scope of works. A specialised contractor was required to rebuild the concrete pit.
North East Street Kerb & Channel (SEQCSF)	360,000	343,494	23,903	367,397	(7,397)	300,000	60,000	100	90	Emergen relocation scheduled for the 20 June. Project will then be complete.
North Street / East Street, Gatton (BS)	302,000	274,106	38,037	312,143	(10,143)	262,000	40,000	100	90	AC works now complete. Line marking packaged with other Capital Projects and will be finalised between 14-21 June.
Safe Schools Program - TIDS 21/22&22/23	118,134	152,529	-	152,529	(34,395)	29,067	89,067	100	100	
Safe Schools Program - TIDS 22/23	60,000	-	-	-	60,000	30,000	30,000			
Spencer & Maitland (Black Spot 22/23)	219,000	93,147	9,619	102,766	116,234	189,000	30,000	100	75	AC works scheduled for mid June with line marking to be completed before June 30.
Spencer Street/East Street, Gatton (BS)	74,205	58,873	-	58,873	15,332	74,205	-	100	100	



	Budget	Actual	Committed	Total (includes committed costs)	Remaining Budget	Total Amount of Funding	Council Contribution	Design Completion %	Construction Completion %	Comments
Springbrook Park Entry Upgrade (LRIC3)								100	100	The overspend on this project was due to the poor subgrade conditions encountered in the carpark extension. Significant volumes of unsuitable material was excavated and removed from site and new fill imported for the carpark extension. This additional works took considerable time and budget to achieve the required standard to build the extension.
<b>Other Infrastructure Projects Projects Total</b>	490,000	632,545	6,980	639,525	(149,525)	450,000	40,000			
	7,198,983	4,558,863	1,078,474	5,637,337	1,561,646	3,642,129	3,556,854			
<b>Program: Pavement Renewal Programme</b>										
Gehrke Road, Plainland - T105 21/22								100	100	
<b>Pavement Renewal Programme Projects Total</b>	505,861	466,149	178	466,327	39,534	505,861	-	100	100	
<b>Program: Pavement Widening Programme</b>										
Granham Scrub Road - T105 21/22&22/23								100	95	All AC works now complete. Line marking packaged with other Capital Projects and will be finalised between 14-21 June. Minor landscaping works remaining. The project was priced with market rates, but the project was delivered with internal crews (day labour) saving money over the project duration. The crews were able to find construction efficiencies as they were able to successfully manage traffic and resources.  Budget rolled over from 21/22 FY that we didn't require. Project was completed in 21/22.
<b>Woodlands Rd Pavement Rehab (LRIC2)</b>	2,059,983	1,688,982	340,455	2,029,438	670,545	974,429	1,725,554	100	100	
<b>Pavement Widening Programme Projects Total</b>	84,959	929	-	929	84,030	84,959	-	100	100	
	2,784,942	1,689,911	340,455	2,030,366	754,576	1,059,388	1,725,554			
<b>Program: Seal Renewal Programme</b>										
21/22 Bitumen Reseal Program (RTR)								100	100	
22/23 Bitumen Reseal (R28)								Not applicable	100	
<b>Seal Renewal Programme Projects Total</b>	1,700,000	1,512,610	-	1,512,610	187,390	927,079	772,921			
	1,700,000	1,570,722	-	1,570,722	129,278	927,079	772,921			
<b>Program: Seal Road Upgrade Programme</b>										
Twidales Rd Healdon Spa Upgrade (SEOCSP)								100	100	
<b>Seal Road Upgrade Programme Projects Total</b>	13,368	-	-	-	13,368	13,368	-	100		
	13,368	-	-	-	13,368	13,368	-			

Cost Centre: DRFA New Event - REPA						Total Amount of Funding	Council Contribution	Design Completion %	Construction Completion %	Comments
Program: REPA Programme	Budget	Actual	Committed	(includes committed costs)	Remaining Budget					
DRFA - Feb 2022 - LVRC.0020 Fred Thomas Bridge	-	3,781	210,210	213,991	(213,991)	-	-	100	2	
DRFA - Feb 2022 - LVRC.0023 Unsealed Zone 9	-	166,711	-	166,711	(166,711)	-	-	Not Applicable	100	
DRFA - Feb 2022 - LVRC.0024 Unsealed Zone 2	-	81,432	28,240	109,672	(109,672)	-	-	Not Applicable	95	
DRFA - Feb 2022 - LVRC.0026 Unsealed Zone 3	-	72,382	80,421	152,803	(152,803)	-	-	Not Applicable	26	
DRFA - Feb 2022 - LVRC.0027 Unsealed Zone 1	-	301,073	3,520	304,593	(304,593)	-	-	Not Applicable	100	
DRFA - Feb 2022 - LVRC.0030 Unsealed Zone 8 (part 2)	-	420,819	32,664	453,483	(453,483)	-	-	Not Applicable	100	
DRFA - Feb 2022 - LVRC.0031 Unsealed Zone 8 (part 1)	-	545,786	7,689	553,475	(553,475)	-	-	Not Applicable	100	
DRFA - Feb 2022 - LVRC.0032 Unsealed Zone 8 (part 3)	-	322,302	11,682	333,984	(333,984)	-	-	Not Applicable	100	
DRFA - Feb 2022 - LVRC.0033 Sealed Zones 1,2,3 Pt1	-	1,869	-	1,869	(1,869)	-	-	0	0	Grease payment
DRFA - Feb 2022 - LVRC.0034 Unsealed Zone 10	-	1,176	-	1,176	(1,176)	-	-	Not Applicable	14	
DRFA - Feb 2022 - LVRC.0037 Unsealed Zone 4 (part 1)	-	66,724	296,763	363,487	(363,487)	-	-	Not Applicable	17	
DRFA - Feb 2022 - LVRC.0038 Unsealed Zone 4 (part 2)	-	134,944	348,098	483,042	(483,042)	-	-	Not Applicable	25	
DRFA - Feb 2022 - LVRC.0040 Woolshed Ck Rd Floodway	-	344,714	-	344,714	(344,714)	-	-	100	100	
DRFA - Feb 2022 - LVRC.0045 Pipe Cleanouts	-	5,540	87,875	93,415	(93,415)	-	-	Not Applicable	100	
DRFA - Feb 2022 - LVRC.0047 Berlin Road Landslip	-	79,099	26,365	105,464	(105,464)	-	-	Not Applicable	100	
DRFA - Feb 2022 - LVRC.0049 Sealed Zone 9	-	1,869	-	1,869	(1,869)	-	-	0	0	Grease payment
DRFA - Feb 2022 - LVRC.0051 Main Camp Ck Rd Floodway	-	989	-	989	(989)	-	-	0	0	
DRFA - Feb 2022 - LVRC.0051 Sealed Zone 5	-	17,956	-	17,956	(17,956)	-	-	5	5	
DRFA - Feb 2022 - LVRC.0054 Adare Road Floodway	-	2,721	-	2,721	(2,721)	-	-	80	0	
DRFA - Feb 2022 - LVRC.0055 Guardrail Repairs	-	180,734	9,046	189,780	(189,780)	-	-	Not Applicable	89	
DRFA - Feb 2022 - LVRC.0056 Sealed Zone 4	-	1,869	-	1,869	(1,869)	-	-	1	0	
DRFA - Feb 2022 - LVRC.0057 Sealed Zone 3	-	1,869	-	1,869	(1,869)	-	-	1	0	
DRFA - Feb 2022 - LVRC.0058 Brightview Road	-	10,350	-	10,350	(10,350)	-	-	100	0	
DRFA - Feb 2022 - LVRC.0059 Sealed Zones 11-18	-	13,800	-	13,800	(13,800)	-	-	1	0	
DRFA - Feb 2022 - LVRC.0061 Sealed Zone 1 & extras	-	1,869	-	1,869	(1,869)	-	-	1	0	
DRFA - Feb 2022 - LVRC.0067 Unsealed Zone 6	-	18,603	311,602	330,205	(330,205)	-	-	Not Applicable	7	
DRFA - Feb 2022 - LVRC.0068 Unsealed Zone 5	-	64,469	57,090	121,559	(121,559)	-	-	Not Applicable	12	
DRFA - Feb 2022 - LVRC.0068 Unsealed Zone 10 (part 2)	-	147,640	20,298	167,938	(167,938)	-	-	Not Applicable	25	
DRFA - Feb 2022 - LVRC.0069 Sealed Zone 10	-	1,725	-	1,725	(1,725)	-	-	1	0	
DRFA - Feb 2022 - LVRC.0070 Rockmount Road CH 3220	-	99,165	44,661	143,825	(143,825)	-	-	80	0	Temporary traffic management.
DRFA - Feb 2022 - LVRC.0071 Unsealed Zone 8	-	556	-	556	(556)	-	-	5	0	
DRFA - Feb 2022 - LVRC.0072 Sealed Zone 8	-	733	-	733	(733)	-	-	1	0	
DRFA - Feb 2022 - LVRC.0073 Unsealed Zone 10 (part 3)	-	12,230	-	12,230	(12,230)	-	-	2	2	
DRFA - Feb 2022 - LVRC.0074 Sealed Zone 6	-	81,232	11,256	92,488	(92,488)	-	-	Not Applicable	7	
DRFA - Feb 2022 - LVRC.0075 Unsealed Zone 2	-	15,645	170	15,815	(15,815)	-	-	1	1	
DRFA - Feb 2022 - LVRC.0073 Sealed Zone 6	-	1,725	-	1,725	(1,725)	-	-	1	0	
DRFA - Feb 2022 - LVRC.0074 Sealed Zone 7	-	1,725	-	1,725	(1,725)	-	-	1	0	
DRFA - Feb 2022 - LVRC.0075 Unsealed Zone 7	-	43,184	-	43,184	(43,184)	-	-	Not Applicable	3	
DRFA - Feb 2022 - LVRC.0078 Roches Road CH 1250	-	84,491	32,042	116,491	(116,491)	-	-	80	0	Temporary traffic management.
DRFA - Feb 2022 - LVRC.0078 Final Submission	-	8,329	24,236	32,566	(32,566)	-	-	1	1	
DRFA - Feb 2022 - LVRC.0081 Steinkes Bridge	-	58,043	133,174	191,217	(191,217)	-	-	100	0	

	Budget	Actual	Committed	Total (includes committed costs)	Remaining Budget	Total Amount of Funding	Council Contribution	Design Completion %	Construction Completion %	Comments
DRFA - Feb 2022 - REPA Project Mgt	-	986,047	1,112,840	2,100,887	(2,100,887)	-	-	Not Applicable	Not Applicable	
DRFA - May 2022 - LVRC 0029 Liftin Bridge	-	50,998	5,246	56,244	(56,244)	-	-	100	0	
DRFA - May 2022 - LVRC 0046 East Egypt Road Landslip	-	121,166	24,790	145,956	(145,956)	-	-	100	0	
DRFA - May 2022 - LVRC 0060 Mountain View Drive Landslip	-	53,520	2,738	56,258	(56,258)	-	-	100	0	
REPA (Holding Project)	5,000,000	-	-	-	5,000,000	5,000,000	-	Not Applicable	Not Applicable	
<b>REPA Programme Projects Total</b>	<b>5,000,000</b>	<b>4,636,119</b>	<b>2,922,714</b>	<b>7,558,833</b>	<b>(2,558,833)</b>	<b>5,000,000</b>	<b>-</b>			
<b>Program: REPA Complimentary Works Programme</b>										
DRFA - Feb 2022 - Comp Works Sealed	-	28,430	9,600	38,030	(38,030)	-	-	Not applicable	5	
DRFA - Feb 2022 - Comp Works Unsealed	1,000,000	844,114	117,535	961,649	(961,649)	-	-	Not applicable	5	
REPA Complimentary Gravel Works Program	1,000,000	-	-	-	1,000,000	-	1,000,000	Not applicable	Not applicable	
<b>REPA Complimentary Works Programme Projects Total</b>	<b>1,000,000</b>	<b>872,544</b>	<b>127,135</b>	<b>999,679</b>	<b>321</b>	<b>-</b>	<b>1,000,000</b>			
<b>Cost Centre: Fleet</b>										
<b>Program: Fleet Projects</b>										
21/22 Earthmoving Equipment Replacement	1,170,000	1,133,534	-	1,133,534	36,466	358,000	812,000	Not applicable	Not Applicable	
21/22 Light Commercial Replacement	133,238	97,389	44,172	141,560	(8,322)	16,000	117,238	Not applicable	Not Applicable	
21/22 Mowers Replacement	205,555	214,455	-	214,455	(8,900)	-	205,555	Not applicable	Not Applicable	
21/22 Passenger Vehicles	55,075	24,629	-	24,629	30,446	58,000	(2,925)	Not applicable	Not Applicable	
21/22 Tractors Replacement	80,000	64,500	-	64,500	15,500	-	80,000	Not applicable	Not Applicable	
21/22 Trailers Replacement	270,000	-	178,844	178,844	91,156	-	270,000	Not applicable	Not Applicable	
21/22 Trucks Replacement	696,370	340,264	341,269	681,533	14,837	-	696,370	Not applicable	Not Applicable	
22/23 Earthmoving Equipment	949,700	-	926,400	926,400	23,300	-	949,700	Not applicable	Not Applicable	
22/23 Light Commercial	80,000	132,675	122,355	255,030	(175,030)	-	80,000	Not applicable	Not Applicable	
22/23 Light Trucks	705,000	-	774,659	774,659	(69,659)	-	567,000	Not applicable	Not Applicable	
22/23 Mowers	150,000	-	154,795	154,795	(4,795)	23,150	126,850	Not applicable	Not Applicable	
22/23 Passenger Vehicles	200,000	-	195,901	195,901	4,099	-	200,000	Not applicable	Not Applicable	
22/23 Trailers	80,000	47,476	-	47,476	32,524	48,500	31,500	Not applicable	Not Applicable	
22/23 Trucks	270,000	-	351,271	351,271	(81,271)	180,000	90,000	Not applicable	Not Applicable	
New Light Commercial	45,000	-	-	-	45,000	-	45,000	Not applicable	Not Applicable	
Clipspray Spray Equipment	25,000	-	-	-	25,000	-	25,000	Not applicable	Not Applicable	
<b>Fleet Projects Projects Total</b>	<b>5,114,938</b>	<b>2,054,922</b>	<b>3,089,665</b>	<b>5,144,586</b>	<b>(29,648)</b>	<b>821,650</b>	<b>4,293,288</b>			
<b>Cost Centre: Cemetery</b>										
<b>Program: Cemetery Projects</b>										
Gatton Cemetery Seam Strip Installation	35,000	25,648	-	25,648	9,352	-	35,000	100	100	
Gatton Cemetery Sealing	6,000	3,804	-	3,804	2,196	-	6,000	100	100	
Laidley Cemetery Seam Strip Install (LRCL)	70,000	62,166	-	62,166	7,834	50,000	20,000	100	100	
Laidley Cemetery Seam Strip Renewal	35,000	2,343	26,180	28,523	6,477	-	35,000	100	100	
<b>Cemetery Projects Total</b>	<b>146,000</b>	<b>93,961</b>	<b>26,180</b>	<b>120,141</b>	<b>25,859</b>	<b>50,000</b>	<b>96,000</b>			

	Budget	Actual	Committed	Total (includes committed costs)	Remaining Budget	Total Amount of Funding	Council Contribution	Design Completion %	Construction Completion %	Comments
<b>Cost Centre: Camping Grounds</b>										
<i>Program: Camping Grounds Projects</i>										
Disabled Toilet Lake Dyer	25,000	3,979	-	3,979	21,021	-	25,000	100	100	
Picnic Setting Renewal	27,000	11,769	-	11,769	15,231	-	27,000	100	100	
<b>Camping Grounds Projects Total</b>	<b>52,000</b>	<b>15,748</b>	<b>-</b>	<b>15,748</b>	<b>36,252</b>	<b>-</b>	<b>52,000</b>			
<b>Cost Centre: Facilities</b>										
<i>Program: Facilities Projects</i>										
Alex Gaddes Hall Upgrade (BS38)	605,000	41,308	-	41,308	563,692	605,000	-	100	0	
Bore Infrastructure Improvements (SECCSP)	32,007	13,470	-	13,470	18,537	32,007	-	100	100	
Cahill Park Machinery Shed (SECCSP)	21,567	13,602	-	13,602	7,965	21,567	-	100	100	
Catering Equipment Colonial Cafe	25,000	32,298	-	32,298	(7,298)	-	25,000	100	100	Additional electrical equipment in the Cafe has failed and replacements purchased in accordance with the lease agreement.
Community Facilities Design Packages	70,000	-	-	-	70,000	-	70,000	Not applicable	Not applicable	
Depot Containers	10,000	6,500	-	6,500	3,500	-	10,000	100	100	
Electrical Infrastructure Program	98,527	65,747	-	65,747	32,780	-	98,527	100	100	
Electrical Upgrades	159,300	21,728	78,656	100,384	58,916	-	159,300	100	75	
Gatton Admin Building Works (LRIC)	510,000	368,445	16,988	385,433	124,567	510,000	-	100	95	
Gatton Depot Action Plan	17,772	26,200	-	26,200	(8,428)	-	17,772	100	100	Survey cost have gone over expected budget.
Gatton Depot Fuel Tank	58,415	50,310	-	50,310	8,105	-	58,415	100	100	
Grantham Butter Factory Upgrade (LER)	32,555	20,088	-	20,088	12,467	-	32,555	100	100	
GSH External Cladding and Gutters	370,000	36,752	26,908	63,660	306,340	-	370,000	100	20	
Hydraulic Renewal Program	72,068	20,577	-	20,577	51,491	-	72,068	100	100	
Laidley GGA Carpark	60,000	41,536	2,000	43,536	16,464	-	60,000	100	100	
Laidley Rec Grounds Program	75,000	53,336	-	53,336	21,664	-	75,000	100	100	
Laidley Showgrounds Bore Pump	56,413	-	-	-	56,413	-	-	100	100	
Laidley Showgrounds Bore Pump	12,500	14,025	-	14,025	(1,525)	-	12,500	100	100	
LV5AC Pool Side Gates	35,000	30,300	-	30,300	4,700	-	35,000	100	100	
LV5AC Revitalisation (SECCSP)	165,179	163,495	-	163,495	1,684	165,179	-	100	100	
Solar to Gatton Depot Workshop	22,392	83,914	-	83,914	(61,522)	-	22,392	100	100	Additional expenditure above budget has been offset by solar technology credits income.
<b>Facilities Projects Total</b>	<b>2,508,695</b>	<b>1,103,630</b>	<b>124,552</b>	<b>1,228,182</b>	<b>1,280,513</b>	<b>1,390,166</b>	<b>1,118,529</b>			
<b>Total for Group</b>	<b>\$ 20,228,507</b>	<b>\$ 10,044,243</b>	<b>\$ 8,062,580</b>	<b>\$ 27,106,824</b>	<b>\$ 2,121,683</b>	<b>\$ 14,532,350</b>	<b>\$ 14,696,157</b>			

## PEOPLE AND BUSINESS PERFORMANCE

	Budget	Actual	Committed	Total (includes committed costs)	Remaining Budget	Total Amount of Funding	Council Contribution	Design Completion %	Construction Completion %	Comments
<b>Cost Centre: Governance and Property</b>										
<i>Program: Legal Services Projects</i>										
Realignment, Subdivided, Sale Tryhom St	253,253	7,771	14,239	22,010	231,243	-	253,253	25	0	
Subdivision Garton Saleyards	50,000	891	57,045	57,936	(7,936)	-	50,000	5	0	
<b>Legal Services Projects Total</b>	<b>303,253</b>	<b>8,662</b>	<b>71,284</b>	<b>79,946</b>	<b>223,307</b>	<b>-</b>	<b>303,253</b>			
<b>Cost Centre: Information Communication Technology</b>										
<i>Program: Information Communication Technology Projects</i>										
22/23 LVCC Audio Visual Renewals	71,000	-	-	-	71,000	-	71,000	20	0	Carry over to next year and combine with next year's budget to obtain greater buying power.
Library People Counter Renewals	8,000	-	-	-	8,000	-	8,000	10	0	Carry over to next year and combine with next year's budget to obtain greater buying power.
Network Perimeter Security (Firewalls)	55,000	57,454	-	57,454	(2,454)	-	55,000	100	95	New Firewalls commissioned in Laidley.
UPS Renewal	50,000	-	32,217	32,217	17,783	-	50,000	100	80	4 x New UPS installed. Waiting on 2 to be delivered.
<b>Information Communication Technology Projects Total</b>	<b>184,000</b>	<b>57,454</b>	<b>32,217</b>	<b>89,671</b>	<b>94,329</b>	<b>-</b>	<b>184,000</b>			
<b>Cost Centre: Waste Disposal</b>										
<i>Program: Waste Disposal Projects</i>										
Laidley Leachate Tank Replacement	125,000	-	-	-	125,000	-	125,000	0	0	
<b>Waste Disposal Projects Total</b>	<b>125,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>125,000</b>	<b>-</b>	<b>125,000</b>			
<b>Cost Centre: Transfer Stations</b>										
<i>Program: Transfer Station Projects</i>										
Garton Landfill Cell 5 (SEOCSP)	3,796,065	81,994	2,845,001	2,926,995	869,070	1,626,000	2,170,065	100	0	
Laidley Landfill Capping Design	12,070	8,800	-	8,800	3,270	-	12,070	0	0	
Materials Recov Fac Asphalt Replacement	70,000	37,010	-	37,010	32,990	-	70,000	0	0	
Materials Recovery Facility Fire Systems	80,000	7,186	13,110	20,296	59,704	-	80,000	100	100	
Old Garton Landfill Capping	8,550	25,386	-	25,386	(16,836)	-	8,550	0	0	Overspend is a result of incorrect costing that has been rectified in June.
<b>Transfer Station Projects Total</b>	<b>3,966,685</b>	<b>160,375</b>	<b>2,858,111</b>	<b>3,018,486</b>	<b>948,199</b>	<b>1,626,000</b>	<b>2,340,685</b>			
<b>Cost Centre: Public Order &amp; Safety</b>										
<i>Program: Public Order and Safety Projects</i>										
22/23 LVRC CCTV	44,000	-	-	-	44,000	-	44,000	20	0	Carry over to next year and combine with next year's budget to obtain greater buying power.
LVRC CCTV	5,000	4,781	-	4,781	219	-	5,000	Not applicable	100	
<b>Public Order and Safety Projects Total</b>	<b>49,000</b>	<b>4,781</b>	<b>-</b>	<b>4,781</b>	<b>44,219</b>	<b>-</b>	<b>49,000</b>			
<b>Total for Group</b>	<b>\$ 4,627,938</b>	<b>\$ 231,272</b>	<b>\$ 2,961,612</b>	<b>\$ 3,192,884</b>	<b>\$ 1,435,054</b>	<b>\$ 1,626,000</b>	<b>\$ 3,001,938</b>			

COMMUNITY AND REGIONAL PROSPERITY

	Budget	Actual	Committed	Total (includes committed costs)	Remaining Budget	Total Amount of Funding	Council Contribution	Design Completion %	Construction Completion %	Comments
Cost Centre: Regional Development										
Program: Regional Developments Projects										
Strategic Land Acquisition	1,250,000	86,698	-	86,698	1,163,302	-	1,250,000	Not applicable	0	
Regional Developments Projects Total	1,250,000	86,698	-	86,698	1,163,302	-	1,250,000			
Cost Centre: Tourism Initiatives										
Program: Tourism Projects										
FH Rec Grounds Parking & Viewing Silos	100,000	-	-	-	100,000	-	100,000	0	0	
Tourism Projects Projects Total	100,000	-	-	-	100,000	-	100,000			
Cost Centre: Pest Management										
Program: Pest Management Projects										
Loan Spray Equipment	20,000	-	19,315	19,315	685	-	20,000	Not applicable	10	
Pest Management Projects Projects Total	20,000	-	19,315	19,315	685	-	20,000			
Cost Centre: Gattion Child Care Centre										
Program: Gattion Child Care Projects										
Gattion Childcare Centre Refurbishment	13,155	11,956	-	11,956	1,199	-	13,155	100	100	
Gattion Child Care Projects Projects Total	13,155	11,956	-	11,956	1,199	-	13,155			
Cost Centre: Art Galleries & RADF										
Program: Art Gallery & RADF Projects										
Art Gallery Lighting Upgrade (LRG13)	95,000	75,911	-	75,911	19,089	95,000	-	100	0	
Art Gallery & RADF Projects Projects Total	95,000	75,911	-	75,911	19,089	95,000	-			
Cost Centre: Voluntary Home Buy Back										
Program: Voluntary Home Buy-Back										
Voluntary Home Buy Back Scheme	5,000,000	4,791,504	-	4,791,504	208,496	5,000,000	-	Not applicable	5	
Voluntary Home Buy-Back Projects Total	5,000,000	4,791,504	-	4,791,504	208,496	5,000,000	-			
Total for Group	\$ 6,478,155	\$ 4,966,069	\$ 19,315	\$ 4,985,384	\$ 1,492,771	\$ 5,095,000	\$ 1,383,155			

				Total (includes committed costs)	Remaining Budget	Total Amount of Funding	Council Contribution	Design Completion %	Construction Completion %	Comments
EXECUTIVE OFFICE				Budget	Actual	Committed				
<b>Cost Centre: Disaster Management</b>										
<i>Program: Disaster Management Projects</i>										
DM Donga Pathway	30,000	700	20,864	21,564	8,436	-	30,000	100	10	
DM Evacuation Centre Trailer	16,000	7,753	-	7,753	8,247	16,000	-	100	100	
Flood Intelligence Infrastructure	135,000	21,058	84,232	105,290	29,710	-	135,000	10	0	
Flood Warning System Upgrade	23,500	-	-	-	23,500	-	23,500	10	0	
QRRF Flood Cameras & Electronic Signage	600,000	20,009	343,633	363,642	236,358	540,000	60,000	100	0	
Upgrade Flood Cameras Equipment (SECSP)	25,832	20,870	24,560	45,430	(19,598)	25,832	-	100	100	
<i>Disaster Management Projects Total</i>	830,332	70,390	473,289	543,679	286,653	581,832	248,500	100	100	Contract awarded.
<b>Total for Group</b>	<b>\$ 830,332</b>	<b>\$ 70,390</b>	<b>\$ 473,289</b>	<b>\$ 543,679</b>	<b>\$ 286,653</b>	<b>\$ 581,832</b>	<b>\$ 248,500</b>			
<b>Total for Council</b>	<b>\$ 41,164,932</b>	<b>\$ 24,311,975</b>	<b>\$ 11,516,796</b>	<b>\$ 35,828,771</b>	<b>\$ 5,386,161</b>	<b>\$ 21,835,182</b>	<b>\$ 19,329,750</b>			

LOCKYER VALLEY REGIONAL COUNCIL  
For Period Ended May, 2023

## CAPITAL WORKS PROGRAM SUMMARY

	Budget	Actual	Committed	Total (includes committed costs)	Remaining Budget
<b>INFRASTRUCTURE</b>					
Camping Grounds	52,000	15,748	-	15,748	36,252
Capital Program Delivery	14,834,374	10,066,322	1,728,029	11,794,351	3,040,023
Cemetery	146,000	93,961	26,180	120,141	25,859
DRFA New Event - REPA	6,000,000	5,508,663	3,049,849	8,558,512	(2,558,512)
Facilities	2,508,695	1,103,630	124,552	1,228,182	1,280,513
Fleet	5,114,938	2,054,922	3,089,665	5,144,587	(29,649)
Parks & Open Spaces	572,500	200,997	44,305	245,302	327,198
Total for Group	\$ 29,228,507	\$ 19,044,243	\$ 8,062,580	\$ 27,106,824	\$ 2,121,683

## PEOPLE AND BUSINESS PERFORMANCE

Governance and Property	303,253	8,662	71,284	79,946	223,307
Information Communication Technology	184,000	57,454	32,217	89,671	94,329
Public Order & Safety	49,000	4,781	-	4,781	44,219
Transfer Stations	3,966,685	160,375	2,858,111	3,018,486	948,199
Waste Disposal	125,000	-	-	-	125,000
Total for Group	\$ 4,627,938	\$ 231,272	\$ 2,961,612	\$ 3,192,884	\$ 1,435,054

## COMMUNITY AND REGIONAL PROSPERITY

Art Galleries & RADF	95,000	75,911	-	75,911	19,089
Gatton Child Care Centre	13,155	11,956	-	11,956	1,199
Pest Management	20,000	-	19,315	19,315	685
Regional Development	1,250,000	86,698	-	86,698	1,163,302
Tourism Initiatives	100,000	-	-	-	100,000
Voluntary Home Buy Back	5,000,000	4,791,504	-	4,791,504	208,496
Total for Group	\$ 6,478,155	\$ 4,966,069	\$ 19,315	\$ 4,985,384	\$ 1,492,771

## EXECUTIVE OFFICE

Disaster Management	830,332	70,390	473,289	543,679	286,653
Total for Group	\$ 830,332	\$ 70,390	\$ 473,289	\$ 543,679	\$ 286,653
Total for Council	\$ 41,164,932	\$ 24,311,975	\$ 11,516,796	\$ 35,828,771	\$ 5,336,161



**10.2 Consultation - Annual Valuation Effective 30 June 2024**

**Author:** Dee Stewart, Coordinator Accounting Services; Scott Norman, Contract Accountant; Kirsty Johnson, Coordinator Revenue Services

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

**Purpose:**

The purpose of this report is to seek Council's direction whether to request the Queensland Valuer-General undertake a valuation of land within the region effective from 30 June 2024.

**Officer's Recommendation:**

**THAT Council request the Queensland Valuer-General undertake a valuation of land within the Lockyer Valley Region to take effect on 30 June 2024.**

**Executive Summary**

The Valuer-General wrote to the Chief Executive Officer seeking a response by 13 July 2023 as to whether a valuation of land within the region should be undertaken to be effective from 30 June 2024. The last valuation conducted was effective from 30 June 2023.

It is recommended that the Valuer-General be requested to undertake a valuation effective for the 2024-2025 year to ensure that changes in the economy, changes in the market and the impact of land sales are reflected in property values. This will avoid shock increases and decreases and provide certainty to ratepayers that valuations are current and consistent.

**Proposal**

The Department of Resources is responsible for the valuation of rateable land and provides the values to Council as the basis for the general rates levied each year. As values change over time, the Valuer-General is required to review the valuations on an annual basis and as part of this process Council's opinion is sought as to whether a revaluation should be undertaken.

The last valuation conducted was effective from 30 June 2023. Recent movements in valuations are provided in the following table:

Date	Movement
30 June 2023	+30.1%
30 June 2022	+20.3%
30 June 2019	+15.1%
30 June 2016	+ 4.2%

Significant time delays between valuations can impact the change in property valuations which in turn can lead to substantial changes in rates levied on individual properties. Large and unpredictable changes in rates levied are obviously undesirable and regular valuations help decrease the probability of this happening.

Recent high sales activity and price increases prompted revaluations effective 30 June 2022 and 2023. However, sales activity has slowed in the 2022-23 financial year when compared to the two prior years. This can be seen in the number of rates search requests received by Council; this isn't a precise measure of sales activity however there is typically a very strong correlation.

Requests for Rates Searches					
Month	2019	2020	2021	2022	2023 YTD
January	53	60	108	129	69
February	60	64	119	138	84
March	71	72	158	167	113
April	62	62	100	125	84
May	54	57	120	129	97
June	57	74	141	119	
July	78	129	137	95	
August	58	131	128	98	
September	91	116	144	113	
October	69	128	158	91	
November	79	121	129	84	
December	57	116	205	69	
Total	789	1130	1647	1357	495

It is difficult to say how the reduced activity during the current financial year (July 22 to May 23) has impacted prices across all types of properties. Given the fluidity in the market; the fact that the last valuation increases were very significant and the decrease in the current financial year's activity comes from a very high base, it would seem prudent to request a valuation effective 30 June 2024. It should also be noted that Council applied three year averaging in 2022/2023 and it is proposed for 2023/2024. If it is applied again in 2024/2025 values will continue to change regardless of whether a revaluation is undertaken.

It is therefore recommended that Council request the Valuer-General undertake a valuation effective for the 2024-2025 financial year. Following the consideration of Council's response and the other factors detailed in law, the Valuer-General will notify Council whether a revaluation will be conducted or not.

#### Options

Council may choose to request that no revaluation is undertaken.

#### Previous Council Resolutions

Ordinary Council Meeting 20 October 2021

*Resolution Number: 20-24/0431*

*THAT Council endorse the action taken by the Chief Financial Officer in responding to the Valuer-General requesting that a valuation within the region is completed, to take effect on 30 June 2022.*

#### Critical Dates

The Valuer-General requested a response by Friday 13 July 2023.

If the valuation is undertaken, the new values will be supplied by March 2024 and included within the rates modelling for the 2024-2025 budget.

**Strategic Implications**Corporate Plan

## 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.

Finance and Resource

The budgeted cost of valuations in 2023-24 is \$150,000. Council must pay the amount whether a valuation is conducted or not.

If the valuation is undertaken, the new values will be included within the rates modelling for the 2024/2025 budget.

Legislation and Policy

Section 72 of the *Local Government Regulation 2012* requires Council to use the value of the land under the *Land Valuation Act 2010* when calculating its rates for a financial year.

The *Land Valuation Act 2010* requires the Valuer-General to undertake an annual statutory valuation of all rateable land in Queensland except in unusual circumstances or after consideration of:

- a market survey report of the Local Government Area which review sales of land since the last valuation and the probable impact of the sales on the value of land since the last valuation; and
- the results of consultation with the local government for the area, and appropriate local and industry groups.

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*- Consultation undertaken amongst the Authors of this report.

**Attachments**

There are no attachments for this report.

**10.3 Amendment to Register of Fees and Charges 2023-24**

**Author:** Kirsty Johnson, Coordinator Revenue Services; Dee Stewart, Coordinator Accounting Services; Scott Norman, Contract Accountant; John Keen, Group Manager Infrastructure

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

**Purpose:**

The purpose of this report is to seek Council's endorsement of changes required to the 2023-24 Register of Fees and Charges adopted at the May 2023 Council meeting.

**Officer's Recommendation:**

**THAT Council include within its Register of Cost Recovery and Commercial Fees and Charges 2023-2024 the following amended fees with an effective date of 1 July 2023:**

**1.4.1 – Right to Information**

Amendments to the below fees are required with an effective date 1 July 2023.

Description	2023/24 Amount	GST Applies
Right to Information Application Fee	\$55.75	No
Processing Charges (per fifteen minutes or part thereof)	\$8.65	No

**2.5 Saleyards – Laidley****2.5.1 – Yard Fees**

Per Head	2023/2024 Amended Fee Proposal
Cattle	\$7.00
Calves	No change
Pigs	Discontinue
Sheep	Discontinue
Goats	Discontinue
Horses	\$10.00
Infrastructure Replacement Levy	No change

**2.5.2 – Other Fees**

Saleyards	Suggested revised Amount 2023/24 Fee Inc GST
New agents' application fee (One off payment)	No change
Annual Saleyard Permit (Renewal)	No change
Agents Fee (per sale)	\$750.00
Registered stud sale access fee	No change
Dipping fees (per head, per dip)	\$3.00
Dipping fees (minimum charge)	\$220.00

Holding fees (per head, per day or part thereof)	\$0.80
Opening and closing of saleyards (Weekend or public holidays)	No change
Disposal of deceased animal (per head)	No change
Sale of animal waste (per trailer or ute load)	Discontinue

## 2.6 Waste Disposal

### 2.6.1 – All regional Landfill and Transfer stations

Clean Fill/Soil Uncontaminated

\$20.00 per tonne.

Council include within its Register of Cost Recovery and Commercial Fees and Charges 2023-2024 the following amended fees (amendments shown in bold), with an effective date of 1 July 2023:

Fee Name	2023/24 Amount	GST Applies
1.3.9 Food Act 2006		
If an application is received <b>between 1 April to 30 September (inclusive)</b> <del>after 31 December</del> , 50% of the annual fee only will be payable		
Low Risk Premises – <b>Home based business</b> , Bed & Breakfasts and Home stays (for guests only) and Motels (serving breakfast only)		
Temporary Food Business		
<b>Application for, or annual renewal of, a licence for a market stall food business</b>	<b>\$250.00</b>	N
1.9 – Plumbing and Drainage		
1.9.1 – Applications for New Plumbing and Drainage Works		
Application for 151 to 200 fixtures	<b>\$19,500.00</b> <del>\$19,875.00</del> plus \$115.00 per fixture in excess of 150	N
Application for 201 to 250 fixtures	<b>\$25,250.00</b> <del>\$25,705.00</del> plus \$95.00 per fixture in excess of 200	N
Application for 251 to 300 fixtures	<b>\$30,000.00</b> <del>\$30,475.00</del> plus \$70.00 per fixtures in excess of 250	N
Application for 301 or more fixtures	<b>\$33,500.00</b> <del>\$33,920.00</del> plus \$55.00 per fixture in excess of 300	N
1.9.2 – Applications for On-Site Sewerage Facilities		
<b>An onsite sewerage facility for less than 21EP (or less than 4200L/day) For a dwelling house (includes two inspections)</b>	\$585.00	N
<b>For a Commercial OSSF (over 20EP) land application area only (includes two inspections)</b>	<b>\$583.00</b>	
1.9.3 – Applications to Amend a Permit (including extending the term of a permit)		
Amended plan assessment – minor amendment only (i.e. a site inspection or request for information is not required)	\$132.50 plus <b>\$130</b> <del>\$125</del> for each additional fixture	N
Amended plan assessment – other than a minor amendment	\$265.00 plus <b>\$130</b> <del>\$125</del> for each additional fixture	N
1.9.7 – Annual Registration of Backflow Prevention Devices		

Commercial property with more than 20 devices	<del>\$479.00</del> <del>\$480.00</del> plus \$16.00 per device in excess of 20	N
<b>1.9.8 – Miscellaneous Plumbing and Drainage Fees</b>		
Request for compliance certificate for plumbing and drainage works for which the compliance permit <b>was issued prior to 1 July 2019, or has</b> lapsed within the past 12 months (includes one inspection)	\$450.00	N
<b>1.10.1 – Concurrence Agency Fees (including when Council is the Assessment Manager for a Development Approval for Building works)</b>		
Assessment of application for building works to determine security (bond) for <del>removal, demolition or removal of a building from a site</del> <b>rebuilding a building</b>	\$245.00	N
<b>Assessment of application for building works to determine security (bond) to relocate and/or rebuild a building onto a site in the region</b>	<b>\$850.00</b>	N
Security (bond) for removal, demolition or rebuilding of a building	Determined based on the value of the work <del>(minimum \$800.00)</del>	N
<b>2.12.2 – Miscellaneous Building Application Fees</b>		
Certificate of <del>occupancy classification</del> (including under section 110 of Building Act)	\$530.00 (minimum – includes first 2 hours and a site inspection) \$170 per hour after the first 2 hours	Y
<b>2.16.1 – Herbicide Spray Subsidy</b>		
Herbicide purchased for the treatment of any of the following plants within the Lockyer Valley Region: African Boxthorn, Annual Ragweed, Balloon Vine, Cats Claw Creeper, Climbing Asparagus Fern, Fireweed, Giant Rat's Tail Grass, Groundsel, Harissia Cactus, <del>Honey Locust, Lantana,</del> Madeira Vine, Mother of Millions, Parthenium, Salvinia, Water Hyacinth, Water Lettuce.	50% of the price charges by supplier (excluding GST)	N

## Executive Summary

The report seeks to change and discontinue some the Laidley Saleyard Fees outlined in the 2023-2024 Register of Fees and Charges and detailed further within this report.

## Proposal

The fees and charges for 2023-24 were originally adopted on 17 May 2023 to take effect from 1 July 2023 however the below amendments are requested.

### 1.4.1 – Right to Information

Amendments to the below fees are required with an effective date 1 July 2022.

Description	2021-22 Amount	2022-23 Amount	GST Applies
Right to Information Application Fee	\$53.90	\$55.75	No
Processing Charges (per fifteen minutes or part thereof)	\$8.35	\$8.65	No

**2.5 Saleyards – Laidley****2.5.1 – Yard Fees**

Per Head	2022/23 Fee Inc GST	2023/24 Fee Inc GST	Amended Fee Proposal
Cattle	\$5.00	\$10.00	\$7.00
Calves	\$4.00	\$4.00	No change
Pigs	\$4.00	\$4.00	Discontinue
Sheep	\$3.50	\$3.50	Discontinue
Goats	\$2.50	\$2.50	Discontinue
Horses	\$5.00	\$5.00	\$10.00
Infrastructure Replacement Levy	\$0.03	\$0.30	No change

**2.5.2 – Other Fees**

Saleyards	2022/23 Fee Inc GST	2023/24 Fee Inc GST	Suggested revised Amount
New agents' application fee (One off payment)	\$2,813.60	\$2,982.00	No change
Annual Saleyard Permit (Renewal)	\$1085.00	\$1,150.00	No change
Agents Fee (per sale)	\$517.05	\$1,500.00	\$750.00
Registered stud sale access fee	\$655.55	\$695.00	No change
Dipping fees (per head, per dip)	\$3.00	\$5.00	\$3.00
Dipping fees (minimum charge)	\$174.25	\$185.00	\$220.00
Holding fees (per head, per day or part thereof)	\$0.80	\$1.00	\$0.80
Opening and closing of saleyards (Weekend or public holidays)	\$309.15	\$328.00	No change
Disposal of deceased animal (per head)	\$125.00	\$132.00	No change
Sale of animal waste (per trailer or ute load)	\$10.00	\$11.00	Discontinue

The changes are listed below:

- The current infrastructure at the Laidley Saleyards does not accommodate the sale of sheep, pigs and goats.
- Council no longer offers the sale of animal waste to the public therefore the proposal includes the discontinuation of these fees.
- All fees have been reviewed against other nearby saleyards fees and adjusted accordingly and reviewed by the Saleyards User Group in May and found to be appropriate.

**2.6 Waste Disposal****2.6.1 – All regional Landfill and Transfer stations**

Clean Fill/Soil Uncontaminated

Minimum Charge \$20.00 to be updated to \$20.00 per tonne.

**Plumbing and building applications, pest management and food licences.**

These amendments have been proposed to improve clarity, ensure consistency in rounding of fees, account for licences under the *Food Act 2006* being issued for 12 months from 1 October, and ensure the use of correct terminology. The amendments are shown in **bold** below.

Fee Name	2023/24 Amount	GST Applies
1.3.9 Food Act 2006		
If an application is received <b>between 1 April to 30 September (inclusive) after</b> <del>31 December</del> , 50% of the annual fee only will be payable		
Low Risk Premises – <b>Home based business</b> , Bed & Breakfasts and Home stays (for guests only) and Motels (serving breakfast only)		
Temporary Food Business		
<b>Application for, or annual renewal of, a licence for a market stall food business</b>	<b>\$250.00</b>	N
1.9 – Plumbing and Drainage		
1.9.1 – Applications for New Plumbing and Drainage Works		
Application for 151 to 200 fixtures	<del>\$19,500.00</del> <b>\$19,875.00</b> plus \$115.00 per fixture in excess of 150	N
Application for 201 to 250 fixtures	<del>\$25,250.00</del> <b>\$25,705.00</b> plus \$95.00 per fixture in excess of 200	N
Application for 251 to 300 fixtures	<del>\$30,000.00</del> <b>\$30,475.00</b> plus \$70.00 per fixtures in excess of 250	N
Application for 301 or more fixtures	<del>\$33,500.00</del> <b>\$33,920.00</b> plus \$55.00 per fixture in excess of 300	N
1.9.2 – Applications for On-Site Sewerage Facilities		
<b>An onsite sewerage facility for less than 21EP (or less than 4200L/day) For a dwelling house (includes two inspections)</b>	\$585.00	N
<del>For a Commercial OSSF (over 20EP) land application area only (includes two inspections)</del>	<del>\$583.00</del>	
1.9.3 – Applications to Amend a Permit (including extending the term of a permit)		
Amended plan assessment – minor amendment only (i.e. a site inspection or request for information is not required)	\$132.50 plus <del>\$130</del> <b>\$125</b> for each additional fixture	N
Amended plan assessment – other than a minor amendment	\$265.00 plus <del>\$130</del> <b>\$125</b> for each additional fixture	N
1.9.7 – Annual Registration of Backflow Prevention Devices		
Commercial property with more than 20 devices	<del>\$479.00</del> <b>\$480.00</b> plus \$16.00 per device in excess of 20	N
1.9.8 – Miscellaneous Plumbing and Drainage Fees		
Request for compliance certificate for plumbing and drainage works for which the compliance permit <b>was issued prior to 1 July 2019, or has</b> lapsed within the past 12 months (includes one inspection)	\$450.00	N
1.10.1 – Concurrence Agency Fees (including when Council is the Assessment Manager for a Development Approval for Building works)		
Assessment of application for building works to determine security (bond) for <del>removal</del> , demolition <b>or removal of a building from a site rebuilding a building</b>	\$245.00	N



Assessment of application for building works to determine security (bond) to relocate and/or rebuild a building onto a site in the region	\$850.00	N
Security (bond) for removal, demolition or rebuilding of a building	Determined based on the value of the work (minimum \$800.00)	N
2.12.2 – Miscellaneous Building Application Fees		
Certificate of <del>occupancy classification</del> (including under section 110 of Building Act)	\$530.00 (minimum – includes first 2 hours and a site inspection) \$170 per hour after the first 2 hours	Y
2.16.1 – Herbicide Spray Subsidy		
Herbicide purchased for the treatment of any of the following plants within the Lockyer Valley Region: African Boxthorn, Annual Ragweed, Balloon Vine, Cats Claw Creeper, Climbing Asparagus Fern, Fireweed, Giant Rat's Tail Grass, Groundsel, Harissia Cactus, <del>Honey Locust, Lantana</del> , Madeira Vine, Mother of Millions, Parthenium, Salvinia, Water Hyacinth, Water Lettuce.	50% of the price charges by supplier (excluding GST)	N

#### Options

1. Council adopt the amendments to the Register of Cost Recovery and Commercial Fees and Charges for 2023-2024, as per the officer's recommendation.
2. Council adopt the amendments to the Register of Cost Recovery and Commercial Fees and Charges for 2023-2024, with adjustments as proposed by Councillors at the Ordinary Council Meeting.
3. Council do not adopt the amendments to the Register of Cost Recovery and Commercial Fees and Charges for 2023-2024.

#### Previous Council Resolutions

Ordinary Council Meeting 17 May 2023.

Resolution Number: 20-24/0810

THAT Council adopt the Lockyer Valley Regional Council 2023/2024 Register of Fees and Charges, Attachment 1 to these minutes, with an effective date of 1 July 2023.

#### Critical Dates

There are no critical dates associated with this report.

#### **Strategic Implications**

##### Corporate Plan

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.

##### Finance and Resource

The amendments to Council's 2023-24 Fees and Charges will ensure that the correct fee is charged for each service either on a cost recovery or commercial basis.

### Legislation and Policy

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

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

### Risk Management

Key Corporate Risk Code and Category: *FE2*

Key Corporate Risk Descriptor: *Financial and Economic  
Decision making governance, due diligence, accountability and sustainability.*

### Consultation

#### *Portfolio Councillor Consultation*

All Councillors were consulted when proposing the new fees.

#### *Internal Consultation*

- Coordinator Financial Operations
- Principal Facilities
- Manager Community Recreation and Facilities

#### *External Consultation*

The Laidley Saleyards User Group has been consulted.

#### *Community Engagement*

Due to the internal administrative nature of this report, there has been no external consultation however if the changes are adopted Officers will advise relevant user groups of the changes.

### **Attachments**

There are no attachments for this report.

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**10.4****2024 Public Holiday**

**Author:** Vickie Wieland, Executive Assistant Chief Executive Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

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**Purpose:**

The purpose of this report is for Council to determine the appointment of a special holiday in 2024 in accordance with correspondence received from the Office of Industrial Relations.

**Officer's Recommendation:**

**THAT an application be lodged with the Office of Industrial Relations and Compliance requesting a special holiday for the Lockyer Valley Regional Council area, nominating the day as the Brisbane EKKA "Country People's Day" on Monday 12 August 2024.**

**Executive Summary**

Council has received correspondence from the Office of Industrial Relations and Compliance, inviting Council to nominate a special holiday for the Lockyer Valley Regional Council area for the 2024 calendar year. Council is required to respond to the Office of Industrial Relations by 3 July 2023 if it wishes to request the appointment of a special holiday in 2024.

**Proposal**

Each year all local governments receive correspondence inviting Councils to nominate a special day as a public holiday for the local government area throughout the upcoming calendar year. The special holiday has traditionally been allocated to enable residents to attend the RNA Brisbane Exhibition (Brisbane EKKA).

Council has traditionally chosen the Brisbane EKKA "Country People's Day" as the special holiday for the region. "Country People's Day" is always the Monday before the Brisbane EKKA Show Holiday held on the Wednesday for people in Brisbane. Next year "Country People's Day" falls on Monday 12 August. Since the formation of the Lockyer Valley Regional Council, the region has continued to host the local shows around the dates and weekends where these have traditionally fallen. Currently there is no proposal to change that timing.

**Legal Implications**

The application is made by Council under the *Holidays Act 1983* and may be for a full or part day. Council may make application for a bank or public holiday. Traditionally only one day is approved each year.

**Previous Council Resolutions**

Ordinary Meeting 22 August 2022  
Resolution 20-24/0617

**Critical Dates**

Council is required to respond to the Office of Industrial Relations by 3 July 2023 if it wishes to request the appointment of a special holiday in 2024.

**Strategic Implications****Corporate Plan**

Lockyer Leadership and Council

Our leaders are visionary and seek coordinated outcomes for the benefit of the whole community.

**Legislation and Policy**

There are no legislative requirements.

**Risk Considerations**

Key Corporate Risk Code and Category: R1

Key Corporate Risk Descriptor:           Reputation  
  Reputation and Goodwill

**Implementation**

Notify the Office of Industrial Relations by 3 July 2022 if it wishes to request the appointment of a special holiday in 2024.

**Attachments**

There are no attachments for this report.

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**10.5 Annual Review of Council's 3-year Internal Audit Plan and the Performance of Internal Audit**

**Author:** Madonna Brennan, Risk, Audit and Corporate Planning Advisor  
**Responsible Officer:** Ian Church, Chief Executive Officer

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**Purpose:**

The purpose of this report is to seek Council's adoption of its revised 3-year Internal Audit Plan and to inform Council of the outcome of the annual review of performance of Council's internal audit function conducted by the Audit and Risk Management Committee (ARMC).

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

- 1. Adopt the revised three-year Internal Audit Plan, as attached to this report.**
- 2. Receive and note the outcome of the review conducted by the Audit and Risk Management Committee on the performance of Council's internal audit service provider O'Connor Marsden and Associates, as attached to this report.**

**Executive Summary**

Council has a statutory requirement to establish an efficient and effective internal audit function, prepare and adopt an internal audit plan and carry out internal audits each financial year. Council's internal audit function is delivered by an independent contractor, O'Connor Marsden and Associates (OCM) in conjunction with Council's Executive Operations area. The role of internal audit is to provide independent, objective assurance and consulting services to Council.

**Proposal****Revised three-year Internal Audit Plan**

The revised three-year Internal Audit Plan (the Plan) was prepared by Council's internal audit provider OCM. As part of the annual review of the Plan a planning session was conducted by OCM with Council's Executive Leadership Team in February 2023. The Plan was updated based on the outcomes of this session and the following audits are recommended for the 2023-2024 financial year:

1. Review of Waste Fees and Levies.
2. Fuel Management.
3. Management of Sport and Recreation Facilities.

The revised Plan was endorsed by the ARMC on 9 March 2023 subject to Council considering increasing the number of internal audits conducted from three to four in future years of the Plan. This action has been completed and was confirmed by the ARMC on 12 June 2023. The revised Plan is included with this report for adoption by Council.

**Performance Review of Internal Audit**

The ARMC is required to conduct a review of the performance of Council's internal audit function on an annual basis and report to Council on the outcomes of this review. The outcome of this review is particularly significant this year as the current engagement of OCM to provide Council's internal audit services expires on 30 June 2023 and the outcome will assist with determining the extension of OCM's engagement.

The annual review was conducted in accordance with Council's Internal Audit Charter and initiated by OCM completing a self-assessment questionnaire. The completed questionnaire was provided to the ARMC at its meeting held on 9 March 2023 to determine the level of service OCM provides based on the following criteria:

- Displayed a strong understanding of LVRC's business, goals and local government sectors and takes a genuine interest in Council's success
- Developed prior to the beginning of the financial year a risk based annual internal audit plan
- Coordinated the implementation of the approved annual internal audit plan
- Reported significant issues related to the processes for controlling the activities of the LVRC
- Provided recommendations on how to rectify and/or potential improvements for any deficiencies identified in the processes for controlling activities of the LVRC
- Provided information on the status and results of the annual audit plan and the sufficiency of department resources
- Provided necessary updates and presentations to the Audit and Risk Management Committee on the annual internal audit plan and internal audit reports.
- Supplied professional audit staff with sufficient knowledge, skills, experience and professional qualifications to meet the requirements of the Internal Audit Charter

The outcome of this review determined that the internal audit services OCM provided for Council met the expectations of the ARMC. The ARMC also supported the extension of OCM's engagement for the provision of internal audit services for an additional two years. Procurement for this extension has already commenced and the engagement will be made under Localbuy arrangements.

#### Previous Council Resolutions

Ordinary Meeting 18 May 2023 (20-24/0565)

*THAT Council resolve to:*

1. *Adopt the revised three-year Internal Audit Plan, as attached to these minutes.*
2. *Note that no change is required to the Internal Audit Charter.*
3. *Receive and note the outcome of the review conducted by the Audit and Risk Management Committee on the performance of Council's internal audit function, as attached to these minutes.*

#### Critical Dates

1 July 2023 – delivery of the 2023-2024 internal audit projects commence, along with the extension of services by OCM.

#### **Strategic Implications**

##### Corporate Plan

Lockyer Leadership and Council Outcome:

- Commit to open and accountable governance to ensure community confidence and trust in council and our democratic values.

##### Finance and Resource

A submission has been made as part of the 2023-2024 budget to fund the delivery of the 2023-24 component of the Internal Audit Plan. This will be the first year of the two-year extension of services by OCM.

##### Legislation and Policy

Section 105 of the *Local Government Act 2009* requires Council to establish an efficient and effective internal audit function. Section 207 of the *Local Government Regulation 2012* determines the requirements of the internal audit function.

This report and recommendations align with the Internal Audit Charter and Internal Audit Policy and ensures the ARMC's compliance with the ARMC Charter.

#### Risk Management

Key Corporate Risk Code and Category: FE2 – Finance and Economic.

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

#### Consultation

##### *Portfolio Councillor Consultation*

The appointed Councillors on the Audit and Risk Management Committee, Councillor Wilson and Councillor Cook participated in the review of the three-year Internal Audit Plan and the annual performance of internal audit.

##### *Internal Consultation*

The Executive Leadership Team (ELT) were consulted on the annual review of the Internal Audit Plan as part of the annual internal audit planning workshop conducted by OCM. ELT were also briefed on the outcomes from the ARMC on the matters addressed in the report as part of the monthly audit and risk update to ELT.

##### *External Consultation*

A review of the 3-year Internal Audit Plan and the performance of internal audit was conducted by the Audit and Risk Management Committee which includes three independent external members.

#### **Attachments**

- |                   |  |          |
|-------------------|--|----------|
| <a href="#">1</a> | Draft Revised 3-year Internal Audit Plan       | 16 Pages |
| <a href="#">2</a> | Annual Review of Performance of Internal Audit | 1 Page   |





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# 1 Introduction

We are pleased to present the Lockyer Valley Regional Council's (Council) Strategic Internal Audit Plan (1 July 2023 to 30 June 2026). This plan includes a detailed Annual Internal Audit Plan for the financial year ending 30 June 2024.

## Aim of Internal Audit

Internal Audit is an independent, objective assurance and consulting function, designed to: determine whether the governance, risk management and control process of the LVRC, as designed and represented by management, are adequate and functioning in a manner to provide a reasonable level of confidence:

- Significant key risks are appropriately identified and managed
- Significant financial, managerial and operating information is accurate, reliable and timely
- Employees' and Councilors' actions comply with policies, standards, procedures, laws and regulations
- Resources are acquired economically, used efficiently, and protected adequately
- Programs, plans and objectives are achieved
- Quality and continuous improvement are fostered in the LVRC's control process, and
- Significant legislative or regulatory issues impacting LVRC are recognised and addressed properly.

## Methodology to Prepare Audit Plan

While this plan covers a three-year period, to ensure that it remains consistent with the Council's needs, it will be reviewed and revised each year. This plan has been constructed through the following activities to identify the right reviews at the right time:

- Review of the Council's *Community Plan 2017-2027*, *Corporate Plan 2022-2027* and the *Operational Plan 2022-2023*
- Communication with key stakeholders (Committee members, Executive Leadership Team members, external audit and key control owners)
- Review of key documents such as strategic plans, risk registers, previous annual reports, etc
- Consideration of core business processes
- Consideration of key changes and trends occurring at the Council
- Legislative requirements facing the Council
- Root causes of findings arising from external audit, internal audit and other assurance providers over the last few years, and
- Trends in the local government industry.

This plan has been updated from the 2022/2023 Strategic Internal Audit Plan following consultation with the Executive Leadership Team.



Plan Key Themes

 Financial Sustainability	 Governance	 Infrastructure	 Workforce Management	 Community Services
--	--	--	--	--

Strategic Internal Audit Plan

The purpose of the plan is to identify the proposed internal audit scope areas for the financial years 1 July 2023 to 30 June 2026. To ensure that the nominated Internal Audit scope areas remain in-line with the Council's strategic outlook and operations, the plan is developed on a rolling three-year basis, reviewed and updated annually. In developing the plan, we have taken a holistic approach to the Council's control environment by working with key stakeholders throughout the Council to consider the key strategic priorities, objectives, risks, prior reviews, trends, etc., with a view to identifying and nominating a three-year program of works.

Key Corporate Plan Objectives and Strategies

Objectives	
Lockyer Community	Strive to build on who we are and all that our region has to offer
Lockyer Business, Farming & Livelihood	Create opportunities and encourage innovation. Work together to support farmers. Develop skills and generate jobs.
Lockyer Nature	Natural assets are valued and protected
Lockyer Planned	Services match community needs. Infrastructure is accessible for all.
Lockyer Leadership & Council	Visionary leadership and coordinated outcomes. Well-managed, transparent, accountable and financial sustainable organisation.

Risk Categories

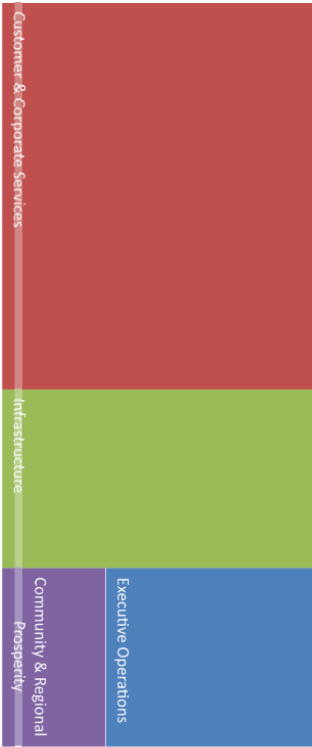
The Council's risk categories are summarised below:

1. Business Continuity and Systems
2. Environment and Community
3. Financial Sustainability
4. Governance, Accountability and Sustainability
5. Asset Management and Planning
6. Project Delivery
7. ICT Capacity and Management
8. Legal Compliance and Liability Management
9. Stakeholder Management
10. Workforce Planning and Management
11. Health and Safety

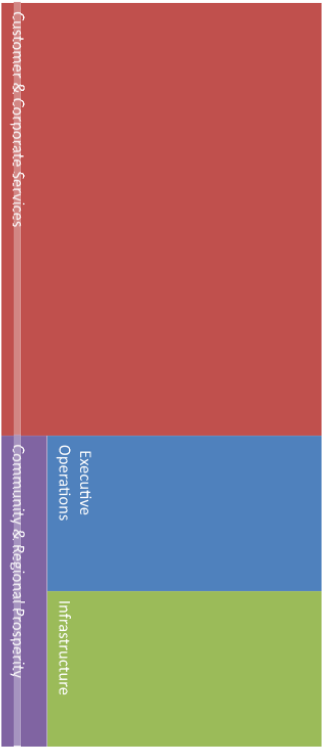
Strategic Internal Audit Plan Coverage

Business Unit Coverage

The plan's coverage across the Council's business units is summarised in the chart below.

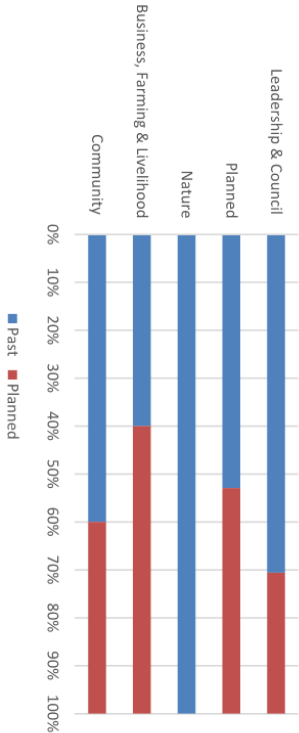


By comparison, the following chart identifies the previous audit coverage by business unit for the financial years of 2011 to 2022:



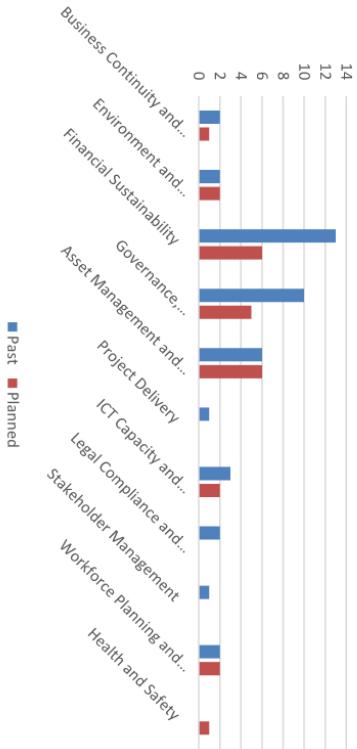
Corporate Plan Objectives

Internal Audit coverage by Corporate Plan Objectives is detailed below:



Risk Considerations

The following chart identifies the previous and planned internal audit coverage by risk category.

























## Strategic Internal Audit Plan Snapshot

Audit Topics	Risk Addressed	Theme	Business Unit
<b>2023/2024 Financial Year</b>			
1. Waste Fees and Levies	Financial Sustainability	Financial Sustainability	Customer & Corporate Services
2. Fuel Management	Asset Management and Planning	Financial Sustainability	Infrastructure
3. Management of Sport and Recreation Facilities	Asset Management and Planning	Community Services	Customer & Corporate Services
<b>2024/2025 Financial Year</b>			
4. Disaster Management	Business Continuity and Systems	Continuity	Infrastructure
5. Corporate Credit Cards	Financial Sustainability	Financial Sustainability	Executive Operations
6. Inland Rail Readiness	Asset Management and Planning	Infrastructure	Infrastructure
<b>Watchlist</b>			
7. Asset Management	Asset Management and Planning	Infrastructure	Infrastructure
8. Business Continuity Planning	Governance, Accountability and Sustainability	Continuity	Customer & Corporate Services
9. Childcare Services	Environment and Community	Community Services	Community & Regional Prosperity
10. Conflict of Interest Management	Governance, Accountability and Sustainability	Governance	Customer & Corporate Services
11. Corporate Governance	Governance, Accountability and Sustainability	Governance	Customer & Corporate Services
12. Exercise of Delegations	Governance, Accountability and Sustainability	Governance	Customer & Corporate Services
13. Implementation of the Rating Strategy	Financial Sustainability	Financial Sustainability	Executive Operations
14. Implementation of the Waste Strategy	Asset Management and Planning	Infrastructure	Customer & Corporate Services
15. Information Security	ICT Capacity and Management	Cyber Security	Customer & Corporate Services
16. Infrastructure Charges and Incentives	Financial Sustainability	Financial Sustainability	Infrastructure
17. Infrastructure Works	Asset Management and Planning	Infrastructure	Infrastructure
18. Knowledge Management	ICT Capacity and Management	Governance	Customer & Corporate Services
19. Planning Scheme & Development Applications	Environment and Community	Community Services	Community & Regional Prosperity
20. Procurement	Financial Sustainability	Financial Sustainability	Executive Operations
21. Rates Revenue Management	Financial Sustainability	Financial Sustainability	Executive Operations
22. Risk Management Framework	Governance, Accountability and Sustainability	Governance	Customer & Corporate Services
23. Volunteer Management	Workforce Planning and Management	Workforce Management	Customer & Corporate Services
24. Work Health & Safety	Health and Safety	Workforce Management	Customer & Corporate Services
25. Workforce Planning	Workforce Planning and Management	Workforce Management	Customer & Corporate Services

Annual Internal Audit Plan

The following table summarises the resource allocation and schedule for the FY 2024 Annual Internal Audit Plan.

#	Activity	Days	Schedule				
			Qtr 1	Qtr 2	Qtr 3	Qtr 4	
Internal Audit Projects							
1.	Waste Fees and Levies	15					
2.	Fuel Management	15					
3.	Management of Sport and Recreation Facilities	15				 	
Administrative Support							
4.	Internal Audit Planning	2					
5.	Follow up of Audit Recommendations	4					
6.	Audit Committee Meetings & Preparation	4					
Total		55					
	Internal Audit Scoping			Internal Audit Fieldwork		 Internal Audit Exit Meeting and Management Responses	 Internal Audit Administration

## 2 Detailed Three Year Internal Audit Plan

### 2023/2024 Financial Year Audit Plan

Audit Name	Justification for Audit Topic	Objective	Days
Waste Fees and Levies	The Council has obligations in relation to the management of waste in the community and the use of the waste fees and levies to fund waste management projects. Misuse of the levies may impact on the Council's ability to fund waste operations and projects and Council's reputation.	To assess the processes established to ensure waste management fees are correctly and completely collected, and that levies are being managed in accordance with legislative requirements. Areas that may be included in scope are: <ul style="list-style-type: none"><li>• Compliance with legislative requirement including review of policies, procedures and work instructions</li><li>• Processes in place to collect revenue in waste facilities including the setting of fees, collection, monitoring and reporting</li><li>• Management and use of the waste levy including the identification of valid projects and activities, linkages to waste asset management and plans, monitoring and reporting and remittances to the Queensland Government</li><li>• Identification and management of risks associated with waste management fees and levies including controls, planned treatments and assurance activities, and</li><li>• Management of information related to waste fees and levies including retention of information and physical and logical security of records.</li></ul> Excluded from the scope of the review will be management of the contracts with waste management service providers.	15
Fuel Management	With the increase in fuel costs, there is an increased risk of fraud and/or theft of fuel which results in financial loss to Council	To provide assurance that the Council operates its fuel management functions effectively, economically and efficiently and that the internal control framework governing fuel management is adequate. Areas that may be included in scope are: <ul style="list-style-type: none"><li>• Policies and procedures in relation to the management and use of the light and heavy fleet, particularly in relation to driver behaviour, and fuel usage and management</li><li>• Monitoring of fuel usage and management of costs including supply chain management and value for money outcomes</li><li>• Fuel supplies (tankers and bowzers) and resources (fuel cards) secured from theft or loss</li></ul>	15

Audit Name	Justification for Audit Topic	Objective	Days
Management of Sport and Recreation Facilities	Inconsistent approaches in managing the use, maintenance and development of sport and recreation facilities may result in lost revenue opportunities, complaints, and reputation damage	<ul style="list-style-type: none"> <li>Records relating to fuel usage and management are retained and secured</li> <li>Identification and management of risks associated with fuel management including controls, planned treatments and assurance activities, and</li> <li>Management of information related to the fuel management including retention of information and physical and logical security of records.</li> </ul>	15
		<p>To provide assurance that the Council's processes to manage sports and recreation facilities operate effectively, economically and efficiently and that the internal control framework governing management of sports and recreation facilities is adequate. Areas that may be included in scope are:</p> <ul style="list-style-type: none"> <li>All Council sports and recreation facilities whether operated by the Council, committees or community/sporting groups</li> <li>Compliance with legislative requirement including review of policies, procedures and work instructions</li> <li>Processes in place to manage leases, tenures, commercial arrangements or agreements with organisations operating or occupying the facilities, including collection of revenue</li> <li>Processes in place to maintain facilities including corrective maintenance, preventive maintenance scheduling, condition assessments and linkages to asset management plans</li> <li>Adequacy of any user pays model including how/if the model has been implemented across facilities</li> <li>Identification and management of risks associated with the facilities including controls, planned treatments and assurance activities, and</li> <li>Management of information related to the facilities including retention of information and physical and logical security of records.</li> </ul> <p>Note, the scope for this review will need to be further refined to ensure adequate coverage of the key risks to the process. The scope areas above may be incorporated into future audits instead of this particular review.</p>	45
<b>TOTAL AUDIT DAYS</b>			
Annual Audit Planning			2
Follow up of Audit Recommendations			4
Audit Committee Meetings & Preparation			4
<b>TOTAL DAYS</b>			<b>55</b>



## 2024/2025 Financial Year Internal Audit Plan

Audit Name	Justification for Audit Topic	Objective	Days
Disaster Management	Follow up review of community disaster management processes to assess if further improvements are needed	<p>To assess if the processes and controls that Council has in place to operate its disaster recovery functions operating effectively, economically and efficiently, and lessons learnt from the previous disaster activations have been incorporated into continuity plans and normal working practices. Areas that may be included in scope are:</p> <ul style="list-style-type: none"> <li>• Compliance with the Disaster Management Act 2003 and Council's own disaster management Plan</li> <li>• Testing the effectiveness of the Plan including periodically reviewing and updating the Plan</li> <li>• Provide training to relevant Council staff and contractors as required, and</li> <li>• Process to working with other regulatory entities when responding to a disaster (i.e., Emergency Services, Department of Main Roads and Transport, etc.)</li> <li>• Processes to review previous reviews and activations of the Plan and to consider these lessons learnt for future disaster events</li> <li>• Identification and management of risks associated with disaster management including controls, planned treatments and assurance activities, and</li> <li>• Management of information related to the disaster management including retention of information and physical and logical security of records.</li> </ul>	12
Corporate Credit Cards	Corporate cards can streamline procurement processes but may lead to fraud risks and impact on the Council receiving value for money by not taking advantage of panels and contracts	<p>To provide assurance that corporate credit card management processes operate effectively, economically and efficiently and that the internal control framework governing corporate credit card management is adequate. Areas that may be included in scope are:</p> <ul style="list-style-type: none"> <li>• Compliance with legislative requirements and Council policies and procedures</li> <li>• Staff instruction/training in the use of the cards</li> <li>• Adequate and effective processes exist for the management of the cards</li> <li>• Monitoring of and reporting on use of the cards is adequate and effective</li> <li>• Identification and management of risks associated with corporate credit cards including controls, planned treatments and assurance activities, and</li> <li>• Management of information related to the corporate credit cards including retention of information and physical and logical security of records.</li> </ul>	15

Audit Name	Justification for Audit Topic	Objective	Days
Inland Rail Readiness	The Inland Rail Project will have a significant impact on the Lockyer Valley Region and Council assets and services	To assess the Council's readiness for the Inland Rail Project including planning for the project and identification and management of risks. Areas that may be included in scope are: <ul style="list-style-type: none"> <li>Processes to engage with stakeholders, advocate for the Council and the community and participate in decision making</li> <li>Processes to maintain services and assets during construction, and</li> <li>Processes to receive assets handed over or bettered by the Project.</li> </ul>	18
<b>TOTAL AUDIT DAYS</b>			<b>45</b>
Annual Audit Planning			2
Follow up of Audit Recommendations			4
Audit Committee Meetings & Preparation			4
<b>TOTAL DAYS</b>			<b>55</b>

## Watchlist

Audit Name	Justification for Audit Topic	Priority	Objective
Asset Management	Impact on Council's financial sustainability, service delivery and community expectations	High	To provide assurance that the Council manages its assets effectively, economically and efficiently and that the internal control framework governing community facility asset management is adequate. This audit has not been included in the 2023/2024 and 2024/2025 audit plans as recommendations from the 2021/2022 internal audit of property management related to asset management are still being implemented.
Business Continuity Planning	Impact on Council's ability to recover its operations due to a disaster or event	High	To provide assurance that internal controls are adequate and effective in ensuring the currency of the business continuity plan. Further, that the BCM aligns with all the relevant elements of recognised good practice, including: <ul style="list-style-type: none"> <li>AS ISO 22301:2017 Societal security - Business continuity management systems – Requirements</li> <li>AS ISO 22313:2017 Societal security - Business continuity management systems – Guidance</li> <li>SA TS ISO 22317: 2017 Technical Specification – Societal Security – Business continuity management systems – Guidelines for business impact analysis (BIA), and</li> <li>AS/NZS 5050:2010 Business continuity - Managing disruption-related risk.</li> </ul> This audit has not been included in the 2023/2024 and 2024/2025 audit plans as the Council's business continuity plan has not been updated to incorporate learnings and changes since the beginning of the COVID pandemic.
Childcare Services	Issues previously identified in a review of childcare services. Revenue related recommendations being followed up in revenue management audit in 2022/2023	Low	To provide assurance that the Council manages its childcare services effectively, economically and efficiently and that the internal control framework governing the childcare services is adequate. This will include compliance with legislative requirements, revenue management and workforce management. This audit has not been included in the 2023/2024 and 2024/2025 audit plans as recommendations from the 2022 McGrath Nichol review are still being implemented. Revenue related recommendations are being followed up in the 2022/2023 revenue management review.
Conflict of Interest Management	Poor management of conflict of interests could lead to poor decision	Low	To review and assess the Council's conflict of interest procedures against the key processes and controls outlined in Appendix C – CCC Corruption Focus Guide – Effective Internal Control Framework, processes in place to determine how a matter is dealt with and investigation process for conflict of interest matters.

Audit Name	Justification for Audit Topic	Priority	Objective
	making and reputational damage		
Corporate Governance	Ineffective governance processes impact decision making and management of risks	Medium	The objective of the engagement is to assess the effectiveness, efficiency and timeliness of Council's control environment underpinning its "Governance Framework including application of the Local Government Principles, reporting processes and controls, decision making processes, committee, roles/responsibilities, and gaps in governance processes and controls.
Exercise of Delegations	Council operational delegation management is complex and could be prone to errors leading to poor decision making.	Low	To provide assurance as to compliance with the requirements in the Law as to the appointment of delegated officers and the monitoring of, and control environment for, the discharge of delegations by authorised officers of their functions and powers under the Law.
Implementation of the Rating Strategy	Impact on Council's financial sustainability	Medium	To assess how effectively the Council has implemented the new rating strategy.
Implementation of the Waste Strategy	Impact on Council's financial sustainability	Medium	To assess how effectively the Council has implemented the new waste strategy.
Information Security	Cyber security risks continue to escalate, impacts on Council operations, services and data	Medium	To assess the design and effectiveness of the controls to protect the confidentiality, integrity and availability of Council's systems and data. Areas to include in scope may include access controls, application/database controls, backup/recovery processes, cyber security awareness, monitoring and reporting of performance and physical security.
			This audit has not been included in the 2023/2024 and 2024/2025 audit plans as recommendations from the 2022 McGrath Nichol information security review are still being implemented.
Infrastructure Charges and Incentives	Impact on Council's financial sustainability	Low	To provide assurance that the Council operates its infrastructure charges processes effectively, economically and efficiently and that the internal control framework governing infrastructure charges is adequate.
Infrastructure Works	Impact on Council's financial sustainability	Medium	To identify and consider if the processes that Council has implemented to achieve its' objectives over capital water activities are fit for purpose and to identify if Council has implemented an effective, fit-for-purpose, project management methodology. The review will focus on how Council's control environment over the program of works as a whole and a sample of individual projects are managed from the following

Audit Name	Justification for Audit Topic	Priority	Objective
Knowledge Management	Lack of processes to manage Council's corporate information may lead to inability to retrieve information when required, complaints, poor decision making, inability to defend decisions	Low	To assess the Council's existing knowledge management practices including processes to develop and maintain information policies and procedures, identify core knowledge assets and flows, gaps in information and knowledge, and identify opportunities to improve coordination and access to information to inform business strategies, activities and decisions.
Planning Scheme & Development Applications	A new Qld Government Planning Framework, with which the Council will need to comply, is being implemented. The Council's plans and planning processes will need to be reviewed	Medium	To assess the Planning Scheme and development application processes and decisions to ensure they are compliant with the Planning Act 2016 and the Queensland Government Planning Framework. Processes that may be assessed include plan-making, development assessment, infrastructure planning and dispute resolution.
Procurement	Impact on Council's financial sustainability, fraud risks	High	To assess if Council's internal controls framework governing procurement and contract management is adequate. The focus areas may include Council's material spend areas, focusing on commodity and suppliers, procurement and contract management skills, Council's workforce underlying procurement behaviours with regard to complying with the procurement and contract management documentation, policies and frameworks, and compliance with its procurement and contract management frameworks. This audit has not been included in the 2023/2024 and 2024/2025 audit plans as recommendations from the previous procurement internal audits and reviews are still being implemented.
Rates Revenue Management	Impact on Council's financial sustainability	Medium	To provide assurance that revenue management processes for general rates operate effectively, safely, economically and efficiently and that the internal control framework governing rates revenue management is adequate. Areas of focus include policies and procedures, setting of rates, master data management, rates notice issuance, revenue collection and debt management and reconciliations.

Audit Name	Justification for Audit Topic	Priority	Objective
Risk Management Framework	Risk management framework has been reviewed and updated. Management request to review progress of implementation.	Medium	To review Council's Risk Management Framework for implementation of key processes and controls. Key focus areas include processes to identify, monitor and report on risks across Council, to consider the Council's current risk management maturity level and the application of better practice principles in the Framework.
Volunteer Management	Poorly managed and trained volunteers may impact on Council's reputation	Low	To examine the processes, practices and adequacy of design and operating effectiveness of related internal controls for the oversight, management and execution of volunteer management. Areas of focus may include attraction and retention, management and monitoring, compliance with legislation requirements where required (working with children checks), orientation and training, attendance management, performance management, reimbursement of expenses and recordkeeping.
Work Health & Safety	Non-compliance with WHS legislation could result in worker injuries or worse, investigations, fines, and reputation damage	Medium	To provide limited assurance that the Work Health and Safety (WHS) Management Framework is appropriately designed and is operating effectively; by assessing if WHS activities are effectively planned and targeted to high-risk areas and that a documented, measurable approach to WHS management is in place. In addition, there is a need to determine if this Framework is allowing for WHS legislative compliance and what steps are required to close any gaps identified.
Workforce Planning	Impact on Council's financial sustainability, inability to attract and retain necessary skills and knowledge, inability to meet community expectations for service, inability to deliver projects	Low	Consider Council's approach to, and the effectiveness of workforce planning and the approval process for new or adjusted positions, and if the approach results in a workforce that is consistent with the organisational objectives.



# Appendix A: Internal Audit Requirements for Planning

## Definition of Internal Auditing

The Definition of Internal Auditing, from the Institute of Internal Auditors, states the fundamental purpose, nature, and scope of internal auditing:

*Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.*

## Internal Auditing Standards for Planning

The Institute of Internal Auditors (IIA) International Professional Practices Framework establishes the standards for the attributes and performance of Internal Audit Units. Standard 2010 specifies that the Chief Audit Executive must establish risk-based plans, taking into account the organisation's goals, risk management framework and risk appetite.

The Information Systems Audit & Control Association (ISACA) Standard 11 specifies that an appropriate risk assessment technique or approach should be used to develop the overall IS audit plan and determine the priorities.


## Legislative Basis

Section 15 of the Local Government Act 2009 requires that:

- 1) *Each local government must establish an efficient and effective internal audit function.*
- 2) *Each large local government must also establish an audit committee.*
- 3) *A large local government is a local government that belongs to a class prescribed under a regulation.*
- 4) *An audit committee is a committee that monitors and reviews the integrity of financial documents; the internal audit function; the effectiveness and objectivity of the local government's internal auditors; and makes recommendations to the local government about any matters that the audit committee considers need action or improvement.*

Section 207 of the Local Government Regulation 2012 requires that:

- 1) *For each financial year, a local government must prepare an internal audit plan, carry out an internal audit, prepare a progress report for the internal audit, and assess compliance with the internal audit plan.*
- 2) *A local government's internal audit plan is a document that includes statements about the way in which the operational risks have been evaluated; the most significant operational risks identified from the evaluation; and the control measures that the local government has adopted, or is to adopt, to manage the most significant operational risks.*

Self - Review Questionnaire - Internal Audit	Internal Auditor Rating Improvement Required Met Expectations Above Expectations	Internal Auditor Comments	ARMC Rating Improvement Required Met Expectations Above Expectations	Audit and Risk Management Committee Comments
Displayed a strong understanding of LVWC's business, goals and local government sectors and takes a genuine interest in Council's success.	Met Expectations	We continue to work with the Council to understand their business, objectives and risks, particularly as they relate to the planned internal audits and risk management activities.	Met Expectations	
Developed prior to the beginning of the financial year a risk based annual internal audit plan	Met Expectations	Internal audit plan for 2023/2024 drafted for March 2023 ARMC meeting.	Met Expectations	
Coordinated the implementation of the approved annual internal audit plan	Met Expectations	Quarterly review is undertaken over the internal audit plan to ensure it remains current and to agree timing.	Met Expectations	Committee noted their was impacts on delivery due to the flood events.
Reported significant issues related to the processes for controlling the activities of the LVWC	Met Expectations	Significant issues identified during audits are discussed with relevant management during the audit, at exit interview and are included in the draft and final audit reports.	Met Expectations	
Provided recommendations on how to rectify and/or potential improvements for any deficiencies identified in the processes for controlling activities of the LVWC	Met Expectations	Recommended actions to mitigate risks and issues identified during audits are discussed and agreed with management, including implementation dates. These are captured in the draft and final reports.	Met Expectations	
Provided information on the status and results of the annual audit plan and the sufficiency of department resources	Met Expectations	Progress on the annual internal audit plan is monitored and reported quarterly to management and the ARMC.	Met Expectations	
Provided necessary updates and presentations to the Audit and Risk Management Committee on the annual internal audit plan and internal audit reports	Met Expectations	Progress on the annual internal audit plan is monitored and reported quarterly to management and the ARMC. Internal audit reports are provided to the ARMC at the next available meeting after the report is finalised.	Met Expectations	
Provided oversight of other control and monitoring functions for LVWC such as risk management and/or fraud	Met Expectations	We have been providing risk management support to the Council, including providing risk management training.	Met Expectations	Fraud is a vulnerability that still needs to be explored.
Supplied professional audit staff with sufficient knowledge, skills, experience and professional qualifications to meet the requirements of the Internal Audit Charter	Met Expectations	All staff provided have been professionally qualified and experienced. Subject matter expert provided for disaster recovery review currently being completed.	Met Expectations	
Do you wish to add any further information or feedback on the review process?	No		Yes	When an internal audit report is delivered to the Committee, the Committee would like to see officers responsible for delivering the audit recommendations present at committee meetings. More consistency across the style of audit reports. The Committee appreciated the style of the Development Assessment report. The Committee expectation is the follow up by OCM of internal audit recommendations not exceed a 12 month period. The Committee discussed the possible extension if OCM for a further two years and support this proposal, subject to meeting local government procurement requirements.
Declaration of Independence		Signature	Date	
Cathy Blunt, on behalf of O'Connor Madden and Associates (OCMA) declare that as part of this Annual Review of Performance, all representatives from OCMA have carried out all internal audit services and responsibilities for the Lockyer Valley Regional Council (LVRC) in an unbiased manner and with an unbiased attitude. I confirm that all representatives have conducted their duties objectively and in the best interests of LVWC, free from any conflicts.		Signed by: Cathy Blunt 		
		Date & Time: 08 May, 2023 13:32:59 AEST		



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**10.6 Growing Regions Program Eligibility**

**Author:** Stephen Hart, Senior Advisor Advocacy  
**Responsible Officer:** Ian Church, Chief Executive Officer

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**Purpose:**

The purpose of the report is to seek Council's approval to advocate for a change to the eligibility criteria for the *Growing Regions Program*. This would enable Council to seek funding under that Program.

**Officer's Recommendation:**

**THAT Council write to the Australian Government, and specifically to the Minister for Infrastructure, Transport, Regional Development and Local Government, seeking a change to the administrative boundaries for the Growing Regions Program to include the whole of the Lockyer Valley Region.**

**Executive Summary**

The Australian Government's Growing Regions Program is intended to drive regional prosperity by providing funding for projects across rural and regional Australia. The program has targeted rural and regional areas and has excluded greater capital city areas. Unfortunately, the Australian Government has adopted eligibility criteria based on Greater Capital City Statistical Areas that has split the Lockyer Valley Council Area from North to South excluding areas such as Laidley, Plainland and Forest Hill from the program. This is considered inequitable and an ineffective approach to public policy that restricts Lockyer Valley Regional Council's ability to access funding.

**Proposal**

The Australian Government has announced a total of \$600 million over 3 years from 2023-24 to drive regional economic prosperity by providing access to funding for capital works for infrastructure across Australia's rural and regional areas. Funding will be provided through two rounds.

The *Growing Regions Program* – Round 1 (the program) will run over 3 years from 2023-24 to 2025-26. The program was announced as part of the October 2022 Budget.

The program is intended to deliver community and economic benefits by investing in community-focused infrastructure which revitalises regions and enhances amenity and liveability throughout regional Australia.

The objectives of the program are:

- constructing or upgrading community infrastructure that fills an identified gap or need for community infrastructure
- contributing to achieving a wide range of community socio-economic outcomes
- aligning strategically with regional priorities.

The intended outcomes of the program are:

- delivery of community-focused infrastructure which contributes to local and regional priorities

- provision of infrastructure which benefits the community by improving equity and supporting diverse social inclusion
- to contribute to the achievement of broader Government priorities such as net zero emissions, gender equity, and/or First Nations priorities
- growing local economies and enhancing amenity and liveability in the regions.

*Growing Regions Program* Round 1 will be delivered through a two-stage selection process.

Applicants must first submit an Expression of Interest at Stage 1 and if successful, applicants will be invited to submit a full application at Stage 2.

The eligibility criteria for the program specify ineligible locations as being Greater Capital City Statistical Areas including Greater Brisbane. This area is indicated in the attached Maps and splits the Lockyer Valley Region in two - including Gatton and westerly parts of our region for eligibility while excluding towns such as Forest Hill, Laidley and Plainland to the east.

This is administratively disorganised and ineffective for our region in terms of the stated program objectives. A preferred outcome would be an effective, equitable and consistent program that would apply to all regional areas. Sensibly it would follow local government area boundaries rather than dividing such areas without a rational basis.

Somerset Regional Council are also affected by this eligibility criteria and are seeking inclusion of their local government area within program eligibility. That Council is advocating for change and has received correspondence from the Australian Government that indicates that Somerset Regional Council will be eligible for a future sister program, the *Thriving Suburbs Program*, a 200M program (over 2 years) that commences in 2024/25 and that is targeting urban and suburban infrastructure and community projects.

It is considered illogical and unsatisfactory that communities like Forest Hill are considered suburban and part of Greater Brisbane while Gatton is considered rural and regional. Arguably, under the existing program boundaries, Council could potentially seek funding for different parts of the region under both programs. However, the *Thriving Suburbs Program* will target city and urban communities and success for our smaller regional and rural communities seems less likely under the urban focus of that program.

#### Options

The recommended option is to advocate for change to the administrative boundaries so that all of the areas within the Council area can seek funding under the *Growing Regions* program.

Alternatively, Council may accept the existing grants framework that covers Gatton and to the west and hope that funding for excluded areas like Forest Hill, Laidley and Plainland may become eligible under the proposed *Thriving Suburbs Program* in 2024/25.

#### Previous Council Resolutions

Council have previously considered potential projects under regional development programs but have not previously considered the *Growing Regions Program* eligibility.

#### Critical Dates

The Opening date for *Growing Regions Program* Round 1 is 5 July 2023 for the Expression of Interest process that closes on 1 August 2023.

**Strategic Implications**Corporate Plan

The Corporate Plan commits Council to advocate on behalf of our community for access to services and facilities.

Finance and Resource

Advocating for a change to the eligibility program will have negligible cost and use limited resources. The potential benefit of the change in eligibility is significant given the size of the fund.

Risk Management

There are limited risk implications for the recommended approach.

Consultation*Internal Consultation*

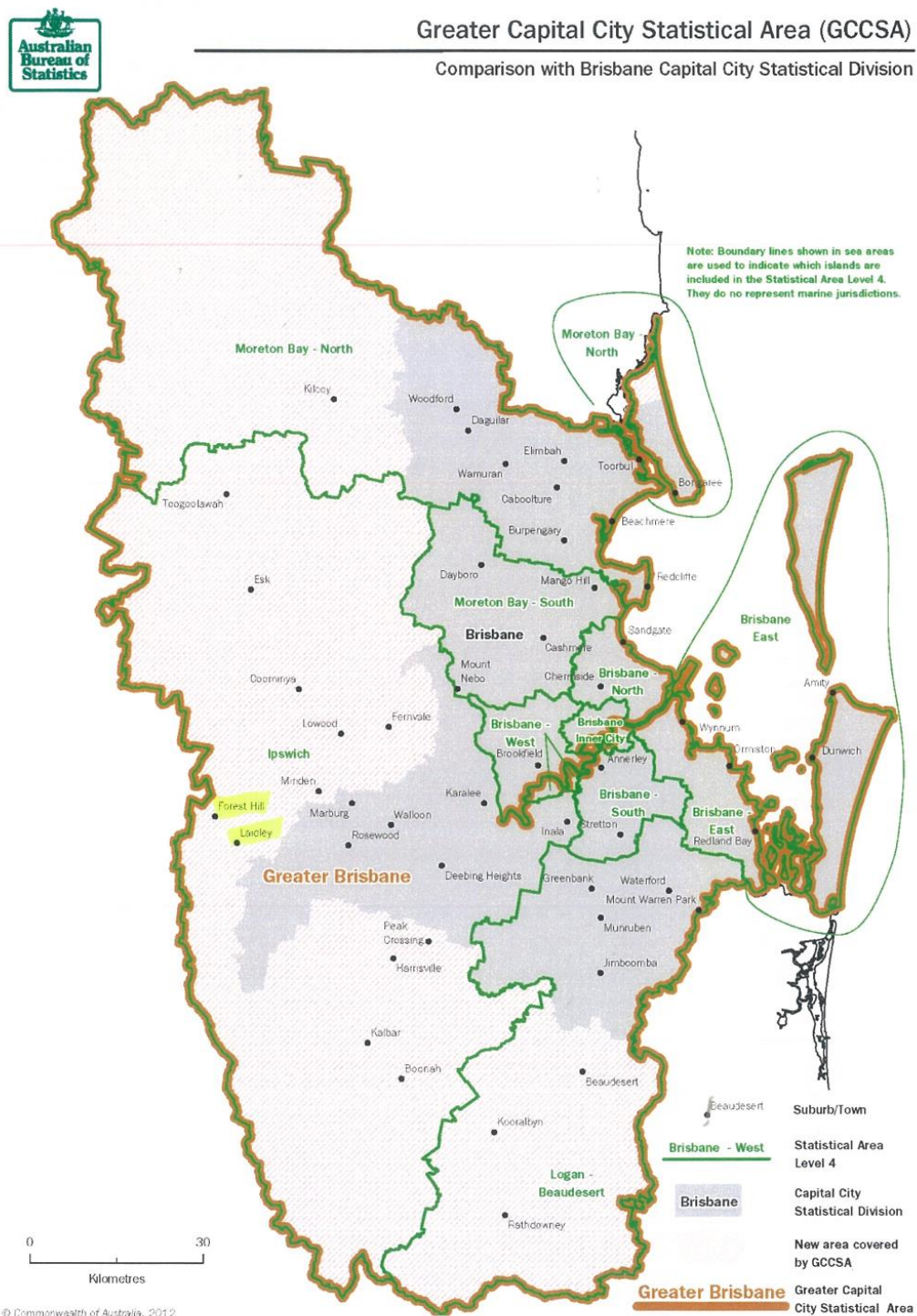
The Grants Officer was consulted on this report on 13/14 June 2023.

*External Consultation*

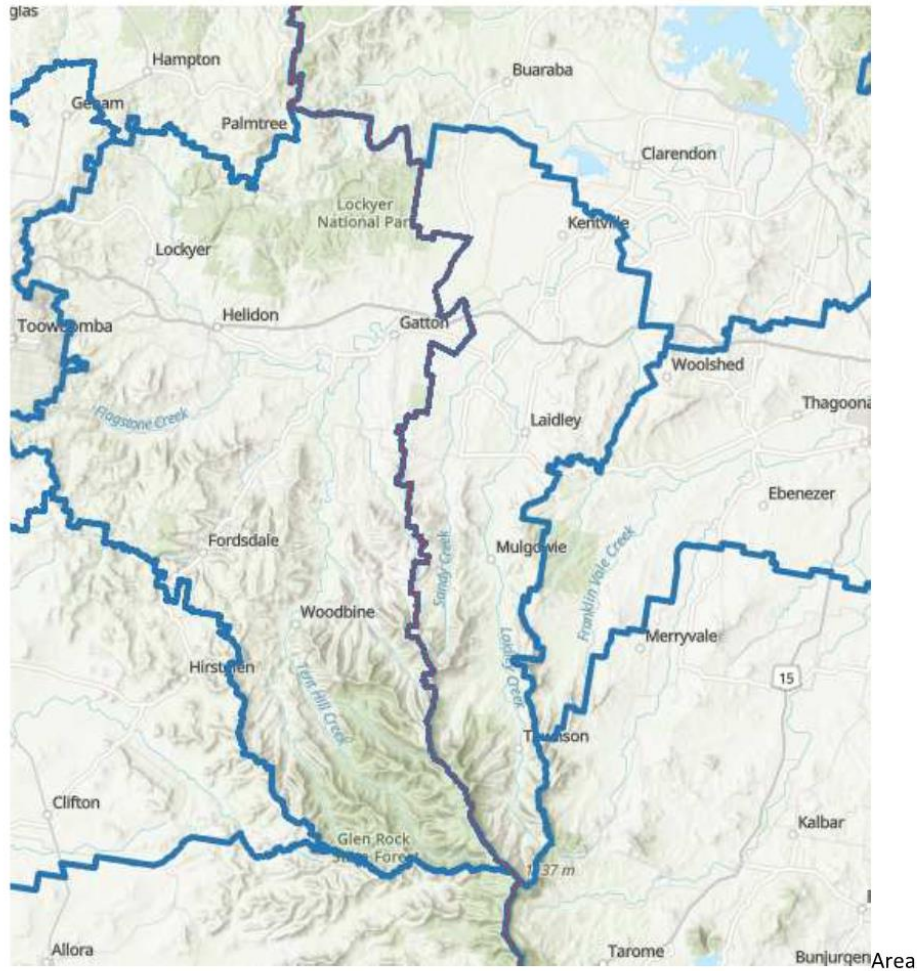
The Chief Executive Officers from Lockyer Valley and Somerset Regional Councils have liaised on this matter and share concerns over the eligibility criteria.

**Attachments**

- |                     |  |        |
|---------------------|--|--------|
| 1 <a href="#">↓</a> | Greater Capital City Statistical Area Map                  | 1 Page |
| 2 <a href="#">↓</a> | Greater Capital City Statistical Ara Boundary through LVRC | 1 Page |



Greater Capital City Statistical Area Boundary through LVRC



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**11. PEOPLE, CUSTOMER & CORPORATE SERVICES REPORTS****11.1 Future Dealings - 11 North Street, Gatton - Lot 50 on CP CC807887****Author:** Julie Lyons, Property Officer**Responsible Officer:** Dan McPherson, Group Manager People, Customer and Corporate Services

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**Purpose:**

The purpose of this Report is to seek Council's direction for the future use of 11 North Street, Gatton described as Lot 50 on CP CC807887.

**Officer's Recommendation:**

**THAT with respect to the future use of 11 North Street, Gatton described as Lot 50 on CP CC807887 Council resolve to:**

- a) explore The State of Queensland's appetite to revisit their position on accepting Trusteeship of Lot 50 on CP CC807887;**
- b) delegate authority to the Chief Executive Officer to do all things necessary to facilitate resolution of this matter.**

**AND failing a successful outcome of (a) above Council resolve to:**

- c) surrender trusteeship and return the reserve to The State of Queensland; and**
- d) delegate authority to the Chief Executive Officer to do all things necessary to facilitate resolution of this matter including to procure removal of the improvements if required by The State of Queensland.**

**Executive Summary**

The purpose of this Report is for Council to consider and resolve its position in relation to the future use of 11 North Street, Gatton described as Lot 50 on CP CC807887 (Land).

**Proposal**

The Land is shown below:

Tenure	Reserve for Local Government Purposes
Zoning	Community Facility
Area	Approximately 3554m <sup>2</sup>





The Land was previously used as Community Housing under a funded program arrangement with the State Government. When the National Regulatory System for Community Housing was brought in, Council elected not to apply for registration and withdrew from the community housing system. Other Councils also took this approach.

At Council's Ordinary Meeting held on 15 July 2020 Council resolved to accept the offer from the Department of Housing and Public Works in relation to the proposed transfer of community housing assets at 44 Cochrane Street, Gatton and 11 North Street, Gatton to them with divestment to take place no later than 31 January 2021. Ultimately, the Department accepted the trusteeship of the reserve at 44 Cochrane Street, Gatton but not the assets at 11 North Street, Gatton (Land), and the Land is no longer to be used by Council for social housing but could be used for other community purposes.

It is now appropriate for Council to consider how it wishes to deal with these assets.

### Options

The following options are available to Council for the future use of the Land:

1. Explore the State's appetite to revisit their position on accepting trusteeship of the Land in light of the current housing crisis;

2. Surrender trusteeship of the Land and return the Land to The State of Queensland. Council's Property Officer has discussed this option with the Department of Natural Resources, Mines and Energy, Warwick Branch who has advised if Council wish to surrender Trusteeship, it is not Council's responsibility to identify a new Trustee for the Land, however all improvements on the Land must be dealt with in accordance with section 34H of the *Land Act 1994*;
3. Apply to the State to purchase the Land. If successful, the Land will become freehold land which Council could then retain for any use or sell. Native Title will be assessed as part of the application and the Department has advised this is more than likely going to be an issue. If native title issues can be resolved, the purchase price for the Land will be the market value of the Land and not for any improvements on the Land;
4. Demolition of improvements and incorporate the Land with the adjoining Reserve for Park (RV Park) described as Lot 11 on SP 310933. Council currently has no budget allocation to do this;
5. Invite tenders or expressions of interest for the purchase and relocation of the improvements and once removed incorporate the Land with the adjoining Reserve for Park (RV Park) described as Lot 11 on SP 310933;

It is recommended that Option 1 be adopted. Failing a successful outcome of Option 1, it is recommended that Option 2 be adopted.

### **Strategic Implications**

#### Corporate Plan

##### Lockyer Leadership and Council

- Undertake robust and accountable financial, resource and infrastructure planning and management to ensure affordable and sustainable outcomes for our community;
- Compliant with relevant legislation.

#### Finance and Resource

Council's Finance Team have advised:

- Council does not hold a value for the Land as it is Reserve land;
- The Buildings on the Land were last valued on 30 June 2022 and currently hold replacement costs of:
  - Units 1, 2 and 3 - \$473,775.00; and
  - Units 4, 5 and 6 - \$503,784.00; and
- Operating costs for 2020 were \$8,108.63;
- Operating costs for 2021 were \$7,480.46;
- Operating costs for 2022 were \$3,606.31; and
- Operating costs for 2023 are currently \$3,798.06.

#### Legislation and Policy

If Council resolve to surrender trusteeship of the Land, all improvements on the Land must be dealt with in accordance with section 34H (Dealing with Improvements) of the *Land Act 1994* as follows:

*An owner of improvements on a reserve may apply in writing to the chief executive to remove the owner's improvements on the reserve;*

*The owner may remove the improvements only with the written approval of the chief executive;*



*The improvements become the property of the State if the chief executive refuses to give written approval for their removal or the chief executive gives written approval for their removal, but the improvements have not been removed within the time stated by the chief executive;*

*However, if the land that has been revoked is leased or sold, the owner of the improvements has a right to payment for the improvements.*

### Risk Management

Key Corporate Risk Code and Category:	FE2
Key Corporate Risk Descriptor:	Finance and Economic Decision making governance, due diligence, accountability and sustainability;
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.

### Consultation

#### *Internal Consultation*

- ✓ Community and Regional Prosperity
- ✓ People and Business Performance
- ✓ Infrastructure
- ✓ Finance

#### *External Consultation*

- ✓ Department of Resources
- ✓ Jim McDonald MP, Member for Lockyer

On 8 June 2023 Member for Lockyer, Jim McDonald advised he has asked the Minister to reconsider their position in light of the current housing crisis.

Council's Building Certifier/Regulatory Officer has advised the following:-

### Units 1, 2 and 3

These 3 units were built in approximately 1990 and have no fire separation between the units. Building Approval BA6586 was issued on the 18<sup>th</sup> April 1990. The plans show a single stud wall separating the units with no details on fire separation. Under the Building Act 1975 for Class 2 Units (not in a Fire Zone) there was a concession for certain walls which included walls separating adjoining sole occupancy units. This concession allowed those certain walls not to require a fire resistance rating if:

- a) each sole occupancy unit concerned has direct egress to the ground or to an external balcony providing egress in two different directions from the building; and
- b) the sheeting of those walls, if not backed by concrete or masonry, is not combustible.

Each unit has direct egress to the ground and, the sheeting of those walls between the habitable areas of the units are non-combustible fibre cement sheeting both sides of the wall. The weather board sections of the verandas have the fibre cement sheet on the internal sheeting of the walls of the adjoining rooms but it is unsure if there is fibre cement sheeting under the weather board cladding on the veranda between the units. If there was, these units may comply with the fire requirements of when they were built. It would be relatively easy to pry a couple of weather boards off enough to see if there is non-combustible sheeting underneath.

#### Units 4, 5 & 6

Council has a copy of the plan for these units however have not been able to find a building approval. These plans show units 1, 2 and 3 as existing. There is a copy of the agreement for supply of funds to construct 3 two bedroom units for the aged or disabled in December 1993 which would indicate they may have been constructed between 1994 and 2000. The plans show a stepped floor for each unit and fire separation between units from the ground level to the underside of the roof sheeting. The units have been constructed with all floors level and not stepped as shown on the plans. The exact time the units were constructed is not available so the requirements of the Building Code 1996 has been used as the minimum standard. (BCA 1996 amendment 7 was adopted 1 July 2000 for Queensland and the fire separation requirements did not change between 1996 and 2000). The requirement was for a 60 minute rating and this could be achieved by a 13mm Fyrchek plasterboard and a 6mm fibre cement sheet on each side of the wall. This is actually visible in parts behind the weatherboard cladding and above the ceiling level in the roof cavities. It would appear from the parts that are visible, the wall has been mostly constructed to comply. There are some issues where the rock wool packing between the roof sheeting and separating wall needs additional packing to fill gaps and there has been electrical and tv cables placed through the wall (post construction) which would require some rectification works to comply. It would be minimum work and expense to get these three units to comply.

#### If The State of Queensland were to accept Trusteeship of all Units

Units 1, 2 and 3 could have one of the units rented and the other two units not used if the risk of all three being used was unacceptable. Units 1, 2 and 3 could be upgraded to comply with more recent separation requirements comparative to units 4, 5 and 6 which would require changes to the sewerage and drainage pipework, water services and electrical services which all pass from one unit to the next. Units 1, 2 and 3 would also require additional stumps and fire separation from ground level to roof sheeting, the existing internal separating walls demolished and re-built (kitchen removed) and additional roof framing constructed. There is also evidence on the flooring under the wet areas in units 1, 2 and 3 that there has been significant leakage causing damage and mould to the chipboard floor which would need to be addressed before being tenanted and would be a significant cost. Interconnected smoke alarms would also need to be installed to meet current requirements.

It is unknown what other requirements the Department of Housing has before they would consider the assets suitable for tenanting.

#### If the Units were to be sold and removed

If the units were to be sold for removal, the purchasers would be required to upgrade fire separation to current standards if put back together as units, or they could rebuild the separating walls as an external wall and have three detached dwellings.

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**Attachments**

There are no attachments for this report.

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**11.2 Request for Lease Renewal over Property No. 194980 - Application of Section 236(1)(c)(iii) of the Local Government Regulation 2012****Author:** Julie Lyons, Property Officer**Responsible Officer:** Dan McPherson, Group Manager People, Customer and Corporate Services

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**Purpose:**

The purpose of this report is to consider a request from the current Lessee to enter into a new Trustee Lease over Property No. 194980 situated at Forest Hill Fernvale Road, Forest Hill and comply with Council's obligations under Section 236 of the *Local Government Regulation 2012*.

**Officer's Recommendation:**

**THAT in relation to the request for a lease over Property No. 194980 by the adjoining landowner, Council resolve to:**

- (a) Apply the exception contained in Section 236(1)(c)(iii) of the *Local Government Regulation 2012* and offer a Trustee Lease to the current Lessee on terms satisfactory to Council; and**
- (b) Delegate authority to the Chief Executive Officer to do all things necessary to give effect to this resolution.**

**Executive Summary**

This report is presented for Council's consideration to comply with Council's obligations under Section 236 of the *Local Government Regulation 2012* and relevant statutes and decide how to respond to the current Lessee's request for a renewal of the Trustee Lease over Property No. 194980, Reserve for Water and Crossing, situated at Forest Hill Fernvale Road, Forest Hill ('the Land').

**Proposal**

The current Lessee leases the Land for the purpose of stock grazing. The lease commenced on 14 June 2013 and recently expired on 13 June 2023. The current lease will continue until a new lease has been put in place. It is proposed a further term of 10 years be offered. No options can be granted under a Trustee Lease.

The Land details are:

Area	8.1857 hectares
Tenure	Reserve for Water and Crossing
Zoning	Open Space and Reserves

## Flood Risk

- High Hazard
- Medium Hazard
- Low Hazard
- Investigation Area

## High Hazard, Medium Hazard, Low Hazard &amp; Investigation Area



An Aerial Plan showing the Land and surrounding area is **Attachment 1** to this report.

### Options

- Option 1 – Apply the exception contained in Section 236(1)(c)(iii) of the *Local Government Regulation 2012* and offer a new Trustee Lease to the current Lessee.
- Option 2 – Refuse the current Lessee's request and provide reasons.

### **Strategic Implications**

#### Corporate Plan

##### Lockyer Leadership and Council

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

#### Finance and Resource

The Lessee currently pays \$288.90 per annum including GST with annual CPI increases. It is proposed the rental for the new lease will be \$310.34 calculated with the annual CPI increase and increased by CPI annually after the first year.

The Lessee will also be responsible for maintaining public liability insurance and the costs of registering the lease with Titles Queensland.

The Lease will be prepared by Council's Property Officer.

### Legislation and Policy

Council must comply with section 236 of the *Local Government Regulation 2012* before a new lease to the current Lessee can be offered.

### Risk Management

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

### Consultation

#### *Internal Consultation*

- ✓ Community and Regional Prosperity
- ✓ People, Customer and Corporate Services
- ✓ Infrastructure
- ✓ Finance

### **Attachments**

[1](#) Attachment 1 1 Page





### 11.3 Request to lease part of Property No. 277840 - Application of Section 236(1)(b)(ii) of the Local Government Regulation 2012

**Author:** Julie Lyons, Property Officer

**Responsible Officer:** Dan McPherson, Group Manager People, Customer and Corporate Services

#### Purpose:

The purpose of this report is to consider a request received from Lockyer Tennis Association Inc to enter into a Trustee Lease over part of Property No. 277840 and if granted, apply the statutory exception from tendering in Section 236(1)(b)(ii) of the *Local Government Regulation 2012*.

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

**THAT with respect to the request by the Lockyer Tennis Association Inc to enter into a Trustee Lease over part of Property No. 277840, Council resolve to:**

- (a) Apply the exception contained in Section 236(1)(b)(ii) of the Local Government Regulation 2012 to enable a Trustee Lease to be offered to a community organisation; and**
- (b) Delegate authority to the Chief Executive Officer to negotiate a Trustee Lease on terms satisfactory to Council.**

#### Executive Summary

The purpose of this report is to consider a request received from Lockyer Tennis Association Inc ("Lockyer Tennis") to enter into a Trustee Lease over part of Property No. 277840 situated at 17 Woodlands Road, Gatton ("the Facility") for the purpose of a clubhouse and sporting facility and discharge Council's statutory obligations before formal tenure is offered.

#### Proposal

On the 21 June 2022 members of the Gatton Tennis Association officially handed over its funds and assets associated with the Facility to Lockyer Tennis.

Lockyer Tennis have been in discussions with Council's Facility Team and have requested a formal lease over the clubhouse and tennis courts be granted to them for security and grant funding purposes. Council's Finance Team have confirmed the clubhouse is on Council's asset register. A lease with the Gatton Tennis Association was never granted.

The Facility is shown in yellow below:

Area	Approximately 3845 m <sup>2</sup>
Tenure	Freehold (LVRC as Trustee upon Trust for Sports and Showground Purposes)
Zoning	Community Facility





It is proposed a lease term of 10 years be offered to Lockyer Tennis. As the lease is a Trustee Lease no options can be granted.

#### Options

Option 1 – Apply statutory exception from tendering in Section 236(1)(b)(ii) of the Local Government Regulation 2012 and offer a Trustee Lease to Lockyer Tennis;

Option 2 – Advise Lockyer Tennis that Council rejects their request and provide reasons.

#### **Strategic Implications**

#### Corporate Plan

##### Lockyer Community

- Council optimises the use of its open spaces and facilities by improving access to and the quality of facilities for individuals and groups for culture, recreational and community activities.

##### Lockyer Leadership and Council

- Compliant with relevant legislation

#### Finance and Resource

The annual rental has not been discussed with Lockyer Tennis however it is proposed to charge in line with the State Rental Category for Charities and small sporting or recreational clubs with the minimum rent being \$137.35 per annum excluding GST.

Lockyer Tennis will be responsible for their own legal costs (if any) incurred in reviewing and signing the lease. They will also be responsible for survey plan fees and lease registration fees with Titles Queensland. Lockyer Tennis will also be required to obtain public liability insurance, be responsible for all outgoings, maintenance and improvements.

If the recommendation is accepted the Lease will be prepared internally by Council's Property Officer.

#### Legislation and Policy

Before a lease can be offered, Council is required to apply the relevant statutory exception contained in Section 236(1)(b)(ii) of the *Local Government Regulation 2012* where a lease is being offered to a community organisation.

#### Risk Management

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

#### Consultation

##### *Internal Consultation*

- ✓ Community and Regional Prosperity
- ✓ People, Customer and Corporate Services
- ✓ Infrastructure
- ✓ Finance

#### **Attachments**

There are no attachments for this report.

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**11.4 Request to lease part of Property No. 134680 - Application of Section 236(1)(b)(ii) of the Local Government Regulation 2012****Author:** Julie Lyons, Property Officer**Responsible Officer:** Dan McPherson, Group Manager People, Customer and Corporate Services

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**Purpose:**

The purpose of this report is to consider a request received from Gatton Pony Club Inc to enter into a Trustee Lease over part of Property No. 134680 and if granted, apply the statutory exception from tendering in Section 236(1)(b)(ii) of the *Local Government Regulation 2012*.

**Officer's Recommendation:**

**THAT with respect to the request by the Gatton Pony Club Inc to enter into a Trustee Lease over part of Property No. 134680, Council resolve to:**

- (a) Apply the exception contained in Section 236(1)(b)(ii) of the Local Government Regulation 2012 to enable a Trustee Lease to be offered to a community organisation; and**
- (b) Delegate authority to the Chief Executive Officer to negotiate a Trustee Lease on terms satisfactory to Council.**

**Executive Summary**

The purpose of this report is to consider a request received from Gatton Pony Club Inc ("Gatton Pony Club") to enter into a Trustee Lease over part of Property No. 134680 situated at 6 Plant Street, Helidon ("the Facility") for the purpose of horse-riding activities and other associated activities and discharge Council's statutory obligations before formal tenure is offered.

**Proposal**

On 13/03/2019 Council resolved to offer a renewal of the lease over part of Property No. 134680 to the Withcott Pony Club Inc. A new lease was drafted and sent out for signature however after many attempts by Council the lease was never signed by the Withcott Pony Club.

The Gatton Pony Club has a Trustee Lease over grounds at 20 Christopher Street, Grantham, however no longer use the grounds due to the grounds being damaged beyond repair after the 2022 floods. Quotes were received by Gatton Pony Club to have the grounds surface top dressed to make the surface safe again and they were quoted over \$60,000.00 which they could not afford. Their Trustee Lease commenced on 07/06/2007 and expires on 07/05/2027.

Council's Infrastructure Team have been in discussions with the two horse clubs and have been advised by the Withcott Pony Club they have now merged with the Gatton Pony Club, using their land at 6 Plant Street, Helidon ("the Facility"), and will now all be known as the Gatton Pony Club. The Withcott Pony Club advised it was a unanimous decision by the Withcott Pony Club allowing the Gatton Pony Club to take over all of their

equipment and responsibilities. They would like to formalise this by allowing the Gatton Pony Club to enter into a new Trustee Lease over the Facility.

The Facility is shown in yellow below:

Area	Approximately 3.303 hectares
Tenure	Reserve for Park & Recreation
Zoning	Open Space



It is proposed a lease term of 10 years be offered to the Gatton Pony Club. As the lease is a Trustee Lease no options can be granted.

#### Options

- Option 1 – Apply statutory exception from tendering in Section 236(1)(b)(ii) of the Local Government Regulation 2012 and offer a Trustee Lease to the Gatton Pony Club;
- Option 2 – Advise the Gatton Pony Club that Council rejects their request and provide reasons.

#### Previous Council Resolutions

Resolution Number 16-20/1261 – Apply the exception contained in Section 236(1)(c)(iii) of the Local Government Regulation 2012 and negotiate a new trustee lease with the Withcott Pony Club over part of Property No. 134680.

A new lease was drafted and sent out for signature however after many attempts by Council the lease was never signed by the Withcott Pony Club.

## Strategic Implications

### Corporate Plan

#### Lockyer Community

- Council optimises the use of its open spaces and facilities by improving access to and the quality of facilities for individuals and groups for culture, recreational and community activities.

#### Lockyer Leadership and Council

- Compliant with relevant legislation

### Finance and Resource

The annual rental has not been discussed with the Gatton Pony Club however it is proposed to charge in line with the State Rental Category for Charities and small sporting or recreational clubs with the minimum rent being \$137.35 per annum excluding GST.

The Gatton Pony Club will be responsible for their own legal costs (if any) incurred in reviewing and signing the lease. They will also be responsible for survey plan fees and lease registration fees with Titles Queensland. The Gatton Pony Club will also be required to obtain public liability insurance, be responsible for all outgoings, maintenance and improvements.

If the recommendation is accepted the Lease will be prepared internally by Council's Property Officer.

Council will also require the Gatton Pony Club to surrender their lease at 20 Christopher Street, Grantham. The Gatton Pony Club will be responsible for the Lease Surrender Fees with Titles Queensland.

### Legislation and Policy

Before a lease can be offered, Council is required to apply the relevant statutory exception contained in Section 236(1)(b)(ii) of the *Local Government Regulation 2012* where a lease is being offered to a community organisation.

### Risk Management

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

### Consultation

#### *Internal Consultation*

- ✓ Community and Regional Prosperity
- ✓ People, Customer and Corporate Services
- ✓ Infrastructure
- ✓ Finance

## Attachments

There are no attachments for this report.

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**11.5 Fraud & Corruption Control Policy for Approval****Author:** Caitlan Natalier, Coordinator Governance and Property**Responsible Officer:** Dan McPherson, Group Manager People, Customer and Corporate Services

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**Purpose:**

The purpose of this report is to seek adoption by Council of the Fraud & Corruption Control Policy.

**Officer's Recommendation:****THAT Council adopt the Fraud & Corruption Control Policy.****Executive Summary**

Council is required under the *Local Government Act 2009* to adopt specific policies, procedures and guidelines for the good governance of the organisation.

The Fraud & Corruption Control Policy has been recently reviewed and updated in accordance with the respective standard and Council's Policy Framework. The Policy was reviewed and endorsed by the Audit and Risk Management Committee at their meeting held on 12 June 2023.

**Proposal**

The Fraud & Corruption Control Policy determines Council's commitment to implementing and embedding an integrity culture that upholds the principles of honesty, integrity and transparency in its business practices that conforms to the Australian Standard AS8001-2021 Fraud & Corruption Control. This review was conducted to streamline the information provided in the document and to ensure it aligns with relevant standards and statutory requirements.

**Previous Council Resolutions**

*Ordinary Meeting of Council 15 September 2021*

*THAT Council adopt the Fraud & Corruption Control Policy and the Risk Management Policy, as attached to these Minutes.*

*Moved By: Cr Cook                      Seconded By: Cr Vela*

*Resolution Number: 20-24/0417*

**Strategic Implications****Corporate Plan**

Lockyer Leadership and Council;

Commit to open and accountable governance to ensure community confidence and trust in council and our democratic values.

**Finance and Resource**

Budget implications will continue to be addressed through existing allocations.

**Legislation and Policy**

Council's policy framework has been adhered to in the development and review of the Fraud & Corruption Control Policy. It complies with the requirements of relevant legislation. Any future policy and legal implications will be addressed as matters arise before Council.



**Risk Management**

Key Corporate Risk Category: FE2

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

Council's Executive Leadership Team were consulted on the revised Fraud & Corruption Control Policy.

The Policy was reviewed by the Audit and Risk Management Committee at its meeting held on 12 June 2023.

The Policy was reviewed by Council's Governance Team to ensure compliance with Council's Policy Framework.

**Attachments**

1 [!\[\]\(d3102649f02e825ddb76dc3de0190154\_img.jpg\)](#) Draft Fraud & Corruption Control Policy 4 Pages



## STRATEGIC

# FRAUD AND CORRUPTION CONTROL

## Head of Power

*Local Government Act 2009*  
*Local Government Regulation 2012*

### Key Supporting Council Document

Lockyer Valley Regional Council Corporate Plan 2022 – 2027

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

## Definitions

**Fraud** is defined in the Australian Standard AS8001-2021: Fraud and Corruption Control, as: Dishonest activity causing actual or potential gain or loss to any person or organisation including theft of moneys or other property by persons internal and/or external to the organisation and/or where deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit.

**Corruption** For clarity, conduct does not have to be illegal to be considered fraud.  
is defined in Australian Standard AS8001-2021: Fraud and Corruption Control, as: Dishonest activity in which a person associated with an organisation (eg. director, executive, manager, employee or contractor) acts contrary to the interests of the organisation and abuses their position of trust to achieve personal advantage or advantage for another person or organisation. This can also involve corrupt conduct by the organisation, or a person purporting to act on behalf of and in the interests of the organisation, in order to secure some form of improper advantage for the organisation either directly or indirectly.

**Corrupt Conduct** As defined in Section 15 of the *Crime and Corruption Act 2001*:  
(1) **Corrupt conduct** means conduct of a person, regardless of whether the person holds or held an appointment, that:  
(a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of:

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Unit: Governance & Property  
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4073214

ECM: 4517536

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- (i) a unit of public administration; or
    - (ii) a person holding an appointment; and
  - (b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that:
    - (i) is not honest or is not impartial; or
    - (ii) involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or
    - (iii) involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and
  - (c) would, if proved, be:
    - (i) a criminal offence; or
    - (ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.
- (2) **Corrupt conduct** also means conduct of a person, regardless of whether the person holds or held an appointment, that:
- (a) impairs, or could impair, public confidence in public administration; and
  - (b) involves, or could involve, any of the following:
    - (i) collusive tendering;
    - (ii) fraud relating to an application for a licence, permit or other authority under an Act with a purpose or object of any of the following (however described):
      - A. protecting health or safety of persons;
      - B. protecting the environment;
      - C. protecting or managing the use of the State's natural, cultural, mining or energy resources;
    - (iii) dishonestly obtaining, or helping someone to dishonestly obtain, a benefit from the payment or application of public funds or the disposition of State assets;
    - (iv) evading a State tax, levy or duty or otherwise fraudulently causing a loss of State revenue;
    - (v) fraudulently obtaining or retaining an appointment; and
  - (c) would, if proved, be:
    - (iii) a criminal offence; or
    - (iv) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.

Corrupt Conduct includes an attempt or a conspiracy to engage in the conduct, as well as neglect, failure or inaction that adversely affects a public agency or official in the ways described above.

Council Lockyer Valley Regional Council (LVRC)

## Policy Objective

The objective of this policy is to:

- establish Council's commitment to:
  - implement and embed an integrity culture that upholds the principles of honesty, integrity and transparency in its business practices that conforms to Australian Standard AS8001-2021: Fraud and Corruption Control

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- enable staff to understand their obligations and embed fraud and corruption management controls to prevent fraud and corruption occurring within Council, and
- effectively prevent, detect, respond to and report on incidents of suspected fraud and corruption within Council.
- provide for practical and effective procedures for reporting and managing suspected incidents of fraud and corruption.
- ensure that Council fulfils its responsibilities under the *Local Government Act 2009* and the *Crime and Corruption Act 2001*.

## Policy Statement

Lockyer Valley Regional Council has zero tolerance for corruption and fraud and is committed to acting in the best interest of the community and upholding the principles of honesty, integrity and transparency. Fraud and corruption can expose Council to significant financial loss and reputational damage and diminish public confidence in Council, its business operations and stakeholder relationships. It is totally unacceptable for any councillor, employee, contractor, volunteer or affiliate to engage or participate in corruption or fraud.

Council is committed to:

- implementing and embedding an integrity culture that upholds the principles of honesty, integrity and transparency in its business practices that conforms to Australian Standard AS8001-2021: Fraud and Corruption Control
- taking a risk management approach to the prevention, identification and management of fraud and corruption
- reducing or removing the potential for fraudulent or corrupt conduct on the part of its Councillors, employees, contractors, volunteers, clients and suppliers
- detecting fraudulent or corrupt conduct through the systematic processes articulated in Fraud & Corruption Control Plan (the Plan)
- investigating or otherwise formally enquiring into all instances of suspected fraudulent or corrupt conduct exposed as a result of our detection processes, or as a result of receiving an allegation of fraudulent or corrupt activities
- managing, disciplining or facilitating the prosecution of those responsible for incidents of fraud and corruption as appropriate
- reporting on incidents of suspected fraud and corruption within Council
- minimising the risk of fraud and corruption, and
- ensuring the continuing organisational integrity and transparency of its operations.

Council officers have a responsibility and an obligation to report suspected or known incidents of fraud or corruption.

Council will take action against anyone who takes reprisal action against a Council officer who reports suspected or known incidents, consistent with Council's Public Interest Disclosure Policy and Procedure.

Council recognises that fraud and corruption prevention and control are integral components of good governance and risk management.

## Human Rights

Council is committed to respecting, protecting and promoting human rights. Council has an obligation under the *Human Rights Act 2019* to give proper consideration to human rights when making a decision, and to act and make decisions in a way that is compatible with human rights. To the extent that an act or decision under this

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policy may engage human rights, Council will have regard to the *Human Rights Act 2019* in undertaking the act or making the decision.

## Relevant Legislation

*Crime and Corruption Act 2001*  
*Criminal Code Act 1899*  
*Human Rights Act 2019*  
*Public Interest Disclosure Act 2010*  
*Public Records Act 2022*  
*Public Sector Ethics Act 1994*

## Related Documents

Fraud and Corruption Control Plan  
Councillor Code of Conduct  
Employee Code of Conduct  
Risk Management Policy  
Risk Management Framework Guideline  
Public Interest Disclosure Policy  
Public Interest Disclosure Procedure  
Conflict of Interest Policy  
Conflict of Interest Procedure  
Related Party Disclosure Policy  
Related Party Disclosure Guideline  
Complaints Management Policy  
Complaints Management Procedure  
Australian Standard AS8001-2021: Fraud and Corruption Control

Group: People, Customer & Corporate Services  
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**12. COMMUNITY & REGIONAL PROSPERITY REPORTS****12.1 Round 2 of the 2022/23 Regional Arts Development Fund (RADF) Grant Program****Author:** Nicole Kilah, Coordinator Libraries & Galleries**Responsible Officer:** Annette Doherty, Acting Group Manager Community and Regional Prosperity**Purpose:**

The purpose of this report is to present the recommendations of the Regional Arts Development Fund (RADF) Committee regarding Round 2 of the 2022/23 RADF Grant program, and to present the unconfirmed minutes of the RADF Committee meeting of 5 June 2023.

**Officer's Recommendation:**

**THAT Council endorse the recommendations of the Regional Arts Development Fund (RADF) Committee and:**

**(a) Allocate RADF funds totalling \$16,544 to the following applicants from Round 2:**

- Noosa Film Academy Details \$6,500
- Howard Edmunds (Opera Eagles Nest) \$5,994
- Btstraps Inc (Bootstraps Gatton) \$3,150
- Izabella Hazard \$900

**(b) Allocate RADF funds totalling \$2,000 to the following applicants for Professional Development:**

- Nury Barros \$1,000
- Brett Reisenleiter \$1,000

**AND further;**

**THAT Council receive and note the unconfirmed minutes of the RADF Committee meeting held on 5 June 2023.**

**Executive Summary**

Applications for Round 2 of the 2022/23 Regional Arts Development Fund (RADF) opened on 27 April 2023 and closed on 31 May 2023. A total of four applications were received, requesting funding of \$17,000. The RADF Committee ('the Committee') has recommended four applicants receive RADF funding.

In addition to Round 2, the Committee also assessed three applications for funding for Professional Development and have recommended two applicants receive RADF funding.

**Proposal**

Each application was checked against the eligibility criteria and then assessed by the Committee members against Local and State RADF Priorities including Reach, Impact, Viability, Quality and Value for Money. At a meeting on 5 June 2023, the Committee discussed each project and made recommendations for funding.

Initially \$8,000 was available for Round 2. However, as all applications had merit, the Committee reallocated funding from other areas (professional development and training) to make additional funds available for Round 2.

The applications received and the recommendations of the Committee are as follows:

Applicant	Project Title	Budget total	Funding request	Funding Allocated
<b>Andrea Huglin (Noosa Film Academy)</b>	Youth Acting for Screen and Screen Production Workshop and Community Screenings	\$31,177	\$6,985 22.4%	\$6,500
<b>App ID: 54RADF Project brief:</b> Academy Award winning Cinematographer Greg Huglin and Noosa Film Academy deliver Acting for Screen and Screen Production Workshops, Screenings and an Inter-regional Red-Carpet Community Screening Event to Lockyer Valley Youth.				
<b>Howard Edmunds (Opera Eagles Nest)</b>	I Will Always Love You	\$15,295	\$5,994 39.2%	\$5,994
<b>App ID: 57RADF Project brief:</b> This project will deliver an entertaining, high-quality music/humour show for the whole community, employing professional artists/technician, and partnering with community art groups i.e. LRPA and STSA-Choir.				
<b>Btstraps Inc (Bootstraps Gatton)</b>	Professional Development (Leather)	\$4,925	\$3,150 \$64%	\$3,150
<b>App ID: 58RADF Project brief:</b> Professional development of five Bootstraps Volunteers in the art of leatherwork with an equine focus.				
<b>Izabella Hazard</b>	Aboriginal Art Workshops	\$1,450	\$900	\$900
<b>App ID: 59RADF Project brief:</b> An Aboriginal Art workshop for school aged children at the Lockyer Valley libraries in the Christmas school holidays.				
<b>TOTAL</b>		<b>\$82,847</b>	<b>\$17,029</b>	<b>\$16,544</b>

All projects except for Noosa Film Academy received funding as per their request. The Committee considered the budget and recommended Noosa Film Academy receive funding of \$6,500 on the basis that partial funding would not affect their project's viability.

The Committee also considered three Quick Response Applications for Professional Development.

Applicant	Title / Details	Total cost	RADF Requested	Amount Funded
Michelle Taylor-Holmes	Australian Nature Photography	\$2,409	\$1,000	Decision delayed
Nury Barros	Alcohol Ink Masterclasses with Amy Perez- Dueck	\$1,603	\$1,000	\$1,000
Brett Reisenleiter	Mentoring for Script/Play writing	\$1,000	\$1,000	\$1,000

The Committee has recommended Nury Barros and Brett Reisenleiter receive funding for Professional Development.

The Committee has requested further information from Michelle Taylor-Holmes and has delayed their decision on this application.

The minutes of the Committee meeting held on 5 June 2023 are attached to this report.

#### Options

1. Council endorses the recommendations of the RADF Committee.
2. Council endorses the recommendations of the RADF Committee for funding, but subject to amendments.
3. Council does not provide RADF funding for these projects.

#### Critical Dates

The earliest a project funded under this round can commence is 1 July 2023.

#### **Strategic Implications**

##### Corporate Plan

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

##### Finance and Resource

Council's grant application to Arts Queensland for RADF funding included an allocation of \$8,000 for Round 2. The RADF Committee reallocated funding from other areas to make additional funds available for Round 2.

##### Legislation and Policy

The applications received under Round 2 of the 2022/2023 RADF Grants program have been assessed by the RADF Committee in accordance with the RADF Guidelines.

##### Risk Management

Key Corporate Risk Code Category:	Environment and Community (EC1)
Corporate Risk Category Description:	Environment and the community, including sustainable development, social and community wellbeing, relationships, public health, recreation, regional profile and identity

##### Consultation

###### *Portfolio Councillor Consultation*

Cr Hagan is chair of the RADF Committee and was involved in the assessment of the applications.  
Cr Janice Holstein attended the RADF Committee meeting on 5 June 2023 and was involved in assessing the applications.

###### *External Consultation*

In addition to the Councillors present, the RADF Committee consists of six community members, four of which attended the meeting on 5 June 2023.

###### *Community Engagement*

Round 2 of the 2022/23 RADF Grant program was promoted in local newspapers, social media channels and within Council's Community eNewsletters.

#### **Attachments**

- [1](#) Attachment 1 - RADF Committee minutes 05 June 2023 3 Pages

# Regional Arts Development Fund



## RADF Committee Minutes

**Date:** 05 June 2023

**Start:** 6.00pm

**Chair:** Cr Michael Hagan

**Minutes:** Nicole Kilah

**Location:** Gatton Library

INVITEES:				Non-Voting attendees
Cr Mike Hagan	Sallyann Peacock	Cr Janice Holstein		Nicole Kilah
Helen Richards	Jess Logan			Tracy Vellacott
APOLOGIES:				
Grace Crichton	Luke Willey			

ITEM #	ITEM
	<p><b>WELCOME, ATTENDANCE AND APOLOGIES:</b> Cr Hagan welcomed everyone and thanked Tracy for attending.</p>
1.	<p>Stephen Hogarth has tendered his resignation from the RADF committee. Discussions: Committee was endorsed 16 December 2020. It was a maximum of a 4-year term. Discussions took place to leave this position open at this stage as we meet the terms of reference (Min of 2 community members).</p>
2.	<p><b>CONFIRMATION OF MINUTES:</b> Minutes from meeting 27 Feb 2023 Moved: Jess                      Seconded: Sally</p>
3.	<p><b>BUSINESS ARISING FROM PREVIOUS MINUTES</b></p> <ul style="list-style-type: none"> <li>Guideline update (not commenced – waiting for adoption of Arts and Culture Strategy)</li> <li>Correspondence received from two applicants. This correspondence was read and discussed. <ul style="list-style-type: none"> <li>Decision not to fund project</li> <li>Feedback re: PD exclusions</li> </ul> </li> </ul>
4.	<p><b>COUNCIL CORRESPONDENCE, MEETINGS AND NEWS</b></p> <ul style="list-style-type: none"> <li>Arts and Culture Strategy update Has been distributed to Crs today and will be presented to Council at the 21 June meeting. An action plan (internal document) will be created once adopted and the RADF guidelines will be updated to reflect Council's priorities.</li> </ul>
5.	<p><b>ARTS QUEENSLAND CORRESPONDENCE AND NEWS</b></p> <ul style="list-style-type: none"> <li>Partnership discussions were held, and feedback given both as Lockyer Valley and as an SE Qld RADF Group. Due to the ministerial reshuffle, the announcement of the review has been delayed. It is anticipated that 2023/24 will be another rollover year (like last year). The current contract with Arts Qld is in place until end August 2023. Talk is that the rollover will revert to a financial year contract (unsure if backdated to 1 July or a short contract to 30 June).</li> </ul>
6.	<p><b>PROMOTION AND ADVERTISING</b></p> <ul style="list-style-type: none"> <li>Facebook advertising of Round 2</li> <li>Advert in 2 newspapers for Round 2</li> <li>Advert in Library, Gallery, Community Connect and grants newsletters</li> <li>Direct email to "names" collected over the last 24 months.</li> </ul>



# Regional Arts Development Fund



	Four people opened a funding application, and we received 4 actual responses for this round – 100% completion. Nic worked with 2 of the 4 applicants and spoke to another. To do: RADF worksheets and example budgets / factsheets. Questions: Do we advertise on Instagram? Nic is unsure and will follow up.																		
7.	<b><u>ACQUITTALS</u></b> Acquittals received from Lockyer Valley Arts Trail Outcomes: <ul style="list-style-type: none"><li>o 12 participants, 350 attendees and an additional 28 workshop attendees.</li><li>o Identified need to develop artist skillsets in presentation, social media, pricing</li><li>o Fabulous networking opportunity.</li></ul>																		
8.	<b><u>BUDGET Update</u></b> Update provided of where our budget is at.																		
9.	<b><u>ROUNDS</u></b> As Round 1 is highly competitive and Round 2 not so, discussions took place about the budget and the rounds. One round per year wasn't recommended as it only allows for one opportunity. It was recommended we continue with 2 rounds per year with 2/3 of the budget in Round 1 and 1/3 of the budget in Round 2. Other ideas, try for set dates of when the round will close. See if it's possible for a round to be opened immediately? If not, see if we can have set open dates going forward. Nic to investigate for Round 1 2023/24.																		
	<b><u>APPLICATIONS</u></b> <ul style="list-style-type: none"><li>o Applications for Round 2 – 2022/23 – 4 Applications received</li><li>o A total of \$17,029 has been requested.</li><li>o Budget allocation for Round 2 was \$8,000</li><li>• The Committee to discuss each application and determine funding allocations</li></ul> <table><tr><th>Applicant</th><th>Project Title</th><th>Budget total</th><th>Funding request</th><th>Conflict of Interest</th><th>Funding Allocated</th></tr><tr><td><b>Andrea Huglin (Noosa Film Academy)</b></td><td>Youth Acting for Screen and Screen Production Workshop and Community Screenings</td><td>\$31,177</td><td>\$6,985 22.4%</td><td>Jess Hallas</td><td>\$6,500</td></tr></table> <p><b>App ID: 54RADF</b> <b>Project brief:</b> Academy Award winning Cinematographer Greg Huglin and Noosa Film Academy deliver Acting for Screen and Screen Production Workshops, Screenings and an Inter-regional Red-Carpet Community Screening Event to Lockyer Valley Youth.</p> <p><b>Discussion:</b> Even though projects of this type have been funded in the past, the committee has determined that project is suitable for funding in this round. They connect with a large group of students and offer more than schools can offer. Funding was reduced to \$6,500. <b>Recommendation:</b> Partially fund</p> <table><tr><td><b>Howard Edmunds (Opera Eagles Nest)</b></td><td>I Will Always Love You</td><td>\$15,295</td><td>\$5,994 39.2%</td><td>Nil</td><td>\$5,994</td></tr></table> <p><b>App ID: 57RADF</b> <b>Project brief:</b></p>	Applicant	Project Title	Budget total	Funding request	Conflict of Interest	Funding Allocated	<b>Andrea Huglin (Noosa Film Academy)</b>	Youth Acting for Screen and Screen Production Workshop and Community Screenings	\$31,177	\$6,985 22.4%	Jess Hallas	\$6,500	<b>Howard Edmunds (Opera Eagles Nest)</b>	I Will Always Love You	\$15,295	\$5,994 39.2%	Nil	\$5,994
Applicant	Project Title	Budget total	Funding request	Conflict of Interest	Funding Allocated														
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## Regional Arts Development Fund



1	This project will deliver an entertaining, high-quality music/humour show for the whole community. We will achieve this by employing professional artists/technician, and partnering with community-arts-groups i.e., LRPA and STSA-Choir.					
	Discussion: Fair project. Good opportunity to allow our community to attend a performance that doesn't normally come to our region. The project connects with two local groups providing opportunities for the groups to develop and work with professionals. Recommendation: Fully fund.					
	<b>Btstraps Inc (Bootstraps Gatton)</b>	Professional Development (Leather)	\$4,925	\$3,150 \$64%	Nil	\$3,150
	<b>App ID: 58RADF</b> <b>Project brief:</b> The project is for the professional development of five Bootstraps Volunteers in the art of leatherwork with an equine focus.					
	Discussion: Good opportunity for the volunteers to extend their skills. Equine focused also allows future sales opportunities for the group to be sustainable. Recommendation: Fully fund.					
1	<b>Izabella Hazard</b>	Aboriginal Art Workshops	\$1,450	\$900	Nil	\$900
	<b>App ID: 59RADF</b> <b>Project brief:</b> I propose to run an Aboriginal Art workshop for school aged children at the Lockyer Valley libraries in the Christmas school holidays.					
	Discussion: Great to have Aboriginal Art workshops offered by a young person to children of the valley. Recommendation: Fully fund.					
	<b>PROFESSIONAL DEVELOPMENT QUICK RESPONSE GRANTS</b> 3 PD Quick response applications have been received.					
	<b>Applicant</b>	<b>Title / Details</b>	<b>Total cost</b>	<b>RADF Requested</b>	<b>Conflict of Interest</b>	<b>Amount Funded</b>
1	<b>Michelle Taylor-Holmes</b>	Australian Nature Photography	\$2,409	\$1,000		Decision delayed
	<b>Nury Barros</b>	Alcohol Ink Masterclasses with Amy Perez- Dueck	\$1,603	\$1,000		\$1,000
	<b>Brett Reisenleiter</b>	Mentoring for Script/Play writing	\$1,000	\$1,000		\$1,000
1	The application by Michelle Taylor-Holmes included 3 courses. The committee has recommended that Michelle determines which course best suits her needs and reapplies. Her application has been reopened for her to submit again.					
	The Committee has approved funding for Nury Barros and Brett Reisenleiter. Action: When redeveloping the RADF guidelines for 2023/24 additional scope and requirements are needed for the PD Quick response grants.					
1	<b>GENERAL BUSINESS</b>					
	RADF Guidelines for 2023/24 Update will include the Arts and Culture Strategy priorities.					

Meeting closed at: 7pm

Items for discussion next meeting: RADF Guidelines

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**12.2 2023-2026 Arts and Culture Strategy****Author:** Nicole Kilah, Coordinator Libraries & Galleries**Responsible Officer:** Annette Doherty, Acting Group Manager Community and Regional Prosperity

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**Purpose:**

The purpose of this report is to seek Council's adoption of the 2023-2026 Arts and Culture Strategy.

**Officer's Recommendation:****THAT Council adopt the 2023-2026 Arts and Culture Strategy, as attached.****AND further;****THAT Council receive and note the LVRC Arts and Cultural Plan Report by The Ideas Distillery, as attached.****Executive Summary**

A Draft Arts and Culture Strategy (attached) has been prepared outlining Council's vision for arts and culture in the Lockyer Valley region and providing guidance for realising that vision by connecting our creative sector to education, resources and opportunities.

**Proposal**

The Draft Arts and Cultural Strategy has been informed by the Arts and Cultural Plan Report prepared by Shelley Pisani of The Ideas Distillery following public consultation meetings in August 2022.

The mission of the Draft Arts and Culture Strategy is to:

*Connect our creative sector to education, resources, and opportunities, to grow the visibility of arts and cultural projects and programs as an integral part of our community.*

The Draft Arts and Culture Strategy provides a clear and concise vision for the connection and growth of the creative sector, and outlines how Council's vision will be realised by identifying our:

- Mission;
- Strategic priorities;
- Performance measures;
- Key themes (from Council's Community Plan);
- Strategic partners; and
- Role.

The Draft Arts and Culture Strategy is a 'plan on a page' like the Economic Development, Environment and Tourism Strategies which were previously adopted by Council. The strategy is a three-year plan (instead of a five-year plan) to align with the timeline of those earlier strategies.

Annual action plans will be developed to support the Arts and Culture Strategy, including actions and projects aligning with the strategic priorities. The Regional Arts Development Fund (RADF) guidelines will be updated to reflect the priorities of the strategy.

### Options

1. Council adopts the 2023-2026 Arts and Culture Strategy as attached.
2. Council adopts the 2023-2026 Arts and Culture Strategy but with amendments.
3. Council does not adopt the 2023-2026 Arts and Culture Strategy.

### Previous Council Resolutions

23 July 2014 Resolution No. 3571

*THAT Council resolves to adopt the Arts & Cultural Plan 2014 - 2019 and note the important partnership between Council and the Community in the development of Arts & Culture within the Lockyer Valley as amended.*

### Critical Dates

There are no critical dates.

### **Strategic Implications**

#### Corporate Plan

##### Lockyer Community

- Develop a range of activities, events and programs that engage the community as a whole.
- Advocate on behalf of and support community groups to access funding streams
- Provide and maintain spaces and facilities that are appropriate for the needs of individuals, groups and the community as a whole.

#### Finance and Resource

Financial commitments in delivering the strategic priorities of the Arts and Culture Strategy will be managed through existing budget allocations. The annual action plan will outline activities and projects for which the budget has been, or will be, sought. This may include allocating some of the RADF budget for priority projects.

#### Legislation and Policy

The Arts and Culture Strategy adds to the suite of strategic documents from the Community and Regional Prosperity Group, including the Tourism, Economic Development and Environment Strategies which were adopted by Council in 2021.

#### Risk Management

Key Corporate Risk Code and Category: FE2

Key Corporate Risk Descriptor: Financial and Economic  
Decision making governance, due diligence, accountability, and sustainability.

#### Consultation

##### *Councillor Consultation*

Shelley Pisani of The Ideas Distillery presented to Council on the Arts and Cultural Plan Report at a workshop in February 2023.

The draft strategy has been discussed with Mayor Cr Milligan, Cr Hagan and Cr Holstein.

##### *Internal Consultation*

The following staff have been consulted in the preparation of this plan:

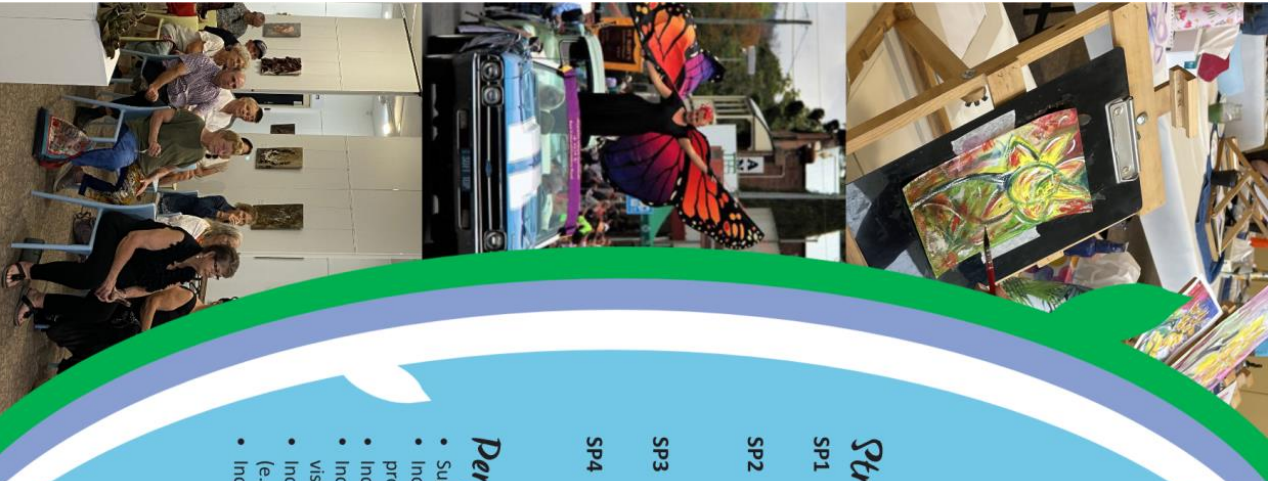
- Group Manager Community and Regional Prosperity
- Manager Communities

*Community Engagement*

Consultant, Shelley Pisani held four public workshops in August 2022. The community also were able to respond back to a discussion paper in September 2022 prior to the strategy being drafted.

**Attachments**

- 1 [↓](#) Draft Arts and Culture Strategy 2023-2026 1 Page
- 2 [↓](#) LVRC Arts and Cultural Plan Report 13 Pages



# 2023-2026 Arts and Culture Strategy

## Mission

Connect our creative sector to education, resources, and opportunities, to grow the visibility of arts and cultural projects and programs as a integral part of our community.

## Strategic Priorities

**SP1** Empower and facilitate the creative sector to grow and develop their capacity and capability to be an integral part of our community.

**SP2** Connect and encourage our community and visitors to participate in programs and projects that increase opportunities for development of arts and cultural initiatives.

**SP3** Understand the importance of acknowledging, involving and engaging First Nations People and Culture.

**SP4** Enhance the profile and acknowledge the importance of the Lockyer Valley Art Gallery in promoting arts and cultural experiences in the community.

### Performance Measures

- Support the creation of a community lead Arts and Cultural Working Group.
- Increase engagement and involvement of First Nations people by Council and Artists in programs and initiatives.
- Increase opportunities for community and visitor participation in projects and programs.
- Increase the awareness of the available arts and cultural product as a means to increase visitation to the region.
- Increase the visibility of funding opportunities available to artists across the region (e.g. RADF, RAF).
- Increase visitation to the Art Gallery by providing unique opportunities and experiences.

### Key Themes


**Lockyer Community**

- Developing a range of activities, events and programs that engage the community as a whole.
- Advocating on behalf of, and support community groups to access funding streams.
- Providing and maintaining spaces and facilities that are appropriate for the needs of individuals, groups and the community as a whole.


### Strategic Partners

- Arts Queensland
- Community and Visitors
- Creative sector
- First Nations people
- Galleries, Libraries, Archives and Museums (GLAM) sector)
- Lockyer Valley Art Gallery
- Museums and Galleries Queensland
- Public Galleries Queensland
- Regional Arts Development Fund (RADF)
- Regional Arts Services Network (RASN)


### Council's Role




Advocate




Enable




Facilitate





Fund



Partner



Provide



Attachment 1

12.2

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## LVRC ARTS AND CULTURAL PLAN REPORT

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## Acknowledgement of Country

Lockyer Valley Regional Council respectfully acknowledges the Traditional Owners, the Yuggera-Ugarapul people as custodians of the region we share. We pay our respects to their elders past, present and emerging and the Aboriginal and Torres Strait Islander Elders of other communities who may live here as the keepers of the traditions, customs, cultures and stories of proud peoples. Lockyer Valley Regional Council is committed to cultivating inclusive environments for all staff, customers, residents and visitors.

## Purpose

The Lockyer Valley Arts and Cultural Plan is the guiding document for Council's investment in resources to support the community of the region to CONNECT and GROW the arts and cultural sector over the next five years. Council defines its roles in arts and cultural development as:

<b>PROVIDER</b>	services such as libraries, galleries and RADF
<b>FUNDER</b>	through RADF and providing information on other funding and resourcing opportunities
<b>REGULATOR</b>	ensuring activities such as public art and events comply with legislation, local laws and policies
<b>PARTNER</b>	leveraging support from other government bodies, funders and services providers for arts and cultural development, e.g. a partnership with RASN for project delivery or with Arts Queensland to co-fund RADF
<b>FACILITATOR</b>	encouraging communities to participate in arts and culture through Council-led library and gallery programs as well as promoting community-initiated projects
<b>ADVOCATE</b>	promoting the arts and cultural interests of the region to increase opportunities for the sector through decision makers and influencers

Through this plan, Council encourages the arts sector to work collaboratively and utilise the initiatives instigated by this plan to build and sustain their practices and to achieve their goals as individual artists, creative businesses and organisations.

## Acronyms

<b>CALD</b>	Culturally and linguistically diverse people
<b>LGBTIQ+</b>	Lesbian, gay, bisexual, trans/transgender, intersex, queer and other sexuality, gender and bodily diverse people
<b>RADF</b>	Regional Arts Development Fund, a partnership between the Queensland Government and Lockyer Valley Regional Council to support local arts and culture in regional Queensland
<b>RASN</b>	The Regional Arts Services Network is an initiative of the Queensland Government through Arts Queensland. Empire Theatre is serving as the Catchment RASN provider for the Lockyer Valley Region from 2022 -2025.

## Alignment with Corporate Objectives

There are key themes that are identified in Council's Community and Corporate Plan where arts and culture aligns to play a crucial role or to benefit from those broader strategies.

CORPORATE PLAN THEME	SUMMARY OF RELATED OBJECTIVES	EXAMPLES OF HOW ARTS AND CULTURE ALIGNS
<b>Lockyer Community</b>	<ul style="list-style-type: none"> <li>community spirit</li> <li>access to arts, cultural and programs</li> <li>festivals and events that bring us together</li> <li>Expression of culture and heritage</li> <li>Promotion of cultural diversity</li> <li>Support community groups with skill development</li> <li>Provide and maintain facilities</li> </ul>	<ul style="list-style-type: none"> <li>Council Libraries and their programs</li> <li>Council Galleries and their programs</li> <li>Existing community and Council events</li> <li>Public art</li> <li>Community-led arts projects and programs</li> <li>Skill-based workshops</li> <li>Local stories told through a variety of artforms</li> </ul>
<b>Lockyer Leadership</b>	<ul style="list-style-type: none"> <li>Community organisations are connected, supported and sustainable</li> <li>Promotion of community activities</li> </ul>	<ul style="list-style-type: none"> <li>Networking</li> <li>Workshops and training</li> <li>Promotions and communications</li> </ul>
<b>Lockyer Business</b>	<ul style="list-style-type: none"> <li>Diverse job opportunities</li> <li>Local businesses are supported</li> <li>Access to infrastructure for growth</li> <li>Collaboration and innovation</li> <li>Leveraging tourism</li> </ul>	<ul style="list-style-type: none"> <li>Creative industries</li> <li>Shared venues, facilities and equipment</li> <li>Networking</li> <li>Workshops and training</li> <li>Cultural tourism</li> </ul>
<b>Lockyer Livelihood</b>	<ul style="list-style-type: none"> <li>Lifelong learning</li> </ul>	<ul style="list-style-type: none"> <li>Workshops</li> <li>Participation in arts projects</li> </ul>
<b>Lockyer Nature</b>	<ul style="list-style-type: none"> <li>Showcase natural assets</li> </ul>	<ul style="list-style-type: none"> <li>Public Art</li> <li>Community-led arts projects</li> </ul>
<b>Lockyer Planned</b>	<ul style="list-style-type: none"> <li>Sustainable economic development</li> <li>Welcoming public spaces</li> <li>We celebrate the unique character of our places</li> </ul>	<ul style="list-style-type: none"> <li>Creative Industries</li> <li>Cultural tourism</li> <li>Storytelling</li> <li>Public art</li> <li>Exhibitions and performances</li> <li>Events and festivals</li> </ul>



COMMUNITY PLAN THEME	COUNCIL COMMITMENT	EXAMPLES OF HOW ARTS AND CULTURE ALIGNS
<b>Lockyer Community</b>	<ul style="list-style-type: none"> <li>Activities, events and programs that engage the community</li> <li>Advocate on behalf of the community</li> <li>Provide and maintain spaces and facilities appropriate for the needs of individuals, groups and the community</li> </ul>	<ul style="list-style-type: none"> <li>Engagement of local artists and arts organisations</li> <li>Events and festivals</li> <li>Leveraging of resources</li> <li>Venues and facilities</li> </ul>
<b>Lockyer Business, Farming and Livelihood</b>	<ul style="list-style-type: none"> <li>Strategic priorities from the Economic Development and Tourism Strategies</li> <li>Opportunities for private sector investment</li> <li>Inland Rail Project opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Creative Industry development</li> <li>Cultural Tourism</li> <li>Philanthropic support and partnerships</li> <li>Public art</li> <li>Heritage interpretation</li> </ul>
<b>Lockyer Leadership and Council</b>	<ul style="list-style-type: none"> <li>Meaningful community engagement</li> </ul>	<ul style="list-style-type: none"> <li>First Nations Arts and Culture</li> <li>Networking</li> <li>Information and resources sharing</li> <li>Storytelling</li> </ul>

### Context and Situation Analysis

The Lockyer Valley is renowned for its natural beauty and fertile farming lands. The Valley is also rich in arts and cultural assets. There is a wealth of individual artists across all artform areas residing in the region that range from hobbyist to experienced professionals. Accompanying that are a broad choice of organisations to be part of in the creative, heritage, tourism and business sectors that can support the growth of arts and culture. Physical spaces and places such as galleries, community and cultural centres, schools, halls, parks, private venues and studios, heritage villages, museums and a university campus make up a diverse mix of infrastructure to support arts and culture.

The overriding sentiment expressed throughout consultation for this plan, was that these abundant resources are not always known, accessible or suited for purpose. There is a strong sense that the collective knowledge of the people, skills and resources that could be potentially playing a role in arts and culture are not well known. This plan therefore has several strategies to map and connect these resources, people and conversations for the growth of the sector and the individuals that play a role in it.

The Yuggera-Ugarapul people have expressed a desire for their culture and connection to country to be more visible in community with ideas for signage, public art and culturally safe

placemaking proposed at the community workshops for further consultation with traditional owners. Other First Nations creatives residing in the region have an abundance of skills, knowledge and ideas to share. Through the consultation processes for this plan, some starting points to open up this conversation have been identified to enrich the region's acknowledgement, respect and understanding of culture, protocol and First Nations arts.

There is a wealth of creative skill that exists in the Lockyer Valley and within people who are connected with the Valley. Many experienced professionals across artforms reside in the region, with much untapped potential. Storytellers, musicians, theatre performers, visual artists, writers, dancers and historians, along with producers, backstage specialists and project managers were all represented during the consultation processes for this plan, certainly uncovering many hidden talents. These professionals need to be more clearly identified to ensure that connections are made for involvement in Council or community-led arts projects or programs.

There is a very strong desire for more spaces where artists can gather socially, conduct workshops and produce and present work. There are spaces that exist now that the community can access, however an audit of these and the needs that the arts sector has in accessing those spaces is a strategy recommended in this plan. Moving forward, it will require shared use and collaboration between individual and organisational users of these spaces whilst allowing for the differing needs of each group. It is important to note that there are non-local government resources and opportunities for funding that could also be tapped into by the community in order to meet their facility needs.

There is a wonderful cultural diversity within the Lockyer Valley from our First Nations people to descendants of historical migrant communities and new migrants. Developing opportunities to showcase this culture as well as creating appropriate platforms for the region's communities that identify with disability, LGBTIQ+, young people and the aged to share their stories through arts and culture is vital for an inclusive arts and cultural sector.

The range of festivals and events in the region provides great platforms for arts and cultural participation. At the workshops to develop this plan, attendees acknowledged that there is room for more arts opportunities, collaborations and to engage with the region's professional artists to build quality experiences.

One challenge for the region is population growth and transience of the population. Many live in the region and commute to other regions to work. Many professionals who work in the Valley reside elsewhere. How does the Lockyer capture these people as participants and audiences for the arts?

The Lockyer Valley is the commuter corridor between Toowoomba, Ipswich and Brisbane, which engenders a "too close but too far" scenario particularly for touring product that often means the Lockyer Valley is overlooked as the arts and cultural opportunities can be made available at larger urban centres. The distances to travel to Toowoomba or Brisbane for arts and cultural opportunities can be prohibitive for many people. A lack of public transport within the region to attend events, festivals and other arts and cultural opportunities is also limiting access.

There is a great opportunity to grow cultural tourism, taking advantage of that proximity to major regional centres that can drive to weekend experiences in the Lockyer Valley. This is a bigger picture industry, tourism and arts sector collaboration that can encourage a whole of community approach to utilising arts and culture to grow this drive tourism potential.

There are many challenges to and opportunities for the growth of arts and culture in the region. This plan is looking at laying the foundations over the next five years with the hope of further investment in arts and culture to build towards a public acknowledgement of the vibrancy of the arts and culture of the Lockyer Valley. Collaboration will be the key to the success of this plan.

### What does arts and culture include?

The United Nations Education Scientific Cultural Organization's (UNESCO) defines culture as:

*"...the set of distinctive spiritual, material, intellectual and emotional features of a society or a social group, that encompasses not only art and literature, but lifestyles, ways of living together, value systems, traditions and beliefs."* UNESCO, 2001

In the context of this plan, arts and cultural activities can include:

- Dance and Movement
- Fashion and Design
- Festivals and Events
- Film, Digital and Multimedia
- Libraries, Galleries and associated Venues
- Multi Arts (cross artform collaboration)
- Museums, Collections and Heritage
- Music
- Theatre
- Visual Arts, Craft and Design
- Writing
- Administrative, Management and Production roles that support the above

## Vision

The Lockyer Valley is a regional arts destination where artists thrive and the community celebrates culture and creativity.

## Mission

By connecting our creative sector to resources and opportunities, we will grow the visibility of arts and culture as a vital part of our region.

## Guiding Principles

- Acknowledgement of First Nations people, their culture and protocols
- Encourage the community to develop projects that are accessible, inclusive and celebrate the diversity of the region
- Support the development of a local creative industry sector
- Skills, experience, intellectual property, cultural and moral rights are valued
- Encourage the community to uphold creative industry standards of practice

## CONNECT Goals and Strategies

### A. Acknowledge our First Nations People and Culture

- A.1 - Provide appropriate cultural training through our traditional custodians to build knowledge of First Nations arts and culture and protocols
- A.2 – Support a First Nations-led approach for public acknowledgement and development of culturally safe spaces across the region

### B. Connect our region to the arts through communication and accessible programs

- B.1 - Network the arts and cultural sector through regular purpose-led gatherings that rotate around the region, bringing the sector together to share and grow ideas and resources
- B.2 - Develop a communication strategy for arts and cultural opportunities, events, resources and key contacts to support both marketing and employment opportunities.
- B.3 – Instigate an Arts and Cultural Working Group with representation from Council and the community to inform the long-term delivery of the plan
- B.4 – Work with local organisations and providers to develop training and resources to support inclusive access to arts projects and programs for all members of the community with consideration for First Nations, CALD, LGBTIQ+, disability and age
- B.5 – Continue delivering quality programs through the Council's existing arts and cultural venues and services

### C. Access to venues, facilities and resources

- C.1 - Conduct a venues and facilities audit to look at how spaces might become more accessible to the arts and cultural sector with a particular focus on shared use
- C.2 - Prioritise resourcing for projects that encourage collaboration and resource sharing
- C.3 - Provide an online resource centre for accessing information about funding, venues, facilities and resources across the region

- C.4 - Continue to deliver the RADF program and provide training programs to support quality project outcomes

## **GROW Goals and Strategies**

### **D. Increase the visibility of arts and culture in our region**

- D.1 - Develop a Public Art Policy, Plan and Procedures to manage the development of quality public art outcomes for the region
- D.2 - Develop networks to support the presentation of more touring exhibitions and performances in the Lockyer Valley
- D.3 - Work with First Nations representatives and the tourism, business and agricultural sectors to grow opportunities for cultural tourism products, projects, training and events

### **E. Encourage the development of projects and programs that support the engagement of community in the arts**

- E.1 - Support the development of arts programs and projects that offer opportunity for young people to connect to arts education
- E.2 - Capture the stories and language of the region through a digital story collection hosted by Lockyer Valley Libraries

### **F. Support initiatives that build creative sector capacity and understanding of professional practice**

- F.1 - Grow the capacity and sustainability of the region's arts and cultural sector through business, governance, strategic planning, funding and philanthropy training and mentorship programs
- F.2 - Support artists from diverse backgrounds to reach their potential
- F.3 - Acknowledge the professional artists and artswokers of the region and their rights to be paid for their knowledge and experience

## Action Plan

### A. Acknowledge our First Nations People and Culture

Strategy	Action	Priority	Role
A.1	Provide appropriate cultural training through our traditional custodians to build knowledge of First Nations arts and culture and protocols		
A.1.1	Make connection with approved training providers and develop scope and costing for internal Council and community training	High	Facilitator
A.1.2	Implement internal Council and community training program	Medium	Facilitator
A.2	Support a First Nations-led approach for public acknowledgement and development of culturally space spaces across the region		
A.2.1	Meet with traditional custodians and other First Nations leaders to map out potential public acknowledgement projects including signage, public art and placemaking projects	Medium	Facilitator
A.2.2	Connect the community to funding and resources to support the delivery of these projects that fall outside the bounds of Council programs and facilities	Medium	Provider

### B. Connect our region to the arts through communication and accessible programs

Strategy	Action	Priority	Role
B.1	Network the arts and cultural sector through regular purpose-led gatherings that rotate around the region, bringing the sector together to share and grow ideas and resources		
B.1.1	Develop and deliver a program of networking events that have a theme and purpose to spark ideas, conversations and connection within the arts sector and with other parts of the community, rotating around the region	High	Facilitator Partner Advocate
B.1.2	Actively document these gatherings and any suggested initiatives for sharing back through communication tools developed in B.2, encouraging community-initiated projects and programs	Medium	Facilitator
B.2	Develop a communication strategy for arts and cultural opportunities, events, resources and key contacts to support both marketing and employment opportunities.		
B.2.2	Map existing arts and cultural sector communication tools and identify gaps that can be addressed by a Council coordinated program, looking at social media pages and	High	Provider

	groups, e-newsletters and website information portals.		
B.3	Instigate an Arts and Cultural Working Group with representation from Council and the community to inform the long-term delivery and review of the plan and advocate for community-generated initiatives		
B.3.1	Develop a structure, roles and terms of reference before calling for community nominations to the Working Group, ensuring representation of community and artform diversity	Medium	Facilitator
B.4	Work with local organisations and providers to develop training and resources to support inclusive access to arts projects and programs for all members of the community with consideration for CALD, LGBTIQ+, disability and age		
B.4.1	Source relevant service providers for the delivery of training for artists, artworkers and organisations to ensure safety and appropriate delivery models for inclusive arts projects and programs.	Medium	Facilitator
B.4.2	Devise a delivery program for this training in coordination with the service providers	Medium	Funder (RADF)
B.4.3	Encourage inclusion of these sectors as representatives on the RADF Committee	Short	Provider
B.5	Continue delivering quality programs through the Council's existing arts and cultural venues and services		
B.5.1	Support the continual professional development of Council Libraries and Gallery, staff and volunteers through programming and RADF	Ongoing	Provider

**C. Access to venues, facilities and resources**

Strategy	Action	Priority	Role
C.1	Conduct a venues and facilities audit to look at how spaces might become more accessible to the arts and cultural sector with a particular focus on shared use		
C.1.1	Develop a tender brief for an audit of Council, community and other government venues, facilities and resources in the Locker Valley region that have potential to support the arts. It should also include a needs analysis of local independent artists, creative businesses and organisations across all arts and cultural areas.	Short	Provider Facilitator Partner
C.1.2	Contract a consultant and have an audit report presented to Council with recommendations for use of venues and facilities. Connect the outcomes to C.3.	Medium	Provider Facilitator Partner

C.2	Prioritise resourcing for projects that encourage collaboration and resource sharing		
C.2.1	Link collaboration and resource sharing between organisations in the delivery of C.1.	Medium	Facilitator
C.3	Provide an online resource centre for accessing information about funding, venues, facilities and resources across the region		
C.3.1	Following on from B2.2, allocate resources to develop this online portal where appropriate.	Long	Provider
C.4	Continue to deliver the RADF program and provide training programs to support quality project outcomes		
C.4.1	Review RADF Committee processes and criteria to include priorities in line with the strategies of this plan and the priority timeframe.	Short	Provider Funder

**D. Increase the visibility of arts and culture in our region**

Strategy	Action	Priority Timeframe	Role
D.1	Develop a Public Art Policy, Plan and Procedures to manage the development of quality public art outcomes for the region		
D.1.1	Develop a tender brief and contract a consultant for the development of a Public Art Policy, Plan and Procedures for the Lockyer Valley region	Medium	Provider Funder Regulator Facilitator
D.1.2	Document existing public artwork and develop promotional tools for a public art trail as a cultural tourism product for the region	Long	Provider Partner
D.2	Develop networks to support the presentation of more touring exhibitions and performances in the Lockyer Valley		
D.2.1	Connect with key state arts service providers and producers to discuss performance touring potential. Connect this conversation to C.1	Short	Facilitator
D.3	Work with First Nations representatives and the tourism, business and agricultural sectors to grow opportunities for cultural tourism products, projects, training and events		
D.3.1	Hold a Cultural Tourism forum in conjunction with relevant Council teams, inviting key stakeholders in the Lockyer Valley to map the potential of Cultural Tourism products for the region including new and existing arts-led opportunities for drive tourism	Medium	Facilitator Partner



D.3.2	Create a report based on outcomes from the forum to position the Lockyer Valley for funding opportunities that may come available through tourism and the 2032 Brisbane Olympics	Medium	Facilitator Partner
D.3.3	Ensure skills and capacity building in Cultural Tourism product development is a priority area for RADF	Ongoing	Funder

**E. Encourage the development of projects and programs that support the engagement of community in the arts**

Strategy	Action	Priority Timeframe	Role
E.1	Support the development of arts programs and projects that offer opportunity for young people to connect to arts education		
E.1.1	Develop and conduct a biennial Youth Arts-focused engagement process facilitated by and for young people with invited key stakeholders to gauge the types of arts opportunities that young people want to be involved in	Medium	Provider Facilitator Funder Partner
E.1.2	Connect with state-wide arts service providers across artforms to ensure the Lockyer Valley can tap into opportunities for young people (e.g., Flying Arts programs for young artists)	Ongoing	Provider Facilitator
E.2	Capture the stories and language of the region through a digital story collection housed at Lockyer Valley Libraries		
E.2.1	Offer a range of skill development programs in a range of digital storytelling methods through Lockyer Valley Libraries	Ongoing	Provider Funder Facilitator
E.2.2	Encourage the community to apply for RADF for digital storytelling projects that emerge as a priority and add the results into the library collection	Ongoing	Provider Funder Facilitator

**F. Support initiatives that build creative sector capacity and understanding of professional practice**

Strategy	Action	Priority Timeframe	Role
F.1	Grow the capacity and sustainability of the region's arts and cultural sector through business, governance, strategic planning, funding and philanthropy training and mentorship programs		
F.1.1	Through network events, establish priority training needs for the sustainability of organisations and connect with local professionals and state-wide arts service	Medium	Provider Funder Partner Facilitator

	providers to develop and deliver a workshop program		
F.1.2	Build a library of online resources for capacity building and sustainability of arts organisations and businesses and publish within C.3		Provider
F.2	Support local artists from diverse backgrounds to reach their potential		
F.2.1	Encourage artists to apply for funding to support their professional development and project ideas through RADF training and networking events	Ongoing	Provider Funder
F.2.2	Connect with RASN and other state-wide arts service providers across artforms to ensure the Lockyer Valley can tap into opportunities for artist development	Ongoing	Partner Facilitator
F.3	Acknowledge the professional artists and artworkers of the region and their rights to be paid for their knowledge and experience		
F.3.1	Implement a whole of Council approach to paying industry standard rates of pay for the contracted engagement of professional artist and arts worker for the delivery of Council-led projects, programs and services	Short	Provider Advocate
F.3.2	Add information on industry standard rates of pay to the online resource recommended in C.3	Short	Provider
F.3.3	Encourage information sessions and workshops on professional standard practices in different artform areas including education on industry standards rates of pay and acknowledgement of intellectual property	Ongoing	Facilitator

**12.3 MC2022/0068 Variation Request and Application for Development Permit for Bulk Retail, Car Repair Station and Advertising Device - 8 Echidna Place, Plainland**

**Author:** Tammee Van Bael, Planning Officer  
**Responsible Officer:** Annette Doherty, Acting Group Manager Community and Regional Prosperity

**Purpose:**

The purpose of this report is to consider an application (MC2022/0068) for Preliminary Approval including Variation Request to vary the effect of the Laidley Shire Planning Scheme 2003, Development Permit for Material Change of Use for Bulk Retail and Car Repair Station, and Development Permit for Operational Works for Advertising Device on Lot 5 SP279865 at 8 Echidna Place, Plainland.

The application has been assessed in accordance with the requirements of the *Planning Act 2016* and it is recommended that the application be approved subject to conditions.

**Officer's Recommendation:**

**THAT the application (MC2022/0068) for a Preliminary Approval including Variation Request to vary the effect of the *Laidley Shire Planning Scheme 2003*, Development Permit for Material Change of Use for Bulk Retail and Car Repair Station, and Development Permit for Operational Works for Advertising Device on Lot 5 SP279865 at 8 Echidna Place, Plainland, be approved subject to the following conditions:**

**PRELIMINARY APPROVAL INCLUDING VARIATION REQUEST TO VARY THE EFFECT OF THE LAIDLEY SHIRE PLANNING SCHEME 2003**

No.	Condition	Timing										
APPROVED PLANS AND DOCUMENTS												
1.	<div>APPROVED PLANS AND DOCUMENTS</div> <div>The approved Preliminary Approval Document is the following document, as amended:</div> <table><tr><th>Title</th><th>Document No.</th><th>Revision / Amended</th><th>Date</th><th>Prepared By</th></tr><tr><td>Plainland Westbound Commercial Area Variation Scheme Document</td><td>Volume 3</td><td>2</td><td>21 March 2023</td><td>Precinct Urban Planning</td></tr></table> <div>The <i>Plainland Westbound Commercial Area Variation Scheme Document</i> is amended such that:</div> <div><div>(a) Operational Works for an Advertising Device for a business name sign or sign directly associated with the operations of a business if Accepted development subject to requirements of the Advertising Devices Code and Business and Village Area Code (see amendments in red on pages 16 and 17 of the approved Preliminary Approval Document); and</div><div>(b) The categories of development and assessment for the Flood hazard overlay are not varied (see amendments in red on page 19 of the</div></div>	Title	Document No.	Revision / Amended	Date	Prepared By	Plainland Westbound Commercial Area Variation Scheme Document	Volume 3	2	21 March 2023	Precinct Urban Planning	At all times while the approval is current.
Title	Document No.	Revision / Amended	Date	Prepared By								
Plainland Westbound Commercial Area Variation Scheme Document	Volume 3	2	21 March 2023	Precinct Urban Planning								

	approved Preliminary Approval Document). The <i>Temporary Local Planning Instrument</i> for flood regulation (the TLPI) continues to apply to the premises, though it is noted the TLPI does not apply to commercial and industrial development as outlined in section 5.3 of the TLPI.	
2.	<b>PRELIMINARY APPROVAL CODE</b> All future development within the Preliminary Approval Area, being the Plainland Westbound Commercial Area, as identified in the approved Preliminary Approval Document, must be undertaken in accordance with the provisions of the approved Preliminary Approval Document and the applicable Codes and Planning Scheme Policies contained in the <i>Laidley Shire Planning Scheme 2003</i> .	At all times while the approval is current.
3.	<b>PLANNING SCHEME</b> Where the approved Preliminary Approval Document does not state the way in which the approval will vary the effect of the Planning Scheme, the relevant provisions contained in the Laidley Shire Planning Scheme 2003 will have effect.	At all times while the approval is current.
4.	<b>LAPSING OF APPROVAL FOR DEVELOPMENT NOT COMPLETED</b> In accordance with section 88(2) of the <i>Planning Act 2016</i> , this variation approval lapses to the extent the development is not completed within five years after the approval takes effect.	At all times while the approval is current.

**DEVELOPMENT PERMIT FOR MATERIAL CHANGE OF USE FOR BULK RETAIL AND CAR REPAIR STATION, AND DEVELOPMENT PERMIT FOR OPERATIONAL WORKS FOR ADVERTISING DEVICE**

No.	Condition	Timing																																			
APPROVED PLANS AND DOCUMENTS																																					
5.	<p><b>APPROVED PLANS &amp; DOCUMENTS</b></p> <p>Undertake the approved development generally in accordance with the approved plans and documents, including any amendments where in red on the approved plan(s) or document(s):</p> <table><tr><th>Title</th><th>Plan No.</th><th>Revision / Amended</th><th>Date</th><th>Prepared By</th></tr><tr><td>Site Locality Plan</td><td>21070-DA01</td><td>B</td><td>17.03.2023</td><td>Verve Building Design Co</td></tr><tr><td>Proposed Site Plan</td><td>21070-DA02</td><td>B</td><td>17.03.2023</td><td>Verve Building Design Co</td></tr><tr><td>Building Elevations &amp; Perspectives</td><td>21070-DA03</td><td>C</td><td>13.04.2023</td><td>Verve Building Design Co</td></tr><tr><td>Building Elevations &amp; Perspectives</td><td>21070-DA04</td><td>C</td><td>13.04.2023</td><td>Verve Building Design Co</td></tr><tr><td>Building Elevations &amp; Perspectives</td><td>21070-DA05</td><td>C</td><td>13.04.2023</td><td>Verve Building Design Co</td></tr><tr><td>Building Elevations &amp; Perspectives</td><td>21070-DA06</td><td>C</td><td>13.04.2023</td><td>Verve Building Design Co</td></tr></table>	Title	Plan No.	Revision / Amended	Date	Prepared By	Site Locality Plan	21070-DA01	B	17.03.2023	Verve Building Design Co	Proposed Site Plan	21070-DA02	B	17.03.2023	Verve Building Design Co	Building Elevations & Perspectives	21070-DA03	C	13.04.2023	Verve Building Design Co	Building Elevations & Perspectives	21070-DA04	C	13.04.2023	Verve Building Design Co	Building Elevations & Perspectives	21070-DA05	C	13.04.2023	Verve Building Design Co	Building Elevations & Perspectives	21070-DA06	C	13.04.2023	Verve Building Design Co	At all times.
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	Title	Document No.	Revision / Amended	Date	Prepared By	
	Site Based Stormwater Management Plan	222080	1	17/03/2023	Farr Engineers Associates Pty Limited	
6.	<b>CONDITIONS OF APPROVAL AND APPROVED PLANS</b> Where there is a conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval take precedence.					At all times.
<b>GENERAL</b>						
7.	<b>COMPLIANCE WITH CONDITIONS</b> The developer is responsible for ensuring compliance with this development approval and the conditions of the approval by an employee, agent, contractor, or invitee of the applicant.					At all times.
8.	<b>WORKS – APPLICANT’S EXPENSE</b> The cost of all works associated with the development and construction of the development, including services, facilities and/or public utility alterations required are met at no cost to the Council or relevant utility provider, unless otherwise stated in a development condition.					At all times.
9.	<b>INFRASTRUCTURE CONDITIONS</b> All development conditions contained in this development approval about infrastructure under Chapter 4 of the <i>Planning Act 2016</i> (the Act), should be read as being non-trunk infrastructure conditioned under section 145 of the Act, unless otherwise stated.					At all times.
10.	<b>WORKS – DEVELOPER RESPONSIBILITY</b> The applicant must repair any damage to existing infrastructure (e.g. kerb and channel, footpath or roadway) that may have occurred during any works undertaken as part of the development. Any damage that is deemed to create a hazard to the community, must be repaired immediately.					At all times.
11.	<b>WORKS – DESIGN &amp; STANDARD</b> Unless otherwise stated, all works must be designed, constructed, and maintained in accordance with the relevant Council policies, guidelines and standards.					At all times.
12.	<b>WORKS – SPECIFICATION &amp; CONSTRUCTION</b> All engineering drawings/specifications, design and construction works must comply with the requirements of the relevant Australian Standards and must be approved, supervised, and certified by a Registered Professional Engineer of Queensland (RPEQ).					At all times.
13.	<b>MAINTAIN APPROVED DEVELOPMENT</b> The development is to be constructed and maintained in accordance with the approved drawing(s) and/or document, and any relevant approvals.					At all times.
<b>ENGINEERING WORK – STORMWATER DRAINAGE WORKS</b>						
14.	<b>STORMWATER DRAINAGE WORKS – LAWFUL POINT OF DISCHARGE</b> The lawful point of discharge for the development is at the northwest of the site into the existing table drain. Discharge all minor stormwater flows that fall or pass onto the site to the lawful point of discharge without causing annoyance or nuisance to any person in accordance with the Queensland Urban Drainage Manual (QUDM).					At all times.

15.	<b>STORMWATER DRAINAGE WORKS</b> Undertake the development such that all stormwater (except for rainwater captured on-site in rainwater tanks) is to be drained from the site and carried without causing annoyance or nuisance to any person. All works must be designed in accordance with the Queensland Urban Drainage Manual (QUDM).	At all times.
16.	<b>STORMWATER DRAINAGE WORKS – DESIGN, CONSTRUCTION AND MAINTENANCE</b> Design all necessary internal and external stormwater drainage to service the development. Such drainage works must be designed by a Registered Professional Engineer Queensland (RPEQ) and constructed in accordance with the Queensland Urban Drainage Manual and Council's <i>Laidley Shire Planning Scheme 2003</i> such that the overall drainage system caters for a storm event with a 1% annual exceedance probability (AEP) and a Development Permit for Operational Work (Stormwater Drainage Works).	At all times.
17.	<b>SUBMIT STORMWATER MANAGEMENT PLAN</b> Submit to Council, a detailed site-based stormwater management plan certified by a Registered Professional Engineer of Queensland. In addition to other relevant stormwater quantity and quality management issues, the report must include the following: <ul style="list-style-type: none"> <li>(a) A suitably scaled plan showing the stormwater catchment and sub-catchments for pre-development and post-developed scenarios;</li> <li>(b) Include full calculations, including where necessary electronic files from industry standard modelling software (including both electronic model files and results files) and all details of the modelling assumptions to support both the proposed water quantity and quality management strategy;</li> <li>(c) Include detailed engineering plans with details of any new drainage systems, or amendments and upgrading of existing drainage systems to implement the proposed drainage strategy; and</li> <li>(d) Incorporate details of ongoing maintenance and management actions required about any proposed detention basin and retention systems.</li> </ul> The stormwater management plan must demonstrate the development: <ul style="list-style-type: none"> <li>(a) Achieves no increase in peak stormwater runoff for a selected range of storm events up to and including the one in one-hundred-year storm event (100-year Average Recurrence Interval) for the post development condition; and</li> <li>(b) Provides for achievable stormwater quality treatment measures meeting the design objectives listed in Part G, Appendix 2 (Stormwater management design objectives) of the State Planning Policy and the subsequent SEQ Water Development Guidelines - Water Quality Management in Drinking Water Catchments.</li> </ul>	At the same time as a development application for Operational Work.
<b>EROSION AND SEDIMENT CONTROL</b>		
18.	<b>SUBMIT EROSION AND SEDIMENT CONTROL PLAN</b> Submit an Erosion and Sediment Control Plan (ESCP) as part of the Operational Works application. The ESCP must demonstrate the release of sediment-laden stormwater is avoided for the nominated design storm and minimised where the design storm is exceeded such that stormwater quality treatment measures meet the design objectives listed in Part G,	At the same time as a development application for Operational Work.

	Appendix 2 (Stormwater management design objectives) of the State Planning Policy. Include erosion and sediment control measures that are to be designed and constructed in accordance with the document 'Best Practice Soil and Erosion Control' (IECA 2008).	
19.	<b>IMPLEMENT EROSION &amp; SEDIMENT CONTROL PLAN</b> Implement and maintain the ESCP for the duration of the construction works, and until such time all exposed soil areas are permanently stabilised (e.g. turfed, hydro mulched, concreted or landscaped etc.).	At all times.
<b>ENGINEERING WORK – CARPARKING AND ACCESS</b>		
20.	<b>ON-SITE CAR PARKING</b> Design, construct and maintain all car parking and access works generally in accordance with the approved plans AS2890-1: 2004 Parking facilities – Off-street car parking, AS/NZS2890.6: 2009 Parking facilities – Off-street car parking for people with disabilities, Manual of Uniform Traffic Control Devices (Queensland).	At all times.
21.	<b>VEHICULAR ACCESS</b> Design, construct and maintain the approved vehicular access, as per the approved plans and documents, in accordance with the IPWEAQ Drawing RS-051.	At all times.
22.	<b>VEHICULAR ACCESS</b> Design any new crossovers such that the edge of the crossover is no closer than 1 metre to any existing or proposed infrastructure, including any stormwater gully pit, maintenance hole, service infrastructure (e.g. power pole, telecommunications pit), and road infrastructure (e.g. street sign, street tree, etc). Design the re-location of any infrastructure services to meet the above criteria as required.	At the same time as a development application for Operational Work.
23.	Signage and line marking must be provided in accordance with AS1742 Manual of Uniform Traffic Control Devices and in accordance with the Manual of Uniform Traffic Control Device (MUTCD).	Prior to commencement of the use and at all times thereafter.
24.	<b>ON-SITE CAR PARKING</b> Provide and maintain a minimum of 57 car parking spaces on-site, including 2 spaces for people with disabilities, in accordance with the approved plans.	Prior to commencement of the use and at all times thereafter.
25.	<b>ON-SITE CAR PARKING – PEOPLE WITH DISABILITIES</b> Ensure parking spaces for people with disabilities and access to them complies with AS1428.1:2009 Design for access and mobility – General requirements for access – New building work and AS/NZS 2890.6:2009 Parking facilities - Off-street parking for people with disabilities.	At all times.
26.	<b>DRIVEWAYS AND ON SITE MANOUEVRING</b> Design, construct and maintain all driveways, internal circulation areas, manoeuvring areas, loading and unloading areas and refuse collection facilities in accordance with the standards specified in AS2890.2: 2018 - Parking facilities – Off-street commercial vehicle facilities and AS2890.5:1993 – Parking facilities – On-street parking.	At all times.
27.	<b>VEHICULAR ACCESS</b> Vehicular access is only permitted at the approved crossover locations as shown on the approved plans. Vehicles are not permitted to enter or exit the site in any other location.	At all times.
<b>ENGINEERING – FOOTPATH</b>		

28.	<b>PEDESTRIAN/BICYCLE PATHWAY(S)</b> Design and construct a 1.5 metre wide concrete pathway within the road verge for the full frontage of Echidna Place in accordance with the Lockyer Valley Regional Council Road Hierarchy Table and a Development Permit for Operational Work.	Design as part of a development application for Operational Work. Construction prior to commencement of use.
<b>EXCAVATING AND FILLING</b>		
29.	<b>OPERATIONAL WORK – EARTHWORKS PLAN</b> Provide an earthworks plan that clearly identifies the following: (a) The location of cut and/or fill; (b) The type of fill to be used and the way it is to be compacted; (c) The quantum of fill to be deposited or removed and finished cut and/or fill levels; (d) Retaining structures (if necessary); and (e) Surface and sub-surface drainage controls (if applicable).	As part of a development application for Operational Work.
30.	<b>EXCAVATING AND FILLING</b> Carry out excavating (cut) and filling activities in accordance with the AS3798-2007 Guidelines on earthworks for residential and commercial developments, the approved plans and a Development Permit for Operational Work (Earthworks).	At all times.
31.	<b>EXCAVATING &amp; FILLING</b> Ensure the excavating or filling does not concentrate or divert stormwater onto adjoining land to a degree which is worse than that which existed prior to the works. Ensure the excavating or filling does not result in the ponding or permanent retention of surface water either on the site or on adjoining land.	At all times.
32.	<b>EXCAVATING &amp; FILLING</b> Ensure areas of fill and excavation are graded, compacted and planted, unless otherwise approved, immediately after the excavation/filling is complete, and at all times thereafter.	At all times.
<b>OPERATIONAL WORK</b>		
33.	<b>OPERATIONAL WORK – DEVELOPMENT PERMIT</b> Obtain a Development Permit for Operational Work for Driveway Access, Car Parking, Footpath, Stormwater, Drainage, Earthworks, Erosion and Sediment Control, and Landscaping.	Prior to commencement of works.
<b>SERVICES</b>		
34.	<b>ALL SERVICES</b> Connect the development to electricity, telecommunication, water supply and sewerage reticulation services.	Prior to commencement of the use and at all times thereafter.
<b>LANDSCAPING</b>		
35.	<b>OPERATIONAL WORK - LANDSCAPING</b> Submit as part of the first Operational Works application a Landscaping Plan, prepared by a suitably qualified Landscape Architect in accordance with the <i>Laidley Shire Planning Scheme 2003</i> . The extent and location of landscaping must be generally in accordance with the approved plans and documents and the following: (a) Provide shade trees to the car parking area at a rate of 5 trees per 1,000m <sup>2</sup> of car park area;	As part of a development application for Operational Work.



	<p>(b) Provide landscaping to the land dedication area;</p> <p>(c) Provide landscaping to the landscape areas incorporating a range of native species of varying heights and widths at maturity. The landscaping must effectively screen the buildings at maturity; and</p> <p>(d) Provide a planting schedule and maintenance plan which includes:</p> <ul style="list-style-type: none"> <li>(i) Botanical names, mature heights and widths of plants, pot sizes, different key symbols and numbers of plants;</li> <li>(ii) Planting bed preparation details including any topsoil depth, subgrade preparation, mulch type and depth, and type of turfing used;</li> <li>(iii) Any hardscaping details including pebbled, paved or garden edged areas;</li> <li>(iv) Ongoing maintenance schedule for plants; and</li> <li>(v) Irrigation system details (if any).</li> </ul>	
36.	<p><b>ESTABLISHMENT OF LANDSCAPING WORKS</b></p> <p>Establish, maintain and retain all landscaping generally in accordance with the approved Landscaping Plan. The landscaped areas must be subject to ongoing maintenance and replanting programme.</p>	Prior to commencement of the use and at all times thereafter.
<b>WASTE MANAGEMENT</b>		
37.	<p><b>WASTE STORAGE</b></p> <p>Store all waste within a waste storage area (e.g. general waste, recyclable waste, pallets, empty drums, etc.) as shown on the approved plans. The waste storage area must be:</p> <ul style="list-style-type: none"> <li>(a) Designed to not cause nuisance to neighbouring properties;</li> <li>(b) Screened from any road frontage and adjoining property;</li> <li>(c) Of a sufficient size to accommodate commercial type bins that will be serviced by a commercial contractor plus clearance around the bins for manoeuvring and cleaning;</li> <li>(d) Provided with a tap and hoses at the waste storage area, and washdown must be drained to the sewer and fitted with an approved stormwater diversion valve arrangement in accordance with the provisions of a Trade Waste Permit and the <i>Plumbing and Drainage Act 2002</i>.</li> </ul>	Prior to commencement of the use and at all times thereafter.
38.	<p><b>LIQUID WASTE STORAGE</b></p> <p>Store all liquid waste (e.g. oil, waste oil, paint tins, acid drums, batteries, etc.) that cannot be disposed of in a sewerage system or an on-site industrial waste treatment system in a covered area on an impervious surface and ensure it is contained in a manner capable of containing the liquids in case of spillage.</p>	At all times.
39.	<p><b>WASTE COLLECTION</b></p> <p>All waste must be collected by a Council approved commercial contractor within the site. Kerb side collection will not be accepted for the approved development.</p>	At all times.
<b>AMENITY - GENERAL</b>		
40.	<p><b>AMENITY - GENERAL</b></p> <p>Install and maintain suitable screening to all air conditioning and plant and service facilities located on the top or external face of the building. The screening structures must be constructed from materials that are consistent with materials used elsewhere on the façade of the building.</p>	Prior to commencement of the use and at all times thereafter.

41.	<b>AMENITY - LIGHTING</b> Design, install and maintain outdoor lighting to comply with AS4282:1997 - Control of the obtrusive effects of outdoor lighting.	Prior to commencement of the use and at all times thereafter.
42.	<b>AMENITY - LIGHTING</b> Light sources at the premises must be positioned and shielded to prevent light spillage outside the boundaries of the premises.	At all times.
<b>ADVERTISING DEVICE</b>		
43.	The advertising device must not exceed eight (8) metres.	At all times.
44.	The advertising devices are to advertise the approved uses on the subject land only.	At all times.
45.	The advertising devices must be wholly located within the boundary of the lot.	At all times.
46.	If illuminated from within, the advertising device must not flash, blink or pulse.	At all times.

#### ADVISORY NOTES

1. Council will issue an Infrastructure Charges Notice. These charges are required to be paid prior to the commencement of the use.
2. An applicant may make representations to Council at any time during the applicant appeal period about changing a matter in the Decision Notice (s75 of the *Planning Act 2016*) or Infrastructure Charges Notice (s125 of the *Planning Act 2016*). Only one negotiated decision notice can be issued by Council.
3. The development approval will have effect in accordance with Section 71 of the *Planning Act 2016*.
4. Works associated with this approval may not start until all necessary approvals have been obtained and relevant conditions complied with (s72 of the *Planning Act 2016*).
5. Any additions or modifications to the approved development (not covered in this approval) may be subject to further approval in accordance with the *Planning Act 2016*.
6. Any proposal to increase the scale or intensity of the use on the subject land, that is assessable development under the Planning Scheme, would be subject to a separate development application in accordance with the *Planning Act 2016*.
7. Where a condition requires the submission of a document it must be submitted via email to [mailbox@lvrc.qld.gov.au](mailto:mailbox@lvrc.qld.gov.au).
8. **Fire ants**  
  
Biosecurity Queensland must be notified on 13 25 23 of development occurring in the fire ant biosecurity zone before operational works commence. It should be noted that works involving fire ant carrier materials may be subject to movement controls and failure to obtain necessary approvals from Biosecurity Queensland is an offence.  
  
It is a legal obligation to report any sighting or suspicion of fire ants within 24 hours to Biosecurity Queensland on 13 25 23.

The Fire Ant Restricted Area as well as general information can be viewed on [the Department of Agriculture and Fisheries website](#).

#### 9. Biosecurity

Ensure all prohibited and restricted biosecurity matter under the *Biosecurity Act 2014* is removed appropriately prior to conducting any works on the site.

Everyone is obligated under the *Biosecurity Act 2014* to take all reasonable and practical steps to minimise the risks associated with invasive plants under their control. More information on restricted and invasive plants as well as your general biosecurity obligation (GBO) can be viewed on the [Business Queensland website](#).

#### 10. Aboriginal Cultural Heritage

The *Aboriginal Cultural Heritage Act 2003* requires anyone who carries out a land use activity to exercise a duty of care. The cultural heritage duty of care is met if the development is conducted in accordance with gazetted cultural heritage duty of care guidelines. Further information on cultural heritage duty of care including a register and database of cultural heritage matters is available on the [DSDSATSIP website](#). Should any aboriginal, archaeological or historic sites, items or places be identified, located or exposed during construction or operation of the development, the *Aboriginal Cultural Heritage Act 2003* requires all activities to cease. Please contact DSDSATSIP for further information.

#### 11. Advice about Urban Utilities

An application will need to be made directly to Urban Utilities for any water supply and wastewater connections for the proposed development.

### Executive Summary

This report considers an application (MC2022/0068) for a Preliminary Approval including Variation Request to vary the effect of the Laidley Shire Planning Scheme 2003, Development Permit for Material Change of Use for Bulk Retail and Car Repair Station, and Development Permit for Operational Works for Advertising Device on Lot 5 SP279865 at 8 Echidna Place, Plainland.

APPLICATION DETAILS	
Application No:	MC2022/0068
Applicant:	Kokoris Investments Pty Ltd and Drivas Plainlands No. 2 Pty Ltd C/- Precinct Urban Planning
Landowner:	Kokoris Investments Pty Ltd & Drivas Plainlands No. 2 Pty Ltd
Site address:	8 Echidna Place, Plainland
Lot and Plan:	Lot 5 SP279865
Proposed development:	<ul style="list-style-type: none"> <li>Preliminary Approval including Variation Request to vary the effect of the Laidley Shire Planning Scheme 2003</li> <li>Development Permit for Material Change of Use for Bulk Retail and Car Repair Station</li> <li>Development Permit for Operational Works for Advertising Device</li> </ul>
STATUTORY PLANNING DETAILS	
Planning Scheme:	Laidley Shire Planning Scheme 2003

<b>Zone:</b>	Rural Residential
<b>Mapped State Planning Policy (SPP) matters:</b>	State Planning Policy (July 2017)
<b>South East Queensland Regional Plan 2017 (Shaping SEQ) regional land use category:</b>	Urban Footprint
<b>Referral trigger/s under the Planning Regulation 2017:</b>	Land adjoining State controlled roads
<b>TLPI:</b>	<i>Temporary Local Planning Instrument 2022 Flood Regulation</i> (effective 21 July 2022) Flood hazard area under the Flood hazard overlay: <ul style="list-style-type: none"> <li>Investigation area</li> <li>Overland flow path</li> </ul>
<b>Overlays:</b>	Not Applicable
<b>Category of Assessment:</b>	Impact assessable The development includes a Variation Request which is Impact assessable development pursuant to the <i>Planning Regulation 2017</i> .

The application has been assessed in accordance with the requirements of the *Planning Act 2016*. The development complies with the applicable assessment benchmarks, subject to reasonable and relevant conditions.

#### DESCRIPTION OF THE SITE AND SURROUNDS

SITE AND LOCALITY DESCRIPTION	
<b>Land area:</b>	2.19 hectares
<b>Existing use of land:</b>	Service Station
<b>Road frontage:</b>	Echidna Place: 157m (constructed) Laidley Plainland Road: 101m (constructed) Warrego Highway: 182m (constructed)
<b>Significant site features:</b>	Existing Service station (including buildings, forecourt and hardstand area), grassed elsewhere
<b>Topography:</b>	Slopes from 124m AHD in southeast to 119m in northwest. Approximately 4% slope
<b>Surrounding land uses:</b>	Refreshment service to south east, Commercial to north across Highway, residential dwellings to east, vacant to south



**Figure 1.** Locality of Subject Site (source LVRC Intramaps)

### SITE HISTORY AND BACKGROUND

The subject site has previously been developed for a Service Station which is currently in operation over the subject site. This approval was issued under a previous Preliminary Approval over the subject site which has since lapsed.

DEVELOPMENT APPROVAL	ASSESSMENT
MC2019/0066 Material Change of Use for Service Station and Refreshment Service and Operational Works for Advertising Device – approved 10 January 2020	This approval has been acted upon and the premises is being used for a Service Station and Refreshment Service. The proposed development will not interfere with this approval.
OW2020/0044 Operational Works for Stormwater drainage, stormwater quality management, vehicle manoeuvring, signage, line marking, erosion and sediment control, access, external roadworks and earthworks (associated with MC2019/0066) – approved subject to conditions 4 March 2020	
OW2020/0015 Operational Works for Landscaping (associated with MC2019/0066) – approved subject to conditions 9 April 2020	

RL2020/0005 Reconfiguring a Lot for Subdivision (1 lot into 2 lots) – approved subject to conditions 22 May 2020	This approval is yet to be acted upon and will provide for the Service Station on its own allotment. The proposed development would therefore be located entirely on its own allotment. The proposed development will not interfere with this approval.
OW2020/0025 Operational Works for Earthworks and erosion and sediment control – approved subject to conditions 22 July 2020	This approval involved bulk earthworks to the subject site and has been completed. Any earthworks required as a result of the proposed development will be considered as part the current development application.
MC2021/0007 Material Change of Use for Refreshment Service (x2) – approved subject to conditions 11 May 2021	This approval is yet to be acted upon. If the proposed development is carried out, this approval would not be able to be enacted due to being over the same development footprint.

### Proposal

The application seeks a Preliminary Approval including Variation Request to vary the effect of the Laidley Shire Planning Scheme 2003, Development Permit for Material Change of Use for Bulk Retail and Car Repair Station, and Development Permit for Operational Works for Advertising Device over the subject site.

#### *Variation Request*

The proposal seeks to apply new provisions to the land as outlined in the document, the Plainland Westbound Commercial Area Variation Scheme Document (the Variation Scheme Document). This variation would in effect treat the site as though it is within the Business Area instead of the Rural Residential Area.

The Variation Scheme Document will allow the establishment of Bulk Retail, Car Repair Station, Commercial Premises, General Store, Indoor Entertainment, Medical/Paramedical Centre, Public Facility, Refreshment Service, Service Station, Shop and Veterinary Hospital without further approvals under the Planning Scheme subject to being located within the new building and complying with assessment benchmarks of the document and *Laidley Shire Planning Scheme 2003*. The Variation Scheme Document also seeks to apply alternative car parking rates for uses and reduced level of assessment for advertising devices.

#### *Bulk Retail and Car Repair Station*

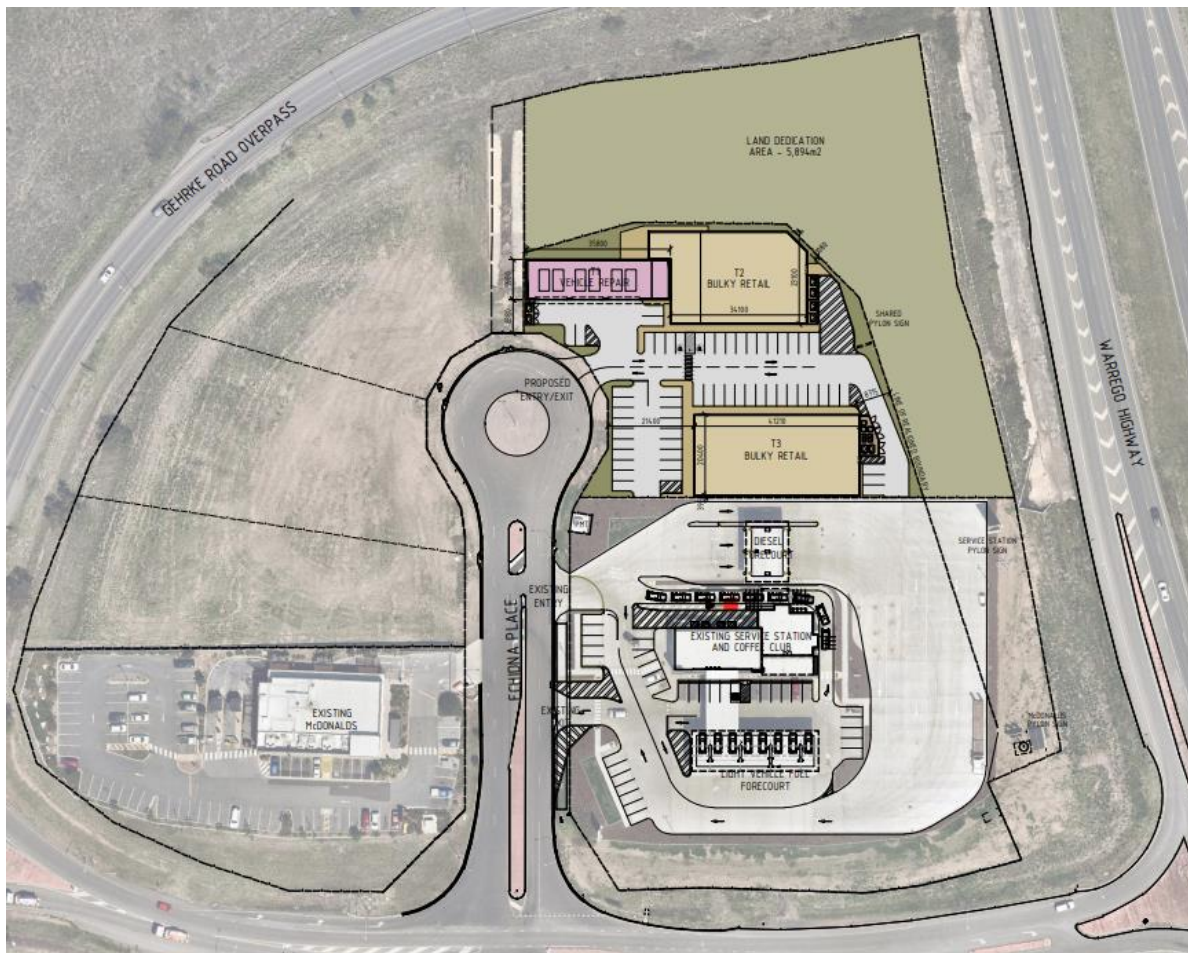
The proposal seeks to change the use of the land to Bulk Retail and Car Repair Station consisting of new buildings totalling 2,011m<sup>2</sup> and a maximum building height of 8 metres. 1653m<sup>2</sup> gross floor area is proposed to be utilised as Bulk Retail and 358m<sup>2</sup> is proposed to be utilised as Car Repair Station. A significant part of the site is remaining undeveloped due to being within the identified 'planned upgrade' area for State controlled road.

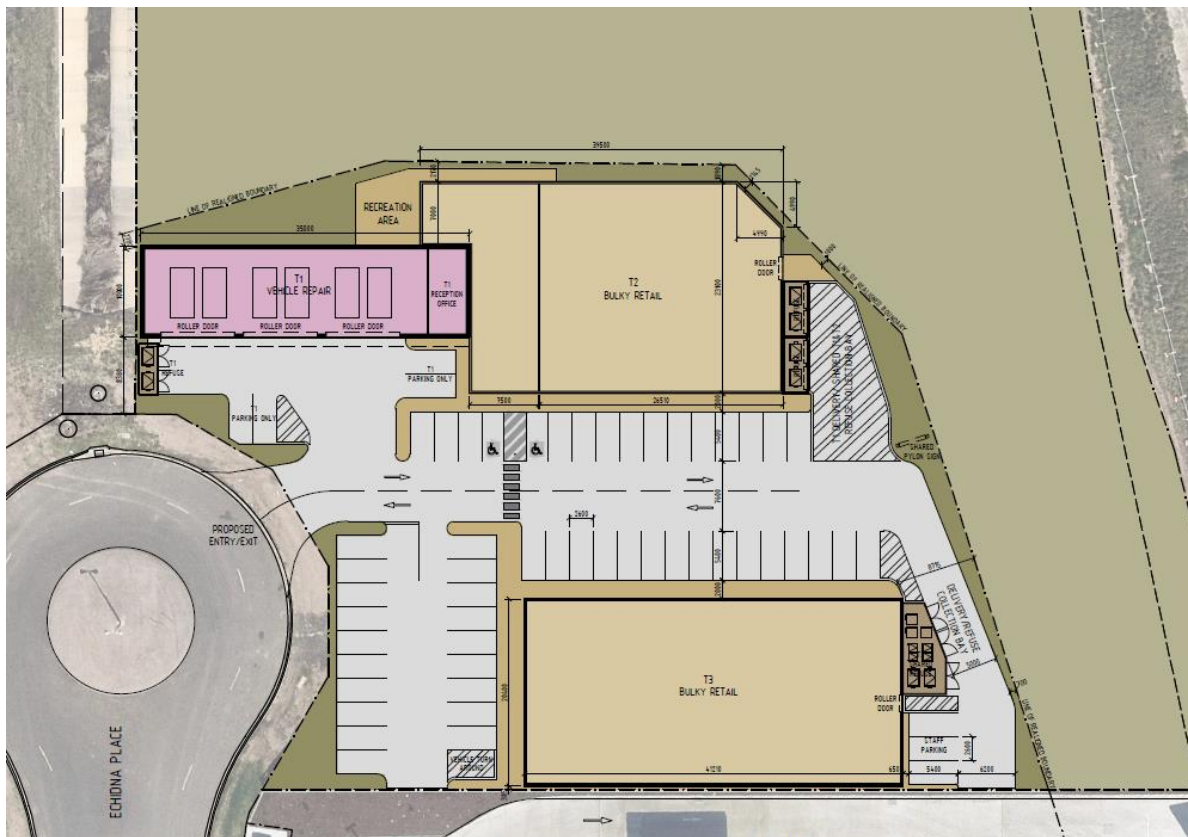
Access to the premises will be via a new access from Echidna Place. A total of 57 car parking spaces will be provided on site. Landscaping is proposed adjacent to building and car parking areas. Refuse areas are proposed adjacent to the building in enclosed areas.

MATERIAL CHANGE OF USE	DEVELOPMENT PARAMETERS
	Proposed
Gross floor area	2,011m <sup>2</sup> (358m <sup>2</sup> vehicle repair; 1653m <sup>2</sup> bulk retail)



<b>Building height / storeys</b>	8m
<b>Setbacks</b>	Echidna Place: 8.38m Warrego Highway: 30.36m Warrego Highway overpass: 34m South side boundary: 0.5m
<b>Site Cover</b>	40.7%
<b>Parking</b>	57 car parking spaces





1 BUILDING ELEVATION T2 - NORTH  
1:100



2 BUILDING ELEVATION T1 & T2 - EAST  
1:100



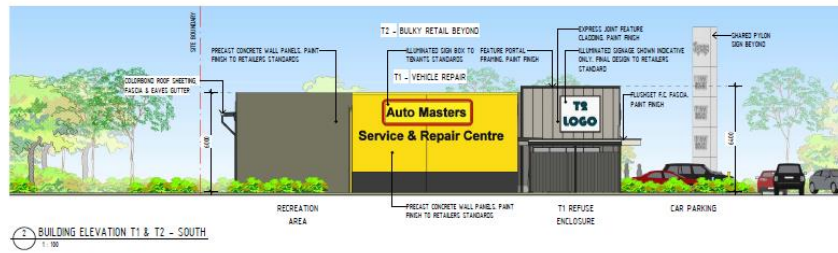
3 3D BUILDING PERSPECTIVE T1 & T2  
1:100

THIS DRAWING PACKAGE IS FOR I.D.A. PURPOSES ONLY AND IS NOT TO BE USED FOR TENDER PURPOSES.  
ALL DESIGN COMPONENTS ARE SHOWN INDICATIVE ONLY AND ARE SUBJECT TO FINAL DESIGN DURING DETAILED DESIGN BY THE RESPECTIVE CONSULTANT.  
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  2. ALL DIMENSIONS MEASURED FROM FINISHED GROUND FLOOR LEVEL UNLESS NOTED OTHERWISE.
  3. ALL SIGNAGE INCLUDING LOCATIONS AND HEIGHTS ARE SUBJECT TO A SEPARATE SIGNAGE APPLICATION AND APPROVAL BY LOCAL AUTHORITY.
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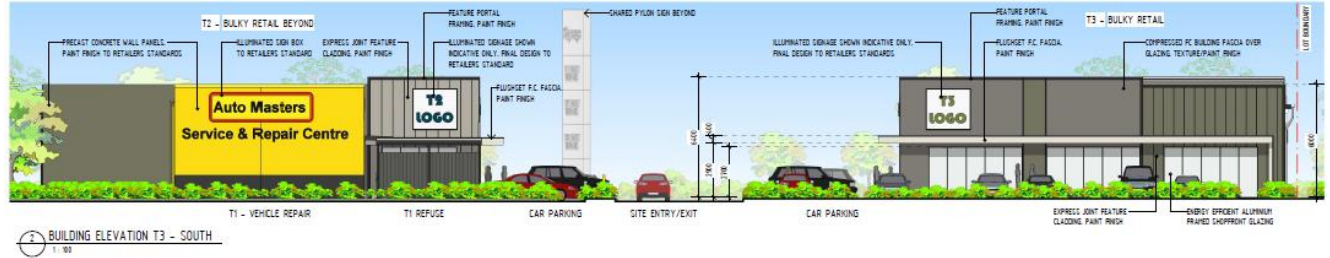
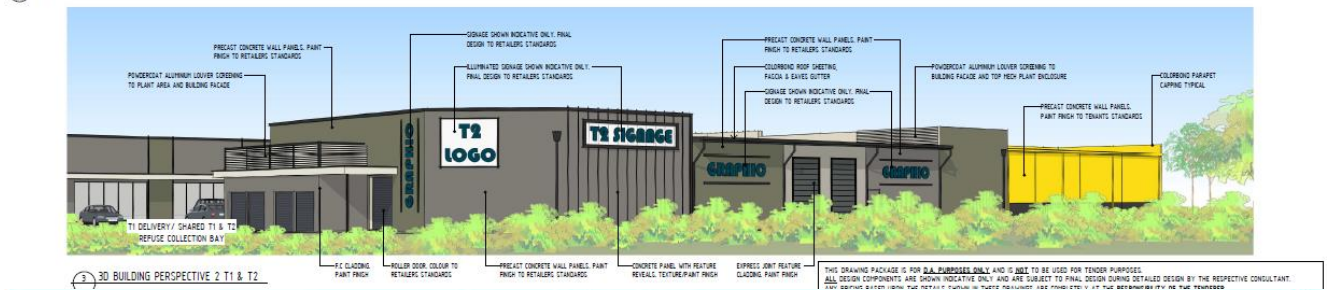




Figure 2. Proposed development plans

## PLANNING ASSESSMENT

### Laidley Shire Planning Scheme 2003

The proposed development is identified as impact assessment under the Planning Scheme and therefore must be assessed against the Planning Scheme as a whole.

### Assessment against Planning Scheme Codes

#### Desired Environmental Outcomes

The proposal does not result in any adverse environmental or economic impacts and is not adversely impacted by natural hazards. The proposal is located within the Urban Footprint under of the SEQ Regional Plan, with access to a range of services and infrastructure (including water, sewer, roads). Accordingly, the proposal complies with the Desired Environmental Outcomes

#### Residential Areas Code

The site is located within the Rural residential area which seeks to provide for residential development and secondary compatible uses in association with primary residential uses. As the development is for Bulk Retail and Car Repair Station, the development is inconsistent with the Overall Outcomes of the Residential Areas Code. As such, the applicant has also made application for a Variation Request to apply provisions to the site allowing for commercial development (e.g. Bulk Retail and Car Repair Station). Additionally, an assessment has been undertaken against the higher order Desired Environmental Outcomes, State Planning Policy and SEQ Regional Plan, of which the development is consistent with as it:

- is located on and adjacent to premises currently used for commercial purposes;
- is located on a site designated as Urban Footprint under the SEQ Regional Plan; and
- has access to the full range of urban infrastructure (e.g. water, sewer, roads).

#### *Commercial/Retail Uses Code and Industrial Uses Code*

The internal car parking and driveway area is proposed to be constructed to commercial standards and allows for a Heavy Rigid Vehicle (HRV) to service the site in a forward gear. The internal car parking area meets the relevant Australian Standard.

Echidna Place is constructed with is a bitumen sealed, two-lane road with kerb and channel as such no upgrades are required.

The development is proposed to be provided with an internal drainage system including stormwater inlet pits, drainage pipes and treatment systems to ensure that stormwater is managed on site and discharged to the legal point of discharge without causing worsening, consistent with the submitted Site Based Stormwater Management Plan.

The subject site is located in a prominent location. The applicant has provided detailed elevation plans identifying the finished building. The building has been designed with a variety of materials and colours, consistent with the surrounding commercial area. Additionally, signage on the buildings has been limited so as to reduce the dominance of the signage. Further the appearance of the building will be improved through landscaping throughout the site.

The proposed building covers less than 50% of the site and therefore complies with Acceptable Solution 3.1 of the Industrial Uses Code. However, the proposed development does not meet the minimum setback requirements of 9m to the boundaries fronting a road and 3m to side/rear boundaries of Acceptable Solution 3.2 of the Industrial Uses Code.

Specific Outcome 3 of the Industrial Uses Code requires *“the development is of a scale generally compatible with nearby buildings and achieves a standard of amenity having regard to the existing character of the locality”*. The proposed development is consistent with the commercial development pattern of Echidna Place being the existing Service Station and Refreshment Service. Further the development incorporates landscaping to screen and enhance the appearance of the development from the street. The reduced setbacks will not cause adverse amenity impacts as the premises is adjacent to existing commercial development and State-controlled roads only. It is therefore considered the proposal complies with Specific Outcome 3.

Whilst the proposed use for a Car Repair Station is likely to generate noise, this is not expected to cause adverse harm to nearby sensitive receptors as these are separated from the proposed development by approximately 200m as well as being buffered by the existing commercial uses and higher order roads. A condition is recommended requiring all waste generated, including oil and similar, to be managed on site and disposed of appropriately, without causing environmental harm.

No information has been provided on the outdoor lighting to be provided as part of the development. As such, a condition is recommended requiring any outdoor lighting to directed inwards and hooded to ensure no nuisance to nearby sensitive receptors.

The outdoor storage areas for the waste bins are proposed within an enclosed area and will be screened from public view. The proposal plans identify indicative landscaping areas, as such a further Operational works

permit is required detailing landscaping works of the development to ensure the landscaping enhances the appearance of the development, provides for a high standard and appropriately screens the development.

Accordingly the proposal complies with the *Commercial/Retail Uses Code* and *Industrial Uses Code*.

#### *Advertising Devices Code*

Advertising devices are proposed as part of the development consisting of a shared pylon sign fronting the Warrego Highway and signs attached to the building. The advertising devices are located less than 100m from existing advertising devices, therefore not complying with Acceptable Solution 1.1.

Specific Outcome 1 requires “*number, size and scale of signs do not detract from the amenity, and are compatible with streetscape and character of the locality*”. The size and scale of the shared pylon sign is consistent with the signage of the surrounding area including the existing Service Station and Refreshment Service as well as existing commercial development to the north. The shared pylon sign associated with the development will limit the freestanding signage to one in association with the development. The signage attached to the building will occupy only part of the building facade, therefore ensuring the building facade is not dominated by signage. Further the signage on the building is consistent with the signage of surrounding commercial development. It is therefore considered the signage has been designed to be compatible with the streetscape and character of the locality.

Accordingly, the proposal complies with the Advertising Devices Code.

#### *Building Dimensions Code*

The development complies with all Acceptable Solutions of the code relating to a maximum building height.

#### *Filling and Excavation Code*

Cut and fill is proposed to provide a level building pad for the development. The proposal also incorporates erosion and sediment control during construction to ensure on site management. Detailed information has not been provided and as such a further Operational Works permit is required for earthworks and erosion and sediment control to ensure compliance with the Filling and Excavation Code and other relevant standards.

#### *Vehicle Access and Parking Code*

No detailed information regarding landscaping has been provided. As the car parking area exceeds 1,000m<sup>2</sup>, Acceptable Solution 1.1 requires a minimum 5 shade trees per 1,000m<sup>2</sup> of car park area. A condition is recommended requiring shade trees to be provided throughout the carparking area of the development site.

A new driveway is proposed to Echidna Place to access the development site and it has been designed in accordance with AS2890. The internal car parking area including aisle widths has also been designed in accordance with AS2890.

Acceptable Solution 7.1 requires car parking to be provided at the following rates:

- Bulk Retail: 1 space for every employee and 1 space for every 50m<sup>2</sup> of gross floor area.
- Car Repair Station: 1 space for every 50m<sup>2</sup> of gross retail floor area and sufficient spaces on site for all clients

As the proposal is for a commercial premises the tenancies are unknown and could change, therefore it is difficult to estimate the number of employees or likely client generation. Therefore, the applicant has provided



a Traffic Impact Statement, prepared by Pekol Traffic and Transport to undertake a car parking analysis to demonstrate that the onsite car parking meets Specific Outcome 7 which requires “the number and size of vehicle parking spaces are adequate to meet user requirements”.

A total of 57 car parking spaces are provided. The Traffic Impact Statement has identified alternative car parking rates in accordance with Austroads Guide to Traffic Management Part 11: Parking Management Techniques, as follows:

- Bulk Retail: 1 space per 40m<sup>2</sup> of gross floor area
- Car Repair Station: 3 spaces for each work bay

At the above rates, the applicant has identified 51 car parking spaces as being required being 42 spaces for the Bulk Retail and 9 spaces for the Car Repair Station (based on 3 work bays). The proposal provides more spaces than the minimum required as per the Austroads Guide. Further, an analysis of the uses has determined that Bulk Retail uses would experience their peak demand on a weekend, conversely a Car Repair Station experiences their peak demand on a weekday. Therefore, the 57 car parking spaces would be sufficient to cater for the proposed use.

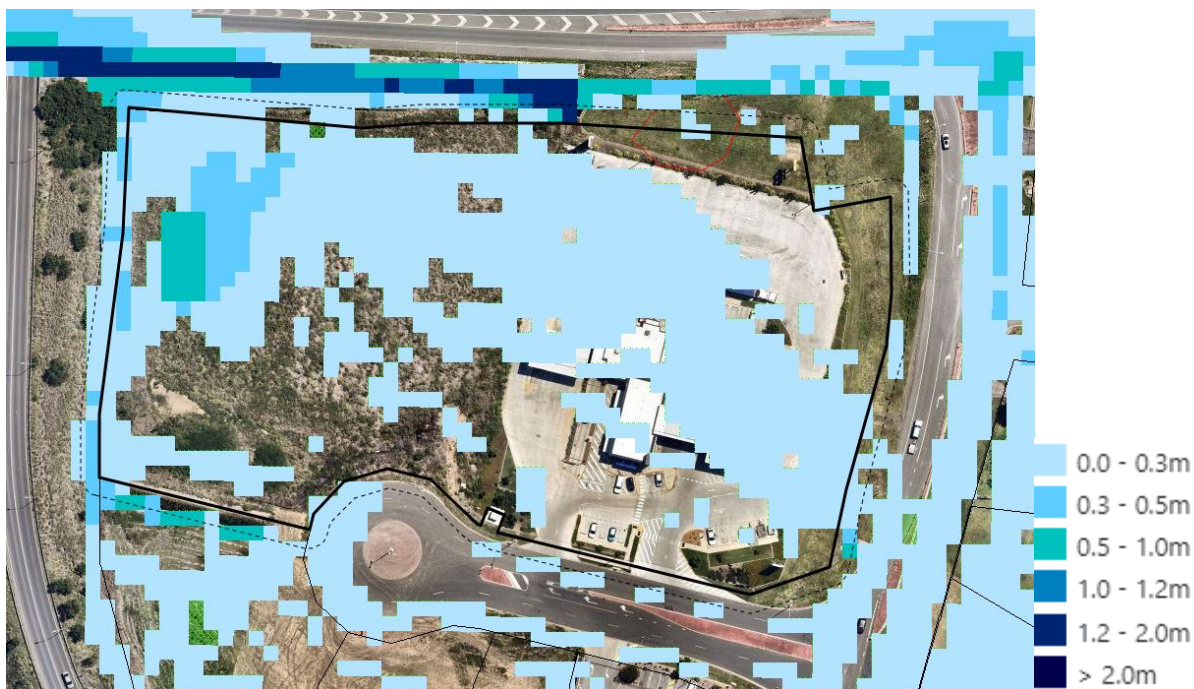
The rates under the Austroads Guide are considered to be a suitable alternative car parking rate to ensure car parking is provided to meet user requirements. The car parking provided meets these rates and therefore it is considered that the development meets Specific Outcome 7.

Accordingly, the proposal complies with the Vehicle Access and Parking Code.

#### Temporary Local Planning Instrument 2022 Flood Regulation

The site is located within a Flood hazard overlay (flood investigation area and overland flow path) and a review of Council’s internal flood mapping confirms the site is subject to flood inundation. Refer to the map below.

As per section 5.3 of the TLPI, the TLPI does not apply to development that is Bulk Retail and Car Repair Station. No assessment against the TLPI is required.





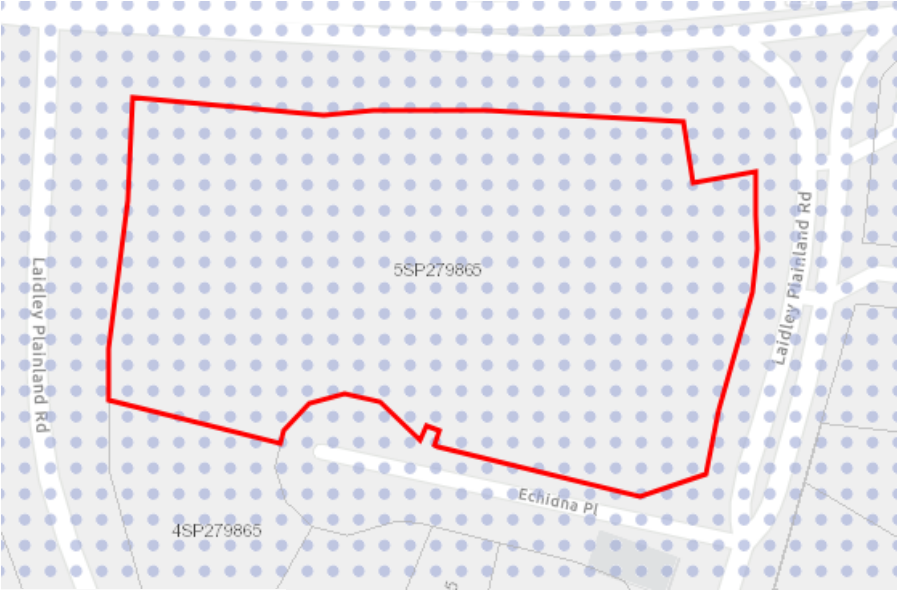

**Figure 3** Council's flood depth mapping (source LVRC Flood Information Portal)**STATE PLANNING REQUIREMENTS**South East Queensland Regional Plan 2017 (Shaping SEQ)

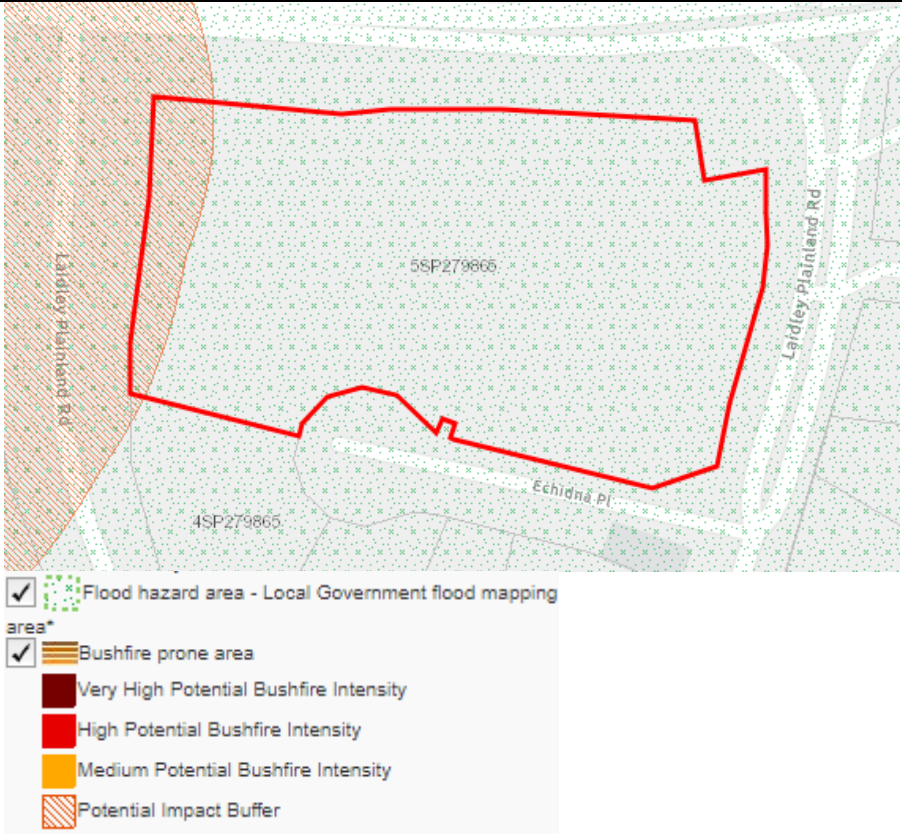
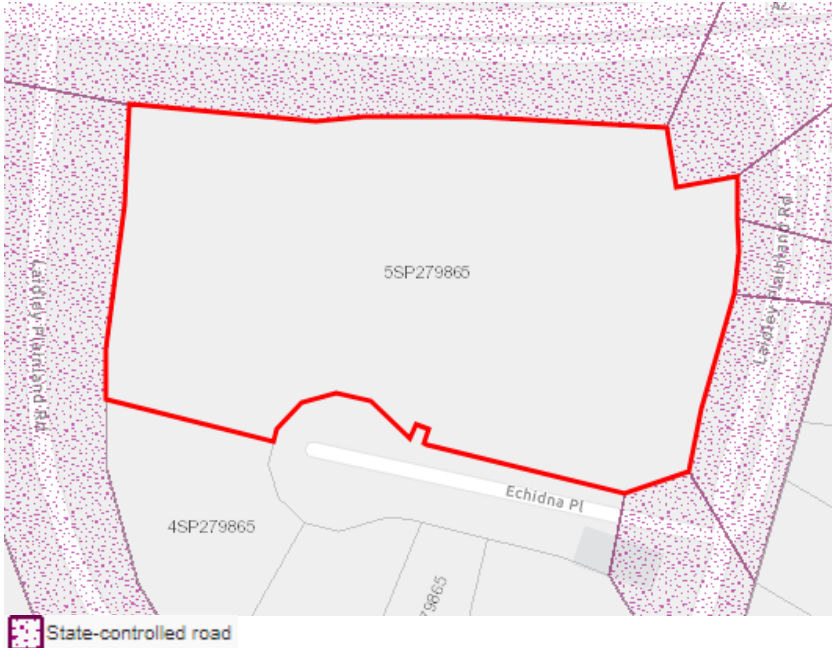
The site is located in the Urban Footprint. The development proposal is for an urban activity in the Urban Footprint, and there are no requirements in the *Planning Regulation 2017* applicable to the development proposal.

State Planning Policy (SPP)

As the Planning Scheme does not reflect the current SPP, an assessment of the proposal against relevant state interests has been undertaken.

<b>SPP THEME</b>	<b>ASSESSMENT</b>
<b>Liveable communities and housing:</b> <ul style="list-style-type: none"> <li>Housing supply and diversity</li> <li>Liveable communities</li> </ul>	Not applicable to proposed development
<b>Economic Growth:</b> <ul style="list-style-type: none"> <li>Agriculture</li> <li>Development and construction</li> <li>Mining and extractive resources</li> <li>Tourism</li> </ul>	<p><u>Agriculture</u></p> <p>The site is located within Agricultural land classification - class A and B. The State interest seeks to protect the resources that agriculture depends on to support the long-term viability and growth of the agricultural sector. The subject land and adjoining land are not used for agricultural purposes. Given the size and location of the allotment, and surrounding development, there is negligible potential for agricultural use of the land. The development will have no impact on the long-term viability and growth of the agricultural sector. Further, the development of the site for an urban activity is consistent with the SEQ Regional Plan designating the site as Urban Footprint as well as the site and surrounding area being used for an urban activity. The proposal therefore appropriately addresses the State Interest.</p> 

<p><b>Environment and heritage:</b></p> <ul style="list-style-type: none"> <li>• Biodiversity</li> <li>• Cultural heritage</li> <li>• Water quality</li> </ul>	<p> Agricultural land classification - class A and B</p> <p><u>Water Quality</u></p> <p>The site is located within a water resource catchment. The premises will be connected to reticulated water and sewerage networks. The development will incorporate an internal stormwater drainage system which includes stormwater treatment devices to ensure stormwater meets the water quality objectives. A Site Based Stormwater Management Plan has been supplied which demonstrates that water quality objectives are met, and the development results in a non-worsening of stormwater impacts. The proposal therefore appropriately addresses the State Interest.</p>  <p> Water resource catchments</p>
<p><b>Safety and resilience to hazards:</b></p> <ul style="list-style-type: none"> <li>• Emissions and hazardous activities</li> <li>• Natural hazards, risk and resilience</li> </ul>	<p><u>Natural Hazards, Risk and Resilience</u></p> <p>The site is located within a Flood hazard area – Local Government flood mapping area. The proposed development is located on that part of the site with the lowest flood risk with flood depths of up to 0.20m. The development has direct access to Echidna Place, which is subject to low level flooding (&lt;0.10m) and can be utilised for evacuation in the event of a flood. A significant portion of the site is not proposed to be further developed therefore ensuring no worsening of flood impacts offsite. The proposed development is located within a H1 hazard area which is <i>"generally safe for vehicles, people and buildings. Relatively benign flood conditions. No vulnerability constraints"</i>. It is therefore considered that the proposed development reduces the risk of flooding to an acceptable and tolerable level.</p> <p>The land is located within a Bushfire prone area (potential impact buffer), however, the proposed development site is not located in the potential impact buffer area and therefore further assessment is not required.</p>

	
<p><b>Infrastructure:</b></p> <ul style="list-style-type: none"> <li>• Energy and water supply</li> <li>• Infrastructure integration</li> <li>• Transport infrastructure</li> </ul>	<p><b>Transport Infrastructure</b></p> <p>The site is adjacent to State controlled roads (Warrego Highway and Laidley Plainland Road). The application was referred to SARA due to the premises being within 25m of State controlled roads. SARA undertook an assessment which determined the development will not adversely impact upon State transport infrastructure. Additionally, the development has been designed to avoid future planned upgrade areas. As such the proposal is consistent with this State interest.</p> 



**VARIATION REQUEST**

This application includes a variation request, which is defined in the *Planning Act 2016* to mean the part of a development application for a preliminary approval for premises that seeks to vary the effect of any local planning instrument in effect for the premises.

Section 61(2) of the Act specifies that when assessing the variation request, the assessment manager must consider:

- a) the result of the assessment of that part of the development application that is not the variation request; and
- b) the consistency of the variations sought with the rest of the local planning instrument that is sought to be varied; and
- c) the effect the variations would have on submission rights for later development applications, particularly considering the amount and detail of information included in, attached to, or given with the application and available to submitters; and
- d) any other matter prescribed by regulation.

An assessment of the Variation Request has been undertaken and is discussed below.

*Result of Assessment of the other aspects of the Development Application*

In this development application, the other aspect as discussed earlier in this report is a Development Permit for Material Change of Use for Bulk Retail and Car Repair Station, and Development Permit for Operational Works for Advertising Device.

As identified, the proposed development is for a new commercial development involving 2,011m<sup>2</sup> gross floor area and 57 car parking spaces. The subject site and other lots within Echidna Place have previously been developed for commercial purposes. The proposed development is consistent with the existing development pattern of the subject site and immediate surrounding area. On this basis, the proposal is determined to be appropriate. The proposed variation is consistent with this development application.

*Consistency with the rest of the Planning Scheme*

The Variation Request seeks to apply the *Plainland Westbound Commercial Area Variation Scheme Document* to the entirety of the site which includes the existing Service Station, i.e. the 'Plainland Westbound Commercial Area'. The application of the site as a commercial area is consistent with the existing development pattern of the subject site and immediate surrounding area, and designation of the site as Urban Footprint under the SEQ Regional Plan. Therefore, the proposal is logical.

The Variation Scheme Document seeks to continue to apply relevant codes from the current *Laidley Shire Planning Scheme 2003* to future development (e.g. applying the Commercial/Retail Uses Code and Building Dimensions Code from the planning scheme to future commercial development) which ensures the Variation Request remains consistent with the rest of the planning scheme.

To ensure consistency with the rest of the Planning Scheme provisions, it is recommended that the Table of Assessment of the Variation Scheme Document relating to Operational Works for Advertising Devices be amended to reflect the current Planning Scheme, in that Advertising Devices are 'Accepted development' where for a business name sign. Otherwise, the Advertising Device is 'Code assessable'.

Further, it is recommended that the Table of Assessment in the Variation Scheme Document relating the Flood Hazard Overlay (Appendix C) be deleted. As the current *Temporary Local Planning Instrument 2022 Flood*

*Regulation* (TLPI) does not apply to commercial and industrial development, the Table of Assessment does not propose any variation to how these types of development are dealt with currently. Therefore, the current TLPI can be relied upon for requirements relating to the Flood Hazard Overlay.

*Effect of the variations on submission rights*

The Variation Request seeks to apply commercial area provisions to the site and enable future commercial use of the buildings as appropriate for commercial areas. The Variation Request seeks to reduce the level of assessment for several types of commercial uses to Accepted development subject to use of the existing buildings and compliance with a number of Planning Scheme provisions. This would result in a number of commercial/business activities no longer requiring Impact assessment and therefore the public would not have an opportunity to make a submission or appeal a decision in relation to the development. However, these uses of the premise would still need to meet the relevant provisions of the Variation Scheme Document and applicable Planning Scheme assessment benchmarks.

Given the Variation Request was publicly notified for 30 days, received nil submissions, and future impact assessable development will continue to require public notification, it is considered that there are no adverse impacts on submission rights.

*Any other matter prescribed by regulation*

Section 32 of the *Planning Regulation 2017* provides guidance on assessing variation requests specifically in relation to section 61(2)(d) of the *Planning Act 2016*:

**32 Assessing variation requests—Act, s 61**

*For section 61(2)(d) of the Act, an assessment manager must consider the following matters when assessing a variation request, to the extent the matter is relevant to the request—*

- a. the common material;*
- b. the regional plan for a region;*
- c. the State Planning Policy, to the extent the State Planning Policy is not identified in the planning scheme as being appropriately integrated in the planning scheme;*
- d. any temporary State planning policy.*

Having carried out the assessment of the Variation Request, it has been demonstrated that:

- a) It is aligned with the proposed development contained in the Material change of use components of the development application in that it facilitates further commercial development in existing commercial area; and
- b) It is consistent with the rest of the planning scheme; and
- c) The effect of the variation on submission rights is acceptable as the public has had the opportunity to make a submission about this development application; and
- d) The development application is compliant with the other matters as prescribed in Section 32 of the *Planning Regulation 2017*.

Accordingly, the variation request has demonstrated it warrants favourable consideration.

**REFERRALS**

**Internal**

The application was internally referred to Council's engineer. Relevant conditions have been included in the recommendation.

**External****Planning Regulation 2017 Referrals**

The application was referred under following triggers under the Planning Regulation:

Referral Agency	Referral trigger	Referral response
DSDILGP (SARA)	Schedule 10, part 9, division 4, subdivision 2, table 4, item 1 (Planning Regulation 2017) – Development near a state transport corridor.	20 February 2023 (Reference No. 2209-30831 SRA).

SARA's referral response included conditions relating to construction as per the plans, all development being outside of the planned upgrade area and stormwater/flooding management.

**INFRASTRUCTURE CHARGES**

In accordance with section 13 of the *Lockyer Valley Adopted Infrastructure Charges Resolution (No. 6) 2022*, a levied charge is applicable to the development proposal and has been calculated as shown in the below table taking into consideration any applicable credits or offsets. An infrastructure charges notice is recommended to be issued.

Charge Type	Demand Unit	No. of Demand Units	Rate	TOTAL
<b>PROPOSED DEMAND</b>				
Charge	Commercial (bulk goods)	1,653m <sup>2</sup>	\$73.40	\$121,330.20
	Other industry	358m <sup>2</sup>	\$22.34	\$7,997.72
TOTAL PROPOSED DEMAND				\$129,327.92
<b>EXISTING DEMAND</b>				
Credit	Nil (used by Service Station development)	-	-	-\$0.00
TOTAL EXISTING DEMAND CREDIT				-\$0.00
<b>TOTAL AMOUNT PAYABLE</b>				<b>\$129,327.92</b>

**TRUNK INFRASTRUCTURE**

The development is adequately serviced by trunk infrastructure and does not require any additional trunk infrastructure or upgrades of trunk infrastructure. Further, no trunk infrastructure upgrades are identified in Council's Local Government Infrastructure Plan (LGIP).

**PUBLIC NOTIFICATION**

The application was impact assessable and was publicly notified for a minimum 30 business days between 6 April 2023 and 24 May 2023. On 25 May 2023, Council received the notice of compliance confirming public notification has been carried out in accordance with the requirements of the *Planning Act 2016*. No properly made submissions regarding the proposed development were received.

**CONCLUSION**

The proposal:

- Applies *Plainland Westbound Commercial Area Variation Scheme Document* consistent with the existing use of the premises and surrounding area to allow for commercial development of the site;

- 
- Provides for an increase in commercial development to the growing Plainland urban area;
  - Provides for landscaping as part of the development to enhance the appearance of the development and achieve a high quality outcome;
  - Provides for car parking consistent with Austroads;
  - Will be appropriately connected to urban services and infrastructure;
  - Meets stormwater quality objectives and results in a non-worsening of stormwater impacts;
  - Is not adversely impacted by any natural hazards; and
  - Achieves compliance with planning scheme and state planning requirements through the imposition of development conditions.

It is therefore recommended the development application be approved subject to conditions in accordance with section 60 of the *Planning Act 2016*.

#### Options

Option A: Approve the development application subject to reasonable and relevant conditions.

Option B: Approve the development application in part subject to reasonable and relevant conditions.

Option C: Refuse the development application.

#### Critical Dates

A decision on the application must be made by Council by 29 June 2023.

#### **Strategic Implications**

##### Corporate Plan

Lockyer Planned – A development assessment process that facilitates sustainable outcomes for the community.

##### Finance and Resource

Should the decision be contested in the Planning and Environment Court financial implications may occur.

##### Legislation and Policy

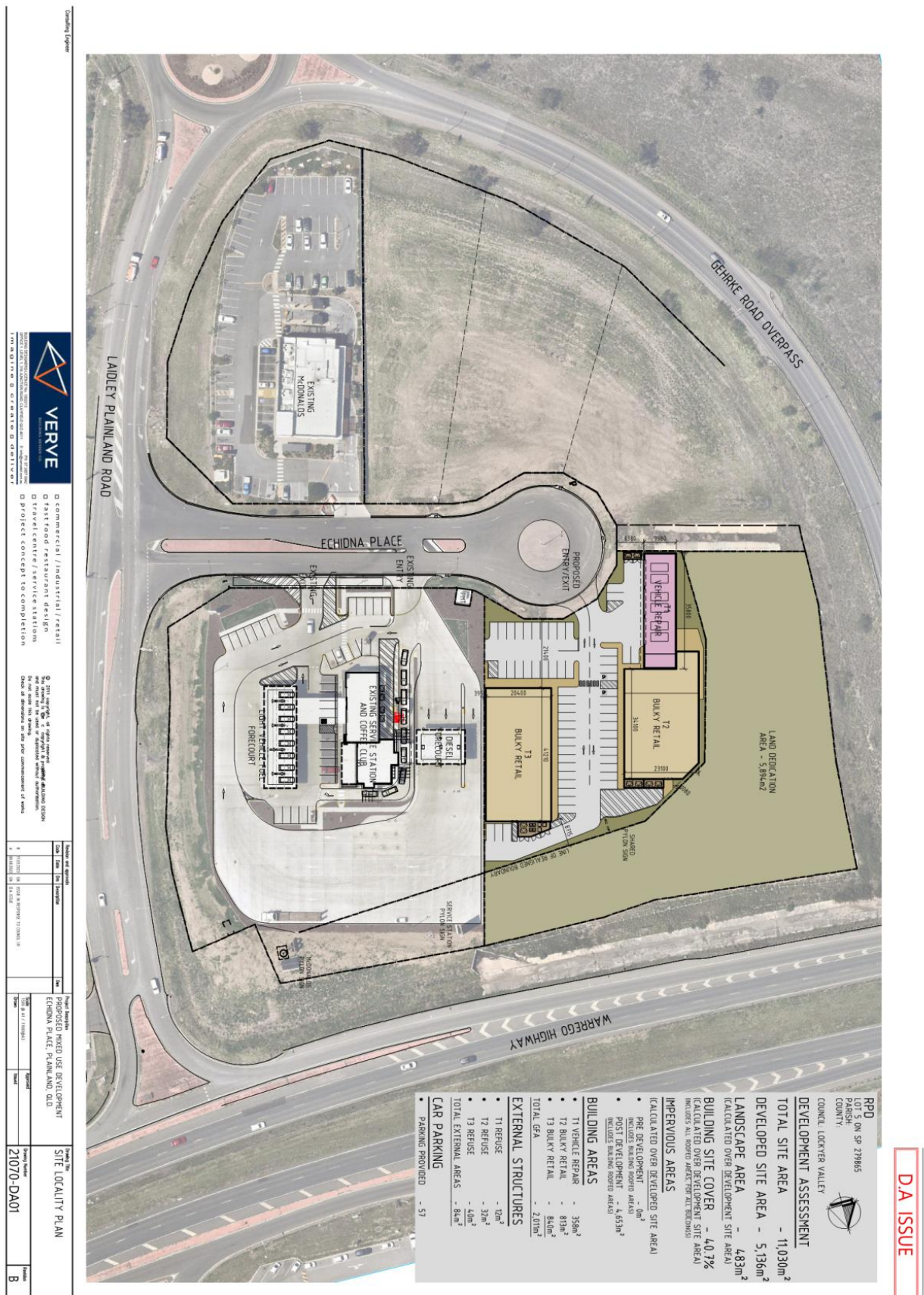
The application has been assessed in accordance with the requirements of the *Planning Act 2016*. Legal implications arising from the recommendation provided in this report are that the applicant may appeal the decision to the Planning and Environment Court.

##### Risk Management

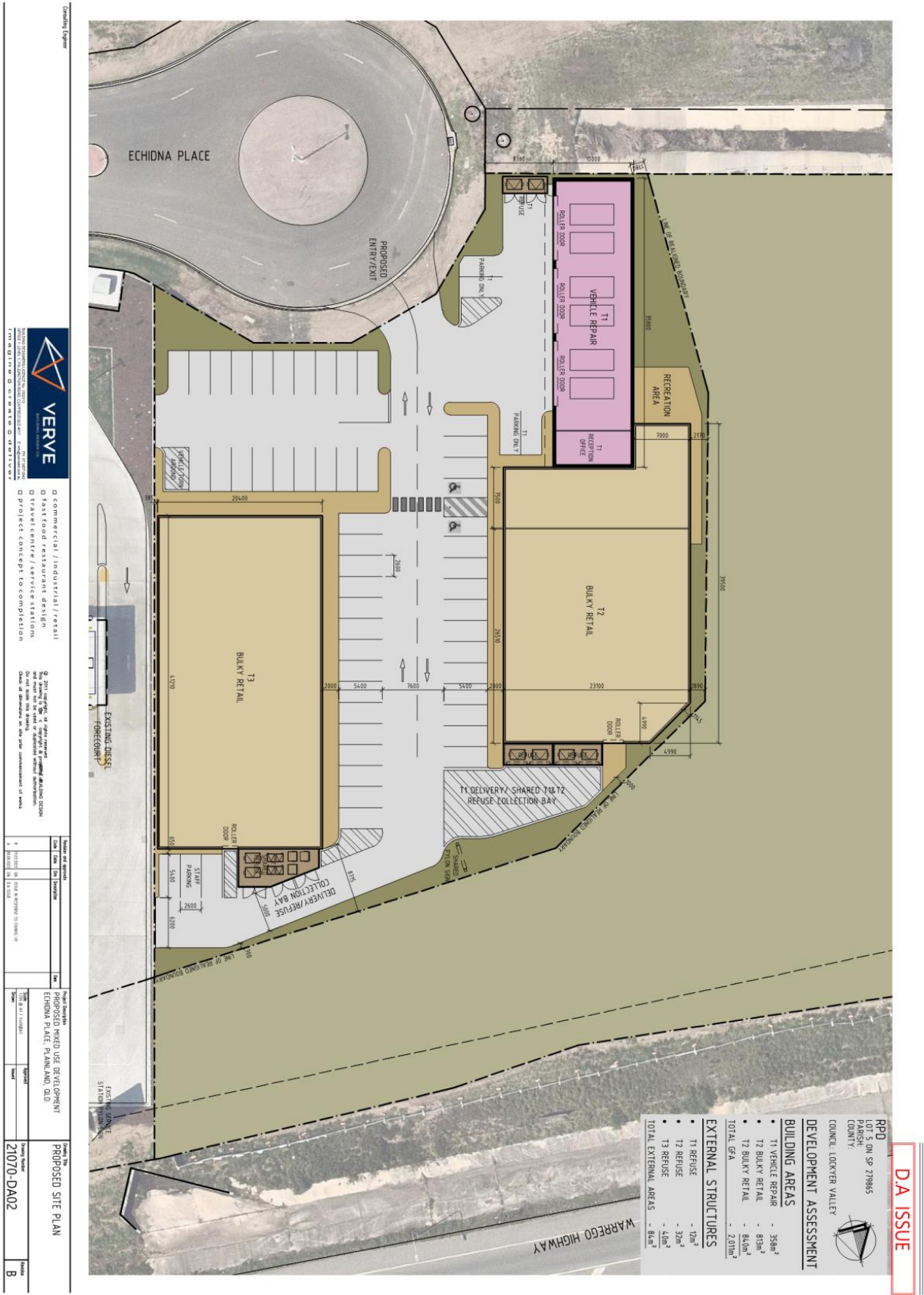
The application has been assessed in accordance with the *Planning Act 2016*. Any risks have been mitigated through assessment of the application in accordance with legislative requirements and the recommendation of reasonable and relevant conditions.

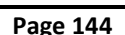
#### **Attachments**

- |                     |   |          |
|---------------------|---|----------|
| 1 <a href="#">↓</a> | MC2022/0068 Proposal Plans  | 6 Pages  |
| 2 <a href="#">↓</a> | MC2022/0068 Plainland Westbound Commercial Area Variation Scheme Document | 19 Pages |





















## VARIATION SCHEME DOCUMENT

---

Preliminary Approval – Variation Request – s50 Planning Act 2016

# PLAINLAND WESTBOUND COMMERCIAL AREA

8 Echidna Place, Plainland

VOLUME 3 – VARIATION SCHEME DOCUMENT  
VERSION 2 – 21 MARCH 2023

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## VARIATION SCHEME DOCUMENT

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Preliminary Approval – Variation Request – s50 Planning Act 2016

# PLAINLAND WESTBOUND COMMERCIAL AREA

### 8 Echidna Place, Plainland

Lot 5 on SP279865 incl. Emt A on SP177875, Emt B on SP296135 & Emt C on SP296164

PREPARED FOR: PPQ Group

VOLUME 3 – VARIATION SCHEME DOCUMENT  
VERSION 2 – 21 MARCH 2023

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## 1.0 □ INTRODUCTION

- 1.1 The following document comprises the Plainland Westbound Commercial Area – Variation Scheme Document, herein referred to as the “**Variation Scheme**”. The provisions form part of a Preliminary Approval for a Variation Request pursuant to section 50(3) of the *Planning Act 2016 (the Act)*.
- 1.2 The Variation Scheme is structured as follows:
  - 1.0 Introduction
  - 2.0 Application
  - 3.0 Purpose
  - 4.0 Assessment Tables
  - 5.0 Definitions

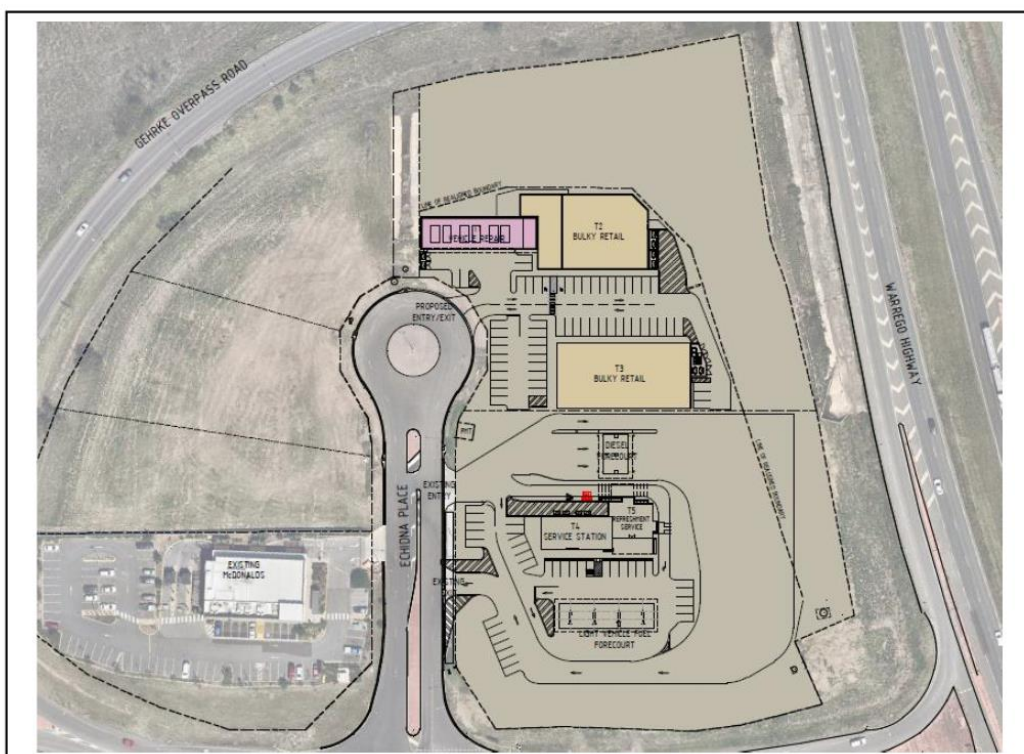
□



## 2.0 APPLICATION

- 2.1 This Variation Scheme applies to the Plainland Westbound Commercial Area – Variation Scheme Area (**Variation Area**) being the land located 8 Echidna Place, Plainland, described as Lot 5 on SP279865; refer to **Figure 1**.

**FIGURE 1 - PLAINLAND WESTBOUND COMMERCIAL AREA – VARIATION SCHEME AREA**



- 2.2 To remove any doubt, in the event that any inconsistency exists between the provisions of this Variation Scheme and the *Laidley Shire Planning Scheme 2003* or *Temporary Local Planning Instrument 2020 (Flood Regulation)*, the provisions of this Variation Scheme prevail.
- 2.3 The provisions of the *Laidley Shire Planning Scheme 2003* and *Temporary Local Planning Instrument 2020 (Flood Regulation)* prevail in the absence of an equivalent provision in this Variation Scheme.
- 2.4 To the extent that the provisions of a future planning scheme conflict with the provisions of this Variation Scheme, the provisions of this Variation Scheme prevail.
- 2.4 To remove any doubt, a reference to an assessment benchmark or other planning provision is a reference to the assessment benchmarks and provisions of the *Laidley Shire Planning Scheme 2003* and those assessment benchmarks and provisions will continue to apply despite any subsequent amendment to those assessment benchmarks and provisions, the planning scheme or any planning instrument.





### 3.0 PURPOSE

#### 3.1 GENERAL

- 3.1.1 The Variation Scheme is associated with a Development Application for Preliminary Approval – Variation Request pursuant to section 50(3) of the *Planning Act 2016*.
- 3.1.2 This Variation Scheme outlines a *Planning Act 2016* compliant framework for the integrated planning and development of the Variation Area.
- 3.1.3 In accordance with section 50(3) of the Act, this Variation Scheme seeks to:
  - (a) vary the category of development by stating that development is –
    - (i) Assessable Development requiring Code or Impact Assessment; or
    - (ii) Accepted Development.
  - (b) identify assessment benchmarks applicable to the assessment of development.

#### 3.2 PRECINCT/AREAS

##### 3.2.1 PRECINCT STRUCTURE

- 3.2.1.1 For the purposes of this Preliminary Approval for a Material Change of Use including a Variation Request pursuant to section 50(3) of the *Planning Act 2016*, the provisions of the Rural Residential Zone applying to the Variation Area under the *Laidley Shire Planning Scheme 2003* are varied in accordance with this Variation Scheme.
- 3.2.1.2 The Variation Area is proposed to be wholly included as the **Plainland Westbound Commercial Area** to convey variations in preferred land use intent, the assessment status of uses and other development, and the applicability or otherwise of assessment benchmarks (applicable codes). These assessment provisions have been derived from the provisions of the *Laidley Shire Planning Scheme 2003*.
- 3.2.1.3 The planning intent (or purpose) and outcomes of this Variation Application and supporting overall outcomes are outlined in section 3.2.2.
- 3.2.1.4 For the purposes of this VSD, the assessment benchmarks of the Plainland Westbound Commercial Area Code are the Overall Outcomes identified at section 3.2.2.2.

##### 3.2.2 PLAINLAND WESTBOUND COMMERCIAL AREA CODE

- 3.2.2.1 The purpose of the **Plainland Westbound Commercial Area** is to provide for a range of retail and commercial activities to service the needs of the community and the travelling public utilising the Warrego Highway and Laidley-Plainland Road.

The area is intended to provide for and service the existing and future community by:

- (a) accommodating service station, convenience food and associated commercial services;
- (b) providing services to the local community as well as the travelling public;
- (c) being conveniently located and accessible to the district, neighbourhood and local catchments it serves; and
- (d) providing a focus for social interaction and community identity for the surrounding population.

The uses are intended to principally serve the needs of the surrounding district, neighbourhood and local catchments in addition to the traveling public.



3.2.2.2 The overall outcomes sought for the Variation Area are as follows:

- (a) ☐ a mix of uses and activities that serve the needs of the local community and travelling public;
- (b) ☐ the scale, character and built form of the development contributes to a high standard or amenity and complements the existing commercial amenity of the area;
- (c) ☐ development is designed to incorporate sustainable practices including maximising energy efficiency, water conservation and transport use.
- (d) ☐ development is reflective of and responsive to environmental constraints;
- (e) ☐ development has access to infrastructure and essential services; and
- (f) ☐ development does not compromise the primacy and viability of higher order centres.

### 3.3 ☐ PARTIAL OR STAGED DEVELOPMENT

3.3.1 This Variation Scheme does not preclude the assessment of development proposals or development applications to development to land in part or in stages.

☐



#### 4.0 ☐ ASSESSMENT TABLES

- 4.1 For the purposes of this Variation Scheme, the Assessment Categories relevant to development in the Variation Area are those identified under:
- (i) ☐ **Appendix A – Table 1 – Material Change of Use Assessment Table; and**
  - (ii) ☐ **Appendix B – Table 1 – Other Development.**
- 4.2 For the purposes of this Variation Scheme, the Assessment Categories relevant for Overlays that apply to the Variation Area are those identified under:
- (i) ☐ **Appendix C – Table 1 – Overlays Assessment Table.**

☐



## 5.0 □ DEFINITIONS

- 5.1 For the purposes of this Variation Scheme, references to use definitions, clustering of use definitions industry thresholds and administrative definitions are consistent with Schedule 1 of the *Laidley Shire Planning Scheme 2003*.

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## **APPENDIX A – MATERIAL CHANGE OF USE ASSESSMENT TABLE**

□



TABLE 1 – MATERIAL CHANGE OF USE ASSESSMENT TABLE

Use	Assessment Category	Assessment benchmarks
Bulk Retail	<b>Accepted Development</b>	
	If: (i) <input type="checkbox"/> the reuse of an existing building; (ii) <input type="checkbox"/> no more than 25m <sup>2</sup> additional Gross Floor Area; and (iii) <input type="checkbox"/> carparking is provided in accordance with Table 2.	
	<b>Code assessment</b>	
	If not meeting the description listed in the level of assessment column for accepted development.	Advertising Devices Code Building Dimensions Code Plainland Westbound Commercial Area Code Commercial/Retail Uses Code Vehicle Access and Parking Code
Car Repair Station	<b>Accepted development</b>	
	If: (i) <input type="checkbox"/> the reuse of an existing building; (ii) <input type="checkbox"/> no more than 25m <sup>2</sup> additional Gross Floor Area; and (iii) <input type="checkbox"/> carparking is provided in accordance with Table 2.	
	<b>Code assessment</b>	
	If not meeting the description listed in the level of assessment column for accepted development.	Advertising Devices Code Building Dimensions Code Plainland Westbound Commercial Area Code Commercial/Retail Uses Code Vehicle Access and Parking Code
Commercial Premises	<b>Accepted development subject to requirements</b>	
	If: (i) <input type="checkbox"/> the reuse of an existing building; (ii) <input type="checkbox"/> no more than 25m <sup>2</sup> additional Gross Floor Area; and (iii) <input type="checkbox"/> carparking is provided in accordance with Table 2.	Advertising Devices Code Commercial/Retail Uses Code
	<b>Code assessment</b>	
	If not meeting the description listed in the level of assessment column for accepted development.	Advertising Devices Code Building Dimensions Code Plainland Westbound Commercial Area Code Commercial/Retail Uses Code Vehicle Access and Parking Code
Child Care Facility	<b>Code assessment</b>	
		Advertising Devices Code Building Dimensions Code Plainland Westbound Commercial Area Code Community Uses Code Vehicle Access and Parking Code
General Store	<b>Accepted development</b>	
	If: (i) <input type="checkbox"/> the reuse of an existing building; (ii) <input type="checkbox"/> no more than 25m <sup>2</sup> additional Gross Floor Area; and	



Use	Assessment Category	Assessment benchmarks
	(iii) <input type="checkbox"/> carparking is provided in accordance with <b>Table 2</b> .	
	<b>Code assessment</b>	
	If not meeting the description listed in the level of assessment column for accepted development.	Advertising Devices Code Building Dimensions Code Plainland Westbound Commercial Area Code Commercial/Retail Uses Code Vehicle Access and Parking Code
Indoor Entertainment	<b>Accepted development subject to requirements</b>	
	Where for a gym and involving: (i) <input type="checkbox"/> the reuse of an existing building; (ii) <input type="checkbox"/> no more than 25m <sup>2</sup> additional Gross Floor Area; (iii) <input type="checkbox"/> does not result in more than one (1) Indoor Entertainment use within the Variation Scheme Area; and (iv) <input type="checkbox"/> carparking is provided in accordance with <b>Table 2</b> .	Advertising Devices Code Commercial/Retail Uses Code
	<b>Code assessment</b>	
	If not meeting the description listed in the level of assessment column for accepted development.	Advertising Devices Code Building Dimensions Code Plainland Westbound Commercial Area Code Community Uses Code Vehicle Access and Parking Code
Medical/Paramedical Centre	<b>Accepted development subject to requirements</b>	
	If: (i) <input type="checkbox"/> the reuse of an existing building; (ii) <input type="checkbox"/> no more than 25m <sup>2</sup> additional Gross Floor Area; and (iii) <input type="checkbox"/> carparking is provided in accordance with <b>Table 2</b> .	Advertising Devices Code Commercial/Retail Uses Code
	<b>Code assessment</b>	
	If not meeting the description listed in the level of assessment column for accepted development.	Advertising Devices Code Building Dimensions Code Plainland Westbound Commercial Area Code Commercial/Retail Uses Code Vehicle Access and Parking Code
Motel	<b>Code assessment</b>	
		Advertising Devices Code Building Dimensions Code Plainland Westbound Commercial Area Code Residential Uses Code Vehicle Access and Parking Code
Public facility	<b>Accepted development subject to requirements</b>	
		Building Dimensions Code Community Uses Code Vehicle Access and Parking Code
	<b>Code assessment</b>	
	If not complying with one or more required acceptable outcomes in the assessment benchmarks identified for accepted development subject to requirements.	Advertising Devices Code Building Dimensions Code Plainland Westbound Commercial Area Code Community Uses Code





Use	Assessment Category	Assessment benchmarks
		Vehicle Access and Parking Code
Refreshment Service	<b>Accepted development</b>	
	If: (i) <input type="checkbox"/> the reuse of an existing building; (ii) <input type="checkbox"/> no more than 25m <sup>2</sup> additional Gross Floor Area; and (iii) <input type="checkbox"/> carparking is provided in accordance with <b>Table 2</b> .	
	<b>Code assessment</b>	
	If not meeting the description listed in the level of assessment column for accepted development.	Building Dimensions Code Plainland Westbound Commercial Area Code Commercial/Retail Uses Code Vehicle Access and Parking Code
Service Station	<b>Accepted development subject to requirements</b>	
	If: (i) <input type="checkbox"/> the reuse of an existing building; and (ii) <input type="checkbox"/> no more than 25m <sup>2</sup> additional Gross Floor Area is proposed.	Commercial/Retail Uses Code Vehicle Access and Parking Code
	<b>Code assessment</b>	
	If: (i) <input type="checkbox"/> not meeting the description listed in the level of assessment column for accepted development subject to requirements; or (ii) <input type="checkbox"/> meeting the description listed in the level of assessment column for accepted development subject to requirements and not complying with one or more required acceptable outcomes in the assessment benchmarks identified for accepted development subject to requirements.	Building Dimensions Code Plainland Westbound Commercial Area Code Commercial/Retail Uses Code Vehicle Access and Parking Code
Shop	<b>Accepted development</b>	
	If: (i) <input type="checkbox"/> the reuse of an existing building; (ii) <input type="checkbox"/> no more than 25m <sup>2</sup> additional Gross Floor Area; and (iii) <input type="checkbox"/> carparking is provided in accordance with <b>Table 2</b> .	
	<b>Code assessment</b>	
	If not meeting the description listed in the level of assessment column for accepted development	Building Dimensions Code Plainland Westbound Commercial Area Code Commercial/Retail Uses Code Vehicle Access and Parking Code
Veterinary Hospital	<b>Accepted development subject to requirements</b>	
	If: (i) <input type="checkbox"/> the reuse of an existing building; (ii) <input type="checkbox"/> no more than 25m <sup>2</sup> additional Gross Floor Area; and (iii) <input type="checkbox"/> carparking is provided in accordance with <b>Table 2</b> .	Advertising Devices Code Commercial/Retail Uses Code



Use	Assessment Category	Assessment benchmarks
	<b>Code assessment</b>	
	If not meeting the description listed in the level of assessment column for accepted development	Building Dimensions Code Plainland Westbound Commercial Area Code Commercial/Retail Uses Code Vehicle Access and Parking Code
	<b>Impact assessment</b>	
	Any other use not listed in this table.	The Planning Scheme

**TABLE 2 – MINIMUM PARKING REQUIREMENTS**

Use	Minimum Parking Spaces
Bulk Retail	1 space for every 40m <sup>2</sup> of gross floor area
Car Repair Station	3 spaces per service bay
Commercial Premises	1 space for each 25m <sup>2</sup> of gross floor area
General Store	1 space for every 25m <sup>2</sup> of gross floor area
Indoor Entertainment	Where involving a gym: 1 space for every 40m <sup>2</sup>
Medical/Paramedical Centre	1 space for ambulance vehicles 1 space for every FTE employee and 1 space for every 25m <sup>2</sup> of gross floor area
Refreshment Service	1 space for every 15m <sup>2</sup> of gross floor area
Shop	1 space for every 15m <sup>2</sup> of gross floor area
Veterinary Service	1 space for every FTE employee and 2 spaces for clients

□



## APPENDIX B – OTHER DEVELOPMENT ASSESSMENT TABLE

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TABLE 1 – OTHER DEVELOPMENT ASSESSMENT TABLE

Area	Assessment Category	Assessment Benchmarks
Carrying out building work not associated with a material change of use	<b>Accepted development subject to requirements</b>	
	If undertaking building works associated with existing buildings on the site	Building Dimensions Code
	<b>Code assessment</b>	
	If: (i) <input type="checkbox"/> not meeting the description listed in the level of assessment column for accepted development subject to requirements; or (ii) <input type="checkbox"/> meeting the description listed in the level of assessment column for accepted development subject to requirements and not complying with one or more required acceptable outcomes in the assessment benchmarks identified for accepted development subject to requirements.	Building Dimensions Code Business and Village Area code
Placing an advertising device on premises	<del><b>Accepted development</b></del>	
	<del>If: (i) <input type="checkbox"/> associated with a material change of use; or (ii) <input type="checkbox"/> a business name sign, where: a. <input type="checkbox"/> no more than two (2) business name signs are provided per tenancy; and b. <input type="checkbox"/> each sign face does not exceed 4m<sup>2</sup>; or (iii) <input type="checkbox"/> directly associated with the operations of a business (i.e. menu signs, details of services, etc.) and: a. <input type="checkbox"/> not exceeding 0.3m<sup>2</sup>; and b. <input type="checkbox"/> not visible from the road frontage; or (iv) <input type="checkbox"/> pylon sign where: a. <input type="checkbox"/> advertising all tenancies on the site; b. <input type="checkbox"/> no more than one (1) pylon sign on the site; c. <input type="checkbox"/> no more than two (2) pylon signs along the Warrego Highway frontage of the Variation Scheme Area; and d. <input type="checkbox"/> does not exceed 8m in height.</del>	
	<b>Accepted development subject to requirements</b>	
	If a business name sign or sign directly associated with the operations of a business <del>and not meeting the description listed in the level of assessment column for accepted development.</del>	Advertising Devices Code Business and Village Area Code
	<b>Code assessment</b>	
	If: (i) <input type="checkbox"/> not meeting the description listed in the level of assessment column for	Advertising Devices Code Business and Village Area Code



Area	Assessment Category	Assessment Benchmarks
	<del>accepted development</del> or accepted development subject to requirements; or (ii) meeting the description listed in the level of assessment column for accepted development subject to requirements and not complying with one or more required acceptable outcomes in the assessment benchmarks identified for accepted development subject to requirements.	
Reconfiguring a Lot	<b>Accepted development</b> If creating an access easement	
	<b>Code assessment</b> If not meeting the description listed in the level of assessment column for accepted development	Reconfiguring a Lot Code Business and Village Area Code
Carrying out operation work for reconfiguring a lot	<b>Code assessment</b> If the reconfiguring a lot is assessable development	Filling and Excavation Code Reconfiguring a Lot Code
Carrying out operational work for excavating and/or filling not associated with reconfiguring a lot or a material change of use	<b>Accepted development</b> Where the extent of cut does not exceed 100m <sup>3</sup> or extent of fill does not exceed 500m <sup>3</sup>	
	<b>Code assessment</b> If not meeting the description listed in the level of assessment column for accepted development	Filling and Excavation Code
<b>Accepted Development</b>		
Any other use not listed in this table.		
□		



## APPENDIX C – OVERLAY ASSESSMENT TABLE

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**TABLE 1 – OVERLAY ASSESSMENT TABLE**

Area	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development
Flood Hazard Overlay	<b>Accepted development</b>	
	Where involving one (1) or more of the following uses: <ul style="list-style-type: none"> <li>• <input type="checkbox"/> Bulk retail</li> <li>• <input type="checkbox"/> Car repair station</li> <li>• <input type="checkbox"/> Catering room</li> <li>• <input type="checkbox"/> Commercial premises</li> <li>• <input type="checkbox"/> Extractive industry</li> <li>• <input type="checkbox"/> General store</li> <li>• <input type="checkbox"/> Hotel (where not including accommodation)</li> <li>• <input type="checkbox"/> Industry</li> <li>• <input type="checkbox"/> Indoor Entertainment (where involving a gym)</li> <li>• <input type="checkbox"/> Junk yard</li> <li>• <input type="checkbox"/> Light industry</li> <li>• <input type="checkbox"/> Medical/paramedical centre</li> <li>• <input type="checkbox"/> Medium industry</li> <li>• <input type="checkbox"/> Noxious, offensive and hazardous industry</li> <li>• <input type="checkbox"/> Passenger terminal</li> <li>• <input type="checkbox"/> Refreshment service</li> <li>• <input type="checkbox"/> Road freight depot</li> <li>• <input type="checkbox"/> Roadside stall</li> <li>• <input type="checkbox"/> Rural processing</li> <li>• <input type="checkbox"/> Shop</li> <li>• <input type="checkbox"/> Transport depot</li> <li>• <input type="checkbox"/> Truck stop (where not including accommodation)</li> <li>• <input type="checkbox"/> Warehouse</li> </ul>	
	<b>Accepted development subject to requirements</b>	
	Where not meeting the requirements for Accepted Development.	Flood Hazard Overlay Code



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**12.4 Interim Local Government Infrastructure Plan Amendment for Stormwater****Author:** Prudence Earle, Senior Strategic Planner**Responsible Officer:** Annette Doherty, Acting Group Manager Community and Regional Prosperity

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**Purpose:**

The purpose of this report is to seek Council's decision to make an Interim Local Government Infrastructure Plan (LGIP) Amendment in accordance with the *Planning Act 2016* and Chapter 5, Part 2 of the Minister's Guidelines and Rules (MGR).

**Officer's Recommendation:**

**THAT Council decide to make an Interim Local Government Infrastructure Plan (LGIP) Amendment to incorporate trunk infrastructure associated with the stormwater network in accordance with the *Planning Act 2016* and the Minister's Guidelines and Rules.**

**Executive Summary**

Currently, Council levies infrastructure charges for commercial and industrial development for only two of the three infrastructure networks it controls. By making an Interim Local Government Infrastructure Plan (LGIP) Amendment to include the stormwater network, Council will be able to levy infrastructure charges for the stormwater network for commercial and industrial development.

Under the Minister's Guidelines and Rules (MGR), the first step in amending the LGIP is for Council to decide to make an Interim LGIP Amendment.

**Proposal**

Council's current LGIP was adopted in 2018 and forms part of the Gatton and Laidley Planning Schemes. The adoption of the LGIP allowed Council to continue to levy infrastructure charges and to set requirements for trunk infrastructure.

Council manages three of the five infrastructure networks for which infrastructure charges can be levied:

- transport;
- public parks and land for community facilities; and
- stormwater.

However, for commercial and industrial development, Council levies infrastructure charges for the public parks and transportation networks only, and not the stormwater network.

The decision not to levy charges for the stormwater network was made following receipt of legal advice which determined that there was insufficient detail in the LGIP on the stormwater network to meet the requirements to levy infrastructure charges. Subsequently, Council has not levied infrastructure charges since 2020 for the stormwater network for those developments where a separate charge is specified in the Charges Resolution for this network (i.e. for commercial and industrial development).

The LGIP must be amended to allow Council to levy infrastructure charges for stormwater on commercial and industrial development. The process to make an Interim LGIP Amendment is outlined in Chapter 5, Part 2 of the MGR. The first step is for Council to decide to make an interim LGIP amendment.

The process to make an interim LGIP amendment under the MGR is summarised below:

Section under Chapter 5, Part 2 of the MGR	Actions under each section of the MGR
Section 4 Planning and preparation	<ul style="list-style-type: none"> <li>– Decide to make an interim LGIP amendment</li> <li>– Prepare the proposed interim LGIP amendment</li> <li>– Consult with any relevant State agency and distributor-retailer (i.e. Urban Utilities)</li> <li>– Prepare a Review Checklist</li> </ul>
Section 5 Public Consultation	<ul style="list-style-type: none"> <li>– Carry out public consultation in relation to the interim LGIP amendment for at least 15 business days</li> <li>– Consider properly made submissions and make changes to address issues raised</li> <li>– Advise submitters how their submission has been dealt with</li> <li>– Decide to proceed with the amendment with no change or with changes</li> <li>– Update the Review Checklist</li> </ul>
Section 6 Adoption	<ul style="list-style-type: none"> <li>– Decide to adopt, or not adopt, the proposed amendment.</li> </ul>

Council has commissioned Integran Pty Ltd, who prepared Council's current LGIP, to prepare the Interim LGIP Amendment. The proposed amendment will include revised desired standards of service for the stormwater network, plans of trunk stormwater infrastructure, and a schedule of trunk stormwater works.

### Strategic Implications

#### Corporate Plan

Lockyer Planned - Prepare and adopt a revised Local Government Infrastructure Plan for the Lockyer Valley.

#### Finance and Resource

Currently Council is unable to levy infrastructure charges for the stormwater network where a separate charge is specified in the Charges Resolution for this network (i.e. for commercial and industrial development). This reduces Council's revenue and increases the financial burden on Council to provide trunk stormwater infrastructure. The Interim LGIP Amendment will allow Council to levy charges for the stormwater network.

#### Legislation and Policy

An Interim LGIP Amendment must be made in accordance with Chapter 5, Part 2 of the Minister's Guidelines and Rules.

#### Risk Management

Financial and Economic (FE1) Financial sustainability to support the achievement of strategy, goals and objectives in the medium to long term.

#### Consultation

##### *Portfolio Councillor Consultation*

The Portfolio Councillor was consulted in relation to this report.

*Internal Consultation*

Internal consultation has been undertaken with the key members of the Infrastructure Group and Development Assessment team. Consultation with these teams is instrumental in the development of the draft Interim LGIP Amendment.

*External Consultation*

External consultation is required in accordance with the Interim LGIP Amendment process under Chapter 5, Part 2, Section 4.3 the MGR.

*Community Engagement*

Chapter 5, Part 2, Section 5.1 of the MGR mandates public notification of the amendment for at least 15 business days.

**Attachments**

There are no attachments for this report.

## 12.5 Review of the Naming of Roads, Parks, Landmarks and Facilities Policy

**Author:** Tammy Thomas, Technical Planning Officer

**Responsible Officer:** Annette Doherty, Acting Group Manager Community and Regional Prosperity

### Purpose:

The *Naming of Roads, Parks, Landmarks and Facilities Policy* has been reviewed. The purpose of this report is to seek Council's adoption of the amended policy as per the *Local Government Act 2009*.

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

**THAT Council adopt the Naming of Roads, Parks, Landmarks and Facilities Policy as attached.**

### Executive Summary

The current *Naming of Roads, Parks, Landmarks and Facilities Policy* was adopted by Council in 2018 and was due for review in 2020.

The policy has been reviewed by officers and amendments to the policy are recommended, including amendments required to ensure consistency with the standard AS/NZ4819:2011 Rural and Urban Addressing.

### Proposal

This *Naming of Roads, Parks, Landmarks and Facilities Policy* was established to provide a consistent and transparent approach for the naming of roads, parks, reserves, landmarks and facilities in the Lockyer Valley region in accordance with the standard AS/NZ4819:2011 Rural and Urban Addressing.

The current policy is a very brief document that references AS/NZ4819:2011, outlines the categories for proposed names (e.g. flora, fauna, historical names, Australiana, etc.), states names must be formally adopted and recorded, and requires road names to be of an appropriate road type. Much of the requirements and process for naming assets are contained in the supporting guideline.

The draft amended policy, which is attached to this report, has been updated to incorporate some parts of the guideline to make the policy more useful. Amendments to the policy include:

- The Policy Objective has been expanded to include specific objectives;
- A Procedure and Rules for Nomenclature have been added;
- A table of road types, abbreviations and descriptions has been added. This table currently appears in the supporting guideline, however changes have been made to some abbreviations and descriptions to ensure they accurately reflect the AS/NZS 4819:2011 Rural and Urban Addressing. The road types where changes have been made are shown below.

Road Type	Abbreviation	Description
Place	<del>Pl</del> Pl	<del>A cul-de-sac having a length in excess of 100m.</del> Short, sometimes narrow, enclosed roadway.
Road	Rd	<del>Sub-arterial or arterial roads.</del> Open way or public passage primarily for vehicles.
Street	St	<del>Sub-arterial, distributor, collector, industrial or local through road.</del> Public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides.

Road Type	Abbreviation	Description
Terrace	Tce	<del>A public way with stepped or other well-defined topographic features.</del> Roadway usually with houses on either side raised above the road level.
Way	<del>Wy</del> Way	<del>A synonym for drive, avenue or crescent.</del> Roadway affording passage from one place to another. Usually not as straight as an avenue or street.

#### Options

1. Council adopt the updated *Naming of Roads, Parks, Landmarks and Facilities Policy* as attached.
2. Council adopt the *Naming of Roads, Parks, Landmarks and Facilities Policy* without any changes.

#### Previous Council Resolutions

Council adopted the *Naming of Roads, Parks, Landmarks and Facilities Policy* at a Council meeting on 27 June 2018 (Resolution No. 16-20/0997).

#### **Strategic Implications**

##### Corporate Plan

Lockyer Leadership and Council:

- Lockyer Valley Regional Council Corporate Plan 2022 – 2027 facilitates a development assessment process that facilitates sustainable outcomes for the community.

##### Finance and Resource

Budget implications will continue to be addressed through existing allocations.

##### Legislation and Policy

Council's policy framework has been adhered to in the development and review of the policy outlined in this report. It complies with the requirements of relevant legislation.

##### Consultation

###### *Internal Consultation*

- Senior Governance Officer
- Development Assessment Team
- Principal Parks, Recreation and Cemeteries

#### **Attachments**

- 1 [📄](#) Draft Naming of Roads, Parks, Landmarks and Facilities Policy 3 pages



## STRATEGIC

# NAMING OF ROADS, PARKS, LANDMARKS AND FACILITIES

## Head of Power

*Local Government Act 2009*

## Key Supporting Council Document

Lockyer Valley Regional Council Corporate Plan 2022 – 2027:

- A development assessment process that facilitates sustainable outcomes for the community.

## Policy Objective

Lockyer Valley Regional Council has the authority to name roads, parks, reserves, landmarks and facilities in its jurisdiction. This policy provides guidelines for the naming of local roads, parks, reserves, landmarks and facilities in the Lockyer Valley region. The policy:

- Provides a consistent procedure for the naming of local roads, parks, landmarks and facilities;
- Provides staff, community and developers with clear information on Council's requirements for the naming of infrastructure assets;
- Enables consistent and legible application of the AS/NZS 4819:2011 Rural and Urban Addressing; and
- Provides clear identification of assets and infrastructure.

## Policy Statement

Lockyer Valley Regional Council has the authority to name roads, parks, landmarks and facilities in its jurisdiction. Council will ensure that names are appropriate and relevant, and that proposals from the community are considered.

## Procedure

Council may assign an official name to a gazetted road that is used to access properties, parks, landmarks and facilities. This does not prevent Council from assigning a name to other gazetted roads, which may be unconstructed or not provide direct property access.

Group: Planning, Policy and Community Wellbeing  
Unit: Development Assessment  
Approved: Ordinary Meeting (Resolution Number 20-24/XXXX)  
Date Approved: XX/XX/2023  
ECM: 4537477

Effective Date: XX/XX/2023  
Version: 8.0 Last Update:  
Review Date: 30/09/2026  
Superseded/Revoked: 2524742

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Official road names are only assigned to private roads or easements by exception, such as where a road name would:

- Reduce potential confusion for the travelling public, emergency vehicles and other service providers; or
- Provide an effective address to properties.

Requests for naming of roads, parks, reserves, landmarks and facilities are to be provided to Council in writing via the approved form suggesting at least three options for names in accordance with this policy. Council officers will review the request, make any necessary amendments and prepare a report and recommendation for a decision at an ordinary Council meeting. The applicant will be notified of the decision in writing. Council retains the discretion for an alternative name to be adopted where the suggested names are not suitable.

All names will be recorded within Council's corresponding asset register.

## Rules for Nomenclature

Council will ensure that proposed names are appropriate and relevant, and that proposals from the community are considered in the context of following categories:

- Flora, Fauna (including Australian animals and birds), geographical or cultural features found in the locality
- Indigenous names
- Landscape or physical forms
- Name/s of historic significance
- Australiana
- Pioneers and long-term landholders
- People who have served or represented the community well e.g. in sport or the arts.

Generally, proposed road names should be consistent with any existing naming theme of the surrounding area.

Names that are not preferred are those that are:

- Difficult to pronounce
- Very long or composed of two or more words
- Difficult to spell
- Hyphenated words
- Plural or possessive in nature
- May offend or be seen to be offensive
- Duplicate or nearly duplicate either in sound or spelling another road in the Lockyer Valley Regional Council area or a nearby road outside the Region
- Names of living persons (they are named for posterity, not the present)

Road names must include an appropriate road type suffix compatible with the class and type of road. Road types, abbreviations and descriptions as per AS/NZS 4819:2011 (appendix A). Place names will be appropriate to the type of asset (e.g. park, playground, sports field).

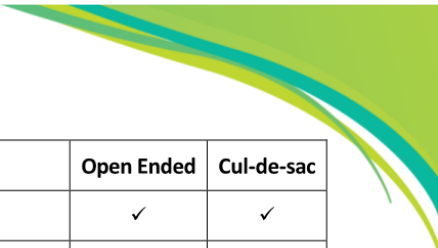
Road Type	Abbreviation	Description	Open Ended	Cul-de-sac
Approach	App	Roadway leading to an area of community interest (e.g. public open space, commercial area, etc.).	✓	
Avenue	Av	Broad roadway, usually planted on each side with trees.	✓	

Group: Planning, Policy and Community Wellbeing  
Unit: Development Assessment  
Approved: Ordinary Meeting (Resolution Number 20-24/XXXX)  
Date Approved: XX/XX/2023  
ECM: 4537477

Effective Date: XX/XX/2023  
Version: 8.0 Last Update:  
Review Date: 30/09/2026  
Superseded/Revoked: 2524742

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Road Type	Abbreviation	Description	Open Ended	Cul-de-sac
Chase	Ch	Roadway leading down to a valley.	✓	✓
Circuit	Cct	Roadway enclosing an area.	✓	
Close	Cl	Short, enclosed roadway.		✓
Court	Ct	Short, enclosed roadway.		✓
Crescent	Cr	Crescent-shaped thoroughfare, especially where both ends join the same thoroughfare.	✓	
Drive	Dr	Wide thoroughfare allowing a steady flow of traffic without many cross-street.	✓	
Place	Pl	Short, sometimes narrow, enclosed roadway.		✓
Road	Rd	Open way or public passage primarily for vehicles.	✓	
Street	St	Public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides.	✓	
Terrace	Tce	Roadway usually with houses on either side raised above the road level.	✓	
Way	Way	Roadway affording passage from one place to another. Usually not as straight as an avenue or street.	✓	

### Related Documents

AS/NZS 4819:2011 Rural and Urban Addressing  
Place Names Act 1994

Group: Planning, Policy and Community Wellbeing  
Unit: Development Assessment  
Approved: Ordinary Meeting (Resolution Number 20-24/XXXX)  
Date Approved: XX/XX/2023  
ECM: 4537477

Effective Date: XX/XX/2023  
Version: 8.0 Last Update:  
Review Date: 30/09/2026  
Superseded/Revoked: 2524742

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## 12.6

**Request for Road Names - New Development off Beckey Road, Plainland****Author:**

Tammy Thomas, Technical Planning Officer

**Responsible Officer:**

Annette Doherty, Acting Group Manager Community and Regional Prosperity

**Purpose:**

The purpose of this report is for Council to consider a request to name two (2) new roads created as part of a new development off Beckey Road, Plainland.

**Officer's Recommendation:**

**THAT Council approve the following names for the two new roads created by development of land at 3 Beckey Road, as shown on Plan No. 20-033-1Gc dated 4 July 2022 prepared by SMK Land Surveyors Pty Ltd:**

- Road 1: Moonrise Place (new road intersecting with Beckey Road)
- Road 2: Orion Place (new road intersecting with Road 1)

**Executive Summary**

Council has received a request to name two (2) new roads as part of a new 40 lot development off Beckey Road, Plainland.

**Proposal**

Council has received a request to name two new roads created as part of a subdivision at 3 Beckey Road as shown in the plan below.

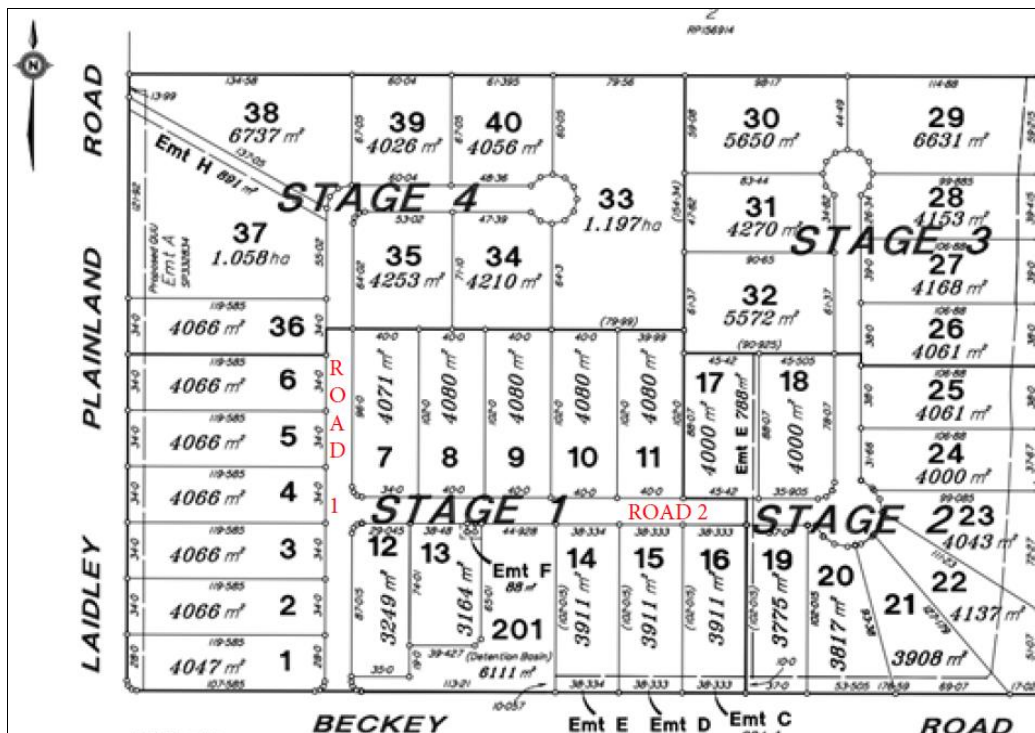


Figure 1 – Approved lot layout

Council is responsible for assigning an official name to every gazetted road that is used to access properties. All proposed road names are considered in accordance with *Council's Naming of Roads, Park, Landmarks and Facilities Policy* and AS/NZS 4819:2011. Under Council's policy, road names are to be appropriate and relevant, and from nominated categories including names of historic significance and long-term land holders.

The applicant has provided the following suggestions for the road names:

Option 1 – Landscape

- Moonrise Place - for the rising moon that dominates the night sky as it appears over the horizon;
- Milky Way – a play on the word 'way'; and
- Orion Court – after the constellation; OR

Option 2 – Theme-based

- Silkbridge – for Silkbridge Stud established in 1998 in Lockyer Valley; and
- Warmblood – associated with the breed of horses at Silkbridge Stud; OR

Option 3 – Fauna

- Fairy Martin – member of the swallow family that visits and nests at Silkbridge; and
- Wedge Tail – birds that grace the skies above Silkbridge.

In accordance with Council's guideline for naming of roads, some of the suggestions are considered appropriate as they include preferred sources of names, including fauna and theme-based names.

It is recommended that Council approve the names Moonrise Place and Orion Place.

It is suggested that the road type of 'place' be used for both roads, as they are cul-de-sacs with a length in excess of 100 metres. A search of existing road names has been undertaken to ensure the preferred road names are not currently used elsewhere in the region.

Options

1. Council approves the road names in accordance with the Officer's recommendation.
2. Council approves road names other than as recommended.

**Strategic Implications**

Corporate Plan

Lockyer Valley Regional Council Corporate Plan 2022 – 2027:

4. A development assessment process that facilitates sustainable outcomes for the community.

Finance and Resource

There will be no costs associated with the supply or installation of the road signage as these are the Developer's responsibility under the conditions of the Development Permit.

Legislation and Policy

All proposed road names are considered in accordance with *Council's Naming of Roads, Park, Landmarks and Facilities Policy* and AS/NZS 4819:2011.

Risk Management

Officers have researched the suggested road names and made a recommendation that meets Council's policy.

Consultation

Suggestions for road names were sought from the applicant.

**Attachments**

There are no attachments for this report.

## 12.7 Application for Development Permit for Material Change of Use - Motel at 3 Elliot Close, Preston

**Author:** Scott Hambleton, Contract Planner

**Responsible Officer:** Annette Doherty, Acting Group Manager Community and Regional Prosperity

### Purpose:

The purpose of this report is to consider an application (MC2023/0032) Development Permit for a Material Change of Use for a Motel on Lot 7 SP194731 at 3 Elliot Close, Preston.

The application has been assessed in accordance with the requirements of the *Planning Act 2016* and it is recommended that the application be approved subject to conditions.

### Officer's Recommendation:

**THAT the application MC2023/0032 for a Development Permit for a Material Change of Use for a Motel on Lot 7 SP194731 at 3 Elliot Close, Preston, be approved subject to the following conditions:**

ASSESSMENT MANAGER CONDITIONS															
No.	Condition				Timing										
APPROVED PLANS AND DOCUMENTS															
1.	<b>APPROVED PLANS &amp; DOCUMENTS</b> Undertake the approved development generally in accordance with the approved plans and documents, including any amendments where in red on the approved plan(s) or document(s): <table><tr><td>Title</td><td>Plan No.</td><td>Revision/ Amended</td><td>Date</td><td>Prepared By</td></tr><tr><td>Existing Site Plan</td><td>A.001</td><td>1</td><td>08/3/23</td><td>Precinct Urban Planning</td></tr></table>				Title	Plan No.	Revision/ Amended	Date	Prepared By	Existing Site Plan	A.001	1	08/3/23	Precinct Urban Planning	At all times.
Title	Plan No.	Revision/ Amended	Date	Prepared By											
Existing Site Plan	A.001	1	08/3/23	Precinct Urban Planning											
2.	<b>CONDITIONS OF APPROVAL AND APPROVED PLANS</b> Where there is a conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval take precedence.				At all times.										
GENERAL															
3.	<b>COMPLIANCE WITH CONDITIONS</b> The developer is responsible for ensuring compliance with this development approval and the conditions of the approval by an employee, agent, contractor, or invitee of the applicant.				At all times.										
4.	<b>WORKS – APPLICANT’S EXPENSE</b> The cost of all works associated with the development and construction of the development, including services, facilities and/or public utility alterations required are met at no cost to the Council or relevant utility provider, unless otherwise stated in a development condition.				At all times.										
5.	<b>WORKS – DEVELOPER RESPONSIBILITY</b> The applicant must repair any damage to existing infrastructure (e.g. kerb and channel, footpath or roadway) that may have occurred during any works undertaken as part of the development. Any damage that is deemed to create a hazard to the community, must be repaired immediately.				At all times.										
6.	<b>MAINTAIN APPROVED DEVELOPMENT</b>				At all times.										

	The development is to be maintained in accordance with the approved drawing(s) and/or document, and any relevant approvals.	
<b>LIMITS ON DEVELOPMENT</b>		
7.	<b>LIMITS ON STAYS</b> (a) The Motel is to be available to be booked for guests' stay for a maximum of 170 nights in any calendar year. (b) Weeknight stays between Monday to Thursday are to be limited to 40 nights in any calendar year (inclusive of the 170 nights required by (a)).	At all times.
8.	<b>PERSONS</b> The maximum number of guests accommodated in the Motel at any one time must not exceed 10 persons.	At all times.
9.	<b>SINGLE BOOKING</b> The Motel is to be rented as a single booking. Individual rooms are not to be rented separately.	At all times.
10.	<b>REGISTER</b> (a) A register is to be maintained of guests' stay at the premises, including dates, days of the week, and the number of guests. (b) The register required by (a) is to be made available to Council officers for inspection within two (2) business days upon written request.	(a) At all times. (b) When requested in writing by Council.
11.	<b>VEHICLES</b> All vehicles associated with the Motel must be parked on the premises. No on-street parking is permitted.	At all times.
12.	<b>HELICOPTERS</b> Use of helicopters to transport guests to and from the premises is prohibited.	At all times.
13.	<b>GUEST NOTIFICATION</b> Guests are to be notified of the requirements of Conditions 8-12 at the time of booking.	At all times.
<b>NEIGHBOUR NOTIFICATION</b>		
14.	<b>MANAGER DETAILS</b> Provide contact details for the manager of the Motel, including a mobile phone number, to the landowners of the following premises: <ul style="list-style-type: none"> <li>• Lot 6 SP194731 – 11 Archer Crescent, Preston</li> <li>• Lot 8 SP194731 – 4 Elliot Close, Preston</li> <li>• Lot 9 SP194731 – 22 Archer Crescent, Preston</li> <li>• Lot 10 SP194731 – 20 Archer Crescent, Preston</li> </ul>	Prior to the use commencing.
15.	<b>COMPLAINTS TO MANAGER</b> (a) The manager of the Motel must keep a register of complaints received in relation to the Motel. The register is to include the name and location of the complainant (if known), the nature of the complaint, and how the complaint was responded to or actioned. (b) The register required by (a) above, is to be made available to Council officers for inspection within two (2) business days upon written request.	(a) At all times. (b) When requested in writing by Council.
<b>ADVISORY NOTES</b>		
1.	An applicant may make representations to Council at any time during the applicant appeal period about changing a matter in the Decision Notice (s75 of the <i>Planning Act 2016</i> ). Only one negotiated decision notice can be issued by Council.	

2. The development approval will have effect in accordance with Section 71 of the *Planning Act 2016*.
3. Works associated with this approval may not start until all necessary approvals have been obtained and relevant conditions complied with (s72 of the *Planning Act 2016*).
4. Any additions or modifications to the approved development (not covered in this approval) may be subject to further approval in accordance with the *Planning Act 2016*.
5. Any proposal to increase the scale or intensity of the use on the subject land, that is assessable development under the Planning Scheme, would be subject to a separate development application in accordance with the *Planning Act 2016*.
6. Where a condition requires the submission of a document it must be submitted via email to [mailbox@lvrc.qld.gov.au](mailto:mailbox@lvrc.qld.gov.au).

7. **Fire ants**

Biosecurity Queensland must be notified on 13 25 23 of development occurring in the fire ant biosecurity zone before operational works commence. It should be noted that works involving fire ant carrier materials may be subject to movement controls and failure to obtain necessary approvals from Biosecurity Queensland is an offence.

It is a legal obligation to report any sighting or suspicion of fire ants within 24 hours to Biosecurity Queensland on 13 25 23.

The Fire Ant Restricted Area as well as general information can be viewed on [the Department of Agriculture and Fisheries website](#).

8. **Biosecurity**

Ensure all prohibited and restricted biosecurity matter under the *Biosecurity Act 2014* is removed appropriately prior to conducting any works on the site.

Everyone is obligated under the *Biosecurity Act 2014* to take all reasonable and practical steps to minimise the risks associated with invasive plants under their control. More information on restricted and invasive plants as well as your general biosecurity obligation (GBO) can be viewed on the [Business Queensland website](#).

9. **Aboriginal Cultural Heritage**

The *Aboriginal Cultural Heritage Act 2003* requires anyone who carries out a land use activity to exercise a duty of care. The cultural heritage duty of care is met if the development is conducted in accordance with gazetted cultural heritage duty of care guidelines. Further information on cultural heritage duty of care including a register and database of cultural heritage matters is available on the [DATSIP website](#). Should any aboriginal, archaeological or historic sites, items or places be identified, located or exposed during construction or operation of the development, the *Aboriginal Cultural Heritage Act 2003* requires all activities to cease. Please contact DATSIP for further information.



## Executive Summary

This report considers an application (MC2023/0032) for a Development Permit for a Material Change of Use for a Motel on Lot 7 SP194731 at 3 Elliot Close, Preston. The following table summarises the application details.

APPLICATION DETAILS	
Application No:	MC2023/0032
Applicant:	Preston Peak Events Pty Ltd C/- Precinct Urban Planning
Landowner:	Osborne Restaurant Pty Ltd and Osborne Restaurant Family Trust
Site address:	3 Elliot Close, Preston
Lot and Plan:	Lot 7 SP194731
Proposed development:	Material Change of Use - Motel
STATUTORY PLANNING DETAILS	
Planning Scheme:	<i>Gatton Shire Planning Scheme 2007</i>
Zone:	Rural Uplands
Mapped State Planning Policy (SPP) matters:	State Planning Policy (July 2017) <ul style="list-style-type: none"> <li>• Water Quality</li> <li>• Natural Hazards, Risk and Resilience</li> </ul>
SEQ Regional Plan 2017 regional land use category:	Regional Landscape and Rural Production Area
Referral trigger/s under the <i>Planning Regulation 2017</i> :	Nil
TLPI:	Nil
Overlays:	Steep and unstable land overlay
Category of Assessment:	Impact assessable The development for a Motel triggers Impact Assessment under Division 1, Table 1 of the Gatton Shire Planning Scheme 2007.
Decision Due Date:	4 July 2023

The application has been assessed in accordance with the requirements of the *Planning Act 2016*. The development complies with the applicable assessment benchmarks, subject to reasonable and relevant conditions.

## SITE DETAILS

SITE AND LOCALITY DESCRIPTION	
Land area:	1.032 hectares
Existing use of land:	Dwelling house
Road frontage:	25m to Elliot Close
Significant site features:	Nil
Topography:	Slopes from road frontage at 656m AHD down to rear boundary at 641m AHD (13% slope)
Surrounding land uses:	Residential dwellings to the east and west. Vacant rural property to the north



**Figure 1.** Locality of Subject Site (source LVRC Intramaps)

## **SITE HISTORY AND BACKGROUND**

A building approval for the existing Dwelling house was approved on 6 May 2016.

A complaint regarding the use of the land for a Motel was received in 2022. Action by Council officers resulted in the development application being lodged.

## **DESCRIPTION OF PROPOSAL**

The proposal seeks a Development Permit for a Material Change of Use to utilise an existing Dwelling house on land at 3 Elliott Close, Preston, for the purposes of a Motel. The proposed use involves the short-term rental of the premises to tourists and visitors. The existing Dwelling house (including the ancillary shed) has a total building footprint of approximately 510m<sup>2</sup>, equating to a site cover of approximately 4.9%.

The proposal involves the reuse of the existing dwelling house as self-contained, short-term accommodation, to be tenanted at one (1) booking at a time. The Motel is intended to be rented primarily to guests associated with weddings and functions at the nearby Preston Peak Winery, which is located 2.5km to the west. The accommodation will sleep a maximum of ten (10) people, and will be rented out a maximum of 170 nights per year, which is less than half of the year.



Access to the subject site is via an existing vehicle crossover to Elliott Close. The development provides three (3) on-site carparks, being two (2) within a double-bay garage and one (1) on the driveway adjacent to the garage.

The existing dwelling is complemented by established landscaping which will be retained. The subject site currently benefits from landscaping, fencing and screening along the eastern and western boundaries of the site which screen the development from neighbouring residents.

#### Proposed site plan



## PLANNING ASSESSMENT

### Gatton Shire Planning Scheme 2007

The proposed development is identified as impact assessment under the Planning Scheme. The applicable assessment benchmarks for the proposed development are the following parts of the Planning Scheme:

- Desired Environmental Outcomes
- Rural Uplands Zone Code
- Tourism facility Code
- Advertising device code
- Building work code
- Landscaping code
- Lighting code
- Services and Infrastructure code

- Vehicle access, parking and on-site movement code
- Areas of natural and environmental significance overlay code

### Assessment against Planning Scheme Codes

#### *Desired Environmental Outcomes*

The proposal does not result in any adverse environmental or economic impacts and is not adversely impacted by natural hazards. The proposal is a form of low-impact tourist accommodation compatible with outcome (n) as it based on scenic and rural values and proximate to the Preston Peak Winery to also support this tourism activity. Accordingly, the proposal complies with the Desired Environmental Outcomes.

#### *Rural Uplands Zone Code*

Overall Outcome (f) of the code provides:

*A range of other recreational, educational **or tourism related uses is supported in the zone**, where:*

- (i) the intensity and scale of the use does not reduce the amenity or operational effectiveness of neighbouring properties;*
- (ii) there are no adverse impacts on the natural environment, including:*
  - (A) vegetation or other features identified as having significant ecological values; and*
  - (B) downstream water quality;*
- (iii) there are no impacts on the quality of the visual landscape as uses involve only limited buildings or structures that are designed, sited and of a scale consistent with the natural environmental and landscape features*
- (iv) the site is connected to the Shire road network and urban centres by roads capable of accommodating the type and volume of traffic likely to be generated; and*
- (v) the site has access to an appropriate water supply, liquid and solid waste disposal systems and electricity supply adequate for all on-site purposes.*

The development will house guests on a short-term basis, limited to 10 persons at a time, within an existing building. To ensure rural amenity is adequately protected, conditions are proposed which:

- Limit persons to 10
- Limit stays to 170 nights per year (less than half the year)
- Limit weekday stays to 40 nights per year (to limit weekday/ night interruptions)
- Prohibit use of helicopters by guests to and from the premises
- Ensure all guest vehicles are parked on the premises
- A manager's contact details including mobile number are to be provided to nearby residents (within 100m) to ensure they have a point of contact.

The collective measures ensure the rural amenity is not adversely affected to comply with overall outcome (f)(i). The development complies with the remainder of overall outcomes (f)(ii)-(v).

Accordingly, the proposal complies with the Rural Uplands Zone Code.

*Tourism facility Code, Advertising device code, Building work code, Landscaping code, Lighting code, Services and Infrastructure code, Vehicle access, parking and on-site movement code, Areas of natural and environmental significance overlay code*

As the development is proposed within an existing lawful dwelling on the premises, the proposed development has been assessed against and complies with all Probable solutions of the codes above.

## State Planning Requirements

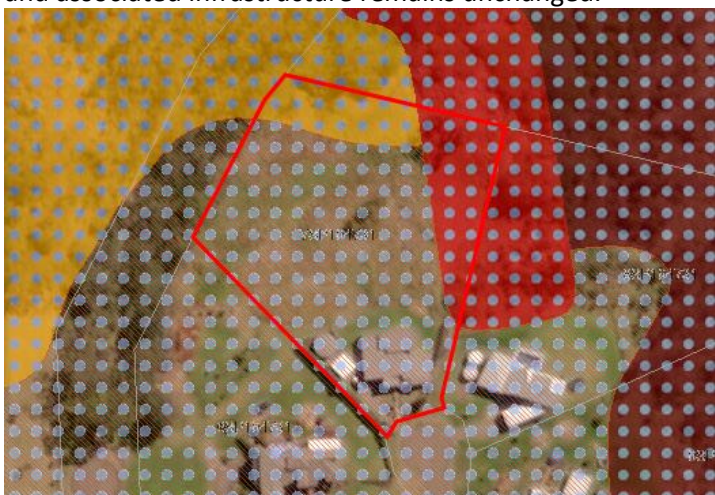
### *South East Queensland Regional Plan 2017 (Shaping SEQ)*





The site is located in the Regional Landscape and Rural Production Area. The development proposal is for a Tourist Activity, but as the capacity will be less than 300 persons, the proposal was not required to be referred to SARA under the *Planning Regulation 2017*.

The development for a small-scale tourism activity is generally consistent with the Shaping SEQ policy document.

### *State Planning Policy (SPP)*

As the Planning Scheme does not reflect the current SPP, an assessment of the proposal against relevant state interests has been undertaken.

<b>SPP THEME</b>	<b>ASSESSMENT</b>
<b>Liveable communities and housing:</b> <ul style="list-style-type: none"> <li>Housing supply and diversity</li> <li>Liveable communities</li> </ul>	Not applicable to proposed development
<b>Economic Growth:</b> <ul style="list-style-type: none"> <li>Agriculture</li> <li>Development and construction</li> <li>Mining and extractive resources</li> <li>Tourism</li> </ul>	Not applicable to proposed development
<b>Environment and heritage:</b> <ul style="list-style-type: none"> <li>Biodiversity</li> <li>Cultural heritage</li> <li>Water quality</li> </ul>	Not applicable to proposed development
<b>Safety and resilience to hazards:</b> <ul style="list-style-type: none"> <li>Emissions and hazardous activities</li> <li>Natural hazards, risk and resilience</li> </ul>	<p><u>Natural hazards, risk and resilience</u></p> <p>The site is located within a Bushfire prone area (potential impact buffer). The proposed development utilises an existing lawful dwelling which was subject to a bushfire assessment in 2016. There are no further bushfire considerations necessary as the built form and associated infrastructure remains unchanged.</p> 

	<input checked="" type="checkbox"/> Bushfire prone area  Very High Potential Bushfire Intensity  High Potential Bushfire Intensity  Medium Potential Bushfire Intensity  Potential Impact Buffer
<b>Infrastructure:</b> <ul style="list-style-type: none"> <li>• Energy and water supply</li> <li>• Infrastructure integration</li> <li>• Transport infrastructure</li> </ul>	Not applicable to proposed development

## REFERRALS

### Internal

Not required for this application.

### External

#### **Planning Regulation 2017 Referrals**

The application did not trigger referral under the *Planning Regulation 2017*.

## PUBLIC NOTIFICATION

The application was impact assessable and was publicly notified for a minimum 15 business days between 21 April 2023 and 16 May 2023. On 17 May 2023, Council received the notice of compliance confirming public notification had been carried out in accordance with the requirements of the *Planning Act 2016*. Six (6) properly made submissions were received during the period, which are summarised below.

Issue	Response
Visitors behave inappropriately, treating the property as a 'party house'.	Behaviour of neighbours is not a town planning matter and any concerns regarding inappropriate or excessive noise from a residential premises should be directed to the Queensland Police Service.
Visitors speed and race cars through the streets.	<p>Conditions are recommended to limit the number of guests and the instances of stays to maintain rural amenity, whilst balancing tourism opportunities for the region as anticipated for the Rural Uplands Zone.</p> <p>This is not a reason to refuse the development application.</p>
Helicopter use is inappropriate for the neighbourhood and has previously been used	<p>Nearby residents have complained about guests arriving by helicopter that lands on a nearby vacant lot.</p> <p>It is recommended that a condition be imposed on any approval prohibiting guests arriving to the site by helicopter. Contravention of a development condition is a development offence, and fines can apply.</p> <p>Through the condition, this is not a reason to refuse the development application.</p>
Use as a Motel/ Air BnB is not in keeping with the neighbourhood	<p>Tourism activities are specifically supported in the Rural Uplands Zone as outlined in the Assessment against Planning Scheme Codes section of this report.</p> <p>To further maintain the rural amenity, a range of conditions are recommended as follows:</p>

	<ul style="list-style-type: none"> <li>• Limit to 10 persons</li> <li>• Limit stays to 170 nights per year (less than half the year)</li> <li>• Limit weekday stays to 40 nights per year (to limit weekday/ night interruptions)</li> <li>• Prohibit use of helicopters by guests to and from the premises</li> <li>• Ensure all guest vehicles are parked on the premises</li> <li>• Manager's contact details are to be provided to nearby residents</li> </ul>
Guest numbers will inevitably exceed the 10 persons	<p>It is recommended that any approval be conditioned to limit on-site guests to 10 at any one time. Stays in caravans are not permitted because a Caravan Park has not been applied for. Conditions of approval can reflect this. Contravention of a development condition is a development offence, and fines can apply.</p> <p>Through the condition, this is not a reason to refuse the development application.</p>
The development does not comply with the Desired Environmental Outcomes and the Rural Uplands Zone Code because the development is 'urban development' located outside nominated urban centres	<p>The development is not for urban development but is for short-term tourist stays within an existing dwelling. Having regard to related definitions in the <i>Planning Regulation 2017</i> an urban activity specifically does not include a tourist activity. As provided for in the Assessment against Planning Scheme Codes section of this report, the development is consistent with the Desired Environmental Outcomes and the Rural Uplands Zone which specifically contemplate low-impact tourism activities. The development is a low-impact tourism activity in that it utilises an existing dwelling, and is for a maximum of 10 persons, and operates less than half the year.</p> <p>This is not a reason to refuse the development application.</p>
The development will impact firefighting water supply	<p>The Motel use will not impact firefighting water supply as this is a separate supply to that used in the dwelling.</p> <p>This is not a reason to refuse the development application.</p>

## INFRASTRUCTURE CHARGES

In accordance with section 13 of the *Lockyer Valley Adopted Infrastructure Charges Resolution (No. 6) 2022*, a levied charge is applicable to the development proposal and has been calculated as shown in the below table taking into consideration any applicable credits or offsets. An infrastructure charges notice is recommended to be issued.

Charge Type	Demand Unit	No. of Demand Units	Rate	TOTAL
<b>PROPOSED DEMAND</b>				
Charge	Accommodation Short-term, suite with 3 or more bedrooms	1	\$6,648.57	\$6,648.57
<b>TOTAL PROPOSED DEMAND</b>				<b>\$6,648.57</b>
<b>EXISTING DEMAND</b>				
Credit	Dwelling with 3 or more bedrooms	1	-\$13,297.13	-\$13,297.13
<b>TOTAL EXISTING DEMAND CREDIT</b>				<b>-\$13,297.13</b>
<b>TOTAL AMOUNT PAYABLE</b>				<b>\$0.00</b>



## TRUNK INFRASTRUCTURE

The development is adequately serviced by trunk infrastructure and does not require any additional trunk infrastructure or upgrades of trunk infrastructure. Further, no trunk infrastructure upgrades are identified in Council's Local Government Infrastructure Plan (LGIP).

## CONCLUSION

The proposal:

- Is supported in the zone and by the Desired Environmental Outcomes as a low-impact tourism activity;
- Is to be limited through conditions that restrict the potential for the development to adversely impact rural amenity;
- Is not adversely impacted by any natural hazards; and
- Achieves compliance with planning scheme and state planning requirements through the imposition of development conditions.

It is therefore recommended the development application be approved subject to conditions in accordance with section 60 of the *Planning Act 2016*.

### Options

1. Approve the development application subject to reasonable and relevant conditions.
2. Approve the development application in part subject to reasonable and relevant conditions.
3. Refuse the development application.

### Critical Dates

A decision on the application must be made by 4 July 2023.

## Strategic Implications

### Corporate Plan

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

### Finance and Resource

Should the decision be contested in the Planning and Environment Court financial implications may occur.

### Legislation and Policy

The application has been assessed in accordance with the requirements of the *Planning Act 2016*. Legal implications arising from the recommendation provided in this report are that the applicant and/or submitter/s may appeal the decision to the Planning and Environment Court.

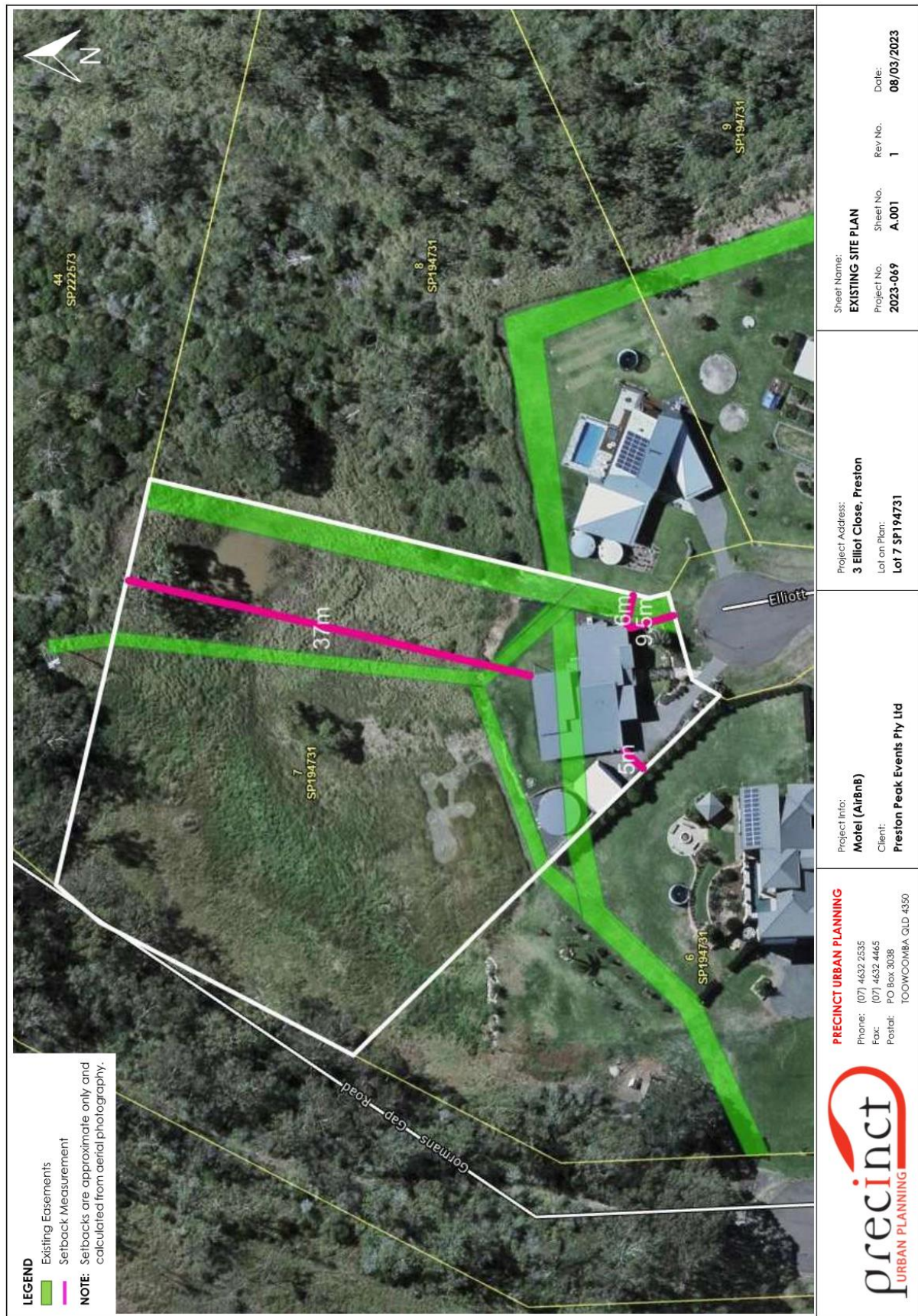
### Risk Management

The application has been assessed in accordance with the *Planning Act 2016*. Any risks have been mitigated through the appropriate assessment of the application in accordance with legislative requirements and the recommendation of reasonable and relevant conditions.

## Attachments

- 1 [1](#) MC2023.0032 Plan to be approved 1 Page





## 12.8 Response to LGAQ - Review of Methodology for Calculating Annual Payments to the Darling Downs-Moreton Rabbit Board

**Author:** Steven Moore, Senior Pest Management Officer  
**Responsible Officer:** Annette Doherty, Acting Group Manager Community and Regional Prosperity

### Purpose:

The purpose of this report is to seek Council's endorsement of a letter sent to the Local Government Association of Queensland (LGAQ) in response to the review of the methodology for calculating annual payments to the Darling Downs-Moreton Rabbit Board.

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

**THAT Council endorse the Chief Executive Officer's letter to the Local Government Association of Queensland in response to the review of methodology and the calculation of annual payment to the Darling Downs-Moreton Rabbit Board.**

### Executive Summary

The LGAQ requested feedback from Councils in relation to the review of the methodology for calculating annual contributions to the Darling Downs-Moreton Rabbit Board (DDMRB). Feedback was due by 16 June 2023 and, as the Council meeting was to be held after this date, a response was provided by the Chief Executive Officer. That response is attached to this report and is presented for Council's endorsement.

### Proposal

At the 2020 LGAQ Annual Conference, a resolution was passed that the LGAQ lobby the State Government to change the funding model for contributions from the State and local governments for the DDMRB in recognition of the broader State benefit that can be attributed to the rabbit fence.

As a result, the Department of Agriculture and Fisheries (DAF) provided funding to LGAQ in June 2021 to examine the effectiveness and future role of the rabbit fence and to develop a funding model that apportions contributions to beneficiaries proportional to the benefit provided.

The current methodology for calculating contributions is based on agricultural production of areas at risk of rabbit infestation. Council's 2022/23 contribution was \$135,874, and for 2023/24 is proposed to be \$142,668.

Five options for a revised funding calculation methodology were modelled using various criteria. The five options and Council's contribution under each option are shown in the table below.

OPTION	COUNCIL'S CONTRIBUTION
Option 1 – Based on the gross value of vegetable and hay production	\$1,000,179
Option 2 – Based on compliance activities and gross value of vegetable and hay production	\$844,645
Option 3 – Based on current funding arrangement and gross value of vegetable and hay production	\$576,211
Option 4 – Based on proportion of fence and DDMRB's area, the LGA's rate base, and gross value of agriculture	\$106,808

Option 5 – Based on the proportion of fence and the LGA's rate base	\$31,230
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The LGAQ sought feedback from local governments in relation to the five options modelled. Feedback was due by 16 June 2023 and, as the Council meeting was to be held after this date, a response was provided by the Chief Executive Officer. That response is attached to this report and is presented for Council's endorsement.

In summary the response:

- States that Council believes the current funding arrangements represent the most equitable method and should be retained;
- Questions the disproportionate weight given to the value of vegetable and hay production in three of the options; and
- Notes that none of the five options presented consider the impact of rabbits on infrastructure or the environment.

#### Options

1. Council endorses the response provided to the LGAQ.
2. Council does not endorse the response provided to the LGAQ.

#### Critical Dates

The response to the LGAQ was due by 16 June 2023.

#### **Strategic Implications**

##### Corporate Plan

Lockyer Nature - Advocate and deliver funding to support environmental projects

##### Finance and Resource

Council's contribution to the Darling Downs-Moreton Rabbit Board in 2023/24 was \$142,688.

##### Legislation and Policy

*Biosecurity Act 2014*

##### Risk Management

Environment and Community (EC1) Environment and the community, including sustainable development, social and community wellbeing, community relationships, public health, recreation, regional profile and identity

Political (P1)

Intergovernmental relationships/relationships with other key stakeholders

##### Consultation

*Councillor Consultation*

This matter was discussed at a Councillor workshop on 6 June 2023.

#### **Attachments**

- 1 [Response to LGAQ - Review of Methodology - Calculation of Annual Payment to Rabbit Board](#) 1 page



Lockyer Valley Regional Council  
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Email [mailbox@lvrc.qld.gov.au](mailto:mailbox@lvrc.qld.gov.au) | [www.lockyervalley.qld.gov.au](http://www.lockyervalley.qld.gov.au)

Our Reference: 4541827  
Related Document: 4507791  
Enquiries: Steve Moore  
Contact: 5466 3551

9 June 2023

Ms Alison Smith  
Chief Executive Officer  
Local Government Association of Queensland  
PO Box 2230  
FORTITUDE VALLEY BC QLD 4006

Dear Alison

**REVIEW OF METHODOLOGY - CALCULATION OF ANNUAL PAYMENT TO DARLING DOWNS-MORETON RABBIT BOARD**

Thank you for the opportunity to comment on the review of the methodology applied in calculating Local Government annual payments to the Darling Downs-Moreton Rabbit Board.

Council believes that the current funding arrangements represent the most equitable method and should be retained.

The financial implications of Options 1, 2 and 3 for Council make them untenable. They include the value of vegetable and hay production in the calculation of the payment, which results in a substantial and unreasonable increase in Council's annual payment. For example, Option 1 results in Council's contribution increasing more than six times. There does not appear to be a sound reason for the disproportionate weight given to the value of vegetable and hay production. No similar consideration has been given to the impact of rabbits on cereal crops, fibre crops, timber production, or grazing activities through livestock injuries and competition for grazing areas.

It is also noted that none of the five options presented consider the impact of rabbits on private and public infrastructure including transport and telecommunications, nor do they factor in the environmental impact of rabbits through damage to riparian environments, competition with native fauna, decimation of native flora, and damage to National Parks, State forests and reserves.

If you require any further information, please contact Council's Senior Pest Management Officer, Steve Moore, on 5466 3551.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Ian Church'.

Ian Church  
CHIEF EXECUTIVE OFFICER





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**13. INFRASTRUCTURE REPORTS****13.1 Naming request - Laidley Recreation Reserve Softball Diamond****Author:** Debra Moore, Coordinator Communities and Sport**Responsible Officer:** John Keen, Group Manager Infrastructure

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**Purpose:**

The purpose of this report is to seek Council's determination on the naming request of a softball diamond at Laidley Recreation Reserve.

Previous sporting fields and the Grandstand have been named after Committee members who have been actively involved with the Laidley Recreation Reserve.

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

- 1. Decline the naming of a softball diamond as recommended by the Laidley Recreation Reserve Sport Association Committee; and**
- 2. Approve public consultation to be undertaken to name the softball diamond and the candidate nominated by the Laidley Recreation Reserve Sport Association Committee is considered.**

**Executive Summary**

The Laidley Recreation Reserve Sport Association Committee (The Committee) requested Council name one of the softball diamonds at the Laidley Recreation Reserve.

However, based on feedback from Laidley Softball and Softball Queensland, and given the recent process in naming the Laidley Recreation Reserve Grandstand, it would be appropriate that Council considers a consultation process be undertaken to determine the community's preferred name for the diamond, if Council were supporting of naming this feature.

**Proposal**

The Committee is the peak body for sporting clubs that play at the Recreation Reserve, including Laidley Softball Association. The Committee is seeking to name one of the diamonds after a long-time volunteer of the Committee and sports in the region. A name has been put forward.

Laidley Softball Association has been in hiatus for several years but re-established a competition in 2022.

Council officers sought feedback from Laidley Softball Association who had also sought and received correspondence from Queensland Softball regarding the proposal by the Committee to name a softball diamond after the name of the person supplied by the committee of the Laidley Recreation Reserve Sport Association and discussed as part of their meeting.

An extract from the 24 October 2022 Laidley Softball Association committee minutes is as follows:

*"A discussion was held regarding the naming of the diamonds. It was felt that the persons name that was put forward is not known to most of our current committee and has not contributed to the Laidley Softball Association in any way. We do not agree with a diamond being named after him."*

Which was adopted by the committee at the meeting.

#### Options

Option 1 - Decline the naming of a softball diamond as requested by the Laidley Recreation Reserve Sport Association Committee; and approve public consultation to be undertaken to name a softball diamond, with the inclusion of the name requested by the Laidley Recreation Reserve Sport Association Committee.

Option 2 – Council approves the naming of a softball diamond as recommended by the Laidley Recreation Reserve Committee.

Option 3 – That Council decline naming of the softball diamonds at Laidley Recreation Reserve.

#### Previous Council Resolutions

The *Naming of Roads, Parks, Landmarks and Facilities Policy* was endorsed at the Ordinary Meeting on 27 June 2018 under resolution 16-20/0997.

#### **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, recreation and community activities.

##### Legislation and Policy

Lockyer Valley Regional Council *Naming of Roads, Parks, Landmarks and Facilities Policy*.

##### Risk Management

Key Corporate Risk Code and Category: IA1

Reference & Risk Descriptor: Infrastructure and Assets

Planning, managing, and maintaining assets for the future.

Key Corporate Risk Code and Category: R1

Reference & Risk Descriptor: Reputation

Reputation and goodwill.

##### Consultation

##### *Portfolio Councillor Consultation*

- ✓ The proposal has been discussed with the relevant portfolio Councillor.

##### *Internal Consultation*

- ✓ Manager Community Recreation and Facilities.

##### *External Consultation*

- ✓ Laidley Recreation Reserve Committee.
- ✓ Laidley Softball Association.
- ✓ Queensland Softball Association.

*Community Engagement*

- ✓ Engaged with all the relevant stakeholders.

**Attachments**

There are no attachments for this report.



**13.2****Naming request - Ropehill Community Sports Centre Cricket Ovals**

**Author:** Debra Moore, Coordinator Communities and Sport  
**Responsible Officer:** John Keen, Group Manager Infrastructure

**Purpose:**

The purpose of this report is to seek Council's decision on the re-naming of the Cricket Ovals at Ropehill Sports Centre.

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

1. Name Oval 1 at Ropehill Community Sports Centre the Bert and Lil Peach Memorial Oval.
2. Name Oval 2 at Ropehill Community Sports Centre the Trev and Jan Peach Oval.

**Executive Summary**

The Ropehill Community Sports Centre Committee renamed Cricket Oval 2 when oval signage was renewed, however concerns were raised by members of the oval's previously named family as to the change of name, and a re-naming has been requested. Ovals at Ropehill Community Sports Centre have not been previously named with Council's formal approval.

**Proposal**

In October 2022 an email was received by Council around the name change to Ropehill Community Sports Centre's Cricket Oval 2 without consultation with members of the family and community.



Naming signage for the fields had been removed for a period from around 2016 – 2017 to be refurbished. Renewed signs were reinstalled in October with a name change to Oval 2. Fields had been previously signed as

Bert and Lil Peach Memorial Oval 1 and Bert and Lil Peach Memorial Oval 2. There has been no approval through Council, in accordance with the *Naming of Roads, Landmarks and Facilities Policy*, to name the ovals at Ropehill Community Sports Centre.

The Ropehill Community Sports Centre Committee (the Committee) held a special meeting on 21 March 2023 to pose the question of the naming of ovals. Members in attendance voted for the following:

- the turf wicket oval previously signed and known as the Bert and Lil Peach Memorial Oval 2 be named the Trev and Jan Peach Oval; and that
- the synthetic wicket oval (Oval 1), be named as the Bert and Lil Peach Memorial Oval

Based on the votes at the meeting the Committee has asked that Council consider approving the names of the ovals as proposed and voted on by their members.

There were family members present at the meeting that represented both sides of the proposed changes.

#### Options

1. Ovals retain the known names and be approved as Bert and Lil Peach Memorial Oval 1 and Bert and Lil Peach Memorial Oval 2.
2. Name the turf wicket oval (oval 2) to the Trev and Jan Peach Oval and the synthetic oval (oval 1) be formally named the Bert and Lil Peach Memorial Oval.

#### **Strategic Implications**

##### Corporate Plan

Lockyer Community

Provide and maintain spaces and facilities that are appropriate for the needs of individuals, groups and the community as a whole.

##### Finance and Resource

There is no cost to Council as the Ropehill Community Sports Centre Committee has already purchased and installed the related signs.

##### Legislation and Policy

In accordance with the *Naming of Roads, Landmarks and Facilities Policy*, the names of the assets must be formally adopted by Council. There are no other policy implications associated with this report.

##### Risk Management

Key Corporate Risk Code and Category:	IA1
Reference & Risk Descriptor:	Infrastructure and Assets Planning, managing and maintaining assets for the future.
Key Corporate Risk Code and Category:	R1
Reference & Risk Descriptor:	Reputation Reputation and goodwill.

##### Consultation

##### *Portfolio Councillor Consultation*

- ✓ Consulted with the portfolio Councillor

*Internal Consultation*

- ✓ Principal Facilities

*External Consultation*

- ✓ Ropehill Community Sports Centre Committee

*Community Engagement*

- ✓ A special meeting of the Ropehill Community Sport Centre occurred where eleven (11) members were present, including representatives of both families after which the ovals are to be proposed to be formally named.

**Attachments**

There are no attachments for this report.

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**13.3 Proposed Disposal of Property No. 196370 and Bore RN43213, Bore RN64324 & Bore RN43216**

**Author:** Julie Lyons, Property Officer  
**Responsible Officer:** John Keen, Group Manager Infrastructure

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**Purpose:**

The purpose of this Report is to enable Council to consider a request by the adjoining landowner to purchase Property No. 196370 and Bore RN43213 situated at Redbank Creek Road, Adare and to apply the exception from public tendering in Section 236(1)(c)(iv) of the *Local Government Regulation 2012* and to enter into an Agreement with Council to use Bore RN64324 situated on road reserve adjacent to Property No. 192890 and Bore RN43216 situated on road reserve adjacent to Property No. 193000 after the adjoining landowner successfully obtains Permits to Occupy for the use of Bore RN64324 and Bore RN43216 through the Department of Resources.

**Officer's Recommendation:**

**THAT with respect to the request received from the adjoining landowner of Property No. 192890 to purchase Property No. 196370 and Bore RN43213 situated at Redbank Creek Road, Adare Council authorise the Chief Executive Officer to:**

- (a) dispose of Property No. 192460 and Bore RN43213 to the adjoining landowner in accordance with Section 236(1)(c)(iv) of the *Local Government Regulation 2012*; and**
- (b) do all things necessary to effect the disposal to the adjoining landowner on terms satisfactory to Council; and**

**THAT with respect to the request received from the landowner of Property No. 192890 to enter into an Agreement with Council to use Bore RN64324 situated on road reserve adjacent to Property No. 192890 and Bore RN43216 situated on road reserve adjacent to Property No. 193000 Council resolve to:**

- (a) advise the adjoining landowner they are required to apply to the Department of Resources for a Permit to Occupy the Bore sites subject to allowing Council free and unrestricted access to the Permit areas for the purpose of using the bore sites when required; and**
- (b) delegate Authority to the Chief Executive Officer to negotiate an Agreement for the use of the Bores on terms satisfactory to Council.**

**Executive Summary**

The purpose of this Report is to enable Council to consider a request by the adjoining landowner of Property No. 192890 to:

1. purchase Property No. 196370 and Bore RN43213 situated at Redbank Creek Road, Adare and to apply the exception from public tendering in Section 236(1)(c)(iv) of the *Local Government Regulation 2012*; and

2. enter into an Agreement with Council to use Bore RN64324 situated on road reserve adjacent to Property No. 192890 and Bore RN43216 situated on road reserve adjacent to Property No. 193000 after the adjoining landowner successfully obtains Permits to Occupy for the use of Bore RN64324 and Bore RN43216 through the Department of Resources.

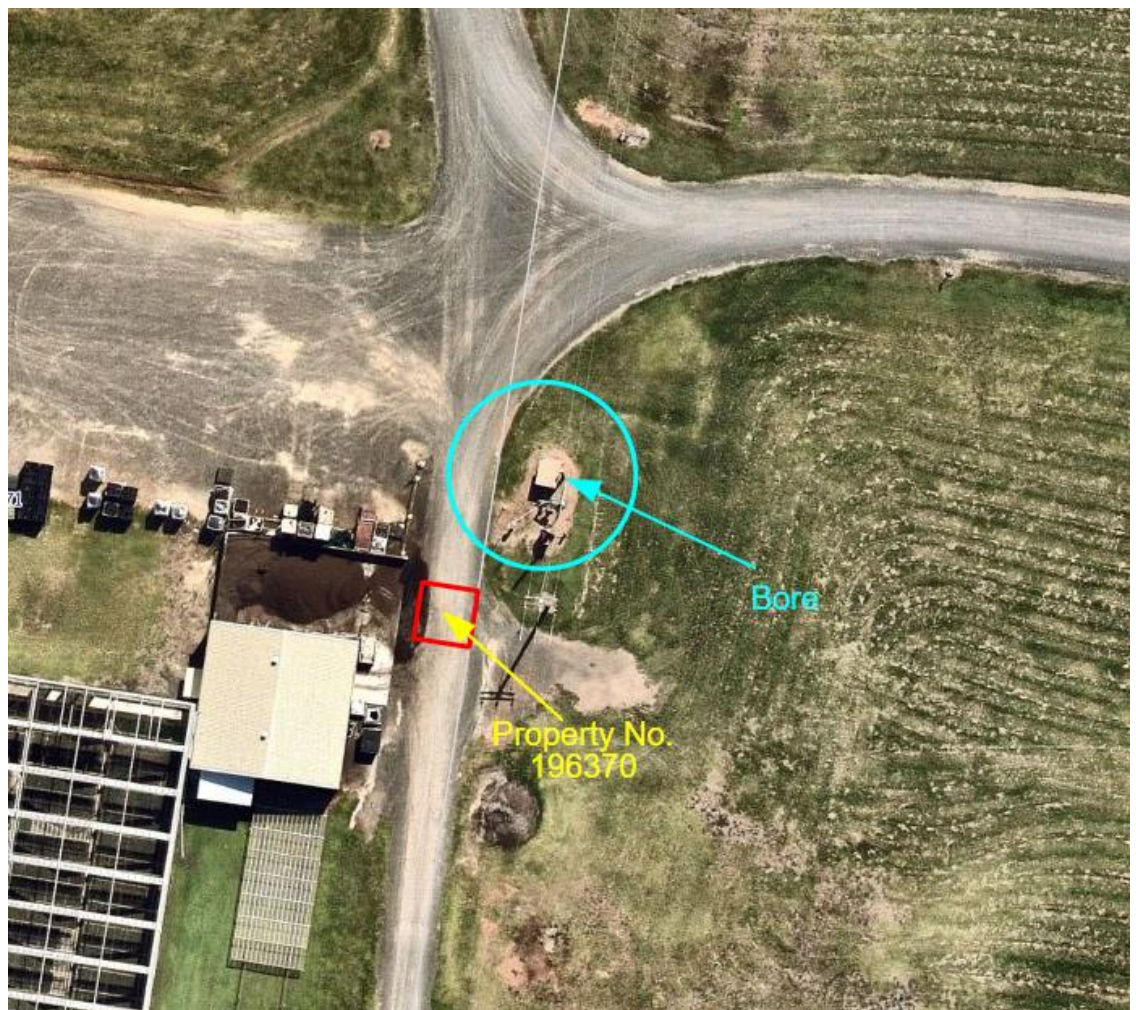
### Proposal

#### Property No. 196370 and Bore RN43213

Council owns Property No. 196370 which has Bore RN43213 linked to it. The bore is used by the adjoining landowner for their commercial operation and Council Officers have been in discussions with the adjoining landowner regarding selling Property No. 196370 and Bore RN43213 to them.

The Land is shown below:

Tenure	Freehold
Zoning	Rural Agricultural
Area	Approximately 21.483m <sup>2</sup>





As you can see from the above aerial Bore RN43213 does not sit on Property No. 196370 however a Bore Search was obtained which confirms it is linked to Property No. 196370.

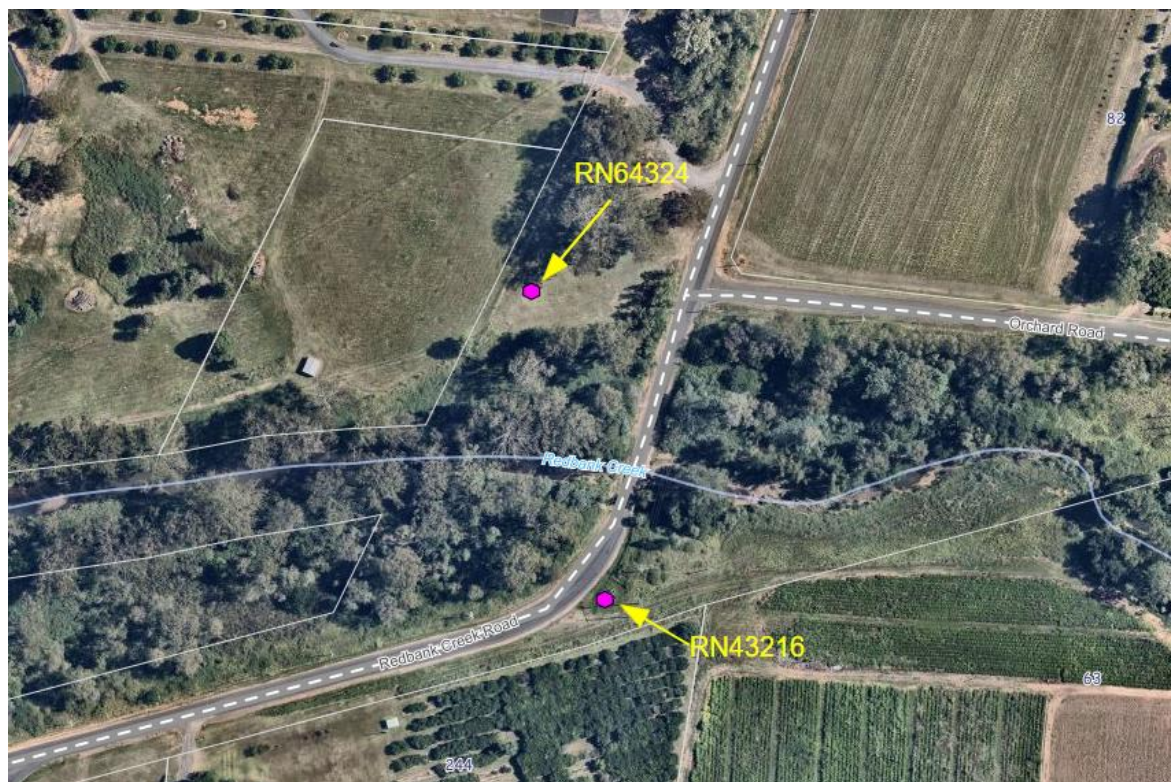
A Market Valuation for Property No. 196370 and Bore RN43213 has been requested through a registered Valuer however has not been received to date.

The adjoining landowner has advised they have maintained, repaired and upgraded the bore on a regular basis since 1988, including installing new submersible pumps, plumbing, metering and telemetry to operate the bore.

As the only practical use of Property No. 196370 and Bore RN43213 is in conjunction with the adjoining landowner, the purpose of this Report is to consider applying the exception from tendering in Section 236(1)(c)(iv) of the *Local Government Regulation 2012* (disposal to an adjoining landowner) to enable disposal to occur.

#### Bore RN64324 and Bore RN43216

Bore RN64324 and Bore RN43216 are situated on Redbank Creek Road Reserve and Orchard Road Reserve for the purpose of Town Water Supply and are shown below:



Bore RN64324 and Bore RN43216 are also used by the adjoining landowner for their commercial operations. Council Officers have had discussions with the adjoining landowner about their use of the bores and have advised them they are required to:

1. Apply for a Permit to Occupy the bores through the Department of Resources subject to conditions that Council can use the bore when required; and

2. Enter into an Agreement with Council setting out the terms for the use of the bores.

A Valuer has been engaged to provide an annual figure for the use of Bore RN64324 and Bore RN43216 to be factored into the Agreement.

The adjoining landowner has advised they have maintained, repaired and upgraded the bores on a regular basis since 1988, including installing new submersible pumps, plumbing, metering and telemetry to operate the bore.

#### Options

Option 1 – Council resolve to dispose of Property No. 196370 and Bore RN43213 to the adjoining landowner and to enter into an Agreement with the adjoining landowner for Bore RN64324 and Bore RN43216 once they obtain Permits to Occupy through the Department of Resources.

Option 2 – Council decline the request by the adjoining landowner to purchase Property No. 196370 and Bore RN43213 and decline the request to enter into an Agreement with the adjoining landowner for Bore RN64324 and Bore RN43216 and explain the reasons why.

#### **Strategic Implications**

##### Corporate Plan

Lockyer Leadership and Council

5.2 Excellence in customer service to our community

5.7 Compliant with relevant legislation

##### Finance and Resource

Sale of Property No. 196370 and Bore RN43213 will enable Council to obtain a financial return. It is proposed that the adjoining landowner will be required to pay all expenses associated with the purchase of Property No. 196370 and Bore RN43213. Council's Senior Property Officer will be responsible for the preparation of the Contract of Sale.

Formalising Agreements for the use of Bore RN64324 and Bore RN43216 will also enable Council to obtain an annual financial return for the bore use. Council's Senior Property Officer will be responsible for the preparation of the Bore Agreements.

A Valuer has been engaged to undertake Valuations as mentioned above for a fee of \$3,300.00 including GST.

##### Legislation and Policy

Section 236(1)(c)(iv) of the *Local Government Regulation 2012* provides an exception from requirement to go to tender if the disposal is to an adjoining landowner if:-

- a) the land is not suitable to be offered for disposal by tender or auction for a particular reason for example, the size of the land or the existence of particular infrastructure on the land;
- b) there is not another person who owns adjoining land who wishes to acquire the land;
- c) it is in the public interest to dispose of the land without a tender or auction; and
- d) the disposal is otherwise in accordance with sound contracting principles.



The Land will need to be disposed of for a price equal to, or more than, the market value of the Land.

#### Risk Management

Key Corporate Risk Code and Category: LCL1

Key Corporate Risk Descriptor: Legal Compliance and Liability  
Compliance management – regulatory or contract compliance,  
litigation, liability and prosecution

Key Corporate Risk Code and Category: IA1

Key Corporate Risk Descriptor: Infrastructure and Assets  
Planning, managing and maintaining assets for the future

#### Consultation

##### *Internal Consultation*

- ✓ Community and Regional Prosperity
- ✓ People and Business Performance
- ✓ Infrastructure
- ✓ Finance

#### **Attachments**

There are no attachments for this report.

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**14. ITEMS FOR INFORMATION****14.1 Chief Executive Officer's Monthly Report - May 2023****Author:** Ian Church, Chief Executive Officer**Responsible Officer:** Ian Church, Chief Executive Officer

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**Purpose:**

This report provides Council with a summary of key operational activities undertaken by the Chief Executive Officer's Group during April 2023.

**This document is for Council's information only.**

**Executive Summary**

The activities covered in this report include Strategic Planning; Internal Audit and Risk; Procurement; Disaster Management; Community Development and Engagement and Advocacy. The Finance function is subject to separate reporting.

**Proposal**

That this report be received and noted.

**Attachments**

1 [📄](#) Monthly Group Report 19 Pages



# Executive Office

**MONTHLY GROUP REPORT**  
**March 2023**



## HIGHLIGHTS

Flood Restoration Program Update

Expenditure incurred during and after the three declared events has been substantial and it is important to ensure all eligible costs are reimbursed. The following table provides a snapshot of costs submitted for reimbursement and approved. Report as at 11 April 2023.

Event/Description	QRA Reference Number	Submission Amount Requested by LVRC	Deemed Ineligible	Trigger Point Deduct ed	Approved Amount	Received Amount
November 2021 Flood Event	LVRC.0042.2122B.CDO	48,557	1,485	0	47,072	47,072
February 2022 Flood Event	LVRC.0044.2122H.CDO	770,849	10,493	0	760,356	760,356
February Leachate Costs	LVRC.0064.2122H.CDO	93,509	0	0	93,509	93,509 *
February 2022 Traffic Management	LVRC.0041.2122H.CDO	245,028	717	0	244,311	244,311
May 2022 Flood Event	LVRC.0043.2122K.CDO	534,172	152,375	0	381,797	381,797 *
May 2022 Flood Event - DM staff costs	LVRC.0065.2122K.CDO	446	0	0	446	446 *
October 2022 Flood Event	LVRC.0079.2223E.CDO	44,917	0	0	0	0
<b>TOTAL FOR CDO</b>		<b>1,737,479</b>	<b>165,070</b>	<b>0</b>	<b>1,527,492</b>	<b>1,527,492</b>
November 2021 Event	LVRC.0021.2122B.EWK	949,591	794	237,199	711,598	711,598
February 2022 Event	LVRC.0036.2122H.EWK	3,050,673	623	0	3,050,051	3,050,051
May 2022 Event	LVRC.0052.2122K.EWK	4,307,102	3,151	0	4,303,952	4,303,952
<b>TOTAL FOR EMERGENT WORKS</b>		<b>8,307,367</b>	<b>4,568</b>	<b>237,199</b>	<b>8,065,600</b>	<b>8,065,600</b>
Station Street, Helidon and Roches Road, Withcott - May Event	LVRC.0053.2122K.IWR	22,799	0		22,799	22,799
<b>TOTAL FOR IMMEDIATE RECONSTRUCTION WORKS</b>		<b>22,799</b>	<b>0</b>		<b>22,799</b>	<b>22,799</b>
Fred Thomas Pedestrian Bridge	LVRC.0020.2122H.REC	220,159	0	55,040	165,119	49,536
Unsealed Roads Zone 9	LVRC.0023.2122H.REC	234,227	0	58,557	175,670	121,045
Unsealed Roads Zone 2	LVRC.0024.2122H.REC	234,376	0		185,977	55,793
Unsealed Roads Zone 3	LVRC.0026.2122H.REC	388,212	0		375,636	112,691
Unsealed Roads Zone 1	LVRC.0027.2122H.REC	535,405	0	129,831	403,859	180,912
Liftin Bridge	LVRC.0029.2122K.REC	3,653,571	0	243,428	2,339,379	701,814
Unsealed Roads Zone 8 Part 2	LVRC.0030.2122H.REC	566,782	0		515,749	351,183
Unsealed Roads Zone 8 Part 1	LVRC.0031.2122H.REC	689,045	0		641,853	261,495
Unsealed Roads Zone 8 Part 3	LVRC.0032.21223H.REC	410,118	0		298,007	213,828
Sealed Roads Zones 1,2,and 3 Submission 1	LVRC.0033.2122H.REC	246,646	0		241,352	72,406
Unsealed Roads Zone 10 - Part 1	LVRC.0034.2122H.REC	689,329	0		686,822	206,047
Old Laidley Forest Hill Road CH 1800 - (Betterment and REPA)	LVRC.0035.2122H.REC	269,006	0		269,006	78,902
Unsealed Roads Zone 4 - Part 1	LVRC.0037.2122H.REC	1,178,564	0		867,359	260,208
Unsealed Roads Zone 4 - Part 2	LVRC.0038.2122H.REC	1,146,515	0		1,121,366	336,410
Unsealed Roads Zones 11-18	LVRC.0039.2122H.REC	152,130	0		129,407	38,822
Woolshed Creek Road Floodway CH 400	LVRC.0040.2122H.REC	442,230	0		339,694	101,908
RCP and RCBC Desilting and Clean Outs	LVRC.0045.2122H.REC	211,064	0		184,538	55,361

East Egypt Road Landslip	LVRC.0046.2122K.REC	4,112,342	0	2,293,795	688,139
Berlin Road Landslip	LVRC.0047.2122H.REC	2,588,719	0	1,978,528	593,558
Sealed Roads Zone 9	LVRC.0049.2122H.REC	432,350	0	342,109	102,633
Sealed Roads Zone 5	LVRC.0051.2122H.REC	1,275,573	0	557,741	167,322
Adare Road Floodway	LVRC.0054.2122H.REC	183,831	0	183,831	55,149
Guardrail Restoration	LVRC.0055.2122H.REC	238,986	0	232,394	69,718
Sealed Roads Zone 4	LVRC.0056.2122H.REC	149,844	0	139,316	41,795
Sealed Roads Zone 3	LVRC.0057.2122H.REC	149,098	0	145,547	43,664
Brightview Road (Betterment and REPA)	LVRC.0058.2122H.REC	2,635,900	0	2,360,116	655,535
Sealed Roads Zone 11 - 18	LVRC.0059.2122K.REC	203,344	0	157,467	47,240
Mountain View Drive Landslip	LVRC.0060.2122H.REC	1,740,043	0	1,531,190	459,357
Sealed Roads Zone 1 and Town Extras	LVRC.0061.2122H.REC	1,276,265	0	670,367	201,110
East Egypt Road Landslip - Site 3	LVRC.0062.2122K.REC	118,098	0	118,098	35,430
Unsealed Roads Zone 5	LVRC.0063.2122H.REC	1,083,272	0	1,033,685	310,106
Unsealed Roads Zone 6	LVRC.0067.2122H.REC	1,628,561	0	1,576,557	472,967
Unsealed Roads - Zone 10 - Part 2	LVRC.0068.2122H.REC	740,144	0	740,144	214,330
Sealed Roads Zone 10	LVRC.0069.2122H.REC	195,683	0	0	0
Sealed Roads Zone 8	LVRC.0070.2122H.REC	991,305	0	0	0
Unsealed Roads Zone 10 - Part 3	LVRC.0071.2122H.REC	1,179,746	0	1,124,601	337,380
Sealed Roads Zone 2	LVRC.0072.2122H.REC	636,899	0	323,027	96,908
Sealed Roads Zone 6	LVRC.0073.2122H.REC	199,291	0	170,753	51,226
Sealed Roads Zone 7	LVRC.0074.2122H.REC	136,076	0	104,324	31,297
Unsealed Roads Zone 7	LVRC.0075.2122H.REC	1,443,213	0	0	0
Flagstone Creek Road Rockfall	LVRC.0076.2122H.REC	736,439	0	0	0
Reconstruction of Floodway Approaches (Betterment and REPA)	LVRC.0077.2122H.REC	1,698,927	0	1,690,734	453,820
All Zones Final	LVRC.0078.2122H.REC	516,221	0	0	0
Steinkes Bridge Railing	LVRC.0081.2122K.REC	37,886	0		
Flood Gauge Repairs	LVRC.0082.2122H.REC	26,690	0		
Project Management Expenditure included in all submissions	included in approved submissions	-	0	0	0
<b>TOTAL FOR REPA</b>		<b>37,622,126</b>	<b>0</b>	<b>486,856</b>	<b>26,415,118</b>
<b>TOTAL FOR DRFA PROGRAM</b>		<b>47,689,770</b>	<b>169,638</b>	<b>724,055</b>	<b>36,031,009</b>
					<b>17,942,936</b>

\*\$93 955 of the \$152 375 deemed ineligible for May CDO was approved in separate submissions.

## BUSINESS IMPROVEMENT &amp; STRATEGY

**Audit and Risk Management**

The Audit and Risk Management function links to the Corporate Plan by assisting Council to be “*Compliant with Legislation*”.

**Audit and Risk Management Committee**

The Audit and Risk Management Committee (ARMC) Meeting was held on Thursday 9 March 2023. The unconfirmed Minutes of the meeting are presented to Council's Ordinary meeting of 19 April for discussion and noting.

**Audit Register Status**

The following table provides insight into the status of the internal and external audit recommendations captured on Council's Audit Register. The table identifies the number of current active action items on the Audit Register by their level of risk to Council.

Review (audit)	Total No of Rec.	Number of Current Active Recommendations by Risk Level				Completed Rec.
		High	Medium	Low	Improve	
Tendered Contract Review	17	0	3	1	1	12
Project Management Practices	11	0	1	1	0	9
Review of Legislative Compliance	6	0	1	0	0	5
Payroll and Remuneration Processes	10	1	0	0	0	9
Payroll and Vendor Analytics	9	0	3	0	0	6
Lessons Learned from Pandemic	4	1	2	1	0	0
Property Management Review	10	4	1	0	1	4
Disaster Response (On Ground)	14	8	4	0	0	2
Plant and Fleet Utilisation Review	19	2	9	8	0	0
External Audit Items	6	0	2	4	0	0
Total	106	16	26	15	2	47

Nine audit recommendations were verified as completed by the ARMC at their meeting held on 9 March 2023. The recommendations were on the Payroll and Remuneration Audit, the Development Applications Audit and an External Audit item. All recommendations made from the Development Applications Audit have now been actioned and removed from the Audit Register.

Council's 2022 External Audit Closing Report was presented to the ARMC at the meeting including four audit findings about procurement processes, supporting workpapers, management of long service leave and disclosure of financial commitments. These items are not high risk and have been recorded on the Audit Register for action and will be finalised as quickly as possible.

A draft Guideline for the Management of Audit Recommendations was presented to the ARMC for review and endorsement. The ARMC provided feedback and recommended further amendments to the Guideline.



***Internal Audit Planning***Internal Audit Activity

Progress on the Revenue Management Review and Environmental Compliance Review has been paused until May to enable the organisation to concentrate on requirements for the Work Health and Safety Mutual Obligations Audit.

Review of 3-Year Internal Audit Plan

A revised draft three-year Internal Audit Plan was presented to the ARMC for review and endorsement of the recommended audits to be conducted during the 2023-2024 financial year. These audits are as follows:

- Four reviews of outstanding items on the audit register during the year, to help control these.
- Revenue Management Review in relation to Waste Fees and Charges (as they are processed outside TechOne) and collection and submission of the Waste Levy.
- Fuel Management Review (how we procure fuel, fuel card process, fuel usage reconciliations, security of fuel)
- Sport and Recreation including inconsistencies across aspects of the arrangements with groups (further scoping of audit still required).

The ARMC requested further consideration be given to increasing the number of audits from three annually to four, for the future years of the revised three-year Internal Audit Plan. Once this process has been finalised, the Plan will be presented to Council for adoption.

Annual Review of Performance of Internal Audit

The ARMC completed their annual review of the performance of Council's internal audit function and agreed to extend the engagement of O'Connor Marsden and Associates for an additional two years.

***Corporate Risk Management***

Council's Corporate Risk Management Policy and Framework were presented to the ARMC at their recent meeting. The ARMC provided feedback and recommended further amendments to be made to the Framework.

**Corporate Planning and Performance Reporting**

The Corporate Planning and Performance Reporting function links to the Corporate Plan by assisting to "Provide leadership and contemporary management systems that drive a coordinated and connected organisation".

***Development of Operational Plan 2023-2024***

Preparations for the development of Council's Operational Plan 2023-2024 have commenced during March with Council's Executive Leadership Team. A draft Plan will be presented to Council by way of workshop in the near future.



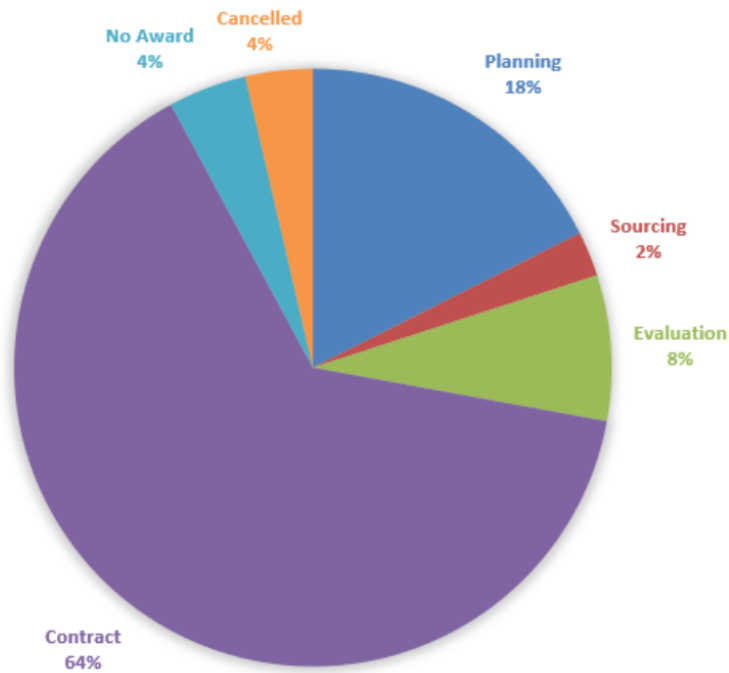
## PROCUREMENT

	Progress		
Infrastructure Delivery	January 2023	February 2023	March 2023
LVR-22-037 Tyres & Tyre repairs	Planning for tender process	Final Planning for tender release	Tender ready for release
LVR-22-065 North & East St Roundabout Asphalt	Evaluation of tenders - closed 16/12/22	Evaluation of tenders - closed 16/12/22	Awarded - Civil Independence Industries Pty Ltd
LVR-22-042 Gatton Stormwater Condition Survey	Evaluation of tenders - closed 22/9/22	Awarded - Total Drain Cleaning Services	
LVR-22-036 Fred Thomas Bridge Replacement	Evaluation of RFQ closed - 22/8/22	No Award – Further consideration of scope required	
LVR-22-046 Gatton Central Drainage Design	No award in Nov, documents being revised prior to re-release		
LVR-22-068 Building Condition Assessments	Contract being negotiated	Awarded – Aspect Architects & Project Managers	
LVR-22-046A 22/23 Gatton Central Drainage - Design		Planning phase - for RFQ process	Evaluation – Released 08/03/2023 closed 31/03/2023
LVR-22-004 Landslip Remediation		Sourcing - Limited Market Tender released 27/02/2023 - closing 20/03/2023	Sourcing - Limited Market Tender released 27/02/2023 – extended closing date until 6/04/2023
LVR-22-094 Lake Clarendon Way Reconstruction	Released 2/11/2022 – closed 3/01/2023	Awarded - Stabilised Pavements of Australia Pty Ltd	
LVR-22-095 Lorikeet Road Floodway	Released 2/11/2022 – closed 4/01/2023	Awarded - G&R Brown & Sons Pty Ltd T/A Brown Contractors	
LVR-22-096 Woodlands Road Floodway	Released 3/11/2023 – closed 5/1/2023	Awarded - G&R Brown & Sons Pty Ltd T/A Brown Contractors	
LVR-22-069 Bridge Maintenance	Evaluation of RFQ - closed 7/2/23	Evaluation of RFQ - closed 7/2/23	Evaluation of RFQ - closed 7/2/23
LVR-22-082 John Street Laidley Design	RFQ closes 17/2/23	Evaluation of RFQ - closed 17/2/23	Awarded – Harrison Infrastructure Group Pty Ltd.
LVR-23-023 Sealed Roads East Package			Evaluation - Limited Market Tender released 14/03/2023 closed 28/03/2023
LVR-23-024 Sealed Roads West Package			Sourcing - Limited Market Tender released 14/03/2023 closing 05/04/2023
Infrastructure Fleet			
LVR-22-070 Multiple Earthmoving Plant	Evaluation of RFQ - closed 20/1/23	Evaluation of RFQ - closed 20/1/23	Awarded – All 4 Separable portions - Hastings Deering (Australia) Pty Ltd
LVR-22-071 Multiple Heavy and Light Trucks	Evaluation of RFQ - closed 18/11/22	Awarded – Separable Portions 1 & 2 - Isuzu Australia Limited - Separable Portion 3 - Volvo Trucks	

LVRC-22-073 Multiple Mowers	Evaluation of RFQ - closed 11/1/23	Awarded – Separable Portion 1 - Kubota Australia Pty Ltd - Separable Portion 2 - Toro Australia Group Sales Pty Ltd	
LVRC-22-074 Multiple Trailers	Planning for RFQ process	Awarded – Auction purchase	
LVRC-22-072 Multiple Light Commercial & Passenger Vehicles	Awarded Lockyer Valley Toyota	Awarded – Lockyer Valley Toyota	
LVRC-22-072A Single Cab Utilities	Awarded Moorooka Motor Group	Awarded – Moorooka Isuzu Ute	
<b>Waste</b>			
LVRC-22-076 Leachate Management Services	Sourcing tender closed on 16/2/22	Evaluation of RFT – closed 23/02/2023	Evaluation of RFT – closed 23/02/2023
LVRC-22-044 Waste Facilities Supervision	Evaluation of tender - closed 13/12/22	Evaluation of tender - closed 13/12/22	Evaluation of tender - closed 13/12/22
LVRC-22-045 MRF Kerbside Recyclable Processing	Evaluation of tender - closed 13/12/22	Evaluation of tender - closed 13/12/22	Evaluation of tender - closed 13/12/22
LVRC-22-091 FOGO Treatment System	Planning for tender process	Planning for tender process	Planning for tender process
LVRC-23-033 Scrap Metal Recycling & Related Transport Services			Planning for tender process
<b>Community Facilities</b>			
LVRC-2-086 Gatton Shire Hall External Façade Upgrade	Tender closes on 28/2/23	Evaluation of tender - closed 28/02/23	Evaluation of tender - closed 28/02/23
LVRC-22-092 Fairways Park North Carpark Repairs	Awarded – Covey and Associates Pty Ltd		
LVRC-23-007 Fairways Park Maintenance			Planning for tender process
<b>Planning and Development</b>			
LVRC-22-027 Forest Hill Silos Art	Planning for tender process	Planning for tender process	Planning for tender process
LVRC-23-006 Nature Based Recreation and Tourism Study	Planning for RFQ process	Planning for RFQ process	Planning for RFQ process
LVRC-23-027 Revegetation Services			Planning for RFQ process
<b>Procurement and Stores</b>			
LVRC-22-078 – Bitumen Products & Services	Planning for tender process	Planning for tender process	Planning for tender process
LVRC-22-052- Traffic Control Ad-hoc Services	Planning for tender process	Planning for tender process	Planning for tender process
<b>Procurement and Stores</b>			
	<b>January 2023</b>	<b>February 2023</b>	<b>March 2023</b>
LVRC-23-008 – Wet/Dry Plant & Equipment Hire Panel	Planning for Public Tender Process	Planning for Public Tender Process	Planning for Public Tender Process
<b>Executive Office</b>			
LVRC-22-022 – Corporate Uniforms	Planning for tender process	Planning for tender process	Planning for tender process
LVRC-23-002 – 2022-23 Flood Intelligence Infrastructure	Planning for tender process	Planning for tender process	Planning for tender process
LVRC-23-004 – Flood Camera Network Maintenance	Planning for tender process	Planning for tender process	Planning for tender process

Planning	29
Sourcing	4
Evaluation	13
Contract	106
No Award	7
Cancelled	6

## PROCUREMENT STATUS REPORT



## Stores Data

OVERALL PURCHASING DATA	Jan-23	Feb-23	Mar-23
No of Purchase Orders Generated	57	47	58
Total Value of Purchase Orders Generated	\$151,284.00	\$196,286.00	\$572,586.00
Total Value of Largest Spend to a Single Supplier	\$97,886.00	\$122,552.00	\$266,642.00

INVENTORY DATA	Jan-23	Feb-23	Mar-23
No of New Items Added	12	16	21
No of Items made Inactive	0	0	0
Total Number of Inventory Items	1352	1368	1389

JANUARY TOP FIVE SUPPLIER SPEND TOTALS (LARGEST \$ TO LEAST \$)	
OCWEN (Lowes Petroleum Service)	\$97,886.00
TRAFFIC CONTROL SUPPLIES	\$7,039.00

CASTROL	\$6,430.00
TAYLOR SAFETY	\$6,001.00
KARREMAN QUARRIES	\$4,891.00
<b>FEBRUARY TOP FIVE SUPPLIER SPEND TOTALS (LARGEST \$ TO LEAST \$)</b>	
OCWEN	\$122,552.00
HUMES	\$17,647.00
BORAL CONS	\$12,804.00
JNL INDUSTRIES	\$7,888.00
TAYLOR SAFETY	\$6,680.00
<b>MARCH TOP FIVE SUPPLIER SPEND TOTALS (LARGEST \$ TO LEAST \$)</b>	
OCWEN	\$266,642.00
HUMES	\$158,256.00
BORAL CONS	\$47,602.00
JNL INDUSTRIES	\$16,500.00
TAYLOR SAFETY	\$7,841.00

## DISASTER MANAGEMENT

## Corporate Plan Action - Disaster Management Framework development and implementation

## Corporate Strategic Planning

- Disaster Management Policy - updated.
- Disaster Management Framework – updated.

Community Education  
External Engagement &  
Partnerships

The Disaster Dashboard and Early Warning Network was promoted at the Colours of the Lockyer on 26 March 2023.

## Training &amp; Exercises



Three sessions of Queensland Disaster Management Arrangements (QDMA) were delivered to staff during March by the QFES EMC in addition to Warnings and Alerts training.

Disaster Management team delivered Incident Management System Advanced training to Council staff – this training is required for administrators of the system. Staff from across Council also participated in Red Cross delivered training in Psychological First Aid.

Internal Engagement &  
Collaboration

A recruitment process is underway to identify staff for Disaster Operations. Expressions of Interest have been requested through internal newsletters and a 'Drop in Day' held at the Local Disaster Coordination Centre to give staff an opportunity to understand the function of the Centre and roles required.

Disaster Management  
Plans

The Local Disaster Management Plan was tabled at the Local Disaster Management Group meeting of 2 March 2023 and endorsed. Subsequently, it was presented to the Ordinary Meeting of Council on 15 March and approved. The updated Plan (version 7.0) will be made available to the public through Council's website.

Review of the Evacuation Centre Management Sub Plan is currently underway along with the development of Standard Operating Procedures to support the sub plan.

## Flood Intelligence System







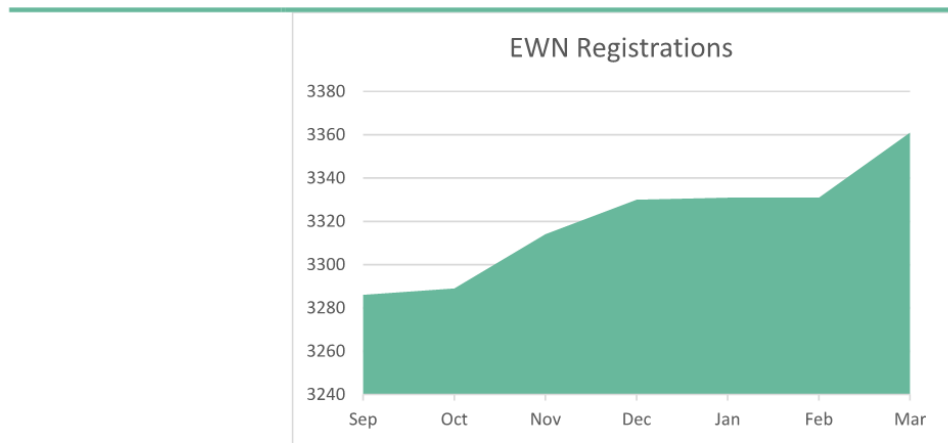
The Woodlands Road signage upgrade has been delayed due to supply issues for a critical component. Expected delivery is now Jun 2023. The process for manually activating the signage will continue in the interim.

The Flood Classifications and Flood Intelligence System Customisation projects are progressing. These projects have interdependencies and issues identified during the integration process are being addressed by both of Council's consultants.

Funded Programs –  
Progress Reports**Queensland Resilience and Risk Reduction Funding (QRRRF), 2019-2020 – Flood Classifications Project**

The Flood Classifications project is progressing and is tracking to be completed by end of the current financial year.

<b>Incidents/Operations</b>  	<p>No activation of the Local Disaster Coordination Centre.</p> <p>Heavy overnight rainfall on 25 March caused water over road on Old Laidley Forest Hill Road and a request to SES for sandbagging of a residence.</p>						
<b>State Emergency Service (SES) Monthly Report</b>  	<p>The Lockyer Valley SES held an information evening on 14 March 2023 and participated in the Colours of the Lockyer event on 26 March 2023.</p> <p>The Lockyer Valley SES has 32 active members with an additional five on probation and another four on leave.</p> <ul style="list-style-type: none"> <li>• Forest Hill – 9</li> <li>• Gatton – 11</li> <li>• Laidley – 12</li> </ul> <p>SES volunteers assisted QPS at an incident at Lake Dyer and provided assistance to a resident with sandbagging and water diversion from the home after heavy rainfall.</p>						
<b>Queensland Disaster Management Arrangements Review</b>  	<p>Awaiting the final report by IGEM which is due at the end of April 2023.</p>						
<b>Disaster Dashboard</b>	<p>The Disaster Dashboard is being updated to enhance functionality and provide easier access for Council staff to update information / links. The updated version of the dashboard is expected to be made available during April 2023.</p> <p>Active promotion of the dashboard is being undertaken both externally (e.g. Colours of the Lockyer event) and internally.</p> <p>During March, the dashboard was accessed by 133 new users and 62 returning users.</p> <div data-bbox="740 1323 1005 1585">  <table border="1"> <thead> <tr> <th>Visitor Type</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>New Visitor</td> <td>68%</td> </tr> <tr> <td>Returning Visitor</td> <td>32%</td> </tr> </tbody> </table> </div>	Visitor Type	Percentage	New Visitor	68%	Returning Visitor	32%
Visitor Type	Percentage						
New Visitor	68%						
Returning Visitor	32%						
<b>Opt-In Notification Service</b>	<p>Recent strategies to increase membership have been successful with 31 new registrations in the last 30 days. Lockyer Valley residents were encouraged to register for the free service at EWN or through the <a href="#">Disaster Dashboard at the recent Colours of the Lockyer event</a>. Promotion of the service is also being done with Council staff through newsletters and at training.</p>						





## COMMUNITY DEVELOPMENT & ENGAGEMENT

**Strategic Priority 1 – Engage with the community to ensure the community's views, values and aspirations inform Council decision-making.**



**11** projects received engagement support during March:

- Flood-affected Park Infrastructure Program
- eNotices Process
- Lockyer Waters Community Facilities
- Lorikeet Road/Gerhke Road Roadworks
- Grantham Signage
- Inland Rail
- Disaster Management Early Warning Network
- Community Gardens Overview Strategy
- Waste Reduction and Recycling Plan
- Toowoomba Escarpment Mountain Bike Trails
- Jean Biggs Park

**15** officers from 11 business units completed 2 days of the best practice *IAP2A Methods of Engagement* training to further increase Council's capacity to determine, design and deliver appropriate community engagement processes across the array of Council projects.



**Strategic Priority 2 – Support community groups to increase their capacity, resilience and sustainability.**



- Council continues to provide financial support to community groups and hall committees through the *Community Safer Places* and *Council Catch Up* series program areas for community-led projects that increase the resilience and social connectedness of local communities.
- Direct engagement and communication continued with community centres and hall committees regarding internal and external funding opportunities and identifying community and community group capacity building opportunities.
- 2 sponsorships were provided to individuals representing at either a state, national or international level via the Ambassador Support Grant. These were provided to:

- Jasmine Maher – Senior Nissan State Age – State Event (Netball)
- Darcie Gillis – Senior Nissan State Age – State Event (Netball)
- Council hosted a free Grant Writing Workshop for local community groups on 28 March, facilitated by an experienced local grant writer. The event had 17 attendees and focused on increasing the grant writing capacity of attendees, who reported positively on the training. Council has now provided 2 Grant Writing Workshops in 2023 with a total of 46 people attending from 29 different community groups.



- Council closed round 2 of the Major Community Grants 2022/2023 program, with recommendations for grant recipients included in this Council meeting agenda under separate cover.

#### My Community March 2023

Top 5 searched categories	Top 5 most viewed services
1. Health Services	1. Laidley Junior Rugby League Club
2. Community Clubs & Interest Groups	2. Lifeline Shop – Crowley Vale
3. Sport	3. Laidley Oral Health Services
4. Religion & Philosophy	4. Laidley & Districts Netball Association
5. Education	5. Laidley Crisis Care & Accommodation

#### My Community Quarterly Statistics for January-March 2023

Type	This Quarter	Last Quarter	<i>This Quarter Last Year</i>	Comments
Search Results	18,290	14,413	18,869	The number of people that have searched My Community Directory for local information.
Listing Views	4,277	2,861	3,637	The number of people that have clicked on individual listings in My Community.
Events Listed	58	133	124	The number of events listed in the My Community Diary section.

Unique Users	6,718	4,999	4,779	The number of people who have visited My Community Directory to find local community information.
New Organisations	0	1	4	The number of organisations registering this month
Total Organisations	190	192	186	The number of organisations registered on the platform.

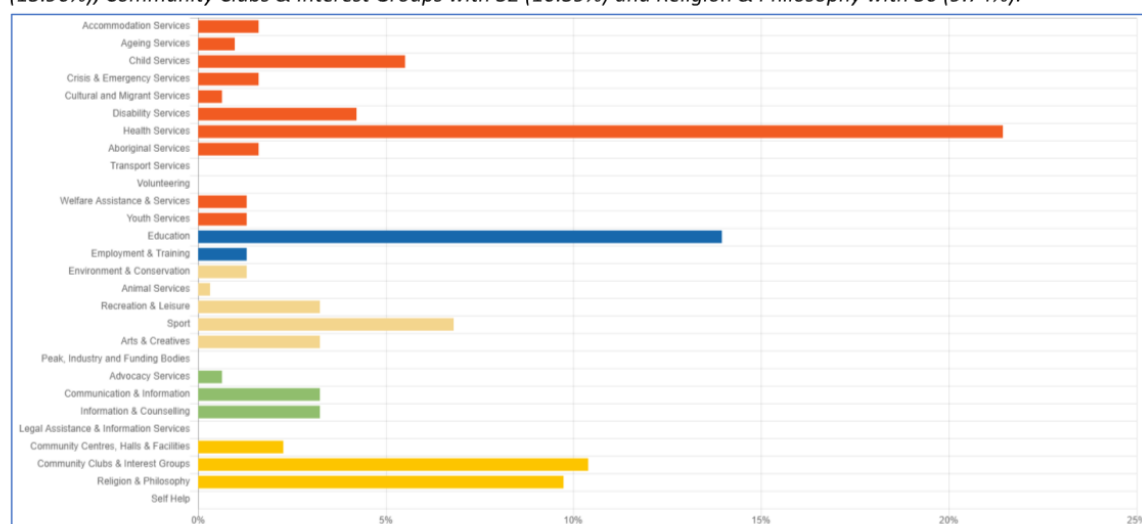
My Community: Services by Sector

The below chart shows the number of services supporting the Lockyer Valley listed on My Community Directory by sector.

My Community: Services by Sector

The below graph shows the number of services supporting the Lockyer Valley listed on My Community Directory by category.

Health Services is the most dominant category, with 66 services listed (21.43%), followed by Education with 43 (13.96%), Community Clubs & Interest Groups with 32 (10.39%) and Religion & Philosophy with 30 (9.74%).



*Strategic Priority 3 – Develop and deliver programs, in consultation and collaboration with stakeholders, to promote community wellbeing and resilience, including recovery from adverse events.*



Community recovery and resilience engagement continues through:

- Disaster preparedness and recovery information in partnership with Libraries' business unit:
  - Birdie's Tree resources provided for inclusion in Welcome Packs; initiative which was recently launched at the Gatton Library.
  - Community Resilience Engagement Officer (CREO) attended Early Childhood Education Centres Afternoon Tea. Promoted children's Birdie's Tree disaster preparedness resources. Facilitated invitation of Birdie's Tree QLD Health team to attend.
  - CREO assisted with StoryTime (21 March), using Birdie's Tree resources (heatwave focus).
- Key stakeholder involvement with the two-year Building Inclusive Disaster Resilient Communities (BDIRC) project, led by funding partners Queenslanders with Disability Network (QDN), University of Sydney, and Community Services Industry Alliance (CSIA).
  - CREO assisted QDN with logistics, promotion, delivery of Person-Centred Emergency Preparedness (P-CEP) Workshops (8-9, 22-23 March 2023).
  - Gatton workshops hosted 19 participants (including nine persons with disabilities and additional needs (PwDAD) and nine support workers). Withcott workshops hosted five participants (including two PwDAD and two support workers, plus one other).
  - Planning for Laidley P-CEP workshops and business continuity planning workshop for service providers continues (expected May – June 2023).
  - This project supports one of the more vulnerable parts of the community with a targeted approach.
- Council's Community Recovery and Resilience Officer (CRRO) continues capacity-building assistance with the Lockyer Waters Hall Committee Inc., to be ready and viable before the new community centre is constructed and operational.
- Council supported Peace Lutheran School's movie night on 24 March by providing the inflatable movie screen and audio system. The event had over 200 attendees which was a record for the school who have held multiple movie nights.

*Strategic Priority 4 – Strengthen and utilise partnerships with NGOs and government agencies to improve support services and programs for vulnerable members of the community.*



- Partnering with NGOs, community groups, and government agencies to activate at local community events to improve access to support services and programs for vulnerable members of the community.
  - First community event was *Colours of the Lockyer* in Laidley on 26 March. Council activated an information stand at the event and was able to partner with other agencies to participate in 'Resilience Row' – an initiative of the *Colours of the Lockyer* event organisers.
  - Over 100 free sponsored health checks conducted.
  - Engagement with numerous residents and visitors on disaster preparedness, mental health and wellbeing recovery needs, pests and invasive weeds, environmental health (mosquito control).
  - Valuable partnerships with agencies including Queensland Centre for Perinatal and Infant Mental Health (Birdies Tree Team), West Moreton Hospital and Health Service Tackling Regional Adversity Through Connected Communities (TRACC), Uniting Care Financial Counselling Service, STARH Ipswich, Laidley Community Centre, and SES Laidley.
  - The next event where recovery and resilience agencies will activate is Withcott Family Fun Day on Sunday 7 May.

Interagencies

Staff are involved in the following networks aimed at identifying human and social service gaps and trends, and improving service delivery through strategic networking and partnerships:

- Lockyer Youth Agency Network
  - Meeting held 2 March with 16 people representing 11 agencies.
- Lockyer Valley Service Provider Interagency meeting.
  - Next meeting is 20 April.
- Lockyer Valley Disaster Recovery and Resilience Interagency
  - March meeting included approximately 16 participants from a variety of service providers and state agencies (numbers down due a conflicting event). Next meeting on 18 April 2023.
  - Service providers actively encouraged to participate in the local community events.
  - Strong encouragement for external service providers to engage through the Lockyer and Laidley Community Centres to connect with Lockyer Valley residents.
  - Providers strongly encouraged to register on and utilise My Community Directory platform.
- Local Level Alliance and Ipswich West Moreton Community Central.
- Toowoomba and Ipswich Districts Human and Social Recovery Committee.
  - Meeting held 22 March
- CRRO participating in a range of network meetings with neighbouring Councils (especially Ipswich, Somerset, Scenic Rim, Southern Downs and Toowoomba).



## COMMUNICATIONS

The Communications Team manages a range of media and communication products ranging from media releases and social media posts, to design of posters, signs and fact sheets, to videography and media events, as well as website management. Our primary function is to provide meaningful and timely information to the community on Council decisions, programs and services through a range of mediums.

### DISASTER COMMUNICATIONS

The Communications Team leads the Public Information function during severe weather events and disasters and provides time-sensitive information via social posts and the Disaster Dashboard as well as managing enquiries and interviews from external media. Between disaster activations, the team publishes a range of preparedness messages.



0 preparedness messages published

0 awareness and warning messages published

### ONLINE ENGAGEMENT



**35** CORPORATE FACEBOOK POSTS

#### HIGHEST PERFORMING POST



**Gattton Hospital Closure and future service capability**  
Engagements: 860  
Shares: 25



**32** INSTAGRAM GRID POSTS



**HIGHEST PERFORMING POST**  
**Completed Road Works Reel**  
Reach: 1,045    Shares: 4  
Reactions: 45    Saved: 1



**36** TWITTER POSTS



**HIGHEST PERFORMING POST**  
**Harmony Day**  
Impressions: 4  
Shares: 2  
Total engagements: 14

### COMMUNITY CONNECT NEWSLETTER

An opt-in e-newsletter aimed at community groups including sporting and interest groups and schools which provides timely information on capacity-building workshops, a wide range of grants and community events.

**591** Subscribers with an open rate of **39.09%** (industry average < 25%).

### TOP 3 ARTICLES

1. Birdies Tree Flood Survey
2. Working on Council Land Form
3. National Mentoring Program

<b>29</b> IN-HOUSE DESIGN PROJECTS	 <b>\$15,180.00</b> COUNCIL SAVED ON DESIGN PROJECTS
<b>80</b> DESIGNS CREATED	

<b>0</b> INTERNAL VIDEOS	<b>3</b> EXTERNAL VIDEOS	
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### MEDIA ENQUIRIES

 <b>9</b> RADIO	 <b>9</b> NEWSPAPER	 <b>3</b> TV	<b>4</b> OTHER
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### EXTERNAL COMMUNICATIONS

 <b>14</b> MEDIA RELEASES	<b>2</b> PAID ADVERTS
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### COUNCIL'S CORPORATE WEBSITE

<b>13,185</b> TOTAL WEBSITE USERS	<b>73.5%</b> NEW WEBSITE USERS	
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### MOST VISITED WEB PAGES

- Flood Monitoring Cameras
- Current Vacancies
- Contact us

## ADVOCACY

### Advocacy

#### Inland Rail

Council remains of the view that an alignment bypassing the towns of Gatton and Forest Hill is important to reduce amenity, health, and safety impacts. This would relocate freight trains out of the urban environment particularly in Gatton where a significant number of residents live close to the proposed railway duplication and passing loop. Importantly, passenger trains such as the travel train (pictured at Gatton) would be able to service our towns and hopefully commuter trains would be operated in the future. Although it should be emphasised that Inland Rail is a freight rail project and does not include passenger rail services.



Unfortunately, the Independent Review of Inland Rail by the Australian Government (chaired by Dr Kerry Schott AO) has not been released at the time of drafting this report. It is understood that significant concerns have been identified but the Government will not be releasing the Review Report until they have formulated their response to the findings.

Council's submission to that Review focussed on alignment concerns in the Lockyer Valley.

Council officers continued to work this matter through with officers from the Australian Rail Track Corporation (ARTC). Council believes that an alignment must be found that reduces the number of residents affected by Inland Rail construction and operation and that minimises the extent of the impacts on residents. Council considers that the impacts of the project simply cannot be mitigated on the current alignment and will work through evaluations of an alternate alignment with ARTC and the proponents - Regionerate Rail.

Key concerns over the current alignment include flood impacts and disaster management issues. It is intended that these matters be raised again with the Local Disaster Management Group for their consideration.

ARTC and the Office of the Co-Ordinator General (OCG) continue their work and review of the Draft Environmental Impact Statements for both Helidon to Calvert (H2C) and Gowrie to Helidon (G2H) sections of Inland Rail. Council regularly meets with officers from the OCG to receive updates and respond to questions arising from their EIS review. OCG has required ARTC to provide additional information on both the G2H and the H2C projects. It is not anticipated that this work will be ready for further community consultation until late in 2023.



Nevertheless, Council officers continue to work with ARTC and the proponents (in advance of their OCG approval) seeking to work on the design to minimise impacts and consider works that will ultimately be returned to Council (such as associated road infrastructure and connections).

This design review process has effectively commenced with the review in March of several Draft Management Plans as part of ARTC's Early Works Phase.

#### Water Collaborative

The City Deal funding announcement for the Water for Lockyer project is expected to be made during this month. The Chair, Chief Executive Officers and Mayors of Somerset and Lockyer Valley Regional Councils met with Minister Butcher and Departmental staff on 15 March to update him on the project and secure his assistance moving forward. The Australian, Queensland and Local Governments have been working together regarding the City Deal announcement to gain an agreed position on the implementation plan for the funding. Once the announcement is made staff will update Councillors by way of workshop with respect to the Plan.

The Collaborative Chair and staff, as well as staff from the Department of Regional Development, Manufacturing and Water are currently working to ensure all governance/planning documents and arrangements are in place to enable the project to advance with the City Deal funding.

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**14.2                                      Group Manager People, Customer and Corporate Services Monthly Report - May 2023**

**Author:** Dan McPherson, Group Manager People, Customer and Corporate Services  
**Responsible Officer:** Dan McPherson, Group Manager People, Customer and Corporate Services

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**Purpose:**

This report provides Council with a summary of key operational activities undertaken by the People, Customer and Corporate Services performance group during May 2023.

**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, Customer and Corporate Services Group during May 2023.

**Proposal**

That this report be received and noted.

**Attachments**

[1](#) Monthly Group Report - People, Customer and Corporate Services - May 2023    9 Pages



# People, Customer and Corporate Services

MONTHLY GROUP REPORT  
MAY 2023



## PEOPLE, CUSTOMER AND CORPORATE SERVICES



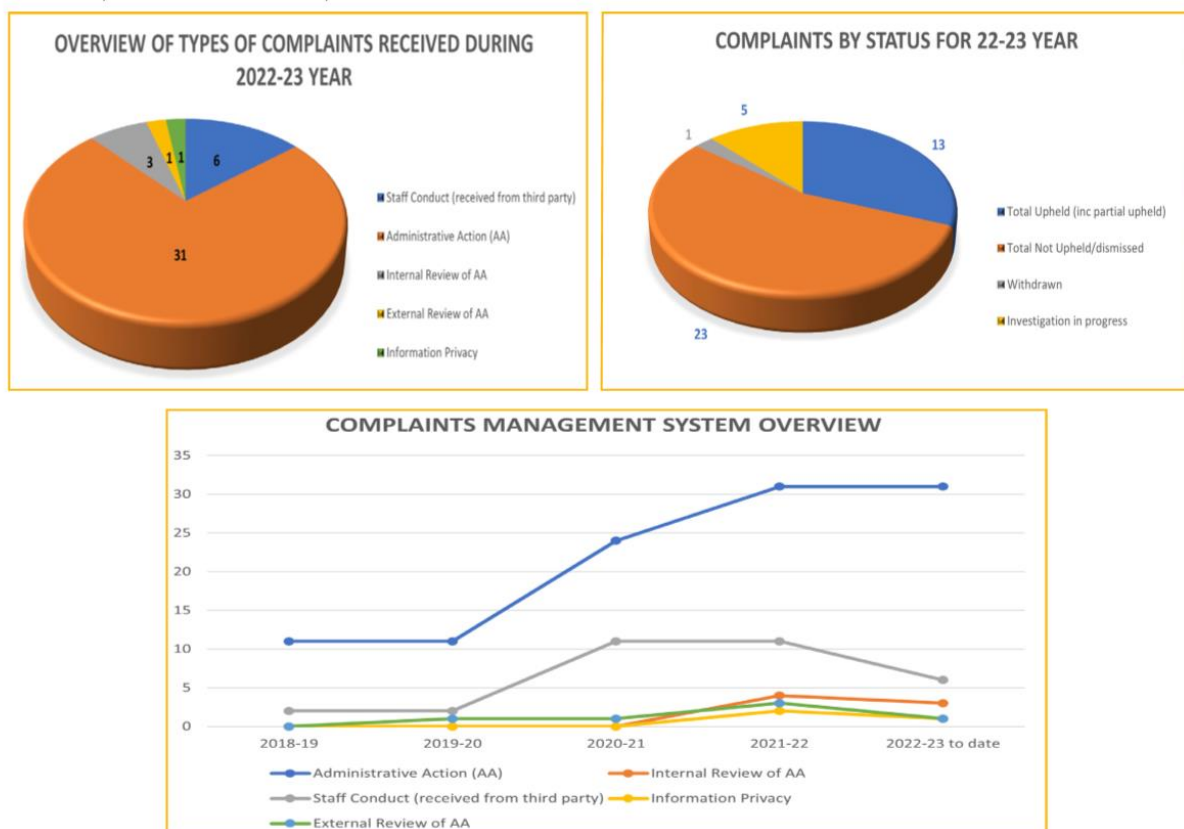
- The results are in.... A lot of time and effort went into preparing for the Mutual Risk Obligation Safety Audit to ensure we maintain our current self-insurance status and it was time well spent! Council received a final score of 78.3%. The highest in the state!
- The Customer Service Team have been busy with animal registration notices and rates reminders. Interestingly 50% of after hours phone calls were animal related.
- Waste are busy with Cell 5 (picture below) and Organisational Development have been busy as always, conducting staff inductions, training and recruiting for vacancies.





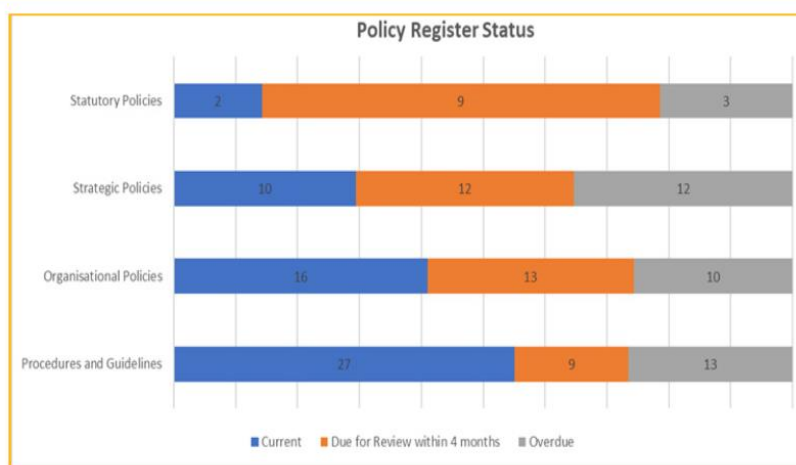
## GOVERNANCE AND PROPERTY

Below is an overview of complaints received through Council's complaints management system for the 2022/2023 financial year to the end of May 2023.



### POLICY REGISTER UPDATE

The following chart provides information on the status of Council's Policies, Procedures and Guidelines for the 2022/2023 year to date.



A number of the statutory and strategic policies which are overdue or due for review are being presented to Council for adoption either at this Council meeting, or as part of Council's 2023/24 budget. The Governance and Property Team continue to work with, and provide assistance to policy owners whose policies are either overdue or due for review. This is an ongoing process across the organisation.

## INFORMATION MANAGEMENT

### Disposal of Physical Records

The project is ongoing for the assessment and disposal of Council records and during the month, the Information Management team have scanned and registered many files and documents that will be approved for the destruction of the physical record. The scanning work combined with the ongoing processing of other records is steadily decreasing the number of cartons in storage and the associated storage and retrieval costs. With the end of financial year approaching, work has also commenced on the evaluation of previous years finance related records to arrange for disposal as soon as their minimum retention times have expired.

#### INFORMATION MANAGEMENT SNAPSHOT

	May 2023	Year to date
Mail/Email items processed	1,843	8,098
Requests for files/boxes	42	161

#### RIGHT TO INFORMATION APPLICATIONS

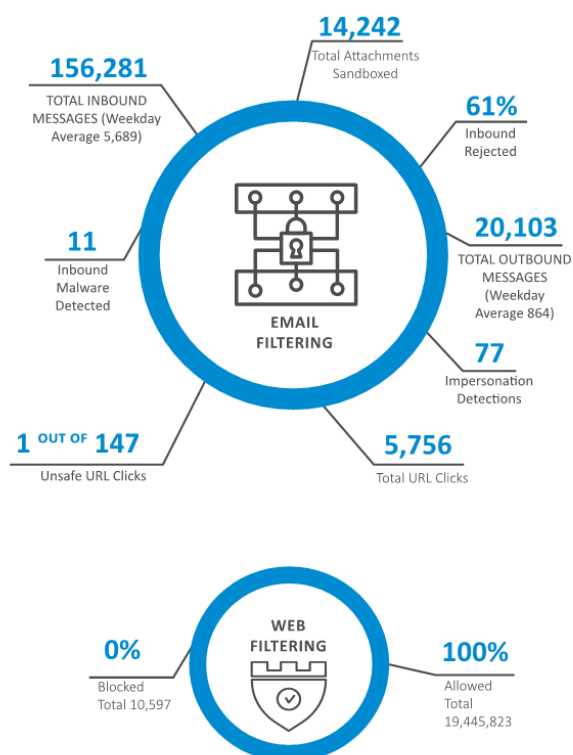
	2023	2022	2021	2020	2019	2018
Number of applications received	7	9	14	10	2	8



## INFORMATION COMMUNICATION TECHNOLOGY

- A review of LVRC's core business systems has been completed by an external party. The intent of the review is to inform how LVRC proceeds with their investment in the current solution. The ICT Steering Committee will meet in June to consider the review outputs.
- The ICT Team is in the process of replacing Council's current PDF Editing software tool with a more cost-effective solution. The change impacts approximately 60 staff who utilise this functionality and reduces Council's annual PDF Editing software costs by \$7,500.

### EMAIL AND WEB PROTECTION



### NETWORK PERFORMANCE SNAPSHOT

**3**  
MINUTES  
OUTSIDE BUSINESS  
HOURS



**1**  
MINUTES  
DURING BUSINESS  
HOURS

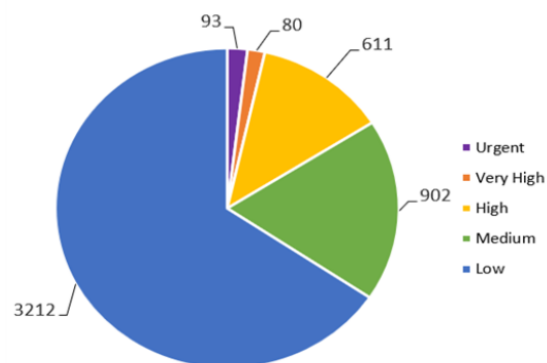


**99.9907%**

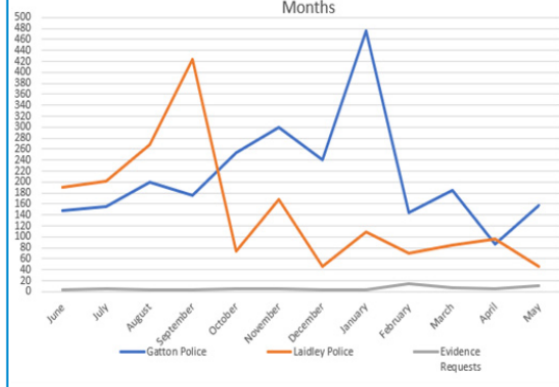
**NETWORK  
AVAILABILITY**

**DOWNTIME MINUTES**

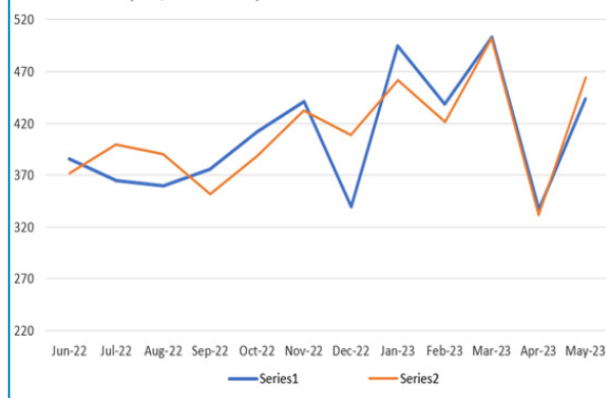
### Requests by Priority Last 12 Months



### CCTV Recorded Image Views & Evidence Requests Last 12 Months



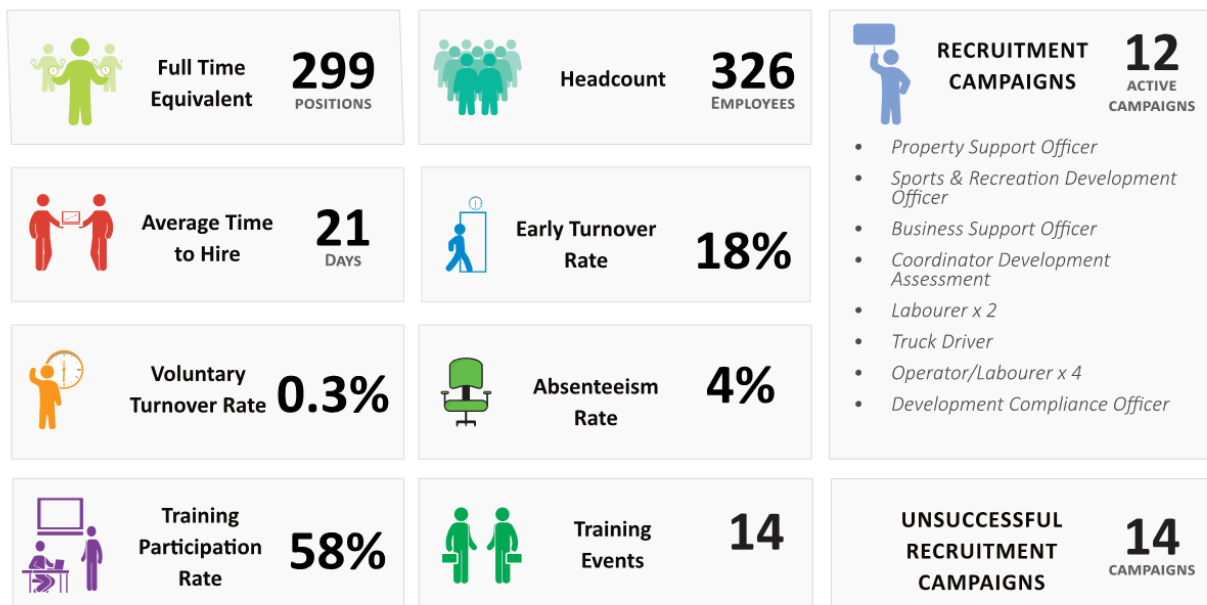
### Open/Closed Requests Last 12 Months





## PEOPLE AND CUSTOMER EXPERIENCE

### ORGANISATIONAL DEVELOPMENT AND PAYROLL

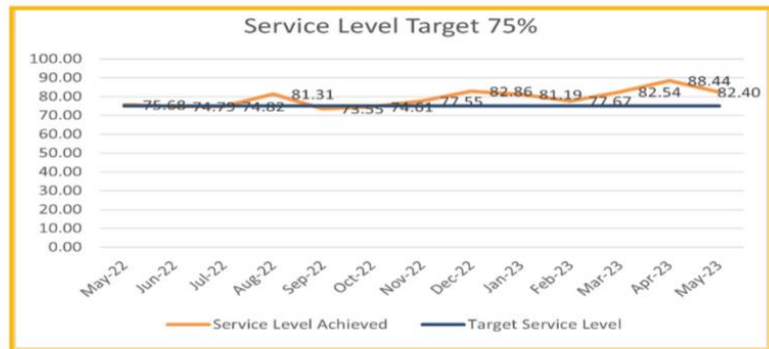


### CORPORATE TRAINING

- AHCCHM307 Prepare and Apply Chemicals to Control Pest, Weeds and Diseases
- AHCCHM304 Transport and Store Chemicals
- Continuing Professional Development Webinar - Payments to Councillors
- Disaster Management Training - Introduction to Disaster Coordination Centres (Module 1)
- Governance Compliance Training - Authorised Persons
- Governance Compliance Training - Gifts and Conflicts of Interest
- Governance Compliance Training - Public Interest Disclosures (Mandatory)
- Ground Distribution of Herbicides (ACDC Licence)
- Internal Compliance Training – Corporate Induction
- Internal Compliance Training - Employee Code of Conduct (Mandatory)
- Internal Compliance Training - Workplace Bullying and Harassment (Mandatory)
- Respirator Fit Test
- Safety Compliance Training - Drug and Alcohol Awareness (Mandatory)
- Safety Compliance Training - Work Health and Safety Induction (Mandatory)

## PEOPLE AND CUSTOMER EXPERIENCE

### CUSTOMER CONTACT



### QGAP PERFORMANCE

**63.12 HRS**

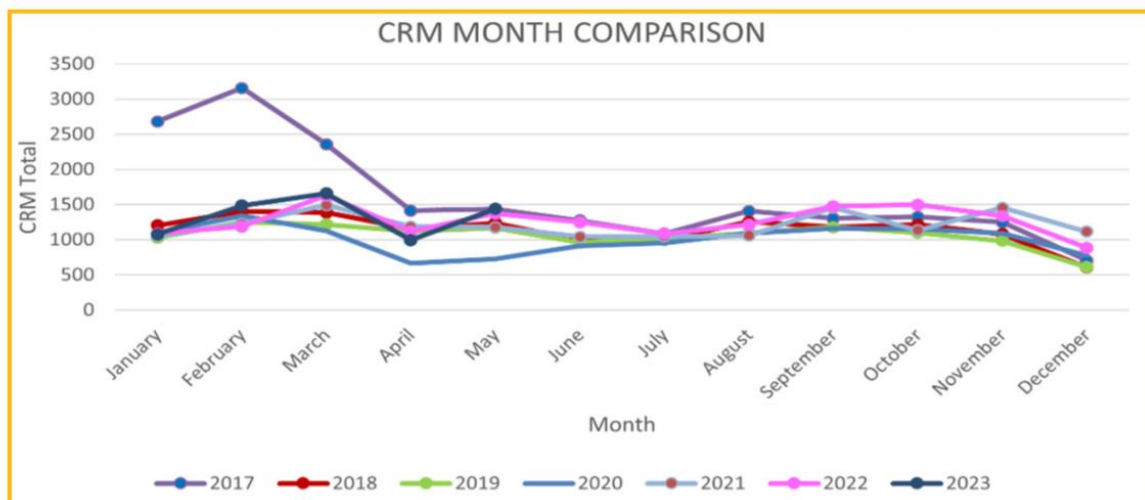
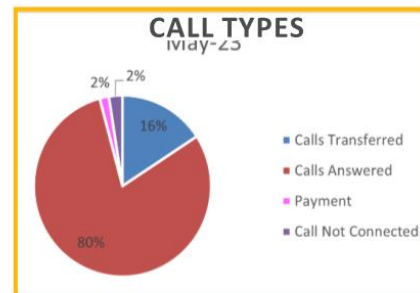
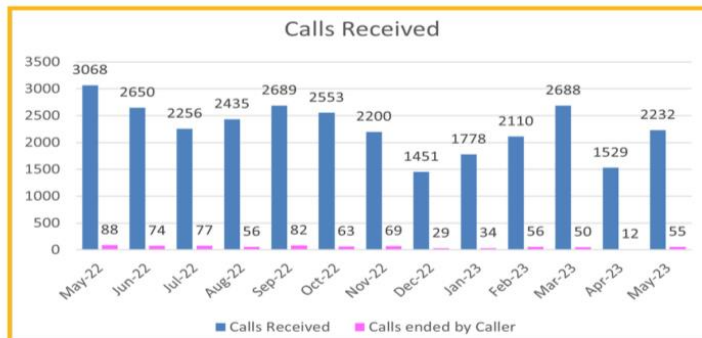
Total time taken for all transactions

**421**

Total number of transactions

**9:00**

Total average time for all transactions



## PEOPLE AND CUSTOMER EXPERIENCE

### WORK HEALTH AND SAFETY



## MEASURING OUR SAFETY PERFORMANCE

MAY 2023

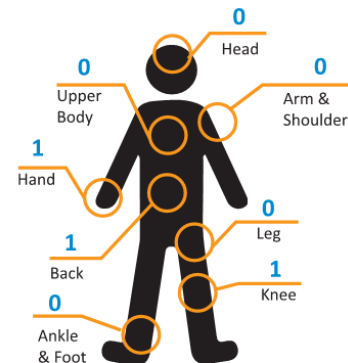
#### INJURIES BY CLASSIFICATION TYPE

**3**  
INJURIES  
OCCURRED



	0	LOST TIME
	2	MEDICAL ONLY
	0	FIRST AID
	1	REPORTABLE ONLY
	0	NEAR MISS

#### AREAS OF THE BODY MOST AFFECTED



#### KEY FACTORS ASSOCIATED WITH ASSET INCIDENTS

**1**  
ASSET INCIDENTS  
OCCURRED



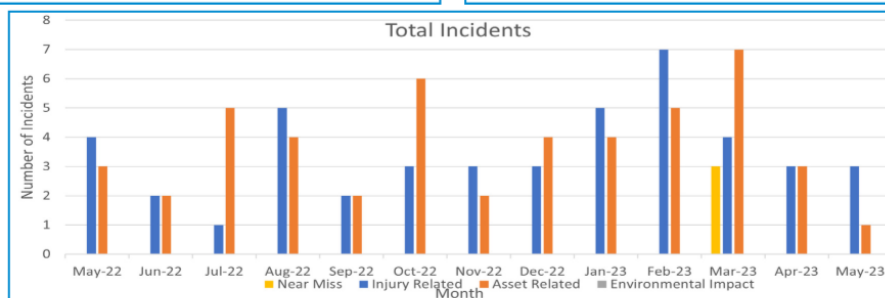
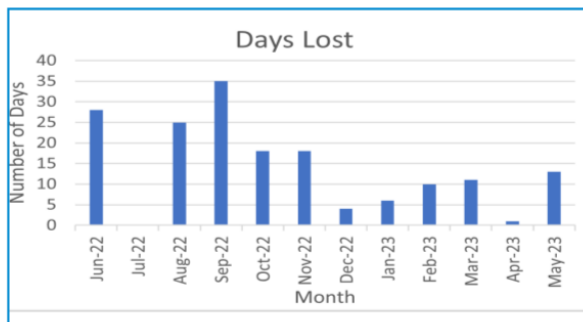
	0	PROPERTY DAMAGE
	1	PLANT VEHICLE/ INCIDENT
	0	ANIMAL STRIKE
	0	FIRE

#### KEY FACTORS ASSOCIATED WITH ENVIRONMENTAL INCIDENTS

**0**  
ENVIRONMENTAL  
INCIDENTS  
OCCURRED



	0%	SPILLS
	0%	CONTAMINATION



## WASTE SERVICES

### WASTE MANAGEMENT

- Cell 5 construction at Gatton Landfill continues.
- Resource recovery activities for scrap metal, green waste and concrete were all moved to Treatment Plant Road for the duration of Cell 5 construction as the contractor requires access to the entire lower area of the site for stockpiling and machinery movement.
- Council's safety auditor visited the Gatton Waste Facility and was shown through the site and procedures relevant to waste activities.

#### KERBSIDE WASTE & RECYCLING SERVICES MAY 2023



Garbage Bins  
Collected **53,818**

81 % presentation rate



Garbage Tonnes  
Received **742**  
TONNES



Recycle Bins  
Collected **23,843**

70 % presentation rate



Recycle Tonnes  
Received **155**  
TONNES

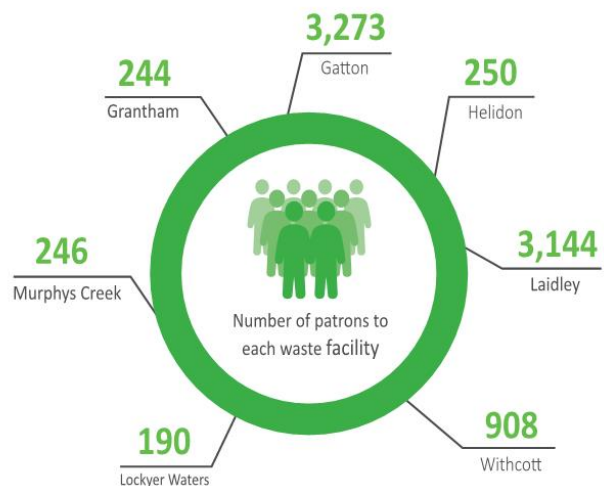


Recycle  
Contamination **27**  
TONNES



FOGO Food/Garden  
Tonnes Received **31**  
TONNES

1 Year trail of 1000 homes  
48% presentation rate



**8,255**  
TOTAL PATRONS TO  
ALL WASTE FACILITIES  
IN MAY 2023



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**14.3                                      Group Manager Community and Regional Prosperity Monthly Report - May 2023**

**Author:** Annette Doherty, Acting Group Manager Community and Regional Prosperity  
**Responsible Officer:** Annette Doherty, Acting Group Manager Community and Regional Prosperity

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**Purpose:**

This report provides Council with a summary of key operational activities undertaken by the Community and Regional Prosperity Group during May 2023.

**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 May 2023.

**Proposal**

That this report be received and noted.

**Attachments**

1 [↓](#) Community and Regional Prosperity Monthly Group Report - May 2023    11 Pages





# Community and Regional Prosperity

MONTHLY GROUP REPORT  
MAY 2023



## PERFORMANCE REPORTING

### KEY GROUP PROJECTS



#### LOCAL FLOODPLAIN MANAGEMENT PLAN (LFMP)

The consultant has indicated that work has been progressing on the LFMP and evacuation projects. It is expected completion will be by the end of June 2023. It is understood that the flood evacuation project undertook a workshop with internal stakeholders. The consultant has proposed a traffic light system to address the completion of providing flood warnings using the Flood intelligence portal. The consultant has been using the revised Flood intelligence portal to test and finalise the route planning and warnings. Officers will engage with Council in the near future to discuss these projects.

Catchment Planning has been progressing in North Laidley and is very close to a final solution for both the development and other catchment legacy issues, officers have been closely engaged with the new owners in order to progress the proposed mitigation strategy. Officers will bring the concept design to Council when finalised. This design will form the basis of modification of and other necessary development approvals and other tasks moving forward.



#### FLOOD MODELLING - ENGINEERING

The Lockyer Creek overall NDRP flood modelling project was practically completed in 2022. The Engineering map sets (which contributed to the delay to the FIP launch) were finalised in April 2023. A corrected risk map was supplied for the scheme. Consultant has reported that the DFL (scheme) maps has been processed. Finalisation subject to review.

The 2022 LIDAR Terrain data for the region is being processed and will soon be available for internal projects. This is a key piece of work that will greatly assist Council's operations.

A response is expected in June 2023 to the application submitted under a new federal government disaster resilience program, to obtain initial funding for land purchase and the concept planning and decision making stage at Laidley. Initial planning has been started for the DRFA Category C&D funding for the extension of the Lockyer Creek model. We are awaiting finalised contract documents before commencement. Procurement arrangements have been discussed. The QRA will have a high level of oversight into the scope and project.

It has been established that ARTC has not used our supplied Lockyer Creek modelling to date on their projects and has not undertaken 2022 calibration. This will be a key task for our project. This will assist catchment planning (creeks and infrastructure and sediment management), asset management (bridges and crossings), planning and disaster management. Unfortunately we were not successful in the funding package to integrate the outcomes into Council normal operations, e.g. disaster management, planning, catchment management.

Regional engineering mapping and rainfall models were provided to the Flood Intelligence vendor (WaterRIDE) to allow the project to progress in late 2022. Some anomalies were identified and amended mapping sets have now been provided. The consultant indicated that warnings are complex depending on what creek system is activated by rainfall and is not intuitive. It is important that the intelligence system is robust and appropriately modified.

Workshopping with both our flood evacuation/flood classification engineer and the vendor was undertaken to consider and include learnings from the February/March 2022 events to improve operation of the Flood Intelligence portal, particularly in complex localities such as Grantham. Additional runs of the local modeling was commissioned to support this work. More such work may be necessary. To move forward we are using the derived levels from the 2022 Digital Terrain Model (DTM) to work-around delayed ground survey of impacted creek channels, gauge site and the like. Due to the complexity, the work will need to be circular between both parties to arrive at a modified WaterRIDE system that reflects flood operations in such localities. It is understood from disaster management that whilst the local modeling is being undertaken the modifications to WaterRIDE, e.g. to monitor Grantham operations, will have to wait for funding until next year.



## KEY GROUP PROJECTS CONTINUED



### FLOOD INFORMATION PORTAL

The public facing Flood Information Portal (FIP) launched in April. The internal facing FIP needs to be completed including; system to manage maps, mapping catalogue, version control, special area modules, etc. Modifications to the FIP to accommodate the new scheme, in parallel with the TLPI, needs to be planned and initiated. It is understood that there has been few matters raised with the tool or mapping by stakeholders since the launch.



### TOOWOOMBA AND LOCKYER VALLEY ESCARPMENT MOUNTAIN BIKE TRACK PROJECT

Officers are working through two critical phases of the project including access through two privately owned properties, to enable a connection of the trail from Toowoomba to the Withcott Hub.



### LAKE APEX AND LAKE FREEMAN REIMAGINING PROJECT

Officers are currently working through the environmental approvals process associated with the project. On ground assessments including preliminary fish and bird surveys are scheduled to be conducted in June.



### FOREST HILL SILO PROJECT

Community engagement on the Viewing Precinct Draft Master Plan closed 10 May. The feedback report will be presented to the Council Workshop in June. Survey results may support funding applications to advance the project to construction. Project respondents can access the report via the Engagement Hub platform.



### EQUINE COLLABORATIVE PRECINCT

No further action to report this month.



### ARTS AND CULTURAL PLAN

The Arts and Cultural Strategy will be presented at the June Council meeting for endorsement.



## COMMUNITIES

### TOURISM

#### QUEENSLAND TRANSPORT MUSEUM



372

TICKET SALES



74

FREE ENTRY



\$2,543

TOTAL TICKET  
REVENUE



#### LUVYA LOCKYER WEBSITE



11,487  
WEBSITE VIEWS

6,548  
UNIQUE PAGE VIEWS

4,851  
NEW VISITORS

#### AUDIENCE

55%	QLD	6%	NSW	2.4%	VIC
2.25%	GOLD COAST		4.9%	OVERSEAS	

#### VISIT LOCKYER VALLEY FACEBOOK



23,689  
PAGE REACH

5,821  
TOTAL FOLLOWERS

13  
POSTS

#### AUDIENCE

14.5%	BRISBANE		8.4%	TOOWOOMBA	
7.9%	GATTON	12.2%	IPSWICH	3.5%	GOLD COAST

### EVENTS

Ongoing support is being provided to a range of community event organisers. Support includes advice and equipment.



0

COUNCIL LED EVENTS

- During May there were no Council led events.



2

PROJECTS IN PLANNING

- Laidley Spring Festival
  - Twilight Feast and Fest
  - Garden Precinct
  - VIP Hospitality Precinct
  - Entertainment program
  - Show 'n' Shine
  - Marketing and equipment

- Bee Happy Day
  - Arts and crafts
  - Markets
  - Entertainment
  - Food and beverage vendors



1

COMMUNITY GROUPS/ EVENTS  
GIVEN ASSISTANCE

- Lockyer Valley Multicultural Festival- 21 May 2023



1

UPCOMING COMMUNITY EVENTS

Ongoing assistance was provided to:

- Lockyer Powerfest – 8 & 9 July 2023

## LIBRARIES AND GALLERIES



**61,407**  
ITEMS IN OUR COLLECTION



**2,305**  
ACQUISITIONS

Physical & eResources  
In comparison to 3,206 in May 2022



**87.6%**  
ITEMS ISSUED  
VIA SELF-SERVICE  
KPI 85%

### eRESOURCES

PLATFORM	MAY 2023	MAY 2023
eAudiobooks & eBooks (Borrowbox)	<b>2,046</b>	<b>1,921</b>
eMagazines (Overdrive)	<b>242</b>	<b>338</b>
eMovies (Beamafilm)	<b>68</b>	<b>92</b>



**10,740**  
PHYSICAL LOANS

In comparison to 10,128 in May 2022. Including audiobooks, books, DVDs, magazines, literacy kits, CDs, seeds, and toys.



**2,356**  
ELECTRONIC LOANS

In comparison to 2,524 in May 2022.



**13,096**  
TOTAL LOANS  
Decrease of 15.47% in comparison to last month

**17,742** **ACTIVE LIBRARY MEMBERS**

In comparison to 16,385 in May 2022



**191**  
NEW LIBRARY MEMBERS



**71**  
IN PERSON EVENTS  
Total Attendees: 972



**16,086** VISITORS

**11,081**

Gatton Library  
Increase of 1,358 people

**5,005**

Laidley Library  
Increase of 986 people

### LIBRARIES - EVENTS

Our May events at Gatton and Laidley Libraries included:

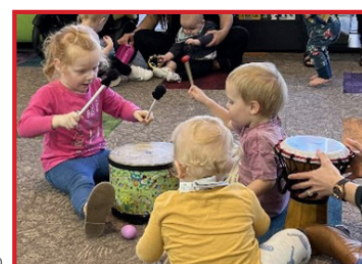
- Weekly- JP in the community sessions, craft group (Gatton), First 5 Forever children's story times (four sessions a week at each branch), Child Health Nurse (Gatton).
- Bimonthly- Digital literacy sessions, writing group (Laidley).
- Monthly- Lockyer Valley Cancer Support Group (Gatton), movie matinees, book chat (Laidley), book club (Gatton), online book club.
- Special events- Candice Fox author talk, National Simultaneous Storytime (Gatton), Bunnings Plainland kids DIY activity, Under 8's Day, story time at the Gatton Childcare Centre, the human book, music on the mat.

\* All events are run by our library staff. The Cancer Support group and Child Health Nurse are library supported. Bunnings Kids DIY activity and Under 8's Day was supported and attended by staff.



### LIBRARIES UPDATE

- We participated in National Simultaneous Storytime, reading The Speedy Sloth by Rebecca Young and Heath McKenzie along with children all over Australia. It's estimated around 2.3 million children read the story simultaneously.
- The "What's On" brochure, June to August edition, has been printed, distributed and advertised. You can view it on our website.
- We have just concluded a statistical sampling period for State Library of Queensland to capture the number of reference enquiries we receive. We do this four times a year for two weeks and the statistics are compiled to determine a yearly average.
- Saturday morning openings at the Gatton Library continue to prove popular with an average of 135 people visiting the library.



### ART GALLERY UPDATE

- We have a new exhibit in the gallery: Energy in Motion by Nury Barros and Tracey Schaeper. The exhibit showcases the unique abstract art of this dynamic duo. An explosion of vibrant colour, energy and movement with unique textures and compositions using mixed media, acrylics and alcohol inks. This exhibit runs until Sunday 9 July.



### REGIONAL ARTS AND DEVELOPMENT FUNDING (RADF)

- Round 2 RADF funding 2022/23 has closed with four applications received. The applications will be assessed by the Committee and a report prepared for Council's endorsement.
- The Quick Response Professional Development grant remains open until 16 June 2023, unless funding is expended prior to this date. We have received two Quick Response Professional Development applications for the Committee's assessment.



## CHILDCARE



### UPDATE

The Educators have been busy learning a new way of planning for the centre, 'The Rose Way.' This is enquiry based planning, giving the Educators more opportunity to reflect and observe what's happening and why. Several staff members have travelled to Toowoomba to network with another child care centre, resulting in much needed inspiration for our rooms, as well as some support for the new form of planning.



**89.45%**  
**TOTAL  
OCCUPANCY RATE**

In comparison to 74.81% in May 2022

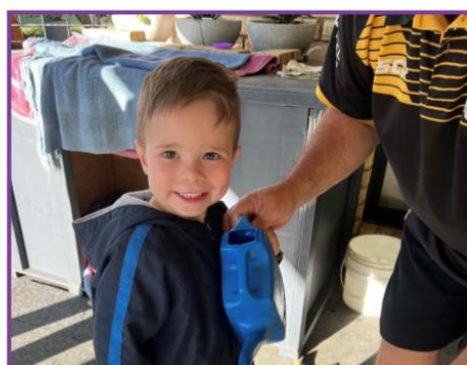
### ACTIVITIES

Over the past month the children and Educators have been busy exploring sustainability. We have produced our own Worm Wee that families can take home and use as fertiliser on their own plants.

We have had some members of the community kindly drop in some recycled items. The children have enjoyed using old food boxes and loose parts to create, build and experiment. Any donations are appreciated.

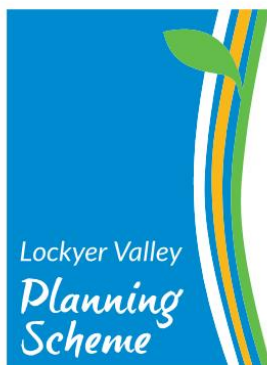
Some days of recognition that we have celebrated this month include:

- Sorry Day
- Outdoor Classroom Day
- World Turtle Day
- Road Safety Week
- National Simultaneous Story Time



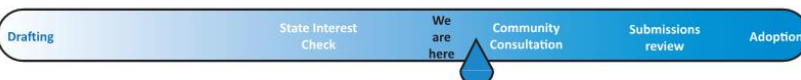
## PLANNING POLICY AND COMMUNITY WELLBEING

### GROWTH AND POLICY



### Strategic Planning

The draft Lockyer Valley Planning Scheme was forwarded to the State for final signoff in mid-May. The consultation strategy has been workshopped with Council in preparation of receiving formal confirmation and conditions from the State Government to proceed to community consultation. Dates for the statutory 40-day consultation period will be announced on receipt of confirmation from the State.



### Integrated Land Management Plan



Funded project

Growth & Policy staff met with the Environmental Projects team at Logan City Council to discuss their nature-based recreation strategies. The meeting provided valuable information that will aid in procuring a consultant to conduct a nature-based recreation and tourism (NBRT) study for the reserves.

The study will determine if there are any NBRT opportunities at the reserves, which will aid Council in planning for NBRT activities into the future.

As part of the ILM project, Council has engaged a consultant to prepare Bushfire Management Plans for 14 of the parcels within the project.



### Environmental Planning

Staff from Council presented at the Lockyer Valley Koala Forum in May. More than 100 people attended the event with a significant number watching online.

A QR code was presented at the Koala Forum which allows community members to download a contact card to their phone, containing phone numbers for local wildlife carers.



Officers dialed into a meeting hosted by the Local Government Association of Queensland and delivered by Department of Tourism, Innovation and Sport which discussed preparing an inventory of sporting facilities suitable for pre-Olympic events and training throughout Queensland. The Department is aiming to develop an inventory to promote facilities to sporting event organisers, sporting bodies and countries using a single portal. The inventory is still at an early stage, although may represent opportunities for the Lockyer Valley to play an active role in the lead-up to the 2032 Games.

### Withcott Flood Mitigation

A deliverable of the 2022/2023 Operational Plan is to investigate mitigation options for Withcott. Procurement has been completed and WMA Water has been engaged to investigate mitigation options.

### Project delivery status

Growth and Policy has numerous projects and studies underway that support the delivery of Council's strategies and Growth Management Plan.

Underway	Procuring	To be scoped	Completed
LGIP Stormwater Amendment Bushfire Management Plans Planning Scheme Policies: Flood Infrastructure Design	Matters of Local Environmental Significance Study	Cultural Heritage Study Nature Based Tourism & Rec Study	Planning Scheme Portal Constraints Analysis

### Flood Information Portal



**961** Views via Council website page



**1820** Direct FIP page views



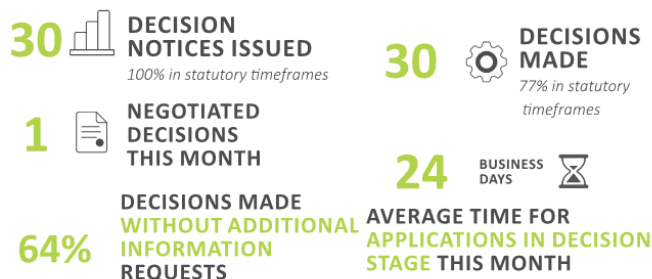
**312** FIP report generated



## DEVELOPMENT ASSESSMENT

ACTIVITY	CURRENT MONTH	2023 YTD	2022 SAME YTD PERIOD
<b>DEVELOPMENT APPLICATIONS</b>			
RECEIVED	30	85	117
DECIDED	30	90	130
<b>EXEMPTION CERTIFICATES</b>			
RECEIVED	1	10	16
DECIDED	1	9	13
<b>BUILDING, PLUMBING, PLANNING INFORMATION AND FORM 19'S</b>			
RECEIVED	25	153	202
COMPLETED	37	142	195
PRELODGE MEETINGS HELD	8	44	34

### MONTHLY STATISTICS



### LAND DEVELOPMENT PIPELINE



### DEVELOPMENT COMPLIANCE



**31%** decrease in Development Applications lodged

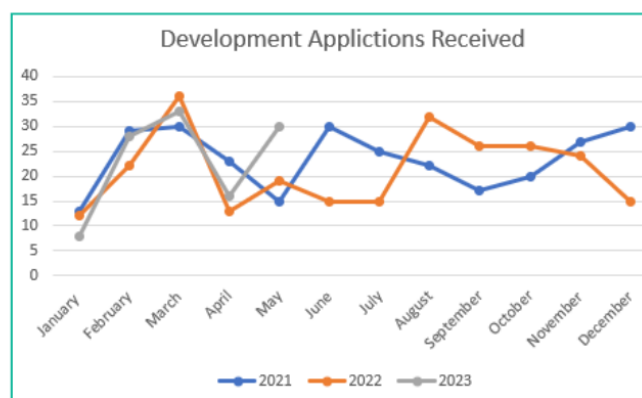
**2.7%** decrease in Building, Plumbing, Planning information & Form 19's received

**36%** decrease in Development Applications decided

**25%** increase in Prelodgement Meetings

**31%** decrease in Building, Plumbing, Planning information & Form 19's completed

**DEVELOPMENT ACTIVITY IN COMPARISON TO THE SAME 2022 YTD PERIOD**



**INFRASTRUCTURE CHARGES PAID**  
YTD = **\$210,340.71**



**INFRASTRUCTURE CHARGES OUTSTANDING**  
= **\$774,291.27**

## BUILDING AND PLUMBING



**BUILDING APPROVALS** **72**  
By Private Certifiers and LVRC.  
In comparison to 79 in 2022



**BUILDING APPROVALS BY LVRC** **10**  
In comparison to 13 in 2022



**PLUMBING APPROVALS** **60**  
In comparison to 40 in 2022



**AVERAGE DAYS TO APPROVE** **19**  
Building Applications  
Days

**\$14.9M**  
**COMMERCIAL AND DOMESTIC VALUE OF WORKS**  
in the Lockyer Valley Region



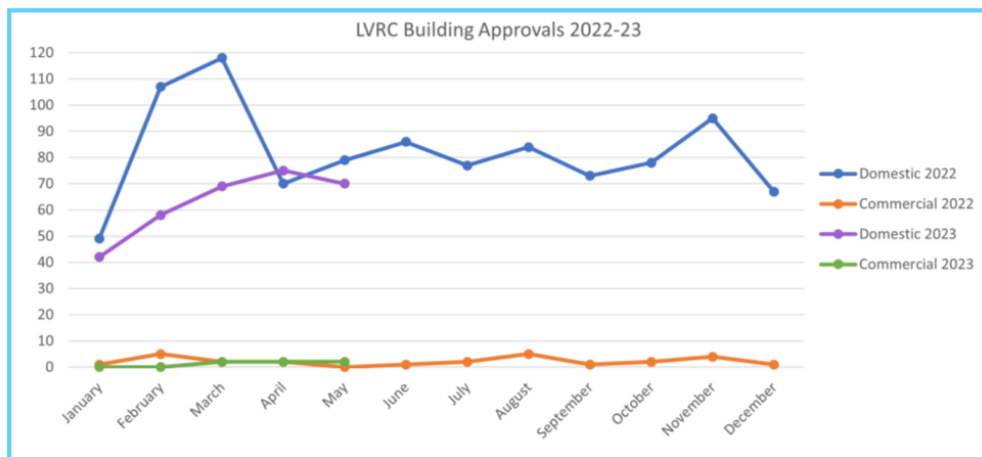
**AVERAGE DAYS TO APPROVE** **4.5**  
Plumbing Applications  
Days



**BUILDING INSPECTIONS** **54**



**PLUMBING INSPECTIONS** **204**



## CONTINUOUS IMPROVEMENTS

Process Improvement delivers efficiency and consistency

### UPDATE TO DOG REGISTRATION RENEWAL FORM

The dog registration renewal form has been reviewed and amended to remove out-of-date information, and to include information regarding Council introducing a new fee for the delivery of notices by post (with the exception of pensioners). Council's decision to promote E-Notice registration helps the environment and save costs.

### REVIEW AND UPDATE TEMPLATES FOR RETRIEVAL OF OUTSTANDING INFRASTRUCTURE CHARGES

The initial reminder letter and final notice templates have been reviewed, updated and save into Council's record keeping system for use to recover outstanding Infrastructure Charges levied and collected on development applications.

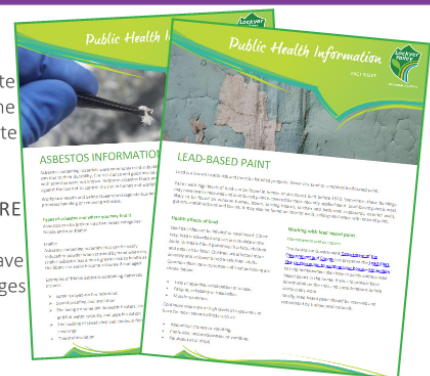
### UPDATE TO ENVIRONMENT WILDLIFE WEBPAGE

In preparation for the Koala Forum held on 18 May, hyperlinks were added to Council's website to navigate people to information on:

- what to do if you see a koala;
- how you can help if you find a sick or injured koala;
- crate training your dog;
- a video showing what it's like being one of our local wildlife carers; and
- a contact list for Lockyer Valley's wildlife carers.

### ENVIRONMENTAL HEALTH WEBSITE REVIEW AND NEW FACT SHEETS

Three new Council fact sheets were created and added to the public health webpage. This follows the public health local government toolbox no longer being available from May. The factsheets provide information on mould, asbestos and lead based paint.





## COMMUNITY AND WELLBEING

### LVRC ENVIRONMENT PROPERTY MANAGEMENT

- Vegetation control at Shorelands Drive reserve, Withcott - maintenance of koala fodder forest.
- Presentation conducted at local koala conservation forum at Lockyer Valley Cultural Centre.
- Assistance provided to several landholders with vegetation and planning issues.
- Attended reported site of vegetation clearing at Lockrose.
- Quarterly Flying-Fox Roost Monitoring at Gatton, Laidley, Murphys Creek and Helidon roosts.
- Natural Resources Recovery Program project planning meeting with Healthy Land and Water, Lockyer Upland Catchments Inc. and LVRC Officers.

### PEST MANAGEMENT

- Attended the Biosecurity Sub Committee meeting with the focus on the Annual Payment Calculation to the Darling Downs - Morton Rabbit Board
- Media release and fact sheet developed for early awareness around a predicted increase in Fire Weed in the Southeast and the Lockyer Valley. Messaging included collaboration between Council and the community and Council's commitment to working on reported, larger infestations which may pose a risk to the community and agricultural enterprises.
- The Pest Management team has commenced promoting the Hoggone Hopper Feral Pig Baiting program with two landholders taking advantage of this resource. The Pest Management team will continue to promote the program as requests for feral pig control are increasing with the commencement of winter.
- Biosecurity Surveillance continues with focus on Giant Rats Tail Grasses in the Woodlands and Blenheim areas. The focus has been on 21 properties requiring Council's assistance and advice on future controls on the land.

### RESILIENT RIVERS

- Planted and maintained 2,800 native tube stock plants at Parklea reserve, Placid Hills.
- Successfully engaged four contractor companies to undertake weed control and revegetation works on Resilient Rivers project sites on Lockyer Creek and Tenthill catchment.
- Erosion control/ creek bank stabilisation design completed for one of three sites on Blackfellow Creek by the consultant.
- Meeting with DTMR to discuss design options for erosion control structures on Blackfellow Creek adjacent to Mt Sylvia Road

### LAND FOR WILDLIFE

- Eighteen new nest boxes for Land for Wildlife Workshop, assembled and painted
- One Land for Wildlife member to be assessed, create folder and maps.
- Attended two Land for Wildlife new tactile-enquire database training days.



## ENVIRONMENTAL HEALTH

THE FOLLOWING HAVE BEEN ISSUED YEAR TO DATE

**171**  
FOOD  
LICENCES ISSUED YTD



**5**  
CURRENT  
FOOD  
LICENCES



**3**  
PERSONAL APPEARANCE  
SERVICES LICENCES

### 10 LOCAL LAWS PERMITS



**3** CARAVAN



**1** EVENTS



**3** TEMPORARY  
HOME



**1** CAMPING



**1** MARKET



**1** ROADSIDE  
STALL

## LOCAL LAWS

**185**



NUMBER OF CUSTOMER  
REQUESTS RECEIVED  
In comparison to 217 in May  
2022

**13**



NUMBER OF DOGS  
IMPOUNDED  
In comparison to 6 in May  
2022

**38**



KENNEL LICENCES  
ISSUED YTD  
In comparison to 37 in 2021-2022

**54**



TOTAL NUMBER  
OF INFRINGEMENT  
NOTICES ISSUED YTD  
In comparison to 49 in 2021-2022

**159**

NUMBER OF CUSTOMER  
REQUESTS RESOLVED  
In comparison to 199 in May  
2022

**11**



NUMBER OF DOGS  
RELEASED/REHOMED  
In comparison to 7 in May  
2022

**63**



EXCESS ANIMAL  
PERMIT RENEWALS  
YTD  
In comparison to 59 in 2021-2022



NUMBER OF DOGS  
REGISTERED

**626** YTD 23-24

In comparison to 7,624 in 2022-2023

## ILLEGAL DUMPING / LITTERING UPDATE

Illegal Dumping Statistics have been collated based on review of all Illegal Dumping CRMs received and actioned year to date.



**5**

TOTAL NUMBER OF  
INFRINGEMENTS YTD  
ISSUED = \$9,775



**26**

ILLEGAL DUMPING  
INCIDENTS

In comparison to 8 in  
May 2022



APPROXIMATELY

**1005**  
WHEELIE BINS OF  
ILLEGALLY DUMPED  
WASTE YTD

In comparison to 938 in  
2021-2022

WASTE TYPES  
ILLEGALLY  
DUMPED YTD  
(APPROXIMATE %)



**24%** Household Waste  
**18%** Demolition Materials  
**17%** Wrecked Vehicles  
**14%** Tyres  
**11%** Industrial/Commercial  
**9%** Mattresses/Furniture  
**4%** Green Waste  
**2%** White Goods  
**1%** Asbestos

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**14.4****Group Manager Infrastructure Monthly Report - May 2023****Author:** John Keen, Group Manager Infrastructure**Responsible Officer:** John Keen, Group Manager Infrastructure

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**Purpose:**

This report provides Council with a summary of key operational activities undertaken by the Infrastructure Group during May 2023.

**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 May 2023.

**Proposal**

That this report be received and noted.

**Attachments**

[1](#) [Group Manager Infrastructure Monthly Report - May 2023](#) 14 Pages





# Infrastructure

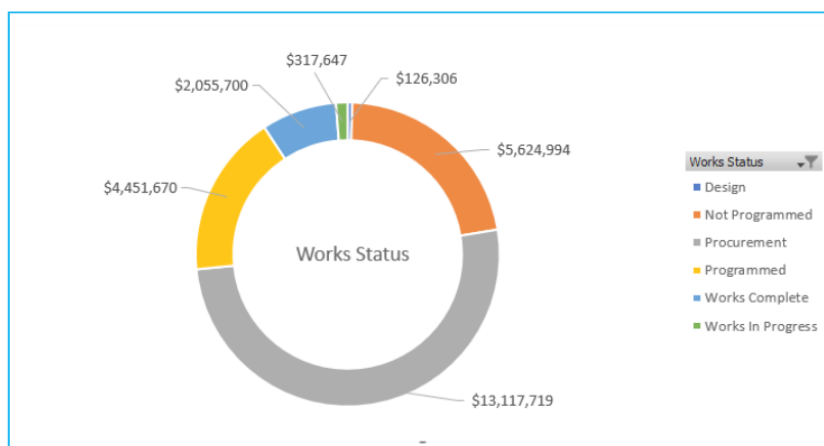
MONTHLY GROUP REPORT  
MAY 2023



## 2022 WEATHER EVENTS

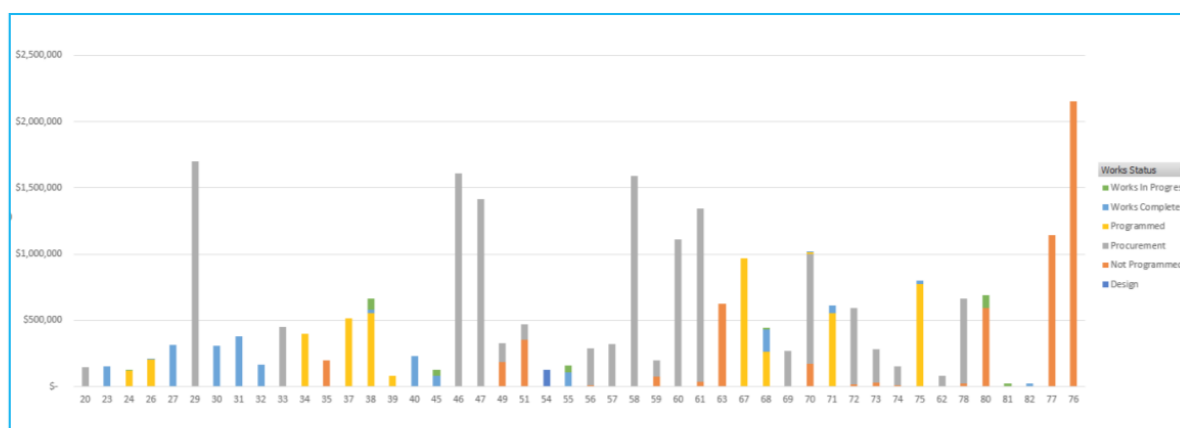
## PROGRAM OVERVIEW UPDATE

- \$23,516,130 worth of works approved by the QRA
- \$2,177,906 worth of works with the QRA for assessment
- Current restoration value of the two events is estimated at \$42.3M including Infrastructure Restoration Works and Emergency Works.



## SUBMISSION STATUS

- 48 submissions have been approved
- 2 submissions are with the QRA for assessment.

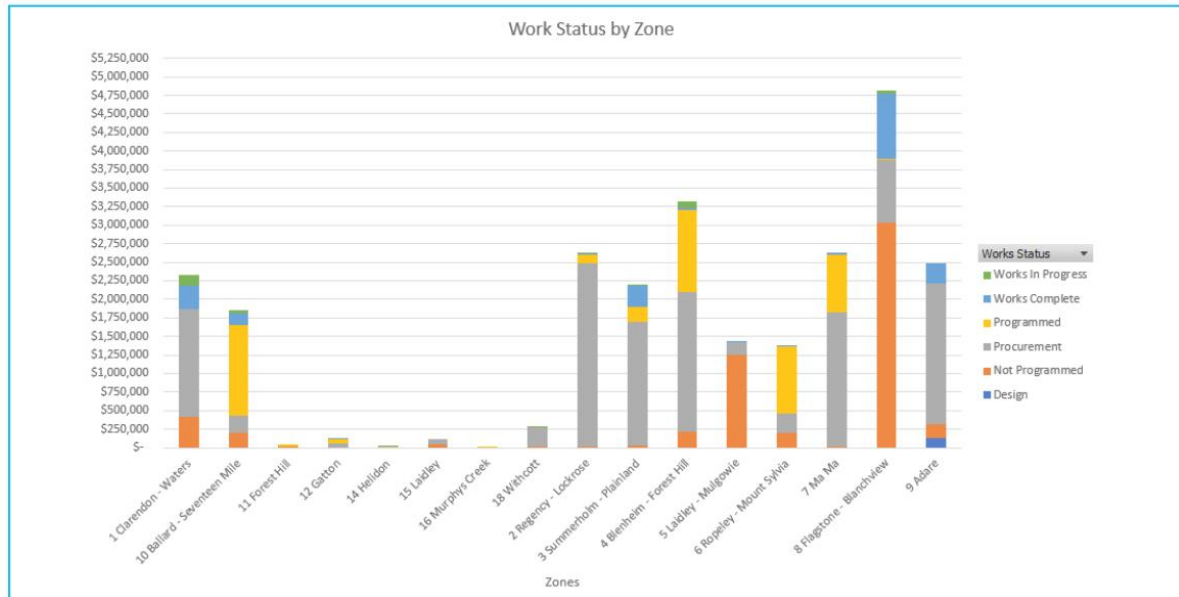


## RECONSTRUCTION OF ESSENTIAL PUBLIC ASSETS PROGRAM

Program updates are as below:

- The grading crews are currently working in zone 2, 4 and 10.
- Design is complete for the restoration works for landslips at Liftins Bridge, East Egypt Road, Berlin Road and Mountain View Road. The construction tender has been evaluated and the contract is currently expecting to be awarded in mid June.
- A contract for the replacement of Fred Thomas pedestrian bridge at Withcott has been awarded. Civil work has been completed in preparation for the bridge installation in June.
- Two tenders for sealed road pavement construction work, separated into east and west packages have been evaluated and expecting award around mid June.
- Guardrail restoration has been completed for all sites except Lake Clarendon Road, where two separate submissions are being delivered simultaneously for the guardrail approach and bridge railing of Steinke Bridge. This is being delivered under a separate contract.
- Pipe and floodway clean outs have been completion.
- Close-out of physically completed submissions is underway to limit delays in final payments.



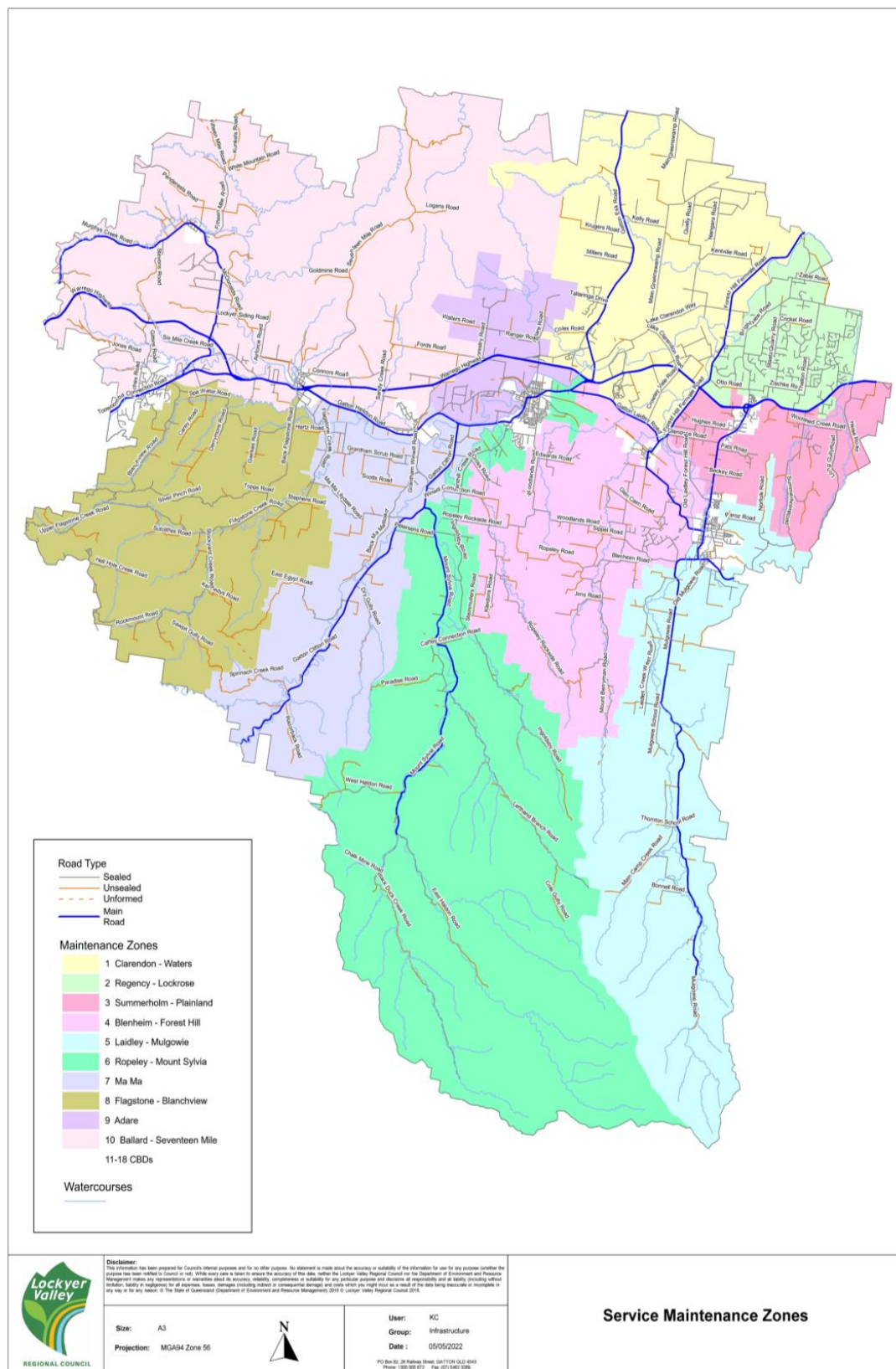


Zabel Road, Lockrose



Zernike Road, Lockrose







**INFRASTRUCTURE & ENGINEERING SERVICES BRANCH HIGHLIGHTS****DESIGN & CONSTRUCTION WORKS - PROJECTS UNDERWAY****GEHRKE ROAD / LORIKEET ROAD, REGENCY DOWNS INTERSECTION UPGRADE**

- The upgrade of Gehrke and Lorikeet intersection in Regency Downs will be joint funded by the Black Spot Program and Council.
- The project scope includes widening and rehabilitating the pavement to achieve a consistent width, installing a centre island for turning control, upgrade lighting, drainage, signs and lines.
- Road widening, utility relocating, drainage and lighting upgrades have now been complete.
- Asphalt works commenced at the beginning of June with the line marking scheduled to be undertaken in mid-June.

**NORTH STREET / EAST STREET, GATTON INTERSECTION UPGRADE**

- The upgrade of North and East Street roundabout in Gatton has been funded under both the Black Spot and South East Queensland Community Stimulus Package. Scope of works include the installation of a concrete roundabout, upgrading of existing stormwater infrastructure, installation of new concrete kerb and channel, formalise pedestrian crossings and footpaths, relocation of public utilities, new pavement, asphalt surfacing and line marking.
- The project will be a staged delivery to accommodate the school terms, works began in September 2022 school holidays which involved installation of the stormwater components. The kerb and channel works were completed over the December school holidays. The remainder of the concrete and asphalt works will be completed by the end of April 2023.
- The roundabout installation, concreting and asphalt component works have been completed with line marking remaining which is programmed to take place by the end of June.

**DRAYTON STREET BUS SHELTER**

- This project is joint funded by the Bus Stop Shelter Program (BSSP) and the Passenger Transport Accessible Infrastructure Program (PTAIP).
- The scope involves the removal of the old structure, demolition and construction of a new concrete slab and footpath, re-installation of a new bus shelter, signage upgrades and line marking.
- Construction will begin in early June. The project is expected to take two weeks to complete and will be finalised by the end of June.

**GRANTHAM SCRUB ROAD REHABILITATION**

- The Grantham Scrub project is the combination of two separate funding streams to upgrade and rehabilitate Grantham Scrub Road from the intersection of Grantham Winwill Road for 1.3km.
- The intersection of Grantham Scrub and Grantham Winwill Roads has been funded by the Heavy Vehicle Safety and Protection Program (HVSPP). The scope of works includes stormwater drainage, realignment of property boundaries, service relocations, pavement widening and rehabilitation, bitumen surfacing, line marking and road furniture. This intersection upgrade will allow heavy vehicles to navigate this intersection safely whilst maintaining traffic flow.
- Grantham Scrub Road, from the intersection with Grantham Winwill to West of the intersection with Roses Road, will be funded by Transport Infrastructure Development Scheme (TIDS). The rehabilitation of Grantham Scrub will improve motorist safety, widen and strengthen the pavement and improve stormwater drainage. The work activities include culvert installation, service relocation, property realignment, road excavation, geotextile installation, road pavement, concrete kerb, bitumen sealing, line marking and road furniture.
- All four stages are now completed with only line marking remaining which is programmed to be undertaken in mid-June.

**DESIGN & CONSTRUCTION WORKS - PROJECTS COMPLETED****2022-23 CAPITAL PROGRAMME UPDATE**

- Council's infrastructure delivery team is on track to completing an impressive 2022-23 Capital Programme, most of which were delayed from last year due to the floods. Listed below are the completed projects:
  - \* Footpath Missing Link – Gehrke Road (SEQCSP)
  - \* Springbrook Park Carpark Upgrade (LRCI3)
  - \* Lorikeet Road Floodway (SEQCSP)
  - \* Lake Clarendon Way Rehab (LRCI3)
  - \* Footpath Renewal Program (SEQCSP)
  - \* 22-23 Bitumen Reseal Program (RTR)
  - \* Safe Schools Project (TIDS)
  - \* Culvert Renewal Program (SEQCSP)
  - \* Gehrke Road Pavement Renewal (TIDS)
  - \* Gatton Industrial Estate (HVSPP)
  - \* Digital Signage (LER)
  - \* Flagstone Creek Rd/Carpendale Rd intersection upgrade (HVSPP)
  - \* Flagstone Creek and Lockyer Creek Road intersection upgrade (HVSPP)

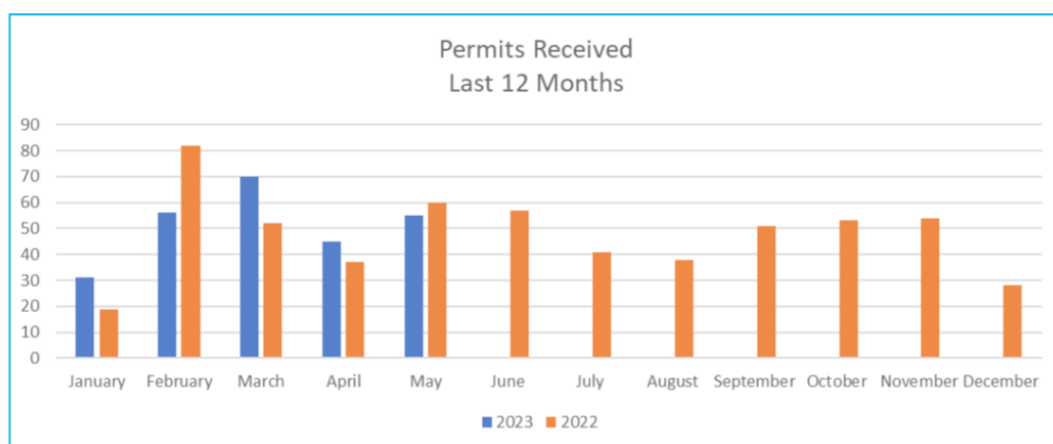
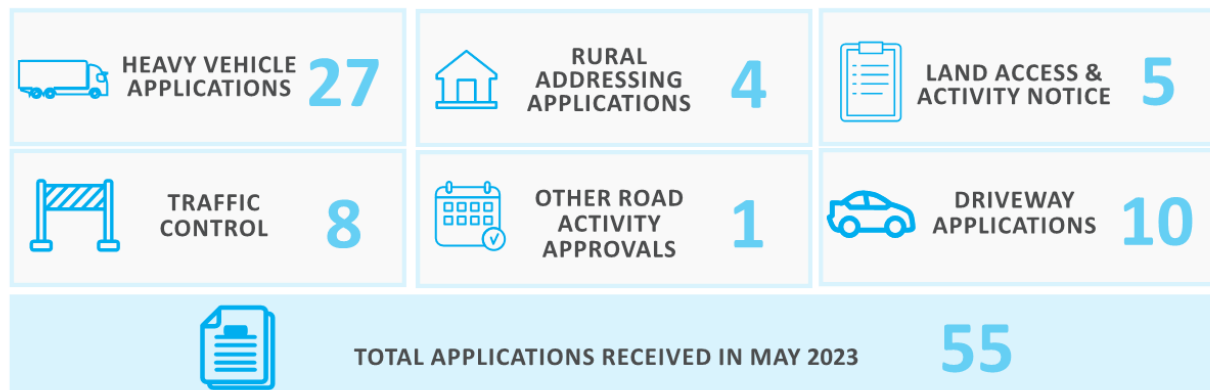
**DESIGN & CONSTRUCTION WORKS - UPCOMING PROJECTS**

- Bridge Improvements
- Woodlands Road (Schroeder's Road Bends)
- Biggs Road, Withcott (curve correction and safety improvements near Taylor Road)
- Douglas McInnes Drive (Drainage Improvements)
- Gatton Central Drainage

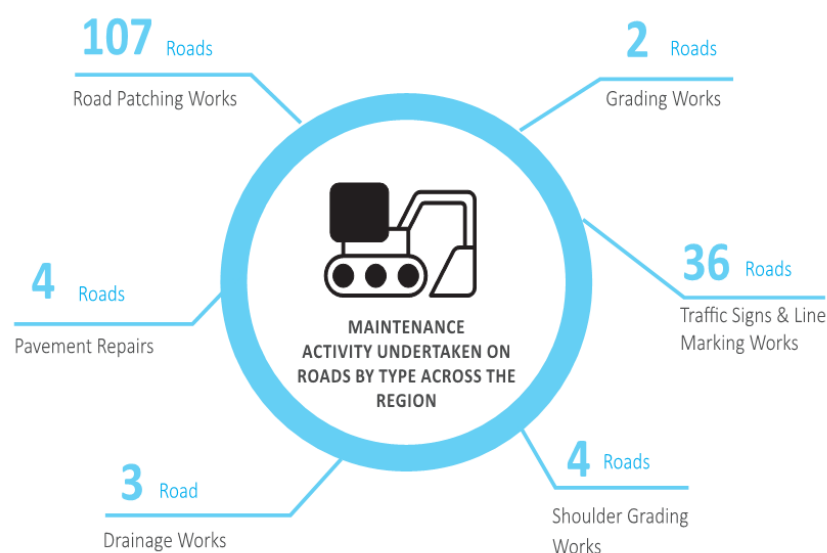


## OPERATIONS & MAINTENANCE

### WORKS ON ROADS PERMITS & APPLICATIONS



### MAINTENANCE WORKS



## INFRASTRUCTURE PLANNING

## ASSET MANAGEMENT

- Routine RMPC inspections.
- Completion of routine defect inspections in Zone 1, and commencement of defect inspections in Zone 2.
- Condition inspections of 256 assets.
- Level 2 bridge inspections completed.
- The stormwater CCTV project is nearing completion. The contractors are finalising the works and preparing for information hand over.
- Building Condition Inspections project has commenced by Aspect Architects. Aspect are have commenced their next round of inspections. Approximately 90 of the 121 buildings have been inspected by Aspect and they are progressing with the draft reports.
- Strategic Asset Management Plan draft out for internal comments.
- Initial drafts for Transport and Drainage Asset Management Plans are in progress.
- Minor Bridge maintenance has been agreed with the contractor. Works will be on Thistlethwaite Bridge.
- Level 2 Bridge inspections have been completed by third party. Reports to be reviewed for programming of next financial year's minor bridge works.

## DEFECT OVERVIEW

TOTAL DEFECTS  
CAPTURED IN  
APRIL 2023

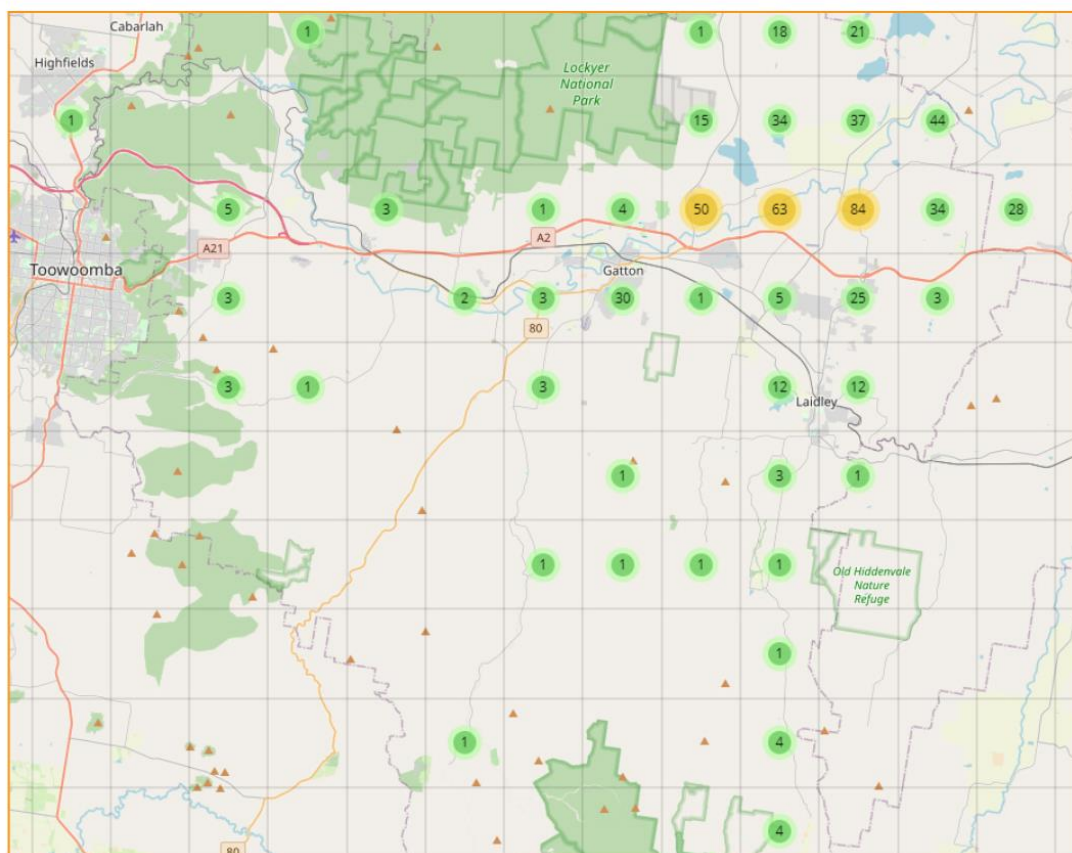
570

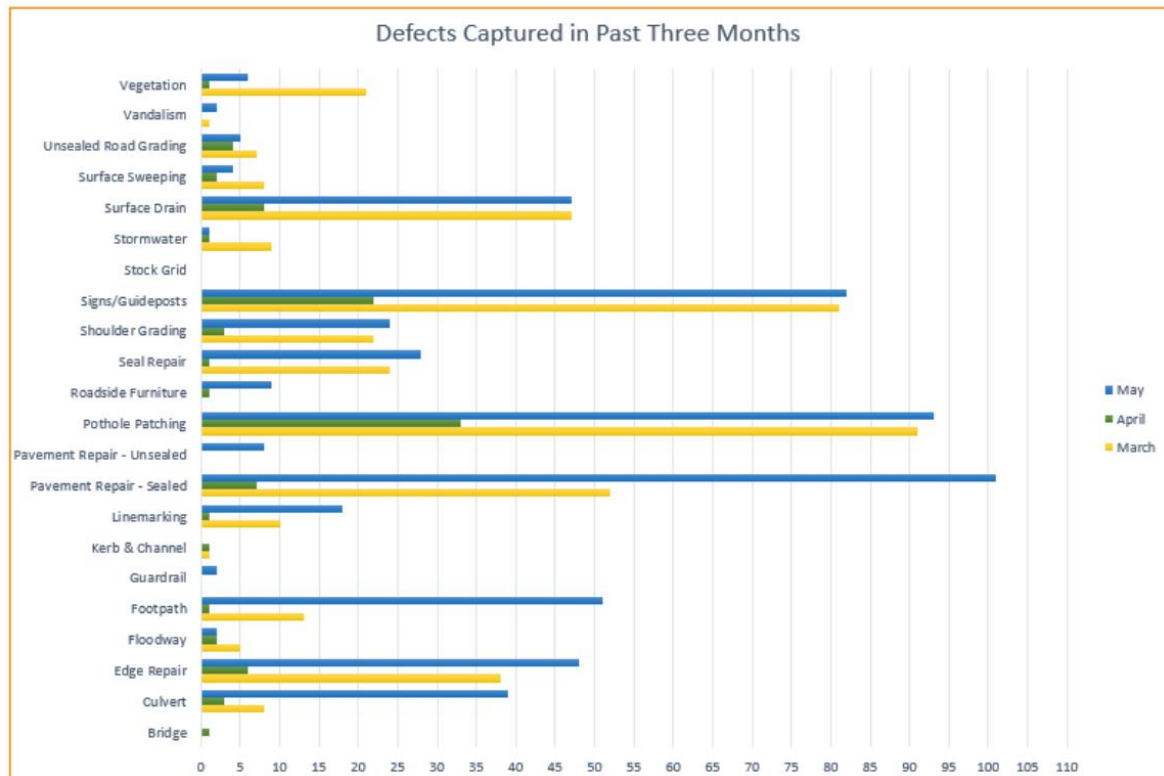


300

DEFECTS COMPLETED  
IN MAY 2023

## DEFECTS COLLECTED THROUGHOUT THE REGION - MAY 2023





## COMMUNITY RECREATION & FACILITIES BRANCH HIGHLIGHTS

### CAPITAL WORKS - PROJECTS UNDERWAY

#### FAIRWAYS PARK, HATTON VALE CARPARK REPAIRS

- Sub layers of pavement and kerb has been installed. Asphalt to be laid early June, with the carpark reopening mid to late June weather pending.





**CAPITAL WORKS - PROJECTS COMPLETED****LAIDLEY RECREATION GROUNDS GRANDSTAND**

- Signage naming the Laidley Recreation Reserve Grandstand installed. An unveiling ceremony was held on 29 May 2023.

**LAKE DYER SHADE SHELTER INSTALLATION**

- A new shade shelter was installed over an existing table and chairs at Lake Dyer, providing more shaded seating for visitors.

**DRINKING FOUNTAIN RENEWALS**

- New drinking fountains were installed at the Laidley Recreation Reserve and McNulty Park in Laidley. This new style of fountains allows the community to fill water bottles more easily, while improving the appearance of our parks.





**LAIDLEY IGA CARPARK LIGHTING UPGRADE**

- Resulting from the May 2022 flooding, the batteries and solar controllers located at ground level on each lighting system were inundated and stopped working. To avoid this recurring, pole mounted enclosures were installed on each pole and equipment relocated off the ground. New solar panels and LED light fittings were installed on each system to improve

**LAIDLEY CEMETERY SEAM STRIP RENEWAL**

- Row 5, 6 and 7 seam strips in section 2 of the Laidley Cemetery have been renewed due to lifting and cracking of the old concrete.

**GATTON CEMETERY SEAM STRIP INSTALLATION**

- Four (4) new concrete seam strips were installed at the Gatton Cemetery.



**FACILITY SWITCHBOARD UPGRADES**

- A number of switchboards have been renewed/upgraded with new enclosures and/or components, locations across the region include:
  - \* Gatton Showgrounds (4)
  - \* Laidley Cultural Centre (2)
  - \* Alara Building, Campbell Street, Laidley (1)

**CAPITAL WORKS - UPCOMING PROJECTS**

Project	Status	Expected Commencement Date
McNulty Park Laidley Solar Lights	Contractor engaged	Early June 2023.
Jean Biggs Disability Parking	Contractor engaged	To be confirmed.
Murphys Creek Playground Shade Shelter Upgrade	Contractor engaged	To be confirmed.
Alex Geddes Hall	Evaluating RFQs for demolition portion of the project. RFT for the construction of the new hall has been released to market.	To be confirmed.
Gatton Shire Hall External Cladding	RFQ being developed	To be confirmed.

**MAINTENANCE WORKS****Mowing/Slashing**

- Roadside slashing focused on zones 3, 9 and 10.
- Slashing completed on Council owned vacant land in Grantham.
- Spraying roadside furniture completed in zones 10, 12 and 15 – Total of 9100L of herbicide sprayed.

**Event Assistance**

- Event sign changeovers completed as required.
- Withcott and District Family Fun Day - 7 May 2023.

**Playground Maintenance**

- Inspections and defect recording occurring in all zones.
- Focus on winter maintenance activities especially softfall top up.

**Furniture Maintenance / Landscaping**

- Garden beds in Grantham parks mulched.
- Re-painted seats in the Laidley centre.
- Garden beds in Laidley and Gatton CBDs re-planted and mulched.



Laidley IGA carpark gardens

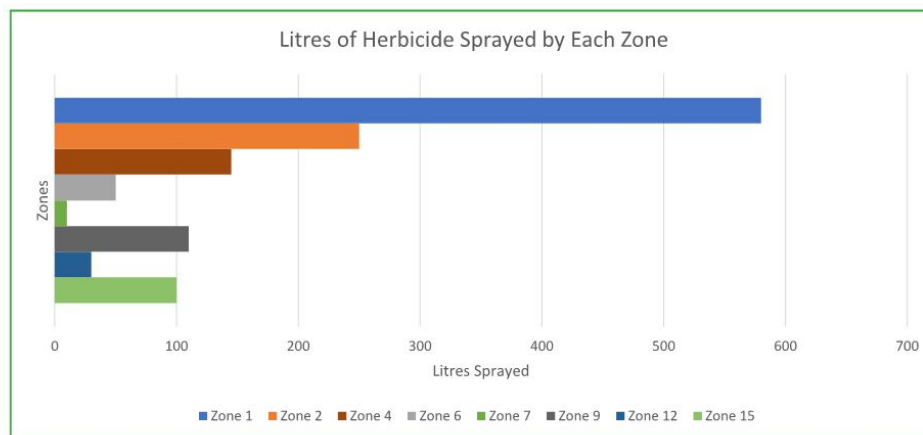


Laidley IGA carpark gardens



**Declared Weeds**

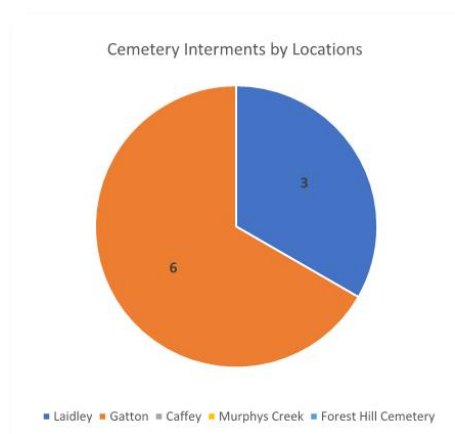
- Declared weed spraying targeting Fireweed and Giant Rat's Tail Grass (mainly zones 1, 8 and 10)
- Broad leaf boom spraying ongoing in Council owned parks and sporting fields.



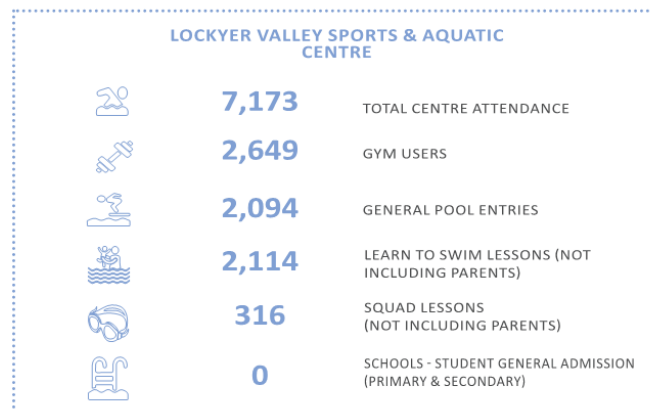
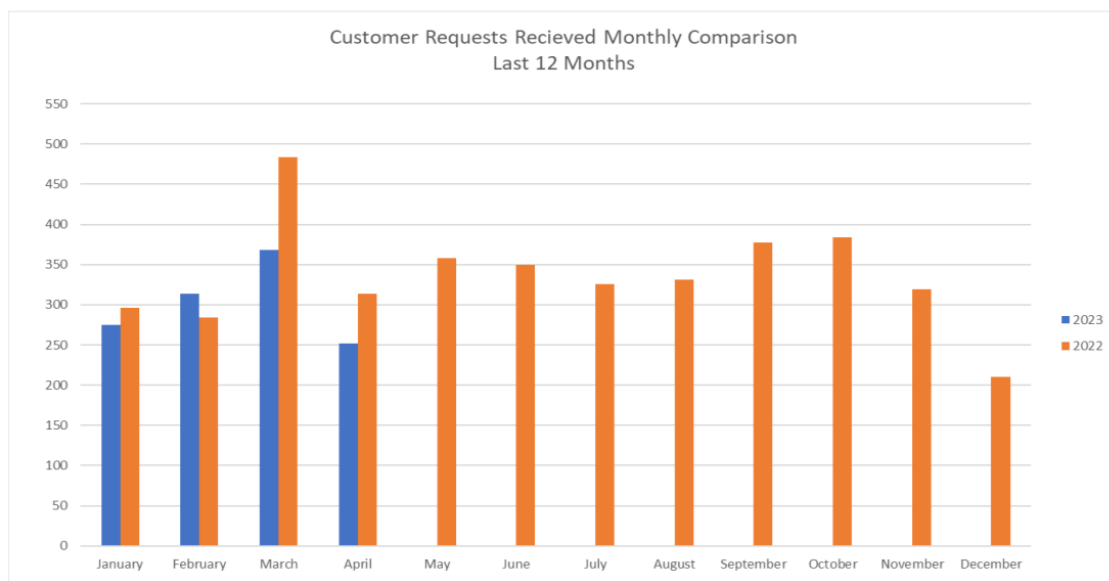
Major Weeds Treated by Zone	
Zone	Weed
Zone 1	Giant Rat's Tail Grass, Fireweed
Zone 5	Giant Rat's Tail Grass
Zone 8	Fireweed
Zone 9	Fireweed
Zone 10	Fireweed, Ragweed
Zone 15	Giant rat's tail grass, Fireweed, African Boxthorn

**Cemetery Works**

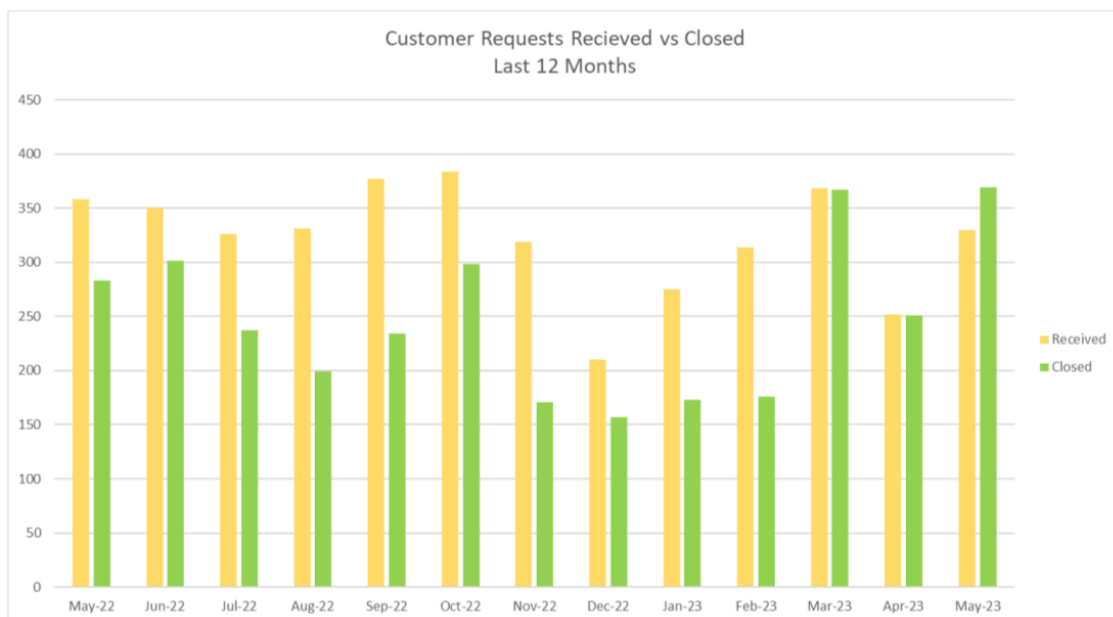
- Installed new bench seat at Gatton Cemetery.

**FACILITIES MAINTENANCE WORKS**

- Addressing increased cases of vandalism across Council assets, especially toilet blocks.
- Helidon Hall stump replacement project completed.
- Conducted repairs and maintenance at Gatton childcare centre.
- Working with contracted operator on planned aquatic facilities winter closure maintenance works
- Met with community groups in preparation for the Gatton Show

**CUSTOMER CONTACT**

Data as at 13 June 2023



Data as at 13 June 2023

**15. CONFIDENTIAL ITEMS****15.1 Sundry Debtor Write-off and transfer of Sundry Debtor Accounts to Rate Assessments**

**Author:** Kirsty Johnson, Coordinator Revenue Services; Dee Stewart, Coordinator Accounting Services; Scott Norman, Contract Accountant

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

*That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 254J (3) (g) of the Local Government Regulation, 2012, as the matter involves negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.*

---

**Purpose:**

The purpose of this Report is to recommend that Council resolve to write off a sundry debtor account which is deemed unrecoverable and to resolve to transfer several outstanding sundry debtor accounts to the respective property rate assessments.

---

**15.2 Legal & Property Update**

**Author:** Caitlan Natalier, Coordinator Governance and Property

**Responsible Officer:** Dan McPherson, Group Manager People, Customer and Corporate Services

*That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 254J (3) (e) of the Local Government Regulation, 2012, as the matter involves legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.*

---

**Purpose:**

The purpose of this report is to provide an update to Council in relation to a number of confidential legal and property matters.



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**15.3 Lake Dyer Caravan and Camping Management Agreement**

**Author:** Debra Moore, Coordinator Communities and Sport

**Responsible Officer:** John Keen, Group Manager Infrastructure

*That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 254J (3) (g) of the Local Government Regulation, 2012, as the matter involves negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.*

---

**Purpose:**

The purpose of this report is to seek Council's approval of the proposed arrangements for the Lake Dyer Caravan Park and Camping Management Agreement which is to expire on the 31 July 2023.

*Council resolved at its Ordinary Meeting held on 17 May 2023 for this item to lie on the table to enable further information to be obtained. Additional information added to this report is identified using italics*

**16. MEETING CLOSED**