

Agenda



ORDINARY MEETING OF COUNCIL

AGENDA

19 JULY 2023

TABLE OF CONTENTS

Item	Subject	Page No.
1.	Meeting Opened.....	3
1.1	Acknowledgement of Country	3
1.2	Opening Prayer	3
2.	Leave of Absence.....	3
3.	Condolences/Get Well Wishes	4
3.1	Condolences.....	4
4.	Declaration of any Prescribed conflict of interests/Declarable conflicts of interest by councillors.....	5
5.	Mayoral Minute	5
6.	Confirmation of Minutes.....	6
6.1	Confirmation of Ordinary Meeting Minutes - 21 June 2023.....	6
6.2	Confirmation of Special Meeting Minutes - 28 June 2023	7
7.	Business Arising from Minutes	7
8.	Committee Reports	8
8.1	Receipt of the Unconfirmed Minutes of the Audit and Risk Management Committee Meeting - 12 June 2023	8
8.2	Receipt of Unconfirmed Minutes of the Local Disaster Management Group Meeting - 29 June 2023	30
9.	Deputations/Presentations	51
10.	Executive Office Reports	51
10.1	Interim Summary of Council Actual Performance v Budget - 30 June 2023.....	51
10.2	Councillor Conduct Tribunal	76
10.3	LGAQ Annual Conference Motions 2023	78
10.4	Ageo City 65th Anniversary Celebration.....	84
10.5	Operational Plan 2022-2023 Fourth Quarter Performance Report.....	88
10.6	Review of Evacuation Centre Management Sub Plan and Environmental Health Sub Plan, Sub Plans of the Local Disaster Management Plan	112
11.	People, Customer & Corporate Services Reports.....	159
12.	Community & Regional Prosperity Reports.....	159
12.1	Resilient Homes Fund Voluntary Home Buy-Back Program - Proposed Property Acquisitions	159
12.2	Adoption of Infrastructure Charges Resolution (No. 7) 2023	163
12.3	Application for Development Permit for Material Change of Use for a Warehouse and Reconfiguring a Lot for an Access Easement - 2-4 Summerholm Road, Hatton Vale.....	190
12.4	Commencement of Public Consultation of the Draft Lockyer Valley Planning Scheme	260

12.5	Make Planning Scheme Policies for Lockyer Valley Planning Scheme.....	264
12.6	Professional Development Applications - Regional Arts Development Fund (RADF) Grant Program	266
13.	Infrastructure Reports	269
14.	Items for information	269
14.1	Chief Executive Officer's Monthly Report - June 2023	269
14.2	Monthly Group Report - People Customer and Corporate Services - June 2023	291
14.3	Group Manager Community and Regional Prosperity Monthly Report - June 2023.....	301
14.4	Group Manager Infrastructure Monthly Report - June 2023	313
14.5	2023 Audit Observation Report	329
14.6	Quarterly Investment Report - April to June 2023	340
14.7	Quarterly Progress Update on Actions Arising from Council Resolutions - June 2023.....	343
14.8	Urban Utilities Board Update - May & June 2023.....	344
15.	Confidential Items	348
15.1	Inland Rail Gatton Alternate Alignment Multi-Criteria Analysis	348
16.	Meeting Closed.....	348

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

Officer's Recommendation:

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

Attachments

There are no attachments for this report.

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 - 21 June 2023****Author:** Ian Church, Chief Executive Officer**Responsible Officer:** Ian Church, Chief Executive Officer

Officer's Recommendation:

THAT the minutes of the Ordinary Meeting of the Lockyer Valley Regional Council held on Wednesday 21 June 2023 be taken as read and confirmed.

Attachments

There are no attachments for this report.

6.2 Confirmation of Special Meeting Minutes - 28 June 2023

Author: Ian Church, Chief Executive Officer

Responsible Officer: Ian Church, Chief Executive Officer

Officer's Recommendation:

THAT the minutes of the Special Meeting of the Lockyer Valley Regional Council held on Wednesday 28 June 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.

8. COMMITTEE REPORTS**8.1 Receipt of the Unconfirmed Minutes of the Audit and Risk Management Committee Meeting - 12 June 2023**

Author: Bella Greinke, Council Business Officer
Responsible Officer: Ian Church, Chief Executive Officer

Officer's Recommendation:

THAT Council receive and note the unconfirmed minutes of the Audit & Risk Management Committee meeting held on 12 June 2023.

Attachments

1 [!\[\]\(2b376d1a92330ab09dad2665d2f89bf5_img.jpg\)](#) ARMC Minutes - 20230612 21 Pages



AUDIT & RISK MANAGEMENT COMMITTEE
MEETING MINUTES

12 JUNE 2023

TABLE OF CONTENTS

Item	Subject	Page No.
	Table of Contents	2
1.	Meeting Opened.....	4
2.	Apologies	4
3.	Declaration of any Material personal interests/conflicts of interest by Members	4
4.	Confirmation of Minutes.....	6
4.1	Confirmation of Audit and Risk Management Committee Meeting Minutes 9 March 2023	6
5.	Business Arising from Minutes	7
5.1	Business Arising from Minutes of Meeting 9 March 2023.....	7
6.	Audit Committee Reports	8
6.1	Chief Executive Officer's Report	8
6.2	Revaluation of Non-Current Assets 2022-23	10
6.3	Review of Lockyer Valley Regional Council Draft Proforma Financial Statements.....	12
6.4	External Audit Update, including draft 2023 Interim Audit Report.....	13
6.5	Audit Register Progress Update	15
6.6	Internal Audit Progress Update	17
6.7	Fraud & Corruption Update	19
7.	Items for information	20
7.1	Financial Performance Report	20
8.	General Business	21
9.	Audit and risk management committee members only session with internal and external audit	21
10.	Meeting Closed.....	21

Page 2

ATTENDANCE:

Councillor Members

- Cr Jason Cook
- Cr Chris Wilson

Independent External Members (Voting)

- Kerry Phillips (Chairperson)
- Martin Power
- Adrian Morey (via teleconference)

Attendees (non-voting)

- Ian Church, Chief Executive Officer
- Madonna Brennan, Risk, Audit & Corporate Planning Advisor
- Dee Stewart, Coordinator Accounting Services
- Bella Greinke, Council Business Officer (Secretariat)
- Cathy Blunt, O'Connor Marsden & Associates (Internal Audit) (via teleconference)
- Logan Meehan, Crowe (External Audit) (via teleconference)
- Ashita Lal, Queensland Audit Office (via teleconference)
- John Keen, Group Manager Infrastructure (via teleconference)
- Annette Doherty, Acting Group Manager Community and Regional Prosperity (part of meeting)
- Caitlan Natalier, Coordinator Governance and Property (part of meeting)
- Graham Cray, Manager Information Communication Technology (part of meeting)
- Anna Kajewski, Acting Principal Safety (part of meeting)
- Scott Norman, Acting Chief Financial Officer (part of meeting)
- Tania Skopp, Assets Accountant, (part of meeting) (via teleconference)
- Kylie King, Financial Accountant (part of meeting) (via teleconference)
- Wes Davis, Manager Infrastructure and Engineering Services (part of meeting) (via teleconference)

1. MEETING OPENED

The meeting commenced at 10:06am.

2. APOLOGIES

There were no apologies for the meeting.

3. DECLARATION OF ANY MATERIAL PERSONAL INTERESTS/CONFLICTS OF INTEREST BY MEMBERS

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

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

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

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

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

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

Councillor Member, Chris Wilson, noted a declarable conflict of interest in item 6.1 "Chief Executive Officer's Report" in relation to the Laidley Town Flood Protection Scheme. Councillor Wilson did not properly declare this conflict as the inclusion in the report is provided for the Committee's information

only.

UNCONFIRMED

AUDIT & RISK MANAGEMENT COMMITTEE
MEETING MINUTES

12 JUNE 2023

4. CONFIRMATION OF MINUTES

4.1 Confirmation of Audit and Risk Management Committee Meeting Minutes 9
March 2023

Author: Bella Greinke, Council Business Officer
Responsible Officer: Ian Church, Chief Executive Officer

Officer's Recommendation:

THAT the Minutes of the Audit and Risk Management Committee Meeting held on Thursday 9
March 2023 be taken as read and confirmed.

RESOLUTION

THAT the Minutes of the Audit and Risk Management Committee Meeting held on Thursday 9
March 2023 be taken as read and confirmed.

Moved By: M Power Seconded By: K Phillips
Resolution Number: ARMC/0274

CARRIED
5/0

AUDIT & RISK MANAGEMENT COMMITTEE
MEETING MINUTES

12 JUNE 2023

5. BUSINESS ARISING FROM MINUTES

5.1 Business Arising from Minutes of Meeting 9 March 2023

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

Responsible Officer: Ian Church, Chief Executive Officer

Officer's Recommendation:

THAT the Audit and Risk Management Committee accept the following matters arising from the Minutes of the Committee Meeting held on 9 March 2023 as actioned:

1. Distribution of the final 2023 External Audit Plan and confirmation of materiality by External Audit in the 2022 Closing Report.
2. Amendments made to revised draft 3-year Internal Audit Plan and completed Annual Review of Performance of Internal Audit circulated out of session to Members for review.
3. Amendments made to the draft Guideline – Management of Audit Recommendations (Audit Register) and revised Draft Guideline is included in item 6.5 of the Agenda for endorsement.

RESOLUTION

THAT the Audit and Risk Management Committee accept the following matters arising from the Minutes of the Committee Meeting held on 9 March 2023 as actioned:

1. Distribution of the final 2023 External Audit Plan and confirmation of materiality by External Audit in the 2022 Closing Report.
2. Amendments made to revised draft 3-year Internal Audit Plan and completed Annual Review of Performance of Internal Audit circulated out of session to Members for review.
3. Amendments made to the draft Guideline – Management of Audit Recommendations (Audit Register) and revised Draft Guideline is included in item 6.5 of the Agenda for endorsement.

Moved By: K Phillips

Seconded By:

M Power

Resolution Number: ARMC/0275

CARRIED

5/0

AUDIT & RISK MANAGEMENT COMMITTEE
MEETING MINUTES

12 JUNE 2023

6. AUDIT COMMITTEE REPORTS

6.1 Chief Executive Officer's Report

Author: Ian Church, Chief Executive Officer

Responsible Officer: Ian Church, Chief Executive Officer

Summary:

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

Officer's Recommendation:

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

RESOLUTION

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

Moved By: K Phillips

Seconded By:

M Power

Resolution Number: ARMC/0276

CARRIED

5/0

Key Discussion Highlights from the Meeting

The Chief Executive Officer (CEO) provided an overview of the report, highlighting key points and seeking input from content providers.

Voluntary Home Buy Back Scheme

Councillor Member, Jason Cook, asked if Council had been able to provide assistance to Amaroo Retirement Village following structural issues as a result of the 2022 floods. The CEO clarified that Council has been in contact with the Queensland Reconstruction Authority (QRA) and will be passing on the relevant details to Amaroo representatives.

Lockyer Valley Planning Scheme Update

Discussion was held around the new flood mapping and the potential impacts or issues that may arise during the public consultation phase, particularly around the development zones. Further, it was clarified that Council is still working with the state department to look at reducing the levels of assessment around housing affordability.

Policies, Procedures and Guidelines

Concern was raised around the number documents for review in the 23/24 financial year and the feasibility of completing this. The CEO confirmed the documents will be taken to the Executive Leadership Team to

Page 8

AUDIT & RISK MANAGEMENT COMMITTEE
MEETING MINUTES

12 JUNE 2023

prioritise the review, comments were made around the prioritisation of the ICT documents.

Work Health and Safety

Independent Member, Adrian Morey, queried the nature of the two non-conformances identified in the Work Health and Safety Mutual Risk Obligations Audit. Council's Acting Principal Safety provided an overview of the two items, being the outdated fire evacuation diagrams and implementation of the Remote and Isolated Work Procedure.

Information, Communication and Technology (ICT)

Discussion was held around the review against the ACSC Essential Eight maturity model with members expressing disappointment at the result. The Committee Chair requested a copy of the report be distributed with the minutes to gain a better understanding on the gaps in Council's ICT maturity. Further comments were made around the budget and timeframe for increasing Council's maturity rating.

Independent Member, Martin Power, questioned Council's risk appetite for cyber security and the minimum requirements needed to ensure the risk appetite is met. The Committee was informed the risk appetite is low.

Further, Council's Manager ICT provided an update on the ICT Steering Committee meeting and the issues raised therein. Additional discussion was held around the transition from TechnologyOne to the cloud based version, CiAnywhere. Members were supportive of this.

Inland Rail

Clarity on the status of the rail track was sought and the CEO stated it is business as usual in this space and Council is continuing to work with the relevant corporations.

Flood Restoration Program

Independent Member, Martin Power, asked for clarity around the REPA figures supplied and Council representatives confirmed that costs are gradually being reimbursed as works are being completed.

Laidley Town Flood Protection Scheme

The CEO provided an update on the Laidley Town Flood Protection Scheme and the current negotiations.

There was no further discussion in relation to this item.

12 JUNE 2023

Author: Tania Skopp, Asset Accountant
Responsible Officer: Dee Stewart, Coordinator Accounting Services

The purpose of this report is to seek the Audit and Risk Management Committee's review and input on the draft Transport Class – Asset Revaluation position paper for 2022-23.

THAT the Audit and Risk Management Committee receive and note Transport Class – Asset Revaluation position paper for 2022-23 and further;
THAT any feedback on the draft Transport Class – Asset Revaluation position paper for 2022-23 be provided to the Coordinator Accounting Services by close of business Thursday 15 June 2023.

THAT the Audit and Risk Management Committee receive and note Transport Class – Asset Revaluation position paper for 2022-23.

And further;

THAT any feedback on the draft Transport Class – Asset Revaluation position paper for 2022-23 be provided to the Coordinator Accounting Services by close of business Thursday 15 June 2023.

Moved By: K Phillips Seconded By: M Power
Resolution Number: ARMC/0277

CARRIED
5/0

The Committee was provided an overview of the report and the position paper with members providing feedback that the report is well written and comprehensive. Discussion was held around the increase in depreciation and how future budgets will be affected by this. Further comments were made about the increase in unit rates and how these largely correlate to the price of materials. Council's Asset Accountant confirmed a reconciliation of the GIS register was not required as it is not a standalone register and the GIS register forms part of the asset register.

Independent Member, Martin Power, questioned if an indexation is applied to other asset classes. Council's Asset Accountant clarified that an indexation may be applied if there has been an identified material movement of equal or greater to 10% in replacement costs.

AUDIT & RISK MANAGEMENT COMMITTEE
MEETING MINUTES

12 JUNE 2023

The Chair requested further information around the assumptions on the life of pavement assets before and after the valuation be distributed with the minutes.

There was no further discussion in relation to this item.

UNCONFIRMED

12 JUNE 2023

Author: Kylie King, Assistant Accountant
Responsible Officer: Dee Stewart, Coordinator Accounting Services

AUDIT & RISK MANAGEMENT COMMITTEE
MEETING MINUTES

12 JUNE 2023

6.4 External Audit Update, including draft 2023 Interim Audit Report

Author: Dee Stewart, Coordinator Accounting Services; Madonna Brennan, Risk, Audit and Corporate Planning Advisor
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The attached report provides a briefing on the status of external audit activity, including Council's draft Interim Audit Report for the 2022-2023 financial year.

Officer's Recommendation:

THAT the Audit and Risk Management Committee:

- 1. Receive and note the Queensland Audit Office Briefing Paper and draft 2023 Interim Audit Report.**
- 2. Accept the request to distribute the final 2023 Interim Audit Report out of session to the Committee to enable management to review and respond to recommendations made in the Report.**

RESOLUTION

THAT the Audit and Risk Management Committee:

- 1. Receive and note the Queensland Audit Office Briefing Paper and draft 2023 Interim Audit Report.**
- 2. Accept the request to distribute the final 2023 Interim Audit Report out of session to the Committee to enable management to review and respond to recommendations made in the Report.**

Moved By: K Phillips

Seconded By:

Cr Cook

Resolution Number: ARMC/0279

CARRIED

5/0

Key Discussion Highlights from the Meeting

The QAO and external audit representatives gave an overview of the Briefing Paper and the Interim Audit Report. The Crowe representative highlighted the identified deficiencies in the report and informed the Committee one of the deficiencies from the previous year has been resolved since the time of writing the report.

Councillor Member, Jason Cook, highlighted the deficiency regarding purchase orders being raised on or after the invoice date. At this stage there has been no management response provided in relation to this item, however the CEO did acknowledge the comments in the meeting. Further, it was determined where an item is resolved, action officer details are not required as there is little value in this.

AUDIT & RISK MANAGEMENT COMMITTEE
MEETING MINUTES

12 JUNE 2023

There was no further discussion in relation to this item.

UNCONFIRMED

Page 14

AUDIT & RISK MANAGEMENT COMMITTEE
MEETING MINUTES

12 JUNE 2023

6.5 Audit Register Progress Update

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

Summary:

This report provides the Audit and Risk Management Committee with an update on the action taken in relation to previous audit recommendations identified in Council's Audit Register.

Also included with the report is the amended draft Guideline – Management of Audit Recommendations (Audit Register) for final review by the Committee.

Officer's Recommendation:

THAT the Audit and Risk Management Committee:

1. Endorse the revised draft Guideline – Management of Audit Recommendations.
2. Receive and note the progress update on Council's Audit Register.
3. Accept items numbered 19IATCR5.1, 20IALC2.1.1, 22EAIR-2 and 22EACR-2 are completed and can be archived from the active Audit Register.

RESOLUTION

THAT the Audit and Risk Management Committee:

1. Endorse the revised draft Guideline – Management of Audit Recommendations.
2. Receive and note the progress update on Council's Audit Register.
3. Accept items numbered 19IATCR5.1, 20IALC2.1.1, 22EAIR-2 and 22EACR-2 are completed and can be archived from the active Audit Register.

Moved By: K Phillips

Seconded By: Cr Wilson

Resolution Number: ARMC/0280

CARRIED
5/0

Key Discussion Highlights from the Meeting

Council's Risk, Audit and Corporate Planning Advisor gave an overview of the report and Audit Register. While reviewing the report, a suggestion was made to include comparative graphs from the previous year. Discussion was held around the implementation of the Management of Audit Recommendations Guideline with concern being raised around time frames and accountability. The Committee was told a more hands on approach will be taken with the responsible action officers as they will be educated on the process so they have a better understanding and more willingness to contribute. In some circumstances, responsible officers may be asked to attend Committee meetings to give further insight.

An issue was raised by Martin Power, Independent Member, regarding the number of items, particularly aging items, on the register. A short discussion followed with suggestions on how to better manage this. Council's

Page 15

AUDIT & RISK MANAGEMENT COMMITTEE
MEETING MINUTES

12 JUNE 2023

Risk, Audit and Corporate Planning Advisor stated that regular reviews of the Audit Register have been scheduled in the Internal Audit Plan to assist in mitigating this.

There was no further discussion in relation to this item.

UNCONFIRMED

AUDIT & RISK MANAGEMENT COMMITTEE
MEETING MINUTES

12 JUNE 2023

6.6 Internal Audit Progress Update

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

Summary:

The purpose of this report is to present the Audit and Risk Management Committee with an update on internal audit activity which has occurred since the previous meeting of the Committee held on 9 March 2023.

Officer's Recommendation:

THAT the Audit and Risk Management Committee:

1. Receive and note the Internal Audit Activity Progress Update.
2. Receive and note the draft Environmental Compliance Management Review Report and accept the final Report with management responses be circulated out of session to the Committee for endorsement.

RESOLUTION

THAT the Audit and Risk Management Committee:

1. Receive and note the Internal Audit Activity Progress Update.
2. Receive and note the draft Environmental Compliance Management Review Report and accept the final Report with management responses be circulated out of session to the Committee for endorsement.

Moved By: K Phillips

Seconded By:

A Morey

Resolution Number: ARMC/0281

CARRIED
5/0

Key Discussion Highlights from the Meeting

An overview was provided by Council's Risk, Audit and Corporate Planning Advisor, who noted the draft Environmental Compliance Management Review Report was completed just prior to the distribution of the agenda and therefore management responses were unable to be collated for this meeting. The CEO added further comments on the management of recommendations from this audit and endorsing ELT oversight in regard to environmental compliance.

Discussion was held around the gaps in environmental compliance obligations, with the O'Connor Marsden & Associates (OCM) representative clarifying this does not appear to be a cultural or historical issue but more so a resourcing issue. Further comments were added around training issues, which particularly stem from factors such as inadequate training with contractors.

Councillor Member, Jason Cook, made comments on environmental compliance, specifically around the waste facilities and noted historical issues.

Page 17

AUDIT & RISK MANAGEMENT COMMITTEE
MEETING MINUTES

12 JUNE 2023

There was on further discussion in relation to this item.

UNCONFIRMED

Page 18

AUDIT & RISK MANAGEMENT COMMITTEE
MEETING MINUTES

12 JUNE 2023

6.7 Fraud & Corruption Update

Author: Caitlan Natalier, Coordinator Governance and Property
Responsible Officer: Dan McPherson, Group Manager People, Customer and Corporate Services

Summary:

This report seeks endorsement of the updated Fraud and Corruption Control Policy and Fraud and Corruption Control Plan by the Audit and Risk Management Committee prior to adoption by Council.

Officer's Recommendation:

THAT the Audit and Risk Management Committee endorse the Fraud and Corruption Control Policy and the Fraud and Corruption Control Plan.

RESOLUTION

THAT the Audit and Risk Management Committee endorse the Fraud and Corruption Control Policy, with amendments as discussed, and the Fraud and Corruption Control Plan.

Moved By: K Phillips **Seconded By:** A Morey
Resolution Number: ARMC/0282

CARRIED
5/0

Key Discussion Highlights from the Meeting

Council's Coordinator Governance and Property provided an overview of the report and associated documents, informing the Committee the endorsed papers will be presented to Council at the next Ordinary Meeting.

Discussion was held around the correlation between the Fraud and Corruption documents and the Public Interest Disclosure Policy and Public Interest Disclosure Procedure, particularly around whistleblowing. The Committee was advised Public Interest Disclosure training was undertaken with all staff in 2022 and a suggestion was made to do similar training around fraud and corruption to ensure staff are confident in this process.

A comment was made that *Australian Standard AS8001-2021 Fraud and Corruption Control* is not directly referenced in the body of the Fraud and Corruption Control Policy and it was agreed that an amendment will be made to the Policy to include a commitment statement to the standard.

There was no further discussion in relation to this item.

AUDIT & RISK MANAGEMENT COMMITTEE
MEETING MINUTES

12 JUNE 2023

7. ITEMS FOR INFORMATION

7.1 Financial Performance Report

Author: Dee Stewart, Coordinator Accounting Services
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

This report provides the Audit and Risk Management Committee with the summary of Council's financial performance against budget for the financial year to 30 April 2023.

Officer's Recommendation:

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

RESOLUTION

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

Moved By: K Phillips **Seconded By:** M Power
Resolution Number: ARMC/0283

CARRIED
5/0

Key Discussion Highlights from the Meeting

Martin Power, Independent Member, asked about the repayment of debt listed in the balance sheet and Council's Coordinator Accounting Services confirmed the debt has been repaid.

There was no further discussion in relation to this item.

AUDIT & RISK MANAGEMENT COMMITTEE
MEETING MINUTES

12 JUNE 2023

8. GENERAL BUSINESS

Corporate Risk Register

Independent Member, Adrian Morey queried when the Corporate Risk Register was last reviewed by the Committee. Council's Risk, Audit and Corporate Planning Advisor said it is due for review and there are plans to present it to the Committee for review by the end of this year.

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

Committee Members held a closed session discussion with Internal and External Audit. Council Advisors or auditors were not present for this session.

10. MEETING CLOSED

There being no further business, the meeting closed at 12:38pm.


8.2**Receipt of Unconfirmed Minutes of the Local Disaster Management Group Meeting - 29 June 2023**

Author: Bella Greinke, Council Business Officer
Responsible Officer: Ian Church, Chief Executive Officer

Officer's Recommendation:

THAT Council receive and note the unconfirmed minutes of the Local Disaster Management Group meeting held on 29 June 2023.

Attachments

[1](#)  LDMG Minutes - 20230629 20 Pages



LOCAL DISASTER MANAGEMENT GROUP
MEETING MINUTES

29 JUNE 2023

TABLE OF CONTENTS

Item	Subject	Page No.
	Table of Contents	2
1.	Meeting Opened.....	5
2.	Apologies and Changes in Membership	5
3.	Presentations	5
4.	Confirmation of Minutes.....	6
4.1	Confirmation of Ordinary Local Disaster Management Group Meeting Minutes - 2 March 2023	6
4.2	Receipt of the Unconfirmed Minutes of the Bushfire Sub Committee Meeting - 10 March 2023	7
5.	Business Arising from Minutes	7
6.	Local Disaster Coordinator and Committee Reports	8
6.1	Lockyer Valley Local Recovery Committee Report	8
6.2	Evacuation Centre Management Sub Plan Review	10
6.3	Environmental Health Sub Plan Review	11
6.4	Mt Whitestone Landslide Event Specific Plan.....	12
6.5	West Moreton Area Fire Management Group - Lockyer Valley Bushfire Risk Mitigation Plan 2023.....	13
7.0	Items for information	14
7.1	Communications Protocol for Flood Releases from Seqwater's Gated Dams	14
7.2	Agency Status Report - Lockyer Valley Regional Council	15
7.3	Agency Status Report - QFES	16
7.4	Agency Status Report - SES	17
7.5	Agency Status Report – West Moreton Health.....	18
8.	General Business	19
9.	Meeting Closed.....	20

ATTENDANCE

Members

Mayor Tanya Milligan (Chair)
Cr Janice Holstein (Deputy Chair)
Bob Bundy, QFES
Allison McGregor, Queensland Health
Ian Church, Local Disaster Coordinator
Michelle Kocsis, LVRC
Paul Hardie, QAS
Robert Graves, QFES

Advisors

Alana Wahl, Laidley Community Centre
Anita Egginton, Dept. Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts
Bianca Boxsell, West Moreton Health
Caroline Ammundsen, Red Cross
John Holdcroft, LVRC
Matthew Kelly, QFES
Peta Foster, Urban Utilities
Susan Frost, University of Queensland

Observers/Other Attendees

Bella Greinke, Secretariat
Madonna Gibson, LVRC
Neil Williamson, LVRC
Helen McCraw, LVRC
Dan McPherson, Local Recovery Coordinator / Deputy Local Disaster Coordinator
Annette Doherty, Deputy Local Disaster Coordinator
Jeremy Sheldrick, QPS
Damian Vanderberg, QPS
Scott Walsh, QFES
Adam Armstrong, QPS

Apologies

Amanda Pugh, Deputy Local Disaster Coordinator
Rowland Browne, QPS
Kate Oxlade, Southern Queensland Correctional Centre
Colin Poole, Southern Queensland Correctional Centre
Terry Cahill, Resources Safety & Health Queensland
Andrew Campbell, Resources Safety & Health Queensland
Deb Woods, Queensland Health
Jenny Luke, West Moreton Health
Chloe De Marchi, Seqwater

Jason Boldeman, Seqwater
Nigel Brito, Department Education
Michelle Sippel, Department Transport and Main Roads
Nathan Peake, National Emergency Management Agency

UNCONFIRMED

1. MEETING OPENED

The meeting commenced at 10:05am and the Chair, Mayor Milligan, welcomed all present.

2. APOLOGIES AND CHANGES IN MEMBERSHIP

Apologies

Refer previous page.

Changes in Membership

- Anita Egginton, Advisor, Dept. Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts
- Caroline Ammundsen, Advisor, Red Cross
- Kay Drabsch, Deputy Advisor, Red Cross
- Susan Frost, Advisor, UQ

3. PRESENTATIONS

Bureau of Meteorology representative, Felim Hanniffy, presented to the group on the weather outlook for the coming season. The presentation will be distributed with these minutes for the information of the group.

LOCAL DISASTER MANAGEMENT GROUP
MEETING MINUTES

29 JUNE 2023

4. CONFIRMATION OF MINUTES

4.1 Confirmation of Ordinary Local Disaster Management Group Meeting
Minutes - 2 March 2023

Author: Bella Greinke, Council Business Officer
Responsible Officer: Ian Church, Chief Executive Officer

Officer's Recommendation:

THAT the minutes of the Ordinary Local Disaster Management Group meeting held on 2 March 2023 be taken as read and confirmed.

RESOLUTION

THAT the minutes of the Ordinary Local Disaster Management Group meeting held on 2 March 2023 be taken as read and confirmed.

Moved By: R Graves

Seconded By:

M Kocsis

Resolution Number: LDMG/0039

CARRIED

7/0

LOCAL DISASTER MANAGEMENT GROUP
MEETING MINUTES

29 JUNE 2023

**4.2 Receipt of the Unconfirmed Minutes of the Bushfire Sub Committee Meeting
- 10 March 2023**

Author: Bella Greinke, Council Business Officer
Responsible Officer: Ian Church, Chief Executive Officer

Officer's Recommendation:

THAT the Local Disaster Management Group receive and note the unconfirmed minutes of the Bushfire Sub Committee meeting held on 10 March 2023.

RESOLUTION

THAT the Local Disaster Management Group receive and note the unconfirmed minutes of the Bushfire Sub Committee meeting held on 10 March 2023.

Moved By: R Graves **Seconded By:** M Kocsis

Resolution Number: LDMG/0040

CARRIED

7/0

5. BUSINESS ARISING FROM MINUTES

No Business Arising from Minutes.

LOCAL DISASTER MANAGEMENT GROUP
MEETING MINUTES

29 JUNE 2023

6. LOCAL DISASTER COORDINATOR AND COMMITTEE REPORTS

6.1 Lockyer Valley Local Recovery Committee Report

Author: Madonna Gibson, Business Support Officer

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

Summary:

In response to the 2021-22 Southern Queensland Flooding events, Lockyer Valley Regional Council developed the Lockyer Valley February and May 2022 Flood Recovery Plan which was provided to Queensland Reconstruction Authority (QRA) for inclusion in the State Recovery and Resilience Plan.

Regular reporting against the Recovery Plan is provided to QRA and presented at each meeting of the Lockyer Valley Local Disaster Management Group post stand down of the Local Recovery Committee.

Officer's Recommendation:

THAT the Lockyer Valley Local Disaster Management Group accept the Lockyer Valley Regional Council Report of the 2021-22 Southern Queensland Floods Recovery and Resilience Plan as attached.

RESOLUTION

THAT the Lockyer Valley Local Disaster Management Group accept the Lockyer Valley Regional Council Report of the 2021-22 Southern Queensland Floods Recovery and Resilience Plan.

Moved By: J Holstein

Seconded By:

I Church

Resolution Number: LDMG/0041

CARRIED

7/0

Key Discussion Points

The Local Recovery Coordinator provided an overview of the report and handed over to subject matter experts, Neil Williamson, Helen McCraw and Annette Doherty to add further information. Discussion was held around the ongoing recovery and impacts of the 2021 and 2022 flooding in the Lockyer Valley, particularly around increasing resilience in the community and schemes such as the resilient home fund and the voluntary home buy back. Comments were made about the issues being encountered, such as the privacy concerns and being unable to obtain homeowner information from state agencies. Officers agreed to hold further discussion in relation to this following the meeting.

The meeting Chair raised the consistent hurdle of human nature and the often unwillingness of residents to evacuate when advised. This prompted discussion around the current focus of community resilience and preparedness, rather than recovery. While recovery is still occurring in some areas, it is beginning to wind down.

LOCAL DISASTER MANAGEMENT GROUP
MEETING MINUTES

29 JUNE 2023

An update was given on the Voluntary Home Buy Back Scheme, with the vacant property locations to be provided as an attachment to the minutes. Queensland Fire and Emergency Services (QFES) representatives raised concern around arson risks to the vacant properties.

There was no further discussion in relation to this item.

UNCONFIRMED

LOCAL DISASTER MANAGEMENT GROUP
MEETING MINUTES

29 JUNE 2023

6.2 Evacuation Centre Management Sub Plan Review

Author: Madonna Gibson, Business Support Officer
Responsible Officer: John Holdcroft, Coordinator Disaster Management Resilience

Summary:

The purpose of this report is to present the Evacuation Centre Management Sub Plan Version 4.0 to the Lockyer Valley Local Disaster Management Group for their endorsement.

Officer's Recommendation:

THAT the Local Disaster Management Group endorse the Evacuation Centre Management Sub Plan Version 4.0, prior to presentation to the Lockyer Valley Regional Council for adoption.

RESOLUTION

THAT the Local Disaster Management Group endorse the Evacuation Centre Management Sub Plan Version 4.0, prior to presentation to Lockyer Valley Regional Council for adoption.

Moved By: R Graves **Seconded By:** J Holstein
Resolution Number: LDMG/0042

CARRIED
7/0

Key Discussion Points

Council's Coordinator Disaster Management Resilience provided an overview of the updates to the Evacuation Centre Management Sub Plan.

There was no further discussion in relation to this item.

LOCAL DISASTER MANAGEMENT GROUP
MEETING MINUTES

29 JUNE 2023

6.3 Environmental Health Sub Plan Review

Author: Madonna Gibson, Business Support Officer
Responsible Officer: John Holdcroft, Coordinator Disaster Management Resilience

Summary:

The purpose of this report is to present the Environmental Health Sub Plan Version 2.0 to the Lockyer Valley Local Disaster Management Group for their endorsement.

Officer's Recommendation:

THAT the Local Disaster Management Group endorse the Environmental Health Sub Plan Version 2.0, prior to presentation to the Lockyer Valley Regional Council for adoption.

RESOLUTION

THAT the Local Disaster Management Group endorse the Environmental Health Sub Plan Version 2.0, prior to presentation to Lockyer Valley Regional Council for adoption.

Moved By: M Kocsis **Seconded By:** P Hardie
Resolution Number: LDMG/0043

CARRIED
7/0

Key Discussion Points

Council's Coordinator Disaster Management Resilience provided an overview of the updates to the Environmental Health Sub Plan.

There was no further discussion in relation to this item.

LOCAL DISASTER MANAGEMENT GROUP
MEETING MINUTES

29 JUNE 2023

6.4 Mt Whitestone Landslide Event Specific Plan

Author: Madonna Gibson, Business Support Officer
Responsible Officer: John Holdcroft, Coordinator Disaster Management Resilience

Summary:

The purpose of this report is to present the Mt Whitestone Landslide Event Specific Plan Version 1.1 to the Lockyer Valley Local Disaster Management Group for their endorsement.

Officer's Recommendation:

THAT the Local Disaster Management Group endorse the Mt Whitestone Landslide Event Specific Plan Version 1.1, prior to presentation to the Lockyer Valley Regional Council for adoption.

RESOLUTION

THAT item 6.4 *Mt Whitestone Landslide Event Specific Plan* lie on the table until the next Local Disaster Management Group meeting where further information can be presented by subject matter experts.

Moved By: T Milligan

Resolution Number: LDMG/0044

CARRIED
7/0

LOCAL DISASTER MANAGEMENT GROUP
MEETING MINUTES

29 JUNE 2023

6.5 **West Moreton Area Fire Management Group - Lockyer Valley Bushfire Risk Mitigation Plan 2023**

Author: Michelle Kocsis, Disaster Management Advisor
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

Because of recent bushfire impacts and concerns and the potential for continuing challenging bushfire conditions into the future, proactive efforts to mitigate bushfire risks continues to be of high importance at all levels of government and throughout the Queensland community.

Rural Fire Service (RFS) leads the coordination of Area Fire management Groups (AFMG) to support a collaborative approach in the planning, implementation and reporting of bushfire mitigation activities.

Officer's Recommendation:

THAT the Local Disaster Management Group:

- 1. Support community education activities to improve community bushfire resilience.**
- 2. Receive and note the West Moreton Area Fire Management Group's Lockyer Valley Bushfire Risk Management Plan.**

RESOLUTION

THAT the Local Disaster Management Group:

- 1. Support community education activities to improve community bushfire resilience.**
- 2. Receive and note the West Moreton Area Fire Mitigation Group's Lockyer Valley Bushfire Risk Management Plan.**

Moved By: R Graves

Seconded By:

B Bundy

Resolution Number: LDMG/0045

CARRIED

7/0

Key Discussion Points

Council's Disaster Management Advisor provided a brief overview of the Lockyer Valley Bushfire Risk Mitigation Plan. A quick discussion was held about a multiagency event to define roles and responsibilities in a bushfire event.

There was no further discussion in relation to this item.

LOCAL DISASTER MANAGEMENT GROUP
MEETING MINUTES

29 JUNE 2023

7.0 ITEMS FOR INFORMATION

GENERAL BUSINESS

THAT the Local Disaster Management Group receive and note the following items for information:

- 7.1 - Communications Protocol for Flood Releases from Seqwater's Gated Dams
- 7.2 - Agency Status Report - Lockyer Valley Regional Council
- 7.3 - Agency Status Report - QFES
- 7.4 - Agency Status Report - SES
- 7.5 - Agency Status Report - West Moreton Health

7.1 Communications Protocol for Flood Releases from Seqwater's Gated Dams

Author: Michelle Kocsis, Disaster Management Advisor
Responsible Officer: Ian Church, Chief Executive Officer

Purpose:

Seqwater Flood Operations Centre – Communications Protocol for flood Releases from Seqwater's Gated Dams is attached for information.

This document is for the Local Disaster Management Group's information only.

Key Discussion Points

There was no discussion in relation to this item.

LOCAL DISASTER MANAGEMENT GROUP
MEETING MINUTES

29 JUNE 2023

7.2 Agency Status Report - Lockyer Valley Regional Council

Author: Bella Greinke, Council Business Officer
Responsible Officer: Ian Church, Chief Executive Officer

Purpose:

Agency Status Report for Lockyer Valley Regional Council attached for information.

This document is for the Local Disaster Management Group's information only.

Key Discussion Points

Council's Disaster Management Advisor gave a thorough overview of the report and highlighted key points including the new flood camera and river gauge installed in the region. Images of the new equipment will be distributed with the minutes.

A demonstration of the updated Disaster Dashboard was given with some of the new features such as accessibility options and links to other disaster dashboards displayed. These updates are in response to community feedback from previous disaster events.

Discussion was held around the proposed total warning system being developed with the Bureau of Meteorology. Queries were raised around who will be responsible for maintaining and servicing the high risk gauges to be involved in the project and what would happen in an event if these were not working properly. Concerns were raised that Council may receive backlash if the equipment is not acting at capacity. The Group was informed that the project scope and specifics are still being determined. The Local Disaster Coordinator suggested this may be raised as a motion at the upcoming Local Government Association of Queensland (LGAQ) conference in October 2023.

There was no further discussion in relation to this item.

LOCAL DISASTER MANAGEMENT GROUP
MEETING MINUTES

29 JUNE 2023

7.3 Agency Status Report - QFES

Author: Bella Greinke, Council Business Officer
Responsible Officer: Ian Church, Chief Executive Officer

Purpose:

Agency Status Report for QFES attached for information.

This document is for the Local Disaster Management Group's information only.

Key Discussion Points

The QFES representatives present provided the following update:

- 5 new staff, with 2 more recruits coming.
- Undertaking constant recruitment activities.
- Experiencing difficulties having firefighter personnel available during standard business hours due to other commitments.
- Information was given on the Masterclass series including the upcoming workshops.
- There is potential to roll out a National Message System for emergency alerts that does not rely on the cellular network, but rather links directly to the phone.

There was no further discussion in relation to this item.

LOCAL DISASTER MANAGEMENT GROUP
MEETING MINUTES

29 JUNE 2023

7.4 Agency Status Report - SES

Author: Bella Greinke, Council Business Officer
Responsible Officer: Ian Church, Chief Executive Officer

Purpose:

Agency Status Report for SES attached for information.

This document is for the Local Disaster Management Group's information only.

Key Discussion Points

The SES Member provided the following update:

- A new Deputy Local Controller has been appointed and has successfully undertaken training.
- There are 30 new SES positions available across the State, locations yet to be determined.
- They are still in the process of transitioning to the Queensland Police Service (QPS) as this requires new legislation to be in place.

There was no further discussion in relation to this item.

LOCAL DISASTER MANAGEMENT GROUP
MEETING MINUTES

29 JUNE 2023

7.5 Agency Status Report – West Moreton Health

Author: Bella Greinke, Council Business Officer
Responsible Officer: Ian Church, Chief Executive Officer

Purpose:

Agency Status Report for SES attached for information.

This document is for the Local Disaster Management Group's information only.

Key Discussion Points

The West Moreton Health Advisor provided the following update:

- A successful event with local aged care facilities was recently held
 - One action item from this was the discovery that one aged care facility does not have a backup power supply in place. The facility claimed to be working on fixing the issue, however seemed heavily reliant on emergency services assisting should the need arise. Suggestion was made to contact senior officers at the facility to encourage them to establish backup plans and then to exercise these with the facility. The Chair requested this issue be raised at the upcoming LGAQ conference as issues such as these are common among other local government areas and need to be addressed.

There was no further discussion in relation to this item.

Page 18

LOCAL DISASTER MANAGEMENT GROUP
MEETING MINUTES

29 JUNE 2023

8. GENERAL BUSINESS

Meeting Papers

The Chair respectfully requested all items be submitted before the agenda close to ensure timely distribution of meeting papers. Any reports submitted after the agenda close will not be included for discussion at the meeting. The Chair also requested the Terms of Reference, which describes roles and responsibilities, be redistributed.

Inspector-General Emergency Management Visit

The Group was informed a visit to the region has been arranged for the Inspector General Emergency Management (IGEM) on 18 August 2023 where they will meet with Council's Executive Leadership Team and Councillors as well as tour the region. The invitation to attend this meeting was extended to the LDMG.

Notification to LDMG of Controlled Events

The Deputy Chair raised an issue wherein a controlled event was held at a mining organisation and no notification or information was given to the LDMG, therefore no representative was present. A request was made to please alert Council and the LDMG about events such as these. This allows appropriate representation to be present, but also allows Council to mitigate any complaints or information to the public as necessary.

Training Requirements

QFES Emergency Control Officer (EMC) gave an update on the training requirements within the Group and stated all member have met their training requirements, and all newcomers or those with gaps will be contacted following the meeting to discuss training needs.

Agency Updates

The agencies present provided updates as follows:

- Queensland Ambulance Service (QAS)
 - Laidley ambulance station is now operating 24 hour
 - Recruitment is being undertaken for an Officer in Charge of the Gatton station
- Queensland Health
 - The process to upgrade the helipad at the Laidley hospital has begun, with tenders being sought
 - Experiencing an increase in respiratory issues due to the weather
 - Mostly business as usual
- QPS
 - A recent coordination centre training session has been held with another training session scheduled for July
 - There is a District Disaster Management Group exercise in August
 - Management Plans are to be assessed in the next month
- University of Queensland
 - New director to the role
- Urban Utilities
 - Business as usual
 - Beginning to put disaster preparations in place
- Dept. Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts
 - Still doing a lot of work in the recovery space
 - Working with Council and the Laidley Community Centre on preparedness and resilience in the community
 - There is a focus on preparing the community halls for events
- Laidley Community Centre

Page 19

LOCAL DISASTER MANAGEMENT GROUP
MEETING MINUTES

29 JUNE 2023

- Still working on a Community Volunteer Response Team with Red Cross
- Red Cross
 - Working with Laidley Community Centre as mentioned above
 - Working with NRMA Insurance to develop a mobile phone app that will assist people to prepare for disaster

9. MEETING CLOSED

The Chair acknowledged First Responders Day and thanked those for their contribution.

There being no further business, the meeting closed at 11:46am.

UNCONFIRMED

Page 20

9. DEPUTATIONS/PRESENTATIONS

No Deputations/Presentations.

10. EXECUTIVE OFFICE REPORTS**10.1 Interim Summary of Council Actual Performance v Budget - 30 June 2023**

Author: Dee Stewart, Coordinator Accounting Services

Responsible Officer: Ian Church, Chief Executive Officer

Purpose:

The purpose of this report is to provide Council with an update of Council's financial performance against budget for the financial year to 30 June 2023. Final adjustments will be made as part of the audit process and any major changes will be reported back to Council with the final audited statements.

Officer's Recommendation:

THAT Council receive and note the Interim Summary of Council Actual Financial Performance versus Budget to 30 June 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 30 June 2023.

At 30 June 2023, revenues are over 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 30 June 2023.

Operating Revenue - Year to date target \$76.38 million actual \$79.67 million or 104.30%

At 30 June 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. 94.95% of the rates levy was collected as at 13 July 2023.

Fees and Charges over budget by \$1.28 million

The favourable variances in fees and charges relate predominately to higher than expected income from development fees and infrastructure charges (\$0.77 million), waste fees (\$0.45 million) and plumbing and building fees (\$.10 million).

Interest over budget by \$0.48 million.

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

Operating Grants and Subsidies under budget by \$2.79 million

Operating grants and subsidies are over budget due to the 100% advance payment of the 2023/2024 Financial Assistance Grant. Council also received a larger than expected increase for the grant. It was expected to receive a 9% increase on the grant, however, recent advice indicates an increase of over 15.56%.

Operating Contributions under budget by \$0.51 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 \$0.23 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.

Other Revenue over budget by \$0.87 million

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

Profit from Investments under budget by \$1.81 million

This line item will come close to budgeted targets following the final end of year adjustments to account for Council's share in the Urban Utilities investment.

Capital Grants, Subsidies and Contributions under budget by \$4.28 million

Capital grants are under budget due to the carry over of a number of large capital projects to next financial year. This includes Gatton Landfill Cell 5 (SEQCSP), Alex Geddes Hall Upgrade (BSBR) and Flood Cameras & Electronic Signage (QRRRF).

Operating Expenditure - Year to date target \$69.51 million actual \$64.60 million or 92.94%

Employee Costs under budget by \$0.84 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 \$3.97 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 (\$0.51 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 \$41.16 million actual \$28.23 million or 68.59%

At 30 June 2023, Council has expended \$24.31 million on its capital works program with a further \$8.61 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 \$22.23 million on the delivery of infrastructure projects with \$17.85 million of this expenditure on the road network including \$7.03 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 30 June 2023, Council had \$64.84 million in current assets compared to \$24.04 million in current liabilities with a ratio of 2.70:1. This means that for every dollar of current liability, there is \$2.70 in assets to cover it.

Statement of Cash Flows

The Statement of Cash Flows provides information on the amount of cash coming in and going out. As at 30 June 2023, there has been a net cash inflow of \$6.46 million with \$22.15 million inflow from operating activities; and a net cash outflow of \$7.96 million from investing activities including capital revenue and expenditure.

The Statement of Cash Flows is important as it shows the real movement in Council's cash balances, as opposed to the accounting movements shown in the Statement of Income and Expenditure. 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 30 June, Council's cash balance was \$54.30 million. Council's outstanding debt at 30th June, was \$12.25 million. Unexpended grant funds which are restricted to be spent in accordance with the terms of the grant are \$10.96 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

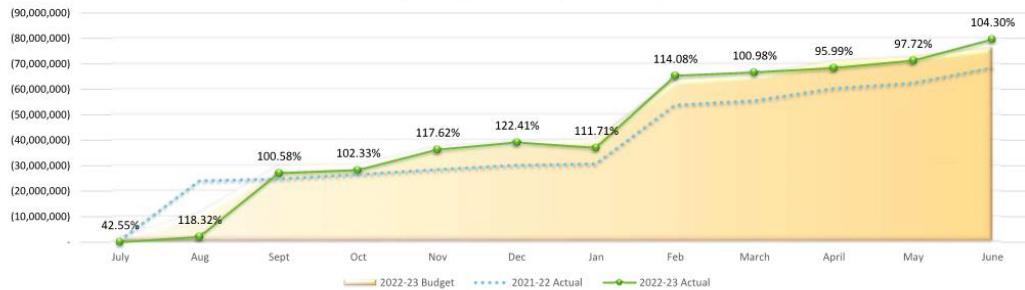
- Managers and Group Managers
- Finance Team
- Portfolio Councillor Consultation

Attachments

[1](#) [Download](#) Monthly Financial Statements - June 2023 21 Pages

LOCKYER VALLEY REGIONAL COUNCIL
Interim Operating Revenue and Expenditure Dashboard
For the Period Ending 30th June, 2023

Operating Revenue (Cumulative)



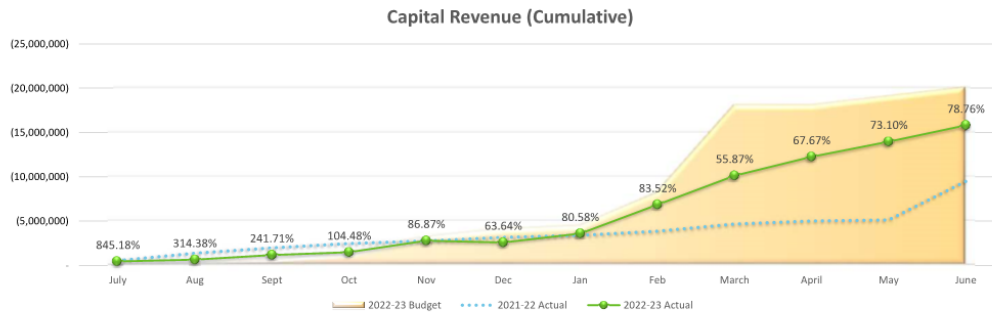
REVENUE TO DATE	Rates and Utility Charges (Gross)	Discount	Charges and Fees	Interest	Operating Grants and Subsidies	Operating Contributions and Donations	Revenue - Contract/Recoverable Works	Other Revenue	Profit from Investments	Total
Actual	(44,849,126)	1,886,566	(7,133,315)	(2,569,053)	(22,291,938)	(216,016)	(1,276,733)	(3,216,815)	-	(79,666,430)
Budget	(44,854,076)	(81,465)	(5,851,283)	(2,090,721)	(19,501,140)	(725,000)	(1,050,000)	(2,394,619)	(1,805,837)	(78,354,140)
Variance	(4,950)	(1,968,031)	1,282,033	478,332	2,790,798	(508,984)	226,733	822,196	(1,805,837)	1,312,290
Target %	99.99%	-2315.80%	121.91%	122.88%	114.31%	29.80%	121.59%	134.34%	0.00%	101.67%
Movement to Prior Month Target %	→	→	↓	↓	→	→	→	→	→	↓

Operating Expenditure (Cumulative)



EXPENDITURE TO DATE	Employee Costs	Goods and Services	Finance Costs	Depreciation	Total
Actual	27,816,960	23,329,167	1,260,787	12,191,090	64,598,004
Budget	28,654,911	27,297,547	1,047,789	12,507,124	69,507,370
Variance	837,951	3,968,379	(212,999)	316,034	4,909,365
Target %	97.08%	85.46%	120.33%	97.47%	92.94%
Movement to Prior Month Target %	↑	→	↑	→	→

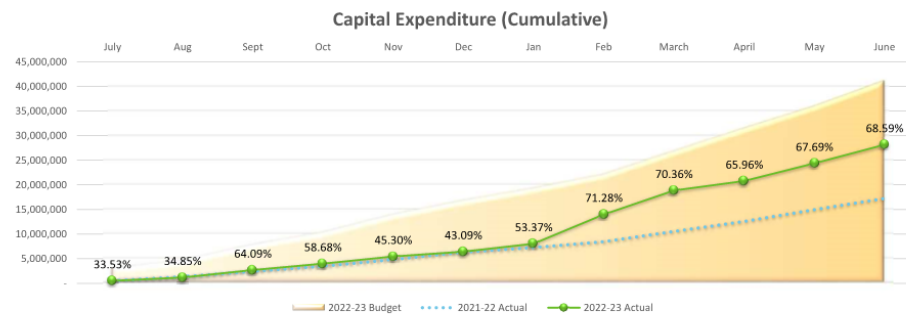
LOCKYER VALLEY REGIONAL COUNCIL
Interim Capital Revenue and Expenditure Dashboard
For the Period Ending 30th June, 2023



REVENUE TO DATE by Type	Capital Grants, Subsidies and Contributions	Profit (Loss) on Disposal of Non Current Assets	Total
Actual	(15,805,314)	(46,917)	(15,852,231)
Budget	(20,086,519)	(81,465)	(20,167,984)
Variance	(4,281,205)	(34,548)	(4,315,753)

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

Target %	78.69%	57.59%	78.60%
Movement to Prior Month Target %	→	→	→



EXPENDITURE TO DATE by Group	People, Customer and Corporate Services	Executive Office	Infrastructure	Community and Regional Prosperity	Total
Actual	740,972	158,515	22,229,406	5,105,078	28,233,971
Budget	4,627,938	830,332	29,228,507	6,478,155	41,164,932

Target %	16.01%	19.09%	76.05%	78.80%	68.59%
Movement to Prior Month Target %	→	→	↑	→	↑

Lockyer Valley Regional Council (Whole Council)
Interim Statement of Comprehensive Income
For the Period Ending June 2023

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	44,854,076	44,849,126	44,854,076	4,950	0.01%
Discount	(1,892,017)	(1,886,566)	(1,892,017)	(5,451)	0.29%
Charges and Fees	5,851,283	7,133,315	5,851,283	(1,282,033)	-21.91%
Interest	2,090,721	2,569,053	2,090,721	(478,332)	-22.88%
Operating Grants and Subsidies	19,501,140	22,291,938	19,501,140	(2,790,798)	-14.31%
Operating Contributions and Donations	725,000	216,016	725,000	508,984	70.20%
Revenue - Contract/Recoverable Works	1,050,000	1,276,733	1,050,000	(226,733)	-21.59%
Other Revenue	2,394,619	3,216,815	2,394,619	(822,196)	-34.34%
Profit from Investments	1,805,837	-	1,805,837	1,805,837	100.00%
Total Recurrent Revenue	76,380,659	79,666,430	76,380,659	(3,285,772)	-4.30%
Capital Revenue					
Capital Grants, Subsidies and Contributions	20,086,519	15,805,314	20,086,519	4,281,205	21.31%
Gain on Sale	81,465	46,917	81,465	34,548	42.41%
Total Revenue	96,548,643	95,518,661	96,548,643	1,029,981	1.07%
Capital Income	-	-	-	-	0.00%
Total Income	96,548,643	95,518,661	96,548,643	1,029,981	1.07%
Expenses					
Recurrent Expenses					
Employee Costs	28,654,911	27,816,960	28,654,911	837,951	2.92%
Goods and Services	27,297,547	23,329,167	27,297,547	3,968,379	14.54%
Finance costs	1,047,789	1,260,787	1,047,789	(212,999)	-20.33%
Depreciation	12,507,124	12,191,090	12,507,124	316,034	2.53%
Total Recurrent Expenses	69,507,370	64,598,004	69,507,370	4,909,366	7.06%
Capital Expenses	-	472,742	-	(472,742)	0.00%
Total Expenses	69,507,370	65,070,746	69,507,370	4,436,624	6.38%
Net Recurrent Result/Operating Surplus/(Deficit)	6,873,289	15,068,426	6,873,289	(8,195,137)	-119.23%
NET RESULT AFTER CAPITAL ITEMS	27,041,273	30,447,915	27,041,273	(3,406,642)	-12.60%

Lockyer Valley Regional Council (Executive Office)
Interim Statement of Comprehensive Income
For Period Ending June 2023

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	35,704,270	35,797,628	35,704,270	(93,358)	(0.26)
Discount	(1,642,017)	(1,665,932)	(1,642,017)	23,916	(1.46)
Charges and Fees	370,693	339,818	370,693	30,874	8.33
Interest	2,057,721	2,518,512	2,057,721	(460,791)	(22.39)
Operating Grants and Subsidies	4,246,588	3,358,030	4,246,588	888,557	20.92
Revenue - Contract/Recoverable Works	-	1,355	-	(1,355)	-
Other Revenue	1,351,652	1,292,505	1,351,652	59,147	4.38
Profit from Investments	1,805,837	-	1,805,837	1,805,837	100.00
Total Recurrent Revenue	43,894,744	41,641,917	43,894,744	2,252,827	5.13
Capital Revenue					
Capital Grants, Subsidies and Contributions	581,832	268,115	581,832	313,717	53.92
Gain on Sale	-	-	-	-	-
Total Revenue	44,476,576	41,910,032	44,476,576	2,566,544	5.77
Capital Income	-	-	-	-	-
Total Income	44,476,576	41,910,032	44,476,576	2,566,544	5.77
Expenses					
Recurrent Expenses					
Employee Costs	4,253,426	5,515,162	4,253,426	(1,261,736)	(29.66)
Goods and Services	3,296,830	2,326,509	3,296,830	970,321	29.43
Finance costs	662,744	661,008	662,744	1,736	0.26
Depreciation	10,825,815	10,468,067	10,825,815	357,748	3.30
Total Recurrent Expenses	19,038,815	18,970,746	19,038,815	68,069	0.36
Capital Expenses	-	-	-	-	-
Total Expenses	19,038,815	18,970,746	19,038,815	68,069	0.36
Net Recurrent Result/Operating Surplus/(Deficit)	24,855,929	22,671,171	24,855,929	2,184,758	8.79
NET RESULT AFTER CAPITAL ITEMS	25,437,761	22,939,286	25,437,761	2,498,475	9.82

Lockyer Valley Regional Council (People, Customer and Corporate Services)
Interim Statement of Comprehensive Income
For Period Ending June 2023

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	7,966,562	7,874,695	7,966,562	91,867	1.15
Discount	(250,000)	(220,634)	(250,000)	(29,367)	11.75
Charges and Fees	581,040	1,032,227	581,040	(451,187)	(77.65)
Interest	32,000	48,703	32,000	(16,703)	(52.20)
Operating Grants and Subsidies	280,500	446,201	280,500	(165,701)	(59.07)
Operating Contributions and Donations	50,000	57,258	50,000	(7,258)	(14.52)
Other Revenue	542,000	539,216	542,000	2,784	0.51
Total Recurrent Revenue	9,202,102	9,777,666	9,202,102	(575,564)	(6.25)
Capital Revenue					
Capital Grants, Subsidies and Contributions	1,626,066	536,663	1,626,066	1,089,403	67.00
Gain on Sale	-	-	-	-	-
Total Revenue	10,828,168	10,314,329	10,828,168	513,839	4.75
Capital Income	-	-	-	-	-
Total Income	10,828,168	10,314,329	10,828,168	513,839	4.75
Expenses					
Recurrent Expenses					
Employee Costs	6,053,150	6,068,611	6,053,150	(15,461)	(0.26)
Goods and Services	10,184,692	9,392,821	10,184,692	791,871	7.78
Finance costs	89,019	74,343	89,019	14,676	16.49
Depreciation	518,858	503,182	518,858	15,676	3.02
Total Recurrent Expenses	16,845,719	16,038,958	16,845,719	806,761	4.79
Capital Expenses	-	39,584	-	(39,584)	-
Total Expenses	16,845,719	16,078,541	16,845,719	767,178	4.55
Net Recurrent Result/Operating Surplus/(Deficit)	(7,643,617)	(6,261,291)	(7,643,617)	(1,382,326)	18.08
NET RESULT AFTER CAPITAL ITEMS	(6,017,551)	(5,764,212)	(6,017,551)	(253,339)	4.21

Lockyer Valley Regional Council (Community and Regional Prosperity)
Interim Statement of Comprehensive Income
For Period Ending June 2023

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	319,104	312,662	319,104	6,442	2.02
Charges and Fees	4,549,550	5,405,598	4,549,550	(856,048)	(18.82)
Interest	1,000	1,838	1,000	(838)	(83.84)
Operating Grants and Subsidies	1,323,474	1,436,953	1,323,474	(113,479)	(8.57)
Operating Contributions and Donations	675,000	155,348	675,000	519,652	76.99
Revenue - Contract/Recoverable Works	-	22,042	-	(22,042)	-
Other Revenue	47,709	51,953	47,709	(4,244)	(8.90)
Total Recurrent Revenue	6,915,837	7,386,394	6,915,837	(470,557)	(6.80)
Capital Revenue					
Capital Grants, Subsidies and Contributions	95,000	78,535	95,000	16,465	17.33
Gain on Sale	-	-	-	-	-
Total Revenue	7,010,837	7,464,929	7,010,837	(454,092)	(6.48)
Capital Income	-	-	-	-	-
Total Income	7,010,837	7,464,929	7,010,837	(454,092)	(6.48)
Expenses					
Recurrent Expenses					
Employee Costs	7,208,641	6,975,005	7,208,641	233,636	3.24
Goods and Services	5,887,792	3,694,771	5,887,792	2,193,021	37.25
Finance costs	6,600	4,412	6,600	2,188	33.16
Depreciation	26,226	25,698	26,226	528	2.01
Total Recurrent Expenses	13,129,259	10,699,885	13,129,259	2,429,374	18.50
Capital Expenses	-	800	-	(800)	-
Total Expenses	13,129,259	10,700,685	13,129,259	2,428,574	18.50
Net Recurrent Result/Operating Surplus/(Deficit)	(6,213,422)	(3,313,491)	(6,213,422)	(2,899,931)	46.67
NET RESULT AFTER CAPITAL ITEMS	(6,118,422)	(3,235,756)	(6,118,422)	(2,882,666)	47.11

Lockyer Valley Regional Council (Infrastructure)
Interim Statement of Comprehensive Income
For Period Ending June 2023

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	864,140	864,140	864,140	-	-
Charges and Fees	350,000	355,673	350,000	(5,673)	(1.62)
Operating Grants and Subsidies	4,100,578	7,384,087	4,100,578	(3,283,509)	(80.07)
Operating Contributions and Donations	-	3,409	-	(3,409)	-
Revenue - Contract/Recoverable Works	1,050,000	1,253,336	1,050,000	(203,336)	(19.37)
Other Revenue	453,258	1,333,141	453,258	(879,883)	(194.12)
Total Recurrent Revenue	6,817,976	11,193,786	6,817,976	(4,375,810)	(64.18)
Capital Revenue					
Capital Grants, Subsidies and Contributions	12,783,621	10,585,841	12,783,621	2,197,780	17.19
Gain on Sale	81,465	46,917	81,465	34,548	42.41
Total Revenue	19,683,062	21,826,544	19,683,062	(2,143,482)	(10.89)
Capital Income	-	-	-	-	-
Total Income	19,683,062	21,826,544	19,683,062	(2,143,482)	(10.89)
Expenses					
Recurrent Expenses					
Employee Costs	10,638,693	8,714,371	10,638,693	1,924,322	18.09
Goods and Services	6,136,732	6,190,961	6,136,732	(54,228)	(0.88)
Finance costs	289,426	521,025	289,426	(231,599)	(80.02)
Depreciation	1,136,225	1,194,142	1,136,225	(57,917)	(5.10)
Total Recurrent Expenses	18,201,077	16,620,500	18,201,077	1,580,577	8.68
Capital Expenses	-	432,359	-	(432,359)	-
Total Expenses	18,201,077	17,052,858	18,201,077	1,148,219	6.31
Net Recurrent Result/Operating Surplus/(Deficit)	(11,383,101)	(5,426,714)	(11,383,101)	(5,956,387)	52.33
NET RESULT AFTER CAPITAL ITEMS	1,481,985	4,773,686	1,481,985	(3,291,701)	(222.11)

Lockyer Valley Regional Council (2021/2022 Flood Events)

Interim Statement of Comprehensive Income

For Period Ending June 2023

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Operating Grants and Subsidies	9,605,000	9,666,667	9,605,000	(61,667)	(0.64)
Total Recurrent Revenue	9,605,000	9,666,667	9,605,000	(61,667)	(0.64)
Capital Revenue					
Capital Grants, Subsidies and Contributions	10,000,000	9,244,734	10,000,000	755,266	7.55
Gain on Sale	-	-	-	-	-
Total Revenue	19,605,000	18,911,401	19,605,000	693,599	3.54
Capital Income	-	-	-	-	-
Total Income	19,605,000	18,911,401	19,605,000	693,599	3.54
Expenses					
Recurrent Expenses					
Employee Costs	501,000	544,160	501,000	(43,160)	(8.61)
Goods and Services	1,846,500	1,804,758	1,846,500	41,742	2.26
Total Recurrent Expenses	2,347,500	2,348,918	2,347,500	(1,418)	(0.06)
Capital Expenses	-	-	-	-	-
Total Expenses	2,347,500	2,348,918	2,347,500	(1,418)	(0.06)
Net Recurrent Result/Operating Surplus/(Deficit)	7,257,500	7,317,749	7,257,500	(60,249)	(0.83)
NET RESULT AFTER CAPITAL ITEMS	17,257,500	16,562,483	17,257,500	695,017	4.03

LOCKYER VALLEY REGIONAL COUNCIL
Interim Statement of Cash Flows
For the Period Ending 30 June, 2023

	2022-2023 Annual Budget	2022-2023 YTD Actuals
<u>Cash flows from operating activities:</u>		
<u>Receipts</u>		
Receipts from customers	75,440,000	76,686,563
Dividend received	-	-
Interest received	2,090,000	2,569,053
<u>Payments</u>		
Payments to suppliers and employees	(63,340,000)	(56,208,832)
Interest expense	(620,000)	(894,124)
Net cash inflow (outflow) from operating activities	13,570,000	22,152,659
<u>Cash flows from investing activities:</u>		
Capital grants, subsidies and contributions	20,090,000	19,732,029
Payments for property, plant and equipment	(41,160,000)	(28,137,825)
Payments for investment property	-	-
Net transfer (to) from cash investments	1,170,000	-
Proceeds from sale of property plant and equipment	300,000	448,291
Net cash inflow (outflow) from investing activities	(19,600,000)	(7,957,505)
<u>Cash flows from financing activities:</u>		
Repayment of borrowings	(7,740,000)	(7,736,522)
Proceeds from borrowings	-	-
Net cash inflow (outflow) from financing activities	(7,740,000)	(7,736,522)
Net increase (decrease) in cash and cash equivalents held	(13,770,000)	6,458,633
Cash and cash equivalents at beginning of the financial year	47,740,000	47,845,646
Cash and cash equivalents at end of the financial year	33,970,000	54,304,279

LOCKYER VALLEY REGIONAL COUNCIL
INTERIM STATEMENT OF FINANCIAL POSITION
As at 30 June, 2023

	2022-2023 Annual Budget	2022-2023 YTD Actual
<u>Current Assets</u>		
Cash assets and cash equivalents	33,970,000	29,304,279
Cash investments	-	25,000,000
Trade and other receivables	5,510,000	5,728,590
Inventories	630,000	592,118
Contract Receivable	-	4,214,866
Non-current assets classified as held for sale	-	-
Total Current Assets	40,100,000	64,839,853
<u>Non Current Assets</u>		
Trade and other receivables	14,740,000	14,734,969
Equity investments	34,180,000	32,379,374
Investment properties	1,690,000	1,693,275
Property, plant and equipment	601,920,000	588,724,256
Intangible assets	740,000	81,833
Total Non Current Assets	653,280,000	637,613,707
TOTAL ASSETS	693,380,000	702,453,560
<u>Current Liabilities</u>		
Trade and other payables	8,739,000	7,458,095
Provisions	7,990,000	8,442,567
Borrowings	1,110,000	1,136,675
Contract Liability Grants	-	6,997,799
Total Current Liabilities	17,850,000	24,035,136
<u>Non Current Liabilities</u>		
Provisions	41,320,000	41,321,162
Borrowings	11,130,000	11,110,628
Total Non Current Liabilities	52,460,000	52,431,790
TOTAL LIABILITIES	70,300,000	76,466,926
NET COMMUNITY ASSETS	623,080,000	625,986,633
<u>Community Equity</u>		
Retained surplus (deficiency)	403,751,000	394,066,117
Asset revaluation surplus	212,460,000	211,955,962
Reserves	-	4,896,128
Current Surplus/(Deficit)	6,879,000	15,068,426
TOTAL COMMUNITY EQUITY	623,080,000	625,986,633

LOCKYER VALLEY REGIONAL COUNCIL
For Period Ended June, 2023

INTERIM CAPITAL WORKS PROGRAM

INFRASTRUCTURE										
Cost Centre: Parks & Open Spaces						Total Amount of Funding	Council Contribution	Design Completion %	Construction Completion %	Comments
Program: Parks and Open Spaces Projects										
Fairways Park Car Park	300,000	-	-	-	300,000	-	300,000	0	0	The Feasibility Report done in 21/22 has now been costed to the project (previously in the budget design holding project)
Fairways Park Retention Dam Design	25,000	35,166	4,640	39,806	(14,806)	-	25,000	100	50	
Fairways Parking and Traffic Controls	30,000	-	-	-	30,000	-	30,000	0	0	
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.
Jean 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	4,659	-	4,659	341	-	5,000	100	100	
Murphys Creek Ground Playground Renewal	136,000	113,269	-	113,269	22,731	-	136,000	100	100	
Parks and Open Spaces Projects Total	572,500	212,451	27,465	239,916	332,584	-	572,500			
Cost Centre: Capital Program Delivery										
Program: Asphalt Resheet Programme										
21/22 Asphalt Renewal Garton CBD (LRCL&2)	164,757	155,338	-	155,338	9,419	153,206	11,551	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.
22/23 Asphalt Resheet	500,000	461,397	-	461,397	38,603	-	500,000	Not applicable	100	
Asphalt Resheet Programme Projects Total	664,757	616,735	-	616,735	48,022	153,206	511,551			
Program: Culvert Renewal Programme										
21/22 Culvert Renewal Program (SEQCSP)	241,137	64,102	-	64,102	177,035	238,677	2,460	100	100	
Culvert Renewal Programme Projects Total	241,137	64,102	-	64,102	177,035	238,677	2,460			

	Budget	Actual	Committed	Total (includes committed costs)	Remaining Budget	Total Amount of Funding	Council Contribution	Design Completion %	Construction Completion %	Comments
Program: Future Design Works Programme										
23/24 Culvert Renewal Program	-	13,600	-	13,600	(13,600)	-	-	95	Not applicable	
23/24 Floodway Renewal Program	-	165,965	-	165,965	(165,965)	-	-	100	Not applicable	
Biggs Road, Withcott	-	18,675	52,830	71,505	(71,505)	-	-	20	Not applicable	
Cemetery Road/Victor Court Intersection	-	964	-	964	(964)	-	-	25	Not applicable	
Cochrane/Maitland/Riddell/Stubbersfield	-	344	-	344	(344)	-	-	95	Not applicable	
Dayne Street, Withcott	-	15,449	-	15,449	(15,449)	-	-	6	Not applicable	
Douglas McInnes Drive	-	12,542	40,909	53,451	(53,451)	-	-	20	Not applicable	
Footpath Missing Links - Fairway Drive	-	786	-	786	(786)	-	-	50	Not applicable	
Footpath Missing Links - Jones Road	-	7,111	-	7,111	(7,111)	-	-	21	Not applicable	
Footpath Missing Links - William Street	-	364	-	364	(364)	-	-	50	Not applicable	
Future Design - 23/24 Footpath Renewal	-	761	-	761	(761)	-	-	60	Not applicable	
Future Project Design-Budget Only	440,000	-	-	-	440,000	-	440,000			Design Budget Holding Project.
Gehrke/Forest Avenue	-	5,403	6,553	11,956	(11,956)	-	-	5	Not applicable	
John Street South, Laidley	-	75,694	18,178	93,873	(93,873)	-	-	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 (858R)	-	507	-	507	(507)	-	-	30	Not applicable	
Mountain Rd/Range Crescent Intersection	-	3,419	-	3,419	(3,419)	-	-	30	Not applicable	
North Street, Gatton	-	105	-	105	(105)	-	-	10	Not applicable	
William St, Forest Hill (Future Design)	-	6,455	-	6,455	(6,455)	-	-	100	Not applicable	
Future Design Works Programme Projects Total	440,000	331,283	118,470	449,754	(9,754)	-	440,000			
Program: Footpath Renewal Programme										
21/22 Footpath Renewal Program (SEQCSP)	339,976	258,514	-	258,514	81,462	339,976	-	100	100	Project complete.
Murphys Creek Road, Footpath (LRC2)	7,850	-	-	-	7,850	7,850	-	100	100	
Footpath Renewal Programme Projects Total	347,826	258,514	-	258,514	89,312	347,826	-			
Program: Floodway Renewal Programme										
21/22 Floodway Renewal Program (SEQCSP)	937,500	669,378	-	669,378	268,122	383,000	554,500	100	100	The project was completed in conjunction with the Gehrke / Lonkeet intersection upgrade, which provided efficiencies and cost savings with plant and resources.
Floodway Renewal Programme Projects Total	937,500	669,378	-	669,378	268,122	383,000	554,500			

Program: Other Infrastructure Projects	Budget	Actual	Committed	Total (includes committed costs)		Remaining Budget	Total Amount of Funding	Council Contribution	Design Completion %	Construction Completion %	Comments
Betterment Design Projects	150,000	-	-	-	-	150,000	-	150,000	0	Not applicable	
Bridge Improvements	100,000	-	54,064	54,064	45,936	-	-	100,000	Not applicable	0	Carry over to 23/24 budget.
Bus Shelter Drayton St (BSSP + PTAIP)	60,000	29,503	-	29,503	30,497	27,686	27,686	32,314	100	100	
Digital Signage (LER)	431,293	346,065	-	346,065	85,228	431,293	431,293	-	100	100	
Flagstone Cr/Lockyer Cr Rd (HVSPP)	313,250	298,581	-	298,581	14,669	225,000	88,250	-	100	100	
Flagstone Creek Rd/Carpendale Rd (HVSPP)	105,000	103,694	-	103,694	1,306	-	-	105,000	100	100	
Gatton Central Drainage Upgrade - Design	468,943	28,022	198,410	226,432	242,511	-	-	468,943	20	Not applicable	Contract now awarded.
Gatton Industrial Estate (HVSPP)	440,000	428,057	-	428,057	11,943	225,000	215,000	-	100	100	
Gehrle Road/Lonkeet Road (BS)	600,000	363,132	50,143	413,275	186,725	224,500	375,500	-	100	100	Project complete.
Grantham Scrub/Grantham Winwill (HVSPP)	1,300,000	711,231	75,705	786,936	513,064	167,220	1,132,780	-	100	100	Project complete.
Lake Clarendon Way (LRCl3)	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 linear metre.
North East St Stormwater Renewal(SEQCS)	208,000	298,087	2,919	301,006	(93,006)	208,000	-	-	100	100	Project complete
North East Street Keib & Chanel (SEQCS)	360,000	366,343	-	366,343	(6,343)	300,000	60,000	-	100	100	Project complete
North Street / East Street, Gatton (BS)	302,000	299,950	19,095	319,045	(17,045)	262,000	40,000	-	100	100	Project complete
Postmans Ridge Road Rehab (FDW)	-	14,451	95,403	109,854	(109,854)	-	-	-	15	0	\$120,000 in 23/24 Budget
Safe Schools Program - TIDS 21/22&22/23	118,134	152,529	-	152,529	(34,395)	29,067	89,067	-	Not applicable	100	Project complete.
Safe Schools Program - TIDS 22/23	60,000	-	-	-	60,000	30,000	30,000	-	Not applicable	Not applicable	This budget was transferred to Project number 102767.
Spencer & Maitland (Black Spot 22/23)	219,000	107,211	20,137	127,348	91,652	189,000	30,000	-	100	100	Project complete
Spencer Street/East Street, Gatton (BS)	74,205	58,873	-	58,873	15,332	74,205	-	-	100	100	Project complete
Springbrook Park Entry Upgrade (LRCl3)	490,000	636,485	-	636,485	(146,485)	450,000	40,000	-	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.
Tenthill Ropeley Rockside hardt (TIDS)	-	838	-	838	(838)	-	-	-	10	Not applicable	Previously in future design program, \$200,000 in 23/24 budget
Woodlands Road (Schroeders Road Bends)	-	75,242	-	75,242	(75,242)	-	-	-	32	Not applicable	Previously in future design program, \$1,500,000 in 23/24 budget
Other Infrastructure Projects Total	7,198,983	5,385,208	515,877	5,901,084	1,297,899	3,642,129	3,556,854	-			
Program: Pavement Renewal Programme											
Gehrle Road Plainland -TIDS 21/22	505,861	466,149	178	466,327	39,534	505,861	-	-	100	100	
Pavement Renewal Programme Projects Total	505,861	466,149	178	466,327	39,534	505,861	-	-			

	Budget	Actual	Committed	Total (includes committed costs)	Remaining Budget	Total Amount of Funding	Council Contribution	Develn Completion %	Construction Completion %	Comments
Program: Pavement Widening Programme										
Grantham Scrub Road - T105 21/22&22/23	2,699,983	1,719,752	122,053	1,841,805	858,178	974,429	1,725,554	100	100	Project complete.
Woodlands Rd Pavement Rehab (BRQ2)	84,959	929	-	929	84,030	84,959	-	100	100	Budget rolled over from 21/22 FY that was not required. Project was completed in 21/22.
Pavement Widening Programme Projects Total	2,784,942	1,720,681	122,053	1,842,733	942,209	1,059,388	1,725,554			
Program: Seal Renewal Programme										
21/22 Bitumen Reseal Program (RTR)	-	58,112	-	58,112	(58,112)	-	-	100	100	
22/23 Bitumen Reseal (R2R)	1,700,000	1,514,616	-	1,514,616	185,384	927,079	772,921	Not applicable	100	
Seal Renewal Programme Projects Total	1,700,000	1,572,727	-	1,572,727	127,273	927,079	772,921			
Program: Seal Road Upgrade Programme										
Twidales Rd Heidon Spa Upgrade (SEOCSP)	13,368	-	-	-	13,368	13,368	-	100	100	
Seal Road Upgrade Programme Projects Total	13,368	-	-	-	13,368	13,368	-			
Cost Centre: DRFA New Event - REPA										
Program: REPA Programme										
DRFA - Feb 2022 - LVRC.0020 Fred Thomas Bridge	-	5,191	210,210	215,401	(215,401)	-	-	100	80	
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	-	119,463	17,702	137,166	(137,166)	-	-	Not applicable	100	
DRFA - Feb 2022 - LVRC.0026 Unsealed Zone 3	-	244,199	33,769	277,968	(277,968)	-	-	Not applicable	100	
DRFA - Feb 2022 - LVRC.0027 Unsealed Zone 1	-	302,254	-	302,254	(302,254)	-	-	Not applicable	100	
DRFA - Feb 2022 - LVRC.0030 Unsealed Zone 8 (part 2)	-	420,819	-	420,819	(420,819)	-	-	Not applicable	100	
DRFA - Feb 2022 - LVRC.0031 Unsealed Zone 8 (part 1)	-	545,786	-	545,786	(545,786)	-	-	Not applicable	100	
DRFA - Feb 2022 - LVRC.0032 Unsealed Zone 8 (part 3)	-	322,288	-	322,288	(322,288)	-	-	Not applicable	100	
DRFA - Feb 2022 - LVRC.0033 Sealed Zones 1,2,3 Pt1	-	1,869	-	1,869	(1,869)	-	-	0	0	Leave payment.
DRFA - Feb 2022 - LVRC.0034 Unsealed Zone 10	-	1,176	133,219	134,395	(134,395)	-	-	Not applicable	14	
DRFA - Feb 2022 - LVRC.0037 Unsealed Zone 4 (part 1)	-	166,556	312,166	478,722	(478,722)	-	-	Not applicable	30	
DRFA - Feb 2022 - LVRC.0038 Unsealed Zone 4 (part 2)	-	294,876	471,898	766,775	(766,775)	-	-	Not applicable	52	
DRFA - Feb 2022 - LVRC.0040 Woodshed Cx Rd Floodway	-	344,714	-	344,714	(344,714)	-	-	100	100	
DRFA - Feb 2022 - LVRC.0045 Pipe Cleanouts	-	145,086	6,468	151,554	(151,554)	-	-	Not applicable	100	
DRFA - Feb 2022 - LVRC.0047 Berlin Road Landslip	-	83,589	16,499	100,087	(100,087)	-	-	Not applicable	0	
DRFA - Feb 2022 - LVRC.0049 Sealed Zone 9	-	1,869	-	1,869	(1,869)	-	-	0	0	Leave payment.
DRFA - Feb 2022 - LVRC.0051 Main Camp Ck Rd Floodway	-	989	-	989	(989)	-	-	5	0	
DRFA - Feb 2022 - LVRC.0055 Sealed Zone 5	-	17,956	-	17,956	(17,956)	-	-	5	5	
DRFA - Feb 2022 - LVRC.0054 Adare Road Floodway	-	3,371	2,880	6,251	(6,251)	-	-	100	0	
DRFA - Feb 2022 - LVRC.0055 Guardrail Repairs	-	180,734	-	180,734	(180,734)	-	-	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	

Program: Fleet Projects	Budget	Actual	Committed	Total (includes committed costs)		Total Amount of Funding	Council Contribution	Design Completion %	Construction Completion %	Comments
				Remaining Budget	Remaining Budget					
DRFA - Feb 2022 - LVRC.0063 Unsealed Zone 5	-	253,558	268,388	521,946	(521,946)	-	-	Not Applicable	57	
DRFA - Feb 2022 - LVRC.0067 Unsealed Zone 6	-	114,492	13,749	128,241	(128,241)	-	-	Not Applicable	12	
DRFA - Feb 2022 - LVRC.0068 Unsealed Zone 10 (part 2)	-	182,943	21,329	204,272	(204,272)	-	-	Not Applicable	51	
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	-	107,397	32,447	139,844	(139,844)	-	-	5	0	Temporary traffic management.
DRFA - Feb 2022 - LVRC.0070 Abbotts Road Culvert CH 430	-	556	-	556	(556)	-	-	5	0	
DRFA - Feb 2022 - LVRC.0070 Abbotts Road Culvert CH 630	-	556	-	556	(556)	-	-	5	0	
DRFA - Feb 2022 - LVRC.0070 Grans Road Floodway CH 150	-	733	-	733	(733)	-	-	1	0	
DRFA - Feb 2022 - LVRC.0071 Sealed Zone 8	-	12,896	-	12,896	(12,896)	-	-	1	2	
DRFA - Feb 2022 - LVRC.0071 Sealed Zone 10 (part 3)	-	225,677	6,439	232,116	(232,116)	-	-	Not Applicable	42	
DRFA - Feb 2022 - LVRC.0072 Sealed Zone 2	-	16,055	170	16,225	(16,225)	-	-	1	1	
DRFA - Feb 2022 - LVRC.0073 Sealed Zone 6	-	3,853	-	3,853	(3,853)	-	-	1	0	
DRFA - Feb 2022 - LVRC.0074 Sealed Zone 7	-	5,125	-	5,125	(5,125)	-	-	1	0	
DRFA - Feb 2022 - LVRC.0075 Unsealed Zone 7	-	46,957	-	46,957	(46,957)	-	-	Not Applicable	3	
DRFA - Feb 2022 - LVRC.0078 Roches Road CH 1250	-	92,259	24,233	116,492	(116,492)	-	-	80	0	Temporary traffic management.
DRFA - Feb 2022 - LVRC.0078 Final Submission	-	46,295	7,764	54,059	(54,059)	-	-	1	1	
DRFA - Feb 2022 - LVRC.0081 Steinke's Bridge	-	90,041	88,675	178,716	(178,716)	-	-	100	0	
DRFA - Feb 2022 - REPA Project Mgt	-	1,049,724	1,005,611	2,055,335	(2,055,335)	-	-	Not Applicable	0	
DRFA - May 2022 - LVRC.0029 Liffin Bridge	-	51,391	4,473	55,864	(55,864)	-	-	100	0	
DRFA - May 2022 - LVRC.0046 East Egypt Road Landslip	-	125,406	15,128	140,534	(140,534)	-	-	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	-	-	Not Applicable		
REPA Programme Projects Total	5,000,000	5,880,412	2,695,955	8,576,367	(3,576,367)	5,000,000	-			
Program: REPA Complimentary Works Programme										
DRFA - Feb 2022 - Comp Works Sealed	-	31,116	5,666	36,782	(36,782)	-	-	Not applicable	5	
DRFA - Feb 2022 - Comp Works Unsealed	-	1,115,343	191,274	1,306,617	(1,306,617)	-	-	Not applicable	30	
REPA Complimentary Gravel Works Program	1,000,000	-	-	-	1,000,000	-	1,000,000	Not applicable		
REPA Complimentary Works Programme Projects Total	1,000,000	1,146,459	196,940	1,343,399	(343,399)	-	1,000,000			
Cost Centre: Fleet										
Program: Fleet Projects										
21/22 Earthmoving Equipment Replacement	1,170,000	1,133,534	-	1,133,534	36,466	358,000	812,000	Not Applicable		
21/22 Light Commercial Replacement	133,238	97,389	44,631	142,019	(8,781)	16,000	117,238	Not Applicable		
21/22 Mowers Replacement	205,555	214,455	-	214,455	(8,900)	-	205,555	Not Applicable		
21/22 Passenger Vehicles	55,075	24,629	-	24,629	30,446	58,000	(2,925)	Not Applicable		
21/22 Tractors Replacement	80,000	64,500	-	64,500	15,500	-	80,000	Not Applicable		
21/22 Trailers Replacement	270,000	-	178,844	178,844	91,156	-	270,000	Not Applicable		
21/22 Trucks Replacement	696,370	340,264	341,269	681,533	14,837	-	696,370	Not Applicable		
22/23 Earthmoving Equipment	949,700	384,500	541,900	926,400	23,300	-	949,700	Not Applicable		
22/23 Light Commercial	80,000	185,586	69,536	255,122	(175,122)	-	80,000	Not Applicable		
22/23 Light Trucks	705,000	-	774,659	774,659	(69,659)	138,000	567,000	Not Applicable		

	Budget	Actual	Committed	Total (includes committed costs)	Remaining Budget	Total Amount of Funding	Council Contribution	Design Completion %	Construction Completion %	Comments
Cost Centre: Cemetery										
<i>Program: Cemetery Projects</i>										
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	-	152,984	152,984	47,016	-	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	42,932	-	42,932	2,068	-	45,000			
Oil Spray Spray Equipment	25,000	-	-	-	25,000	-	25,000			
Fleet Projects Total	5,114,938	2,535,265	2,609,888	5,145,153	(30,215)	821,650	4,293,288			
Cost Centre: Cemetery										
<i>Program: Cemetery Projects</i>										
Gatton Cemetery Seam Strip Installation	35,000	25,648	-	25,648	9,352	-	35,000	100	100	
Gatton Cemetery Seating	6,000	5,791	-	5,791	209	-	6,000	100	100	
Laidley Cemetery Seam Strip Install (LRCI)	70,000	62,166	-	62,166	7,834	50,000	20,000	100	100	
Laidley Cemetery Seam Strip Renewal	35,000	28,523	-	28,523	6,477	-	35,000	100	100	
Cemetery Projects Total	146,000	122,128	-	122,128	23,872	50,000	96,000			
Cost Centre: Camping Grounds										
<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	13,622	-	13,622	13,378	-	27,000	100	100	
Camping Grounds Projects Total	52,000	17,601	-	17,601	34,399	-	52,000			
Cost Centre: Facilities										
<i>Program: Facilities Projects</i>										
Alex Gaddes Hall Upgrade (BSBR)	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								100	100	Additional electrical equipment in the Cafe has failed and replacements purchased in accordance with the lease agreement.
Community Facilities Design Packages	25,000	32,298	-	32,298	(7,298)	-	25,000	Not applicable	Not applicable	
Depot Containers	70,000	-	-	-	70,000	-	70,000	100	100	
Electrical Infrastructure Program	10,000	6,500	-	6,500	3,500	-	10,000	100	100	
Electrical Upgrades	98,527	65,747	-	65,747	32,780	-	98,527	100	100	
Gatton Admin Building Works (LRCI)	159,300	106,690	-	106,690	52,610	-	159,300	100	100	
Gatton Depot Action Plan	510,000	386,286	-	386,286	123,714	510,000	-	100	100	
Gatton Depot Fuel Tank	17,772	26,200	-	26,200	(8,428)	-	17,772	100	100	Survey cost have gone over expected budget.
Grantham Butter Factory Upgrade (LER)	58,415	50,310	-	50,310	8,105	-	58,415	100	100	
GSH External Cladding and Gutters	32,555	20,088	-	20,088	12,467	-	32,555	100	100	
	370,000	60,407	3,253	63,660	306,340	-	370,000	100	20	

	Total					Total Amount of Funding	Council Contribution	Design Completion %	Construction Completion %	Comments
	Budget	Actual	Committed	(includes committed costs)	Remaining Budget					
Hydraulic Renewal Program	72,068	20,577	-	20,577	51,491	-	72,068	100	100	
Laidley IGA Carpark	60,000	41,760	2,000	43,760	16,240	-	60,000	100	100	
Laidley Rec Grounds Program	75,000	53,336	-	53,336	21,664	-	75,000	100	100	
Laidley Saleyards Program (SEQCSP)	56,413	-	-	-	56,413	56,413	-	100	100	
Laidley Showgrounds Bore Pump	12,500	14,025	-	14,025	(1,525)	-	12,500	100	100	
LVSAC Pool Side Grates	35,000	30,300	-	30,300	4,700	-	35,000	100	100	
LVSAC Revitalisation (SEQCSP)	165,179	163,495	-	163,495	1,684	165,179	-	100	100	
Solar to Gattion 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.
Facilities Projects Total	2,508,695	1,230,312	5,253	1,235,565	1,273,130	1,390,166	1,118,529			
Total for Group	\$ 29,228,507	\$ 22,229,406	\$ 6,292,079	\$ 28,521,484	\$ 707,023	\$ 14,532,350	\$ 14,696,157			

PEOPLE AND BUSINESS PERFORMANCE

	Budget	Actual	Committed	Total (includes committed costs)	Remaining Budget	Total Amount of Funding	Council Contribution	Design Completion %	Construction Completion %	Comments
Cost Centre: Governance and Property										
<i>Program: Legal Services Projects</i>										
Realignment, Subdivide, Sale Tryhorn St	253,253	8,646	13,364	22,010	231,243	-	253,253	25	0	
Subdivision Gaton Saleyards	50,000	1,283	56,654	57,936	(7,936)	-	50,000	5	0	
Legal Services Projects Total	303,253	9,929	70,018	79,946	223,307	-	303,253			
Cost Centre: Information Communication Technology										
<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, 4 x New UPS installed. Waiting on 2 to be delivered.
UPS Renewal	50,000	18,294	13,923	32,217	17,783	-	50,000	100	80	
Information Communication Technology Projects Total	184,000	75,748	13,923	89,671	94,329	-	184,000			
Cost Centre: Waste Disposal										
<i>Program: Waste Disposal Projects</i>										
Laidley Leachate Tank Replacement	125,000	-	-	-	125,000	-	125,000	0	0	
Waste Disposal Projects Total	125,000	-	-	-	125,000	-	125,000			
Cost Centre: Transfer Stations										
<i>Program: Transfer Station Projects</i>										
Gatton Landfill Cell 5 (SECCSP)	3,796,065	583,878	1,844,199	2,428,077	1,367,988	1,626,000	2,170,065	100	0	
Laidley Landfill Capping Design	12,070	8,800	-	8,800	3,270	-	12,070	5	0	
Materials Recovery Fac Asphalt Replacement	70,000	37,010	-	37,010	32,990	-	70,000	100	100	
Materials Recovery Facility Fire Systems	80,000	20,827	-	20,827	59,173	-	80,000	100	100	
Old Gatton Landfill Capping	8,550	-	-	-	8,550	-	8,550	0	0	
Transfer Station Projects Total	3,966,685	650,515	1,844,199	2,494,713	1,471,972	1,626,000	2,340,685			
Cost Centre: Public Order & Safety										
<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	
Public Order and Safety Projects Total	49,000	4,781	-	4,781	44,219	-	49,000			
Total for Group	\$ 4,627,938	\$ 740,972	\$ 1,928,139	\$ 2,669,112	\$ 1,958,826	\$ 1,626,000	\$ 3,001,938			

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	This project did not proceed in 2022/23. Scheduled for 2023/24.	
Regional Developments Projects Total	1,250,000	86,698	-	86,698	1,163,302	-	1,250,000				
Cost Centre: Tourism Initiatives											
Program: Tourism Projects											
Forest Hill Rec Grounds Parking & Viewing Silos	100,000	-	-	-	100,000	-	100,000	0	0	Carry forward detailed design procurement commencing.	
Tourism 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	100	New QuikSpray received in June.	
Pest Management Projects Total	20,000	19,315	-	19,315	685	-	20,000				
Cost Centre: Gatton Child Care Centre											
Program: Gatton Child Care Projects											
Gatton Childcare Centre Refurbishment	13,155	11,956	-	11,956	1,199	-	13,155	100	100	Carry forward conversion of chicken coop to sand pit.	
Gatton Child Care Projects Total	13,155	11,956	-	11,956	1,199	-	13,155				
Cost Centre: Art Galleries & RADF											
Program: Art Galleries & RADF Projects											
Art Gallery Lighting Upgrade (LRG3)	95,000	78,535	-	78,535	16,465	95,000	-	100	100		
Art gallery & RADF Projects Total	95,000	78,535	-	78,535	16,465	95,000	-				
Cost Centre: Voluntary Home Buy Back											
Program: Voluntary Home Buy-Back											
Voluntary Home Buy Back Scheme	5,000,000	4,908,574	-	4,908,574	91,426	5,000,000	-	Not applicable	50	16 properties purchased in Tranche 1. 10 properties eligible for Tranche 2 and will be processed by GBA in 2023/24. Rehabilitation of properties including demolition of buildings to be undertaken in 2023/24.	
Voluntary Home Buy-Back Projects Total	5,000,000	4,908,574	-	4,908,574	91,426	5,000,000	-				

	Budget	Actual	Committed	Total (includes committed costs)	Remaining Budget	Total Amount of Funding	Council Contribution	Design Completion %	Construction Completion %	Comments
EXECUTIVE OFFICE										
Cost Centre: Disaster Management										
<i>Program: Disaster Management Projects</i>										
DM Donga Pathway	30,000	700	20,864	21,564	8,436	-	30,000	100	10	In procurement. Carry over to 23/24 capital budget.
DM Evacuation Centre Trailer	16,000	7,753	-	7,753	8,247	16,000	-	100	100	Trailer delivered and commissioned August 2022.
Flood Intelligence Infrastructure	135,000	106,510	-	106,510	28,490	-	135,000	100	95	Rain ALERT Summerham, Rain/River ALERT Forde Road, Camera Terhill installed. Small site work and online commissioning yet to be completed.
Flood Warning System Upgrade	23,500	-	-	-	23,500	-	23,500	0	0	Carry over to 23/24 approved capital budget with increase to total \$40k
ORRRF Flood Cameras & Electronic Signage	600,000	22,683	343,633	366,316	233,684	540,000	60,000	100	5	Contract awarded. Carry over to 23/24 capital budget.
Upgrade Flood Camera Equipment (SECCSP)	25,832	20,870	24,560	45,430	(19,598)	25,832	-	100	100	Camera power systems, batteries and solar upgraded. Project delivered within SECCSP available funding.
Disaster Management Projects Total	830,332	158,515	389,057	547,572	282,760	581,832	248,500			
Total for Group	\$ 830,332	\$ 158,515	\$ 389,057	\$ 547,572	\$ 282,760	\$ 581,832	\$ 248,500			
Total for Council	\$ 41,164,932	\$ 28,233,971	\$ 8,609,275	\$ 36,843,246	\$ 4,321,686	\$ 21,835,182	\$ 19,329,750			

LOCKYER VALLEY REGIONAL COUNCIL
For Period Ended June, 2023

INTERIM CAPITAL WORKS PROGRAM SUMMARY

	Budget	Actual	Committed	Total (includes committed costs)	Remaining Budget
INFRASTRUCTURE					
Camping Grounds	52,000	17,601	-	17,601	34,399
Capital Program Delivery	14,834,374	11,084,778	756,578	11,841,356	2,993,018
Cemetery	146,000	122,128	-	122,128	23,872
DRFA New Event - REPA	6,000,000	7,026,872	2,892,895	9,919,767	(3,919,767)
Facilities	2,508,695	1,230,312	5,253	1,235,565	1,273,130
Fleet	5,114,938	2,535,265	2,609,888	5,145,153	(30,215)
Parks & Open Spaces	572,500	212,451	27,465	239,916	332,584
Total for Group	\$ 29,228,507	\$ 22,229,406	\$ 6,292,079	\$ 28,521,484	\$ 707,023

PEOPLE AND BUSINESS PERFORMANCE

Governance and Property	303,253	9,929	70,018	79,947	223,307
Information Communication Technology	184,000	75,748	13,923	89,671	94,329
Public Order & Safety	49,000	4,781	-	4,781	44,219
Transfer Stations	3,966,685	650,515	1,844,199	2,494,714	1,471,971
Waste Disposal	125,000	-	-	-	125,000
Total for Group	\$ 4,627,938	\$ 740,972	\$ 1,928,139	\$ 2,669,112	\$ 1,958,826

COMMUNITY AND REGIONAL PROSPERITY

Art Galleries & RADF	95,000	78,535	-	78,535	16,465
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	4,908,574	-	4,908,574	91,426
Total for Group	\$ 6,478,155	\$ 5,105,078	\$ -	\$ 5,105,078	\$ 1,373,077

EXECUTIVE OFFICE

Disaster Management	830,332	158,515	389,057	547,572	282,760
Total for Group	\$ 830,332	\$ 158,515	\$ 389,057	\$ 547,572	\$ 282,760
Total for Council	\$ 41,164,932	\$ 28,233,971	\$ 8,609,275	\$ 36,843,246	\$ 4,321,686

10.2 Councillor Conduct Tribunal**Author:** Ian Church, Chief Executive Officer**Responsible Officer:** Ian Church, Chief Executive Officer

Purpose:

The purpose of this report is to advise Councillors that the Department of State Development, Infrastructure, Local Government and Planning, (DSDILGP), has invoiced Council on a cost recovery basis for the recent matter heard by the Councillor Conduct Tribunal (CCT) in relation to a Councillor of the Lockyer Valley Regional Council.

Officer's Recommendation:

THAT Council receive and note the report and determine whether appropriate to take any action regarding the cost recovery invoice received from the Department of State Development, Infrastructure, Local Government and Planning, in the amount of \$8,891.40 (GST inclusive).

Executive Summary

On 15 May 2023 the CCT upheld a non-contested misconduct application by the Office of the Independent Assessor (OIA) against Cr Brett Qualischefski, a Councillor of Lockyer Valley Regional Council. The details of the case are set out on the CCT's website but for the purpose of this report the Tribunal's Orders were that:

- The Councillor is reprimanded
- The Councillor attend counselling sessions to address the conduct
- The Councillor reimburse the Local Government in the amount of \$2,000 representing some of the costs incurred by the Local Government

Proposal

Council received an email on 28 June from DSDILGP advising that the Department is in the process of recovering the Tribunal's costs associated with the matter, pursuant to Section 150DU of the *Local Government Act 2009 (QLD)* (LGA). Attached to the email was an invoice in the amount of \$8,891.40 including GST.

Section 150DU of the LGA states that:

- (1) "A local government must pay the costs of the conduct tribunal in relation to the conduct tribunal—
(a) conducting a hearing about the misconduct or inappropriate conduct of a councillor under part 3, division 6; or
(b) at the request of the local government, investigating the suspected inappropriate conduct of a councillor and making recommendations to the local government about dealing with the conduct.
(2) For subsection (1), the costs of the conduct tribunal include the remuneration, allowances and expenses paid to a member of the conduct tribunal conducting the hearing or investigation, or making the recommendations."

As noted above, the Tribunal ordered the Councillor to pay \$2,000 towards the costs to be incurred by Council. I have been asked to advise whether Council is able to recover the balance of the funds (being \$6,891.40) due to be paid by Council to DSDILGP from Cr Qualischefski.

Based on advice received, there is no express power in the LGA allowing Council to compel a Councillor to reimburse Council for the costs that Council is required to meet under section 150DU of the LGA. Section 150DU of the LGA provides that Council *must* pay the costs of the Councillor Conduct Tribunal in relation to the matters expressed in that Section.

Beyond the \$2,000 that the Councillor has been ordered by the CCT pursuant to Section 150AR(1)(b)(v) of the LGA to contribute towards the costs, there is no power for Council to compel the Councillor to contribute further to the costs.

Options

This report is provided to update Council regarding the cost recovery invoice issued by the Department and to advise Council that no power exists under the LGA to compel the Councillor to contribute to the cost, other than as ordered by the Tribunal.

Previous Council Resolutions

Not applicable.

Critical Dates

Not applicable.

Strategic Implications

Corporate Plan

Lockyer leadership and Council – a well managed, transparent and accountable organisation that gives the community confidence.

Finance and Resource

As noted in the body of the report.

Legislation and Policy

As noted in the body of the report.

Risk Management

Reputational risk.

Consultation

Portfolio Councillor Consultation

Mayor.

Internal Consultation

Not applicable.

External Consultation

Legal advice.

Community Engagement

Not applicable.

Attachments

There are no attachments for this report.

10.3

LGAQ Annual Conference Motions 2023

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

Purpose:

The purpose of this report is to seek Council approval for policy motions to be put forward by Council for consideration at the Local Government Association of Queensland (LGAQ) Annual Conference 2023.

Officer's Recommendation:

THAT the following motions be endorsed for submission to the Local Government Association of Queensland (LGAQ) Annual Conference:

Motion 1: That LGAQ calls on the state government to promote recycling within schools and require that schools adopt general waste, recycling and green waste bins in all Queensland Schools;

Motion 2: That LGAQ calls on the state government to renew their commitment to arts and culture within local government, through programs such as the Regional Arts Development Fund, by reviewing, updating and re-establishing the *2014-2018 Protocol* between state and local government;

Motion 3: That LGAQ calls on the Bureau of Meteorology and the Queensland Reconstruction Authority to engage with local governments to determine how maintenance arrangements and data access for councils will be assured following any transfer of flood warning infrastructure to the Bureau;

Motion 4: That LGAQ calls on State and Australian government regulators to require aged care facilities to develop agreed evacuation plans for their facilities to enable the necessary equipment, transport and accommodation to be available/accessible if required when natural disasters strike;

Motion 5: That LGAQ calls on the state government to amend the *Local Government Act (2009)* in order that, where it has been found that a Councillor has engaged in misconduct, local governments are given the discretion to recover up to the full cost of the Tribunal's invoiced amount from that Councillor;

Motion 6: That LGAQ calls on the State Government to enhance the risk-based approach to the Event Traffic Management framework to enable Councils to authorise personnel to manage Council and community event road closures /vehicle movements at low-risk events.

Executive Summary

The Local Government Association of Queensland Annual Conference will be held in Gladstone from 16 – 18 October 2023. This is the primary Local Government Conference for Queensland Councils and is attended by Lockyer Valley Regional Council as a Member Council. The report is to finalise proposed motions to be considered at the conference.

Proposal

The LGAQ has approached Council calling for items to be included on the Agenda for the Annual Conference. The intent of proposing motions is to influence changes in government policy and legislation and to address matters that are common to local government across Queensland.

The following Motions have been proposed for Council. Generally, policy development and the associated motions need to be:

- Specific
- Measurable
- Achievable
- Realistic, and
- Timely

Education on Waste

Council is committed to a plan to reduce waste and enhance recycling opportunities. This is seeking to strike a balance between environmental responsibility, financial sustainability and community needs. Council plays a role in enhancing education about recycling and recovery. It is considered that the State government should step up and increase its efforts in educating the community about improved waste management.

The state has a great opportunity to promote recycling within schools and make recycling compulsory within those school communities. This would involve the use of general waste/recycling/ green waste bins which would practically demonstrate to the students and the broader community the benefits of such an approach.

Accordingly, the following motion is recommended:

Motion 1: That the LGAQ calls on the state government to promote recycling within schools and require that schools adopt general waste, recycling and green waste bins in all Queensland Schools.

Re-establishing the Regional Arts Development Fund *Protocol*

The Regional Arts Development Fund (RADF) exists to support quality arts and cultural experiences across Queensland. It is intended to promote the role and value of arts culture and heritage and was developed to invest in local arts and cultural priorities as determined by local communities.

The RADF is intended to be delivered in partnership with local governments including Lockyer Valley Regional Council. Unfortunately, it appears that the partnership approach is faltering with Councils, including Lockyer Valley Regional Council, struggling with communication, planning and coordination with Arts Queensland.

Previously there was a Protocol (2014 – 2018) in place and a Local Government Arts and Culture Reference Group. The protocol and reference group are out of date and no longer operational. An informal network operates across some local governments, but the sector would benefit from a refreshed protocol which may lead to improved outcomes for the arts sector in the regions.

A number of matters could be considered in a protocol including:

- Improved communication and engagement procedures
- Peer support across the sector
- Realigning funding to financial years
- Potential for multi-year funding agreements
- Indexation of the funding pool to ensure funding in real terms is not reduced

The following motion is recommended:

Motion 2: That the LGAQ calls on the state government to renew their commitment to arts and culture within local government, through programs such as the Regional Arts Development Fund, by reviewing, updating and re-establishing the *2014-2018 Protocol* between state and local government.

Change in Ownership of Flood Warning Infrastructure

The 2023/24 Australian Government Budget included \$236 M over 10 years to remediate high priority flood warning infrastructure and address critical reliability risks. The LGAQ have been advocating with the Queensland Reconstruction Authority (QRA) and the Bureau of Meteorology (BOM) for improved funding and a different approach to such infrastructure. It is understood that the proposal involves new infrastructure as well as the transfer in ownership of existing infrastructure. It has been indicated that the BOM would be the one entity charged with owning managing and maintaining these assets.

While Lockyer Valley Regional Council offers in principle support for such a program and approach, little detail has been provided on how this will be implemented. After a number of natural disasters LVRC has a network of rain gauges and river gauges that are well maintained, and the data generated during a rain event is critical for our Local Disaster Management Group (LDMG) and LVRC responses.

Council requires further detail on the proposals to ensure Council will retain access to the data and understand how ongoing maintenance of the infrastructure will be assured under remote ownership and management. It is not known if it is envisaged that Service Level Agreements for maintenance will be entered into by BOM with Councils. These details need to be provided so that Council can continue to manage and procure arrangements for interim asset management, planning and operation.

Accordingly, the following motion is recommended:

Motion 3: That LGAQ calls on the BOM and QRA to engage with local governments to determine how maintenance arrangements and data access for councils will be assured following any transfer of flood warning infrastructure to BOM.

Evacuation of Aged Care Facilities

Concerns were expressed at the recent LDMG about evacuation planning for aged care facilities. It is understood most facilities have some level of emergency planning in place but do not necessarily focus on the logistics of evacuating their residents. Some aged care facilities do not plan for residents 'beyond the front gate'. This may have dire consequences in a disaster.

The management of some aged care facilities believe it is the responsibility of LDMG's, the State Emergency Service (SES) or even local governments to make arrangements for the logistics of moving and rehousing aged and vulnerable residents. These agencies simply do not have the specialist equipment, the vehicles, and the housing options, for the evacuation of entire facilities as a disaster looms.

It is considered that the regulators at Queensland and Australian government levels need to coordinate and plan for how best to ensure aged care facilities can be evacuated in a disaster situation. This may entail such facilities being required to plan for evacuation beyond the front gate, to reach agreement with other entities that could assist, and ensure sufficient and appropriate equipment and vehicles can be found in such a scenario. Clearly appropriate alternate accommodation also needs to be identified- such as other aged care/health facilities in the region. An LDMG evacuation centre is not going to be able to deal with aged care

residents' specialist needs. These needs will have to be met until such time as their home facility is reopened and operational.

Accordingly, the following motion is recommended:

Motion 4: That LGAQ calls on State and Australian government regulators to require aged care facilities to develop agreed evacuation plans for their facilities to enable the necessary equipment, transport and accommodation to be available/accessible if required when natural disasters strike.

Cost Recovery Councillor Conduct Tribunal

The *Local Government Act 2009* (LGA) provides a legislative framework for Councillor conduct. The legislation provides for a Councillor Conduct Tribunal to deal with matters of inappropriate behaviour and misconduct by Councillors.

Section 150 DU of the LGA provides that Council must pay the costs of the Tribunal as it relates to the matters raised. Further, Section 150 AR(1)(b)(v) provides that the Tribunal may decide to make an order that a Councillor (found to have engaged in such conduct) be required to reimburse the local government for all or some of the costs arising.

However, there is no mechanism within the LGA for local governments to seek full reimbursement or payment of the gap amount from the Councillor where the Tribunal has only ordered a partial reimbursement. This means that a local government is liable for significant costs even where there is a finding against the Councillor. It is considered that such costs should not be borne by the community and the LGA should be amended to provide that local governments have the discretion to seek full reimbursement from Councillors who have been found to have engaged in such conduct.

Where there is no finding against a Councillor it is understood that the local government will need to pay the Tribunal costs- effectively as an overhead to ensure Councillor conduct is held to a high standard.

Motion 5: That LGAQ calls on the state government to amend the *Local Government Act (2009)* in order that, where it has been found that a Councillor has engaged in misconduct, local governments are given the discretion to recover up to the full cost of the Tribunal's invoiced amount from that Councillor.

Community Event Traffic Management

Community events are being affected by the cost and complexity of the temporary traffic management processes and costs. It is acknowledged that the safe use of roads and public spaces is paramount. It is considered the risk-based approach to this issue needs to be enhanced to provide for a simpler and more cost-effective approach to ensuring safety while also enabling events to proceed with sensible measures in place.

Road agencies and industry have a legislative requirement as employers to provide a safe work environment and to manage the risks of working in or near traffic. Austroads provides substantial documentation on temporary traffic management practice and the accreditation of traffic controllers. The *Manual of Uniform Traffic Control Devices* also provides regulation in this area.

Further, the Department of Transport and Main Roads has established a framework for the requirements when planning and designing traffic arrangements for special events. This entails the engagement of Event Traffic Marshals (ETMs). The DTMR approach was an effort to provide an alternative to the requirement for accredited traffic controllers. The scheme was intended to apply to lower risk events where lower-level concerns arise. However, it is considered that this approach does not go far enough, and the requirements

remain too onerous for local governments and community groups where the training of significant numbers of volunteers to become Event Traffic Marshals is still required. The ETM scheme appears to be inconsistently applied.

As an example, a group in Toowoomba were recently seeking to hold a half marathon through town in the early hours of Sunday morning. It is understood that they were advised that traffic management costs would be in the order of \$60 000 and more than 60 Event Traffic Marshals would be required. The event did not proceed.

Clearly a common-sense, practical approach needs to be applied to the more low-risk events. In such an example an option may be for traffic management planning to take place, a small number of Traffic Controllers or Marshals be allocated and responsible Council employees, SES personnel or suitable volunteers be utilised to assist with the basic tasks involved. It is considered that this risk-based approach to community traffic management should be enhanced to cater for smaller low risk events.

In a Council setting it is considered that Council could authorise suitably experienced officers to act. This is far preferable to the alternative which is to cancel these events with a reduction in the community benefit that such organisations and activities produce.

Motion 6: That LGAQ calls on the State Government to enhance the risk-based approach to the Event Traffic Management framework to enable Councils to authorise personnel to manage Council and community event road closures /vehicle movements at low-risk events.

Previous Council Resolutions

The LGAQ conference is held annually, and each year Council considers the merit of putting motions to the conference. The motions contained in this report have not previously been considered by Council.

Critical Dates

The LGAQ motions need to be passed by Council resolution and lodged prior to 9 August 2023.

Strategic Implications

Corporate Plan

The Corporate Plan describes Council's commitment to advocate on behalf of the community for access to services and facilities and to funding streams.

Finance and Resource

There are negligible costs associated with advocating for change and putting motions to the LGAQ conference.

Legislation and Policy

The motions included with this report are broadly consistent with existing policy positions of Council. There are no direct legal implications associated with the report. LGAQ require that Motions be supported by Council resolution.

Consultation

Internal Consultation

Consultation was undertaken with the Coordinator Libraries and Galleries and Manager Planning, Policy and Community Wellbeing on the RDAF motion.

Consultation was also undertaken with the Manager Waste Services and the Group Manager People, Customer and Corporate Services with regard to the education on waste motion.

Consultation was undertaken with Coordinator Disaster Management Resilience for Motions 3 and 4.

Consultation was undertaken with the Group Manager People, Customer and Corporate Services for Motion on Councillor Conduct.

Attachments

There are no attachments for this report.

10.4 Ageo City 65th Anniversary Celebration

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

Purpose:

The Mayor of Ageo City has invited the Mayor of Lockyer Valley Regional Council (LVRC) to visit the City in October 2023 to celebrate the 65th anniversary of Ageo City. Mayor Milligan is unable to accept the invitation due to her attendance at the 2023 Asia Pacific Cities Summit and Mayors Forum. The purpose of this report is to highlight the invitation from the Mayor of Ageo City and for Council to endorse the attendance of the Deputy Mayor, Councillor Jason Cook at the 65th anniversary celebrations.

Officer's Recommendation:

THAT Council support the visit to Ageo City during October 2023 by the Deputy Mayor, Councillor Jason Cook, at the invitation of the Mayor of Ageo in order to celebrate the 65th anniversary of the City.

Executive Summary

Lockyer Valley Regional Council, (including Gatton Shire Council as one of its predecessors), and Ageo City have had a strong relationship as "Sister Cities/Regions" for over 32 years. As part of the relationship, delegations have regularly visited both Ageo City and the Lockyer Valley, and Ageo City Junior High School students visit the Lockyer Valley each year. Council hosted a visit by the Mayor of Ageo City and several delegates in 2019. The Mayor of Ageo City has now formally invited the Mayor of LVRC to visit and participate in that City's 65th anniversary celebrations during October 2023.

Proposal

During the 32-year relationship between Ageo City and LVRC, and the previous Gatton Shire, there have been hundreds of students and teachers and dignitaries visit our region, with Ageo City delegations visiting Lockyer Valley nearly every year. In this same timeframe, there have been several delegations visit Ageo City, including from the previous Gatton Shire. Since amalgamation there have been invitations to Ageo City's 50th, 55th, 60th and now 65th anniversaries and LVRC has shown support by attending. The last visit to Ageo City by a delegation from Lockyer Valley was in October 2018, in order to celebrate the 60th anniversary of the City. The delegation included the Mayor and Chief Executive Officer.

During 2019, the Mayor and delegates from our Sister City/Region visited the Lockyer Valley. The Mayor and delegates travelled around the region meeting community members, businesses and schools and visiting sites (including an Australian Horsemanship Show and Dinner). The reason for the meetings and site visits was to build a better bond with, and understanding of, our region. This helps support the exchange program and assists those decision makers in Ageo City gain a better understanding of the importance of supporting a student exchange and Sister City/Region program. It is very important to the Mayor of Ageo City that its leaders demonstrate leadership in doing what their students have done by showing their community the importance of learning and experiencing another culture.

Each time the exchange students visit, part of their itinerary is to visit Council and Council Chambers and this year they are due to visit on Friday 28 July where they will meet with the Mayor, Councillors and staff.

As noted, Mr Minoru Hatakeyama , Mayor of Ageo City has now invited the Mayor to visit in October 2023 to celebrate the 65th anniversary of the City. This will be another important milestone for the Ageo City and Mayor Hatakeyama would like support from the Lockyer Valley Regional Council at this important event. The Mayor has invited Mayor Milligan as the representative of our region to speak about the important value of our relationship, agriculture, the visiting students and to provide congratulations on their 65th anniversary. Attending and speaking at this important event will not only show our support for the exchange program but also our City and Region's relationship.

The proposed trip includes attending the celebration event, where our representative will be required to give a speech to community attendees at the Anniversary Ceremony which will be broadcast live to residents across the region. Our Council representative will visit an Aged Care facility, City Hall and City Council, a public nursery school AGACOCO, a municipal elementary school, a Fire Station and earthquake simulator, Saitama prefectural public facilities, sightseeing at Kawagoe and Tokyo and will experience traditional Japanese culture.

Before the Anniversary Ceremony our Council representative will meet with the exchange students and teachers who visited the Valley in July this year and possibly some of their parents. There will also be opportunities to visit the schools, local businesses and community services provided by the local government to learn more about their ways of governing and support.

The 65th Anniversary is very important for Ageo City and our attendance will show our support and respect for their Council and community and demonstrate that the Sister City/Region relationship is important to our Mayor and Council and continues to remain strong.

It is normal procedure for the Deputy Mayor to deputise for the Mayor in the latter's absence.

Options

Council could deputise another Councillor to attend on the Mayors behalf or not send a delegate.

Previous Council Resolutions

Ordinary Council Meeting – 9 August 2017

16-20/0607

Critical Dates

The 65th anniversary celebrations of Ageo City are due to be held during October 2023.

Strategic Implications

Corporate Plan

Lockyer Leadership and Council.

Finance and Resource

The visit will be sponsored by Ageo City, however Council will be pay for flights for the Council representative and also for appropriate cultural gifts promoting the Lockyer Valley region.

Legislation and Policy

Section 188 of the *Local Government Regulation 2012* determines and outlines the requirements for reporting on any overseas travel made by a Councillor or Local Government employee in an official capacity during the financial year. These arrangements will be included in the Annual Report 2023-2024.

Risk Management

Reputation

Consultation

Portfolio Councillor Consultation

Mayor

Internal Consultation

Not applicable

External Consultation

Ageo City

Community Engagement

Not applicable

Attachments

1 [📄](#) Invitation to Ageo City Japan 1 Page

From: [Kayla Gill](#)
To: [Vickie Wieland](#)
Subject: FW: RE: RE: About visiting Ageo city in J apan
Date: Tuesday, 11 July 2023 10:09:55 AM

>>> -----Original Message-----

>>> From: 市民協働推進課文書主任 <s53000@city.ageo.lg.jp>

>>> Sent: Friday, 9 September 2022 9:52 AM

>>> To: Kayla Gill <kgill@lvrc.qld.gov.au>

>>> Subject: About visiting Ageo city in Japan

>>>

>>> Dear Kayla Gill

>>>

>>> How have you been? I hope you are doing well and having fruitful life.

>>>

>>> This is Tomomi Miyazaki working at Community Collaboration Promotion Section in Ageo ciity.

>>>

>>> Next year is our 65th anniversary of Ageo city.

>>>

>>> Once 5 years Ageo invites Lockyer Valley to Ageo city and this is next year!

>>>

>>> I'm sorry for asking this question in Corona season but we would be very happy if we could invite Lockyer Valley to our city.

>>>

>>> It's not confirmed though...

>>>

>>> How do you think? Can you ask Mayor Tanya Milligan about this?

>>>

>>> For refernce, in October 2019, Lockyer Valley visited Ageo for 5 days, inspected municipal faicilities and schools and went sightseeing to Jpanese traditional shrines, Tokyo tower and so on.

>>>

>>> Best wishes

>>>

>>>

>>> *****

>>> 上尾市市民生活部市民協働推進課

>>> Ageo City Civic Life Department Community Collaboration Promotion Section

>>> 担当：宮崎 知美

>>> Person in charge: Tomomi Miyazaki

>>> TEL：048-775-4597（直通）

>>> FAX：048-775-0007

>>> *****

>>>

>>>

>>> ----- Original Message Ends -----

10.5 Operational Plan 2022-2023 Fourth Quarter Performance Report

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

Purpose:

The purpose of this report is to provide a summary of Council's performance against the Operational Plan 2022-2023 for the period 1 April 2023 to 30 June 2023 (fourth and final quarter).

Officer's Recommendation:

THAT Council receive and note the fourth quarter performance update on the Operational Plan 2022-2023 for the period 1 April 2023 to 30 June 2023, as attached this report.

Executive Summary

Council adopted its Operational Plan 2022-2023 with its Annual Budget on 20 July 2022. The Chief Executive Officer is required to present a written assessment of Council's progress towards implementing the annual Operational Plan at least every three months. The Operational Plan captures Council's deliverables of strategic significance against the outcomes and commitments of the Corporate Plan 2022-2027.

A detailed assessment on the performance of the Operational Plan 2022-2023 will be included in the Annual Report 2022-2023.

Proposal

This report presents the fourth quarter performance report on the Operational Plan 2022-2023, which is for the period 1 April 2023 to 30 June 2023.

Included with the report is the detailed fourth quarter performance update. Performance Reporting is monitored on the progress of the deliverable against the identified milestone along with tracking of budget expenditure for each item and collectively for all deliverables.

A summary of the performance is outlined in the table below:

Theme	No. of Deliverables for 2022-2023	Completed within Milestone	Completed within Budget
Lockyer Community	3	2	2
Lockyer Business, Farming and Livelihood	4	3	3
Lockyer Nature	2	1	1
Lockyer Planned	4	0	0
Lockyer Leadership & Council	5	3	3

Previous Council Resolutions

Special Meeting 20 July 2022 (20-24/0592)

THAT Council adopt the Operational Plan 2022-2023, as attached to these minutes.

Ordinary Meeting 19 April 2023 (20-24/0790)

THAT Council receive and note the Operational Plan 2022-2023 performance update for the period 1 January 2023 to 31 March 2023.

Critical Dates

A written assessment of the Operational Plan 2022-23 must be provided to Council at least every three months.

Strategic Implications

Corporate Plan

Lockyer Leadership and Council - Compliant with legislation.

Finance and Resource

The financial allocations in the 2022-2023 Budget reflect the deliverables in the Operational Plan. Detailed achievement of each deliverable in line with budget allocation is included in the attached performance report.

Legislation and Policy

Section 174 (3) of the *Local Government Regulation 2012* requires a progress report on the Operational Plan to be presented at Council meetings.

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

Portfolio Councillor Consultation

Cr Wilson, the portfolio Councillor for Corporate Performance and Reporting is briefed, as required, on the performance of the Operational Plan 22-23 as part of the monthly Councillor Portfolio Briefings.

Internal Consultation

Progress reporting on the annual operational plan is completed by council officers responsible for delivering the action items. Completed progress reporting is referred to the Executive Leadership Team and finance to review prior to finalising the detailed performance report.

Community Engagement

The fourth and final performance update will be published on Council's website for information purposes.

Attachments

- 1 [🔗](#) Fourth Quarter Performance Report 22 Pages



Lockyer Valley Regional Council | Operational Plan 2022 - 2023
Fourth Quarter Performance Report



CONTENTS

Acknowledgement of Country	3
Introduction	4
Commitment to Human Rights.....	4
Vision, Mission and Values	5
Our Role.....	6
Quarterly Highlights	7
Performance Status.....	8
Lockyer Community Deliverables.....	9
Lockyer Business, Farming and Livelihood Deliverables	11
Lockyer Nature Deliverables	14
Lockyer Planned Deliverables.....	16
Lockyer Leadership and Council Deliverables	18



ACKNOWLEDGEMENT OF COUNTRY

Lockyer Valley Regional Council respectfully acknowledges the Traditional Owners, the Yuggera and 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.

INTRODUCTION

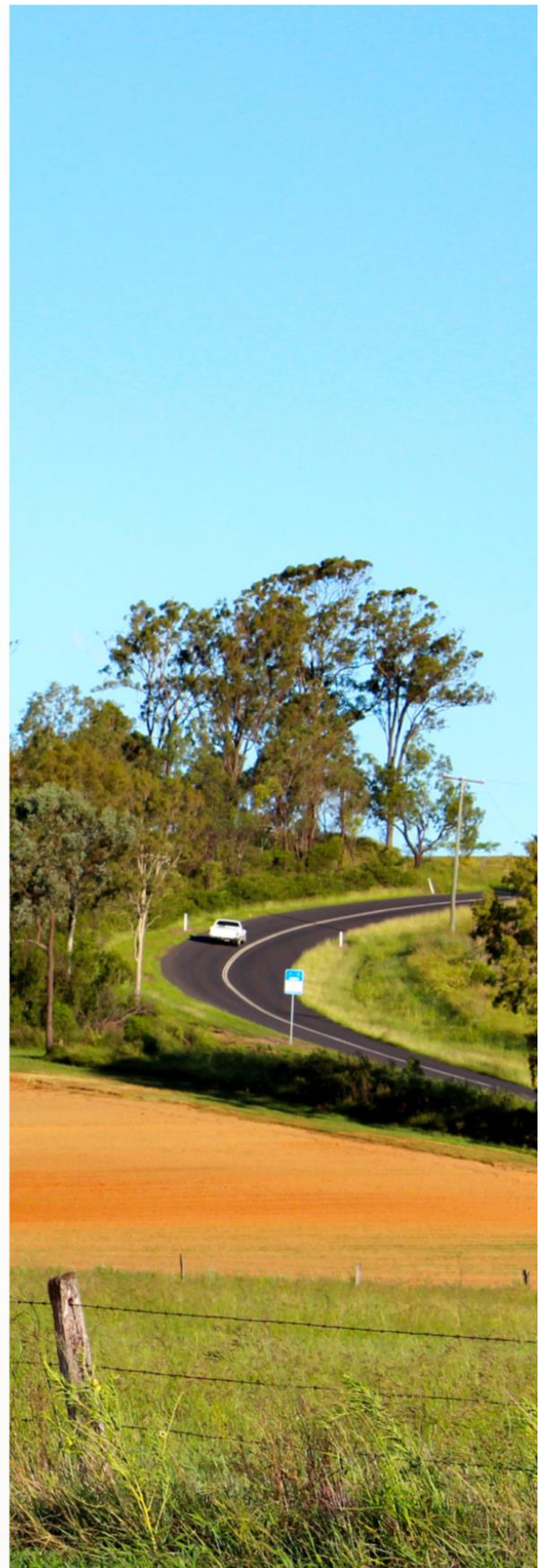
The Operational Plan (the Plan) is a strategic document that is developed and adopted annually with the Budget. The Plan captures strategic deliverables for the 2022-2023 financial year to ensure Council delivers the Commitments and Outcomes of the Corporate Plan 2022-2027.

The Operational Plan 2022-2023 sets the one year direction for Council. The Plan articulates our deliverables, areas of responsibility, addresses Council's risks and monitors the overall performance of Council.

Section 174 (3) of the *Local Government Regulation 2012* includes the requirement for the Chief Executive Officer to present a written assessment of the organisation's progress towards implementing the Operational Plan to Council at meetings of Council at regular intervals of not more than three months. This quarterly performance report on Council's Operational Plan 2022-2023 ensures Council meets its legislative responsibilities.

COMMITMENT TO HUMAN RIGHTS

Council is committed to protecting and promoting human rights by ensuring that human rights are considered in all the work we do – from the decisions we make to the services we provide. This commitment is in accordance with Council's obligations under the *Human Rights Act 2019*.



VISION, MISSION AND VALUES

VISION:

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

MISSION:

Lead, engage and empower.

OUR VALUES:

Values form the basis of our culture. They add meaning to work and they provide a basis for consistent planning and decision making across the organisation. To ensure that staff live our values, every employee of Lockyer Valley Regional Council is expected to demonstrate articulated behaviours in their daily activities and in the way they make decisions. Our values are:



LEADERSHIP

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



ACCOUNTABILITY

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



INTEGRITY

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



COMMUNICATION

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



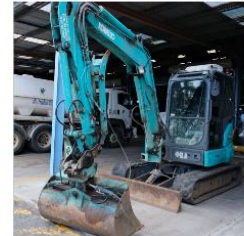
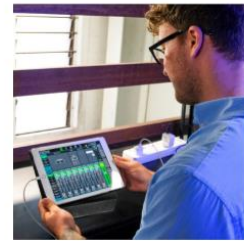
CUSTOMER FOCUS

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



TEAMWORK AND COLLABORATION

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



OUR ROLE

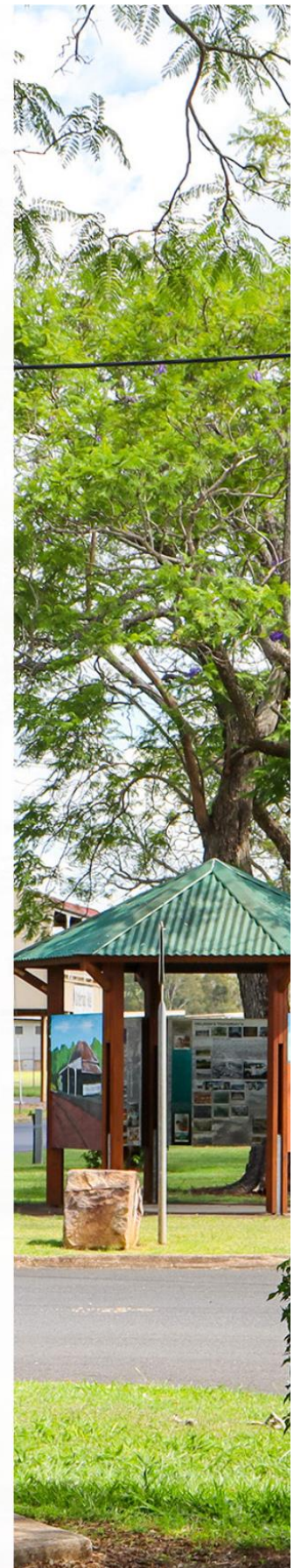
As we work towards our outcomes, we recognise that not all of them can be achieved by Council alone. Council will fulfil a range of roles in working to achieve the outcomes outlined in this plan.

These roles include:

COUNCIL ROLE	DESCRIPTION
Provider	Delivering services
Funder	Funding other parties to deliver services
Regulator	Regulating activities through legislation, local laws or policies
Partner	Forming partnerships and strategic alliances with other parties in the interests of the community
Facilitator	Assisting others to be involved in activities by bringing groups and interested parties together
Advocate	Promoting the interest of the community to other decision makers and influencers



6. Lockyer Valley Regional Council



QUARTERLY HIGHLIGHTS



COUNCIL LOBBYING YIELDS RESULTS FOR GATTON HOSPITAL

More Lockyer Valley residents can now seek healthcare closer to home, with six extra beds now available at the Gattton Hospital.

The development comes in the wake of months of lobbying by Council, to ensure the extra service capacity to cope with catchment demand.

There is still a lot of work to be done, and funding to be secured to ensure our fast-growing region has access to adequate healthcare in the medium to long term.

Council will continue to raise this issue and apply pressure to state and federal governments to start planning for our region's future now.

As part of the expansion, Gattton Hospital will trial a model of care for patients who are transitioning from acute care to community-based services under the National Disability Insurance Scheme (NDIS), West Moreton Health said.

The region is served by two public hospitals, Gattton and Laidley, with 10 funded inpatient beds at Laidley and now 16 at Gattton.

This brings the total number of funded beds to just 26 for a population of 43,000.

LOCAL SCHOOL STUDENTS KICKING GOALS THROUGH WASTE WARRIOR PROGRAM

Council is committed to flipping the script on sending food waste to landfill by educating our smallest community members about the circular economy and reusing food waste!

As of February, students from Lake Clarendon State School, Gattton State School, Blenheim State School and Mount Sylvia State School have collectively diverted 256.5kgs of their food waste from landfill. Lake Clarendon specifically has contributed a whopping 194.7kgs to the total amount – which is a true testament to the commitment the school has taken in reducing their waste to landfill.

These schools play a vital role in ensuring this important message is instilled in our youngest community members, and we congratulate these students on playing their part to make this happen.

SHADOW THE MAYOR PROGRAM CELEBRATES MILESTONE

Council's Shadow the Mayor Program celebrated an important milestone, when the Mayor welcomed her 30th student to the important initiative.

Started by Mayor Milligan in 2017, the 'Mayor's Shadow for a Day' takes place several times a year with the aim of mentoring and encouraging local Year 11 students to unleash their leadership potential.

The students are given the opportunity to spend the day with the Mayor, shadowing and being mentored by her as she fulfils her varied duties. They also get to see the responsibilities and tasks business and community leaders face firsthand, as well as the inner workings of local government.

Mayor Milligan said her hope was to instil self-belief in young people by giving them the encouragement needed to dream big and unlock their leadership potential.

COUNCIL LAUNCHES NATION-FIRST FLOOD INFORMATION PORTAL

In a first of its kind for Australia, Lockyer Valley residents now have immediate access to detailed flood advice – right at their fingertips.

Developed over several years with the assistance of specialised consultants and with thanks to funding support from the Queensland Government through the Innovation and Improvement Fund, Council officially launched its new Flood Information Portal to the community in April.

The first flood information platform of its kind, the Flood Information Portal is an interactive tool which provides a level of detail and confidence never seen before and is an exciting development in Council's suite of flood intelligence information.

The service allows Council to consolidate the flood information used in the past into a sleek, automated online system – with reports generated online for free, in just minutes.

The enhanced system provides data on specific locations within a lot, which is ideal for larger rural and rural residential properties where flood constraints can vary widely within a lot.

Council is proud to be pioneering an innovative new system that provides up-to-date and detailed flood information on properties in the Lockyer Valley subject to flood overlay and gives residents the clarity and information they need to confidently make property related decisions.

The new Flood Information Portal, which residents can access via computer, provides point-specific data on flood levels and quickly produces a report highlighting the engineering parameters like depth, velocity, and hazard of the water at those locations.

From Council's Disaster Dashboard to the Flood Information Portal – advancements in the accessibility of information for our community lead to our ever-improving preparedness and future planning.

PERFORMANCE STATUS

MILESTONE STATUS

STATUS		NUMBER
On Track (quarters 1-3 only)	●	0
In Doubt/Carried Over	●	9
Won't Be Achieved	●	0
Completed within Milestone	✓	9



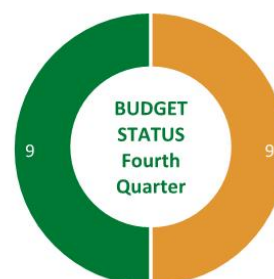
YEAR TO DATE MILESTONE STATUS COMPARISON

This graph provides a year-to-date comparison of the milestone status of the Operational Plan 2022-2023 deliverables against previous quarterly performance reports.



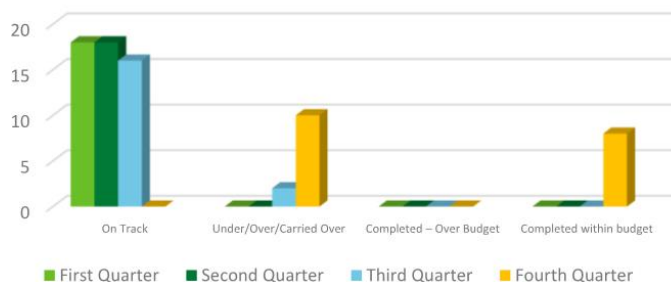
BUDGET STATUS

STATUS		NUMBER
On Track (quarters 1-3 only)	●	0
Under Budget/Carried Over	●	9
Completed – Over Budget	●	0
Completed within Budget	✓	9



YEAR TO DATE BUDGET STATUS COMPARISON

This graph provides a year-to-date comparison of the budget status of the Operational Plan 2022-2023 deliverables against previous quarterly performance reports.







LOCKYER COMMUNITY DELIVERABLES

Our healthy community welcomes the spirited diversity found within our region. Times of hardship highlight our resilience. Our high standards support our quality of life and vibrancy while providing a dynamic and safe place full of opportunity. We strive to build on who we are and all that our region has to offer by connecting business, the community and government.

A COMMUNITY WITH FAIR AND REASONABLE ACCESS TO SERVICES.

Deliverable	Performance Measurement	Progress Commentary	Milestone Status	Budget Status
Advocate for opportunities to enhance services to the community such as improved regional health facilities and a regional passenger rail network.	Maximise opportunities to advocate for improved regional health facilities. Participate in the Toowoomba to Brisbane Passenger Rail Reference Group and preparation of Business Cases.	Advocating for improved health facilities resulted in 6 extra beds for Gatton Hospital due to be available in coming weeks, taking the total beds available in Gatton to 16. There are 10 beds currently available in Laidley Hospital. The Technical Working Group for the Toowoomba to Brisbane Passenger Rail did not meet during this quarter. The Strategic business case remains with the Australian Government for consideration. While opportunities are taken to advocate for passenger rail the delays to the Inland rail are likely to impact on passenger rail planning in the region as well.	✓	✓

COUNCIL SEEKS TO UNDERSTAND COMMUNITY NEEDS, RESULTING IN PARTNERSHIPS THAT REALISE LONG-TERM BENEFITS FOR THE COMMUNITY IN A TIMELY MANNER.

Deliverable	Performance Measurement	Progress Commentary	Milestone Status	Budget Status
Prioritise and deliver an action plan outlining projects and initiatives that achieve the strategic priorities of the Community Development and Engagement Strategy.	An action plan identifying projects and initiatives to be delivered within the financial year.	25 individual Council projects received community engagement support during Quarter 4. Support for community groups and hall committees continued with grant and capacity building opportunities identified. For eg Mulgowie Hall Asscn and Withcott District Progress Asscn. Round 2 of the Major Community Grants Program was rolled out. Sponsorships were provided for individuals at sporting events. Flood recovery and community resilience events were implemented, such as Birdies Tree Resources; Building Inclusive Disaster Resilient Communities project and Queenslanders with a Disability Network.	✓	✓



LEGEND	Milestone Status	Budget Status
	Carried Over to 23-24	Carried Over to 23-24
	Won't Be Achieved	Completed – Over Budget
	Completed within Milestone	Completed within budget

THE COMMUNITY'S PREPAREDNESS FOR DISASTERS IS IMPROVED THROUGH COMMUNITY EDUCATION, TRAINING AND STRONG PARTNERSHIPS BETWEEN COUNCIL AND OTHER AGENCIES.

Deliverable	Performance Measurement	Progress Commentary	Milestone Status	Budget Status
Develop and implement a disaster management framework which is aligned to the standard for disaster management in Queensland as a shared organisational responsibility.	Disaster Management Framework developed, and implementation commenced.	The draft Disaster Management Framework Guideline is complete and associated documents including checklists, training calendar etc are identified and electronically linked to the Framework. Once finalised and approved the Framework will achieve the recommendation. Training compliance has commenced.	●	●

LEGEND	Milestone Status		Budget Status	
	Carried Over to 23-25	●	Under Budget	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓





LOCKYER BUSINESS, FARMING AND LIVELIHOOD DELIVERABLES

Lockyer Business: Our business community is a thriving and inclusive network where it is easy to do business. We create opportunities and encourage innovation that inspires business confidence and collaborative partnerships.

Lockyer Farming: As custodians we manage our water and land assets to ensure our farming future. We pride ourselves on our innovation and clean, green reputation. We work together to support our farmers of current and future generations.

Lockyer Livelihood: We are a community where lifelong learning opportunities exist. Our quality education facilities are highly regarded and provide diverse career pathways. We look to develop skills and generate job opportunities for all.

ENCOURAGE OPPORTUNITIES FOR THE LOCKYER VALLEY TO DRIVE ECONOMIC AND COMMUNITY OUTCOMES.

Deliverable	Performance Measurement	Progress Commentary	Milestone Status	Budget Status
Advocate to mitigate the adverse impacts of Inland Rail on the liveability of the region.	Ensure the community's and Council's interests are protected by maximising opportunities to advocate and participate in reviews, reference groups and prepare submissions as required.	The Australian Governments Independent Review of Inland Rail has now reported, and the Australian Government has accepted, or accepted in principle, all the recommendations made by the Reviewer. This follows significant advocacy from LVRC and other stakeholders regarding the negative impacts of Inland Rail and the viability of the business case for that project. Australian Rail Track Corporation have "paused" engagement with Council while a revised timeframe for works in Queensland is considered. The Environmental Impact Statement process has been further delayed and is unlikely to reconvene until 2024-25. A key outcome for this quarter was a revised Multi Criteria Analysis for the Gatton Bypass Option demonstrative that Council's advocacy for change in alignment was clearly justified.	✓	✓



LEGEND	Milestone Status		Budget Status	
	Carried Over to 23-24	●	Carried Over to 23-24	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓

MAXIMISE OPPORTUNITIES THROUGH ENGAGEMENT AND PARTNERSHIP WITH STAKEHOLDERS TO ACHIEVE A STRONG RESILIENT ECONOMY.

Deliverable	Performance Measurement	Progress Commentary	Milestone Status	Budget Status
Advocate for improved water security and supply for the region through the Lockyer Valley and Somerset Water Collaborative.	The agreement that aligns with the city deal funding executed. Negotiations with Seqwater finalised and a funding application lodged with the Australian Government to construct the irrigation scheme.	The Water for the Lockyer and Somerset project has now been included in City Deal funding with an announcement pending. Once the announcement has been made by the Australian and Queensland Governments details can be released. In the meantime, agreement has been reached with all parties on the Implementation Plan for the City Deal funding, which will support the commencement of pre-construction activities. The Plan includes 10 milestones to be worked through with the intended outcome being an investment ready scheme to take to investors and Government for funding.	●	●

PROMOTE AND MARKET THE LOCKYER VALLEY AS A DESTINATION FOR COMMERCE, TOURISM AND LIFESTYLE.

Deliverable	Performance Measurement	Progress Commentary	Milestone Status	Budget Status
Prioritise and deliver an action plan outlining projects and initiatives that achieve the strategic priorities of the Tourism Strategy.	An action plan identifying projects and initiatives to be delivered within the financial year.	A 2022/2023 action plan has been completed aligning with the Tourism Strategy. Deliverables achieved in the fourth quarter include: SP1 – Forest Hill Silo Project precinct concept plan and community engagement finalised. SP1 – Anzac Day commemoration activities delivered successfully in collaboration with RSL's. SP1 – Assistance provided to Powerfest 2023. SP2 – A new suite of tourism brochures developed for Visitor Information Centre (VIC) operations; billboard designs revised; commissioned two blogs for new website (accessibility and family-friendly). SP3 – Officers spent 6 days on stand with Southern Qld Country Tourism (SQCT) at Let's Go Qld Caravan and Camping Show in Brisbane. SP3 – A Famil was conducted with the SQCT Board. SP3 – Attended two SQCT Networking events. SP3 – A famil was held for the VIC Volunteers. SP3 – National Volunteer Week function held. SP3 – The former tourism trailer has been refreshed for community use.	✓	✓

LEGEND	Milestone Status		Budget Status	
	Carried Over to 23-25	●	Under Budget	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓



FOSTER A FLEXIBLE, SUPPORTIVE AND INCLUSIVE BUSINESS ENVIRONMENT.				
Deliverable	Performance Measurement	Progress Commentary	Milestone Status	Budget Status
Prioritise and deliver an action plan outlining projects and initiatives that achieve on the strategic priorities of the Economic Development Strategy.	An action plan identifying projects and initiatives to be delivered within the financial year.	<p>A 2022/2023 action plan has been completed aligning with the Economic Development Strategy. Deliverables achieved in the fourth quarter include:</p> <p>SP1 – Research, data and statistics have been provided to support advocacy for increased health services and facilities in the region.</p> <p>SP3 - The Lockyer Valley Industrial Land Study has been completed.</p> <p>SP3 – Successful grant application for \$50,000 from the Flexible Funding Program to undertake the Resilient People and Places project to support growth management and disaster management operations.</p> <p>SP3 – Economic Recovery activities are returning to business-as-usual. Focus is shifting to delivery of preparedness initiatives.</p> <p>SP3 – The Constraints Analysis project was completed.</p> <p>SP4 - \$25,000 financial support was provided to the Lockyer Valley Chamber of Commerce, Industry and Tourism to support the employment of a Membership Services Officer.</p> <p>SP5 – Engaged with Department Transport and Main Roads to provide local context as they build a new Transport Model for long term planning. Information from the Industrial Land Study, Constraints Analysis and development approvals (new and historical) is being used to inform the transport model.</p>	✓	✓



LEGEND	Milestone Status		Budget Status	
	Carried Over to 23-24	●	Carried Over to 23-24	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓





LOCKYER NATURE DELIVERABLES

Our natural assets are valued and protected to sustain our unique rural lifestyle.

LOCKYER VALLEY'S NATURAL ASSETS ARE MANAGED, MAINTAINED AND PROTECTED.

Deliverable	Performance Measurement	Progress Commentary	Milestone Status	Budget Status
Prioritise and deliver an action plan outlining projects and initiatives that achieve on the strategic priorities of the Environment Strategy.	An action plan identifying projects and initiatives to be delivered within the financial year.	<p>A 2022/2023 action plan has been completed aligning with the Environment Strategy. Deliverables achieved in the fourth quarter include:</p> <p>SP1 – Draft integrated land management plans have been prepared for 16 reserves. Consultants have been engaged to prepare bushfire management plans for the reserves, and requests for quotes have been released to engage contractors to undertake weed control works within the reserves.</p> <p>SP1 – A consultant has been engaged to prepare a Matters of Local Environmental Significance (MLES) scoping study.</p> <p>SP1 – The Draft Biodiversity Planning Scheme Policy has been reviewed by a consultant and is now finalised. It forms part of the draft planning scheme and will undergo public consultation at the same time as the draft scheme. Components of the Draft Planning Scheme Policy are being used to provide information to developers.</p> <p>SP2 – 6,250 native tubestock plants were planted at Parklea Reserve, Placid Hills. 1,200 of these were planted by the community at a community tree planting event.</p> <p>SP2 – 400 native trees were planted at Fairways Drive reserve.</p> <p>SP2 – 200 native trees were planted at Shorelands Drive reserve in collaboration with the Toowoomba Wilderness society as additional stock for a koala fodder forest.</p> <p>SP3 – Officers are working with Social Marketing @ Griffith team on koala awareness and education. On 18 May 2023 a successful Koala Forum was held, organised in conjunction with Social Marketing @ Griffith. 98 people registered to attend the forum in-person with another 185 attending online. The Forum was also covered by Seven News Toowoomba.</p> <p>SP3 – 79 Land for Wildlife members received free plant vouchers totalling 1,750 native plants.</p> <p>SP3 - 35 long term Land for Wildlife members were celebrated at the 20th year Anniversary morning tea held at the Lockyer Valley Cultural Centre.</p>	✓	✓

COUNCIL AND THE COMMUNITY ACTIVELY REDUCE WASTE, RECYCLE AND REUSE MORE.

LEGEND	Milestone Status	Budget Status
	Carried Over to 23-25	Under Budget
	Won't Be Achieved	Completed – Over Budget
	Completed within Milestone	Completed within budget

Deliverable	Performance Measurement	Progress Commentary	Milestone Status	Budget Status
Develop a Waste Management Strategy which guides the delivery of Council's Waste Management function.	Waste Management Strategy developed and adopted by Council.	<p>A consultant has been engaged to assist with this work. The planned scope of works includes:</p> <ol style="list-style-type: none"> 1. Strategic Vision Workshop – planned for mid to late August 2023 2. Options Analysis – September 2023 3. Strategic Workshop 2 – mid to late September 2023 4. Draft Waste Reduction and Recycling Plan (WRRP) prepared – October 2023 5. Community engagement for the draft plan – November 2023 6. Final WRRP for adoption – early December 2023. 	●	●



LEGEND	Milestone Status		Budget Status	
	Carried Over to 23-24	●	Carried Over to 23-24	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓



LOCKYER PLANNED DELIVERABLES

We have unique, well connected communities. We have places and spaces that bring together people. Local services match the needs of the community. Our built infrastructure is designed and constructed to enable access for all.

GROWTH AND DEVELOPMENT IN THE REGION IS SUSTAINABLY MANAGED THROUGH THE ADOPTION AND IMPLEMENTATION OF THE LOCKYER VALLEY PLANNING SCHEME.

Deliverable	Performance Measurement	Progress Commentary	Milestone Status	Budget Status
Undertake Public Notification of the Lockyer Valley Planning Scheme, review submissions received and finalise for Council adoption and implementation.	Complete public notification of the Lockyer Valley Planning Scheme, including a review of submissions received and responses provided to all properly made submissions. Where appropriate, amendments made to the Planning Scheme to incorporate feedback from submissions received. Preparation of a formal response to the Minister to finalise the Lockyer Valley Planning Scheme for Ministerial Approval and adoption by Council.	Council has received conditional approval from the Chief Executive of the Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) to undertake public consultation of the Draft Lockyer Valley Planning Scheme ('the Scheme'). Council will undertake public consultation of the Scheme over a 40 to 45 day period during August and September 2023. The remainder of the performance measures associated with this deliverable will be complete by December 2023, when it is planned that Council will adopt the new Scheme.	●	●

PROVISION OF FIT-FOR-PURPOSE INFRASTRUCTURE WHICH MEETS THE CURRENT AND FUTURE NEEDS OF THE REGION.

Deliverable	Performance Measurement	Progress Commentary	Milestone Status	Budget Status
Undertake a program of works to inform Council's strategic infrastructure planning in relation to stormwater and traffic network planning to support the orderly and sequential growth of the region.	Plan developed that informs Council's investment in future infrastructure needs and the Local Government Infrastructure Plan.	The Local Government Infrastructure Plan (LGIP) amendment in relation to stormwater is nearing completion. Studies to support strategic infrastructure planning are underway while others have been completed: the Industrial Land Study and Constraints Analysis have been completed, and the Growth Management Strategy will commence next year.	●	●
Undertake the preparation of Council's Local Government Infrastructure Plan.	Finalisation and adoption of Council's Local Government Infrastructure Plan.	Work on the LGIP will commence in 2023/24. The recently completed Industrial Land Study and Constraints Analysis will inform the LGIP.	●	●

LEGEND	Milestone Status	Budget Status
	Carried Over to 23-25 ●	Under Budget ●
	Won't Be Achieved ●	Completed – Over Budget ●
	Completed within Milestone ✓	Completed within budget ✓



AN INTEGRATED APPROACH TO THE PLANNING OF ALL COMMUNITIES THAT STRENGTHENS LOCAL IDENTITY AND LIFESTYLE.

Deliverable	Performance Measurement	Progress Commentary	Milestone Status	Budget Status
Finalise the review of the existing Laidley Flood Town Protection Scheme and present to Council an options analysis in relation to flood mitigation for Laidley and undertaken an options analysis for flood mitigation at Withcott.	Flood mitigation options for Laidley and Withcott determined by Council.	<p>A review of the original Laidley Flood Mitigation Scheme has been undertaken by WMAWater, with updated options presented to an internal working group consisting of Councillors and staff. The options will be presented to Council for formal adoption in the future, with no date set at this stage. Negotiations are currently underway to purchase land that would be required to implement any of the flood mitigation options currently being considered.</p> <p>WMA Water have been engaged to commence preparing an options analysis for Withcott Flood Mitigation.</p>	●	●



17 Lockyer Valley Regional Council

LEGEND	Milestone Status		Budget Status	
	Carried Over to 23-24	●	Carried Over to 23-24	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓



LOCKYER LEADERSHIP AND COUNCIL DELIVERABLES

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

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

UNDERTAKE ROBUST AND ACCOUNTABLE FINANCIAL, RESOURCE AND INFRASTRUCTURE PLANNING AND MANAGEMENT TO ENSURE AFFORDABLE AND SUSTAINABLE OUTCOMES FOR OUR COMMUNITY.

Deliverable	Performance Measurement	Progress Commentary	Milestone Status	Budget Status
Develop a Strategic Asset Management Plan to enable a coordinated approach to managing Council's assets.	Engage internal stakeholders and develop a draft Strategic Asset Management Plan.	Draft Strategic Asset Management Plan completed and disseminated to relevant staff for comment. Plan will be formally adopted by Council in the first quarter of the 2023/2024 financial year.	✓	✓
Develop a Procurement Strategy that supports the needs of the business, provides value for money to Council and ensures legislative compliance.	Procurement Strategy developed.	This has not been achieved and will be carried over for completion during the 2023/2024 financial year.	●	●

ACTIVELY ENGAGE WITH THE COMMUNITY TO INFORM COUNCIL DECISION MAKING PROCESS AND COMMUNICATE ON DECISIONS MADE.

Deliverable	Performance Measurement	Progress Commentary	Milestone Status	Budget Status
Develop a Corporate Communications Strategy that defines Council's approach to internal and external communication.	Strategy finalised and adopted by Council and a prioritised annual action plan developed and implemented.	Council's Social Media Policy was reviewed and approved 18/01/2023. The External Communications Strategy was finalised in April 2022. An Internal Communications Strategy was partially complete at 30 June 2023.	●	●

LEGEND	Milestone Status		Budget Status	
	Carried Over to 23-25	●	Under Budget	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓



PROMOTE A VALUES BASED CULTURE THAT APPRECIATES AND EMPOWERS ITS WORKFORCE.				
Deliverable	Performance Measurement	Progress Commentary	Milestone Status	Budget Status
Undertake organisational development activities that foster a values based culture.	Improved organisational culture. Pulse Survey results demonstrate trend improvement in employee responses to each theme.	<p>Pulse survey trends have improved across a number of the key categories together with the number of employee responses over the program so far. For example in the initial pulse survey we received 147 responses and in the latest survey we received 186. We will continue with the Pulse Survey program to measure culture and workplace sentiment.</p> <p>A number of organisational development activities have been completed this year including:</p> <ul style="list-style-type: none"> - 2 cohorts of Council leadership staff completing a Leadership Development Programme including 360 degree feedback reviews; -The completion of pulse surveys throughout the year; -The formation of Connected Council Focus Groups which are a workplace culture-based groups that address the themes from the Pulse Surveys. <p>While this has been completed further work is scheduled for 2023/2024.</p>	✓	✓
COMPLIANT WITH RELEVANT LEGISLATION.				
Deliverable	Performance Measurement	Progress Commentary	Milestone Status	Budget Status
Undertake preparations for the Local Government Workcare Mutual Risk Obligations Audit	Preparations completed to achieve continuation of self-insurance status.	Deliverable completed with a strong audit result of 78.3% achieved. The result is the highest recorded.	✓	✓



LEGEND	Milestone Status		Budget Status	
	Carried Over to 23-24	●	Carried Over to 23-24	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓

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10.6 Review of Evacuation Centre Management Sub Plan and Environmental Health Sub Plan, Sub Plans of the Local Disaster Management Plan

Author: Madonna Gibson, Disaster Management Officer
Responsible Officer: Ian Church, Chief Executive Officer

Purpose:

The purpose of this report is to seek Council's adoption of the following sub plans of the Local Disaster Management Plan (LDMP):

- Evacuation Centre Management Sub Plan - Version 4.0
- Environmental Health Sub Plan - Version 2.0

Officer's Recommendation:

THAT Council adopt the following Sub Plans of the Local Disaster Management Plan:

- 1. Evacuation Centre Management Sub Plan Version 4.0; and**
- 2. Environmental Health Sub Plan Version 2.0.**

Executive Summary

Under the Disaster Management Act 2003, there is a requirement to regularly review the Local Disaster Management Plan and its related subplans. The review of the attached documents is in line with this requirement. As part of the review process, Council's role is to adopt the sub plan after it has been endorsed by the Local Disaster Management Group (LDMG).

Proposal

The LDMG comprises local and state agencies including emergency service organisations that are responsible for disaster management in the Lockyer Valley local government area. Functions of a LDMG are identified within the *Disaster Management Act 2003* and include the requirement to meet regularly and develop effective local disaster management plans encompassing the four aspects of prevention, preparation, response and recovery. Once plans have been endorsed by the LDMG they are tabled for adoption with Council.

The Environmental Health Sub Plan and Evacuation Centre Management Sub Plan have undergone a major review. In the process, the sub plans have been streamlined, removing duplicated and / or operational information, with the aim of keeping the sub plans as strategic documents.

In the case of the Evacuation Centre Sub Plan, a Standard Operating Procedure will be developed to outline the operations of evacuation centres in the Lockyer Valley local government area, removing this information and subsequent forms and other documents from the sub plan.

Both sub plans were submitted to the members of the Local Disaster Management Group (the Group) for review and feedback. No recommendations for amendments were received.

The draft sub plans were submitted for endorsement to the Group at the ordinary LDMG meeting conducted on Thursday 29 June 2023. At that meeting the LDMG endorsed both sub plans and supported their submission to the Lockyer Valley Regional Council for adoption.

Previous Council Resolutions

Ordinary Council Meeting 24 May 2017 Resolution 16-20/0507

THAT Council resolve to endorse the reviewed version of the Local Disaster Management Plan Version 5.0 and its Sub Plans, being the Bushfire Sub Plan Version 3.0, Evacuation Sub Plan Version 3.0, Evacuation Centre Management Sub Plan Version 3.0, Pandemic Sub Plan Version 3.0 and Recovery Sub Plan Version 2.1, as attached to these minutes.

Ordinary Council Meeting 27 June 2018 Resolution 16-20/1001

THAT Council adopt the reviewed versions of the Local Disaster Management Plan, Sub Plans for:

- 1. Local Disaster Coordination Sub Plan Version 3.0;*
- 2. Environmental Health Sub Plan Version 1.0; and*
- 3. Animal Management Sub Plan Version 1.0.*

Strategic Implications

Corporate Plan

Lockyer Community - The community's preparedness for disasters is improved through community education, training and strong partnerships between Council and other agencies.

Legislation and Policy

Review of the Local Disaster Management Plan and its sub plans are in accordance with legislative requirements under s. 59 of the Disaster Management Act 2003.

Risk Management

LCL1 – Legal compliance and liability.

Consultation

Internal Consultation

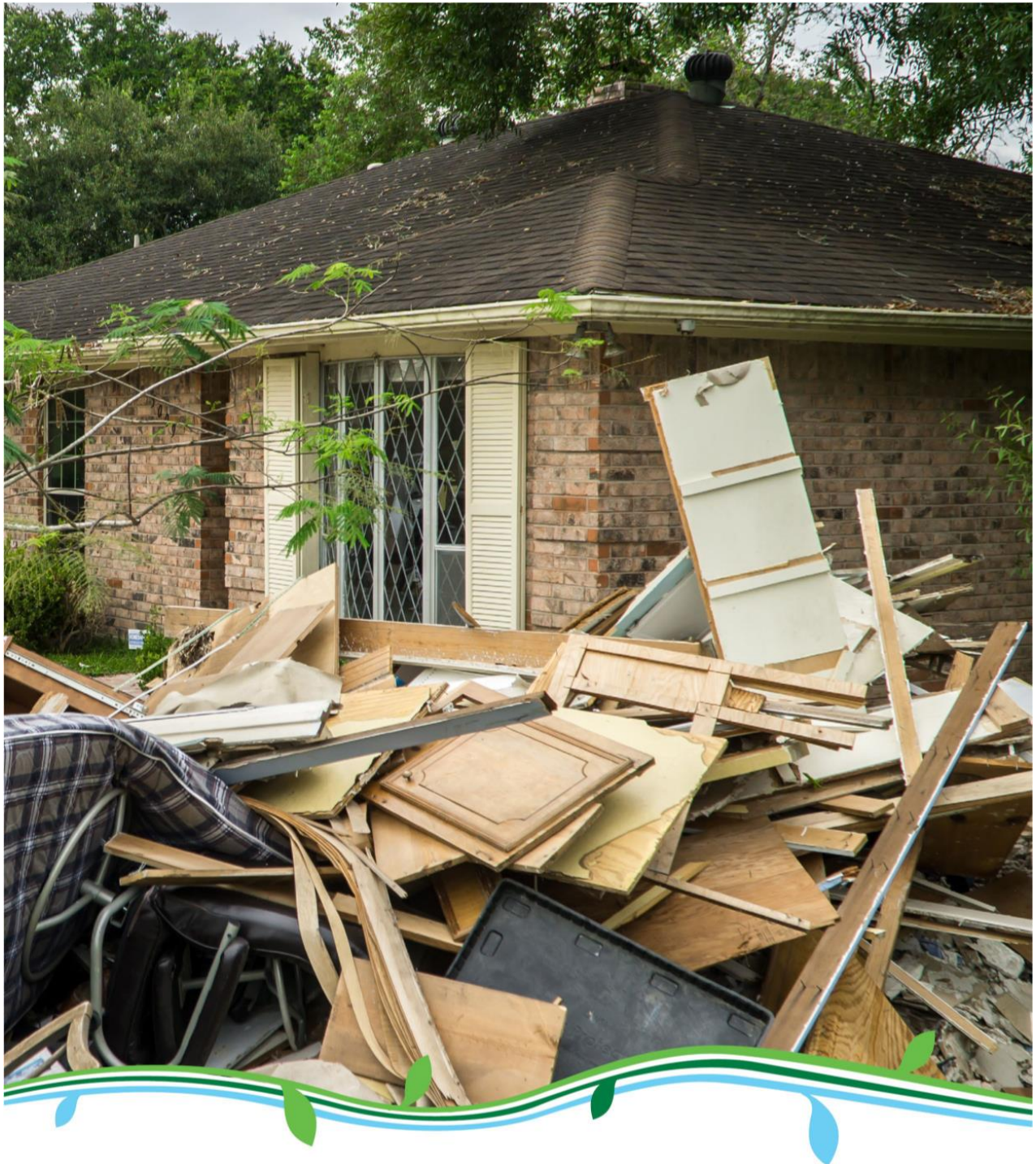
The Environmental Health Sub Plan was reviewed in consultation with Council's Environmental Health Officer.

External Consultation

Members, advisors and deputies of the Lockyer Valley Local Disaster Management Group were provided with copies of the sub plans for review and feedback.

Attachments

- | | | |
|-------------------|---|----------|
| 1 | Environmental Health Sub Plan - Version 2.0 | 20 Pages |
| 2 | Evacuation Centre Management Sub Plan - Version 4.0 | 23 Pages |



Lockyer Valley Local Disaster Management Sub Plan

Environmental Health

Version 2.0 – DRAFT



Endorsement and Approval

Endorsement by the Lockyer Valley Local Disaster Management Group Meeting of XXXXXX.

Approval by resolution at the Lockyer Valley Regional Council Ordinary Meeting of XXXXXX.

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
ADMINISTRATION AND GOVERNANCE.....	3
Authorising Environment.....	3
Aim and Objectives.....	3
Scope	3
Distribution.....	3
Activation and Notification Procedures	3
Amendments	4
INTRODUCTION	5
Context	5
Capacity	5
EMERGENCY RESPONSE	6
Coordination.....	6
Situation Updates and Reporting	6
Public INformation.....	6
Debriefing the Incident.....	6
DISASTER OPERATIONS ROLES BY FUNCTION	7
Safety of Food Supplies	7
Safe and Adequate Water Supplies	8
Wastewater Disposal.....	9
Solid Waste Collection and Disposal.....	10
Safe Hazardous Material Disposal	11
Vermin and Vector Control.....	12
Human Infectious Disease Control	13
EVACUATION CENTRES AND RETURNING HOME	14
Evacuation Centres.....	14
Returning home.....	14
APPENDIX 1 – VERSION CONTROL.....	16
APPENDIX 2 – EHO ROLES IN DISASTER OPERATIONS	17
APPENDIX 3 – ROLES AND RESPONSIBILITIES.....	18



2. Lockyer Valley Regional Council

ADMINISTRATION AND GOVERNANCE

AUTHORISING ENVIRONMENT

This plan is prepared by Lockyer Valley Regional Council (LVRC) as a sub plan of the Lockyer Valley Local Disaster Management Plan (LDMP).

AIM AND OBJECTIVES

The EH Sub Plan aims to mitigate and manage potential, imminent or actual environmental health risks within the LVRC LGA before, during and after hazardous and disaster events.

This is achieved through the provision of temporary preventative measures and by prioritising and directing the allocation of resources to conduct effective EH response activities. The key objectives are to:

- Implement temporary preventative EH measures to minimise risks to public health.
- Provide clear, concise, and timely EH information to the LDMG and the community.
- Define the responsibilities of the LVRC's EH Staff in the event of a disaster and the support required by key agencies.

SCOPE

The EH Sub Plan applies to the effects of a disaster or emergency event occurring within the LVRC LGA. During hazardous and disaster events, issues relating to the following may need to be managed or addressed:

- Safety of food supplies
- Safe and adequate water supplies
- Wastewater disposal
- Solid waste collection
- Safe disposal of hazardous material
- Vermin and vector control
- Human infectious diseases,
- Emergency housing and returning home

DISTRIBUTION

This sub plan is not publicly available and is not for distribution and/or release to persons or agencies other than those identified in the LDMP.

ACTIVATION AND NOTIFICATION PROCEDURES

ACTIVATION

The plan will be activated in relation to any event which requires measures to be implemented to minimise risks to public health.



Environmental Health Sub Plan V2.0 3.

NOTIFICATION PROCESS

When the LDMG moves to ALERT during disaster operations, Council's EHO will also prepare to respond as necessary. The EH staff will implement the EH Sub-Plan on behalf of the LDMG.

If a decision is made to not invoke the EH Sub-Plan, then EH issues will continue to be addressed using standard agency procedures.

AMENDMENTS

This sub plan will be reviewed as required by Section 59 of the Disaster Management Act 2003, with relevant amendments made and distributed. Any proposed amendments to this plan should be forwarded to the Lockyer Valley Local Disaster Coordinator.

Changes to the plan can be found at APPENDIX A - Amendment Register



4. Lockyer Valley Regional Council

INTRODUCTION

Major disasters, both natural and man-made, are common and generally involve some form of Environmental Health (EH) response. Disasters such as fires and floods that have been experienced in the Lockyer Valley in recent years, have widespread EH consequences.

EH is concerned with the investigation, assessment, and management of the physical, chemical, biological, and social factors in our environment that have the potential to impact upon human health and wellbeing. In managing these factors, EH focuses on creating and maintaining sustainable environments, enhancing good human health and wellbeing, and ensuring protection of the natural environment.

The Local Disaster Management Plan (LDMP) outlines the Local Disaster Management Group (LDMG) need for thorough planning in the prevention, preparation for, response to and recovery from hazardous and disaster events.

This EH Sub-Plan focuses on managing the EH risks that have the potential to affect the Lockyer Valley Regional Council (LVRC) Local Government Area (LGA) from hazardous and disaster events. The EH Sub-Plan has been prepared as a functional support plan for, and must be read and interpreted in conjunction with, the LDMP.

CONTEXT

Prior, during and in the aftermath of a disaster, a specific EH response will be dependent on the type and intensity of the disaster, the population density, the preparedness of the local community and the potential geographical spread of the impacts and the extent of the warnings given.

CAPACITY

If LVRC's EH capacity is exceeded during a disaster event, a Request for Assistance (RFA) to the District Disaster Management Group (DDMG) may be required to engage additional support for LVRC's EHO.



Environmental Health Sub Plan V2.0 5.

EMERGENCY RESPONSE

COORDINATION

When the EH Sub-Plan is activated, EH responses will be coordinated by the Local Disaster Coordination Centre (LDCC).

SITUATION UPDATES AND REPORTING

EH updates for Situation Reporting on implementation of the EH Sub-Plan, will be provided through the LDCC during a disaster event. The LDCC will provide direction on the timing and nature of reporting required.

PUBLIC INFORMATION

The LDCC Public Information Officer will manage all external advice and warnings on EH issues and responses for the affected community. The Public Information Officer will liaise with the EH staff or vice versa on these matters.

DEBRIEFING THE INCIDENT

After the emergency response, the EHO will participate in the debriefing. EH staff will consolidate information from the EH Incident Response Log and any additional observations or comments for this debriefing.

While a verbal report and debriefing may meet immediate needs, a written report of the main findings should be prepared for record keeping and reviewing.

Those involved in the debriefing are encouraged to offer constructive criticism and recommendations for improvement. In some instances, information may be of a sensitive nature, in these instances a one-on-one debriefing may be required.



DISASTER OPERATIONS ROLES BY FUNCTION

These tables are neither exhaustive nor exclusive. Activities will be determined by the nature of the emergency and the incidents and circumstances arising from it.

SAFETY OF FOOD SUPPLIES

A major disaster or emergency may result in disruptions to local food supplies. Commonly, these disruptions involve short-term impacts to food transportation, safe storage, retail systems or food production. These impacts can be further exacerbated if food is not stored under appropriate temperature control or safe handling techniques are not being observed.

The role for EHOs in disaster operations will be to ensure that conditions are maintained that ensures food is safe for human consumption.

EHOs will be responsible for monitoring and providing advice on food safety in the following situations:

- Council licensable and other food businesses affected by a disaster,
- Evacuation centres activated during the disaster, and
- Homes impacted on by a disaster (e.g. loss of power, water impacted and/or damage).

Table 1 - Safety of Food Supplies Responsibilities

STAKEHOLDER	RESPONSIBILITY
LVRC EHO	<ul style="list-style-type: none"> • Identify disaster affected food businesses to determine priority and required actions. • Inspect disaster affected food businesses focusing on temperature control, protection from food spoilage/contamination and cleaning/sanitisation. • Provide advice on operation of evacuation centres, including an annual assessment of identified sites using the Initial Suitability Report Form • At ALERT level of activation conduct an evacuation centre pre-opening assessment to identify any environmental health issues. • Monitoring food supplies and food handling at evacuation centres, communal catering centres and such. • Advice on the disposal of damaged and spoilt food as requested. • Assessment and guidance for the clean-up of food businesses. • Briefing food handlers and public emergency workers on safe and appropriate food handling techniques as required. • Provision of information, advice, and updates to LDMG as required.
Queensland Health (West Moreton Public Health Unit - WMPHU))	<ul style="list-style-type: none"> • Monitoring of non-devolved food premises (e.g. State Schools, Hospitals). • Updates and advice to LDMG as required.
LVRC	<ul style="list-style-type: none"> • Management of food provided at evacuation centres.
Red Cross (or other NGO)	<ul style="list-style-type: none"> • Management of food preparation and distribution at evacuation centres.
LDCC	<ul style="list-style-type: none"> • Manage resupply operations to stranded people, isolated properties, and communities.



SAFE AND ADEQUATE WATER SUPPLIES

The primary aim of a public health response involving water supplies, following a disaster or emergency, is to ensure that a sufficient and safe quantity of potable water is available to the community. The bacterial, chemical, and physical condition of potable water should always comply with the most recent Australian Drinking Water Guidelines. The Lockyer Valley has a mix of reticulated and private drinking water supplies (sourced from rainwater and bores).

Urban Utilities (UU) have the lead on the provision and management of reticulated water supplies. UU to provide updates on the status of water supply infrastructure and people potentially affected by disruption to services. The repair of these services is a priority, particularly in relation to hospitals and for Queensland Fire and Emergency Service (QFES) firefighting purposes.

EHOs would assist in addressing issues with private water supplies for affected residential properties and food businesses. This includes providing advice on water storage, treatment, and prevention of contamination, and assessments of treatment systems for food businesses.

The provision of potable water is based on a minimum of 20 litres/person/day with 2.5-5 litres allocated to drinking and the rest for washing and cooking (per day).

Table 2 - Safe and Adequate Water Supplies Responsibilities

STAKEHOLDER	RESPONSIBILITY
Urban Utilities	<ul style="list-style-type: none"> Ensure safe and adequate supply of water. Monitoring of water services including source water, water treatment and reticulation. Reinstatement of water services including repairs to water reticulation infrastructure. Source alternative supplies and methods of supply such as dedicated drinking water carrier and/or the provision of packaged water. Review of the day-to-day needs. Provision of key information relating to the status of water supplies and people potentially affected by disruption to services to the LDMG. Provision of public information as to condition and availability of water services. Issue of warnings in event of unsafe water supply. Provision of information, advice, and updates to LDMG as required.
LVRC EHO	<ul style="list-style-type: none"> Liaise with UU and assist where able. Provide advice on local bulk water transport opportunities. Assist with water sampling and testing as required. Assessing suitability of drinking water supply to evacuation centres as required. Inspect drinking water carriers as required. Provision of public information/advice including water storage, treatment, and prevention of contamination. Provision of information, advice, and updates to LDMG as required.
LVRC Plumbing Team	<ul style="list-style-type: none"> Provide advice on upgrades to private water supply systems as requested. Provision of information, advice, and updates to LDMG as required.
Queensland Health (WM PHU)	<ul style="list-style-type: none"> Guidelines for safe operation of non-reticulated water supplies for the community. Assist with water sampling of private water supplies for food businesses when requested. Provision of information, advice, and updates to LDMG as required.
LDCC	<ul style="list-style-type: none"> Ensure there is an adequate supply of potable water available for evacuation centres, gathering places and emergency service personal (as needed).



WASTEWATER DISPOSAL

The hygienic disposal of human excreta is of the utmost importance to the wellbeing of the community. Sanitary disposal of human waste helps to control infectious organisms and therefore reduces the likelihood of disease outbreaks. The Lockyer Valley has a mix of reticulated, pump out systems and domestic treatment systems (septic and aerated treatment systems).

Urban Utilities have the lead on provision and management of reticulated sewerage systems. The loss of these services greatly increases the risk of disease and will be the result of community infrastructure or treatment system failures. UU has the responsibility to address these concerns while the failure of domestic treatment systems is the responsibility of each property owner to reinstate.

Table 3 - Wastewater Disposal Responsibilities

STAKEHOLDER	RESPONSIBILITY
Urban Utilities	<ul style="list-style-type: none"> • Ensure safe sanitary collection, treatment and disposal of human waste and wastewater including collection and disposal of nightsoil. • Source and provide alternative systems. • Ensure safe clean-up of sewage spills and inundations. • Review of the day-to-day specific needs. • Provision of information, advice, and updates to LDMG as required.
LVRC Plumbing Team	<ul style="list-style-type: none"> • Provision of information on the use of existing domestic wastewater systems. • When required, Plumbing staff undertake the inspection of properties in non-sewered areas to ensure public safety and to support any remediation of domestic wastewater and pump out systems. • Locate, inspect, and provide guidance for the operation of domestic wastewater systems (including desludging and checking disposal areas) and pump out systems as required. • Provision of information, advice, and updates to LDMG as required.
LVRC EHO	<ul style="list-style-type: none"> • Provision of information on the use of existing domestic wastewater systems. • Assist with the sourcing and location of temporary ablution facilities and disposal of wastes (as required). • Assist Plumbing team with inspection programs (as required). • Provision of public information/advice. • Advice on provision of toilets and other ablution facilities (e.g. toilet paper, sanitisers etc) at evacuation centres. • Provision of information, advice, and updates to LDMG as required.
LVRC Waste Services	<ul style="list-style-type: none"> • Provision of information, advice, and updates to LDMG as required.
Queensland Health (WM PHU)	<ul style="list-style-type: none"> • Provision of information, advice, and updates to LDMG as required.



SOLID WASTE COLLECTION AND DISPOSAL

Following a disaster event, the quantities of waste are likely to be significantly higher than normal and the use of additional support and collection services and disposal sites may be necessary.

Council's Waste Services have the lead with the collection and disposal of waste materials with local landfill sites and waste transfer stations being the first options for disposal. However alternative disposal sites may need to be identified, approved by Department of Environment and Science (DES) and utilised.

Waste management presents a various public health risks including fly breeding in the putrescible waste and exposure to hazardous materials mixed into the waste.

Table 4 - Solid Waste Collection and Disposal Responsibilities

STAKEHOLDER	RESPONSIBILITY
LVRC Waste Services	<ul style="list-style-type: none"> Establish and coordinate arrangements for the collection, transportation, and disposal of waste. Determine if additional resources are required from other Council departments, Australian Defence Force (ADF), and/or additional contractor staff. Coordinate the removal of putrescible matter where necessary, from buildings and households and the setting up of "transfer stations" at strategic locations. Supervise arrangements with contractors/service providers. Identification of alternative and temporary waste disposal sites (if required). Seek services from relevant organisations. Review of the day-to-day specific needs. Provision of information, advice, and updates to LDMG as required.
LVRC EHO	<ul style="list-style-type: none"> Assist with the removal and disposal of spoilt or rejected foods from food businesses. Assist Waste Services when requested. Provide advice to ensure provision of adequate waste services for the evacuation centres. Provision of information, advice, and updates to LDMG as required.
Queensland Health (WM PHU)	<ul style="list-style-type: none"> Provision of information, advice, and updates to LDMG as required.
Department of Environment and Science (DES)	<ul style="list-style-type: none"> Approval of temporary waste disposal sites. Provision of information, advice, and updates to LDMG as required.
LDCC	<ul style="list-style-type: none"> Coordination of additional resources and services required to support evacuation centres.



SAFE HAZARDOUS MATERIAL DISPOSAL

A major disaster event can increase risk to the community from hazardous materials resulting from the damage and destruction caused. Queensland Fire and Rescue Service (QFES) have the lead in dealing with hazardous materials and have the Queensland Chemical/HazMat Plan to facilitate a multi-agency response preparedness for the management of these incidents.

Exposure to friable asbestos is a common hazard following many types of disasters, particularly bushfires. EHOs become involved when asbestos containing material is likely to pose a public health risk and contribute to a coordinated response to the management of asbestos debris during and following an emergency.

The safe removal and disposal of asbestos from a damaged property is a critical action. Councils EHO may be requested to provide advice to assist affected communities on the safe removal and disposal of asbestos. Additionally, a building or demolition approval maybe required.

Table 5 - Safe Hazardous Material Disposal Responsibilities

STAKEHOLDER	RESPONSIBILITY
QFES	<ul style="list-style-type: none"> • Management of hazardous material incidents (e.g. chemical spills). • Provision of hazardous material incident management information. • Advice and directions on public safety and evacuation from hazardous materials danger zone. • Provision of information, advice, and updates to LDMG as required.
Hazardous Industries and Chemical Branch – Workplace Health and Safety QLD	<ul style="list-style-type: none"> • Advise on the safe collection, transport, and disposal of hazardous materials, including wastes such as asbestos, prior to recovery and on a need basis. • Advise of hazardous material storage locations. • Provision of information, advice, and updates to LDMG as required. • Initiate the removal of hazardous material storages that may contaminate the environment and/or affect human health as required.
LVRC Waste Services	<ul style="list-style-type: none"> • Provide advice/information on Council's ability to dispose of hazardous materials. • Assist with the disposal/dispose of hazardous material as appropriate. • Provision of information, advice, and updates to LDMG as required.
DES	<ul style="list-style-type: none"> • Providing advice according to the environmental regulations of disposing certain hazardous materials. • Responding if serious or material environmental harm has occurred. • Provide advice to businesses on the safe storage of chemicals and environmentally hazardous fluids stored onsite before, during and after the disaster event. • Liaise with companies to cease production of hazardous materials if necessary.
LVRC EHO	<ul style="list-style-type: none"> • Provision of information and advice for the community on the removal, transport, and disposal of non-work-related asbestos in accordance with the requirements of the <i>Public Health Act 2005</i> and associated regulation. • Investigate complaints regarding non-work-related asbestos matters and take appropriate action as required. • Provision of information, advice, and updates to LDMG as required.



VERMIN AND VECTOR CONTROL

Vermin (e.g. rats and mice) and vectors (e.g. flies and mosquitoes) are potential disease carriers that can breed and spread rapidly during disaster events.

The increased risk of vector-borne diseases must be seriously considered after all natural disasters. It is a matter of priority that the potential transmission of vector-borne disease is assessed early in the recovery phase.

LVRC has very limited resources for vector/vermin control, and these may be overwhelmed during certain disaster event (e.g. floods). In such cases, the support from neighbouring Councils maybe needed and a Council-to-Council Request for Assistance raised by the LDCC and approved by the LDC.

Table 6 - Vermin and Vector Control Responsibilities

STAKEHOLDER	RESPONSIBILITY
LVRC EHO	<ul style="list-style-type: none"> Coordinator measures to control vermin/vector in the affected areas and evacuation centres as required. Undertake larvae monitoring as required. Coordinate mosquito larvaciding on public land as required. Contribute to the control of vermin problems as required. Respond to customer requests. Provision of information, advice, and updates to LDMG as required.
LVRC Pest Management Team	<ul style="list-style-type: none"> Undertake larvaciding on public land as required. Identify the species of larvae, mosquitoes and midges found.
Queensland Health (WM PHU)	<ul style="list-style-type: none"> Assist in undertaking adult and larval surveillance. Identify the species of larvae, mosquitoes and midges found. Provision of information, advice, and updates to LDMG as required.



12. Lockyer Valley Regional Council

HUMAN INFECTIOUS DISEASE CONTROL

Managing infectious disease outbreaks is vital to maintaining good public health within the community after a disaster. West Moreton PHU will take the lead on investigating and managing infectious disease outbreaks.

Promoting good basic personal hygiene with the community remains the primary method of prevention. Public messaging about not swimming in flood waters, staying away from dead animals, and using appropriate personal protective equipment will need to be reinforced throughout the disaster response phase. Other strategies include:

- reducing the population density and therefore person-to-person contact,
- provision of appropriate sanitation and water,
- knowledge of existing disease prevalence in the disaster area, and
- adequate control of vectors and pests.

Table 7 - Human Infectious Disease Control Responsibilities

STAKEHOLDER	RESPONSIBILITY
Queensland Health (WM PHU)	<ul style="list-style-type: none"> • Investigation of outbreaks. • Undertake epidemiological investigations. • Manage public health responses when required. • Collect samples of suspected infectious substances for analysis and examination. • Provision of emergency immunisation or provision of immunoglobulin as deemed appropriate. • Coordinate medical resources. • Distribution of public health advice by collaboration with Qld Health and via the LDMG nominated media liaison officer • Provision of information, advice, and updates to LDMG as required.
LVRC EHO	<ul style="list-style-type: none"> • Assist WM PHU with disease outbreak investigations as requested. • Monitor evacuation centres for any noticeable trends. • Provision of public health advice. • Liaise with stakeholder agencies and assist in measures for reducing transmission of an infectious disease. • Provision of information, advice and updates to LDMG as required.
LVRC Waste Services	<ul style="list-style-type: none"> • Assist with the disposal of infectious waste as appropriate. • Provision of information, advice, and updates to LDMG as required.



EVACUATION CENTRES AND RETURNING HOME

EVACUATION CENTRES

The provision of adequate shelter for those affected by a disaster event is vital with emergency housing including evacuation centres, motels, relocatable home parks, and caravan parks. The State Government may also facilitate access to accommodation through its various networks.

Evacuation centres are the principal source of emergency accommodation for people with no suitable place to stay during a disaster event. These centres can become crowded, and it is important to maintain good standards of personal and collective hygiene along with access to safe water and food to minimise the spread of disease among the evacuees. Other areas that need to be considered include areas for food preparation; the provision of clothing, bedding and other household items; security of medications and personal affects; and space for other considerations (cultural, quiet space for sensory needs etc).

Council's EHOs role will be to assist in the establishment and management of evacuation centres and provide advice to decision-makers about matters of public health. It may also be necessary upon request for EH representation at centre coordination meetings to provide advice.

EHOs can advise on factors such as:

- availability of potable water,
- emergency disposal of sewage and solid waste,
- food safety,
- monitoring sanitary conditions at centre,
- vector control, and
- ablution facilities.

RETURNING HOME

In the recovery phase, Council's EHO can assist with the assessment of community infrastructure located within the affected zone to report on public health matters. Re-establishment of infrastructure can be viewed from two perspectives:

- abating potential public health threats posed by housing damaged in a disaster, and
- assisting people to move safely back into their homes after a disaster.

Where there are potential public health risks, EHOs may have a legal responsibility to take measures to address these issues. However, the role of Councils EHO in the re-establishment of housing within communities will vary and may depend on the special needs of subgroups (e.g. aged care centres). This involvement needs to be facilitated through the local disaster coordination centre.

Damage assessment and repair would be a collaborative effort across, QFES and possibly Department of Housing and Public Works and Council's building and engineering sections. Inspection teams shall be formed as necessary.

Table 8 - Evacuation Centre and Returning Home Responsibilities



STAKEHOLDER	RESPONSIBILITY
Department of Communities, Housing and Digital Economy	<ul style="list-style-type: none"> • Provide advice to community members impacted by the event. • Assist the LDMG Evacuation and Recovery Sub Committees in the identification, access, and provision of emergency housing.
Department of Housing and Public Works	<ul style="list-style-type: none"> • Liaise with LDMG and other stakeholders to facilitate access to accommodation if required.
LVRC Building and Plumbing Teams	<ul style="list-style-type: none"> • Assess and inspect damaged houses to ascertain suitability for re-habitation and the need for temporary emergency housing. • Provision of information, advice, and updates to LDMG as required.
LVRC EHOs	<ul style="list-style-type: none"> • Provide advice on operation of evacuation centres, including an annual assessment of identified sites using the Initial Suitability Report Form • At ALERT level of activation conduct an evacuation centre pre-opening assessment to identify any environmental health issues. • Providing advice on safe food handling, storage and transport practices for resupply operations and catering within the LDCC, staging areas and teams in the field. • Provide advice for residents returning home on tank water quality, asbestos, vermin and vector management, food safety, domestic wastewater, etc. • Provision of information, advice, and updates to LDMG as required.



APPENDIX 1 – VERSION CONTROL

The following plan updates have been issued and recorded

DATE	VERSION	OUTLINE OF REVISIONS	MADE BY	APPROVED BY/DATE
30/04/2018	V1.0	Development of EH Sub Plan. Endorsed by LDMG 03/05/2018	P Hillcoat	Adopted by Council 27/06/2018
	V2.0	Redevelopment of the EH Sub Plan	Community Wellbeing Team	



APPENDIX 2 – EHO ROLES IN DISASTER OPERATIONS

ISSUE	MANAGEMENT
Water	<ul style="list-style-type: none"> Public education/information, Media release (water supply/contamination, water sources, water treatment) (refer to the Red Book), and Investigate, manage, monitor, and control.
Food	<ul style="list-style-type: none"> Public education/information, Media release (food preparation, sanitising and cleanliness, damaged foods, and food donations), and Increase monitoring, inspections and implement control measures.
Shelter	<ul style="list-style-type: none"> Public education/information, Media release (access to shelters and what to bring), Guidance/advice (recommended source - The Red Cross Preferred Sheltering Practices for Emergency Sheltering in Australia, 2015), and Monitor and advise on appropriate control measures.
Sanitation	<ul style="list-style-type: none"> Public education/information, Media release (clean and healthy living and advice following sewage contamination), and Monitor and advise on clean-up of sewage containment and disinfection.
Hygiene	<ul style="list-style-type: none"> Public education/information, Media release (advice to workers and affected people to prevent the spread of disease), and Education and advice on good personal hygiene.
Waste	<ul style="list-style-type: none"> Public education/information, Media release (refer to the Waste Team), and Investigate, monitor, and advise on appropriate control measures.
Vermin & vectors	<ul style="list-style-type: none"> Public education/information, Media release (potential breeding and harbourage), and Assist/increase with vermin and vector control measures as required.
Communicable disease control	<ul style="list-style-type: none"> Public education/information, Media release (targeted public information campaigns), and Advice on preventative and control strategies to limit impacts.



APPENDIX 3 – ROLES AND RESPONSIBILITIES

STAKEHOLDER	RESPONSIBILITY
Local Disaster Management Group (Lockyer Valley LDMG)	<p>The LDMG oversees the development and implementation of Council's LDMP and Sub Plans.</p> <ul style="list-style-type: none"> • Coordinate Council's response and recovery efforts by ensuring an all-agency approach with a high level of cooperation, • Ensure the plan is current, and • Ensure the plan is reviewed and tested and that disaster management capabilities are integrated.
Local Disaster Coordination Centre (LDCC)	<p>The LDCC is the focal point for the collection, collation, and dissemination of incident-related information to relevant Council Officers and the executive and political arms of Council. Under direction from the LDMG, the LDCC coordinates Council's operational activities and maintains liaison with external stakeholders.</p>
Manager Policy Planning and Community Wellbeing	<ul style="list-style-type: none"> • Ensure the most efficient and effective use of available EH resources in the event of a disaster. • Work in conjunction with the LDCC and other agencies involved in disaster response to protect and maintain the health of the community.
Coordinator Community Wellbeing	<ul style="list-style-type: none"> • Coordinate and facilitate EH resources as required.
Environmental Health Officer	<ul style="list-style-type: none"> • Act as an authorised officer and exercise delegated powers for legislation relevant to EH. • Ensure regulatory expectations are being met. • Collaborate with key organisations, agencies, and groups. • Document any actions taken in their EH Incident Response Log. • Provision of information, advice, and updates to LDMG when required. • Record, investigate and response to complaints and communications. • Provide advice on hygiene, sanitation, safety and priority use of emergency food production and distribution, food donations and damaged food. • Provide advice on sanitation including temporary toilets, showers, and disposal of wastes. • Inspect and assess suitability of sites for use as evacuation centres. • Monitor, assess and advise on the public health conditions in emergency shelters and housing. • Investigate, monitor, and advise on infectious disease (food poisoning/communicable diseases/disinfection). • Provide support for refuse collection and disposal operations as required. • Monitor, investigate and control any localised vector and vermin issues. • Assist in the provision of safe water including sampling and provision of advice.
Other officers and support staff	<p>Additional officers and support staff within Council may be utilised to assist and provide technical advice during a hazardous or disaster event. These officers include but are not limited to various Business Support Officers, Planning staff, Plumbing Officers, Building Certifiers, Planning Compliance Officers and Local Law Compliance Officers.</p>
Queensland Health (WM PHU)	<ul style="list-style-type: none"> • Provide public health information as required. • Provision of information, advice, and updates to LDMG as required. • See Disaster Management Roles by Functions.

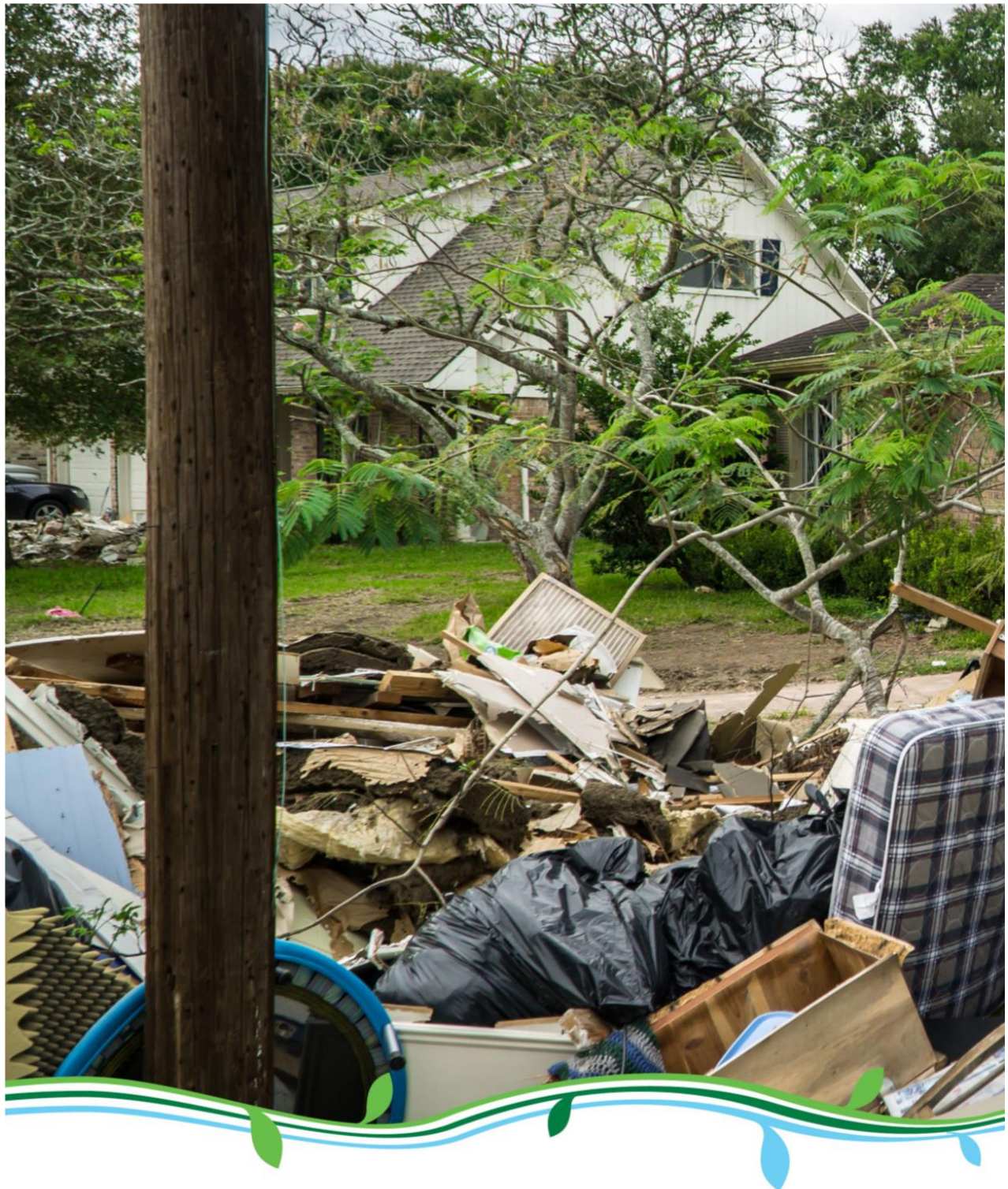


18. Lockyer Valley Regional Council

STAKEHOLDER	RESPONSIBILITY
UU	<ul style="list-style-type: none"> Ensure the ongoing operation of reticulated sewerage and drinking water systems within the Lockyer Valley. Provision of information, advice, and updates to LMDG as required. See Disaster Management Roles by Functions.
DES	<ul style="list-style-type: none"> Administer non-devolved regulatory responsibilities under the <i>Environmental Protection Act 1994</i>. Provision of information, advice, and updates to the LDMG as required. See Disaster Management Roles by Functions.
Red Cross (or other NGO)	<ul style="list-style-type: none"> Management of food preparation and distribution at evacuation centres.
QFES	<ul style="list-style-type: none"> Management of hazardous material incidents (e.g. chemical spills). Provision of information, advice, and updates to LDMG as required. See Disaster Management Roles by Functions.
Hazardous Industries and Chemical Branch – Workplace Health and Safety QLD	<ul style="list-style-type: none"> Advise on the safe collection, transport, and disposal of hazardous materials, including wastes such as asbestos, prior to recovery and on an as needs basis. Provision of information, advice, and updates to LDMG as required. See Disaster Management Roles by Functions.
Department of Housing and Public Works	<ul style="list-style-type: none"> Liaise with LDMG and other stakeholders to facilitate access to accommodation if required.
Department of Communities, Housing and Digital Economy	<ul style="list-style-type: none"> Provide advice to community members impacted by the event. Assist the LDMG Evacuation and Recovery Sub Committees in the identification, access, and provision of emergency housing.

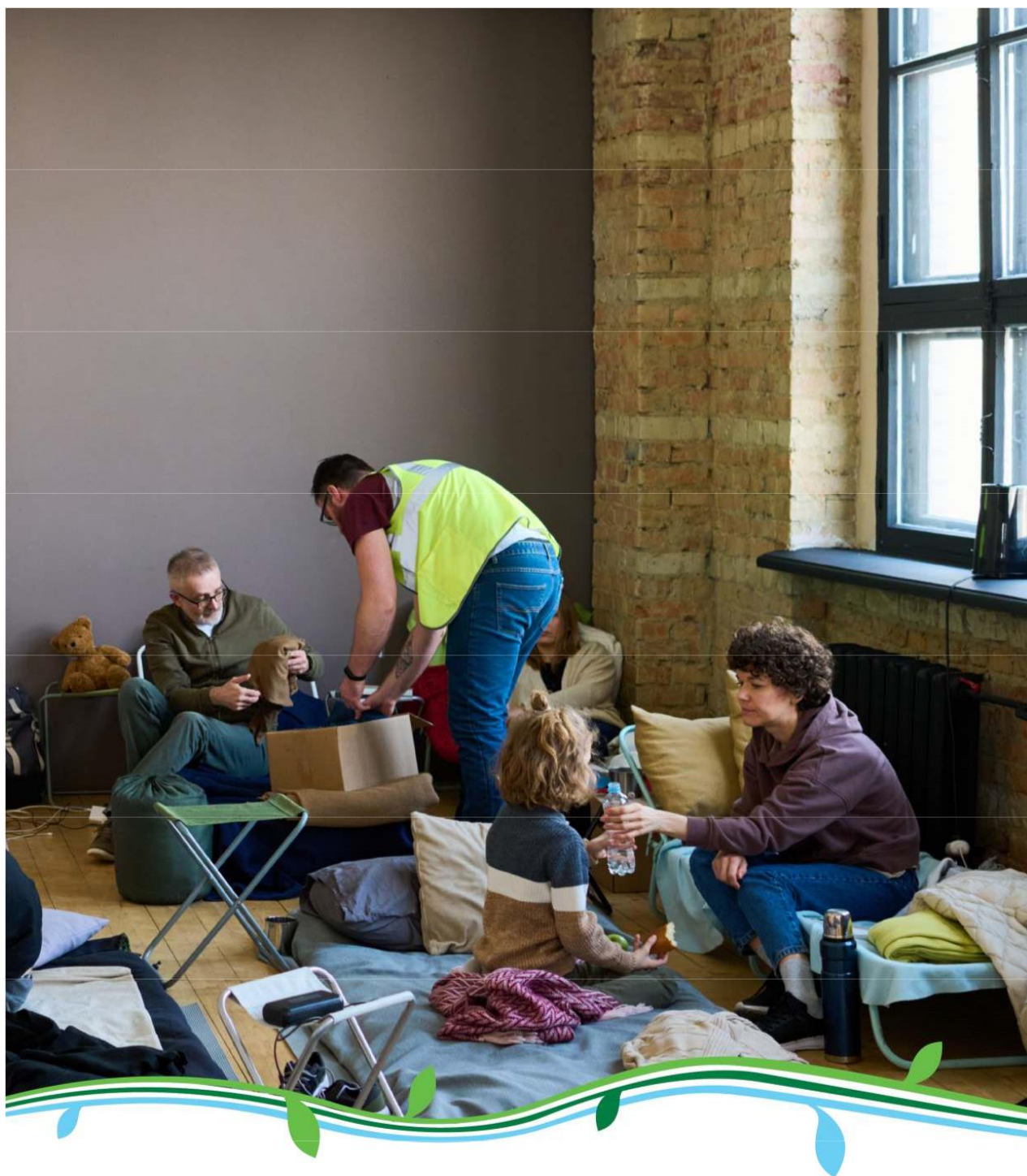
Note: In all of the above and other roles undertaken by those responsible for EH issues in an emergency, regular liaison with other relevant organisations and agencies must be maintained throughout the disaster.





For more information phone 1300 005 872,
email mailbox@lvrc.qld.gov.au or visit www.lockyervalley.qld.gov.au

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Lockyer Valley Local Disaster Management Sub Plan Evacuation Centre Management Version 4.0 – DRAFT



Endorsement and Approval

Endorsement by the Lockyer Valley Local Disaster Management Group Meeting of XXXXXX.

Approval by resolution at the Lockyer Valley Regional Council Ordinary Meeting of XXXXXX.

TABLE OF CONTENTS

TABLE OF CONTENTS	2
ADMINISTRATION AND GOVERNANCE	4
Authorising Environment.....	4
Purpose.....	4
Objective.....	4
Distribution.....	4
Activation.....	4
Amendments	4
OVERVIEW	5
Key Messages	5
Sheltering Solutions.....	5
Sheltering Terminology	6
Defining Characteristics of an Evacuation Centre	6
Identification of Centres In the Lockyer Valley.....	7
Public Health Considerations.....	7
ACTIVATION OF CENTRES.....	8
Trigger Points for Activation	8
Evacuation Centres through the Phases of Response	8
Centre Activation Workflow	8
ROLES AND RESPONSIBILITIES.....	9
Coordination and Management	9
Roles and Responsibilities of Support Agencies	9
Centre Personnel	9
EVACUATION CENTRE OPERATIONS	10
Centre Set Up.....	10
Process for Receiving Evacuees	11
Visitors	12
Day to Day Management.....	13
Evacuation Centre Management Handover	13
Closure of Evacuation Centres.....	13
EQUIPMENT AND RESOURCES	14
Procurement Arrangements.....	14
COMMUNICATIONS	15
Community Awareness.....	15
Evacuation Centre Communications	15
CAPABILITY.....	16
Training	16
Exercises	16



2. Lockyer Valley Regional Council

RELATED DOCUMENTS.....	17
APPENDICES	18
APPENDIX A - Amendment Register	19
APPENDIX B – Identified evacuation centres and places of shelter	20
APPENDIX C - Agency Roles and Responsibilities	21



Evacuation Centre Management Sub Plan
Version V6.0 3.

ADMINISTRATION AND GOVERNANCE

AUTHORISING ENVIRONMENT

This plan is prepared by Lockyer Valley Regional Council (LVRC) as a sub plan of the Lockyer Valley Local Disaster Management Plan (LDMP).

PURPOSE

The purpose of this sub plan is to provide a framework for establishment and management of evacuation centres during a disaster situation and is a supporting document to the LDMP. Accordingly, it must be read in conjunction with the LDMP. LVRC is the nominated lead functional agency for the management of evacuation centres.

OBJECTIVE

The key objectives of this sub plan are to:

- Outline the sheltering arrangements utilised by the Lockyer Valley LDMG
- Specify the arrangements for the activation, management and closure of Evacuation Centres
- Provide an overview of the procedures and processes used in the management of Evacuation Centres.

Note that detailed procedures and processes for the day-to-day management of Evacuation Centres are provided in the Evacuation Centre Standard Operating Procedure.

DISTRIBUTION

This sub plan is not publicly available and is not for distribution and/or release to persons or agencies other than those identified in the LDMP.

ACTIVATION

This sub plan will be activated in conjunction with the Lockyer Valley LDMP and following plans:

- Evacuation Sub Plan
- Environmental Health Sub Plan
- Animal Management Sub Plan
- Public Information and Warnings Sub Plan

AMENDMENTS

This sub plan will be reviewed as required by Section 59 of the Disaster Management Act 2003, with relevant amendments made and distributed. Any proposed amendments to this plan should be forwarded in writing to the Lockyer Valley Local Disaster Coordinator.

Changes to the plan can be found at APPENDIX A - Amendment Register



4. Lockyer Valley Regional Council

OVERVIEW

KEY MESSAGES

Disaster events provide opportunity for improvement and enhanced community outcomes. The following outlines the key messages developed in response to previous events in relation to Evacuation Centres:

- Shelter in place is the preferred option when safe to do so.
- Evacuation Centres are a place of last resort. Affected people should be encouraged to make satisfactory shelter arrangements of their own where possible, acknowledging that they are often best supported in the first instance by family and friends. This is the preferred alternative if sheltering in place is not an option.
- The Gatton Shire Hall, North Street, Gatton is the primary evacuation centre for Lockyer Valley Region.
- Places of shelter (in addition to Evacuation Centres) may be opened for temporary immediate response.
- Emergency accommodation vouchers may be used when the opening of an evacuation centre is not practical.
- Due to the significant resource requirements of Evacuation Centres, Red Cross may not be available to assist in a centre. Local communities / residents are to be made aware that centres, other than the primary evacuation centre, may not be supported at the same level as the centre in Gatton.
- LVRC's Disaster Dashboard is the point of truth for residents. Messaging around evacuation centres and evacuation generally should be consistent and coordinated.
- It is acknowledged that community will seek safe shelter as close as possible to their homes and should be considered in planning.

SHELTERING SOLUTIONS

A tiered approach to emergency sheltering should be adopted in line with the key messages above. The following sheltering solutions are to be considered by decision makers:

- **Shelter in place** (if safe to do so) – residents are encouraged to seek refuge in their own homes. This allows the individual or family to remain in a familiar environment that is normally established to meet their day-to-day needs.
- **Shelter with family and friends** (if safe to do so) – those who live in a safer location. This promotes family and social connection and ensures that basic human needs can be addressed in a normal home environment.
- **Commercial accommodations** – if the above are not appropriate solutions, the next viable option is to utilize commercial accommodations if available (e.g. motels, caravan parks etc)
- **Evacuation centres or places of shelter** – as a last resort and if circumstances dictate, a decision may need to be made to open an evacuation centre or place of shelter for emergency shelter.

This sub plan will deal primarily with the use of evacuation centres during a disaster event.



SHELTERING TERMINOLOGY

There are a variety of buildings and sites to accommodate evacuees in response to a disaster event. There is a requirement to be clear on the types of evacuation facilities and/or safer locations. Definitions for various sheltering arrangements is set out in the State Evacuation Manual 1.190¹. However, within the context of the Lockyer Valley, the establishment and management of these shelters does not always fit in with the definitions provided. Within this plan, the following terminology is used:

- **Safer location** - designated location which is not anticipated to be adversely affected by the hazard. Some safer location options do not require significant coordination or investment by LDMGs. These include sheltering in place or staying with friends and family, neighbourhood safer places.
- **Neighbourhood safer places** – buildings or open spaces where people may gather as a last resort to seek shelter from events. Neighbourhood safer place can be used as a possible safer location and would usually only be utilised during events where specific shelter is not required and the duration of the evacuation is not predicted to be lengthy. Neighbourhood safer place may not necessarily be staffed, and evacuees may be requested to provide for their own basic requirements for a short stay and pets are not permitted.
- **Places of Shelter** - provide immediate assistance to community members in need. These facilities are opened by community members at the request of the Local Disaster Coordination Centre (LDCC) but are not resourced in the same way as an evacuation centre.
- **Spontaneous Shelter** – generally opened and resourced by concerned community members without a request from the LDCC (e.g., church groups open up their church hall and invite people to stay).
- **Evacuation Centre** – located beyond a hazard to provide temporary accommodation, food and water until it is safe for evacuees to return to their homes or alternative accommodation.

DEFINING CHARACTERISTICS OF AN EVACUATION CENTRE²

The Australian Red Cross Queensland Evacuation Centre Management Handbook defines the characteristics of Evacuation centres

- A building or facility that has been pre-designated and which is not anticipated to be adversely affected by the hazard.
- Used for temporary sheltering that usually extends beyond 18 hours and until recovery services are arranged.
- Providing relief services to the wider community who may not be residing in the shelter / centre and at the minimum, supporting the basic needs affected by the emergency including:
 - Food and water
 - Non-food items, such as clothing
 - Registration
 - First Aid
 - Psychological First Aid

¹ [Queensland Government – Evacuation: Responsibilities, Arrangements and Management Manual 1.190](#)

² [Australian Red Cross – Queensland Evacuation Centre Management Handbook](#)



IDENTIFICATION OF CENTRES IN THE LOCKYER VALLEY

The [Australian Red Cross Queensland Evacuation Centre Planning Toolkit](#) T.1 Evacuation Centre Site Assessment and Selection Checklist should be considered when identifying and setting up suitable Evacuation Centres or Places of Shelter.

EVACUATION CENTRES

The two locations for establishing **evacuation centres** are Gatton and Laidley. Consideration will be given to the site used based on the situation, nature and scale of the event.

The primary all hazards evacuation centre in the Lockyer Valley is the Gatton Shire Hall, North Street, Gatton.

Venues in Laidley for consideration as evacuation centres are:

Laidley State High School (flooding events only)**	Laidley Sports Centre (unsuitable for flooding events)
Laidley Show Grounds (unsuitable for flooding events)	Laidley Cultural Centre (unsuitable for flooding events)

***The use of Laidley State High School, Clarice Ferrari Hall as an evacuation centre is in accordance with the current Memorandum of Understanding that can be found at [ECM Doc Set ID 4374902](#).*

PLACES OF SHELTER

Multiple sites have been identified by Council as suitable for use as **places of shelter** in the event of a disaster in the Lockyer Valley Local Government area. See APPENDIX B for details.

In certain situations, it may be necessary to utilise facilities not listed in APPENDIX B. The principles in this document can still be used as guides to assist in the management of any facility.

SPONTANEOUS SHELTERS

It is noted that there are numerous facilities that may be opened spontaneously. If a shelter is set up without a request from the LDCC, persons housed at these locations will be encouraged to relocate when possible to an evacuation centre.

When the LDCC becomes aware, the details of the **spontaneous shelter** will be noted (i.e. centre name, location, people housed, contact person, special needs or assistance required) for monitoring and follow-up by Operations staff in the LDCC.

PUBLIC HEALTH CONSIDERATIONS

Since 2019, outbreaks of COVID-19 in the community have meant consideration must be given to the effects of this (or other) viruses on those seeking shelter at an evacuation centre. LVRC has developed a document, Concept of Operations: Lockyer Valley COVID Risk Mitigation in Evacuation Centres. This document aims to create a shared understanding of the framework for mitigating COVID-19 transmission risk in evacuation centres by:

- Supplementing the Evacuation Centre Management Sub Plan and the Evacuation Sub Plan.
- Outlining adjustments to standard evacuation centre establishment, management and operation processes, in order to protect public health during a pandemic event.

Other relevant documents include:

- Qld Health Evacuation Management Guide – COVID-19 Multi-Agency Considerations for Planning
- Red Cross Evacuation Centre Planning and Operational Considerations COVID-19



ACTIVATION OF CENTRES

Activation of a centre will be determined by the circumstances of the event. The chosen facility may be required for anything from a few hours to several days. Initially, only shelter and basic refreshments will be provided. However, in an extended event, more substantial catering and resourcing may be necessary.

TRIGGER POINTS FOR ACTIVATION

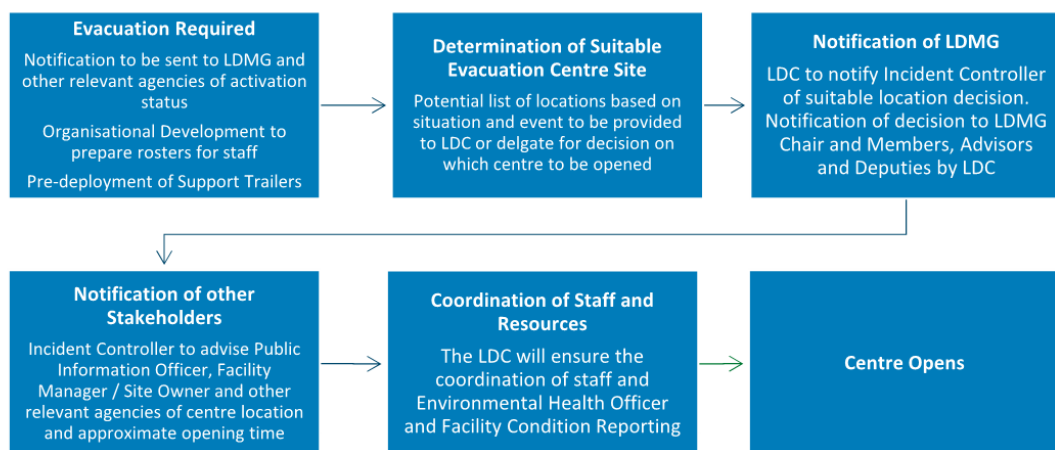
The following trigger points will guide the LDMG in determining whether to activate this Sub Plan:

- Where there is an imminent event (e.g. flood) likely to be a threat to life and / or damage to property requiring voluntary evacuation of individuals that have no alternate safer place
- Where an evacuation order has been issued or likely to be issued for an expected event.
- Where the disaster event has caused such damage that temporary accommodation is required.
- Where there is a perceived need as a result of a possible threat

EVACUATION CENTRES THROUGH THE PHASES OF RESPONSE

PHASE	
Alert	<ul style="list-style-type: none"> • Draft rosters prepared for evacuation centre staff • Notification of rostered staff that they may be required to assist at an evacuation centre
Lean Forward	<ul style="list-style-type: none"> • Pre-deployment of evacuation centre support trailers • Site checks undertaken in anticipation of opening centre (e.g. Environmental Health and Facility Condition Reporting)
Stand Up	<ul style="list-style-type: none"> • Opening of evacuation centre • Operation and management of centre
Stand Down	<ul style="list-style-type: none"> • Closure of centre and condition report conducted prior to handover back to facility owner • Debrief of staff • Evacuation centre support trailers equipment check • Return of evacuation centre support trailer to storage and re-stock

CENTRE ACTIVATION WORKFLOW



ROLES AND RESPONSIBILITIES

COORDINATION AND MANAGEMENT

Lockyer Valley Regional Council is the operational lead agency and therefore responsible for the establishment, staffing and management of evacuation centres. Evacuation Centre Coordination will be managed through the Local Disaster Coordination Centre located at Demountable 2, 26 Railway Street Gatton, unless an alternative site has been determined.

ROLES AND RESPONSIBILITIES OF SUPPORT AGENCIES

Supporting agencies may be requested to assist with evacuation centre operations when LVRC capacity has been reached, complexity of event requires specialist resources, and if supporting agencies have capacity to respond. Roles and responsibilities of the various agencies can be found at



APPENDIX B – IDENTIFIED EVACUATION CENTRES AND PLACES OF SHELTER

It should be noted the only 'all hazard' evacuation centre is the Gatton Shire Hall. All other identified evacuation centres are hazard specific. Further details can be found in the Evacuation Centre Management Standard Operating Procedures.

FACILITY	ADDRESS	FACILITY OWNER	CONTACT PERSON	SHELTER TYPE
Gatton Shire Hall	52 North Street, Gatton	Lockyer Valley Regional Council	Council Facilities Team	Evacuation Centre
Laidley State High School	98 Alfred Street, Laidley	Department of Education (see MoU <i>ECM Doc Set ID 4374902</i>)	Michael Clarkson 0429 787 294	Evacuation Centre
Laidley Cultural Centre	3 Laidley-Plainland Road, Laidley North	Lockyer Valley Regional Council	Council Facilities Team	Evacuation Centre
Laidley Sports Centre	8 Ambrose Street, Laidley	Lockyer Valley Regional Council	Council Facilities Team	Evacuation Centre
Laidley Showgrounds	2 MacGregor Street, Laidley	Laidley Show Society	Dalray McCarthy 0435 929 383	Place of Shelter
Alex Geddes Hall	17 Topaz Crescent, Lockyer Waters	Lockyer Valley Regional Council	Matt Brooks 0418 813 555	Place of Shelter
Forest Hill School of Arts Hall	22 Railway Street, Forest Hill	Forest Hill School of Arts Inc	Ann Bichel 07 5465 4344	Place of Shelter
Glenore Grove Hall	11 Brightview Road, Glenore Grove	Glenore Grove Public Hall Association Inc	George Frampton 0423 849 002	Place of Shelter
Grantham Butter Factory	6 Victor Street, Grantham	Lockyer Valley Regional Council	Council Facilities Team	Place of Shelter
Junction View Hall	2272 Mount Sylvia Road, Junction View	Junction View Hall Association Inc	Mrs Rhonda Lund 0409 614 651	Place of Shelter
Helidon Community Centre	15 Arthur Street, Helidon	Lockyer Valley Regional Council	Council Facilities Team	Place of Shelter



10. Lockyer Valley Regional Council

APPENDIX C - Agency Roles and Responsibilities.

CENTRE PERSONNEL

An LVRC appointed Evacuation Centre Manager will oversee operations at the centre. At a minimum, LVRC officers will also be appointed for the core positions as Meet and Greet Officer, Registration Officer and Personal Support Officer.

A brief overview of the responsibilities for each role is below:

ROLE	RESPONSIBILITIES
Centre Manager	<ul style="list-style-type: none">• Responsible for all activities within the centre.• Management of the day-to-day operations of the centre
Meet and Greet	<ul style="list-style-type: none">• Triage of guests and prioritisation of those with urgent needs• Guest sign in and provision of basic information on registration process• Direction to waiting area and provision of refreshments• Monitoring movement of guests in and out of the facility ensuring they are signed out when they leave temporarily
Registration	<ul style="list-style-type: none">• Registration of each guest using Resident Intake Form or Guardian IMS• Registration of each guest using Register Find Reunite (not compulsory but encouraged)• Ensuring guests are de-registered when they leave the centre permanently
Personal Support	<ul style="list-style-type: none">• Allocation of resources e.g. pillow, sheets, towels, blanket• Provision of centre orientation e.g. toilets, first aid, meals sleeping areas• Ensuring guests are provided with and understand the Centre Code of Conduct.

Roles and responsibilities of Evacuation Centre staff are discussed briefly in the process for receiving evacuees below. However, further detail is provided in the Evacuation Centre Standard Operating Procedure.



EVACUATION CENTRE OPERATIONS

CENTRE SET UP

When setting up the Evacuation Centre it is essential the following areas are made available:

AREA	CONSIDERATIONS
Main entry (including reception area)	<ul style="list-style-type: none"> One main public entrance will ensure meet and greet, and registration officers are aware of all movement into and out of the facility Sufficient area for meet and greet staff to speak with incoming evacuees Seating would be ideal
Registration area	<ul style="list-style-type: none"> Close to the main entrance in a position that all must pass by to enter and exit Preferably with a wall behind registration staff
First Aid	<ul style="list-style-type: none"> Separate room or screened area close to hand washing facilities
Food preparation area	<ul style="list-style-type: none"> Near dining area
Dining area	<ul style="list-style-type: none"> Space for refreshments (tea/coffee/water) available 24 hours a day Can also be used as an information area
Sleeping area	<ul style="list-style-type: none"> Equation below for determining the number of people the space will allow for sleeping: Total floor area available for sleeping (in square metres) Take off 30% for aisle space (1.5m) for actual bedding space Divide the actual bedding space by the square metres needed for each person for the type of shelter provided: <ul style="list-style-type: none"> Urgent immediate shelter – 1.2 square metres of personal space (single chair or standing room only) Immediate shelter for a matter of hours – 3.5 square metres of personal space (space for mattress and bag only) Temporary shelter for a number of days – 5 square metres of personal space (space for mattress, personal belongings and comfortable separation distance) Make allowance for special needs etc
Personnel rest area	<ul style="list-style-type: none"> Can be used for shift briefings Storage of personal belongings
Administration	<ul style="list-style-type: none"> Communication equipment – telephone, computers etc Tables, chairs, whiteboard
Showers and washing	<ul style="list-style-type: none"> One hand wash basin for every 30 people or 4.5 metres of handwashing bench for every 100 people One showerhead for every 30 people
Toilets	<ul style="list-style-type: none"> One per 50 people in the immediate sheltering phase (up to 18 hours) working towards one per 20 people with consideration for gender, accessibility etc Facilities for changing infants and nappy disposal, sanitary bins and syringe disposal



12. Lockyer Valley Regional Council

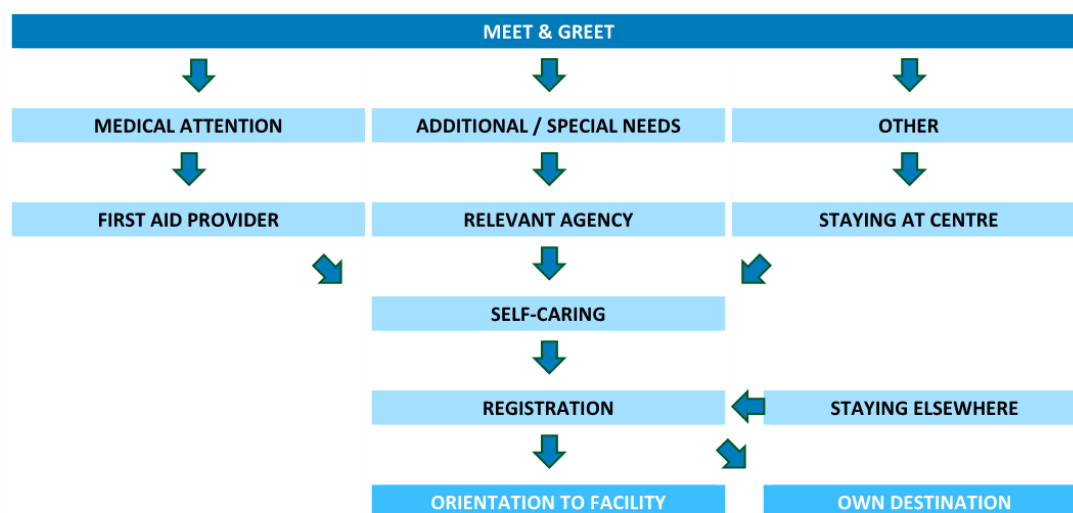
Other considerations may include:

AREA	CONSIDERATIONS
Smoking area	<ul style="list-style-type: none"> Minimum 4 metres from entrances
Pet area	<ul style="list-style-type: none"> Shaded and/or enclosed with tie-down points
Delivery area	<ul style="list-style-type: none"> Unloading of deliveries
Parking areas / drop off point	<ul style="list-style-type: none"> Day guests Longer term resident parking Personnel parking Emergency vehicle access
Waste management	<ul style="list-style-type: none"> One 240litre wheelie bin per 40 people per day Large skip bin available externally
Portable showers, toilets	<ul style="list-style-type: none"> Toilets to be within 50 metres of the building but at least 20 metres from the kitchen, dining and water supply
Media area and interviewing point	<ul style="list-style-type: none"> Outside the centre to ensure privacy of residents

PROCESS FOR RECEIVING EVACUEES

As evacuees arrive at the centre, there is a process to ensure they are provided with the appropriate assistance. The figure below is adapted from the Red Cross Evacuation Centre Management Training Handbook and provides an overview of appropriate triage of residents:

Figure 1 - Triage of Evacuees at Evacuation Centre



MEET AND GREET

The meet and greet team are the first point of contact at the evacuation centre. A triage system is to be maintained by the team with provision of refreshments and a comfortable waiting area. All residents and guests are to sign in at this point using the appropriate method (e.g., electronically through Guardian system or paper-based Evacuation Centre Resident Logs and Evacuation Centre Visitor Logs).

The meet and greet team will also provide basic information on the registration process and prioritise those with urgent needs.

REGISTRATION

Once other urgent needs have been attended to e.g., first aid, members of the registration team will ensure each individual and family group is registered. This process includes completion of both the Evacuation Centre Resident Intake Form or Guardian IMS Centre Registration, and the Register Find Reunite forms.

- The Resident Intake Form is a living document that will be added to as required for the duration the individual or family group is in the evacuation centre
- Register Find Reunite is not compulsory but is highly encouraged.

The registration team is also responsible for de-registering residents that are leaving permanently.

PERSONAL SUPPORT

The Centre Code of Conduct that outlines the requirements for all residents and visitors, along with any other relevant information will be provided and explained by the personal support team.

Members of the personal support team are to provide those registered with an allocation of available resources, e.g., pillow, sheets, towel and blanket, as well as providing a centre orientation, e.g. toilets, first aid, meals, sleeping areas.

VISITORS

Other stakeholders may wish to visit an evacuation centre during activation for various reasons. Examples of evacuation centre visitors include:

- Day visitors – visiting family or friends, or community members seeking assistance and / or support services
- VIPs (political or otherwise)
- Organisations and service providers
- Media personnel (see below)

All visitors to the centre must be signed in and wear appropriate identification.

MEDIA

Any media request with respect to evacuation centre operations, must be referred to the Public Information Officer. Welfare agency representatives at centres should follow the media protocols under the direction of Evacuation Centre Managers within each activated facility.

Key considerations for media personnel should include:



- All visits to be pre-organised with the evacuation centre manager and/or LVRC media representatives
Respect for the privacy of affected people - the evacuation centre is the evacuees' home and should be treated with the same consideration as entering an individual's home
- An announcement to be made to residents of media visit so they are appropriately prepared and can make themselves available or absent as they desire
- Individual interviews can be facilitated with residents who are willing to speak with the media
- Media personnel entering the centre should be appropriately identified and supervised

DAY TO DAY MANAGEMENT

The day-to-day management of an evacuation centre is the responsibility of LVRC appointed Centre Manager. Details of the processes and procedures required are outlined in the Evacuation Centre Standard Operating Procedure (SOP). This SOP has been developed to address location specific needs and utilises information from Red Cross resources.

EVACUATION CENTRE MANAGEMENT HANDOVER

Only applies if the LDCC request assistance for evacuation centre management.

The outgoing Evacuation Centre Manager will provide the incoming Centre Manager agency with a brief that includes:

- facility walkthrough and copy of facility inspections
- latest situation report
- affected areas
- potential numbers of evacuees
- agencies represented and expected arrival times of additional support agencies
- facility officer contact details
- resource allocation
- process for reception, registration and processing
- reporting requirements
- day to day activities in the centre
- any other issues that may have arisen

The incoming agency will then take on all centre management duties.

CLOSURE OF EVACUATION CENTRES

The Incident Controller will brief the LDC on the proposed centre closure times based on advice from the Evacuation Centre Manager. This information needs to be conveyed to evacuation centre residents as soon as possible to make them aware the centre is only a temporary measure. It is however, important to ensure that those with special requirements have alternate accommodation and/or care arrangements as required.

When leaving the evacuation centre, residents should be well equipped with information and guidance on available recovery options. Information sessions should provide details on the de-registration process and the return of bedding etc.



Once the centre has been closed, a debrief is to be held for all agencies still on site.

All agencies will be responsible for clearing their own resources.

The Evacuation Centre Coordinator will coordinate the packing and cleaning of all Lockyer Valley Regional Council response resources before returning them to their appropriate storage locations. An inventory of resources is to be taken to identify re-stocking needs and/or claims for reimbursement of costs incurred.

The Evacuation Centre Coordinator will make all necessary arrangements for the facility to be handed over its rightful custodian, so it may revert back to its core business functions. LDC will be advised of the completed closure by the Incident Controller.

EQUIPMENT AND RESOURCES

Lockyer Valley Regional Council has critical immediate response resources stored at its Disaster Management Shed, 2 Saleyard Road, Gatton. The Laidley Evacuation Centre Support Trailer will be pre-deployed prior to any likely event that will affect the Laidley community. A list of items stored in the Disaster Management Shed and Council's Evacuation Centre Support Trailers is provided in the Evacuation Centre Management Guide.

All external agencies will be responsible for the deployment of their own staff and resources.

PROCUREMENT ARRANGEMENTS

The LDCC is responsible for purchasing supplies and equipment for evacuation centres. Purchasing is to be undertaken in accordance with Council's procurement policies.



16. Lockyer Valley Regional Council

COMMUNICATIONS

COMMUNITY AWARENESS

Key messaging prior to and during event will include:

- Act early – be prepared
- Shelter in place or relocate to family or friends if safe to do so
- Use Council's Disaster Dashboard to stay up to date
- If you need to seek shelter and an evacuation centre, bring enough clothing and personal items for the required time period
- Make arrangements for animals and pets are not allowed at an evacuation centre

EVACUATION CENTRE COMMUNICATIONS

WITH LDCC

Communication between the LDCC and evacuation centres will be through the Operations Team Leader, preferably by tasking through Guardian IMS. The Centre Manager will provide regular updates to the Operations Team Leader at the LDCC regarding how many people are being accommodated and any matters arising that may need assistance.

WITH RESIDENTS

If continuing past the immediate sheltering phase information sessions are to be established to keep residents up to date with current situation and arrangements.

Residents should also be made aware of the temporary nature of the evacuation centre and an expected closure date so they can have time to make alternative accommodation arrangements.

WITH STAFF

Regular briefings are important to keep staff and agency representatives up to date.

The Evacuation Centre Manager will conduct ongoing briefings and liaise with the various support agencies throughout evacuation centre operations.



CAPABILITY

TRAINING

Training of personnel who may be required to evacuation centre operations will occur through the following means:

- Attendance at Red Cross and QFES delivered training as part of the Queensland Disaster Management Training Framework
- Internal training of staff in the IMS relevant to evacuation centres

It is the responsibility of the Coordinator Disaster Management Resilience to ensure relevant training is provided at least annually.

EXERCISES

Exercising evacuation centre operations will occur in accordance with the following schedule:

- IMS exercise – annually
- Minor field exercise – annually

Frequency of exercises are dependent on activations for that year.

It is the responsibility of Coordinator Disaster Management Resilience to organise the delivery of these exercises.



RELATED DOCUMENTS

[Lockyer Valley Local Disaster Management Plan](#)

[Evacuation Sub Plan](#)

[Public Information and Warnings Sub Plan](#)

[Animal Management Sub Plan](#)

[Concept of Operations: Lockyer Valley COVID Risk Mitigation in Evacuation Centres](#)

Evacuation Centre Standard Operating Procedure

[Australian Red Cross: Queensland Evacuation Centre Management Handbook](#)

Australian Red Cross: Evacuation Centre Planning and Operational Considerations

[Australian Red Cross – Emergency Sheltering Preferred Sheltering Practices for Emergency Sheltering in Australia – QLD Guidance Document Version 1.0, December 2012](#)

[Australian Red Cross - Evacuation Centre Field Guide- Version 2.0, September 2012](#)

Australian Red Cross – Emergency Sheltering Management Handbook – V1.0, October 2012

[The Sphere Project, Humanitarian Charter and Minimum Standards in Humanitarian Response, 2011 3rd edition.](#)

Queensland Evacuation Guidelines for Disaster Management Groups, Version 1, Aug 2011.

[Queensland Local Disaster Management Guidelines, 2012.](#)

[Queensland Health Evacuation Management Guide – COVID-19 Multi-Agency Considerations for Planning](#)

[Red Cross Evacuation Centre Planning and Operational Considerations COVID-19](#)



APPENDICES

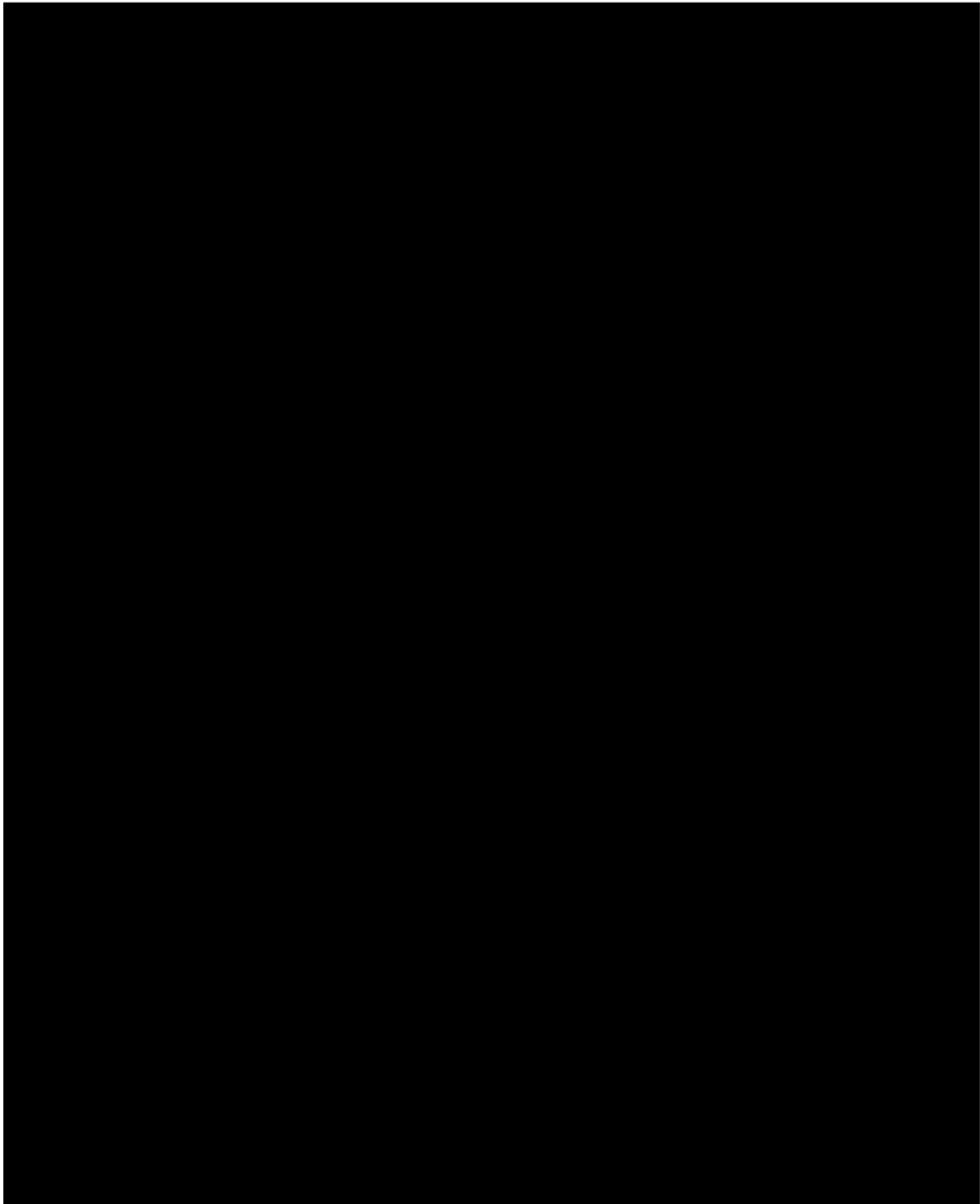
ANNEXURE	DETAILS
Appendix A	Amendment Register
Appendix B	Identified Places of Shelter
Appendix C	Agency Roles and Responsibilities



20. Lockyer Valley Regional Council

APPENDIX A - AMENDMENT REGISTER

DATE	VERSION	COMMENTS / REVISIONS	UPDATED BY	APPROVED BY	APPROVED DATE
	1.0				
10/09/2014	1.1	Adopted by Council	D. Mazzaferri		10/09/2014
12/07/2016	2.0	Review of Sub Plan	M. Gibson		March 2016
04/03/2017	3.0		P. Hillcoat	Endorsed by LDMG Adopted by Council	03/05/2017 24/05/2017
24/05/2023	4.0	Major Plan Review	M. Gibson		



Evacuation Centre Management Sub
Plan Version V6.0 22.

APPENDIX C - AGENCY ROLES AND RESPONSIBILITIES

AGENCY	ROLES AND RESPONSIBILITIES
Lockyer Valley Regional Council	<ul style="list-style-type: none"> Central contact point to the LDCC from the centre Coordinate requests for assistance on behalf of all on site agencies to the LDCC Refer all media requests to the Public Information/Media Officer Provide information, personal support and referral services to evacuees Maintain a running log of centre operations Coordinate agency personnel within the centre, arrange briefings, ensuring all resource requirements are met Provide daily information to evacuees and centre guests Implement an evacuation centre closure strategy in consultation with partner agencies Provide safe shelter for animals and pets with support from University of Qld Gatton Provide catering to evacuation centres with support from available welfare support agency Identify and provide cultural support and interpreter services Ensure the safety of volunteers, staff and evacuees Ensure that communication between the centre and the LDCC are effectively maintained Coordinate and manage requests for assistance from and for evacuation centre operations in the LDCC Provide cleaning services Provide waste removal services Provide security services (as required) Provide traffic control services (as required) Ensure electrical supply and the safety of equipment used is maintained Ensure media planning, responses and protocols are met Ensure that fire safety standards, food hygiene, sanitary facilities, drinking water and other maintenance issues within the facility are rectified
Australian Red Cross	<p>Assist LVRC, when requested, in responding to disasters by:-</p> <ul style="list-style-type: none"> Support of established evacuation centres Coordinate requests for assistance for on-site agencies to the LDCC through the Evacuation Centre Manager Management of Register.Find.Reunite. process Refer all media requests to the LDCC Public Information/ Media Officer Provide information, personal support and referral services to evacuees Maintain a running log of centre operations Provide information to evacuees and guests at the centre
Department of Housing and Public Works	<ul style="list-style-type: none"> Evaluate resource requirements for potential long term housing and hardship issues for evacuees Evaluate resource requirements for potential long term housing and hardship issues for evacuees



AGENCY	ROLES AND RESPONSIBILITIES
Adventist Disaster Relief Agency (ADRA)	<ul style="list-style-type: none"> Assist with determining the semi-permanent accommodation needs of evacuees
Lifeline	<ul style="list-style-type: none"> Counselling and psychological support
Queensland Police Service	<ul style="list-style-type: none"> Commissioning of Register.Find.Reunite system Coordinate and manage requests for assistance Assist with security & public order as required (when requested)
Queensland Ambulance Service	<ul style="list-style-type: none"> Respond to calls for assistance to provide pre-hospital care and transport where the extent of injuries exceed the first aid capacity on site
Queensland Health	<ul style="list-style-type: none"> Trauma response and debriefing (when requested) Care of Special needs (when requested) Provision of bedding resources linen (when requested) Provision of Public Health assistance (when requested)
Rotary International / Salvation Army	<ul style="list-style-type: none"> Catering for evacuation centre residents, day guests and support agencies
University of Qld – Gatton Campus	<ul style="list-style-type: none"> Assist LVRC Animal Management Team by: Provision of rescue services to injured or abandoned animals due to the effects of a disaster Assistance as required and if able to attend
St Vincent de Paul	<ul style="list-style-type: none"> Material aid (e.g. blankets, clothing etc)
Lockyer Valley Regional Council –LDCC	<ul style="list-style-type: none"> Coordinate and manage requests for assistance





For more information phone 1300 005 872,
email mailbox@lvrc.qld.gov.au or visit www.lockyervalley.qld.gov.au

Lockyer Valley Regional Council, PO Box 82, Gatton Qld 4343

11. PEOPLE, CUSTOMER & CORPORATE SERVICES REPORTS

No People & Business Performance Reports.

12. COMMUNITY & REGIONAL PROSPERITY REPORTS**12.1 Resilient Homes Fund Voluntary Home Buy-Back Program - Proposed Property Acquisitions**

Author: Annette Doherty, Manager Planning, Policy and Community Wellbeing

Responsible Officer: Jason Harm, Acting Group Manager Community and Regional Prosperity

Purpose:

The purpose of this report is for Council to resolve to purchase several residential properties through the Voluntary Home Buy-Back Program.

Officer's Recommendation:

THAT Council repeal its decision of 26 October 2022 to purchase the properties listed below which were nominated in Tranche 1 of the Voluntary Home Buy-Back Program:

- Property ID 178400
- Property ID 138910
- Property ID 245310
- Property ID 132560
- Property ID 133200
- Property ID 135760

THAT Council purchase the properties listed below that are eligible for Tranche 2 of the Voluntary Home Buy-Back Program:

- Property ID 132710
- Property ID 133130
- Property ID 186070
- Property ID 183650
- Property ID 167820
- Property ID 250360
- Property ID 127500
- Property ID 133270
- Property ID 157310
- Property ID 132720

THAT Council authorise the Chief Executive Officer to take the necessary action required to implement Council's decision, including but not limited to making, amending and discharging the necessary contractual arrangements required to complete the sale and rehabilitation of the identified properties.

Executive Summary

The Voluntary Home Buy-Back (VHBB) Program is an initiative of the Commonwealth and Queensland Governments' Resilient Homes Fund under the Disaster Recovery Funding Arrangements for properties impacted by the South-East Queensland rainfall and flooding events between February and May 2022.

Council has purchased 16 properties under the first tranche of the VHBB Program, with sale of a further two properties still being finalised or negotiated.

The second tranche of the VHBB Program has recently been announced by the State Government.

A confidential attachment to this report provides details of all properties in Tranches 1 and 2 of the VHBB Program.

Proposal

The Commonwealth and Queensland Governments' Resilient Homes Fund includes a program whereby eligible homeowners may seek a voluntary home buy-back of their property if it was affected by the South-East Queensland rainfall and flooding events which occurred from 22 February 2022 to 5 April 2022 and during May 2022.

The Resilient Homes Fund has several initiatives within its scope, including the:

- Voluntary Home Buy-Back (VHBB) Program;
- Resilient Retrofit Program; and
- Home Raising Program.

This report relates only to properties that have been identified for the VHBB program.

Although the funding is provided by the Resilient Homes Fund, which is administered by the Queensland Government through the Queensland Reconstruction Authority (QRA), Council is the purchaser of properties under the program within the Lockyer Valley region. Once settlement has occurred, Council is responsible for the rehabilitation of each site including the removal and/or demolition of buildings. The land must be rezoned to an appropriate and locally suitable non-occupied zone (e.g. Limited development zone, Open space zone, Environmental management).

Twenty-five (25) properties were identified in the first tranche of the VHBB program. At the Ordinary Meeting of Council on 26 October 2023, Council resolved to purchase 24 of these properties.

Of the 24 properties to be purchased:

- Sixteen (16) properties have been purchased and are now in Council's ownership
- One (1) property is under contract
- Owners of one (1) property are still considering QRA's offer
- Two (2) properties were found to be ineligible
- Owners of one (1) property declined QRA's offer
- Three (3) properties were withdrawn

The recommendation of this report includes repealing Council's decision to purchase the six properties that were ineligible, withdrawn or did not accept QRA's offer.

A second tranche of the VHBB Program has recently been announced by the State government. Fourteen (14) properties within the Lockyer Valley Region had initially been identified in this tranche of the program. Details of these properties are included in a confidential attachment to this report. One of the properties has since sold and three were found to be ineligible. At this time, the QRA has commenced arranging valuations of the remaining 10 properties and has issued one letter of offer.

It is recommended that Council resolve to acquire the remaining 10 properties in Tranche 2.

Options

1. Council resolves to purchase the properties listed in the confidential attachment.
2. Council does not purchase the properties listed in the confidential attachment.

Previous Council Resolutions

Ordinary Council Meeting Council 26 October 2022 (Resolution 20-24/0668)

1. *THAT Council resolve to purchase the following properties for the purposes of the Resilient Homes Fund Voluntary Home Buy-Back program:*
 - *Property ID 236300*
 - *Property ID 178400*
 - *Property ID 268160*
 - *Property ID 157320*
 - *Property ID 117050*
 - *Property ID 132700*
 - *Property ID 138910*
 - *Property ID 167920*
 - *Property ID 114090*
 - *Property ID 255650*
 - *Property ID 127470*
 - *Property ID 132590*
 - *Property ID 132740*
 - *Property ID 236190*
 - *Property ID 167790*
 - *Property ID 132930*
 - *Property ID 176590*
 - *Property ID 245310*
 - *Property ID 131600*
 - *Property ID 251500*
 - *Property ID 132760*
 - *Property ID 132560*
 - *Property ID 133200*
 - *Property ID 135760*
2. *THAT Council resolve to authorise the Chief Executive Officer to take the necessary action required to implement Council's decision, including but not limited to making, amending and discharging the necessary contractual arrangements required to complete the sale of the identified properties.*
3. *THAT Council be kept informed of the progress and the outcome of the purchases of the identified properties.*

Critical Dates

All land purchased by Council is to be rehabilitated and rezoned by 30 June 2026.

Strategic ImplicationsCorporate Plan

Lockyer Community – Enhanced wellbeing and safety of the community.

Lockyer Community – Council seeks to understand community needs, resulting in partnerships that realise long term benefits for the community in a timely manner.

Finance and Resource

All expenses relating to the acquisition and rehabilitation of the purchased properties are funded through the Resilient Homes Fund.

Legislation and Policy

Local Government Act 2009

Disaster Recovery Funding Arrangements 2018

Risk Management

Reputational risk as public scrutiny of Council's role in the program may lead to negative media, despite the fact that Council will be completing a predetermined transaction. Communication to explain the facts will reduce this risk.

Risk to property owners should there be any delays in completing the acquisition of a property relating to detrimental financial and health impacts. Council must undertake its obligations under the program as seamlessly as possible.

Consultation

Portfolio Councillor Consultation

Several workshops have been held in relation to the VHBB Program.

Internal Consultation

Relevant officers in planning, community engagement, finance and legal have been consulted in relation to the program.

External Consultation

The QRA negotiate directly with property owners.

Community Engagement

QRA has undertaken community engagement in relation to the VHBB Program. Council's Communications and Engagement Team provided assistance by sharing of social media posts and the like.

Attachments

There are no attachments for this report.

12.2 Adoption of Infrastructure Charges Resolution (No. 7) 2023

Author: Tammee Van Bael, Planning Officer
Responsible Officer: Jason Harm, Acting Group Manager Community and Regional Prosperity

Purpose:

The purpose of this report is to seek Council's adoption of the Lockyer Valley Infrastructure Charges Resolution (No. 7) 2023.

Officer's Recommendation:

THAT Council adopt the Lockyer Valley Infrastructure Charges Resolution (No. 7) 2023 as attached, to take effect from 20 July 2023.

Executive Summary

The Draft Lockyer Valley Infrastructure Charges Resolution (No. 7) 2023 ('the Draft Charges Resolution') has been prepared to replace the current Lockyer Valley Adopted Infrastructure Charges Resolution (No. 6) 2022. The Draft Charges Resolution provides an increase to the infrastructure charges for the 2023/24 financial year in accordance with the *Planning Act 2016*.

Proposal

Council must have a Charges Resolution to be able to levy infrastructure charges on development. Infrastructure charges contribute to the cost of establishing trunk infrastructure. Council levies infrastructure charges for trunk infrastructure associated with roads, stormwater and parks/land for community facilities, and Urban Utilities (UU) levies infrastructure charges for water and sewerage infrastructure.

The Charges Resolution sets out the 'breakup' or apportioning of charges between Council and UU, e.g. for residential development, 50% of the charge is levied by Council and 50% by UU. UU's charges are set out in their Water NetServ Plan.

The Maximum Adopted Charge (MAC) that can be levied for each land use is the 'prescribed amount' (set out in Schedule 16 of the *Planning Regulation 2017*) indexed in accordance with the Producer Price Index (PPI) for construction 6427.0 (ABS PPI) index number 3101—Road and Bridge construction index for Queensland published by the Australian Bureau of Statistics.

For 2023/24, the MAC is equal to the 'prescribed charge' increased by 3.52% in line with the 3-yearly PPI average from March 2022 to March 2023 (*Planning Act 2016* s112). The *Planning Regulation 2017* is at times amended by the State to increase the 'prescribed amount' in line with the PPI; at that time the 'prescribed amount' is equivalent to the MAC.

The Draft Charges Resolution has been prepared based on Council charges being increased by 3.52%. When added to UU charges, the total charge is less than the MAC (the maximum allowed charge) for each land use.

The increase to charges will assist with the provisioning of trunk infrastructure in the region and reducing the burden on the community to meet this obligation.

Along with the proposed increase to the infrastructure charges, a number of editorial changes has been made to reflect changes to legislation and land use definitions.

Options

1. Adopt the Draft Lockyer Valley Infrastructure Charges Resolution (No. 7) 2023 as attached.
2. Adopt an amended version of the Draft Lockyer Valley Infrastructure Charges Resolution (No. 7) 2023.
3. Retain the current Lockyer Valley Adopted Infrastructure Charges Resolution (No. 6) 2022.

Previous Council Resolutions

Ordinary Council Meeting 15 June 2022 (Resolution 20-24/0579)

THAT Council adopt the Lockyer Valley Infrastructure Charges Resolution (No. 6) 2022, as attached to these minutes, to take effect from 1 July 2022.

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

The adoption of the Lockyer Valley Infrastructure Charges Resolution (No. 7) 2023 will result in an increase to the infrastructure charges for developments approved after 19 July 2023 and will assist with the ongoing provision of trunk infrastructure. Increasing infrastructure charges ensures Council is taking inflation into account.

Legislation and Policy

In accordance with Section 113 of the *Planning Act 2016*, Council may adopt a charges resolution for providing trunk infrastructure for development. The Lockyer Valley Infrastructure Charges Resolution (No. 7) 2023 has been prepared in accordance with the *Planning Act 2016*.

Risk Management

The Draft Charges Resolution has been prepared in accordance with the *Planning Act 2016*.

Consultation

External Consultation

If adopted, the Draft Charges Resolution will be uploaded to Council's website.

Attachments

- [1](#) Draft Infrastructure Charges Resolution (No. 7) 2023 25 Pages

Lockyer Valley Regional Council
Lockyer Valley Infrastructure Charges Resolution (No. 7) 2023

Lockyer Valley Regional Council Lockyer Valley Infrastructure Charges Resolution (No. 7) 2023

Contents

Part 1	Introduction	2
1.	Short title	2
2.	Commencement	2
3.	Planning Act 2016	2
4.	Purpose	2
5.	Interpretation	2
Part 2	Adopted charges	2
6.	Purpose of part 2	2
7.	Adopted charges	3
8.	Trunk infrastructure networks for adopted charges	3
9.	Applicable date for the adopted charges	3
10.	Applicable area for the adopted charges	3
11.	Applicable uses or activity for the adopted charges	3
Part 3	Levied charges	3
12.	Purpose of part 3	3
13.	Applicable development for the levied charge	4
14.	Working out the levied charge	4
15.	Working out the applied adopted charge	4
16.	Working out the additional demand	4
17.	Working out the discount for the prescribed financial contribution	5
18.	Working out the automatic increase	6
Part 4	Offset and refund for trunk infrastructure	6
19.	Purpose of part 4	6
20.	Identified trunk infrastructure criteria (conversion criteria)	7
21.	Working out the establishment cost	7
22.	Calculation of the establishment cost	7
23.	Recalculation of the establishment cost for work	8
24.	Recalculation of the establishment cost for land	11
25.	Application of an offset and refund	12
26.	Details of an offset and refund	12
27.	Timing of an offset and refund	12
Schedule 1	Dictionary	16
Schedule 2	Trunk infrastructure network charges	19
Schedule 3	Applicable uses under the Gatton Shire planning scheme and Laidley Shire planning scheme	23
Schedule 4	Identified trunk infrastructure criteria	25

Part 1 Introduction

1. Short title

This resolution may be cited as *Lockyer Valley Infrastructure Charges Resolution (No. 7) 2023*.

2. Commencement

This resolution has effect on and from 20 July 2023.

3. Planning Act 2016

- (1) This resolution is made under the *Planning Act 2016*.
- (2) This resolution is to be read in conjunction with the following:
 - (a) the *Planning Regulation 2017*;
 - (b) the Minister's Guidelines and Rules;
 - (c) the Gatton Shire Planning Scheme;
 - (d) the Laidley Shire Planning Scheme.
- (3) This resolution is attached to, but does not form part of, the Gatton Shire Planning Scheme or the Laidley Shire Planning Scheme.

4. Purpose

- (1) The purpose of this resolution is to state the following:
 - (a) the adopted charges for providing the local government trunk infrastructure networks and distributor-retailer trunk infrastructure networks for development;
 - (b) the levied charges to be levied by the local government for development for the demand placed on the local government trunk infrastructure networks;
 - (c) matters relevant to the working out of an offset and refund for a trunk infrastructure contribution for the local government trunk infrastructure networks for development.

5. Interpretation

- (1) The dictionary in schedule 1 defines words used in this resolution.
- (2) A word not defined in this resolution which is defined in the Planning Act has the meaning given in the Planning Act.
- (3) A word not defined in this resolution or the Planning Act has the meaning given to it by the edition of the Macquarie Dictionary that is current at the date this resolution takes effect, subject to section 14A (Interpretation best achieving Act's purpose) of the *Acts Interpretation Act 1954* and section 14 (Applicable provisions) of the *Statutory Instruments Act 1992*.

Part 2 Adopted charges

6. Purpose of part 2

- (1) Part 2 states the following:
 - (a) the adopted infrastructure charges for providing trunk infrastructure networks for development (***adopted charge***);
 - (b) the ***trunk infrastructure networks***, which are the following:
 - (i) for the local government—the trunk infrastructure for the local government's transport, stormwater, and public parks and community facilities infrastructure networks (***local government trunk infrastructure networks***);

Lockyer Valley Regional Council
Lockyer Valley Infrastructure Charges Resolution (No. 7) 2023

- (ii) for the distributor-retailer—the trunk infrastructure for the distributor-retailer's water service and wastewater service (*distributor-retailer trunk infrastructure networks*).
 - (c) the date the adopted charges take effect (*applicable date*);
 - (d) the part of the local government area to which the adopted charges apply (*applicable area*);
 - (e) the uses to which the adopted charges apply (*applicable use*).
- 7. **Adopted charges**
The local government has for the purpose of working out the **adopted charges** for the local government trunk infrastructure networks under this resolution determined a charge for each trunk infrastructure network (including indexation) for development which is included in schedule 2 (*trunk infrastructure network charges*) that comprise the charge for each local government trunk infrastructure network.
- 8. **Trunk infrastructure networks for adopted charges**
 - (1) The local government trunk infrastructure networks are specified in the Local Government Infrastructure Plan.
 - (2) The distributor-retailer trunk infrastructure networks are specified in the *distributor-retailer infrastructure planning instrument* which means the following:
 - (a) the distributor-retailer's water netserv plan under the SEQ Water Act;
 - (b) the interim connections policy and schedule of works under the SEQ Water Act adopted by the distributor-retailer if paragraph (a) is not applicable.
- 9. **Applicable date for the adopted charges**
The applicable date for the adopted charges is the day this resolution has effect.
- 10. **Applicable area for the adopted charges**
The applicable area for the adopted charges is all of the local government area.
- 11. **Applicable uses or activity for the adopted charges**
The applicable uses or activity under the Gatton Shire Planning Scheme and the Laidley Shire Planning Scheme to which the adopted charges apply are stated in schedule 3.

Part 3 Levied charges

- 12. **Purpose of part 3**
 - (1) Part 3 states the following:
 - (a) the applicable development for which adopted charges may be levied by the local government for development for the demand placed upon the local government trunk infrastructure networks (*levied charge*);
 - (b) the method to be applied by the local government for working out the levied charge including the following:
 - (i) the adopted charge to be applied (*applied adopted charge*);
 - (ii) the additional demand placed upon the local government trunk infrastructure networks which will be generated by the development (*additional demand*);
 - (iii) the discount to be applied for a financial contribution (*prescribed financial contribution*):
 - (A) provided for in relation to a local government trunk infrastructure network

Lockyer Valley Regional Council
Lockyer Valley Infrastructure Charges Resolution (No. 7) 2023

under an infrastructure charging instrument for a previous development approval;

- (B) which has been paid to the local government or otherwise satisfied under an infrastructure agreement between the applicant for the previous development approval and the local government for the provision of land, work or money for the local government trunk infrastructure networks; and
- (C) which has not been reimbursed or otherwise previously applied against another financial contribution;

- (c) the method to be applied by the local government for working out the increase in the levied charge from the day the levied charge is levied to the day the levied charge is paid (**automatic increase**).

13. Applicable development for the levied charge

- (1) The levied charge may be levied for the following development:
 - (a) reconfiguring a lot;
 - (b) material change of use of premises;
 - (c) building work.
- (2) The levied charge is not to be levied for the following:
 - (a) development in a priority development area under the *Economic Development Act 2012*;
 - (b) work or use of land authorised under the *Mineral Resources Act 1989*, the *Petroleum Act 1923*, the *Petroleum and Gas (Production and Safety) Act 2004* or the *Greenhouse Gas Storage Act 2009*.

14. Working out the levied charge

The levied charge for the development is to be worked out by the local government as follows:

$$LC = (AC \times AD) - D$$

Where:

LC is the levied charge for the development, which cannot be less than zero.

AC is the applied adopted charge for the development.

AD is the additional demand for the development.

D is the discount for the prescribed financial contribution.

15. Working out the applied adopted charge

The applied adopted charge for the development is worked out by the local government by applying the adopted charge worked out under section 7 (Adopted charges).

16. Working out the additional demand

- (1) The additional demand for the development is to be worked out by the local government as follows:

$$AD = DD - DC$$

Where:

AD is the additional demand.

DD is the demand placed upon the local government trunk infrastructure networks which will be generated by the development (**development demand**).

DC is the demand placed upon the local government trunk infrastructure networks generated by existing or previous development if applicable (**demand credit**).

Lockyer Valley Regional Council
Lockyer Valley Infrastructure Charges Resolution (No. 7) 2023

- (2) The development demand is worked out using the relevant unit of calculation for an adopted charge for the development in schedule 2 (***demand unit***).
- (3) The demand credit is to be worked out using the greater of the following:
 - (a) if the premises is subject to an existing use which is lawful and already taking place on the premises (***existing lawful use***) that places demand upon the local government trunk infrastructure networks, the demand generated for the existing lawful use using the applicable demand units for the use;
 - (b) if the premises is subject to a previous use which was lawful at the time it was carried out and is no longer taking place on the premises (***previous lawful use***) that placed demand upon the local government trunk infrastructure networks, the demand generated for the previous lawful use using the applicable demand units for the use;
 - (c) if the premises is a vacant lot, the demand for one dwelling house (3 bedroom dwelling) in schedule 2.
- (4) The demand credit for an existing lawful use or previous lawful use under subsections 3(a) and 3(b) is to be worked out by the local government prior to the time for the giving of the relevant approval to which the levied charge applies as follows:
 - (a) an applicant which is seeking the demand credit for an existing lawful use or previous lawful use is to:
 - (i) give a notice to the local government which provides evidence of the existing lawful use or the previous lawful use and the calculation of the demand credit; and
 - (ii) work out the demand credit for the previous lawful use if applicable; and
 - (iii) pay the prescribed fee;
 - (b) the local government is to:
 - (i) determine if a demand credit for the existing lawful use or the previous lawful use is applicable to the development;
 - (ii) give a notice to the applicant stating the outcome of the local government's determination.
- (5) A demand credit is only to be provided to a maximum amount equal to the development demand.

17. Working out the discount for the prescribed financial contribution

- (1) The amount of the discount for the prescribed financial contribution is to be worked out by the local government as follows:

$$D = PFC - (AC - DC)$$

Where:

D is the discount which cannot be less than zero.

PFC is the amount of the prescribed financial contribution.

AC is the applied adopted charge for the proposed development worked out under section 15 (Working out the applied adopted charge).

DC is the demand credit if applicable worked out under section 16 (Working out the additional demand).

- (2) The discount for the prescribed financial contribution is to be worked out by the local government prior to the time for the giving of the relevant approval to which the levied charge applies as follows:
 - (a) an applicant which is seeking the discount for the prescribed financial contribution is to:

Lockyer Valley Regional Council
Lockyer Valley Infrastructure Charges Resolution (No. 7) 2023

- (i) give a notice in the prescribed form to the local government which provides evidence of the prescribed financial contribution and the calculation of the discount; and
- (ii) pay the prescribed fee;
- (b) The local government is to:
 - (i) determine if the discount for a prescribed financial contribution is applicable to the development;
 - (ii) work out the discount for the prescribed financial contribution if applicable; and
 - (iii) give notice to the applicant stating the outcome of the local government's determination.

Editor's note—The notice may be given in an infrastructure charges notice.

18. Working out the automatic increase

- (1) The adopted charge for development will be increased after the charge is levied and before it is paid to the local government.
- (2) The levied charge is to be increased from the date the charge is levied to the date the charge is paid using the 3-yearly PPI average. An amount being the percentage increase (worked out using the PPI), adjusted according to the 3-yearly PPI average, for the period starting on the day the charge is levied and ending on the day the charge is paid.
- (3) The amount of the automatic increase of the levied charge must not be more than the amount of the increase prescribed by section 114 the Planning Act.

Part 4 Offset and refund for trunk infrastructure

19. Purpose of part 4

- (1) Part 4 states the following matters relevant to the working out of an offset or refund for the provision of trunk infrastructure for the local government trunk infrastructure networks for development:
 - (a) the criteria for trunk infrastructure to be applied by the local government in deciding if development infrastructure is trunk infrastructure (**identified trunk infrastructure criteria**);
 - (b) the method to be applied by the local government for working out the establishment cost of trunk infrastructure for an offset or refund where an applicant is required under a condition of a relevant approval to provide land or work for the following trunk infrastructure for local government trunk infrastructure networks (**trunk infrastructure contribution**):
 - (i) **identified trunk infrastructure**—development infrastructure which is identified in the Local Government Infrastructure Plan;
 - (ii) **different trunk infrastructure**—development infrastructure which:
 - (A) is an alternative to the identified trunk infrastructure; and
 - (B) delivers the same desired standards of service for the network of development infrastructure stated in the Local Government Infrastructure Plan;
 - (iii) **necessary trunk infrastructure**—development infrastructure which is not identified trunk infrastructure or different trunk infrastructure that satisfies the identified trunk infrastructure criteria and is necessary to service development;
 - (iv) **prescribed trunk infrastructure**—development infrastructure which is not identified trunk infrastructure, different trunk infrastructure or necessary trunk

Lockyer Valley Regional Council
Lockyer Valley Infrastructure Charges Resolution (No. 7) 2023

infrastructure that becomes trunk infrastructure under the Planning Act;

- (c) whether an offset or refund applies and if so the details of the offset and refund and the timing of the offset and refund.

20. Identified trunk infrastructure criteria (conversion criteria)

- (1) The identified trunk infrastructure criteria (conversion criteria) for deciding that development infrastructure is trunk infrastructure are the following:
 - (a) that the development infrastructure is necessary to service development:
 - (i) consistent with the assumptions about the type, scale, location or timing of future development stated in the Local Government Infrastructure Plan;
 - (ii) the premises must be completely inside the priority infrastructure area in the Local Government Infrastructure Plan;
 - (iii) facilitates development of other premises by enabling increased development or overcoming deficiencies in service through its provision; and
 - (iv) reduces or eliminates unnecessary and interim staged infrastructure; and
 - (v) provides a critical shared link between multiple development sites and the defined and mapped trunk network; and
 - (vi) would have been identified as 'trunk' infrastructure had the ultimate demand and development pattern been known in more detail at the time of developing the Local Government Infrastructure Plan; and
 - (vii) the type, size and location of the infrastructure is the most cost effective option for servicing multiple users in the area. The most effective option means the least cost option based upon the life cycle cost of the infrastructure required to service existing and future development in the area at the desired standards of service.
 - (b) that the development infrastructure complies with the criteria in schedule 4

21. Working out the establishment cost

- (1) The establishment cost for a trunk infrastructure contribution is to be worked out by the local government using the following:
 - (a) for the calculation of the establishment cost—the method in section 22 (Calculation of the establishment cost);
 - (b) for the recalculation of the establishment cost for work calculated under paragraph (a)—the method in section 23 (Recalculation of the establishment cost for work);
 - (c) for the recalculation of the establishment cost for land calculated under paragraph (a)—the method in section 24 (Recalculation of the establishment cost for land).

22. Calculation of the establishment cost

- (1) The establishment cost for a trunk infrastructure contribution is to be worked out by the local government using any of the following:
 - (a) the planned estimate of the trunk infrastructure contribution;
 - (b) a cost-based estimate of the establishment cost for the trunk infrastructure contribution determined by the local government using first principles estimating;
 - (c) an estimate of the establishment cost for the trunk infrastructure contribution reasonably determined by the local government.
- (2) The **planned estimate** of the trunk infrastructure contribution if:
 - (a) the whole of an item of identified trunk infrastructure—is the **planned cost** being the amount of the value of the item stated in the Local Government Infrastructure Plan;
 - (b) part of an item of identified trunk infrastructure—is the estimate of the proportion of the planned cost of the item of identified trunk infrastructure applicable to the trunk

Lockyer Valley Regional Council
Lockyer Valley Infrastructure Charges Resolution (No. 7) 2023

infrastructure contribution having regard to the method used by the local government to work out the planned cost of the item of identified trunk infrastructure stated in the extrinsic material to the Local Government Infrastructure Plan; and

- (c) different trunk infrastructure, necessary trunk infrastructure or prescribed trunk infrastructure—is the estimate of the planned cost of the infrastructure having regard to the method used by the local government to work out the planned cost of the identified trunk infrastructure for the network of development infrastructure stated in the extrinsic material to the Local Government Infrastructure Plan.

23. Recalculation of the establishment cost for work

Market cost

- (1) The establishment cost for a trunk infrastructure contribution for work may be recalculated by the local government at the request of the applicant by using the market cost for the work.
- (2) The market cost for the work is the estimate of the cost of the design and construction of the work:
 - (a) including the following:
 - (i) the construction cost for the work;
 - (ii) construction on costs for the work which do not exceed the maximum construction on costs stated in schedule 9 for the following:
 - (A) the cost of survey for the work;
 - (B) the cost of geotechnical investigations for the work;
 - (C) the cost of only detailed design for the work;
 - (D) the cost of project management and contract administration;
 - (E) the cost of environmental investigations for the work;
 - (F) a portable long service leave payment for a construction contract for the work;
 - (iii) risk and contingencies which do not exceed 10% for the cost of that part of the of the work in a construction contract which is subject to a contingency.
 - Example—
A construction contract for a trunk road infrastructure network item may state a contingency for pavement design and service relocation.*
 - (b) excluding the following:
 - (i) the planning of the work;
 - (ii) a cost of carrying out temporary infrastructure;
 - (iii) a cost of carrying out other infrastructure which is not part of the trunk infrastructure contribution;
 - (iv) a cost of the decommissioning, removal and rehabilitation of infrastructure identified in paragraphs (ii) and (iii);
 - (v) a part of the trunk infrastructure contribution provided by:
 - (A) the local government; or
 - (B) a person, other than the applicant or a person engaged by the applicant;
 - (vi) a cost to the extent that GST is payable and an input tax credit can be claimed for the work;
 - (vii) a cost attributable directly or indirectly to the failure of an applicant or a person engaged by the applicant to perform and fulfil a relevant approval for the work;

Lockyer Valley Regional Council
Lockyer Valley Infrastructure Charges Resolution (No. 7) 2023

- (viii) a cost caused or contributed to by a negligent or wilful act or omission by the applicant or a person engaged by the applicant;
- (ix) a cost of carrying out development infrastructure which is only made necessary by the development and does not contribute to the function of the trunk infrastructure item;
- (x) a cost of carrying out trunk infrastructure which relates to another development infrastructure network;
- (xi) a cost of carrying out development infrastructure which is replacing existing infrastructure with different infrastructure in another development infrastructure network;
- (xii) a cost of existing development infrastructure which services or is planned to service existing or future demand that is replaced by the trunk infrastructure contribution.

Determining the market cost

- (3) The local government is to, prior to the applicant starting the construction of the work, determine the market cost for the work as follows:
 - (a) the applicant is to undertake an open tender process for the work;
 - (b) the applicant is to:
 - (i) give to the local government a notice in the prescribed form which states the following:
 - (A) an open tender process has been conducted;
 - (B) the tenders received;
 - (C) the applicant's preferred tenderer;
 - (D) the applicant's reason for the preferred tenderer;
 - (E) the terms of the construction contract for the work;
 - (F) a plan for each development infrastructure network clearly showing the extent of the work for which an offset is sought;
 - (G) the applicant's calculation of the market cost for the work; and
 - (ii) pay the prescribed fee;
 - (c) the local government may, within 15 business days of the date the notice under paragraph (b) is received by the local government, give a notice to the applicant which states that the applicant is to provide to the local government a document to enable the local government to determine the market cost including without limitation the following:
 - (i) details in respect of a construction contract for the work;
 - (ii) a plan for each development infrastructure network clearly showing the scope of the work for which an offset is sought;
 - (d) the applicant is to comply with a notice given by the local government to the applicant under paragraph (c);
 - (e) the local government is to as soon as reasonably practicable determine the market cost acting reasonably having regard to the matters in paragraphs (a) to (d);
 - (f) the local government after determining the market cost is to as soon as reasonably practicable:
 - (i) give to the applicant a notice which states the following:

Lockyer Valley Regional Council
Lockyer Valley Infrastructure Charges Resolution (No. 7) 2023

- (A) the local government's calculation of the market cost for the work and the reason for any difference from the applicant's calculation;
- (B) the establishment cost for the work; and
- (ii) issue an amended infrastructure charges notice.

Adjustment of the establishment cost

- (4) The local government is to, after the completion of the construction of the work and prior to the date for the payment of a levied charge, determine an adjustment to the establishment cost as follows:
 - (a) this subsection only applies to a cost of work (***prescribed cost***) if the cost:
 - (i) would have formed part of the market cost used to work out the establishment cost for the work; and
 - (ii) was not included in the market cost used to work out the establishment cost or was included in the market cost used to work out the establishment cost but was for an amount less than the prescribed cost; and
 - (iii) was included in the market cost used to work out the establishment cost but was subject to a contingency stated in subsection (2)(a)(iii);
 - (b) the applicant may, prior to 15 business days after the applicant has completed the work:
 - (i) give to the local government a single notice which is to state the following:
 - (A) that the applicant requests that the local government adjust the establishment cost to take account of the prescribed cost;
 - (B) all information reasonably necessary to establish the calculation of the prescribed cost and that the cost is a prescribed cost;
 - (C) the applicant's calculation of the prescribed cost; and
 - (ii) pay the prescribed fee if paragraph (i) applies.
 - (c) the local government may, within 15 business days of the date the notice under paragraph (b) is received by the local government, give a notice to the applicant which states that the applicant is to provide to the local government a document to enable the local government to determine the value of an adjusted establishment cost;
 - (d) the applicant is to comply with a notice given by the local government to the applicant under paragraph (c);
 - (e) the local government is to as soon as reasonably practicable determine whether the establishment cost is to be adjusted acting reasonably having regard to the matters in paragraphs (a) to (d);
 - (f) the local government after determining whether the establishment cost is to be adjusted, is to as soon as reasonably practicable:
 - (i) give to the applicant a notice which states the following:
 - (A) the local government's calculation of the adjusted establishment cost for the work and the reason for any difference from the applicant's calculation;
 - (B) the establishment cost for the work; and
 - (ii) issue an amended infrastructure charges notice.

Lockyer Valley Regional Council
Lockyer Valley Infrastructure Charges Resolution (No. 7) 2023**24. Recalculation of the establishment cost for land**

- (1) The establishment cost for a trunk infrastructure contribution for land may be recalculated by the local government at the request of the applicant using the current market value of the land.
- (2) The **current market value** of the land is the difference, determined by using the before and after method of valuation of the whole of the subject premises, between the value of the subject premises including the land and the value of the subject premises excluding the land.
- (3) The local government is to, prior to the date of payment of the levied charge, determine the market value of the land as follows:
 - (a) the applicant is to provide to the local government the following:
 - (i) a notice in the prescribed form requesting the recalculation of the establishment cost for the land;
 - (ii) a valuation of the land undertaken by a certified practicing valuer;
 - (iii) the prescribed fee;
 - (b) the local government may, if the matters in paragraph (a) are satisfied, refer the valuation to a registered valuer to assess whether the valuation is consistent with the current market value;
 - (c) the local government is to decide whether to:
 - (i) accept the valuation; or
 - (ii) reject the valuation;
 - (d) the local government is to, if it accepts the valuation:
 - (i) give to the applicant a notice stating the establishment cost for the land; and
 - (ii) index the establishment cost for the land using the CPI from the date of the accepted valuation to the date stated in the amended infrastructure charges notice;
 - (e) the local government is to, if it rejects the valuation, refer the valuation to an independent certified practicing valuer to:
 - (i) assess whether the valuation is consistent with the current market value; and
 - (ii) undertake a valuation of the land if the valuation is assessed as not consistent with the current market value;
 - (f) the local government is to, upon the determination of the independent certified practicing valuer's valuation:
 - (i) give to the applicant a notice stating the establishment cost for the land;
 - (ii) index the establishment cost for the land using the CPI from the date of the independent certified practicing valuer's valuation to the date stated in the amended infrastructure charges notice; and
 - (iii) issue an amended infrastructure charges notice;
 - (g) the local government however is not required to refer the valuation to the registered valuer or the independent certified practicing valuer if the applicant has not paid to the Council the prescribed fee including the costs of the registered valuer under paragraph (b) and the independent certified practicing valuer under paragraph (e).

Lockyer Valley Regional Council
Lockyer Valley Infrastructure Charges Resolution (No. 7) 2023**25. Application of an offset and refund**

- (1) The following apply if a trunk infrastructure contribution services or is planned to service premises other than premises the subject of the relevant approval and an adopted charge applies to the development the subject of the relevant approval:
 - (a) an **offset**—where the establishment cost for the trunk infrastructure contribution is equal to or less than the levied charge; and
 - (b) a **refund**—where the establishment cost for the trunk infrastructure contribution is more than the levied charge.

26. Details of an offset and refund

- (1) If an offset applies, the establishment cost for the trunk infrastructure contribution is to be worked out by the local government in accordance with section 21 (Working out the establishment cost).
- (2) If a refund applies, the proportion of the establishment cost for the trunk infrastructure contribution that may be apportioned reasonably to users of premises other than the premises the subject of the relevant approval (**prescribed proportion**) is to be worked out by the local government using an estimate of the prescribed proportion reasonably determined by the local government.

27. Timing of an offset and refund

- (1) An applicant entitled to seek an offset or refund for the trunk infrastructure contribution is to:
 - (a) give to the local government a notice in the prescribed form which states the following:
 - (i) the date the trunk infrastructure contribution the subject of an offset or refund was lawfully completed;
 - (ii) that the trunk infrastructure contribution has been provided in accordance with the relevant approval for the trunk infrastructure contribution; and
 - (b) pay the prescribed fee.
- (2) The local government is to as soon as reasonably practicable after receiving a notice under subsection (1):
 - (a) determine whether the trunk infrastructure contribution has satisfied the matters in subsection (1)(a); and
 - (b) give to the applicant a notice stating the outcome of the local government's determination.
- (3) The local government if satisfied of the matters in subsection (1)(a) is to, unless otherwise provided for in an infrastructure agreement:
 - (a) for an offset—set off the establishment cost for the trunk infrastructure contribution against the levied charge when the levied charge stated in the infrastructure charges notice is payable under the Planning Act;
 - (b) for a refund—give the refund when stated in the infrastructure charges notice.
- (4) The local government has adopted a policy position in relation to the determination in an infrastructure charges notice of when a refund is to be given by the local government to achieve the following policy objectives:
 - (a) to seek to integrate the local government's land use and infrastructure plans;
 - (b) to implement the Local Government Infrastructure Plan as the basis for the local government's trunk infrastructure funding;

Lockyer Valley Regional Council
Lockyer Valley Infrastructure Charges Resolution (No. 7) 2023

- (c) to implement infrastructure funding which is equitable, accountable and financially sustainable for the local government.
- (5) The local government's policy position in relation to the determination in an infrastructure charges notice of when a refund is to be given by the local government and related matters is as follows:
 - (a) for a trunk infrastructure contribution for identified trunk infrastructure which is identified in the local government's capital works program at the date of the relevant approval with a planned date that is consistent with the Local Government Infrastructure Plan:
 - (i) the refund may be given in accordance with the payment triggers in paragraph (ii) until the planned date, at which time the balance of the refund is to be given by 31 December of the financial year following the planned date;
 - (ii) the following payment triggers achieve the local government's policy objectives:
 - (A) for a refund which is an amount that is less than \$100,000— the refund may be given by 31 December of the financial year following the completion of the trunk infrastructure contribution;
 - (B) for a refund which is an amount that is \$100,000 or more but not more than \$500,000—the refund may be given annually over 3 financial years in equal payments by 31 December in each financial year commencing in the financial year following the completion of the trunk infrastructure contribution;
 - (C) for a refund which is an amount that is \$500,000 or more but not more than \$1 million—the refund may be given annually over 5 financial years in equal payments by 31 December in each financial year commencing in the financial year following the completion of the trunk infrastructure contribution;
 - (D) for a refund which is an amount that is \$1 million or more— the refund may be given annually in equal payments of
 - (E) \$250,000 by 31 December in each financial year commencing in the financial year following the completion of the trunk infrastructure contribution until the amount is paid;
 - (iii) each amount to be paid under paragraph (ii) is to be increased by the CPI from the date of the infrastructure charges notice for the refund to the date that the amount is paid;
 - (b) for a trunk infrastructure contribution for identified trunk infrastructure (for which subsection 28(5)(a) does not apply) or different trunk infrastructure which is provided before or in the planned date or period for the trunk infrastructure contribution stated in the Local Government Infrastructure Plan:
 - (i) the following payment triggers achieve the local government's policy objectives:
 - (A) for a refund which is an amount that is less than \$100,000— the refund may be given by 31 December of the financial year following the end of the relevant planned date or period for the trunk infrastructure contribution;
 - (B) for a refund which is an amount that is \$100,000 or more but not more than \$500,000—the refund may be given annually over 3 financial years in equal payments by 31 December in each financial year commencing in the financial year following the end of the relevant planned date or period for the trunk infrastructure contribution;
 - (C) for a refund which is an amount that is \$500,000 or more but not more than \$1 million—the refund may be given annually over 5 financial years in equal

Lockyer Valley Regional Council
Lockyer Valley Infrastructure Charges Resolution (No. 7) 2023

- payments by 31 December in each financial year commencing in the financial year following the end of the relevant planned date or period for the trunk infrastructure contribution;
- (D) for a refund which is an amount that is \$1 million or more— the refund may be given annually in equal payments of
 - (E) \$250,000 by 31 December in each financial year commencing in the financial year following the end of the relevant planned date or period for the trunk infrastructure contribution until the amount is paid;
 - (ii) each amount to be paid under paragraph (i) is to be increased by the CPI from the date of the infrastructure charges notice for the refund to the date that the amount is paid;
- (c) for a trunk infrastructure contribution for identified trunk infrastructure or different trunk infrastructure which is provided after the planned date or period for the trunk infrastructure contribution stated in the Local Government Infrastructure Plan:
- (i) the following payment triggers achieve the local government's policy objectives:
 - (A) for a refund which is an amount that is less than \$100,000— the refund may be given by 31 December of the financial year
 - (B) following the completion of the trunk infrastructure contribution;
 - (C) for a refund which is an amount that is \$100,000 or more but not more than \$500,000—the refund may be given annually over 3 financial years in equal payments by 31 December in each financial year commencing in the financial year following the completion of the trunk infrastructure contribution;
 - (D) for a refund which is an amount that is \$500,000 or more but not more than \$1 million—the refund may be given annually over 5 financial years in equal payments by 31 December in each financial year commencing in the financial year following the completion of the trunk infrastructure contribution;
 - (E) for a refund which is an amount that is \$1 million or more— the refund may be given annually in equal payments of
 - (F) \$250,000 by 31 December in each financial year commencing in the financial year following the completion of the trunk infrastructure contribution until the amount is paid;
 - (ii) each amount to be paid under paragraph (i) is to be increased by the CPI from the date of the infrastructure charges notice for the refund to the date that the amount is paid;
- (d) for a trunk infrastructure contribution for necessary trunk infrastructure:
- (i) the local government is to estimate the period in which the trunk infrastructure contribution would have been planned to be provided had it been included in the Local Government Infrastructure Plan having regard to the method used by the local government to work out the relevant planned date or period of items of identified trunk infrastructure for the network of development infrastructure stated in the extrinsic material to the Local Government Infrastructure Plan (specified date or period);
 - (ii) the local government is to upon the completion of the trunk infrastructure contribution include the trunk infrastructure as existing trunk infrastructure in the Local Government Infrastructure Plan;
 - (iii) the following payment triggers achieve the local government's policy objectives:
 - (A) for a refund which is an amount that is less than \$100,000— the refund may

Lockyer Valley Regional Council
Lockyer Valley Infrastructure Charges Resolution (No. 7) 2023

be given by 31 December of the financial year following the end of the specified date or period for the trunk infrastructure contribution;

- (B) for a refund which is an amount that is \$100,000 or more but not more than \$500,000—the refund may be given annually over 3 financial years in equal payments by 31 December in each financial year commencing in the financial year following the end of the specified date or period for the trunk infrastructure contribution;
- (C) for a refund which is an amount that is \$500,000 or more but not more than \$1 million—the refund may be given annually over 5 financial years in equal payments by 31 December in each financial year commencing in the financial year following
- (D) the end of the specified date or period for the trunk infrastructure contribution;
- (E) for a refund which is an amount that is \$1 million or more— the refund may be given annually in equal payments of
- (F) \$250,000 by 31 December in each financial year commencing in the financial year following the end of the specified date or period for the trunk infrastructure contribution until the amount is paid;
- (iv) each amount to be paid under paragraph (iii) is to be increased by the CPI from the date of the infrastructure charges notice for the refund to the date that the amount is paid;
- (e) for a trunk infrastructure contribution for prescribed trunk infrastructure:
 - (i) the local government is to upon the completion of the trunk infrastructure contribution include the trunk infrastructure as existing trunk infrastructure in the Local Government Infrastructure Plan;
 - (ii) the following payment triggers achieve the local government's policy objectives:
 - (A) for a refund which is an amount that is less than \$100,000— the refund may be given by 31 December 2036;
 - (B) for a refund which is an amount that is \$100,000 or more but not more than \$500,000—the refund may be given annually over 3 financial years in equal payments between 31 December 2036 and 31 December 2038;
 - (C) for a refund which is an amount that is \$500,000 or more but not more than \$1 million—the refund may be given annually over 5 financial years in equal payments between 31 December 2036 and 31 December 2040;
 - (D) for a refund which is an amount that is \$1 million or more— the refund may be given annually in equal payments of
 - (E) \$250,000 from 31 December 2036 until the amount is paid;
 - (iii) each amount to be paid under paragraph (ii) is to be increased by the CPI from the date of the infrastructure charges notice for the refund to the date that the amount is paid.

Lockyer Valley Regional Council
Lockyer Valley Infrastructure Charges Resolution (No. 7) 2023

Schedule 1 Dictionary

additional demand see section 12(b)(ii) (Purpose of part 3).

adopted charge see section 6(a) (Purpose of part 2).

applicable area see section 6(d) (Purpose of part 2).

applicable date see section 6(c) (Purpose of part 2).

applicable use see section 6(e) (Purpose of part 2).

applied adopted charge see section 12(b)(i) (Purpose of part 3).

automatic increase see section 12(c) (Purpose of part 3).

bedroom means an area of a building or structure which:

- (a) is used, designed or intended for use for sleeping but excludes a lounge room, dining room, living room, kitchen, water closet, bathroom, laundry, garage or plant room; or
- (b) can be used for sleeping such as a den, study, loft, media or home entertainment room, library, family or rumpus room or other similar space.

completion means the stage in the provision of a trunk infrastructure contribution by an applicant when the local government is satisfied that the trunk infrastructure contribution is complete other than for a minor omission and a minor defect which:

- (a) is not essential;
- (b) does not prevent the matter from being reasonably capable of being used for its intended purpose;
- (c) the local government determines the applicant has a reasonable basis for not promptly rectifying; and
- (d) the rectification of which will not prejudice the convenient use of the matter.

CPI (an acronym for consumer price index) means the following:

- (a) the consumer price index 6401.0 All Groups Brisbane published by the Australian Bureau of Statistics;
- (b) if an index described in paragraph (a) ceases to be published—another similar index prescribed by the local government.

Editor's note—Where the CPI has not been published for a calculation date the change in the CPI is to be determined by having regard to the index prior to the base date and the index prior to the calculation date.

current market value see section 24(2) (Recalculation of the establishment cost for land).

demand credit see section 16(1) (Working out the additional demand).

demand unit see section 16(2) (Working out the additional demand).

development demand see section 16(1) (Working out the additional demand).

different trunk infrastructure see section 19(b)(ii) (Purpose of part 4).

distributor-retailer means the Central SEQ Distributor-Retailer Authority (trading as Urban Utilities) under the SEQ Water Act.

distributor-retailer infrastructure planning instrument see section 8(2) (Trunk infrastructure networks for adopted charges).

distributor-retailer trunk infrastructure networks see section 6(b)(ii) (Purpose of part 2).

dwelling has the meaning in the *Planning Regulation 2017*.

establishment cost see section 21 (Working out the establishment cost).

Lockyer Valley Regional Council
Lockyer Valley Infrastructure Charges Resolution (No. 7) 2023

existing lawful use see section 16(3)(a) (Working out the additional demand).

financial year means a period of 1 year beginning on 1 July.

Gatton Shire Planning Scheme means the Gatton Shire Planning Scheme 2007.

GFA (an acronym for gross floor area) has the meaning in the *Planning Regulation 2017*.

identified trunk infrastructure criteria see section 19(a) (Purpose of part 4).

identified trunk infrastructure see section 19(b)(i) (Purpose of part 4).

infrastructure charging instrument means any of the following:

- (a) a condition imposed under a planning scheme policy about infrastructure;
- (b) an adopted infrastructure charge levied under an adopted infrastructure charges notice;
- (c) a levied charge under an infrastructure charges notice.

Laidley Shire Planning Scheme means the Laidley Shire Planning Scheme 2003.

levied charge see section 12(a) (Purpose of part 3).

levied charge relief see section 12(b)(iii) (Purpose of part 3).

Local Government Infrastructure Plan means the Gatton Shire and the Laidley Shire Local Government Infrastructure Plans.

local government trunk infrastructure networks see section 6(b)(i) (Purpose of part 2).

market cost see section 23(2) (Recalculation of the establishment cost for work).

maximum adopted charge or MAC has the meaning in the *Planning Act 2016*.

necessary trunk infrastructure see section 19(b)(iii) (Purpose of part 4).

offset see section 25(a) (Application of an offset and refund).

planned cost see section 22(2)(a) (Calculation of the establishment cost).

planned estimate see section 22(2) (Calculation of the establishment cost).

Planning Act means the *Planning Act 2016*.

Planning Regulation means the *Planning Regulation 2017*.

PPI (an acronym for producer price index) means the following:

- (a) the producer price index for construction 6427.0 (ABS PPI) index number 3101— Road and Bridge construction index for Queensland published by the Australian Bureau of Statistics;
- (b) if an index described in paragraph (a) ceases to be published—another similar index prescribed by the local government.

prescribed cost see section 23(4)(a) (Recalculation of the establishment cost for work).

prescribed financial contribution see section 12(b)(iii) (Purpose of part 3).

prescribed fee means a cost recovery fee prescribed by the local government.

prescribed form means a form prescribed by the local government.

prescribed proportion see section 26(2) (Details of an offset and refund).

Lockyer Valley Regional Council
Lockyer Valley Infrastructure Charges Resolution (No. 7) 2023

prescribed trunk infrastructure see section 19(b)(iv) (Purpose of part 4).

previous lawful use see section 16(3)(b) (Working out the additional demand).

refund see section 25(b) (Application of an offset and refund).

SEQ Water Act means the *South-East Queensland Water (Distribution and Retail Restructuring) Act 2009*.

specified date or period see section 27(5)(c)(i) (Timing of an offset and refund).

trunk infrastructure contribution see section 19(b) (Purpose of part 4).

trunk infrastructure networks see section 6(b) (Purpose of part 2).

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Schedule 2 Trunk infrastructure network charges**Table 1: Adopted Charges**

Column 1 Adopted charge category	Column 2 Regulation Use	Column 3 Adopted charges		Column 4 Charges Breakup – percentage charged by Council
		Adopted charge – Local Government networks only	Adopted charges for stormwater network	Adopted charges for water and sewerage networks
Reconfiguring a lot				
Subdivision	N/A	\$13,764.86 for each lot		50%
Material change of use				
Residential uses	<ul style="list-style-type: none">Dwelling houseDual occupancyCaretaker's accommodationMultiple dwelling	\$11,144.00 for each dwelling with 2 or less bedrooms \$13,764.86 for each dwelling with 3 or more bedrooms		50%
Accommodation (short-term)	<ul style="list-style-type: none">Tourist park	If the tourist park has tent or caravan sites– (a) \$5,571.99 for each group of 2 sites or less (b) \$6,882.43 for each group of 3 sites If the tourist park has cabins– (a) \$5,571.99 for each cabin with 2 or less bedrooms (b) \$6,882.43 for each cabin with 3 or more bedrooms		50%
Accommodation (long-term)	<ul style="list-style-type: none">HotelShort-term accommodationResort complex	\$5,571.99 for each suite with 2 or less bedrooms \$6,882.43 for each suite with 3 or more bedrooms \$5,571.99 for each bedroom that is not part of a suite		50%
	<ul style="list-style-type: none">Relocatable home park	\$11,144.00 for each relocatable dwelling site for 2 or less bedrooms \$13,764.86 for each relocatable dwelling site for 3 or more bedrooms		50%
	<ul style="list-style-type: none">Community residence	\$11,144.00 for each suite with 2 or less bedrooms		50%

Lockyer Valley Regional Council
Lockyer Valley Infrastructure Charges Resolution (No. 7) 2023

Column 1 Adopted charge category	Column 2 Regulation Use	Column 3		Column 4 Charges Breakup – Charges Breakup – percentage charged by Council
		Adopted charges – Local Government networks only	Adopted charges for stormwater network	
	<ul style="list-style-type: none"> Retirement facility Rooming accommodation 	<ul style="list-style-type: none"> \$13,764.86 for each suite with 3 or more bedrooms \$11,144.00 for each bedroom that is not part of a suite 		
Places of assembly	<ul style="list-style-type: none"> Club Community use Function facility Funeral parlour Place of worship 	<ul style="list-style-type: none"> \$45.14 for each square metre of gross floor area (GFA) 	<ul style="list-style-type: none"> \$11.01 for each square metre impervious to stormwater 	59%
Commercial (bulk goods)	<ul style="list-style-type: none"> Agricultural supplies store Bulk landscape supplies Garden centre Hardware and trade supplies Outdoor sales Showroom 	<ul style="list-style-type: none"> \$75.98 for each square metre of GFA 	<ul style="list-style-type: none"> \$11.01 for each square metre impervious to stormwater 	49%
Commercial (retail)	<ul style="list-style-type: none"> Adult store Food and drink outlet Service industry Service station Shop Shopping centre 	<ul style="list-style-type: none"> \$120.03 for each square metre of GFA 	<ul style="list-style-type: none"> \$11.01 for each square metre impervious to stormwater 	61%
Commercial (office)	<ul style="list-style-type: none"> Office Sales office 	<ul style="list-style-type: none"> \$75.98 for each square metre of GFA 	<ul style="list-style-type: none"> \$11.01 for each square metre impervious to stormwater 	49%
Educational facility	<ul style="list-style-type: none"> Childcare centre Community care centre Educational establishment 	<ul style="list-style-type: none"> \$75.98 for each square metre of GFA 	<ul style="list-style-type: none"> \$11.01 for each square metre impervious to stormwater 	49%
Entertainment	<ul style="list-style-type: none"> Hotel Nightclub entertainment facility Theatre Resort complex 	<ul style="list-style-type: none"> \$110.12 for each square metre of GFA, other than areas for providing accommodation 	<ul style="list-style-type: none"> \$11.01 for each square metre impervious to stormwater 	50%

Lockyer Valley Regional Council
Lockyer Valley Infrastructure Charges Resolution (No. 7) 2023

Column 1 Adopted charge category	Column 2 Regulation Use	Column 3		Column 4 Charges Breakup – percentage charged by Council
		Adopted charges – Local Government networks only	Adopted charges for stormwater network	Adopted charges for water and sewerage networks
Indoor sport and recreation	<ul style="list-style-type: none"> Indoor sport and recreation 	\$110.12 for each square metre of GFA, other than court areas \$16.52 for each square metre of GFA that is a court area	\$11.01 for each square metre impervious to stormwater	
High impact industry or special industry	<ul style="list-style-type: none"> High impact industry Special industry 	\$29.73 for each square metre of GFA	\$11.01 for each square metre impervious to stormwater	39%
Other industry	<ul style="list-style-type: none"> Low impact industry Medium impact industry Research and technology industry Rural industry Warehouse 	\$23.13 for each square metre of GFA	\$11.01 for each square metre impervious to stormwater	42%
High impact rural	<ul style="list-style-type: none"> Cultivating, in a confined area, aquatic animals or plants for sale Intensive animal industry Intensive horticulture Wholesale nursery Winery 	\$11.01 for each square metre of GFA	Nil charge	50%
Low impact rural	<ul style="list-style-type: none"> Animal husbandry Cropping Permanent plantation Wind farm 		Nil charge	N/A
Essential services	<ul style="list-style-type: none"> Correctional facility Emergency services Health care services Hospital Residential care facility Veterinary service 	\$122.23 for each square metre of GFA	\$11.01 for each square metre impervious to stormwater	79%
			Refer to Urban Utilities' Water NetServ Plan for details on adopted charges for water and sewerage infrastructure.	

Lockyer Valley Regional Council
Lockyer Valley Infrastructure Charges Resolution (No. 7) 2023

Column 1 Adopted charge category	Column 2 Regulation Use	Column 3			Column 4 Charges Breakup – percentage charged by Council
		Adopted charges Government networks only	Adopted charges for stormwater network	Adopted charges for water and sewerage networks	
Minor uses	<ul style="list-style-type: none"> • Cemetery • Home-based business • Landing • Market • Outdoor lighting • Park • Roadside stall • Telecommunications facility 	Nil charge			N/A
Other uses	<ul style="list-style-type: none"> • Air service • Animal keeping • Car park • Crematorium • Extractive industry • Major sport, recreation and entertainment facility • Motor sport facility • Workforce accommodation • Outdoor sport and recreation • Tourist attraction • Utility installation • Any other use not listed in column 2 	The adopted charge is the charge in Column 3 for another use in Column 2 that the local government decides to apply to the use.			N/A

Schedule 3 Applicable uses under the Gatton Shire Planning Scheme and Laidley Shire Planning Scheme

To assist in applying Schedule 16 of the Planning Regulation 2017 (the Regulation), Table 2 provides a guide to the uses under the planning schemes that come within the uses mentioned in column 1 of schedule 16.

Table 2: Planning Scheme use categories and the Regulation uses

Current planning scheme uses	Regulation uses
Residential uses	
Accommodation unit (where multiple dwelling), Caretaker housing, Caretaker's residence, Dual occupancy, Dwelling house, Farm worker's accommodation, Multiple dwelling, Secondary rural dwelling, Small lot house	Dwelling house, Dual occupancy, Caretaker's accommodation, Multiple dwelling
Accommodation (short term)	
Caravan park, Hotel (accommodation component), Motel	Hotel, Resort complex, Short-term accommodation, Tourist park
Accommodation (long term)	
Accommodation unit (other than multiple dwelling), Boarding house, Rooming unit	Community residence, Relocatable home park, Retirement facility, Rooming accommodation
Places of assembly	
Indoor entertainment (where club, meeting hall or the like), Place of assembly, Place of worship, Special purpose (where for community hall or centre or the like), Funeral parlour, Catering room	Club, Community use, Function facility, Funeral parlour, Place of worship
Commercial (bulk goods)	
Bulk retail, Showroom	Agricultural supplies store, Bulk landscape supplies, Garden centre, Hardware and trade supplies, Outdoor sales, Showroom
Commercial (retail)	
Arts, crafts and antiques, Catering shop, General store, Refreshment service, Service station, Service trade, Shop	Adult store, Food and drink outlet, Service industry, Service station, Shop, Shopping centre
Commercial (office)	
Commercial premises (office only), Estate sales office	Office, Sales office
Educational facility	
Childcare facility, Educational establishment	Childcare centre, Community care centre, Educational establishment
Entertainment	
Hotel (excluding accommodation component), Indoor entertainment (where nightclub entertainment facility, theatre or the like)	Hotel, Nightclub entertainment facility, Resort complex, Theatre
Indoor sport and recreation	
Indoor entertainment (where indoor sport and recreation or the like)	Indoor sport and recreation
High impact industry or special use	
Animal product processing industry, High impact industry, Junk yard Noxious, offensive and hazardous industry	High impact industry, Special industry

Lockyer Valley Regional Council
Lockyer Valley Infrastructure Charges Resolution (No. 7) 2023

Current planning scheme uses	Regulation uses
Other industry	
Car repair station, Light industry, Liquid fuel depot, Low impact industry, Medium impact industry, Medium industry, Road freight depot, Rural processing, Rural service industry, Transport depot, Truck stop, Warehouse	Low impact industry, Medium impact industry, Research and technology industry, Rural industry, Warehouse
High impact rural	
Aquaculture, Feedlot, Intensive agriculture, Intensive animal husbandry, Intensive animal industries, Kennels	Aquaculture, Intensive animal industry, Intensive horticulture, Wholesale nursery, Winery
Low impact rural	
Agriculture, Animal husbandry, Forestry, Natural timber harvesting	Animal husbandry, Cropping, Permanent plantation, Wind farm
Essential services	
Emergency services depot, Health care premises, Hospital, Medical/paramedical centre, Special purpose (where for emergency services or hospital), Veterinary hospital	Correctional facility, Emergency services, Health care services, Hospital, Residential care facility, Veterinary service
Minor uses	
Annexed unit, Apartment, Bed and breakfast accommodation, Home based business, Home occupation, Park, Roadside stall, Telecommunications facility	Cemetery, Home- based business, Landing, Market, Outdoor lighting, Park, Roadside stall, Telecommunications facility
Other uses	
Aviation, Eco tourism facility, Extractive industry, Local utility, Off-street car park, Outdoor entertainment, Passenger terminal, Public facility, Public infrastructure, Special purpose, Sport and recreation, Tourist accommodation, Transport terminal, Any other use not listed including a use that is unknown	Air service, Animal keeping, Car park, Crematorium, Extractive industry, Major sport, recreation and entertainment facility, Major sport facility, Workforce accommodation, Outdoor sport and recreation, Tourist attraction, Utility installation

Lockyer Valley Regional Council
Lockyer Valley Infrastructure Charges Resolution (No. 7) 2023

Schedule 4 Identified trunk infrastructure criteria

Column 1 Local government trunk infrastructure networks	Column 2 Identified trunk infrastructure criteria
Transport trunk infrastructure network	<p>Transport trunk infrastructure network comprises the following:</p> <ul style="list-style-type: none"> (a) arterial roads. (b) sub-arterial roads; (c) within an arterial or a sub-arterial road land and works for, an associated interchange, intersection, road drainage, kerb and channel, culverts, bridges, pedestrian and cyclist pathways, lighting and landscaping. <p>Transport trunk infrastructure network does not comprise the following:</p> <ul style="list-style-type: none"> (a) major collector, collector and access streets linking a development area with an arterial or sub-arterial road; (b) land and works for an arterial road or a sub-arterial road that is primarily related to providing access to and from a development area such as an acceleration or deceleration lane, turn lanes, traffic signals and roundabouts. <p>Trunk infrastructure for existing and future transport infrastructure is restricted to the standard as set out below.</p>
Public parks trunk infrastructure network	<p>Public parks trunk infrastructure network comprises the following: land, works and embellishments for recreation parks, linear parks and sport ground and courts;</p> <p>Trunk infrastructure for existing and future parks is restricted to the standard as set out below.</p>
Community facilities trunk infrastructure network	<p>Community facilities trunk infrastructure network comprises the following: land and basic works associated with the clearing of land and connection to services for community facilities.</p> <p>Trunk infrastructure for existing and future community facilities land is restricted to the standard as set out below.</p>

Editor's note—The desired standards of service are located within Council's Local Government Infrastructure Plan for:

- (a) Transport network; and
- (b) Stormwater network; and
- (c) Public parks and land for community facilities.

12.3 Application for Development Permit for Material Change of Use for a Warehouse and Reconfiguring a Lot for an Access Easement - 2-4 Summerholm Road, Hatton Vale

Author: Scott Hambleton, Contract Planner

Responsible Officer: Jason Harm, Acting Group Manager Community and Regional Prosperity

Purpose:

The purpose of this report is to consider an application (MC2023/0003 & RL2023/0004) for a Development Permit for Material Change of Use for a Warehouse and Reconfiguring a Lot for an Access Easement at 2-4 Summerholm Road, Hatton Vale.

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 (MC2023/0003 & RL2023/0004) for a Development Permit for Material Change of Use for a Warehouse and Reconfiguring a Lot for an Access Easement at 2-4 Summerholm Road, Hatton Vale, be approved subject to the following conditions:

MATERIAL CHANGE OF USE COMPONENT

No.	Condition	Timing																				
APPROVED PLANS AND DOCUMENTS																						
1.	<p>APPROVED PLANS & DOCUMENTS</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 Plan</td><td>J22104TP-01</td><td>D</td><td>18/01/23</td><td>Lockyer Drafting Designs</td></tr><tr><td>Floor Plan</td><td>J22104TP-02</td><td>A</td><td>25/11/22</td><td>Lockyer Drafting Designs</td></tr><tr><td>Elevations</td><td>J22104TP-03</td><td>A</td><td>25/11/22</td><td>Lockyer Drafting Designs</td></tr></table>	Title	Plan No.	Revision/ Amended	Date	Prepared By	Site Plan	J22104TP-01	D	18/01/23	Lockyer Drafting Designs	Floor Plan	J22104TP-02	A	25/11/22	Lockyer Drafting Designs	Elevations	J22104TP-03	A	25/11/22	Lockyer Drafting Designs	At all times.
Title	Plan No.	Revision/ Amended	Date	Prepared By																		
Site Plan	J22104TP-01	D	18/01/23	Lockyer Drafting Designs																		
Floor Plan	J22104TP-02	A	25/11/22	Lockyer Drafting Designs																		
Elevations	J22104TP-03	A	25/11/22	Lockyer Drafting Designs																		
2.	<p>CONDITIONS OF APPROVAL AND APPROVED PLANS</p> <p>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.</p>	At all times.																				
GENERAL																						
3.	<p>COMPLIANCE WITH CONDITIONS</p> <p>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.</p>	At all times.																				
4.	<p>WORKS – APPLICANT’S EXPENSE</p> <p>The cost of all works associated with the development and construction of the development, including services, facilities and/or public utility</p>	At all times.																				

	alterations required are met at no cost to the Council or relevant utility provider, unless otherwise stated in a development condition.	
5.	INFRASTRUCTURE CONDITIONS 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.
6.	WORKS – DEVELOPER RESPONSIBILITY 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.
7.	WORKS – DESIGN & STANDARD Unless otherwise stated, all works must be designed, constructed, and maintained in accordance with the relevant Council policies, guidelines and standards.	At all times.
8.	WORKS – SPECIFICATION & CONSTRUCTION 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.
9.	MAINTAIN APPROVED DEVELOPMENT 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.
AMENITY - LIGHT		
10.	LIGHTING Install lighting in accordance with <i>AS4282-1997 (Control of obtrusive effects of outdoor lighting)</i> or as amended.	Prior to commencement of use.
11.	LIGHTING Install lighting for pedestrian areas in accordance with <i>AS 1158.3.1 Pedestrian Area (Category P) Lighting – Performance and installation design requirements</i> or as amended.	Prior to commencement of use and at all times.
12.	LIGHTING Provide certification to Council from a suitably qualified professional that lighting for pedestrian areas and outdoor lighting has been installed in accordance with the conditions of approval.	Prior to commencement of use.
EXCAVATING AND FILLING		
13.	EXCAVATING AND FILLING Carry out excavating (cut) and filling activities in accordance with the <i>AS3798-2007 Guidelines on earthworks for residential and commercial developments</i> and the approved plans.	At all times.
HOURS OF OPERATION		
14.	HOURS OF OPERATION Undertake all activities associated with the approved development between the hours of 8:00am to 5:00pm Monday – Sunday. The facility is to be locked and inaccessible outside of these hours.	At all times.
LANDSCAPING		

15.	FENCING Construct a minimum 1.8m high screen fence along the southern boundary of the development site as identified on the approved site plan.	At all times.
16.	OPERATIONAL WORK - LANDSCAPING Submit an Operational Works application for Landscaping, prepared by a suitably qualified Landscape Architect in accordance with the <i>Laidley Shire Council 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 landscaping in the locations identified on the approved plans. The landscaping must be a minimum of 1m in width as per the approved site plan and include a combination and variety of trees, groundcovers and species suitable for the local area. Trees must be planted at a minimum of 5m intervals and a minimum pot size of 45L. (b) Identify existing vegetation on Lot 1 RP815108 which is to be retained by the proposal. (c) If applicable, identify the root zone of the Moreton Bay Fig on the adjacent Cemetery lot and if it extends into the subject premises and ensure adequate clearances from the root zone to protect tree health. (d) Provide landscaping 'nodes/ build-outs' on the southern side of the proposed internal driveway and adjoining Lot 2 RP126058 to accommodate tree planting with local species which grow to a mature height above 2.5m to provide visual relief from the 1.8m screen fence. The 'nodes/ build-outs' are to be provided at a minimum 10m intervals. (e) Provide a planting schedule and maintenance plan which includes: <ul style="list-style-type: none"> • Botanical names, mature heights and widths of plants, pot sizes, different key symbols and numbers of plants; • Planting bed preparation details including any topsoil depth, subgrade preparation, mulch type and depth, and type of turfing used; • Any hardscaping details including pebbled, paved or garden edged areas; • Ongoing maintenance schedule for plants; and • Irrigation system details (if any). 	Prior to the commencement of any site works.
17.	PROTECTION AND PERSERVATION OF EXISTING MORETON BAY FIG Ensure development works do not impact on the ongoing health of the Moreton Bay Fig tree including the root zone of the tree.	At all times.
18.	ESTABLISHMENT OF LANDSCAPING WORKS Establish, maintain and retain all landscaping generally in accordance with a Development Permit for Operational Works for Landscaping. The landscaped areas must be subject to ongoing maintenance and replanting programme (if necessary).	Prior to commencement of use and at all times thereafter.
WASTE MANAGEMENT		

19.	<p>WASTE STORAGE</p> <p>Store all waste within a designated waste storage. The waste storage area must be:</p> <ul style="list-style-type: none"> (a) Designed to not cause nuisance to neighbouring properties; (b) Screened from any road frontage and adjoining property; (c) Of a sufficient size to accommodate the bins that will be serviced at the kerbside plus clearance around the bins for manoeuvring and cleaning. <p>Note: it is recommended the waste storage area be located within Lot 1 RP815108 where the access point to the access easement is approved.</p>	At all times.
ENGINEERING WORK – STORMWATER DRAINAGE WORKS		
20.	<p>SUBMIT STORMWATER MANAGEMENT PLAN</p> <ul style="list-style-type: none"> (a) Submit to Council, a detailed Site-based Stormwater Management Plan (SBSMP) certified by a Registered Professional Engineer of Queensland. In addition to other relevant stormwater quantity and quality management issues, the SBSMP must include the following: <ul style="list-style-type: none"> (i) A suitably scaled plan showing the stormwater catchment and sub-catchments for pre-development and post-developed scenarios; (ii) 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; (iii) 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 (iv) Incorporate details of ongoing maintenance and management actions required about any proposed detention basin and retention systems. (b) The SBSMP must demonstrate the development achieves no increase in peak stormwater runoff from pre-developed conditions for a selected range of storm events up to and including the 1% annual exceedance probability (AEP) for the post development condition. 	Prior to the commencement of any site works.
21.	<p>STORMWATER DRAINAGE WORKS</p> <p>Undertake the development such that all stormwater (except for rainwater captured on-site in rainwater tanks) is to be drained from the site and conveyed without causing annoyance or nuisance to any person. All works must be designed in accordance with the Queensland Urban Drainage Manual (QUDM).</p>	At all times.
22.	<p>STORMWATER DRAINAGE WORKS – DESIGN, CONSTRUCTION & MAINTENANCE</p> <p>Design and construct 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,</p>	Prior to the commencement of any stormwater works and at all

	Council's Laidley Shire Planning Scheme 2003, and approved stormwater report such that the overall drainage system caters for a storm event with a 1% annual exceedance probability (AEP).	times thereafter.
EROSION AND SEDIMENT CONTROL		
23.	IMPLEMENT EROSION & SEDIMENT CONTROL PLAN Implement and maintain an Erosion and Sediment Control Plan (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.). The ESCP must be available on-site for inspection by Council Officers during the works.	At all times.
ENGINEERING WORK – CARPARKING AND ACCESS		
24.	ON-SITE CAR PARKING Design, construct and maintain all car parking and access works generally in accordance with the approved plans and 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.
25.	SAFETY Car parking spaces, vehicle loading and manoeuvring areas and driveways must remain unobstructed and available for their intended purpose during the hours of operation.	At all times.
26.	ON-SITE CAR PARKING Provide a minimum of 22 car parking spaces on site in accordance with the approved plans.	Prior to the commencement of the use, and maintained thereafter.
27.	BOLLARDS OR TYRE STOPS Provide vehicle bollards or tyre stops to control vehicular access and to protect landscaping or pedestrian areas.	Prior to the commencement of the use, and maintained thereafter.
28.	ONE-WAY SIGNAGE AND LINEMARKS Install one-way only signage and linemarking to ensure vehicles enter via the driveway entry, circulate through the site in an anti clockwise direction, and exit at the driveway.	Prior to the commencement of the use, and maintained thereafter.
29.	VEHICULAR ACCESS (a) Design and construct vehicle crossovers in the locations identified on the approved plan (to Lot 1RP815108 from the Access Easement driveway) in accordance with IPWEAQ Standard Drawing RS-051. (b) Submit certification from an RPEQ that vehicle crossovers have been designed and installed in accordance with the requirements of this condition.	Prior to the commencement of use.
30.	VEHICULAR ROAD The internal driveway within Lot 2 RP815108 provided under Access Easement is to be maintained to a sealed standard.	Prior to commencement of use and at all times thereafter.
SERVICES		

31.	ELECTRICITY & TELECOMMUNICATIONS Connect the development to reticulated electricity supply and telecommunications to the standard of the relevant service provider.	Prior to commencement of use and at all times thereafter.
32.	EXISTING DWELLING SERVICES Submit to Council evidence from a Cadastral Surveyor that all existing on-site treatment or disposal systems are wholly outside the proposed development footprint and contained within the lot they serve. Where any part of an existing on-site treatment or disposal system or service is found to encroach into the proposed development footprint or cross a lot boundary, the encumbrance must be resolved by either: (i) Removing the encumbrance (including obtaining a plumbing permit to relocate the on-site treatment or disposal system); OR (ii) Demolishing the existing Dwelling house and removing the on-site treatment or disposal system.	Prior to commencement of use and at all times thereafter.

RECONFIGURING A LOT COMPONENT

No.	Condition	Timing										
APPROVED PLANS AND DOCUMENTS												
1.	APPROVED PLANS & DOCUMENTS 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>Proposed Access Easement</td><td>J22104L-01</td><td>B</td><td>18/01/23</td><td>Lockyer Drafting Designs</td></tr></table>	Title	Plan No.	Revision / Amended	Date	Prepared By	Proposed Access Easement	J22104L-01	B	18/01/23	Lockyer Drafting Designs	At all times.
Title	Plan No.	Revision / Amended	Date	Prepared By								
Proposed Access Easement	J22104L-01	B	18/01/23	Lockyer Drafting Designs								
2.	CONDITIONS OF APPROVAL AND APPROVED PLANS 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.	COMPLIANCE WITH CONDITIONS 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.	WORKS – APPLICANT’S EXPENSE 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.	WORKS – DEVELOPER RESPONSIBILITY 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	At all times.										

	deemed to create a hazard to the community, must be repaired immediately.	
6.	MAINTAIN APPROVED DEVELOPMENT 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.
7.	ENDORISING OR RELEASE OF SURVEY PLAN Undertake all below actions prior to Council endorsing or releasing the Survey Plan for this development: (a) All conditions attached to the Reconfiguring a Lot component of this development approval have been fulfilled; (b) All outstanding rates and charges relating to the site have been paid; (c) A statement demonstrating compliance with all conditions has been submitted to Council.	At all times
EASEMENT		
8.	EASEMENT Provide an access easement burdening Lot 2 RP815108 in favour of Lot 1 RP815108 generally in accordance with the approved plan.	Upon lodgement of a request for sealing of survey plan.
9.	CERTIFICATION Provide certification from a Licensed Surveyor that the easement created generally accords with the approved plan.	Upon lodgement of a request for sealing of survey plan.

ADVISORY NOTES

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 *Planning Act 2016*). 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.
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 MC2023/0003 & RL2023/0004 for a Development Permit for Material Change of Use for a Warehouse and Reconfiguring a Lot for an Access Easement at 2-4 Summerholm Road, Hatton Vale. The Warehouse is proposed to be located on Lot 1 RP815108, and the Access easement over Lot 2 RP815108. The application is recommended for approval subject to conditions.

Proposal

The following table summarises the application details.

APPLICATION DETAILS	
Application No:	MC2023/0003 & RL2023/0004
Applicant:	Elphinstone Commercial Pty Ltd
Landowner:	Elphinstone Commercial Pty Ltd
Site address:	2 & 4 Summerholm Road, Hatton Vale
Lot and Plan:	Lots 1 & 2 RP815108
Proposed development:	Material Change of Use – Warehouse Reconfiguring a Lot – Access easement
STATUTORY PLANNING DETAILS	
Planning Scheme:	Laidley Shire Planning Scheme 2003

Zone:	Lot 1 RP815108 - Rural Landscape Area Lot 2 RP815108 – Industrial Area
Mapped State Planning Policy (SPP) matters:	State Planning Policy (July 2017) <ul style="list-style-type: none"> • Water Quality • Natural Hazards, Risk and Resilience
SEQ Regional Plan 2017 regional land use category:	Regional Landscape and Rural Production Area
Referral trigger/s under the Planning Regulation 2017:	State transport corridors
TLPI:	Flood Investigation Area Overland Flow Paths
Overlays:	Areas of Natural and Environmental Significance (potential bushfire risk)
Category of Assessment:	Impact assessable The development for a Warehouse triggers Impact Assessment under Division 5, Table 9 of the <i>Laidley Shire Council Planning Scheme 2003</i> .
Submissions:	1 properly made
Decision Due Date:	19 July 2023

The application has been assessed in accordance with the requirements of the *Planning Act 2016*. To assist the Council officer's assessment and determination, an independent peer review of the development application was commissioned (refer 'Referrals' section for more information). The development complies with the applicable assessment benchmarks, subject to reasonable and relevant conditions.

SITE DETAILS

SITE AND LOCALITY DESCRIPTION	
Land area:	1.4557 Hectares (4 Summerholm Road, Hatton Vale) 3.5205 Hectares (2 Summerholm Road, Hatton Vale – Access easement)
Existing use of land:	Dwelling house
Road frontage:	27m to Summerholm Road
Significant site features:	Vegetation (large trees) located within the front of the site, dam located at the rear of the site
Topography:	Slopes from road frontage at 656m AHD down to rear boundary at 641m AHD (13% slope)
Surrounding land uses:	Community purpose (cemetery) to the south, Industrial (self-storage warehouse, repair shop, trade supplies) to the north, rural lands to the east, west and further south



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

SITE HISTORY AND BACKGROUND

There is no relevant site history relating to the lot for the proposed Warehouse (Lot 1 RP815108). The lot is a rural parcel with a dwelling.

Lot 2 RP815108, which is included in the Industrial Area, has existing lawful industrial and trade related activities currently occurring on the site which date back to 1993 (as per available aerial imagery, refer below). The lot has been included in the Industrial Area of the Laidley Shire Planning Scheme since 2003.

DESCRIPTION OF PROPOSAL

The proposal seeks a Development Permit for Material Change of Use for a Warehouse and Reconfiguring a Lot for an Access Easement over Lot 2 RP815108 benefiting Lot 1 RP815108.

Material change of use component (Warehouse)

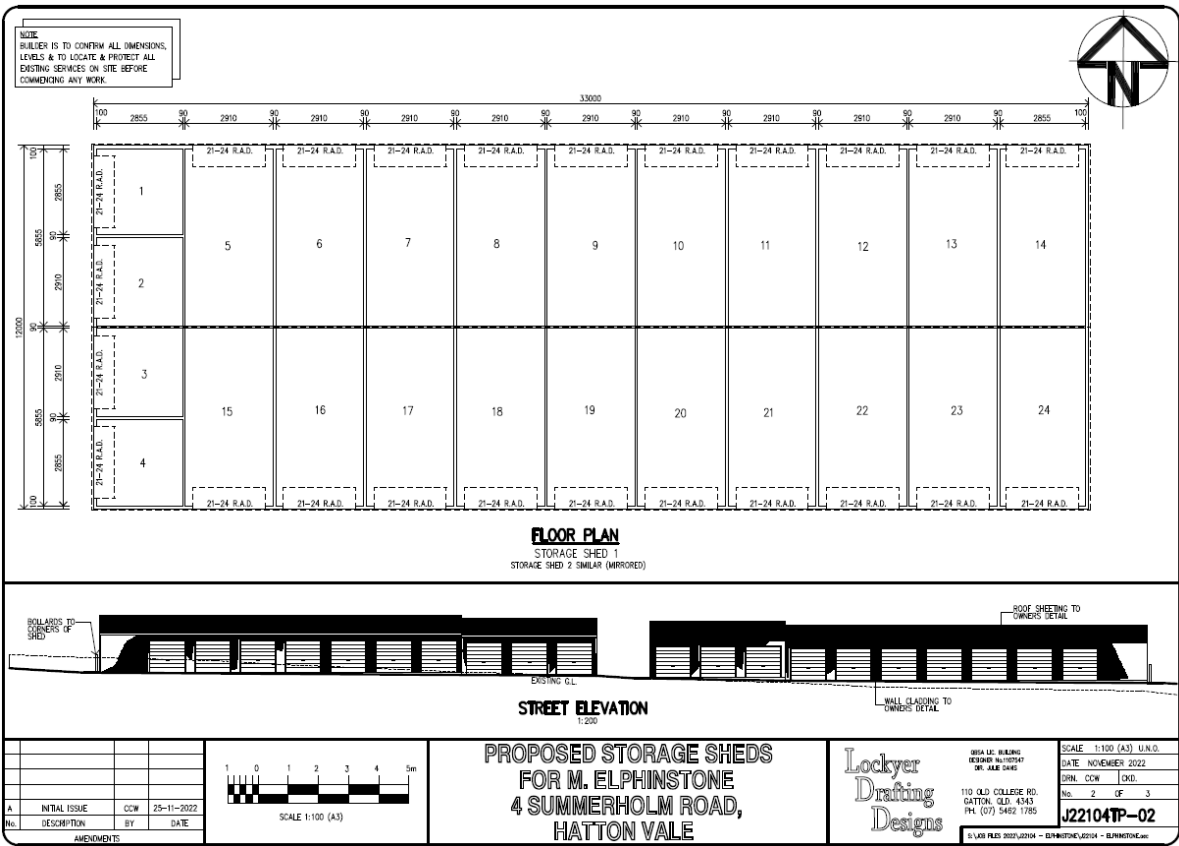
A Warehouse is defined in the planning scheme as: *the use of premises for the storage of goods, merchandise or materials in large quantities, whether or not such storage is required for a Shop or Commercial Premises. The term excludes barns or sheds erected in rural Areas for the storage of farm produce by the landowner.*

The planning report submitted with the application states that the proposed facility will consist of two (2) new buildings located to the west of the existing dwelling house and will accommodate 48 additional self-storage units, evenly split between the two new buildings. The built form and details of the proposed development is described as follows:

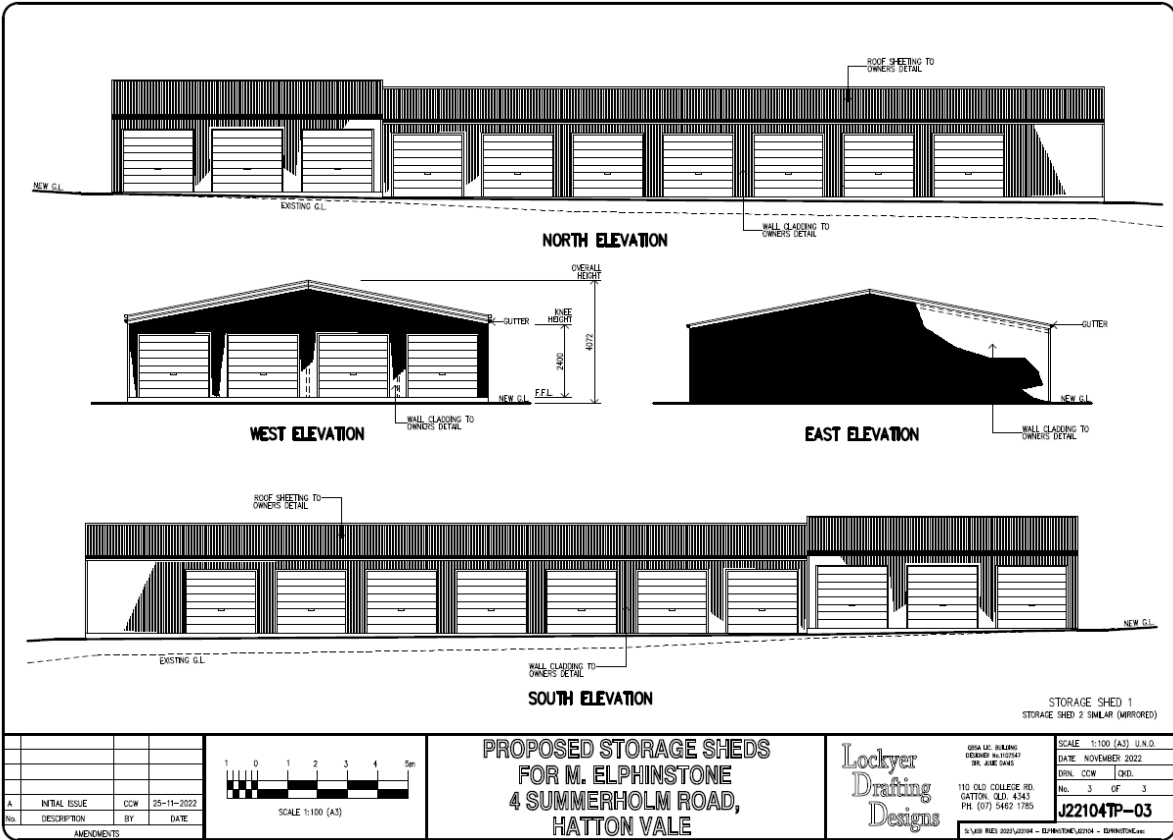
- A total of 48 new self-storage units, ranging in size from approximately 8m² to 17m².
- Additional gross floor area (GFA) of 792m².

- Refer to the proposal plans below.

PROPOSED SITE PLAN



PROPOSED FLOOR PLAN

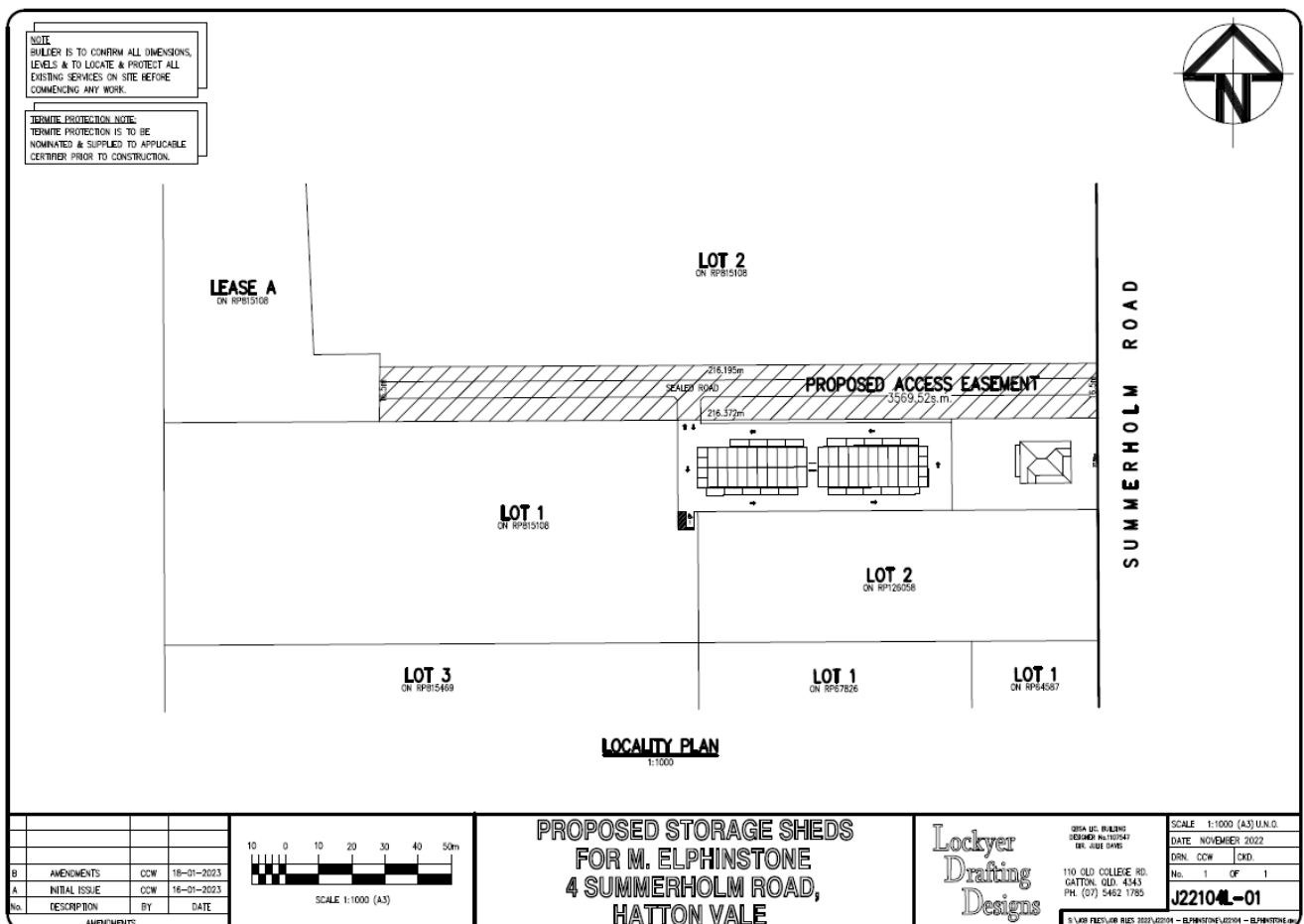


PROPOSED ELEVATIONS

Reconfiguring a lot component (Access easement)

To facilitate appropriate commercial access to Lot 1 RP815108, an access easement is proposed over Lot 2 RP815108 and benefitting Lot 1 RP815108. The easement will be approximately 3,569.52m² in size, with an approximate length of 216m and width of 16.5m. The proposed access easement facilitates lawful access to the proposed self-storage facility via the existing commercial driveway connecting to Summerholm Road and will allow the existing dwelling to be retained.

Refer proposal plan of access easement below.



PROPOSED ACCESS EASEMENT PLAN

PLANNING ASSESSMENT

Laidley Shire Planning Scheme 2003

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 Areas Code
- Industrial Areas Code

-
- Building Dimensions Code
 - Rural Uses Code
 - Industrial Uses Code
 - On-Site Effluent Disposal Code
 - Vehicle Access and Parking Code
 - Areas of Natural and Environmental Significance Overlay Code
 - Reconfiguring a Lot Code
 - Temporary Local Planning Instrument 2022 (Flood Regulation)

Assessment against Planning Scheme Codes

Desired Environmental Outcomes

Desired environmental outcomes considered relevant to the assessment of the proposed development are included below:

Economic

- f. Industry, business and employment opportunities are improved and appropriately located to service the community and sub-region, and encourage economic activity within the local area.*
- g. Rural business opportunities are improved to protect and value-add to the existing rural based economy.*

Community Well-Being & Lifestyle

- h. A convenient access to roads and services is achieved through well located land uses and the efficient use and timely provision of infrastructure such as water, sewerage and roads, walkways and cycling facilities.*
- k. The adverse effects from natural and other hazards, including flooding and bushfires are minimised.*

The assessment against the strategic components of the Laidley Shire planning scheme needs to be completed in view of the facts and circumstances of the application:

- The use is small scale.
- The use has limited or no impacts on rural amenity, and where there are impacts, conditions can be applied to reduce or appropriately ameliorate impacts.
- The use adjoins an Industrial Area in a recognised industry, commercial and emergency services node at Summerholm Road and the Warrego Highway.
- The proposed development is an extension of a use already operating adjoining the premises (Warehouse, for the purposes of self storage).
- If approved, the proposed development would extend the non residential and non rural uses approximately 20m further south to adjoin a Cemetery (which is included in a Community Use Area)
- There is a need for the use, based on the utilisation of the existing self storage units on the adjoining land.

From a strategic planning point of view, and in consideration of the Laidley Shire Planning Scheme strategic framework provisions, the scale and location of the proposed development is not considered to be in conflict with the strategic benchmarks of the planning scheme. The small scale of the proposed use provides additional utility to residents of the region seeking self storage facilities, and is a minor extension of an existing non residential node at Hatton Vale.

The proposed development is considered to be conveniently located on the Warrego Highway at the intersection of Summerholm Road (which provides a north-south link in the locality) in between other commercial nodes along the highway, i.e. Plainland, Hatton Vale.

The Planning Scheme provides the planning framework for this part of the region, and specifically seeks a range of high-level outcomes for the rural areas. The proposal is not considered to compromise the achievement of the strategic direction of the Planning Scheme, including:

- Protecting the existing amenity of the area. The use is behind existing industrial and non rural uses when viewed from the highway. It would be difficult to perceive a difference in scenic amenity and on balance, would not detract from the existing amenity.
- Maintaining and protecting rural amenity. The proposal is unlikely to detract from the rural amenity of the area. Appropriate screening and conditions of hours of operation would be appropriate to address these aspects. The proposal is for a Warehouse (self storage) which generates limited traffic, noise, odour and dust.
- The appropriate location of industry, business and employment. The location has a nexus with the existing self-storage facility located to the north of the subject land. Although outside of an Industrial zone the proposed development is a minor extension up to the boundary of a community use (cemetery).

Although the Warehouse use is extending into a Rural area, it is considered there will not be a detrimental impact on rural amenity or rural values of the area. The use is a small scale use, and the land is not currently used for productive rural use, and unlikely to be used for rural purposes given its size and location adjoining non rural and non residential uses.

It is considered that the proposed use will not adversely impact the strategic directions and strategic assessment benchmarks of the Laidley Shire Planning Scheme.

In addition, although the Planning Scheme expects non rural industry activities to be located in Industry areas, the small scale extension for self storage units is not of an industrial nature or scale that is considered would undermine the directions of the Planning Scheme and accordingly aligns with the Desired Environmental Outcomes.

Rural Areas Code

The relevant overall outcomes of the code require:

- *Good Quality Agricultural Land (GQAL) within the Shire is protected and forms the major economic base for the Shire;*
- *Predominately used for agricultural purposes;*
- *Development maximises the efficient use, extension and safe operation of infrastructure;*
- *Development does not result in any net increase in sediment, nutrient or other contaminant loadings to any waters;*
- *Rural industry uses, or those land uses considered to be complementary to the rural setting, are undertaken in the Rural Landscape Area.*

The development has been determined not to conflict with the relevant overall outcomes because:

- There is no GQAL mapped on the premises.
- The subject land is not currently utilised for agricultural purposes, and the land is a small parcel adjoining non residential uses and not likely to be suitable for agriculture or rural production.
- Stormwater management is recommended to form part of the conditions of development to ensure possible contaminants are sufficiently managed prior to entering any waters.

- The use of an access easement, the low traffic generating use and low infrastructure requirements result in the proposed use being unlikely to cause a burden on infrastructure or to compromise the efficient use of infrastructure in the region.

Industrial Areas Code

The relevant specific outcomes of the code require:

- *A range of services, trades and other industrial related uses that are compatible with other development is provided;*
- *The type and scale of development is located, designed and managed to;*
 - a) *maintain the safety of people and works;*
 - b) *maintain amenity for surrounding land uses through buffering;*
 - c) *avoid significant adverse effects on the environment;*
 - d) *minimise off-site impacts;*
- *Suitable land for local and sub-regional industrial activities, at locations within the Shire, is provided;*
- *Industrial uses are consolidated to confine impacts to Industrial Areas, or other locations where such impacts do not significantly affect amenity;*

The proposal is considered to be a minor and reasonable extension of the existing industry activity at this location. In this context the proposal is considered to meet the outcomes for Industry Areas including:

- The proposal is compatible with an extension to the existing industry.
- The type and scale of development is located, designed and managed to:
 - maintain amenity for surrounding land uses through buffering, landscaping and fencing, and limited impact on amenity (rural amenity is discussed in more detail below)
 - avoid significant adverse impacts on the environment
 - minimise off-site impacts
- The proposal provides for local industry activities
- The proposal does not compromise the existing industry zoned land at this location, which is currently fully utilised
- The proposal does not detrimentally impact on infrastructure.
- The proposal reinforces transport reliant, industrial activities which are located in areas close to the Warrego Highway.
- Amenity is maintained for surrounding land uses by buffering industrial uses.

In summary, the proposal is determined not to conflict with the Industrial Areas Code.

Building Dimensions Code

The proposal provides a building height of a maximum of 4.072m which is below the 10m maximum building height nominated by A1.1 of the code. The development complies with the code.

Rural Uses Code

The Rural uses code, in particular, identifies overall outcomes for amenity, including the following:

- *Compatible land uses are encouraged to protect the rural scenic values of the Shire and protect Good Quality Agricultural Land*
- *There are no significant impacts on rural amenity, or the quiet enjoyment of the surrounding community.*

The current rural amenity of this part of Summerholm Road is characterised by rural or rural residential living, with minimal agricultural activities which would be impacted by the adjoining industry uses.

The proposal is not considered to detrimentally impact on the rural amenity of the locality in relation to:

- Visual impacts - The use is considered to form part of an existing non rural /non residential node recognised by the Planning Scheme. The proposed use is not expected to further detrimentally impact on the visual amenity of the area.
- Noise - The proposed use is likely to be a low noise generating activity. Notwithstanding, the hours of operation are recommended to be regulated through the conditions.

An important element of the amenity of this node and this area is the mature vegetation in the northern part of the cemetery and the rear (west) of the house. The application does not identify the extent of the tree clearing or the location of this significant vegetation. It is recommended that a landscape plan be submitted to show the extent of trees to be retained within the premises, as well as identifying the location of the fig tree on the adjoining premises (cemetery) to identify how the proposed development protects this vegetation, which currently contributes to the visual amenity of this area. Conditions are recommended to retain as much vegetation as possible on the site to enhance the amenity of the premises and better define the edge of the industrial node to the cemetery/rural living area.

The application also does not address the rural (or rural living) edge to the proposed development. Although small in scale, the extent of screen fencing and extension of industry use boundary warrants better consideration of the use of landscaping to ensure this southern edge is recognised as the limit to the industry activity, and the onus on preserving rural amenity and creating a landscape buffer to the rural / rural living edge needs to be addressed.

As a result, it is recommended the landscape plan also include a landscape edge or landscaping 'nodes' on the southern side of the proposed internal driveway to accommodate reasonable planting with species which grow to a mature height above 2.5m to provide visual relief from the 1.8m screen fence. Although the southern boundary of the development site adjoins the cemetery, this edge is highly visible to the submitter's property to the south, and additional landscaping is likely to improve the outlook and visual amenity.

Through the conditions for improved landscaping, the development complies with the overall outcomes of the code.

On-Site Effluent Disposal Code

The proposal is for storage sheds only without any nominated fixtures for plumbing services. An on-site effluent area is not required for the proposal. In the event it is, there is sufficient area at the rear of the premises for an on-site effluent area including setbacks to the dam. The existing dwelling house may be retained and accordingly conditions are recommended to ensure the on-site effluent area of the dwelling is not impacted or is otherwise relocated. The development complies with the code.

Vehicle Access and Parking Code

The development provides appropriate and adequate vehicle access through use of the existing commercial access driveway to be provided under access easement within Lot 2 RP815108. Conditions are recommended to ensure vehicle access, driveways and circulation are constructed in accordance with Australian Standards and certified by a Registered Professional Engineer of Queensland (RPEQ). The development is required to provide 8 car parking spaces and proposes 22 which meets the requirements of the planning scheme. The development complies with the code.

Areas of Natural and Environmental Significance Overlay Code

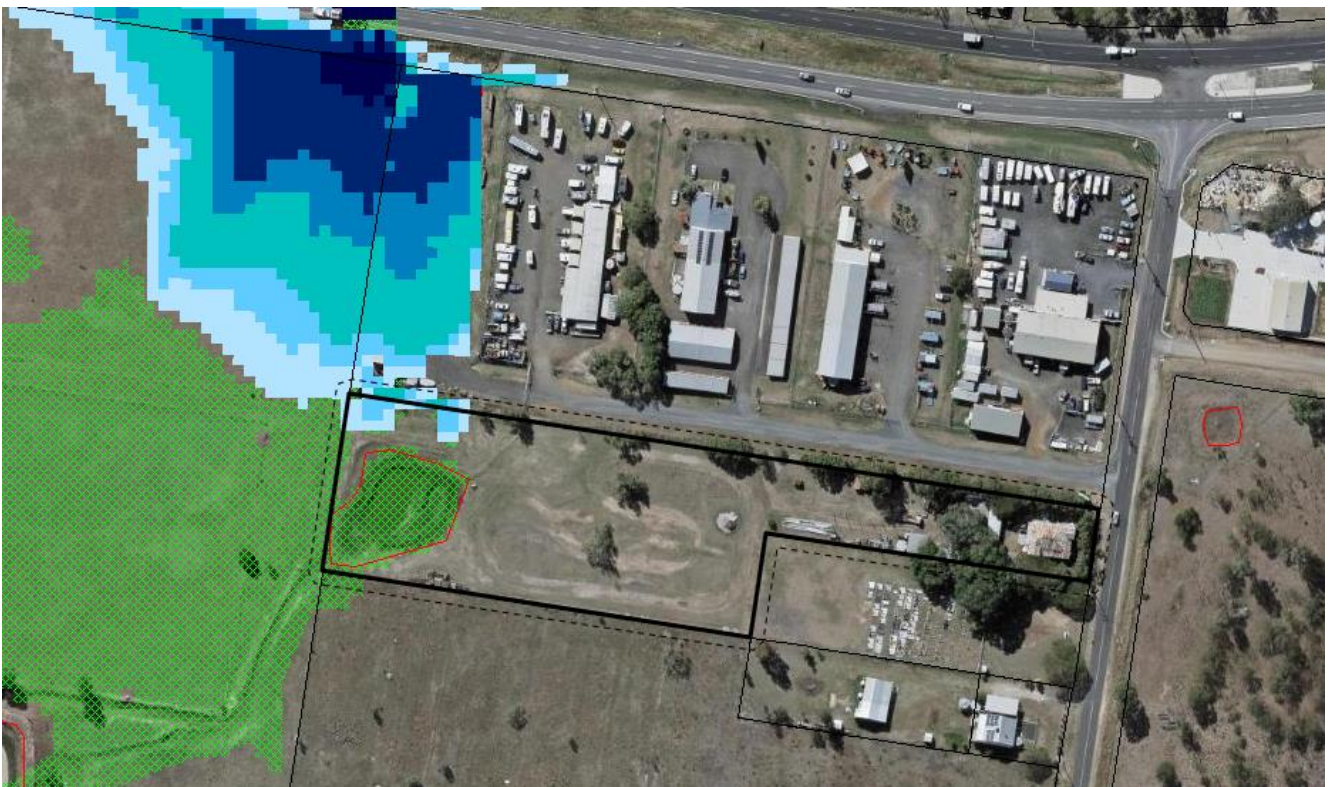
The site is included in a medium potential bushfire risk area. The State Government's more detailed bushfire mapping confirms the property is not subject to any bushfire risk. Accordingly, the development avoids bushfire risk consistent with the code.

Reconfiguring a Lot Code

The proposal to create an access easement over the existing driveway within Lot 2 RP815108 complies with the requirements of the code as it consolidates access points onto Summerholm Road so as not to expand external road infrastructure further along Summerholm Road.

Temporary Local Planning Instrument 2022 Flood Regulation

The site is included in a flood investigation area and as containing an overland flow path. Review of Council's detailed flood mapping confirms the site is subject to minor inundation at the rear of the premises. The location of the inundation is over 100m from the location of the proposed development. The proposed development will have no impact on flooding and is consistent with the requirements of the Temporary Local Planning Instrument.



State Planning Requirements

South East Queensland Regional Plan 2017 (Shaping SEQ)

The site is located in the Regional Landscape and Rural Production Area. Shaping SEQ is a State interest not reflected in the Laidley Shire Planning Scheme, and consistent with the *Planning Regulation 2017*, is required to form part of the assessment benchmarks.

Chapter 4 of the Regional Plan identifies that Chapter 3 - Part A Goals elements and strategies, and Chapter 3 - Part C Sub – regional directions are the assessable components of the Regional Plan.

Chapter 3 Part A sets out the Goals, elements and strategies which are the policy framework for SEQ for the next 25 years. These goals are provided at a regional level, however they still have application at a local level for assessment of development. The following assessment against relevant parts of Part A are set out below:

Goals, elements and strategies	Assessment comments
Grow – efficient land use	Although urban development is focussed in the Urban footprint, a small extension of existing industry recognised in the planning scheme is considered not to compromise the majority of growth occurring in the Urban footprint.
Grow – growing rural towns and villages	Additional land being used for a Warehouse at this location is not considered to compromise the broader growth and development of rural towns in the Lockyer Valley region. No fragmentation of rural land will result and no impact on productive agricultural land is expected. The proposal is considered to integrate with the existing industrial node.
Prosper – economy	The proposal generates limited employment except during construction. These elements have limited relevance.
Prosper – rural prosperity	The proposal supports this small industry node at Hatton Vale. However, it has limited or no value adding at a region wide or SEQ wide scale.
Connect – efficient movement system	The proposal is located adjacent to the existing Industrial Area. In that way the proposal is not creating a new industry destination but allowing for a logical extension of the existing industry node.
Sustain – water sensitive communities	Protection of water quality is a regional and local priority. Conditions are considered appropriate to manage stormwater run off.
Live – local character	The proposal is not considered to detract from the rural character of the locality based on the proposal's location adjacent to the existing industrial zoned land and adjoining a cemetery.




Part C of the Regional Plan sets out the sub-regional directions. The Western sub region comprises Ipswich, Lockyer Valley, Scenic Rim, Somerset and Toowoomba (part) local government areas. Most of this sub regional narrative identifies the region wide growth opportunities, rather than smaller scale nodes or industry nodes relevant to the Summerholm Road and Warrego Highway node. The western sub regional narrative identifies the importance of the rural production and rural industry. As stated previously, the proposal is small scale and located on a site unlikely to be used for rural production purposes.

In summary, the development does not conflict with Shaping SEQ.

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.

SPP THEME	ASSESSMENT
Liveable communities and housing:	Not applicable to proposed development

<ul style="list-style-type: none"> • Housing supply and diversity • Liveable communities 	
Economic Growth: <ul style="list-style-type: none"> • Agriculture • Development and construction • Mining and extractive resources • Tourism 	<p>Not applicable to proposed development. The premises is not mapped as containing Agricultural land classification – class A and B and is not mapped as an Important Agricultural Area.</p> 
Environment and heritage: <ul style="list-style-type: none"> • Biodiversity • Cultural heritage • Water quality 	<p><u>Water Quality – Applicable</u></p> <p>The State interest seeks to protect water quality within Queensland. The proposed development is an appropriate use of the land resulting in 5.60% site cover. The proposal provides for landscaped areas and a significant grassed area to the rear of the proposal. The independent peer reviewer has recommended a stormwater management report form a condition of approval to further demonstrate how stormwater is to be managed consistent with the State interest. Through the conditions, the proposal considers stormwater management and protects water quality.</p> 
Safety and resilience to hazards: <ul style="list-style-type: none"> • Emissions and hazardous activities • Natural hazards, risk and resilience 	<p><u>Natural Hazards, Risk and Resilience – Applicable</u></p> <p>The proposal is identified in the flood hazard area – local government flood mapping. The proposal is located outside of identified flood hazard areas under Council's <i>Temporary Local Planning Scheme Instrument 2022 Flood Regulation (TLPI)</i>. Refer to discussion under the TLPI section of this report. Therefore, the proposed development avoids natural hazards consistent with the State interest.</p> 

Infrastructure: <ul style="list-style-type: none"> • Energy and water supply • Infrastructure integration • Transport infrastructure 	Not applicable to proposed development
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Referrals

Internal

Council's DA engineers were referred the application and relevant conditions have been included.

External

Planning Regulation 2017 Referrals

The application triggered referral under the *Planning Regulation 2017* to the State Assessment and Referral Agency as follows:

Referral Status	Referral Agency and Address	Referral Trigger
Referral	State Assessment & Referral Agency SEQ West Office PO Box 2390 NORTH IPSWICH QLD 4305	Schedule 10, Part 9, Division 4, Table 4 – State transport corridor

SARA advised on 10 March 2023 it had no requirements relating to the proposed development.

Independent Peer Review

As a result of concerns Council officers held about the proposal's ability to demonstrate compliance with the Planning Scheme, an independent external expert peer review was commissioned. John Gaskell Planning Consultants undertook the review of the development application and made the following findings:

(section 6):

This independent assessment report provides for an objective review of the facts and circumstances of the proposed development and provides an assessment against assessment benchmarks, including the Laidley Shire Council Planning Scheme 2003 and State planning framework. This independent report makes the following recommendations and findings.

1. *Some non compliance with the assessment benchmarks and policy framework is recognised, including the strategic directions for Laidley Shire planning scheme and the Rural Zone.*
2. *However, there are factors which are able to address the apparent non compliance with assessment benchmarks due to consideration of the following aspects of the proposal:*
 - (a) The use is small scale*
 - (b) The use has limited or no impacts on rural amenity, and where there are limited impacts, conditions can be applied to reduce or appropriately ameliorate impacts*
 - (c) The use adjoins an Industrial Zone in a industry, commercial and community use node at Summerholm Road and the Warrego Highway which is recognised by the Laidley Shire planning scheme.*
 - (d) The use is an extension of a use already operating adjoining the premises (Warehouse, for the purposes of self storage).*
 - (e) The use if approved would move the non residential or non rural use boundary a distance of approximately 20m further south to adjoin a Cemetery (included in a Community Use Zone)*

which is a rationalisation and minor change to the boundaries to the non residential uses at this location

- (f) *There is a need for the use, based on the existing self storage units' current utilisation, and the addition of the self storage units to address demand.*
3. *The application does not adversely affect rural amenity and does not adversely impact rural production. The location of the use is at a location which is unlikely to be used for major intensive rural production due to the small size being utilised for the warehouse and the configuration of smaller allotments close to the Warrego Highway.*
 4. *The merits of the application allow a small scale industry use to service local demand for storage units at this location, and to rationalise the boundary of the industry use adjoining a cemetery.*
 5. *On the basis set out above the application is recommended to be approved.*

A full copy of the John Gaskell Planning Consultants' report is provided as an attachment to this report.

PUBLIC NOTIFICATION

The application was impact assessable and was publicly notified for a minimum 15 business days between 16 March 2023 and 6 April 2023. On 11 April 2023, Council received the notice of compliance confirming public notification had been carried out in accordance with the requirements of the *Planning Act 2016*. One (1) properly made submission was received during the period, which is summarised below.

Issue	Response
Concerns about waste disposal area not identified on plans	The submitter's concerns are valid. It is a reasonable expectation of an industrial development to provide on-site waste storage and bins for use by patrons as may be required from time to time. Conditions of approval are recommended to include a screened bin enclosure area. This is not a reason for refusal.
Concerns about fire safety and design for firefighting	These matters will be appropriately considered at the Building Application stage by the relevant authorities and building certifier. This is not a reason for refusal.
Concerns about water contaminants	Pursuant to the requirements of the planning scheme and the independent peer review, it is a recommendation of this report that a stormwater management plan be prepared to ensure stormwater is managed appropriately. This is not a reason for refusal.
Concerns about lighting impacts to residential properties	Lighting will be managed through conditions to ensure all lighting is installed pursuant to Australian Standards. Certification will be required a suitably qualified person to ensure this occurs. This is not a reason for refusal.
Concerns about protection of the Moreton Bay Fig tree	Conditions are recommended to ensure that the Moreton Bay Fig tree is protected during site works particularly the tree root zone should it extend into the subject premises. This is to be identified on the landscape plan which is a recommended condition. This is not a reason for refusal.
Concerns about interface with the cemetery boundary and the proposed fencing	To address this concern, additional landscaping 'nodes/ build outs' are proposed along the southern driveway behind the boundary fence to provide additional visual relief. A landscape plan is a recommended condition to ensure the further detail is subject to assessment by council officers. This is not a reason for refusal.

Concerns about traffic impacts	The development is a low traffic generating use used intermittently when required by customers. The access is also proposed via the existing commercial driveway within Lot 2 RP815108 which ensures there are no new access points onto Summerholm Road to further reduce traffic impacts. This is not a reason for refusal.
Concerns about the impact to the Highway upgrade as a result of the development	SARA were referred the application and advised it had no concerns with the proposal. This is not a reason for refusal.

INFRASTRUCTURE CHARGES

In accordance with section 13 of the *Laidley Shire 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
PROPOSED DEMAND				
Charge	Warehouse (Other Industry) – 792m2	m2	\$22.34	\$17,693.28
TOTAL PROPOSED DEMAND				\$17,693.28
EXISTING DEMAND				
Credit	Nil (as credit absorbed by existing Dwelling)	-	-	\$0.00
TOTAL EXISTING DEMAND CREDIT				\$0.00
TOTAL AMOUNT PAYABLE				\$17,693.28

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

Some non compliance with the assessment benchmarks and policy framework is recognised, including the strategic directions for Laidley Shire Planning Scheme and the Rural Area. However, there are factors which are able to address the apparent non compliance with assessment benchmarks due to consideration of the following aspects of the proposal:

- The use is small scale
- The use has limited or no impacts on rural amenity, and where there are limited impacts, conditions can be applied to reduce or appropriately ameliorate impacts
- The use adjoins an Industrial Area in an industry, commercial and community use node at Summerholm Road and the Warrego Highway which is recognised by the Laidley Shire Planning Scheme.
- The proposed development is an extension of a use already operating on adjoining premises (Warehouse, for the purposes of self storage).
- If approved, the proposed development would extend the non residential and non rural uses approximately 20m further south to adjoin a Cemetery (included in a Community Use Area) which is a rationalisation of the area used for non residential and non rural uses at this location

- There is a need for the use, based on utilisation of the existing self storage units.
- The proposed development will not adversely affect rural amenity and does not adversely impact rural production. The development is proposed at a location which is unlikely to be used for rural production due to the small size.

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 19 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 | MC2023 0003 Independent Expert Review Report | 42 Pages |
| 2 | MC2023 0003 MCU Plans to be Approved | 3 Pages |
| 3 | RL2023 0004 RAL Plan to be Approved | 1 Page |

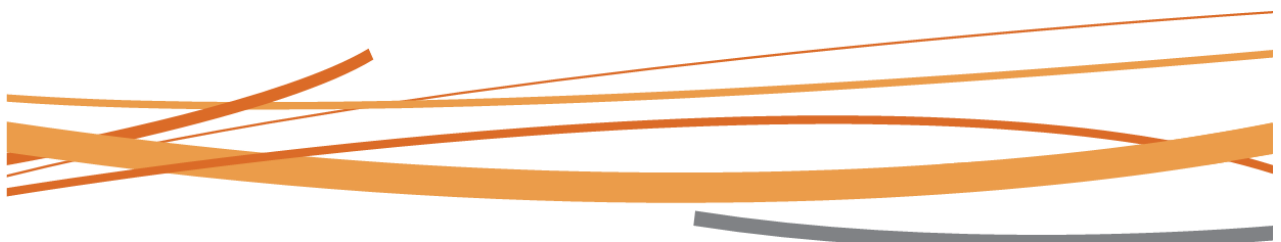


INDEPENDENT ASSESSMENT REPORT

2 and 4 Summerholm Road, Hatton Vale

Prepared for Lockyer Valley Regional Council

26 June 2023





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Job Ref:	23.2183			
Version:	Date:	Prepared by:	Reviewed by:	Approved by:
1	21 June 2023	John Gaskell	Simon Grice	John Gaskell



Contents

1	Introduction.....	1
1.1	Purpose of report	1
2	Subject Land and Locality	2
2.1	Subject Land	2
2.2	The Locality.....	4
3	Proposed Development.....	5
3.1	Development Application	5
3.2	Proposed Use	5
3.3	Submission.....	8
4	Statutory Planning Framework	9
4.1	Planning Act 2016.....	9
4.2	Planning Regulation 2017	9
4.3	Local Categorising Instrument.....	10
4.4	Referral Agencies.....	10
4.5	State Planning Policy.....	11
4.6	Regional Plan	12
4.7	Laidley Shire Planning Scheme 2003	13
5	Discussion of Assessment Against Benchmarks.....	20
5.1	Summary	20
5.2	The Regional Plan	20
5.3	Assessment of the Suitability of the Proposed Land Use.....	21
5.4	Traffic.....	24
5.5	Rural Amenity	24
5.6	Stormwater.....	25
5.7	Acoustic	25
5.8	Submitter Concerns and Community Expectations	25
5.9	Relevant matters	26
6	Findings and recommendations	27
	Appendix A: Development Assessment Mapping	28
	Appendix B: State Planning Policy Mapping.....	29



1 Introduction

1.1 Purpose of report

This report has been prepared by Gaskell Planning Consultants ('GPC') on behalf of Lockyer Valley Regional Council ('Council') to conduct an independent assessment of a development application and provide recommendations prior to a full Council decision.

A development application has been made over land located at 2 and 4 Summerholm Road, Hatton Vale QLD 4341 and described as Lots 1 and 2 on RP815108 ('subject land'). The development application seeks a Development Permit for a Reconfiguring a lot (access easement) and a Material change of use (warehouse). Council's development application reference numbers are MC2023/0003 and RL2023/0004.

The purpose of this independent assessment report is to allow for an objective review of the facts and circumstances of the proposed development as the basis for the assessment against the Laidley Shire Council Planning Scheme 2003 and State planning framework.

I confirm that no instructions were given or accepted to adopt or reject any particular opinions in preparing this independent assessment report.

This report includes the following sections:

- **Section 2:** a description of the subject land and its surrounds
- **Section 3:** an outline of the proposed development
- **Section 4:** an overview of the relevant planning framework
- **Section 5:** an assessment of the key issues
- **Section 6:** recommendations arising from this independent report.

This report is to be read in conjunction with the following supporting documents and material:

- **Attachment A:** Development Assessment Mapping
- **Attachment B:** State Planning Policy Mapping



2 Subject Land and Locality

2.1 Subject Land

The subject land is located at 2 and 4 Summerholm Road, Hatton Vale QLD 4341 and described as Lots 1 and 2 on RP815108. The subject land has an area of 4.87 hectares, is rectangular in shape, and has road frontage of approximately 153m to Summerholm Road and approximately 280m to the Warrego Highway.

The subject land is not benefited or burdened by any easements. The subject land contains an existing dwelling house presenting to Summerholm Road with a range of existing industrial activities (forming part of the subject land) located along the Warrego Highway.

Table 1 below provides a summary of the site-specific information applicable to the subject land. An aerial image and cadastre Smart Map are provided at **Figures 2** and **3**.

Table 1: Site-specific information

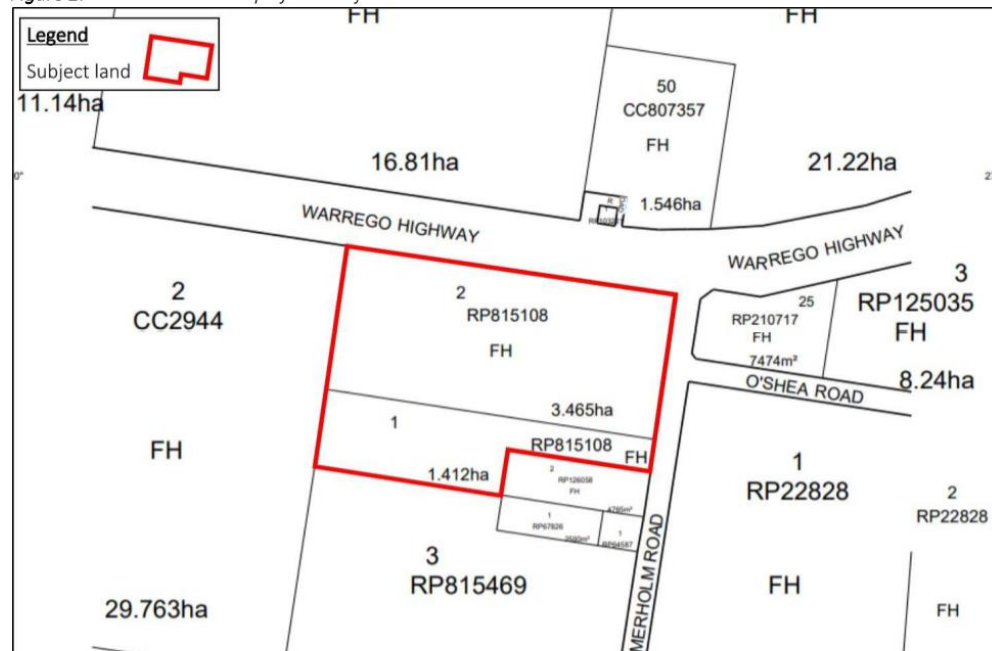
Site Details	
Address	2 and 4 Summerholm Road, Hatton Vale QLD 4341
Lot/plan description	Lots 1 and 2 on RP815108
Lot Area	The subject land has a total are of 48,770m ² (4.87ha): <ul style="list-style-type: none">Lot 1: 14,120m²Lot 2: 34,650m²
Road frontage	153m to Summerholm Road 280m to Warrego Highway
Vehicular Access	Summerholm Road
Easements	No existing easements identified
Land Uses	Lot 1 – existing dwelling house Lot 2 – existing self-storage warehouses and other industrial uses
Adjoining land uses	The subject land is bound by the Warrego Highway to the north, Summerholm Road to the east, a cemetery to the south, and large rural allotments to the south and west.

Figure 1: Aerial of the Subject Land



Source: Nearmap, 2023 (image captured 11 February 2023)

Figure 2: Cadastre Smart Map of the Subject Land



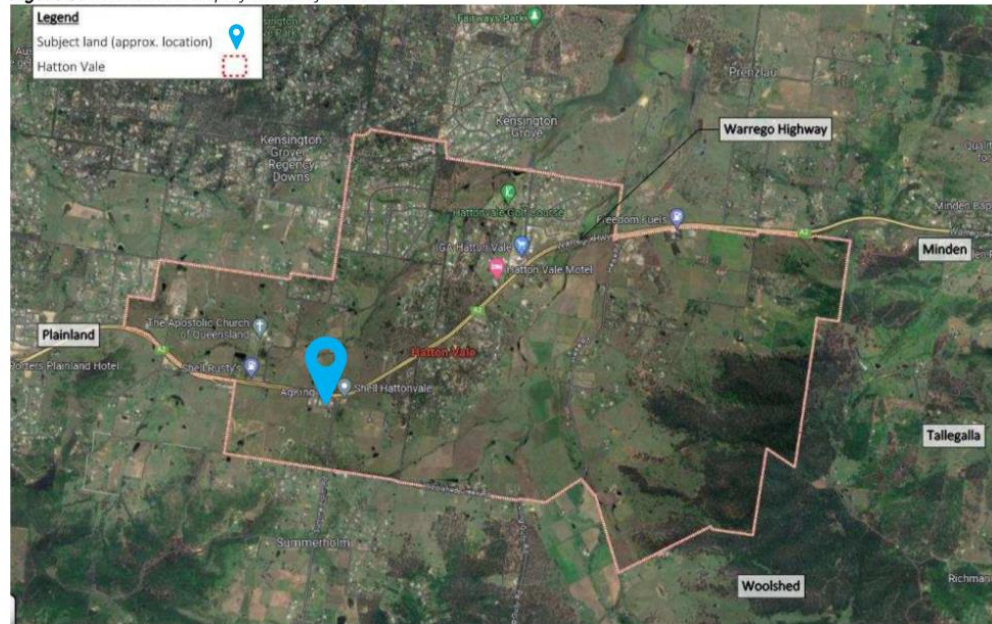
Source: The State of Queensland (Department of Resources) 2023

2.2 The Locality

Summerholm Road is located in the suburb of Hatton Vale which is a rural town located within the Lockyer Valley Region. Hatton Vale is located on the Warrego Highway, approximately 72km west of Brisbane and 36km west of the Ipswich regional centre. Land to the south of the Warrego Highway is primarily rural in nature, containing large holdings used for rural residential and agricultural and farm pursuits.

Refer to **Figure 3** below for a contextual map of the subject land, Hatton Vale, and the surrounds.

Figure 3: Contextual Map of the Subject Land



Source: Google Maps, 2023.



3 Proposed Development

3.1 Development Application

Development application MC2023/0003 and RL2023/0004, seeking a Development Permit for Reconfiguring a lot (access easement) and a Material change of use (warehouse), was properly made on 1 February 2023. The Council gave a confirmation notice to the applicant also dated 1 February 2023.

The development application required impact assessment (due to the material change of use component) and required referral to the State Assessment and Referral Agency ('SARA') as a concurrence agency under the *Planning Regulation 2017* (being for a material change of use near a State transport corridor).

The development application was assessed under the Laidley Shire Planning Scheme 2003 ('the planning scheme'). Council gave an information request to the applicant on 13 February 2023 and the applicant provided a response on 23 February 2023.

The development application required public notification and was advertised from 16 March 2023 to 6 April 2023 and attracted one (1) properly made submission. The submitter's concerns were broad ranging and related to amenity impacts, waste disposal, contaminants, lighting, and vegetation, fire management, acoustic screening, traffic, retention of the existing house, and use of the rear portion of the property. This submitter is located to the south of the subject land at 6 Summerholm Road, Hatton Vale.

3.2 Proposed Use

DA Form 1 identifies the use as a self-storage facility (Warehouse) and access easement. The confirmation notice (1 February 2023) identified the use as 'Warehouse'. Schedule 1 of the planning scheme contains the land use definitions and defines 'Warehouse' as:

"Warehouse" – means the use of premises for the storage of goods, merchandise or materials in large quantities, whether or not such storage is required for a Shop or Commercial Premises. The term excludes barns or sheds erected in rural Areas for the storage of farm produce by the landowner.

The planning report states that the proposed facility will consist of two (2) new buildings located to the west of the existing dwelling house and will accommodate 48 additional self-storage units, evenly split between new buildings. The built form and details of the proposed development is defined as follows:

- A total of 48 new self-storage units, ranging in size from approximately 8m² to 17m².
- Additional gross floor area (GFA) of 792m².
- A maximum building height of 4.072m.
- 1m-wide landscape strip along the northern and eastern extent of the development site.
- 1.8m high solid-screen fence along the southern boundary, adjacent the cemetery
- An access easement occupying Lot 2 on RP815108 and benefitting Lot 1 on RP815108. The easement will be approximately 3,569.52m² in size, with an approximate length of 216m and width of 16.5m.

A total of 22 parking spaces, including one (1) PWD space are provided onsite, forward of the self-storage units. A gate is proposed to restrict access to the site after hours. The operating times for the premises are proposed to be from 8:00am to 5:00pm, seven days a week.

The development application also includes an access easement for the purposes of providing access to the warehouse facility. The proposed access easement is located over Lot 2 on RP815108 benefitting Lot 1 on RP815108, to facilitate lawful access to the proposed self-storage facility and to allow for the existing dwelling to be retained.

As such, Lot 2 on RP815108 forms part of the development application.



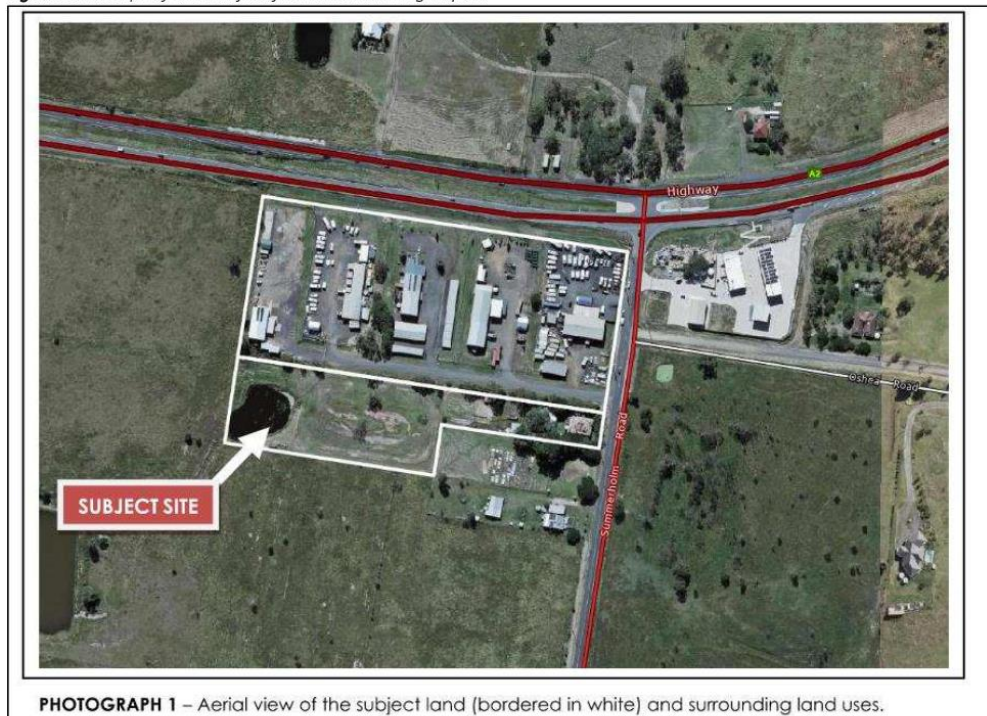
Lot 2 contains a range of existing commercial / community uses including:

- Existing self-storage facilities
- The Rural Fire Service
- Outdoor saleyards for caravans and tractors
- Real estate office.

Page 6 of the applicant's planning report states that the facility will operate in conjunction with the existing self-storage facility within Lot 2 on RP815108.

Figures 4-6 below includes an extract of the site layout plan and elevations from the planning report.

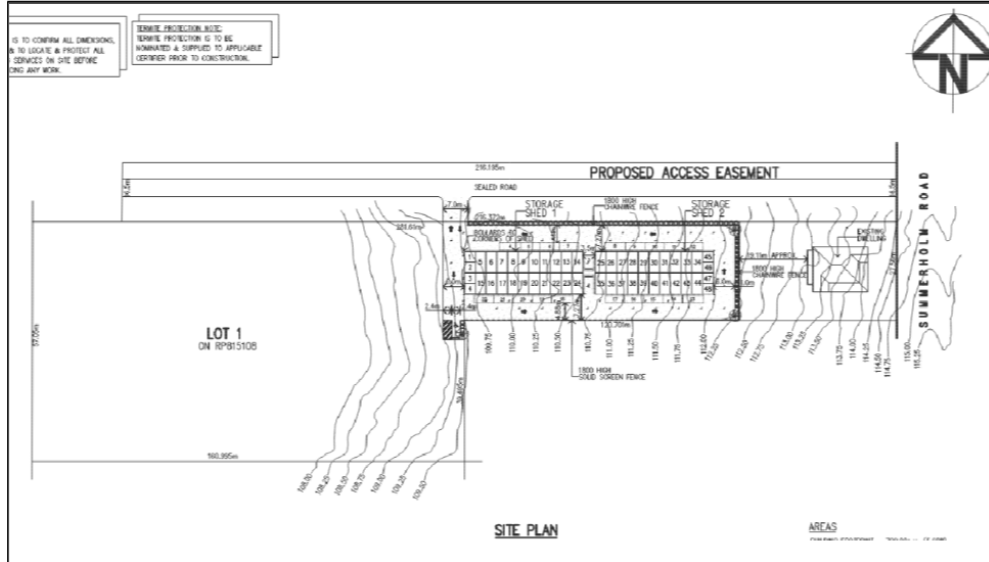
Figure 4: Excerpt of the Subject from the Planning Report



PHOTOGRAPH 1 – Aerial view of the subject land (bordered in white) and surrounding land uses.

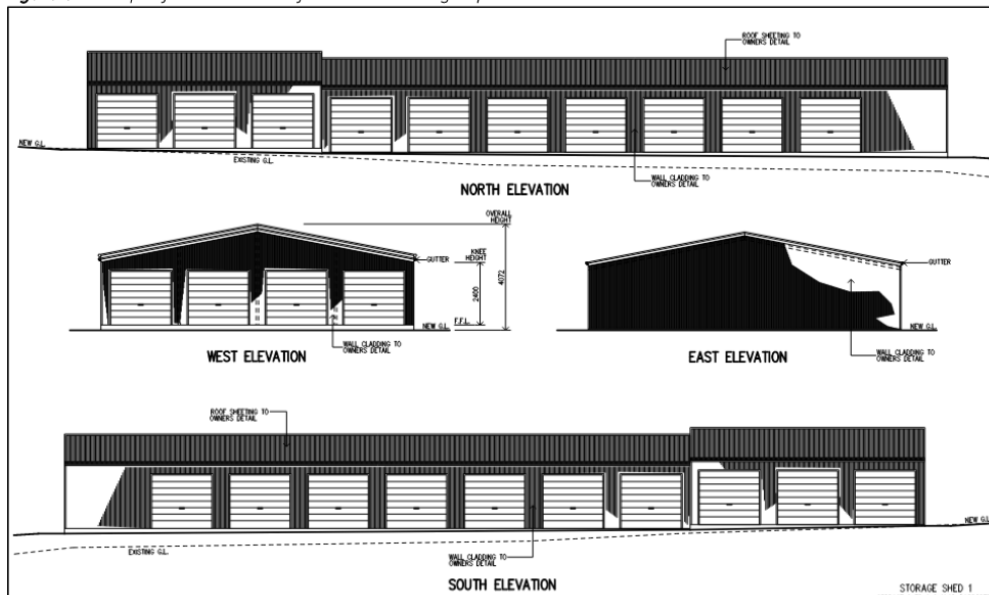
Source: MC2023/0003 & RL2023/0004 Development Application Material (Planning Report), 2023

Figure 5: Excerpt of the Site Plan from the Planning Report



Source: MC2023/0003 & RL2023/0004 Development Application Material (Planning Report), 2023

Figure 6: Excerpt of the Elevations from the Planning Report



Source: MC2023/0003 & RL2023/0004 Development Application Material (Planning Report), 2023



3.3 Submission

As noted above, one (1) properly made submission was received during the statutory public notification period. The key matters raised by the submitter in their submission generally included:

- Amenity concerns including waste disposal, contaminants, lighting, and vegetation
- Fire management
- Acoustic screen fencing
- Traffic impacts at the junction of the proposed easement and Summerholm Road, and the impact of increased traffic on surrounding residences and the highway
- Impact of the proposed flyover on traffic
- 'Hoon element' along Summerholm Road and the junction with Warrego Highway
- Retention of the existing house
- The expected use of the rear portion of the property
- Impact on natural spring-fed dam at the rear of the property.



4 Statutory Planning Framework

4.1 Planning Act 2016

The *Planning Act 2016* (the 'Act') provides the statutory planning framework for the State of Queensland and outlines the statutory process for preparing, assessing and deciding development applications. The Act provides that development which is categorised as assessable development will require a development permit before it can be lawfully carried out. Section 43(1) of the Act defines a categorising instrument as a regulation or local categorising instrument.

There are two categorising instruments relevant to the category of assessment for the development application (1) the *Planning Regulation 2017* and (2) the planning scheme. This is outlined below.

4.2 Planning Regulation 2017

Section 27F The *Planning Regulation 2016* (the 'Regulation') states:

"27F Assessable development—material change of use for another urban activity"

A material change of use of premises for an urban activity, other than a biotechnology industry or service station, is assessable development if—

- (a) *all or part of the premises are in—*
 - (i) *the SEQ regional landscape and rural production area; or*
 - (ii) *the SEQ rural living area; and*
- (b) *either—*
 - (i) *the use results in a gross floor area of more than 800m² on the premises; or*
 - (ii) *the total area of all outdoor areas on the premises associated with the use is more than 1,500m²; and*
- (c) *the material change of use is not—*
 - (i) *excluded development; or*
 - (ii) *an exempt material change of use."*

The definitions of relevant terms used in section 27F are provided below to assist.

Term	Definitions under the Act / Regulation
Urban activity	(a) means the use of premises for an urban purpose; but (b) does not include— <ul style="list-style-type: none"> (i) a community activity; or (ii) indoor recreation; or (iii) residential development; or (iv) a sport and recreation activity; or (v) a tourist activity.
Premises	(a) a building or other structure; or (b) land, whether or not a building or other structure is on the land.

The term 'premises associated with the use' is taken to be the use the subject of the application. If the premises associate with the use were the whole site then the development would be made assessable under the PR.

In this instance, as a result of the 'premises associated with the use' being read as the use the subject of the development application, the use is not made impact assessable through the PR.



4.3 Local Categorising Instrument

Table 9 of the planning scheme does not identify the proposed use as exempt, self assessable or code assessable and is considered 'other uses' which are identified a requiring impact assessment. Table 10 of the planning scheme identifies code assessment for reconfiguring a lot.

The proposed development is **impact assessable** and therefore requires assessment against the items listed in section 45(5) of the Act. Section 45(5) of the Act sets out that an impact assessment is an assessment that:

- (a) *must be carried out—*
 - i. *against the assessment benchmarks in a categorising instrument for the development; and*
 - ii. *having regard to any matters prescribed by regulation for this subparagraph; and*
- (b) *may be carried out against, or having regard to, any other relevant matter, other than a person's personal circumstances, financial or otherwise.*

4.4 Referral Agencies

The State Development Assessment Provisions ('SDAP') is a statutory instrument prescribed by the *Planning Regulation 2017* ('the Regulation'). SDAP Version 3.0 (commenced on 18 February 2022) was the version in effect when this development application was properly made.

The Queensland Government's Development Assessment Mapping System ('DAMS') spatially defines matters of State interest that may be applicable to the subject land. This mapping assists with understanding where certain development, under Schedule 10 of the Regulation, may be made assessable, where State referral is required, and where the SDAP may be prescribed.

The DAMS identifies the following mapping layers are applicable to the subject land:

- Fish habitat areas – Queensland waterways for waterway barrier works (Low)
- Water resources – Water resource planning area boundaries, Great artesian water resource plan area
- State transport corridor – State-controlled road
- Areas within 25m of a State transport corridor – Area within 25m of a State-controlled road.

Refer to **Appendix A** for a copy of the DAMS results.

Referral agencies (and their jurisdictions) that are applicable to assessable development are set out in Schedule 10 of the *Planning Regulation 2017* ('PR'). The PR identifies the proposed development requires referral to the Department of State Development, Infrastructure, Local Government and Planning ('DSDILGP') as the State Assessment and Referral Agency ('SARA') and assessment against the relevant SDAP. **Table 2** summarises the referrals for the proposed development.

Table 2: Referrals for the Proposed Development

Referral Basis	Referral Agency	Matters Referral Agency Must be Against
Schedule 10, Part 9, Division 4, Subdivision 2, Table 3 – Reconfiguring a lot near a State-controlled road intersection	The chief executive	State code 1: Development in a state-controlled road environment
Schedule 10, Part 9, Division 4, Subdivision 2, Table 4 – Material change of use of premises near a State transport corridor or that is a future State transport corridor	The chief executive	State code 1: Development in a state-controlled road environment



Schedule 10 identifies the chief executive as a referral agency where development for a material change of use of premises is assessable development under section 27F of the Regulation (refer to Section 4.2 of this report). As the 'premises associated with the use' is taken to be the use the subject of the application, the referral agency triggers under section 27F of the Regulation are not triggered.

4.5 State Planning Policy

The State Planning Policy ('the SPP') July 2017 was in effect at the date the development application was properly made. We understand that the SPP has not been appropriately integrated into the Laidley Shire Planning Scheme 2003.

Under the Regulation¹, an assessment manager must have regard to the SPP (including the relevant state interest statement and policies), where the planning scheme has not appropriately integrated the state interest. The SPP only applies as a matter to have regard to where the assessment manager considers these matters are relevant to the proposed development and only to the extent of any inconsistency with the planning scheme.

The current SPP Interactive Mapping System identifies the following layers for State Interests on the subject land:

- Water quality – Water resource catchments
- Natural hazards, risk and resilience – Flood hazard area – Local Government flood mapping area*
- Transport infrastructure – State-controlled road.

Refer to **Appendix B** for a copy of the SPP results. In our opinion, the proposed development does not conflict with the SPP and no further assessment is considered to be required.

4.5.1 Water Quality

Part E of the SPP is relevant to the assessment of the proposed development in relation to water quality State interests. The Planning Report prepared by Precinct Urban Planning states:

In this instance, the development does not involve an impervious area which exceeds 25% of the net developable area. Accordingly, these provisions are not relevant to the assessment of this application.

Notwithstanding, there are assessment benchmarks in the Laidley Shire planning scheme requiring appropriate water quality outcomes and as a result the requirement for a stormwater management plan is recommended to form a condition of development.

4.5.2 Natural Hazards, Risk and Resilience

Part E of the SPP is relevant to the assessment of the proposed development in relation to flood hazard State interests. Flood mapping identifies the flood liable land in the western portion of the subject land.

4.5.3 Transport Infrastructure

Part E of the SPP is relevant to the assessment of the proposed development in relation to State-controlled road State interests. The Planning Report prepared by Precinct Urban Planning states:

"The internal layout of the site has been designed to ensure all vehicles (up to a medium rigid vehicle) can appropriately manoeuvre throughout the site and enter and exit in a forward gear. All internal movements areas allow for one-way traffic to improve traffic flow and minimise conflicts between users."

¹ Section 27 (d) (i) of the *Planning Regulation 2017*



4.6.1 Areas of Regional Interest

The subject land is not identified as an Area of Regional Interest.

4.6.2 Priority Development Area

The subject land is not located within a Priority Development Area.

4.6.3 State Development Area

The subject land is not located within a State Development Area.

4.6.4 Infrastructure Designation

The subject land is not designated for infrastructure.

4.7 Laidley Shire Planning Scheme 2003

4.7.1 Overview

The Laidley Shire Planning Scheme 2003 ('planning scheme') was in effect at the time the development application was properly made and is the planning scheme referred to by this planning report.

Table 3 provides a summary of the planning scheme specific information applicable to the subject land.

Table 3: Relevant Planning Scheme Information

Planning Scheme Aspect	Details
Desired Environmental Outcomes	<ul style="list-style-type: none"> Environment Economic Community well-being and lifestyle
Zone	<ul style="list-style-type: none"> Industrial Rural Areas <ul style="list-style-type: none"> Rural landscape
Overlay Mapping	<ul style="list-style-type: none"> Areas of Natural and Environmental Significance <ul style="list-style-type: none"> Bushfire Prone Areas – Medium Bushfire Risk
Strategy Mapping	Not applicable
Temporary Local Planning Instrument	TLPI 2022 Flood regulation (Overland flow paths)

4.7.2 Desired Environmental Outcomes

The planning scheme contains Desired Environmental Outcomes (DEOs) which provide the broad policy outcomes and land use strategies sought for the Laidley Shire. There are 12 DEOs under the broad headings of environment, economic, community well-being & lifestyle.

Desired environmental outcomes considered relevant to the assessment of the proposed development are included below:

Economic

- f. Industry, business and employment opportunities are improved and appropriately located to service the community and sub-region, and encourage economic activity within the local area.
- g. Rural business opportunities are improved to protect and value-add to the existing rural based economy.

Community Well-Being & Lifestyle



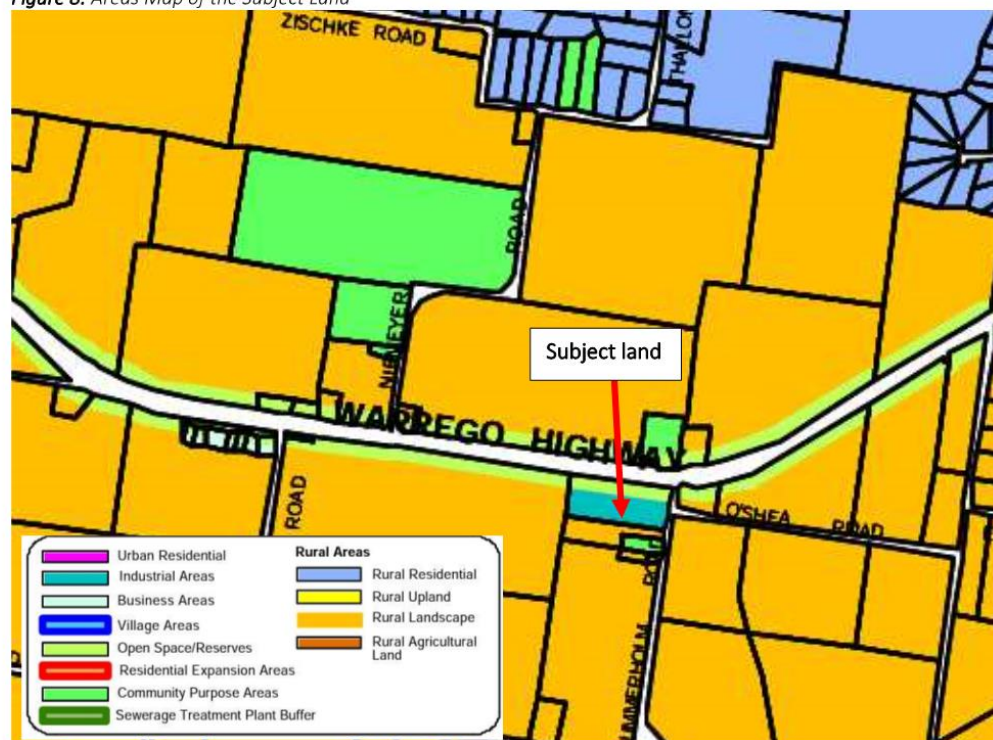
- h. A convenient access to roads and services is achieved through well located land uses and the efficient use and timely provision of infrastructure such as water, sewerage and roads, walkways and cycling facilities.
- k. The adverse effects from natural and other hazards, including flooding and bushfires are minimised.

4.7.3 Broad Strategies for Laidley Shire and Areas Provisions

The planning scheme also contains broad strategies for the Shire which include the land use intent for defined areas. The subject land is included within the Rural Area (Rural Landscape), Industrial Area and Community Purpose Areas (Figure 6). Part 3.3 of the planning scheme outlines the broad strategies for these areas, which is:

- **Rural Areas:** Rural Areas provide for continued agricultural activities and retention of scenic amenity of the rural landscape. These areas provide the basis of Laidley Shire's economy and all uses in these areas are compatible to agricultural activities.
- **Industrial Areas:** Industrial Areas provide for industrial uses of a local and regional nature. Infrastructure provided to these areas is utilised to service industrial activities.
- **Community Purpose Areas:** Community Purpose Areas provide for the provision of social and community infrastructure to ensure a high quality lifestyle.

Figure 8: Areas Map of the Subject Land



Source: Laidley Shire Council Planning Scheme Mapping



4.7.4 Rural Areas (Rural Landscape Area)

Section 6.2 of the planning scheme contains the assessment benchmarks applicable to the Rural Areas which include overall outcomes, specific outcomes and acceptable outcome, contained within the Rural Areas Code. The assessment benchmarks relevant to the proposed development include:

Overall outcomes:

- Predominately used for agricultural purposes.
- Protected from fragmentation and ad-hoc development resulting from reconfiguring of lots.
- The range of primary industries reflect the economic potential of the Laidley Shire.
- The rural environment and scenic values are maintained for the enjoyment of the community and tourists.
- Development does not result in any net increase in sediment, nutrient or other contaminant loadings to any waters.
- Rural uses are undertaken in a manner that avoids adverse effects on the environment.
- Development maximises the efficient use, extension and safe operation of infrastructure.
- The Shire's locally and regionally significant natural and cultural assets are preserved.

Specific outcomes:

- Rural industry uses, or those land uses considered to be complementary to the rural setting, are undertaken in the Rural Landscape Area.

4.7.5 Industrial Areas Code

Overall outcomes:

- Industrial development in the Shire is located in an efficient, equitable and ecologically sustainable manner to the needs of the local and regional community.
- The range of industries reflect the economic potential of the Shire.
- Land uses that will not inhibit the future development of the area for industrial use are provided.

Specific outcomes:

- A range of services, trades and other industrial related uses that are compatible with other development is provided.
- The type and scale of development is located, designed and managed to:
 - » maintain the safety of people and works
 - » maintain amenity for surrounding land uses through buffering
 - » avoid significant adverse effects on the environment; (iv) minimise off-site impacts
- Industrial uses are consolidated to confine impacts to Industrial Areas, or other locations where such impacts do not significantly affect amenity.
- Industrial activities are consolidated to provide cost effective infrastructure.
- Regionally focused, transport reliant, industrial activities are located in areas close to the Warrego Highway.
- Amenity is maintained for surrounding land uses by buffering industrial uses.

4.7.6 Community Purpose Areas

In our opinion there are no assessment benchmarks under the Community Purpose Areas Code requiring further consideration.

4.7.7 Overlays

Areas of Natural and Environmental Significance – Bushfire Prone Areas

A relevant overall outcome from the Areas of Natural and Environmental Significance Overlay Code identified that “*development within areas identified as medium and extreme bushfire risk are protected with appropriate measures to reduce fire risk*” (Section 6.7.2(2)). An excerpt of the bushfire prone areas mapping of the subject land is included at **Figure 8** below.

Figure 9: Bushfire Prone Area Mapping of the Subject Land



Source: Gatton and Laidley Shire Planning Scheme Interactive Mapping, 2023

4.7.8 Zone

The planning scheme includes the subject land within the Rural landscape and Industrial zones as set out in **Figure 9**.

Figure 10: Zoning Map of the Subject Land



Source: Gatton and Laidley Shire Planning Scheme Interactive Mapping, 2023

4.7.9 Rural Uses Code

Section 6.15 of the planning scheme contains the Rural uses code. The overall outcomes sought are:

- Agricultural land is preserved as a key economic resource.
- Agricultural, farming activities, and intensive animal uses avoid significant adverse effects on the natural environment.
- Compatible land uses are encouraged to protect the rural scenic values of the Shire and protect Good Quality Agricultural Land.
- There are no significant impacts on rural amenity, or the quiet enjoyment of the surrounding community.

The Rural uses code contains a range of specific outcomes relevant to the assessment of the proposed development, including:

- The development is of a scale generally compatible with the surrounding amenity having regard to the existing character of the locality.
- Noise generated by the use does not exceed acceptable levels of noise in the surrounding neighbourhood.
- The manoeuvring of vehicular traffic both on and offsite does not compromise human safety and ingress and egress of heavy vehicles does not result in damage to public or private property.
- The use does not generate unacceptable levels of dust nuisance.
- The use complies with the requirements set out in planning scheme Policy No. 4 – Preparation of Landscape Management Plans.
- The use does not cause a net increase in sediment, nutrient or other contaminant loadings to any waters.
- The use does not cause odour emissions capable of causing environmental nuisance.
- The use does not result in soil salinity, contamination or erosion.
- The use complies with the requirements set out in planning scheme Policy Number 3 – Preparation of Environmental Management plans.



- Outdoor lighting;
 - a. provides consistency with the character of the locality, and a sense of security;
 - b. meets the visual requirements of the use; and
 - c. does not cause an unreasonable disturbance to adjoining uses because of light emission.

4.7.10 Industrial Areas

Section 6.13 of the planning scheme contains the Industrial uses code. The overall outcomes sought are:

- Industrial development in the Shire is located in an efficient, equitable and ecologically sustainable manner to the needs of the local and regional community.
- The range of industries reflect the economic potential of the Shire.
- Land uses that will not inhibit the future development of the area for industrial use are provided.
- Industrial development preserves the amenity and ecological health of the Shire.

The Industrial uses code contains a range of specific outcomes relevant to the assessment of the proposed development, including:

- A range of services, trades and other industrial related uses that are compatible with other development is provided.
- The type and scale of development is located, designed and managed to:
 - » maintain the safety of people and works
 - » maintain amenity for surrounding land uses through buffering
 - » avoid significant adverse effects on the environment
 - » minimise off-site impacts
- Suitable land for local and sub-regional industrial activities, at locations within the Shire, is provided
- Industrial uses are consolidated to confine impacts to Industrial Areas, or other locations where such impacts do not significantly affect amenity.
- Industrial activities are consolidated to provide cost effective infrastructure.
- Regionally focused, transport reliant, industrial activities are located in areas close to the Warrego Highway.
- Amenity is maintained for surrounding land uses by buffering industrial uses.

4.7.11 Temporary Local Planning Instrument

Temporary Local Planning Instrument 2022 Flood regulation (Overland flow paths) was in effect when the development application was properly made. TLPI 2022 regulates development within flood prone areas of the Lockyer Valley Region and affects the operation of the planning scheme by introducing a Flood hazard overlay and Flood hazard overlay code which includes assessment benchmarks for development within the overlay. Given the extent of the mapping over the subject land and the location of the proposed development, no further consideration against the TLPI is required. **Figure 8** below includes the TLPI flood mapping of the subject land.

Figure 11: TLPI Flood Hazard and Overland Flow Path Mapping of the Subject Land



Source: Gatton and Laidley Shire Planning Scheme Interactive Mapping, 2023



5 Discussion of Assessment Against Benchmarks

5.1 Summary

Assessment under the Act is required against the assessment benchmarks. The key planning issues arising from the proposal against the assessment benchmarks, and a summary of the assessment, is outlined below, and includes:

- The Regional Plan
- Assessment of the suitability of the proposed land use
- Rural amenity
- Traffic
- Assessment against the planning scheme outcomes for the rural landscape area and industrial area
- Stormwater
- Acoustic aspects.

The assessment also includes consideration of a properly made submission and relevant matters.

5.2 The Regional Plan

As set out in Section 4.2 and 4.6 of this report, the SEQ Regional Plan is a State interest not reflected in the Laidley Shire planning scheme, and consistent with the *Planning Regulation 2017* required to form part of the assessment benchmarks.

Development involving urban activities located in the RLRPA requires assessment where the Regional Plan is a State interest and not incorporated into the Laidley Shire planning scheme. Chapter 4 of the Regional Plan identifies that Chapter 3 Part A Goals elements and strategies and Chapter 3 Part C Sub – regional directions are the assessable components of the Regional Plan.

Chapter 3 Part A sets out the Goals, elements and strategies which are the policy framework for SEQ for the next 25 years. Although these goals, elements and strategies are necessarily at a region wide level they still have application at a local level for assessment of development. The following assessment against relevant parts of Part A are set out below:

Goals, elements and strategies	Assessment comments
Grow – efficient land use (Element 1)	Although urban development is focussed in the Urban footprint a small extension of existing industry recognised in the planning scheme is considered not to compromise the majority of growth occurring in the Urban footprint.
Grow – growing rural towns and villages	Additional land being used for a warehouse at this location is not considered to compromise the broader growth and development of rural towns in the Lockyer Valley region. No fragmentation of rural land will result and no impact on productive agricultural land is expected. The proposal is considered to integrate with the existing industrial node.
Prosper – economy	The proposal generates limited employment except during construction. These elements have limited relevance.



Prosper – rural prosperity	The proposal supports this small industry node at Hatton Vale. However it has limited or no value adding at a region wide or SEQ wide scale.
Connect – efficient movement system	The proposal is located adjacent to the existing Industrial Zone. In that way the proposal is not creating a new industry destination, but allowing for a logical extension of the existing industry node.
Sustain – water sensitive communities	Protection of water quality is a regional and local priority. Conditions are considered appropriate to manage stormwater run off.
Live – local character	The proposal is not considered to detract from the rural character of the locality based on the proposal's location adjacent to the existing Industrial zoned land, and adjoining a cemetery.

Part C of the Regional Plan sets out the sub-regional directions. The Western sub region comprises Ipswich, Lockyer Valley, Scenic Rim, Somerset and Toowoomba (part) local government areas. Most of this sub regional narrative identifies the region wide growth opportunities, rather than smaller scale nodes or industry nodes relevant to the Summerholm and Warrego Highway node. The western sub regional narrative identifies the importance of the rural production and rural industry. As stated previously the proposal is a small scale and located on a site unlikely to be used for rural production purposes.

5.3 Assessment of the Suitability of the Proposed Land Use

5.3.1 Strategic Planning Consideration

An assessment of the suitability of the proposed land use requires a strategic view, as well as a more local and specific assessment of the proposed development. In strategic planning terms, the land is located in a sparsely populated and rural part of the Lockyer Valley region, in a location containing primarily rural residential and agricultural uses.

Over time the intersection of Summerholm Road and Warrego Highway (inclusive of the site) has developed as a discrete grouping of commercial, industrial and community use businesses and activities with convenient access to and visibility from the highway.

These commercial businesses are recognised in the Lockyer Valley planning scheme with the majority of the site containing the existing uses in the Industrial zone. The proposed use extends into the Rural landscape zone.

As set out in Section 5.2 above Shaping SEQ recognises the importance in Regional landscape and rural production areas of balancing rural values of the land, as well as economic activities and 'hard to locate' activities that need to be located distant from population centres. This is also contemplated by the planning scheme provisions which broadly seek:

- Industry / business in a convenient location that best serves the community.
- To maintain the viability of rural business to ensure they are not undermined.
- Business opportunities which add value to and are compatible with the existing rural economy.
- Opportunities for primary industries that reflect the economic potential of the area.
- To maintain the rural environment and scenic values / avoid these aspects being compromised.



- Consolidation of industrial uses in industrial areas to minimise impacts.

The assessment against the strategic components of the Laidley Shire planning scheme needs to be completed in view of the facts and circumstances of the application:

- The use is small scale
- The use has limited or no impacts on rural amenity, and where there are impacts, conditions can be applied to reduce or appropriately ameliorate impacts
- The use adjoins an Industrial Zone in a recognised² industry, commercial and emergency services³ node at Summerholm Road and the Warrego Highway
- The use is an extension of a use already operating adjoining the premises (Warehouse, for the purposes of self storage).
- The use if approved would move the non residential or non rural uses a distance of approximately 20m further south to adjoin a Cemetery (included in a Community Use Zone)
- There is a need for the use, based on the existing self storage units current utilisation, and the addition of the self storage units to address demand.

From a strategic planning point of view, and in consideration of the Laidley Shire planning scheme strategic framework provisions, the proposed development is not considered the scale or location to be in conflict with the strategic benchmarks of the planning scheme. On the contrary the small scale of the proposed use provides additional utility to residents of the Shire seeking self storage facilities, and is a minor extension of an existing non residential node at Hatton Vale.

The proposed development is considered to be conveniently located on the Warrego Highway at the intersection of Summerholm Road (which provides a north-south link in the locality) inbetween other commercial nodes along the highway i.e. Plainland, Hatton Vale.

The planning scheme provides the planning framework for this part of the region, and specifically seeks a range of high-level outcomes for the former Shire's rural areas. The proposal is not considered to compromise the achievement of the strategic direction of the planning scheme, including:

- Protecting the high scenic amenity of the Shire. The use is behind existing industrial and non rural uses when viewed from the highway. It would be difficult to perceive a difference in scenic amenity and on balance, would not detract from scenic amenity.
- Maintaining and protecting rural amenity. The proposal is unlikely to detract from the rural amenity of the area. Appropriate screening and conditions of hours of operation would be appropriate to address these aspects. The proposal is for a warehouse (self storage) which generates limited noise.
- The appropriate location of industry, business and employment. The location has a nexus with the existing self-storage facility located within the north of the subject land. Although outside of an Industrial Zone the proposed development is a minor extension up to the boundary of a community use (cemetery).

Although the use is extended into a Rural area, there is not considered to be a detrimental impact on rural amenity, or rural values of the area. The use is a small scale use, and is not used for productive rural use, given its size and location adjoining non rural and non residential uses.

It is not considered that the proposed use will impact the strategic directions and strategic assessment benchmarks of the Laidley shire planning scheme.

In addition, although the Laidley planning scheme expects non rural industry activities to be located in industry areas, the small scale extension for self storage units is not a use or scale that is considered to undermine the directions of the planning scheme.

² The Summerholm and Warrego Highway node is included in an industrial zone and as a result, considered to be recognized by the Laidley Shire planning scheme.

³ The rural fire brigade depot is considered an emergency services or community use activity.



5.3.2 Other planning scheme assessment benchmarks

The proposed development involves two (2) uses:

- The proposed warehouse
- The proposed access easement.

Rural areas are expected to provide for “agricultural activities and retention of scenic amenity” as a basis for the former Laidley Shires’ economic development. This contrasts with Industrial areas, which are provided to accommodate industry and employment generated uses at locations where infrastructure is able to support their development.

Although the proposed use is not able to meet all of the outcomes contained in the Rural Area Codes, there are merits in the application to allow for a minor extension of a warehouse use, when assessing the proposal against the assessment benchmarks:

- *Predominately used for agricultural purposes.* The existing use of the subject land is not utilised for agricultural purposes, however, the land is a small parcel adjoining non residential uses and not likely to be suitable for large scale agriculture or rural production
- *Protected from fragmentation and ad-hoc development resulting from reconfiguring of lots.* The subdivision included as part of the development is for access purposes only.
- *Development does not result in any net increase in sediment, nutrient or other contaminant loadings to any waters.* Stormwater management is recommended to form part of the conditions of development.
- *The impact of land degradation, including dry-land salinity, erosion and land slip is not increased.* The proposed development is not considered to impact upon the land through degradation.
- *Development maximises the efficient use, extension and safe operation of infrastructure.* The use of an access easement, the low traffic generating use and low infrastructure requirements results in the proposed use not being likely to cause a burden on infrastructure or to compromise the efficient use of infrastructure in the region.

The proposal is not considered to conflict with the following overall and specific outcomes for the Industrial Area Code:

- *Industrial development in the Shire is located in an efficient, equitable and ecologically sustainable manner to the needs of the local and regional community.* Although the scale of the application is not considered to warrant a needs assessment, the extension of an existing warehouse (self storage units) demonstrates that there is a ‘need’ for the development at this location.
- *Industrial development preserves the amenity and ecological health of the Shire.* The proposal is not considered to detrimentally impact on the amenity and ecological health of the Shire.
- *Industrial uses are consolidated to confine impacts to Industrial Areas, or other locations where such impacts do not significantly affect amenity.* The proposed use is not considered to have detrimental impacts to the area, and is located on a site adjoining an industrial zone, extending the industry use to have a common boundary with a cemetery.

Although industry development is best located in industry zones in the former Laidley Shire, the merits of this application weighed against the requirement to locate industry in the industry zone, are such that the proposal is not considered to have a detrimental effect on the orderly development of the Shire or detrimentally impact the locality, rural amenity or productive rural use of the land.

5.3.3 Consideration of outcomes of Industrial Areas

The proposal is considered to be a minor and reasonable extension of the existing industry zone at this location. In this context the proposal is considered to meet the outcomes for Industry Areas including:

- The proposal is compatible with and an extension to the existing industry.
- The type and scale of development is located, designed and managed to:



- » maintain amenity for surrounding land uses through buffering, in terms of a condition of development recommended to apply, and in relation to the scale and limited impact on amenity (Rural amenity is discussed in more detail)
- » avoid significant adverse effects on the environment
- » minimise off-site impacts
- The proposal allows for suitable additional land for local industry activities
- The proposal does not compromise the existing industry land at this location, which is currently fully utilised
- The proposal does not detrimentally impact on infrastructure.
- The proposal reinforces transport reliant, industrial activities which are located in areas close to the Warrego Highway.
- Amenity is maintained for surrounding land uses by buffering industrial uses.

5.4 Traffic

The application material identifies that the site has been designed to ensure all vehicles (up to a medium rigid vehicle) can appropriately manoeuvre throughout the site and enter and exit in a forward gear. The application material also identifies that all internal movement areas allow for one-way traffic to improve traffic flow and minimise conflicts between users.

No advice is provided as to how this is to be managed or implemented. A condition is recommended for the applicant to sign off internal vehicle movements for the use.

There has been no advice on traffic generation provided with the application although it is acknowledged that self storage facilities are low traffic generating activities.

5.5 Rural Amenity

The Rural uses code, in particular, identifies overall outcomes for amenity, including the following:

- *Compatible land uses are encouraged to protect the rural scenic values of the Shire and protect Good Quality Agricultural Land*
- *There are no significant impacts on rural amenity, or the quiet enjoyment of the surrounding community.*

The current rural amenity of this part of Summerholm Road is characterised by rural or rural residential living, with minimal agricultural activities which is impacted by the adjoining industry uses.

The proposal is not considered to detrimentally impact on the rural amenity of the locality in relation to:

- Visual impacts. The use is considered to form part of an existing non rural /non residential node recognised by the planning scheme. The proposed use is not expected to further detrimentally impact on the visual amenity of the area
- Noise. The proposed use is likely to be a low noise generating activity. Notwithstanding the hours of operation are recommended to be regulated.

An important element of the amenity of this node and this area is the mature vegetation associated with the northern part of the cemetery and the rear (west) of the house. The application does not identify the extent of the tree clearing, or the location of this significant vegetation. It is recommended that an amended plan show the extent of trees to be retained within the premises, as well as identifying the location of the fig tree on the adjoining premises (cemetery) to identify how the proposed development protects this vegetation, which currently contributes to the visual amenity of this industry area. Conditions may be appropriate to retain some of the existing vegetation on the site to enhance the rural amenity of the premises and better recognise the edge of the industrial node to the cemetery/ rural living area.



The application also does not address the rural (or rural living) edge to the proposed development. Although small in scale, the extent of screen fencing and extension of industry use boundary warrants better consideration of the use of landscaping to ensure this southern edge is recognised as the limit to the industry extension, and the onus on preserving rural amenity and creating a landscape buffer to the rural / rural living edge needs to be addressed.

As a result it is recommended an amended plan be submitted that shows a landscape edge or landscaping 'nodes' on the southern side of the proposal to accommodate reasonable planting. Alternatively, if the assessment period cannot be extended or there is no agreement to extend the assessment period, a condition is recommended to provide the submission of amended plans that provide a landscape edge or nodes along the southern boundary, with the inclusion of planting including species to grow above the height of the fence. Car parking may need to be located on the western side of the use.

Although the southern edge of the proposal is adjoining a cemetery, this edge is highly visible to the submitters property to the west, and additional landscaping is likely to improve the outlook and visual amenity of the rural properties to the west.

5.6 Stormwater

Stormwater considerations are recommended to be addressed by requiring a stormwater management report. A stormwater management plan is recommended to be conditioned to address stormwater quality.

5.7 Acoustic

In the absence of any acoustic reporting the hours of operation and acoustic screen fence are recommended to address acoustic considerations.

5.8 Submitter Concerns and Community Expectations

The proposal is opposed by one (1) resident in the locality for the following reasons:

- Amenity concerns including waste disposal, contaminants, lighting, and vegetation
- Fire management
- Acoustic screen fencing
- Traffic impacts at the junction of the proposed easement and Summerholm Road, and the impact of increased traffic on surrounding residences and the highway
- Impact of the proposed flyover on traffic
- 'Hoon element' along Summerholm Road and the junction with Warrego Highway
- Retention of the existing house
- The expected use of the rear portion of the property
- Impact on natural spring-fed dam at the rear of the property.

The issues of traffic generation, acoustics and rural amenity are addressed in the discussion above.

Issues in relation to traffic in the broader area, or overpass issues, are not considered to be relevant to the assessment of the proposed use.

A rubbish bin is recommended to be provided for incidental rubbish disposal (rather than industrial scale bins).

Lighting is recommended to be addressed by an appropriate condition to ensure compliance with Australian standards.



5.9 Relevant matters

Section 45(5) of the Planning Act 2016 sets out that impact assessment is an assessment that:

- (a) must be carried out—*
 - i. against the assessment benchmarks in a categorising instrument for the development; and*
 - ii. having regard to any matters prescribed by regulation for this subparagraph; and*
- (b) may be carried out against, or having regard to, any other relevant matter, other than a person's personal circumstances, financial or otherwise.*

Examples of another relevant matter –

- a planning need*
- the current relevance of the assessment benchmarks in the light of changed circumstances*
- whether assessment benchmarks or other prescribed matters were based on material errors”*

As a result, the Council (or the Planning and Environment Court) may consider relevant matters in its decision. In my opinion there are a number of relevant matters that Council could have regard to, in deciding the application, as set out below:

- The use is a minor extension of the industrial activities which are included in a Industrial zone in the Laidley Shire planning scheme
- The use adjoins a recognised industrial node and a cemetery, and as a result has unique circumstances that warrants a minor extension of the industry use at this location
- Need is considered to be relevant and supported for the proposed use, on the basis that the proponent currently operates a self storage centre and is expanding the self storage further.



6 Findings and recommendations

This report has been prepared by Gaskell Planning Consultants ('GPC') on behalf of Lockyer Valley Regional Council ('Council') to conduct an independent assessment of a development application and provide recommendations prior to a full Council decision.

The development application has been made over land located at 2 and 4 Summerholm Road, Hatton Vale QLD 4341 and described as Lots 1 and 2 on RP815108. The development application seeks a Development Permit for a Reconfiguring a lot (access easement) and a Material change of use (warehouse). Council's development application reference is MC2023/0003 and RL2023/0004.

This independent assessment report provides for an objective review of the facts and circumstances of the proposed development and provides an assessment against assessment benchmarks, including the Laidley Shire Council Planning Scheme 2003 and State planning framework. This independent report makes the following recommendations and findings.

1. Some non compliance with the assessment benchmarks and policy framework is recognised, including the strategic directions for Laidley Shire planning scheme and the Rural Zone.
2. However, there are factors which are able to address the apparent non compliance with assessment benchmarks due to consideration of the following aspects of the proposal:
 - (a) The use is small scale
 - (b) The use has limited or no impacts on rural amenity, and where there are limited impacts, conditions can be applied to reduce or appropriately ameliorate impacts
 - (c) The use adjoins an Industrial Zone in a industry, commercial and community use node at Summerholm Road and the Warrego Highway which is recognised by the Laidley Shire planning scheme.
 - (d) The use is an extension of a use already operating adjoining the premises (Warehouse, for the purposes of self storage).
 - (e) The use if approved would move the non residential or non rural use boundary a distance of approximately 20m further south to adjoin a Cemetery (included in a Community Use Zone) which is a rationalisation and minor change to the boundaries to the non residential uses at this location
 - (f) There is a need for the use, based on the existing self storage units' current utilisation, and the addition of the self storage units to address demand.
3. The application does not adversely affect rural amenity and does not adversely impact rural production. The location of the use is at a location which is unlikely to be used for major intensive rural production due to the small size being utilised for the warehouse and the configuration of smaller allotments close to the Warrego Highway.
4. The merits of the application allow a small scale industry use to service local demand for storage units at this location, and to rationalise the boundary of the industry use adjoining a cemetery.
5. On the basis set out above the application is recommended to be approved.
6. A number of conditions are recommended to address issues raised in the assessment which are summarised below:
 - (a) A condition to provide landscaping on the southern edge of the proposed development
 - (b) A stormwater management plan
 - (c) Restricting the hours of operation to reflect the close proximity of the nearby dwelling
 - (d) Clarification on the retention of mature vegetation on the land and the distance of the proposed use from the significant tree in the adjoining cemetery allotment
 - (e) A condition that certifies on site traffic arrangements.



Appendix A: Development Assessment Mapping



Matters of Interest for all selected Lot Plans

SEQ Regional Plan land use categories
Queensland waterways for waterway barrier works
Water resource planning area boundaries
Great artesian water resource plan area
State-controlled road
Area within 25m of a State-controlled road

Matters of Interest by Lot Plan

Lot Plan: 1RP815108 (Area: 14120 m²)
SEQ Regional Plan land use categories
Queensland waterways for waterway barrier works
Water resource planning area boundaries
Great artesian water resource plan area

Lot Plan: 2RP815108 (Area: 34650 m²)
SEQ Regional Plan land use categories
Queensland waterways for waterway barrier works
Water resource planning area boundaries
Great artesian water resource plan area
State-controlled road
Area within 25m of a State-controlled road

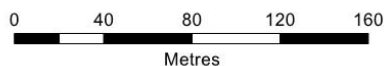


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Legend

Queensland waterways for waterway barrier works

- 1 - Low
- 2 - Moderate
- 3 - High
- 4 - Major



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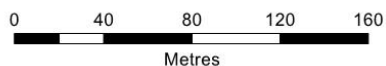
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Legend

Water resource planning area boundaries
Water resource planning area boundaries



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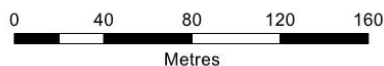
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Legend

Great artesian water resource plan area



Great artesian water resource plan area



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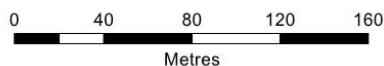


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Legend

SEQ Regional Plan land use categories

- Regional Landscape and Rural Production Area
- Urban Footprint
- Rural Living Area

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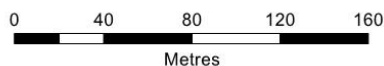
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Legend

- Area within 25m of a State-controlled road
- Area within 25m of a State-controlled road



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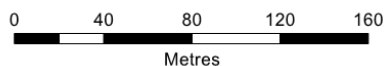


Legend

State-controlled road



State-controlled road



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Appendix B: State Planning Policy Mapping

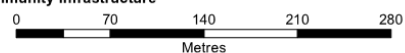


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State Planning Policy
Making or amending a local planning instrument
and designating land for community infrastructure

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Legend


Drawn Polygon Layer

Override 1

Cadastral (5k)

 Cadastral (5k)


Water resource catchments

 Water resource catchments

State-controlled road

 State-controlled road

Flood hazard area - local government flood mapping area

 Flood hazard area - local government flood mapping area



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

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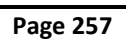
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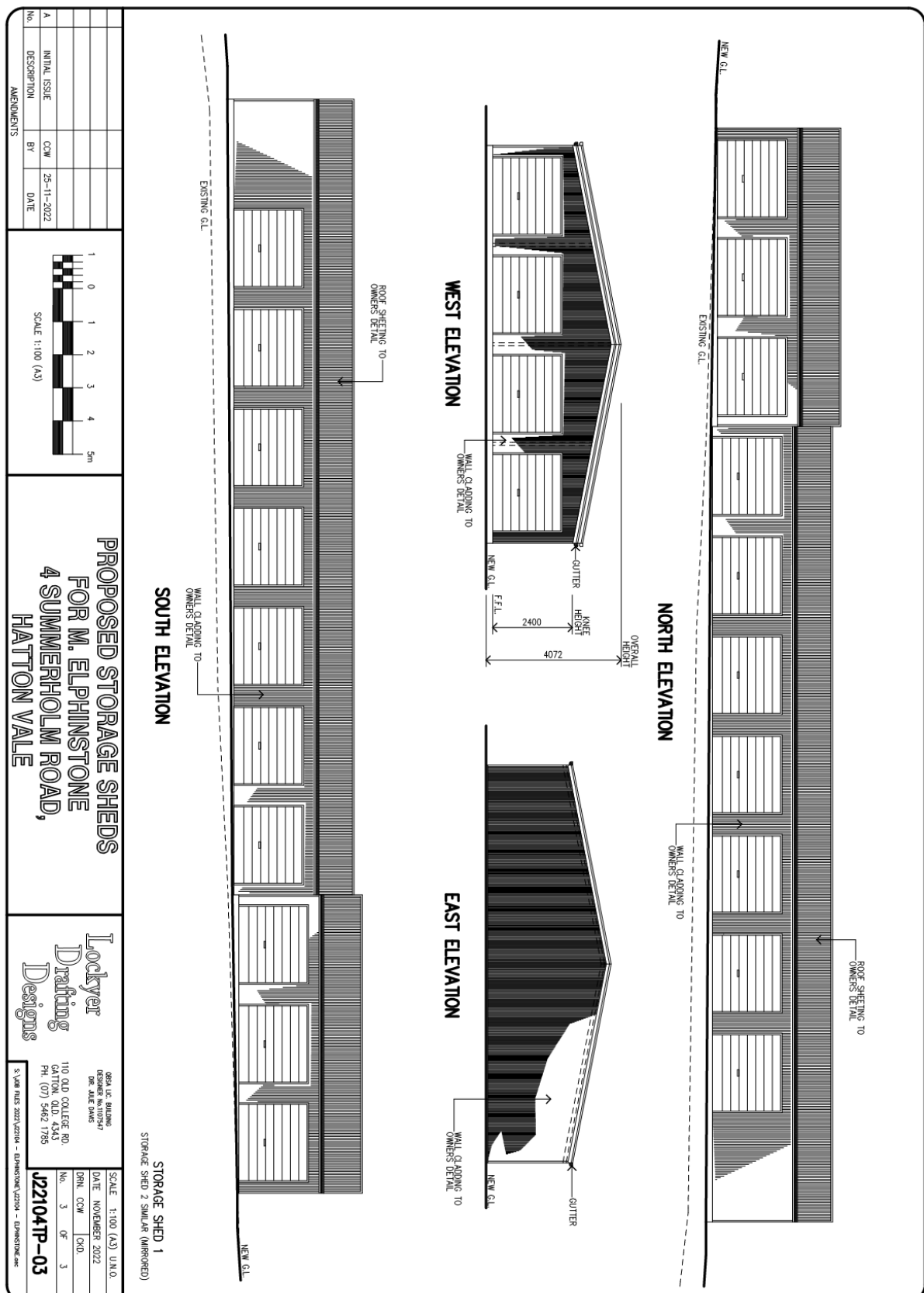


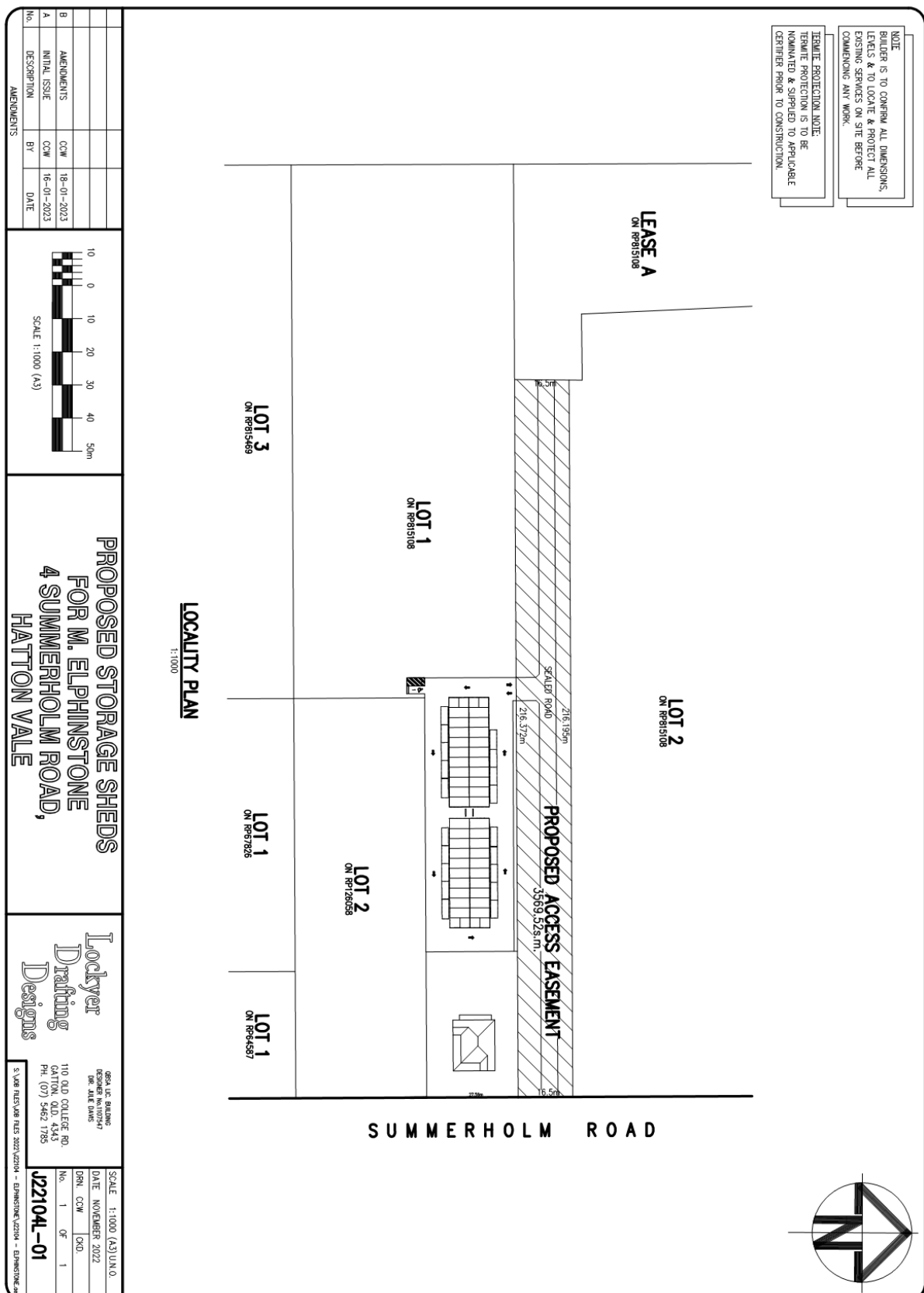
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12.4 Commencement of Public Consultation of the Draft Lockyer Valley Planning Scheme**Author:** Prudence Earle, Senior Strategic Planner**Responsible Officer:** Jason Harm, Acting Group Manager Community and Regional Prosperity

Purpose:

The purpose of this report is to seek Council's approval to start public consultation of the Draft Lockyer Valley Planning Scheme ('the Scheme').

Officer's Recommendation:

THAT Council receive correspondence dated 29 June 2023 from the Chief Executive of the Department of State Development, Infrastructure, Local Government and Planning providing conditional approval to proceed to public consultation of the Draft Lockyer Valley Planning Scheme ('the Scheme'); and

THAT Council undertake public consultation of the Draft Lockyer Valley Planning Scheme in accordance with the *Planning Act 2016*, the Minister's Guidelines and Rules and the approved communications strategy, noting the Draft Lockyer Valley Planning Scheme has been amended in accordance with Conditions 1-4 of the Chief Executive's correspondence of 29 June 2023.

Executive Summary

Council has received conditional approval from the Chief Executive of the Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) to undertake public consultation of the Draft Lockyer Valley Planning Scheme ('the Scheme').

Proposal

Councillors have access to the latest version of the Scheme and associated mapping through the Lockyer Valley Planning Scheme portal.

Council endorsed an earlier version of the Scheme at its 30 November 2022 Special Meeting. That version of the Scheme was sent to the DSDILGP for State Interest Review. Following ongoing liaison with the State government, a revised version of the Scheme addressing some matters raised by the State departments was provided to the DSDILGP on 15 May 2023.

Council received correspondence from the Chief Executive of DSDILGP dated 29 June advising he was satisfied the version of the Scheme submitted on 15 May 2023 appropriately integrates state interests, subject to conditions, and that Council may now proceed to public consultation in accordance with the approved communications strategy. Further advice was also provided to enhance state interest integration.

Receipt of the Chief Executive's correspondence completes Step 7 (State Interest Review) of the tailored process for the making of the Scheme, which was approved by the Minister on 25 January 2018 in accordance with Section 18(3) of the Act. Council can now undertake Steps 8 to 10 of the tailored process. These steps are:

- Step 8: Council makes any required changes to the Scheme resulting from the State Interest Review and conditions and prepares the Scheme for public consultation.

- Step 9: Council undertakes public consultation in accordance with the public notice requirements of the Act, the Minister's Guidelines and Rules and the communications strategy.
- Step 10: Council must consider all properly made submissions and may consider other submissions. Council must prepare a consultation report about how properly made submissions have been dealt with and:
 - a. provide the report to each person who made a properly made submission; and
 - b. make the report available to view and download on the Council's website; or
 - c. make the report available for inspection and purchase in each of the local government's offices.

Conditional approval to proceed to public consultation of the Scheme

The Chief Executive has advised of the completion of State interest review and provides conditional approval to undertake public consultation of the Scheme. The Chief Executive also requested a copy of the revised Feasible Alternatives Assessment Report (FAAR) by provided to the Minister prior to public consultation commencing.

The Chief Executive conditions are as follows:

NO.	CONDITION	TIMING
1.	Amend the Table of Assessment for the Rural zone such that Intensive animal industries require code assessment only unless they are an Environmentally Relevant Activity.	Before public consultation
2.	Amend the Rural uses code to ensure the separation distances for poultry farms are based on current best practice guidelines, i.e. <i>Guide 1 Assessment guide, November 2021, Agrifutures Australia and Development of Meat Chicken Farms in Queensland – July 2016, State of Queensland.</i>	Before public consultation
3.	Update the Strategic Framework and Biodiversity overlay mapping to reflect the most current Matters of State Environmental Significance (MSES) regulated vegetation mapping.	Before public consultation
4.	Update the Biodiversity overlay map to reflect the most up-to-date MSES regulated vegetation mapping.	Before public consultation
5.	Complete a heritage study to identify places of local cultural heritage significance.	By 29 June 2025
6.	Commence a planning scheme amendment process to include places of local cultural heritage significance as identified in the study.	By 29 June 2025

Council officers have amended the Scheme in accordance with Conditions 1 to 4, and the FAAR will be provided to Minister once finalised.

Funding has been provided in the 2023/24 budget to commence a cultural heritage study to comply with Conditions 5 and 6.

The Chief Executive advice is as follows:

ADVICE	TIMING
Consult with the Traditional Owners and the Department of Seniors, Disability Services and Aboriginal and Torres Strait Island Partnerships (DSDSATSIP) in accordance with the communications strategy. Council is encouraged to consult with DSDSATSIP prior to commencing consultation to ensure its consultation strategy identifies the current and appropriate contacts for consultation.	During public consultation

Continue to consult with DSDILGP throughout the preparation of the Lockyer Valley Growth Management Strategy and other <i>ShapingSEQ</i> implementation actions.	During public consultation
Continue to work with the Department of Resources in finalising the review of the zoning of State land prior to submitting the Scheme for adoption.	Prior to submission of the Scheme for adoption

Public Consultation

To complete public consultation, Council must:

- publish at least one public notice about the proposal to make the Scheme in a newspaper circulating in the local government area;
- keep the Scheme available for inspection and purchase for a consultation period of at least 40 business days after the public notice is published; and
- ensure that the notice states that any person may make a submission about the Scheme during the consultation period.

Previous Council Resolutions

Council has undertaken the following resolutions for the draft Lockyer Valley Planning Scheme:

Resolution No.	Date	Action
16-20/0736	22 November 2017	Resolution to make a planning scheme in accordance with Section 18 of the <i>Planning Act 2016</i> .
16-20/1299	27 March 2019	Endorsed the Draft Lockyer Valley Planning Scheme 2019 for State Interest Review.
20-24/0691	30 November 2022	Endorsement of the Draft Lockyer Valley Planning Scheme for State Interest Review.

Critical Dates

An indicative timeframe for public consultation and next steps to facilitate adoption of the Scheme are supplied below. The timeline shown is the minimum that could be expected to be achieved. Matters that will affect the achievement of the timeline include:

- the number of submissions received and the matters raised; and
- the nature of any revisions to the Scheme (such as the extent of changes made in response to matters raised in submissions).

Action	Indicative Timeframe
Preparation of the Scheme for public consultation: <ul style="list-style-type: none"> • Printing of materials • Uploading documents and maps to IsoVist 	Before the end of July 2023
Public consultation for a minimum of 40 business days	August 2023 to September 2023
Consideration of submissions <ul style="list-style-type: none"> • Make changes in response to submissions • Prepare a consultation report • Inform submitters of Council's response to their submission 	October 2023
Council resolves to progress the Scheme and requests the Minister's endorsement to adopt the Scheme.	November 2023

Action	Indicative Timeframe
The Minister supplies a notice to adopt the Scheme	December 2023
Council resolves to adopt the Scheme	December 2023

Strategic Implications

Corporate Plan

4. Lockyer Planned: Finalise and adopt the Lockyer Valley Planning Scheme.

Finance and Resource

Budget implications will continue to be addressed through existing allocations.

Legislation and Policy

The process for making of the Scheme must be following in accordance with the *Planning Act 2016*, the Minister's Guidelines and Rules and the Chief Executive's notice for the making of the Scheme under section 18(3) of the Act.

Once the Scheme is publicly notified, the Coty Principle will apply, meaning the Scheme may be considered when deciding development applications under the current planning Instruments.

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

Consultation

Councillor Consultation

Councillors have been regularly updated about the actions for the preparation of the Scheme and public consultation.

Internal Consultation

The Engagement and Communications Team has been regularly engaged in the preparation of public notification processes and documents for the Scheme over the last year.

Community Engagement

This report seeks Council's endorsement to start public consultation in accordance with the *Planning Act 2016*, the Minister's Guidelines and Rules and the Chief Executive's notice under section 18(3) of the Act.

Attachments

There are no attachments for this report.

12.5 Make Planning Scheme Policies for Lockyer Valley Planning Scheme**Author:** Prudence Earle, Senior Strategic Planner**Responsible Officer:** Jason Harm, Acting Group Manager Community and Regional Prosperity

Purpose:

The purpose of this report is to seek a Council decision to make Planning Scheme Policies ('PSPs') to support the Draft Lockyer Valley Planning Scheme ('the Scheme') under the *Planning Act 2016* and Chapter 3 of the Minister's Guidelines and Rules.

Officer's Recommendation:

THAT Council decide to make Planning Scheme Policies to support the Draft Lockyer Valley Planning Scheme in accordance with Chapter 3 of the Minister's Guidelines and Rules.

Executive Summary

Council must decide to make Planning Scheme Policies ('PSPs') to support the Draft Lockyer Valley Planning Scheme. The process to make PSPs follows a separate process to that of making a planning scheme, as such a resolution specifically relating to the PSPs must be made.

Proposal

Under Section 8 of the *Planning Act 2016*, a planning scheme policy ('PSP') is a local planning instrument that can be adopted by a local government. The process of making a PSP is separate from the process of making a Planning Scheme. Council has yet to make a resolution to make PSPs to support the Draft Lockyer Valley Planning Scheme.

The process to make PSPs is set out under Section 22 of the *Planning Act 2016* and Chapter 3 of the Minister's Guidelines and Rules. Council is required to decide to make PSPs prior to proceeding to public consultation. Draft PSPs have been prepared to support the Draft Lockyer Valley Planning Scheme which has recently completed State interest review and is ready for public consultation.

It is proposed that several Draft PSPs undergo public consultation at the same time as the Draft Planning Scheme. The remaining Draft PSPs which are still being finalised will undergo consultation a later date.

Previous Council Resolutions

Council has made a resolution to make a Planning Scheme, but at this time has not made a decision to make PSPs in support of the Scheme.

Critical Dates

Council must decide to make PSPs before proceeding to public consultation on the Draft PSPs.

Strategic Implications**Corporate Plan**

4. Lockyer Planned: Finalise and adopt the Lockyer Valley Planning Scheme.

Finance and Resource

Budget implications will continue to be addressed through existing allocations.

Legislation and Policy

The process for making PSPs must follow Section 22 of the *Planning Act 2016* and Chapter 3 of the Minister's Guidelines and Rules. The steps to make PSPs under the Minister's Guidelines and Rules are outlined below:

1. The Local government decides to make a PSP.
2. The Local government must carry out public consultation on the proposed PSP for a least 20 business days.
3. The Local government must prepare a consultation report about how it has dealt with properly made submissions.
4. Local government must give the chief executive a copy of:
 - a. the public notice, if adopted,
 - b. a certified copy of the PSP as adopted or amended including an electronic copy of the amendment or instrument.
 - c. a copy of all electronic planning scheme spatial data files (mapping) relevant to the PSP.

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

Consultation

Portfolio Councillor Consultation

Councillors have been regularly updated about the actions for the preparation of the Scheme and associated PSPs.

Internal Consultation

Internal consultation with several business units has occurred on PSPs for the Scheme.

External Consultation

The Department of State Development, Infrastructure, Local Government and Planning and other State agencies have been given copies of the proposed PSPs. Draft versions of the PSPs were sent to the State government as part of the State interest review process for information purposes. As part of the State interest review, the relevant State agencies have supplied guidance and further advice about the PSPs.

Community Engagement

Public consultation can occur once a Council decides to make the PSPs in accordance with Chapter 3 of the Minister's Guidelines and Rules.

Attachments

There are no attachments for this report.

12.6 Professional Development Applications - Regional Arts Development Fund (RADF) Grant Program**Author:** Nicole Kilah, Coordinator Libraries & Galleries**Responsible Officer:** Jason Harm, 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) Quick Response Panel regarding Professional Development (out of round) Applications.

Officer's Recommendation:**THAT Council**

- 1. Endorse the recommendations of the Regional Arts Development Fund (RADF) Quick Response Panel and allocate RADF funds totalling \$994 to the following applicants:**
 - Michelle Taylor-Holmes \$399
 - Therese Miers \$200
 - Neil Moorhead \$295
- 2. Receive and note the discussion paper regarding these applications held on 23 June 2023.**

Executive Summary

Three Professional Development Quick Response applications were assessed by a Panel on the 23 June 2023. These are an out of round funding application and outcomes are determined within 2 weeks of Council receiving the application. A total of \$2,219 was requested and the panel has endorsed partial funding for all three applicants.

Proposal

Each application was checked against the eligibility criteria and are then assessed by a Panel, consisting of the CEO or his delegate, the RADF Chairperson and a RADF committee member. The panel discusses the value of the funding request, if it is reasonable, is there value for money regarding the professional development, what the applicant will achieve and the outcomes the applicant expects.

The Professional Development Quick Response Funding opened on 13 January 2023. This is an out of round funding which allows applicants to apply for funding throughout the period. The closing date for this funding was 19 June 2023 or until the funds have been fully allocated.

The panel has recommended that all three applicants, Michelle Taylor-Holmes, Theresa Miers and Neil Moorhead all receive partial funding to the total value of \$994. The discussion notes from this panel are attached to this report.

Options

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

Critical Dates

The earliest a project funded under these discussions could be 3 July 2023.

Strategic ImplicationsCorporate Plan

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 Professional Development Quick Response Rounds. Some of this funding was reallocated to Round 2 due limited applications and the approaching end of Financial year.

Legislation and Policy

The applications received under Professional Development were assessed by the panel 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*

Portfolio Councillor Consultation Cr Hagan is a member of the Quick Response Panel.

External Consultation

In addition to Councillor Hagan, one community member is also on the panel.

Community Engagement

Professional Development funding was promoted in the local newspapers, local newspapers, social media channels and within Council's Community eNewsletters.

Attachments

[1](#) RADF Quick Response Panel Discussions 1 Page

Regional Arts Development Fund



RADF Panel Discussion

Date: 23 June 2023

Start: 4.00pm

Chair: Cr Michael Hagan

Minutes: Nicole Kilah

Location: Gatton Library

ATTENDEES:

Cr Mike Hagan	Sallyann Peacock	Nicole Kilah (Delegate of CEO)
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ITEM #	ITEM																								
	<p><u>Reminder about Quick Response Grants for Professional Development</u></p> <p>Applications for Quick Response Grants should include information about the professional development activity and anticipated expenses.</p> <p>Applications for Quick Response Grants will be assessed and decided by a panel of at least two RADF Committee members and Council’s Chief Executive Officer or their delegate. Applicants will be notified within 14 days whether they have been successful.</p>																								
	<p>APPLICATIONS</p> <ul style="list-style-type: none">○ Applications for Professional Development – 3 Applications received including the one that was discussed at the full meeting. <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>Michelle Taylor-Holmes</td><td>Photography Workshop using Smart Devices</td><td>\$1,383</td><td>\$799</td><td>Nil</td><td>\$399</td></tr></table> <p>Discussion: This application is for a photography workshop using a smart device. The workshop is in Cairns and the funding request is for the workshop and flight component. It was decided that we would pay the registration cost only as it was believed that there would be similar courses in SE Qld. The applicant will be given the option to accept the partial funding or to make an adjustment to her application. If an adjustment is made, and the new course is cheaper, the applicant will be required to return the difference.</p> <p>Partially funded</p> <table><tr><td>Therese Miers</td><td>Business plan and branding design</td><td>\$1,700</td><td>\$1,000</td><td>Nil</td><td>\$200</td></tr></table> <p>Discussion: This application is to create a business plan and obtain a branding kit. The panel determined that the branding was not eligible for Professional Development funding and opted to pay for the business plan workshops only.</p> <p>Partially funded</p> <table><tr><td>Neil Moorhead</td><td>Salt Print Workshops</td><td>\$470</td><td>\$420</td><td>Nil</td><td>\$395</td></tr></table> <p>Discussion: This is a Brisbane based workshop not readily available locally. The panel determined that the workshop cost was \$395 so reduced the funding to include only the workshop costs, excluding any booking fees.</p> <p>Partially funded.</p>	Applicant	Project Title	Budget total	Funding request	Conflict of Interest	Funding Allocated	Michelle Taylor-Holmes	Photography Workshop using Smart Devices	\$1,383	\$799	Nil	\$399	Therese Miers	Business plan and branding design	\$1,700	\$1,000	Nil	\$200	Neil Moorhead	Salt Print Workshops	\$470	\$420	Nil	\$395
Applicant	Project Title	Budget total	Funding request	Conflict of Interest	Funding Allocated																				
Michelle Taylor-Holmes	Photography Workshop using Smart Devices	\$1,383	\$799	Nil	\$399																				
Therese Miers	Business plan and branding design	\$1,700	\$1,000	Nil	\$200																				
Neil Moorhead	Salt Print Workshops	\$470	\$420	Nil	\$395																				

Meeting closed at: 5pm

Items for discussion next RADF committee meeting: Provide better guidance to eligible opportunities and the criteria the panel is looking for. Update the application form.

13. INFRASTRUCTURE REPORTS

No Infrastructure Reports.

14. ITEMS FOR INFORMATION**14.1 Chief Executive Officer's Monthly Report - June 2023**

Author: Ian Church, Chief Executive Officer

Responsible Officer: Ian Church, Chief Executive Officer

Purpose:

This report provides Council with a summary of key operational activities undertaken by the Chief Executive Officer's Group during June 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](#) [↓](#) Chief Executive Officer's Monthly Report - June 2023 21 Pages



Executive Office

MONTHLY GROUP REPORT
June 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 July, 2023.

Event/Description	Expenditure	Submission Amount Requested by LVRC	Ineligible Expenditure inc Trigger Points	Approved Amount	Received Amount
Fred Thomas Pedestrian Bridge	\$ 5,190.61	\$ 220,158.93	\$ 55,039.73	\$ 165,119.20	\$ 49,535.76
Unsealed Roads Zone 9	\$ 166,711.36	\$ 234,227.26	\$ 58,556.82	\$ 175,670.44	\$ 108,836.52
Unsealed Roads Zone 2	\$ 119,463.30	\$ 234,376.00	\$ -	\$ 185,977.43	\$ 55,793.23
Unsealed Roads Zone 3	\$ 256,950.39	\$ 388,211.76	\$ -	\$ 375,635.52	\$ 112,690.66
Unsealed Roads Zone 1	\$ 302,254.47	\$ 535,404.80	\$ 129,831.45	\$ 403,858.65	\$ 189,858.03
Liftin Bridge	\$ 51,770.98	\$ 3,653,570.66	\$ 243,428.00	\$ 2,339,378.50	\$ 701,813.55
Unsealed Roads Zone 8 Part 2	\$ 420,819.18	\$ 566,781.76	\$ -	\$ 515,749.32	\$ 458,981.40
Unsealed Roads Zone 8 Part 1	\$ 545,786.13	\$ 689,045.09	\$ -	\$ 641,853.47	\$ 577,668.12
Unsealed Roads Zone 8 Part 3	\$ 322,288.26	\$ 410,117.72	\$ -	\$ 298,006.79	\$ 268,206.11
Sealed Roads Zones 1,2,and 3 Submission 1	\$ 1,868.75	\$ 246,645.95	\$ -	\$ 241,352.19	\$ 72,405.66
Unsealed Roads Zone 10 - Part 1	\$ 1,176.00	\$ 689,329.38	\$ -	\$ 686,821.75	\$ 206,046.53
Old Laidley Forest Hill Road CH 1800 - (Betterment and REPA)	\$ -	\$ 269,006.16	\$ 6,000.00	\$ 269,006.16	\$ 78,901.85
Unsealed Roads Zone 4 - Part 1	\$ 179,512.35	\$ 1,178,563.75	\$ -	\$ 867,359.19	\$ 260,207.76
Unsealed Roads Zone 4 - Part 2	\$ 327,916.44	\$ 1,146,515.28	\$ -	\$ 1,121,366.34	\$ 336,409.90
Unsealed Roads Zones 11-18	\$ -	\$ 152,129.87	\$ -	\$ 129,406.86	\$ 38,822.06
Woolshed Creek Road Floodway CH 400	\$ 344,713.84	\$ 442,230.33	\$ -	\$ 339,694.04	\$ 305,724.64
RCP and RCBC Desilting and Clean Outs	\$ 145,086.20	\$ 211,063.54	\$ -	\$ 184,537.83	\$ 55,361.35
East Egypt Road Landslip	\$ 130,827.92	\$ 4,112,341.97	\$ -	\$ 2,293,795.23	\$ 688,138.57
Berlin Road Landslip	\$ 88,965.52	\$ 2,588,718.51	\$ -	\$ 1,978,527.75	\$ 593,558.33
Sealed Roads Zone 9	\$ 1,868.75	\$ 432,350.36	\$ -	\$ 342,108.58	\$ 102,632.57
Sealed Roads Zone 5	\$ 18,945.01	\$ 1,275,573.38	\$ -	\$ 557,740.92	\$ 167,322.28
Adare Road Floodway	\$ 3,371.19	\$ 183,830.62	\$ -	\$ 183,830.62	\$ 55,149.19
Guardrail Restoration	\$ 189,729.21	\$ 238,986.14	\$ -	\$ 232,393.50	\$ 209,154.15
Sealed Roads Zone 4	\$ 1,868.75	\$ 149,843.59	\$ -	\$ 139,316.02	\$ 41,794.81
Sealed Roads Zone 3	\$ 1,868.75	\$ 149,097.97	\$ -	\$ 145,547.31	\$ 43,664.19
Brightview Road (Betterment and REPA)	\$ 10,350.00	\$ 2,635,899.94	\$ 175,000.00	\$ 2,360,115.98	\$ 655,534.79
Sealed Roads Zone 11 - 18	\$ 13,800.00	\$ 203,344.07	\$ -	\$ 157,466.98	\$ 47,240.09
Mountain View Drive Landslip	\$ 53,520.00	\$ 1,740,042.55	\$ -	\$ 1,531,190.07	\$ 459,357.02
Sealed Roads Zone 1 and Town Extras	\$ 1,868.75	\$ 1,276,265.23	\$ -	\$ 670,367.48	\$ 201,110.24
East Egypt Road Landslip - Site 3	\$ -	\$ 118,098.41	\$ -	\$ 118,098.41	\$ 35,429.52
Unsealed Roads Zone 5	\$ 289,764.98	\$ 1,083,272.31	\$ -	\$ 1,033,685.01	\$ 310,105.50
Unsealed Roads Zone 6	\$ 114,491.90	\$ 1,628,561.44	\$ -	\$ 1,576,557.26	\$ 472,967.18
Unsealed Roads - Zone 10 - Part 2	\$ 197,978.63	\$ 740,144.34	\$ -	\$ 740,144.34	\$ 214,329.63
Sealed Roads Zone 10	\$ 1,725.00	\$ 195,682.98	\$ -	\$ 151,780.62	\$ 45,534.19
Sealed Roads Zone 8	\$ 122,138.67	\$ 991,304.50	\$ -	\$ 709,970.06	\$ 212,991.02
Unsealed Roads Zone 10 - Part 3	\$ 233,693.98	\$ 1,179,746.42	\$ -	\$ 1,124,600.90	\$ 337,380.27
Sealed Roads Zone 2	\$ 16,054.75	\$ 636,898.58	\$ -	\$ 323,026.97	\$ 96,908.09
Sealed Roads Zone 6	\$ 4,887.75	\$ 199,290.86	\$ -	\$ 170,752.95	\$ 51,225.89
Sealed Roads Zone 7	\$ 5,125.41	\$ 136,076.36	\$ -	\$ 104,324.45	\$ 31,297.34
Unsealed Roads Zone 7	\$ 46,956.65	\$ 1,443,212.83	\$ -	\$ 1,365,828.54	\$ 409,748.56
Flagstone Creek Road Rockfall	\$ -	\$ 736,438.78	\$ -	\$ -	\$ -
Reconstruction of Floodway Approaches (Betterment and REPA)	\$ -	\$ 1,698,927.25	\$ 178,000.00	\$ 1,690,733.53	\$ 453,820.06
All Zones Final	\$ 150,966.22	\$ 516,221.38	\$ -	\$ 421,447.60	\$ 126,434.28
Steinkes Bridge Railing	\$ 102,542.02	\$ 37,886.07	\$ -	\$ -	\$ -
Flood Gauge Repairs	\$ 21,470.70	\$ 26,690.44	\$ -	\$ 23,617.77	\$ 7,085.33
Liftins Road Floodway Approaches		\$ 104,512.20			
Project Management Expenditure included in all submissions	\$ 1,221,293.50	\$ -	\$ -	\$ -	\$ -
TOTAL FOR REPA	\$ 6,237,582.27	\$ 37,726,637.72	\$ 845,856.00	\$ 29,087,762.53	\$ 9,947,176.22

BUSINESS IMPROVEMENT & STRATEGY

Audit and Risk Management

The Audit and Risk Management function links to the Corporate Plan by assisting to provide “Compliance with Legislation”.

Audit and Risk Management Committee

The Audit and Risk Management Committee (ARMC) Meeting was held on 12 June 2023. The unconfirmed minutes from this meeting have been included with the 19 July Ordinary Meeting agenda for receipt and noting by Council.

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.

Internal 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	2	1	1	13
Project Management Practices	11	0	1	1	0	9
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	2	0	2
Total	100	16	24	13	2	45

Staff are currently focusing on completing the outstanding recommendations for the Disaster Response and Plant and Fleet Utilisation internal audits. It is expected that these will be substantially complete in time for the August ARMC meeting. Quarterly review sessions will also be conducted by Councils internal audit provider, O'Connor Marsden (OCM), with the responsible officers to assist in completing the remaining outstanding Audit Register recommendations.

A Guideline for the Management of Audit Recommendations was endorsed by the ARMC on 12 June 2023. The purpose of the Guideline is to assist officers responsible for actioning and overseeing the completion of outstanding audit recommendations to complete the process as effectively as possible.

Internal Audit

Internal Audit Plan Activities

Draft reports for the Environmental Compliance Management Review and the Review of Council's Revenue Management practices, (excluding waste charges and rates), have been received from OCM.

Both draft Reports have been provided to the relevant stakeholders to the review the findings and recommendations made prior to the preparation of management responses.

Corporate Risk Management

No action was undertaken during the month of June on Council's Corporate Risk Management function.

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".

Operational Plan 2022-2023 - Fourth and final Quarterly Performance Report

The fourth and final performance update on the Operational Plan 2022-2023 was tasked to officers responsible for completing the reporting during the month of June. The final performance update on the Operational Plan 2022-2023 will be presented to Council for receipt and noting at the July Ordinary Meeting.

Operational Plan 2023-2024

The Operational Plan 2023-2024 was adopted by Council with the Budget on Wednesday 28 June 2023 and has been published on Council's website.

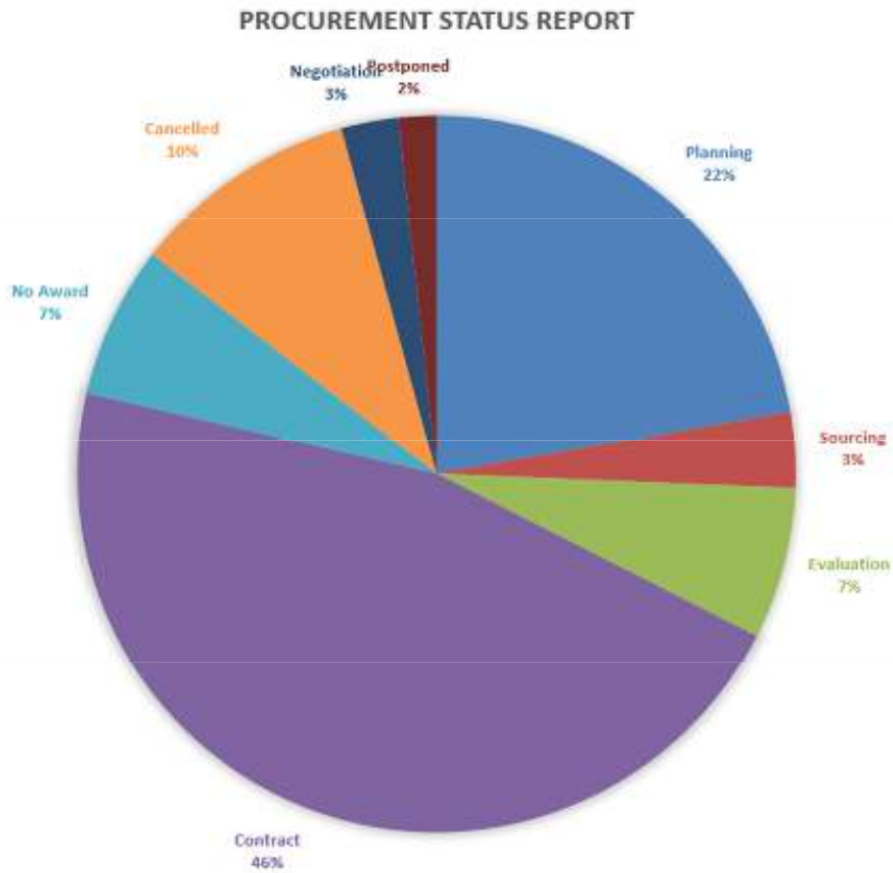
PROCUREMENT

Group	Progress		
	April 2023	May 2023	June 2023
Infrastructure Delivery			
LVRC-22-037 Tyres & Tyre repairs	Final Planning for tender release	Final Planning for tender release	Tender to be released July
LVRC-22-065 North & East St Roundabout Asphalt	Awarded - Civil Independence Industries Pty Ltd		
LVRC-22-046A 22/23 Gatton Central Drainage - Design	Evaluation – Released 08/03/2023 closed 31/03/2023	Evaluation – Released 08/03/2023 closed 31/03/2023	Awarded - Burchills Engineering Solutions
LVRC-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	Awarded – Cragcorp Pty Ltd T/A Queensland Bridge & Civil
LVRC-22-069 Bridge Maintenance	Evaluation of RFQ - closed 7/2/23 – Departures consideration by Legal	Awarded – Raw Worx	
LVRC-23-023 Sealed Roads East Package	Evaluation - Limited Market Tender released 14/03/2023 closed 28/03/2023	Evaluation - Limited Market Tender closed 28/03/2023	Awarded - G&R Brown & Sons Pty Ltd
LVRC-23-024 Sealed Roads West Package	Sourcing - Limited Market Tender released 14/03/2023 closing 05/04/2023	Evaluation - Limited Market Tender closed 05/04/2023	Awarded – Joe Wagner Group Pty Ltd
LVRC-22-083 Biggs Rd, Withcott (Design)	Evaluation of RFQ – Closed 24/03/2023	Evaluation of RFQ – Closed 24/03/2023	Awarded - RMA Engineers Pty Ltd
LVRC-23-016 Steinke's Bridge Barrier	Evaluation of RFQ – Closed 27/04/2023	Evaluation of RFQ – Closed 27/04/2023	Awarded - Bellrise Investments
LVRC-23-022 Postmans Ridge Rd, Civil Design Plan	Contract Negotiation – Closed 27/03/2023	Contract Negotiation – Closed 27/03/2023	Awarded - Harrisons Infrastructure Group
LVRC-23-036 Gehrke and Lorikeet Roads - Bituminous Works	Sourcing – RFQ – Released 20/04/2023 Closing 02/05/2023	Evaluation - Released 20/04/2023 Closed 02/05/2023	Awarded - Colas Queensland Pty Ltd
LVRC-23-038 Spencer and Maitland Street - Bituminous Works	Sourcing – RFQ – Released 21/04/2023 Closing 03/05/2023	Evaluation - Released 21/04/2023 Closing 03/05/2023	Awarded - Colas Queensland Pty Ltd
LVRC-23-037 Gehrke and Lorikeet Roads - Guardrail Installation	Sourcing of RFQ – Released 11/04/2023 Closed 20/04/2023	Awarded - Schramm Group	
LVRC-23-048 Mahons Bridge Replacement - Project Management	Limited Market RFP – Awarded CPM Advisory & Project Management		
LVRC-23-054 23/24 Bitumen Reseal Program			Planning for Limited Market RFQ (Local Buy)
LVRC-23-051 Minor Bridge Works			Planning for Limited Market RFQ (Local Buy)
Infrastructure Fleet	April 2023	May 2023	June 2023
LVRC-23-041 Earthmoving Equipment - 4 items		Planning phase – for Limited RFQ process	Planning phase – for Limited RFQ process
LVRC-23-042 Light Commercial & Passenger Vehicles - 8 items		Planning phase - for Limited RFQ process	Planning phase - for Limited RFQ process
LVRC-23-043 Mowers - 4 items		Planning phase – for Limited RFQ process	Planning phase – for Limited RFQ process
LVRC-23-44 Trucks - 6 items		Planning phase – for Limited RFQ process	Planning phase – for Limited RFQ process
Waste	April 2023	May 2023	June 2023
LVRC-22-076 Leachate Management Services	Evaluation of RFT – closed 23/02/2023	Evaluation of RFT – closed 23/02/2023	Awarded but not made public at the time of writing

LVRC-22-044 Waste Facilities Supervision	Evaluation of tender - closed 13/12/22	Evaluation of tender - closed 13/12/22	Awarded - Peace Lutheran Church, Gatton T/A Anuha
LVRC-22-045 MRF Kerbside Recyclable Processing	Evaluation of tender - closed 13/12/22	Evaluation of tender - closed 13/12/22	Awarded - Peace Lutheran Church, Gatton T/A Anuha
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	Planning for tender process	Planning for tender process
LVRC-23-052 Gatton Waste Donga Installation			Planning for RFQ process
Community Facilities	March 2023	April 2023	May 2023
LVRC-2-086 Gatton Shire Hall External Façade Upgrade	Evaluation of tender - closed 28/02/23	Evaluation of tender - closed 28/02/23	No Award
LVRC-23-007 Fairways Park Maintenance	Planning for tender process	Sourcing of RFT – Released 30/05/2023 Closed 21/06/2023	Evaluation of tender – Closed 21/06/2023
LVRC-23-025 Demolition of Alex Geddes Hall	Planning for tender process	Evaluation of RFQ – Released 04/05/2023 Closed 19/05/2023	Evaluation of RFQ
LVRC-23-034 Lockyer Waters Community Centre	Planning for tender process	Sourcing of RFT – Released 04/05/2023 Closed 22/06/2023	Project being rescoped
LVRC-23-050 Gatton Shire Hall Weatherproofing			Sourcing of RFQ – Released 3/07/2023 Closed 18/07/2023
Planning and Development	March 2023	April 2023	May 2023
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	Evaluation of RFQ – Released 22/3/2023 Closed 13/04/2023	Awarded - The World As I Am; Australian Environmental Landscapes; Ecosure Pty Ltd; Wirrinyah Pty Ltd	
LVRC-23-001 Preferred Supplier Arrangement Voluntary Home Buy Back Flood Affected Property Demolition	Evaluation – RFT– Released 21/04/2023 – Closing 12/05/2023	Evaluation – RFT– Released 21/04/2023 – Closing 12/05/2023	Awarded to 6 suppliers as follows, who will form a panel: <ul style="list-style-type: none"> • Abyss Demolition • Colbreze Evacuation • Williams Demolition • Logan City Demolitions • Paterson Demolition & Recycling (Brisbane) • WMA Demolition
LVRC-23-029 Weed Control Works		Planning for RFQ process	Sourcing of RFQ – Released 28/06/2023 Closed 12/07/2023

Procurement and Stores	March 2023	April 2023	May 2023
LVRC-22-078 – Bitumen Products & Services	Planning for tender process	Planning for tender process	Final Planning for tender process
LVRC-22-052- Traffic Control Ad-hoc Services	Planning for tender process	Planning for tender process	Postponed
LVRC-23-008 – Wet/Dry Plant & Equipment Hire Panel	Planning for Public Tender Process	Sourcing – RFT – Released 3/04/2023 – Closing 4/05/2023	Evaluation - RFT – Released 3/04/2023 – Closed 4/05/2023
Executive Office	March 2023	April 2023	May 2023
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	Aquamonix extended
LVRC-23-009 – Flood Camera Network Maintenance	Planning for tender process	Planning for tender process	Aquamonix extended

PROCUREMENT STAGE	#
Planning	26
Sourcing	4
Evaluation	8
Contract	54
No Award	8
Cancelled	12
Negotiation	3
Postponed	2



Stores Data

OVERALL PURCHASING DATA	Apr-23	May-23	Jun-23
No of Purchase Orders Generated	38	67	57
Total Value of Purchase Orders Generated	\$144,947.46	\$208,272.00	\$222,204.00
Total Value of Largest Spend to a Single Supplier	\$103,381.82	\$141,094.00	\$143,531.00

INVENTORY DATA	Apr-23	May-23	May-23
Total Number of Inventory Items	1389	1250	1262

APRIL TOP FIVE SUPPLIER SPEND TOTALS (LARGEST \$ TO LEAST \$)	
OCWEN	\$103,381.82
JNL INDUSTRIES	\$7,369.52
CASTROL	\$4,414.12

TRAFFIC CONTROL SYSTEMS	\$4372.33
TAYLOR SAFETY	\$4039.04
MAY TOP FIVE SUPPLIER SPEND TOTALS (LARGEST \$ TO LEAST \$)	
OCWEN ENERGY	\$141,094.00
TAYLOR SAFETY	\$19,964.00
BORAL CONS	\$16,764.00
JNL INDUSTRIES	\$6,323.00
KARREMAN QUARRIES	\$5,956.00
JUNE TOP FIVE SUPPLIER SPEND TOTALS (LARGEST \$ TO LEAST \$)	
OCWEN ENERGY	\$ 143,531.00
DELNORTH	\$ 17,198.00
TRAFFIC CONTROL SUPPLIES	\$ 9,881.00
KARREMANN QUARRIES	\$ 9,415.00
TAYLOR SAFETY	\$ 8,274.00

DISASTER MANAGEMENT

Corporate Plan Action - Disaster Management Framework development and implementation

Corporate Strategic Planning

- Disaster Management Policy – Currently draft under consideration and review.
- Disaster Management Framework – Framework final submission.
- Lessons Management – Lessons management processes identified with future training and exercise planning.



Community Education A Disaster Management team member has been present at the following community activities:

External Engagement & Partnerships



- Valley Fest, a Queensland Day community event organised by Lockyer Community Centre. The purpose of DM involvement is to support the Community Recovery and Resilience Officers in the promotion of the Early Warning Network and Council's Disaster Dashboard.
- The first of a series of three workshops, delivered in partnership with the Laidley Community Centre, was held for community members on 6 June. The workshop highlighted the updates to the Disaster Dashboard and the information that it provides. Participants were encouraged to use their own devices to explore its functionality.
- The Western Downs Regional Council Disaster Management Officer along with Emergency Management Coordinators visited the Lockyer Valley to view Council's evacuation support trailers and talk with Disaster Management Officers on their set up and use. The visit has led to the development of a Southwest Region Disaster Management Officer group to provide a forum to share information and discuss projects and best practice.

Training & Exercises



The Grantham siren was tested on 1 June. Activation was initiated remotely by LVRC officers in Brisbane with observers in multiple areas both at the siren and around Grantham.

Council's Disaster Management Advisor attended a Bureau of Meteorology Flood warning network technical workshop for Councils. The workshop addressed the importance of accurate flood data for communities and the role that data plays in the Total Flood Warning System. The training aimed to provide Council officers the knowledge and skills to undertake repairs for rain/river height ALERT gauges.

Exercise Perspicacity was developed and delivered following the Local Disaster Management Group meeting held Thursday 29 June 2023. Exercise Perspicacity examined the response capabilities of the LDMG membership as defined within the Lockyer Valley Regional Council Local Disaster Management Plan. An exercise evaluation report will be developed to identify what worked well and what can be improved.

Internal Engagement & Collaborations



Collaboration with Tourism team to develop and promote disaster resources to local businesses in the Tourism News for Local Business Owners.

**Disaster Management
Plans**

The Evacuation Centre Management Sub Plan was reviewed resulting in a high-level sub plan. Evacuation Centre Management Operational Procedures, detailing the processes and procedures to be undertaken by staff at an Evacuation Centre, are currently under development.

The Evacuation Centre Management Sub Plan and the Environmental Health Sub Plan were endorsed by the Local Disaster Management Group at the meeting held on 29 June 2023.

**Flood Intelligence
System**

The new flood monitoring infrastructure project for Summerholm, Tenthill and Fords Road, Grantham has been delivered. Images from the Tenthill flood monitoring camera will be available on Council's website and Disaster Dashboard in the near future.



Tenthill



Fords Road

The Summerholm Rainfall ALERT gauge and Fords Road Rainfall River Height ALERT gauge data is being received by the Bureau of Meteorology and Council. Council is awaiting the Bureau to make data publicly available on the Bureau website.



Summerholm Rainfall Alert Gauge

The Woodlands Road signage upgrade has been delayed due to supply issues for a critical component. Expected delivery is now in the third quarter. The process for manually activating the signage will continue in the interim.

The Flood Intelligence System Customisation projects is progressing. This project has interdependencies and issues identified during the integration process are being addressed by both of Council's project consultants.

**Funded Programs –
Progress Reports**



Council's consultant for the QRRRF 2021/22 Flood Classifications project has delivered a suite of technical products and outputs which Council officers are quality checking. The next phase will see the consultation with project stakeholders and the implementation of the flood classifications.

2023-2024 Get Ready Funding applications close on 30 June. Projects have been identified and an application submitted.

Projects



The Bureau of Meteorology, held a number of flood warning technical workshops on the SEQ Flood Forecasting and Warning System (FFWS), with Council's Disaster Management Advisor attending the Bundaberg workshop. A further planned workshop to develop an effective project delivery plan has been scheduled for 18 and 19 July 2023, which will be attended by the Coordinator Disaster Management Resilience and the Disaster Management Advisor.

Incidents/Operations

No incidents or operations required activation of Disaster Management officers or the Local Disaster Coordination Centre.

**State Emergency Service (SES) Monthly Report**

The Lockyer Valley SES received five requests for assistance during June. They responded to two agency requests for assistance supporting Queensland Police Service (QPS) with a land search and Queensland Ambulance Service (QAS) with helicopter patient retrieval. SES tarped a caravan that was damaged after driving under the railway bridge on Old College Road. They also received a request for assistance with catering and a request for a tarpaulin for a solar panel. These two jobs were cancelled.

The successful applicant for Deputy Local Controller role has been appointed.

SES maintained their volunteer membership numbers with 32 members. In addition, six members are on probation, three members on leave and there are two prospective members (paperwork submitted).

- Forest Hill - 8
- Gatton - 12
- Laidley – 12

The SES Local Controller and Gatton Group Leader completed the Volunteer Leadership Program (VLP) delivered by Australian Institute for Disaster Resilience (AIDR). The VLP:

- provides opportunities for volunteers from communities across Australia to network, learn and build their capability as leaders in disaster resilience
- assists volunteers to build, support and grow networks in local communities to strengthen disaster resilience at a local level
- explored leadership and management strategies in the context of volunteering.

SES completed operational, safety, volunteering, land search, first aid, flood boat training and recertifications, maintenance, four-wheel drive, rope care and knots and chainsaw training and recertifications. They undertook community engagement at the Laidley Twilight Markets and Under 8's Day at Hatton Vale State School. SES are planning first aid, flood boat, task and management system knots challenge and swift water level 1 training and familiarisation.

SES actively encourages and welcomes new volunteers at any time to maintain and increase local capacity and capability.

Disaster Dashboard

Due to a technical issue, data is unavailable for Disaster Dashboard use this month. The issue has since been resolved by the service provider.

Opt-In Notification Service

The Early Warning Network (an opt-in service that provides residents access to early warning alerts) continues to be promoted at local events.

Engagement at Valley Fest on 10 June resulted in an increase of 54 new subscribers.

The subscriber base sits at 3,642 as at 30 June, 2023



COMMUNITY DEVELOPMENT & ENGAGEMENT

Strategic Priority 1 – Engage with the community to ensure the community's views, values and aspirations inform Council decision-making.



8 projects received engagement support in June:

- Gatton Waste Facility Changes
- Grantham Siren test
- Forest Hill Silos Mural Viewing Precinct
- Community-led Parks
- Fairways Park Disruption
- Naming of Facilities and Fields
- First Nations Engagement with DSDSATSIP
- Fred Thomas Footbridge

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. These are community-led projects that increase the resilience and social connectedness of local communities.
- Capacity-building support continued with community centres and hall committees regarding internal and external funding opportunities and identifying community and community group capacity building opportunities.
- The Community Engagement Team will host the second Hall Committee Networking Event on Tuesday, 15 August 2023 from 12.30pm at Forest Hill School of Arts Hall. This event will include the launch of Round 1 of Council's Major Grants Program, short presentations by each hall committee, and a presentation by the Office of Fair Trading. These events continue the focus on hall sustainability, governance, grant funding, networking between halls, and hall promotion. This will be one of two of these activities the team will facilitate in the next six months.
- Members of the Community Engagement Team supported the Disaster Management Team with testing the Grantham Flood Siren on 1 June 2023. This included on-ground observations from various locations.
- Five sponsorships were provided to individuals representing at either State, National or International level via the Ambassador Support Grant. In the 2022-23 financial year, Council awarded funding to 34 applicants. This is more than four times the 2021-22 financial year and equals the number of approved applications for the period March 2019 – July 2022. The sponsorships for this month were awarded to:
 - William Saal – Queensland School Sport 10-12 Years Boys AFL State Championships – State Event
 - Mia Kleidon – Junior State Age Netball Carnival – State Event
 - Darcy Haywood – Queensland School Sport 10-12 Years Boys and Girls Football State Championships – State Event
 - Peta Donovan – 2023 Australian Open Indoor Cricket Championships – National Event
 - Matthew Crooks – 2023 Tag Rugby World Cup – International Event.



- Community Recovery and Resilience Officer (CRRO) supported a number of organisations with applications for the Flexible Funding Grant Program which closed on 7 June 2023. Applications are currently being assessed and announcements are anticipated in the next six to eight weeks.

My Community Directory: June 2023

Top 5 searched categories	Top 5 most viewed services
1. Health Services	1. Laidley Oral Health Services
2. Community Clubs & Interest Groups	2. Laidley Junior Rugby League Club
3. Sport	3. Lifeline Shop – Crowley Vale
4. Recreation & Leisure	4. Laidley Crisis Care & Accommodation
5. Welfare Assistance & Services	5. Laidley Ferrari Park Markets

My Community: Quarterly Statistics for April-June 2023

Type	This Quarter	Last Quarter	This Quarter Last Year	Comments
Search Results	15,036	18,290	15,554	The number of people that have searched My Community Directory for local information.
Listing Views	2,922	4,277	2,664	The number of people that have clicked on individual listings in My Community.
Events Listed	99	58	139	The number of events listed in the My Community Diary section.
Unique Users	5,247	6,718	4,099	The number of people who have visited My Community Directory to find local community information.
New Organisations	4	0	4	The number of organisations registering this month
Total Organisations	194	190	190	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.

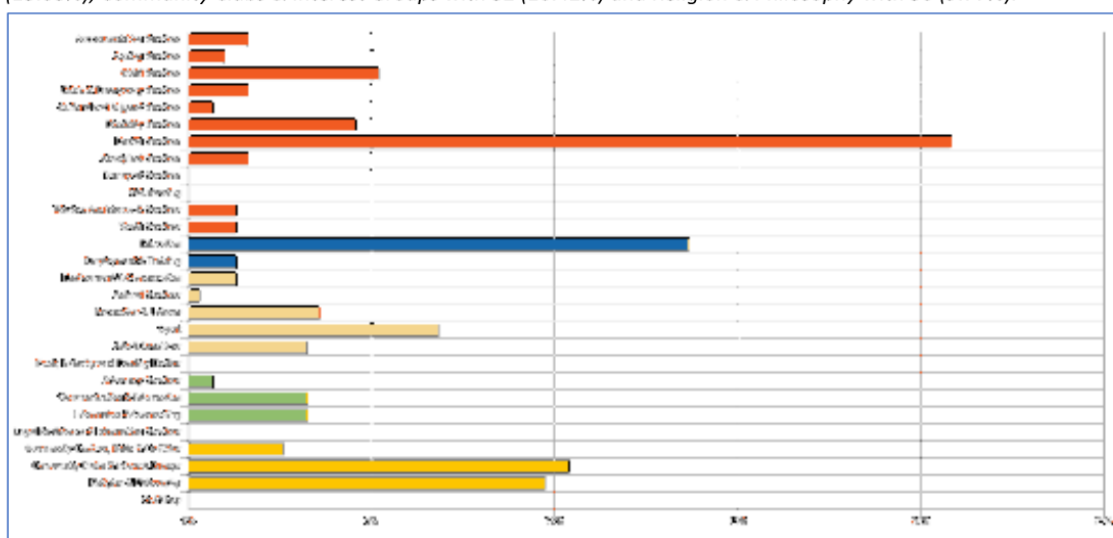


Client Services: 122 (39.74%)
Groups, Clubs & Churches: 70 (22.8%)
Education & Employment: 46 (14.98%)
Sport, Recreation & Conservation: 47 (15.31%)
Information & Advice: 22 (7.17%)

My Community: Services by Category

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 64 services listed (20.85%), followed by Education with 42 (13.68%), Community Clubs & Interest Groups with 32 (10.42%) and Religion & Philosophy with 30 (9.77%).



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 and annual Welcome Baby celebration (3 June 2023).
- Formative discussions with University of Southern Queensland to support Flexible Funding Grant project for disaster preparedness of seniors and those with high medical care needs living in private residences.
- Key stakeholder involvement with the two-year Building Inclusive Disaster Resilient Communities (BIDRC) project, led by funding partners Queenslanders with Disability Network (QDN), University of Sydney, and Community Services Industry Alliance (CSIA).
 - Promoted community-focused Business Continuity Planning (BCP) workshop (12 July 2023) and Laidley-based Person-Centred Emergency Planning (P-CEP) workshops (10 and 17 August 2023).

- Local Action Group reviewed the October 2022 community forum and planned the second community forum on 13 September 2023.



Image: Meeting of the BIDRC Local Action Group, Laidley Library, 12 June

Strategic Priority 4 – Strengthen and utilise partnerships with NGOs and government agencies to improve support services and programs for vulnerable members of the community.



Information stand at Valley Fest, Gatton on Saturday, 10 June 2023 in collaboration with Disaster Management team and Laidley Community Centre:

- Approximately 155 community conversations
- 54 people signed up to the Early Warning Network notification system.
- Disaster preparedness presence at NAIDOC celebration event at Laidley District State School on Friday, 30 June 2023:
 - Approximately 100 community conversations
 - Approximately 20 people signed up to the Early Warning Network notification system.
- Ongoing involvement in the South-East Queensland Climate Resilience Alliance.
- Community Recovery and Resilience Officer (CRRO) attended the Seniors Health Hub event on 14 June 2023 at Laidley Cultural Centre which provided an opportunity to network with new agencies and provide information and assistance to some local senior citizens. The next Seniors Health Hub event is planned for 10.00am to 1.00pm on Thursday, 5 October 2023 at the Gatton Shire Hall, to coincide with Seniors Month.
- Conversations are underway with representatives of the Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships (DSDATSIP), discussing collaboration to engage meaningfully with First Nations people in the Lockyer Valley.

Community Support Interagencies

Staff are involved in the following networks aimed to identify human and social service gaps and trends, and improve service delivery through strategic networking and partnerships:

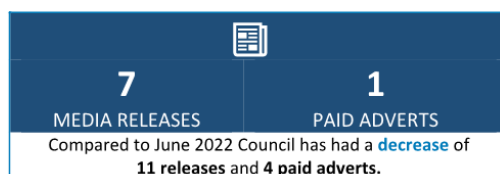
- Lockyer Youth Agency Network
 - Next meeting is 3 August 2023 via Microsoft Teams.
- Lockyer Valley Service Provider Interagency
 - Meeting held 11 July 2023, in-person at Gatton Shire Hall.
- Lockyer Valley Disaster Recovery and Resilience Interagency
 - Meeting held 20 June 2023, with 15 attendees representing seven service providers, State and Local Government agencies.
 - Next meeting is 18 July 2023.

COMMUNICATIONS

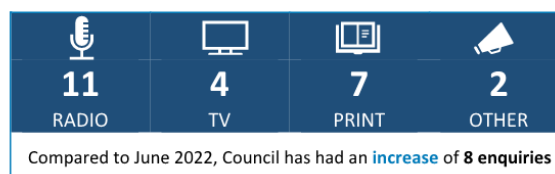


The Communications Team manages a range of media and communications products ranging from media releases and social media posts, to design of posters, signs and fact sheets, to videography and media events, as well as website management. Our primary function is to provide meaningful and timely information to the community on Council decisions, programs and services through a range of mediums.

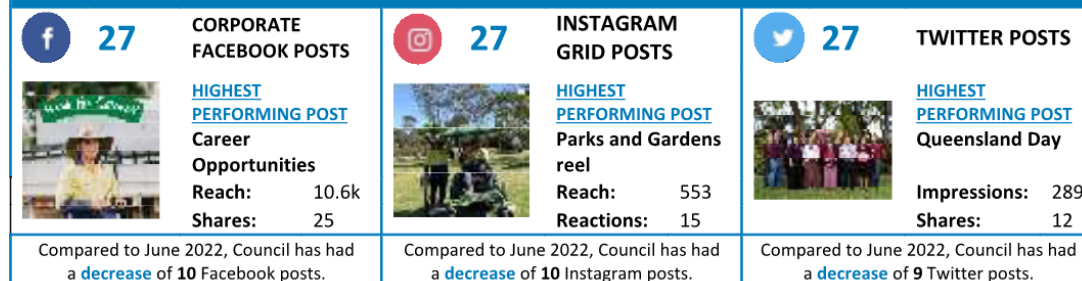
EXTERNAL MEDIA



MEDIA ENQUIRIES



ONLINE ENGAGEMENT



CORPORATE DESIGN



CORPORATE WEBSITE

MOST VISITED WEB PAGES

1. Current Vacancies
2. Flood information and regulation
3. Development Services

10,920 TOTAL WEBSITE USERS

 Compared to June 2022, Council has had a **decrease** of **total** website users by **525** users, however an **increase** of **new** website users by **6.1%**.

73.8% NEW WEBSITE USERS

COMMUNITY CONNECT NEWSLETTER

An opt-in e-newsletter aimed at community groups including sport and interest groups and schools which provides timely information on capacity-building workshops, a wide range of grants and community events.

TOP 3 ARTICLES

1. Flood Information Portal
2. Business Continuity Workshop
3. Gatton Waste Facility Changes

601 Subscribers

45.4% open rate
(Industry average < 25%)

Compared to June 2022, Council has had an **increase** in the newsletter's open rate by **15.4%** Total Subscribers was not recorded in 2022.

FIXED VMS SIGN


3 VMS Activations

1. State of Origin x 2
2. NAIDOC Week

ADVOCACY

Inland Rail

The Australian Government completed the Review of Inland Rail that agreed, or agreed in principle, with the 19 recommendations made by Dr Kerry Schott in her Independent Review of the Inland Rail Project.

Dr Kerry Schott has been appointed to the ARTC Chair's role. It is understood that this is for a short term to oversee the appointment of a new board and consider implementation of the Review recommendations.

At an officer level, Council has now been advised that there is to be a 'pause' on Council engagement. This followed a noticeable reduction in engagement since the review. It is understood negotiations are taking place at a high level within government over the likely approach to future planning and construction of the project and how and when it may proceed.

Further it is understood that the Early Works Deed between ARTC and the preferred bidder (Regionerate Rail) is shortly due to expire. Senior ARTC officers are meeting with the Mayor and CEO in July to provide an update on the project.

The Environmental Impact Studies for Helidon to Calvert (H2C) and Gowrie to Helidon (G2H) have been delayed by a focus on other sections of the project. It had been anticipated these would be completed in 2024; however that timeframe must now be in doubt.

Council will continue to push for an optimal alignment around Gatton so that any future Rail corridor minimises impacts on the community. How that future corridor is preserved will be of considerable interest to Council and the community.

The results of the Multi Criteria Assessment process (involving Regionerate Rail, ARTC, DTMR and Council) to examine an alternate alignment around Gatton has now been released and will be discussed in a report to Council. An alternate alignment should be clearly preferred to an alignment through the centre of Gatton to avoid a range of impacts including visual impacts as demonstrated below.



Advocacy

Further advocacy work has been undertaken with Draft Local Government Association of Queensland (LGAQ) motions to be considered at this Council meeting. The LGAQ annual conference is an opportunity to raise issues of concern to Lockyer Valley Regional Council in a wider forum to garner support at an LGAQ/State level. A number of Draft motions have been considered in areas of waste management, regional art development and disaster management.

14.2 Monthly Group Report - People Customer and Corporate Services - June 2023**Author:** Dan McPherson, Group Manager People, Customer and Corporate Services**Responsible Officer:** Dan McPherson, Group Manager People, Customer and Corporate Services

Purpose:

This report provides Council with a summary of key operational activities undertaken by the People, Customer and Corporate Services performance group during June 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 June 2023.

Proposal

That this report be received and noted.

Attachments

[1](#) Monthly Group Report - People Customer and Corporate Services - June 2023 9 Pages



People, Customer and Corporate Services

MONTHLY GROUP REPORT
JUNE 2023



PEOPLE, CUSTOMER AND CORPORATE SERVICES



As we all know the End Of Financial Year is here and it is good to reflect on some of the Group's achievements such as:

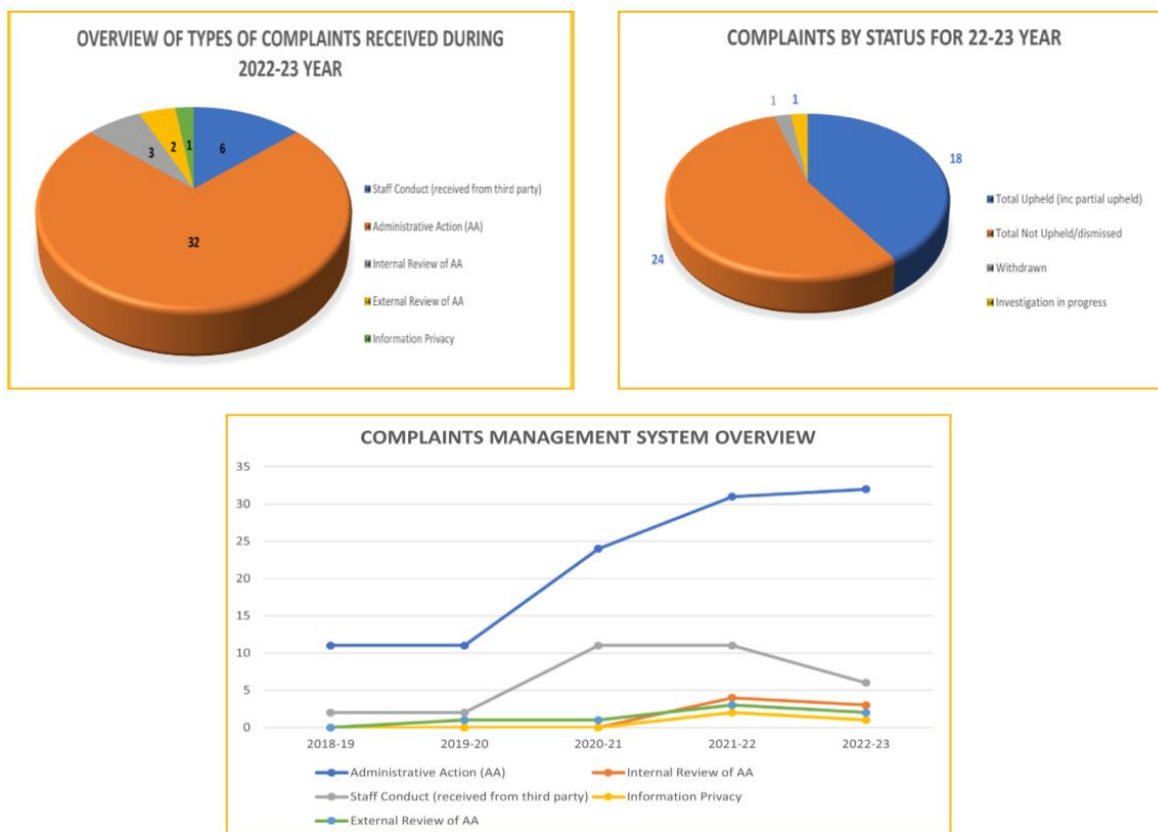
- *Construction is underway of the Gatton Landfill Cell 5*
- *The successful roll out of FOGO*
- *Recycling Warriors in our local schools*
- *Four new Waste contracts are underway*
- *Customer experience continual improvements in delivery of service, training of staff, and appointments of two Senior Customer experience Officers.*
- *Culture road map continues with Connected Council, training at all levels of staff including Cohort 4 in Leadership Development, Pulse Survey result improvements, all aiming to become a values-based organisation and be "One Team - One Council".*
- *Outstanding Safety Audit results with a 78.3% outcome, the highest in the State.*
- *Local Recovery plan achieving many of the goals set and continuing to work with our community for better outcomes.*
- *ICT Steering Committee up and running, making inroads with Tech One, Customer Service uplift, staff training, and Essential 8 now becoming a TOP priority for the team and all of Council.*

Thank you to the People, Customer and Corporate Services Team for all your hard work over the past financial year. We look forward to kicking more goals in the year ahead.

PEOPLE, CUSTOMER AND CORPORATE SERVICES

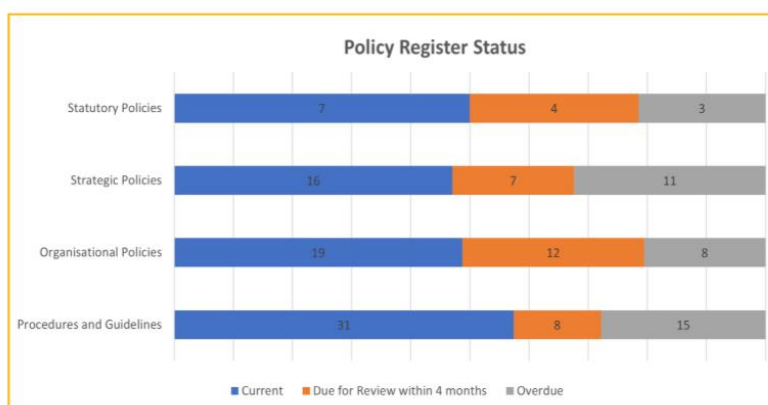
GOVERNANCE AND PROPERTY

Below is an overview of complaints received through Council's Complaints Management System for the 2022/2023 financial year to the end of June 2023.



POLICY REGISTER UPDATE

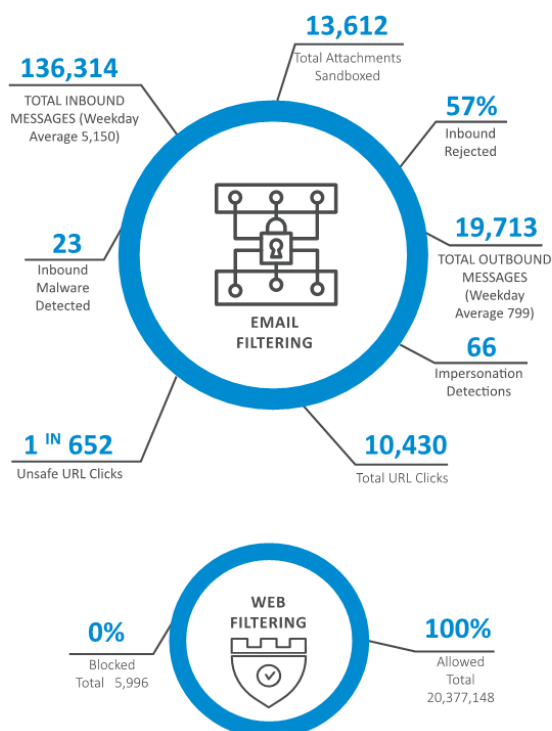
The following chart provides information on the status of Council's Policies, Procedures and Guidelines as at the end of the 2022/2023 financial year. The Governance and Property team continue to work with, and provide assistance to, policy owners whose policies are either overdue or due for review in line with the update provided to the Audit and Risk Management Committee in June 2023.



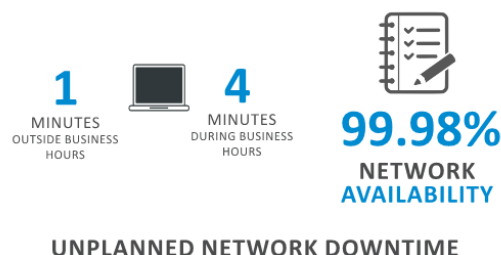
INFORMATION COMMUNICATION TECHNOLOGY

- A review of LVRC's core business systems has been completed with the recommendations discussed at the ICT Steering Committee held in June. The scope of the review included engaging with key staff across Council to understand current and future business priorities, assess satisfaction with the current solution, assess alignment to business needs, gaps and opportunities for improvement.
- Options presented for consideration included, maintaining the current state and looking to optimise business processes, going to market for an alternate solution, and leveraging the existing investment and upgrading the current solution.
- The ICT Steering committee agreed that the business should select a program sponsor and develop a business case that will be presented to Council, demonstrating value from any planned investment and appropriate risk management.

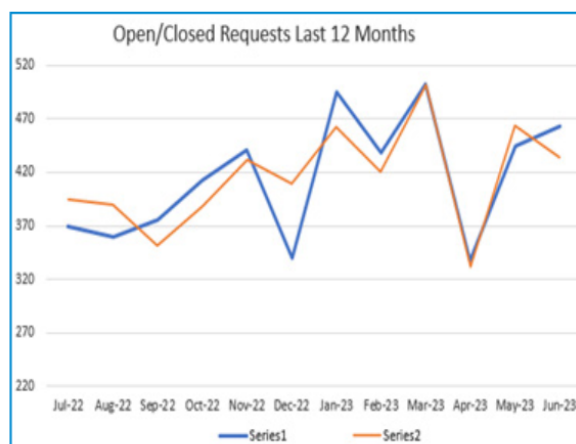
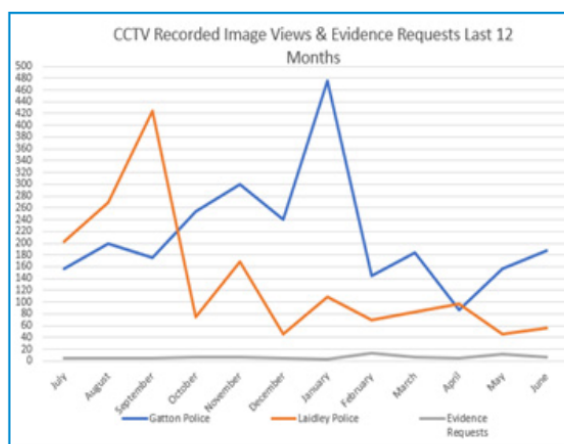
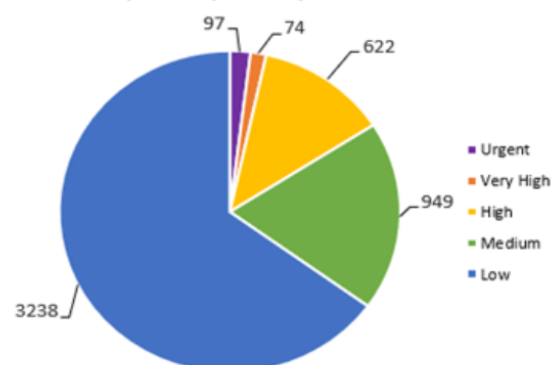
EMAIL AND WEB PROTECTION



NETWORK PERFORMANCE SNAPSHOT

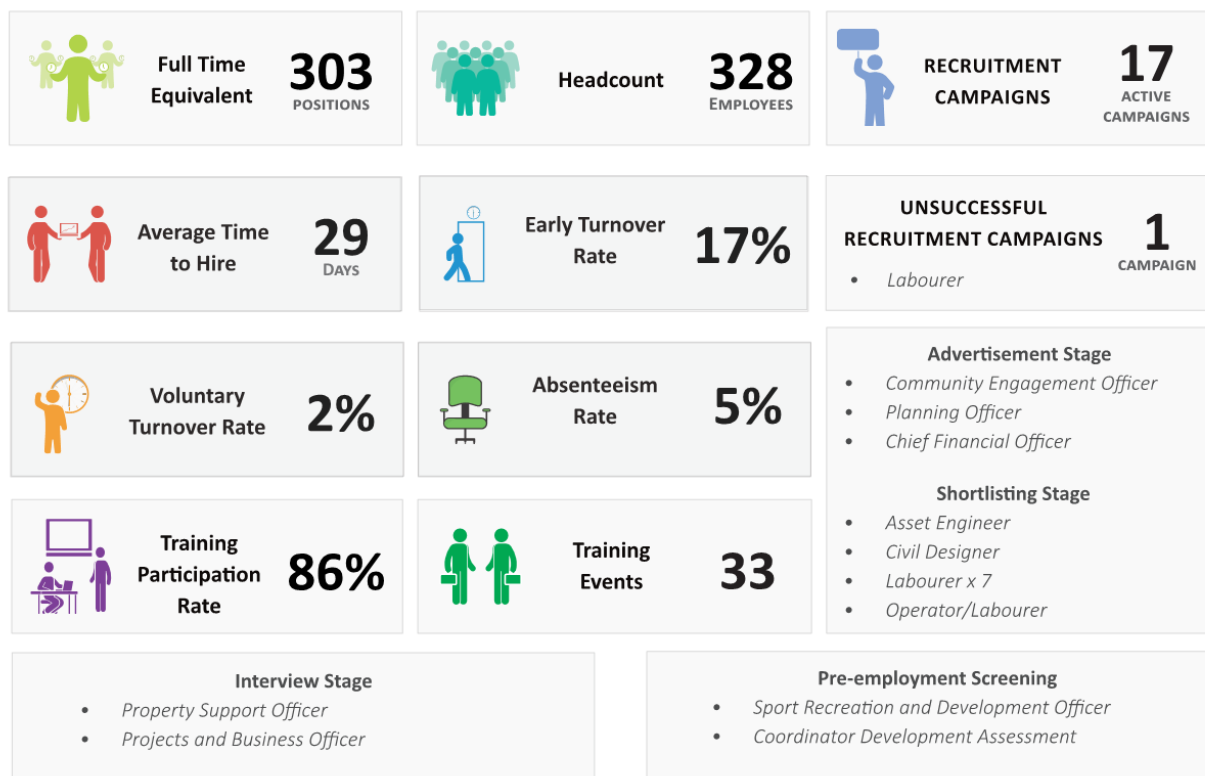


Requests by Priority Last 12 Months



PEOPLE AND CUSTOMER EXPERIENCE

ORGANISATIONAL DEVELOPMENT AND PAYROLL



CORPORATE TRAINING

- | | |
|---|---|
| <ul style="list-style-type: none"> Disaster Management Training - DCC - Logistics and Guardian IMS (Module 2) Disaster Management Training - DCC - Operations and Guardian IMS (Module 2) Disaster Management Training - Guardian Module 4 - Report writing/SITREP and IAP Disaster Management Training - Introduction to Disaster Coordination Centres (Module 1) Drone RPA Operator Accreditation First Aid Training - Provide Basic Emergency Life Support First Aid Training - Provide Cardiopulmonary Resuscitation First Aid Training - Provide First Aid Governance Compliance - Authorised Persons Governance Compliance - Gifts and Conflicts of Interest Governance Compliance - Public Interest Disclosures - Managers and Supervisors Governance Compliance - Public Interest Disclosures Ground Distribution of Herbicides (ADCD License) Internal Compliance - Corporate Induction Internal Compliance - Employee Code of Conduct Internal Compliance - Workplace Bullying and Harassment LGAQ Training - Animal Management (Cats and Dogs) Act 2008 | <ul style="list-style-type: none"> LGAQ Training - Breed ID Training LGAQ Training - Small Animal First Aid including Zoonosis Licence To Perform High Risk Work - Licence to Perform Dogging Nationally Recognised Certification - Load and unload Plant Nationally Recognised Certification - Operate a Boom Type Elevating Work Platform Nationally Recognised Certification - Operate Elevating Work Platform Operate Four Wheel Drive Vehicle on Unsealed Roads Peak Services Workshop - Contract Management Peak Services Workshop - Specification Writing Recover Four Wheel Drive Vehicle on Unsealed Roads Respirator Fit Test Safety Compliance Training - Drug and Alcohol Awareness Safety Compliance Training - Work Health and Safety Induction Traffic Management - Industry Authority Card - Traffic Controller Verification of Current Competency - Load and Unload Plant Work Safely in the Construction Industry |
|---|---|

PEOPLE AND CUSTOMER EXPERIENCE

INFORMATION MANAGEMENT

PROJECT UPDATES

Disposal of Physical Records

The project is ongoing for the assessment and disposal of Council records and during the month, the Information Management team scanned and registered over 150 files and large 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 the financial year, a review of finance related information currently in storage was undertaken and 25 boxes have been itemised for disposal as the minimum retention time has now expired.



INFORMATION MANAGEMENT SNAPSHOT

	June 2023	Year to date
Mail/Email items processed	1,666	9,764
Requests for files/boxes	29	190

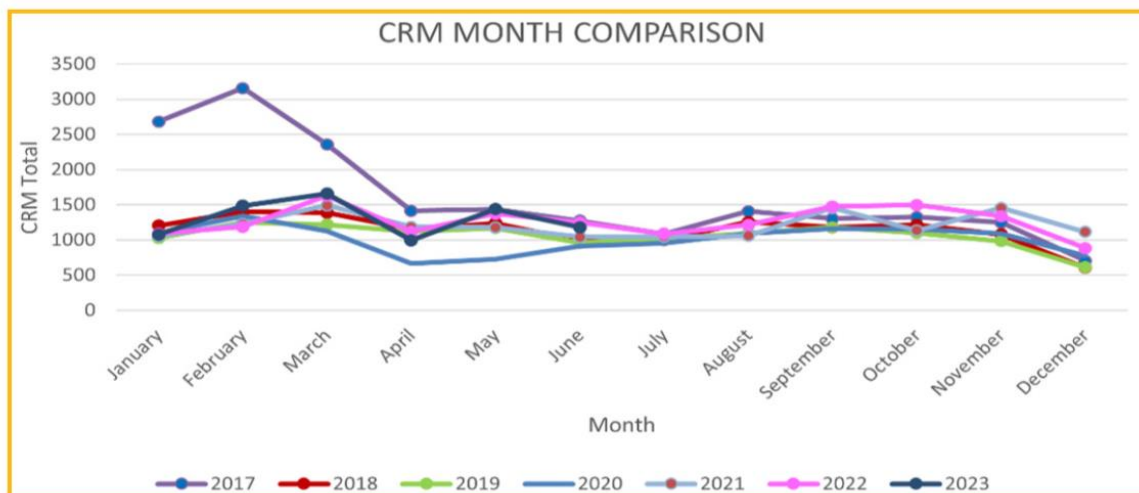
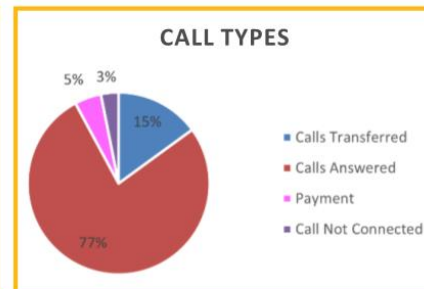
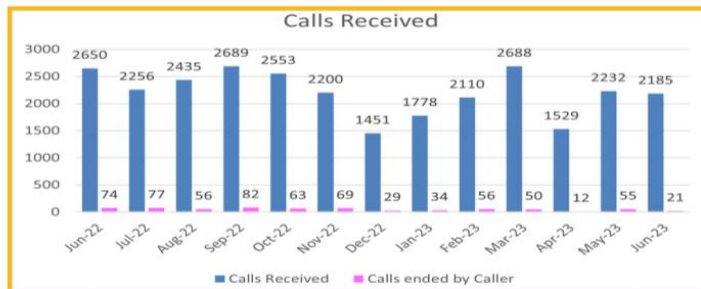
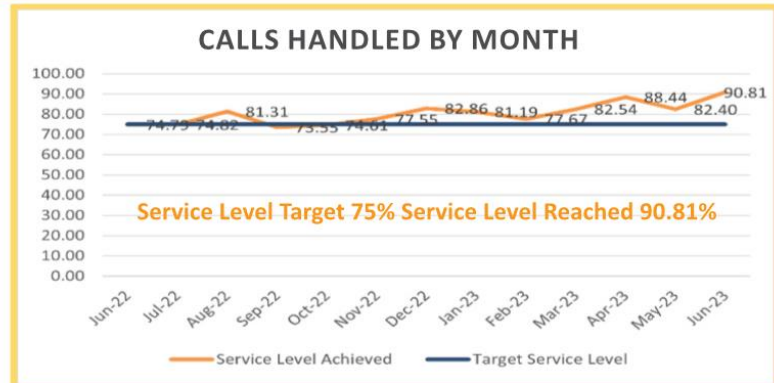
RIGHT TO INFORMATION APPLICATIONS

	2023	2022	2021	2020	2019	2018
Number of applications received	7	9	14	10	2	8



PEOPLE AND CUSTOMER EXPERIENCE

CUSTOMER CONTACT



PEOPLE AND CUSTOMER EXPERIENCE

WORK HEALTH AND SAFETY



MEASURING OUR SAFETY PERFORMANCE

JUNE 2023

INJURIES BY CLASSIFICATION TYPE

4
INJURIES
OCCURRED



0 LOST TIME



2 MEDICAL ONLY



0 FIRST AID

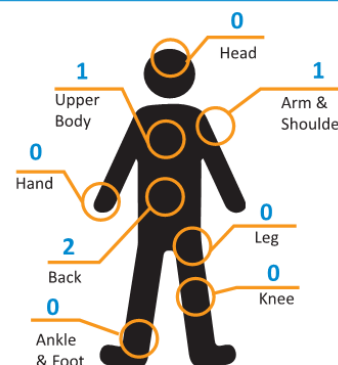


2 REPORTABLE ONLY



1 NEAR MISS

AREAS OF THE BODY MOST AFFECTED



KEY FACTORS ASSOCIATED WITH ASSET INCIDENTS

4
ASSET INCIDENTS
OCCURRED



0
PROPERTY
DAMAGE



4
PLANT VEHICLE/
INCIDENT



0
ANIMAL STRIKE



0
FIRE

KEY FACTORS ASSOCIATED WITH ENVIRONMENTAL INCIDENTS

0
ENVIRONMENTAL
INCIDENTS
OCCURRED

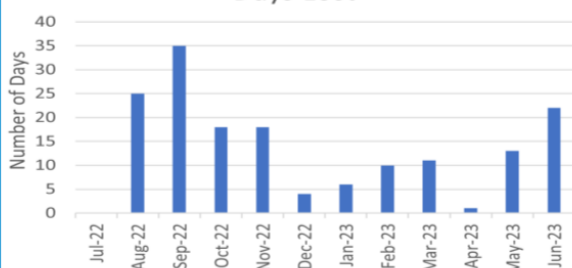


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SPILLS

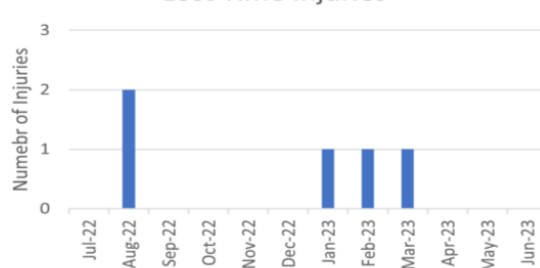


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CONTAMINATION

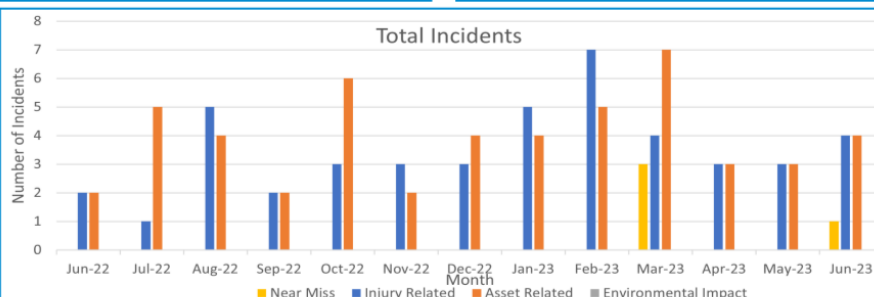
Days Lost



Lost Time Injuries



Total Incidents



WASTE SERVICES

WASTE MANAGEMENT

- Recycling contamination continues to be at an unacceptable level. Contamination letters are sent to residents where bins contain material that is not recyclable. More communication needs to occur with the general community on how to recycle and the cost to Council and ratepayers when the wrong items are placed in recycling bins and we are currently working with the Communications team on this.
- Construction of Cell 5 at Gatton Landfill continues (photo).



KERBSIDE WASTE & RECYCLING SERVICES MAY 2023



Garbage Bins
Collected **54,916**

82% presentation rate



Garbage Tonnes
Received **726**
TONNES



Recycle Bins
Collected **23,542**

69% presentation rate



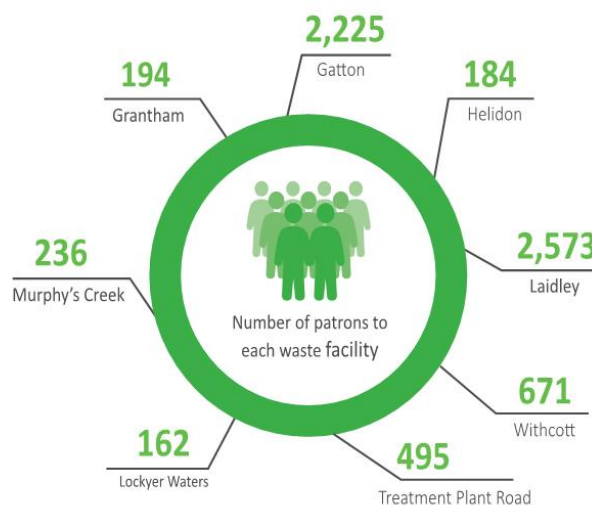
Recycle Tonnes
Received **145**
TONNES



Recycle
Contamination **39**
TONNES



FOGO Food/Garden
Tonnes Received **19**
TONNES
1 Year trail of 1000 homes
40% presentation rate



6,740
TOTAL PATRONS TO ALL
WASTE FACILITIES IN
MAY 2023

14.3 Group Manager Community and Regional Prosperity Monthly Report - June 2023

Author: Jason Harm, Acting Group Manager Community and Regional Prosperity
Responsible Officer: Jason Harm, Acting Group Manager Community and Regional Prosperity

Purpose:

This report provides Council with a summary of key operational activities undertaken by the Community and Regional Prosperity Group during June 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 June 2023.

Proposal

That this report be received and noted.

Attachments

1 [↓](#) Community and Regional Prosperity Monthly Group Report - June 11 Pages



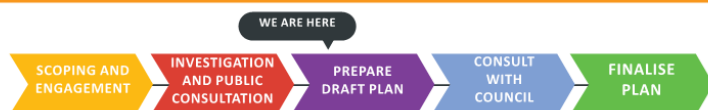
Community and Regional Prosperity

MONTHLY GROUP REPORT
JUNE 2023



PERFORMANCE REPORTING

KEY GROUP PROJECTS



LOCAL FLOODPLAIN MANAGEMENT PLAN (LFMP)

Officers have been working with the consultant to progress the LFMP and evacuation projects. Subject to the timing of consultation of the outcomes with Council and the LDMG, it is expected that completion will be some weeks away. Some technical issues have arisen. These, among others, have created knock on effects to the overall task e.g. limitations with 2022 LIDAR, managing incomplete/unavailable locality data, Flood intelligence (WaterRIDE) console issues with complex local flooding (e.g. Grantham). Some of these issues have been wrapped on a practical basis with a view to revise when opportunities arise e.g. the 2022 Lockyer Creek calibration project.

The traffic light system to assist assessing locality impacts e.g. Laidley Township has taken shape. This uses the current flood intelligence framework and BOM forecasts along with the revised Flood intelligence console. The consultant has been delayed awaiting the revised Flood intelligence console project to test and finalise the route planning and warnings. Officers will engage with Council and LDMG in the near future to discuss these projects.

Catchment Planning has been progressing in regards to proposed development in North Laidley. We have received a draft concept design report to review. The concept design addresses mitigation solutions for both the Cunningham Park and Grandchester Estate development area 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 progressed.



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. The Consultant has reported that the DFL (scheme) maps have been processed.

The 2022 LIDAR Terrain data for the region has been processed and is available for internal projects. This is a key piece of work and is greatly assisting Council's operations. It has been identified that whilst it appears to have provided high resolution ground surface model, as the water levels were still high in a number of creeks (e.g. Tenthill at the ALERT gauge site across from the pub) at time of acquisition (the LIDAR laser cannot penetrate water) we will have to undertake additional survey to support the 2022 Lockyer Creek calibration project and the recipients of this project outcomes e.g. catchment, DM and land use planning. As previously reported we were unsuccessful with grant applications for the follow-up integration work and there is no clear budget provision at this time for this work.

Council's application for funding under a new federal government disaster resilience program was successful. This grant provides funding for the next phase of the Laidley Mitigation scheme. This is a jointly funded project and provides funding for land purchase and the concept planning for the Flood Mitigation Scheme.

We have also started planning for the DRFA Category C&D funded extension of the Lockyer Creek model "2022 Calibration of the Lockyer Creek". Scoping and procurement will be progressed once the LFMP project winds down. The QRA will have a high level of oversight into the scope and 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 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. Anomalies were identified and amended mapping sets 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. As indicated above there have been technical issues identified with this project which officers have been working with consultants to resolve.

Workshopping with both our flood evacuation/flood classification engineer and the vendor was undertaken earlier this year 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 were relying on derived levels from the 2022 Digital Terrain Model (DTM) to work-around delayed ground survey of impacted creek channels, gauge site and the like. As indicated above this was not possible at all locations at this time. A revised/modified WaterRIDE system that reflects flood operations in such localities. It is understood from disaster management that whilst the local modelling is being undertaken the modifications to WaterRIDE, e.g. to monitor Grantham operations, will have to await for funding to complete this work.

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. A few matters have been raised with the tool or mapping by stakeholders since the launch.



TOOWOOMBA AND LOCKYER VALLEY ESCARPMENT MOUNTAIN BIKE TRACK PROJECT

Due to delays in the project, Toowoomba Regional Council are proposing not to proceed with Building Better Regionals Funding and will reapply through Growing Regions fundings.



LAKE APEX AND LAKE FREEMAN REIMAGINING PROJECT

Bird and Fish surveys completed in June. Officers are awaiting the report.



FOREST HILL SILO PROJECT

Officers are preparing a report outlining the outcomes of community consultation on the viewing precinct, for placement on the Engagement Hub.



EQUINE COLLABORATIVE PRECINCT

No further action to report this month.



ARTS AND CULTURAL PLAN

The Arts and Cultural Plan was presented and endorsed at the June Council meeting. Staff are in the process of creating an action plan and promoting the plan.



COMMUNITIES

TOURISM

QUEENSLAND TRANSPORT MUSEUM



514

TICKET SALES



102

FREE ENTRY



\$2,726

TOTAL TICKET
REVENUE



EVENTS

Ongoing support is being provided to a range of community event organisers. Support includes advice and equipment.



0

COUNCIL LED EVENTS

- Throughout June there were no Council led events.



2

PROJECTS IN PLANNING



- Laidley Spring Festival - 8th and 9th of September 2023
 - Show 'n' Shine
 - Street Parade
 - Site map confirmation
 - Marketing, equipment & entertainment
- Bee Happy Day - 10th of September 2023
 - Marketing, equipment & entertainment
 - Community engagement for decorations
 - Food vendors



2

COMMUNITY GROUPS/ EVENTS
GIVEN ASSISTANCE

- Lockyer Powerfest - 8th & 9th of July 2023
- Laidley Show - 8th & 9th of July 2023

LUVYA LOCKYER WEBSITE					
	10,785 WEBSITE VIEWS				
	6,053 UNIQUE PAGE VIEWS				
	4,643 NEW VISITORS				
AUDIENCE					
70%	QLD	19%	NSW	7%	VIC
2%	TASMANIA		5%	OVERSEAS	
VISIT LOCKYER VALLEY FACEBOOK					
	11,842 PAGE REACH				
	5,857 TOTAL FOLLOWERS				
	16 POSTS				
AUDIENCE					
14%	BRISBANE		8.4%	TOOWOOMBA	
7.8%	GATTON	12.8%	IPSWICH	3.5%	GOLD COAST

LIBRARIES AND GALLERIES



62,329
ITEMS IN OUR COLLECTION



1,155
ACQUISITIONS

Physical & eResources
In comparison to 3,941 in June 2022



86.6%
ITEMS ISSUED

VIA SELF-SERVICE
KPI 85%

eRESOURCES

PLATFORM	JUNE 2023	JUNE 2022
eAudiobooks & eBooks (Borrowbox)	2,005	1,885
eMagazines (Overdrive)	123	112
eMovies (Beamafilm)	52	125



10,133
PHYSICAL LOANS

In comparison to 9,421 in June 2022.
Including audiobooks, books, DVDs, magazines, literacy kits, CDs, seeds, and toys.



2,180
ELECTRONIC LOANS

In comparison to 2,774 in June 2022.



12,313
TOTAL LOANS

Decrease of 6% in comparison to last month

17,871
ACTIVE LIBRARY MEMBERS

In comparison to 16,502 in June 2022



136
NEW LIBRARY MEMBERS



64
IN PERSON EVENTS

Total Attendees:
1,277



12,838 VISITORS

11,735
Gatton Library
Increase of 5.9%

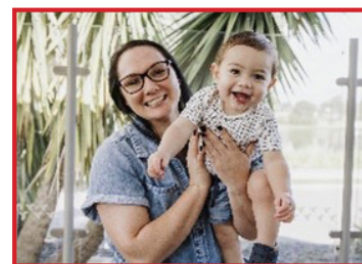
1,103
Laidley Library
Decrease of 77.9%

LIBRARIES - EVENTS

Our June 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- Early Years Network Meeting, Ted Stubbersfield Author Talk, Under 8's Day, School Holiday Activities- special bug investigation, scavenger hunt, Art Beat creative workshops, Street Science show, Welcome Baby Celebration

* All events are run by our library staff- the Cancer Support group and Child Health Nurse are library supported. The Early Years Network Meeting and Under 8's Day were supported and attended by staff.



LIBRARIES UPDATE

- The next What's On Brochure events (September to November) are being planned. Once the events are determined, dates and times will be scheduled and the brochure printed.
- We held our annual Welcome Baby Celebration. 47 families joined us to celebrate the Lockyer Valley babies of 2022. The families were so excited for the celebration, morning tea, gift pack, and photos taken on the day with their loved ones.
- Over the school holidays we had a fantastic response to our school holiday program. The activities requiring bookings filled up fast and families enjoyed the activities on offer.



ART GALLERY UPDATE

- Our current exhibit, Energy in Motion by Nury Barros and Tracey Schaeper showcases unique abstract art and has been a popular exhibit. An explosion of vibrant colour, energy and movement with unique textures and compositions using mixed media, acrylics and alcohol inks. These pieces encompass their inspired creative art journey, their love of exploring new processes and styles and learning how to 'go with the flow' of the mediums used. This journey is divinely guided by acceptance, being fully present and the sheer joy and happiness of creating. This exhibit runs until Sunday 9 July.
- Artists Nury Barros and Tracey Schaeper held an artist floor talk about their current exhibition in the gallery.



REGIONAL ARTS AND DEVELOPMENT FUNDING (RADF)

- The RADF Committee's recommendations were presented to Council for Round Two, 2022/23 grant funding. Council endorsed the recommendation and we have begun informing applicants of the decision so they can begin their projects.
- The Quick Response Professional Development round has closed and 3 additional applications were assessed by a RADF Panel.

CHILDCARE



UPDATE

Throughout the month some Educators have been participating in professional development relating to inclusion. This has been funded through the Kindy Uplift Program.

We have had some changes of roles within our centre. Some staff have been given new roles and others have changed rooms. This is in the best interest of our children and gives our Educators the ability to grow as individuals.

All of our Educators have been working really well as a team over the last couple of weeks. With all the illness around at the moment they have showed a great example of teamwork by supporting each other and being adaptable when needed.



91.67%
**TOTAL
OCCUPANCY RATE**

In comparison to 82% in June 2022

ACTIVITIES

During the month we celebrated NAIDOC Week. NAIDOC Week is a national celebration in Australia of the achievements and culture of the First Nations people. It invites everyone to embrace the history, culture and achievements of Aboriginal and Torres Strait Islander people. What better way is there to celebrate the history and achievements of Aboriginal and Torres Strait Islander people, than through indigenous cuisine? Kangaroo bolognese was served for lunch and it went off with a hop!

Activities exploring diversity teaches young children to respect and celebrate the differences in all people. Learning about different cultural aspects offers new experiences for children.

Throughout the month we also participated in the following activities:

- Sausage sizzle outdoor picnic
- Supporting our favourite State of Origin team by wearing team colours
- Monthly Librarian visit



PLANNING POLICY AND COMMUNITY WELLBEING

GROWTH AND POLICY



Economic Development



Officers are engaging with the Department of Transport and Main Roads (DTMR) to provide local context as their Consultants (Jacobs) build a new Transport model for long term planning to 2046. Information from the Industrial Land Study, Constraints Analysis and development approvals (current and historical), is being used to inform the transport model.

Environmental Planning



Officers collaborated with other Local Government Environment Officers and a landscape architect to design an innovative solution to a fauna infrastructure challenge at Fairways Park. The Fairways development is one of the first in the Lockyer Valley to be conditioned to provide fauna infrastructure including 2 fauna underpasses, fauna exclusion fences along roadsides, glider poles as well as signage and wildlife road pavement stencils. This infrastructure aims to improve the safety of wildlife living and moving through the development.

Strategic Planning

Lockyer Valley
Planning
Scheme

Drafting

State Interest
Check

We
are
here

Community
Consultation

Submissions
review

Adoption

Council officers have met with the State's regional planning team on a range of matters including proposed amendments to the Regional Plan and future growth scenarios for SEQ. Council has received the draft Planning Scheme Policies for Landscaping and Open Space from consultants for review. These policies are to be included with the Draft Planning Scheme for consultation. Further internal consultation for the Interim LGIP for Stormwater has been completed with the anticipated completion of consultant work by the end of August.

Integrated Land Management Plan



Funded
project

An inception meeting was held with Fireland Consultancy who have been engaged to prepare Bushfire Management Plans for Council-managed reserves. These plans, once complete, will guide Council's bushfire mitigation strategies to protect the reserves and surrounding properties.

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 Landscape & open space	Matters of Local Environmental Significance Study Nature Based Tourism and Recreation Study	Cultural Heritage Study Tourism Study Growth Management Plan	Planning Scheme Portal Constraints Analysis Draft Infrastructure Design Manual

Flood Information Portal - June 2023



1018 Views via Council's
website page



1552 Direct FIP
webpage views

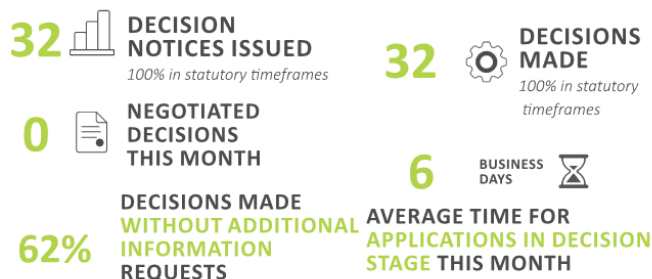


228 FIP reports
generated

DEVELOPMENT ASSESSMENT

ACTIVITY	CURRENT MONTH	2023 YTD	2022 SAME YTD PERIOD
DEVELOPMENT APPLICATIONS			
RECEIVED	38	324	313
DECIDED	32	319	262
EXEMPTION CERTIFICATES			
RECEIVED	0	34	44
DECIDED	0	29	40
BUILDING, PLUMBING, PLANNING INFORMATION AND FORM 19'S			
RECEIVED	28	399	872
COMPLETED	15	411	480
PRELODGE MEETINGS HELD	3	88	99

MONTHLY STATISTICS



LAND DEVELOPMENT PIPELINE



DEVELOPMENT COMPLIANCE



3.4% increase in Development Applications lodged

54% decrease in Building, Plumbing, Planning information & Form 19's received

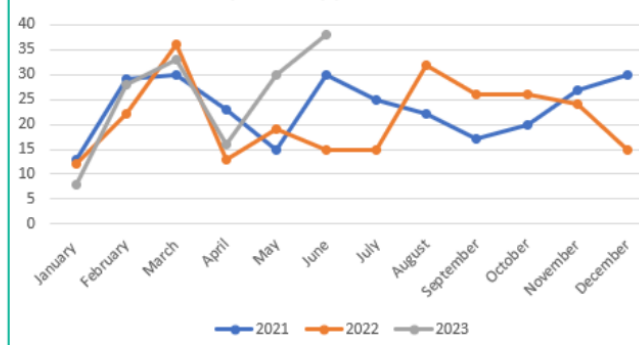
DEVELOPMENT ACTIVITY IN COMPARISON TO THE SAME 2022 YTD PERIOD

21% increase in Development Applications decided

11% decrease in Prelodgement Meetings

14.3% decrease in Building, Plumbing, Planning information & Form 19's completed

Development Applications Received



INFRASTRUCTURE CHARGES PAID
YTD = \$658,945.74



INFRASTRUCTURE CHARGES OUTSTANDING
= \$26,594.26

BUILDING AND PLUMBING



BUILDING APPROVALS **65**

By Private Certifiers and LVRC.
In comparison to 79 in 2022



BUILDING APPROVALS BY LVRC **8**

In comparison to 15 in 2022



PLUMBING APPROVALS **28**

In comparison to 29 in 2022



AVERAGE DAYS TO APPROVE **17**

Building Applications

Days

\$9.9M
COMMERCIAL AND DOMESTIC VALUE OF WORKS
in the Lockyer Valley Region



AVERAGE DAYS TO APPROVE **4**

Plumbing Applications

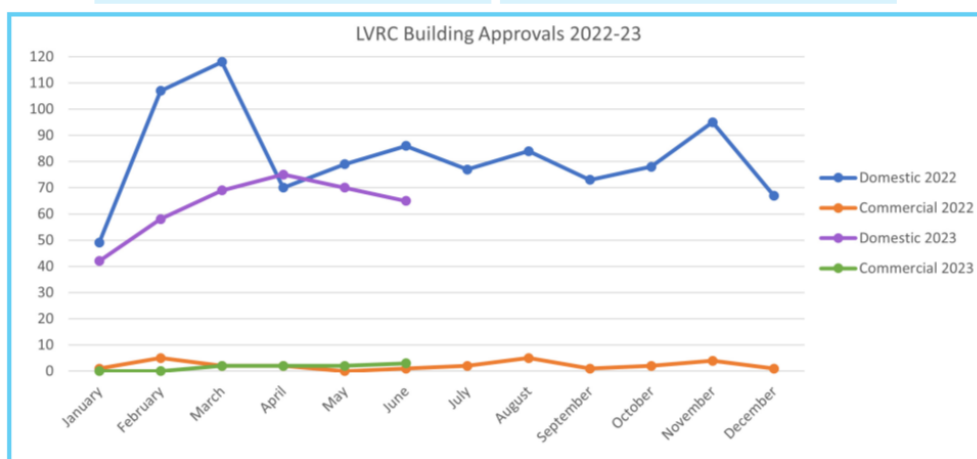
Days



BUILDING INSPECTIONS **40**



PLUMBING INSPECTIONS **206**



COMMUNITY AND WELLBEING

LVRC PROPERTY MANAGEMENT

- Site visit conducted at Council's Mount Whitestone Reserve, with Healthy Land and Water for biocontrol insect release
- Site visits to LVRC owned properties at Withcott, Postmans Ridge and Helidon with Healthy Land and Water for cats claw creeper biocontrol release program as a part of the Natural Resources and Recovery Program funded project
- Tree planting for the extension of the koala fodder forest at Shorelands Drive reserve, Withcott. 200 trees planted in a new area with 20 volunteers from the Toowoomba Wilderness Society and Friends of Escarpment Parks
- Vegetation management at Merryfields environment reserve to control weeds and overgrown vegetation
- Fire trail management at Woodlands Road property

PEST MANAGEMENT

- Working with 4 property owners in promoting Council's Hoggone Hopper Sodium Nitrite Baiting Program. Camera surveillance is being conducted to monitor pig numbers, reactions to the Hopper Bait Feeders, success of pre-feeding and numbers of pigs declining after the application of poison baits. One property has had a 90% reduction in feral pigs. In all circumstances the feral pigs were causing serious damage to recently planted and mature crops. Pest Officers will compile data and eventually produce a Fact Sheet regarding the program which will be available on the Council website in the 2023/24 financial year.
- Both Pest Officers attended the Invasive Grass Masterclass held at the Gatton Research Facility and provided by Biosecurity Queensland science research team. Giant Rat's Tail Grasses were the main focus and modern control methods in dealing with invasive weeds in the absence of selective herbicides. Key management practices were covered which included stock grazing, control burns and promoting growth of grazing grasses to outcompete the invasive weeds.

COMMUNITY AND WELLBEING

PEST MANAGEMENT CONTINUED

- Updated signage for Water Lettuce at Narda Lagoon to inform the public of the weed's legal current status and not to remove any Water Lettuce from the area as it is an offence under the Biosecurity Act 2014. Additionally, information was posted on social media regarding the matter.
- Finalised the LVRC Fire Weed Fact Sheet which will be posted on the Pest Management section of our website.

RESILIENT RIVERS

- Completed planting at Parklea reserve with installation of a further 2,500 tubes, bringing to a total of 6,500
- Watering and maintenance of trees planted at Parklea reserve, including spreading mulch around 1,200
- Installation of 900 wire mesh tree guards at Parklea reserve
- Finalised erosion control design for site 2 at Junction View on Blackfellow Creek. Work completed by Alluvium
- Meeting with DTMR regarding erosion control designs on Mt Sylvia Road adjacent to Blackfellow Creek
- Meeting with Arup as part of the Investment Strategy program being run by COMSEQ
- Meeting with Healthy Land and Water, Water by Design workshop to discuss future programs and collaborations
- Meeting with Healthy Land and Water to provide feedback on the Water Way report card, social survey program

LAND FOR WILDLIFE (LFW)

- Attended Land for Wildlife Steering Committee meeting at the Gold Coast
- Attended the Land for Wildlife Fauna Workshop with Geckoes Presentation
- Attended the Land for Wildlife 20th Year Anniversary in Queensland
- Land for Wildlife SEQ Officer Training field day with 10 Councils- Brigalow, SEVT ecosystems and restoration.
- Land for Wildlife re-visit conducted at Murphy's Creek, Vinegar Hill
- LFW Inquiry property at Murphy's Creek – 14.86ha
- LFW Inquiry property at Iredale – 17.95ha
- LFW Inquiry Property at Withcott – 38.27ha
- LFW Inquiry Property at Kensington Grove – 2.0ha
- LFW Inquiry Property at Glen Cairn – 16.1ha
- LFW Inquiry Property Missouri Rd - property too small for the program.
- LFW Assessment conducted at Verdilla – 4.4ha
- LFW/Lockyer Upland Catchments Inc and Land for Wildlife Walk at Flagstone



ENVIRONMENTAL HEALTH

THE FOLLOWING HAVE BEEN ISSUED YEAR TO DATE

178
FOOD
LICENCES
ISSUED YTD



7
NEW OR AMENDED
FOOD BUSINESS
LICENSES ISSUED

23
FOOD RELATED
VENUE
INSPECTIONS

3
PERSONAL
APPEARANCE
SERVICES
LICENCES



9 LOCAL LAWS PERMITS



3 CARAVAN



1 EVENTS



2 TEMPORARY
HOME



1 CAMPING



1 MARKET



1 ROADSIDE
STALL

LOCAL LAWS

121



NUMBER OF CUSTOMER
REQUESTS RECEIVED

In comparison to 167 in June
2022

16



NUMBER OF DOGS
IMPOUNDED

In comparison to 8 in June
2022

61



KENNEL LICENCES
ISSUED YTD

In comparison to 59 in 2021-2022

59



TOTAL NUMBER
OF INFRINGEMENT
NOTICES ISSUED YTD

In comparison to 49 in 2021-2022

144

NUMBER OF CUSTOMER
REQUESTS RESOLVED

In comparison to 193 in June
2022

9



NUMBER OF DOGS
RELEASED/REHOMED

In comparison to 6 in June
2022

38



EXCESS ANIMAL
PERMIT RENEWALS
YTD

In comparison to 59 in 2021-2022



NUMBER OF DOGS
REGISTERED

5,498 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.



7

TOTAL NUMBER OF
INFRINGEMENTS YTD
ISSUED = \$21,274



20

ILLEGAL DUMPING
INCIDENTS

In comparison to 10 in
June 2022



APPROXIMATELY

1,204
WHEELIE BINS OF
ILLEGALLY DUMPED
WASTE YTD

In comparison to 938 in
2021-2022

WASTE TYPES
ILLEGALLY
DUMPED YTD
(APPROXIMATE %)



22% Household Waste
16% Demolition Materials
15% Wrecked Vehicles
17% Tyres
12% Industrial/Commercial
9% Mattresses/Furniture
3% Green Waste
2% White Goods
3% Asbestos

14.4

Group Manager Infrastructure Monthly Report - June 2023

Author: John Keen, Group Manager Infrastructure
Responsible Officer: John Keen, Group Manager Infrastructure

Purpose:

This report provides Council with a summary of key operational activities undertaken by the Infrastructure Group during June 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 June 2023.

Proposal

That this report be received and noted.

Attachments

[1](#) Group Manager Infrastructure Monthly Report - June 2023 15 Pages



Infrastructure

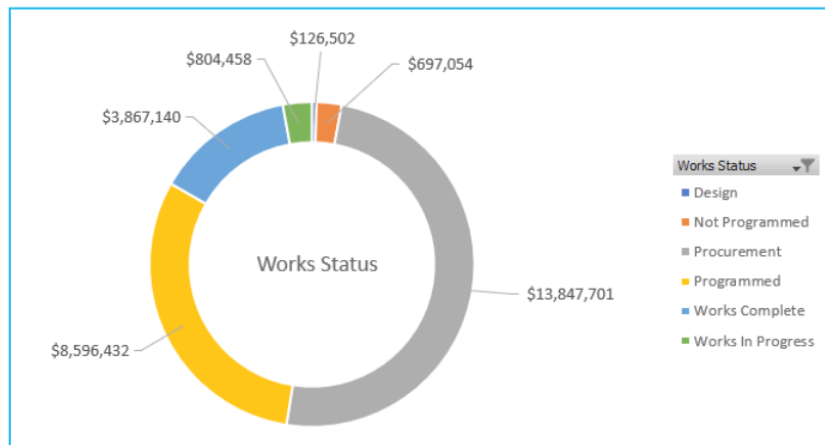
MONTHLY GROUP REPORT
JUNE 2023



2022 WEATHER EVENTS

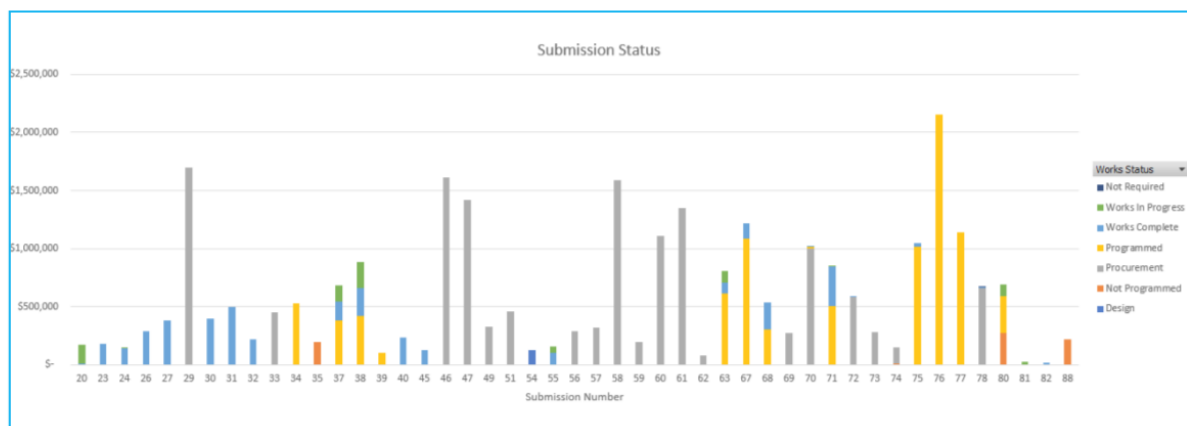
PROGRAM OVERVIEW UPDATE

- \$25,541,989 worth of works approved by the QRA
- \$2,397,956 worth of works with the QRA for assessment
- Current restoration value of the two events is estimated at \$43M including Infrastructure Restoration Works and Emergency Works.



SUBMISSION STATUS

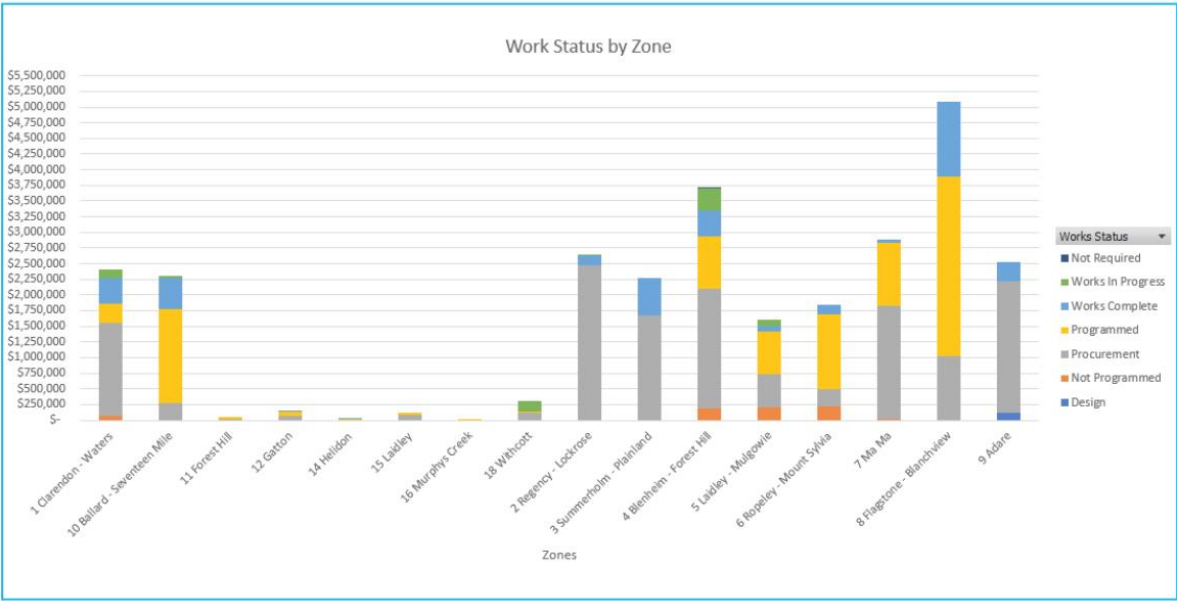
- 48 submissions have been approved
- 3 submissions are with the QRA for assessment.



RECONSTRUCTION OF ESSENTIAL PUBLIC ASSETS PROGRAM

Program updates are as below:

- The grading program is completed in zones 1, 2, 3, 8 and 9. Crews are currently working in zones 4, 5 and 10.
- Civil work has been completed for Fred Thomas pedestrian bridge at Withcott in preparation for the bridge installation.
- The design is complete for the restoration works for landslips located at Liftins Bridge, East Egypt Road, Berlin Road and Mountain View. Works are expected to commence in July.
- Two (2) tenders for sealed road pavement construction work, separated into east and west packages have been evaluated and expecting award in July.
- Guardrail restoration has been completed for all sites except Lake Clarendon Road, where two (2) separate submissions will be delivered simultaneously for the guardrail approach and bridge railing of Steinke Bridge. The contract is expected to be awarded by mid July.



THOMAS ROAD, UPPER LOCKYER - FLOODWAY EXTENSION

- Funded by the Queensland Reconstruction Authority, this project will provide increased flood protection to the floodway on Thomas Road in the Upper Lockyer. The project involves constructing new concrete floodway approaches to the existing floodway to minimise the flooding impacts when the flood water rises. Additional rock protection will also be installed alongside the floodway to armour the entire structure. Lockyer Valley Regional Council crews will perform the works internally.



RECENTLY COMPLETED WORKS

The below images depict before and after REPA works were undertaken. Exact before and after location images are not always available.



Crane Road, Plainland



Harch Road, Summerholm



Gehrke Hill Road, Summerholm

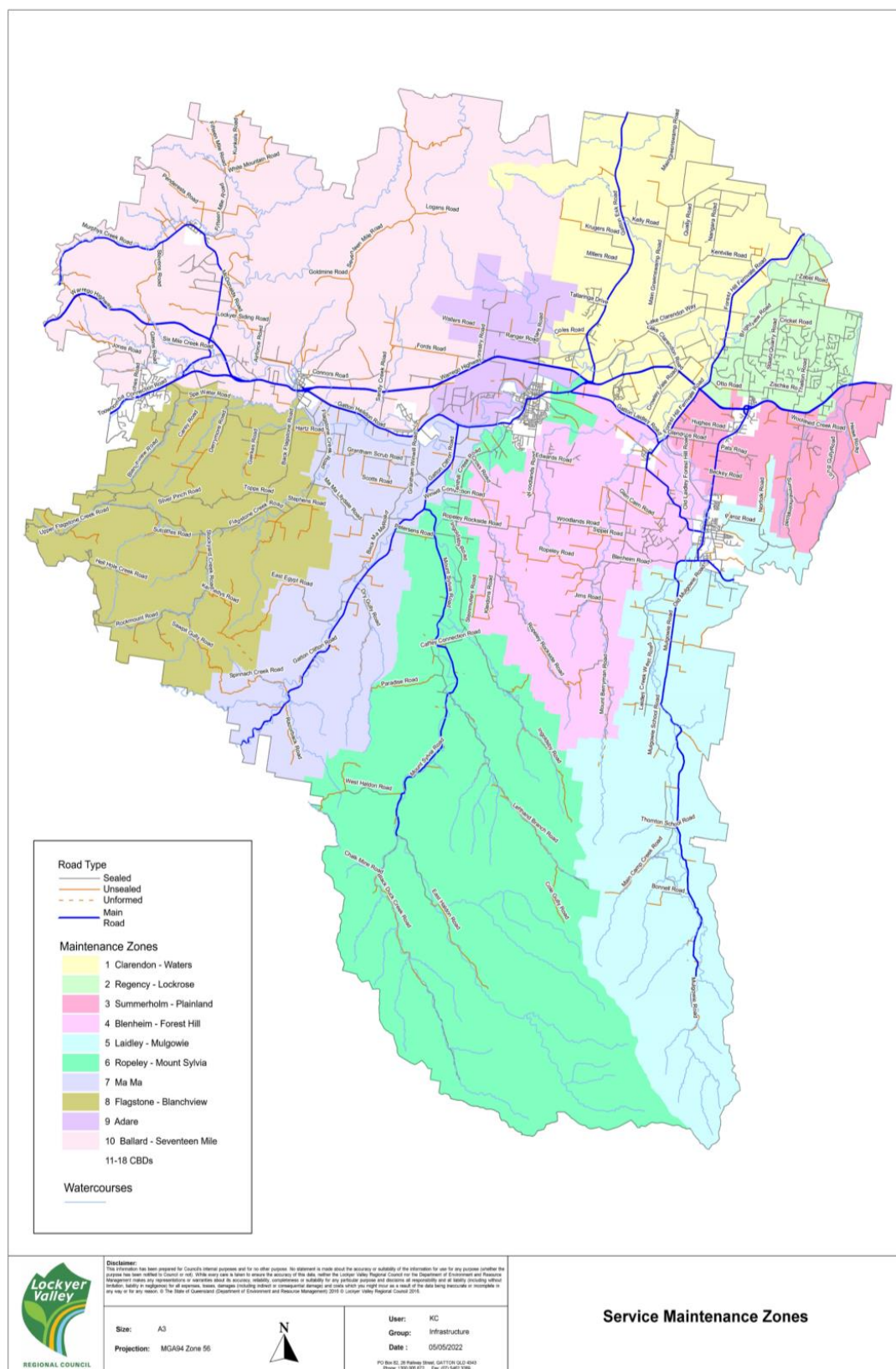


Lens Road, Summerholm



Waterhouse Road, Summerholm



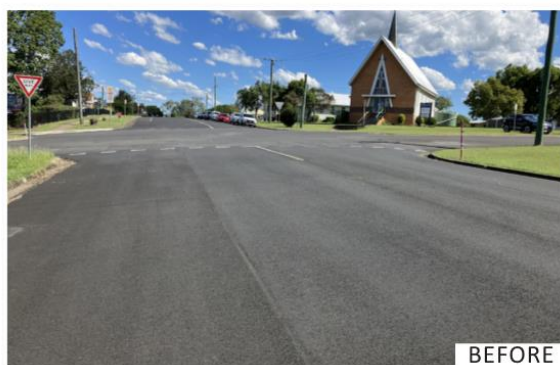


INFRASTRUCTURE & ENGINEERING SERVICES BRANCH HIGHLIGHTS**DESIGN & CONSTRUCTION WORKS - PROJECTS UNDERWAY**

For the next 6 to 8 months the Infrastructure and Engineering Services Branch staff will be heavy focused on the Reconstruction of Essential Public Assets programme. Within the programme Council staff are currently undertaking grading works to the unsealed road network and commenced works on the Thomas Road, Upper Lockyer Floodway as noted above.

DESIGN & CONSTRUCTION WORKS - PROJECTS COMPLETED**SPENCER STREET / MAITLAND STREET, GATTON - INTERSECTION UPGRADE**

- The upgrade of Spencer Street and Maitland Street intersection in Gatton was funded under the Black Spot Program.
- The scope of works included defining the intersection layout by installing a concrete median, installation of new street lighting, construction of a new pathway and bicycle lane, supply and install precast concrete islands, line marking and installation of new signage.
- This project is now completed.



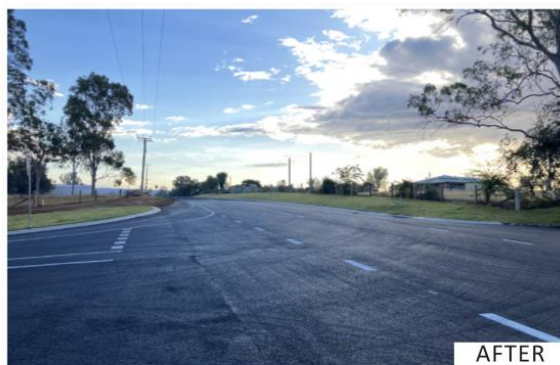
BEFORE



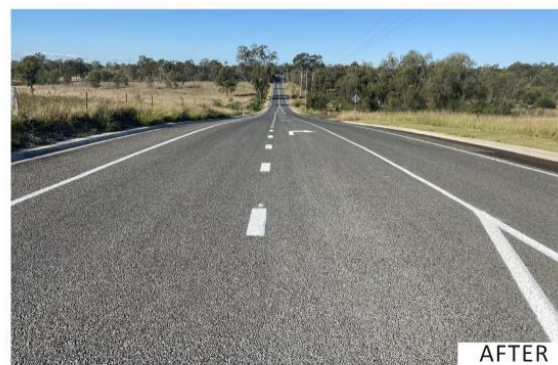
AFTER

GRANTHAM SCRUB ROAD / GRANTHAM WINWILL ROAD - REHABILITATION

- The Grantham Scrub project was funded under two (2) separate 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 was 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 now allows 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, was funded by the Transport Infrastructure Development Scheme (TIDS). The rehabilitation of Grantham Scrub Road has improved motorist safety by widening and strengthening the pavement and improving the stormwater drainage. The work activities included culvert installation, service relocation, property realignment, road excavation, geotextile installation, road pavement, concrete kerb, bitumen sealing, line marking and road furniture.
- This project is now completed.



AFTER



AFTER

NORTH STREET / EAST STREET, GATTON - INTERSECTION UPGRADE

- The upgrade of North and East Street roundabout in Gatton was funded under both the Black Spot and South East Queensland Community Stimulus Package.
- Scope of works included 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. This project is now completed.



BEFORE



AFTER

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 included widening and rehabilitating the pavement to achieve a consistent width, installing a centre island for turning control, upgrade lighting, drainage, signs, guardrail and lines. This project is now completed.



AFTER



AFTER

DRAYTON STREET, LAIDLEY - 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.



BEFORE



AFTER

2022-23 CAPITAL PROGRAMME UPDATE

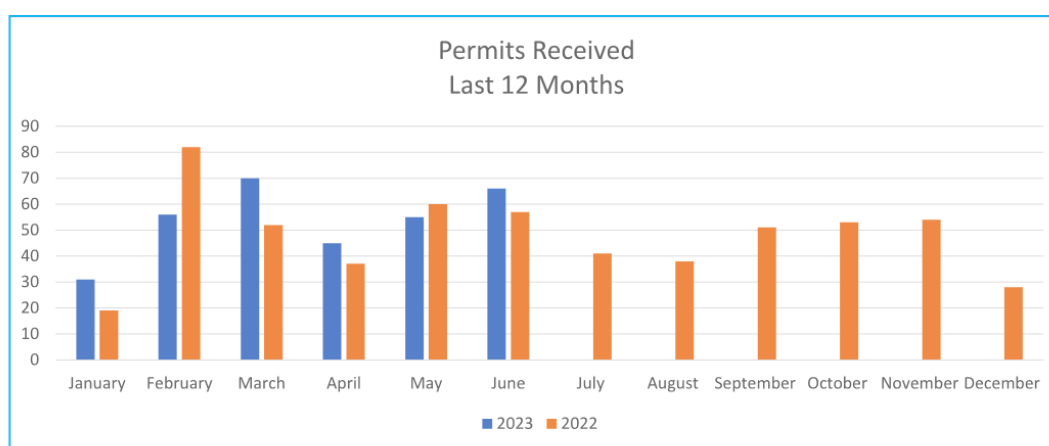
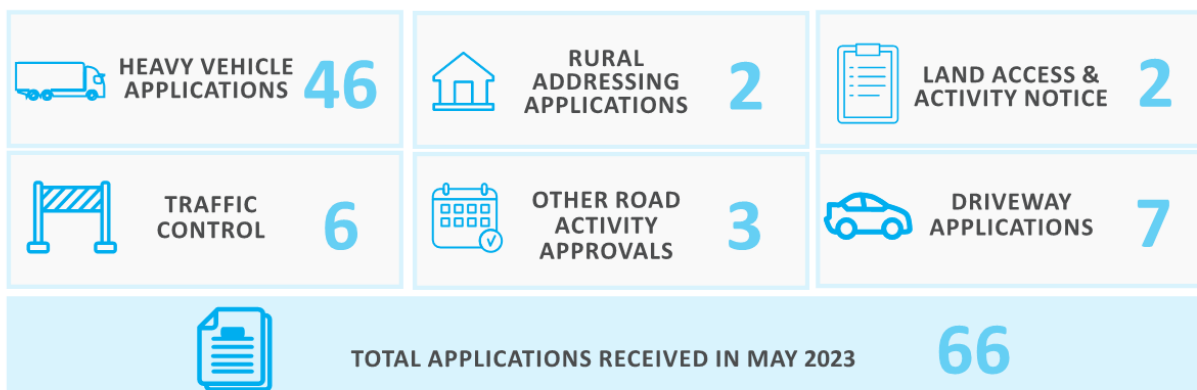
- Council's infrastructure delivery team is on track to completing an impressive 2022-23 Capital Programme, most of which were delayed from last year due to the floods. Listed below are the completed projects:
 - * 22-23 Bitumen Reseal Program (RTR)
 - * Culvert Renewal Program (SEQCSP)
 - * Digital Signage (LER)
 - * Drayton Street Bus Shelter
 - * Flagstone Creek and Lockyer Creek Road intersection upgrade (HVSPP)
 - * Flagstone Creek Road/Carpendale Road intersection upgrade (HVSPP)
 - * Footpath Missing Link – Gehrke Road (SEQCSP)
 - * Footpath Renewal Program (SEQCSP)
 - * Gatton Industrial Estate (HVSPP)
 - * Gehrke and Lorikeet Intersection
 - * Gehrke Road Pavement Renewal (TIDS)
 - * Grantham Scrub Road Widening and Rehabilitation
 - * Grantham Scrub/Grantham Winwill Road Intersection Upgrade
 - * Lake Clarendon Way Rehab (LRCI3)
 - * Lorikeet Road Floodway (SEQCSP)
 - * North and East Street, Gatton Intersection
 - Round-about, Kerb and Chanel
 - Asphalt Project
 - Stormwater Upgrade
 - * Safe Schools Project (TIDS)
 - * Spencer and East Street, Gatton Intersection
 - * Springbrook Park Carpark Upgrade (LRCI3)

DESIGN & CONSTRUCTION WORKS - UPCOMING PROJECTS

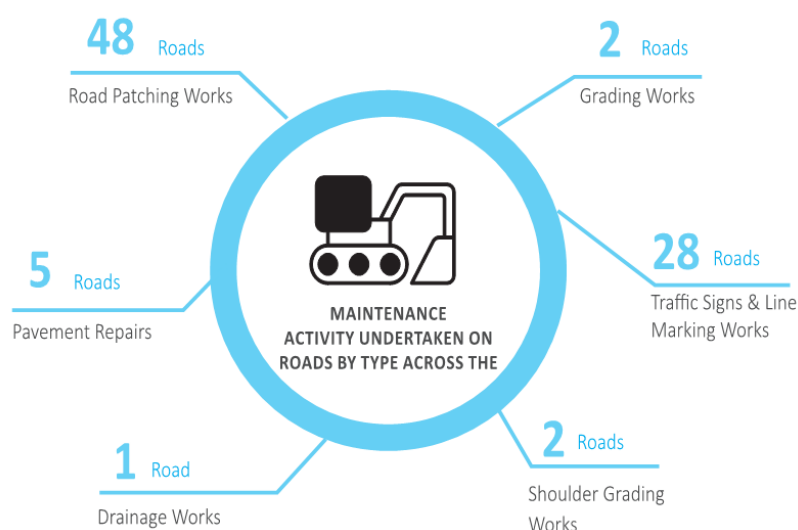
- Culvert Renewal
 - Flagstone Creek Road
- Floodway Renewal
 - Forest Hill Blenheim Road
- Bitumen Reseal Program (RTR)
 - Various roads to be confirmed
- Pavement Rehabilitation
 - Lockyer Creek Road, Helidon
 - Spa Water Road, Iredale
 - Ropehill Road, Upper Tenthill
 - Egerton Drive, Plainland
- Postmans Ridge Road Rehabilitation
 - Service Relocation only. Further works to be completed in 2024/25
- Woodlands Road/Schroeders Road Bends (TIDS)
- Gehrke/Forest Avenue
- Steinke's Bridge (LRRG)
- Clarkes Bridge (LRRG)
- Saturated Pavements (LRRG)
- Footpath Renewal
 - Lake Apex Park
- Footpath Missing Links
 - Jones Road, Withcott
- Mahon Bridge
 - Multi-year project 23/24 – 24-25

OPERATIONS & MAINTENANCE

WORKS ON ROADS PERMITS & APPLICATIONS



MAINTENANCE WORKS



INFRASTRUCTURE PLANNING

ASSET MANAGEMENT

- Processing of developer-contributed assets.
- Routine RMPC inspections.
- Completion of routine defect inspections in Zones 2 and 17, and commencement of defect inspections in Zone 3.
- Condition inspections of 203 assets.
- Monitoring of the landslips has become less frequent with the stabilisation of the slip due to dryer weather.
- Stormwater CCTV project is nearing completion. Council have received the data from the contractor for 95% of the completed works and continue to work with the contractor to finalise the project.
- The Building Condition Assessment project is progressing ahead of the original schedule. All site inspections have been completed by the contractor. Council is reviewing the draft reports and providing comments back to the contractor for further finalisation.
- The Transport Asset Valuation has been completed by the valuer.
- Drafts for the Transport and Drainage Asset Management Plans are continuing.
- The Minor Bridge contractor was awarded. Works are scheduled to be completed in July.

DEFECT OVERVIEW

TOTAL DEFECTS
CAPTURED IN
JUNE 2023

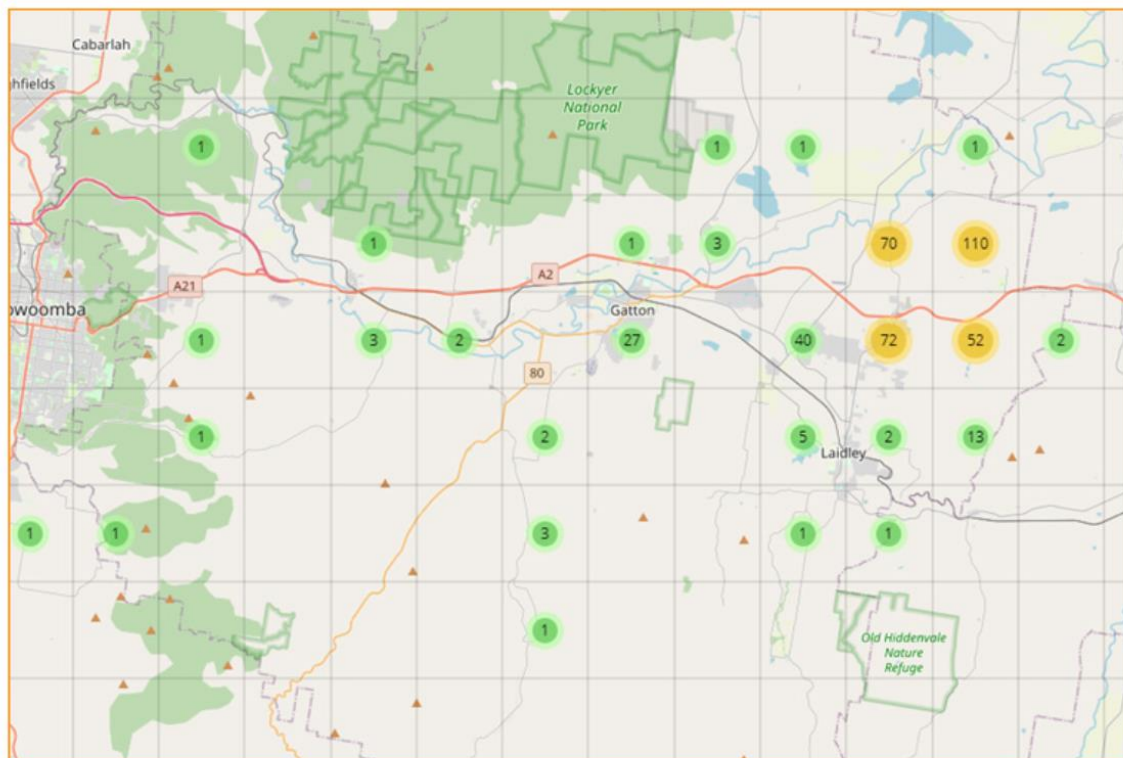
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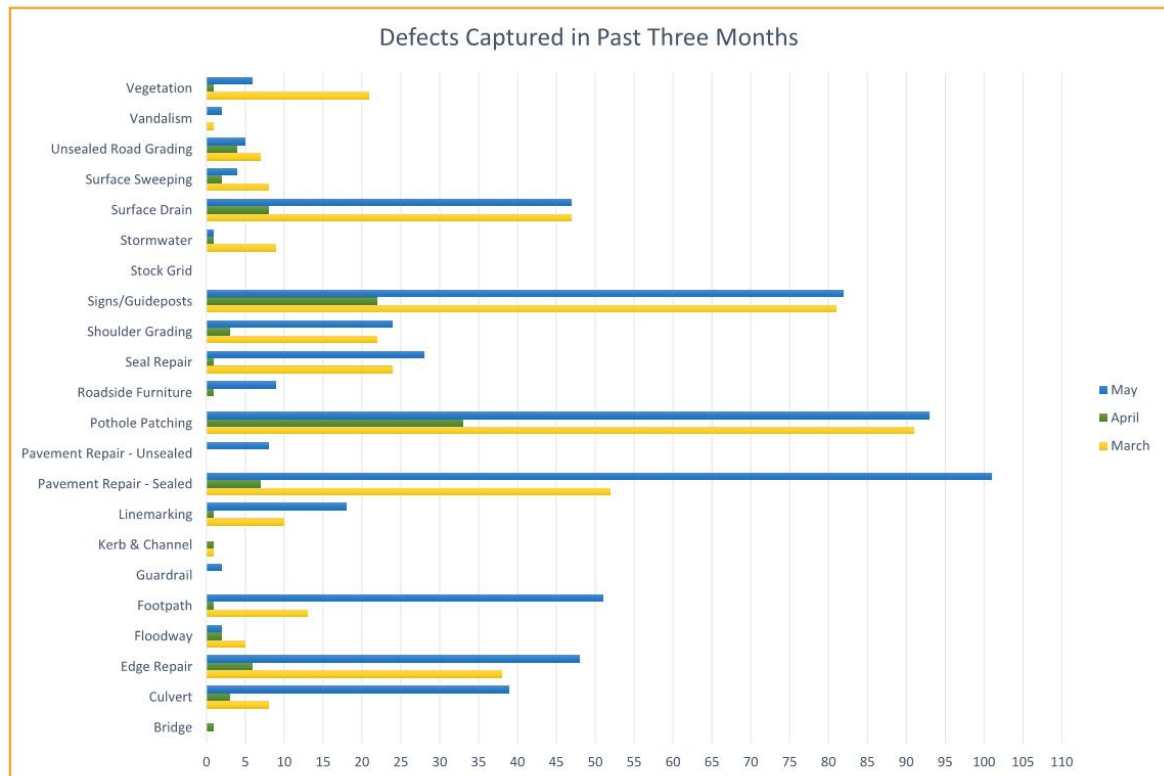


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DEFECTS COMPLETED
IN JUNE 2023

DEFECTS COLLECTED THROUGHOUT THE REGION - JUNE 2023





COMMUNITY RECREATION & FACILITIES BRANCH HIGHLIGHTS

CAPITAL WORKS - PROJECTS COMPLETED

MCNULTY PARK, LAIDLEY - SOLAR LIGHTS

- New solar lighting installed along the pathway in McNulty Park.



MURPHYS CREEK - SHADE SAIL

- A new shade sail was installed over the new playground.

**CAPITAL WORKS - UPCOMING PROJECTS**

Project	Status
Jean Biggs – Designated Accessible Car Parking	Contractor engaged.
Alex Geddes Hall	RFQ for demolition under evaluation. RFT for the construction under evaluation.
Gatton Shire Hall External Cladding	RFQ released to market.

MAINTENANCE WORKS**Mowing/Slashing**

- Roadside slashing focused on zones 4 and 7.
- Slashing completed on Council owned vacant land in Grantham.
- Spraying roadside furniture completed in zones 7, 10 and 13 – Total of 8,500L of herbicide sprayed.
- Mowing completed at Withcott, Grantham, Gatton, Helidon and Murphys Creek.

Playground Maintenance

- Inspections and defect recording occurring in all zones.
- Playground maintenance is ongoing focusing on softfall top ups.



Grantham Park Estate

Furniture Maintenance / Landscaping

- Garden beds in Laidley and Gatton centres re-planted and mulched.
- Repainted seats in Laidley town.
- Landscape maintenance undertaken at the Laidley Cultural Centre, Das Neumann Haus and William Street, Laidley carpark.
- Fairway Park disposal area cleared of grass and regrowth.
- New seating and bin installed in Gatton Cemetery



Gatton Cemetery Chair



Gatton Cemetery Chair



BEFORE

Laidley town chair refurbishment



AFTER

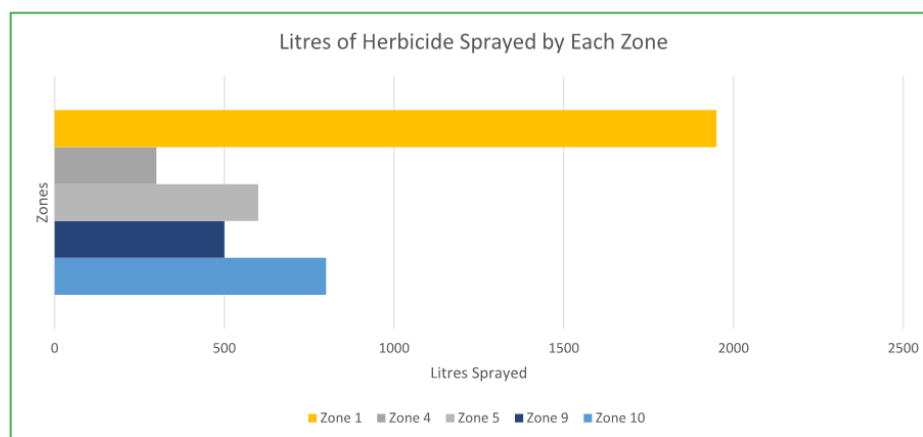
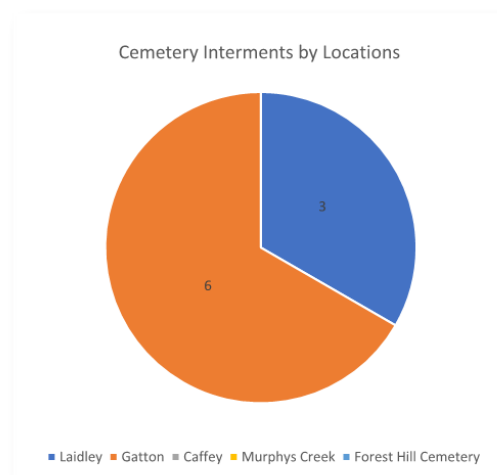
Laidley town chair refurbishment

Event Assistance

- Event sign changeovers completed as required.
- Lockyer Valley Kennel Club Championship Show - 03 June 2023
- Celebrate Queensland Day - 10 June 2023
- Lockyer Valley Race Day - Gatton Cup - 24 June 2023

Declared Weeds

- Declared weed spraying targeting Fireweed and Mother of Millions on roadsides mainly in zones 1, 5 and 10.
- Spraying winter weeds completed in Council owned parks, open spaces and sporting fields.

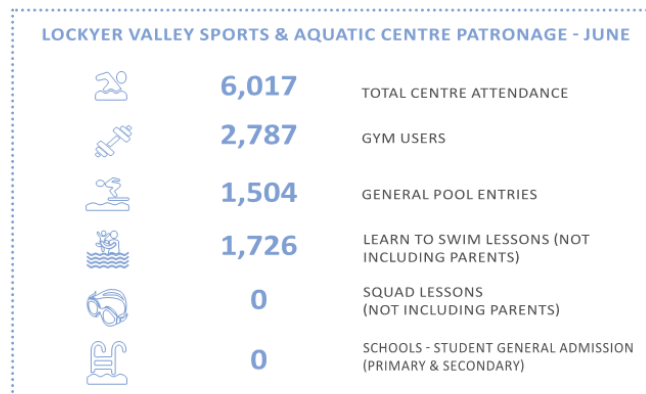


Major Weeds Treated by Zone	
Zone	Weed
Zone 1	Fireweed
Zone 9	Fireweed
Zone 10	Fireweed, Mother of Millions, Parthenium
Zone 1 – TMR	Fireweed
Zone 4 – TMR	Fireweed, Mother of Millions
Zone 5 – TMR	Fireweed

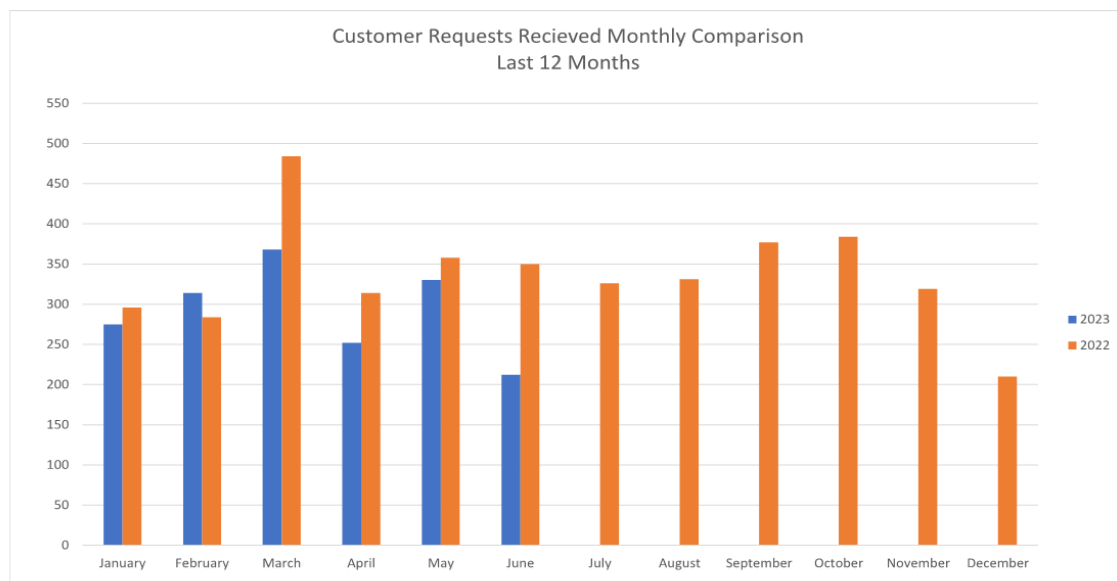
FACILITIES MAINTENANCE WORKS

- Addressing increased cases of vandalism across Council assets, especially toilet blocks.
- Helidon Hall stump replacement project has been completed.
- Conducted backlog of repairs and maintenance at Gatton childcare centre.
- Working with pool operator on planned winter closure of Gatton and Laidley swimming pools and planned maintenance works.
- Meeting with community groups in preparation for the Gatton Show.
- Installed new shelter at Lake Dyer day use area.
- Completed renewal of concrete slabs and water bubblers at Laidley Recreation Grounds and McNulty Park, Laidley.

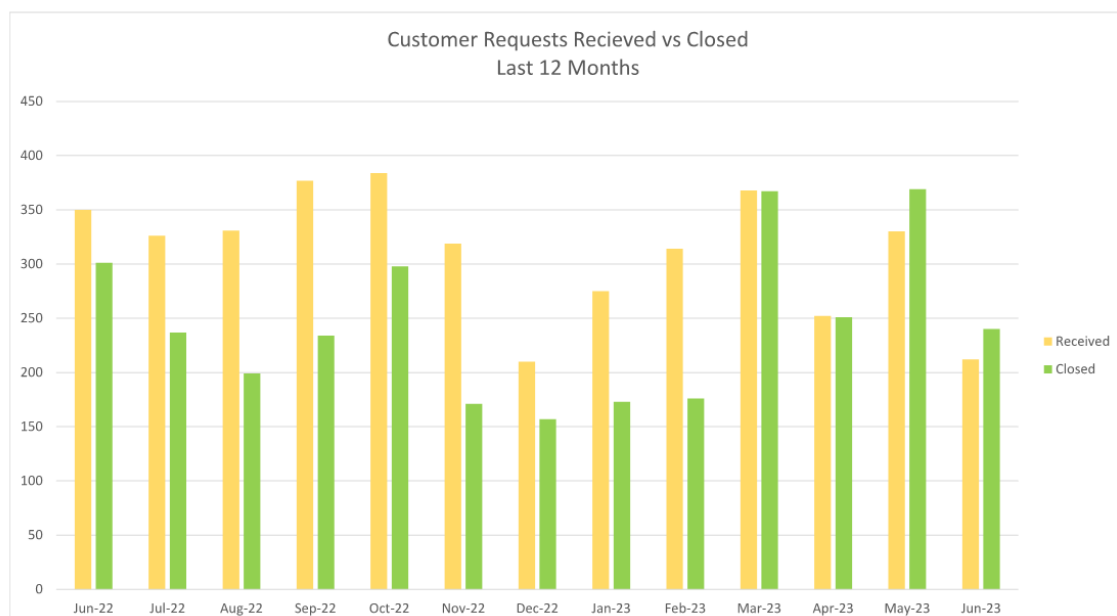




CUSTOMER CONTACT



Data as at 10 July 2023



Data as at 10 July 2023

14.5 2023 Audit Observation Report

Author: Dee Stewart, Acting Chief Financial Officer
Responsible Officer: Ian Church, Chief Executive Officer

Purpose:

The purpose of this report is to provide Council a copy of the Auditor General's 2023 Observation Report for the interim audit performed to 30 April 2023 as required under the *Local Government Regulations 2012*.

The report and its findings will also be provided to the next meeting of the Audit and Risk Management Committee for further follow up.

This document is for Council's information only.

Executive Summary

Section 213 of the *Local Government Regulation 2012* requires the Mayor to present to Council a copy of the Auditor General's Observation Report. The Observation Report is a report about the Audit prepared under Section 54 of the *Auditor General Act 2009* that includes observations and suggestions made by the Auditor General about anything arising out of the audit.

Council's contract auditors, Crowe, have provided a 2023 Interim Report which provides information on the key aspects of the 2023 audit. A copy of the 2023 Interim Report is attached.

Whilst Council has not received this report formally from the Auditor General, Council's contract auditors, Crowe, has provided a "2023 Interim Report" which for the purposes of the legislation is taken to be the Observation Report.

Proposal

The 2023 interim Report has been provided by Crowe outlining the key points of the 2023 interim audit and is attached to this report.

The 2023 Interim Report provides a review of the key matters considered as part of the audit.

There were no significant deficiencies identified during the audit.

During the interim visit phase of the audit process four control activity deficiencies were identified. These were not significant deficiencies:

- Procurement process – invoices dated prior to purchase order creation
- Procurement process – procurement team able to approve amendments without the approval of the original delegated approver.
- Procurement process – all roles access to the procurement system by IT staff could see unauthorised changes to transactions
- Payroll controls – implement a review of changes to bank account details prior to the payroll payment run

There are two prior period deficiencies that are unresolved:


- Procurement process – insufficient number of quotes obtained
- Manual journals – approval required for manual journals under \$100,000

There were two prior period deficiencies resolved during the audit process:

- Timeliness and quality of supporting workpapers
- Review of fortnightly pay run approval

All unresolved matters will be included in the Audit and Risk Management Committee's Outstanding Items Register for follow up action.

Attachments

1  Interim Audit Report 9 Pages



2023 INTERIM REPORT

Lockyer Valley Regional Council

30 June 2023



Cr Tanya Milligan
Mayor
Lockyer Valley Regional Council

Dear Councillor Milligan

2023 Interim Report

We present our interim report for Lockyer Valley Regional Council for the financial year ending 30 June 2023. This report details the results of our interim work performed to 30 April 2023. Under section 213 of the Local Government Regulation 2012, you must present a copy of this report at your council's next ordinary meeting.

Results of our Interim Audit

In this phase, we assessed the design and implementation of your internal controls relevant to the financial report, and whether they are operating effectively. We assessed the key controls we intend to rely on in auditing your financial statements. Our audit does not assess all controls that management has implemented across the organisation.

Deficiencies:

- 4 new from interim procedures
- 2 unresolved from prior years

Based on the results of our testing completed to date and the resolution of prior year issues, we have determined your internal control environment does support an audit strategy where we can rely upon your entity's controls.

Refer to *section 2* for further details.

If you have any questions or would like to discuss the audit report, please contact me on 5644 6100.

Yours sincerely

Logan Meehan
Partner

Enc.

cc. Mr Ian Church, CEO

Ms Kerry Phillips, Chair, Audit & Risk Management Committee

Queensland Audit Office
Level 13, 53 Albert Street, Brisbane Qld 4000
PO Box 15396, City East Qld 4002

Phone 07 3149 6000
Email qao@qao.qld.gov.au
Web www.qao.qld.gov.au
 Queensland Audit Office (QAO)

1. Status of issues

Internal Control Issues

The following table identifies the number of deficiencies in internal controls and other matters we have identified. Refer to section 2 *Matters previously reported* for the status of previously raised issues.

Issues	Significant deficiencies	Deficiencies	Other matters*
Current year issues	-	4	-
Prior year issues – unresolved	-	2	-
Total issues	-	7	-

*Queensland Audit Office only tracks resolution of other matters where management has committed to implementing action.

The following section details control deficiencies and other matters identified as at 30 April 2023. It includes a response from management.



Our ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: www.qao.qld.gov.au/information-internal-controls or scan the QR code.

Internal control issues

S

Significant deficiency

D

Deficiency

O

Other matter

SENSITIVE

2023 Interim Report

D Deficiency**(1) Approval of Purchase Orders and Invoices****Control activities****Observation**

The audit team performed testing over general and application controls in the procurement cycle. During this, it was noted that Lockyer Valley Regional Council's procurement policies require that purchase orders are required to be reviewed and approved to ensure they are raised in an appropriate manner (i.e.: before an invoice is received).

In order to review this, a substantive analytical procedure was designed to ensure every invoice received had a purchase order approved prior to the invoice date. The audit team obtained a list of all posted purchase orders and their respective supplier invoices for the period 1 July 2022 to 21 April 2023. Over this period, audit identified from 3,631 invoices that there were 159 instances where the purchase order was posted after the invoice and 164 instances where the purchase order was raised on the same day as the invoice. The audit team provided both lists to management to either confirm the departure from councils' procurement policy or provide explanations to support the timing of the purchase order being raised.

Implication

This issue indicates non-compliance with LVRC's procurement policy (purchase order guidelines) in relation to the timeliness of purchase order approvals. There is also an increased risk that expenditure may be incurred by LVRC prior to formal documented approval in the system.

QAO Recommendation

It is recommended that:

1. Management investigates alternative procedures to ensure that purchase orders are generated at the initiation stage of the transaction;
2. Council implement monitoring procedures, that could involve performing the same test audit has done, each month or bi-monthly in order to target which type of purchase order and which team members are not abiding by the policy;
3. Management review the lists provided by audit and consider a root cause analysis to conclude on the appropriateness of the current practice; and
4. A regular training program is implemented to ensure that all staff are aware of the Procurement Policy requirements.

Management response

1. Agreed. An initial review of the transactions indicates a significant portion of the instances where the purchase order was raised on the same day as the invoice are appropriate eg gravel purchases on a contract arrangement and items purchased for stores which are ordered and delivered on the same day. Council will review the policy to ensure the policy reflects prudent operations and prepare a list of arrangements where a purchase order is not required to be generated.
2. Council currently has a reporting system to monitor issues with order dates and invoice dates. It is distributed each month. This report will be further developed to provide more useful information and improved data to track root cause of issues.
3. An initial review of the transactions indicates a significant portion of the instances where the purchase order was raised on the same day as the invoice are appropriate eg gravel purchases on a contract arrangement and items purchased for stores which are ordered and delivered on the same day. However, Council undertakes to perform further analysis of the information and consider a root cause analysis to conclude on the appropriateness of the current practice.
4. Agreed. A training program is in development. The procurement team currently assists with as needed/ requested training and this will be extended to a more proactive training program.

Responsible officer: CFO
Status: Work in progress
Action date: 30 June 2024

SENSITIVE

2

2023 Interim Report

D Deficiency**(2) Approval of Amended Purchase Orders****Control activities****Observation**

As part of our testing over the IT general controls for the expenditure cycle it was noted that if an approved purchase order requires amendment the procurement team can approve the amended purchase order without the approval of the original delegated approver. Once this was brought to the attention of council, the procurement team have requested for this option to be removed from system.

Implication

There is a risk that if an approved purchase order is amended that amended purchase order does not receive the appropriate approval from an authorised delegate. Any amendment to an already approved purchase order could lead to breaches in council policy, inappropriate use of council funds or a number of other risks could arise without the knowledge of the appropriate delegate. Whilst we are aware that procurement have switched this ability off in the system, there is a risk it could be turned back on, and the appropriate approvals are not obtained.

QAO Recommendation

We recommend management ensure the amended purchase orders are required to be reapproved by an appropriate delegate based on the amended purchase order amount and that the IT systems support this requirement.

Management Response

The option for procurement team members to approve amended purchase orders without the approval of the original delegated approver has been removed from the system. This has been tested by procurement team and confirmed to be working as intended.

Responsible officer: CFO
Status: Work in progress
Action date: 30 September 2023

SENSITIVE

3

2023 Interim Report

D Deficiency**(3) Review of Super Users****Control activities****Observation**

As part of our testing over the IT access controls, it was noted that the IT team have 3 members who have "all roles" access to the procurement system. This allows the user to have master access control. There is currently no review over the user access logs to monitor these accounts, it is noted however, that there is information available in the system so that investigations could be conducted after an incident is identified to determine what user was involved.

Implication

There is an increased risk with "all roles" access that unauthorised changes can be made or transactions processed in TechnologyOne that may not be detected in a timely manner.

QAO Recommendation

It is recommended that LVRC perform a regular and targeted review of the system generated transaction logs, for these users, to assist in identifying high risk or erroneous activity within the finance systems.

Management Response

Recent activity has improved LVRC security posture around user level access into the TechnologyOne system.

The "All Roles" access is a required role as part of administering and fixing system issues.

Business Systems will begin work on generating an activity log report that can be run at any time to evaluate the "all roles" access to the procurement system.

Further investigation will be needed to identify the key users who will have the ability to run the report and any particular refining of the log analysis as needed to meet the recommendations.

It is anticipated this report will begin in early July and made available by end on Sept 2023 subject to any unforeseen resourcing constraints.

Responsible officer: Manager information Communication Technology

Status: Work in progress

Action date: 30 September 2023

SENSITIVE

4

2023 Interim Report

D Deficiency**(4) Review of Changes to Employee Bank Details****Control activities****Observation**

As part of our payroll controls testing, we noted there is a significant delay in the review of changes made to employee bank details. This is due to numerous factors such as staffing resources, leave and work priorities, and waiting response time.

We note the payroll audit reports review has been completed up to 10 October 2022 as at 28 April 2023. Therefore, there is currently a 6-month delay before changes to employee bank details are reviewed.

Implication

Where payments are made before the bank changes are reviewed, this could result in payments being made to the incorrect person. The fraud risk is heightened as it increases the risk for unauthorised bank account changes to proceed undetected.

QAO Recommendation

We recommend the payroll audit report review be accelerated for the period 11 October 2022 to date and that council ensure the reports are reviewed as part of the fortnightly payroll cycle. This will ensure payments are made to the correct bank accounts before the payment is released.

Management Response

Management acknowledges there have been delays completing the payroll audit report reviews. However, this particular audit process, which is completed by an officer outside of the HR/payroll section, is not intended to be completed as part of the fortnightly payroll process due to time constraints of completing the final pay run and ensuring employees are paid on time. A report detailing changed bank account details for the fortnight as well as other changes to the payroll master file has been developed and provided to payroll staff to check and confirm changes to bank account details are correct prior to the release of the payroll payment. This will ensure payments are made to the correct bank accounts before the payment is released.

Responsible officer: CFO
Status: Work in progress
Action date: 30 September 2023

SENSITIVE

5

2023 Interim Report

2. Matters previously reported

The following table summarises the status of deficiencies, financial reporting issues, and other matters previously reported to you.

Ref.	Rating	Issue	Status
22-CR-1	D	Procurement Process Insufficient number of quotes obtained across the four tiers within the Council's procurement guidelines.	Work in progress Through our interim testing we identified 2 instances where the incorrect number of quotes were received. Responsible officer: Dee Stewart Action date: 30 June 2023
22-CR-2	D	Timeliness and Quality of Supporting Workpapers Certain information the audit team requested was either incorrect, not reviewed or not provided in a timely manner.	Resolved We have not experienced any issues at interim and therefore consider this resolved. Responsible officer: Dee Stewart Action date: 30 June 2023
22-IR-1	D	Review of Manual Journals Processed From audit's discussions with management, it was identified that all manual journals processed below \$100,000 did not have to be approved and therefore are not reviewed before or after they are processed in the accounting system	Work in progress Management has begun the process of approving all manual journals however this is yet to be finalised and actioned. Responsible officer: Dee Stewart Action date: 30 June 2023
22-IR-2	D	Review of Fortnightly Pay Run Approval During our walkthrough of the payroll cycle we observed approval of the fortnightly payroll reports by the Manager of People and Customer Experience, but we noted that Finance do not confirm this approval has been done prior to authorising the EFT	Resolved From our design and implementation of the payroll cycle we have observed this check completed. Responsible officer: Dee Stewart Action date: 30 June 2023

SENSITIVE

6



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 **Queensland
Audit Office**
Better public services



14.6 Quarterly Investment Report - April to June 2023

Author: Kacey Bachmann, Management Accountant
Responsible Officer: Ian Church, Chief Executive Officer

Purpose:

The purpose of this report is to advise Council of the performance of its investment portfolio.

This document is for Council's information only.

Executive Summary

As outlined in Council's 2022-23 Investment Policy, a quarterly report is to be submitted to Council on the performance of its investment portfolio.

The investment of surplus funds has been made in accordance with the requirements of *the Statutory Bodies Financial Arrangements Act 1982* as well as Council's Investment Policy. As of 30 June 2023, Council had a total investment holding of \$54.76 million.

Overall, investments continued to perform well in comparison to targeted benchmarks shown in tables 3 and 4, with Council's current investments exceeding these benchmarks. The interest revenue has exceeded the target and investment opportunities will continue to be reviewed.

Proposal

As required by Council's 2022-23 Investment Policy, a quarterly report is to be submitted to Council on the performance of its investment portfolio.

As of 30 June 2023, Council had a total investment holding of \$54.76 million.

The two following tables show the investment institution, credit rating and product type of our investment portfolio on 30 June 2023:

Table 1

Institution	Amount \$	Percentage Holding	Credit Rating
QTC	29,757,969	54.34%	AA
National Australia Bank	3,000,000	5.48%	AA-
Macquarie Bank	4,000,000	7.30%	A+
Suncorp	1,000,000	1.84%	A+
Bank of QLD	2,000,000	3.65%	BBB+
MyState Bank	3,000,000	5.48%	BBB+

Institution	Amount \$	Percentage Holding	Credit Rating
AMP Bank	8,000,000	14.61%	BBB
BankVic	2,000,000	3.65%	BBB
Judo Bank	2,000,000	3.65%	BBB-
Total	54,757,969	100.00%	

Table 2

Product Type	Amount \$	Percentage Holding
Cash Fund - QTC	29,757,969	54.34%
Term Deposit	25,000,000	45.66%
Total	54,757,969	100%

The following tables display the performance of Council's investments, identified by investment type and days invested, against the Bank Bill Swap Rate (BBSW) and the Bloomberg AUSBOND Index (AUSBOND). The tables compare the rate of return on Council's investments on 30 June 2023, against the benchmarks indicated above (BBSW and AUSBOND).

Overall, the investments continued to perform well in comparison with these benchmarks although there has been a slight increase in interest rates for term deposits with new investments now offered above 5.00%.

Table 3

Cash Fund Performance Against RBA Cash Rate & AUSBOND Index	QTC	RBA Cash Rate	AUSBOND Index
Cash Fund Performance	4.17%	4.10%	2.97%

Table 4

Term Deposit Performance Against BBSW Index & AUSBOND Index	Av Return on Deposits	BBSW Index	AUSBOND Index
Term Deposits	4.70%	4.14%	2.97%

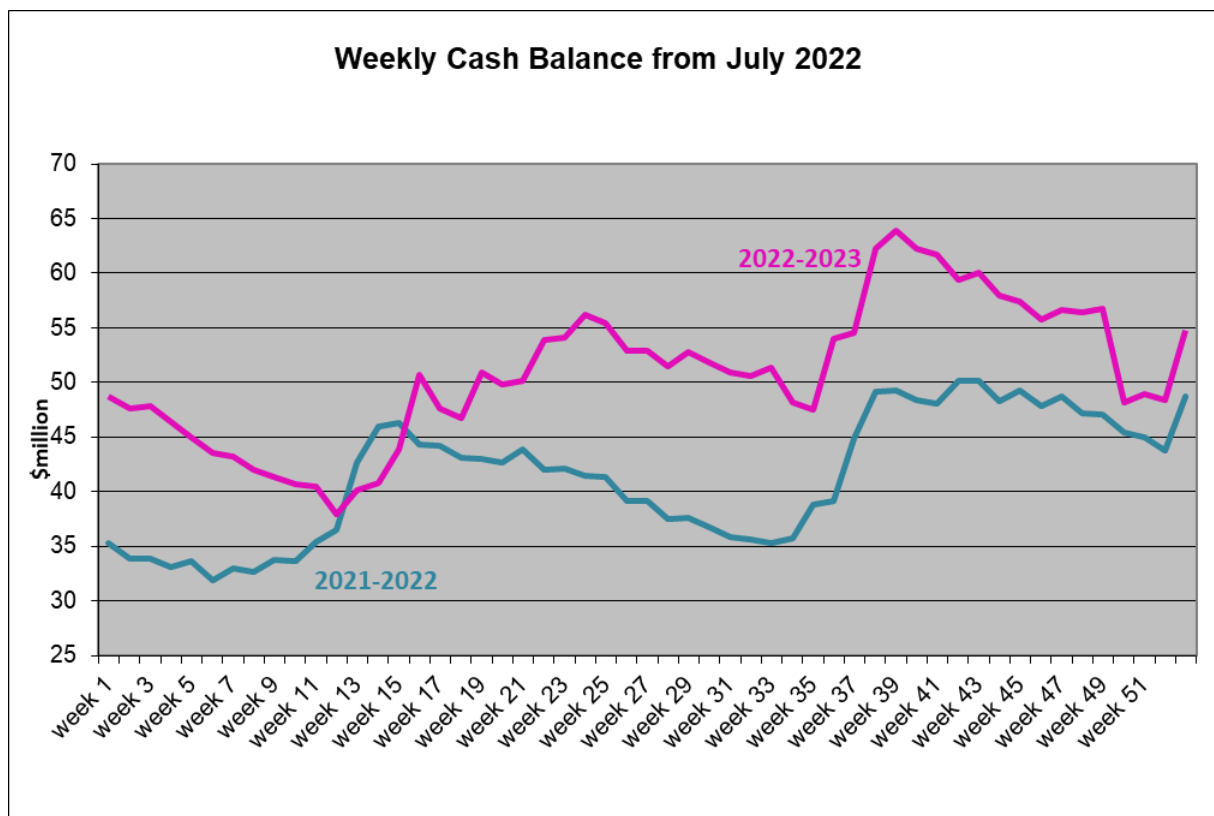
Interest rates have increased for all institutions. The QTC cash fund rate is now slightly lower than term deposit rates making term deposits a more attractive investment option. The best regular rates on offer at present are around 4.15% and 5.80% for investment periods from three to twelve months.

Table 5

Interest Income vs Budget	YTD Actual	YTD Budget	% Annual YTD Budget
Interest Income on investments	\$1,788,808	\$1,326,480	134.85%

As reflected in table 5, interest revenue has exceeded the target for the year to date.

During the fourth quarter, cash at bank has increased slightly due to receiving the advance payments of the State Waste Levy and Financial Assistance Grants. Only minimum cash remains in Council's general funds each day with any excess being invested as Term Deposits or transferred to the QTC Cash Fund. The following graph shows a comparison over time of Council's weekly cash balances.



The table below shows that Council's investments on 30 June 2023 is in overall compliance with the 2022-23 Investment Policy.

Table 6

Investment Policy Credit Risk Compliance	Current Exposure	Allowable Exposure	Difference
Cash Funds			
QTC Cash Funds	54.34%	100%	45.66%
Term Deposits			
AAA to A+	14.62%	85%	70.38%
A to BBB+	9.13%	45%	35.87%
BBB to BBB	21.91%	30%	8.09%

Attachments

There are no attachments for this report.

14.7 Quarterly Progress Update on Actions Arising from Council Resolutions - June 2023

Author: Bella Greinke, Council Business Officer
Responsible Officer: Ian Church, Chief Executive Officer

Purpose:

This report is to provide an update on the status of actions arising from resolutions at Ordinary and Special Council Meetings relevant to this term of Council (17 April 2020 to date)

This document is for Council's information only.

Executive Summary

This report contains an update on outstanding action items arising from resolutions during this term of Council, as well as identification and commentary on action items which have been completed within the last quarter, from 1 April to 30 June 2023.

Outstanding Actions Report

The document titled *Outstanding Actions – 30 June 2023* is a detailed report, providing information on which action items arising from resolutions are outstanding and any action that has been taken to date.

In summary, the following number of items (by group) are outstanding:

Executive Office:	1
People, Customer and Corporate Services:	9
Community and Regional Prosperity:	1
Infrastructure:	3
TOTAL:	14

Completed Actions Report

The document titled *Completed Actions April – June 2023* includes progress notes and closing commentary on items from this term of Council that have been completed by Officers in the previous quarter. In total, 81 actions have been completed since 1 April 2023.

The detailed report for both the outstanding items and completed items has been provided separately due to the confidential nature of some of the items contained within.

Proposal

This report be received and noted.

Attachments

There are no attachments for this report.

14.8 Urban Utilities Board Update - May & June 2023

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

Purpose:

The purpose of this report is to provide Council with highlights from the Urban Utilities (UU) May and June 2023 Board Meeting.

This document is for Council's information only.

Executive Summary

Lockyer Valley Regional Council maintains an ongoing relationship with UU on both operational and strategic aspects of water and sewerage provision. This report is an update on matters of significance with respect to UU for Council's information.

Urban Utilities is:

- A statutory body, created on 1 July 2010 as a result of Queensland Government changes to the way water is managed in South East Queensland.
- Owned by the Brisbane and Ipswich City Councils, and Lockyer Valley, Scenic Rim and Somerset Regional Councils, and governed by an independent Board.
- Tasked with delivering drinking water, recycled water and sewerage services to the cities and townships within the boundaries of these five local government areas.

Responsible for delivering water to customers, collecting, transporting, and treating sewage, as well as charging and billing for water and wastewater services for customers in the Brisbane, Ipswich, Lockyer Valley, Scenic Rim and Somerset local authority areas.

Proposal**Significant activities**

The Board held its scheduled meeting on 20 March 2023. As Urban Utilities commenced occupation in their new corporate offices at 31 Duncan Street Fortitude Valley from 20 March, the Board joined employees present that day for lunch. This provided valuable opportunities for Board members to engage with Urban Utilities' employees in an informal setting and learn about their activities, priorities, and perspectives.

In addition, the Board conducted a full day strategy workshop with executives on 4 April. This was the first of two strategy workshops to be held in 2023 to support the development of the next Statement of Strategic Intent. Key areas of discussion over the course of the day included Environmental, Social and Governance insights, global trends and their impact on Urban Utilities business, business critical activities for Urban Utilities, and analysis of the strategic objectives and plans of their shareholding councils.

Significant issues and areas of Board focus

The Board remains focussed on current economic and budgetary pressures, Urban Utilities' financial performance and the factors affecting long term financial sustainability. In addition, Urban Utilities' safety risks and systems continue to be a key area of focus both at Board meetings and at each of the Board committees. The Board has also engaged in detailed discussion on cyber security and customer privacy issues together with relevant system and process improvements which will enhance their effectiveness in mitigating these risks.

Board meeting 20 March 2023

As noted above, the Urban Utilities Board met on 20 March for its ordinary meeting.

During an in-camera session, the Board considered succession planning, given that the terms of three members will expire in mid-2024. Additionally, the Board discussed best practice management of Board members' cyber security and other IT settings.

Significant agenda items covered in the board meeting were as follows.

Enhancing Liveability

Extended S1 Integrated Catchment Plan Strategic Business Case

The Board approved the Strategic Business Case for the Integrated Catchment Plan for the S1 catchment. The S1 catchment is Urban Utilities' largest sewerage scheme, servicing Greater Brisbane. The business case sets out the ten-year investment plan addressing operational and asset risks, wet weather management, and risks and opportunities associated with the 2032 Olympic and Paralympic Games.

Indicative capital and operating expenditures associated with the entire S1 Integrated Catchment Plan will be around \$1.543 billion over the ten-year period, and the updated business case addressed matters such as a proposed facility at the Albion Olympic precinct and other enhancements to the servicing strategy particularly to address wet weather risks.

Hamilton Siphon Rehabilitation

The Board considered an update on the Hamilton Siphon rehabilitation project. The cost of this complex project is \$53.9 million, with the Board approving a budget increase of \$9.3 million.

The Board discussed a range of project risks, including high construction and servicing risks, significant community impacts, regulatory matters, and the co-location of telecommunication assets in the siphon tunnel. The risks associated with wet weather during the project were also considered. Given the challenging nature of this project, the Board and shareholders will continue to be updated on this during 2023.

Long Term Water Consumption Trends

The Board undertook a strategic deep dive discussion on the range of issues associated with long term water demand and water security planning.

Matters considered by the Board included: the effect of urban densification on water use, including on the timing of infrastructure upgrades; State Government planning for major long-term water assets and infrastructure; and opportunities to promote lower consumption through smart metering and other strategies. The Board also noted the potential impact of water consumption patterns on Urban Utilities' financial sustainability and on customer affordability.

Long Term Climate Resilience Planning for Critical Assets

The Board undertook a strategic deep dive discussion on long term climate resilience planning for Urban Utilities' assets and facilities. The Board noted the extensive modelling which has been undertaken by the business to understand potential impacts of floods, bush fires and other climate risks, and increased predictive capability for future events.

The Board considered flood mitigations, including use of temporary barriers around critical facilities, protection of electrical assets such as switchboards, and the deployment of these protective measures when floods are forecast. The impact of flood events on Seqwater's Mt Crosby treatment facility, and therefore on drinking water supply, was also noted.

The Board also discussed the impacts of a drying climate and noted the importance of engagement on policy and strategy with a range of stakeholders, including the State Government, in advance of drought events.

Social and Economic Value

Luggage Point Resource Recovery Centre Emergency Storage Area Biosolids Recovery Significant Procurement Plan Approval

The Board approved a procurement plan for the recovery and beneficial reuse of biosolids from the Luggage Point Resource Recovery Centre. The emergency storage area had been required as a temporary measure following the 2022 floods.

In approving the plan, the Board considered a range of related issues, including regulated waste compliance, management by suppliers of beneficial reuse requirements, and planning for future flood events.

Foundational Success

Sewage Tankering Services (Wet Works)

The Board provided approval for contracts to procure wet works sewage tankering services, including services for sewer network maintenance and sewage treatment plant maintenance. The total approved contract value is \$58 million.

Insurance Renewal Program Strategy

The Board approved the Insurance Renewal Strategy for FY24. Urban Utilities' insurance policies are due for renewal on 1 July 2023. Key aspects of the insurance program which were considered included coverage for cyber liability and cyber property damage, and the overall focus on securing value for money in insurance policy coverage. Noting flood insurance coverage and limits, the option of a standby credit facility as a self-insurance mechanism was also endorsed by the Board. The Board will consider the renewal of FY24 insurance policies at its June 2023 meeting.

State Borrowing Program FY24

The Board approved a proposal to make an application under the 2023/24 State Borrowing Program to secure up to \$290 million of new term debt to fund the capital investment program, and a \$60 million standby credit facility as an alternative risk transfer solution for uninsurable flood risk. The Chief Financial Officer was delegated authority to finalise and execute the application up to this amount. The Board also considered other debt management issues.

Hoepner Road Lease Option

The Board approved the exercise of an option period for the Hoepner Road Bundamba depot for a further five-year term as permitted under the current lease, subject to satisfactory commercial terms and an independent market review.

Payment Times Reporting Act – Report July to December 2022

The Board approved the Payment Times Report for the period 1 July 2022 to 31 December 2022 and delegated approval of future reports to the Chief Executive Officer. Payment times performance would in future be monitored through the Chief Financial Officer's regular update to the Board.

Cyber Security Update

The Board considered a cyber security update, and noted the current and emerging threat environment for operational technology and IT. Other matters discussed included cyber uplift activities, updates to disaster recovery plans, SOCI compliance activities, and identity and access management initiatives. Assurance activities to ensure that Urban Utilities' cyber security environment is robust were also discussed by the Board.

Payments Review Program

The Board considered a regular dashboard report on the substantial program of work being undertaken in relation to wage payments. This has included recent discussion with the Fair Work Ombudsman. Given the importance of ensuring payments to affected employees are accurate and that payment review issues are resolved, the Board endorsed a proposed assurance activity to be undertaken in Q4 FY23 prior to payments being made to affected employees.

Regular Reports

The Board noted a report from the CEO about current and significant issues within the business. Consistent with its role to oversee the management of Urban Utilities' business, the Board also considered monthly reports on Urban Utilities' performance against key metrics and service standards, and on financial management, delivery of capital investments, and safety performance. An update on Urban Utilities' response to previous high potential safety events was provided and a regular risk report on strategic and Board focused operational risks was also considered.

In addition, the Board received a quarterly report on Water 2032 and Beyond initiatives including Olympic and Paralympic Games preparations. Active engagement in planning for the Olympic precincts continues. In respect of the proposed Albion Treatment Facility, there are opportunities for a demonstration facility for wet weather treatment and the Board has agreed that making water infrastructure visible promotes recognition of these facilities as a community asset. The advocacy group members are being identified and the group will meet in coming months.

As there is no Board meeting in April, the Board has also considered the regular monthly reports on key activities, financial management, and safety and other performance measures.

Attachments

There are no attachments for this report.

15. CONFIDENTIAL ITEMS**15.1 Inland Rail Gatton Alternate Alignment Multi-Criteria Analysis**

Author: Stephen Hart, Senior Advisor Advocacy

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) (i) 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; AND a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

Purpose:

The purpose of this report is to advise Council of the outcome of the Multi-Criteria Analysis (MCA) undertaken by ARTC to consider an alternate alignment around the town of Gatton for the Inland Rail project.

16. MEETING CLOSED