

## **ORDINARY MEETING OF COUNCIL**

MINUTES

# 16 AUGUST 2023



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## ATTENDANCE:

Apolgies	
	Cr Janice Holstein
Councillors Present	
Councillors Present	e Cr Tenue Milligen (Meyer) (Cheirnerson)
	Cr Tanya Milligan (Mayor) (Chairperson)
	Cr Jason Cook (Deputy Mayor)
	Cr Brett Qualischefski
	Cr Chris Wilson
	Cr Michael Hagan
	Cr Rick Vela
Officers Present	
	Ian Church, Chief Executive Officer
	Dan McPherson, Group Manager People, Customer &
	Corporate Services
	Amanda Pugh, Group Manager Community & Regional
	Prosperity
	Wes Davis, Acting Group Manager Infrastructure
	Bella Greinke, Council Business Officer
	<ul> <li>Dee Stewart, Coordinator Accounting Services (part of meeting)</li> </ul>
	Suzanne Oweczkin, Grants Officer (part of meeting)
	Graham Cray, Manager Information Communication
	Technology (part of meeting)
	• Tye Casten, Community Engagement Officer (part of meeting)
	<ul> <li>Jason Harm, Manager Communities (part of meeting)</li> </ul>
	Frances Hudson, Manager Community Recreation and
	Facilities (part of meeting)
Media Present	
	Jacob Hayden, The Lockyer and Somerset Independent

## 1.0 MEETING OPENED

The Mayor, Cr Milligan as Chairperson, opened the meeting at 9:00am and welcomed all present.

## 1.1 Acknowledgement of Country

The Chairperson acknowledged the traditional owners of the land on which the meeting is being held.

## 1.2 Opening Prayer

*Ps. Rob Edwards led the meeting in prayer, following a minute's silence for those persons recently deceased.* 

## 2.0 LEAVE OF ABSENCE

RESOLUTION									
THAT leave of absence be granted to Councillor Janice Holstein for this meeting due to illness.									
Moved By:	Moved By: Cr Hagan Seconded By: Cr Vela								
	Resolution Number: 20-24/0896								
CARRIED									
		6/0							

## 3.0 CONDOLENCES/GET WELL WISHES

3.1	Condolences
Author:	Ian Church, Chief Executive 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.

RESOLUTION	RESOLUTION						
TUAT lattars of	condolonco ho foru	orded to the families of recently de	coaced percent from				
		varded to the families of recently de	ceased persons from				
within, or assoc	iated with, the Lock	kyer Valley region.					
Moved By:	Cr Hagan	Seconded By:	Cr Cook				
-	•	solution Number: 20-24/0897					
	Ne	solution Number: 20-24/0037					
		CARRIED					
		6/0					

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

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

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

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

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

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

No declarations of prescribed or declarable conflicts of interest were made at this time.

## 5.0 MAYORAL MINUTE

No Mayoral Minute.

## 6.0 CONFIRMATION OF MINUTES

6.1	Confirmation of Ordinary Meeting Minutes - 19 July 2023
Author: Responsible Officer:	Ian Church, Chief Executive 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 19 July 2023 are taken as read and confirmed.

RESOLUTION						
THAT the minutes of the Ordinary Meeting of the Lockyer Valley Regional Council held on Wednesday 19 July 2023 be taken as read and confirmed.						
Moved By:	Cr Cook					
		CARRIED 6/0				

## 6.2

## **Confirmation of Special Meeting Minutes - 1 August 2023**

Author:	
<b>Responsible Officer:</b>	

Ian Church, Chief Executive Officer Ian Church, Chief Executive Officer

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

THAT the minutes of the Special Meeting of the Lockyer Valley Regional Council held on Tuesday 1 August 2023 are taken as read and confirmed.

## RESOLUTION

THAT the minutes of the Special Meeting of the Lockyer Valley Regional Council held on Tuesday 1 August 2023 be taken as read and confirmed.

Moved By: Cr Qualischefski		Seconded By:	Cr Hagan
	Resolution	Number: 20-24/0899	

CARRIED 6/0

#### 7.0 BUSINESS ARISING FROM MINUTES

No Business Arising from Minutes.

#### 8.0 COMMITTEE REPORTS

No Committee Reports.

## 9.0 DEPUTATIONS/PRESENTATIONS

No Deputations/Presentations.

#### **10.0 EXECUTIVE OFFICE REPORTS**

10.1	Summary of Council Actual Performance v Budget - 31 July 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 31 July 2023.

## Officer's Recommendation:

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

#### RESOLUTION

THAT Council receive and note the Summary of Actual Financial Performance versus Budget for the period 1 July to 31 July 2023.

Moved By:	Cr Wilson	Seconded By: Resolution Number: 20-24/0900	Cr Hagan	
		CARRIED 6/0		

#### **Executive Summary**

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

At 31 July 2023, revenues are over target and expenditures are under target. Variations are mostly the result of timing differences and at this early stage of the financial year and are not of concern.

The amounts shown in the report relating to the Statement of Financial Position are subject to change as end of year processes are finalised and the 2022-23 audit completed.

#### Proposal

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

**Operating Revenue** - Year to date target \$1.00 million actual \$2.00 million or 200.00%

At 31 July 2023, overall operating revenue for the year to date is above target.

Rates and Utility Charges (Gross) on target

The first rates levy for 2022/2023 is expected to be levied in late August. 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. 95.47% of the previous rates levy was collected as at 28 July 2023.

Charges and Fees over budget by \$0.61 million

The favourable variances in fees and charges relate predominately to higher than expected income from infrastructure charges (\$0.50 million) due to a large charge raised in the month of July.

Interest over budget by \$0.13 million. Interest income is over budget due to higher than expected cash balances and increasing interest rates.

Operating Grants and Subsidies over budget by \$0.26 million Operating grants and subsidies are over budget mostly due to the receipt of funding from QRA for leachate removal from the waste site. This funding was expected to be received in the 2022/2023 financial year.

Operating Expenditure - Year to date target \$5.75 million actual \$5.05 million or 87.75%

Goods and Services under budget by \$0.61 million Variations are due to timing differences and at this stage of the financial year and are not of a concern.

**Capital Project Expenditure** – Year to date target \$4.62 million actual \$0.51 million or 11.02% At 31 July 2023, Council has expended \$0.51 million on its capital works program with a further \$7.05 million in committed costs for works currently in progress.

Council has spent \$0.51 million on the delivery of infrastructure projects with the main focus of the 2023/2024 capital works program being the restoration of flood damaged roads under the REPA program of works. Additional detail is provided in the capital works program within the attachment.

Work is required over the coming month to revise the timing of the capital budget to align to the program of works to be delivered. Following the completion of the end of financial year accruals, a report will be presented to Council to amend the 2023-24 Budget to include requested carry-forward balances for capital work in progress at 30 June. This will increase the capital budget for the year.

#### **Statement of Financial Position**

The Statement of Financial Position provides information on the breakdown of Council's assets and liabilities at a point in time. At 31 July 2023, Council had \$59.89 million in current assets compared to \$24.86 million in current liabilities with a ratio of 2.41:1. This means that for every dollar of current liability, there is \$2.41 in assets to cover it.

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

The Statement of Cash Flows provides information on the amount of cash coming in and going out. As at 31 July 2023, there has been a net cash outflow of \$2.95 million with \$2.91 million outflow from operating activities; and a net cash outflow of \$0.04 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 31 July, Council's cash balance was \$51.35 million. Council's outstanding debt at 31 July, was \$12.25 million. Unexpended grant funds which are restricted to be spent in accordance with the terms of the grant are \$10.25 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 2023-24 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.

<u>Risk Management</u> Key Corporate Risk Category: FE2 Reference and Risk Description: Finance and Economic

#### **Consultation**

## Internal Consultation

Internal Consultation

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

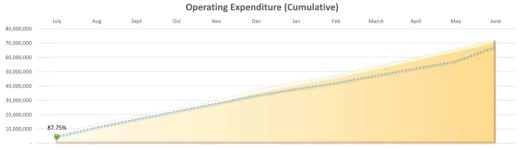
#### Attachments

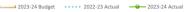
1. Monthly Financial Report - July 2023 18 Pages

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



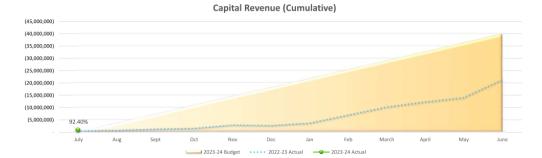
REVENUE TO DATE	Rates and Utility Charges		Charges and		Operating Grants and		Revenue - Contract/Reco	Other	Profit from	
by Type	(Gross)	Discount	Fees	Interest	Subsidies	and Donations	verable Works	Revenue	Investments	Total
Actual	(34,229)	1,321	(1,102,117)	(250,587)	(331,158)	(12,842)	(9,829)	(257,648)	-	(1,997,090)
Budget	875	-	(488,364)	(122,608)	(70,083)	(53,000)	(833)	(262,064)	-	(996,077)
Variance	35,104	(1,321)	613,753	127,979	261,075	(40,158)	8,995	(4,416)		1,001,013
Target %	-3911.84%		225.68%	204.38%	472.52%	24.23%	1179.45%	98.31%		200.50%
	-	-							-	
Movement to Prior Month Target %	⇒	>	⇒	•	•	•	•	*	⇒	>

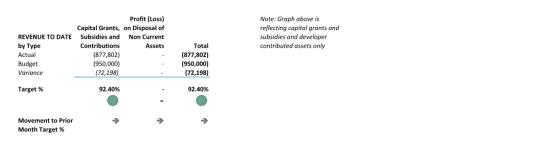




EXPENDITURE TO					
DATE		Goods and			
by Type	Employee Costs	Services	Finance Costs	Depreciation	Total
Actual	2,051,251	1,830,085	8,806	1,159,509	5,049,652
Budget	2,140,598	2,442,375	11,867	1,159,509	5,754,349
Variance	89,347	612,290	3,060	0	704,698
Target %	95.83%	74.93%	74.21%	100.00%	87.75%
Movement to Prior Month Target %	- →	⇒	⇒	*	⇒

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





Capital Expenditure (Cumulative)



2023-24 Budget	••••• 2022-23 Actual	

EXPENDITURE TO DATE by Group	People, Customer and Corporate Services	Executive Office	Infrastructure	Community and Regional Prosperity	Total
Actual	2,051,251	0	509,012	215	2,560,478
Budget	351,590	62,250	3,531,334	674,333	4,619,507
Target %	583.42%	0.00%	14.41%	0.03%	55.43%
Movement to Prior Month Target %	⇒	*	*	>	*

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

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue	17 156 015	24.220	(075)	(25.104)	1011.04%
Rates and Utility Charges (Gross)	47,156,915	34,229	(875)	(35,104)	4011.84%
Discount	(1,915,000)	(1,321)	-	1,321	0.00%
Charges and Fees	5,805,449	1,102,117	488,364	(613,753)	-125.68%
Interest	2,091,635	250,587	122,608	(127,979)	-104.38%
Operating Grants and Subsidies	13,215,769	331,158	70,083	(261,075)	-372.52%
Operating Contributions and Donations	810,000	12,842	53,000	40,158	75.77%
Revenue - Contract/Recoverable Works	760,000	9,829	833	(8,995)	-1079.45%
Other Revenue	2,285,254	257,648	262,064	4,416	1.69%
Profit from Investments	1,805,837	-	-	-	0.00%
Total Recurrent Revenue	72,015,859	1,997,090	996,077	(1,001,013)	-100.50%
Capital Revenue					
Capital Grants, Subsidies and Contributions	39,839,551	877,802	950,000	72,198	7.60%
Gain on Sale	81,465	-	-	-	0.00%
Total Revenue	111,936,875	2,874,892	1,946,077	(928,815)	-47.73%
Capital Income	-	-	-	-	0.00%
Total Income	111,936,875	2,874,892	1,946,077	(928,815)	-47.73%
Expenses					
Recurrent Expenses					
Employee Costs	28,907,721	2,051,251	2,140,598	89,348	4.17%
Goods and Services	28,220,770	1,830,085	2,442,375	612,290	25.07%
Finance costs	710,820	8,806	11,867	3,060	25.79%
Depreciation	13,914,112	1,159,509	1,159,509	0	0.00%
Total Recurrent Expenses	71,753,423	5,049,652	5,754,349	704,698	12.25%
Capital Expenses	-				0.00%
Total Expenses	71,753,423	5,049,652	5,754,349	704,698	12.25%
				4	
Net Recurrent Result/Operating Surplus/(Deficit)	262,435	(3,052,561)	(4,758,272)	(1,705,710)	35.85%
Net Recurrent Result/Operating Surplus/(Deficit)	262,435	(3,052,561)	(4,758,272)	(1,705,710)	35.85%

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

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	37,393,721	24,922	(833)	(25,756)	3,090.65
Discount	(1,665,000)	(1,176)	-	1,176	-
Charges and Fees	314,529	26,208	17,083	(9,125)	(53.41)
Interest	2,058,635	244,961	119,858	(125,104)	(104.38)
Operating Grants and Subsidies	4,028,352	1,703	-	(1,703)	-
Revenue - Contract/Recoverable Works		-	-	-	-
Other Revenue	1,322,625	128,036	114,385	(13,651)	(11.93)
Profit from Investments	1,805,837	-			
Total Recurrent Revenue	45,258,699	424,655	250,493	(174,162)	(69.53)
Capital Revenue					
Capital Grants, Subsidies and Contributions Gain on Sale	523,800	5,043	-	(5,043)	-
Total Revenue	45,782,499	429,699	250,493	(179,205)	(71.54)
Capital Income					
Total Income	45,782,499	429,699	250,493	(179,205)	(71.54)
Expenses					
Recurrent Expenses					
Employee Costs	4,916,103	252,868	377,585	124,717	33.03
Goods and Services	2,724,653	86,878	136,766	49,888	36.48
Finance costs	620,690	8,267	11,000	2,733	24.85
Depreciation	12,145,019	1,012,086	1,012,085	(1)	(0.00)
Total Recurrent Expenses	20,406,465	1,360,098	1,537,436	177,338	11.53
Capital Expenses	-				
Total Expenses	20,406,465	1,360,098	1,537,436	177,338	11.53
Net Recurrent Result/Operating Surplus/(Deficit)	24,852,234	(935,443)	(1,286,943)	(351,500)	27.31
		(	(1.000.010)	(22.2.2.1)	
NET RESULT AFTER CAPITAL ITEMS	25,376,034	(930,399)	(1,286,943)	(356,544)	27.70

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

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	8,584,378	9,082	(42)	(9,123)	21,894.02
Discount	(250,000)	(145)	-	145	-
Charges and Fees	875,020	38,729	72,918	34,189	46.89
Interest	32,000	5,363	2,667	(2,696)	(101.10)
Operating Grants and Subsidies	194,000	190,186	13,000	(177,186)	(1,362.97)
Operating Contributions and Donations	50,000	-	-	-	-
Other Revenue	429,076	118,849	103,173	(15,676)	(15.19)
Total Recurrent Revenue	9,914,474	362,064	191,716	(170,348)	(88.85)
Capital Revenue					
Capital Grants, Subsidies and Contributions Gain on Sale	1,596,683	-		-	-
Total Revenue	11,511,157	362,064	191,716	(170,348)	(88.85)
Capital Income	-	-	-	-	-
Total Income	11,511,157	362,064	191,716	(170,348)	(88.85)
Expenses					
Recurrent Expenses					
Employee Costs	6,594,053	494,467	486,438	(8,029)	(1.65)
Goods and Services	10,452,416	1,132,375	1,209,696	77,321	6.39
Finance costs	82,230	297	208	(89)	(42.79)
Depreciation	554,872	46,239	46,239	0	0.00
Total Recurrent Expenses	17,683,571	1,673,379	1,742,581	69,202	3.97
Capital Expenses					-
Total Expenses	17,683,571	1,673,379	1,742,581	69,202	3.97
Net Recurrent Result/Operating Surplus/(Deficit)	(7,769,097)	(1,311,314)	(1,550,865)	(239,551)	15.45
NET RESULT AFTER CAPITAL ITEMS	(6,172,414)	(1,311,314)	(1,550,865)	(239,551)	15.45

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

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	314,676	225	-	(225)	-
Charges and Fees	4,258,100	990,406	368,546	(621,860)	(168.73)
Interest	1,000	263	83	(180)	(215.49)
Operating Grants and Subsidies	1,306,074	139,269	57,083	(82,186)	(143.97)
Operating Contributions and Donations	760,000	12,842	53,000	40,158	75.77
Other Revenue	62,300	5,761	5,242	(519)	(9.91)
Total Recurrent Revenue	6,702,150	1,148,766	483,954	(664,812)	(137.37)
Capital Revenue					
Capital Grants, Subsidies and Contributions	-	-	-	-	-
Gain on Sale	-	-	-	-	-
Total Revenue	6,702,150	1,148,766	483,954	(664,812)	(137.37)
Capital Income			-		
Total Income	6,702,150	1,148,766	483,954	(664,812)	(137.37)
Expenses					
Recurrent Expenses					
Employee Costs	7,447,656	578,484	559,239	(19,245)	(3.44)
Goods and Services	5,530,923	199,503	294,079	94,575	32.16
Finance costs	7,900	242	658	416	63.22
Depreciation	27,603	2,300	2,300	0	0.01
Total Recurrent Expenses	13,014,082	780,530	856,276	75,746	8.85
Capital Expenses	-	-	-	-	-
Total Expenses	13,014,082	780,530	856,276	75,746	8.85
Net Recurrent Result/Operating Surplus/(Deficit)	(6,311,932)	368,236	(372,322)	(740,558)	198.90
NET RESULT AFTER CAPITAL ITEMS	(6,311,932)	368,236	(372,322)	(740,558)	198.90

#### Lockyer Valley Regional Council (Infrastructure) Statement of Comprehensive Income For Period Ending July 2023

<b>U</b> ,					
	Current Annual	Actuals	Budget	Variance Amount	Variance % YTD
	Budget	YTD	YTD	YTD	
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	864,140	-	-	-	-
Charges and Fees	357,800	46,774	29,817	(16,957)	(56.87)
Operating Grants and Subsidies	7,687,343	-	-	-	-
Revenue - Contract/Recoverable Works	760,000	9,829	833	(8,995)	(1,079.45)
Other Revenue	471,253	5,002	39,264	34,262	87.26
Total Recurrent Revenue	10,140,536	61,604	69,914	8,309	11.89
Capital Revenue					
Capital Grants, Subsidies and Contributions	7,692,800	333,500	400,000	66,500	16.62
Gain on Sale	81,465	-	-	-	-
Total Revenue	17,914,801	395,105	469,914	74,809	15.92
Capital Income	-	-	-	-	
Total Income	17,914,801	395,105	469,914	74,809	15.92
F					
Expenses Recurrent Expenses					
Employee Costs	9,949,911	725,432	717,337	(8,095)	(1.13)
Goods and Services	9,512,777	411,329	801,834	390,505	48.70
Finance costs	-			-	
Depreciation	1,186,618	98,884	98,885	1	0.00
Total Recurrent Expenses	20,649,306	1,235,645	1,618,056	382,411	23.63
For the expenses	20,043,500	1,233,043	1,010,050	502,411	25.05
Capital Expenses	-	-	-		-
Total Expenses	20,649,306	1,235,645	1,618,056	382,411	23.63
Net Recurrent Result/Operating Surplus/(Deficit)	(10,508,770)	(1,174,040)	(1,548,142)	(374,102)	24.16
the need terr neority operating outplay (penelty	(10,500,770)	(1,1,4,040)	(1)340,142)	(374,102)	14.10
NET RESULT AFTER CAPITAL ITEMS	(2,734,505)	(840,540)	(1,148,142)	(307,602)	26.79

#### Lockyer Valley Regional Council (2021/2022 Flood Events) Statement of Comprehensive Income For Period Ending July 2023

	Current Annual	Actuals	Budget	Variance Amount	
	Budget	YTD	YTD	Yanance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Operating Grants and Subsidies	3,296,000	-		-	
Total Recurrent Revenue	3,296,000				
Capital Revenue					
Capital Grants, Subsidies and Contributions	35,226,268	901,688	950,000	48,312	5.09
Gain on Sale	-	-	-	-	-
Total Revenue	38,522,268	901,688	950,000	48,312	5.09
Capital Income		-		-	-
Total Income	38,522,268	901,688	950,000	48,312	5.09
Expenses					
Recurrent Expenses					
Employee Costs	96,000	-	8,000	8,000	100.00
Goods and Services	3,200,000	12,412	16,000	3,588	22.43
Total Recurrent Expenses	3,296,000	12,412	24,000	11,588	48.29
Capital Expenses	-				
	2 205 000	12.442	24.000	11 500	40.00
Total Expenses	3,296,000	12,412	24,000	11,588	48.29
Net Recurrent Result/Operating Surplus/(Deficit)		(12,412)	(24,000)	(11,588)	48.29
NET RESULT AFTER CAPITAL ITEMS	35,226,268	889,276	926,000	36,724	3.97

#### LOCKYER VALLEY REGIONAL COUNCIL Statement of Cash Flows For the Period Ending 31 July, 2023

	2023-2024 Annual Budget	2023-2024 YTD Actuals
Cash flows from operating activities:		
Receipts		
Receipts from customers	68,660,000	7,862,672
Dividend received	-	-
Interest received	2,090,000	250,587
Payments		
Payments to suppliers and employees	(57,240,000)	(11,027,695)
Interest expense	(570,000)	-
Net cash inflow (outflow) from operating activities	12,940,000	(2,914,436)
Cash flows from investing activities:		
Capital grants, subsidies and contributions	39,840,000	817,746
Payments for property, plant and equipment	(55,470,000)	(1,376,676)
Payments for investment property	-	-
Net transfer (to) from cash investments	1,170,000	-
Proceeds from sale of property plant and equipment	300,000	520,170
Net cash inflow (outflow) from investing activities	(14,160,000)	(38,760)
Cash flows from financing activities:		
Repayment of borrowings	(1,110,000)	-
Proceeds from borrowings	-	-
Net cash inflow (outflow) from financing activities	(1,110,000)	-
Net increase (decrease) in cash and cash equivalents held	(2,330,000)	(2,953,196)
Cash and cash equivalents at beginning of the financial year	33,970,000	54,304,279
Cash and cash equivalents at end of the financial year	31,640,000	51,351,083
	01,010,000	51,001,000

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

	2023-2024 Annual Budget	2023-2024 YTD Actual
Current Assets	0	
Cash assets and cash equivalents	31,640,000	26,351,083
Cash investments	-	25,000,000
Trade and other receivables	4,970,000	3,872,690
Inventories	630,000	716,717
Contract Receivable	-	3,947,477
Total Current Assets	37,230,000	59,887,967
Non Current Assets		
Trade and other receivables	14,740,000	14,734,969
Equity investments	34,820,000	33,937,708
Investment properties	1,690,000	1,781,664
Property, plant and equipment	643,780,000	733,944,380
Intangible assets	720,000	81,833
Total Non Current Assets	695,750,000	784,480,554
TOTAL ASSETS	732,990,000	844,368,521
Current Liabilites		
Trade and other payables	8,770,000	6,672,595
Provisions	8,070,000	10,475,507
Borrowings	1,170,000	1,136,675
Contract Liability Grants	-	6,572,024
Total Current Liabilities	18,010,000	24,856,801
Non Current Liabilities		
Provisions	41,240,000	43,988,934
Borrowings	9,960,000	11,110,628
Total Non Current Liabilities	51,200,000	55,099,562
TOTAL LIABILITIES	69,220,000	79,956,363
NET COMMUNITY ASSETS	663,770,000	764,412,158
Community Equity		
Retained surplus (deficiency)	450,547,000	410,533,062
Asset revaluation surplus	212,960,000	352,035,529
Reserves	-	4,896,128
Current Surplus/(Deficit)	263,000	(3,052,561)
TOTAL COMMUNITY EQUITY	663,770,000	764,412,158

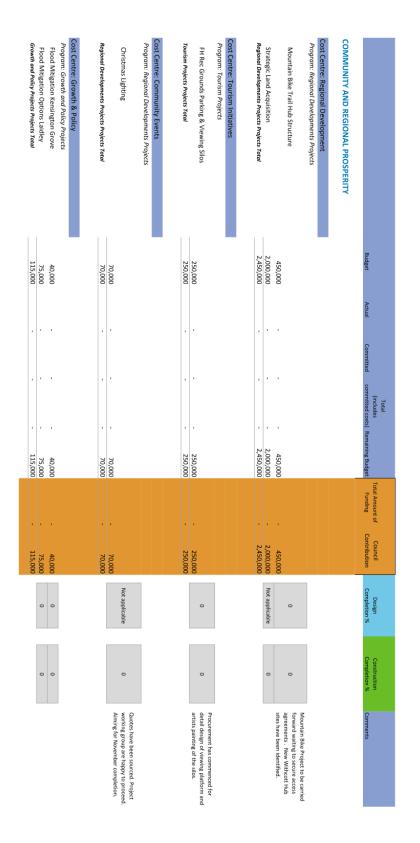
			CAPI	CAPITAL WORKS PROGRAM	ROGRAN	5				
	Budget	Actual	Committed	Total (includes committed costs) Remaining Budget	naining Budget	Total Amount of Funding	Council Contribution	Design Completion %	Construction Completion %	Comments
INFRASTRUCTURE										
Cost Centre: Parks & Open Spaces										
Program: Parks and Open Spaces Projects										
Park Entrance Statement Renewal	12,000				12,000		12,000	0	0	
Park Playground Surfacing Improvements	125,000	,		,	125,000		125,000	0	0	
Park Seating Renewal	22,550	,		,	22,550		22,550	0	0	
Parks and Onen Second Brojects Brojects Total	104 050				34,500		34,500	C	C	
Cost Centre: Capital Program Delivery Program: Ridge Researd Programme	1									
Clarke's Bridge, Thornton (LRRG)	242,000				242,000	242,000		0	0	
Mahon Bridge (BRP)	1,000,000		700,258	700,258	299,742	1,000,000		UT.	0	carry investigation works nave begun. Geotech, Eco and Fish Passage Reports have been received. Preliminary design expected by end
Steinke's Bridge (I RRG)	100 000	688	119 290	119 978	(19 978)	100 000		100	L'I	of September.
Bridge Renewal Programme Projects Total	1,342,000	688	819,548	820,235	521,765	1,342,000				
Program: Future Design Works Programme										
Douglas McInnes Drive		262	40,909	41,171	(41,171)			25	Not applicable	
Huture Project Design-Budget Univ	250,000	1			250,000		250,000	Not applicable	Not applicable	Design Budget Holding Project.
William St, Forest Hill (Future Design)		762	- 10,1/0	10,904 762	(10,504) (762)			100	Not applicable	
Future Design Works Programme Projects Total	250,000	1,810	59,087	60,898	189,102		250,000			
Program: Other Infrastructure Projects										•
Gehrke Road/Lorikeet Road (BS)		7.238		7.238	(7.238)			100	100	23/24. Project substantially completed in 22/23
Lake Apex Car Park	45,000				45,000		45,000	0	0	and a second
Postmans Ridge Road Rehab (FDW)	120,000	3,973	95,403	99,376	20,624		120,000	20	0	Small amount of costs incurred in
Spencer & Maitland (Black Spot 22/23)		של בסב		<b>76 505</b>	176 5051			100	100	23/24. Project substantially
Survey Equipment	20,000	-		-	20,000		20,000	Not applicable	<b>5</b> 0	In procurement.
Tenthill Roneley Rockside "hardt (TIDS)	200 000						200.000	0	0	
Vioodlande Bd (Schroeders Bd Bende) TIDS	1 500,000	557		557	1 499 443	750 000	750 000	QC I	aldeniination	

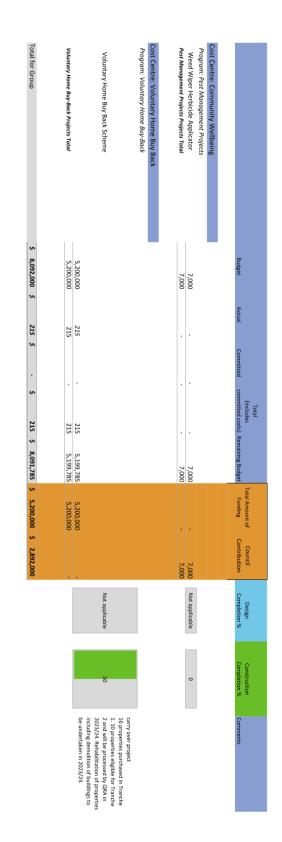
Summary of Council Actual P	erformance v Bud	lget - 31 July 2023
-----------------------------	------------------	---------------------

 ts Total	3.000.000	ed -	DRFA - Feb 2022 - Comp Works Sealed - 7,410	Program: REPA Complementary Works Programme	REPA Programme Projects Total 30.026.268 350.582		DRFA - May 2022 - LVRC.0046 East Egypt Road Landslip	DRFA - May 2022 - LVRC.0029 Litfins Bridge -	DRFA - Feb 2022 - REPA Project Mgt -	DRFA - Feb 2022 - LVRC.0081 Steinke's Bridge	DRFA - Feb 2022 - LVRC.0078 Final Sub	DRFA - Feb 2022 - LVRC.0078 Roches Road -	DRFA - Feb 2022 - LVRC.0077 Floodway Approaches - 24,713	DRFA - Feb 2022 - LVRC.0073 Sealed Zone 6 - (55)	DRFA - Feb 2022 - LVRC.0071 Unsealed Zone 10 (part 3)	DRFA - Feb 2022 - LVRC.0070 Sealed Zone 8 -	DRFA - Feb 2022 - LVRC.0068 Unsealed Zone 10 (part 2) - 366	DRFA - Feb 2022 - LVRC.0063 Unsealed Zone 5 - 187,470	DRFA - Feb 2022 - LVRC.0055 Guardrail Repairs -	DRFA - Feb 2022 - LVRC.0054 Adare Road Floodway - 585	DRFA - Feb 2022 - LVRC.0051 Sealed Zone 5 - 914	DRFA - Feb 2022 - LVRC.0047 Berlin Road Landslip -	DRFA - Feb 2022 - LVRC.0045 Pipe Cleanouts -	DRFA - Feb 2022 - LVRC.0038 Unsealed Zone 4 (part 2) - 22,547	DRFA - Feb 2022 - LVRC.0037 Unsealed Zone 4 (part 1) - 51,021	DRFA - Feb 2022 - LVRC.0034 Unsealed Zone 10 (part 1) - 63,021	DRFA - Feb 2022 - LVRC.0026 Unsealed Zone 3	DRFA - Feb 2022 - LVRC.0020 Fred Thomas Bridge	Program: REPA Programme	Port Control DECA Nove Ernant DEEA	Seal Renewal Programme Projects Total 1,700,000 3,864		Program: Seal Renewal Programme	Pavement Renewal Programme Projects Total 600,800 -	RRG)	Pavement Rehab A/C Replacement 200,000 -	Program: Pavement Renewal Programme	
501.098		2	4,630		3.563.737		10.165	1,736	888,680	255,285	7,764	16,457	234,930	309	223,035	22,230	112,542	293,252	1,370	2,535		13,761	6,468	682,375	530,351	194,783	17,199	48,510							,			
552 004 2 447 996		_	12,040 (12,040)		- 50,026,200 3.914.319 26.111.949			1,736 (1,736)	888,680 (888,680	255,285 (255,285	7,764 (7,764)	16,457 (16,457)	259,643 (259,643)	255 (255)	223,035 (223,035	22,230 (22,230)		4)	1,370 (1,370)	3,120 (3,120)	914 (914)	13,761 (13,761)	6,468 (6,468)	704,922 (704,922)	581,372 (581,372)	257,804 (257,804)	17,199 (17,199)	48,510 (48,510)			3,864 1,696,136			- 600,800	- 400,800	- 200,000		
	3.000.000	30) -	40) -		349 30.026.268			36)				57) -	43) -				- (80	22)	70) -	20) -	14) -		- (89		72) -		(66	10)			136 927,079 772,922	927,079		400,800 200,00	400,800	- 200,000		
		- Not applicable	<ul> <li>Not applicable</li> </ul>		0 NOL applicable	Not applicable	- 100	- 100	<ul> <li>Not applicable</li> </ul>	- 100	- 10	- 10	- 10	- 10	<ul> <li>Not applicable</li> </ul>	- 10	- Not applicable	<ul> <li>Not applicable</li> </ul>	<ul> <li>Not applicable</li> </ul>	- 100	- 10	- 100	<ul> <li>Not applicable</li> </ul>	<ul> <li>Not applicable</li> </ul>	<ul> <li>Not applicable</li> </ul>	<ul> <li>Not applicable</li> </ul>	<ul> <li>Not applicable</li> </ul>	- 100			1	5		ŏ	0	0		
and the second second second	Not applicable	35	5		иосаррісаріе	Not annihable	0	0	Not applicable	5	0	0	5	0	43	0	54	100	56	0	0	0	100	67	54	36	100	66				0			0	0		
				1	nern baoget noranig rivjett.	REPA Budget Holding Project																											1					

			\$ 8,529,864	\$ 33,846,147 \$	\$ 36,698,471	5,677,541	509,012 \$ 5,168,528 \$ 5,677,541 \$ 36,698,471		\$ 42,376,011 \$	Total for Group
			564,893		549,629	15,264	5,702	9,562	564,893	Facilities Projects Projects Total
	0	3	100,000		100,000	45 364		, í	100,000	Watermain Renewal Laidley Showgrounds
	0	Not applicable	23,000		23,000		,	,	23,000	Replace Furniture Comm & Rec Facilities
	0	5	80,000		80,000				80,000	Half Court Basketball Court Lake Apex
			291,893		291,893		,		291,893	Gatton Ednest Cent Stage T Multi Lear En
	5		000,02		200,02				200,000	Gatton Earnort Cont Stano 1 Multi Voar DI
	0	0	20,000		20,000				20 000	Fuel Tank Decommissioning Gatton Depot
Replacement equipment for LVCC in accordance with lease agreements.	5	Not applicable	50,000		34,736	15,264	5,702	9,562	50,000	Facilities Equipment Replacement
										Program: Facilities Projects
										Cost Centre: Facilities
			245,000		245,000				245,000	Camping Grounds Projects Projects Total
	0	0	245,000		245,000				245,000	Renovation of Amenities Block Lake Dyer
										Program: Camping Grounds Projects
										Cost Centre: Camping Grounds
			148,000		139,119	8,881	8,881		148,000	Cemetery Projects Projects Total
Device ordered.	Not applicable	Not applicable	14,000		5,119	8,881	8,881		14,000	New Lowering Device
	0	0	10,000		10,000	,	,	,	10,000	Laidley Cemetery Seating
	0	0	50,000		50,000				50,000	Laidley Cemetery
	0	0	36,000		36,000		,	,	36,000	Gatton Cemetery Seam Strip Installation
	0	0	38,000		38,000		1	,	38,000	Forest Hill Cemetery Seam Strip Install
										Program: cemetery Projects
										Cost Centre: Cemetery
			2,020,000	400,000	2,251,681	168,319	115,071	53,248	2,420,000	Fleet Projects Projects Total
	Not applicable	Not applicable	20,000		20,000				20,000	Pit Cover Depot Workshop
	Not applicable	Not applicable	20,000		4,300	15,700	15,700	,	20,000	Diagnostic Scan Tool
Budget to be carried forward from 2022/2023.	Not applicable	Not applicable			(152,619)	152,619	99,371	53,248		22/23 Passenger Vehicles
-	Not applicable	Not applicable	1,980,000	400,000	2,380,000				2,380,000	2023/2024 Fleet Purchases
										Program: Fleet Projects
										Cost Centre: Fleet
CONTRACTOR		compression zo	Contribution	Gunna a	semaning pages	commune cost incluming pages	COMMITTEE O	-Actual	pager,	
Comments	Construction %	Completion %	Council	Total Amount of	Remaining Rudget	Total (includes		Articl	D 4	

Total for Group	Cost Centre: Public Order & Safety Program: Public Order and Safety Projects CCTV Hardware Renewals Public Order and Safety Projects Projects Total	Program: Waste Disposal Projects Asphalt Extension rear (MRF) Waste Disposal Projects Projects Total	Cost Centre: Transfer Stations Program: Transfer Station Projects Gatton Landfill Cell 5 (SEOCSP) Transfer Station Projects Projects Total	Cost Centre: Information Communication Technology Program: Information Communication Technology Projects 22/23 LVCC Audio Visual Renewals Body Camera Renewals Network Switch Renewals Network Switch Renewals	PEOPLE, CUSTOMER AND CORPORATE SERVICES Cost Centre: Governance and Property Program: Legal Services Projects Realignment, Subdivid, Sale Tryhorn St Legal Services Projects Total	
\$ 4,219,102 \$	67,000 67,000	70,000 70,000	3,766,682 3,766,682	75,000 30,000 16,000 121,000	194,420 194,420	Budget
						Actual
\$ 1,768,152			1, 755, 593 1, 755, 593		12,559 12,559	Committed c
\$ 1,768,152 \$ 1,768,152 \$ 2,450,950			1,755,593 1,755,593		12,559 12,559	Total (includes committed costs) Remaining Budgel
\$ 2,450,950	67,000 67,000	70,000 70,000	2,011,089 2,011,089	75,000 30,000 16,000 121,000	181,861 181,861	lemaining Budget
\$ 1,596,683 \$			1,596,683 1,596,683			Total Amount of Funding
\$ 2,622,419	67,000 67,000	70,000 70,000	2,169,999 2,169,999	75,000 30,000 16,000 121,000	194,420 194,420	Council Contribution
	Not applicable	0	100	Not applicable Not applicable Not applicable	Not applicable	Design Completion %
	o	0	1	• • •	6	Construction Completion %
			Carry over project Construction under way.			Comments





Attachment 1
Monthly Financial Report - July 2023

Total for Group	Disaster Management Projects Projects Total	<b>QRRRF Flood Cameras &amp; Electronic Signage</b>	Flood Warning System Upgrade	Flood Intelligence Infrastructure	DM Donga Pathway	Cost Centre: Disaster Management Program: Disaster Management Projects	EXECUTIVE OFFICE	
	Total	ic Signage				nt ojects		
\$ 787,000 \$	787,000	582,000	40,000	135,000	30,000			Budget
د			,	,	,			Actual
364,497 \$	364,497	343,633			20,864			(ii Committed comm
364,497 \$ 364,497 \$ 422,503 <mark>\$ 523,800 \$ 263,20</mark> 0	364,497		,		20,864			Total (includes committed costs) Remaining Budget
122,503 \$	422,503	238,367	40,000	135,000	9,136			ig Budget
523,800 \$	523,800	523,800	a.					Q,
263,200	263,200	58,200	40,000	135,000	30,000			Council Contribution
		20	0	100	100			Design Completion %
			0	95	10			Construction Completion %
			Carry over project from 2022/2023.	Carry over project from 2022/2023.	Carry over project from 2022/2023. In procurement.			Comments

Total for Council

\$ 55,474,113 \$ 509,227 \$ 7,301,177 \$ 7,810,404 \$ 47,663,709 **\$ 41,166,630 \$ 14,307,48**3

#### LOCKYER VALLEY REGIONAL COUNCIL For Period Ended July, 2023

CAPITAL V	VOF	RKS PRO	GR	AM SUN	ΛN	/IARY				
		Budget		Actual		Committed	cor	Total (includes nmitted costs)	Rem	aining Budget
INFRASTRUCTURE										
Camping Grounds		245,000		-		-		-		245,000
Capital Program Delivery		5,777,800		44,715		974,038		1,018,752		4,759,048
Cemetery		148,000		-		8,881		8,881		139,11
DRFA New Event - REPA		33,026,268		401,488		4,064,835		4,466,323		28,559,94
Facilities		564,893		9,562		5,702		15,264		549,62
Fleet		2,420,000		53,248		115,071		168,319		2,251,68
Parks & Open Spaces		194,050		-		-		-		194,050
Total for Group	\$ 4	42,376,011	\$	509,012	\$	5,168,528	\$	5,677,541	\$	36,698,471
PEOPLE AND BUSINESS PERFORMANCE Governance and Property Information Communication Technology		194,420 121,000		-		<i>12,559</i> -		12,559		181,86 121,00
Public Order & Safety		67,000		-		-		-		67,00
Transfer Stations		3,836,682		-		1,755,593		1,755,593		2,081,08
Total for Group	\$	4,219,102	\$	-	\$	1,768,152	\$	1,768,152	\$	2,450,950
COMMUNITY AND REGIONAL PROSPERITY										
Community Events		70,000		-		-		-		70,00
Community Wellbeing		7,000		-		-		-		7,00
Growth & Policy		115,000		-		-		-		115,00
Regional Development		2,450,000		-		-		-		2,450,00
Tourism Initiatives		250,000		-		-		-		250,00
Voluntary Home Buy Back		5,200,000		215		-		215		5,199,78
Fotal for Group	\$	8,092,000	\$	215	\$	-	\$	215	\$	8,091,785
EXECUTIVE OFFICE										
Disaster Management		787,000		-		364,497		364,497		422,50
Total for Group	\$	787,000	\$	-	\$	364,497	\$	364,497	\$	422,503

10.2	Local Roads and Community Infrastructure Phase 4 (LRCI4) - Project Nominations
Author:	Suzanne Oweczkin, Grants Officer
Responsible Officer:	Ian Church, Chief Executive Officer

#### Purpose:

The purpose of this report is to seek Council's endorsement of the projects submitted for Council's Local Roads and Community Infrastructure Phase 4 Part A and Part B allocations.

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

THAT Council endorse projects nominated for Local Roads and Community Infrastructure Phase 4 and a \$59,240 co-contribution from Council toward the Part B funded projects:

Part A – Community Infrastructure

- Grantham Butter Factory Preventative Maintenance \$70,000
- Lockyer Valley Regional Council Accessibility Projects \$857,079

## Part B – Rural Roads

- Lockyer Creek Road, Helidon Profiling \$184,000
- Spa Water Road, Iredale Reconstruction Works \$130,000
- Ropehill Road, Upper Tenthill Pavement Rehabilitation \$80,000
- Egerton Drive, Plainland Pavement Rehabilitation \$200,000

#### RESOLUTION

THAT Council endorse the following projects being nominated for funding under the Local Roads and Community Infrastructure Phase 4 Grant Program, with a \$59,240 co-contribution from Council toward the Part B funded projects:

**Part A – Community Infrastructure** 

- Grantham Butter Factory preventative maintenance \$70,000
- Accessibility projects at various Council owned facilities \$857,079

## Part B – Rural Roads

- Lockyer Creek Road, Helidon Profiling \$184,000
- Spa Water Road, Iredale Reconstruction Works \$130,000
- Ropehill Road, Upper Tenthill Pavement Rehabilitation \$80,000
- Edgerton Drive, Plainland Pavement Rehabilitation \$200,000

Moved By:	Cr Cook	Seconded By: Resolution Number: 20-24/0901	Cr Qualischefski
		CARRIED 6/0	

#### **Executive Summary**

The Local Roads and Community Infrastructure Phase 4 is an Australian Government funding commitment to support and help all Local Governments to deliver priority local road and infrastructure projects in their region. Group Managers and Managers have been consulted and a number of projects have been nominated to complete under this funding. We are seeking Council's endorsement of the identified projects and additional Council co-contribution to Part B of the funding.

#### Proposal

In assessment of the funding opportunity, Officers have been consulted and identified a number of priority projects that meet the grant objectives for submission under the Local Roads and Community Infrastructure Phase 4.

	Part A	
Project	Nominating Officer	Cost
Grantham Butter Factory	Vlad Steljic	\$70,000
Preventative Maintenance		
Lockyer Valley Regional Council	Vlad Steljic	\$857,079
Accessibility Projects		

	Part B	
Project	Nominating Officer	Cost
Lockyer Creek Road, Helidon	Hans Muller	\$184,000
Profiling		
Spa Water Road, Iredale	Hans Muller	\$130,000
Reconstruction Works		
Ropehill Road, Upper Tenthill	Hans Muller	\$80,000
Pavement Rehabilitation		
Egerton Drive, Plainland	Hans Muller	\$200,000
Pavement Rehabilitation		

<u>Options</u>

Council to endorse the projects nominated toward the Local Roads and Community Infrastructure Phase 4 Parts A and B.

Previous Council Resolutions N/A

#### Critical Dates

Project Activity	Date
Agreement start date	01 July 2023
Eligible construction time period start date	01 July 2023
Eligible construction time period end date	30 June 2025
Eligible costs cut off	31 December 2025
Agreement end date	30 June 2026

#### **Strategic Implications**

#### **Corporate Plan**

1 Lockyer Community;

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

4 Lockyer Planned;

- Provision of fit-for-purpose infrastructure which meets the current and future needs of the region.
- Development is consistent with legislation, best practice and community expectations and is guided by relevant plans and strategies.

#### **Finance and Resource**

Council co-contribution of \$59,240 toward Part B – Rural Roads funding under the Local Roads and Community Infrastructure Phase 4 allocation.

Legislation and Policy N/A

#### **Risk Management**

Key Corporate Risk Category:	FE1
Reference & Risk Descriptor:	Finance & Economic
	Financial sustainability to support the achievement of strategy, goals and objectives in the medium to long term.
Key Corporate Risk Category:	IA2
Reference & Risk Descriptor:	Infrastructure & Assets
	Delivering major projects (time, cost, scope and quality)
Key Corporate Risk Category:	P1
Reference & Risk Descriptor:	Political
	Intergovernmental relationships/relationships with other key stakeholders
Key Corporate Risk Category:	R1
Reference & Risk Descriptor:	Reputation
	Reputation and Goodwill
Consultation	

#### **Consultation**

Internal Consultation

Executive Leadership Team 24/07/2023 Manager Community Recreation and Facilities Principal Facilities Manager Infrastructure and Engineering Services Principal Engineer (Infrastructure Planning) Coordinator Accounting Services Grants Officer

#### Attachments

There are no attachments for this report.

10.3	Community Grants and Assistance Procedure and Policy Update

Author:	Tye Casten, Community Engagement Officer
Responsible Officer:	Ian Church, Chief Executive Officer

#### Purpose:

This report seeks a review and update of the Community Grants and Assistance Procedure; specifically, Category 1 – Major Community Grants, Category 2 – Minor Community Grants, Category 3 Ambassador Support and School Dux Bursary, and Category 6 – School Chaplaincies. The report also intends to inform Council that Category 10 – Community Sporting Complex Category is currently being reviewed by Council's Facilities Team.

This report also seeks to review and update the Community Grants and Assistance Policy.

Officer's Recommendation:	
THAT Council adopt	
1. Community Grants and Assistance Procedure	
2. Community Grants and Assistance Policy.	

#### RESOLUTION

THAT Council adopt the revised:

- 1. Community Grants and Assistance Procedure, and
- 2. Community Grants and Assistance Policy

Described respectively as Attachments 1 and 2 to these minutes.

Moved By:	Cr Cook	Seconded By:	Cr Hagan			
Resolution Number: 20-24/0902						
CARRIED						
		6/0				

#### **Executive Summary**

The Community Grants and Assistance Procedure has been reviewed and the revised version is presented for Council's approval.

Within the 2022-2023 financial year, multiple requests were received across the various grant categories offered that did not meet criteria or were not submitted to the most appropriate grant category. Through the proposed refinement of this procedure, future applicants will have a greater understanding on whether a Council grant stream is appropriate for their funding request, what is required from an applicant to provide a grant submission and what their responsibilities are following grant approval.

At the Special Council meeting held 28 June 2023, Council adopted it's 2023-2024 Financial Year Budget with changed funding levels to Category 6 - School Chaplaincies. In order to adhere to the formalised budget, this report includes the funding level change required for the School Chaplaincies grant to comply.

As a result of Council's audit & risk management requirements, Council is required to review its policies once every three years. Council's current Community Grants and Assistance Policy requires review by September 30, 2023.

#### Proposal

#### <u>Overview</u>

Grants and assistance provided by Council are aimed at building community capacity and providing supplementary funding to assist with social, cultural, educational and recreational outcomes.

#### **Community Grants and Assistance Procedure**

The Community Grants and Assistance Procedure describes the best process for making an application to Council for grants and assistance.

There are ten categories under which grants and assistance are provided. These categories have been established to ensure processes and evaluation criteria are appropriate to the specific project or activity. The current categories of funding and assistance are:

- Category 1 Major Community Grants Program
- Category 2 Minor Community Grants Program
- Category 3 Ambassador Support and School Dux Bursary
- Category 4 Event Assistance
- Category 5 Rates Rebates and Remissions
- Category 6 School Chaplaincies
- Category 7 Public Halls Assistance
- Category 8 Anzac Day Remembrance
- Category 9 Community Environment Grant
- Category 10 Community Sporting Complex Category

In addition to minor changes to wording, the following changes are proposed to be made to Categories 1,2,3 and 6:

#### **Category 1 - Major Community Grants Program**

It is proposed that clarification be provided in under this category that submitting an application, even if it meets eligibility, does not guarantee that an organisation will be successful in receiving funding.

#### Category 2 – Minor Community Grants Program

With the Minor Community Grant structured to fund projects or activities which contribute to the Lockyer Valley Community as a whole, and the preference for a legal entity to manage any such grant-funded projects, there are minimal project or activities that an individual could apply for that would meet the grant criteria and purpose of the grant. As such, individuals would no longer be eligible to apply for the grant.

To enable to the Community Grants Review Committee access to information to provide more informed assessments of applications under the Minor Community Grant Category, applicants will be required to describe their fundraising activities over the past 12 months including how much they have raised and how those funds have been spent.

It is proposed that clarification be provided in under this category that submitting an application, even if it meets eligibility, does not guarantee that an organisation will be successful in receiving funding.

Additional criteria will be added to the Minor Community Grant stating that funding for a project or activity will not be funded by Council if it is the responsibility of another level of government or funding body.

#### Category 3 – Ambassador Support and School Dux Bursary

Clarification will be provided that individuals who are representing the region in a state event can apply for funding, rather than the current wording of Queensland representatives at a state event.

With Sophia College currently only operating grades 7-9, it is noted that a resolution will be brought before Council at the time they introduce Year 12 to include Sophia College in the School Dux Bursary category to align match the other high schools in the region.

#### **Category 6 – School Chaplaincies**

Funding levels to state school chaplaincy programs will be adjusted to align with Council's 2023-2024 adopted budget. Funding will continue to be provided through Gatton State School, Lockyer District High School and Laidley State High School for further distribution to all schools within their relevant Chaplaincy clusters.

#### Category 10 – Community Sporting Complex Category

There are no changes to this category however, it is under review and will be discussed further with Council in the near future.

#### **Community Grants and Assistance Policy**

The only change recommended for the Community Grants and Assistance Policy is to update the Lockyer Valley Regional Council Corporate Plan Details. Currently, the Policy references the 2017-2022 Corporate Plan which has been replaced by the 2022-2027 Corporate Plan.

#### **Options**

Council has the following options available to them

- 1. Council can approve the recommended changes in their entirety.
- 2. Council can amend some of the recommended changes and leave the remainder as they are.
- 3. Council can amend some of the recommended changes and approve new changes.
- 4. Council can reject all recommended changes.

#### Previous Council Resolutions

- Amendments to the Community Grants and Assistance Policy and Community Grants and Assistance Procedure adopted by Council – Council Meeting - Resolution Number 20-24/0158 – Meeting Date 14/10/2020
- Addition to Public Halls Assistance Grant Council Meeting Resolution Number 20-24/0602 Meeting Date 20/07/2022

## Critical Dates

Category 6 of the Community Grants and Assistance Procedure is impacted by Council's budget decision to reduce funding to chaplaincies and therefore the Procedure is currently showing levels of funding contradictory to available budget. The published *Funding Conditions* note that amounts are subject to Budgetary allocations.

Council's Community Grants and Assistance Policy requires review and endorsement by 30 September 2023.

<u>Council</u>

#### **Strategic Implications**

#### Corporate Plan

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

#### Finance and Resource

Budget allocation has been made for grants and assistance available within the procedure.

#### Legislation and Policy

The policy and procedure comply with the statutory obligations of the *Local Government Act 2009* and the *Local Government Regulation 2012*. Council's policy framework has been adhered to in the development and review of the policy outlined in this report. The policy complies with the requirements of relevant legislation. Any future policy implications will be addressed as matters arise before Council.

#### **Risk Management**

Key Corporate Risk Code and Category:EC1 Environment and CommunityKey Corporate Risk Descriptor:Environment and the community, including sustainable development,<br/>Social and community wellbeing, relationships, public health,<br/>recreation, regional profile, and identity.

#### **Consultation**

#### Portfolio Councillor Consultation

The majority of proposed changes are the result of discussion with the Grants Assessment Panel which has included Mayor Milligan, Councillor Cook and Councillor Hagan.

#### Internal Consultation

Various changes to the Procedure have been discussed with Manager Communities, Project Manager (Transitions), Principal Facilities, Coordinator Governance and Property, Senior Governance Officer and Coordinator Engagement and Communications.

#### Attachments

- 1. Community Grants and Assistance Procedure 26 Pages
- **2** Community Grants and Assistance Policy **3** Pages



# **Community Grants and Assistance**

August 2023



# Document Control

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

Version	Clause(s)	Changes	Author	Issue Date
0				
1		Review conducted – minor amendments made	Governance & Property	
2		Adopted by Council	Council Meeting 20-24/0158	14/10/2020
3		Addition to Public Halls Assistance Grant – Adopted by Council	Council Meeting 20-24/0602	20/07/2022
4		Reviewed minor amendments	Engagement & Communication	July 2023
5		Reviewed	Governance	August 2023

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# 1. Introduction

The Community Grants and Assistance Procedure outlines the grants, donations, fee waivers and in-kind assistance programs available to eligible community organisations and individuals and the process for applying for this assistance from Council.

Funding and assistance made available by Council is aimed at building community capacity and/or providing supplementary funding to assist with social, cultural, recreational and environmental outcomes that contribute to the development of inclusive and sustainable practices of community groups throughout the Lockyer Valley.

# 2. Objective

The objective of the Community Grants and Assistance Procedure is to establish the framework within which Council will provide financial and non-financial assistance to community-based organisations and individuals within the Lockyer Valley region.

The focus is on community development, arts and cultural development, social services, recreational, environmental or educational activities that:

- Support the development of projects designed to enhance the well-being of the community and which address a demonstrated need in the community
- Encourage community activities, initiatives and economic development outcomes
- Enhance the region's capacity for long term sustainability and overall liveability
- Strengthen social cohesion, collaboration and inclusion.

Council will deliver public money and in-kind assistance to community organisations and individuals operating within the Lockyer Valley region in an open, accountable and responsible manner and with reference to the Corporate Plan 2022 – 2027:

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

# 3. Definitions

The following definitions apply for the purpose of this procedure:

Community Organisation	An entity that carries on activities for a public purpose and whose primary object is not to make a profit. It might include sporting clubs, social clubs, schools, arts, cultural and environmental groups and service organisations
Sustainability	The capacity to endure. By collectively addressing environmental, economic, social and governance circumstances in decision-making and actions we can significantly enhance our ability to ensure the sustainability of current and future generations at individual, organisational and community levels
Grant	A sum of money given to organisations or individuals for a specified purpose directed at achieving goals and objectives. It generally includes a funding arrangement where the recipient is selected on merit against a set of criteria

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Events of Regional	Defined as major community events that will attract both local and regional
Significance	patronage and deliver economic and social benefits to a wide sector of the community
Projects of Regional	Defined as major community projects that will increase the economic base of
Significance	the region and/or increase the community's access to recreational, sporting, cultural or social opportunities
In-kind support	Includes activities or actions or the provision of services, equipment, plant or facilities to assist an event or project conducted by an individual or community-based not-for-profit organisation. Examples may include the use of Council plant or equipment by Council staff in their own time for authorised activities, assistance by Council staff in the operation or conducting of an event or project or the provision of facilities such as meeting rooms
Donation	A cash contribution to an organisation that may be associated with a particular event, purpose or project but does not carry with it any specific requirements for use. In addition, the contribution does not seek benefits in exchange
Acquittal	The provision of documentation to show how funds provided by Council have been spent.

# 4. Responsibilities

# 4.1 Council Responsibilities

Council is responsible for:

- Adopting the Community Grants & Assistance Policy and the Community Grants and Assistance Procedure
- Explaining the policy and procedure to local community organisations
- Implementing the policy and procedure
- Complying with the policy and procedure
- Considering proposals for assistance from the community
- Administering available funds.

## 4.2 Applicants Responsibilities

Community organisations and individuals applying for financial assistance are responsible for:

- Reading and understanding the policy and procedure
- Complying with the policy and procedure
- Adhering to the acquittal process.

# 5. Process Overview

Council receives numerous requests from individuals and organisations to provide either cash and/or in-kind support for projects, functions, events and initiatives. This procedure has been established to ensure that all such requests are dealt with:

- In a fair and equitable manner
- With an appropriate level of consistency across the organisation
- In accordance with legislation, standards, policies, procedures and resource provisions.

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Council will allocate funds within its annual budget for the provision of assistance to community organisations, not-for-profit organisations and individuals.

Assistance and partnerships with businesses and government bodies may be considered providing the intent of the project is to address an identified outcome and can demonstrate community benefit.

All funding requests will be subject to application, assessment, approval, acknowledgement and acquittal requirements, specific to the type of support rendered and appropriate to the level of funding provided.

These requirements will facilitate a fair, accountable and transparent process for the distribution of funding across the Lockyer Valley community and ensure that Council's contribution is recognised and recorded.

# 6. Eligibility for Grants and Assistance

Council will consider providing assistance to community-based and not-for-profit organisations, teams or individuals where:

- The community or not-for-profit organisation has significant local membership
- The individual resides in the Lockyer Valley region or has a strong connection to the region
- The project or event will deliver tangible benefits of an economic, social or environmental nature to residents of the Lockyer Valley region
- The project or event will be administered and conducted on a non-discriminatory basis
- The project or service does not duplicate an existing service or facility in the region or if so, the need for duplication is sufficiently demonstrated
- The organisation does not have sufficient funds of its own
- The organisation has a management structure and skills appropriate to its size and functions
- The event or project is one which Council can legally support pursuant to the *Local Government Act* 2009 or other statute
- Consideration is given to the amount of financial assistance Council has provided to the organisation in the preceding 12-month period
- The event or project is determined to be self-funding or self-sustainable once the funds or assistance granted by Council is exhausted
- The organisation is contributing real or in-kind value to the project or event
- Evidence of self-help, proven past performance and affiliations with accredited State and Federal bodies is demonstrated
- Funds are available within the allocations provided for in the budget for that year.

# 7. Categories for Grants and Assistance

There are ten categories under which funding and assistance can be sort. These categories have been established to ensure organisations and individuals are seeking funding from the category appropriate to their project or activity. This allows Council to provide funding and assistance to projects within budget constraints and ensures that the appropriate process is being followed.

The following categories of funding and assistance are available: Category 1 – Major Community Grants Program Category 2 – Minor Community Grants Program

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Category 3 – Ambassador Support and School Dux Bursary

Category 4 – Event Assistance

Category 5 – Rate Rebates and Remissions

Category 6 – School Chaplaincies

Category 7 – Public Halls Assistance

Category 8 – Anzac Day Remembrance

Category 9 – Community Environment Grant Category 10 – Community Sporting Complex

Council has adopted the process outlined in this procedure and applications for funding and assistance will only go to Council meetings for a decision by exception.

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#### Category 1 – Major Community Grants Program

#### Description

Non-recurrent grants of between \$1,000 and \$4,000 will be made available to not-for-profit community organisations to undertake projects, activities or events which benefit the wider community, depending upon availability of funds and the merit of projects, activities or events.

#### Level of Funding

Funding levels will be determined each year through the budget process.

#### **Funding Rounds**

Two rounds of equal funding will be made available during each financial year at six monthly intervals in February and September.

#### Eligibility for Community Grants Program

Who can apply for Council Community Grant?

Not-for-profit community organisations that:

- Operate within the Lockyer Valley local government area or can demonstrate the projects, activities or events will benefit residents of the Lockyer Valley local government area
- Have appropriate insurance and adhere to sound workplace health and safety practices
- Can demonstrate viability
- Have no debt to council, or have entered into scheduled payment arrangements with council which are being met
- Have met acquittal conditions for previous council grants.

If a community organisation is not a legal not-for-profit entity or recognised by the Australian Taxation Office as a not-for-profit type, the application must be auspice and administered by such a group.

Submitting an application, even if it meets eligibility, does not guarantee that an organisation will be successful in receiving funding.

Applicants may submit only one grant application per round.

#### Who cannot apply

Applications cannot be made by:

- Government agencies or departments of local, state or federal government
- Educational, religious or medical organisations, where the application is for the organisation's core business
- Businesses
- Schools

#### Projects or activities eligible for funding

To be eligible for funding, Council will assess applications based on their ability to:

- Need for the project/activity
- Evidence the organisation is working towards or maintaining self-sufficiency
- Benefit to the people of the Lockyer Valley local government area
- Evidence of consultation and community partnerships

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- Capacity of the applicant to successfully complete the project
- Balanced, realistic and complete project budget
- Level of funding contributed by the applicant and/or others towards the project
- Be "shovel ready.

#### Projects not eligible for funding

- Ongoing operational or recurrent costs including but not limited to salaries, rent, fuel
- Activities that have already begun prior to submitting a grant application
- The core business of educational, religious or medical organisations
- Prize money, prizes or trophies
- Development of privately-owned facilities
- Payment of debt
- Political activities
- Projects run solely for commercial profit
- Items included in another council grant application
- Projects run solely for fundraising purposes, without broader community benefit
- Projects/events seeking reimbursement for already spent funds.

#### **Community Events**

If you require funding to assist in running a community event, please read the following:

- Projects/Events support sustainable community and regional events and celebrations that reflect cultural values, diversity and the lifestyle of our community
- Must be scheduled to take place after notification of funding outcomes. Applicants must discuss their project with the Grants Officer prior to applying.

#### Ineligible items for events

The following are not eligible for funding:

- Celebration or competition activities and events where attendance is limited to individual organisations or their members
- Judging or adjudication fees
- Uniforms
- Purchase of catering, hospitality, food and beverages
- Purchase of merchandise, trophies and prizes
- Insurance costs
- Costs related to your event that are incurred from Council
- Administration fees.

#### Lower priority

Lower priority is given to:

- Applicants who have been funded within the previous 12 months
- Projects or events that have previously received Council funding
- Groups who are seeking to have funds reimbursed for a project or event already started or completed

#### Assessment

Applications will be short listed and referred to the Community Grants Review Committee for assessment. Recommendations will be made in accordance with funding priorities determined by Council each year and based on the applications ability to meet the assessment criteria.

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Successful applicants are advised in writing of the conditions of funding and details for receiving the grant payment. Unsuccessful applicants are invited to resubmit an application to a future funding round.

#### Acquittal

Grant recipients are to complete a Grant Acquittal Form and where applicable provide copies of promotional materials and/or other supporting information to show how Council's grant was acknowledged. The Grant Acquittal Form and supporting material must be submitted to Council within two months of the completion of the project, activity or event by the date detailed in the funding timelines (whichever is sooner). Until all existing grants are acquitted, the organisation is not eligible to apply for an additional grant funding from Council.

#### Funding Conditions

Grants will be provided based on the following conditions:

- Grant funding is spent within twelve (12) months from receiving a successful letter, otherwise funding may be forfeited, and needed to be returned
- Grants provided are to be expended on items as described in the application form and budget and not for any other purpose
- Applicants provide all required information on the grant application.
- Grants are awarded based on budgetary allocations
- The organisation will meet all reporting requirements
- Council will not accept any applications that are submitted after the closing date.
- The organisation will provide evidence of Council acknowledgement, e.g. Branding, signage etc. when acquitting the grant
- Within two months of the completion of the project, funded organisations must provide a completed Grant Acquittal Form and supporting material to Council
- Following a successful application, grant recipients will not be eligible for further funding under the same Category during the same financial year.
- If the recipient is unable to apply the funds for the agreed purpose or is unable to comply with the agreed conditions, Council must be notified immediately. In such circumstances, Council may require funds to be repaid.

Council has the right to award funding above or below the amounts requested within the application.

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#### Category 2 – Minor Community Grants Program

#### Description

Financial contributions of up to \$1,000 will be made to organisations seeking support for non-profit projects or activities which contribute to the Lockyer Valley community.

#### Level of Funding

Funding levels will be determined each year through the budget process.

#### **Funding Application**

Applications will be accepted throughout the financial year for funding under this category. Requests must be in writing setting out details of the request and its purpose.

In addition to details of the application, applicants are required to describe their fundraising activities over the past 12 months including how much they have raised and how those funds have been spent.

#### Criteria

Council will consider requests for financial assistance to local cultural, education, health, sport, welfare and other bodies where the applicants demonstrate community need outside the scope of the Category 1 funding. Each case will be considered on its merit without precedent and in line with the following criteria:

- The need for the project/activity is linked to a community purpose
- The benefit of the project/activity to the people of the Lockyer Valley region
- The organisation resides in the Lockyer Valley region or has a strong connection to the region
- Funding for the project or activity is not the responsibility of another level of government or funding body
- The community group or not-for-profit organisation has significant local membership
- The project or event will deliver tangible benefits of an economic, social or environmental nature to residents of the Lockyer Valley region
- The project or event is not eligible for funding under another funding category
- Applicants have no outstanding debt with Council (including rates)
- The community group or not-for-profit organisation have met acquittal conditions for previous council grants where applicable
- Amount of funding and in-kind assistance previously provided by Council

The following are ineligible organisation types for this category of funding:

Political groups

#### Assessment

Allocations will be assessed by the Community Grants Review Committee in accordance with criteria outlined above.

Council is not obliged to fund an application, even if it meets eligibility, and the decision of the assessment committee will be final.

#### Acquittal

An acquittal is not required for this category of funding.

#### **Funding Conditions**

Funds will be provided based on the following conditions:

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- Funds provided are to be expended on items as described in the application and not for any other purpose
- Funding is awarded based on budgetary allocations per financial year
- Following the receipt of funds, organisations may not be eligible for further funding under this category during the funding period but may be eligible to apply for other grants and funding offered by Council.
- If the recipient is unable to apply the funds for the agreed purpose or is unable to comply with the agreed conditions, Council must be notified immediately. In such circumstances, Council may require funds to be repaid.

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#### Category 3 – Ambassador Support and School Dux Bursary

#### Description

One-off financial contributions per financial year may be made by Council to individuals who excel in sporting, academic and cultural pursuits. Council may provide assistance to individuals to partially offset the cost of representing their club, organisation or school and provide an incentive for continued success.

The following funding will be available to individuals representing their organisation, club or school:

State Event National Event (held in Queensland)	\$100 \$150	
National Event (held interstate)	\$200	
International Event (held in Queensland)	\$200	
International Event (held interstate)	\$250	
International Event (held overseas)	\$500	
Laidley State High School Dux	\$1,000	
(Clarice Ferrari Bursary)		
Lockyer District High School Dux	\$1,000	
(Lockyer Valley Regional Council Bursary)		
Faith Lutheran College Dux	\$1,000	
(Lockyer Valley Regional Council Bursary)		

#### Level of Funding

The quantum of funding available each financial year for applications under this category will be determined each year through the budget process.

#### **Funding Application**

Applications must be made in writing using the Ambassador Application Form by the person's group or club, or by the individual, prior to attending the representative event and:

- Be signed by an official of the person's club, association or school; and
- Include verification by the controlling body of the selection e.g. a copy of the letter or document of selection.

Dux Bursaries will be provided to the relevant school prior to the annual award ceremony upon receipt of a letter from the school requesting the funds.

#### Criteria

To be eligible for consideration for ambassador support funding, the person must be -

- A resident of the Lockyer Valley Regional Council area
- Selected as:
  - o An Australian representative participating in an international event; or
  - o A Queensland representative participating in a national event; or
  - o A Regional representative participating in a state event
- Affiliated with a club or association, or school, and the representative honours must be a result of such affiliation.

#### Assessment

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Applications received under this Category will be assessed in accordance with the criteria by a Council officer.

#### Acquittal

No acquittal requirements exist under this Category. Schools are required to write to Council to provide details of the Dux recipient and to invite a Council representative to present the dux recipient with the funds.

#### **Funding Conditions**

Funds will be provided based on the following conditions:

- Funding is awarded based on budgetary allocations
- A Council representative must be invited to present the recipient with the funds
- Following the receipt of funds, individuals will not be eligible for further funding under the same Category during the funding period but may be eligible to apply for other grants and funding offered by Council
- If the recipient is unable to apply the funds for the agreed purpose or is unable to comply with the agreed conditions, Council must be notified immediately. In such circumstances, Council may require funds to be repaid.

Group: Executive Office Unit: Engagement & Communications Approved: Ordinary Meeting XX/XX/XX (Resolution Number 20-24/XXXX) Date Approved: XX/XX/2023

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#### **Category 4 – Event Assistance**

#### Description

Contributions may be made to organisations seeking support (in-kind or cash) for events being held in the Lockyer Valley Regional Council area, by an organisation based in the Lockyer Valley region.

#### Level of Funding

Funding levels will be determined each year through the budget process. Commitment of support to community events is made up of cash and in-kind contributions.

#### Criteria

Council will accept requests for in-kind event assistance on a case-by-case basis in accordance with the following criteria:

- The event is held in the Lockyer Valley region area
- The community or not-for-profit organisation holding the event has significant local membership
- The event will deliver tangible benefits of an economic, social or environmental nature to residents of the Lockyer Valley region and where possible, encourage tourism to the region
- Evidence of a Temporary Entertainment Permit application submission which includes
  - a) Event Management Plan
  - b) Public Liability Insurance
  - c) Traffic Guidance Scheme if applicable.

#### Assessment

Allocations will be assessed by Council officers in accordance with the above criteria and will ensure that access to this assistance is fair and equitable.

#### Acknowledgement of Support

Organisations who receive funding under this Category are required to acknowledge the support of Council for the event through:

- a) Installation of signage supplied by Council Proudly Supported by Lockyer Valley Regional Council
- b) Provide opportunity for a Council representative to speak if appropriate
- c) Inclusion of Council's logo on printed promotional material, television commercials or mentions in radio advertising.

#### Funding Conditions

Funds will be provided based on the following conditions:

- Assistance provided is to be used for the purpose described in the application letter/form and not for any other purpose.
- Applicants are to provide details of previous funding and assistance received from Council
- Funding is awarded based on budgetary allocations
- The organisation is required to acknowledge the support of Council for the event.

Following the receipt of assistance, organisations will not be eligible for further funding under the same Category during the funding period but may be eligible to apply for other grants and funding offered by Council.

Group: Executive Office Unit: Engagement & Communications Approved: Ordinary Meeting XX/XX/XX (Resolution Number 20-

24/XXXX)

Date Approved: XX/XX/2023 ECM: 3902656 Effective Date: XX/XX/2023 Version: 3.0 Last Modified 08/08/2023 Review Date: 30/09/2026

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#### **Category 5 – Rate Rebates and Remissions**

#### Description

This funding aims to help pensioner property owners to remain in their own homes by reducing the impact of rates and charges. Non-profit, community, sporting and cultural groups may also be eligible for exemption from rates and charges levied by Council.

#### Level of Funding

Funding levels will be determined each year through the budget process.

#### **Funding Rounds**

Application for Rate Remission must be made to Council in writing for assessment and resolution. Pensioners must apply yearly to receive the rebate. A multi-year application (4-year Council term) is available for community groups.

#### Criteria

Pensioner Rate Subsidy Scheme:

To be eligible under the Queensland Government Pensioner Rate Subsidy Scheme, the applicant must be an approved pensioner who:

- Is and remains an eligible holder of a:
  - Queensland 'Pensioner Concession Card' issued by Centrelink, on behalf of the Department of Family and Community Services, or the Department of Veterans' Affairs, or
  - Queensland 'Repatriation Health Card For All Conditions' (Gold Card) issued by the Department of Veterans' Affairs; and
- Is the owner or life tenant (either solely or jointly) of the property which is located in Queensland and which is his/her principal place of residence; and
- Has, either solely or jointly with a co-owner, the legal responsibility for the payment of rates and charges as defined herein, which are levied in respect of the said property by the Lockyer Valley Regional Council.

#### Criteria for Community Group Rate Remissions

Non-profit, community, sporting and cultural groups may be eligible for rate exemption under the Local Government Act 2009.

Council may consider an application for remissions of rates in the following circumstances:

- The organisation is a non-profit community-based organisation
  - The applicant organisation must be the owner or lessee of the land and be able to demonstrate that they are required to pay the rates levied
  - The land or any part of the land must not be rented or leased to a third party on a commercial basis.
  - A liquor licence (allowing trading on more than 3 days per week) must not be held by the
    organisation or any affiliate relating to the property subject to the application.
  - Where general rates do not apply to a property by virtue of a condition contained in a lease of a reserve from Council no further relief will be available.

Council will not approve requests for financial contributions to reimburse rates payments, charges or development application fees unless hardship under the *Local Government Act 2009* can be demonstrated.

#### Assessment

The Chief Financial Officer will assess all applications in accordance with the criteria.

Group: Executive Office		Effective Date: XX/XX/2023
Unit: Engagement & Comr	nunications	Version: 3.0 Last Modified 08/08/2023
Approved: Ordinary Meeti	ng XX/XX/XX (Resolution Number 20-	Review Date: 30/09/2026
24/XXXX)		
Date Approved: XX/XX/202 ECM: 3902656	3	Superseded/Revoked: 3902656
Document Set ID: 4588934 Version: 6, Version Date: 09/08/2023		
Version Date. 09/06/2023		

Attachment 1

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Acquittal

No acquittal requirements apply to this Category of assistance.

# **Funding Conditions**

Funding is based on budgetary allocations.

Group: Executive Office Unit: Engagement & Communications Approved: Ordinary Meeting XX/XX/XX (Resolution Number 20-24/XXXX) Date Approved: XX/XX/2023 ECM: 3902656 Effective Date: XX/XX/2023 Version: 3.0 Last Modified 08/08/2023 Review Date: 30/09/2026

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## **Category 6 – School Chaplaincies**

#### Description

Funding for Chaplaincies is provided to three state schools in the Lockyer Valley for further distribution to all schools within their chaplaincy clusters, as determined by chaplaincy committees. Council's contribution is intended to complement funding from local churches and the community to assist this program to deliver positive social outcomes for school students in the Lockyer Valley.

#### Level of Funding

Funding levels for this program are:

Gatton State School	\$1,250
Lockyer District High School	\$1,250
Laidley State High School	\$2,500

#### **Funding Rounds**

These payments are made at the beginning of each financial year.

#### Criteria

Schools that provide a chaplaincy program which delivers positive social outcomes for school students in the Lockyer Valley.

#### Assessment

Council intends that the distribution of funds to schools that provide a chaplaincy service is equitable and is managed by the various chaplaincy committees in the region. Council may provide the funding via a third party such as Scripture Union at the request of schools or chaplaincy committees.

#### Acquittal

There are no acquittal requirements for this category.

#### **Funding Conditions**

Funds will be provided based on the following conditions:

- Assistance provided is to be used for the purpose described under this Category and not for any other purpose
- Funding is awarded based on budgetary allocations and may be adjusted annually.

Group	: Executive Office
Unit:	Engagement & Communications

Approved: Ordinary Meeting XX/XX/XX (Resolution Number 20-24/XXXX)

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#### **Category 7 – Public Halls Assistance**

#### Description

Council will make provision for a single annual payment to Public Hall Committees and School of Arts Committees to assist with the maintenance and ongoing costs associated with running a public hall including the provision of public liability insurance.

#### Level of Funding

Funding levels will be determined each year through Council's annual budget process.

List of eligible Public Halls:

- 1. Forest Hill School of Arts
- 2. Blenheim
- 3. Mulgowie
- 4. Glenore Grove
- 5. Lockyer Waters
- 6. Ma Ma Creek
- 7. Fordsdale
- 8. Murphy's Creek
- 9. Junction View
- 10. Stockyard Creek
- 11. Postmans Ridge
- 12. Gatton Senior Citizens Centre
- 13. Ingoldsby Recreation Group
- 14. Steve Jones Community Centre

#### **Funding Rounds**

Payments to halls will be made once each year.

#### Criteria

To be eligible, the public hall must:

- Be on the approved list of public halls (refer to list above)
- Not be Council controlled
- Be made available to Council for public functions and to members of the public
- Not have direct access to funds generated from licensed premises or gaming machines.

#### Assessment

Inclusion of additional facilities will be at the discretion of Council and will be considered on a case-by-case basis in accordance with the criteria.

#### Acquittal

There are no acquittal requirements for these specific allocations. However, Hall Committees are required to submit a copy of their Annual Financial Statements to Council each year prior to receiving the next year's allocation.

#### **Funding Conditions**

Funds will be provided based on the following conditions:

• Assistance provided is to be used for the purpose of the Category and not for any other purpose.

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- Funding is awarded based on budgetary allocations
- A copy of the Annual Financial Statements of the Hall Committee is submitted to Council each year

Following the receipt of assistance, organisations will not be eligible for further funding under the same Category during the funding period but may be eligible to apply for other grants and funding offered by Council.

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Attachment 1

#### **Category 8 – Anzac Day Remembrance**

#### Description

Council will provide financial assistance to the specified organisations to assist with the cost of catering at events/functions/ceremonies which recognise Anzac Day and are held on 25th April.

#### Level of Funding

Funding levels will be determined each year through the budget process. The current allocation is:

- Gatton RSL \$2,500
- Laidley RSL \$2,500
- Helidon RSL \$1,000
- Withcott Progress Association \$ 600
   Grantham/Ma Ma Creek RSL \$ 400
- Grantham/Ma Ma Creek RSL \$ 400
   Murphys Creek Progress Association \$ 400

Events/functions/ceremonies supported under this category will be provided with funding on a recurring basis. The above payments are a contribution towards the cost of catering provided at the event. Additional costs incurred by organisations in running their ANZAC Day event which are above the Council cash allocation outlined in this procedure will not be met by Council.

Council will continue to provide in-kind assistance for ANZAC Day events outside the funding provided under this category.

#### **Funding Round**

Payments under this category will be paid in February each year.

#### Criteria

Funding may be provided to organisations that:

- Conduct events/functions/ceremonies which recognise Anzac Day;
- Are in the Lockyer Valley Regional Council area; and
- Hold events on 25th April.

#### Assessment

Inclusion of events/functions/ceremonies will be at the discretion of Council and will be considered on a case-bycase basis in accordance with the criteria.

#### Acquittal

There are no acquittal requirements for these allocations.

#### **Funding Conditions**

Funds will be provided based on the following conditions:

- Assistance provided is to be used for the purpose described in this Category and not for any other purpose
- Funding is awarded based on budgetary allocations

Following the receipt of assistance, organisations will not be eligible for further funding under the same Category during the funding period but may be eligible to apply for other grants and funding offered by Council.

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ECM: 3902656

#### **Category 9 – Community Environment Grant**

#### Description

The Community Environmental Grant Program is available to community groups, schools or organisations to undertake environmental projects involving the management, conservation and education about our natural environment.

#### Level of funding

Funding levels will be determined each financial year through Council's annual budget process. Funding amounts up to \$5,000 will be available.

#### Funding rounds

One round of funding will be made available each financial year during September.

#### Assessment criteria

Applications for funding will be evaluated and assessed against criteria as part of the competitive process. Applicants will be assessed by Council on how well the proposed project achieves the Community Environmental Grant funding objectives. The objectives for the Community Environmental Grant are:

- Protection, maintenance and restoration of the natural environment supporting native fauna and flora
- Education of the community about the importance of protecting, maintaining and restoring the natural environment
- Flora and fauna survey work which assists in protecting and or restoring the environmental values of the Lockyer Valley regional area
- Promotion and implementation of catchment management such as the restoration of waterway vegetation communities.

Submitting an application does not guarantee that a community group, school or organisation will be successful in receiving funding nor can any applicant be guaranteed to receive the full amount requested.

#### Assessment

Applications will be short listed and referred to a Community Grants Assessment Committee for assessment. Recommendations will be made in accordance with funding priorities determined by Council each year and based on the applicants' ability to meet the assessment criteria.

Successful applicants will be notified in writing of the conditions of funding and details for receiving the grant payment. Unsuccessful applicants are invited to resubmit an application to a future funding round.

#### Acquittal

Grant recipients are to complete the Grant Acquittal, which includes a final report, all financial documentation including invoices and receipts, copies of any promotional materials and any supporting information to show how Councils grant was acknowledged.

The Grant Acquittal form is to be completed by the date detailed in the Grant Fact Sheet and Application Form for that financial year.

If grant recipients fail to fully complete and lodge the Grant Acquittal by the required date it may result in a request for the return of the grant funds and will result in ineligibility for future grant rounds. Recipients are not eligible to apply for any additional grants from Council until all outstanding acquittals are submitted.

Group: Executive Office Unit: Engagement & Communications Approved: Ordinary Meeting XX/XX/XX (Resolution Number 20-24/XXXX) Date Approved: XX/XX/2023 ECM: 3902656 Effective Date: XX/XX/2023 Version: 3.0 Last Modified 08/08/2023 Review Date: 30/09/2026

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# unditions:

#### Funding conditions

Community Environmental Grants are provided based on the following conditions:

- Grant money is to be expended as per the approved application
- Applicants complete the application form in full, including details of previous grant applications
- Community Environmental Grants are approved based on an applications' achievement of funding objectives
- That the recipient group / school / organisation meets all required reporting requirements
- That the recipient group / school / organisation provides evidence of the acknowledgement of Council's contribution to the project e.g. through branding, signage
- The Final Report and Grant Acquittal form is to be completed by the date detailed in the Community Environmental Grant Fact Sheet and Application Form
- If the recipient group / school / organisation is unable to expend the funds for the approved purpose or is unable to comply with the agreed conditions, Council is to be notified immediately. In such circumstances Council will require that the funds are repaid.

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#### **Category 10 – Community Sporting Complex**

#### Description

Financial contributions will be made to organisations to assist in the maintenance and upkeep of approved sporting complexes which contribute to the Lockyer Valley community.

#### Level of Funding

Funding levels will be determined each year through the budget process.

List of eligible sporting complexes:

- 1. Bichel Oval
- 2. Cahill Park
- 3. Ropehill Sporting Complex
- 4. Gatton Soccer Club
- 5. Withcott Soccer Club

#### **Funding Application**

Payments under this Category will be paid in September each year.

#### Criteria

To be approved, the sporting complex must:

- Be on the approved list of sporting complexes (refer to list above)
- Be Council owned
- Not be Council managed

#### Assessment

Inclusion of additional facilities will be at the discretion of Council and will be considered on a case-by-case basis in accordance with the below criteria.

#### Acquittal

There are no acquittal requirements for these allocations. However, sporting management Committees who receive funding under this category are required to submit a copy of their Annual Financial Statements to Council each year prior to receiving the next year's allocation.

#### Funding Conditions

Funds will be provided based on the following conditions:

- Assistance provided is to be used for the purpose of the Category and not for any other purpose
- Funding is awarded based on budgetary allocations.
- A copy of the Annual Financial Statements of the management committee is submitted to Council each year.
- Following the receipt of assistance, organisations will not be eligible for further funding under the same Category during the funding period but may be eligible to apply for other grants and funding offered by Council.

#### Assessment

Allocations will be assessed by Council officers in accordance with the above criteria and will ensure that access to this assistance is fair and equitable.

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# 8. New Application Details

All requests to Council for grants or assistance are to be made on the appropriate application form or in writing and contain the following information unless otherwise stated under that category:

- Amount of assistance sought
- Total cost of the event or project for which the assistance is sought
- Purpose of the event or project
- Benefit of the event or project to the Lockyer Valley community
- Details of the value of the cash or in-kind contribution being invested into the event or project by the organisation or individual
- Details of any other funding sources
- Details of all previous assistance provided by Council to the individual or /organisation in the past 12 months
- Incorporation Status (It is not mandatory to be incorporated to receive assistance)
- For all organisations: A copy of their Financial Statements for the previous financial year.

# 9. Funding Conditions

All funding and assistance received may only be used for the approved purpose and in accordance with the agreed terms and conditions. If the recipient is unable to apply the funds for the agreed purpose or is unable to comply with the agreed conditions, Council must be notified immediately. In such circumstances, Council may require funds to be repaid.

Where appropriate, recipients of funding and assistance must submit a completed acquittal report within 2 months of the event or finalisation of the project confirming that the assistance has been used for the purpose intended.

The acquittal report must be signed by two authorised office bearers from the recipient organisation.

# 10. Appeals

All appeals will be treated in accordance with Council's Complaints Management Policy.

# 11. Acknowledgement of Assistance

Recipients of Council grants and assistance is required to acknowledge the Lockyer Valley Regional Council as a project sponsor. Acknowledgment is required:

- In any relevant publicity
- On the organisation's website
- At appropriate functions
- In relevant documents such as newsletters and annual reports.

The Lockyer Valley Regional Council logo and appropriate signage is to be included on any relevant documentation in accordance with specified grant conditions.

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Where Council provides a significant contribution to a project, the Mayor, Councillor Portfolio holder or a Council representative should be invited to attend relevant ceremonies or promotional activities.

# 12. Conflict of Interest

If a Councillor or officer assessing applications for funding made under the categories outlined in this procedure, is connected to an organisation or group or is a member of an organisation or group, they must declare a conflict of interest and remove themselves from any discussion or voting surrounding that organisation's application.

# 13. Delegation

Council may delegate authority to the Chief Executive Officer, Councillor Portfolio holder or a specified committee to decide on the allocation of funds in accordance with this procedure.

# 14. Related Documents

Community Grants and Assistance Policy

Group: Executive Office Unit: Engagement & Communications Approved: Ordinary Meeting XX/XX/XX (Resolution Number 20-24/XXXX) Date Approved: XX/XX/2023 ECM: 3902656 Effective Date: XX/XX/2023 Version: 3.0 Last Modified 08/08/2023 Review Date: 30/09/2026

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STATUTORY

# COMMUNITY GRANTS AND ASSISTANCE

# Head of Power

Local Government Regulation 2012

## Key Supporting Council Document

Lockyer Valley Regional Council Corporate Plan (2022-2027):

1.4 Council seek to understand community needs, resulting in partnerships that realise long term benefits for the community in a timely manner.

# Definitions

Grant	A sum of money given to an organisation or individual for a specified purpose.
Donation	A cash contribution to an organisation that may be associated with a particular event,
	purpose or project.
In-Kind Assistance	The provision of services, equipment, plant or facilities to assist an event or project conducted by an individual or community-based non-profit organisation.

# **Policy Objective**

The purpose of this policy is to establish a governing framework for the consistent management of grants, donations, scholarships, fee waivers and in-kind assistance programs provided by Lockyer Valley Regional Council to the community.

# **Policy Statement**

ECM: 3902655

In adopting the annual budget, Council may approve an allocation of funds to support a range of grants, donations, scholarships, fee waivers and in-kind assistance programs for eligible community organisations and individuals.

 Group: Community & Regional Prosperity
 Effective Date: 14/10/2020

 Unit: Community Activation
 Version: 2 Last updated 14/10/2020

 Approved: Ordinary Meeting (Resolution Number 20-24/0158)
 Review Date: 30/09/2023

 Superseded/Revoked: Community Grants and Assistance Policy
 S 06 Approved: 13/12/2017 Resolution Number 16-20/0752

 Date Approved: 14/10/2020
 Date Approved: 14/10/2020

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Each grant, donation, scholarship, fee waiver and in-kind assistance program has specific guiding documentation defining eligibility, assessment and acquittal criteria under which Council funding and assistance will be provided.

Grants, donations, scholarships, fee waivers and in-kind assistance programs provided by Council will be promoted through a range of Council media.

Council may contribute to businesses or other partnerships where there is no financial gain to an individual or business and where projects, events or activities will contribute significantly to individual, community, cultural, social, recreational and environmental enhancement and re-vitalisation of the Lockyer Valley community.

Organisations and individuals are expected to apply responsible management of any grants, donations, scholarships, fee waivers and in-kind assistance received from Council.

Where grants or assistance is provided to an individual, the recipient should reside permanently within the boundaries of the Lockyer Valley Regional Council; and will demonstrate exceptional ability and potential and be willing to contribute this skill within the Lockyer Valley community.

Council may consider applications from organisations outside the Lockyer Valley Regional Council boundary where it is considered that the project, activity or initiative will benefit the Lockyer Valley community.

Council will consider providing assistance to community-based and not-for-profit organisations, teams or individuals where:

- The community or not-for-profit organisation has significant local membership
- The individual resides in the Lockyer Valley Region or has a strong connection to the region
- The project or event will deliver tangible benefits of an economic, social or environmental nature to residents of the Lockyer Valley Region
- The project or event will be administered and conducted on a non-discriminatory basis
- The project or service does not duplicate an existing service or facility in the region or if so, the need for duplication is sufficiently demonstrated
- The organisation does not have sufficient funds of its own
- The organisation has a management structure and skills appropriate to its size and functions
- The event or project is one which Council can legally support pursuant to the Local Government Act 2009 or other statute
- Consideration is given to the amount of financial assistance Council has provided to the organisation in the preceding 12-month period
- The event or project is determined to be self-funding or self-sustainable once the funds or assistance granted by Council is exhausted
- The organisation is contributing real or in-kind value to the project or event
- Evidence of self-help, proven past performance and affiliations with accredited State and Federal bodies is demonstrated
- Funds are available within the allocations provided for in the budget for that year

Grants and assistance can be provided under the following categories:

Category 1 – Major Community Grants Program Category 2 - Minor Community Grants Program

Group: Community & Regional Prosperity	Effective Date: 14/10/2020
Unit: Community Activation	Version: 2 Last updated 14/10/2020
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Category 4 - Event Assistance

Category 5 - Rate Rebates and Remissions

Category 6 – School Chaplaincies

Category 7 – Public Halls Assistance

Category 8 – Anzac Day Remembrance

Category 9 – Community Environment Grant

Category 10 – Community Sporting Complex

# **Related Documents**

Community Grants and Assistance Procedure

Group: Community & Regional Prosperity Unit: Community Activation Approved: Ordinary Meeting (Resolution Number 20-24/0158)

Date Approved: 14/10/2020 ECM: 3902655

Effective Date: 14/10/2020 Version: 2 Last updated 14/10/2020 Review Date: 30/09/2023 Superseded/Revoked: Community Grants and Assistance Policy S 06 Approved 13/12/2017 Resolution Number 16-20/0752

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# 11.0 PEOPLE, CUSTOMER AND CORPORATE SERVICES REPORTS

11.1	ICT Priorities
Author:	Graham Cray, Manager Information Communication Technology
Responsible Officer:	Dan McPherson, Group Manager People, Customer and Corporate Services

# Purpose:

The purpose of this report is to seek Council's direction on the strategic activities and priorities for the ICT Team.

# **Officer's Recommendation:**

THAT Council approve the Information Communication Technology Branch to:

- 1. Prioritise operational support over all other activities, and
- 2. Prioritise cyber security improvements over other improvement activities, and
- 3. Subscribe to a cyber security advisor service.

# RESOLUTION

THAT Council approve the Information Communication Technology Team to:

- 1. Prioritise operational support over all other activities, and
- 2. Prioritise cyber security improvements over other improvement activities, and
- 3. Subscribe to a cyber security advisor service.

Moved By:	Cr Wilson I	Seconded By: Resolution Number: 20-24/0903	Cr Vela	
		CARRIED 6/0		

# **Executive Summary**

An external review of the ICT Branch was conducted in 2021 with the reformed ICT Steering Committee identifying four priorities from the review. The four priorities when mixed with operational needs, resource, and budget constraints, and other whole of organisation priorities, have unfortunately been delayed. The Audit & Risk Management Committee is seeking an update on the progress of the Cyber Security Strategy. One of the four priorities.

The approach of balancing and reassessing priorities and resource allocation on a regular basis to achieve the desired outcomes of internal customers, management, committees, Council, and relevant legislation is a challenge at present and not sustainable. Therefore, we are seeking confirmation of the prioritisation approach at a Council level as follows:

# **Proposed priorities:**

- 1. Operational support (fixing issues and taking planned actions to prevent issues)
- 2. Cyber Security Improvements (Implementing initiatives that are beyond what we currently do operationally), including obtaining the services of a Cyber Security Advisor or Chief Information Security Officer
- 3. Development of an ICT Customer Focus Improvement Plan

All other priorities will only be actioned as time and resources allow.

# Proposal

In 2021 it was determined there was a need to conduct a review of the Information Communication Technology (ICT) and Information Management (IM) capabilities, to determine the effectiveness of these teams in delivery of service and support to Council. The purpose was to identify risks, challenges, and opportunities to improve these functions that support LVRC in servicing the community. The report was presented in 2022 with the recommendation to re-establish the ICT Steering Committee, with this being actioned promptly with the first meeting in June 2022. The first action by the Steering Committee was to prioritise the recommendations from the review report.

In the July 2022 meeting four priorities were identified, as per the following:

• CIA Version Migration (POW) (Recommendation 20) Includes TechOne Program Committee (Recommendation 11).

The Steering Committee subsequently agreed at future meetings to conduct a TechnologyOne Review.

- Cyber Security Strategy development (Recommendation 23) Includes all cyber security related recommendations. The Steering Committee subsequently agreed to develop a Cyber Security Strategy.
- ICT Staff Training (R2) Develop a plan from a training needs analysis. Includes ITIL training. The Steering Committee subsequently agreed to include the staff training plan in a Customer Focus Improvement Plan.
- Refocus to a Customer First Service Model (R6). The Steering Committee subsequently agreed to develop an ICT Customer Focus Improvement Plan.

Progress on each priority is as per the following:

TechnologyOne Review

A supplier was commissioned to complete a review of Lockyer Valley Regional Councils (LVRC) Enterprise Resource and Planning (ERP) application - TechnologyOne. The review report was presented to the ICT Steering Committee at the June 2023 meeting. Given the review findings, the supplier suggested that Council has three distinct options regarding the future of its business application suite. These options are.

- o Option One: Maintain Current State Optimise Business Processes;
- $\circ$   $\,$  Option Two: Go to Market for an Alternate Solution; and
- Option Three: Leverage Existing Investments Upgrade Existing Solution.

The recommended option is - Option 3: Leveraging existing investments and complete migration to TechnologyOne CiA SaaS Solution.

• Cyber Security Strategy

A draft Cyber Security Strategy was developed in house and approved by the ICT Steering Committee in December 2022, with agreement that the strategy would be reviewed once an assessment had been completed against selected cyber security maturity frameworks. Subsequently a report on the assessments was provided, and an updated draft strategy was approved in April 2023. One of the first actions was to seek a Chief Information Security Officer (CISO) as a Service (or "Virtual CISO") to provide general cyber security guidance and advice. The first task would be to review the draft Cyber Security Strategy. Market research commenced in May to better understand the options available and how potential suppliers may provide the service. The next step is to complete an appropriate procurement process. Market research indicates that the initial budget may not cover the costs of this service. Once the procurement process has been completed a budget amendment may be submitted. Once the strategy has been reviewed by the successful cyber security advisor, project plans for each initiative would be developed and costed. There is significant risk that the allocated budget to implement the Cyber Security initiatives will also need to be increased.

# • Customer Focus Improvement Plan

The full plan is still in development with a plan on a page developed. A detailed action plan will include, completing a team development workshop, reviewing selected business processes, increasing visibility of the team, reviewing the IT Service Management platform, and ITIL Training for the whole team. The plan will include a staff training plan. A trained team is a more responsive team.

The LVRC Audit & Risk Management Committee (ARMC) at the June 2023 meeting, raised that it desired to view the results of the maturity assessments and the progress of the Cyber Security Strategy development and implementation.

The overall current approach being asked of the ICT team of balancing and reassessing ICT priorities and resource allocation on a regular basis to cost effectively manage risk, and achieve the desired outcomes of internal customers, management, committees, Council, and the state government has reached to the point wherein we require Council's support, to reprioritise the ICT objectives.

The ICT team has a defined human assets pool, and a defined budget, both of which undergo appropriate scrutiny by Council, while simultaneously seeking increased customer focus and improvements to technology platforms, systems, and solutions.

The most logical option is for Council to formally set the desired strategic direction, priorities and associated budgets for the ICT Branch providing clarity for internal customers, management, and committees.

# Proposed priorities:

- 1. Operational support (fixing issues and taking planned actions to prevent issues) Activities include:
  - Asset Management (Planned replacements, including network infrastructure [switches, firewalls, UPS's, servers, network storage, tape drives, wireless access points, etc], Endpoint infrastructure [laptops, desktops, monitors, docking stations, etc], Audio Visual Infrastructure [projectors, AV control systems, displays, speakers, cameras, etc], CCTV and Building Security Infrastructure [cameras, servers, switches, point to point wireless,
  - Service delivery (response and resolution for issues with current functionality, onboarding, offboarding, etc)
  - Software upgrades (planned upgrades to stay on current supported version, including Microsoft [Exchange (Email), InTune (Mobile device management), SCCM (software centre), Server operating systems, desktop operating systems, Office applications etc], TechnologyOne, InfoCouncil, Adobe, AutoDesk, Call Centre, etc.)
  - Backend Administration (Access management, identify management, mailbox management, storage management, backup management, system monitoring and management, auditing, testing, reporting, network traffic monitoring, etc)
- 2. Cyber Security Improvements (Implementing initiatives that are beyond what we currently do operationally), including obtaining the services of a Cyber Security Advisor or Chief Information Security Officer.
- 3. Development of an ICT Customer Focus Improvement Plan.

All other priorities will only be actioned as time and resources allow.

This approach may decrease customer satisfaction, particularly regarding new functionality and project delivery, however, this will be managed through the Group Managers and the ICT steering Committee.

# Options

Other options that could be considered include;

• Creating and resourcing a Cyber Governance team/position

# • Creating and resourcing an ICT Project delivery team to deliver projects

# Previous Council Resolutions Nil

Critical Dates Nil

# **Strategic Implications**

# Corporate Plan

ICT Branch services directly relates to the Lockyer Leadership and Council theme, Deliver Reliable Internal Support Services and indirectly relates to all other themes.

# Finance and Resource

Current FY Budget will need to be reviewed to allow additional external contractors to be commissioned to deliver relevant services to deliver the cyber security strategy initiatives.

Legislation and Policy No Change

# **Risk Management**

Cyber risk is considered under Business Continuity and Systems (BC1) – Provision of core services now and into the future. ICT infrastructure, including operations and maintenance, risk is considered under Infrastructure and Assets (IA3) – Information and technology capacity and management.

# **Consultation**

Portfolio Councillor Consultation, Council workshop 1 August 2023, and Executive Leadership Team have discussed and agreed with the proposed approach.

# Attachments

There are no attachments for this report.

# 12.0 COMMUNITY AND REGIONAL PROSPERITY REPORTS

12.1	Queensland Transport Museum - Future Operational Model
Author:	Tracy Vellacott, Senior Tourism and Events Officer
Responsible Officer:	Jason Harm, Acting Group Manager Community and Regional Prosperity

# Purpose:

The purpose of this report is to seek a resolution from Council to transition the management and operation of the Queensland Transport Museum (QTM) to a third-party entity.

# **Officer's Recommendation:**

# THAT Council:

- 1. Receive the proposal by Graham McVean for the Queensland Transport Museum (QTM) to be managed and operated by a third party entity;
- 2. Adopt a resolution under section 236 of the *Local Government Regulation 2012* (Qld) to, subject to appropriate terms, dispose of the assets of the QTM and lease the QTM premises to a community organisation; and
- 3. Delegate its power to progress negotiations of terms of a disposal and lease, with final terms to be approved by Council, with a community organisation that is to be established by Mr McVean to the Chief Executive Officer.

# RESOLUTION

**THAT Council:** 

- 1. Receive the proposal by Graham McVean for the Queensland Transport Museum (QTM) to be managed and operated by a third party entity;
- 2. Adopt a resolution under section 236 of the *Local Government Regulation 2012* (Qld) to, subject to appropriate terms, dispose of the assets of the QTM and lease the QTM premises to a community organisation; and
- 3. Delegate its power to progress negotiations of terms of a disposal and lease, with final terms to be approved by Council, with a community organisation that is to be established by Mr McVean, to the Chief Executive Officer.

Moved By:	Cr Cook	Seconded By:	Cr Wilson	
		Resolution Number: 20-24/0904		
		CARRIED		
		6/0		

# **Executive Summary**

Council was presented with a proposal by former QTM Advisory Committee member, Graham McVean, to transition operation of the QTM to a community organisation to be established by Mr McVean.

# Proposal

Former QTM Advisory Committee Member, Graham McVean, has proposed Council transition the operations and management of the QTM to an incorporated entity that would be established by Mr McVean.

Mr McVean's intention is to establish a not-for-profit incorporated entity, overseen by an industryexperienced Board with representation from the transport, business, finance, and marketing/tourism sectors.

He is seeking a long-term lease arrangement for the current QTM premises within the Lockyer Valley Cultural Centre (LVCC) for a period up to 10 years.

The new Board would appoint the following staff:

- Manager/Curator (38 hours per week) responsible for day-to-day management of the QTM;
- Personal Assistant/Marketing provide assistance and support to the Manager;
- Two Museum Ambassadors (20 hours per week each) to welcome touring groups and conduct tours of the facility and displays from Wednesdays to Sundays from 10am to 2pm; and
- Volunteers to assist with facility and display vehicle maintenance.

Under Mr McVean's proposal, admission/entry to the QTM would be managed by the Colonial Café (which also operates at the LVCC) for 50% of entry fee.

Guided tours will be available by prior arrangement and all tours will be conducted by an experienced Ambassador. Mr McVean has requested use of the theatrette for group bookings and general visitor use as the first stop on a QTM tour. Council officers are not supportive of the inclusion of the theatrette space in any proposed lease agreement as the Gatton Administration Building only has three (3) meeting rooms, not including the Council Chambers, and these are heavily utilised by staff and the theatrette is a large meeting space that is used on a regular basis for Council Officers to hold meetings and in particular confidential meetings and interviews.

Mr McVean proposes a revenue for the QTM of \$761,800 per annum including an annual Council contribution of \$30,000. Underpinning the revenue projections is the collection of Life Membership fees in the amount of \$225,000, and yearly memberships estimated to contribute a further \$240,000 to the revenue base.

The expenditure projection is \$529,150, yielding a surplus of \$232,650. This includes \$25,000 for electricity and \$200,000 for staff wages, but no expenditure has been included for the lease of the premises.

The proposal allows capital expenditure of \$40,000 for storyboards, website, etc.

Mr McVean proposes a start date no later than 1 January 2024. He intends immediately registering the incorporated entity and securing suitable board members, who can attract corporate sponsors to underpin the budget. This option would require a transition period from the current operating model to the third-party entity and may take six months to achieve.

# **Leasing of Council Premises**

Under section 236(1)(b)(ii) of the Local Government Regulation 2012, Council can resolve to apply an exception from tendering for the lease of the QTM premises on the basis that the entity is a community organisation, which is defined as:

- (a) An entity that carries on activities for a public purpose, or
- (b) Another entity whose primary object is not directed at making a profit.

While Mr McVean has advised it is his intention to establish a not-for-profit entity, at this time no such entity has been established. It is therefore recommended that Council provide advice to Mr McVean that it is

prepared to enter into negotiations with a not-for-profit entity, which he is to establish, in relation to the leasing of the QTM premises and the operations and management of the QTM.

# **Options**

- 1. Council advise Mr McVean that it is willing to enter into negotiations with a third-party entity to be established by him, for the management and operation of the QTM.
- 2. Council continues to operate the QTM, with appropriate budgetary and staffing allocations.
- 3. Council seeks expressions of interest for lease of the QTM premises and operation of the QTM.
- 4. Council closes the QTM.

# Critical Dates

Mr McVean proposes to operate the QTM from 1 January 2024. This transition may take six months.

# **Strategic Implications**

# Corporate Plan

- 1. Lockyer Community
  - Council optimises the use of its open spaces and facilities by improving access to and the quality of the facilities for individuals and groups for cultural, recreational and community activities.
  - Council seeks to understand community needs, resulting in partnerships that realise long-term benefits for the community in a timely manner.
- 2. Lockyer Business
  - Encourage opportunities for the Lockyer Valley to drive economic and community outcomes.
  - Maximise opportunities through engagement and partnership with stakeholders to achieve a strong resilient economy.
  - Promote and market the Lockyer Valley as a destination for commerce, tourism and lifestyle.

# Finance and Resource

Mr McVean is seeking a \$30,000 annual contribution from Council for the first two years of operation.

# Legislation and Policy

Local Government Act 2009 (Qld) Local Government Regulation 2012 (Qld) Queensland Transport Museum Collection Policy - 17/11/2021 - ECM: 4172794 Trade Mark

# **Risk Management**

Council has obtained legal advice regarding the process for transitioning operation of the QTM to an independent entity. This legal advice covers the transfer requirements of assets, intellectual property rights, premises, records, insurance, utilities, and governance of the new entity.

# **Consultation**

# **Councillor Consultation**

Mr McVean presented his proposal re transitioning the QTM to a third-party entity to the QTM Advisory Committee meeting on 23 January 2023.

He then presented his proposal to Council at its workshop held on 4 April 2023, where Council considered operating models and options for the ongoing operation of the QTM.

The proposal to transition operation of the QTM to a third-party entity model was further discussed at the QTM Advisory Committee meeting held on 7 June 2023.

## Internal Consultation

Legal advice was sought from McCullough Robertson regarding transferring operation of the Queensland Transport Museum (QTM) to a third-party entity.

## Attachments

There are no attachments for this report.

## **13.0 INFRASTRUCTURE REPORTS**

13.1	Annual review of maintenance contribution - Gatton Campdraft Association Inc
Author:	Brendan Sippel, Manager Community Facilities
Responsible Officer:	John Keen, Group Manager Infrastructure

## Purpose:

The purpose of this report is to seek Council's approval for:

- a financial contribution towards the control of biosecurity matters and ground maintenance of the Gatton Campdraft Association at Grantham for the financial year of 2023/24
- the review of the maintenance contribution for the maintenance of the grounds and treatment of declared weeds on the site for future years through the Community Grants and Assistance Policy.

## Officer's Recommendation:

**THAT Council:** 

- 1. Provide a contribution of \$6,000.00 to the Gatton Campdraft Association Inc for the control of biosecurity matters and ground maintenance of the leased grounds situated at Gatton Helidon Road, Grantham described as Lot 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415 and 416 on CPG3422 for the 2023/24 financial year.
- 2. Review the maintenance contribution provided to the Gatton Campdraft Association for grounds maintenance for future years in line with the Community Grants and Assistance Policy and Procedure for the term of the current lease.

## RESOLUTION

THAT Council:

- 1. Provide a contribution of \$6,000.00 to the Gatton Campdraft Association Inc for the control of biosecurity matters and ground maintenance of the leased grounds situated at Gatton Helidon Road, Grantham described as Lot 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415 and 416 on CPG3422 for the 2023/24 financial year.
- 2. Review the maintenance contribution provided to the Gatton Campdraft Association for grounds maintenance for future years in line with the Community Grants and Assistance Policy and Procedure for the term of the current lease.

Moved By:	Cr Hagan	Seconded By:	Cr Wilson	
		Resolution Number: 20-24/0905		
		CARRIED		
		6/0		

#### **Executive Summary**

The Gatton Campdraft Association Inc (the Association) lease property owned by Council situated at Gatton Helidon Road, Grantham. On 26 October 2022, Council resolved to approve a request from the Association for

a financial contribution of \$6,000 for the 2022/2023 financial year with further maintenance contributions to be reviewed annually.

The Association has request assistance again for the financial year of 2023/24.

The financial contribution was to assist with maintenance and biosecurity control activities such as slashing and spraying of parthenium weed following on from the 2022 floods that affected the Association's leased property in Grantham. As a part of the resolution, a risk and value assessment is to be undertaken annually prior to annual budget prioritisation and approval to determine if a contribution is applicable for the new financial year to assist with the control of biosecurity matters and maintenance of the leased area.

Council officers have investigated and assessed the request for 2023/24 and additional years given the nature of the biosecurity control and management approach.

## Proposal

The President of the Gatton Campdraft Association contacted Council officers in late July seeking clarification of when they (the Association) would receive their maintenance contribution. Council officers explained the details of the previous resolution (20-24/0674) to the President and advised a written request would need to be submitted for the matter to be considered appropriately.

Council's Chief Executive Officer received correspondence from the Association on 2 August 2023 requesting funding, providing information on why they needed the contribution this 2023/24 financial year. Summarised reasons included:

- The Gatton Campdraft Association has a biosecurity obligation under the lease to maintain ongoing treatment of parthenium weed.
- Highlighted the annual maintenance contribution provided by Council only contributes to half of their annual ground maintenance costs, such as mowing, fence repairs and spraying.
- Further works are required to develop and improve the grounds to fulfill their vision.

After the above correspondence, Council officers gathered information to assist in the review process. Inspections of the leased property identified that the site has been maintained to a good standard, with continued improvements to the site. Spraying of Parthenium has been occurring.

Parthenium (Parthenium hysterophorus) is classified in Schedule 2 of Part 2 of the *Biosecurity Act 2014* as a Restricted matter—invasive matter biosecurity matter — invasive plant. To control Parthenium an ongoing program is required due to the seed bank viability and having been established in previous years. Flood events are the most likely source of the Parthenium and seed bank on the site, and potential for spreading from the property. With livestock present for campdrafts there is the added risk that Parthenium could be spread to other parts of the region, if not managed appropriately. Additionally, livestock and vehicles coming to the site regularly may also pose a risk of reintroduction. It is important that this program continues, to limit the risk of spreading and parties subsequently not meeting their biosecurity obligations under the Queensland Biosecurity Act 2014. It is difficult to establish an exact period for a rolling treatment given the lack of reliable research (ie seed bank can remain viable of up to 2 years or for many years). A risk and value assessment conducted through an annual inspection should provide a means to measure benefits and costs.

The current lease entered by the Association in 2017 requires the Association to manage weeds on the leased property. However, if the Association surrendered their lease due to financial stress, Council would be responsible for management of the land, including biosecurity matter control, and the community would lose the value of this equine sport from delivering on our social and active and healthy outcomes. Maintenance items would include spraying of declared weeds and slashing on a quarterly basis. The cost to carry out this

maintenance would in likelihood exceed the 2022/23 contribution of \$6,000 per annum. The level of \$6,000 is considered an adequate and suitable contribution based on the size of the property and the method of management.

The lease commenced on 05/01/2017 and ends 30/04/2027, with the area of the lease property shown below:

Area	Approximately 66,370 m <sup>2</sup> (6.637 hectares)
Tenure	Freehold
Zoning	Limited Development



## **Options**

Option 1 – Council approves to:

- provide a contribution of \$6,000.00 to the Gatton Campdraft Association Inc for the control of biosecurity matters and ground maintenance of the leased grounds situated at Gatton Helidon Road, Grantham described as Lot 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415 and 416 on CPG3422 for the financial year 2023/24.
- Review the maintenance contribution provided to the Gatton Campdraft Association for grounds maintenance for future years in line with the Community Grants and Assistance Policy and Procedure for the term of the current lease.

Option 2 – Council approves the request from the Gatton Campdraft Association for a financial contribution and offer the Association \$6,000.00 for the 2023/2024 financial year only and for remaining term of the lease requires the Association to meet their lease obligations to control weeds on the property.

Option 3 - Council declines Gatton Campdraft Associations request for a financial contribution towards any current or future maintenance activities.

## Previous Council Resolutions

## 26 October 2022

## RESOLUTION

THAT with respect to the request by the Gatton Campdraft Association Inc for Council to contribute funding towards the maintenance of their leased grounds situated at Gatton Helidon Road, Grantham described as Lots 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415 and 416 on CPG3422, Council resolve to approve the request and allocate \$6,000.00 for a maintenance contribution for the 2022/2023 financial year with any further maintenance contributions to be determined annually.

Moved By: Cr Qualischefski Seconded By: Cr Wilson Resolution Number: 20-24/0674

CARRIED 6/0

<u>Critical Dates</u> No critical dates are relevant to this report.

## **Strategic Implications**

## Corporate Plan

Council optimises the use of its open spaces and facilities by improving access to and the quality of the facilities for individuals and groups.

## Finance and Resource

Council officers have calculated a proposed maintenance contribution figure based on current service levels by Council for similar locations in Grantham. Council officers believe that \$6,000.00 per annum is fair and reasonable to carry out slashing and declared weed spraying on site.

Currently there is no budget specifically for this contribution in the 2023-24 financial year approved budget, nor future budgets to meet a rolling program to deal with the viable life of the seed bank. If the recommendation is approved, a budget would be sought through the next budget review process and allocated to the appropriate cost centre for administration.

## Legislation and Policy

Council currently has a Community Grants and Assistance Policy and Procedure that allows for financial contributions to be made to organisations to assist in the maintenance and upkeep of approved sporting complexes which contribute to the Lockyer Valley community. There are five sporting complexes identified however the Gatton Campdraft Association is not included.

This section of the policy is proposed to be reviewed and Council will have the opportunity to amend this policy and procedure in future to list other identified sporting complexes, and/or the policy and subsequent criteria to cover sporting groups more broadly and/or community organisations that also contribute to the Lockyer Valley community and may from time to time seek financial contributions for similar control of biosecurity matters and ground maintenance purposes. This review is proposed and will be undertaken in consultation with the policy owner and brought to Council through future workshops and related reports. Amendment of the Community Grants and Assistance Policy and Procedure policy and clarity through the development of a tenure transaction policy and procedure would potentially allow for such contributions to be managed independently of any lease or other tenure arrangement.

IA1
Infrastructure and Assets
Planning, managing and maintaining assets for the future.
R1
Reputation
Reputation and goodwill.

## **Consultation**

## Portfolio Councillor Consultation

The portfolio councillor has been informed of the content of this report and proposed actions.

## Internal Consultation

- Governance and Property
- Finance
- Engagement and Communications

## **External Consultation**

Council officers from the Community Recreation and Facilities Branch have communicated with members of the Gatton Campdraft Association on the process required in relation to their request.

## Community Engagement

No community engagement will be required as single entity and site request, and no direct impact on broader community.

## Attachments

There are no attachments for this report.

## 14.0 ITEMS FOR INFORMATION

## **GENERAL BUSINESS** THAT Council receive and note the following items for information: 14.1 - Chief Executive Officer's Monthly Report - July 2023 14.2 - Group Manager People, Customer and Corporate Services Monthly Report - July 2023 14.3 - Group Manager Community and Regional Prosperity Monthly Report - July 2023 14.4 - Group Manager Infrastructure Monthly Report - July 2023 Moved By: Cr Hagan Seconded By: Cr Wilson Resolution Number: 20-24/0906 CARRIED 6/0 14.1 **Chief Executive Officer's Monthly Report - July 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.

Tł	his 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 - July 2023 19 Pages



Executive Office

MONTHLY GROUP REPORT July 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 8 August, 2023.

			Sut	omission Amount		Ineligible		Approved		Received
Event/Description		Expenditure		uested by LVRC	Exp	penditure inc		Amount		Amount
						igger Points				
Fred Thomas Pedestrian Bridge	\$	167,962.27		218,835.50		55,039.73		216,836.80		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	\$	277,002.14		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	\$	54,508.48		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	\$	542,704.28	\$	-	\$	542,704.28	\$	72,405.66
Unsealed Roads Zone 10 - Part 1	\$	124,633.13	\$	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	\$	273,035.31	\$	1,178,563.75	\$	-	\$	867,359.19	\$	260,207.76
Unsealed Roads Zone 4 - Part 2	\$	449,764.35	\$	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	\$	345,050.50	\$	442,230.33	\$	-	\$	339,694.04	\$	305,724.64
RCP and RCBC Desilting and Clean Outs	\$	152,624.43	\$	211,063.54	\$	-	\$	184,537.83	\$	55,361.35
East Egypt Road Landslip	\$	133,565.42	\$	4,112,341.97	\$	-	\$	2,293,795.23	\$	688,138.57
Berlin Road Landslip	\$	91,703.02	\$	2,588,718.51	\$		\$	1,978,527.75	\$	593,558.33
Sealed Roads Zone 9	\$	1,868.75	\$	434,114.94	\$	-	\$	434,114.94	\$	102,632.57
Sealed Roads Zone 5	\$	19,859.27	\$	621,788.32	\$		\$	621,788.32	\$	167,322.28
Adare Road Floodway	\$	3,989.21	\$	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	\$	303,114.17	\$	-	\$	303,114.17	\$	41,794.81
Sealed Roads Zone 3	\$	1,868.75	\$	329,842.84	\$	-	\$	329,842.84	\$	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	\$	257,224.61	\$	-	\$	257,224.61	\$	47,240.09
Mountain View Drive Landslip	\$	56,257.50	\$	1,740,042.55	\$	-	\$	1,531,190.07	\$	459,357.02
Sealed Roads Zone 1 and Town Extras	\$	1,868.75	\$	1,516,649.55	\$	-	\$	1,516,649.55	\$	201,110.24
East Egypt Road Landslip - Site 3	\$	-	\$	118,098.41	\$	-	\$	118,098.41	\$	35,429.52
Unsealed Roads Zone 5	\$	656,087.73	\$	1,083,272.31	\$	-	\$	1,033,685.01	\$	310,105.50
Unsealed Roads Zone 6	\$	121,924.62	\$	1,628,561.44	\$	-	\$	1,576,557.26	\$	472,967.18
Unsealed Roads - Zone 10 - Part 2	\$	207,171.05		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	\$	138,381.97		991,304.50	\$		\$	709,970.06	\$	212,991.02
Unsealed Roads Zone 10 - Part 3	\$	242,022.84	\$	1,179,746.42	S	-	\$	1,124,600.90	\$	337,380.27
Sealed Roads Zone 2	\$	16,054.75		664,940.63			\$	664,940.63	\$	96,908.09
Sealed Roads Zone 6	\$	5,114.11		397,137.23	· ·		\$	397,137.23	-	51,225.89
Sealed Roads Zone 7	\$	5,125.41	\$	203,539.93			\$	203,539.93	\$	31,297.34
Unsealed Roads Zone 7	\$	57.545.41	\$	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)	\$	74,305.65	\$	1,698,927.25	\$	178,000.00	\$	1,690,733.53	\$	453,820.06
All Zones Final	ŝ	160,403.31	\$	516,221.38		-	\$	421,447.60		126,434.28
Steinkes Bridge Railing	\$	106,742.31	\$	37,886.07	\$	-	\$	-	\$	-
Flood Gauge Repairs	\$	21,470.70	\$	26.690.44	\$		\$	23,617.77	\$	7,085.33
	\$	21,470.70	*				· ·			7,000.33
Liftins Road Floodway Approaches	Ş	-	\$	104,512.20	\$	-	\$	-	\$	-
Project Management Expenditure included in all submissions	\$	1,295,344.41	\$	-	\$	-	\$	-	\$	-
TOTAL FOR REPA	\$	7,359,919.96	\$	38,290,984.44	\$	845,856.00	\$	31,558,532.78	\$	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 next meeting of the Audit and Risk Management Committee (ARMC) is scheduled for Friday 25 August 2023. The focus of this meeting is for the ARMC to review Council's draft financial statements prior to them being submitted to external audit. This is a statutory requirement of the ARMC to complete.

#### 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	Number of	Completed			
internal netreti (duaity	Rec.	High	Medium	Low	Improve	Rec.
Tendered Contract Review	17	0	2	1	1	13
<b>Project Management Practices</b>	11	0	1	1	0	9
Payroll and Remuneration Processes	10	1	0	0	0	9
Payroll and Vendor Analytics	9	0	2	0	0	7
Lessons Learned from Pandemic	4	1	2	1	0	0
Property Management Review	10	4	1	0	1	4
Disaster Response (On Ground)	14	4	0	0	0	10
Plant and Fleet Utilisation Review	19	2	9	7	0	1
External Audit Items	6	0	2	0	0	4
Total	100	12	19	10	2	57

The number of completed recommendations has been increased from 45 in June to 57 in July, and efforts will continue to reduce the number of outstanding recommendations. The completed recommendations will be presented to the ARMC for sign off at the next meeting. The Plant and Fleet Utilisation review will be the next internal audit focus area with 18 outstanding recommendations.

#### Internal Audit

#### Internal Audit Plan Activities

Two internal audits were recently completed, being the Environmental Compliance and Revenue Management Reviews. The Executive Leadership Team collectively reviewed recommendations made from the former audit. Draft management responses have been made against the recommendations and submitted to O'Connor Marsden (OCM) for consideration. These will be presented to the ARMC for sign off at the next meeting.

A draft internal audit report on the Revenue Management Review has been provided by OCM and is currently under review by the audit stakeholders prior to the preparation of management response on recommendations made from the audit.

A draft "terms of reference" for the Waste Fees and Levies Review has been submitted by OCM for the audit stakeholders to review. This is the first audit scheduled on Council's Internal Audit Plan for the 2023-2024 financial year.

### Corporate Risk Management

No action was undertaken during the month of July 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".

## Annual Report 2022-2023

Drafting of the 2022-2023 Annual Report has commenced. A schedule for the process has been determined in consultation with Council's Finance and Design Teams. A legislative checklist has also been completed to confirm content requirements to be included in the report.

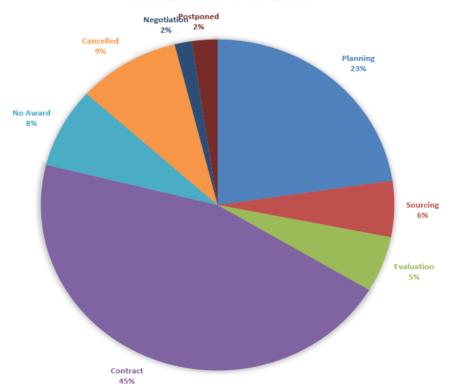
# PROCUREMENT

Group					
Infrastructure Delivery	May 2023	June 2023	July 2023		
LVRC-22-037 Tyres & Tyre repairs	Final Planning for tender	Final Planning for tender	Final Planning for tende		
· · · · · · · · · · · · · · · · · · ·	release	release	release		
LVRC-22-046A 22/23 Gatton	Evaluation – Released	Awarded - Burchills Engineering			
Central Drainage - Design	08/03/2023 closed	Solutions			
6 6	31/03/2023				
LVRC-22-004 Landslip	Sourcing - Limited Market	Evaluation - Limited Market	Awarded - Queensland		
Remediation	Tender released 27/02/2023	Tender released 27/02/2023 –	Bridge & Civil (QBC)		
hemediation	- extended closing date	extended closing date until	Dildge a civil (abe)		
	until 6/04/2023	6/04/2023			
LVRC-22-069 Bridge Maintenance	Awarded – Raw Worx	0,04,2023			
LVRC-23-023 Sealed Roads East	Evaluation - Limited Market	Evaluation - Limited Market	Awarded - G & R Brown		
	Tender closed 28/03/2023	Tender closed 28/03/2023			
Package			& Sons Pty Ltd		
LVRC-23-024 Sealed Roads West	Evaluation - Limited Market	Awarded – Joe Wagner Group			
Package	Tender closed 05/04/2023	Pty Ltd			
LVRC-22-083 Biggs Rd, Withcott	Evaluation of RFQ – Closed	Awarded - RMA Engineers Pty			
(Design)	24/03/2023	Ltd			
LVRC-23-016 Steinke's Bridge	Evaluation of RFQ – Closed	Awarded - Bellrise Investments			
Barrier	27/04/2023				
LVRC-23-022 Postmans Ridge Rd,	Contract Negotiation –	Awarded – Harrison			
Civil Design Plan	Closed 27/03/2023	Infrastructure Group			
LVRC-23-036 Gehrke and Lorikeet	Evaluation - Released	Awarded - Colas Queensland			
Roads - Bituminous Works	20/04/2023 Closed	Pty Ltd			
	02/05/2023				
LVRC-23-038 Spencer and	Evaluation - Released	Awarded - Colas Queensland			
Maitland Street - Bituminous	21/04/2023 Closing	Pty Ltd			
Works	03/05/2023				
LVRC-23-037 Gehrke and Lorikeet	Awarded - Schramm Group				
Roads - Guardrail Installation					
LVRC-23-054 23/24 Bitumen		Planning for Limited Market	Sourcing Limited Marke		
Reseal Program		RFQ (Local Buy)	- Released 03/08/2023		
-			Closing 18/08/2023		
LVRC-23-051 Minor Bridge Works		Planning for Limited Market	Planning for Limited		
		RFQ (Local Buy)	Market RFQ (Local Buy)		
LVRC-23-058 Softfall Upgrade -			Planning for RFQ release		
Various Locations					
LVRC-23-065 Brightview Road			Planning for Limited		
Rehabilitation Project			Market release		
LVRC-23-061 Half Basketball			Planning for RFQ release		
Court, Lake Apex					
Infrastructure Fleet	May 2023	June 2023	July 2023		
LVRC-23-041 Earthmoving	Planning phase – for Limited	Planning phase – for Limited	Planning phase – for		
Equipment - 4 items	RFQ process	RFQ process	Limited RFQ process		
LVRC-23-042 Light Commercial &					
0	Planning phase – for Limited	Planning phase - for Limited	Planning phase - for		
Passenger Vehicles - 8 items	RFQ process	RFQ process	Limited RFQ process		
LVRC-23-043 Mowers - 4 items	Planning phase – for Limited	Planning phase – for Limited	Planning phase – for		
	RFQ process	RFQ process	Limited RFQ process		
LVRC-23-44 Trucks - 6 items	Planning phase – for Limited	Planning phase – for Limited	Planning phase – for		
	RFQ process	RFQ process	Limited RFQ process		
Waste	May 2023	June 2023	July 2023		
LVRC-22-076 Leachate	Evaluation of RFT – closed	Evaluation of RFT – closed	Evaluation of RFT –		
Management Services	23/02/2023	23/02/2023	closed 23/02/2023		
LVRC-22-044 Waste Facilities	Evaluation of tender - closed	Awarded - Peace Lutheran			
Supervision	13/12/22	Church, Gatton T/A Anuha			
540611151011					
LVRC-22-045 MRF Kerbside	Evaluation of tender - closed	Awarded - Peace Lutheran			

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	Planning for RFQ process
Community Facilities	May 2023	June 2023	July 2023
LVRC-22-086 Gatton Shire Hall External Façade Upgrade	Evaluation of tender - closed 28/02/23	No Award – Project	
LVRC-23-007 Fairways Park Maintenance	Sourcing of RFT – Released 30/05/2023 Closed 21/06/2023	Evaluation of tender –Closed 21/06/2023	Evaluation of tender – Closed 21/06/2023
LVRC-23-025 Demolition of Alex Geddes Hall	Evaluation of RFQ – Released 04/05/2023 Closed 19/05/2023	Evaluation of RFQ – Released 04/05/2023 Closed 19/05/2023	Evaluation of RFQ
LVRC-23-034 Lockyer Waters Community Centre	Sourcing of RFT – Released 04/05/2023 Closed 22/06/2023	Evaluation of tender –Closed 22/06/2023	Sole supplier exception resolution in place. Proceeding with project
LVRC-23-046 LVRC Office Accommodation			Sourcing of RFQ – Released 16/06/2023 Closed 14/07/2023
LVRC-23-050 Gatton Shire Hall Weatherproofing			Sourcing of RFQ – Released 3/07/2023 Closed 18/07/2023
LVRC-23-059 Columbarium Wall Laidley Cemetery			Planning for RFQ release
LVRC-23-057 Supply and Install Modular Community Centre			Planning for RFQ release
Planning and Development	May 2023	June 2023	July 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	Sourcing of RFQ – 2/08/2023 – Closing 23/08/2023
LVRC-23-027 Revegetation Services	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: - Abyss Demolition - Colbreze Excavation - Logan City Council - Paterson Demolition & Recycling - Williams Demolition - WMA Demolition
LVRC-23-029 Weed Control	Planning for RFQ process	Sourcing of RFQ – Released 28/06/2023 Closed 12/07/2023	No Award
Works			
	May 2023	June 2023	July 2023
Works	May 2023 Planning for tender process	June 2023 Planning for tender process	July 2023 Final Planning for tender process

Planning for Public Tender	Sourcing – RFT – Released	Evaluation - RFT
Process	3/04/2023 – Closing 4/05/2023	
March 2023	April 2023	May 2023
Planning for tender process	Planning for tender process	Planning for tender
		process
Planning for tender process	Planning for tender process	No award - Aquamonix contract extended for 12 months
Planning for tender process	Planning for tender process	No award - As above
	Process March 2023 Planning for tender process Planning for tender process	Process     3/04/2023 – Closing 4/05/2023       March 2023     April 2023       Planning for tender process     Planning for tender process       Planning for tender process     Planning for tender process

PROCUREMENT STAGE	#
Planning	29
Sourcing	7
Evaluation	7
Contract	58
No Award	10
Cancelled	12
Negotiation	2
Postponed	3



## PROCUREMENT STATUS REPORT

## **Stores Data**

OVERALL PURCHASING DATA	May-23	Jun-23	Jul-23
No of Purchase Orders Generated	67	57	66
Total Value of Purchase Orders Generated	\$208,272.00	\$222,204.00	\$229,865.00
Total Value of Largest Spend to a Single Supplier	\$141,094.00	\$143,531.00	\$113,718.00
INVENTORY DATA	May-23	Jun-23	Jul-23
No of New Items Added	12	12	20
No of Items made Inactive	0	0	0
Total Number of Inventory Items	1250	1262	1282

MAY TOP FIVE SUPPLIER SPEND TOTALS (LARGES	ST \$ 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	
TAYLOR SAFETY	\$	17,198.00	
BORAL CONS	\$	9,881.00	
JNL INDUSTRIES	\$	9,415.00	
KARREMAN QUARRIES	\$	8,274.00	
JULY TOP FIVE SUPPLIER SPEND TOTALS (LARGEST \$ TO LEAST \$)			
OCWEN ENERGY	\$	113,718.00	
INFINITY WORKWEAR	\$	25,500.00	
BORAL CONS	\$	16,764.00	
TAYLOR SAFETY	\$	8,855.00	
ELDERS	\$	7,746.00	



# DISASTER MANAGEMENT

Corporate Plan Action - Disaster Management Framework development and implementation

## **Corporate Strategic Planning**

The Disaster Management (DM) team have been working on achieving the Operational Plan priority of delivering and implementing a Disaster Management Framework.



Community Workshop
The second in the series of three workshops, delivered in partnership with the Laidley Community Centre, was held on Wednesday 19 July.
The workshop was attended by 8 residents and 3 Community Centre staff and covered the subjects of local hazards, understanding your risk and planning for disaster events.
Bushfire Awareness Evening Planning is well underway on the delivery of a Bushfire Awareness Evening at the Laidley Cultural Centre on Tuesday 29 August. Council will host the information session in conjunction the Rural Fire Service, with the aim of increasing resident's awareness of bushfire risk, their responsibilities and local agency capacity. Other emergency services will also support the event with presentations on their capacity to respond locally.
Queensland Disaster Management Training Framework (QDMTF) Council Officers with Disaster Operations roles in the Local Disaster Coordination Centre were provided with training by Queensland Fire and Emergency Services, Emergency Management Coordinator.
This training is a requirement under the QDMTF and is given a local context by Council Disaster Management Officers through practical information and exercises using the incident management software utilised in the LDCC.
DM staff, the Local Disaster Coordinator and Recovery Chair attended the Leadership in Disaster Recovery Masterclass at Toowoomba. This masterclass focused on the challenges and complexities of disaster recovery and the strategies and approaches recovery leaders can apply to navigate the recovery phase.
The Evacuation Centre Management Sub Plan and Environmental Health Sub Plans were presented to the Ordinary Meeting of Council on 19 July. Both plans were endorsed.
The next meeting of the Local Disaster Management Group is

Flood Intelligence System	The Fords Road Rain/River Alert gauge, Summerholm Rain Alert gauge and Tenthill flood monitoring camera have been installed. The Alert gauges are capturing data which is available to flood intelligence Officers. We are awaiting the Bureau of Meteorology to make the data publicly available on the Bureau's website.
	Through the quality testing prior to making the Tenthill flood monitoring camera public, an issue has been identified with dropouts in image captures. Council's service provider is working on addressing the issue so the camera images can be made publicly available.
	The annual maintenance of the Rain/River ALERT gauges, siren and flood monitoring cameras is programmed for October 2023.
Funded Programs – Progress Reports	<b>SEQ Flood Forecasting Warning System</b> This is a Bureau of Meteorology project and is in the scoping phase. The project is expected to be delivered using a phased approach over 10 years.
	Officers attended a two-day workshop facilitated by the Bureau of Meteorology to progress the scoping for planning of a Flood Forecasting Warning System (FFWS), for Southeast Queensland.
	The workshop was attended by representatives from local governments, Queensland Reconstruction Authority, Local Government Association of Queensland and the Bureau of Meteorology, to support planning and delivery of the FFWS project. A review was conducted of the original FFWS requirements with all stakeholders and additional requirements developed. The current and planned capabilities of each stakeholder organisation were also discussed.
	Further information will be sought by the Bureau from local governments. We are currently arranging a Council workshop with BOM so that Council and officers are able to consult directly on opportunities and outcomes.
	Queensland Resilience and Risk Reduction Fund (QRRRF) Flood Classifications The QRRRF Flood Classifications project is integrated with the Local Flood Plain Management and Evaluation Planning projects. The consultant funded portion of the QRRRF project is complete. Officers are working with the consultant to finalise the overall program documentation. The next stage will be stakeholder engagement with BOM, the Department of Natural Resources, SEQ Water and the LDMG. Preliminary discussions have been held with BOM.
Incidents/Operations	No activation of Disaster Management officers or the Local Disaster Coordination Centre was necessary during the month of July.

State Emergency Service (SES) Monthly Report	The Lockyer Valley SES currently has 38 members and one prospective member.		
	<ul> <li>Forest Hill – 9</li> </ul>		
M	• Gatton – 15		
<b>GP</b>	• Laidley – 14		
	SES supported Queensland Ambulance Service (QAS) with patient		
	transfers on two occasions during July – one from Lockyer District High School and another from Gatton Show Ground.		
	A number of training and development sessions were provided for members, including flood boat training at Atkinsons Dam, First Aid Course at Gatton SES, Working Safely at Heights, on the ground and tabletop exercises.		
Disaster Dashboard	A larger proportion of visitors to the Disaster Dashboard were new visitors during July. This is expected with recent promotion of the Dashboard – see graph below.		
	Returning Visitor 22% New Visitor 78%		
Early Warning Network	Subscriptions continue to rise for the Lockyer Valley Early Warning Network with an additional 20 new registrations in July. The majority of new registrations are as a result of promotion of the Dashboard a NAIDOC celebrations and through the Lockyer Community Centre's Multicultural Worker.		
	Residents can register for this free service at EWN or through the <u>Disaster Dashboard</u> .		



## **COMMUNITY DEVELOPMENT & ENGAGEMENT**

Strategic Priority 1 – Engage with the community to ensure the community's views, value and aspirations inform Council decision-makina.

9 projects received engagement support in July:

- First Nations Engagement through the Department of Aboriginal and Torres Strait Islander Partnerships (DATSIPCA)
- Naming of Facilities and Fields
- Forest Hill Silos Mural Viewing Precinct
- Grantham Parks
- Landslip Remediation
- Mahon Bridge
- Council stand at Laidley Show
- Council stand at Gatton Show
   Jean Biggs Park, Withcott

Strategic Priority 2 – Support community groups to increase their capacity, resilience and sustainability.



- Council continues to provide financial support to community groups and hall committees through the *Community Safer Places* and *Council Catch Up* series program areas for community-led projects, designed to increase the resilience and social connectedness of local communities.
- Three members of the Community Engagement Team completed the IAP2 Australasia Certificate in Engagement qualification in July. This is the respected, industry-leading training in community and stakeholder engagement.
- 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 the first of two of these activities the team will facilitate in the next six months.
- Five sponsorships were provided to individuals representing at either state, national or international level via the Ambassador Support Grant. The sponsorships for this month were awarded to:
  - o Rufino Obien 2023 Queensland Multi Disability Bowls Championships State Event
  - o Lionel Anthony Watson 2023 Queensland Multi Disability Bowls Championships State Event
  - o Mia McLucas 2023 Hancock Prospecting QLD SC Championships State Event
  - o Tenzin Samphel 2023 National School Futsal Championships National Event
  - Emily Stapleton Netball Queensland U18 State Titles State Event
  - 0



My Community Directory: July 2023

Top 5 searched categories	Top 5 most viewed services
1. Sport	1. Laidley & Districts Netball Association
2. Health Services	2. Laidley Junior Rugby League Club
3. Community Clubs & Interest Groups	3. Laidley Ferrari Park Markets
4. Recreation & Leisure	4. Laidley Oral Health Services
5. Education	5. Lifeline Shop – Crowley Vale

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 in partnership with local real estate agents.
- 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).
  - The Business Continuity Planning (BCP) workshop was held on 12 July 2023; pictured below. 14 people attended, representing seven government departments, community groups and disability service providers, and three host/partner organisations (including Council).



• Disaster alert subscription advocacy at the bi-monthly Multicultural BBQ at Littleton Park, Gatton hosted by Lockyer Community Centre's Community Action for a Multicultural Society (CAMS) worker. 19 attendees, including **17** temporary workers with English as a second language (ESL), signed up to the Early Warning Network alert system.

Strategic Priority 4 – Strengthen and utilise partnerships with NGOs and government agencies to improve support services and programs for vulnerable members of the community.



- Ongoing involvement in the South-East Queensland Climate Resilience Alliance.
- Community Recovery & Resilience Officer (CRRO) will attend the Seniors Health Hub event on 5 October 2023 at Gatton Shire Hall as part of Seniors Month celebrations. This will provide an opportunity to network with new agencies and provide information and assistance to local senior citizens.

- Conversations are ongoing with representatives of DATSIPCA, discussing opportunities for collaboration to engage meaningfully with First Nations people in the Lockyer Valley. There has been a formative discussion about collaborating with DATSIPCA and other community stakeholders for a Learner Driver project.
- CRRO attended the Neighbourhood Centre's Queensland Disaster Resilience Forum which also included community representation from the Laidley and Lockyer Community Centres. This included the launch of the Neighbourhood Centre's Queensland Strategy for Disaster Resilience 2023-2026. <u>Queensland</u> <u>Neighbourhood Centres Strategy for Disaster Resilience 2023 – 2026 - Neighbourhood Centres Queensland</u> (ncq.org.au)

#### Community Support Interagencies

Staff are involved in the following networks aimed at identifying human and social service gaps and trends, and improving service delivery through strategic networking and partnerships:

- Lockyer Youth Agency Network (LYAN)
  - Next meeting is 3 August 2023 via Microsoft Teams.
- Lockyer Valley Service Provider Interagency (LVSPI)
  - Meeting was held 11 July 2023 and was very successful in attracting approximately 20 stakeholders to a networking event at Lockyer Community Centre and **31 stakeholders** to the Interagency meeting. This reflects a growing interest in this important network for health and community service agencies in the region.
  - Next meeting is 14 September 2023, via Microsoft Teams
  - The next face to face meeting will be held 21 November 2023 at Laidley Sports Complex.



- Lockyer Valley Disaster Recovery and Resilience Interagency (LVDRRI)
  - Meeting was held 18 July 2023, with 18 attendees representing various service provider stakeholders, State, and local government agencies. The meeting was followed by an informative presentation by the Queensland Centre for Perinatal and Infant Mental Health and Royal Far West about their project supporting local early childhood and childcare service providers. A consensus view from the meeting is to reintegrate LVDRRI with LVSPI to assist with continuing collaboration with the broader agency network and in line with available resources.

MEDIA ENQUIRIES

## COMMUNICATIONS

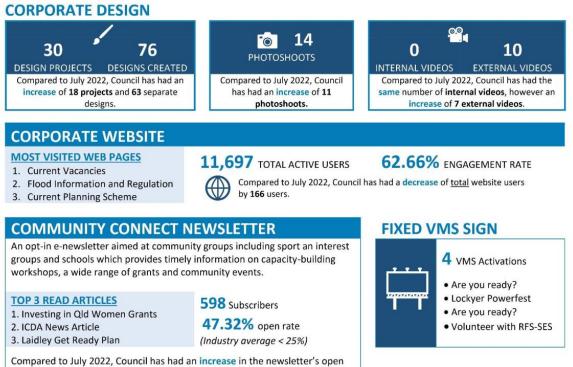


The Communications Team manages a range of media and communications products ranging from media releases and social media posts, to design of posters, signs and fact sheets, to videography and media events, as well as website management. Our primary function is to provide meaningful and timely information to the community on Council decisions, programs and services through a range of mediums.

## **EXTERNAL MEDIA**



Council was asked to demonstrate, explain and share our disaster social media tiles with QFES FNQ who wishes to share them with most of the 20 LDMG's in their region as best practice.



# ADVOCACY

## Inland Rail

As previously noted, the Australian Government agreed in principle with the 19 recommendations made by the Australian Government's Independent Review into Inland Rail.

Key findings and recommendations of the Review were:

- There had been a lack of oversight of the Inland Rail project
- Costs of the project had escalated to approximately \$31.4B
- Problems with scope meant that Dr Schott did not have confidence even in that figure
- Termination of the line at Ebenezer rather than Acacia Ridge
- Support for the project was confirmed
- Support broadly for the existing route
- Recognition of the community impacts specifically at Wagga Wagga and Gatton
- There needed to be a staged approach with more clarity on scope and cost.
- Confirmation of construction to Parkes
- No clear timeline provided beyond Parkes to Gowrie or to Brisbane

Since that time ARTC Inland Rail has been 'paused' particularly in the Queensland Sections. A new subsidiary to ARTC (Inland Rail Pty Ltd) has been set up and a Board appointed. A revised Statement of Expectation has been produced by the Shareholding Ministers to provide direction to ARTC on Inland Rail.

The Australian Government has committed to delivering Inland Rail to Parkes by 2027. However, there has been no hard commitment to any timeline for delivery of the Queensland sections and the Public Private Partnership (PPP) approach is under review.

Since the review the focus in the Queensland Sections of the project has been to pursue environmental approvals (through the EIS process) and to consider corridor protection. This would then inform a future program of infrastructure delivery.

The Office of Coordinator-General has extended the lapse dates for each of the Queensland EIS projects, and it is understood that ARTC will complete these from west to east. Currently they are focused on Border to Gowrie (B2G) section and then will work on Gowrie to Helidon (G2H). The revised lapse date for G2H is February 2025 and for Helidon to Calvert (H2C) is August 2025.

Despite this 'pause' Council remains concerned over the impacts of the projects on the communities in the Lockyer Valley. Council also remains concerned that ARTC will pursue an alignment through Gatton despite the recent MCA analysis that demonstrated an alignment outside of Gatton was better on all criteria. ARTC have expressed the view that the Independent Review was content with the existing Melbourne to Brisbane route. Council will continue to advocate for an optimal alternate alignment.



## Advocacy

The annual Local Government Association of Queensland (LGAQ) conference is to be held in October and it is an opportunity for the forum to consider motions put by Councils on policy issues of concern. At the July Council meeting, 6 motions for LGAQ were considered on a range of topics. The following motions have now been submitted to LGAQ for consideration at the annual conference:

- Education on waste management within schools
- Renewed Regional Arts Protocol
- Engagement from BOM on changes to flood warning infrastructure
- Disaster planning and the evacuation of aged care facilities
- Cost recovery for Councillor Conduct Tribunal
- Risk based approach to community event traffic management.

14.2	Group Manager People, Customer and Corporate Services Monthly Report - July 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 July 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 July 2023.

## Proposal

That this report be received and noted.

## Attachments

**1** Monthly Group Report - People Customer and Corporate Services 9 Pages



# People, Customer and Corporate Services

MONTHLY GROUP REPORT

JULY 2023



# **PEOPLE, CUSTOMER AND CORPORATE SERVICES**



It has been another busy month for the team:

- Construction of the Gatton Landfill Cell 5 continues.
- Customer experience attended the Livepro Forum. Livepro is the knowledge management system Council utilises to enable our officers to answer 80% of queries at the first point of contact. Livepro has some exciting new features that they are looking forward to implementing to continually improve their service to our Community.
- The next Pulse survey is being prepared with the aim to becoming a valuesbased organisation and be "One Team - One Council" based on questions stemming from the Connected Council Focus Groups.
- ICT completed a 2 day ITIL training course
- The Wellbeing Committee are encouraging us to join the 10,000 step challenge in a Group versus Group challenge.

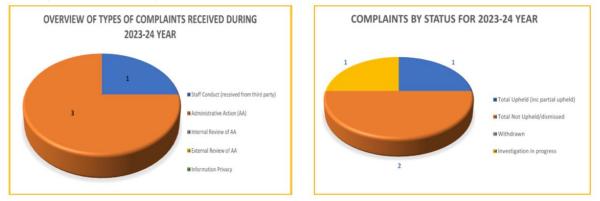
Thank you to the People, Customer and Corporate Services Team for all your hard work during another busy month. You are all a vital piece in making our Council One Team One Council.

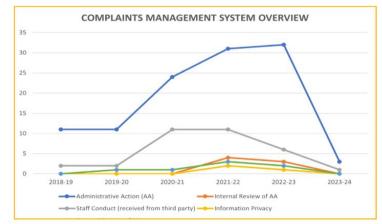
# PEOPLE, CUSTOMER AND CORPORATE SERVICES

# **GOVERNANCE AND PROPERTY**

## **Complaints Management System Update**

Below is an overview of complaints received through Council's Complaints Management System for the 2023-2024 financial year to the end of July 2023.





## POLICY REGISTER UPDATE

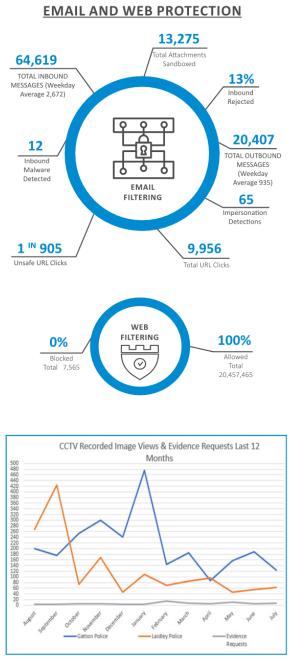
The following chart provides information on the status of Council's Policies, Procedures and Guidelines as at the end of July 2023. A number of policies have been reviewed and are currently subject to consultation processes. The Governance and Property team continue to work with, and provide assistance to, policy owners whose policies are either overdue or due for review.

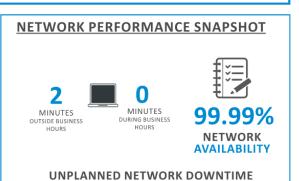


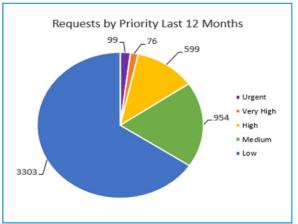
# INFORMATION COMMUNICATION TECHNOLOGY

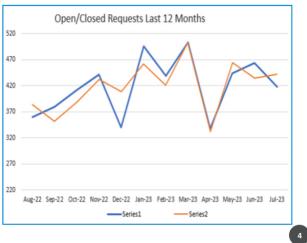
The ICT Team attended ITIL Training during July. ITIL training historically is a program that provides IT Professionals with the best practises for IT Service Management. The current program is less IT specific and more about general service management through a set of specialised organisational capabilities for enabling value to customers in the form of services. By leveraging guiding principles, governance, practises, continuous improvement, and service value activities, the ITIL framework provides guidance on taking an opportunity or demand and providing value to our customers. The learnings from the training will assist in developing an ICT Customer Focus Improvement Plan.

The ICT Team have also conducted team development activities recently, with a team purpose statement adopted. "We enable the business through technology so Council can serve our community."



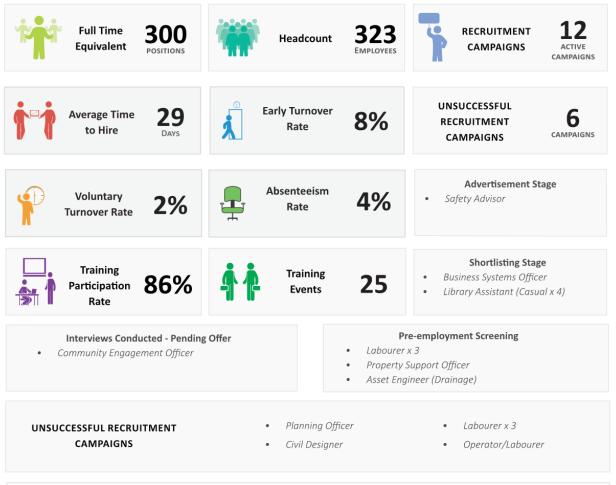






# **PEOPLE AND CUSTOMER EXPERIENCE**

## ORGANISATIONAL DEVELOPMENT AND PAYROLL



## CORPORATE TRAINING

- Disaster Management Training DCC Intelligence (Sub module 2)
- Disaster Management Training DCC Planning (Sub module 2)
- Disaster Management Training Queensland Disaster Management Arrangements
- First Aid Training Provide Cardiopulmonary Resuscitation
- General Construction Induction Card
- Governance Compliance Authorised Persons
- Governance Compliance Gifts and Conflicts of Interest
- Governance Compliance Public Interest Disclosures -Managers and Supervisors
- Governance Compliance Public Interest Disclosures
- IAP2 Training Design and Plan Engagement
- IAP2 Training Engagement (Final)
- Internal Compliance Corporate Induction
- Internal Compliance Employee Code of Conduct

- Internal Compliance Workplace Bullying and Harassment
- Nationally Recognised Certification Conduct Civil Construction Excavator Operations
- Nationally Recognised Certification Conduct Roller
   Operations
- Nationally Recognised Certification Conduct Skid Steer Loader Operations
- Respirator Fit Test
- Safety Compliance Training Dial Before You Dig
- Safety Compliance Training Drug and Alcohol Awareness
- Safety Compliance Training Look Up and Live
- Safety Compliance Training Work Health and Safety Induction
- Verification of Current Competency Excavator
- Verification of Current Competency Road Roller
- Verification of Current Competency Skid Steer

# PEOPLE AND CUSTOMER EXPERIENCE

## INFORMATION MANAGEMENT

## **PROJECT UPDATES**

## **Disposal of Physical Records**

The assessment and disposal of Council records project is ongoing and during the month, the Information Management team scanned and registered over 130 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.

During July 30 cartons were authorised for destruction and in addition a large quantity of physical documents were then finalised for disposal in accordance with our approved auditing processes.



## INFORMATION MANAGEMENT SNAPSHOT

......

	July 2023	Year to date
Mail/Email items processed	1,826	11,590
Requests for files/boxes	55	245

## **RIGHT TO INFORMATION APPLICATIONS**

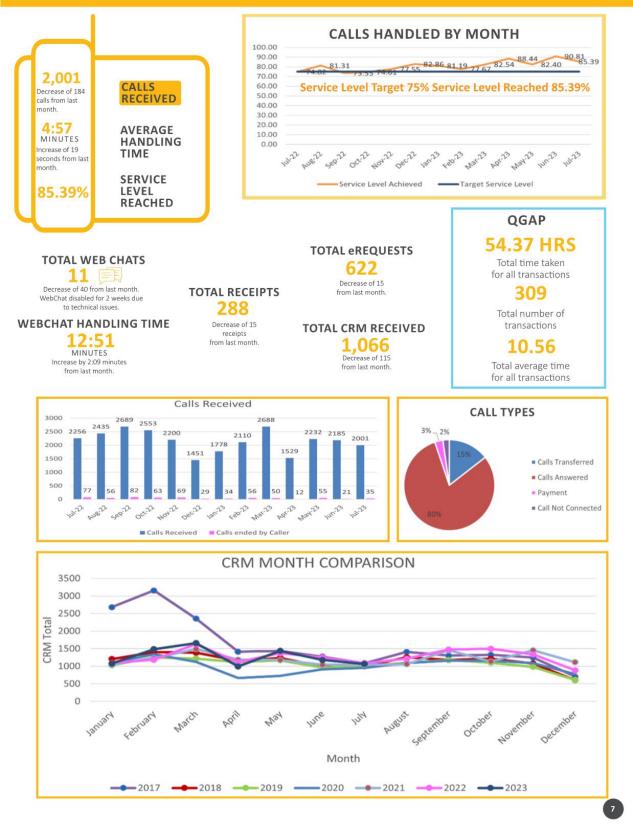
	2023	2022	2021	2020	2019	2018
Number of applications received	7	9	14	10	2	8

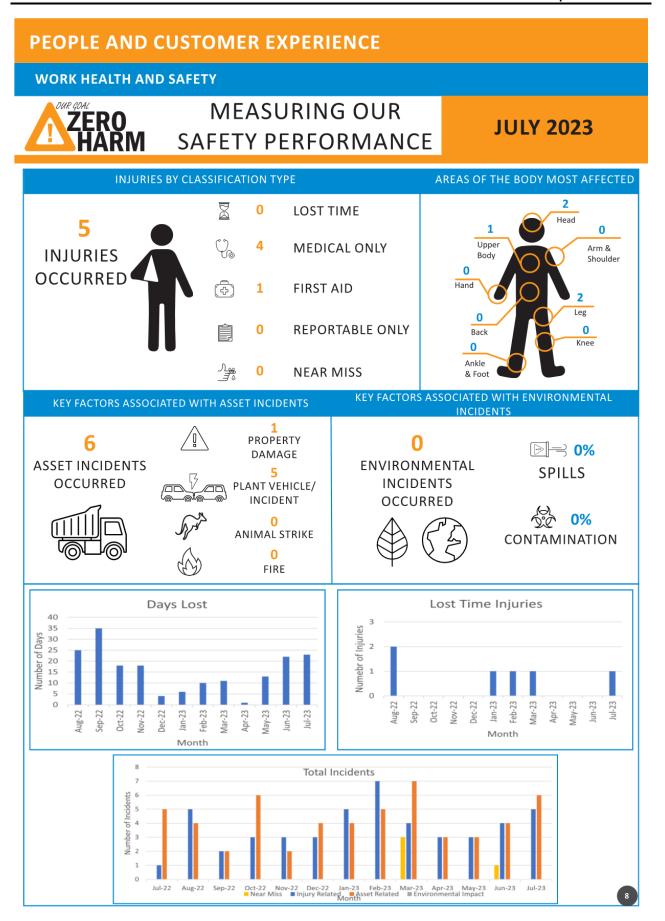
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# **PEOPLE AND CUSTOMER EXPERIENCE**

## **CUSTOMER CONTACT**





# WASTE SERVICES

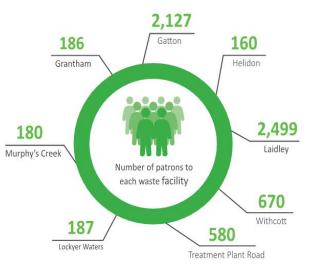
## WASTE MANAGEMENT

Cell 5 construction at the Gatton Landfill continues. The clean water drains to the south of the cell are now complete. Work on the clay liner will now commence.









**6,589** Total patrons to all Waste facilities in JUNE 2023

14.3	Group Manager Community and Regional Prosperity Monthly Report - July 2023
Author:	Amanda Pugh, Group Manager Community & Regional Prosperity
Responsible Officer:	Amanda Pugh, Group Manager Community & Regional Prosperity

#### Purpose:

This report provides Council with a summary of key operational activities undertaken by the Community and Regional Prosperity Group during July 2023.

#### **Executive Summary**

This report provides Council with a summary of key operational activities undertaken by the Community and Regional Prosperity Group during July 2023.

#### Proposal

That this report be received and noted.

#### Attachments

1. Community and Regional Prosperity Monthly Group Report - July 2023 11 Pages



Community and Regional Prosperity Lockyer Valley

MONTHLY GROUP REPORT JULY 2023

**REGIONAL COUNCIL** 



# 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 consultation of the outcomes with Council and the LDMG, it is expected that completion will be some weeks away. Some technical issues have been resolved, and further review will be undertaken with the opportunity arises, e.g. the 2022 Lockyer Creek calibration project.

Catchment planning has been progressing in North Laidley. A draft concept design has been prepared addressing mitigation solutions for the Cunningham Park and Grandchester Estates and other catchment legacy issues. The draft concept design will be discussed with Councillors at a future workshop.



#### FLOOD MODELLING - ENGINEERING

Planning has started for the extension of the Lockyer Creek flood model, i.e. the 2022 Lockyer Creek calibration project. A meeting has been arranged with Total Flood Warning system BOM project manager and our consultant to explore project alignment and opportunities. The QRA will have a high level of oversight of the scope and project. The project 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 obtaining funding to integrate the outcomes into Council's operations, e.g. disaster management, planning, catchment management.

There have been technical catchment-based issues identified with the Flood Intelligence (WaterRIDE) project which officers have been working with consultants to resolve. Some of this will be addressed with the 2022 calibration project. Additional runs of the local modelling were commissioned to support this work. While some 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.



#### 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.

# **KEY GROUP PROJECTS CONTINUED**



#### TOOWOOMBA AND LOCKYER VALLEY ESCARPMENT MOUNTAIN BIKE TRACK PROJECT

Toowoomba Regional Council are submitting an expression of interest to Growing Regions to fund key infrastructure for the Toowoomba and Lockyer Valley Escarpment Mountain Bike Park.

Lockyer Valley has provided a letter of support on similar terms to the Building Better Regions funding.



#### LAKE APEX AND LAKE FREEMAN REIMAGINING PROJECT

The bird and fish surveys were completed in June. Officers are awaiting the report.





#### FOREST HILL SILO PROJECT

The report on outcomes of community consultation on Viewing Precinct is being prepared for placement on the Engagement Hub.

Final concept design amendments are being completed and procurement for the detailed design of the viewing platform and auxiliary services has commenced.





Advice is yet to be received regarding the Infrastructure funding application to Racing Queensland. The Mayor's office is scheduling a meeting with Minister Grace Grace to discuss future opportunities for horse racing in the Lockyer Valley region.

## TOURISM

### QUEENSLAND TRANSPORT MUSEUM

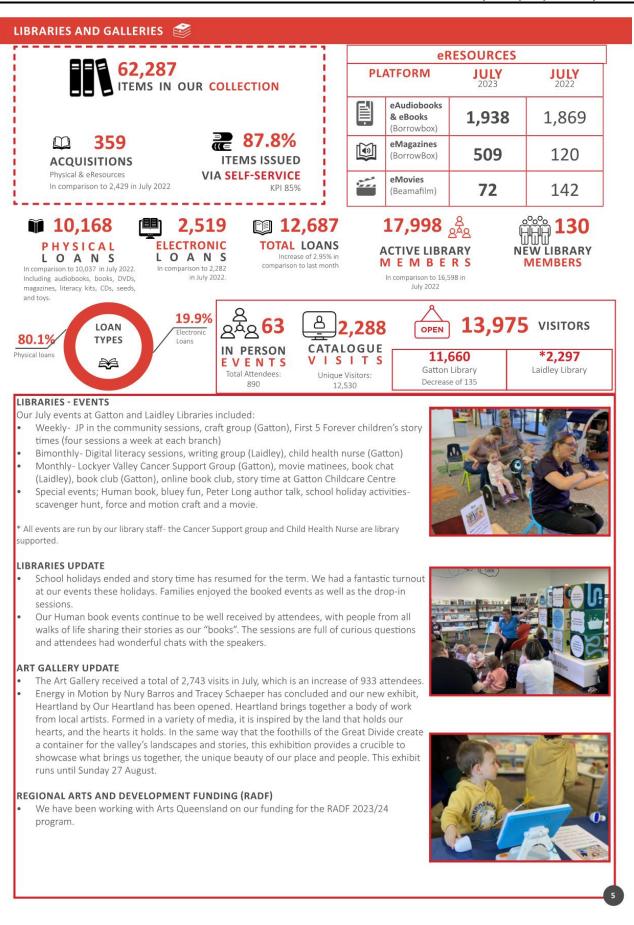


**/ALLEY** 



LUVYA LOCKYER WEBSITE				EVENTS and a state		
[			12,402 WEBSITE VIEWS 10,079 UNIQUE PAGE VIEWS 5,246 NEW VISITORS			Ongoing support is being provided to a range of community event organisers. Support includes advice and equipment.
					RS	COUNCIL LED EVENTS
AUDIENCE			• Throughout July there were no Council led events.			
73.3%	QLD	17.4%	NSW	6.3%	VIC	
1.3%	TASMANI	A	4% OVERSEAS		EAS	projects in planning
VISIT LOCKYER VALLEY FACEBOOK				<ul> <li>Laidley Spring Festival - 8th and 9th of September</li> </ul>		
21,433 PAGE REACH5,879 TOTAL FOLLOWERS14 POSTS				Ή	<ul><li>2023</li><li>Bee Happy Day - 10th of September 2023</li></ul>	
		-		VERS		
			COMMUNITY GROUPS/ EVENT			
AUDIENCE			<ul> <li>Gatton Show - 21st &amp; 22nd July 2023</li> <li>Laidley Show - 8th &amp; 9th of July 2023</li> </ul>			
13.9%	BRISBANE		8.4% ТООWООМВА		оомва	
7.8%	GATTON	12.7%	IPSWICH	3.5%	GOLD COAST	

**COMMUNITIES** 



#### CHILDCARE

#### UPDATE

Early Learning Matters Week was celebrated by educators, families and children. This is a really important week to acknowledge the amazing work our educators, parents, carers and community leaders do in supporting education in the early years.

We have some improvements underway in our Toddler playground. The chicken coop has been removed to make room for a sand pit for the toddlers. The vegie gardens are looking great! The children are taking care of the plants and watching how quickly or how slowly they grow.



93.33% TOTAL OCCUPANCY RATE In comparison to 83.93% in July 2022

#### ACTIVITIES GATTON SHOW

The Kindy children entered artwork showcasing the 106th Gatton show, winning first place. The children enjoyed exploring all that the show had to offer. Learning about corn and potatoes from some of our lovely community members. The baby farm animals were a hit as was the puppet show.

#### JEANS FOR GENES DAY

All of our little people and educators dressed in their Jeans in recognition of Jeans for Gene's Day. It's lovely to see families actively supporting these days to help raise awareness within our community.

#### NATIONAL PYJAMA DAY

The centre also participated in National pyjama day. In wearing your favourite pair of PJ's, we help raise much needed awareness for children in foster care.





# PLANNING POLICY AND COMMUNITY WELLBEING

#### **GROWTH AND POLICY**





A prescoping meeting was held with Facilities and Disaster Management to inform the preparation of the scope for the Social and Community Infrastructure Study. This study supports resilient communities and can be utilised as part of the Growth Management Plan and LGIP.



Council has been undertaking their annual preparation for potential flying-fox heat stress events by updating the flying-fox heat event procedure and investigating alternative options for how Council undertake flying-fox mass mortality clean ups.



The consultant has supplied a draft Bushfire Management Plan for Council-owned parcels to be sustainably and responsibly utilised whilst retaining the low bushfire risk rating. Procurement for a Nature Based Recreation and Tourism (NBRT) study is close to going to market. The study will identify NBRT opportunities in the Lockyer Valley and help to inform the larger Tourism and Growth Management Plan.

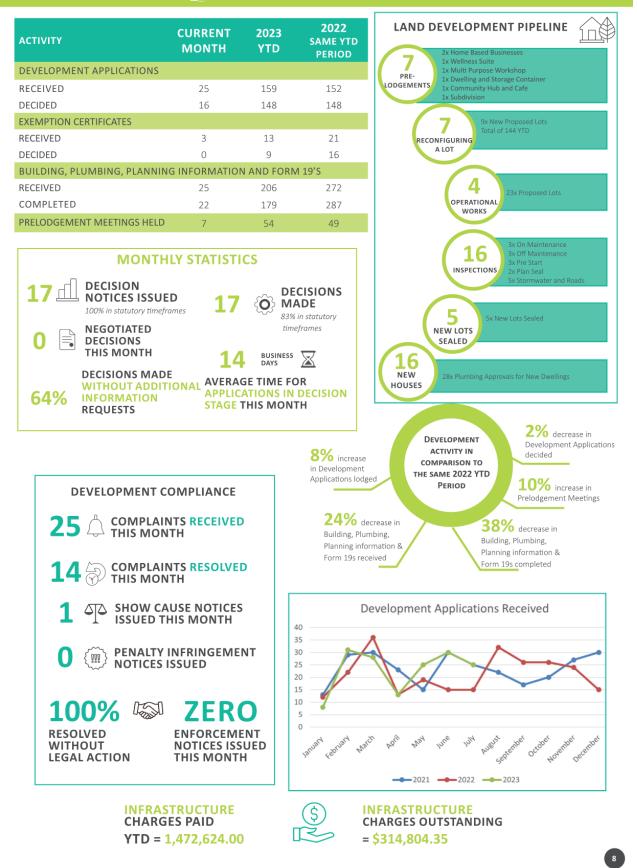
Project delivery status

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	Matters of Local Environmental	Cultural Heritage Study	Planning Scheme Portal
Bushfire Management Plans	Signficance Study	Tourism Study	Constraints Analysis
Planning Scheme Policies:	Nature Based Tourism and	Growth Management Plan	Draft Infrastructure
Flood	Recreation Study		Design Manual
Landscape & open space			_



#### DEVELOPMENT ASSESSMENT



BUILDING BUILDING PLUMBING APPROVALS APPROVALS APPROVALS **BY LVRC** By Private Certifiers and LVRC In comparison to 17 in 2022 In comparison to 49 in 2022 In comparison to 79 in 2022 AVERAGE AVERAGE DAYS TO DAYS TO COMMERCIAL AND DOMESTIC APPROVE APPROVE VALUE OF WORKS Davs Davs **Building Applications Plumbing Applications** in the Lockyer Valley Region BUILDING PLUMBING INSPECTIONS **INSPECTIONS** LVRC Building Approvals 2022-23 120 110 100 90 80 Domestic 2022 70 Commercial 2022 60 50 Domestic 2023 40 Commercial 2023 30 20 10 1114 August agreenter october November Dece

#### COMMUNITY AND WELLBEING 🔅

#### LVRC PROPERTY MANAGEMENT

- Tree planting event held at Lake Apex with FOLA as part of National Tree Day
- Mulching of trees at the koala fodder forest, Shorelands Drive Withcott, with Toowoomba Wilderness Society
- Quarterly bird survey at 7 Mile lagoon with Birdlife Southern Qld
- Presentation on erosion and sediment control initiatives in LVRC at Environmental Health conference held in Gatton
- · Site preparation, including slashing and hole augering, at Brightview reserve for future community planting event

#### PEST MANAGEMENT

- Herbicide treatment in Council Reserve Otto Road, Glenore Grove for Mother of Millions in response to Customer request.
- Herbicide treatment in Council Reserve Otto Road, Glenore Grove for Water Hyacinth.
- Herbicide treatment in Council Reserve Woodlands Road, Gatton for Mother of Millions.
- Trial herbicide treatment in Narda Lagoon, Laidley for Water Lettuce. The purpose of the trial was to test the vulnerability of the winter dormant weed in the application of Weedmaster Duo which is an aquatic herbicide approved by the APVMA for the treatment of Water Lettuce.
- LVRC participation at the Mosquito, Surveillance and Control Course presented by Queensland Health for JEV monitoring and emergency preparation.
- Ongoing surveillance on a property in Junction View with LVRC officers trialling purpose built bait boxes.

#### COMMUNITY AND WELLBEING

#### **RESILIENT RIVERS**

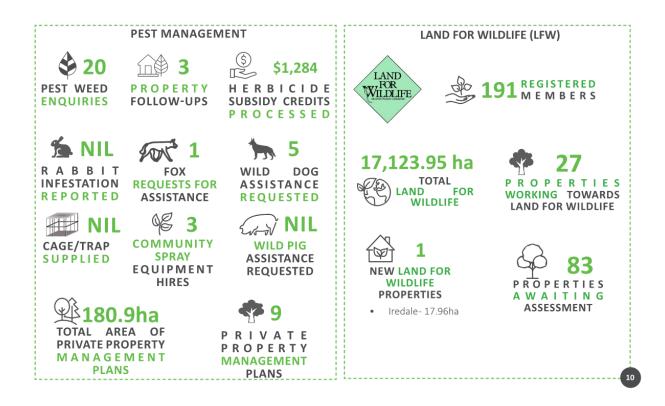
- Consultation with DTMR in review of erosion control designs on Blackfellow Creek, Mt Sylvia being prepared by Alluvium
- Planted 400 native trees on creek bank at Parklea Reserve as part of revegetation program
- Weed control on Lockyer creek bank at Parklea Reserve with Wirrinyah, site preparation for revegetation work
- Site assessment at priority revegetation sites on Lockyer Creek with COMSEQ, planning for future works
- Weed control on Tenthill Creek to clear view of bridge for flood camera
- Weed control on Lockyer Creek at William Kemp Park, maintenance of existing revegetation site
- Cats claw creeper control at Junction View on Blackfellow Creek
- Participated in workshop with stakeholders regarding development of Urban Utilities' Integrated Water Management strategy

#### LAND FOR WILDLIFE (LFW)

- LFW Inquiry Property at Seventeen Mile 76.4ha
- LFW Inquiry Property at Mount Berryman 16.8ha
- LFW Assessment conducted at Iredale 17.9ha
- Land For Wildlife Webpage Data Compilation completed

#### ENVIRONMENTAL COLLABORATION

- Zoom meeting held with Annabele Smith UQ Gatton
- Attended Healthy Land and Water Transformer Weeds workshop
- LFW Somerset Region Site Visit Wells Station Road, Biarra
- Attended Lockyer Upland Catchments Inc, Koala Corridors workshop UQ Gatton
- Attended Little Liverpool Range initiative July Working Group Meeting Ipswich City Council office
- Collaboration with Faith Lutheran College, Plainland
- Assistance provided to the Planning team with landscape plants.
- Attended Birdlife Australia Powerful Owl project Helidon community Hall 60 attendees
- LFW Revisit- Seventeen Mile and Nature Refuge assessment with DES Officer Gavin Hammermeister
- Attended matters of Local Ecological Significance Meeting with consultant.



ENVIRONMENTAL HEALTH $\left[ \stackrel{\circ}{ } \right]_{0,2}^{\infty}$	Q		
175 FOOD LICENCES ISSUED YTD	6 NEW OR AMEN FOOD BUSINE LICENSES ISSU	SS BUSINESS	A P P E A R A N C E
	13 LOCAL LAW	S PERMITS	
4 CARAVAN		NTS	4 TEMPORARY HOME
	1 ма		1 ROADSIDE STALL
167 IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	24 December 24 Dec	38 EESA KENNEL LICENCES ISSUED YTD In comparison to 61 in 2022-2023	7 TOTAL NUMBER OF INFRINGEMENT NOTICES ISSUED YTD In comparison to 49 in 2022-2023
155 NUMBER OF CUSTOMER REQUESTS RESOLVED In comparison to 104 in July 2022	18 In comparison to 12 in July 2022	84 S EXCESS ANIMAL PERMIT RENEWALS YTD	<b>EXAMPLE A CONTRACT OF DOGS</b> <b>REGISTERED</b> <b>6,172 YTD 23-24</b> In comparison to 7,624 in 2022-2023
ILLEGAL DUMPING / LITTERING U Illegal Dumping Statistics have been coll		al Dumping CRMs received and ad	ctioned year to date.
	<b>1</b> 3		WASTE TYPES ILLEGALLY DUMPED YTD (APPROXIMATE %) 23% Household Waste 15% Demolition Materials

TOTAL NUMBER OF

**INFRINGEMENTS YTD** 

ISSUED = \$0 In comparison to 13 in 2022- 2023 ILLEGAL

DUMPING

INCIDENTS

In comparison to 13 in

July 2022

APPROXIMATELY 94

WHEELIE BINS OF

ILLEGALLY DUMPED WASTE YTD

In comparison to 1281 in

2022-2023

15% Wrecked Vehicles

18% Tyres

11% Industrial/Commercial

9% Mattresses/Furniture

4% Hazardous/Asbestos

3% Green Waste

2% White Goods

### 14.4 Group Manager Infrastructure Monthly Report - July 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 July 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 July 2023.

#### Proposal

That this report be received and noted.

#### Attachments

1. Group Manager Infrastructure Report - July 2023 12 Pages



Infrastructure

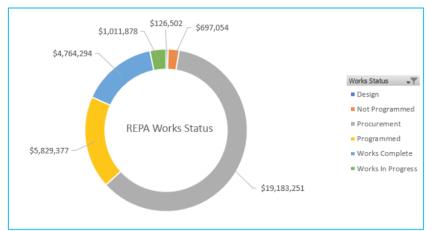
MONTHLY GROUP REPORT



# 2022 WEATHER EVENTS

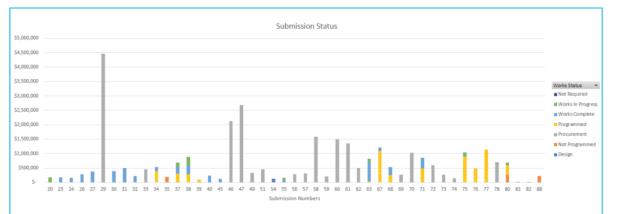
#### PROGRAM OVERVIEW UPDATE

- \$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

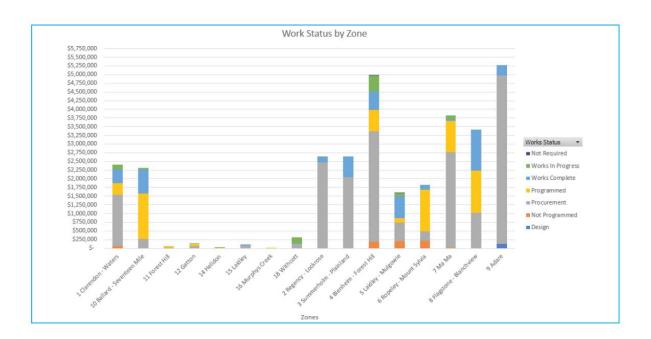
- 46 submissions have been approved.
- 3 submissions are with the QRA for assessment.
- 5 of 7 submissions are physically completed and ready for final lodgment to the QRA.



#### **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.
- Reconstruction of the Fred Thomas pedestrian bridge at Withcott was completed.
- Approximately 182km of grading under the REPA program has been delivered and approximately 181km remains. A total of 363km of grading has been approved under the REPA program, representing 76% of Councils unsealed network. This does not include complementary work that will be undertaken by Council to fill in gaps between approved grading treatments.
- The contract of the landslips located at Liftins Bridge, East Egypt Road, Berlin Road and Mountain View Road have been awarded. Construction works are expected to commence in early August at Berlin Road.
- Two (2) tenders for sealed road pavement construction work, separated into east and west packages were awarded. Construction works are due to commence in mid August.
- 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. These works have
  commenced and are expected to be completed by the end of September.



#### RECENTLY COMPLETED WORKS

The below images depict before and after REPA works where undertaken. Exact before and after location images are not always available.



Salt Springs Road, Blenheim



e After

Harch Road, Summerholm



Allan Road, Blenheim



Bein Road, Blenheim



Sippel Road, Blenheim

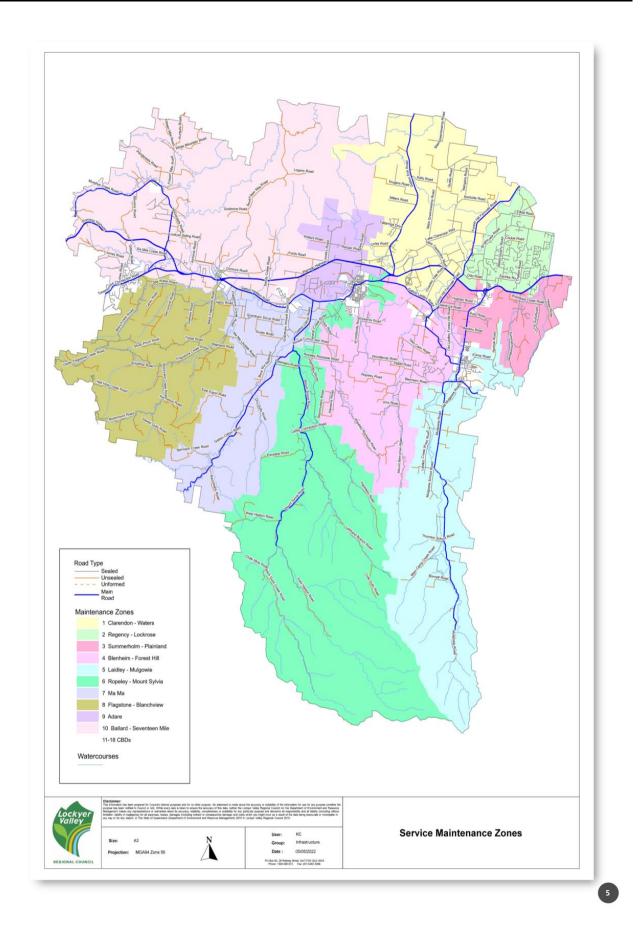




Fred Thomas Bridge, Withcott



4



## **INFRASTRUCTURE & ENGINEERING SERVICES BRANCH HIGHLIGHTS**

For the next 6 to 8 months the Infrastructure and Engineering Services Branch staff will be heavily focused on the Reconstruction of Essential Public Assets program. Within the program Council staff are currently undertaking grading works to the unsealed road network in zones 6 and 10, as well as completing the Council funded capital program.

#### DESIGN & CONSTRUCTION WORKS - CAPITAL PROGRAM

#### 2023-24 CAPITAL PROGRAM UPDATE

- Woodlands Road/Schroeders Road Bends (TIDS) Design and pre-construction activities
- Steinke's Bridge (LRRG) Bridge rail strengthening.
- Clarkes Bridge, Thornton (LRRG) Armour plating of bridge abutments with rock.
- Saturated Pavements Crowley Vale Road (LRRG)
- Brightview Road Rehabilitation Rehabilitation and strengthening of road pavement.
- Pavement Rehabilitation Asphalt Replacement
- Postmans Ridge Road Rehabilitation design and preconstruction activites.
- Bridge Improvements various maintenance requirements identified during inspections.

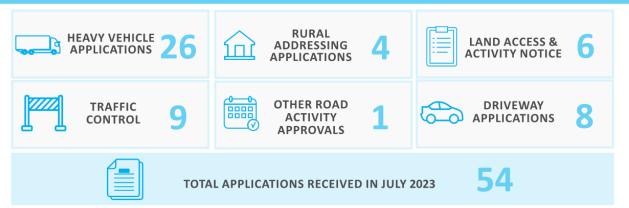
#### DESIGN & CONSTRUCTION WORKS - DESIGN PROGRAM

The following projects will be designed in the 2023/24 financial year and constructed in subsequent financial years:

- Mahon Bridge Renewal project currenlty at design and pre-construction planning stage.
- Gatton Central Drainage part 2
- Tenthill Creek Road improvements and intersection upgrades.
- Lake Apex Car Park carpark extension and turnaround area.
- Future Design Bucket includes investigations and early stages of design for multiple projects.

# **OPERATIONS & MAINTENANCE**







MAINTENANCE WORKS



# **INFRASTRUCTURE PLANNING**

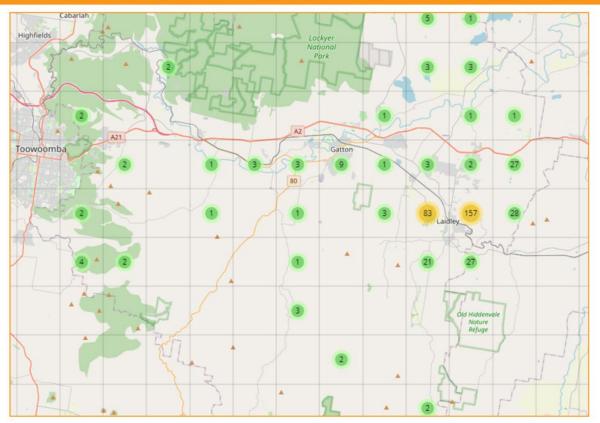
#### ASSET MANAGEMENT

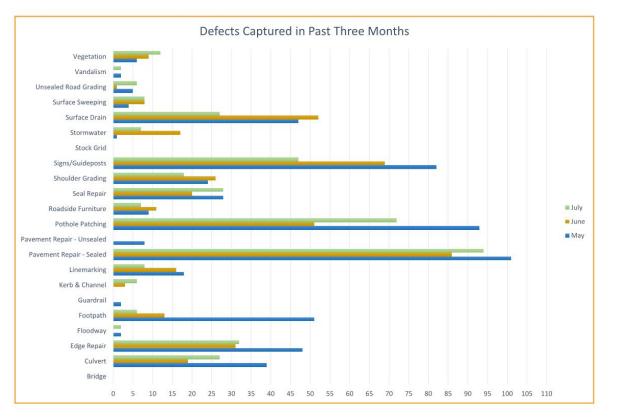
- Stormwater CCTV project is completed. Final project close out meeting is scheduled with the contractor for the first week of August.
- Building Condition Inspections project has progressed well. All on site inspections and draft reports have been completed by the contractor. Council officers are working with the contractors to finalisation the reports.
- Strategic Asset Management Plan has been prepared and reviewed.
- Initial drafts for Transport and Drainage asset management plans are in progress.
- Minor Bridge maintenance contract has been agreed with the contractor. Works commenced on Thistlethwaite Bridge.
- Scoping of the Road Condition Assessment project has commenced. Council is working with a suitable contractor to develop the scope and outputs.
- Various recent development prestart and on-maintenance and off maintenance inspections.
- Continued processing of capital completions.
- Processing of developer-contributed assets.
- Routine RMPC inspections.
- Completion of routine defect inspections in Zones 3 and 15, and commencement of defect inspections in Zone 5.
- Condition inspections of 195 assets.

#### DEFECT OVERVIEW



#### DEFECTS COLLECTED THROUGHOUT THE REGION - JULY 202





# COMMUNITY RECREATION & FACILITIES BRANCH HIGHLIGHTS

#### JEAN BIGGS DISABILITY PARKING

Line marking of two disability parking bays and three parking spaces completed, as well as a new footpath constructed with kerb and disability access. Landscaping being finalised to complete the project.

#### CAPITAL WORKS - UPCOMING PROJECTS

Project	Status	Expected Commencement Date
Disaster Management Donga Pathway	Contract awarded. Materials have been ordered. Waiting on BA approval.	To be confirmed.
Lockyer Waters Hall	RFT unsuccessful and closed New approach being sought to enable delivery in required timeframe	To be confirmed.
Gatton Shire Hall Weatherproofing	RFQ closed and evaluated. Working through procurement process to secure a suitable outcome.	To be confirmed.

#### MAINTENANCE WORKS

#### Furniture Maintenance / Landscaping

- Laidley town centre re-painting of streetscape seats is ongoing.
- Fencing complete 87 Patrick Street, Laidley.
- Vegetation works undertaken in Lake Apex.
- Pruning and lifting trees to improve safety and operational activities such as mowing through Gatton, including the Showgrounds.
- Garden beds' maintenance ongoing in Laidley and Gatton town centre streetscapes.
- Gardens were revitalised at the following locations:
  - \* Jean Biggs Park, Withcott.
  - Michael O'Keefe Place, Laidley.
  - \* Das Neumann Haus near toilet block.
  - \* Douglas McInnes Drive, Laidley roundabouts.



Jean Biggs Park, Withcott



Jean Biggs Park, Withcott



Das Neumann Haus, Laidley



Das Neumann Haus, Laidley

#### Mowing/Slashing

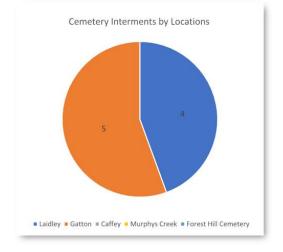
- Spraying roadside assets (eg culverts, guideposts) completed in zone 7, 10 and 13 total of 8500L of herbicide sprayed.
- Broadleaf boom spraying in parks and sports parks ongoing .
- Mowing completed as scheduled.

#### **Playground Maintenance**

• Playground maintenance repairs, as required.

#### **Event Assistance**

- Event sign changeovers completed as required.
- Laidley Show 7 July 2023.
- Gatton Show 21 July 2023.
- Gatton Boxing Fight Night 28 July 2023.

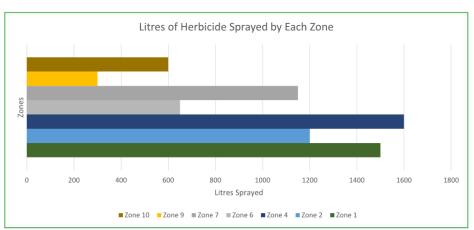




10

#### **Declared Weeds**

• Roadside treatments primarily in zones 1, 5 and 10, targeting Fireweed and Mother of Millions.



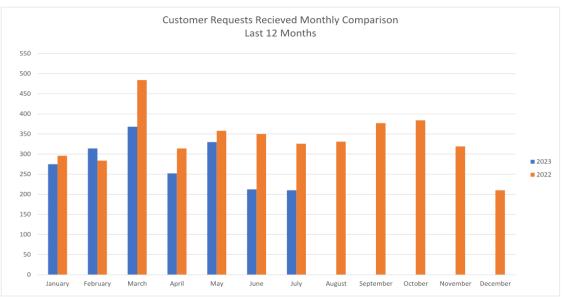
Major Weeds Treated by Zone			
Zone	Weed		
Zone 1	Mother of Millions, Fireweed		
Zone 2	Mother of Millions, Fireweed		
Zone 3			
Zone 4	Mother of Millions, Groundsel		
Zone 5			
Zone 6	Mother of Millions, Fireweed		
Zone 7	Mother of Millions, Fireweed		
Zone 9	Mother of Millions		
Zone 10	Fireweed, Mother of Millions, Lantana		

#### FACILITIES MAINTENANCE WORKS

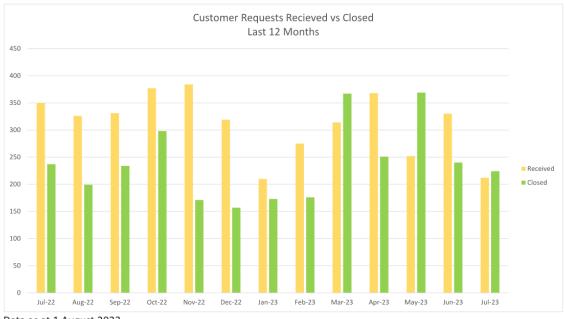
- Gatton Showgrounds assisted with Gatton Show preparations.
- Railway Street, Gatton damaged arbour structure the structure has been repaired and repainted.
- Laidley Spring Festival assisting with preparations for the event.
- Littleton Park toilet modification works completed.
- Blenheim Community Park renewed the amenities plumbing infrastructure with improved water efficiency systems.
- Various locations responding to vandalism across the region through repairs and implementing mitigating actions.
- Lockyer Valley Aquatic Centre continuing learn to swim pool maintenance. The 50m pool has also been closed for maintenance throughout July.
- Laidley Swimming Pool facility maintenance activities are ongoing.

LOCKYER VALLEY SPORTS & AQUATIC CENTRE PATRONAGE - JULY 2023				
3,393	TOTAL CENTRE ATTENDANCE			
2,128	GYM USERS			
504	GENERAL POOL ENTRIES			
761	LEARN TO SWIM LESSONS (NOT INCLUDING PARENTS)			
0	SQUAD LESSONS (NOT INCLUDING PARENTS)			
0	SCHOOLS - STUDENT GENERAL ADMISSION (PRIMARY & SECONDARY)			
	3,393 2,128 504			

#### CUSTOMER CONTACT



Data as at 1 August 2023



Data as at 1 August 2023



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### 15.0 CONFIDENTIAL ITEMS

No Confidential Items.

#### 16.0 MEETING CLOSED

There being no further business, the meeting closed at 10:16am.