

ORDINARY MEETING OF COUNCIL

MINUTES

28 MARCH 2018



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ATTENDANCE:

Councillors Present

- Cr Tanya Milligan (Mayor) (Chairperson)
- Cr Jason Cook
- Cr Kathy McLean
- Cr Janice Holstein
- Cr Chris Wilson
- Cr Michael Hagan
- Cr Rick Vela

Officers Present

- Ian Church, Chief Executive Officer
- Lyle Kajewski, Acting Executive Manager Organisational Development & Planning
- David Lewis, Executive Manager Corporate & Community Services
- Myles Fairbairn, Executive Manager Infrastructure Works & Services
- Rick Machin, Manager Marketing,
 Communication & Engagement (part of meeting)
- Jason Harm, Manager Regional Development
- Helen McCraw, Senior Economic Development Coordinator (part of meeting)
- Sherrie Bond, Business Support Officer, Regional Development (part of meeting)
- Neil Williamson, Community Development & Engagement Officer (Youth) (part of meeting)
- John Keen, Manager Infrastructure Support Services
- Stephen Hart, Coordinator Council Business
- Susan Boland, Governance & Strategy Officer

Apology

 Dan McPherson, Executive Manager Organisational Development & Planning



1.0 MEETING OPENED

The meeting commenced at 10.02 am

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

2.0 LEAVE OF ABSENCE

No Leave Of Absence

3.0 CONDOLENCES/GET WELL WISHES

3.1 Condolences/Get Well Wishes

Date: 21 March 2018

Author: Susan Boland, Governance & Strategy Officer

Responsible Officer: Ian Church, Chief Executive Officer

RESOLUTION

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

Moved By: Cr Holstein Seconded By: Cr Hagan

Resolution Number: 16-20/0836

CARRIED

7/0



4.0 DECLARATION OF ANY MATERIAL PERSONAL INTERESTS/CONFLICTS OF INTEREST BY COUNCILLORS AND SENIOR COUNCIL OFFICERS

4.1 Declaration of Material Personal Interest on any Item of Business

Pursuant to Section 172 of the *Local Government Act 2009*, a councillor who has a material personal interest in an issue to be considered at a meeting of the local government, or any of its committees must –

- (a) inform the meeting of the councillor's material personal 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.

4.2 Declaration of Conflict of Interest on any Item of Business

Pursuant to Section 173 of the *Local Government Act 2009*, a councillor who has a real or perceived 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 councillor's personal interest in the matter and if the councillor participates in the meeting in relation to the matter, how the councillor intends to deal with the real or perceived conflict of interest.

No declarations were made by Councillors at this time.

The Chief Executive Officer (CEO) advised that, in relation to Item 10.2, "Proposed Community Art Space Request", he may have a perceived conflict of interest in this matter, (as defined in Section 173 of the Local Government Act 2009), as his wife participates in Lockyer Valley Art Society activities, however holds no office within the Society. The CEO advised that he would best perform his responsibility of serving the overall public interest of the whole of Council's area by remaining in the meeting.

5.0 MAYORAL MINUTE

No Mayoral Minute



6.0 CONFIRMATION OF MINUTES

6.1 Confirmation of Ordinary Meeting Minutes of 14 March 2018

Date: 21 March 2018

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

RESOLUTION

THAT the Minutes of the Ordinary Meeting of Lockyer Valley Regional Council held on Wednesday, 14 March 2018 be taken as read and confirmed.

Moved By: Cr Hagan Seconded By: Cr Cook

Resolution Number: 16-20/0837

CARRIED

7/0

7.0 BUSINESS ARISING FROM MINUTES

No Business Arising from Minutes.

8.0 COMMITTEE REPORTS

No Receipt of Committee Reports as Minutes.

9.0 DEPUTATIONS/PRESENTATIONS

No Deputations/Presentations .



10.0 EXECUTIVE OFFICE REPORTS

10.1 Application for Lease Renewal of Term Lease 0/232949 being Lot

184 on CC2279

Date: 20 March 2018

Author: Julie Millard, Property Officer **Responsible Officer:** Ian Church, Chief Executive Officer

Summary:

The Department of Natural Resources, Mines and Energy has received an Application for Lease Renewal from the Lessee of Term Lease 0/232949. The purpose of this Report is for Council to consider this request and advise of any views or requirements which should be considered in assessing the application.

Officer's Recommendation:

THAT with respect to the email correspondence received from the Department of Natural Resources, Mines and Energy on 1 March 2018 in respect of an Application for Renewal of Term Lease 0/232949 over Lot 184 on CC2279, Council resolve to advise the Department of Natural Resources, Mines and Energy that Council has no objection to the Renewal of Term Lease 0/232949 or conversion of the lease to freehold however if it is considered appropriate to convert the tenure of the land the following views and requirements should be considered:-

a) Lot 184 does not have practical or legal access and it should be a condition of any offer of conversion of tenure that a dedicated legal access be secured by way of easement or a covenant registered under Section 97A(3)(c)(i) of the Land Title Act 1994 so that Lot 184 on CC2279 and Lot 304 on CH312188 remain in the same ownership at all times.

RESOLUTION

THAT with respect to the email correspondence received from the Department of Natural Resources, Mines and Energy on 1 March 2018 in respect of an Application for Renewal of Term Lease 0/232949 over Lot 184 on CC2279, Council resolve to advise the Department of Natural Resources, Mines and Energy that Council has no objection to the renewal of Term Lease 0/232949 or conversion of the lease to freehold. However, if it is considered appropriate to convert the tenure of the land the following views and requirements should be considered:

a) Lot 184 does not have practical or legal access and it should be a condition of any offer of conversion of tenure that a dedicated legal access be secured by way of easement or a covenant registered under Section 97A(3)(c)(i) of the Land Title Act 1994, so that Lot 184 on CC2279 and Lot 304 on CH312188 remain in the same ownership at all times.



Moved By: Cr Hagan Seconded By: Cr Cook

Resolution Number: 16-20/0838

CARRIED

7/0

Report

1. Introduction

The Department of Natural Resources, Mines and Energy (**Department**) has received an Application for Renewal of Term Lease 0/232949 from the Lessee. The purpose of this Report is for Council to provide its views or requirements in relation to this application including any local non-indigenous cultural heritage values or if a different form of tenure may be considered a more appropriate tenure that the Department should consider when assessing the Application.

2. Background

Term Lease 0/232949 covers Lot 184 on CC2279 which is approximately 61.3 hectares of grazing land at Lefthand Branch Road, Lefthand Branch. The Lessee is the owner of adjoining freehold land described as Lot 304 on CH312188.

A Smartmap and Aerial Plan showing the leased land are attached to this Report.

The Lessee has leased the land for cattle grazing since 5 November 2008 and Term Lease 0/232949 is due to expire on 4 November 2018.

3. Report

Council has been requested to advise of any views and requirements, including any local non-indigenous cultural heritage values or if a different form of tenure may be considered a more appropriate tenure that the Department should consider when assessing the Application. The Department has advised that as part of the assessment they may consider converting the lease to freehold.

The factors to be considered in assessing the Application are set out in Section 167 of the Land Act 1994 and, relevantly to Council, include whether:-

- (i) conversion to freehold will adversely affect the public interest;
- (ii) the land is required for environmental or nature conservation purposes;
- (iii) there is more appropriate use of the land from a land planning perspective;
- (iv) the land is needed for a public purpose.

As can be seen on the Aerial Map, Lot 184 is a vacant mountain grazing block. It is situated in a rural area and is unlikely to be required for any future public purpose.



Lot 184 is zoned as Rural Uplands and has been consistently used for cattle grazing purposes since 2008. This is considered to be the most appropriate use of the land due to its location and topography.

There is no infrastructure on the land and no other public interest considerations have been identified.

Lot 184 does not have any practical or legal access. It adjoins the Lessee's freehold property through which access is currently obtained.

The lack of a constructed access is not a matter that should prelude freeholding and an objection to the Application on this basis will not be upheld. However, as Lot 184 is effectively land locked, it is recommended that legal access should be provided for as a condition of any conversion to freehold to ensure that the land is always accessible in the event that it is later sold.

A dedicated legal access could be facilitated by one of the following options:-

- 1. easement access to be secured from Lefthand Branch Road, through the Lessee's adjoining freehold property to Lot 184;
- 2. registration of a covenant under Section 97A of the *Land Title Act 1994* over Lot 184 and the Lessee's adjoining freehold lot, Lot 304, so that these lots remain in the same ownership at all times.

Either of these mechanisms for securing legal access to Lot 184 can be conditioned as part of the offer for conversion and will prevent the acquisition of a land locked block by a third party in the future.

Council's Coordinator Strategic Land Use Planning has advised that subtle differences in this zone are being developed in the new planning scheme. Impacts are not known at this stage however the Lessee will have the opportunity to consider impacts through planning scheme consultation in due course.

The Recommendation made in this Report will ensure that future legal access to Lot 184 is brought to the attention of the Department so that if there is a tenure conversion, it can be properly conditioned to secure it.

4. Policy and Legal Implications

The Department will determine whether any native title interests exist as part of their investigations into the Application, and if so, any native title requirements will be outlined and form a condition of any offer of conversion.

5. Financial and Resource Implications

If a decision is made to convert Lot 184 to freehold, the Lessee will need to purchase the land and pay all relevant fees and costs, including stamp duty and survey fees.

There are not expected to be any rating implications for Council as Lot 184 is currently rated with other parcels owned by the Lessee.



6. Delegations/Authorisations

No delegations or authorisations are required.

7. Communication and Engagement

Council is required to provide its views and requirements in respect of the Application to the Department by close of business on 29 March 2018. If an objection is offered, a full explanation stating the reason for the objection is required to be provided.

All relevant Council units have been consulted in respect of this Application and their comments provided in the body of this Report.

The Chief Executive Officer, through Council's Legal Services Unit, will advise the Department of Council's resolution within the time specified.

8. Conclusion

The Recommendation made in this Report will enable the Application for Renewal of Term Lease 0/232949 to be considered and assessed by the Department.

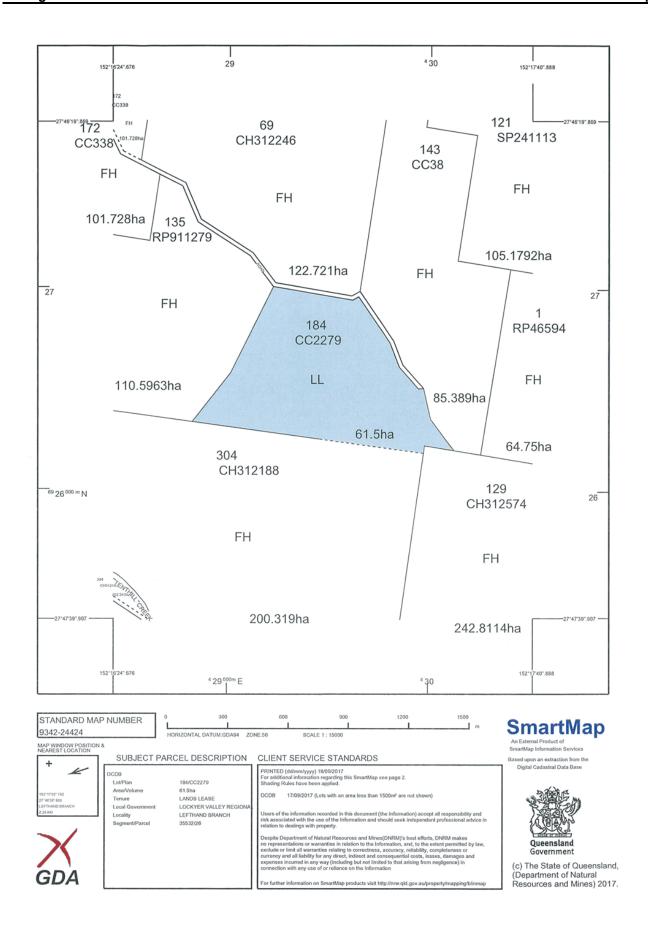
9. Action/s

1. Provide written notice of Council's resolution to the Department of Natural Resources, Mines and Energy prior to 29 March 2018.

Attachments

1 View Aerial 1 Page2 View Smartmap 1 Page





Additional Information Page

Shading Rules

Lot Number = 184 and Plan Number = CC2279



The Chief Executive Officer (CEO) advised that, in relation to Item 10.2, "Proposed Community Art Space Request", he may have a perceived conflict of interest in this matter, (as defined in Section 173 of the Local Government Act 2009), as his wife participates in Lockyer Valley Art Society activities, however holds no office within the Society. The CEO remained in the meeting while the matter was discussed and voted upon by Councillors.

10.2 Proposed Community Art Space Request

Date: 22 March 2018

Author: Rick Machin, Manager Marketing, Communications & Engagement Responsible Officer: Rick Machin, Manager Marketing, Communications & Engagement

Summary:

Council has been approached by representatives of local artists and art groups to assist with the development of a community art space where they can hold workshops and practice their art in an appropriate facility. The Trustees of Gatton Mercury Theatre in North Street Gatton have indicated strong interest in the utilisation of their facility for this purpose at minimal cost to local artists and art groups. Representatives of the artists and art groups have requested that Council purchase or lease the facility from Gatton Mercury Theatre and manage it on behalf of local artists and art groups. This report considers a range of options to manage a community arts facility.

Officer's Recommendation:

THAT with respect to a request from local artists and art groups for Council's involvement in the development of a community art space at the Gatton Mercury Theatre, Council endorse Option 1 to facilitate a lease directly between the owner of the Theatre and the community art groups;

Further:

THAT Council approve in principle the future allocation of up to \$25 000 of in kind and financial contributions to the Lessee, where the Lessee is an incorporated not-for-profit entity, following execution of the lease and subject to additional funding being obtained by the Lessee from their members or other non-Council grant sources.

RESOLUTION

THAT with respect to a request from local artists and art groups for Council's involvement in the development of a community art space at the Gatton Mercury Theatre, Council endorse Option 1, to facilitate a lease directly between the owner of the Theatre and the community art groups;

Further:

THAT Council approve in principle the future allocation of up to \$25 000 of in kind and financial contributions to the Lessee, where the Lessee is an incorporated not-for-profit entity, following execution of the lease and subject to additional funding being obtained by the Lessee from their members or other non-Council grant sources.

Moved By: Cr Holstein Seconded By: Cr McLean

Resolution Number: 16-20/0839



CARRIED

7/0

Report

1. Introduction

Council's community development team has been liaising with local artists and art groups for some time to try and assist them to find a venue that is suitable as a long-term home for the development and practice of a range of arts including fine arts. As no existing Council-owned facilities are suitable for the proposed purpose, Council approached a representative of Gatton Mercury Theatre to gauge interest in utilising that facility as a community art space. The Trustees of Gatton Mercury Theatre have indicated strong interest and have offered a potential model for a cost-effective lease arrangement. This proposal has been presented to the collective of art groups and artists however the art groups have asked that Council enter into any lease or purchase of the facility directly with Gatton Mercury Theatre.

2. Background

Council has received numerous requests over the past 5 years from a range of community art groups who are seeking a permanent purpose-specific facility they can utilise as a community art space. The proposed community art space would allow groups to leave equipment such as easels, drop sheets, tools and materials setup so that they do not need to transport supplies for each gathering. This would also facilitate the running of skill development workshops with professional artists in a more appropriate space. The collective of community art groups seek a venue that does not require a regular financial commitment from them such as hall hire.

The Mayor, Deputy Mayor, Cr Hagan and Community Development & Engagement Officer commenced talks with members of the Gatton Mercury Theatre late in 2017 at which time the possibility of making the Theatre available as the proposed community art space was discussed. This venue was seen as a favourable option by Council and Gatton Mercury Theatre representatives and was afterwards proposed to the collective of community art groups for consideration as the only viable option for Council.

On Tuesday 13 February, representatives of the collective of arts groups emailed Councillors to raise concerns with the model of lease which had been proposed for the Gatton Mercury Theatre. While open to the specific venue, the group requested Council enter into any lease with Gatton Mercury Theatre and effectively take on refurbishment, maintenance and management of the property and then make it available to local artists and art groups at no charge.

. Report

The proposed community art space has been an ongoing discussion between Council and community art groups for at least 5 years and in 2017 the Community Development & Engagement Officer attended several meetings with the arts community to explore venue models and options. Ownership of the Gatton Mercury Theatre property has been verified as The Trustees The Gatton Mercury Theatre. This has been advised to the community art groups.



The property itself has been used for arts and cultural purposes since 1970 and is identified with two of the Lockyer Valley's highest profile artists. The building doesn't appear to require any notable structural changes to meet the proposed purpose, and preliminary discussions with Council's Building team suggests that no building application would be required for the intended use if no structural works are carried out. The building would ideally need to be professionally painted inside and out prior to use by the arts community. It may also need amenities upgraded to cater for people with a disability, and may need additional ventilation or air-conditioning systems to manage the use of paints and art activities. These various improvements could be achieved on a staged and prioritised approach subject to advice of an appropriate officer.

It is likely the building contains some level of asbestos however the current condition of those materials doesn't appear to present any risk if repainted professionally.

The request by the arts community that Council prepare a suitable facility and make it available to local art and cultural groups has merit in that Council invests considerable resources into sporting facilities across the region which are generally available without charge for non-profit community use. There is a reasonable expectation nationally that development and support of the arts and culture by all levels of government be treated equitably as compared to sporting facilities, subject to per capita participation rates. Council should also consider this request in the light of the recent consultation on community contributions to exclusive-use facilities. While this proposed community art space is notionally available to all groups in the community, the ability for it to be left setup for art workshops may limit the use of others and therefore may require a financial contribution by users.

It is the view of the Community Development & Engagement Officer that Council should be financially and practically supportive of a community art space in a meaningful way. It is noted that Council's *Arts and Cultural Plan 2012-2017* includes references to the intention to develop appropriate spaces for the practice of the arts (pp 10, 12 and 16).

Following several years of assessing existing Council properties for viability as a community art space and not finding anything suitable, the Gatton Mercury Theatre property appears to be a genuine option. Given that there is support for this property generally from the owners, the collective art groups and Council's representatives, the key issue remains that of lease arrangements and responsibility for refurbishment, maintenance and management (including insurances).

Incorporated art groups will have access to a range of grants for capital upgrades, although they may not have the necessary project management resources to undertake refurbishment processes in the short- to mid-term. Council may be able to assist with in-kind project management. There may be limitations to the range of grants they can access for capital works on a property they neither own, nor have a long-term lease over, therefore a long-term lease would be strongly advisable. This limitation would likely apply to Council as well. It is unlikely community groups will have access to grants to assist with general operating costs such as property insurances, increases in their public liability premiums or general outgoings.

A review of several options was undertaken:

OPTION 1 – Community Art Group leases the facility from Gatton Mercury Theatre



Under this option Council effectively brokers an arrangement between the parties and assists with the development of leases, memoranda of understanding and operating structures. This would require assistance from Council's Legal and Community Development teams. Under this arrangement the arts groups may require affordable building and design assistance and minor maintenance services. This could be provided by Council's Building and Facilities teams. A substantial one-off contribution and/or moderate annual financial contribution from Council could be considered as an investment in the development of the local arts sector.

Challenges with this option include:

- the capacity of community art groups to manage a facility that is intended to be booked by other community groups and not just the lessee;
- the capacity of community art groups to access and manage capital upgrade projects;

OPTION 2 – Council leases the facility from Gatton Mercury Theatre, undertakes refurbishment, and manages it as a 'community facility'.

Under this option Council is likely to incur all costs both in the short and long term and the art groups would have little expectation that they should contribute toward any costs, either for upgrades or hire. Given this option's need for substantial Council funding, a long-term lease would likely be required to ensure Council and the wider community receives a fair return on its investment. The equity in Council contributing financially directly to a facility owned by another legal entity may represent a considerable risk to manage. This option would also appear to be in conflict with Council's overall strategy of not taking over facilities from community groups where Council will carry a significant and ongoing financial burden. It is further noted that a facility leased by Council for community use may be subject to higher expectations of building finishes and fittings and therefore incur a higher cost to make usable than Option 1.

OPTION 3 – Council purchases the building and manages it as a community facility for arts and cultural purposes.

This option would most likely provide the most efficient management model of the facility for the proposed purpose as Council has the greatest capacity to manage capital upgrades and ongoing booking management. Under this option Council is likely to incur all costs both in the short and long term and the art groups would have little expectation that they should contribute toward any costs, either upgrades or hire. This option would also appear to be in conflict with Council's overall strategy of not taking over facilities from community groups where Council will carry a significant financial burden. It is further noted that a facility owned by Council for community use may be subject to higher expectations of building finishes and fittings and therefore incur a higher cost to make usable than Option 1.

OPTION 4 – Gatton Mercury Theatre improves and manages the facility on behalf of the arts community.

This would appear to be the least complicated option and has advantages such as the building owner would apply for relevant grants for their own building, could make decisions relating to improvements and management models, and carries little or no risk in terms of investing in the property long-term.

The challenge with this option is that it is unlikely the current management committee of the Gatton Mercury Theatre has capacity to manage this and to date they have not made any



suggestion along these lines. This could be explored further. Added to this, they may be unlikely to want to undertake all the work and expense and then provide the facility to the community art groups under the model proposed by the collective of art groups whereby users are not likely to make a significant financial contribution. Under this Option, the current owners would have the right to determine who may use and the facility, for what uses and duration, and what hire and running costs they may charge.

General Recommendation

The Community Development Team recommends options 1 and 4 as the most viable and equitable approaches with an understanding that Council provides both in-kind and financial support to assist with bringing this project to fulfilment.

4. Policy and Legal Implications

There would be legal and risk implications associated with some of the options outlined above. In particular the acquisition of property for use by a third party and risks associated with a lack of clarity of roles and responsibilities. There may also be precedence setting that needs to be considered. Options 1 and 4 have the lowest policy and risk implications for Council.

5. Financial and Resource Implications

All options are likely to have financial and resource implications for Council. The officer recommends a one-off contribution up to a maximum of \$25,000 to assist with initial refurbishment on the basis that the community groups involved are accessing significant grants to meet the balance of costs. Council's contribution should not be the sole significant source of project finances.

Council's officers may provide additional in-kind support within existing capacity. There would be considerable financial risk in purchasing or leasing directly a building of this nature for Council. There would be long term maintenance responsibilities that would be of a higher order for a government entity.

6. Delegations/Authorisations

No delegations or authorisations are required further to the recommendation

7. Communication and Engagement

The Community Development Team will continue to engage with key community stakeholders from art groups. No additional engagement is expected.

8. Conclusion

Council has been approached by representatives of local artists and art groups to assist with the development of a community art space where they can further their practice of art. The Trustees of Gatton Mercury Theatre in North Street Gatton have indicated strong interest in the utilisation of their facility for this purpose at minimal cost to local artists and art groups. The building is considered suitable for the purpose while requiring some non-structural refurbishment such as painting. Representatives of the artists and art groups have requested that Council purchase or lease the facility from Gatton Mercury Theatre and manage it on behalf of local artists and art groups. This report considers a range of options to manage a



community arts facility. The preferred option is considered to be Option 1 which entails a lease between the community art group and the building owner.

9. Action/s

The Community Development & Engagement Officer to advise the representatives of the community artists and art groups of the outcome of Council's consideration of their request, and to continue to provide assistance if the art groups and artists accept the recommended option.



10.3 2018 National General Assembly of Local Government - Motions

Date: 19 March 2018

Author: Stephen Hart, Coordinator Council Business

Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The Australian Local Government Association (ALGA) has advised of this years' National General Assembly of Local Government to be held in Canberra from 17 to 20 June 2018. ALGA is calling for motions under this year's theme which is "Australia's Future, Make it Local". This forum gives Council the opportunity to contribute to the development of national local government policy and to address issues facing local government nationally.

Officer's Recommendation:

THAT Council endorse the following motions for consideration at the National General Assembly of Local Government in June 2018:

Motion 1

That the National General Assembly call on the Australian Government to replenish the National Water Infrastructure Development Fund to ensure sufficient funds are available to both assess the feasibility of projects and to deliver this critical water infrastructure:

Motion 2

That the National General Assembly call on the Australian Government to ensure that in any reform of the National Disaster Relief and Recovery Arrangements (NDRRA), the Australian Government will continue to fund up to 75% of the assistance available to individuals and communities and to not consider cost shifting to States and/or Local Governments:

Motion 3

That the National General Assembly call on the Australian Government to revise the NDRRA Guidelines to consider parks and recreational facilities as essential public assets for the purposes of Category B assistance.

And Further.

THAT the Chief Executive Officer be authorised to further research the motions, engage with the Local Government Association of Queensland (LGAQ) and, where necessary, refine the motions to enable consideration at the Assembly.

RESOLUTION

THAT Council endorse the following motions for consideration at the National General Assembly of Local Government in June 2018:



Motion 1

That the National General Assembly call on the Australian Government to replenish the National Water Infrastructure Development Fund to ensure sufficient funds are available to both assess the feasibility of projects and to deliver this critical water infrastructure;

Motion 2

That the National General Assembly call on the Australian Government to ensure that in any reform of the Natural Disaster Relief and Recovery Arrangements (NDRRA), the Australian Government will continue to fund up to 75% of the assistance available to individuals and communities and to not consider cost shifting to States and/or Local Governments;

Motion 3

That the National General Assembly call on the Australian Government to revise the NDRRA Guidelines to consider parks and recreational facilities as essential public assets for the purposes of Category B assistance.

And Further,

THAT the Chief Executive Officer be authorised to further research the motions, engage with the Local Government Association of Queensland (LGAQ) and, where necessary, refine the motions to enable consideration at the Assembly.

Moved By: Cr Hagan Seconded By: Cr Vela

Resolution Number: 16-20/0840

CARRIED

7/0

Report

1. Introduction

The ALGA discussion paper, released to allow Councils to develop motions for the National Congress, is currently being actioned under the key theme "Australia's Future, Make it Local". Council is able to put forward motions that can influence the national debate on emerging issues for local government.

2. Background

Council has received advice and an invitation to the National General Assembly (NGA) of Local Government in Canberra from 17-20 June 2018. It has previously been resolved that the Mayor will attend the Assembly. Council has been requested to provide motions for consideration by the 30 March 2018.

A number of potential motions were discussed at a Councillor Workshop on 6 March 2018 and this report has built on those preliminary discussions.



3. Report

The Australian Local Government Association is calling for motions for consideration at the National General Assembly. This provides an important opportunity for local government to debate issues and consider options for reform.

The theme of this year's NGA invites Council's to reflect on the roles and responsibilities of local government and how Councils can work in partnership with the Australian Government to meet the current and future needs of our communities.

The ALGA has invited motions related to the following policy challenges:

- Housing Affordability
- Financial Sustainability Oppose Cost Shifting
- Innovation and Digital Transformation Smart Communities
- Harmonising Local Government Data
- Cyber Security
- Environmental Management
- Regional Development

The closing date for motions is the 30 March 2018 and to be eligible for inclusion in the NGA Business Papers, motions must meet the following criteria:

- Be relevant to the work of local government nationally
- Be consistent with the theme
- Complement or build on policy objectives of the state association
- Propose a clear action and outcome
- Not be advances on behalf of external third parties.

The following draft motions are for Council consideration. The intent of these draft motions can then if necessary be worked on with the LGAQ and submitted to the ALGA with supporting arguments.

National Water Infrastructure Development Fund

Agriculture is a significant driver of the Lockyer Valley regional economy. Clearly, a sustainable and consistent supply of water is critical to agriculture, other industries, the environment and the community.

The National Water Infrastructure Development Fund (the fund) implements the Australian Government's commitment to start the detailed planning necessary to build or augment existing water infrastructure, including dams, pipelines or managed aquifer recharge. This fund is intended to help secure the nation's water supplies and deliver regional economic development benefits for Australia, while also protecting our environment.

The fund has two parts. There was a feasibility component to accelerate the completion of business cases and to confirm sufficient demand exists for the infrastructure. There remains a capital component of the fund to provide funding for the construction of this key infrastructure.



Council has previously obtained funding to investigate the prefeasibility of alternative water sources for the region. This work narrowed potential options for such water. The next phase of this work is to go to full feasibility/business case. However, applications for the feasibility component of the NWIDF have closed. It is understood that, while funding for capital projects remains available, the feasibility component of the fund has been fully expended.

Clearly, a sensible sustained approach is required for a 'pipeline' of future water projects- not a stop start approach to project consideration. An ongoing funding commitment is necessary to assess the best sites for new water infrastructure and to accelerate the completion of thorough business cases. Feasibility assessments will confirm sufficient demand from users to meet the ongoing costs of water supply.

Accordingly it is recommended that the National General Assembly call on the Australian Government to replenish the National Water Infrastructure Development Fund to ensure sufficient funds are available to both assess the feasibility of projects and to deliver this critical water infrastructure.

NDRRA Funding Split

The existing Natural Disaster Relief and Recovery Arrangements (NDRRA) respond to natural disasters through the provision of relief and recovery assistance to disaster affected communities. Both State and Federal Governments have responsibilities for such responses. Under the current model there are a number of general principles that the Australian Government apply as well as four categories of assistance measures that cover

- Category A to individuals alleviate hardship
- Category B to State and/or local governments to restore essential public assets
- Category C for severely affected communities
- Category D exceptional circumstances

This model has been under review for some time and the Queensland Government, has been consulted on proposed changes. One area of significant interest to local government is the availability of Category B assistance. The current model provides for an Australian Government reimbursement rate of between 50% and 75%, with set thresholds. It is understood that in looking at the revised model for NDRRA that options under consideration included reducing this reimbursement rate to 50%. Such a reduction would be totally unacceptable (and a clear cost shift by the Australian Government) given the scale of natural disasters that have hit this region over the last decade. Accordingly it is recommended that in any reform of the NDRRA, the Australian Government continue to fund up to 75% of the assistance available to individuals and communities and to not consider cost shifting to States and/or Local Governments.

NDRRA Coverage of Parks and Recreational Infrastructure

As indicated above the existing NDRRA Guidelines specify requirements for Category B assistance to state and/or local governments for the restoration of essential public assets.

These guidelines and the associated 2017 NDRRA Determination provide that available assistance includes restoration or replacement of essential public assets such as roads, bridges and schools to their pre-disaster standard.



The Guidelines and *Determination* also seek to put boundaries around the type of infrastructure that can be considered as an 'essential public asset'. The definition of 'essential public asset' makes reference to infrastructure that is 'integral to the normal functioning of a community'.

It specifies that Transport and Public Infrastructure (Health, Education, Justice, and Welfare) can be covered by the arrangements. However it specifies that sporting, recreational or community facilities (for example, playgrounds and associated facilities) are excluded. Apparently such infrastructure is considered non-essential and local governments (and/or State) governments are left to pay in entirety for such items of infrastructure. It seems that the guidelines do not recognise that such infrastructure and assets are integral to the normal functioning of a community.

The rationale is understood for seeking to identify essential and non-essential items of infrastructure when all levels of government have finite budgets. However policy makers may not have understood the impacts these disaster events have on individuals and communities. The mental anguish caused by disasters is very real particularly when there has been the loss of life in these communities. Such communities and individuals rely heavily on public spaces and parks, recreational and sporting facilities as key components that assist in recovery. If those very meeting spaces and recreational facilities are absent, damaged, or still bearing the scars of disaster events individual and community welfare is clearly compromised.

Policy makers should not underestimate the health and financial benefits the earlier restoration of these assets would bring to the recovery of communities and individuals.

Clearly the first priorities after a natural disaster are to reinstate critical infrastructure to address public health and safety issues and to provide safe access. However a key element of community welfare and recovery for local communities (and what should be a next priority) is to see the restoration of their community facilities and public spaces as well as their sporting and recreational facilities.

Following such disaster events local government budgets and funding reserves have already been expended on the initial recovery phase. These financial reserves are simply not of a scale that can cater for the priority 100% funding of these additional infrastructure works. It is beyond the scope of local governments to have sufficient reserves to fund these works and it is inequitable to look to an already suffering rate base to fund the reinstatement of such facilities alone. In terms of mental health and community wellbeing these aspects should be considered essential infrastructure.

Accordingly it is recommended Council move that the National General Assembly call on the Australian Government to revise the NDRRA Guidelines to consider parks and recreational facilities as essential public assets for the purposes of Category B assistance.

4. Policy and Legal Implications

All relevant policy positions will be considered when drafting motions and where necessary further consultation will be undertaken with the LGAQ to ensure as far as possible that motions are consistent with state wide views. Care will be taken to ensure motions are within the powers of local government and consistent with existing Council direction.



5. Financial and Resource Implications

Budget impacts will continue to be addressed through existing allocation and re-prioritisation as required. There is a budget allocation and the Mayor will attend this forum.

6. Delegations/Authorisations

No further delegations are required to manage the issues raised in this report. The Chief Executive Officer has appropriate delegations to address issues in the report and is delegated by resolution to finalise the motions.

7. Communication and Engagement

The matters arising from this report that require further communication will be addressed through existing communication channels. All motions will be in writing and lodged through the appropriate mechanisms.

8. Conclusion

The matters arising from this report that require further communication will be addressed through existing communication channels. All motions will be in writing and lodged through the appropriate mechanisms.

9. Action/s

Motions approved and authorised by Council, will be submitted to the ALGA for consideration. Where necessary further consultation will be undertaken with the LGAQ and QRA to confirm the intent of the resolutions.



10.4 Conference Attendance 2018

Date: 20 March 2018

Author: Stephen Hart, Coordinator Council Business

Responsible Officer: Ian Church, Chief Executive Officer

Summary:

Additional detail on the 2018 Inspector General Emergency Management Conference has now been provided. It will be a good opportunity for Councillors and Officers involved in disaster management to be exposed to best practice in this key area. There are clear benefits for attendance at this course by Councillors and staff.

Officer's Recommendation:

THAT Council note the 2018 Inspector General Emergency Management (IGEM) Conference is to be held in Townsville from 9 - 11 May 2018;

Further:

THAT Council give approval for attendance by Cr Hagan at the IGEM Conference in addition to attendance previously approved for the Executive Manager Corporate and Community Services and the Disaster Management Coordinator.

RESOLUTION

THAT Council note the 2018 Inspector General Emergency Management (IGEM) Conference is to be held in Townsville from 9 - 11 May 2018;

Further;

THAT Council give approval for attendance by Cr Hagan at the IGEM Conference in addition to attendance previously approved for the Executive Manager Corporate and Community Services and the Disaster Management Coordinator.

Moved By: Cr Holstein Seconded By: Cr Cook

Resolution Number: 16-20/0841

CARRIED

7/0

Report

1. Introduction

Further detail has now been provided to Council in relation to the 2018 Inspector General Emergency Management (IGEM) Conference. This report is to consider additional attendance at this conference.

2. Background

At the Council Meeting of 14 February 2018, Council considered attendance by both Councillors and Officers at a number of conferences to be held in 2018.



One of those conferences was the 2018 Inspector General Emergency Management Conference. Council approved attendance at that conference for the Executive Manager Corporate and Community Services and the Coordinator Disaster Management.

At the recent Queensland Disaster Management Arrangements (QDMA) Training an opportunity was identified for further conference attendance.

3. Report

The 2018 Inspector General Emergency Management Conference is a key emergency management training opportunity. The Office of the Inspector General Emergency Management (IGEM) hosts the annual Disaster Management Officers Network Forum which provides an opportunity for practitioners within councils to connect and keep abreast of developments in disaster management arrangements. It is also an opportunity to consider associated doctrine and to share and develop skills, knowledge, resources, ideas and innovation.

The third annual Disaster Management Officers' Network Forum will be held in Townsville from 9th to 11th May 2018. Both the forum and associated accommodation will be at M-On-Palmer at 81 Palmer Street.

The program for this year's Townsville event is currently being developed by a working group comprising staff from the IGEM Office and key disaster management officers representing the range of councils in Queensland. The forum is open to attendees with a role or responsibility involving disaster management.

Cr Hagan is the Community Development Portfolio and currently chairs the Lockyer Valley Regional Council Local Disaster Recovery Committee. At the recent QDMA training the benefits of additional attendance at the Conference were identified

The role of the Committee is to meet during or after a disaster event has occurred and provide:

- coordination of the recovery management and information management process at the local level;
- a forum for agencies to discuss the effect of the event/disaster on agency service provision and plan for a coordinated approach to the recovery and community resilience building process; and
- community consultation to allow the community to be part of the recovery and resilience building process.

The subject matter of the conference is directly relevant to the Committee's work and there would be clear benefits to be obtained from the Chair's conference attendance.

4. Policy and Legal Implications

There are no legal or policy implications relating to this report.



5. Financial and Resource Implications

The Office of the IGEM will fund accommodation, meals and conference costs. Councils will be required to only fund travel to and from the event and any participant incidentals.

6. Delegations/Authorisations

No additional delegations are required beyond the resolution proposed.

7. Communication and Engagement

No additional communications are required

8. Conclusion

The 2018 Inspector General Emergency Management Conference will be a good opportunity for Councillors and Officers involved in disaster management to be exposed to latest expertise and best practice in this key area. The conference is funded by IGEM and Council will only be required to pay for the costs of airfares and incidentals. There are clear benefits for attendance at this course by Councillors and staff.

9. Action/s

Arrange conference attendance for Cr Hagan.



10.5 Elected Member Training and Courses

Date: 20 March 2018

Author: Stephen Hart, Coordinator Council Business

Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The Diploma of Local Government (Elected Members) is a course of considerable relevance to Councillors. Enrolment by Councillors is encouraged and Cr Hagan has expressed interest in undertaking this course. There are anticipated benefits to Council from the completion of such a course.

Officer's Recommendation:

THAT Council approve the enrolment of Cr Hagan in the Diploma of Local Government Course to be funded from the Elected Members training budget.

RESOLUTION

THAT Council approve the enrolment of Councillors Hagan, Vela and McLean in the relevant subjects of the Diploma of Local Government Course. The course fees are to be funded from the Elected Members training budget, however the assessment cost component, which is in addition to the course fee, is to be funded by the Elected Member.

Moved By: Cr Holstein Seconded By: Cr Wilson Resolution Number: 16-20/0842

CARRIED

7/0

Report

1. Introduction

Peak Services, an entity fully owned by the Local Government Association of Queensland (LGAQ), offers training for officers and Councillors. That organisation has recently corresponded with elected members offering training opportunities. This report is to consider accredited training for Councillors relating to their role in Local Government.

2. Background

The continuing professional training and development of officers and Councillors is an important part of Council's organisational development. The Operational Plan also considers the need for continuous improvement through a range of strategies including training.



From time to time Councillors are also involved in training delivered by the Department of Local Government, Racing and Multicultural Affairs. LGAQ also provide Elected Member Updates and Councillors recently attended this training in Warwick.

Last financial year a Councillor workshop was also conducted to identify any additional training needs that Councillors were seeking. At that time the Diploma of Local Government was identified as a course that would be of benefit.

Cr Holstein completed the Diploma some time ago as part of the pilot programme for the Course.

3. Report

The Diploma of Local Government (Elected Members) is an accredited course that has been developed to provide Councillors with additional skills to successfully perform their role. The course assists in the implementation of management systems, plans and policies within local government.

The Diploma is delivered via a series of one day workshops, followed by written assessments which are provided following each workshop. Participants then have 2 months to complete the assessment. It is not compulsory for councillors to complete the course assessments. There is the option to choose to attend the sessions for information only.

It is considered that there are a number of benefits achievable from undertaking such a course. These include the formal recognition of the work skills developed whilst on Council. A more complete understanding of the role- which in turn is likely to be reflected in increased effectiveness and satisfaction in the role.

An overview of course content indicates 12 Units:

- Understanding Local Government
- Councillors Roles and Responsibilities
- Effective Decision Making
- Governing Councils
- Effective Community Leadership
- Strategic Planning
- Financial Reports and Budgets
- Land Use Planning
- Change Management
- Sustainable Asset Management
- Rates and Charges
- Manage Conflict

Following last year's workshop Cr Hagan expressed interest in undertaking this course when timing was suitable. He has recently discussed this further and expressed interest in undertaking the Diploma. It is considered this would be of benefit to both Cr Hagan and the Council as a whole.

4. Policy and Legal Implications



There are no formal policy or legal implications arising from this report. Enhanced decision making would be anticipated with ongoing benefit to the organisation.

5. Financial and Resource Implications

Each Unit is approximately \$750 (including assessment). 12 units at \$750 totals \$9000. It is anticipated that this training will be undertaken across financial years. Expenditure this financial year will be within budget and it is anticipated that provision will be made for Councillor training in the proposed 2018/19 budget.

6. Delegations/Authorisations

No additional delegations will be required.

7. Communication and Engagement

There is no additional communication arising from this report

8. Conclusion

The Diploma of Local Government (Elected Members) is a quality and highly relevant course. Enrolment by Councillors is encouraged. Cr Hagan has expressed interest in this course and is prepared to make this undertaking. It is considered the completion of this course would be of benefit to both Council and to Cr Hagan.

9. Action/s

Assist Cr Hagan in enrolling in the Diploma of Local Government (Elected Members).



10.6 Lockyer Legends - Extension of Program

Date: 21 March 2018

Author: Jason Harm, Manager Regional Development

Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The purpose of this report is to provide Council with a proposed methodology for reviewing and potentially extending the successful Lockyer Legends project.

The project is approaching a ten year anniversary and over the past decade a number of potential additions to the Legends Wall have been suggested.

Officer's Recommendation:

THAT Council endorse the process to consider nominations by the community for additions to the Lockyer Legends Wall.

Further,

THAT Council approve the establishment of a selection committee to be comprised of the:

- Chief Executive Officer Lockyer Valley Regional Council
- Director, University of Queensland Gatton Campus
- Manager, Regional Development Lockyer Valley Regional Council
- Contributing Editor History of Gatton Book and former editor of the Gatton Star

RESOLUTION

THAT Council endorse the process to consider nominations by the community for additions to the Lockyer Legends Wall.

Further.

THAT Council approve the establishment of a selection committee to be comprised of the:

- Chief Executive Officer Lockyer Valley Regional Council
- Director, University of Queensland Gatton Campus
- Manager, Regional Development Lockyer Valley Regional Council
- Contributing Editor History of Gatton Book and former editor of the Gatton Star

Moved By: Cr Holstein Seconded By: Cr Hagan

Resolution Number: 16-20/0843

CARRIED

7/0



Report

1. Introduction

The purpose of this report is to seek Council support for a project and process to consider an increase to the number of Lockyer Legends displayed in the foyer at the Lockyer Valley Cultural Centre.

A recent inspection of the Cultural Centre Legends Wall shows appropriate space for a possible expansion for up to three additional Legends.

The Lockyer Legends concept aims to unite the community and recognise our history. The intention has always been for the concept to be ongoing and for the addition of more Lockyer Legends as they achieve success in their fields. It is important as a community we continue to recognise the significant contributions these people have made and the Lockyer Legends project provides a mechanism to honour them.

2. Background

The initial Lockyer Legends project was partly funded by the Queensland State Government Q150 project to compose a nominated list of eligible people who have made a significant contribution to the Lockyer Valley over the past 150 years. The public were invited to nominate people from the Lockyer Valley who had made long term contributions to the Lockyer Valley region and that were of state, national and international significance to the community.

The *Gatton Star* newspaper supported the project at that time through promotion of the initiative. Preliminary discussion has indicated willingness for that newspaper to again assist in the process.

3. Report

The Lockyer Legends project was always intended to be an ongoing process with nominations to be considered over time. The concept of the project was to unite and recognise the significant contributions from our past and support recognition in our community. This was to be an ongoing project with future opportunities.

The Mayor has previously advised that she had received a number of enquiries regarding nominations for the Legends wall and would like an open discussion about expanding the current Lockyer Legends project.

It is envisaged the project will be promoted for approximately six weeks with a project nomination period, commencing in April 2018. This will provide time to complete the assessment aspect of the project in this financial year. Due to the limited space to expand the Legends wall in the Cultural Centre, it is recommended the portraits for this round be limited to a maximum of three legends.

There would also be provision to add any suitably qualified nominations (if more than three are submitted) to the list of pre/qualified persons in the future and the inclusion in champions' albums for those that are considered Lockyer Valley Champions.



The selection criteria is aimed at locals, individuals and identities that have lived, worked or contributed to long-term positive change in the Lockyer Valley and have achieved State, National and/or International recognition for their contribution.

It is proposed that the initial selection committee be comprised of the following:

- Chief Executive Officer, Lockyer Valley Regional Council
- Director, University of Queensland Gatton Campus
- Manager, Regional Development, Lockyer Valley Regional Council
- Contributing Editor of the Gatton History Book and Former Editor of the Gatton Star

It is proposed to utilise a similar selection committee as previously for consistency of assessment. Each person has been contacted to confirm interest and availability. The Mayor has indicated she would prefer not to be included on the Committee to remain at arms-length from the process.

4. Policy and Legal Implications

There are no policy or legal implications

5. Financial and Resource Implications

The project extension can be delivered from existing budget allocations.

6. Delegations/Authorisations

No additional delegations are required as this can be managed through existing delegations.

7. Communication and Engagement

The communication and engagement strategy will be delivered in line with processes from the previous project delivery method and criteria. The Gatton Star will assist with a weekly campaign consisting of editorial encouraging involvement of the community and highlighting stories of potential new Legends.

8. Conclusion

The Lockyer Legends project was established as an ongoing commitment and it is now timely to consider expanding the project. The process would allow the community to nominate who they see as people who have provided a significant contribution to the Lockyer Valley over its history and in the past 10 years.

9. Action/s

- 1. Gatton Star to partner and provide introductory story and then advertising for the following six weeks.
- 2. Invite panel to assess the applications.
- 3. Engage photographer and organise for framing and inclusion on wall, including removing the current photographs and re-aligning in alphabetical order.
- 4. Project assessment and recommendations to be completed by 30 June 2017.



10.7 Funding Submission -

Maturing the Infrastructure Pipeline Program 2

Date: 26 March 2018

Author: Stephen Hart, Coordinator Council Business

Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The Lockyer Valley and Somerset Water Collaborative has been seeking appropriate funding sources for the Water Security Project. It appears this project would be eligible for funding under the Maturing the Infrastructure Pipeline Program (MIPP) 2 Program. Lockyer Valley Regional Council should consider making an application for MIPP2 funding on behalf of the Collaborative.

Officer's Recommendation:

THAT Council agree to the preparation of a funding submission to the Maturing the Infrastructure Pipeline Program 2 for the development of a Business Case for the Lockyer Valley/ Somerset Water Supply Scheme.

Further

THAT Council authorise the Chief Executive Officer to finalise and submit the funding submission to the Department of State Development, Manufacturing, Infrastructure and Planning.

RESOLUTION

THAT Council agree to the preparation of a funding submission to the Maturing the Infrastructure Pipeline Program 2 for the development of a Business Case for the Lockyer Valley/ Somerset Water Supply Scheme.

Further:

THAT Council authorise the Chief Executive Officer to finalise and submit the funding submission to the Department of State Development, Manufacturing, Infrastructure and Planning.

Moved By: Cr Hagan Seconded By: Cr McLean

Resolution Number: 16-20/0844

CARRIED

7/0

Report

1. Introduction

The purpose of this report is to seek Council consideration of a proposal to make a funding submission to the Maturing the Infrastructure Pipeline Program (MIPP) 2. This Program is administered by the Department of State Development, Manufacturing, Infrastructure and Planning on behalf of the Queensland Government (please refer to the attached Guidelines).



The MIPP was established to support the establishment of a robust pipeline of local and state government infrastructure projects by investigating and documenting the potential viability and feasibility of each proposal. It focuses on the planning stage and does not provide funding for project delivery.

2. Background

Water security and sustainability is a key community priority and is identified as a priority project in the Lockyer Valley Corporate Plan. Council has previously received funding under the National Water Infrastructure Development Fund to carry out prefeasibility work to investigate alternative water sources for the Lockyer Valley. That Study identified a number of options and recommended a full feasibility study be undertaken.

Council has also been engaging with the community, water users and Somerset Regional Council (SRC) to work towards further water security for our regions. In November 2017, a workshop was held to identify a vision for this water security scheme. Subsequently a Steering Group has met on a number of occasions to work toward that vision.

That Steering Group has become the Lockyer Valley and Somerset Water Collaborative (the Collaborative) which is composed of a range of organisations with strong interests in this issue. Their work is focused on identifying a source of funding to develop a full feasibility Business case for additional water supply and security for the regions.

The MIPP2 funding is a potential source of funding for this work and the Collaborative is of the view that Council should apply for this funding on behalf of both regions.

3. Report

The Collaborative has been actively seeking a funding source to deliver the business case /full feasibility for the regional water supply scheme. State and Commonwealth government programs are relevant.

The MIPP2 funding is to provide funding assistance to support strategic planning, develop supporting documentation for projects and inform infrastructure investment. This program is only open to Queensland local governments. MIPP2 has two streams: strategic planning for infrastructure and business case and/ or detailed design.

For the Business Case stream submissions are assessed on the following criteria:

- Completion of preceding stages
- How the proposal meets strategic needs
- Alignment with local, state or regional priorities
- Whether previous options analysis considered both infrastructure and noninfrastructure solutions
- Contribution to economic growth and jobs
- Whether the project has capacity to attract funding from outside the Queensland Government for the delivery stage
- Timeframes and priority



Initial discussions with Departmental officers have indicated that the water security project is a suitable project for consideration.

Infrastructure Works and Services have also identified other potential projects that could be applied for under MIPP2. These include:

- Hatton Vale Park detailed design
- Cooper Street (Joel Street to Hayes Street) stormwater drainage detailed design
- Cooper Street flood modelling and concept design
- Plainland transport planning link study
- Laidley stormwater master planning

While these are worthy projects it is considered that, given the limited MIPP2 funds, it may be counterproductive to apply for more than one project. On that basis it is considered that the water supply scheme project is the most significant and that this project should be the priority. Submission of the water security project for funding consideration has the support of the Collaborative. SRC has also advised that the Mayor of Somerset and the CEO of SRC support the proposal for Lockyer Valley Regional Council to make a funding submission on behalf of the Collaborative.

4. Policy and Legal Implications

There are no specific policy or legislative implications for this proposal. If the funding submission is successful, procurement of professional services will be in accordance with Council's procurement policy.

5. Financial and Resource Implications

The costs of preparing a full business case for the water security scheme will be significant. The Collaborative will not be sufficiently resourced to undertake such a Business case without Commonwealth or State support. MIPP2 funding is a real opportunity for Council and the broader Collaborative to obtain funding for this key project.

6. Delegations/Authorisations

The recommendation if passed will provide sufficient authorisation to proceed.

7. Communication and Engagement

No broad communication or engagement is proposed at this time.

8. Conclusion

The Collaborative has been seeking appropriate funding sources for the Water Security Scheme. This project appears to be well suited to the aims of the MIPP2 Program and criteria for eligibility appear attainable. It is considered that Lockyer Valley Regional Council should make an application for MIPP2 funding on behalf of the collaborative.



9. Action/s

Lockyer Valley Regional Council to make application for MIPP2 funding on behalf of the Collaborative

Attachments

1 View Attachment 1 28 Pages



Guidelines for Local Government

Maturing the Infrastructure Pipeline Program 2, MIPP 2

February 2018



The Department of State Development, Manufacturing, Infrastructure and Planning is responsible for driving the economic development program for Queensland by creating a diverse and thriving economy, and generating new jobs.

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Background

The State Infrastructure Plan (SIP) was released in March 2016 and outlines the Queensland Government's commitment to addressing infrastructure needs across the state in a timely, sensible and cost effective way while working within a fiscally constrained environment.

The Maturing the Infrastructure Pipeline Program (MIPP) was established to support the development of a robust pipeline of local and state government infrastructure projects, by investigating and documenting the potential viability and feasibility of each proposal. It focusses on the planning stages of infrastructure and does not provide funding for delivery of projects. MIPP was originally allocated \$20 million from the State Infrastructure Fund to support the progression of projects along the infrastructure pipeline. Through the 2017—18 State Budget, the Queensland Government announced a \$10 million boost to this initial \$20 million allocation. As a result, a second phase of the MIPP has been developed for local governments (MIPP 2).

This document sets out the guidelines for MIPP 2.

Scope of MIPP 2

As shown in Figure 1 below, MIPP 2 will support local government applications for:

- strategic planning studies or investigations that inform infrastructure planning and development of the pipeline
- business case and/or detailed design stages of proposed infrastructure projects.

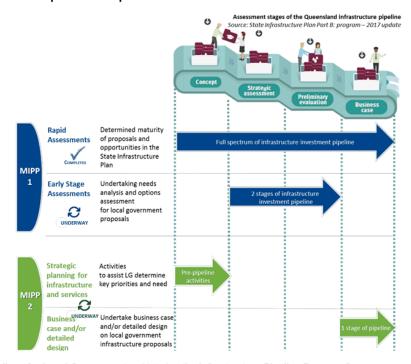


Figure 1 Comparative scope of MIPP 1 and MIPP 2

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Participation in:

- the first phase of MIPP (MIPP 1), is not a pre-requisite for MIPP 2.
- MIPP 2 is not a pre-requisite for consideration of future Queensland Government funding.
- MIPP 2 does not prioritise local government proposals and does not commit the Queensland Government to progress or fund further planning or provide funding for the delivery of infrastructure projects.

Aims and objectives

The aim of MIPP 2 is to provide funding assistance to support:

- the strengthening of local governments' strategic infrastructure planning functions and subsequently inform future investment decisions and grant applications
- the development of the necessary documentation for infrastructure projects that have the potential to contribute to economic growth and jobs, or enhance liveability
- informed infrastructure investment decision making by both local governments and the Queensland Government.

Under MIPP 2, the Queensland Government, acting through the Department of State Development, Manufacturing, Infrastructure and Planning (Department), proposes to provide funding to successful local government applicants to engage an appropriately qualified professional service provider/s (provider) to undertake relevant work on approved activities.

Local governments are encouraged to apply for funding under MIPP 2 for the following two broad categories of activities:

- · strategic planning for infrastructure
- · development of a business case and/or detailed design for an infrastructure project.

Strategic planning for infrastructure

This component of MIPP 2 focuses on the strategic objectives, rather than delivery of projects, that will help local governments form a strategic view on their key infrastructure priorities and needs. The linkage between service delivery needs and infrastructure requirements also provides clear direction to the management of assets, is essential to the long-term financial sustainability and resilience of local governments and contributes to economic development and jobs growth.

The objective is to support local governments to focus on or improve their strategic planning for infrastructure to provide a strong basis for future informed investment decisions. Some examples of activities that would be eligible in this area of MIPP 2 include:

- planning of 'non' Local Government Infrastructure Plan (LGIP) infrastructure e.g. infrastructure for libraries, waste/refuse management, playgrounds
- analysis of the existing local government infrastructure portfolio against future capacity or community expectations

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- identification of existing strategic need or service gap, future service needs, potential service levels, supporting infrastructure requirements
- development of a prioritisation process or framework to identify local government infrastructure priorities including renewal or repurposing of existing assets.

Potential local government submissions should not be limited by this list of examples.

Business case and/or detailed design

This component of MIPP 2 will focus on business cases and/or detailed design for infrastructure projects, which is the last assessment stage of the Queensland infrastructure pipeline (Figure 1). The objective is to support:

- business case development (and development of supporting documentation) for local government infrastructure projects to provide better clarity about investment decisions
- detailed design work for infrastructure projects with the goal of reducing the time between an investment decision and commencement of construction.

Requests to refresh or update previous analysis undertaken are also encouraged.

Eligibility and submission criteria

Applicant eligibility

The program is open to all local government bodies constituted under the *Local Government Act 2009* or the *City of Brisbane Act 2010*.

Submission criteria

For submissions seeking funding for strategic planning for infrastructure

Local governments should seek to articulate how the funding sought will support, enhance or accelerate existing (or developing) strategic planning activities. These activities should support the local government to form a strategic view of infrastructure requirements or inform infrastructure planning.

Submissions will be assessed on the following criteria:

- · how the proposed activity meets strategic needs and priorities. This includes:
 - alignment with local, state or regional infrastructure priorities, policies or initiatives
 - whether it addresses any issues identified through previous reviews or audits
- how the proposed activity satisfies identified service and capability gaps for the local government
- whether the proposed activity covers multiple assets/classes
- the timeframes associated with the proposed activity, including whether there is an
 urgent need and whether the proposed activity will address a short, medium or longterm priority.

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For submissions seeking funding for business case and/or detailed design

There should be sufficient development of previous planning stages to support the submission. For:

- business cases—include documented evidence of the preceding stages being completed (e.g. needs assessment, options analysis etc).
- detailed design—include evidence that concept planning has been undertaken for the proposed infrastructure project

Submissions will be assessed on the following criteria:

- how the proposed activity meets strategic needs and priorities. This includes:
 - alignment with local, state or regional infrastructure priorities, policies or initiatives
 - whether it addresses any issues identified through previous reviews or audits
- whether the previous options analysis considered both infrastructure and noninfrastructure solutions
- · how the project will contribute to economic growth and jobs, or enhance liveability
- whether the project has the capacity to attract funding from outside the Queensland Government for the delivery stage
- the timeframes associated with the project, including whether there is an urgent need and whether the project will address a short, medium or long-term priority.

Ineligible submissions

Ineligible submissions include those where:

- funding received would develop deliverables directly required by existing legislation e.g. LGIP or long-term asset management plan¹
- · the project is based outside of Queensland
- the proposed activity is already being fully funded from another source (including the State or Commonwealth Government). Please note partial funding or co-contribution from the Commonwealth Government is acceptable.

Eligible activity costs

MIPP 2 funding may only be applied to the following costs incurred after the execution date of the relevant funding agreement between the State and the local government:

- professional third party service provider's (provider) fees (excluding administrative or overhead costs), where such provider has been engaged by the local government to provide advice or services in relation to the funded activity, but excluding:
 - marketing and advertising advice or services
 - legal advice
 - work or advice in relation to the local government's compliance with legislation or regulations
 - financial advice

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¹ Note – Activities that would inform legislative requirements are considered eligible.

- administrative or operational advice
- operational or business planning advice
- where the local government has no more than 1,000 full time equivalent employees², the cost (or part thereof) of additional internal resources required to undertake procurement and initiation activities associated with MIPP 2; and
- · any other costs deemed eligible by the Department.

The local government will be required to provide documentary evidence to substantiate that its claim for funding constitutes eligible activity costs (e.g. provider's contracts including a detailed scope of work, receipts for payment of provider's fees)

Payment schedule

Under MIPP 2, funding will be administered on an 80:20 model. In particular circumstances, an alternate payment schedule may be approved³.

Table 1 MIPP 2 Payment schedule

Commencement of Contract	80% of total funding amount	The local government must provide a copy of the engagement contract with the selected provider, current project management plan associated with the funded activity and any other documentation as reasonably requested by the Department (e.g. certificates of insurance).
Finalisation of Contract	20% of total funding amount	The local government must provide a copy of the final deliverable received from the engaged provider and full acquittal of funds paid to the provider (including evidence of payments).

Each claim for payment must be made on the prescribed form, with certification that the work has been completed satisfactorily, and that expenditure for the amount stated has been properly incurred on eligible activity costs in accordance with the program guidelines and the funding agreement.

Certification must be made by an appropriately delegated officer of the successful applicant, or other persons as agreed.

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² Those local governments with a workforce of no more than 1,000 full time equivalent employees are less likely to have the necessary in-house skills and capabilities on hand to develop procurement and activity initiation documentation.

³ Local governments that are approved for procurement and activity initiation funding may seek an alternate payment schedule.

All final reporting and claims for payment are to be submitted within one month of the approved completion date.

The prescribed forms for claiming payments will be made available on the Department's website at: http://www.dsdmip.qld.gov.au/.

Expectations through delivery

Ongoing reporting

Monthly progress reporting by local governments will be expected in accordance with the formal agreement between the parties.

State government involvement

Local governments will work with relevant state government agencies (including Building Queensland) where required in the delivery of the business case and/or detailed design work. This will be confirmed on a case by case basis and be dependent on the nature and cost of the proposed activity.

How to apply

Eligible applicants may apply by completing the submission form for the relevant activity provided in Appendix 1, which is also available on the department's website at http://www.dsdmip.qld.gov.au/.

Submissions should address the Eligibility and Submission Criteria described in this guideline and provide any necessary supporting documentation.

Applications will open on **12 March 2018**, and close at 12:00pm (midday) on **9 April 2018** (Due Date), Australian Eastern Standard Time (Submission Period).

During the Submission Period, applicants may submit questions, requests for clarification and requests for further information to the department via the following email address: MIPP@dsdmip.qld.gov.au. Questions and responses to general questions about the MIPP 2 or the guidelines will be published at http://www.dsdmip.qld.gov.au/. The department may in its discretion, determine not to publish questions and responses where they are project or submission specific or do not have general application.

Applications must be submitted by 12:00pm (midday) on the Due Date by emailing the completed submission form to MIPP@dsdmip.qld.gov.au.

If you have any questions regarding how to apply, please contact the department via email at MIPP@dsdmip.qld.gov.au.

Assessment process

All eligible submissions will be assessed against the submission criteria outlined in these guidelines (Submission Criteria) in a competitive, merit based approach by a panel of assessors (the Panel).

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Each of the Submission Criteria will be weighted equally. While a submission may not satisfy all the listed criteria, doing so will increase the likelihood of the submission being funded.

Following this assessment, the Panel will make a recommendation to the Minister for State Development, Manufacturing, Infrastructure and Planning (or the relevant Minister with delegated authority over this program) (Minister) about successful applicants and final approval of grant amounts for successful applicants. The Minister will consider the recommendations, and other factors that are relevant, such as the State's objectives and the amount of funding available, in making a decision regarding the applications.

While applicants are requested to provide an indication of total costs for the proposed activity, the amount of funding provided is entirely at the discretion of the Minister.

Funding levels for successful local governments may be capped if the program is over subscribed.

Successful and unsuccessful applicants will be advised (in writing) of the decision.

Applicants may be contacted during the assessment process to clarify information provided in the application and/or request further information to enable a comprehensive due diligence and probity assessment to be undertaken.

The department is committed to prompt and effective resolution of issues that may arise following the assessment process and subsequent awarding of grant funding, on a case by case basis. In the event that an applicant believes that the assessment process outlined in this document has not been adhered to, you may raise your concern at MIPP@dsdmip.gld.gov.au and this will be considered.

Conditions of funding

Minister retains rights and powers

The Minister retains all rights and powers to make all decisions and take any actions that the Minister sees fit in order to achieve the priorities and objectives of MIPP 2, in the Minister's absolute discretion.

The Minister will have the discretion to approve funding for activities that may not meet the criteria

The Minister may require funding recipients to provide all such documents or to remedy irregularities, as deemed necessary, to demonstrate the appropriate management and use of State funds.

The Minister may authorise officers, either generally or in specific cases, to perform the powers and duties of the Minister under this program, where appropriate.

This section does not limit, and is not limited by, the Submission Terms and Conditions.

Funding agreements

Successful applicants will be required to execute a funding agreement with the State of Queensland (State).

The funding agreement will outline the terms of the proposed grant and detail the obligations of the successful applicant. It will set out the specific terms and conditions

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associated with an approved submission, including payment milestones. It is intended that funding agreements will be executed within six (6) months of the funding announcement.

All unspent funding must be returned to the State in accordance with the funding agreement.

In no event will the final terms and conditions of the funding agreement be deemed to have been agreed between the parties, or will the State be obliged to provide funding to an applicant, until such time as the funding agreement has been executed by all relevant parties.

More information on the funding arrangements, including conditions of funding, for this program is available upon request.

Submission Terms and Conditions

Submission Terms and Conditions are set out in Appendix 3 to this document.

Appendices

Appendix 1—Submission form for strategic planning for infrastructure

Appendix 2—Submission form for business case and/or detailed design

Appendix 3—Submission Terms and Conditions

Appendix 1—Submission form for strategic planning for infrastructure

Maturing the Infrastructure Pipeline Program 2
Submission form for strategic planning for infrastructure

Submitted by [insert local government] (Applicant) [Insert date]

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The following of	questions rel	ate to subm	issions seeki	ng funding for	strategic	planning
for infrastruct	ture.					

Key contact

Key contact	
Name	
Role	
Phone	
Email	

What is your proposed activity?

Details	
Name of Applicant	
Description	
(1-2 paragraphs)	
Location	
Geocode (latitude and longitude)	
(Include Council address if activity	
is not relevant to a specific location)	
Asset class	☐ Arts, Culture and Recreation
(Tick as appropriate)	☐ Cross-government
	☐ Digital
	☐ Education and Training
	☐ Energy
	☐ Health
	☐ Justice and Public Safety
	☐ Social Housing
	☐ Transport
	☐ Water
	☐ Other (please provide)

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				,		

Background	
How does the proposed activity relate to infrastructure planning for your local government?	
Indicate what need or service gap the proposed activity seeks to identify for your local government?	

Scope

Scope
What studies/investigations do you anticipate will be undertaken as part of this activity?
In what form do you anticipate the desired outputs to be?
e.g. A plan, analysis report, a developed framework, a developed service model etc.

Criteria

Criteria
How does the proposed activity meet the submission criteria outlined on page 3 (three) of the MIPP 2 guidelines

Funding

Funding	
What is the estimated cost for undertaking this activity?	
Are you seeking to recover the cost of additional resources required to undertake procurement and initiation activities?	□ Yes □ No
If yes, does your council employ less than 1,000 FTEs? Please attach evidence of this.	☐ Yes. Evidence attached☐ No

Benefits

Benefits	
How will this activity support the local government's strategic view of infrastructure?	

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Will the activity provide a sustained benefit or a strategic foundation for your local government to build upon? (please detail)	
What will you do with the outputs of this activity? How will they be used? (next steps)	

Acceptance

By submitting this application, the Applicant:

- warrants to the State that the information contained in this application is accurate and complete as at the date on which it is submitted and not by omission misleading, and may be relied on by the State in determining whether or not to select the Applicant for the MIPP 2
- undertakes to promptly advise the State if it becomes aware of any change in circumstances which causes the information contained in this application to become inaccurate or incomplete in a material respect
- acknowledges that the State will rely on the above warranty and undertaking when evaluating this application
- acknowledges that the State may elect to remove the Applicant at any stage as a result of material changes to the information presented in this application
- acknowledges that the State may suffer loss or damage if the Applicant breaches the above warranty and undertaking
- is taken to have accepted the MIPP 2 guidelines, including the submission terms and conditions.

Appendix 2—Submission form for business case and/or detailed design

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Maturing the Infrastructure Pipeline Program 2
Submission for business case and/or detailed design

Submitted by [insert local government] (Applicant) [Insert date]

Guidelines for Local Government — ${\it Maturing}$ the Infrastructure Pipeline Program 2, MIPP 2

The following	questions	relate to	submissions	seeking	funding	for business	case
and/or detail	ed design						

Key contact

Key contact		
Name		
Role		
Phone		
Email		

What is your proposed activity?

Details		
Name of Applicant		
Description (1-2 paragraphs)		
Location		
Geocode (latitude and longitude)		
Asset class (Tick as appropriate)	□ Arts, Culture and Recreation □ Cross-government □ Digital □ Education and Training □ Energy □ Health □ Justice and Public Safety □ Social Housing □ Transport □ Water □ Other (please provide)	

Background

Background	
How was the proposed infrastructure project identified as a priority for local government?	

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Background	
How does the proposed infrastructure project meet strategic needs or priorities? Please include details of whether it: - aligns with local, state or regional infrastructure priorities/ policies/ initiatives - addresses any issues identified	
through previous reviews or audits.	
What is the next stage of planning for the proposed infrastructure project? (i.e. what stage are you seeking funding for?)	☐ Business case ☐ Detailed Design
(Choose one)	
Please provide a summary of work completed to date, including key dates, and documented evidence of need and options analysis. (Relevant documents should be included as attachments)	
Does the proposed infrastructure project impact on state government infrastructure, an existing infrastructure network, or a state government service? (Please confirm that you have consulted with relevant state agencies, and that they are supportive of this submission. Include contact details of state agency officers consulted)	

Criteria

a
oes the proposed activity he submission criteria d on page 3 (three) of the 2 guidelines

Funding

Funding	
What is the estimated cost of the next stage of planning? (i.e. how much funding is being sought?)	
What is the total estimated cost of construction (if available)? (If these estimates are available using P50 and P90, that should be noted here. A range can be provided if the scale of the project is unclear at this stage)	

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Funding	
Has an investment strategy been developed that would enable the proposed infrastructure project to proceed? (If yes, please provide details)	
Does the proposed infrastructure project have the capacity to attract funding from outside the Queensland Government? (Please be specific and clearly identify funding sources. Clear differentiation should be made between Commonwealth, State and private sector funding. Also, please be clear about whether funding sources are subject to a competitive process).	
Are you seeking to recover the cost of additional resources required to undertake procurement and initiation activities?	□ Yes □ No
If yes, does your council have no more than 1,000 FTEs? Please attach evidence of this.	☐ Yes. Evidence attached☐ No

Potential solutions

Potential solutions	
Is there an identified solution? (If yes, please provide details)	
Have alternate solutions been considered? If so, why are they not suitable?	
Is the proposed infrastructure project being addressed through another Queensland or Commonwealth government initiative?	

Benefits

Benefits	
What economic benefits will the proposed infrastructure project bring to the community (including enhancing economic growth, job creation)?	
How will the proposed infrastructure project contribute to the liveability of the community, and the broader local government area?	

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Benefits	
Will the proposed infrastructure project attract further investment in the region?	
(If yes, please describe)	

Acceptance

By submitting this application, the Applicant:

- warrants to the State that the information contained in this application is accurate and complete as at the date on which it is submitted and not by omission misleading, and may be relied on by the State in determining whether or not to select the Applicant for the MIPP 2
- undertakes to promptly advise the State if it becomes aware of any change in circumstances which causes the information contained in this application to become inaccurate or incomplete in a material respect
- acknowledges that the State will rely on the above warranty and undertaking when evaluating this application
- acknowledges that the State may elect to remove the Applicant at any stage as a result
 of material changes to the information presented in this application
- acknowledges that the State may suffer loss or damage if the Applicant breaches the above warranty and undertaking
- is taken to have accepted the MIPP 2 guidelines including the submission terms and conditions.

Appendix 3—Terms and Conditions

1. Reservation of Rights

Notwithstanding any provision of these guidelines to the contrary, the State reserves the right to administer the MIPP 2 and conduct the process for the assessment and selection of applicants in connection with the MIPP 2 in such manner as it thinks fit, in its absolute discretion.

Without limiting the foregoing, State reserves the right, in its absolute discretion and at any time (including after the closing date), to:

- a) change the structure, procedures, nature, scope or timing of, or alter the terms of participation in the process or overall MIPP 2 (including timeframes and submission and compliance of applications)
- b) vary or amend the eligibility or submission criteria set out in these guidelines (Eligibility and Submission Criteria)
- take into account any information from its own and other sources (including other Government agencies or other advisors)
- accept or reject any application, having regard to these guidelines, the Eligibility and Submission Criteria or any other item, matter or thing which the State considers relevant, including the limitations on the funds available for the MIPP
- e) give preference to any one or more of Submission Criteria over other criteria
- seek clarifications or request additional information from any applicant at any stage
- g) conduct due diligence investigations in respect of any applicant and subject applications to due diligence, technical, financial and economic appraisals
- h) require an applicant to clarify or substantiate any claims, assumptions or commitment contained in an application or provide any additional information
- i) terminate further participation in the application process by any applicant
- j) terminate or reinstate the MIPP 2 or any process in the MIPP 2
- k) not proceed with the MIPP 2 in the manner outlined in these guidelines, or at all
- allow the withdrawal or addition of any applicant
- m) conduct negotiations with any one or more applicants after the applications have been lodged
- n) agree to terms for the delivery of the MIPP 2 that are different from those contained in these guidelines
- o) publish the names of applicants and shortlisted applicants
- take such other action as it considers in its absolute discretion appropriate in relation to the MIPP 2 process.

Where, under these guidelines, it is stated that the State or the department may exercise a right or discretion or perform any act or omit to perform any act, then unless stated otherwise the State or the department may do so at its sole and absolute discretion and will not be required to act, or be restrained from acting, in any way or for any reason nor to take into account the interests of any third party (including the applicants).

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If the State does exercise any of its rights under this section 1 of the Terms and Conditions (or elsewhere under these guidelines) the State may inform any or all applicants. The State will not, however, be under any obligation to do so.

2. Communication with media

All media enquiries or public announcements relating to MIPP 2 will be coordinated and handled by the department's media team. Where possible, all media and communications will be undertaken jointly with successful applicants.

Applicants must not make any public statements in relation to this process, MIPP 2, or any other matter referred to in these guidelines without the prior written consent of the State.

3. Confidentiality

The State collects information for the purpose of evaluating applications for the MIPP 2. By agreeing to the conditions in these program guidelines and the application documentation, applicants agree that the information supplied as part of the MIPP 2 funding application process may be shared with Queensland Government agencies and other program stakeholders for the purpose of assessment and to ensure the outcomes are consistent with Queensland Government priorities.

The State may also disclose information to promote the program through the release of the recipient's name, the amount of financial assistance and general details of the submission or project.

Non-public details of the funding support will be treated as confidential and commercial-in-confidence and are not to be released to third parties by successful applicants, unless otherwise agreed by the State.

For audit purposes, the Queensland Government is required to retain the applications and other supplied support material. Successful applications will be retained for seven years and unsuccessful applications will be retained for two years.

4. Regulatory requirements

Payments under the program are conditional on the funding recipient observing all relevant laws and Queensland and Australian Government policies. The program provides funding assistance only and does not relieve a funding recipient from:

- a) performing or observing all conditions and duties that may apply to the works under any act, law or regulation
- b) having due regard to any relevant Queensland and Australian Government policies.

5. Disclaimer

The State makes no warranty or representation express or implied, and does not assume any duty of care to the applicants that the information in these guidelines, or supplied in connection with MIPP 2 (Information) is accurate, adequate, current, suitable or complete, or that the Information has been independently verified. The State accepts no responsibility whether arising from negligence or otherwise (except a liability that cannot lawfully be excluded) for any reliance placed upon the Information or interpretations placed on the Information by applicants.

There may also be other information or documents in the knowledge or possession of the State which are relevant to the MIPP 2 but are not disclosed by the State. The State accepts no responsibility or liability whether arising from negligence or otherwise

Guidelines for Local Government — Maturing the Infrastructure Pipeline Program 2, MIPP 2

(except a liability that cannot lawfully be excluded) for any failure to provide the information or documents nor does the State have any obligation to notify an applicant (or provide further information to an applicant) if it becomes aware of any inaccuracy, incompleteness or change which may affect the Information.

To the extent the State is not the author or source of any document provided to an applicant, they merely pass that document on to the applicant and do not adopt the content of it.

The intentions set out in the Information may change at any time without notice. The risk, responsibility and liability connected with an application is solely that of each applicant.

6. GST

Grant amounts awarded to successful applicants are expressed to be exclusive of GST. The State does not provide advice on tax and recommends applicants seek independent professional advice on their tax obligations.

7. No relationship

The State's obligations regarding the application process are limited to those expressly stated in these guidelines.

In submitting its application, the applicant acknowledges and agrees that it is bound by these guidelines, including the Terms and Conditions, and warrants for the benefit of the State it will not breach these guidelines or seek to bring any claim, of any kind whatsoever, against the State which is precluded by these guidelines.

Subject to this section 7 of the Terms and Conditions no contractual or legal relationship otherwise exists between the State and an applicant in connection with these guidelines, application process, the MIPP 2 or any further stages of the overall process.

An applicant, or its representatives:

- a) has no authority or power, and must not purport to have the authority or power to bind the State, or make representations on behalf of the State;
- must not hold itself out or engage in any conduct or make any representation which may suggest to any person that the applicant is for any purpose an employee, agent, partner or joint venturer with the State; and
- must not represent to any person that the State supports any infrastructure project or projects to which the activity relates.

8. No Action

To the extent permitted by law, no applicant will have any claim of any kind whatsoever against the State (whether in contract, tort (including negligence), equity, under statute or otherwise) arising from or in connection with:

- a) any costs, expenses, losses or liabilities suffered or incurred by the applicant in preparing and submitting its application (including any amendments, requests for further information by the State, attendance at meetings or involvement in discussions) or otherwise in connection with the MIPP 2;
- b) the State at any time exercising or failing to exercise, in its absolute discretion, any rights it has under or in connection with the MIPP 2; or
- any of the matters or things relevant to its application or the MIPP 2 in respect of which the applicant must satisfy itself under these guidelines.

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Without limiting the foregoing, if the State cancels or varies the MIPP 2 at any time or does not select or shortlist any applicant following its assessment of the applications, or does (or fails to do) any other thing referred to under section 1 of the Terms and Conditions of these guidelines, no applicant will have any claim against the State arising from or in connection with any costs, expenses, losses or liabilities incurred by the applicant in preparing and submitting its application or otherwise in connection with or in relation to (whether directly or indirectly) the MIPP 2.

9. Intellectual Property

Any intellectual property rights that may exist in an application will remain the property of the applicant or the rightful owner of those intellectual property rights. Any element of an application considered to contain any intellectual property rights should be clearly identified by the applicant.

The applicant grants to the State (and will ensure that relevant third parties grant) a non-exclusive, irrevocable licence to use and reproduce the intellectual property for the purpose of administering the MIPP 2 program.

10. Non-exhaustive

These guidelines have been prepared to give potential applicants background information in relation to the MIPP 2 program. These guidelines do not, and do not purport to, comprehensively describe the scope of the MIPP 2 program or contain all of the information that applicants may require in reaching decisions in relation to whether or not to submit an application. Applicants must form their own views as to what information is relevant to such decisions.

Applicants must make their own independent investigations of the information contained or referred to in these guidelines and their own appraisal of the opportunity to participate in the MIPP 2 program. Applicants must obtain their own independent legal, financial, tax and other advice in relation to information in these guidelines or otherwise made available to them during the application process.

11. Acceptance

By submitting an application, each applicant:

- a) warrants to the State that the information contained in its application is accurate and complete as at the date on which it is submitted and not by omission misleading, and may be relied on by the State in determining whether or not to select the applicant for the MIPP 2
- b) undertakes to promptly advise the State if it becomes aware of any change in circumstances which causes the information contained in its application to become inaccurate or incomplete in a material respect
- acknowledges that the State will rely on the above warranty and undertaking when evaluating the application
- d) acknowledges that the State may elect to remove an applicant at any stage as a result of material changes to the information presented in its application
- e) acknowledges that the State may suffer loss or damage if the applicant breaches the above warranty and undertaking
- f) is taken to have accepted these MIPP 2 guidelines including the Terms and Conditions.

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Department of State Development, Manufacturing, Infrastructure and Planning PO Box 15009, City East, Queensland 4002 tel 13 QGOV (13 $74\ 68)$

www.dsdmip.qld.gov.au



11.0 ORGANISATIONAL DEVELOPMENT AND PLANNING REPORTS

11.1 Cost Recovery of Laidley Recreation Reserve Amendments to the

Playing Surface

Date: 22 March 2018

Author: Trent Nibbs, Sports, Recreation & Community Grants Officer

Responsible Officer: Dan McPherson, Executive Manager Organisational Development &

Planning

Summary:

The purpose of this report is to seek to recover the costs associated with the repair works needed to 2.5 hectares of sports playing surface at the Laidley Recreation Reserve. The National Touch Rugby Association (NTRA) held their Queensland trials at the reserve during wet conditions and caused damaged to the fields.

Officer's Recommendation:

THAT Council resolve to provide no discount on the invoice issued to the National Touch Rugby League Association for the remediation of the Laidley Recreation Reserve following the Queensland Touch Football Trials held 24 February 2018.

RESOLUTION

THAT Council resolve to provide no discount on the invoice issued to the National Touch Rugby League Association for the remediation of the Laidley Recreation Reserve, following the Queensland Touch Football Trials held 24 February 2018.

Moved By: Cr Wilson Seconded By: Cr Vela

Resolution Number: 16-20/0845

CARRIED

7/0

Report

1. Introduction

This report refers to a request from Council for the consideration of a 50% discount of the cost incurred by the National Touch Rugby Association (NTRA) for the repair of damaged fields at the Laidley Recreation Reserve following the Queensland Touch Football Trials hosted by NTRA on 24 February 2018.

2. Background

The NTRA have utilised the Laidley Recreation Reserve for their Queensland Touch Football Trials on four separate occasions, with one occasion postponed due to wet weather.



The facility was hired by the Laidley Touch Association for the event and a full fee waiver was applied for the use of the Laidley Sports Complex. An Executive Committee member of the Laidley Touch Association also is an Executive Committee Member of NTRA; and if the facility was hired by NTRA the applicable hire costs would have been \$360.00 with a bond of \$500.00 as there was alcohol sold at the event. Furthermore, the National Touch Rugby Association had 36 teams participate in the event with each team paying a minimum \$350 nomination fee.

In the five days preceding this event, the Laidley Recreation Reserve received 60-65mm of rain and irrigation of approximately 25mm on Friday 23 February.

Council's Sports, Recreation and Community Grants Officer met with one of the Executive Committee Members of NTRA on Friday 23 February to discuss the condition of the fields.

The following options were provided to NTRA:

- postpone the event due to the field conditions (the fields would have been closed for use); or
- proceed with the event and any damaged caused to the fields would need to be rectified and any associated costs would be passed onto NTRA.

Council informed the Committee that a turf specialist would be engaged and a report would be provided with remedial recommendations.

NTRA agreed to Council's conditions to allow the event to proceed and it was stated that there was no alternate weekend that this event could be scheduled. The signed booking request form that was used to make the booking for this event clearly states that –

"Please note that usage of an extremely wet field may result in damage that could take months to repair. In the event that a user is found to have used a wet field when it is closed, the following will apply:

- If the use results in damage to the playing surface, the costs associated with the repair of the surface will be the offending user's responsibility; and
- The offending users future use of Council managed fields will be put in jeopardy"

3. Report

Council engaged the services of Ark Perspective Solution Driven Consultancy Services to investigate and provide a written report on the condition of the sports playing surface at the Laidley Recreation Reserve following the National Touch Rugby Queensland Trials held on 24 February 2018.

The purpose of the report was to ascertain what, if any impact was caused by the sporting event and whether remediation works were required at the Laidley Recreation Reserve following the event.

The report considered:

- Rainfall information (prior to the event);
- Player volume; and
- Photographic evidence of field condition prior to and following the event.



The consultant provided the following recommendation:

"Due to the obvious surface damage it is clear that there will be some sub surface compaction across all surfaces. It would be ideal to rectify this situation with the use of two renovation techniques used extensively in the turf industry."

Deep Tyne Aeration:

To reduce sub surface compaction it is recommended that the fields be aerated with a Deep Tyne Aeration Machine which will aerate to a depth of 150-200mm. This is done to relieve compaction and to improve oxygen and moisture pathways in the soil profile.

Top Dressing

Some areas had significant divotting or disturbance and should ideally be top dressed. Top dressing immediately after aeration is always ideal as the sand used will fill the holes created by the aerator leaving sand cores or pockets that help with surface drainage in the future. Due to the event being held toward the end of summer; day and night temperatures are due to fall which will cause the turf to recover slower. Top dressing after an event like this would require the fields to be out of play for approximately 3-4 weeks which would disadvantage the Soccer and Rugby League clubs and the schools that use the facility.

Nutrition Application

To assist in the recovery of the turf it is recommended to apply a suitable High Nitrogen turf fertiliser at higher than standard rates to aid in rapid recovery.

Of the three recommendations outlined, Council has undertaken two of the improvement works to rectify the damage that has been caused to the playing surface, these being a deep tyne aeration and a nutrition application. These works were considered necessary to ensure the provision of a safe playing surface for users during the winter months.

It was decided to not undertake the top dressing at this time due to the lengthy remediation period and the associated impact it would have on the local sporting groups and schools who are the main users of the facility. The other deciding factor was that the event was held towards the end of summer and the impending change to the day and night temperatures would cause the turf to recover slower.

The invoice issued to NTRA for the above noted remediation works totalled \$4096.00, with no discount applied. Council requested this report for their consideration of a 50% discount of the cost incurred by the NTRA for the repair of damaged fields at the Laidley Recreation Reserve following the Queensland Touch Football Trials hosted by NTRA on 24 February 2018.

4. Policy and Legal Implications

Section 97 of the *Local Government Act 2009* provides for a local government to fix a cost recovery fee and section 98 provides for a Register of Cost Recovery Fees.

Section 262 (3)(c) also empowers a local government to charge for a service or facility, other than a service or facility for which a cost-recovery fee may be fixed.

Council may change its fees and charges at any time by resolution.



5. Financial and Resource Implications

The invoice issued to NTRA represents the recovery of costs incurred by Council for the deep tyne aeration and a nutrition application remediation works; and does not contain any costs incurred by Council associated with the preparation of the turf specialists report.

Should Council apply a 50% discount to the invoice, Council will have to absorb \$2048 plus any costs associated with the report preparation. As such, Council should recover the costs invoiced associated with the remediation works to the sum of \$4096.

6. Delegations/Authorisations

No further delegations are required to manage the issues raised in this report. The Chief Executive Officer will manage the requirements in line with existing delegations.

7. Communication and Engagement

The National Touch Rugby Association will be advised of the outcome of report.

8. Conclusion

Council approve the cost recovery for the remediation works invoiced to NTRA as required to remedy the playing surface at the Laidley Recreation Reserve. .

9. Action/s

1. Recover the costs associated with the remediation works required at the Laidley Recreation Reserve.

Attachments

1 ViewReport3 Pages2 ViewBooking Request4 Pages



Consultancy Services ABN: 52 779 209 400

Introduction

ARK Perspective Consultancy Services have been secured by the Lockyer Valley Regional Council to write a condition report following the National Touch Rugby Queensland Trials held at the Laidley Recreational Reserve.

The purpose of this report is to ascertain what if any impact was caused by the sporting event and whether remediation services carried out at the venue following the event were necessary. This report takes into consideration the following parameters...

- Rainfall Information (prior to event)
- Player Volume
- · Photographic evidence of field condition prior and following the event
- Recommendations

Rainfall information

The fields at the Laidley Recreation reserve are built on a soil structure that is dominated by clay colloids and as such requires irrigation to be applied at specific intervals and volumes to maintain a suitable and safe playing surface. If this volume is exceeded it will detrimentally effect the playability of the surface and will hinder the recovery of the turf grass post use.

The Australian Sports Turf Research Institute identified that C4 grasses (warm season Grasses) require approximately 23mm of rainfall equivalent per week to maintain an ideal turf sward. Records indicate that the fields at the Laidley Recreation reserve received 62mm of irrigation and rainfall in the 5 days leading up to the sporting event held on February 24.

This level of irrigation/rainfall would be expected to create surface water and saturated areas that will be significantly damaged by even a small amount of use. Ideally the event should have been rescheduled to another date to prevent any damage occurring to the venue. As this was not a possibility it is clear that damage should have been expected if the event proceeded.

Player Volume

The Optimal Usage Threshold developed by ARK Perspective identifies the optimal volume of use for a sports field to maintain surface coverage and avoid excessive surface disruption and sub surface compaction. The figures attained from Lockyer Valley Regional Council identified that there were 3 games per hour played on most surfaces for a total of 9 hours. This equates to 39 actual usage hours for a single day. To maintain good turf health and surface coverage it is recommended that no more than 11 actual usage hours are exceeded in any one day during ideal playing conditions.

Due to the excessive rainfall experienced leading up to the event this figure should have been severely reduced to approximately 5 Usage hours to avoid damage to the playing fields. This figure however, equates to only four games per day played on each field. This figure is clearly not practical but serves to highlight the impact that such use can have during less than ideal conditions.

Andrew Kolbee 0408 114 816 andrew@arkperspective.com www.arkperspective.com



Consultancy Services ABN: 52 779 209 400

Photographic Evidence

The Photographs below show the condition of some of the areas before and after play. It is obvious that in some areas there was significant surface damage caused by the running of the event. The greater concern however is not the visible damage, but the sub surface compaction. Sub surface compaction reduces pores spaces in the soil profile, reducing oxygen concentration thereby hindering root elongation. This will restrict the ability of the turf to recover from stress; couple this together with the damage caused to the turf surface and it is doubly problematic. Fields with high clay content suffer more from compaction when they are used at a time when the soil is at or above field capacity.

Image 1



Image 2



Images 1&2 above show the fields in generally good condition, with surface water laying in spots.

Image 3



Image 4



Images 3&4 show damage to some areas as a result of playing on the surface when too wet. Soil has been brought to the surface in image 3 and divots created in image 4. Both of these issues would not have happed if the event was postponed and played on another day. This type of damage is typical of the conditions.

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Consultancy Services ABN: 52 779 209 400

Recommendations

Due to the obvious surface damage it is clear that there will be some sub surface compaction across all surfaces. It would be ideal to rectify this situation with the use of two renovation techniques used extensively in the turf industry.

Deep Tyne Aeration:

To reduce sub surface compaction it is recommended that the fields be aerated with a Deep Tyne Aeration machine which will aerate to a depth of 150-200mm. This is done to relieve compaction and to improve oxygen and moisture pathways in the soil profile.

Top Dressing

Some areas had significant divotting or disturbance and should ideally be top dressed. Top Dressing immediately after aeration is always ideal as the sand used will fill the holes created by the aerator leaving sand cores or pockets that help with surface drainage in the future. Due to the event being held toward the end of Summer; day and night temperatures are due to fall which will cause the turf to recover slower. Top dressing after an event like this would require the fields to be out of play for approximately 3-4 weeks which would disadvantage the Soccer and Rugby League clubs and the schools that use the facility.

Nutrition Application

To assist in the recovery of the turf it is recommended to apply a suitable High Nitrogen turf fertiliser at higher than standard rates to aid in rapid recovery.

These observations are offered without any bias and are backed by 20+ years industry experience in turf maintenance, renovation and construction.

If you have any questions or concerns, please do not hesitate to contact me at the details below

Andrew Kolbee

Dip. Turf Management

Dip. Horticulture

Andrew Kolbee 0408 114 816 andrew@arkperspective.com www.arkperspective.com



Laidley Recreation Reserve Booking Request

Applicant Det	ails						
Title	Surname			Given Name	s		
Company Name							
Postal Address							
Suburb				State		Postcoo	le
Home Phone			Work Phone			Лobile	
Fax			Email Address				
Event Informa	ation						
Event Name							
One off eve	nt:	Date		Start Time		Finish Time	
Areas requi	red <i>(refer t</i>	o map on pa	ıge 3)				
OR							
O Season boo	king:	Season	State Date		Season Fi	nish Date	
Please specify in	dividual ar	eas required	for the season (refer to map on p	age 3)		
Area Required							
9	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time							
Finish Time							
Area Required							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time							
Finish Time							
Area Required							
_	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time						_	
Finish Time							
Area Required							
_	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time					<u> </u>	_	<u> </u>
Finish Time							

Laidley Recreation Reserve Booking Request

Lockyer Valley Regional Council, PO Box 82, Gatton Qld 4343 Phone: 1300 005 872 Email: mailbox@lvrc.qld.gov.au

Form E7415-501

Version 1.0 Page 1 of 3

		Valley
Public Liability Insurance		REGIONAL COUNCIL
Insurance Provider	Expiry Date	
Please attach a copy of the Certificate of Currency for public liability required.	insurance. A minimum cover o	f \$10 million is
Specific Requirements		
Please detail any specific requirements eg. Toilet block access key		

Booking Terms & Conditions

- Users are required to apply to Council for the use of a sporting facility BEFORE the commencement of their usage
- A booking application gives a user permission to use the field/area for the agreed period of time as stated in the application form.
- It does not give the user control of the field/area.
- Users must ensure that no vehicles are driven onto the playing surface or on any areas of the facility that are not designated for parking. The only exception to this is emergency vehicles i.e. ambulance/fire/police
- $If a user requires \ access through \ agate \ it is the \ responsibility \ of \ that \ user \ to \ lock \ the \ gate \ at \ the \ completion \ of \ the \ access \ through \ agate \ it \ is the \ responsibility \ of \ that \ user \ to \ lock \ the \ gate \ at \ the \ completion \ of \ the \ gate \ at \ the \ completion \ of \ the \ gate \ at \ the \ completion \ of \ the \ gate \ at \ the \ completion \ of \ the \ gate \ at \ the \ completion \ of \ the \ gate \ at \ the \ completion \ of \ the \ gate \ at \ the \ completion \ of \ the \ gate \ at \ the \ completion \ of \ the \ gate \ at \ the \ completion \ of \ the \ gate \ at \ the \ completion \ of \ the \ gate \ at \ the \ completion \ of \ the \ gate \ at \ the \ completion \ of \ the \ gate \ at \ the \ gate \ gate \ at \ the \ gate \ at \ the \ gate \ gate \ gate \ at \ the \ gate \ gate$ the activity. In the instance that a gate is left open, the offending user will be liable for any damage to the playing field and/or surrounding area. Furthermore, in the event that Council is called out after hours to close and lock a gate, the costs for the call out will be charged to the offending user.

- Council reserves the right to close any sports ground to protect the playing surface, reduce risk to competitors and the public, to complete capital or maintenance works in poor weather conditions or to allow rehabilitation of the ground after damage.
- Please note that usage of an extremely wet field may result in damage that could take months to repair. In the event that a user is found to have used a field when it was closed, the following will apply:
 - o If the use results in damage to the playing surface, the costs associated with the repair of the surface will be the offending user's responsibility; and
 - o The offending user's future use of Council managed fields will be put in jeopardy.

Declaration

I hereby make application to use the Laidley Recreation Reserve as specified in this application. I have read, understand and agree to the Booking Terms & Conditions outlined above. If there are any amendments to the

booking/s I will notify	Council as soon as possible.		
Signature		Date	

Privacy Statement

These details will only be used for the purpose for which they have been collected and will not be used for any other purpose. We will not disclose the information you provide outside of Council unless we are required by law or you have given your consent. To the fullest extent allowed by Council, its officers and employees will not be liable for any claims in respect of any loss arising out of, or in connection with, the use of any of the supplied information.

Laidley Recreation Reserve Booking Request

Form E7415-501 Version 1.0

Lockyer Valley Regional Council, PO Box 82, Gatton Qld 4343 Phone: 1300 005 872 Email: mailbox@lvrc.qld.gov.au

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Laidley Recreation Reserve Booking Request

Lockyer Valley Regional Council, PO Box 82, Gatton Qld 4343 Phone: 1300 005 872 Email: mailbox@lvrc.qld.gov.au Form E7415-501 Version 1.0 Page 3 of 3



12.0 CORPORATE AND COMMUNITY SERVICES REPORTS

12.1 Budget Review and Updated Long Term Financial Forecast

Date: 20 March 2018

Author: Tony Brett, Manager Finance and Customer Services

Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

This report recommends amendments to Council's 2017/18 Original Budget resulting from changes to key assumptions since the budget was adopted. The changes include adjustments to operating income and expenditure, and capital works.

Attached to the report is the updated Long Term Financial Forecast which incorporates the recommended budget changes for Council's adoption.

Officer's Recommendation:

THAT Council resolve to adopt the amended 2017/18 Budget and Long Term Financial Forecast as set out in Attachment 1.

RESOLUTION

THAT Council resolve to adopt the amended 2017/18 Budget and Long Term Financial Forecast as set out in Attachment 1 to these Minutes.

Moved By: Cr Wilson Seconded By: Cr McLean

Resolution Number: 16-20/0846

CARRIED

7/0

Report

1. Introduction

In adopting its budget, a number of assumptions are used by Council which need to be updated periodically based on changes in actual results. Where Council amends its budget, its Long Term Financial Forecast must also be updated.

2. Background

In order to maintain sound financial management practices, a periodic review of financial performance is required. Council's Management Team has carried out a review of operating actual results for income and expenditure and progress of the capital works program for the year to the end of February. As a result of this review, it is recommended that Council amend



its 2017/18 budget and associated long term financial forecast to better reflect the current forecasted position at 30 June 2018.

3. Report

At the end of the February, a review of the financial performance against the budget was conducted. The review has focussed on balancing out over and under expenditure within Council's various business units as well as the timing of contractor and consultant expenses. The review also looked at the capital works program including the timing of grant payments received.

Table 1 shows the operational income and expense items which require amending at this point in time.

TABLE 1 - OPERATING BUDGET AMENDMENTS

Item	Income/	Description	Amount	Comment
	Expenditure		Increase/	
	1		(Decrease)	
1	Income	Fees &	\$710k	Increases in:
		Charges		\$550k Developer Applications \$40k Plumbing Applications
				\$40k Plumbing Applications\$20k Tip Fees
				•
				\$100k additional Dog Registrations
2	Income	Interest	\$40k	Increase in expected interest
	Income	Revenue	ΨΨΟΚ	revenue due to higher cash
		Ttovonuo		balances.
3	Income	Operational	\$17k	Net increase in revenue for:
		Grants	·	\$55k additional funding for
				Trainees
				• (\$32k) reduction in Cyclone
				Debbie funding due to reduced
				expenditure.
				(\$6k) reduction in RADF Grant.
4	Income	Other	\$172k	Additional revenue for:
		Revenue		\$40k Cemetery Income
				\$40k legal Fee Recoveries
				\$13k Legends Dinner
				\$40k QUU Investment Revenue
				• \$10k Change of Ownership
				Income
	1	Data	0741	\$30k Scrap Metal Sales
5	Income	Rates &	\$71k	Additional Separate Rates due to
6	Income	Charges Contributions	¢22k	growth in assessments.
0	Income	Continuutions	\$32k	Increase in contributions for:
				\$6k Queen's Baton Relay \$26k COMSEQ for Healthy
				\$26k COMSEQ for Healthy Waterways.
	Total Income		\$1,042k	Net Increase in Revenues.
	1 Star moonic		Ψ1,0-τ2Κ	THE MELOUSE III NOVEMBEE.
7	Expenditure	Employee	\$866k	Net increase to employee costs



		Costs		from capital and contractor expenses, plus other additional payments such as enterprise bargaining increases and recruitment costs.
8	Expenditure	Materials & Services	(\$63k)	Net adjustment to various costs including increases in election expenses, legal expenses, and engineering projects offset by reductions in contractor costs, materials, advertising, and utilities.
9	Expenditure	Depreciation	\$75k	Adjustment to depreciation on waste assets.
	Total Expenditure	е	\$878k	Net increase in Expenditure.
	Net Total		\$164k	Overall net increase in Revenue.

The changes to the operational budget will increase the projected surplus by \$0.16M. Most of the large increases are one-off changes, and the impact on the long term financial forecast is minimal. Council's budgeted surplus is now \$1.60M.

The Management Team are monitoring their budgets to risk manage variances within their respective branch budgets with monthly reporting to the Executive Leadership Team on variances also occurring.

Table 2 shows the changes to capital income and expense items which also require amendment in this budget review.

TABLE 2 - CAPITAL BUDGET AMENDMENTS

Item	Income/ Expenditure	Description	Amount Increase/ (Decrease)	Comment
1	Income	Capital Grants	\$1.59M	 Additional Grants Received: \$1.64M - Blackspot funding from the prior year. \$0.04M - Balance of the Laidley Rec Reserve Lighting. \$0.09M - Energy reduction funding for the Sports Centre. \$0.12M - Laidley Flood Mitigation Funding \$0.02M - Flood information system funding Reduction in Grant Funding: \$0.32M - Final payment for NDRRA to occur in 2018/19.
	Total Income		\$1.59M	Net increase in Revenues.
2	Expenditure	ICT	(\$0.42M)	Major upgrades of Technology 1 will occur in the next financial year.
3	Expenditure	Information Management	(\$0.19M)	Records Digitisation and Relocation Project not requiring external resources.



Item	Income/	Description	Amount	Comment
	Expenditure		Increase/	
			(Decrease)	
4	Expenditure	Parks & Open	\$0.12M	Increased costs for Lockrose Dip
		Spaces		Rehabilitation Project
5	Expenditure	Pest	\$0.05M	Spray Unit Collection Shed
		Management		
6	Expenditure	Regional	\$0.02M	Additional costs Lockyer Legends.
		Development		
7	Expenditure	Queensland	\$0.03M	Portable fans for the Museum.
		Transport		
		Museum		
8	Expenditure	Transfer	(\$0.39M)	Landfill capping deferred to 2022.
		Stations		
	Total Expendit	ure	(\$0.78M)	Net decrease in Expenditure.

There have also been some internal transfers between projects to reflect updated costings and scopes; these have not impacted upon the 2017/18 budget.

The total capital works budget for 2017/18 is now \$20.17M; however, a further review of projects that are not likely to be completed in the 2017/18 year will be undertaken in May.

4. Policy and Legal Implications

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

5. Financial and Resource Implications

In addition to the changes to the current budget outlined above, the assumptions about future parameters have been updated to reflect those that have been used in the development of the 2018/19 budget. These changes include updates to assumptions around the Consumer Price Index (CPI), Council Cost Index (CCI), interest rates, and other cost drivers. The updated Relevant Measures of Financial Sustainability which reflect all of the amendments incorporated into this review are reflected in the following table.

Lockyer Valley Regional Council	017/2018 Budget and Long Term Financial Forecast 2018 to 2027 Measures of Financial Sustainability Target 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027 Average Jurplus Ratio Between 0% and 10% 2.7% 2.6% 4.3% 4.6% 6.2% 6.8% 6.3% 7.2% 7.2% 5.3% In Surplus / Total Operating Revenue) (%) 4.6% 63.0% 57.3% 51.4% 46.4% 38.8% 36.1% 29.7% 20.8% 11.8% 42.0%											
Updated 2017/2018 Budget and Long T	stainability Target 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027 Average Between 0% and 10% 2.7% 2.6% 4.3% 4.6% 4.6% 6.2% 6.8% 6.3% 7.2% 7.2% 5.3% Revenue) (%) <= 60% 64.6% 63.0% 57.3% 51.4% 46.4% 38.8% 36.1% 29.7% 20.8% 11.8% 42.0%											
Relevant Measures of Financial Sustain	ability											
	Target	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Average
Operating Surplus Ratio		2.7%	2.6%	4.3%	4.6%	4.6%	6.2%	6.8%	6.3%	7.2%	7.2%	5.3%
(Net Operating Surplus / Total Operating Revenue) (%)												
0. 00 00 00 00 00 00 00 00 00 00 00 00 0												
((Total Liabilities - Current Assets) / Total Ope	rating Revenue)											
Asset Sustainability Ratio	>90%	111.5%	90.4%	90.8%	86.2%	93.9%	88.4%	92.1%	84.2%	79.6%	80.4%	89.8%
(Capital Expenditure on the Replacement of A	ssets (renewals)	/ Deprecia	tion Expe	nse)								

The key changes to the long term forecast are:

Operating Service Ratio – Long term average decreased from 6.4% to 5.3%. Operating surpluses are maintained for the life of the plan. The reduction is mainly as a result of changes to the future parameters for CCI and CPI and employee costs.



<u>Net Financial Asset/Liability Ratio</u> – Long term average decreased from 43.3% to 42.0% and the ratio temporarily exceeds the recommended level for the 2018, and 2019 financial years. This ratio is highly dependent on calculations relating to the rehabilitation provisions, and Council's cash balances.

Asset Sustainability Ratio – Long term average decreased from 90.7% to 89.8% mainly due to the adjustments in depreciation due to the changes in the 2018 capital program The level of renewal works is dependent upon Council's Service Management Plans which may suggest a lower level than the recommended ratio. The future works are also subject to change depending on the capital works approved and completed each year and the further refinement of Council's asset management plans.

In addition to the legislated measures of financial sustainability, Council has also been monitoring its Cash Expense Coverage Ratio. This ratio is an indication of how many months of operations are supported by the cash balance, with a recommended target of greater than three months. The updated ratio shows that Council is maintaining adequate cash to undertake its operations:

	Target	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Average
Cash Expense Cover Ratio	>3	6.2	6.1	5.7	5.6	5.3	5.5	5.1	5.2	5.9	6.6	5.7
Number of months of operati	ons suppor	ted by cash	n balance									

6. Delegations/Authorisations

No further delegations are required to manage the issues raised in this report. The Executive Manager Corporate and Community Service will manage the requirements in line with existing delegations.

7. Communication and Engagement

The matters arising from this report that require further communication will be addressed through existing communication channels.

8. Conclusion

The second budget review for 2017/18 has identified the changes that need to be made to the budget and long term forecast. These changes include adjustments to operational income and expenditure, capital revenue, capital works and future assumptions.

9. Action/s

- 1. Update the Long Term Financial Forecast and publish it on Council's website.
- 2. Update the budgets in the One Council financial system.

Attachments

1 View Amended 2017/18 Budget and Long Term Financial Forecast 5 Pages

Operating Result
Adj for Capital Income

1.60M

1.53M

2.62M

2.91M

3.02M

4.20M

4.69M

4.47M

5.27M

5.48M

Lockyer Valley Regional Council
Updated 2017/2018 Budget and Long Term Financial Forecast 2018 to 2027 Statement of Income and Expenditure

Statement of Income and Expenditure										
	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
	w	G	₩	w	44	w	w	₩	49	cs
Revenue	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Recurrent revenue:										
Rates & Utility Charges	40.06M	41.78M	43.54M	45.19M	46.87M	48.60M	49.48M	51.32M	53.22M	55.20M
Less Discounts	(1.61M)	(1.68M)	(1.75M)	(1.81M)	(1.88M)	(1.95M)	(2.02M)	(2.09M)	(2.17M)	(2.25M)
Net rates and utility charges	38.45M	40.10M	41.79M	43.38M	44.99M	46.66M	47.46M	49.23M	51.06M	52.96M
Fees and charges	5.29M	4.87M	5.01M	5.16M	5.32M	5.48M	5.64M	5.81M	5.98M	6.16M
Sales - contract and recoverable works	2.63M	1.84M	1.89M	1.94M	2.00M	2.05M	2.11M	2.17M	2.23M	2.29M
General purpose grants	7.12M	6.06M	6.66M	6.82M	6.99M	7.17M	7.35M	7.53M	7.72M	7.91M
Interest received	1.68M	1.67M	1.68M	1.71M	1.74M	1.82M	1.85M	1.91M	2.01M	2.15M
Other recurrent income	3.80M	3.92M	3.99M	4.06M	4.13M	4.19M	4.26M	4.33M	4.40M	4.47M
Total recurrent revenue	58.97M	58.46M	61.02M	63.08M	65.16M	67.37M	68.67M	70.97M	73.40M	75.94M
Capital revenue:		1 694								
Gain on sale of property, plant and equipment	0.12M	(0.29M)	0.06M	0.07M	0.27M	0.46M	0.28M	0.26M	0.20M	0.17M
Total capital revenue	5.03M	1.33M	1.19M	1.01M	1.21M	1.39M	0.71M	0.86M	0.80M	0.77M
Total income	64.00M	59.79M	62.22M	64.09M	66.37M	68.76M	69.38M	71.83M	74.20M	76.71M
Expenses										
Recurrent expenses:										
Employee benefits	24.73M	24.53M	25.36M	26.29M	26.95M	28.01M	29.26M	30.73M	31.65M	33.21M
Materials and services	18.37M	17.13M	17.59M	18.07M	18.56M	19.07M	19.59M	20.12M	20.66M	21.23M
Depreciation and amortisation	12.62M	13.81M	14.11M	14.58M	15.54M	15.13M	14.30M	14.92M	15.19M	15.52M
Finance costs	1.65M	1.46M	1.35M	1.22M	1.09M	0.96M	0.83M	0.73M	0.62M	0.51M
Total expenses	57.37M	56.93M	58.41M	60.17M	62.14M	63.17M	63.98M	66.50M	68.13M	70.46M
	COM		301	3 9 9 9		F F F F F F F F F F F F F F F F F F F		502	6 071	
Result from ordinary activities	6.63M	Z.86IVI	3.81M	3.8ZM	4.23M	Mgg.g	5.40M	b.JJM	6.07M	6.25M
Operating Result										
Life Denikel Income										

Updated 2017/2018 Budget and Long Term Financial Forecast 2018 to 2027	ong Term Fina	ncial Forecas	t 2018 to 202	7						
Statement of Financial Position										
	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
	59	s	s	s	55	59	5 5	5 9	ss	s
	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Current assets										
Cash assets and cash equivalents	22.37M	21.16M	20.59M	20.62M	20.20M	21.53M	20.68M	22.30M	25.89M	29.82M
Other inventory	3.40M	3.40M	3.40M	3.40M	3.40M	3.40M	3.40M	3.40M	3.40M	3.40M
Receivables	3.04M	3.01M	3.14M	3.26M	3.37M	3.49M	3.55M	3.68M	3.81M	3.94M
Prepayments	0.50M	0.50M	0.50M	0.50M	0.50M	0.50M	0.50M	0.50M	0.50M	0.50M
Total current assets	29.31M	28.08M	27.63M	27.78M	27.47M	28.92M	28.13M	29.88M	33.60M	37.66M
Noll-current assets	1 0 0 1	1 051	1 051	1 051	1 0 0 0	1 051	1 051	1 051	1 051	1 0 0 1
Loint Monthurge & Associatos	M82 05	31 84M	32 GZM	34 05M	35 17M	36 29M	37 A1M	38 E3M	39 65M	40.76M
Property, plant and equipment	611.33M	612.85M	613.75M	653.25M	655.76M	M68 559	697.53M	697.96M	697.34M	#VALUEI
Intangible assets	5.52M	4.52M	4.50M	3.52M	2.40M	2.14M	3.80M	3.86M	3.61M	3.14M
Capital works in progress	7.81M	7.81M	7.81M	7.81M	7.81M	7.81M	7.81M	7.81M	7.81M	
Other non-current assets	14.74M	14.74M	14.74M	14.74M	14.74M	14.74M	14.74M	14.74M	14.74M	14.74M
Total non-current assets	672.02M	673.61M	675.58M	715.22M	717.23M	718.72M	763.13M	764.75M	764.99M	#VALUE!
Total assets	701.33M	701.69M	703.21M	743.00M	744.70M	747.63M	791.26M	794.62M	798.58M	#VALUE!
Current liabilities										
Trade and other payables	4.00M	3.76M	3.86M	3.99M	4.09M	4.22M	4.34M	4.50M	4.62M	4.77M
Borrowings	1.77M	1.89M	2.01M	2.14M	2.28M	1.71M	1.63M	1.73M	1.85M	1.96M
Employee payables/provisions	4.54M	4.72M	4.90M	5.08M	5.26M	5.44M	5.62M	5.80M	5.99M	6.17M
Other provisions	0.14M	0.14M	0.14M	0.14M	0.14M	0.14M	0.14M	0.14M	0.14M	0.14M
Total current liabilities	10.45M	10.51M	10.92M	11.35M	11.78M	11.51M	11.73M	12.18M	12.60M	13.04M
Non-current liabilities										
Borrowings	28.32M	25.73M	23.02M	20.17M	17.19M	14.78M	12.46M	10.02M	7.48M	4.82M
Employee payables/provisions	0.47M	0.49M	0.51M	0.53M	0.54M	0.56M	0.58M	0.60M	0.62M	0.64M
Other provisions	28.16M	28.16M	28.16M	28.16M	28.16M	28.16M	28.16M	28.16M	28.16M	28.16M
Total non-current liabilities	56.95M	54.38M	51.69M	48.86M	45.90M	43.51M	41.20M	38.79M	36.26M	33.62M
Total liabilities	67.39M	64.89M	62.60M	60.22M	57.68M	55.02M	52.94M	50.97M	48.86M	46.66M
	622 644	636 363	640.644	692 704	MC0 703	600 644	720 224	743 664	740 724	TAN ALL
Met collinativy assets	033.3411	00000	0-10.0	002.150	001.0ZM	00Z.01M	130.331	1400.041	14011011	משארטר:
Community equity										
Asset revaluation reserve	254.96M	254.96M	254.96M	293.23M	293.23M	293.23M	333.54M	333.54M	333.54M	3/6.00M
Retained surplus (deficiency)	378.98M	381.83M	385.64M	389.56M	393./9M	399.38M	404./8M	410.11M	416.18M	422.43M
Total community equity	633.94M	636.80M	640.61M	682.79M	687.02M	692.61M	738.33M	743.66M	749.73M	798.43M

Lockyer Valley Regional Council Updated 2017/2018 Budget and Long Term Financial Forecast 2018 to 2027

Statement of Cash Flows

Cash flows from operating activities:
Receipts from customers
Payment to suppliers and employees
Interest received

Net cash inflow (outflow) from operating activities

Cash flows from investing activities:

Payments for property, plant and equipment Subsidies, donations and contributions for new capital expenditure Proceeds from sale of property, plant and equipment Net transfer (to) from cash investments

Net increase (decrease) in cash held

Net cash inflow (outflow) from financing activities

Proceeds from borrowings Repayment of borrowings

Cash flows from financing activities

Net cash inflow (outflow) from investing activities

Cash at beginning of reporting period

Cash Balance

21.16M

20.59M

20.62M

20.20M

21.53M

20.68M

22.30M

25.89M

29.82M

(45.39M) (19.87M) (2.36M) (2.36M) (1.47M) 11.74M 27.24M (4.87M) 4.61M 0.24M 0.77M 56.91M 1.68M Forecast (41.79M) 1.67M (14.25M) (2.47M) (2.47M) (1.36M) 13.48M (1.21M) 54.97M 22.37M 0.12M 0.79M 1.12M Forecast (42.76M) 1.68M (2.59M) (14.86M) (13.01M) (1.24M) **15.02M** (0.58M)0.44M 0.78M 0.63M 57.35M 21.16M Forecast (44.15M) 1.71M (2.71M) (**2.71M**) (14.55M) 0.44M 0.28M 0.76M 59.37M 20.59M 0.04M Forecast (45.31M) 1.74M (16.27M) 2022 (2.84M) (2.84M) (0.43M)(0.98M) 61.43M 0.62M 0.76M 0.44M 20.62M Forecast (46.87M) 1.82M (2.98M) (2.98M) (15.14M) 63.55M 0.60M 0.76M 0.44M 20.20M 1.33M Forecast (48.64M) (17.42M) (2.41M) (2.41M) (0.85M)(0.72M) 17.37M 0.44M 0.42M 0.76M 64.88M 21.53M 1.85M Forecast (50.61M) 1.91M (2.33M) (2.33M) (15.56M)0.60M 0.40M 0.76M 67.05M 20.68M 1.61M Forecast (52.11M) 2.01M (14.46M) (2.43M) (2.43M) (0.50M) 69.38M 22.30M 0.60M 0.34M 0.76M 3.59M Forecast 2027 \$ (2.55M) (14.52M) (0.39M) **19.34M** (54.21M) 0.60M 0.31M 0.76M 71.78N 25.89M 2.15M 3.94M

Statement of Changes in Equity Updated 2017/2018 Budget and Long Term Financial Forecast 2018 to 2027 Lockyer Valley Regional Council

Closing balance	Increase in asset revaluation surplus	Net result	Opening balance	Total	Closing balance	Net result	Opening balance	Retained surplus	Closing balance	Increase in asset revaluation surplus	Opening balance	Asset revaluation surplus			
633.94M	36.13M	6.63M	591.17M		378.98M	6.63M	372.34M		254.96M	36.13M	218.83M		Budget	49	2018
633.94M 636.80M 640.61M 682.79M 687.02M 692.61M 738.33M		2.86M	633.94M		378.98M 381.83M 385.64M 389.56M 393.79M 399.38M	2.86M	378.98M		254.96M	-	254.96M		Forecast	€9	2019
640.61M		3.81M	636.80M		385.64M	3.81M	381.83M		254.96M		254.96M 254.96M 254.96M 293.23M 293.23M 293.23M		Forecast Forecast Forecast Forecast Forecast	49	2020
682.79M	38.26M	3.92M	640.61M		389.56M	3.92M	385.64M 389.56M		254.96M 293.23M 293.23M 333.54M	38.26M	254.96M		Forecast	49	2021
687.02M		4.23M	682.79M		393.79M	4.23M	389.56M		293.23M		293.23M		Forecast	49	2022
692.61M		5.59M	687.02M		399.38M	5.59M	393.79M 399.38M		293.23M		293.23M		Forecast	49	2023
738.33M	40.32M	5.40M	692.61M		404.78M	5.40M	399.38M		333.54M	40.32M	293.23M		Forecast	€9	2024
743.66M	-	5.33M	738.33M		410.11M	5.33M	404.78M		333.54M	1	333.54M		Forecast	49	2025
743.66M 749.73M 798.43M		5.33M 6.07M	738.33M 743.66M 749.73M		410.11M 416.18M 422.43N	6.07M	404.78M 410.11M 416.18V		333.54M 333.54M 376.00N	-	333.54M 333.54M 333.54N		Forecast Forecast Forecast	49	2026
798.43M	42.45M	6.25M	749.73M		422.43M	6.25M	416.18M		376.00M	42.45M	333.54M		Forecast	49	2027

Lockyer Valley Regional Council
Updated 2017/2018 Budget and Long Term Financial Forecast 2018 to

	Updated 2017/2018 Budget and Long Term Financial Forecast 2018 to 2027	Financial Forec	ast 2018	to 2027									
	Relevant Measures of Financial Sustainability	ity											
_		Target	2018	2019	2020 2021 2022	2021	2022	2023	2024	2025	2026	2027	Average
		Between 0%	2 7%	2 7% 2 6% 4 3%	4 3%	4.6%		4 6% 6 2%	6 8 %	6 3%	6.3% 7.2% 7.2%	7 2%	5.3%
_	1 Operating Surplus Ratio	and 10%	2.1 /0	2.0.0	#.o /o	4.0.0		0.4.0	0.0	0.0 /0	0, 7. 1	1.4.70	0.076
	(Net Operating Surplus / Total Operating Revenue) (%)	ue) (%)											
2	2 Net Financial Asset / Liability Ratio	<= 60%	64.6%	64.6% 63.0% 57.3% 51.4% 46.4% 38.8% 36.1%	57.3%	51.4%	46.4%	38.8%	36.1%		20.8%	29.7% 20.8% 11.8%	42.0%
	((Total Liabilities - Current Assets) / Total Operating Revenue)	ting Revenue)											
ω	3 Asset Sustainability Ratio	>90%	111.5% 90.4% 90.8% 86.2% 93.9% 88.4% 92.1%	90.4%	90.8%	86.2%	93.9%	88.4%	92.1%	84.2%	84.2% 79.6% 80.4%	80.4%	89.8%
_	(Capital Expenditure on the Replacement of Assets (renewals) / Depreciation Expense)	ets (renewals) / D	epreciatio	n Expense	9								



12.2 Regional Arts Development Fund Applications

Date: 19 March 2018

Author: Sue Banff, Branch Coordinator, Gatton Library

Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

At a meeting of the Regional Arts Development Fund (RADF) Committee on Thursday, 8 March 2018, nine funding applications were presented for consideration. Eight applications were deemed suitable under the requirements for RADF funding and were approved by the Committee for recommendation to Council.

Officer's Recommendation:

THAT Council resolve to approve the recommendation made by the RADF Committee at its meeting held on Thursday, 8 March 2018 to support eight RADF applications and reject 1 application received under the current funding offer and:

1. Council prepare and issue a media release in consultation with Arts Queensland once all applicants have been notified.

RESOLUTION

THAT Council resolve to approve the recommendation made by the RADF Committee at its meeting held on Thursday, 8 March 2018 to support eight RADF applications and reject one, as attached to these Minutes.

Further:

THAT Council prepare and issue a media release in consultation with Arts Queensland onceQueensland once all applicants have been notified.

Moved By: Cr McLean Seconded By: Cr Hagan

Resolution Number: 16-20/0847

CARRIED

7/0

Report

1. Introduction

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Queensland local councils in regional arts and cultural development which support and promote the professional development and employment of artists and arts workers in regional Queensland.



2. Background

The RADF Committee has reviewed nine applications received for RADF grant funding under the current funding offer for the 2017-2018 financial year. Eight applicants were deemed suitable to receive RADF funding.

3. Report

The RADF Committee recommended that the following applications be approved.

a) Art workshop for Children

That the application for funds to assist delivery visual art workshops for children and adults at the Lockyer Valley Art Gallery be approved to the value of \$2,700 being 46.7% of the total costs of the project.

b) Hatton Vale Happy Crafters

That the application by Hatton Vale Happy Crafters for funds to assist with quilt making for the Lady Cilento Hospital for Children be approved to the value of \$1,680 being 36.6% of the total costs of the project.

c) Lockyer Valley Art Society

That the application by the Lockyer Valley Art Society for funds to assist the holding of an acrylic painting workshop run by professional artist Meredith Howse be approved to the value of \$600 being 54.5% of the total costs of the project.

d) Lockyer Valley Regional Council (Lockyer Valley Art Gallery)

That the application by the Lockyer Valley Art Gallery for funds to employ an arts assessor to complete an assessment of Council's art work collection be approved to the value of \$2,172.70 being 64.6% of the total costs of the project.

e) Lockyer Information and Neighbourhood Centre Inc. (LINC)

That the application by the Lockyer Information and Neighbourhood Centre Inc.(LINC) for funds to employ a local musician to deliver a 6 day music workshop to disengaged youth be approved to the value of \$3,257 being 56.9% of the total costs of the project.

f) Museums & Galleries Queensland

That the application by the Museums & Galleries Queensland for funds to hire industry professionals to perform a standards review on Jessie's Cottage and the Lockyer Valley Art Gallery be approved to the value of \$4,560 being 15.1% of the total costs of the Project.



g) Family History Workshops

That the application for funds to conduct family history workshops/talks and invite guest speakers to speak on topics related to local and family history be approved to the value of \$5,550 being 65.1% of the total costs of the project.

h) Sketches of Local Buildings

That the application by Anna Hahn for funds to produce a book of sketches of local buildings in collaboration with a local artist be approved to the value of \$3,450 being 55.6% of the total costs of the project.

The RADF Committee recommended that the following application not be approved for the following reasons.

i) That the application to design and fabricate three water features for Lake Apex be rejected. Though sculptures in principle are a sound idea, the current state of Lake Apex water quality raises concerns in relation to the suitability of water features in this locality.

Council is awaiting a full water quality report on Lake Apex from an environmental consultant. The consultant has indicated to the Planning and Environment unit that aeration of the lake would stir up sediment resulting in a further decline in water quality on the basis that the lakes are shallow.

4. Policy and Legal Implications

Under Lockyer Valley Regional Council's Arts and Cultural Policy, Council recognises the importance of the development of arts and culture within the community and the role it plays in supporting individual and group initiatives while providing infrastructure support and leadership to allow people to enjoy opportunities for artistic expression and to explore their culture and heritage while promoting the diversity of the community.

5. Financial and Resource Implications

In Council's 2017/18 Budget, a provision of \$39,000 was made available for RADF funding. The eight recommended applications total \$23,969.70, leaving a balance of \$15,030.30 for further funding rounds in the Arts Queensland financial year, which runs from September to August.

6. Delegations/Authorisations

Responsibility for processing the RADF paperwork lies with the Gatton Branch Library Coordinator. No further delegations are required to manage the issues raised in this report. The Executive Manager Corporate and Community Services will manage any further requirements in line with existing delegations.

7. Communication and Engagement

Once the recommendation has been approved by Council, the applicants will be notified by mail and a media release will be organised through Council's Communications Branch subsequent to approval by the Queensland Government.



8. Conclusion

The recommendation of this report facilitates the development of arts and culture within the community in line with Council's Arts Policies and Plans.

9. Action/s

- 1. The successful applicants will be notified by mail as a priority.
- 2. The unsuccessful applicant be advised of the reasons the application cannot be approved in its current form, but suggesting that the application be reviewed and resubmitted at a later round.
- 3. A media release will be organised through Council's Communications Branch subsequent to its approval by the Queensland Government.



12.3 RADF Funding Bid - March 2018

Date: 20 March 2018

Author: Sue Banff, Branch Coordinator, Gatton Library

Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

Bid applications for the 2018/19 round of the Regional Arts Development Fund (RADF) are currently open and an application is being compiled for Lockyer Valley Regional Council to receive funding to assist and support local arts and culture projects. To receive this funding through Arts Queensland, the Lockyer Valley Regional Council must commit up to 40% of the funding amount applied for with Arts Queensland funding up to a further 60%.

Officer's Recommendation:

THAT Council allocate \$20,000 in its 2018/19 Budget for the Regional Arts Development Fund to support the funding application to Arts Queensland.

RESOLUTION

THAT Council allocate \$20,000 in its 2018/19 Budget for the Regional Arts Development Fund to support the funding application to Arts Queensland.

Moved By: Cr Holstein Seconded By: Cr Cook
Resolution Number: 16-20/0848

CARRIED

7/0

Report

1. Introduction

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Queensland local councils in regional arts and cultural development which support and promote the professional development and employment of artists and arts workers in regional Queensland. Bid applications for funding close in early April 2018.

2. Background

In accordance with the population parameters of the Lockyer Valley, Arts Queensland requires Lockyer Valley Regional Council to provide 40% of the funding amount with application to Arts Queensland to fund 60%, up to a maximum of \$40,000.

3. Report

The RADF program is very well received in the community and has assisted many individuals, groups and organisations to fund projects and proposals to provide opportunities for arts and



cultural involvement and outcomes for the community. There has been a great response to the current funding year and many arts and cultural projects are benefiting from the assistance of funding. This funding is vital for the development of arts and cultural opportunities in the local community.

Lockyer Valley Regional Council's financial contribution to the RADF funding round for 2018/19 will contribute to meeting the standards and guidelines of Council's Arts and Cultural Policy. We will also get value for money through further goodwill from our community as it gives them access to arts and cultural interests which in turn benefits the whole community through workshops, artistic ventures and cultural and heritage knowledge.

In the 2017/18 funding round, Lockyer Valley Regional Council contributed \$18,000 and Arts Queensland funded \$21,000 to create a pool of \$39,000 to be distributed in the arts community. It is now recommended that an amount of \$20,000 be allocated for the 2018/19 bidding round.

4. Policy and Legal Implications

Under Lockyer Valley Regional Council's Arts and Cultural Policy, Council recognises the importance of the development of arts and culture within the community and the role it plays in supporting individual and group initiatives while providing infrastructure support and leadership. This in turn allows our residents to enjoy opportunities for artistic expression and to explore their culture and heritage while promoting the diversity of the local community.

5. Financial and Resource Implications

In accordance with RADF funding, Council is required to contribute up to 40% of funding with Arts Queensland providing the remaining 60%. It is recommended that an amount of \$20,000 be allocated in the 2018/19 Budget to increase the available funding pool.

6. Delegations/Authorisations

Responsibility for the processing the RADF paperwork lies with the Gatton Branch Library Coordinator.

No further delegations are required to manage the issues raised in this report. The Executive Manager Corporate and Community Services will manage any further requirements in line with existing delegations.

7. Communication and Engagement

The community benefits from RADF funding through artistic expression and media will be organised through Council's Marketing, Communication and Engagement Branch.

8. Conclusion

It is recommended that \$20,000 be allocated in the 2018/19 Budget to provide for RADF funding to assist and support local arts and culture projects.

The recommendation of this report facilitates the development of arts and culture within the community in line with Council's Arts Policies and Plans.



9. Action/s

- The RADF coordinator will be notified of Council's resolution.
- The bid report for funding will be completed and submitted to Arts Queensland for approval.



12.4 Deterrence of and Response to Dog Attacks

Date: 21 March 2018

Author: Peter Driemel, Manager Health, Waste and Regulatory Services **Responsible Officer:** David Lewis, Executive Manager Corporate & Community Services

Summary:

Council manages an Animal Control program to enforce state and local government legislation to address a range of community concerns relative to the keeping of dogs including dog attacks. Under the provisions of the Animal Management (Cats and Dogs) Act 2008, local governments are obligated to ensure all incidents are properly investigated, including where appropriate referring serious dog attacks to Court for determination.

Officer's Recommendation:

THAT Council resolve from 1 July 2018 to prosecute the owner/s or person/s responsible for dogs identified as being the offending dog/s in a serious attack on people or animals in an effort to signal to the community Council's resolve to improve community safety.

RESOLUTION

THAT Council resolve to prosecute, from 1 July 2018, the owner/s or person/s responsible for dogs identified as being the offending dog/s in a serious attack on people or animals in an effort to signal to the community Council's resolve to improve community safety.

Moved By: Cr McLean Seconded By: Cr Holstein

Resolution Number: 16-20/0849

CARRIED

7/0

Report

1. Introduction

Council is an elected body that is responsible for the good rule and local government of a part of Queensland. Thus Council is charged with the enforcement of both State Laws and Local Laws as promulgated under the provisions of the Local Government Act 2009.

The purpose of the report is to seek a resolution from Council to support the prosecution of owner/s or person/s of dogs responsible for serious attacks on people or animals.



2. Background

Council receives more than 150 dog attack related requests each year that involve attacks on people of all ages and include a variety of animals. The attacks range from those causing fear and/or nil injuries to severe attacks on people and animals.

The following sample of national headlines identifies that dog attacks are a serious issue in communities.

- Baby girl mauled to death by family dog Inverell NSW 4 March 2018
- Child mauled by a dog Mayfield NSW 6 March 2018
- Brutal: Family pet killed, others mauled in horror attack Warwick QLD 14 Nov 2017
- Woman dead in horrific dog attack
 Watson ACT 25 Oct 2017
- 12 year old savaged in dog attack on main street of QLD town

 Chillagoe QLD 29 Sept 2017.

3. Report

Since 2014, statistics in the Lockyer Valley area indicate that the number of dog attacks is increasing on a year on year basis.

In Queensland, the Animal Management (Cats and Dogs) Act 2008 (The Act) provides for the investigation of dog attacks and the declaration of dogs as Regulated Dogs (Dangerous or Menacing).

The Act defines "serious attack" as meaning to attack in a way causing bodily harm, grievous bodily harm or death. Where a dog attack results in the death of a person, the Queensland Police will undertake the investigation.

The Act provides maximum penalties for dog attacks which are –

- a) If the attack causes the death of or grievous bodily harm to a person 300 penalty units
- b) If the attack causes the death of or grievous bodily harm to an animal 100 penalty units
- c) If the attack causes bodily harm to a person or to an animal 50 penalty units
- d) Otherwise (i.e. causes fear) 20 penalty units

The maximum penalties for (a), (b) and (c) above require a prosecution to be undertaken against the dog owner with these matters considered by Court.

Officers are now seeking Council support to prosecute the owner/s or person/s responsible for dogs identified as being the offending dog/s in a serious attack on people or animals. It is considered that such an undertaking will strengthen Council's resolve to improve community safety by ensuring that a strong message is sent to dog owners in that they need to be responsible for their animal/s.

Where a serious attack has been caused by a dog/s, a report will be prepared for Council's consideration and endorsement before any prosecution is undertaken.



It is proposed the change in process will commence on 1 July 2018 to allow sufficient time to for a notification strategy to be undertaken within the community.

4. Policy and Legal Implications

The Animal Management (Cats and Dogs) Act 2008 provides for a range of penalties where a breach of the Act has occurred and in some cases where serious attacks have occurred, the pursuance of the matter through a prosecution needs to be undertaken against the dog owner and considered by a Court.

5. Financial and Resource Implications

Budget and resources implications will continue to be addressed through existing budget allocations.

6. Delegations/Authorisations

The Chief Executive Officer and the Executive Manager Corporate and Community Services will manage delegation requirements in line with current delegations.

7. Communication and Engagement

Council officers will commence a notification strategy though to 1 July 2018 to ensure that the community is informed of Council's intention to prosecute offenders where their dog/s has caused a serious attack as defined in the Animal Management (Cats and Dogs) Act 2008.

Additionally where Council has successfully prosecuted a case, media articles will be released outlining the brief facts of the case, monetary penalties and reinforcing Council's commitment to making the community a safe place by ensuring dog owners are held responsible for the actions of their dogs.

8. Conclusion

Under the provisions of the Animal Management (Cats and Dogs) Act 2008, Council confirms its commitment to ensure all dog attack incidents are properly investigated, including where appropriate, referring serious dog attacks to Court for determination.

9. Action/s

A notification strategy be implemented by the Marketing, Communications and Engagement and Health, Waste and Regulatory Services branches.

Local Law Officer investigations include statements for prosecution where a dog(s) has caused a "serious attack" as defined in the Animal Management (Cats and Dogs) Act 2008 and a report to Council be prepared for Council consideration and endorsement.



13.0 INFRASTRUCTURE WORKS AND SERVICES REPORTS

13.1 Motor Vehicle Usage Policy and Motor Vehicle Usage Procedure

Date: 20 March 2018

Author: Corrin Bischoff, Coordinator Governance & Strategy; John Keen,

Manager Infrastructure Support Services

Responsible Officer: Myles Fairbairn, Executive Manager Infrastructure Works & Services

Summary:

The purpose of this report is to present the Motor Vehicle Usage Policy and Motor Vehicle Usage Procedure – March 2018 to Council for adoption and inclusion in the policy and procedure/guideline register as per the *Local Government Act 2009*.

Officer's Recommendation:

THAT Council adopt the Motor Vehicle Usage Policy and Motor Vehicle Usage Procedure as attached to this report.

RESOLUTION

THAT Council adopt the Motor Vehicle Usage Policy and Motor Vehicle Usage Procedure as attached to these Minutes.

Moved By: Cr Hagan Seconded By: Cr Cook

Resolution Number: 16-20/0850

CARRIED

7/0

Report

1. Introduction

This report presents the draft Motor Vehicle Usage Policy and Motor Vehicle Usage Procedure to Council for consideration. A Motor Vehicle Usage Policy and Procedure are required to guide the management of Council's fleet to optimise the economic and environmental sustainability of these assets. These documents guide the equitable allocation and use of vehicles by Council officers. The items outlined in this report respond to Corporate Plan outcome 5.1, Undertake robust and accountable financial resource and infrastructure planning and management to ensure affordable and sustainable outcomes for our community.

2. Background

The original policy 'Vehicle Usage Policy – CM002, 2008' was developed to make motor vehicle arrangements uniform following the amalgamation of the former Gatton and Laidley Shires. A further policy was developed in 2012 and never adopted by Council or ratified by the



Chief Executive Officer of the time, however aspects of this 'unapproved policy' were operationalised.

In 2016 a further iteration of the motor vehicle policy, 'Light Vehicle Usage Policy – Organisational Policy, O - 06' was developed and ratified by the Chief Executive Officer at the time. An accompanying procedure, "Light Vehicle Usage Procedure' was also developed that detailed the vehicle arrangements. This policy has been inconsistently applied and required a detailed review of the arrangements to ensure a consistent approach is applied.

At the 17 January 2018 Councillor Workshop, a review of the motor vehicle arrangements that are currently in force in relation to the provision of motor vehicles to staff for Private Use and Commuter Use was provided to Councillors. The feedback provided by Councillors was incorporated into the draft Motor Vehicle Usage Procedure presented in this report.

The current policy has also been reviewed in light of the review of the procedure and establishes the parameters for the use of Council-owned vehicles by employees.

3. Report

The Motor Vehicle Usage Policy establishes the parameters for the use by employees of Council-owned vehicles. The basis for the purchase and use of Council vehicles is for Council purposes. The use of any vehicle for Council purposes shall prevail over private use. Vehicles remain the legal property of Lockyer Valley Regional Council and may be provided for the following purposes:

- As part of an employment contract/arrangement
- It is warranted or necessary because of an officer's duties.

The parameters for the use of Council-owned vehicles by officers are:

- To promote operational capability and efficiency
- To optimise the capital and operational cost of vehicles to Council
- To promote a vehicle selection that recognises various levels of responsibility
- To promote attraction and retention strategies
- To achieve consistency in the provision of vehicles.

The Motor Vehicle Usage Procedure provides information to guide the implementation of the Motor Vehicle Usage Policy. Matters outlined include:

- Categories of use
 - 1. Private Use
 - 2. Commuter Use
 - 3. Business Use
- Vehicle Selection
 - Usage and benchmark remuneration value for roles
 - Standard vehicle features
- Vehicle use
- Car pool arrangements
- Parking

The procedure states that the Chief Executive Officer can utilise their discretion to resolve any matter relating to the use of Council-owned vehicles and to resolve any matter relating to the use of Council-owned vehicles that is not covered by the procedure.



4. Policy and Legal Implications

Council's policy framework has been adhered to in the development and review of the policy and procedure outlined in this report. Each document complies with the requirements of relevant legislation. Any future policy and legal implications will be addressed as matters arise before Council.

5. Financial and Resource Implications

The content of the policy and procedure outlined in this report will have financial implications in the purchase and maintenance of Council's fleet and with regard to fringe benefits tax obligations. These issues will be managed within budgetary constraints.

6. Delegations/Authorisations

No further delegations are required to manage the issues raised in this report. The Chief Executive Officer and Executive Manager Infrastructure Works and Services will manage requirements in line with existing delegations.

7. Communication and Engagement

All Councillors and the following officers were engaged in the review and drafting of the policy and procedure addressed in this report:

- Chief Executive Officer
- Executive Manager Infrastructure Works & Services
- Executive Manager Organisational Development & Planning Services
- Executive Manager Corporate and Community Services
- Manager Infrastructure Support Services

The adopted policy will be published on Council's website and both documents will be added to Council's policy and procedure/guideline register and distributed to staff as appropriate.

8. Conclusion

The Motor Vehicle Usage Policy and Procedure outlined in this report have been developed to guide the management of Council's fleet to optimise the economic and environmental sustainability of these assets. It is recommended that the policy and procedure are adopted by Council.

9. Action/s

The approved policy will be updated in Council's policy register and published as appropriate on Council's website. The Procedure will be added to the Procedure/Guideline Register and distributed to relevant staff.

Attachments

1 ViewDraft Motor Vehicle Usage Policy2 Pages2 ViewDraft Motor Vehicle Usage Procedure March 201814 Pages

Policy document



Organisational O 06

Motor Vehicle Usage Policy

Head of Power

Local Government Act 2009 and Local Government Regulation 2012

Key Supporting Council Document

Lockyer Valley Regional Council Corporate Plan 2017 – 2022: 5.1 Undertake robust and accountable financial resource and infrastructure planning and management to ensure affordable and sustainable outcomes for our community

Definitions

Responsible Officer - officers approved by the Chief Executive Officer to have private, commuter or business use of a Council-owned vehicle.

Policy Objective

The objective of this policy is to establish parameters for the use of Council-owned vehicles.

Policy Statement

Council's vehicle fleet is managed to optimise the economic and environmental sustainability of these assets through the application of sound fleet management principles.

The basis for the purchase and use of Council vehicles is for Council purposes. The use of any vehicle for Council purposes shall prevail over private use. Vehicles remain the legal property of Lockyer Valley Regional Council and may be provided for the following purposes:

- As part of an employment contract/arrangement
- It is warranted or necessary because of an officer's duties.

The parameters for the use of Council-owned vehicles by officers are:

- To promote operational capability and efficiency
- To optimise the capital and operational cost of vehicles to council
- To promote a vehicle selection that recognises various levels of responsibility
- To promote attraction and retention strategies

Group: Infrastructure Works & Services Unit: Infrastructure Support Services Approved: Chief Executive Officer Date Approved:19/05/2016 ECM: 2604097 Effective Date: 01/07/2016 Version: 1.1 Last Updated: 22/06/2016 Review Date: 30/06/2018 Superseded/Revoked: Vehicle Usage Policy CM002

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Policy document



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To achieve consistency in the provision of vehicles.

Related Documents

Motor Vehicle Usage Procedure March 2018

DRAFT

Group: Infrastructure Works & Services Unit: Infrastructure Support Services Approved: Chief Executive Officer Date Approved:19/05/2016 ECM: 2604097 Effective Date: 01/07/2016 Version: 1.1 Last Updated: 22/06/2016 Review Date: 30/06/2018 Superseded/Revoked: Vehicle Usage Policy CM002

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Motor Vehicle Usage Procedure

March 2018

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		Initial draft	John Keen	
1		Changes after ELT meeting	John Keen	13/03/2018
2				
3				
4				

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Introduction

The Motor Vehicle Usage Procedure outlines how the Motor Vehicle Usage Policy is to be implemented. As per the policy, the purchase and use of Council vehicles is for Council purposes and the use of any vehicle for Council purposes shall prevail over private use. Vehicles remain the legal property of Lockyer Valley Regional Council and may be provided for the following purposes:

- As part of an employment contract/arrangement
- It is warranted or necessary because of an officer's duties.

This procedure applies to Lockyer Valley Regional Council officers that have been allocated a Council vehicle. It is the responsibility of each Executive Manager/ Manager and the Chief Executive Officer to enforce this procedure.

Definitions

Term	Definition		
Benchmark Remuneration Value	The value applied by Council for either the provision of a motor vehicle or alternatively a cash component in lieu of a motor vehicle.		
Responsible Officer/Officer	Officers approved by the Chief Executive Officer to have Private, Commuter or Business Use of a Council-owned vehicle.		
Total Remuneration Package	Includes both cash components and other benefits such as superannuation and motor vehicle benchmark remuneration value that make up the total remuneration package to the employee.		

Provisions

The Chief Executive Officer, (CEO), Executive Managers, Managers and other Officers **may** be provided with a vehicle for official and private use as a part of their terms and conditions of employment.

The motor vehicle options available, subject to individual contract and other arrangements are as follows:

- a. A vehicle may be supplied that aligns with the vehicle type and officer's role contained within Table 1, unless otherwise negotiated with the CEO.
- b. A contract employee may elect to receive a cash equivalent in lieu of a council vehicle as part of their contract and/or conditions of employment as approved by the CEO.

Table 1: Vehicle Selection

Role	Usage Type	Benchmark Remuneration Value/\$ Contribution	Vehicle type
CEO	Private	As per contract	As per contract

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Unit: Infrastructure Support Services

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Role	Usage Type	Benchmark Remuneration Value/\$ Contribution	Vehicle type
Executive Managers	Private	As per contract	As per contract
Manager/Senior Officer	Private	\$15,000	4 cylinder sedan4 cylinder SUV wagon4 cylinder 2WD utility
Officer (other)	Commuter Use	\$2,500	4 cylinder sedan 4 cylinder utility
Officer (other)	Business Use	\$0	Use of a pool vehicle

Commuter use vehicles will generally be a vehicle that an officer uses for their normal role for council. Business use vehicles will generally be a pool use vehicle used for a specific short term purpose.

The benchmark remuneration value will be reviewed every 12 months to ensure that Council is not disadvantaged and used as a basis for the vehicle contribution value at contract negotiation (Benchmark Remuneration Value) or for the financial contribution for the provision of a vehicle for a defined use for non-contract employees.

Categories of Use

- 1. Private Use
- 2. Commuter Use
- 3. Business Use

Private Use

Private Use vehicles are to be available for the operational requirements of Council during standard hours of operation. The availability of this category of vehicle for private use is secondary to the above requirement.

There are no limitations to the private use of vehicles, subject to the use being consistent with the requirements of this procedure. The vehicle is only available for periods of leave, not exceeding six (6) weeks in any one instance without prior approval of the relevant Executive Manager.

Cashing out of the above entitlement either existing or future may only be approved where there are no operational difficulties caused by the loss of the vehicle. The prompt points to negotiate a cash-out will normally be:

- a) When an existing vehicle is due for replacement
- b) It can be demonstrated that the existing use is not primarily and specifically for operational activities and a suitable alternative use for the vehicle is available.
- c) At contract negotiation

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The converse situation i.e. an employee who is receiving the cash equivalent may be approved to obtain the use of a motor vehicle having regard to the operational impact of the request.

Commuter Use

Commuter Use vehicles are to be available for the operational requirements of Council during standard hours of operation. The availability of a vehicle for commuter use is secondary to the above requirement and must provide a quantifiable benefit to Council.

Commuter use is defined as travel between home and the worksite/workplace by the most direct route.

Commuter Use does not include:

- Transportation of family members or members of the public, unless for work related purposes
- Transportation of other Council employees to and from work, unless they live on a direct route to work or meet the driver at the premises where the vehicle is garaged
- Visits to private or non-work related locations other than isolated instances such as stopping at a shop on the way home via the direct route; and
- Use of the vehicle during work breaks for private purposes.

Officers with commuter use may not nominate other drivers to use the vehicle for commuter use purposes.

Commuter use does not form in any part, a cash payment for the determination of the Total Remuneration Package.

Vehicles used for commuter use are to be made available for Council business during Council's standard hours of operation and must be returned to the workplace in all instances of leave exceeding two days, or circumstances where the relevant Executive Manager deems there is a reasonable operational need for the vehicle during the officer's absence.

Commuter use may be withdrawn from an Officer should it be determined that there is no longer an operational need for the vehicle, or this type of vehicle use.

Commuter use is provided at a value of \$2 500 payable by the Officer. A fifty percent (50%) reduction in this value will be provided where Officers with commuter use are available for the on-call register (where appropriate).

Business Use

Business use vehicles are to be available for the operational requirements of Council during standard hours of operation. Business use will generally be provided for short term use, to allow the Officer to attend to Council business, outside of Councils standard hours of operation. I.e. attend training at a venue outside of the Lockyer Valley that requires the officer to travel and garage the vehicle at a place that is not a Council facility. The approval to grant Business Use will be at the discretion of the Executive Manager/Manager.

CEO Discretion

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The CEO can utilise their discretion to resolve any matter relating to the use of Council-owned vehicles.

Transition Arrangements

Council will apply a defined date, where all motor vehicle arrangements will be bought into alignment with this procedure.

User Agreement

Officers are to enter into a Motor Vehicle User Agreement with the CEO on behalf of Council that ensures compliance with this procedure prior to access to a vehicle being provided.

Vehicle Selection

Vehicles must be fit for purpose for Council requirements, selected in accordance with 'Table 1 - Vehicle Selection' and approved by the CEO for Executive Managers and the Executive Manager for Managers and other Officers. Vehicle selection shall have regards to:

- The operational need of Council
- Environmental impacts
- ANCAP safety rating
- Whole of life cost considerations including price, resale, fuel usage and FBT implications.

Vehicles will be purchased in accordance with the Procurement Procedure.

Under exceptional circumstances, as approved by the CEO or delegate, vehicle choice may be changed where it is substantiated that there are legitimate business needs that warrant exceptions. A business case must be prepared by the officer justifying the exception for submission to the relevant Executive Manager. The Executive Manager will refer their decision to the Executive Leadership Team for ratification.

Standard Vehicle Features

Where possible, vehicles will be fitted with the following standard equipment:

- · Automatic transmission
- Air conditioning
- Dual air bags
- ABS brakes
- Tinted windows
- · Blue tooth phone connectivity
- Cruise control factory fit only
- Floor mats
- Mud flaps
- Tow bar
- Rear cargo barriers (where applicable in wagons)
- ANCAP Safety rating suitable for the intended purpose
- · Rear view camera/parking sensors

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Any additional accessories will only be fitted if there is a genuine, definable operational need. Any such accessories are to be approved by the relevant Executive Manager. At the time of approval the Business Unit is to provide a job cost code to Plant and Fleet for these non-standard accessories.

Vehicle Use

Drivers

The ability to drive a Council owned Private Use vehicle is limited to the Officer and their immediate family members who hold a current driver's licence. Commuter use and business use vehicles are only to be driven by Council employees appropriately licenced.

Change of Position

The right to use the allocated Council vehicle only applies while the Officer holds their current position. Should the Officer change positions, the right to use a Council vehicle may be forfeited. If this is the case, the allocated vehicle is to be returned to Plant and Fleet who will ensure appropriate documentation and costs are managed correctly.

Roadworthiness

It is the Responsible Officer's duty to ensure that the vehicle is maintained in a roadworthy condition. No vehicle is to be driven if there is any doubt as to its roadworthiness. Any issue with the vehicle must be brought to the attention of Plant and Fleet immediately. Drivers shall exercise particular care and judgement at all times when driving Council-owned vehicles. Council vehicles are not to be driven on any beach or off road situation that is not directly related to the work use of the vehicle unless approved by the CEO.

Refuelling of Vehicles

Vehicles are to be refuelled at the Council depot, only by exception are vehicles to be refuelled at a service station using the Council supplied fuel card, or during periods where the depot is closed. Accurate vehicle odometer readings must be recorded when refuelling all vehicles. Officers are encouraged to use environmentally friendly fuels e.g. Bio-Diesel and E10 ULP where possible and appropriate. The use of premium fuel is not permitted unless it is the only fuel allowed by the manufacturer.

Driving Licence Requirements

No person is permitted to drive a Council-owned vehicle unless they hold a current driver's licence appropriate for the class of vehicle, except where authorised tuition to upgrade a licence is being undertaken. Council vehicles must not be used for learner driver tuition, unless the person receiving tuition is a Council employee. Any Officer whose licence is cancelled for any reason shall immediately notify the relevant Executive Manager which will automatically forfeit rights for usage of any Councilowned vehicle for the period of licence cancellation.

Drivers in Council-owned vehicles shall at all times:

Have regard to all road traffic and other relevant regulations

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- · Show consideration for others on the road and
- · Set a good example to other road users
- · Operate the vehicle in accordance with manufacturers recommendations e.g. towing limits
- · Treat council owned vehicles with due respect.

Officers are to provide a copy of their current driver's license to Organisation & People Development. Officers are to advise Organisation & People Development of any changes associated with their driver's license e.g. change of address, conditions, currency and provide an updated copy where applicable.

Infringements

Council will not be liable to pay any fine or costs incurred by the driver of a Council-owned vehicle if that person infringes against road traffic regulations, the local laws of any local government with respect to parking restrictions, or any other regulation that relates to the use of vehicles.

The obligation for payment of an infringement and costs resides with the person in charge of the vehicle at the time of the infringement. The Officer is accountable for determining the driver at the time of the infringement if they were not in charge of the vehicle at that time.

If the actual driver cannot be determined, the Officer's Business Unit will be held liable for the penalties and costs involved.

Storage of Vehicles

Responsible Officers wherever possible are to store the Council-owned vehicle after hours within the confines of their residential property, and the vehicle must be securely locked at all times.

Smoking in Vehicles

Smoking is prohibited in all Council-owned vehicles.

Identification

All vehicles, other than those with Private Use, are to be clearly identified with the approved Council logo permanently affixed to both front doors of the vehicle. The CEO may approve a different arrangement to meet the operational requirements of Council e.g. vehicles on surveillance or similar duties may require anonymity and therefore no branding. Individualised branding is not permitted.

Maintenance of Vehicles

The Responsible Officer must ensure that oil, water and tyres are checked regularly (weekly is preferred) and that the exterior and interior of the vehicle is kept in a clean reasonable condition. Responsible Officers with Private Use entitlements should note that Council will not meet the costs of cleaning the interior or exterior of the vehicle except where approved by the Manager Infrastructure Support in exceptional circumstances.

It is the responsibility of the Responsible Officer to ensure that scheduled servicing is maintained in accordance with manufacturer's recommendations. Vehicle servicing is to be carried out at the Council depot unless otherwise directed by the Manager Infrastructure Support.

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The Responsible Officer may be required to reimburse Council for any costs incurred by Council in cleaning the vehicle, repairing any damage, or deterioration in the condition of the vehicle, as a result of the Responsible Officer's actions, in excess of the Council's reasonable assessment of normal wear and tear.

Cleanliness of Vehicle

It is generally the responsibility of the officer who has the vehicle assigned to them to keep the vehicle in a clean and tidy state. However if your use of the vehicle results in it being made dirty it is your responsibility to clean the vehicle prior to its return to either the car pool or the work unit. Cleaning equipment is available at the depot workshop; workshop staff can direct you to the wash down facility. Please remove any rubbish or personal belongings from the vehicle at the end of each use. Council will not be responsible for any personal items left in the vehicle.

E-Toll

Council vehicles are registration matched when accessing toll roads, there is no requirement to have an E-toll tag in the vehicles.

Vehicle Insurance

Council-owned vehicles are insured under a comprehensive policy covering all vehicles, drivers and authorised passengers. This insurance cover becomes null and void if the driver:

- · Is not in possession of a current appropriate driver's licence; or
- Is convicted of being under the influence of alcohol or any prohibited substance.

In such cases the driver could become liable for damages including third party vehicles, injury and property damage.

Accident or Breakdown Procedure

In the event of a vehicle breakdown, the driver should contact the nominated Roadside Assistance Company (RACQ) for roadside assistance, details of which are provided in the owner's manual. All breakdowns must be reported to the Coordinator Plant & Fleet Services and the relevant Business Unit Manager for actioning as required.

In the event of an accident the following procedure must be followed:

Obtain all necessary details from the other driver:

- Name
- Address
- Telephone numbers
- Licence number
- Names of witnesses, if any
- · Location details (street, suburb, town)
- Vehicle details, registration, make & model
- · Insurance details (if available).

Incidents involving Council Plant/Vehicles must be reported immediately to the employees' supervisor using the *Plant/Vehicle Damage Report* Form located in SafePlan on the intranet. This form also

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requires the signature of the employee involved in the incident, their Executive Manager and the Work Health and Safety Advisor. This form must be submitted to the Insurance Officer (located in the Governance Business Unit), within 24 hours of the incident occurring.

This form should include relevant attachments - Road Works Signage Record sheet (if applicable;) photocopy of licence; a plan or view of the incident showing direction of the vehicles involved and photos taken from four different angles. (E.g. North, South, East and West)

All incidents must be reported regardless of whether the claim progresses to insurance level or not.

Under no circumstances should the driver of the vehicle admit responsibility for the accident or sign any acknowledgment in this regard.

The Police must be called to the scene of the accident in the following circumstances:

- If any person is injured and an ambulance has been called
- If any damage has been done to third party property, e.g. house, fence, awning, etc.
- If there is a conflict over which driver was at fault
- If the combined accident damage is estimated to exceed \$2,500 or if either vehicle has to be towed away.

If an injury has been sustained by an employee it must be reported to their direct supervisor as soon as possible and the Work Health & Safety Advisor within 24 hours.

Outside the local area, a towing contractor authorised by the nominated Roadside Assistance Company (RACQ) should be used and the Coordinator Plant & Fleet Services advised of the location to which the vehicle has been taken.

Temporary Replacement of Vehicles

Council will endeavour to source a replacement vehicle where a vehicle is off the road for more than two (2) consecutive days at no fault of the driver. A pool vehicle is to be utilised until Council can source an alternative vehicle in this instance.

CEO Discretion

The CEO can utilise their discretion to resolve any matter relating to the use of Council-owned vehicles that is not covered by this procedure. The CEO's decision is final.

Car Pool Arrangements

There is a dedicated car pool that is maintained at the Gatton Administration Office and Gatton Depot for business use. Employees are to use a Council pool vehicle for business purposes.

These vehicles can be booked via the CiA online vehicle booking system. The Customer Service Unit oversees the car pool and ensures that the vehicles are secured in the compound at the end of each day. The keys are to be picked up and returned to the board located in the Customer Service area. If the use of the vehicle ends after 4.00pm, the vehicle is to be returned directly to the compound after use.

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All other vehicles are available for use and are to be booked through CiA, the vehicle custodian will either permit or deny the use of the vehicle based on their business unit requirements. In the first instance employees are to attempt to utilise one of the vehicles in the dedicated car pool, if these vehicles are not available, contact the vehicle custodian to see if the vehicle is free, through either direct contact or booking online via CiA and awaiting approval from the vehicle custodian. Vehicle custodians are not to unreasonably refuse the use of their vehicle. The keys are to be picked up and returned from the individual work unit.

Parking

On-site parking is available to all staff at the Gatton Administration Building and the Gatton Depot.

Gatton Administration Building

As per the map in Appendix A:

- Area A Councillors, Chief Executive Officer, Executive Managers and Managers
- Area B Other staff allocated Council vehicles
- Compound Pool vehicles
- Staff Parking S1 & Staff Parking S2 Privately owned employee vehicles.

Where an employee will be working after hours they are permitted to move their vehicle after 3pm into Area A.

Gatton Depot

As per the map in Appendix B:

- Area A & B Visitor and short term work employees
- Area C pool vehicles
- Area D Supervisor vehicles
- Area E1 Privately owned employee vehicles
- Area E2 Allocated undercover staff parking.

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Appendix A



Group: Infrastructure Works & Services
Unit: Infrastructure Support Services
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Appendix B



Group: Infrastructure Works & Services
Unit: Infrastructure Support Services
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13.2 Property Access and Stormwater Drainage at Gordon Crescent,

Withcott

Date: 14 March 2018

Author: Seren McKenzie, Manager Infrastructure Planning & Design

Responsible Officer: Myles Fairbairn, Executive Manager Infrastructure Works & Services

Summary:

Council has received a request to remediate a driveway and drainage Lot 10 on SP166780 in Gordon Crescent, Withcott. The request has been assessed in accordance with Council's Property Access and Access Crossings Design, Construction and Maintenance policy.

Officer's Recommendation:

THAT Council advise the owner of Lot 10 on SP166780 in Gordon Crescent, Withcott, that

- 1. The construction, management and maintenance of driveways are the responsibility of the respective property owner in accordance with Council's *Property Access and Access Crossings Design, Construction and* Maintenance policy; and
- 2. Council will not upgrade the capacity of the existing driveway pipe nor undertake remedial works on the driveway itself.

RESOLUTION

THAT Council advise the owner of Lot 10 on SP166780 in Gordon Crescent, Withcott, that

- 1. The construction, management and maintenance of driveways are the responsibility of the respective property owner in accordance with Council's *Property Access and Access Crossings Design, Construction and* Maintenance policy; and
- 2. Council will not upgrade the capacity of the existing driveway pipe nor undertake remedial works on the driveway itself.

Moved By: Cr McLean Seconded By: Cr Cook
Resolution Number: 16-20/0851

CARRIED

6/1

Votina

For the Motion: Crs T Milligan, K McLean, C Wilson, J Cook, M Hagan and R Vela.

Against the Motion: Cr J Holstein.



Report

1. Introduction

Council received a request from the property owner in Gordon Crescent, Withcott, for Council to undertake works to the property access to improve the drainage capacity at this location.

2. Background

The property owner approached Council asking for a larger culvert to take the stormwater flow beneath the driveway, as when the culvert overtops the overland flow is damaging the driveway surface. The property owner was advised by Council officers that the maintenance of property accesses is the respective owner's responsibility, not Council's.

3. Report

Council Officers have investigated remedial design options; however in accordance with Council's *Property Access and Access Crossings Design, Construction and Maintenance* policy (attached), Council is under no obligations to undertake these works.



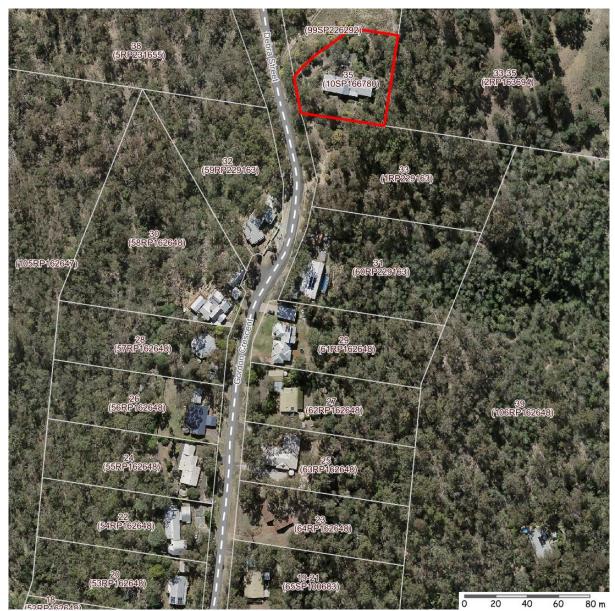


Figure 1: Locality map with lot 10 on SP166780 in Gordon Crescent highlighted

Upstream of the property driveway, Gordon Crescent is kerbed. The road narrows by approximately 1.5m at the driveway, with all of the water flowing in the eastern channel going into a pipe under the driveway causing it to be blocked regularly by leaf debris and soil. Under Council's above mentioned policy, Council is responsible for clearing debris from driveway pipes.





Figure 2: Property access at Lot 10 on SP166780 in Gordon Crescent, Withcott



Figure 3: Blocked upstream driveway pipe





Figure 4: Outlet of pipe under driveway

4. Policy and Legal Implications

Property Access and Access Crossings Design, Construction and Maintenance.

5. Financial and Resource Implications

Costs associated with remedial works range from \$15,000 to \$20,000. It is also noted there would be additional downstream works required however the extent of these works has not been ascertained at this time.

6. Delegations/Authorisations

That the Chief Executive Officer is delegated authority to advise of the outcome.

7. Communication and Engagement

Council officers have been in discussion with the resident who made the request.

8. Conclusion

In line with Council's *Property Access and Access Crossings Design, Construction and Maintenance* policy, Council does not support the remediation works to the driveway of Lot 10 on SP166780 in Gordon Crescent, Withcott. Should the owner wish to undertake works to their driveway at their own expense, they will be required to submit an Application for Works on a Road Reserve to Council.



9. Action/s

Advise the property owner of Council's decision in regard to their request for Council to undertake the upgrade to their property access.

Attachments

1<u>View</u> Property Access and Access Crossings Design, Construction and Maintenance Policy - February 2009 15



Engineering Policy Property Access & Access Crossings Design, Construction & Maintenance

Policy Number:	EO 001
Date of Adoption:	28-January-2009
Date Effective:	5-February-2009
Date of Next Review:	5-February-2010
Date of last amendment:	
Related Procedures:	
Responsible Officer/s:	Engineering Operations
Application of Policy:	
Legislative or Regulatory	
References:	

1.0 Intent

To detail the procedures and responsibilities for the design, construction and maintenance of private accesses and the upgrade, construction and maintenance of commercial property accesses in the region.

2.0 Scope

This policy applies to all private and commercial property accesses in the region. It does not override development conditions imposed for a particular development.

The design of new commercial accesses needs to be considered individually.

3.0 Definitions within the policy

Access Crossing -

An access crossing is that section of property access between the edge of the pavement or kerb and channel on a dedicated public road, and the property boundary.

"Approved" Access Crossing -

An Access Crossing either constructed by Council or constructed by the owner and/or his contractor to Council's specifications and level if appropriate.

"Unauthorised" Access Crossing -

- An access Crossing constructed without prior permission and not in accordance with Council's levels or specifications, or
- An Access Crossing that creates an obstruction to a public services, road, or stormwater drainage.

Crossover

A crossover is the part of the driveway or drive-in that crosses over the verge area fronting a property i.e from edge of road over the culvert to the property boundary line

ESA - Equivalent Standard Axle is one pass of a standard axle.

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AADT – Average Annual daily Traffic is the total volume of traffic passing a roadside observation point over the period of one year divided by the number of days in a year.

Safe Intersection Sight Distance (SISD) or Safe Access Sight Distance

The sight distance required for the driver of a vehicle on the non-terminating approach to observe a vehicle entering from an access, decelerate and stop prior to a point of conflict. See Figure 1 – Safe Intersection Sight Distance

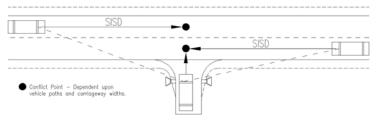


Figure 1- Safe Intersection Sight Distance

Gap Sight Distance (GSD)

The sight distance acceptable to a driver to be able to see traffic which will conflict with the intended manoeuvre and judge whether there is a gap of sufficient length to make the manoeuvre. See Figure 2 – Gap Site Distance and Various Manoeuvres

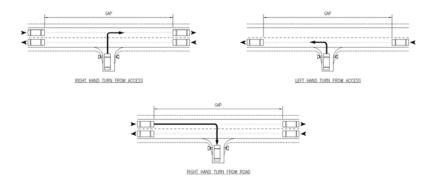


Figure 2 – Gap Site Distance and Various Manoeuvres

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4.0 Types of kerb and channel

- Layback kerb & channel allows a vehicle to drive from the road, over the gutter
 and straight onto the driveway. There are times when the layback kerb &
 channel has to be altered to suit a resident's driveway or vehicle to ensure
 smooth access.
- Upright Kerb & Channel has a vertical kerb. It must be completely cut out and replaced with a driveway (invert) crossing so a vehicle can turn from the road straight onto a driveway. Bridging from the road over the gutter onto the driveway is not permitted unless approved by the Works Manager.

An alteration to existing kerb & channel (upright or layback) or driveway (invert) crossing or the installation of a new driveway (invert) crossing, requires an application and payment of the appropriate fee. The fee covers approval and inspections by Council Officers. All constructed work shall be at the property owners cost and in accordance with Council's Property Access and Access Crossing Design, Construction & Maintenance Policy.

5.0 Existing accesses

5 1

If an existing access is to be upgraded it shall be assessed and constructed in accordance with this policy.

5.2

From time to time accesses in the region may be audited by Council. Council may request upgrading of "unauthorised" access crossings and/or maintenance of "approved" access crossings. If owners do not comply with remedial action requested of Council, within a reasonable time frame, then Council will action repairs and seek compensation. This includes requesting drainage improvements wherever internal accesses either potentially or actually scour and cause silt deposits on joining road reserves, or where stormwater discharges on to a roadway are unsafe or detrimental.

6.0 Maintenance of accesses

The responsibility of maintaining after completion of construction will belong to the property owner. Landowners are responsible to provide for drainage of stormwater entry or exiting their property along the access.

The following exemptions apply:

(i) On unkerbed Roads

Council will maintain the first one (1) metre of the access, in recognition of continuing requirements for shoulder grading and maintaining of drainage paths. The maintaining of the road cross section including shoulder profile may mean that there is a slight dip in the access surface.

(ii) On piped access

Pipe blockages by silt and sediment will be removed by Council.

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(iii) Construction Work

Council will restore any "Approved Access Crossing" that is affected by construction or maintenance work undertaken by Council subsequent to the construction of the access.

7.0 Design and Construction of access

7.1

Persons wishing to have an Access or Access Crossing or Crossover constructed are required to complete an "Application to undertake Works on a Road". This application applies whether the construction is to be undertaken by Council, a private contractor, or the owner. The fee for this application is prescribed in the Council's list of Fees and Charges. The fee does not apply where council is engaged to construct the access. Where works are being constructed by other than Council a permit to perform works on the road shall be issued by Council subject to evidence of necessary insurance and other requirements deemed necessary.

7 2

Following receipt of an application to construct an Access Crossing of Crossover, the site may be inspected by Council to determine any conditions with will apply to the approval.

7.3

A Council Officer will offer advice, approve the proposed location of the access or access crossing. Inspections are to be arranged with a Council Officer. Formwork must be inspected before concrete is poured and excavation must be inspected before pipes are laid. Concrete must not be poured and pipes must not be laid until approved. (48 hours notice is required before concreting or pipe laying is to be carried out.)

7.4

Final inspection will be made following advice from the applicant that the construction is completed. The Access Crossing or Crossover shall be inspected and approved by Council.

7.5

Private Contractors, property owners or Council can construct the works only after an approval is issued for the construction of the driveway. The construction of the driveway is to be in accordance with Council approval and standards.

7.6

The minimum requirements for a proposed Access Crossover or Crossing to be constructed are detailed in the drawings listed in Table 1. The standard Crossover drawings are attached in Appendix A.

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Description	Standard	Drawing No.	Revision
Residential Driveway – Slab & Tracks *	IPWEA	R-0050	C
Urban Residential Driveway – Slab Type 'B' For Rear Lot Access 2-8 Dwellings	Council Std	SD 223	A
Commercial Driveway Slab – Type 'A'	Council Std	SD 224	A
Rural Property Access 'Type A' Culvert Crossing for Table Drains	Council Std	SD 221	A
Rural Property Access 'Type B' Unpiped Crossing	Council Std	SD 222	A

Table 1 – Drawings Standards

Note * Where the road environment is such that for safety reasons quick access or departure from driveways is desireable, a Type 2 Mountable kerb breakout shall be provided. This may apply on narrow roads or in locations of poor sight distance.

7.7

- (a) Accesses for which monies have been held in trust by Council will be constructed by Council upon request and on completion of an "Application to undertake works on road". Where a landowner requires a higher standard that has been paid for the landowner will be required to pay the difference between the required standard and the standard originally paid for.
- (b) Accesses for which monies have not been held in trust by Council will be constructed at the landowners expense.

7.8

Access in accordance with table 1 will be required in all instances of Class 1a and Class 10a buildings on vacant lots. Drawing number R-0050c is applicable where kerb and channeling exists. Drawing SD 221 and SD 222 are applicable where kerb and channeling does not exist. The property access and Access Crossings will be completed before the final building inspection.

7.9

The obstruction of public services or drains or gutters with any objects used by the occupier to obtain access, and any structure of this nature is considered unauthorised.

7.10

Where an owner/occupant takes no action to install an Approved Access Crossing following proper notice being given, and subsequently gains access to the property with an unauthorised access crossing which obstructs or restricts the drainage in any way, Council officer's may remove the obstruction without any further notice to the landowner.

7.11

Property owners are responsible for the removal of loose stones left on bitumen paved access in the construction process, within two (2) weeks of the completion of the work.

7.12

Bitumen paved accesses should be $\underline{\text{resealed every 5 to 10 years}}$ or as soon as pot holes begin to develop.

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7.13

Where an existing vehicle crossing is incorrectly located the landowner is responsible for the cost of removal of such, reinstatement of the area and construction of a new Approved Access Crossing.

7.14

All Access Crossings should be constructed at right angles to the kerb or pavement edge unless permission is granted to the contrary in special circumstances

7 15

Piped crossings are to be a minimum width specified in council standards and the pipe size to suit the minimum hydraulic capacity. The pipe shall match the capacity of the table drains. This may require the use of multiple barrels.

7.16

Except in special circumstances, Council will not permit more than one vehicle crossing in the kerb or one access crossing for each property. Only in special circumstances will a vehicle crossing wider than 4 metres be considered, e.g. Industrial sites, double garage access.

7.17

All water valves, hydrants, sewer manholes, telecommunications and power access points and the like are to be relocated clear of any proposed crossover/crossing at the expense of the property owner. The relevant authority in charge of any service is to be contacted so that services can be relocated clear of the proposed crossover/crossing prior to construction.

7.18

The authority for removal of verge trees or tree roots or anything of environmental significant which intrudes into the proposed Access Crossing of Crossover rests with the Council's Planning and Environment Services. The applicant will arrange for the planning and Environment Services to approve or otherwise, the removal of any trees or roots affected by the Access Crossing or Crossover. Any costs incurred in this regard will be the responsibility of the contractor, developer or applicant.

7.19

Protection of cuttings or earth fills which form part of the access from landslip or erosion etc. is the owner's responsibility.

7.20

The location of the driveway shall provide for adequate sight to and from the access point in accordance with AustRoad design manual AS/NZS 2890.1 for safe access (or intersection) sight distance provided for through traffic and minimum gap distance for entering vehicles or unless otherwise approved by Council. Table 2 provides the minimum sight distance for domestic property access only in accordance with AS/NZS 2890.1.

It is recognised that in some cases the nominated sight distance cannot be achieved in which case the access shall be located to achieve the best possible sight distance. In some circumstances the Council Officer undertaking the access inspection may consider it warranted to install "concealed access" signage on the fronting road. If the signage relates to a single access the initial cost of the signage

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shall be met by the applicant with council responsible for future maintenance. If the signage covers two or more accesses council will meet the initial installation and future maintenance cost.

Frontage Road Speed km/h	Safe Access Sight Distance or SISD for <i>Domestic</i> Property Only (m) 30 40 55				
40					
50					
60					
70	70				
80	95				
100	Refer to relevant Standards for Safe Access Sight Distance or SISD				
110	Distance of SISD				

Table 2 - Safe Access Sight Distance Requirements for Domestic Property Only

7.21

Care should be taken to ensure minimum gap sight distance is not affected by the location and height of roadside furniture, especially for accesses located on the inside of the horizontal curves.

7.22

The proposed Access Crossing or Crossover shall not be constructed within 5m of the tangent point of the intersection curve. See Figure 3 – Intersection Plan

7.23

Construction of the Access Crossing or Crossover shall be such that should erosion occur, either inside or outside the property, material including sand, soil, rock or other eroded material will not impinge upon the roadway. Should such material affect the traffic-ability of the roadway, it shall be removed at the property owner's expense.

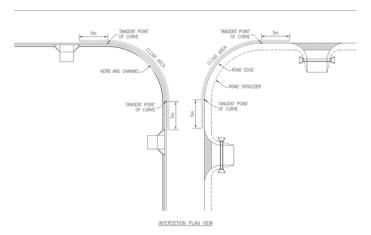


Figure 3 – Intersection Plan

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7.24

Any surplus material arising from the construction of the Access Crossing or Crossover shall be removed or disposed of by the contractor, developer or applicant.

8.0 Rear Lot Access

8.1

Rear allotment access ways (excluding the crossing across the verge or kerb and channel) should comply with the requirements set out in Table 3. For non-urban areas, the rear allotment access way shall be fully sealed with bitumen, or asphalt. Car tracks are not permitted in non-urban areas unless approved by Council. In urban areas rear allotment access ways shall be fully concrete. Where approved by Council, alternative asphalt or bitumen pavement may be permitted under one or more of the following circumstances:

- · The concrete construction is visually intrusive
- The cost of concrete construction is prohibitive considering the length of driveway.

8.2

The accesses crossing or crossover for rear lot access shall be in accordance with the Policy Statement setout between items 7.1 to 7.24

8.3

Rear lot accesses will be constructed in accordance with Table 3 at the time of reconfiguration and prior to plan sealing.

8.4

For rear lot access driveways trafficked by refuse vehicles, the driveway width should not be less that 6m and constructed to carry a nominal traffic loading 15x10³ ESA.

8.5

Before construction of the driveway, provision should be made for the services for future house/s. this can be provided by an easement, wide enough for the services to be placed alongside the driveway or by laying conduits under the constructed driveway for the services to be threaded through in the future.

No of dwellings	Length of access way	Frontage and/or easement Width	Minimum requirements
1	≤30m	Desirable 6.0m Absolute minimum 4.0m (only applicable for infill development where restrictions constrain available width)	Urban: Grade N25 concrete driveway: 3.0m wide,125mm thick, F62 reinforcing mesh (Concrete tracks in accordance with IPWEA Standard drawing, No R-0050 are permitted to be used to service a single dwelling or lot only) Non-Urban: Bitumen or Asphalt, 3.0m wide to suit nominal traffic Loading 2x103 ESA.

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No of dwellings	Length of access way	Frontage and/or easement Width	Minimum requirements
2-3	≤30m	6.5m	Urban: Grade N25 concrete driveway: 3.5m wide,125mm thick, F62 reinforcing mesh. (see notes 1) Non-Urban: Bitumen or Asphalt 3.5m wide to suit nominal traffic Loading 5x10 ³ ESA.
≥ 4 ≤ 8	≤30m	6.5m	(see notes 1) Urban: Grade N25 concrete driveway: 5.5m wide, 125mm thick, F62 reinforcing mesh. (see notes 1 and 2) Non-Urban: Bitumen or Asphalt 6m wide to suit nominal traffic Loading 15x10 ³ ESA.
1	>30m	6.0m	(see notes 1 and 2) Urban: Grade N25 concrete driveway: 3.5m wide, 125mm thick, F62 reinforcing mesh (Concrete tracks in accordance with IPWEA Standard drawing, No R-0050 are permitted to be used to service a single dwelling or lot only) Non-Urban: Bitumen or Asphalt 3.5m wide to suit nominal traffic Loading 2x10 ³ ESA.
2-3	>30m	6.5m	Urban: Grade N25 concrete driveway: 5.5m wide,125mm thick, F62 reinforcing mesh (see notes 1 and 2) Non-Urban: Bitumen or Asphalt 5.5m wide to suit nominal traffic Loading 5x10 ³ ESA. (see notes 1 and 2)
≥ 4 ≤ 8	>30m	6.5m	Urban: Grade N25 concrete driveway: 5.5m wide,125mm thick, F62 reinforcing mesh (see notes 1 and 2) Non-Urban: Bitumen or Asphalt 6m wide to suit nominal traffic Loading 15x10 ³ ESA. (see notes 1 and 2)

NOTES:

 Both the access and the rear lot access roadway for at least the first 6m from the road reserve / property boundary shall be a minimum of 5.5m wide for combined entry and exit, but if separate, both entry and exit widths should be 3.5m.

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 If approved by Council, a lesser width down to a minimum of 3.5m may be provided for domestic properties only with provision for two vehicles to pass on the driveway at 30m intervals, a minimum width for passing sections is 5.5m.

Table 3 – Access Requirements to Rear Residential Lots and Residential Group Title Lots



Figure 4 - Example of a Rear Lot Access

9.0 Internal Access

9.1

The geometrical requirements of internal access elements (such as circulation roads and aisles) are set out in the Lockyer Valley Regional Council Planning Scheme, Development Application (DA) and AS/NZS 2890.1. The actual width of the crossing into the site and internal layout should be approved by Council. The pavement should be designed for a normal traffic loading of 15x10³ ESA.

10.0 Other Considerations

10.1

The adoption of this policy does not limit in any way Council's right to impose differing conditions for development proposals, nor limit the discretion of the Director of Engineering Operations to vary as considered necessary, the engineering requirements in respect of a particular development or individual property having regard to good engineering practice.

10.2

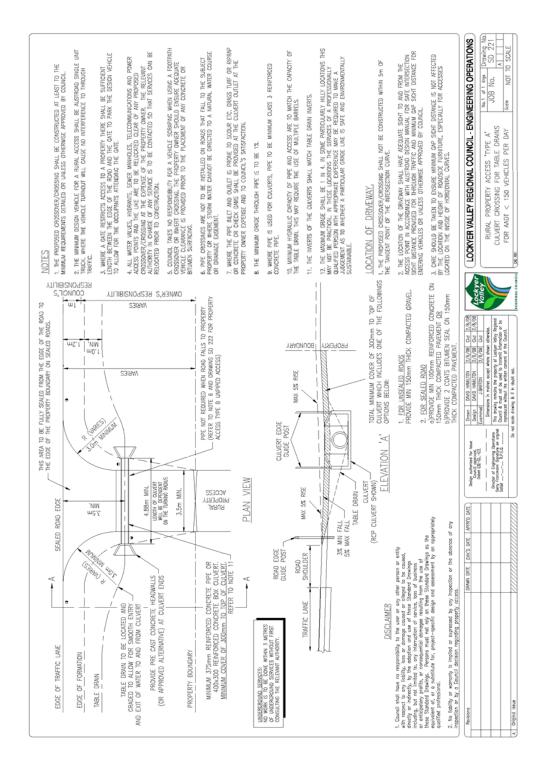
The policy standard shall be read in conjunction with Council's Town Planning Scheme and Subdivision of Land By-Laws, statutory requirements including the Local Government Act, Local Government (Planning and Environment Act, Environmental Planning Act and Integrated Planning Act) and other references as detailed in any applications.

11.0 Disclaimer

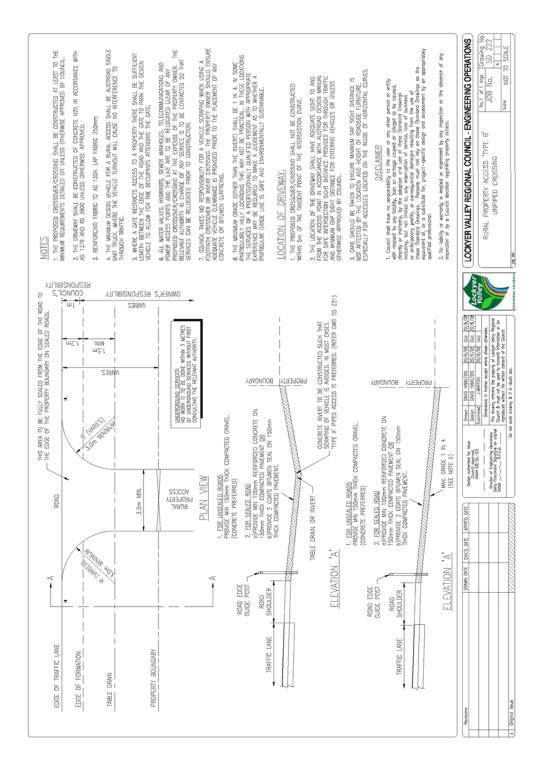
Council shall have no responsibility to the user or applicant or any other person or entity with respect to any liability, loss or damage caused or alleged to be caused, directly or indirectly, by the adoption and use of this Policy and Standard Drawings including, but not limited to, any interruption of service, loss of business or anticipatory profits, or consequential damages resulting from the use of these Policy and Standard Drawings as the equivalent of, or a substitute for, project-specific design and assessment by an appropriately qualified professional.

No liability or warranty is implied or expressed by any inspection or the absence of any inspection by the Council decision regarding property access.

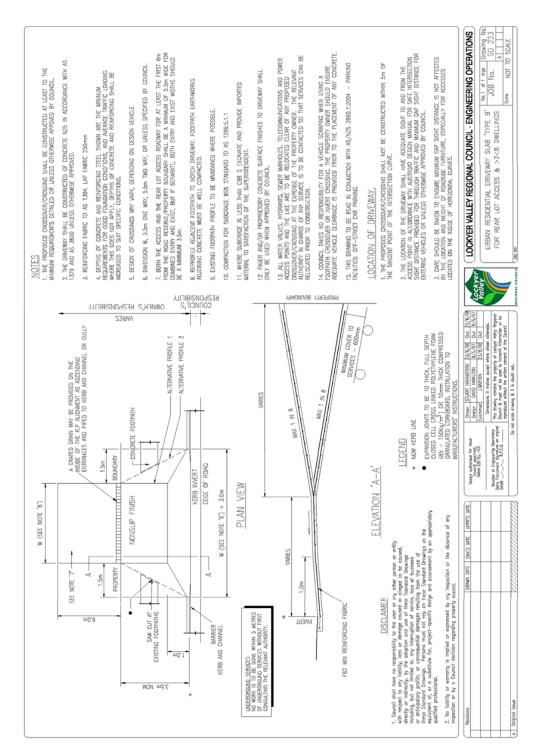
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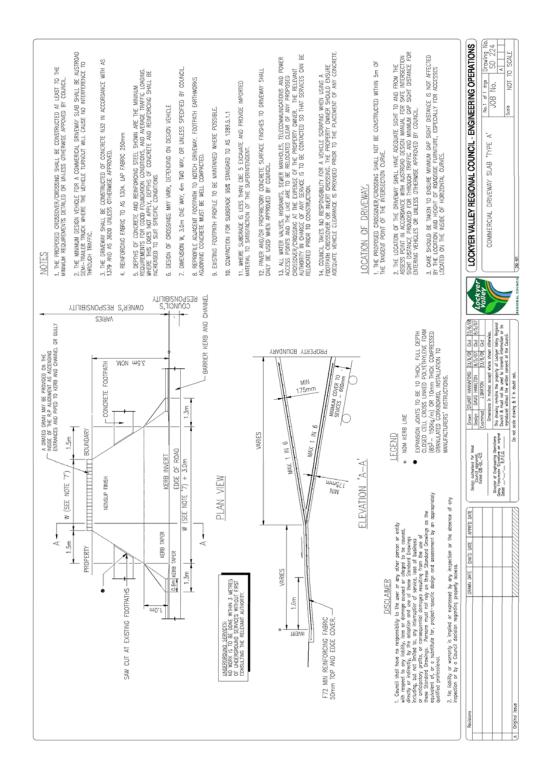
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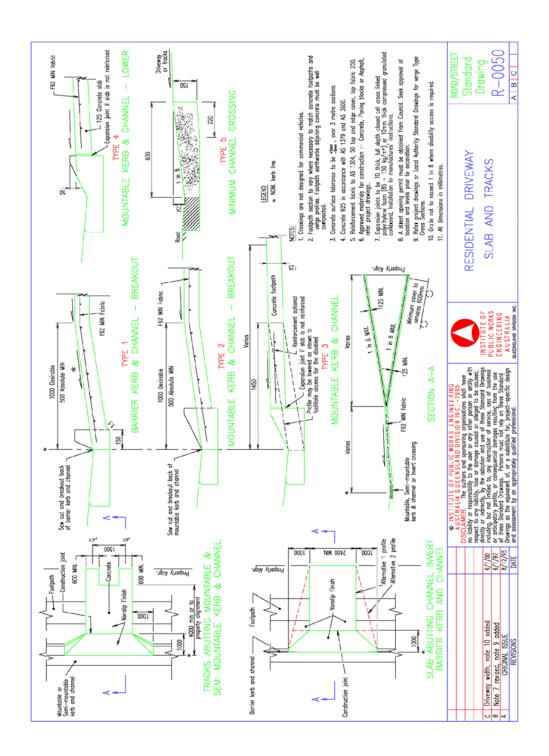
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14.0 ITEMS FOR INFORMATION

GENERAL BUSINESS

THAT Council receive and note the following reports for Council's information only:

14.1 Ex-Tropical Cycle Debbie NDRRA – March 2018 Update

14.2 Inwards Correspondence for Noting

Moved By: Cr Wilson Seconded By: Cr Holstein

Resolution Number: 16-20/0852

CARRIED

7/0

14.1 Ex-Tropical Cycle Debbie NDRRA - March 2018 Update

Date: 13 March 2018

Author: John Keen, Manager Infrastructure Support Services

Responsible Officer: Myles Fairbairn, Executive Manager Infrastructure Works & Services

Summary:

The Lockyer Valley was impacted by the associated rainfall and flooding event as an aftermath of ex-Tropical Cyclone Debbie between 28 March and 6 April 2017. Damage to infrastructure was not as widespread as the region's previous events; however the damage to road and drainage assets has a potential value of approximately \$1.4 million.

Officer's Recommendation:

This document is for Council's information only.

RESOLUTION

This document is for Council's information only.

Report

1. Introduction

Council was previously provided with an update on 11 October 2017. The purpose of this report is to provide Council with a further update.



2. Background

As a result of the damage caused by ex-Tropical Cyclone Debbie, the Queensland Minister for Police, Fire and Emergency Services activated the Commonwealth/State NDRRA on 1 April 2017.

This activation applies to the impacts arising from the rainfall and flooding between 28 and 31 March 2017.

3. Report

ACTIVITY FROM DECEMBER 2017 - FEBRUARY 2018, INCLUSIVE

- Gravel resheeting on Heise Road has been completed.
- Cole Gully Road, minor works and grading substantially complete.
- Geotechnical investigation and design tender awarded to GHD for the East Egypt Road landslip, funded under REPA and investigation and concept design work on Silver Pinch Road funded by Council (ineligible for NDRRA). A prestart site meeting with GHD was held on Tuesday 13 March to discuss scope of works.
- Since the last update to Council, focus has been on the capital works program and maintenance works being required due to ongoing wet weather. In order to complete the works in a shorter time period, some of the flood restoration works will be completed by contractors. For efficiencies, this work will be packaged and put out to tender for delivery next financial year. This decision has been made to limit the exposure of damaged works to other significant weather events and restore the community's level of service in relation to transport infrastructure.
- The damage received from ex-TC Debbie across the region has been estimated at \$1.429 million.
- Council has appointed an external Programme Manager to manage the flood restoration works on behalf of Council to ensure that the NDRRA requirements are complied with and that Council is reimbursed for all eligible works that are undertaken.

DISASTER RECOVERY FUNDING ARRANGEMENTS (DFRA) - NDRRA REFORM

In the development of the new Disaster Recovery Funding Arrangements (DRFA) to replace NDRRA, the Australian Government is moving from a recovery of actual costs to a model that uses agreed benchmark unit rates for work types with an allowance for contingencies and escalation for works delivered through day labour or the ability to use open market competition (open tender). The approach to developing the DRFA being taken by the Queensland and Australian Governments is:

- Provide local governments and State agencies with confidence to commence recovery and reconstruction works, with clarity on the level of funding available.
- Support a locally-led recovery effort with greater autonomy, using local knowledge and capabilities (such as 'day labour', plant and equipment), enabling rapid connection and recovery of communities following disaster events.



- Enable restoration of assets to current engineering standards, with contingency and the ability for variation.
- Continue to encourage efficient delivery and value for money of restoration works to continue to support resilience and mitigation works for Queensland.

ELIGIBLE ASSETS UNDER DRFA

Transport

- Roads
- Road infrastructure (footpaths, bike lanes, pedestrian bridges)
- Road furniture (signage, traffic signals, lighting, noise barriers, safety barriers and delineation markers)
- Drainage structures
- Rock gabions
- Culverts
- Tunnels

Public Infrastructure

- Levees
- Prison/correctional facilities
- Police, fire and emergency services stations
- Public hospitals
- Public housing
- Public schools
- River safety monitoring equipment
- Sewerage infrastructure*
- State/territory or local government offices
- Stormwater infrastructure
- Water infrastructure*

INELIGIBLE ASSETS UNDER DRFA

- Assets that are damaged due to contributing factors such as, but not limited to, poor design, poor construction or inadequate maintenance or any pre-existing damage
- b) Environmental asset clean up and restoration of natural vegetation (such as natural banks, waterways, rivers, beaches, forests, undeveloped public land) except where they relate to immediate protection of an eligible public asset.
- c) River walls and sea walls are only eligible where the walls directly protect an eligible public asset. Where they do not, such as protecting open space or private land, these walls are ineligible under the NDRRA.
- d) Assets the Commonwealth considers ineligible for the purposes of restoration or replacement under the NDRRA (Determination 2017 Guideline 1):
 - Road rest infrastructure
 - Fire trails
 - Sporting, recreational or community facilities (e.g. playgrounds and associated facilities)
 - Religious establishments (e.g. churches, temples, mosques)

^{*}Eligible when the service is provided free of charge or at a rate the is 50% or less of the cost to provide those services



- Memorials
- e) Replacing contents of an asset, such as furnishings in a building.

DRAFT PROPOSED DRFA MODEL



PRICING OF RESTORATION WORKS UNDER DRFA

- Market value (open tender)
- Estimate/Benchmarking (agreed unit rates with contingency and opportunity for variations)

4. Action/s

Note this report.



14.2 Inwards Correspondence for Noting

Date: 20 March 2018

Author: Stephen Hart, Coordinator Council Business

Responsible Officer: Ian Church, Chief Executive Officer

Summary:

Attached to this report is relevant correspondence recently received by Council. This correspondence is provided for Councillor's information.

This document is for Council's information only.

RESOLUTION

This document is for Council's information only.

Report

1. Introduction

A key strategy in Council's Operational Plan 17-18 is to enhance decision making through informative reporting. To improve the flow of information to decision makers it is important that documents of a strategic nature are provided to Councillors for their information.

2. Background

The Lockyer Valley Regional Council receives a considerable amount of correspondence. While much of this correspondence is of a routine and operational nature, there are also Reports, Reviews and correspondence of a more strategic nature that is likely to be relevant for Councillor's information and consideration. Recent correspondence of this nature is attached to this report

3. Report

Relevant correspondence that has been recently received is attached to this report for Councillor's information. This includes correspondence from:

1. Chief Executive Officer, Darling Downs Rabbit Board providing a Report on Operations for the period 1 October 2017 to 31 January 2018.

Attachments

1View DDRB report 14 Pages



9 February 2018

Mr Ian Church Chief Executive Officer Lockyer Valley Regional Council PO Box 82 GATTON QLD 4343

Attention: Henri-Paul - Pest Management Department

Dear Mr Church

Report on Operations - 1 October 2017 to 31 January 2018

I attached herewith the report on the operation of the Darling Downs Moreton Rabbit Board for the period 1 October 2017 to 31 January 2018.

This report is analysed into four areas:

- 1. Fence Maintenance;
- 2. Rabbit Control and Eradication;
- 3. Financial Management;
- 4. Proposed Budget and Operational Plan for the year ended 30 June 2019.

Current Operations

The Board's priority over the last four months has been to target breeding areas for rabbits to provide the best value in the long term in respect to control. Compliance and control staff have identified a number of key breeding areas (principally in the Lockyer Valley and Toowoomba Regions) and have been working with landholders and other stakeholders to eradicate these breeding areas to maximise the benefit of the latest virus release as well as maintaining control and eradication programs across the Board area.

Fence Operations

Fence maintenance patrols have been completed over the course of the last three months with all breaks in the fence repaired within 5 working days. All maintained sections of the fence are reviewed at least weekly with vegetation control being undertaken based on seasonal conditions.

The Darling Downs Division Patrolmen, as part of their normal patrol duties, have been replacing footnetting, cleaning drains and floodgates, and vegetation control.

The Board is undertaking a project with QNPWS and the Karara Wild Dog Group to upgrade a section of fence near the Karara Grid to dog height standard.

ABN: 44 509 080 794

26 Wood Street Warwick 4370 PO Box 332 Warwick 4370 Telephone: 07 4661 4702 Fax: 07 4661 4702

Email Address: ddmrbrd@bigpond.com Website: www.ddmrb.org.au Work has commenced on the realignment of a section of fence under Mount Lindsay with earthworks completed around Christmas.

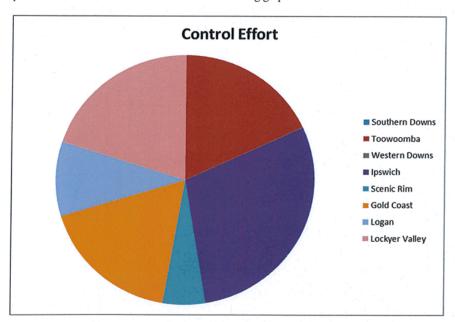
Control and Eradication

Inspection and Control

Control Measures over the period include both inspection and eradication programs conducted across the Board. The inspection program has been summarised in the following table.

Inspections										
			Southern	Lockyer	Gold			Scenic	Western	
	Inspections	Toowoomba	Downs	Valley	Coast	Ipswich	Logan	Rim	Downs	Total
	Oct to Jan	31	83	31	7	20	13	0	0	185
	1.7			~						

Contractors were also active on behalf of the Board across the board area over the course of the last quarter and this effort is summarised in the following graph.



Lockyer Valley Survey

PAMQ has been visiting properties where breeding areas have been removed to mop up displaced rabbits and record spotlight counts. Twelve (12) properties have been visited with 22 rabbits seen and 7 rabbits destroyed with an average of 1.7 rabbits per property. At the end of 2017 there has been no increase in rabbit populations on properties included in the harbour removal or destruction program. Reports of rabbits from areas outside of the survey have been received and DDMRB or LVRC officers have attended these properties.

ABN: 44 509 080 794

26 Wood Street Warwick 4370 PO Box 332 Warwick 4370 Telephone: 07 4661 4076 Fax: 07 4661 4722

Email Address: ddmrbrd@bigpond.com Website: www.ddmrb.org.au

Toowoomba Region

To assist with the reduction of the rabbit population after the destruction of harbour and warrens at Baillie Henderson Hospital, DDMRB contracted PAMQ to spotlight and shoot displaced rabbits. PAMQ have recorded seeing 79 rabbits with 55 rabbits destroyed during 2 surveys in the reporting period. Compliance officers have continued to survey the hospital grounds for new burrows/harbour and also to advise and assist ground staff on excluding rabbits from infrastructure on the property. Prior to the work conducted at the hospital, the density of rabbits was estimated at 1.7 per Ha. After an RHDV-K5 release, RHDV-2 outbreak and harbour removal the density was reduced to 0.69 per Ha. Taking advantage of the displaced rabbits PAMQ has been able to reduce the density of rabbits at the site to 0.37 per Ha which is still enough rabbits to cause environmental damage and damage to infrastructure.

The remaining warrens in the New England Hwy corridor between Reis and Cronin Roads at Highfields were destroyed during November. Toowoomba Regional Council was contracted by Main Roads to destroy the warrens and remove the remaining thickets of lantana. DDMRB assisted by marking the warrens and directing machinery. Additional roadside inspections have been carried out to monitor for new burrows and to collapse 5 warrens by hand which could not be accessed by the backhoe due to underground services in the area.

Virus Update

RHDV-2 has been active in Southeast Queensland into November and another strain of RHDV-1 (RHDV-1 Chinese strain) was detected at a site north of Toowoomba. The Chinese strain was first detected in Western Sydney during December 2013, then later in the ACT but the virus has not been as virulent as the original RHDV-1 (Czech strain). Given the Chinese strain made its way into Queensland without being detected during a year in which hundreds of samples have been submitted from across Australia, it is likely the virus has been moved by vehicle intentionally or unintentionally. DDMRB compliance staff collected samples from the Lockyer Valley, Southern Downs and Toowoomba Regional Council areas for testing. One sample tested positive for RHDV2 which was collected in the Toowoomba Region.

Finance and Governance

The Board operations have been delivered in line with budget expectations over the course of the last seven months. A summary of the Board budget position is shown in the following table.

Revenue for the period is in line with budget estimates and are higher than collections at the same time last year due to faster turnaround of precept receipts from the Department of Agriculture and Fisheries.

Fence expenditure is up marginally on last year with the bulk of the increase attributable to materials purchased for the reconstruction of the fence between Brigalow and Chinchilla. Rabbit Control and eradication expenditure is also up 12% on last year due primarily to increased effort in this area over the last 12 months. Key control projects such as the Lockyer Valley survey and the Toowoomba North survey should see control and eradication expenditure remain high over the next two years.

General administration expenditure has increased by nearly 17% compared to last year due to a number of factors including:

- Resolution of outstanding Fringe Benefits Tax arrangements for the Board;
- Higher than anticipated insurance premiums; and
- Cost of revaluing non-current assets.

ABN: 44 509 080 794

26 Wood Street Warwick 4370 PO Box 332 Warwick 4370 Telephone: 07 4661 4076 Fax: 07 4661 4076 Email Address: ddmrbrd@bigpond.com Website: www.ddmrb.org.au

Darling Downs Moreton Rabbit Board Statement of Income and Expenditure for the period 1 July 2017 to 31 Jan 2018 58% of year)

Particulars	Budget	,	YTD Actual		L	ast Yea
	\$		\$	%	_	\$
ncome						
Precept contributions	\$ 1,690,378	\$	846,300	50%	\$	525,999
Interest earned	\$ 21,670	\$	7,680	35%	\$	7,71
Miscellaneous receipts	\$ 2,000	\$	540	27%	\$	1,91
Top Netting - Local Authorities	\$ 15,500	\$	15,059	97%	\$	15,12
Paddock Leases and House Rents	\$ 635	\$	633	100%	\$	68
Telephone recoveries	\$ 100	\$	71	71%	\$	27
Fence contributions	\$ 1,500	\$	508	34%	\$	7,96
	\$ 1,732,083	\$	870,790	50%	\$	559,66
xpenses						
Fence Maintenance	\$ 890,046	\$	542,839	61%	\$	508,18
Rabbit Eradication and Compliance	\$ 223,634	\$	84,768	38%	\$	75,93
General Administration	\$ 313,391	\$	221,793	71%	\$	189,78
Plant, Equipment and Buildings	\$ 300,852	\$	173,467	58%	\$	75,21
Capital	\$ 4,160	\$	953	23%	\$	42
	\$ 1,732,083	\$1	1,023,820	59%	\$	849,54
	\$		(153,030)		1	(289,882

The overall financial position of the Board has improved over the financial year with the net deficit significantly lower than for the comparative period last financial year.

Proposed Budget for the year ended 30 June 2019

The Board is required to submit its budget to the Department of Agriculture and Fisheries for consideration by the Minister by 31 March 2018. Prior to the adoption of the budget the Board needs to seek feedback from contributing local governments on the proposed budget and the corresponding operational plan.

Attached to this letter is a copy of the proposed budget for the year ended 30 June 2019. The Board would appreciate any feedback from your Council on the proposed budget and ideally confirmation of your Council's endorsement of the budget in writing to include in our budget submission.

The format that the budget is presented in, aligns with the local government presentation requirements showing intended revenue and expenditure for the budget year and the two following years. The proposed increase in the precept is summarised in the following table.

ABN: 44 509 080 794

26 Wood Street Warwick 4370 PO Box 332 Warwick 4370 Telephone: 07 4661 4076 Fax: 07 4661 4722 Email Address: ddmrbrd@bigpond.com

Website: www.ddmrb.org.au

	2019	2020	2021
Precept Increase	3.0%	2.5%	2.5%
			-

The proposed budget funs operation over four general areas for the year including: fence maintenance, rabbit control and eradication, general administration and plant and asset maintenance.

The following table provides a summary of the proposed budget.

Account Number	Budget Cost Centre	Actual	Budget	YTD Actual	An	iticipated Bud	get
		2016-2017 4.0%	2017/2018 3.0%	2017/2018 (31/12/2017	2018/19 3%	2019/2020 2.5%	2020/2021 2.5%
4-000	INCOME						
4-1000 4-2000 4-3000 4-4000 4-8000	Annual Local Authority Precept Other Income Fence Maintenance Recoveries and Refunds Miscellaneous Income Profit on Sale of Assets TOTAL INCOME	\$1,641,144 \$ 24,055 \$ 23,084 \$ 10,989 \$ 1,102 \$ - \$1,700,374	\$1,690,378 \$ 22,470 \$ 15,500 \$ 3,235 \$ 500 \$ - \$1,732,083	\$ 666,691 \$ 7,339 \$ 15,566 \$ 712 \$ - \$ -	\$1,741,089 \$ 23,144 \$ 15,624 \$ 1,790 \$ 500 \$ - \$1,782,147	\$1,784,617 \$ 23,723 \$ 16,015 \$ 1,835 \$ 513 \$ - \$1,826,701	\$1,829,232 \$ 24,316 \$ 15,890 \$ 1,881 \$ 525 \$ -
6-000	EXPENSES						
6-1000 6-2000	Fence Patrol, Improvements/Mtce & Rabbit Control General Administration	\$ 831,510 \$ 283,636	\$ 890,561 \$ 310,035	\$ 446,986 \$ 198,903	\$ 980,621 \$ 318,934	\$1,004,087 \$ 326,857	\$1,025,239 \$ 335,954
6-3000	Plant, Equipment & Buildings Rabbit Eradication and	\$ 283,636	\$ 310,035	\$ 162,929	\$ 281,783	\$ 286,503	\$ 296,165
6-4000	Compliance	\$ 116,321	\$ 224,634	\$ 71,186	\$ 195,809	\$ 203,254	\$ 208,336
6-5000	Capital	\$ 733	\$ 6,000	\$ 923	\$ 5,000	\$ 6,000	\$ 6,150
	TOTAL EXPENSES	\$ 1,379,581	\$1,732,082	\$ 880,927	\$1,782,147	\$1,826,701	\$1,871,843

The reduction in budgeted expenditure for rabbit eradication and compliance is a result of changes to staffing arrangements and does not reflect a reduction in effort in this area. The Board is committed to increasing its effort in rabbit control and eradication.

To this end the Board has applied for additional funding under the Commonwealth Feral Pest Initiative for additional surveillance following the RHDV-K5 release to optimise the outcomes from the biological control to eradicate rabbits in the Board area. This project has not been approved at this stage but the Board expects advice from the Department by the end of February 2018. This funding will significantly increase the control and eradication program over the year 30 June 2019 and 30 June 2020.

ABN: 44 509 080 794

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The impact on the proposed budget on the contributions from the local governments who are members of the Board are summarised in the following table.

Darling Down Moreton Rabbit Board Contributions by Local Government

	General Rates 2017			Precept			
	\$'000s	2018	2019	% of General Rates	:	2020	2021
Logan City Council	144,979	\$ 87,054	\$ 89,666	0.06%	\$	91,907	\$ 94,205
Ipswich City Council	159,210	\$ 88,238	\$ 90,885	0.06%	\$	93,157	\$ 95,486
City of the Gold Coast	464,626	\$117,819	\$ 121,354	0.03%	\$	124,387	\$ 127,497
Lockyer Valley Regional Council	29,750	\$119,510	\$ 123,095	0.41%	\$	126,173	\$ 129,327
Western Downs Regional Council	64,200	\$195,746	\$ 201,618	0.31%	\$	206,659	\$ 211,825
Scenic Rim Regional Council	38,141	\$ 244,936	\$ 252,284	0.66%	\$	258,591	\$ 265,056
Southern Downs Regional Council	30,243	\$ 287,195	\$ 295,811	0.98%	\$	303,206	\$ 310,786
Toowoomba Regional Council	128,979	\$ 550,049	\$ 566,550	0.44%	\$	580,714	\$ 595,232

\$1,690,144 \$ 1,741,263 \$ 1,829,415 \$ 1.784.795

The proposed budget funds the attached Operational Plan for the Board which is similar to the 2018 Operational Plan. The key focus for the Board will continue to be maintenance of the fence, rabbit control and eradication operations and continued improvement on our communication with Councils at both executive and operational level.

Should you have any queries in respect to the above, please feel free to contact me on 07 4661 4076 or 0477 052 835. If possible I would appreciate written acknowledgement of the Board's Budget as soon as possible.

Yours faithfully

Thomas Upton

Chief Executive Officer

Darling Downs Moreton Rabbit Board

ABN: 44 509 080 794

26 Wood Street Warwick 4370 PO Box 332 Warwick 4370 Telephone: 07 4661 4076 Fax: 07 4661 4722 Email Address: ddmrbrd@bigpond.com Website: www.ddmrb.org.au

Account	Budget Item Description	Actua 2017	Actual 2016- 2017 4.0%	Budget 2017/2018 3.0%	YTD Actual 2017/2018 (31/12/2017		Anticipated Budget 2018/19 3%	Anticipated Budget 2019/2020 2.5%		Anticipated Budget 2020/2021 2.5%	Notes on 2018-2019 Budget
4-0000	INCOME										
4-1000	Reimbursements	t									
4-1100	Annual Local Authority Precept	\$ 1,6	1,641,144	\$ 1,690,378	\$ 666,691		\$ 1,741,089	\$ 1,784,617		\$ 1,829,232	Proposed Increase 3.0%
	Total Reimbursements Income	\$ 1,	1,641,144	\$ 1,690,378	\$ 666,691	G	1,741,089	\$ 1,784,617		\$ 1,829,232	
4-2000	Other Income										
4-2200	Interest Earned	(A)	23,466	\$ 21,670	\$ 7,2	7,277	22,320	\$ 22	22,878	\$ 23,450	Assumed Avg Balance of \$800K at 2.2% interest
4-2300	Miscellaneous Administration Receipts	S	569	\$ 500	s	62	515	69	528	\$ 541	
4-2340	Rabbit Board History Book Sales	S	20		s	φ.	•	G	7	· •	
4-2360	Equip Trade-In & Sale Used Goods	s	1	\$ 300	· ·	မာ	309	↔	317	\$ 325	
	Total Other Income	w	24,055	\$ 22,470	\$ 7,3	7,339	23,144	\$ 23	23,723	\$ 24,316	
4-3000	Fence Maintenance										
4-3100	Top Netting - Local Authorities	S	15,124	\$ 15,500	\$ 15,059	\$	15,124	\$ 15	15,502	\$ 15,890	Est. Increase in top netting charge for Wild Dogs maintenance fee to locals authorities
4-3350	Contributions - Other	S	7,960	S	8	\$08	500	·Ω	513		One off Gate Replacement in 2016, no anticipated work in 2017.
	Total Fence Maintenance Income	S	23,084	\$ 15,500	\$ 15,566	\$ 99	15,624	\$ 16	16,015	\$ 15,890	
4-4000	Recoveries and Refunds										
4-4010	Miscellaneous Admin. Receipts & Recoveries	S	887	\$ 1,000	S	12	1,030	8	1,056	\$ 1,082	No Change
4-4200	Paddock Lease & House Rent Recoveries	S	682	\$ 635	9	633	655	69	671	\$ 688	Small Change
4-4300	Telephone Recoveries	S	144	\$ 100	69	67	105	69	108	\$ 110	110 Est. Reduced usage

127 1 1 1 1 1 1 1 1 1 1 1	Budget Item Description	Actua 2017	2017 4.0%	Budget 2017/2018 3.0%	YTD Actual 2017/2018 (31/12/2017)	Anticipated Budget 2018/19 3%		Anticipated Budget 119/2020 2.5%	Anticipated Anticipated Budget 2019/2020 2.5% 2020/2021 2.5%	Notes on 2018-2019 Budget
Fe	Fence Contributions	w	8,980	\$ 1,500	S	8	es		69	
70	Total Recoveries and Refunds	s	10,989	\$ 3,235	\$ 712	\$ 1,790	\$ 06	1,835	\$ 1,881	
Ĭ	Miscellaneous Income	S	1,102	\$ 500	S	\$	500 \$	513	\$ 525	
2	Total Miscellaneous Income	v	1,102	\$ 500	8	\$	\$ 009	513	\$ 525	
ĭ	TOTAL INCOME	\$ 1,7	1,700,374	\$ 1,732,083	\$ 690,309	\$ 1,782,147	47 \$	1,826,701	\$ 1,871,843	
E)	EXPENSES									
<u>유</u> 양	Fence Patrol, Improvements/Mtce & Rabbit Control									
Š	Wages - Ordinary	S	578,248	\$ 575,480	\$ 276,487	\$ 636,071	71 8	651,973	\$ 668,272	Wages have been split between Control and Compliance and Fence Maintenance
Š	Wages - Sick Pay	S	9,281	\$ 11,755	\$ 10,166	\$ 12,100	\$ 00	12,403	\$ 12,713	
3	Wages - Annual Leave	s	59,576	\$ 75,000	\$ 20,831	\$ 77,250	\$ 09	79,181	\$ 81,161	Estimate
Š	Wages - Long Service Leave	S	4,296	\$ 21,150	6	\$ 20,000	\$ 00	20,500	\$ 21,013	No LSL is expected to be taken
Su	Superannuation	S	82,031	\$ 85,000	\$ 42,922	\$ 87,550	\$ 00	89,739	\$ 91,983	Estimate based on wages
\$	WH&S, Safety Equipment & PPE	S	3,646	\$ 8,000	\$ 2,402	\$ 8,000	\$ 00	8,200	\$ 8,405	Increase due to WHS requirements
Ë	Training	s	7,526	\$ 6,200	\$ 2,543	\$ 6,000	\$ 00	6,150	\$ 6,304	Training has been brought up to date in 2014/15 therefore no significant increase expected
Pe	Fencing Materials	S	20,452	\$ 30,000	\$ 62,744	\$ 50,650	\$ 00	52,241	\$ 50,972	Reduction due to stock carry and replacement programming
N	Maintenance & Repair Rabbit Fence	S	9,240	\$ 50,000	\$ 23,500	\$ 55,000	\$ 00	55,000	\$ 55,000	Estimate
5	Chinchilla Fence Project	S	573	5	· ·	\$	49	1,	· •	Project complete
0	Dunmore Grid	S	1,419	s		e	6		6	Project Complete

Account	Budget Item Description	Actu 2011	Actual 2016- 2017 4.0%	Budget 2017/2018 3.0%		YTD Actual 2017/2018 (31/12/2017)	Anti	Anticipated Budget 2018/19 3%	Anti Bi 2019/2	Anticipated Budget 2019/2020 2.5%	Anticipated Budget 2020/2021 2.5%	ited et 2.5%	Notes on 2018-2019 Budget
6-1700	Rabbit Eradication & Compliance (contractor & equipment)	w	18,377	s	S		69	1	မာ	7 P	69	- 8	Increasing costs for one sub contractor for compliance activities
6-1750	Signs	S	155	\$ 2,976	9	2,154	69	3,000	69	3,075	რ ග	3,152 8	Estimated slight increase for sign replacement & repairs
6-1800	Grids & Gates	S	36,691	\$ 25,000	8	3,237	69	25,000	es.	25,625	\$ 26,	26,266	Estimate to replace one grid
	Expenses	s	831,510	\$ 890,561	S	446,986	8	980,621	\$ 1,0	\$ 1,004,087	\$ 1,025,239	239	
6-2000	General Administration								1				
6-2050	Chief Executive Officer & Admin Officer Salaries	S	129,828	\$ 145,685	69	67,268	8	150,789	9	154,558	\$ 158,	158,422 p	Estimated increase for Chief Executive Officer & part time admin assistant
6-2150	Directors Fees & Expenses	S	2,957	\$ 1,500	<i>s</i>	1,912	မာ	2,000	69	2,050	\$	2,101	Out of pocket expenses
6-2200	Office/Workshop Power & Gas	S	3,637	\$ 4,000	<i>s</i>	1,755	69	4,120	69	4,223	8,	4,329	Small increase anticipated
6-2250	Advertising	G	4,625	\$ 4,300	<i>s</i>	1,169	69	4,000	69	4,100	8	4,203	Small increase anticipated
6-2300	Printing & Stationery	S	5,763	\$ 5,800	<i>s</i>	2,459	69	5,800	69	5,945	9	6,094	Small increase anticipated
6-2350	Telephone & Postage	S	20,131	\$ 23,000	<i>s</i>	6,745	69	21,000	69	21,525	\$ 22,	22,063	Small increase anticipated
6-2400	Audit Fees	S	14,556	\$ 13,000	<i>s</i>	12,220	69	13,000	69	13,325	\$ 13,	13,658	Small increase anticipated
6-2425	Accounting Fees	S	3,800	\$ 4,000	<i>s</i>		69	2,000	69	2,050	8,	2,101 a	Estimate for possible outsourcing of YE accounting matters
6-2450	Bank Charges	S	33	\$ 250	· · ·	ю	69	100	€	103	49	105	No change anticipated
6-2500	Legal Expenses	S		\$ 1,000	s 0	182	69	200	€	513	₩	525	No change anticipated
6-2540	Audit Valuation Fees	S	156	\$ 15,000 \$	s	10,750	69	4,000	es.	4,100	8	203	4,203 Valuation fee for five yearly property valuations

Account	Budget Item Description	Actu:	Actual 2016- 2017 4.0%	Budget 2017/2018 3.0%	YTD Actual 2017/2018 (31/12/2017)		Anticipated Budget 2018/19 3%		Anticipated Budget 2019/2020 2.5%	Anticipated Budget 2020/2021 2.5%	Notes on 2018-2019 Budget
6-2550	Insurance & Registrations	S	41,308	\$ 40,000	s	28,736	\$ 42,000	ь	43,000	\$ 45,000	Reduction due to review and assessment of market values
6-2560	Workers Compensation Premiums	va	10,014	\$ 13,000	v	12,288	\$ 13,500	မာ	13,838	\$ 14,183	Reduction in wages due to staff savings during 2014/15
6-2600	Miscellaneous Administration	S	6,869	8,000	S	2,980	\$ 9,270	· 69	9,502	\$ 9,739	Small increase anticipated
6-2620	Conferences/Seminars/Workshops	v	3,776	\$ 2,000	vs	352	\$ 2,500	မာ	2,563	\$ 2,627	
	Fringe Benefits Tax	S	6:		8	25,662	\$ 14,000	မာ	14,350	\$ 14,709	
6-2650	Council Rates & Land Rentals	v	13,316	\$ 13,500	S	12,771	\$ 13,905	မာ	14,253	\$ 14,609	Small increase anticipated
	Uniforms	S	3,054		s	1,467	\$ 1,000	ь	1,025	\$ 1,051	
6-2700	EDP/ IT & Computer Equipment	S	19,812	\$ 15,000	s	10,187	\$ 15,450	မာ	15,836	\$ 16,232	Slight increase forecast for improved communications (ie; web page)
	Total General Administration	s	283,636	\$ 310,035	s,	198,903	\$ 318,934	မ	326,857	\$ 335,954	-
6-3000	Plant, Equipment & Buildings		1 2			9					
6-3120	Motor Vehicle Replacement Expense	Ø	•	\$ 100,000	v)	88,731	\$ 100,000	မာ	100,000	\$ 105,000	MV turnover according to wear and tear
6-3200	Fuel, Oil & Tyres	ss.	74,076	\$ 70,739	s	36,310	\$ 72,000	ь	73,800	\$ 75,645	Slight increase forecast for running costs
6-3300	Maintenance & Repair Plant and Tools	S	52,989	\$ 74,113	S	22,453	\$ 55,000	ь	56,375	\$ 57,784	Slight increase forecast for R&M of equipment
6-3350	Asset Renewal Reserve A/c	G	30	s)	s	-1	\$ 3,783	ω	3,878	\$ 3,975	No change for the provision
6-3400	Purchase Small Plant	G	2,409	\$ 11,000	S	8,308	\$ 8,000	ь	8,200	\$ 8,405	Replacement is expected to be slightly lower for 2015/16
6-3450	Machinery - Tractors/Implements	Ø		\$ 23,000	S	'	\$ 23,000	ь	23,575	\$ 24,164	Instalment / provision amount for purchase of grader
6-3500	Floating Plant & Loose Tools	S	6,018	8 6,000	S	1,467	\$ 5,000	θ	5,125	\$ 5.253	

THE RESERVE TO SERVE												
Account	Budget Item Description	Actual 2016- 2017 4.0%		Budget 2017/2018 3.0%	YTD Actual 2017/2018 (31/12/2017)	Antici Budget 3'	Anticipated Budget 2018/19	Anticipated Budget 2019/2020 2.5	%	Anticipated Budget 2020/2021 2.5%	ated let 1 2.5%	Notes on 2018-2019 Budget
9-3600	Cottage Maintenance	\$ 11,8	11,888 \$	14,000	\$ 5,660	₩	13,000	8	13,500	8	13,838	
6-3700	Office Equipment & Furniture	S	<i>σ</i>	2,000	s	છ	2,000	€9	2,050	8	2,101	No change forecast, no significant items requiring replacement
	Total Plant, Equipment & Buildings Expenses	\$ 147,380	380	300,852	\$ 162,929	₩.	281,783	\$ 28	286,503	\$ 29(
6-4000	Rabbit Eradication and Compliance											
	Compliance Salaries	\$ 83,	83,104 \$	159,727	\$ 48,638	ω	129,809	\$ 13	133,054	\$ 136	136,381	
	Contractor Expenses	\$ 29,	29,730 \$	53,000	\$ 15,660	69	54,000	8	55,350	\$ 56	56,734	
	Other Expenses	3,	3,487 \$	11,907	\$ 6,888	69	12,000	8	14,850	\$ 15	15,221	
	Total Rabbit Eradication and Compliance	\$ 116,321	321 \$	224,634	\$ 71,186	s	195,809	\$ 20	203,254	\$ 208	208,336	
0005-9	Capital				6					5		
6-5100	Stores Compound	S	9	1,000	s	₩.	1,000	69	1,000	69	1,025	Estimate to maintain the stores
6-5400	Wood Street Property	6	733 \$	5,000	\$ 923	69	4,000	မာ	5,000	49	5,125	Estimate for head office property
	Total Capital	s	733 \$	6,000	\$ 923	S	5,000	s	6,000	\$	6,150	
	TOTAL EXPENSES	\$ 1,379,581	581 \$	1,732,082	\$ 880,927		\$ 1,782,147	\$ 1,82	1,826,701	\$ 1,871,843	1,843	
The justificat	Nett Surplus / -Deficit	\$ 320,793	793 \$	-	\$ (190,618)	\$	0	69	0	69	0	

Ongoing increases in fence materials prices & planned fence replacement program

Increasing running costs of machinery, fuel, spare parts, transportation and maintenance

* Wage increases & associated on cost increases - wages and on costs are major budget items

Actual 2016- Budget 2017/2018 3.0% Participated 2017/2018 3.0% Participated 2017/2018 3.0% Participated 2019/2020 2.5% Participated 2019/2020 2.5% Participated 2019/2020 2.5% Participated 2017/2018 2019/2020 2.5% Participated 2017/2	* Training staff - to comply with WHS obligations, and to ensure a well trained workforce is maintained * The replacement costs of plant, tools and general fencing equipment, including vehicles, tractors, fencing gear and trailers. - The board provides communication equipment, including Personal - Creator Beacons, mobile phones & UHF radios, to provide staff with access to emergency assistance if required.			
Account Number Budget Item Description	* Training staff - to comply with WHS obligations, and to ensure a we * The replacement costs of plant, tools and general fencing equipment, including vehicles, tractors, fencing gear and trailers. * The board provides communication equipment, including Personal Locator Beacons, mobile phones & UHF radios, to provide staff with access to emergency assistance if required.			

Darling Downs-Moreton Rabbit Board

Operational Plan Year ended 30 June 2019

No.	No. Description	Resnonsihility		KDI
Strate	Strategic / Governance			TOW
1	Improve Engagement with Contributing Council's	CEO	•	Four Board updates sent to Councils over the course of the year.
			• •	Finalise MOU negotiations with Council's
			•	Councils to endotse 2018/2019 Board Budget and future Budgets.
7	Develop Rabbit Eradication Plan for the Board Area	Compliance Coordinator/	•	Proposed Strategy completed by 30 June and endorsed by the contributing Councils.
		Inspector	•	Board compliance and control program aligns with
				contributing Council's Biosecurity plans and the Queensland Biosecurity Plan.
Fence	Fence Maintenance / Renewal			
2	Maintain Barrier Fence in rabbit proof conditions	Inspector	•	Fence is Rabbit Proof > 90%
9	Renewal Projects: 13 Kilometres of Fence - May Park Chinchilla 1 Kilometre of Fence - Mt Lindsay 1 Kilometre of fence - Palen Creek	Inspector Inspector Inspector	•	Capital Project completed on time and within budget allocations.

DDMRB - Operational Plan Year Ended 30 June 2019

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No.	No. Description	Responsibility	КРГ
Comp	Compliance / Eradication		
7	Determine the distribution and abundance of rabbits within the DDMRB area on inspected properties.	Compliance Co-ordinator	100 Inspections per months Pet rabbit reports dealt with within five working days
8	Assess the degree and type of damage caused by rabbits from inspected properties	Compliance Co-ordinator	5 breeding sites cleared of rabbits per month One technical paper prepared per year
6	Prepare (in conjunction with landholders) plans to remove rabbits from inspected properties.	Compliance Co-ordinator	 Obtain agreement on control plans for 10 Properties per month 5 properties that previously had rabbit damage declared free of rabbits per month. Commence control plans for 10 properties per month.



ORDINARY COUNCIL MEETING MINUTES 28 MARCH 2018

15.0 CONFIDENTIAL ITEMS

CLOSED SESSION

THAT Council resolve to move into Closed Session at 11.20am to the exclusion of the press and public, in accordance with Section 275 (1) (e) of the Local Government Regulation 2012, as the matter involves contracts proposed to be made by it:

• Item 15.1 – Lockyer Valley & Somerset Water Collaborative.

Moved By: Cr Hagan Seconded By: Cr Cook

Resolution Number: 16-20/0853

CARRIED

7/0

OPEN SESSION

THAT Council resolve to move into Open Session, the time being 11.32 am.

Moved By: Cr Vela Seconded By: Cr Hagan

Resolution Number: 16-20/0854

CARRIED

7/0

15.1 Lockyer Valley & Somerset Water Collaborative

Date: 22 March 2018

Author: Jason Harm, Manager Regional Development

Responsible Officer: Ian Church, Chief Executive Officer

That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 275 (1) (e) of the Local Government Regulation, 2012, as the matter involves contracts proposed to be made by it.

Summary:

The purpose of this Report is to seek endorsement and budget consideration for Councils involvement in the Steering Group for the Lockyer Valley and Somerset Water Collaborative. The Steering Group will advocate for a water security scheme for future generations and oversee the development of robust business case, detailed feasibility and advocate for sustainable water supply.

RESOLUTION

THAT with respect to the Steering Group for the Lockyer Valley and Somerset Water Collaborative, Council resolve to:

- Support involvement in the Lockyer Valley and Somerset Water Collaborative;
- Endorse Cr Milligan and the Chief Executive Officer to be representatives on the



ORDINARY COUNCIL MEETING MINUTES 28 MARCH 2018

Steering Group:

- Endorse Cr Hagan and the Manager Regional Development to be the respective proxies for those representatives;
- Support the recommendation of the Steering Group to appoint Kooroomba Consulting as Independent Chair of the Steering Group for a period up until 30 June 2019:
- Note the anticipated cost contribution from Lockyer Valley Regional Council for the operation of the Steering Group until 30 June 2019 is approximately \$60,000, which will be committed from the existing 2017/18 budget;
- Note that if a project is identified to go to full business case it is anticipated that Lockyer Valley Regional Council's funding contribution would be approximately \$164.000; and
- Approve that the commitment for the business case be included in the 2018/19 budget consideration process;

Further:

THAT Council resolve to enter into a medium-sized or large-sized contract under Section 235(b) of the *Local Government Regulation 2012* without first inviting written quotes or tenders as, because of the specialised nature of the services that are sought, it would be impractical or disadvantageous for Council to invite quotes or tenders for:

(a) delivery of water specialist and advocacy services by Kooroomba Consulting.

Moved By: Cr Hagan Seconded By: Cr McLean

Resolution Number: 16-20/0855

CARRIED

7/0

16.0 MEETING CLOSED

There being no further business, the meeting closed at 11.33 am.