

Agenda



ORDINARY MEETING OF COUNCIL

AGENDA

12 FEBRUARY 2020

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1. MEETING OPENED**2. LEAVE OF ABSENCE**

No Leave Of Absence.

3. CONDOLENCES/GET WELL WISHES**3.1 Condolences/Get Well Wishes**

Date: 03 February 2020

Author: Erin Carkeet, Governance and Strategy Officer

Responsible Officer: Ian Church, Chief Executive Officer

Summary:**Officer's Recommendation:**

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

Attachments

There are no attachments for this report.

4. 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 175C of the *Local Government Act 2009*, a councillor or senior council officer who has a material personal interest in an issue to be considered at a meeting of a local government, or any of its committees must:

- (a) inform the meeting of the material personal interest in the matter, including the following particulars about the interest –
 - i. the name of the person or other entity who stands to gain a benefit, or suffer a loss, depending on the outcome of the consideration of the matter at the meeting
 - ii. how the person or other entity stands to gain the benefit or suffer the loss
 - iii. if the person or other entity who stands to gain the benefit or suffer the loss if the person or other entity is not the councillor or senior council officer—the nature of the relationship to the person or entity; 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 175E of the *Local Government Act 2009*, a councillor or senior council officer 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 personal interest in the matter, including the following particulars about the interests:

- a) the nature of the interests
- b) if the personal interests arise because of the relationship with, or receipt of a gift from, another person:
 - i. the name of the other person; and
 - ii. the nature of the relationship or value and date of receipt of the gift; and
 - iii. the nature of the other person's interests in the matter.
- c) how the councillor or senior council officer intends to handle the matter i.e. leave the meeting or proposes to stay in a meeting.

5. MAYORAL MINUTE

No Mayoral Minute.

6. CONFIRMATION OF MINUTES**6.1 Notice of Motion to Rescind a Resolution - Resolution Number 16-20/1633**

Date: 05 February 2020
Author: Ian Church, Chief Executive Officer
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

A decision was made with respect to a Minor Change at Council's Ordinary Meeting held 22 January 2020 regarding a development at Lot 309 CH3311850, 303 Grantham Scrub Road, Veradilla. The *Planning Act 2016* is silent on the ability to give opportunity for a negotiated decision for a minor change.

Subject to discussion with Department of State Development, Manufacturing, Infrastructure and Planning officers it has been advised the best way to deal with this is via a new minor change application. In order to simplify the process, it is considered the most practical way of dealing with this is to address all of the conditions of the original change application, so it is all on the one application.

Officer's Recommendation:

THAT Council Resolution 16-20/1633, "THAT the request for a Negotiated Decision for Development Permit for a Minor Change to Approval (MC2019/0039) for Material Change of Use for Expansion to Poultry Farm (Additional 100,000 birds) (DA4784) on Lot 309 CH311850 at 303 Grantham Scrub Road, Veradilla be approved as follows:

A. Change Condition N9 to read as follows:

N9	<p>With the exception of the extension to Shed 1, all new structures on site must be situated and maintained at a minimum:</p> <p>100m from any road frontage,</p> <p>100m from any Natural Watercourse,</p> <p>20m from any side or rear boundary,</p> <p>150m from any dwelling on surrounding land;</p> <p>Building setbacks must be measured from the outermost projection of the building (gutter or fascia) to the nearest point of the relevant property boundary.</p> <p>Note: The extension to Shed 1 will result in a setback of approximately 95.4m from Grantham Scrub Road.</p>	<p>To be completed prior to the commencement of use.</p>
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passed at the Ordinary Meeting of the Council held on 22 January 2020 be rescinded.

Attachments

1 [1](#) Notice of Motion to Rescind a Resolution 1 Page

Notice of Motion to Rescind a Resolution

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

We give notice of the following motion of rescission, *Council Resolution 16-20/1633*;

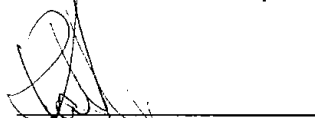
"THAT the request for a Negotiated Decision for Development Permit for a Minor Change to Approval (MC2019/0039) for Material Change of Use for Expansion to Poultry Farm (Additional 100,000 birds) (DA4784) on Lot 309 CH311850 at 303 Grantham Scrub Road, Veradilla be approved as follows:

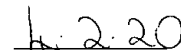
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passed at the Ordinary Meeting of the Council held on 22 January 2020 be rescinded.

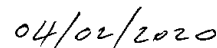

Name of Councillor


Signature of Councillor

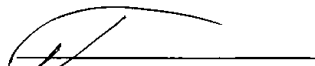

Date

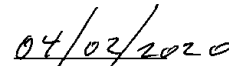

Name of Councillor


Signature of Councillor


Date


Name of Councillor


Signature of Councillor


Date

6.2 Confirmation of Ordinary Meeting Minutes 22 January 2020

Date: 03 February 2020
Author: Ian Church, Chief Executive Officer
Responsible Officer: Ian Church, Chief Executive Officer

Summary:**Officer's Recommendation:**

THAT the Minutes of the Ordinary Meeting of Lockyer Valley Regional Council held on Wednesday 22 January 2020 be taken as read and confirmed.

Attachments

There are no attachments for this report.

7. BUSINESS ARISING FROM MINUTES

No Business Arising from Minutes.

8. COMMITTEE REPORTS

No Receival of Committee Reports as Minutes.

9. DEPUTATIONS/PRESENTATIONS

No Deputations/Presentations.

10. EXECUTIVE OFFICE REPORTS**10.1 Chief Executive Officer's Monthly Update - January 2020**

Date: 31 January 2020
Author: Ian Church, Chief Executive Officer
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The purpose of this report is to update Council on key issues currently being actioned by Council's Executive Office and to provide information relevant to Councillors and the organisation.

Officer's Recommendation:

THAT Council receive and note the Chief Executive Officer's Monthly Report for January 2020.

Report**1. Introduction**

This report is presented to ensure Council is well informed on the business being undertaken by the Executive Office of Council.

2. Background

The report covers actions and information relevant to Councillors and the Executive Office and includes the key areas of Governance and Strategy, Regional Development and Marketing, Communications and Engagement (MCE). Legal and Property Services are subject to separate reports to Council.

3. Report**Governance and Strategy****Complaints**

The following table provides details of the complaints managed for 2019-20 period and those that are currently under consideration:

Type of complaint	Comparison of total # received YTD		Currently under investigation	Received during the month 2019-20	Completed in the month 2019-20
	2019-20	2018-19			
Staff	1	2	0	0	0
Administrative Action	6	7	3	1	0
Privacy	0	0	0	0	0
TOTAL	7	9	3	1	0

Public Interest Disclosures

Executive Managers, Managers and key staff attended Public Interest Disclosure training conducted by the Office of the Queensland Ombudsman. This training will assist officers in identifying and managing

public interest disclosures, which can arise when a staff member raises an issue involving corrupt conduct, in accordance with the legislation.

Insurance Management

Attached to this report is comparative data for the period 1 July 2015 to date, for the following claim types, where they are above Council's excess:

- Liability Claims (Public Liability, Professional Indemnity & Personal Injury; including notifications);
- Motor Vehicle Claims; and
- Council Property Claims.

Legislative Framework

The Department of Local Government, Racing and Multicultural Affairs distributed a draft paper on managing Council's informal meetings. The paper defines an informal meeting and requires Councils to adopt a policy to manage such meetings, including requirements for advertising, making them open to the public and managing conflicts of interest. The definition of an informal meeting is very broad and will include a road or site inspection as it currently stands. Responses have been provided to the Local Government Association of Queensland and Local Government Managers Australia supporting their submissions that the current draft is not workable in practice.

Regional Development

Collaboratives

Lockyer Valley and Somerset Water Collaborative (LVSWC) - Sustainable Water

During the past month the LVSWC have worked with Jacobs to deliver the information sessions for the stage 1 demand assessment, as part of the detailed business case.

Sessions have been well attended with approximate numbers as follows:

- Atkinson's Dam – 40
- Mulgowie – 30
- Ma Ma Creek – 30
- Glenore Grove – 50
- Helidon - 50
- Gatton - 100

Stage 1 of the expression of interest process (EOI) concludes on 14 February and should provide the raw data from potential water users to enable a water network to be designed. This process will quickly determine the potential user's willingness to pay for a more reliable water source and whether the project will proceed to the full business case.

Council has commenced investigations to determine whether there is any benefit in submitting an EOI for water to be purchased from the Scheme rather than from Urban Utilities, as part of stage 1.

Equine Collaborative

The master plan for redevelopment of the Gatton Equine Precinct is almost complete and will be the subject of a report to a future Council meeting. Should the master plan be accepted the next stage will be a detailed business case.

AdvocacyStakeholder Relations

Council Officers continue to work with the Council of Mayors South East Queensland (COMSEQ) and State and Commonwealth levels of Government on the SEQ City Deal. The COMSEQ CEO met with the Mayor and officers to discuss the City Deal and the Deputy Mayor met with COMSEQ and other Council Mayors and Officers to discuss potential projects for inclusion in an initial City Deal. A key item Council is seeking relates to Water for the Lockyer.

Inland Rail

Council officers continue to engage with ARTC with respect to the EIS for both the Helidon to Calvert project and the Gowrie to Helidon project. An interface meeting was held in January and a Council workshop item covered the current status of the projects.

Officers were again heavily engaged during January in developing the legal agreements and the Project Specification Technical Requirements documentation. These will underpin the project for its duration and accordingly are comprehensive documents. Originally ARTC were aiming to reach agreement on these prior to the Caretaker period. However, the target date is now following Council elections.

The Senate Inquiry into Inland Rail Management held a public hearing in Brisbane on 30 January. LVRC was invited to provide evidence to that Inquiry. Officers attended and provided that evidence and responded to questions from the Senators present.

Association Linkages






The next meeting of the Local Government Association of Queensland Policy Executive will be held in Brisbane on 7 February 2020. Briefing material for that meeting is being prepared. The next meeting of the COMSEQ Board is contingent on the Caretaker period for the local government elections.

Passenger Rail

The Commonwealth is currently engaging with State officials on the planning for the \$15M business case to be conducted into passenger rail for Toowoomba to Brisbane. Commonwealth and State Government officers have held initial meetings and have advised that there will be appropriate levels of engagement with key stakeholders including local government. The Mayor and officers have met with Cr Antonio from Toowoomba Regional Council and a representative from the Ipswich City Council to discuss the formation of an Alliance to advocate for Ipswich to Toowoomba passenger rail transport. This will involve key stakeholders from Universities, tourism peak bodies, Defence and Health Agencies.

Economic DevelopmentIndustry Attraction

Officers have engaged with and provided information and economic data to 10 new business enquiries during January, as highlighted in the following table.

Industry Sector	Level of interest	Notes:
Food Services		Potential new business establishment
Tourism		Long term plans for development of new tourism experiences for the Lockyer Valley from new and existing operators
Manufacturing		New processing facilities seeking properties.
Grants and support		Referrals and contacts from other departments and agencies that could assist
Retail/Wholesale		Identification of potential premises suitable for the application proposed

Support Local Business

Staff are currently working with Regional Development Australia (RDA) Brisbane to finalise the 2020 schedule for Digital Workshops for small businesses. Workshops will be face to face on a quarterly basis with webinars held in the alternative months. Topics will have a digital marketing focus with hands on activities.

Jobs and Skills Development

The Regional Skills Investment Strategy (RSIS) Project Coordinator continues to engage with local businesses identifying skills shortages and trends across industries in the Lockyer Valley. There has been a focus on training solutions to assist upskilling industry workers. For example, a Mentoring and Supervision Short Course Information session was held on 16 January 2020 for hospitality businesses. Six representatives from local businesses attended the information session seeking the training for themselves and their staff. Since 16 January we have received 19 expressions of interest from local candidates to undertake the training and a draft schedule has been sent out to businesses to commence training on 18 February 2020.

The RSIS 3rd Quarter Project review has been completed and Department of Employment, Small Business and Training staff have provided positive feedback.

Tourism

Partnerships (Brisbane Marketing, Tourism Events Queensland and Regional Tourism Organisations)

Councils Tourism Officer met with Brisbane Marketing on 14 January to discuss a future Local Government Partnership Agreement, together with projects and program opportunities. Tourism Events Queensland are working with Council planning a media "famil" throughout the region for 11 and 12 March. Planning has commenced to utilise our regions Food Ambassador Alistair McLeod to work with the media showcasing the region.

Destination Marketing

- Visit Lockyer Valley Facebook monthly insight to 1 February 1 had 2,400 page likes. Reach for the month (people who saw posts) was 7,276 (5,481 last month), post engagement (likes, comments, shares) were 1,081 (1,428) and video views totalled 75 (1,334). The strongest performing posts for the month included Forest Hill, a roadside fig stall, Mulgowie Bull Ride, Australia Day and promotion of the tourism guide.
- New artwork has been produced for Bishopp Billboards flexi-campaign featuring Luvya Lockyer themes and depicting Das Neumann Haus, Laidley Pioneer Village and nature shots.

- A prospectus has been distributed for the new 2020 tourism guide. It is an advertising platform for tourism operators, restaurants, cafes, facilities, events and activities that may be of interest to travellers.

Visitor Information Centre

There were 1035 interactions with visitors during the month, 309 of these were from outside the region, 1021 were walk in visitors. \$1,602.50 was received in VIC souvenir revenue.

The Visitor Information Centre staff issued the first tourism newsletter in November to a database of 891 contacts. The staff have been working on the new edition of the tourism newsletter that is issued every couple of months.

Queensland Transport Museum (QTM)

The QTM Facebook page continues to grow and currently has 3,849 followers. Action items from the last QTM Committee meeting are being implemented and will be reported on at the next Committee meeting.

Visitors to the QTM numbered 252 resulting in \$1,395.50 in ticket sales, which doesn't include 80 free local resident entries. \$149.50 was received in QTM souvenir revenue.

Volunteer Management

Our first Volunteer familiarisation tour for 2020 is scheduled for 20 February. Volunteers from the Visitor Information Centre and Das Neumann Haus have been invited as per the terms of our Volunteering Prospectus and Tourism accreditation standards. This "famil" is to the Somerset region as a bordering tourism area.

Lockyer Valley Function and Cultural Centre

The QTM cards ceased at 31 Dec ember 2019 and have been replaced by the new Staging Post Café card offering members 5% discount on food & beverage in the cafe, excluding already discounted special offers or functions. A new database has been created, with just over 500 cards being signed up in January 2020. The VIC team have facilitated this process, to allow staging post staff to focus on their core service delivery.

Marketing, Communications and Engagement (MCE)

Council Response to the Drought

A Lockyer Drought Support Agency meeting was held in January with the goal of improving coordination, awareness and delivery of support to drought affected farmers, businesses and families.

The MCE Team is working with various business units to scope and prepare applications for projects under the Commonwealth's Drought Communities Programme-Extension package which aims to stimulate the local economy by engaging non-Council local businesses in a range of community projects. This Government funding is not intended as direct support for farmers but may provide employment or contract opportunities.

Drought support information packs have been attached to QUU standpipes across the region to make the support options more accessible to drought-affected landholders. Similar packs will also be distributed to rural suppliers in the near future to assist in promoting support options.

Bushfire Recovery and Support

The MCE Team is working with Disaster Management to encourage agencies to provide support to bushfire-affected Lockyer Valley landholders. A request for BlazeAid to setup a base camp and provide volunteer assistance to build farm fences was declined. The MCE Team is following up with other agencies to try and get fencing materials and assistance with labour.

A function to acknowledge the work of the Lockyer Valley Rural Fire Brigade Group volunteers was held on Australia Day following the Awards Ceremony.

General Projects

Council partnered with Queensland Ballet to deliver a 4-day dance camp for 5-12 year aged children as part of a public art initiative. The camp had 30 participants and finished with a mini showcase by the children to their parents/guardians. The 3 planned 1-hour community dance workshops have been postponed to later in the year. Other introductory dance classes with a range of providers and genres are planned for this calendar year under an RADF-funded project.

Council is working with representatives from Forest Hill to plan a Forest Hill Silo Art Project. This is a long-term project that will include a community consultation process on key themes and art styles. The project will be reliant upon external funding which will be applied for following the preliminary design and quote process.

Community Engagement

Support was provided on the following projects:

- Gatton Squash Courts Demolition
- Lockyer Valley and Somerset Water Collaborative New Water Demand Study Public Information meetings
- Gatton Shire Hall Refurbishment
- Fairways Park project

Media

The following media releases were issued during the month:

HEADLINE	PROJECT
Welcome Babies Celebration	Libraries' Welcome Babies Celebration
Local icons set to go	Gatton Squash Courts demolition
Public Meetings for Future Water Demand	Water Collaborative project
Australia Day Ambassador Jeff Horn	Announcement of Australia Day 2020 ambassador
Australia Day winners announced (embargoed release)	Announcement of category winners for Australia Day Awards 2020
Australia Day celebrations across the Valley	Range of events across the region run by a various community organisations and businesses
Cahill Park upgrades and charity cricket match	Lighting upgrades and female friendly change room facility, \$1.2 million project

Council also received media-led coverage as follows, with staff providing responses to media enquiries via arranging interviews, organising media opportunities, coordinating joint media, writing statements or quotes from Councillors and providing vision and interviews when media is unable to attend media opportunities.

TOPIC	OUTLETS
Outlook on the New year	Gatton Star, Laidley Plainland Leader
Community Assistance Grants	Gatton Star
Clean Up Australia Day	4WK
Veradilla and Adare poultry farms	Gatton Star
Helidon State School flying fox roost	Queensland Times
Toowoomba escarpment mountain biking plan	Chronicle
Marvel Family Fun Day	Win News, Gatton Star
Councils spending 2018/19	Gatton Star
Council's reduction of events from 2020 schedule	ABC Southern Qld, ABC Radio Brisbane
LGAQ bushfire donation	Gatton Star, QT
Jeff Horn, Australia Day Ambassador	Belinda Sanders - ABC Southern Qld, Seven News, Win News, River949, QT, Laidley Plainland Leader
Water Collaborative	4WK
Roads to Recovery Funding Fixes Laidley Roads	Managed by Scott Buchholz's office
Bunnings Development	Laidley Plainland Leader
Long Serving Employees	4WK
Water Study	ABC, David Illife - ABC Southern Qld, Gatton Star
Gatton squash courts demolition	Seven Toowoomba
Councils plead for support for bushfire affected areas	River 949, Belinda Sanders - ABC Southern Qld, Rebecca Livingstone - ABC Radio Brisbane, Drive show - ABC Sunshine Coast, Seven Toowoomba, John Ballard ABC, Anni ABC, Brisbane Times, QT, Sydney Morning Herald, Ipswich Advertiser, The Chronicle
Qld Ballet Dance Camp prelude	WIN News, Belinda Sanders - ABC Southern Qld
Qld Ballet Dance Camp final performance	Win News
Bunnings Development Discount	The Chronicle, Gatton Star, QT
Drought – work of charities in the Lockyer Valley	WIN News, Gatton Star
Charity clean up – dumping unwanted goods	QT, Gatton Star
Frozen Wonderland	WIN Toowoomba, Seven Toowoomba
Passenger Rail Brisbane to Toowoomba	Belinda Sanders & David Illife - ABC Southern Qld, Seniors News, High Country Herald
Procurement report	Gatton Star, QT
Cahill Park upgrades – lighting project and female friendly facility (<i>in collaboration with Bulls Masters</i>)	WIN News, Gatton Star
Ekka & Regional Flavours	Craig Zonker & Loretta Ryan - ABC 612 Breakfast, QT, Gatton Star
Australia Day Awards, flags (<i>Quotes were provided but no story has been published yet</i>)	QT
Election & big issues faced by Council (<i>no</i>)	Gatton Star

TOPIC	OUTLETS
<i>comment was requested)</i>	
Australia Day Awards	WIN News, River949, Seven News, Gatton Star, QT
Concerns over Inland Rail (<i>no comment was requested</i>)	The Courier mail, Sydney Morning Herald, Cairns Post
Boost to weed control – Herbicide subsidies (<i>comments sourced from council meeting</i>)	Gatton Star
Sippel Rd (<i>media enquiry</i>)	Gatton Star

All branches have been providing quick responses to media enquiries.

Social Media

Platform	Posts	Post Reach	Followers
Facebook	31	27,858 (post reach)	12,628
Twitter	6	2,225 (tweet impressions)	2,529
Instagram	5	-	1,815

There has been a slight decline in followers on twitter which could be attributed to people liking the page to ensure they stay up to date during fire events, and then unfollowing once the threat has passed. This demonstrates we are viewed as a reliable source of information.

Graphic Design

The MCE design team has been working closely with other LVRC teams to finalise reports and documents such as designing the NRM Strategy and the Employee Code of Conduct. The team is also starting new projects to deliver the updated Lockyer Valley Get Ready Guide, numerous confluence designs including tree trimming notices and the Gatton Squash Courts demolition signs.

They have also produced internal posters such as the Wellbeing committee EOI poster, EOI poster for Disaster Training, Spring Festival save the date flyers, Lockyer Valley drought support information booklet, and produced the weekly internal newsletter Need 2 Know. The team has also reviewed several fact sheets and forms such as Youth Leadership Camp, wild dog workshop and baiting program.

Video Projects

During the month of January, MCE staff filmed overlay footage and interviews for the media for stories such as:

- Australia Day Ambassador, Jeff Horn
- Marvel Family Fun Day
- Frozen Family Day
- Queensland Ballet dance camp
- Australia Day Awards and Citizenship Ceremony
- Cahill Park upgrades

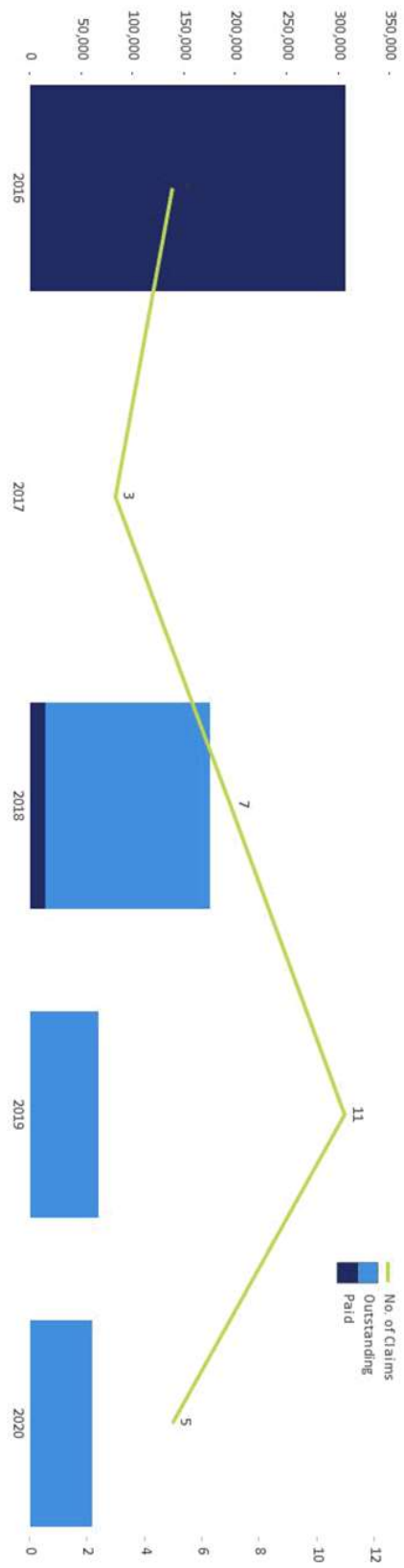
The media team has also filmed a series of videos with Mayor Tanya Milligan for social media, including a Christmas message, big projects for the region in 2020 and announcing Jeff Horn as the regions Australia Day Ambassador.

The team also filmed a series of FAQ videos with Lockyer Valley and Somerset Water Collaborative Chairman, Stephen Robertson.

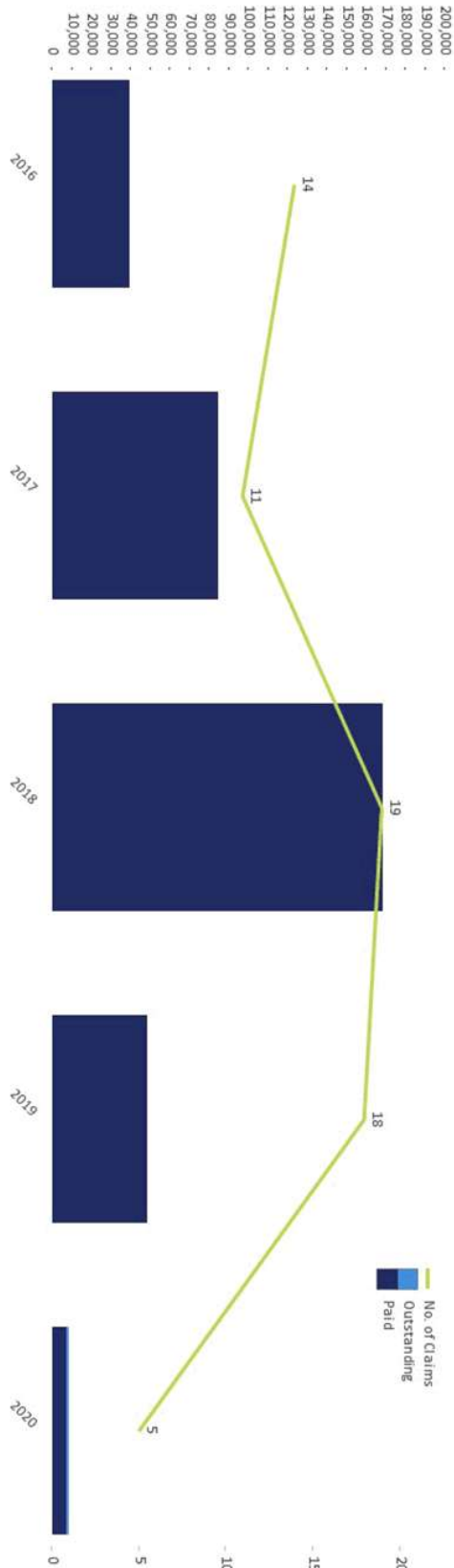
Attachments

1 [↓](#) Insurance Overview - February 2020 2 Pages

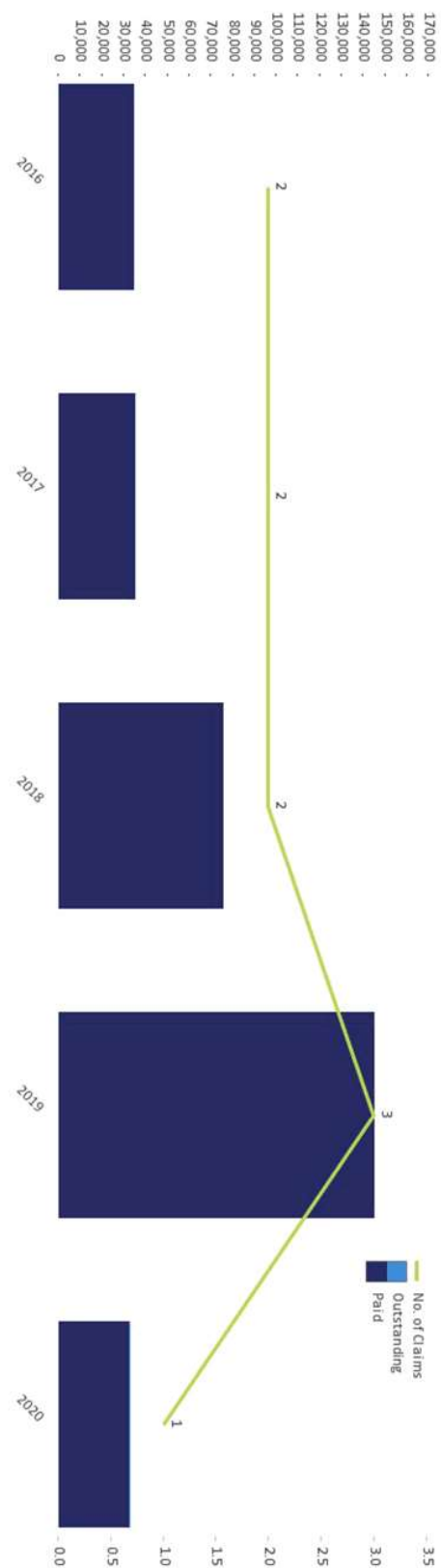
Liability Claims Overview (Public Liability, Professional Indemnity & Personal Injury, including notifications) – 2016 to 2020 YTD



Motor Vehicle Claims Overview – 2016 to 2020 YTD



Council Property Claims Overview – 2016 to 2020 YTD



10.2 Key Corporate Risk Register - Progress Report

Date: 03 February 2020
Author: Madonna Brennan, Governance and Strategy Advisor
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The purpose of this report is to provide an update on the progress of Council's risk management functions, including reporting on activities which have occurred to mitigate Council's Key Corporate Risks.

Officer's Recommendation:

THAT Council receive and note the Key Corporate Risk Register Progress Report – December 2019.

Report**1. Introduction**

Council has a statutory requirement to keep a written record stating the risks that its operations are exposed to and the control measures to manage these risks.

The progress report on the Key Corporate Risk Register complies with the statutory requirements and good governance principles of the *Local Government Act 2009*. This report responds to Council's Corporate Plan 5.4: *Commit to open and accountable governance to ensure community confidence and trust in council and our democratic values* and 5.7: *Compliance with legislation*.

2. Background

Council's Key Corporate Risk Register was endorsed by the Audit and Risk Management Committee on 23 May 2019 and adopted by Council on the 26 June 2019.

The first progress report on Council's Key Corporate Risk Register was endorsed by the Audit and Risk Management Committee on 6 December 2019.

The Key Corporate Risk Register is based on the following key corporate risk categories:

Risk Code	Key Corporate Risk Category	Key Corporate Risk Category Description
FE1	Finance and Economic	Financial sustainability to support the achievement of strategy, goals and objectives in the medium to long term.
FE2	Finance and Economic	Decision making governance, due diligence, accountability and sustainability
IA1	Infrastructure and Assets	Planning, managing and maintaining assets for the future
IA2	Infrastructure and Assets	Delivering major projects (time, cost, scope and quality)

Risk Code	Key Corporate Risk Category	Key Corporate Risk Category Description
IA3	Infrastructure and Assets	Information and technology capacity and management
BC1	Business Continuity and Systems	Provision of core services now and into the future
EC1	Environment and Community	Environment and the community, including sustainable development, social and community wellbeing, relationships, public health, recreation, regional profile and identity
LCL1	Legal Compliance and Liability	Compliance management – regulatory or contract compliance, litigation, liability and prosecution
P1	Political	Intergovernmental relationships/relationships with other key stakeholders
R1	Reputation	Reputation and Goodwill
S1	Staff	Strategic workforce planning and management
WHS1	Work Health and Safety	Health and safety

3. Report

This report includes the first progress report on Council's Key Corporate Risks Register. This progress report identifies the action undertaken on the treatments or controls that have been identified to reduce Council's risks in line with its risk appetite. Assistance continues to be provided to the responsible officers to ensure suitable controls/treatments have been identified to mitigate the risk. Guidance is also being provided to enable accurate reporting to reflect the progress that has been achieved against the identified controls/treatments and to align with the reporting timeframes identified in the Risk Management Framework Guideline.

The current phase of work that is being undertaken is the review of the identified residual risk in line with the treatments/controls that have been actioned to reduce Council's risk.

The risks identified on Council's Key Corporate Risk Register will remain on the register and reported against until November 2020 when a full review of the risks will be completed. The risk appetite statement will be reviewed after the commencement of the new term of Council.

The Key Corporate Risk Register Progress Report is attached for Council to receive and note.

4. Policy and Legal Implications

The Key Corporate Risk Register comply with the requirements of relevant legislation and standards. Any future policy and legal implications will be addressed as matters arise before Council.

5. Financial and Resource Implications

This report does not have any budgetary implications. Budget implications related to risk management will continue to be addressed through existing allocations.

6. Delegations/Authorisations

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

7. Communication and Engagement

The following stakeholders were engaged in the development of the first progress update on Council's Key Corporate Risk Register attached to this report:

- Audit and Risk Management Committee
- Executive Leadership Team
- Management Team
- A variety of officers from each business unit of Council.

To ensure the successful continuation of risk management throughout the organisation, appropriate training in risk management will continue to be provided to staff and managers as required.

8. Conclusion

The first progress report on Council's Key Corporate Risk Register is a statutory requirement and informs of action undertaken on the treatments or controls that have been identified to reduce Council's risks in line with its risk appetite.

9. Action/s

No further action is required from this report.

Attachments

- 1 [↓](#) Key Corporate Risk Register Progress Report - December 2019 16 Pages

KEY CORPORATE RISK REGISTER			Inherent Risk Rating	Residual Risk Rating	Target Risk Rating
			Extreme	Extreme	Extreme
			High	High	High
			Medium	Medium	Medium
			Low	Low	Low
RISK CODE	KEY CORPORATE RISK CATEGORY	KEY CORPORATE RISK CATEGORY DESCRIPTION	KEY CORPORATE INHERENT RISK RATING	KEY CORPORATE RESIDUAL RISK RATING	TARGET KEY CORPORATE RISK RATING (in line with Appetite)
FE1	Financial and Economic (FE1)	Financial sustainability to support the achievement of strategy, goals and objectives in the medium to long term.	High	High	Medium
FE2	Financial and Economic (FE2)	Decision making governance, due diligence, accountability and sustainability	High	High	Medium
IA1	Infrastructure and Assets (IA1)	Planning, managing and maintaining assets for the future	High	Medium	Medium
IA2	Infrastructure and Assets (IA2)	Delivering major projects (time, cost, scope and quality)	High	Medium	Medium
IA3	Infrastructure and Assets (IA3)	Information and technology capacity and management	Extreme	High	Low
BC1	Business Continuity and Systems (BC1)	Provision of core services now and into the future	High	High	Medium
EC1	Environment and Community (EC1)	Environment and the community, including sustainable development , social and community wellbeing, community relationships, public health, recreation, regional profile and identity	High	High	Medium
LC1	Legal Compliance and Liability	Compliance management - regulatory or contract compliance, litigation, liability and prosecution	High	Medium	Low
P1	Political	Inter governmental relationships / relationships with other key stakeholders	High	Low	Low
R1	Reputation	Reputation and goodwill - where the reputation of Council is negatively impacted	High	Medium	Low
S1	Staff	Strategic Workforce Planning and Management	High	High	Low
WHS1	Work Health and Safety	Health and Safety	High	High	Low

Key Corporate Risk Register

FE

FE

Financial and Economic (FE2)												
Decision making governance, due diligence, accountability and sustainability												
REF	KEY CORPORATE RISK CATEGORY	RISK DESCRIPTION	INHERENT RISK ASSESSMENT			RESIDUAL RISK ASSESSMENT			TARGET AND TREATMENT PLAN & REPORTING			
			CONSEQUENCE	LIKELIHOOD	INHERENT RISK	CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK	Target	Treatment	Action	PROGRESS REPORTING
			Catastrophic Major Moderate Minor Negligible	Almost Certain Likely Possible Unlikely Rare	High Medium Low Low Low	Inadequate Opportunity for improvement Inadequate	Catastrophic Major Moderate Minor Negligible	Almost Certain Likely Possible Unlikely Rare	Extreme High Medium Low Low	Treatable Hazard Manage Reduce/Control/Consequence Reduce/Control/Consequence & Likelihood	Yes No No No No	
PA01	Financial and Economic (FE2)	Inability to clearly articulate matters of a complex planning and development nature in council documents that provide guidance or require a decision, may result in ambiguous and removal decisions being made on strategic and use matters and development application approvals	Major	Possible	High	Moderate	Possible	Medium	Medium S2	Reduce/Control Likelihood	Yes	Manager Planning and Development
												The implementation of the identified treatments/controls to mitigate this risk have commenced and progress to date includes: - work has commenced on reviewing conditions of consent for the various application types with the aim of ensuring templates installed for each application type - A comprehensive review of application requirements - better understanding of application requirements - A comprehensive review of the Council Meeting report template to be submitted to commence the process of Operational Development in the process of arranging corporate training on business writing
MA01	Financial and Economic (FE2)	Inability to clearly articulate matters of a complex infrastructure nature in council documents that provide guidance or require a decision, may result in ambiguous and removal decisions being made on infrastructure asset planning, management and maintenance	Major	Possible	High	Moderate	Possible	Medium	Medium S2	Reduce/Control Likelihood	Yes	Executive Manager Infrastructure Works and Services
												Identified treatment options to mitigate this risk has commenced which includes: - rationalised executive reports to council - briefing of portfolio council - review and updating of road policy - complex matters presented to councilor workshop
PR02	Financial and Economic (FE2)	Inability to clearly articulate matters of a complex planning and building services nature in council documents that provide guidance or require a decision, may result in ambiguous and removal decisions being made on planning and building services matters and application approvals	Major	Possible	High	Moderate	Possible	Medium	Medium S2	Reduce/Control Likelihood	Yes	Manager Planning and Building Services
												Review of the risk treatments and controls has commenced and progress to date includes: - work has commenced on reviewing conditions of consent for the various application types with the aim of ensuring templates installed for each application type - A comprehensive review of application requirements - better understanding of application requirements - A comprehensive review of the Council Meeting report template to be submitted to commence the process of Operational Development in the process of arranging corporate training on business writing
RD 2	Financial and Economic (FE2)	Inadequate processes (feasibility study, business case etc.) for the assessment, selection and prioritisation of regional development projects may result in compromised outcomes for Council	Major	Possible	High	Major	Unlikely	High	Medium S2	Reduce/Control Likelihood	Yes	Manager Regional Development
												A review of the risk treatments and controls required to be conducted to mitigate this risk. Current identified treatments do not align with identified risks.

FE2

145

Infrastructure and Assets (IA2) Delivering major projects (time, cost, scope and quality)									
REF	KEY CORPORATE RISK CATEGORY	RISK DESCRIPTION	INHERENT RISK ASSESSMENT			RESIDUAL RISK ASSESSMENT			TARGET AND TREATMENT PLAN & REPORTING
			CONSEQUENCE	LIKELIHOOD	INHERENT RISK	CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK	
			Catastrophic Almost Certain Major Moderate Minor Negligible	High Possible Unlikely Rare	High Medium Low Very Low	Catastrophic Almost Certain Major Moderate Minor Negligible	High Possible Unlikely Rare	High Medium Low Very Low	
REF	KEY CORPORATE RISK CATEGORY	RISK DESCRIPTION	EXISTING CONTROLS			RESIDUAL RISK			TARGET AND TREATMENT PLAN & REPORTING
			Major Opportunity for improvement Moderate Minor Negligible	High Possible Unlikely Rare	High Medium Low Very Low	Major Opportunity for improvement Moderate Minor Negligible	High Possible Unlikely Rare	High Medium Low Very Low	
REF	KEY CORPORATE RISK CATEGORY	RISK DESCRIPTION	CONSEQUENCE	LIKELIHOOD	INHERENT RISK	CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK	TARGET AND TREATMENT PLAN & REPORTING
ISS	Infrastructure and Assets (IA2)	ICT Project failure due to poor project management practices and resourcing. Results in increased risk of cost overruns, delays and poor staff and customer experience and outcomes.	Major	Likely	High	Minor	Possible	Medium	<p>Target: Low to Medium</p> <p>Treatment: Review, Control, Consequence</p> <p>Action: Yes</p> <p>Risk Owner: Manager Information Services</p> <p>PROGRESS REPORTING</p> <p>The implementation of selected projects to mitigate this risk has commenced and includes participation and input from information services staff in Council's Project Management Group who are reviewing and updating Council's Project Management Framework to ensure appropriate project management practices meet the needs of ICT projects.</p> <p>Business transfer of knowledge and skills and training of staff to ensure continuity of service in the development of project plans for ICT projects.</p> <p>Delivery of the Information Services Steering Committee to provide leadership and uphold accountability.</p> <p>Statements of work with Teichne Council's Corporate application software are completed prior to the commencement of work.</p>

MS

[illegible]

[illegible]

101

[illegible]

[illegible]

R1

Strategic Workforce Planning and Management																	
Staff (S1)																	
REF	KEY CORPORATE RISK CATEGORY	RISK DESCRIPTION	IMMEDIATE RISK ASSESSMENT				RESIDUAL RISK ASSESSMENT				TREATMENT AND TREATMENT PLAN & REPORTING						
			CONSEQUENCE	LIKELIHOOD	INITIAL RISK		EXISTING CONTROLS	CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK	TARGET	TREATMENT	ACTION	RISK OWNER	PROGRESS REPORTING		
			Catastrophic	Almost Certain	Extreme Risk		Adequate	Catastrophic	Almost Certain	Extreme Risk	Target	Treatment	Yes				
			Major	Very High	High		Major	Major	Very High	High	Major	Major	No				
			Moderate	Possible	Medium		Moderate	Moderate	Possible	Medium	Medium	Minor	Reduce/Control Likelihood	Yes			
					</												

Attachment 1

[illegible]

10.3 Appointment Independent Professional Member - Audit and Risk Management Committee

Date: 04 February 2020
Author: Madonna Brennan, Governance and Strategy Advisor
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The purpose of this report is to seek Council's endorsement of the appointment of the Independent Professional Member position on the Audit and Risk Management Committee.

Officer's Recommendation:

THAT Council endorse the appointment of Martin Power as the Independent Professional Member on the Audit and Risk Management Committee for a period of two years commencing 12 February 2020.

Report**1. Introduction**

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

2. Background

The term of appointment for the Independent Professional Member on the Audit and Risk Management Committee concluded on 8 December 2019 with the resignation of the previous Independent Professional Member, Alison D'Costa.

An expression of interest was called for the position which closed on the 6th of December 2019.

3. Report

The process for the appointment of the Independent Professional Member was completed in accordance with the Audit and Risk Management Committee Charter. The selection panel comprised of the Independent Committee Chair, Deputy Mayor, the Portfolio Councillor and the Chief Executive Officer. Four applicants were shortlisted for interview. The panel recommend Martin Power be appointed to the position of Independent Professional Member on the Audit and Risk Management Committee.

In accordance with the Committee Charter, the appointment will be for a two-year period and will commence from the endorsement of the selection panel's recommendation by Council.

4. Policy and Legal Implications

Section 105 of the *Local Government Act 2009* requires Council to establish an Audit Committee and Section 110 of the *Local Government Regulation 2012* sets out the required framework for operation of the Audit Committee. The Committee Charter has been developed in accordance with the legislative framework and outlines the role, responsibilities, composition and operating guidelines of the Committee.

5. Financial and Resource Implications

The determination of the Independent Membership for the Audit and Risk Management Committee will be managed through existing budget allocations.

6. Delegations/Authorisations

The Audit and Risk Management Committee remains an advisory committee to Council and has no delegated authority to make decisions but can make recommendations to Council. The Committee will report to Council after each meeting and the Chair will initiate any review of the performance of the Committee. A code of conduct has been implemented for the Members of the Committee. The Chief Executive Officer will manage requirements in line with existing delegations.

7. Communication and Engagement

On adoption of the recommendation, an offer of appointment will be sent to the successful applicant. Correspondence will also be sent to the unsuccessful applicants. An induction program will be conducted for the new member of the Audit and Risk Management Committee.

8. Conclusion

The recommendations of this report ensure that Council meets its Audit and Risk Management Committee membership requirements in accordance with the Audit and Risk Management Committee Charter.

9. Action/s

1. Correspondence will be sent to the successful and unsuccessful applicants
2. An induction program will be conducted for the new member of the Committee.

Attachments

There are no attachments for this report.

10.4 2019 Lockyer Valley Business, Training and Apprenticeship Awards Post Event Report

Date: 03 February 2020
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 post event outcome summary for the 2019 Lockyer Valley Business, Training and Apprenticeship Awards. This report was originally considered at Council's Ordinary Meeting held on 22 January 2020, and consideration of the item was deferred to enable the provision of financial data regarding the costs of the Awards, (Resolution Number: 16-20/1626). This report provides the additional detail for Council's information.

Officer's Recommendation:

THAT Council receive and note the 2019 Lockyer Valley Business, Training and Apprenticeship Awards Post Event Report.

And further;

THAT Council approve the 2020 Business, Training and Apprenticeship Awards to be held on 24 October 2020.

Report**1. Introduction**

The 2019 Lockyer Valley Business, Training and Apprenticeship Awards were conducted over a 16-week period, commencing in April 2019 and culminating in the gala presentation event held on 19 October 2019, with Mary 'Effie' Coustas officiating as Master of Ceremonies and musical entertainment provided by the Rheanna Leschke Band.

The Awards provide an opportunity to recognise, showcase and celebrate excellence in local businesses and in their respective employees, trainees, apprentices, and young supervisors or managers.

A project management methodology was successfully utilised to manage the complexity of the Awards, including sponsorship, advertising and promotions, nominations, judging, ticketing and the gala presentation event.

2. Background

Lockyer Valley Regional Council has undertaken the delivery of the Lockyer Valley Business, Training and Apprenticeship Awards since 2012. Council can continue to host the Awards due to the support received from valued sponsors and media partners.

The Award nomination process closely resembles the preparation of an annual business plan, which is known to be a valuable indicator for business success and growth. The independent judging process

also provides an opportunity during site visits to deliver one on one micro-mentoring sessions to each finalist.

The Awards also provide an opportunity for local business to reward and recognise staff. External awards recognition is beneficial to staff morale, job satisfaction and retention rates.

Economic development principles include supporting local business to grow and thus maintain and create new jobs. Access to employment through local jobs is a strong indicator for liveability within a region. The Business, Training and Apprenticeship Awards is an initiative that supports local business and local jobs.

3. Report

The Business, Training and Apprenticeship Awards is a key Council initiative providing opportunities to recognise excellence in our local business community and showcase the depth and diversity of the Lockyer Valley economy.

Advertising and promotion commenced on 31 July 2019 and continued until 8 November 2019, and included advertising in the Gatton Lockyer Brisbane Valley Star, Laidley Plainland Leader, and on River 94.9 with substantial advertising value.

A project debrief has been completed with staff involved in the delivery of the Awards. This identified a number of minor adjustments that will be implemented to strive for continuous improvement of the awards process and event delivery.

To understand the value of the Awards to the Lockyer Valley region economic event impact modelling was undertaken using known data as inputs to determine the economic value of the Awards. It was identified that additional value for business is delivered during the judging process.

The benefits associated with this event are both quantitative and qualitative and include:

- The economic impact of the awards is represented by a local economic output of \$112,136;
- 22 local businesses received a direct benefit from delivery of services by holding the event, valued at \$46,368.14.
- The value of the time invested by the business owner in preparing a nomination which is the equivalent to the review of a business plan is estimated to be \$50,000;
- Opportunities to reward high performing staff, showcase local businesses and provide business networking;
- Opportunities including showcasing Council initiatives via video to a 400+ strong business audience;
- Showcasing local businesses and providing opportunities for business networking, and
- Providing an opportunity during the judge's site visits to deliver one-on-one business mentoring to each finalist. In 2019 judges undertook 45 site visits, which equates to 22 ½ hours of one on one business mentoring, with an estimated monetary value of \$4,500.

Judges are chosen with current and relevant industry knowledge, expertise, and/or skills, and part of their brief is to provide value to the business owner/manager in conversation during the site visit. The experience of past judges has provided valuable opportunities for business growth and learning.

The 2020 Awards Gala Presentation dinner has been tentatively scheduled for Saturday 24 October 2020 in the Gatton Shire Hall.

Sponsors of the 2019 Lockyer Valley Business Training and Apprenticeship Awards have indicated that they will continue to support the event in the future. With Council support, sponsors will be contacted in April to confirm sponsorship arrangements for 2020.

4. Policy and Legal Implications

The Lockyer Valley Regional Council Operational Plan 2019-20 seeks outcomes for Lockyer Business Farming and Livelihood. Delivery of the Lockyer Valley Business Training and Apprenticeship Awards addresses all the aims identified in the plan.

Economic development principles include supporting local business to grow and thus maintain and create new jobs. Access to employment through local jobs is a strong indicator for liveability within a region. The Business, Training and Apprenticeship Awards is an initiative that supports our local business.

5. Financial and Resource Implications

The attached financial report shows a net cost to Council of \$47,605 to run the Lockyer Valley Business, Training and Apprenticeship Awards in 2019.

6. Delegations/Authorisations

No further delegations are required to manage issues raised in this report.

7. Communication and Engagement

All sponsors of the 2019 event will be provided with a copy of a Sponsors Report for the 2019 Lockyer Valley Business Training and Apprenticeship Awards.

8. Conclusion

The Lockyer Valley Business, Training and Apprenticeship Awards were delivered at a professional standard and the Awards continue to provide an opportunity to showcase local business and reward and recognise local business success.

Economic modelling indicates there is significant community economic benefit and additional business benefits for nominees and finalists, both qualitative and quantitative.

9. Action/s

Attachments

- 1 [1](#) 2019 Business, Training and Apprenticeship Awards cost breakdown 1 Page

2019 LOCKYER VALLEY BUSINESS, TRAINING & APPRENTICESHIP AWARDS

	<u>Budget</u>	<u>Actuals</u>
<u>Revenue</u>		
Ticket Sales	(10,000)	(17,101)
<i>Less gifted tickets</i>	-	2,500
<i>Media Partnerships</i>	-	(16,364)
Sponsorship	(70,000)	(54,500)
Total Revenue	(80,000)	(85,465)
<u>Expenditure</u>		
Employee Costs		
<i>Labour</i>		31,088
Goods and Services	110,000	
<i>Judges</i>		5,962
<i>Venue Hire and Decorations</i>		10,669
<i>Equipment Hire</i>		6,570
<i>Catering</i>		35,728
<i>Entertainment</i>		9,102
<i>Advertising and Marketing</i>		13,938
<i>Media Partnerships</i>		16,364
<i>Prizes and Gifts</i>		3,494
<i>General Expenditure</i>		155
Total Expenditure	110,000	133,070
NET COST	30,000	47,605

10.5 Drought Communities Programme-Extension Funding 2018-2019 Projects Report

Date: 31 January 2020
Author: Neil Williamson, Community Development & Engagement Officer (Youth)
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The Commonwealth Government advised Council in August 2018 of its eligibility to apply for up to \$1 million in funding under the *Drought Communities Programme-Extension* (DCP-E) package which was intended to stimulate and support the economies of local communities affected by drought. The funding was not intended as a drought relief measure for farmers. The submission process opened late October 2018 with projects required to be completed by 30 June 2019.

Due to the unclear Guidelines provided by the Government's administrative department, slow processing times and short timeframe for project delivery, several projects had to be rescope with final project budgets adjusted to meet the range of criteria.

This report presents the final project budgets and scopes and recommends Council approves the final package of projects submitted under the DCP-E 2018-2019 funding program which is now completed. The report further details and recommends the submission of four projects under the current round of DCP-E funding.

Officer's Recommendation:

THAT Council approve the final package of projects submitted for funding under the Commonwealth Government's Drought Communities Programme-Extension 2018-2019.

And further;

THAT Council approve the submission of four projects under the current round of the Commonwealth Government's Drought Communities Programme-Extension funding being:

- Local Drought Support Coordinator including the development of the mandatory Adverse Events Plan;
- Riparian Weed Management Project;
- Regional Parks Upgrades; and
- Pedestrian Accessibility Project.

Report

1. Introduction

Council was invited to apply for up to \$1 million in funding under the Commonwealth Government's *Drought Communities Programme-Extension* (DCP-E) 2018-2019 for projects intended to stimulate and support the economies of local communities affected by drought. The funding was not intended as a drought relief measure for farmers.

A range of projects were prepared and submitted for review and approval by the funding body following the opening date of submissions in October 2018. Projects had to be completed by 30 June 2019.

Final adjustments of approved projects were made through the funding period to ensure projects met the funding criteria and timeframes while maximising the short-term economic stimulus and long-term economic benefits for the community. It is noted that funding criteria required projects not to be direct relief for drought-affected farmers except for cartage of water human consumption only, and to generally be conducted on public land or facilities. Funding could not be used to pay for existing Council employees or contracted staff.

A further round of funding which Council is eligible to apply for was announced in November 2019. Four projects are recommended for this round based on outcomes of the previous round and an improved understanding of the funding body's processes. Projects must be completed by 31 December 2020.

2. Background

Council officers initially scoped several projects in late 2018 and early 2019 that aligned with the funding criteria and which could be managed within available resources and funding timeframes. These projects were submitted to a community reference group for review and comment so that a shortlist of projects could be submitted to the funding body.

Eight projects were submitted for DCP-E funding of which seven were approved. It is noted that a project intended to launch a shop local gift card program across the region which would both support local businesses, and which could be used by the community to provide direct assistance to drought-affected farmers was submitted but was ultimately not approved by the Government.

Projects approved by the funding body for the 2018-2019 round are detailed in Section 3 Report below.

Projects that align with the eligibility guidelines and outcomes, maximise economic benefit to the community and minimise the burden on Council's existing resources that are recommended for submission in the 2019-2021 round are detailed in Section 3 Report below.

3. Report

Projects submitted for funding in 2018-2019 were:

Project Name	Grant Value	Outcome
Shop Local Gift Card	\$140,372	Unsuccessful
Regional Parks Upgrades	\$170,064	Successful
Gatton Shire Hall Refurbishment	\$215,512	Successful
Gatton Cemetery Chapel*	\$160,241	
Pedestrian Accessibility Upgrades	\$141,478	Successful
Ridges, Rangelands and Riparian Weed Management*	\$220,869	Successful
Koffal Park Upgrade	\$ 39,386	Successful
Laidley Cultural Centre Refurbishment	\$ 52,000	Successful

* NOTE: final payments for the two projects marked with an asterix (*) are awaiting final reconciliation from the Government and may result in minor adjustments.

It is noted that processing times for applications generally took 2 months between submission and execution of an Agreement, with up to 30 days following this for an initial payment to be provided. This 3-month processing time had a significant impact on how much of intended projects could be delivered by the due date and subsequently required changes to several projects during the project delivery phase.

The Ridges, Rangelands and Riparian Weed Management project directly engaged 69 local landholders to receive training and certification in weed identification and safe chemical use of which 42 people were contracted to undertake weed management in creek reserves adjoining their properties. As well as providing a direct income for these drought-affected participants, the training and certification provided made it possible for several participants to operate as contractors in the future, thereby providing an avenue of off-farm income.

Local contractors were engaged for all projects with a stipulation that wherever possible materials should be sourced from local suppliers. Altogether more than 120 non-Council people were engaged in paid work as a direct result of this funding, with others benefitting as a result of materials being sourced locally from a range of suppliers.

Council notes the misunderstandings in some parts of the community around the Government's criteria for this funding; namely, that projects to provide support or works on-farm including desilting of dams and delivery of water or fodder for livestock were not eligible. Council ensured that all projects delivered employment opportunities for drought-affected farmers and farm workers as well as work for non-farm local business that may be facing a downturn due to drought conditions, and long-term community benefits through improved community infrastructure.

Projects recommended for funding in the current (2019-2021) round are:

Project Name	Approximate Value
Local Drought Support Coordinator and Adverse Events Plan	\$100,000
Riparian Weed Management	\$380,000
Regional Parks Upgrades	\$120,000
Pedestrian Accessibility Upgrades	\$400,000

* NOTE: Amounts shown are estimates subject to final tenders, and an understanding that funds may be moved between projects as required.

Local Drought Support Coordinator: this new temporary position will take the lead role in coordination of increased support for local drought-affected farmers, farm workers and businesses including liaison with support agencies, increased promotion of the range of support services, delivery of relevant parts of the Drought Support Action Plan including information forums, and preparation of the Government-mandated Adverse Events Plan.

Riparian Weed Management: this project will be a continuation of the project conducted in the previous funding round and will ideally focus on landholders and areas that did not participate in the previous project. It is expected to engage 60-80 drought-affected landholders in training, certification and management of identified pest weeds in creek areas.

Regional Parks Upgrades: this project will use a similar model and focus as the project funded in the previous round and may include installation of irrigation systems and shade structures at various parks across the Lockyer Valley. Works will be undertaken by local contractors and suppliers wherever possible.

Pedestrian Accessibility Upgrades: this project will install new footpaths in areas of identified need to meet current mobility requirements and will utilise local contractors.

4. Policy and Legal Implications

No policy or legal implications arise from this funding or report.

5. Financial and Resource Implications

Any financial or resource implications arising from this funding program have been or will be absorbed through existing budgets and resource allocations. Some projects may be expanded using budgeted Council finances and resources.

6. Delegations/Authorisations

The Chief Executive Officer or his nominated delegate will submit the projects on Council's behalf and adjust grant values as required to maximise the community benefits within the intent of this report.

7. Communication and Engagement

Projects for the first round were initially discussed with a community reference group that included a cross-section of the community such as a livestock and crop farmers, small business representatives, research and technology representative, community support agencies and agricultural industry representatives. Recommendations and concerns from the reference group were used to refine projects.

Community feedback and outcomes from Round 1 have been used to inform recommendations for this current round.

Several opportunities were taken by Council and the Federal Member to publicise the approved projects in the first round and information on approved projects in the current round will be publicised along with explanations of the Government's purpose of the funding.

8. Conclusion

The officer recommends Council approves the final package of projects submitted for funding under the Commonwealth Government's Drought Communities Programme-Extension 2018-2019 and approves the recommended projects for the current 2019-2021 round as being appropriate projects to stimulate and support the local economy during the drought subject to the Commonwealth Government's program eligibility.

9. Action/s

- Grant funding for the 2018-2019 round has been acquitted. No further action required.
- Prepare, submit and deliver the approved projects in the 2019-2021 round.
- Report final outcomes at the completion of the overall funding round.

Attachments

There are no attachments for this report.

10.6 Community Grants Program Assessment - Round Two 2019-20

Date: 06 February 2020
Author: Trent Nibbs, Sports, Recreation & Community Grants Officer
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

Applications for Round two of Council's Community Grants Program were called for on 1 December 2019 and closed on 31 January 2020. In total nine applications were received, requesting a total of \$32,947

Officer's Recommendation:

THAT Council approve funding for Round Two 2019-20 under Category One of the Community Grants Program be allocated to the following applicants totalling \$32,947:

- Gatton District Historical Society
- Gatton Fordsdale Cricket Club
- Gatton Rugby League Club
- Gatton Scout Group
- Laidley Agricultural and Industrial Society
- Laidley District Cricket Club
- Lockyer Riding for the Disabled
- Southern Lockyer Cricket Club
- Withcott Pony Club

And further;

THAT Council approve a third round of funding for the Community Grants Program 2019-20 opening 1 March 2020 and closing 31 March 2020, providing a higher priority to any application for the purchase of event equipment.

Report**1. Introduction**

For the 2019-2020 financial year, Council allocated \$100,000 for the Community Grants Program which is to be spent over two rounds. For Round 2 Council received a total nine (9) applications, requesting a total of \$32,947 in funding.

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

2. Background

The Community Grants Assistance Policy and Procedure was approved by Council on 13 December 2017. This policy assists in the management and the distribution of public funds to ensure a fair and equitable process is created which is consistent across the organisation in accordance with legislation and policies. Category 1 – Community Grants Program is available twice a year with a budget of \$50,000 per round in the 2019/20 financial year to community organisations who undertake projects which benefit the wider community.

At a previous Council meeting 23 October 2019 Council resolved to bring forward Round 2 of the Community Grants Program to open 1 December 2019 and close 31 January 2020, while placing a higher priority on projects assisting in addressing drought conditions while also allowing successful application in Round 1 to apply again in Round 2.

3. Report

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

In Round 2 2019/20 nine applications for funding were received. These applications were assessed by Cr Milligan, the Coordinator Governance & Strategy, Acting Manager Finance and Customer Services and the Sport, Recreation and Community Grants Officer against the assessment criteria, funding requirements and the community group's own capacity to finance their project.

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

The applicants recommended to received funding are:

Organisation	Project Description	Amount Requested	Amount Proposed
Gatton District Historical Society	Valley Vibe Arts Festival 2020	\$4,000.00	\$4,000.00
Gatton Fordsdale Cricket Club	Water Harvesting 2 for the purpose of watering cricket wickets	\$4,000.00	\$4,000.00
Gatton Rugby League Football Club	Water and Time saving for canteen	\$4,000.00	\$4,000.00
Gatton Scout Group	Update of Water Management Scheme	\$4,000.00	\$4,000.00
Laidley Agricultural and Industrial Society	Water Tank	\$4,000.00	\$4,000.00
Laidley District Cricket Club	Painting of Sight Screen	\$3,080.00	\$3,080.00
Lockyer Valley Riding for the Disabled	Tank For Water Storage & Pump	\$2,500.00	\$2,500.00
Southern Lockyer Junior Cricket Club	Clubhouse security	\$3,764.00	\$3,764.00
Withcott Pony Club	Renewal of Lease	\$3,603.00	\$3,603.00

During the assessment of the applications the Sports Recreation and Community Grants Officer, declared a conflict of interest in regard to the assessment of the Laidley District Cricket Club application and did not provide any comment, feedback or assessment of their application.

Due to the community grants program being under spent in 2019-20 by approximately \$29,000 it is proposed that Council offer a third round of funding to open on 1 March 2020 and close 31 March 2020. It is also proposed that applications for the purchase of event hire equipment be provided a higher priority. This proposal seeks to building the capacity of community groups to hold events and activities utilising their own equipment.

4. Policy and Legal Implications

The applications received under 2019-20 Round 2 of the Community Grants Program were assessed in accordance with the Community Grants Assistance Policy and Procedure.

According to the *Guidelines for local government administration of community grants* (October 2009), “It should be noted that while there is no right of appeal against a decision to approve or refuse to grant, decisions in relation to grants are still subject to the *Judicial Review Act*”.

All appeals are otherwise treated in accordance with Council’s Complaints Management Process.

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

5. Financial and Resource Implications

Community Grants Program – Category 1 is allocated a budget of \$100,000 with 2 rounds of \$50,000 each.

The recommendations for provision of financial assistance for Round 2 are \$50,000 this is within budget for Round 2 of the Community Grants Program.

6. Delegations/Authorisations

There are no delegation implications associated with this report.

7. Communication and Engagement

The Community Grant Program Round 2 2019-20, announcement will be published in the Gatton Star, the Lockyer Valley Regional Council’s website and Council’s Facebook page.

All applicants (successful or not), will be advised in writing of the outcome of their application. All successful applicants are required to submit an acquittal within two months of completion of their project. Failing to submit an acquittal will prevent them from being successful with future applications to Council.

8. Conclusion

For Round 2 of the Community Grants Program 2019-20, nine applications were received and evaluated against the criteria. Nine applicants are recommended to receive funding as outlined in this report.

9. Action/s

Notify all applicants of the outcome of their application.

Attachments

There are no attachments for this report.

11. ORGANISATIONAL DEVELOPMENT AND PLANNING SERVICES REPORTS**11.1 Executive Manager Organisational Development and Planning Monthly Report - January 2020****Date:** 03 February 2020**Author:** Dan McPherson, Executive Manager Organisational Development & Planning Services**Responsible Officer:** Dan McPherson, Executive Manager Organisational Development & Planning Services

Summary:

This report is to update Council on key issues currently being actioned within the Organisational Development and Planning Group.

Officer's Recommendation:

THAT Council receive and note the Executive Manager Organisational Development and Planning Monthly Report for January 2020.

Report**1. Introduction**

This report provides an update on key matters arising and being addressed since the last report.

2. Background

The previous reports provide the background information to date and only progress is being reported during December 2020.

3. Report**Organisational Development****Full Time Equivalents**

Council's established FTE number for January 2020 is 310.

Learning & Development

- Corporate Induction
- Public Interest Disclosure
 - Introduction to Public Interest Disclosure - 36 x employees attended
 - Managing Public Interest Disclosure – 8 x employees attended
 - PID Support Officer Training – 11 x employees attended

Traineeships

Two trainees successfully completed their Certificate III in Business Administration in January.

Safety Performance Report

Refer to the attached report indicating statistics for the month of January 2020.

Planning & Development

In the month of January 2020, 31 development applications were received, 16 development applications were decided, and 1 pre-lodgement meeting was held.

Continuous Improvement

Further efficiencies resulting from the review of the delegations has enabled the Business Support team to complete the issuing of a decision notice in the record time of 2 hours. This is a great efficiency gain for staff and improved outcome for our customers.

NDRP (Natural Disaster Resilience Funding) Projects

Under the requirements of the SEQ plan and following agreement between the Brisbane River Catchment Councils (Brisbane/Ipswich City and Somerset Regional Councils) and the State earlier this year to implement the findings of the Brisbane River Regional Floodplain management plan, ("Phase 3 - RFMP") Council has continued to execute the joint LVRC/QRA funded projects to deliver Local Floodplain Management Planning ("Phase 4 - LFMP"). These projects are due for practical completion in the last quarter of 2020.

There are 6 projects underway under the NDRP (Natural Disaster Resilience Funding) funding banner:

- Tenthill Creek modelling and mapping
- Laidley Local modelling and mapping
- Laidley Regional modelling and mapping
- Lockyer Creek Hydrology and Mapping *
- Flood Evacuation Route Planning *
- Local Floodplain management plan (LFMP) *

The last 3 projects are progressing but some dependant tasks have been delayed by technical issues arising with the lead in Laidley Regional Project which will delay the overall program. As part of the NDRP project, Council is engaging an expert planner to advise on the planning aspects LFMP. This work will incorporate a review of the flooding aspects of the current draft scheme.

Cooper Street project

Successful meetings were undertaken in December 2019 with the Laidley Showground society and the Laidley Community working Group consulting on the Concept design. Officers from Planning have been liaising with IWS with regard to a smooth transition to detailed design and implementation. Progression of the works has been handed to IWS and it is understood that they are moving into the detailed design and construction phase presently.

Strategic Planning

Responses have been received to the Request for Quotes for the Plainland Structure Plan and the Gatton North Major Enterprise and Industrial Area (MEIA) Study. The number and quality of responses has been very pleasing. Evaluation of the responses is currently underway.

Council officers attended a workshop hosted by the Department of Environment and Science regarding to proposed reforms to regulations in relation to the protection of koala habitat.

Council officers will be attending a one-day course being conducted by the Planning Institute of Australia on 'advancing Aboriginal and Torres Strait Islander Knowledge, Culture and Tradition Through Planning'. The State government now requires Aboriginal Cultural Heritage to be addressed in planning schemes, and this course will be of assistance in ensuring Aboriginal Cultural Heritage is appropriately incorporated in the new Lockyer Valley Planning Scheme.

Environment and Pest Management

Customer Requests

The Environment and Pest unit received 29 CRMs during the month of January and closed 16 customer requests.

Project Updates

Natural Resource Management (NRM) Plan

The NRM strategy was approved by Council at the Ordinary Meeting held on 22 January with the next rounds of workshops to take place on 15 and 29 February. The workshops will finalise the process to develop the plan.

Resilient Rivers Initiative

Scope of works for phase 3 of the Lockyer Creek stabilisation and revegetation project as supported by COMSEQ is in development with rectification of the existing planting being planned. A Procurement Plan for the Tenthill project is undergoing review.

Program Updates

Environmental

Council officers are working through assessments for Land for Wildlife enquiries and preparing for a second round of Community Environmental grants.

Invasive Weed Management

Recent rain has provided a flush of weeds with requests for herbicide subsidy and spray equipment increasing. Pest Officers have recommenced roadside spraying for restricted matter weeds.

Pest Animal Management

The next round of pest animal baiting will take place on 12 and 13 February with orders for baits being taken now.

Brightview Reserve

Preparations underway for planting to take place in early February.

Alice Creek Reserve

Pest animal baiting has taken place during January with additional lantana control planned for February.

Plumbing and Building Services

Refer to the attached table and graphs indicating statistics for the month of November 2019.

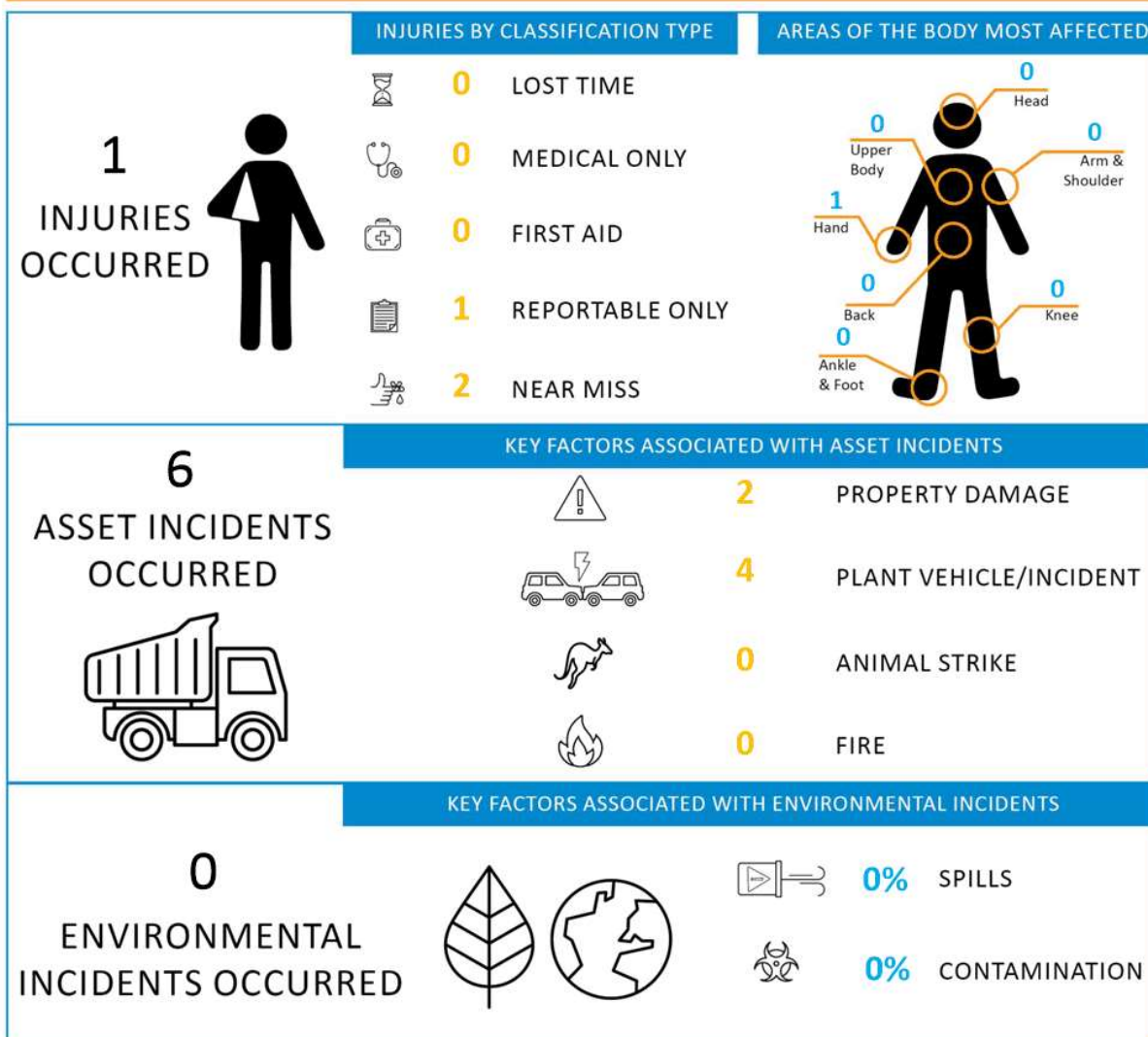
Attachments

- | | | |
|---|---|---------|
| 1 | Safety & Performance Report | 1 Page |
| 2 | Plumbing and Building Statistics – January 2020 | 4 Pages |



MEASURING OUR SAFETY PERFORMANCE

JANUARY 2020



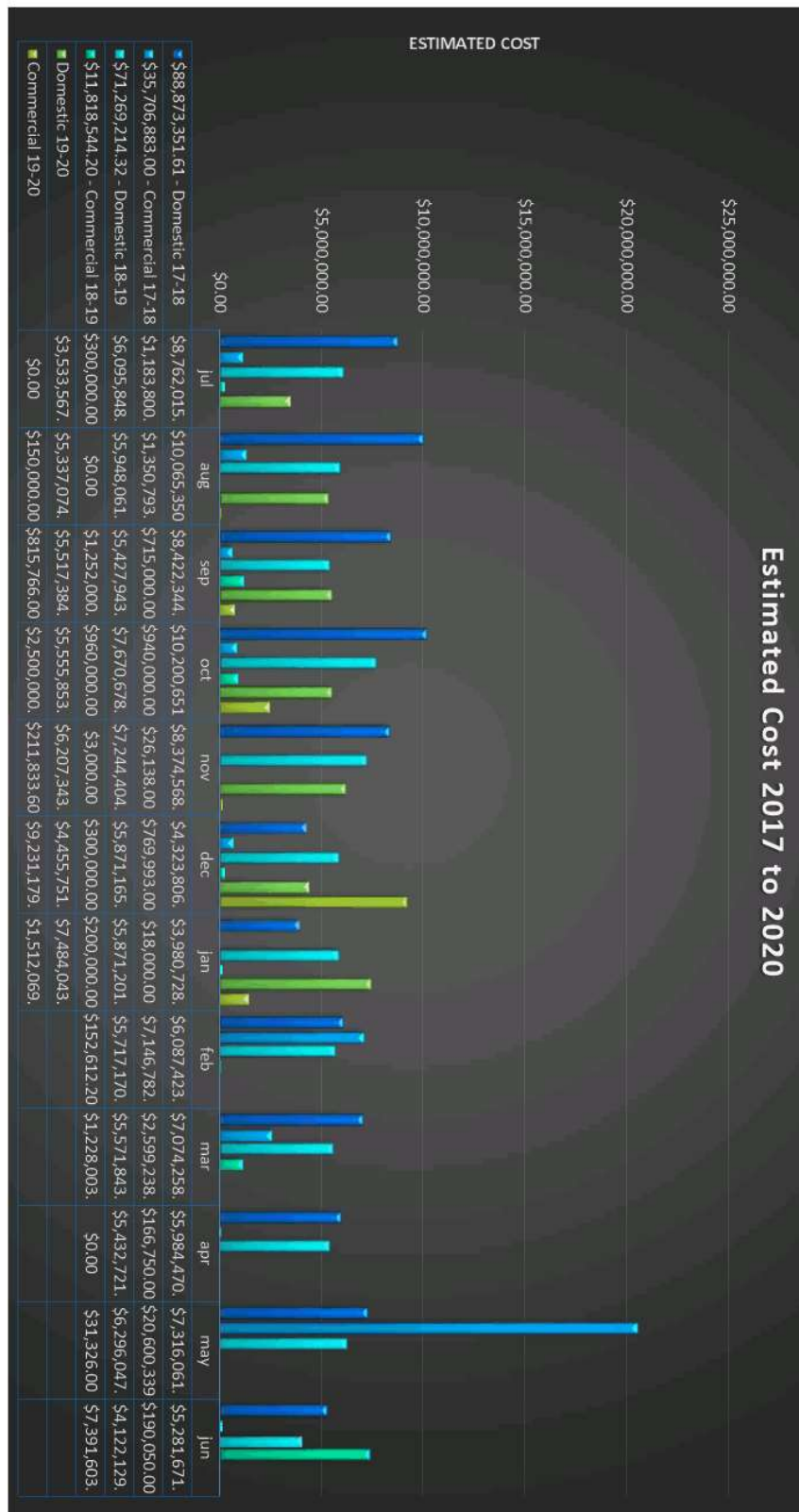
	January 2020	January 2019
Injury related incidents	1	4
Asset related incidents	6	4
Environment related incidents	0	0
Lost Time Injuries	0	0
Total days lost due to ongoing injuries	0	30

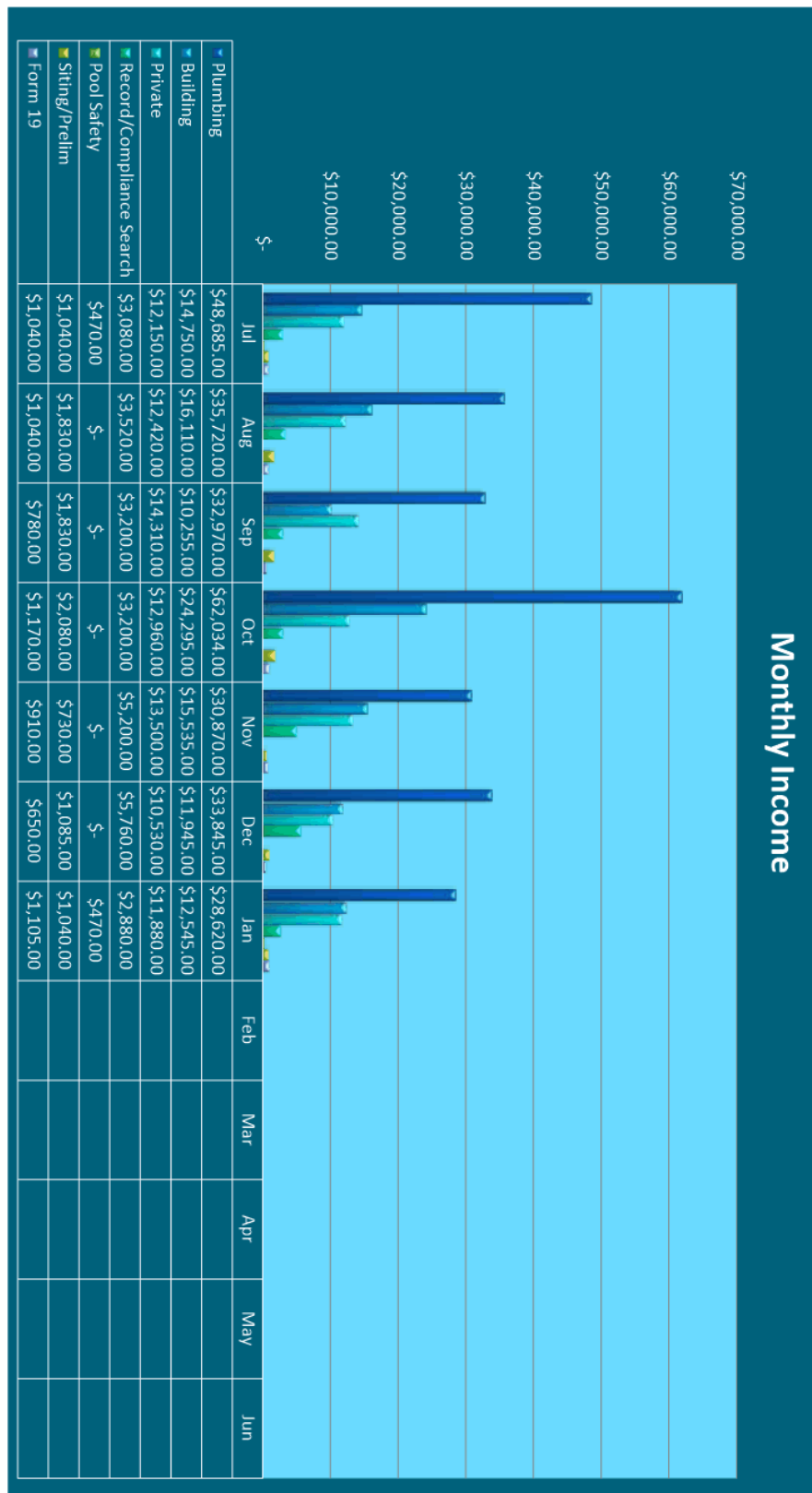
PLUMBING AND BUILDING STATISTICS – JANUARY 2020

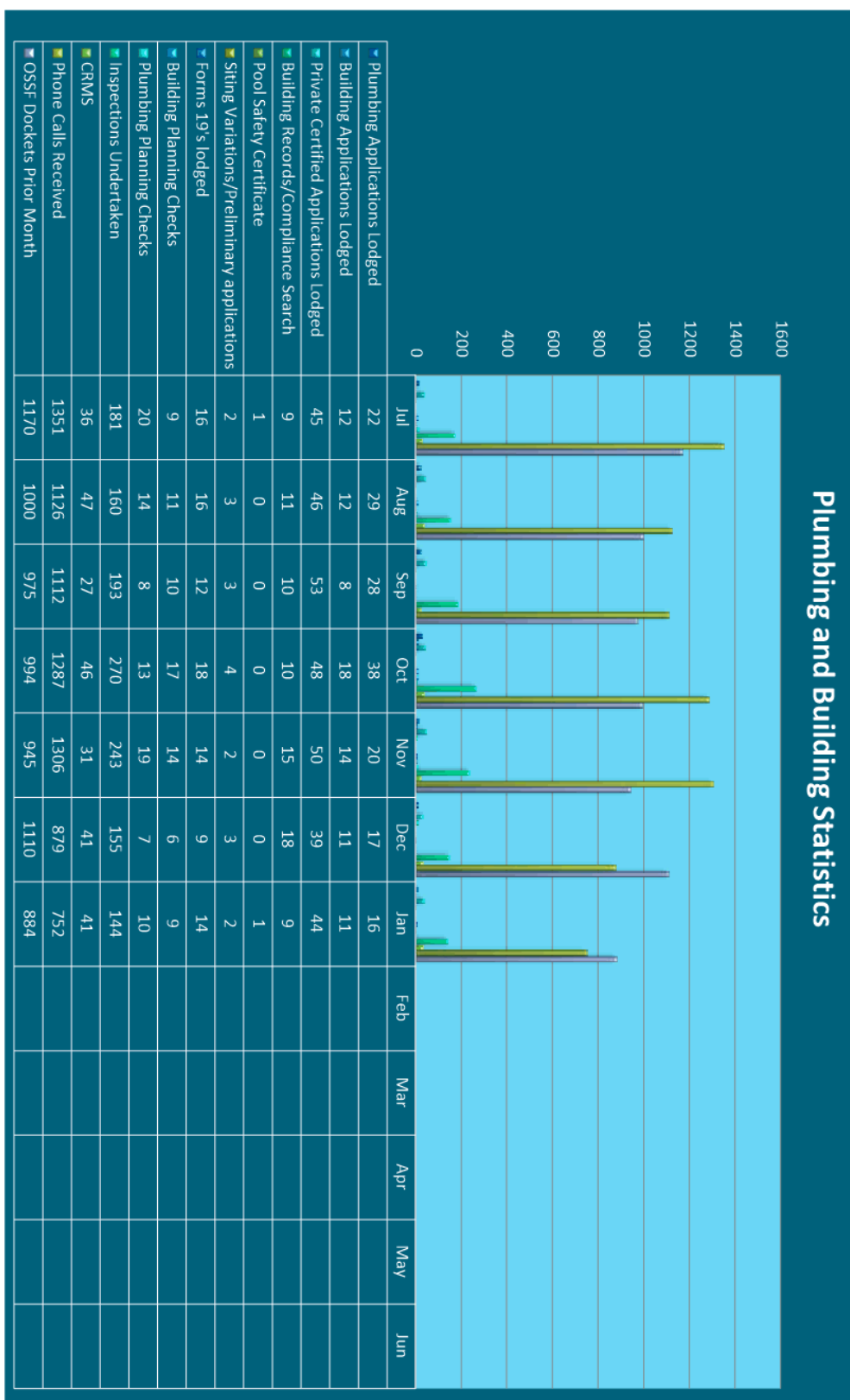
REGIONAL COUNCIL

ITEM	DESCRIPTION	TOTAL	APPLICATION FEES	Average Days to Approve	RESPONSIBLE OFFICERS
1.0	Plumbing Applications Lodged	16	\$28,620.00	2.75	Plumbing
2.0	Building Applications Lodged	11	\$12,545.00	5	Building
3.0	Private Certified Applications Lodged	44	\$11,880.00		Admin Team
4.0	Building Records Search	9	\$2,880.00		Admin Team
5.0	Pool Safety Certificates Lodged	1	\$470.00		Building
6.0	Siting Variations Lodged/Preliminary Applications	2	\$1040.00		Building
7.0	Form 19's Lodged	14	\$1,105.00		Admin Team
8.0	Building Planning Checks	9	N/A		Building
9.0	Plumbing Planning Checks	10	N/A		Plumbing
10.0	Inspections Undertaken	144	N/A		Plumbing and Building
11.0	CRM's Lodged (Includes 7 Complaint CRMs)	41	N/A		Plumbing and Building
11.1	Phone Calls Received	752	N/A		Plumbing and Building
12.0	OSSF Dockets Updated for December	884	N/A		Admin Team
	TOTAL		\$58,540.00		
	CONSTRUCTION VALUE OF BUILDING WORKS				
1.0	Building Applications 01-01-2020 to 31-01-2020	Domestic	\$7,484,043.35		
	Building Applications 01-01-2020 to 31-01-2020	Commercial	\$1,512,069.00		
	Year to Date	Total	\$52,511,865.00		

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11.2 Change to Approval for Material Change of Use Extension to Currency Period Warrigal Road Helidon

Date: 02 January 2020
Author: Mark Westaway, Contract - Senior Planner
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The purpose of this report is to consider a Request to Extend Currency Period for a Development Permit for an Industrial Premises (Explosives Storage Facility) & Caretaker's Residence; and Environmentally Relevant Activity: ERA 8 (1)(a) – Chemical Storage on premises described as Lot 1 on SP189215 (formerly Lot 1 RP60010) at Warrigal Road, Helidon.

The application has been assessed in accordance with the requirements of the *Planning Act 2016* and it is recommended that the request for a two (2) year extension to currency period be approved in accordance with the Officer's Recommendation.

Officer's Recommendation:

THAT the application for a Request to Extend Approval (MC2019/0082) for a Development Permit for an Industrial Premises (Explosives Storage Facility) and Caretaker's Residence; and Environmentally Relevant Activity: ERA 8(1)(a) on Lot 1 SP189215 at Warrigal Road, Helidon (MCU0879/DA6496), be approved and an extension be granted for a period of two years until 2 January 2022.

Report

1. Introduction

The purpose of this report is to consider a Request to Extend Currency Period for a Development Permit for an Industrial Premises (Explosives Storage Facility) & Caretaker's Residence; and Environmentally Relevant Activity: ERA 8 (1)(a) – Chemical Storage on premises described as Lot 1 on SP189215 (formerly Lot 1 RP60010) at Warrigal Road, Helidon.

2. Background

The development application was lodged with Council on 21 April 2009. The application was approved on 19 December 2012 and the Decision Notice was issued on 2 January 2013. The original application was made under the *Integrated Planning Act 1997*. The original approval had a currency period of 4 years effective until 2 January 2017. The original approval was for an Industry (Explosives Storage Facility), Caretaker's Residence, and Environmentally Relevant Activity No.8 for Chemical Storage.

APPLICATION NO.	DECISION AND DATE
MCU0879 (DA6496)	Original Decision Notice - Issued 2 January 2013
CAP2016/0049	Extension to Relevant Period until 2 January 2019 – Approved under delegation 3 February 2017
MC2018/0107	Extension to Currency Period until 2 January 2020 – Approved under

	delegation 23 January 2019
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The most recent request to extend the currency period (MC2018/0107) was for a period of 2 years, however only a one (1) year extension was granted.

The applicant is seeking to activate this application and be operational in 2020 as they have pre-commitments for almost three quarters of the site storage. The applicant provided the following advice with respect to need for the development:

"The Input-Output Impact Analysis from 2013, found the contribution of this development to the local region was found to be directly \$13.4M and 29 additional jobs and \$19.5M with 56 jobs when considering the Brisbane Moreton regional economy [2013 figures]. This is due to the evident shortage of explosives storage facilities serving the mining industry and the potential negative impact if the development doesn't proceed."

Change to description of lot

When the approval was originally issued, the subject site was described as Lot 1 RP60010. Subsequent to the approval being issued, the landowner applied for a road closure with respect to an unmade road reserve that bisected the site. As a result of the road closure and amalgamation of the unmade road reserve into the subject land, the lot description was amended to become Lot 1 SP189215.

3. Report

The applicant states that the current request to extend the currency period is made for the following reasons:

"As anticipated in our previous application for an extension of two (2) years, we have not been able to commence the use and comply with all conditions of approval within the one (1) year granted towards the end of January 2019 (leaving us 11 months). This is not to say that we are not actively working towards opening the facility.

The demand for explosives storage has outstripped available supply. The site is now over-subscribed with demand for storage. The government facilities (including the Helidon Explosives Reserve) have had to refuse access to storage due to the increase in volume now in Queensland, particularly when large surges in demand occur as shipments arrive, and demand exceeds available space. There is no other commercial or government storage facility currently pending approval. Accordingly we are under pressure to make the Warrigal Reserve available.

This development is the first commercial storage reserve in Australia and not readily understood. This has increased the amount of resources required to finalise documentation and subsequently the design requirements. One key matter that has taken considerable time has been in working with lawyers to finalise lease documents as additional project monies could not be released without the Leases in place.

At the same time we could not submit the Operational / Building Works applications as we found that each Lessee has not properly considered their requirements and as the specifications were agreed upon, it was found that positions of doors to the magazines and therefore lighting, security fencing and gates as well as power supply requirements, office space, etc kept changing.

Maintenance of the site has also been delayed by the continuing drought. We have been working with the neighbouring properties to undertake a planned burnoff with both the government reserve and the forestry using our fire break and access points to facilitate their requirements. However all sites have

been deemed too dry to burn and each shower has not been wet enough to change the situation. Once we can complete the burn we will be able to commence fencing the site.

We were also challenged by the unplanned hospitalisation of the Project Manager for major surgery in February which limited their availability for several months while they recuperated and were able to return to work. However I am proud to say the team kept the project advancing.

We are now in a position to execute the Leases but parties are not prepared to sign unless we can demonstrate we have an extension to the currency period allowing us to move into operational works and building approval stage and construction phase.

The urgent Lessees are proposing a commencement date of 1 July 2020, which we are keen to meet with a rollout across the balance of the site. This will require Council consideration of the operational works and building works applications while fencing can be undertaken and the Major Hazard Facility approval finalised. The road construction is pending the road closure application for that portion of Warrigal Road. Simultaneously each Lease Plan can be prepared and leases executed with any permitted works commencing after being issued by Council as our construction team is well briefed and keen to proceed. The total site works are expected to take 11 months to finalise along with the Council approval stage for operational and building works. It is anticipated that while the use could commence in 2020 to be fully operational and conditions satisfied a further two (2) years is required.

We therefore respectively request a further extension of two years to ensure we can satisfy the Development Permit requirements and benefit from the extensive monies already spent on the project to meet the urgent industry need for additional explosives storage in Queensland."

Assessment

In accordance with section 87 of the *Planning Act 2016*, the assessment manager may consider any matter that the assessment manager considers relevant in considering the request, even if the matter was not relevant to assessing the development application.

In assessing this extension application, the following matters are considered relevant:

- The consistency of the approval, with current laws and policies applying to the development
- The age of the approval and the community's current awareness of it
- The implications that the proposed extension would have on applicable infrastructure charges for the development
- The views of properly made submissions that were received at the time of the original application

Current Laws and Policies

Local Planning Instrument Assessment – Gatton Shire Planning Scheme 2007

The original application was assessed against the *Gatton Shire Planning Scheme 2007*. The application was found to satisfy the requirements of the Planning Scheme and reasonable and relevant conditions were imposed. The *Gatton Shire Planning Scheme 2007* remains in force today and therefore there are no additional considerations to be given with respect to the development's compliance with current planning provisions and policies.

The development is subject to other approvals from State government agencies. The original approval required referral to:

- Department of Natural Resources (now Department of Natural Resources Mines and Energy)
- Department of State Development and Planning (now Department of State Development, Manufacturing, Infrastructure and Planning)
- Department of Employment, Economic Development and Innovation (now Department of Employment, Economic Development and Innovation)
- Department of Justice and Attorney General.

A copy of Council's decision will be forwarded to the relevant State government agencies as stipulated under section 87 of the *Planning Act 2016*.

Temporary Local Planning Instrument (TLPI) 01/2019 – Overland Flow Paths

The original Development Application was lodged prior to the introduction of the TLPI, however subsequent extensions to currency period considered the TLPI.

Regard was given to the TLPI with respect to the proposed caretakers residence on the site, which requires all habitable rooms in the caretakers residence to be a minimum of 300mm above the Q100 level for flow paths crossing the subject land. Similarly, all of the storage areas (magazines) are to be a minimum of 300mm above the Q100 level for flow paths. The magazines are well clear of the existing flow paths on site.

Age of the Approval and Community Awareness

Pursuant to the *Integrated Planning Act 1997 (IPA)* – being the planning legislation in effect at the time of lodging and assessing the original application – the approval was benefitted by a four year relevant period. Under the now current *Planning Act 2016*, a Material Change of Use approval has a relevant period of six years. As previously indicated, extensions to the approval have been issued in 2017 (2 years) and 2019 (1 year).

The applicant has advised they are progressing the development but have not yet completed the work.

The current request for an additional two years to the life of the permit would extend the overall time to nine (9) years. Although this is a significant period for a development to be completed, based on the scale of the development, including the construction of approximately 1200m of Warrigal Road to provide access to the site, there is some merit in providing an extension of that duration. To allow commencement of the development, an extension of two (2) years is considered reasonable.

It is common practice to provide an extension for a development for up to two years only, unless the specific circumstances of the development warrant additional time, e.g. the significant size of a proposed subdivision or substantial infrastructure provision requirements. In this instance, it is considered that the scale of the development warrants a two (2) year extension of currency period.

It is recognised, the proposed development does not exist in isolation, in that the existing Helidon Explosives Magazine and the Dyno Nobel explosives industry adjoin the site to the west and southwest, and the site adjoins the existing Industry zoned land that includes the Explosives Magazine Precinct.

Submissions

The original application was subject to impact assessment and public notification was required. Two submissions were received at the time. These two submitters still own land adjoining the site.

<i>Submission Issues</i>	<i>Council officer comment</i>
Separation distances for sites 10, 11 and 12 do not appear to meet the AS2187 separation distances.	Compliance with the Australian Standard AS2187 will occur through relevant State Government licensing. This has been addressed through relevant State Government licensing and was outside of Council's development assessment parameters.
On Site Effluent Disposal System for the Caretakers Residence has appropriate waste disposal to prevent soil and groundwater contamination.	The requirement for an appropriate On Site Effluent Disposal has been conditioned by Council's Plumbing and Building Unit.
If any waste is disposed of by on site burial or burning it is likely that significant contamination will occur.	This will be addressed by relevant State Government licensing and is outside of Council's development assessment parameters.
The storage, blending and manufacture of ammonium nitrate and fuel products may result in spillages into the ground, which could lead to the contamination of soil and/or groundwater.	This will be addressed by relevant State Government licensing and is outside of Council's development assessment parameters.
Layout of internal roads which will create an unacceptable risk and a considerable hazard to the environment and the safety of personnel.	The internal driveways and manoeuvring areas have been conditioned to be imperviously sealed. Other aspects of the development will be addressed by relevant State Government licensing and is outside of Council's development assessment parameters.
Facility Risk as it relates to site design and facility layout adequately minimises all potential risks.	This will be addressed by relevant State Government licensing and is outside of Council's development assessment parameters.
The future of the remnant vegetation located on site.	The potential removal of mapped remnant vegetation has been addressed by the Department of Natural Resources and Mines through their Concurrence Agency response.
Does the man proof fencing surround the whole development site?	Section 4.6 of the Planning Report prepared by Maxime Consulting Planners and Development Managers dated September 2008 Version 3 indicates that there will be an internal and external fence on all boundaries of the property at a minimum 1.8m high chain wire security fence. The front (southern) boundary will be double fenced to provide a security enclosure for security checking prior to actually entering the facility. Landscaping is also proposed along the perimeter on the front (southern) boundary along the fence.

Apart from one owner, all of the owners of land adjoining the site are the same owners who were notified of the original application.

Infrastructure Charges

The development approval was issued with an Infrastructure Charges Notice in accordance with the Infrastructure Charges Policy that was in effect at the time.

Conclusion

The application seeks to extend the currency period of the approval for an additional two years. The development will not change as result of this application and remains consistent with the requirements of the planning scheme, therefore an extension to the currency period can be considered favorably. Based on the scale of the development, a two (2) year extension will allow the applicant sufficient time to undertake the development (as currently approved). It is therefore recommended that the request be approved for two years until 2 January 2022.

4. Policy and Legal Implications

The recommendation accords with the applicant's request. It is therefore considered there will be no potential for an appeal regarding this application.

5. Financial and Resource Implications

The recommendation accords with the applicant's request. It is therefore considered there will be no potential for an appeal regarding this application.

6. Delegations/Authorisations

There are no implications for delegations or authorisations arising from the recommendation provided in this report.

7. Communication and Engagement

The decision of Council will be formally communicated to the applicant and other state referral agencies in accordance with the requirements of the *Planning Act 2016*. The Decision Notice will be available of Council's publicly available Track an Application facility.

8. Conclusion

The proposed request to extend the currency period is recommended for approval.

9. Action/s

Advise the applicant and state referral agencies of Council's decision.

Attachments

There are no attachments for this report.

11.3 Amendments to the Gatton Shire Planning Scheme and Laidley Shire Planning Scheme

Date: 03 February 2020
Author: Annette Doherty, Coordinator Strategic Planning
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

In 2015, Council resolved to make amendments to the Gatton Shire Planning Scheme and the Laidley Shire Planning Scheme. The proposed amendments underwent public consultation in 2018 and two submissions were received. To continue with the amendment process, Council must consider the submissions and decide whether to proceed with the proposed amendments. If Council decides to proceed with the proposed amendments, Council must seek the Minister's approval to adopt the proposed amendments.

Officer's Recommendation:

THAT Council proceeds with the proposed amendments to the Gatton Shire Planning Scheme - Planning Scheme Amendment No. 1 (2020) and the Laidley Shire Planning Scheme - Planning Scheme Amendment No. 1 (2020), as attached.

Further;

THAT Council notes that the proposed amendments are not significantly different to the versions released for public consultation.

And further;

Council writes to the Minister seeking approval to adopt the proposed amendments.

Report**1. Introduction**

At its Ordinary Meeting on 25 November 2015, Council resolved to make amendments to the Gatton Shire Planning Scheme and the Laidley Shire Planning Scheme. The proposed amendments underwent public consultation from 8 June 2018 to 21 July 2018. No further action was taken in relation to the proposed amendments, and this report is being presented to allow Council to consider the submissions and continue with the amendments to the planning schemes.

2. Background

Amendments were proposed to the Planning Schemes as follows:

- (a) Gatton Shire Planning Scheme - Planning Scheme Amendment No. 1
 - (i) To reduce the level of assessment for Catering shops when in an existing building in Precincts C1 or C2 of the Commercial zone;
 - (ii) To reduce the level of assessment for Health care premises when in an existing building in Precincts C1 or C2 of the Commercial zone; and
 - (iii) To reduce the requirements for Annexed units (e.g. granny flats).
- (b) Laidley Shire Planning Scheme - Planning Scheme Amendment No. 1
 - (i) To reduce the level of assessment for Tourist accommodation if for bed and breakfast accommodation in the Rural agricultural land area and the Rural upland area;
 - (ii) To reduce the level of assessment for Reconfiguring a lot, Operational works and Building works in areas of Very high ecological significance;

- (iii) To reduce the requirements for Apartments (e.g. granny flats); and
- (iv) To amend the definition of 'Apartment'.

3. Report

The amendment process commenced under the *Sustainable Planning Act 2009*, and therefore must continue in accordance with *Statutory guideline 04/14 - Making and amending local planning instruments*. As public consultation has been undertaken, the remaining stages of the amendment process are as follows:

1. Council considers every properly made submission, and may make changes to the proposed amendments to address issues raised in the submissions or to amend any drafting errors;
 2. If the changes result in the proposed amendments being significantly different to the version released for public consultation, Council must recommence public consultation in relation to those changes;
 3. If Council decides to proceed with the proposed amendments, Council writes to the Minister seeking approval to adopt the proposed amendments;
 4. The Minister advises whether Council may adopt the amendments (with or without conditions); and
 5. Council decides to adopt the amendments or to not proceed with the proposed amendments.
- Two submissions were received in relation to the proposed amendments. The matters raised in the submissions are addressed below. The proposed amendments (as released for public consultation) are shown in red.

(a) Gatton Shire Planning Scheme - Catering shops and Health care premises in the Commercial zone

Part 4, Division 17, Table 1 – Assessment categories and relevant assessment criteria for Commercial zone – Making a Material change of use

Column 1 Defined Use	Column 2 Assessment Category	Column 3 Relevant Assessment Criteria or Applicable Codes
Catering Shop	<p>Self Assessable if in precinct C1 or C2 and in an existing building and complying with the probable solutions of the applicable codes</p> <p>Code assessable in all other circumstances in precincts C1 or C2 if in precinct C1 or C4;</p> <p>Impact Assessable in all other circumstances</p>	<p>If Self Assessable: Commercial Premises and Shops Code Advertising Device Code Building Work Code Landscaping Code Lighting Code Services and Infrastructure Code Vehicle Access, Parking and On-Site Movement Code</p> <p>If Code Assessable: Commercial Zone Code Services and Infrastructure Code Advertising Device Code Building Work Code Landscaping Code Lighting Code Services and Infrastructure Code Vehicle Access, Parking and On-Site Movement Code</p> <p>If Impact Assessable: Regard will be given to the planning scheme as a whole in accordance with section 3.5.5 of the IPA</p>
Health Care Premises	<p>Code Assessable if in precinct C1 or C2 and in an existing building and complying with the probable solutions of the</p>	<p>If Code Assessable: Commercial Zone Code Services and Infrastructure Code Advertising Device Code</p>

	<i>applicable codes</i>	Building Work Code Landscaping Code Lighting Code Services and Infrastructure Code Vehicle Access, Parking and On-Site Movement Code
	Impact Assessable in all other circumstances	Regard will be given to the planning scheme as a whole in accordance with section 3.5.5 of the IPA

Submission: The proposed amendments make Catering shops in Precincts C1 and C2 Self assessable development, and Health care premises in Precincts C1 and C2 Code assessable development, but only if compliance is achieved with the Probable solutions of the relevant codes.

The relevant codes include the *Vehicle access, parking and onsite movement code*. This code requires onsite carparking. Many buildings within Precincts C1 and C2 are 'built to boundary' and there is no ability to provide onsite car parking. In these cases, a development application would still be required.

For these properties where additional onsite parking is not possible, a statement could be added to the effect that reduced parking, or no additional parking, is required as there is adequate parking provided within these precincts. Alternatively, the *Vehicle access, parking and on-site movement code* could be removed from the applicable codes for Self assessable Catering shops.

Response: The intent of the proposed amendments is to allow for Catering shops to establish in existing commercial premises without having to obtain planning approval (a change of building classification and a licence under the *Food Act 2006* may still be required), and to allow Health care premises in existing commercial buildings to proceed as Code assessable development in the main commercial area of Gatton. As these uses are consistent with the type of development expected and encouraged in this location, it is reasonable that they be able to proceed with minimal regulation.

The *Vehicle access, parking and on-site movement code* requires onsite parking to be provided as follows:

- Catering shop – 1 space for each 15m² or part thereof of gross floor area plus room for 8 vehicles to queue if the premises includes a drive through facility.
- Health care premises – 1 space for each 30m² or part thereof of gross floor area.

While some existing commercial sites contain onsite parking, there will only be limited sites where parking can be provided in accordance with the above requirements. Within the Commercial zone there is ample on-street and public car parks available to cater for commercial uses, and therefore it is not considered necessary or appropriate to trigger a higher level of assessment due to the inability to provide the number of onsite car parks required by the code. Therefore, it is recommended that the *Vehicle assess, parking and on-site movement code* be removed from the list of codes applicable to Self assessable Catering shops.

The proposed amendments seek to make Health care premises Code assessable development in existing buildings, but only if complying with the probable solutions of the applicable codes. It is not considered appropriate that compliance with Probable solutions of applicable codes be a prerequisite for Code assessable development. It is therefore recommended that all Health care premises in existing commercial buildings in Precincts C1 and C2 be Code assessable development. This will allow for assessment against the applicable codes (including assessment of parking provision), and alternatives to the Probable solutions to be considered, without the need for Impact assessment and public notification.

The *Commercial premises and shops code* and *Building work code* include requirements for new commercial buildings, and therefore are not relevant to development involving the reuse of existing buildings. This code can be removed from the list of codes applicable to Self assessable Catering shops and Code assessable Health care premises.

Under the current Planning Scheme, Catering shops in Precinct C4 are Code assessable development. Reference to Precinct C4 was inadvertently removed from the version of the proposed amendments released for public consultation. This will need to be corrected in the final version of the proposed amendments.

In response to the submissions, the recommended changes to the proposed amendments for Catering shops and Health care premises are:

- (i) The *Commercial premises and shops code*, the *Building work code* and the *Vehicle assess, parking and on-site movement code* be removed from the list of codes applicable to Self assessable Catering shops;
- (ii) Catering shops in Precinct C4 remain Code assessable development;
- (iii) Health care premises in existing commercial buildings in Precincts C1 or C2 be Code assessable development; and
- (iv) The *Commercial premises and shops code* and *Building work code* be removed from the list of codes applicable to Code assessable Health care premises.

(b) Gatton Shire Planning Scheme and Laidley Shire Planning Scheme – provisions relating to Annexed units and Apartments

Gatton Shire Planning Scheme, 6.48 Annexed unit code, 6.51 Specific outcome and probable solutions for Code assessable development

Specific outcome	Probable solutions
P2. The Annexed Units' accommodation is subordinate to the primary dwelling house and is integrated with the dwelling house so as to be compatible with the prevailing character of the locality to appear as a single dwelling house.	<p>A2.1 The Annexed Units' accommodation is part of the dwelling house, or where it is provided as a separate building, is separated from the primary dwelling house by no more than 6 20 metres from and connected to the dwelling house by a solid roof connection such as a pergola or covered walkway.</p> <p>A2.2 The gross floor area of the Annexed Units' accommodation unit does not exceed the lesser of two-thirds 2/3 of the area of the dwelling house, or 100m², whichever is the lesser.</p> <p>A2.3 The Annexed Unit comprises only two elements of self contained accommodation (eg. a bathroom and a kitchen, or a bathroom and a laundry).</p> <p>A2.3 A2.4 The number of bedrooms in the Annexed Unit has no is not more than 2 two bedrooms.</p> <p>A2.4 A2.5 Materials used to construct the Annexed Unit are consistent with or complementary to those used in the primary dwelling house existing building.</p> <p>A2.5 Vehicle access to the Annexed Unit is by means of the same driveway that services the primary dwelling house.</p>

Laidley Shire Planning Scheme, 6.14 Residential uses code, 6.14.3 Table 6 – Specific outcomes and Acceptable solutions for the Residential uses code, Apartments

Column 1 Specific outcome	Column 2 Acceptable solutions
16. The apartment is subordinate secondary to the primary dwelling house on the land and is integrated with the dwelling house so as to be compatible with the prevailing character of	<p>16.1 The apartment is part of the primary dwelling house, or where it is provided as a separate building, is no more than 30 metres from the primary dwelling house.</p> <p>16.2 The gross floor area of the Apartment does not exceed the lesser of two-thirds of the area of the dwelling house or 100m².</p> <p>16.4 The Apartment has no more than two bedrooms.</p> <p>16.6 Vehicle access to the Apartment is by means of the same</p>

<p>the locality to give the appearance of a single detached dwelling.</p>	<p>driveway that services the primary dwelling house.</p> <p>16.1 Maximum size for an Apartment is 50m²; and</p> <p>16.2 Where such accommodation is provided, either above or below the main habitable dwelling, a covered staircase is provided to connect both accommodation units of the dwelling; and</p> <p>16.3 Where such accommodation is not situated directly under or above the dwelling, the primary dwelling and the apartment comply with the following requirements;</p> <p>(a) Where there is no common external wall;</p> <p>(i) Maximum separation of adjacent external walls is three (3) metres;</p> <p>(ii) A common roof is provided connecting the primary dwelling and the apartment, and such a roof extends the full width of the secondary habitable dwelling and provides full cover for the direct access required;</p> <p>(iii) Direct access is provided between the two habitable sections of the dwelling.</p> <p>(b) Where the habitable dwelling units have a common wall, direct access is provided between the two habitable units through an opening in the common wall.</p>
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- (i) **Submission:** The numbering of the Acceptable solutions (i.e. 16.1, 16.2, 16.4 and 16.6) of the Residential uses code of the Laidley Shire Planning Scheme is incorrect.
Recommendation: This will be corrected.
- (ii) **Submission:** The maximum separation distance between an Annexed unit/Apartment and the associated Dwelling house should be 20 metres to achieve consistency between both planning schemes.
Response: The proposed amendment to the Laidley Shire Planning Scheme to increase the maximum separation distance to 30 metres is a drafting error. It was intended that the maximum separation distance would be 20 metres, which accords with the proposed amendment to the Gatton Shire Planning Scheme.
- (iii) **Submission:** The proposed amendments for the Laidley Shire Planning Scheme do not include an Acceptable outcome requiring construction materials for an Apartment to be 'consistent with or complementary to those used in the primary dwelling', as is required by the Gatton Shire Planning Scheme.
Response: It is considered appropriate that a similar Acceptable solution be included in the Laidley Shire Planning Scheme. This Acceptable solution directly relates to the Specific outcome which requires the Apartment to be integrated with the primary Dwelling house so as to be compatible with the prevailing character of the locality.
To achieve further consistency, it is recommended that Acceptable solution A2.1 of the Gatton Shire Planning Scheme be amended such that there is no requirement for an Annexed unit to be physically connected to the Dwelling house by a solid roof connection.
- (iv) **Submission:** The definitions for 'Annexed unit' in the Gatton Shire Planning Scheme, and 'Apartment' in the Laidley Shire Planning Scheme, should be amended to:
- Clearly state that these buildings can contain all facilities; and
 - Ensure consistency between the two planning schemes, including ensuring 'Apartment' allows for a wider range of relationships between the parties.

It is suggested that the definitions for both terms be amended to mean *'a self contained building (including the provision of a kitchen/kitchenette, bathing facilities, toilet and laundry tub) for use as a second dwelling unit for relatives of the resident of the dwelling house or carers thereof, or persons which due to age and/or physical condition are financially and/or socially dependent upon the occupier of the dwelling house'.*

Response: The definitions for Annexed unit and Apartment (as proposed to be amended shown in red) are as follows:

"Annexed Unit" means the use of premises for use as a second dwelling unit for relatives of the resident of the dwelling house or carers thereof, or persons which due to age and/or physical condition are financially and/or socially dependent upon the occupier of the dwelling house. This definition does not include caretaker's residence or dual occupancy.

"Apartment" - means the use of any premises *in conjunction with a dwelling house on the same lot, annexed to a dwelling house in an integrated fashion,* as accommodation for physically or mentally disabled persons or aged persons *or the carers thereof.* The term does not include an accommodation unit, caretaker housing or a multiple dwelling.

It is considered appropriate that the definitions be consistent, however it is not necessary to include a description of facilities available, as a self-contained dwelling unit must include these facilities.

The definitions for 'Annexed unit' and 'Apartment' can be amended to *'means a dwelling unit used in conjunction with, and subordinate to, a dwelling house on the same lot, as accommodation for relatives of the occupier of the dwelling house or carer thereof, or persons who due to age and/or physical condition are financially and/or socially dependent upon the occupier of the dwelling house'.*

The Gatton Shire Planning Scheme includes a definition for 'dwelling unit' and it is recommended that a similar definition be included in the Laidley Shire Planning Scheme to further assist in the interpretation of 'Apartment'.

(c) Laidley Shire Planning Scheme - Assessment categories for Other development within the Areas of natural and environmental significance overlay

5.2 Applicable codes for development affect by Areas of natural and environmental significance overlay, Assessment categories and applicable codes for development affect by Areas of natural and environmental significance overlay – Other development, Table 24A – Ecologically significant native vegetation areas (Overlay maps E1 and E2)

Column 1 Type of Development	Column 2 Assessment Category	Column 3 Applicable Code
Reconfiguring a lot; and/or Carrying out building works not associated with a material change of use; and/or Carrying out operational works for reconfiguring a lot; and/or	Code Assessable if the site area is located within an area identified as being of Moderate, or High or Very High Ecological Significance. Impact Assessable if the site area is located within an area identified as being of Very High Ecological Significance.	If code assessable – Areas of Natural and Environmental Significance Overlay Code
Carrying out operational works for vegetation clearing not associated with a material change of use or reconfiguring a lot; and/or	Code Assessable if the site area is located within an area identified as being of Moderate, or High or Very High Ecological Significance. Impact Assessable if the site area is located within an area identified as being of Very High Ecological Significance.	If code assessable – Areas of Natural and Environmental Significance Overlay Code

Submission: Further amendments should be made (as shown in blue below) to reduce the need for development applications when the impact of development on ecologically significant vegetation is nil or only minor in nature. 'Moderate' should be omitted from the Code assessable criteria to align with Table 23A.

Column 1 Type of Development	Column 2 Assessment Category	Column 3 Applicable Code
Reconfiguring a lot; and/or Carrying out building works not associated with a material change of use; and/or Carrying out operational works for reconfiguring a lot; and/or	<p>Self Assessable if the site area is located within an area identified as being of Moderate, High or Very High ecological significance and no clearing of vegetation is proposed.</p> <p>Code Assessable if the site area is located within an area identified as being of Moderate, High or Very High Ecological Significance and clearing of ecologically significant vegetation is required.</p>	<p>If code assessable— Areas of Natural and Environmental Significance Overlay Code</p>

Response: The *Areas of natural and environmental significance overlay code* does not include any Acceptable solutions in relation to Ecologically significant native vegetation; only Specific outcomes. This means that there are no criteria of the code that would apply to Self assessable development, and therefore no development should be categorised as Self assessable development under Table 24A.

Under Table 23A, the level of assessment for a Material change of use may only be altered (from Exempt/Self assessment to Code assessment) if the development site is located within, or within 200 metres of, an area identified as being of High or Very high ecological significance. The proximity of the proposed development to an area of Moderate ecological significance has no effect on the level of assessment or assessment benchmarks for a Material change of use. The submitter has requested that Council consider amending the Planning Scheme such that the overlay code similarly applies to Reconfiguring of lots, Operational works and Building works, i.e. these types of development would not be assessed against the code where they may impact on areas of Moderate ecological significance. Assessment against the code would only be required if there is potential for impact on areas of High or Very high ecological significance. As Reconfiguring a lot can lead to significant clearing of vegetation along new boundaries and for additional building envelopes, it is considered reasonable that the impacts of this type of development on areas of Moderate ecological significance continue to be assessed against the code.

In relation to Operational works associated with Reconfiguring a lot, the impacts associated with the Reconfiguration would already have been assessed. Therefore, it can be considered reasonable that an application for Operational works associated with Reconfiguring a lot require assessment against the overlay code when within an area of Moderate ecological significance. As Material changes of use within, or in proximity to, areas of Moderate ecological significance area not assessed against the code, it is not considered appropriate that Building works within these areas trigger assessment against the code.

Council currently issues Exemption certificates for development proposed in areas of ecological significance where such development does not involve the clearing of trees. Therefore, there is some benefit in including in the amendment that Code assessment is only triggered if development in these areas involves the clearing of 'ecologically significant vegetation' as

suggested by the submitter. However, what constitutes 'ecologically significant vegetation' must be clarified. The *Vegetation Management Act 1999* defines 'vegetation' as follows:

8 Vegetation is a native tree or plant other than the following—

- (a) Grass or non-woody herbage;
- (b) A plant within a grassland regional ecosystem prescribed under a regulation;
- (c) A mangrove.

As this definition excludes grasses and exotic plants, it is considered to appropriately define the type of vegetation which is to be protected. It is recommended that Code assessment be triggered only if vegetation, as defined in the *Vegetation Management Act 1999*, is proposed to be cleared as a result of the development.

In response to the submissions, the recommended changes to Table 24A are:

- (i) The Assessment category for Building works and Operational works associated with reconfiguring a lot is amended such that Code assessment is required only if located in an area of High or Very high ecological significance, and only if 'vegetation' as defined in section 8 of the *Vegetation Management Act 1999* (e.g. native trees and shrubs) will be cleared.

(d) Laidley Shire Planning Scheme – Assessment categories for Material change of use within the Areas of natural and environmental significance overlay

Submission: An amendment should be made to Table 23A (as shown in blue below) to reduce the need for development applications to be made for Material changes of use when the impact on areas of High or Very high ecological significance is nil or only minor in nature.

Column 1 Defined Use of Use Class	Column 2 Assessment Category	Column 3 Applicable Code
All other uses	<p>Exempt if the site area is not located within an area, or within 200m of an area identified as being of High or Very High Ecological significance and clearing Ecologically significant vegetation is not proposed.</p> <p>Code Assessable if the criteria for exempt does not apply.</p>	If code assessable – Areas of Natural and Environmental Significance Overlay Code

Response: As noted above, Council currently issues Exemption certificates for development proposed in areas of ecological significance where such development does not involve the clearing of trees. It is recommended that Table 23A be amended to require Code assessment only if vegetation, as defined in the *Vegetation Management Act 1999*, is proposed to be cleared as a result of the development.

4. Policy and Legal Implications

The proposed amendments to the Planning Schemes do not represent major changes to Council policy. The changes are proposed to increase consistency between the two Planning Schemes and to reduce regulation.

5. Financial and Resource Implications

The proposed amendments will have minimal impact on revenue in the form of application fees and infrastructure charges. The proposed changes mean that some matters currently dealt with through Exemption certificates (and therefore at nil charge) will become Exempt or Self assessable development and will not need to be dealt with by Council's Development Assessment Team.

It is unlikely that the reuse of an existing commercial building for a Catering shop would result in infrastructure charges being imposed, as a credit would apply for the existing use and there would be no increase in floor area.

6. Delegations/Authorisations

The proposed amendments to the Planning Schemes will have no impact on the existing delegations and authorisations.

7. Communication and Engagement

Public consultation of the proposed amendments was undertaken from 8 June 2018 to 21 July 2018 in accordance with the *Sustainable Planning Act 2009* and *Statutory guideline 04/14 - Making and amending local planning instruments*. Two submissions were received and the matters raised have been addressed in this report. Submitters will be formally advised of Council's decision in relation to the proposed amendments.

8. Conclusion

Amendments are proposed to the Gatton Shire Planning Scheme and the Laidley Shire Planning Scheme as follows:

- (a) To reduce the level of assessment for Catering shops and Health care premises when in existing commercial buildings in Precincts C1 and C2 of the Commercial zone of Gatton;
- (b) To reduce the requirements for Annexed units/Apartments and to ensure consistency with how this type of development is dealt with throughout the Region;
- (c) To reduce the level of assessment for bed and breakfast accommodation in the Rural agricultural land area and the Rural upland area of the former Laidley Shire area; and
- (d) To reduce the level of assessment for Reconfiguring a lot, Operational works and Building works in areas of Very high ecological significance of the former Laidley Shire area, and where development does not involve the clearing of vegetation of ecological significance.

The proposed amendments underwent public consultation and two submissions were received. The matters raised in the submissions have been addressed, and where appropriate, changes made to the proposed amendments.

It is recommended that Council write to the Minister seeking approval to adopt the proposed amendments.

9. Action/s

Council must decide whether to proceed with the proposed amendments and notify the Minister accordingly.

Attachments

- 1 [↓](#) Draft Gatton Shire Planning Scheme - Amendment No. 1 (2020)
- 2 [↓](#) Draft Laidley Shire Planning Scheme - Amendment No. 1 (2020)

LOCKYER VALLEY REGIONAL COUNCIL

Gatton Shire Planning Scheme
Planning Scheme Amendment No. 1 (2020)

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Gatton Shire Planning Scheme – Planning Scheme Amendment No. 1 (2020)

Part 1 Preliminary

1 Short title

This amendment may be cited as Gatton Shire Council Planning Scheme – Amendment No. 1 (2020).

2 Adoption

Lockyer Valley Regional Council adopted this planning scheme amendment on [INSERT DATE].

3 Commencement

This amendment took effect on [INSERT DATE].

Part 2 Amendment of Gatton Shire Planning Scheme

4 Planning scheme amended

This part amends the Gatton Shire Planning Scheme.

5 Amendment of Part 4 – Zones

- (1) Part 4, division 17, section 4.50, table 1, row for 'Catering Shop'—
omit, insert—

Catering Shop	<p>Self Assessable <i>if in an existing commercial building in precinct C1 or C2 and complying with the probable solutions of the applicable codes</i></p> <p>Code assessable – (a) <i>in all other circumstances in precincts C1 or C2; or</i> (b) <i>if in precinct C4</i></p> <p>Impact Assessable <i>in all other circumstances</i></p>	<p>If Self Assessable: Advertising Device Code Landscaping Code Lighting Code Services and Infrastructure Code</p> <p>If Code Assessable: Commercial Zone Code Advertising Device Code Building Work Code Landscaping Code Lighting Code Services and Infrastructure Code Vehicle Access, Parking and On-Site Movement Code</p> <p>If Impact Assessable: Regard will be given to the planning scheme as a whole in accordance with section 3.5.5 of the IPA</p>
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Gatton Shire Planning Scheme – Planning Scheme Amendment No. 1 (2020)

- (2) Part 4, division 17, section 4.50, table 1, row for 'Health Care Premises'—
omit, insert—

Health Care Premises	Code Assessable <i>if in an existing commercial building in precinct C1 or C2</i>	If Code Assessable: Commercial Zone Code Advertising Device Code Landscaping Code Lighting Code Services and Infrastructure Code Vehicle Access, Parking and On-Site Movement Code
	Impact Assessable <i>in all other circumstances</i>	Regard will be given to the planning scheme as a whole in accordance with section 3.5.5 of the IPA

6 Amendment of Part 6 – Assessment criteria for development for a stated purpose or of a stated type

- (1) Part 6, division 4, section 6.51, row for specific outcome 'P2.'—
omit, insert—

P2. The Annexed Unit is subordinate to the primary dwelling house and is integrated with the dwelling house so as to be compatible with the prevailing character of the locality.	<p>A2.1 The Annexed Unit is part of the dwelling house, or where it is provided as a separate building, is separated from the primary dwelling house by no more than 20 metres from the dwelling house.</p> <p>A2.2 The gross floor area of the Annexed Unit does not exceed the lesser of two-thirds of the area of the dwelling house or 100m².</p> <p>A2.3 The Annexed Unit has no more than two bedrooms.</p> <p>A2.4 Materials used to construct the Annexed Unit are consistent with or complementary to those used in the primary dwelling house.</p> <p>A2.5 Vehicle access to the Annexed Unit is by means of the same driveway that services the primary dwelling house.</p>
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7 Amendment of Part 7 - Schedules

- (1) Part 7, section 7.2, schedule 1, definition 'Annexed Unit'—
omit, insert—

"Annexed Unit" means a dwelling unit used in conjunction with, and subordinate to, a dwelling house on the same lot, as accommodation for relatives of the occupier of the dwelling house or carers thereof, or persons who due to age and/or physical condition are financially and/or socially dependent upon the occupier of the dwelling house. This definition does not include accommodation unit, caretaker's residence, dual occupancy or a rooming unit.

LOCKYER VALLEY REGIONAL COUNCIL

Laidley Shire Planning Scheme
Planning Scheme Amendment No. 1 (2020)

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Part 1 Preliminary

1 Short title

This amendment may be cited as Laidley Shire Council Planning Scheme – Amendment No. 1 (2020).

2 Adoption

Lockyer Valley Regional Council adopted this planning scheme amendment on [INSERT DATE].

3 Commencement

This amendment took effect on [INSERT DATE].

Part 2 Amendment of Laidley Shire Planning Scheme

4 Planning scheme amended

This part amends the Laidley Shire Planning Scheme.

5 Amendment of Part 4 – Areas

- (1) Part 4, division 4, section 4.8, table 7, after row for 'Secondary Rural Dwelling' —
insert—

Tourist Accommodation	Code Assessable if for bed and breakfast accommodation.	Advertising Devices Code Building Dimensions Code On-Site Effluent Disposal Code Rural Areas Code Tourism Uses Code Vehicle Access and Parking Code
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- (2) Part 4, division 6, section 4.12, table 11, after row for 'Secondary Rural Dwelling' —
insert—

Tourist Accommodation	Code Assessable if for bed and breakfast accommodation.	Advertising Devices Code Building Dimensions Code On-Site Effluent Disposal Code Rural Areas Code Tourism Uses Code Vehicle Access and Parking Code
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6 Amendment of Part 5 – Overlays

- (1) Part 5, division 1, section 5.2, Table 23A—

omit, insert—

Ecologically Significant Native Vegetation Areas (Overlay Maps E1 and E2)

Column 1 Defined Use or Use Class ¹²³	Column 2 Assessment Category	Column 3 Applicable Code
Public infrastructure	Exempt (for facilities and infrastructure in existing identified and proposed corridors and sites as indicated on Overlay Maps I1 and I2)	
Use for a Road ¹²⁴	Exempt All circumstances	
All other uses	Exempt if- (a) the site area is not located within an area, or within 200m of an area, identified as being of High or Very High Ecological Significance; or (b) no clearing of vegetation (as defined in the <i>Vegetation management Act 1999</i>) is required. Code Assessable if the criteria for exempt does not apply.	If code assessable – Areas of Natural and Environmental Significance Overlay Code

- (2) Part 5, division 1, section 5.2, Table 24A—

omit, insert—

Ecologically Significant Native Vegetation Areas (Overlay Maps E1 and E2)

Column 1 Type of Development	Column 2 Assessment Category	Column 3 Applicable Code
Reconfiguring a lot	Code Assessable ¹²⁸	Areas of Natural and Environmental Significance Overlay Code
Carrying out building works not associated with a material change of use Carrying out operational works for reconfiguring a lot	Exempt if- (a) the site area is not located within an area identified as being of High or Very High Ecological Significance; or (b) no clearing of vegetation (as defined in the <i>Vegetation management Act 1999</i>) is required. Code Assessable if the criteria for exempt does not apply.	If code assessable – Areas of Natural and Environmental Significance Overlay Code

Laidley Shire Planning Scheme – Planning Scheme Amendment No. 1 (2020)

Carrying out operational work for vegetation clearing not associated with a material change of use or reconfiguring a lot	Code Assessable ¹²⁹ if the site area is located within an area identified as being of Moderate, High or Very High Ecological Significance.	Areas of Natural and Environmental Significance Overlay Code
Carrying out operational work for filling and/or excavating not associated with reconfiguring a lot or a material change of use	Exempt where the extent of cut does not exceed 100m ³ or extent of fill does not exceed 500m ³ ; or Code Assessable where the extent of cut exceeds 100m ³ or extent of fill exceeds 500m ³ ; and if the site area is located within an area identified as being of Moderate, High or Very High Ecological Significance.	If code assessable – Areas of Natural and Environmental Significance Overlay Code
Other	Exempt	

7 Amendment of Part 6 – Assessment criteria (codes)

- (1) Part 6, division 3, section 6.14.3, table 6, row for specific outcome '16.' –
omit, insert—

16. The apartment is subordinate to the primary dwelling house on the land and is integrated with the dwelling house so as to be compatible with the prevailing character of the locality.	<p>16.1 The Apartment is part of the primary dwelling house, or where it is provided as a separate building, is no more than 20 metres from the primary dwelling house.</p> <p>16.2 The gross floor area of the Apartment does not exceed the lesser of two-thirds of the area of the dwelling house or 100m².</p> <p>16.3 The Apartment has no more than two bedrooms.</p> <p>16.4 Materials used to construct the Apartment are consistent with or complementary to those used in the primary dwelling house.</p> <p>16.5 Vehicle access to the Apartment is by means of the same driveway that services the primary dwelling house.</p>
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8 Amendment of Schedule 1 - Dictionary

- (1) Schedule 1, division 1, definition for 'Apartment' –
omit, insert—

"Apartment" – means the use of any premises in conjunction with a dwelling house on the same lot, as accommodation for physically or mentally disabled persons or aged persons or the carers thereof. The term does not include an accommodation unit, caretaker housing or a multiple dwelling.

- (2) Schedule 1, division 2 –
insert—

"Dwelling unit" – means habitable rooms and other spaces used or intended for use as a self-contained unit to accommodate one household.

12. CORPORATE AND COMMUNITY SERVICES REPORTS**12.1 Executive Manager Corporate and Community Services - Monthly Report - January 2020****Date:** 06 February 2020**Author:** David Lewis, Executive Manager Corporate & Community Services**Responsible Officer:** David Lewis, Executive Manager Corporate & Community Services

Summary:

This report provides Council with a summary of key operational activities undertaken by Corporate and Community Services during January 2020.

Officer's Recommendation:

THAT Council receive and note the Executive Manager Corporate and Community Services Monthly Report for January 2020.

Report**1. Introduction**

This report provides Council with a summary of key operational activities undertaken by Corporate and Community Services during January 2020.

2. Background

Council should be aware of group activities to guide future decision making.

3. Report

A summary of the key outcomes for Corporate and Community Services during January 2020 by functional grouping follows.

FINANCE AND CUSTOMER SERVICES**FINANCE****Revenue Services**

- As of 24 January, 95.76% of the first levy for 2019-20 has been collected.
- The second levy for 2019-20 will be issued on Wednesday 5 February with a due date of 6 March 2020.

Accounting Services

- Development of the 2020-21 Capital Works draft budget is well underway, with the Asset Management Panel reviewing the first draft of the program during January. Further analysis on

prioritisation and affordability will be undertaken during February together with projected carry forward projects from the current financial year.

- 2020-21 Operational Budget packs are nearing completion and will be distributed early March once the new structure has been imbedded in Council's Financial System. The budget parameters were workshopped with Council on 12 February.
- The December 2019 Quarter Budget Review has been completed and workshopped with Council. The December 2019 Budget Review Report will be presented to Council in February 2020.

Payroll and Accounts Payable

- From 1 February 2020 Invoice Processing through the Accounts Payable Office will be digital. This will see AP streamline their processes and lessens our Carbon footprint without affecting record keeping requirements.

Procurement and Stores

Recommendations from the Procurement Review are being implemented with the project being managed by Project Manager, Rating Strategy, Procurement and Service Levels.

CUSTOMER SERVICES

- The year to date service level remains higher than the target range with calls answered in the call centre on target at 80.98%.
- Enquiries answered in the call center has increased from December to 84.68% in January. This is a direct result of ongoing work through the Customer Service Strategy and engagements with the wider organisation.

Customer Service Statistics for the month of January 2020

For the Month of January						
	Received Calls	Answered Calls	Callbacks	Abandoned Calls	Service Level	Maximum Call Wait Time
YTD	15,135	14,372	182	407	85.58%	0:18:03
Current Month	1,241	1,077	17	57	83.34%	0:11:27
▲ to previous	↓	↓	↑	↓	↓	↑
YTD Trend	↓	↓	↑	↓	↓	↑
	Calls Transferred	Enquiries Answered in Call Centre	Average Call time inc Post Processing	Total Web Chats	Average Web Chat Session Duration	Online Service Requests Received
YTD	2,734	80.98%	0:04:02	228	0:09:29	326
Current Month	165	84.68%	0:04:20	19	0:10:33	40
▲ to previous	↓	↑	↑	↑	↓	↓
YTD Trend	↓	↑	↑	↑	↓	↓

Note: Service level target is between 75% to 80% - ● <75% ● 75% - 81% ● > 81%

BUILDING AND FACILITIES

A table of the status of the major projects being managed by Buildings and Facilities follows.

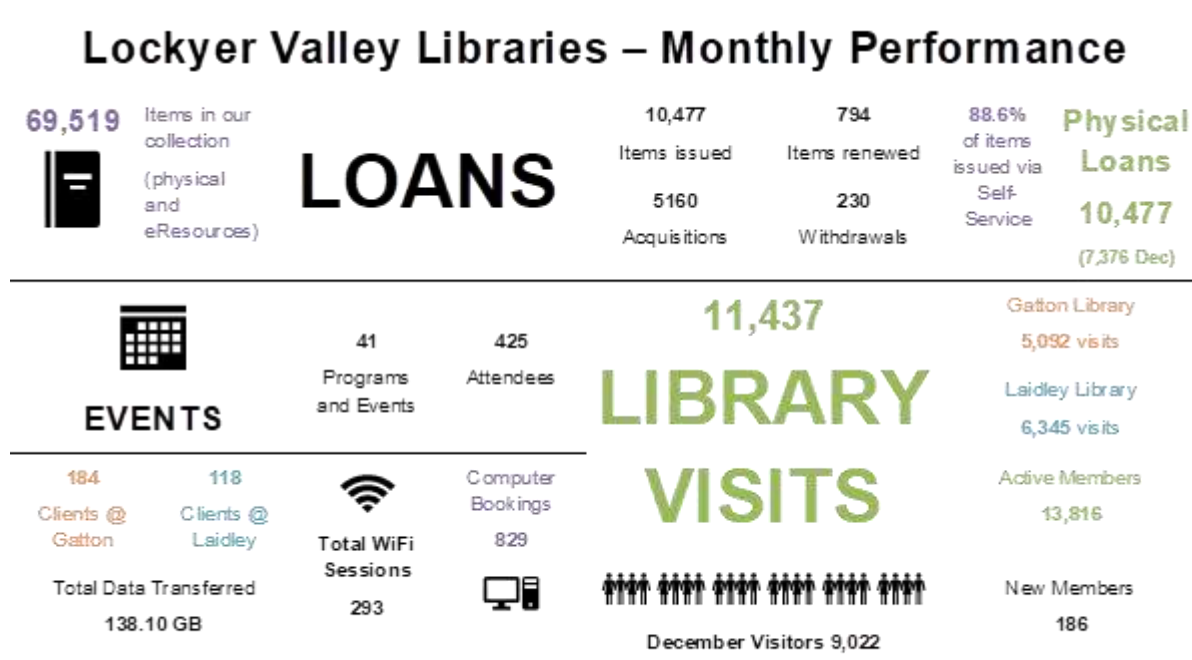
Project	January 2020 Activity
Cahill Park Amenities	<ul style="list-style-type: none"> Finalisation of post-construction grant funding requirements (Asset Management Plan and the Female Participation Plan). Awaiting draft approvals from grant authority.
Cahill Park Lighting	<ul style="list-style-type: none"> Energex failed to complete the cutover to the main switch as scheduled for 21 January 2020.
Gatton Shire Hall Services Compliance Upgrade	<ul style="list-style-type: none"> The Principal Consultant is finalising the tender drawings and specification for Council review Procurement Plan approved and signed by the delegate.
Transportable Amenity Buildings	<ul style="list-style-type: none"> Building approval application under review for Spring Bluff Railway (continues from December) – further information required by Queensland Rail who own the site. Still awaiting further information from Queensland Rail. Building approval has been issued for the Gatton Camp draft amenities Contract awarded for the Gatton Camp Draft install. Preliminary site works have commenced at the Gatton Camp Draft site.
LIEC Retaining Wall Review	<ul style="list-style-type: none"> Council awaiting the submission of the design drawings and report from the engineer together with Equestrian Compliance documentation. Budget bid submitted for 2020-21.
LIEC Equestrian Centre Compliance	<ul style="list-style-type: none"> Principal Consultant and disciplined engineers progressing with design documentation (continues from November) Council awaiting final drawings that provide satisfactory solutions to the disability requirement of the Building Code of Australia Site meeting held 22 January between key Council officers and the Principal Consultant.
Laidley Youth Centre Ramp & Stairs	<ul style="list-style-type: none"> Council awaiting the Principal Consultant and Engineer to submit the amended tender design.
Neilsen`s Place Shade Structures (Laidley Mall)	<ul style="list-style-type: none"> No further updates. Project delayed until scope and design have been completed.
Gatton Squash Court Demolition	<ul style="list-style-type: none"> Pre-start meeting with contractors occurred 20 January. Commercial Tenant vacated 03 February. Notices advising of the works program distributed to surrounding businesses. Facilities Officers met with DISCO representatives to discuss the project – no concerns were identified.
Lockyer Valley Cultural Centre A/C re-design	<ul style="list-style-type: none"> The engineer firm consulting on the heating, ventilation and air-conditioning (HVAC) system have provided audit survey and recommendations for roof rectifications including indicative costs of \$260,000. A budget bid for this project will be submitted for 2020-21.

Laidley Saleyards Drainage

- Preliminary works have been completed
- Drainage works commenced.

LIBRARIES

Key statistics and outcomes for Lockyer Valley Libraries for January 2020 follow.



- Summer Reading Club (a state-wide annual library program) was a success for Lockyer Valley Libraries. Even though registration numbers were down this year, we had 57 children register and many others registered through the portal. Participants were encouraged to read the theme: "Stories are everywhere waiting to be discovered".
- Our What's On Brochure has been well received by the community. An example of feedback received to date is as follows: *"I really appreciate knowing what's coming up in advance as library events can now have priority on my calendar"*.
- Library staff have been refocusing on promoting self-service after a drop in usage. This has resulted in the achievement of 88.6% for the self-service of loans. Prior to this, our highest percentage was 85.4% in November 2019.
- School holiday activities have concluded with many families attending. We look forward to our regular children's programs starting again next month, with the focus on being on Under 5's.
- Our exhibition themed 'Summer Time' concludes on 2 February 2020.
- The next exhibition is 'Art, Paper, Scissors', an interactive exhibition for under 5's. This exhibition is a short exhibition and helps celebrate the return of our First 5 Five Literacy program for 2020. This will see the gallery used for children's programs like Storytime, Rhyme time and the Welcome Baby Ceremony.

CHILDCARE

The occupancy rate for Gatton Childcare for January 2020 was 56%. This is a normal result for the beginning of the year as many children do not return from holidays until the 28 January.

HEALTH, WASTE AND REGULATORY SERVICES

A total of 396 Health, Waste and Regulatory Services related CRMs were received by Council within December with 143 remaining open at month end.

WASTE MANAGEMENT

- Council has been successful in receiving a Local Government Illegal Dumping Partnership Program Grant of \$91 080 and a Local Government Illegal Dumping Hotspot Grant of \$60,000.
- The Department of Environment and Science will be undertaking compliance reviews of holders of waste levy exemption permits during February 2020. As part of this process both the Gatton and Laidley sites to be audited.
- Municipal Solid Waste (MSW) levy offset - the Department of Environment and Science has provided a payment for MSW waste levy of \$1,038,472.00 based on tonnages received in 2018-19. To date shows Council is tracking below target estimates with \$412,665.00 (i.e. 40%) paid back to the Department of Environment and Science.

LOCAL LAWS

- 7,849 dogs have now been registered for 2019-20 which represents 97.53% of the dogs registered for 2018-19.
- During January 2020, there were 27 Warning Notices, 4 (four) infringement notices and 1 (one) proposed Regulated Dog Notice issued by Local Laws Compliance Officers.
- In relation to dog attacks, during January there was 7 (seven) attacks on a person with a further 10 (ten) attacks on animals.

INFORMATION SERVICES

A summary of key outcomes for Information Services during January 2020 follows.

- The TechnologyOne Cloud Migration project go live date has been rescheduled to 16 March. The delay is due to the number of critical issues that were identified as part of testing and configuration. Work is continuing with TechnologyOne to work through the identified issues and complete another round of testing. Business Process Automation (BPA) for our electronic document and records management system will go live on 3 February. BPA replaces an older workflow tasking system with a more modern one that allows greater functionality and reporting. It also brings the notifications of tasks in line with other TechnologyOne notifications.
- Council's cyber security awareness training is ongoing with new videos released at the start of each month to all users of Council's systems. The risk score is impacted by everyone's ability to complete the training, answer questions correctly and how they respond to cultural questions. Anyone not completing the training, reduces the whole organisations score.

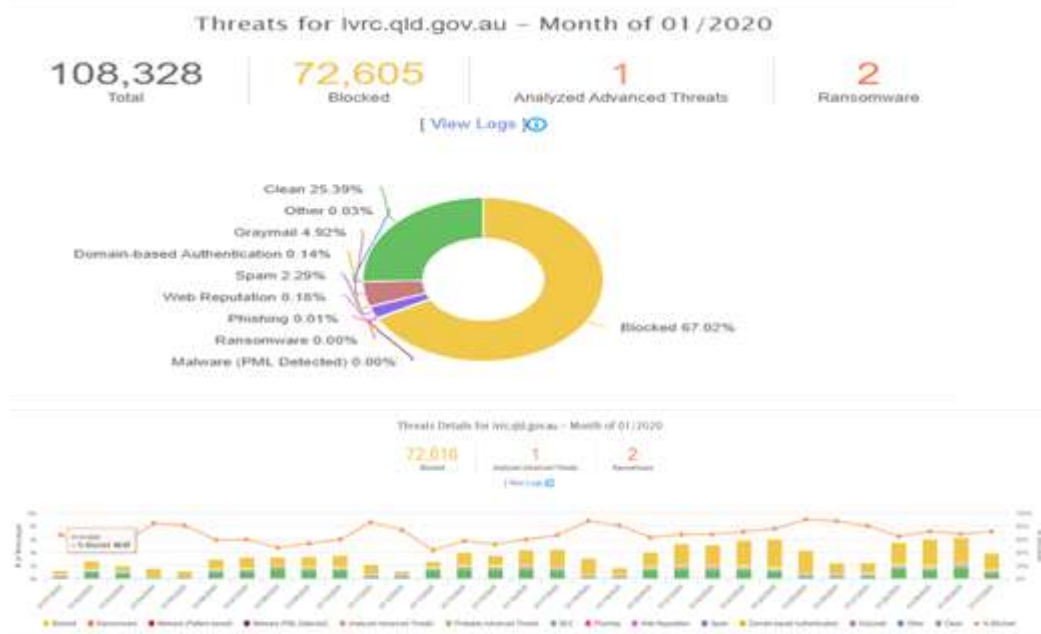
Statistics on the January cyber awareness training are as follows:



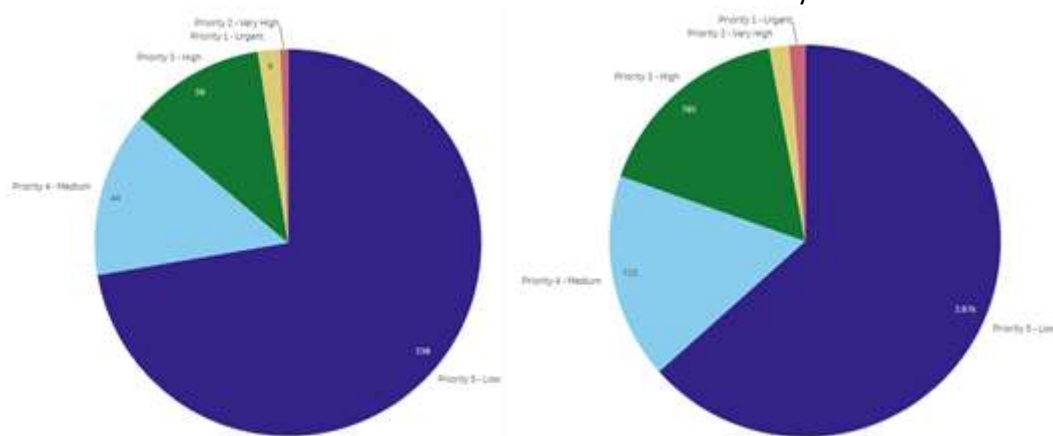
- Of the 108k emails received during January, 25% were considered clean. Please refer to the Email Security Statistics graphic below for categories of Emails received.

The "Analysed Advanced Threats" item is when emails received did not match standard criteria for spam, malware, etc, but still triggered further analyse by our cyber security systems and consequently blocked.

The "Ransomware" item is when an email has been identified as containing ransomware after standard filtering has taken place. The majority of ransomware is identified in standard filtering due to being sent from a known blacklisted source.



The LISA statistics for the months of December and January follows:



- As previously advised, Exercise 'Shaky Ground' has been rescheduled to 13 February 2020.
- The Local Disaster Management Group (LDMG) meeting scheduled for 21 November 2019 will be held after exercise 'Shaky Ground' on 13 February 2020.
- The Bushfire Sub Committee meeting scheduled for 14 November will be rescheduled once Queensland Fire and Emergency Services (QFES) return to their business as usual model after the current fire season.
- 2020 Disaster Management Training Calendar and Frequently Asked Questions have been developed.
- Guardian System training conducted with the Customer Service Team on the use of the guardian system during disaster activations. We are now partnering with Somerset Regional Council on the

Guardian System Upgrade to ensure implementation of the guardian system upgrade results in a fully functioning system to both councils without disruption to operations.

- Fire trails management handed over to Infrastructure, Works and Services from Disaster Management.

SES Activations

The following SES activations occurred up to 23 January 2020:

- 24 December 2019, Gatton 4 members
- 20 January 2020, Gatton, 2 members
- 20 January 2020, Laidley, 5 members

SES Membership

Details of SES membership at 30 January 2020 follows.

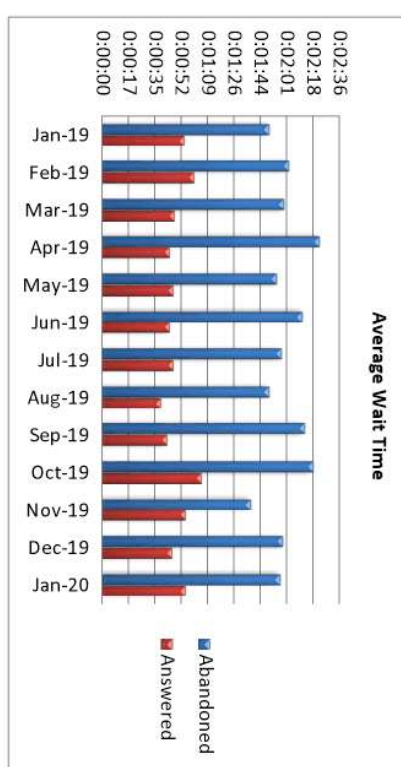
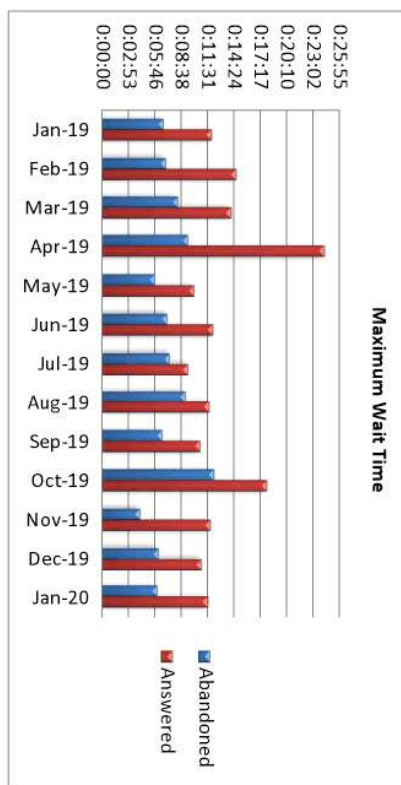
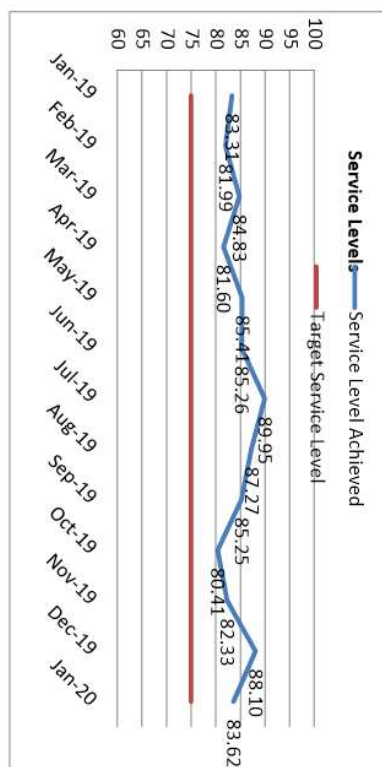
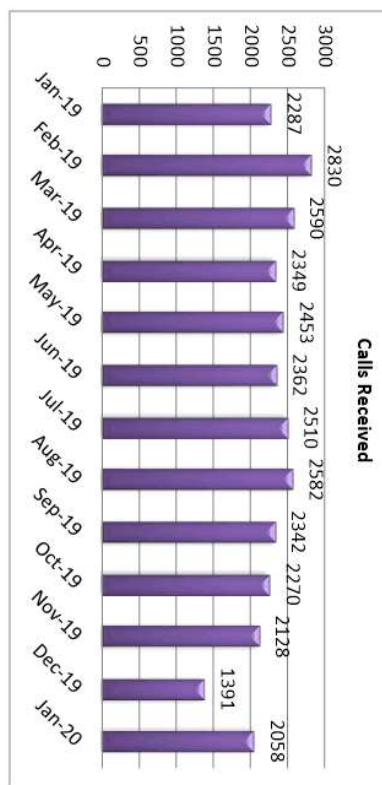
Unit	Active	Non-Active Members	Reserve	Prospective	Probation
Forest Hill	14	3	0	0	2
Gatton	14	0	2	0	2
Laidley	19	3	2	2	2

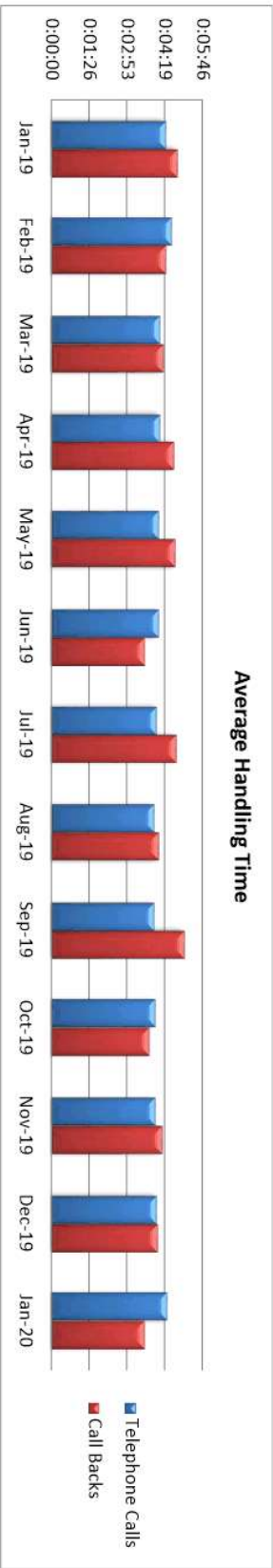
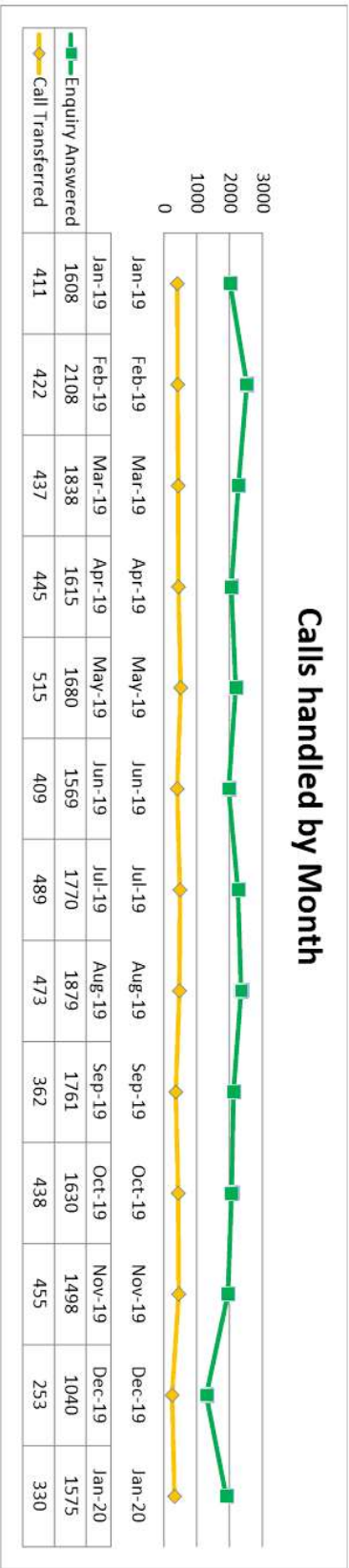
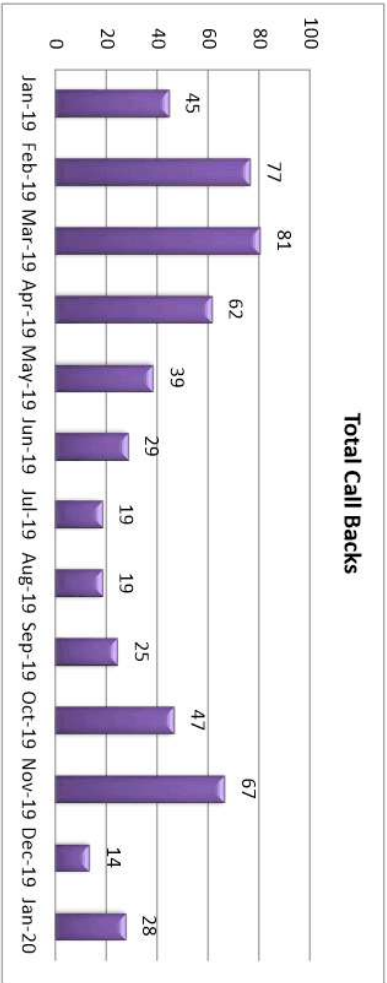
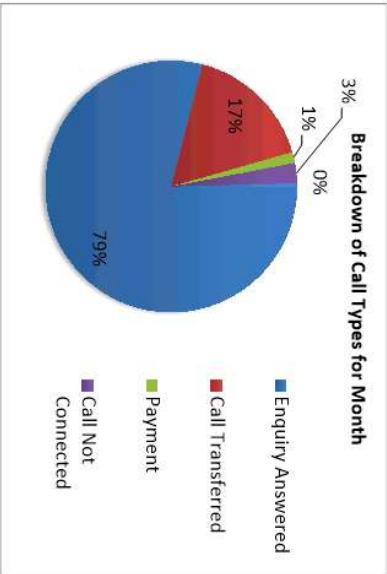
Attachments

- 1 [📄](#) Customer Service Monthly Report - January 2020 6 Pages

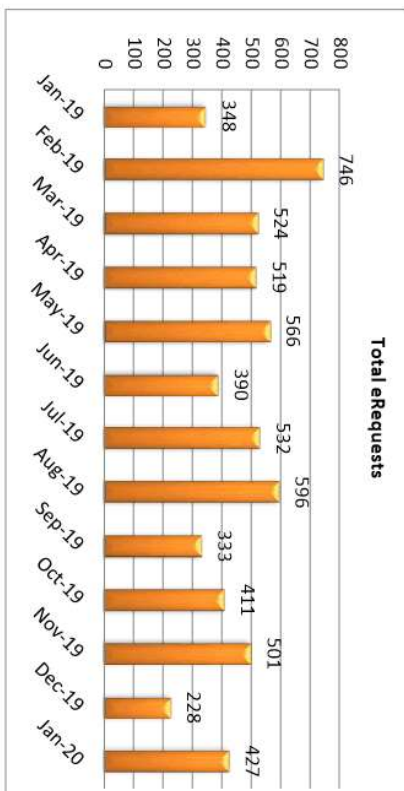
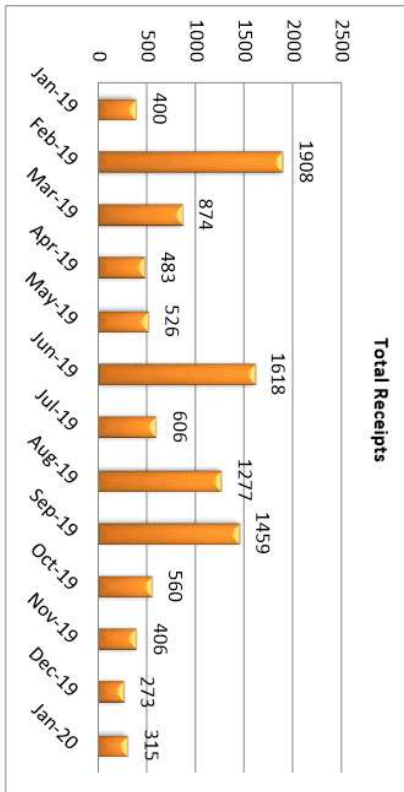
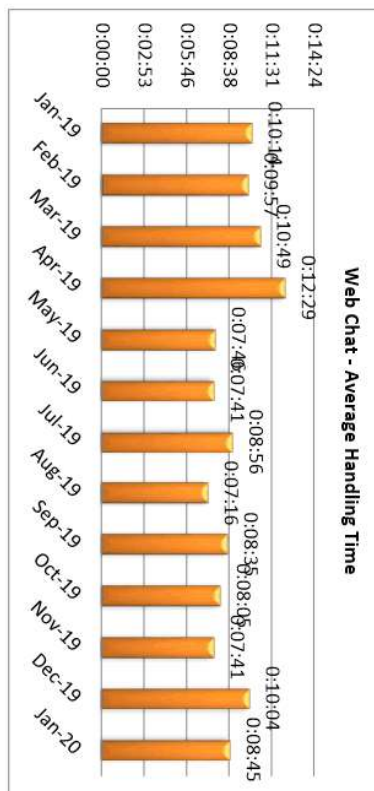
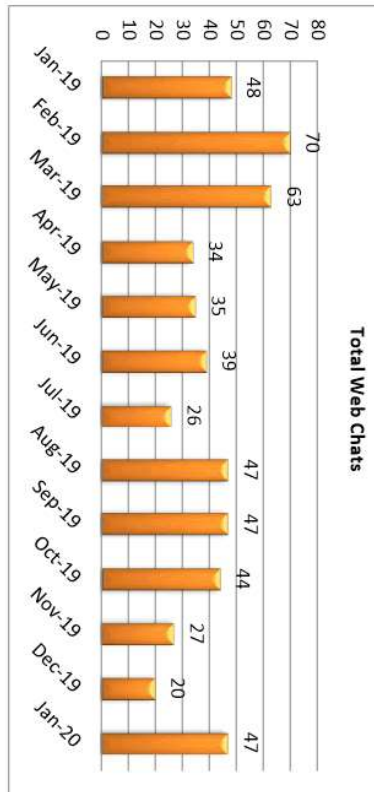
Lockyer Valley Regional Council – Customer Service Monthly Statistics – January 2020

Telephone



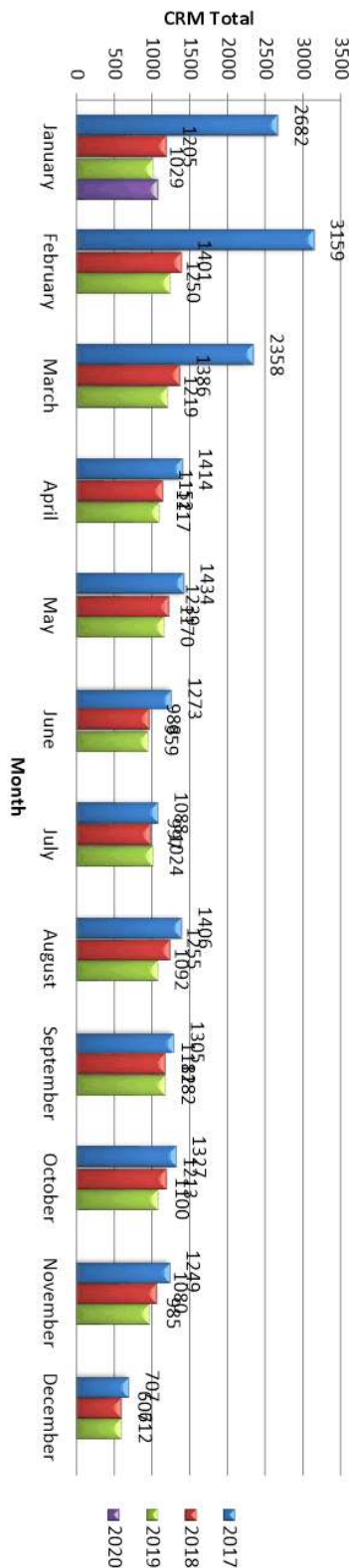


Live Chat, ERequests & Receipts



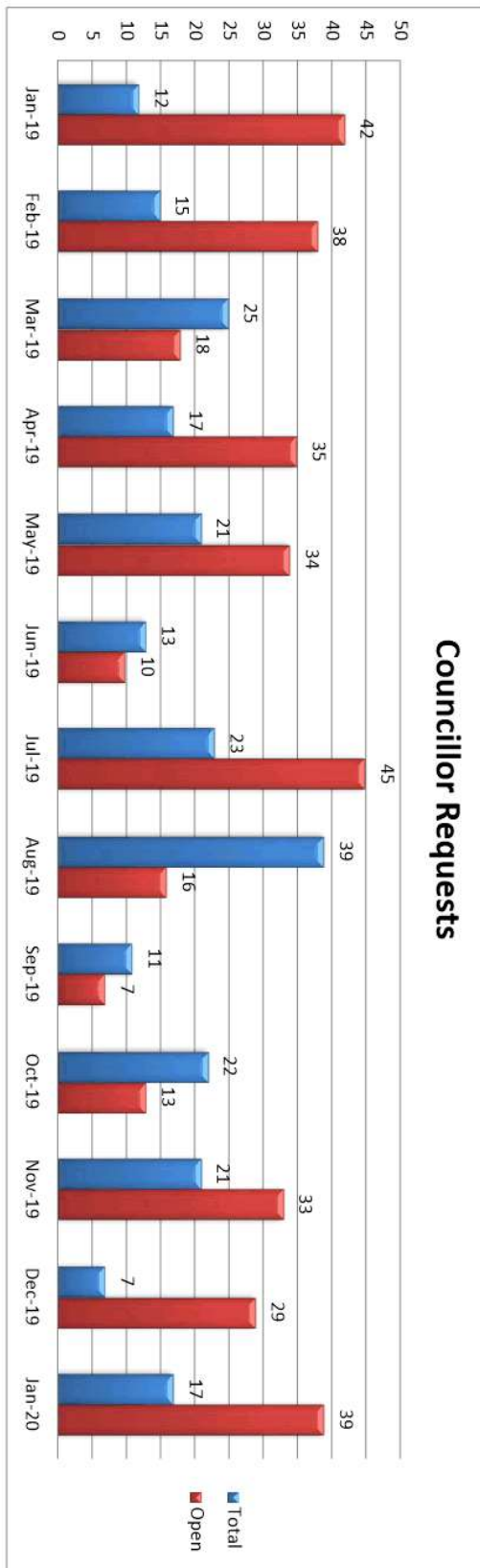
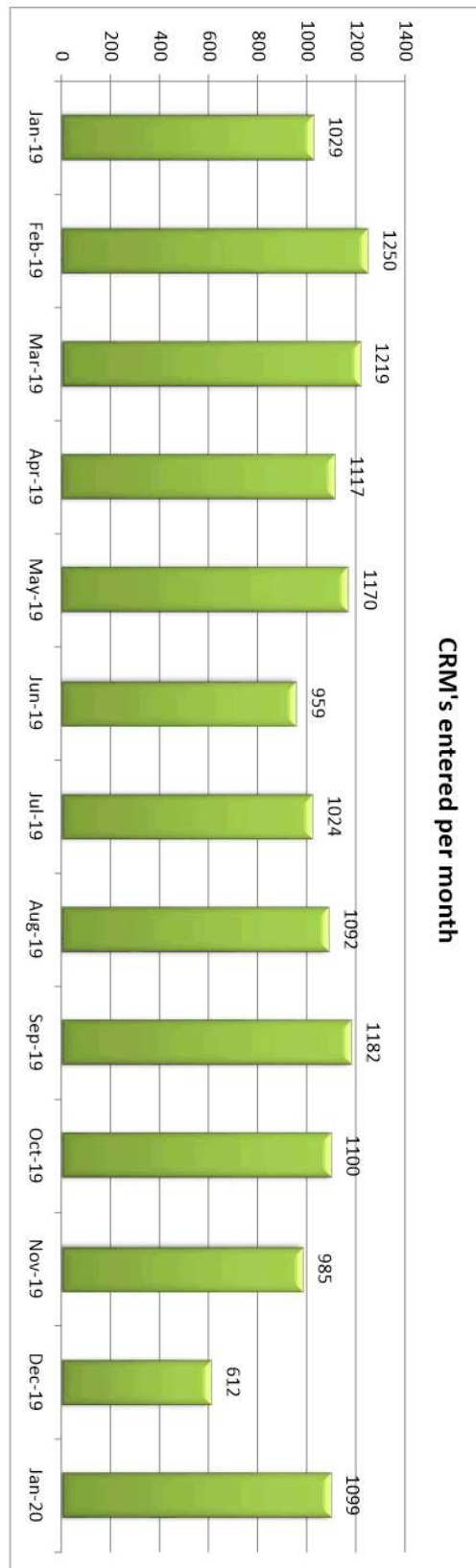
Customer Requests

CRM Month Comparison 2017-2018-2019-2020

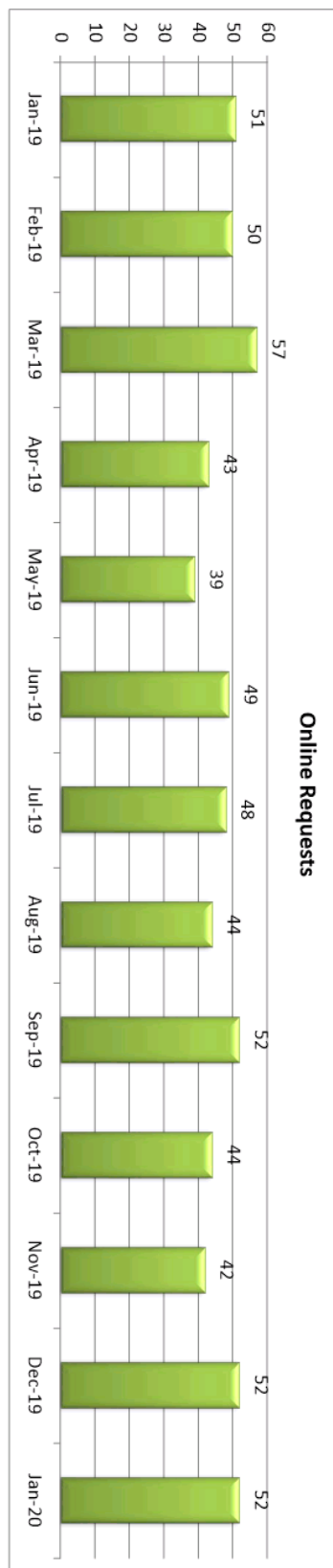


CRM Month Comparison 2017-2018-2019-2020





Online Requests



QGAP Performance Report

Total time taken for all transactions	81.36hrs
Total number of transactions	429
Total average time for all transactions	11.38

12.2 Procurement Policy

Date: 05 February 2020
Author: Tony Brett, Project Manager Rating Strategy, Procurement and Service Levels
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

The *Local Government Regulation 2012* requires Council to prepare a Procurement Policy. In undertaking a review of Council's procurement practices, it was identified that there was no policy statement around supporting local businesses. The Policy has now been updated to reflect Council's commitment to support local business.

Officer's Recommendation:

THAT Council adopt the Procurement Policy effective 12 February 2020.

Report**1. Introduction**

The *Local Government Regulation 2012* requires Council to adopt or review specified policies each financial year.

2. Background

The Procurement Policy is one of the key statutory policies of Council and as part of the strategic procurement review, it has been recommended that Council include a statement regarding its intention to support local business within the Procurement Policy.

3. Report

The *Local Government Regulation 2012* requires Council to prepare a Procurement Policy. In undertaking a review of Council's procurement practices, it was identified that there was no policy statement around supporting local businesses. The policy has been updated with the following wording:

Support for Local Business

Council is committed to supporting the local economy and the development of local business and will ensure that local businesses are given every opportunity to compete for Council business.

In undertaking any procurement process, Council will consider the potential investment in local businesses and genuine employment opportunities that can be generated through prioritising the use of local businesses.

The methods by which this policy is to be implemented in practice will be set out in the Procurement Procedures Manual which is used by staff to guide them when procuring goods and services. These methods include:

- Requiring quotes to be sourced from local businesses in the first instance,
- Preference to using local supplier arrangements and
- Including local business criteria in the quote/tender evaluation matrix (where used).

4. Policy and Legal Implications

The adoption of this updated policy satisfies Council's legislative obligations and provides clear guidance to staff to ensure ongoing understanding and compliance.

5. Financial and Resource Implications

Procurement undertaken in accordance with the policy is included in existing budgets.

6. Delegations/Authorisations

Matters arising from this report will be dealt with in accordance with existing delegations.

7. Communication and Engagement

The amended policy will be updated on Council's internet and staff advised through internal communications.

8. Conclusion

The update of the Policy outlines Council's intent to support local businesses through its procurement of goods and services.

9. Action/s

Update Council's Policy Register and upload to the internet.

Attachments

1 [1](#) Procurement Policy 2 Pages



STATUTORY

PROCUREMENT

Head of Power

Section 198 of the *Local Government Regulation 2012*.

Key Supporting Council Document

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

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

Definitions

Local Business an established or developing supplier of goods and services which maintains a workforce and whose business premise is registered and physically located within the Lockyer Valley Regional Council's local government boundary.

Council Lockyer Valley Regional Council

Policy Objective

This policy establishes the procurement principles to be used by Lockyer Valley Regional Council in undertaking all procurement activities.

Policy Statement

Council will carry out all procurement activities in accordance with the prescribed legislative framework and its Procurement Guideline.

The following contracting principles will apply:

- Value for money,
- Open and effective competition,
- Development of competitive local business and industry,
- Environmental protection, and
- Ethical behaviour and fair dealing.

Group: People and Business Performance
Branch: Business Performance
Approved: Ordinary Council Meeting
(Resolution Number:16-20/XXXX)
Date Approved: XX/02/2020
ECM: 3890630

Effective Date: 12/02/2020
Version: 1.5 Last Updated: 04/02/2020
Review Date: 31/03/2023

Superseded/Revoked: Procurement Policy, ECM: 3796715
Page 1 of 2

Document Set ID: 3890630
Version: 7, Version Date: 06/02/2020

Council will apply the ethics principles of integrity and impartiality, promoting the public good, commitment to the system of government, and accountability and transparency in undertaking its procurement activities.

Council will apply sound contracting practices when making its contracts to carry out work, supply goods or services, or dispose of non-current assets.

Council will also provide a framework for the development and implementation of systems, practices and controls for efficient, effective and economic financial and performance management in its procurement activities.

Support for Local Business

Council is committed to supporting the local economy and the development of local business and will ensure that local businesses are given every opportunity to compete for Council business.

In undertaking any procurement process, Council will consider the potential investment in local businesses and genuine employment opportunities that can be generated through prioritising the use of local businesses.

Related Documents

Lockyer Valley Regional Council – *Procurement Guideline*

Group: People and Business Performance
Branch: Business Performance
Approved: Ordinary Council Meeting
(Resolution Number:16-20/XXXX)
Date Approved: XX/02/2020
ECM: 3890630

Effective Date: 12/02/2020
Version: 1.5 Last Updated: 04/02/2020
Review Date: 31/03/2023

Superseded/Revoked: Procurement Policy, ECM: 3796715
Page 2 of 2

Document Set ID: 3890630
Version: 7, Version Date: 06/02/2020

12.3 Budget Review and Updated Long Term Financial Forecast as at December 2019

Date: 05 February 2020
Author: Jodi Marchant, Acting Manager Finance and Customer Services
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

This report recommends amendments to Council's 2019-20 Budget resulting from changes to key assumptions since the budget was adopted. The changes include adjustments to operating income and expenditure, and capital and operational projects.

The updated Long Term Financial Forecast incorporates the recommended budget changes as well as adjustments to the parameters to inform 2020-21 budget preparation for Council's adoption.

Officer's Recommendation:

THAT Council adopt the amended 2019-20 Budget and Long Term Financial Forecast as set out in the attachment titled 2019-20 Budget and Long Term Financial Forecast.

Report

1. Introduction

In adopting its budget, several assumptions are used by Council which need to be updated periodically based on changes in actual results. The December quarter budget review has included a review of major changes in assumptions which have occurred since the budget was adopted. Where Council amends its budget, its Long Term Financial Forecast must also be updated.

2. Background

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 December 2019. As a result of this review, it is recommended that Council amend its 2019-20 Budget and associated Long Term Financial Forecast to better reflect Council's forecasted position at 30 June 2020.

3. Report

At the end of December 2019, a review of actual financial performance against the budget was conducted. The review has focused on balancing out over and under expenditure within Council's various business units, with a focus on employee vacancy savings, termination payments, internal plant hire and recovery and the deliverability of operating and capital projects.

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

TABLE 1 – OPERATING BUDGET AMENDMENTS

Item	Revenue / Expenditure	Description	Amount Increase / (Decrease)	Comments
1	Revenue	Fees and Charges	\$120,000	Adjustments in relation to increase fee revenue expected from Development Applications and Cemeteries partially offset by a reduction in budgeted Facility hire income.
2	Revenue	Interest Income	\$20,000	Slight increase as a result of interest earned on reduced cash outflows.
3	Revenue	Other Revenue	\$117,880	Insurance and other reimbursements
3	Revenue	Operating Grants and Contributions	\$1,805,227	Grant funding received for: <ul style="list-style-type: none"> • Water Collaborative Project • Roads to Recovery • Resilient Rivers (COMSEQ).
TOTAL Revenue			\$2,063,107	Net increase in revenue
4	Expenditure	Employee Costs	\$970,117	<ul style="list-style-type: none"> • Allocation of wages to Capital Works program reduced by \$815k (non-cash) • Achievement of employee vacancy reduction targets. • Other adjustments including level increment adjustments
5	Expenditure	Materials and Services	\$1,534,469	<ul style="list-style-type: none"> • Allocation of plant costs to the Capital Works program reduced by \$356k (non-cash) • Water collaborative project fully funded \$1.01M • Comseq Resilient Rivers project fully funded \$285k • Operational Project adjustments totalling \$240,600 • Other minor movements to reflect current operations.
TOTAL Expenditure			\$2,504,587	Net increase in expenditure
NET TOTAL			<\$441,480>	Overall net reduction in the 2019-20 operating result.

The changes to the operational and capital budget will have a negative impact on the projected operating surplus, reducing the projected surplus position by \$441,480. There is also a proposed overall reduction to the capital works program for the current financial year, with several projects identified to be carried forward due to timing of works and resources. Most of the large adjustments are one-off changes with a collective minimal impact on the Long Term Financial Forecast. The amended budgeted surplus considering the above adjustment is \$2.363 million.

The Management Team is continuing to monitor their budgets to risk manage variances within their respective branch budgets with reporting to the Executive Leadership Team on variances also occurring.

The total capital works budget for 2019-20 has been reduced to reflect expected deliverability and allocation of labour, plant and material spend, with the budget for 2019-20 now \$19.50 million. There have also been some internal transfers between projects to reflect updated costings and scopes; these have not impacted upon the 2019-20 budget. A further review of projects that are not likely to be completed by the end of the financial year will be undertaken later in the year and subsequently presented to Council for consideration.

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

TABLE 2 – CAPITAL BUDGET AMENDMENTS

Item	Revenue / Expenditure	Description	Amount Increase / (Decrease)	Comments
1	Revenue	Capital Grants	(\$70,774)	Amended timing of grant payment and reduced current year budget for Gatton Shire Hall compliance works by \$394k partially offset by additional capital grants received: <ul style="list-style-type: none"> • \$62k QRA grant payment from NDRA project • \$276k Drought Communities funding from prior year projects completed • \$25k for Cahill Park Amenities.
TOTAL Revenue			(\$70,774)	Net decrease in revenue
2	Expenditure	Capital Works	(\$2,086,683)	Major project increases include: <ul style="list-style-type: none"> • Woodlands Road stage 3 \$370k • Gatton Shire Hall roof restoration \$205k • Gravel Re-sheeting \$200k • Gatton Cemetery Expansion Stage 2 \$180k • Waste Remediation Works \$100k • Fleet purchases \$100k. All movements are detailed in the Carry Forward Capital Works Listing attachment.
TOTAL Expenditure			(\$2,086,683)	Net increase in expenditure

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, assumptions in relation to future parameters have been updated to reflect those that will be used in the development of the 2020-21 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 the amendments incorporated into this review are shown in the following table.

Lockyer Valley Regional Council 2019/2020 Budget and Long Term Financial Forecast 2020 to 2029 Relevant Measures of Financial Sustainability												
	Target	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Average
Operating Surplus Ratio	Between 0% and 10%	3.8%	4.2%	3.6%	4.0%	3.5%	3.8%	5.5%	6.6%	7.1%	8.4%	5.0%
(Net Operating Surplus / Total Operating Revenue) (%)												
Net Financial Asset / Liability Ratio	<= 60%	62.8%	67.5%	62.5%	56.1%	49.8%	51.0%	44.0%	34.3%	24.4%	13.4%	46.6%
((Total Liabilities - Current Assets) / Total Operating Revenue)												
Asset Sustainability Ratio	>90%	115.7%	103.5%	104.6%	107.8%	97.3%	99.9%	98.6%	95.4%	93.2%	95.2%	101.1%
(Capital Expenditure on the Replacement of Assets (renewals) / Depreciation Expense)												

Capital projects identified for carry forward will result in a reduced cash outflow which will be used to fund projects in the next financial year. These movements have been considered within the Long Term Financial Forecast and are reflected in the financial sustainability ratios above.

Commentary on key changes to the long-term forecast follows.

Operating Surplus Ratio – Long term average increased from 4.6% to 5.0%. Operating surpluses are maintained for the life of the plan. The increase is mainly related to increased revenue and reduced expenditure for future years as well as adjustments to CPI and CCI parameters.

Net Financial Asset/Liability Ratio – Long term average decreased from 48.8% to 46.6% and the ratio temporarily exceeds the recommended level for the 2020, 2021 and 2022 financial years. This ratio is highly dependent on calculations relating to the rehabilitation provisions, and Council's cash balances. Cash balances have been impacted in 2020 as a result of the reduction to the current year capital works as well as the increase of cash inflow from one off grants.

Asset Sustainability Ratio – Long term average decreased slightly from 101.6% to 101.1% mainly due to the reduction in the capital program for the current financial year. The level of renewal works is dependent on Council's Asset Management Plans which may suggest a lower level than the recommended ratio. The future works are subject to change depending on the capital works approved and completed each year and further development 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	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Average
Cash Expense Cover Ratio	>3	4.5	3.5	3.6	3.9	4.1	3.2	3.6	4.4	5.3	6.4	4.3
Number of months of operations supported by cash balance												

The amended Long Term Financial Forecast shows only a minor adjustment in Council's overall long term financial position. This is still subject to change as the year progresses and a high sense of budget discipline will be required to maintain or improve Council's planned operating surplus.

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 2019-20 has identified 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 Finance Forecast and publish it on Council's website;
2. Update the budgets in the One Council financial system.

Attachments

- | | | |
|-------------------|---|---------|
| 1 | 2019-20 Amended Budget and Long Term Financial Forecast | 5 Pages |
| 2 | Carry Forward Capital Works Listing | 3 Pages |

Loekyer Valley Regional Council
2019/2020 Budget and Long Term Financial Forecast 2020 to 2029
Statement of Income and Expenditure

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Revenue	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Recurrent revenue:										
Rates & Utility Charges	42.66M	44.17M	45.73M	47.34M	49.01M	50.75M	52.54M	54.39M	56.31M	58.30M
Less Discounts	(1.73M)	(1.79M)	(1.85M)	(1.92M)	(1.98M)	(2.05M)	(2.13M)	(2.20M)	(2.28M)	(2.36M)
Net rates and utility charges	40.94M	42.38M	43.88M	45.43M	47.03M	48.69M	50.41M	52.19M	54.03M	55.94M
Fees and charges	4.22M	4.10M	4.21M	4.31M	4.42M	4.53M	4.64M	4.76M	4.88M	5.00M
Sales, contract and recoverable works	2.03M	2.08M	2.13M	2.18M	2.23M	2.28M	2.33M	2.39M	2.44M	2.50M
Operational Grants & subsidies	8.91M	7.47M	7.14M	7.30M	7.46M	7.62M	7.79M	7.96M	8.13M	8.31M
Interest received	1.35M	1.18M	1.16M	1.21M	1.26M	1.26M	1.28M	1.38M	1.51M	1.67M
Other recurrent income	4.71M	4.78M	4.90M	5.02M	5.14M	5.27M	5.40M	5.54M	5.68M	5.82M
Total recurrent revenue	62.16M	61.99M	63.41M	65.44M	67.54M	69.66M	71.86M	74.21M	76.68M	79.24M
Capital revenue:										
Capital Grants	2.45M	2.08M	2.12M	2.16M	2.20M	2.25M	2.29M	2.34M	2.38M	2.43M
Developer Contributions	0.12M	0.50M	0.50M	0.50M	0.50M	0.50M	0.50M	0.50M	0.50M	0.50M
Gain/(loss) on sale of property, plant & equipment	(0.08M)	0.14M	0.19M	0.47M	0.24M	0.22M	0.20M	0.22M	0.09M	0.20M
Total capital revenue	2.50M	2.71M	2.81M	3.13M	2.94M	2.96M	3.00M	3.05M	2.97M	3.13M
Total income	64.65M	64.70M	66.22M	68.57M	70.48M	72.62M	74.86M	77.26M	79.65M	82.37M
Expenses										
Recurrent expenses:										
Employee costs	26.37M	26.88M	27.21M	28.13M	29.22M	30.23M	31.27M	32.35M	33.46M	34.62M
Materials and services	19.91M	18.32M	18.70M	19.10M	19.97M	19.98M	20.47M	20.99M	22.09M	22.13M
Depreciation and amortisation	12.22M	12.97M	14.08M	14.55M	15.01M	15.92M	15.36M	15.26M	15.07M	15.35M
Finance costs	1.30M	1.22M	1.15M	1.07M	0.99M	0.90M	0.81M	0.72M	0.62M	0.52M
Total expenses	59.79M	59.40M	61.14M	62.85M	65.20M	67.03M	67.91M	69.32M	71.24M	72.61M
Result from ordinary activities	4.86M	5.30M	5.08M	5.72M	5.28M	5.60M	6.94M	7.95M	8.40M	9.76M
Operating Result										
Adj for Capital Income	2.363M	2.593M	2.266M	2.588M	2.338M	2.633M	3.949M	4.898M	5.431M	6.630M

Lockyer Valley Regional Council
2019/2020 Budget and Long Term Financial Forecast 2020 to 2029
Statement of Financial Position

	2020 \$	2021 \$	2022 \$	2023 \$	2024 \$	2025 \$	2026 \$	2027 \$	2028 \$	2029 \$
Current assets										
Cash assets and cash equivalents	17.56M	13.18M	13.97M	15.37M	16.92M	13.28M	15.41M	19.64M	24.57M	30.44M
Other inventory	2.47M	2.47M	2.47M	2.47M	2.47M	2.47M	2.47M	2.47M	2.47M	2.47M
Receivables	3.19M	3.20M	3.28M	3.38M	3.48M	3.60M	3.72M	3.84M	3.95M	4.09M
Prepayments	0.50M	0.50M	0.50M	0.50M	0.50M	0.50M	0.50M	0.50M	0.50M	0.50M
Total current assets	23.72M	19.35M	20.21M	21.72M	23.37M	19.85M	22.10M	26.44M	31.49M	37.50M
Non-current assets										
Land held for development or sale	2.01M	2.01M	2.01M	2.01M	2.01M	2.01M	2.01M	2.01M	2.01M	2.01M
Joint Ventures & Associates	32.85M	34.40M	35.99M	37.61M	39.28M	40.99M	42.74M	44.54M	46.38M	48.27M
Property, plant and equipment	568.27M	611.24M	613.26M	615.35M	655.97M	660.39M	661.15M	702.53M	702.54M	708.58M
Intangible assets	6.66M	7.17M	6.42M	5.50M	4.28M	5.64M	6.15M	5.87M	5.60M	5.48M
Capital works in progress	6.09M	6.09M	6.09M	6.09M	6.09M	6.09M	6.09M	6.09M	6.09M	-
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	630.62M	675.65M	678.51M	681.31M	722.38M	729.85M	732.89M	775.71M	777.36M	779.08M
Total assets	654.34M	695.00M	698.72M	703.02M	745.74M	749.70M	754.98M	802.21M	808.85M	816.58M
Current liabilities										
Trade and other payables	4.29M	4.06M	4.13M	4.23M	4.41M	4.46M	4.58M	4.71M	4.92M	4.99M
Borrowings	1.56M	1.63M	1.71M	1.80M	1.89M	1.98M	2.08M	2.18M	2.29M	2.41M
Employee payables/provisions	5.31M	5.50M	5.70M	5.89M	6.08M	6.27M	6.46M	6.65M	6.84M	7.04M
Other provisions	0.48M	0.48M	0.48M	0.48M	0.48M	0.48M	0.48M	0.48M	0.48M	0.48M
Total current liabilities	11.64M	11.67M	12.02M	12.39M	12.85M	13.19M	13.60M	14.02M	14.53M	14.90M
Non-current liabilities										
Borrowings	21.48M	19.84M	18.13M	16.33M	14.44M	12.46M	10.38M	8.20M	5.90M	3.50M
Employee payables/provisions	0.23M	0.24M	0.25M	0.26M	0.27M	0.28M	0.28M	0.29M	0.30M	0.31M
Other provisions	29.42M	29.42M	29.42M	29.42M	29.42M	29.42M	29.42M	29.42M	29.42M	29.42M
Total non-current liabilities	51.13M	49.51M	47.80M	46.01M	44.13M	42.16M	40.09M	37.91M	35.63M	33.23M
Total liabilities	62.77M	61.18M	59.82M	58.41M	56.98M	55.35M	53.69M	51.93M	50.16M	48.13M
Net community assets	591.57M	633.82M	638.90M	644.62M	688.76M	694.35M	701.30M	750.28M	758.68M	768.44M
Community equity										
Asset revaluation reserve	199.92M	236.86M	236.86M	236.86M	275.73M	275.73M	275.73M	316.76M	316.76M	316.76M
Retained surplus (deficiency)	391.65M	396.96M	402.03M	407.75M	413.03M	418.63M	425.57M	433.52M	441.93M	451.68M
Total community equity	591.57M	633.82M	638.90M	644.62M	688.76M	694.35M	701.30M	750.28M	758.68M	768.44M

Lockyer Valley Regional Council
2019/2020 Budget and Long Term Financial Forecast 2020 to 2029
Statement of Cash Flows

	2020 \$	2021 \$	2022 \$	2023 \$	2024 \$	2025 \$	2026 \$	2027 \$	2028 \$	2029 \$
Cash flows from operating activities:										
Receipts from customers	61.21M	58.40M	59.70M	61.59M	63.58M	65.61M	67.74M	69.92M	72.19M	74.50M
Payment to suppliers and employees	(50.30M)	(45.38M)	(45.78M)	(47.07M)	(48.97M)	(50.11M)	(51.57M)	(53.17M)	(55.31M)	(56.65M)
Interest received	1.35M	1.18M	1.16M	1.21M	1.26M	1.26M	1.28M	1.38M	1.51M	1.67M
Finance costs	(1.16M)	(1.08M)	(1.01M)	(0.92M)	(0.84M)	(0.75M)	(0.66M)	(0.56M)	(0.46M)	(0.35M)
Net cash inflow (outflow) from operating activities	11.10M	13.11M	14.08M	14.81M	15.03M	16.02M	16.79M	17.57M	17.93M	19.17M
Cash flows from investing activities:										
Payments for property, plant and equipment	(19.50M)	(19.22M)	(15.20M)	(15.37M)	(15.19M)	(21.33M)	(16.28M)	(14.96M)	(14.45M)	(14.82M)
Subsidies, donations and contributions for new capital expenditure	2.58M	2.08M	2.12M	2.16M	2.20M	2.25M	2.29M	2.34M	2.38M	2.43M
Proceeds from sale of property, plant and equipment	0.93M	0.34M	0.54M	0.61M	0.38M	0.36M	0.34M	0.36M	0.23M	0.34M
Net transfer (to) from cash investments	0.84M	0.86M	0.88M	0.90M	0.93M	0.95M	0.97M	1.00M	1.02M	1.05M
Net cash inflow (outflow) from investing activities	(15.16M)	(15.94M)	(11.66M)	(11.69M)	(11.68M)	(17.77M)	(12.67M)	(11.27M)	(10.81M)	(11.01M)
Cash flows from financing activities										
Proceeds from borrowings	(1.48M)	(1.56M)	(1.63M)	(1.71M)	(1.80M)	(1.89M)	(1.98M)	(2.08M)	(2.18M)	(2.29M)
Repayment of borrowings	(1.48M)	(1.56M)	(1.63M)	(1.71M)	(1.80M)	(1.89M)	(1.98M)	(2.08M)	(2.18M)	(2.29M)
Net cash inflow (outflow) from financing activities	(2.96M)	(3.12M)	(3.26M)	(3.42M)	(3.60M)	(3.78M)	(3.96M)	(4.16M)	(4.36M)	(4.58M)
Net increase (decrease) in cash held	(5.54M)	(4.38M)	0.79M	1.40M	1.55M	(3.64M)	2.14M	4.22M	4.94M	5.87M
Cash at beginning of reporting period	23.10M	17.56M	13.18M	13.97M	15.37M	16.92M	13.28M	15.41M	19.64M	24.57M
Cash Balance	17.56M	13.18M	13.97M	15.37M	16.92M	13.28M	15.41M	19.64M	24.57M	30.44M

Lockyer Valley Regional Council
2019/2020 Budget and Long Term Financial Forecast 2020 to 2029
Statement of Changes in Equity

	2020 \$	2021 \$	2022 \$	2023 \$	2024 \$	2025 \$	2026 \$	2027 \$	2028 \$	2029 \$
Asset revaluation surplus										
Opening balance	199.92M	199.92M	236.86M	236.86M	236.86M	275.73M	275.73M	275.73M	316.76M	316.76M
Increase in asset revaluation surplus	-	36.95M	-	-	38.86M	-	-	41.03M	-	-
Closing balance	199.92M	236.86M	236.86M	236.86M	275.73M	275.73M	275.73M	316.76M	316.76M	316.76M
Retained surplus										
Opening balance	386.79M	391.65M	396.96M	402.03M	407.75M	413.03M	418.63M	425.57M	433.52M	441.93M
Net result	4.86M	5.30M	5.08M	5.72M	5.28M	5.60M	6.94M	7.95M	8.40M	9.76M
Closing balance	391.65M	396.96M	402.03M	407.75M	413.03M	418.63M	425.57M	433.52M	441.93M	451.68M
Total										
Opening balance	586.71M	591.57M	633.82M	638.90M	644.62M	688.76M	694.35M	701.30M	701.30M	750.28M
Net result	4.86M	5.30M	5.08M	5.72M	5.28M	5.60M	6.94M	7.95M	8.40M	9.76M
Increase in asset revaluation surplus	-	36.95M	-	-	38.86M	-	-	41.03M	-	-
Closing balance	591.57M	633.82M	638.90M	644.62M	688.76M	694.35M	701.30M	750.28M	758.68M	768.44M

Lockyer Valley Regional Council
2019/2020 Budget and Long Term Financial Forecast 2020 to 2029

Relevant Measures of Financial Sustainability

	Target	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Average
1 Operating Surplus Ratio (Net Operating Surplus / Total Operating Revenue) (%)	Between 0% and 10%	3.8%	4.2%	3.6%	4.0%	3.5%	3.8%	5.5%	6.6%	7.1%	8.4%	5.0%
2 Net Financial Asset / Liability Ratio ((Total Liabilities - Current Assets) / Total Operating Revenue)	<= 60%	62.8%	67.5%	62.5%	56.1%	49.8%	51.0%	44.0%	34.3%	24.4%	13.4%	46.6%
3 Asset Sustainability Ratio (Capital Expenditure on the Replacement of Assets (renewals) / Depreciation Expense)	>90%	115.7%	103.5%	104.6%	107.8%	97.3%	99.9%	98.6%	95.4%	93.2%	95.2%	101.1%

Lockyer Valley Regional Council
2019/2020 Capital Works
December Budget Review

Project Description	Total Actual	Commitments as at 21.02.20	Total Budget	Remaining Budget	Budget Review Adjustment	Amended Total Budget
Corporate & Community Services	1,328,408	487,646	5,345,629	4,017,221	-1,209,527	4,136,102
Disaster Management						
101445 Waterride Flood Intelligence	0	1,710	2,000	2,000	0	2,000
101690 Flood Mapping and Modelling L'yer Catchm	2,000	14,000	15,500	13,500	0	15,500
Disaster Management Total	2,000	15,710	17,500	15,500	0	17,500
Facilities						
101585 Gatton Squash Courts Refurbishment	23,193	150,499	200,000	176,807	0	200,000
101725 Gatton Showgrounds Energy Reduction	0	0	39,000	39,000	0	39,000
101918 Laidley Pioneer Village Upgrades	0	0	32,000	32,000	-32,000	0
101919 LCC Refurbish Ramp and Balustrading	5,327	400	71,000	65,673	0	71,000
101922 Gatton Shire Hall Masterplan Works	2,725	0	2,500	-225	0	2,500
101933 Office Accommodation Review	0	0	10,000	10,000	0	10,000
101934 LVEC Structural Remediation & Other Work	16,601	7,058	100,000	83,399	0	100,000
102128 Helidon Community Hall Solar Power Initl	-3,800	0	0	3,800	0	0
102148 GSH Refurbishment PWD Amenities	89,066	0	70,889	-18,177	18,000	88,889
102149 Gatton Cemetery Outdoor Chapel	39,333	0	27,800	-11,533	11,533	39,333
102159 LCC Refurb Drought Comm Programme Fund	2,364	0	0	-2,364	0	0
102160 Cahill Park Lighting - Netball Courts	2,052	0	40,000	37,948	0	40,000
102163 Gatton Depot Meeting Room	0	0	75,000	75,000	0	75,000
102295 Gatton Shire Hall Roof Restoration	0	0	45,000	45,000	205,000	250,000
102296 Withcott Sports Ctre Kitchen Reconfigure	380	0	50,000	49,620	0	50,000
102297 LVCC Air Conditioning Redesign	17,813	30,500	50,000	32,187	0	50,000
102298 Relocation Cncl Self Contained Toilets	25,934	26,295	50,000	24,066	15,000	65,000
102299 Das Neumann Haus Stair Alterations	7,167	0	50,000	42,833	-26,000	24,000
102300 Laidley Saleyards Drainage	30,735	825	55,000	24,265	0	55,000
102301 Cahill Park Machinery Shed Design	0	0	10,000	10,000	-10,000	0
102302 Cyclical Painting Program	5,082	41,225	75,000	69,918	-9,000	66,000
102303 Corrective Electrical Upgrades	4,714	0	34,700	29,986	0	34,700
102304 Energy Efficiency Program	20,714	7,581	70,000	49,286	0	70,000
102305 Nielsen's Place Shade Structure	4,344	0	68,500	64,156	-48,000	20,500
102306 Gttn S/Hall Services Compliance Upgrade	82,527	9,865	878,700	796,173	-615,000	263,700
102307 LVAC Pumps and Filtration	0	0	30,000	30,000	-30,000	0
102341 LRR Lighting Rectification	43,067	0	40,000	-3,067	3,000	43,000
NEW Gatton Admin Building facilities rectification	0	0	0	0	30,000	30,000
Facilities Total	419,338	274,248	2,175,089	1,755,751	-487,467	1,687,622
Gatton Child Care Centre						
101941 GCCC Signage, Gazebo, L'Scaping & Tanks	0	0	10,000	10,000	-10,000	0
Gatton Child Care Centre Total	0	0	10,000	10,000	-10,000	0
Information Management						
101358 Records Relocation and Sentencing	38,473	0	100,000	61,527	-30,000	70,000
Information Management Total	38,473	0	100,000	61,527	-30,000	70,000
Information Technology						
100243 Business Enterprise System	175	120,534	0	-175	0	0
100269 Data Centre Upgrades	0	0	38,750	38,750	0	38,750
100917 Implement BCP Functionality	0	0	50,000	50,000	0	50,000
101416 Upgrade MS Office	52,550	16,488	146,879	94,329	0	146,879
101457 LVCC Audio Visual	19,183	40,116	60,000	40,817	0	60,000
101563 Website Upgrade	0	0	50,000	50,000	-50,000	0
101951 LVCC Point of Sale	0	0	5,000	5,000	-5,000	0
101953 Technology One (P&R, CES, ECM, IntraMaps)	48,000	0	540,000	492,000	-400,000	140,000
101955 Cyber Security	74,902	0	239,062	164,160	0	239,062
101957 UPS Renewal	6,995	0	25,000	18,005	0	25,000
101958 Switches Renewal	74,731	10,500	74,000	-731	0	74,000
101959 Wireless Access Points	23,564	0	25,000	1,436	0	25,000
102058 Network Perimeter Security (Firewalls)	0	0	76,500	76,500	0	76,500
102059 Network Cabinets & Cabling	0	0	20,000	20,000	0	20,000
102150 Upgrade Technology One P&R System to CIA	25,658	0	200,000	174,342	-137,000	63,000
102166 Flood Information Advice Portal	10,114	0	148,971	138,857	0	148,971
102338 Technology One Cloud Implementation	54,315	0	150,000	95,685	-58,000	92,000
102357 Aerial Imagery FY2019/20	0	0	30,000	30,000	0	30,000
102358 Online Bookings	0	0	60,000	60,000	0	60,000
Information Technology Total	390,187	187,638	1,939,162	1,548,975	-650,000	1,289,162
SES						
101834 Gatton SES Driveway Improvement	0	0	5,000	5,000	0	5,000
102323 Forest Hill SES Replacement Generator	8,829	0	8,750	-79	0	8,750
102324 SES Mobile Phones Replacement	4,223	0	5,000	777	0	5,000
SES Total	13,052	0	18,750	5,698	0	18,750
Transfer Stations						
101118 Waste Disposal Sites Survey and Fencing	0	0	35,000	35,000	0	35,000
101691 Water Pump & Reticulation System Gatton	0	0	10,000	10,000	-10,000	0
101713 Laidley Landfill Capping Works	0	0	7,000	7,000	-7,000	0
102030 Gatton Weighbridge Platform/Ramp	1,190	0	0	-1,190	0	0
102034 Pest (weeds & fireants) Washdown Provisi	19,112	0	19,103	-9	0	19,103
102036 Waste Management Signage Review	1,225	0	1,225	0	0	1,225
102039 Construct liner against Cell 1	0	0	330,000	330,000	120,000	450,000
102040 Gatton Landfill - Cell 5 (Design)	0	0	45,000	45,000	-45,000	0
102144 Gatton Waste Facility Security & Softwar	77,200	0	78,800	1,600	0	78,800
102145 Ldley Facility WBridge, Fencing & Securi	215,424	10,050	284,000	68,576	-65,000	219,000
102260 Traffic Management Plan	9,740	0	12,000	2,260	0	9,740
102325 Laidley Weighbridge Road Expansion	94,805	0	70,000	-24,805	24,800	94,800
102326 M/ Plan Gatton Long Haul Waste Facility	0	0	55,000	55,000	0	55,000
102327 Rehab Plan Otto Road Facility	0	0	50,000	50,000	-50,000	0
102328 Ldley Telemetry Final Sedimentation Dam	28,370	0	34,000	5,630	-5,600	28,400
102329 Windblown Litter Screen Fences	18,293	0	42,000	23,707	0	42,000
102352 Waste Land Purchases Laidley	0	0	12,000	12,000	0	12,000
NEW Helidon land acquisition	0	0	0	0	8,000	8,000
Transfer Stations Total	465,359	10,050	1,085,128	619,769	-32,060	1,053,068

Lockyer Valley Regional Council
2019/2020 Capital Works
December Budget Review

Project Description	Total Actual	Commitments as at 21.02.20	Total Budget	Remaining Budget	Budget Review Adjustment	Amended Total Budget
Executive Office	160,645	0	306,888	154,826	-45,817	261,071
Legal Services						
101609 Property Management & Disposal Strategy	800	0	75,000	74,200	-25,000	50,000
102171 Legal Costs & Compensation Placid Hills	137,461	0	138,500	1,039	0	138,500
102172 Restoration of access L202 CP817791	0	0	50,000	50,000	0	50,000
Legal Services Total	138,261	0	263,500	125,239	-25,000	238,500
Regional Development Management						
101719 Upgrade to Water Infrastructure Hawck St	0	0	2,400	2,400	-2,400	0
102003 Entry Statements	0	0	14,000	14,000	-14,000	0
Regional Development Management Total	0	0	16,400	16,400	-16,400	0
Corporate Communications						
102359 Sony Camcorder 4k HDR	8,583	0	0	0	8,583	8,583
Corporate Communications Total	8,583	0	0	0	8,583	8,583
Tourism Initiatives						
102025 Event Promotion Stands and Props	13,801	0	26,988	13,187	-13,000	13,988
Tourism Initiatives Total	13,801	0	26,988	13,187	-13,000	13,988
Infrastructure Works & Services	4,959,444	1,687,969	14,215,348	9,255,903	-274,339	13,941,009
Asset Management						
102262 Civil Estimating Package	0	0	31,500	31,500	-31,500	0
Asset Management Total	0	0	31,500	31,500	-31,500	0
Capital Program Delivery						
100898 Forestry Road Bridge	124,348	0	125,000	652	-652	124,348
101150 Dolleys Road Upgrade	6,884	572	422,000	415,116	184,000	606,000
101264 Laidley Flood Mitigation	0	0	13,500	13,500	-13,500	0
101631 Mahon Bridge Replacement BBRF App	-17,526	0	0	17,526	-17,526	-17,526
101656 Road Closure Signs	16,422	0	20,000	3,578	-3,500	16,500
101664 Culvert Renewals - Various	46,196	0	55,500	9,304	-9,304	46,196
101717 Cycle Network Gattton (PCNP)	0	0	450,000	450,000	0	450,000
101748 Gattton Long Distance Coach Project	58,365	18	42,500	-15,865	15,865	58,365
101847 William St Footpaths Gattton	0	0	3,000	3,000	-3,000	0
101848 Niemeyer Road, Hatton Vale	552	0	30,000	29,448	0	30,000
101849 Murphys Creek Road footpath (TIDS)	4,005	850	340,000	335,995	0	340,000
101851 Gravel Resheeting Program 2018/2019(R2R)	5,416	0	5,416	0	0	5,416
101869 Edward Street Laidley CH 0 - 270	22,319	0	503,000	480,681	-378,000	125,000
101870 Hayes Street, Laidley CH 340 - 730	280,716	43,121	527,999	247,284	-180,000	347,999
101871 Head Street, Laidley - Design and Constr	512,647	133,877	855,000	342,353	-170,000	685,000
101872 Gehrke Hill Road, Summerholm CH 100 - 10	66,961	0	63,500	-3,461	13,461	76,961
101877 Laidley State High School Laidley	0	0	40,000	40,000	-40,000	0
101883 Railway Crossings Safety Improvements	125	0	30,000	29,875	0	30,000
101884 Stevens Road Upgrade & Bitumen Seal	1,800	0	2,100	300	-300	1,800
101885 Drainage Works Tew Ct and Rogers Drive	23,834	695	24,600	766	0	24,600
101891 Railway St Gattton LED Lighting Project	54,335	29,034	153,000	98,665	0	153,000
102044 Gehrke Road/Rons Road, Glenore Grove	16,831	120,348	142,000	125,169	-125,169	16,831
102045 Blanchview Road/O'Neils Road, Withcott	4,302	14,840	78,500	74,198	15,000	93,500
102046 Rockmount Road/Walkers Road, Rockmount	151	0	0	-151	0	0
102047 Blanchview Road/Nuttalls Road, Blanchview	118,203	0	135,000	16,798	-16,798	118,203
102053 Old Toowoomba Road, Placid Hills	-9	0	0	9	0	0
102062 Lake Clarendon Way	321,731	9,485	327,000	5,270	-5,269	321,731
102064 Stormwater Improvements Gattton	13,619	0	80,000	66,381	-66,381	13,619
102065 2019/2020 Kerb Replacement Program	91,266	3,949	100,000	8,734	0	100,000
101843 2018/2019 Bitumen Reseal Program	27,845	0	0	-27,845	0	0
102074 2019/2020 Bitumen Reseal Program (RTR)	816,520	114,607	980,000	163,480	102,845	1,082,845
102083 2019/2020 Footpath Renewal Program	0	0	40,000	40,000	40,000	80,000
102092 2019/2020 Gravel Resheeting Program	428,235	104,713	850,000	421,765	200,000	1,050,000
102109 2019/2020 Black Spot Mtncs Works Com	0	0	200,000	200,000	-111,500	88,500
102118 Signs and Lines Projects	24,243	1,167	94,400	70,157	0	94,400
102147 Depot Traffic Management	-19,411	0	0	19,411	0	0
102154 Allan Street, Gattton Footpaths	30,144	0	30,000	-144	0	30,000
102158 Robinsons Road, Laidley	67,117	15,285	80,000	12,883	65,000	145,000
102164 Dawson Phipps Carpark	0	0	13,500	13,500	0	13,500
102173 Jones Road Bridge Withcott (BS)	74,250	0	58,000	-16,250	21,500	79,500
102259 Railway St/Summer St, Laidley (BS)	75,870	12,448	66,000	-9,870	25,000	91,000
102263 Belmont St, Withcott	15,436	5,616	400,000	384,564	85,000	485,000
102264 Postmans Ridge Rd, Helidon Spa	23,647	5,312	266,500	242,853	150,000	416,500
102265 Belfords Bridge, Gattton	0	0	250,000	250,000	0	250,000
102266 2019/2020 - Culvert Renewal Program	128,780	20,238	270,000	141,220	9,000	279,000
102267 2019/2020 - Minor Bridge Remedial Work	0	0	100,000	100,000	-100,000	0
102268 2019/2020 - Pram Ramp Program	6,429	0	30,000	23,571	0	30,000
102269 2019/2020 - Urban Drainage Inlet Works	10,286	0	40,000	29,714	0	40,000
102270 Flagstone Ck Rd, Flagstone Ck (TIDS)	341,340	0	370,000	28,660	0	370,000
102271 Hatton Vale School Parking Improvements	0	0	60,000	60,000	0	60,000
102272 Summerholm Rd, Summerholm (TIDS)	6,777	1,800	750,000	743,223	0	750,000
102273 Brightview Rd & Village Rd, L'Rose (BS)	10,859	21,564	126,000	115,141	30,000	156,000
102274 Brightview Rd/Gehrke Rd, G' Grove (BS)	3,327	0	116,500	116,500	0	116,500
102275 Lorikeet Rd/Wagtail Dr, R'Downs (BS)	188,258	17,999	200,000	11,742	-5,485	194,515
102276 Norfolk Rd, Summerholm (BS)	3,327	11,194	62,500	59,173	20,000	82,500
102277 Tenthill Ck Rd, Gattton (BS)	12,551	0	21,000	8,449	0	21,000
102278 Zischke Road, R'Downs (BS)	0	2,273	17,500	17,500	0	17,500
102279 Blanchview Rd, S'Ridge (BS)	1,346	0	17,000	15,654	0	17,000
102280 Walnut Dr/Ashwood Ct, Brightview (BS)	6,644	0	7,000	356	-356	6,644
102281 Crescent St, Gattton Carpark	36,674	3,872	60,000	23,326	-19,454	40,546
102282 Amos Rd, Withcott	0	0	100,000	100,000	0	100,000
102284 Blenheim Hall, Blenheim	1,163	0	25,000	23,837	0	25,000
102285 Cooper St, Laidley Drainage Upgrade	1,587	5,740	680,000	678,414	-530,000	150,000
102286 Vehicle Activated Signs Bases Various	1,937	0	20,000	18,063	0	20,000
102287 Twidales Rd, Helidon Spa	0	2,325	85,000	85,000	-52,325	32,675
102288 Placid Rise Retention Basin	254,159	34,470	375,000	120,841	0	375,000

Lockyer Valley Regional Council
2019/2020 Capital Works
December Budget Review

Project Description	Commitments as at				Budget Review Adjustment	Amended Total Budget
	Total Actual	21.02.20	Total Budget	Remaining Budget		
102290 Niemeyer Rd, H'Vale - S Contribution	0	0	100,000	100,000	0	100,000
102291 Project Design - Predesign	5,480	0	90,000	84,520	0	90,000
102292 LED Street Lighting Laidley (LGGSP)	6,521	29,950	250,000	243,479	-129,950	120,050
102340 Summerholm Intersection	58,530	0	55,000	-3,530	3,531	58,531
NEW Waste Remediation Works	0	0	0	0	100,000	100,000
NEW Woodlands Road Stage 3	0	0	0	0	370,000	370,000
Capital Program Delivery Total	4,421,215	767,361	11,924,516	7,503,301	-528,267	11,396,249
Cemetery						
101894 Gatton Cemetery Expansion Works	7,597	0	10,000	2,403	-2,400	7,600
101895 Laidley Columbarium	3,001	0	3,000	-1	0	3,000
102293 Gatton Cemetery Expansion Stage 1	169,780	1,398	183,000	13,220	180,000	363,000
Cemetery Total	180,378	1,398	196,000	15,622	177,600	373,600
Depot						
101629 Gatton Depot Fuel storage	0	0	136,000	136,000	0	136,000
102294 Pavement Rehabilitation Gatton Depot	100,681	0	100,000	-681	20,000	120,000
Depot Total	100,681	0	236,000	135,319	20,000	256,000
Fleet						
101576 Earthmoving Equipment	0	659,426	775,000	775,000	-115,500	659,500
101577 Trucks	0	233,914	185,000	185,000	93,000	278,000
101578 Trailers	0	0	2,295	2,295	-2,295	0
102308 Survey Equipment Trimble SX10 Package	91,411	0	89,000	-2,411	2,400	91,400
102344 Minor Fleet	20,561	0	22,705	2,144	65,000	87,705
TBC Passenger Vehicles	0	0	0	0	35,000	35,000
Fleet Total	111,973	893,340	1,074,000	962,027	77,605	1,151,605
Infrastructure Planning						
101747 Centenary Park Lighting	1,058	0	24,674	23,616	0	24,674
102334 2019/2020 Bus Stop Shelter Program	0	0	57,000	57,000	23,000	80,000
Infrastructure Planning Total	1,058	0	81,674	80,616	23,000	104,674
NDRRA Program - Infrastructure Recovery						
101458 NDRRA Program Management 2017 FloodEvent	5,873	0	5,880	8	0	5,880
NDRRA Program - Infrastructure Recovery Total	5,873	0	5,880	8	0	5,880
Parks & Open Spaces						
101634 Zabel Road Lockrose Dip Site Rehabilitat	0	383	14,383	14,383	0	14,383
101723 Hatton Vale Park Concept and Design	21,383	2,500	29,095	7,712	-7,000	22,095
101965 Lake Apex Tree Planting	-565	0	0	565	0	0
101966 Lake Apex Desilting Investigation Gatton	11,164	0	19,800	8,636	-8,600	11,200
101973 Gatton Revitalisation Various	0	0	22,500	22,500	0	22,500
102142 Springbrook Park Sprinkler System	15,124	0	10,000	-5,124	5,000	15,000
102309 Hatton Vale/Fairways Park Stage 1	33,109	22,273	500,000	466,891	0	500,000
102310 Fairy Lights Centenary Park, Gatton	10,229	715	20,000	9,771	0	20,000
102332 Laidley Sate Park Upgrade	47,823	0	50,000	2,177	-2,177	47,823
Parks & Open Spaces Total	138,267	25,870	665,778	527,511	-12,777	653,001
Organisational Development & Planning						
101456 Environmental Planning	524,456	249,208	1,723,509	1,199,053	-557,000	1,166,509
101573 Lake Apex Water Quality Improvements	0	0	25,000	25,000	-25,000	0
Environmental Planning Total	0	0	25,000	25,000	-25,000	0
Planning Scheme						
101460 Planning Scheme Revision LVRC	14,924	28,748	61,330	46,406	0	61,330
101695 LGIP Prepare Infrastructure Plan	723	10,229	36,535	35,812	0	36,535
101732 O'Neil's Road Withcott	10,068	0	0	-10,068	0	0
101990 NDRP Local FP Risk Management Plan 1/2	9,840	0	9,840	0	0	9,840
101991 Master Planning Future Urban Gatton	700	5,840	45,000	44,300	-38,460	6,540
101992 NDRP Flood Modelling - Laidley Reg Ph 1	0	152,360	152,360	152,360	-50,000	102,360
101993 NDRP Flood Modelling - Laidley Local	11,030	5,940	16,970	5,940	0	16,970
101994 Engineering (not inc in expert report)	0	0	120,000	120,000	-100,000	20,000
101995 Flood Investigations	3,040	138	11,888	8,848	0	11,888
101997 Cooper St Mitigation	0	11,398	37,138	37,138	0	37,138
101998 NDRP Lockyer Creek Hydrology Project 1/2	7,144	32,241	39,355	32,211	0	39,355
102311 NDRP Lockyer Creek Hydrology Project 2/2	29,677	0	188,463	158,786	-21,540	166,923
102312 NDRP Floor Survey Contract	0	0	60,000	60,000	0	60,000
102313 NDRP Evacuation Planning	0	0	76,284	76,284	-30,000	46,284
102316 Landuse Planning	0	0	55,000	55,000	-35,000	20,000
102317 NDRP Local Flood Plain Mngmt Plan 2/2	0	0	154,347	154,347	-60,000	94,347
102318 Laidley Reg Update Model & Mitigation	0	0	60,000	60,000	-60,000	0
102319 Withcott North Flood Impact Study	0	0	50,000	50,000	-50,000	0
102320 Tenthill DM Study	0	0	25,000	25,000	-25,000	0
102321 Grthm DM Integrate with Lockyer Project	0	0	25,000	25,000	-25,000	0
102322 Plainland Catchment Study	0	0	50,000	50,000	-50,000	0
Planning Scheme Total	87,146	246,893	1,274,509	1,187,363	-545,000	729,509
Sport Recreation and Community Grants						
102122 Cahill Park New Amenities	437,310	2,315	424,000	-13,310	13,000	437,000
Sport Recreation and Community Grants Total	437,310	2,315	424,000	-13,310	13,000	437,000
Grand Total	6,972,953	2,424,823	21,591,374	14,627,004	-2,086,683	19,504,691

12.4 Summary of Council Actual Financial Performance vs Budget - 31 January 2020

Date: 05 February 2020
Author: Jodi Marchant, Acting Manager Finance and Customer Services
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

In accordance with Section 204 of the *Local Government Regulation 2012*, a financial report summarising the progress of Council's actual performance against budgeted performance is to be presented to Council. This report provides a summary of Council's financial performance against budget for the financial year to 31 January 2020.

Officer's Recommendation:

THAT Council receive and note the Summary of Council's Actual Financial Performance versus Budget to 31 January 2020.

Report**1. Introduction**

In accordance with section 204 of the *Local Government Regulation 2012*, a financial report summarising the progress of Council's actual performance against budgeted performance is to be provided to Council.

2. Background

Monthly reporting of Council's financial performance is a legislative requirement and reinforces sound financial management practices throughout the organisation.

3. Report

The following report provides a summary of Council's financial performance against budget to 31 January 2020.

Operating Revenue - Year to date target \$28.21 million Actual \$29.41 million or 104.27%

At 31 January 2020, overall operating revenue for the year to date is on target.

Rates and Utility Charges (Gross) under budget by \$0.13 million

95.76% of issued rates were collected by 24 January 2020 with the second levy due to be raised in early February. The variance is being monitored closely and is not of concern at this stage.

Fees and Charges over budget by \$0.26 million

The favourable variances in fees and charges relate predominately to Development Applications being \$0.36 million higher than expected and animal registrations being \$0.03 million higher than expected for this time of the year. Partially offsetting these favourable variances, Facilities is currently showing

an under recovery of hire charges of \$0.05 million; Child Care is also under its expected revenue budget by \$0.05 million with the later to be monitored for trends in changing occupancy rates. In addition, plumbing and building fees are slightly under budget for this time of year and will be monitored as the year progresses.

Operating Grants and Subsidies over budget by \$0.85 million

The timing of grants is difficult to estimate with the variance relating to an unbudgeted grant relating to the water collaborative for \$1.01 million. This item will be adjusted in the December Budget Review.

Contract/Recoverable Works under budget by \$0.33 million

The timing of recoverable works revenue is dependent upon invoices being raised after work has been completed. Contract recovery is under budget by \$0.17 million; however, it is expected that this will adjust as the year progresses and is not of concern at this stage. Revenue on food sales for the Staging Post and Lake Apex Cultural Centre is currently under budget by \$0.15 million.

Other Revenue over budget by \$0.49 million

Other Revenue is above budget due to the timing of rent income and other refunds and other unbudgeted reimbursements.

Operating Expenditure - Year to date target \$34.61 million Actual \$33.78 million or 97.62%

At 31 January 2020, overall operating expenditure for the year to date is on target.

Employee costs under budget by \$0.16 million

Extensive work is continuing in line with the December Budget Review across the business to analyse capital and operational labour allocations. The timing of works indicate that a large component of operational maintenance work has been undertaken in the first half of the year with capital works expenditure expected to increase in the second half of the year.

Goods and Services under budget by \$0.79 million

Goods and services are slightly under budget across several areas including insurance costs; Regional Development consultants; Marketing and Regional Development promotion and event costs due to the timing of projects, Environmental Planning projects due to timing of project expenditure; Information Technology computer hardware maintenance costs as this work is predominately reactive and Roads and Drainage reduced costs associated with materials and traffic management for this time of year. These variances are being monitored and will be addressed where necessary within the December budget review.

Capital Revenue – Year to date target \$1.81 million Actual \$1.43 million or 78.67%

Capital grants and subsidies revenue is tracking to the year to date target; however, the timing of capital grants and subsidies remains largely dependent upon the completion of the annual capital works program and the grant application approval process.

The amount shown against capital expenses relates to accounting adjustments associated with Council's asset capitalisation processes and loss on disposal of plant assets. These variances will be reviewed throughout the remainder of the financial year and adjusted if necessary; however, they tend to balance out through the annual valuation process.

Capital Expenditure – Year to date target \$11.50 million Actual \$7.39 million or 64.27%

At 31 January 2020, Council has expended \$7.39 million on its capital works program with a further \$2.86 million in committed costs for works currently in progress.

The main expenditures are \$5.32 million within Infrastructure, Works and Services and \$1.37 million within Corporate and Community Services. A significant portion of the capital expenditure to 31 January relates to renewal works on roads and bridges, amenities at Cahill Park, expansion work at the Gatton Cemetery and the Laidley Waste Facility weighbridge.

Significant focus on deliverability and the timing of projects will be placed on all areas of the business as the initial stages of the 2020-21 capital budget are drafted. Any associated adjustments will be presented as part of the December quarter budget review.

Statement of Financial Position

The Statement of Financial Position provides information on the breakdown of Council's assets and liabilities at a point in time. At 31 January, Council had \$22.85 million in current assets compared to \$10.05 million in current liabilities with a ratio of 2.27:1. This means that for every dollar of current liability, there is \$2.27 in assets to cover it.

Statement of Cash Flows

The Statement of Cash Flows provides information on the amount of cash coming in and going out. As at 31 January, there has been a net cash outflow of \$4.70 million with \$1.36 million received from operating activities; a net cash outflow of \$5.36 million on capital works and a further net outflow of \$0.71 million for debt repayments.

The Statement of Cash Flows is important as it shows the real movement in Council's cash balances, as opposed to the accounting movements shown in the Statement of Income and Expenditure. To maintain adequate working capital, it is estimated that Council needs around \$11.00 million cash at any one time, at 31 January, Council's cash balance was \$18.40 million.

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

Monitoring of budgets and actuals will remain important if Council is to achieve its 2019-20 Budgeted financial result, with any variations or anomalies to be investigated and action taken as appropriate.

6. Delegations/Authorisations

No further delegations are required to manage the issues raised in this report. The Executive Manager Corporate and Community Services 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

At 31 January, both operating revenue and expenditure are on target with variations the result of timing differences and at this stage of the financial year are not of concern. Delays continue to occur in the delivery of Council's capital works program.

9. Action/s

Nil

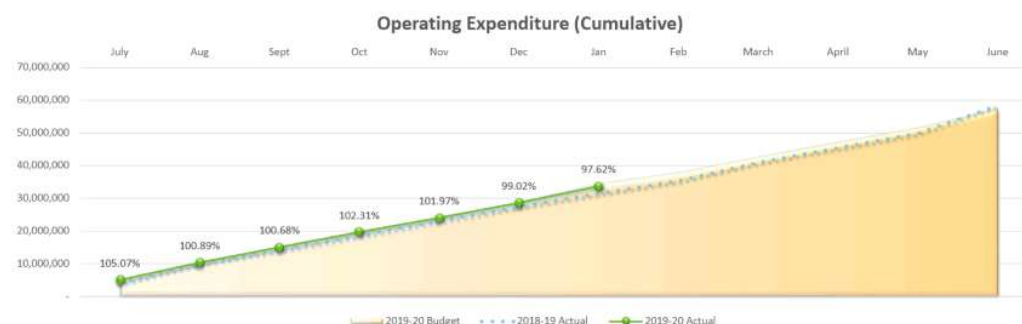
Attachments

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LOCKYER VALLEY REGIONAL COUNCIL
Operating Revenue and Expenditure Dashboard
For the Period Ending 31st January, 2020



REVENUE TO DATE by Type	Rates and Utility Charges (Gross)	Discount	Charges and Fees	Interest	Operating Grants and Subsidies	Operating Contributions and Donations	Revenue - Contract/Reco verable Works	Other Revenue	Profit from Investments	Total
Actual	(21,000,747)	899,932	(2,412,259)	(786,013)	(3,242,383)	(373,138)	(798,793)	(1,699,469)	-	(29,412,870)
Budget	(21,131,631)	863,500	(2,151,223)	(717,771)	(2,396,434)	(344,083)	(1,125,180)	(1,204,250)	-	(28,207,073)
Variance	(130,884)	(36,432)	261,036	68,242	845,949	29,055	(326,387)	495,218	-	1,205,797
Target %	99.38%	104.22%	112.13%	109.51%	135.30%	108.44%	70.99%	141.12%	-	104.27%
Movement to Prior Month Target %	→	→	→	→	↓	→	↓	↓	→	→



EXPENDITURE TO DATE by Type	Employee Costs	Goods and Services	Finance Costs	Depreciation	Total
Actual	16,460,469	9,413,306	656,952	7,253,862	33,784,590
Budget	16,623,985	10,200,700	656,702	7,128,318	34,609,706
Variance	163,516	787,395	(250)	(125,544)	825,116
Target %	99.02%	92.28%	100.04%	101.76%	97.62%
Movement to Prior Month Target %	→	↓	→	→	→

LOCKYER VALLEY REGIONAL COUNCIL
Capital Revenue and Expenditure Dashboard
For the Period Ending 31st January, 2020



REVENUE TO DATE by Type	Profit (Loss) Capital Grants, Subsidies and Contributions on Disposal of Non Current Assets			Capital Expenses	Total
Actual	(1,683,289)	14,183		243,564	(1,425,542)
Budget	(1,857,154)	-		45,000	(1,812,154)
Variance	(173,865)	(14,183)		(198,564)	(386,612)
Target %	90.64%	-		541.25%	78.67%
	●	●		●	●
Movement to Prior Month Target %	↓	→		→	↓



EXPENDITURE TO DATE by Group	Corporate & Community Services	Executive Office	Infrastructure Works & Services	Organisational Development & Planning	Total
Actual	1,373,095	159,864	5,321,967	538,215	7,393,141
Budget	2,280,817	219,388	7,595,629	1,406,711	11,502,545
Target %	60.20%	72.87%	70.07%	38.26%	64.27%
	●	●	●	●	●
Movement to Prior Month Target %	↓	↓	↓	→	↓

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

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Operating Revenue:					
Rates and Utility Charges (Gross)	42,664,095	21,000,747	21,131,631	130,884	0.62
Discount	(1,727,000)	(899,932)	(863,500)	36,432	(4.22)
Charges and Fees	4,097,212	2,412,259	2,151,223	(261,036)	(12.13)
Interest	1,332,464	786,013	717,771	(68,242)	(9.51)
Operating Grants and Subsidies	6,561,288	3,242,383	2,396,434	(845,949)	(35.30)
Operating Contributions and Donations	543,700	373,138	344,083	(29,055)	(8.44)
Revenue - Contract/Recoverable Works	2,034,594	798,793	1,125,180	326,387	29.01
Other Revenue	2,238,000	1,699,469	1,204,250	(495,218)	(41.12)
Profit from Investments	2,350,000	-	-	-	-
Total Operating Revenue	60,094,353	29,412,870	28,207,073	(1,205,797)	(4.27)
Operating Expenses:					
Employee Costs	25,394,135	16,460,469	16,623,985	163,516	0.98
Goods and Services	18,373,593	9,413,306	10,200,700	787,395	7.72
Finance costs	1,294,488	656,952	656,702	(250)	(0.04)
Depreciation	12,219,974	7,253,862	7,128,318	(125,544)	(1.76)
Total Operating Expenses	57,282,189	33,784,590	34,609,706	825,116	2.38
Operating Surplus/(Deficit)	2,812,164	(4,371,720)	(6,402,633)	(2,030,913)	31.72
Capital Revenue:					
Capital Grants, Subsidies and Contributions	2,672,095	1,683,289	1,857,154	173,864	9.36
Profit (Loss) on Disposal of Non Current Assets	-	(14,183)	-	14,183	-
Capital Expenses	(90,000)	(243,564)	(45,000)	198,564	(441.25)
Total Capital Revenue	2,582,095	1,425,543	1,812,154	386,611	21.33
Operating Surplus/(Deficit) After Capital Items	5,394,258	(2,946,177)	(4,590,479)	(1,644,302)	35.82

Lockyer Valley Regional Council (Executive Office)
Statement of Comprehensive Income
For Period Ending January 2020

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Operating Revenue:					
Charges and Fees	-	1,673	-	(1,673)	-
Operating Grants and Subsidies	10,000	1,028,182	10,000	(1,018,182)	(10,181.82)
Operating Contributions and Donations	130,000	143,138	130,000	(13,138)	(10.11)
Revenue - Contract/Recoverable Works	1,244,594	571,546	726,014	154,467	21.28
Other Revenue	443,200	527,012	280,617	(246,395)	(87.80)
Total Operating Revenue	1,827,794	2,271,551	1,146,630	(1,124,921)	(98.11)
Operating Expenses:					
Employee Costs	4,886,900	3,053,689	2,998,321	(55,368)	(1.85)
Goods and Services	4,125,347	2,166,419	2,514,815	348,396	13.85
Finance costs	3,500	3,689	2,042	(1,647)	(80.67)
Depreciation	15,069	7,650	8,790	1,140	12.97
Total Operating Expenses	9,030,816	5,231,448	5,523,968	292,520	5.30
Operating Surplus/(Deficit)	(7,203,022)	(2,959,896)	(4,377,338)	(1,417,441)	32.38
Capital Revenue:					
	-	-	-	-	-
Total Capital Revenue	-	-	-	-	-
Operating Surplus/(Deficit) After Capital Items	(7,203,022)	(2,959,896)	(4,377,338)	(1,417,441)	32.38

Lockyer Valley Regional Council (Organisational Development and Planning)
Statement of Comprehensive Income
For Period Ending January 2020

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Operating Revenue:					
Rates and Utility Charges (Gross)	305,000	151,991	152,500	509	0.33
Charges and Fees	1,903,000	1,449,722	1,110,083	(339,638)	(30.60)
Interest	-	1,208	-	(1,208)	-
Operating Grants and Subsidies	84,950	31,098	84,950	53,852	63.39
Operating Contributions and Donations	367,000	230,000	214,083	(15,917)	(7.43)
Other Revenue	-	20,921	-	(20,921)	-
Total Operating Revenue	2,659,950	1,884,940	1,561,617	(323,324)	(20.70)
Operating Expenses:					
Employee Costs	4,975,017	2,904,147	3,073,799	169,652	5.52
Goods and Services	1,891,730	515,868	853,797	337,929	39.58
Finance costs	-	377	-	(377)	-
Total Operating Expenses	6,866,747	3,420,392	3,927,596	507,204	12.91
Operating Surplus/(Deficit)	(4,206,797)	(1,535,451)	(2,365,979)	(830,528)	35.10
Capital Revenue:					
Capital Grants, Subsidies and Contributions	535,500	597,500	492,583	(104,917)	(21.30)
Total Capital Revenue	535,500	597,500	492,583	(104,917)	(21.30)
Operating Surplus/(Deficit) After Capital Items	(3,671,297)	(937,951)	(1,873,396)	(935,444)	49.93

Lockyer Valley Regional Council (Corporate and Community Services)
Statement of Comprehensive Income
For Period Ending January 2020

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Operating Revenue:					
Rates and Utility Charges (Gross)	41,508,017	20,422,756	20,553,592	130,836	0.64
Discount	(1,727,000)	(899,932)	(863,500)	36,432	(4.22)
Charges and Fees	2,154,712	942,716	1,018,098	75,382	7.40
Interest	1,332,464	784,804	717,771	(67,034)	(9.34)
Operating Grants and Subsidies	4,188,960	1,453,693	1,393,689	(60,004)	(4.31)
Operating Contributions and Donations	46,700	-	-	-	-
Revenue - Contract/Recoverable Works	-	3,188	-	(3,188)	-
Other Revenue	1,574,800	953,828	795,300	(158,528)	(19.93)
Profit from Investments	2,350,000	-	-	-	-
Total Operating Revenue	51,428,653	23,661,054	23,614,951	(46,103)	(0.20)
Operating Expenses:					
Employee Costs	8,824,891	5,834,465	5,588,705	(245,759)	(4.40)
Goods and Services	10,606,726	5,652,053	5,506,593	(145,461)	(2.64)
Finance costs	919,988	463,474	469,161	5,687	1.21
Depreciation	11,007,683	6,534,094	6,421,148	(112,945)	(1.76)
Total Operating Expenses	31,359,288	18,484,086	17,985,607	(498,478)	(2.77)
Operating Surplus/(Deficit)	20,069,365	5,176,968	5,629,343	452,375	8.04
Capital Revenue:					
Capital Grants, Subsidies and Contributions	672,586	330,248	486,815	156,567	32.16
Profit (Loss) on Disposal of Non Current Assets	-	-	-	-	-
Capital Expenses	-	(865)	-	865	-
Total Capital Revenue	672,586	329,383	486,815	157,432	32.34
Operating Surplus/(Deficit) After Capital Items	20,741,951	5,506,351	6,116,159	609,807	9.97

Lockyer Valley Regional Council (Infrastructure, Works and Services)
Statement of Comprehensive Income
For Period Ending January 2020

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Operating Revenue:					
Rates and Utility Charges (Gross)	851,078	426,000	425,539	(461)	(0.11)
Charges and Fees	39,500	18,148	23,042	4,893	21.24
Operating Grants and Subsidies	2,277,378	729,410	907,795	178,385	19.65
Revenue - Contract/Recoverable Works	790,000	224,059	399,167	175,108	43.87
Other Revenue	220,000	197,707	128,333	(69,374)	(54.06)
Total Operating Revenue	4,177,956	1,595,324	1,883,876	288,551	15.32
Operating Expenses:					
Employee Costs	6,707,327	4,668,169	4,963,161	294,992	5.94
Goods and Services	1,749,790	1,078,965	1,325,495	246,530	18.60
Finance costs	371,000	189,413	185,500	(3,913)	(2.11)
Depreciation	1,197,222	712,118	698,380	(13,739)	(1.97)
Total Operating Expenses	10,025,338	6,648,665	7,172,535	523,870	7.30
Operating Surplus/(Deficit)	(5,847,382)	(5,053,341)	(5,288,660)	(235,319)	4.45
Capital Revenue:					
Capital Grants, Subsidies and Contributions	1,464,009	755,541	877,755	122,214	13.92
Profit (Loss) on Disposal of Non Current Assets	-	(14,183)	-	14,183	-
Capital Expenses	(90,000)	(242,699)	(45,000)	197,699	(439.33)
Total Capital Revenue	1,374,009	498,660	832,755	334,095	40.12
Operating Surplus/(Deficit) After Capital Items	(4,473,374)	(4,554,681)	(4,455,905)	98,776	(2.22)

LOCKYER VALLEY REGIONAL COUNCIL
STATEMENT OF FINANCIAL POSITION
As at 31 January, 2020

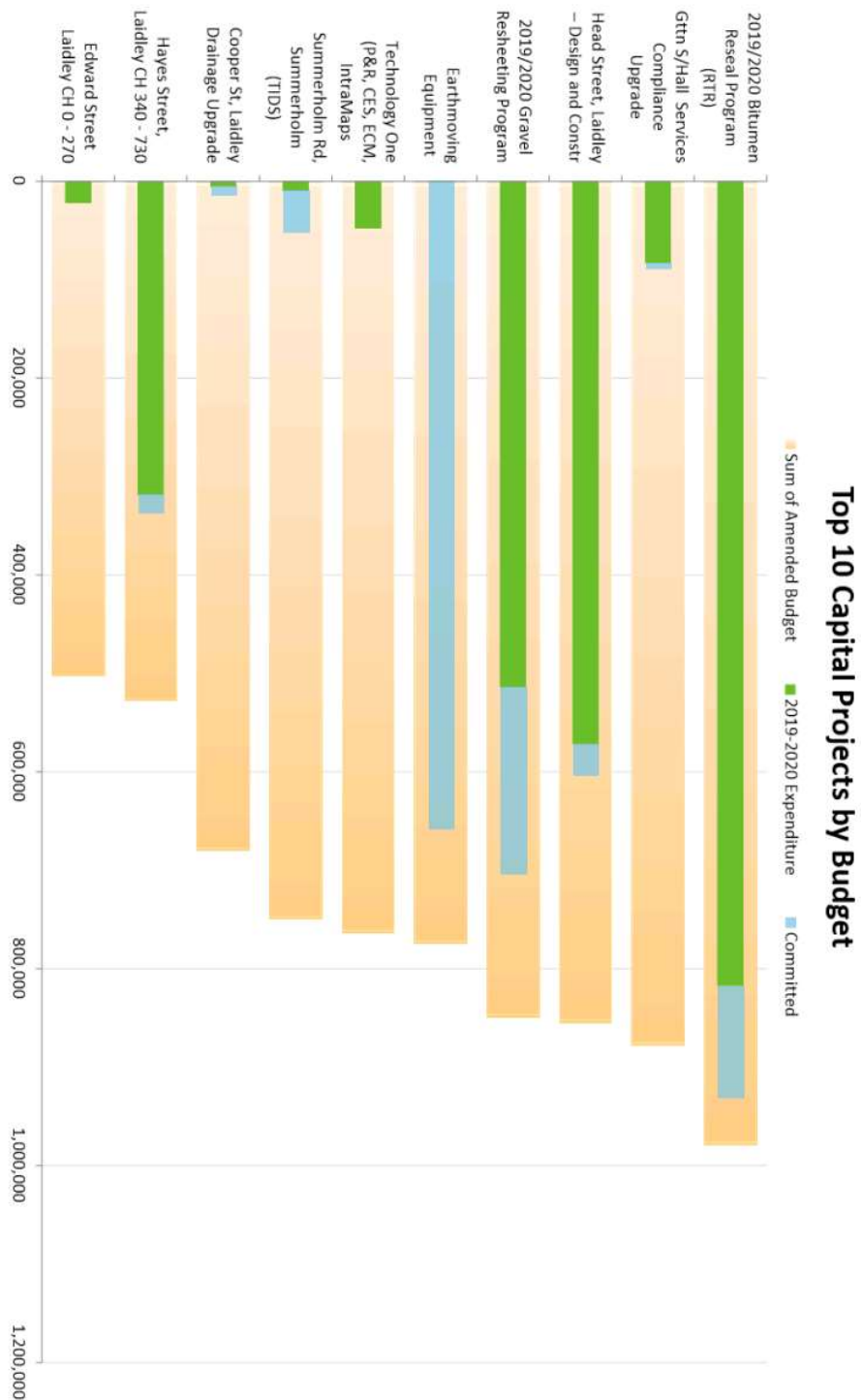
	2019-2020 Annual Budget	2019-2020 YTD Actual
Current Assets		
Cash assets and cash equivalents	15,960,000	6,798,330
Cash investments	-	11,600,000
Trade and other receivables	3,570,000	2,038,580
Inventories	2,470,000	318,541
Non-current assets classified as held for sale	-	2,091,000
Total Current Assets	22,000,000	22,846,451
Non Current Assets		
Trade and other receivables	14,740,000	14,745,256
Equity investments	32,850,000	30,621,815
Investment properties	2,010,000	2,010,000
Property, plant and equipment	575,180,000	569,455,871
Intangible assets	7,920,000	4,790,573
Total Non Current Assets	632,700,000	621,623,515
TOTAL ASSETS	654,710,000	644,469,966
Current Liabilities		
Trade and other payables	4,000,000	3,584,408
Provisions	5,940,000	5,738,621
Borrowings	1,560,000	727,655
Total Current Liabilities	11,490,000	10,050,684
Non Current Liabilities		
Provisions	29,660,000	29,655,001
Borrowings	21,480,000	23,079,170
Total Non Current Liabilities	51,140,000	52,734,171
TOTAL LIABILITIES	62,630,000	62,784,856
NET COMMUNITY ASSETS	592,080,000	581,685,111
Community Equity		
Retained surplus (deficiency)	386,790,000	381,254,283
Asset revaluation surplus	199,920,000	199,927,616
Reserves	-	3,449,388
Current Surplus/(Deficit)	5,370,000	(2,946,177)
TOTAL COMMUNITY EQUITY	592,080,000	581,685,111

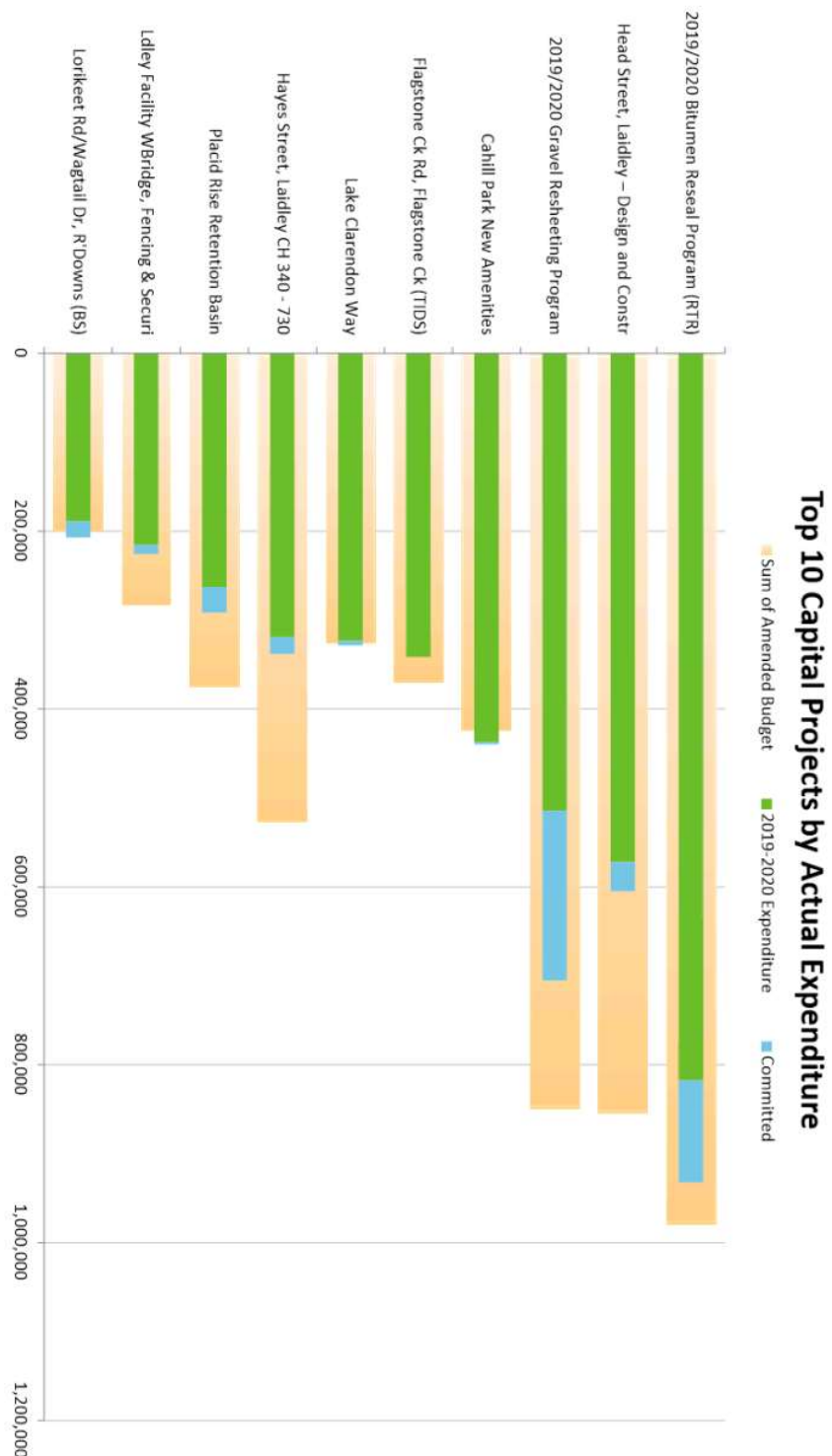
LOCKYER VALLEY REGIONAL COUNCIL
Statement of Cash Flows
For the Period Ending 31 January, 2020

	2019-2020 Annual Budget	2019-2020 YTD Actuals
Cash flows from operating activities:		
Receipts		
Receipts from customers	59,280,000	33,741,530
Interest received	1,330,000	786,013
Payments		
Payments to suppliers and employees	(47,940,000)	(32,578,401)
Interest expense	(1,160,000)	(590,892)
Net cash inflow (outflow) from operating activities	11,510,000	1,358,250
Cash flows from investing activities:		
Capital grants, subsidies and contributions	2,650,000	1,683,289
Payments for property, plant and equipment	(21,590,000)	(7,039,114)
Net transfer (to) from cash investments	840,000	-
Proceeds from sale of property plant and equipment	930,000	-
Net cash inflow (outflow) from investing activities	(17,180,000)	(5,355,824)
Cash flows from financing activities:		
Repayment of borrowings	(1,480,000)	(706,871)
Proceeds from borrowings	-	-
Net cash inflow (outflow) from financing activities	(1,480,000)	(706,871)
Net increase (decrease) in cash and cash equivalents held	(7,150,000)	(4,704,444)
Cash and cash equivalents at beginning of the financial year	23,100,000	23,102,775
Cash and cash equivalents at end of the financial year	15,960,000	18,398,330

Lockyer Valley Regional Council
Capital Works Summary
December, 2019

	2019-20 Budget	2019-20 Expenditure	Committed	2019-20 Expenditure (including Committed)	Remaining Budget (including Committed)
Corporate & Community Services					
Disaster Management	2,000	-	1,710	1,710	290
Facilities	2,175,089	438,339	263,967	702,306	1,472,783
Information Management	100,000	42,498	-	42,498	57,502
Information Technology	1,939,162	413,848	256,232	670,081	1,269,081
SES	18,750	13,052	-	13,052	5,698
Transfer Stations	1,085,128	465,359	10,050	475,409	609,719
Gatton Child Care Centre	10,000	-	-	-	10,000
Corporate & Community Services Total	5,330,129	1,373,095	531,960	1,905,054	3,425,075
Executive Office					
Regional Development Management	16,400	-	9,123	9,123	7,277
Tourism Initiatives	26,988	13,801	-	13,801	13,187
Legal Services	213,500	138,261	-	138,261	75,239
Corporate Communications	-	7,802	-	7,802	(7,802)
Executive Office Total	256,888	159,864	9,123	168,987	87,901
Infrastructure Works & Services					
Capital Program Delivery	11,924,516	4,767,369	874,917	5,642,286	6,282,229
Depot	236,000	100,681	-	100,681	135,319
Fleet	1,074,000	111,973	893,340	1,005,313	68,687
Parks & Open Spaces	665,778	154,635	25,870	180,505	485,273
Infrastructure Planning	131,674	1,058	-	1,058	130,616
Cemetery	196,000	180,378	1,398	181,776	14,224
NDRRA Program - Infrastructure Recovery	5,880	5,873	-	5,873	8
Asset Management	31,500	-	-	-	31,500
Infrastructure Works & Services Total	14,265,348	5,321,967	1,795,525	7,117,492	7,147,856
Organisational Development & Planning					
Planning Scheme	1,290,009	100,906	517,177	618,083	671,926
Environmental Planning	25,000	-	-	-	25,000
Sport Recreation and Community Grants	424,000	437,310	2,315	439,625	(15,625)
Organisational Development & Planning Total	1,739,009	538,215	519,492	1,057,708	681,301
Grand Total	21,591,374	7,393,141	2,856,100	10,249,241	11,342,133





Lockyer Valley Regional Council
Capital Works Detail
December, 2019

	2019-20 Budget	2019-20 Expenditure	Committed	2019-20 Expenditure (including Committed)	Remaining Budget (including Committed)
Corporate & Community Services					
Disaster Management					
Waterride Flood Intelligence	2,000	-	1,710	1,710	290
Disaster Management Total	2,000	-	1,710	1,710	290
Facilities					
Cahill Park Lighting - Netball Courts	40,000	2,052	-	2,052	37,948
Cahill Park Machinery Shed Design	10,000	-	-	-	10,000
Connectivity Gatton Depot	75,000	-	-	-	75,000
Corrective Electrical Upgrades	34,700	6,638	-	6,638	28,062
Cyclical Painting Program	75,000	5,342	41,225	46,567	28,433
Das Neumann Haus Stair Alterations	50,000	7,427	-	7,427	42,573
Energy Efficiency Program	70,000	21,707	7,581	29,288	40,712
Gatton Cemetery Outdoor Chapel	27,800	39,333	-	39,333	(11,533)
Gatton Shire Hall Masterplan Works	2,500	2,725	-	2,725	(225)
Gatton Shire Hall Roof Restoration	45,000	-	-	-	45,000
Gatton Showgrounds Energy Reduction	39,000	-	-	-	39,000
Gatton Squash Courts Refurbishment	200,000	24,093	150,499	174,592	25,408
GSH Refurbishment PWD Amenities	70,889	89,066	-	89,066	(18,177)
Gttn S/Hall Services Compliance Upgrade	878,700	83,046	6,365	89,411	789,289
Helidon Community Hall Solar Power Initi	-	(3,800)	-	(3,800)	3,800
Laidley Admin Building Refurbishment	-	-	217	217	(217)
Laidley Saleyards Drainage	55,000	42,140	825	42,965	12,035
LCC Refurbish Ramp and Balustrading	71,000	5,327	400	5,727	65,273
LCC Refurb Drought Comm Programme Fund	-	2,364	-	2,364	(2,364)
LRR Lighting Rectification	40,000	43,067	-	43,067	(3,067)
LVAC Pumps and Filtration	30,000	-	-	-	30,000
LVCC Air Conditioning Redesign	50,000	18,332	23,750	42,082	7,918
LVEC Structural Remediation & Other Work	100,000	16,861	-	16,861	83,139
Nielsen's Place Shade Structure	68,500	4,344	-	4,344	64,156
Office Accommodation Review	10,000	-	-	-	10,000
Relocation Cncl Self Contained Toilets	50,000	27,010	33,105	60,115	(10,115)
Withcott Sports Ctre Kitchen Reconfigure	50,000	1,266	-	1,266	48,734
Facilities Total	2,175,089	438,339	263,967	702,306	1,472,783
Information Management					
Records Relocation and Sentencing	100,000	42,498	-	42,498	57,502
Information Management Total	100,000	42,498	-	42,498	57,502
Information Technology					
Aerial Imagery FY2019/20	30,000	-	-	-	30,000
Cyber Security	239,062	75,544	-	75,544	163,518
Data Centre Upgrades	38,750	-	-	-	38,750
Flood Information Advice Portal	148,971	10,800	-	10,800	138,171
GIS Enhancement	-	-	20,945	20,945	(20,945)
Implement BCP Functionality	50,000	-	-	-	50,000
LVCC Audio Visual	60,000	19,183	40,116	59,299	701
LVCC Point of Sale	5,000	-	-	-	5,000
Network Cabinets & Cabling	20,000	-	-	-	20,000
Network Perimeter Security (Firewalls)	76,500	-	-	-	76,500
Online Bookings	60,000	-	47,650	47,650	12,350
Switches Renewal	74,000	74,731	10,500	85,231	(11,231)
Technology One (P&R, CES, ECM, IntraMaps	764,000	48,000	-	48,000	716,000
Technology One Cloud Implementation	54,000	68,500	-	68,500	(14,500)
Technology One 'One Council' Project	-	175	120,534	120,709	(120,709)
Upgrade MS Office	146,879	56,344	16,488	72,832	74,047
Upgrade Technology One P&R System to CiA	72,000	30,011	-	30,011	41,989
UPS Renewal	25,000	6,995	-	6,995	18,005
Website Upgrade	50,000	-	-	-	50,000

	2019-20 Budget	2019-20 Expenditure	Committed	2019-20 Expenditure (including Committed)	Remaining Budget (including Committed)
Wireless Access Points	25,000	23,564	-	23,564	1,436
Information Technology Total	1,939,162	413,848	256,232	670,081	1,269,081
SES					
Forest Hill SES Replacement Generator	8,750	8,829	-	8,829	(79)
Gatton SES Driveway Improvement	5,000	-	-	-	5,000
SES Mobile Phones Replacement	5,000	4,223	-	4,223	777
SES Total	18,750	13,052	-	13,052	5,698
Transfer Stations					
Construct liner against Cell 1	330,000	-	-	-	330,000
Gatton Landfill - Cell 5 (Design)	45,000	-	-	-	45,000
Gatton Waste Facility Security & Softwar	78,800	77,200	-	77,200	1,600
Gatton Weighbridge Platform/Ramp	-	1,190	-	1,190	(1,190)
Laidley Landfill Capping Works	7,000	-	-	-	7,000
Laidley Weighbridge Road Expansion	70,000	94,805	-	94,805	(24,805)
Ldley Facility WBridge, Fencing & Securi	284,000	215,424	10,050	225,474	58,526
Ldley Telemetry Final Sedimentation Dam	34,000	28,370	-	28,370	5,630
M/ Plan Gatton Long Haul Waste Facility	55,000	-	-	-	55,000
Pest (weeds & fireants) washdown provisi	19,103	19,112	-	19,112	(9)
Rehab Plan Otto Road Facility	50,000	-	-	-	50,000
Traffic Management Plan	12,000	9,740	-	9,740	2,260
Waste Disposal Sites Survey and Fencing	35,000	-	-	-	35,000
Waste Land Purchases	12,000	-	-	-	12,000
Waste management Signage Review	1,225	1,225	-	1,225	-
Water Pump & Reticulation System Gatton	10,000	-	-	-	10,000
Windblown Litter Screen Fences	42,000	18,293	-	18,293	23,707
Transfer Stations Total	1,085,128	465,359	10,050	475,409	609,719
Gatton Child Care Centre					
GCCC Signage, Gazebo, L'Scaping & Tanks	10,000	-	-	-	10,000
Gatton Child Care Centre Total	10,000	-	-	-	10,000
Corporate & Community Services Total	5,330,129	1,373,095	531,960	1,905,054	3,425,075
Executive Office					
Regional Development Management					
Entry Statements	14,000	-	-	-	14,000
GWIZ	-	-	9,123	9,123	(9,123)
Upgrade to Water Infrastructure Hawck St	2,400	-	-	-	2,400
Regional Development Management Total	16,400	-	9,123	9,123	7,277
Tourism Initiatives					
Event Promotion Stands and Props	26,988	13,801	-	13,801	13,187
Tourism Initiatives Total	26,988	13,801	-	13,801	13,187
Legal Services					
Legal Costs & Compensation Placid Hills	138,500	137,461	-	137,461	1,039
Property Management & Disposal Strategy	75,000	800	-	800	74,200
Legal Services Total	213,500	138,261	-	138,261	75,239
Corporate Communications					
Sony Camcorder 4K HDR	-	7,802	-	7,802	(7,802)
Corporate Communications Total	-	7,802	-	7,802	(7,802)
Executive Office Total	256,888	159,864	9,123	168,987	87,901
Infrastructure Works & Services					
Capital Program Delivery					
2018/2019 Bitumen Reseal Program	-	27,845	-	27,845	(27,845)
2019/2020 - Culvert Renewal Program	270,000	140,975	9,527	150,503	119,497
2019/2020 - Minor Bridge Remedial Work	100,000	-	-	-	100,000
2019/2020 - Pram Ramp Program	30,000	6,429	-	6,429	23,571
2019/2020 - Urban Drainage Inlet Works	40,000	10,286	-	10,286	29,714
2019/2020 Bitumen Reseal Program (RTR)	980,000	817,656	114,607	932,263	47,737
2019/2020 Black Spot Mtncce Works Com	200,000	-	-	-	200,000
2019/2020 Footpath Renewal Program	40,000	-	-	-	40,000
2019/2020 Gravel Resheeting Program	850,000	514,050	191,055	705,105	144,895
2019/2020 Kerb Replacement Program	100,000	91,266	3,949	95,216	4,784
Allan Street, Gatton Footpaths	30,000	30,144	-	30,144	(144)
Amos Rd, Withcott	100,000	-	-	-	100,000
Belfords Bridge, Gatton	250,000	183	-	183	249,818
Belmore St, Withcott	400,000	17,655	31,446	49,101	350,899
Blanchview Rd, S'Ridge (BS)	17,000	3,242	909	4,151	12,849
Blanchview Road/Nuttalls Road,Blanchview	135,000	118,203	-	118,203	16,798
Blanchview Road/O'Neils Road, Withcott	78,500	5,373	23,598	28,971	49,529
Blenheim Hall, Blenheim	25,000	1,163	3,900	5,063	19,937

	2019-20 Budget	2019-20 Expenditure	Committed	2019-20 Expenditure (including Committed)	Remaining Budget (including Committed)
Bridge Minor Remedial Works	-	228	-	228	(228)
Brightview Rd & Village Rd, L'Rose (BS)	126,000	71,996	45,485	117,480	8,520
Brightview Rd/Gehrke Rd, G'Grove (BS)	116,500	-	-	-	116,500
Cooper St, Laidley Drainage Upgrade	680,000	5,627	9,302	14,929	665,071
Crescent St, Gatton Carpark	60,000	39,270	3,406	42,677	17,323
Culvert Renewals - Various	55,500	46,196	-	46,196	9,304
Cycle Network Gatton (PCNP)	450,000	-	14,300	14,300	435,700
Dawson Phipps Carpark	13,500	-	-	-	13,500
Depot Traffic Management	-	(19,411)	-	(19,411)	19,411
Dolleys Road Upgrade	422,000	8,980	5,622	14,602	407,398
Drainage Works Tew Ct and Rogers Drive	24,600	23,834	695	24,529	71
Edward Street Laidley CH 0 - 270	503,000	22,319	-	22,319	480,681
Flagstone Ck Rd, Flagstone Ck (TIDS)	370,000	341,340	-	341,340	28,660
Forestry Road Bridge	125,000	124,348	-	124,348	652
Gatton Long Distance Coach Project	42,500	58,405	-	58,405	(15,905)
Gehrke Hill Road, Summerholm CH 100 - 10	63,500	66,961	-	66,961	(3,461)
Gehrke Road/Rons Road, Glenore Grove	142,000	16,831	120,348	137,179	4,821
Gravel Resheeting Program 2018/2019(R2R)	5,416	5,416	-	5,416	0
Hatton Vale School Parking Improvements	60,000	-	-	-	60,000
Hayes Street, Laidley CH 340 - 730	527,999	318,720	19,158	337,878	190,122
Head Street, Laidley - Design and Constr	855,000	571,673	33,295	604,969	250,031
Jones Road Bridge Withcott (BS)	58,000	75,677	1,926	77,603	(19,603)
Jordan Street, Gatton CH 0 - 150	-	-	-	-	-
Kerb and channel rehabilitation program	-	-	-	-	-
Laidley Flood Mitigation	13,500	-	-	-	13,500
Laidley State High School Laidley	40,000	-	-	-	40,000
Lake Clarendon Way	327,000	323,212	5,243	328,455	(1,455)
LED Street Lighting Laidley (LGGSP)	250,000	6,646	29,950	36,596	213,404
Lorikeet Rd/Wagtail Dr, R'Downs (BS)	200,000	188,797	17,999	206,796	(6,796)
Mahon Bridge Replacement BBRF App	-	(17,526)	-	(17,526)	17,526
Murphys Creek Road footpath (TIDS)	340,000	5,065	14,300	19,365	320,635
Niemeyer Road, Hatton Vale	30,000	552	-	552	29,448
Norfolk Rd, Summerholm (BS)	62,500	53,177	6,872	60,049	2,451
Old Toowoomba Road, Placid Hills	-	(9)	-	(9)	9
Placid Rise Retention Basin	375,000	262,527	28,885	291,412	83,588
Postmans Ridge Rd, Helidon Spa	266,500	25,163	4,112	29,275	237,225
Princess Street Road Pavement Gatton	-	891	-	891	(891)
Project Design - Predesign	90,000	5,480	-	5,480	84,520
Railway crossings safety improvements	30,000	125	-	125	29,875
Railway St Gatton LED Lighting Project	153,000	54,783	44,887	99,670	53,330
Railway St/Summer St, Laidley (BS)	66,000	76,575	18,769	95,343	(29,343)
Road Closure Signs	20,000	16,422	-	16,422	3,578
Robinsons Road, Laidley	80,000	67,437	22,733	90,170	(10,170)
Rockmount Road/Walkers Road, Rockmount	-	151	-	151	(151)
Seventeen Mile Rd (Ch. 0.0-0.9)	-	-	-	-	-
Signs and Lines Projects	94,400	24,243	1,167	25,411	68,989
Spencer/William Street Gatton	-	288	-	288	(288)
Stevens Road Upgrade & Bitumen Seal	2,100	1,800	-	1,800	300
Stormwater Improvements Gatton	80,000	13,619	-	13,619	66,381
Summerholm Intersection	55,000	58,553	-	58,553	(3,553)
Summerholm Rd, Summerholm (TIDS)	750,000	9,957	42,873	52,830	697,170
Tenthill Ck Rd, Gatton (BS)	21,000	12,551	-	12,551	8,449
Vehicle Activated Signs Bases Various	20,000	1,937	-	1,937	18,063
Walnut Dr/Ashwood Ct, Brightview (BS)	7,000	6,644	-	6,644	356
William St Footpaths Gatton	3,000	-	-	-	3,000
William Street/Smith Street, Gatton	-	-	-	-	-
Zischke Road, R'Downs (BS)	17,500	5,431	2,273	7,704	9,796
Capital Program Delivery Total	11,924,516	4,767,369	874,917	5,642,286	6,282,229

	2019-20 Budget	2019-20 Expenditure	Committed	2019-20 Expenditure (including Committed)	Remaining Budget (including Committed)
Depot					
Gatton Depot Fuel storage	136,000	-	-	-	136,000
Pavement Rehabilitation Gatton Depot	100,000	100,681	-	100,681	(681)
Depot Total	236,000	100,681	-	100,681	135,319
Fleet					
Earthmoving Equipment	775,000	-	659,426	659,426	115,574
Minor Fleet	22,705	20,561	-	20,561	2,144
Survey Equipment Trimble SX10 Package	89,000	91,411	-	91,411	(2,411)
Trailers	2,295	-	-	-	2,295
Trucks	185,000	-	233,914	233,914	(48,914)
Fleet Total	1,074,000	111,973	893,340	1,005,313	68,687
Parks & Open Spaces					
Fairy Lights Centenary Park, Gatton	20,000	10,229	715	10,944	9,056
Gatton Revitalisation Various	22,500	-	-	-	22,500
Hatton Vale/Fairways Park Stage 1	500,000	49,477	22,273	71,750	428,250
Laidley Sate Park Upgrade	50,000	47,823	-	47,823	2,177
Lake Apex Desilting Investigation Gatton	19,800	11,164	-	11,164	8,636
Lake Apex Tree Planting	-	(565)	-	(565)	565
Springbrook Park Sprinkler System	10,000	15,124	-	15,124	(5,124)
Zabel Road Lockrose Dip Site Rehabilitat	14,383	-	383	383	14,000
Parks & Open Spaces Total	665,778	154,635	25,870	180,505	485,273
Infrastructure Planning					
2019/2020 Bus Stop Shelter Program	57,000	-	-	-	57,000
Centenary Park Lighting	24,674	1,058	-	1,058	23,616
Restoration of access L202 CP817791	50,000	-	-	-	50,000
Infrastructure Planning Total	131,674	1,058	-	1,058	130,616
Cemetery					
Gatton Cemetery Expansion Stage 1	183,000	169,780	1,398	171,178	11,822
Gatton Cemetery Expansion Works	10,000	7,597	-	7,597	2,403
Laidley Columbarium	3,000	3,001	-	3,001	(1)
Cemetery Total	196,000	180,378	1,398	181,776	14,224
NDRRA Program - Infrastructure Recovery					
NDRRA Program Management 2017 FloodEvent	5,880	5,873	-	5,873	8
NDRRA Program - Infrastructure Recovery Total	5,880	5,873	-	5,873	8
Asset Management					
Civil Estimating Package	31,500	-	-	-	31,500
Asset Management Total	31,500	-	-	-	31,500
Infrastructure Works & Services Total	14,265,348	5,321,967	1,795,525	7,117,492	7,147,856
Organisational Development & Planning					
Planning Scheme					
Cooper St Mitigation	37,138	-	11,398	11,398	25,740
Engineering (not inc in expert report)	120,000	-	-	-	120,000
Flood investigations	11,888	3,040	138	3,178	8,710
Flood Mapping and Modelling L'yer Catchm	15,500	2,000	14,000	16,000	(500)
Grthm DM Integrate with Lockyer Project	25,000	-	-	-	25,000
Laidley Reg Update Model & Mitigation	60,000	-	-	-	60,000
Landuse Planning	55,000	-	-	-	55,000
LGIP Prepare Infrastructure Plan	36,535	723	10,229	10,952	25,584
Master Planning Future Urban Gatton	45,000	700	5,840	6,540	38,460
NDRP Evacuation Planning	76,284	-	91,284	91,284	(15,000)
NDRP Flood Modelling - Laidley Local	16,970	11,030	5,940	16,970	-
NDRP Flood Modelling - Laidley Reg Ph 1	152,360	-	152,360	152,360	-
NDRP Floor Survey Contract	60,000	-	-	-	60,000
NDRP Local Flood Plain Mngmt Plan 2/2	154,347	-	-	-	154,347
NDRP Local FP Risk Management Plan 1/2	9,840	9,840	-	9,840	-
NDRP Lockyer Creek Hydrology Project 1/2	39,355	7,144	32,241	39,385	(30)
NDRP Lockyer Creek Hydrology Project 2/2	188,463	30,505	165,000	195,505	(7,042)
O'Neil's Road Withcott	-	10,068	-	10,068	(10,068)
Plainland Catchment Study	50,000	-	-	-	50,000
Planning Scheme Revision LVRC	61,330	25,856	28,748	54,604	6,726
Tenthill DM Study	25,000	-	-	-	25,000
Withcott North Flood Impact Study	50,000	-	-	-	50,000
Planning Scheme Total	1,290,009	100,906	517,177	618,083	671,926
Environmental Planning					
Lake Apex Water Quality Improvements	25,000	-	-	-	25,000
Environmental Planning Total	25,000	-	-	-	25,000

	2019-20 Budget	2019-20 Expenditure	Committed	2019-20 Expenditure (including Committed)	Remaining Budget (including Committed)
Sport Recreation and Community Grants					
Cahill Park New Amenities	424,000	437,310	2,315	439,625	(15,625)
Sport Recreation and Community Grants Total	424,000	437,310	2,315	439,625	(15,625)
Organisational Development & Planning Total	1,739,009	538,215	519,492	1,057,708	681,301
Grand Total	21,591,374	7,393,141	2,856,100	10,249,241	11,342,133

13. INFRASTRUCTURE WORKS AND SERVICES REPORTS**13.1 Executive Manager Infrastructure Works and Services Monthly Report - January 2020****Date:** 22 January 2020**Author:** Angelo Casagrande, Executive Manager Infrastructure Works & Services**Responsible Officer:** Angelo Casagrande, Executive Manager Infrastructure Works & Services**Summary:**

This report is to update Council on the emerging matters arising in regard to the Infrastructure Works and Services Group for January 2020.

Officer's Recommendation:

THAT Council receive and note the Executive Manager Infrastructure Works and Services Monthly Report for January 2020.

Report**1. Introduction**

This report is to provide an update to Council on activities and issues for the Infrastructure Works and Services Group during January 2020.

2. Background

Activities undertaken and issues arising are described in the body of this report.

3. Report**3.1 PARKS, GARDENS AND CEMETERIES**

The Parks, Gardens and Cemeteries Business Unit have undertaken the following activities during the month.

Capital Works	
Project	Status
Fairways Park at Hatton Vale/Kensington Grove	Grant application submitted for Building Better Regions Round 5 Program. Building Better Regions has requested further documentation from Council to assist in their assessment of our grant application.

Maintenance Works	
Activity	Description
Mowing	<ul style="list-style-type: none"> Mowing of parks, cemeteries and sport fields are sporadically occurring across the region as required.
Playground maintenance	<ul style="list-style-type: none"> Playground repairs ongoing from results from the quarterly programmed audit. Topping up and aerating soft fall in playgrounds areas across the region.
Furniture maintenance	<ul style="list-style-type: none"> Painting and repairs to seats in Laidley CBD.
Landscaping	<ul style="list-style-type: none"> Gatton CBD garden maintenance. Upper Grantham park mulching.
Event assistance	<ul style="list-style-type: none"> Event sign changeover. Australia Day event equipment delivery.
Funerals/Interments	<ul style="list-style-type: none"> 4 held during January.
General maintenance and business	<ul style="list-style-type: none"> CRM resolution across the region. Rubbish run continuing across the region. Policy and procedure review for cemeteries has been completed.

3.2 INFRASTRUCTURE DELIVERY

The Infrastructure Delivery Business Unit have undertaken the following activities during the month.

Capital Works	
Project	Status
Robinson Road, Laidley (Pavement reconstruction from William Street to Thomas Street)	Drainage improvements scheduled to commence mid-February.
Lorikeet Road, Regency Downs – Blackspot (Shoulder widening, signage and linemarking)	Final seal completed and linemarking is scheduled for completion by late February.
Railway/Sumner Street, Laidley – Blackspot (Intersection improvements for improved safety)	Final seal completed and linemarking is scheduled mid-February, weather permitting.
Hermey Road, Lockrose (200m of pavement reconstruction)	Final seal completed.
Crowley Vale Road, Crowley Vale (Shoulder reconstruction works)	Final seal completed.
Lake Clarendon Way, lake Clarendon (Culverts replacements)	Final seal scheduled for mid-February.
Hayes Street, Laidley (Pavement reconstruction)	Final seal remaining and is scheduled for March.
Head Street, Laidley (Pavement reconstruction)	Final seal remaining and is scheduled for March.
Placid Hills Drain (Flood mitigation works)	Civil works completed with fencing to be completed by the end of February.
Norfolk Road, Laidley (Blackspot)	Final seal remaining and is scheduled for March.
Brightview and Village Road, Brightview (Blackspot)	Final seal and linemarking pending.
Crescent Street, Carpark, Gatton	Minor fence repair pending to finalise the project.

Capital Works	
Project	Status
Bitumen Reseal Program	95% complete, minor linemarking pending.
Gravel Re-sheet Program	60% complete, works ongoing.

Maintenance Works			
Activity	Suburb		
Road Grading	<ul style="list-style-type: none"> East Egypt Road Kleins Road 	<ul style="list-style-type: none"> West Helidon Road Rosenberg Road 	<ul style="list-style-type: none"> Andersons Road
Roadside spraying	<ul style="list-style-type: none"> Adare Gatton 	<ul style="list-style-type: none"> Lockrose 	<ul style="list-style-type: none"> Kensington Grove
Road pavement repairs	<ul style="list-style-type: none"> Laidley Heights 		
Vegetation control and slashing	<ul style="list-style-type: none"> Mt Sylvia 		
Drainage works	<ul style="list-style-type: none"> Silver Pinch Ballard College View 	<ul style="list-style-type: none"> Back Flagstone Churchable Regency Downs 	<ul style="list-style-type: none"> Flagstone Creek Glenore Grove Plainland
Road patching	<ul style="list-style-type: none"> Mt Sylvia Crowley Vale 	<ul style="list-style-type: none"> Caffey Forest Hill 	<ul style="list-style-type: none"> College View
Traffic signs and linemarking	<ul style="list-style-type: none"> Gatton 		

3.2.1 Road and Drainage Defects

Attached to this report is the comparative details of the road and drainage defects (Attachment 1).

The defect completion/creation ratio has been on a steady rise since October of 2019. This is an unfortunate trend indicating a decrease in service level and increase in maintenance liability. Drought conditions continue to impact the type and severity of defects recorded with an increase in surface cracking evident through the network.

3.3 INFRASTRUCTURE PLANNING AND DESIGN

The Infrastructure Planning and Design Business Unit have undertaken the following activities during the month.

3.3.1 Toowoomba Second Range Crossing

Morleys Road and McNamaras Road – handover documents under review. Review expected to be closed out in April.

Haul routes assessment and discussions continuing with TMR and Nexus.

3.3.2 Inland Rail Project

Work continuing on submission of Council requirements to ARTC in their Performance Specification Technical Requirements (PSTR) document, along with providing assistance in review of other documentation.

3.3.3 Lockyer Valley Planning Scheme

The Infrastructure Planning and Design Business Unit is continuing to assist in the preparation of the draft Lockyer Valley Regional Council Development Manual. The final draft is to be finalised by the end of February 2020.

3.3.4 2019/2020 Capital Project Designs

Current projects in design that are planned for construction in the 2019/2020 Capital Program are: -

- Belmore Drive, Withcott – nearing completion.
- Dolleys Road, Withcott – design complete and land acquisitions in progress.
- Postmans Ridge Road – nearing completion.
- Summerholm Road Culvert Replacement Project (TIDS).

3.3.5 Design works to commence in the next month: -

- Murphy's Creek Footpath Project (TIDS).

3.4 INFRASTRUCTURE SUPPORT SERVICES

The Infrastructure Support Services Business Unit have undertaken the following activities during the month.

3.4.1 Asset Management Activities

- The Stormwater Asset Management Plan draft is being finalised to meet requirements of the budget timeframe for the 2020/2021 year.
- Due to recent bushfires Council has requested activation from QRA and cost reimbursement for eligible activities. The submission has been uploaded in January following final commitments and the collation of supporting documentation.
- Development of the draft 2020/2021 Capital Budget for the Infrastructure Works and Services Group.

3.4.2 Plant and Fleet 2019/20 Capital Program**Tenders/Procurement**

The following is an update on vehicles/plant procurement processes currently in progress:

- 1 x Motor Grader – Contract LVRC 19-46 – Caterpillar 140-14A motor grader ordered, delivery expected mid-February.
- 1 x Front End Loader – Contract LVRC 19-45 – Doosan DL250TC Wheel Loader ordered, delivery expected late February.
- 1 x Water Truck – Contract LVRC 19-13 – Isuzu FXZ 1500 Cab/Chassis with Peak Engineering Fibre-glass tank ordered – delivery expected late April.

Disposals

No vehicles or plant were disposed of in January.

Deliveries

No vehicles or plant were delivered in January.

3.5 EXTERNAL FUNDING

3.5.1 PROJECT UPDATES

Program	Project	Funding Amount (Excl. GST)	Status
2018/19 Cycle Network Local Government Grants	Gatton North - South Connection – Stage 1 Design and Construction. <i>(Lake Apex Drive on-road cycle facility and off-road facility along part of William Street, Gatton.)</i>	\$225,000	Formal application submitted to TMR seeking a scope change to an all off-road cycleway. Further follow-up has occurred in January to seek a response in order to begin the detailed design phase.
	Railway Street, Gatton <i>(Lighting improvements)</i>	\$105,000	Work nearing completion – minor defects to be finalised.
2019-21 Local Government Grants and Subsidies Program	Deterioration modelling of pavement and seal assets	\$36,000	Project has been awarded to a consultant with project expected to commence in February.
	Installation of new LED street lighting in Laidley CBD	\$150,000	Design work awarded to a consultant and commenced in January 2020. Design completion expected in early April 2020.
2018/19 Black Spot Road Safety Program	Blanchview Road / O'Neills Road, Withcott	\$82,000	Works scheduled to commence on the 10 th February, weather permitting. Time Extension request granted by DTMR to 30 March 2020.
2019/20 Black Spot Road Safety Program	Brightview Road, Brightview (Gehrke Road to Pagels road) <i>(Install warning signs, delineation and road marking)</i>	\$116,500	Works to commence in February 2020.
	Lorikeet Road/Wagtail Drive Intersection, Regency Downs <i>(Install signs, delineation and road marking. Widen narrow section of Lorikeet Road)</i>	\$90,000	Final seal completed and linemarking is scheduled for completion by late February.
	Zischke Road (Mountain View Drive to Thallon Road), Regency Downs <i>(Install signs, delineation, guideposts and road marking)</i>	\$17,500	Works to commence in February 2020.
	Blanchview Road, Blanchview	\$17,000	Works to commence in

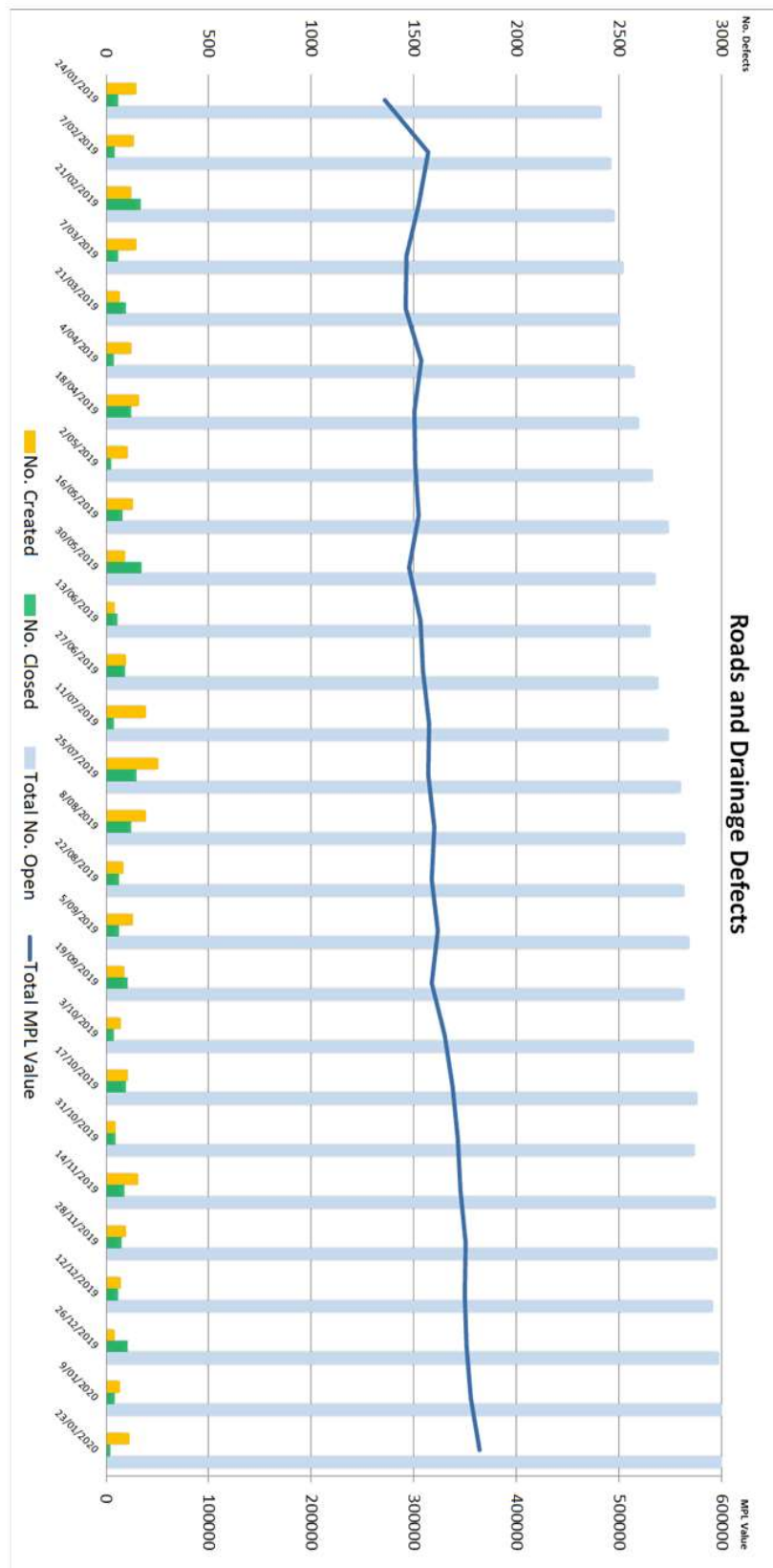
Program	Project	Funding Amount (Excl. GST)	Status
	<i>(Improve warning signs for curves, delineation and road marking)</i>		February 2020.
	Brightview Road/Village Road intersection <i>(Intersection realignment to allow for vehicle turning movements. Shoulder widening, pavement markings)</i>	\$126,000	Final seal and linemarking pending.
	Norfolk Road, Summerholm <i>(Install warning signs, delineation and road marking)</i>	\$62,500	Final seal remaining and is scheduled for March.
	Summer Street/Railway Street intersection <i>(Changing intersection priority. Realigning and widening of curve to cater for turning vehicles. Improve signage)</i>	\$66,000	Final seal completed and linemarking is scheduled mid-February, weather permitting.
	Jones Road, Withcott <i>(Bridge Guardrail Upgrade)</i> <i>Guardrail works programmed</i>	\$58,000	Works complete, awaiting final bitumen seal.
2019/20 Transport Infrastructure Development Scheme	Murphys Creek Road <i>(Construct footpath from school to Jack Court)</i>	\$170,000 (\$340,000)	Design to commence February 2020.
	Summerholm Road <i>(Culvert replacement)</i>	\$270,446 (\$540,892)	Project design has commenced.
	Safe Schools Project <i>(Hatton Vale State School parking improvements)</i>	\$30,000 (\$60,000)	Project is still in pre-design phase, with review of existing services underway.
	Niemeyer Road <i>(Strengthening pavement contribution)</i>	\$50,000 (\$100,000)	Works complete, awaiting 'On-maintenance' prior to payment of TIDS contribution.

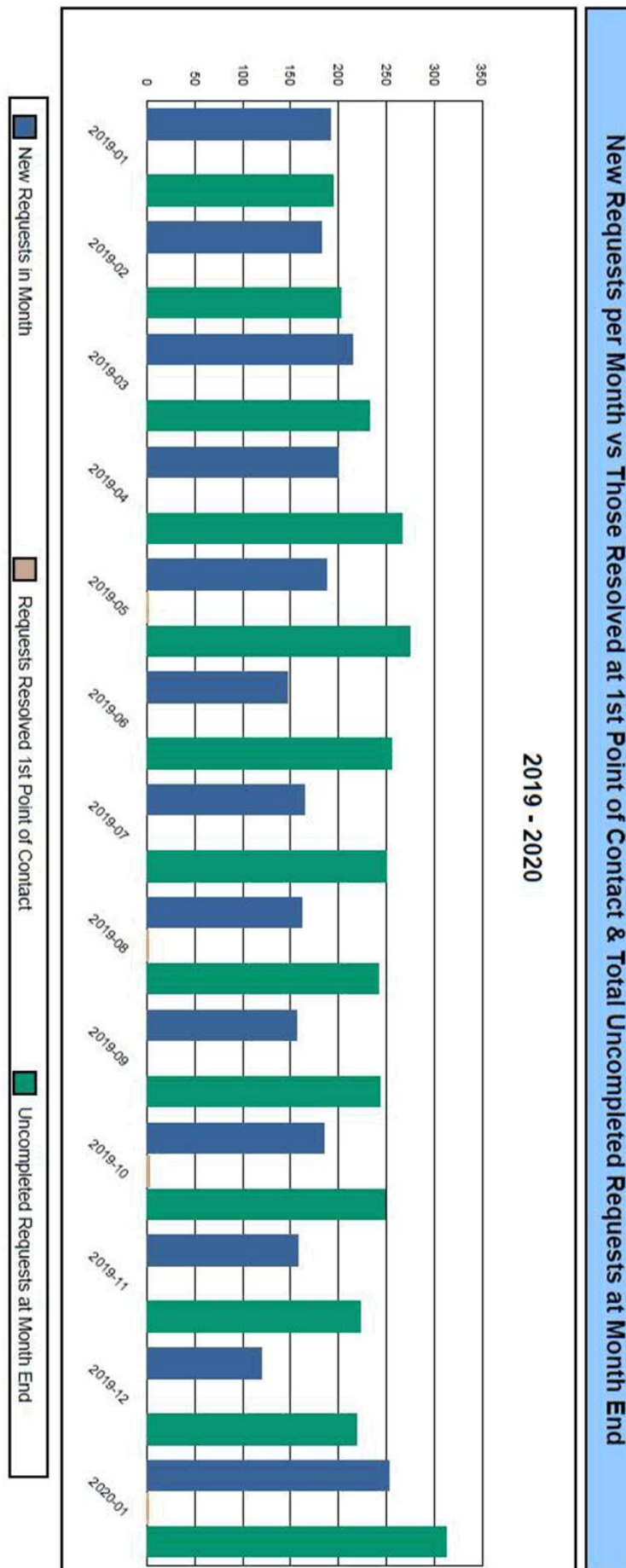
3.6 CUSTOMER SERVICE REQUESTS – MONTHLY MONITORING

Attached to this report is the comparative data for the period. The increase in Customer Service Requests are in line with wet weather events leading to increase request for road maintenance.

Attachments

- 1 [↓](#) IWS - Road and Drainage Defects 1 Page
 2 [↓](#) IWS - Customer Service Requests Monthly Monitoring 1 Page





14. ITEMS FOR INFORMATION**14.1 Councillor Portfolio Report - January 2020**

Date: 03 February 2020
Author: Kayla Gill, Executive Support Officer - CEO & Councillors
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

This report informs Council of the key portfolio focus areas identified during these meetings.

This document is for Council's information only.

Report**1. Introduction**

This report is to provide an update from Portfolio Councillors.

2. Background

Council determined the portfolio responsibility areas in order for Councillors to focus on their particular areas.

3. Report

Mayor Cr Milligan: Communication; Promotion and Advocacy; Intergovernmental and Media Relations; Economic Development; Agribusiness; Tourism and Events; Community; Engagement and Disaster Management.

- Councillor workshop
- Portfolio meeting with Officers
- Attended Laidley District State School for Frozen Wonderland event
- Meet with community member regarding community event and use of showgrounds
- Meeting with Officer regarding Australia Day event
- Meeting with staff to review governance regarding Mayoral fund
- Meeting with Chief Executive Officer
- Meeting with community member
- Meeting with disaster coordinator
- Catch-up with communication and community development
- Meeting with Infrastructure Works and Services Manager
- Combined meeting with Toowoomba and Ipswich Councils regarding Western Corridor passenger rail
- Welcome for Qld Ballet dance camp
- Meeting with Chief Executive Officer, Planning Officer, State Member and local business person
- Meeting with Somerset Mayor regarding water
- Attended the Lockyer Valley Water Collaborative

- Meeting with Cr Holstein and Cr McLean regarding International Womens Day
- Chair Ordinary Council meeting
- Meeting with Executive Assistants regarding International Womens Day
- Visit SERCO to speak with women and thank them for the timber chopping boards for Australia Day
- Attended introduction and meeting with Regional Development staff regarding economic growth and jobs
- City Deal pre-meeting with Council of Mayors South East Queensland Chief Executive Officer
- Attended meeting with Cr Hagan, Officer and representatives from Blended Employment
- Community visit to home with Officer
- Media with WIN Television regarding Australia Day and Citizenship Ceremony
- Media with Channel 7 regarding Counter Disaster Operations (CDO) funding exclusion from October 2019 fires
- Attended mini concert of local children from the Qld Ballet Camp and assisted with presentation
- Radio interview ABC, River 949, ABC drive-time with Minister David Littleproud regarding Counter Disaster Operations (CDO) funding and Lockyer Valley missing out on these funds
- Represent Lockyer Valley Regional Council and Community at funeral service in Toowoomba
- Officiate Australia Day awards and Citizenship Ceremony
- Attended the Rural Fire Service luncheon with Jeff Horn
- Radio interview with ABC radio regarding Council decision to pull out of Regional Flavours and Brisbane Ekka
- Media regarding Cahill Park Bulls Masters and opening of the amenities
- Portfolio meeting
- Attended the Ma Ma Creek Community Water Demand assessment
- Attended the Glenore Grove Community Water Demand assessment
- Media with ABC radio regarding charities
- Officially opened the Withcott Dental surgery
- Attended Press Conference regarding Ipswich to Toowoomba Passenger Rail at Withcott
- Meeting with ABC representative
- Meeting with Officers and community regarding potential Men's Shed at Hatton Vale

Deputy Mayor Cr Cook: Recreation/Amenity Facilities: Sport and Recreation, Community Facilities, Health and Waste Management, Animal Management.

- Attended the 2020 Brisbane Tennis Government Stakeholder Forum.
- Attended Councillor Workshop.
- Chaired the Equine Collaborative Meeting/ workshop.
- Met with LIEC Committee members.
- Attended the 50 years of service celebration for Infrastructure Works and Services Employee
- Met for a Councillor Portfolio Catch Up.
- Attended the Ordinary Council meeting.
- Represented the Mayor at the Council of Mayor South East Queensland (COMSEQ) City Deals Meeting in Brisbane.
- Opened the Gatton Swim Club's Australia Day Swimming Carnival.
- Opened the Laidley Pioneer Village & Museum Australia Day Festivities.
- Attended the Australia Day Ambassador Luncheon.
- Attended the Hatton Vale Invitational Charity Cricket Day.
- Met with property owner on East Egypt Road Mount Whitestone.

-
- Attended the Water Demand Assessment meeting at Mulgowie Hall.
 - Attended the Water Demand Assessment meeting at Glenore Grove Hall.

Cr Wilson: Business Systems and Processes; Corporate Plans and Performance; Finance; Information, Communication and Technology (ICT).

- Holidays 1-12 January
- Council Workshop
- Meeting with Officers, Executive Manager Corporate and Community Services and Community member regarding Rates
- Pre-Briefing Officer regarding Operational Plan
- Meeting with resident regarding Cooper St drainage
- Ordinary Council Meeting
- Attended Australia Day Awards and Citizenship Ceremony
- Attended Summerholm Invitational Fundraising cricket day
- Attended Water demand assessment community group meeting at Mulgowie Hall
- Attended Water demand assessment community group meeting at Glenore Grove

Cr Holstein: Roads and Drainage, Parks and Gardens, Transport and Active Transport, Asset Management and Disaster Management.

- Attended funeral of former Gatton Shire Overseer
 - Attended Steve Jones Community Centre shed meeting
 - Attended funeral of Council employee
 - Attended Council workshop
 - Attended site meeting with Executive Manager of Infrastructure Works and Services and resident regarding gravel road at East Egypt
 - Attended onsite meeting with property developer and Council Officers in Withcott
 - Attended BBQ at depot for employee celebrating 50 years at Council
 - Attended meeting with Mayor/Cr McLean regarding International Women's Day event
 - Attended Council Ordinary meeting
 - Attended Darling Downs Moreton Rabbit Board meeting in Warwick
 - Attended Rural Fire Brigade Preparedness event at Withcott
 - Attended Steve Jones Community Centre shed meeting
 - Attended Australia Day Awards and Citizenship at Gatton
 - Attended Australia Day activities at the Gatton Historical Society
 - Attended Australia Day celebrations event at the Withcott Hotel
 - Attended Water Demand Assessment Community Group meeting at Ma Ma Creek Hall
 - Attended and spoke at Opening of new dentist in Withcott
 - Attended onsite meeting with Chief Executive Officer, Executive Manager of Infrastructure Works and Services, Cr Hagan and resident at Mt Sylvia
 - Update Facebook Pages for Spring Bluff Railway Station, Lockyer Valley Tourism Association and Darling Downs-Moreton Rabbit Board
 - Darling Downs-Moreton Rabbit Board update
- Training on Biosecurity orders was held on December 5, 2019. The day included information on the requirement, intent and outcome of Biosecurity Orders which will work towards fulfilling the Board's obligations in relation to the Biosecurity Act and compliance. The Board is engaging a company to develop a new logo which can be rolled out on signage across the Board area when signs are in need of replacement. The new logo is expected to be in line with the recent "Optimising

Rabbit Biocontrol” project. Three properties used by the Board that are State-owned have now been purchased. These properties are located at Millmerran, White Swamp and Karara. A presentation on the recent rabbit survey in the Somerset region was held on Wednesday 26th November 2019 with a representative from USQ presenting. The Rabbit Compliance Coordinator has since met with staff of that Council to progress a more efficient approach to rabbit control.

Bushfire Damage to Board Fence – Mt Lindesay area

Sections of the Rabbit Barrier Fence in the Mt Lindesay area roughly between Mt Barney and Woodenbong were badly damaged by fire on or about the 13th November 2019. It is believed that approximately 10km or more of the fence has been damaged, together with a number of gates. It has been difficult to access the fence to determine the exact damage, however an interim claim for its replacement has been lodged.

Darling Downs Division

The Darling Downs Division patrolmen, as part of their normal patrol duties have been replacing foot netting, cleaning drains, floodgates and doing vegetation control including slashing, brush cutting and spraying. The Maintenance team have been replacing old style tin/wooden floodgates with floodways on the Millmerran patrol. Some Darling Downs Division staff have been involved in harbour destruction at Dalveen as part of the Project 5 Rabbit Funding. Installation of the 32km of dog height top netting at Karara in conjunction with Goondiwindi Shire Council is ongoing with 5.6km completed. Foot netting installed in the Darling Downs Division in the last eight-week period is 1,812 metres.

Moreton Division

The Moreton Division patrolmen, as part of their normal duties have been replacing foot netting and posts, cleaning drains and floodgates, and doing vegetation control including slashing, brush cutting and spraying. A fence replacement program has commenced in the Lindsay Creek area with some strainer posts installed. Work has commenced on the foot netting replacement program in the Mt Lindsay area. A foot netting replacement program has been undertaken at White Swamp/Mt Phillips.

Installation of new penalty stickers for all roadside rabbit signage.

Moreton Section Fire Damage

From Palen Creek to the base of Wilson’s Peak, there is approximately 20km of fence that requires replacement. Also, numerous gateways. There is also approximately 1km of fence burnt in The Head area towards Wilson’s Peak. The fire did not impact on any Board houses. Teams have been down on site clearing the fallen timber on the fence so that a full estimate can be carried out. The Board will work with NSW Department of Primary Industries, Cattle Tick Operations (Tick Fence).

Rabbit Compliance

Three hundred and six (306) properties were inspected during the reporting period (86 in Southern Downs, 62 in Toowoomba, 45 in the Lockyer Valley, 42 in Logan, 39 Ipswich, 17 Scenic Rim, 8 Western Downs and 7 in Somerset). Of these 227 were new sites, 9 reports from the public and 218 initiated by DDMRB compliance staff. One hundred and fifty (150) rabbit breeding sites were identified during property inspections across 58 properties and 26 breeding sites were removed. One report of a pet rabbit was received from Logan City Council.

Cr McLean: Planning and Building Services, Planning Scheme, Townships and Villages, Cultural Heritage and Streetscape, Regional Planning.

Cr Hagan: Community Development: Arts and Culture, Youth and Disability/Multicultural, Public Safety, Customer Service and Community Services.

Youth and Disability / Multicultural

I attended the ‘Marvel Super Heroes’ school holiday program at the Gatton Shire Hall.

I attended a Gatton Star media opportunity with Lockyer Information & Neighbourhood Centre (LINC) regarding the Regional Arts Development Fund (RADF) grant to deliver a youth music project in the Lockyer Valley.

I attended the combined Youth Leadership Camp with students from Lockyer and Somerset Regions at the Sunshine Coast Recreation Centre at Currimundi.

I attended a meeting with the Mayor, Manager Marketing, Communications & Engagement (Acting) and members from 'Blended Employment' regarding immigrants and helping find employment.

Organisations and Committees Representation:

- Attended Laidley Saleyards Users meeting
- Visited Mulgowie markets – Mulgowie Hall Grounds
- Conducted media interview to promote 'Marvel Super Heroes' school holiday program
- Meeting with the Manager Marketing, Communications & Engagement (Acting) and the Event and Marketing Officer with regard to a meeting with Laidley Cultural Centre sub-Committee – Spring Festival
- Travel to Withcott to inspect road issue for Ordinary Council Meeting agenda
- On-site meeting with resident at Mt Sylvia with regard to road issues
- Attended BBQ to Celebrate 50 years of service for a Council staff member
- Interview with Channel 7 Toowoomba regarding Gatton Squash Courts demolition
- Visited Laidley markets at Ferrari Park Laidley
- Attended the Australia Day Awards and Citizenship Ceremony at the Gatton Shire Hall
- Attended the Australia Day Ambassador Luncheon, including honouring the Lockyer Valley Rural Fire Brigades
- Attended the Gatton Historical Society's Australia Day celebrations.
- Attended the Stockyard Creek Australia Day celebrations at Stockyard Creek Hall
- Attended the 'Water Demand Assessment' community group meetings at Atkinson Dam, Mulgowie, Ma Ma Creek and Glenore Grove
- Onsite meeting at Mt Sylvia with the Chief Executive Officer, Executive Manager Infrastructure, Works & Services, Cr Holstein and community members with regard to road issues
- Attended Council meeting and workshops

Cr Vela: Environment: Environmental Management, Weed/Pest Management, Waterways, And Natural Resource Management.

- 14/01 – Attended Councillor Workshop
- 22/01 – Attended BBQ to Celebrate Infrastructure Works and Services Employee 50 Years of Service
- 22/01 – Attended Councillor Portfolio Meeting
- 22/01 – Attended Ordinary Council Meeting
- 26/01 – Attended Australia Day Awards and Citizenship Ceremony
- 29/01 – Attended Information Session – State Koala Reforms
- 29/01 – Attended Water Demand Assessment Meeting – Mulgowie
- 30/01 – Attended Water Demand Assessment Meeting – Ma Ma Creek
- 30/01 – Attended Water Demand Assessment Meeting – Glenore Grove

Attachments

15. CONFIDENTIAL ITEMS

No Confidential Items.

16. MEETING CLOSED