Agenda

Lockyer Valley REGIONAL COUNCIL

ORDINARY MEETING OF COUNCIL

AGENDA

20 JANUARY 2021

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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

Author: Erin Carkeet, Governance Officer
Responsible Officer: Anna Hebron, Group Manager People and Business Performance

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.

4. DECLARATION OF ANY PRESCRIBED CONFLICT OF INTERESTS/DECLARABLE CONFLICTS OF INTEREST BY COUNCILLORS

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

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

(a) inform the meeting of the prescribed conflict of interest in the matter, including the following about the interest –
   i. if it arises because of a gift, loan or contract, the value of the gift, loan or contract
   ii. if it arises because of an application or submission, the subject of the application or submission
   iii. the name of any entity other than the councillor that has an interest in the matter
   iv. the nature of the councillor's relationship with the entity that has an interest in a matter
   v. details of the councillor's and any other entity's interest in the matter; and

(b) leave the meeting room, including any area set aside for the public, and stay out of the meeting room while the matter is being discussed and voted on unless the subject councillor has written notice from the Minister to participate in the matter.

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

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

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

(d) how the councillor intends to handle the matter i.e. leave the meeting or proposes to stay in a meeting.

5. MAYORAL MINUTE

No Mayoral Minute.

6. CONFIRMATION OF MINUTES

6.1 Confirmation of Ordinary Meeting Minutes 15 December 2020

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

Officer's Recommendation:

THAT the Minutes of the Ordinary Meeting of Lockyer Valley Regional Council held on Wednesday 15 December 2020 be taken as read and confirmed.

7. BUSINESS ARISING FROM MINUTES

No Business Arising from Minutes.

8. COMMITTEE REPORTS

No Committee Reports.

9. DEPUTATIONS/PRESENTATIONS

No Deputations/Presentations.

10. EXECUTIVE OFFICE REPORTS

10.1 Summary of Council Actual Financial Performance vs Budget - 31 December 2020

Author: Jodi Marchant, Chief Financial Officer; Dee Stewart, Senior Financial Accountant

Responsible Officer: Ian Church, Chief Executive Officer

Purpose:

The purpose of this report is to provide Council with an update of Council's financial performance against budget for the financial year to 31 December 2020.

Officer's Recommendation:
THAT Council receive and note the Summary of Council Actual Financial Performance versus Budget to 31 December 2020.

Executive Summary

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

At 31 December, revenues are over target and expenditures are under target.

Proposal

Overview

Monthly reporting of Council's financial performance is a legislative requirement and reinforces sound financial management practices throughout the organisation. The following report provides a summary of Council's financial performance against budget to 31 December 2020.

Operating Revenue - Year to date target $26.89 million Actual $28.55 million or 106.17%

At 31 December 2020, overall operating revenue for the year to date is above target.

Rates and Utility Charges (Gross) are on target
Rates are on target with budget. The cashflow receipts from the rates levy has been closely monitored for delayed cashflows due to COVID. There has been little effect on the cashflows at this stage of the collection process with 95.91% of rates collected as at 8 January 2021.

Fees and Charges over budget by $1.23 million
The favourable variances in fees and charges relates predominately to revenue received for the saleyard, an increase in the number of rate search fees, higher than expected income from plumbing and building fees $0.31 million and development assessment income $0.71 million. Revenue budgets will be reviewed as part of the December budget review.

Other Revenue over budget by $0.19 million
Other Revenue is above budget due to the timing of rent income $0.09 million, an insurance payment received for Plumbing $0.03 million and a income tax equivalent adjustments from QUU.

Operating Expenditure - Year to date target $25.91 million Actual $25.08 million or 96.79%

At 31 December 2020, overall operating expenditure for the year to date is slightly below target.

Employee costs under budget by $0.25 million
Employee costs are under budget due to vacancies and new positions that became available as part of the restructure still being recruited. Employee costs, including employee vacancy savings, will be reviewed for possible adjustments in the December budget review.

Goods and Services under budget by $0.60 million
Goods and services are slightly under budget across several areas with the larger variances including fleet materials and services $0.16 million, facilities operational and utility expenses $0.10 million and civil operations materials and contracts $.08 million. These variances are mostly the result of timing differences. Offsetting these underspends is an overspend on waste disposal contracts, $0.12 million, which is to be investigated for a possible budget amendment in the December budget review.

Capital Revenue – Year to date target $2.31 million Actual $2.37 million or 102.81%

Capital grants, subsidies and contributions are slightly over budget at this time of the financial year due to capital contributions received for the capital program $0.05 million and for civil operations $0.03 million. Council is currently holding $3.24 million in unexpended grant funds as a Contract Liability on the Statement of Financial Position which will be recognised in line with AASB 1058 as expenditure is incurred. Council continues to receive additional grant funding from the Federal and State Government as part of the COVID economic stimulus packages and the budget will be monitored and amended accordingly.

Capital Expenditure – Year to date target $9.94 million Actual $6.30 million or 63.35%

At 31 December 2020, Council has expended $6.30 million on its capital works program with a further $5.80 million in committed costs for works currently in progress.

The main expenditure is $5.97 million within Infrastructure Group with a significant amount being capital expenditure on the renewal and upgrade of roads, bridges, parks, facilities and waste assets.

Additional detail is provided in the Capital Works Program within the attachment.

Statement of Financial Position

The Statement of Financial Position provides information on the breakdown of Council's assets and liabilities at a point in time. At 31 December, Council had $33.01 million in current assets compared to $13.39 million in current liabilities with a ratio of 2.46:1. This means that for every dollar of current liability, there is $2.46 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 December, there has been a net cash inflow of $4.47 million with $7.43 million inflow from operating

activities; and a net cash outflow of $2.23 million from investing activities including capital revenue and expenditure.

The Statement of Cash Flows is important as it shows the real movement in Council's cash balances, as opposed to the accounting movements shown in the Statement of Income and Expenditure. To maintain adequate working capital, it is estimated that Council needs around $11.00 million cash at any one time. As at 31 December, Council's cash balance was $30.78 million. $3.24 million of this cash balance is unexpended grants funds and is restricted to be spent in accordance with the terms of the grant.

Options
THAT Council receive and note the Summary of Council Actual Financial Performance versus Budget to 31 December 2020.

Or

THAT Council do not receive the Summary of Council Actual Financial Performance versus Budget to 31 December 2020.

Previous Council Resolutions
Nil

Critical Dates
Nil

Strategic Implications

Corporate Plan
Leadership and Council
Outcome:
5.1 Undertake robust and accountable financial, resource and infrastructure planning and management to ensure affordable and sustainable outcomes for our community.
5.7 Compliant with relevant legislation

Finance and Resource
Monitoring of budgets and actuals will remain important if Council is to achieve the financial results adopted as part of the 2020-21 Budget, with any variations or anomalies to be investigated and action taken as appropriate. Financial impacts in relation to economic impacts because of the COVID-19 health pandemic will be monitored and reported to Council as information becomes available.

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

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

Risk Management

Key Corporate Risk Category:	FE2
Reference and Risk Description:	Finance and Economic Decision making governance, due diligence, accountability and sustainability.

Consultation

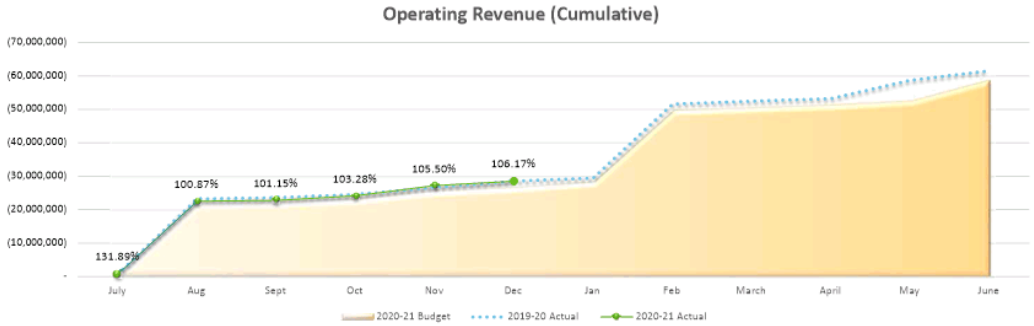
Internal Consultation

- Managers and Group Managers across the business as needed for information
- Finance Team

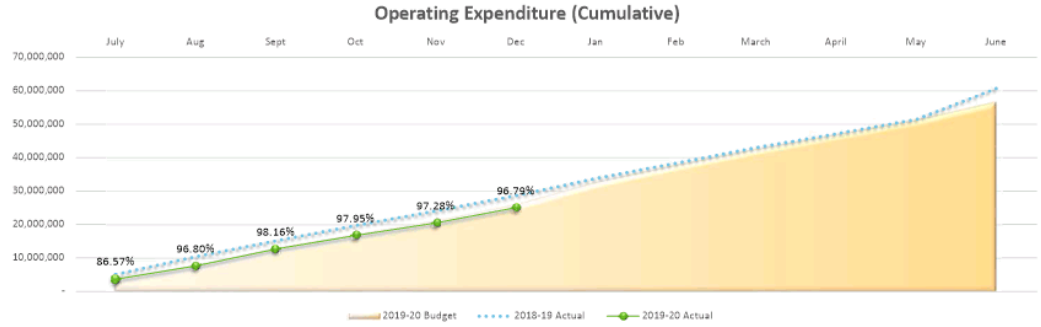
Attachments

1⇩ Monthly Financial Report - December 2020 18 Pages

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

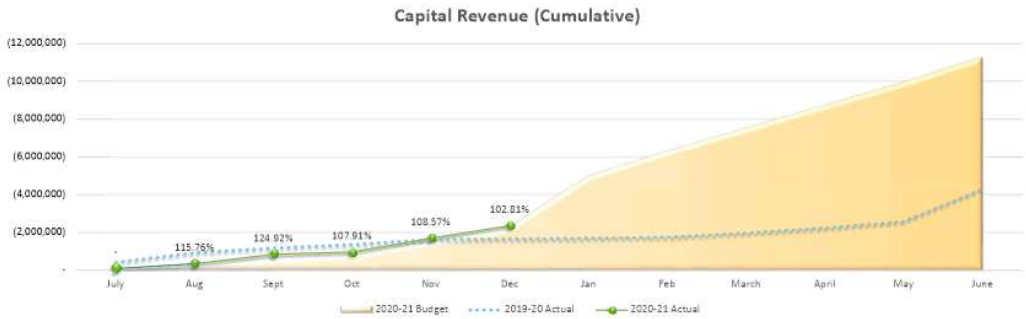


REVENUE TO DATE by Type	Rates and Utility Charges (Gross)	Discount	Charges and Fees	Interest	Operating Grants and Subisidies	Operating Contributions and Donations	Revenue - Contract/Recoverable Works	Other Revenue	Profit from Investments	Total
Actual	(20,908,673)	899,460	(2,981,696)	(618,728)	(3,653,780)	(89,367)	(233,317)	(967,724)	-	**(28,553,826)**
Budget	(20,918,505)	836,500	(1,753,466)	(542,902)	(3,294,637)	(66,700)	(374,167)	(780,175)	-	**(26,894,052)**
Variance	*(9,832)*	*(62,960)*	*1,228,231*	*75,826*	*359,143*	*22,667*	*(140,850)*	*187,549*	-	***1,659,774***
Target %	**99.95%**	**107.53%**	**170.05%**	**113.97%**	**110.90%**	**133.98%**	**62.36%**	**124.04%**	-	**106.17%**
Movement to Prior Month Target %										



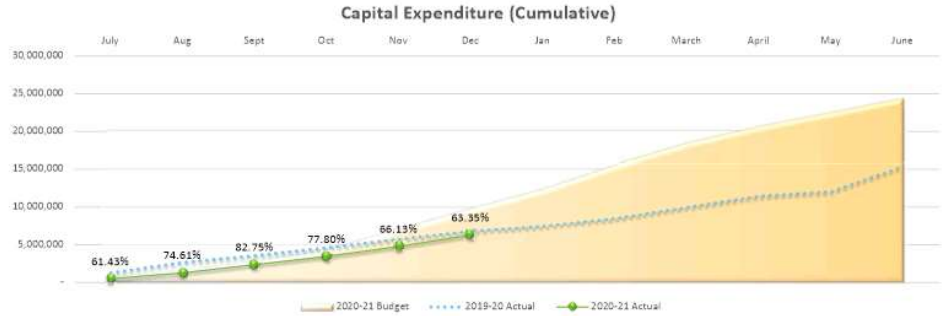
EXPENDITURE TO DATE by Type	Employee Costs	Goods and Services	Finance Costs	Depreciation	Total
Actual	11,266,211	6,938,658	626,406	6,244,073	**25,075,348**
Budget	11,514,419	7,539,916	608,384	6,244,106	**25,906,824**
Variance	*248,208*	*601,257*	*(18,022)*	*33*	***831,476***
Target %	**97.84%**	**92.03%**	**102.96%**	**100.00%**	**96.79%**
Movement to Prior Month Target %					

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



REVENUE TO DATE by Type	Capital Grants, Subsidies and Contributions	Profit (Loss) on Disposal of Non Current Assets	Total
Actual	(2,371,062)	-	**(2,371,062)**
Budget	(2,306,211)	-	**(2,306,211)**
Variance	*64,850*	-	**64,850**
Target %	**102.81%**	-	**102.81%**
Movement to Prior Month Target %	→	→	→

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



EXPENDITURE TO DATE by Group	People and Business Performance	Infrastructure	Community and Regional Prosperity	Total
Actual	302,808	5,969,394	24,050	**6,296,252**
Budget	757,588	8,940,468	240,803	**9,938,859**
Target %	**39.97%**	**66.77%**	**9.99%**	**63.35%**
Movement to Prior Month Target %	↓	↑	→	↑

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

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	41,662,744	20,908,673	20,918,505	9,832	0.05%
Discount	(1,673,000)	(899,460)	(836,500)	62,960	-7.53%
Charges and Fees	3,956,535	2,981,696	1,753,466	(1,228,231)	-70.05%
Interest	969,814	618,728	542,902	(75,826)	-13.97%
Operating Grants and Subisidies	8,781,117	3,653,780	3,294,637	(359,143)	-10.90%
Operating Contributions and Donations	476,700	89,367	66,700	(22,667)	-33.98%
Revenue - Contract/Recoverable Works	790,000	233,317	374,167	140,850	37.64%
Other Revenue	1,794,665	967,724	780,175	(187,549)	-24.04%
Profit from Investments	2,200,000	-	-	-	0.00%
Total Recurrent Revenue	58,958,576	28,553,826	26,894,052	(1,659,774)	-6.17%
Capital Revenue					
Capital Grants, Subsidies and Contributions	11,309,442	2,371,062	2,306,211	(64,850)	-2.81%
Total Revenue	70,268,018	30,924,887	29,200,263	(1,724,624)	-5.91%
Capital Income	-	-	-	-	0.00%
Total Income	**70,268,018**	**30,924,887**	**29,200,263**	**(1,724,624)**	**-5.91%**
Expenses					
Recurrent Expenses					
Employee Costs	25,065,558	11,266,211	11,514,419	248,208	2.16%
Goods and Services	17,938,898	6,938,658	7,539,916	601,257	7.97%
Finance costs	1,198,650	626,406	608,384	(18,022)	-2.96%
Depreciation	12,488,211	6,244,073	6,244,106	33	0.00%
Total Recurrent Expenses	56,691,318	25,075,348	25,906,824	831,476	3.21%
Capital Expenses	224,000	3,704,707	224,000	(3,480,707)	-1553.89%
Total Expenses	**56,915,318**	**28,780,055**	**26,130,824**	**(2,649,231)**	**-10.14%**
Net Recurrent Result/Operating Surplus/(Deficit)	**2,267,258**	**3,478,478**	**987,228**	**(2,491,250)**	**-252.35%**
NET RESULT AFTER CAPITAL ITEMS	**13,352,700**	**2,144,833**	**3,069,439**	**924,606**	**30.12%**

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

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	32,086,716	16,133,714	16,130,491	(3,222)	(0.02)
Discount	(1,493,000)	(797,393)	(746,500)	50,893	(6.82)
Charges and Fees	373,000	198,705	154,667	(44,038)	(28.47)
Interest	913,614	593,485	514,802	(78,683)	(15.28)
Operating Grants and Subisidies	3,320,200	778,567	778,567	-	-
Revenue - Contract/Recoverable Works	-	65	-	(65)	-
Other Revenue	970,000	435,523	413,000	(22,523)	(5.45)
Profit from Investments	2,200,000	-	-	-	-
Total Recurrent Revenue	38,370,530	17,342,665	17,245,027	(97,637)	(0.57)
Capital Revenue					
	-	-	-	-	-
Total Revenue	38,370,530	17,342,665	17,245,027	(97,637)	(0.57)
Capital Income	-	-	-	-	-
Total Income	**38,370,530**	**17,342,665**	**17,245,027**	**(97,637)**	(0.57)
Expenses					
Recurrent Expenses					
Employee Costs	2,498,029	157,267	240,162	82,895	34.52
Goods and Services	896,236	282,429	340,118	57,689	16.96
Finance costs	299,418	170,903	151,278	(19,625)	(12.97)
Depreciation	10,841,594	5,436,137	5,420,797	(15,340)	(0.28)
Total Recurrent Expenses	14,535,278	6,046,736	6,152,355	105,618	1.72
Capital Expenses	-	-	-	-	-
Total Expenses	**14,535,278**	**6,046,736**	**6,152,355**	**105,618**	1.72
Net Recurrent Result/Operating Surplus/(Deficit)	**23,835,253**	**11,295,928**	**11,092,673**	**(203,256)**	**(1.83)**
NET RESULT AFTER CAPITAL ITEMS	**23,835,253**	**11,295,928**	**11,092,673**	**(203,256)**	**(1.83)**

Lockyer Valley Regional Council (People and Business Performance)
Statement of Comprehensive Income
For Period Ending December 2020

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	1,162,965	581,994	581,483	(511)	(0.09)
Charges and Fees	-	1,051	-	(1,051)	-
Interest	13,200	6,079	6,600	521	7.90
Operating Grants and Subisidies	384,818	126,306	140,500	14,193	10.10
Operating Contributions and Donations	-	-	-	-	-
Other Revenue	245,000	204,278	125,417	(78,861)	(62.88)
Total Recurrent Revenue	1,805,983	919,707	853,999	(65,708)	(7.69)
Capital Revenue					
Capital Grants, Subsidies and Contributions	53,000	75,140	43,000	(32,140)	(74.74)
Total Revenue	1,858,983	994,847	896,999	(97,848)	(10.91)
Capital Income	-	-	-	-	-
Total Income	**1,858,983**	**994,847**	**896,999**	**(97,848)**	(10.91)
Expenses					
Recurrent Expenses					
Employee Costs	5,568,489	3,023,279	2,755,784	(267,495)	(9.71)
Goods and Services	4,662,332	2,085,684	2,192,916	107,232	4.89
Finance costs	136,525	69,677	69,360	(317)	(0.46)
Depreciation	3,088	-	1,544	1,544	100.00
Total Recurrent Expenses	10,370,434	5,178,639	5,019,604	(159,035)	(3.17)
Capital Expenses	-	-	-	-	-
Total Expenses	**10,370,434**	**5,178,639**	**5,019,604**	**(159,035)**	(3.17)
Net Recurrent Result/Operating Surplus/(Deficit)	**(8,564,451)**	**(4,258,932)**	**(4,165,605)**	**93,327**	**(2.24)**
NET RESULT AFTER CAPITAL ITEMS	**(8,511,451)**	**(4,183,792)**	**(4,122,605)**	**61,187**	**(1.48)**

Lockyer Valley Regional Council (Community and Regional Prosperity)
Statement of Comprehensive Income
For Period Ending December 2020

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	305,928	153,119	152,964	(155)	(0.10)
Charges and Fees	2,704,135	2,283,968	1,181,849	(1,102,119)	(93.25)
Interest	-	740	-	(740)	-
Operating Grants and Subisidies	2,371,182	1,424,561	1,035,570	(388,991)	(37.56)
Operating Contributions and Donations	430,000	38,000	20,000	(18,000)	(90.00)
Revenue - Contract/Recoverable Works	-	1,396	-	(1,396)	-
Other Revenue	151,785	52,968	30,735	(22,233)	(72.34)
Total Recurrent Revenue	5,963,030	3,954,753	2,421,118	(1,533,635)	(63.34)
Capital Revenue					
Capital Grants, Subsidies and Contributions	-	-	-	-	-
Total Revenue	5,963,030	3,954,753	2,421,118	(1,533,635)	(63.34)
Capital Income	-	-	-	-	-
Total Income	**5,963,030**	**3,954,753**	**2,421,118**	**(1,533,635)**	(63.34)
Expenses					
Recurrent Expenses					
Employee Costs	7,171,211	3,697,975	3,625,818	(72,156)	(1.99)
Goods and Services	4,425,670	1,334,553	1,553,796	219,242	14.11
Finance costs	9,572	1,113	4,786	3,673	76.75
Depreciation	39,588	19,962	19,794	(168)	(0.85)
Total Recurrent Expenses	11,646,041	5,053,603	5,204,194	150,591	2.89
Capital Expenses	-	-	-	-	-
Total Expenses	**11,646,041**	**5,053,603**	**5,204,194**	**150,591**	2.89
Net Recurrent Result/Operating Surplus/(Deficit)	**(5,683,010)**	**(1,098,850)**	**(2,783,076)**	**(1,684,226)**	**60.52**
NET RESULT AFTER CAPITAL ITEMS	**(5,683,010)**	**(1,098,850)**	**(2,783,076)**	**(1,684,226)**	**60.52**

Lockyer Valley Regional Council (Infrastructure)
Statement of Comprehensive Income
For Period Ending December 2020

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	8,107,135	4,039,847	4,053,568	13,721	0.34
Discount	(180,000)	(102,066)	(90,000)	12,066	(13.41)
Charges and Fees	879,400	497,974	416,950	(81,024)	(19.43)
Interest	43,000	18,424	21,500	3,076	14.31
Operating Grants and Subisidies	2,704,917	1,324,346	1,340,000	15,655	1.17
Operating Contributions and Donations	46,700	51,367	46,700	(4,667)	(9.99)
Revenue - Contract/Recoverable Works	790,000	231,856	374,167	142,311	38.03
Other Revenue	427,880	274,955	211,023	(63,931)	(30.30)
Total Recurrent Revenue	12,819,032	6,336,701	6,373,908	37,206	0.58
Capital Revenue					
Capital Grants, Subsidies and Contributions	11,256,442	2,295,922	2,263,211	(32,711)	(1.45)
Total Revenue	24,075,474	8,632,623	8,637,119	4,495	0.05
Capital Income	-	-	-	-	-
Total Income	**24,075,474**	**8,632,623**	**8,637,119**	**4,495**	0.05
Expenses					
Recurrent Expenses					
Employee Costs	9,417,989	4,387,691	4,687,735	300,044	6.40
Goods and Services	7,954,660	3,235,987	3,453,086	217,099	6.29
Finance costs	753,135	384,713	382,960	(1,753)	(0.46)
Depreciation	1,603,941	787,974	801,970	13,997	1.75
Total Recurrent Expenses	19,729,725	8,796,364	9,325,751	529,387	5.68
Capital Expenses	224,000	3,704,707	224,000	(3,480,707)	(1,553.89)
Total Expenses	**19,953,725**	**12,501,071**	**9,549,751**	**(2,951,320)**	(30.90)
Net Recurrent Result/Operating Surplus/(Deficit)	**(6,910,693)**	**(2,459,663)**	**(2,951,844)**	**(492,181)**	**16.67**
NET RESULT AFTER CAPITAL ITEMS	**4,121,749**	**(3,868,448)**	**(912,632)**	**2,955,815**	**(323.88)**

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

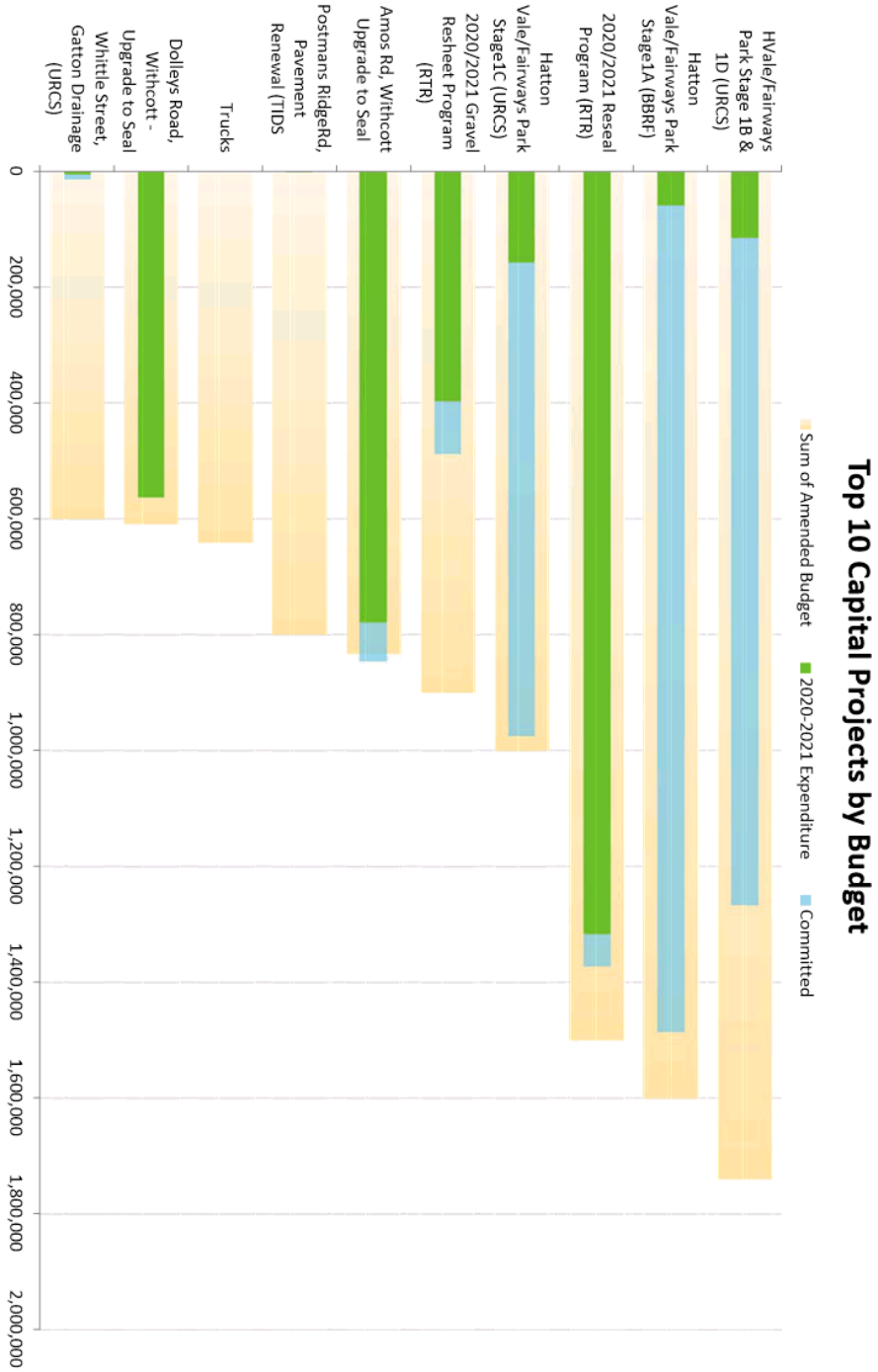
	2020-2021 Annual Budget	2020-2021 YTD Actual
Current Assets		
Cash assets and cash equivalents	23,549,740	25,176,834
Cash investments	-	5,600,000
Trade and other receivables	3,669,960	1,603,836
Inventories	295,000	358,566
Contract Receivable	-	116,447
Non-current assets classified as held for sale	-	151,550
Total Current Assets	27,514,700	33,007,233
Non Current Assets		
Trade and other receivables	14,735,000	14,734,969
Equity investments	33,470,600	32,055,505
Investment properties	2,110,000	2,110,000
Property, plant and equipment	559,115,020	545,550,339
Intangible assets	6,409,360	4,615,769
Total Non Current Assets	615,839,980	599,066,582
TOTAL ASSETS	643,354,680	632,073,815
Current Liabilites		
Trade and other payables	4,458,030	995,408
Provisions	8,625,410	8,390,000
Borrowings	1,584,050	764,408
Contract Liability Grants	-	3,240,863
Total Current Liabilities	14,667,490	13,390,678
Non Current Liabilities		
Provisions	30,216,780	29,802,308
Borrowings	19,982,690	21,570,167
Total Non Current Liabilities	50,199,470	51,372,475
TOTAL LIABILITIES	64,866,960	64,763,154
NET COMMUNITY ASSETS	**578,487,720**	**567,310,661**
Community Equity		
Retained surplus (deficiency)	399,228,462	385,535,322
Asset revaluation surplus	176,992,000	176,990,877
Reserves	-	1,305,984
Current Surplus/(Deficit)	2,267,258	3,478,478
TOTAL COMMUNITY EQUITY	**578,487,720**	**567,310,661**

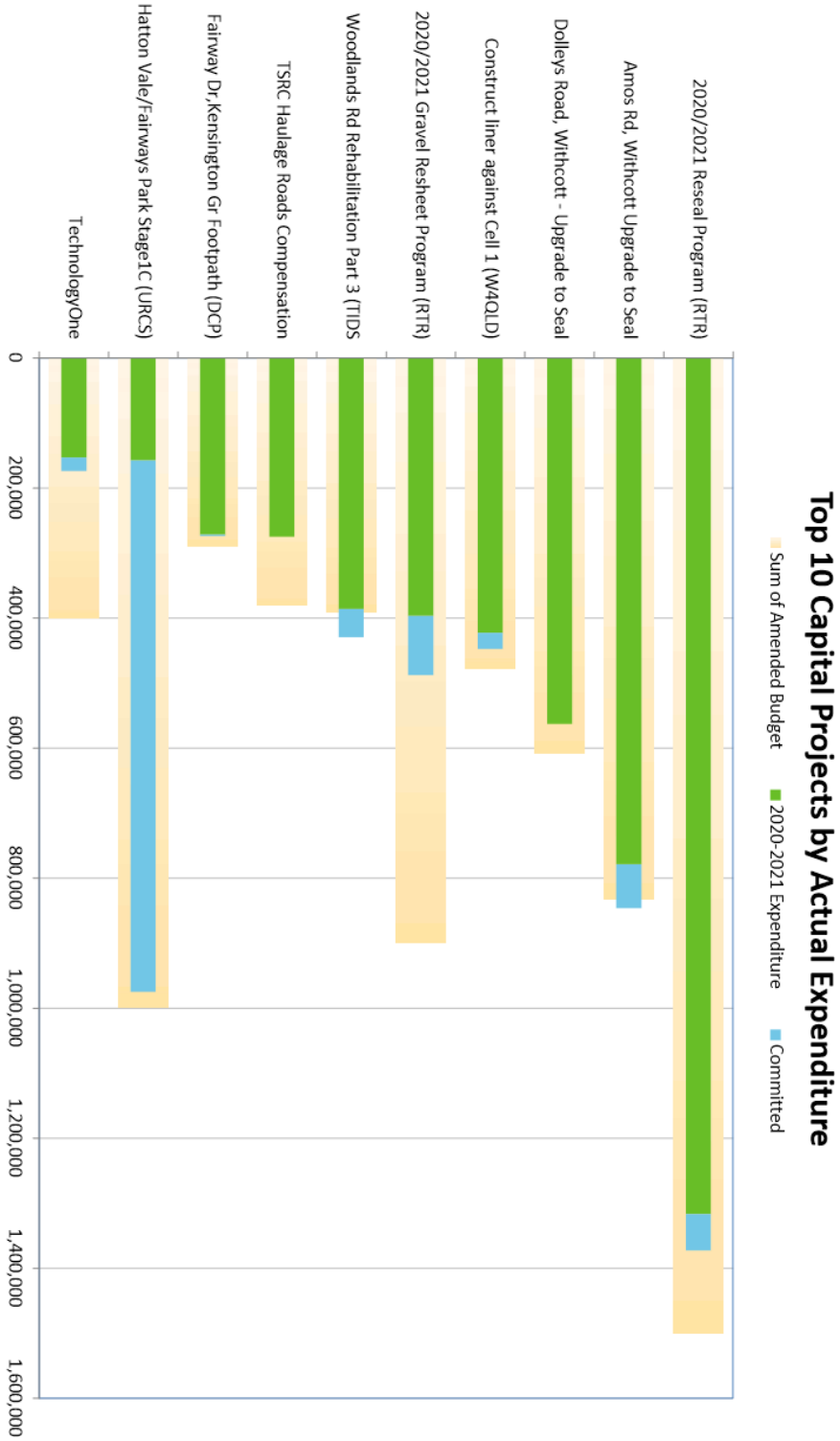
LOCKYER VALLEY REGIONAL COUNCIL
Statement of Cash Flows
For the Period Ending 31 December, 2020

	2020-2021 Annual Budget	2020-2021 YTD Actuals
Cash flows from operating activities:		
Receipts		
Receipts from customers	58,288,900	32,216,845
Dividend received	-	-
Interest received	969,810	618,728
Payments		
Payments to suppliers and employees	(47,576,810)	(24,846,482)
Interest expense	(1,085,160)	(556,012)
Net cash inflow (outflow) from operating activities	10,596,740	7,433,078
Cash flows from investing activities:		
Capital grants, subsidies and contributions	11,309,440	3,563,543
Payments for property, plant and equipment	(24,309,590)	(5,864,234)
Payments for investment property	-	-
Net transfer (to) from cash investments	785,400	-
Proceeds from sale of property plant and equipment	368,000	75,630
Net cash inflow (outflow) from investing activities	(11,846,750)	(2,225,061)
Cash flows from financing activities:		
Repayment of borrowings	(1,509,260)	(741,198)
Proceeds from borrowings	-	-
Net cash inflow (outflow) from financing activities	(1,509,250)	(741,198)
Net increase (decrease) in cash and cash equivalents held	(2,759,260)	4,466,819
Cash and cash equivalents at beginning of the financial year	26,309,000	26,310,015
Cash and cash equivalents at end of the financial year	23,549,740	30,776,834

LOCKYER VALLEY REGIONAL COUNCIL
CAPITAL WORK SUMMARY
31st December, 2020

	2020-2021 Adopted Budget	2020-2021 Expenditure	Committed	2020-2021 Expenditure (including Committed)	Remaining Budget (including Committed)
Infrastructure					
Capital Program Delivery	11,716,201	4,508,859	981,308	5,490,167	6,226,034
Facilities	3,004,760	411,724	493,932	905,656	2,099,104
Fleet	1,870,850	0	202,211	202,211	1,668,639
Parks & Open Spaces	4,500,400	485,185	3,402,648	3,887,833	612,567
Transfer Stations	662,406	494,559	24,862	519,421	142,985
Waste Collection	14,000	6,717	0	6,717	7,283
Cemetery	135,000	62,349	27,220	89,570	45,430
Technical Services	30,000	0	0	0	30,000
Infrastructure Total	21,933,617	5,969,394	5,132,180	11,101,574	10,832,043
People and Business Performance					
Disaster Management	94,000	0	26,835	26,835	67,165
Public Order & Safety	123,000	35,493	0	35,493	87,507
Legal Services	75,000	1,004	0	1,004	73,996
Information Communication Technology	1,135,540	266,311	162,492	428,803	706,737
People and Business Performance Total	1,427,540	302,808	189,327	492,135	935,405
Community and Regional Prosperity					
Regional Development	60,000	0	22,727	22,727	37,273
Community Wellbeing	5,000	0	0	0	5,000
Growth & Policy	883,434	24,050	452,246	476,296	407,138
Community and Regional Prosperity Total	948,434	24,050	474,973	499,023	449,411
Grand Total	**24,309,591**	**6,296,252**	**5,796,480**	**12,092,733**	**12,216,858**


Top 10 Capital Projects by Budget
Sum of Amended Budget
2020-2021 Expenditure
Committed
HVale/Fairways Park Stage 1B & 1D (URCS)
Hatton Vale/Fairways Park Stage1A (BBRF)
2020/2021 Reseal Program (RTR)
Hatton Vale/Fairways Park Stage1C (URCS)
2020/2021 Gravel Resheet Program (RTR)
Amos Rd, Withcott Upgrade to Seal
Postmans RidgeRd, Pavement Renewal (TIDS
Trucks
Dolleys Road, Withcott - Upgrade to Seal
Whittle Street, Gatton Drainage (URCS)
0
200,000
400,000
600,000
800,000
1,000,000
1,200,000
1,400,000
1,600,000
1,800,000
2,000,000


Top 10 Capital Projects by Actual Expenditure
Sum of Amended Budget
2020-2021 Expenditure
Committed
2020/2021 Reseal Program (RTR)
Amos Rd, Withcott Upgrade to Seal
Dolleys Road, Withcott - Upgrade to Seal
Construct liner against Cell 1 (W4QLD)
2020/2021 Gravel Resheet Program (RTR)
Woodlands Rd Rehabilitation Part 3 (TIDS
TSRC Haulage Roads Compensation
Fairway Dr,Kensington Gr Footpath (DCP)
Hatton Vale/Fairways Park Stage1C (URCS)
TechnologyOne
0
200,000
400,000
600,000
800,000
1,000,000
1,200,000
1,400,000
1,600,000

LOCKYER VALLEY REGIONAL COUNCIL
CAPITAL WORKS DETAIL
31st December, 2020

	2020-2021 Budget	2020-2021 Expenditure	Committed	2020-2021 Expenditure (including Committed)	Remaining Budget (including Committed)	Comments
Community and Regional Prosperity						
Regional Development						
Regional Developments Projects						
Entry Statements	60,000	0	0	0	60,000	
Lake Apex Desilting Early Design Works	0	0	22,727	22,727	-22,727	Preliminary costs for the management of the approvals associated with Lake Apex. Budget amendment to be included in December review.
Regional Developments Projects Total	60,000	0	22,727	22,727	37,273	
Community Wellbeing						
Community Wellbeing Projects						
Pest Management Compound Improvements	5,000	0	0	0	5,000	
Community Wellbeing Projects Total	5,000	0	0	0	5,000	
Growth & Policy						
Growth and Policy Projects						
Cooper St Mitigation	7,730	0	7,728	7,728	2	
Engineering (not inc in expert report)	120,000	0	0	0	120,000	
Flood Mapping and Modelling L'yer Catchm	10,000	10,000	15,000	25,000	-15,000	We are investigating the variances and will propose any necessary budget adjustments at the December budget review.
Laidley Reg Update Model & Mitigation	69,000	0	0	0	69,000	
LGIP Prepare Infrastructure Plan	35,000	2,550	6,854	9,404	25,596	
Planning Scheme Revision LVRC	15,050	0	8,333	8,333	6,717	
Tenthill DM Study	55,000	0	0	0	55,000	
Growth and Policy Projects Total	311,780	12,550	37,914	50,464	261,316	
NRDP Projects						
Evacuation Planning (NDRP)	76,284	0	91,284	91,284	-15,000	We are investigating the variances and will propose any necessary budget adjustments at the December budget review.
Flood Modelling - Laidley Local (NDRP)	0	0	3,440	3,440	-3,440	
Flood Modelling - Laidley Reg Ph1 (NDRP)	108,870	10,860	78,010	88,870	20,000	
Floor Survey Contract (NDRP)	60,000	0	0	0	60,000	
Landuse Planning (NDRP)	43,080	640	33,830	34,470	8,610	
Local Flood Plain Mngmt Plan 2/2 (NDRP)	108,700	0	99,354	99,354	9,346	
Lockyer Creek Hydrology PJ 1/2 (NDRP)	20,100	10,985	9,178	20,163	-63	
Lockyer Creek Hydrology PJ 2/2 (NDRP)	154,620	-10,985	99,236	88,251	66,369	
NRDP Projects Total	571,654	11,500	414,332	425,832	145,822	
Community and Regional Prosperity Total	948,434	24,050	474,973	499,023	449,411	

Summary of Council Actual Financial Performance vs Budget - 31 December 2020

	2020-2021 Budget	2020-2021 Expenditure	Committed	2020-2021 Expenditure (including Committed)	Remaining Budget (including Committed)	Comments
Infrastructure						
Capital Program Delivery						
Culvert Renewal Programme						
Summerholm Rd, Summerholm (TIDS)	6,052	6,052	0	6,052	0	
Culvert Renewal Programme Total	231,052	10,534	630	11,164	219,888	
Footpath Renewal Programme						
Patrick St,Laidley Footpath Renewal(DCP)	175,250	96,989	189,308	286,297	-111,047	The cost overspend on the Patrick Street Footpath project has resulted from an increase to the original scope of the project to include extensive service relocations and increased turfing costs.
Footpath Renewal Programme Total	175,250	96,989	189,308	286,297	-111,047	
Gravel Resheet Programme						
2020/2021 Gravel Resheet Program (RTR)	900,000	396,723	90,912	487,636	412,365	
Gravel Resheet Programme Total	900,000	396,723	90,912	487,636	412,365	
Kerb & Channel Renewal Programme						
2020/2021 Kerb & Channel Renewal Program	86,000	0	0	0	86,000	
Kerb & Channel Renewal Programme Total	86,000	0	0	0	86,000	
Pavement Renewal Programme						
Brightview Road Rehabilitation	360,000	25,620	3,065	28,685	331,315	
Flagstone Creek Rd Rehabilitation (TIDS)	540,000	24,350	1,837	26,186	513,814	
Goos Road, Gatton - Pavement Rehab	70,000	0	0	0	70,000	
Head Street, Laidley Design and Construc	28,000	0	0	0	28,000	
Postmans Ridge Rd, Helidon Spa	150,000	96,147	0	96,147	53,853	
Postmans RidgeRd, Pavement Renewal (TIDS	800,000	1,165	150	1,315	798,685	
Summerholm Road Rehabilitation	262,500	4,740	0	4,740	257,760	
Pavement Renewal Programme Total	2,210,500	152,022	5,052	157,074	2,053,426	
Pavement Widening Programme						
Lake Clarendon Way Widening	293,000	17,967	83,885	101,852	191,148	
Woodlands Rd Rehabilitation Part 3 (TIDS	392,000	385,874	43,441	429,314	-37,314	Budget amendment to be included in December review.
Pavement Widening Programme Total	685,000	403,840	127,326	531,166	153,834	
Seal Renewal Programme						
2020/2021 Reseal Program (RTR)	1,500,000	1,316,514	56,066	1,372,580	127,420	
Seal Renewal Programme Total	1,500,000	1,316,514	56,066	1,372,580	127,420	
Seal Road Upgrade Programme						
Amos Rd, Withcott Upgrade to Seal	833,000	778,537	67,557	846,094	-13,094	
Beutels Road Seal Upgrade CH600-800	60,000	999	0	999	59,001	
Dolleys Road, Withcott - Upgrade to Seal	609,000	562,605	0	562,605	46,395	
Twidales Rd, Helidon Spa Upgrade	20,000	0	0	0	20,000	
Seal Road Upgrade Programme Total	1,522,000	1,342,141	67,557	1,409,698	112,302	
Signs & Lines Renewal Programme						
2020/2021 - Sign and Lines	40,000	5,003	510	5,512	34,488	
Signs & Lines Renewal Programme Total	40,000	5,003	510	5,512	34,488	
Stormwater Renewal Programme						
Railway St, Helidon - Stormwater (URCS)	100,000	0	0	0	100,000	
Whittle Street, Gatton Drainage (URCS)	600,000	5,364	8,200	13,564	586,436	
Stormwater Renewal Programme Total	700,000	5,364	8,200	13,564	686,436	
Traffic Management Renewal Programme						
Trafic Management Renewal Program	5,000	0	0	0	5,000	
Traffic Management Renewal Programme Total	5,000	0	0	0	5,000	

Summary of Council Actual Financial Performance vs Budget - 31 December 2020

	2020-2021 Budget	2020-2021 Expenditure	Committed	2020-2021 Expenditure (including Committed)	Remaining Budget (including Committed)	Comments
Other Infrastructure Projects						
Blenheim Hall, Blenheim	8,791	592	0	592	8,199	
Bus Shelter Western Dr &Turner St (BSSP)	42,000	0	0	0	42,000	
Cochrane Street, Gatton Footpath (URCS)	15,000	861	0	861	14,139	
Cooper St, Laidley - Drainage Stage 1	242,000	38,421	7,460	45,881	196,119	
Cycle Network Gatton (PCNP)	25,000	0	900	900	24,100	
East Egypt Road, Mount Whitestone	80,000	64,940	0	64,940	15,060	
Fairway Dr,Kensington Gr Footpath (DCP)	290,000	271,545	2,229	273,774	16,226	
Flagstone Cr Rd/Hartz Rd/Carpend (HVSPP)	10,000	2,580	0	2,580	7,420	
Future Design Works 2021/2022	60,000	0	0	0	60,000	
Gatton CBD Disability Parking	67,500	14,857	0	14,857	52,643	
Gatton Industrial Estate (HVSPP)	10,000	0	0	0	10,000	
Gehrke/Rons Rd Lighting (supplement BS)	15,000	12,595	0	12,595	2,405	
GranthamScrub Rd/GranthamWinwill (HVSPP)	10,000	907	0	907	9,093	
Laidley Hospital Disability Improvement	20,000	10,724	307	11,031	8,969	
Laidley LED Street Lighting (LGGSP)	229,534	5,199	2,980	8,179	221,355	
Laidley LED Street Lighting (URCS)	105,000	304	0	304	104,696	
Lake Apex Park, Gatton Footpath (W4QLD)	55,000	4,491	51,880	56,371	-1,371	
LDSHS Highview Av, Gatton Car Park(STIP)	303,000	4,817	275,116	279,932	23,068	
Maroske Road, Plainalnd Turn Around	35,000	26,127	0	26,127	8,873	
Murphys Creek Road - Footpath (LRCI)	200,000	5,588	2,785	8,373	191,627	
Niemeyer Rd, H'Vale - $ Contribution	100,000	0	0	0	100,000	
Old College Road, Gatton Footpath(W4QLD)	32,500	912	30,842	31,754	746	
Railway crossings safety improvements	20,000	0	0	0	20,000	
Safe Schools Project (TIDS)	60,000	0	0	0	60,000	
Spa Water Road, Blanchview (BS)	343,000	21,549	58,908	80,456	262,544	
TSRC Haulage Roads Compensation	381,000	274,880	0	274,880	106,120	
Vehicle Activated Signs Bases Various	17,995	0	0	0	17,995	
Wandin Road, Withcott - Table Drains	60,000	0	0	0	60,000	
William Street, Gatton Foothpath (W4QLD)	95,500	4,104	0	4,104	91,396	
Woodlands Rd & Rangeview Drive (BS)	130,500	5,061	0	5,061	125,439	
Other Infrastructure Projects Total	3,073,320	771,052	433,407	1,204,459	1,868,861	
Floodway Renewal Programme						
2020/2021 Floodway Renewal Program	10,000	0	0	0	10,000	
Floodway Renewal Programme Total	10,000	0	0	0	10,000	
Asphalt Resheet Programme						
2020/2021 Asphalt Resheet Program (LRCI)	360,079	7,233	0	7,233	352,846	
Asphalt Resheet Programme Total	360,079	7,233	0	7,233	352,846	
Bridge Renewal Programme						
Cran Bridge Deck Renewal (BRP)	218,000	1,444	2,340	3,784	214,216	
Bridge Renewal Programme Total	218,000	1,444	2,340	3,784	214,216	

	2020-2021 Budget	2020-2021 Expenditure	Committed	2020-2021 Expenditure (including Committed)	Remaining Budget (including Committed)	Comments
Facilities						
Facilities Projects						
Bore Assessments (DRFA)	90,000	59,316	80	59,396	30,604	
Community Facilities Work Packages	27,500	0	0	0	27,500	
Corrective Electrical Upgrades	40,000	1,891	35,620	37,511	2,489	
Das Neumann Haus Stair Alteration Design	94,000	9,434	6,900	16,334	77,666	
Gatton Depot W'Shop Building Alterations	7,500	7,581	0	7,581	-81	
Gatton S/Hall Compliance Upgrade (BBRF)	523,645	8,192	31,842	40,034	483,611	
Gatton S'Grounds Horse Area (W4QLD)	20,000	411	0	411	19,589	
Gatton S'Grounds Masterplan Work (W4QLD)	156,000	115,083	2,077	117,160	38,840	
Gatton S'Hall Roof Restoration (W4QLD)	250,000	1,968	7,194	9,162	240,838	
Gatton Shire Hall Improvements (BoR)	596,495	71,988	31,842	103,829	492,666	
Gatton Showgrounds Energy Reduction	39,000	3,791	0	3,791	35,209	
Gatton Showgrounds Equestrian Centre	65,800	1,891	0	1,891	63,909	
GS&AC Replacement Chlorine Tanks	30,000	0	0	0	30,000	
Laidley Cultural Centre PA System (URCS)	15,000	129	0	129	14,872	
Laidley Pool Upgrade (URCS)	58,720	60,254	0	60,254	-1,534	Cost overrun to be offset by transfer of unders on URCS projects
Laidley Rec Reserve Entry Upgrade (LRCI)	250,000	4,061	3,400	7,461	242,539	
Lake Clarendon Public Toilets Refurb	5,300	5,218	0	5,218	82	
Ldley S'Yard Awning Rectification (DCP)	20,000	22,912	455	23,367	-3,367	Cost overrun to be offset by transfer of unders on DCP projects. Cost overrun due to project management costs allocated to the project that were not included in the budget total.
Ldley S'Yard Timber Pens & Posts (W4QLD)	64,000	4,980	51,700	56,680	7,320	
LVCC HVAC Rect & Plant Rooms (W4QLD)	305,000	12,439	291,701	304,140	860	
LVCC Roof Rectification Works (W4QLD)	200,000	18,592	23,262	41,853	158,147	
Nielsen's Place Shade Structure	9,800	0	7,860	7,860	1,940	
Springbrook Park Entry Upgrade	20,000	0	0	0	20,000	
Facilities Projects Total	3,004,760	411,724	493,932	905,656	2,099,104	
Fleet						
Fleet Projects						
Earthmoving Equipment	350,000	0	0	0	350,000	
Light Commercial Vehicles	560,000	0	89,541	89,541	470,459	
Passenger Vehicles	80,000	0	0	0	80,000	
SES Vehicles & Plant (SES Support Grant)	40,000	0	0	0	40,000	
Tractors	100,000	0	112,670	112,670	-12,670	
Trailers	100,000	0	0	0	100,000	
Trucks	640,850	0	0	0	640,850	
Fleet Projects Total	1,870,850	0	202,211	202,211	1,668,639	

Summary of Council Actual Financial Performance vs Budget - 31 December 2020

	2020-2021 Budget	2020-2021 Expenditure	Committed	2020-2021 Expenditure (including Committed)	Remaining Budget (including Committed)	Comments
Parks & Open Spaces						
Parks and Open Spaces Projects						
Bugler Park Shade Sail (DCP)	18,500	23,700	0	23,700	-5,200	Size of the shade structure increased to cover the maximum area of the playground equipment. The reallocation was based on a confirmation that an unspent grants funds from another project could be used to offset the overspend. This amendment will occur at the December budget review.
Forest Hill Skate Park Repairs (DCP)	44,000	37,537	0	37,537	6,463	
Gatton CBD Upgrade (W4QLD)	45,000	40,547	5,901	46,448	-1,448	Cost overrun to be offset by transfer of unders on W4QLD projects.
Gatton Skate Park (DCP)	15,000	14,701	0	14,701	299	
Hatton Vale/Fairways Park Stage1A (BBRF)	1,600,000	58,532	1,427,314	1,485,846	114,154	
Hatton Vale/Fairways Park Stage1C (URCS)	1,000,000	157,359	817,372	974,731	25,269	
HVale/Fairways Park Stage 1B & 1D (URCS)	1,740,000	114,823	1,152,061	1,266,884	473,116	
Lake Apex Playground Equipment (W4QLD)	15,000	14,307	0	14,307	693	
Littleton Park Shade Sail (DCP)	5,300	4,948	0	4,948	352	
Springbrook Park Fence Renewal (DCP)	17,600	18,730	0	18,730	-1,130	Cost overrun to be offset by transfer of unders on DCP projects. Additional fencing was added to the scope that joined onto the ex-shade structure.
Parks and Open Spaces Projects Total	4,500,400	485,185	3,402,648	3,887,833	612,567	
Transfer Stations						
Transfer Station Projects						
Asbestos Bin Gatton Landfill	15,000	5	0	5	14,995	
Construct liner against Cell 1 (W4QLD)	477,887	422,569	24,862	447,431	30,456	
Gttn Landfill Fence Sth Boundary (W4QLD)	28,113	28,936	0	28,936	-823	Cost overrun to be offset by transfer of unders on W4QLD projects
Laidley Transfer Station (URCS)	41,280	41,274	0	41,274	6	
M/ Plan Gatton Long Haul Waste Facility	55,000	0	0	0	55,000	
Oil buildings Upgrade and Maintenance	25,000	0	0	0	25,000	
Stormwater Management Laidley Landfill	12,000	1,775	0	1,775	10,225	
Waste Land Purchases	8,126	0	0	0	8,126	
Transfer Station Projects Total	662,406	494,559	24,862	519,421	142,985	
Waste Collection						
Waste Collection Projects						
Garbage Truck Turnarounds	14,000	6,717	0	6,717	7,283	
Waste Collection Projects Total	14,000	6,717	0	6,717	7,283	
Cemetery						
Cemetery Projects						
Gatton Cemetery Bubbler & S/Strip(W4QLD)	39,860	22,442	0	22,442	17,418	
Gatton Cemetery Upgrades (URCS)	65,000	9,771	27,220	36,991	28,009	
Cemetery Projects Total	135,000	62,349	27,220	89,570	45,430	
Technical Services						
Technical Services Projects						
Restoration of access L202 CP817791	30,000	0	0	0	30,000	
Technical Services Projects Total	30,000	0	0	0	30,000	
Infrastructure Total	21,933,617	5,969,394	5,132,180	11,101,574	10,832,043	

Summary of Council Actual Financial Performance vs Budget - 31 December 2020

	2020-2021 Budget	2020-2021 Expenditure	Committed	2020-2021 Expenditure (including Committed)	Remaining Budget (including Committed)	Comments
People and Business Performance						
Disaster Management						
Disaster Management Projects						
Flood Warning System Upgrade	50,000	0	26,835	26,835	23,165	
River Height Gauge Equipment Upgrade	34,000	0	0	0	34,000	
River Height Gauge Signage	10,000	0	0	0	10,000	
Disaster Management Projects Total	94,000	0	26,835	26,835	67,165	
Public Order & Safety						
Public Order and Safety Projects						
CCTV Cyber Security Improvements	75,000	0	0	0	75,000	
Gatton and Laidley CCTV (CDG)	33,000	34,306	0	34,306	-1,306	
LVRC CCTV	15,000	1,187	0	1,187	13,813	
Public Order and Safety Projects Total	123,000	35,493	0	35,493	87,507	
Legal Services						
Legal Services Projects						
Property Management & Disposal Strategy	75,000	1,004	0	1,004	73,996	
Legal Services Projects Total	75,000	1,004	0	1,004	73,996	
Information Communication Technology						
Information Communication Technology Projects						
Cyber Security	150,000	15,000	0	15,000	135,000	
Flood Inform Advice Portal (QLD I & I)	145,000	41,807	64,400	106,207	38,793	
Intranet Renewal	50,000	3,780	0	3,780	46,220	
Network Cabinets & Cabling	20,000	0	12,719	12,719	7,281	
Network Perimeter Security (Firewalls)	76,500	29,115	0	29,115	47,385	
Online Bookings	22,300	2,325	7,282	9,607	12,693	
SES Hardware	24,340	0	8,300	8,300	16,040	
Switches Renewal	79,400	0	10,500	10,500	68,900	
TechnologyOne	400,000	152,931	21,033	173,965	226,035	
Unified Communications	50,000	0	0	0	50,000	
Upgrade MS Office	100,000	21,353	23,751	45,104	54,896	
UPS Renewal	18,000	0	14,507	14,507	3,493	
Information Communication Technology Projects Total	1,135,540	266,311	162,492	428,803	706,737	
People and Business Performance Total	1,427,540	302,808	189,327	492,135	935,405	
Grand Total	**24,309,591**	**6,296,252**	**5,796,480**	**12,092,733**	**12,216,858**	

11. PEOPLE & BUSINESS PERFORMANCE REPORTS

11.1 Understanding Our Community

Author: Anna Hebron, Group Manager People and Business Performance
Responsible Officer: Anna Hebron, Group Manager People and Business Performance

Purpose:

The purpose of this report is to seek endorsement to explore ways to recognise the diversity of the Lockyer Valley community following a presentation to Lockyer Valley Regional Council (Council) on 15 December 2020 titled *Understanding Our Community*.

Officer's Recommendation:
THAT Council;

1. **Display the three flags (National Australian Flag, Aboriginal Flag and Torres Strait Island Flag) in the Council Chambers and relevant public areas.**
2. **Acknowledge Traditional Custodians at Council Meetings and other meetings as appropriate.**
3. **Invite an appropriate person to provide a Welcome to Country at significant external events such as Citizenship ceremonies.**

Executive Summary

With a population of around 42 000 and an estimated 3135 businesses, the Lockyer Valley is a vibrant region supporting 'A Growing Lifestyle'. The region has a wide range of diverse businesses, with our greatest asset being our rural production capability. A key future challenge for the region is managing the expected population and residential growth and maintaining viable agricultural activities that have long served the valley. It is projected that by 2031 around 63 000 people will call the Lockyer Valley home.

In 2019 the estimated resident population was 41 731 people with an annual growth rate of 1.28% per annum. Those who identify as Aboriginal or Torres Strait Islander make up 3.9% of the population and 13% of the Lockyer Valley community were born overseas. A significant portion of the community speak in a language other than English, as their primary language at home. More than 29 languages are used in the Lockyer Valley as the primary spoken language at home, with a small number of people not fluent in English.

There are many benefits from recognising the diversity of the community including to

- help community members feel safe and welcome
- supporting community growth and resilience
- increase engagement with the wider community
- support the longevity of the community
- boost economic prosperity and sustainability
- encourage a broader customer voice, and
- our employees feel valued and respected which increases participation and productivity.

These benefits are not only relevant to cultural diversity but also diversity in age, gender, religion, family status and disability.

Proposal

In addition to the measures undertaken to recognise the diversity of its community, it is proposed that Council:

1. Display the three flags (National Australian Flag, Aboriginal Flag and Torres Strait Island Flag) in the Council Chambers and relevant public areas
2. Acknowledge Traditional Custodians at Council Meetings and other meetings as appropriate
3. Invite an appropriate person to provide a Welcome to Country at significant external events such as Citizenship ceremonies.

Options

Option A Endorse the proposed recommendations
Option B Amend the proposed recommendations
Option C Take no action

Critical Dates

In the course of normal business.

Strategic Implications

Corporate Plan

5.4 Lockyer Leadership and Governance – Commit to open and accountable governance to ensure community confidence and trust in council and our democratic values.

Finance and Resource

N/A

Legislation and Policy

N/A

Risk Management

N/A

Consultation

- Regional Director of the South West Queensland Region of Aboriginal and Torres Strait Islander Partnerships
- Surrounding Councils.

11.2 **Operational Plan 2020-2021 Second Quarter Performance Report, December 2020**

Author: Madonna Brennan, Risk, Audit and Corporate Planning Advisor
Responsible Officer: Anna Hebron, Group Manager People and Business Performance

Purpose:

The purpose of this report is to provide a summary of Council's performance against the Operational Plan 2020-2021 for the period 1 October 2020 to 31 December 2020 (second quarter).

Officer's Recommendation:
THAT Council receive and note the second quarter performance update on the Operational Plan 2020-2021 for the period 1 October 2020 to 31 December 2020.

Executive Summary

The purpose of this report is to provide a summary of Council's performance against the Operational Plan 2020-2021 for the period 1 October 2020 to 31 December 2020 (second quarter).

Proposal

This report presents the second quarter performance report on the Operational Plan 2020-2021.

A majority of the operational plan deliverables are reported to be on track at this stage. However, a cautious approach with regard to achieving the scheduled timing and scope of some deliverables has continued to be reported this quarter. This is due to some deliverables potentially requiring rescheduling as a contingency to ensure external funded projects are delivered or as a result of the unknown future impacts of COVID-19.

Highlights of the second quarter report is the delivery of the external funded drought communities' program within the required timeframe and scope and the completion of the Detailed Business Case to advocate for improved water security and supply to the Region.

Strategic Implications

Corporate Plan
Lockyer Leadership and Council – 5.7 Compliant with relevant legislation.

Finance and Resource

The deliverables of the 2020-2021 Operational Plan are budgeted and monitored through the monthly performance reports to Council.

Legislation and Policy

Section 174(3) of the *Local Government Regulation 2012* requires the Chief Executive Officer to present a written assessment of local government's progress towards implementing the annual Operational Plan at

meetings of the local government. These reports are required to be made at regular intervals of not more than three months.

Risk Management

Key Corporate Risk Code and Category: LCL1
Key Corporate Risk Descriptor: Legal Compliance and Liability
Compliance management – regulatory or contract compliance, litigation, liability and prosecution.

Attachments

1⇩ Second Quarter Report 13 Pages

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

1.1 A Community with fair and reasonable access to services.

Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Progress Indicators				Progress Comments
							Timing	Budget	Scope	Risk	
1.1.1	Undertake a review of identified services provided by Council to determine the appropriate level of service provided to the community, including the financial sustainability of providing the service.	Review of identified services completed and recommendations provided to Council.	Chief Executive Officer	Chief Financial Officer	FE1 - Financial Sustainability	30-Jun-21	Rescheduling expected	Operational budget within allocation	Benefits to be achieved	Identified risk/s being managed	The following services provided by Council have been or are currently under review to determine whether it is appropriate for Council to provide the service and at what level: •Lockyer Valley Function Centre and Staging Post Café through an EOI and Tender process •Lake Dyer Caravan and Camping Ground through an EOI and Tender process. •Weekend facility and bin cleaning as new service levels and schedules have been implemented. •Other Council Business Units are being reviewed to determine whether Council should continue operating them •Service levels in Regional Development have been amended by withdrawing from a number of events such as Regional Flavours and the Ekka. New strategies are being developed to discuss with Councillors which services Council should provide in the areas of Tourism and Regional and Economic Development. Council has agreed to switch Tourism Operators in order to provide a different focus on Tourism in the Lockyer. •A review of General Rating categories with Council will begin at the first available Council workshop in December. The aim of the review will be to determine whether a more equitable system of rating categories can be developed and how minimum rates can be deployed to relate the cost of providing services more closely to rating models. The financial impact of the reviews noted will be measured when they are finalised in the third quarter. It was planned to review services and service within the Infrastructure Group, particularly through the mechanism of asset management plans. This work will continue however will be slower than originally anticipated due to the number of grant funded projects that need to be delivered by the Infrastructure team.

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

Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Progress Indicators				Progress Comments
							Timing	Budget	Scope	Risk	
1.2.1	Deliver stage one of the Fairways Park project to improve recreational opportunities for the greater Hatton Vale community.	Stage one Fairways Park project delivered including the construction of park infrastructure and installation of playground equipment.	Group Manager Infrastructure	Manager Community Facilities	IA2 - Delivering major projects	31-Dec-21	On time	Operational budget within allocation	Benefits to be achieved	Identified risk/s being managed	Works on Fairways Park has commenced. Selective tree clearing has been completed, sediment and erosion control measures installed. Installation of dry creek beds has commenced as well as site set out for playground areas, footpaths, shelters, dog park and learn to ride course. Inclement weather currently being monitored against key milestone dates within the work schedule for Fairways Park, however project is still on track at this stage for completion in accordance with the contract terms which is 30 June 2021. The overall completion date for the project in accordance with the various external funding received is 31 December 2021 .
1.2.2	Implement stage one recommendations of the identified additional opportunities in Council's public parks strategy to rationalise Council's network of parks and reserves.	Stage one rationalisation of infrastructure in Council's park network delivered.	Group Manager Infrastructure	Manager Community Facilities	FE1 - Financial Sustainability	30-Jun-21	Rescheduling expected	Operational budget within allocation	Benefits to be achieved	Identified risk/s being managed	Stringent timeframes have been set to deliver funded projects including Works for Queensland COVID-19, Drought Communities Program, Unite and Recover Community Stimulus Program, Building Better Regions and Building Our Regions. As a result this operational plan deliverable has been deferred at present to enable resources to be allocated to deliver the funded program of work. It is hoped that further works on this item can commence in quarter three.

1.3 Enhanced wellbeing and safety of the community.

Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Progress Indicators				Progress Comments
							Timing	Budget	Scope	Risk	
1.3.1	Conduct an analysis of flood modelling data to determine minor, moderate and major flood classifications for all river height gauge locations.	Project completed and flood classification of river height gauges determined.	Group Manager People and Business Performance	Manager Business Performance	IA2 - Delivering major projects	30-Jun-21	Rescheduling expected	Operational budget within allocation	Benefits to be achieved	Identified risk/s within appetite	Project has been scoped, funding has been approved and the procurement requirements are now under development to engage a suitable provider to conduct the flood modelling analysis.
1.3.2	Upgrade and install flood software and equipment, including: - Integration of updated modelling into WaterRIDE system - Upgrade of river height gauge equipment - Installation of signage to identify river height gauge pipework - Flood Warning System Upgrade - Mt Sylvia to Junction View.	Project completed including the identified upgrade of systems and equipment.	Group Manager People and Business Performance	Manager Business Performance	IA1 - Planning, managing and maintaining assets for the future	30-Jun-21	On time	Operational budget within allocation	Benefits to be achieved	Identified risk/s within appetite	Work has commenced on installation of flood intelligence infrastructure at Junction View. Upgrade of river height equipment and installation of signage in procurement phase. Integration of updated modelling into WaterRIDE system - will not be delivered this financial due to no 2020/21 budget allocation.
1.3.3	Review and update Council's Closed Circuit Television (CCTV) policy, procedure and memorandum's of understanding (MOU's).	Review completed, documents updated and approved in accordance with Council's Policy Framework.	Group Manager People and Business Performance	Manager Information Communication and Technology	FE2 - Decision making governance, due diligence, accountability and sustainability	31-Dec-20	Deliverable completed - within identified timeframe	Deliverable completed - within allocated budget	Deliverable completed - benefits achieved	Deliverable completed - within risk appetite	Operational Plan Item Completed. Both the CCTV Policy and Procedure have been updated and approved by the Chief Executive Officer. An updated Memorandum of Understanding has been agreed to by Officers in Charge both the Gatton and Laidley stations of the Queensland Police Service and Council representative.

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

Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Progress Indicators				Progress Comments
							Timing	Budget	Scope	Risk	
1.4.1	Undertake a review of current service level arrangements in place with community and sporting groups and event committees to enable the development of service level agreements for ongoing assistance provided to these groups.	Review completed and service level agreements developed for implementation with community and sporting groups and event committees.	Group Manager Community and Regional Prosperity	Manager Community Activation	EC1 - Environmental and Community	30-Jun-21	On time	Operational budget within allocation	Benefits to be achieved	Identified risk/s within appetite	Review of existing service level arrangements has commenced and alternative funding model is currently being completed in relation to funding arrangements for the maintenance of sporting grounds.

1.5 Events and activities that bring together and support greater connectivity in the community.

Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Progress Indicators				Progress Comments
							Timing	Budget	Scope	Risk	
1.5.1	Undertake a review of Council's Events Strategy 2019-2024 and develop a quarterly action plan to guide delivery of outcomes.	Review completed and recommendations adopted by Council.	Group Manager Community and Regional Prosperity	Manager Community Activation	R1 - Reputation and goodwill	30-Jun-21	On time	Operational budget within allocation	Benefits to be achieved	Identified risk/s within appetite	The review of Council's Event Strategy was scheduled to commence this quarter, however this has now been deferred to commence in the third quarter, at this stage no rescheduling of the timeframe to complete this project is expected.
1.5.2	Identify opportunities and plan for an iconic signature event for the Lockyer Valley.	Iconic event opportunities for the Lockyer Valley identified and planning commenced.	Group Manager Community and Regional Prosperity	Manager Community Activation	R1 - Reputation and goodwill	30-Jun-21	Rescheduling expected	Operational budget within allocation	Benefits to be achieved	Identified risk/s within appetite	The identification of opportunities for an iconic signature event for the region will commence in quarter three. However as a result of budget constraints the finalisation of this project may be delayed until the 2021-22 financial year.
1.5.3	Develop a Community Activation Strategy with a quarterly action plan to guide delivery of outcomes	Strategy and quarterly action plan developed and implemented	Group Manager Community and Regional Prosperity	Manager Community Activation	R1 - Reputation and goodwill	30-Jun-21	On time	Operational budget within allocation	Benefits to be achieved	Identified risk/s within appetite	Work has commenced on the preparation of a Draft Community Activation Strategy.

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

Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Progress Indicators				Progress Comments
							Timing	Budget	Scope	Risk	
1.6.1	Plan and conduct an annual Local Disaster Management Group Exercise involving all relevant stakeholders to improve the regions response to disasters.	Annual Local Disaster Management Group Exercise conducted to identify improvements for disaster preparedness.	Group Manager People and Business Performance	Manager Business Performance	EC1 - Environmental and Community	30-Jun-21	Deliverable completed - within identified timeframe	Deliverable completed - within allocated budget	Deliverable completed - benefits achieved	Deliverable completed - within risk appetite	Exercise Shaky Ground, an annual Local Disaster Management Group exercise involving all relevant stakeholders was completed in the first quarter (5 August 2020). Eight recommendations for action were identified in the evaluation report with the key focus on disaster management planning arrangements for the Mt Whitestone potential landslip area.
1.6.2	Conduct the annual review of the Lockyer Valley Local Disaster Management Plan to identify improvements in response to all disasters.	Review completed, improvements identified and Local Disaster Management Plan adopted by Council.	Group Manager People and Business Performance	Manager Business Performance	EC1 - Environmental and Community	30-Jun-21	On time	Operational budget within allocation	Benefits to be achieved	Identified risk/s within appetite	The annual review of the Local Disaster Management Plan will be conducted post storm season which allows for improvements to be identified and updated within the plan. The annual Inspector General Emergency Management Disaster Management Plan Assessment 2020-2021 has been completed with Lockyer Valley's Local Disaster Management Group's purpose built evacuation centre trailer acknowledged as an example of the good practice attribute of adaptability.

Lockyer Business

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

Lockyer Farming

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

Lockyer Livelihood

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

2.1 Encourage opportunities for the Lockyer Valley to drive economic and community outcomes.

Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Progress Indicators				Progress Comments
							Timing	Budget	Scope	Risk	
2.1.1	Advocate for business opportunities and economic enablers for the region from the Inland Rail Project, and limit the adverse impacts of Inland Rail by seeking improved and connected infrastructure for the Region.	Employment opportunities and community benefits for the region are maximised from the Inland Rail Project including improved and connected infrastructure within the region.	Chief Executive Officer	Senior Advisor Advocacy	R1 - Reputation and goodwill	30-Jun-21	Rescheduling expected	Operational budget within allocation	Benefits in doubt	Identified risk/s being managed	Further input has been provided to Australian Rail Track Corporation (ARTC) on design aspects for both Gowrie to Helidon and Helidon to Calvert projects. ARTC have submitted draft Environmental Impact Statements to the Coordinator General for review. It is anticipated these will be reviewed over the next 2 quarters. The Ernst Young Business case work is continuing towards Gateway 2 and a Council update is anticipated in late January 2021.
2.1.2	Advocate for improved water security and supply for the region through the Lockyer Valley and Somerset Water Collaborative.	Detailed business case completed.	Chief Executive Officer	Senior Advisor Advocacy and Coordinator Special Projects	R1 - Reputation and goodwill	31-Dec-20	Deliverable completed - within identified timeframe	Deliverable completed - within allocated budget	Deliverable completed - benefits achieved	Deliverable completed - within risk appetite	The Lockyer Valley and Somerset Water Collaborative (LV&SWC) endorsed the final Detailed Business Case and recommended to Council to submit the document to the Queensland Government for consideration and acquittal. At Council's Special Meeting on 4 December 2020, it was resolved to accept and endorse the document. The final acquittal of the funding agreement with the Department of State Development Infrastructure & Planning has been accepted and the final invoices have been approved for payment. The LV&SWC has scheduled an information session for all interested stakeholders for 4 February 2021 and will conduct a Strategic Planning Workshop with their membership to determine the future role of the Collaborative and identify the next steps moving forward. Council has also agreed to participate in the Southern Queensland Water Alliance advocating with other Councils and peak bodies for additional water for the broader region.

2.2 Maximise opportunities through engagement and partnership with stakeholders to achieve a strong resilient economy.

Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Progress Indicators				Progress Comments
							Timing	Budget	Scope	Risk	
2.2.1	Advocate for opportunities to build a strong resilient sustainable economy to improve liveability for the region, including: - Regional Health Services. - COMSEQ and City Deals. - Equine Collaborative. - Regional Waste Alliance.	Opportunities for advocacy to improve the region's liveability are maximised.	Chief Executive Officer	Senior Advisor Advocacy and Coordinator Special Projects	EC1 - Environmental and Community	30-Jun-21	On time	Operational budget within allocation	Benefits to be achieved	Identified risk/s within appetite	The Lockyer Valley Racing and Equine Collaborative (LVR&EC) invited Equestrian Queensland (EQ) to become a member of the collaborative. EQ attended the meeting held on 4 November 2020. The LVR&EC invited tenders to complete a Business Case to support and validate the Concept Masterplan prepared by TVS Architects for the redevelopment of the precinct. The successful tenderer, the COHA Group, has been appointed to commence the project early in the New Year. Additional contributions were required from members, with Racing Queensland, the Lockyer Valley Turf Club and Council committing the bulk of the funds, with support from Ipswich & West Moreton Regional Development Association and EQ. The University of Queensland has contributed in-kind. The Business Case will refine the project to identify costs, staging and feasible options and is due to be completed by 30 June 2021. Council of Mayors South East Queensland (CoMSEQ) meetings and working groups continued during the quarter. The SEQ City Deal may proceed with an initial agreement to be followed with work on a longer term plan. The Regional Waste Alliance has been working with CoMSEQ Waste Working Group and McKinsey consultants seeking regional solutions.

2.3 Promote and market the Lockyer Valley as a destination for commerce, tourism and lifestyle.

Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Progress Indicators				Progress Comments
							Timing	Budget	Scope	Risk	
2.3.1	Undertake a review of the Region's Tourism Strategy to identify improved marketing and promotional opportunities for the region and develop quarterly action plans to guide delivery of outcomes in line with identified target markets.	Review of strategy completed with opportunities identified and adopted by Council.	Group Manager Community and Regional Prosperity	Manager Community Activation	EC1 - Environmental and Community	31-Mar-21	Rescheduling expected	Operational budget within allocation	Benefits to be achieved	Identified risk/s within appetite	Work has commenced on the preparation of a revised Tourism Strategy for the region. Discussions with Southern Queensland Country Tourism are ongoing in relation to promotion of the region and support for tourism operators. Timing to complete the review of the Tourism Strategy may potentially be rescheduled to the end of financial year.

2.4 Attract and support education and employment opportunities for the community.

Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Progress Indicators				Progress Comments
							Timing	Budget	Scope	Risk	
2.4.1	Deliver the external funded drought communities programme including: - Appoint a drought support officer to coordinate drought support for the region and deliver the adverse events plan. - Footpath renewal programme. - Riparian ranges drought funding relief project. - Upgrade of the Forest Hill skatepark.	Drought communities programme delivered.	Group Manager Community and Regional Prosperity/ Group Manager Infrastructure	Manager Planning, Policy and Community Wellbeing, Manager Community Activation, Manager Community Facilities and Manager Civil Operations	IA2 - Delivering major projects	31-Dec-20	Deliverable completed - within identified timeframe	Capital budget overspent	Deliverable completed - benefits achieved	Deliverable completed - within risk appetite	Council's funded Drought Communities Programme was completed by the 31 December 2020. The program included the renewal of the footpath on Patrick Street, Laidley and installation of new footpath on Fairway Drive, Kensington Grove/Hatton Vale. The program of work which the Drought Support Officer was engaged to deliver has been completed which included a Drought Support Expo held on 4 November 2020 and the Officer's appointment has now concluded with Council. Riparian Rangers program which entailed weed control throughout the regions creeks, engaged 51 participants and completed on ground works at 31 December 2020 in line with funding requirements. The Community Facilities funded projects completed were the Laidley Saleyard awning rectification replacement, Bugler Park shade sail, Littleton Park shade sail, Forest Hill Skate Park repairs and Springbrook Park fence renewal. All Drought Communities Funded Projects have been completed as per scope. However there will be movement between unders and overs under the funding scheme in relation to budget allocated. A revision of the capital budget will be required to identify the ability to full fund the overrun on the program.

2.5 Foster a flexible, supportive and inclusive business environment.

Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Progress Indicators				Progress Comments
							Timing	Budget	Scope	Risk	
2.5.1	Undertake a review of the Economic Development Strategy to identify opportunities for improved economic outcomes for the region and develop quarterly action plans to guide delivery of outcomes in line with identified target markets.	Review of strategy completed with opportunities identified and adopted by Council.	Group Manager Community and Regional Prosperity	Manager Planning, Policy and Community Wellbeing	EC1 - Environmental and Community	31-Mar-21	On time	Operational budget within allocation	Benefits to be achieved	Identified risk/s within appetite	A review of the existing Economic Development Strategy has been completed and a draft Economic Development Strategy has been prepared. A workshop will be held with Council during Q3 with a view to presenting the draft Economic Development Strategy to Council for adoption in this period.

Lockyer Nature

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

3.1 Lockyer Valley's natural assets are managed, maintained and protected.

Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Progress Indicators				Progress Comments
							Timing	Budget	Scope	Risk	
3.1.1	Deliver the Natural Resource Management Plan to enable a managed approach to maintaining and enhancing the region's natural resources. Implement the prioritised actions of the Natural Resource Management Plan for the 2020-21 financial year.	The Natural Resource Management Plan for the Region is completed. The prioritised actions of the Natural Resource Management Plan for the 2020-21 financial year are completed.	Group Manager Community and Regional Prosperity	Manager Planning, Policy and Community Wellbeing.	EC1 - Environmental and Community	31-Dec-20 (Plan) 30-Jun-21 (actions)	Rescheduling expected	Operational budget within allocation	Benefits to be achieved	Identified risk/s being managed	The Natural Resource Management (NRM) Strategy was adopted by Council in January 2020. The more detailed NRM Plan was drafted in conjunction with the community working group in February 2020. The NRM Plan was due for adoption by Council in June 2020, however internal Council consultation and broader community consultation were delayed due to COVID-19. A change of direction has evolved, to ensure Council have an adopted overarching Environment Strategy document which describes Councils strategic position for the environment before other strategic documents are adopted. This Environment Strategy will provide the head of power and strategic direction for other environmental documents such as the NRM Strategy, NRM Plan, Environment Policy, Biosecurity Plan and Catchment Action Plan. Therefore the NRM Plan project is currently on hold until the Environment Strategy is adopted by Council. The Environment Strategy has been drafted and is currently undergoing internal review. The draft Environment Strategy is scheduled to be presented for discussion at a Councillor Workshop next quarter. Council and external stakeholders are continuing to work on ten of the prioritised actions of Draft NRM Plan as outlined in the First Quarter report. 1. First nations fire management program 2. Hands on education field days 3. Review LVRC environmental grants programs 4. Flora and fauna recovery management plans 5. Protect and promote old growth trees 6. Restore the land 7. Restoration of Challawong 8. Conservation incentives/Stewardship Program 9. Ecological Connectivity Plan 10. LVRC Environmental Offsets Policy
3.1.2	Deliver the Biosecurity Plan to enable a managed approach to maintaining the region's biosecurity requirements. Implement the prioritised actions of the Biosecurity Plan for the 2020-21 financial year.	The Biosecurity Plan for the Region is completed. The prioritised actions of the Biosecurity Plan for the 2020-21 financial year are completed.	Group Manager Community and Regional Prosperity	Manager Planning, Policy and Community Wellbeing.	EC1 - Environmental and Community	31-Dec-20 (Plan) 30-Jun-21 (actions)	Rescheduling expected	Operational budget within allocation	Benefits to be achieved	Identified risk/s being managed	The draft Biosecurity Plan is currently under review by an internal stakeholder group to ensure the document is in a format to achieve LVRC biosecurity act obligations and assist land holders to meet their biosecurity obligations. Review to be conducted and completed during the next quarter, presented to a Council workshop for discussion and report to Council for adoption.

3.2 Council's policies and plans support environmentally sustainable development.

Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Progress Indicators				Progress Comments
							Timing	Budget	Scope	Risk	
3.2.1	Develop an Environment Policy to guide Council's position in relation to the long term protection and enhancement of the region's natural environment.	Policy developed and approved in accordance with Council's Policy Framework.	Group Manager Community and Regional Prosperity	Manager Planning, Policy and Community Wellbeing.	FE2 - Decision making governance, due diligence, accountability and sustainability	30-Jun-21	On time	Operational budget within allocation	Benefits to be achieved	Identified risk/s within appetite	A draft Environment Policy has been prepared and is currently being reviewed and feedback sought from internal stakeholders. A change of direction has evolved, to ensure Council have an adopted overarching Environmental Strategy document which describes Councils strategic position for the environment before other strategic documents are adopted. This Environment Strategy will provide the head of power and strategic direction for other environmental documents such as the Natural Resource Management Strategy, Natural Resource Management Plan, Environment Policy, Biosecurity Plan and Catchment Action Plan. Therefore the Environment Policy is currently on hold until the Environment Strategy is adopted by Council. The Environment Strategy has been drafted and is currently undergoing internal review. The draft Environment Strategy is scheduled to go to Council workshop in Quarter 3.

3.3 Community and private landholders' stewardship of natural assets increases.

Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Progress Indicators				Progress Comments
							Timing	Budget	Scope	Risk	
3.3.1	Undertake a review of the Lockyer Catchment Action Plan including the prioritisation of actions to be implemented to enable a managed approach to maintaining the region's catchments. Deliver the following actions of the Lockyer Catchment Action Plan and the Lake Apex and Freeman 5 year Water Quality Improvement Plan: - Lockyer Creek sediment stabilisation, revegetation and maintenance. - Tenthill Catchment Community resilience - Weed management and revegetation of Lake Apex and Lake Freeman.	Review of the Lockyer Catchment Action Plan is completed. The prioritised actions of the Lockyer Catchment Action Plan and Lake Apex and Freeman Water Quality Improvement Plan for the 2020-21 financial year are completed.	Group Manager Community and Regional Prosperity	Manager Planning, Policy and Community Wellbeing.	EC1 - Environmental and Community	31-Dec-20 (review) 30-Jun-21 (actions)	Rescheduling expected	Operational budget within allocation	Benefits to be achieved	Identified risk/s within appetite	The review of the Catchment Action Plan (CAP) is 50% completed. Further revision of the plan has been delayed due to additional funding being received from Council of Mayors South East Queensland for Resilient Rivers to commence an extension of the Lockyer Creek stabilisation project (Phase 3 and Phase 4) within the Gatton reach of Lockyer Creek with these funded works required to be completed in 2021. Actions of the Catchment Action Plan currently underway and on track include: * Lockyer Creek (Phase 1 and 2) sediment stabilisation, revegetation and maintenance project is on track and on budget. Phase 3 is currently in the procurement phase to source suitable contractors to undertake works specified in approved project design. * Improving Community Resilience in the Tenthill Catchment - Junction View to Mount Sylvia. Stage 1 and 2 are complete. Stage 3 Stakeholder engagement has been undertaken in the fourth quarter of 2020. Procurement for energy dissipation engineering design works were delayed due to COVID-19, however planned for the first quarter of 2021. Procurement for revegetation works on Blackfellow Creek is planned for 2021. Stage 4 – two rounds of on ground cats claw creeper control has been undertaken and will be completed in 2021. Weed control, regeneration and revegetation at Lake Apex and Lake Freeman has been completed by Skilling Queenslanders for Work trainees. Weed control work occurred around the perimeter of Lake Freeman, and selected sections of Lake Apex, with 550 tube stock plants installed around the edge of Lake Apex. Maintenance of these sites has been completed.

3.4 Locals and visitors experience our natural assets.

Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Progress Indicators				Progress Comments
							Timing	Budget	Scope	Risk	
	The outcomes identified from Operational Plan deliverable 2.3.1 "Tourism Strategy" will link to achieve this outcome of the Corporate Plan.										

3.5 Council and the community actively reduce waste, recycle and reuse more.

Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Progress Indicators				Progress Comments
							Timing	Budget	Scope	Risk	
3.5.1	Determine and implement new lease and contract arrangements for the Material and Recyclable Facility (MRF) at the Gatton Waste Facility to enable the regions recycling to be processed in accordance with statutory requirements.	Lease and Contract arrangements completed, implemented and commencement of compliance monitoring of the facility.	Group Manager Infrastructure	Manager Community Facilities	LCL1 - Legal Compliance and Liability	31-Dec-20 (lease) 30-Jun-21 (Contract and monitoring)	Rescheduling expected	Operational budget within allocation	Benefits to be achieved	Identified risk/s within appetite	The draft lease and specification have been prepared and provided to Anuha for review. Once the lease has been finalised contract arrangements and compliance monitoring will be able to commence.
3.5.2	Undertake a site study to determine suitable locations for a new Resource Recovery Centre (RRC) to service the eastern area of the region as identified within the Waste Reduction and Recycling Plan (WRRP).	Study completed with suitable sites identified for an eastern resource recovery centre for waste.	Group Manager Infrastructure	Manager Community Facilities	IA1 - Planning, managing and maintaining assets for the future	30-Jun-21	On time	Operational budget within allocation	Benefits to be achieved	Identified risk/s within appetite	Early site study planning to identify proposed sites for the Resource Recovery Centre (RRC) to service the eastern area of the region has commenced. A possible site has been identified and Council's planning and property teams are reviewing this site.

3.6 Council and the community actively reduce consumption of non-renewable resources.

Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Progress Indicators				Progress Comments
							Timing	Budget	Scope	Risk	
3.6.1	Identify and develop an Energy Management Plan for Council's principal buildings and facilities that will reduce energy consumption and cost.	An energy management plan developed that aims to reduce Council's energy consumption.	Group Manager Infrastructure	Manager Community Facilities	FE1 - Financial Sustainability	30-Jun-21	At risk of deferral/to be deferred	Operational budget within allocation	Benefits in doubt	Identified risk/s being managed	Usage of Council's principal buildings and facilities remains lower than usual due to COVID-19 applied restrictions and therefore the current data available is not an accurate indicator of maximum usage. Further data will be required to ensure reporting is accurate and collection and analysis of data will progress in 2021. Facilities staff have carried out training on systems to allow us to collate data effectively - eg Switch Automation software to manage and monitor electricity usage at Gatton showgrounds.

Lockyer Planned:

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

4.1 Growth and development in the region is sustainably managed through the adoption and implementation of the Lockyer Valley Planning Scheme.

Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Progress Indicators				Progress Comments
							Timing	Budget	Scope	Risk	
4.1.1	Finalise the Lockyer Valley Regional Council Planning Scheme, including the Development Manual for public notification.	Planning Scheme finalised including the Development Manual and adopted by Council for Public Consultation.	Group Manager Community and Regional Prosperity	Manager Planning, Policy and Community Wellbeing	R1 - Reputation and goodwill	30-Jun-21	On time	Operational budget within allocation	Benefits to be achieved	Identified risk/s being managed	Redrafting of the planning scheme is continuing. Peer review of the draft Development Manual has been received. Comments are being considered. Internal content experts have identified resource challenges which impact on their capacity to consider the Peer Review comments.

4.2 Provision of fit-for-purpose infrastructure which meets the current and future needs of the region.

Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Progress Indicators				Progress Comments
							Timing	Budget	Scope	Risk	
4.2.1	Deliver the Council funded infrastructure capital work program.	Council funded program of work completed within allocated budget and timeframe.	Group Manager Infrastructure	Manager Civil Operations/Manager Community Facilities	IA2 - Delivering major projects	30-Jun-21	On time	Operational budget within allocation	Benefits to be achieved	Identified risk/s being managed	Works have been completed on Woodlands Road Stage 3 and the 2020/2021 Bitumen Reseal Program.
4.2.2	Deliver the external funded infrastructure program of work including: -Works for Queensland COVID-19 Projects. -Building Better Regions -Building Our Regions -Transport Infrastructure Development Scheme (TIDS) -Roads to Recovery (R2R) programme. -Black Spot programme.	External funded program of work completed within allocated budget and in accordance with funding timeframes.	Group Manager Infrastructure	Manager Civil Operations/Manager Community Facilities	IA2 - Delivering major projects	30-Jun-21	On time	Capital budget overspent	Benefits to be achieved	Identified risk/s being managed	Infrastructure continues to deliver projects related to Works for Qld, Building Better Regions, Unite and Recover Community Stimulus Program. Projects that have been completed include: Lake Apex Playground Equipment, Laidley Cemetery Seam Strip Renewal, Gatton Cemetery Bubbler, Laidley Transfer Station Fence, Gatton Landfill Fence Southern Boundary, Construct liner against cell 4, Gatton Showgrounds Retaining Walls, Laidley Pool Upgrades. Works have commenced on Fairways Park Stage 1, Laidley Saleyards Timber Pans and Posts replacement, Gatton CBD Park, Lockyer Valley Cultural Centre HVAC works, Lockyer Valley Cultural Centre Roof Rectification Works and Lake Clarendon Public Toilets Refurb Projects currently in the procurement phase include; Gatton Shire Hall Improvements, Das Neumann Haus Rectification Works, Laidley Cultural Centre Acoustics. Amos Road widening and Carpark have been completed. Some of the external budgets have identified overspends on works to date. However the overall budget still within the allocated funding provided. Adjustments to these overspends will be made as part of the next budget review.
4.2.3	Undertake defect identification on Council's Facilities to develop a defect backlog within Council's Technology One software program that will enable the creation of work packages for Council's Facilities	Defect identification completed, defect backlog developed and work packages identified for Council's facilities.	Group Manager Infrastructure	Manager Community Facilities	IA1 - Planning, managing and maintaining assets for the future	30-Jun-21	On time	Operational budget within allocation	Benefits to be achieved	Identified risk/s within appetite	Maintenance schedules have been identified including frequencies of servicing and entered into Tech One. Infrastructure staff are providing defect data. Identified defects being converted to work orders successfully.
4.2.4	Develop and implement a future capital works design process to determine a six month schedule of works across the Infrastructure Group.	Future capital works design process and six month schedule of works developed and implemented.	Group Manager Infrastructure	Manager Technical Services	IA1 - Planning, managing and maintaining assets for the future	31-Mar-21	At risk of deferral/to be deferred	Capital budget on track	Benefits in doubt	Identified risk/s being managed	Preparations for the recruitment of a Principal Engineer to the organisation have commenced. The ability to recruit a suitable person to the position within a reasonable timeframe presents significant impact on the ability to delivery the project and therefore the identified completion date will not be met. However there is still desire with current resourcing capacity for work to continue on this project to enable a draft six month schedule of work to be developed for implementation in the 2021-22 financial year.
4.2.5	Develop a plan to guide the delivery of Council's strategic infrastructure planning program and undertake a review of Infrastructure Charges to inform: - the required amendments to the Local Government Infrastructure Plan (LGIP) and the Infrastructure Charges Framework. - the development of strategic infrastructure planning forward program of works for the region that informs the long term capital work plan.	Review of Council's strategic infrastructure planning and infrastructure charges completed. Amendments to the Local Government Infrastructure Plan and Infrastructure Charges Framework completed. And a forward program of planned infrastructure works developed.	Group Manager Community and Regional Prosperity	Manager Planning, Policy and Community Wellbeing	IA1 - Planning, managing and maintaining assets for the future	30-Jun-21	Rescheduling expected	Operational budget within allocation	Benefits to be achieved	Identified risk/s being managed	A review of the Local Government Infrastructure Plan (LGIP) and infrastructure charging and collection is now scheduled to commence in quarter three. This work has been delayed due to resourcing within the Branch. Work has commenced in relation to the necessary strategic infrastructure planning required to be completed as a forward schedule of works for Council's consideration.

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

Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Progress Indicators				Progress Comments
							Timing	Budget	Scope	Risk	
4.3.1	Implement the continuous improvement initiatives as outlined in the Planning and Development Continuous Improvement Plan to further streamline Council's Development Assessment process.	Identified continuous improvement deliverables for the 2020-21 financial year completed and further improvements identified where necessary.	Group Manager Community and Regional Prosperity	Manager Planning, Policy and Community Wellbeing	R1 - Reputation and goodwill	30-Jun-21	On time	Operational budget within allocation	Benefits to be achieved	Identified risk/s within appetite	A number of initiatives have been achieved during quarter two in line with the Development Assessment Continuous Improvement Plan to further streamline processes, achieve efficiencies in business operations and enhance the customer experience. These initiatives include adoption of the Compliance Strategy [Compliance Policy and Compliance Procedure] which documents Council's approach to undertaking compliance. The establishment of a case management framework for development application assessment where the process is front loaded and the assessment officer is consistent through the process from pre-lodgement through to development compliance. Collaboration is being undertaken with Customer Contact to further familiarise the team on development assessment thereby improving the customer experience. A fact sheet and form were developed for making submissions to development applications to assist the public to ensure their submissions are properly made and streamline the process.

4.4 Regional collaboration and targeted advocacy that drives external funding, for timely delivery of key infrastructure and enhanced community outcomes.

Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Progress Indicators				Progress Comments
							Timing	Budget	Scope	Risk	
4.4.1	Provide technical support to review the Inland Rail Project designs impacting on Council's Infrastructure	Project designs reviewed and feedback provided to Australian Rail Track Corporation or project proponent.	Group Manager Infrastructure	Manager Technical Services	IA1 - Planning, managing and maintaining assets for the future	30-Jun-21	On time	Operational budget within allocation	Benefits to be achieved	Identified risk/s within appetite	Traffic counts were undertaken on local roads to determine the impact of the closure of the Gaul Street level crossing. Regular stakeholder meetings continued this quarter with the Transport and Main Roads development team.

4.5 An integrated approach to the planning of all communities that strengthens local identity and lifestyle.

Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Progress Indicators				Progress Comments
							Timing	Budget	Scope	Risk	
4.5.1	Advocate to key stakeholders to seek amendments to the South East Queensland Regional Plan and additional augmentation of water and sewerage networks to enable the strategic growth and development of the region.	Advocacy opportunities to enable strategic growth and development for the region are maximised.	Group Manager Community and Regional Prosperity	Manager Planning, Policy and Community Wellbeing	IA1 - Planning, managing and maintaining assets for the future	30-Jun-21	On time	Operational budget within allocation	Benefits to be achieved	Identified risk/s within appetite	Ongoing advocacy to occur that compliments the growth aspirations of the new Planning Scheme.

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

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

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

Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Progress Indicators				Progress Comments
							Timing	Budget	Scope	Risk	
5.1.1	Undertake a review of Council's revenue streams to identify opportunities to improve Council's financial sustainability including: - the application of rates and levies - the register of fees and charges.	Review completed and recommendations provided to Council for consideration as part of 2021-22 budget deliberations.	Chief Executive Officer	Chief Financial Officer	FE1 - Financial Sustainability	30-Jun-21	On time	Operational budget within allocation	Benefits to be achieved	Identified risk/s within appetite	Review of the rates revenue strategy is ongoing, with one workshop held to date. Next Council workshop is scheduled for January 2020. Review of the Fees and Charges has commenced, with consultation with Councillors to occur through the budget preparation process.
5.1.2	Review and implement recommendations for the operation and management of the Lockyer Valley Function Centre and Staging Post Café.	Management and operation of Lockyer Valley Function Centre and Staging Post Café determined and implemented.	Group Manager Community and Regional Prosperity	Manager Community Activation	FE1 - Financial Sustainability	30-Jun-21	On time	Operational budget within allocation	Benefits to be achieved	Identified risk/s within appetite	Expressions of Interest were sought for the operation of the café and function facility. Following evaluation of the EOI responses, invitations to tender have been issued to successful applicants.
5.1.3	Develop and implement a risk-based plan to deliver the recommendations of the independent review conducted on Council's procurement function.	Plan developed and agreed key findings implemented based on level of risk and an improved procurement function achieved.	Group Manager People and Business Performance	Manager Business Performance	FE1 - Financial Sustainability	30-Jun-21	On time	Operational budget within allocation	Benefits to be achieved	Identified risk/s within appetite	Plan developed and implemented based on risk. 64% of the Tendered contracts review internal audit are completed. 58% of the Strategic Procurement Review are completed. Suite of templates, flow charts, exceptions list and draft Procurement Guide completed. Centre-Led approach has been implemented and resulted in a new Centre-run model trialled with Civil Operations Team and hybrid model used for other areas.. Local Benefit and Community engagement to commence prior to June 2021.
5.1.4	Implement the identified deliverables in Council's Land Asset Management Plan including the rationalisation of land assets.	Deliverables identified in Council's Land Asset Management Plan for the 2020-21 financial year completed and identified land sold.	Group Manager People and Business Performance	Manager Business Performance	FE1 - Financial Sustainability	30-Jun-21	On time	Capital budget on track	Benefits to be achieved	Identified risk/s within appetite	A supplier has been appointed to market and sell identified properties following a procurement process. Seven properties identified for sale by tender and released to market with tenders closing on 19 February 2021.
5.1.5	Finalise the review of plant and fleet across Council to ensure utilisation is maximised and plant and fleet types are reflective of the future needs for programmed works.	Review completed, plant and fleet types to meet the future needs for programmed works identified and rationalisation commenced.	Group Manager Infrastructure	Manager Civil Operations	FE1 - Financial Sustainability	30-Jun-21	At risk of delivery/to be delivered	Operational budget within allocation	Benefits in doubt	Identified risk/s being managed	To enable Council to achieve the strict timeframes identified for the delivery of Council's funded program of work. This operational plan deliverable has been deferred at this stage and will be revisited at a later date when the funded projects are delivered.

5.2 Excellence in customer service to our community.

Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Progress Indicators				Progress Comments
							Timing	Budget	Scope	Risk	
5.2.1	Review the existing Customer Service Charter and implement recommendations to improve Council's commitment to customers.	Review completed, recommendations identified and implemented.	Group Manager People and Business Performance	Manager People and Culture	R1 - Reputation and goodwill	31-Dec-20	Rescheduling expected	Operational budget within allocation	Benefits to be achieved	Identified risk/s within appetite	The review of the Customer Service Charter has been completed with a redesigned draft one page document developed. It is anticipated this should be finalised for implementation in the third quarter, which is slightly outside the initially determined timeframe.
5.2.2	Provide an innovative booking program for use of Council Facilities	Implement the Bookable system including training for regular users and community members.	Group Manager People and Business Performance	Manager People and Culture	IA3 - Information and technology capacity and management	31-Dec-21	On time	Operational budget within allocation	Benefits to be achieved	Identified risk/s within appetite	All bookings continue to be logged in the Bookable system internally following the Bookable process. A workshop will be conducted with Council on the Bookable System during quarter three and released externally over the coming months.

5.3 Actively engage with the community to inform council decision making processes.

Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Progress Indicators				Progress Comments
							Timing	Budget	Scope	Risk	
5.3.1	Develop a corporate communication strategy to clearly define the role and Council's approach to internal and external communication and a communication plan to put the strategy into actions.	Communications Strategy and Plan developed and agreed actions identified in plan completed.	Group Manager People and Business Performance	Manager People and Culture	R1 - Reputation and goodwill	31-Dec-20 (Strategy and Plan) 30-Jun-21 (agreed actions)	Rescheduling expected	Operational budget within allocation	Benefits to be achieved	Identified risk/s within appetite	Communications Strategy and Plan development to be extended until 30 June 2021. Work has commenced the internal communications plan.

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

Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Progress Indicators				Progress Comments
							Timing	Budget	Scope	Risk	
5.4.1	Deliver Council's audit and risk management function including: - Conduct of Audit and Risk Management Committee Meetings. - Conduct of Internal Audits identified for the 2020-21 financial year. - Monitoring and completion of internal audit recommendations.	Council's audit and risk management function delivered.	Group Manager People and Business Performance	Manager Business Performance	FE2 - Decision making governance, due diligence, accountability and sustainability	30-Jun-21	On time	Operational budget within allocation	Benefits to be achieved	Identified risk/s within appetite	Council's Audit and Risk Management Committee met during the quarter. A draft Risk Assurance Map has been finalised for management review with an overview of the draft Assurance Map provided to the Committee. Fieldwork was completed on the development of Data Analytics for Council and also the Payroll and Remuneration review with a draft Report received for management review on the Payroll and Remuneration Audit. Progress on the implementation of recommendations captured in the Audit Register is regularly reviewed by the Executive Leadership Team and reported monthly to Council. A progress update was also presented to the Audit and Risk Management Committee with four items endorsed as completed by the Committee and archived from the Register.

5.5 Promote a values based culture that appreciates and empowers its workforce.

Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Progress Indicators				Progress Comments
							Timing	Budget	Scope	Risk	
5.5.1	Develop and negotiate new Enterprise Bargaining Agreements for field and office based employees, including: - the preparation of an expression of interest for the management and operation of weekend cleaning services required to be conducted by Council. - complete data collection and analysis on the field staff 4 day week.	Enterprise Bargaining Agreements for field and office based staff certified by the Queensland Industrial Relations Commission and new agreements implemented.	Group Manager People and Business Performance	Manager People and Culture	S1 - Strategic Workforce Planning and Management of Staff	30-Jun-21	On time	Operational budget within allocation	Benefits to be achieved	Identified risk/s within appetite	Preparatory works on the Enterprise Bargaining Agreement are in progress for negotiations to commence in the third quarter. This will include consultation with staff and management regarding the contents of a new agreement. Notification of intention to commence negotiations for a new agreement will be sent to the relevant unions in January 2021.
5.5.2	Review and implement a performance leadership framework and embed the framework with the corporate leadership team.	Performance leadership framework developed and implemented with the corporate leadership team.	Group Manager People and Business Performance	Manager People and Culture	S1 - Strategic Workforce Planning and Management of Staff	30-Jun-21	On time	Operational budget within allocation	Benefits to be achieved	Identified risk/s within appetite	A draft of the Accountability and Development Agreement has been distributed to the Corporate Leadership Team for finalisation. It is envisaged that the Accountability and Development Agreements will be implemented for the Corporate Leadership Team in quarter three.
5.5.3	Develop a modernised Intranet for Council to enable improved information sharing across the organisation.	A modern intranet delivered on the Microsoft Office 365 SharePoint Online platform and improved information sharing to the organisation achieved .	Group Manager People and Business Performance	Manager Business Performance & Manager Information Communication and Technology	IA2 - Delivering major projects	30-Jun-21	On time	Capital budget on track	Benefits to be achieved	Identified risk/s within appetite	A project plan has been created and approved. A project team has been assembled and Managers briefed on the project. At least one representative from each branch will contribute to the design and identify what information will be included on the new Intranet and at which phase it should be included. Phase One will include any relevant information from the current Intranet. Ongoing phases will be operationalised, with a view to keep adding new information and updating existing information.
5.5.4	Identify and implement opportunities to improve integrity awareness and compliance throughout the organisation.	Improvement opportunities on integrity awareness and compliance identified and implemented.	Group Manager People and Business Performance	Manager People and Culture/Manager Business Performance.	FE2 - Decision making governance, due diligence, accountability and sustainability	30-Jun-21	On time	Operational budget within allocation	Benefits to be achieved	Identified risk/s within appetite	Topics identified to be delivered throughout the year. Code of Conduct training has been delivered to staff across the organisation over October and November through a blend of virtual and face to face training. The Organisational Development team have also implemented a monthly eLearning focus topic for supervisors/managers on compliance based issues (i.e. timesheet and leave fraud). Workplace Bullying and Harassment training to be delivered via eLearning in quarter three.

5.6 Provide leadership and contemporary management systems that drive a coordinated and connected organisation.

Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Progress Indicators				Progress Comments
							Timing	Budget	Scope	Risk	
5.6.1	Implement the priority recommendations of the Organisational Effectiveness Review identified for the 2020-21 financial year	The priority recommendations of the Organisational Effectiveness review for the 2020-21 financial year implemented.	Group Manager People and Business Performance	Manager People and Culture	FE1 - Financial Sustainability	30-Jun-21	On time	Operational budget within allocation	Benefits to be achieved	Identified risk/s within appetite	Priority recommendations of the Organisational Effectiveness Review (OER) continue to be addressed and actioned. A key deliverable completed this quarter was the End of Year Awards Program for staff.
5.6.2	Identify and implement continuous improvement initiatives throughout Council to improve customer focus and business effectiveness.	Continuous improvement initiatives identified and implemented.	Chief Executive Officer	Group Managers	FE2 - Decision making governance, due diligence, accountability and sustainability	30-Jun-21	On time	Operational budget within allocation	Benefits to be achieved	Identified risk/s within appetite	The identification of continuous improvements initiatives across the organisation continued this quarter. A information session on the organisations continuous improvement process was conducted with the leaders of the People and Business Performance. Individual teams across the organisation have developed and implemented continuous improvement registers to capture and manage continuous improvements on their functions.

5.7 Compliant with relevant legislation.

Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Progress Indicators				Progress Comments
							Timing	Budget	Scope	Risk	
5.7.1	Implement the agreed recommended actions arising from the AS/NZS 4801 standard for occupational health and safety audit to improve Council's organisational work health and safety.	Agreed recommendations implemented and AS/NZS 4801 Certification achieved and the organisations work health and safety improved.	Group Manager People and Business Performance	Manager People and Culture	WHS1 - Workplace Health and Safety	30-Jun-21	On time	Operational budget within allocation	Benefits to be achieved	Identified risk/s being managed	The twenty-five agreed actions from audit of Council's SafePlan have been tasked to responsible officers through the Non-Conformance Rectification process for action and closing out. Approximately 80% of the actions have been completed and closed out.
5.7.2	Conduct a full review of Council's local laws and subordinate local laws to achieve a modern suite of legislative documents that are easy to understand, practical and relevant to the region.	Stage 1 review completed and modern suite of Local Laws developed and implemented.	Group Manager People and Business Performance	Manager Business Performance	FE2 - Decision making governance, due diligence, accountability and sustainability	30-Jun-22	On time	Operational budget within allocation	Benefits to be achieved	Identified risk/s within appetite	Internal stakeholder consultation is required to be conducted to enable the prioritisation of the Local Laws which are required to be reviewed. This stakeholder consultation is scheduled to commence during the third quarter.

5.8 Deliver reliable internal support services.

Reference	Operational Plan Deliverable 2020-21	Performance Indicator	Executive Leadership Responsibility	Action and Reporting Responsibility	Key Risk Category	Completion Date	Progress Indicators				Progress Comments
							Timing	Budget	Scope	Risk	
5.8.1	Implement a suite of Information Communication Technology initiatives to minimise Council's exposure to cyber risk including: - Multi Factor Authentication - Application White Listing - Information Security Management System (Cyber Security Framework)	Identified suite of Information Communication Technology initiatives implemented to minimise Council's exposure to cyber risk.	Group Manager People and Business Performance	Manager Information, Communication and Technology	IA3 - Information and technology capacity and management	30-Jun-21	On time	Capital budget on track	Benefits to be achieved	Identified risk/s within appetite	Multi-Factor Authentication (MFA) on Microsoft Authentication services have been rolled out to the business in late December 2020. Application White Listing (AWL) market research is ongoing, with the next step to be procurement. Requirements for the Information Security Management System (ISMS) have been developed and procurement process has commenced.
5.8.2	Develop a strategic Information Communication and Technology Roadmap to identify opportunities to automate/digitise where possible.	Strategic information communication and technology roadmap developed with opportunities to automate/digitise identified.	Group Manager People and Business Performance	Manager Information, Communication and Technology	IA3 - Information and technology capacity and management	30-Jun-21	On time	Operational budget within allocation	Benefits to be achieved	Identified risk/s within appetite	An initial draft has been developed and is subject to further development prior to being circulated back to managers and ELT for feedback. Any feedback received will be considered prior to finalisation and approval of the document.
5.8.3	Identify and implement technology (mobility) to enable field based defect logging and task management to be captured in Council's Technology One software, including: - System configuration for use of functionality by Community Facilities and Civil Operations. - Provision of mobile device hardware.	Field based technology identified, fully implemented with defect logging and task management commenced.	Group Manager Infrastructure	Manager Information, Communication and Technology, Manager Civil Operations and Manager Community Facilities	IA3 - Information and technology capacity and management	30-Jun-21	On time	Operational budget within allocation	Benefits to be achieved	Identified risk/s within appetite	Defect collection and mapping fully implemented for roads and drainage assets. Civil Ops using defect system for maintenance management. Work is still continuing with Community Facilities to determine suitable arrangements.

11.3 Rationalisation of Council Land at 25 Frome Street, Laidley

Author: Caitlan Natalier, Coordinator Governance and Property
Responsible Officer: Anna Hebron, Group Manager People and Business Performance

Purpose:

The purpose of this report is to obtain a resolution to enable the sale of 25 Frome Street, Laidley and delegate authority to the Chief Executive Officer to identify and authorise the sale of other Council land in future as part of the Land Asset Rationalisation Project.

Officer's Recommendation:
THAT Council resolve to approve the sale of 25 Frome Street, Laidley described as Lot 8 on RP860774 in accordance with Chapter 6, Part 3 of the *Local Government Regulation 2012;*

AND FURTHER that Council resolve to delegate authority to the Chief Executive Officer to:
(a) identify and authorise the sale of other Council owned land as part of the Land Asset Rationalisation Project; and
(b) take all steps necessary to effect the land disposals on terms satisfactory to Council.

Executive Summary

This report is presented to consider selling 25 Frome Street, Laidley and to delegate authority to the Chief Executive Officer to identify and authorise future Council properties for sale as part of the Land Asset Rationalisation Project.

Proposal

In September 2020 Council resolved to procure a real estate agent for a period of 12 months to sell Council properties. At the same time, Council identified seven properties to be marketed for sale.

Gatton Real Estate (the **Agent**) was appointed and marketing and tender processes for the sale of land have commenced. One property currently being marketed for sale is situated at 27 Frome Street, Laidley. This property contains a dwelling and is significantly impacted by the Moonie to Brisbane oil pipeline easement that runs through the Lockyer Valley.

The Agent has advised that buyers have expressed concern with the extent of the easement. The Agent has enquired whether the adjoining land to the west, at 25 Frome Street, would be available for sale either separately or together with 27 Frome Street, to increase the attractiveness of the property.

The land details for 25 Frome Street, Laidley are:

Area:	1,031m²
Tenure:	Freehold
Improvements:	To be sold as vacant land.
Current Use:	Colourbond shed was constructed by Laidley Crisis Care with funding and is licensed for their storage use until 31 March 2021. Licence may be terminated earlier by Council by notice in writing and shed may be removed.
Zoning:	Urban Residential
Flood Risk	None
TLPI 2020 applies	No

The property at 25 Frome Street, Laidley has previously been identified by the Governance and Property team as suitable for sale, however was not originally proposed for immediate sale due to the shed being subject to a licence. As the licence is due to expire in March 2021, it is likely that if an offer is accepted the settlement of the sale contract would only occur once the licence has expired.

The recommendation in this report has been made to enable Council the flexibility to take advantage of any interest in both 25 and 27 Frome Street, Laidley being able to be purchased together by one buyer.

The recommendation also includes a delegation to the Chief Executive Officer to identify and approve any future properties for sale as part of the Land Asset Rationalisation Project to streamline the operational process.

<u>Options</u>

Option 1 Approve 25 Frome Street, Laidley for sale.

Option 2 Not approve 25 Frome Street, Laidley for sale.

Previous Council Resolutions

16 September 2020 Resolution 20-24/0141

Critical Dates

The current tender period for the sale of land closes on 19 February 2021.

Strategic Implications

Corporate Plan

Lockyer Leadership and Council
5.7 Compliant with relevant legislation

Finance and Resource

Costs can be absorbed within the existing capital budget allocation for the Land Asset Rationalisation Project. Price will be determined by the market through the tender process.

Legislation and Policy

Council must comply with Section 227 of the *Local Government Regulation 2012* before the property can be sold.

Risk Management

Key Corporate Risk Code and Category:	LCL1 Legal Compliance and Liability
Key Corporate Risk Descriptor:	Compliance management – regulatory or contract compliance, litigation, liability and prosecution

Consultation

Internal Consultation

The Community Facilities team has been consulted and has no objection to the sale of the property.

External Consultation

Laidley Crisis Care has been notified of the proposal to present 25 Frome Street, Laidley to Council for consideration for sale.

11.4 **Request to Lease 41, 43 and 45 Railway Street, Helidon - Application of Section 236(1)(c)(iv) Local Government Regulation Exception**

Author: Julie Millard, Property Officer
Responsible Officer: Anna Hebron, Group Manager People and Business Performance

Purpose:

The purpose of this Report is to consider a request for the lease of land described as Lot 1 on RP 23143, Lot 2 on RP 23143 and Lot 3 on RP 23143 by the owner of the adjoining Lot 2 on CSH2483 and comply with Council's statutory obligations under Section 236 of the *Local Government Regulation 2012*.

Officer's Recommendation:
THAT in relation to the request to lease Lot 1 on RP23143, Lot 2 on RP23143 and Lot 3 on RP23143 by the owner of the adjoining Lot 2 on CSH2483, Council resolve to:

a) apply the Section 236(1)(c)(iv) *Local Government Regulation 2012* exception from tendering and offer a lease to the adjoining owner on terms satisfactory to Council; and
b) delegate authority to the Chief Executive Officer to negotiate satisfactory lease terms and do all things necessary to give effect to this resolution.

Executive Summary

This report is presented for Council's consideration to comply with Council's obligations under Section 236 *Local Government Regulation 2012* and consider the adjoining owner's request to lease the land described as Lot 1 on RP 23143, Lot 2 on RP 23143 and Lot 3 on RP 23143 and situated at 41, 43 and 45 Railway Street, Helidon without inviting tenders for the lease.

Proposal

On 11 November 2020 Council received a request from the owner of 39 Railway Street, Helidon (**Adjoining Owner**) to lease land described as Lot 1 on RP 23143, Lot 2 on RP 23143 and Lot 3 on RP 23143 situated at 41, 43 and 45 Railway Street, Helidon (**Land**).

Council owns the Land. Council acquired the Land in 2001 after relocating five families whose houses were being undermined by the Lockyer Creek at Helidon. Council purchased the properties and removed the dwellings. The Land was then dedicated as open space and has remained vacant.

The Land details are:

Area	3,123m²
Tenure	Freehold
Zoning	Open Space
Flood Risk	High Hazard and Investigation Area

TLPI 2020 applies Yes

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

The Adjoining Owner's intention is to lease the Land for use as a vegetable patch and for the grazing of one horse. An annual rental of $150.00 including GST has been offered however in order to comply with Section 236(3) *Local Government Regulation 2012* any lease of the Land will need to be for a rental that is at least equal to, or more than, the market value of the interest in the land.

Options

Strategic Implications

Corporate Plan

Lockyer Leadership and Council

5.2 Excellence in customer service to our community
5.7 Compliant with relevant legislation

Finance and Resources

There will be a cost to Council of up to $1,650.00 to obtain a market valuation to determine the lease rental. An independent market valuation is required under Section 236 of the *Local Government Regulation 2012.*

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

The Adjoining Owner will be required to obtain public liability insurance and be responsible for all lease costs including fencing, maintenance and lease registration fees.

Legislation and Policy

Council must comply with Section 236 of the *Local Government Regulation 2012* before a lease to the Adjoining Owner can be offered.

Risk Management

Key Corporate Risk Code and Category:	LCL1 Legal Compliance and Liability
Key Corporate Risk Descriptor:	Compliance management – regulatory or contract compliance, litigation, liability and prosecution

Consultation

Internal Consultation
The following business units have been consulted in the preparation of this report:

- Growth and Policy
- Development Assessment
- Community Wellbeing
- Finance
- Community Facilities
- Technical Services

The creek bank at the rear of the lots is susceptible to erosion. Appropriate conditions restricting grazing on the rear of the lots and prohibiting the removal of existing native vegetation will be considered for inclusion in the lease.

External Consultation
Not applicable.

Community Engagement
Not applicable.

Attachments

1⇩ Aerial Map 1 Page

41, 43 and 45 Railway Street, Helidon

N

User:
Date: 12/15/2020
Scale (A4): 1:1129
Projection: GDA94 / MGA94 Zone 56

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11.5 **Request for Renewal of Trustee Lease over Lot 15 on RP 862336 - Beutel Road, Laidley Creek West**

Author: Julie Millard, Property Officer
Responsible Officer: Anna Hebron, Group Manager People and Business Performance

Purpose:

The purpose of this report is to consider a request from the current Lessee to renew the Trustee Lease over Lot 15 on RP862336 situated at Beutel Road, Laidley Creek West and comply with Council's obligations under Section 236 of the *Local Government Regulation 2012*.

Officer's Recommendation:
THAT in relation to the request for a renewal of the Trustee Lease over Lot 15 on RP862336 by the current Lessee, Council resolve to:

a) **Apply the Section 236(1)(c)(iii) *Local Government Regulation 2012* exception from tendering and offer a new Trustee Lease to the current Lessee on terms satisfactory to Council; and**

b) **Delegate authority to the Chief Executive Officer to negotiation lease terms and do all things necessary to enter into a new Trustee Lease to give effect to this resolution.**

Executive Summary

This report is presented for Council's consideration to comply with Council's obligations under Section 236 *Local Government Act 2012* and respond to the current Lessee's request for a renewal of lease over Lot 15 on RP862336 situated at Beutel Road, Laidley Creek West.

Proposal

The Lessee has been leasing Council managed land described as Lot 15 on RP862336 situated at Beutel Road, Laidley Creek West (**Land**) since 1 November 2015 for horse grazing.

The Land details are:

Area:	7.5 hectares
Tenure:	Reserve for Park and Recreation Purposes
Zoning:	Open Space and Reserves
Flood Risk:	Investigation Area

TLPI 2020 applies:	Yes
Environmental Overlays:	Moderate Ecological Significance Environmental Constraint – Water Salinity Area

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

The Trustee Lease expired on 31 October 2020 and the Lessee is currently holding over on the same terms and conditions, which are as follows:

Lease Type:	Trustee Lease
Permitted Use:	Horse grazing
Current Annual Rental:	$1,176.00
Payment Frequency:	Quarterly instalments
Annual Rental Increase:	CPI
Rental Arrears:	Nil
Lessee's Outgoings:	Fencing Insurance
Council's Costs:	Nil

Prior to expiry of the Trustee Lease, the Governance and Property team received requests from:

- the Lessee seeking a renewal of the Trustee Lease for a term of five years; and
- Council's Environmental officers to assess the suitability of the land for environmental purposes.

On 24 November 2020 a site inspection and investigation of the Land was conducted by Council's Property Officer and Catchment Project Officer. The Catchment Project Officer, in consultation with other environmental officers within Council, determined that there was no apparent damage occurring to the environmental values of the property and recommended that the leasing arrangement remain in place.

It is proposed a new Trustee Lease on similar terms is offered with the additional prescribed terms contained in Schedule 3 of the *Land Regulation 2020*.

Options

Option 1 Offer a new Trustee Lease to the Lessee.

Option 2 Invite public tenders for the lease of the Land to test market interest.

Option 3 Refuse the Lessee's request.

Strategic Implications

Corporate Plan

Lockyer Leadership and Council

5.2 Excellence in customer service to our community
5.7 Compliant with relevant legislation

Finance and Resource

There will be a cost to Council of up to $1,650.00 to obtain a market valuation to confirm the proposed lease rental. An independent market valuation is required under Section 236 of the *Local Government Regulation 2012.*

The trustee lease will be prepared by Council's Property Officer.

Legislation and Policy

The Lessee was awarded the initial lease of the Land following a public tender process. Council must comply with Section 236 of the *Local Government Regulation 2012* before a new lease to the current Lessee can be offered. The lease must also contain the prescribed terms set out in Schedule 3 of the *Land Regulation 2020.*

A Land Management Plan has also been registered over the Land and will need to be updated by Council to reflect the new trustee lease to comply with the Department of Resources *Land Act 1994 Policy*.

Risk Management

Key Corporate Risk Code and Category:	LCL1 Legal Compliance and Liability
Key Corporate Risk Descriptor:	Compliance management – regulatory or contract compliance, litigation, liability and prosecution

Consultation

Internal Consultation
The following business units have been consulted in the preparation of this report:

- Growth and Policy
- Development Assessment
- Community Wellbeing
- Finance
- Community Facilities
- Technical Services

The Catchment Project Officer recommends that the leasing arrangement continue with the Lessee to continue undertaking weed control and ensure that the native vegetation is not impacted by herbicide or the grazing activities.

Council's Senior Environmental Planner has advised the vegetation on the Land is protected by the Koala Conservation Planning Framework, the *Vegetation Management Act 1999* and the Natural and Environmental Significance overlay under the Laidley Planning Scheme 2003. The lease terms will require the Lessee to comply with all applicable laws.

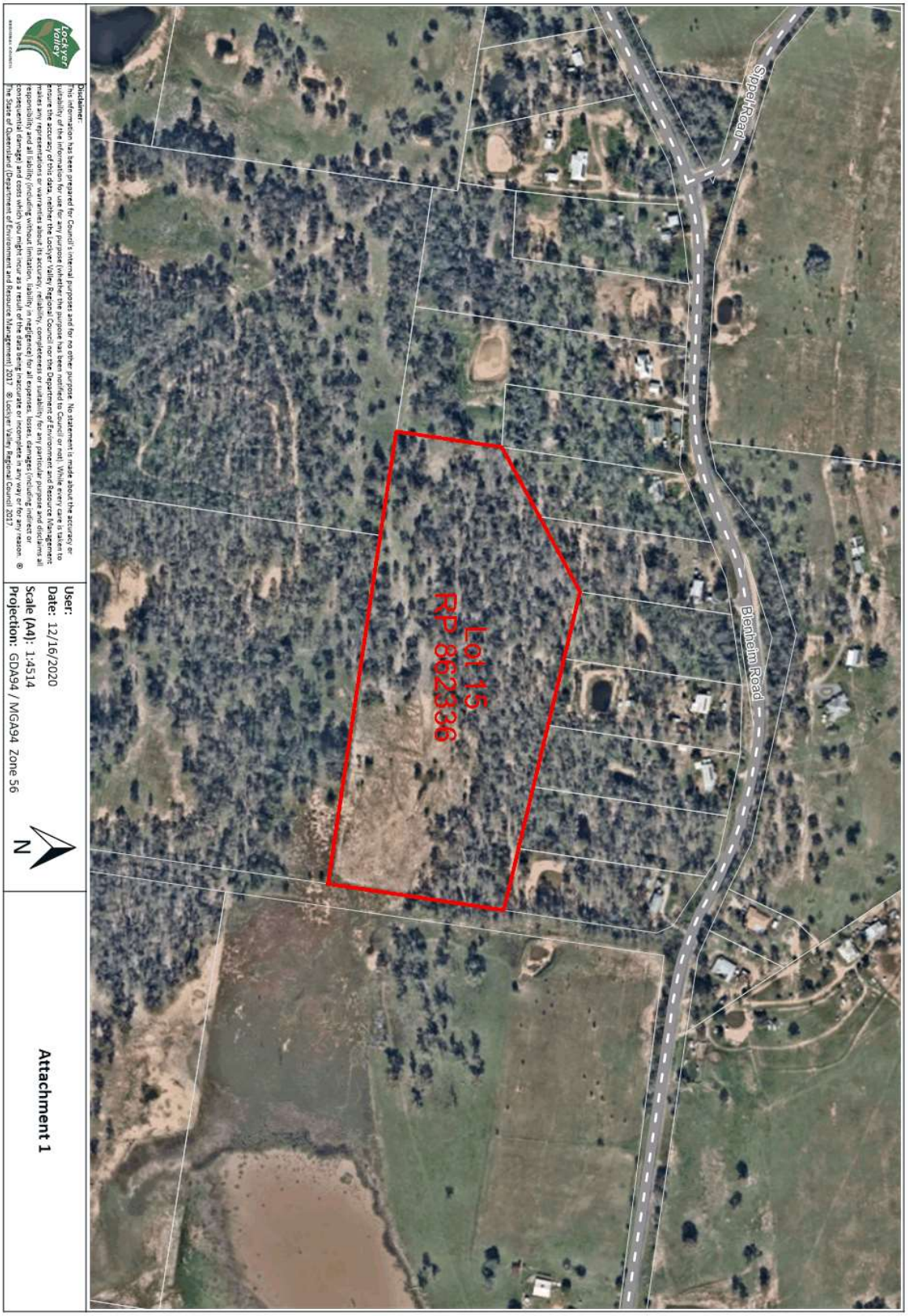
Council's Planning Officer has advised that Lessee will need to obtain and comply with all necessary planning approvals for the grazing use of the Land.

External Consultation
Not applicable.

Community Engagement
Not applicable.

Attachments

1⇩ Attachment 1 1 Page


Beutel Road
Blenheim Road
Lot 15
RP 862336
Attachment 1
User:
Date: 12/16/2020
Scale (A4): 1:4514
Projection: GDA94 / MGA94 Zone 56
N
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12. COMMUNITY & REGIONAL PROSPERITY REPORTS

12.1 Application for Preliminary Approval including Variation Request and Development Permit for Reconfiguring a Lot for Subdivision (1 Lot into 5 Lots) at 100 Staatz Quarry Road, Regency Downs

Author: Tammee Van Bael, Planning Officer
Responsible Officer: Amanda Pugh, Group Manager Community & Regional Prosperity

Purpose:

The purpose of this report is to consider an application (MC2020/0036 & RL2020/0014) for a Preliminary Approval including a Variation Request to vary the effect of the *Laidley Shire Planning Scheme 2003* and Development Permit for Reconfiguring a Lot for Subdivision (1 Lot into 5 Lots) on Lot 18 RP200060 at 100 Staatz Quarry Road, Regency Downs.

The application has been assessed in accordance with the requirements of the *Planning Act 2016* and it is recommended that the application be approved in accordance with the Officer's Recommendation.

Officer's Recommendation:

THAT the application (MC2020/0036 & RL2020/0014) for a Preliminary Approval including a Variation Request to vary the effect of the *Laidley Shire Planning Scheme 2003* and Development Permit for Reconfiguring a Lot for Subdivision (1 Lot into 5 Lots) on Lot 18 RP200060 at 100 Staatz Quarry Road, Regency Downs be approved subject the following conditions:

APPROVED PLANS

The following plans are Approved Plans for the development:

Approved Plans

Plan No.	Rev.	Plan Name	Date
-	-	*100 Staatz Quarry Road, Regency Downs Lot 18 RP200060*, prepared by the Applicant	Received by Council 23 June 2020

REFERENCED DOCUMENTS

Not Applicable.

VARIATION APPROVAL

A Variation Approval under the *Planning Act 2016* has been granted. The level of assessment and applicable codes for any development approval resulting from this approval are identified in the conditions.

FURTHER PERMITS REQUIRED

Not Applicable.

CURRENCY PERIOD OF APPROVAL

The currency period for the Preliminary Approval including a Variation Request to vary the effect of the *Laidley Shire Planning Scheme 2003* is five (5) years starting the day that this variation approval takes effect. (Refer to Section 88 "Lapsing of approval for failing to complete development" of the *Planning Act 2016*.)

The currency period for the Development Permit for Reconfiguring a Lot for Subdivision (1 Lot into 5 Lots) is four (4) years starting the day that this development approval takes effect. (Refer to Section 85 "Lapsing of approval at end of currency period" of the *Planning Act 2016*.)

ASSESSMENT MANAGER CONDITIONS

Preliminary Approval including a Variation Request to vary the effect of the *Laidley Shire Planning Scheme 2003*

NO.	CONDITION	TIMING
1.	The Rural Residential Zone, assessment tables and assessment criteria under the *Laidley Shire Planning Scheme 2003* shall apply to Lot 18 RP200060 also known as Proposed Lots 1, 2, 3, 4 and 5. These allotments are considered to be zoned Rural Residential under the *Laidley Shire Planning Scheme 2003*.	At all times while the approval is current.

Development Permit for Reconfiguring a Lot for Subdivision (1 Lot into 5 Lots)

NO.	CONDITION	TIMING
1.	Undertake the development generally in accordance with the approved plan. This plan will form part of the approval unless otherwise amended by conditions of this approval.	Prior to lodgement of a request for sealing of survey plan of subdivision.
2.	Maintain the approved development in accordance with the approved drawing/s and/or document, and any relevant Council or other approval required by conditions.	At all times.
3.	Pay all outstanding rates and charges applicable to the subject land.	Upon lodgement of a request for sealing of survey plan.
4.	Submit certification from a Licensed Surveyor or suitably qualified person that all works approved by the conditions of this approval have been constructed in accordance with the Approved Plans and relevant specifications. Note: Photographic evidence to be submitted of constructed works along with the certification.	Upon lodgement of a request for sealing of survey plan.
Plan Sealing Requirements		
5.	All conditions must be complied with prior to the plan of survey being sealed by Council.	Prior to lodgement of a request for sealing of survey plan of subdivision.
6.	Submit an assessment to Council detailing the development's compliance with each condition of this approval or agreed variation.	Upon lodgement of a request for sealing of survey plan.
7.	Provide certification from a Licensed Surveyor that the lots created accord with the approved plan.	Upon lodgement of a request for sealing of survey plan.
Alterations and/or Relocations		

8.	Any alteration or relocation in connection with or arising from the development to any service, installation, plant, equipment or other item belonging to or under the control of the telecommunications authority, electricity authority or Council or other person engaged in the provision of public utility services is to be carried out with the development and at no cost to Council.	At all times.
9.	Replace existing Council infrastructure (including but not limited to any street trees and footpaths) to a standard which is consistent with Council's standards should this infrastructure be damaged as part of construction works.	At all times.
Public Utilities		
10.	All utilities must be installed within the relevant utility corridor in accordance with the Institute of Public Works Australasia's standard drawing number RS-100 *public utilities typical service corridors and alignments* and RS-101 *public utilities typical service conduit sections*.	Prior to lodgement of a request for sealing of survey plan of subdivision.
11.	Kerb markers must be installed to identify the location of cross road services e.g. water, electricity, telecommunications and gas as applicable.	Prior to lodgement of a request for sealing of survey plan of subdivision.
Location of Services		
12.	Submit certification from a Licensed Surveyor or suitably qualified person that all services are located wholly within the lot it serves.	Upon lodgement of a request for sealing of survey plan.
13.	Remove any services made redundant as a result of the development and reinstate the land.	Prior to lodgement of a request for sealing of survey plan of subdivision.
Electricity and Telecommunications		
14.	Provide evidence (e.g. Certificate of Supply to Subdividers with agreement) demonstrating that electricity supply has been provided to each lot.	Upon lodgement of a request for sealing of survey plan.
15.	Provide evidence (e.g. Certificate of Supply) demonstrating that telecommunications have been provided to each lot.	Upon lodgement of a request for sealing of survey plan.
16.	Telecommunications conduits (ducts) and pits, including trenching and design, must be provided to service the development in accordance with the NBN Co installing pit and conduit infrastructure – guidelines for developers.	Prior to lodgement of a request for sealing of survey plan of subdivision.
Water and Wastewater		
17.	Provide a Connection Certificate from the distributor-retailer, trading as Urban Utilities, that each allotment has been connected to reticulated water.	Upon lodgement of a request for sealing of survey plan.
Stormwater		
18.	All works associated with this development must be undertaken without resulting in stormwater damage or nuisance to surrounding and/or downstream properties or infrastructure.	At all times.
Access		
19.	Access to Lot 1 must be via Primrose Place only. No access is permitted from Staatz Quarry Road. Future purchasers are to be advised that no access will be permitted from Staatz Quarry Road.	At all times.

ADVISORY NOTES

(i) A property note will be placed on Lot 1 that prohibits access from Staatz Quarry Road.

(ii) Council will issue an Infrastructure Charges Notice. These charges are required to be paid prior to the sealing of the survey plan.

(iii) All works associated with this approval may not start until all subsequent approvals have been obtained, and its conditions complied with.

(iv) Any additions or modifications to the approved use (not covered in this approval) may be subject to further application for development approval.

(v) **Fire ants**

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

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

The Fire Ant Restricted Area as well as general information can be viewed on the DAF website.

(vi) **Biosecurity**

Ensure all invasive pest weed species under the *Biosecurity Act 2014* are removed appropriately prior to removing trees on site.

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

(vii) **Cultural heritage**

The *Aboriginal Cultural Heritage Act 2003* requires anyone who carries out a land use activity to exercise a duty of care. Further information on cultural heritage duty of care is available on the Department of Aboriginal and Torres Strait Islander Partnerships (DATSIP) website.

The DATSIP has established a register and database of recorded cultural heritage matters, which is also available on the Department's website.

Should any aboriginal, archaeological or historic sites, items or places be identified, located or exposed during construction or operation of the development, the *Aboriginal Cultural Heritage Act 2003* requires all activities to cease. Please contact DATSIP for further information.

Advice for Urban Utilities

On 1 July 2014, Urban Utilities became the assessment manager for the water and wastewater aspects of development applications. An application will need to be made directly to Urban Utilities for water supply connections for the proposed development.

Executive Summary

This report considers a development application (MC2020/0036 & RL2020/0032) for a Preliminary Approval including a Variation Request to vary the effect of the *Laidley Shire Planning Scheme 2003* and Development Permit for Reconfiguring a Lot for Subdivision (1 Lot into 5 Lots) at 100 Staatz Quarry Road, Regency Downs. The following table summarises the application details.

APPLICATION SUMMARY	
Applicant:	Aprillia Pty Ltd C/- Elite Town Planning
Proposal:	Preliminary Approval including a Variation Request to vary the effect of the *Laidley Shire Planning Scheme 2003* and Development Permit for Reconfiguring a Lot for Subdivision (1 Lot into 5 Lots)
Properly Made Date:	23 June 2020
Street Address:	100 Staatz Quarry Road REGENCY DOWNS
RP Description:	Lot 18 RP 200060
Assessment Type:	Impact
Number of Submissions:	2
State Referral Agencies:	Not Applicable
Referred Internal Specialists:	• Development Engineer • Building Certifier • Plumbing Inspector
DA Stage	Part 5: Decision

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

Proposal

The application seeks approval for a Preliminary Approval including a Variation Request to vary the effect of the *Laidley Shire Planning Scheme 2003* and Development Permit for Reconfiguring a Lot for Subdivision (1 Lot into 5 Lots) at 100 Staatz Quarry Road, Regency Downs. The application proposes to vary the *Laidley Shire Planning Scheme 2003* to apply a Rural Residential zone.

The following table describes the key development parameters for the proposal.

RECONFIGURING A LOT	***DEVELOPMENT PARAMETERS***
Number of Proposed Lots	5
Size of Proposed Lots	Lot 1: 4020m^2 Lot 2-5: 4005m^2
Easements	Nil
Covenants	Nil

Site Details

SITE AND LOCALITY DESCRIPTION	
Land Area:	1.9995 Hectares
Existing Use of Land:	Vacant
Road Frontage:	Staatz Quarry Road: 99m Primrose Place: 184m
Significant Site Features:	No existing buildings, sparsely vegetated
Topography:	Flat – gentle slope down towards Staatz Quarry Road
Surrounding Land Uses:	Residential

Background / Site History

There are no existing planning approvals over the subject site. A formal prelodgement meeting was not held in relation to the proposal. Although a meeting was held with officers on 15 June 2020 to discuss the proposal in principle.

ASSESSMENT:

Framework for Assessment

Categorising Instruments for Statutory Assessment

For the *Planning Act 2016*, the following Categorising Instruments may contain Assessment Benchmarks applicable to development applications:

- the *Planning Regulation 2017*
- the Planning Scheme for the local government area
- any Temporary Local Planning Instrument
- any Variation Approval

Of these, the planning instruments relevant to this application are discussed in this report.

Assessment Benchmarks Pertaining to the *Planning Regulation 2017*

The following Assessment Benchmarks from the *Planning Regulation 2017* are applicable to this application:

PLANNING REGULATION 2017 DETAILS	
Assessment Benchmarks:	• State Planning Policy (Water Quality, and Natural Hazards, Risk & Resilience)
SEQ Regional Plan Designation:	Rural Living Area

State Planning Policy

Water Quality

The proposed development will not result in six or more lots. Assessment against this State Interest is not required.

Natural Hazards, Risk & Resilience

The subject site is located within a Flood hazard area – Local Government flood mapping area. No assessment against this State Interest is required as the subject site is not located within Council's *Temporary Local Planning Instrument 01/2019 (Flood Regulation)*.

South East Queensland Regional Plan

The subject site is located within the Rural Living Area under the SEQ Regional Plan. There is no minimum lot size prescribed for the Rural Living Area. The SEQ Regional Plan supports growth within this area for Rural Residential purposes. The proposed development is therefore considered to be consistent with the SEQ Regional Plan.

Assessment Benchmarks Pertaining to the Planning Scheme

The applicable planning scheme for the application is *Laidley Shire Planning Scheme 2003*. The following sections relate to the provisions of the Planning Scheme.

Planning Scheme:	Laidley Shire Planning Scheme 2003
Zone:	Rural Landscape
Consistent/Inconsistent Use:	Not Applicable
Assessment Benchmarks:	Planning Scheme

Desired Environmental Outcomes

The Desired Environmental Outcomes (DEOs) are:

- Environment
- Economic
- Community Well-Being and Lifestyle

Environment

The subject site is not located within an area of ecological significance. The subject site is very sparsely vegetated with limited vegetation. Therefore, it is considered the development will have limited impacts upon any fauna or flora habitat areas. The site is not identified as being susceptible to land degradation. The site is not identified as a place of cultural heritage significance. Future development of the proposed lots would be generally for residential purposes, which is considered, in this instance to have limited impacts to the environment.

Economic

The subject site is not identified as Good Quality Agricultural Land (GQAL), nor is the subject site located in close proximity to GQAL. The surrounding area generally consists of residential uses predominantly dwelling houses. The further development of this property for residential purposes is considered acceptable and will not preclude the further development of industry/business opportunities, as industry/business opportunities are unlikely to be consistent with the area.

Community Well-Being and Lifestyle

The subject site has convenient access to existing roads and services. Staatz Quarry Road and Primrose Place, which the lot has frontage to, are both constructed to a bitumen sealed standard. Water, electricity and telecommunication infrastructure is available within the area to service the property.

The subject site is located within an area zoned as Rural Landscape. This area is generally characterised by lots approximately one hectare to two hectares in size. To the east lot sizes increase substantially up to 40 hectares in size. The area is generally not used for rural purposes and is generally utilised for residential purposes as well as stables. Approximately 700m to the south is the current extent of the rural residential area with lot sizes ranging from 4000m^2 to 8000m^2. Immediately to the west of the site is a small commercial centre which includes a tavern, convenience store and other small commercial tenancies. Approximately two kilometres to the north is the Lockrose residential area, which includes a primary school and lots approximately 4000m^2 in size.

Under the most recent SEQ Regional Plan 2017, the designation of the subject site and surrounding catchment area was changed from the Regional Landscape and Rural Production Area to the Rural Living Area. This indicates the intent by the State Government for this land to be further developed for Rural Residential purposes. Council has not yet undertaken structure planning within this catchment area which would take into account the values and constraints and existing infrastructure of the area, as well as informing the built form and character of the area (i.e. minimum lot size).

The variation request of this land to apply Rural Residential zone provisions is considered to be a logical expansion of the Rural Residential area, given its close proximity to existing Rural Residential development, the commercial centre and Lockrose to the north. However, the development must be undertaken in a manner that does not compromise the future development of the area or prevent future development of the area in an orderly, logical and efficient manner.

In this situation, the subject site is located on the edge of the catchment area, has two road frontages – Staatz Quarry Road and Primrose Place, and is not constrained by any overlays (i.e. flooding, vegetation, bushfire, slope). Further development of this lot for rural residential purposes (subdivision) is therefore not considered to compromise the future development of the catchment area given that all lots meet the minimum lot size for the Rural Residential area and all lots are regular in shape and have direct frontage with no lots being a rear access handle allotment.

Staatz Quarry Road is a higher order road being a rural collector road with Primrose Place being a rural access road. As Council is yet to undertake structure planning for the area, it is considered that access to Staatz Quarry Road be limited given its road classification and the likelihood for the road to become a main access point for the catchment area. Structure planning will further inform the road classification for the area and whether additional accesses are recommended. As all lots can obtain access from Primrose Place, it is recommended that a condition be imposed that does not permit access to Staatz Quarry Road. This will ensure the function and safety of Staatz Quarry Road is protected.

On this basis, it is considered that the subject site is suitable to be developed for Rural Residential purposes as outlined above. The lot size and shape facilitates the highest and best use for Rural Residential purposes that could be achieved, even after taking into account any potential structure planning for the area. The lot size, shape and location with two road frontages means that the lot can be realised for rural residential living without the need to rely on the development of surrounding properties. Further the development of the lot as proposed will not compromise future development in the surrounding area for rural residential living. However, it should be noted future development within the catchment area may need to be limited until such time as structure planning is undertaken to inform development of the area, if similar circumstances to the

subject site are not able to be demonstrated. This is to ensure future development is not compromised and the development of the area achieves a logical, orderly and efficient development pattern that provides for appropriate connectivity.

The proposed development is for Rural Residential purposes and will not impact upon Laidley's role as the main township. The subject site is not impacted by any natural or other hazards.

There are no existing footpath connections within the area. Therefore, it is not considered reasonable in this situation to impose requirements to construct a footpath for the development. Further, as there is no existing footpath within the area, there would be no pedestrian connectivity provided.

The application has been assessed against each of the matters above and found to be generally consistent with each DEO.

Assessment Benchmarks – Planning Scheme Codes

The application has been assessed against each of the applicable codes and found to be compliant with or can be conditioned to comply. The pertinent issues arising out of assessment against the codes are discussed below:

Preliminary Approval – Variation Request

The Preliminary Approval is to apply the Rural Residential zoning and its provisions (i.e. Table of Assessment) as identified under the *Laidley Shire Planning Scheme 2003* to the subject site. As outlined above, it is considered that in this instance the land is suitable for Rural Residential development, which includes applying the minimum lot size of 4000m^2.

Zone Code

Residential Areas Code

The development of the site for Rural Residential purposes is considered to be the logical extension of the existing Rural Residential area. The development is able to connect to physical infrastructure including water, roads, telecommunications and electricity as this infrastructure already exists within the area. No further expansion or new infrastructure is required to facilitate the development.

The development will not impact upon Good Quality Agricultural Land. The development will not impact upon any natural or culturally significant assets. The subject site is not impacted by any values or constraints.

Rural Areas Code

The Overall Outcomes of the Code include:

- *'Protected from fragmentation and ad-hoc development resulting from reconfiguring of lots'.*

The subject site is surrounded by rural zoned land which are generally of a similar size and shape. In this instance, the subdivision of this land is considered to be the logical progression of the rural residential area to the south. Further, the subdivision is located in a defined and logical expansion area between the rural residential zoned land to the south and the Lockrose rural residential area to the north. The proposed development will not result in fragmentation of the rural land as it is unlikely that the site will be used for rural uses such as agricultural or grazing given its size and the fact it is not Good Quality Agricultural Land (GQAL).

The development is also unlikely to preclude future development of the site as it is considered the proposal is the highest and best use of the land given its location and access to services.

- *'Residential (including Rural Residential) development occurs where there is no adverse impact on Good Quality Agricultural Land'*.

This Overall Outcome contemplates that Rural Zoned land may, in certain circumstances, be developed for rural residential style living. The proposed development will not impact upon Good Quality Agricultural Land (GQAL), as the site is not identified as GQAL nor is it located in proximity to GQAL. The subject site is unlikely to be developed for rural purposes. This further supports the Variation Request to apply Rural Residential zone provisions to this site.

Development Codes

Reconfiguring a Lot Code

There is no existing pedestrian or cycle facilities within the area at this time. The proposed development also does not result in the extension of or creation of any new roads. Therefore, it is not considered necessary to require any footpaths to be provided as part of the development. Further the resulting development is for five lots, therefore it is not considered necessary for public open space to be provided as part of the development.

The subject site is not identified as being impacted by flooding. Standard conditions have been recommended to ensure the development does not cause stormwater damage or nuisance.

All lots meet the minimum lot size of 4000m^2 and minimum frontage of 34m. Conditions have been recommended requiring all lots to be connected to electricity, telecommunications and water.

Adopted Infrastructure Charges Resolution

Infrastructure charges are payable in accordance with the following table:

LOCKYER VALLEY REGIONAL COUNCIL				
Charge Type	Description	Demand Units	Rate	TOTAL
PROPOSED DEMAND				
Charge	New Allotment	5	$12,500.00	$62,500.00
			TOTAL PROPOSED DEMAND	$62,500.00
EXISTING DEMAND				
Credit	Existing Allotment	1	-$12,500.00	-$12,500.00
			TOTAL EXISTING DEMAND CREDIT	-$12,500.00
			TOTAL PAYABLE	**$50,000.00**

Options
Option A: Approve the development subject to reasonable and relevant conditions
Option B: Approve the development in part subject to reasonable and relevant conditions
Option C: Refuse the development

Critical Dates
A decision on the application must be made by Council by 3 February 2021.

Strategic Implications

Corporate Plan
Lockyer Planned 4.3 – A development assessment process that delivers quality development that is consistent with legislation, best practice and community expectations.

Finance and Resource
There could be a financial implication should the decision be contested in the Planning and Environment Court.

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

Risk Management
The application has been assessed in accordance with the *Planning Act 2016*. Any risks have been mitigated through reasonable and relevant conditions.

Consultation

Internal Consultation
The application was internally referred to Council's Building and Plumbing, and Development Engineering sections. No issues were raised. Standard conditions in relation to public utilities and stormwater were recommended by the Development Engineering section.

Community Engagement – Public Notification
The application was publicly notified for 33 business days from 21 October 2020 to 4 December 2020 in accordance with the requirements of the *Planning Act 2016*. Two (2) properly made submissions were received.

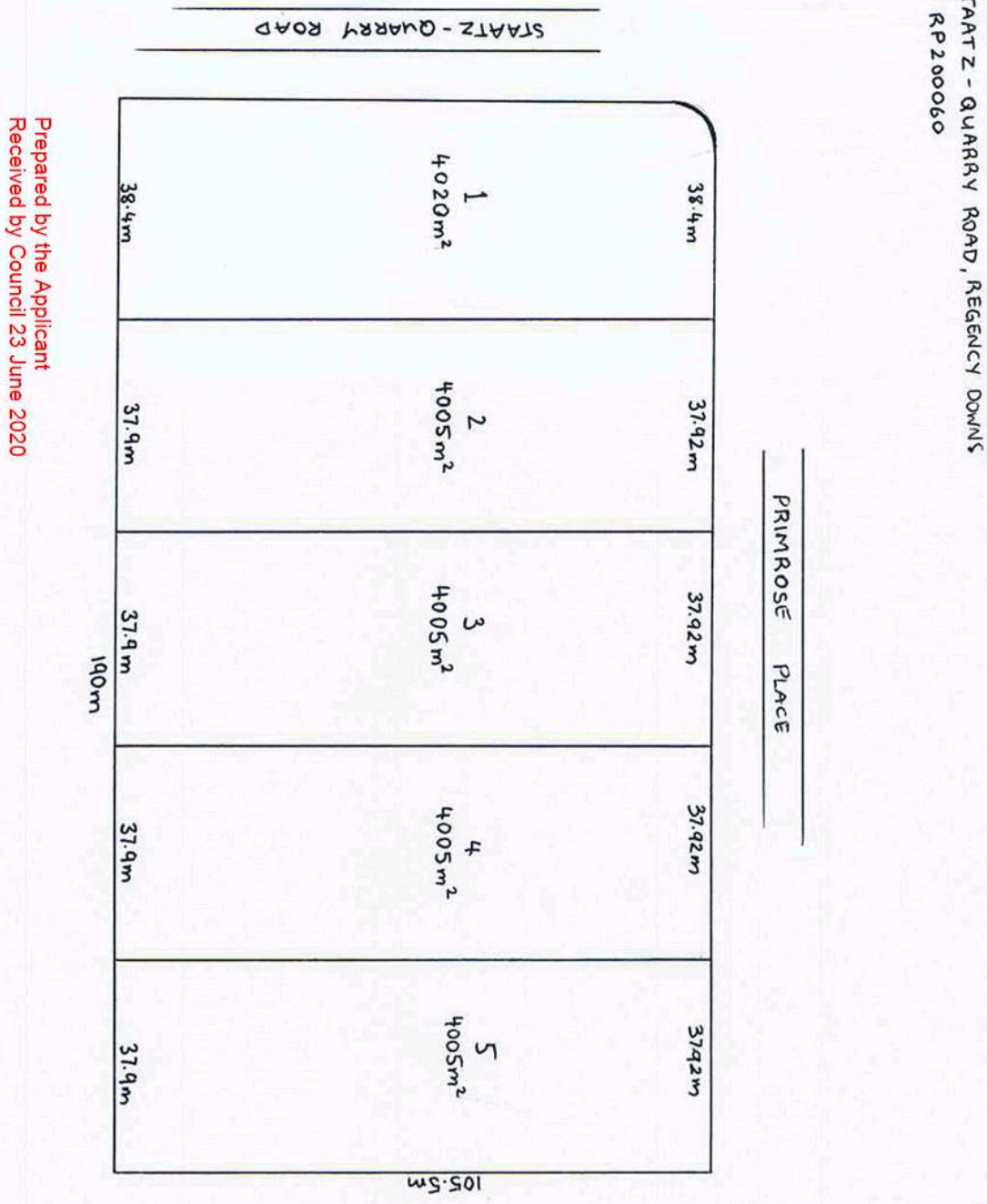
The following table provides a summary and assessment of the issues raised by submitters.

ISSUES	***COMMENTS***
A submitter raised concerns about addressing of the lots as there is sufficient numbers for 3 lots but not 5 lots. The numbers down the road are 8, 10, 12.	Council addresses properties in accordance with the Australia / New Zealand Standard AS/NZS 4819:2011 – Rural and Urban Addressing. Council has the ability to use suffixes where necessary (i.e. 2a, 2b). There are no issues with these additional lots being numbered. This will not require the renumbering of any other existing lots within the street.
The development will bring extra people, how will these be accommodated in and on these lots. This will make Primrose Place very busy and noisy.	The proposed lot sizes are of sufficient size and a suitable shape to cater for future residential development which would include a Dwelling House, ancillary outbuildings and on-site effluent disposal system. The proposed lots will be developed in the future for

	residential purposes which is not considered to be a significant noise generator compared to the current situation. The development will result in additional traffic movements. However, there are no concerns with the standard of construction of Primrose Place which is considered to be sufficient to cater for the increased traffic.
A mob of kangaroos currently congregates on the subject site. This has created an environmental corridor. The large open areas allow for the flow of movement through these properties for native animals.	The subject site is not identified as an Area of Ecological Significance under the *Laidley Shire Planning Scheme 2003*. The proposed development will result in large style allotments being a minimum of 4000m^2 therefore there is the potential for space to be available to facilitate fauna movement.
The subject site has in the past not been developed with a house due to soil testing results. The property would be suitable for a park and an asset to the community.	The subject site is currently vacant; however, Council has no records as to why this site has never been developed for residential purposes. The application was internally referred to Council's Plumbing section and no issues were raised with regards to soil type for an on-site effluent disposal system. The subject site is also not identified as being contaminated land. The existing soils are not seen as an impediment for the site to be developed for rural residential purposes. The proposed development is for rural residential development. The use of the property for a park is not considered to be warranted nor necessary. Further Council is currently developing a regional park for the area in Kensington Grove.

Attachments

1⇩ MC2020/0036 & RL2020/0014 Proposal Plan 1 Page



Prepared by the Applicant
Received by Council 23 June 2020

12.2 **Public Library Grant and First 5 Forever Methodology Feedback**

Author: Nicole Kilah, Coordinator Libraries & Galleries
Responsible Officer: Amanda Pugh, Group Manager Community & Regional Prosperity

Purpose:

The purpose of this report is to seek Council's endorsement of the responses to the Review of the Public Library Grant and First 5 Forever Methodologies Consultation Paper November 2020.

Officer's Recommendation:
THAT with respect to the State Library of Queensland's November 2020 Consultation Paper for the Review of the Public Library Grant and First 5 Forever Methodologies, Council endorse the responses to discussion questions.

Executive Summary

The State Librarian and Chief Executive Officer, Vicki McDonald, wrote to Council seeking feedback to the triennial review of the Public Library Grant and First 5 Forever Methodologies. There are five areas for consultation including:

- Impact of COVID-19 on library service operations
- Digital inclusion
- Public Library Grant methodology
- First 5 Forever methodology
- Formula for calculating direct allocations to councils.

This is an opportunity for Council to consider the methodologies in the context of our planning as well as the impact of COVID-19 while also considering the keys issues and opportunities for achieving the Queensland Public Library Standards and Guidelines. Responses are to be provided to the State Library by Friday, 5 February 2021.

Proposal

Lockyer Valley Regional Council Libraries receives funding from the State Government via the annual Public Library Grant and First 5 Forever funding. This funding is administered through two Service Level Agreements (SLAs) which outline the obligations of each party. Council is also obligated to strive to meet or exceed the management and operational practices associated with the Queensland Public Library Standards and Guidelines featuring four standards, with service delivery targets for Operations, Collections, Facilities and Usage.

The five areas for consultation have specific discussion questions, with response shown below.

1. ***Impact of COVID-19 on library service operations***
1.1. ***What is the impact of COVID-19 on funding available to support your library service?***
Council has been cautious regarding budgeting given the impacts of COVID-19, which resulted in a reduced budget for the 2020/21 financial year. Council anticipated a decrease in library income due to the library being

closed for the period and a slower return of customers. As with other Council departments, library operations were modified to reduce operational expenses in line with the 2020/21 budget. It is anticipated that Council's operational budget will continue to be assessed.
There have been some perceived savings due to reduced programming resulting in a reduction of casual staff requirements, however online sessions resulted in at least two staff members being required for the filming etc. When face-to-face sessions return, additional staff will also be required for contact tracing and checking in attendees for this purpose. COVID-19 has seen some additional costs due to the need for Perspex screens, wipes, sanitizer and other hygiene items.
Council is hopeful that there is an increase in COVID-19 related stimulus packages relating to job creation and economic recovery however these will unlikely have an have an impact on library funding and/or support.

1.2. What is the impact of COVID-19 on meeting the four standards within the Queensland Public Library Standards and Guidelines (Operations, Collections, Facilities and Usage)?

Operations
Opening hours – The libraries were closed to the public for three months due to COVID-19 and have reopened with reduced hours from June 2020. This has impacted on visitor numbers, loans and programming.
Public Internet Access - During the closed period of March to June, internet access was not available at any library facility however WiFi access was maintained for users outside the library building.
Staffing – Initially the impact of COVID-19 resulted in other facility staff being redeployed to the library and all casuals were maintained on average hours. Since the library has reopened, staffing levels have reverted to pre-COVID-19 levels. COVID-19 requirements including quarantining and contact tracing is very labour intensive but is essential to keep facilities open.
Programming – Programming was suspended and has recommenced with school holiday activities in January. Other events and activities (programming) will recommence in February which will impact on staffing due to the demands of contact tracing and social distancing. The recommencement will be a slow and careful approach.
Collections
Collection usage has been impacted by COVID-19. Loans of physical collections have dropped and our eResources increased. This has resulted in a reallocation of the library collections budget to meet the customer needs. It also means that the usage of the collection per capita measurement was not met. The standard is between 5.0 to 8.0 loans per capita whereas our total usage was 2.92 for 2019-20. This measurement is normally underachieved by the Lockyer Valley however in 2018-19, our usage was 3.84.
We expect that these measurements will be affected for at least the next 12 months as visitation has been impacted and the demand on the eCollection continues to rise.
As seen in our annual statistical report and monthly reports, collection usage was impacted and is slowly starting to recover. There are concerns that some collections and library resources (DVD collection, magazines, newspapers) may not recover to pre-COVID times due to customers finding alternate access either through our eResources (eMagazines, eMovies), purchasing physical resources or other streaming services like NetFlix. This will continue to be assessed by the libraries team.
Facilities
Meeting rooms were unavailable during the initial stages of the lockdown and reopening because they were used for staff from other facilities within Council and/or quarantined items. These are being brought back online, however limitations have been placed on capacity.
Usage
All four measures of usage – membership, visitation, program attendance and customer satisfaction – have been impacted by COVID-19. New memberships and membership activity have decreased. Visitation to the library has not quite recovered yet and programs are slowly being re-introduced at a reduced capacity. Online activities were popular initially, however had a reduced impact the longer the pandemic continues.

1.3. What opportunities do you see for library services to assist in community and economic recovery?

Libraries contribute by providing a safe space within the community free of charge.
Discussions are being held with some smaller groups that are struggling with the COVID-19 requirements

(contact tracing etc) and library staff are working through options to support these groups by providing them with a space to host their events while contact tracing is completed by Library staff. This will support the social and culture recovery allowing for community members to gather again.
During the COVID-19 closure, library staff participated in a couple brainstorming sessions for social, digital and community participation. Results included expanding library collections like the seed library with a gardening/cutting group, and our leisure and craft section with smaller social groups including the wool (knitting/crochet) group. Other ideas include regular board games/card games groups that will be held in the library spaces.
The reintroduction of library programming will also assist the community with confidence with the new COVID-norm.

2. Digital Inclusion

2.1. What are the challenges in addressing digital inclusion in your community?

There are many challenges affecting digital inclusion in our community including accessibility, literacy, socio-economic disadvantage and understanding. Staffing skillsets and confidence also provides a challenge in providing digital training as training requirements do not align with the lesson plans available. Small group training is also a challenge as every learner has different skills, knowledge and training needs, and social distancing will be a challenge. We are looking forward to providing tech lessons again from February and have some innovative ideas to support the digital inclusion in our community including using technology to assist some of these challenges (camera that can read a device screen, pointers etc).

2.2. *What are the barriers to meeting the Standard for operations – Public Internet Access target within the Queensland Public Library Standards and Guidelines*

Lockyer Valley Libraries recently installed Hublets at both the Gatton and Laidley Libraries. These 12 devices, in additional to the 11 existing public access machines, means the library service now exceeds the Public Internet Access targets within the standards and guidelines. When public access machines are due for replacement, an assessment will be undertaken to determine whether PCs or Tablets are more suitable for the community.

3. Public Library Grant methodology

3.1. What are the benefits and limitations of the current population-based formula for calculating direct allocations to councils?

The benefits of the current population-based formula include allowing library services to pre-plan what funding will be provided. The weightings seem to work for a library service of our size. Allowing funding to be allocation to a Library Priority Project for wider service improvement is also beneficial and something we pursued in the over the last few years.
Some limitations with the population-based formula include the inability to address the needs of certain sections of the community or factor in other ratings (Socio-Economic Indexes for Areas – SEIFA) resulting in some part of the community receiving little targeted support, and other areas (including 0-5 and seniors) being heavily targeted/promoted via priority funding.

3.2. What other services, including professional development programs, can State library provide to support achievement of the four standards within the Queensland Public Library Standards and Guidelines (Operations, Collections, Facilities and Usage)?

A formalised Standards and Guidelines review program would be beneficial to smaller library services. This program should be designed with a self-review and external feedback process as well recognising standards already achieved while supporting libraries to plan their direction in meeting and working towards best practice as a library service. (Similar to the MAGSQ Standards Review Program.)
The leadership provided by the State Library over the past 2 years has been extremely valuable, however additional PD/information to develop a better understanding of the role State Library has in the context of a local government would be appreciated.
Another service that would be useful to libraries would be the reintroduction, or the establishment and coordination of interest groups where library staff can meet/zoom and focus on engagement. Focus groups could include programming and ideas for our Indigenous community, people who have English as a Second Language and other community engagement/advocacy areas.

3.3. State Library undertakes a variety of advocacy initiatives each year on behalf of the public library network. Can you identify any state-wide advocacy activities that would benefit your library service (e.g. a state-wide marketing campaign promoting the benefits of libraries)?

A state-wide marketing campaign would be a fabulous initiative. These programs should be about connecting/reconnecting with libraries and explaining the services available. This would help increase the level of membership across the state which would benefit the entire community.

3.4. Both the Public Library Grant and First 5 Forever methodologies include annual competitive grant pools. What are the benefits and limitations of this model? Would you support another model such as grants alternated year on year (e.g. Strategic Priorities one year and First 5 Forever innovation the following year, providing you with more time to implement and acquit projects)?

We have been successful with both Strategic Priorities Funding and First 5 Forever innovation funding. Alternative years would be preferred or alternating Microgrants and larger grants would be great. That way, we could focus on a larger Strategic priority project while undertaking a smaller microproject for First 5 Forever. As a small service, the same staff are involved in every grant project and alternating would ensure the enthusiasm for the project is maintained.

Some of the state-wide initiatives, e.g. Play Based, has been useful, however as a library service that had recently purchased some play items, we are now finding we have too much and it would have been great if we could have had this funding reallocated to meet some other local needs. An example of a local need for us would be some 0-5 age-appropriate IT or STEM resources.

As a service, we are concerned by some funding being taken from the total allocated for state-wide initiatives or projects without local consultation. Some projects have been affective (Stories for Little Queenslanders, Kanopy) and other projects missed the mark locally (junior library card) where additional consultation with libraries would have been beneficial. (e.g. Most smaller libraries are unable to print card numbers on the junior library cards. These will likely sit on a shelf for a few years now unless a better option is found.)

3.5. Do you support the ability to use some funding tied to collections for other priority areas that assist you to meet the standards for Operations, Facilities and Usage, such as currently available to Independent Libraries for Priority Projects?
If so, what aspects of your library service require additional support?

Yes, we support the ability to use some funding for Priority Projects however feel that the percentage should capped to a max of 20% per year over the SLA agreement period ensuring the collection remains the priority for this funding.

Technology projects and self-service functionality would be an area that requires additional support. It would also be beneficial to reallocate some of the funding for succession planning. Currently, our library staffing does not meet the standards regarding qualified librarians, however, if supporting staff to undertake formal LIS qualifications was a priority project this may help us achieve the standard.

4. First 5 Forever methodology

4.1. What are the benefits and limitations of the current population-based formula for calculating direct allocations to councils for First 5 Forever funding?

The population-based formula does not consider the full needs of the community.

- Is AEDC data being consulted and funds allocated to more vulnerable or risk communities?
- Are other child support service locations being considered for that community e.g. Maternal health nurses, other child-based support groups etc?

Programs/Outreach

- The funding does not necessarily allow for a dedicated staff member for F5F to delivery all the programs as well as attend outreach events to promote the program.
- The funding has been inconsistent resulting in staff working in contract positions. There is often not enough time from funding announcement to the start of the program for recruitment of staff.

A challenge for us has been to ensure we have the F5F trained staff in the right locations on the right days to allow for consistent F5F messaging and promotion.

4.2. What challenges, if any, have you faced in terms of meeting the eligibility requirements of the First 5

Forever funding guidelines?
Children's space enhancements and IT that supports F5F programming has been exempt from the funding guidelines. It would be fabulous if these can either be reconsidered or alternatively be offered as a one-off fund re/allocation over the SLA period.
4.3. Public library delivery of First 5 Forever programs has matured since its inception in 2015. Can you suggest any changes to the current methodology to increase innovation or deeply local program delivery, either through changes to direct funding or centralised support?
Direct funding is important as it allows libraries to ensure the F5F program is deeply local. Some centralised funding / purchasing makes sense, however not all libraries need large "Errol the frog" cut-outs or large stickers. Consultation should be undertaken with each library prior to items being ordered on our behalf or simply sent out. Some state-wide initiatives are still sitting on shelves or desks waiting for the appropriate activity to ensure the best outcomes.
4.4. Does State library's current offer of centralised early literacy services, including the website, professional development, state-wide research, marketing collateral and play based resources, meet your needs?
Some current offers have met our needs, others have missed the mark. • SLQ professional development opportunities have met our needs. • Play based resources resulted in most libraries having the same play-based resources because every library looked at the same catalogue. The lump sum funding required a fast spend and, in our case, has resulted in impulse buying. The second stage was more structured, and staff considered how the resources would work with the programming. It would have been great if we could have applied for this funding rather than having it allocated. We now have storage and/space issues because of larger resources purchased. • The drop-box for library marketing collateral needs to be further explored. This website is often restricted and not all staff members who need access have access. • Centralised collections including Literacy, Community Languages and Audiobooks are important to us and are used to support our community. The usage of these collections is lower than other collections but meet the needs of some of our community members.
5. Formula for calculating direct allocations to Councils
5.1. What are the benefits and limitations of a model that considers regional remoteness and socio-economic disadvantage, as well as population size?
Taking into consideration regional remoteness and socio-economic disadvantage is important and helps make the funding allocation relevant to the community it is supporting.
5.2. Are there any other factors that should be considered in the grant formula?
The Standards and Guidelines as well as the signed SLA are important and should also be used as criteria for the funding. Libraries who are late in sending in the required reporting should have their funding held back. We work hard to get this information in on time, however outcome reports are often incomplete or delayed because some libraries have not completed their reports. These reports are the equivalent to an acquittal report. This in turn, delays our ability to benchmark against other services to determine our strengths and weaknesses for the past period.

Critical Dates

One response from each Council is required via SurveyMonkey by Friday, 5 February 2021.

Strategic Implications

Corporate Plan

Lockyer Community 1.2 – Council optimises the use of its open spaces and facilities by improving access to and the quality of the facilities for individuals and groups for cultural, recreational and community activities.

Finance and Resource

Grant funding received from the State Government via the Public Library Grant and First 5 Forever funding is vital to the continued operation of the libraries. A reduction in this funding will result in an impact to the libraries collections, services and programs delivered or future budget implications.

Funding	2020-21	2019-20	2018-19
Public Library Grant (library collections)	$179,065	$175,297	$171,327
First 5 Forever	$26,286	$26,286	$26,286
Microgrants - Strategic priorities	Not yet available		$3,000
Microgrants - First 5 Forever	$8,800	$9,300	
First 5 Forever - Strategic priority			$30,000
TOTAL	$214,151	$210,883	$230,613

Legislation and Policy

The *Libraries Act 1988* details that Library facilities are a function of local government under the provisions of the *Local Government Act 2009.*

Risk Management

Business Continuity and Systems (BC1) - Provision of core services now and into the future

Consultation

Portfolio Councillor Consultation
Mayor Tanya Milligan and Cr Michael Hagan are aware of this review.

External Consultation
The Queensland Public Libraries Association (QPLA) was consulted to clarify some questions.

13. INFRASTRUCTURE REPORTS

No Infrastructure Reports.

14. ITEMS FOR INFORMATION

14.1 Minor Community Grant Program Recipients - December 2020

Author: Kerri MacMahon, Executive Coordinator, Mayor and Deputy Mayor
Responsible Officer: Ian Church, Chief Executive Officer

Purpose:

The purpose of this report is to inform Council of the recipients of financial assistance under the Minor Community Grants Program for December 2020.

This document is for Council's information only.

Executive Summary

In December 2020, the three requests for assistance under the Minor Community Grants Program were received. All applications are assessed by the Minor Community Grants Committee against the program criteria. The three requests received were successful in their application.

The Minor Community Grants Program Committee meets on an as needs basis to review requests.

Proposal

The Minor Community Grants Program is for financial contributions of up to $1,000 for organisations and individuals seeking support for projects or activities which contribute to the Lockyer Valley community.

The recipients of assistance under the Minor Community Grant Program for December 2020 are:

Applicant	Purpose	Amount
Class 3S Gatton State School	for outdoor seating	$500
Lockyer Valley Arts Society Inc	towards relocation of kiln to Kensington Grove	$400
Rotary District 9630	Bronze Sponsorship 2021 Conference	$1,000

14.2 Urban Utilities Monthly Report - November 2020

Author: Vickie Wieland, EA to Chief Executive Officer
Responsible Officer: Ian Church, Chief Executive Officer

Purpose:
Council has received an update from Urban Utilities (UU) Board which provided highlights from their Board Meeting for the month of November 2020.

This document is for Council's information only.

Executive Summary

Lockyer Valley Regional Council maintains an ongoing working relationship with UU on both operational and strategic aspects of water and sewerage provision. This report is an update on matters of significance with respect to UU for Council's information.

Urban Utilities is:

- A statutory body, created on 1 July 2010 as a result of Queensland Government changes to the way water is managed in South East Queensland.
- Owned by the Brisbane and Ipswich City Councils, and Lockyer Valley, Scenic Rim and Somerset Regional Councils and governed by an independent Board.
- Tasked to deliver drinking water, recycled water and sewerage services to the cities and townships within the boundaries of these five local government areas.
- Responsible for delivering water to customers, collecting, transporting and treating sewage, as well as charging and billing for water and waste water services for customers in the Brisbane, Ipswich, Lockyer Valley, Scenic Rim and Somerset local authority areas.

Foundational Success

Pricing

In response to COVID-19, the Board made the decision to freeze water and sewerage pricing, excluding bulk water charges, until 31 December 2020. This was to provide relief at a time of economic uncertainty for many customers.

Following consideration by the Board's Finance and Pricing Committee earlier this month, the Board considered and reconfirmed a pricing policy decision that had been agreed to in May 2020.

This decision was carefully considered, balancing the current economic and social conditions, customer impacts, forgone revenue and impact on shareholder returns.

The new pricing structure, which will take effect from 1 January 2021, is available on the Urban Utilities website.

Developer Standard Connection Contract Approval

This month, the Board approved a procurement decision for the delivery of construction works and other related services for standard water connection approval applications.

This outsourced operating model gives customers with small-scale developments an efficient, reliable and low-effort option that is generally more affordable than having to lodge a non-standard application.

The Board approved the appointment of a preferred contractor to conduct these services and works.

Internal Audit Services

Following consideration by the Audit and Risk Committee, the Board approved the appointment of an internal audit service provider to deliver audit services from 1 July 2021.

By way of background, under the *Financial Performance Management Standard 2009*, all statutory authorities must establish an internal audit function to carry out its assurance activities.

Network Selective Inspective Program

As required under the *South-East Queensland Water (Distribution and Retail Restructuring) Act 2009,* this month, management presented a recommendation for the continuation of the Selective Inspective Program. This program provides Urban Utilities with the powers to identify illegal connections and discharges to the sewerage network.

The successful program reduces the likelihood of dry and wet weather overflows into private property and the environment and helps to maintain the integrity of our sewerage network.

The Board approved an extension of the Selective Inspective Program for a six-month period from 1 January 2021.

Capital Structure Review

The Board received an update on the work being undertaken by Barrington Treasury Services (BTS) on the capital structure review.

The Board received the draft report from its external consultants, together with a discussion paper by management on key considerations in determining a prudent capital structure. The Board considered and provided preliminary feedback on the proposed course of action and has requested the external consultants to provide a summary of clear recommendations and parameters for consideration.

Expansions and Adjancies

Following the last Board meeting, a further discussion was held on expansionary business opportunities, specifically, opportunities that deliver social, economic and financial value. These include, but are not limited to, biosolid pelletisation to incineration, co-digestion, customised asset solutions for large commercial customers and off-grid and residential solutions.

These opportunities leverage the core capabilities of our business and deliver a number of benefits, including landfill avoidance, value creation from renewable energy, new revenue streams, fewer microplastics entering our waterways, a reduction in our forward capital expenditure and the ability to use latent network capacity.

The Board noted that progress is being made across a range of these opportunity areas and that the time to commericalisation ranges from one to five years.

Developer Services Report Update

This month, the Board received an update on developer activity across their service territory over the past year. Key highlights include:

- Approximately 1.587M people are serviced across Urban Utilities' geographical area;
- Areas experiencing growth above projected rates include inner Brisbane, Springfield-Redbank, Ipswich, Priority Development Areas (Bowen Hills/Hamilton) and Ripley Valley;
- For the 12 months to 31 August 2020, there were 9,382 new dwelling approvals, a slight decrease of 3.8% from the previous year;
- There was a slight decrease in the overall number of residential lots registered – 7,907 down from 7,991;
- There was a slight increase in unit and townhouse lots registered – 4,011 from 3,788; and
- There was a slight decrease in applications for Service Advice Notices and Non-Standard Connections.

Energy Procurement

Management provided an update that the procurement of energy supply has been completed in recognition that current contracts expire on 31 December 2020.

As energy remains one of our main cost drivers, UU have ensured that through this procurement process, they have achieved commercially competitive terms while also balancing the need for the use of renewables.

Constructive Culture

Operational and Field Employee Enterprise Agreement

The current Operational and Field Employee Enterprise Agreement has a notational expiry date of 30 April 2021. As required under this agreement, management must, in good faith, commence discussions for a replacement agreement at least six months prior to expiry.

Given the current agreement resulted in significant transformation of how we operate in the field, it is not proposed that material changes be made. Rather, they will seek to extend the life of the agreement by way of a variation. This will allow management to focus on emerging issues and ensure compliance with any legislative provisions or important case decisions since the current agreement was approved.

The Board approved this approach.

As this is the last update for this year, UU wishes you a safe and relaxing Christmas and New Year. Thank you for your support during a challenging 2020 and we look forward to working with you in 2021 as we continue to deliver for our shareholders, customers and communities.

14.3 **Annual Valuation Effective 30 June 2021**

Author: Jodi Marchant, Chief Financial Officer
Responsible Officer: Ian Church, Chief Executive Officer

Purpose:

The purpose of this report is to advise Council of the correspondence received from the Valuer General advising that a valuation of land within the region will not be undertaken in 2021.

This document is for Council's information only.

Executive Summary

The Valuer General has written to Council advising that a valuation of land within the region will not be undertaken in 2021. The valuations in place from 30 June 2019 will remain effective for the purposes of calculating the 2021-22 general rates.

Proposal

The Department of Natural Resources, Mines and Energy is responsible for the valuation of rateable land and provides the values to Council as the basis for the general rates levied each year. As values change over time, the Valuer General is required to review the valuations on an annual basis.

In July 2020 Council's opinion was sought as to whether a revaluation should be undertaken. At the Ordinary Council Meeting held on 19 August 2020 Council resolved (Resolution 20-24/0105) to write to the Valuer General and request that a valuation be conducted on all property within the region, to take effect from 30 June 2021 for the following reasons:

a. development within the region may impact on property values;
b. the last valuation for land within the Region was effective on 30 June 2019 which caused large variances in valuations from the previous valuation effective on 30 June 2016. These variations caused significant difficulties in developing a consistent and equitable rate model;
c. a regular valuation will reduce the significance of changes to property values when they occur; and
d. consideration of the impact of COVID-19 on the economy, market valuations and the valuation uncertainty which exists

The most recent annual revaluation was undertaken in 2019 with an effective date of 30 June 2019.

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

- a market survey report reviewing sales of land in the area since the last valuation and probable impact of the sales on the value of land since the last valuation; and
- the results of consultation with appropriate local and industry groups.

The Valuer-General has advised that after consideration of the above criteria, a valuation will not be undertaken in 2021. Unless new valuations are issued for specific properties, the most recent valuation remains effective for rating purposes until the next valuation is undertaken.

14.4 **Quarterly Investment Report - October to December 2020**

Author: Kacey Bachmann, Management Accountant; Jodi Marchant, Chief Financial Officer

Responsible Officer: Ian Church, Chief Executive Officer

Purpose:

The purpose of this report is to advise Council of the performance of its investment portfolio.

This document is for Council's information only.

Executive Summary

As outlined in Council's 2020-21 Investment Policy, a quarterly report is to be submitted to Council on the performance of its investment portfolio.

The investment of surplus funds has been made in accordance with the requirements of *the Statutory Bodies Financial Arrangements Act 1982* as well as Council's Investment Policy. As at 31 December 2020 Council had a total investment holding of $30.36 million.

Overall, investments continued to perform well in comparison to targeted benchmarks shown in table 3 and 4, with Council's current investments exceeding these benchmarks. The interest revenue is on target to budget. Forecast revenue was reduced at the first quarter budget review for 2020-21 due to declining interest rates and the COVID-19 impact. These will be reviewed again in the second quarter budget review.

Proposal

As required by Council's 2020-21 Investment Policy, a quarterly report is to be submitted to Council on the performance of its investment portfolio.

As at 31 December 2020, Council had a total investment holding of $30.36 million.

The two following tables show the investment institution, credit rating and product type of our investment portfolio at 31 December 2020:

Table 1

Institution	Amount $	Percentage Holding	Credit Rating
QTC	24,764,459	81.56%	AA
NAB	500,000	1.65%	AA-
Macquarie Bank Limited	1,000,000	3.29%	A+

Institution	Amount $	Percentage Holding	Credit Rating
AMP Bank	4,100,000	13.50%	BBB
Total	**30,364,459**	**100.00%**	

Table 2

Product Type	Amount $	Percentage Holding
Cash Fund - QTC	24,764,459	81.56%
Term Deposit	5,600,000	18.44%
Total	**37,326,430**	**100%**

The following tables display the performance of Council's investments, identified by investment type and days invested, against the Bank Bill Swap Rate (BBSW) and the Bloomberg AUSBOND Index (AUSBOND). The tables compare the rate of return on Council's investments at 31 December 2020, against the benchmarks indicated above (BBSW and AUSBOND).

Overall, the investments continued to perform well in comparison with these benchmarks although there has been a significant decrease in interest rates for term deposits with new investments now offered below 0.75%.

Table 3

Cash Fund Performance Against RBA Cash Rate & AUSBOND Index	QTC	RBA Cash Rate	AUSBOND Index
Cash Fund Performance	1.04%	0.10%	0.37%

Table 4

Term Deposit Performance Against BBSW Index & AUSBOND Index	Av Return on Deposits	BBSW Index	AUSBOND Index
Term Deposits	0.84%	0.01%	0.37%

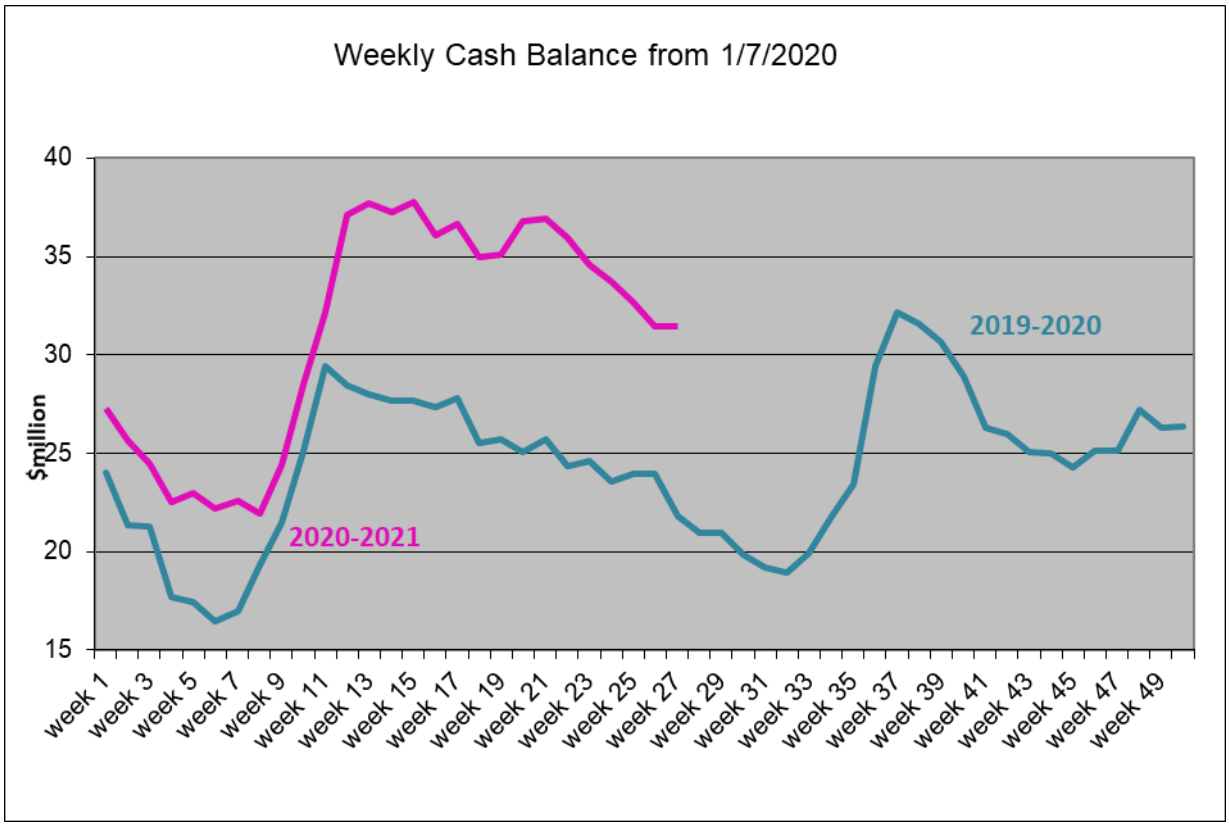
Interest rates have continued to decrease and remain below 0.75% for rates of less than twelve months. The QTC cash fund rate is now slightly higher than most term deposit rates making QTC a more attractive investment option. In addition, the liquidity of cash is imperative, especially given the uncertainty surrounding cash inflow during the COVID-19 pandemic. The best regular rates on offer at present are around 0.55% and 0.75% for investment periods from three to twelve months.

Table 5

Interest Income vs Budget	YTD Actual	YTD Budget	% Annual YTD Budget
Interest Income on investments	$137,312	$70,401	195.04%

As reflected in table 5, interest revenue has exceeded the target for the year to date. Forecast revenue was reduced at the first quarter budget review for 2020-21 with interest rates continuing to decline since the adoption of the annual budget.

During the second quarter, cash at bank has decreased as the majority of the first rates levy has been collected and the discount period for the rates levy has ended. Only minimum cash remains in Council's general funds each day with any excess being invested as Term Deposits or transferred to the QTC Cash Fund. The following graph shows a comparison over time of Council's weekly cash balances.



The table below shows that Council's investments at 31 December 2020 is in overall compliance with the 2020-21 Investment Policy.

Table 6

Investment Policy Credit Risk Compliance	Current Exposure	Allowable Exposure	Difference
Cash Funds			
QTC Cash Funds	81.56%	100%	18.44%
Term Deposits			
AAA to A+	4.94%	85%	80.06%
A to BBB+	0%	45%	45%
BBB to BBB	13.50%	30%	16.50%

14.5 **Outstanding Agenda Action Items Review**

Author: Erin Carkeet, Governance Officer
Responsible Officer: Anna Hebron, Group Manager People and Business Performance

Purpose:

The purpose of this report is to provide Council with an update on the status of actions arising from resolutions at Ordinary and Special Council meetings for the previous and current terms of Council.

This document is for Council's information only.

Executive Summary

In the 2012-2016 term of Council, it was determined that an update on actions arising from Council meeting resolutions be reported to Council on a quarterly basis by exception.

Proposal

This report provides Council with an update on the action items arising from resolutions at Ordinary and Special Council meetings from the previous term of Council between 1 May 2016 to 25 March 2020 and the current term of Council from 17 April 2020 to 30 September 2020. Additional details on resolutions that have not been completed are highlighted within this report.

Group	2016-2020 Term of Council Total Action Items	2020-2024 Term of Council Total Action Items	Ongoing/Incomplete Actions
Executive Office	**248**	**65**	**0**
Community & Regional Prosperity	**457**	**55**	**3**
People & Business Performance	**428**	**58**	**2**
Infrastructure ***Including Former Infrastructure Works & Services***	**194**	**23**	**7**

Former Organisational Development & Planning	**75**	**-**	**-**
Former Corporate & Community Services	**117**	**-**	**-**
Procedural Motions ***(No action required)***	**180**	**16**	**-**
TOTAL	**1699**	**217**	**12**

Attachments

1⇩ Outstanding Actions up to 31 December 2020 15 Pages

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^Res No.	Meeting Date	Subject	Resolution	Officer/Dept	Action Taken	Completed
16-20/0338	18/01/2017	Community and Crisis Care Housing	**RESOLUTION** **THAT with respect to the future management of Council's community and crisis care housing assets, Council resolve to;** **a) confirm their intent to transition out of Community Housing and seek a meeting with the Department of Housing and Public Works representatives to discuss the transfer of the management of housing assets located at 11 North Street and 44 Cochrane Street Gatton back to that Department;** **b) authorise the Chief Executive Officer to negotiate satisfactory arrangements with The Uniting Church in Australia Property Trust (Q) to provide for the continued tenure of 27 Frome Street, Laidley until 30 June 2018;** **c) take no further action in relation to the arrangements for the use of 48 Cochrane Street, Gatton by The Uniting Church in Australia Property Trust (Q) pending a decision by Queensland Urban Utilities in relation to accepting trusteeship of the reserve; and** **d) investigate future options to demolish the building located at 369 Smithfield Road, Gatton.** **Moved By: Cr Hagan Seconded By: Cr McLean** **Resolution Number: 16-20/0338** **CARRIED** **7/0**	Wicks, Kerry	**02 Dec 2020 4:04pm Rozynski, Sara** Further updates from Council's Coordinator Governance and Property officer detailed below., a) Completed. Settlement due on 7/12/20. A new report will go to a future Council meeting to determine how Council will deal with the North Street asset that is being retained. This will be the subject of a new action item though., b) Completed – no longer required. Property is surplus to requirements and is currently being marketed for sale by Council in accordance with a new Council meeting resolution., c) Completed – house is surplus to requirements and no longer required. Council investigating demolition of house and sharing costs with QUU to enable land to be transferred to QUU with water assets., d) Remains outstanding. Community Facilities team to action. **13 Jan 2021 10:37am Rozynski, Sara** Further discussions to take place regarding item D between Council's Manager Community Facilities and Coordinator Goverance and Property once both are back at work.	

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^Res No.	Meeting Date	Subject	Resolution	Officer/Dept	Action Taken	Completed
16-20/1177	12/12/2018	Proposed Acquisition of Part of Lot 851 SP297470 for Park Purposes	**RESOLUTION** **THAT with respect to the proposed development of a district park on part of Lot 851 on SP297470, Council resolve to endorse the steps undertaken by the Chief Executive Officer to date to investigate the proposed site and design concepts;** **Further;** **THAT Council delegate authority to the Chief Executive Officer to exercise all powers necessary to:** **(a) facilitate the delivery of the proposed park land to Council either by negotiation of an Infrastructure Agreement with the landowner or under the *Acquisition of Land Act* 1967 if necessary, including but not limited to, the issuing and execution of a Section 15 Agreement and a Notice of Intention to Resume to the landowner and any other relevant parties;** **(b) undertake a community engagement process to seek ideas and feedback from the local community to inform the detailed design of the park and the staging and delivery of the works; and** **(c) negotiate an Infrastructure Agreement with the landowner to facilitate delivery of the works on terms satisfactory to Council.** **Moved By: Cr Holstein Seconded By: Cr McLean** **Resolution Number: 16-20/1177** **CARRIED** **7/0**	Natalier, Caitlan	**25 Jan 2019 1:06pm Carkeet, Erin** **06 Oct 2020 1:20pm Natalier, Caitlan** Developer response provided. Planning constraints still in issue. Council's valuer finalising technical note. Council's external solicitor to provide a Position Statement to disclose to the developer and his valuer. Joint expert and party meeting scheduled for 16 October 2020 at Council Chambers. **05 Jan 2021 2:44pm Natalier, Caitlan** Without prejudice meeting held with parties and experts on 16 October 2020 to discuss compensation for land acquisition. Without prejudice offer made by Council and confirmed in writing on 20 October 2020 - ECM 4025734. Believe only contentious issue is the owner's loss of profits claim. Awaiting a formal response. Last update from owner on 2 December 2020. Last follow up to owner on 5/1/2021 - awaiting a response.	

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^Res No.	Meeting Date	Subject	Resolution	Officer/Dept	Action Taken	Completed
16-20/1182	12/12/2018	Compliance Issues - Property at Lot 103 RP 141786	**RESOLUTION** **THAT Council receive and note the tabled report for Lot 103 RP 141786 and endorse the actions taken by Council's Environmental Health Coordinator and Building Certifier/Regulatory Officer;** **Further** **THAT Council authorise the Chief Executive Officer to take all steps necessary to recover the outstanding enforcement costs from the property owners in accordance with Council's Debt Recovery Policy.** **Moved By: Cr Wilson Seconded By: Cr Cook** **Resolution Number: 16-20/1182** **CARRIED** **7/0**	Earl, Cameron	**07 Oct 2020 8:15am Hope, Hiedi** A further meeting is being organise with the customers. Once again due to COVID 19 restrictions are in place. **08 Oct 2020 3:49pm Hope, Hiedi** Officers attend property 8/10/2020. The occupants were not home but observations from behind the fence showed that they have been working on cleaning up the property. Previous to this visit, we tried to speak with the occupants however phone calls were not returned a letter will be sent to them and further inspections booked for November 2020. **14 Jan 2021 12:21pm Boland, Susan**	

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					Advice provided by Manager Planning, Policy & Community Wellbeing. Given the length of time that has transpired on the matter, Council Officers have again attempted to gain entry to the property to obtain an up to date understanding of the state of the property and occupation arrangements. Access was denied by the property owner on the grounds of COVID susceptibility. Concerns remain as to the risks to the occupants of the shed and Council's Building Certifier raised the concern around the functionality of smoke alarm installed by Council some 12 months ago. The occupant has agreed to allow a Council officer in appropriate PPE to visit for the purpose of checking the smoke alarm. From what officers could see there appears to be little progress with regard to the property clean up. Again as this matter has now been ongoing for some 24 months Council officers will need recommence the formal process regarding the clean up in order for the process to be effective and valid. It is proposed to bring the matter of the unlawful occupation of the shed back to Council for discussion in a workshop as eviction proceedings may need to be commenced as there appears little ability of the occupants of the shed to construct a proper dwelling and it would be extremely difficult and cost prohibitive to make

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					alterations to the shed to make it lawfully habital. **14 Jan 2021 2:32pm Boland, Susan - Reallocation** Action reassigned to Earl, Cameron by Boland, Susan - Advised by Manager to change to new officer	

^Res No.	Meeting Date	Subject	Resolution	Officer/Dept	Action Taken	Completed
16-20/1210	13/02/2019	Request for Variation of Proposed Lease Terms - Lease of Part of the Laidley Depot	**RESOLUTION** **THAT with respect to the request from Biosecurity Queensland for the use of additional land at the Laidley Depot and for Council to undertake maintenance works to facilitate their use of the land, and other matters, Council resolve to authorise the Chief Executive Officer to:** **(a) investigate again whether the State has any interest in purchasing the former Laidley Depot site subject to the land being reconfigured to enable this, given their proposal to intensify their use of the land; or** **(b) negotiate lease terms satisfactory to Council to enable use of the additional area, subject to an increased lease rental being agreed in consideration of the inclusion of the additional land area and the costs Council will incur to undertake works to facilitate the requested use; and** **(c) negotiate what general maintenance and other works will be undertaken by Council to**	Natalier, Caitlan	**06 Oct 2020 1:24pm Natalier, Caitlan** Update on fire hydrant issue and proposed solutions provided to DHPW on 24/09/2020 with a request for them to consider sharing the costs to achieve compliance given the use has been occurring for some time - ECM 4014088 **05 Jan 2021 2:54pm Natalier, Caitlan** Response received from DHPW advising they have no funding to contribute to the compliance costs but would be prepared to extend their tenure for 1 year - ECM 4025040. Council updated as part of 1st Quarter legal update report at November Council meeting. Risk assessment approach to be negotiated if possible. Mayor/CEO to meet with local State MP in January 2021 to discuss.	

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facilitate the proposed use by Biosecurity Queensland; and

(d) arrange for the agreed maintenance and other works to be undertaken at a time convenient to Council and prior to use by Biosecurity Queensland.

Moved By: Cr Cook Seconded By: Cr Vela
Resolution Number: 16-20/1238

CARRIED
7/0

^Res No.	Meeting Date	Subject	Resolution	Officer/Dept	Action Taken	Completed
16-20/1291	27/03/2019	Restoration of access to Lot 202 CP817791 at Flagstone Creek Road, Upper Flagstone	**RESOLUTION** **THAT Council endorse the construction and funding of a four-metre-wide farm access track from Flagstone Creek Road to Lot 202 CP817791 and authorise the Chief Executive Officer to do all things necessary to prepare and lodge an easement and survey plan to secure the access with the Department of Natural Resources, Mines and Energy at Council's cost.** **And Further;** **THAT Council resolve that the works are considered ex gratia with any future maintenance works the responsibility of the benefited party under the easement.** **Moved By: Cr Holstein Seconded By: Cr Cook** **Resolution Number: 16-20/1291** **CARRIED** **7/0**	Lusk, Ben	**06 Oct 2020 1:29pm Rozynski, Sara** Planning Report for a Development Application has been generated and submitted to Council's Planning, Policy and Community Wellbeing Branch in late September. Officers in Technical Services will continue to work with the Planning, Policy and Community Wellbeing, and the People and Business Performance Branches to progress this over October. **13 Jan 2021 11:47am Rozynski, Sara**	

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					Council's Technical Assistant advised the Decision Notice was issued in December by Council's Planning, Policy and Community Wellbeing Branch. Technical Services has engaged Cadastral Surveyor to carry out survey within the next few weeks. Once the survey plans have been signed by the property owner they will be returned to the People and Business Performance Branch to complete the required paperwork to DNRME. Once the plan has been registered Civil Operations will be notified to undertake the works.	

^Res No.	Meeting Date	Subject	Resolution	Officer/Dept	Action Taken	Completed
16-20/1681	11/03/2020	Grantham Quarry Approval of Rehabiltation Works	**RESOLUTION** **THAT in relation to the Owner's request for approval of the rehabilitation works undertaken at the Grantham Quarry on Lot 103 CH31505 and Lot 2 RP142079 as required by Condition 14 of the Development Approval issued on 20 February 1990, Council resolve to offer "in principle" approval subject to completion of the following actions ("Completion Tasks") by the Owner:** **(a) Installation of appropriate access controls, including but not limited to notification signs, fences and gates to the satisfaction of Council;** **(b) Preparation of an Operational and Maintenance Plan to manage the long-term stability of the land and submission to Council for approval;** **(c) Implementation of the approved Operational and Maintenance Plan;** **(d) A written commitment to Council to formally notify future occupiers and/or owners of the land of the**	Underwood, Quentin	**06 Oct 2020 3:05pm Hope, Hiedi** Following a recent joint site inspection with Council the owners have formally written to Council seeking our acceptance that Councils requirements have been met. Officers are currently preparing advice for the CEO in relation to this request. **12 Jan 2021 11:27am Boland, Susan** Advised by Senior Project Engineer - Zanows are still working to complete a number of the required actions prior to the letter being finalised and forwarded	

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existence and requirements of the Operational and Maintenance Plan and obtain their agreement to comply with it and to notify any subsequent owners and/or occupiers of the land of its existence and compliance requirements; and

Further;
THAT it is noted that Council's in principle approval is provided having considered and accepted the residual risks in relation to:

(a) Public safety risks where third parties may access the rehabilitated quarry embankments which exceed the 1:3 maximum slope set out in the Development Approval dated 20 February 1990; and
(b) Compliance risks in relation to implementation of the Operational and Maintenance Plan to satisfy the geotechnical engineering experts' requirements to ensure the stability of the landform into the future and the maintenance of access controls to the rehabilitated land.

And Further;
THAT Council resolve to delegate authority to the Chief Executive Officer to:

(a) Approve the location of all access controls required by Completion Task (a);
(b) Approve the Operational and Maintenance Plan as required by Completion Task (b); and
(c) Issue final approval of the rehabilitation works once the Completion Tasks have been satisfactorily performed, and subject to the owner making a cancellation application to Council in accordance with section 84 of the *Planning Act 2016* to cancel the Development Approval issued on 20 February 1990.

Moved By: Cr McLean Seconded By: Cr Wilson

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Resolution Number: 16-20/1681

CARRIED
6/0

^Res No.	Meeting Date	Subject	Resolution	Officer/Dept	Action Taken	Completed
16-20/1693	25/03/2020	Change to operating hours at Dal Ryan Memorial Pool, Laidley and Lockyer Valley Sports and Aquatic Centre, Gatton	**RESOLUTION** **THAT Council approve trading hours at the Dal Ryan Memorial Pool, Laidley, effective from the re-opening of the facility subsequent to the COVID-19 pandemic, to be:** • **Monday, Wednesday, Thursday and Friday: 6:00am to 6:00pm;** • **Tuesday: 11:00am to 6:00pm** • **Saturday and Sunday: 10:00am to 5:00pm** • **Closed Boxing Day** **Further;** **THAT trading commences at 1:30pm at the Dal Ryan Memorial Pool and Lockyer Valley Sports and Aquatic Centre, for future ANZAC Day holidays.** **And further;** **THAT a report be presented to Council in October 2020 following a review of winter patronage, to consider a variation to the trading hours at the Lockyer Valley Sports and Aquatic Centre during the winter season.** **Moved By: Cr Holstein Seconded By: Cr Hagan** **Resolution Number: 16-20/1693** **CARRIED** **6/0**	Wicks, Kerry	**23 Oct 2020 3:44pm Rozynski, Sara** Swimfit have been notified via letter about the winter patronage evaluation being postponed to October 2021. ECM letter ID 4027126.	

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^Res No.	Meeting Date	Subject	Resolution	Officer/Dept	Action Taken	Completed
20-24/0123	19/08/2020	Advertising Laidley Saleyards and Amendment to the 2020/2021 Register of Fees & Charges	**RESOLUTION** **THAT with respect to the provision of advertising at the Laidley Saleyards situated at lot 4 SP288143 Rosewood-Laidley Road, Laidley, Council resolve to offer advertising space to primary production businesses and local businesses that support the livestock industry;** **And further:** **THAT Council adopt the following amendments to the 2020/2021 Register of Fees and Charges to take effect from 15 July 2020:** **2.6 – Saleyards – Gatton & Laidley** **2.6.3 – Advertising Fees** **Name** / **Year 2020/21 Fee (incl. GST)** **Style one – height (peak 900mmm, sides 600mm) x width 4,800mm** / **$1,320.00** **Style two – height 810mm x width 950mm** / **$605.00** **Style three – height 900mm x width 2,700mm** / **$880.00** **Moved By: Cr Cook** **Seconded By: Cr Hagan** **Resolution Number: 20-24/0123** **CARRIED** **7/0**	Wicks, Kerry	**13 Jan 2021 8:12am Rozynski, Sara** Council's Facilities Works Supervisor undertook an inspection on Wednesday 7 October 2020 to measure the site and a copy of the measurements have been given to Coordinator Facilities to progress further.	

^Res No.	Meeting Date	Subject	Resolution	Officer/Dept	Action Taken	Completed

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20-24/0163	14/10/2020	Managing Unmanned Rural Bin Sites	**RESOLUTION** **THAT Council approve the closure of the unmanned rural bin sites at Wesslings Road, Ropeley and Stockyard Creek Road, Flagstone Creek effective 1 February 2021, to mitigate the continued inappropriate use.** **Moved By: Cr Hagan Seconded By: Cr Cook** **Resolution Number: 20-24/0163** **CARRIED** **7/0**	Brooking, Melissa	**02 Dec 2020 8:49am Rozynski, Sara** Waste Management and Recycling Supervisor advised the following has occured., • Corflute signage was erected at both sites notifying the closure for 1 February 2021, • A media release was published via Facebook, LVRC's website, Print Media (The Lockyer - Council highlights). , • A reminder will be published via The community connect newsletter (schools, charities, local groups etc.) next week., • CCTV monitoring continues, • Council received only 2 complaints and of these officers were able to provide 2 properties with a kerbside waste & recycle collection, others are now be investigated **13 Jan 2021 8:48am Rozynski, Sara** Waste Management and Recycling Supervisor advised from enquiries received we identified a number of properties that were not receiving the domestic kerbside wheelie bin collection. , Of these 4 properties received a new kerbside collection services and 1 infringement was issued for illegal dumping at the said location. , The one enquiry allowing officers to identify the person responsible for an outstanding illegal dumping offence. , Monitoring continues and infringements issued for any illegal activity.

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RESOLUTIONS OF COUNCIL AND ACTION TAKEN 4/05/2016 - 31/12/2020

^Res No.	Meeting Date	Subject	Resolution	Officer/Dept	Action Taken	Completed
20-24/0165	14/10/2020	Transportable Amenities Building Number 6899	**RESOLUTION** **THAT Council offer transportable amenity building number 6899 to the Gatton Campdraft Association.** **And Further;** **THAT Council advise the Gatton Campdraft Association that they will be subject to the terms of the Head Agreement and responsible for the payment of all costs to relocate the amenity building and finalise any outstanding approvals.** **Moved By: Cr Qualischefski Seconded By: Cr Cook** **Resolution Number: 20-24/0165** **CARRIED** **7/0**	Goddard, Christopher	**12 Jan 2021 3:18pm Rozynski, Sara** Senior Project Officer advised he has spoken with the Campdraft Association prior to Christmas and they were making plans to prepare foundations for the amenity building, with the intent of transporting it to site, early 2021 and installing the building. The Campdraft Association had received the building approval to proceed.	

^Res No.	Meeting Date	Subject	Resolution	Officer/Dept	Action Taken	Completed
20-24/0170	14/10/2020	Sub-Regional Waste Alliance - Expression of interest for Resource Recovery and/or Waste Disposal Services (HEW/05/218)	**RESOLUTION** **THAT subject to:** • **the decisions of other Sub-Regional Waste Alliance Councils resulting in minimum ongoing participation thresholds being reached; and** • **participating Councils agreeing on a new Heads of Agreement and Governance Model; and** • **participating Councils agreeing upon acceptable operating parameters;** **The following shortlist of potential sub-regional solutions and associated respondents, as identified in the confidential**	Sippel, Brendan	**01 Dec 2020 1:01pm Rozynski, Sara**	

LOCKYER VALLEY REGIONAL COUNCIL
RESOLUTIONS OF COUNCIL AND ACTION TAKEN 4/05/2016 - 31/12/2020

	evaluation report attached, be invited to participate in a potential Early Tenderer Involvement process: • **Solution 1** • **Solution 2** • **Solution 3** **Further;** **THAT subject to the decisions of other Sub-Regional Waste Alliance Councils resulting in minimum ongoing participation thresholds being reached for one or more potential sub-regional solutions, the Mayor and Chairperson, or their Councillor delegate/s, represent Lockyer Valley Regional Council on the Steering Group as detailed in Section 15 of the confidential evaluation report attached.** **Further;** **THAT subject to the decisions of other Sub-Regional Waste Alliance Councils resulting in minimum ongoing participation thresholds being reached for one or more potential sub-regional solutions, the Chief Executive Officer, or their delegate, be delegated authority to represent Lockyer Valley Regional Council on the Steering Group as detailed in Section 15 of the confidential evaluation report attached.** **Further;** **THAT subject to the decisions of other Sub-Regional Waste Alliance Councils resulting in minimum ongoing participation thresholds being reached for one or more potential sub-regional solutions, the Chief Executive Officer be delegated authority to execute a new Heads of Agreement as detailed in Section 15 of the confidential evaluation report attached.** **Further;** **THAT all Expressions of Interest identified in Schedule 2 of the confidential evaluation report attached to the confidential report be set aside and not considered further for a sub-regional solution.** **Further;**	Coordinator Waste advised Ipswich City Council has resolved to continue its participation in the Waste Alliance process subject to:, - the decisions of other Sub-Regional Waste Alliance Councils resulting in minimum ongoing participation thresholds being reached; and , - participating Councils agreeing on a new Heads of Agreement and Governance Model; and , - participating Councils agreeing upon acceptable operating parameters., Respondents are being notified today on EoI outcome. , Items for discussion at this week's catch up to include:, - Development of new Heads of Agreement, - Establishment of Steering Committee, Membership, Terms of Reference, etc, - Appointment of legal and technical advisors, - Develop position description to recruit a project manager , - Check in on our process in the context of the CoM Study **13 Jan 2021 8:18am Rozynski, Sara**

LOCKYER VALLEY REGIONAL COUNCIL
RESOLUTIONS OF COUNCIL AND ACTION TAKEN 4/05/2016 - 31/12/2020

			THAT under its tender consideration plan associated with the Expression of Interest for Resource Recovery and/or Waste Disposal Services, or otherwise in accordance with the Local Government Regulation 2012, Council identify and proceed with an appropriate procurement process in relation to the following individual solutions, as identified in Schedule 3 of the confidential evaluation report: • **Solution 5** **And further;** **THAT the Chief Executive Officer be requested to notify the Chief Executive Officer of Logan City Council in writing of its decisions in relation to the Expression of Interest for Resource Recovery and/or Waste Disposal Services evaluation report.** **Moved By: Cr Cook Seconded By: Cr Wilson** **Resolution Number: 20-24/0170** **CARRIED** **7/0**		Coordinator Waste advised officers from Logan, Ipswich, Redland and Lockyer Valley are meeting to develop the following:, • Objectives, • Timetable of actions/meetings for next 6 months, • Appointment of a project manager , • Confirmation of steering committee reps, • New Heads of Agreement, The SEQ Waste Plan outputs are also being considered in the context of our alliance and potential subregional solution options.	
^Res No.	Meeting Date	Subject	Resolution	Officer/Dept	Action Taken	Completed
20-24/0209	16/12/2020	Seven Mile Lagoon - Future Property Management	**RESOLUTION** **THAT Council repeal the following resolution (16-20/0552) made at its Ordinary Meeting held 28 June 2017:** ***"That Council resolve to delegate authority to the Chief Executive Officer to undertake a tender process to dispose of Lot 999 on RP141796 by way of lease in accordance with the requirements of the Local Government Act 2009 on terms satisfactory to Council".*** **And Further;** **THAT Council resolve to terminate the current lease of Seven Mile Lagoon and manage the land for environmental**	Hoffman, Chris	**07 Jan 2021 11:08am Hoffman, Chris** Council property management group are to formally notify current lessee of the decision to terminate lease and requirement to vacate property. Once this has occurred a site inspection will be undertaken with members of an environmental steering committee to develop a property management plan.	

LOCKYER VALLEY REGIONAL COUNCIL
RESOLUTIONS OF COUNCIL AND ACTION TAKEN 4/05/2016 - 31/12/2020

purposes. This management is to be carried out under Council's Integrated Land Management Project Plan, for the protection of native fauna and flora and the benefit of the community.

Moved By: Cr Qualischefski Seconded By: Cr Wilson
Resolution Number: 20-24/0209

CARRIED
7/0

14.6 **Group Manager People and Business Performance Monthly Report - December 2020**

Author: Anna Hebron, Group Manager People and Business Performance
Responsible Officer: Anna Hebron, Group Manager People and Business Performance

Purpose:

This report provides Council with a summary of key operational activities undertaken by the People and Business Performance Group during December 2020.

This document is for Council's information only.

Executive Summary

This report provides Council with a summary of key operational activities undertaken by the People and Business Performance Group during December 2020.

Proposal

That this report be received and noted.

Attachments

1⇩ Monthly Group Report - People and Business Performance - December 2020 6 Pages

People and Business Performance

MONTHLY GROUP REPORT

DECEMBER 2020

Lockyer Valley REGIONAL COUNCIL

2020-21 OPERATIONAL PLAN DELIVERABLES

WE ARE HERE: PROCUREMENT
SCOPE → PLAN → PROCUREMENT → DELIVERY → PROJECT FINALISATION
1.3.1 - FLOOD MODELLING

WE ARE HERE: PLAN
SCOPE → PLAN → PROCUREMENT → DELIVERY → PROJECT FINALISATION
1.3.2 - INSTALLATION OF FLOOD SOFTWARE AND EQUIPMENT

WE ARE HERE: CLOSE
SCOPE → PLAN → ENGAGE → EXECUTE → CLOSE
1.3.3 - UPDATING CLOSED CIRCUIT TELEVISION (CCTV) DOCUMENTS

WE ARE HERE: FINDINGS
PLAN → EXERCISE DELIVERY → EVALUATION → FINDINGS
1.6.1 - LOCAL DISASTER MANAGEMENT GROUP EXERCISE

WE ARE HERE: PLAN
PLAN → REVIEW → APPROVE → CLOSE
1.6.2 - REVIEW DISASTER MANAGEMENT PLAN

WE ARE HERE: IMPLEMENT
SCOPE → PLAN RESPONSES → IMPLEMENT → REVIEW PERFORMANCE → CLOSE
5.1.3 - PROCUREMENT REVIEW

WE ARE HERE: EXECUTE SALE
SCOPE → SEEK APPROVAL → EXECUTE SALE → TRANSFER AND CLOSE
5.1.4 - LAND ASSET MANAGEMENT PLAN

WE ARE HERE: SCOPE
SCOPE → CONSULT → IMPLEMENT → MEASURE → COMPLETE
5.2.1 - CUSTOMER SERVICE CHARTER

WE ARE HERE: IMPLEMENT
SCOPE → CONSULT → IMPLEMENT → MEASURE → COMPLETE
5.2.2 - BOOKABLE

WE ARE HERE: SCOPE
SCOPE → CONSULT → IMPLEMENT → MEASURE → COMPLETE
5.3.1 - COMMUNICATIONS STRATEGY

WE ARE HERE: QUARTER 2
QUARTER 1 → QUARTER 2 → QUARTER 3 → QUARTER 4
5.4.1 - AUDIT AND RISK MANAGEMENT FUNCTION

WE ARE HERE: CONSULT
SCOPE → CONSULT → IMPLEMENT → MEASURE → COMPLETE
5.5.1 - ENTERPRISE BARGAINING AGREEMENT (EBA)

1

5.5.2 - PERFORMANCE LEADERSHIP FRAMEWORK

5.5.3 - INTRANET PROJECT

5.5.4 - INTEGRITY AWARENESS AND COMPLIANCE

5.6.1 - ORGANISATIONAL EFFECTIVENESS REVIEW (OER)

5.7.1 - OCCUPATIONAL HEALTH AND SAFETY AUDIT

5.7.2 - LOCAL LAWS REVIEW

5.8.1 - CYBER SECURITY MANAGEMENT SYSTEM

5.8.2 - INFORMATION COMMUNICATIONS AND TECHNOLOGY ROADMAP

BUSINESS PERFORMANCE

DISASTER MANAGEMENT

PROJECT UPDATES

Bushfire Recovery and Resilience Officer (BRRO);

- Assisted community members to lodge applications for QRIDA Primary Producer Grants
- Collaborated with Laidley Community Centre (LCC)
- Assisted LCC with application for Bendigo Bank grant to support property owners with infrastructure costs
- Assisted in the delivery of LCC Christmas hampers to bushfire affected properties.
- Continuing to work with LCC for planning bushfire recovery and resilience activities and support.

DISASTER PREPAREDNESS

Seasonal Preparedness checklist continues to be actioned. Seasonal preparedness activities for Council closedown were finalised. A series of disaster system training videos have been developed for staff. Council and the Local Disaster Management Group is well placed to respond to any disasters.

KNOWLEDGE MANAGEMENT AND BUSINESS IMPROVEMENT

PROJECT UPDATES

Disposal of Physical Records

The Disposal of Records Guideline has been formally signed off by the CEO. The Knowledge Management Team are currently reviewing and documenting records that are ready to be disposed of under legislation and records that will require digitisation.

RIGHT TO INFORMATION APPLICATIONS

	2020	2019	2018	2017
Number of applications received	10	2	8	11

PROCUREMENT

PROCUREMENT REVIEW RECOMMENDATIONS STATUS

Total Recommendations	Total Completed	Total Remaining
60	35	25

A centre-led approach has been implemented, with training provided on a regular basis.

Collection of procurement data has commenced to provide an analysis on spending.

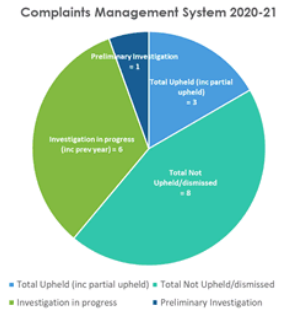
GOVERNANCE AND PROPERTY

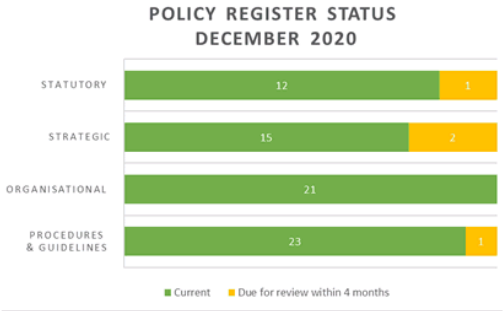
RELATED PARTY DISCLOSURES

The Related Party Disclosures were distributed to Councillor, Senior Executives and other Key Management Personnel for review in December.

REGISTERS OF INTEREST

In Quarter 2 all Registers of Interest were updated in line with the recent changes to the Local Government Act 2009 and where required, register extracts have been published on Council's website. Quarterly reminders will be provided to Councillors and Senior Executives to ensure their Registers of Interests remain up to date and updates occur within legislated timeframes.





RISK, AUDIT & CORPORATE PLANNING

AUDIT REGISTER

INTERNAL AUDIT	TOTAL NUMBER OF RECOMMENDATIONS MADE	IN PROGRESS	COMPLETED
Tendered Contracts Review	17	6	11
Project Management Practices	11	3	6
Legislative Compliance Review	6	4	1

CORPORATE RISK MANAGEMENT

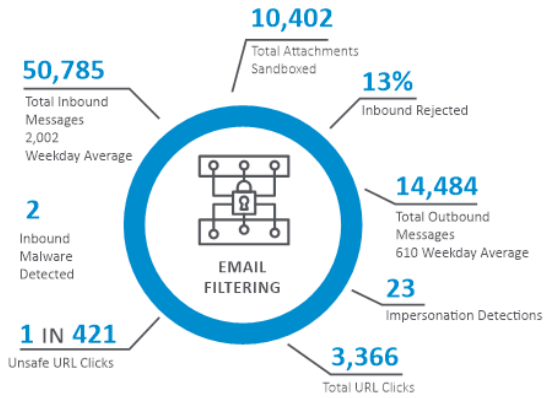
Preparations have commenced to review Council's Risk Appetite Statement.

Internal Audit Plan

A draft final report for the review conducted on Council's Payroll and Remuneration process has been received from Council's Internal Auditor. Fieldwork requirements are completed for the data analytics development. Terms of Reference for the review of Council's Business Continuity Plan "lessons learnt from Pandemic" are under development.

INFORMATION COMMUNICATION TECHNOLOGY

EMAIL AND WEB PROTECTION



NETWORK PERFORMANCE

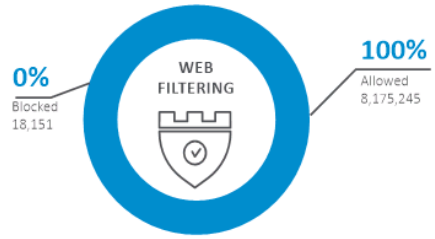
INFORMATION SNAPSHOT

0 MINUTES OUTSIDE BUSINESS HOURS

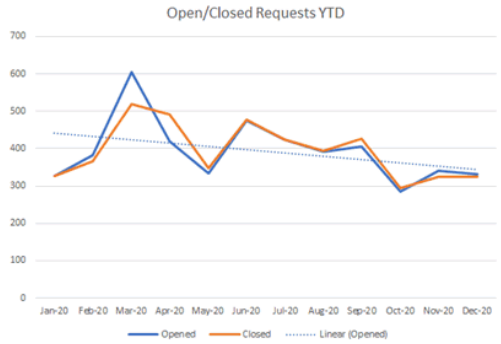
0 MINUTES DURING BUSINESS HOURS

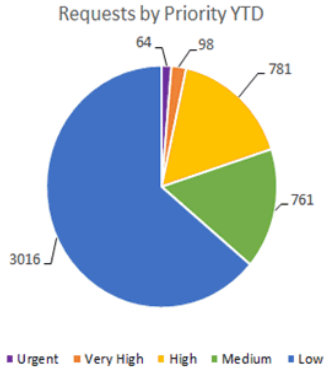
UNPLANNED NETWORK DOWNTIME

100% NETWORK AVAILBILITY



ICT SERVICE DESK SUPPORT REQUESTS





CYBER SECURITY

0 REPORTED INCIDENTS

115 VERY GOOD

CYBER SECURITY AWARENESS TRAINING RISK SCORE

PEOPLE, CUSTOMER CONTACT AND COMMUNICATIONS

ORGANISATIONAL DEVELOPMENT AND PAYROLL

Full Time Equivalent **294** POSITIONS

Headcount **321** EMPLOYEES

RECRUITMENT CAMPAIGNS **4** ACTIVE CAMPAIGNS

- *Community Activation Officer*
- *Coordinator Development Assessment*
- *Coordinator Growth and Policy*
- *Financial Accountant*

Average Time to Hire **29** DAYS

Early Turnover Rate **2.8%**

Voluntary Turnover Rate **1.2%**

Absenteeism Rate **3.3%**

Training Participation Rate **59%**

Training Events **6**

CORPORATE TRAINING

- *Corporate Induction Day 1*
- *Corporate Induction Day 2*
- *Employee Code of Conduct*
- *Disaster Management – Guardian Control Training*
- *OD Focus – Risks in Recruitment*
- *Toolbox Talk – 12 Days of Elf n Safety*

4

CUSTOMER CONTACT

TELEPHONE

1,575 CALLS RECEIVED

Decrease of 584 calls from last month

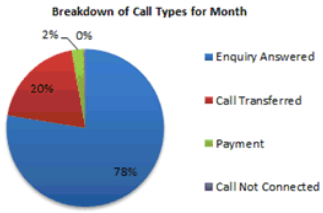
4:23 MINUTES AVERAGE HANDLING TIME

Decrease of 28 seconds from last month

SERVICE LEVELS - TARGET 75%

86.59% SERVICE LEVEL REACHED

BREAKDOWN OF CALL TYPES



32 TOTAL WEB CHATS

Decrease of 15 chats from last month

314 TOTAL eREQUESTS

Decrease of 364 eRequests from last month

775 TOTAL CRM RECEIVED

Decrease of 320 requests from last month

10:45 MINUTES WEBCHAT HANDLING TIME

Decrease of 1.9 minutes from last month

230 TOTAL RECEIPTS

Decrease of 82 receipts from last month

COUNCILLOR REQUESTS

35 RECEIVED **14** OPEN

Decrease of 12 received requests from last month

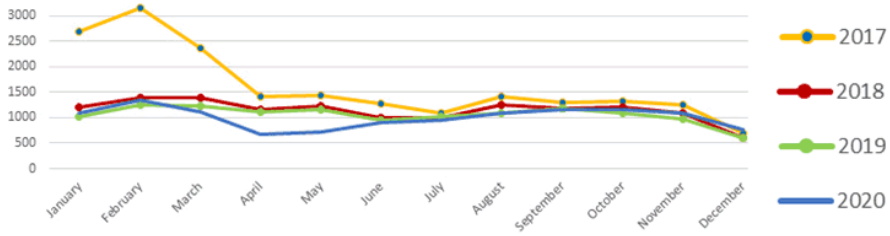
QGAP PERFORMANCE

72.58HRS
Total time taken for all transactions

316
Total number of transactions

13:78
Total average time for all transactions

CRM MONTH COMPARISON



COMMUNICATIONS

INTERNAL COMMUNICATIONS

Need 2 Know & ***In the Loop*** article themes:

- **1** COMMUNICATIONS
- **1** FINANCE
- **3** PEOPLE
- **2** ICT
- **2** FROM THE CEO
- **2** INTERNAL VIDEOS
- **1** KNOWLEDGE MANAGEMENT
- **1** QTM
- **2** COMMUNITY ACTIVATION
- **1** WASTE
- **7** OTHER STAFF REMINDERS
- **13** DESIGN PROJECTS — Decrease of 9

EXTERNAL COMMUNICATIONS

NEWS

5 MEDIA RELEASES

4 MEDIA ENQUIRIES

11 VIDEOS PROJECTS

COUNCIL'S CORPORATE WEBSITE

Most visited page was **Christmas Lights and Decoration Competition** with 964 views.

ONLINE ENGAGEMENT

21 CORPORATE FACEBOOK POSTS

HIGHEST PERFORMING POST

Lockyer Valley Christmas Carnival Photo Album
Reach: 2,623. Engagement: 354
Reactions, comments, shares: 36

2 INSTAGRAM GRID POSTS

HIGHEST PERFORMING POST

Lockyer Valley Christmas Carnival
19 likes

6 TWITTER POSTS

HIGHEST PERFORMING POST

Lockyer Valley Christmas Carnival
1 impressions and 1 share

5

WORK HEALTH AND SAFETY

OUR GOAL ZERO HARM

MEASURING OUR SAFETY PERFORMANCE

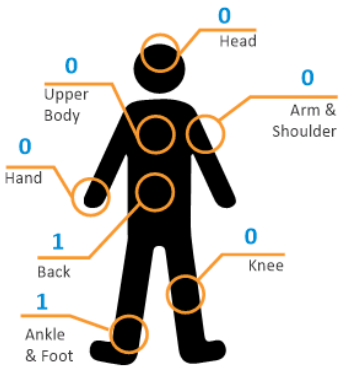
DECEMBER 2020

2 INJURIES OCCURRED

INJURIES BY CLASSIFICATION TYPE

0	LOST TIME
0	MEDICAL ONLY
0	FIRST AID
2	REPORTABLE ONLY
0	NEAR MISS

AREAS OF THE BODY MOST AFFECTED



KEY FACTORS ASSOCIATED WITH ASSET INCIDENTS

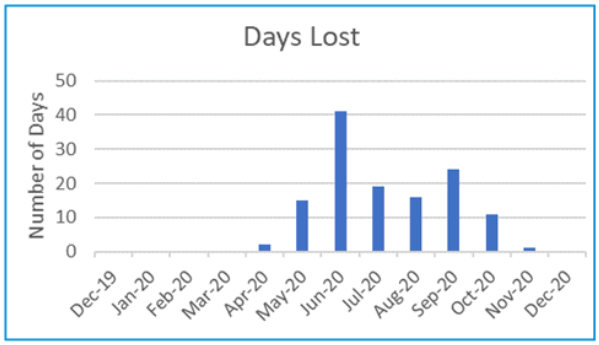
4 ASSET INCIDENTS OCCURRED

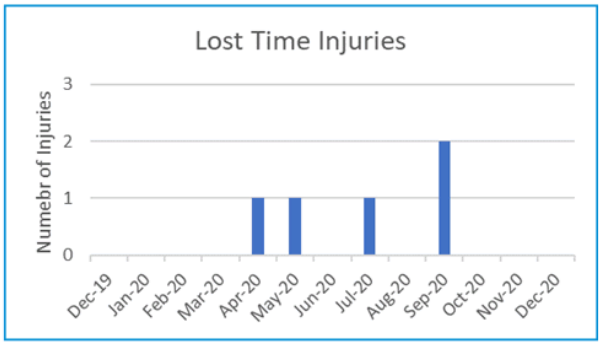
- 0 PROPERTY DAMAGE
- 4 PLANT VEHICLE/ INCIDENT
- 0 ANIMAL STRIKE
- 0 FIRE

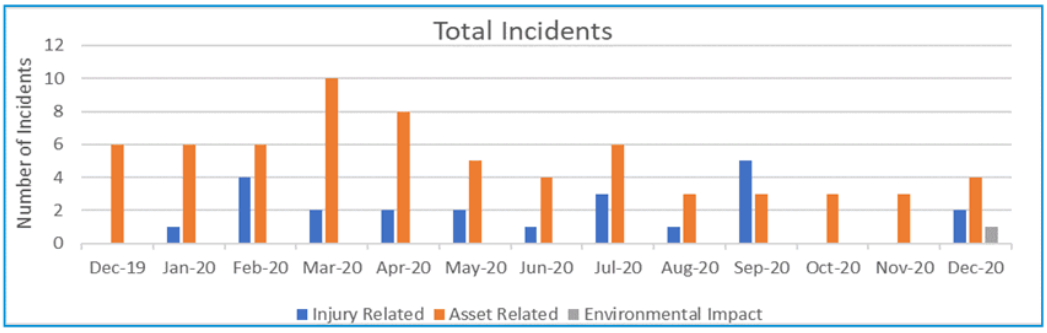
KEY FACTORS ASSOCIATED WITH ENVIRONMENTAL INCIDENTS

1 ENVIRONMENTAL INCIDENTS OCCURRED

- 0% SPILLS
- 0% CONTAMINATION







6

14.7 **Group Manager, Community and Regional Prosperity Monthly Report - December 2020**

Author: Amanda Pugh, Group Manager Community & Regional Prosperity
Responsible Officer: Amanda Pugh, Group Manager Community & Regional Prosperity

Purpose:

This report provides Council with a summary of key operational activities undertaken by the Community and Regional Prosperity Group during December 2020.

This document is for Council's information only.

Executive Summary

This report provides Council with a summary of key operational activities undertaken by the Community and Regional Prosperity Group during December 2020.

Proposal

That this report be received and noted.

Attachments

1⇩ Monthly Group Report - Community and Regional Prosperity - December 2020 16 Pages

Community and Regional Prosperity

MONTHLY GROUP REPORT

DECEMBER 2020

Lockyer Valley REGIONAL COUNCIL

PERFORMANCE REPORTING
COMMUNITY AND REGIONAL PROSPERITY

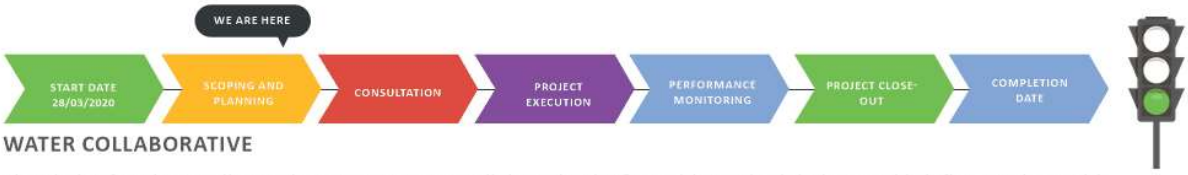
KEY GROUP PROJECTS

PLAINLAND STRUCTURE PLANNING

The final draft of the Plainland Structure Plan has been completed by Infinitum Partners Pty Ltd and will be partially integrated into the draft Planning Scheme. A workshop was held with Council December 2020. Further consultation with State agencies and policy actions outside of the planning scheme are to be progressed separately.

GATTON NORTH (MEIA) PROJECT

The final draft of the Gatton North (MEIA) Project has been completed by Infinitum Partners Pty Ltd and will be partially integrated into the draft Planning Scheme. A workshop was held with Council December 2020. Further consultation with State agencies and policy actions outside of the planning scheme are to be progressed separately.



WATER COLLABORATIVE

The chair of Lockyer Valley and Somerset Water Collaborative (LV&SWC) has scheduled several briefing sessions with key political figures to ensure the Water for the Lockyer Project is considered in future water planning.

The LV&SWC will not be meeting in January 2021.

Planning for the public release of the Detailed Business Case and potential investors update has been scheduled for Thursday, 4 February 2021, at the Lockyer Valley Cultural Centre.

KEY GROUP PROJECTS

FLOOD MODELLING

The Tenthill and Laidley Creek projects (lead-in projects for the Lockyer Creek project and Local Flood Management Plan (LFMP)) have been delayed in the calibration stage (i.e. matching the model to the actual observed flow and flood heights in 2011, 2013 and 2017). This is normally the most difficult part of a flood modelling project, but due to the complex nature of the region's creek systems (i.e. perched creeks and managing actual catchment rainfall/flow anomalies) the challenges to solve have taken more time - some of the models take 3 to 4 days to run each time to check a new configuration. Officers have been working closely with the consultants and there is now an expectation that the design mapping phase of these tasks will be able to commence shortly.

The overarching Lockyer Creek project is similarly impacted - the Upper Lockyer to Grantham stage is now in calibration finalisation; as are the Flagstone and Sandy Creek modelling. The 3 other lower models from Grantham to Glenore Grove are delayed until the Tenthill and Laidley Creek modelling is complete. The Laidley Regional model is at the latter end of the peer review stage – there are difficulties with the calibration that are being closely managed in conjunction with the peer reviewer to achieve completion. The Tenthill Creek calibration for the 2011 event has been completed but there have been more difficulties with 2013 and 2017 events probably due to the severe changes to the creek configuration and the challenges/ limitation of the available data. Staff have worked with the consultants to reduce the design event stage to reduce the timeframe for completion of the modelling phase of the project. The dwelling floor height project continues. The consultants for the LFMP projects have been engaged pending completion of the modelling to reset the delivery timeframes.

FLOOD EVACUATION

The project is anticipated to be practically completed in the second quarter 2021, with final completion thereafter.

FLOODPLAIN MANAGEMENT PLAN

The project is anticipated to be practically completed in the second quarter 2021, with final completion thereafter.

NATURAL RESOURCE MANAGEMENT (NRM) PLAN

The Natural Resource Management (NRM) Strategy was adopted by Council in January 2020. The more detailed NRM Plan was drafted in conjunction with the community working group in February 2020. The NRM Plan was due for adoption by Council in June 2020, however internal Council consultation and broader community consultation were delayed due to COVID-19.

A change of direction has evolved, to ensure Council have an adopted overarching Environmental Strategy document which describes Council's strategic position on the environment before other strategic documents are adopted. This Environment Strategy will provide the head of power and strategic direction for other environmental documents such as the NRM Strategy, NRM Plan, Environment and Sustainable Living Policy, Biosecurity Plan and Catchment Action Plan. Therefore the NRM Plan project is currently on hold until the Environment Strategy is adopted by Council.

The Environment Strategy has been drafted and is currently undergoing internal review. The draft Environment Strategy is scheduled to go to Council workshop in February 2021.

COMMUNITY ACTIVATION

SPECIAL PROJECTS

Sustainable Water

The Detailed Business Case has been submitted to the Government. Maturing the Infrastructure Pipeline Program 2 (MIPPS 2) funding has been fully acquitted and finalised.

Jacobs Australia have been fully paid for completing the Detailed Business Case in accordance with their contract.

Equine Collaborative Precinct

The Equine Collaborative Consultants, COHA Group, have been engaged to deliver a business case to support the master concept plans for the Equine Precinct. The first inception meeting between the Equine Collaborative members and COHA Group has been scheduled for Wednesday, 13 January 2021.

The business case is due for completion by the end of June 2021.

Lockyer Valley Function and Cultural Centre

Two successful Expresssion of Interest (EOI) applicants have been invited to tender for the café and function centre at the Lockyer Valley Cultural Centre. Tenders close on 4 January 2021.

A project team consisting of relevant Council officers has been established to oversee the transition to private operation of the café and function facility, including ICT changes, relocation of the VIC, and maintaining access to all Council areas including the QTM.

Discussions have commenced with Council's solicitors regarding the drafting of lease documentation.

Jobs and Skills Development

Hospitality Consultant Project

The project completion meeting for the Hospitality Consultant Project was held on 4 December 2020.

Each of the nine businesses participating in this project were provided with an individual recommendation report that addressed areas of key hospitality operational and business performance gaps, as well as recommendations and opportunities for development. Business owners were taken through a process to develop a 90-day plan to develop their projects and actions. The final report outlined the specific skills gaps across the nine businesses both from staff and owner perspectives.

Council will continue to liaise with these and other businesses to facilitate training in the identified areas.

Tourism/Media

Tourism Events Queensland (TEQ) instigated an opportunity with travel writer Rod Eime in the week beginning December 14. His focus was a Queensland destination story for the Australian Road Rider Magazine and roadrider.com.au, targeting a niche audience of motorbike/motorcycle riders and enthusiasts. roadrider.com.au receives more than 40,000 page views per month and has a community of 21,000 on Facebook. Council worked with local operators to provide a suitable itinerary for the niche audience including charming country pubs and cafes, sweeping bends and views and transport/motor vehicle/motorcycle attractions.

Whilst the journalist cut his visit short due to illness, it is hoped he will return in 2021 to complete the itinerary.

Brisbane Domestic Terminal Activation

This month long promotion was popular with passengers and many enquiries were fielded through the Airport Visitor Centre, with brochures constantly being refilled.

Passenger numbers for December 2020 were at an all-time high since COVID-19 began, with an average of 20,000 passengers per day coming through the domestic terminal.

TOURISM

PARTNERSHIPS

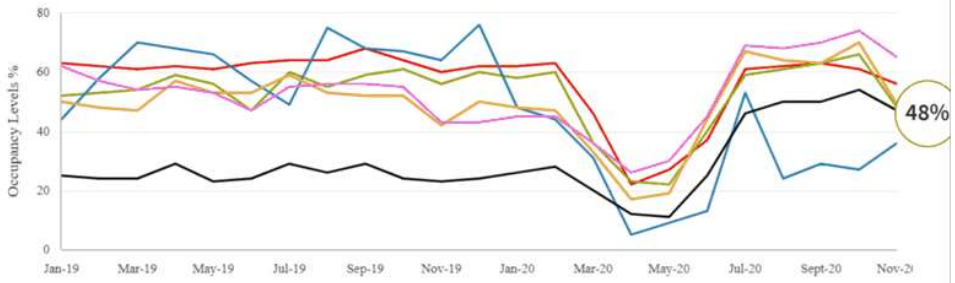
Southern Queensland Country Tourism (SQCT) - Data November 2020

Lockyer Valley occupancy rates decreased month on month and year on year for the month of November.

Whilst occupancy was down in November, the average daily rate increased.

Booking lead time increased from 27 days to 46 year on year.

Like most of the Southern Queensland Country region, occupancy in Lockyer Valley decreased in November to 48%, which is typical for this time of year.



Where are visitors to Lockyer Valley coming from?

Top 5 Local Government Areas
1. Toowoomba
2. Brisbane
3. Ipswich
4. Logan
5. Moreton Bay

Top 5 Suburbs
1. Rangeville
2. Middle Ridge
3. Highfields
4. Kearneys Spring
5. Newtown

Which day are people visiting?
1. Sunday (18.71%)
2. Saturday (15.66%)
3. Friday (15.33%)
4. Monday (13.6%)
5. Thursday (12.67%)
6. Wednesday (12.58%)
7. Tuesday (11.46%)

Volunteer end of year Christmas and Recognition 2020

On 8 December 2020, the Council staff gathered at the Lockyer Valley Cultural Centre for the annual recognition function for the Lockyer Valley Volunteering Program.

Volunteers from the Art Gallery, Das Neumann Haus, Events, Queensland Transport Museum and the Visitor Information Centre were acknowledged for their dedication and commitment to volunteering throughout the challenges of COVID-19.

Several of our volunteers were also recognised for their significant years of service to the program during the event.

4

TOURISM

QTM Facebook and Instagram pages:

4,266 likes — Up **53** for December 2020

15 Posts

7 Posts — **39** for December 2020

Highest performing post:

#TBT ThrowBackThursday The original tiny house...

This log motorhome by Wade was built out of a single Douglas Fir log on a 1920 three-ton Dodge Brothers chassis - reach 6,082 and 121 post clicks & 340 reactions, comments & shares.

QTM

180 people visited the QTM in December2020

VISITOR INFORMATION CENTRE (VIC)

340 Visitor interactions including 43 phone calls and 2 emails for December 2020

0
Temporary guest due to COVID-19

8,500 Views on the LuvyaLockyer website.

'Visit Lockyer Valley' Facebook:	**3,792** likes up **863**	**16** posts
Visit Lockyer Valley Instagram:	**577** likes	**15** posts

The highest performing post:

Amazing Grace Patisserie, decadent High Teas - reach of **2,258,** with **136** post clicks and **113** reactions, comments and shares

Luvya Lockyer Live Chat:

Total Chats **20**

TOP 5 LUVYALOCKYER WEB SEARCHES FOR THE MONTH OF DECEMBER 2020

HOME	1,043
WHAT'S ON - THIS MONTH	288
WHAT'S ON - EVENTS	391
WHAT'S ON - LV CHRISTMAS CARNVIAL	579
WHAT'S ON - CHRISTMAS EVENTS	732

5

COMMUNITY ACTIVATION

COMMUNITY EVENTS

13 community-led events and markets were delivered in the month of December.

- Glenore Grove Structured Partner Dance
- Gatton ParkRun (4, held every Saturday)
- Carols at the Bluff
- Lockyer Valley Speedway – Emergency Services Appreciation Night
- Local markets (6)

COUNCIL EVENTS

Planning is underway for the following Council-led events:

Australia Day - 2021

Plans are underway for two community events at the Laidley and Gatton Historical Villages as well as the Australia Day Awards and Citizenship Ceremony.

All will be held on Tuesday, 26 January 2021 under COVID Safe Event checklists.

COMMUNITY GRANTS

Major Community Grants Program – Recipients of Round 1 of Council's 2020/21 Major Community Grants Program were approved at the December Council meeting.

A total of $49,982 was approved to 15 recipients:

- Flagstone Creek Primary P&C Association
- Gatton Campdraft Association
- Gatton Jubilee Golf Club
- Gatton Pony Club
- Hatton Vale District Pony Club
- Laidley Golf Club
- Laidley Kindergarten Association
- Lockyer Multicultural Association
- Lockyer Valley Celtic Pipe Band
- Lockyer Valley Netball Association
- Mulgowie Cricket Association
- Returned and Services League of Australia Laidley Sub-Branch Inc
- Spirit of the Valley Events
- Steve Jones Community Men's Shed Withcott
- Withcott Helidon Lions Club

Christmas 2020 in the Lockyer Valley was well celebrated under COVID Safe Event Plans.

Spirit of the Lockyer Valley Christmas Lights and Decorations Competition – the Valley

From 1 – 26 December 2020 Council had 37 homes and businesses participating in the Christmas Lights and Decorations competition. Feedback from entrants was very positive with good attendance for viewing. It's always good hearing from the entrants at the presentation about the passion they have for the community and the joy they get from having people visit the displays.

Lockyer Valley Mayoral Christmas Carols 2020

The transition to an outdoor event at Lake Apex park worked exceptionally well with attendance up by 100%. The venue allowed for families to gather in a relaxed atmosphere while children played freely.

Feedback was positive and it is hoped the event will remain at the new location.

Lockyer Valley Christmas Carnival 2020

Despite the trepidation in the lead up to the event with wet weather forecast, the night was a huge success at the new venue of Lake Apex Parklands. Crowd attendance was up by approximately 20%, general feedback was excellent and opportunities for improvement have been identified.

Council officers that volunteered their time were invaluable and West Moreton Health officers were on site and very happy with the set up and plan for the event.

COMMUNITY ACTIVATION

COMMUNITY ENGAGEMENT

Advice, communications plans and consultation support was provided on the following projects:

- Fairways Park construction commencement and project website
- Tenthill Creek Catchment Resilience Project
- Highview Avenue Parking project
- Lake Apex Parklands footpaths
- Gatton township stormwater drainage program
- Inland Rail project impacts on the community, particularly on housing and accommodation
- Bushfire Recovery Project
- Capital projects 2020-2021 Program
- Community sentiments on alternate energy production
- Disaster preparedness project
- Rotary Park
- Laidley Youth Centre
- Lockyer Valley disability services

Engagements in development include:

- Planning Scheme – in partnership with USQ
- Forest Hill Silo Murals – in partnership with Forest Hill Community Development Assocication

CHILDCARE

70% OCCUPANCY RATE

December 2020 saw a busy month preparing for the end of year Christmas celebrations.

The Centre started to see a decline in numbers as the Kindy Program finished on 11 December 2020. Many children will not restart at the Centre until the end of January 2021, which will show attendance as low for the month.

Our projected percentage for the end of January when school returns looks to be approximately 82%.

There is always more bookings when our Kindy information night is held.

We have been working with parents in regards to their requirements for 2021.

LIBRARIES AND GALLERIES

- The arrangement between Australian Library Information Association (ALIA) and Publishers for Online Storytime expired on 31 December 2020 requiring us to remove all recorded Storytime sessions from social media platforms. A new arrangement is being drafted and we are hoping that we can re-upload some of the more popular sessions. During the period from March to December 2020, 79 videos were recorded with 22,763 views.
- The Library Busy Bags (to provide children's activities at home) have once again been well received with all 50 bags being collected by 11 December 2020.
- Informal school holiday programs commenced in December with a scavenger hunt. Children walk around the library looking for clues and letters to decode a rhyme or riddle. Participants receive a prize after correctly answering the question/rhyme.

FACEBOOK

13	403	24	1,122	4
PROGRAMS AND EVENTS	EVENT ATTENDEE	EVENT RESPONSES	TOTAL FACEBOOK LIKES	NEW FACEBOOK PAGE LIKES

eRESOURCES

PLATFORM	NOVEMBER 2020	DECEMBER 2020	% Loans by type
eAudiobooks (Borrowbox)	978	896	76.1% of loans are physical loans (from within the library)
eBooks (Borrowbox)	821	868	
eAudiobooks (RB Digital)	123	117	23.9% of loans are electronic (eBooks, eMagazines, eMovies, eAudiobooks) Available without having to visit the library.
Kanopy (Movies)	52	51	
eMagazines (RB Digital)	297	246	

VISITORS TO OUR LIBRARIES FOR DECEMBER 2020

2,418 GATTON LIBRARY

2,669 LAIDLEY LIBRARY

14,843 ACTIVE LIBRARY MEMBERS

73 NEW LIBRARY MEMBERS FOR 2020/21

99,363 ITEMS IN OUR COLLECTION

9,130 PHYSICAL & ELOANS

6,952 PHYSICAL ITEMS ISSUED

154 WITHDRAWALS

2,178 ELECTRONIC ITEMS ISSUED

1,988 ACQUISITIONS

80.6% ITEMS ISSUED VIA SELF-SERVICE

ART GALLERY

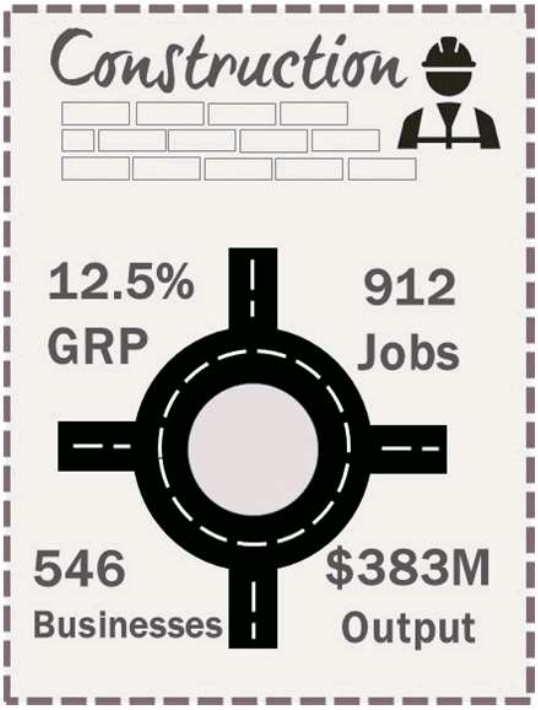
The 2021 Exhibition guide for all art exhibitions has been sent to the printers. We expect these back mid-January for distribution. All exhibitions for 2021 have been confirmed. There is a great variety of exhibitions including local and travelling exhibitions.

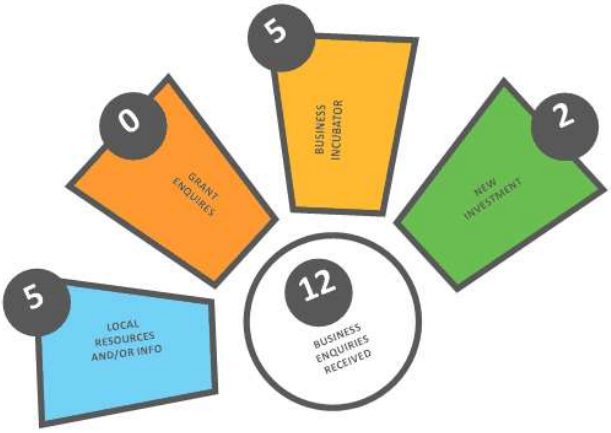
REGIONAL ARTS DEVELOPMENT FUND (RADF)

The RADF committee members have been notified of their appointments. Training will occur for the six community members during January 2021.

PLANNING, POLICY AND COMMUNITY WELLBEING

GROWTH AND POLICY





Construction is a significant contributor to the Gross Regional Product (GRP) of the Lockyer Valley, being 12.5% of the total GRP.

In 2019/20 output for the construction sector was $383 million and provided 912 local jobs. This includes domestic, civil and support services (surveyors etc).

There are 546 construction businesses based in the Lockyer Valley which includes sole trade type business operators (plumbers, carpenters, electricians etc).

DROUGHT COMMUNITIES PROGRAM-EXTENSION (DCP-E)

RIPARIAN RANGERS – CREEK RESERVE WEED MANAGEMENT PROGRAM (CRWMP)

The 51 participants in the program completed all on-ground weed control works by 31 December 2020 and are in the process of finalising the completion reporting which is due mid-January 2021.

Hot and dry weather conditions in spring and early summer stalled some of the weed control. The program has been well received and successful in managing particularly invasive species such as Cats Claw Creeper.

Participants have taken the opportunity to purchase supplies and equipment locally and have engaged a number of local contractors to undertake the weed control.

A final meeting with participants to discuss some of the successes and learnings from the program is planned for late January.

DEVELOPMENT ASSESSMENT

ACTIVITY	CURRENT MONTH	2020 YTD	2019 SAME YTD PERIOD
DEVELOPMENT APPLICATIONS			
RECEIVED	27	221	227
DECIDED	17	172	199
EXEMPTION CERTIFICATES			
RECEIVED	7	94	96
DECIDED	5	87	95
BUILDING, PLUMBING, PLANNING INFORMATION AND FORM 19s			
RECEIVED	40	471	378
COMPLETED	37	435	358
PRELODGEMENT MEETINGS HELD	4	55	49

14 DECISION NOTICES ISSUED *(100% in statutory timeframes)*

34 BUSINESS DAYS AVERAGE TIME FOR APPLICATIONS IN DECISION STAGE THIS MONTH

17 DECISIONS MADE *(88.2% in statutory timeframes)*

0 NEGOTIATED DECISION THIS MONTH

82% DECISIONS MADE WITHOUT ADDITIONAL INFORMATION REQUESTS

DEVELOPMENT COMPLIANCE

12 COMPLAINTS RECEIVED THIS MONTH

9 COMPLAINTS RESOLVED THIS MONTH

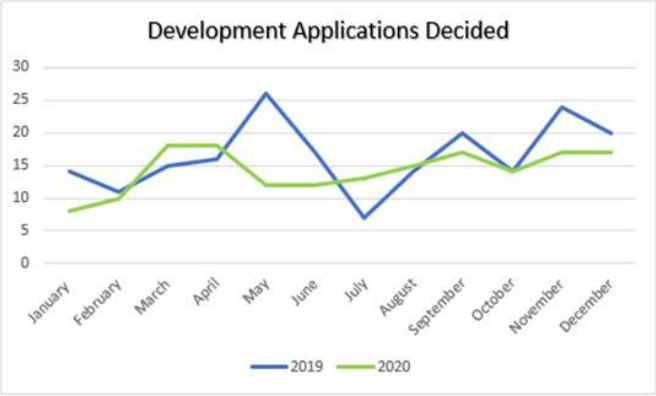
1 SHOW CAUSE ISSUED THIS MONTH

100% RESOLVED WITHOUT LEGAL ACTION

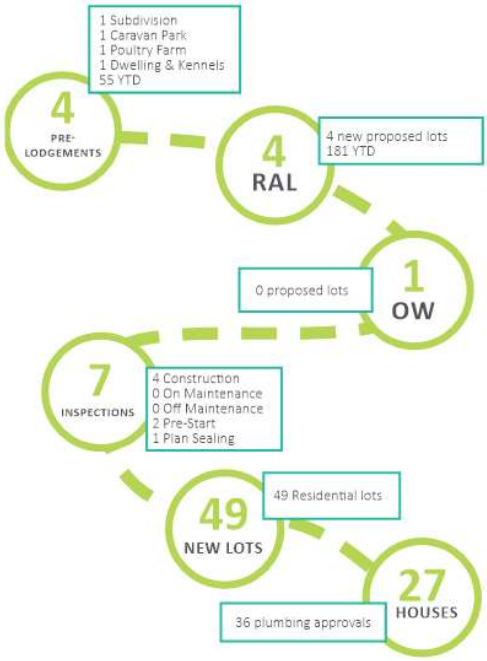
ZERO ENFORCEMENT NOTICES ISSUED THIS MONTH

The average decision timeframe was higher than other months due to 2 applications that exceeded the statutory timeframes (84 and 226 business days) due to Council awaiting further information from the applicant prior to being able to decide the application. The DA Team provides the applicant with the opportunity to provide further information to address any issues and ensure a positive outcome for the community, Council and the applicant. These two applications are an anomaly to Council's average processing time.

Excluding these two applications, Councils average time in decision for December was 18 business days which is generally consistent with the monthly average.



LAND DEVELOPMENT PIPELINE



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DEVELOPMENT ASSESSMENT

INFRASTRUCTURE CHARGES PAID YTD = $1,142,239.08

INFRASTRUCTURE CHARGES OUTSTANDING YTD = $126,980.92

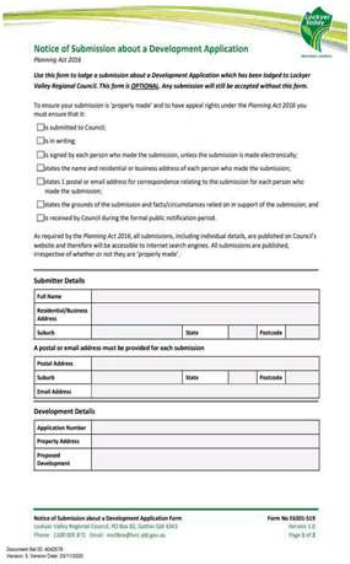
Infrastructure Charges Paid December 2020	Infrastructure Charges Outstanding December 2020
$312,500.00	**$12,500.00**

New Fact Sheet and Form – Making Submissions about Development Applications

The Development Assessment (DA) Team has developed a new fact sheet and form for submissions to development applications.

The DA Team estimates that approximately 70% of all submissions that are received are not properly made.

These new tools will assist the public with making properly made submissions. The form is an optional tool.



2020 DEVELOPMENT ACTIVITY STATISTICS WRAP UP

- As a whole, the Development Assessment activity for 2020 was largely on par with 2019, which is a positive sign given COVID-19 largely impacting 2020. COVID-19 did have an impact in increasing activity in some areas (Form 19s, subdivisions, operational works) and decreasing activity in other areas (extension to currency periods). It is also a good sign that the development industry is continuing to invest in the Lockyer Valley.
- The increase to Operational Works and Form 19s is largely attributed to the builder grants on offer by the Government as a result of COVID-19.
- There was a significant reduction in Negotiated Decision requests which is a positive sign that the DA Team's work on continuous improvement is having a positive impact for applicants with reasonable, relevant and clear conditions and initiatives such as issuing draft conditions.
- There was an increase in prelodgement meeting and applicants are seeing the value in holding prelodgement meetings with Council.

ACTIVITY	2019	2020	% DIFFERENCE
Application			
Received	227	221	~
Decided	172	199	↑16%
Form 19			
Received	378	471	↑25%
Issued	358	435	↑22%
Exemption Certificate			
Received	96	94	~
Decided	95	87	↓8%
Material Change of Use			
Received	66	65	~
Decided	54	42	↓22%
Reconfiguring of Lot			
Received	24 (130 Lots)	39 (466 Lots)	↑63% (↑258%)
Decided	28	30	↑7%
Operational Works			
Received	49	53	↑8%
Decided	41	51	↑24%
Negotiated Decisions	20	11	↓45%
Change Applications	36	28	↓22%
Plan Sealing Received	33	36	↑9%
Prelodgement Meetings	49	55	↑12%

BUILDING AND PLUMBING

BUILDING

99 Building Approvals were issued in the month of December (by private and LVRC Certifiers) in comparison to **52** for the same period last year.

32 Building Approvals were issued by LVRC in the month of December in comparison to **12** for the same period last year.

4 average business days for Building Approvals for the month of December.

99 BUILDING APPROVALS DURING DECEMBER

PLUMBING

49 Plumbing Approvals were issued in the month of December in comparison to **16** for the same period last year.

2 average business days for Plumbing Approvals for the month of December.

49 PLUMBING APPROVALS DURING DECEMBER

INSPECTIONS

154 Building and Plumbing inspections were completed for the month of December.

44 Building and **110** Plumbing.

Building and Plumbing revenues

Plumbing revenue is up **66%** for Council lodgements

Building regulatory revenue is up **60%** from Private Certifier lodgements

Building services revenue is up **74%** for Council Certifier lodgements

It has been a busy year for the Building and Plumbing team who have put in a great effort to manage the additional activity and maintain their high standards of Customer Service.

COMMUNITY WELLBEING

LVRC PROPERTY MANAGEMENT

- Monitoring of koala populations at Long Grass Nature Reserve, in conjunction with LUCI and University of Queensland (UQ) students has been undertaken. This is a collaborative project involving the catchment group and volunteers from UQ for citizen science research.
- The team are currently trialling a herbicide capsule injection gun developed by UQ for control of woody weeds. This is a collaborative project with UQ to test effectiveness of the capsule injection methodology in the field on a range of woody weeds.
- The team have completed maintenance weed control at planting sites that were initiated by the SQW trainees. Works primarily targeted grass control to ensure successful establishment and growth of native trees planted during the trainee program.
- A meeting was held with Qld Fire and Biodiversity Consortium (QFBC) to discuss upcoming funded projects and workshops in the Lockyer Valley region that the QFBC will be hosting in 2021.
- A letter of support was prepared for indigenous group (Wirrinyah) to apply for Federal grant funding to undertake fire management training workshops on Council land.
- An inspection has been completed of flying fox colonies in Gatton and Laidley during hot weather events to assess for bat mortalities, removal of several dead bats from Council land has occurred and have been disposed of correctly.
- Meetings were held with Queensland Parks and Wildlife Service to discuss upcoming projects and collaboration.

COMMUNITY WELLBEING

RESTRICTED WEED MANAGEMENT

WEED SURVEYS ON LOCAL ROADS & RESERVES =	19.25 ha
WEED TREATMENT ON LOCAL ROADS & RESERVES =	1.24ha
FOCUS OF RESTRICTED WEEDS TREATED =	Giant Rats Tail Grass, Groundsel Bush, Annual Ragweed, Parthenium, Yellow Bells, African Love Grass, Lantana
WEED SURVEYS ON STATE ROADS =	44.56ha
WEED TREATMENT ON STATE ROADS =	0.2ha
FOCUS OF RESTRICTED WEEDS =	Giant Rat's Tail Grass, Mother of Millions, Ragweed, Parthenium

3 Private Property Pest Management Plans have been completed with landholders comprising a total area of **69.52ha**.

1 Herbicide subsidy vouchers issued.

RESILIENT RIVERS

CATS CLAW CREEPER

Completion of second round of Cat's Claw Creeper control on Blackfellow Creek for the Tenthill Catchment resilience project. Work competed by Contractor.

Continued control of Cat's Claw Creeper on Council maintained road reserve on Blackfellow Creek.

TENTHILL COMMUNITY RESILIENCE

Meetings held with Transport and Main Roads (TMR) and QLD Reconstruction Authority (QRA) to discuss Resilient Rivers Initiative (RRI) project for community resilience in the Tenthill catchment. The results from the community survey of Tenthill Catchment for preferred road crossing designs on Blackfellow Creek for better access during major flood events were discussed.

CAHILL PARK AND BEAVAN STREET REVEGETATION AREAS

The project's progress was reviewed and the next stage of the works program was discussed with the Contractor.

Meetings held with landholders in the Blackfellow Creek catchment to discuss project initiatives for RRI.

Completed site inspections and site meeting with COMSEQ representative to view current projects progress and discuss upcoming projects, develop scope of works and project timelines.

PEST ANIMAL MANAGEMENT

3 Rabbit infestations reported

2 Wild Dog request for assistance

2 Fox requests for assistance

9 Dog Scalp Bounties received

Fox Control - Community

In response to a request for assistance from a Forest Hill resident. Pest Management camera surveillance has confirmed a very active series of dens on a 10 acre property and a potential breeding pair. Action is now in place to assist the landholder to comply with their General Biosecurity obligation to take all reasonable and practical steps to control this restricted invasive animal that preys on both native animals and domestic poultry.

ENVIRONMENTAL COLLABORATION

Ground-breaking collaboration occurred between Council, Lockyer Upland Catchments Inc and University of Queensland's School of Biological Sciences when 25 students, their Manager and Supervisor attended a local Nature Refuge as part of their ecological studies.

Collaboration occurred between the Little Liverpool Range Initiative on an iNaturalist software training day for land holders.

STEWARDSHIP OF NATURAL ASSETS

Land for Wildlife (LFW) is a voluntary program that encourages and assists landholders to manage wildlife habitat on their properties.

3 New Land for Wildlife enquiries have been received for the month of December.

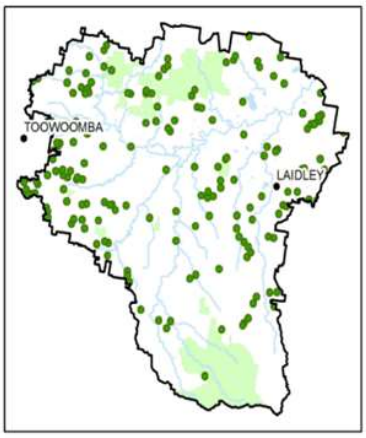
3 new properties have been registered totalling **87ha**

59 properties are awaiting inspection totalling a potential **3,291ha**

4,250 Land for Wildlife free plants have been ordered for members.

LOCKYER VALLEY LAND FOR WILDLIFE PROPERTIES

Land for Wildlife properties are spread across Lockyer Valley, including:



- Flagstone Creek
- Helidon
- Kensington Grove
- Laidley
- Mt Sylvia
- Mt Whitestone
- Mulgowie
- Murphy's Creek
- Postmans Ridge
- Rockmount
- Silver Ridge
- Thornton
- Withcott

13

COMMUNITY WELLBEING

1,371
NUMBER OF CUSTOMER REQUESTS RECEIVED YTD

1,327
NUMBER OF CUSTOMER REQUESTS RESOLVED YTD

51
TOTAL NUMBER OF INFRINGEMENT NOTICES ISSUED YTD

7,538
NUMBER OF DOGS REGISTERED CURRENT RENEWAL PERIOD (2020/2021)

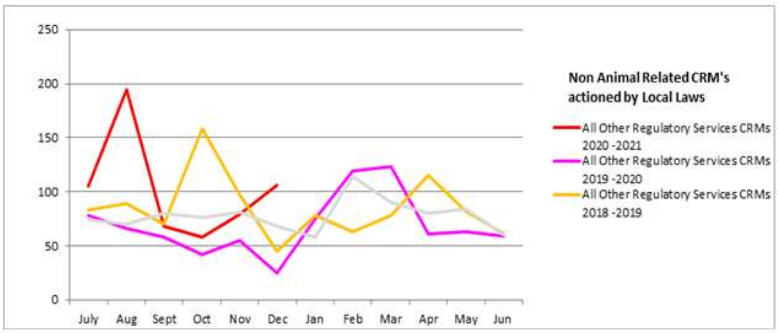
IN COMPARISON TO

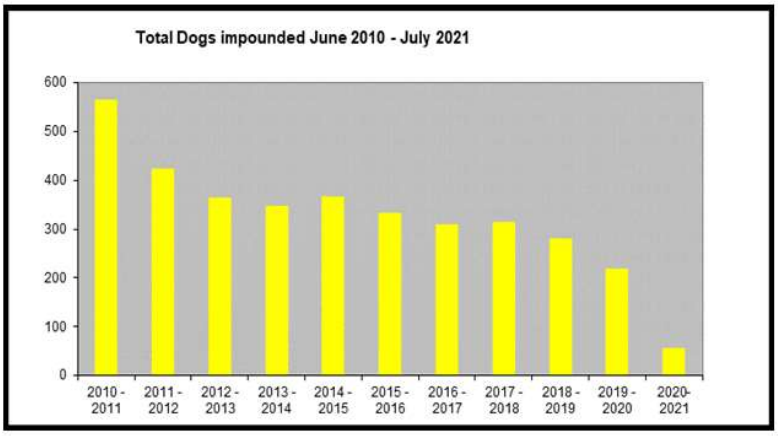
8,055
NUMBER OF DOGS REGISTERED IN THE 2019/2020 PERIOD

10
NUMBER OF DOGS IMPOUNDED YTD

35
KENNEL LICENCE RENEWALS ISSUED FOR THE MONTH

52
EXCESS ANIMAL PERMIT RENEWALS FOR THE MONTH



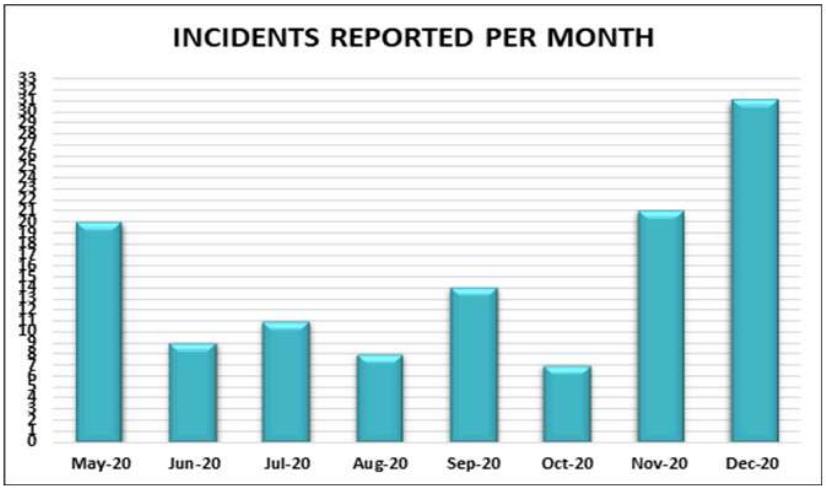


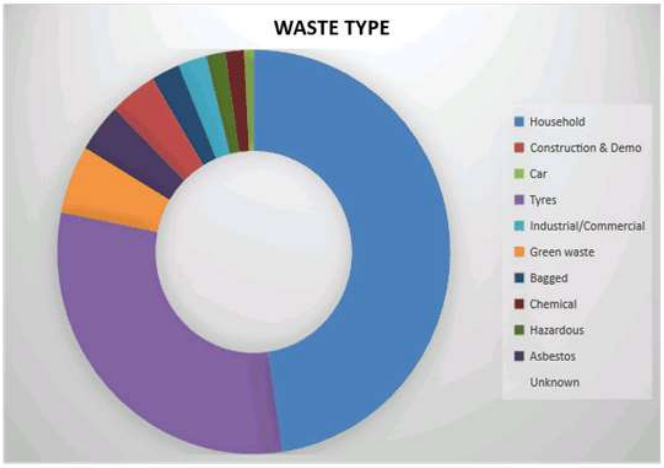
COMMUNITY WELLBEING

Local Government Illegal Dumping Partnership Program (LGIDPP) Update

Illegal Dumping Statistics have been collated by the Compliance Officer Illegal Dumping based on review of all Illegal Dumping CRM's received and actioned by Council's Compliance Officers May – December 2020.

- 127 Illegal Dumping incidents reported to Council.
- Volume of Illegal Waste Dumping identified = 104,434 litres.
- Volume of Illegal Waste Removed = 92,434 litres.
- Number of Infringements issued for December was 5.





WASTE TYPE

- 45% Household
- 32% Tyres
- 6% Green Waste
- 4% Construction and Demolition Waste
- Cluster group total 13% with no individual group more than 3%

15

PLANNING, POLICY & COMMUNITY WELLBEING - BUSINESS SUPPORT

Form 19's - Building, Plumbing and Planning Information

40 Form 19's were lodged in the month of December in comparison with **21** for the same period last year.

52 Form 19's were issued in the month of December in comparison with **21** for the same period last year.

There has been a significant increase in requests for Building, Plumbing and Planning Information. This has been attributed to the government monetary incentives for new builds and renovations across the region.

Plan Sealing

5 Plan Sealing applications were lodged in the month of December in comparison with **1** for the same period last year.

6 Survey Plans were sealed in the month of December in comparison with **1** for the same period last year.

49 Total number Lots created in the month of December in comparison with **1** for the same period last year.

Lodgement of Plan Sealing requests for smaller lot yield subdivision approvals has increased. Land sales in the region have increased due to the government incentives and as a result smaller developments are being finalised so more blocks are available.

A total of **110** Building, Plumbing, Planning and Environmental Health applications were lodged for the month of December which is 67 less than last month.

95 Building and Plumbing Permits and Planning Decision Notices were issued during the month of December which is the same as last month.

SAVING TIME AND RESOURCES

A project is in development in the test environment to streamline the process for annual Kennel/Cattery Licenses and Excess Animal Permits to reduce multiple officer handling and manual spreadsheets.

Instead of almost 100 payment requisitions having to be raised by Business Support and the same amount of manual invoices having to be raised by Finance it will be a simple process of raising the record once and then it is in the system for the next renewal year.

Templates will pre-populate with data extracted from TechOne.

This is a great efficiency initiative improving accuracy and saving time and resources for the Business Support and Finance Teams.

14.8 **Group Managers Infrastructure Monthly Report - December 2020**

Author: Dan McPherson, Manager Projects
Responsible Officer: Dan McPherson, Manager Projects

Purpose:

This report provides Council with a summary of key operational activities undertaken by the Infrastructure Group during December 2020.

This document is for Council's information only.

Executive Summary

This report provides Council with a summary of key operational activities undertaken by the Infrastructure Group during December 2020.

Proposal

That this report be received and noted.

Attachments

1⇩ Infrastructure Group Report - December 2020 10 Pages

Infrastructure

MONTHLY GROUP REPORT

DECEMBER 2020

Lockyer Valley REGIONAL COUNCIL

PERFORMANCE REPORTING INFRASTRUCTURE

2020-21 OPERATIONAL PLAN DELIVERABLES

WE ARE HERE: DELIVERY
SCOPE → PLAN → PROCUREMENT → DELIVERY → PROJECT FINALISATION

1.2.1 - FAIRWAYS PARK STAGE ONE

WE ARE HERE: PLAN
SCOPE → PLAN → DELIVERY → PROJECT FINALISATION

1.2.2 - PUBLIC PARKS STRATEGY IMPLEMENT STAGE ONE RECOMMENDATIONS

WE ARE HERE: PROJECT FINALISATION
SCOPE → PLAN → PROCUREMENT → DELIVERY → PROJECT FINALISATION

2.4.1 - DELIVERY OF DROUGHT COMMUNITIES PROGRAM

WE ARE HERE: PLAN
SCOPE → PLAN → DELIVERY → PROJECT FINALISATION

3.5.1 - NEW LEASE AND CONTRACT ARRANGEMENTS FOR GATTON MATERIAL AND RECYCLABLE FACILITY (MRF)

WE ARE HERE: STAKEHOLDER CONSULTATION
SCOPING & PLANNING → INVESTIGATE → STAKEHOLDER CONSULTATION → FINALISATION → PROJECT FINALISATION

3.5.2 - SITE STUDY FOR NEW RESOURCE RECOVERY CENTRE (RRC) TO SERVICE EASTERN AREA

WE ARE HERE: PLAN
SCOPE → PLAN → DELIVERY → PROJECT FINALISATION

3.6.1 - COUNCIL PRINCIPAL BUILDINGS AND FACILITIES ENERGY MANAGEMENT PLAN

WE ARE HERE: DELIVERY
SCOPE → PLAN → PROCUREMENT → DELIVERY → PROJECT FINALISATION

4.2.1 - DELIVER THE COUNCIL FUNDED INFRASTRUCTURE CAPITAL WORKS PROGRAM

WE ARE HERE: DELIVERY
SCOPE → PLAN → PROCUREMENT → DELIVERY → PROJECT FINALISATION

4.2.2 - DELIVER THE EXTERNAL FUNDED INFRASTRUCTURE PROGRAM OF

WE ARE HERE: DELIVERY
SCOPE → PLAN → DELIVERY → PROJECT FINALISATION

4.2.3 - CREATION OF DEFECT BACKLOG WORK PACKAGES FOR COUNCIL FACILITIES WITHIN TECHNOLOGY ONE

WE ARE HERE: PROCESS DEVELOPMENT
INVESTIGATE & SCOPE → PROCESS DEVELOPMENT → USER TESTING → IMPLEMENT → REVIEW, PROCESS REFINEMENT & DOCUMENTATION

4.2.4 - DEVELOP AND IMPLEMENT A FUTURE CAPITAL WORKS AND DESIGN PROCESS TO DETERMINE A SIX MONTH SCHEDULE

WE ARE HERE: ONGOING PROVISION OF ADVICE & SUPPORT

4.4.1 - INLAND RAIL PROJECT DESIGN

WE ARE HERE: PLAN
SCOPE → PLAN → DELIVERY → PROJECT FINALISATION

5.1.5 - REVISION OF PLANT AND FLEET UTILISATION

WE ARE HERE: PROJECT FINALISATION
SCOPE → PLAN → DELIVERY → PROJECT FINALISATION

5.8.3 - IMPLEMENTATION OF MOBILE DEFECT LOGGING AND TASK MANAGEMENT

1

CIVIL OPERATIONS PROJECTS BRANCH HIGHLIGHTS

CAPITAL WORKS

GATTON URBAN FOOTPATH PROGRAM

- Lake Apex Footpath - Replacement of Deteriorated Bitumen Footpath
  Funded under the Works for Queensland Program this package of works has commenced and so far 80% of the project has been completed. Due to the inclement weather the works were interrupted therefore the remainder of the project will be completed next year. Sections of the project that have been completed are open to the public already.

- Old College Road, Gatton - Upgrade Existing Concrete Footpath (Gaul Street to Park Lane)
  Works are anticipated to commence on the 4 January 2021 and should be completed by the 8 January 2020. The project involves the construction of 65 metres of new concreted footpath to the south side of Old College Road.

PATRICK STREET, LAIDLEY FOOTPATHS

- Patrick Street, Laidley - Upgrade Existing Concrete Footpath (Whites Road – Hayes Street)
  Funded under the Drought Communities Program the construction of 630 metres of footpath was completed on Friday 4 December. Final inspection completed and the project has reached practical completion. There are cost overruns on this project to account for service relocations and repairing existing driveways to tie in with the new works.

URBAN STORM WATER UPGRADES

- Whittle/Hill Streets Gatton
  This project will upgrade the storm water capacity in both Whittle and Hill Streets, Gatton to limit the impacts of flooding to residents and the Jehovah's Witness Church on Lake Apex Drive. Currently planning is underway to manage community consultation and construction issues.
- Procurement has been completed, LVRC has engaged the contractor to deliver the project. The pipes have been ordered by the contractor. As our storm water work will impact the services of water and sewer in the area, LVRC is currently in consultation with QUU the assets owner to develop a process to manage the impacts to the services and to the community. Community engagement is underway as well. This project is still scheduled to occur in April/May of 2021 and will be completed by end of June 21.

WOODLANDS ROAD, GATTON

- The project involves upgrading Woodlands Road between Edwards Road and Schroeders Road to widen the road formation from 6m to 8m. This project requires clearing, road excavation, unbound pavement, culvert extensions, bitumen sealing and road markings. The existing road pavement material was utilised to widen the formation and then new road base was imported to provide a structural layer and a uniform surface prior to bitumen sealing. The project is constructed by Council and is currently 95% completed. The primer bituminous seal has been applied along the full length of the project, with a final seal and line marking to be completed in the new year.

AMOS ROAD, WITHCOTT

- Funded under the Building Our Regions Program this project is 95% completed. The primer bituminous seal has been applied along the full length of the project, including the car park and the road is open to the public. The final bitumen seal will be completed in early 2021 with line marking to follow shortly after.

CRAN BRIDGE, DECK REPLACEMENT

- Cran Bridge on Stockyard Creek Road requires the deck to be replaced. The bridge will have various structural elements replaced and a new Bridgewood deck installed. The contract has been awarded.

LOCKYER DISTRICT HIGH SCHOOL CAR PARKING IMPROVEMENTS – HIGHVIEW AVENUE, GATTON

- This project is to provide rear in, 45 degree angle parking along the northern side of Highview Avenue Gatton to alleviate parking congestion in this area. A Contractor has been engaged, with a Contract to be formalised to complete these works from the 14th December and having the project completed by the 25th January 2021 so that there is minimal impact on the school community. Public consultation has commenced with the affected residents of Highview Avenue.

MAINTENANCE WORKS

Road Patching Works

- Alvisio Road, Adare
- Anthony Court, Summerholm
- Back Mt Sylvia Road, Caffey
- Caffey Connection Road, Caffey
- Carmicahel Drive, Adare
- Crane Road, Hatton Vale
- Dan Road, Hatton Vale
- Davis Court, Hatton Vale
- Denis Court, Summerholm
- Dry Gully Road, Mount Whitestone
- Edmond Road, Hatton Vale
- Fords Road, Adare
- Forestry Road, Adare
- Graham Court, Hatton Vale
- Gumtip Drive, Adare
- Habban Road, Hatton Vale
- Heise Road, Hatton Vale
- Ingoldsby Road, Upper Tenthill
- Lefthand Branch Road, Mount Sylvia
- Leslee Court, Summerholm
- Long Gully Road, Summerholm
- Numera Court, Adare
- Petersens Road, Ma Ma Creek
- Phillip Court, Summerholm
- Ranger Road, Woodlands
- Scott Place, Hatton Vale
- Stokes Court, Summerholm
- Summerholm Road, Summerholm
- Tenthill Creek Road, Gatton
- Waldron Road, Hatton Vale
- Waterhouse Road, Summerholm

Road Pavement Repairs

- Gatton-Laidley Road, Crowley Vale
- Mulgowie Road, Mulgowie
- Parklea Drive, Placid Hills

Drainage Works

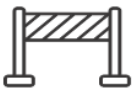
- Biggs Road, Withcott
- Costellos Road, Lockyer
- Donnelly Road, Murphys Creek
- Fords Road, Adare
- Gassman Street, Gatton
- Geisman Road, Laidley North
- Hannant Road, Hatton Vale
- Koreelah Street, Upper Lockyer
- Qualischefskis Road, Spring Creek
- Quigleys Road, Withcott
- Ryan Road, Laidley
- Swann Road, Regency Downs
- Wandin Road, Withcott
- Whiteside Court, Laidley Heights

Traffic Signs and Line Marking Works

- Dalton Road, Mt Berryman
- Flagstone Creek Road, Flagstone
- Gehrke Road, Plainland
- McKay Street, Gatton
- Old Toowoomba Road, Placid Hills

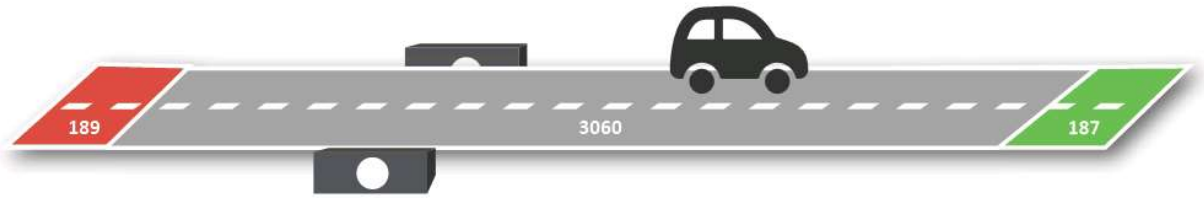
Maintenance Grading

- East Egypt Road, East Egypt
- Egret Road, East Egypt
- Kennedys Road, Stockyard
- Ma Ma Lilydale, Ma Ma Creek
- Manteuffel Road, Woodlands
- Missouri Road, Veradilla
- Mount Berryman Road, Blenheim
- Ropeley Rockside Road, Lower Tenthill
- Whipbird Lane, Mount Berryman



ROAD AND DRAINAGE DEFECTS

RECORDED | IN PROGRESS | COMPLETED



TECHNICAL SERVICES BRANCH HIGHLIGHTS

ASSET MANAGEMENT

- Quarterly playground inspections were completed with resulting defects pushed through to the Parks team for repairs as resources allow
- Bi-annual inspections of high-use footpaths have commenced across the region
- Capital completion processing is under way for the 2020/2021 capital program

245 ASSET INSPECTIONS CONDUCTED IN DECEMBER 2020

2756 ASSET INSPECTIONS CONDUCTED IN 2020

Images of defects collected in December.

WORKS ON ROADS PERMITS & APPLICATIONS - DECEMBER 2020

41 TOTAL PERMIT APPLICATIONS RECEIVED IN DECEMBER 2020

24.07% increase from November 2020

2 LAND ACCESS & ACTIVITY NOTICE (LAAN)

7 RURAL ADDRESSING APPLICATIONS

6 TRAFFIC CONTROL

5 DRIVEWAY

19 HEAVY VEHICLE APPLICATIONS (NHVR)

2 OTHER ROAD ACTIVITY APPROVALS

5

WORKS ON ROADS PERMITS & APPLICATIONS - DECEMBER 2019

11 LAND ACCESS & ACTIVITY NOTICE (LAAN)

0 RURAL ADDRESSING APPLICATIONS

0 TRAFFIC CONTROL

5 DRIVEWAY

1 HEAVY VEHICLE APPLICATIONS (NHVR)

1 OTHER ROAD ACTIVITY APPROVALS

18 TOTAL PERMIT APPLICATIONS RECEIVED IN DECEMBER 2019

COMMUNITY FACILITIES BRANCH HIGHLIGHTS

CAPITAL WORKS

FAIRWAYS PARK, HATTON VALE

- Site exclusion/protection fencing has been installed. Works have commenced on site with tree clearing and mulching.
- Surveying and identifying pathway & playground areas completed.
- Minor earthworks (trimming), Excavation and weed/grass eradication in progress.
- Rock swale works are underway.

GATTON SHOWGROUNDS MASTER PLAN

- Retaining wall closest to the Stables is almost complete, with fencing panels remaining.
- Concept design for pathway surface upgrades drafted for stakeholder review.

GATTON SKATE PARK SHADE SHELTER

- A new 6000mm x 10000mm steel frame shade shelter installed.

LAIDLEY SALE YARD AWNING STRUCTURE

- Existing awning structure removed.
- 8000mm x 10000mm steel frame awning structure installed.

FOREST HILL SKATE PARK

- All areas have now been concreted and fencing & materials removed from site.

LOCKYER VALLEY CULTURAL CENTRE

- Condenser units relocated and installed on the roof from plantroom 1 and 2.
- Package unit duct installed to plantroom 1 and 2.
- Supply air fans installed and now connected.
- New roof flashing installations are in progress around the skylights.
- Sikaflex sealant and waterproof painting to all mechanical penetrations, flashings and box gutter joints in progress.

PARKS AND CEMETERIES MAINTENANCE WORKS

Mowing

- Mowing across the region ramped up prior to the Christmas break.

Furniture Maintenance/Landscaping

- Minor maintenance of garden beds on Railway Street, Gatton.
- Routine maintenance throughout the region.
- A seat was installed at Lake Apex in remembrance of Jim Galletly.

Playground Maintenance

- Repairs completed on the Monorail at Lake Apex.
- Quarterly inspections complete, defect maintenance scheduled for January 2021.
- Quarterly routine maintenance complete (Rot-ovation of softfall).

Cemetery Works

- Pre digging graves on the first tier of the new section at Gatton Cemetery is completed. Due to commence cemetery strips.
- Assistance with funerals.
- Ground maintenance has been ongoing.

Event Assistance

- Delivery of event equipment for:
  - Gatton Village Markets – 01 November 2020
  - Lockyer Valley Christmas Carnival - 18 December 2020
- Preparation of our Anzac memorials for Remembrance Day.
- Pressure wash marques and tables.

FACILITIES MAINTENANCE WORKS

BUILDINGS

- Bird Proofing – works to carry out bird proofing and removal at Lockyer Valley Sports and Aquatic Centre commenced 22/12/2020. Completion of nest removal to be completed early January. Different equipment required due to sharp fall in pool depth not previously identified by contractor.
- Laidley Depot – Rectification to extensive termite damage in kitchen, staff room and bathrooms complete.
- Laidley Recreation Reserve Portable Bar – roof significantly damaged during severe storms early November. Make good works completed.
- Community Housing Stock – Handover of community housing stock is delayed, Housing and Public Works cannot agree on which of their branches is responsible for finalising the process. LVRC continue to charge tenants rent. Intent is to resolve early January 2021.
- Kensington Grove childcare building broken into and vandalised. Clean up now complete and new occupants have taken up residence.
- Sample Insurance risk assessments completed by LGMS at three sites – Gatton Depot, Gatton Transfer Station and Gatton Showgrounds. Overall results very positive.
- Annual carpet cleans at selected sites completed during Christmas closure.
- Business as usual repairs and maintenance.

PLUMBING

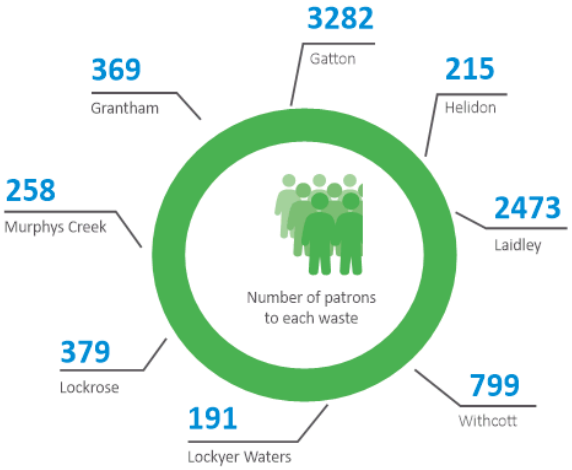
- General maintenance and repairs as required.

ELECTRICAL

- Solar system at the Lockyer Valley Sports and Aquatic Centre learn to swim pool failed. New sensors and controllers supplied and installed.
- Vandalism at to the Lights On The Hill memorial at Lake Apex. Site made safe until 2021 when replacement fittings can be sourced.
- Decorative lights in Centenary Park Gatton were damaged. Repairs being undertaken in 2021 when replacements can be sourced.
- Electrical check for 2011 Grantham Flood memorial event at Bugler Park, Grantham undertaken.
- Carrier technicians met with Facilities Coordinator on site at Gatton Administration building to assess existing HVAC and create proposal for long term rectification plans.
- Lake Apex system test undertaken prior to the Christmas carnival.
- Faults remain outstanding with the heat pumps at Lockyer Valley Sports and Aquatic Centre pool. Continuing to investigate.
- Installation and test of electrical Christmas decorations at Das Neumann house undertaken.
- General maintenance and repairs as required.

WASTE MANAGEMENT

- Continued involvement in the Sub Regional Alliance to consider options to improve waste in the councils involved.
- Participated in the SEQCoM infrastructure project. Community Facilities Portfolio Councillor and Coordinator Waste Officer attended a number of sessions and provided input for the consultants into the project. A draft report for this project is due by May 2021.
- Prepared procurement documents for processing of green waste and concrete and environmental monitoring at landfills.



7,966
TOTAL PATRONS TO ALL WASTE FACILITIES

KERBSIDE WASTE & RECYCLING SERVICES
NOVEMBER 2020

Garbage Bins Collected	66,200
Garbage Tonnes Received	779.22 TONNES
Recycle Bins Collected	65,063
Recycle Tonnes Received	173.82 TONNES
Recycle Contamination	28.08 TONNES

CUSTOMER CONTACT

Incoming Infrastructure customer requests for the month of December 2020

435
TOTAL CUSTOMER REQUESTS RECEIVED

252
TOTAL CUSTOMER REQUESTS COMPLETED

10

15. CONFIDENTIAL ITEMS

15.1 Lake Dyer Caravan and Camping Ground

Author: Raelene Linfield, Coordinator Procurement
Responsible Officer: Anna Hebron, Group Manager People and Business Performance

That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 254J (3) (g) of the Local Government Regulation, 2012, as the matter involves negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

Purpose:

The purpose of this report is to advise Council of the outcome of the Request for Tender process for Lake Dyer Caravan and Camp Ground.

15.2 Gatton Childcare Centre

Author: Annette Doherty, Manager Community Activation
Responsible Officer: Amanda Pugh, Group Manager Community & Regional Prosperity

That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 254J (3) (g) of the Local Government Regulation, 2012, as the matter involves negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

Purpose:

The purpose of this report is to seek a decision from Council's in relation to the operation of the Gatton Childcare Centre.

16. MEETING CLOSED