

# Minutes



## ORDINARY MEETING OF COUNCIL

### MINUTES

25 OCTOBER 2023



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## ATTENDANCE:

### Councillors Present

- Cr Jason Cook (Deputy Mayor) (Chairperson)
- Cr Brett Qualischefski
- Cr Janice Holstein
- Cr Chris Wilson
- Cr Michael Hagan
- Cr Rick Vela

### Apologies

- Cr Tanya Milligan (Mayor)

### Officers Present

- Ian Church, Chief Executive Officer
- Dan McPherson, Group Manager People, Customer & Corporate Services
- Amanda Pugh, Group Manager Community & Regional Prosperity (part of meeting)
- John Keen, Group Manager Infrastructure
- Scott Norman, Chief Financial Officer (part of meeting)
- Bella Greinke, Council Business Officer
- Neil Williamson, Coordinator Engagement and Communications
- Madonna Brennan, Risk, Audit and Corporate Planning Advisor (part of meeting)
- Dee Stewart, Coordinator Accounting Services (part of meeting)
- Tye Casten, Community Engagement Officer (part of meeting)
- Annette Doherty, Manager Planning, Policy and Community Wellbeing
- Julie Lyons, Property Officer (part of meeting)
- Caitlan Natalier, Coordinator Governance and Property (part of meeting)
- Michelle Lehman, Property Support Officer (part of meeting)
- Christine Stiles, Governance Officer (part of meeting)
- John Holdcroft, Coordinator Disaster Management Resilience (part of meeting)
- Mike Gerlach, Coordinator Community Wellbeing (part of meeting)
- Jason Harm, Manager Communities (part of meeting)
- Jaclyn Kernke, Acting Coordinator Libraries and Galleries
- Christine Blanchard, Manager Waste (part of meeting)
- Kirsty Johnson, Coordinator Financial Operations (part of meeting)
- Kacey Bachmann, Management Accountant (part of meeting)
- Stephen Hart, Senior Advisor Advocacy (part of meeting)

### Media Present

- Grace Crichton, The Lockyer and Somerset Independent



**1.0 MEETING OPENED**

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

**1.1 Acknowledgement of Country**

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

**1.2 Opening Prayer**

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



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**2.0 LEAVE OF ABSENCE**

**2.1 Leave of Absence - Mayor Milligan**

**Author:** Bella Greinke, Council Business Officer

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

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**Officer's Recommendation:**

**THAT leave of absence be granted to Mayor Tanya Milligan from this meeting to attend the Council of Mayors South East Queensland State Delegation, Parliament House Reception and SEQ Mayoral Dinner.**

**RESOLUTION**

**THAT leave of absence be granted to Mayor Tanya Milligan from this meeting to attend the Council of Mayors South East Queensland (SEQ) State Delegation, Parliament House Reception and SEQ Mayoral Dinner.**

**Moved By: Cr Holstein**

**Seconded By:**

**Cr Hagan**

**Resolution Number: 20-24/0929**

**CARRIED**

**6/0**



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**3.0 CONDOLENCES/GET WELL WISHES**

**3.1 Condolences**

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

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**Officer's Recommendation:**

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

**RESOLUTION**

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

**Moved By: Cr Vela**

**Seconded By:**

**Cr Hagan**

**Resolution Number: 20-24/0930**

**CARRIED  
6/0**



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#### **4.0 DECLARATION OF ANY PRESCRIBED CONFLICTS 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.

*In accordance with Section 150EQ of the Local Government Act 2009, Councillor Wilson informed the meeting that he has a declarable conflict of interest in Item 10.5, "Major Community Grants Program Round 1 – 2023/2024". The nature of the interest is that Councillor Wilson's business, Blue Dogs Sports, supplies apparel to the Lockyer Valley Netball Association, Gatton Soccer Club and Laidley Golf Club in the normal course of business. The business has also previously been a sponsor of the Laidley Golf Club. Although Councillor Wilson has a declarable conflict of interest, he believes a reasonable person would perceive that he can be impartial when dealing with this matter in an open and transparent way. Councillor Wilson has a high level of knowledge of sporting groups and associations in the Lockyer Valley region and can make a valuable contribution to the discussion. Therefore, Councillor Wilson advised he wishes to remain in the meeting and requested the eligible Councillors decide if he may participate and vote despite the declarable conflict of interest.*



*In accordance with Section 150EQ(3) of the Local Government Act 2009, the eligible Councillors were required to decide whether Councillor Wilson may participate in the discussion and make a decision in relation to Agenda Item 10.5, "Major Community Grants Program Round 1 – 2023/2024", including voting on the matter.*

**MOTION**

**THAT Councillor Wilson participate in the discussion and vote on item 10.5, 'Major Community Grants Program Round 1 – 2023/2024' as this is in the public interest.**

**Moved By: Cr Hagan**

**Seconded By:**

**Cr Holstein**

**Resolution Number: 20-24/0931**

**CARRIED**

**4/0**

*For: Cr Cook, Cr Holstein, Cr Hagan, Cr Qualischefski*

*In accordance with Section 150ET(2) of the Local Government Act 2009, Councillors Wilson and Vela were ineligible to vote, and therefore refrained from voting on the matter.*

*In accordance with Section 150EQ of the Local Government Act 2009, Councillor Vela informed the meeting that he has a declarable conflict of interest in Item 10.5, "Major Community Grants Program Round 1 – 2023/2024". The nature of the interest is that Councillor Vela's business, Laidley Jewellers, has previously sponsored events at the Laidley Golf Club. Although Councillor Vela has a declarable conflict of interest, he believes a reasonable person would perceive that he can be impartial when dealing with this matter in an open and transparent way. Councillor Vela has a high level of knowledge of sporting groups and associations in the Lockyer Valley region and can make a valuable contribution to the discussion. Therefore, Councillor Vela advised he wishes to remain in the meeting and requested the eligible Councillors decide if he may participate and vote despite the declarable conflict of interest.*

*In accordance with Section 150EQ(3) of the Local Government Act 2009, the eligible Councillors were required to decide whether Councillor Vela may participate in the discussion and make a decision in relation to Agenda Item 10.5, "Major Community Grants Program Round 1 – 2023/2024", including voting on the matter.*

**MOTION**

**THAT Councillor Vela participate in the discussion and vote on item 10.5, 'Major Community Grants Program Round 1 – 2023/2024' as this is in the public interest.**

**Moved By: Cr Holstein**

**Seconded By:**

**Cr Hagan**

**Resolution Number: 20-24/0932**

**CARRIED**

**4/0**

*For: Cr Cook, Cr Holstein, Cr Hagan, Cr Qualischefski*

*In accordance with Section 150ET(2) of the Local Government Act 2009, Councillors Wilson and Vela were ineligible to vote, and therefore refrained from voting on the matter.*



*In accordance with Section 150EQ of the Local Government Act 2009, Councillor Cook informed the meeting that he has a declarable conflict of interest in Item 13.1, 'Application for Section 236 Local Government Regulation 2012 Exception to Lease to Existing Tenant - Land No. 108171'. The nature of the interest is that Councillor Cook was previously an executive member of the Cahill Park Sports Complex and is currently a life member. Councillor Cook advised that he will leave the meeting room (including any area set aside for the public) while the matter is discussed and voted upon.*

**5.0 MAYORAL MINUTE**

*No Mayoral Minute.*



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**6.0 CONFIRMATION OF MINUTES**

**6.1 Confirmation of Ordinary Meeting Minutes - 20 September 2023**

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

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

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**Officer's Recommendation:**

**THAT the minutes of the Ordinary Meeting of the Lockyer Valley Regional Council held on Wednesday 20 September 2023 be taken as read and confirmed.**

**RESOLUTION**

**THAT the minutes of the Ordinary Meeting of the Lockyer Valley Regional Council held on Wednesday 20 September 2023 be taken as read and confirmed.**

**Moved By: Cr Vela**

**Seconded By:**

**Cr Hagan**

**Resolution Number: 20-24/0933**

**CARRIED  
6/0**

**7.0 BUSINESS ARISING FROM MINUTES**

*No Business Arising from Minutes.*



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**8.0 COMMITTEE REPORTS**

**8.1 Receipt of the Unconfirmed Minutes of the Audit and Risk Management Committee - 15 September 2023**

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

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**Officer's Recommendation:**

**THAT Council receive and note:**

- 1. The unconfirmed minutes of the Audit and Risk Management Committee meeting held on Friday 15 September 2023.**
- 2. The Independent Chairperson's Annual Report – Audit and Risk Management Committee 2022-2023.**

**RESOLUTION**

**THAT Council receive and note:**

- 1. The unconfirmed minutes of the Audit and Risk Management Committee meeting held on Friday 15 September 2023.**
- 2. The Independent Chairperson's Annual Report – Audit and Risk Management Committee 2022-2023.**

**Moved By: Cr Wilson**

**Seconded By:**

**Cr Qualischefski**

**Resolution Number: 20-24/0934**

**CARRIED**

**6/0**







AUDIT & RISK MANAGEMENT COMMITTEE  
MEETING MINUTES

15 SEPTEMBER 2023

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**ATTENDANCE:**

**Councillor Members**

- Cr Jason Cook
- Cr Chris Wilson

**Independent External Members (Voting)**

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

**Attendees (non-voting)**

- Ian Church, Chief Executive Officer
- Madonna Brennan, Risk, Audit & Corporate Planning Advisor
- Dee Stewart, Coordinator Accounting Services
- Bella Greinke, Council Business Officer (Secretariat)
- Cathy Blunt, O'Connor Marsden & Associates (Internal Audit)
- Kaiyo Sattha, O'Connor Marsden & Associates (Internal Audit)
- Logan Meehan, Crowe (External Audit) (via teleconference)
- Graham Cray, Manager Information Communication Technology
- Dan McPherson, Group Manager People, Customer and Corporate Services
- Caitlan Natalier, Coordinator Governance and Property (part of meeting)



**1. MEETING OPENED**

*The meeting commenced at 10:03am.*

**2. APOLOGIES**

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

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

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

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

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

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

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

*There were no prescribed or declarable conflicts of interest made by members at this time.*



## 15 SEPTEMBER 2023

#### 4.1 Confirmation of Audit and Risk Management Committee Meeting Minutes - 12 June 2023

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

**THAT the minutes of the Audit and Risk Management Committee meeting held Monday 12 June 2023 be taken as read and confirmed.**

**THAT the minutes of the Audit and Risk Management Committee meetings held Monday 12 June 2023 and Friday 25 August 2023 be taken as read and confirmed.**

Moved By: K Phillips                      Seconded By: M Power  
Resolution Number: ARMC/0284

**CARRIED**  
**5/0**



AUDIT & RISK MANAGEMENT COMMITTEE  
MEETING MINUTES

15 SEPTEMBER 2023

5. BUSINESS ARISING FROM MINUTES

5.1 Business Arising from Minutes of Meeting 12 June 2023

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

Officer's Recommendation:

THAT the Audit and Risk Management Committee:

1. Accept the 2023 Interim Audit Report with management responses was circulated out of session to Members by email on 1 August 2023.
2. Endorse the inclusion of the four deficiencies identified in the 2023 Interim Report in Council's Audit Register for action and future progress reporting to the ARMC.

RESOLUTION

THAT the Audit and Risk Management Committee:

1. Accept the 2023 Interim Audit Report with management responses, circulated out of session to Members by email on 1 August 2023.
2. Endorse the inclusion of the four deficiencies identified in the 2023 Interim Report in Council's Audit Register for action and future progress reporting to the ARMC.

Moved By: K Phillips

Seconded By:

A Morey

Resolution Number: ARMC/0285

CARRIED  
5/0



AUDIT & RISK MANAGEMENT COMMITTEE  
MEETING MINUTES

15 SEPTEMBER 2023

6. AUDIT COMMITTEE REPORTS

6.1 Chief Executive Officer's Report

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

**Summary:**

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

**Officer's Recommendation:**

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

**RESOLUTION**

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

**Moved By:** K Phillips **Seconded By:** M Power  
**Resolution Number:** ARMC/0286

**CARRIED**  
**5/0**

**Key Discussion Points**

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

Lockyer Valley Planning Scheme Status Update

Martin Power, Independent Member, noted the Draft Planning Scheme has been approved with conditions and queried if there are any major conditions or items of concern. The CEO advised all conditions applied through the State interest review process have been, or will be, fully complied with.

Supervision of Waste Facilities and Processing of Recyclables Contracts (Refer Legal Status Update for Further Information)

Discussion was held around the risks associated with Anuha ceasing waste service contracts with Council; for example, the continuation of services until a new tender is awarded and the reputational risk to Council. The Group Manager (GM) advised that short term arrangements have been implemented to ensure the continuation of the recycling and transfer station supervision services. These will come at additional costs as will the contracts when finalised, however they will be funded from the existing budget with no additional costs imposed on ratepayers.



AUDIT & RISK MANAGEMENT COMMITTEE  
MEETING MINUTES

15 SEPTEMBER 2023

Insurance

Discussion was held around the parks and gardens infrastructure flood restoration claim. The Committee was informed that Council anticipates all claims to be approved less the excess. This will be confirmed at the next meeting of the Committee.

Queensland Treasury Corporation – 2023 Credit Review

Discussion was held about Council's credit rating review. The CEO advised that Council's Chief Financial Officer is preparing a cash management strategy to determine optimum cash holdings with a view to using excess cash to pay down debt. The Chair made positive comments around Council's rating, especially given the flooding events in the region in recent years and suggested reviewing Council's asset management long term financial plans.

Policies, Procedures and Guidelines

Adrian Morey, Independent Member, commented on the number of overdue policies and asked if they had been updated as planned. Council's Coordinator Governance and Property advised most had been updated and those that hadn't will roll over into the next quarter and be updated in conjunction with the governance training being completed across the organisation. The Chair requested statistics gathered on the governance based training be included in future reports.

There was no further discussion in relation to this item.



AUDIT & RISK MANAGEMENT COMMITTEE  
MEETING MINUTES

15 SEPTEMBER 2023

**6.2 Information Communication Technology Progress Update**

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

**Summary:**

The purpose of this report is to provide an update on Information Communication Technology related matters relevant to the Audit and Risk Management Committee.

**Officer's Recommendation:**

**THAT the Audit and Risk Management Committee receive and note the Information Communication Technology Progress Update.**

**RESOLUTION**

**THAT the Audit and Risk Management Committee receive and note the Information Communication Technology Progress Update.**

**Moved By:** K Phillips **Seconded By:** Cr Wilson  
**Resolution Number:** ARMC/0287

**CARRIED**  
**5/0**

**Key Discussion Points**

Council's Manager Information Communication Technology (ICT) highlighted key points from the report and noted the separate report provided to Council on 16 August 2023 (distributed with these minutes) wherein Council approved a Chief Information Security Officer role. Local Buy has been engaged to fill the role with candidates to be reviewed at the next ICT Steering Committee Meeting. Discussion was held around Council's previous attempt to recruit for the position.

Independent Member, Martin Power, noted the potential risk to Council where contractors hold personal information provided by Council and asked what controls Council has in place to manage this risk. This question was taken on notice and will be responded to as soon as possible.

Brief comments were made around the move from TechnologyOne's Ci to the improved CiAnywhere platform. The Chair encouraged Council to continue to make time to further explore this.

There was no further discussion in relation to this item.



AUDIT & RISK MANAGEMENT COMMITTEE  
MEETING MINUTES

15 SEPTEMBER 2023

**6.3 Internal Audit Progress Update**

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

**Summary:**

The purpose of this report is to present the Audit and Risk Management Committee (ARMC) with an update on internal audit activity which has occurred since the previous meeting of the ARMC held on 12 June 2023.

**Officer's Recommendation:**

**THAT the Audit and Risk Management Committee:**

1. Receive and note the Internal Audit Activity Progress Update
2. Accept the Report on "Environmental Compliance Management" and the inclusion of the agreed recommendations and management action summaries in Council's Audit Register for action and future progress reporting.
3. Accept the Report on "Revenue Management Review" and the inclusion of the agreed recommendations and management action summaries in Council's Audit Register for action and future progress reporting.

**RESOLUTION**

**THAT the Audit and Risk Management Committee:**

1. Receive and note the Internal Audit Activity Progress Update
2. Accept the Report, "Environmental Compliance Management", and the inclusion of the recommendations and management action summaries in Council's Audit Register for action and future progress reporting, including a review to be completed on an annual basis for those recommendations not accepted by management.
3. Accept the Report, "Revenue Management Review", and the inclusion of the agreed recommendations and management action summaries in Council's Audit Register for action and future progress reporting. Managements response to recommendation 3.2.2 is to be reviewed and the result presented to the next meeting of the Committee.

**Moved By:** K Phillips

**Seconded By:**

Cr Cook

**Resolution Number:** ARMC/0288

**CARRIED**

5/0

**Key Discussion Points**

O'Connor Marsden & Associates representative addressed key points of the update and noted that the 2022-2023 Internal Audit Plan has been fully completed. It was noted that there may be a proposed change to the 2023-2024 Audit Plan as there have been staffing changes that will affect the planned Management of Sport and Recreation Facilities Audit.



AUDIT & RISK MANAGEMENT COMMITTEE  
MEETING MINUTES

15 SEPTEMBER 2023

Discussion was held between Committee Members on the Environmental Compliance Audit undertaken, particularly in relation to the management responses provided and recommendations not accepted. There was concern that by not accepting a number of the recommendations, Council is being exposed to unnecessary risk. However, the CEO confirmed that Council is meeting its legislative obligations and that he believes risks with respect to environmental compliance are being addressed. The Chair raised the risk staff turnover may have with Council's current distributed model of managing environmental compliance and suggested that a centralised environmental risk register would better assist in managing the risks. The Chair stated that the Audit recommendations and a medium risk rating for environmental compliance are sound and that the decisions made and management responses have left Council exposed. Further comments were made that in terms of the Environmental Compliance Audit as a whole, Council's waste services were the only medium to high risk. It was agreed that environmental compliance obligations be included in Council's Environment Policy.

The Committee was then updated on the completed Revenue Management Audit. Comments were made around the ability to fully accept the recommendations compared to Council's resources to complete them. The Chair asked that the management responses be reviewed with further consideration given to high risk areas, particularly recommendation 3.2.2; review active rights to TechnologyOne modules.

Further points were raised regarding the timeframes given to complete the audit recommendations, however it was clarified the timeframes are within the parameters set by the Committee.

There was no further discussion in relation to this item.



AUDIT & RISK MANAGEMENT COMMITTEE  
MEETING MINUTES

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**6.4 Audit Register Progress Update**

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

**Summary:**

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

Also included with this report for the Committee's information is a copy of the responses provided to the Queensland Audit Office on recommendations included for progress reporting in the Auditor-General's next Local Government Report to Parliament.

**Officer's Recommendation:**

**THAT the Audit and Risk Management Committee:**

1. Receive and note the progress update on Council's Audit Register.
2. Endorse the completion of items numbered 21IAPVDA3.2.3, 22IAPR3.10, 22IADR3.1.3, 22IADR3.1.4, 22IADR3.2, 22IADR3.3, 22IADR3.4.1, 22IADR3.4.2, 22IADR3.4.4, 22IADR3.5.1, 22IADR3.5.2, 22IADR3.5.3 and 22IAPF3.8.1 and their archiving from the active Audit Register.
3. Receive and note the responses provided by Council to the Queensland Audit Office on recommendations included for progress reporting in the next Auditor-General's Local Government Report to Parliament.

**RESOLUTION**

**THAT the Audit and Risk Management Committee:**

1. Receive and note the progress update on Council's Audit Register.
2. Endorse the completion of items numbered 21IAPVDA3.2.3, 22IAPR3.6, 22IAPR3.10, 22IADR3.1.3, 22IADR3.1.4, 22IADR3.2, 22IADR3.3, 22IADR3.4.1, 22IADR3.4.2, 22IADR3.4.4, 22IADR3.5.1, 22IADR3.5.2, 22IADR3.5.3 and 22IAPF3.8.1 and their archiving from the active Audit Register.
3. Receive and note the responses provided by Council to the Queensland Audit Office on recommendations included for progress reporting in the next Auditor-General's Local Government Report to Parliament.

**Moved By:** K Phillips

**Seconded By:**

Cr Wilson

**Resolution Number:** ARMC/0289

**CARRIED**  
5/0



AUDIT & RISK MANAGEMENT COMMITTEE  
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**Key Discussion Points**

Council's Risk, Audit and Corporate Planning Advisor provided an overview of the report and drew attention to the renewed initiative to complete outstanding Audit Register recommendations. The first audit register review with Council's internal audit provider, O'Connor Marsden & Associates, is scheduled for late October and further recommendations will be completed as a result of this.

Discussion was held about one recommendation, included in the Auditor-Generals report to Parliament, not accepted by Council which relates to engaging with the community on service levels. Councillor Committee Members and the CEO all made comments on the difficulty around this and setting expectations in the community. The Chair suggested that this was best practice and a number of Councils are engaging with the community about service levels and annual budgets.

Further Martin Power, Independent Member, commented that a number of items on the audit register are more than five years old and asked for these to be addressed.

There was no further discussion in relation to this item.



AUDIT & RISK MANAGEMENT COMMITTEE  
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**6.5 Corporate Risk Management Progress Update**

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

**Summary:**

The purpose of this report is to provide the Audit and Risk Management Committee with an update on the progress of Council's Corporate Risk Management function.

**Officer's Recommendation:**

**THAT the Audit and Risk Management Committee receive and note the Corporate Risk Management Progress Update.**

**RESOLUTION**

**THAT the Audit and Risk Management Committee receive and note the Corporate Risk Management Progress Update.**

**Moved By:** K Phillips **Seconded By:** M Power  
**Resolution Number:** ARMC/0290

**CARRIED**  
**5/0**

**Key Discussion Points**

Council's Risk, Audit and Corporate Planning Advisor provided an overview of the report and discussed ideas for operationalising corporate risk management. Independent Member, Adrian Morey, added initial commentary and will follow up out of session to discuss further. Further comments were made on ensuring the organisation is in a position to implement risk management while at the same time minimising resistance. There was no further discussion in relation to this item.



AUDIT & RISK MANAGEMENT COMMITTEE  
MEETING MINUTES

15 SEPTEMBER 2023

**6.6 Proposed Audit and Risk Management Committee Annual Planning Day**

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

**Summary:**

The purpose of this report is to seek the Audit and Risk Management Committee's (ARMC) endorsement of the proposed schedule and agenda for an ARMC Annual Planning Day.

**Officer's Recommendation:**

**THAT the Audit and Risk Management Committee endorse the proposed Agenda for the ARMC Annual Planning Day with Council's Executive Leadership Team.**

**RESOLUTION**

**THAT the Audit and Risk Management Committee endorse the proposed Agenda for the ARMC Annual Planning Day with Council's Executive Leadership Team.**

**Moved By:** K Phillips **Seconded By:** Cr Cook  
**Resolution Number:** ARMC/0291

**CARRIED  
5/0**

**Key Discussion Points**

Committee Members made positive comments on the proposed Agenda for the Annual Planning Day and are hoping that a deeper level of knowledge will be beneficial to both the Committee Members and the Executive Leadership Team, and thus the organisation.

There was no further discussion in relation to this item.



AUDIT & RISK MANAGEMENT COMMITTEE  
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**6.7 Independent Chairperson's 2023 Annual Report, Audit and Risk Management Committee**

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

**Summary:**

This report presents to the Audit and Risk Management Committee the Independent Chairperson's 2023 Annual Report for endorsement prior to presenting it to Council.

**Officer's Recommendation:**

**THAT the Audit and Risk Management Committee endorse the Independent Chairperson's 2023 Annual Report for presentation to Council.**

**RESOLUTION**

**THAT the Audit and Risk Management Committee endorse the Independent Chairperson's 2023 Annual Report, with amendments, for presentation to Council.**

**Moved By:** A Morey **Seconded By:** M Power  
**Resolution Number:** ARMC/0292

**CARRIED**  
**5/0**

**Key Discussion Points**

Committee Members endorsed the Chair's Annual Report and were complimentary of the content. Some minor typographical errors were noted for correction.

There was no further discussion in relation to this item.



AUDIT & RISK MANAGEMENT COMMITTEE  
MEETING MINUTES

15 SEPTEMBER 2023

**7. ITEMS FOR INFORMATION**

**7.1 Financial Performance Report**

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

**Summary:**

This report provides the Audit and Risk Management Committee with the summary of Council's financial performance against budget for the financial year to 31 July 2023.

**Officer's Recommendation:**

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

**RESOLUTION**

**THAT the Audit and Risk Management Committee receive and note the Financial Performance report for the period 1 July 2023 to 31 July 2023.**

**Moved By:** K Phillips **Seconded By:** A Morey  
**Resolution Number:** ARMC/0293

**CARRIED**  
**5/0**

**Key Discussion Points**

Council's Coordinator Accounting Services provided an overview of the report, highlighting nothing major to note at this early stage of the 2023/2024 financial year.

A brief discussion was held on the status of Council's Draft Financial Statements for the year ended 30 June 2023. The external audit representative advised there had been a few minor changes and that they were currently wrapping up the audit with the exit interview scheduled for 19 September 2023. The documents will be distributed to Committee Members on 16 October 2023 for their review and endorsement out of session prior to being provided to Council. A copy will be provided to Independent Member, Martin Power, on 3 October 2023.

There was no further discussion in relation to this item.



AUDIT & RISK MANAGEMENT COMMITTEE  
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**8. GENERAL BUSINESS**

Use of Artificial Intelligence in Business Papers

The Chair wanted to raise awareness around the use of Artificial Intelligence (AI) and ChatGPT, an AI chatbot. At this stage there are not many references to the use of AI in local government agencies, however it is on the radar.

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

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

**10. MEETING CLOSED**

*There being no further business, the meeting closed at 1:30pm.*



16 August 2023

Mrs Kerry Phillips  
Independent Chairperson  
Lockyer Valley Regional Council  
Audit and Risk Management Committee  
29 Bath St  
BIRKDALE Q4159  
Email: kpantipodes2@gmail.net

Councillor Tanya Milligan  
Mayor  
Lockyer Valley Regional Council  
PO Box 82  
GATTON QLD 4343

Dear Councillor Milligan

**2023 Annual Report – Lockyer Valley Regional Council Audit and Risk  
Management Committee**

**1.0 Introduction**

- 1.1 As Chairperson, Lockyer Valley Regional Council Audit and Risk Management Committee, I am pleased to present my fifth (5th) Annual Report to Council.
- 1.2 During the 2022/23 year, the committee has been stable in its composition.
- 1.3 The outsourced internal audit contract saw O'Connor Marsden in their fourth full year with Council. Cathy Blunt and Wayne Gorrie have been regular attendees and presenters at Committee meetings. Their reports have covered -
  - a) **Plant and Fleet Utilisation** – presented at the meeting November 2022 - 4 positives identified in terms of Councils reporting, booking system, training and benchmarking activities. There was also identified 8 recommendations (1 high, 4 medium and 3 low risks) responses are being tracked via the register.
  - b) **Development Assessment** – presented at the meeting November 2022 – 5 positives identified in terms of Councillor oversight of policy, charging accuracy, website information, template and performance monitoring. There were also 6 (2 medium and 4 low risk ) recommendations for improvement and 1 business improvement opportunity identified, responses are being tracked via the register.
  - c) **Draft Environmental Compliance** – June 23 – Management comments are still under development – 6 positives identified in terms of Councils , strategic intent , waste operations improvements,



procurement focus on environmental requirements, simplification of site based management plans, incident management at landfills and dam level management . Five (medium risk) recommendations for improvement, these will be tracked via the register once management has developed comments and associated actions in response to the findings.

d) **Revenue Management** fieldwork commenced Jun 2023 report to be presented September 2023.

- 1.4 The committee has continued to evolve in the past 12 months and members have extended themselves to engage with management and officers in recruitment activities for finance and provision of technical guidance to the ICT steering committee with particular focus on cyber security risk.
- 1.5 The committee, with the support and guidance of the Council corporate governance function has navigated through a responsive agenda to ensure that the Committee meets the objectives of the Committee Charter. Thus, implementing and maintaining an efficient audit committee function, supporting an effective internal audit and external audit function and close oversight of the emerging maturing risk management environment.
- 1.6 This report considers oversight and assurance of activities of the Committee that cover the operating period 1 July 2022 to 30 June 2023.

## **2.0 Operating in and compliance with legislative frameworks.**

- 2.1 The Committee operates within the legislative framework of the *Local Government Act 2009* and the *Local Government Regulation 2012*. The role and responsibilities, guidelines and operational procedures are contained in the Audit and Risk Management Committee Charter and Council's Code of Meeting Practice.
- 2.2 As an Advisory Committee of Council, the Committee is independent of management and does not have executive power, delegated responsibility, or authority to implement actions over which management has responsibility. Consistent with these responsibilities, and with objectivity, credibility and Council support, the Committee promotes and supports good corporate governance through the provision of independent assurance, oversight and advice to Council and the Chief Executive Officer. This advice covers financial statement oversight, short and long term financial sustainability, financial matters, annual reporting and matters relating to fraud control, risk management, internal control, governance, compliance, cyber security and external audit.



2.3 As Chairperson, I acknowledge the willingness and interest of the Mayor, Cr Milligan and CEO, Ian Church in meeting and engaging with me on the Committee's role, responsibilities and recommended actions. Independent members out of session have also provided insight to key members of management and the Committee in relation to emerging corporate governance and compliance issues as they have arisen over year. These insights have been well received and associated dialogue and actions have been responsive and encouraging.

### 3.0 Membership and Meetings

3.1. In accordance with Audit and Risk management Charter, voting and non-voting members of the Committee comprise:

Voting members:

- Independent Chairperson – Kerry Phillips
- Councillor Members – Deputy Mayor Cr Jason Cook and Councillor Chris Wilson,
- Proxy Councillor Rick Vela (November 2022)
- Independent External members - Adrian Morey and Martin Power

Non-Voting Member, staff and external Attendees:

- Mayor: Cr Tanya Milligan (ex officio non-voting)
- Chief Executive Officer: Ian Church
- Chief Finance Officer: Richard Marshall (March 2023), Scott Norman (June 2023).
- Co-ordinator Accounting/ Acting CFO : Dee Stewart
- Assistant Accountant: Kylie King – November 2022- part
- Asset Accountant: Tania Skopp – November 2022 - part
- Manager Information Communication Technology: Graham Cray - part
- Co-ordinator Business Improvement and Strategy: Christie Wytenburg – September 2022
- Co-ordinator Governance and Property: Caitlan Natalier- part
- Group Manager People, Customer and Corporate Services: Dan MacPherson (November 2022)
- Group Manager Community and Regional prosperity: Amanda Pugh (March 2023 part)
- Manager Planning, Policy and Community Wellbeing – Annette Doherty (March 2023 part)
- Principal Safety Officer – Sam McPherson (March 2023 part)
- Group Manager Infrastructure: John Keen -November 2022 - part
- Secretariat: Bella Greinke,
- Risk, Audit and Corporate Planning Advisor: Madonna Brennan
- Internal Auditor: Cathy Blunt, Wayne Gorrie - (September 2022), O'Connor Marsden
- External Auditor: Logan Meehan (Crowe)
- Queensland Audit Office: Ashita Lal



3.2 Meetings: the Charter provides that the Committee meet at least 4 times per year.

Meetings for 2022/23 were held on 1 September 2022, 10 November 2022, 9 March 2023 and 12 June 2023.

Consistent with Section 211 *Local Government Regulation 2012*, the Chief Executive Officer presented the Reports and Minutes of the Committee Meetings on the matters reviewed and the Committee's recommendations to the Council's Ordinary Meetings immediately following each Audit and Risk Committee meeting.

#### **4.0 Responding to long term financial sustainability challenges**

Council pleasingly looks to deliver an operating surplus of approximately \$13.95 Million for 2022/23. This result will be finalised in the coming months.

Early reporting in July 2023 to Council indicated that 68% percent of the Capital Works Program was expended for 2022/23. Delays associated with supply of goods, resources and weather have been experienced. There are no anticipated negative impacts to the carry-over of the outstanding projects with regard to associated grant funding based on recent discussions.

Budget 2023/24 and the following 3 financial years are set to achieve more modest target operating surpluses.

#### **5.0 Key deliverables during the 2022/23 financial year**

Council continued to meet the mandatory elements for legislative compliance for the key deliverables.

- **Community Plan 2017-2027** – In 2022/23 this Strategic Plan remained part of Council's key strategy in articulating community expectations of its elected Council over a 10-year period and is published on Council's website.
- **Corporate Plan 2022-2027** – in accordance with S199 of the *Local Government Regulation 2012* (LGR) this plan was adopted by Council 15 June 2022. The plan responds to the Community Plan and provides direction for Council in delivering a sustainable future for the region over the period. The Corporate Plan is published on Council's website.
- **Annual Budget 2022/23**– the 10-year forecasts are encouraging with continued annual operating surpluses projected; growth in asset values; and with impressive measures and forecasts of long- term financial sustainability in the statutory reporting of operating surplus ratios, net financial asset/liability ratios and asset sustainability ratios. Council remains committed to paying down debt.



Monthly reporting requirements were met in relation to Council reports. Reporting to the Committee provided insightful updates on performance against budget and emerging issues. The support to the Committee by the Chief Executive Officer, the Acting Chief Finance Officer, Chief Finance Officer and the Risk and Governance Advisor has been valuable in clarifying emerging issues, challenges and reviews undertaken by management to ensure target performance remains on track.

- **Operational Plan 2022/23**– in accordance with Section 174 LGR 2012, performance against the plan was reported to Council quarterly and made available on Council's website.
- **2021/22 Financial statements and draft shell statements, revaluation reporting and position papers 2022/23**

**2021/22 Financial accountability documents** including general purpose financial statements, financial sustainability statement (Part 3, LGR 2012); submitted to the Audit and Risk Management Committee December 2022 and adopted within the statutory period after an extension period agreed to by the Minister to accommodate the impact on valuation and asset accounting functions impacted by the multiple flood events..

Consistent with Council's policy objective for long term financial management, these financial reporting documents are evidence of accountability to the community whilst focusing on Council's core business in a responsible and accountable manner.

Key staff associated with the preparation of these documents are to again be commended on their standard of preparation, it is noted that there were significant challenges to resourcing during the year and it was good to see the quality and standard maintained.

The Committee was provided the opportunity to review the **draft shell financial statements for the 2022/23** financial year and associated position papers and revaluation reporting.

- **Council Minutes** Section 272, LGR 12 – compliant in terms of public accountability, including recording of declarations of conflicts of interest for reports and records of minutes, which are available at the Council Chambers and posted on Council's website;
- **Councillor prescribed/declarable conflicts of interest declarations:** compliant for public accountability with registers of interest posted in Council's website;
- **Internal Audit Plan 2022/23**- As Council's appointed internal auditors, O'Connor Marsden, have with the cooperation and participation by senior management addressed a range of matters and issues across strategic,



financial and operational areas. Management has concentrated on areas of perceived weaknesses and addressed opportunities for improvement rather than being compliance orientated.

Deliverables against the Internal Audit Plan 2022/23 included in the plan and carried forward from 2021/22 plan follow:

- **Plant and Fleet Utilisation**
  - **Development Assessment**
  - **Environmental Compliance Management - report drafted.**
  - **Revenue Management – fieldwork commenced.**
- **Audit Register Status reports were presented** at each meeting. A new guideline has been developed to create a process to expedite delayed actions. This is a progressive initiative and the Committee anticipate more timely response to outstanding actions going forward.
- **Review of Performance Internal Audit -** Council and the Committee have been very satisfied with the work of this group. The Committee undertook the annual review of the Internal Audit Policy and Charter.
- **CEO reports to the Committee** regularly on matters pertaining to Governance, Fraud and Corruption, complaints and associated investigations, emerging and current legal matters and workplace health and safety indicators. These items provide insight into a number of potential and emerging risks. Further to this, the CEO has provided the Committee with insight the progress and emerging risks in association with the new Town Planning instrument, Inland Rail, the emerging water consortium, the equestrian precinct and the grants program.
- **Risk management updates** - The Committee received one update for the year in March 2023. There has been some resourcing issues contributing to a delay in development of the framework. Work has been completed on a revision of strategic risks and there has been some refinement of associated documents to align with latest standards and feedback from training sessions. In 2023/24 the committee is keen to see more regular reporting in this area.
- **Fraud and Corruption reporting** - the Fraud and Corruption Control framework has been fully refreshed and funding sought to roll out appropriate training to the organisation to imbed this framework in 2023/24.

## **6.0 Dealings with the Queensland Audit Office (QAO), Council External Auditor and Council**

6.1 The Queensland Audit Office and Council's External Auditor Crowe were represented at all meetings during 2022/23.



6.2 The External Auditor, Crowe – Logan Meehan reported to meetings, and this included the provision of an unmodified audit opinion on Council's financial statements for 2022/23.

6.3 At the meeting held 9 March 2023, the Committee endorsed the 2022/23 External Audit Plan.

6.4 During 2022/23 the QAO provided 18 reports to parliament some quite relevant to Council;

- Queensland Regional Accommodation (Wellcamp)
- Implementing machinery of government changes
- Education 2022 - medium
- Health Outcomes for First Nations people – medium
- Managing Queensland's debt and investments – medium
- State entities 2022 – medium
- Protecting our threatened animals and plants – medium
- Major Projects 2022- high relevance
- Managing workforce agility in the Queensland public sector – high relevance
- Keeping people safe from family and domestic violence – medium
- Health 2022 – medium
- Growing ecotourism in Queensland – medium
- Local Government 2022– high relevance
- Managing Queensland's COVID-19 economic response recovery– high relevance
- Improving grants management– high relevance
- Energy 2022- medium
- Delivering social housing services – high relevance
- 2022 status of Auditor-General's recommendations – high relevance

#### **7.0 Interim Program of planned activities for 2023/24 financial year**

The Committee's priorities and objectives for the coming year will include but are not limited to:

- 1) Review and endorse the internal audit plan for 23/24 and plans for subsequent 2 years;
- 2) Review progress and updates on the audit register and the risk register;
- 3) Review and provide feedback with respect to the draft shell financial statements 2023/24;
- 4) Review and endorse and draft 2022/23 financial statements for presentation to the Auditor General for auditing;
- 5) Prior to publication, establish compliance with legislation for the contents of the 2023 Annual Report;
- 6) Finalise the schedule of meetings during 2024;
- 7) Provide reports to Council on the Audit and Risk management function;
- 8) Survey via self assessment of members the Committee's responsibilities and identify areas for improvement, including a review of the charter and



- code of conduct. Looking to conduct these activities in Oct 2023 during a separate planning and development day;
- 9) Monitor on-going progress on cyber security, risk management, fraud and corruption, and procurement;
  - 10) Review progress against the Audit Plan;
  - 11) Consider findings emerging from QAO performance reports

## **8.0 Thank you and appreciation – Reflecting on a successful year**

8.1 Adrian Morey, Director PwC continues to provide value to the committee sagely advising with respect to emerging risk and supports the ICT steering committee to respond to recent review findings. Martin Power, Audit Consultant from Bentleys continues to solidly support myself as chair and the Committee by undertaking extensive review of agenda materials provided and particularly the technical interpretations provided in position papers supporting the financial statements. Feedback to the Acting CFO/CFO and Manager Information Communication Technology regarding the draft shell statements and emerging risks from all members of the committee has been invaluable.

8.2 The elected members of the Committee –Cr Chris Wilson and Cr Jason Cook (Deputy Mayor) and proxy Cr Rick Vella have also continued to make positive contributions particularly in relation to community and elected members sentiment with regard to emerging opportunities, changes and challenges.

8.3 The Committee has been incredibly well supported by non-voting members. Any request has been responded to promptly and the CEO in particular has taken time to engage in a fulsome manner to ensure continued success of the committee.

8.4 I also appreciate the interest via occasional meeting attendance and discussions during debrief sessions with the Mayor Tanya Milligan. The commitment demonstrates an active and committed interest to the work of the Committee.

8.5 I have taken great pride in the opportunity to continue to lead and steer the committee. I am appreciative of Council's confidence in the role I have played over the past five years. The conduct of the team of professionals that guide and support the work of the Committee ensures its success. Discussion is robust and ideas are free flowing with the best of intent and interest in the success of the organisation. As the organisation continues on a path of maturity in the areas of risk management, governance and long-term sustainability, I am confident the Committee will continue to contribute and offer value to decision making and the provision of governance and oversight as part of a continued successful journey.

Sincere Regards

Kerry Phillips  
Chairperson  
Audit and Risk Committee  
Lockyer Valley Regional Council



## Receipt of the Minutes of the Friends of Das Neumann Haus Meeting - 21 September 2023

Steffanii Luckman, Visitor Information Centre Officer

Amanda Pugh, Group Manager Community & Regional Prosperity

**THAT Council receive and note the unconfirmed minutes of the Friends of Das Neumann Haus Committee meeting held on 21 September 2023.**

**THAT Council receive and note the unconfirmed minutes of the Friends of Das Neumann Haus Committee meeting held on 21 September 2023.**

## Cr Qualischefski

**Seconded By:**

## Cr Wilson

**Resolution Number: 20-24/0935**

**CARRIED**

6/0



**Monthly Meeting of Friends of Das Neumann Haus Inc. 21<sup>st</sup> September, 2023**

**Meeting commenced:** 10.10am

**Attendees:** Sue Williams, Marion Davis, Karl Woldt, Angela Worrall, Peta Merrick, Astra Farrell, Linda Naggs, Bronwyn Saunders, Brett Qualischefski (LVRC), Steffanii Luckman (LVRC), Dot Windolf, Julie Austin

**Apologies:** Leonor Bellani, Hannah Choi

**Business Arising from August Minutes**

- We have not received any information as yet from QICA (Qld Information Centres Association) the key industry body for visitor & tourism information centres. Steff will forward information to Marion re membership & relevant council contact information covering maintenance, security, etc.
- No computer as yet due to ongoing issue with transferring ownership of phone number. Marion has not heard back from the external provider (Kieran). Steff will follow up and let Marion know outcome.
- Marion relayed to council attendees that in July an electrician was sourced to not only fix the dishwasher but he also updated the electrical switchboard as it kept tripping out. A total payment of \$979 was made to Gary Boon of SGS Electrical (\$180 dishwasher, \$790 switchboard). During our August meeting, it was advised by council to report to them any maintenance required and they will assign one of their preferred suppliers. It was found that SGS Electrical is on council's list of preferred suppliers and a request was put forward for council to reimburse Das Neumann Haus. Steff advised to send her a copy of the invoice and she'll enquire and find out if council will reimburse.

**Treasurer's Report:** *attached*

**General Business:**

- Spring Festival was a huge success!  
BUT,  
\* The 'shuttle bus' didn't stop at Das Neumann Haus on it's route. We need a designated stop outside DNH next year as it was too far for the elderly to walk from the closest drop off point.  
\* It was discussed that we should look into purchasing different chairs or find a solution as the current chairs sink into the ground if you're sitting under the marquee in the park area. Brett suggested fold out chairs from Bunnings cost approximately \$8 each. Marion said she would investigate.  
\* It was also noted that volunteers of the Festival don't get to see anything as they're too busy working and too tired to attend any after hours events.
- Steff advised there will be a 'Spring Festival Meeting' to be held at Laidley Cultural Centre on September 27<sup>th</sup> at 9am. This is designed to 'debrief' and to highlight any feedback and ideas for future Spring Festivals.



- Pricing of products we order from PFD Services was brought to our attention by Marion who advised the following have risen in price:  
*Quiche Lorraine* now costs us \$7.18 per slice to purchase,  
*Vegetarian individual quiche* \$3.57,  
*Carrot Cake* \$3.19 per slice  
All in attendance agreed to **raise the price of Quiche Lorraine to \$12.50, Vegetarian to \$10.**
- **Senior's Month Morning Teas** x 2 to be held October 5<sup>th</sup> and 19<sup>th</sup> at 10am. Dot will need helpers to make sandwiches on the morning of these events. Angela shared the advertisement in the local paper with the contact being Gatton Senior Citizens. We can cater for a maximum of 25 people. Need to encourage more bookings.
- Astra discussed the possibility of reviving an old **Facebook page** for DNH. Would like to see it updated and brought back into circulation. Marion will find the original one that was started years ago that herself and Chayne from council set up. Would need a few volunteers to help manage the page in the role of Admins.
- Dot advised her jams will no longer be in production. **Do volunteers know of anyone who would be interested in making jam to sell in DNH.** Dot advised mango supply (for smoothies) sufficient for approximately two more years.
- **Christmas decorations** to be advised by council at our next meeting.

**Meeting Closed:** 11.15am

**Next Meeting:** 10.00am Thursday 26<sup>th</sup> October, 2023



John Keen, Group Manager Infrastructure

6/0





TIME OF MEETING:	10.30am to 11.30am
DATE OF MEETING:	27 September 2023
LOCATION OF MEETING:	Stubblefield Room A & B
CHAIRPERSON:	Wes Davis
MINUTES:	Sara Rozyński

#### ATTENDANCE

PRESENT	
LVRC	QPS
Cr Janice Holstein	Adam Armstrong (Gatton)
Wes Davis	Glen Thomas (Helidon)
	Shelly Robinson (Laidley)

APOLOGIES			
	Rowland Browne (Gatton)	Kerr Rudder	Michael Timmer (Translink)
	Damian van den Berg (Laidley)	Adam Garvin	David Willis
		Ros Naude	





## AGENDA ITEMS

DATE RAISED	DESCRIPTION	RECORD MATTERS FOR ACTION	RESPONSIBLE OFFICER
27/09/2023	Apologies if applicable	<ul style="list-style-type: none"> <li>Apologies – as noted above.</li> <li>David Willis to be removed from the Committee as he is no longer working in this position.</li> </ul>	All to note
27/09/2023	Outstanding Actions <a href="#">ECM 3814317</a>	<ul style="list-style-type: none"> <li>Refer to the outstanding actions items document</li> </ul>	All to note
27/09/2023	Traffic Incidents Lockyer Valley Region	<ul style="list-style-type: none"> <li><b>Laidley 04/05/2023 – 26/09/2023</b></li> <li>39 reported crashes in total: 13 injury, 12 non-injury, 10 hit and run, 3 fatal traffic crash, 1 departmental (hit kangaroo)</li> <li>Fatal incidents include: <ul style="list-style-type: none"> <li>Single vehicle lost control around a bend and rolled vehicle – mobile phone.</li> <li>Pedestrian vs vehicle on Warrego Highway in 80ks zone</li> <li>Vehicle vs motorcycle, vehicle failed to give way and drove across the front of the path motorcycle in 100ks zone. Motorcyclist not a fault.</li> </ul> </li> <li>No issues associated with the environment, road or signage identified for the incidents recorded.</li> <li><b>Helidon 04/05/2023 to 26/09/2023</b></li> <li>20 reported crashes in total: 11 injury, 4 non-injury, 4 hit and run, 1 fatal. <ul style="list-style-type: none"> <li>Fatality occurred on Warrego Highway (04/07/2023). Helidon Spa / James Norman Hedges Park exit. Car vs Truck. Car attempting to turn right from James Norman Hedges Park to head WB towards Toowoomba. Appears to have misjudged approaching truck and has turned in front of truck, colliding with driver's door and resulting in the death of the driver. Road slightly wet but other potential causing factor is the layout of this intersection, which has been the scene of many serious crashes in the past. Intersection design discussed further in the meeting.</li> <li>No issues associated with the environment, road or signage identified for the other incidents recorded.</li> </ul> </li> <li><b>Gatton 04/05/2023 to 26/09/2023</b></li> <li>48 reported crashes in total: 21 injury, 12 non-injury and 13 hit and run, 0 fatal, 2 departmental crashes (1 intentional action by driver to evade police)</li> <li>Injury incidents include: <ul style="list-style-type: none"> <li>2 x William and Spencer Street intersection – driver fail to give way (arrows drop out and driver continue through intersection). TMR will review this intersection to reconsider the arrow.</li> </ul> </li> </ul>	All to note.



DATE RAISED	DESCRIPTION	RECORD MATTERS FOR ACTION	RESPONSIBLE OFFICER
		<ul style="list-style-type: none"> <li>Gatton bus lines drop off outside 10 Forestry Road, Adare – vehicle vs pedestrian (school age child) (stop not suitable as reduces visibility)</li> <li>1 serious injury – Millers Road Spring Creek – driver airlifted to Brisbane (road closed for several hours)</li> <li>No contributing circumstances with environment, road or signage identified. All accidents resulted due to driver error, fatigue, or intoxication</li> </ul>	Anita
27/09/2023	Installation of 80km/hr zone along Warrego Highway / Fairway Drive, Hatton Vale (Anita Sullivan)	To assist in the reduction of traffic accidents at this intersection it is proposed to extend the 80km/hr zone from just before the Niemeyer/Warrego Highway to past the Fairway Drive / Warrego Highway intersection both east bound and west bound directions.  <b>ACTION: Formal speed review to be conducted by TMR and presented at the next meeting for approval.</b>	
27/09/2023	James Norman Hedges Park – entry and exit traffic movements. (Anita Sullivan / Cr Janice Holstein)	Due to the fatality that occurred at this intersection on 04/07/2023, Council is asking again for left out of James Norman Hedges Park only of all vehicles. QPS would like the intersection closed entirely. Committee agreed as a short-term option to close the right hand turn out of the Park (heading westbound). TMR advised this is anticipated to take 1-2 months to occur. Additionally, TMR advised they will investigate closing the median at James Norman Hedges Park with concrete and review the intersection design at Helensvale Road.  <b>ACTION: TMR to line mark and signpost no right hand turn out of James Norman Hedges Park. Investigate closing the middle median on the James Norman Hedges Park/Warrego Highway intersection and review the Helensvale Road intersection design to allow for traffic to utilise this intersection once the Park intersection middle median is closed.</b>	TMR
27/09/2023	Patrick Street/Railway Street, Laidley Intersection/pedestrian crossing (Wes Davis)	LVRC lodged a Blackspot Application to provide a wombat crossing or similar elevated priority pedestrian crossing at the intersection of Patrick Street and Railway Street, Laidley. This site is on the Principal Cycle Network and has a number of near misses particularly with the visually impaired pedestrians. TMR and QR have not been actively supportive of this proposal. Along with other intersections in Laidley (Campbell, Spicer and William Streets) which require remedial works to address incidents and near misses, LVRC would like to commence a design discussion project group to find solutions for these intersections.  <b>ACTION: Sara to arrange the initial project meeting.</b>	Sara



27/09/2023	Lake Clarendon Way/ Walhuben Road / Forest Hill Fernvale Road intersection (Wes Davis)	There is a perceived conflicting priority issue for motorists at this intersection. Due to incidents occurring at such an open intersection additional line marking and signage was installed in conjunction with TMR some years ago. However, due to a recent fatality, LVRC would like to revisit the design of this intersection with TMR. LVRC has previously wrote to TMR on 18/01/2022 to initiate this discussion (internal reference ecm 4280711).	TMR/QPS
27/09/2023	Tuner Street, Helidon traffic changes (Cr Janice Holstein)	New line marking was installed at the intersection of Turner and Mary McKillop Streets, Helidon to accommodate the large volume of truck manoeuvres and space required for turning trucks. The main concern to the public is that the car parking spaces that were removed from in front of the post office and both sides of the Spar building forcing people particularly elderly to park across the road from the post office and further away potentially causing incident risks. Motorists are also parking across the QPS station driveway, causing delays to QPS. <b>ACTION: LVRC to investigate reinstalling formalised parking bays closer to the Post Office with a P15 signs – limiting parking to 15 minutes only in this area.</b>	Wes
27/09/2023	Plant Street, Helidon - proposed speed reduction. (Cr Janice Holstein)	Plant Street, Helidon runs between the Kids Club Child Care Helidon and the back of Helidon State School. The before and after school students and carers utilise the school gate at the back of the school which is across from the childcare centre to access the school, crossing Plant Street. There is a proposal to reduce the speed on Plant Street by implementing a school zone. <b>ACTION: LVRC to investigate implementing a school zone on Plant Street and report back to the Committee.</b>	Wes
27/09/2023	General Business	<b>Shelly Robinson</b> Bicycle riders are traveling from Laidley to Plainland and vice versa on Laidley Plainland and reported to police that motorists are overtaking without indicating and waiting for broken lines to overtake. Motorists don't need to wait for broke lines to overtake bicycle riders however there is no bicycle corridor on Laidley Plainland Road at present. Shelly has requested an article to appear in the local newspaper for the next 2 weeks to help educate the public on how motorists are to drive near and around bicycle riders on public roads. Shelly would like a bicycle corridor constructed along Laidley Plainland Road in future years to assist with a safer connection for bicycle riders between Laidley and Plainland. <b>ACTION: LVRC / TMR to consider the implementation of a cycleway along Laidley Plainland Road in future roads. Note this is a route which has been identified in the TMR Principal Cycle Network Plans.</b>	LVRC/TMR



		<p><b>Cr Holstein</b></p> <p>TMR District Director Dereck Sanderson is transitioning into retirement. Adam Garvin is currently the Acting District Director. The committee would like to send Dereck a thank you letter for his input to this meeting over the years.</p> <p><b>ACTION: LVRC to draft letter on behalf of the Lockyer Valley Traffic Safety Working Group to thank Dereck for his contribution and support during his involvement.</b></p>	LVRC
		<p><b>Glen Thomas</b></p> <p>Two separate pedestrian fatalities have occurred at Withcott between Roches Road and Tabletop Road where there is not a lot of lighting. Both pedestrians were walking along the side of the road during the night. QPS requested additional lighting in this area or footpaths. Council is not in favour of installing footpaths in this area or lighting as we don't want to encourage walking along the road at night. Committee come to no solution regarding this matter.</p>	NA.
27/09/2023	Next meeting	30 January 2024	NA

Meeting opened: 10.30am  
Meeting closed: 11.30am  
Tabled documents: NA



## 9.0 DEPUTATIONS/PRESENTATIONS

*No Deputations/Presentations.*

## 10.0 EXECUTIVE OFFICE REPORTS

### 10.1 Summary of Council Actual Performance v Budget - 30 September 2023

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

#### **Purpose:**

The purpose of this report is to provide Council with an update of Council's financial performance against budget for the financial year to 30 September 2023.

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

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

#### **RESOLUTION**

**THAT Council receive and note the Summary of Council Actual Financial Performance versus Budget for the period 1 July 2023 to 30 September 2023.**

**Moved By: Cr Wilson**

**Seconded By:**

**Cr Hagan**

**Resolution Number: 20-24/0937**

**CARRIED  
6/0**

#### **Executive Summary**

In accordance with Section 204 of the Local Government Regulation 2012, a financial report summarising the progress of Council's actual performance against budget is to be presented to Council. This report provides a summary of Council's financial performance against budget for the financial year to 30 September 2023.

At 30 September 2023, revenues are over target and expenditures are under target. Variations are mostly the result of timing differences and at this early stage of the financial year and are not of concern.

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

#### **Proposal**

Monthly reporting of Council's financial performance is a legislative requirement and reinforces sound financial management practices throughout the organisation. The following report provides a summary of Council's financial performance against budget to 30 September 2023.



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**Operating Revenue** - Year to date target \$26.82 million actual \$28.28 million or 105.44%

At 30 September 2023, overall operating revenue for the year to date is above target.

**Rates and Utility Charges (Gross) on target**

The first rates levy for 2022/2023 was levied on 4 September 2023 with a due date of 4 October 2023. Rates will be closely monitored throughout the year regarding cash flow and overdue balances as well as whether growth targets are being achieved as forecast. 88.35% of the levy was collected as at 19 October 2023.

**Charges and Fees over budget by \$0.89 million**

The favourable variances in fees and charges relate predominately to higher than expected income from infrastructure charges (\$0.77 million) due to a large charges raised in the months of July and September.

**Interest over budget by \$0.50 million.**

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

**Revenue – Contract/Recoverable Works under budget by \$0.13 million**

Contract/Recoverable works revenue is under budget due to the timing of revenue in relation to RMPC works and is not of a concern at this stage of the financial year.

**Operating Expenditure** - Year to date target \$17.65 million actual \$15.56 million or 89.48%

**Employee Costs on target**

Employee costs are on target as at 30 September, however, capital wages are \$0.20 million underspent which increases the operational expenses for employee costs. This is being offset by vacant positions in the structure. Capitalised wages will be closely monitored over the coming months to ensure they are meeting target, particularly, as the REPA capital works are expected to be completed ahead of schedule.

**Goods and Services under budget by \$1.90 million**

Variations are mostly due to timing differences with the delivery of operational projects and contract delivery. The most significant underspends are insurance costs \$0.28 million, waste contractors and consultants (including concrete crushing, green waste mulching) \$0.39 million, Growth and Policy operational projects (flood modelling and integrated land management) \$0.31 million.

**Capital Project Expenditure** – Year to date target \$13.55 million actual \$9.84 million or 72.63%

At 30 September 2023, Council has expended \$9.84 million on its capital works program with a further \$22.24 million in committed costs for works currently in progress.

Council has spent \$7.16 million on the delivery of infrastructure projects with the main focus of the 2023/2024 capital works program being the restoration of flood damaged roads under the REPA program of works. The REPA program of works has a total budget of \$33.03 million for the 23/24 financial year with \$5.55 million spent as at 30 September 2023 with a further \$19.18 committed. Additional detail is provided in the capital works program within the attachment.

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



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### Statement of Financial Position

The Statement of Financial Position provides information on the breakdown of Council's assets and liabilities at a point in time. At 30 September 2023, Council had \$79.97 million in current assets compared to \$27.44 million in current liabilities with a ratio of 2.91:1. This means that for every dollar of current liability, there is \$2.91 in assets to cover it.

### Statement of Cash Flows

The Statement of Cash Flows provides information on the amount of cash coming in and going out. As at 30 September 2023, there has been a net cash outflow of \$1.15 million with \$0.11 million outflow from operating activities; and a net cash outflow of \$0.77 million from investing activities including capital revenue and expenditure. The Statement of Cash Flows is important as it shows the real movement in Council's cash balances, as opposed to the accounting movements shown in the Statement of Income and Expenditure. Historically, to maintain adequate working capital, it is estimated that Council needs around \$11.00 million cash at any one time. Council is currently reviewing the working capital requirement and early calculations indicate this figure is now closer to \$15.00 million. As at 30 September, Council's cash balance was \$53.29 million. Council's outstanding debt at 30 September, was \$11.97 million. Unexpended grant funds, which are restricted to be spent in accordance with the terms of the grant, are \$7.55 million.

### Strategic Implications

#### Corporate Plan

Leadership and Council Outcome:

- Undertake robust and accountable financial, resource and infrastructure planning and management to ensure affordable and sustainable outcomes for our community.
- Compliant with relevant legislation.

#### Finance and Resource

Monitoring of budgets and actuals will remain important if Council is to achieve the financial results adopted as part of the 2023-24 Budget.

#### Legislation and Policy

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

#### Risk Management

Key Corporate Risk Category: FE2

Reference and Risk Description: Finance and Economic

#### Consultation

##### *Internal Consultation*

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

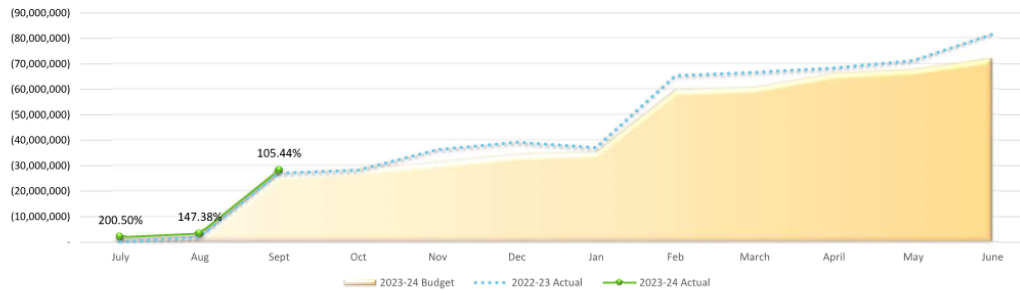
### Attachments

- 1 [🔗](#) Monthly Financial Statements - September 2023 19 Pages



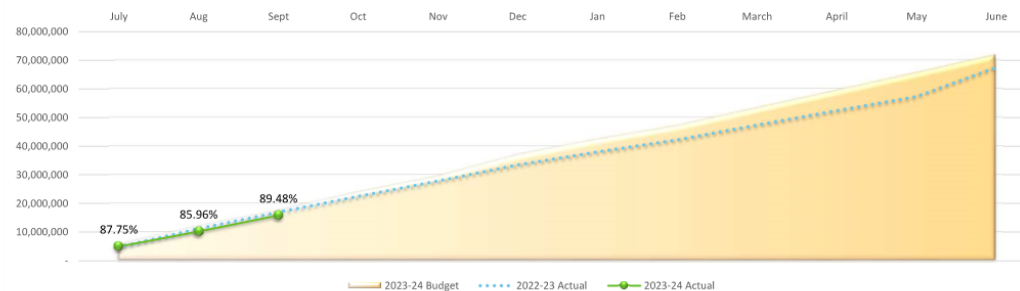
**LOCKYER VALLEY REGIONAL COUNCIL**  
**Interim Operating Revenue and Expenditure Dashboard**  
**For the Period Ending 30th September, 2023**

**Operating Revenue (Cumulative)**



REVENUE TO DATE by Type	Rates and Utility Charges (Gross)	Discount	Charges and Fees	Interest	Operating Grants and Subsidies	Operating Contributions and Donations	Revenue - Contract/Reco verable Works	Other Revenue	Profit from Investments	Total
Actual	(23,735,641)	552,687	(2,332,537)	(971,813)	(943,727)	(134,180)	(59,527)	(656,313)	-	(28,281,051)
Budget	(23,581,082)	555,000	(1,441,542)	(473,714)	(842,941)	(240,500)	(190,000)	(606,360)	-	(26,821,140)
Variance	154,558	2,313	890,994	498,099	100,785	(106,320)	(130,473)	49,953	-	1,459,911
Target %	100.66%	99.58%	161.81%	205.15%	111.96%	55.79%	31.33%	108.24%	-	105.44%
Movement to Prior Month Target %	↓	→	↓	↑	→	↑	↑	↑	→	↓

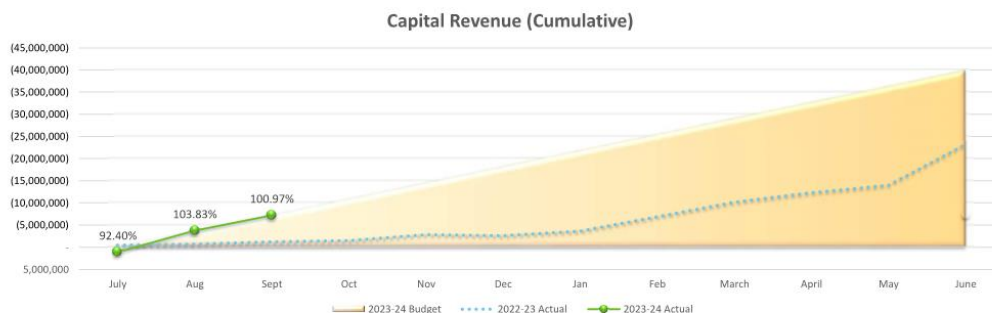
**Operating Expenditure (Cumulative)**



EXPENDITURE TO DATE by Type	Employee Costs	Goods and Services	Finance Costs	Depreciation	Total
Actual	7,068,008	5,071,193	179,640	3,478,527	15,797,368
Budget	7,030,114	6,968,535	177,705	3,478,528	17,654,882
Variance	(37,893)	1,897,341	(1,935)	1	1,857,514
Target %	100.54%	72.77%	101.09%	100.00%	89.48%
Movement to Prior Month Target %	↑	↓	↑	→	↑

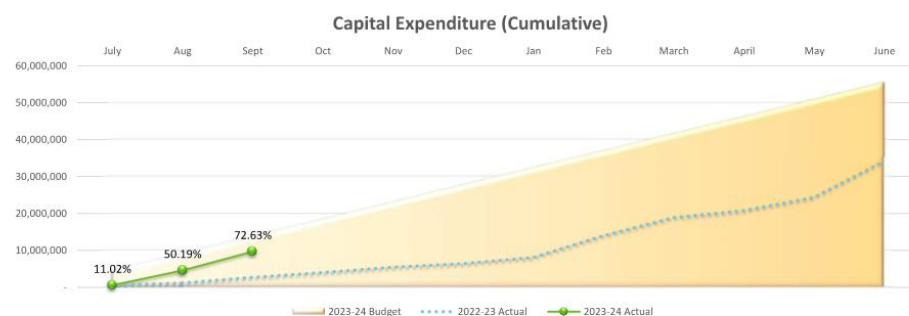


**LOCKYER VALLEY REGIONAL COUNCIL**  
**Interim Capital Revenue and Expenditure Dashboard**  
**For the Period Ending 30th September, 2023**



REVENUE TO DATE by Type	Profit (Loss) Capital Grants, on Disposal of Subsidies and Contributions Non Current Assets		Total
Actual	(7,191,241)	-	(7,191,241)
Budget	(7,122,000)	-	(7,122,000)
Variance	69,241	-	69,241
Target %	100.97%	-	100.97%
	●	-	●
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, Customer and Corporate Services				Executive Office Infrastructure		Community and Regional Prosperity		Total
Actual	1,407,768	5,940	7,163,373	1,261,908	9,838,989				
Budget	1,054,770	186,750	10,781,504	1,522,900	13,545,923				
Target %	133.47%	3.18%	66.44%	82.86%	72.63%				
	●	●	●	●	●				
Movement to Prior Month Target %	→	→	↑	→	↑				



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

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent Revenue</b>					
Rates and Utility Charges (Gross)	47,156,915	23,735,641	23,581,082	(154,558)	-0.66%
Discount	(1,915,000)	(552,687)	(555,000)	(2,313)	0.42%
Charges and Fees	5,805,449	2,332,537	1,441,542	(890,994)	-61.81%
Interest	2,091,635	971,813	473,714	(498,099)	-105.15%
Operating Grants and Subsidies	13,215,769	943,727	842,941	(100,785)	-11.96%
Operating Contributions and Donations	810,000	134,180	240,500	106,320	44.21%
Revenue - Contract/Recoverable Works	760,000	59,527	190,000	130,473	68.67%
Other Revenue	2,285,254	656,313	606,360	(49,953)	-8.24%
Profit from Investments	1,805,837	-	-	-	0.00%
<b>Total Recurrent Revenue</b>	<b>72,015,859</b>	<b>28,281,051</b>	<b>26,821,140</b>	<b>(1,459,911)</b>	<b>-5.44%</b>
<b>Capital Revenue</b>					
Capital Grants, Subsidies and Contributions	39,839,551	7,191,241	7,122,000	(69,241)	-0.97%
Gain on Sale	81,465	-	-	-	0.00%
<b>Total Revenue</b>	<b>111,936,875</b>	<b>35,472,291</b>	<b>33,943,140</b>	<b>(1,529,152)</b>	<b>-4.51%</b>
Capital Income	-	-	-	-	0.00%
<b>Total Income</b>	<b>111,936,875</b>	<b>35,472,291</b>	<b>33,943,140</b>	<b>(1,529,152)</b>	<b>-4.51%</b>
<b>Expenses</b>					
<b>Recurrent Expenses</b>					
Employee Costs	28,907,720	7,068,008	7,030,114	(37,893)	-0.54%
Goods and Services	28,220,770	5,071,193	6,968,535	1,897,341	27.23%
Finance costs	710,820	179,640	177,705	(1,935)	-1.09%
Depreciation	13,914,112	3,478,527	3,478,528	1	0.00%
<b>Total Recurrent Expenses</b>	<b>71,753,422</b>	<b>15,797,368</b>	<b>17,654,882</b>	<b>1,857,514</b>	<b>10.52%</b>
Capital Expenses	-	60,664	-	(60,664)	0.00%
<b>Total Expenses</b>	<b>71,753,422</b>	<b>15,858,031</b>	<b>17,654,882</b>	<b>1,796,851</b>	<b>10.18%</b>
<b>Net Recurrent Result/Operating Surplus/(Deficit)</b>	<b>262,436</b>	<b>12,483,683</b>	<b>9,166,258</b>	<b>(3,317,425)</b>	<b>-36.19%</b>
<b>NET RESULT AFTER CAPITAL ITEMS</b>	<b>40,183,452</b>	<b>19,614,260</b>	<b>16,288,258</b>	<b>(3,326,002)</b>	<b>-20.42%</b>



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

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent Revenue</b>					
Rates and Utility Charges (Gross)	37,393,721	18,827,310	18,699,360	(127,949)	(0.68)
Discount	(1,665,000)	(488,079)	(490,000)	(1,921)	0.39
Charges and Fees	314,529	72,041	51,250	(20,791)	(40.57)
Interest	2,058,635	961,162	465,464	(495,698)	(106.50)
Operating Grants and Subsidies	4,028,352	217,286	379,502	162,216	42.74
Revenue - Contract/Recoverable Works	-	467	-	(467)	-
Other Revenue	1,322,625	367,884	310,656	(57,228)	(18.42)
Profit from Investments	1,805,837	-	-	-	-
<b>Total Recurrent Revenue</b>	<b>45,258,699</b>	<b>19,958,071</b>	<b>19,416,233</b>	<b>(541,838)</b>	<b>(2.79)</b>
<b>Capital Revenue</b>					
Capital Grants, Subsidies and Contributions	523,800	249,742	-	(249,742)	-
Gain on Sale	-	-	-	-	-
<b>Total Revenue</b>	<b>45,782,499</b>	<b>20,207,813</b>	<b>19,416,233</b>	<b>(791,580)</b>	<b>(4.08)</b>
Capital Income	-	-	-	-	-
<b>Total Income</b>	<b>45,782,499</b>	<b>20,207,813</b>	<b>19,416,233</b>	<b>(791,580)</b>	<b>(4.08)</b>
<b>Expenses</b>					
<b>Recurrent Expenses</b>					
Employee Costs	4,916,103	1,676,607	1,625,152	(51,455)	(3.17)
Goods and Services	2,724,653	286,806	499,955	213,148	42.63
Finance costs	620,690	152,007	155,173	3,165	2.04
Depreciation	12,145,019	3,036,258	3,036,255	(3)	(0.00)
<b>Total Recurrent Expenses</b>	<b>20,406,465</b>	<b>5,151,679</b>	<b>5,316,535</b>	<b>164,856</b>	<b>3.10</b>
Capital Expenses	-	-	-	-	-
<b>Total Expenses</b>	<b>20,406,465</b>	<b>5,151,679</b>	<b>5,316,535</b>	<b>164,856</b>	<b>3.10</b>
<b>Net Recurrent Result/Operating Surplus/(Deficit)</b>	<b>24,852,234</b>	<b>14,806,392</b>	<b>14,099,698</b>	<b>(706,693)</b>	<b>(5.01)</b>
<b>NET RESULT AFTER CAPITAL ITEMS</b>	<b>25,376,034</b>	<b>15,056,134</b>	<b>14,099,698</b>	<b>(956,435)</b>	<b>(6.78)</b>



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

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent Revenue</b>					
Rates and Utility Charges (Gross)	8,584,378	4,317,851	4,292,314	(25,537)	(0.59)
Discount	(250,000)	(64,607)	(65,000)	(393)	0.60
Charges and Fees	875,020	246,987	218,755	(28,232)	(12.91)
Interest	32,000	10,186	8,000	(2,186)	(27.33)
Operating Grants and Subsidies	194,000	198,466	19,000	(179,466)	(944.56)
Operating Contributions and Donations	50,000	62,581	50,000	(12,581)	(25.16)
Other Revenue	429,076	168,819	162,337	(6,482)	(3.99)
<b>Total Recurrent Revenue</b>	<b>9,914,474</b>	<b>4,940,282</b>	<b>4,685,406</b>	<b>(254,876)</b>	<b>(5.44)</b>
<b>Capital Revenue</b>					
Capital Grants, Subsidies and Contributions	1,596,683	463,416	460,000	(3,416)	(0.74)
Gain on Sale	-	-	-	-	-
<b>Total Revenue</b>	<b>11,511,157</b>	<b>5,403,698</b>	<b>5,145,406</b>	<b>(258,291)</b>	<b>(5.02)</b>
Capital Income	-	-	-	-	-
<b>Total Income</b>	<b>11,511,157</b>	<b>5,403,698</b>	<b>5,145,406</b>	<b>(258,291)</b>	<b>(5.02)</b>
<b>Expenses</b>					
<b>Recurrent Expenses</b>					
Employee Costs	6,594,053	1,502,876	1,524,325	21,449	1.41
Goods and Services	10,452,416	2,504,229	3,362,318	858,089	25.52
Finance costs	82,230	21,493	20,558	(935)	(4.55)
Depreciation	554,872	138,717	138,718	1	0.00
<b>Total Recurrent Expenses</b>	<b>17,683,571</b>	<b>4,167,314</b>	<b>5,045,918</b>	<b>878,604</b>	<b>17.41</b>
Capital Expenses	-	-	-	-	-
<b>Total Expenses</b>	<b>17,683,571</b>	<b>4,167,314</b>	<b>5,045,918</b>	<b>878,604</b>	<b>17.41</b>
<b>Net Recurrent Result/Operating Surplus/(Deficit)</b>	<b>(7,769,097)</b>	<b>772,968</b>	<b>(360,512)</b>	<b>(1,133,480)</b>	<b>314.41</b>
<b>NET RESULT AFTER CAPITAL ITEMS</b>	<b>(6,172,414)</b>	<b>1,236,384</b>	<b>99,488</b>	<b>(1,136,896)</b>	<b>(1,142.74)</b>



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

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent Revenue</b>					
Rates and Utility Charges (Gross)	314,676	158,410	157,338	(1,072)	(0.68)
Charges and Fees	4,258,100	1,910,600	1,082,087	(828,513)	(76.57)
Interest	1,000	465	250	(215)	(85.91)
Operating Grants and Subsidies	1,306,074	477,578	414,439	(63,139)	(15.23)
Operating Contributions and Donations	760,000	71,599	190,500	118,901	62.42
Revenue - Contract/Recoverable Works	-	540	-	(540)	-
Other Revenue	62,300	18,658	15,575	(3,083)	(19.79)
<b>Total Recurrent Revenue</b>	<b>6,702,150</b>	<b>2,637,849</b>	<b>1,860,189</b>	<b>(777,659)</b>	<b>(41.81)</b>
<b>Capital Revenue</b>					
Capital Grants, Subsidies and Contributions	-	-	-	-	-
Gain on Sale	-	-	-	-	-
<b>Total Revenue</b>	<b>6,702,150</b>	<b>2,637,849</b>	<b>1,860,189</b>	<b>(777,659)</b>	<b>(41.81)</b>
Capital Income	-	-	-	-	-
<b>Total Income</b>	<b>6,702,150</b>	<b>2,637,849</b>	<b>1,860,189</b>	<b>(777,659)</b>	<b>(41.81)</b>
<b>Expenses</b>					
<b>Recurrent Expenses</b>					
Employee Costs	7,447,655	1,762,829	1,697,698	(65,131)	(3.84)
Goods and Services	5,530,923	945,861	1,292,393	346,532	26.81
Finance costs	7,900	6,140	1,975	(4,165)	(210.87)
Depreciation	27,603	6,900	6,901	1	0.01
<b>Total Recurrent Expenses</b>	<b>13,014,081</b>	<b>2,721,729</b>	<b>2,998,967</b>	<b>277,238</b>	<b>9.24</b>
Capital Expenses	-	-	-	-	-
<b>Total Expenses</b>	<b>13,014,081</b>	<b>2,721,729</b>	<b>2,998,967</b>	<b>277,238</b>	<b>9.24</b>
<b>Net Recurrent Result/Operating Surplus/(Deficit)</b>	<b>(6,311,931)</b>	<b>(83,880)</b>	<b>(1,138,778)</b>	<b>(1,054,897)</b>	<b>92.63</b>
<b>NET RESULT AFTER CAPITAL ITEMS</b>	<b>(6,311,931)</b>	<b>(83,880)</b>	<b>(1,138,778)</b>	<b>(1,054,897)</b>	<b>92.63</b>



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

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent Revenue</b>					
Rates and Utility Charges (Gross)	864,140	432,070	432,070	432,070	100.00
Charges and Fees	357,800	102,909	89,450	(13,459)	(15.05)
Operating Grants and Subsidies	7,687,343	36,883	30,000	(6,883)	(22.94)
Revenue - Contract/Recoverable Works	760,000	58,520	190,000	131,480	69.20
Other Revenue	471,253	100,953	117,791	16,838	14.30
<b>Total Recurrent Revenue</b>	<b>10,140,536</b>	<b>731,336</b>	<b>859,311</b>	<b>560,046</b>	<b>65.17</b>
<b>Capital Revenue</b>					
Capital Grants, Subsidies and Contributions	7,692,800	1,456,822	1,612,000	155,178	9.63
Gain on Sale	81,465	-	-	-	-
<b>Total Revenue</b>	<b>17,914,801</b>	<b>2,188,157</b>	<b>2,471,311</b>	<b>715,224</b>	<b>28.94</b>
Capital Income	-	-	-	-	-
<b>Total Income</b>	<b>17,914,801</b>	<b>2,188,157</b>	<b>2,471,311</b>	<b>715,224</b>	<b>28.94</b>
<b>Expenses</b>					
<b>Recurrent Expenses</b>					
Employee Costs	9,949,910	2,125,346	2,182,938	57,242	2.62
Goods and Services	9,512,777	1,333,694	1,813,869	480,175	26.47
Finance costs	-	-	-	-	-
Depreciation	1,186,618	296,652	296,654	2	0.00
<b>Total Recurrent Expenses</b>	<b>20,649,305</b>	<b>3,755,692</b>	<b>4,293,462</b>	<b>537,420</b>	<b>12.52</b>
Capital Expenses	-	60,664	-	(60,664)	-
<b>Total Expenses</b>	<b>20,649,305</b>	<b>3,816,356</b>	<b>4,293,462</b>	<b>476,757</b>	<b>11.10</b>
<b>Net Recurrent Result/Operating Surplus/(Deficit)</b>	<b>(10,508,769)</b>	<b>(3,024,357)</b>	<b>(3,434,151)</b>	<b>22,626</b>	<b>(0.66)</b>
<b>NET RESULT AFTER CAPITAL ITEMS</b>	<b>(2,734,504)</b>	<b>(1,628,198)</b>	<b>(1,822,151)</b>	<b>238,467</b>	<b>(13.09)</b>



Lockyer Valley Regional Council (2021/2022 Flood Events)

Statement of Comprehensive Income

For Period Ending September 2023

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent Revenue</b>					
Operating Grants and Subsidies	3,296,000	13,514	-	(13,514)	-
<b>Total Recurrent Revenue</b>	<b>3,296,000</b>	<b>13,514</b>	<b>-</b>	<b>(13,514)</b>	<b>-</b>
<b>Capital Revenue</b>					
Capital Grants, Subsidies and Contributions	35,226,268	6,283,169	6,350,000	66,831	1.05
Gain on Sale	-	-	-	-	-
<b>Total Revenue</b>	<b>38,522,268</b>	<b>6,296,683</b>	<b>6,350,000</b>	<b>53,317</b>	<b>0.84</b>
<b>Capital Income</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Income</b>	<b>38,522,268</b>	<b>6,296,683</b>	<b>6,350,000</b>	<b>53,317</b>	<b>0.84</b>
<b>Expenses</b>					
<b>Recurrent Expenses</b>					
Employee Costs	96,000	-	24,000	24,350	101.46
Goods and Services	3,200,000	27,552	48,000	20,448	42.60
<b>Total Recurrent Expenses</b>	<b>3,296,000</b>	<b>27,552</b>	<b>72,000</b>	<b>44,798</b>	<b>62.22</b>
<b>Capital Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenses</b>	<b>3,296,000</b>	<b>27,552</b>	<b>72,000</b>	<b>44,798</b>	<b>62.22</b>
<b>Net Recurrent Result/Operating Surplus/(Deficit)</b>	<b>-</b>	<b>(14,038)</b>	<b>(72,000)</b>	<b>(58,312)</b>	<b>80.99</b>
<b>NET RESULT AFTER CAPITAL ITEMS</b>	<b>35,226,268</b>	<b>6,269,131</b>	<b>6,278,000</b>	<b>8,519</b>	<b>0.14</b>



**LOCKYER VALLEY REGIONAL COUNCIL**  
**Statement of Cash Flows**  
**For the Period Ending 30 September, 2023**

	<b>2023-2024 Annual Budget</b>	<b>2023-2024 YTD Actuals</b>
<b><u>Cash flows from operating activities:</u></b>		
<b><u>Receipts</u></b>		
Receipts from customers	68,660,000	17,378,722
Dividend received	-	-
Interest received	2,090,000	971,813
<b><u>Payments</u></b>		
Payments to suppliers and employees	(57,240,000)	(18,314,783)
Interest expense	(570,000)	(147,073)
<b>Net cash inflow (outflow) from operating activities</b>	<b>12,940,000</b>	<b>(111,321)</b>
<b><u>Cash flows from investing activities:</u></b>		
Capital grants, subsidies and contributions	39,840,000	9,211,572
Payments for property, plant and equipment	(55,470,000)	(10,106,214)
Payments for investment property	-	-
Net transfer (to) from cash investments	1,170,000	-
Proceeds from sale of property plant and equipment	300,000	125,201
<b>Net cash inflow (outflow) from investing activities</b>	<b>(14,160,000)</b>	<b>(769,440)</b>
<b><u>Cash flows from financing activities:</u></b>		
Repayment of borrowings	(1,110,000)	(273,462)
Proceeds from borrowings	-	-
<b>Net cash inflow (outflow) from financing activities</b>	<b>(1,110,000)</b>	<b>(273,462)</b>
<b>Net increase (decrease) in cash and cash equivalents held</b>	<b>(2,330,000)</b>	<b>(1,154,223)</b>
Cash and cash equivalents at beginning of the financial year	33,970,000	54,445,494
<b>Cash and cash equivalents at end of the financial year</b>	<b>31,640,000</b>	<b>53,291,272</b>



**LOCKYER VALLEY REGIONAL COUNCIL**  
**STATEMENT OF FINANCIAL POSITION**  
**As at 30 September, 2023**

	<b>2023-2024 Annual Budget</b>	<b>2023-2024 YTD Actual</b>
<b><u>Current Assets</u></b>		
Cash assets and cash equivalents	31,640,000	30,276,272
Cash investments	-	23,015,000
Trade and other receivables	4,970,000	19,382,951
Inventories	630,000	803,214
Contract Receivable	-	6,489,290
<b>Total Current Assets</b>	<b>37,230,000</b>	<b>79,966,727</b>
<b><u>Non Current Assets</u></b>		
Trade and other receivables	14,740,000	14,734,969
Equity investments	34,820,000	33,503,594
Investment properties	1,690,000	1,781,664
Property, plant and equipment	643,780,000	740,689,206
Intangible assets	720,000	81,833
<b>Total Non Current Assets</b>	<b>695,750,000</b>	<b>790,791,265</b>
<b>TOTAL ASSETS</b>	<b>732,990,000</b>	<b>870,757,992</b>
<b><u>Current Liabilities</u></b>		
Trade and other payables	8,770,000	7,480,275
Provisions	8,070,000	10,862,598
Borrowings	1,170,000	863,213
Contract Liability Grants	-	8,233,103
<b>Total Current Liabilities</b>	<b>18,010,000</b>	<b>27,439,188</b>
<b><u>Non Current Liabilities</u></b>		
Provisions	41,240,000	43,966,057
Borrowings	9,960,000	11,110,628
<b>Total Non Current Liabilities</b>	<b>51,200,000</b>	<b>55,076,685</b>
<b>TOTAL LIABILITIES</b>	<b>69,220,000</b>	<b>82,515,874</b>
<b>NET COMMUNITY ASSETS</b>	<b>663,770,000</b>	<b>788,242,118</b>
<b><u>Community Equity</u></b>		
Retained surplus (deficiency)	450,547,000	420,029,444
Asset revaluation surplus	212,960,000	352,035,529
Reserves	-	3,693,463
Current Surplus/(Deficit)	263,000	12,483,683
<b>TOTAL COMMUNITY EQUITY</b>	<b>663,770,000</b>	<b>788,242,118</b>



LOCKYER VALLEY REGIONAL COUNCIL  
For Period Ended September, 2023

CAPITAL WORKS PROGRAM

INFRASTRUCTURE											
Cost Centre: Parks & Open Spaces											
Program: Parks and Open Spaces Projects											
	Budget	Actual	Committed	Total (includes committed costs)	Remaining Budget	Total Amount of Funding	Council Contribution	Design Completion %	Construction Completion %	Comments	
Jean Biggs Disability Parking	-	27,740	-	27,740	(27,740)	-	-	100	100	Budget to be carried forward from 2022/2023.	
Park Entrance Statement Renewal	12,000	4,391	-	4,391	7,609	-	12,000	100	15	Seprage delivered 5/10. With parks team for installation	
Park Playground Surfacing Improvements	125,000	906	-	906	124,094	-	125,000	0	5	Contract out to tender	
Park Seating Renewal	22,550	1,889	6,783	8,672	13,878	-	22,550	100	5	Seating Ordered. Internally delivery once seats have arrived	
Park Table Seating Renewals	34,500	1,889	16,223	18,112	16,388	-	34,500	100	5	Seating Ordered. Internally delivery once seats have arrived.	
Parks and Open Spaces Projects Total	194,050	36,816	23,006	59,822	134,228	-	194,050				
Cost Centre: Capital Program Delivery											
Program: Bridge Renewal Programme											
Clarke's Bridge, Thornton (LRRG)	242,000	38,545	25,200	63,745	178,255	242,000	-	100	100	Completed	
Mahon Bridge (BRP)	1,000,000	167,787	532,856	700,643	299,357	1,000,000	-	10	0	Concept design due October - 2 options to consider.	
Steinke's Bridge (LRRG)	100,000	104,478	63,381	167,859	(67,859)	100,000	-	100	100	Completed.	
Bridge Renewal Programme Projects Total	1,342,000	310,810	621,437	932,247	409,753	1,342,000	-				
Program: Future Design Works Programme											
23/24 Culvert Renewal Program	-	2,969	-	2,969	(2,969)	-	-	85	Not applicable	Flagstone Creek concepts completed.	
23/24 Floodway Renewal Program	-	996	-	996	(996)	-	-	80	Not applicable	Not applicable	
Biggs Road, Withcott	-	23,897	41,920	65,817	(65,817)	-	-	55	Not applicable	Concept plans received and reviewed.	
Douglas McInnes Drive	-	20,180	24,517	44,697	(44,697)	-	-	55	Not applicable	Concept plans and reporting received.	
Edgerton Drive, Plainland	-	2,801	10,604	13,405	(13,405)	-	-	10	Not applicable	Not applicable	
Footpath Missing Links - Jones Road	-	601	-	601	(601)	-	-	3	Not applicable	Not applicable	
Future Design - Footpath Renewal	-	2,693	-	2,693	(2,693)	-	-	3	Not applicable	Not applicable	
Future Project Design-Budget Only	250,000	-	-	-	250,000	-	250,000	Not applicable	Not applicable	Design Budget Holding Project.	
John Street South, Laidley	-	22,778	27,038	49,815	(49,815)	-	-	85	Not applicable	Preliminary detailed design received and reviewed.	
Lake Apex Car Park	45,000	770	-	770	44,230	-	45,000	10	Not applicable	Scoping underway.	
William St, Forest Hill (Future Design)	-	762	-	762	(762)	-	-	100	Not applicable	Service locating and conflicts plans done.	
Postmans Ridge Road Rehab	120,000	35,364	93,894	129,258	(9,258)	-	120,000	30	Not applicable	Scoping completed, concept underway	
Ropehill Road, Upper Tenhill	-	19,067	840	19,907	(19,907)	-	-	30	Not applicable	Not applicable	



	Budget	Actual	Committed	Total (includes committed costs)	Remaining Budget	Total Amount of Funding	Council Contribution	Design Completion %	Construction Completion %	Comments
<b>Tenthill Kopeley Rockside hardt (TTDS)</b>	200,000	962	-	962	199,038	-	200,000	3	Not applicable	Site scoping completed.
<b>Future Design Works Programme Projects Total</b>	615,000	133,841	198,812	332,653	282,347	-	615,000			
<b>Program: Other Infrastructure Projects</b>										
Bridge Improvements	-	54,063	1	54,064	(54,064)	-	-	Not applicable	50	Repairs on Thistlewaite Bridge complete. Remaining budget to be spent on Stearne Bridge. Deck joint replacements to be procured.
Gatton Central Drainage Upgrade - Design	-	20,068	214,580	234,648	(234,648)	-	-	30	-	
Gethke Road/Lonkeet Road (BS)	-	7,238	-	7,238	(7,238)	-	-	100	100	Small amount of costs incurred in 23/24. Project substantially completed in 22/23.
Spencer & Matiland (Black Spot 22/23)	-	26,585	-	26,585	(26,585)	-	-	100	100	Small amount of costs incurred in 23/24. Project substantially completed in 22/23.
Survey Equipment	20,000	11,538	-	11,538	8,462	-	20,000	Not applicable	90	Purchase of TSCS is complete. Investigating the purchase of additional counters is underway.
<b>Other Infrastructure Projects Total</b>	20,000	119,492	214,581	334,073	(314,073)	-	20,000			
<b>Program: Pavement Renewal Programme</b>										
Pavement Rehab A/C Replacement	200,000	-	44,567	44,567	155,433	-	200,000	Not applicable	70	Crews have completed 75% of the pavement widening along Maaka Linde Road. Council is now applying final seal to be completed as part of the resal program.
Saturated Pavement Crowley Vale Rd(LRHG)	400,800	-	-	-	400,800	-	-	0	0	Project scoping underway. To commence in early November.
<b>Pavement Renewal Programme Projects Total</b>	600,800	-	44,567	44,567	556,233	400,800	200,000			
<b>Program: Pavement Widening Programme</b>										
Woodlands Rd (Schroeders Rd Bends) TTDS	1,500,000	17,633	42,735	60,367	1,439,633	750,000	750,000	100	5	Needs updating to reflect amended TTDS allocation. Additional LVRC contribution required. Tree Clearing works scheduled for October. Design handover meeting occurred.
<b>Pavement Widening Programme Projects Total</b>	1,500,000	17,633	42,735	60,367	1,439,633	750,000	750,000			
<b>Program: Seal Renewal Programme</b>										
23/24 Bitumen Reseal Program (RTIR)	1,700,000	19,378	-	19,378	1,680,622	927,079	772,921	100	5	Contract awarded to RPO. Prestart scheduled for October. Aiming to be completed by Christmas.
<b>Seal Renewal Programme Projects Total</b>	1,700,000	19,378	-	19,378	1,680,622	927,079	772,921			
<b>Cost Centre: DRFA New Event- REPA</b>										
<b>Program: REPA Programme</b>										
DRFA - Feb 2022 - LVRC 0020 Fred Thomas Bridge	-	472	-	472	(472)	-	-	100	100	Completed.
DRFA - Feb 2022 - LVRC 0023 Unsealed Zone 9	-	355	-	355	(355)	-	-	Not applicable	100	Completed.
DRFA - Feb 2022 - LVRC 0026 Unsealed Zone 3	-	4,850	-	4,850	(4,850)	-	-	Not applicable	100	Completed.
DRFA - Feb 2022 - LVRC 0030 Unsealed Zone 8 (part 2)	-	362	-	362	(362)	-	-	Not applicable	100	Completed.
DRFA - Feb 2022 - LVRC 0031 Unsealed Zone 8 (part 1)	-	157	-	157	(157)	-	-	Not applicable	100	Completed.
DRFA - Feb 2022 - LVRC 0033 Sealed Zones 1,2,3	-	170	48,933	49,103	(49,103)	-	-	Not applicable	32	Sealed Pavements Package East (Zones 1,2,3,4,5,6) - Started July 2023 & finish December 2023.
DRFA - Feb 2022 - LVRC 0034 Unsealed Zone 10 (part 1)	-	352,159	249,200	601,359	(601,359)	-	-	Not applicable	80	Land resumptions resolved and construction completed.
DRFA - Feb 2022 - LVRC 0035 Old Laidley Forest Hill Rd	-	14,657	29,507	44,164	(44,164)	-	-	Not applicable	100	Completed.
DRFA - Feb 2022 - LVRC 0037 Unsealed Zone 4 (part 1)	-	422,335	452,956	875,191	(875,191)	-	-	Not applicable	100	Completed.
DRFA - Feb 2022 - LVRC 0038 Unsealed Zone 4 (part 2)	-	478,205	500,838	979,043	(979,043)	-	-	Not applicable	100	Completed.
DRFA - Feb 2022 - LVRC 0039 Unsealed Zones 11-18	-	36,045	27,940	63,985	(63,985)	-	-	Not applicable	90	Set to be completed by the end of October.
DRFA - Feb 2022 - LVRC 0045 Pipe Cleanouts	-	15,252	-	15,252	(15,252)	-	-	Not applicable	100	Completed.



	Budget	Actual	Committed	Total (includes committed costs)		Total Amount of Funding	Council Contribution	Design Completion %	Construction Completion %	Comments
				Remaining Budget	Remaining Budget					
DRFA - Feb 2022 - LVRC.0047 Berlin Road Landslip	-	420,551	2,303,803	2,724,353	(2,724,353)	-	-	100	20	Contractor commenced works in August.
DRFA - Feb 2022 - LVRC.0049 Sealed Zone 9	-	835	106,647	105,481	(105,481)	-	-	Not applicable	4	Sealed Pavements Package West (Zones 7,8,9,10,11-18) - Started July 2023 & Finish December 2023.
DRFA - Feb 2022 - LVRC.0051 Sealed Zone 5	-	28,030	168,070	196,100	(196,100)	-	-	90	25	Sealed Pavements Package East (Zones 1,2,3,4,5,6) - Started July 2023 & Finish December 2023.
DRFA - Feb 2022 - LVRC.0054 Adare Road Floodway	-	61,888	51,525	113,113	(113,113)	-	-	100	80	To be completed by the end of October.
DRFA - Feb 2022 - LVRC.0055 Guardrail Repairs	-	3,280	1,794	5,075	(5,075)	-	-	Not applicable	100	Completed.
DRFA - Feb 2022 - LVRC.0056 Sealed Zone 4	-	3,693	181,053	184,746	(184,746)	-	-	Not applicable	3	Sealed Pavements Package East (Zones 1,2,3,4,5,6) - Started July 2023 & Finish December 2023.
DRFA - Feb 2022 - LVRC.0057 Sealed Zone 3	-	3,368	83,315	86,684	(86,684)	-	-	Not applicable	5	Sealed Pavements Package West (Zones 7,8,9,10,11-18) - Started July 2023 & Finish December 2023.
DRFA - Feb 2022 - LVRC.0059 Sealed Zones 11-18	-	1,118	305,710	306,828	(306,828)	-	-	Not applicable	0	Sealed Pavements Package East (Zones 1,2,3,4,5,6) - Started July 2023 & Finish December 2023.
DRFA - Feb 2022 - LVRC.0061 Sealed Zone 1 & Towns	-	7,774	230,530	238,304	(238,304)	-	-	Not applicable	61	Sealed Pavements Package West (Zones 7,8,9,10,11-18) - Started July 2023 & Finish December 2023.
DRFA - Feb 2022 - LVRC.0063 Unsealed Zone 5	-	492,890	96,516	589,405	(589,405)	-	-	Not applicable	100	Completed.
DRFA - Feb 2022 - LVRC.0067 Unsealed Zone 6	-	879,498	271,730	1,151,227	(1,151,227)	-	-	Not applicable	100	Completed.
DRFA - Feb 2022 - LVRC.0068 Unsealed Zone 10 (part 2)	-	112,806	140,861	253,667	(253,667)	-	-	Not applicable	91	To be completed by mid November.
DRFA - Feb 2022 - LVRC.0069 Sealed Zone 10	-	79	498,614	498,693	(498,693)	-	-	Not applicable	5	Sealed Pavements Package West (Zones 7,8,9,10,11-18) - Started July 2023 & Finish December 2023.
DRFA - Feb 2022 - LVRC.0070 Rockmount Road	-	19,280	63,210	82,490	(82,490)	-	-	Not applicable	3	Sealed Pavements Package East (Zones 1,2,3,4,5,6) - Started July 2023 & Finish December 2023.
DRFA - Feb 2022 - LVRC.0070 Sealed Zone 8	-	7,725	1,157,560	1,165,285	(1,165,285)	-	-	90	10	Sealed Pavements Package West (Zones 7,8,9,10,11-18) - Started July 2023 & Finish December 2023.
DRFA - Feb 2022 - LVRC.0071 Unsealed Zone 10 (part 3)	-	319,466	213,836	533,302	(533,302)	-	-	Not applicable	93	To be completed by mid November.
DRFA - Feb 2022 - LVRC.0072 Sealed Zone 2	-	2,487	587,199	589,686	(589,686)	-	-	90	20	Sealed Pavements Package East (Zones 1,2,3,4,5,6) - Started July 2023 & Finish December 2023.
DRFA - Feb 2022 - LVRC.0073 Sealed Zone 6	-	1,217	193,400	194,617	(194,617)	-	-	90	60	Sealed Pavements Package East (Zones 1,2,3,4,5,6) - Started July 2023 & Finish December 2023.
DRFA - Feb 2022 - LVRC.0074 Sealed Zone 7	-	12,166	239,272	251,439	(251,439)	-	-	90	30	Sealed Pavements Package West (Zones 7,8,9,10,11-18) - Started July 2023 & Finish December 2023.
DRFA - Feb 2022 - LVRC.0075 Unsealed Zone 7	-	496,212	727,082	1,223,294	(1,223,294)	-	-	Not applicable	40	To be completed by the end of October.
DRFA - Feb 2022 - LVRC.0076 Flagstone Ck Rd Rockfall	-	1,972	12,833	14,805	(14,805)	-	-	100	5	Thomas Road and Flagstone Creek Road extension complete. McGarrigal underway.
DRFA - Feb 2022 - LVRC.0077 Floodway Approaches	-	349,155	78,896	428,051	(428,051)	-	-	100	30	Embankment stabilisation and full pavement with reinstatement. Works due to commence before end of year.
DRFA - Feb 2022 - LVRC.0078 Roches Road	-	17,748	72,727	90,476	(90,476)	-	-	90	0	
DRFA - Feb 2022 - LVRC.0078 Final Sub	-	14,749	541,853	556,602	(556,602)	-	-	100	8	
DRFA - Feb 2022 - LVRC.0081 Steinke's Bridge	-	184,014	99,011	283,024	(283,024)	-	-	100	100	Practical completion inspections done. Contractor demolishing.
DRFA - Feb 2022 - LVRC.0088 Liffins Road Floodway	-	24,507	5,208	29,715	(29,715)	-	-	100	100	Completed.
DRFA - Feb 2022 - REPA Project Mgt	-	101,118	649,523	750,641	(750,641)	-	-	Not applicable	Not applicable	
DRFA - May 2022 - LVRC.0029 Liffins Bridge	-	315,623	4,202,767	4,518,390	(4,518,390)	-	-	100	30	Contractor commenced works in August.
DRFA - May 2022 - LVRC.0046 East Egyp Road Landslip	-	37,090	1,824,684	1,861,774	(1,861,774)	-	-	100	12	
DRFA - May 2022 - LVRC.0060 Mountain View Drive Landslip	-	21,641	1,480,368	1,501,909	(1,501,909)	-	-	100	9	Contract awarded - Start July 2023 - Finish April 2024.
DRFA - May 2022 - LVRC.0062 East Egyp Landslip (site 3)	-	6,647	913,420	920,067	(920,067)	-	-	100	12	
REPA (Holding Project)	30,026,268	-	-	-	30,026,268	-	-	Not applicable	Not applicable	REPA Budget Holding Project.
REPA Programme Projects Total	30,026,268	5,273,243	18,810,292	24,083,535	5,942,733	30,026,268	-			



	Budget	Actual	Committed	Total (includes committed costs)	Remaining Budget	Total Amount of Funding	Council Contribution	Design Completion %	Construction Completion %	Comments
<b>Program: REPA Complementary Works Programme</b>										
Complementary Works (Holding Project)	3,000,000	-	-	-	3,000,000	-	3,000,000	Not applicable	Not applicable	Complementary Works Budget Holding Pot.
DRFA - Feb 2022 - Comp Works Sealed	-	31,137	51,570	82,708	(82,708)	-	-	Not applicable	5	
DRFA - Feb 2022 - Comp Works Unsealed	-	244,686	321,883	566,569	(566,569)	-	-	Not applicable	35	
<b>REPA Complementary Works Programme Projects Total</b>	<b>3,000,000</b>	<b>275,823</b>	<b>373,453</b>	<b>649,276</b>	<b>2,350,724</b>	<b>-</b>	<b>3,000,000</b>			
<b>Cost Centre: Fleet</b>										
<b>Program: Fleet Projects</b>										
2023/2024 Fleet Purchases	2,380,000	-	332,197	332,197	2,047,803	400,000	1,980,000	Not applicable	Not applicable	Budget to be carried forward from 2022/2023.
22/23 Earthmoving Equipment	-	541,900	-	541,900	(541,900)	-	-	Not applicable	Not applicable	Budget to be carried forward from 2022/2023.
22/23 Light Commercial	-	70,479	-	70,479	(70,479)	-	-	Not applicable	Not applicable	Budget to be carried forward from 2022/2023.
22/23 Passenger Vehicles	-	53,248	99,798	153,046	(153,046)	-	-	Not applicable	Not applicable	Budget to be carried forward from 2022/2023.
Diagnostic Scan Tool	20,000	15,700	-	15,700	4,300	-	20,000	Not applicable	Not applicable	
Pit Cover Depot Workshop	20,000	-	-	-	20,000	-	20,000	Not applicable	Not applicable	
<b>Fleet Projects Projects Total</b>	<b>2,420,000</b>	<b>681,327</b>	<b>431,996</b>	<b>1,113,323</b>	<b>1,306,677</b>	<b>400,000</b>	<b>2,020,000</b>			
<b>Cost Centre: Cemetery</b>										
<b>Program: Cemetery Projects</b>										
Forest Hill Cemetery Seam Strip Install	38,000	1,932	-	1,932	36,068	-	38,000	Not applicable	5	Procurement documents underway.
Gatton Cemetery Seam Strip Installation	36,000	4,130	8,156	12,286	23,714	-	36,000	Not applicable	5	Procurement documents underway.
Laidley Cemetery Columbarium	50,000	3,097	-	3,097	46,903	-	50,000	Not applicable	5	Site investigation and survey underway.
Laidley Cemetery Sealing	10,000	1,889	2,546	4,435	5,565	-	10,000	Not applicable	5	Seats ordered.
New Lowering Device	14,000	8,881	685	9,567	4,433	-	14,000	Not applicable	100	Device delivered.
<b>Cemetery Projects Total</b>	<b>148,000</b>	<b>19,530</b>	<b>11,388</b>	<b>31,318</b>	<b>116,682</b>	<b>-</b>	<b>148,000</b>			
<b>Cost Centre: Camping Grounds</b>										
<b>Program: Camping Grounds Projects</b>										
Renovation of Amenities Block Lake Dyer	245,000	617	-	617	244,383	-	245,000	10	0	Sewer investigations are underway to determine size of the amenities block and approvals. Design determined and awaiting price. Will be a stage project delivered in 2 separable portions.
<b>Camping Grounds Projects Total</b>	<b>245,000</b>	<b>617</b>	<b>-</b>	<b>617</b>	<b>244,383</b>	<b>-</b>	<b>245,000</b>			



Cost Centre: Facilities						Total Amount of Funding	Council Contribution	Design Completion %	Construction Completion %	Comments
Program: Facilities Projects										
	Budget	Actual	Committed	Total (includes committed costs)	Remaining Budget					
Alex Geddes Hall Upgrade (BS8R)	-	245,859	419,667	665,525	(665,525)	-	-	100	30	Carry forward budget from 2022/2023. Demolition complete and site handover completed 12/10. Install of new building to begin January 2024.
Electrical Upgrades	-	2,448	-	2,448	(2,448)	-	-	Not applicable	5	Budget to be carried forward from 2022/2023.
Facilities Equipment Replacement	50,000	9,562	5,702	15,264	34,736	-	50,000	Not applicable	10	Investigation with supplier to ascertain the best value for money solution.
Fuel Tank Decommissioning Gatton Depot	20,000	2,300	-	2,300	17,700	-	20,000	Not applicable	-	Budget to be carried forward from 2022/2023.
Gatton Depot Fuel Tank	-	1,175	-	1,175	(1,175)	-	-	-	10	Budget to be carried forward from 2022/2023.
Gatton Equest Cent Stage 1 Multi Year PJ	291,893	385	-	385	291,508	-	291,893	-	-	Project awarded to contractor. Contractor walk through on 12/10/2023.
GSH External Cladding and Gutters	-	3,683	45,744	49,428	(49,428)	-	-	100	-	Tender closed for design - will be completed by the end of November and then moves into construction phase.
Half Court Basketball Court Lake Apex	80,000	1,930	-	1,930	78,070	-	80,000	5	-	Completed.
Laidley IGA Carpark	-	6,224	-	6,224	(6,224)	-	-	Not applicable	100	Quotes for design being sourced.
Replace Furniture Comm & Rec Facilities	23,000	-	-	-	23,000	-	23,000	Not applicable	0	
Watermain Renewal Laidley Showgrounds	100,000	898	-	898	99,102	-	100,000	5	0	
Facilities Projects Total	564,893	274,463	471,113	745,577	(180,684)	-	564,893			
Total for Group	\$ 42,376,011	\$ 7,163,373	\$ 21,243,380	\$ 28,406,753	\$ 13,969,258	\$ 33,846,147	\$ 8,529,864			



PEOPLE AND BUSINESS PERFORMANCE							Total (includes committed costs)	Remaining Budget	Total Amount of Funding	Council Contribution	Design Completion %	Construction Completion %	Comments
Budget							Actual	Committed	committed costs				
<b>Cost Centre: Governance and Property</b>													
<i>Program: Legal Services Projects</i>													
Realignment, Subdivi, Sale Tryhorn St	194,420	840	11,719	12,559	181,861					194,420		6	In design stage. Hydraulic engineering analysis required and investigation commenced. Survey work underway.
Subdivision Garton Saleyards	-	30,426	47,547	77,973	(77,973)					-		15	Currently in design stage and exploring electrical engineering and Urban Utilities requirements. Survey works underway. Budget to be carried over from 22/23.
<b>Legal Services Projects Total</b>	<b>194,420</b>	<b>31,266</b>	<b>59,266</b>	<b>90,531</b>	<b>103,889</b>					<b>194,420</b>			
<b>Cost Centre: Information Communication Technology</b>													
<i>Program: Information Communication Technology Projects</i>													
22/23 LYCC Audio Visual Renewals	75,000	-	-	-	75,000					-	Not applicable	0	
Body Camera Renewals	30,000	-	-	-	30,000					-	Not applicable	0	
Network Switch Renewals	16,000	-	-	-	16,000					-	Not applicable	0	
UPS Renewal	-	9,560	4,363	13,923	(13,923)					-	Not applicable	0	Budget to be carried forward from 2022/2023.
<b>Information Communication Technology Projects Total</b>	<b>121,000</b>	<b>9,560</b>	<b>4,363</b>	<b>13,923</b>	<b>107,077</b>					<b>121,000</b>			
<b>Cost Centre: Transfer Stations</b>													
<i>Program: Transfer Station Projects</i>													
Garton Landfill Cell 5 (SECCSP)	3,766,682	1,366,943	600,669	1,967,612	1,799,070					1,596,683	100	1	Carry over project. Construction under way.
<b>Transfer Station Projects Total</b>	<b>3,766,682</b>	<b>1,366,943</b>	<b>600,669</b>	<b>1,967,612</b>	<b>1,799,070</b>					<b>1,596,683</b>			
<i>Program: Waste Disposal Projects</i>													
Asphalt Extension rear (MR)	70,000	-	-	-	70,000					-	0	0	
<b>Waste Disposal Projects Total</b>	<b>70,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>70,000</b>					<b>-</b>			
<b>Cost Centre: Public Order &amp; Safety</b>													
<i>Program: Public Order and Safety Projects</i>													
CCTV Hardware Renewals	67,000	-	-	-	67,000					-	Not applicable	0	
<b>Public Order and Safety Projects Total</b>	<b>67,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>67,000</b>					<b>-</b>			
<b>Total for Group</b>	<b>\$ 4,219,102</b>	<b>\$ 1,407,768</b>	<b>\$ 664,298</b>	<b>\$ 2,072,067</b>	<b>\$ 2,147,095</b>					<b>\$ 1,596,683</b>			
										<b>\$ 2,622,419</b>			



COMMUNITY AND REGIONAL PROSPERITY						Total Amount of Funding	Council Contribution	Design Completion %	Construction Completion %	Comments
Cost Centre: Regional Development										
Program: Regional Developments Projects										
Mountain Bike Trail Hub Structure	450,000	-	-	-	450,000		450,000	0	10	Mountain Bike Project to be carried forward waiting to secure access agreements. New Whitcott Hills sites have been identified.
Strategic Land Acquisition	2,000,000	-	-	-	2,000,000		2,000,000	Not applicable	0	
<b>Regional Developments Projects Total</b>	<b>2,450,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,450,000</b>		<b>2,450,000</b>			
Cost Centre: Tourism Initiatives										
Program: Tourism Projects										
FH Rec Grounds Parking & Viewing Silos	250,000	-	-	-	250,000		250,000	0	10	Procurement has commenced for detail design of viewing platform and artists painting of the silos.
<b>Tourism Projects Projects Total</b>	<b>250,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>250,000</b>		<b>250,000</b>			
Cost Centre: Community Events										
Program: Regional Developments Projects										
Christmas Lighting	70,000	-	-	-	70,000		70,000	Not applicable	0	Quotes have been sourced. Project working group are happy to proceed. Aiming for November completion.
<b>Regional Developments Projects Projects Total</b>	<b>70,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>70,000</b>		<b>70,000</b>			
Cost Centre: Growth & Policy										
Program: Growth and Policy Projects										
Flood Mitigation Kensington Grove	40,000	-	-	-	40,000		40,000	0	0	
Flood Mitigation Options Ladbury	75,000	-	-	-	75,000		75,000	0	0	
<b>Growth and Policy Projects Projects Total</b>	<b>115,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>115,000</b>		<b>115,000</b>			
Cost Centre: Community Wellbeing										
Program: Pest Management Projects										
Weed Wiper Herbicide Applicator	7,000	-	-	-	7,000		7,000	Not applicable	100	Weed wiper received.
<b>Pest Management Projects Projects Total</b>	<b>7,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,000</b>		<b>7,000</b>			
Cost Centre: Voluntary Home Buy Back										
Program: Voluntary Home Buy-Back										
Voluntary Home Buy Back Scheme	5,200,000	1,261,908	215	1,262,123	3,937,877	5,200,000		Not applicable	50	16 properties purchased in Tranche 1. 10 properties eligible for Tranche 2 and will be processed by OMA in 2023/24. Rehabilitation of properties including demolition of buildings to be undertaken in 2023/24.
<b>Voluntary Home Buy-Back Projects Total</b>	<b>5,200,000</b>	<b>1,261,908</b>	<b>215</b>	<b>1,262,123</b>	<b>3,937,877</b>	<b>5,200,000</b>				
<b>Total for Group</b>	<b>\$ 8,092,000</b>	<b>\$ 1,261,908</b>	<b>\$ 215</b>	<b>\$ 1,262,123</b>	<b>\$ 6,829,877</b>	<b>\$ 5,200,000</b>	<b>\$ 2,892,000</b>			



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LOCKYER VALLEY REGIONAL COUNCIL  
For Period Ended September, 2023

CAPITAL WORKS PROGRAM SUMMARY

	Budget	Actual	Committed	Total (includes committed costs)	Remaining Budget
<b>INFRASTRUCTURE</b>					
Camping Grounds	245,000	617	-	617	244,383
Capital Program Delivery	5,777,800	545,608	19,932,434	20,478,042	(14,700,242)
Cemetery	148,000	19,930	11,388	31,318	116,682
DRFA New Event - REPA	33,026,268	5,549,066	373,453	5,922,519	27,103,749
Facilities	564,893	213,800	471,113	684,913	(120,020)
Fleet	2,420,000	797,536	431,996	1,229,532	1,190,468
Parks & Open Spaces	194,050	36,816	23,006	59,822	134,228
<b>Total for Group</b>	<b>\$ 42,376,011</b>	<b>\$ 7,163,373</b>	<b>\$ 21,243,390</b>	<b>\$ 28,406,763</b>	<b>\$ 13,969,248</b>

**PEOPLE AND BUSINESS PERFORMANCE**

Governance and Property	194,420	31,266	59,266	90,532	103,889
Information Communication Technology	121,000	9,560	4,363	13,923	107,077
Public Order & Safety	67,000	-	-	-	67,000
Transfer Stations	3,836,682	1,366,943	600,669	1,967,612	1,869,070
<b>Total for Group</b>	<b>\$ 4,219,102</b>	<b>\$ 1,407,768</b>	<b>\$ 664,298</b>	<b>\$ 2,072,067</b>	<b>\$ 2,147,035</b>

**COMMUNITY AND REGIONAL PROSPERITY**

Community Events	70,000	-	-	-	70,000
Community Wellbeing	7,000	-	-	-	7,000
Growth & Policy	115,000	-	-	-	115,000
Regional Development	2,450,000	-	-	-	2,450,000
Tourism Initiatives	250,000	-	-	-	250,000
Voluntary Home Buy Back	5,200,000	1,261,908	215	1,262,123	3,937,877
<b>Total for Group</b>	<b>\$ 8,092,000</b>	<b>\$ 1,261,908</b>	<b>\$ 215</b>	<b>\$ 1,262,123</b>	<b>\$ 6,829,877</b>

**EXECUTIVE OFFICE**

Disaster Management	787,000	5,940	329,647	335,587	451,413
<b>Total for Group</b>	<b>\$ 787,000</b>	<b>\$ 5,940</b>	<b>\$ 329,647</b>	<b>\$ 335,587</b>	<b>\$ 451,413</b>

<b>Total for Council</b>	<b>\$ 55,474,113</b>	<b>\$ 9,838,989</b>	<b>\$ 22,237,550</b>	<b>\$ 32,076,539</b>	<b>\$ 23,397,574</b>
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## 10.2 Operational Plan 2023-2024 First Quarter Performance Report

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

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### Purpose:

The purpose of this report is to provide a summary of Council's performance against the Operational Plan 2023-2024 for the period 1 July 2023 to 30 September 2023 (first quarter).

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

**THAT Council receive and note the first quarter performance updated on the Operational Plan 2023-2024 for the period 1 July 2023 to 30 September 2023.**

### **RESOLUTION**

**THAT Council receive and note the 2023-2024 Operational Plan first quarter performance report for the period 1 July 2023 to 30 September 2023.**

**Moved By: Cr Wilson**

**Seconded By:**

**Cr Hagan**

**Resolution Number: 20-24/0938**

**CARRIED  
6/0**

### **Executive Summary**

Council adopted its Operational Plan 2023-2024 with its Annual Budget on 28 June 2023. The Chief Executive Officer is required to present a written assessment of Council's progress towards implementing the annual Operational Plan at least every three months. The Operational Plan captures Council's activities of strategic significance against the Outcomes and Commitments of the Corporate Plan 2022-2027.

### **Proposal**

This report presents the first quarter performance report on the Operational Plan 2023-2024, which is for the period 1 July 2023 to 30 September 2023.

Included with the report is the detailed first quarter performance update. Performance reporting is provided on the achievement of the performance outcome and budget expenditure for each operational plan activity and collectively for all operational plan activities.

### **Previous Council Resolutions**

Special Meeting 28 June 2023 (20-24/0864)

*THAT Council adopt the Operational Plan 2023-2024, as attached to these minutes.*

### **Critical Dates**

A written assessment of the Operational Plan 2023-2024 must be provided to Council at least every three months.



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## Strategic Implications

### Corporate Plan

Lockyer Leadership and Council - Compliant with legislation.

### Finance and Resource

The financial allocations in the 2023-2024 Budget reflect the deliverables in the Operational Plan. Detailed achievement of each deliverable in line with budget allocation is included in the attached performance report.

### Legislation and Policy

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

### Risk Management

Key Corporate Risk Code and Category: LCL1

Key Corporate Risk Descriptor: Legal Compliance and Liability

Compliance management – regulatory or contract compliance, litigation, liability and prosecution.

### Consultation

#### *Portfolio Councillor Consultation*

Cr Wilson, the portfolio Councillor for Corporate Performance and Reporting is briefed, as required, on the performance of the Operational Plan 23-24 as part of the monthly Councillor Portfolio Briefings.

#### *Internal Consultation*

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

#### *Community Engagement*

The first quarter performance update will be published on Council's website for information purposes.

## Attachments

1 [!\[\]\(bff896c19919791b89ab521f039b410a\_img.jpg\)](#) First Quarter Report 26 Pages



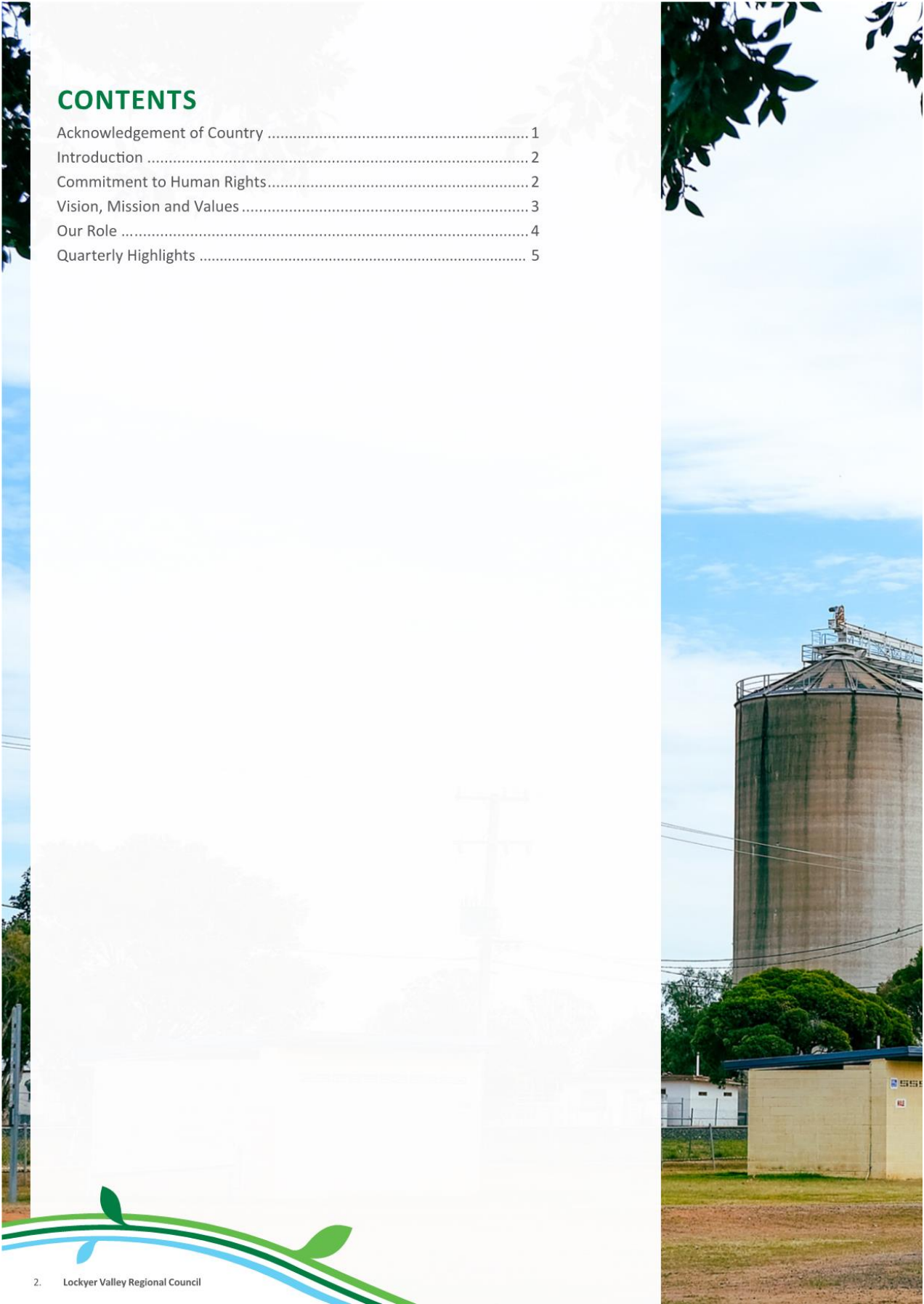


## Lockyer Valley Regional Council | Operational Plan 2023 - 24

# First Quarter Performance Report







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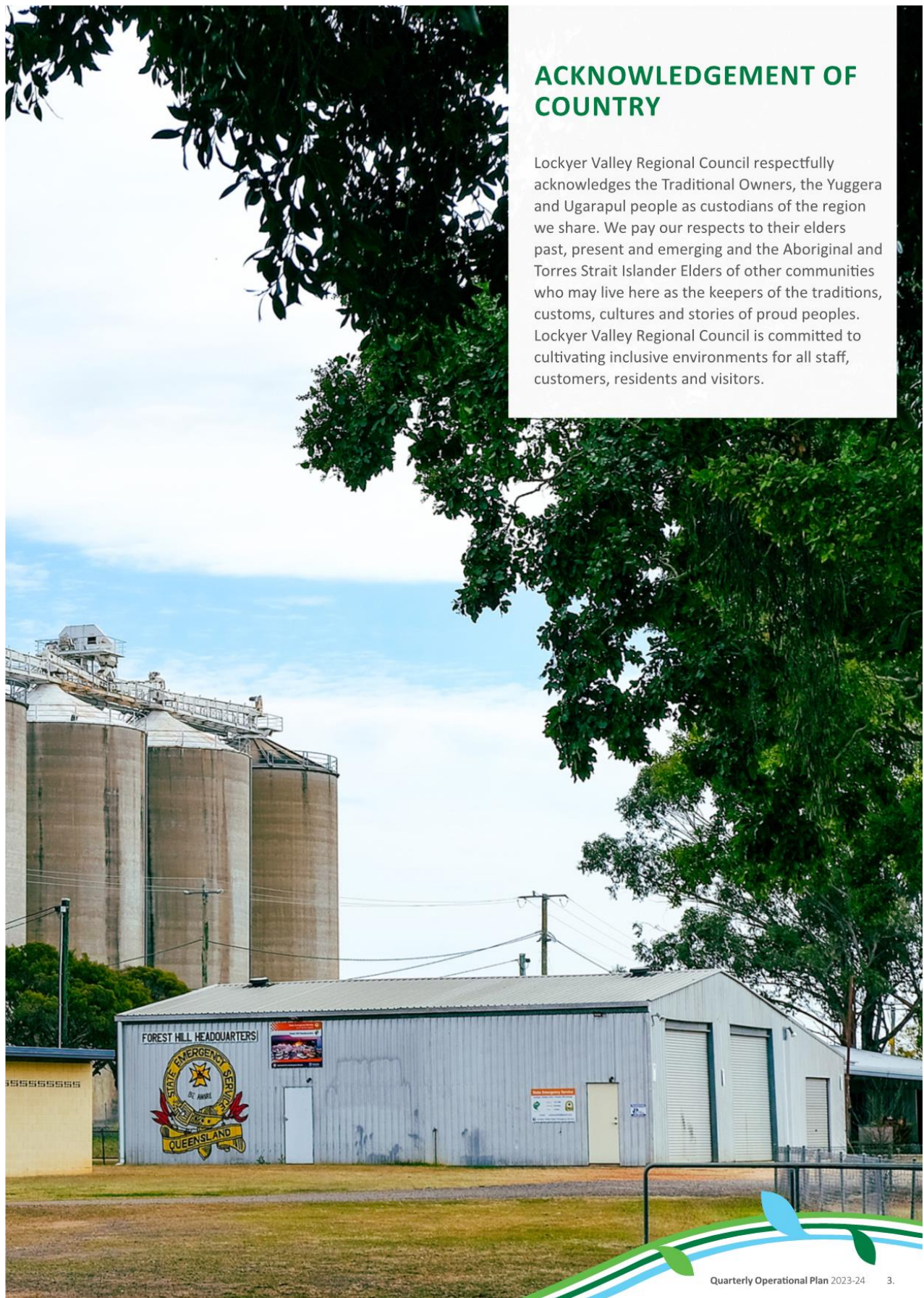
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## ACKNOWLEDGEMENT OF COUNTRY

Lockyer Valley Regional Council respectfully acknowledges the Traditional Owners, the Yuggera and Ugarapul people as custodians of the region we share. We pay our respects to their elders past, present and emerging and the Aboriginal and Torres Strait Islander Elders of other communities who may live here as the keepers of the traditions, customs, cultures and stories of proud peoples. Lockyer Valley Regional Council is committed to cultivating inclusive environments for all staff, customers, residents and visitors.



Quarterly Operational Plan 2023-24 3.



## INTRODUCTION

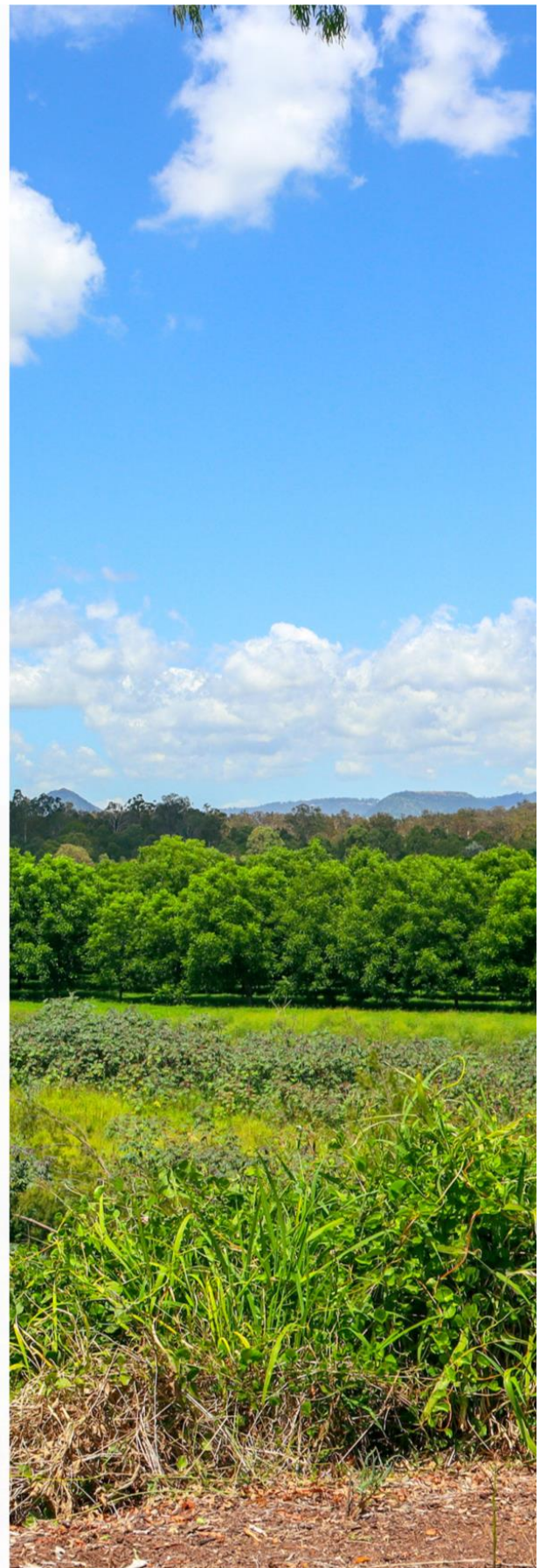
The Operational Plan (the Plan) is a strategic document that is developed and adopted annually with the Budget. The Plan captures strategic deliverables for the 2023-24 financial year to ensure Council delivers the Commitments and Outcomes of the Corporate Plan 2022-2027.

The Operational Plan 2023-2024 sets the one year direction for Council. The Plan articulates our deliverables, areas of responsibility, addresses Council's risks and monitors the overall performance of Council.

Section 174 (3) of the Local Government Regulation 2012 includes the requirement for the Chief Executive Officer to present a written assessment of the organisation's progress towards implementing the Operational Plan to Council at meetings of Council at regular intervals of not more than three months. This quarterly performance report on Council's Operational Plan 2023-24 ensures Council meets its legislative responsibilities.

## COMMITMENT TO HUMAN RIGHTS

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





## VISION, MISSION AND VALUES

### VISION:

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

### MISSION:

Lead, engage and empower.

### OUR VALUES:

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



#### LEADERSHIP

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



#### ACCOUNTABILITY

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



#### INTEGRITY

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



#### COMMUNICATION

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



#### CUSTOMER FOCUS

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



#### TEAMWORK AND COLLABORATION

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





OUR ROLE

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

These roles include:

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





## QUARTERLY HIGHLIGHTS



### DRAFT LOCKYER VALLEY PLANNING SCHEME ENDORSED FOR CONSULTATION

Following endorsement from the State Government, Lockyer Valley Regional Council commenced the consultation phase of the draft Planning Scheme in August.

Throughout the consultation process, Council sought community review of the Scheme to ensure that in their view, it adequately provided for growth and protects liveability and prosperity in the Lockyer Valley.

With the region's population expected to grow to almost 60,000 people by 2046, the draft Planning Scheme is Council's map to ensuring we allow for growth and that development meets community expectations.

### COUNCIL ADDS TO COMMUNITY DISASTER PREPAREDNESS SYSTEMS

Lockyer Valley Regional Council recently installed new flood monitoring equipment at three locations across the region – to further enhance the existing suite of invaluable disaster information infrastructure.

The new flood monitoring equipment is now publicly available, providing information from three new locations.

The new equipment includes:

- **A new rain/river gauge on Sandy Creek at Fords Road, Grantham** will provide rainfall and river heights data at Fords Road. Located upstream of Grantham, it provides additional alert time and information for Grantham residents, the Local Disaster Coordination Centre and the wider community.
- **A rain gauge has been installed at Summerholm**, to assist in gaining a better understanding of local catchment conditions.
- **The Tenthill flood monitoring camera on Logans Bridge** will assist the Local Disaster Coordination Centre and community to understand flood operations at, and downstream from Tenthill. The primary purpose of this camera is to inform disaster intelligence and planning operations.

Following the 2021-22 floods, Council is committed to providing residents with an extra layer of information so they can assess their local risks and undertake disaster preparedness measures.

The two new gauges provide data direct to the Bureau of Meteorology, with the data then made publicly available on their website and through Council's Disaster Dashboard.

In addition, the new flood monitoring camera at Tenthill can be viewed on the Disaster Dashboard and Council website.

The Lockyer Valley is certainly no stranger to natural disasters, and Council is committed to providing residents with the information they need to stay safe regardless of the natural hazards in the coming spring/summer season.

Together with Council's Disaster Dashboard, this new infrastructure allows residents to access near real-time data, meaning they can make informed decisions.

Council plans to install further flood warning infrastructure including cameras and signage to continue to improve community safety.

### SUCCESS FOR 60TH LAIDLEY SPRING FESTIVAL

The 60th anniversary Laidley Spring Festival truly did shine in September, with the three-day event drawing record crowds to the region.

Capitalising on the success of last year's new events, and adding even more for its Diamond Jubilee, the 60th anniversary Festival celebrated the significance of this much-loved event.

Everything from Saturday's Street Parade to the annual Spring Gardening Fair, Quilt and Craft Expo, Spring Gem Show, Open Gardens Competition, artisan market stalls and the Show 'n' Shine car show were incredibly well supported.

Renowned Australian chef, gardener and media personality Paul West, who was named as this year's Festival Ambassador, shared his top kitchen tips, tricks, and stories during his much-anticipated cooking demonstration at the Laidley Recreational Reserve, much to the delight of festivalgoers.

Council is always thrilled to welcome new visitors to our region and to see so many here for this event was wonderful.

For 60 years, this Festival has been an integral part of life in this beautiful country town, with thousands of people coming together each year to celebrate the region's natural beauty, amazing produce and local talent.

### BUSY TIMES AT LOCKYER VALLEY LIBRARIES

The number of physical loans at Lockyer Valley Libraries was more than 113,000 in the 2022-23 financial year, up by almost 3400 from the previous year.

The impressive statistics backed up the public's strong support of Lockyer Valley Libraries, with 113,845 physical loans in the 2022-23 financial year, up by 3398 which is a jump of 3.08 per cent.

Meanwhile, the overall total loans were more than 141,000 – up by 2700 and an increase of close to two per cent on the previous financial year.

Providing free and reliable access to books, magazines, newspapers, DVDs, music and the internet is a vital service for Lockyer Valley residents and allows locals to learn and explore through a variety of platforms.

Be it children learning essential skills through one of our many programs, teenagers relaxing and communities coming together – our Libraries are a place of great importance, and it is wonderful to see these statistics reflect just that.



# PERFORMANCE STATUS

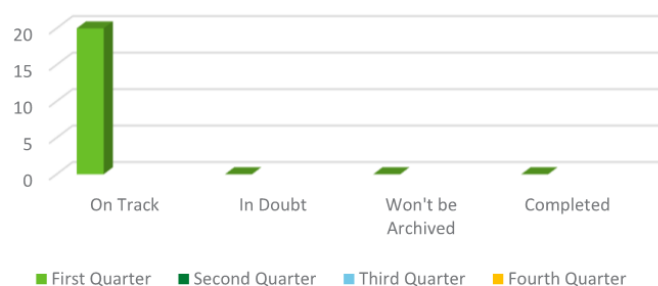
## MILESTONE STATUS

STATUS		NUMBER
On Track	●	20
In Doubt	●	0
Won't Be Achieved	●	0
Completed within Milestone	✓	0



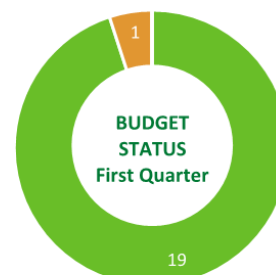
## YEAR TO DATE BUDGET STATUS COMPARISON

This graph provides a year-to-date comparison of the milestone status of the Operational Plan 2023-2024 activities against previous quarterly performance reports. As this is the first quarter, there is no comparison to report.



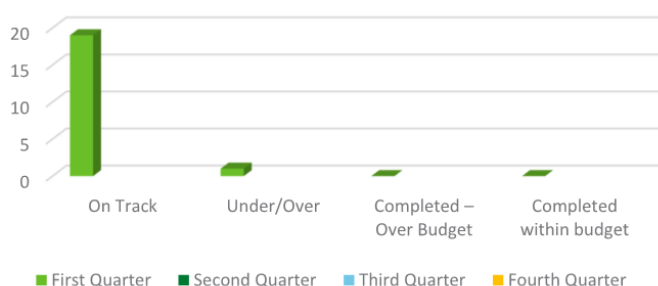
## BUDGET STATUS

STATUS		NUMBER
On Track	●	19
Under/Over	●	1
Completed – Over Budget	●	0
Completed within Budget	✓	0



## YEAR TO DATE BUDGET STATUS COMPARISON

This graph provides a year-to-date comparison of the budget status of the Operational Plan 2023-2024 activities against previous quarterly performance reports. As this the first quarter, there is no comparison to report.











## LOCKYER COMMUNITY DELIVERABLES

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

A COMMUNITY WITH FAIR AND REASONABLE ACCESS TO SERVICES				
Operational Plan Activity	Performance Outcome	Progress Commentary	Milestone Status	Budget Status
Advocate for opportunities to enhance services to the community such as improved regional health facilities and a regional passenger rail network.	<ul style="list-style-type: none"> <li>Maximise opportunities to advocate for improved regional health facilities.</li> <li>Participate in the Toowoomba to Brisbane Passenger Rail Reference Group.</li> <li>Seek to leverage passenger rail services out of the Inland Rail project via environmental impact submissions and project planning forums.</li> </ul>	<p>The Mayor and Cr Hagan continue to advocate for improved regional health facilities by meeting as regularly as possible with the CEO of West Moreton Hospital and Health (WMHH) and engaging with the Chair of the WMHH Board. The Mayor, Cr Hagan and CEO met with a senior Health Department staff member on 31 August to discuss the acquisition of land in Plainland for a combined hospital and health services precinct. Advocacy includes making a case based on the large increase in the number of prisoners and family members the new Lockyer Correctional Facility will bring to the region and consequent increase in demand on health services.</p> <p>The Toowoomba to Brisbane Passenger Rail Reference Group has not met for a significant period. The Department of Transport and Main Roads who Chair the meeting advise that the Strategic Business case for the project remains with the Australian Government for review.</p> <p>Following the independent Review of Inland Rail, the project in Queensland is stalled. The EIS process can be used to advocate for Passenger Rail but the project under consideration is ostensibly for freight.</p>	●	●



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LEGEND	Milestone Status		Budget Status	
	On Track	●	On Track	●
	In Doubt	●	Under/Over	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓



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

Operational Plan Activity	Performance Outcome	Progress Commentary	Milestone Status	Budget Status
Commence the implementation of Council's Disaster Management Framework.	<ul style="list-style-type: none"> <li>Implementation of key components of the Disaster Management Framework completed.</li> </ul>	<p>Meeting with the State Disaster Coordinator Deputy Commissioner Shane Chelepy and Inspector-General Emergency Management Alistair Dawson and Mayor and CEO regarding the Disaster Management Transition process and update as to current state of the Transition.</p> <p>Legislative review of the State Emergency Services Bill before Government – Submission of feedback regarding the proposed legislation.</p> <p>Presentation by BoM regarding the Flood Forecasting Warning System (FFWS) project and collaboration with BoM moving forward re the FFWS.</p> <p>Australian Warning System (AWS) implementation on 1 November.</p> <p>Presentation by AWS State Representative to the Local Disaster Management Group. Consultation with Coordinator Engagement and Communication regarding moving forward with AWS and utilisation of structured content provided AWS in line with our public messaging and direction moving forward with AWS.</p>	●	●

LEGEND	Milestone Status		Budget Status	
	On Track	●	On Track	●
	In Doubt	●	Under/Over	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓



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## LOCKYER BUSINESS, FARMING AND LIVELIHOOD DELIVERABLES

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

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

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

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

Operational Plan Activity	Performance Outcome	Progress Commentary	Milestone Status	Budget Status
Advocate to mitigate the adverse impacts of Inland Rail on the liveability of the region.	<p>Ensure the community's and Council's interests are protected by maximising opportunities to advocate and participate in reviews, reference groups and prepare submissions as required including:</p> <ul style="list-style-type: none"> <li>Input provided to the Helidon to Calvert (H2C) and Gowrie to Helidon (G2H) Environmental Impact Statements.</li> <li>Legal agreements delivered which will assist in mitigating risks associated with the project.</li> <li>Engineering input provided into the inland rail design processes with respect to the project and specifically the proposed return works.</li> </ul>	<p>As discussed with Council the project as it is currently planned to traverse Lockyer Valley appears to be on hold. Council staff have been focusing on the Gatton alternate route by advocating to Australian Government Ministers Gallagher and King and Queensland Government Minister Bailey. The Mayor and staff are also meeting with the Interim CEO of Inland Rail on 3 November to seek further clarity.</p> <p>The Board has now been appointed to the new company Inland Rail Pty Ltd (a subsidiary of ARTC) and the CEO's position recently advertised. It is understood that environmental work to seek approval will recommence in 2024.</p> <p>Input to the H2C and G2H EIS will be undertaken although these are not anticipated to be released until 2024. Legal agreements are on hold, but the Drafts do contain key items to reduce Council risk. Engineering input has been provided as well.</p>	●	●



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LEGEND	Milestone Status		Budget Status	
	On Track	●	On Track	●
	In Doubt	●	Under/Over	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓



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

Operational Plan Activity	Performance Outcome	Progress Commentary	Milestone Status	Budget Status
Advocate for improved water security and supply for the region through the Lockyer Valley and Somerset Water Collaborative.	<p>Implementation of the following Lockyer Valley &amp; Somerset Water Security Scheme Optimisation Assessment items commenced:</p> <ul style="list-style-type: none"> <li>• Project viability assessment completed.</li> <li>• Agreement with Seqwater on supply and costs executed.</li> <li>• Multiple rounds of demand assessments undertaken.</li> </ul>	<p>The Lockyer Valley Somerset Water Collaborative will be accessing the first tranche of City Deal funding to engage the consultancy firm Infrastructure Project Solutions to assist with Project Management.</p> <p>Funding has been approved between the State and Federal governments and will be made available for Council to access later this year.</p> <p>In order to prevent delay and to get the project commenced, procurement of a Project Manager needs to be undertaken immediately. The role of a specialist Project Manager will assist in providing:</p> <ul style="list-style-type: none"> <li>• feasibility assessments</li> <li>• engineering and technical assessments</li> <li>• project management</li> <li>• procurement and transaction management</li> <li>• design management</li> <li>• contracts &amp; commercial management</li> <li>• cost estimation, programming and planning</li> <li>• construction methodologies and delivery</li> </ul>	●	●

LEGEND	Milestone Status		Budget Status	
	On Track	●	On Track	●
	In Doubt	●	Under/Over	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓



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## LOCKYER NATURE DELIVERABLES

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

COUNCIL AND THE COMMUNITY ACTIVELY REDUCE WASTE, RECYCLE AND REUSE MORE				
Operational Plan Activity	Performance Outcome	Progress Commentary	Milestone Status	Budget Status
Finalise and commence implementation of the Waste Recycling and Reduction Plan to guide the delivery of Council's Waste Management Function.	<p>Outcomes of the Waste Recycling and Reduction Plan to be completed include:</p> <ul style="list-style-type: none"> <li>Plan finalised and adopted by Council.</li> <li>Complete a community education program to assist with improving the regions waste management practices.</li> <li>Subject to funding approvals deliver the Food Organics Green Organics (FOGO) program.</li> <li>Continue to further refine the full cost pricing of waste.</li> </ul>	<p>During this quarter, UTL Utilities Pty Ltd, the consultant engaged to develop the Waste Recycling and Reduction Plan (WRRP) met with Council to workshop the requirements of the WRRP. The consultant is now in the process of developing the draft WRRP for further consultation with Council, which is scheduled to be conducted in the second quarter.</p> <p>Various community education programs were conducted during the quarter including school visits and promotional material released on FOGO in the local "Independent" newspaper.</p>	●	●
<p>Provide oversight and management of the contract arrangements for the operation of the following waste management facilities:</p> <ul style="list-style-type: none"> <li>Material Recovery Facility (MRF)</li> <li>Waste Transfer Stations</li> </ul>	<p>Compliance activities completed to ensure the key performance indicators and services are performed in accordance with the agreed contracts.</p>	<p>Draft contracts for the operation of Council's MRF and Waste Transfer Facilities were provided to Anuha, as the successful tenders for these contracts, to enable contract execution. Two requests for extensions to finalise these were received from Anuha. A meeting was set for 4 August 2023 to further review and sign off both contracts. Prior to this meeting being conducted notification was received from Anuha that they no longer wanted to proceed with these contracts and for their involvement in these operations to cease immediately.</p> <p>Council acted quickly to ensure continuity of these critical functions and engaged an existing supplier to undertake the MRF operations using a different method. Further negotiations were undertaken with Anuha Service to maintain supervision of Waste Transfer Stations to enable Council to undertake the required procurement process to engage a new contractor for both operations.</p>	●	●



LEGEND	Milestone Status		Budget Status	
	On Track	●	On Track	●
	In Doubt	●	Under/Over	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓



		Compliance inspections were carried out monthly. Regular meetings are continuing with Contractor for these arrangements.		
Undertake the construction of Cell 5 at the Gatton Landfill.	Construction of Cell 5 at Gatton Landfill completed and operational.	Cell 5 is currently under construction and due for completion late October 2023 (weather permitting). Council will then undertake required surveys and applications to the Department Environment and Science (DES) ready for the anticipated public use in early 2024.	●	●

LEGEND	Milestone Status		Budget Status	
	On Track	●	On Track	●
	In Doubt	●	Under/Over	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓







## LOCKYER PLANNED DELIVERABLES

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

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

Operational Plan Activity	Performance Outcome	Progress Commentary	Milestone Status	Budget Status
Finalise the Draft Lockyer Valley Planning Scheme for Council adoption and implementation.	<p>Key deliverables to be completed include:</p> <ul style="list-style-type: none"> <li>Complete public notification of the Lockyer Valley Planning Scheme, including a review of submissions received and responses provided to all properly made submissions.</li> <li>Where appropriate, amendments made to the Planning Scheme to incorporate feedback from submissions received.</li> <li>Preparation of a formal response to the Minister to finalise the Lockyer Valley Planning Scheme for Ministerial Approval and adoption by Council.</li> <li>Adoption and commencement of the Lockyer Valley Planning Scheme.</li> </ul>	<p>Public consultation on the Draft Planning Scheme and six Draft Planning Scheme Policies commenced on 2 August 2023 and concluded on 6 October 2023. The engagement process has been very successful with:</p> <ul style="list-style-type: none"> <li>198 one on one meetings held.</li> <li>38 consultations were undertaken at 25 locations.</li> <li>12 "Drop-in" sessions conducted.</li> <li>16 "Pop-Up" sessions were held.</li> <li>a total of 319 submissions received.</li> </ul> <p>The review of submissions has commenced, and further workshops will be held with Councillors to consider submissions.</p>	●	●



LEGEND	Milestone Status		Budget Status	
	On Track	●	On Track	●
	In Doubt	●	Under/Over	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓



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

Operational Plan Activity	Performance Outcome	Progress Commentary	Milestone Status	Budget Status
Undertake the program of work to re-instate Council's transport and drainage network impacted by the 2021-2022 flood events.	<p>The Reconstruction of Essential Public Assets (REPA) program delivered on Council's transport and drainage network, which is:</p> <ul style="list-style-type: none"> <li>Forty-six packages of work completed across Council's transport and drainage network and close out with the Queensland Reconstruction Authority.</li> </ul>	<p>As of the latest review, forty-six packages of work are in various stages of completion across the network. We are making substantial headway, with these packages of works on track for their scheduled completion.</p> <p>Council is in close collaboration with the Queensland Reconstruction Authority, ensuring that every step of our work aligns with the necessary standards and requirements. The February and May Flood events resulted in approximately \$50m of damage to transport infrastructure across the region, at the end of September 2023 Council has actual and committed expenditure of approximately \$36m, this equates to 71% of the total value of the program. Physical completion of on ground works for the February 22 event is at 54% and 48% of on ground works have been completed for the May 2022 event. Council is working towards a completion of physical works by the end of March 2024 so that the program can be closed out by 30 June 2024.</p>	●	●
Undertake the preparation of Council's Local Government Infrastructure Plan.	<p>Key deliverables to be completed include:</p> <ul style="list-style-type: none"> <li>Finalise a review of the supporting documents required to inform the LGIP growth modelling including the open space, roads and transport, stormwater and drainage strategies.</li> </ul>	This work will commence following public consultation and finalisation of the Draft Planning Scheme.	●	●

LEGEND	Milestone Status		Budget Status	
	On Track	●	On Track	●
	In Doubt	●	Under/Over	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓



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

Operational Plan Activity	Performance Outcome	Progress Commentary	Milestone Status	Budget Status
Finalise the review of the existing Laidley Flood Town Protection Scheme and present to Council an options analysis in relation to flood mitigation for Laidley.	<p>Key deliverables to be completed include:</p> <ul style="list-style-type: none"> <li>Finalise the review of the Laidley Flood Town Protection Scheme.</li> <li>Undertake community engagement in relation to the proposed flood mitigation option for Laidley.</li> <li>Undertake the identification and where appropriate, the purchase and acquisition of privately owned land in order to facilitate the implementation of the Laidley Flood Town Protection Scheme.</li> <li>Council adoption of a flood mitigation strategy for Laidley.</li> <li>Actively seek government funding for the construction and implementation of the Laidley Flood Town Protection Scheme.</li> </ul>	<p>Ongoing discussions have been had with a property owner in relation to the purchase of several parcels of land that are required to facilitate the Laidley Flood Mitigation Scheme. Council resolved to purchase the land at its Special Meeting held on 1 August 2023, recorded as Council meeting resolution 20-24/0895.</p> <p>A mitigation option is currently being finalised for Council's consideration and will be adopted for the purposes of Community Engagement in December 2023. Community Engagement will then occur after this time and more than likely post-election in March 2024.</p> <p>A site inspection with Councillors was undertaken to Norman Creek on 26 September, to gain an understanding of the benefits of green infrastructure to facilitate flood mitigation, with a view to utilising a similar model for the Laidley Flood Mitigation Project.</p>	●	●
Undertake an options analysis for flood mitigation at Withcott.	<p>Key deliverables to be completed include:</p> <ul style="list-style-type: none"> <li>Undertake an options analysis to present to Council in relation to flood mitigation for Withcott.</li> <li>Undertake community engagement in relation to the proposed flood mitigation option for Withcott.</li> <li>If required, undertake the purchase and acquisition of privately owned land to facilitate the implementation of the Withcott Flood Mitigation Scheme.</li> <li>Council adoption of a flood mitigation strategy for Withcott.</li> <li>Actively seek government funding for the</li> </ul>	<p>A review of the existing options for flood mitigation in Withcott has been completed.</p> <p>An options analysis is currently being undertaken and will be discussed with the Flood Mitigation Working Group in due course.</p>	●	●



LEGEND	Milestone Status		Budget Status	
	On Track	●	On Track	●
	In Doubt	●	Under/Over	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓



	construction and implementation of the Withcott Flood Mitigation Scheme.			
Undertake the purchase and demolition of properties associated with the Queensland Reconstruction Authority Voluntary Home Buy Back Scheme.	<p>Key deliverables to be completed include:</p> <ul style="list-style-type: none"> <li>Undertake property settlements for properties that meet the purpose and objectives of the Voluntary Home Buy Back Scheme.</li> <li>Undertake the demolition of properties that Council has purchased under the Voluntary Home Buy Back Scheme.</li> <li>Undertake the required planning scheme amendment to reflect the restricted use of Voluntary Home Buy Back sites for residential purposes.</li> <li>Undertake a review of the sites purchased under the Voluntary Home Buy Back Scheme to ensure the most cost-effective means to manage the properties long term.</li> </ul>	<p>Twenty-five properties were identified in the first tranche of the Voluntary Home Buy Back Scheme. Of these, seventeen (17) properties have been purchased and are now in Council's ownership, two (2) properties were found to be ineligible for the scheme, owners of three (3) properties declined Queensland Reconstruction Authority (QRA's) offer, two (2) property owners failed to respond to QRA's offer and further, the QRA is undertaking a valuation for a property in Grantham that was initially thought to be ineligible under the program funding.</p> <p>Asbestos audits and all utility disconnections have been completed for the 17 properties that have settled.</p> <p>Council has established a Preferred Supplier Arrangement (PSA) – LVRC-23-0001 for the demolition of properties acquired as part of the scheme. Six (6) demolition firms have been appointed to the supplier panel. On Friday, 11 August 2023, three of the six demolition firms were requested to provide a quotation to undertake the demolition of the 17 properties across three (3) groups. These groups have been grouped by geographical location. Council Officers are in the final stages of finalising contractor arrangements.</p> <p>The QRA has announced additional funding to facilitate the purchase of a second tranche of the scheme. A further 14 properties within Lockyer Valley have been identified with two (2) properties already successfully completed settlement, four (4) properties identified as ineligible, one (1) property declined the offered valuation, and one (1) property has been on sold hence is no longer eligible. The remaining six (6) properties are continuing through the Voluntary Home Buy Back process.</p>	●	●

LEGEND	Milestone Status		Budget Status	
	On Track	●	On Track	●
	In Doubt	●	Under/Over	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓







## LOCKYER LEADERSHIP AND COUNCIL DELIVERABLES

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

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

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

Operational Plan Activity	Performance Outcome	Progress Commentary	Milestone Status	Budget Status
Undertake an asset management maturity assessment and develop an asset management improvement plan to support the overarching Strategic Asset Management Plan requirements for Council's infrastructure assets.	<ul style="list-style-type: none"> <li>An asset management maturity assessment completed against the ISO5500 criteria will outline the various projects and tasks required to enhance asset management practices and improve service delivery across Council.</li> <li>An asset management improvement plan (3-5 years) for Council's infrastructure assets completed.</li> </ul>	<p>Council is in the advanced stages of developing a scoring system for this assessment. The team is ensuring that the metrics chosen will be both comprehensive and in alignment with the ISO5500 criteria, ensuring a robust and thorough review.</p> <p>Following this assessment, Council aims to create an Asset Management Improvement Plan that will span 3-5 years, ensuring continuous development and maturity of our asset management practices. We anticipate that an improvement plan will be developed by late Quarter 3.</p> <p>In September 2023, The Queensland Audit Office through the Auditor – General made 5 recommendations for improving asset management practices across Queensland Local Government, which are as follows:</p> <ol style="list-style-type: none"> <li>1. Assess whether governance structures and culture ensure a whole-of-council approach to asset management.</li> <li>2. Assess whether asset management plans are current and cover all major asset classes.</li> <li>3. Assess whether data is consistent and reliable for asset management purposes.</li> <li>4. Assess whether workforce plans and/or strategies identify the necessary asset management capabilities to manage Council's asset portfolios.</li> <li>5. Provide assessments and associated action plans to address any of the above recommendations, where</li> </ol>	●	●

LEGEND	Milestone Status		Budget Status	
	On Track	●	On Track	●
	In Doubt	●	Under/Over	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓



		relevant, to Councils internal audit function for. progress reporting Council will be well placed to address the recommendations contained within the Auditor - Generals report through the maturity assessment and improvement plan.		
Develop a Procurement Strategy that supports the needs of the business, provides value for money to Council and ensures legislative compliance.	Procurement Strategy completed which guides the organisations procurement activities including: <ul style="list-style-type: none"> <li>Governance</li> <li>Systems</li> <li>Processes</li> </ul>	Structure of the procurement team has been modified to improve service delivery. A review of the Procurement Policy and Guide has commenced with the objective to simplify processes were possible and as a precursor to providing internal training. Software solutions are being evaluated to automate improved processes.	●	●
Undertake the rationalisation of Council's land including: <ul style="list-style-type: none"> <li>Grantham Subdivision</li> <li>Gatton Saleyards</li> </ul>	Outcomes of the land rationalisation project to be completed: <ul style="list-style-type: none"> <li>All necessary development approvals obtained.</li> <li>Construction works completed in accordance with development approvals.</li> <li>New lots created ready for sale.</li> </ul>	Both subdivisions are currently in the design stage and survey works have been completed. Designs will respond to the requirements of Urban Utilities and other service providers. An estimate of budget required for the construction stages has been included in the budget review. For the Gatton Saleyards subdivision, a change application has been lodged seeking to reduce the road widening conditions to avoid the need to relocate existing water infrastructure.	●	●
<b>COMMIT TO OPEN AND ACCOUNTABLE GOVERNANCE TO ENSURE COMMUNITY CONFIDENCE AND TRUST IN COUNCIL AND OUR DEMOCRATIC VALUES</b>				
Operational Plan Activity	Performance Outcome	Progress Commentary	Milestone Status	Budget Status
Deliver the elected members on-boarding program for the newly elected Council from the 2024 Local Government Quadrennial Election.	On-boarding program delivered to the newly elected council which includes the following components: <ul style="list-style-type: none"> <li>Roles and responsibilities of civic leadership, including legislative responsibilities.</li> <li>Strategic priorities of LVRC.</li> <li>Operations and functions of LVRC.</li> </ul>	On-boarding program will be delivered post the 16 March 2024 local government election.	●	●

LEGEND	Milestone Status		Budget Status	
	On Track	●	On Track	●
	In Doubt	●	Under/Over	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓





PROMOTE A VALUES BASED CULTURE THAT APPRECIATES AND EMPOWERS ITS WORKFORCE				
Operational Plan Activity	Performance Outcome	Progress Commentary	Milestone Status	Budget Status
Undertake organisational development activities that foster a values-based culture.	Outcomes of the following organisational development activities completed, and updates provided to Council including: <ul style="list-style-type: none"> <li>Three pulse surveys completed which provide insight into the organisations culture.</li> <li>The identified activities of Connected Council program completed.</li> <li>The identified leadership program and management team activities completed.</li> </ul>	A number of activities have been completed in quarter 1 with work on-going. Activities completed this quarter include: <ul style="list-style-type: none"> <li>A further cohort of Council leaders/supervisors completed the Leadership Development Programme facilitated by the Local Government Managers Association.</li> <li>A staff pulse survey has been completed with 178 responses received.</li> <li>The Connected Council Focus Group and Management Team have been meeting periodically to work on strategies identified in the initial workshops held earlier this year.</li> </ul>	●	●
Negotiate new Certified Enterprise Bargaining Agreements for office and field-based staff.	Outcomes to be achieved include: <ul style="list-style-type: none"> <li>Negotiations for new Enterprise Bargaining Agreements for office and field-based staff completed.</li> <li>Agreements submitted to Unions for acceptance and sign-off.</li> <li>Agreements submitted and certified by the Queensland Industrial Relations Commission.</li> <li>New agreements implemented.</li> </ul>	Negotiations for new agreements for office and field based staff have commenced and are progressing satisfactorily. A further three meetings have been scheduled in quarter 2.	●	●
DELIVER RELIABLE INTERNAL SUPPORT SERVICES				
Operational Plan Activity	Performance Outcome	Progress Commentary	Milestone Status	Budget Status
Deliver the prioritised ICT business improvement opportunities which will assist in improving Council's cyber security and ICT capabilities.	Completion of the following ICT business improvement opportunities: <ul style="list-style-type: none"> <li>Outcomes of the cyber security strategy.</li> <li>Identify improvement opportunities from the review of TechnologyOne.</li> </ul>	Cyber Security Improvements have been prioritised over other ICT related improvements. A Chief Information Security Officer (CISO) as a Service is currently being procured to assist in assuring the cyber security strategy is fit for purpose and delivering on the initiatives. Improvement opportunities have been identified via a third-party review of TechnologyOne.	●	●



LEGEND	Milestone Status		Budget Status	
	On Track	●	On Track	●
	In Doubt	●	Under/Over	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓







For more information phone 1300 005 872,  
email [mailbox@lvrc.qld.gov.au](mailto:mailbox@lvrc.qld.gov.au) or visit [www.lockyervalley.qld.gov.au](http://www.lockyervalley.qld.gov.au)

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**10.3 Meetings Policy & Code of Meeting Practice**

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

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**Purpose:**

The purpose of this report is to seek Council's adoption of the Meetings Policy and Code of Meeting Practice.

**Officer's Recommendation:**

**THAT Council adopt the:**

- 1. Meetings Policy (version 3.0)**
- 2. Code of Meeting Practice (version 7.0)**

**RESOLUTION**

**THAT Council adopt the:**

- 1. Meetings Policy (version 3.0)**
- 2. Code of Meeting Practice (version 7.0),**

**as attached to these minutes.**

**Moved By: Cr Hagan**

**Seconded By:**

**Cr Vela**

**Resolution Number: 20-24/0939**

**CARRIED**

**6/0**

**Executive Summary**

The Meetings Policy has been reviewed in accordance with Council's Policy Framework.

The Code of Meeting Practice has been reviewed and amended to reflect the updated Model Meeting Procedures and Best Practice Meeting Standing Orders, as provided by the Department of State Development, Infrastructure, Local Government and Planning (DSDILGP). This document was not due for review until September 2024, however, has been updated earlier to ensure minimum meeting standards are being met.

**Proposal**

It is proposed that Council adopt both the revised Meetings Policy and the Code of Meeting Practice.

The Meetings Policy has been reviewed and updated to ensure it remains compliant with the *Local Government Act 2009 (LGA 2009)*. The only change to note is the reference to the Corporate Plan 2022-2027.

The updated Code of Meeting Practice is consistent with the Model Meeting Procedures and Best Practice Meeting Standing Orders provided by DSDILGP. The most notable changes are the removal of the expired *COVID-19 Emergency Response Act 2019* references and clarification that the local governments monthly financial statements are not to be classified as a confidential item under s245J of the *Local Government Regulation 2012*.



### Previous Council Resolutions

Ordinary Council Meeting 18 November 2020, item 11.2

#### *RESOLUTION*

*THAT Council adopt the following documents:*

- *Meetings Policy and Code of Meeting Practice;*
- *Complaints Management Policy;*
- *Right to Information Policy; and*
- *Information Privacy Policy.*

*And Further:*

*THAT Council authorise the Chief Executive Officer to make any amendments as requested during the meeting.*

*Moved By: Cr Hagan                      Seconded By: Cr Wilson*

*Resolution Number: 20-24/0178*

*CARRIED*

*7/0*

### **Strategic Implications**

#### Corporate Plan

Lockyer Leadership and Council:

- Commit to open and accountable governance to ensure community confidence and trust in council and our democratic values.
- Compliant with relevant legislation.

#### Legislation and Policy

Section 4 of the *Local Government Act 2009 (LGA 2009)* outlines the principles of local government, which Lockyer Valley Regional Council must act in accordance with. These principles are set out in the Meetings Policy. Section 150F of the *LGA 2009* states the Chief Executive Officer is responsible for making meeting procedures and section 150G of the *LGA 2009* states that a local government must either adopt the model meeting procedures or meeting procedures that are consistent with the model meeting procedures.

#### Risk Management

Key Corporate Risk Code and Category: LCL1

Key Corporate Risk Descriptor: Legal Compliance and Liability

Compliance management – regulatory or contract compliance, litigation, liability and prosecution.

#### Consultation

##### *Internal Consultation*

Council's Senior Governance Officer has reviewed and approved both documents.

The CEO has reviewed and approved both documents.

### **Attachments**

- |   |   |          |
|---|---|----------|
| 1 | Meetings Policy - October 2023          | 2 Pages  |
| 2 | Code of Meeting Practice - October 2023 | 26 Pages |









## STRATEGIC

# MEETINGS

## Head of Power

*Local Government Act 2009*  
*Local Government Regulation 2012*

### Key Supporting Council Document

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

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

## Definitions

<i>Meetings</i>	Ordinary Meetings, Special Meetings and Post-Election Meetings.
<i>Councillor Workshops/Tours</i>	Briefing sessions and information sharing forums. Councillor Workshops/Tours are not decision-making forums or meetings of a local government or a committee.

## Policy Objective

To outline the proper conduct of business by Lockyer Valley Regional Council at its meetings and Councillor Workshops/Councillor Tours.

## Policy Statement

Lockyer Valley Regional Council has an obligation to act in accordance with the local government principles set out at section 4 of the *Local Government Act 2009*, namely:

- (a) transparent and effective processes, and decision-making in the public interest; and
- (b) sustainable development and management of assets and infrastructure, and delivery of effective services; and
- (c) democratic representation, social inclusion and meaningful community engagement; and
- (d) good governance of, and by, local government; and
- (e) ethical and legal behaviour of councillors, local government employees and councillor advisors.

Under section 150F of the *Local Government Act 2009* Council must outline in the Code of Meeting Practice –

- (a) how the chairperson of a local government meeting may deal with a councillor's unsuitable meeting conduct; and

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- (b) how the suspected inappropriate conduct of a councillor referred to the local government by the assessor must be dealt with at a local government meeting.

Lockyer Valley Regional Council will conduct its meetings in accordance with relevant laws, corporate conventions and the Code of Meeting Practice.

### Related Documents

[Code of Meeting Practice](#)

Councillor Code of Conduct

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## CODE OF MEETING PRACTICE

October 2023

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## Document Control

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

Version	Clause(s)	Changes	Author	Issue Date
1.0		Initial Draft	Corrin Bischoff	02/05/2012
1.1		Further revisions	Corrin Bischoff	11/08/2012
1.2		Further revisions after feedback Adopted by Council 12/09/2012 Resolution Number 2670	Corrin Bischoff	05/09/2012
2.0		Formal review conducted and revisions: inclusion of Teleconferencing, Declaration of Interests, Order of Business, Agenda Papers, Closed Meetings, Conduct, Audio or Video Recording of a Meeting Adopted by Council 18/12/2013 Resolution Number 3221	Corrin Bischoff	19/11/2013
3.0		Formal review conducted and revisions: Recording of meetings; definitions of meetings; notice for Councillor items; closed session; deputations; rescinding a motion; procedural motions. Adopted by Council 22/02/2017 Resolution Number 16-20/0377	Corrin Bischoff	14/02/2017
4.0		Formal review conducted and inclusion of section 150F of the <i>Local Government Act 2009</i>	Susan Boland/Corrin Bischoff	15/11/2018
5.0		Formal Review conducted, and amendments made in line with changes to <i>Local Government Act 2009</i> Adopted by Council 18/11/2020, Resolution Number 20-24/0178	Erin Carkeet	09/11/2020
6.0		Review conducted and minor amendments made in line with <i>COVID- 19 Emergency Response Act 2019</i> updates	Bella Greinke	2/03/2022
7.0		Updates in line with changes to Model Meeting Procedures and Best Practice Meeting Standard Orders and removal of expired <i>COVID-19 Emergency Response Act 2019 references</i>	Bella Greinke	



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## Introduction

### 1. Legislation

Chapter 8, Part 2, Division 1A of the *Local Government Regulation 2012* provides the core requirements for the conduct of meetings of the local government and the committees of the local government.

Chapter 5A, Part 2, Division 1, section 150F of the *Local Government Act 2009* provides the requirements for the conduct of meetings and committee meetings of the local government.

- (a) how the Chairperson of a local government meeting may deal with a Councillor's unsuitable meeting conduct; and
- (b) how the suspected inappropriate conduct of a Councillor referred to the local government by the Independent Assessor (IA) is to be dealt with at a local government meeting.

Chapter 5A, Part 3, Division 5 section 150AF of the *Local Government Act 2009* provides the requirements for investigation of suspected inappropriate conduct.

1. The local governments must investigate the Councillor's conduct.
2. The investigation must be conducted-
  - a. In a way that is consistent with-
    - i. Any recommendation of the assessor made under section 150AC (3); and
    - ii. To the extent the local government's investigation policy is not inconsistent with a recommendation of the assessor-the investigation policy; or
  - b. In another way the local government, by resolution, decides.
3. A resolution under subsection (2)(b) must state the decision, and the reasons for the decision.

### 2. Principles

This Code of Meeting Practice complements the provisions of the *Local Government Act 2009* and the *Local Government Regulation 2012*. Together these provide procedures and standards for the proper conduct of business by Council at its meetings.

Council has an obligation to act in accordance with the local government principles set out at section 4 (2) of the *Local Government Act 2009*, namely

- (a) transparent and effective processes, and decision-making in the public interest
- (b) sustainable development and management of assets and infrastructure, and delivery of effective services
- (c) democratic representation, social inclusion and meaningful community engagement
- (d) good governance of, and by, local government; and
- (e) ethical and legal behaviour of Councillors and local government employees and Councillor advisors.

### 3. Scope

The Code of Meeting Practice applies to all meetings of Lockyer Valley Regional Council, including meetings of committees, and all participants in those meetings. Any provision of the Code may be suspended by resolution of any meeting.

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## Meetings

### Types of Meetings:

*Meetings* – include Ordinary Meetings, Special Meetings, Post-Election Meetings, Councillor Workshops and Committee Meetings.

*Ordinary Meeting* – is the meeting each local government (i.e. all Councillors) must hold at least once a month.

*Special Meeting* - is a meeting at which the only business that may be conducted is stated in the notice of the meeting (section 254C (4), *Local Government Regulation 2012*)

*Post – Election Meeting* – is the meeting held within 14 days after the conclusion of each quadrennial election and the conclusion of a fresh election of its Councillors. At this meeting the local government must, by resolution, appoint a Deputy Mayor from its Councillors (other than the Mayor) (section 175 *Local Government Act 2009*).

*Councillor Workshop* – session for Councillors to provide direction on strategic matters but not make decisions and for the presentation of information on key projects or strategies.

### Ordinary Meetings:

#### **4. Times and places of Ordinary Meetings**

Council, by resolution, will fix dates and times for its ordinary meetings. If there is no resolution fixing the date and time for an ordinary meeting, the Chief Executive Officer must fix the date and time for the meeting and if practicable, consult with the Mayor about the proposed date and time for the meeting. Council meetings must not start before the time provided in the notice of the Council meeting.

Written notice will be given to each Councillor at least two days before the meeting, unless it is impracticable to give that notice. The notice will state the day and time of the meeting. A written notice of intention to repeal or amend a resolution will be given at least five days notice before the meeting in accordance with section 262 of the *Local Government Regulation 2012*.

A notice under this section may be in electronic form where Councillors have the facilities to access the notice, agenda and business paper in that form.

In addition, Council will give notice to the public of the times, dates, places and matters to be considered at its Ordinary meetings and Standing Committees in accordance with section 254D of the *Local Government Regulation 2012*. These notices will be listed on Council's website by 5pm on the next business day after the notice of the meeting is given under section 254C.

#### **5. Special Meetings**

The Chief Executive Officer will call a special meeting of Council if the special meeting is required by a resolution of Council or a written request for the special meeting is lodged with the Chief Executive Officer.

#### **6. Agenda for Meeting**

In accordance with section 254D of the *Local Government Regulation 2012* Council will make the agenda for its meeting publicly available by 5.00pm the next business day after the agenda for the meeting is made available to Councillors.

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The agenda for a meeting will include—

- a) items required under the Act to be included on the agenda
- b) items required under this Code to be included on the agenda
- c) items that are by resolution of the local government to be included on the agenda; and
- d) each item whose inclusion on the agenda is requested by a Councillor.

A Councillor who would like an item of business included on the agenda for a meeting will give written notice of the nature of the business to the Chief Executive Officer at least five days before the notice of meeting is given. (Items for consideration may include questions on notice, motions to repeal or amend a resolution, or a notice of motion). Business not on the agenda or arising from the agenda must not be considered at the meeting unless Council agrees to admit such business at the meeting. At a Special Meeting only the matters listed on the agenda may be considered.

#### 7. Chairperson

The Mayor or appointed Chairperson will preside at any of Council's meetings. If the Mayor and Deputy Mayor are absent, a Councillor may be elected to the chair by the Councillors present at the meeting.

If at the time designated for holding the meeting no Chairperson is present, the first business of the meeting must be the election of a Chairperson to preside at the meeting.

Before proceeding with the scheduled business for the meeting, the Chairperson will undertake the acknowledgement and/or greetings deemed appropriate by the Council.

#### 8. Duties of the Chairperson

The Chairperson has a duty to preserve order and ensure proceedings are conducted in a proper manner by:

- determining that the meeting is properly constituted, and a quorum is present
- informing Councillors or Members as to the business and objectives of the meeting
- formulating for discussion and decision any proposed resolution (motion) that has been moved for consideration of the meeting
- deciding whether proposed resolutions and amendments are in order i.e. clarifying the wording of resolutions prior to the vote being undertaken
- deciding points of order and other incidental matters that require a decision
- facilitating an exchange of views and ideas on key issues before the meeting
- confining discussion to within the scope of the meeting and within reasonable limits of time
- preserving order at the meeting
- focussing on serving the public interest
- putting relevant questions to the meeting and conducting a vote (and where authorised, giving a casting vote)
- declaring the result
- ensuring a division is taken if properly requested
- ensuring the record of minutes of the meeting is maintained
- ensuring that only an authorised recording of the meeting is made
- adjourning the meeting when circumstances justify that course
- declaring the meeting closed when its business is complete.

#### 9. Post-Election Meeting

The Chief Executive Officer will conduct the Post-Election meeting until the Mayor completes their declaration.

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### Committee Meetings:

#### **10. Times and places of Committee Meetings**

A committee may, by resolution, fix dates, times and places for its meetings. If there is no resolution fixing the date, time and place for a committee meeting, the Chief Executive Officer may fix the date, time and place for the meeting. The Chief Executive Officer must, if practicable, consult with the Chairperson of the committee regarding the date, time and place of meetings.

#### **11. Special Committee Meetings**

The Chief Executive Officer will call a special meeting of a committee if the special meeting is required by a resolution of Council; or a written request for the special meeting is lodged with the Chief Executive Officer.

#### **12. Notice of Meetings and Agenda**

The Chief Executive Officer will give written notice of a committee meeting setting out the date, time and place of the meeting, and the business to be considered at the meeting, to each member of the committee. The notice must be given, if practicable, at least two days before the day of the meeting. A list of the items to be discussed at a meeting of a committee must be open to inspection at the time the agenda for the meeting is made available to the members of the committee.

#### **13. Chairperson**

The Chairperson of a committee must preside at a meeting of a Lockyer Valley Regional Council committee. Refer to Clause 8: Duties of the Chairperson.

#### **14. Procedure at meetings**

The procedure of a committee for dealing with business must be in accordance with procedural directions given to the committee by resolution of Lockyer Valley Regional Council; or if there is no procedural direction governing a matter, this Code of Meeting Practice.

## **Code of Practice**

#### **15. Application**

This Code of Meeting Practice (the Code) provides rules for the conduct of meetings of the Lockyer Valley Regional Council (other than a post-election meeting) and where applicable, committee meetings of the Council. The Code will apply to a post-election meeting of Council as far as practicable.

Provisions of the Code may be suspended by separate resolution of a meeting of Lockyer Valley Regional Council outlining the duration and the application of the suspension.

Where a matter arises at a meeting which is not provided for in the Code, it may be dealt with via resolution to the meeting without notice.

### Procedures for Meetings:

#### **16. Order of business**

The order of business must be determined by resolution of Lockyer Valley Regional Council from time to time. The order of business may be altered for a meeting where the Councillors at the meeting pass a motion. Such a motion may be moved without notice.

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The regular order of business will be: -

Ordinary Meetings:

Meeting Opened  
Leave of Absence  
Condolences/Get Well Wishes  
Declaration of Prescribed Conflicts of Interest and Declarable Conflicts of Interests by Councillors  
Mayoral Minute  
Confirmation of Minutes  
Business Arising from Minutes  
Committee Reports  
Deputations/ Presentations  
Officer Reports  
Items for information  
Confidential items  
Meeting Closed

Special Meetings and Committee Meetings:

Meeting Opened  
Leave of Absence  
Declaration of Prescribed Conflicts of Interest and Declarable Conflicts of Interests by Councillors  
Deputations/ Presentations (if relevant)  
Officer Reports  
Confidential items  
Meeting Closed

Post-Election Meeting:

Opening of meeting  
Local Government Act 2009 – Principles  
Declaration of Office – Mayor and Councillors  
Address by the Mayor  
Appointment of Deputy Mayor  
Appointment to Special Committees, Advisory Committees, Statutory Bodies and other organisations  
Set the meeting cycle (i.e. number of meetings per month and day of meetings)  
Other business as the Mayor may direct

The order of business for the post-election meeting may not be altered.

The minutes of a preceding meeting, whether an ordinary or a special meeting, not previously confirmed will be taken into consideration, at every ordinary meeting of Council, in order that the minutes may be confirmed. No discussion will be permitted about these minutes except with respect to their accuracy as a record of the proceedings. Amendments to the minutes may be made prior to confirming the minutes in the following circumstances:

- Where the minutes do not accurately reflect what occurred at the meeting and amendments are needed to provide a true and correct record; or
- When typos or other minor errors are identified and do not change the accuracy of the record of proceedings.

Amendments to minutes must be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed the minutes can be amended. All Councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting. Once the minutes are confirmed by resolution of the meeting they cannot be changed.

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Admission of deputations, invitees and visitors shall be at the discretion of either of Mayor or Council (refer to Clause 20 Deputations). The time for receipt of petitions shall be at the discretion of Council (refer to Clause 19 Petitions).

### 17. Meeting Agenda

The Chief Executive Officer will prepare or have prepared a notice of meeting and agenda for each meeting. The notice and agenda must, where practical, be made available to Councillors and Members two days prior to the meeting. A meeting agenda shall include, but not be limited to—

- (a) matters requiring attention from a previous meeting
- (b) officers' reports and relevant correspondence
- (c) matters or recommendations referred to the local government by a committee
- (d) any other business the local government determines should be included in the meeting agenda.

Business not on the agenda, or not fairly arising from the agenda, will not be considered at any Council meeting unless permission for that purpose is given by the local government at the meeting, and must be in accordance with this code.

The meeting agenda must be made available to the public no later than 5pm on the business day after the meeting notice has been made available to the Councillors.

### 18. Agenda Reports

Reports included in the agenda may include personal information only to the extent such is necessary to reflect the issue to be discussed without rendering the report meaningless, subject to Council's obligations under the Information Privacy Act 2009 (Queensland). It may be necessary where personal information is required to consider the item in a Closed Meeting of Council (see Clause 21).

Any agenda report information provided to an individual Councillor or Member for their use will also be provided to all other Councillors or Members.

### 19. Petitions

Any petition presented to a meeting of Council will:

- be in legible writing or typewritten and contain a minimum of 10 signatures
- include the name and contact details of the principal petitioner (i.e. the key contact)
- include the postcode of all petitioners, and
- have the details of the specific request or matter on each page of the petition.

Where a Councillor presents a petition to a Council meeting, no debate in relation to it will be allowed, and the only motion which may be moved is:

- that the petition be received
- received and referred to a committee or officer for consideration and a report to the Council, or
- not be received because it is deemed invalid.

Council will respond to the principal petitioner in relation to all petitions deemed valid.

### 20. Deputations

A deputation seeking to attend and address a meeting of the Council shall apply in writing to the Chief Executive Officer not less than seven business days before the meeting.

The Chief Executive Officer, on receiving an application for a deputation, shall notify the Chairperson who will determine whether the deputation may be heard. The Chief Executive Officer will inform the deputation of the determination in writing of the outcome. Where it has been determined the deputation will be heard, a

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convenient time will be arranged for that purpose, and an appropriate time allowed (e.g. 15 minutes).

For deputations comprising three or more persons, only three persons shall be able to address a Council meeting unless the Councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.

If a member of the deputation other than the appointed speakers interjects or attempts to address the Council meeting, the Chairperson may terminate the deputation.

The Chairperson may terminate an address by a person in a deputation at any time where:

- the Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting
- the time allowed for a deputation has expired, or
- the person uses insulting or offensive language or is derogatory towards Councillors or others.

The Chief Executive Officer is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

## 21. Closed Meetings

Council and standing committee meetings may resolve that a meeting be closed to the public if its Councillors or Members consider it necessary to discuss any of the following matters:

- appointment, dismissal or discipline of the Chief Executive Officer
- industrial matters affecting employees
- the Council's budget, which does not include the monthly financial statements
- rating concessions
- legal advice obtained by the Council, including legal proceedings that may be taken by or against the Council
- matters that may directly affect the health and safety of an individual or a group of individuals
- negotiations relating to a commercial matter involving the Council for which a public discussion could prejudice the interests of the Council
- negotiations relating to the taking of land by the Council under the Acquisition of Land Act 1967
- a matter that the Council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or state.

Council nor a committee meeting can resolve that a meeting be closed where the meeting is informed of a Councillor's or Members personal interest in the matter by another person and the eligible Councillors or Members at the meeting must decide whether the Councillor or Member has a declarable conflict of interest in the matter.

Further, a meeting must not be closed if a quorum is lost due to the number of conflicted Councillors or Members who leave the meeting and the Council must;

- delegate the matter
- decide by resolution to defer to a later meeting
- decide by resolution to take no further action on the matter.

Note: None of the above will be voted on during a closed session. If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting.

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To take a matter into a closed session Council will abide by the following:

- pass a resolution to close the meeting
- the resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered
- if the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and an explanation of why it is deemed necessary to take the issue into closed session must be stated
- not make a resolution while in a closed meeting (other than a procedural resolution).

When Council resolves to close the meeting to the public, the Chairperson may direct all persons other than Councillors or Members and the Chief Executive Officer to leave the Council Chambers. The Chairperson may allow additional persons (including officers of the Council, and legal and technical advisers) to remain in the meeting. All other persons must immediately leave the Council Chambers.

A person failing to comply with a direction to leave the Council Chambers may be removed from the Council Chambers using reasonably necessary force. For the purpose of effecting the removal the Chairperson may call upon the assistance of a member of the Queensland Police Service.

Unless the Council, upon the resumption of its open meeting, resolves to the contrary, all matters discussed in a closed meeting must be kept confidential.

Only Councillors or Members that participate in a closed session of Council can vote on any resolutions moved as a result of the closed session discussion.

A closed session of Council is not to be recorded.

### Motions:

#### **22. Motions**

A motion brought before a meeting in accordance with the Act or this Code may be received and put to the meeting by the Chairperson. The Chairperson may require a motion or an amendment to a motion to be stated in full or recorded in writing before permitting it to be received.

A Councillor is required to 'move' a motion and then another Councillor is required to 'second' the motion.

When a motion has been moved and seconded, it will become subject to the control of the Council or Committee and cannot be withdrawn without the consent of the Council meeting or Committee meeting.

Other Councillors or Members can propose amendments to the motion, which must be voted on before voting on the final motion.

- A motion brought before a meeting of Council or a Committee in accordance with the *Local Government Act 2009* or these standing orders will be received and put to the meeting by the Chairperson.
- The Chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
- The Chairperson may refuse to accept a motion if it is not within the meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.

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The Chairperson may call the notices of motion in the order in which they appear on the agenda. Where no objection is taken to a motion being taken as a formal motion, and the motion is then seconded, the Chairperson may put the motion to the vote without discussion and the vote occur.

Not more than one motion or one proposed amendment to a motion may be put before a meeting of a Council or Committee at any one time.

### **23. Absence of the mover of motion**

Where a Councillor or Member who has given notice of a motion is absent from the meeting where the motion is to be considered, the motion may be moved by another Councillor or Member at the meeting or deferred to the next meeting.

### **24. Motion to be seconded**

A motion or an amendment to a motion must not be debated at a meeting unless or until the motion or the amendment is seconded, except for a procedural motion. If such a motion is not seconded it lapses. However, a Councillor or Member who moves a motion or an amendment to a motion may, with the permission of the Chairperson, speak in support of the motion or amendment before it is seconded.

### **25. Amendment of a motion**

An amendment to a motion will be in terms which maintain or further clarify the intent of the original motion and do not contradict the motion.

Where an amendment to a motion is before a meeting of Council or Committee, no other amendment to the motion will be considered until after the first amendment has been voted on.

Where a motion is amended by another motion, the original motion will not be proposed as a subsequent motion to amend that other motion.

### **26. Speaking to motions and amendments**

The mover of a motion or amendment will read it and state that it is so moved but will not speak to it until it is seconded.

The Chairperson will manage the debate by allowing the Councillor or Member who proposed the motion the option of speaking first on the motion. The Chairperson will then call on any other Councillors or Members who wish to speak against the motion and then alternatively for and against the motion as available, until all Councillors or Members who wish to speak have had the opportunity.

A Councillor or Member may make a request to the Chairperson for further information before or after the motion or amendment is seconded.

The mover of a motion or amendment has the right to reply. Each Councillor or Member will speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.

Each speaker will be restricted to not more than five minutes unless the Chairperson rules otherwise.

Where two or more Councillors or Members indicate they may wish to speak at the same time, the Chairperson will determine who is entitled to priority.

In accordance with section 254H of the *Local Government Regulation 2012*, if a decision made at the Council meeting or Committee meeting is inconsistent with a recommendation or advice given to the Council by an advisor, the minutes of the meeting must include a statement of the reasons for not adopting the

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recommendation or advice.

## 27. Method of taking vote

Before any matter is put to the vote, the Chairperson may direct that the motion or amendment be read again by the Chief Executive Officer.

Each Councillor or Member is entitled to one vote. The Councillors or Members will vote by a show of hands or as otherwise directed by the Chairperson. Any Councillor or Member present that fails to vote is taken to have voted in the negative.

The Chairperson will call for all Councillors or Members in favour of the motion to indicate their support. The Chairperson will then call for all Councillors or Members against the motion to indicate their objection. A Councillor or Member may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minute secretary will record the names of Councillors or Members voting in the affirmative and of those voting in the negative. The Chairperson will declare the result of a vote or a division as soon as it has been determined.

Councillors or Members have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.

Except upon a motion to repeal or amend it, the resolution will not be discussed after the vote has been declared.

In the event of an equality of votes, the Chairperson has a casting vote in addition to their own vote. The Chairperson must advise the meeting that they are exercising their right to use the casting vote.

Note: If a report contains distinct recommendations, the decision of the Council or Committee may be taken separately on each recommendation. If a decision by the meeting is contra to a recommendation in a report the minutes must give the reasons for the decision.

## 28. Withdrawing a motion

A motion or amendment may be withdrawn by the mover with the consent of the Council or Committee, which will be without debate, and a Councillor or Member will not speak to the motion or amendment after the mover has been granted permission by the Council meeting or Committee meeting for its withdrawal.

## 29. Repealing or amending resolutions

A resolution of Council or Committee may not be amended or repealed unless notice of motion is given in accordance with the requirements of the legislation.

Councillors or Members present at the meeting at which a motion to repeal or amend a resolution is put, may defer consideration of that motion. The deferral will not be longer than three months.

## 30. Procedural motions

A Councillor or Member at a meeting of Council or Committee may, during the debate of a matter at the meeting, move the following motions, as a procedural motion without the need for a seconder:

- that the question/motion be now put before the meeting
- that the motion or amendment now before the meeting be adjourned
- that the meeting proceeds to the next item of business
- that the question lie on the table
- a point of order
- a motion of dissent against the Chairperson's decision
- that this report/document be tabled

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- to suspend the rule requiring that (insert requirement)
- that the meeting stands adjourned.

A procedural motion, that 'the question be put', may be moved and where the procedural motion is carried, the Chairperson will immediately 'put the question to the motion' or amendment to that motion under consideration. Where the procedural motion is lost, debate on the motion or amendment to that motion will resume.

### 31. Motion that debate be adjourned

The procedural motion, that the motion or amendment now before the meeting be adjourned, may specify a time or date, to which the debate will be adjourned. Where no date or time is specified:

- a further motion may be moved to specify a time or date; or
- the matter about which the debate is to be adjourned, will be included in the business paper for the next meeting.

### 32. Motion to proceed to next item of business

Where a procedural motion that the meeting proceed to the next item is carried, debate on the matter that is the subject of the motion will cease and may be considered again by Council or Committee on the giving of notice in accordance with the standing orders.

### 33. Motion that the motion lie on the table

A procedural motion that the question lie on the table, will only be moved where the Chairperson or a Councillor or Member requires additional information on the matter before the meeting (or the result of some other action of the Council or Committee or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the Council or Committee will proceed with the next matter on the business paper. The motion, that the matter be taken from the table, may be moved at the meeting at which the procedural motion was carried or at any later meeting.

### 34. Points of order

Any Councillor or Member may ask the Chairperson to decide on a point of order where it is believed that another Councillor or Member:

- has failed to comply with proper procedures;
- is in contravention of the legislation; or
- is beyond the jurisdiction power of the Council meeting or Committee meeting.

Note: Points of order cannot be used as a means of contradicting a statement made by the Councillor or Member speaking. Where a point of order is moved, consideration of the matter to which the motion was moved will be suspended. The Chairperson will determine whether the point of order is upheld.

Upon the question of order suddenly arising during the process of a debate, a Councillor or Member may raise a point of order, and then the Councillor or Member against whom the point of order is raised, will immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising will, until decided, suspend the consideration and decision of every other question.

### 35. Motion of dissent

A Councillor or Member may move a motion of dissent in relation to a ruling of the Chairperson on a point of order. Where such motion is moved, further consideration of any matter will be suspended until after a ruling is made. Where a motion of dissent is carried, the matter to which the ruling of the Chairperson was made will proceed as though that ruling had not been made. Whereas a result of that ruling the matter was discharged as out of order, it will be restored to the business paper and be dealt with in the normal course of business.

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**36. Motion that a report be tabled**

The motion that this report/document be tabled may be used by a Councillor or Member to introduce a report or other document to the meeting, only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.

**37. Motion to suspend requirements of a rule**

A procedural motion to suspend the requirements of a rule may be made by a Councillor or Member in order to permit some action that otherwise would be prevented by the Code of Meeting Practice. Such a motion must specify the duration of the suspension.

**38. Motion that meeting stands adjourned**

A procedural motion, that the meeting stands adjourned, may be moved by a Councillor or Member at the conclusion of debate on any matter on the business paper or at the conclusion of a Councillor's or Member's time for speaking to the matter, and will be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting, the Council meeting or Committee meeting will continue with the business before the meeting at the point where it was discontinued on the adjournment.

**Mayoral Minute:****39. Mayoral minute**

The Mayor may direct the attention of Council to a matter or subject not on the agenda by a minute signed by the Mayor without notice on any matter or topic that is within the jurisdiction of the Council or of which the Council has official knowledge.

The Mayoral minute must be delivered to the Chief Executive Officer and when introduced, take precedence over all business before Council.

A motion comprising the Mayoral minute may be put by the Mayor without being seconded and at any stage of the meeting. If the motion comprising the Mayoral minute is passed, the Mayoral minute becomes a resolution of Council.

Amendments to Mayoral minutes that are consistent with the intent of the terms of the minute are permitted, provided such amendments have the agreement of the Mayor.

**Conduct During Meetings:****40. Conduct during meetings**

All Councillors and Members have a responsibility to participate in meetings, policy development and decision making, for the benefit of the local government area.

After a meeting of the Council or Committee has commenced, a Councillor or Member must not enter, leave or withdraw from the meeting without first notifying the Chairperson.

Mobile telephones and other devices must be turned off or placed in silent mode in the meeting room.

A Councillor or Member must address the Chairperson while—

- a. moving any motion or amendment; or
- b. seconding any motion or amendment; or
- c. taking part in any discussion; or

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- d. placing or replying to any question; or
- e. addressing the local government for any other purpose.

Councillors and Members must address each other during a meeting by their respective titles, “Mayor” or “Councillor”, and in speaking of or addressing officers must designate them by their respective official or departmental title; and confine their remarks to the matter then under consideration.

Councillors or Members must remain seated and silent while a vote is being taken except when calling for a division. A Councillor or Member must not make personal reflections on or impute improper motives to another Councillor, Member or any officer of Council. A Councillor or Member must not interrupt another Councillor or Member who is speaking except upon a point of order being raised either by the Chairperson or the Councillor or Member. If the Chairperson intervenes during the process of a debate, any Councillor or Member then speaking or offering to speak, and each Councillor or Member present, must preserve strict silence so that the Chairperson may be heard without interruption.

Councillors or Members are to ensure their conduct at Council meetings and Committee meetings is in accordance with the Councillor Code of Conduct or Employee Code of Conduct. Specifically, Councillors and Members must demonstrate respect for fellow Councillors, Members, Council staff and other members of the public and refrain from harassing, bullying or intimidating fellow Councillors, Members, Council staff or other members of the public.

Councillors and Members are not provided with rights, powers and immunities from the law to fulfil their duties. A Councillor or Member can be sued or prosecuted for anything they say in a meeting and therefore should be mindful of their conduct at Council meetings and Committee meetings.

#### 41. Disclosures of Interest

Councillors and Members must disclose any prescribed conflicts of interest and declarable conflicts of interest on any matters to be considered by Council pursuant to Chapter 5B, Part 2 and Part 3 of the Local Government Act 2009.

##### Prescribed Conflict of Interest

Councillors and Members are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a Council or Committee meeting (other than ordinary business matters).

When dealing with a prescribed conflict of interest, Councillors and Members must abide by the following procedures:

1. A Councillor or Member who has notified the Chief Executive Officer of a prescribed conflict of interest in a matter to be discussed in a Council meeting must also give notice during the meeting.
2. A Councillor or Member who first becomes aware of a prescribed conflict of interest in a matter during a meeting must immediately inform the meeting of the conflict of the interest.
3. When notifying the meeting of a prescribed conflict of interest, the following details must be provided:
  - a) if it arises because of a gift, loan or contract, the value of the gift, loan or contract
  - b) if it arises because of an application or submission, the subject of the application or submission
  - c) the name of any entity other than the Councillor or Member that has an interest in the matter
  - d) the nature of the Councillor’s or Member’s relationship with the entity that has an interest in a matter
  - e) details of the Councillor’s or Member’s and any other entity’s interest in the matter.

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4. The Councillor or Member must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject Councillor or Member has written notice from the Minister to participate in the matter.

Once the Councillor or Member has left the area where the meeting is being conducted, the Council or Committee can continue discussing and deciding on the matter at hand.

#### Declarable Conflict of Interest

Councillors or Members are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at Council or Committee meetings that might lead to a decision that is contrary to the public interest (other than ordinary business matters).

A Councillor or Member may raise their personal interests in a matter at the meeting to canvas the view of the other Councillors or Members prior to deciding to declare a conflict of interest. If the other Councillors or Members suspect the personal interest might be a conflict of interest, the Councillor or Member may disclose their suspicion and the processes under section 150EW of the Local Government Act 2009.

When dealing with a declarable conflict of interest, Councillors or Members must abide by the following procedures:

1. A Councillor or Member who has notified the Chief Executive Officer of a declarable conflict of interest in a matter to be discussed at a meeting must also give notice during the meeting.
2. A Councillor or Member who first becomes aware of a declarable conflict of interest in a matter during a meeting must inform the meeting of the conflict of interest.
3. When notifying the meeting of a declarable conflict of interest, Councillors or Members should provide sufficient detail to allow the other Councillors or Members to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:
  - a) the nature of the declarable conflict of interest
  - b) if it arises because of the Councillor's or Member's relationship with a related party:
    - i. the name of the related party to the Councillor or Member
    - ii. the nature of the relationship of the related party to the Councillor or Member
    - iii. the nature of the related party's interest in the matter
  - c) if it arises because of a gift or loan from another person to the Councillor or Member 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 Member or related party
    - iii. the nature of the other person's interest in the matter
    - iv. the value of the gift or loan and the date the gift or loan was made.
4. After a Councillor or Member has declared a conflict of interest, the Councillor or Member should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.
5. If the Councillor or Member chooses not to leave the meeting, the Councillor or Member may advise the other Councillors or Members of their reasons for seeking permission to participate in making the decision.

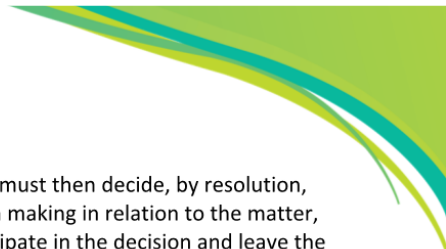
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6. The other non-conflicted Councillors or Members at the meeting must then decide, by resolution, whether the Councillor or Member can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the non-conflicted Councillors or Members. The non-conflicted Councillors or Members may impose conditions on the Councillor or Member under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The Councillor or Member must comply with any decision or condition imposed by the non-conflicted Councillors or Members.
  7. In deciding on a Councillor's or Member's declarable conflict of interest in a matter, only Councillors or Members who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those Councillors or Members is less than a majority or less than a quorum for the meeting consistent with section 150ET of the Local Government Act 2009.
  8. The Councillor or Member who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the Chairperson to assist the other Councillors or Members in making their decision. The subject Councillor or Member must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the Chairperson, on whether the Councillor or Member may remain in the meeting and participate in deciding the matter in which the Councillor or Member has a declarable conflict of interest.
  9. When deciding whether a Councillor or Member may participate in the decision making on a matter in which they have a declarable conflict of interest, the other Councillors or Members should consider the particular circumstances of the matter including, but not limited to:
    - a) how does the inclusion of the Councillor or Member in the deliberation affect the public trust
    - b) how close or remote is the Councillor's or Member's relationship to the related party
    - c) if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received
    - d) will the benefit or detriment the subject Councillor or Member or their related party stands to receive from the decision have major or minor impact on them
    - e) how does the benefit or detriment the subject Councillor or Member stands to receive compare to others in the community
    - f) how does this compare with similar matters that Council or Committee has decided and have other Councillors or Members with the same or similar interests decided to leave the meeting
    - g) whether the subject Councillor or Members has unique skills, knowledge or expertise that might help make the best decision in the public interest.
  10. If the non-conflicted Councillors or Members cannot decide about the declarable conflict of interest of a Councillor or Member, they are taken to have decided that the Councillor or Member must leave and stay away from the meeting while the non-conflicted Councillors or Members discuss and vote on the matter.
  11. A decision about a Councillor or Member who has a declarable conflict of interest in a matter applies in relation to the Councillor or Member for participating in the decision, and all subsequent decisions, about the same matter unless there is a change to the Councillor's or Member's personal interests and/or the nature of the matter being discussed. If the non-conflicted Councillors or Members decide that the Councillor or Member can act in the public interest on the matter, then the Councillor or Member may participate in the meeting and be involved in processes occurring outside of a Council

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meeting or Committee meeting about the same matter e.g. briefing sessions or workshops.

12. In making the decision, it is irrelevant how the subject Councillor or Member intended to vote on the issue or any other issue (if known or suspected).
13. A Councillor or Member does not contravene the above procedures if the Councillor or Member participates in a decision under written approval from the Minister.

#### **42. Reporting a Suspected Conflict of Interest**

If a Councillor or Member at a meeting reasonably believes or suspects that another Councillor or Member has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that Councillor is participating in a decision on that matter, the Councillor or Member must immediately inform the Chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.

The Chairperson then should ask the relevant Councillor or Member with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the Councillor or Member agrees they have a conflict of interest, the Councillor or Member must follow the relevant procedures above.

If the Councillor or Member believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.

The non-conflicted Councillors or Members must then decide whether the Councillor or Member has a prescribed conflict of interest, a declarable conflict of interest or that the Councillor or Member does not have prescribed or declarable conflict of interest in the matter. If the meeting decides the Councillor or Member has a conflict of interest, the Councillor or Member must follow the relevant procedures above.

If the Councillors or Members cannot reach a majority decision, then they are taken to have determined that the Councillor or Member must leave the meeting room. .

#### **43. Loss of a quorum due to a prescribed or declarable conflict of interest**

In the event where one or more Councillors or Members leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the meeting must resolve to:

- delegate the consideration and decision on the matter, pursuant to section 257 of the *Local Government Act 2009*
- defer the matter to a later meeting
- not decide the matter and take no further action in relation to the matter.

All Councillors or Members including the conflicted Councillors or Members, may participate in deciding to delegate or defer a matter.

The Council or Committee must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.

If the matter cannot be delegated under an Act, the Council should seek ministerial approval for the Councillors or Members to be able to consider and vote on the matter, subject to any conditions the Minister may impose.

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Questions:**44. Questions**

A Councillor or Member may at a Council meeting or Committee meeting ask a question for reply by another Councillor, Member, or an officer regarding any matter under consideration at the meeting. A question will be asked categorically and without argument and no discussion will be permitted at the meeting in relation to a reply or a refusal to reply to the question. A Councillor or Member or officer to whom a question is asked without notice may request that the question be taken on notice for the next meeting.

A Councillor or Member who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.

The Chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a Councillor or Member may move a motion that the Chairperson's ruling be disagreed with, and if carried the Chairperson will allow the question.

Disorder and Business:**45. Disorder**

The Chairperson may adjourn the meeting of Council, where disorder arises at a meeting other than by a Councillor. On resumption of the meeting, the Chairperson will move a motion to be put without debate, to determine whether the meeting will proceed. Where the motion is lost, the Chairperson shall declare the meeting closed, and any outstanding matters referred to a future meeting.

**46. Business of objectionable nature**

At a meeting, if the Chairperson or a Councillor or Member considers that a matter or motion before the meeting is of an objectionable nature or outside the powers of Council, the Chairperson or the Councillor or Member may declare on a point of order, that the matter not be considered further.

Meeting Conduct:**47. Process for dealing with unsuitable meeting conduct by a Councillor in a meeting:**

The conduct of a Councillor is unsuitable meeting conduct if the conduct happens during a Council meeting and contravenes a behavioural standard of the code of conduct for Councillors. When dealing with an instance of unsuitable conduct by a Councillor in a meeting, the following procedures must be followed:

- a) The Chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a Councillor at a meeting.
- b) If the Chairperson decides the unsuitable meeting conduct has occurred, the Chairperson may consider the severity of the conduct and whether the Councillor has had any previous warnings for unsuitable meeting conduct issued. If the Chairperson decides the conduct is of a serious nature or another warning is unwarranted, proceed to step 47, g).
- c) If the Chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the Chairperson may request the Councillor take remedial actions such as:
  - i. ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct;
  - ii. apologising for their conduct;
  - iii. withdrawing their comments.
- d) If the Councillor complies with the Chairperson's request for remedial action, no further action is required.

If the Councillor fails to comply with the Chairperson's request for remedial action, the Chairperson may warn the Councillor that failing to comply with the request could result in an order being issued.

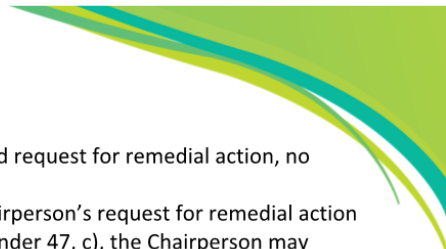
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- 
- e) If the Councillor complies with the Chairperson's warning and request for remedial action, no further action is required.
  - f) If the Councillor still continues to fail to comply with the Chairperson's request for remedial action or the Chairperson decided a warning was not appropriate under 47, c), the Chairperson may make one or more of the orders below:
    - i. an order reprimanding the Councillor for the conduct
    - ii. an order requiring the Councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
  - g) If the Councillor fails to comply with an order to leave and stay away from the meeting, the Chairperson can issue an order that the Councillor be removed from the meeting.
  - h) Following the completion of the meeting, the Chairperson must ensure:
    - i. details of any order issued is recorded in the minutes of the meeting
    - ii. if it is the third or more order made within a 12-month period against a Councillor, or the Councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next meeting of the Council and treated as inappropriate conduct
    - iii. the Council's Chief Executive Officer is advised to ensure details of any order made is updated in the Council's Councillor conduct register.

Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent for parts a), g) and h) above.

Note: Chairpersons of a meeting are carrying out a statutory responsibility under the *Local Government Act 2009* to manage and lead the meeting. As such, where a Chairperson behaves inappropriately in a meeting this involves a serious breach of the trust placed in them as the Chairperson of the meeting and may be dealt with as misconduct. The breach can be referred to the Office of the Independent Assessor (OIA) to be dealt with. However, breaches of trust don't arise because Councillors disagree with the Chairperson's decision or ruling during the meeting.

#### 48. General conduct during meetings

After a meeting of the Council or Committee has been formally constituted and the business commenced, a Councillor or Member will not enter or leave from the meeting without first notifying the Chairperson.

Councillors or Members will speak to each other or about each other during the Council meeting or Committee meeting by their respective titles ('Mayor' or 'Councillor'), and when speaking of or addressing officers will call them by their respective official or departmental title and will confine their remarks to the matter under consideration.

No Councillor or Member who is speaking will be interrupted except upon a point of order being raised either by the Chairperson or by another Councillor or Member.

When the Chairperson speaks during the process of a debate, the Councillor or Member speaking or offering to speak will immediately cease speaking, and each Councillor or Member present will observe strict silence so that the Chairperson may be heard without interruption.

#### 49. Meeting process for dealing with suspected inappropriate conduct which has been referred to a local government by the Independent Assessor (IA)

Pursuant to Chapter 5A, Division 5 of the *Local Government Act 2009* (Referral of conduct to a local government) a referral from the IA of inappropriate conduct or an instance of suspected inappropriate conduct may arise from circumstances under paragraph 47, i) dot point two of this document.

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When dealing with an instance of suspected inappropriate conduct which has been referred to a local government by the IA:

The Council must be consistent with the local government principle of transparent and accountable decision making in the public interest by dealing with suspected inappropriate conduct in an open meeting of the Council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the Council may resolve to go into closed session under section 254J of the Local Government Regulation 2012 to discuss the allegation.

The subject Councillor has a declarable conflict of interest in the matter and is permitted by the Council to remain in the meeting during the debate about whether the Councillor engaged in the inappropriate conduct and answer questions put to the subject Councillor by the Chairperson to assist the other Councillors in making a decision. This permission to remain in the meeting for the debate is on the condition that the subject Councillor must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed inappropriate conduct and what, if any, penalty to impose if the Councillor is found to have committed inappropriate conduct.

Should the complainant be a Councillor, that Councillor may have a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 9. If the complainant Councillor who has a declarable conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other Councillors must decide how to deal with the conflict of interest under section 9. The complainant Councillor can be ordered to leave the meeting place or conditions may be applied to allow that Councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.

The Council must debate the issue and decide whether the accused Councillor engaged in inappropriate conduct. If the Council has lost quorum due to the number of conflicted Councillors or another reason, the matter must be delegated consistent with section 257 of the Local Government Act 2009 or deferred to another date when a quorum will be present.

If a decision is reached that the accused Councillor has engaged in inappropriate conduct, then the Councillors must decide what penalty or penalties from the orders detailed in 49 a), if any, to impose on the Councillor. In deciding what penalty to impose, the Council may consider any previous inappropriate conduct of the Councillor and any allegation made in the investigation that was admitted, or not challenged, and that the Council is reasonably satisfied is true.

The Council may order that no action be taken against the Councillor or make one or more of the following:

- an order that the Councillor make a public admission that the Councillor has engaged in inappropriate conduct
- an order reprimanding the Councillor for the conduct
- an order that the Councillor attend training or counselling to address the Councillor's conduct, including at the Councillor's expense
- an order that the Councillor be excluded from a stated Council meeting
- an order that the Councillor is removed, or must resign, from a position representing the local government, other than the office of Councillor, for example that the Councillor is ordered to resign from an appointment representing the local government on a state board or committee
- an order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct
- an order that the Councillor reimburse the Council for all or some of the costs arising from the Councillor's inappropriate conduct.

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Council may not make an order that the Councillor attend training/counselling, be suspended from a meeting, be removed or resign from a position or that the same conduct will be treated as misconduct in future, in relation to a person who is no longer a Councillor.

The subject Councillor, and where relevant, the complainant Councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the Chairperson must advise them of the details of the decision.

The Chairperson must ensure the meeting minutes reflect the resolution made.

### Attendance and Non-Attendance:

#### **50. Quorum and lapse of a Quorum**

A quorum of Council is a majority of its Councillors. A quorum of a Committee is the number fixed by Council or by the Committee.

If during the conduct of a meeting, the Chairperson becomes aware that a quorum is no longer present, the meeting will be adjourned for thirty (30) minutes. If after thirty minutes a quorum is still not present, the meeting will be adjourned to a date and time to be determined by the Chairperson but no later than fourteen (14) days from the date of the adjournment, recommencing at the point of the meeting at which the loss of quorum occurred.

A member shall be deemed to be present at a meeting only when:

- That member is within the room in which the meeting is held; or
- When taking part by teleconference, a Councillor is taken to be present at the meeting if the Councillor was simultaneously in audio contact with each other person at the meeting.

The attendance of the Councillor must be recorded in the minutes as present at the meeting.

#### **51. Teleconferencing**

If a Councillor wishes to be absent from a Council meeting place during a meeting, the Councillor must apply to the Chairperson to participate by teleconference, at least three business days prior to the meeting or as soon as practicable once the Councillor becomes aware of their intended absence. The Chairperson may allow a Councillor to participate in a Council or Committee meeting by teleconference.

A Councillor taking part by teleconference is taken to be present at the meeting if the Councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the Councillor must be recorded in the minutes as present at the meeting.

Note: Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.

#### **52. Attendance of public and media at meetings**

An area must be made available at the place where a meeting is to take place for members of the public and representatives of the media to attend the meeting and as many people as can reasonably be accommodated in the area must be permitted to attend the meeting.

If the Council resolves that a meeting be closed to the public, the public and representatives of the media must be excluded from the meeting.

Members of the public must not make an audio or video recording of a meeting of a Council or a Council committee unless the Chairperson at the meeting gives consent to the recording of the meeting.

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**53. Public participation at meetings**

The Chairperson may invite a member of the public to take part in the proceedings of a meeting. During debate on a motion, the Chairperson may invite submissions, comments or questions from members of the public provided it is not irrelevant, offensive or unduly long.

For matters arising from a member of the public, Council may:

- a) refer the matter to a committee; or
- b) deal with the matter immediately; or
- c) place the matter on notice for discussion at a future meeting; or
- d) note the matter and take no further action.

Any person invited to address a meeting must stand, act and speak with decorum; and frame any remarks in respectful and courteous language.

### Committees:

**54. Reports by committees**

All committee reports must be submitted to a meeting of the Council under the signature of the Chief Executive Officer or a delegate of the Chief Executive Officer and if a report of a committee makes distinct recommendations, Council may make a separate decision on each recommendation.

**55. Attendance at committee meetings**

Any Councillor may attend a meeting of a committee and may address the committee in accordance with the procedures established by the Chairperson of the committee.

**56. Public participation at committee meetings**

At a committee meeting, a person who is not a Councillor or a Member of the committee must not take part in the meeting unless invited by the committee Chairperson.

Any person wishing to be heard personally or as a deputation on any matter relevant to a committee, may make an appointment with the Chief Executive Officer and the committee will determine if the matter is to be heard. The address will not exceed ten minutes and no more than two members of the deputation will speak.

### Record of Meetings:

The Chief Executive Officer must ensure minutes of each Council meeting are taken under the supervision of the person presiding at the meeting.

Minutes of each meeting must include:

The names of the Councillors or Committee members present at the meeting;

- a) a copy of any report adopted by the meeting;
- b) a copy of other documentary material necessary for a proper understanding of the proceedings of the meeting;
- c) if a division is called on a question, the names of all persons voting on the question and how they voted;
- d) each relevant report for the meeting, other than to the extent the relevant report contains information that is confidential to the Council; and
- e) declarations of interest being:
  - i. a prescribed conflict of interest; and
  - ii. a declarable conflict of interest.

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At each Ordinary Council meeting, the minutes of the previous meeting must be confirmed by the Councillors or Committee members present.

A copy of the minutes of each Council meeting must be made publicly available by 5pm on the tenth day after the meeting is held, unless the minutes are sooner confirmed.

#### Audio or Video Recording of a Meeting:

Council may record, in both audio and/or video, its statutory meetings for the periods that they are open to the public. The recordings may be made available to the public online at the earliest opportunity after the meeting has concluded.

All participants at meetings are reminded that parliamentary privilege does not apply to local government. Individuals must take responsibility for their own words and actions. Council may, at the discretion of the Chief Executive Officer, remove any part of a recording for publication only where there is real concern that not to do so would expose Council to risk of an action for publishing defamatory material or releasing personal information contrary to legislation.

#### Councillor Workshops or Briefing Sessions:

The Chief Executive Officer may conduct workshops or briefing sessions for Councillors on various matters. The Chairperson for the workshops or briefing sessions will be the Chief Executive Officer or an officer appointed by the Chief Executive Officer. The objective of these workshops or briefing sessions is to provide direction on matters, not to make decisions.

#### Procedure Not Provided For:

If method of dealing with a matter is not provided for in the Code of Meeting Practice, the matter may be determined by resolution by a motion which may be put without notice in conformity with the Code.

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**10.4 Councillor Representation on Committees and Groups**

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

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**Purpose:**

The purpose of this report is to seek Council's approval for the appointment of Councillor Qualischefski as Council's representative to the Gatton & District Historical Society Committee and Laidley Pioneer Village Committee.

**Officer's Recommendation:**

**THAT Council approve the appointment of Councillor Qualischefski as Council's representative on the following Committees:**

- Gatton & District Historical Society Committee.
- Laidley Pioneer Village Committee.

**RESOLUTION**

**THAT Council approve the appointment of Councillor Qualischefski as Council's representative on the following Committees:**

- Gatton & District Historical Society Committee.
- Laidley Pioneer Village Committee.

**Moved By: Cr Wilson**

**Seconded By:**

**Cr Hagan**

**Resolution Number: 20-24/0940**

**CARRIED  
6/0**

**Executive Summary**

At the Ordinary Council Meeting held on 20 May 2020, Council resolved to appoint Councillor representation on several Committees. The Councillor representatives have been matched to the portfolio arrangements and historical representations were identified and are subject to review by Council throughout the Council term.

**Proposal**

A request has been received from the Gatton & District Historical Society for Councillor Qualischefski to attend their general meetings held every third Friday evening. It is also noted Council is not represented at the Laidley Pioneer Village Committee.

**Previous Council Resolutions**

Ordinary Meeting 20 May 2020 (20-24/0030)



## **Strategic Implications**

### Corporate Plan

Lockyer Leadership and Council - Provide leadership and contemporary management systems that drive a coordinated and connected organisation.

### Finance and Resource

There are no additional financial implications in relation to the matters raised in this report. Budget implications will continue to be addressed through existing allocations to support Councillor to undertake their duties.

### Legislation and Policy

The *Local Government Act 2009* and *Local Government Regulation 2012* provide the basis for advisory committees to council and for council representation to external and statutory bodies as required for the ongoing business of Council.

There are no policy implications in relation to the matters raised in this report.

### Risk Management

Key Corporate Risk Category: FE2

Reference & Risk Descriptor: Finance and Economic – Decision making governance, due diligence, accountability and sustainability.

### Consultation

#### *Internal Consultation*

The Mayor and Chief Executive Officer are aware of the request from the Gatton & District Historical Society and requested a report be prepare for a Council resolution.

#### *External Consultation*

The Gatton & District Historical Society Committee and Laidley Pioneer Village will be advised of Council's decision.

## **Attachments**

There are no attachments for this report.



*In accordance with Sections 150EQ(3)(b) and 150EQ(3)(c) of the Local Government Act 2009, Councillors Wilson and Vela informed the meeting they have declarable conflicts of interest in Item 10.5, "Major Community Grants Program – Round 1 – 2023/2024".*

*In accordance with Section 150EQ(3) of the Local Government Act 2009, Councillors Cook, Qualishefski, Hagan, Holstein voted that Councillors Wilson and Vela participate in the discussion and vote in relation to Agenda Item 10.5, "Major Community Grants Program – Round 1 – 2023/2024", as per resolutions 20-24/0931 and 20-24/0932.*

## 10.5 Major Community Grants Program - Round 1 - 2023/2024

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

### Purpose:

Applications for Round 1 of Council's 2023/24 Major Community Grants Program were called on 15 August 2023 and closed on 15 September 2023. Fourteen (14) applications were received, requesting a total of \$49,856.05 in grant funding from a total pool of \$35,000. The purpose of this report is to present the recommendations of the Community Grants Review Committee to Council for approval.

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

**THAT Council approve funding for Round 1 of the 2023/24 Major Community Grants Program allocating a total of \$33,940 to the following applicants as recommended by the Community Grants Review Committee:**

Gatton Kindergarten Association Inc.	\$1,000
Gatton Soccer Club Inc.	\$4,000
Gatton Table Tennis Association Inc.	\$4,000
Glenore Grove Public Hall Inc.	\$2,500
Helidon State School P&C Association	\$4,000
Laidley Golf Club Inc.	\$3,780
Lockyer Valley Art Society Inc.	\$2,030
Lockyer Valley Netball Association Inc.	\$2,000
Lowood and Gatton Gymnastics Inc.	\$4,000
Murphys Creek Neighbourhood Centre Association Inc.	\$4,000
Murphys Creek Progress Association Inc.	\$2,630



## RESOLUTION

**THAT Council approve funding for Round 1 of the 2023/24 Major Community Grants Program, allocating a total of \$33,940 to the following applicants as recommended by the Community Grants Review Committee:**

<b>Gatton Kindergarten Association Inc.</b>	<b>\$1,000</b>
<b>Gatton Soccer Club Inc.</b>	<b>\$4,000</b>
<b>Gatton Table Tennis Association Inc.</b>	<b>\$4,000</b>
<b>Glenore Grove Public Hall Inc.</b>	<b>\$2,500</b>
<b>Helidon State School P&amp;C Association</b>	<b>\$4,000</b>
<b>Laidley Golf Club Inc.</b>	<b>\$3,780</b>
<b>Lockyer Valley Art Society Inc.</b>	<b>\$2,030</b>
<b>Lockyer Valley Netball Association Inc.</b>	<b>\$2,000</b>
<b>Lowood and Gatton Gymnastics Inc.</b>	<b>\$4,000</b>
<b>Murphys Creek Neighbourhood Centre Association Inc.</b>	<b>\$4,000</b>
<b>Murphys Creek Progress Association Inc.</b>	<b>\$2,630</b>

**Moved By: Cr Hagan**

**Seconded By:**

**Cr Holstein**

**Resolution Number: 20-24/0941**

**CARRIED  
6/0**

## Executive Summary

For the 2023/2024 financial year, Council allocated \$70,000 across two rounds of the Major Community Grants Program. For Round 1, Council received fourteen (14) applications, requesting a total of \$49,856.05 in funding from a total pool of \$35,000.

This report outlines the evaluation undertaken by the Community Grants Review Committee and the recommendations of the committee for distributing the available funding to eligible organisations.

## Proposal

The applications were assessed by Mayor Milligan, Councillor Cook, the Manager Communities and the Coordinator Engagement and Communications against the assessment criteria and considering the overall funds available for the round. In evaluating each application, consideration was given to the project rationale, community benefit, sustainability, and the community group's capacity and/or willingness to self-fund. Council's Community Engagement Officer and Business Support Officer provided administrative support.

The following three (3) applications have not been recommended to receive funds in this round due to not meeting the criteria and/or application merit, and/or Council prioritisation to meet budget:

- **Forest Hill Cricket Club Inc. – Amount Requested \$3,500** - The application was to replace the current synthetic wicket at Forest Hill State School due to its deteriorated condition. It is worn and ripped in places with special outdoor glue being used to secure patches as they come loose which has become costly. The committee recommend that this application not be approved as the school would be the



main beneficiary of the asset, not the cricket club, and there has been no funding input from either the Department of Education or the school's P&C committee. The applicant can apply for funding under future grant rounds or other Council and non-Council grants.

- **Mulgowie Public Hall Association Inc. – Amount Requested \$4,000** – This application was to purchase a selection of office equipment to assist with activities at the hall such as movie nights, meetings, and printing newsletters. The hall office currently does not have equipment (Whiteboard, Projector, etc.). The committee recommended that this application not be approved the items that funding has been requested for are not as vital as other applications in this round. It was also noted that the region's public halls have received significant funding recently through both the Local Economic Recovery (LER) grant and the Black Summer Bushfire Recovery (BSBR) grant. The applicant can apply for funding under future grant rounds or other Council and non-Council grants.
- **Ropehill Community Sports Centre Inc. - Amount Requested \$4,000** – This application was to build a slat barrier under the edges of the clubhouse at the grounds. Slat will increase the visual appeal of the clubhouse and prevent debris getting under the clubhouse as the small children of patrons. The committee recommended that this application not be approved as the benefit gained from the improvement of the building isn't comparable to other projects within the round. It is noted that some debris in flood events is likely to go through the gaps in the slats. The applicant can apply for funding under future grant rounds or other Council and non-Council grants.

The eleven (11) applicants below are recommended to receive funding towards their designated project.

ROUND 1 – 2023/24 Major Community Grants Program			
Organisation	Project Description	Amount Requested	Recommended Grant
Gatton Kindergarten Association Inc.	Kitchen Garden	\$3,960.00	\$1,000.00
Gatton Soccer Club Inc.	Backing Nets	\$4,000.00	\$4,000.00
Gatton Table Tennis Association Inc.	Canteen Fridge	\$4,000.00	\$4,000.00
Glenore Grove Public Hall	Table Trolley	\$3,352.00	\$2,500.00
Helidon State School P&C Association	150 <sup>th</sup> Anniversary Fete	\$4,000.00	\$4,000.00
Laidley Golf Club Inc.	Replace Damaged Kitchen Work Bench	\$3,780.00	\$3,780.00
Lockyer Valley Art Society Inc.	Concrete the top of the unused sandpit in the Art Centre	\$2030.00	\$2,030.00
Lockyer Valley Netball Association Inc.	Equipment Upgrade	\$2,135.00	\$2,135.00
Lowood and Gatton Gymnastics Inc.	Seating for Competitions	\$4,000.00	\$4,000.00
Murphys Creek Neighbourhood Centre Association Inc.	Jessie's Museum Storage Renewal Project	\$3,999.00	\$4,000.00
Murphys Creek Progress Association Inc.	MCPA hosts TRR Murphys Creek Challenge	\$3,100.05	\$2,630.00
Total of recommended applications		\$38,356.05	\$33,940.00
Total of non-recommended applications		\$11,500.00	\$0.00
TOTAL		\$49,856.05	\$33,940.00

The Community Grants Review Committee acknowledges that its recommendation is under the allocated budget of \$35,000 for this round and that the remaining \$1,060 would be carried into the next round.



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### Options

Council has the following options:

1. Council can approve the funding allocations as per the officer's recommendation on behalf of the Community Grants Review Committee.
2. Council can approve funding allocations that differ from the officer's recommendation on behalf of the Community Grants Review Committee.

### Previous Council Resolutions

There is no previous Council resolution relating to this round of funding.

### Critical Dates

In accordance with the Community Grants and Assistance Procedure, grant funding must be spent within 12 months of the applicant receiving advice that their application has been successful.

### **Strategic Implications**

#### Corporate Plan

Lockyer Community 1.1 – A community with fair and reasonable access to services.

#### Finance and Resource

A budget of \$70,000 is provided for Category 1 – Major Community Grants Program, with two rounds of \$35,000 each. The Major Community Grants Program is for non-recurrent grants of between \$1,000 and \$4,000. The total funding recommended is \$33,940 with \$36,060 offered in round 2 of the program.

#### Legislation and Policy

The applications received under Round 1 of the 2023/24 Major Community Grants Program have been assessed in accordance with the *Community Grants and Assistance Policy* and the *Community Grants and Assistance Procedure*.

According to the *Guidelines for local government administration of community grants* (October 2009), "It should be noted that while there is no right of appeal against a decision to approve or refuse to grant, decisions in relation to grants are still subject to the *Judicial Review Act*". All appeals are otherwise treated in accordance with Council's Complaints Management Process.

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

#### Risk Management

Key Corporate Risk Code and Category:	EC1 Environment and Community
Key Corporate Risk Descriptor:	Environment and the community, including sustainable development, social and community wellbeing, relationships,



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public health, recreation, regional profile, and identity

### Consultation

#### *Portfolio Councillor Consultation*

All applications discussed with the Mayor and Deputy Mayor Cook in the Community Grants Review Committee's meeting to assess applications to Round 1 of the 2023/24.

#### *Internal Consultation*

Committee Meeting held with the Mayor Milligan, Deputy Mayor Cook, Manager Communities, Coordinator Engagement & Communications, Community Development and Engagement Officer and Business Support Officer on 04/10/2023.

#### *Community Engagement*

A media release was published regarding the opening of Round 1 of the 2023/24 Major Community Grant Program. This was also published on Council's website and social media pages and included in the Community Connect newsletter. The outcome of the funding round will be published in local media following Council's decision.

### **Attachments**

There are no attachments for this report.



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**10.6 Drainage Easement over Property No. 266250**

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

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**Purpose:**

The purpose of this report is to seek Council's direction regarding payment of compensation for a drainage easement taken by Council in 2008 over Property No. 266250.

**Officer's Recommendation:**

**THAT in relation to a drainage easement taken by Council over Property No. 266250 in 2008, Council resolve not to offer any compensation to the landowners on the basis that an agreement was entered into between Council and the landowners at the time the easement was granted agreeing that Council would be responsible for all costs associated with the easement and no further compensation would be paid.**

**RESOLUTION**

**THAT in relation to a drainage easement taken by Council over Property No. 266250 in 2008, Council resolve not to offer any compensation to the landowners on the basis that an agreement was entered into between Council and the landowners at the time the easement was granted agreeing that Council would be responsible for all costs associated with the easement and no further compensation would be paid.**

**Moved By: Cr Wilson**

**Seconded By:**

**Cr Cook**

**Resolution Number: 20-24/0942**

**CARRIED**

**4/2**

*For: Councillors Wilson, Cook, Hagan and Qualischefski*

*Against: Councillors Holstein and Vela*

**Executive Summary**

In 2008 Council negotiated a drainage easement with the landowners of Property No. 266250 to resolve a complaint by the landowners on the basis that no compensation would be paid for the taking of the easement. The easement was granted by agreement with the landowners.

The purpose of this report is to seek Council's direction regarding whether Council wish to pay compensation for the taking of the drainage easement to the landowners of Property No. 266250.



## Proposal

The easement area is shown below:

Area	596m <sup>2</sup>
Tenure	Freehold
Zoning	Rural Agricultural



## Flood Risk

- High Hazard
- Medium Hazard
- Low Hazard
- Investigation Area



In 2008 Council entered into an agreement with the landowners of Property No. 266250 to construct stormwater and land rehabilitation works across Property No. 266250. Due to development occurring in the area over the years, the disposal of stormwater had led to erosion occurring on the property. The erosion which commenced at the bank of the creek had steadily worked its way back across the property and the landowners had become quite concerned about the extent of the erosion and requested Council rectify the issue. The landowners of Property No. 266250 agreed to the provision of a 6 metre wide, piped, stormwater easement in favour of Council between the Fifteen Mile Road boundary and the southern bank of Murphy's Creek without compensation provided that Council covered all costs associated with the works, survey and any legal costs. This agreement was signed and dated 1<sup>st</sup> December 2008.



At Council's Ordinary Meeting on 26<sup>th</sup> November 2008 Council resolved to construct the easement, provided that the landowners granted the easement to Council without compensation. Full detail of this resolution is noted in the Previous Council Resolutions section of this report.

At Council's Ordinary Meeting on 20 September 2023, Council considered a report in relation to the same landowner's application for a 'Request for Financial Contribution – Application for Permanent Road Closure – Part of Road Reserve adjoining Property No. 266250'. In considering that report, Council resolved to decline the request on the basis that the costs associated with the road closure are ordinarily costs that are incurred by the Applicant.

It was raised during the discussion of the road closure report that compensation had not been paid to the landowners for the easement taken by Council in 2008 and a request was made by Council for a separate report to be brought back to Council to consider the payment of compensation for the easement.

The recommendation made in this report is for Council not to offer the landowners compensation for the easement on the basis that a review of Council records indicate that:

- the issue of compensation was specifically considered by Council in November 2008 and Council resolved to agree to construct the easement and rehabilitate the landowner's property on the basis that no compensation for the easement would be paid;
- Council agreed to cover the costs associated with the easement including construction costs, survey costs and legal costs; and
- the landowners entered into an agreement with Council agreeing to these terms on 1 December 2008 and on this basis, Council proceeded with the agreed works.

#### Options

- Option 1      Council does not offer any compensation to the landowners of Property No. 266250 for the drainage easement taken by Council in 2008.
- Option 2      Council offers to pay compensation to the landowners of Property No. 266250 for the drainage easement taken by Council in 2008 with the amount of compensation to be determined by Council.

#### Previous Council Resolutions

Resolution Number 356 – 26 November 2008

*THAT provided the owners of property described as Lot 14 on CA 31380 agree to the provision without compensation of a storm water easement across their property between the Fifteen Mile Road boundary and the southern bank of the creek; Council commission Environmental Management International Pty Ltd (EMI) to undertake the piped drainage and land restoration in accordance with their quotation of the 4<sup>th</sup> November 2008 with EMI to be responsible for the maintenance of the works for a period of 12 months from the date of construction.*

*Moved by Cr Holstein, Seconded by Cr Friend, Carried 6/0.*

#### **Strategic Implications**

#### Corporate Plan

Lockyer Leadership and Council

- Compliant with relevant legislation



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Finance and Resource

If Council adopts the recommendation made in this report no financial or resource implications have been identified.

If Council decide to pay compensation to the landowners Council would need to allocate budget for the compensation amount and potentially any valuation costs to determine the compensation value.

If any other landowners decided to make similar requests of Council in future, this could also have further financial implications for Council.

Legislation and Policy

Council has met its legal obligations in reaching agreement with the landowners as to the terms on which the easement was granted and constructed in 2008. There is no legal trigger for Council to pay compensation now.

If Council pay compensation now, this will create a precedent and could have ongoing financial implications for Council. It is not uncommon for Council to agree with landowners to take easements and cover all easement and legal costs on the basis that no further compensation is paid. To offer compensation now would put Council at risk of other landowners impacted by easements granted on similar terms to come back to Council to request compensation.

It should also be noted that compensation for an easement is properly determined at the time the easement is taken. If Council were to offer compensation, it would be difficult to assess with certainty the appropriate compensation to be paid.

Risk Management

Key Corporate Risk Code and Category: FE2

Key Corporate Risk Descriptor: Finance and Economic  
Decision making governance, due diligence, accountability and sustainability

Consultation

*Internal Consultation*

- ✓ Community and Regional Prosperity
- ✓ People, Customer and Corporate Services
- ✓ Infrastructure
- ✓ Finance

**Attachments**

There are no attachments for this report.



## 11.0 PEOPLE, CUSTOMER AND CORPORATE SERVICES REPORTS

### 11.1 Application for Permit to Occupy - Bore Site within Lot A on Crown Plan AP2322 situated on Saint Edmunds Road, Thornton

**Author:** Julie Lyons, Property Officer

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

#### Purpose:

The purpose of this Report is to consider an Application for a Permit to Occupy over a Bore Site within Lot A on Crown Plan AP2322 situated on Saint Edmunds Road, Thornton.

#### Officer's Recommendation:

**THAT with respect to the request received from the owner of Land No. 89751 and 89741 for Council's views in relation to the proposed Application for a Permit to Occupy over a Bore Site within Lot A on Crown Plan AP2322, Council resolve to respond to the Applicant by completing the Part C Statement in relation to an application under the *Land Act 1994* and advise that Council has no objection to the proposed application.**

#### RESOLUTION

**THAT with respect to the request received from the owner of Land Nos. 89751 and 89741 for Council's views in relation to the proposed Application for a Permit to Occupy over a Bore Site within Lot A on Crown Plan AP2322, Council resolve to respond to the Applicant by completing the Part C Statement in relation to an application under the *Land Act 1994* and advise that Council has no objection to the proposed application.**

**Moved By:** Cr Qualischefski

**Seconded By:**

Cr Hagan

**Resolution Number: 20-24/0943**

**CARRIED**

**6/0**

#### Executive Summary

The purpose of this report is to consider an Application for a Permit to Occupy over a Bore Site within Lot A on Crown Plan AP2322 situated on Saint Edmunds Road, Thornton (the **bore**) and for Council to provide its views in relation to the proposed Application for a Permit to Occupy by completing the "Part C Statement in relation to an application under the *Land Act 1994* over State Land" with its views so that the relevant form can be submitted with the application.

#### Proposal

Council has received a request from the new owners of Land No. 89751 and 89741 (**Applicants**) for Council to provide its views in relation to the proposed Application for a Permit to Occupy over the **bore**. This is a pre-requisite step before an application can be lodged with the Department of Resources (**DR**) for consideration.



Council is required to complete the “Part C Statement in relation to an application under the *Land Act 1994* over State Land” with its views so that the relevant form can be submitted with the application.

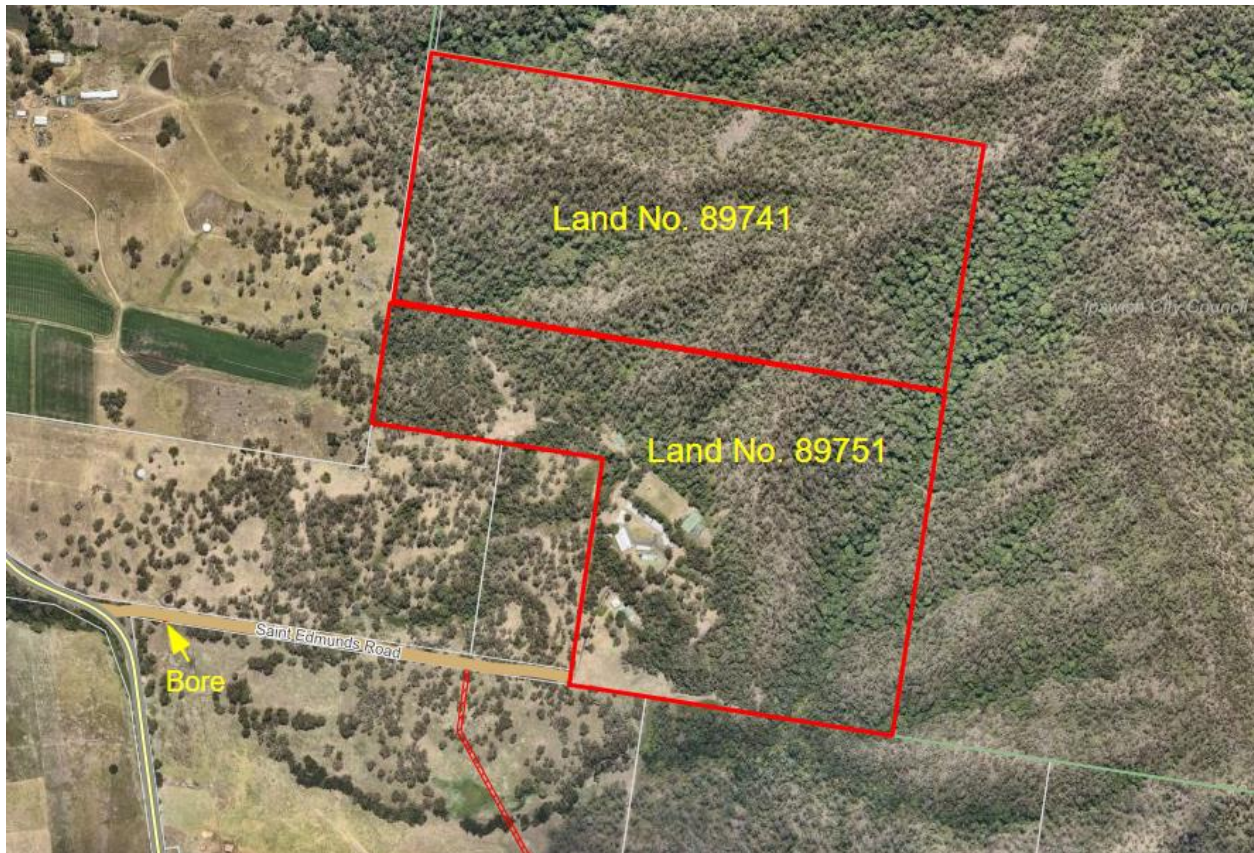
The **bore** is shown below:

Area	16 m2
Tenure	Lands Lease





The **Applicants** property (Land No 89751 and 89741) and the **bore** is shown below:



The **Applicants** have recently purchased Land No. 89751 and 89741 from the previous Registered Permittee of the **bore** and the **Applicants** now wish to become the Registered Permittee of the **bore** to be used in conjunction with Land No. 89751 and 89741. The previous Permit to Occupy was issued for a Water Facility for the use on Land No. 89751 and 89741 and it was a condition of the Permit to Occupy that upon the transfer or disposal of Land No. 89751 and 89741 the Permit to Occupy was required to be cancelled.

A Permit to Occupy may be issued over unallocated State Land, a reserve or a road although this tenure cannot be sold, sublet or mortgaged. It does not create an interest in land or provide exclusive occupation.

Generally, before a Permit to Occupy is granted for a bore site, the Applicant needs to demonstrate that it is not possible to locate the bore on their own land. As the bore is an existing bore used by the previous owners, it is implied that these issues have been considered and resolved. Permits to Occupy are the appropriate short-term tenure when occupation of State-controlled land is required. A Permit to Occupy may be cancelled at short notice (generally 3 months) with no compensation.

The Recommendation in this Report will enable the **Applicants** to make a formal application for a Permit to Occupy to the **DR** for consideration. Whether or not the application is approved is a decision that rests with the **DR**.

The **DR** is responsible for publishing the proposed Permit to Occupy and engaging with any other interested parties and agencies to determine whether there are any objections to the application.

Any objections received by the **DR** may be viewed by other parties interested in the proposed Permit to Occupy in accordance with the provisions of the *Right to Information Act 2009*.



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Options

- Option 1      Council doesn't object to the proposed Permit to Occupy application.
- Option 2      Council objects to the proposed Permit to Occupy application and provide reasons.

**Strategic Implications**

Corporate Plan

Lockyer Leadership and Council

- Excellence in customer service
- Compliant with relevant legislation

Finance and Resource

No financial or resource implications for Council have been identified.

Legislation and Policy

Council's consideration of this application, and the issue of the completed Part C Statement in relation to an application under the *Land Act 1994* over State land with Council's views, comply with the **DR's** policy requirements for the assessment of such application.

If successful, the **Applicants** will be required to pay an annual occupation fee to **DR**. The **Applicants** will also be required to obtain public liability insurance in respect of the Permit to Occupy area.

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

Key Corporate Risk Code and Category: IA1

Key Corporate Risk Descriptor:      Infrastructure and Assets  
   Planning, managing and maintaining assets for the future

Consultation

*Internal Consultation*

- ✓ Community and Regional Prosperity
- ✓ People, Customer and Corporate Services
- ✓ Infrastructure
- ✓ Finance

**Attachments**

There are no attachments for this report.



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**11.2 Policies for Adoption**

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

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**Purpose:**

The purpose of this report is to seek Council's adoption of the following policies:

- Investigations Policy
- Related Party Disclosure Policy
- Tenure Policy.

**Officer's Recommendation:**

**THAT Council resolve to adopt the following policies:**

- Investigations Policy
- Related Party Disclosure Policy
- Tenure Policy

**And further that Council resolve to authorise the Chief Executive Officer to make any amendments as requested by Council during the meeting.**

**RESOLUTION**

**THAT Council resolve to adopt the following policies:**

- Investigations Policy
- Related Party Disclosure Policy
- Tenure Policy,

**as attached to these minutes.**

**And further;**

**THAT Council resolve to authorise the Chief Executive Officer to make amendments to the Tenure Policy as requested by Council during the meeting.**

**Moved By: Cr Wilson**

**Seconded By:**

**Cr Vela**

**Resolution Number: 20-24/0944**

**CARRIED  
6/0**

**Executive Summary**

The Investigations Policy and Related Party Disclosure Policy have been reviewed in accordance with the policy review cycle implemented under Council's Policy Framework.

The Tenure Policy is a new policy that is being presented to Council for adoption. This Policy responds to internal audit recommendations and provides strategic direction for business improvement of Council's



processes around third party use and improvement of Council's land and facilities under formal tenure arrangements.

## Proposal

### Review of Existing Policies

The following policies owned by the Governance and Property business unit have been reviewed and updated to ensure they comply with legislative requirements as part of the policy review cycle. A summary of the changes made is set out for each policy below:

#### *Investigations Policy*

Council is required by section 150AE of the *Local Government Act 2009* to adopt an investigation policy about how it deals with the suspected inappropriate conduct of councillors referred by the assessor to Council to be dealt with. This policy is based on the template policy prepared by the Department of State Development, Infrastructure, Local Government and Planning to assist Councils and has been reviewed and updated to:

- reference Council's Corporate Plan 2022-2027
- strengthen the Policy Statement to reflect Council's commitment to the local government principles in section 4 of the *Local Government Act 2009*
- reference the provisions for internal and external review of decisions in section 150CO to 150CS of the *Local Government Act 2009*
- include a human rights statement to meet Council's obligations under the *Human Rights Act 2019*
- reference relevant legislation and related documents.

#### *Related Party Disclosure Policy*

This is a strategic policy that outlines the disclosure requirements for related party transactions and what information must be included in Council's annual general purpose financial statements in order to achieve compliance with the Australian Accounting Standards, in particular AASB 124 – Related Party Disclosures. This policy has been reviewed and updated to:

- reference Council's Corporate Plan 2022-2027
- provide additional definitions to align with the relevant Australian Accounting Standards and provide consistency with the definitions in the Related Party Disclosure Guideline
- strengthen the Policy Statement to specifically reference the annual financial statement requirements and identify Council's commitment to the relevant local government principles under the *Local Government Act 2009* and ethics principles under the *Public Sector Ethics Act 1994*
- provide a more ordered structure to the document
- more clearly identify the categories of information to be disclosed in the financial statements
- include public access provisions and restrictions that apply to related party information
- include a human rights statement to meet Council's obligations under the *Human Rights Act 2019*
- identify the relevant legislation and related documents that apply to this policy.

The Related Party Disclosure Guideline is also currently under review and will be submitted to the Chief Executive Officer for approval in due course in accordance with the Policy Framework.

### New Policy



A new Tenure Policy is also presented to Council for adoption.

This policy has been developed by the newly created Property Network Working Group to provide structure, consistency and strategic direction for business improvement of Council's property management processes. It specifically applies to Council owned or controlled land and facilities that are proposed to be, or are subject to, tenure arrangements such as leases, licences and other similar forms of tenure. It does not apply to the hire of Council facilities through Council's Bookable system.

The content of the policy has been developed following a series of workshops held with Council over the last 12-18 months in relation to a variety of tenure matters. It is intended to cover how requests for tenure use and/or improvement of Council's land and facilities will be managed.

The Tenure Policy will be supported by a Tenure Procedure which is currently being developed for approval by the Chief Executive Officer. Together, the Tenure Policy and the Tenure Procedure will provide the required verification to complete some of the recommendations made during the Property Management Review internal audit.

#### Options

1. Council adopts the policies as presented.
2. Council adopts the policies subject to minor amendments it authorises the Chief Executive Officer to make.
3. Council doesn't adopt the policies.

#### Previous Council Resolutions

- |            |  |
|------------|--|
| 20-24/0203 | The Investigations Policy was last updated and presented to Council for adoption on 16 December 2020.          |
| 20-24/0157 | The Related Party Disclosure Policy was last updated and presented to Council for adoption on 14 October 2020. |

#### Critical Dates

None identified.

#### **Strategic Implications**

##### Corporate Plan

The preparation, review and presentation of these policies to Council for adoption aligns with the following Corporate Plan 2022-2027 outcome:

5. Lockyer Leadership and Council – compliant with relevant legislation.

##### Finance and Resource

No budget implications have been identified in relation to the review of the existing policies.

For the implementation of the Tenue Policy, existing budget allocations will need to be reviewed and re-aligned to reflect the roles and responsibilities identified for the following participating business units in the Property Network Working Group's Terms of Reference:

- ✓ Community Recreation and Facilities
- ✓ Engagement and Communications
- ✓ Governance and Property.



These Terms of Reference were endorsed by the Executive Leadership Team on 9 October 2023 subject to one minor amendment being made around the scope of the role of the ELT member. This change is currently being made before the Terms of Reference are submitted to the Chief Executive Officer for formal approval.

#### Legislation and Policy

Heads of power for each policy are identified in the policy documents.

It is noted that the *Local Government (Councillor Conduct) and Other Legislation Amendment Bill 2023* was introduced into Parliament on 13 September 2023 following an inquiry into the Independent Assessor and councillor conduct complaints system. The proposed amendments in the Bill address the 19 recommendations which require legislative amendments.

This legislation is expected to recalibrate the councillor conduct complaints system to make it more efficient and effective with a focus on ensuring only matters of substance and in the public interest will proceed to the Councillor Conduct Tribunal for determination. The Bill has been referred to the Committee for consideration and the Committee's report is due by 27 October 2023. Public hearings have not yet been scheduled. It's possible that the Bill will be passed prior to the local government elections scheduled for March 2024 with commencement to coincide with the new term of Council.

Once the Bill is passed, the Investigations Policy will be further reviewed to ensure it reflects the legislative changes made.

#### Risk Management

The adoption of these policies ensures Council is compliant with its statutory obligations and its Policy Framework.

#### Consultation

##### *Internal Consultation*

The Chief Executive Officer and Group Manager People Customer and Corporate Services have been consulted in relation to the review of the Investigations Policy.

The Chief Financial Officer has been consulted in relation to the review of the Related Party Disclosure Policy.

The following internal consultation has occurred in relation to the Tenure Policy:

- ✓ Property Network Working Group
- ✓ Governance and Property team
- ✓ Executive Leadership Team.

#### **Attachments**

- |                   |                                 |         |
|-------------------|---------------------------------|---------|
| <a href="#">1</a> | Investigation Policy            | 6 Pages |
| <a href="#">2</a> | Related Party Disclosure Policy | 6 Pages |
| <a href="#">3</a> | Tenure Policy                   | 4 Pages |





## STATUTORY

## INVESTIGATION

## Head of Power

Section 150AE of the *Local Government Act 2009*

Key Supporting Council Document

Lockyer Valley Regional Council Corporate Plan (2022 – 2027)

Lockyer Leadership and Council:

- Commit to open and accountable governance to ensure community confidence and trust in council and our democratic values
- Compliant with relevant legislation

## Definitions

<b>Assessor</b>	means the Independent Assessor appointed under section 150CV of the LGA.
<b>Behavioural Standard Conduct</b>	means a standard of behaviour for Councillors set out in the Code of Conduct for Councillors in Queensland approved under section 150E of the LGA. includes— (a) failing to act; and (b) a conspiracy, or attempt, to engage in Conduct
<b>Councillor Conduct Register</b>	means the register required to be kept by Council as set out in section 150DX of the LGA
<b>Inappropriate Conduct</b>	see section 150K of the LGA. Generally, it means the Conduct of a Councillor that contravenes: (a) a Behavioural Standard; or (b) a policy, procedure or resolution of Council.
<b>Investigation Policy</b>	refers to this policy, as required by section 150AE of the LGA
<b>Investigator</b>	means the person responsible under this Investigation Policy for carrying out the investigation of the suspected Inappropriate Conduct of a Councillor or Mayor
<b>LGA</b>	means the <i>Local Government Act 2009</i>


Group: People, Customer & Corporate Services  
Unit: Governance & Property  
Approved: Ordinary Council Meeting (Resolution Number 20-24/XXXX)  
Date Approved: XX/XX/2023  
ECM: 4639896

Effective Date: XX/XX/2023  
Version: 2.0 Last Updated: 12/10/2023  
Review Date: 30/09/2026

Superseded/Revoked: 4048238

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<i>Local Government Meeting</i>	means a meeting of— (a) a local government; or (b) a committee of a local government.
<i>Misconduct</i>	see section 150L of the LGA
<i>Model Procedures</i>	See section 150F of the LGA
<i>Natural Justice</i>	means a set of principles to ensure fair and just decision making, including a fair hearing, an absence of bias, decisions based on evidence, and the proper examination of all issues.
<i>Referral Notice</i>	See section 150AC of the LGA
<i>Tribunal</i>	means the Councillor Conduct Tribunal as established under section 150DK of the LGA
<i>Unsuitable Meeting Conduct</i>	see section 150H of the LGA

## Policy Objective

This policy outlines how complaints about the Inappropriate Conduct of Councillors will be dealt with as required by the section 150AE of the *Local Government Act 2009*. This policy does not relate to more serious Councillor Conduct. This policy applies to investigations and determinations of a complaint about the alleged Inappropriate Conduct of a Councillor/s which has been referred by the Independent Assessor.

## Policy Statement

Under section 150AE of the *Local Government Act 2009* Council must adopt, by resolution, a policy about how it deals with the suspected Inappropriate Conduct of Councillors referred, by the Assessor, to the local government to be dealt with.

Council is committed to:

- maintaining legal and ethical behaviour of councillors
- transparent and effective processes and decision making in the public interest
- good governance of, and by, Council
- complying with legislation
- giving proper consideration to human rights and to acting and making decisions in a way that is compatible with human rights.

## Confidentiality

Matters of suspected Inappropriate Conduct of a Councillor are confidential except as otherwise specifically provided for either in the *Local Government Act 2009* (LGA) or this policy.

It must be kept in mind that the matter is an allegation only and not yet proven. Further, there will be circumstances where the detail of the referral will need to remain confidential to the local government. Any release of information that a Councillor knows, or should reasonably know, to be confidential to the local government, may be contrary to section 171(3) of the LGA and dealt with as Misconduct.

## Natural Justice

Any investigation of suspected Inappropriate Conduct of a Councillor/s must be carried out in accordance with Natural Justice. An overview of the principles of Natural Justice follows.

Natural Justice or procedural fairness refers to three key principles:

Group: People, Customer & Corporate Services  
Unit: Governance & Property  
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- The person being investigated has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken (fair hearing)
- The Investigator(s) should be objective and impartial (absence of bias)
- Any action taken is based on evidence (not suspicion or speculation).

A fair hearing means the Councillor who is the subject of the suspected Inappropriate Conduct matter must be told of the case against them including any evidence and be provided with an opportunity to put their case in writing with the investigation report provided to the Councillors as part of the meeting agenda.

An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.

Ensuring decisions are based on evidence requires that the investigation should not be based on mere speculation or suspicion but instead must be based upon evidence material. A proper examination of all issues means the investigation must give a proper and genuine consideration to each party's case.

### Assessor's Referral

If Council receives a complaint about the conduct of a councillor, Council must refer the complaint to the Assessor in accordance with section 150P of the LGA.

Council will receive from the Assessor a Referral Notice about the suspected Inappropriate Conduct of a Councillor/s. The Referral Notice will include details of the Conduct and any complaint received about the Conduct, state why the Assessor reasonably suspects that the Councillor has engaged in Inappropriate Conduct, and include information about the facts and circumstances that form the basis of the Assessor's reasonable suspicion.

The Referral Notice may be accompanied by a recommendation from the Assessor about how the local government may investigate or deal with the Conduct. The recommendation of the Assessor may be inconsistent with this policy.

The investigation must be conducted in a way consistent with:

- any recommendation of the Assessor
- to the extent that this policy is not inconsistent with the recommendation of the Assessor – this Investigation Policy, or
- in another way the local government decides by resolution.

A resolution under subsection (iii) must state the decision and the reasons for the decision.

### Receipt of Assessor's Referral

On receipt of a Referral Notice about the suspected Inappropriate Conduct of a Councillor/s from the Assessor, the Council's Chief Executive Officer will forward a copy of that Referral Notice to the Mayor and all Councillors, other than the Councillor who is the subject of the complaint, or the complainant if the complainant is a Councillor, as a confidential document.

Should the Mayor or a Councillor disagree with any recommendation accompanying the Assessor's Referral Notice, or form the opinion that the complaint should be dealt with in a way other than under this policy, the Mayor or Councillor may request the matter be placed on the agenda of the next Council meeting for the Council to decide, by resolution, the appropriate process to investigate the complaint. Such a request must be made in accordance with the Council's meeting procedure requirements.

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### Investigator

Unless otherwise resolved by Council, the Mayor will manage the investigation of suspected Inappropriate Conduct of other Councillors.

If the suspected Inappropriate Conduct involves Conduct where, in the circumstances, the Mayor believes it is in the best interests of the investigation to refer the matter for external investigation, then the Chief Executive Officer may refer the suspected Inappropriate Conduct to the president of the Councillor Conduct Tribunal (the Tribunal) or engage an independent external Investigator to investigate and make recommendations to the Council about dealing with the Conduct.

If the suspected Inappropriate Conduct involves an allegation about the Conduct of the Mayor or the Mayor as the complainant, then the Chief Executive Officer may refer the suspected Inappropriate Conduct to the president of the Tribunal, or an appropriately engaged independent external Investigator, to investigate and make recommendations to the Council about dealing with the Conduct.

### Early resolution

Before beginning an investigation, the Investigator should consider whether the matter is appropriate for resolution prior to the investigation. This consideration can include any recommendations made by the Assessor.

A matter is only appropriate for early resolution if the parties to the matter both voluntarily agree to explore early resolution. The Investigator may at his or her discretion engage an independent person with suitable qualifications or experience to facilitate this process.

If the matter cannot be resolved, the matter will then be investigated as outlined in this Investigation Policy.

If the matter is resolved prior to investigation, the Investigator will advise the Chief Executive Officer of this outcome. In turn, the Chief Executive Officer will advise the Mayor (if the Mayor is not the Investigator) and all Councillors that the matter has been resolved. The Chief Executive Officer will also update the Councillor Conduct Register to reflect this.

### Timeliness

The Investigator will make all reasonable endeavors to complete the investigation and provide a report for inclusion on the agenda of a Council meeting no more than eight weeks after the receipt of the complaint.

If the Investigator is of the opinion that it may take longer than eight weeks to complete the investigation, the matter should be raised with the Mayor (if the Mayor is not the investigator) to seek an extension of time.

### Assistance for investigator

If the Mayor, or another Councillor appointed by Council resolution, is the Investigator of a matter of suspected Inappropriate Conduct, the Mayor or Councillor may use section 170A of the LGA to seek assistance during the investigation.

The Mayor is authorised by Council to expend money as reasonably needed to engage contractors in accordance with the Council's procurement policy.

### Possible Misconduct or corrupt conduct

If during the course of an investigation the Investigator obtains information which indicates a Councillor/s may have engaged in Misconduct, the Investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the Assessor of the possible Misconduct.

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If during the course of an investigation, the Investigator obtains information that indicates a Councillor/s may have engaged in corrupt conduct, the Investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the Crime and Corruption Commission of the possible corrupt conduct.

Instances of suspected Misconduct or corrupt conduct may be referred back to the Council if determined by the Assessor or Crime and Corruption Commission to be Inappropriate Conduct.

### Completion of investigation

On the completion of an investigation, the Investigator will provide a report to a Council meeting outlining as appropriate:

- the investigation process
- any witnesses interviewed
- documents or other evidence obtained
- a statement of the relevant facts ascertained
- confirmation that the subject Councillor has been provided with an opportunity to respond to the complaint and the evidence gathered
- the investigation findings
- a statement of any relevant previous disciplinary history
- any recommendations about dealing with the Conduct
- a record of the investigation costs.

If there is a risk to the health and safety of the complainant, under s 254J of the LGR the Council may resolve that the meeting be closed to the public for the Councillors to consider the investigation report and any recommendations.

The Council (with the exception of the Councillor the subject of the investigation and the complainant, if another Councillor) will consider the findings and recommendations of the Investigator's report and decide whether the Councillor has engaged in Inappropriate Conduct and, if so, what action it will take under section 150AH of the LGA.

In accordance with s275(3) of the LGR, the resolution in relation to what action is to be taken as a result of the investigation must be made after the meeting has been re-opened to the public and the decision recorded in the meeting minutes.

The Chief Executive Officer is also required to ensure the details are entered into the Councillor Conduct Register.

### Disciplinary action against Councillors

If the Council decides at the completion of the investigation that the Councillor has engaged in Inappropriate Conduct, the Council may:

- (i) order that no action be taken against the Councillor, or
- (ii) make an order outlining action the Councillor must undertake in accordance with section 150AH(1)(b) of the LGA.

### Notice about the outcome of investigation

After an investigation is finalised, the Council must give notice about the outcome of the investigation to the person who made the complaint about the Councillor/s' Conduct that was the subject of the investigation and the subject Councillor.

Provisions for internal and external review of decisions are set out in sections 150CO to 150CS of the LGA.

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### Councillor Conduct Register

The Chief Executive Officer must ensure decisions about suspected Inappropriate Conduct of a Councillor/s are entered into the Councillor Conduct Register.

Where a complaint has been resolved by early resolution, or otherwise withdrawn by the complainant, the Chief Executive Officer will update the register to reflect that the complaint was withdrawn.

### Expenses

Council must pay any reasonable expenses of Council associated with the informal early resolution or investigation of suspected Inappropriate Conduct of a Councillor including any costs of:

- the president of the Tribunal in undertaking an investigation for Council
- an independent Investigator engaged by or on behalf of, the Tribunal or Council
- a mediator engaged under this Investigation Policy
- travel where the Investigator needed to travel to undertake the investigation or to interview witnesses
- seeking legal advice
- engaging an expert.

Council may order the subject Councillor reimburse it for all or some of the costs arising from the Councillor's Inappropriate Conduct.

Any costs incurred by complainants or the subject Councillors will not be met by Council.

### Human Rights

Council is committed to respecting, protecting and promoting human rights. Council has an obligation under the *Human Rights Act 2019* to give proper consideration to human rights when making a decision, and to act and make decisions in a way that is compatible with human rights. To the extent that an act or decision under this policy may engage human rights, Council will have regard to the *Human Rights Act 2019* in undertaking the act or making the decision.

### Relevant Legislation

*Crime and Corruption Act 2001*

### Related Documents

Code of Conduct for Councillors in Queensland  
Meetings Policy  
Code of Meeting Practice Procedure  
Procurement Policy  
Procurement Guideline

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## STRATEGIC

## Related Party Disclosure

## Head of Power

Local Government Act 2009  
Local Government Regulation 2012

Key Supporting Council Document

Lockyer Valley Regional Council Corporate Plan 2022-2027:

5. Lockyer Leadership and Council - Compliant with relevant legislation

## Definitions

<b>AASB 124</b>	the Australian Accounting Standards Board annual reporting standard on Related Party Disclosures.
<b>AASB 128</b>	the Australian Accounting Standards Board annual reporting standard on Investments in Associates and Joint Ventures.
<b>Arm's Length Terms</b>	terms between parties that are reasonable in the circumstances of the transaction that would result from: <ul style="list-style-type: none"> <li>• neither party bearing the other any special duty or obligation; and</li> <li>• the parties being unrelated and uninfluenced by the other; and</li> <li>• each party having acted in its own interest.</li> </ul>
<b>CEO</b>	the Chief Executive Officer of Council.
<b>Close Family Members</b>	of a KMP, are family members who may be expected to influence, or be influenced by, that KMP in their dealings with Council and include: <ul style="list-style-type: none"> <li>• that KMP's spouse or domestic partner and children; and</li> <li>• children of that KMP's spouse or domestic partner; and</li> <li>• dependants of that KMP or that KMP's spouse or domestic partner.</li> </ul>

For the purpose of the AASB124, Close Family Members could include extended members of a family (such as, without limitation, parents, siblings, grandparents, uncles, aunts or cousins) if they could be expected to influence, or be influenced by, the KMP in their dealings with Council.

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<i>Compensation</i>	<p>is defined in paragraph 9 of AASB 124 and includes:</p> <ul style="list-style-type: none"> <li>• short-term employee benefits, such as wages, salaries and social security contributions, paid annual leave and paid sick leave, profit-sharing and bonuses (if payable within 12 months of the end of the period) and non-monetary benefits (such as medical care, housing, cares and free or subsidised goods or services) for current employees</li> <li>• post-employment benefits such as pensions, other retirement benefits, post-employment life insurance and post-employment medical care</li> <li>• other long-term employee benefits, including long-service leave or sabbatical leave, jubilee or other long-service benefits, long-term disability benefits and, if they are not payable wholly within 12 months after the end of the period, profit-sharing, bonuses and deferred compensation</li> <li>• termination benefits; and</li> <li>• share-based payments.</li> </ul>
<i>Control</i>	is the power to govern the financial and operating policies of an entity so as to obtain benefits from its activities.
<i>Councillor</i>	the Mayor and councillors of Council.
<i>Joint Control</i>	is the contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.
<i>Key Management Personnel (KMP)</i>	are persons having authority and responsibility for planning, directing and controlling the activities of the Council, directly or indirectly.
<i>Material</i>	information is material to financial statements if omitting it or misstating it could influence decisions that users make on the basis of financial information.
<i>Ordinary Citizen Transaction (OCT)</i>	<p>are transactions that an ordinary citizen would undertake with Council, which is undertaken on Arm's Length Terms and in the ordinary course of carrying out Council's functions and activities.</p> <p>Examples of OCTs assessed to not be Material in nature are:</p> <ul style="list-style-type: none"> <li>• paying rates and utility charges;</li> <li>• using Council's public facilities after paying the corresponding fees in Council's Fees and Charges;</li> <li>• paying fines or penalties on normal terms and conditions;</li> <li>• attending Council functions which are open to the general public; or</li> <li>• visiting Council facilities which are open to the general public,</li> </ul> <p>unless the terms and conditions of the OCT are different to those offered to the general public.</p>
<i>Related Party</i>	<p>is a person or entity that is related to Council pursuant to the definition contained in the AASB 124, paragraph 9. The following persons are considered related parties of Council:</p> <ul style="list-style-type: none"> <li>• government-related entities including Council Subsidiaries</li> <li>• KMPs</li> <li>• Close Family Members of the KMPs.</li> <li>• entities controlled or jointly controlled by a member of the KMP or their Close Family Members</li> <li>• any person who has significant influence over the KMP.</li> </ul>
<i>Related Party Transaction</i>	is a transfer of resources, services or obligations between the entity and a related party, regardless of whether a price is charged.



*Senior Executive Employees*

means an employee of Council:

- who reports directly to the Chief Executive Officer; and
- whose position ordinarily would be considered to be a senior position in Council's corporate structure.

*Significant Influence*

is the power to participate in the financial and operating policy decisions of an entity, but is not control or joint control of those policies, as determined in accordance with AASB 128 paragraphs 3, 5 and 6.

*Subsidiaries*

are entities that are controlled by another entity.

## Policy Objective

The purpose of this policy is to define the parameters for Related Party Transactions and the level of disclosure and reporting required for Council to achieve compliance with the Australian Accounting Standards, in particular AASB 124.

## Policy Statement

Under the *Local Government Act 2009* and the *Local Government Regulation 2012*, Council must produce annual financial statements that comply with AASB 124. Council must disclose certain Related Party relationships and Related Party Transactions together with information associated with those transactions in its annual general purpose financial statements.

Council is committed to:

- maintaining legal and ethical behaviour of councillors and employees
- transparent and effective processes and decision making in the public interest
- integrity and impartiality
- accountability and transparency
- complying with legislation.

## Identifying Related Parties

Related parties include:

- government-related entities including Council Subsidiaries
- Key Management Personnel
- Close Family Members; and
- any entities that are controlled or jointly controlled by Key Management Personnel or their Close Family Members.

In accordance with paragraph 14 of AASB 124, to enable users of financial statements to form a view about the effects of Related Party relationships on an entity, it is appropriate to disclose the Related Party relationship when control exists, irrespective of whether there have been transactions between the Related Parties.

Any transactions with these parties, whether monetary or not, need to be identified for inclusion in Council's annual financial statements.

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Government Related Entities

In accordance with AASB 10, AASB11 and AASB 128, Council needs to determine if there are any Council Subsidiaries, entities jointly controlled by Council or entities over which Council has Significant Influence.

Under paragraph 25 of AASB 124 Council is exempt from the disclosure requirements in relation to Related Party Transactions and outstanding balances, including commitments, with government entities that have control, joint control or Significant Influence over Council.

Key Management Personnel

Council has determined in accordance with AASB 124, that the following positions meet the definition of KMP:

- Mayor
- Councillors
- CEO
- Senior Executive Employees including Group Managers and the Chief Financial Officer
- Manager Planning, Policy and Community Wellbeing.

Close Family Members of KMPs

The following will be considered as Close Family Members of KMPs:

- children and dependents of the Mayor, Councillors and the CEO
- spouse/domestic partner of the Mayor, Councillors and the CEO
- children and dependents of a spouse/domestic partner of the Mayor, Councillors and the CEO
- children and dependents of a KMP
- spouse/domestic partner of a KMP
- children and dependents of a spouse/domestic partner of a KMP
- other Family Members of a KMP that may be expected to influence, or be influenced by, that person in their dealings with Council.

Close Family Members will be identified in the Related Party Declaration made by a KMP.

Entities that are controlled or jointly controlled by KMPs or their Close Family Members

Entities that are controlled or jointly controlled by KMPs or their Close Family Members include companies, trusts, joint ventures, partnerships and non-profit associations.

Identifying Ordinary Citizen Transactions

Council has determined that the following transactions constitute an OCT and are therefore not material for disclosure:

- paying Council fees, rates or charges
- attending Council functions that are open to the public
- payment for goods or services from Council at rates published in Council's Register of Fees and Charges.

In the event that the transaction was to occur on terms and conditions that are different to those offered to the general public, then the transaction may become material and disclosable.



All other transactions will be assessed as to the need for disclosure.

### Review

A review of all Related Parties (Key Management Personnel, Close Family Members and related entities) will be conducted twice annually, or in the event of one or more of the following triggers:

- change of Councillor/s or Chief Executive Officer;
- change in Senior Executive Employees;
- corporate restructures;
- change in family structure of KMP.

### Annual Declarations

Key Management Personnel are to provide an annual declaration identifying:

- their Close Family Members; and
- entities that they control or jointly control; and
- entities that their Close Family Members control or jointly control.

The onus is on the KMP to disclose all related parties on the declaration.

This information will be audited as part of the annual external audit by the Queensland Audit Office.

### Related Party Register

Related Party Transactions will be collated in a Related Party Register for audit and reporting purposes.

### Disclosing Related Party Transactions

Council will disclose Material Related Party Transactions in its annual general purpose financial statements in accordance with the requirements of paragraphs 17 and 18 of AASB 124. Transactional information will be summarised and financial amounts will be reported as aggregate totals in the Related Party disclosure notes in the financial statements in the following categories, where required:

- Council Subsidiaries
- KMP Compensation
- Transactions with other Related Parties
- outstanding balances
- loans and guarantees to/from Related Parties
- commitments to/from Related Parties.



## Access to Related Party Information

The following access provisions and restrictions apply to Related Party information:

Related Party Information Type	Access Rights and Restrictions
Council's Annual Financial Statements (includes reporting on related party disclosures)	Publicly available and published in the Annual Report on Council's website
KMP Related Party Declarations	Requires an application to be made with Council and considered, assessed and decided under the <i>Right to Information Act 2009</i> . It is likely that full access to this information will not be granted due to the documents containing personal information of individuals.
Related Party Register	
Transactional information and documentation the subject of a Related Party Transaction with Council	

## Human Rights

Council is committed to respecting, protecting and promoting human rights. Council has an obligation under the *Human Rights Act 2019* to give proper consideration to human rights when making a decision, and to act and make decisions in a way that is compatible with human rights. To the extent that an act or decision under this policy may engage human rights, Council will have regard to the *Human Rights Act 2019* in undertaking the act or making the decision.

## Relevant Legislation

*Information Privacy Act 2009*

*Public Sector Ethics Act 1994*

*Right to Information Act 2009*

*Statutory Bodies Financial Arrangements Act 1982*

## Related Documents

AASB 2 – *Share-based Payments*

AASB 10 – *Consolidated Financial Statements*

AASB 11 – *Joint Arrangements*

AASB 119 – *Employee Benefits*

AASB 124 – *Related Party Disclosures*

AASB 128 – *Investments in Associates and Joint Ventures*

Australian Implementation Guidance for Not-for-Profit Public Sector Entities

Councillor Code of Conduct

Employee Code of Conduct

Key Management Personnel – Related Party Declaration

Related Party Disclosures Guideline

Related Party Register

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## STRATEGIC

## TENURE POLICY

## Head of Power

*Land Title Act 1994*  
*Land Act 1994*

Key Supporting Council Document

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

- 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.
- Compliant with relevant legislation.

## Definitions


<i>Asset</i>	means any Council Controlled Land or Council Owned Land.
<i>Community Organisation</i>	means: <ul style="list-style-type: none"> <li>• an Entity that carries on activities for a public purpose; or</li> <li>• another Entity whose primary object is not directed at making a profit and:               <ul style="list-style-type: none"> <li>○ does not distribute its income and property among members; and</li> <li>○ does not pay dividends to members,</li> </ul> </li> </ul> as set out in Schedule 8 Dictionary to the <i>Local Government Regulation 2012</i> .
<i>Council</i>	Lockyer Valley Regional Council
<i>Council Controlled Land</i>	Land that is held in trust by Council, land that is leased or subleased by Council or any other land in which Council has a proprietary interest and includes any facilities and improvements on the land; and/ or which Council acts as the landowner.
<i>Council Owned Land</i>	Freehold land owned or held on trust by Council including any facilities and improvements on the land.

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<i>Entity</i>	means an incorporated body, government agency, educational agency or religious organisation that has appropriate legal standing to enter into a Tenure Arrangement.
<i>Sporting Club</i>	means an Entity that encourages community participation through sporting activities.
<i>Request</i>	means a request for: <ul style="list-style-type: none"> <li>the grant or renewal of a Tenure Arrangement; or</li> <li>maintenance; or</li> <li>improvement,</li> </ul> in relation to an Asset by a third party who currently uses, or desires to use, the Asset under a Tenure Arrangement.
<i>Third Party/Parties</i>	means an individual, Community Organisation, Sporting Club or other Entity that makes a Request of Council.
<i>Tenure Arrangement</i>	means the grant of a lease, licence, user agreement or management agreement or other form of written agreement for the use of the Asset by a third party.

For clarity, tenure arrangements under this policy do not include use rights granted:

- through Council's facility booking system (Bookable); or
- by another government agency, such as the Department of Resources; or
- under a local law approval or development approval.

## Policy Objective

This policy outlines how Council will manage the use of its Assets in accordance with legislative requirements to facilitate timely, optimal, sustainable, equitable and consistent asset management, to the benefit of Council and its community.

## Policy Statement

Council owns and manages a large and varied portfolio of land and facilities and is committed to ensuring that tenure, maintenance and improvement is provided in a transparent manner that is appropriate to the type of land and facility, outcomes for Council and the community, and suitable to the proposed access or use.

This Policy applies to all requests for use, maintenance or improvement for which a tenure arrangement for Council Owned Land and Council Controlled Land exists or may be granted under this Tenure Policy and the Tenure Procedure.

## Principles

Council will manage its Assets, including any improvements on them, effectively, efficiently and sustainably by:

- granting Tenure Arrangements that:
  - suit the circumstances of a particular Asset and use;
  - optimise the value of the Asset; and

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- contribute to a range and diversity of activities and essential service provision to the Lockyer Valley.
- preferring Third Parties that are locally based and/or providing a regionally delivered service that benefits the Lockyer Valley community.
- ensuring a consistent, equitable and fair approach to enabling access to and use of Assets.
- providing more certainty and simplicity in how Tenure Arrangements are drafted and managed.
- preferring Tenure Arrangements that grant:
  - leases with up to 5 year terms over Assets generally.
  - user agreements with 1 year terms or licences with up to 3 year terms in circumstances where Council proposes to enter into Tenure Arrangements with various users of multi-use facilities.
  - management agreements as a last resort and for a term determined to be suitable to maximise value and sustainability for all parties.
- promoting a user pays approach where:
  - financial or in-kind assistance from Council for maintenance of an Asset is documented in the Tenure Arrangement and calculated with reference to the full cost to Council of providing the assistance in accordance with Council's identified service levels.
  - costs required to facilitate the Tenure Arrangement, such as development applications, survey and registration costs, are the responsibility of the Third Party.
  - outgoings, or a contribution to them, is payable by the Third Party to incentivise the use of services in a sustainable manner.
- minimum provision of reportable items includes currency of relevant insurances, level and frequency of use, audited annual financial statements and current contacts of the user's governing body.
- evidence of the Third Party's entity and governance structure is provided and confirmed prior to the grant or renewal of a Tenure Arrangement.
- establishing an inspection programme to monitor compliance with the Tenure Arrangement, relevant laws and Council requirements.
- observing the local government principles and the sound contracting principles in sections 4 and 104(3) of the *Local Government Act 2009* respectively.

## Human Rights

Council is committed to respecting, protecting and promoting human rights. Council has an obligation under the *Human Rights Act 2019* to give proper consideration to human rights when making a decision, and to act and make decisions in a way that is compatible with human rights. To the extent that an act or decision under this policy may engage human rights, Council will have regard to the *Human Rights Act 2019* in undertaking the act or making the decision.

## Relevant Legislation

*Land Regulation 2020*  
*Land Title Regulation 2022*  
*Local Government Act 2009*

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*Local Government Regulation 2012*

*Property Law Act 1974*

*Property Law Regulation 2013*

### Related Documents

Asset Management Policy

Community Grants and Assistance Policy

Procurement Policy

Procurement Guideline

Tenure Procedure

Working on Council Land Form

DRAFT

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Superseded/Revoked: NA

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**11.3 Application for Permit to Occupy Bores adjacent to Lot 1 on RP159632 and Lot182 on CA311434**

**Author:** Michelle Lehmann, Property Support Officer; Julie Lyons, Property Officer  
**Responsible Officer:** Dan McPherson, Group Manager People, Customer and Corporate Services

**Purpose:**

The purpose of this report is to consider an application for a Permit to Occupy over Bore sites within Lot 1 on RP159632 (Land No. 141441) and Lot 182 on CA311434 (Land No. 141401).

**Officer's Recommendation:**

THAT with respect to the correspondence received from owner of Land No's 141401 and 141441, requesting Council's views in relation to their application for a Permit to Occupy over bore site on Lot 1 on RP159632 and Lot 182 on CA311434, Council resolve to respond to the Applicant by completing the Part C Statement in relation to an application under the Land Act 1994 and advise that Council has no objection to the proposed application provided that Council has free and unrestricted access to use the bore sites when required;

And further;

THAT if the Applicant's application for permits to occupy the bore sites is successful, Council resolve to delegate authority to the Chief Executive Officer to negotiate terms and enter into a Bore Agreement with the Applicant to outline how the bores may be used and managed as between Council and the Applicant.

**RESOLUTION**

THAT with respect to the correspondence received from the owner of Land No's 141401 and 141441, requesting Council's views in relation to their application for a Permit to Occupy over bore site on Lot 1 on RP159632 and Lot 182 on CA311434, Council resolve to respond to the Applicant by completing the Part C Statement in relation to an application under the Land Act 1994 and advise that Council has no objection to the proposed application provided that Council has free and unrestricted access to use the bore sites when required;

And further;

THAT if the Applicant's application for permits to occupy the bore sites is successful, Council resolve to delegate authority to the Chief Executive Officer to negotiate terms and enter into a Bore Agreement with the Applicant to outline how the bores may be used and managed as between Council and the Applicant.

Moved By: Cr Holstein

Seconded By:

Cr Hagan

Resolution Number: 20-24/0945

**CARRIED**

**6/0**



## Executive Summary

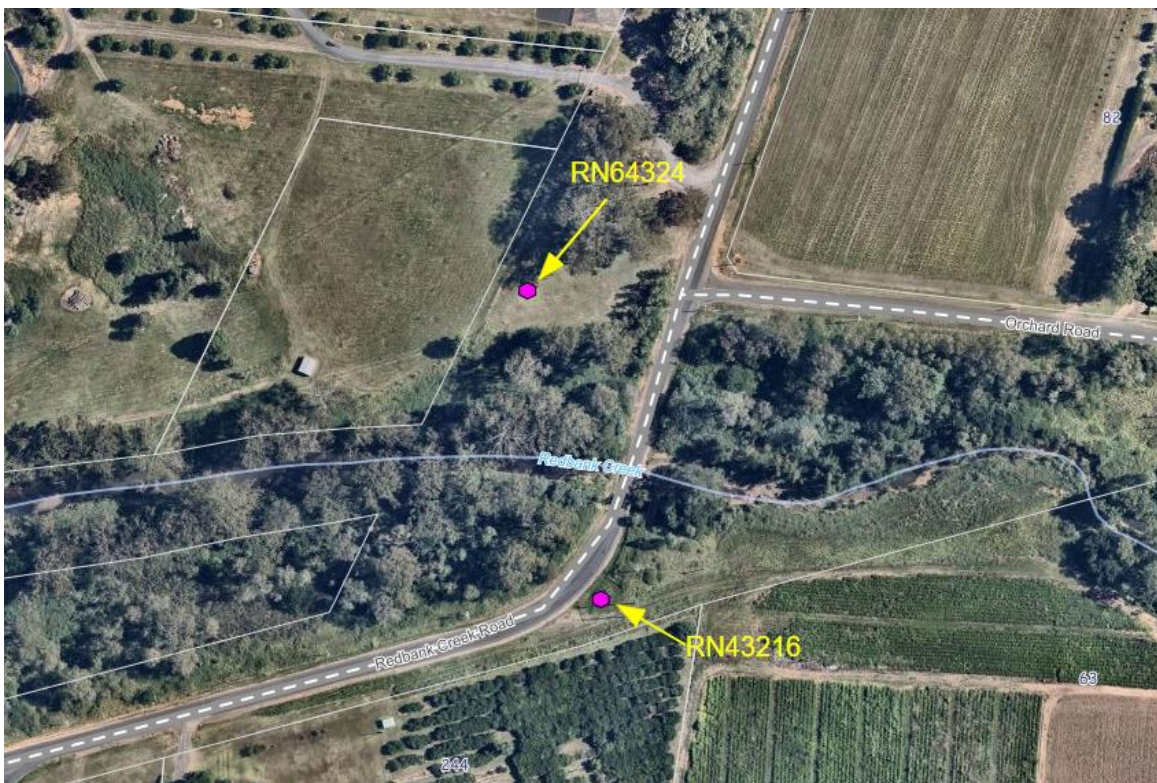
The purpose of this report is to consider an application for a Permit to Occupy over bore Sites within Lot 1 on RP159632 and Lot 182 on CA311434 and for Council to provide its views in relation to the proposed application in the form required by the Department of Resources so that the Applicant can lodge the application.

## Proposal

Council received a request from the owners of Land No 141401 and 141441 (Applicant) for Council to provide its views in relation to the proposed Application or a Permit to Occupy over a bore site within Land No's. 141401 and 141441 (Bore Sites). This is a prerequisite step before an application can be lodged with the Department of Resources (**DR**) for consideration. Council is required to complete the "Part C Statement in relation to an application under the *Land Act 1994* over State Land" with its views so that the relevant form can be submitted with the application.

### Bore RN64324 and Bore RN43216

Bore RN64324 and Bore RN43216 are situated on Redbank Creek Road Reserve and Orchard Road Reserve for the purpose of Town Water Supply and are shown below:



Bore RN64324 and Bore RN43216 are also used by the adjoining landowner for their commercial operations and have been historically since at least 1988. The adjoining landowner has advised they have maintained, repaired and upgraded the bores on a regular basis since 1988, including installing new submersible pumps, plumbing, metering and telemetry to operate the bore.



The adjoining land parcels referred to are shown on the plans below:



Council Officers have had discussions with the adjoining landowner about formalising their use of the bores.



As the bores are situated within the road, the Applicant must apply for permits to occupy the Bore Sites through the Department of Resources. A Permit to Occupy may be issued over unallocated State Land, a reserve, or a road although this tenure cannot be sold, sublet, or mortgaged. It does not create an interest in land or provide exclusive occupation.

Separately, as Council owns some of the bore infrastructure and wishes to reserve the right to use the bore for Council purposes from time to time as required, a separate Bore Agreement will be entered into between the Applicant (if the permits are granted) and Council in relation to these matters.

A valuer had been engaged to provide an annual figure for the use of Council's bore infrastructure to be factored into the Bore Agreement. This figure has been determined to be \$5,000.00 per Bore Site per year. The Applicant has agreed to enter into a Bore Agreement with Council setting out the terms for the use of the bores as between Council and the Applicant including this annual payment with an agreed 3% increase per annum.

Generally, before a Permit to Occupy is granted for a bore site, the Applicant needs to demonstrate that it is not possible to locate the bore on their own land. Permits to Occupy are the appropriate short-term tenure when occupation of State-controlled land is required. A Permit to Occupy may be cancelled at short notice (generally 3 months) with no compensation.

The Recommendation in this Report will enable the Applicants to make a formal application for a Permit to Occupy to the DR for consideration. Whether or not the application is approved is a decision that rests with the DR. If the permits are granted, Council can then enter into the Bore Agreements with the permittees.

The DR is responsible for publishing the proposed Permit to Occupy and engaging with any other interested parties and agencies to determine whether there are any objections to the application.

Any objections received by the DR may be viewed by other parties interested in the proposed Permit to Occupy in accordance with the provisions of the Right to Information Act 2009.

#### Options

- Option 1      Council doesn't object to the proposed Permit to Occupy application.
- Option 2      Council objects to the proposed Permit to Occupy application and provide reasons.

#### **Strategic Implications**

##### Corporate Plan

Lockyer Leadership and Council

- Compliant with relevant legislation

##### Finance and Resource

If the Applicant is granted permits to occupy the Bore Sites and enters into a Bore Agreement with Council, Council will have a clear understanding of how the bores are used and receive fees for their use.

##### Legislation and Policy



Council's consideration of this application, and the issue of the completed Part C Statement in relation to an application under the *Land Act 1994* over State land with Council's views, comply with the **DR's** policy requirements for the assessment of such application.

If successful, the **Applicants** will be required to pay an annual occupation fee to **DR**. The **Applicants** will also be required to obtain public liability insurance in respect of the Permit to Occupy area.

#### 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

Key Corporate Risk Code and Category: IA1

Key Corporate Risk Descriptor: Infrastructure and Assets  
Planning, managing and maintaining assets for the future

#### Consultation

##### *Internal Consultation*

- ✓ Community and Regional Prosperity
- ✓ People, Customer and Corporate Services
- ✓ Infrastructure
- ✓ Finance

#### **Attachments**

There are no attachments for this report.



## 12.0 COMMUNITY AND REGIONAL PROSPERITY REPORTS

### 12.1 Voluntary Home Buy Back – Demolition, Removal, and Site Rehabilitation Services

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

#### **Purpose:**

The purpose of this report is to seek Council's endorsement of the preferred suppliers to undertake the demolition, removal and site rehabilitation services required as part of the Voluntary Home Buy Back (VHBB) program.

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

**THAT Council in accordance with Sections 233 of the Local Government Regulation 2012 approve the preferred suppliers to undertake the demolition, removal and site rehabilitation services associated with the Voluntary Home Buy Back program.**

#### **The preferred suppliers are:**

- **WMA Demolitions for the six (6) properties included in Group 1 of Tranche 1 of the VHBB program.**
- **Patterson Demolitions for the six (6) properties included in Group 2 of Tranche 1 of the VHBB program; and**
- **Williams Demolitions for the five (5) properties included in Group 3 of Tranche 1 of the VHBB program.**

#### **RESOLUTION**

**THAT Council in accordance with Section 233 of the Local Government Regulation 2012 approve the preferred suppliers to undertake the demolition, removal and site rehabilitation services associated with the Voluntary Home Buy Back (VHBB) program.**

#### **The preferred suppliers are:**

- **WMA Demolitions for the six (6) properties included in Group 1 of Tranche 1 of the VHBB program.**
- **Patterson Demolitions for the six (6) properties included in Group 2 of Tranche 1 of the VHBB program; and**
- **Williams Demolitions for the five (5) properties included in Group 3 of Tranche 1 of the VHBB program.**

**Moved By: Cr Vela**

**Seconded By:**

**Cr Wilson**

**Resolution Number: 20-24/0946**

**CARRIED  
6/0**



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## Executive Summary

On 26 October 2022 the council resolved (20-24/0668) to voluntarily acquire 25 properties through the State and Federal Governments Resilient Homes Fund.

Council's procurement policy states that Lockyer Valley Regional Council will carry out all procurement activities in accordance with the prescribed legislative framework and its Procurement Guideline.

Accordingly, council at its meeting of 15 March 2023 resolved (20-24/0772) to establish a Preferred Supplier Arrangement (PSA) to undertake the demolition and site rehabilitation services associated with the Voluntary Home Buy Back program.

Council received six (6) submissions to its tender to establish a PSA, all of which were subsequently appointed to the PSA.

On 11 August 2023, three (3) of the preferred suppliers were requested to provide a quotation for the first seventeen (17) properties included in the first tranche of the Voluntary Home Buy Back program.

## Proposal

After the flooding events of 2022, a joint initiative was announced by the Australian and Queensland Governments to help people living in Queensland recover and become more resilient to future flooding events by introducing the \$741 million Resilient Homes Fund. There are three (3) programs that are financed as part of the fund which include:

The **Resilient Retrofit Program** provides funding for homeowners to repair (enhancing resilience) or retrofit homes to incorporate flood resilient design and materials in liveable rooms or areas. This program is administered by the Department of Housing and Public Works.

The **Home Raising Program** provides funding for homeowners to raise their home to reduce the impacts of future flood events by elevating liveable rooms or areas. This may also include moving the home on the same parcel of land by moving it to higher ground. This program is administered by the Department of Housing and Public Works.

The **Voluntary Home Buy-Back Program** provides funding for Councils to buy back homes. Once the property is purchased (by Council) it must be demolished, and the land returned to its natural state and a planning scheme amendment undertaken to ensure that the land can never be developed for residential purposes. This program is administered by the Queensland Reconstruction Authority (QRA) and is the program that Council has the most involvement in.

The Queensland government considered 94 properties within the LVRC local government area under the program:

- 20 properties were capable of being raised; and
- 25 were unsure; and
- 21 qualified for a resilient retrofit; and
- 28 were considered for Voluntary buy-back of which 25 initially qualified.

If eligibility could not be achieved with the Resilient Retrofit, or Home Raising programs, a property may be eligible for VHBB. To be eligible for VHBB:

- The building envelope must be inundated in an eligible event.



- The extent of damage would likely demonstrate that the property has been heavily impacted.
- The flood risk would likely have impacts to life, safety and property.
- The property is located in a vulnerable socio-economic area.

The properties eligible for VHBB are the most severely impacted and not eligible for the other programs within the fund. This infers the properties have been that badly impacted that they cannot or should not be raised, rebuilt, or made resilient. By extension if they are not fit for these works in their current location, it is reasonable to assume they may not be fit to be moved to other locations.

The 25 properties that initially qualified for the Voluntary Home Buy Back program included the following properties - The Property Identification Numbers are 236300, 236190, 132930, 117050, 268160, 131600, 167790, 167920, 255650, 135760, 132760, 132740, 251500, 114090, 132560, 133200, 245310, 132700, 132590, 138910, 178400, 172040, 157320, 176590, and 127470.

Property ID	
117050	The property incurred significant damage during the February 2022 floods, resulting in the removal of internal fit-outs and improvements as part of the cleanup process as outlined in the Valuation Report. In the 2011 flood, water levels were 500mm above the 1st floor, while the 2022 flood levels peaked at 1450mm above Finished Floor Level (FFL). As a result, the property was categorized as an extreme risk to human life. The LVRC Flood Information Portal identifies potential inundation of over 2.0m.
268160	Historic, floodwaters have reached approximately 600mm above the FFL of the property. During the 2011 flood, water levels rose to the top of the windows and covered the nearby railway line. The neighbouring properties were washed away during this flood (approx. 6 houses). The LVRC Flood Information Portal identifies potential inundation exceeding 2.0m.
167790	The LVRC Flood Information Portal identifies potential inundation exceeding 2.0m.
167920	The floodwaters in Feb 2022 reached 1.7m above the ground floor of the house, and in May 2022, 250mm of water was seen through the house. This property is located in proximity to a lagoon and is identified as having a history of being severely flooded / repeatedly impacted by floods. The LVRC Flood Information Portal identifies potential inundation exceeding 2.0m.
132740	The LVRC Flood Information Portal identifies potential inundation exceeding 2.0m.
251500	The LVRC Flood Information Portal identifies potential inundation exceeding 2.0m in parts of the site & 1.2-2.0m in other parts of the site.
132760	The LVRC Flood Information Portal identifies potential inundation exceeding 2.0m in parts of the site & 1.2-2.0m in other parts of the site.
132700	The floodwaters in 2022 reached 940mm above ground level, and 2100mm above ground in 2011. The LVRC Flood Information Portal identifies potential inundation exceeding 2.0m.
157320	The LVRC Flood Information Portal identifies potential inundation exceeding 2.0m in parts of the site & 1.2-2.0m in other parts of the site.
131600	The LVRC Flood Information Portal identifies potential inundation exceeding 2.0m in parts of the site & 1.2-2.0m in other parts of the site.
132930	The 2011 flood waters reached 1150mm above the ground level, with a velocity of 40km/ph. The owner was rescued from the property in 2011, and water now ponds under the house, creating structural and termite issues. The house is considered uninhabitable, and the LVRC Flood Information Portal identifies potential inundation exceeding 2.0m.
176590	The flood levels have been determined to be 3770mm from ground level, with at least 5 floods inundating the home since 2017. Floodwater occurs from the creeks and surrounding



	roads and the home is considered uninhabitable. The LVRC Flood Information Portal identifies potential inundation exceeding 2.0m.
127470	The LVRC Flood Information Portal identifies potential inundation exceeding 2.0m. The street frontage experiences lesser flooding.
236300	2011 floodwater was 1.2m above the floor level, and the 2022 flood levels were 300mm above floor levels. The home has a history of being severely and/or repeatedly impacted by flooding and the LVRC Flood Information Portal identifies potential inundation exceeding 2.0m.
236190	The 2021-22 rainfall and flooding events saw 1.5m-2.0m of water above the ground floor level. The LVRC Flood Information Portal identifies potential inundation exceeding 2.0m.
132590	The Feb-Apr 2022 floods saw 1-1.5m of floodwaters above ground floor. The LVRC Flood Information Portal identifies potential inundation exceeding 2.0m in parts of the site & 1.2-2.0m in other parts of the site.
255650	The LVRC Flood Information Portal identifies potential inundation 2.0m.

Council was provided with a *Demolition and Remediation of Properties* scope of work by the QRA which outlined the preferred requirements for the demolition of properties within the program that had been prepared by participating councils at that time. This specification was circulated broadly within council for review and input. The participating councils at that time have all used this as their preferred scope of works, and two of these councils are well progressed with the demolition and removal of properties across their respective LGAs.

On 15 March 2023 Council resolved to establish a Preferred Supplier Arrangement that included the Demolition and Remediation of VHBB properties specification provided by the QRA. Whilst the specification was the same as that provided by the QRA, the council made several variations which included:

- Council arranging the disconnection of all services to each property and obtaining necessary documentation to demonstrate disconnection had occurred (where necessary).
- Council undertook all of the asbestos audits for each property.
- Council prepared, lodged and obtained approval for demolition, and any other necessary approvals.

The changes were made based on the advice received from other participating councils at that time who had already commenced physical works, and in an effort to expedite the intended outcomes of the program.

Council prepared a Procurement and Probity Plan, Request for Tender and Response Schedules, which were accompanied by the provided Demolition and Remediation specification, and this was put to open tender. Council received 6 submissions, all of which were successfully appointed to the panel.

The first three approved panel members that returned signed contracts were asked to provide a quotation for the three groups of work that made up Tranche 1 of the QRA program. One of the respondents was asked to clarify several points in their submission, which they subsequently did.

The outcome of the assessment of these submissions concluded that:

- **Group 1** (inc. six (6) properties) should be awarded to **WMA Demolitions** – they have identified the removal of three properties and were the lowest price for this group of properties. Excellent project experience and active for two other councils undertaking VHBB work.
- **Group 2** (inc. six (6) properties) should be awarded to **Patterson Demolitions** – Best response to overall quotation, and lowest price for this largest group of properties to be demolished. Excellent project experience and active for two other councils undertaking VHBB work.
- **Group 3** (inc. five (5) properties) should be awarded to **Williams Demolitions** – Local provider, that met all of the necessary methodology, WHS, licences, and quotation requirements.



Contract documents now exist for the appointment of three contractors which will be finalised and issued if council endorses the recommendations of this report.

It is important to note that despite NO house removalists lodging a submission in response to council's tender to establish a PSA, two (2) of the three demolition contractors that lodged a response to the request for quotation, included the removal and relocation of three (3) buildings in the first tranche of VHBB properties. This unprompted market response seems to reflect the commercial viability and structural integrity of the removal (or otherwise) of the properties. It seems that whilst the scope of works did not explicitly specify the removal of properties, it did not preclude it from occurring either, and accordingly the market has reacted identifying those they believe most viable for removal due to their current state and potential for future sale.

Council has subsequently been made aware that another participating council has broadened its works specification to explicitly include the 'removal' of properties. Upon review of the supplied Scope of Works, it would seem the reference to removal or relocation of properties in the document is '*b) Prior to the removal or relocation of the dwelling a structural integrity report is to be provided to council detailing the structural integrity and suitability of the dwelling / structure for relocation / transportation*'. As outlined above, it has been the council's understanding that the QRA has determined that the buildings are not fit for raising, rebuilding, or being made resilient and as a consequence were eligible for VHBB and likely demolition. In some instances, however, it would seem some properties are commercially and structurally viable for removal. The market has identified these by way of their response to council's request for quotation.

Despite council utilising the provided demolition scope of works supplied by the QRA, Council has gone beyond its original intent by undertaking a lot of the work originally contemplated would be undertaken by an appointed contractor. This was done to enable all of the Tranche 1 properties to be capable of demolition or removal prior to end of calendar year 2023. This represents the 17 properties of Tranche 1 of the program, of which 3 would be removed, and would have represented a 6-month efficiency to the originally stipulated end of the program. It is envisaged that the removal / demolition of Tranche 1 properties will be completed by the end of January 2024. Given the delay in appointing the contractor to undertake the removal / demolition works.

#### Options

Council has several options available to consider including:

1. Council endorses the Officer's Recommendation to appoint WMA Demolitions, Patterson Demolitions, and Williams Demolitions to collectively undertake the demolition, removal, and site rehabilitation services as part of the Voluntary Home Buy Back Scheme; or
2. Council does not endorse the Officer's recommendation, the QRA scope of works previously endorsed is varied to explicitly include the 'removal' of properties, subject to structural integrity reporting on each dwelling, and noting that this will require several additional months to re-tender to establish a PSA, and then subsequently request quotations for the demolition, removal, and site rehabilitation services as part of the Voluntary Home Buy Back Scheme. This would unlikely be able to occur until January / February 2024.

#### Previous Council Resolutions

20-24/0668 – Resolution to purchase 25 properties in Tranche 1.

20-24/0772 – Resolution to establish a Preferred Supplier Arrangement.

20-24/0878 – Resolution to purchase 10 properties in Tranche 2.

#### Critical Dates

Since the earlier council resolutions, the project completion date for the Resilient Homes Fund has been extended to 30 June 2026. All actions associated with the three (3) programs under the Fund need to be completed by this date.



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## Strategic Implications

### Corporate Plan

#### *Lockyer Planned*

#### *Lockyer Leadership & Council*

Council has been allocated grant funding from the Australian and Queensland governments through the Resilient Homes Fund to purchase, demolish, remove, rehabilitate and rezone 17 of the initially 25 flood affected parcels of land across the region. Tranche 2 includes a further 10 properties.

All costs associated with the implementation of the Voluntary Home Buy Back Scheme can be claimed by Council as part of the program. This includes, but is not limited to, staff time, project management costs, property acquisition cost, and demolition costs.

### Legislation and Policy

Section 233 of the *Local Government Regulation 2012* states, 'This section applies to a medium-sized contractual arrangement or large-sized contractual arrangement for goods or services if a local government— (a) needs the goods or services— (i) in large volumes; or (ii) frequently; and (b) is able to obtain better value for money by accumulating the demand for the goods or services; and (c) is able to describe the goods or services terms that would be well understood in the relevant industry.'

### Risk Management

Key Corporate Risk Code and Category: FE2 - Finance and Economic

Key Corporate Risk Descriptor: Decision making governance, due diligence, accountability and sustainability

Further, this report and recommendation aligns with Council's Procurement Policy adopted by Council 15 July 2020.

### Consultation

#### *Councillor Consultation*

A number of discussions and Councillor Workshops have been had with Council in relation to the Voluntary Home Buy Back Program since the announcement of the Resilient Homes Fund.

#### *Internal Consultation*

Extensive and ongoing consultation has occurred with the Policy and Growth, Building and Plumbing, Waste, Community Facilities, Finance, Procurement and Workplace Health and Safety teams.

#### *External Consultation*

Extensive and ongoing consultation has occurred with Council's external legal representatives McCullough Robertson who are assisting Council with the contract of sale management for the Voluntary Home Buy Back Scheme.

Extensive and ongoing consultation has occurred with Stewart Pentland of Infinitum Partners who is assisting Council with the project management of Council's obligations under the Voluntary Home Buy Back Scheme.

Extensive and ongoing consultation has occurred with the QRA in relation to the delivery of the Voluntary Home Buy Back Scheme.



*Community Engagement*

Extensive Consultation and Engagement with the community has been undertaken by the QRA and by Council where appropriate.

**Attachments**

There are no attachments for this report.



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**12.2 Proposal for Sharing of Costs of Construction of Scheiwe Road**

**Author:** Annette Doherty, Manager Planning, Policy and Community Wellbeing  
**Responsible Officer:** Amanda Pugh, Group Manager Community & Regional Prosperity

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**Purpose:**

The purpose of this report is to allow Council to consider a request from a Developer for a cost sharing agreement in relation to the construction of Scheiwe Road, Plainland.

**Officer's Recommendation:**

**THAT, in regard to the proposal submitted with Development Application RL2017/0013, Council decline the request to enter into a cost sharing agreement with developers/landowners in relation to sharing of costs associated with the construction of Scheiwe Road to cater for rural residential development.**

**RESOLUTION**

**THAT, in regard to the proposal submitted with Development Application RL2017/0013, Council decline the request to enter into a cost sharing agreement with developers/landowners in relation to sharing of costs associated with the construction of Scheiwe Road to cater for rural residential development.**

**Moved By: Cr Holstein**

**Seconded By:**

**Cr Vela**

**Resolution Number: 20-24/0947**

**CARRIED**

**6/0**

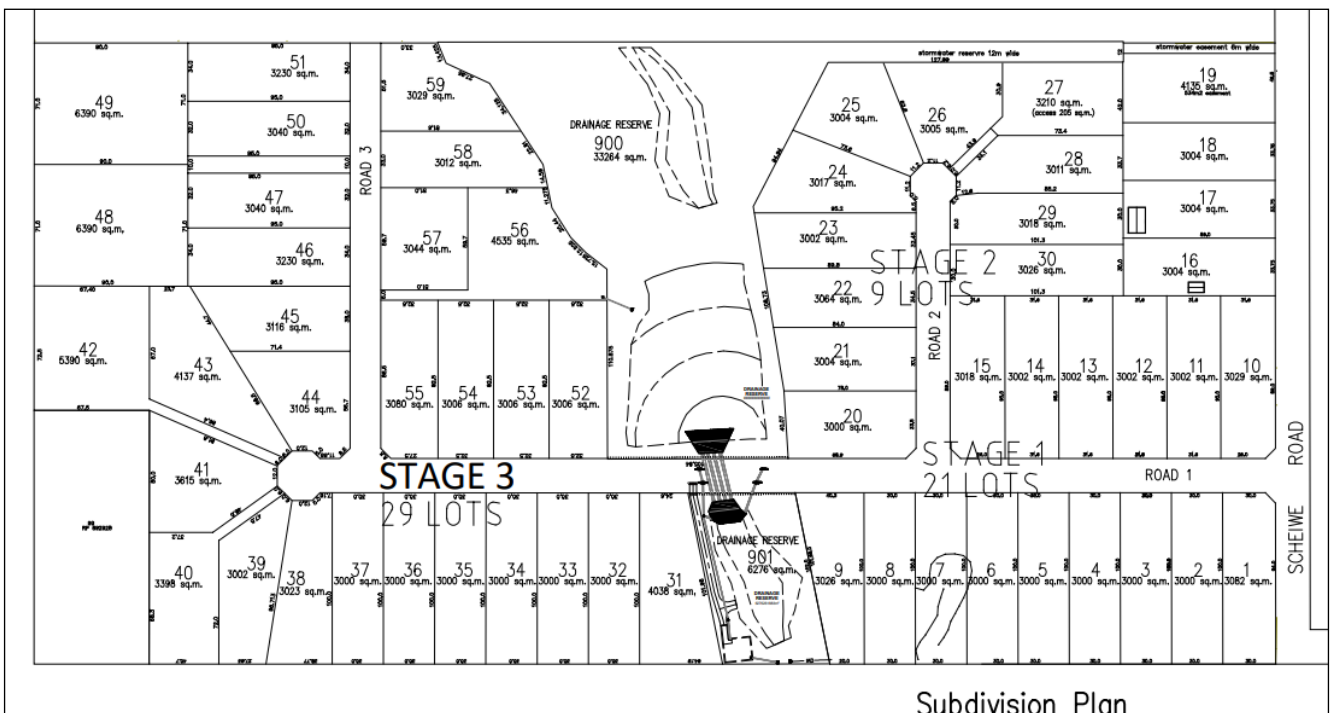
**Executive Summary**

Council has received a request from Brendon Fordyce of Vanilla Systems Pty Ltd for Council to enter into a cost sharing proposal for the construction of Scheiwe Road to cater for rural residential development. Mr Fordyce is a developer ('the Developer') of land on Scheiwe Road. The cost sharing proposal was originally submitted to Council in 2017 with the development application for Stage 1 of the Developer's subdivision.

**Proposal**

The Developer has approvals (RL2017/0013 and RL2021/0011.01) to subdivide Lot 98 RP892928 at Scheiwe Road (shown in red below) into 59 lots.





Scheiwe Road is a gravel constructed road. The Developer's land is located approximately 390 metres from the intersection with Pats Road. The land has a frontage of 360 metres to Scheiwe Road.

A development application (RL2017/0013) for Stage 1 of the Developer's subdivision was submitted to Council in 2017. At that time, Stage 1 was the subdivision of the northern part of Lot 98 RP892928 into 22 lots.

A document titled *Calculating cost distribution and timing for road construction and upgrades in the South East Plainland development area* (see attached) was submitted with the application. This document ('the cost



sharing proposal') proposed that Council construct Scheiwe Road from the Pats Road intersection to the eastern boundary of the Developer's land, that the Developer pay 27% of the cost of these works, and Council would recover the remaining cost of the works amongst subsequent developers of land on Scheiwe Road.

The Developer's originally proposed that Stages 1 and 2 of the subdivision would be accessed from Sassafras Court. The cost sharing proposal surmised that 80% of the traffic associated with the subdivision would utilise Sassafras Court, and the Vanilla System's development would generate 27% of vehicle movement within the fully developed catchment. The Developer also proposed that any roadworks to Scheiwe Road would not be required until Stage 3 of the subdivision.

The sharing of construction costs for trunk infrastructure is provided for under section 129 of the *Planning Act 2016*. The costs associated with providing trunk infrastructure are either offset/refunded against infrastructure charges. An infrastructure agreement is prepared outlining which works are to be constructed by the developer and over time, as development proceeds and infrastructure charges are collected, the developer is reimbursed for the cost of those works.

However, Scheiwe Road is not a trunk road, and the construction of Scheiwe Road cannot be funded through infrastructure charges.

The development application for Stage 1 of the Developer's subdivision was considered at the Ordinary Meeting of Council on 13 March 2019. The officer's report to the Council meeting on the development application did not mention the cost sharing proposal. The application was approved subject to conditions allowing only five lots to have access to Sassafras Court, and requiring construction/upgrade of Scheiwe Road to a collector street standard and construction of a new intersection with Pats Road. The Infrastructure Charges Notice made no mention of offset or refund for the roadworks, and no Infrastructure Agreement was prepared.

The Developer made change representations to Council including a request to change the layout such that all access was from Scheiwe Road, and requesting the cost of construction of Scheiwe Road be offset through reduced infrastructure charges with Council's costs being reimbursed by future developers as follows:

The development was originally designed and intended to be accessed from Sassafras Court in the initial stages with the construction of Scheiwe Road proposed as part of the final stage. Due to the fact that Council has refused Sassafras Court as the point of access resulting in the requirement for Scheiwe Road to be constructed up-front, the applicant no longer wishes to utilise Sassafras Court in any way ...

... well over a hundred additional acres of developable land will directly benefit from the construction of Scheiwe Road. These development sites are currently unviable due to the requirement to construct Scheiwe Road but will be able to be developed as soon as this road is constructed. Given that the Council does not have a Local Government Infrastructure Plan in place for the area surrounding the development site and that Council has also determined that Scheiwe Road is the most important factor in its future development, it seems fair that cost distribution relating to the formation of Scheiwe Road in Condition 30 and the associated intersection works listed in Conditions 41-44 be adjusted or reworded to factor in cost sharing with the other sites...

Cost sharing could be implemented by determining the percentage of usage of Scheiwe Road by the subject site when developed, compared to the other developable land in the [area]. [The Developer] would then construct Scheiwe Road and the intersection of Scheiwe Road and Pats Road and Council could provide a financial offset to the per additional lot infrastructure charges imposed in the Infrastructure Charges Notice equivalent to the share of construction costs applicable to the other sites in the [area]. Council could then recover this money by attaching some form of percentage-based charge to subsequent development



applications for these other sites in the [area] as they are decided in the future. ...the fair distribution of costs will ensure that [the Developer] is not unfairly disadvantaged financially whilst Council will not have to wear any out of pocket expense for the construction of Scheiwe Road and the intersection and all offset moneys provided to the subject site can be recovered.

...the subject site would generate less than 50% of the actual vehicle movements along Scheiwe Road and it is considered that the actual percentage of usage would be closer to 33% due to the conservative nature of the draft area lot layout.

The Council officer's report to the Council meeting on 26 June 2019 in relation to the change representations mentioned the Developer's request for distribution of the costs associated with the construction of Scheiwe Road. In response, the officer noted that as Scheiwe Road and Pats Road are not identified as trunk infrastructure in Council's *Local Government Infrastructure Plan* (LGIP), the cost of the roadworks are to be borne by the Developer.

A Negotiated Decision Notice was issued (RL2017/0013) on 2 July 2019 which included conditions requiring Scheiwe Road to be constructed along the frontage of the site to a collector street standard, and from Pats Road intersection to the site as a future collector street.

A further development approval was issued for Stages 2 and 3 of the development (RL2021/0011) which increased the total number of lots to 59. Conditions of approval require roadworks in accordance with a Traffic Engineering Report, which includes Scheiwe Road being upgraded to a 7.5m wide collector street from the intersection with Pats Road to the site access, and to an access street standard for the remaining frontage of the land. Works were also required to the intersections of Laidley Plainland Road/Pats Road and Pats Road/Scheiwe Road.

The Developer made change representations in relation to the Development Permit for Stages 2 and 3, but those change representations related only to the staging of the development. A Negotiated Decision Notice (RL2021/0011) was issued on 22 February 2022. A change application (minor change) was approved on 14 October 2022 (RL2021/0011.01), but this change related only to water supply for a particular lot.

### **Recent Review of Cost Sharing Proposal**

At the Developer's request, the cost sharing proposal is being reviewed. This is the result of recent discussions with the Developer where he claimed that Council is inconsistent in dealing with development applications, specifically:

- that he is required to submit technical reports not required of other developers;
- that his development applications are processed more slowly than those of other developers;
- the conditions of approval for his developments are more stringent than those for other developers; and
- other developments in Scheiwe Road have been approved without being conditioned to undertake roadworks to the same extent as the Developer.

The Developer has also suggested that due to inconsistent conditioning for roadworks for other developments in Scheiwe Road, Council should waive the infrastructure charges applicable to his development (currently \$808,523.18) as an offset for the construction of Scheiwe Road.



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### Other Developments in Scheiwe Road

Development approvals have been issued for two other subdivisions in Scheiwe Road:

- RL2022/0025 - Subdivision of Lots 1 & 2 RP192001 into 39 lots

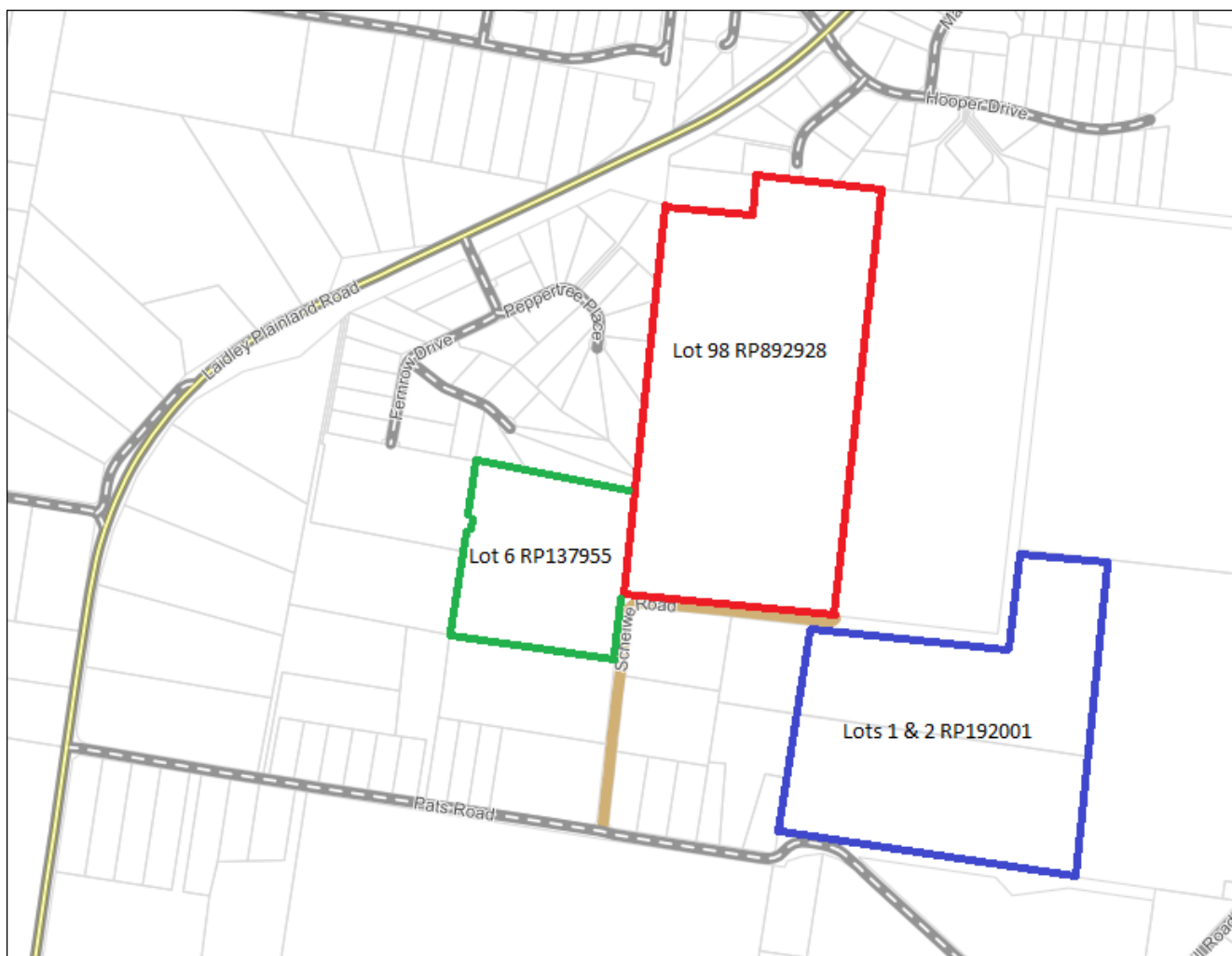
Lots 1 & 2 RP192001 (shown in blue on the map below) are located to the south-east of the Developer's land. The Development Approval for this subdivision (RL2022/0025) requires upgrades to the Laidley Plainland Road/Pats Road intersection, as well as construction of Scheiwe Road as a collector street but along the frontage of the land only.

- ROL2016/0024 - Subdivision of Lot 6 RP137955 into 16 lots

Lot 6 RP137955 (shown in green on the map below) is to the west of the Developer's land. A Development Approval (ROL2016/0024) was issued on 30 August 2016 for this subdivision, requiring Scheiwe Road to be constructed/upgraded to a 5.5 metre wide asphalt sealed road along the frontage of the site, and a 5.5m wide two coat bitumen sealed road from the intersection with Pats Road to the road frontage works.

A change application was made on 9 March 2023 (RL2022/0019.02) to increase the number of lots to 22 lots. Council officers proposed to update the conditions of approval to require Scheiwe Road to be constructed/upgraded as a collector street along the frontage of the land to achieve consistency with the other development approvals. When the draft conditions were provided, the applicant withdrew the change application due to the proposed increase in roadworks requirements. However, the change application (RL2022/0019.04) has recently been re-submitted.





### Planning Legislation

While the conditions imposed on the approvals for the three subdivisions are not identical, there is no demonstrated inconsistency having regard to the statutory framework. As Assessment Manager, Council has a broad discretion to impose conditions (within the requirements and limitations of the *Planning Act 2016*) and there will be a range of different outcomes in respect of a single issue.

In relation to the conditioning of roadworks for RL2022/0025, the application was referred for assessment to Council's consultant engineer, and conditions regarding roadworks to Scheiwe Road were imposed in accordance with the consultant engineer's recommendation and within the discretion provided for under the *Planning Act 2016*.

The Developer has asked that Council change the conditions of approval for his subdivision, however Council cannot unilaterally change a condition of a development approval. The *Planning Act 2016* prescribes a process for changing a development approval, and the Developer may make a change application to change the condition/s of the approval. Such application would need to be supported by a traffic report prepared by an appropriately qualified consultant, and the application would be assessed on its merits.



With regards to the cost sharing proposal, the planning framework in Queensland does not provide a mechanism in respect of equal distribution of costs for works to a particular non-trunk road; this is the thinking underpinning infrastructure charges. However, the relevant development conditions are not for trunk infrastructure and therefore sit outside the statutory infrastructure charges regime.

Scheiwe Road is not identified as trunk infrastructure in the LGIP. Even if fully constructed, Scheiwe Road would not meet the criteria to be considered trunk infrastructure. Therefore, no offset or refund (of infrastructure charges) would be applicable. However, the Developer is at liberty to make a conversion application should he be able to demonstrate that Scheiwe Road is trunk infrastructure.

The statutory planning framework in Queensland also does not provide a mechanism in respect of sharing costs between different developers/landowners and local governments where there are more than two parties to those agreements. Such an outcome may be achieved through an infrastructure agreement pursuant to section 150 of the *Planning Act 2016*, however this would require the consent of the other parties (and Council). A person cannot be compelled to enter into an infrastructure agreement, and it is unlikely consent would be obtained from other developers/landowners in this area.

If Council was to enter into an agreement to undertake non-trunk works or absorb some of the costs of one developer, this would lead to future requests from other developers. This would compromise Council's financial sustainability, and such works could not be funded through infrastructure charges. For example, any agreement to waive or reduce infrastructure charges, undertake roadworks or contribute to the cost of roadworks, would likely lead to a similar request from the developer of Lots 1 & 2 RP192001, who is required to fully construct a 484 metre unconstructed section of Scheiwe Road along the frontage of their site.

The apparent disparity of the first developer in an area providing infrastructure which is used by later developments is one that plagues developers. There is always a question around which development goes first, and which developers are prepared to wait until infrastructure is provided. This will be a consideration in determining the feasibility of a project. While the infrastructure charging regime addresses this problem in respect to the provision of trunk infrastructure, developers remain responsible for the costs associated with providing the non-trunk infrastructure required to service their developments.

However, the Developer could negotiate his own agreement with the other developers/landowners to share the costs associated with undertaking the works conditioned on the relevant development approvals, or at least undertake these works simultaneously to reduce the overall costs.

#### Options

1. Council decline the request to enter into a cost sharing agreement, and the costs associated with constructing Scheiwe Road as required by development approval conditions are to be borne by the Developer.
2. Council and the Developer enter into an infrastructure agreement to waive or reduce infrastructure charges in lieu of the Developer constructing Scheiwe Road.
3. Council negotiates with the Developer and other landowners/developers in relation to entering an infrastructure agreement for sharing of costs associated with the construction of Scheiwe Road.

#### Previous Council Resolutions

Council considered change representations in relation to Stage 1 of the subdivision (RL2017/0013) on 26 June 2019. These representations included the cost sharing proposal for the construction of Scheiwe Road.

#### Critical Dates

There are no critical dates.



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## Strategic Implications

### Corporate Plan

Lockyer Planned – A development assessment process that facilitates sustainable outcomes for the community.

### Finance and Resource

If Council was to enter into a cost sharing agreement for the construction of Scheiwe Road, the ultimate cost to Council would depend on the terms of the agreement. There would be significant costs involving in preparing and administering such an agreement and undertaking roadworks (if that formed part of the agreement).

If Council was to agree to waive infrastructure charges for the Developer's subdivision, this would reduce Council's future revenue by \$808,523.18 (current value) and would compromise Council's ability to meet its obligations with regards to deliver of trunk infrastructure.

If Council was to undertake non-trunk infrastructure works, absorb some of the costs of the Developer, or waive infrastructure charges, this would lead to similar requests from other developers. Such works or financial contributions could not be funded through infrastructure charges and would compromise Council's financial sustainability.

### Legislation and Policy

An explanation of how the *Planning Act 2016* applies to the Developer's request is included in the body of this report.

It is also noted that the Developer lodged an administrative action complaint in relation to a number of issues, including the Developer's request for a review of the cost sharing proposal. Council's resolution will inform the final response that to that complaint.

### Risk Management

Key Corporate Risk Code and Category: EC1 Environment and Community

Key Corporate Risk Descriptor: Environment and the community, including sustainable development, social and community wellbeing, community relationships, public health, recreation, regional profile and identity

### Consultation

#### *Internal Consultation*


The Chief Executive Officer, the Coordinator Development Assessment and the Manager Planning, Policy and Community Wellbeing have been involved in recent discussions with the Developer.

Advice was sought from the Coordinator Governance and Property.

#### *External Consultation*

Legal advice was sought in relation to this matter.

## Attachments

1 	Calculating cost distribution and timing for road construction and upgrade in the South-East Plainland development area	7 Pages
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## Calculating cost distribution and timing for road construction and upgrades in the South-East Plainland development area

### Cost Allocation for Multiple Users

This report discusses how the road construction costs which are the basis of future residential development in the vicinity of Scheiwe Road between Pats Road, Fernrow Drive and Sassafra Court might be divided between the various users of the system as the allotments develop.

For the purposes of the discussion in this section it is assumed that the developer of an infrastructure system will wish to maximise their profits and therefore develop a system that will adequately service their development without paying the upfront cost of constructing and/or upgrading the entire network for the benefit of other users, as this would be commercially unviable.

### Discussion

In any scenario where two or more users are to share infrastructure expenses the question would arise as to how the costs and liabilities of establishing the shared system should be distributed amongst those users.

For the purpose of analysing this question it is useful to consider the user/developer which commits first to undertake development of shared infrastructure as the anchor and those users/developers that commit to development after the anchor (i.e. after the point at which other development becomes commercially viable) as follow-on users.

It is important to emphasise the conceptual importance of the requirement that the anchor developer's commitment to establish/upgrade the network should be considered sufficient for the Council to take the decision to construct the remainder of the system. This requirement means that a system with only the capacity required by the anchor developer might tenably be developed and that the capacity required by the follow-on developers is additional to the capacity of anchor developer's system' alone and the overall standard of the infrastructure network is paramount.

If the costs of establishing a road network with only the capacity required by the anchor developer are termed the anchor costs, then a central issue regarding the distribution of the costs associated with establishing a system with the capacity required by all users (i.e. anchor and the follow-on users) is whether that part of the anchor costs which are independent of the system's capacity (i.e. which do not increase as the system's capacity increases - the capacity independent costs), should be borne entirely by the anchor developer alone or taken on by Council and then distributed with the follow-on users and how this proportion of capacity independent costs should be calculated and applied. At any rate, Council's willingness to look at options for entire network establishment as required is crucial to the commercial viability of the anchor developer and will be the trigger for development in the local area at whatever point in time Council decides to do so.



## Capacity Independent Costs

Capacity Independent Costs for the development proposed would include the costs of establishing Scheiwe Road and concrete kerb and channel along the northern side for the full frontage of proposed lots 37-45 as well as the widening of Sassafra Court at the stage that vehicle movements from the currently proposed subdivision exceed the existing design specifications of the road. Capacity Independent Costs for this road widening is to the degree that these costs are independent of the capacity of the infrastructure system that is being developed (i.e. the increase in vehicle movements that creating a through road will generate in addition to the demand that the number of lots in the proposed development will create).

In the case of actual infrastructure development, agreed methods for identifying and allocating confirmed Capacity Independent Costs would be required. However, for the purposes of example in this Targeted Report, a theoretical level of Capacity Independent Costs are considered with the final decision being at Council's discretion.

## Draft Area Plan

A Draft Area Plan was prepared for conceptual purposes to show possibilities for development of the surrounding allotments and how they will affect the establishment and upgrade of existing infrastructure in the area. It is important to realise that this is an approximation and assumes best consolidated use of all individual landholdings that make up the draft area.



As can be seen in the above figure the proposed anchor development will create 45 of a possible 165 total lots for the draft area which covers approximately 100 hectares, just over 27% of the total development potential of the draft area.



## Vehicle Movements

At a pre-lodgement meeting for the proposed anchor development Council's engineers recommended a working figure of 6-8 vehicle movements per day, per additional property created, in order to calculate vehicular demand on the road network. Using the Council's recommended figure the anchor development will produce 270-360 vehicle movements per day once completed.

It is important to note that the development will be staged with 21 lots in stage 1, 15 lots in stage 2 and 9 lots in stage 3. That means that daily vehicle movements would progressively increase with stage 1 generating 126-168 vehicle movements per day, stage 2 generating an additional 90-120 vehicle movements per day and stage 3 generating 54-72 vehicle movements per day as outlined in the table below.

Table A - Minimum and maximum vehicle movements per day, per stage for the anchor development

Stage	Minimum range	Maximum range	Total minimum	Total maximum
1	126	168	126	168
2	90	120	216	288
3	54	72	270	360

It is considered that these vehicle movements generated by the anchor development need to be further broken down into direction of travel, in order to determine the loadings imposed to Scheiwe Road and Sassafras Court and give a more accurate indication of upgrade timings.

Once the anchor development is completed vehicles leaving the anchor development to the South along Scheiwe Road would access Laidley-Plainland Road at the intersection of Pats Road, whilst vehicles leaving to the north would access Laidley-Plainland Road at the intersection of Hooper Drive.

It is broadly assumed for the purposes of this discussion that the majority of vehicles travelling south (to Pats Road) would be travelling to either; Laidley township which offers a local hospital, schools, child care, post office, GP health care, associated businesses and a select choice of local shopping opportunities; or through Laidley to Grandchester/Rosewood/Ipswich, the end of the valley, or Laidley Heights/Mulgowie/Blenheim/Gatton.

Destinations for vehicles exiting the anchor development to the north (Hooper Drive) are far more varied and would also be considered to be far more frequent, given the proximity of the new substantial business, shopping and dining opportunities at Plainland, the location and extent of surrounding residential areas and of course access to the Warrego Highway, a major East-West transport link. It should also be noted that employment opportunities to the South are far fewer than that accessible to the north and that employment travel would form a significant portion of vehicle movements.

Based on the above considerations it is assumed for the purposes of this discussion that upon completion, the anchor development would generate vehicle movements in an 80/20 split between Sassafras Court (80%) and Scheiwe Road (20%). However up until such times as stage 3 is completed all vehicle movements for stages 1 and 2 will utilise Sassafras Court.



## Sassafras Court

Sassafras Court will serve as primary access to the anchor development until completion of stage 3. This means that at stage 2 loadings will actually see the peak of vehicle movement loadings through Sassafras Court (216-288 vehicle movements per day). This is due to the fact that once stage 3 is completed and Scheiwe Road is constructed, 20% of the peak stage 3 daily vehicle movements (54-72 of the 270-360) will begin to utilise the route through Scheiwe Road as discussed in the previous section of this report.

Solely considering the impact to Sassafras Court produced by the anchor development, it is considered that Council would need to condition the widening/upgrade works prior to stage 3 (at either stage 1 or stage 2), depending on their interpretation of what vehicle movement loadings Sassafras Court is capable of accommodating at its current standard of construction as these will not worsen at stage 3.

However in conditioning this upgrade/widening it is necessary to take into account the extent that other follow-on developments will be able to capitalise on this upgrade. Whilst the anchor development may trigger the requirement for the road network to be upgraded initially, it would be an unreasonable financial imposition upon the anchor development to finance this upgrade entirely whilst making currently unviable development sites in the surrounding draft area viable.

Given that 77 additional allotments (outside of the anchor site) in the draft area will directly benefit from the widening of Sassafras Court (not including lots to the West of Scheiwe Road that form the extension of Fernrow Drive) and that some portion (approximately 8 calculated @ 20% of the 43 lots for discussion purposes) of the lots to the West of Scheiwe Road may still utilise Sassafras Court to access Plainland (secondary use follow-on sites), the following suppositions are drawn for the purposes of discussion and assisting Council in determining cost distribution for upgrade/widening works.

Table B – Percentage of vehicle movement loadings to Sassafras Court generated by the anchor site upon completion

Anchor sites	Direct access follow-on sites	Secondary use follow-on sites	Total sites	Anchor site usage
45	77	8	130	35%

Based on this hypothesis it is considered that the anchor site will only contribute to 35% of the additional vehicle movement loadings once the draft area is developed in its entirety.

## Scheiwe Road

Scheiwe Road is currently a gravel road from the intersection of Pats Road which is approximately 390 metres from the frontage of the anchor site (not including the anchor site frontage) and would need to be sealed, widened and drained to provide primary access to the 9 lots that form stage 3 of the anchor development in conjunction with this stage. This is a considerable expense given that Scheiwe Road will only service 20% of the lots in the anchor development whilst its construction will allow for the establishment of at least 48 additional direct-access allotments which form approximately 30% of the total lots in the draft area and will also be able to be utilised by the 41 allotments that lie to the West of the Scheiwe Road (that do not directly access Scheiwe Road).



Based on the discussions earlier in this report Scheiwe Road will cater for local and southbound traffic to which the anchor development will contribute approximately 54-72 vehicle movements per day. The 48 follow-on lots would contribute substantially more with anywhere from 288-728 vehicle movements per day (not including any additional loadings from the existing Fernrow Drive properties).

Recognising the requirements for Scheiwe Road produced by the anchor development, it is considered that Council would need to condition the works (not including capacity independent costs i.e. frontage works for lots 37-45) as part of stage 3 whilst taking into account the extent that follow-on developments will utilise this upgrade. As with Sassafras Court, the anchor development may trigger the requirement for the road network to be upgraded initially, but it would be an unreasonable financial imposition upon the anchor development to finance this upgrade entirely whilst making currently unviable development sites in the surrounding draft area viable.

With respect to the draft area and the construction of Scheiwe Road: 48 lots outside of the anchor site will gain direct access, whilst 36 anchor site lots; 41 follow-on lots (west of Scheiwe Road that do not have direct access i.e. secondary use follow-on sites); and 31 follow-on lots (East of the anchor site i.e. secondary use follow-on sites) will gain use of Scheiwe Road for vehicle movements. Accordingly, the following suppositions are drawn for the purposes of discussion and assisting Council in determining cost distribution for construction works.

Table C – Percentage of vehicle movement loadings to Scheiwe Road generated by the anchor site upon completion

Anchor sites	Direct access follow-on sites	Secondary use anchor sites	Secondary use follow-on sites	Total sites	Anchor site usage
9	48	36	72	165	27%

Based on this hypothesis it is considered that the anchor site would only contribute to 27% of the additional vehicle movement loadings once the draft area is developed in its entirety however in reality the anchor site would impose even less of these loadings as only 9 anchor sites directly access Scheiwe Road as opposed to 48 follow-on sites.

## Summary of discussions

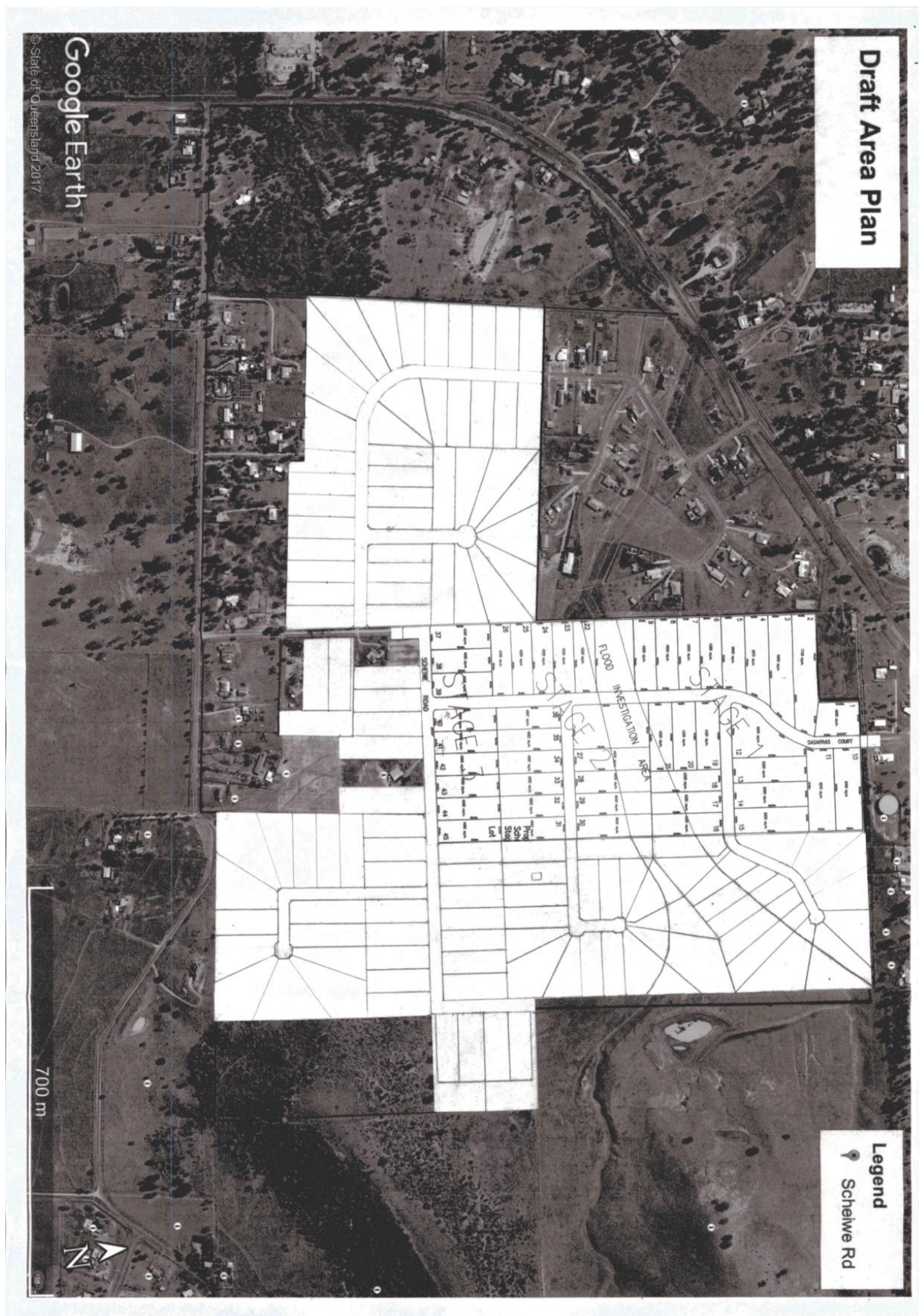
- It is financially unviable for the anchor developer to construct/upgrade road infrastructure in its entirety, up-front;
- For the most part, follow-on developments will never be financially viable until the anchor site is developed and road infrastructure constructed/widened;
- The Plainland-South draft development area cannot proceed without a clear method for distribution of costs;
- The anchor site comprises 27% of the total draft plan area;
- Vehicle movements will be split in an 80/20 manner between Sassafras Court and Scheiwe Road upon completion of the anchor site development;
- Upgrades to Sassafras Court will be required prior to stage 3 of the anchor site;
- The anchor site will impose only 35% of the final vehicle movement loadings to Sassafras Court from the draft plan area;
- Construction of Scheiwe Road will not be required until stage 3 of the anchor site (with the exception of Capacity Independent Costs i.e. frontage works for proposed lots 37-45);
- The anchor site will impose only 27% **or less** of the final vehicle movement loadings to Scheiwe Road from the draft plan area.



## Conclusion

All of the calculations presented have been conducted using the methods demonstrated in this report for specific application to cost distribution for the upgrade/construction of road infrastructure in the Plainland South development area. It is important to recognise when reviewing the loadings presented that a number of assumptions have been made, however the assumptions presented are representative of the true impacts to the road network and that this report is a suitable basis for extrapolation or inference for the purposes of Council estimating the cost distribution for the road network.







**12.3 Amendments to the Register of Fees and Charges - Registration of Foster Dogs and Subsidies for the Landholder Invasive Animal Control Program**

**Author:** Michael Gerlach, Coordinator Community Wellbeing  
**Responsible Officer:** Amanda Pugh, Group Manager Community & Regional Prosperity

**Purpose:**

The purpose of this report is to consider amendments to the Register of Fees and Charges 2023/24 to allow the registration of foster dogs at no charge and to provide for subsidies to landholders for the control of invasive animals.

**Officer's Recommendation:**

**THAT the Register of Fees and Charges 2023/24 be amended by the following changes and additions to sections 1.2.1 and 2.15.1 as follows:**

**1.2.1 - Dog Registration (New Registrations and Registration Renewal)**

- A recognised foster carer must provide evidence from a recognised not-for-profit animal welfare organisation identifying the person as a carer of dogs for that organisation. The dog must be registered under the organisation's name and the foster carer's name.

**Dog Registration**

Fee Name	2023/24 Amount	GST
Dog being fostered by a recognised foster carer (not exceeding 12 months)	Nil	N

**2.15.1 Landholder Subsidies for Pest Management**

**Landholder Invasive Animal Control Subsidy Program**

Subsidy for the purchase of sodium fluoroacetate or sodium nitrite for the control of invasive animals	50% of price changed by supplier (ex GST) to a maximum of \$150 per annum	Y
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**RESOLUTION**

**THAT the Register of Fees and Charges 2023/24 be amended by the following changes and additions to sections 1.2.1 and 2.15.1 as follows:**

**1.2.1 - Dog Registration (New Registrations and Registration Renewal)**

- A recognised foster carer must provide evidence from a recognised not-for-profit animal welfare organisation identifying the person as a carer of dogs for that organisation. The dog must be registered under the organisation's name and the foster carer's name.

**Dog Registration**

Fee Name	2023/24 Amount	GST
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Dog being fostered by a recognised foster carer (not exceeding 12 months)	Nil	N
<b>2.15.1 Landholder Subsidies for Pest Management</b>		
<b>Landholder Invasive Animal Control Subsidy Program</b>		
Subsidy for the purchase of sodium fluoroacetate or sodium nitrite for the control of invasive animals	50% of price charged by supplier (ex GST) to a maximum of \$150 per annum	Y
<b>Moved By:</b>	<b>Cr Qualischefski</b>	<b>Seconded By:</b>
		<b>Cr Hagan</b>
<b>Resolution Number: 20-24/0948</b>		
<b>CARRIED</b>		
<b>6/0</b>		

### Executive Summary

The purpose of this report is to consider amendments to the Register of Fees and Charges to not require a fee for the registering of dogs being fostered within the region, and to include subsidies under the Landholder Invasive Animal Control Program.

### Proposal

#### Registration of Fostered Dogs

Council has received a request from Australian Working Dog Rescue (AWDR) for registration fee relief for dogs being fostered within the region.

AWDR is a non-profit charitable institution whose primary function is to 'save working dog breeds from being euthanised in council pounds and shelters and find new homes for them'.

Council routinely offers dogs and cats of all breeds for adoption to the public via the Animal Welfare League. Potentially suitable animals are delivered to Ipswich where further assessment and placement processes commence. The intention is to save as many healthy and well-adjusted animals by rehoming them. Our Local Laws Officers advise working dog breeds are more difficult to place. Working collaboratively with groups such as AWDR may help with rehoming working dogs.

The *Animal Management (Cats and Dogs) Act 2008* requires all dogs over three months to be registered within 14 days of coming into a person's keeping. There is no exemption for foster dogs, so this means a rescued working dog that is awaiting assessment and rehoming is subject to a registration fee of up to \$148. The requirement for this fee may be a barrier to the fostering of rescue dogs.

Any foster dogs that are later rehomed within the region will naturally require registration at the appropriate rate in accordance with the Register of Fees and Charges. All other requirements for the keeping of dogs will remain in place, including the maximum number of dogs that can be kept and the obligation to ensure dogs do not wander or create a nuisance.



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### Landholder Invasive Animal Control Subsidy Program

For a number of years, Council has subsidised the purchase by landholders of sodium fluoroacetate (1080) for the control of foxes and wild dogs at the rate of 50% of the cost of the baits to a maximum of \$150.

This year Council officers in conjunction with landholders successfully trialled the use of sodium nitrite for the control of wild pigs. This bait is used in a very controlled environment using hoppers (branded Hoggone) which the pigs can open and feed from. This precludes non targeted animals accessing the bait which is a combination of grain and molasses containing the chemical.

It is proposed to include this subsidy in the Register of Fees and Charges similar to the herbicide subsidy currently referenced.

### Options

1. Council amend the Register of Fees and Charges as recommended.
2. Council makes no changes to the Register of Fees and Charges.

### Previous Council Resolutions

The Register of Fees and Charges 2023/24 was adopted by Council at the Ordinary Meeting on 17 May 2023.

### Critical Dates

There are no critical dates.

### **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 is minimal impact on financial or resources that have been identified.

#### Legislation and Policy

*Animal Management (Cats and Dogs) Act 2008*

Biosecurity Plan

#### Risk Management

There are no identified risk management issues.

#### Consultation

Due to the administrative nature of this report, no external or community consultation was required.

### **Attachments**

There are no attachments for this report.



**12.4 Revision of the Regional Arts Development Fund (RADF) Committee Terms of Reference and 2023-2024 RADF Funding Guidelines**

**Author:** Nicole Kilah, Coordinator Libraries & Galleries; Jaclyn Kernke, Library Assistant  
**Responsible Officer:** Amanda Pugh, Group Manager Community & Regional Prosperity

**Purpose:**

The purpose of this report is to present to Council the revised Terms of Reference for the Regional Arts Development Fund (RADF) Committee as well as the updating RADF Funding Guidelines for 2023/2024.

**Officer's Recommendation:**

**THAT Council adopt the revised Regional Arts Development Fund (RADF) Committee Terms of Reference, as attached.**

**And further;**

**THAT Council adopt the revised RADF Funding Guidelines for 2023/2024, as attached.**

**RESOLUTION**

**THAT Council adopt the revised Regional Arts Development Fund (RADF) Committee Terms of Reference, as attached to these minutes.**

**And further;**

**THAT Council adopt the revised RADF Funding Guidelines for 2023/2024, as attached to these minutes.**

**Moved By: Cr Hagan**

**Seconded By:**

**Cr Holstein**

**Resolution Number: 20-24/0949**

**CARRIED**

**6/0**

**Executive Summary**

The Regional Arts Development Fund (RADF) is a partnership between Council and the State Government to support artists and arts workers living in regional Council. The RADF committee is an advisory group that has a variety of roles including the assessment of RADF grant applications.

The Terms of Reference have been amended to allow for members to reapply for a position on the committee and includes a termination clause for members who fail to attend consecutive meetings.

The RADF Funding Guidelines for 2023/2024 have been updated to reflect the 2023-2026 Arts and Culture Strategy as well as additional explanation about the application process, co-funding contributions and changes to the Quick Response grant funding.

**Proposal**

The existing Regional (RADF) Committee Terms of Reference were adopted in July 2020 and are due for review. This review has resulted in several changes including:

- The removal of the 'rest' period for committee members (existing members had a 12-month rest period before they could be eligible for membership).



- The addition of an option for existing RADF members to submit another EOI at the end of the term to remain on the committee.
- A termination clause for committee members who fail to attend three consecutive meetings, with no reasonable explanation.
- An update to the Quick Response grant process.

The existing committee has elevated the status of RADF in our Arts Community and by allowing members to reapply, this will help to ensure the committee retains relevant experience.

The review of the RADF Funding guidelines for 2023-2024 reflect the strategic priorities of the 2023-2026 Arts and Cultural Strategy. Updates include:

- Additional details within the assessment criteria to include the Arts and Cultural Strategy priorities.
- Further explanation and clarification of the application process.
- Further details about co-funding contribution.
- Clarification on when a project may commence.
- Included a clause that participants are expected to contribute towards workshop costs. As suggested by Councillors, attendees need to value the workshop and artists knowledge and a payment to attend encourages attendance and the value of the artist skills.
- An update to the Quick Response Grants (removed the focus on professional development, reduced the maximum payment to \$500, included a co-contribution and changed the turnaround to 21 days). This clarification will ensure that applicants are aware of what RADF will fund. The reduction in the maximum payment allows applicants to seek funding outside a funding round for activities. The co-contribution aligns with existing RADF Guidelines. The response turnaround has increased to 21 days to allow the assessment panel to clarify and verify applications.

These updates provide potential RADF applicants with more details and a greater understanding of what can and will not be funded under RADF.

#### Options

1. Council resolves to endorse the amended RADF Committee Terms of Reference and the 2023/2024 RADF Funding Guidelines.
2. Council resolves to endorse the amended RADF Committee Terms of Reference and the 2023/2024 RADF Funding Guidelines with some minor changes.
3. Council resolves not to endorse the amended RADF Committee Terms of Reference and the 2023/2024 RADF Funding Guidelines.

#### Previous Council Resolutions

The current Terms of Reference were adopted by Council on 15 July 2020. Resolution Number: 20-24/0087.

##### *RESOLUTION*

*THAT Cr Hagan be appointed as Chairperson and Cr Holstein be appointed as a Councillor Representative on the Regional Arts Development Fund (RADF) Committee.*

*And further;*

*THAT Council adopt the Terms of Reference for the RADF Committee, as attached to these Minutes.*

*Moved By: Cr Wilson      Seconded By: Cr Cook*

*CARRIED*

*7/0*

#### Critical Dates

There are no critical dates associated with this report.



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## Strategic Implications

### Corporate Plan

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

### Finance and Resource

RADF has a budget allocation (\$16,000) and contribution from the State Government (\$21,000) via Arts Queensland. The RADF Funding Guidelines details the funding conditions for applicants.

### Legislation and Policy

There are no policy implications associated with this report.

### Risk Management

Key Corporate Risk Code and Category: FE2

Key Corporate Risk Descriptor: Finance and Economic  
Decision making governance, due diligence, accountability and sustainability.

### Consultation

#### *Portfolio Councillor Consultation*

Cr Hagan, as RADF Committee chairperson and Cr Holstein, as a committee member have been consulted when making the amendments.

#### *Internal Consultation*

Libraires and Galleries staff are aware of the development of the updated Terms of Reference and RADF Funding guidelines.

#### *External Consultation*

The RADF committee are aware that the Terms of Reference and RADF Funding guidelines are being updated.

#### *Community Engagement*

On adoption, the Terms of Reference and RADF Funding Guidelines will be made available on Council's website. The existing RADF application form will be updated to reflect these changes.

## Attachments

- |                     |  |         |
|---------------------|--|---------|
| 1 <a href="#">↓</a> | RADF - Committee - Terms of Reference - 2023 | 6 Pages |
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## Regional Arts Development Fund



### Regional Arts Development Fund Committee *Terms of Reference*

#### Purpose

The Regional Arts Development Fund (RADF) Committee provides advice and assistance to the Lockyer Valley Regional Council on the delivery of the RADF program within the Lockyer Valley Region.

The RADF committee's role is to:

- Attend and participate in RADF meetings.
- Assess RADF grant applications against current assessment criteria
- Assess grant acquittal reports
- Participate in RADF applications to Arts Queensland
- Provide feedback and contribute to the efficient functioning of the RADF committee, specifically on issues or key trends affecting the arts, heritage and cultural sector in the Lockyer Valley.

This Terms of Reference sets out the conditions for which the Lockyer Valley RADF committee operates.

#### Background

The Regional Arts Development Fund (RADF) was established in 1991 as a state and local government partnership to support artists and art workers living in regional Queensland. RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. RADF invests in local arts and cultural priorities across Queensland. RADF is delivered as a partnership between the Queensland Government (through Arts Queensland) and the Lockyer Valley Regional Council.

#### Funding

Lockyer Valley Regional Council and the Queensland Government contribute funds to the program. The scale of the Queensland Government investment varies depending on the contribution made by Council and the State RADF Assessment Panel's moderation and funding recommendations.

#### Membership

Council will establish a RADF Committee membership that is culturally and geographically representative of the community by:

- Publicly advertising for expressions of interest; and/or
- Direct invitation of Committee members.

The Committee will consist of two Councillors appointed by Council and at least two, but no more than six, community members.

Councillor members shall serve on the RADF Committee for their four-year Council term.



## Regional Arts Development Fund



The Chairperson of the RADF Committee will be a Councillor appointed by Council. The Chairperson does not assess applications but chairs the meetings where grant funding is determined.

### Term

Community members may serve for a maximum term of four years with an option to step down after two years. The RADF Liaison Officer is responsible for implementing a public EOI process at the end of each term. Members may submit another EOI at the end of their four-year term. To be considered for a position as a community member on the RADF Committee, candidates will need to:

- Provide Council with a current CV highlighting relevant arts or cultural experience and outlining any involvement with relevant arts networks and organisations.
- Indicate which groups they represent within the community: young people (under 26), people with a disability, older people (55+), female, male, Indigenous people, Torres Strait Islanders, culturally and linguistically diverse individuals.

Nominations for community members will be assessed by a panel including the RADF Liaison Officer and two other Council employees appointed by the Chief Executive Officer. The panel will submit their recommendations for community members for endorsement by Council.

### Termination / Vacancy

A member may be removed from the RADF committee if they are absent from three consecutive meetings. Members may also be removed by Council if they break these Terms of Reference.

Members may resign at any time by notice in writing to the RADF Liaison Officer.

In the event of a member vacancy, replacement members may be sought by a new or prior expression of interest process. Each appointment must be made by Council resolution.

### Remuneration

Community members on the RADF Committee is on a voluntary basis and members are not eligible for any form of remuneration or reimbursement of expenses.

### Authority

The RADF Committee is an advisory group and does not have the authority to direct Council or Council staff or authorise purchasing or payments. The Committee's role is to make representations and recommendations to Council.

All selected members of a RADF Committee have full voting rights. Council's RADF Liaison Officer provides administrative support to the committee but has no voting rights.

All representations and recommendations to Council shall be decided by consensus (defined as general, but not necessarily unanimous) among the members of the committee. If the RADF Committee is unable to reach a majority decision, the Chair will have the casting vote.



## Regional Arts Development Fund



All members of the Committee have access to the RADF Liaison Officer so that emergent matters can be tabled for consideration through the Chair at Committee meetings.

### Roles and Responsibilities

#### Committee Members Role

Members of the RADF Committee are required to:

- Adhere to the Terms of Reference.
- Attend and participate in RADF meetings.
- Assess RADF grant applications against current RADF assessment criteria and recommend grant funding allocations to Council. If a committee member considers that they have a real or perceived conflict of interest in an application, they are required to inform the RADF Liaison Officer of the conflict prior to the Committee meeting. They will be required to remove themselves from the discussion and decision-making process in relation to that application.
- Ensure that funding allocated is in line with the RADF Key Performance Outcomes and Council's Arts and Culture Strategy.
- Participate in planning meetings to set the direction of the RADF bid and program.
- Participate in RADF training.
- Advise the RADF Liaison Officer prior to the meeting if they are unable to attend, to ensure that a quorum can be met.

#### Council's Role

As part of Lockyer Valley Regional Council's RADF partnership with Arts Queensland, Council's Chief Executive Officer will appoint a staff member as a RADF Liaison Officer to support the RADF Committee and the local RADF program.

The RADF Liaison Officer will oversee coordination and provide administrative support to the RADF committee, including:

- Participating in meetings
- Ensure group adherence to these Terms of Reference
- Provide administrative support to the RADF committee including coordination and preparation of agendas, minutes and other documentation, minute taking, coordinating the grant application and acquittal assessment process via SmartyGrants, correspondence, communication and meeting preparation.
- Report to Council
- Assess the performance and effectiveness of the RADF program by preparing and updating guidelines.
- Report to Arts Queensland

#### Obligations

All members of the RADF Committee will:

- Comply with these Terms of Reference; and
- Declare any real or perceived conflicts of interest at the commencement of each meeting; and



## Regional Arts Development Fund



- May be required to leave the meeting for any discussions in which they may have a real or perceived conflict of interest.

### Conduct of Members

Committee members are expected to:

- Attend an induction for the RADF Program.
- Sign an agreement to abide by Council's Code of Conduct.
- Attend a Lockyer Valley Regional Council Volunteer induction session.
- Represent the interest of the Lockyer Valley arts and cultural community.
- Act with honesty, good faith and integrity

Committee members are not permitted to directly apply for a grant while they are on the RADF committee, but they may be associated with someone else's application. In such a case, the committee member would be required to declare a conflict of interest.

### Meetings

#### Frequency

The Lockyer Valley Regional Council RADF program has two grant rounds per year and Committee meetings are held to assess applications following the close of each round.

#### Procedures

A quorum will consist of 50% of committee members.

If the Chairperson is absent, an interim chair will be appointed for that meeting. The interim chair will be a committee member selected by the Committee or appointed by the Council's Chief Executive Officer (CEO) or the CEO's delegate.

Agendas, applications and support material will be provided online to members in sufficient time to enable consideration prior to each meeting. On completion of the assessment meeting, Committee Members are required to destroy all applications and support materials they may have downloaded.

In addition to Assessment meetings, Committee members may be required to attend additional meetings to set priorities for the coming grant round or to address any issues that may arise.

Members are required to demonstrate due diligence by the preparation for, attendance at and participation in Committee meetings.

The RADF Liaison Officer is responsible for the preparation of meeting agendas and minutes.

Meetings are not open to the public for observation.

The minutes of Committee meetings will be provided to:

- Lockyer Valley Regional Council; and
- All members of the Committee.



## Regional Arts Development Fund



### Grant Approval Process

Once the RADF Committee has reached agreement on which grant applications are to be recommended and for what level of funding, the RADF Liaison Officer will present the recommendations to Council at a Local Government meeting for ratification and approval.

Council can veto committee recommendations but only when they do not accord with Council's policies or compromise other Council initiatives.

### Quick Response Grant Approval Process

A RADF Quick Response Grant is a mechanism for Council to respond to opportunities where it can be demonstrated that they have arisen at short notice and require a response that cannot be delivered within the timeframes of the standard grant rounds.

Quick response grants are assessed by a panel that includes a minimum of two RADF committee members and Council's Chief Executive Officer (CEO) or the CEO's delegate. Applicants will be notified of the outcome within 21 days from submitting their application. The RADF Liaison Officer will complete arrangements for successful applications as soon as possible. The RADF Liaison Officer will submit a report to the next available Council meeting advising of Quick Response Grant applications and approvals.

### Confidentiality

All matters discussed at Committee meetings, together with all material provided to members of the Committee, are for the purposes of informed discussion and debate at the meeting. It is therefore not for public release unless directed by the Chair for the purpose of sector/community engagement.

All matters discussed by the Committee will be in accordance with the requirements of the *Information Privacy Act 2009* and *Right to Information Act 2009*. The views of Committee members will be treated with respect and will not be discussed with external parties.

### Communication

All communication with the media will be undertaken by Council unless otherwise approved by Council's CEO or the CEO's delegate.

Committee members must refrain from making any public comment or issuing any information, in any form, concerning the Committee or the matters of interest to the Committee without the authority of Council.

### Performance Indicators

The RADF Liaison Officer is required to submit reports to Arts Queensland and prepare a detailed application for funding. These reports contain detailed criteria for assessing the performance and effectiveness of the RADF program and its committee in any given year.



## Regional Arts Development Fund



### Amendments of the Terms of Reference

Council may, at any time after consultation with the RADF Committee, vary these Terms of Reference. The RADF Committee may recommend to Council variations to the Terms of Reference which Council will consider.

The Terms of Reference will be reviewed every 3 years.

### Privacy and Disclosure

The personal information of all RADF committee members and applicants will be managed in accordance with Council's privacy standards.

The following information may be published on Council's website:

- Names of committee members (upon their appointment)
- RADF Committee Terms of Reference.

### Further information on the RADF Program

Detailed information about the RADF program, including guidelines, assessment information, committee nomination forms and other information can be viewed at Lockyer Valley Regional Council's website.

### Contact Officer

For further information contact Council's RADF Liaison Officer, on 5462 0317 or [galleries@lvrc.qld.gov.au](mailto:galleries@lvrc.qld.gov.au).

Group: Community and Regional Prosperity  
Branch: Communities  
Approved: Council  
Date Approved: xx/xx/2023  
ECM: 4644511

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Version: 6  
Review Date: 30/09/2026  
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# Regional Arts Development Fund



## RADF Guidelines

2023/2024 Funding



The Regional Arts Development Fund is a partnership between the Queensland Government and Lockyer Valley Regional Council to support local arts and culture in regional Queensland.





# Regional Arts Development Fund



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For further information on RADF please contact  
[www.lockyervalley.qld.gov.au/RADF](http://www.lockyervalley.qld.gov.au/RADF)

For information on other Arts Queensland  
programs and opportunities please visit  
[www.arts.qld.gov.au](http://www.arts.qld.gov.au)

## What is RADF?

The Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government through Arts Queensland and the Lockyer Valley Regional Council (Council) to support local arts and culture in regional Queensland.

RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. RADF invests in local arts and cultural priorities, as determined by local communities.

RADF is a flexible grant fund that enables local councils to tailor RADF programs to suit the needs of their communities.

These guidelines should be read in conjunction with the *Arts and Culture Strategy 2023-2026*, which is available on Council's website at [www.lockyervalley.qld.gov.au](http://www.lockyervalley.qld.gov.au).

## The RADF Objectives

The objectives of RADF are to support arts and cultural activities that:

- Provide public value for the Lockyer Valley community.
- Build local cultural capacity, cultural innovation, and community pride.
- Deliver the objectives of the Lockyer Valley Regional Council Arts and Culture Strategy.
- Deliver set objectives of the [Queensland Government for the community](http://www.arts.qld.gov.au)



Workshop attendees performing at FRETTEST @ FORRIE  
– RADF Funded 2019



## Regional Arts Development Fund



### How RADF operates in the Lockyer Valley

Council's RADF Liaison Officer manages the local program in partnership with the RADF Committee which is made up of community members and two Councillors.

### Terms of Reference for the RADF Committee are available on Council's website.

Council offers:

- up to two grant funding rounds each financial year; and
- Quick Response grants.

Council may also allocate RADF funding for arts and culture strategic initiatives that are driven by local needs and priorities.

### Applying for a RADF Grant

RADF applications must be made online through SmartyGrants. You can register at [www.lockyervalley.smartygrants.com.au](http://www.lockyervalley.smartygrants.com.au)

### Who can apply for RADF Funding?

- Individual emerging and established artists, producers and creative practitioners
- Businesses
- Registered not for profit organisations.
- Groups and collectives.

Applicants must:

- reside or be based in the Lockyer Valley region or, if based outside the local government area, be able to demonstrate how the project will directly benefit residents in the Lockyer Valley.
- be permanent residents or Australian citizens.
- hold appropriate insurance.
- have met all acquittal conditions of previous council grants.

Applicants may only submit one RADF grant application per round.

### Who cannot apply for RADF Funding?

- Government agencies or departments of state or federal government
- Any organisations where the application is for the organisation's core business (e.g. school arts activities).

- Individuals where the application is for content directly related to educational coursework, study or research.

### Eligible projects

To be eligible for RADF funding, a project must employ artists or art professionals.

RADF projects may include, but are not restricted to:

- Programs/Projects – that respond to a specific opportunity or need within the arts sector. Ongoing projects will be considered as a lower priority.
- Events – creative festivals or events that offer quality outcomes, provide opportunities for local artists, and bring residents together.
- Professional Development – projects that include opportunities for local artists to develop their skills, experiences, and networks. This may include mentorships, partnerships, workshops, and attendance at conferences or appropriate art events.

### Projects not eligible for funding

RADF funding is not available for applications/projects that:

- Include entertainment for events without a specific developmental component.
- fund a competition, prize or eisteddfod.
- provide funding for framing, freight, publishing, and/or printing costs.
- are seeking 100 per cent of funding. Applicants are required to make a significant contribution to their projects, which may include in-kind contributions;
- Seek ongoing artist's or art organisation's normal operational expenses including food, beverages or catering, rent or lease costs, etc;
- Recurrent funding requests for the same projects;
- Capital expenditure including the purchase of equipment, uniforms, etc;
- Administrative costs



## Regional Arts Development Fund



### Funding is not available for projects that:

- Have already commenced prior to the funding round being endorsed by Council (this includes the purchase of items prior to the applicant being notified of their successful application)
- Involve the development of private land.

### Co-funding contribution

RADF grants require a co-funding contribution of at least 35%. Sources could include:

- Applicant cash contributions
- Grants from other funding bodies
- Fundraising, sponsorship and partnership contributions
- Income from ticket sales
- In-kind support

### Application Process

An online application process exists for RADF Funding. Visits Council's website for the online [application form](#).

The RADF Committee will meet within one fortnight of the close within the round to assess all applications received.

Recommendations are reported to the next Council meeting for endorsement.

The approval process can take up to six weeks before applicants are notified of the outcome.

### Assistance with Applications

If you have specific questions about your application, project/idea, email the RADF liaison officer via [galleries@lvrq.qld.gov.au](mailto:galleries@lvrq.qld.gov.au)

### Late Applications

Any requests for late submissions should be made to the RADF Liaison Officer, prior to the round closing. If a RADF application is submitted late (with due cause) but prior to the holding of the RADF committee meeting, the committee will decide on whether the application can be considered within the round.

### Funding Rounds

Funding rounds are advertised through local and social media. Funding rounds are usually open for six weeks.

If a funding round has opened, you can start filling in the form. You can save your progress and come back to the application as many times as needed.

You will need to prepare your project budget, including obtaining written quotes.

RADF may fund up to 65 per cent of the total expenses of an activity/project unless otherwise specified. Applicants are required to contribute at least 35 per cent of the total cost. The contribution can be made up of sponsorship, donations of cash, materials, expertise, grants from other funding bodies, or in-kind or volunteer labour.

Once the round has closed, eligible applications will be assessed by the RADF Committee against the Program Priorities and Key Performance Outcomes.

The Committee's recommendations are presented to Council for adoption. This process takes time – up to six weeks from the closing date of the RADF Round. Projects cannot commence until the agreements have been signed.

### Quick Response Grants

Quick Response Grants applications can be made anytime from October through to June via SmartyGrants; <https://lockyervalley.smartygrants.com.au>.

Funding is available for up to 65% of the total project costs, to a maximum of \$500.

Applications for Quick Response Grants will be assessed and decided by a panel of at least two RADF Committee members and Council's Chief Executive Officer or their delegate. Applicants will be notified within 21 days whether they have been successful.

The RADF Committee determines a budget allocation for Quick Response Grants each year, and applications will be accepted until the budget has been expended.



## Regional Arts Development Fund



### Assessment Criteria

- Applications must demonstrate how the project will directly benefit the creative sector of the Lockyer Valley Local Government Area. Applications will be assessed with consideration of the Lockyer Valley Arts and Culture Strategy.
- Empower and facilitate the creative sector to grow and develop their capacity and capability to be an integral part of our community.
- Connect and encourage our community and visitors to participate in programs and projects that increase opportunities for development of arts and cultural initiatives.
- Understand the importance of acknowledging, involving and engaging First Nations people and Culture.

Applications will also be assessed with the following considerations:

#### QUALITY

- Produces or contributes to high quality arts and cultural initiatives for local communities.
- Proven capacity to effectively support and deliver arts and cultural services.

#### REACH

- Provides access to, and engagement in, arts and culture for diverse communities, practitioners, participants, and audiences.
- Evidence of local demand for proposed program/s.

#### IMPACT

- Demonstrates cultural, artistic, social, or economic returns on investment.
- Supports local and regional artisans, suppliers and vendors.

#### VIABILITY

- Evidence of effective planning for strong governance and management.
- Evidence of partnership capacity with partners, including business and government.

### Notification of Successful Applicants

If your application is successful, you will receive email notification and a Letter of Offer specifying the details of the funding and any conditions that may apply.

Before funding can be allocated, you must digitally sign a Letter of Acceptance. Please keep a copy of the signed document.

**Projects must not start until you have signed the Letter of Acceptance.**

### Notification of Unsuccessful Applicants

If your application is not successful, you will receive email notification including feedback.

### Conditions of RADF Funding

- Grants may be withdrawn if an activity is unduly delayed – you will need to reapply.
- You must acknowledge the support you received through the RADF program in all publicity about your activity and as part of any outcomes presented to the community.
- Projects must not start until you have signed the Letter of Acceptance.
- A Project Outcome Report must be completed electronically within four weeks of the project completion.
- Participants are expected to contribute towards workshop costs (i.e., people attending workshops are expected to pay a workshop/materials fee). This must be included as an income when budgeting.





## Regional Arts Development Fund



### Changing an Approved Project

You must request approval from the RADF Liaison Officer and/or RADF Committee for any changes to an approved project prior to those changes occurring. Any change request must be in writing and must include:

- The nature of the change;
- The reason for the change;
- How it may affect the project and/or budget; and
- A new project end date (if relevant).

If the changes are reasonable, they can be easily negotiated. However, if it is found that your request cannot be approved, you may be requested to:

- Return the funds; and
- Resubmit your application in a future round.

Any agreement to alterations must be made in writing and endorsed by the RADF Liaison Officer.

**Please note if you change your approved project without approval, Council can ask for the funds to be returned.**

### Acknowledgement Process

RADF funded projects and activities must acknowledge the Queensland Government and Council in all promotional material, publications, and products by inclusion of logos and the following text –

*"The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Lockyer Valley Regional Council to support local arts and culture in regional Queensland."*

Please contact the RADF Liaison Officer for a RADF logo banner and use guidelines.

In addition, the RADF Liaison Officer has small and large format pullup banners available for use at RADF funded events or activities.

### Project Feedback

Regardless of the amount of funding you have received, please consider how you will collect public feedback (e.g., written responses and photographs) regarding the quality of your project. This will not only assist with your acquittal process but also provide evidence to

support future applications. The RADF Liaison Officer is available assist you planning this process if required.

### The Reporting and Acquittal Process

A Project Outcome Report must be completed for all RADF funded projects and activities.

The Project Outcome Report must:

- Be completed online on the SmartyGrants platform within four weeks of the completion of your project; and
- Include information about the success of the project or activity, including a budget and other supporting material (photographs, testimonials, receipts, etc.).

#### Please note:

- Any unspent grant funding needs to be returned to Council.
- If you need an extension of time in which to complete your Project Outcome Report, please contact the RADF Liaison Officer as soon as possible.
- If Council fails to receive a completed Project Outcome Report after a series of reminders have been sent, Council may seek to have the RADF funds returned.
- Any applicant with an outstanding Project Outcome Report will be ineligible for future funding.
- Applicants should familiarise themselves with the Project Outcome Report template prior to commencing the project to identify the information required for completion of the report.
- Some acquittals may be subject to an audit by Council. All grant recipients are required to keep accurate financial records which must be made available to Council should the applicant be selected for an audit.

### Hashtags for Social Media Use

#RADFLockyerValley

#LockyerValleyArts

#LVRC



### 13.0 INFRASTRUCTURE REPORTS

*In accordance with Section 150EQ of the Local Government Act 2009, Councillor Cook informed the meeting that he has a declarable conflict of interest in Item 13.1, 'Application for Section 236 Local Government Regulation 2012 Exception to Lease to Existing Tenant - Land No. 108171'. The nature of the interest is that Councillor Cook was previously an executive member of the Cahill Park Sports Complex and is currently a life member. Councillor Cook left the meeting room (including any area set aside for the public) at 10:35am while the matter was discussed and voted upon.*

*Cr Holstein assumed the Chair.*

#### 13.1 Application for Section 236 Local Government Regulation 2012 Exception to Lease to Existing Tenant - Land No. 108171

**Author:** Frances Hudson, Manager Community Recreation and Facilities  
**Responsible Officer:** John Keen, Group Manager Infrastructure

#### **Purpose:**

The existing Manager has requested a renewal of tenure for the purpose of sports and fitness related activities over the Council owned land located at Lot 57 on SP223271, Gatton (Land 108171). The purpose of this report is to consider the request and apply the exception from tendering under Section 236(1)(c)(iii) of the *Local Government Regulation 2012* to enable a new lease to be offered.

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

**THAT with respect to the request for the renewal of tenure over Land No. 108171 to Cahill Park Sports Complex Incorporated, Council resolve to:**

- 1. Apply the exception contained in Section 236(1)(c)(iii) of the *Local Government Regulation 2012*; and**
- 2. Delegate authority to the Chief Executive Officer to negotiate a new lease with Cahill Park Sports Complex Incorporated on terms satisfactory to Council.**

#### **RESOLUTION**

**THAT with respect to the request for the renewal of tenure over Land No. 108171 to Cahill Park Sports Complex Incorporated, Council resolve to:**

- 1. Apply the exception contained in Section 236(1)(c)(iii) of the *Local Government Regulation 2012*; and**
- 2. Delegate authority to the Chief Executive Officer to negotiate a new lease with Cahill Park Sports Complex Incorporated on terms satisfactory to Council.**

**Moved By:** Cr Vela

**Seconded By:**

Cr Hagan

**Resolution Number: 20-24/0950**

**CARRIED**

**5/0**



Executive Summary

The purpose of this report is to discharge Council’s statutory obligations to enable a new lease to be offered to Cahill Park Sports Complex Incorporated (the Club), over Land No. 108171 located at Lot 57 on SP223271, Gatton (the Land) on terms satisfactory to Council.

Proposal

The Club’s current tenure over the Land for the purpose of sports and fitness related activities is due to expire on the 31 January 2024.

Since Council purchased the Land to provide further sports fields at Cahill Park, the Club has used, managed and maintained these fields alongside their adjoining privately owned sports and community club property, under various tenure arrangements including leases and management agreements for their multi-sport activities. To provide the Club with some certainty of continuity it is prudent to formalise a new Lease prior to the expiration of the current tenure.

The Land is shown below:

Area	Approximately 12.7646 Ha
Tenure	Freehold
Zoning	Open Space







To provide consistency and equity with other leases recently offered to sporting groups and community organisations throughout the Lockyer Valley, it is proposed that a minimum annual rental and 3% fixed annual increases will be implemented. Additionally, a maintenance fee will be paid to the Club under the Lease. This maintenance fee will be based on a level of service identified by Council. It is proposed that the Club will contribute to outgoings costs including water, power excluding user pay lighting, and bore water allocation costs as an incentive to sustainably manage their use. The contribution is proposed to be 25% of the projected 2023-24 outgoings costs, and this will be deducted from the maintenance fee before it is paid to the Club so that there is no double handling.

It is proposed that the Lease will cover the Land shown above. Set out below is a summary of the proposed lease terms that have been workshopped with Council and discussed with the Club's representatives:

Lease Type	Lease
Start Date	1 February 2024
Expiry Date	31 January 2029
Permitted Use	Sport and Recreation activities
Annual Rental	\$132.00 (GST exclusive) per annum paid annually
Annual Rental Increase	3%
Lessee's Costs	<p>Titles lease registration fees</p> <p>As Tenant in the Lease - Schedule 1 Maintenance</p> <p>Public liability and contents insurance</p> <p>25% contribution to outgoings including water, power excluding user pay lighting, and bore water allocation costs with an annual 3% increase applied</p>

Council pays:



- maintenance fee which will be increased by 3% annually all other outgoings (anticipated to be roughly 75% of the projected 2023-24 outgoings) and any increases above the flat increase rate of 3% increase for the term of the lease
- public liability, building and asset insurance; and
- annual pest treatment.

Council will:

- plan and implement maintenance activities as Landlord in the Lease - Schedule 1 Maintenance.
- continue to undertake facility and park maintenance and renewal activities on a risk and asset management basis.
- consider budgeting for minor facility and park renewal and maintenance activities annually for the term of the lease as part of the annual budget development.

#### Options

- Option 1      Apply the exception contained in Section 236(1)(c)(iii) of the *Local Government Regulation 2012* and negotiate a new Lease with the Club on terms satisfactory to Council.
- Option 2      Advise the Club that Council intends to invite public tenders for the lease of the facility.

#### Previous Council Resolutions

Council resolved on the 24/05/2017:

*THAT with respect to the future use and disposal of Lot 57 on SP223271 located at Princess Street, Gatton, Council resolve to delegate authority to the Chief Executive Officer to liaise with the Cahill Park Management Committee to further investigate the potential use of part of the land for a recreational vehicle park;*

*Further;*

*THAT Council resolve to:*

- *apply the exception from tendering in Section 236(1)(b)(ii) of the Local Government Regulation as the lease is to a Community Organisation; and*
- *authorise the Chief Executive Officer to do all things necessary to negotiate and finalise the Lease and associated Management Agreement.*

Moved By:              Cr Holstein  
Seconded By:        Cr McDonald  
Resolution Number:   16-20/0494  
CARRIED 6/0

#### Critical Dates

The Club's current tenure expires on 31 January 2024. It is proposed that the new lease will commence on 1 February 2024, subject to the recommendation in this report being accepted to meet Council's procurement requirements.



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## Strategic Implications

### Corporate Plan

#### Lockyer Leadership and Council

- Undertake robust and accountable financial, resource and infrastructure planning and management to ensure affordable and sustainable outcomes for our community;
- Compliant with relevant legislation.

### Finance and Resource

The proposed lease terms will have a similar impact on Council's budget as currently exists, however the risk of significant Consumer Price Index inflation such as has been experienced over the last several years will be mitigated with the application of an agreed 3% fixed increase. This will apply to both the annual lease rental Council receives, the Maintenance Fee Council pays and the amount of the outgoings contribution to be deducted from it as the Club's contribution to outgoings.

The Lease will be prepared by Council's Property Officer and managed by Council's Property Support Officer with the support of the Property Network Working Group. New communication channels have also been established with the Club.

### Legislation and Policy

Section 236(1)(c)(iii) provides an exception from the requirement to go to tender if the disposal is for the purpose of offering a new lease to the existing tenant.

It is noted that a Tenure Policy has been developed by the Property Network Working Group and endorsed by the Executive Leadership Team on 9 October 2023. This policy applies to requests for tenure arrangements and improvements to Council land and facilities. It is being presented to Council for adoption at the October meeting as well. The proposed lease terms identified in the body of this report are consistent with the principles set out in that policy.

### Risk Management

Key Corporate Risk Code and Category:	FE2
Key Corporate Risk Descriptor:	Finance and Economic Decision making governance, due diligence, accountability and sustainability;
Key Corporate Risk Code and Category:	LCL1
Key Corporate Risk Descriptor:	Legal Compliance and Liability Compliance management – regulatory or contract compliance, litigation, liability and prosecution.

### Consultation

#### *Councillor Consultation*

All Councillors were briefed on the proposed lease terms and financial implications during a Council workshop held on 3 October 2023. Some Councillors have also attended meetings of the Property Network Working Group when this matter has been discussed.



*Internal Consultation*

This matter has been collaboratively progressed by the efforts of the Property Network Working Group comprising the following business units:

- Governance and Property
- Community Recreation and Facilities
- Engagement and Communications.

The Finance team has also been consulted in the preparation of this report.

*External Consultation*

Officers have met and corresponded with the Club since late August 2023. The Club has requested further details on turf maintenance regimes and utility service costs. Council officers will continue to engage with the Club.

*Community Engagement*

No broader community engagement has been conducted.

**Attachments**

There are no attachments for this report.



*Cr Cook returned to the meeting at 10:41am and resumed the Chair.*

**13.2 Naming of Ropehill Community Sports Centre Turf Oval**

**Author:** Frances Hudson, Manager Community Recreation and Facilities  
**Responsible Officer:** John Keen, Group Manager Infrastructure

**Purpose:**

The purpose of this report is to seek Council's approval to name the Ropehill Community Sports Centre turf oval.

**Officer's Recommendation:**

**THAT Council, based on the results of a recent Expressions of Interest process combined with further investigation and information, and long-standing historical signage that was on the oval resolve to formally acknowledge and maintain the original name of the turf oval as the "Bert and Lil Peach Memorial oval 2".**

**RESOLUTION**

**THAT Council, based on the results of a recent Expression of Interest process combined with further investigation and information, and long-standing historical signage that was on the oval, resolve to formally acknowledge and maintain the original name of the turf oval as the "Bert and Lil Peach Memorial Oval 2".**

**Moved By:** Cr Hagan **Seconded By:** Cr Vela  
**Resolution Number: 20-24/0951**

**CARRIED  
5/1**

*For: Councillors Wilson, Cook, Hagan, Vela and Qualischefski  
Against: Cr Holstein*

**Executive Summary**

Council resolved at the 20 September 2023 Ordinary Meeting to lay on the table the decision about the naming of the Ropehill Community Sports Centre turf oval.

In August/September 2023 an Expression of Interest process was run to gather community input. Of the 21 submissions, Bert and Lil Peach received the most nominations (12), with other names resulting from two or less submissions for each nominated name. Further information on the history of the land was provided to Council after the closing of the Expression of Interest process that needed to be investigated prior to an informed decision being made by council.

Based on the results of the Expressions of Interest process, further investigation and information, and long-standing historical site signage, Council acknowledges there are no compelling reasons to change the historically signed name of the turf oval as the "Bert and Lil Peach Memorial oval 2".



There has been some confusion with the naming of the ovals and for clarity the oval in question for determination of a formal name is the oval with the turf pitch which was historically signed up to 2011 as the Bert and Lil Peach Memorial oval 2. The original sign was removed by the local community sporting group around 2011 and new signage with a different name was installed more recently, without reference to Council's approved process.

The existing oval with the synthetic wicket named as the Bert and Lil Memorial Oval 1 endorsed unchanged by Council in the June 2023 Meeting.

### Proposal

In response to a request to resolve the official naming of Ropehill Community Sports Centre's Cricket turf oval, Council has undertaken a public consultation process for merit-based nominations and a search of historical information. Council received nominations for eight (8) different names.

On this basis, along with information that the most recent local renaming of the oval at the time did not follow accepted community governance practice, or Council policy process, it has been determined that there are insufficient grounds to change from the long-recognised name of Bert and Lil Peach Memorial oval 2.

### Options

1. Council resolves to reflect the outcomes of the Expression of Interest process, considering additional historical, long-standing signage and community information, and approve that the turf oval be approved as Bert and Lil Peach Memorial oval 2.
2. Council resolves to choose another name from the community's nominations from the Expression of Interest for the turf oval being:
  - a. Trevor and Jan Peach
  - b. Graeme Zirbel
  - c. Peach Memorial
  - d. Caffey Sports
  - e. Cameron Cole
  - f. Leonard and Gloria Reisenleiter
  - g. Syd Bichel
3. Council resolves not to choose a name from the nominations or historical signage and determines a name of its choice for the turf oval.
4. Council resolves not to name the turf oval and by default will be referred to as the Ropehill Community Sports Centre oval 2.

### Previous Council Resolutions

At the Ordinary Council meeting held on 21 June 2023, it was resolved as follows:

*THAT Council agree to name the Ropehill Community Sports Centre Oval 2 through an expression of interest process and advise the Ropehill Community Sports Centre Committee accordingly.*

Moved By: Cr Cook

Seconded By: Cr Holstein

Resolution Number: 20-24/0849

Carried 7/0

At the ordinary Council meeting held on 20 September 2023, it was resolved as follows:

*THAT item 13.1, "Naming of Ropehill Community Sports Centre oval 2", lay on the table until the next meeting of Council for the purpose of gathering further facts to inform the decision.*

Moved By: Cr Holstein

Resolution Number: 20-24/0924



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*Carried 7/0*

Critical Dates

There are currently no critical dates, however, Council expressed its desire to resolve this matter in a timely manner, seeking a report for the next meeting of Council, being October 2023.

**Strategic Implications**

Corporate Plan

Lockyer Community

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

Finance and Resource

Budget from existing operational allocations will be required to erect a sign for the naming in line with the resolution. The sign will be standard and will include Council's logo. At this time oval 1 sign will be reviewed for similarity of form.

Legislation and Policy

In accordance with the *Naming of Roads, Parks, Landmarks and Facilities Policy*, the names of the assets must be formally adopted by Council. There are no other policy implications associated with this report.

Risk Management

Though the decision will not likely result in a physical risk to the property, there may be community members unsatisfied or disgruntled with Council's decision and this may permeate into the communities' interactions with Council or each other. This risk is unlikely to be eliminated or mitigated completely through Council's decision.

Key Corporate Risk Code and Category:	IA1
Reference & Risk Descriptor:	Infrastructure and Assets Planning, managing and maintaining assets for the future.
Key Corporate Risk Code and Category:	R1
Reference & Risk Descriptor:	Environment and Community Environment and the community, including sustainable development, social and community wellbeing, relationships, public health, recreation regional profile and identify.
Key Corporate Risk Code and Category:	R1
Reference & Risk Descriptor:	Reputation Reputation and goodwill.

Consultation

*Portfolio Councillor Consultation*

Officers met with Cr Cook to provide and clarify investigation and information on 22 September 2023. Councillor Cook, Cr Vela, Cr Wilson explored with officers a synopsis of title and transfer documentation and other foundational community historical information on 5 October 2023.



*Internal Consultation*

- ✓ Governance and Property Team
- ✓ Coordinator Engagement and Communications
- ✓ Group Manager Infrastructure

*External Consultation*

Council officers advised the Ropehill Community Sports Centre Committee President that results of the Expression of Interest survey were discussed at the Ordinary Council meeting on 20 September 2023 and that a resolution to lay the report on the table for the next meeting.

Council's Community Engagement Team wrote to all Expression of Interest submission makers as to the resolution. Several submission makers contacted Community Engagement and expressed disappointment on the result of laying the report on the table.

Further information was sought to verify and supplement evidence obtained through Council's investigation of land ownership and transfers, historical information, and varied community sentiments.

*Community Engagement*

If Council resolve to name the Ropehill Community Sports Centre turf oval the "Bert and Lil Peach Memorial oval 2", correspondence will be sent to the Ropehill Community Sports Centre Committee and original Expression of Interest submitters, notifying them of the results. Results will also be published through a combination of media release and/or social media.

**Attachments**

There are no attachments for this report.



#### 14.0 ITEMS FOR INFORMATION

##### GENERAL BUSINESS

THAT Council receive and note the following items for information:

14.1 - Chief Executive Officer's Monthly Report - September 2023

14.2 - Group Manager People Customer and Corporate Services Monthly Report - September 2023

14.3 - Group Manager Community and Regional Prosperity Monthly Report - September 2023

14.4 - Group Manager Infrastructure Monthly Report - September 2023

14.5 - Quarterly Progress Update on Actions Arising from Council Resolutions - September 2023

14.6 - Quarterly Investment Report - July to September 2023

Moved By: Cr Holstein

Seconded By:

Cr Qualischefski

Resolution Number: 20-24/0952

**CARRIED**

**6/0**

#### 14.1 Chief Executive Officer's Monthly Report - September 2023

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

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

##### Purpose:

This report provides Council with a summary of key operational activities undertaken by the Chief Executive Officer's Group during September 2023.

**This document is for Council's information only.**

##### Executive Summary

The activities covered in this report include Strategic Planning; Internal Audit and Risk; Procurement; Disaster Management; Community Development and Engagement and Advocacy. The Finance function is subject to separate reporting.

##### Proposal

That this report be received and noted.

##### Attachments

[1](#) Executive Office Monthly Report-September 2023 23 Pages





# Executive Office

**MONTHLY GROUP REPORT**  
**September 2023**





## HIGHLIGHTS

Flood Restoration Program Update

Expenditure incurred during and after the three declared events has been substantial and it is important to ensure all eligible costs are reimbursed. The following table provides a snapshot of costs submitted for reimbursement and approved. Report as at 9 October, 2023.

Event/Description	Expenditure	Submission Amount Requested by LVRC	Ineligible Expenditure inc Trigger Points	Approved Amount	Received Amount
Fred Thomas Pedestrian Bridge	\$68,434.14	\$ 218,835.50	\$55,039.73	\$216,836.80	\$128,156.68
Unsealed Roads Zone 9	\$ 167,065.89	\$234,227.26	\$58,556.82	\$175,670.44	\$103,261.56
Unsealed Roads Zone 2	\$ 119,463.30	\$234,376.00	\$	\$185,977.43	\$117,435.82
Unsealed Roads Zone 3	\$277,205.72	\$388,211.76	\$	\$375,635.52	\$282,750.70
Unsealed Roads Zone 1	\$302,254.47	\$535,404.80	\$129,831.45	\$403,858.65	\$168,040.32
Lifitin Bridge	\$370,131.02	\$5,643,319.33	\$243,428.00	\$5,620,951.60	\$701,813.55
Unsealed Roads Zone 8 Part 2	\$421,181.36	\$566,781.76	\$	\$515,749.32	\$412,823.61
Unsealed Roads Zone 8 Part 1	\$545,943.42	\$689,045.09	\$	\$641,853.47	\$528,539.28
Unsealed Roads Zone 8 Part 3	\$322,288.26	\$410,117.72	\$	\$298,006.79	\$268,206.11
Sealed Roads Zones 1,2,and 3 Submission 1	\$2,038.79	\$542,704.28	\$	\$542,704.28	\$162,811.28
Unsealed Roads Zone 10 - Part 1	\$353,335.24	\$689,329.38	\$	\$686,821.75	\$279,218.02
Old Laidley Forest Hill Road CH 1800 - (Betterment and REPA)	\$14,656.87	\$269,006.16	\$6,000.00	\$269,006.16	\$78,901.85
Unsealed Roads Zone 4 - Part 1	\$605,217.74	\$1,178,563.75	\$	\$ 867,359.19	\$417,166.44
Unsealed Roads Zone 4 - Part 2	\$854,263.55	\$1,146,515.28	\$	\$1,121,366.34	\$690,221.85
Unsealed Roads Zones 11-18	\$36,909.05	\$152,129.87	\$	\$129,406.86	\$38,822.06
Woolshed Creek Road Floodway CH 400	\$345,050.50	\$442,230.33	\$	\$339,694.04	\$305,724.64
RCP and RCBC Desilting and Clean Outs	\$161,407.84	\$211,063.54	\$	\$184,537.83	\$153,023.34



Event/Description	Expenditure	Submission Amount Requested by LVRC	Ineligible Expenditure inc Trigger Points	Approved Amount	Received Amount
East Egypt Road Landslip	\$170,655.26	\$4,112,341.97	\$	\$2,293,795.23	\$806,090.49
Berlin Road Landslip	\$512,253.73	\$3,383,967.35	\$	\$3,383,967.35	\$1,015,190.21
Sealed Roads Zone 9	\$2,703.33	\$434,114.94	\$	\$434,114.94	\$130,234.48
Sealed Roads Zone 5	\$51,456.06	\$621,788.32	\$	\$ 621,788.32	\$186,536.50
Adare Road Floodway	\$83,253.75	\$183,830.62	\$	\$183,830.62	\$55,149.19
Guardrail Restoration	\$193,009.67	\$238,986.14	\$	\$232,393.50	\$195,811.73
Sealed Roads Zone 4	\$5,561.60	\$303,114.17	\$	\$303,114.17	\$ 90,934.25
Sealed Roads Zone 3	\$5,237.16	\$329,842.84	\$	\$329,842.84	\$98,952.85
Brightview Road (Betterment and REPA)	\$10,350.00	\$2,635,899.94	\$175,000.00	\$2,360,115.98	\$655,534.79
Sealed Roads Zone 11 - 18	\$14,917.61	\$257,224.61	\$	\$257,224.61	\$77,167.38
Mountain View Drive Landslip	\$77,898.83	\$1,881,186.56	\$	\$1,881,186.56	\$564,355.97
Sealed Roads Zone 1 and Town Extras	\$9,642.40	\$1,516,649.55	\$	\$1,516,649.55	\$ 454,994.87
East Egypt Road Landslip - Site 3	\$6,646.94	\$ 636,832.45	\$	\$636,832.46	\$191,049.74
Unsealed Roads Zone 5	\$788,921.62	\$1,083,272.31	\$	\$1,033,685.01	\$815,732.27
Unsealed Roads Zone 6	\$996,063.58	\$1,628,561.44	\$	\$1,576,557.26	\$472,967.18
Unsealed Roads - Zone 10 - Part 2	\$313,905.06	\$740,144.34	\$	\$714,432.10	\$273,707.26
Sealed Roads Zone 10	\$1,803.65	\$195,682.98	\$	\$151,780.62	\$45,534.19
Sealed Roads Zone 8	\$165,386.81	\$991,304.50	\$	\$709,970.06	\$212,991.02
Unsealed Roads Zone 10 - Part 3	\$561,107.68	\$1,179,746.42	\$	\$1,124,600.90	\$337,380.27
Sealed Roads Zone 2	\$18,541.59	\$664,940.63	\$	\$664,940.63	\$199,482.19
Sealed Roads Zone 6	\$6,385.88	\$397,137.23	\$	\$397,137.23	\$119,141.17
Sealed Roads Zone 7	\$17,291.45	\$203,539.93	\$	\$203,539.93	\$61,061.98
Unsealed Roads Zone 7	\$546,273.21	\$1,443,212.83	\$	\$1,365,828.54	\$409,748.56



Event/Description	Expenditure	Submission Amount Requested by LVRC	Ineligible Expenditure inc Trigger Points	Approved Amount	Received Amount
Flagstone Creek Road Rockfall	\$1,972.08	\$736,438.78	\$	\$736,438.78	\$220,931.63
Reconstruction of Floodway Approaches (Betterment and REPA)	\$358,648.21	\$1,698,927.25	\$178,000.00	\$1,690,733.53	\$453,820.06
All Zones Final	\$191,733.49	\$516,221.38	\$	\$421,447.60	\$187,532.92
Steinkes Bridge Railing	\$286,555.57	\$37,886.07	\$	\$37,886.07	\$ 34,097.46
Flood Gauge Repairs	\$21,470.70	\$26,690.44	\$	\$23,617.77	\$20,599.27
Liftins Road Floodway Approaches	\$28,678.57	\$104,512.20	\$	\$104,512.20	\$31,353.66
Project Management Expenditure included in all submissions	\$1,396,462.41	\$	\$	\$	\$
<b>TOTAL FOR REPA</b>	<b>\$11,911,635.06</b>	<b>\$41,735,860.00</b>	<b>\$845,856.00</b>	<b>\$37,967,400.83</b>	<b>\$13,255,000.65</b>



## BUSINESS IMPROVEMENT & STRATEGY

### **Audit and Risk Management**

The Audit and Risk Management function links to the Corporate Plan by assisting with compliance, risk management and business improvement.

### **Audit and Risk Management Committee**

An additional meeting of the ARMC was held on Friday 15 September 2023. Meeting discussions focused on ICT Priorities and associated risks, findings from recent internal audits, and the status of Council's Corporate Risk Management function.

### **Audit Register Status**

The following table provides insight into the status of the internal and external audit recommendations captured on Council's Audit Register. The table identifies the number of current active action items on the Audit Register by their level of risk to Council.

Review (audit)	Total No of Rec.	Number of Current Active Recommendations by Risk Level				Completed Rec.
		High	Medium	Low	Improve	
Tendered Contract Review	17	0	2	1	1	13
Project Management Practices	11	0	1	1	0	9
Payroll and Remuneration Processes	10	1	0	0	0	9
Payroll and Vendor Analytics	9	0	2	0	0	7
Lessons Learned from Pandemic	4	1	2	1	0	0
Property Management Review	10	4	0	0	0	6
Disaster Response (On Ground)	14	2	0	0	0	12
Plant and Fleet Utilisation Review	19	2	9	7	0	1
External Audit Items	8	0	6	0	2	0
Environmental Compliance Management	6	0	2	0	0	4
Total	110	10	23	11	3	63

An instruction has been issued for staff to prioritise completion of the outstanding audit recommendations. To assist with this process, a first review of the outstanding audit recommendations by OCM has been scheduled for Monday 30 October 2023. This is the first review of four that have been scheduled for completion throughout the 2023-2024 financial year.

The Infrastructure team are also prioritising completion of the Plant and Fleet Utilisation Review recommendations.

### **Internal Audit**

#### **Internal Audit Plan Activities**



Final Reports outlining the findings and recommendations of the Environmental Compliance Management and Revenue Management Reviews were endorsed (with some minor amendments and conditions) by the Audit and Risk Management Committee at the meeting held on 15 September 2023. The Environmental Compliance Management Review recommendations have been tasked to officers to address and the Revenue Management Review recommendations will be tasked soon.

Fieldwork by OCM on the Waste Fees and Levies Review was completed this month and management are now awaiting draft findings from the Review.

***Corporate Risk Management***

A commitment has been made to implement Councils Corporate Risk Management Framework and embed it throughout the organisation. Planning has commenced on the best way to manage this project as it must be owned by the organisation. A scope has been developed for the preparation of an organisation wide Business Continuity Plan, or Critical Incident Plan, and a project plan is currently being prepared. It is intended to complete this project by the end of the 2023/2024 financial year.

**Corporate Planning and Performance Reporting**

The Corporate Planning and Performance Reporting function links to the Corporate Plan by assisting to: 'Provide leadership and contemporary management systems that drive a coordinated and connected organisation'.

***Annual Report 2022-2023***

Compilation of the Annual Report 2022-2023 is still in progress with most of the responsible stakeholders completing their sections of the draft Report. The Annual Report will outline how Council has responded to, and achieved, Corporate Plan goals and also contain all required statutory information, including the Community Financial Report.



## PROCUREMENT

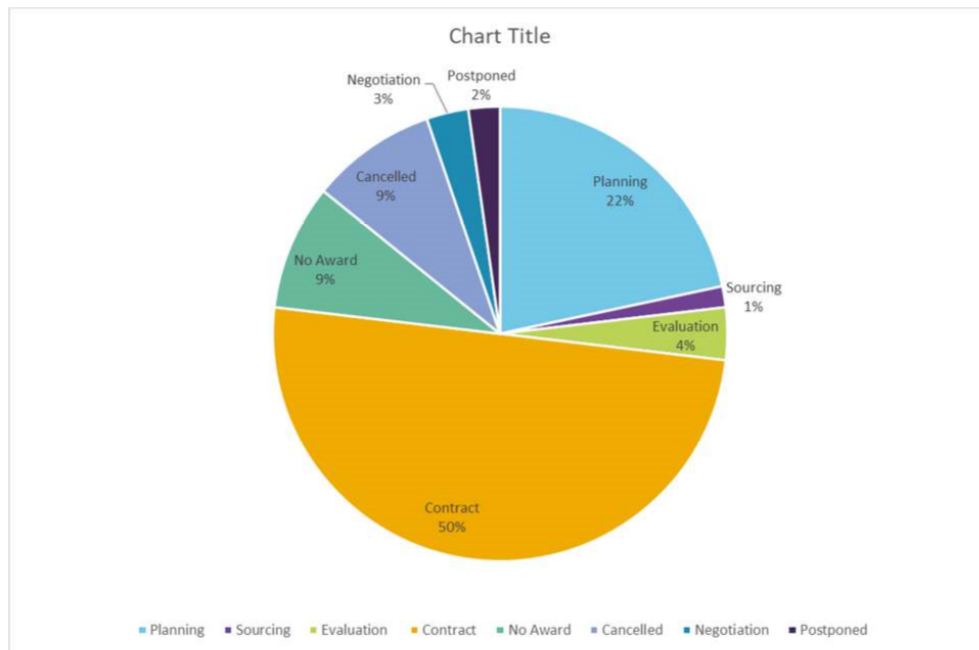
Group	Progress		
Infrastructure Delivery	July 2023	August 2023	September 2023
LVRC-23-051 Minor Bridge Works	Planning for Limited Market RFQ (Local Buy)	Planning for Limited Market RFQ (Local Buy)	Planning for Limited Market RFQ (Local Buy)
LVRC-23-054 23/24 Bitumen Reseal Program	Planning for Limited Market RFQ (Local Buy)	Evaluation phase of RFQ Closed 18/8/23	Award to RPQ Spray Seal Pty Ltd
LVRC-23-058 Tyres & Tyre repairs	Final Planning for tender release	Sourcing of RFT – Opened 28/8/23	Evaluation phase of RFQ Closed 26/9/23
LVRC-23-060 Lake Dyer Amenities Design & Construction	Planning for RFQ Process	Planning for RFQ Process	Planning for RFQ Process
LVRC-23-064 Geotechnical Services Ropehill Rd Pavement Rehab & Widening	Sourcing of RFQ – opened 31/7/2023	Award to AMB Geotech SQS Pty Ltd	
LVRC-23-065 Brightview Road Rehabilitation Project		Planning for Limited Market RFQ	Planning for Limited Market RFQ
LVRC-23-066 Soil Testing Edgerton Road	Planning for RFQ Process	Evaluation of RFQ – Closed 9/8/2023	Evaluation of RFQ – Closed 9/8/2023
LVRC-23-067 Cemeteries Concrete Seam Strips	Planning for RFQ Process	Planning for RFQ Process	Planning for RFQ Process
Infrastructure Fleet	July 2023	August 2023	September 2023
LVRC-23-041 Earthmoving Equipment - 4 items		Planning phase – for Limited RFQ process	Planning phase – for Limited RFQ process
LVRC-23-042 Light Commercial & Passenger Vehicles - 6 items	Sourcing of – Limited RFQ – Opened 28/7/2023 Closing 10/8/2023	Evaluation of RFQ – Closed 10/8/23	Award – Lockyer Valley Toyota (5 vehicles) and Lockyer Valley Mitsubishi (1 vehicle)
LVRC-23-042A Minibus	Sourcing of – Limited RFQ – opened 28/7/23	Evaluation of RFQ - closed 10/8/23	Evaluation of RFQ - closed 10/8/23
LVRC-23-043 Mowers - 4 items		Planning phase – for Limited RFQ process	Planning phase – for Limited RFQ process
LVRC-23-044 Trucks - 6 items		Planning phase – for Limited RFQ process	Planning phase – for Limited RFQ process
LVRC-23-068 Skid Steer		Planning phase – RFQ process	Sourcing – opened 28/9/23
Waste	July 2023	August 2023	September 2023
LVRC-22-044 Waste Facilities Supervision	Evaluation of tender - closed 13/12/22	Contract negotiation	Contract negotiation
LVRC-22-045 MRF Kerbside Recyclable Processing	Evaluation of tender - closed 13/12/22	Contract negotiation	Contract negotiation
LVRC-22-076 Leachate Management Services	Evaluation of RFT – closed 23/02/2023	Contract negotiation	Contract negotiation
LVRC-22-091 FOGO Treatment System	Planning for tender process	Planning for tender process	Postponed
LVRC-23-033 Scrap Metal Recycling & Related Transport Services	Planning for tender process	Planning for tender process	Planning for tender process
Community Facilities	July 2023	August 2023	September 2023
LVRC-23-007 Fairways Park Maintenance	Awarded to The Landscape Construction Company		
LVRC-23-025 Demolition of Alex Geddes Hall	Evaluation of RFQ - Closed 19/05/2023	Evaluation of RFQ - Closed 19/05/2023	Award – Burke Industries Pty Ltd
LVRC-23-046 Office Floor Space Design	Sourcing of RFQ – Release 16/6/23	Evaluation of RFQ – closed 14/7/23	Award – DJAS Architecture Pty Ltd
LVRC-23-050 Gatton Shire Hall Weatherproofing	No Award		



LVRC-23-050A Gatton Shire Hall Weatherproofing		Sourcing Limited market	Award – Higgins Coating Pty Ltd
LVRC-23-057 Lockyer Waters Community Centre		Awarded to Elite Portables	
LVRC-23-063 Grantham Parks Flood Works	Evaluation of RFQ – Closed 20/7/2023	Evaluation of RFQ Closed 20/7/2023	No Award
<b>Planning and Development</b>	<b>July 2023</b>	<b>August 2023</b>	<b>September 2023</b>
LVRC-22-079 Forest Hill Silo Viewing Precinct Design		Planning for RFQ process	Planning for RFQ process
LVRC-23-006 Nature Based Recreation and Tourism Study	Planning for RFQ process	Evaluation - RFQ Closed 25/8/2023	Evaluation - RFQ Closed 25/8/2023
LVRC-23-001 Preferred Supplier Arrangement Voluntary Home Buy Back Flood Affected Property Demolition	Evaluation and negotiation of responses	Awarded to Colbeze, Logan City Demo, Paterson Demo, Williams Demo, WMA Demo	
LVRC-23-029 Weed Control Works	No award		
LVRC-23-070 Resilient People and Places		Planning for RFQ process	Planning for RFQ process
LVRC-23-073 Lockyer Valley Somerset Water Security Scheme Optimisation			Awarded – Infrastructure Project Solutions
<b>Procurement and Stores</b>	<b>July 2023</b>	<b>August 2023</b>	<b>September 2023</b>
LVRC-22-052- Traffic Control Ad-hoc Services	Planning for tender process	Planning for tender process	Planning for tender process
LVRC-23-008 – Wet/Dry Plant & Equipment Hire Panel	Evaluation - RFT – Released 3/04/2023 – Closed 4/05/2023	Evaluation - RFT – Released 3/04/2023 – Closed 4/05/2023	Evaluation - RFT – Released 3/04/2023 – Closed 4/05/2023 (43 out of 50 contracts in place)
LVRC-23-069 Bituminous Product and Services (panel)	Planning for tender release	Planning for tender release	Planning for tender release
<b>Executive Office</b>	<b>July 2023</b>	<b>August 2023</b>	<b>September 2023</b>
LVRC-22-022 – Corporate Uniforms	Planning for tender process	Planning for tender process	Planning for tender process
LVRC-23-011 Revenue Notice Production	Awarded to Print Mail Logistics		
LVRC-23-009 – Flood Camera Network Maintenance		Postponed	
LVRC-23-055 Cyber Security	Planning for RFQ Process	Evaluation - RFQ Closed 30/8/2023	No Award

PROCUREMENT STAGE	
Planning	29
Sourcing	2
Evaluation	5
Contract	67
No Award	12
Cancelled	12
Negotiation	4
Postponed	3





### Stores Data

OVERALL PURCHASING DATA	July-23	August-23	September-23
No of Purchase Orders Generated	66	46	59
Total Value of Purchase Orders Generated	\$229,865	\$294,392	\$271,201
Total Value of Largest Spend to a Single Supplier	\$113,718	\$186,318	\$175,189

INVENTORY DATA	July-23	August-23	September-23
No of New Items Added	0	19	5
No of Items made Inactive	0	0	8
Total Number of Inventory Items	1282	1301	1298

JULY TOP FIVE SUPPLIER SPEND TOTALS (LARGEST \$ TO LEAST \$)	
OCWEN	\$113,718
INFINITY WORKWEAR	\$25,500
BORAL CONS	\$16,764
TAYLOR SAFETY	\$8,855
ELDERS	\$7,746
AUGUST TOP FIVE SUPPLIER SPEND TOTALS (LARGEST \$ TO LEAST \$)	
OCWEN ENERGY	\$186,318
ELDERS	\$25,157
BORAL CONS	\$17,028
JNL INDUSTRIES	\$14,597
CASTROL	\$12,016



SEPTEMBER TOP FIVE SUPPLIER SPEND TOTALS (LARGEST \$ TO LEAST \$)	
OCWEN ENERGY	\$175,189
DELNORTH	\$17,275
KARREMAN QUARRIES	\$7,894
TAYLOR SAFETY	\$7,227
ZYNERGY ENERGY	\$6,428



## DISASTER MANAGEMENT

### Corporate Plan Action - Disaster Management Framework development and implementation

#### Corporate Strategic Planning

Disaster Management has undertaken strategic planning for 2023 including the delivery of the Corporate Plan action to implement the Disaster Management Framework.



#### Community Education External Engagement & Partnerships



The Inspector-General Emergency Management (IGEM), Alistair Dawson APM and Queensland Police Service (QPS) Deputy Commissioner and State Disaster Coordinator (SDC), Shane Chelepy APM met with Local Disaster Management Group (LDMG) Executive, Councillors and Council officers to provide an overview of recommendations and changes following the Queensland Disaster Management Arrangements Review 2023. Also present was the QPS Emergency Management Command Assistant Commissioner Ben Marcus, Staff Officer to QPS Deputy Commissioner, Inspector Murray Croft, QPS District Officer Darling Downs and Toowoomba District Disaster Coordinator (DDC), Superintendent Doug McDonald and the QPS Executive Officer to the Toowoomba District Disaster Management Group, Senior Sergeant Craig Berry.

The Queensland Disaster Management Arrangements Review 2023 informs changes to the arrangements, legislative reforms, or any updates to the State Disaster Management Plan. This review also informs the transition of disaster management functions to the Queensland Police Service (QPS) and other relevant agencies. The review and recommendations can be viewed at [Queensland's Disaster Management Arrangements 2023 Review | IGEM](#)

Following the presentation Councillors and Council Officers toured Laidley and the Warrego Highway briefing the group on key mitigation strategies to reduce flood risk.

#### Evacuation Centre Management Planning

Council officers met with an evacuation centre facility owner to review planning arrangements for use of the facility as an evacuation centre during flood operations in Laidley. Council officers were given a tour of the facility and discussed local arrangements in accordance with the existing Memorandum of Understanding between Council and the asset owner.

#### Disaster Management Webpage

Council's [Disaster Management - Lockyer Valley Regional Council](#) webpage and subpages have been updated with an improved layout reflecting the disaster planning and preparation, response and recovery phases and other frequently sought information.

#### Community Disaster Preparedness Workshop

Disaster Management in partnership with Laidley Community Centre delivered a Community Building Your Own Emergency Kit Workshop.



	<p>The workshop provided information and guidance for packing an emergency kit for sheltering at home as well as an evacuation kit when needing to shelter elsewhere.</p>
<b>Training &amp; Exercises</b> 	<p><b>Incident Management System (IMS) Software Training</b> Council officers attended IMS software training for use in evacuation centre operations. The training covered registration and management of evacuees and integration and reporting to the Local Disaster Coordination Centre.</p> <p><b>Evacuation Centre Management Standard Operating Procedures Training</b> Council officers attended evacuation centre operating procedures training. The training detailed processes and procedures for the establishment and management of an evacuation centre; provided detailed information on roles and responsibilities of staff supporting a centre; and detailed the processes and procedures for the closure of a centre.</p> <p><b>Joint Community Based Recovery Exercise</b> Council's Coordinator Disaster Management Resilience participated in a cross-community centres border exercise management meeting. The exercise explored the community centre's activation processes, community-based roles and relationships within Recovery operations and formal Local and District disaster management arrangements.</p> <p>Council officers from the Engagement and Communication branch participated in the exercise, examining the recovery processes and roles.</p>
<b>Local Disaster Management Group</b> 	<p><b>Local Disaster Management Group Meeting</b> The Local Disaster Management Group meeting was held on Thursday, 28 September 2023.</p> <p>The Bureau of Meteorology provided a presentation on the Climate and the seasonal outlook. Another presentation was provided by the Manager Flood Warning Integration on the progress of the flood forecasting and warning projects.</p> <p>Queensland Fire and Emergency Services, Public Information and Warnings presented on the progress of the implementation of the Australian Warning System (AWS) to be fully implemented on 1 November 2023.</p>
<b>Flood Intelligence System</b> 	<p><b>Annual Maintenance</b> The annual maintenance of the Rain/River ALERT gauges, siren and flood monitoring cameras is programmed for October 2023.</p> <p><b>Thornton School Road River Height ALERT Gauge</b> The Thornton School Road, river height sensor in Laidley Creek has temporarily been removed whilst works within the Laidley Creek were undertaken at the site. It is expected to be reinstated by the end of October 2023 within the scheduled annual maintenance.</p>



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**Funded Programs –  
Progress Reports****Get Ready Queensland (GRQ) Program**

Get Ready Queensland Week was held from 9 October to 15 October 2023. The week was a call for action by all Queenslanders to prepare their homes and community and get ready for the severe weather season. Council will run a targeted public information campaign encouraging the community to get ready. The campaign will provide information and resources on:

- Know your Risks
- Prepare a Plan
- Have a Kit
- Tune into Warnings

**“Get Ready” campaign for Council Officers**

A series of four educational messages will be delivered to all staff through the internal newsletter to encourage staff disaster preparedness at home.

**SEQ Flood Forecasting Warning System**

Recommendations were made in the Inspector-General Emergency Management, South-East Queensland Rainfall and Flooding February to March 2022 Review. Recommendation 2 of that report provided that “the Queensland Reconstruction Authority and the Bureau of Meteorology investigate options for the consolidation of ownership, renewed capital and maintenance in the flood warning network in consultation with flood warning infrastructure asset owners”.

The Bureau commenced a scoping study in consultation with the QRA and LGAQ, on potential improvements to the ownership and management of Queensland’s flood warning gauge network. As part of the scoping study, the Bureau proposed a significant investment for new and improved network infrastructure. This project is currently being led by the Bureau of Meteorology and is in the planning phase.

As per the above LDMG report, Council officers are engaged with the project manager who presented to the Local Disaster Management Group and at a Council Workshop to brief stakeholders on the project progress.

The Bureau also provided a brief on the National Flood Warning Network (NFWN) Program, funded by the Federal Government. The Program involves the Bureau setting up the NFWN to the their own standards, building a reliable national flood warning infrastructure network.

**QRRRF Flood Classifications**

The QRRRF Flood Classifications project is integrated with, and in addition to, the Local Flood Plain Management and Evaluation Planning projects. The consultant funded portion of the QRRRF project is complete.

Officers are working with the consultant to finalise the overall program documentation. Council officers are checking each site

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independently using our design events from calibrated modelling produced by our consultant and engineering judgement. Council officers are also checking key structures, bridges and culverts in relation to flooding and gauge data.

The next stage will be stakeholder engagement with asset owners and the LDMG. Preliminary discussions have been held with BOM.

#### **QRRRF Flood Cameras and Electronic Signage**

This project will deliver two flood monitoring cameras and automated signage at seven sites. The project is currently in the design finalisation and manufacturing phase.

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#### **Incidents/Operations**



Council supported Rural Fire Service's request for assistance from Council to provide a grader and operator for fire response at Spotted Gum Road, Gatton.

Council supported the Toowoomba Regional Council and Western Downs Regional Council response to the Cecil Plains and Tara bushfires by providing evacuation centre trailers.

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#### **State Emergency Service (SES) Monthly Report**



The Lockyer Valley SES currently has 39 members with four members on leave and one prospective new member.

- Forest Hill – 10
- Gatton – 17
- Laidley – 12

SES has supported Council by delivering the evacuation centre trailers to Millmerran in response to the Cecil Plains fire. SES undertook community engagement at the Laidley Spring Festival.

Several training and development sessions were provided for members, including an all-terrain vehicle training, storm damage exercising, food safety training and fire aid training.

Two new storm damage trailers were handed over from QFES to SES and Council. These two new trailers will replace three aging trailers at the Gatton and Forest Hill SES units.

The trailers will house an array of equipment including the Unit's emergency lighting, ropes, ladders, chainsaws, and traffic control equipment. This is all equipment required when called upon to attend calls for storm damage. Gatton and Forest Hill have received their trailers. The Laidley trailer will be delivered in the near future.

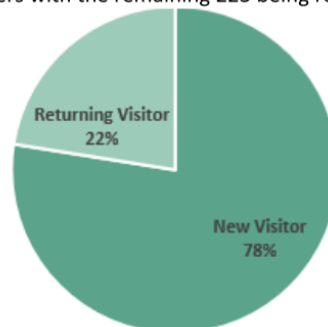
Lockyer Valley SES members attended the SES Week celebrations and awards day in Toowoomba. A Gatton member received an award for her contribution to the SES.

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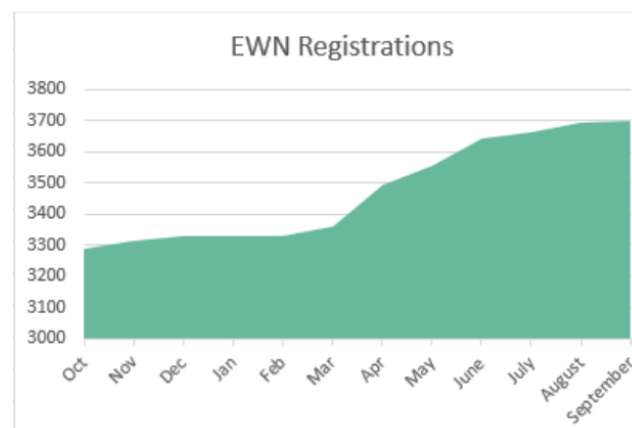
**Disaster Dashboard**

The number of new visitors to the Disaster Dashboard continues to grow. During the month of September, 769 of the Dashboard views were by new users with the remaining 223 being returning users.

**Early Warning Network**

Subscriptions continue to rise for the Lockyer Valley Early Warning Network with an additional 7 new registrations in September.

Residents can register for this free service at EWN or through the [Disaster Dashboard](#).





## COMMUNICATIONS



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

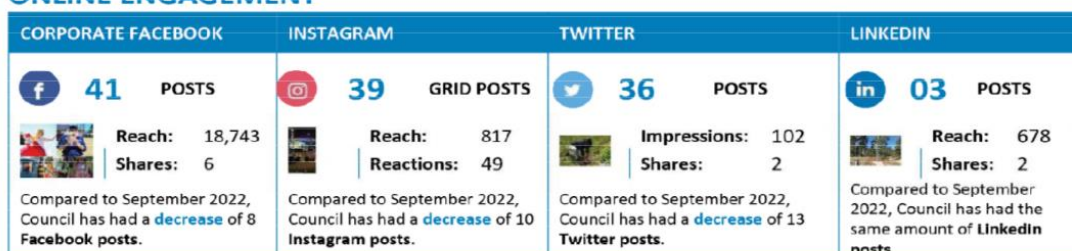
## EXTERNAL MEDIA



## MEDIA ENQUIRIES



## ONLINE ENGAGEMENT



## CORPORATE DESIGN



## CORPORATE WEBSITE

## MOST VISITED WEB PAGES

1. Draft Planning Scheme
2. Current Vacancies
3. Flood Information and Regulation

**13,747** TOTAL ACTIVE USERS**58.6%** ENGAGEMENT RATECompared to September 2022, Council has had a **decrease** of **total** active website users by **1104** users.

## COMMUNITY CONNECT NEWSLETTER

An opt-in e-newsletter aimed at community groups including sport and interest groups and schools which provides timely information on capacity-building workshops, a wide range of grants and community events.

## TOP 3 READ ARTICLES

1. FairPlay applications
2. Inspired Creative Projects workshop
3. Sport-Related Concussion – Short Course

**595** Subscribers**50.76%** open rate  
(Industry average < 25%)Compared to September 2022, Council has had an **increase** in the newsletter's open rate by **15.76%** Total Subscribers was not recorded in 2022.

## FIXED VMS SIGN





## COMMUNITY DEVELOPMENT & ENGAGEMENT

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



**8** projects received engagement support in September:

- Naming of Facilities and Fields x2
- Flood Impacted Parks
- Public infrastructure maintenance
- Waste Reduction and Recycling Plan
- Lockyer Waters Community Centre
- Transport and Main Roads projects
- Woodlands Road roadworks

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



- Council continues to provide financial support to community groups and hall committees through the *Community Safer Places* and *Council Catch Up* series program areas for community-led projects that increase the resilience and social connectedness of local communities.
- Three applicants have received funding through Council's Ambassador Support Program. The applicants are:
  1. Marley Stokes – Queensland School Sport 13-15 Years Girls Cricket State Championships – State Event.
  2. Marshall Muller – 2023 Australian Veteran Table Tennis Championships – National Event Interstate.
  3. Josh Sapolu – Queensland School Sport 10-12 Years Track & Field State Championships – State Event.
- One Minor Community Grant was awarded to Gatton Kindergarten Association Inc. towards their 2023 Gatton Bike-a-thon Event.
- The Sport and Recreation Development Officer is continuing initial discussions with sporting clubs in the region to understand the current capacity, needs and goals of each club and how Council may be able to assist them to increase their sustainability and growth.
- The Sport and Recreation Development Officer has developed a monthly sport and recreation-focused newsletter. Like the '*Community Connect*' newsletter, '*On the Ball*' will provide up to date information on:
  - Grant Funding
  - Training opportunities focused on club development (webinars, podcasts etc.)
  - Sport and Recreation News updates
  - Team Spotlights that recognise success/innovation/initiative
  - Individual Spotlights that recognise success/initiative/innovation of athletes or volunteers.
- There will also be a community forum available. The goal is to build a supportive community within sport and recreation clubs in the region by sharing and celebrating ideas/initiatives/stories to aid in motivating and supporting all clubs. Polls and surveys will also be utilised to gauge interest/demand for items such as training opportunities, trends, support required etc.
- Continuing to Identify opportunities with sporting clubs on possible projects that are eligible for upcoming funding available through the Queensland Government's combined Minor Infrastructure and Inclusive Facilities Fund. Conversations are being facilitated between sporting clubs and stakeholders such as the Queensland Department of Sport, Innovation and Tourism and state-level organisations (such as Queensland Rugby League).
- The Principal Community Recovery Officer, from the Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts (DTATSIPCA), collaborated with the Community Recovery and Resilience Officer (CRRO) and the Laidley Community Centre Manager and staff to run a Disaster Recovery Exercise at the Laidley Community Centre. The exercise tested the Laidley Community Centre Disaster Recovery team's capability to stand up when activated by Lockyer Valley Regional Council. The exercise was designed to build on the existing capacity and capability of the Community Centre's Disaster Recovery team.



My Community Directory: September 2023

Top 5 searched categories	Top 5 most viewed services
1. Health Services 2. Community Clubs & Interest Groups 3. Sport 4. Youth Services 5. Education	1. Youth Insearch 2. Laidley Crisis Care & Accommodation 3. Laidley Oral Health Services 4. Gatton SES Unit 5. Laidley Ferrari Park Markets

My Community: Quarterly Statistics for July – September 2023

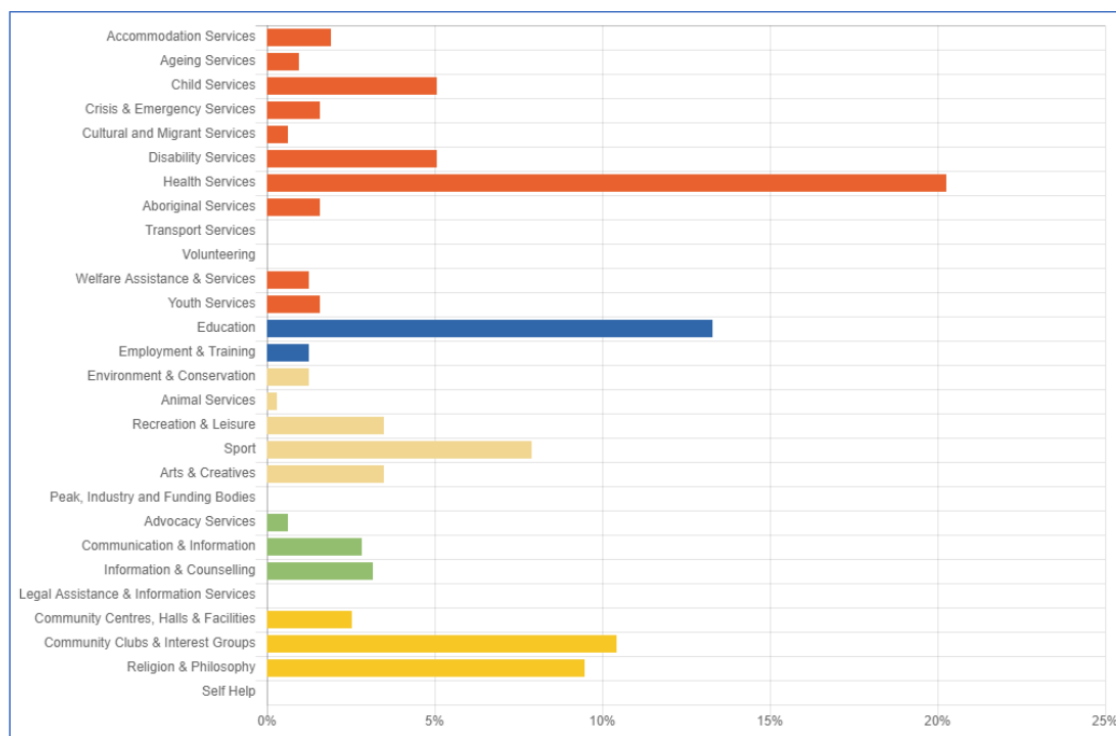
Type	This Quarter	Last Quarter	<i>This Quarter Last Year</i>	Comments
Search Results	26,692	15,036	19,299	The number of people that have searched My Community Directory for local information.
Listing Views	2,936	2,922	3,134	The number of people that have clicked on individual listings in My Community.
Events Listed	138	99	117	The number of events listed in the My Community Diary section.
Unique Users	6,124	5,247	5,076	The number of people who have visited My Community Directory to find local community information.
New Organisations	24	4	1	The number of organisations registering this month
Total Organisations	218	194	191	The number of organisations registered on the platform.

My Community: Services by Category

The below graph shows the number of services supporting the Lockyer Valley listed on My Community Directory by category.

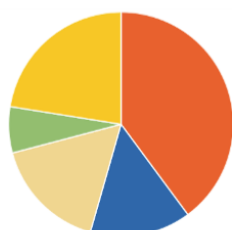
Health Services is the most dominant category, with 64 services listed (20.25%), followed by Education with 42 (13.29%), Community Clubs & Interest Groups with 33 (10.44%) and Religion & Philosophy with 30 (9.49%).





#### My Community: Services by Sector

The below chart shows the number of services supporting the Lockyer Valley listed on My Community Directory by sector.



**Client Services: 126 (39.87%)**  
**Groups, Clubs & Churches: 71 (22.47%)**  
**Sport, Recreation & Conservation: 52 (16.46%)**  
**Education & Employment: 46 (14.56%)**  
**Information & Advice: 21 (6.65%)**

**Strategic Priority 3 – Develop and deliver programs, in consultation and collaboration with stakeholders, to promote community wellbeing and resilience, including recovery from adverse events.**



Community recovery and resilience engagement continues through:

- The Community Engagement team continuing to attend the bi-monthly Multicultural BBQ at Littleton Park, Gatton hosted by Lockyer Community Centre's Community Action for a Multicultural Society (CAMS) worker, when possible. The most recent BBQ was on Thursday, 21 September from 4pm to 6pm and was very successful with great attendance including attendance by the Mayor and some Councillors. This event also provided opportunity for cross promotion of the upcoming Lockyer Valley Multicultural Welcome BBQ.



- Council staff attended Mount Whitestone State School to deliver a Movie Night under the stars, which was attended by approximately 60 people. The School P&C Association ran a BBQ to raise funding, and the school would like to engage Council for a future event following the success of this event.



- Planning for a summer school holiday program for high school-age young people in partnership with Anglicare Southern Queensland (ASQ) and local services is underway.

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



- The Community Recovery and Resilience Officer (CRRO) attended the Seniors Health Hub event on 5 October 2023 at Gatton Shire Hall as part of Seniors Month celebrations. This provided an opportunity to network with new agencies and provide information and assistance to local senior citizens.
- Conversations are ongoing with representatives of the Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts (DTATSIPCA), discussing opportunities for collaboration to engage meaningfully with First Nations people in the Lockyer Valley.
- Council's Engagement Team has assisted in coordinating the Uncle Norman Clarke's Indigenous Learner Driver program on 17 October in collaboration with DTATSIPCA, Lockyer District State High School and Lockyer Community Centre.
- Council will host the Lockyer Valley Regional Council Multicultural Welcome BBQ on Thursday, 19 October from 6.00pm to 7.30pm at the Gatton Shire Hall. This event aims to attract multicultural organisations, emergency services personnel, backpackers, international students, PALM program workers, refugees, migrants, asylum seekers and long-term resident multicultural community members to join in a casual evening of welcome to the Lockyer Valley community with information about a range of support services available.
- An Engagement Officer joined a meeting with some Councillors and representatives from Carers Queensland (CQ) NDIS to assist CQ to engage more effectively with the local community.



Community Support Inter-agencies

Staff are involved in the following networks aimed to identify human and social service gaps and trends, and improve service delivery through strategic networking and partnerships:

- Lockyer Youth Agency Network (LYAN)
  - Meeting was scheduled for 17 October 2023 via Microsoft Teams.
- Lockyer Valley Service Provider Interagency (LVSPI)
  - The meeting on 14 September 2023 was held via Microsoft Teams. There were 29 attendees representing 24 agencies.
  - The next meeting will be held in-person on 21 November 2023 at Laidley Sports Complex.



## ADVOCACY

### Inland Rail

Australian Rail Track Corporation (ARTC) work within the Queensland sections of Inland Rail remains 'on pause'. We are advised that the government is working through the recommendations made by the Independent Review of Inland Rail that was released in April 2023.

The Independent Review had significant implications for the project in Queensland and the future role of Regionerate Rail who had been the preferred proponent of the Public Private Partnership section that runs through the Lockyer Valley.

Now that the new entity, Inland Rail Pty Ltd, has been established and a Board appointed, it is hoped that Council will be updated on ARTC's intentions for the project. It is understood that Dr Kerry Schott AO who undertook the Independent Review, and who was Acting Chair of ARTC, has now finished her time in that role. A meeting with the Inland Rail Acting CEO has been arranged for early November and it is anticipated that further information will be provided at that time.

Council officers met again with the Office of Coordinator-General to discuss the status of the Queensland Environmental Impact Statement (EIS) projects. That office is currently focused on Border to Gowrie (B2G) section and then will work on Gowrie to Helidon (G2H). The revised lapse date for G2H is February 2025 and for Helidon to Calvert (H2C) is August 2025.



Importantly, this would provide time for ARTC to undertake EIS work on an alternate alignment around Gatton. Council has continued to advocate for the optimal alignment around Gatton and to ensure that the EIS appropriately considers that alignment. The concern is that ARTC will continue with the existing alignment that they contend is compliant. The Multi Criteria Analysis (MCA) demonstrated that there is a superior alignment around Gatton with less community impact.



The Mayor and CEO have sent further correspondence advocating for this alignment and EIS work to be carried out. This correspondence outlines community concerns and seeks proper EIS evaluation. Correspondence has been sent to the Hon Mark Bailey, Minister for Transport and Main Roads as well as Hon Senator Katy Gallagher, the Finance Minister and Shareholding Minister for ARTC, raising concerns over the process and the Inland Rail Project. We are seeking proper engagement in the process that will consider and evaluate the alternate alignment.

It is understood that actual construction of the Inland Rail in Queensland is some way off. However, the planning work, if done now, needs to consider the best alignment. Council remains committed to seeking the least possible impacts on our region. It is understood that a Community Consultative Committee Meeting is being planned by ARTC for early December. That may be an opportunity for the community to seek more certainty over the future of the project.



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**14.2** **Group Manager People Customer and Corporate Services Monthly Report - September 2023**

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

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**Purpose:**

This report provides Council with a summary of key operational activities undertaken by the People, Customer and Corporate Services performance group during September 2023.

<p><b>This document is for Council's information only.</b></p>
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**Executive Summary**

This report provides Council with a summary of key operational activities undertaken by the People, Customer and Corporate Services Group during September 2023.

**Proposal**

That this report be received and noted.

**Attachments**

1 [↓](#) Monthly Group Report - People Customer and Corporate Services - September 2023 10 Pages





# People, Customer and Corporate Services

MONTHLY GROUP REPORT  
SEPTEMBER 2023





## PEOPLE, CUSTOMER AND CORPORATE SERVICES



*September is such a beautiful time of year....*

*The Wellbeing Committee celebrated the participants of the August 10,000 step challenge with a morning tea, trophies and all.*

*The Pulse survey about becoming a values-based organisation and working towards becoming "One Team - One Council" received 181 responses.*

*ICT are busy working on our Cyber Safety.*



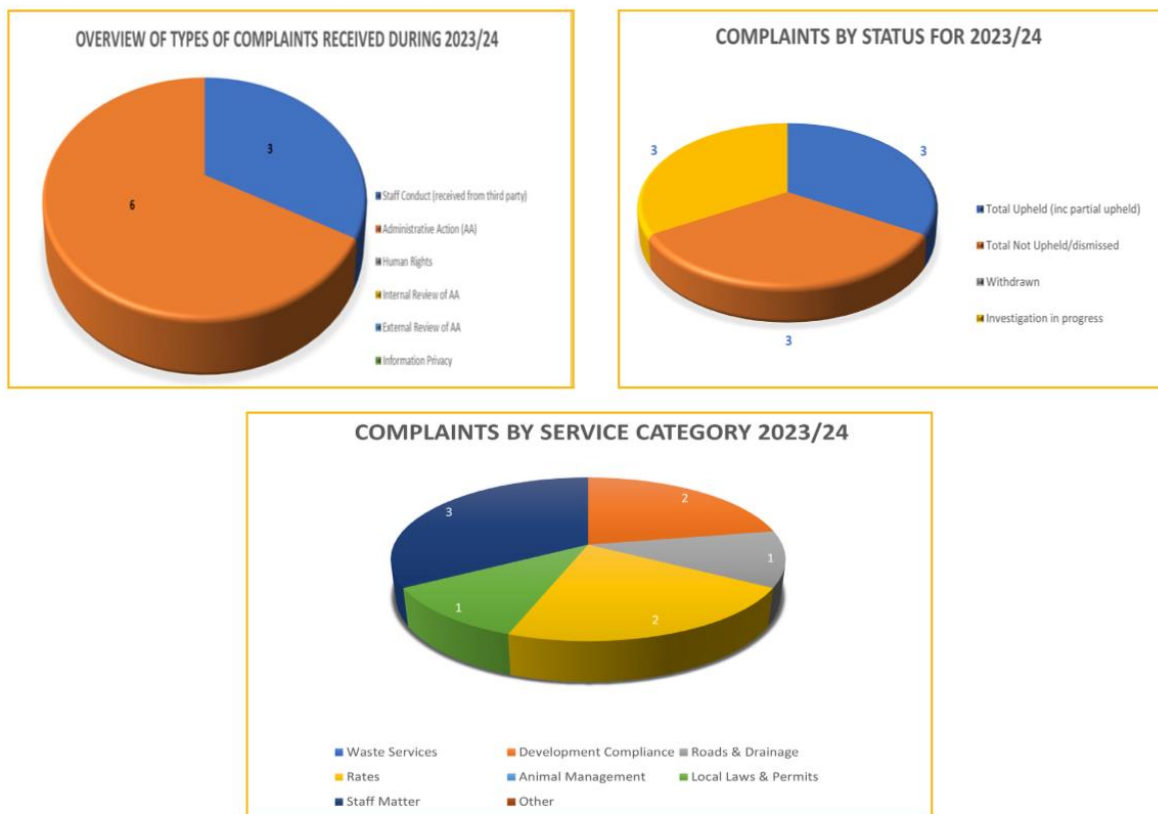


## PEOPLE, CUSTOMER AND CORPORATE SERVICES

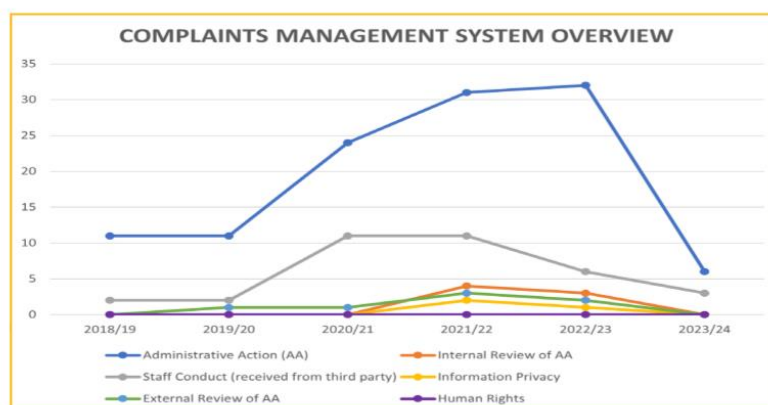
### GOVERNANCE AND PROPERTY

#### Complaints Management System Update

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



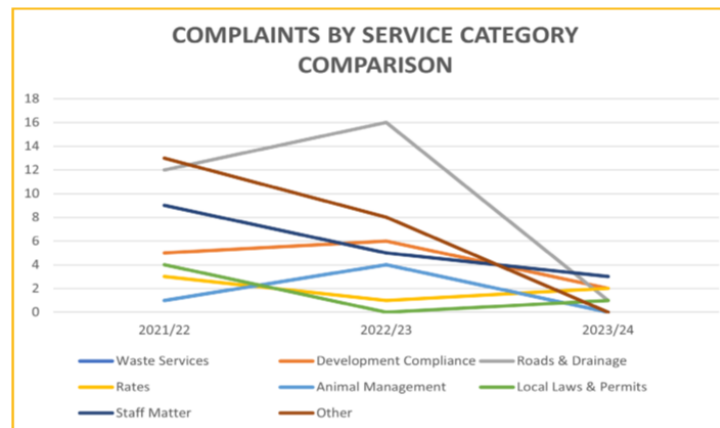
An historical comparison of complaints by type and service category is set out below. In the second chart, the number of complaints in the waste services and animal management service categories are the same and therefore only one line is visible.





## PEOPLE, CUSTOMER AND CORPORATE SERVICES

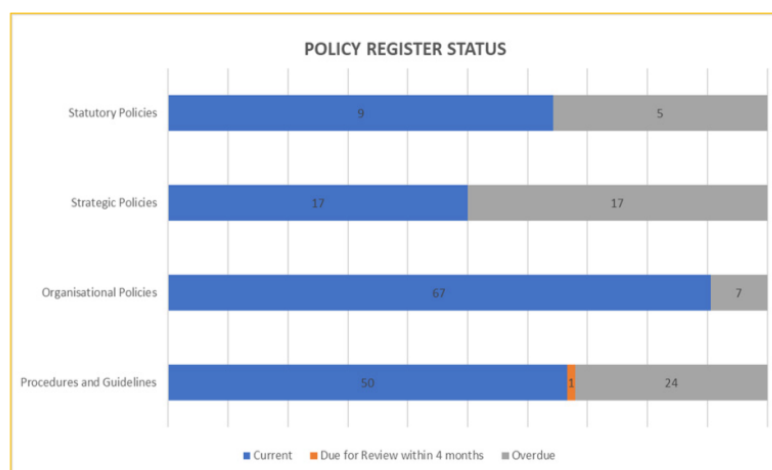
### GOVERNANCE AND PROPERTY



#### POLICY REGISTER UPDATE

The following chart provides information on the status of Council's Policies, Procedures and Guidelines as at the end of September 2023. A number of policies are currently in the process of being reviewed and some of these will be presented to Council this month for adoption.

The Governance and Property team continue to work with, and provide assistance to, policy owners whose policies are either overdue or due for review.





## INFORMATION COMMUNICATION TECHNOLOGY

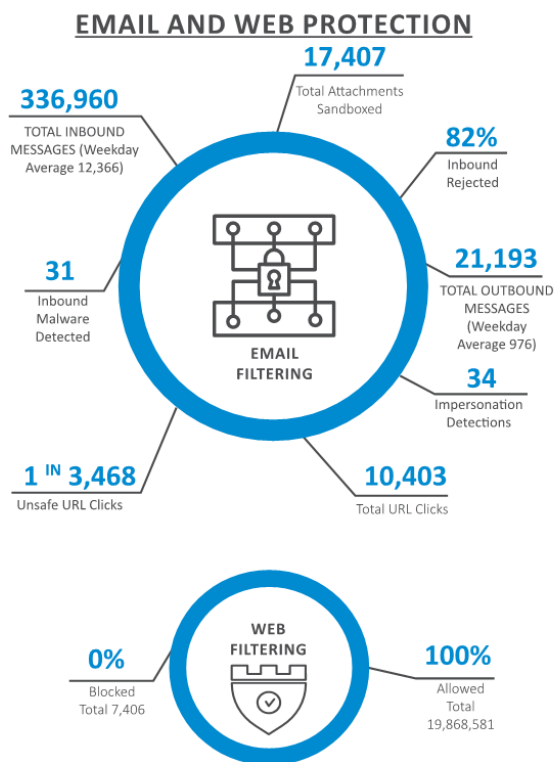
October is Cyber Security Awareness month and an annual reminder for all Australians to stay secure online. This year the theme is:

***“Be cyber wise – don’t compromise”***

There are 4 simple steps you can take to be cyber wise and significantly boost your cyber security:

1. Update your devices regularly
2. Turn on multi-factor authentication
3. Backup your important files
4. Use passphrases and password managers

Refer to the [Australian Cyber Security Centre’s website](#) for more information and stay cyber safe!



### NETWORK PERFORMANCE SNAPSHOT

**14**  
MINUTES  
OUTSIDE BUSINESS  
HOURS



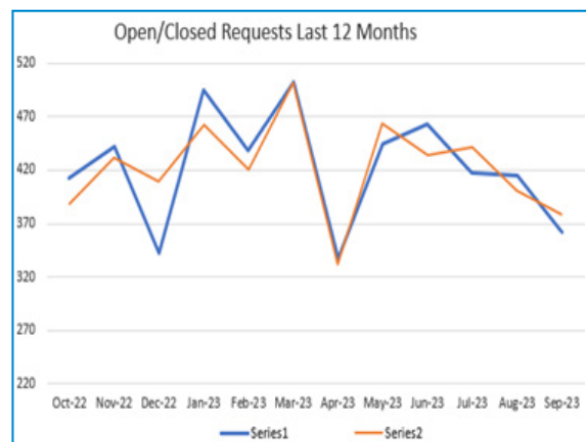
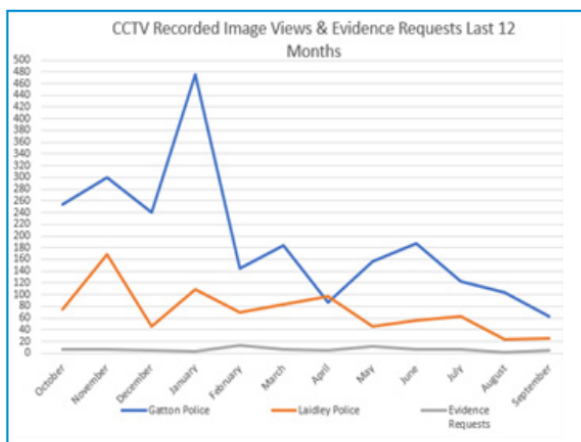
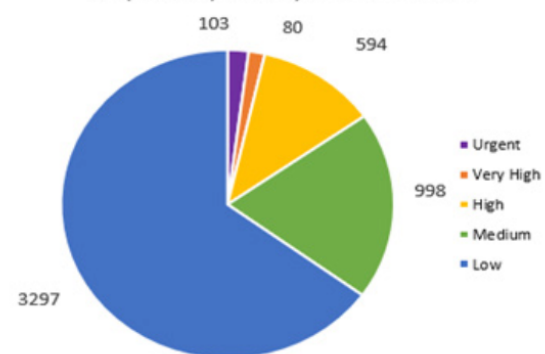
**6**  
MINUTES  
DURING BUSINESS  
HOURS



**99.97%**  
NETWORK  
AVAILABILITY

UNPLANNED NETWORK DOWNTIME










### Requests by Priority Last 12 Months





## PEOPLE AND CUSTOMER EXPERIENCE

### ORGANISATIONAL DEVELOPMENT AND PAYROLL

 <b>Full Time Equivalent</b> <b>302</b> <small>POSITIONS</small>	 <b>Headcount</b> <b>328</b> <small>EMPLOYEES</small>	 <b>RECRUITMENT CAMPAIGNS</b> <b>15</b> <small>ACTIVE CAMPAIGNS</small>
 <b>Average Time to Hire</b> <b>24</b> <small>DAYS</small>	 <b>Early Turnover Rate</b> <b>4%</b>	<b>UNSUCCESSFUL RECRUITMENT CAMPAIGNS</b> <b>1</b> <small>CAMPAIGNS</small>
 <b>Voluntary Turnover Rate</b> <b>1%</b>	 <b>Absenteeism Rate</b> <b>4%</b>	<b>Unsuccessful Recruitment Campaign</b> <ul style="list-style-type: none"> <li>Assistant Educator (re-advertised)</li> </ul>
 <b>Training Participation Rate</b> <b>86%</b>	 <b>Training Events</b> <b>35</b>	<b>Advertisement Stage</b> <ul style="list-style-type: none"> <li>Senior Technical Officer</li> <li>Assistant Educator</li> <li>Early Childhood Educator</li> </ul>
<b>Interviews Conducted - Pending Offer</b> <ul style="list-style-type: none"> <li>Facilities Maintenance and Operations Supervisor</li> <li>Team Leader</li> <li>Business Support Officer</li> <li>Coordinator Community Wellbeing</li> </ul>	<b>Pre-employment Screening</b> <ul style="list-style-type: none"> <li>Governance Officer</li> <li>Waste Projects and Compliance Officer</li> </ul>	<b>Shortlisting Stage</b> <ul style="list-style-type: none"> <li>Principal Procurement</li> <li>Senior Procurement Advisor</li> <li>Organisational Development Support Officer</li> <li>Labourers x 2 - Parks, Recreation and Cemeteries &amp; Operations &amp; Maintenance.</li> <li>Operator/Labourer (Operations &amp; Maintenance)</li> </ul>

#### CORPORATE TRAINING

Accreditations Issued: 354

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>BPS216 Managing Mental Health in Adults</li> <li>Clipper Herbicide Accreditation Certificate</li> <li>Disaster Management Training - Queensland Disaster Management Arrangements</li> <li>Disaster Management Training - Queensland Disaster Management Arrangements Overview</li> <li>First Aid Training - Provide Basic Emergency Life Support</li> <li>First Aid Training - Provide Cardiopulmonary Resuscitation</li> <li>First Aid Training - Provide First Aid</li> <li>Governance Compliance Training - Authorised Persons</li> <li>Fuel Hazard Assessment Guide Training</li> <li>Governance Compliance Training - Gifts</li> <li>Governance Compliance Training - Public Interest Disclosures.</li> <li>Internal Compliance - Corporate Induction</li> <li>Internal Compliance - Employee Code of Conduct</li> <li>Internal Compliance - Workplace Bullying &amp; Harassment</li> <li>Investigating Fundamentals - Conducting Investigations for Effective Outcomes</li> <li>ITIL Foundation Certificate in IT Service Management</li> <li>Leadership Development Program</li> </ul> | <ul style="list-style-type: none"> <li>Nationally Recognised Certification - Conduct roller Operations (LR)</li> <li>Nationally Recognised Certification - Conduct Skid Steer Loader Operations (LS)</li> <li>Nationally Recognised Certification - RIIHAN203E Conduct Lifting Operations</li> <li>Nationally Recognised Certification - RIIHAN307E Operate a Vehicle Loading Crane</li> <li>Peak Services Workshop - Respond with Resilience</li> <li>Safety Compliance Training - Emergency Evacuation Course: General Evacuation</li> <li>Safety Compliance Training - Drug and Alcohol Awareness; Work Health and Safety Induction (Mandatory); and Fire Warden (Emergency Control Team)</li> <li>Traffic Management - Working in Proximity to Traffic Awareness Part 1; and Part 2</li> <li>Verifications of Current Competencies - Conduct Lifting Operations; Excavator; Operate a Vehicle Loading Crane; Road Roller; and Skid Steer</li> <li>Work Safely in the Construction Industry</li> </ul> |
|--|---|



## PEOPLE AND CUSTOMER EXPERIENCE

### INFORMATION MANAGEMENT

#### PROJECT UPDATES

##### Disposal of Physical Records

The project is ongoing for the assessment and disposal of Council records and during September, the Information Management Team scanned and registered over 120 files and large documents that will be approved for the destruction of the physical record.

The scanning work combined with the ongoing processing of other records is steadily decreasing the number of cartons in storage and the associated storage and retrieval costs.

During September, another 35 cartons were authorised for destruction and in addition a large quantity of physical documents and files were finalised for disposal in accordance with our approved auditing processes.



#### INFORMATION MANAGEMENT SNAPSHOT

	September 2023	Year to date
Mail/Email items processed	2,256	15,539
Requests for files/boxes	58	349

#### RIGHT TO INFORMATION APPLICATIONS

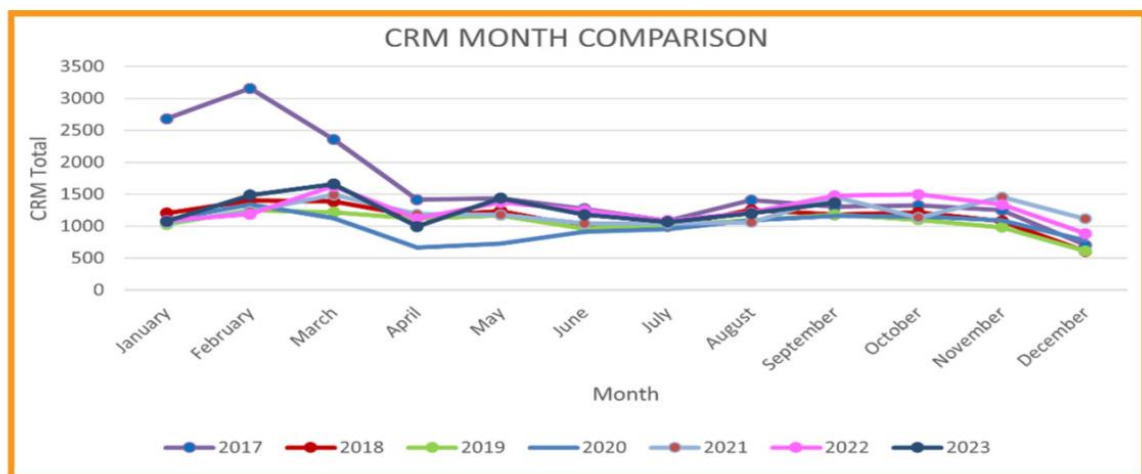
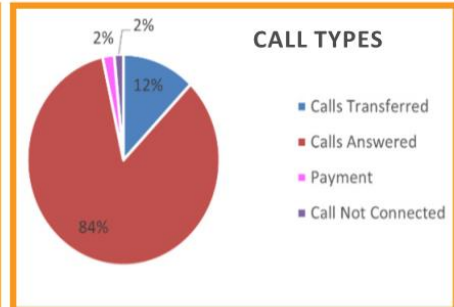
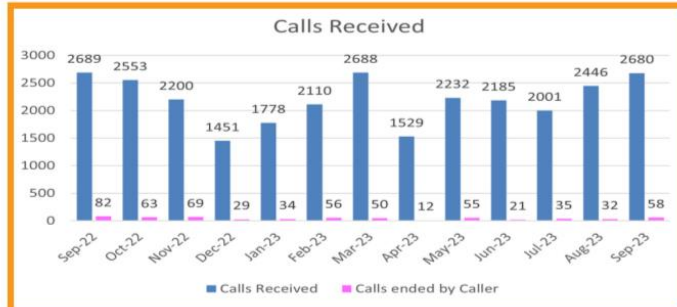
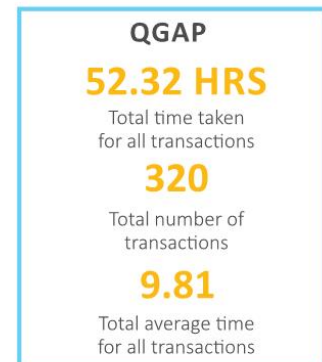
	2023	2022	2021	2020	2019	2018
Number of applications received	10	9	14	10	2	8





## PEOPLE AND CUSTOMER EXPERIENCE

### CUSTOMER CONTACT





## PEOPLE AND CUSTOMER EXPERIENCE

### WORK HEALTH AND SAFETY



## MEASURING OUR SAFETY PERFORMANCE

SEPTEMBER 2023

#### INJURIES BY CLASSIFICATION TYPE

**2**  
INJURIES  
OCCURRED



0

LOST TIME



0

MEDICAL ONLY



1

FIRST AID



1

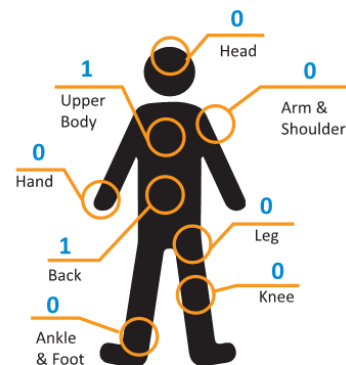
REPORTABLE ONLY



1

NEAR MISS

#### AREAS OF THE BODY MOST AFFECTED



#### KEY FACTORS ASSOCIATED WITH ASSET INCIDENTS

**5**  
ASSET INCIDENTS  
OCCURRED



2

PROPERTY  
DAMAGE



0

PLANT VEHICLE/  
INCIDENT



0

ANIMAL STRIKE



0

FIRE

#### KEY FACTORS ASSOCIATED WITH ENVIRONMENTAL INCIDENTS

**0**  
ENVIRONMENTAL  
INCIDENTS  
OCCURRED



0%

SPILLS



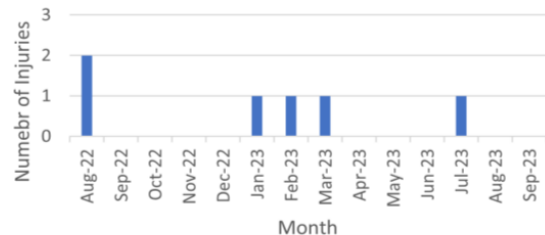
0%

CONTAMINATION

#### Days Lost



#### Lost Time Injuries



#### Total Incidents





## WASTE SERVICES

### WASTE MANAGEMENT

Cell 5 construction at the Gatton Landfill continues. The earthworks are now complete, and the liner system will commence in the coming weeks.

Contamination (incorrect items placed in bins) of recycling bins continues to be a challenge. Those residents identified as having incorrect items in their bins are being advised in writing and reminded of what can and can't go in the bin.



#### KERBSIDE WASTE & RECYCLING SERVICES AUGUST 2023



Garbage Bins  
Collected **65,448**

82% presentation rate



Garbage Tonnes  
Received **888**  
TONNES



Recycle Bins  
Collected **29,048**

68% presentation rate



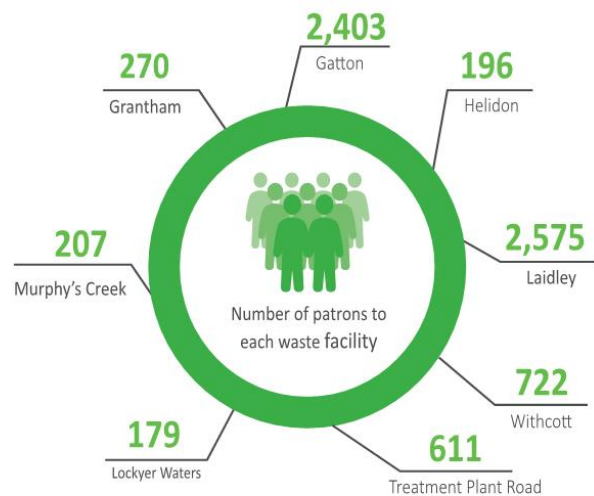
Recycle Tonnes  
Received **187**  
TONNES



Recycle  
Contamination **39**  
TONNES



FOGO Food/Garden  
Tonnes Received **19**  
TONNES  
1 Year trail of 1000 homes  
1,542 bins presented





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**14.3** **Group Manager Community and Regional Prosperity Monthly Report - September 2023**

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

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**Purpose:**

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

<b>This document is for Council's information only.</b>
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**Executive Summary**

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

**Proposal**

That this report be received and noted.

**Attachments**

[1](#) Community and Regional Prosperity Monthly Group Report - September 2023 10 Pages





# Community and Regional Prosperity

MONTHLY GROUP REPORT  
SEPTEMBER 2023





## PERFORMANCE REPORTING

### KEY GROUP PROJECTS



#### LOCAL FLOODPLAIN MANAGEMENT PLAN (LFMP)

Officers have been working with the consultant to progress the LFMP and evacuation projects. Officers have engaged with the LDMG and BOM to update outcomes of the Flood Classification work. There will be engagement with Council on the outcomes to finalise the project. Subject to the timing of consultation of the outcomes with Council and the LDMG it is expected that completion will be before the end of the year.

Catchment Planning has been progressing in North Laidley. The concept design addresses mitigation solutions for both Cunningham Park and Grandchester Estate development areas and other catchment legacy issues. Officers have been working with the new owners to progress the proposed mitigation strategy. Officers will bring the concept design to a Council workshop on 3 October 2023.

The QRA Brisbane River Flood Study Management Group August 23 meeting raised a number of issues. The 5 year review of the Strategic Flood Management Plan is in the early stages as is the regional evacuation planning and continuing review of building regulation. It is expected that the relevant parts of Council will be engaged as part of this work. LVRC's Disaster Management team will be engaged by the Queensland Police Service in early October to agree the scope of the regional evacuation strategy.



#### FLOOD MODELLING - ENGINEERING

Planning is on hold for the extension of the Lockyer Creek model "2022 Calibration of the Lockyer Creek". Scoping and procurement will be progressed once the LFMP project commitments wind down. QRA has been seeking an extension of the overall grant program with the Federal government. It was agreed previously with QRA in the interim to provide a draft scope. The QRA will have a high level of oversight into the scope and project. The project outcome will assist catchment planning (creeks and infrastructure and sediment management), asset management (bridges and crossings), planning and disaster management.

There have been technical catchment based issues identified with Flood Intelligence (WaterRIDE) project which officers have been working with both sets of consultants to resolve. This has impacted the Flood classification and Flood evacuation projects which feed into the overall LFMP planning. Some of this can be addressed with the 2022 Calibration project outputs. It is understood from disaster management that whilst some local modelling is being undertaken, the modifications to WaterRIDE, e.g. to monitor Grantham operations, will have to await for funding from 2023-24 to complete this work.

Following the meeting held in August, with LVRC and the Total Flood Warning System (TFWS) Bureau of Meteorology (BOM) Project Manager and our consultant, BOM briefed the Local Disaster Management Group (LDMG) on the overall program. Additionally BOM will brief Council at the Councillor Workshop scheduled for 3 October. The BOM is very interested in our system of flood intelligence and the new approach adopted in the Flood classification project – the detailed work perhaps to be used as a pilot for the overall project (with BOM funding). It is understood that BOM will speak to Council about the flood warning system and opportunities for transferring responsibility of assets to the BOM.



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

No further progress.



#### EQUINE COLLABORATIVE PRECINCT

A meeting was held with RDA Ipswich and West Moreton to discuss the suitability of the project for Regional Precincts and Partnerships program. Additionally an email was sent to Equestrian Qld confirming support for the project.



#### LAKE APEX AND LAKE FREEMAN REIMAGINING PROJECT

Geneng are providing recommendations on how to best remove silt and identify the best method of transfer.



#### FOREST HILL SILO PROJECT

Concept plans have been finalised. Scope of works drafted and now preparing RFQ for detailed design of Silos viewing area, day use and camping areas and associated road upgrades, access driveway and car parking.



Met with GrainCorp representative to provide a project update.



## COMMUNITIES

### TOURISM

#### QUEENSLAND TRANSPORT MUSEUM



420

TICKET SALES



120

FREE ENTRY



\$2,763

TOTAL TICKET  
REVENUE



Visitor Information Centre Statistics



#### LAIDLEY SPRING FESTIVAL FACEBOOK PAGE



100,241  
PAGE REACH

4,713  
TOTAL FOLLOWERS

42  
POSTS

##### AUDIENCE

15.4%	BRISBANE	6.0%	TOOWOOMBA
20.3%	IPSWICH	3%	GOLD COAST

#### VISIT LOCKYER VALLEY FACEBOOK



56,604  
PAGE REACH

6,136  
TOTAL FOLLOWERS

13  
POSTS

##### AUDIENCE

13.8%	BRISBANE	8.1%	TOOWOOMBA
12.6%	IPSWICH	7.9%	GATTON

### EVENTS



Ongoing support is being provided to a range of community event organisers. Support includes advice and equipment.



#### COUNCIL LED EVENTS

- During September Council led the 60th anniversary of Laidley Spring Festival, 8-10 September 2023



#### 3 PROJECTS IN PLANNING

- Mayoral Carols – 25 November 2023
- Christmas Carnival – 15 December 2023
- Australia Day Award Nominations – closes 24 November 2023



#### 2 COMMUNITY GROUPS/ EVENTS GIVEN ASSISTANCE

- Lights on the Hill 2023- \$10,000 and event equipment assistance
- Murphys Creek Chilli Festival 2023 – event equipment assistance and LuvyaLockyer tourism site



#### 0 UPCOMING COMMUNITY EVENTS



#### LAIDLEY SPRING FESTIVAL COMMUNITY FEEDBACK 2023

##### Show 'n' Shine:

"Honestly if you can repeat the same for next year it would be another success."

##### Markets:

"Was a great market, had my best market and lots of happy customers."

##### Street parade:

Thanks for a fantastic weekend. Already planning for next year's parade."

##### Twilight Feast 'n' Fest:

...amazing! Would be great to have it once a month or every two months...everyone I've spoken to is raving about it."



## LIBRARIES AND GALLERIES



**62,294**  
ITEMS IN OUR COLLECTION



**389**

**ACQUISITIONS**

Physical & eResources  
In comparison to 2,558 in September  
2022



**89.7%**

**ITEMS ISSUED**

VIA SELF-SERVICE  
KPI 85%

### eRESOURCES

PLATFORM	SEPTEMBER 2023	SEPTEMBER 2022
eAudiobooks & eBooks (Borrowbox)	2,085	1,843
eMagazines (BorrowBox)	293	195
eMovies (Beamafilm)	10	47



eAudiobooks  
& eBooks  
(Borrowbox)

**2,085**

**1,843**



eMagazines  
(BorrowBox)

**293**

**195**



eMovies  
(Beamafilm)

**10**

**47**



**10,031**

**PHYSICAL  
LOANS**

In comparison to 9,359 in September  
2022. Including audiobooks, books,  
DVDs, magazines, literacy kits, CDs,  
seeds, and toys.



**2,388**

**ELECTRONIC  
LOANS**

In comparison to 2,497  
in September 2022.



**12,419**

**TOTAL LOANS**

Decrease of 3.8% in  
comparison to last month

**18,280**



**ACTIVE LIBRARY  
MEMBERS**

In comparison to 16,800 in  
September 2022



**149**

**NEW LIBRARY  
MEMBERS**

**80.8%**

Physical loans



**19.2%**  
Electronic  
Loans



**65**

**IN PERSON  
EVENTS**

Total Attendees:  
864



**10,210**

**VISITORS**

**7,497**

Gatton Library  
Increase of 1,182

**2,713**

Laidley Library  
Decrease of 226

### LIBRARIES - EVENTS

Our September events at Gatton and Laidley Libraries included:

- Weekly- JP in the community sessions, craft group (Gatton), First 5 Forever children's story times (four sessions a week at each branch)
- Bi-monthly – Digital literacy sessions, writing group, (Laidley), Child Health Nurse (Gatton)
- Monthly – Lockyer Valley Cancer Support Groups (Gatton), Music on the mat, movie matinees, book chat (Laidley), book club (Gatton) and the online book club.
- Special events – Toddler time with Doris the assistance dog, Family history workshops and one-on-one sessions to celebration Family History Month.

\* All events are run by our library staff- the Cancer Support group and Child Health Nurse are library supported.

### LIBRARIES UPDATE

- Messy play - Dinosaur themed story time was held at Fairways Park, Kensington Grove. These outreach story times are always well received by the community and are often so popular they are booked out. It's a great opportunity for the library to connect with new communities. An outreach event is held each term and we look forward to taking this event to Withcott in early October.
- During the September School Holidays, we held activities for families. These included programs created by library staff including Talk like a pirate day, Lego Fun and scavenger hunts to guest programmers including Raw Art who presented two art/craft workshops at each library- Buzzy bee and Sushi rolls (clay) and Koala field, a session with the Griffith University team teaching our community about Koala's and their habitats.
- The Agents of Discovery app Spring Festival pop up missions were completed by many attendees over the festival weekend- for a few days we were top of the leader board for all of SE Qld! We dropped to second place by the end of the week. The missions that are currently live to explore are Lake Apex and Fairways Park- we encourage anyone who can to get out and about and learn about our local environment with these fun challenges and missions. The SE Qld explorer campaign concluded at the end of the school holidays. This was a promotional campaign and included Gold Coast, Logan, Brisbane, Moreton Bay and Redland Councils.





## LIBRARIES AND GALLERIES CONTINUED



### ART GALLERY UPDATE

- Heartland by Our Heartland exhibition concluded during September.
- Togetherness by High Schools of the Lockyer Valley was delivered, curated, and installed. This is a huge undertaking as there are three local high schools participating in the exhibition, with 247 works featured from 163 students. Togetherness showcases student work from various high schools in the Lockyer Valley. Featuring a diverse range of artwork, viewers are invited to perceive the works through the eyes of a teenager growing up in the Lockyer Valley. Sometimes beautiful, sometimes challenging, the works demonstrate student responses to, and their interpretation of, the places, people and politics they encounter. This keenly anticipated exhibition is embraced by both the local community and visitors to our region. Prior to the official opening, Lockyer District High School's String Quartet performed from the Davson Room.
- A selection panel met to discuss and determine the exhibition program for 2024. There were 9 applications for only 4 exhibition spaces. Successful artists will be offered the exhibition space during October.

### REGIONAL ARTS AND DEVELOPMENT FUNDING (RADF)

- Council has continued its partnership with Arts Queensland for the 2023/2024 Regional Arts Development Fund. It is expected that a RADF round will open in the near future.



## CHILDCARE



### AUGUST UPDATE

We have been focusing on mealtimes at our centre and eating together, like we would do at home around the family dinner table. The children have been practising their manners and what is acceptable behaviour at mealtimes. This offers a rich opportunity to promote positive outcomes for children. Positive meal times are not only about Nutritional requirements, they can shape children's learning, development, social skills, communication skills, health and wellbeing.

This ensures every child enjoys nutritious and culturally appropriate food and snacks in a social, responsive, happy and safe environment.

#### Talk Like A Pirate Day

19th September we acknowledged "Talk like a Pirate" Day which is a nationally recognised day to fundraise for Childhood Cancer Support. As a centre we came together dressed in our favourite Pirate costumes both staff and children to do our best in acknowledging this day in our community.

#### Footy Fever!

Gatton Child Care had a day of friendship building and Team spirit, dressing in our favourite team colours for our beloved sport team on Friday to kick off the weekend early.

#### Grandparents Day

The Gatton Child Care Centre will be inviting the children's Grandparents to our centre in October to enjoy a day of fun and activities showcasing the children's hard work in their rooms. This is a wonderful intergenerational day for the children and Grandparents. The children have been busy making their rooms look special with all their beautiful artwork, and involved in conversations of planning for the day.



**94%**  
**TOTAL**  
**OCCUPANCY RATE**

In comparison to 92% in  
September 2022





## PLANNING POLICY AND COMMUNITY WELLBEING

### GROWTH AND POLICY



#### Strategic Planning

We are here

Drafting

State Interest  
Check

Community  
Consultation

Submissions  
review

Adoption



Community consultation of the Draft Lockyer Valley Planning Scheme concluded on Friday, 6 October 2023. The consultation period of 46 business days over ten weeks saw Council officers attend 25 different locations to talk with community at 33 engagement opportunities while planning officers meet with residents at 198 one-on-one 'meet with a planner' sessions. Overall the consultation engaged with over 1000 people across a range of interests, from landholders, to developers and new community members.



The engagement resulted in more than 300 submissions which will now be considered and responded to.

Council will prepare a report for the Minister advising of how submissions have been considered and seek approval to adopt a Lockyer Valley Planning Scheme.



#### Environmental Planning

The Koala Awareness Campaign is in full swing with residents across the region seeing a range of media aimed at keeping the furry friend front of mind during their most active months of August to October.



25.56

Total distance travelled (klm)

The Agents of Discovery App has received excellent support with 246 plays during September at the Spring Festival and both Lake Apex and Fairways Parks.

#### Integrated Land Management Plan

Funded project

The Black Summer Bushfire Recovery funded project - 'Firewall' committed to engaging with Traditional Owners in the development of the various Integrated Land Management Plans. Council has progressed this by developing a scope of works and will proceed to procuring the services of Indigenous Land Managers to provide project input. Procurement for the Nature Based Recreation and Tourism Study has concluded with a successful quote awarded. This project will commence in October.

#### Project delivery status

Growth and Policy has numerous projects and studies underway that support the delivery of Council's strategies and Growth Management Strategy.

#### Economic Development

The scope for the Resilient People and Places - *Community and Social Infrastructure Study* is complete and progressing to procurement.

The study looks to establish the known infrastructure that builds community cohesion, identify a level of service across the region and make recommendation for changes in the Community and Social Infrastructure fabric.

This study is a significant precursor to the Growth Management Strategy which will commence in the new year.

Underway	Procuring
<ul style="list-style-type: none"> <li>- LGIP Stormwater Amendment</li> <li>- Bushfire Management Plans</li> <li>- Planning Scheme Policies: Flood; Landscape &amp; open space</li> <li>- Nature Based Tourism and Recreation Study</li> </ul>	<ul style="list-style-type: none"> <li>- Matters of Local Environmental Significance Study</li> <li>- Social and Community Infrastructure Study</li> </ul>
Completed	To be scoped
<ul style="list-style-type: none"> <li>- Planning Scheme portal</li> </ul>	<ul style="list-style-type: none"> <li>- Cultural Heritage Study</li> <li>- Tourism Study</li> <li>- Growth Management Strategy</li> </ul>

#### Flood Information Portal - September 2023



1283

Views via Council's website page



2551

Direct FIP webpage views



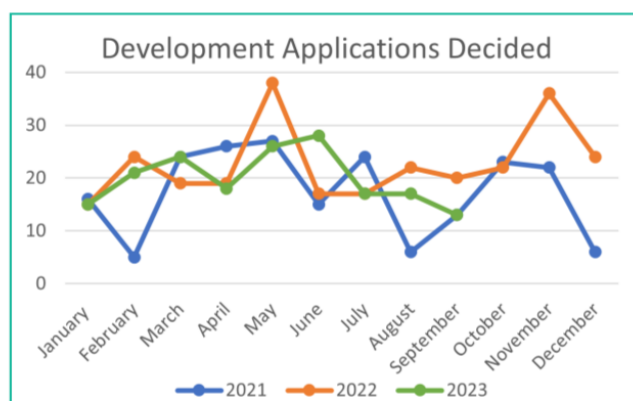
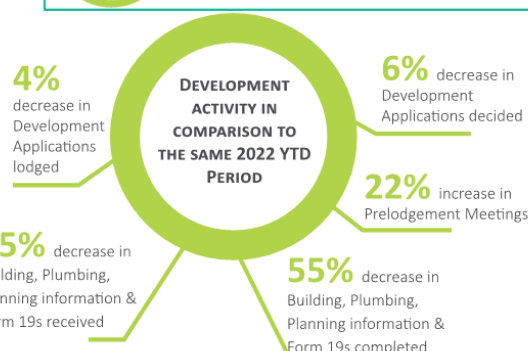
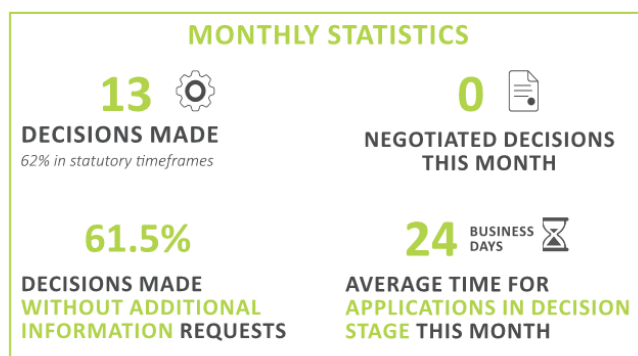
405

FIP reports generated



## DEVELOPMENT ASSESSMENT

ACTIVITY	CURRENT MONTH	2023 YTD	2022 SAME YTD PERIOD
<b>DEVELOPMENT APPLICATIONS</b>			
RECEIVED	23	205	210
WITHDRAWN	1	7	8
DECIDED	13	179	190
<b>EXEMPTION CERTIFICATES</b>			
RECEIVED	2	19	29
WITHDRAWN	0	5	4
DECIDED	1	9	22
<b>BUILDING, PLUMBING, PLANNING INFORMATION AND FORM 19S</b>			
RECEIVED	20	253	409
WITHDRAWN	2	23	23
COMPLETED	21	222	415
PRELODGE MEETINGS HELD	9	77	62



**INFRASTRUCTURE CHARGES PAID**  
YTD = **1,727,008.96**

**INFRASTRUCTURE CHARGES OUTSTANDING**  
= **\$333,651.03**



## BUILDING AND PLUMBING



**BUILDING APPROVALS** **72**

By Private Certifiers and LVRC.  
In comparison to 75 in 2022



**BUILDING APPROVALS BY LVRC** **12**

In comparison to 12 in 2022



**PLUMBING APPROVALS** **26**

In comparison to 53 in 2022



**AVERAGE DAYS TO APPROVE** **9**

Building Applications

Days

**\$17.1M**  
**COMMERCIAL AND DOMESTIC VALUE OF WORKS**  
in the Lockyer Valley Region



**AVERAGE DAYS TO APPROVE** **3**

Plumbing Applications

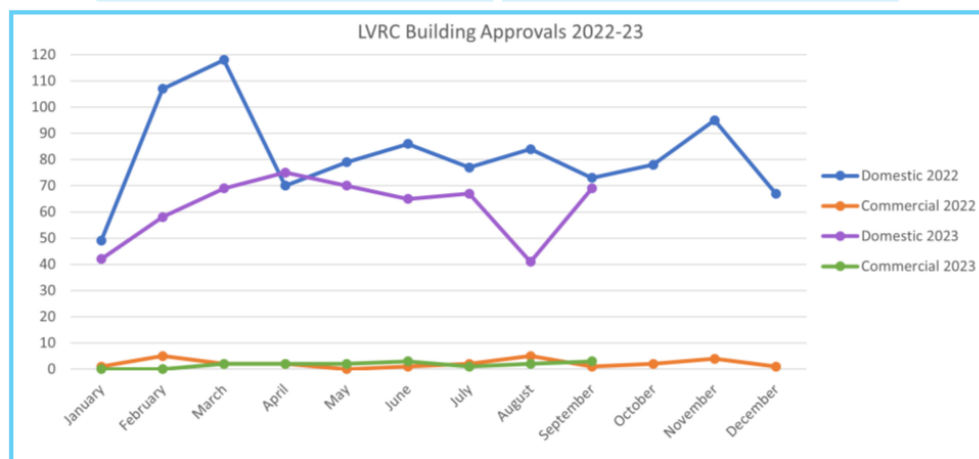
Days



**BUILDING INSPECTIONS** **30**



**PLUMBING INSPECTIONS** **182**



## CONTINUOUS IMPROVEMENTS

Process Improvement delivers efficiency and consistency.

### PROCESS REVIEW

A review of the Prestart, On and Off Maintenance processes has been undertaken in consultation with the Infrastructure Planning and Development Assessment teams and the GIS Officer. Training on the workflow was conducted and internal processes reviewed. The automated email advising various Council officers of new roads, as-constructed plans and acceptance of works off-maintenance, has been updated. This review ensures the Infrastructure Planning and Finance teams receive notification of new assets, and the dates when works are accepted on and off-maintenance are captured with the Operational Works application in Tech One. This will streamline the process and assists the Planning Technical Officer in checking compliance prior to approval of plans of subdivision.

### REVIEW OF CHANGE OF ADDRESS PROCESS

A lot of dog registration renewal notices were returned to Council. A review of Council's 'change of address' process was undertaken and revealed that while property details were being updated with new address details, there were instances where address details were not being updated for animal records. The process has been rectified in consultation with the Rates, Community Wellbeing and Customer Experience teams.

### REVIEW OF DATA SHARING PROCESS

A review of the process for Data Sharing of flood information is being undertaken. The data sets are available for external parties to assess flood impacts for development applications. The workflow has been updated to capture when data models are provided to customers, whether by hard drive or share file, and the due date for return of hard drives. The Growth and Policy team is investigating which flood model is applicable to particular locations in the Lockyer Valley to reduce the time spent by the Senior Projects Engineer on this process.



## COMMUNITY AND WELLBEING

### PEST MANAGEMENT

- Rebate provided to landowner for 1080 bait for foxes. This is the first claim for subsidy received by Council for baits.
- Council officers met with the Department of Agriculture and Fisheries' Senior Scientist for Invasive Plants & Weeds Aquatic Research, seeking advice on control options and risk mitigation in treating Water Lettuce at Narda Lagoon with Clipper herbicide. In preparation of this work, which is due to commence in the first week of October, flotation containment barriers were installed in the lagoon to section off areas.
- Attended the Fire Ant Suppression Task Force meeting held in Brisbane with updates regarding the latest eradication program.
- Follow up treatment was carried out of water lettuce at Otto Road reserves and Yellow Bells on Gatton Helidon Road and Eastern Drive Gatton.
- Finalised the Parthenium Fact Sheet which will be available on Council's website.

### LVRC PROPERTY MANAGEMENT

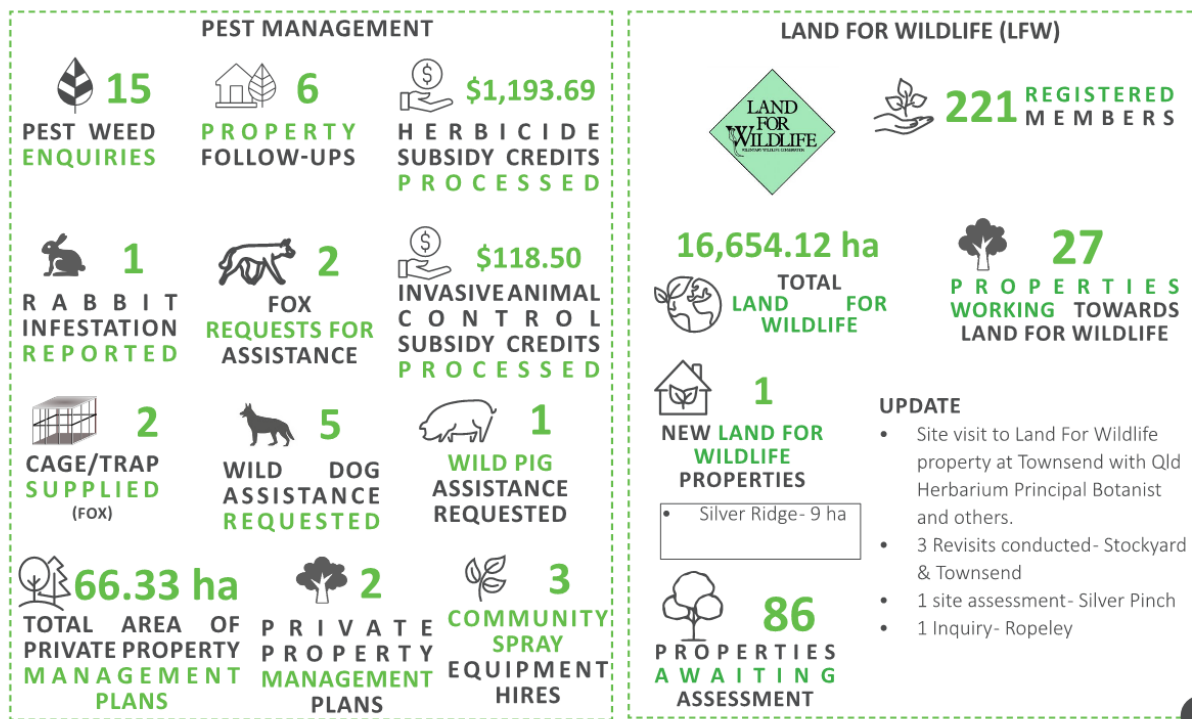
- Fire assessments were completed at Brightview Reserve, Woodlands Road and Bertram Avenue Park. Staff met with Wirrinyah Conservation Services to discuss cultural burning scope of works at Council reserves.
- A quarterly bird survey was conducted at 7 Mile lagoon.
- Weed control was undertaken on the creek bank at Placid Hills.
- Maintenance of koala fodder trees was conducted at Shorelands Drive, Withcott.

### RESILIENT RIVERS

- Maintenance of revegetation sites at Parklea and Cahill Park, including watering and mulching of trees.
- Meeting with DTMR to discuss and approve project scope for engineering works on Blackfellow Creek and completion of engineering designs.
- Project planning for next stage of works and investment at Lockyer Creek and Tenthill catchment.

### ENVIRONMENTAL COLLABORATION

- 30 fauna cameras were deployed at Dwyers Scrub Conservation Park in collaboration with Queensland Parks and Wildlife, Lockyer Upland Catchments Inc, and UQ Gatton.
- Representatives of Healthy Land and Water visited the Natural Resource Recovery grant site at Mount Sylvia.
- Led the Lockyer Upland Catchments Inc. (LUCI) Special Interest Walk Stockyard/Rockmount- 33 members attended.
- Attended the Somerset Land for Wildlife meeting and site walk at Royston.
- Assistance provided to the Friends of Lake Apex (FOLA) in installing fauna nest boxes Lake Apex.
- Tree planting undertaken with students from Faith Lutheran College in the revegetation area at William Kemp Park.
- Project planning with LUCI project officer as part of the Border to Bunyas initiative.
- Erosion and Sediment control (ESC) inspection of development site at Hannant Road, Hatton Vale, with HL&W and Council's Development Compliance Officer and Environmental Health Officer.





## ENVIRONMENTAL HEALTH

**182**  
FOOD  
LICENCES ISSUED  
YTD



**9**  
NEW OR AMENDED  
FOOD BUSINESS  
LICENCES ISSUED

**8**  
LICENSED FOOD  
BUSINESS  
INSPECTIONS

**3**  
PERSONAL  
APPEARANCE  
SERVICES  
LICENCES YTD



\*The 30 September is the end of the Food Business Licensing period for 2022-23, with the majority of new licenses issued by this time.

### 15 LOCAL LAWS PERMITS



**4** CARAVAN



**4** EVENTS



**4** TEMPORARY  
HOME



**1** CAMPING



**1** MARKET



**1** ROADSIDE  
STALL

## LOCAL LAWS

**175**



NUMBER OF CUSTOMER  
REQUESTS RECEIVED

In comparison to 185 in  
September 2022

**15**



NUMBER OF DOGS  
IMPOUNDED

In comparison to 18 in  
September 2022

**38**



KENNEL LICENCES  
ISSUED YTD

In comparison to 38 in 2022-2023

**11**



TOTAL NUMBER  
OF INFRINGEMENT  
NOTICES ISSUED YTD

In comparison to 49 in 2022-2023

**193**

NUMBER OF CUSTOMER  
REQUESTS RESOLVED

In comparison to 188 in  
September 2022

**13**



NUMBER OF DOGS  
RELEASED/REHOMED

In comparison to 15 in  
September 2022

**87**



EXCESS ANIMAL  
PERMIT RENEWALS  
YTD

In comparison to 84 in 2022-2023



NUMBER OF DOGS  
REGISTERED

**6,676** YTD 23-24

In comparison to 7,624 in 2022-2023

## ILLEGAL DUMPING / LITTERING UPDATE

Illegal Dumping Statistics have been collated based on review of CRMs received and actioned year to date.



**7**

TOTAL NUMBER OF  
INFRINGEMENTS YTD  
ISSUED = \$11,346

In comparison to 13  
(\$21,274) in 2022- 2023



**10**

ILLEGAL DUMPING  
INCIDENTS

In comparison to 32 in  
September 2022



APPROXIMATELY **102**  
WHEELIE BINS OF  
ILLEGALLY DUMPED  
WASTE YTD

In comparison to 1281 in  
2022-2023

WASTE TYPES  
ILLEGALLY  
DUMPED YTD  
(APPROXIMATE %)



**21%** Household Waste  
**15%** Demolition Materials  
**14%** Wrecked Vehicles  
**19%** Tyres  
**14%** Wrecked Vehicles  
**10%** Mattresses/Furniture  
**4%** Hazardous/Asbestos  
**3%** Green Waste  
**2%** White Goods



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**14.4** **Group Manager Infrastructure Monthly Report - September 2023**

**Author:** John Keen, Group Manager Infrastructure  
**Responsible Officer:** John Keen, Group Manager Infrastructure

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**Purpose:**

This report provides Council with a summary of key operational activities undertaken by the Infrastructure Group during September 2023.

<b>This document is for Council's information only.</b>
---

**Executive Summary**

This report provides Council with a summary of key operational activities undertaken by the Infrastructure Group during September 2023.

**Proposal**

That this report be received and noted.

**Attachments**

1 [↓](#) Group Manager Infrastructure Report - September 2023 17 Pages





# Infrastructure

MONTHLY GROUP REPORT  
SEPTEMBER 2023



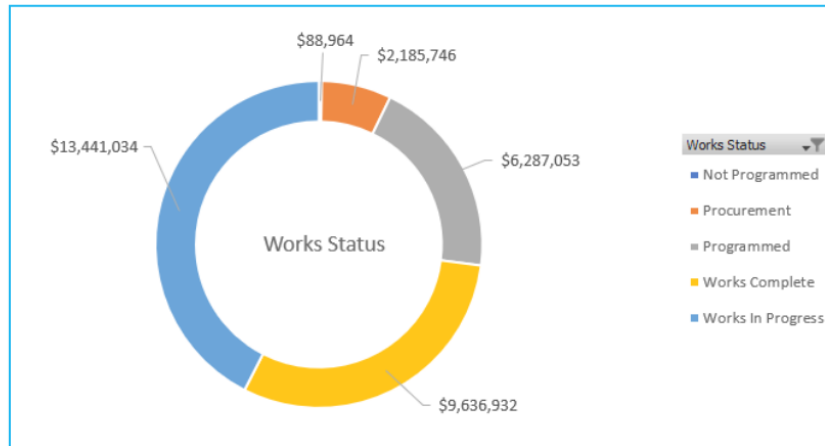
REGIONAL COUNCIL



## 2022 Weather Events

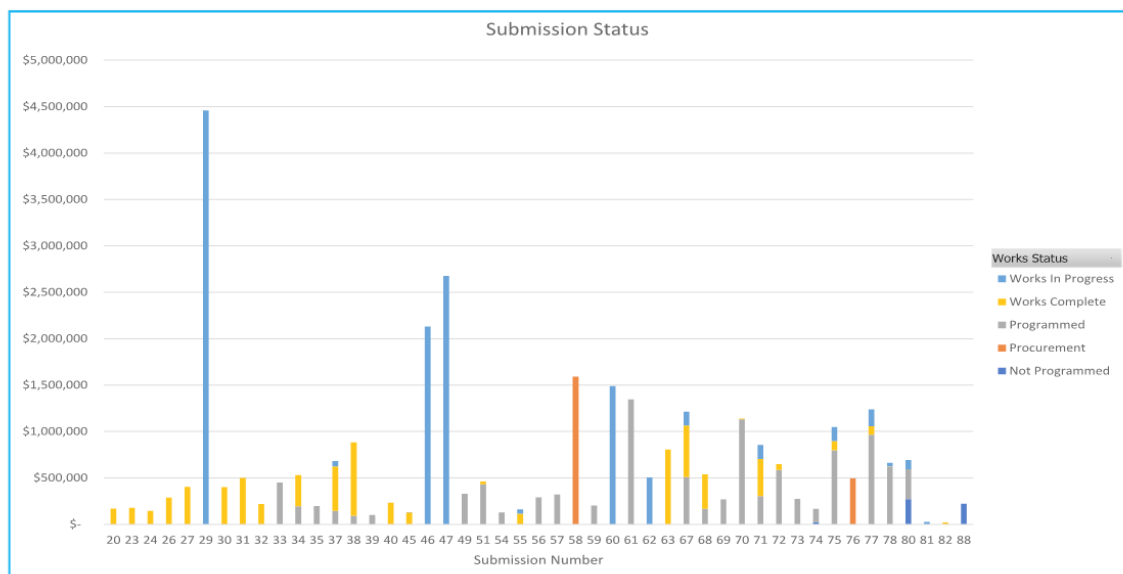
## PROGRAM OVERVIEW UPDATE

- \$31,639,728 worth of works approved by the Queensland Reconstruction Authority (QRA).
- Current restoration value of the two events is estimated at \$50.6M including Infrastructure Restoration Works and Emergency Works.



## SUBMISSION STATUS

- 51 submissions have been approved.
- 0 submissions are with the QRA for assessment.



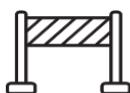
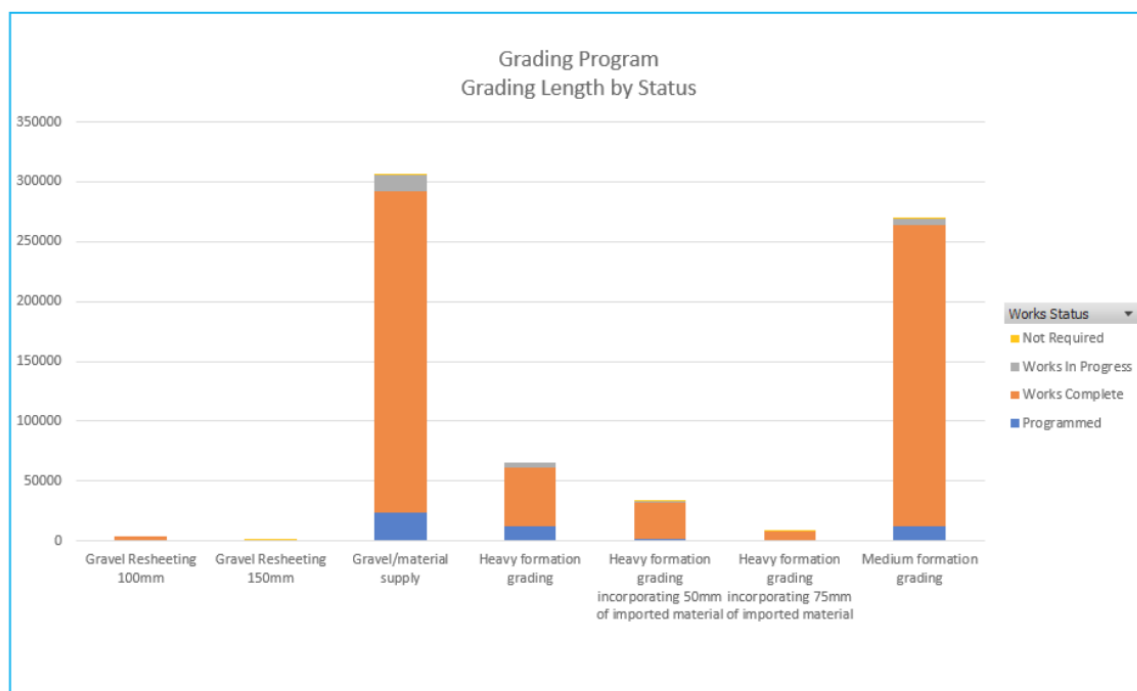
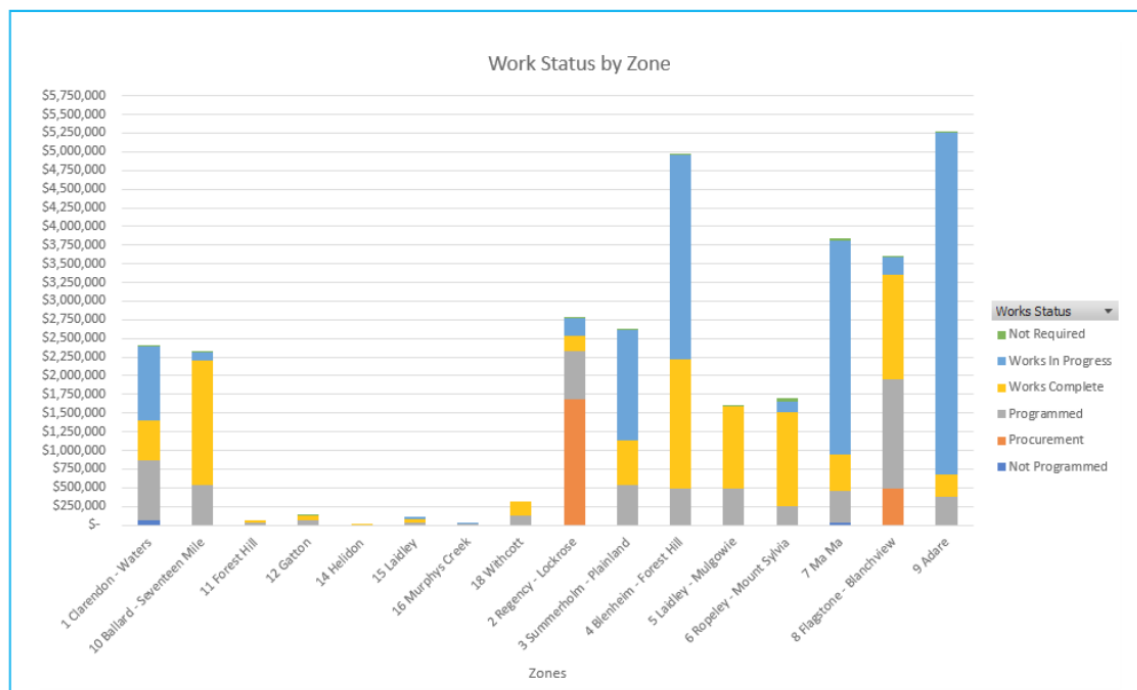
## RECONSTRUCTION OF ESSENTIAL PUBLIC ASSETS PROGRAM

Program updates are as below:

- The grading program is completed in zones 1, 2, 3, 5, 6, 8 and 9. Crews are currently working in zones 4, 7 and 10. Approximately 324km (89%) of the QRA funded grading program has been completed.
- Landslip remediation work at Liftins Bridge, East Egypt Road and Berlin Road has commenced. Works at the Mountain View Drive intersection will commence later in the year.
- The delivery of the two sealed road pavement contracts are underway in zones 1, 6, 7 and 8.
- Tender documentation for the repair of the rockfall fence on Flagstone Creek Road is being prepared.

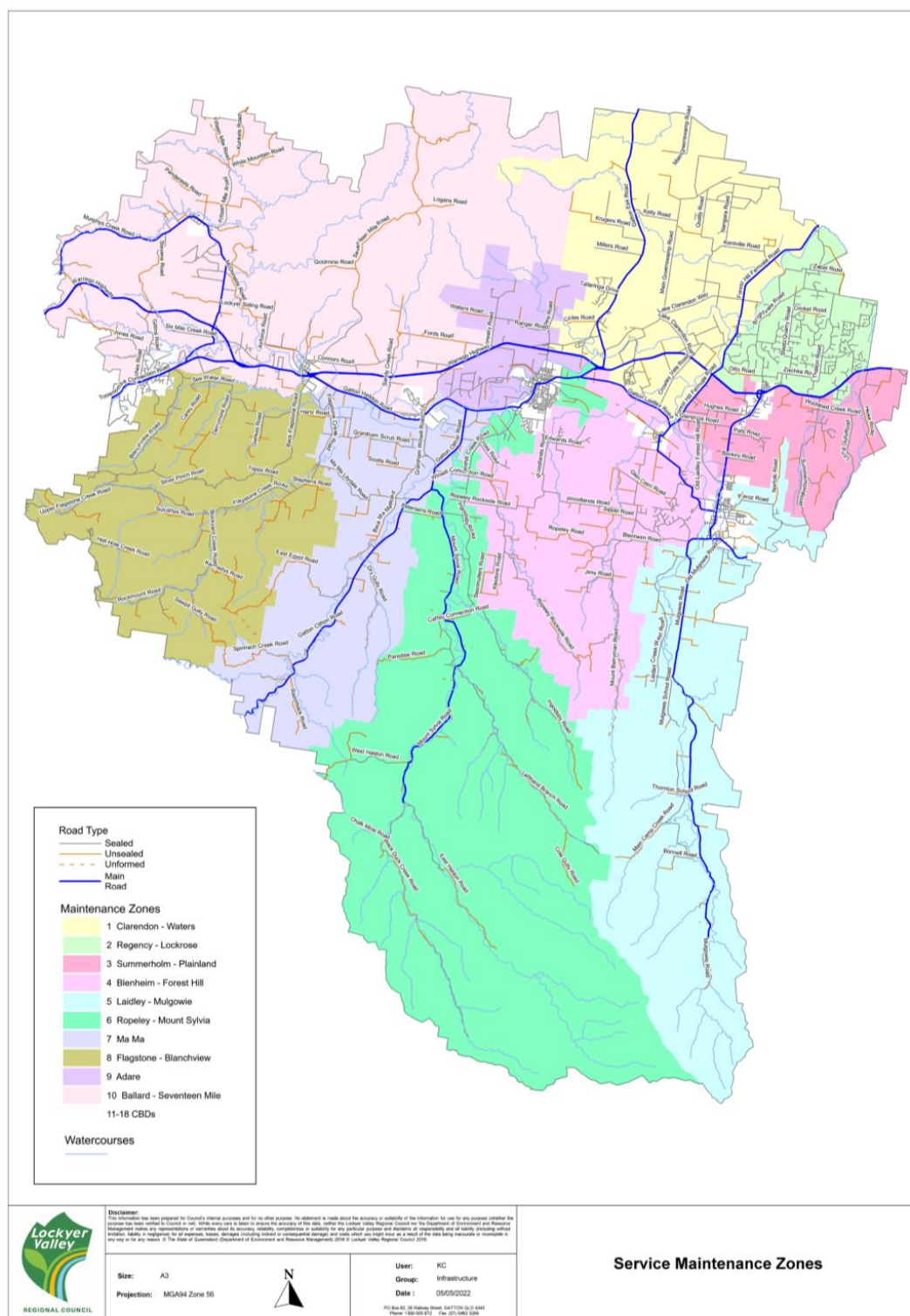


- Betterment works extending floodway approaches is underway with 3 of 11 roads completed.
- Guardrail restoration has been completed for all sites including Steinke's Bridge on Lake Clarendon Road.
- Liftins Road floodway is largely complete, works are expected to be completed by early October.





Infrastructure works conducted in the Lockyer Valley region are undertaken by maintenance zones. Maintenance zones here-  
within the report are mentioned. The below map can be utilised to determine the area of the region the maintenance zone  
refers to.





## Infrastructure & Engineering Service Branch Highlights

### DESIGN & CONSTRUCTION WORKS - PROJECTS UNDERWAY

The following projects are currently in the concept design phase:

- Biggs Road, Withcott – Road Upgrade
- Ropehill Road, Upper Tenthill – Pavement Reconstruction
- Fairway Drive, Kensington Grove – Footpath Missing Link
- Postman's Ridge Road, Helidon Spa – Pavement Rehabilitation
- Gatton Central Drainage – Drainage Upgrades

The following projects are currently in the detailed design phase:

- Flagstone Creek Road – Culvert Replacement
- Queensland Resilience and Risk Reduction Flood Signage and Cameras
- Eastern Drive, Gatton – Footpath Renewal
- Douglas McInnes Drive – Drainage Improvements

### ADARE ROAD, ADARE - FLOODWAY CONSTRUCTION

- The Adare Road floodway was severely damaged in the 2022 floods and thanks to the Queensland Reconstruction Authority Reconstruction of Essential Public Assets Program Council have been given approval to replace the floodway. Work includes demolishing and removing existing structure, minor earthworks, construction of culvert base slab, new aprons and floodway, rock protection and affected guideposts and road furniture.
- Works have begun and are expected to be completed by the end of November.



DURING



DURING

### SEALED ROAD - ZONES 1, 6, 7 AND 8

- Under the Queensland Reconstruction Authority Reconstruction of Essential Public Assets funding, Council has engaged two contractors to reconstruct portions of the sealed road network that were damaged in the 2022 weather events. 12 packages broken down into the Regions zones are expected to be completed in early to mid 2024.



BEFORE

Archer Road, Spring Creek



**UNSEALED ROAD GRADING WORKS - ZONE 4, 7 AND 10**

- Unsealed roads within zones 4, 7 and 10 of the region are undergoing repairs under the Queensland Reconstruction Authority Reconstruction of Essential Public Assets Program.

**BERLIN ROAD, MOUNT BERRYMAN - LANDSLIP**

- Works continue on the Berlin Road landslip site to construct the in ground retaining wall on the southern side of the slip location. Contractors mobilised the piling rig to site to drill the hard (reinforced) and soft (unreinforced) pile holes. Reinforcing cages have been installed in the hard piles and concrete has been poured. The piling rig continues to drill whilst reinforcing and concrete works happen concurrently. Following drilling of the piles; the capping beam will be constructed and poured, followed by the road surface and guardrail.



16 August 2023



4 September 2023



26 September 2023



3 October 2023

**DESIGN & CONSTRUCTION WORKS - PROJECTS COMPLETED****STEINKE'S BRIDGE, LAKE CLARENDON - BARRIER RECTIFICATION**

- The rails on Steinke's Bridge sustained substantial damage as a result of the flooding events in 2022. Council engaged a third-party consultant to complete maintenance works to reinstate the bridge's rails to a safe standard. All made possible by two funding streams; Queensland Reconstruction Authority Reconstruction of Essential Public Assets and Local Recovery and Resilience Grants Program.





**MCGARRIGAL ROAD, MULGOWIE - FLOODWAY EXTENSION**

- Funded under the Queensland Reconstruction Authority Reconstruction of Essential Public Assets Program the McGarrigal Road, Mulgowie floodway was extended and additional concrete and rock protection works were undertaken to improve flood resilience.



BEFORE



AFTER

**LITFINS ROAD, MOUNT SYLVIA - FLOODWAY APPROACH**

- The original floodway which was constructed following the 2010/2011 floods remained in place with minimal damage however, the approaches on both sides were washed away during the recent events resulting in drops of approx. 1 – 2m deep on either end of the floodway. Temporary fill and temporary pipes on each end of the floodway were removed and works were conducted on the upstream and downstream sides of the floodway to redistribute flow through the existing floodway culverts. New fill and granular approaches were reinstated. This was followed by bitumen seal works on both approaches to reinstate the road to a pre-event condition.



BEFORE

8 March 2022 - Post flood



BEFORE

28 July 2022 - Post emergent works



DURING

18 September 2023



AFTER

27 September 2023

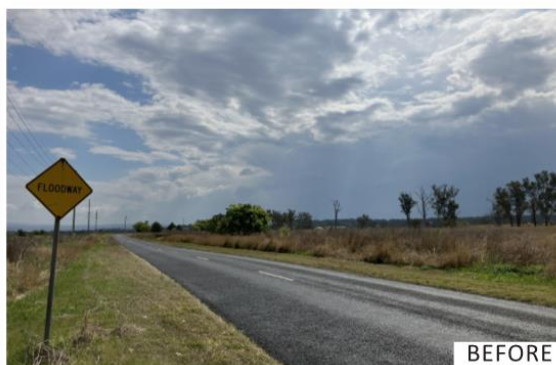


**CLARKES BRIDGE, THORNTON - REPAIR**

- Due to the scouring damage sustained as a result of the 2022 floods the Queensland Reconstruction Authority Reconstruction of Essential Public Assets Program and Local Recovery and Resilience Grants Program granted approval for Council to perform abutment and rock protection works. The scope included clearing of debris and concreting works to help protect the bridge from further erosion.

**OLD LAIDLEY FOREST HILL ROAD, LAIDLEY - DRAINAGE IMPROVEMENTS**

- Council secured an easement through private property to enable sufficient drainage of the floodway on Old Laidley-Forest Hill Road through the Queensland Reconstruction Authority Reconstruction Betterment program and Council's Capital Delivery budget. The newly formed drain and easement will assist in minimizing water ponding on the roadside.

**UNSEALED ROAD GRADING - ZONE 6 AND 7**

Lamberts Road, Carpendale - 15 August 2023



Lamberts Road, Carpendale





Black Duck Creek Road, Black Duck Creek - 15 March 2022



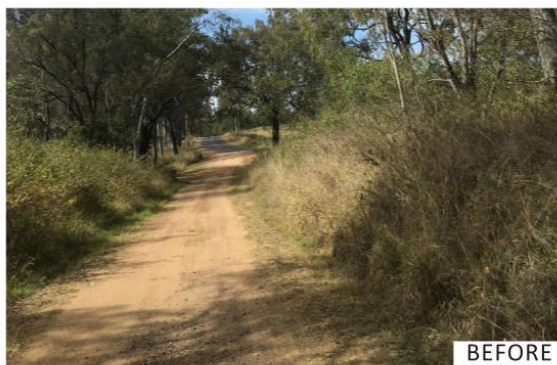
Black Duck Creek Road, Black Duck Creek



East Haldon Road, East Haldon - 15 March 2022



East Haldon Road, East Haldon



Gormans Road, Carpendale - 15 August 2023



Gormans Road, Carpendale

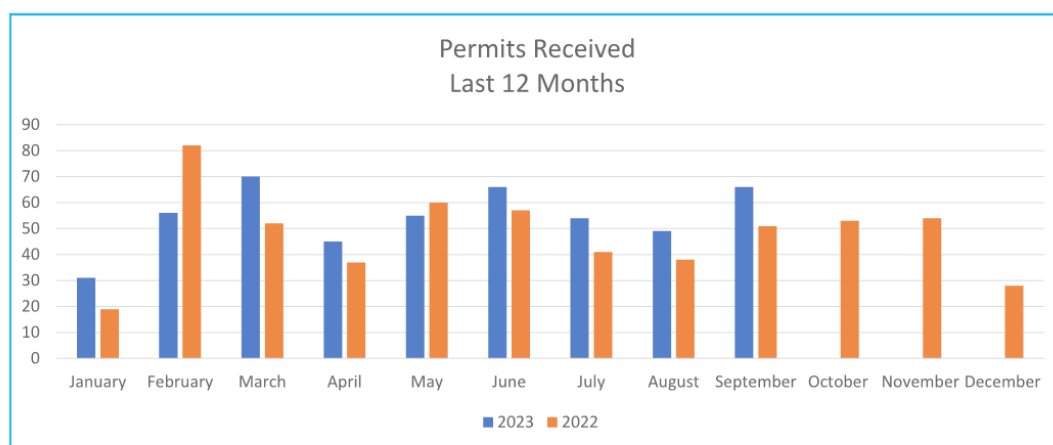
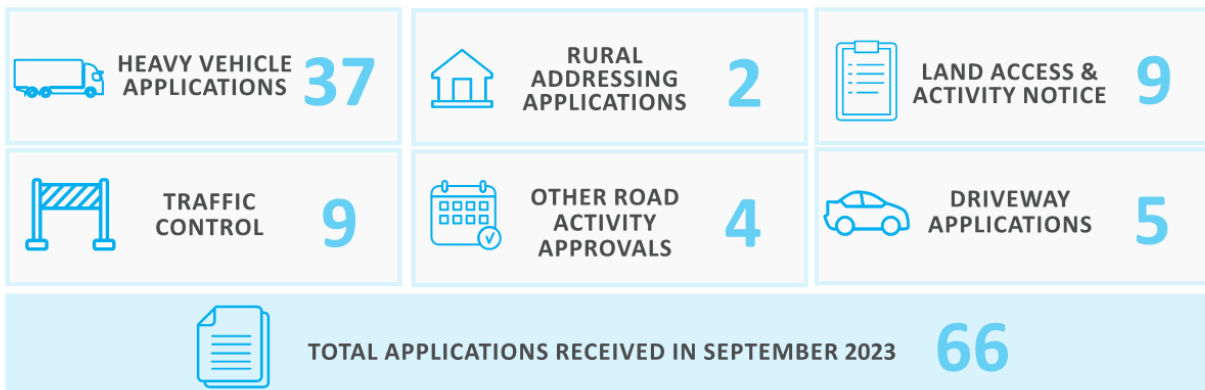
#### DESIGN & CONSTRUCTION WORKS - PROJECTS UPCOMING

- Design works have commenced on the below projects:
  - \* Lake Apex – Basketball half court
  - \* Edgerton Drive, Plainland – Pavement rehabilitation
  - \* Lake Apex, Gatton – Carpark and footpath upgrades
- The below construction project will commencing in the coming weeks:
  - \* Replacement of the culvert on Forestry Road, Vinegar Hill after damages sustained in 2022 flood.
- Bitumen Reseal Program 2022/2023
  - \* \$1.7million program to reseal bitumen road across the network
- Road Rehabilitation Program 2022/2023
  - \* Program to rehabilitate sections of MaMa Lilydale Road



## Operations & Maintenance

### WORKS ON ROADS PERMITS & APPLICATIONS



### MAINTENANCE WORKS





## Infrastructure Planning

### ASSET MANAGEMENT

- Continued processing of capital completions.
- Processing of developer-contributed assets.
- Routine RMPC inspections.
- Completion of routine defect inspections in Zones 4, 11 and 12, and commencement of defect/safety inspections along high priority footpaths.
- Condition inspections of 88 assets.
- Building Condition Inspections project is in final stages of completion, with final review of reports underway.
- Initial drafts for Transport and Drainage asset management plans in progress.
- Scoping of Road Condition Assessment project is underway.

### DEFECT OVERVIEW

TOTAL DEFECTS  
CAPTURED IN  
SEPTEMBER 2023

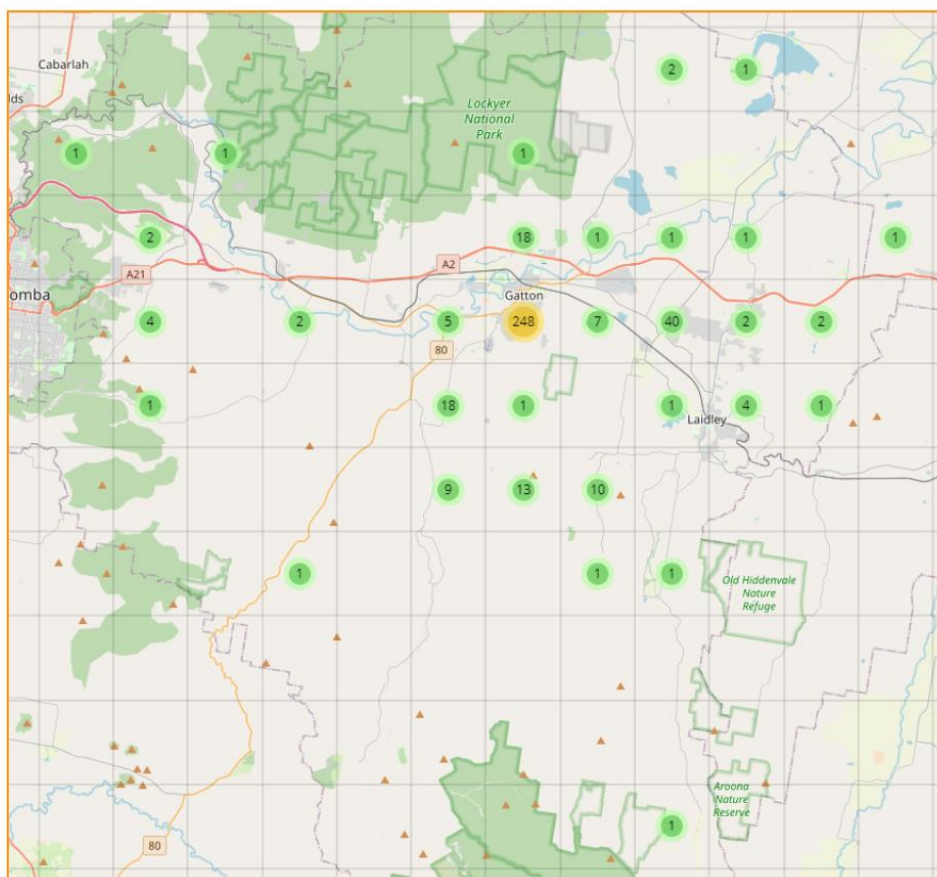
409



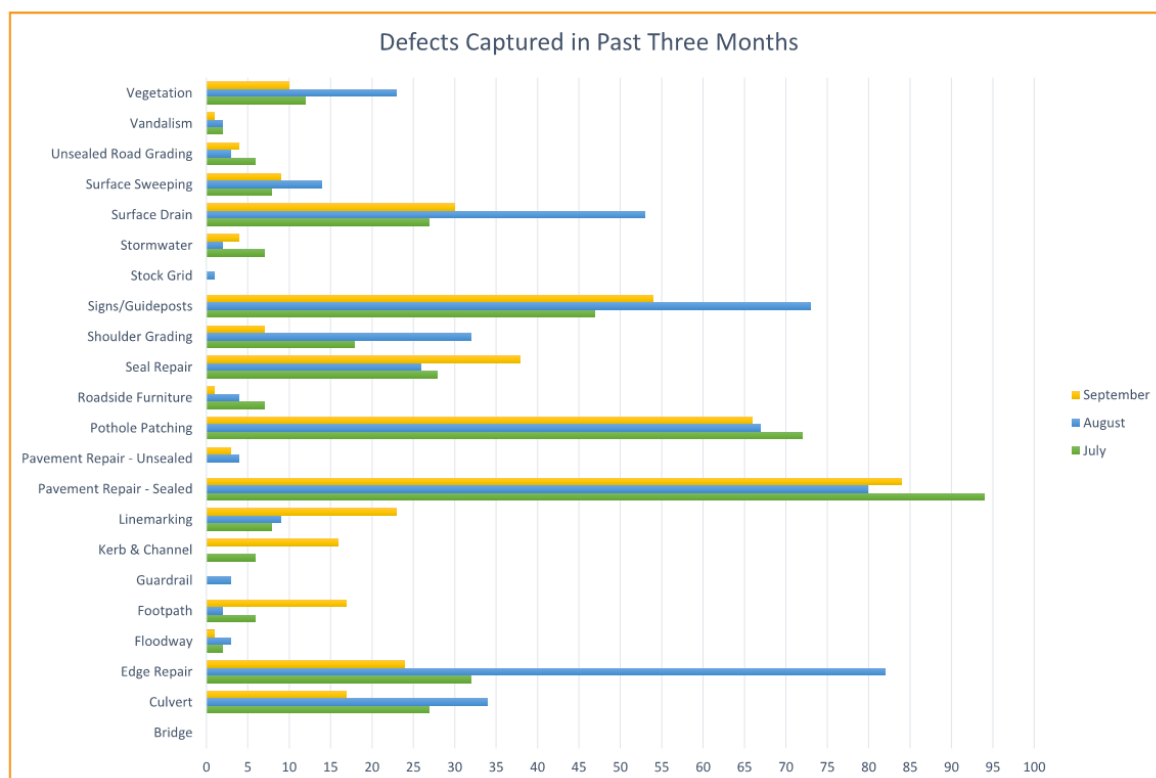
186

DEFECTS COMPLETED  
IN SEPTEMBER 2023

### DEFECTS COLLECTED THROUGHOUT THE REGION - SEPTEMBER 2023







## Community Recreation & Facilities Branch Highlights

### CAPITAL WORKS - PROJECTS COMPLETED

#### LOCKYER WATERS FACILITY HALL

- Community items removed over several weeks. Electrical works have commenced onsite. Power has been isolated and underground cabling removed to the existing building. Water pump and filter removed for reinstatement at the end of project.
- Demolition program as follows:
  - \* Site Establishment - 02/10/2023
  - \* Asbestos removal - 03/10/2023 (4 days)
  - \* Demolition - 09/10/2023 (7 days)
  - \* Site clean-up/hand over - 18/10/2023

### CAPITAL WORKS - UPCOMING PROJECTS

Project	Status	Expected Commencement Date
Lake Apex Half Basketball Court	<ul style="list-style-type: none"> <li>Request for quotation for the design has been issued.</li> </ul>	To be confirmed.
Park Table Setting Renewals	<ul style="list-style-type: none"> <li>Purchase order raised for supply of park table settings – waiting on delivery.</li> </ul>	To be confirmed.
Park Entrance Statements	<ul style="list-style-type: none"> <li>Signs have been delivered.</li> <li>Installation to be programmed.</li> </ul>	To be confirmed.
Park Seating Renewals / Cemetery Seating	<ul style="list-style-type: none"> <li>Purchase order raised for supply of park seating – waiting on delivery.</li> </ul>	To be confirmed.
Gatton Shire Hall Weatherproofing	<ul style="list-style-type: none"> <li>Contractor has been engaged.</li> </ul>	To be confirmed.
Park Playground Surfacing Improvements	<ul style="list-style-type: none"> <li>Waiting on quote from contractor.</li> </ul>	To be confirmed.



## MAINTENANCE WORKS

**Furniture Maintenance / Landscaping**

- Painting of tables and bollards in Helidon Soldiers Memorial and Springbrook Park, Withcott.
- Installation of bollards and planting trees in Cahill Park, Gatton.
- Installation of car barrier bollards in Fairways Park, Hatton Vale.
- Garden mulching, maintenance and irrigation repairs at the Lockyer Valley Cultural Centre.
- Vegetation works undertaken on:
  - \* Old Mulgowie Road, Laidley
  - \* Blenheim Road, Blenheim
  - \* Winwill Connection Road
  - \* Grantham Winwill Road
  - \* Laidley Creek West Road
- Removal of castor oil bushes along Grantham Winwill Road.
- Laidley Spring Festival preparation, finalisation and clean-up of parks and amenities for the event.
- Pruning of shrubs around the *Welcome to Withcott* sign.



Fairways Park, Hatton Vale



Winwill Connection Road, Winwill



Welcome to Withcott sign



Welcome to Withcott sign



Lockyer Valley Cultural Centre Gardens



Lockyer Valley Cultural Centre Gardens





Grantham Winwill Road, Winwill



Grantham Winwill Road, Winwill



Cahill Park, Gatton



Cahill Park, Gatton

**Playground Maintenance**

- Playground maintenance repairs, as required.

**Event Equipment Assistance**

- Laidley Spring Festival
- Murphys Creek Chili Festival
- Lights on the Hill Memorial Convoy

**Mowing/Slashing**

- Spraying roadside assets (eg culverts, guideposts) completed in zones 2, 3 and 5.
- Tidy up of Gatton Showgrounds and Lake Apex for Lights on the Hill Memorial Convoy event.
- Mowing of Springbrook Park in readiness for the start of Little Athletics season.
- Mowing/slashing of buy back block in Grantham.



Buy back block, Grantham



Buy back block, Grantham



**Cemeteries**

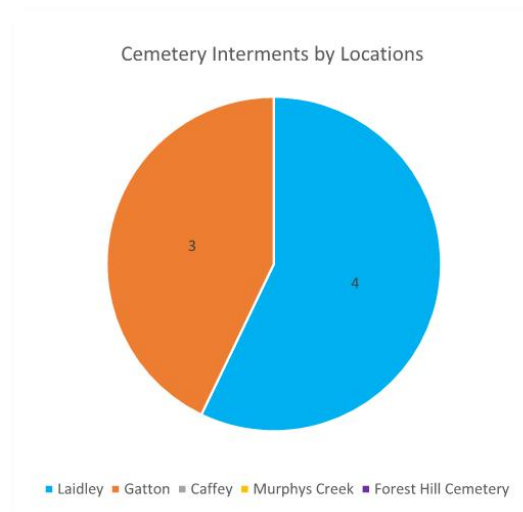
- Planting of donated roses from Amaroo Retirement Village at new rose garden at Gatton Cemetery.
- Work has begun pre-digging more graves in section 10 at Gatton Cemetery.
- Soil testing completed at Gatton Cemetery for the new section - stages 2 and 3 and the possible new children's section.



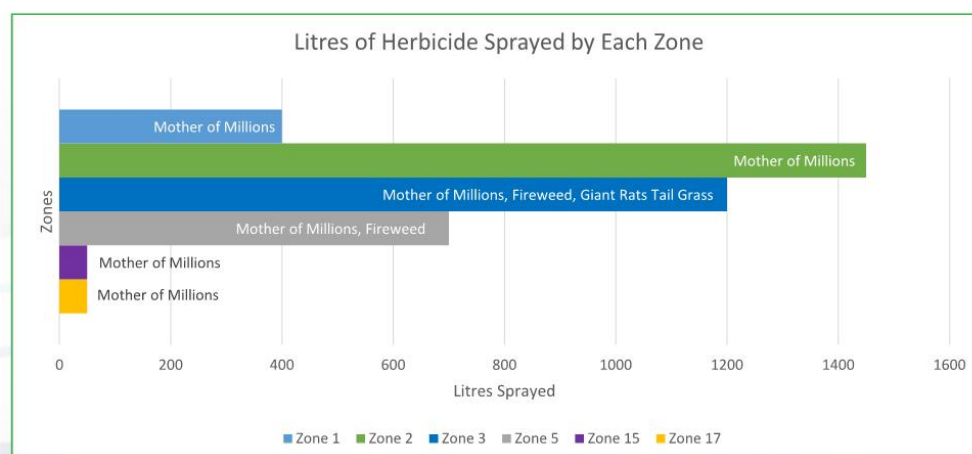
Gatton Cemetery - soil testing



Gatton Cemetery - new garden bed

**Declared Weeds**

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
















## FACILITIES MAINTENANCE WORKS

- Dal Ryan Memorial pool, Laidley reopened to the public on Saturday, 16 September 2023.
- The new turfed area was completed at the Kensington Grove Art Society centre.

## DAL RYAN MEMORIAL SWIMMING POOL - SEPTEMBER 2023

	<b>157</b>	TOTAL CENTRE ATTENDANCE
	<b>143</b>	GENERAL POOL ENTRIES
	<b>0</b>	LEARN TO SWIM LESSONS
	<b>0</b>	SCHOOLS - STUDENT GENERAL ADMISSION (PRIMARY & SECONDARY)
	<b>14</b>	MONTHLY CONCESSION PURCHASES

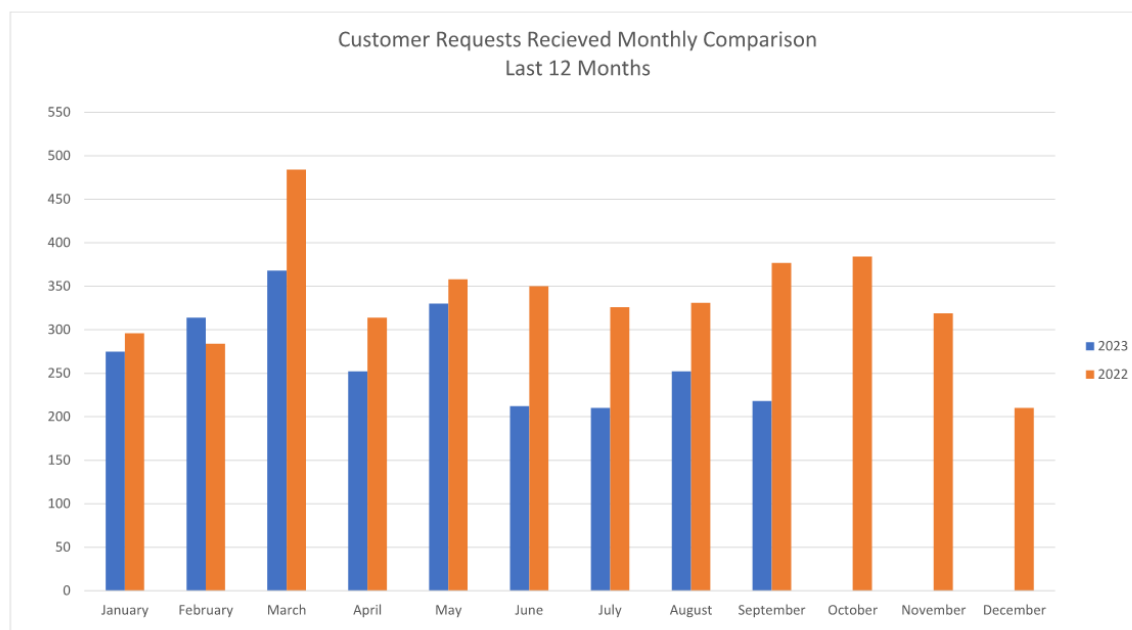
## LOCKYER VALLEY SPORTS &amp; AQUATIC CENTRE PATRONAGE - SEPTEMBER 2023

	<b>8,464</b>	TOTAL CENTRE ATTENDANCE
	<b>2,845</b>	GYM USERS
	<b>3,430</b>	GENERAL POOL ENTRIES
	<b>1,930</b>	LEARN TO SWIM LESSONS (NOT INCLUDING PARENTS)
	<b>259</b>	SQUAD LESSONS (NOT INCLUDING PARENTS)
	<b>0</b>	SCHOOLS - STUDENT GENERAL ADMISSION (PRIMARY & SECONDARY)





## CUSTOMER CONTACT



Data as at 9 October 2023



Data as at 9 October 2023





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**14.5 Quarterly Progress Update on Actions Arising from Council Resolutions - September 2023**

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

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**Purpose:**

This report is to provide an update on the status of actions arising from resolutions at Ordinary and Special Council Meetings relevant to this term of Council (17 April 2020 to date).

<b>This document is for Council's information only.</b>
---

**Executive Summary**

This report contains an update on outstanding action items arising from resolutions during this term of Council, as well as identification and commentary on action items which have been completed within the last quarter, from 1 July to 30 September 2023.

Outstanding Actions Report

The document titled *Outstanding Actions – 30 September 2023* is a detailed report, providing information on which action items arising from resolutions are outstanding and any action that has been taken to date.

In summary, the following number of items (by group) are outstanding:

Executive Office:	0
People, Customer and Corporate Services:	4
Community and Regional Prosperity:	0
Infrastructure:	5
<b>TOTAL:</b>	<b>9</b>

Completed Actions Report

The document titled *Completed Actions July – September 2023* includes progress notes and closing commentary on items from this term of Council that have been completed by Officers in the previous quarter. In total, 90 actions have been completed since 1 July 2023.

The detailed report for both the outstanding items and completed items has been provided separately due to the confidential nature of some of the items contained within.

**Proposal**

This report be received and noted

**Attachments**

There are no attachments for this report.



## 14.6 Quarterly Investment Report - July to September 2023

**Author:** Kacey Bachmann, Management Accountant  
**Responsible Officer:** Ian Church, Chief Executive Officer

### Purpose:

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

**This document is for Council's information only.**

### Executive Summary

As outlined in Council's 2023-24 Investment Policy, a quarterly report is to be submitted to Council on the performance of its investment portfolio.

The investment of surplus funds has been made in accordance with the requirements of *the Statutory Bodies Financial Arrangements Act 1982* as well as Council's Investment Policy. As of 30 September 2023, Council had a total investment holding of \$52.90 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 has exceeded the target and investment opportunities will continue to be reviewed.

### Proposal

As required by Council's 2023-24 Investment Policy, a quarterly report is to be submitted to Council on the performance of its investment portfolio.

As of 30 September 2023, Council had a total investment holding of \$52.90 million.

The two following tables show the investment institution, credit rating and product type of our investment portfolio on 30 September 2023:

**Table 1**

Institution	Amount \$	Percentage Holding	Credit Rating
QTC	29,884,918	56.49%	AA
National Australia Bank	3,000,000	5.67%	AA-
Macquarie Bank	4,000,000	7.56%	A+
Suncorp	1,000,000	1.89%	A+
Bank of QLD	4,000,000	7.56%	BBB+
MyState Bank	3,000,000	5.67%	BBB+



Institution	Amount \$	Percentage Holding	Credit Rating
AMP Bank	4,015,000	7.60%	BBB
BankVic	2,000,000	3.78%	BBB
Judo Bank	2,000,000	3.78%	BBB-
<b>Total</b>	<b>52,899,918</b>	<b>100.00%</b>	

Table 2

Product Type	Amount \$	Percentage Holding
Cash Fund - QTC	29,884,918	56.49%
Term Deposit	23,015,000	43.51%
<b>Total</b>	<b>52,899,918</b>	<b>100%</b>

The following tables display the performance of Council's investments, identified by investment type and days invested, against the Bank Bill Swap Rate (BBSW) and the Bloomberg AUSBOND Index (AUSBOND). The tables compare the rate of return on Council's investments on 30 September 2023, against the benchmarks indicated above (BBSW and AUSBOND).

Overall, the investments continued to perform well in comparison with these benchmarks although there has been a slight increase in interest rates for term deposits with new investments now offered, as high as, above 5.00%.

Table 3

Cash Fund Performance Against RBA Cash Rate & AUSBOND Index	QTC	RBA Cash Rate	AUSBOND Index
Cash Fund Performance	4.81%	4.10%	4.09%

Table 4

Term Deposit Performance Against BBSW Index & AUSBOND Index	Av Return on Deposits	BBSW Index	AUSBOND Index
Term Deposits	4.84%	4.05%	4.09%

Interest rates have increased for all institutions. The QTC cash fund rate is now slightly lower than term deposit rates making term deposits a more attractive investment option. The best regular rates on offer at present are around 4.90% and 5.15% for investment periods from three to twelve months.

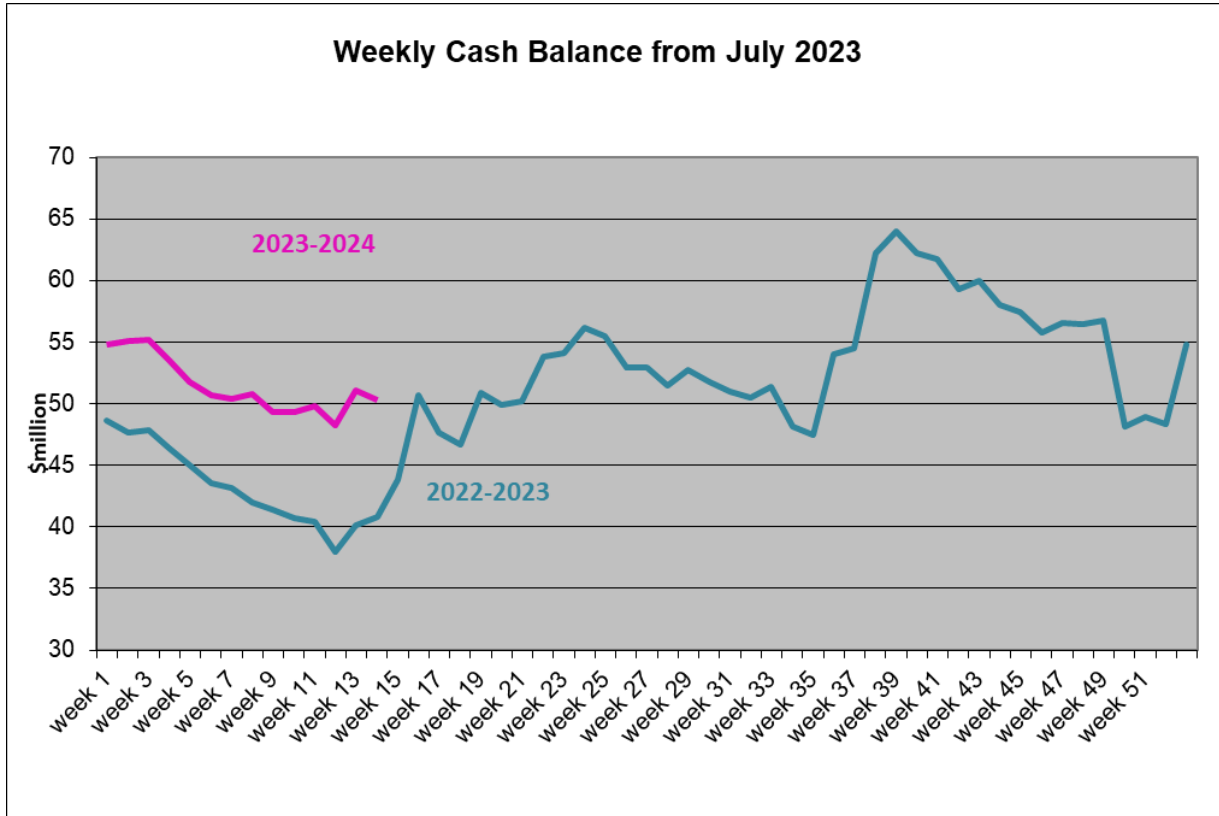
Table 5

Interest Income vs Budget	YTD Actual	YTD Budget	% Annual YTD Budget
Interest Income on investments	\$812,828	\$313,673	159.13%



As reflected in table 5, interest revenue has exceeded the target for the year to date.

During the first quarter, cash at bank decreased. Only minimum cash remains in Council's general funds each day with any excess being invested as Term Deposits or transferred to the QTC Cash Fund. The following graph shows a comparison over time of Council's weekly cash balances.



The table below shows that Council's investments on 30 September 2023 is in overall compliance with the 2023-24 Investment Policy.

**Table 6**

Investment Policy Credit Risk Compliance	Current Exposure	Allowable Exposure	Difference
<b>Cash Funds</b>			
QTC Cash Funds	56.49%	100%	43.51%
<b>Term Deposits</b>			
AAA to A+	15.12%	85%	69.88%
A to BBB+	13.23%	45%	31.77%
BBB to BBB-	15.16%	30%	14.84%

#### Attachments

There are no attachments for this report.



## 15.0 CONFIDENTIAL ITEMS

In accordance with the provisions of section 254J(3) of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public to discuss confidential items, when its Councillors or members consider it necessary to close the meeting.

### CLOSED SESSION

**THAT** the meeting be closed to the public, the time being 11:09am, to discuss the following items which are considered confidential in accordance with section 254J(3) of the *Local Government Regulation 2012*, for the reasons indicated.

- 15.1 Rate Remission - Community Grants Policy - Property ID 214760**  
*This item is confidential in accordance with Section 254J (3) (d) of the Local Government Regulation 2012, as the matter involves rating concessions; AND*
- 15.2 Rate Remission - Community Grants Policy - Property ID 196760**  
*This item is confidential in accordance with Section 254J (3) (d) of the Local Government Regulation 2012, as the matter involves rating concessions; AND*
- 15.3 Procurement for Interim Arrangements for Waste & Recycling Services**  
*This item is confidential 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.*

Moved By: Cr Wilson

Seconded By:

Cr Hagan

Resolution Number: 20-24/0953

**CARRIED**  
**6/0**

### OPEN SESSION

**THAT** Council move into open session, the time being 11:48am.

Moved By: Cr Vela

Seconded By:

Cr Hagan

Resolution Number: 20-24/0954

**CARRIED**  
**6/0**



---

**15.1 Rate Remission - Community Grants Policy - Property ID 214760**

**Author:** Kirsty Johnson, Coordinator Revenue Services; Scott Norman, Chief Financial Officer

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

*That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 254J (3) (d) of the Local Government Regulation, 2012, as the matter involves rating concessions.*

---

**Purpose:**

The purpose of this report is to seek Council's endorsement of a rates remission of 100% of the 2023-24 General Rate for Property ID 214760 under Council's 2023-24 Revenue Policy and Revenue Statement.

**Officer's Recommendation:**

**THAT Council resolve to grant a remission of 100% of the 2023-24 General Rate for Property ID 214760.**

**RESOLUTION**

**THAT Council resolve to grant a remission of 50% of the 2023-24 General Rate for Property ID 214760.**

**Moved By: Cr Holstein**

**Seconded By:**

**Cr Vela**

**Resolution Number: 20-24/0955**

**CARRIED  
4/2**

*For: Councillors Holstein, Cook, Vela and Qualischefski*

*Against: Councillors Wilson and Hagan*



---

**15.2 Rate Remission - Community Grants Policy - Property ID 196760**

**Author:** Kirsty Johnson, Coordinator Revenue Services; Scott Norman, Chief Financial Officer

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

*That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 254J (3) (d) of the Local Government Regulation, 2012, as the matter involves rating concessions.*

---

**Purpose:**

The purpose of this report is to seek Council's endorsement of a rates remission of 100% of the 2023-24 General Rate for Property ID 196760 under Council's 2023-24 Revenue Policy and Revenue Statement.

**Officer's Recommendation:**

**THAT Council resolve to grant a remission of 100% of the 2023-24 General Rate for Property ID 196760.**

**RESOLUTION**

**THAT Council resolve to grant a remission of 50% of the 2023-24 General Rate for Property ID 196760.**

**Moved By: Cr Holstein**

**Seconded By:**

**Cr Vela**

**Resolution Number: 20-24/0956**

**CARRIED  
6/0**



---

**15.3 Procurement for Interim Arrangements for Waste & Recycling Services**

**Author:** Christine Blanchard, Manager Waste Services; Caitlan Natalier, Coordinator Governance and Property

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

*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 present a quote or tender consideration plan to Council for adoption pursuant to section 230 of the *Local Government Regulation 2012*. This will enable Council to procure interim contractors to provide waste and recycling services as required to ensure continuity of service between Anuha's transition out of these services and the completion of new tender processes and commencement of associated service contracts.

**Officer's Recommendation:**

**THAT Council resolve to:**

- (a) adopt the quote or tender consideration plan dated 10 October 2023 made under section 230 of the *Local Government Regulation 2012* (Qld) to enable the procurement of contractors to provide waste and recycling services as an interim measure as required to cover the period up to Council entering into contracts with a contractor or contractors pursuant to new formal tender processes.**
- (b) Delegate authority to the Chief Executive Officer to:**
  - a. Include a budget allocation to cover the costs of the interim arrangements and anticipated legal costs as part of the next budget review; and**
  - b. Prepare and enter into the necessary contract arrangements with the interim contractors to enable continuity of services until such time as the tender processes have been completed and new long-term contracts awarded.**

**RESOLUTION**

**THAT Council resolve to:**

- (a) adopt the quote or tender consideration plan dated 16 October 2023 made under Section 230 of the *Local Government Regulation 2012* (Qld), to enable the procurement of contractors to provide waste and recycling services as an interim measure as required to cover the period up to Council entering into contracts with a contractor or contractors pursuant to new formal tender processes.**
- (b) Delegate authority to the Chief Executive Officer to:**
  - a. Include a budget allocation to cover the costs of the interim arrangements and anticipated legal costs as part of the next budget review; and**
  - b. Prepare and enter into the necessary contract arrangements with the interim contractors to enable continuity of services until such time as the tender processes have been completed and new long-term contracts awarded.**



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Moved By:	Cr Wilson	Seconded By:	Cr Vela
Resolution Number: 20-24/0957			
CARRIED			
6/0			

**16.0 MEETING CLOSED**

*There being no further business, the meeting closed at 11:54am.*