

## **ORDINARY MEETING OF COUNCIL**

## **AGENDA**

**24 JANUARY 2024** 

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## 1. MEETING OPENED

## 1.1 Acknowledgement of Country

The traditional owners of the land on which the meeting is held to be acknowledged.

## 1.2 Opening Prayer

A minute's silence to be held for those persons recently deceased followed by the opening prayer.

## 2. LEAVE OF ABSENCE

No Leave Of Absence.

## 3. CONDOLENCES/GET WELL WISHES

3.1 Condolences

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

## Officer's Recommendation:

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

## **Attachments**

There are no attachments for this report.

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

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

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

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

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

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

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

## 5. MAYORAL MINUTE

No Mayoral Minute.

## 6. CONFIRMATION OF MINUTES

6.1 Confirmation of Ordinary Meeting Minutes - 20 December 2023

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

## Officer's Recommendation:

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

## **Attachments**

There are no attachments for this report.

## 7. BUSINESS ARISING FROM MINUTES

No Business Arising from Minutes.

## 8. COMMITTEE REPORTS

8.1 Receipt of the Unconfirmed Minutes of the Audit and Risk Management

**Committee Meeting - 13 December 2023** 

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

## Officer's Recommendation:

THAT Council receive and note the unconfirmed minutes of the Audit and Risk Management Committee meeting held on 13 December 2023.

## **Attachments**

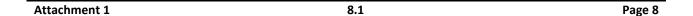
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## **AUDIT & RISK MANAGEMENT COMMITTEE**

**MINUTES** 

**13 DECEMBER 2023** 



**13 DECEMBER 2023** 

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## ATTENDANCE:

## Councillor Members

- Cr Jason Cook
- Cr Chris Wilson

## **Independent External Members (Voting)**

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

## Attendees (non-voting)

- Ian Church, Chief Executive Officer
- Madonna Brennan, Risk, Audit & Corporate Planning Advisor
- Scott Norman, Chief Financial Officer (part of meeting)
- Dee Stewart, Coordinator Accounting Services (part of meeting)
- Bella Greinke, Council Business Officer (Secretariat)
- Christie Wytenburg, Coordinator Business Improvement
- John Keen, Group Manager Infrastructure (part of meeting)
- Hans Muller, Principal Engineer (part of meeting)
- Graham Cray, Manager Information Communication Technology (part of meeting)
- Caitlan Natalier, Coordinator Governance and Property (part of meeting)
- Craig Drew, Manager People and Customer Experience (part of meeting)
- Cathy Blunt, O'Connor Marsden & Associates (Internal Audit)
- Tyson Finger, Crowe (External Audit)

## 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.

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## 4. CONFIRMATION OF MINUTES

4.1 Confirmation of Audit and Risk Management Committee Meeting Minutes -

15 September 2023

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

## Officer's Recommendation:

THAT the minutes of the Audit and Risk Management Committee meeting held Friday 15 September 2023 be taken as read and confirmed.

## **RESOLUTION**

THAT the minutes of the Audit and Risk Management Committee meeting held Friday 15 September 2023 be taken as read and confirmed.

Moved By: K Phillips Seconded By: A Morey

Resolution Number: ARMC/0294

CARRIED 5/0

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## 5. BUSINESS ARISING FROM MINUTES

5.1 Business Arising from Minutes of Meeting 15 September 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 accept that matters arising from the Minutes of the Audit and Risk Management Committee held on 15 September 2023 be included in the following Items for discussion in the Agenda:

- 1. Item 6.1 Chief Executive Officers Update an update on status of 2022 flood insurance claim and legislative compliance training.
- 2. Item 6.2 Information, Communication and Technology update response to the question on notice in relation to controls in place to managing any risks associated to personal information held by third party contractors.
- 3. Item 6.6 Audit Register Progress Update the revised management response to recommendation 3.2.2 of the Revenue Management Review Report.

## **RESOLUTION**

THAT the Audit and Risk Management Committee accept that matters arising from the Minutes of the Audit and Risk Management Committee held on 15 September 2023 be included in the following Items for discussion in the Agenda:

- 1. Item 6.1 Chief Executive Officers Update an update on status of 2022 flood insurance claim and legislative compliance training.
- 2. Item 6.2 Information, Communication and Technology update response to the question on notice in relation to controls in place to managing any risks associated to personal information held by third party contractors.
- Item 6.6 Audit Register Progress Update the revised management response to recommendation 3.2.2 of the Revenue Management Review Report.

Moved By: K Phillips Seconded By: M Power

Resolution Number: ARMC/0295

CARRIED 5/0

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## 6. AUDIT COMMITTEE REPORTS

6.1 Chief Executive Officer's Report

Author:Ian Church, Chief Executive OfficerResponsible 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: Cr Wilson

Resolution Number: ARMC/0296

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

A question was asked around potential impacts of the upcoming local government election on the progression of the Lockyer Valley Planning Scheme, with particular emphasis on the caretaker period. The Committee was advised there should be minimal impacts as the scheme is based off the existing temporary local planning instrument (TLPI).

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

An update was provided on the abovementioned contracts. A brief discussion was held around current contract agreements and when the new contracts will come into effect.

## **Inland Rail**

A recommendation was made to include identified risks relating to the Inland Rail project on Council's Risk Register to ensure they are appropriately managed moving forward.

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## Policies, Procedures and Guidelines

Discussion was held around the large number of overdue policies and the potential impacts the upcoming caretaker period may have. The Committee was advised policy documents will be assessed on a case by case basis and a number of policies will form part of the Councillor onboarding program so won't be adopted until after the election. The Chair highlighted the opportunity to review the necessity of policies that have expired.

## Work Health and Safety

A short discussion was held around the number of non-conformances identified and recent incidents. The Chair requested information regarding incidents notifiable to Work Health and Safety Queensland be included in future reporting.

## Voluntary Home Buy Back Scheme

An Independent Member asked for further information on the three properties that had been removed from the demolition schedule. It was clarified that the houses on these properties have been moved to be sold off by the contractor.

There was no further discussion in relation to this item.

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6.2 Information Communication and Technology 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 and Technology (ICT) related matters relevant to the Audit and Risk Management Committee (ARMC).

## Officer's Recommendation:

THAT the Audit and Risk Management Committee receive and note the Information Communication and Technology update.

## **RESOLUTION**

THAT the Audit and Risk Management Committee receive and note the Information Communication and Technology update.

Moved By: K Phillips Seconded By: A Morey

Resolution Number: ARMC/0297

CARRIED 5/0

## **Key Discussion Points**

Discussion was held around the response provided to the question on notice from the last ARMC meeting. The ARMC was advised that Council will endeavour to include a standard confidentiality clause in all ICT contracts.

The ARMC members requested the ICT Security Review Action Register be presented more frequently.

Comments were made around the transition to TechnologyOne's CiAnywhere platform, with the ARMC advised that roadmaps will be presented to the ICT Steering Committee next year to assist in forward planning this transition.

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6.3 External Audit Update Including 2023 External Audit Closing Report

Author: Dee Stewart, Coordinator Accounting Services

Responsible Officer: Ian Church, Chief Executive Officer

## Summary:

The attached report provides an update to the Audit and Risk Management Committee on the activities of the Queensland Audit Office and its Audit Service Provider to Council, including Council's closing report for the 2022-2023 financial year.

The 2023 Auditor General's Observation Report was presented to Council on Wednesday 15 November 2023.

## Officer's Recommendation:

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

- 1. Receive and note the Briefing Paper and 2023 Closing Report prepared by the Queensland Audit Office and its Audit Service Provider, Crowe Australasia.
- 2. Endorse the inclusion of the following deficiencies 23CR-1, 23CR-2 and 23CR-3 identified in the 2023 Closing Report in Council's Audit Register for action and future progress reporting to the Audit and Risk Management Committee.

## **RESOLUTION**

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

- 1. Receive and note the Briefing Paper and 2023 Closing Report prepared by the Queensland Audit Office and its Audit Service Provider, Crowe Australasia.
- Endorse the inclusion of the following deficiencies 23CR-1, 23CR-2 and 23CR-3 identified in the 2023 Closing Report in Council's Audit Register for action and future progress reporting to the Audit and Risk Management Committee.

Moved By: K Phillips Seconded By: Cr Cook

Resolution Number: ARMC/0298

CARRIED 5/0

## **Key Discussion Points**

ARMC members discussed aspects of the External Audit Closing Report such as managing staff leave balances and meeting procurement standards.

The Chair made comments on the Queensland Audit Office Survey of Financial Audit Clients conducted last year and requested that the results of the latest survey be circulated to the ARMC out of session.

There was no further discussion in relation to this item.

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6.4 Corporate Risk Management 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 Councils 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: Cr Cook

Resolution Number: ARMC/0299

CARRIED 5/0

## **Key Discussion Points**

Council's Risk, Audit and Corporate Planning Advisor provided an update on the corporate risk management progress and the plan moving forward. The ARMC was advised the Executive and Management Teams are being consulted on the process in order to develop a sound understanding from the beginning with an end goal being that Managers are responsible for the maintenance of their associated operational risks. The Chair highlighted the benefits of integrating Council's risk management with operational planning and development of Council's budget to ensure all three align. The Chair also noted the importance of those responsible being proactive in their risk management throughout the year, not waiting for an annual review.

Further, the CEO highlighted that Council's risk appetite will be reviewed with the new Council following the Local Government Elections in March 2024.

There was no further discussion in relation to this item.

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6.5 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 15 September 2023.

## Officer's Recommendation:

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

- 1. Receive and note the Internal Audit Activity Progress Update, as attached to this report.
- Accept the Report on "Waste Fees and Levies Review" and the inclusion of the agreed recommendations and management action summaries in Council's Audit Register for action and future progress reporting.
- Endorse the amendment of the 2023-2024 schedule of audits in Council's 3-year Internal Audit Plan, to remove the review of sport and rec management and include a review of information/records management.

## **RESOLUTION**

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

- 1. Receive and note the Internal Audit Activity Progress Update, as attached to this report.
- 2. Accept the Report on "Waste Fees and Levies Review" and the inclusion of the agreed recommendations and management action summaries in Council's Audit Register for action and future progress reporting.
- Endorse the amendment of the 2023-2024 schedule of audits in Council's 3-year Internal Audit Plan, to remove the review of sport and rec management and include a review of information/records management.

Moved By: K Phillips Seconded By: Cr Wilson

**Resolution Number: ARMC/0300** 

CARRIED 5/0

## **Key Discussion Points**

Cathy Blunt from O'Connor Marsden & Associates, provided an overview on the internal audit activity report, highlighting the upcoming audits and other potential hot topics. Discussion was held around the new legislation relating to record management and any implications it may have. The ARMC deliberated postponing the scheduled audit of records management until the legislative changes have been implemented, however ARMC Members were in agreeance the audit should proceed as scheduled.

The ARMC also discussed the outcomes of the recently completed Waste Management Audit. An Independent

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Member queried the timeframes set to complete the recommendations and it was clarified the extended timeframes are to allow the new site contractors sufficient time to address the issues.

There was no further discussion in relation to this item.



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6.6 Audit Register Progress Update including outcomes from the Audit Register

Review

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 (ARMC) the following audit register related matters for the ARMC's information and acceptance:

- Outcomes of the Review conducted on 30 October 2023 by O'Connor, Marsden and Associates on the aged recommendations on Council's Audit Register and subsequent verification of completed items post this review.
- 2. Submission of the revised management response to recommendation 3.2.2 of the Revenue Management Report, endorsed by the ARMC on 15 September 2023.
- 3. Progress to date to the ARMC on the Queensland Audit Office's Report 2 improving asset management in local government, in accordance with recommendation 5 of this report.

## Officer's Recommendation:

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

- 1. Receive and note the outcomes of the review conducted by O'Connor, Marsden and Associates on the aged recommendations on Council's Audit Register.
- Endorse the completion of items numbered 19IATCR1.1.1, 19IATCR2.1.1, 20IAPMP2.6.1, 20IAPMP2.11.1, 21IAPVDA3.2.6, 21IALLP3.1, 22IAPR3.1, 22IAPR3.2, 22IADR3.1.5, 23IARMR3.3.1, 22EAIR-1, 22EACR-4 and their archiving from the active Audit Register.
- 3. Accept the revised management response to recommendation 3.2.2 of the Revenue Management Revenue as recorded in the detailed progress update on the Audit Register.
- 4. Receive and note Council's progress to date on the Queensland Audit Office's Report 2 improving asset management in local government.

## RESOLUTION

## THAT the Audit and Risk Management Committee:

- Receive and note the outcomes of the review conducted by O'Connor, Marsden and Associates on the aged recommendations on Council's Audit Register.
- 2. Endorse the completion of items numbered 19IATCR1.1.1, 19IATCR2.1.1, 20IAPMP2.6.1, 20IAPMP2.11.1, 21IAPVDA3.2.6, 21IALLP3.1, 22IAPR3.1, 22IAPR3.2, 22IADR3.1.5, 23IARMR3.3.1, 22EAIR-1, 22EACR-4 and their archiving from the active Audit Register.
- 3. Accept the revised management response to recommendation 3.2.2 of the Revenue Management Revenue as recorded in the detailed progress update on the Audit Register.
- 4. Receive and note Council's progress to date on the Queensland Audit Office's Report 2 improving asset management in local government.

Moved By: K Phillips Seconded By: M Power

Resolution Number: ARMC/0301

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## CARRIED 5/0

## **Key Discussion Points**

The ARMC was given an overview of the report. Members again raised concern around the number of items on the Audit Register, the length of time to complete items, and the prioritisation of items, particularly the high risk items. Comments were made around the achievability of the timeframes set and if high risk items should be reclassified given the length of time some are taking to be addressed. Further discussion was held around the monitoring of low risk items and if some of these are opportunities for improvement rather than exposure to risk. The Chair requested the risk levels on the Audit Register be reviewed and presented at the next meeting of the ARMC for endorsement.

Council's Group Manager Infrastructure and Principal Engineer provided an update on the recently completed Plant and Fleet review and the items outstanding, including any action that has been taken, with a short discussion following.

Brief commentary was made on the Queensland Audit Office's Report, Council's action to date and next steps.

There was no further discussion in relation to this item.

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6.7 Audit and Risk Management Committee 2024 Meeting Schedule and Annual

**Planning Session with ELT** 

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 to the Audit and Risk Management Committee (ARMC) options for the 2024 Annual Meeting Schedule and Annual ARMC Planning Day with Council's Executive Leadership Team.

## Officer's Recommendation:

THAT the Audit and Risk Management Committee determine a 2024 meeting schedule and suitable date to conduct its annual planning session.

## RESOLUTION

THAT the Audit and Risk Management Committee determine a 2024 meeting schedule and suitable date to conduct its annual planning session.

Moved By: K Phillips Seconded By: Cr Cook

Resolution Number: ARMC/0302

CARRIED 5/0

## **Key Discussion Points**

The Committee members discussed the potential meeting dates and the implications of each, which resulted in the following schedule determined:

- Planning Day Tuesday 12 March 2024 (morning session)
- Meeting Tuesday 12 March 2024 (afternoon session)
- Meeting Monday 27 May 2024
- Meeting Thursday 22 August 2024
- Annual Planning Day Wednesday 4 December 2024
- Meeting Thursday 5 December 2024

There was no further discussion in relation to this item.

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## 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 October 2023.

## Officer's Recommendation:

THAT the Audit and Risk Management Committee receive and note the Financial Performance Report.

## **RESOLUTION**

THAT the Audit and Risk Management Committee receive and note the Financial Performance Report.

Moved By: K Phillips Seconded By: Cr Wilson

Resolution Number: ARMC/0303

CARRIED 5/0

## **Key Discussion Points**

The ARMC received and noted the financial performance report, with the Chair asking for clarity around the budget reduction for Council's insurance. The Chair requested Council's insurance framework be presented to the next meeting of the ARMC with further information.

The Chief Financial Officer provided a comprehensive financial update, the accompanying presentation has been distributed with the minutes. It was clarified that Council will now only have two budget reviews each financial year, with one scheduled for early 2024.

There was no further discussion in relation to this item.

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7.2 Audit and Risk Management Committee Action Item Annual 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 (ARMC) with an overview and feedback on the action items arising from the resolutions made by the ARMC from November 2022 to September 2023.

## Officer's Recommendation:

THAT the Audit and Risk Management Committee receive and note the Annual Committee Action Item Update, as attached to this report.

## RESOLUTION

THAT the Audit and Risk Management Committee receive and note the Annual Committee Action Item Update, as attached to this report.

Moved By: K Phillips Seconded By: A Morey

Resolution Number: ARMC/0304

CARRIED 5/0

## **Key Discussion Points**

Council's Risk, Audit and Corporate Planning Advisor noted the only outstanding item was to schedule the ARMC's annual planning day, which was addressed in item 6.7 "Audit and Risk Management Committee 2024 Meeting Schedule and Annual Planning Session with ELT".

There was no further discussion in relation to this item.

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## 8. GENERAL BUSINESS

## **QAO Audit Chair Briefing**

The Chair made comments on the recent Briefing for Audit Committee Chairs provided by QAO, highlighting two main points. Firstly, in relation to the maturity models that have been developed, the Chair recommended Council continue to refer to and use these tools. The Chair requested this topic be addressed at a future meeting of the ARMC to assess Council's position. Secondly, the Chair raised a watching brief regarding emerging climate reporting requirements. Currently there are no requirements for this, however the Chair recommended Council begin to forward plan their approach and consider any impacts that may arise should reporting requirements change.

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

ARMC 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 1:15pm.

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## 9. DEPUTATIONS/PRESENTATIONS

No Deputations/Presentations.

## 10. EXECUTIVE OFFICE REPORTS

10.1 Summary of Council Actual Performance v Budget - 31 December 2023

Author: Dee Stewart, Coordinator Accounting Services; Kylie King, Financial Accountant

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

## **Purpose:**

The purpose of this report is to provide Council with an update of Council's financial performance against budget for the financial year to 31 December 2023.

## Officer's Recommendation:

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

## **Executive Summary**

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

At 31 December 2023, revenues are over target and expenditures are under target. Variations are mostly the result of timing differences and will be monitored closely over the coming months.

## **Proposal**

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

Operating Revenue - Year to date target \$33.31 million actual \$33.41 million or 100.29%

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

Rates and Utility Charges (Gross) on target

The first rates levy for 2023/2024 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. 93.99% of the levy was collected as at 2 January 2024. The second rates levy for 2023/2024 is expected to be levied in early February, 2024.

Charges and Fees over budget by \$0.26 million

The favourable variances in fees and charges relate predominately to higher than expected income from plumbing and building fees (\$0.15 million) and waste disposal fees (\$0.12 million).

Interest over budget by \$0.41 million.

Interest income is over budget due to higher than expected cash balances and increasing interest rates. This is expected to even out over the coming months with excess cash balances being used to repay debt.

Operating Contributions and Donations under budget by \$0.56 million.

The unfavourable variance relates predominantly to Resilient Rivers projects being put on hold partially because of weather conditions towards the end of 2023 and delays in funding receipts.

Operating Expenditure - Year to date target \$35.06 million actual \$33.10 million or 94.4%

## **Employee Costs on target**

Employee costs are on target as at 31 December. Capital wages are also on track, following the changes in the recent budget amendment, and will be monitored going forward as REPA works are finalised. Finance staff are reviewing the capture of capitalised wages to ensure wages are correctly costed to the capital program.

## Goods and Services under budget by \$1.85 million

Variations are mostly due to timing differences across the board with the delivery of operational projects and contract delivery. The most significant underspends are Regional Development projects (\$0.18 million) Growth and Policy operational projects (\$0.15 million), Governance and Property (\$0.15 million) and Waste contracts (\$0.3 million).

**Capital Project Expenditure** – Year to date target \$31.31 million actual \$35.23 million or 112.51% At 31 December 2023, Council has expended \$35.23 million on its capital works program with a further \$12.63 million in committed costs for works currently in progress.

Council has spent \$25.63 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 \$37.23 million for the 23/24 financial year with \$21.38 million spent as at 31 December 2023 with a further \$7.86 committed. Additional detail is provided in the capital works program within the attachment.

## **Statement of Financial Position**

The Statement of Financial Position provides information on the breakdown of Council's assets and liabilities at a point in time. At 31 December 2023, Council had \$58.55 million in current assets compared to \$19.89 million in current liabilities with a ratio of 2.94:1. This means that for every dollar of current liability, there is \$2.94 in current assets to cover it.

## **Statement of Cash Flows**

The Statement of Cash Flows provides information on the amount of cash coming in and going out. As at 31 December 2023, there has been a net cash outflow of \$12.02 million with \$0.16 million inflow from operating activities; and a net cash outflow of \$11.63 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 \$15 million cash at any one time. This is in addition to cash that is constrained for specific purposes. As at 31 December, Council's cash balance was \$42.43 million. Council's outstanding debt at 31 December, was \$11.70 million. Unexpended grant funds, which are restricted to be spent in accordance with the terms of the grant, are \$8.36 million.

## **Sustainability Measures**

The new Local Government Sustainability Framework represents the Department's amended approach to working with Queensland Councils on sustainability challenges. It covers both financial and non-financial indicators. The revised Framework becomes effective for the reporting period commencing 1 July 2023. Council is required to calculate the financial sustainability measures as part the 2023/2024 financial statements and include them in the 2024/2025 budget process.

Representatives from the Department State Development, Infrastructure, Local Government and Planning presented the details of the new sustainability framework to Council at a Councillor workshop on the 28<sup>th</sup> November 2023.

The new financial sustainability measures will be included in Council's monthly financial report. This is not a mandatory requirement of the new sustainability framework but it is good financial practice to do so.

Council has met or favourably exceeded all targets set by the Department for the Lockyer Valley Regional Council. A summary of the new sustainability measures and graphical representation of Council's financial performance for each sustainability measure has been included as an attachment to this report.

## **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 - December 2023 20 Pages

2 Sustainability Indicators - December 2023 2 Pages

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



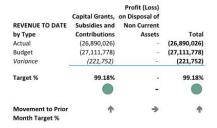
REVENUE TO DATE	Rates and Utility Charges (Gross)	Discount	Charges and Fees	Interest			Revenue - Contract/Reco verable Works	Other Revenue	Profit from Investments	Total
Actual	(23,782,198)	967,423	(4,387,521)	(1,684,041)	(2,665,891)	(292,003)	(292,063)	(1,270,457)	-	(33,406,752)
Budget	(23,778,458)	957,500	(4,126,599)	(1,270,153)	(2,539,864)	(857,000)	(380,000)	(1,316,836)	-	(33,311,409)
Variance	3,741	(9,923)	260,922	413,889	126,027	(564,997)	(87,937)	(46,379)	-	95,342
Target %	100.02%	101.04%	106.32%	132.59%	104.96%	34.07%	76.86%	96.48%	-	100.29%
Movement to Prior Month Target %	<b>→</b>	Ψ	→	→	<b>→</b>	→	•	Ψ	→	→



EXPENDITURE TO DATE		Goods and			
by Type	<b>Employee Costs</b>	Services	Finance Costs	Depreciation	Total
Actual	15,307,137	10,513,356	361,824	6,921,790	33,104,108
Budget	15,376,359	12,362,219	366,599	6,957,056	35,062,234
Variance	69,222	1,848,863	4,775	35,266	1,958,126
Target %	99.55%	85.04%	98.70%	99.49%	94.42%
Movement to Prior Month Target %	*	*	Ψ	<b>→</b>	<b>→</b>

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





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	2,266,372	154,641	25,629,691	7,179,788	35,230,492
Budget	2,165,193	413,500	23,521,595	5,211,950	31,312,238
Target %	104.67%	37.40%	108.96%	137.76%	112.51%
Movement to Prior Month Target %	>	>	•	>	4

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

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	47,356,915	23,782,198	23,778,458	(3,741)	-0.02%
Discount	(1,915,000)	(967,423)	(957,500)	9,923	-1.04%
Charges and Fees	6,853,449	4,387,521	4,126,599	(260,922)	-6.32%
Interest	2,540,305	1,684,041	1,270,153	(413,889)	-32.59%
Operating Grants and Subsidies	17,951,148	2,665,891	2,539,864	(126,027)	-4.96%
Operating Contributions and Donations	2,397,000	292,003	857,000	564,997	65.93%
Revenue - Contract/Recoverable Works	760,000	292,063	380,000	87,937	23.14%
Other Revenue	2,253,913	1,270,457	1,316,836	46,380	3.52%
Profit from Investments	1,805,837	-	-		0.00%
Total Recurrent Revenue	80,003,567	33,406,752	33,311,409	(95,342)	-0.29%
Capital Revenue					
Capital Grants, Subsidies and Contributions	48,949,896	26,890,026	27,111,778	221,752	0.82%
Gain on Sale	81,465	6,289	40,733	34,444	84.56%
Total Revenue	129,034,928	60,303,066	60,463,920	160,854	0.27%
Capital Income	-	-	-	-	0.00%
Total Income	129,034,928	60,303,066	60,463,920	160,854	0.27%
Expenses					
Recurrent Expenses					
Employee Costs	30,189,516	15,307,137	15,376,359	69,222	0.45%
Goods and Services	35,389,017	10,513,356	12,362,219	1,848,863	14.96%
Finance costs	437,799	361,824	366,599	4,775	1.30%
Depreciation	13,914,112	6,921,790	6,957,056	35,266	0.51%
Total Recurrent Expenses	79,930,444	33,104,108	35,062,234	1,958,126	5.58%
Capital Expenses	-	60,664	-	(60,664)	0.00%
Total Expenses	79,930,444	33,164,771	35,062,234	1,897,462	5.41%
Net Recurrent Result/Operating Surplus/(Deficit)	73,123	302,644	(1,750,824)	(2,053,468)	117.29%
NET RESULT AFTER CAPITAL ITEMS	49,104,484	27,138,295	25,401,686	(1,736,609)	-6.84%

Lockyer Valley Regional Council (Executive Office) Statement of Comprehensive Income

For Period Ending December 2023

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	37,593,721	18,855,815	18,896,861	41,046	0.22
Discount	(1,665,000)	(848,936)	(832,500)	16,436	(1.97)
Charges and Fees	314,529	181,591	157,265	(24,326)	(15.47)
Interest	2,507,305	1,646,957	1,253,653	(393,305)	(31.37)
Operating Grants and Subsidies	2,995,950	253,685	346,338	92,653	26.75
Revenue - Contract/Recoverable Works	-	1,022	-	(1,022)	-
Other Revenue	1,307,325	670,233	749,013	78,779	10.52
Profit from Investments	1,805,837		-	-	-
Total Recurrent Revenue	44,859,667	20,760,368	20,570,628	(189,740)	(0.92)
Capital Revenue Capital Grants, Subsidies and Contributions Gain on Sale	517,317	106,403	175,028	68,625	39.21
dain on saic					
Total Revenue	45,376,984	20,866,771	20,745,656	(121,115)	(0.58)
Capital Income		-		-	
Total Income	45,376,984	20,866,771	20,745,656	(121,115)	(0.58)
Expenses Recurrent Expenses					
Employee Costs	4,713,826	3,325,081	2,653,807	(671,274)	(25.29)
Goods and Services	2,666,562	828,882	1,144,305	315,423	27.56
Finance costs	386,043	312,578	320,043	7,465	2.33
Depreciation	12,145,019	6,170,871	6,072,510	(98,361)	(1.62)
Total Recurrent Expenses	19,911,450	10,637,411	10,190,665	(446,746)	(4.38)
Capital Expenses			-		-
Total Expenses	19,911,450	10,637,411	10,190,665	(446,746)	(4.38)
Net Recurrent Result/Operating Surplus/(Deficit)	24,948,217	10,122,957	10,379,963	257,007	2.48
NET RESULT AFTER CAPITAL ITEMS	25,465,534	10,229,360	10,554,991	325,632	3.09
	25, .55,554	10,110,000	10,00 .,001	525,032	5.55

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

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	8,584,378	4,335,454	4,292,189	(43,265)	(1.01)
Discount	(250,000)	(118,487)	(125,000)	(6,513)	5.21
Charges and Fees	875,020	514,003	437,510	(76,493)	(17.48)
Interest	32,000	35,574	16,000	(19,573)	(122.33)
Operating Grants and Subsidies	374,450	334,443	352,450	18,007	5.11
Operating Contributions and Donations	62,000	62,581	62,000	(581)	(0.94)
Other Revenue	429,076	314,472	307,538	(6,934)	(2.25)
Total Recurrent Revenue	10,106,924	5,478,039	5,342,687	(135,352)	(2.53)
Capital Revenue					
Capital Grants, Subsidies and Contributions	463,416	463,416	463,416	0	0.00
Gain on Sale	-	-	-		-
Total Revenue	10,570,340	5,941,455	5,806,103	(135,352)	(2.33)
Capital Income	-	-	-	-	-
Total Income	10,570,340	5,941,455	5,806,103	(135,352)	(2.33)
Expenses					
Recurrent Expenses					
Employee Costs	6,599,618	3,273,585	3,301,783	28,198	0.85
Goods and Services	11,660,382	4,712,500	5,252,157	539,657	10.27
Finance costs	43,856	42,707	42,606	(101)	(0.24)
Depreciation	554,872	134,308	277,436	143,128	51.59
Total Recurrent Expenses	18,858,728	8,163,099	8,873,982	710,883	8.01
Capital Expenses					
Total Expenses	18,858,728	8,163,099	8,873,982	710,883	8.01
Net Recurrent Result/Operating Surplus/(Deficit)	(8,751,804)	(2,685,060)	(3,531,295)	(846,235)	23.96
NET RESULT AFTER CAPITAL ITEMS	(8,288,388)	(2,221,644)	(3,067,879)	(846,235)	27.58

Lockyer Valley Regional Council (Community and Regional Prosperity) Statement of Comprehensive Income

For Period Ending December 2023

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	314,676	158,859	157,338	(1,521)	(0.97)
Charges and Fees	5,306,100	3,498,337	3,352,925	(145,412)	(4.34)
Interest	1,000	1,511	500	(1,011)	(202.15)
Operating Grants and Subsidies	8,526,957	967,166	740,231	(226,935)	(30.66)
Operating Contributions and Donations	2,335,000	203,820	795,000	591,180	74.36
Revenue - Contract/Recoverable Works	-	540	-	(540)	-
Other Revenue	46,259	45,567	24,659	(20,908)	(84.79)
Total Recurrent Revenue	16,529,992	4,875,799	5,070,653	194,854	3.84
Capital Revenue					
Capital Grants, Subsidies and Contributions	34,000	-	34,000	34,000	100.00
Gain on Sale	-	-	-	-	-
Total Revenue	16,563,992	4,875,799	5,104,653	228,854	4.48
Capital Income	-	-	-	-	-
Total Income	16,563,992	4,875,799	5,104,653	228,854	4.48
Expenses					
Recurrent Expenses					
Employee Costs	7,492,268	3,752,917	3,740,035	(12,882)	(0.34)
Goods and Services	14,594,750	2,181,198	2,618,435	437,237	16.70
Finance costs	7,900	6,540	3,950	(2,590)	(65.56)
Depreciation	27,603	13,769	13,802	33	0.24
Total Recurrent Expenses	22,122,521	5,954,424	6,376,222	421,798	6.62
Capital Expenses			-		-
Total Expenses	22,122,521	5,954,424	6,376,222	421,798	6.62
Net Recurrent Result/Operating Surplus/(Deficit)	(5,592,529)	(1,078,625)	(1,305,570)	(226,945)	17.38
NET RESULT AFTER CAPITAL ITEMS	(5,558,529)	(1,078,625)	(1,271,570)	(192,945)	15.17

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

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	864,140	432,070	432,070	-	-
Charges and Fees	357,800	193,591	178,900	(14,691)	(8.21)
Operating Grants and Subsidies	6,053,791	1,097,084	1,100,845	3,761	0.34
Operating Contributions and Donations	-	25,602	-	(25,602)	-
Revenue - Contract/Recoverable Works	760,000	290,500	380,000	89,500	23.55
Other Revenue	471,253	240,184	235,626	(4,558)	(1.93)
Total Recurrent Revenue	8,506,984	2,279,031	2,327,441	48,410	2.08
Capital Revenue					
Capital Grants, Subsidies and Contributions	12,958,895	5,660,591	5,789,334	128,743	2.22
Gain on Sale	81,465	6,289	40,733	34,444	84.56
Total Revenue	21,547,344	7,945,911	8,157,508	211,597	2.59
Capital Income		-	-	-	-
Total Income	21,547,344	7,945,911	8,157,508	211,597	2.59
Expenses					
Recurrent Expenses					
Employee Costs	11,383,803	4,955,548	5,680,734	725,186	12.77
Goods and Services	6,467,323	2,790,777	3,347,322	556,545	16.63
Depreciation	1,186,618	602,843	593,309	(9,534)	(1.61)
Total Recurrent Expenses	19,037,744	8,349,167	9,621,365	1,272,198	13.22
Capital Expenses	-	60,664	-	(60,664)	-
Total Expenses	19,037,744	8,409,831	9,621,365	1,211,534	12.59
Net Recurrent Result/Operating Surplus/(Deficit)	(10,530,760)	(6,070,136)	(7,293,923)	(1,223,787)	16.78
NET RESULT AFTER CAPITAL ITEMS	2,509,600	(463,920)	(1,463,857)	(999,937)	68.31

#### Lockyer Valley Regional Council (2021/2022 Flood Events) Statement of Comprehensive Income

For Period Ending December 2023

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income Revenue Recurrent Revenue					
Operating Grants and Subsidies	118,000	13,514	-	(13,514)	-
Total Recurrent Revenue	118,000	13,514		(13,514)	-
Capital Revenue Capital Grants, Subsidies and Contributions Gain on Sale	43,376,268	25,187,019	25,150,000	(37,019)	(0.15)
Total Revenue	43,494,268	25,200,533	25,150,000	(50,533)	(0.20)
Capital Income	-		-		-
Total Income	43,494,268	25,200,533	25,150,000	(50,533)	(0.20)
Expenses Recurrent Expenses					
Employee Costs	96,000	(350)	48,000	48,350	100.73
Goods and Services	22,000	(75,558)	9,420	84,978	902.11
Total Recurrent Expenses	118,000	(75,908)	57,420	133,328	232.20
Capital Expenses	-	-	-	-	-
Total Expenses	118,000	(75,908)	57,420	133,328	232.20
Net Recurrent Result/Operating Surplus/(Deficit)		89,422	(57,420)	(146,842)	255.73
NET RESULT AFTER CAPITAL ITEMS	43,376,268	25,276,441	25,092,580	(183,861)	(0.73)

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

	2023-2024 Annual Budget	2023-2024 YTD Actuals
Cash flows from operating activities:	•	
Receipts		
Receipts from customers	78,860,000	32,476,684
Dividend received	-	-
Interest received	2,540,000	1,684,041
Payments		
Payments to suppliers and employees	(69,051,000)	(33,712,793)
Interest expense	(295,000)	(292,128)
Net cash inflow (outflow) from operating activities	12,054,000	155,804
Cash flows from investing activities:		
Capital grants, subsidies and contributions	48,950,000	23,276,063
Payments for property, plant and equipment	(71,498,000)	(35,261,478)
Payments for investment property	-	-
Net transfer (to) from cash investments	1,174,000	-
Proceeds from sale of property plant and equipment	302,000	358,473
Net cash inflow (outflow) from investing activities	(21,072,000)	(11,626,942)
Cash flows from financing activities:		
Repayment of borrowings	(12,247,000)	(548,941)
Proceeds from borrowings	-	-
Net cash inflow (outflow) from financing activities	(12,247,000)	(548,941)
Net increase (decrease) in cash and cash equivalents held	(21,265,000)	(12,020,079)
,	(,,-50)	(,,5,0)
Cash and cash equivalents at beginning of the financial year	55,430,000	54,445,494
Cash and cash equivalents at end of the financial year	34,165,000	42,425,416
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# LOCKYER VALLEY REGIONAL COUNCIL STATEMENT OF FINANCIAL POSITION As at 31 December, 2023

	2023-2024 Annual Budget	2023-2024 YTD Actual
Current Assets		
Cash assets and cash equivalents	34,165,000	24,425,416
Cash investments	-	18,000,000
Trade and other receivables	11,168,000	5,103,831
Inventories	592,000	933,165
Contract Receivable	-	10,083,920
Total Current Assets	45,925,000	58,546,332
Non Current Assets		
Trade and other receivables	14,735,000	14,734,969
Equity investments	34,723,000	33,503,594
Investment properties	1,782,000	1,781,664
Property, plant and equipment	792,129,000	762,184,248
Intangible assets	62,000	71,807
Total Non Current Assets	843,431,000	812,276,282
TOTAL ASSETS	889,356,000	870,822,615
Current Liabilites		
Trade and other payables	16,651,000	5,874,457
Provisions	10,588,000	10,832,295
Borrowings	-	587,734
Contract Liability Grants	-	2,598,808
Total Current Liabilities	27,239,000	19,893,294
Non Current Liabilities		
Provisions	43,904,000	44,028,798
Borrowings	-	11,110,628
Total Non Current Liabilities	43,904,000	55,139,426
TOTAL LIABILITIES	71,143,000	75,032,721
NET COMMUNITY ASSETS	818,214,000	795,789,894
Community Equity		
Retained surplus (deficiency)	461,909,700	439,758,259
Asset revaluation surplus	356,231,000	352,035,529
Reserves	-	3,693,463
Current Surplus/(Deficit)	73,300	302,644
TOTAL COMMUNITY EQUITY	818,214,000	795,789,894

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

					Total		
	Budget	,	Actual	Committed	(includes committed costs)	Remai	ning Budge
INFRASTRUCTURE							
Camping Grounds	266,021		34,312	129,708	164,020		102,00
Capital Program Delivery	7,946,800	2	2,143,045	2,441,816	4,584,861		3,361,93
Cemetery	163,000	•	70,744	69,142	139,886		23,11
DRFA New Event - REPA	37,226,268	2:	1,264,249	7,862,847	29,127,096		8,099,17
Facilities	2,662,875		553,192	489,375	1,042,567		1,620,30
Fleet	5,514,992	1	1,464,348	558,737	2,023,085		3,491,90
Parks & Open Spaces	340,550		99,801	92,422	192,223		148,32
Total for Group	\$ 54,120,506	\$ 25	5.629.691	\$ 11,644,046	\$ 37,273,737	\$ 16	5,846,769
Governance and Property Information Communication Technology Public Order & Safety Transfer Stations Waste Disposal	598,718 437,206 151,000 2,796,256 125,000	2	72,948 153,751 - 2,039,673	53,271 2,176 - 63,342 -	126,219 155,927 - 2,103,015 -		472,49 281,27 151,00 693,24 125,00
Total for Group	\$ 4,108,180	\$ 2	2,266,372	\$ 118,789	\$ 2,385,161	\$ 1	L,723,01
COMMUNITY AND REGIONAL PROSPERITY							
Community Events	70,000		12,557	14,402	26,959		43,04
Community Wellbeing	7,000		6,359	-	6,359		64
Growth & Policy	149,000		-	34,206	34,206		114,79
Regional Development	3,613,096	2	2,633,469	5,250	2,638,719		974,37
Tourism Initiatives	350,000		-	-	-		350,00
Voluntary Home Buy Back	8,400,000	4	4,527,403	477,255	5,004,658		3,395,34
Total for Group	\$ 12,589,096	\$ 7	7,179,788	\$ 531,113	\$ 7,710,901	\$ 4	1,878,19
EXECUTIVE OFFICE							
Disaster Management	679,790		154,641	339,039	493,680		186,11
	4		154 641	\$ 339.039	\$ 493.680	Ś	186,11
Total for Group	\$ 679,790	\$	154,641	\$ 339,039	\$ 493,080	٠,	100,11
Total for Group  Total for Council	\$ 679,790			\$ 12,632,987	\$ 47,863,479		3,634,09

#### Cost Centre: Parks & Open Spaces Program: Parks and Open Spaces Projects INFRASTRUCTURE ost Centre: Capital Program Delivery Program: Future Design Works Programme Bridge Renewal Programme Projects Total Program: Bridge Renewal Programme Clarke's Bridge, Thornton (LRRG) Parks and Open Spaces Projects Projects Total Douglas McInnes Drive 23/24 Floodway Renewal Program Biggs Road, Withcott 23/24 Culvert Renewal Program Steinke's Bridge (LRRG) Mahon Bridge (BRP) Park Table Setting Renewals Park Seating Renewal Park Playground Surfacing Improvements Park Entrance Statement Renewal Narda Lagoon BBQ Ins Repairs May Event **BBQ Replacement Upper Grantham Parklands** Anzac Park Works and Shade Sail Future Project Design-Budget Only Future Design - Footpath Renewal Edgerton Drive, Plainland (LRCI4) Ropehill Comm Sport Cent Shade Shelter Jean Biggs Disability Parking Jean Biggs Design Footpath Missing Links - Jones Road Footpath Missing Links - Fairway Drive 1,342,000 1,000,000 110,000 34,500 22,550 12,000 28,000 251,677 19,156 804 601 3,368 18,571 1,352 53,161 78,865 27,740 6,517 10,136 3,921 15,966 35,521 46,472 20,845 470,362 449,517 92,422 24,200 15,165 34,699 68,222 10,073 11,994 1,944 CAPITAL WORKS PROGRAM Total (includes mmitted costs) 129,083 909,142 701,194 21,100 804 601 58,466 53,270 1,352 68,326 15,966 35,521 24,200 27,740 6,517 10,136 78,865 72,143 3,368 (53,270) (1,352) (68,326) 178,900 (804) (601) (3,368) 400,000 (58,466) (29,083) 432,858 298,806 163,135 16,500 (200) 260 (6,517) 1,864 37,857 6,584 (1,021)100,000 1,342,000 1,000,000 242,000 Not applicable 60 30 75 30 100 Not applicable Costs to be transferred from operational expenses Detailed design underway. Due end of February. Construction cost estimates received within budget Final design with Urban Utilities for impact assessment. Design Budget Holding Project. Geotech testing (Site works) completed and design continuing. Preliminary plans received and some minor additions Preliminary plans received. Flagstone Creek concepts completed operational expenses

Pavement Renewal Programme Projects Total	Saturated Pavement Crowley Vale Rd(LRRG)	Pavement Rehab A/C Replacement	Program: Pavement Renewal Programme	Other Infrastructure Projects Projects Total	William St, Forest Hill (Future Design)	Tenthill Ropeley Rockside 'hardt (TIDS)	Survey Equipment	Spencer & Maitland (Black Spot 22/23)	Spa Water Rd Reconstruction (LRCI4)	Postmans Ridge Road Rehab	North East Street Kerb & Chanel (SEQCSP)	Lockyer Creek Rd Helidon Profile (LRCI4)	Lake Apex Car Park	Grantham Scrub/Grantham Winwill (HVSPP)	Gehrke Road/Lorikeet Road (BS)	Gatton Central Drainage Upgrade - Design	Forest Avenue Drainage	Bridge Improvements	Program: Other Infrastructure Projects	Graver nesheet Programme Projects Total	Gravel Resheet Program for 23/24	Program: Gravel Resheet Programme	ruture Design Works Programme Projects Total	William Street, Gatton	Ropehill Road, Upper Tenthill (LRCI4)	Mary Street, Laidley	Lyne Road, Morton Vale	Laidley CBD Accessibility Review	Jubilee Street, Gatton	
600,800	400 800	200,000		1,274,000		200,000	30,000		130,000	120,000	,	184,000	45,000			440,000	25,000	100,000		/30,000	750,000		080,000		80,000		,		,	Budget
439,925	345 106	94,819		363,383	762	14,217	11,538	26,585		90,767	890		12,280	350	7,238	144,693		54,063		270,430	276,436		242,827	(570)	40,316	8,442	517	88	7,942	Actual
68,480	29 048	39,432		161,020		26,778				42,212						92,030				33,732	93,732		00,331		3,955	1,260			1,260	Committed
508,405	374 154	134,251		524,403	762	40,995	11,538	26,585	,	132,978	890		12,280	350	7,238	236,723		54,063		001,076	370,168		323,178	(570)	44,271	9,702	517	88	9,202	Total (includes committed costs) Remaining Budget
92,395	26 646	65,749		749,597	(762)	159,005	18,462	(26,585)	130,000	(12,978)	(890)	184,000	32,720	(350)	(7,238)	203,277	25,000	45,937		3/3,032	379,832		336,622	570	35,729	(9,702)	(517)	(88)	(9,202)	aining Budget
400,800	400 800			314,000					130,000			184,000	1					1					220,760	-	80,000					Total Amount of Funding
200,000		200,000		960,000		200,000	30,000			120,000			45,000			440,000	25,000	100,000		,50,000	750,000		459,240							Council Contribution
	0	Not applicable			100	σ	Not applicable	100	0	<b>5</b> 0	100	0	20	100	100	50	0	Not applicable			Not applicable			100	100	5	ω	11	U)	Design Completion %
	70	90			Not applicable	Not applicable	90	100	0	Not applicable	100	0	Not applicable	100	100	0	0	<b>5</b> 0			20			Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Construction Completion %
or January.	with approx 60% completed. Estimated due date by end	90% complete. Hall seal to be completed as part of the reseal program. Eestimated works begin end of February.				Procurement documents underway. Some investigation work required before release to market.	Purchase of TSC5 is complete. Investigating the purchase of additional counters.	Small amount of costs incurred in 23/24. Project substantially completed in 22/23.		Service locating and conflicts plans done.	Small amount of costs incurred in 23/24. Project substantially completed in 22/23.		Concept plan completed and sent for review.		Small amount of costs incurred in 23/24. Project substantially completed in 22/23.	Survey completed. Preliminary design underway.		Repairs on Thistlewalte Bridge complete. Remaining budget to be spent on Steinke Bridge. Deck joint replacements to be procured.								Survey completed.	scheduled.	Conn data amount industrial Contact and contact		Comments

DRFA - Feb 2022 - Seaed Zone 1	DRFA - Feb 2022 - Sealed Zone 11	DRFA - Feb 2022 - Brightview Road BETTERMENT	DRFA - Feb 2022 - Brightview Road REPA	DRFA - Feb 2022 - Sealed Zone 3	DRFA - Feb 2022 - Sealed Zone 4	DRFA - Feb 2022 - Guardrail Repairs	DRFA - Feb 2022 - Adare Road Floodway	DRFA - Feb 2022 - Sealed Zone 5	DRFA - Feb 2022 - Sealed Zone 9	DRFA - Feb 2022 - Berlin Road Landslip	DRFA - Feb 2022 - Pipe Cleanouts	DRFA - Feb 2022 - Unsealed Zone 11	DRFA - Feb 2022 - Unsealed Zone 4, pt 2	DRFA - Feb 2022 - Unsealed Zone 4, pt 1	DRFA - Feb 2022 - Old Laidley Forest Hill Road	DRFA - Feb 2022 - Unsealed Zone 10, pt 1	DRFA - Feb 2022 - Sealed Zones 1, 2 & 3	DRFA - Feb 2022 - Unsealed Zone 3	DRFA - Feb 2022 - Unsealed Zone 9	DRFA - Feb 2022 - Fred Thomas Pedestrian Bridge	Cost Centre: DRFA New Event - REPA Program: REPA Programme	sea kenewa Programme Projects Total		23/24 Bitumen Reseal Program (RTR)	Program: Seal Renewal Programme	Pavement Widening Programme Projects Total	Woodlands Rd (Schroeders Rd Bends) TIDS	Program: Pavement Widening Programme	
			1			,		,		,		,										1,/00,000	1,700,000			1,600,000	1,600,000		Budget
604,694	124,139	124,544	72,633	145,313	123,687	6,323	274,254	222,776	167,667	2,914,595	28,391	127,630	561,352	529,009	22,816	510,502	322,529	4,850	694	472		138,239	138,239			123,380	123,380		Actual
1,127	17,703	1,549,856	2,522	1,760	2,055		4,645	26,926	30,644	36,242		12,470	374,502	345,136	21,559	124,883						1,301,147	1,561,147			6,596	6,596		Committed c
605,821	141,842	1,674,400	75,155	147,073	125,742	6,323	278,900	249,702	198,311	2,950,836	28,391	140,100	935,854	874,145	44,376	635,386	322,529	4,850	694	472		1,099,386	1,699,386			129,975	129,975		Total (includes committed costs) Remaining Budget
(605,821)	(141,842)	(1,674,400)	(75,155)	(147,073)	(125,742)	(6,323)	(278,900)	(249,702)	(198,311)	(2,950,836)	(28,391)	(140,100)	(935,854)	(874,145)	(44,376)	(635,386)	(322,529)	(4,850)	(694)	(472)		014	614	2		1,470,025	1,470,025		maining Budget
																						610'176	927,079			750,000	750,000		Total Amount of Funding
												,		,		,			,			112,511	772,921			850,000	850,000		Council Contribution
Not applicable	Not applicable	100	Not applicable	Not applicable	Not applicable	Not applicable	100	Not applicable	Not applicable	100	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	100				100			100		Design Completion %
90	97	5	0	93	93	98	100	69	99	100	100	100	100	100	100	100	94	100	100	100				40			v		Construction Completion %
Sealed Pavements Package East (Zones 1,2,3,4,5,6) - Started July 2023, only minor works remain at a couple of sites.	Started July 2023, only minor works remain at a couple of sites.		of Sites.	Sealed Pavements Package East (Zones 1,2,3,4,5,6) - Started July 2023, only minor works remain at a couple	Sealed Pavements Package East (Zones 1,2,3,4,5,6). Started July 2023, only minor works remain at a couple of sites.			Sealed Pavements Package East (Zones 1,2,3,4,5,6) - Started July 2023, one floodway to be replaced.	Sealed Pavements Package West (Zones 7,8,9,10,11-18) - Started July 2023, only minor works remain at a couple of sites.								Sealed Pavements Package East (Zones 1,2,3,4,5,6) - Started July 2023, only minor works remain at a couple of sites.						follow.	Works began in December 2023. Preparatory works underway. Approximately 40% complete with reseals to			Needs updating to reflect amended TIDS allocation. Additional LVRC contribution required. Construction works to begin in February by LVRC crews.		Comments

100  100  NA  Project Management Costs Only.  76  87  Contract Awarded. Start July 2023 and finish April 2024  90  Not applicable  REPA Budget Holding Project.		2,250,000		2,250,000 (199,982) (598,087)	199,982 598,087	4,630 159,107	195,353 438,980	2,250,000	Complementary Works (Holding Project)  DRFA - Feb 2022 - Comp Works Sealed  DRFA - Feb 2022 - Comp Works Sealed  DRFA - Feb 2022 - Comp Works Unsealed
	isoc applicable		34,976,268	6,527,039	28,449,229	7,699,238	20,749,992	34,976,268	REPA Programme Projects Total
	Not applicable		- 2A 076 768	(1,439,395)	1,439,395	233,957	1,205,438	3/ 076 768	DRFA - May 2022 - East Egypt Road Landslip, site 3 RFPA (Holding Project)
	100			(1,809,245)	1,809,245	1,467,435	341,811	,	DRFA - May 2022 - Mountain View Drive Landslip
	100			(2,756,819)	2,756,819	345,399	2,411,420		DRFA - May 2022 - East Egypt Road Landslip
	100			(4,774,591)	4,774,591	1,312,849	3,461,742		DRFA - May 2022 - Litfins Bridge
100	Not applicable			(936,747)	35,747	3,269	180 396		DREA - Feb 2022 - Littins Road Floodway
	100			(266,384)	266,384	79,496	186,889	,	DRFA - Feb 2022 - Steinke's Bridge REPA
90	Not applicable			(264,623)	264,623	14,912	249,711		DRFA - Feb 2022 - Final All Zones Submission
100	100			(82,800)	82,800	48,675	34,126	,	DRFA - Feb 2022 - Roches Road CH 1250
37	- 100			(628,095)	628,095	209,303	418,792		DRFA - Feb 2022 - Floodway Approaches
5	100			(13,612)	13,612	6,564	7,048	,	DRFA - Feb 2022 - Flagstone Creek Road Rockfall
East Egypt Road remaining. To be completed early 2024 after contractor has completed landslip works.	Not applicable			(1,402,442)	1,402,442	341,584	1,060,858	,	DRFA - Feb 2022 - Unsealed Zone 7
98 Started July 2023, only minor works remain at a couple of sites.	Not applicable			(216,113)	216,113	301	215,812		DRFA - Feb 2022 - Sealed Zone 7
100 Cooled Baroments Barbara Wast	Not applicable	,		(223,717)	223,717	5,249	218,468		DRFA - Feb 2022 - Sealed Zone 6
Sealed Pavements Package East (Zones 1,2,3,4,5,6) - Started July 2023, only minor works remain at a couple of sites	Not applicable			(519,366)	519,366		519,366		DRFA - Feb 2022 - Sealed Zone 2
100	Not applicable	,		(631,743)	631,743	63,446	568,297		DRFA - Feb 2022 - Unsealed Zone 10, pt 3
5ealed Pavements Package West (Zones 7,8,9,10,11-18) - Started July 2023, two culverts to be replaced.	Not applicable			(827,254)	827,254	53,767	773,487		DRFA - Feb 2022 - Sealed Zone 8
95	- 100			(34,198)	34,198	,	34,198	,	DRFA - Feb 2022 - Crans Road Floodway
100	Not applicable			(72,627)	72,627	33,056	39,571		DRFA - Feb 2022 - Rockmount Road CH 3220
Sealed Pavements Package West (Zones 7,8,9,10,11-18)  Started July 2023, only minor works remain at a couple of sites.	Not applicable			(224,630)	224,630		224,630	,	DRFA - Feb 2022 - Sealed Zone 10
100	Not applicable			(260,871)	260,871	26,682	234,190	,	DRFA - Feb 2022 - Unsealed Zone 10, pt 2
100	Not applicable			(1,104,425)	1,104,425	155,406	949,018		DRFA - Feb 2022 - Unsealed Zone 6
100	Not applicable			(493,378)	493,378		493,378		DRFA - Feb 2022 - Unsealed Zone 5
Completion % Comments	Design Completion %	Contribution	Total Amount of Funding	emaining Budget	(includes committed costs) Remaining Budget	Committed c	Actual	Budget	

Fuel Tank Decommissioning Gatton Depot Gatton Depot Fuel Tank Gatton Equest Cent Stage 1 Multi Year PJ	Facilities Equipment Replacement	Electrical Upgrades	DNS Stage 2 Prevention Safety Works	Alex Geddes Hall Upgrade (BSBR)	Program: Facilities Projects Accessibility Improvements (LRC14)	Cost Centre: Facilities	Camping Grounds Projects Projects Total	Renovation of Amenities Block Lake Dyer	Disabled Toilet Lake Dyer	Program: Camping Grounds Projects	Cost Centre: Camping Grounds	Cemetery Projects Projects Total	New Lowering Device	Laidley Cemetery Seating	Laidley Cemetery Columbarium	Gatton Cemetery Seam Strip Installation	Forest Hill Cemetery Seam Strip Install	Program: Cemetery Projects	Cost Centre: Cemetery	ricet Frujetis Frujetis Founi	Float Brojects Total	Dit Cover Denot Workshop	National Daniel Works	Diagnostic Scan Tool	22/23 Mowers	22/23 Light Commercials	22/23 Eartnmoving Equipment	21/22 Irucks Replacement	21/22 Trailers Replacement	2023/2024 Fleet Purchases	Program: Fleet Projects	Cost Centre: Fleet	
20,000 1,175 291,893	50,000	12,248	25,000	662,256	857,079		266,021	245,000	21,021			163,000	14,000	10,000	50,000	51,000	38,000			2,524,532	5 514 000	000,000	20,000	30,000						4,914,992			Budget
3,909 1,175 385	9,562	2,448		304,334	2,211		34,312	34,312				70,744	9,567	6,552	5,982	25,579	23,065			2,404,240	1 464 249		13,700	15 700	16,818	70,479	541,900	360,531	248,551	53,902			Actual
3,462	5,702			373,959	5,262		129,708	129,708				69,142			30,838	38,304				330,737	556 227				137,976					420,761			Committed
7,371 1,175 385	15,264	2,448		678,293	7,473		164,020	164,020				139,886	9,567	6,552	36,819	63,883	23,065			2,023,003	20020005		13,700	15 700	154,/95	/0,4/9	541,900	360,531	248,551	474,662			Total (includes committed costs) Remaining Budget
12,629 (0) 291,508	34,736	9,800	25,000	(16,037)	849,606		102,001	80,980	21,021			23,114	4,433	3,448	13,181	(12,883)	14,935			0,402,507	2 491 907	30,000	4,300	(156,467)	(154,/95)	(70,479)	(541,900)	(360,531)	(248,551)	4,440,330			emaining Budget
			-	956 299	857,079															400,000	400,000									400,000			Total Amount of
20,000 1,175 291,893	50,000	12,248	25,000				266,021	245,000	21,021			163,000	14,000	10,000	50,000	51,000	38,000			2,114,222	5 114 993	30,000	20,000	30,000						4,514,992			Council
Not applicable 100	Not applicable	100	0	100	vs			30					Not applicable	Not applicable	Not applicable	Not applicable	Not applicable				inor applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable			Design Completion %
30 100	10	80	0	30	0			0					100	95	10	10	90				mor appropria	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable			Construction
Upgrade works to the Datafuel console scheduled for 08/12/2023.  completed.			Not commenced.	Demolition complete and site handover completed 12/10/2023. Installation of new building to begin				and awaiting price. Will be a staged project delivered in 2 separable portions.	Sewer investigations are underway to determine size of the ammenties block and approvals. Design determined				Device delivered.																				Comments

			\$ 13,258,264	\$ 40,862,242 \$ 13,258,264	\$ 16,846,769	\$ 54,120,506 \$ 25,629,691 \$ 11,644,046 \$ 37,273,737 \$ 16,846,769	\$ 11,644,046	\$ 25,629,691	\$ 54,120,506	Total for Group
			1,131,540	1,531,335	1,620,308	1,042,567	489,375	553,192	2,662,875	Facilities Projects Projects Total
Works to commence on 22 Jan 2024	0	100	151,000		8,800	142,200	28,440	113,760	151,000	Withcott Sports Centre Floor Repairs
Design inception meeting held and preliminary design and investigation works underway.	0	20	100,000		76,120	23,880	18,100	5,780	100,000	Watermain Renewal Laidley Showgrounds
Budget to be included in Budget Review 2.		Not applicable			(15,191)	15,191		15,191		Storm Event Nov 2023 - LCC Insur Repairs
	0	Not applicable	23,000		23,000				23,000	Replace Furniture Comm & Rec Facilities
	60	95	64,000	12,000	7,948	68,052		68,052	76,000	Laidley Saleyards Environmental (SEQCSP)
Small cost carried to new financial year. Budget carried forward from 2022/2023.	100	100	6,224		(0)	6,224		6,224	6,224	Laidley IGA Carpark
	0	90	80,000		57,362	22,638	7,796	14,842	80,000	Half Court Basketball Court Lake Apex
Contractor engaged and works to commence early 2024.	0	100	307,000		255,028	51,972	46,653	5,319	307,000	GSH External Cladding and Gutters
Comments	Construction Completion %	Design Completion %	Council Contribution	Total Amount of Funding	Remaining Budget	(includes committed costs) Remaining Budget	Committed	Actual	Budget	
						Total				

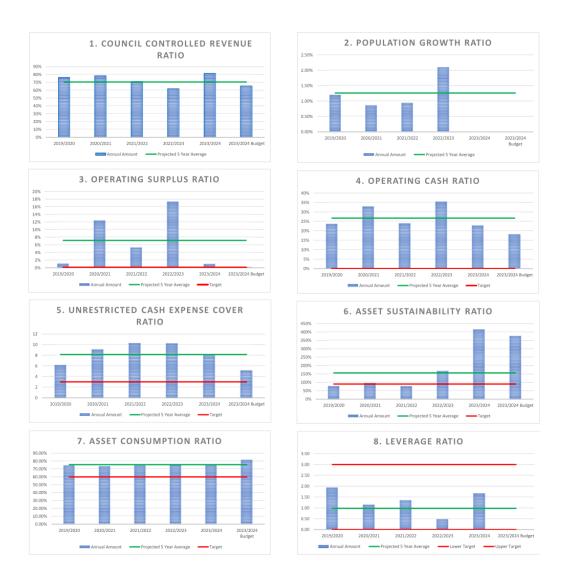
CCIV Hardware Renewals  Public Order and Safety Projects Projects Total  Total for Group	Cost Centre: Public Order & Safety Program: Public Order and Safety Projects	Waste Disposal Projects Projects Total	Asphalt Extension rear (MRF)	Program: Waste Disposal Projects	Transfer Station Projects Projects Total	Old Gatton Landfill Capping	Materials Recov Fac Asphalt Replacement Materials Recovery Facility Fire Systems	Gatton Landfill Cell 5 (SEQCSP)	Cost Centre: Transfer Stations Program: Transfer Station Projects	Waste Disposal Projects Projects Total	Laidley Leachate Tank Replacement	Program: Waste Disposal Projects	Cost Centre: Waste Disposal	Information Communication Technology Projects Projects Tota	UPS Renewal	Printer Fleet Renewals	Network Switch Renewals	Library People Counter Renewals	Body Camera Renewals	Backup Hardware Renewals	Cost Centre: Information Communication Technology Program: Information Communication Technology Projects 22/23 LVCC Audio Visual Renewals	Legal Services Projects Projects Total	Subdivision Gatton Saleyards	Realignment, Subdivid, Sale Tryhorn St	Program: Legal Services Projects	Cost Centre: Governance and Property	PEOPLE AND BUSINESS PERFORMANCE		
151,000 151,000 <b>4,108,180</b> \$		70,000	70,000		2,726,256	8,550	32,990 51,301	2,633,415		125,000	125,000			437,206	38.706	154,000	21,500	10,500	34,500	18,000	160,000	598,718	98,718	500,000				Budget	
2,266,372 \$					2,039,673			2,039,673						153,751	13,923	125,445				14,383		72,948	34,403	38,545				Actual	
118,789 \$					63,342			63,342						2,176	,	2.176				,		53,271	32,823	20,448				Committed	
\$ 2,385,161 \$					2,103,015			2,103,015						155,927	13.923	127.621				14,383		126,219	67,226	58,993				committed costs) Remaining Budget	Total (includes
151,000 151,000 <b>1,723,019</b>		70,000	70,000		623,241	8,550	32,990 51,301	530,400		125,000	125,000			281,279	24.783	26.379	21,500	10,500	34,500	3,617	160,000	472,499	31,492	441,007				naining Budget	
\$ 463,416 \$					463,416			463,416																				Funding	Total Amount of
151,000 151,000 \$ <b>3,644,764</b>		70,000	70,000		2,262,840	8,550	32,990 51,301	2,169,999		125,000	125,000			437,206	38.706	154,000	21,500	10,500	34,500	18,000	160,000	598,718	98,718	500,000				Contribution	Council
Not applicable	No		0			0	0 0	100			0			:	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable		Not applicable	Not applicable				Completion %	Design
0			0			0	0 0	98			0				10	95	0		0	95	0		25	40				Completion %	Construction
Procurement expected in early 2024.	Programme and the control of the con	g.	the contract and to then determine what Council will do with the building.	Not compared Minima for most contract to coll			Not commenced.  Not commenced.	Landfill Cell 5 has been completed with request for registration submitted to D.E.S Approval expected by 31 January 2024. Filling will commence immediately upon receipt of approval.			Not commenced.							Procurement expected in early 2024.	Procurement expected in early 2024.		Procurement expected in early 2024.		engineering designs and Urban Utilites designs is January 2024.	providers for approval.	Survey completed. Applications lodged with service			Comments	

Total for Group	Cost Centre: Voluntary Home Buy Back  Program: Voluntary Home Buy-Back  Voluntary Home Buy Back Scheme  Voluntary Home Buy-Back Projects Total	Cost Centre: Community Wellbeing Program: Pest Management Projects Weed Wiper Herbicide Applicator Weed Miper Herbicide Projects Total	Cost Centre: Growth & Policy Program: Growth and Policy Projects Flood Mitigation Kensington Grove Flood Mitigation Options Laidley Integrated Land Management Plan Grant Growth and Policy Projects Projects Total	Cost Centre: Community Events Program: Regional Developments Projects Christmas Lighting Regional Developments Projects Projects Tatal	Cost Centre: Tourism Initiatives Program: Tourism Projects FH Rec Grounds Parking & Viewing Silos Tourism Projects Projects Total	COST Centre: Regional Development Program: Regional Developments Projects Mountain Bike Trail Hub Structure Strategic Land Acquisition Regional Developments Projects Projects Total	
\$ 12,589,096 \$	8,400,000 8,400,000	7,000	40,000 75,000 34,000 149,000	70,000	350,000 350,000	450,000 3,163,096 3,513,096	Budget
7,179,788 \$	4,527,403 4,527,403	6,359 6,359	,	12,557 12,557		2,633,469 2,633,469	Actual
531,113 \$	477,255 477,255		3,750 30,456 34,206	14,402 14,402		1,500 3,750 5,250	Committed
7,710,901 \$	5,004,657 5,004,657	6,359 6,359	3,750 30,456 34,206	26,959 26,959		1,500 2,637,219 2,638,719	Total (Includes committeel costs) Remaining Budget
4,878,195 \$	3,395,343 3,395,343	641 641	40,000 71,250 3,544 114,794	43,041 43,041	350,000 350,000	448,500 525,877 974,377	naining Budget
\$ 8,434,000 \$	8,400,000 8,400,000		34,000 34,000				Total Amount of Funding
4,155,096		7,000 7,000	40,000 75,000 - 115,000	70,000 70,000	350,000 350,000	450,000 3,163,096 3,613,096	Council
	Not applicable	Not applicable	0 0 Not applicable	Not applicable	0	0 Not applicable	Design Completion %
	80	100	0 0 0	30	10	10	Construction %
	16 properties purchased in Tranche 1 and 9 in Tranche 2. Rehabilitation of properties including demolition of buildings has commenced.	Weed wiper received.	Trailer acquisition underway. Awaiting delivery.	Quotes have been sourced. Project working group were happy to proceed.	Procurement has commenced for detail design of viewing platform and artists painting of the silos.	Mountain Bike Project to be carried forward waiting to secure access agreements. New Without Hub sites have been identified.  Purchase of land for flood mitgation largely completed.	Comments

Total for Council	Total for Group	Usaster wanagement Projects Projects Local	QRRRF Flood Cameras & Electronic Signage	Flood Warning System Upgrade	Flood Intelligence Infrastructure	DM Donga Pathway	Program: Disaster Management Projects	Cost Centre: Disaster Management	EXECUTIVE OFFICE	
\$ 71,497,572 \$ 35,230,492 \$ 12,632,987 \$ 47,863,479 \$ 23,634,093 \$ 50,276,975 \$ 21,220,597	\$ 679,790	6/3,/90	582,000	40,000	28,490	29,300				Budget
\$ 35,230,492 \$	679,790 \$ 154,641 \$	134,041	131,403			23,239				Actual
12,632,987 \$	339,039 \$	337,039	339,039							Committed co
47,863,479 \$		493,080	470,442			23,239				Total (includes committed costs) Remaining Budget
23,634,093	186,110	100,110	111,558	40,000	28,490	6,061				
\$ 50,276,975	493,680 \$ 186,110 \$ 517,317 \$	317,317	517,317							Total Amount of Funding
\$ 21,220,597	5 162,473	102,473	64,683	40,000	28,490	29,300				Council
			100	75	v	100				Design Completion %
			10	0	0	95				Construction Completion %
				Design options received. Seeking external approvals for placement.	In planning phase.	All site works complete and awaiting final certificate of occupancy.				Comments

#### SUSTAINABILITY MEASURES

Ratio	Overview	Calculation
Council Controlled Revenue Ratio	Council controlled revenue is an indicator of a Council's financial flexibility, ability to influence its operating income and capacity to respond to unexpected financial shocks.	Net Rates, Levies and Charges add Fees and Charges/Total Operating Revenue
2. Population Growth Ratio	Population growth is a key driver of a Council's operating income, service needs and infrastructure requirements into the future.	Prior year estimated population/Previous year estimated population
3. Operating Surplus Ratio	The operating surplus ratio is an indicator of the extent to which operating revenues generated cover operational expenses. Any operating surplus would be available for capital funding or other purposes.	Operating Result/Total Operating Revenue (excluding capital items)
4. Operating Cash Ratio	The operating cash ratio is a measure of a Council's ability to cover its core operational expenses and generate a cash surplus excluding depreciation, amortisation and finance costs.	Operating Result add Depreciation and Amortisation add Finance Costs/Total Operating Revenue
5. Unrestricted Cash Expense Cover Ratio	The unrestricted cash expense cover ratio is an indicator of the unconstrained liquidity available to a Council to meeting ongoing and emergent financial demands which is a key component to solvency. It represents the number of months a Council can continue operating based on currentl monthly expenses.	(Total Cash and Equivalents add Current Investments Add Available Ongoing QTC Working Capital Facility Limit less Externally Restricted Cash)/Total Operating Expenditure less Depreciation and Amortisation less Finance Costs
6. Asset Sustainability Ratio	The asset sustainability ratio approximates the extent to which the infrastructure assets managed by Council are being replaced as they reach the end of their useful lives.	Capital Expenditure on Replacement of Infrastructure Assets (Renewals)/Depreciation Expenditure on Infrastructure Assets
7. Asset Consumption Ratio	The asset consumption ratio approximates the extent to which Council's infrastructure assets have been consumed compared to what it would cost to build a new asset with the same benefit to the community.	Written Down Replacement Cost of Depreciable Infrastructure Assets/Current Replacement Cost of Depreciable Infrastructure Assets
8. Leverage Ratio	The leverage ratio is an indicator of a Council's ability to repay its existing debt. It measures the relative size of the Council's debt to its operating performance.	Book Value of Debt/Total Operating Revenue less Total Operating Expenditure add Depreciation and Amortisation
9. Asset Renewal Funding Ratio	The asset renewal funding ratio measures the ability of a Council to fund its projected infrastructure asset renewal/replacements in the future.	Total of Planned Capital Expenditure on Infrastructure Asset Renewals over 10 years/Total of Required Capital Expenditure on Infrastructure Asset Renewals over 10 years



10.2 Re-appointment Independent Member - Audit and Risk Management

Committee

Author: Madonna Brennan, Risk, Audit and Corporate Planning Advisor

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

#### **Purpose:**

The purpose of this report is to seek Council's endorsement of the re-appointment of Adrian Morey as an Independent Member on the Audit and Risk Management Committee

#### Officer's Recommendation:

THAT Council endorse the re-appointment of Adrian Morey for a second term as an Independent Member on the Audit and Risk Management Committee, for a period of three years commencing on 26 February 2024.

#### **Executive Summary**

The Audit and Risk Management Committee (ARMC) is an advisory committee of Council. The ARMC's primary responsibility it to provide independent assurance to Council on its risks, internal control and compliance frameworks, and to ensure Council meets its statutory requirements regarding external accountability responsibilities.

The current membership of the ARMC comprises of three independent members and two Councillors, with one of the independent members appointed as the Chair.

#### **Proposal**

The initial term of appointment for Independent Member, Adrian Morey to Council's Audit and Risk Management Committee concludes in February 2024. A request was received from Adrian to be re-appointed for another term. To enable this re-appointment in accordance with the ARMC's Charter a review of Adrian's performance was conducted by the Committee Chair and CEO and a successful outcome was determined.

#### **Previous Council Resolutions**

Ordinary Meeting of Council – 17 March 2021

THAT Council endorse the appointment of Adrian Morey as an Independent Member on the Audit and Risk Management Committee for a period of three years commencing 25 February 2021.

Moved By: Cr Wilson Seconded By: Cr Vela

Resolution Number: 20-24/0265

#### **Critical Dates**

To ensure continuity of service the re-appointment process will need to be finalised by 24 February 2024.

#### **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.

#### **Finance and Resource**

Financial commitments for the determination of the Independent Member for the Audit and Risk Management Committee will be managed through existing budget allocations.

#### Legislation and Policy

Section 105 of the *Local Government Act 2009* requires Council to establish an Audit Committee and Section 210 of the *Local Government Regulation 2012* sets out the required framework for operation of the Audit Committee. The Audit and Risk Management Committee Charter has been developed in accordance with the legislative framework and outlines the role, responsibilities, composition and operating guidelines of the Committee.

This report and recommendation align with the Audit and Risk Management Committee Charter.

#### Risk Management

Key Corporate Risk Code and Category: FE2 – Finance and Economic.

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

#### Consultation

#### Portfolio Councillor Consultation

Councillor's Wilson and Cook, portfolio Councillors for the ARMC were advised of the re-appointment process as part of the ARMC agenda briefing.

#### **Attachments**

There are no attachments for this report.

10.3 Operational Plan 2023-2024 Second Quarter Performance Report

**Author:** Madonna Brennan, Risk, Audit and Corporate Planning Advisor

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

#### **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 October 2023 to 31 December 2023 (second quarter)

#### Officer's Recommendation:

THAT Council receive and note the second quarter performance update on the Operational Plan 2023-2024 for the period 1 October 2023 to 31 December 2023.

#### **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 second quarter performance report on the Operational Plan 2023-2024, which is for the period 1 October 2023 to 31 December 2023.

Included with the report is the detailed second quarter performance update. Performance reporting is provided on the status 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.

#### Ordinary Council Meeting 25 October 2023

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

#### **Critical Dates**

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

#### **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. The status 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

#### 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 second quarter performance update will be published on Council's website for information purposes.

#### **Attachments**

1 Operational Plan 2023-24 - Second Quarter Performance Report 28 Pages



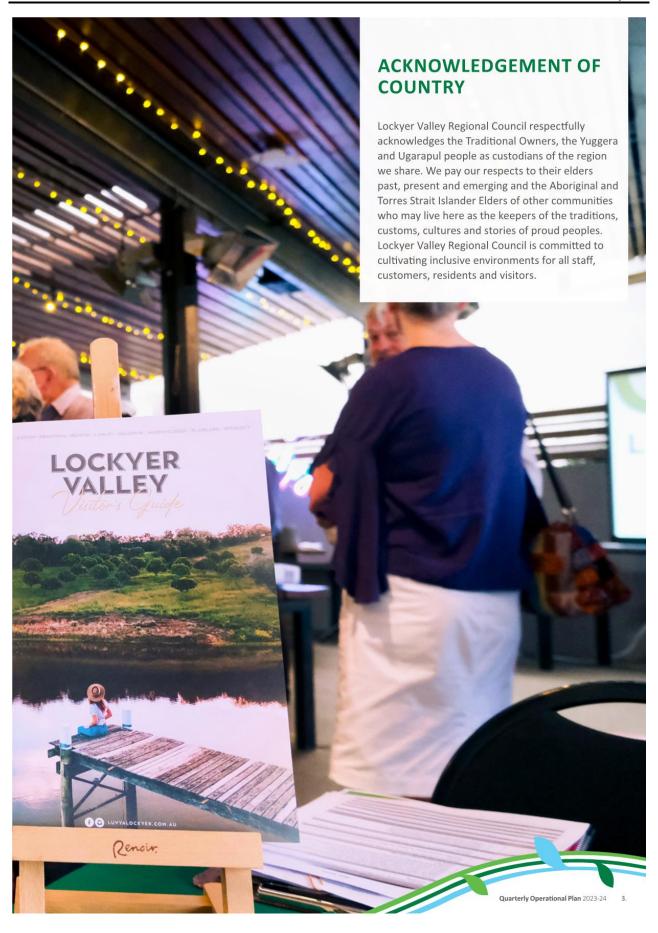
Lockyer Valley Regional Council | Operational Plan 2023 - 24

### **Second Quarter Performance Report**



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#### 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 is 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*.



4. Lockyer Valley Regional Council

#### **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.







Quarterly Operational Plan 2023-24

#### **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

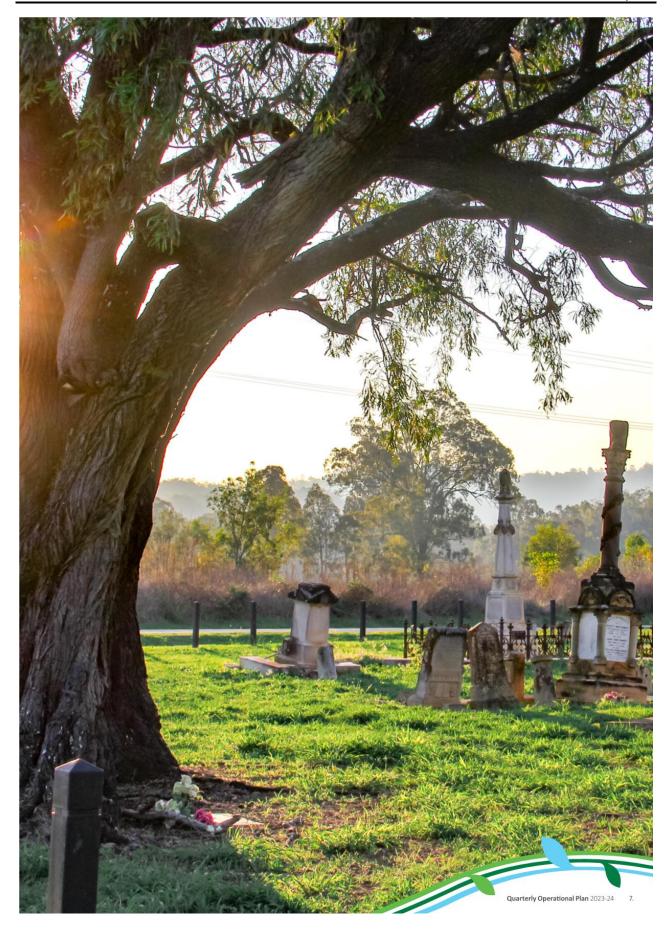












### **QUARTERLY HIGHLIGHTS**

#### CONSTRUCTION OF CELL 5 AT GATTON LANDFILL NOW COMPLETE

After six months of site works, the construction of the new landfill cell in Gatton was completed in November – both on time and on budget.

The \$3 million project included extensive earthworks at the site, located at Fords Road, Adare, and provides a total waste capacity of 150,000m3.

Local contractor BeneTerra completed the project, which is estimated to take around seven years to fill at current waste volumes and fill rates.

This investment furthers Council's commitment to sustainable waste

management practices.

Lockyer Valley Regional Council is dedicated to future-proofing the community's waste needs, and the completion of this project will play an important part in making this happen.

Once the Gatton Landfill is full, Council will have to start transporting waste to a commercial landfill outside the region which carries additional transport costs.

Every landfill cell costs ratepayers millions of dollars in construction, maintenance, capping and monitoring and these are costs that are eventually met by the community.

Increased recycling, composting and utilising green waste services can make a big impact on the volume of waste we all produce and maximise the life of these cells by reducing the amount of waste we send to landfill.

While landfilling is necessary, it is expensive, and the more time we can get out of our landfill sites, the better the Lockyer Valley will be.

At this stage, it is anticipated waste will start to go into the new cell in late December 2023 or early January 2024, once Cell 4 landfilling is complete.





## COUNCIL'S FLOOD INFORMATION PORTAL TAKES OUT MAJOR AWARD

Lockyer Valley Regional Council's Flood Information Portal has taken out the Innovation Award at the recent National Local Government Customer Service Awards.

The Portal was developed over several years, with the assistance of specialised consultants and with thanks to funding support from the Queensland Government through the Innovation and Improvement Fund.

The Flood Information Portal is an interactive tool which provides a level of detail and confidence never seen before and is an exciting development in Council's suite of flood intelligence information.

This service allows Council to consolidate the flood information we have used in the past into a sleek, automated online system – with reports generated online for free, in just minutes

As a Council, we're proud to be pioneering an innovative new system

that provides up-to-date and detailed flood information on properties in the Lockyer Valley, and which gives residents the clarity and information they need to confidently make property-related decisions.

The new Flood Information Portal, which residents can access via computer, provides point-specific data on flood levels and quickly produces a report highlighting the engineering parameters like depth, velocity, and hazard of the water at those locations on a number of calibrated and design events.

This is another tool to reduce people's vulnerability and maximise their safety in natural disasters, while ensuring they can undertake development in areas that are safe.

Floods have become synonymous with the Lockyer Valley, with the 2011, 2013, 2017, 2021 and 2022 floods leaving a lasting impression on the region.

As a result, Council wanted to improve flood resilience to make the region safer, protect people and property, and reduce flood vulnerability.

From Council's Disaster Dashboard to the Flood Information Portal – advancements in the accessibility of information for our community lead to our ever-improving resilience, preparedness and future planning for all.

#### LOCKYER VALLEY WELCOMES POSSIBLE RECYCLED WATER FOR AGRICULTURE AND INDUSTRY

Council welcomed the Queensland Government's announcement in October for plans for a new desalinisation plant, saying it could free up existing infrastructure and water supplies for industrial and agricultural use and provide water security for our population growth.

While the Premier's announcement wasn't specifically about water security for the Lockyer Valley and Somerset regions, the overall SEQ water plan put the local project in a favourable light.

This fully treated water would be perfect for Australia's Salad Bowl and would lead to an increase in jobs and exports, which makes it a win for everyone.

With hotter and drier seasons predicted, it is imperative we all work together to ensure no water is wasted and water security is guaranteed.

The Lockyer Valley and Somerset Water Security Scheme proposal would ensure long-term water security and agriculture sustainability by supplying additional water, through a pipeline network, to ensure regional growth in the Lockyer Valley and Somerset.

A key part of the infrastructure is already in place and just needs to be recommissioned and optimised.

Under the Scheme, it would have no negative impact on drinking water supplies.



### **PERFORMANCE STATUS**

#### **MILESTONE STATUS**

STATUS		NUMBER
On Track	•	12
In Doubt	•	8
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	•	18
Under/Over	•	2
Completed – Over Budget	•	0
Completed within Budget	✓	0

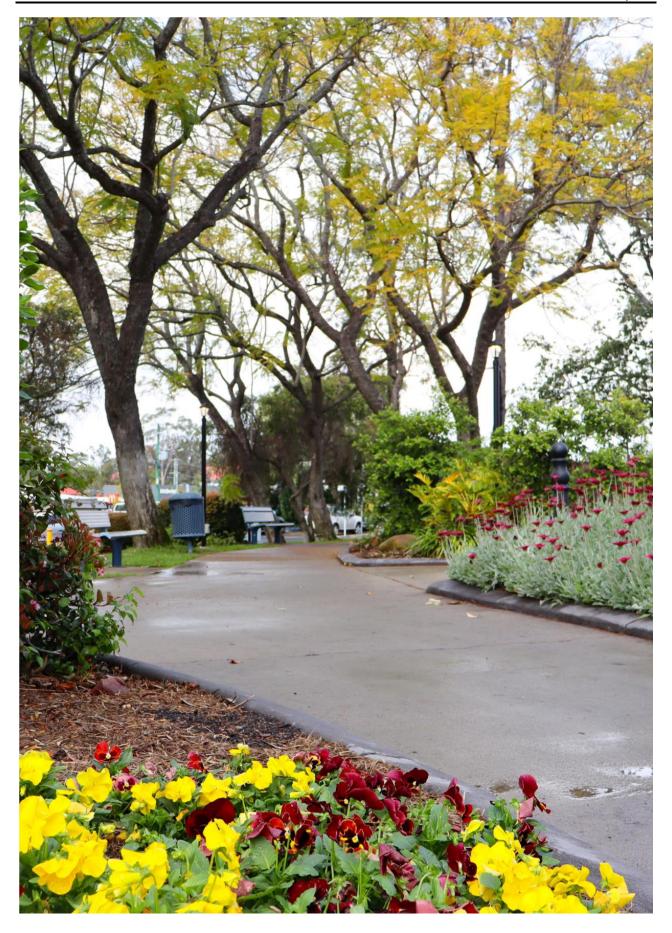


#### YEAR TO DATE BUDGET STATUS COMPARISON

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.









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.

Operational Plan Activity	Performance Outcome	Progress Commentary	Milestone Status	Budget Status
Advocate for opportunities to enhance services to the community such as improved regional nealth facilities and a regional passenger rail network.	Maximise opportunities to advocate for improved regional health facilities.     Participate in the Toowoomba to Brisbane Passenger Rail Reference Group.     Seek to leverage passenger rail services out of the Inland Rail project via environmental impact submissions and project planning forums.	<ul> <li>The Mayor and Cr Hagan continued to advocate for improved hospital and allied health services within the region, by way of conversations with the Chair of the West Moreton Hospital and Health Board.</li> <li>The Toowoomba to Brisbane Passenger Rail Reference Group has not met for some time. The strategic business case is with the Australian government awaiting consideration.</li> <li>The Inland Rail project is on pause in the Queensland sections with the Australian government and the Australian Rail Track Corporation seeking to redefine scope of the project before identifying budget that can be committed to that project. That will delay the project in Queensland which will in turn delay any potential to leverage passenger rail outcomes.</li> </ul>		•



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 the Council's Disaster Management Framework.	Implementation of key components of the Disaster Management Framework completed.	A draft Local Disaster Policy and Guideline have been developed. The purpose of the policy is to define Council's approach to disaster management arrangements and discharging of its responsibilities in accordance with the Disaster Management Act 2003, Disaster Management Regulation 2014 and the Queensland Emergency Management Assurance Framework. The policy applies to Council (Councillors, employees, volunteers and contractors of Council). The purpose of the Guideline is to provide a guiding framework for the Disaster Management Team and relevant Council staff in preparation for, and during a disaster.		•		

	Milestone Status		Budget Status	
9	On Track	•	On Track	•
LEGENI	In Doubt	•	Under/Over	•
Ĕ	Won't Be Achieved	•	Completed – Over Budget	•
	Completed within Milestone	✓	Completed within budget	✓





# 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.

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.	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:  Input provided to the Helidon to Calvert (H2C) and Gowrie to Helidon (G2H) Environmental Impact Statements.  Legal agreements delivered which will assist in mitigating risks associated with the project.  Engineering input provided into the inland rail design processes with respect to the project and specifically the proposed return works.	The Inland Rail project is on pause in the Queensland sections with the Australian government and the Australian Rail Track Corporation seeking to redefine scope of the project before identifying budget that can be committed to that project.  The Environmental Impact Statements for both Gowrie to Helidon (G2H) and Helidon to Culvert (H2C) have been delayed accordingly. The most recent advice is that the Environmental Impact Study (EIS) work must be completed by 2025. There may be public submissions sought late in 2024. Council will continue to advocate for improved alignments and design.	•	•



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.	Implementation of the following Lockyer Valley & Somerset Water Security Scheme Optimisation Assessment items completed:  Project viability assessment completed. Agreement with Seqwater on supply and costs executed. Multiple rounds of demand assessments undertaken.	City Deal Funding Agreement has been signed and is currently being executed. Project Plan has been submitted to Government for sign off. Plan includes 10 Gates with each having to be passed before moving to the next as a risk management tool. Infrastructure Project Solutions have been engaged to assist with the Procurement and Project Management. Procurement for Phase 1, initial project Viability Assessment has commenced; including:		•

	Milestone Status		Budget Status	
9	On Track	•	On Track	•
SEN SEN	In Doubt	•	Under/Over	•
LEGI	Won't Be Achieved	•	Completed – Over Budget	•
	Completed within Milestone	<b>√</b>	Completed within budget	✓





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

Operational Plan Activity	Performance Outcome	Progress Commentary	Milestone Status	
Finalise and commence mplementation of the Waste Recycling and Reduction Plan to guide the delivery of Council's Waste Management Function.	Outcomes of the Waste Recycling and Reduction Plan to be completed include:  Plan finalised and adopted by Council.  Complete a community education program to assist with improving the regions waste management practices.  Subject to funding approvals deliver the Food Organics Green Organics (FOGO) program.  Continue to further refine the full cost pricing of waste.	<ol> <li>Public consultation on Council's         Waste Reduction and Recycling Plan         was conducted by way of a         community survey via Council's         various social media channels and         website. This survey has now closed,         and analysis of the data has         commenced. Options will be         presented to a future Councillor         Workshop for discussion.</li> <li>Funding as part of Council's kerbside         waste collection contract has been         identified to conduct community         education on waste management. It         is proposed to utilise this funding to         engage a casual employee to deliver         Council's waste education program         throughout the region.</li> <li>Discussions have been conducted         with Council in relation to the future         direction of the FOGO program and         work has now commenced on         preparing various options for the         programs.</li> <li>Further refinement of the full cost         pricing of waste can only be         conducted once the data analysis         from the public consultation is         completed and outcome determined.</li> </ol>		•



Provide oversight and management of the contract arrangements for the operation of the following waste management facilities:  • Material Recovery Facility (MRF)  • Waste Transfer Stations	Compliance activities completed to ensure the key performance indicators and services are performed in accordance with the agreed contracts.	A draft contract for the processing of recycling material in lieu of operating an on-site material recovery facility has commenced. At the request of the current service provider, operation of the Material Recovery Facility will cease on 12 January 2024. Interim arrangements for off-site processing of recycling materials have been made.  Drafting of tender documents for the supervision of Council's waste transfer stations have commenced. A request has been received from the current service provider to cease operations in September 2024.	•	•
Undertake the construction of Cell 5 at the Gatton Landfill.	Construction of Cell 5 at Gatton Landfill completed and operational.	Surveys on Cell 5 at Gatton Landfill are now complete and have been submitted to Department of Environment, Science and Innovation (DES) for approval. Use of Cell 5 will commence once approval has been granted by DES.	•	•

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





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.

Operational Plan Activity	Performance Outcome	Progress Commentary	Milestone Status	Budget Status
inalise the Draft ockyer Valley Planning scheme for Council idoption and mplementation.	Key deliverables to be completed include:  Complete public notification of the Lockyer Valley Planning Scheme, including a review of submissions received and responses provided to all properly made submissions.  Where appropriate, amendments made to the Planning Scheme to incorporate feedback from submissions received.  Preparation of a formal response to the Minister to finalise the Lockyer Valley Planning Scheme for Ministerial Approval and adoption by Council.  Adoption and commencement of the Lockyer Valley Planning Scheme.	At its meeting held on 20 December 2023, Council considered the responses to submissions received during the period of public consultation of the draft scheme. Further, Council resolved to endorse the amended Draft Lockyer Valley Planning Scheme for the purposes of seeking Ministerial Approval to adopt and commence use of the Lockyer Valley Planning Scheme as required by the Planning Act 2016.  Response letters to submissions were sent to submitters from Wednesday, 20 December 2023. The amended Draft Lockyer Valley Planning Scheme was provided to the Minister for Housing, Local Government and Planning on Thursday, 21 December 2023.  The milestone status is marked in doubt as the Scheme may not be finalised for commencement by 30 June 2024, as it is unknown how long ministerial approval to adopt the scheme will take.		•



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.	The Reconstruction of Essential Public Assets (REPA) program delivered on Council's transport and drainage network, which is:  Forty-six packages of work completed across Council's transport and drainage network and close out with the Queensland Reconstruction Authority.	All the packages of works are now approved by QRA.  The works were split into three main categories, landslip remediation, sealed road rectification and unsealed road rehabilitation.  The work packages were apportioned between internal council crews and external contractors to ensure delivery of works within QRA timeframes.  Currently over 85% works are completed with the remainder expected to be completed by June 2024.	•	•
Undertake the preparation of Council's Local Government Infrastructure Plan.	Key deliverables to be completed include:  • 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.	Work will commence on this project in the third quarter of the 2023/2024 budget period and once the Lockyer Valley Planning Scheme has been finalised.  The milestone has been marked in doubt as the review may not be finalised by 30 June 2024 given the Draft Planning Scheme was given priority to complete.	•	•

	Milestone Status		Budget Status	
9	On Track	•	On Track	•
LEGENI	In Doubt	•	Under/Over	•
Ĕ	Won't Be Achieved	•	Completed – Over Budget	•
	Completed within Milestone	✓	Completed within budget	✓



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 for Laidley.	Key deliverables to be completed include:  Finalise the review of the Laidley Flood Town Protection Scheme.  Undertake community engagement in relation to the proposed flood mitigation option for Laidley.  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.  Council adoption of a flood mitigation strategy for Laidley.  Actively seek government funding for the construction and implementation of the Laidley Flood Town Protection Scheme.	Council has successfully acquired 12 parcels of land in Laidley to facilitate the Laidley Flood Mitigation Scheme. The parcels of land are described as Lots 410, 411 and 412 on CP L1714, Lots 71, 72, 73, 90, 91, 92, 94 and 97 on CP CH3125 and Lot 472 on CP CH312497.  Further, land valuations are currently being undertaken in relation to numerous other properties in the region. Once received, these valuations are required to be considered (by both Council and property owners), prior to the final flood mitigation option being presented to Council.  Public consultation is yet to commence and is scheduled for the fourth quarter.  The milestone has been marked in doubt as not all of the performance outcomes will be completed.	•	•



Undertake an options analysis for flood mitigation at Withcott.	Key deliverables to be completed include:  • Undertake an options analysis to present to Council in relation to flood mitigation for Withcott.  • Undertake community engagement in relation to the proposed flood mitigation option for Withcott.  • If required, undertake the purchase and acquisition of privately owned land to facilitate the implementation of the Withcott Flood Mitigation Scheme.  • Council adoption of a flood mitigation strategy for Withcott.  • Actively seek government funding for the construction and implementation of the Withcott Flood Mitigation Scheme.	Further analysis of the options for Withcott will recommence in early January 2024 as the priority of the Policy and Growth team has been to review Draft Planning Scheme submissions.  The milestone has been marked in doubt as the only performance outcome that will be completed by 30 June 2024 is the options analysis.		
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	Milestone Status		Budget Status	
9	On Track	•	On Track	•
SEN SEN	In Doubt	•	Under/Over	•
LEGI	Won't Be Achieved	•	Completed – Over Budget	•
	Completed within Milestone	<b>√</b>	Completed within budget	✓



Undertake the purchase and demolition of properties associated with the Queensland Reconstruction Authority Voluntary Home Buy Back Scheme.

Key deliverables to be completed include:

- Undertake property settlements for properties that meet the purpose and objectives of the Voluntary Home Buy Back Scheme.
- Undertake the demolition of properties that Council has purchased under the Voluntary Home Buy Back Scheme.
- Undertake the required planning scheme amendment to reflect the restricted use of Voluntary Home Buy Back sites for residential purposes.
- 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.

Demolition/house removal of properties purchased under Tranche 1 of the Queensland Reconstruction Authority (QRA) Voluntary Home Buy Back Properties (VHBB) is progressing. Of the 17 properties purchased under Tranche 1, 12 properties have been demolished, two (2) properties have been removed, with one (1) further property scheduled for removal 19 January 2024. The remaining 2 properties will be demolished by end of Jan / early Feb

Of the 14 properties identified as part of Tranche 2, seven (7) properties have settled and are in the ownership of Council, four (4) properties were deemed to be ineligible with the project funding guidelines, 2 (two) properties declined the offers presented by the Queensland Reconstruction Authority (QRA), and one (1) property owner failed to respond to the QRA offer within the applicable timeframe deeming it ineligible.

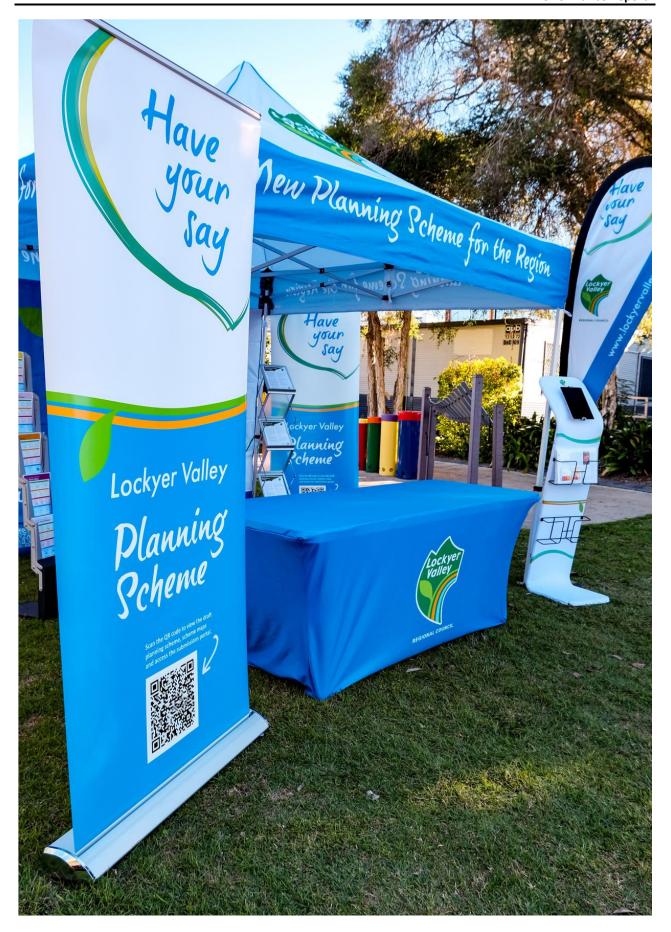
Council Officers have sought quotes from three (3) suitably qualified Demolition firms that have been appointed to Preferred Supplier Arrangement (PSA) – LVRC-23-0001 to quote on the demolition/removal of properties purchased as part of Tranche 2. Quotations have been received and assessed; the assessment will be presented to council in the January 2024 council meeting.

It is likely that the demolition of these properties will commence in late January/early February 2024. It is intended that the works associated with the VHBB program will be completed by mid-2024.

A workshop will be held with Councillors in relation to the ongoing use of the land acquired by Council as a result of the Voluntary Home Buy Back Scheme.

22 Lockyer Valley Regional Council

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





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** Milestone **Budget Performance Outcome Progress Commentary** Status **Status** Activity Undertake an asset An asset management Preliminary work has commenced with a management maturity literature review for the Asset Maturity maturity assessment assessment and completed against the Assessment. The assessment is scheduled develop an asset ISO5500 criteria will to commence in earnest in February management outline the various 2024. improvement plan to projects and tasks From the assessment an Improvement support the required to enhance asset Plan will be developed for ongoing overarching Strategic management practices improvement implementation. Asset Management and improve service Plan requirements for delivery across Council. Council's infrastructure An asset management assets. improvement plan (3-5 years) for Council's infrastructure assets completed. Develop a Procurement **Procurement Strategy** The new structure of the Procurement Strategy that supports team was implemented this quarter with completed which guides the the needs of the organisations procurement the appointment and commencement of business, provides activities including: the Principal Procurement and the Senior value for money to Procurement Advisor in November 2023 Governance Council and ensures and December 2023 respectively. The Systems legislative compliance. review of Procurement documentation Processes and processes continued this quarter with a plan to commenced delivering outcomes of this review in quarter 3.



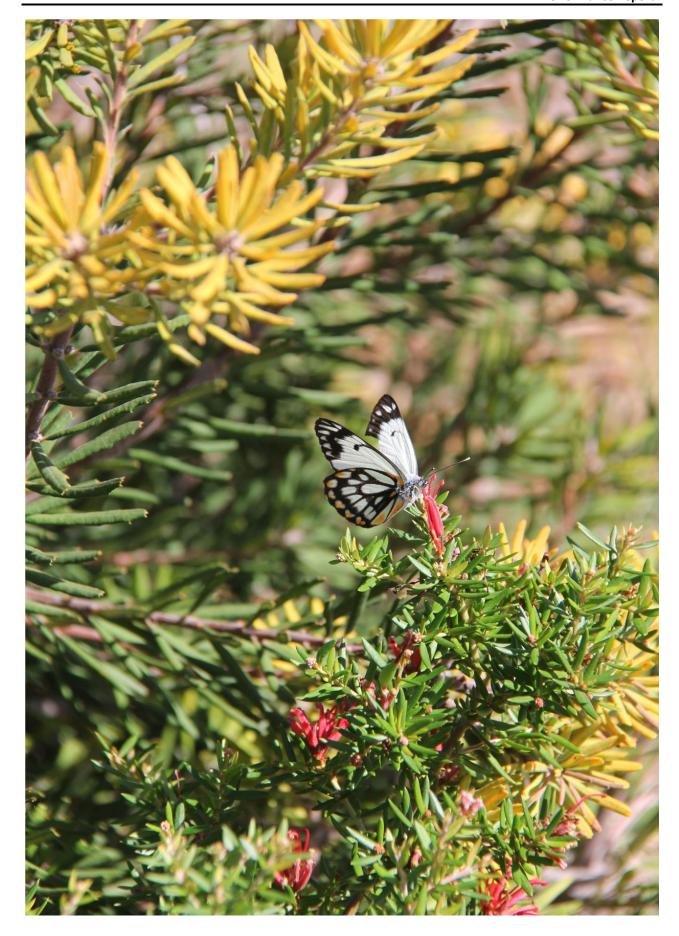
Undertake the rationalisation of Council's land including:  • Grantham Subdivision  • Gatton Saleyards	Outcomes of the land rationalisation project to be completed:  • All necessary development approvals obtained.  • Construction works completed in accordance with development approvals.  • New lots created ready for sale.	These projects are in the design stage.  For the Grantham Subdivision project, designs are being finalised and applications have been made to Council and the majority of the relevant service providers to seek necessary approvals for construction.  For the Gatton Saleyards project, a minor change approval has been granted by Council in relation to the road widening conditions. Designs are now progressing to support applications to the relevant service providers. Budget for the construction stages will be reviewed and sought as necessary as part of the next budget review.	ONEIDENCE A	• ND TRUST
	JR DEMOCRATIC VALUES		Milestone	Budget
Activity	Performance Outcome	Progress Commentary	Status	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:  Roles and responsibilities of civic leadership, including legislative responsibilities.  Strategic priorities of LVRC.  Operations and functions of LVRC.	Provisions for Caretaker period have been developed and distributed to all staff. Planning and development of Onboarding training material and program has commenced, Council will deliver training in addition to The Department and Local Government Managers Australia (LGMA).	•	•

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



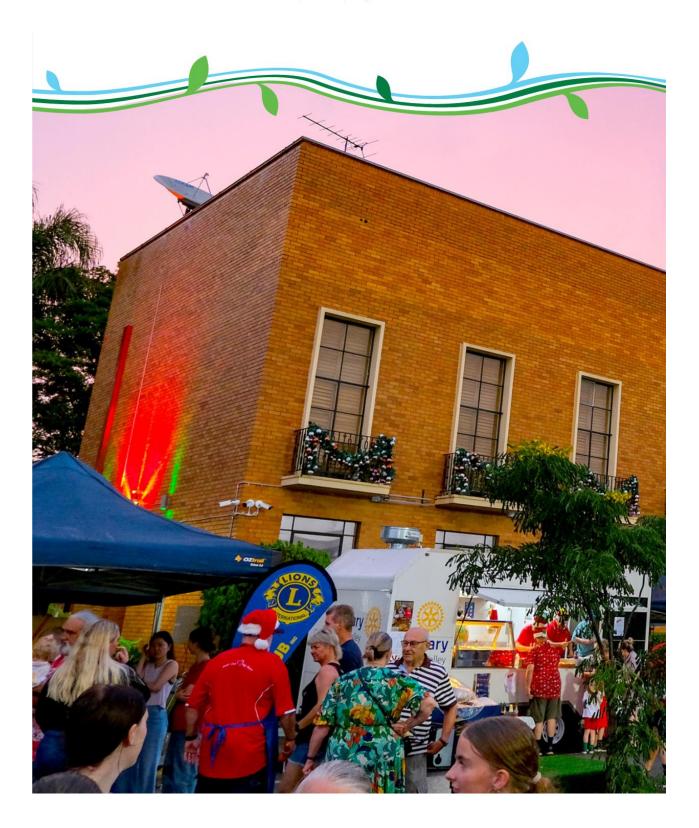
Operational Plan Activity	Performance Outcome	Performance Outcome Progress Commentary		Budget Status
Undertake organisational development activities that foster a values- based culture.	Outcomes of the following organisational development activities completed, and updates provided to Council including:  • Three pulse surveys	Cohort IV of the Leadership Development Programme completed during this quarter with strong results being received from pre and post surveys from participants.	•	•
	completed which provide insight into the organisations culture.  The identified activities of Connected Council program completed.	The latest Pulse Survey was completed with results being analysed by Group Managers with their teams in workshops. Themes identified for action are being collated and will be presented in the new year for action.		
	The identified leadership program and management team activities completed.	The Connected Council programme have finalised their latest initiative which focusses on staff retention which will be rolled out to staff in the new year.		
Negotiate new Certified Enterprise Bargaining Agreements for office and field- based staff.	Outcomes to be achieved include:  Negotiations for new Enterprise Bargaining Agreements for office and field-based staff completed.  Agreements submitted to Unions for acceptance and sign-off.  Agreements submitted and certified by the Queensland Industrial Relations Commission.  New agreements implemented.	In-principle agreement has been reached with Unions for both the Field and Officer's Certified Agreements. As per the next step in the legislated process is that the agreements are laying on the table with drop in sessions being held in the new year with the vote for both agreements to be held in January.	•	•
	NTERNAL SUPPORT SERVIC	ES		
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:  Outcomes of the cyber security strategy.  Identify improvement opportunities from the	The procurement process for a Chief Information Security Officer (CISO) as a Service has been completed with the service commenced in December 2023. The draft Cyber Security Strategy will be reviewed and submitted for approval in early 2024.	•	•
and rel capabilities.	review of TechnologyOne.	The CEO has been identified as the TechnologyOne Program sponsor with ELT as the Program Steering Committee. A draft program of improvement projects will be discussed in early 2024.		





# For more information phone 1300 005 872, email mailbox@lvrc.qld.gov.au or visit www.lockyervalley.qld.gov.au

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10.4 Community Engagement Policy

**Author:** Shannon Jensen, Business Support Officer

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

#### **Purpose:**

The purpose of this report is to seek adoption by Council of the updated Community Engagement Policy under the *Local Government Act 2009*.

#### Officer's Recommendation:

THAT Council adopt the Community Engagement Policy as attached to this report.

#### **Executive Summary**

Council is required under the *Local Government Act 2009* to adopt specific policies, procedures, and guidelines for the good governance of the organisation.

#### **Proposal**

The Community Engagement Policy defines Council's approach to the engagement of the community and has application across the full range of policy, planning, programs, and services delivered by Council. The policy has been updated to include:

- A more comprehensive definition of community engagement, which encompasses the provision of information to stakeholders on Council decisions or activities that will impact them, and makes reference to stakeholder sentiment, preferences and influence
- The addition of a definition of stakeholder sentiment and how it is assessed
- The addition of a Policy Scope
- An updated, more comprehensive Policy Statement including reference to relevant legislation
- The addition of a Human Rights Commitment.

#### **Options**

- 1. Council adopt the updated Community Engagement Policy as attached to the report.
- 2. Council request amendments to the updated Community Engagement Policy.
- 3. Council does not adopt the updated Community Engagement Policy and continues to use the current Community Engagement Policy.

#### **Previous Council Resolutions**

Ordinary Council Meeting 12 September 2021

#### **RESOLUTION:**

THAT Council revoke the superseded policies and adopt the 13 new or revised policies:

- Meetings Policy
- Community Grants Policy
- Advertising Spending Policy
- Community Engagement Policy
- Cultural Diversity Policy
- Entertainment & Hospitality Policy
- External Funding Policy

- Information Privacy Policy
- Internal Audit Policy
- Naming of Infrastructure Assets Policy
- Public Interest Disclosure Policy
- Right to Information Policy
- Risk Management Policy

Moved By: Cr McDonald Seconded By: Cr Friend

Resolution Number: 2669

CARRIED 6/0

Ordinary Council Meeting 27 February 2013

**RESOLUTION:** 

THAT Council approve the removal of references to superseded local government legislation and the replacement of the relevant reference to the Local Government Regulation 2012 in the policies and related documents outlined in this report.

Moved By: Cr Milligan Seconded By: Cr Holstein

Resolution Number: 2915

CARRIED 6/0

#### **Critical Dates**

There are no critical dates.

#### **Strategic Implications**

#### Corporate Plan

Lockyer Leadership and Council:

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

5.7 Compliant with relevant legislation.

#### Finance and Resource

There are no finance or resource implications for this recommendation.

#### **Legislation and Policy**

N/A

#### Risk Management

**Key Corporate Risk Categories:** 

R1 Reputation - Reputation and Goodwill

LCL1 Legal Compliance and Liability – Compliance management – regulatory or contract compliance, litigation, liability and prosecution

#### Consultation

#### Portfolio Councillor Consultation

This Policy update has not been specifically discussed with the Portfolio Councillor.

#### Internal Consultation

This Policy update has been developed by the Engagement Team.

#### **External Consultation**

No external consultation has taken place, however the updated version draws from Logan City Council's policy, as a leader in local government engagement.

#### Community Engagement

Community engagement for the development of this update is not relevant.

#### **Attachments**

1. Community Engagement Policy - Draft Update 3 Pages



# **COMMUNITY ENGAGEMENT**

#### Head of Power

Local Government Act 2009. The Local Government Act 2009 includes as one of its core principles, "democratic representation, social inclusion and meaningful community engagement".

#### **Key Supporting Council Document**

Lockyer Valley Regional Council Corporate Plan (2022-2027) Lockyer Leadership and Council "Actively engage with the community to inform council decision making processes and communicate on decisions made."

#### **Definitions**

Council Lockyer Valley Regional Council (Council).

Community Any process where Council involves the community in problem solving or decision engagement making and uses community input and consideration in making a decision. Commu

making and uses community input and consideration in making a decision. Community engagement involves consideration of stakeholder sentiment and preferences and is primarily focused on the level of influence stakeholders may have towards a Council

decision.

Community engagement also refers to deliberate processes of providing meaningful information to any parts of the community likely to be affected by a Council decision

or activity, especially those the impact is likely to be a substantial disruption.

Community engagement spectrum A range of activities extending from informing the community of change; providing the community opportunity to comment on a range of alternatives; through to empowering the community to make a final decision. Increasing participation by the community in decision making increases the expectation by the community that

their input will be used to influence the decision.

Group: Executive Office
Unit: Engagement & Communications
Approved: Ordinary Meeting (Resolution Number xxxxxxxxx)
Date Approved: xx/xx/xxxx

Effective Date: xx/xx/xxxxx

Version: 2.1 Last Updated: 21/02/2013

Review Date: 01/12/2026

Superseded/Revoked: Community Engagement Policy v1.3

adopted 21/02/2013

Page 1 of 3

ECM:

Communities Individuals, groups of individuals, organisations political entities and other stakeholders that have an interest in the outcome of a decision. This can include

residents; ratepayers; businesses; interest groups; and may include other levels of government. These stakeholders may have a diversity of interests and can be

impacted by a decision in different ways.

Stakeholder Refers to how an individual or group of stakeholders may think and feel about sentiment various options available in the decision-making process. The sentiment can be

assessed through formal interviews, surveys, consultations and previous

interactions and public comments.

#### **Policy Objective**

To broadly define Council's approach to the engagement of the community and has application across the full range of policy, planning, programs and services delivered by Lockyer Valley Regional Council.

#### **Policy Scope**

Provides a set of guidelines that must be followed when conducting community engagement activities, to align with Council's required standards and the expectations of the community.

#### **Policy Statement**

Lockyer Valley Regional Council views community engagement as a fundamental aspect of Council's role and is an essential element in the planning and delivery of community-focused services and operations and the decisions behind those services and operations.

Council believes community engagement is essential for building strong communities, delivering good governance, demonstrating due regard for those affected by Council decisions and activities, and embedding community recovery and community resilience. Strengthening the community-Council relationship is the responsibility of all Council staff and elected members.

Council is committed to ensuring that community engagement strategies and processes are of a high quality and are implemented in consideration of recognised good practice. Council will ensure that a range of appropriate community engagement methods are offered that are appropriate and responsive to the needs of the diverse communities that constitute the Lockyer Valley Regional Council area.

Community engagement does not replace, but rather informs the decision-making functions of Council.

When engaging the community, Council will:

 Operate with integrity ensuring that where community consultation is sought, the community's responses will genuinely influence Council's decision-making process;

Group: Executive Office
Unit: Engagement & Communications
Approved: Ordinary Meeting (Resolution Number xxxxxxxxx)
Date Approved: xx/xx/xxxxx

Version: 2.1 Last Updated: 21/02/2013 Review Date: 01/12/2026 Superseded/Revoked: Community Engagement Policy v1.3 adopted 21/02/2013

Effective Date: xx/xx/xxxx

ECM:

Page 2 of 3

- Apply the most appropriate scope of engagement objectives and techniques of the Public Participation Spectrum developed by the International Association of Public Participation (IAP2);
- Use an appropriate level of engagement;
- · Adopt methods that encourage and enable maximum community participation; and
- Be transparent with the community about how their feedback will and has influenced Council's decisions.

Community engagement activities undertaken by Lockyer Valley Regional Council will follow these guiding principles from International Association for Public Participation (IAP2):

- Integrity when there is openness and honesty about the scope and purpose of engagement.
- Inclusion when there is an opportunity for a diverse range of values and perspectives to be freely and fairly expressed and heard.
- Deliberation when there is sufficient and credible information for dialogue, choice and decisions, and when there is space to weigh options, develop common understanding and to appreciate respective roles and responsibilities.
- Influence when people have input in designing how they participate, when policies and services reflect their involvement and when their impact is apparent.

As a minimum, community engagement activities undertaken by Council will comply with the Local Government Act 2009 and, where applicable, the Sustainable Planning Act 2009 and other relevant local government legislation.

#### **Human Rights Commitment**

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.

#### **Related Documents**

Human Rights Act 2019
Local Government Act 2009 (Section 90D)
Local Government Regulations 2012
Sustainable Planning Act 2009
International Association of Public Participation Matrix

Group: Executive Office
Unit: Engagement & Communications
Approved: Ordinary Meeting (Resolution Number xxxxxxxxx)
Date Approved: xx/xx/xxxxx

Effective Date: xx/xx/xxxxx

Version: 2.1 Last Updated: 21/02/2013

Review Date: 01/12/2026

Superseded/Revoked: Community Engagement Policy v1.3
adopted 21/02/2013

ECM: Page 3 of 3

#### 11. PEOPLE, CUSTOMER & CORPORATE SERVICES REPORTS

#### 11.1 Policies for Adoption

**Author:** Caitlan Natalier, Coordinator Governance and Property

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

#### **Purpose:**

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

- Acceptable Requests by Councillors for Advice or Information Policy;
- Confidentiality Policy; and
- Cultural Diversity Policy.

#### Officer's Recommendation:

THAT Council resolve to adopt the following policies:

- Acceptable Requests by Councillors for Advice or Information Policy;
- Confidentiality Policy; and
- Cultural Diversity Policy.

#### AND further;

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

#### **Executive Summary**

The policies being presented to Council for adoption have been reviewed as part of the policy review cycle under Council's Policy Framework.

#### **Proposal**

A summary of the changes made to each policy is set out below:

#### Acceptable Requests by Councillors for Advice or Information Policy

This statutory policy establishes 'acceptable request guidelines' and 'administrative support guidelines' for councillors as required by sections 170A and 170AA of the *Local Government Act 2009* covering:

- the way in which a councillor may ask a Council employee for advice or information to assist the councillor to carry out their responsibilities;
- the reasonable limits on requests that a councillor may make;
- the provision of administrative support by Council employees to councillors; and
- who may give directions to Council employees.

This policy has been reviewed and updated as part of Council's policy review cycle to:

- reference Council's current corporate plan;
- strengthen Council's commitment to the local government principles set out in section 4 of the Local Government Act 2009;

- insert new definitions for clarity;
- clarify the timeframes for acknowledging and responding to acceptable requests for advice or information;
- identify the limits on request for advice or information;
- more clearly identify how councillors may use the advice or information provided;
- clarify the administrative support provided for councillors;
- clarify who may give direction to employees;
- identify an avenue for councillor complaints about how requests have been responded to;
- identify consequences for a breach of the guidelines;
- include a human rights statement to meet Council's obligations under the Human Rights Act 2019; and
- reference relevant legislation and related documents.

#### Confidentiality Policy

This strategic policy assists councillors and Council employees to understand what is considered confidential information and how such information is to be handled. This policy has been reviewed and updated as part of Council's policy review cycle to:

- reference Council's current corporate plan;
- insert new definitions;
- insert principles for the collection, use and disclosure of confidential information;
- more clearly identify what information is deemed to be confidential information under the policy;
- insert a new section dealing with breaches of the policy identifying legislative offences and how breaches are to be managed;
- include a human rights statement to meet Council's obligations under the Human Rights Act 2019; and
- update the relevant legislation and related documents sections.

#### **Cultural Diversity Policy**

This strategic policy demonstrates Council's commitment to recognising and valuing diversity within the Lockyer Valley community in the provision of its services. This policy has been reviewed and updated as part of Council's policy review cycle to:

- align with Council's current policy template and Corporate Style Guide;
- reference Council's current corporate plan;
- strengthen the policy statement;
- include a human rights statement to meet Council's obligations under the *Human Rights Act 2019*;
- identify relevant legislation; and
- identify the Queensland Multicultural Action Plan (2022) as a related document.

#### **Options**

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

#### **Strategic Implications**

#### Corporate Plan

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

- Lockyer Community Council seeks to understand community needs, resulting in partnerships that
  realise long-term benefits for the community in a timely manner; events and activities that bring
  together and support greater connectivity in the community.
- Lockyer Leadership and Council commit to open and accountable governance to ensure community confidence and trust in Council and our democratic values.

#### Finance and Resource

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

#### **Legislation and Policy**

Heads of power and relevant legislation have been identified in each policy.

#### **Risk Management**

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

#### Consultation

#### **Internal Consultation**

The Chief Executive Officer has had the opportunity to review the policies.

#### **Attachments**

<b>1</b> <u>↓</u>	Acceptable Requests by Councillors for Advice or Information Policy	7 Pages
<b>2</b> <u>↓</u>	Confidentiality Policy	4 Pages
3 <u>↓</u>	Cultural Diversity Policy	2 Pages



# ACCEPTABLE REQUESTS BY COUNCILLORS FOR ADVICE OR INFORMATION

#### **Head of Power**

Sections 170A and 170AA of the Local Government Act 2009

#### **Key Supporting Council Document**

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

· Compliant with relevant legislation.

#### **Definitions**

Advice	means advice to assist the councillor to carry out his or her responsibilities under the Local Government Act 2009.
Councillor Advisor	means an appropriately qualified person appointed in accordance with section 197A of the <i>Local Government Act 2009</i> to assist the Mayor and councillors in performing their responsibilities under the Act.
Employee/s	means all employees of Council, whether employed on a permanent, temporary, or part-time basis.
Former Conduct Review Body	has the meaning given in section 170A(11) of the <i>Local Government Act 2009</i> being a regional conduct review panel or the Local Government Remuneration and Discipline Tribunal under the <i>Local Government Act 2009</i> as in force before the commencement of the <i>Local Government (Councillor Complaints) and Other Legislation Amendment Act 2018</i> , section 18.
Guidelines	means the acceptable request guidelines established in the policy in accordance with section 170A of the <i>Local Government Act 2009</i> .

Group: People, Customer & Corporate Services Unit: Governance & Property

Approved:

Date Approved: ECM: 4702681 Effective Date:

Version: 1.0 Lasted Updated: 24/01/2024

Review Date:

Superseded/Revoked: Councillor Acceptable Request Policy

ECM: 3945251

Page 1 of 7

Information	means the information the Council has access to, relating to the Council subject to the
	limits set out in section 170A(4) of the Local Government Act 2009 and these
	Guidelines.

#### **Policy Objective**

The objective of this policy is to establish 'acceptable request guidelines' and 'administrative support guidelines' (Guidelines) as required by sections 170A and 170AA of the *Local Government Act 2009* covering:

- the way in which a councillor may ask an Employee for Advice or Information to assist the councillor carry out their responsibilities;
- the reasonable limits on requests that a councillor may make;
- the provision of administrative support by Employees to councillors; and
- who may give directions to Employees.

Councillors should be aware that any request for Advice or Information and response may be subject to disclosure if an application for access is made under the *Right to Information Act 2009*.

A request by a councillor for Advice or Information has no effect if the request does not comply with these Guidelines. However, a request does not need to comply with these Guidelines if it is made by:

- the Mayor; or
- the chairperson of a committee of Council, if the request relates to the role of the chairperson.

#### **Policy Statement**

This policy is adopted by Council resolution under section 170A of the *Local Government Act 2009* and contains guidelines in accordance with sections 170, 170A and 170AA of the *Local Government Act 2009*. These Guidelines apply to councillors and Employees of Council and guide all day-to-day communication between councillors and Employees.

These Guidelines should not be used as an alternative procedure for dealing with customer requests, complaints and enquiries. Councillors requesting information on behalf of a member of the public should utilise Council's Customer Request Management (CRM) system.

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; and
- complying with legislation.

# Acceptable Requests for Advice or Information

Communication between councillors and Employees must:

- be conducted in accordance with the local government principles set out in section 4(2) of the Local Government Act 2009;
- · comply with all relevant laws and Council policies;

Group: People, Customer & Corporate Services
Unit: Governance & Property
Approved:

Date Approved:

Date Approved:

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- · be conducted in good faith; and
- be conducted in a reasonable, respectful and professional manner.

Councillors are able to seek Advice or Information from any Employee where the Advice or Information they are seeking is publicly available. Councillors are able to seek Information and Advice from Managers or Supervisors regarding capital works, operational matters or program information.

Where possible these requests should be via email and should carbon copy the Executive Support Officer to the Chief Executive Officer and Councillors. A councillor must comply with any reasonable requirements of the Employee to either submit their request in writing or clarify the purpose of their request.

The Advice or Information (if unable to be provided as part of the conversation) will be provided to the councillor by email summarising the request and context of the request.

Wherever possible this type of request will be acknowledged within two business days and responded to as soon as reasonably practicable but generally within 10 business days. Should the provision of Advice or Information take longer than 10 business days the relevant Employee will inform the councillor of an expected response time. If the matter requires a more urgent response it should be directed to the Chief Executive Officer or relevant Group Manager.

Councillors are requested to be mindful of the potential impact on Employees and available resources and priorities when requesting urgent responses.

Employees are obliged to inform their supervisor of requests for Advice or Information by councillors that are not generally available to the public. Employees should mark documents confidential where relevant, however it is the Councillor's responsibility to ensure they use the Advice or Information in an ethical and legal manner.

Councillors should consider any likely cost implications in making requests for Advice or Information, and not make requests where the costs cannot be justified as being in the public interest. If the cost of providing Advice or Information is likely to be high, the councillor may make the request only to the Chief Executive Officer, who is expressly authorised by the Council to seek to minimise the costs of providing the Advice or Information.

The Chief Executive Officer or the Employee's Manager or Group Manager may authorise provision of any requested Advice or Information to all other councillors if it is considered that such provision would be in the best interests of Council and/or the community or if the request relates to a matter currently under consideration by Council. In doing so, the authorising officer will advise the relevant councillor of their intention to provide the information to all councillors.

Employees must keep records of Advice and Information provided to councillors in Council's electronic document records management system.

#### Limits on Requests for Advice or Information

In accordance with section 170A(4) of the *Local Government Act 2009* councillors may not ask for Advice or Information that:

- will place an unreasonable burden on Council's resources; or
- · is a record of the Councillor Conduct Tribunal; or

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- was a record of a Former Conduct Review Body; or
- · if disclosed to the councillor, would be contrary to an order of a Court or Tribunal; or
- would be privileged from production in a legal proceeding on the ground of legal professional privilege; or
- is a record in relation to an Employee's recruitment and performance, with the exception of the recruitment and performance of the Chief Executive Officer; or
- is considered to be outside the scope of a councillor's official duties.

Advice or Information that is subject to confidentiality obligations under legislation and cannot be disclosed to councillors by specific obligations imposed by that legislation will not be provided. For example, this includes but is not limited to, information that may be protected by the *Information Privacy Act 2009, Crime and Corruption Act 2001, Public Interest Disclosure Act 2010* and the *Food Act 2006*.

Other than in accordance with these Guidelines, councillors will not:

- direct, or attempt to direct an Employee (except for the Mayor, who is entitled to direct the CEO in accordance with section 170 of the Local Government Act 2009);
- behave towards Employees in an overbearing or threatening manner;
- coerce or entice, or attempt to coerce or entice, any Employee to do anything that does not comply with these Guidelines;
- · unduly disrupt an Employee:
  - o undertaking routine employment obligations;
  - o during meal breaks; or
  - in the workplace ie. lengthy, unscheduled discussions with an Employee in the corridor or unplanned attendance at an Employee's work station;
- place, or attempt to place, any Employee in a position that would create a conflict of interest for that Employee, or that would compromise the integrity and honest performance of that Employee; and
- direct or pressure an Employee in relation to their work or recommendations they should make or action they should take.

The following are not requests for Advice or Information:

- a request to the Chief Executive Officer to arrange for an Employee to attend a meeting with a member of the public; and
- a request about a routine operational matter (for example, the location of a meeting the councillor is to attend).

#### **Emergency Situations**

Other than in emergency situations (as per the following paragraph), councillors are not to contact an Employee outside normal office hours other than with the prior approval of the Employee's Manager, Group Manager or the Chief Executive Officer.

Where an emergency situation occurs after hours, councillors may contact one of the following:

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- Chief Executive Officer:
- Group Manager; or
- Manager.

If an after-hours matter is of a non-emergency operational nature, councillors will defer the matter for consideration until during normal office hours.

#### Use of Advice or Information by Councillors

It is an offence for councillors to use Advice or Information that was acquired as a councillor to:

- gain, directly or indirectly, a financial advantage for themselves or someone else; or
- cause detriment to Council.

This does not apply to Advice or Information that is lawfully available to the public.

A councillor must:

- avoid the release of personal information in breach of the Information Privacy Act 2009; and
- not release information that the councillor knows, or should reasonably know, is information that is confidential to Council.

#### **Administrative Support**

Council is responsible for the provision of appropriate administrative support to ensure that councillors are able to undertake their official duties to a standard appropriate to fulfil their role for the community. The provision of administrative support is for the sole use of councillors in undertaking their duties and should be utilised responsibly and appropriately for Council business.

The Chief Executive Officer nominates the Executive Support Officer to the Chief Executive Officer and Councillors as the primary point of contact for councillors and to provide day to day administrative support for them relating to their official duties including:

- managing their calendars and appointments;
- answering phone calls and emails;
- drafting correspondence;
- record keeping;
- assistance in preparing for Council meetings; and
- travel arrangements.

Administrative support shall be provided during ordinary business hours only unless the Chief Executive Officer has given prior approval.

The Employees providing administrative support will continue to report to and follow directions from the Chief Executive Officer.

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#### Giving Direction to Employees

The Mayor may give a direction to the Chief Executive Officer in accordance with section 170 of the *Local Government Act 2009*. A direction may not be given by the Mayor to the Chief Executive Officer if:

- · it is inconsistent with a resolution, or a document adopted by resolution, of Council; or
- · it relates to the appointment of an Employee under section 196(3) of the Local Government Act 2009; or
- it relates to disciplinary action by the Chief Executive Officer in relation to an Employee under section 197
   of the Local Government Act 2009 or a Councillor Advisor; or
- it would result in the Chief Executive Officer contravening a provision of an Act.

The Chief Executive Officer must keep a record and make available to Council each direction given by the Mayor.

No councillor, including the Mayor, may give a direction to any other Employee, except in the provision of administrative support. The direction must relate directly to administrative support to be provided by the Employee to the councillor under these Guidelines. Councillors cannot ask administrative support staff to:

- carry out tasks not directly related to Council business;
- · attend any internal or external meetings or events as a councillor representative; or
- assist with a councillor's re-election or other campaigning tasks.

A direction purportedly given by a councillor to an Employee is of no effect if the direction does not comply with these Guidelines.

#### **Administrative Complaints**

Council's Complaints Management Policy outlines the process for dealing with administrative action complaints. An administrative action complaint is defined as a complaint about Council's:

- decision, or failure to make a decision (including failure to provide a written statement of reasons for a decision);
- · act, or failure to do an act;
- formulation of a proposal or intention; or
- · making of a recommendation.

Councillors who receive administrative action complaints from members of the public should forward the complaint to the Governance and Property team using the complaints inbox – <a href="mailto:complaints@lvrc.qld.gov.au">complaints@lvrc.qld.gov.au</a>.

#### Complaints

Councillors should inform the Chief Executive Officer should they believe an Employee has not appropriately responded to a request for Advice or Information. Under no circumstances is it acceptable for a councillor to directly contact an Employee regarding a complaint about their request for Advice or Information.

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#### **Breach of Policy**

An allegation of a breach of these Guidelines by a councillor may constitute a breach of the Code of Conduct for Councillors in Queensland and should be made to the Chief Executive Officer. The Chief Executive Officer will deal with the allegation in accordance with Chapter 5A Part 3 of the Local Government Act 2009 and refer it to the Office of the Independent Assessor for investigation and action, or investigate it in accordance with Council's Investigations Policy, as appropriate.

#### **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 Local Government Regulation 2012 Public Sector Ethics Act 1994 Right to Information Act 2009

#### **Related Documents**

Code of Conduct for Councillors in Queensland Councillor Involvement in Development Applications Policy **Employee Code of Conduct Investigations Policy** 

> Group: People, Customer & Corporate Services Unit: Governance & Property

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# CONFIDENTIALITY

#### Head of Power

Local Government Act 2009

#### **Key Supporting Council Document**

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

Compliant with relevant legislation.

## **Definitions**

Commercial in generally, means sensitive commercial information that an individual, entity or Confidence

Council shares with another party in confidence and which may cause harm if

revealed. Therefore, the party receiving this information is obligated not to further

disclose or use that information without consent or unless required by law.

Councillor a councillor of Lockyer Valley Regional Council past or present and includes the

Mayor.

Disclosure the release of documents or information about a person, entity or Council.

Employee all employoees of Council, whether employed on a permanent, temporary or part-

time basis and includes volunteers, contractors and their employees.

Information Privacy Principles (IPP's)

the information privacy principles set out in Schedule 3 of the Information Privacy Act

2009.

Personal Information as defined in section 12 of the Information Privacy Act 2009, is information or an

> opinion, including information or an opinion forming part of a database, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or

opinion.

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#### **Policy Objective**

This policy has been established to assist Councillors and Council employees in determining what might be considered confidential information and how this information is to be handled in accordance with the *Local Government Act 2009* and other legislation.

#### **Policy Statement**

Councillors and Council employees must use Council information in a way that promotes and maintains the public's trust and confidence in the integrity of the local government and complies with the use of information as stated in the *Local Government Act 2009*.

Council operates in an environment of public accountability in which it seeks to inform the public of issues under consideration and the nature of decisions made by Council. Therefore, information should ordinarily be released to the public unless there are compelling reasons which indicate that this is not in the public interest.

It is accepted that Councillors and Council employees will be in receipt of Confidential Information. It is Council's responsibility to ensure that such information is treated confidentially, so as not to harm, prejudice or compromise the interests of Council or any individual or organisation or enable any individual or organisation to gain a financial advantage.

This policy applies to all councillors, council staff, contractors and others that act on Council's behalf to ensure they work in accordance with the principles set out in this policy and relevant legislative requirements.

# **Principles**

The following principles apply to the use and disclosure of Confidential Information:

- Personal Information collected by Council must comply with the Information Privacy Principles and all relevant Council policies.
- Confidential Information must not be released unless approved by the Chief Executive Officer or Council resolution or authorised by law.
- Councillors and Employees must exercise due care when dealing with Confidential Information.
- Councillors and Employees must only access Confidential Information for a purpose directly related to their role.
- There are a number of laws which require Council to make available information to members of the
  public and other government agencies. Council will fully comply with its obligations under those laws.
- Council will designate in this policy particularly information or classes of information as confidential to clarify that the information must be dealt with in a certain way.
- If there are any doubts as to whether the information is considered to be confidential, the Councillor or Employee is to act on the assumption that it is confidential until the issue is resolved by the Chief Executive Officer.

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#### Confidential Information

The following types of information shall be deemed to be Confidential Information to Council and shall remain so unless otherwise authorised by law or the originator:

- Commercial in confidence information including where the release of information would affect a
  company or business's competitive advantage; this is particularly relevant in a competitive tender
  situation.
- Information derived from government departments or ministers that has been classified as confidential by the department or a minister.
- Personal Information, including information of a personal nature or about the personal affairs of Councillors or Employees.
- Information to inform strategic decision-making processes of Council, such as a property disposal or acquisition process, where release of the information may prejudice Council;
- Financial and legal analysis where the disclosure of that information may prejudice Council or someone else;
- Information not owned or controlled by Council;
- Information that could result in any action being taken in relation to defamation;
- Information involving legal advice to Council, a commercial settlement or a legal issue or a matter before the courts;
- Information that is expressly given to Councillors in confidence;
- Information about:
  - o the appointment, dismissal or discipline of Employees;
  - o industrial matters affecting Employees;
  - Council's budget and budget processes;
  - rating concessions;
  - contracts proposed to be made by Council;
  - o starting or defending legal proceedings involving Council;
  - any action to be taken by Council under the *Planning Act 2016*, including deciding applications made to it under that Act.
- Such other information identified by the Chief Executive Officer as confidential from time to time.

It is acknowledged that some of the above types of information may need to be disclosed from time to time for legal proceedings or in accordance with the *Right to Information Act 2009* or *Information Privacy Act 2009*.

## **Breach of Policy**

A breach of this Policy may constitute an offence under section 171 or 200 of the *Local Government Act 2009* for councillors and employees respectively. It may also constitute a breach of the Employee Code of Conduct or the Code of Conduct for Councillors in Queensland.

Any inadvertent release of Confidential Information to an unintended recipient or identification of a breach of this policy should be reported to the Chief Executive Officer immediately upon detection.

Any allegations of a breach of this policy should also be made to the Chief Executive Officer. Where the allegation involves a breach by:

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- an Employee, the Chief Executive Officer will deal with the allegation through Council's complaints management system. This could also result in disciplinary action.
- a Councillor, the Chief Executive Officer will deal with the allegation in accordance with Chapter 5A Part 3 of the *Local Government Act 2009* and refer it to the Office of the Independent Assessor for investigation and action, or investigate it in accordance with Council's Investigations Policy, as appropriate.

#### **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 Local Government Regulation 2012 Public Sector Ethics Act 1994 Right to Information Act 2009

#### **Related Documents**

Employee Code of Conduct
Councillor Code of Conduct
Council's Complaints Management Framework
Council's Complaints Management Policy
Councillor Confidentiality Guideline
Disclosure of Personal Information Policy
Information Management Guideline
Information Privacy Policy
Investigations Policy
Right to Information Policy

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# **CULTURAL DIVERSITY**

#### Head of Power

Local Government Act 2009

#### **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.
- · Enhanced wellbeing and safety of the community
- · Events and activities that bring together and support greater connectivity in the community

#### Definitions

People from diverse cultural & linguistic backgrounds

includes, but is not limited to:

- · People who were born overseas (citizens, residents, refugees)
- · Descendants of people who were born overseas
- · Long- and short-term visitors from overseas
- · Aboriginal and Torres Strait Islander people
- Australian South Sea Islander people.

#### Policy Objective

To demonstrate that Lockyer Valley Regional Council recognises the value of diversity in the community and its inclusion in the provision of services to residents and visitors from culturally and linguistically diverse backgrounds.

Group: Executive Office
Unit: Engagement & Communications
Approved: Ordinary Meeting (Resolution Number xxxxxxxx)
Date Approved: xx/xx/xxxx
ECM: 4673890

Effective Date: xx/xx/xxxx Version: 2.0 Last Updated: 29/11/2023 Review Date: 31/03/2027 Superseded/Revoked: ECM: 4673890 (v1)

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#### **Policy Statement**

Lockyer Valley Regional Council promotes unity in our community and a sense of belonging for all residents regardless of cultural, linguistic, religious or ethnic background. Council is committed to ensuring that all who visit or reside in the Lockyer Valley can fully participate in our economy and society.

Council will continually review and provide innovative approaches to service delivery that improve access to its services to people from culturally and linguistically diverse backgrounds. Council supports an inclusive community by holding and supporting events and activities aimed at welcoming residents from culturally diverse backgrounds and valuing the contribution diversity brings to our community.

Council acknowledges the constantly changing diversity of our community including the attractiveness of the region for people from diverse backgrounds to make our region their home and workplace both long-term and for a season and celebrates the range of traditions and stories that enhance our local identity and lifestyle.

Lockyer Valley Regional Council opposes racism in any form and expects that all officers, elected members, contractors and volunteers actively demonstrate respectful and fair behaviour towards all customers and community members regardless of their background.

#### **Human Rights Commitment**

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**

Human Rights Act 2019

#### **Related Documents**

Queensland Multicultural Policy "Our Story, Our Future" (2018) Queensland Multicultural Action Plan (2022)

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11.2 Statutory Delegations Register Updates

**Author:** Caitlan Natalier, Coordinator Governance and Property

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

#### **Purpose:**

In accordance with Section 257 of the *Local Government Act 2009*, Council can delegate a power under this *Act* or another Act to the Chief Executive Officer to allow for the efficient and timely resolution of a range of operational matters undertaken by Council. The purpose of this report is to maintain the currency of Council's Delegation Register.

#### Officer's Recommendation:

THAT Council delegate to the Chief Executive Officer, the powers referred to in the document titled "Statutory Delegations Register Council to Chief Executive Officer dated January 2024" pursuant to Section 257 of the *Local Government Act 2009*.

#### **Executive Summary**

As legislation is amended, repealed and introduced, Council is required to update its Delegation Register to reflect the amendments, repeals and new legislation. Updates to the Delegation Register are notified to Council through the Local Government Association of Queensland (LGAQ).

The detail of the latest Delegations Register Update February 2022, August 2022, February 2023 & August/September 2023 are contained in the body of this report and in Council's enterprise content management system, document reference number 4701631.

#### **Proposal**

Since the last review of Council's Delegation Register: Council to Chief Executive Officer, the LGAQ Delegation Register Service has released advice that delegations updates have been implemented. New Registers have been implemented for:

- Building Fire Safety Regulation 2008
- Justices Act 1886
- Medicines & Poisons (Pest Management Activities) Regulation 2021
- Medicines & Poisons (Poisons & Prohibited Substances) Regulation 2021
- Medicines & Poisons Act 2019
- Retail Shop Leases Act 1994
- Retail Shop Leases Regulation 2016
- Retail Shop Leases & Other Commercial Leases (COVID-19 Emergency Response) Regulation 2020
- Transport Operations (Road Use Management Vehicle Standards & Safety) Regulation 2021
- Waste Reduction & Recycling Regulation 2023

# Existing registers that have been substantially amended are:

Legislation	Delegations Register
Animal Management (Cats & Dogs) Act 2008	Council to CEO
Animal Care & Protection Act 2001	Council to CEO
Animal Care & Protection Regulation 2012	Council to CEO
Acquisition of Land Act 1967	Council to CEO
Biosecurity Regulation 2016	Council to CEO
Building Act 1975	Council to CEO
Building Regulation 2021	Council to CEO
Environmental Protection Act 1994	Council to CEO
Fire & Emergency Services Act 1990	Council to CEO
Housing Act 2003	Council to CEO
Industrial Relations Act 2016	Council to CEO
Land Act 1994	Council to CEO
Local Government Act 2009	Council to CEO
Local Government Regulation 2012	Council to CEO
Nature Conservation Act 1992	Council to CEO
Nature Conservation (Animals) Regulation 2020	Council to CEO
Nature Conservation (Plants) Regulation 2020	Council to CEO
Plumbing & Drainage Act 2018	Council to CEO
Plumbing & Drainage Regulation 2019	Council to CEO
Public Health Act 2005	Council to CEO
Residential Tenancies & Rooming Accommodation (COVID-19 Emergency Response) Regulation 2020	Council to CEO
Residential Tenancies & Rooming Accommodation Act 2008	Council to CEO
Retail Shop Leases Act 1994	Council to CEO
State Penalties Enforcement Act 1999	Council to CEO
Summary Offences Regulation 2016	Council to CEO
Public Health (Infection Control for Personal Appearance Services) Act 2003	Council to CEO
Tobacco & Other Smoking Products Act 1998	Council to CEO
Transport Infrastructure Act 1994	Council to CEO
Transport Operations (Road Use Management – Vehicle Registration) Regulation 2021	Council to CEO
Waste Reduction & Recycling Act 2011	Council to CEO
Work Health & Safety Act 2011	Council to CEO
Work Health & Safety Regulation 2011	Council to CEO

A number of registers, for both Council to CEO delegations and CEO to Employee delegations, will be updated to note changed reprint numbers.

The recommendation made in this report is for Council to resolve to accept and implement these updates to Council's delegation registers.

Outdated delegations present a risk to Council's capacity to undertake its required legislative responsibilities. Upon adoption of the Council to Chief Executive Officer delegations, the review of Chief Executive Officer to Employee or Contractor delegations will be completed to further mitigate this risk.

## **Options**

If Council resolves to adopt the recommendation made in this report, the updates to the Council to Chief Executive Officer Delegations Register dated 24 January 2024 will take immediate effect.

If Council does not adopt the recommendation made in this report, the updates to the Council to Chief Executive Officer Delegations Register will not be made and present a risk to Council.

## **Previous Council Resolutions**

21 July 2021 - Statutory Delegations Register Update 2021/04

Resolution: 20-24/0368

## **Strategic Implications**

## Corporate Plan

Corporate Plan 2022-2027 Outcome 'Compliance with governance obligations'

## Finance and Resource

The Delegation Register enables Council's operations thereby avoiding delays and minimising risks associated with discharging Council's obligations. Improved processes and risk minimisation can result in significant operational savings over time to both Council and the community.

## **Legislation and Policy**

Council's Statutory Delegation Register requires regular updating in line with the State Government's legislative program in conjunction with the Local Government Association of Queensland (LGAQ). Regular reviews of the register are required to ensure the register and Council's implementation of legislation conforms to the requirements of the various acts and regulations.

Council is also required under section 257(5) to review delegations from Council to the Chief Executive Officer annually.

If Council resolves to adopt the recommendation made in this report, the updates to the Council to Chief Executive Officer Delegations Register will take immediate effect.

## Risk Management

The Delegation Register enables Council's operations thereby avoiding delays and minimising risks associated with discharging Council's obligations. Improved processes and risk minimisation can result in significant operational savings over time to both Council and the community.

Under section 259 of the *Local Government Act 2009*, the Chief Executive Officer may sub-delegate some of these powers to an appropriately qualified employee or contractor of Council. The purpose of sub-delegation is to allow operational responsibilities to be streamlined and enable the Chief Executive Officer to focus on strategic matters.

Substantial changes to the CEO to Employee Delegations Register will also be made in accordance with the update provided by the Local Government Association of Queensland Delegations Register Services and presented to the Chief Executive Officer for approval.

## **Attachments**

<b>1</b> <u>↓</u>	Master List	12 Pages
2 <u>↓</u>	Master List - Aug 2022	12 Pages
3 <u>↓</u>	Master List Feb 2023	13 Pages
<b>4</b> I	Master List Aug/Sep 2023	4 Pages

		Treates Date	
Animal Management (Cats and Dogs) Act 2008 - Council to CEO	01/07/2020	02/02/2022	Changes.
Acquisition of Land Act 1967 - Council to CEO	20/08/2020	02/02/2022	Changes.
Building Fire Safety Regulation 2008 – Council to CEO	01/09/2021	02/02/2022	New register.
Medicines and Poisons (Pest Management Activities) Regulation 2021 – Council to CEO	27/09/2021	02/02/2022	New register.
Medicines and Poisons (Poisons and Prohibited Substances) Regulation 2021 – Council to CEO	27/09/2021	02/02/2022	New register.
Medicines and Poisons Act 2019 – Council to CEO	27/09/2021	02/02/2022	New register.
Retail Shop Leases Act 1994 - Council to CEO	25/05/2020	02/02/2022	New register.
Retail Shop Leases and Other Commercial Leases (COVID-19 Emergency Response) Regulation 2020 - Council to CEO	18/02/2021	02/02/2022	New register.
Transport Operations (Road Use Management— Vehicle Registration) Regulation 2021 – CEO to			
employee or contractor.	10/12/2021	02/02/2022	New register.
load Use Management—afety) Regulation 2021	10/12/2021 27/11/2021	02/02/2022	New register.
. load Use Management— afety) Regulation 2021 1 - Council to CEO	10/12/2021 27/11/2021 01/09/2021	02/02/2022 02/02/2022	New register.  New register.  New regulation. Change
nent – 2021 nent – ouncil to	10/12/2021 27/11/2021 01/09/2021 10/12/2021	02/02/2022 02/02/2022 02/02/2022 02/02/2022	New register.  New regulation. Changes  New regulation. Changes
	Animal Management (Cats and Dogs) Act 2008 - Council to CEO Acquisition of Land Act 1967 - Council to CEO Building Fire Safety Regulation 2008 – Council to CEO  Medicines and Poisons (Pest Management Activities) Regulation 2021 – Council to CEO  Medicines and Poisons (Poisons and Prohibited Substances) Regulation 2021 – Council to CEO  Medicines and Poisons Act 2019 – Council to CEO Retail Shop Leases Act 1994 - Council to CEO  Retail Shop Leases and Other Commercial Leases (COVID-19 Emergency Response) Regulation 2020	nal Management (Cats and Dogs) Act 2008 - ncil to CEO  uisition of Land Act 1967 - Council to CEO ding Fire Safety Regulation 2008 - Council to licines and Poisons (Pest Management vities) Regulation 2021 - Council to CEO licines and Poisons (Poisons and Prohibited stances) Regulation 2021 - Council to CEO licines and Poisons Act 2019 - Council to CEO licines and Poisons Act 2019 - Council to CEO licines and Poisons Act 2019 - Council to CEO licines and Poisons Act 2019 - Council to CEO licines and Poisons Act 2019 - Council to CEO licines and Poisons Act 2019 - Council to CEO licines and Poisons Act 2019 - Council to CEO licines and Poisons Act 2019 - Council to CEO licines and Poisons Act 2019 - Council to CEO	uisition of Land Act 1967 - Council to CEO  In Fire Safety Regulation 2008 - Council to CEO  Iicines and Poisons (Pest Management vittes) Regulation 2021 - Council to CEO  Iicines and Poisons (Poisons and Prohibited stances) Regulation 2021 - Council to CEO  Iicines and Poisons Act 2019 - Council to CEO  Iicines and Poisons Act 2019 - Council to CEO  Iicines and Poisons Act 2019 - Council to CEO  Iicines and Poisons Act 2019 - Council to CEO  Iicines and Poisons Act 2019 - Council to CEO  Iicines and Poisons Act 2019 - Council to CEO  Iicines and Poisons Act 2019 - Council to CEO  Iicines and Poisons Act 2019 - Council to CEO  Iicines and Poisons Act 2019 - Council to CEO  Iii Shop Leases Act 1994 - Council to CEO  Iil Shop Leases and Other Commercial Leases  III Shop Leases and Other Commercial Leases

Attachment 1 11.2 Page 110

**Commented [KT1]:** Check the double up of section 202 and fix next update.

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Name		Effective	Review Date	Review Status
14.	Residential Tenancies and Rooming Accommodation (COVID-19 Emergency Response) Regulation 2020 – Council to CEO	20/10/2021	02/02/2022	New reprint. Changes.
15.	Residential Tenancies and Rooming Accommodation Act 2008 – Council to CEO	20/10/2021	02/02/2022	New reprint. Changes.
16.	Summary Offences Regulation 2016 – Council to CEO	01/09/2021	02/02/2022	New reprint. Changes.
17.	Public Health (Infection Control for Personal Appearance Services) Act 2003 – Council to CEO	27/09/2021	02/02/2022	New reprint. No changes
18.	Aged Care Act 1997 (Cth) – Council to CEO	01/09/2021	02/02/2022	New reprint. No changes.
19.	Animal Care and Protection Act 2001 - Council to CEO	27/09/2021	02/02/2022	New reprint. No changes.
20.	Biosecurity Regulation 2016 – Council to CEO	03/12/2021	02/02/2022	New reprint. No changes.
21.	Body Corporate and Community Management Act 1997 - Council to CEO	09/09/2021	02/02/2022	New reprint. No changes.
22.	Environmental Offsets Regulation 2014 - Council to CEO	10/11/2021	02/02/2022	New reprint. No changes.
23.	Environmental Protection Act 1994 - CEO to employee	09/09/2021	02/02/2022	New reprint. No changes.
24.	Environmental Protection Act 1994 - Council to CEO	09/09/2021	02/02/2022	New reprint. No changes.
25.	Environmental Protection Regulation 2019 - Council to CEO	27/09/2021	02/02/2022	New reprint. No changes.
26.	Industrial Relations Act 2016 – Council to CEO	09/09/2021	02/02/2022	New reprint. No changes.

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Name		Effective	Review Date	Review Status
27.	Liquor Act 1992 – CEO to employee or contractor	31/01/2021	02/02/2022	New reprint. No changes.
28.	Liquor Act 1992 – Council to CEO	31/01/2021	02/02/2022	New reprint. No changes.
29.	Local Government Regulation 2012 – CEO to employee	01/01/2022	02/02/2022	New reprint. No changes.
30.	Local Government Regulation 2012 – Council to CEO	01/01/2022	02/02/2022	New reprint. No changes.
31.	Mineral Resources Act 1989 – Council to CEO	20/10/2021	02/02/2022	New reprint. No changes.
32.	Mining and Quarrying Safety and Health Regulation 2017 – Council to CEO	01/01/2022	02/02/2022	New reprint. No changes.
33.	Nature Conservation (Animals) Regulation 2020 – Council to CEO	01/01/2022	02/02/2022	New reprint. No changes.
34.	Nature Conservation (Plants) Regulation 2020	10/11/2021	02/02/2022	New reprint. No changes.
35.	Nature Conservation (Protected Areas Management) Regulation 2017 – Council to CEO	10/12/2021	02/02/2022	New reprint. No changes.
36.	Planning Regulation 2017 – Council to CEO	10/12/2021	02/02/2022	New reprint. No changes.
37.	Public Health (Infection Control for Personal Appearance Services) Act 2003 – CEO to employee or contractor	27/09/2021	02/02/2022	New reprint. No changes.
38.	Public Health Act 2005 – CEO to Employee or Contractor	09/09/2021	02/02/2022	New reprint. No changes.
39.	Rail Safety National Law (Queensland) – Council to CEO	01/11/2021	02/02/2022	New reprint. No changes.
40.	Right to Information Act 2009 – CEO to employee or contractor	20/12/2021	02/02/2022	New reprint. No changes.

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Name		Effective	Review Date	Review Status
41.	Right to Information Act 2009 – Council to CEO	20/12/2021	02/02/2022	New reprint. No changes.
42.	State Penalties Enforcement Regulation 2014 – Council to CEO	01/01/2022	02/02/2022	New reprint. No changes.
43.	Transport Infrastructure (Public Marine Facilities) Regulation 2011 – Council to CEO	10/12/2021	02/02/2022	New reprint. No changes.
44.	Transport Operations (Marine Safety) Regulation 2016 – Council to CEO	10/12/2021	02/02/2022	New reprint. No changes.
45.	Transport Operations (Road Use Management) Act 1995 - CEO to employee or contractor	27/09/2021	02/02/2022	New reprint. No changes.
46.	Transport Operations (Road Use Management) Act 1995 - Council to CEO	27/09/2021	02/02/2022	New reprint. No changes.
47.	Transport Operations (Road Use Management — Accreditation and Other Provisions) Regulation 2015 – Council to CEO	22/10/2021	02/02/2022	New reprint. No changes.
48.	Transport Operations (Road Use Management— Road Rules) Regulation 2009 – Council to CEO	01/09/2021	02/02/2022	New reprint. No changes.
49.	Waste Reduction and Recycling Act 2011 - CEO to employee	01/09/2021	02/02/2022	New reprint. No changes.
50.	Waste Reduction and Recycling Act 2011 - Council to CEO	01/09/2021	02/02/2022	New reprint. No changes.
51.	Waste Reduction and Recycling Regulation 2011 - Council to CEO	27/09/2021	02/02/2022	New reprint. No changes.
52.	Water Regulation 2016 - Council to CEO	23/07/2021	02/02/2022	New reprint. No changes.
53.	Water Supply (Safety and Reliability) Act 2008 – CEO to employee	20/10/2021	02/02/2022	New reprint. No changes.

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Name	ne e	Effective	Review Date	Review Status
54.	Water Supply (Safety and Reliability) Act 2008 - Council to CEO	20/10/2021	02/02/2022	New reprint. No changes.
55.	Workers Compensation and Rehabilitation Act 2003 - Council to CEO	27/09/2021	02/02/2022	New reprint. No changes.
56.	Working with Children (Risk Management and Screening) Act 2000 – Council to CEO	03/12/2021	02/02/2022	New reprint. No changes.
57.	Animal Care and Protection Regulation 2012 – Council to CEO	01/01/2022	02/02/2022	New reprint. Changes.
58.	Aboriginal Cultural Heritage Act 2003 - Council to CEO	09/11/2018	02/02/2022	No changes.
59.	Animal Management (Cats and Dogs) Act 2008 - CEO to employee or contractor	01/07/2020	02/02/2022	No changes.
60.	Biosecurity Act 2014 - CEO to employee or contractor	01/03/2020	02/02/2022	No changes.
61.	Biosecurity Act 2014 - Council to CEO	01/03/2020	02/02/2022	No changes.
62.	Body Corporate and Community Management (Accommodation Module) Regulation 2020 - Council to CEO	01/07/2021	02/02/2022	No changes.
63.	Body Corporate and Community Management (Commercial Module) Regulation 2020 - Council to CEO	01/07/2021	02/02/2022	No changes.
64.	Body Corporate and Community Management (Small Schemes Module) Regulation 2020 - Council to CEO	01/07/2021	02/02/2022	No changes.

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	Name		Effective	Review Date	Review Status
	65.	Body Corporate and Community Management (Specified Two-lot Schemes Module) Regulation 2011 - Council to CEO	01/07/2021	02/02/2022	No changes.
	66.	Body Corporate and Community Management (Standard Module) Regulation 2020 - Council to CEO	01/07/2021	02/02/2022	No changes.
	67.	Building Act 1975 - CEO to employee	01/10/2020	02/02/2022	No changes.
	68.	Building Act 1975 – Council to CEO	01/10/2020	02/02/2022	No changes.
	69.	Coastal Protection and Management Act 1995 - Council to CEO	11/04/2019	02/02/2022	No changes.
	70.	Disaster Management Act 2003 – CEO to employee or contractor	04/12/2020	02/02/2022	No changes.
	71.	Disaster Management Act 2003 - Council to CEO	04/12/2020	02/02/2022	No changes.
	72.	Disaster Management Regulation 2014 - Council to CEO	01/07/2021	02/02/2022	No changes.
	73.	Economic Development Act 2012 - CEO to employee or contractor	19/03/2020	02/02/2022	No changes.
	74.	Economic Development Act 2012 - Council to CEO	19/03/2020	02/02/2022	No changes.
	75.	Electrical Safety Act 2002 – Council to CEO	23/10/2017	02/02/2022	No changes.
	76.	Electrical Safety Regulation 2013 – Council to CEO	01/07/2021	02/02/2022	No changes.
	77.	Electricity Act 1994 - Council to CEO	24/05/2019	02/02/2022	No changes.
	78.	Electricity Regulation 2006 - Council to CEO	01/07/2021	02/02/2022	No changes.
	79.	Environmental Offsets Act 2014 – CEO to employee or contractor	13/02/2020	02/02/2022	No changes.
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_	Name		Effective	Review Date	Review Status
	80.	Environmental Offsets Act 2014 - Council to CEO	13/02/2020	02/02/2022	No changes.
~	81.	Environmental Protection (Water and Wetland Biodiversity) Policy 2009 - Council to CEO	02/10/2020	02/02/2022	No changes.
	82.	Fire and Emergency Services Act 1990 - Council to CEO	18/06/2021	02/02/2022	No changes.
	83.	Food Act 2006 - CEO to employee	22/06/2020	02/02/2022	No changes.
-	84.	Food Act 2006 - Council to CEO	22/06/2020	02/02/2022	No changes.
	85.	Food Production (Safety) Act 2000 - Council to CEO	13/02/2020	02/02/2022	No changes.
20	86.	Heavy Vehicle (Mass, Dimension and Loading) National Regulation - Council to CEO	22/02/2021	02/02/2022	No changes.
00	87.	Heavy Vehicle National Law (Qld) - Council to CEO	01/07/2021	02/02/2022	No changes.
	88.	Heavy Vehicle National Law Regulation 2014 - Council to CEO	11/02/2015	02/02/2022	No changes.
	89.	Housing Act 2003 - CEO to employee or contractor	01/12/2020	02/02/2022	No changes.
- 10	90.	Housing Act 2003 - Council to CEO	01/12/2020	02/02/2022	No changes.
	91.	Housing Regulation 2015 - Council to CEO	01/07/2021	02/02/2022	No changes.
10	92.	Human Rights Act 2019 – Council to CEO	25/05/2020	02/02/2022	No changes.
10	93.	Industrial Relations Regulation 2018 – Council to CEO	02/06/2021	02/02/2022	No changes.
10	94.	Information Privacy Act 2009 CEO to employee or contractor	01/07/2019	02/02/2022	No changes.

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Name		Effective	Review Date	Review Status
95.	Information Privacy Act 2009 Council to CEO	01/07/2019	02/02/2022	No changes.
96.	Integrity Act 2009 – CEO to employee or contractor	01/04/2021	02/02/2022	No changes.
97.	Labour Hire Licensing Act 2017 – Council to CEO	17/04/2020	02/02/2022	No changes.
98.	Land Access Ombudsman Act 2017 – Council to CEO	24/05/2019	02/02/2022	No changes.
99.	Land Act 1994 – Council to CEO	18/06/2021	02/02/2022	No changes.
100.	Land Regulation 2020 – Council to CEO	01/07/2021	02/02/2022	No changes.
101.	Land Title Act 1994 – Council to CEO	18/06/2021	02/02/2022	No changes.
102.	Land Valuation Act 2010 – Council to CEO	09/12/2019	02/02/2022	No changes.
103.	Local Government Act 2009 – CEO to employee	01/07/2021	02/02/2022	No changes.
104.	Local Government Act 2009 – Council to CEO	01/07/2021	02/02/2022	No changes.
105.	Mineral and Energy Resources (Common Provisions) Act 2014 – Council to CEO	18/06/2021	02/02/2022	No changes.
106.	Mining and Quarrying Safety and Health Act 1999 — Council to CEO	07/09/2020	02/02/2022	No changes.
107.	Nature Conservation Act 1992 – Council to CEO	18/06/2021	02/02/2022	No changes.
108.	Peaceful Assembly Act 1992 – Council to CEO	08/11/2013	02/02/2022	No changes.
109.	Planning Act 2016 – CEO to employee or contractor	18/06/2021	02/02/2022	No changes.
110.	Planning Act 2016 – Council to CEO	18/06/2021	02/02/2022	No changes.

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Name		Effective	Review Date	Review Status
111.	Planning Act 2016 – Development Assessment Rules – Council to CEO	11/09/2020	02/02/2022	No changes.
112.	Planning and Environment Court Act 2016 – CEO to employee or contractor	13/05/2019	02/02/2022	No changes.
113.	Planning and Environment Court Act 2016 – Council to CEO	13/05/2019	02/02/2022	No changes.
114.	Plumbing and Drainage Act 2018 – Council to CEO	02/07/2020	02/02/2022	No changes.
115.	Plumbing and Drainage Regulation 2019 – CEO to employee or contractor	01/07/2021	02/02/2022	No changes.
116.	Plumbing and Drainage Regulation 2019 – Council to CEO	01/07/2021	02/02/2022	No changes.
117.	Public Health Regulation 2018 – Council to CEO	01/07/2021	02/02/2022	No changes.
118.	Public Interest Disclosure Act 2010 – CEO to employee or contractor	14/09/2020	02/02/2022	No changes.
119.	Public Interest Disclosure Act 2010 – Council to CEO	14/09/2020	02/02/2022	No changes.
120.	Public Records Act 2002 – CEO to employee	03/05/2013	02/02/2022	No changes.
121.	Public Records Act 2002 – Council to CEO	03/05/2013	02/02/2022	No changes.
122.	Public Sector Ethics Act 1994 – CEO to employee or contractor	29/02/2020	02/02/2022	No changes.
123.	Queensland Heritage Act 1992 – CEO to employee or contractor	03/07/2017	02/02/2022	No changes.
124.	Queensland Heritage Act 1992 – Council to CEO	03/07/2017	02/02/2022	No changes.

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Name		Effective	Review Date	Review Status
125.	Queensland Reconstruction Authority Act 2011 – Council to CEO	11/04/2019	02/02/2022	No changes.
126.	Residential Services (Accreditation) Act 2002 – Council to CEO	01/09/2018	02/02/2022	No changes.
127.	River Improvement Trust Act 1940 – Council to CEO	18/06/2021	02/02/2022	No changes.
128.	Safety in Recreational Water Activities Act 2011 – Council to CEO	23/10/2017	02/02/2022	No changes.
129.	State Penalties Enforcement Act 1999 - CEO to employee	05/12/2019	02/02/2022	No changes.
130.	State Penalties Enforcement Act 1999 - Council to CEO	05/12/2019	02/02/2022	No changes.
131.	Statutory Bodies Financial Arrangements Act 1982 - Council to CEO	23/09/2013	02/02/2022	No changes.
132.	Stock Route Management Act 2002 - CEO to employee	18/06/2021	02/02/2022	No changes.
133.	Stock Route Management Act 2002 - Council to CEO	18/06/2021	02/02/2022	No changes.
134.	Strong and Sustainable Resource Communities Act 2017 – Council to CEO	30/03/2018	02/02/2022	No changes.
135.	Summary Offences Act 2005 – CEO to employee	21/07/2020	02/02/2022	No changes.
136.	Summary Offences Act 2005 – Council to CEO	21/07/2020	02/02/2022	No changes.
137.	Survey and Mapping Infrastructure Act 2003 - Council to CEO	18/06/2021	02/02/2022	No changes.

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Name		Effective	Review Date	Review Status
138.	Tobacco and Other Smoking Products Act 1998 - CEO to employee or contractor	21/07/2020	02/02/2022	No changes.
139.	Tobacco and Other Smoking Products Act 1998 – Council to CEO	21/07/2020	02/02/2022	No changes.
140.	Torres Strait Island Cultural Heritage Act 2003	09/11/2018	02/02/2022	No changes.
141.	Transport Infrastructure (State Controlled Roads) Regulation 2011 – Council to CEO	18/09/2020	02/02/2022	No changes.
142.	Transport Infrastructure Act 1994 – CEO to employee or contractor	21/07/2020	02/02/2022	No changes.
143.	Transport Infrastructure Act 1994 - Council to CEO	21/07/2020	02/02/2022	No changes.
144.	Transport Operations (Marine Pollution) Act 1995 – Council to CEO	12/09/2019	02/02/2022	No changes.
145.	Transport Operations (Marine Safety) Act 1994 - CEO to employee or contractor	28/05/2019	02/02/2022	No changes.
146.	Transport Operations (Marine Safety) Act 1994 Council to CEO	28/05/2019	02/02/2022	No changes.
147.	Trusts Act 1973 - Council to CEO	24/11/2017	02/02/2022	No changes.
148.	Water Act 2000 - Council to CEO	18/06/2021	02/02/2022	No changes.
149.	Water Fluoridation Act 2008 - Council to CEO	01/11/2013	02/02/2022	No changes.
150.	Water Fluoridation Regulation 2020 – Council to CEO	21/02/2020	02/02/2022	No changes.
151.	Work Health and Safety Act 2011 – Council to CEO	14/09/2020	02/02/2022	No changes.
152.	Work Health and Safety Regulation 2011 - Council 01/07/2021 to CEO	01/07/2021	02/02/2022	No changes.

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1aster L	1	Name	153.	Name	
Master List of Acts - 02 February 2022 (4)	Matters that require a Resolution of Council and CANNOT BE DELEGATED		Workers Compensation and Rehabilitation Regulation 2014 – Council to CEO		
Page <b>12</b> of <b>12</b>	n/a	Effective	20/05/2021	Effective	
	02/02/2022	Review Date	02/02/2022	Review Date	
	No changes.	Review Status	No changes.	Review Status	

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Name		Effective	Review Date	Review Status
ť	Justices Act 1886 – Council to CEO	10/06/2022	01/08/2022	New Register.
2.	Retail Shop Leases Regulation 2016 - Council to CEO	03/05/2022	01/08/2022	New Register.
ņ	Building Act 1975 – Council to CEO	10/06/2022	01/08/2022	New reprint. Changes.
4.	Environmental Protection Act 1994 - Council to CEO	01/05/2022	29/08/2022	New reprint. Changes.
5.	Local Government Act 2009 – Council to CEO	01/07/2022	01/08/2022	New reprint. Changes.
6.	Local Government Regulation 2012 – Council to CEO	01/05/2022	01/08/2022	New reprint. Changes.
7.	Retail Shop Leases Act 1994 - Council to CEO	03/05/2022	01/08/2022	New reprint. Changes.
œ	State Penalties Enforcement Act 1999 - CEO to employee	10/06/2022	01/08/2022	New reprint. Changes.
9	State Penalties Enforcement Act 1999 - Council to CEO	10/06/2022	01/08/2022	New reprint. Changes.
10.	Transport Operations (Road Use Management—Vehicle Registration) Regulation 2021 – CEO to employee or contractor.	01/07/2022	01/08/2022	New reprint. No changes.
11.	Animal Care and Protection Regulation 2012 – Council to CEO	08/05/2022	01/08/2022	New reprint. No changes.
12.	Biosecurity Regulation 2016 – Council to CEO	08/05/2022	01/08/2022	New reprint. No changes.
13.	Body Corporate and Community Management (Accommodation Module) Regulation 2020 - Council to CEO	01/07/2022	01/08/2022	New reprint. No changes.

Master List of A
of Acts
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Name		Effective	Review Date	Review Status
14.	Body Corporate and Community Management (Commercial Module) Regulation 2020 - Council to CEO	01/07/2022	01/08/2022	New reprint. No changes.
15.	Body Corporate and Community Management (Small Schemes Module) Regulation 2020 - Council to CEO	01/07/2022	01/08/2022	New reprint. No changes.
16.	Body Corporate and Community Management (Specified Two-lot Schemes Module) Regulation 2011 - Council to CEO	01/07/2022	01/08/2022	New reprint. No changes.
17.	Body Corporate and Community Management (Standard Module) Regulation 2020 - Council to CEO	01/07/2022	01/08/2022	New reprint. No changes.
18.	Body Corporate and Community Management Act 1997 - Council to CEO	01/05/2022	01/08/2022	New reprint. No changes.
19.	Building Act 1975 - CEO to employee	10/06/2022	01/08/2022	New reprint. No changes.
20.	Building Fire Safety Regulation 2008 – Council to CEO	24/06/2022	01/08/2022	New reprint. No changes.
21.	Building Regulation 2021 - Council to CEO	01/07/2022	01/08/2022	New reprint. No changes.
22.	Disaster Management Act 2003 – CEO to employee or contractor	08/04/2022	01/08/2022	New reprint. No changes.
.23	Disaster Management Act 2003 - Council to CEO	08/04/2022	01/08/2022	New reprint. No changes.
24.	Electrical Safety Regulation 2013 – Council to CEO	17/06/2022	01/08/2022	New reprint. No changes.
25.	Electricity Regulation 2006 - Council to CEO	01/07/2022	01/08/2022	New reprint. No changes.
26.	Environmental Offsets Regulation 2014 - Council to CEO	08/04/2022	01/08/2022	New reprint. No changes.

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Name		Effective	Review Date	Review Status
27.	Environmental Protection Act 1994 - CEO to employee	01/05/2022	01/08/2022	New reprint. No changes.
28.	Environmental Protection Regulation 2019 - Council to CEO	24/06/2022	01/08/2022	New reprint. No changes.
29.	Housing Regulation 2015 - Council to CEO	01/07/2022	01/08/2022	New reprint. No changes.
30.	Industrial Relations Act 2016 – Council to CEO	28/02/2022	01/08/2022	New reprint. No changes.
31.	Land Act 1994 – Council to CEO	30/04/2022	01/08/2022	New reprint. No changes.
32.	Land Regulation 2020 – Council to CEO	01/07/2022	01/08/2022	New reprint. No changes.
33.	Land Title Act 1994 – Council to CEO	30/04/2022	01/08/2022	New reprint. No changes.
34.	Liquor Act 1992 – CEO to employee or contractor	01/05/2022	01/08/2022	New reprint. No changes.
35.	Liquor Act 1992 – Council to CEO	01/05/2022	01/08/2022	New reprint. No changes.
36.	Local Government Act 2009 – CEO to employee	01/07/2022	01/08/2022	New reprint. No changes.
37.	Local Government Regulation 2012 – CEO to employee	01/05/2022	01/08/2022	New reprint. No changes.
38.	Medicines and Poisons (Pest Management Activities) Regulation 2021 – Council to CEO	01/07/2022	01/08/2022	New reprint. No changes.
39.	Medicines and Poisons (Poisons and Prohibited Substances) Regulation 2021 – Council to CEO	01/07/2022	01/08/2022	New reprint. No changes.
40.	Mining and Quarrying Safety and Health Regulation 2017 – Council to CEO	10/06/2022	01/08/2022	New reprint. No changes.
41.	Nature Conservation (Animals) Regulation 2020 – Council to CEO	20/05/2022	01/08/2022	New reprint. No changes.

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Name		Effective	Review Date	Review Status
42.	Nature Conservation (Plants) Regulation 2020 – Council to CEO	20/05/2022	01/08/2022	New reprint. No changes.
43.	Nature Conservation (Protected Areas Management) Regulation 2017 – Council to CEO	02/07/2022	01/08/2022	New reprint. No changes.
44.	Nature Conservation Act 1992 – Council to CEO	20/05/2022	01/08/2022	New reprint. No changes.
45.	Planning Act 2016 – CEO to employee or contractor	10/06/2022	01/08/2022	New reprint. No changes.
46.	Planning Act 2016 – Council to CEO	10/06/2022	01/08/2022	New reprint. No changes.
47.	Planning Regulation 2017 – Council to CEO	01/07/2022	01/08/2022	New reprint. No changes.
48.	Plumbing and Drainage Act 2018 – Council to CEO	10/06/2022	01/08/2022	New reprint. No changes.
49.	Plumbing and Drainage Regulation 2019 – CEO to employee or contractor	01/07/2022	01/08/2022	New reprint. No changes.
50.	Plumbing and Drainage Regulation 2019 – Council to CEO	01/07/2022	01/08/2022	New reprint. No changes.
51.	Public Health Act 2005 – CEO to Employee or Contractor	23/05/2022	01/08/2022	New reprint. No changes.
52.	Public Health Act 2005 — Council to CEO	23/05/2022	01/08/2022	New reprint. No changes.
53.	Public Health Regulation 2018 – Council to CEO	24/06/2022	01/08/2022	New reprint. No changes.
54.	Residential Tenancies and Rooming Accommodation Act 2008 — Council to CEO	01/07/2022	01/08/2022	New reprint. No changes.
55.	Retail Shop Leases and Other Commercial Leases (COVID-19 Emergency Response) Regulation 2020 - Council to CEO	03/05/2022	01/08/2022	New reprint. No changes.

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Name		Effective	Review Date	Review Status
56.	Right to Information Act 2009 – CEO to employee or contractor	28/02/2022	01/08/2022	New reprint. No changes.
57.	Right to Information Act 2009 – Council to CEO	28/02/2022	01/08/2022	New reprint. No changes.
58.	State Penalties Enforcement Regulation 2014 – Council to CEO	01/07/2022	01/08/2022	New reprint. No changes.
59.	Transport Infrastructure (Public Marine Facilities) Regulation 2011 – Council to CEO	01/07/2022	01/08/2022	New reprint. No changes.
60.	Transport Operations (Marine Safety) Regulation 2016 – Council to CEO	20/05/2022	01/08/2022	New reprint. No changes.
61.	Transport Operations (Road Use Management) Act 1995 - CEO to employee or contractor	10/06/2022	01/08/2022	New reprint. No changes.
62.	Transport Operations (Road Use Management) Act 1995 - Council to CEO	10/06/2022	01/08/2022	New reprint. No changes.
63.	Transport Operations (Road Use Management—Accreditation and Other Provisions) Regulation 2015 – Council to CEO	20/05/2022	01/08/2022	New reprint. No changes.
64.	Transport Operations (Road Use Management—Road Rules) Regulation 2009 – Council to CEO	04/02/2022	01/08/2022	New reprint. No changes.
65.	Transport Operations (Road Use Management—Vehicle Registration) Regulation 2021 – Council to CEO	01/07/2022	01/08/2022	New reprint. Changes.
66.	Transport Operations (Road Use Management— Vehicle Standards and Safety) Regulation 2021 – Council to CEO	20/05/2022	01/08/2022	New reprint. No changes.

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Name		Effective	Review Date	Review Status
67.	Waste Reduction and Recycling Regulation 2011 - Council to CEO	01/07/2022	01/08/2022	New reprint. No changes.
68.	Water Regulation 2016 - Council to CEO	01/07/2022	01/08/2022	New reprint. No changes
69.	Water Supply (Safety and Reliability) Act 2008 – CEO to employee	08/03/2022	01/08/2022	New reprint. No changes
70.	Water Supply (Safety and Reliability) Act 2008 - Council to CEO	08/03/2022	01/08/2022	New reprint. No changes
71.	Work Health and Safety Regulation 2011 - Council to CEO	17/06/2022	01/08/2022	New reprint. No changes
72.	Workers Compensation and Rehabilitation Act 2003 - Council to CEO	01/07/2022	01/08/2022	New reprint. No changes
73.	Workers Compensation and Rehabilitation Regulation 2014 – Council to CEO	17/06/2022	01/08/2022	New reprint. No changes
74.	Working with Children (Risk Management and Screening) Act 2000 – Council to CEO	20/05/2022	01/08/2022	New reprint. No changes
75.	Public Health (Infection Control for Personal Appearance Services) Act 2003 – Council to CEO	27/09/2021	29/08/2022	Changes
76.	Aboriginal Cultural Heritage Act 2003 - Council to CEO	09/11/2018	01/08/2022	No changes.
77.	Acquisition of Land Act 1967 - Council to CEO	20/08/2020	01/08/2022	No changes.
78.	Aged Care Act 1997 (Cth) — Council to CEO	01/09/2021	01/08/2022	No changes.
79.	Animal Care and Protection Act 2001 - Council to CEO	27/09/2021	01/08/2022	No changes.

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Name		Effective	Review Date	Review Status
80.	Animal Management (Cats and Dogs) Act 2008 - CEO to employee or contractor	01/07/2020	01/08/2022	No changes.
81.	Animal Management (Cats and Dogs) Act 2008 - Council to CEO	01/07/2020	01/08/2022	No changes.
82.	Biosecurity Act 2014 - CEO to employee or contractor	01/03/2020	01/08/2022	No changes.
83.	Biosecurity Act 2014 - Council to CEO	01/03/2020	01/08/2022	No changes.
84.	Coastal Protection and Management Act 1995 - Council to CEO	11/04/2019	01/08/2022	No changes.
85.	Disaster Management Regulation 2014 - Council to CEO	01/07/2021	01/08/2022	No changes.
86.	Economic Development Act 2012 - CEO to employee or contractor	19/03/2020	01/08/2022	No changes.
87.	Economic Development Act 2012 - Council to CEO	19/03/2020	01/08/2022	No changes.
88.	Electrical Safety Act 2002 – Council to CEO	23/10/2017	01/08/2022	No changes.
89.	Electricity Act 1994 - Council to CEO	24/05/2019	01/08/2022	No changes.
90.	Environmental Offsets Act 2014 – CEO to employee or contractor	13/02/2020	01/08/2022	No changes.
91.	Environmental Offsets Act 2014 - Council to CEO	13/02/2020	01/08/2022	No changes.
92.	Environmental Protection (Water and Wetland Biodiversity) Policy 2009 - Council to CEO	02/10/2020	01/08/2022	No changes.
93.	Fire and Emergency Services Act 1990 - Council to CEO	18/06/2021	01/08/2022	No changes.
94.	Food Act 2006 - CEO to employee	22/06/2020	01/08/2022	No changes.

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Name		Effective	Review Date	Review Status
95.	Food Act 2006 - Council to CEO	22/06/2020	01/08/2022	No changes.
96.	Food Production (Safety) Act 2000 - Council to CEO	13/02/2020	01/08/2022	No changes.
97.	Heavy Vehicle (Mass, Dimension and Loading) National Regulation - Council to CEO	22/02/2021	01/08/2022	No changes.
98.	Heavy Vehicle National Law (Qld) - Council to CEO	01/07/2021	01/08/2022	No changes.
99.	Heavy Vehicle National Law Regulation 2014 - Council to CEO	11/02/2015	01/08/2022	No changes.
100.	Housing Act 2003 - CEO to employee or contractor	01/12/2020	01/08/2022	No changes.
101.	Housing Act 2003 - Council to CEO	01/12/2020	01/08/2022	No changes.
102.	Human Rights Act 2019 – Council to CEO	25/05/2020	01/08/2022	No changes.
103.	Industrial Relations Regulation 2018 – Council to CEO	02/06/2021	01/08/2022	No changes.
104.	Information Privacy Act 2009 CEO to employee or contractor	01/07/2019	01/08/2022	No changes.
105.	Information Privacy Act 2009 Council to CEO	01/07/2019	01/08/2022	No changes.
106.	Integrity Act 2009 – CEO to employee or contractor	01/04/2021	01/08/2022	No changes.
107.	Labour Hire Licensing Act 2017 – Council to CEO	17/04/2020	01/08/2022	No changes.
108.	Land Access Ombudsman Act 2017 – Council to CEO	24/05/2019	01/08/2022	No changes.
109.	Land Valuation Act 2010 – Council to CEO	09/12/2019	01/08/2022	No changes.
110.	Medicines and Poisons Act 2019 – Council to CEO	27/09/2021	01/08/2022	No changes.

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Name		Effective	Review Date	Review Status
111.	Mineral and Energy Resources (Common Provisions) Act 2014 – Council to CEO	18/06/2021	01/08/2022	No changes.
112.	Mineral Resources Act 1989 – Council to CEO	20/10/2021	01/08/2022	No changes.
113.	Mining and Quarrying Safety and Health Act 1999 – Council to CEO	07/09/2020	01/08/2022	No changes.
114.	Peaceful Assembly Act 1992 – Council to CEO	08/11/2013	01/08/2022	No changes.
115.	Planning Act 2016 – Development Assessment Rules – Council to CEO	11/09/2020	01/08/2022	No changes.
116.	Planning and Environment Court Act 2016 – CEO to employee or contractor	13/05/2019	01/08/2022	No changes.
117.	Planning and Environment Court Act 2016 – Council to CEO	13/05/2019	01/08/2022	No changes.
118.	Public Health (Infection Control for Personal Appearance Services) Act 2003 – CEO to employee or contractor	27/09/2021	01/08/2022	No changes.
119.	Public Interest Disclosure Act 2010 – CEO to employee or contractor	14/09/2020	01/08/2022	No changes.
120.	Public Interest Disclosure Act 2010 – Council to CEO	14/09/2020	01/08/2022	No changes.
121.	Public Records Act 2002 – CEO to employee	03/05/2013	01/08/2022	No changes.
122.	Public Records Act 2002 – Council to CEO	03/05/2013	01/08/2022	No changes.
123.	Public Sector Ethics Act 1994 – CEO to employee or contractor	29/02/2020	01/08/2022	No changes.

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Name		Effective	Review Date	Review Status
124.	Queensland Heritage Act 1992 – CEO to employee or contractor	03/07/2017	01/08/2022	No changes.
125.	Queensland Heritage Act 1992 – Council to CEO	03/07/2017	01/08/2022	No changes.
126.	Queensland Reconstruction Authority Act 2011 – Council to CEO	11/04/2019	01/08/2022	No changes.
127.	Rail Safety National Law (Queensland) – Council to CEO	01/11/2021	01/08/2022	No changes.
128.	Residential Services (Accreditation) Act 2002 – Council to CEO	01/09/2018	01/08/2022	No changes.
129.	River Improvement Trust Act 1940 – Council to CEO	18/06/2021	01/08/2022	No changes.
130.	Safety in Recreational Water Activities Act 2011 – Council to CEO	23/10/2017	01/08/2022	No changes.
131.	Statutory Bodies Financial Arrangements Act 1982 - Council to CEO	23/09/2013	01/08/2022	No changes.
132.	Stock Route Management Act 2002 - CEO to employee	18/06/2021	01/08/2022	No changes.
133.	Stock Route Management Act 2002 - Council to CEO	18/06/2021	01/08/2022	No changes.
134.	Strong and Sustainable Resource Communities Act 2017 – Council to CEO	30/03/2018	01/08/2022	No changes.
135.	Summary Offences Act 2005 – CEO to employee	21/07/2020	01/08/2022	No changes.
136.	Summary Offences Act 2005 – Council to CEO	21/07/2020	01/08/2022	No changes.

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Name		Effective	Review Date	Review Status
137.	Summary Offences Regulation 2016 – Council to CEO	01/09/2021	01/08/2022	No changes.
138.	Survey and Mapping Infrastructure Act 2003 - Council to CEO	18/06/2021	01/08/2022	No changes.
139.	Tobacco and Other Smoking Products Act 1998 - CEO to employee or contractor	21/07/2020	01/08/2022	No changes.
140.	Tobacco and Other Smoking Products Act 1998 – Council to CEO	21/07/2020	01/08/2022	No changes.
141.	Torres Strait Island Cultural Heritage Act 2003 – Council to CEO	09/11/2018	01/08/2022	No changes.
142.	Transport Infrastructure (State Controlled Roads) Regulation 2011 – Council to CEO	18/09/2020	01/08/2022	No changes.
143.	Transport Infrastructure Act 1994 – CEO to employee or contractor	21/07/2020	01/08/2022	No changes.
144.	Transport Infrastructure Act 1994 - Council to CEO	21/07/2020	01/08/2022	No changes.
145.	Transport Operations (Marine Pollution) Act 1995  - Council to CEO	12/09/2019	01/08/2022	No changes.
146.	Transport Operations (Marine Safety) Act 1994 - CEO to employee or contractor	28/05/2019	01/08/2022	No changes.
147.	Transport Operations (Marine Safety) Act 1994 Council to CEO	28/05/2019	01/08/2022	No changes.
148.	Trusts Act 1973 - Council to CEO	24/11/2017	01/08/2022	No changes.
149.	Waste Reduction and Recycling Act 2011 - CEO to employee	01/09/2021	01/08/2022	No changes.

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Na	Name		Effective	Review Date	Review Status
150.		Waste Reduction and Recycling Act 2011 - Council to CEO	01/09/2021	01/08/2022	No changes.
151.		Water Act 2000 - Council to CEO	18/06/2021	01/08/2022	No changes.
152.	2.	Water Fluoridation Act 2008 - Council to CEO	01/11/2013	01/08/2022	No changes.
153.		Water Fluoridation Regulation 2020 – Council to CEO	21/02/2020	01/08/2022	No changes.
154.		Work Health and Safety Act 2011 – Council to CEO	14/09/2020	01/08/2022	No changes.
155.		Residential Tenancies and Rooming Accommodation (COVID-19 Emergency Response) Regulation 2020 – Council to CEO	101/05/2022	01/08/2022	Regulation repealed. Remove from register.
Na	Name		Effective	Review Date	Review Status
	1. N	Matters that require a Resolution of Council and CANNOT BE DELEGATED	n/a	01/08/2022	No changes.

## LGÁQ

Every Queensland community deserves to be a liveable one

# LGAQ Delegations Register Update

Master List of Acts

Update provided by King & Company Solicitors, 14 February 2023

https://congruent.lgaq.asn.au/delegations/

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Name		Effective	Review Date	Review Status
1.	Land Act 1994 – Council to CEO	30/04/2022	14/02/2023	Changes.
2.	Animal Care and Protection Act 2001 - Council to CEO	12/12/2022	14/02/2023	New reprint. Changes
ω	Industrial Relations Act 2016 – Council to CEO	03/11/2022	14/02/2023	New reprint. Changes.
4.	Nature Conservation (Animals) Regulation 2020 – Council to CEO	25/11/2022	14/02/2023	New reprint. Changes.
5.	Nature Conservation (Plants) Regulation 2020	25/11/2022	14/02/2023	New reprint. Changes.
6.	Nature Conservation Act 1992 – Council to CEO	21/10/2022	14/02/2023	New reprint. Changes.
7.	Plumbing and Drainage Regulation 2019 – Council to CEO	02/12/2022	14/02/2023	New reprint. Changes.
œ	Residential Tenancies and Rooming Accommodation Act 2008 – Council to CEO	01/10/2022	14/02/2023	New reprint. Changes.
9.	Transport Infrastructure Act 1994 - Council to CEO	07/09/2022	14/02/2023	New reprint. Changes.
10.	Transport Operations (Road Use Management— Vehicle Registration) Regulation 2021 – Council to CEO	10/02/2023	14/02/2023	New reprint. Changes.
11.	Aged Care Act 1997 (Cth) – Council to CEO	01/01/2023	14/02/2023	New reprint. No changes.
12.	Animal Care and Protection Regulation 2012 – Council to CEO	12/12/2022	14/02/2023	New reprint. No changes.
13.	Biosecurity Regulation 2016 – Council to CEO	07/02/2023	14/02/2023	New reprint. No changes.
14.	Building Act 1975 - CEO to employee	02/10/2022	14/02/2023	New reprint. No changes.
15.	Building Act 1975 – Council to CEO	02/10/2022	14/02/2023	New reprint. No changes.

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New reprint. No changes.	14/02/2023	15/09/2022	Public Health (Infection Control for Personal Appearance Services) Act 2003 — Council to CEO	30.
New reprint. No changes	14/02/2023	02/12/2022	Plumbing and Drainage Regulation 2019 – CEO to employee or contractor	29.
New reprint. No changes	14/02/2023	16/12/2022	Planning Regulation 2017 – Council to CEO	28.
New reprint. No changes	14/02/2023	02/12/2022	Nature Conservation (Protected Areas Management) Regulation 2017 – Council to CEO	27.
New reprint. No changes	14/02/2023	21/11/2022	Mineral Resources Act 1989 – Council to CEO	26.
New reprint. No changes	14/02/2023	21/11/2022	Mineral and Energy Resources (Common Provisions) Act 2014 – Council to CEO	25.
New reprint. No changes	14/02/2023	01/01/2023	Medicines and Poisons Act 2019 – Council to CEO	24.
New reprint. No changes	14/02/2023	05/12/2022	Liquor Act 1992 – Council to CEO	23.
New reprint. No changes	14/02/2023	05/12/2022	Liquor Act 1992 — CEO to employee or contractor	22.
New reprint. No changes	14/02/2023	12/09/2022	Justices Act 1886 – Council to CEO	21.
New reprint. No changes	14/02/2023	05/08/2022	Industrial Relations Regulation 2018 – Council to CEO	20.
New reprint. No changes	14/02/2023	09/09/2022	Environmental Protection (Water and Wetland Biodiversity) Policy 2009 – Council to CEO	19.
New reprint. No changes	14/02/2023	25/11/2022	Environmental Offsets Regulation 2014 – Council to CEO	18.
New reprint. No changes.	14/02/2023	01/11/2022	Disaster Management Act 2003 – Council to CEO	17.
New reprint. No changes	14/02/2023	01/11/2022	Disaster Management Act 2003 – CEO to employee or contractor	16.
Review Status	Review Date	Effective		Name

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Master List of Acts - 14 February 2023(2021718.1) (1)

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Name		Effective	Review Date	Review Status
43.	Transport Operations (Road Use Management— Vehicle Standards and Safety) Regulation 2021	07/09/2022	14/02/2023	New reprint. No changes.
44.	Waste Reduction and Recycling Act 2011 - CEO to employee	07/09/2022	14/02/2023	New reprint. No changes.
45.	Waste Reduction and Recycling Act 2011 - Council to CEO	07/09/2022	14/02/2023	New reprint. No changes.
46.	Water Regulation 2016 - Council to CEO	31/12/2022	14/02/2023	New reprint. No changes.
47.	Work Health and Safety Regulation 2011 - Council to CEO	01/01/2023	14/02/2023	New reprint. No changes.
48.	Workers Compensation and Rehabilitation Act 2003 - Council to CEO	31/10/2022	14/02/2023	New reprint. No changes.
49.	Workers Compensation and Rehabilitation Regulation 2014 – Council to CEO	31/10/2022	14/02/2023	New reprint. No changes.
50.	Working with Children (Risk Management and Screening) Act 2000 – Council to CEO	02/12/2022	14/02/2023	New reprint. No changes.
51.	Aboriginal Cultural Heritage Act 2003 - Council to CEO	09/11/2018	14/02/2023	No changes.
52.	Acquisition of Land Act 1967 - Council to CEO	20/08/2020	14/02/2023	No changes.
53.	Animal Management (Cats and Dogs) Act 2008 - CEO to employee or contractor	01/07/2020	14/02/2023	No changes.
54.	Animal Management (Cats and Dogs) Act 2008 - Council to CEO	01/07/2020	14/02/2023	No changes.
55.	Biosecurity Act 2014 - CEO to employee or contractor	01/03/2020	14/02/2023	No changes.

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Name		Effective	Review Date	Review Status
67.	Economic Development Act 2012 – CEO to employee or contractor	19/03/2020	14/02/2023	No changes.
68.	Economic Development Act 2012 – Council to CEO	19/03/2020	14/02/2023	No changes.
 69.	Electrical Safety Act 2002 – Council to CEO	23/10/2017	14/02/2023	No changes.
 70.	Electrical Safety Regulation 2013 – Council to CEO	17/06/2022	14/02/2023	No changes.
71.	Electricity Act 1994 — Council to CEO	24/05/2019	14/02/2023	No changes.
72.	Electricity Regulation 2006 – Council to CEO	01/07/2022	14/02/2023	No changes.
73.	Environmental Offsets Act 2014 – CEO to employee or contractor	13/02/2020	14/02/2023	No changes.
 74.	Environmental Offsets Act 2014 – Council to CEO	13/02/2020	14/02/2023	No changes.
75.	Environmental Protection Act 1994 – CEO to employee	01/05/2022	14/02/2023	No changes.
76.	Environmental Protection Act 1994 – Council to CEO	01/05/2022	14/02/2023	No changes.
77.	Environmental Protection Regulation 2019 – Council to CEO	24/06/2022	14/02/2023	No changes.
78.	Fire and Emergency Services Act 1990 – Council to CEO	18/06/2021	14/02/2023	No changes.
79.	Food Act 2006 – CEO to employee	22/06/2020	14/02/2023	No changes.
80.	Food Act 2006 – Council to CEO	22/06/2020	14/02/2023	No changes.
81.	Food Production (Safety) Act 2000 – Council to CEO	13/02/2020	14/02/2023	No changes.

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Name		Effective	Review Date	Review Status
82.	Heavy Vehicle (Mass, Dimension and Loading) National Regulation – Council to CEO	22/02/2021	14/02/2023	No changes.
83.	Heavy Vehicle National Law (Qld) – Council to CEO	01/07/2021	14/02/2023	No changes.
84.	Heavy Vehicle National Law Regulation 2014 – Council to CEO	11/02/2015	14/02/2023	No changes.
85.	Housing Act 2003 – CEO to employee or contractor	01/12/2020	14/02/2023	No changes.
86.	Housing Act 2003 – Council to CEO	01/12/2020	14/02/2023	No changes.
87.	Housing Regulation 2015 – Council to CEO	01/07/2022	14/02/2023	No changes.
88.	Human Rights Act 2019 – Council to CEO	25/05/2020	14/02/2023	No changes.
89.	Information Privacy Act 2009 CEO to employee or contractor	01/07/2019	14/02/2023	No changes.
90.	Information Privacy Act 2009 Council to CEO	01/07/2019	14/02/2023	No changes.
91.	Integrity Act 2009 — CEO to employee or contractor	01/04/2021	14/02/2023	No changes.
92.	Labour Hire Licensing Act 2017 – Council to CEO	17/04/2020	14/02/2023	No changes.
93.	Land Access Ombudsman Act 2017 – Council to CEO	24/05/2019	14/02/2023	No changes.
94.	Land Regulation 2020 – Council to CEO	01/07/2022	14/02/2023	No changes.
95.	Land Title Act 1994 – Council to CEO	30/04/2022	14/02/2023	No changes.
96.	Land Valuation Act 2010 – Council to CEO	09/12/2019	14/02/2023	No changes.
97.	Local Government Act 2009 – CEO to employee	01/07/2022	14/02/2023	No changes.

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Name	·	Effective	Review Date	Review Status
98.	Local Government Act 2009 – Council to CEO	01/07/2022	14/02/2023	No changes.
99.	Local Government Regulation 2012 – CEO to employee	01/05/2022	14/02/2023	No changes.
100.	Local Government Regulation 2012 – Council to CEO	01/05/2022	14/02/2023	No changes.
101.	Medicines and Poisons (Pest Management Activities) Regulation 2021 – Council to CEO	01/07/2022	14/02/2023	No changes.
102.	Medicines and Poisons (Poisons and Prohibited Substances) Regulation 2021 – Council to CEO	01/07/2022	14/02/2023	No changes.
103.	Mining and Quarrying Safety and Health Act 1999  - Council to CEO	07/09/2020	14/02/2023	No changes.
104.	Mining and Quarrying Safety and Health Regulation 2017 – Council to CEO	10/06/2022	14/02/2023	No changes.
105.	Peaceful Assembly Act 1992 – Council to CEO	08/11/2013	14/02/2023	No changes.
106.	Planning Act 2016 – CEO to employee or contractor	10/06/2022	14/02/2023	No changes.
107.	Planning Act 2016 – Council to CEO	10/06/2022	14/02/2023	No changes.
108.	Planning Act 2016 – Development Assessment Rules – Council to CEO	11/09/2020	14/02/2023	No changes.
109.	Planning and Environment Court Act 2016 – CEO to employee or contractor	13/05/2019	14/02/2023	No changes.
110.	Planning and Environment Court Act 2016 – Council to CEO	13/05/2019	14/02/2023	No changes.
111.	Plumbing and Drainage Act 2018 – Council to CEO	10/06/2022	14/02/2023	No changes.

Name 112		Effective 14/09/2020	- <b>2</b>	Review Date 14/02/2023
112.	Public Interest Disclosure Act 2010 – CEO to amployee or contractor	14/09/2020		14/02/2023
113.	Public Interest Disclosure Act 2010 – Council to CEO	14/09/2020	ъ	14/02/2023
114.	Public Records Act 2002 – CEO to employee	03/05/2013	Ļ	14/02/2023
115.	Public Records Act 2002 – Council to CEO	03/05/2013	1,	14/02/2023
116.	Public Sector Ethics Act 1994 – CEO to employee or contractor	29/02/2020	14	14/02/2023
117.	Queensland Heritage Act 1992 – CEO to employee or contractor	03/07/2017	14	14/02/2023
118.	Queensland Heritage Act 1992 – Council to CEO	03/07/2017	14	14/02/2023
119.	Queensland Reconstruction Authority Act 2011 – 1 Council to CEO	11/04/2019	12	14/02/2023
120.	Rail Safety National Law (Queensland) – Council to CEO	01/11/2021	14/	14/02/2023
121.	Residential Services (Accreditation) Act 2002 – (Council to CEO	01/09/2018	14,	14/02/2023
122.	Retail Shop Leases Act 1994 - Council to CEO	03/05/2022	14	14/02/2023
123.	Retail Shop Leases and Other Commercial Leases (COVID-19 Emergency Response) Regulation 2020 - Council to CEO	03/05/2022	14	14/02/2023
124.	Retail Shop Leases Regulation 2016 - Council to CEO	03/05/2022	14	14/02/2023

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Name		Effective	Review Date	Review Status
125.	Right to Information Act 2009 – CEO to employee or contractor	28/02/2022	14/02/2023	No changes.
 126.	Right to Information Act 2009 – Council to CEO	28/02/2021	14/02/2023	No changes.
127.	River Improvement Trust Act 1940 – Council to CEO	18/06/2021	14/02/2023	No changes.
128.	Safety in Recreational Water Activities Act 2011 – Council to CEO	23/10/2017	14/02/2023	No changes.
129.	State Penalties Enforcement Act 1999 - CEO to employee	10/06/2022	14/02/2023	No changes.
130.	State Penalties Enforcement Act 1999 - Council to CEO	10/06/2022	14/02/2023	No changes.
131.	Statutory Bodies Financial Arrangements Act 1982 - Council to CEO	23/09/2013	14/02/2023	No changes.
132.	Stock Route Management Act 2002 - CEO to employee	18/06/2021	14/02/2023	No changes.
133.	Stock Route Management Act 2002 - Council to CEO	18/06/2021	14/02/2023	No changes.
134.	Strong and Sustainable Resource Communities Act 2017 – Council to CEO	30/03/2018	14/02/2023	No changes.
135.	Summary Offences Act 2005 – CEO to employee	21/07/2020	14/02/2023	No changes.
136.	Summary Offences Act 2005 – Council to CEO	21/07/2020	14/02/2023	No changes.
137.	Summary Offences Regulation 2016 – Council to CEO	01/09/2021	14/02/2023	No changes.

LGAQ Delegations Register Service Update

# Master List of Acts - 14 February 2023(2021718.1) (1)

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<b>Nam</b>	Name		Effective	Review Date	Review Status
13					
	õ	Survey and Mapping Infrastructure Act 2003 - Council to CEO	18/06/2021	14/02/2023	No changes.
139.	9.	Tobacco and Other Smoking Products Act 1998 - CEO to employee or contractor	21/07/2020	14/02/2023	No changes.
140.	Ö	Tobacco and Other Smoking Products Act 1998 – Council to CEO	21/07/2020	14/02/2023	No changes.
141.	1.1	Torres Strait Island Cultural Heritage Act 2003	09/11/2018	14/02/2023	No changes.
142	2.	Transport Infrastructure (Public Marine Facilities) Regulation 2011 – Council to CEO	01/07/2022	14/02/2023	No changes.
143.	ώ	Transport Infrastructure (State Controlled Roads) Regulation 2011 – Council to CEO	18/09/2020	14/02/2023	No changes.
144.	4.	Transport Operations (Marine Pollution) Act 1995  - Council to CEO	12/09/2019	14/02/2023	No changes.
145.	5.	Transport Operations (Marine Safety) Act 1994 - CEO to employee or contractor	28/05/2019	14/02/2023	No changes.
146.	6.	Transport Operations (Marine Safety) Act 1994 Council to CEO	28/05/2019	14/02/2023	No changes.
147.	.7.	Trusts Act 1973 - Council to CEO	24/11/2017	14/02/2023	No changes.
148.	O	Waste Reduction and Recycling Regulation 2011 - Council to CEO	01/07/2022	14/02/2023	No changes.
149	9.	Water Act 2000 - Council to CEO	18/06/2021	14/02/2023	No changes.
150.	0.	Water Fluoridation Act 2008 - Council to CEO	01/11/2013	14/02/2023	No changes.
151.	1.	Water Fluoridation Regulation 2020 – Council to CEO	21/02/2020	14/02/2023	No changes.

LGAQ Delegations Register Service Update

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153.

Water Supply (Safety and Reliability) Act 2008 - Council to CEO

Work Health and Safety Act 2011 – Council to CEO

14/09/2020

14/02/2023

No changes.

08/03/2022

14/02/2023

No changes.

**Effective** 08/03/2022

**Review Date** 14/02/2023

Review Status
No changes.

Water Supply (Safety and Reliability) Act 2008 – CEO to employee

**Name** 152.

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:-Matters that require a Resolution of Council and CANNOT BE DELEGATED n/a **Effective** 14/02/2023 **Review Date** No changes. **Review Status** 

LGAQ Delegations Register Service Update

Attachment 3	11.2	Page 146

Name	July 2023 Review Status	EFFECTIVE DATE	REVIEW DATE
Plumbing and Drainage Act 2018 – Council to CEO	Changes.	10/06/2022	27/07/2023
)4	New Register.	21/11/2022	27/07/2023
to CEO	New Register.	1/07/2023	27/07/2023
CEO	New Register.	1/09/2023	25/09/2023
	New reprint. Changes	1/04/2023	27/07/2023
Fire and Emergency Services Act 1990 – Council to CEO	New reprint. Changes.	1/07/2023	27/07/2023
	New reprint. Changes.	5/07/2023	27/07/2023
	New reprint. Changes.	1/03/2023	27/07/2023
Stock Route Management Act 2002 - Council to CEO	New reprint. Changes.	1/07/2023	27/07/2023
uncil to CEO	New reprint. Changes.	2/06/2023	27/07/2023
	New reprint. Changes.	1/07/2023	27/07/2023
	New reprint. Changes.	1/03/2023	27/07/2023
o CEO	New reprint. Changes.	1/07/2023	27/07/2023
	New reprint. Changes.	2/06/2023	27/07/2023
	New reprint. Changes.	2/06/2023	27/07/2023
Animal Care and Protection Act 2001 - Council to CEO	New reprint. No changes	1/03/2023	27/07/2023
Nature Conservation (Plants) Regulation 2020	New reprint. No changes	30/06/2023	27/07/2023
odation Act 2008 – Council to CEO	New reprint. No changes	1/07/2023	27/07/2023
	New reprint. No changes.	28/02/2023	27/07/2023
Biosecurity Act 2014 - CEO to employee or contractor	New reprint. No changes.	2/06/2023	27/07/2023
	New reprint. No changes.	2/06/2023	27/07/2023
to CEO	New reprint. No changes.	1/07/2023	27/07/2023
ent Act 1997 - Council to CEO	New reprint. No changes.	1/03/2023	27/07/2023
	New reprint. No changes.	9/06/2023	27/07/2023
Coastal Protection and Management Act 1995 – Council to CEO	New reprint. No changes.	1/03/2023	27/07/2023
7	New reprint. No changes.	1/07/2023	27/07/2023
Disaster Management Act 2003 – Council to CEO	New reprint. No changes.	1/07/2023	27/07/2023
Economic Development Act 2012 – CEO to employee or contractor	New reprint. No changes.	1/03/2023	27/07/2023
Economic Development Act 2012 – Council to CEO	New reprint. No changes.	1/03/2023	27/07/2023
Electrical Safety Act 2002 - Council to CEO	New reprint. No changes.	1/03/2023	27/07/2023
Environmental Offsets Regulation 2014 – Council to CEO	New reprint. No changes.	30/06/2023	27/07/2023
EO	New reprint. No changes.	5/04/2023	27/07/2023
Housing Act 2003 – CEO to employee or contractor	New reprint. No changes.	5/07/2023	27/07/2023
	New reprint. No changes.	5/07/2023	27/07/2023
Human Rights Act 2019 – Council to CEO	New reprint. No changes.	1/03/2023	27/07/2023
Industrial Relations Act 2016 – Council to CEO	New reprint. No changes.	1/03/2023	27/07/2023
or contractor	New reprint. No changes.	1/03/2023	27/07/2023
Information Privacy Act 2009 Council to CEO	New reprint. No changes.	1/03/2023	27/07/2023
Integrity Act 2009 – CEO to employee or contractor	New reprint. No changes.	1/03/2023	27/07/2023
Justices Act 1886 – Council to CEO	New reprint. No changes.	1/03/2023	27/07/2023
— Council to CEO	New reprint. No changes.	1/03/2023	27/07/2023
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New reprint. No changes.	27/07/2023	7/07/2023		Transport Operations (Road Use Management—Accreditation and Other Provisions) Regulation 2015 Council to CEO
New reprint, No changes.	27/07/2023	2/05/2023	New reprint. No changes.	Transport Operations (Road Use Management) Act 1995 - Council to CEO
New reprint, No changes.	27/07/2023	2/05/2023	New reprint. No changes.	Transport Operations (Road Use Management) Act 1995 - CEO to employee or contractor
New reprint. No changes.	27/07/2023	1/05/2023		Transport Operations (Marine Safety) Regulation 2016 – Council to CEO
New reprint, No changes.	27/07/2023	1/03/2023		Transport Operations (Marine Safety) Act 1994 Council to CEO
New reprint, No changes.	27/07/2023	1/03/2023		Transport Operations (Marine Safety) Act 1994 - CEO to employee or contractor
New reprint. No changes.	27/07/2023	1/03/2023		Transport Infrastructure Act 1994 - Council to CEO
New reprint. No changes.	27/07/2023	1/03/2023		Transport Infrastructure Act 1994 – CEO to employee or contractor
New reprint. No changes.	27/07/2023	2/06/2023		Tobacco and Other Smoking Products Act 1998 - CEO to employee or contractor
New reprint. No changes.	27/07/2023	3/07/2023		Survey and Mapping Infrastructure Act 2003 - Council to CEO
New reprint. No changes.	27/07/2023	2/05/2023		Summary Offences Act 2005 – Council to CEO
New reprint. No changes.	27/07/2023	2/05/2023		Summary Offences Act 2005 – CEO to employee
New reprint. No changes.	27/07/2023	1/07/2023		Stock Route Management Act 2002 - CEO to employee
New reprint. No changes.	27/07/2023	7/07/2023		State Penalties Enforcement Regulation 2014 – Council to CEO
New reprint. No changes.	27/07/2023	1/03/2023		State Penalties Enforcement Act 1999 - Council to CEO
New reprint. No changes.	27/07/2023	1/03/2023	New reprint. No changes.	State Penalties Enforcement Act 1999 - CEO to employee
New reprint. No changes.   1/03/2023	27/07/2023	1/03/2023		Retail Shop Leases Act 1994 - Council to CEO
New reprint. No changes.	27/07/2023	1/07/2023		Rail Safety National Law (Queensland) – Council to CEO
New reprint. No changes.   7/07/2023     New reprint. No changes.   1/03/2023     New reprint. No changes.   1/03/2023     New reprint. No changes.   28/06/2023     New reprint. No changes.   28/06/2023     New reprint. No changes.   28/06/2023     New reprint. No changes.   1/07/2023     New reprint. No changes.   1/07/2023     New reprint. No changes.   1/07/2023     New reprint. No changes.   28/06/2023     New reprint. No changes.   1/07/2023     New reprint. No changes.   1/03/2023     New reprint. No changes.   1/03/2023	27/07/2023	1/03/2023		Council to
New reprint. No changes.   7/07/2023	27/07/2023	1/03/2023		Queensland Heritage Act 1992 – Council to CEO
New reprint. No changes.	27/07/2023	1/03/2023		Queensland Heritage Act 1992 – CEO to employee or contractor
New reprint. No changes.   7/07/2023	27/07/2023	1/03/2023		Public Sector Ethics Act 1994 – CEO to employee or contractor
New reprint. No changes.   7/07/2023	27/07/2023	1/03/2023		Public Records Act 2002 – Council to CEO
New reprint.         No changes.         7/07/2023           New reprint.         1/03/2023         1/03/2023           New reprint.         No changes.         28/06/2023           New reprint.         No changes.         28/06/2023           New reprint.         No changes.         1/07/2023           New reprint.         No changes.         1/07/2023           New reprint.         No changes.         2/05/2023           New reprint.         No changes.         2/05/2023           New reprint.         No changes.         2/05/2023           077 - Council to CEO         New reprint.         No changes.         1/03/2023           New reprint.         No changes.         1/03/2023           New reprint.         No changes.         2/05/2023           New reprint.         No changes.         1/03/2023	27/07/2023	1/03/2023		Public Records Act 2002 – CEO to employee
New reprint. No changes.	27/07/2023	1/03/2023		Public Interest Disclosure Act 2010 – Council to CEO
New reprint.         No changes.         7/07/2023           New reprint.         1/03/2023         1/03/2023           New reprint.         No changes.         28/06/2023           New reprint.         No changes.         28/06/2023           New reprint.         No changes.         1/07/2023           New reprint.         No changes.         1/07/2023           New reprint.         No changes.         1/07/2023           New reprint.         No changes.         28/02/2023           New reprint.         No changes.         28/02/2023           O17 - Council to CEO         New reprint.         No changes.         30/06/2023           New reprint.         No changes.         14/03/2023           New reprint.         No changes.         2/05/2023	27/07/2023	1/03/2023		Public Interest Disclosure Act 2010 – CEO to employee or contractor
New reprint.         No changes.         7/07/2023           New reprint.         1/03/2023         1/03/2023           New reprint.         No changes.         1/03/2023           New reprint.         No changes.         28/06/2023           New reprint.         No changes.         28/06/2023           New reprint.         No changes.         1/07/2023           New reprint.         No changes.         1/07/2023           New reprint.         No changes.         28/05/2023           New reprint.         No changes.         28/02/2023           New reprint.         No changes.         1/03/2023           New reprint.         No changes.         30/06/2023           New reprint.         No changes.         7/07/2023           New reprint.         No changes.         14/03/2023           New reprint.         No changes.         2/05/2023	27/07/2023	2/05/2023		Public Health Act 2005 – Council to CEO
New reprint.         No changes.         7/07/2023           New reprint.         No changes.         1/03/2023           New reprint.         No changes.         28/06/2023           New reprint.         No changes.         28/06/2023           New reprint.         No changes.         28/06/2023           New reprint.         No changes.         1/07/2023           New reprint.         No changes.         1/07/2023           New reprint.         No changes.         28/02/2023           New reprint.         No changes.         28/02/2023           New reprint.         No changes.         28/02/2023           New reprint.         No changes.         1/03/2023           New reprint.         No changes.         30/06/2023           New reprint.         No changes.         1/07/2023           New reprint.         No changes.         1/03/2023	27/07/2023	2/05/2023		Public Health Act 2005 – CEO to Employee or Contractor
New reprint.         No changes.         7/07/2023           New reprint.         No changes.         1/03/2023           New reprint.         No changes.         28/06/2023           New reprint.         No changes.         28/06/2023           New reprint.         No changes.         1/07/2023           New reprint.         No changes.         1/07/2023           New reprint.         No changes.         1/07/2023           New reprint.         No changes.         28/02/2023           New reprint.         No changes.         28/02/2023           New reprint.         No changes.         28/02/2023           New reprint.         No changes.         1/03/2023           New reprint.         No changes.         30/06/2023           New reprint.         No changes.         1/03/2023	27/07/2023	14/03/2023		Planning Regulation 2017 – Council to CEO
New reprint.         7/07/2023           New reprint.         1/03/2023           New reprint.         1/03/2023           New reprint.         1/03/2023           New reprint.         28/06/2023           New reprint.         28/06/2023           New reprint.         1/07/2023           New reprint.         1/03/2023           New reprint.         1/03/2023           New reprint.         1/03/2023           New reprint.         1/03/2023	27/07/2023	7/07/2023		Nature Conservation (Protected Areas Management) Regulation 2017 - Council to CEO
New reprint. No changes.	27/07/2023	30/06/2023		Nature Conservation (Animals) Regulation 2020 – Council to CEO
New reprint. No changes.   7/07/2023	27/07/2023	1/03/2023		Mining and Quarrying Safety and Health Act 1999 – Council to CEO
New reprint. No changes.	27/07/2023	28/02/2023		Mineral Resources Act 1989 – Council to CEO
New reprint. No changes.         7/07/2023           New reprint. No changes.         1/03/2023           New reprint. No changes.         1/03/2023           New reprint. No changes.         28/06/2023           New reprint. No changes.         28/06/2023           New reprint. No changes.         1/07/2023           New reprint. No changes.         1/07/2023           New reprint. No changes.         1/07/2023	27/07/2023	2/05/2023		Medicines and Poisons Act 2019 – Council to CEO
EO         New reprint. No changes.         7/07/2023           CEO         New reprint. No changes.         1/03/2023           CEO         New reprint. No changes.         1/03/2023           Nemployee         New reprint. No changes.         28/06/2023           New reprint. No changes.         28/06/2023           New reprint. No changes.         28/06/2023           New reprint. No changes.         1/07/2023	27/07/2023	1/07/2023		Local Government Regulation 2012 – Council to CEO
EO         New reprint. No changes.         7/07/2023           New reprint. No changes.         1/03/2023           CEO         New reprint. No changes.         1/03/2023           employee         New reprint. No changes.         28/06/2023           I to CEO         New reprint. No changes.         28/06/2023	27/07/2023	1/07/2023		Local Government Regulation 2012 – CEO to employee
EO         New reprint. No changes.         7/07/2023           New reprint. No changes.         1/03/2023           CEO         New reprint. No changes.         1/03/2023           New reprint. No changes.         28/06/2023	27/07/2023	28/06/2023		Local Government Act 2009 – Council to CEO
EO         New reprint. No changes.         7/07/2023           New reprint. No changes.         1/03/2023           CEO         New reprint. No changes.         1/03/2023	27/07/2023	28/06/2023		Local Government Act 2009 – CEO to employee
EO   New reprint. No changes.   7/07/2023	27/07/2023	1/03/2023	New reprint. No changes.	Land Valuation Act 2010 – Council to CEO
New reprint. No changes.   7/07/2023	27/07/2023	1/03/2023	New reprint. No changes.	Land Title Act 1994 - Council to CEO
	27/07/2023	7/07/2023	New reprint. No changes.	Land Regulation 2020 – Council to CEO

27/07/2023	17/04/2020	No changes.	Labour Hire Licensing Act 2017 – Council to CEO
27/07/2023	5/08/2022	No changes.	Industrial Relations Regulation 2018 – Council to CEO
27/07/2023	11/02/2015	No changes.	Heavy Vehicle National Law Regulation 2014 – Council to CEO
27/07/2023	1/07/2021	No changes.	Heavy Vehicle National Law (Qld) – Council to CEO
27/07/2023	22/02/2021	No changes.	Heavy Vehicle (Mass, Dimension and Loading) National Regulation – Council to CEO
27/07/2023	13/02/2020	No changes.	Food Production (Safety) Act 2000 – Council to CEO
27/07/2023	22/06/2020	No changes.	Food Act 2006 – Council to CEO
27/07/2023	22/06/2020	No changes.	Food Act 2006 – CEO to employee
27/07/2023	9/09/2022	No changes.	Environmental Protection (Water and Wetland Biodiversity) Policy 2009 – Council to CEO
27/07/2023	13/02/2020	No changes.	Environmental Offsets Act 2014 – Council to CEO
27/07/2023	13/02/2020	No changes.	Environmental Offsets Act 2014 – CEO to employee or contractor
27/07/2023	1/07/2022	No changes.	Electricity Regulation 2006 – Council to CEO
27/07/2023	24/05/2019	No changes.	Electricity Act 1994 – Council to CEO
27/07/2023	17/06/2022	No changes.	Electrical Safety Regulation 2013 – Council to CEO
27/07/2023	1/07/2021	No changes.	Disaster Management Regulation 2014 – Council to CEO
27/07/2023	24/06/2022	No changes.	Building Fire Safety Regulation 2008 – Council to CEO
27/07/2023	2/10/2022	No changes.	Building Act 1975 – Council to CEO
27/07/2023	2/10/2022	No changes.	Building Act 1975 - CEO to employee
27/07/2023	1/07/2022	No changes.	Body Corporate and Community Management (Standard Module) Regulation 2020 - Council to CEO
27/07/2023	1/07/2022	No changes.	Body Corporate and Community Management (Specified Two-lot Schemes Module) Regulation 2011 - Council to CEO
27/07/2023	1/07/2022	No changes.	Body Corporate and Community Management (Small Schemes Module) Regulation 2020 - Council to CEO
27/07/2023	1/07/2022	No changes.	Body Corporate and Community Management (Commercial Module) Regulation 2020 - Council to CEO
27/07/2023	1/07/2022	No changes.	Body Corporate and Community Management (Accommodation Module) Regulation 2020 - Council to CEO
27/07/2023	1/07/2020	No changes.	Animal Management (Cats and Dogs) Act 2008 - Council to CEO
27/07/2023	1/07/2020	No changes.	Animal Management (Cats and Dogs) Act 2008 - CEO to employee or contractor
27/07/2023	12/12/2022	No changes.	Animal Care and Protection Regulation 2012 – Council to CEO
27/07/2023	9/11/2018		Aboriginal Cultural Heritage Act 2003 - Council to CEO
27/07/2023	1/07/2023		Transport Infrastructure (Public Marine Facilities) Regulation 2011 - Council to CEO
27/07/2023	21/05/2023		Working with Children (Risk Management and Screening) Act 2000 – Council to CEO
27/07/2023	1/03/2023		Workers Compensation and Rehabilitation Act 2003 - Council to CEO
27/07/2023	2/05/2023		Water Fluoridation Act 2008 - Council to CEO
27/07/2023	1/03/2023		Water Act 2000 - Council to CEO
27/07/2023	1/07/2023	New reprint. No changes.	Waste Reduction and Recycling Act 2011 - CEO to employee
27/07/2023	7/07/2023	New reprint. No changes.	Transport Operations (Road Use Management—Vehicle Standards and Safety) Regulation 2021
27/07/2023	7/07/2023	New reprint. No changes.	Transport Operations (Road Use Management—Vehicle Registration) Regulation 2021 – Council to CEO
27/07/2023	7/07/2023	New reprint. No changes.	Transport Operations (Road Use Management—Vehicle Registration) Regulation 2021 – CEO to employee or contractor.

27/07/2023	1/07/2023	from Register.	Waste Reduction and Recycling Regulation 2011 - Council to CEO
27/07/2023	31/10/2022	No changes.	Workers Compensation and Rehabilitation Regulation 2014 – Council to CEO
27/07/2023	8/03/2022	No changes.	Water Supply (Safety and Reliability) Act 2008 - Council to CEO
27/07/2023	8/03/2022	No changes.	Water Supply (Safety and Reliability) Act 2008 – CEO to employee
27/07/2023	31/12/2022	No changes.	Water Regulation 2016 - Council to CEO
27/07/2023	21/02/2020	No changes.	Water Fluoridation Regulation 2020 – Council to CEO
27/07/2023	24/11/2017	No changes.	Trusts Act 1973 - Council to CEO
27/07/2023	10/02/2023	No changes.	Transport Operations (Road Use Management—Road Rules) Regulation 2009 - Council to CEO
27/07/2023	12/09/2019	No changes.	Transport Operations (Marine Pollution) Act 1995 – Council to CEO
27/07/2023	18/09/2020	No changes.	Transport Infrastructure (State Controlled Roads) Regulation 2011 – Council to CEO
27/07/2023	9/11/2018	No changes.	Torres Strait Island Cultural Heritage Act 2003
27/07/2023	1/09/2021	No changes.	Summary Offences Regulation 2016 – Council to CEO
27/07/2023	30/03/2018	No changes.	Strong and Sustainable Resource Communities Act 2017 – Council to CEO
27/07/2023	23/09/2013	No changes.	Statutory Bodies Financial Arrangements Act 1982 - Council to CEO
27/07/2023	23/10/2017	No changes.	Safety in Recreational Water Activities Act 2011 – Council to CEO
27/07/2023	18/06/2021	No changes.	River Improvement Trust Act 1940 – Council to CEO
27/07/2023	1/03/2023	No changes.	Right to Information Act 2009 – Council to CEO
27/07/2023	1/03/2023	No changes.	Right to Information Act 2009 – CEO to employee or contractor
27/07/2023	3/05/2022	No changes.	Retail Shop Leases Regulation 2016 - Council to CEO
27/07/2023	3/05/2022	No changes.	Council to CEO
27/07/2023	1/09/2018	No changes.	Residential Services (Accreditation) Act 2002 – Council to CEO
27/07/2023	2/12/2022	No changes.	Public Health Regulation 2018 – Council to CEO
27/07/2023	15/09/2022	No changes.	Public Health (Infection Control for Personal Appearance Services) Act 2003 – Council to CEO
27/07/2023	15/09/2022	No changes.	Public Health (Intection Control for Personal Appearance Services) Act 2003 – CEO to employee or contractor
27/07/2023	2/12/2022	No changes.	Plumbing and Drainage Regulation 2019 – Council to CEO
27/07/2023	2/12/2022	No changes.	Plumbing and Drainage Regulation 2019 – CEO to employee or contractor
27/07/2023	13/05/2019	No changes.	Planning and Environment Court Act 2016 - Council to CEO
27/07/2023	13/05/2019	No changes.	Planning and Environment Court Act 2016 - CEO to employee or contractor
27/07/2023	11/09/2020	No changes.	Planning Act 2016 – Development Assessment Rules – Council to CEO
27/07/2023	10/06/2022	No changes.	Planning Act 2016 – Council to CEO
27/07/2023	10/06/2022	No changes.	Planning Act 2016 – CEO to employee or contractor
27/07/2023	8/11/2013	No changes.	Peaceful Assembly Act 1992 - Council to CEO
27/07/2023	21/10/2022	No changes.	Nature Conservation Act 1992 – Council to CEO
27/07/2023	10/06/2022	No changes.	Mining and Quarrying Safety and Health Regulation 2017 – Council to CEO
27/07/2023	21/11/2022	No changes.	Mineral and Energy Resources (Common Provisions) Act 2014 - Council to CEO
27/07/2023	1/07/2022	No changes.	Medicines and Poisons (Poisons and Prohibited Substances) Regulation 2021 – Council to CEO
27/07/2023	1/07/2022	No changes.	Medicines and Poisons (Pest Management Activities) Regulation 2021 – Council to CEO
27/07/2023	5/12/2022	No changes.	Liquor Act 1992 – Council to CEO
27/07/2023	5/12/2022	No changes.	Liquor Act 1992 – CEO to employee or contractor

### 12. COMMUNITY & REGIONAL PROSPERITY REPORTS

12.1 Voluntary Home Buy Back Program - Demolition, Removal and Site

**Remediation Services for Tranche 2** 

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 demolition, removal and site remediation services for properties purchased under Tranche 2 of the Voluntary Home Buy Back (VHBB) program.

### Officer's Recommendation:

THAT in accordance with Sections 233 of the *Local Government Regulation 2012*, Council approve the following preferred suppliers provide demolition, removal and site remediation services for Tranche 2 of the Voluntary Home Buy Back program:

- Group 1 WMA Demolitions for four (4) properties; and
- Group 2 Williams Demolitions for three (3) properties.

### **Executive Summary**

On 19 July 2023, Council resolved to acquire 10 properties through Tranche 2 of the Voluntary Home Buy Back (VHBB) program under the State and Federal Governments' Resilient Homes Fund.

Council at its meeting of 15 March 2023 resolved to establish a Preferred Supplier Arrangement (PSA) to provide demolition and site remediation services associated with properties acquired through 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 25 October 2023, Council resolved to appoint three of these suppliers to undertake these works for the first tranche of the VHBB program. These works are now significantly progressed and are forecast to be completed by early February 2024.

Council is now looking to appoint preferred suppliers to undertake demolition, removal and remediation of seven properties in Tranche 2 of the VHBB 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.

- 2. 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.
- 3. The **Voluntary Home Buy-Back (VHBB) 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 in which Council has the most involvement.

The State government initially considered 94 properties within the Lockyer Valley Region under Tranche 1 of the program, with 25 of these qualifying for the VHBB program and purchase by Council.

Subsequently the State government opened Tranche 2 of the VHBB program. Of the 14 properties initially considered for Tranche 2:

- 4 were deemed ineligible by the QRA;
- 2 property owners declined the offers made by the QRA;
- 1 property owner declined to respond within the offer period; and
- 7 have ultimately been contracted for purchase by Council.

The seven properties contracted for purchase in Tranche 2 are outlined in the table below.

Property ID	
132710	Council's Flood Information Portal identifies this site as subject to flooding at depths of greater than 2 metres. The valuation report details flood water marginally entered the rear living room of the dwelling, and the air conditioning and hot water systems, as well as tank pumps were damaged in the 2022 Flood event.
133130	Council's Flood Information Portal identifies this site as impacted by flooding at depths greater than 2 metres.
133270	Council's Flood Information Portal identifies this site is impacted by flooding, with depths exceeding 2 metres along the frontage, and ranging from 1.2 to 2 metres for the remainder of the site. Flood waters reached 300mm above set down laundry in the 2011 event.
186070	Council's Flood Information Portal identifies this site is subject to flooding at depths of up to 1 metre.
183650	Council's Flood Information Portal identifies that subject site is impacted by flooding at depths up to 1.75 metres along the driveway. The supplied valuation report identifies a culvert crossing was initially installed to facilitate access during flood events; however, it incurred damage in the 2022 flood event.
157310	Council's Flood Information Portal identifies this site is impacted by flooding at depths greater than 2 metres. The property was inundated in the 2022 flood event at depths of 1.5 metres. The supplied valuation report identifies that flood levels within the property deepen from east to west.
132720	Council's Flood Information Portal identifies this site is impacted by flooding at depths of greater than 2 metres. The valuation report details flood waters in the February 2022 event reached heights of approximately 1 metre under the house and 1.5 metre in the detached garage. The entirety of the site was inundated with at least 1 metre of water.

On 15 March 2023 Council resolved to establish a Preferred Supplier Arrangement for the demolition and remediation of VHBB properties based on specifications provided by the QRA. Whilst the specification was the same as that provided by the QRA, 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; and
- Council prepared, lodged and obtained approval for demolition and any other necessary approvals.

The experience with Tranche 1 of this project is that this approach has created significant efficiencies in its delivery.

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 six submissions, all of which were successfully appointed to the panel.

Three approved panel members were asked to provide a quotation for the three groups of work that made up Tranche 1 of the VHBB program. WMA Demolitions, Patterson Demolitions and Williams Demolitions were appointed to undertake these works.

Given performance of these three contractors in Tranche 1, and to obtain further cost and program efficiencies, the same three contractors were asked to provide a quotation for two groups of work making up Tranche 2 of the project.

The outcome of the assessment of these submissions concluded that:

- WMA Demolitions be awarded Group 1 of Tranche 2 including 4 properties (2 of which are proposed to be removed); and
- Williams Demolitions be awarded Group 2 of Tranche 2 including 3 properties.

Contract documents for the appointment of the contractors will be finalised and issued if Council endorses the recommendations of this report.

Despite Council utilising the provided 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, which for three properties has occurred, with the remainder now scheduled to occur by early February 2024.

The demolition, removal and remediation of the 17 properties of Tranche 1 will then be completed (including removal of three dwellings) nearly six months ahead of the originally stipulated end of the program. This has enabled the second tranche of the project to commence ahead of schedule with a forecast completion by mid/late 2024, which will be nearly two years ahead of the delivery timeframe for Tranche 2 of the program.

### **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.

20-24/0946 – Resolution to appoint contractors for demolition and remediation of properties in Tranche 1 of the VHBB program.

### **Critical Dates**

The project completion date for the Resilient Homes Fund is 30 June 2026. All actions associated with the three (3) programs under the fund need to be completed by this date.

### **Strategic Implications**

### Corporate Plan

Lockyer Community

- Foster community resilience and coordinate the community's response to disaster events.
- Enhanced wellbeing and safety of the community.
- The community's preparedness for disasters is improved through community education, training and strong partnerships between Council and other agencies.

### Finance and Resource

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 of the program includes a further 7 properties.

All costs associated with the implementation of the VHBB program 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* allows for the establishment of preferred supplier arrangements.

This report and recommendation align with Council's Procurement Policy adopted by Council 15 July 2020.

### Risk Management

Key Corporate Risk Code and Category: Finance and Economic FE2

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

sustainability

### 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 legal representatives McCullough Robertson who are assisting Council with the contracts of sale, Stewart Pentland of Infinitum Partners who is assisting Council with project management, and the QRA in relation to delivery of the VHBB program.

### 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.

12.2 Gatton Child Care Centre - Future Operations

Author: Amanda Pugh, Group Manager Community & Regional Prosperity

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

### **Purpose:**

The purpose of this report is for Council to consider its involvement in providing childcare centre services at the Gatton Childcare Centre and further, for Council to consider undertaking an open tender process to determine private sector interest in acquiring the centre as a 'going concern'.

### Officer's Recommendation:

THAT Council resolve to undertake an open tender process to test the market for the sale of the Gatton Child Care Centre as a 'going concern'.

### AND further;

THAT Council endorse the Gatton Child Care Centre Project Plan prepared by McGrath Nichol dated 16 January 2024.

### **Executive Summary**

Council has operated the Gatton Childcare Centre since 1989. The centre is approved for 59 places and is currently operating at close to full capacity.

Given that several independently run childcare centres now operate across the region and following a review of Council's future business operations, it is timely for Council to consider its involvement in providing childcare centre services. As such this report requests that Council consider undertaking a tender process to determine private sector interest in acquiring the centre as a 'going concern'.

### **Proposal**

Council has owned and operated the Gatton Child Care Centre since 1989. Gatton Shire Council established the childcare centre to address an identified need for childcare in the region given that, at the time, limited childcare centre services were available.

The Gatton Child Care Centre is currently licensed for 59 long day care places with 58 places currently utilised with the following configuration:

- Junior Kindergarten 18 places
- Kindergarten- 22 places
- Nursery 8 places
- Toddlers -10 places.

The Centre is currently staffed by:

- 1 Director
- 1 Early Childhood Teacher
- 3 Early Childhood Educators
- 4 Early Childhood Educators (Casual)
- 2 Assistant Educators
- 7 Assistant Educators (Casual)

The Centre is located at 1 Dennis Minson Drive, Gatton on land described as Lot 19 on RP225190. The site has a total site area of approximately 1,439 square metres.

Gatton is also served by a number of other Childcare Centres including, Goodstart Early Learning, Lockyer Valley Early Education Centre, Gatton Kindergarten, Our Lady of Good Counsel Kindergarten and Free Range Kids Childcare (University of Queensland). There are also additional childcare centre services provided across the broader region.

Local Government is established to provide good rule and governance of a defined local government area and is generally empowered to make local laws and do what is required, necessary or convenient for the good rule within that area.

As such, and whilst not precluded by legislation, Local Governments are not usually involved in operating and owning assets and commercial businesses, such as childcare centres, that can be successfully and efficiently operated by the private or not for profit sector.

Council is not structured to run commercial business operations and has no desire to operate a business in competition with other suitably qualified industry operators who are more appropriately equipped, able and resourced to operate the business. Ideally such businesses would be owned and operated by the private and not for profit sector and local government involvement would only proceed where it is determined by Council that there is broader community benefit in such a business operating with Council participation.

A review of Council's future business operations has focussed on those operations that are considered to be the core responsibility of Local Government to provide. These services include, but are not limited to, the provision of infrastructure (roads, drainage, parks and open space), community services (libraries, art galleries, community facilities and visitor information), regulatory services (building and plumbing, planning, local laws) and corporate services (finance, governance, rates, waste).

The review has concluded that the operation of the Gatton Childcare Centre, at this time, is not the core responsibility of Council to provide when there is an ability and interest from the private and not for profit sector to do so. As such, Council has engaged the specialised services of McGrath Nicol to advise on this matter and to look at options for Council to transition out of the business. The advice provided by McGrath Nicol is that the preferred option is to sell the asset (land and buildings) and the business as a 'going concern'. Such a transition would need to be carefully planned and implemented to ensure employees, parents and other stakeholders' interests are protected and maintained.

The Australian Taxation Office website states that the sale of a 'going concern' is if the:

- Sale includes everything that is necessary for the continued operation of the business; and
- Business is carried on by you until the day of sale.

This approach would allow for the seamless transition of the ownership and continuity of operation. Staff ideally would be retained by the new business owner to ensure ongoing operations and staff satisfaction and wellbeing. Staff are a critical aspect of any childcare centre, and their interests are most important to Council.

With the region experiencing growth and with the childcare centre holding a waiting list, there is opportunity for a specialised childcare centre provider to invest in the centre, harness its potential, and provide the support to staff that is in keeping with the requirements, code of practice, and business model environment that is required of the childcare centre sector and not constrained by local government requirements. This transition would enable the ongoing operation of a childcare centre, provide Council with a liquidated asset and allow Council to focus on core business operations. This transition would also enable the Centre to be

operated by a private sector entity that specialises in such operations without the additional regulatory constraints imposed on public sector entities.

It is a complex environment, and it is considered that a specialist childcare operator will be better equipped to address operations and important factors to maintain accreditations, and to equip staff with training and career development opportunities. It will enable the centre to properly compete with other providers and focus on customer needs. Executive Management and oversight of the facility will be specialised, more flexible and more hands on rather than the existing situation where oversight is carried out amongst other local government functions.

It is considered that this transition option would reduce risks to Council and a dedicated childcare business could utilise private capital to expand, if beneficial to the business, and be able to respond quickly to any changing needs of the business.

It is considered that the recommendation contained within this report, to go to open tender to test the market, would enable an informed future decision by Council as to whether to proceed to sale. This tender process should determine if the Centre could be sold as a going concern with no loss of service and with Council achieving an asset price that meets our legislative obligations of value for money. Herron Todd White have undertaken a valuation of the business and assets and have provided an indicative valuation in a range (from low to high value) and this will be discussed with Council at a future Council workshop.

### <u>Development Application – Childcare Centre and Carpark</u>

The associated childcare centre car park is located on an adjoining parcel of Council owned land. This historical anomaly is required to be rectified (regardless of this reports resolution) and as such a Development Application has been lodged with Council to realign the boundary to ensure that the childcare centre and carpark are located on a single parcel of land. A small increase in area has also been identified (in addition to the carpark) to allow for future growth of the centre and as such the approximate site area will increase to 2,700 square metres. A survey is being undertaken and a formal plan will be drawn following the anticipated realignment approval.

### **Previous Council Resolutions**

There are no previous Council Meeting resolutions that are relevant to this report.

### **Strategic Implications**

### Corporate Plan

The following Corporate Plan references are relevant to this report:

- Provide and maintain spaces and facilities that are appropriate for the needs of individuals, groups and the community as a whole.
- Undertake robust and accountable financial, resource and infrastructure planning and management to ensure affordable and sustainable outcomes for our community.

### Finance and Resource

It is anticipated that the sale of the Child Care Assets and business as a going concern would realise the assets and be of benefit to Council. A sale of the Centre would also reduce the risks and costs associated with management of a centre that for Council is not core business and for which local government is not established or structured to operate.

It should be noted that there are costs associated with the tender process. Costs have been estimated at approximately \$130,000 to cover consultant fees (who are specialised in the sale of such facilities), legal advice, agent costs, valuation, survey etc. There is also staff time expended, but which is not separately costed.

### Legislation and Policy

Gatton Childcare Centre operates under the national framework through the *Education and Care Services National Law (Queensland) Act 2011* and the *Child Care Act 1972*.

From an industrial perspective the Centre operates under the Queensland *Industrial Relations Act 2016*, Industry Awards and Council's Certified Agreement. If the transfer were to take place to a private sector entity that framework would be under the federal *Fair Work Act 2009*. The transfer of employment between a State and a federal system is not specifically covered by the legislation.

The Local Government legislation provides the framework for the disposal of valuable non-current assets (such as land) by local governments. Section 227 of *the Local Government Regulation* provides that a local government cannot enter into such a contract unless it first invites written tenders or goes to auction. It is envisaged that a tender process will be utilised to test the market for the Centre in accordance with that legislation. To be absolutely clear, the tender process is intended to test the market with any decision to sell the Centre being made by a future Council so that a major policy decision is not made during the upcoming caretaker period.

### Risk Management

There are range of identified risks associated with a Local Government operating a childcare centre. From a financial risk perspective, the childcare centre is currently operating with a marginal surplus with close to full occupancy. However, this has not always been the case and ratepayers would rightly be concerned about costs associated with their Council delivering such a service at a loss.

From a safety perspective there is clearly a risk associated with caring for babies and young children. Our quality staff and systems mitigate, but do not eliminate, this risk. There have also been well documented cases in recent years of events associated with childcare centres in Queensland and the tragic loss of life of children at, or in transit to, childcare centres. These are extreme reminders of this risk.

The industry is heavily regulated which introduces the cost and risk of breach. Large scale childcare organisations can address this burden. For Council operating one centre it is an increasing risk. A related risk is that of asset management for the premises which are again a 'one- off' style of asset for Council.

### Consultation

### Portfolio Councillor Consultation

The background to this matter has been considered at Council workshops in late 2023. Councillors have been consulted on the risks associated with the process in late 2023 and January 2024.

### Internal Consultation

An internal working group has been established involving officers from key work areas.

A detailed consultation plan was established to consult with the Director and Centre staff. That consultation commenced on Wednesday, 17 January 2024. One on one meetings with staff will also be undertaken once Council has made its decision in relation to the report recommendation.

### **External Consultation**

An email and attached letter was sent to parents and caregivers of children currently enrolled in the facility on the evening of Wednesday, 17 January 2024 and the morning of Thursday, 18 January 2024 from the Chief Executive Officer. Councillors have previously been provided with a copy of this correspondence.

Senior Council Officers contacted Mr Jim McDonald, State Member for Lockyer, on Thursday, 18 January 2024 to advise him of the report that will be tabled for Council's consideration.

Senior Council Officers met with Grace Crichton from The Lockyer & Somerset Independent on Thursday, 18 January 2024, to advise her of the report that will be tabled for Council's consideration.

### Community Engagement

No broad community engagement has been conducted to date. A Media Release has been prepared for distribution following the outcomes of the Council Meeting.

### **Attachments**

1 Project Plan 2 Pages

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### Background & Strategy

Page 1 of 1

### atton Child Care Centre - Project plan - roadmap

### Document Purpose

The excel "Roadmap" tab will serve as the key tool to manage the project. It will include the key activities of the project with the responsible owners, expected timing and current status of all activities. Regular updating and review of this document will be critical to managing the project and meeting deadlines. This document will also be used to facilitate project status reporting.

The planned timing for all activities should be identified and discussed to ensure any interdependencies are called out and incorporated. On a regular basis the status of activities should be reviewed to ensure activities are progressing as expected or whether any adjustments or course corrections are required. Instructions for Use

The strategy has been prepared to assist Lockyer Valley Regional Council to comply with its obligations pursuant to chapter 6 of the Queensland Local Government Regulations For instructions on how to complete each column, click on the relevant column in Row 3.

A process map docume take between 10 to 12 Following initial prepara relating to the disposal McGrathNico Proposed trans

paced transaction methodology  Figure 1 (2CC), the proposed method of sale is it is an open-market public written tunder sale process. Subject to legal input, internal approvals by LVRC careather period, indicative dates for the sale process are set out below. The sale process is anticipated to be completed in mid-June 2024.  Final report of methodology to assist LVRC in complying with its obligations regarding the disposal of its non-current asset, the Gatton Child Care (GCC), in accordance or excellent structure and appointing with released method of sale is it is an open-market, public written tunder sale process. Subject to legal input, internal approvals by LVRC and and waste tenders received.  Final report of indicative dates for the sale process are set out below. The sale process is anticipated to be completed in mid-June 2024.  Final report of indicative dates for the sale process are set out below. The sale process is anticipated to be completed in mid-June 2024.  Final report of indicative dates for the sale process is anticipated to be completed in mid-June 2024.  Final report of indicative dates and CA to the sale process in anticipated to be conduct final and any required by the sale process in anticipated to be conduct for the VIR.  Final report of the VIR.  Final report of the VIR.  Final report of the virtual bidden in the sale process. Set up herefore with VIR.C and confirm and process in the virtual bidden reporting to the process.  Final report of the virtual bidden in the sale process. Set up herefore with VIR.C and confirm of the required by the same with VIR.C and set in confidence of tention of the process.  Final report of the virtual bidden in the sale process is anticipated to be condition.  Final report of the virtual bidden in the sale process is anticipated to be added to VIR.C and several bidden in the sale process. Set up therefore with VIR.C and confirm report of the virtual bidden in the process of the process.  Final report of the virtual bidden in the process is anticipated t	ol Advisory	ory			
Addr 24 of 17 Apr 24  Addr 24 to 17 Apr 24	osed transaction r	nethodology to assist LVRC in complying	) with its obligations regarding the dis	posal of its non-current asset, the Gatto	in Child Care (GCC). In accordance
Upon tender process  Establish reporting with selected sale agent & Establish reporting with selected sale apent & Evilla Appent & Evilla Appe	-Mar-24	4-Mar-24 to 17-Apr-24	18-Apr-24 to 3-May-24	From 7-May-24	me 2024.
we sake a Establish reporting with selected sale in gibbs agent & LVRC and reserved agent & LVRC and research final agent & LVRC and research final separate research final se		Open tender process	Tender close & evaluation	Final negotiations	Signing & completion
Weekly reporting to LYRC	diser objectives, sale tion structure and appointing the and layer end concurrents to the sale times and to be taken by the agent will handle any PSR, however we YSR, however we yet the prepared by the layer prepared by the structure of the YSR end of the YSR end of the YSR end of the YSR end of the PSR of the STR of				Assist LVRC execute sale agreement and any required briefing papers. In the control of the contr
	ement & luding consultation spresentatives and f proposed data			Completed transaction documents	Briefing papers     Signad sale agreement     Satisfy CPs to closing     Closing

Attachment 1 12.2 Page 162

12.3 Proposal to Make a Temporary Local Planning Instrument for Flood

Regulation

**Author:** Prudence Earle, Senior Strategic Planner

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

### **Purpose:**

Council regulates development within flood affected areas through a Temporary Local Planning Instrument (TLPI). A new TLPI has been prepared for adoption with the Draft Lockyer Valley Planning Scheme. The proposed TLPI is being presented for Council's consideration, prior to being submitted to the Minister for approval.

### Officer's Recommendation:

- THAT Council decides to make Temporary Local Planning Instrument 2024 (Flood Regulation).
- 2. THAT, in accordance with the Minister's Guidelines and Rules, proposed Temporary Local Planning Instrument 2024 (Flood Regulation) be submitted to the Minister for approval.

### **Executive Summary**

A proposed TLPI for flood regulation has been prepared to replace the current TLPI when the proposed Lockyer Valley Planning Scheme is adopted. It is recommended that Council decides to make the TLPI and submit the proposed TLPI to the Minister for approval.

### **Proposal**

Since 2 January 2013, Council has regulated development within flood prone areas through a Temporary Local Planning Instrument (TLPI). There has been a series of TLPIs since 2013.

At the ordinary meeting on 20 December 2023, Council endorsed the amended Draft Lockyer Valley Planning Scheme for the purposes of seeking Ministerial approval to adopt the Draft Planning Scheme.

The amended Draft Planning Scheme provided to the Minister did not include the Flood hazard overlay or Flood hazard overlay code. To address submissions and facilitate adoption of the Draft Lockyer Valley Planning Scheme, Council endorsed:

- The removal of the Flood hazard overlay from the Draft Lockyer Valley Planning Scheme, and any consequential changes including removal of the Flood hazard overlay code and back-zoning of areas of extreme flood risk; and
- 2. Amendments to the Flood hazard overlay following these six (6) principles:
  - (i) 'Warning time' will be removed from the methodology for assigning Flood risk categorisations and instead this information will be provided on a separate map;
  - (ii) Low and high 'Flood Islands' will be removed from the methodology for assigning Flood risk categorisations, and these will be included on a separate map;
  - (iii) The flood mapping will be refined to remove the speckling effect that had occurred on the overlay map with the draft scheme;

- (iv) Council will reconsider how 'extreme flood risk' is derived including investigating other flood design events;
- (v) Only the land that is included in the Extreme flood risk category will be rezoned to Limited development zone, and Council will not proceed with rezoning all of a property where 75% or more of the property is affected by extreme flood risk. This will result in a greater number of 'split zone' properties and will address numerous submissions which raised this matter; and
- (vi) Council will investigate using a common design event, such as the 1% AEP + Climate Change, and using the 2022 LiDAR.

Council acknowledged that inclusion of a new Flood hazard overlay addressing the six principles would result in a change of policy position and, in terms of the Minister's Guidelines and Rules, the new Flood hazard overlay would be significantly different from the version that underwent public consultation, therefore necessitating the need for further community consultation. Given the further work and analysis required, this further consultation will occur in the first half of 2024.

Until such time as a new Flood hazard overlay is prepared and an amendment to the new Planning Scheme undertaken, Council will continue to regulate development within flood areas using a TLPI.

It is recommended that Council decides to make a new TLPI for adoption and commencement with the new Planning Scheme. The proposed TLPI is different from the current TLPI as the table of assessment and Flood hazard overlay code are similar to those that underwent public consultation with the Draft Planning Scheme. The Flood hazard categories under the proposed TLPI (see attached) remain the same as those used in the current and previous TLPIs for flood regulation.

### Process for Making a TLPI

The process for making a TLPI is stipulated under the Minister's Guidelines and Rules as follows:

- 1. Council decides to make a TLPI.
- 2. Council prepares the proposed TLPI.
- 3. Council submits the proposed TLPI to the Minister, who may request further information.
- 4. The Minister decides if the proposed TLPI satisfies the Act.
- 5. If the Minister approves the making of the TLPI, Council is given a notice to this effect.
- 6. Council decides to either adopt or not to proceed with the proposed TLPI.
- 7. If Council decides to adopt the proposed TLPI, a public notice is published.
- 8. Within 10 days of adopting the TLPI, Council must give the chief executive a copy of the public notice and a copy of the TLPI.

If Council resolves to make the proposed TLPI, it will be submitted to the Minister for approval.

### **Options**

- 1. Council resolves to make a new TLPI.
- 2. Council does not resolve to make a new TLPI.

If Council does not resolve to make a new TLPI, the current TLPI will cease to have effect on 21 July 2024, and assessment of development within those areas mapped as flood hazard areas under the *State Planning Policy 2017* (SPP) would trigger assessment. The mapping of flood hazard areas under the SPP is less refined and covers a more extensive area than the mapping under the TLPI. Not making a TLPI would increase the requirements for flood assessment across the region. This would trigger assessment of uses and development that would not require assessment under the proposed TLPI.

### **Previous Council Resolutions**

Resolution Number: 20-24/0992 for the Lockyer Valley Planning Scheme sought Council endorsement to obtain approval for adoption from the Minister. The resolution included key elements that necessitate the making of a new TLPI to support the Lockyer Valley Planning Scheme at adoption.

Resolution Number: 20-24/0624 for the LVRC Digital Engineering Flood Mapping approved the use of the Lockyer Valley Regional Council Digital Engineering Flood Mapping Set for use in the Flood Information Portal. Map 2 of the TLPI shows the Defined Flood Level and has already been approved for use by Council. However, the Defined Flood Level must also be declared as a Defined Flood Level under the *Building Act 2018* for dwelling houses where accepted development.

### **Critical Dates**

The current TLPI expires on 21 July 2024, therefore it is critical that the new TLPI be adopted before that date.

### **Strategic Implications**

### Corporate Plan

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

### **Finance and Resource**

There will be minor costs associated with public notification of the adoption of the TLPI.

### **Legislation and Policy**

The proposed TLPI does not represent a major change to Council policy.

A TLPI is a statutory local planning instrument under the *Planning Act 2016*. A TLPI may suspend or otherwise affect the operation of a planning scheme, and therefore takes precedence over a planning scheme. A TLPI must be made in accordance with the *Planning Act 2016* and the Minister's Guidelines and Rules.

In accordance with section 23 of the *Planning Act 2016*, a TLPI has effect for two (2) years from the date of commencement, unless repealed sooner.

When Council adopts the proposed TLPI, at that time the current TLPI will be repealed.

An amendment will be proposed to the Lockyer Valley Planning Scheme to incorporate provisions relating to flood hazard, including a revised Flood hazard overlay. When that amendment is made, the TLPI in effect at the time will be repealed.

### **Risk Management**

Under the *Planning Act 2016*, a person may claim compensation because of an adverse planning change. An adverse planning change is one that reduces the value of an interest in premises. The Act states that a planning change made to reduce a material risk of serious harm to persons or property for natural events (e.g. flooding) is not an 'adverse planning change'. Therefore, there is no risk that the making of a new TLPI for flood regulation will lead to a claim of compensation.

Furthermore, the proposed TLPI does not constitute a major change to Council policy as there are no changes to the Flood hazard overlay maps used with the current TLPI. The proposed TLPI, therefore represents a low risk to Council.

### Consultation

### Portfolio Councillor Consultation

The portfolio Councillor has been made aware of the proposal to make a new TLPI for flood regulation.

### Internal Consultation

The proposed TLPI has been prepared following consultation with planning staff.

### **External Consultation**

The table of assessment and Flood hazard overlay code included in the proposed TLPI reflect those that underwent consultation with the Draft Planning Scheme, and have regards to submissions received.

If Council adopts the proposed TLPI, a public notice must be published advising of the making of the TLPI, and the purpose and general effect of the TLPI.

### **Attachments**

<b>1</b> <u>↓</u>	TLPI - Maps extracted	24 Pages
<b>2</b> <u>↓</u>	TLPI 2024 Flood Regulation_023	1 Page
3 <u>₹</u>	TLPI 2024 Flood Regulation_024	1 Page
<b>4</b> <u>↓</u>	TLPI 2024 Flood Regulation_025	1 Page
<b>5</b> <u>↓</u>	TLPI 2024 Flood Regulation_026	1 Page
6 <u>↓</u>	TLPI 2024 Flood Regulation_027	1 Page
<b>7</b> <u>↓</u>	TLPI 2024 Flood Regulation_028	1 Page

### LOCKYER VALLEY REGIONAL COUNCIL

### **Temporary Local Planning Instrument 2024 (Flood Regulation)**

### 1. Short Title

 This temporary local planning instrument (TLPI) may be cited as Temporary Local Planning Instrument 2024 (Flood Regulation).

### 2. Purpose

- 1. The purpose of this TLPI is to:
  - provide improved flood regulation based on the identification of a Flood hazard overlay for the Lockyer Valley Region; and
  - b. to protect life and property by ensuring development appropriately responds to, or is avoided in response to, the risk of flood hazard present on a site.

### 3. Commencement

1. This TLPI commences on \_\_\_\_\_\_

### 4. Expiry

1. In accordance with section 23 of the *Planning Act 2016*, this TLPI has effect for two (2) years from the date of commencement, unless repealed sooner.

### 5. Application of the TLPI

- 1. This TLPI applies to the Lockyer Valley local government area.
- This TLPI affects the operation of the Lockyer Valley Planning Scheme 2024 ('the planning scheme').
- 3. This TLPI applies to development on land shown on the Flood hazard overlay map in Appendix D as being a flood hazard area, investigation area or overland flow path.

### 6. Relationship with the Planning Scheme

 If the planning scheme is inconsistent with this TLPI, the TLPI prevails to the extent of any inconsistency.

### 7. Effect

- 1. The TLPI affects the operation of the planning scheme by:
  - a. defining a Flood hazard overlay (see Appendix D);
  - b. suspending and replacing provisions of the planning scheme (see Appendix A);
  - c. identifying categories of development and categories of assessment for development within the Flood hazard overlay (see Appendix B); and
  - d. introducing a new Flood hazard overlay code which includes assessment benchmarks for development within the Flood hazard overlay (see Appendix C).
- The TLPI designates the flood hazard area and the defined flood level for the purposes of the Building Code of Australia and the Queensland Development Code.

### 8. Interpretation

- 1. Unless otherwise defined in this TLPI, the terms used in this TLPI have the same meaning as defined in the *Planning Act 2016* and the Planning Scheme.
- 2. In this TLPI the following terms have the meaning shown in Table 1.

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Table 1: Definitions of terms in the TLPI

TERM	DEFINITION
defined flood level (DFL)	The level to which it is reasonably expected flood waters may rise (see Section 8 of the <i>Building Regulation 2021</i> ).
flood hazard overlay	The area identified on the Flood hazard overlay map in Appendix D as being a flood hazard area, investigation area or overland flow path.
flood investigation area	The area on the Flood hazard overlay map in Appendix D identified as flood investigation area. Land within the flood investigation area is known to be, or has the potential to be, flood affected and subject to a defined flood event, that has not yet been quantified.
habitable room	Has the same meaning as in the National Construction Code.
high flood hazard area	The area on the Flood hazard overlay map identified as high hazard.  Development of land in this area may pose an unacceptable risk to life and property during a defined flood event. During a defined flood event:  a. major to extreme risk to life is likely;  b. able bodied adults cannot walk safely; and  c. light frame buildings can structurally fail.
items of value	Items that cannot be easily repaired, replaced or restored and include:  a. personal, organisational or historical records;  b. cultural heritage artefacts of importance such as museum collections, unique artworks, rare books, etc.
low flood hazard area	The area on the Flood hazard overlay map identified as low hazard.  Development of this land, after application of relevant mitigation actions, does not pose any significant risk to life or property during a defined flood event. During a defined flood event:  a. there is no significant risk to life; and  b. property is only at risk when exposed and in direct contact with flood waters.
medium flood hazard area	The area on the Flood hazard overlay map identified as medium hazard.  Development of land in this area may pose a risk to life and property during a defined flood event. During a defined flood event:  a. able bodied adults may not be able to walk safely;  b. cars can float and precautions must be taken; and  c. only large vehicles (trucks) may be able to travel safely.
overland flow path	An area on the Flood hazard overlay map identified as an overland flow path.
tolerable risk	See the National Emergency Risk Assessment Guidelines October 2010 (NERAG). (Refer to Appendix E: Guidance on determining tolerable risk.)

### **APPENDIX A**

### EFFECT OF THE TEMPORARY LOCAL PLANNING INSTRUMENT 2024 FLOOD REGULATION ON THE LOCKYER VALLEY PLANNING SCHEME 2024

Table 2: Effect on Planning Scheme

SCHEME REFERENCE	EFFECT OF TEMPORARY LOCAL PLANNING INSTRUMENT		
Table 1.6-1 Building assessment provisions in the planning scheme	Inserts fives rows in Table 1.6-1 Building assessment provisions in the planning scheme for an assessment manager, a note and an Editor's note as follows:		
for an assessment manager	COLUMN 1 CATEGORIES OF ASSESSMENT AND/OR CODE	COLUMN 2 DESCRIPTION AND REGULATION	COLUMN 3 BUILDING ASSESSMENT PROVISIONS OF THE PLANNING SCHEME
	Flood hazard	Designates the 'flood hazard area' for the QDC under section 32 of the Building Act and section 8 of the Building Regulation. The date of designation is the date of commencement. Editor's note—Building work in a designated flood hazard area must meet the requirements of the relevant building assessment provisions under the Building Act.	The flood hazard area is the Flood hazard overlay mapped in TLPI Appendix D Flood hazard overlay - Map 1 and including: a. High flood hazard areas; b. Medium flood hazard areas; c. Low flood hazard areas; d. Flood investigation areas; e. Overland flow paths.
	Flood hazard	Declaration within the designated flood hazard area of the 'defined flood level' for the NCC and QDC under section 53 of the Building Act, for the purposes of section 8 of the Building Regulation.	<ul> <li>a. Planning Scheme Policy 4 Flood hazard, section SC6.4.9 Special areas declared 'defined flood level';</li> <li>b. TLPI Appendix D Flood hazard overlay - Map 2a to 2e.</li> </ul>
	Flood hazard	Declaration within the designated flood hazard area of a 'finished floor level' of Class 1 buildings built in all or part of the flood hazard area for the NCC and QDC under section 32 of the Building Act and section 8 of the Building Regulation.	Planning Scheme Policy 4 Flood hazard declared, section SC6.4.9 Special areas 'finished floor level'.
	Flood hazard	Declaration of a 'freeboard' that is more than 300mm for the NCC and QDC under section 32 of the Building Act and section 8 of the Building Regulation.	TLPI Appendix C Flood hazard overlay code.

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SCHEME REFERENCE	EFFECT OF T	EMPORARY LOCAL PLANNIN	IG I	NSTRUMENT
	Flood hazard	Declaration within the designated flood hazard area of a 'maximum flow velocity of water' for the NCC and QDC under section 32 of the Building Act. For the purposes of section 8 of the Building Regulation the date of designation is the date of commencement.		Planning Scheme Policy 4 Flood hazard, section SC6.4.9 Special areas declared 'maximum flow velocity of water'. TLPI Appendix D Flood hazard overlay- Map 2c Defined Flood Level (DFL) – Peak flood velocity.
	the relevant building wath a second will require a structure of the hazard(s) to requirements of the relevance for multiple reports	designated flood hazard area mig g assessment provisions under t ork in high flood hazard areas w uctural engineering design cap which the building will be subj ant building assessment provisi s) prepared by a Registered Pro azard and the structural approd	he l vith able ect c ons, fess	Building Act.  velocity greater than 1.5m  of withstanding the  consistent with the  to be supported by a  ional Engineer Queensland
Table 5.10-6: Flood hazard overlay	Suspends and replaces wit	h Appendix B Table of Assessme	ent.	
8.7 Flood hazard overlay code	Suspends and replaces wit	h Appendix C Flood hazard over	lay	code.
Schedule 1 Definitions, SC1.2 Administrative terms, Flood hazard area	Suspends and replaces with revised definition for <i>flood hazard area</i> as follows:  The area designated as the flood hazard area under section 8 of the Building Regulation.  See Table 1.6-1 Building assessment provisions in the planning scheme for an assessment manager.			
Schedule 2 Planning Scheme Maps, Table SC2.1-1: Map index, OM7 Flood hazard overlay	Suspends OM7 Flood haza hazard overlay maps.	rd overlay map and replaces wi	th T	LPI Appendix D Flood

### **APPENDIX B**

### CATEGORIES OF DEVELOPMENT AND CATEGORIES OF ASSESSMENT FOR FLOOD HAZARD OVERLAY

### 1. Categories of development and categories of assessment for the Flood hazard overlay

- 1. The categories of development and categories of assessment for development within the Flood hazard overlay are identified in Column 2 of Table 3.
- If development is identified in the planning scheme as having a different category of development or category of assessment than under Table 3 below, the highest level of assessment applies as follows:
  - i. accepted development subject to requirements prevails over accepted development;
  - code assessment prevails over accepted development subject to requirements and accepted development;
  - iii. impact assessment prevails over code assessment, accepted development subject to requirements and accepted development.

Note—Where development is proposed on a site that is included in more than one overlay, or in more than one subcategory within an overlay, that changes the category of development or category of assessment, the highest category applies.

Note—This section should be read in conjunction with section 5.3 of the planning scheme, particularly section 5.3.2 — Determining the category of development and category of assessment and section 5.3.3 — Determining the assessment benchmarks.

### 2. Assessment benchmarks for development within the Flood hazard overlay

 Table 3 identifies development for which the Flood hazard overlay code is an assessment benchmark.

Table 3: Categories of development and categories of assessment - Flood hazard overlay

COLUMN 1 DEVELOPMENT	COLUMN 2 CATEGORIES OF DEVELOPMENT AND ASSESSMENT	COLUMN 3  ASSESSMENT BENCHMARKS FOR ASSESSABLE DEVELOPMENT AND REQUIREMENTS FOR ACCEPTED DEVELOPMENT
Development in a Flood investigation area o	r an Overland flow path	
Material change of use for:	No change	Not applicable
a. Animal husbandry; or		
b. Cropping; or		
c. Permanent plantation.		
Building work for demolition or relocation	No change	Not applicable
off-site.		
Reconfiguring a lot	No change	Flood hazard overlay code
All other development in a Flood	Code assessment	Flood hazard overlay code
investigation area or an Overland flow		
path.		
Development in the Low flood hazard area		
Material change of use for:	Accepted development	Flood hazard overlay code
a. Dwelling House; or		
b. Home-based business; or		
c. Park; or		
d. Utility installation involving:		
i. electricity supply infrastructure; or		
ii. stormwater drainage		
infrastructure; or		
iii. transport service; or		

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COLUMN 1 DEVELOPMENT	COLUMN 2 CATEGORIES OF DEVELOPMENT AND ASSESSMENT	COLUMN 3  ASSESSMENT BENCHMARKS  FOR ASSESSABLE  DEVELOPMENT AND  REQUIREMENTS FOR  ACCEPTED DEVELOPMENT
iv. water supply infrastructure; or v. water treatment infrastructure; or vi. water cycle management infrastructure.		
Material change of use not listed above and for:  a. a Vulnerable use; or  b. Essential community infrastructure; or  c. Critical infrastructure where not a  Utility installation.	Code assessment	Flood hazard overlay code
Material change of use not involving building work.	No change	Not applicable
Material change of use in all other circumstances.	No change	Flood hazard overlay code
Reconfiguring a lot	No change	Flood hazard overlay code
Operational work	No change	Flood hazard overlay code
Building work for demolition or relocation off-site.	No change	Not applicable
Building work not listed above for this hazard area.	Code assessment	Flood hazard overlay code
Development in the Medium flood hazard a	rea	
Material change of use involving:  a. an existing building; and  b. Minor building work or no Building  work.	Code assessment	Flood hazard overlay code
Material change of use not listed above for this hazard area and for:  a. Dwelling House; or  b. Dual occupancy; or  c. Home-based business; or  d. Utility installation involving:  i. a sewerage treatment plant; or  ii. a maintenance depot; or  iii. a storage depot; or  iv. a waste management facility; or  e. a Vulnerable use; or  f. Critical infrastructure; or  g. Essential community infrastructure.	Code assessment	Flood hazard overlay code
Material change of use not listed above for this hazard area.	No change	Flood hazard overlay code
Reconfiguring a lot	No change	Flood hazard overlay code
Operational work	No change	Flood hazard overlay code
Building work for demolition or relocation off-site.	No change	Not applicable
Building work not listed above for this hazard area.	Code assessment	Flood hazard overlay code
Development in the High flood hazard area and the Rural zone		
Material change of use for:  a. Animal husbandry; or  b. Cropping; or  c. Park; or	No change	Not applicable

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COLUMN 1 DEVELOPMENT	COLUMN 2 CATEGORIES OF DEVELOPMENT AND ASSESSMENT	COLUMN 3  ASSESSMENT BENCHMARKS FOR ASSESSABLE DEVELOPMENT AND REQUIREMENTS FOR ACCEPTED DEVELOPMENT
d. Permanent plantation; or		
e. Roadside stalls; or		
f. Utility installation involving:		
i. stormwater drainage		
infrastructure; or		
ii. water cycle management		
infrastructure.		
Material change of use not involving	No change	Not applicable
Building work.  Material change of use not listed above for		
this hazard area.	Code assessment	Flood hazard overlay code
Reconfiguring a lot	No change	Flood hazard overlay code
Operational work for filling or excavation of		·
less than 10m³ and:	Accepted development	Not applicable
a. not associated with Reconfiguring a lot		
or a Material change of use;		
b. associated with Cropping, Permanent		
plantation or land rehabilitation.		
Building work for demolition or relocation	No change	Not applicable
off-site	140 change	
All other development not listed above for	Code assessment	Flood hazard overlay code
this hazard area		
Development in the High flood hazard area		Florida continuado de la continuada continua
Material change of use for:  a. Agricultural supplies store; or	No change	Flood hazard overlay code
b. Food and drink outlet; or		
c. Garden centre; or		
d. Hardware and trade supplies; or		
e. Health care service; or		
f. Indoor sport and recreation; or		
g. Market; or		
h. Outdoor sport and recreation; or		
i. Park; or		
j. Parking station; or		
k. Place of worship; or		
I. Service industry; or		
m. Shop; or		
n. Utility installation involving:		
i. stormwater drainage infrastructure; or		
ii. water cycle management		
infrastructure.		
Reconfiguring a lot	No change	Flood hazard overlay code
Operational work for filling or excavation	Code assessment	Flood hazard overlay code
for 10m³ or more where not associated		,
with Reconfiguring a lot or a Material		
change of use		
Operational work for filling or excavation	No change	Flood hazard overlay code
not listed above for this hazard area.		
Operational work not listed above for this	No change	Not applicable
hazard area.		

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COLUMN 1 DEVELOPMENT	COLUMN 2 CATEGORIES OF DEVELOPMENT AND ASSESSMENT	COLUMN 3  ASSESSMENT BENCHMARKS  FOR ASSESSABLE  DEVELOPMENT AND  REQUIREMENTS FOR  ACCEPTED DEVELOPMENT
Building work for demolition or relocation off-site.	No change	Not applicable
All other development not listed above for this hazard area.	Code assessment	Flood hazard overlay code
Development in the High flood hazard area other than in the Rural zone or Local centre zone		
Material change of use	Code assessment	Flood hazard overlay code
Reconfiguring a lot	No change	Flood hazard overlay code
Operational work for filling or excavation	Code assessment	Flood hazard overlay code
Operational work other than filling or excavation	No change	Flood hazard overlay code
Building work for demolition or relocation off-site	No change	Not applicable
Building work not listed above for this hazard area	Code assessment	Flood hazard overlay code

### **APPENDIX C**

### FLOOD HAZARD OVERLAY CODE

### 1. Application

- 1. This code applies to development:
  - a. within the Flood hazard overlay as shown in Appendix D;
  - b. identified as requiring assessment against the Flood hazard overlay code in Table 3.

### 2. Compliance with the Flood hazard overlay code

- Development that complies with the purpose of the code, complies with the code.
- Accepted development that complies with the relevant acceptable outcomes of the code, complies with the purpose of the code.
- Assessable development that complies with the Performance outcomes of the code, complies with the purpose of the code.

Note—Terms are defined in SC1.2 Administrative terms of the planning scheme. Terms used in this code include:

- a. defined flood event (DFE);
- b. defined flood level (DFL);
- finished floor level (or known as habitable floor level where relevant to Residential activities and/or a habitable room);
- d. freeboard
- e. probable maximum flood (PMF).

Note—The Flood hazard overlay is only one of Lockyer Valley's response to flooding. Strategic planning, education, disaster management, flood emergency management and mitigation or protection works are also important.

Note—Compliance with this code may be demonstrated by providing any required technical reports prepared by a suitably qualified person consistent with Planning Scheme Policy 4 Flood hazard.

### 3. Purpose

- The purpose of the Flood hazard overlay code is to ensure development is designed, constructed and operated to:
  - protect life and property;
  - b. avoid exposing people and property to unacceptable risk from flood hazard;
  - where avoidance of areas of intolerable risk from flood hazard is not reasonably practicable, ensure development mitigates the risk from flood hazard to people and property to an acceptable level;
  - d. limit the exposure of vulnerable uses where risk levels cannot be mitigated to an
    acceptable level;
  - e. ensure that works to mitigate the risk from flood hazard occur in a way that protects, maintains and improves the protective function of landforms, vegetation, biodiversity and natural processes in managing the effects of flooding.
- 2. The purpose of the code will be achieved through the following overall outcomes:
  - a. All new development in the Low flood hazard areas is compatible with the identified flood risk and mitigates the risk to people and property from flood hazard to an acceptable level.
  - b. Development in the Medium flood hazard area is avoided, or where not reasonably practicable to avoid, development:
    - i. is located in the area of lowest flood hazard;
    - mitigates risk to an acceptable level for all flood events up to and including the defined flood level or as determined by Planning Scheme Policy 4 Flood hazard.
  - Development in the High flood hazard area is avoided, or where not reasonably practicable to avoid, development:
    - i. is located in the area lowest flood hazard;

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- mitigates risk to an acceptable level for all flood events up to and including the defined flood level:
- does not result in an increase in intensity or scale (including excavation and filling).
- d. Development in the Local centre zone:
  - i. is located on the area of lowest flood hazard;
  - mitigates risk to an acceptable level for all flood events up to and including the defined flood event;
  - ii. does not result in an increase in intensity or scale.
- Development in flood hazard areas of the Rural zone is limited to agricultural activities and uses directly supporting the primary agricultural use.
- f. Vulnerable uses and Essential community infrastructure do not occur in areas of Medium or High flood hazard and only locate in the Low flood hazard areas where it is demonstrated that avoidance is not reasonably practicable and they are consistent with Table 10: Flood immunity - Minimum design requirements.
- g. Critical infrastructure avoids areas of High flood hazard and only occurs in areas of Low or Medium flood hazard where it is demonstrated that avoidance is not reasonably practicable, and that Critical infrastructure remains operational and accessible to serve the community during and immediately after a flood event.
- h. Buildings and structures in the flood hazard area are located, designed and constructed to be resilient to flood hazards up to and including the defined flood event, including:
  - . protecting the contents of buildings from flood damage;
  - minimising the impacts of flooding on the assets' life including preventing and withstanding the effects of floodwater inundation;
  - ensuring buildings and structures are structurally adequate to resist hydrostatic, hydrodynamic and debris impact loads associated with flooding;
  - iv. minimising disruption to residents, business and site operations;
  - v. minimising ongoing maintenance costs, recovery time and restoration costs after a flood event.
- Development supports and does not unduly burden disaster management response or recovery capacity and capability.
- j. The natural floodplain function (conveyance and storage) is protected and improved by ensuring development:
  - does not adversely affect the hydraulic function of flood conveyance and capacity of waterways or overland flow paths;
  - ii. maintains flood storage;
  - iii. does not, directly or cumulatively, cause or increase adverse impacts from flooding on other properties or land upstream, downstream or adjacent.
- k. Development occurs in a way that:
  - maintains or improves the protective function of landforms, vegetation, biodiversity, natural processes and natural land contours, where possible;
  - ii. protects and improves vegetation, riparian corridors and overland flow paths.
- I. The manufacture, assembly, storage, distribution or disposal of hazardous chemicals, hazardous materials and dangerous goods in the flood hazard area is avoided, or risks to public safety and the environment from the potential impact of floodwaters are mitigated to an acceptable level up to and including the 0.2% AEP flood event or the defined flood level, whichever is the greater flood event, plus 500mm freeboard.

### Note-

- a. Building work for Class 1 buildings in flood hazard areas with a velocity less than 1.5m/s must comply with:
  - National standard Construction of buildings in flood hazard areas, sections 2.3, 2.4, 2.5, 2.6, 2.7, 2.8 and 2.10;
  - ii. DFL plus freeboard.

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- b. A study must be conducted to determine the DFL and the flood hazard in an investigation area or an overland flow path. The sections of the Flood hazard overlay code relevant to the flood hazard must be followed.
- c. Building work in flood hazard areas with a velocity 1.5m/s or greater, requires structural engineering design capable of withstanding the nature of the hazard/s to which the building will be subject consistent with the requirements of the relevant building assessment provisions.
- d. Any engineering design solution is to be:
  - i. supported by a report identifying the flood hazard and the structural approach to be used;
  - ii. certified by RPEQ.

### 4. Assessment benchmarks for accepted development

- Accepted development does not require a development approval and is not subject to
  assessment benchmarks. However, certain requirements may apply to development for it
  to be accepted development. Where nominated in Table 3, accepted development must
  comply with the relevant acceptable outcomes identified in Tables 5 to 9 of the Flood
  hazard overlay code.
- 2. Assessment benchmarks for accepted development are shown with an asterisk (\*) in the Acceptable outcomes column of Tables 5 to 9.
- 3. Where assessment benchmarks apply to accepted development, the development must comply with all nominated requirements of this and other applicable codes of the planning scheme. Accepted development that does not comply with one or more of the nominated acceptable outcomes of the applicable code/s becomes code assessable.

### 5. Determining the Flood hazard category from a flood risk assessment

 Where the code requires a flood risk assessment to be undertaken, Table 4: Flood hazard category parameters is to be used to determine an equivalent flood hazard category for this code.

Table 4: Flood hazard category parameters

CRITERIA	FLOOD HAZARD AREA		
	LOW	MEDIUM	HIGH
Maximum flood depth	Less than 0.5m	0.5m to 1.2m	More than 1.2m
Maximum flood velocity	Less than 3.0m/s	Less than 3.0m/s	More than 3.0m/s
Depth by velocity (d*V)	Less than 0.4m <sup>2</sup> /s	0.4m <sup>2</sup> /s to 0.6m <sup>2</sup> /s	More than 0.6m <sup>2</sup> /s

Table 5: Flood hazard overlay code - Assessment benchmarks for accepted and assessable development in the Flood hazard overlay

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES
PO1 Development in a flood investigation area or overland flow path:  a. minimises risk from the adverse effects of flooding;  b. only occurs where the risk can be mitigated to an acceptable or tolerable level;  c. is designed to respond to the risk applicable to the site.  Note—Compliance with this Performance Outcome may be demonstrated by providing a flood risk assessment, consistent with Planning Scheme Policy 4 Flood hazard.  Note—Land in the flood investigation area is susceptible to some degree of flooding. Detailed modelling in these	*AO1.1 For development in a flood investigation area or overland flow path:  a. written advice is obtained from Council stating that the latest data available to Council confirms that the site is not subject to flood hazard; or  b. a local flood risk assessment, prepared by a suitably qualified person, determines that the development site is not exposed to high, medium or low flood hazard.  AO1.2 Where a local flood risk assessment has been prepared and determines the flood risk to be low, medium or high, development satisfies the

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PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES		
locations is incomplete or has not been undertaken. A site	requirements of this Flood hazard overlay code		
specific risk assessment is required to determine the hazard classification and the sites suitability for development.	relevant to that level of flood hazard.		
Flood risk compatibility			
PO2 Development avoids flood hazard areas of intolerable risk or areas known to be, or have the potential to be, affected by flood inundation such as overland flow paths.  Note—Guidance material relating to the risk profile of the flood hazard area categories is available in Planning Scheme Policy 4 Flood hazard.	*AO2.1 Development is positioned within an area of low flood hazard.  AO2.2 Development demonstrates that: a. all options to avoid the area of flood hazard have been exhausted; b. development is located on the part of the site with the lowest level of flood hazard; c. mitigation to an acceptable hazard level is achieved where the development: i. can be serviced with infrastructure (power, water, sewerage, access and telecommunications) for the expected life of the asset; ii. complies with a site-based flood risk assessment consistent with Planning Scheme Policy 4 Flood hazard.		
Resilient built form	Policy 4 Flood nazard.		
PO3 Buildings and structures are located, designed and constructed to be resilient to flood risks up to and including the DFL (see Table 10: Flood immunity - Minimum design requirements), by:  a. protecting the contents of buildings and structures from flood damage;  b. minimising the impacts of flooding on the asset's life including preventing and withstanding the effects of floodwater inundation;  c. ensuring buildings and structures are structurally adequate to resist hydrostatic, hydrodynamic and debris impact loads associated with flooding;  d. minimising disruption to residents, business, site operations;  e. minimising ongoing maintenance costs, recovery time and restoration costs after a flood event.  Note—Partial compliance with this Performance Outcome may be demonstrated by providing a materials assessment against the Flood Resilient Building Guidance for Queensland Homes and/or Reducing Vulnerability of Buildings to Flood Damage - Guidance on Building in Flood Prone Areas.	*AO3.1 Flood immunity of buildings (except Class 10 structures) is consistent with Table 10: Flood immunity - Minimum design requirements.  *AO3.2 If understorey screening is provided, it allows the free flow of floodwater through the understorey (i.e. does not impede water flow) and: a. is a minimum of 50% permeable (e.g. using vertical battens with a batten width gap between battens); b. does not use solid doors, tilt panels and roller doors.  *AO3.3 Essential utilities are located above the DFL or sealed to prevent water intrusion consistent with Table 10: Flood immunity - Minimum design requirements (e.g. wastewater treatment systems and associated pumping equipment).  *AO3.4 Property is protected from flood damage by having an area located above or outside the flood hazard so: a. items of value can be moved in a flood event; b. items of value are raised above the level in Table 10: Flood immunity - Minimum design requirements to safe storage; c. property is secured against flotation and lateral movement.  Note—Refer to the building assessment provisions for the		
PO4 Non-habitable floor areas, where not raised above the DFL, are designed and constructed to be resilient to the effects of flood.	*AO4.1 The finished floor levels of Class 10a and 10c structures (e.g. sheds, garages, carports), whether attached to or detached from the main building, are not invaded to the more than a low degree of flood.		

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not inundated by more than a low degree of flood

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES
	hazard consistent with Table 12: Flood hazard parameters for degree of hazard.
	*AO4.2 Building work for a Class 10a structure below the DFL is constructed:  a. without solid doors, tilt panels and roller doors;  b. may be screened to a minimum of 50% permeability for security purposes and to allow the free flow of floodwater.
	*AO4.3 Fencing and retaining walls allow the free flow of floodwater (i.e., do not impede water flow) and do not add to flood debris in a DFL flood event or more.
	AO4.4 Development is designed and constructed to prevent and withstand floodwater inundation by: a. using flood resilient materials; b. allowing the free flow of floodwater (i.e. does not impede the flow of water).
	Note—Refer to the building assessment provisions for the QDC referenced class of building.
PO5 Building work for commercial, industrial or other non-residential activities located below the DFL and associated with an existing building, are resilient to flood events, up to and including the DFE (see Table 10: Flood immunity - Minimum design requirements) by ensuring the design and built form mitigate the	*AO5.1 Building work for commercial, industrial or other non-residential activities located below the DFL, and associated with an existing building, uses materials that are capable of resisting damage, deterioration and decay.  Note—Refer to the building assessment provisions for the
potential risks of flooding to an acceptable or tolerable level.	QDC referenced class of building, refer to National standard for Construction of buildings in flood hazard overlays.
Editor's note—This performance outcome is intended to apply to classes of buildings not otherwise covered by P1 of the QDC MP3.5 and National standard for Construction of buildings in flood hazard overlays.	Note—In accordance with Figure 1 Identifying defined flood level (DFL), flood hazard level (FHL) and freeboard, of the National Standard for Construction of buildings in flood hazard overlays, the non-habitable floor level is no greater than 1m below the DFL.
PO6 Cultural artefacts, records and items of high value in Essential community infrastructure are protected from flood damage and stored above the PMF.	*AO6.1 Cultural artefacts, records and items of high value in facilities such as libraries, museums, galleries and hospitals are stored in an area that:  a. protects and seals the artefacts from flood intrusion; or  b. is raised above the PMF for safe storage; or  c. allows their movement to a safer location above the PMF.
Disaster management	
PO7 Development in the flood hazard overlay supports and does not unduly burden, disaster management response or recovery capacity and capabilities.  Note—A Flood Emergency Management Plan may be required to be prepared by a suitably qualified person and is	*A07.1 Development in the flood hazard overlay has site access to a constructed road that is safe for vehicles, pedestrian movements and emergency services up to and including the DFL.
consistent with Planning Scheme Policy 4 Flood hazard.	A00 1 5 lead annual and beautiful and
PO8 Flood awareness and hazard-warning signage informs people of flood risk severity in the flood hazard overlay.	AO8.1 Flood awareness and hazard-warning signage is consistent with the requirements of Planning Scheme Policy 4 Flood hazard.

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#### PERFORMANCE OUTCOMES

#### **ACCEPTABLE OUTCOMES**

#### Flood conveyance and storage

**PO9** Development does not directly, indirectly or cumulatively cause any adverse change in flood risk or flow characteristics inside or outside the site, including:

- a. loss of flood storage; or
- b. loss of or changes to flow paths; or
- c. an increase in water flow velocity or level; or
- d. reduction in flood warning times; or
- e. increasing runoff volume; or
- f. an increase in potential erosion, scour or flood damage on the premise or on other premises, public land, watercourses, roads or infrastructure.

Note—Partial compliance with this Performance outcome may be demonstrated by ensuring any additional runoff volume from increased in impermeable areas is managed on site or by the existing drainage networks without adversely changing flood risk or flow characteristics.

\*AO9.1 Filling to achieve flood immunity does not occur on land within a flood hazard area.

\*AO9.2 The understorey area below the finished floor level of any habitable room does not impede the flow of flood water.

\*AO9.3 The finished floor level of any habitable room of a building or extension to an existing building is consistent with Table 10: Flood immunity - Minimum design requirements. This includes a floor level of DFL plus 500mm freeboard for residential activities.

**A09.4** Development does not adversely change the flood risk or flow characteristics within the floodplain as demonstrated by an engineering risk assessment.

Note—An adverse change in flood risk or flow characteristics means a change to any of the following:

- a. loss of flood storage; or
- b. loss of or changes to flow paths; or
- c. an increase in water flow velocity or level; or
- d. reduction in flood warning times; or
- e. increasing runoff volume; or
- f. an increase in potential erosion, scour or flood damage on the premise or on other premises, public land, watercourses, roads or infrastructure.

AO9.5 Flood conveyance or flood function areas may be used for car parking where there is a low degree of flood hazard consistent with Table 12: Flood hazard parameters for degree of hazard.

AO9.6 Flood awareness signage is provided to carparking areas where the carparking serves as a flood conveyance or performs a flood function.

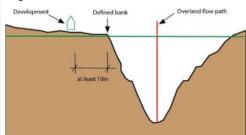
PO10 Development within an overland flow path:

- maintains the conveyance of floodwaters to allow flow and debris to pass unimpeded through the site:
- does not concentrate, intensify or divert floodwater onto upstream, downstream or adjacent sites;
- will not result in an increase in flood levels or flood risk severity on upstream, downstream or adjacent sites.

Note—Development is to be connected to the Council's drainage network in accordance with section 77 of the Local Government Act. It is an offence under the section 80 of Local Government Act, to restrict or redirect stormwater

Note—Compliance with this Performance Outcome will be achieved by providing a hydraulic impact assessment prepared by a suitably qualified and experienced engineer and is consistent with Planning Scheme Policy 4 Flood hazard.

\*AO10.1 Development, including onsite wastewater treatment systems, are located at least 10m from the overland flow path's defined bank, as shown by the diagram below.



Note—The key components of development and overland flow paths are depicted in the above figure. The width of the overland flow paths may be smaller or larger than the location of the defined bank depicted in the above figure. The setback of 10m must be from the defined bank or edge to the overland flow path, whichever is greater.

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PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES
	*AO10.2 Development does not change the pre- development profile or interfere with an overland flow path.
	*AO10.3 Overland flow paths are retained as part of the stormwater drainage network to allow the free open surface flow of stormwater through a site.
	*AO10.4 Development retains existing overland flow paths rather than relying on piped solutions for stormwater drainage.
	AO10.5 For Council drainage purposes, overland flow paths are protected by an easement or other legal instrument.
PO11 Developments with basement or undercroft	AO11.1 Basement and undercroft carparking or
carparking or storage are designed to maximise public safety and minimise flood recovery actions and be resilient to the intrusion of floodwaters.	storage is not provided in areas of intolerable risk.  AO11.2 Undercroft carparking is designed and constructed to experience no more than a medium degree of flood hazard inundation consistent with Table 12 Flood hazard parameters for degree of hazard and:  a. provides a means of escape for pedestrians from the undercroft;  b. includes flood-warning signage indicating the potential to flood;  c. with essential utilities and services located at or above the DFL plus freeboard;  d. provide waterproof and water-impermeable walls and floors.  AO11.3 Basement carparking must be designed and constructed:  a. to provide a drainage system to have a flood immunity of the DFL or 0.2% AEP, whichever is greater plus freeboard, to avoid flooding of the basement;  b. to provide a means of escape for pedestrians from the basement;  c. with flood-warning signage indicating the potential to flood;  d. with essential utilities and services located at or above the DFL plus freeboard;  e. provide waterproof and water-impermeable walls and floors;  f. to prevent floodwater intrusion, including:    i. backflow of water from drainage systems and
	installations;  ii. from vents, staircases, lift wells that lead to the basement.  Note—In flood hazard areas, basement storage spaces do not include areas for bike storage, restrooms, building
	maintenance, essential services or utilities.  AO11.4 Development involving a basement that relies on a pumping solution to manage floodwater for

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PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES
	dewatering provides a secondary pump system with a backup power source for the pump.
	Note—The use of demountable barriers, pumps or other mechanical mechanisms to provide flood protection are not supported unless there is a secondary fail safe system.
Environmental values and public safety	
PO12 Development within the flood hazard overlay involving the manufacturing, assembly, storage, distribution, or disposal of hazardous materials and hazardous chemicals avoids or minimises risks to public health and safety and the environment, by:  a. protecting underground tanks for hazardous chemicals against the forces of buoyancy, velocity	AO12.1 Development for the manufacture and disposal of all classes of hazardous materials and hazardous chemicals does not occur within the flood hazard overlay.  AO12.2 Development involving the storage of hazardous materials or hazardous chemicals has:  a. an impervious bund wall 1.5 times the quantity of
flow and debris impacts; b. securing above-ground tanks for hazardous chemicals against flotation and lateral movement; c. preventing damage to hazardous chemicals pipework;	liquid chemical stored; or b. a racking or storage system higher than the 0.5% AEP or the DFL, whichever is the greater flood event.
d. preventing entry of floodwater into hazardous chemicals pipework;     e. preventing damage to or off-site release of packages, drums or containers, storing hazardous materials.	AO12.3 For development involving the storage of hazardous materials or hazardous chemicals, it is demonstrated that the development can operation without risk of environmental harm during a flood event up to and including the 0.2% AEP or the DFL,
Note—A pump drainage system is not an acceptable alternative to meet the performance outcome.	whichever is the greater flood event.
PO13 Works to mitigate flood risks avoid adverse impacts on other environmental values.	No acceptable outcome is nominated.
Note—Additional assessment benchmarks relating to ecological and biodiversity values are contained in section 8.2 Biodiversity overlay code of the planning scheme.	
PO14 Development maintains or improves the protective function of landforms, vegetation and natural processes in managing the effects of flooding.	No acceptable outcome is nominated.
Note—Additional assessment benchmarks relating to ecological and biodiversity values are contained in section 8.2 Biodiversity overlay code of the planning scheme.	

Table 6: Flood hazard overlay code - Additional assessment benchmarks for accepted and assessable development in the Low flood hazard area

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES
Flood risk compatibility	
AO15 Vulnerable uses and essential community infrastructure only occur on premises within the Low flood hazard areas where it is demonstrated that:  a. avoidance of the risk area is not reasonably practicable;  b. development is located in the area of lowest risk possible;  c. for all flood events up to and including the DFE (see Table 10: Flood immunity - Minimum design requirements), development does not result in any of the following:	*AO15.1 Vulnerable uses and essential community infrastructure located on premises within the Low flood hazard area demonstrate flood risk can be mitigated and ensures that:  a. development is located in the area of lowest flood hazard;  b. development meets the minimum design requirements in Table 10: Flood immunity - Minimum design requirements;  c. access to a constructed road which remains safe and trafficable for vehicles, pedestrian movements and emergency services up to and including the

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PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES
i. an intolerable level of risk to people and property from flood hazard; or	DFL (see Table 10: Flood immunity - Minimum design requirements) is provided;
ii. the isolation of persons; or iii. the inability for vehicles to safely access and evacuate the site using the existing or	d. development does not result in the undue burden     on disaster management responses and recovery     capacity.
proposed road network; or iv. undue burden on disaster management responses and recovery capacity.  Note—Compliance with this Performance Outcome will be demonstrated by providing a Flood Emergency Management Plan, prepared by a suitably qualified person and is consistent with Planning Scheme Policy 4 Flood hazard.	Note—Compliance with this Performance Outcome will be demonstrated by providing a Flood Emergency Management Plan, prepared by a suitably qualified person is consistent with Planning Scheme Policy 4 Flood hazard.
PO16 Critical infrastructure located within the Low flood hazard area demonstrates that:  a. the development is located in the areas of lowest flood hazard;  b. for all flood events up to and including the DFE (see Table 10: Flood immunity – Minimum design requirements), development:  i. remains operational to serve community needs during and immediately after a flood event, even when other infrastructure or services may be compromised;  ii. retains essential site access during a flood event;  iii. is designed, located, managed and operated to avoid adverse impacts from flooding on the community and the environment.  Note—Compliance with this Performance Outcome may be achieved through a flood risk management plan prepared by a suitably qualified person and consistent with Planning	No acceptable outcome is nominated.

Table 7: Flood hazard overlay code – Additional assessment benchmarks for assessable development in the Medium flood hazard area

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES
Flood risk compatibility	
<b>PO17</b> Development within the Medium flood hazard area does not occur unless designed, constructed and operated to mitigate the risk to an acceptable level.	No acceptable outcome is nominated.
Note—Guidance material relating to the risk profile of the flood hazard overlay categories is available in Planning Scheme Policy 4 Flood hazard.	
PO18 Vulnerable uses and essential community infrastructure avoid locating within the Medium flood risk hazard area.	No acceptable outcome is nominated.
PO19 Critical infrastructure does not occur within the Medium flood hazard area unless it is demonstrated that:  a. avoidance of the area is not reasonably practicable;  b. development is located in the area of lowest flood hazard:	No acceptable outcome is nominated.

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PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES
c. for all flood events, up to and including the DFE	
(see Table 10: Flood immunity – Minimum design	
requirements) development:	
<ol> <li>remains operational to serve community</li> </ol>	
needs during and immediately after a flood	
event, even when other infrastructure or	
services may be compromised;	
<ol><li>retains essential site access during a flood</li></ol>	
event;	
<ol><li>iii. is designed, located, managed and operated</li></ol>	
to avoid adverse impacts from flooding on	
the community and the environment.	
Note—Compliance with this Performance Outcome will be	
achieved through a flood risk management plan prepared by	
a suitably qualified and experienced engineer and consistent	
with Planning Scheme Policy 4 Flood hazard.	

Table 8: Flood hazard overlay code – Additional assessment benchmarks for assessable development in the High flood hazard area

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES
Flood risk compatibility	
PO20 Development within the High flood hazard area prioritises risk avoidance and the safety of people and property from intolerable risk over mitigation and avoids locating within an area of intolerable risk.	AO20.1 Development only occurs in the High flood hazard area where it is demonstrated that:  a. all options for avoidance of the area of high flood risk have been exhausted;  b. development is located on the part of the site which is at the lowest level of flood hazard;  c. mitigation to an acceptable risk level is achieved where the development:  i. can be serviced with infrastructure (power, water, sewerage, access and telecommunications) for the expected life of the asset;  ii. complies with a site-based flood risk assessment consistent with Planning Scheme Policy 4 Flood hazard.
<b>PO21</b> Development within the High flood hazard area does not intensify intolerable risk through increases in people working or living in the area.	AO20.2 Vulnerable uses, essential community infrastructure and critical infrastructure do not establish in the High flood hazard area.  AO21.1 Home-based businesses do not occur within the High flood hazard area.  AO21.2 Building work for a Class 10 structure or a secondary dwelling does not occur within the High flood hazard area.
PO22 Development within the High flood hazard area does not increase intolerable risk to people and property from flood hazard through any increase in GFA or increase in the number of buildings on a lot.  Note—Guidance material relating to the risk profile of the flood hazard overlay categories is available in Planning Scheme Policy 4 Flood hazard.	AO22.1 Building work associated with an existing Material change of use, does not increase the GFA or building footprint within the High flood hazard area.
PO23 Development within the Rural zone:	AO23.1 Development within the Rural zone is limited to rural sheds that support the following uses:  a. Animal husbandry;

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PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	
<ul> <li>a. is limited to uses which have a direct relationship with rural activities and cannot be located elsewhere;</li> <li>b. is limited to uses which can withstand flood events.</li> </ul>	b. Animal keeping; c. Cropping; d. Permanent plantation; e. Roadside stalls. AO23.2 Development is positioned on the part of the site with the lowest level of flood hazard and closest to an evacuation route. AO23.3 Development does not involve difficult to	
Resilient built form	evacuate uses or include a sales or retail operation.	
PO24 Development in the Rural zone and the Local centre zone is:  a. limited to uses which can withstand all flood events up to the DFL flood event;  b. constructed and operationally prepared for flood impacts;  c. structurally adequate to resist hydrostatic, hydrodynamic and debris impact loads associated with flooding;  d. are operated in a manner that does not require an extended recovery period and restoration after a flood event such that business can resume trading shortly after a flood event.	<ul> <li>a. Ilmited to 20% of the site area; or</li> <li>b. constructed to withstand the expected flood impacts of a DFL flood event; or</li> <li>c. comprised of resilient or readily replaceable</li> </ul>	
Note—Compliance with this Performance Outcome may be demonstrated by providing a structural engineering report and business flood management plan or Flood Emergency Management Plan and is consistent with Planning Scheme Policy 4 Flood hazard.	materials that allow operators to resume trading shortly after a flood event; or d. constructed with minimum floor levels consistent with Table 10: Flood immunity - Minimum design requirements.	
Disaster management		
PO25 Development within the High flood hazard area supports and does not unduly burden, disaster management response or recovery capacity and capabilities through sheltering in place and ensures occupants are prepared for flood events and evacuation.	AO25.1 Development has a site specific Flood Emergency Management Plan that outlines the full extent of the risk and potential consequences with roles and responsibilities for before, during and after a flood event and is consistent with Planning Scheme Policy 4 Flood hazard.	
Public safety		
<b>PO26</b> Manufacturing, storage or disposal of hazardous materials does not occur.	No acceptable outcome is nominated.	

Table 9: Flood hazard overlay code - Additional assessment benchmarks for assessable Reconfiguring a lot

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	
Minimising flood risk		
PO27 Reconfiguring a lot locates and designs all lots to:  a. achieve an acceptable risk and flood immunity;  b. minimise the exposure of people and property to an intolerable flood risk hazard;  c. minimise damage to property and essential utilities;  d. facilitate safe and efficient evacuation.	AO27.1 Development involving Reconfiguring a lot: a. does not occur in an area of High flood hazard; or b. maintains the same number of lots in the High flood hazard area.  AO27.2 Development envelope areas ensure that there is sufficient area to accommodate future intended uses which avoid flood hazard areas as much as practicable and: a. includes an envelope which caters for: i. infrastructure required for the intended use; ii. access location to required standard;	

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ACCEPTABLE OUTCOMES	
<ul> <li>iii. signage as required;</li> <li>iv. any construction features;</li> <li>v. consistent with Table 11: Flood immunity -         Site works.</li> <li>b. demonstrates that works in association with the         development can achieve an acceptable risk level         for future intended purposes;</li> <li>c. provides information on mitigation methods         required for future uses to maintain and/or         achieve an acceptable risk level.</li> <li>AO27.3 Where site mitigation works are required to</li> </ul>	
achieve an acceptable risk level, the site works must be completed before the new lots are created.  Note—Flood immunity may be achieved by filling and	
providing drainage channels.  AO28.1 New roads proposed as part of the development are designed and constructed to remain safe for vehicles and emergency services up to and including the DFL and:  a. have a two-lane sealed carriageway;  b. are connected to the higher order road at both ends and at intervals of less than 250m;  c. do not include design elements that may impede access and egress;  d. incorporate mountable kerb (where kerb is provided);  e. are consistent with evacuation routes in Planning Scheme Policy 4 Flood hazard.	
AO28.2 The subdivision layout ensures access and egress routes remain safe for vehicles and emergency services and:  a. direct occupants away from, rather than towards or through areas with the severest flood risk hazard;  b. minimise the length of routes through all flood hazard areas;  c. locate accesses into the development above the DFL;  d. avoid cul-de-sacs and road networks that limit access and egress.	
A020 4 In High flood become development door	
AO29.1 In High flood hazard areas, development does not alter the natural floodplain function and water flow.  AO29.2 Development does not adversely change the flood hazard category or flow characteristics of the site or of upstream, downstream or adjacent sites.  AO29.3 Development: a. does not block or divert floodwaters or overland flow; b. does not result in an increase in the flood extent or flood hazard category of upstream, downstream or adjacent sites.	

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PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES
<ul> <li>h. improving or maintaining natural features and vegetation along riparian corridors and overland flow paths.</li> <li>Note—Partial compliance with this Performance outcome may be demonstrated by complying with PO9.</li> </ul>	AO29.4 Development that creates new overland flow paths or significantly alters an existing overland flow path, does not:  a. create an intolerable risk to existing and future uses inside and outside of the site;  b. worsen the flood hazard category or flow characteristics outside of the site.
	AO29.5 Future lots are not divided by areas of flood conveyance.
	AO29.6 Floodways or areas used for floodwater conveyance are protected by an easement or reserve provided to Council.
	AO29.7 Easements or reserves are to protect the greater of:  a. the DFL flood extent; or  b. the floodway extent.
Services	
PO30 Infrastructure and utilities (including roads, water supply, sewerage) support community resilience up to and including the DFE (see Table 10: Flood immunity - Minimum design requirements).	AO30.1 Infrastructure and utilities are:     a. not located in the flood hazard overlay; or     b. located on the highest part of the site to improve flood immunity and are designed to prevent floodwater intrusion.
Disaster management response	
<b>PO31</b> Development supports and does not unduly burden, disaster management response or recovery capacity and capabilities.	AO31.1 The subdivision layout is a grid-like pattern allowing multiple access points which demonstrates sufficient capacity for an evacuating population through examination of:  a. risk of isolation;  b. road access and egress immunity up to and including the DFL;  c. evacuation routes.

Table 10: Flood immunity - Minimum design requirements

USE	DEFINED FLOOD EVENT	DESIGNATED FINISHED FLOOR LEVEL AND ESSENTIAL UTILITIES
Essential community infrastructure, Critical infrastructure and Vulnerable uses	0.2% AEP or the DFL, whichever is the greater flood event. Vehicle and pedestrian access: DFL	0.2% AEP or the DFL, whichever is the greater flood event plus 500mm freeboard
Residential activities	DFL	DFL plus 500mm freeboard
Flood Investigation Areas and Overland flow paths shown on Flood hazard overlay - Map 1	To be determined	To be determined
Lots noted as Special Areas (by Lot on Plan) within Planning Scheme Policy 4 Flood hazard		The designated FFL plus freeboard specified in Planning Scheme Policy 4 Flood Hazard, Special Areas
Locations noted as Investigation Areas within the Planning Scheme Policy 4 Flood hazard	To be determined	To be determined
Commercial and Industry activities	DFL	DFL plus 300mm freeboard
All other uses	DFL	DFL plus 500mm freeboard

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Table 11: Flood immunity - Site works

FLOOD MAP ELEMENT	RESIDENTIAL ZONE	NON-RESIDENTIAL ZONE	PROPORTION OF LOT	
Flood hazard area or Overland flow path	DFL plus 500mm	DFL plus 300mm	Where sewered: 100%  Where unsewered: a. a minimum area of 2,250m² in one consolidated location; b. regular shape (i.e. square or rectangle); c. has direct access and to a constructed road.	
Flood investigation area on Flood hazard overlay - Map 1	To be determined	To be determined	To be determined	
Investigation area in Planning Scheme Policy 4 Flood hazard	To be determined	To be determined	To be determined	

Table 12: Flood hazard parameters for degree of hazard

CRITERIA	DEGREE OF FLOOD HAZARD		
	LOW	MEDIUM	
Maximum flood depth	≤0.3m	≤0.6m	
Maximum flood velocity	≤0.4m/s	≤0.8m/s	
Depth by velocity (d*V)	≤0.25 m²/s	≤ 0.4 m²/s	

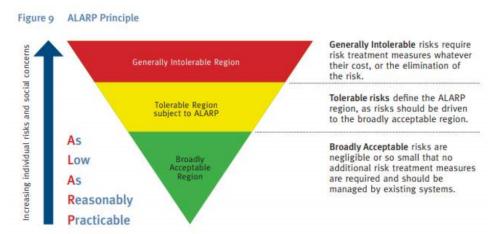
#### **APPENDIX E**

#### **GUIDANCE FOR DETERMINING TOLERABLE RISK**

A tolerable risk is one that meets the requirements of National Emergency Risk Assessment Guidelines October 2010 (NERAG) section 6.3 and tables 6, 7 and 8 for 'Tolerable subject to ALARP'.

NERAG provides a process for assessing risk as either intolerable or tolerable (subject to reducing the risk to 'as low as reasonably practicable' (ALARP)).

The ALARP principle helps to prioritise a risk hierarchy and determine which risks require action and which do not. Those that are broadly acceptable naturally require little, if any, action while risks that are at an intolerable level require attention to bring them to a tolerable level. It is entirely appropriate and accepted practice that risks may be tolerated, provided that the risks are known and managed. Refer to Figure 9 from the NERAG (see below).



ALARP Principle from the National Emergency Risk Assessment Guidelines October 2010

The following tolerability matrices from the NERAG should be used depending on the level of confidence for a particular risk issue.

Table 6 Evaluation Table – High Confidence Level					
			Consequence Level	l	
Likelihood Level	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain					
Likely					
Possible					
Unlikely					
Rare					
Very Rare					
Almost Incredible					

Temporary Local Planning Instrument 2024 (Flood Regulation)

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Table 7 Evaluation Table - Moderate Confidence Level

1000			Consequence Level		-10
Likelihood Level	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain					
Likely					
Possible					
Unlikely					
Rare					
Very Rare					
Almost Incredible					

Table 8 Evaluation Table - Low Confidence Level

_	Consequence Level					
Likelihood Level	Insignificant	Minor	Moderate	Major	Catastrophic	
Almost Certain						
Likely						
Possible						
Unlikely						
Rare						
Very Rare						
Almost Incredible						

Intolerable
Tolerable subject to ALARF
 Broadly Acceptable

Evaluation tables from the National Emergency Risk Assessment Guidelines October 2010

In accordance with the State interest statement for Natural hazards, risk and resilience of the *State Planning Policy 2017*, where it is not possible to avoid the natural hazard area, development must mitigate the risks to people and property to an acceptable or tolerable level. This means a fit-for-purpose risk assessment may need to be undertaken to identify and achieve an acceptable or tolerable level of risk for personal safety and property in natural hazard areas.

Land use planning provisions are one component of an integrated disaster management strategy. Other risk management strategies which may need to be considered include building controls, mitigating infrastructure, early warning systems, community education and awareness, and disaster management.

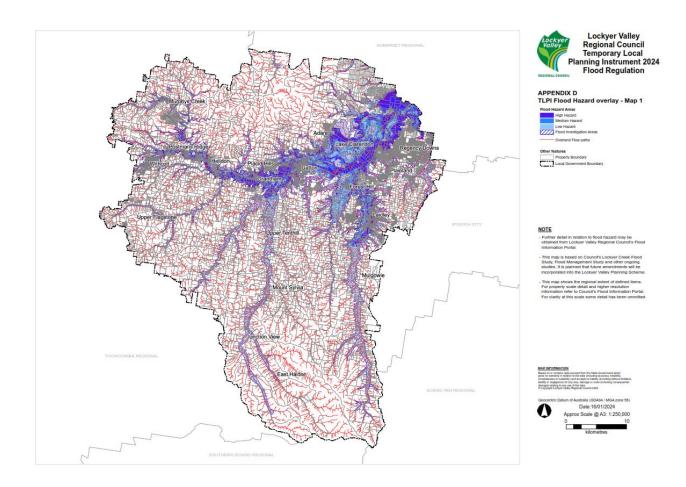
Risk to development in natural hazard areas must be managed to a tolerable or broadly acceptable levels considering and (as a minimum):

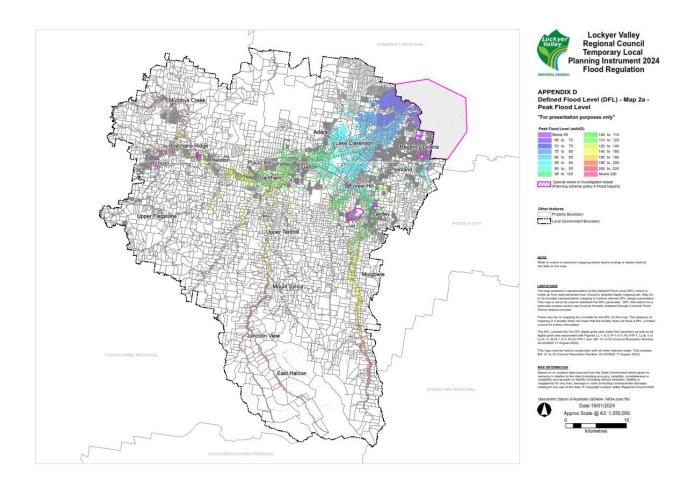
- a. support, and not hinder disaster management capacity and capabilities;
- directly, indirectly and cumulatively avoid an increase in the exposure or severity of the natural hazard and the potential for damage on the site or to other properties;
- avoid risks to public safety and the environment from the location of the storage of hazardous materials and the release of these materials as a result of a natural hazard;
- maintain or enhance the protective function of landforms and vegetation that can mitigate risks associated with the natural hazard.

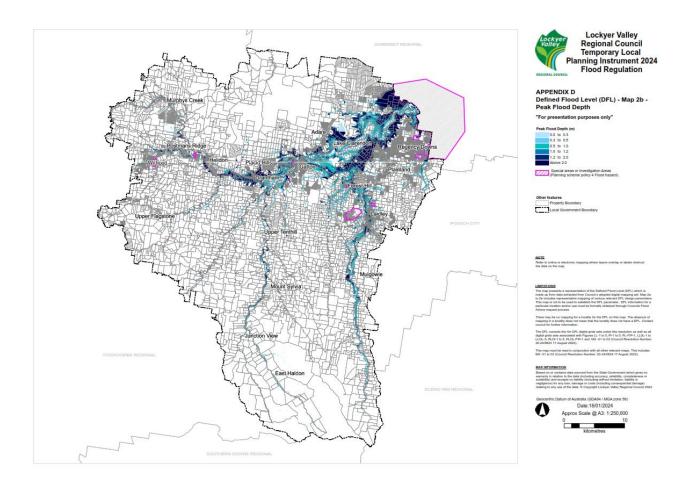
Community infrastructure must be located and designed to maintain the required level of functionality during and immediately after a natural hazard event.

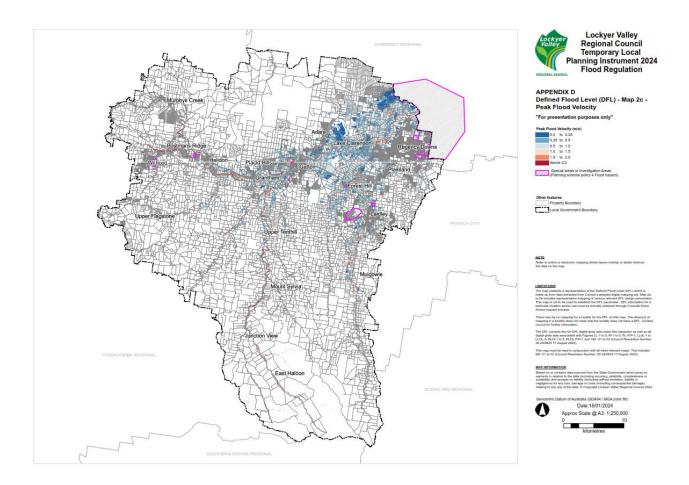
Temporary Local Planning Instrument 2024 (Flood Regulation)

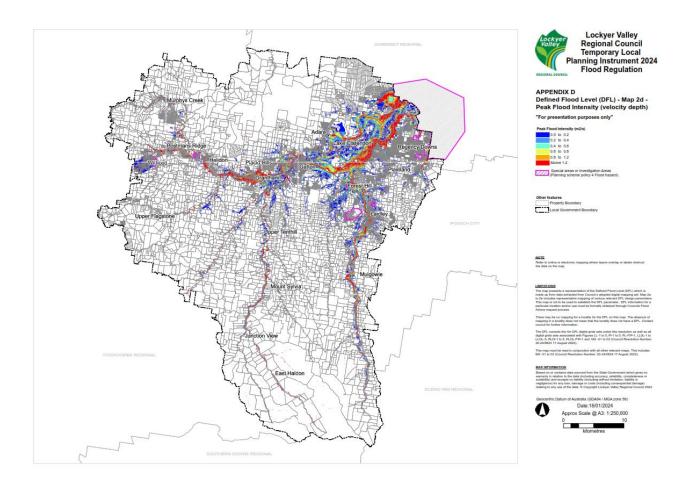
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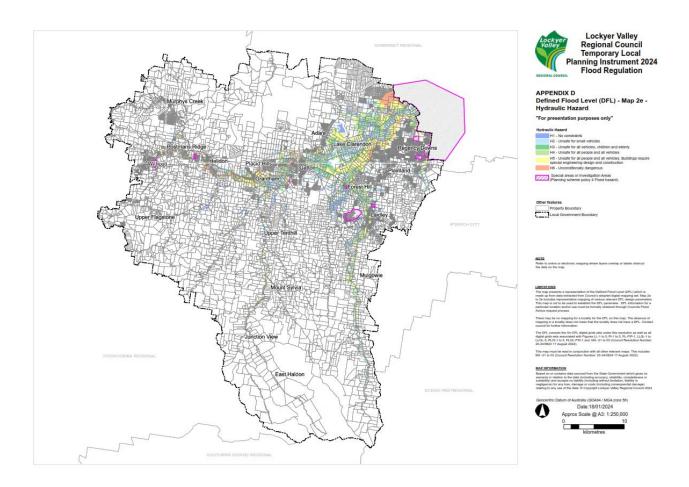












12.4 MC2023/0065 Application for Development Permit for Material Change of

Use for Motel - 10 Archer Crescent, Preston

**Author:** Tammee Van Bael, Planning Officer

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

#### **Purpose:**

The purpose of this report is to consider an application (MC2023/0065) for a Development Permit for Material Change of Use for a Motel which would allow the use of an existing Dwelling house on Lot 15 SP194731 at 10 Archer Crescent, Preston, for short-term accommodation.

This application has been assessed in accordance with the requirements of the *Planning Act 2016* and it is recommended that the application be approved subject to conditions.

## Officer's Recommendation:

THAT the application (MC2023/0065) for a Development Permit for Material Change of Use for a Motel on Lot 15 SP194731 at 10 Archer Crescent, Preston, be approved subject to the following conditions:

	Motel on Lot 15 SP194731 at 10 Archer Crescent, Preston, be approved subject to the following conditions:					
No.	Condition		Timing			
APPRO	VED PLANS AND					
1.	APPROVED PLANS & DOCUMENTS  Undertake the approved development generally in accordance with the approved plans and documents, including any amendments on the approved plan(s) or document(s):					At all times.
	Title	Plan No.	Revision/ Amended	Date	Prepared By	
	Existing Site Plan	2023-393 A.001	1	16/08/2023	Precinct Urban Planning	
	Existing Floor Plan	2023-393 A.002	1	16/08/2023	Precinct Urban Planning	
2.	CONDITIONS OF APPROVAL AND APPROVED PLANS  Where there is a conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval take precedence.					At all times.
GENER	AL					
3.	COMPLIANCE WITH CONDITIONS  The developer is responsible for ensuring compliance with this development approval and the conditions of the approval by an employee, agent, contractor, or invitee of the applicant.					At all times.
4.	WORKS – APPLICANT'S EXPENSE  The cost of all works associated with the development and construction of the development, including services, facilities and/or public utility alterations required are met at no cost to the Council or relevant utility provider, unless otherwise stated in a development condition.			At all times.		

_	WORKS DEVELOPED DESPONSIBILITY	A+ all +ia
5.	WORKS – DEVELOPER RESPONSIBILITY	At all times.
	The applicant must repair any damage to existing infrastructure (e.g. kerb	
	and channel, footpath or roadway) that may have occurred during any	
	works undertaken as part of the development. Any damage that is deemed	
	to create a hazard to the community, must be repaired immediately.	
6.	WORKS – DESIGN & STANDARD	At all times.
	Unless otherwise stated, all works must be designed, constructed, and	
	maintained in accordance with the relevant Council policies, guidelines and	
7	standards.	At all the con-
7.	MAINTAIN APPROVED DEVELOPMENT	At all times.
	The development is to be constructed and maintained in accordance with	
	the approved drawing(s) and/or document, and any relevant approvals.	
	ON DEVELOPMENT	
8.	LIMIT ON STAYS AND PERSONS	At all times.
	The type and maximum number of guests accommodated in the Motel must	
	be in accordance with the following:	
	(a) Monday night to Friday: maximum 5 persons at any one time; and	
	(b) Friday night to Monday: maximum of 10 persons at any one time.	
	All guests must reside within the existing building. No camping,	
	caravanning, campervan or the like is permitted.	
9.	SINGLE BOOKING	At all times.
	The Motel is to be rented as a single booking. Individual rooms are not to be	
	rented separately.	
10.	REGISTER	(a) At all times.
	(a) A register is to be maintained of guests' stay at the premises, including	4
	dates, days of the week, and the number of guests.	(b) When requested
	(b) The register required by (a) is to be made available to Council officers for	in writing by
	inspection within two (2) business days upon written request.	Council.
11.	VEHICLES	At all times.
	(a) All vehicles associated with the Motel must be parked on the premises,	
	in the locations marked on the approved plan. No on-street parking is	
	permitted.	
	(b) Guests are not permitted to bring heavy vehicles to the premises.	
	(c) Guests are not permitted to drive vehicles along the fire access	
	easement along the southern boundary to access the rear of the	
12	premises.	A+ -11+1
12.	OUTDOOR USE AREA	At all times.
	(a) Outdoor areas (including but not limited to the terrace and porch) must	
	not be used in any way that creates audible noise beyond the boundary	
	of the premises between 9pm and 7am.  (b) Signage advising of the requirements of (a) must be affixed to the entry.	
	(b) Signage advising of the requirements of (a) must be affixed to the entry to outdoor areas.	
12		At all times
13.	GUEST NOTIFICATION  Cuests are to be notified of the requirements of Conditions 8 12 at the time.	At all times.
	Guests are to be notified of the requirements of Conditions 8-12 at the time	
AMEN	of booking and commencement of their stay.	
_		(a) Driants
14.	AMENITY - NOISE	(a) Prior to
	(a) A Noise Management Plan is to be prepared by a suitably qualified	commencement
	person (acoustic consultant) that includes:	of use.
	i. An inventory of noise emission sources;	

		<ul> <li>ii. Mitigation measures that will be implemented and maintained to ensure noise does not cause an 'environmental nuisance' (within the meaning in the Environmental Protection Act 1994 (Qld)) at any sensitive receptor stated in schedule 1 of the Environmental Protection (Noise) Policy 2019 (Qld).</li> <li>iii. The measures to monitor noise emissions while the use is occurring which may include the use of noise loggers that monitor noise at the property boundary and notify the local owner/agent/manager of any noise exceedance.</li> <li>(b) Submit the Noise Management Plan to Council. Any amendments required by Council are to be made and the revised Noise Management Plan re-submitted to Council.</li> <li>(c) Implement the Noise Management Plan (or revised Noise Management Plan, if relevant).</li> </ul>	<ul><li>(b) Prior to commencement of use.</li><li>(c) At all times.</li></ul>
ľ	15.	AMENITY – LIGHTING	At all times.
	13.	<ul> <li>(a) Maintain outdoor lighting to comply with AS4282:1997 - Control of the obtrusive effects of outdoor lighting.</li> <li>(b) Light sources at the premises must be positioned and shielded to prevent light spillage outside the boundaries of the premises.</li> </ul>	The diff clinics.
ŀ	16.	AMENITY – SCREENING	Prior to
	10.	Privacy screening must be provided to the building as follows:  (a) All north and south facing windows and the eastern facing window of Bedroom 1, with a sill height below 1.5m, must have fixed external	commencement of use and to be maintained
		screening or privacy frosting; (b) A privacy screen a minimum of 1.8m high is to be installed and maintained on the northern side of the property, as identified on the approved site plan; and	thereafter.
		(c) A privacy screen a minimum of 2m high is to be installed and maintained along the full length of the northern side of the terrace as identified on the approved floor plan. This privacy screen must be a solid, gap free barrier with minimum surface density of 12.5kg/m².	
	17.	AMENITY – LANDSCAPING	Prior to
		Submit as part of the first Operational Works application a Landscaping Plan, prepared by a suitably qualified landscape architect in accordance with the Landscaping Code of the <i>Gatton Shire Planning Scheme</i> 2007. The extent and location of landscaping must be generally in accordance with the approved site plan and the following:  (a) Maintain all existing garden beds and landscaping;  (b) Establish new garden beds as identified on the approved site plan being a minimum of 2 metres wide and incorporating plant species that have a minimum height of 3 metres at maturity;	commencement of use and to be maintained thereafter.
		(c) The landscaping must contain plant species that are endemic to the Region. Plant species selection must be in accordance with Section 8.5.2 Plant Selection of Bushfire Resilient Communities: Technical Reference Guide for State Planning Policy State Interest 'Natural Hazards, Risk and Resilience – Bushfire';	
		(d) Ensure landscaped areas and garden beds are established and maintained in accordance with Section 8.5 Landscape Management Plans of Bushfire Resilient Communities: Technical Reference Guide for	

		State Planning Policy State Interest 'Natural Hazards, Risk and Resilience	
		– Bushfire';	
		(e) Ensure the landscaped areas include a watering and maintenance plan	
		during the establishment phase, and an ongoing maintenance and	
		replanting programme; and	
		(f) Any plant that dies must be replaced with a like species.	
	18.	AMENITY – LANDSCAPING	Prior to
		Establish, maintain and retain all landscaping generally in accordance with	commencement of
		the approved Landscaping Plan.	use and maintained
			thereafter.
	19.	AMENITY – GATE	Prior to
		Install a new gate (minimum 5m long) across the easement along the	commencement of
		southern boundary of the property, as identified on the approved site plan.	use and maintained
		Advice note: The gate must allow a fire appliance vehicle to access at	thereafter.
		anytime.	
	COMPL	AINTS MANAGEMENT	
_	20.	COMPLAINTS MANAGEMENT PROCEDURE	(a) Prior to
		(a) Prepare a Complaints Management Procedure that includes the:	commencement
		i. Contact details, including a mobile phone number, of a local*	of use.
		owner/agent/manager who is available at all times;	
		ii. Requirement for the investigation of any complaints received	
		within 1 hour, unless otherwise agreed with complainants;	
		iii. Information about the type of complaints that will prompt	
		investigation. This is to include, at minimum, noise, lighting,	
		* 'local owner/agent/manager' is a person available and able to access the	
		premises within 30 minutes.	
		(b) Submit the Complaints Management Procedure to Council. Any	(b) Prior to
		amendments required by Council are to be made and the revised	commencement
		Complaints Management Procedure re-submitted to Council.	of use.
		(c) Implement the Complaints Management Procedure (or revised	
		Complaints Management Procedures, if relevant).	(c) At all times.
	21.	COMPLAINTS MANAGEMENT PROCEDURE	Prior to
		A copy of the Complaints Management Procedure to be provided to the	commencement of
		residents of the following premises:	use and to be
		<ul> <li>Lot 14 SP194731 – 12 Archer Crescent, Preston</li> </ul>	maintained
		<ul> <li>Lot 13 SP194731 – 14 Archer Crescent, Preston</li> </ul>	thereafter.
		<ul> <li>Lot 2 SP194731 – 3 Archer Crescent, Preston</li> </ul>	
		<ul> <li>Lot 1 SP194731 – 1 Archer Crescent, Preston</li> </ul>	
		<ul> <li>Lot 16 SP222573 – 8 Archer Crescent, Preston</li> </ul>	
		·	
		•	
	22.	COMPLAINTS REGISTER	At all times.
		received in relation to the operation of the Motel. The register is to include	
		the following details for each complaint:	
		(a) the name and location of the complainant (if known);	
		parking, camping or other unapproved use of the premises; iv. Requirement for a response to the complainant of the outcome of the investigation.  * 'local owner/agent/manager' is a person available and able to access the premises within 30 minutes.  (b) Submit the Complaints Management Procedure to Council. Any amendments required by Council are to be made and the revised Complaints Management Procedure re-submitted to Council.  (c) Implement the Complaints Management Procedure (or revised Complaints Management Procedures, if relevant).  COMPLAINTS MANAGEMENT PROCEDURE  A copy of the Complaints Management Procedure to be provided to the residents of the following premises:  • Lot 14 SP194731 – 12 Archer Crescent, Preston  • Lot 13 SP194731 – 14 Archer Crescent, Preston  • Lot 1 SP194731 – 1 Archer Crescent, Preston  • Lot 1 SP194731 – 1 Archer Crescent, Preston  • Lot 17 SP222573 – 8 Archer Crescent, Preston  • Lot 17 SP222573 – 6 Archer Crescent, Preston	commencement of use.  (c) At all times.  Prior to commencement of use and to be maintained thereafter.

- (b) the nature of the complaint; and
- (c) how and when the complaint was responded to or actioned.

The Register of Complaints is to be made available to Council officers for inspection within (2) business days upon written request.

## **BUSHFIRE MANAGEMENT**

## 23. **BUSHFIRE EVACUATION PLAN**

- (a) A Bushfire Evacuation Plan is to be prepared by a suitably qualified person\* that details the following:
  - i. Identification of the bushfire hazard for the subject site and surrounding area including road network;
  - ii. Trigger criteria for evacuating during a bushfire event;
  - iii. Notification procedure of bushfire event to guests; and
  - iv. Management of guests before, during and after bushfire events (i.e. movement to and implementation of the place of safety, management of guests if unable to evacuate).
  - \*A 'suitably qualified person' is a person with experience in the assessment of bushfire hazard and risks and technical qualifications in environmental science, environmental management (or an equivalent discipline).
- (b) Submit the Bushfire Evacuation Plan above to Council. Any amendments required by Council are to be made and the revised Bushfire Evacuation Plan re-submitted to Council.
- (c) Implement the Bushfire Evacuation Plan (or revised Bushfire Evacuation Plan, if relevant).

(a) Prior to commencement of use.

- (b) Prior to commencement of use.
- (c) At all times.

## **ON-SITE SEWERAGE TREATMENT & DISPOSAL**

#### 24. ON-SITE SEWERAGE TREATMENT & DISPOSAL

- (a) A report by a suitably qualified person is to be provided demonstrating the existing on-site sewerage treatment and disposal system is adequate to cater for 10 persons in accordance with the *Plumbing and Drainage Act 2018*, and the Queensland Plumbing and Wastewater Code; OR
- (b) An on-site sewerage treatment and disposal system adequate to cater for 10 persons is to be provided and maintained in accordance with the requirements of the *Plumbing and Drainage Act 2018*, including the Queensland Plumbing and Wastewater Code.

Advice note: The existing on-site sewerage treatment and disposal area was approved based on 6 persons and may not be adequate to cater for 10 persons. The disposal area must be based on the maximum loading for a single day. If any changes are required, a Plumbing and Drainage Permit is required.

Prior to commencement of use and to be maintained thereafter.

#### **Executive Summary**

This report considers an application (MC2023/0065) for a Development Permit for Material Change of Use for Motel on Lot 15 SP194731 at 10 Archer Crescent, Preston.

TABLE 1 - OVERVIEW		
APPLICATION DETAILS		
Application No:	MC2023/0065	

Applicant:	Gavin Rowan
	C/- Precinct Urban Planning
Landowner:	G P Rowan & N V E Newell
Site address:	10 Archer Crescent, Preston
Lot and Plan:	Lot 15 SP194731
Proposed development:	Development Permit for Material Change of Use for Motel
STATUTORY PLANNING DETAI	LS
Planning Scheme:	Gatton Shire Planning Scheme 2007
Zone:	Rural uplands
Mapped State Planning	State Planning Policy (July 2017)
Policy (SPP) matters:	
South East Queensland	Regional Landscape and Rural Production Area
Regional Plan 2017 (Shaping	
SEQ) regional land use	
category:	
Referral under the <i>Planning</i>	Nil
Regulation 2017:	
TLPI:	Not applicable
Overlays:	Biodiversity overlay
	Steep and unstable land overlay
Category of Assessment:	Impact assessable
	The subject land is located within the Rural uplands which identifies a
	Material Change of Use for Motel as an 'other defined use' as Impact
	assessable development under Part 4, Division 1, Table 1 of the Gatton
	Shire Planning Scheme 2007.

Council considered this application at the Ordinary meeting on 20 December 2023, and resolved that the matter lay on the table until the next Ordinary Meeting on 24 January 2024, for the purpose of reviewing the efficacy of the recommended conditions.

Council officers have since met with submitters and a representative of the applicant to discuss the proposed development.

This report is very similar to that which was presented to the December meeting, with changes made following the meeting with submitters and the applicant's representative.

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

#### **DESCRIPTION OF THE SITE AND SURROUNDS**

SITE AND LOCALITY DESCRIPTION		
Land area:	1.16Ha	
Existing use of land:	Dwelling House	
Road frontage:	Archer Crescent: 45m	
Significant site features:	Heavily vegetated in rear half, cleared elsewhere, existing access from Archer Crescent	
Topography:	Slopes from 660.50m AHD in southwest corner to 592m AHD at rear	

Surrounding land uses: Dwelling House



Figure 1. Locality of Subject Site (source LVRC Intramaps)

## SITE HISTORY AND BACKGROUND

The application has been lodged in response to development compliance action as the site had been used for tourist accommodation without the necessary approvals. The existing building is approved for use as a Dwelling House which does not allow for short term accommodation.

#### **Proposal**

The proposal involves the use of the existing Dwelling house for a Motel (refer to Figure 2 below). The premises have been let out through Airbnb. There are five bedrooms within the building with a maximum occupancy of 10 persons. The building will be rented as a whole, and rooms will not be separately rented.

On Monday-Thursday nights, the premises will be occupied by employees of the landowner's business, Heritage Tree Care, with a maximum of 5 guests residing at the premises. Tourists (up to 10) will rent the premises on Friday-Sunday nights.

Two car parking spaces are provided within the existing garage with additional space available on the driveway for parking of other vehicles.

The existing landscaped garden beds, driveway and service connections will be retained. No building works or earthworks are proposed as part of the development. No advertising devices are proposed.

#### **Defined Land Use**

A "Motel" is defined under the Planning Scheme as 'any premises used for temporary accommodation of travellers and the motor vehicles used by them and includes, if provided, any restaurant, office and/or manager's residence on the same site. The term also includes boarding-houses, guest houses, hostels, unlicensed hotels, serviced rooms, student accommodation, or any similar use'.

The proposed development comes under the definition for 'Motel' as the use involves the short term/temporary accommodation of tourists/travellers. Whilst the Planning Scheme includes a defined land use of 'Bed and Breakfast Accommodation', the definition for this use requires an owner or host to reside on the premises on a full time basis, which does not apply in this situation.

At the time the Planning Scheme was being prepared, renting out a single dwelling for short term accommodation (through businesses such as Airbnb) was not envisaged. It was assumed traveller accommodation would be in the form of a more typical motel (e.g. multiple separate rooms for rent by guests). Under the *Planning Regulation 2017*, the proposed use would be defined as Short-term accommodation.

The Motel use definition includes 'boarding houses' of which the accommodation of employees would fall within. A boarding house includes where the owner does not reside on the premises and rents individual rooms or beds to four or more unrelated individuals.

MATERIAL CHANGE OF USE	DEVELOPMENT PARAMETERS
	Proposed
Gross floor area	305m <sup>2</sup>
Building height / storeys	8.44m / 2 storeys
Setbacks	Front: 10m
	Side: 7.4m (north), 11m (south)
	Rear: 157m
Site Cover	3%
Parking	2 covered car spaces





Figure 2. Propsoed Development Plans

## **PLANNING ASSESSMENT**

# **Gatton Shire Planning Scheme 2007**

The proposed development is identified as impact assessment under the Gatton Shire Planning Scheme 2007 (the Planning Scheme) therefore must be assessed against the Planning Scheme as a whole. An assessment has been provided below against the assessment benchmarks relevant to the development proposal.

# **Assessment against Planning Scheme Codes**

## Desired Environmental Outcomes (DEO)

The proposal does not result in any adverse environmental or economic impacts and is not adversely impacted by natural hazards.

DEO (e) states "the rural character, significant natural features, cultural heritage and landscape values of the Shire are protected and enhanced".

The development involves the reuse of an existing building with no new works proposed. The existing building has the appearance of the single residential dwelling, which is consistent with the surrounding area. Conditions are recommended requiring landscaping alongside boundaries and screening to windows and the deck to maintain the amenity for surrounding residents. This will ensure the rural character of the area is maintained. The screening to windows has been limited to those windows with a sill height of 1.5m or less. The development will not impact upon natural features, cultural heritage or landscape values.

DEO (n) states "low-impact tourism activities based on the scenic and rural values of the Shire are encouraged to contribute to the economic growth of the Shire".

The proposed development is for short term accommodation involving the use of an existing Dwelling house. The building will be rented as a whole to a maximum of 10 persons thus, reducing the impact of the development. Mitigation measures such as landscaping and screening to neighbouring dwellings can be conditioned to reduce the visual impact and maintain privacy to surrounding residences.

The development is consistent with the Desired Environmental Outcomes.

## Rural Uplands Zone Code

Specific Outcome (e) states "all other defined uses and other not defined uses, not specifically identified in Table 1 are not consistent with the purpose of the zone". A Motel is not listed in the Table of assessment, therefore is an 'other defined use' and not consistent with the purpose of the zone. However, the proposed development does comply with the Desired Environmental Outcomes which allows Council to consider the proposal.

## Specific Outcome (f) states:

A range of other recreational, educational or tourism related uses is supported in the zone, where:

- the intensity and scale of the use does not reduce the amenity or operational effectiveness of neighbouring properties;
- (ii) there are no adverse impacts on the natural environment, including:
  - (A) vegetation or other features identified as having significant ecological values; and
  - (B) downstream water quality;
- (iii) there are no impacts on the quality of the visual landscape as uses involve only limited buildings or structures that are designed, sited and of a scale consistent with the natural environmental and landscape features;
- (iv) the site is connected to the Shire road network and urban centres by roads capable of accommodating the type and volume of traffic likely to be generated; and
- (v) the site has access to an appropriate water supply, liquid and solid waste disposal systems and electricity supply adequate for all on-site purposes.

The development involves the reuse of an existing Dwelling house and is of a scale and appearance consistent with surrounding dwellings. The development will continue to be compatible in terms of scale and design with the surrounding area.

The development will house a maximum of 10 guests on a short-term basis, within an existing building. To protect the amenity of the surrounding area, the following conditions are proposed:

- limit to 5 persons Monday to Thursday night; and
- limit to 10 persons, Friday to Sunday night.

The development has the potential to generate noise nuisance which could adversely impact on the amenity of the surrounding residents. To reduce noise impacts, conditions are recommended requiring screening along the northern side of the outdoor terrace, landscaping adjacent to the northern and southern side boundaries, limiting use of the outdoor use area to not create an audible noise between 9pm and 7am, and requiring a further Noise Management Plan (NMP) to be provided. The NMP will determine the noise emission sources and include the mitigation measures and noise monitoring requirements required through conditions of the development approval.

The applicant has proposed installing two (2) noise loggers to monitor noise levels and notify the landowner/local manager when it exceeds a specified sound level. While submitters have expressed agreement to the installation of a noise logger, any conditions imposed on an approval must be lawful, i.e. be reasonable and relevant. A noise logger would monitor noise and assist in verifying complaints, however they will not prevent excessive noise. Therefore, it is recommended the preparation of a Noise Management Plan, which will include installation of noise loggers to monitor noise and notify of excessive noise, is a condition of any approval.

Additionally, the applicant has provided an Acoustic Complaints Management Procedure detailing how complaints will be managed, including:

- Recording details of the noise complaints in a register;
- Complaints to be dealt within 24 hours unless otherwise agreed with the complainant; and
- Communication of investigation to complainant.

Whilst it is recognised that the Acoustic Complaints Management Procedure details how noise will be managed to reduce noise impacts, it is not recommended to be approved as it does not address all types of complaints. Instead a condition is recommended requiring a Complaints Management Procedure including the following:

- Nearby residents being provided with the contact details of a local owner/agent/manager who resides within 30 minutes of the premises and will respond to complaints in a timely matter;
- Responding and addressing the complaint within 1 hour, unless otherwise agreed with the complainant;
- Procedure to investigate complaints including complaints relating noise, lighting, parking, camping or other unapproved use of premises;
- Providing advice to the complainant of the outcome of their complaint; and
- The keeping of a Complaints Register.

A copy of the Complaints Management Procedure is to be provided to nearby residents.

It is recommended that any approval be conditioned to require existing landscaping to be maintained and new landscaped areas, including extending the existing garden bed along the northern boundary and a new garden

bed immediately adjacent to the water tanks. The incorporation of additional landscaping will provide screening and reducing adverse amenity impacts to neighbouring properties.

Conditions are recommended requiring a gate to be constructed on the front boundary to restrict access to the rear of the property. This will reduce noise, lighting and other impacts to the neighbouring property associated with vehicles accessing the rear of the property.

With the implementation of the collective measures outlined above, the adverse impacts on the amenity will be mitigated.

The development involves the reuse of an existing building consistent with the surrounding area and will not adversely impact upon visual landscape or natural environment.

The site has access to Archer Crescent and the wider road network. Archer Crescent is a constructed sealed road. The traffic generated by the development is of a small scale that is within the capacity of existing roads.

The site has relevant services adequate to cater for the use. However, the existing on-site sewerage treatment and disposal area was approved based on 6 persons and may not be suitable for 10 persons. Therefore, a condition is recommended requiring the submission of a report demonstrating the existing system is adequate to cater to 10 persons, or alternatively an on-site sewerage treatment and disposal area to be provided in accordance with the *Plumbing and Drainage Act 2018*, including the Queensland Plumbing and Wastewater Code.

#### Motel Code

Probable Solution A1.1 requires:

## Motels are located:

- (a) adjacent to a major road and/or tourist route with access preferably via a local side road; and
- (b) within a Commercial zone area or adjacent to tourist and/or tourist facilities; and
- (c) away from, or buffered from, any use that is incompatible with a residential type use (e.g. industrial area).

The development does not comply with Specific Outcome P1 or Probable Solution A1.1 as the premises is located within a Rural zone predominantly used for residential dwellings. The premises is not adjacent to any tourist facilities, nor is it an area regularly frequented by visitors as there is no tourist attraction in the immediate area.

At the time of preparing the Planning Scheme, renting out a single dwelling for short term accommodation (through businesses such as Airbnb) was not envisaged and a more typical motel (with multiple self-contained rooms for rent) was assumed. Under the *Planning Regulation 2017*, this would now be defined as Short-term accommodation.

Specific Outcome P1 requires "Motels are located in areas that are normally frequented by visitors to the Shire, including adjacent to major roads and within established urban areas, where the amenity of the locality and the safety and efficiency of the road are not adversely affected".

The purpose of the code is to ensure that Motels:

(1) are located on sites with good access and visibility, particular for visitors to the Shire;

- (2) are located and designed to be compatible in scale and design with the locality in which the use is located and do not adversely impact on the surrounding area; and
- (3) contribute positively to the streetscape character in which the use is located.

The premises are located within a picturesque area approximately 3 kilometres from Preston Peak (winery and function centre), providing for good access for visitors from the tourism facility.

The premises gains access via Archer Crescent, which is a bitumen sealed local road. The wider road network includes the higher order road Preston Boundary Road with connection to both Toowoomba, Gatton and the wider Region.

The development involves the reuse of an existing Dwelling house and is of a scale and appearance consistent with surrounding dwellings. The existing building is located at the front of the site with good visibility from the road. An existing driveway crossover is provided from Archer Crescent. The premises has the appearance of a single residential dwelling consistent with the surrounding area. The building appearance is softened through the use of landscaping which will be maintained. Additionally, a condition is recommended requiring all vehicles associated with the use to be parked wholly within the driveway and garage of the premises. The development will continue to be compatible in terms of scale and design with the surrounding area.

With the implementation of the collective measures outlined above under the Rural Uplands Zone Code assessment, the amenity will not be adversely affected.

The proposal complies with the Motel Code.

Steep and Unstable Land Overlay Code

No earthworks or building works are proposed. It is therefore considered that no assessment against the Steep and Unstable Land Overlay Code is required as the development will not result in increased risk to people and property as it relates to slope stability.

## **Building Work Code**

No building work is proposed. The existing building complies with the maximum 8.5m building height requirement, but does not comply with the minimum setback of 10m required by Probable Solution A1.2 as the northern side boundary setback is 7.4m.

Specific Outcome P1 states "Building heights and setbacks are compatible with those existing in the zone in which the building work is proposed".

No building work is proposed. Additionally, the side setback is consistent with that of the surrounding area. Therefore the development complies with Specific Outcome P1 and the Building Work Code.

Accordingly, the proposal complies with the Building Work Code.

#### Landscaping Code

Existing landscaping is provided within the front setback area incorporating a range of trees, shrubs, plants and ground cover plants, which assist with screening and enhancing the appearance of the development. A condition is recommended requiring the landscaping be maintained.

To further screen the development, it is recommended that the existing landscape area adjacent to the northern side boundary be extended to the east to screen the outdoor entertainment area from the neighbouring dwelling and a new garden bed adjacent to the rainwater tanks. The additional landscaping will screen and enhance the appearance of the development when viewed from neighbouring properties.

The proposal complies with the Landscaping Code.

## Lighting Code

Any existing outdoor lighting will be retained. To ensure no nuisance to surrounding residents and compliance with the code, it is recommended that a condition be included requiring all outdoor lighting to be positioned and shielded to prevent light spillage beyond the premises.

#### Services and Infrastructure Code

The existing water supply and on-site effluent disposal system will be retained. The existing water supply is of sufficient capacity to service the proposed development. Advice from Council's Plumbing Inspector on the existing on-site effluent disposal system is that the system is unlikely to be designed for the proposed 10 persons and the disposal area must be designed based on the maximum loading for a single day. A condition is recommended to ensure that the on-site effluent disposal system is designed to cater for the maximum number of persons. The existing telecommunications and electricity service connections will be retained.

No changes are proposed to the existing stormwater arrangement; therefore the development will not adversely affect or cause worsening off site.

There is an existing sealed access from Archer Crescent servicing the development. No changes are proposed to the access, and it is of adequate construction to service the traffic generated by the use.

The proposal complies with the Services and Infrastructure Code.

Vehicle Access, Parking and On-Site Movement Code

Access to the site is via an existing minimum 4m wide, concrete sealed driveway. The largest vehicle expected is a standard car. No heavy vehicles are expected to be associated with the use. Adjacent to the garage is a turning area to enable vehicles to enter and exit the site in a forward gear given the slope of the driveway (approximately 22%).

Probable Solutions A10.1-10.2 require car parking be provided at a rate of "1 space for each unit, plus 1 space for a resident manager, plus 1 space per 30m² gfa of dining area that the motel might have. Plus 1 bus parking space (minimum dimensions as specified)".

Two car parking spaces are provided within the garage with area for informal parking on the driveway wholly within the property boundary. There is no on-site resident manager and no separate dining area. No bus parking space is provided as there is insufficient area for a bus. The use is for a maximum of 10 guests only, therefore it is unlikely to involve buses accessing the site. It is recommended a condition be included prohibiting heavy vehicle use by guests.

The proposal complies with the Vehicle Access, Parking and On-Site Movement Code.

## **Draft Planning Scheme**

Pursuant to the Draft Lockyer Valley Planning Scheme, the site is located in the:

- Rural Zone;
- Overlays:
  - OM3A Biodiversity overlay Ecological Areas
  - o OM3B Biodiversity overlay Wildlife Habitat
  - OM4 Bushfire hazard overlay
  - OM10 Scenic landscape overlay
  - OM11 Steep land overlay
  - OM12B Waterways and water resource catchment overlay Water resource catchment

Tourism uses, including Short-term accommodation, are envisaged and consistent, where they do not adversely impact rural amenity, environment or scenic amenity, with the outcomes of the Rural zone under the Draft Planning Scheme. The Draft Planning Scheme does not introduce any new components which would result in the development being inconsistent with the outcomes sought under the Draft Planning Scheme.

## **STATE PLANNING REQUIREMENTS**

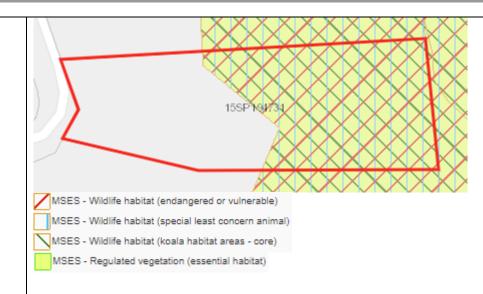
## South East Queensland Regional Plan 2017 (Shaping SEQ)

The site is located in the Regional Landscape and Rural Production Area. The development proposal is for a Tourist Activity, but as the capacity will be less than 300 persons, the proposal was not required to be referred to SARA under the *Planning Regulation 2017*. The development for a small-scale tourism activity is generally consistent with the Shaping SEQ policy document.

## State Planning Policy (SPP)

As the Planning Scheme does not reflect the current SPP, an assessment of the proposal against relevant state interests has been undertaken.

SPP THEME	ASSESSMENT
Liveable communities and housing:  • Housing supply and diversity  • Liveable communities	Not applicable to proposed development
<ul> <li>Economic Growth:</li> <li>Agriculture</li> <li>Development and construction</li> <li>Mining and extractive resources</li> <li>Tourism</li> </ul>	Tourism The development will provide additional tourism opportunities within the area, and in proximity to Preston Peak (winery and function facility). The development uses an existing Dwelling house and through implementation of management measures will not adversely impact with the amenity of the area. The proposal is consistent with this State interest.
Environment and heritage:  • Biodiversity  • Cultural heritage  • Water quality	Biodiversity The premises is located within Matters of State Environmental Significance. The proposed development avoids and will not cause adverse impacts to the Matters of State and Environmental Significance. The proposal is consistent with this State interest.



## Water quality

The premises is located within a Water resource catchment. The development does not involve any works or changes or increase to impervious area that would adversely affect water quality. Any wastewater generated will be treated through the on-site effluent disposal system. The proposal is consistent with this State interest.



# Safety and resilience to hazards:

- Emissions and hazardous activities
- Natural hazards, risk and resilience

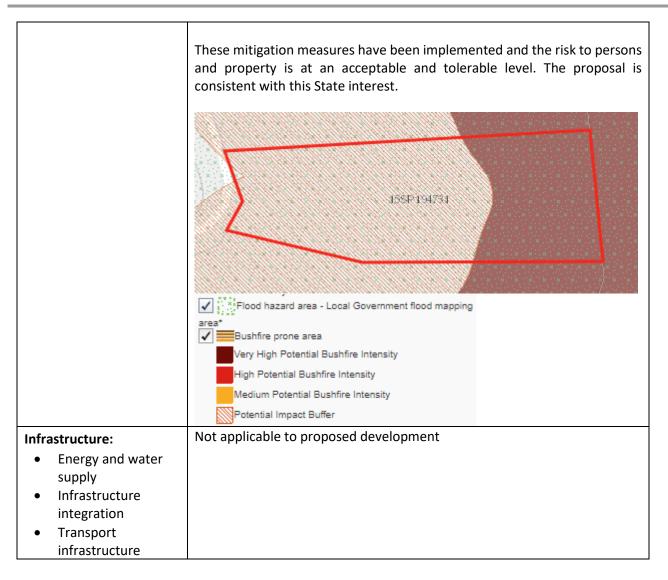
#### Natural hazards, risk and resilience

The premises is located within the Flood hazard area – Local Government flood mapping and Bushfire prone area. Council's flood mapping confirms the premises is not subject to flooding.

The development is wholly located within the Potential bushfire impact buffer area. There is a covenant over the land relating to bushfire which requires all buildings to have the following bushfire mitigation measures:

- To have an attached water tank;
- Any dwelling or habitable building complying with AS3959; and
- Buildings to be located between the front boundary and fire trail on the property.

As the use involves guests who may be unfamiliar with the area, to minimise risk, a condition is recommended requiring a Bushfire Evacuation Plan to be prepared and implemented identifying trigger criteria for evacuation and notification of guests.



#### **REFERRALS**

#### Internal

Not applicable

## **External**

# Planning Regulation 2017 Referrals

The application did not trigger referral under the *Planning Regulation 2017*.

## **INFRASTRUCTURE CHARGES**

In accordance with section 13 of the *Lockyer Valley Infrastructure Charges Resolution (No. 7) 2023*, a levied charge is applicable to Short-term accommodation however the credit which applies to the existing Dwelling house exceeds the charge for Short-term accommodation, so no infrastructure charges are payable.

Charge Type	Demand Unit	No. of Demand Units	Rate	TOTAL
-------------	-------------	------------------------	------	-------

PROPOSED D	EMAND			
Charge	Accommodation (short-term)	1	\$6,882.43	\$6,882.43
TOTAL PROPOSED DEMAND \$6		\$6,882.43		
EXISTING DE	MAND			
Credit	Residential uses (existing Dwelling house)	1	-\$13,764.86	-\$13,764.86
TOTAL EXISTING DEMAND CREDIT		-\$13,764.86		
TOTAL AMOUNT PAYABLE		\$0.00		

#### TRUNK INFRASTRUCTURE

The development is adequately serviced by trunk infrastructure and does not require any additional trunk infrastructure or upgrades of trunk infrastructure. Further, no trunk infrastructure upgrades are identified in Council's Local Government Infrastructure Plan (LGIP).

## **PUBLIC NOTIFICATION**

The application was impact assessable and was publicly notified for a minimum 15 business days between 28 September 2023 and 20 October 2023. On 23 October 2023 Council received the notice of compliance confirming public notification had been carried out in accordance with the requirements of the *Planning Act 2016*. There were seven (7) properly made submissions received. The following table provides a summary and assessment of the issues raised by the submitters.

ISSUES	COMMENTS
The use of premises for short term accommodation has been for groups in excess of 10 people which is the maximum number of people nominated in the application. The premises has rarely housed employees and it is unlikely to be used by employees.	It is recommended that an approval be conditioned to limit the number of guests to:  • 5 persons Monday to Thursday night; and  • 10 persons Friday to Sunday night.  Contravention of a development condition is a development offence, and fines can apply.
Guests have not used the property's driveway and garage for parking. Guests have parked on the footpath. Guests have used the driveway at 8 Archer Crescent to access the property via the easement running along the southern side boundary of 10 Archer Crescent. Guests have brought heavy vehicles to the premises.	It is recommended that any approval be conditioned to limit guests parking to the existing driveway and garage only, with no on-street parking by guests and no guest vehicles permitted to drive along the easement which is for access associated with bushfire management.
The existing landscaping along the property is not sufficient to screen from the neighbouring residential properties including garage, bedrooms and open space area.	It is recommended any approval include conditions requiring landscape screening along the side boundaries and privacy screening to the outdoor deck and northern and southern windows. The privacy screening will be limited to those windows with a sill height of less than 1.5m and allow for either fixed external screening or privacy frosting.
Large gatherings have been held at the property which has created excessive noise, including during the night. This has extended to the outdoor deck and open space to the rear of the existing building.	It is recommended that any approval include conditions requiring solid screening along the northern side of the outdoor deck, a Complaints Management Procedure be prepared and provided to neighbours, preparation and implementation of a Noise Management Plan, and prohibiting noise that is

Guests arriving has generated noise through car	audible beyond the boundary of the premises
engines, door opening and closing and conversation	between 9pm to 7am.
between guests.	
The development does not afford privacy to	It is recommended any approval includes conditions
surrounding residents as guests are unknown to	requiring landscaping adjacent to the side boundaries
nearby residents. The use does not assist in mitigating	to maintain the privacy to nearby residents, the
crime.	provision of screening to the deck and windows, and
	installing a gate at the front boundary immediately
Guests have unlawfully accessed neighbouring	adjacent to the southern boundary.
property to use their open space and recreation	
areas.	Crime and trespass are matters for police.
The Motel is not consistent with the existing	The proposed development involves the use of an
community character of the area. The proposal has a	existing Dwelling house so will have no impact on the
negative impact on the neighbourhood.	visual amenity of the area.
The use promotes a party culture inconsistent with	Tourism activities are specifically supported in the
the amenity and character of the area. The use will	Desired Environmental Outcomes and Rural Uplands
disrupt the existing use of the surrounding area.	Zone as outlined in the Assessment against Planning
	Scheme Codes section of this report.
The Motel does not have an owner or representative	·
on site or in close proximity to the site to address any	A range of conditions are recommended to be
issues.	imposed on any approval to mitigate adverse impacts
	including restricting the number of guests,
The Acoustic Complaints Management Procedure	requirements for parking, restricting noisy activities,
does not adequately manage noise complaints as the	prohibiting the use of tents/caravans, and
commitment to investigate is within 24 hours of	preparation of a Complaints Management Procedure
receiving the complaint.	including the requirement for a local
	owner/agent/manager to be available to promptly
	(within 1 hour) deal with complaints.
The covenant over the estate is for single-dwelling	Council officers are aware of a developer's covenant
private residences. The proposed development is in	between landowners and the original developer of
conflict with the covenant.	the estate which includes provisions preventing use of
	properties for short term accommodation. Council is
	not a party to this covenant and any conflicts with the
	developer's covenant is a civil matter.
The development has caused increased traffic	Traffic generation by guests is generally expected to
travelling at excessive speeds.	be within levels similar to a residential dwelling. The
	use is not expected to generate significant traffic that
	would detrimentally impact upon the road network in
	terms of safety or efficiency.
	·
	Vehicles excessing the speed limit is a police matter.
The premises has been used for caravans/camping to	The development is for a Motel for a maximum of 10
the rear of the existing building.	guests. Any approval can be conditioned to prohibit
	use of tents and caravans.
	Camping on the property would be defined as a
	Caravan Park and requires a sperate Material change
	of use approval. If camping occurs this would be a

development offence under the Planning Act 2016
and enforcement action, including fines, can apply.

#### CONCLUSION

The proposed development:

- Is supported by the Desired Environmental Outcomes as a low-impact tourism activity;
- Can be operated and managed to ensure adverse impacts on the surrounding residents are mitigated;
- Is not adversely impacted by any natural hazards; and
- Achieves compliance with planning scheme and state planning requirements through the imposition of development conditions.

It is therefore recommended the development application be approved subject to conditions in accordance with section 60 of the *Planning Act 2016*.

#### **Options**

- 1. Approve the development application subject to reasonable and relevant conditions.
- 2. Approve the development application in part subject to reasonable and relevant conditions.
- 3. Refuse the development application.

#### **Previous Council Resolutions**

#### Ordinary Meeting 20 December 2023 (Resolution Number 20-24/0993)

THAT Item 12.2, "MC2023/0065 Application for Development Permit for Material Change of Use for Motel - 10 Archer Crescent, Preston," lay on the table until the next Ordinary Council Meeting on 24 January 2024, for the purpose of reviewing the efficacy of the recommended conditions.

#### **Critical Dates**

The decision stage ended on 2 January 2024. As the application is impact assessment, deemed refusal provisions could apply, however this is of minimal risk to Council.

#### **Strategic Implications**

#### Corporate Plan

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

#### Finance and Resource

Should the decision be contested in the Planning and Environment Court financial implications may occur.

#### **Legislation and Policy**

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

#### Risk Management

The application has been assessed in accordance with the *Planning Act 2016*. Any risks have been mitigated through assessment of the application in accordance with legislative requirements and the recommendation of reasonable and relevant conditions.

# Consultation

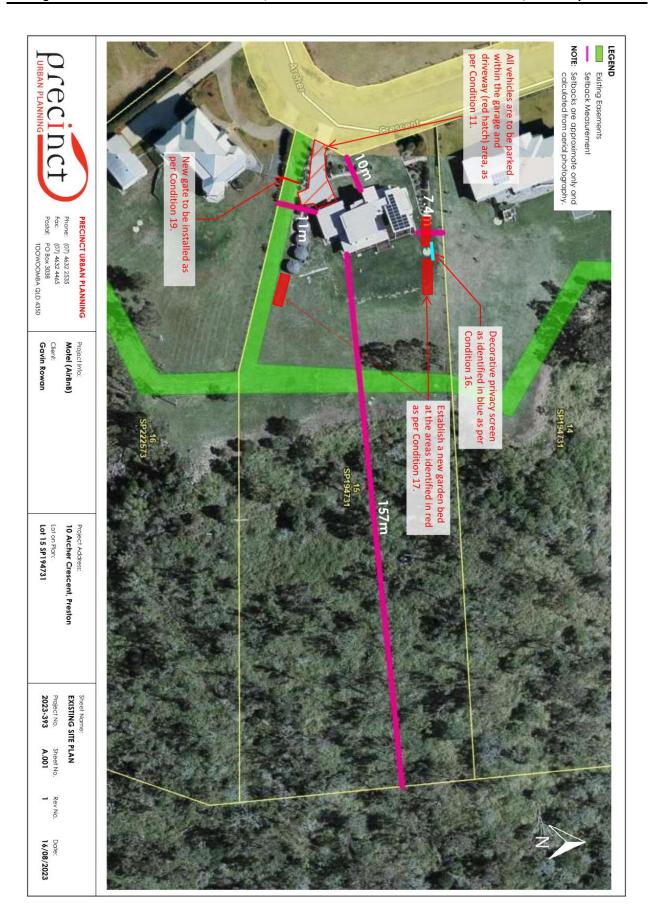
#### Portfolio Councillor Consultation

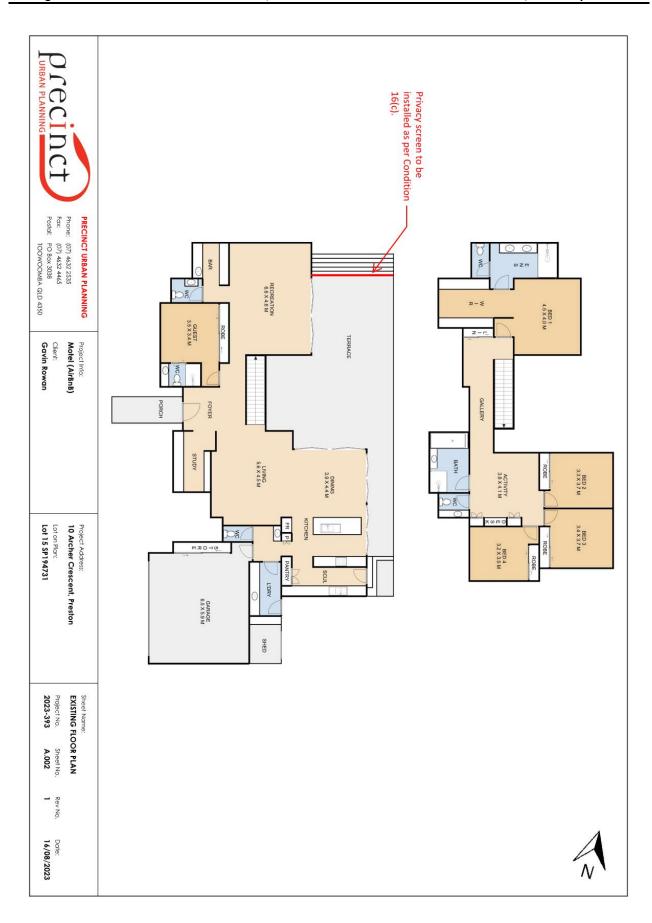
Portfolio Councillor Vela and Councillor Hagan attended a site inspection during public notification with nearby residents and Council officers to hear their concerns regarding the proposal.

#### **External Consultation**

Following the 22 December 2023 Council Meeting resolution, Council officers met the applicant and submitters on site on 15 January 2024 to discuss the proposal, amenity impacts and mitigation measures. These discussions have informed the recommended reasonable and relevant conditions in accordance with the *Planning Act 2016*.

#### **Attachments**





12.5 Request for Road Naming RDN2023/0007 - 168 Woodlands Road, Gatton

**Author:** Tammy Thomas, Technical Planning Officer

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

#### **Purpose:**

The purpose of this report is for Council to consider a request to name three new roads associated with a development.

#### Officer's Recommendation:

THAT Council approve the following names for the three new roads created by development of land at 168 Woodlands Road, as shown on Proposed Staging Plan No SP-01a dated 24 July 2023 prepared by D0T Urban Designer and amended by Council:

- Road 4 Watergum Street
- Road 6 Rivergum Crescent
- Road 7 Bluegum Street

#### **Executive Summary**

Council has received a request for the naming of three roads created as part of a development off Hibiscus Road, Gatton.

#### **Proposal**

Council has received a request to name three new roads to be created as part of a staged subdivision at 168 Woodland Road.

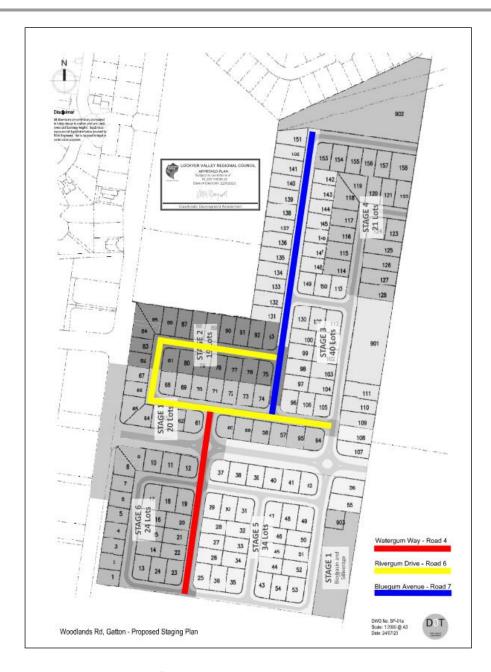
The applicant has provided the following suggestions for road names as shown in the plan below:

- Road 4 Watergum Way (after the Water gum or kanooka which is a native Australian tree, belonging to the Myrtaceae family and is related to the Eucalypts.)
- Road 6 Rivergum Crescent (after the River red gum or Eucalyptus camaldulensis, which is one of the most widespread and iconic Australian native trees.)
- Road 7 Bluegum Avenue (after Eucalyptus globulus, commonly known as southern blue gum or blue gum.)

Council is responsible for assigning an official name to every gazetted road that is used to access properties. All proposed road names are considered in accordance with Council's *Naming of Roads, Park, Landmarks and Facilities Policy* and AS/NZS 4819:2011. Under Council's policy, road names are to be appropriate and relevant, and from nominated categories.

In accordance with Council's policy, the suggested road names are considered appropriate as native Australian flora is one of the nominated categories. A search of existing road names has been undertaken to ensure all recommended names are not currently used elsewhere in the region.

It is recommended that Council approve the names Watergum, Rivergum and Bluegum.



It is recommended that the road types of:

- 'Street' to be used for Road 4 and Road 7 as they are public roadways in an urban area.
- 'Crescent' to be used for Road 6 as it is a crescent-shaped thoroughfare.

# **Options**

- 1. Council approves the road names in accordance with the Officer's recommendation.
- 2. Council approves road names other than as recommended.

#### **Strategic Implications**

#### Corporate Plan

Lockyer Valley Regional Council Corporate Plan 2022–2027:

A development assessment process that facilitates sustainable outcomes for the community.

#### **Finance and Resource**

There will be no costs associated with the supply or installation of the road signage associated with the subdivision as this is the Developer's responsibility under the conditions of their Development Permit.

#### Legislation and Policy

All proposed road names are considered in accordance with Council's *Naming of Roads, Park, Landmarks and Facilities Policy* and AS/NZS 4819:2011.

# Risk Management

Officers have researched the suggested road names and made a recommendation that meets Council's policy.

#### Consultation

Suggestions for road names were provided by the applicant and additional correspondence was sought in relation the significance of the suggested names to ensure compliance with Council's *Naming of Roads, Park, Landmarks and Facilities Policy* and AS/NZS 4819:2011.

#### **Attachments**

There are no attachments for this report.

#### 13. INFRASTRUCTURE REPORTS

No Infrastructure Reports.

#### 14. ITEMS FOR INFORMATION

14.1 Chief Executive Officer's Monthly Report - December 2023

Author:Ian Church, Chief Executive OfficerResponsible 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 December 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 Chief Executive Officer's Monthly Report - December 2023 20 Pages



# Executive Office

MONTHLY GROUP REPORT December 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 16 January, 2024.

				Submission Amount		Ineligible		Approved		Received
Event/Description		Expenditure		Requested by LVRC	Ex	penditure inc		A		
Y		▼		Requested by LVRC	T	rigger Point <mark></mark>		Amount		Amount
Fred Thomas Pedestrian Bridge	\$	168,434.14	\$	218,835.50	\$	55,039.73	\$	216,836.80	\$	110,303.21
Unsealed Roads Zone 9	\$	166,711.36	\$	234,227.26	\$	58,556.82	\$	175,670.44	\$	121,241.38
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	\$	267,118.58
Unsealed Roads Zone 1	\$	302,254.47	\$	535,404.80	\$	129,831.45	\$	403,858.65	\$	168,040.32
Liftin Bridge	\$	3,516,643.12	\$	5,643,319.33	\$	243,428.00	\$	5,620,951.60	\$	1,865,936.14
Unsealed Roads Zone 8 Part 2	\$	420,819.18	\$	566,781.76	\$		\$	515,749.32	\$	412,823.61
Unsealed Roads Zone 8 Part 1	\$	545,786.13	\$	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	\$	339,672.45	\$	542,704.28	\$		\$	542,704.28	\$	312,289.54
Unsealed Roads Zone 10 - Part 1	\$	511,678.21	\$	689,329.38	\$		\$	686,821.75	\$	555,024.42
Old Laidley Forest Hill Road CH 1800 - (Betterment and REPA)	\$	22,816.34	\$	269,006.16	\$	6,000.00	\$	263,006.16	\$	78,901.85
Unsealed Roads Zone 4 - Part 1	\$	711,991.74	\$	1,178,563.75	\$		\$	867,359.19	\$	777,630.48
Unsealed Roads Zone 4 - Part 2	\$		\$		\$		\$	1,121,366.34	\$	1,009,229.71
Unsealed Roads Zones 11-18	\$	127,629.84	\$		\$		\$	129,406.86	\$	116,466.17
Woolshed Creek Road Floodway CH 400	\$	345,050.50	\$	,	\$		\$	339,694.04	\$	305,724.64
RCP and RCBC Desilting and Clean Outs	\$	174,547.14		,	\$		\$	184,537.83	\$	163,904.80
East Egypt Road Landslip	\$	2,549,935.03	\$		\$		\$	2.686,968.29	\$	1,173,281.31
Berlin Road Landslip	\$	3,012,357.53			\$		\$	3,383,967.35	\$	2,738,209.45
Sealed Roads Zone 9	\$	189,938.11			\$		\$	434.114.94	\$	130.234.48
Sealed Roads Zone 5	\$	276,348.23	\$	,	\$		\$	621.788.32	\$	186,536,50
Adare Road Floodway	\$	278,518.01		. ,	\$		\$	183,830.62	-	165,447.56
Guardrail Restoration	\$	196,051.89	\$		\$		\$	232,393.50	\$	193,637.17
Sealed Roads Zone 4	\$		\$		\$		\$	303,114.17	-	90,934.25
Sealed Roads Zone 3	\$	,	\$		\$		\$	329.842.84	\$	98.952.85
Brightview Road (Betterment and REPA)	\$	169.580.27	\$	,.	\$	175,000.00	\$	2.360.115.98	÷	655.534.79
Sealed Roads Zone 11 - 18	\$	,	\$	-11	\$	-	\$	257,224.61	\$	82.961.05
Mountain View Drive Landslip	\$	398,068.06	\$	- ,	\$		\$	1,881,186.56	\$	564,355.97
Sealed Roads Zone 1 and Town Extras	\$	607,869.68			\$		\$	1,516,649.55	\$	647.547.72
East Egypt Road Landslip - Site 3	\$	1,205,438.06	\$		\$		\$	636,832.46	\$	464.489.57
Unsealed Roads Zone 5	\$	789,410.28	\$	,	\$		\$	1,033,685.01	\$	759,887.07
Unsealed Roads Zone 6	\$		\$		\$	-	\$	1,576,557.26	\$	1,127,442.86
Unsealed Roads - Zone 10 - Part 2	\$	435,288.70	\$	.,,	\$		\$	714,432.10	\$	439,705.73
Sealed Roads Zone 10	\$	,	\$	,	\$		\$	151,780.62	\$	136,602.56
Sealed Roads Zone 8	\$	1,306,269.14	\$		\$		\$	709.970.06	\$	638.973.05
Unsealed Roads Zone 10 - Part 3	\$	806,978.42	\$	,	\$		\$	1,124,600.90	\$	839,263.48
Sealed Roads Zone 2	\$		\$		\$		\$	664,940.63	\$	539,141.90
Sealed Roads Zone 2 Sealed Roads Zone 6	\$		\$	,	\$		\$	397,137.23	\$	188,842.88
Sealed Roads Zone 7	\$	243,594.31	\$	, , , , , , , , , , , , , , , , , , , ,	\$	-	\$	203,539.93	\$	117,334.12
Unsealed Roads Zone 7	\$	1,110,766.09	\$		\$	- :	\$	1,365,828.54	\$	1,175,677.61
	\$	7.047.86	\$	.,,	\$		\$	736.438.78	\$	220.931.63
Flagstone Creek Road Rockfall	-		\$	,	\$		\$		\$	
Reconstruction of Floodway Approaches (Betterment and REPA All Zones Final		,	·	.,,	\$	178,000.00	\$	1,512,733.53	\$	453,820.06
	\$	468,359.76	\$			•	-	421,447.60	-	345,418.21
Steinkes Bridge Railing	\$	289,430.57		· · · · · · · · · · · · · · · · · · ·	\$	-	\$	37,886.07	\$	34,097.46
Flood Gauge Repairs	\$	21,470.70	ı.		\$	-	\$	,	\$	20,599.27
Liftins Road Floodway Approaches	\$	32,478.46	\$	104,512.20	\$		\$	104,512.20	\$	34,680.03
Project Management Expenditure included in all submissions	\$	1,476,433.88	\$	-	\$	•	\$	-	\$	
TOTAL FOR REPA	\$	27,832,861.78	\$	41,735,860.00	\$	845,856.00	\$	38,176,573.89	\$	21,443,356.65

# **BUSINESS IMPROVEMENT & STRATEGY**

#### **Audit and Risk Management**

The Audit and Risk Management function links to the Corporate Plan by assisting Council with good governance practices and managing corporate risks.

#### **Audit and Risk Management Committee**

The Audit and Risk Management Committee (ARMC) Meeting was held on 13 December 2023. The unconfirmed minutes from this meeting have been included with the 24 January Ordinary Meeting agenda for receipt and noting by Council.

The first meeting of the ARMC for 2024 is due to be held on Tuesday 12 March, along with a half day planning workshop with the Executive Leadership Team (ELT). The purpose of the planning workshop is to highlight opportunities, challenges and priorities for the year, as well as discuss potential areas for future internal audits. It will also serve to strengthen the relationship between the ELT and ARMC members.

#### **Audit Register Status Update**

The following table identifies the number of current active action items on the Audit Register by their level of risk to Council. The ARMC at its meeting on 13 December 2023 endorsed the completion of 12 items and these items have now been archived from the active Register.

Review (audit)	Total No	Number o	Completed				
neview (addit)	of Rec.	High Medium		Low	Improve	Rec.	
Tendered Contract Review	20	0	3	1	1	15	
Payroll and Remuneration Processes	10	1	0	0	0	9	
Payroll and Vendor Analytics	9	0	1	0	0	8	
Lessons Learned from Pandemic	4	1	2	0	0	1	
Property Management Review	10	0	2	0	0	8	
Disaster Response (On Ground)	14	1	0	0	0	13	
Plant and Fleet Utilisation Review	19	2	9	7	0	1	
Environmental Compliance Management	2	0	2	0	0	0	
Revenue Management Review	13	0	5	7	0	1	
Waste Fees & Levies Review	8	0	0	8	0	0	
External Audit Items	8	0	5	0	1	2	
Total	117	5	29	23	2	58	

#### Internal Audit Status Update

The final report for the Waste Fees and Levies Review was endorsed by the ARMC at its meeting on 13 December 2023. A notable highlight from the review process is that only low risk findings/implications were identified. The recommendations and management actions have been recorded on Council's Audit Register for completion.

The document and meeting request listing has been received from OCM in preparation for the Fuel Management Review, with fieldwork set to commence in January 2024.

#### Corporate Risk Management and Business Continuity Status Update

A draft Strategic Risk Register and supporting treatment plans have been developed in preparation for review by the Executive Leadership Team.

Business Continuity Planning, more recently known as Critical Incident Planning, commenced with a workshop facilitated by Council's Internal Auditors, OCM, on Monday 11 December 2023. The workshop was held with Council's Executive Leadership and Management Teams, to determine Council's critical business functions and the impact of major disruptions. The framework being used to develop Critical Incident Management Plans is known as PEARL:

- People (safeguard)
- Environment (protect workplace and natural)
- Assets (protect)
- · Reputation (protect)
- Livelihood

#### **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".

#### Operational Plan 2023-2024 Performance Reporting

The second quarter performance report on the Operational Plan 2023-2024 is presented to the January Council Meeting for adoption. This report measures progress towards achieving the deliverables identified in the Operational Plan 2023-2024.

#### **Council Business**

#### Election 2024

As Councillors are aware, Queensland local governments enter the caretaker period on 29 January, ending after the last election is called. During the caretaker period there are prohibitions on certain decisions known as major policy decisions and certain restrictions on the distribution of election material. In order to manage this, staff have been made well aware of the nature of the prohibitions and restrictions. It is also expected that the exemption requested by Council from the prohibition of a major policy decision for flood restoration works will be granted by the Minister.

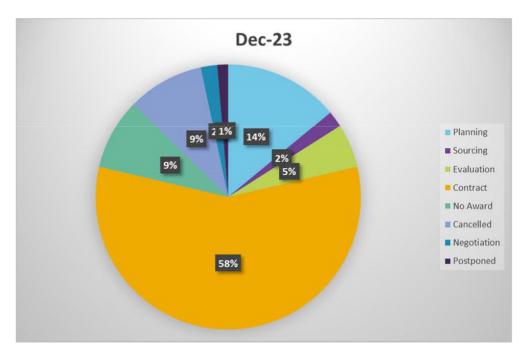
Early discussions have commenced to map out training material and a Councillor Onboarding program, to be implemented following the election.

# **PROCUREMENT**

Group Progress				
Infrastructure Delivery	October 2023	November 2023	December 2023	
LVRC-23-051 Minor Bridge	Project cancelled			
Works				
LVRC-23-058 Tyres & Tyre	Evaluation phase of RFQ	Evaluation phase of RFQ	Awarded to Goodyear	
Related Services	Closed 26/9/2023	Closed 26/9/2023	Autocare Gatton	
LVRC-23-060 Lake Dyer	Planning for RFQ Process	Sourcing of RFQ via Local Buy	Awarded to Asset Cabins and	
Amenities Design &		panel	Homes	
Construction		parier	riomes	
LVRC-23-065 Brightview	On hold	RFQ via Local Buy panel –		
Road Rehabilitation Project	01111010	awarded to Stabilised		
nodu nendomedion rioject		Pavements of Australia Pty		
		Ltd (SPA)		
LVRC-23-066 Soil Testing	Award to AMB Geotech SQS	214 (5171)		
Edgerton Road	Ptv Ltd			
LVRC-23-067 Cemeteries	Award to Heritage Stonecraft			
Concrete Seam Strips	& Design			
LVRC-23-071 Flagstone	Planning for RFT Process	Sourcing of RFT – opened	Evaluation of RFT – closed	
Creek Road Rockfall	Training for Ki 1110cess	3/11/2023	7/12/2023	
Protection Fencing		3/11/2023	7/12/2023	
LVRC-23-085 Crowley Vale		Sourcing of RFQ – opened	Evaluation of RFQ – Closed	
Rd Pavement Repairs		24/11/2023	1/12/2023	
LVRC – 23-086 Road		Sourcing of RFQ via Local Buy	1/12/2023	
Condition Assessment		panel – opened 15/12/2023		
Infrastructure Fleet	October 2023	November 2023	December 2023	
LVRC-23-041 Earthmoving	Planning phase – for Limited	Planning phase – for Limited	Planning phase – for Limited	
Equipment – Backhoe	RFQ process	RFQ process	RFQ process	
Loader	Fredrick of REO closed	Fundament DEO alasad	Fushion of REO, also d	
LVRC-23-042A Minibus	Evaluation of RFQ - closed	Evaluation of RFQ - closed	Evaluation of RFQ - closed	
	10/8/2023	10/8/2023	10/8/2023	
LVRC-23-043 Mowers - 4	Planning phase – for Limited	Planning phase – for Limited	Planning phase – for Limited	
items	RFQ process	RFQ process	RFQ process	
LVRC-23-044 Trucks - 6	Planning phase – for Limited	Evaluation of RFQ - Closed	Evaluation of RFQ – Closed	
items	RFQ process	16/11/2023	16/11/2023	
LVRC-23-068 Skid Steer	Evaluation of RFQ – closed	Award to Hastings Deering	, ,	
	11/10/2023	Australia Pty Ltd		
Waste	October 2023	November 2023	December 2023	
LVRC-22-044 Waste	Contract negotiation	Contract negotiation	Contract negotiation	
Facilities Supervision	Contract negotiation	Contract regotiation	Contract negotiation	
LVRC-22-045 MRF Kerbside	Contract negotiation	Contract negotiation	Contract negotiation	
Recyclable Processing	Contract negotiation	Contract regotiation	Contract negotiation	
LVRC-22-076 Leachate	Contract negotiation	Contract negotiation	Contract negotiation	
Management Services	Contract negotiation	contract negotiation	contract negotiation	
LVRC-23-033 Scrap Metal	Planning for tender process	Planning for tender process	Planning for tender process	
Recycling & Related	Training for tender process	riaming for tender process	riaming for tender process	
Transport Services				
Community Facilities	October 2023	November 2023	December 2023	
LVRC-23-072 Management	Planning for tender process	Planning for tender process	Planning for tender process	
of Lake Dyer Caravan and	rialling for tender process	riaming for tender process	Fighting for telluer process	
Camping Ground				
L-23-077 Grantham Park	Evaluation RFQ – Closed			
Equipment Relocation	3/10/2023			
Equipment Relocation	Award to Urban Play			
LVRC-23-082 Jean Biggs Park	Planning for RFQ Process	Sourcing of RFQ – opened	Award Saunders Havill Group	
Detailed Design	Halling for KrQ Frocess	15/11/2023; closed	Awaru Jauriuers naviii Group	
Detailed Design		29/11/2023		
	l	20,11,2020		

Planning and	October 2023	November 2023	December 2023
Development			
LVRC-23-079 Forest Hill Silo Viewing Precinct Design	Planning for RFQ process	Evaluation of RFQ – Closed 17/11/2023	Award to Place Design Group Pty Ltd
LVRC-23-070 Resilient People and Places	Sourcing of RFQ – opened 19/10/2023	Award to Psa Consulting (Australia) Pty Ltd	
LVRC-23-078 Christmas Carnival Market Coordinator	Evaluation – RFQ closed 12/10/23	Award to Spirit of the Valley Events Inc	
LVRC-23-080 First Nations Land Management Assessments	Sourcing – RFQ opened 30/10/2023	Evaluation – RFQ closed 15/11/2023	Evaluation – RFQ closed 15/11/2023
LVRC – 23-083 Lead Advisor for LVSWS Optimisation Assessment Phase 1	Planning for RFQ process	Sourcing of RFQ – opened 20/11/2023	Evaluation – RFQ closed 8/12/2023
LVRC-23-084 Lockyer Valley Cultural Heritage Study			Planning for RFQ process
LVRC – 23-087 GIS Support		Planning for Quotation process	Sourcing of RFQ – opened 11/12/2023; closed 15/12/2023; Evaluation
<b>Procurement and Stores</b>	October 2023	November 2023	December 2023
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	Award to various suppliers as per Local Government Regulation 2012 Section 233		
LVRC-23-069 Bituminous Product and Services (panel)	Planning for tender release	Planning for tender release	Planning for tender release
<b>Executive Office</b>	October 2023	November 2023	December 2023
LVRC-22-022 – Corporate Uniforms	Planning for tender process	Planning for tender process	
LVRC-23-056 Revenue Notice Production	Planning for Quotation process	Planning for Quotation process	Sourcing of RFQ – Opened 13/12/.2023; Closed 22/12/2023
LVRC – 23-083 Lead Advisor for LVSWS Optimisation Assessment Phase 1		Sourcing of RFQ – opened 20/11/2023	Evaluation – RFQ closed 8/12/2023

PROCUREMENT STAGE				
Planning	21			
Sourcing	3			
Evaluation	8			
Contract	86			
No Award	13			
Cancelled	14			
Negotiation	3			
Postponed	2			



# **Stores Data**

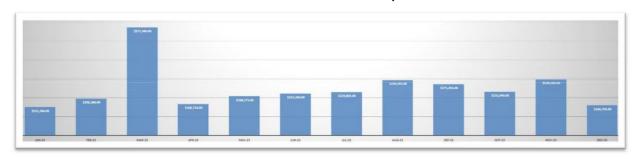
OVERALL PURCHASING DATA	October 2023	November 2023	December 2023
No of Purchase Orders Generated	37	61	30
Total Value of Purchase Orders Generated	\$231,949	\$298,362	\$160,705.00
Total Value of Largest Spend to a Single Supplier	\$139,588	\$168,660	\$106,357.00

INVENTORY DATA	October 2023	November 2023	December 2023
No of New Items Added	2	24	3
No of Items made Inactive	0	0	0
Total Number of Inventory Items	1300	1324	1327

OCTOBER TOP FIVE SUPPLIER SPEND TOTALS (LARGEST \$ TO LEAST \$)						
OCWEN ENERGY	\$139,588					
BORAL CONS	\$34,056					
DELNORTH	\$17,198					
JNL INDUSTRIES	\$9,920					
KARREMAN QUARRIES	\$7,700					
NOVEMBER TOP FIVE SUPPLIER SPEND TOTALS (LARGEST \$ TO LEAST \$)						
OCWEN ENERGY	\$168,660					
DELNORTH	\$34,397					
BORAL CONS	\$19,866					
KARREMAN QUARRIES	\$15,400					
TAYLOR SAFETY	\$8,537					

DECEMBER TOP FIVE SUPPLIER SPEND TOTALS (LARGEST \$ TO LEAST \$)						
OCWEN ENERGY	\$106,357					
BORAL CONS	\$17,028					
KARREMAN QUARRIES	\$13,270					
JNL INDUSTRIES	\$11,590					
BLACK TRUCK & AG	\$3,610					

Total Value of Purchase Orders Generated January – December 2023





#### **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

# No.

#### **Heatwave Preparedness**

Disaster Management Officers participated in the National Emergency Management Agency (NEMA) hosted heatwave preparedness meeting which included a briefing in relation to seasonal climate outlook for heatwaves.

#### **Bushfire Prone Areas Mapping**

A technical briefing was provided to Council officers by the Queensland Fire and Emergency Services Sustainable Development unit. Council's Planning team will be the contact for further progress due to the links to the Queensland Planning Framework and Building Framework.

#### **Training & Exercises**



#### **Incident Management System (IMS) Software Training**

A training session was held for Local Disaster Coordination Centre staff in the basics of the software system to help new users to become familiar with the software used during disaster events.

#### **Rostering Exercise**

Phase 2 of the desktop exercise was conducted to discuss further outcomes from Phase 1. Some outcomes were tested in preparation for the Council closedown period.

#### Flood Intelligence Software Training

Council officers were taken through a virtual session using the updated functionality within the existing flood intelligence software system using example scenarios.

#### Flood Intelligence System



#### **Annual Maintenance**

Warrego Highway gauge is offline following a storm on 4 December. Works have been undertaken however further investigations and rectifications are required.

#### **Woodlands Road Signage**

The signage upgrade at Woodlands has been completed. The upgrade provides for automatic triggering of 'wig wags' to advise motorists of rising water levels as well as a 'road closed' electronic signage when water reaches the road deck.



#### Funded Programs – Progress Reports



#### Get Ready Queensland (GRQ) Program

Evaluation is being undertaken of design concepts provided for refresh of Disaster Management collateral. Review of current brochures and booklets is being conducted.

#### **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 continue to work with the consultant to finalise the overall program documentation.

Checks of each site independently using our design events from calibrated modelling produced by our consultant and engineering judgement have been done along with checking key structures, bridges and culverts in relation to flooding and gauge data. This data will be added to the consultant produced handbook.

#### **QRRRF Flood Cameras and Electronic Signage**

This project will deliver two flood monitoring cameras and automated signage at seven sites. The project is nearing the end of the manufacturing phase.

#### Incidents/Operations





A Council Disaster Management Officer was deployed to Scenic Rim Regional Council on Monday 1 January for 5 days to support their response to recent storms.

#### Saturday 23 December Hailstorm

A hailstorm impacted Gatton around 9.30 pm on Saturday 23 December. There were numerous reports of large hail up to 10cm which caused damage to roofs and vehicles with SES receiving 24 requests for assistance (19 in Gatton, 5 in Kensington Grove / Brightview / Regency Downs areas). Heaviest falls for the 3 hours to midnight were at West Haldon (31mm) and the area south of Laidley (Mulgowie and Mt Berryman 24mm).

Rainfall was again recorded across the region on the morning of Sunday 24<sup>th</sup> with Sandy Creek and Gatton receiving 39mm in the hour to 11.00am. This rainfall brought to light roof damage from the

previous evening. SES received 87 requests for assistance to midday on the  $24^{th}$ . The majority of these requests were for roof and / or solar panel damage.

Six Infrastructure callouts were received for water over road, debris or road damage.

#### **Monday 25 December Storm**

Storms on the evening of 25 December brought rain with falls heaviest in the Mulgowie and Thornton areas (29mm) and McGarrigal Road (36mm) in the 6 hours to midnight (the majority of the rain falling between 7.00pm and 9.00pm).

Over 1,500 power outages were recorded with the majority in the Laidley, Mulgowie, Thornton and Townson areas as well as Murphy's Creek, Adare, Lake Clarendon and Spring Creek areas.

Council accepted spoiled food waste from storm-related power outages at all its waste facilities.

Power was restored to the majority of the area by Wednesday evening (27 December).

State Emergency Service (SES) Monthly Report



The Lockyer Valley SES currently has 39 members with one member on leave, four new probationary members and one prospective new member who has submitted paperwork to join. Active members for each group:

- Forest Hill 8
- Gatton 14
- Laidley 12

All groups participated in a community engagement activity at the Forest Hill festivities. Laidley and Gatton groups undertook community engagement at Bunnings.

266 hours were spent in training and development. Sessions provided for members included damage preparedness, emergency lighting and familiarisation, knots familiarisation, line care and maintenance, ladder familiarisation and Global Wireless Network portable radio familiarisation. A team building exercise for all groups was also held.

SES members spent 287 hours responding to 128 requests for assistance for the period 27 November to 25 December. The majority of these requests were for structural assistance.

#### Disaster Dashboard

Storm activity over the month of December saw a rise in people visiting the Disaster Dashboard. A chart of visitors over the last 6 months is below:



#### **Early Warning Network**

This month saw a sharp increase in the number of EWN subscribers – up almost 200 to 3913. This can be attributed to promotion of the service through Facebook during storm activity. Residents can register for this free service at EWN or through the <a href="Disaster Dashboard">Disaster Dashboard</a>.



# COMMUNICATIONS

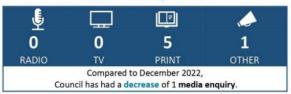


The Communications Team manages a range of media and communications products ranging from media releases and social media posts, to design of posters, signs and fact sheets, to videography and media events, as well as website management. Our primary function is to provide meaningful and timely information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

#### **EXTERNAL MEDIA**



#### **MEDIA ENQUIRIES**



#### ONLINE ENGAGEMENT



#### CORPORATE DESIGN







#### **CORPORATE WEBSITE**

#### MOST VISITED WEB PAGES

- 1. Grantham siren and flood cameras
- 2. Flood Information and Regulation
- 3. Gatton Transfer Station & Landfill

11,433 TOTAL ACTIVE USERS

**59.21%** ENGAGEMENT RATE



Compared to December 2022, Total Active Users has had an increase of 998 users. Engagement rate was not recorded in December 2022.

#### **COMMUNITY CONNECT NEWSLETTER**

#### **TOP 3 READ ARTICLES**

- 1. Waste Survey
- 2. Saluting Their Service Grants
- 3. ICDA Cyber Security Self-Assessment

48.09% open rate (Industry average < 25%)

601 Subscribers

Compared to December 2022, Council has had an increase in the

newsletter's open rate by 1.77%. Total Subscribers increased by 16 subscribers.

#### **FIXED VMS SIGN**



6 VMS Activations

- Bushfire Awareness
- School Holidays
- Heatwave Warning
- Check Emergency Kit
- Merry Christmas
- Be Merry and Wise

#### **COMMUNITY DEVELOPMENT & ENGAGEMENT**

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



8 projects received engagement support in December:

- Naming of Facilities and Fields
- Flood Impacted Parks
- Waste Reduction and Recycling Plan
- · Social and Community Infrastructure Study
- Lockyer Waters Community Centre
- Transport and Main Roads projects
- Woodlands Road roadworks
- Itinerant and Multicultural Farm Workers

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, Council Catch Up series program, and Community Recovery and Resilience Officer
   program areas for community-led projects that increase the resilience and social connectedness of local
   communities.
- Engagement with various communities is ongoing to support development of community groups in those
  areas, including the communities of Lockyer Waters, Grantham and Helidon. These opportunities have
  significant potential to boost the everyday resilience of the communities as well as their capacity to respond
  to community needs, including at times when the community is disaster impacted.
- An application for funding has been submitted through the Queensland Government's Active Women and
  Girls in Sport program. If successful, this will fund an education webinar series for local sporting clubs and
  volunteers. The topics will be based around capacity-building with a focus on women and girls' participation
  and inclusiveness.
- Support is being provided to Laidley Soccer Club in their endeavour to rebuild the club, with the goal of
  entering teams in the Toowoomba competition for the first time since before COVID. Support has been
  provided through attendance at meetings including their Annual General Meeting, as well as the provision of
  advice and resources to assist the newly formed committee.

My Community: Quarterly Statistics for October - December 2023

Туре	This Quarter	Last Quarter	This Quarter Last Year	Comments
Search Results	18,201	26,692	14,413	The number of people that have searched My Community Directory for local information
Listing Views	2,507	2,936	2,861	The number of people that have clicked on individual listings in My Community
Events Listed	127	138	133	The number of events listed in the My Community Diary section
Unique Users	5,557	6,124	4,999	The number of people who have visited My Community Directory to find local community information
New Organisations	1	24	1	The number of new organisations registering
Total Organisations	219	218	192	The number of organisations registered on the platform

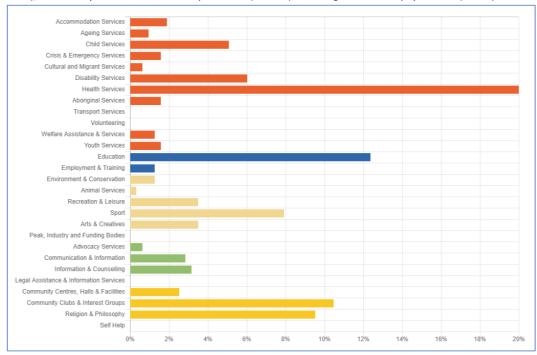
#### My Community Directory: December 2023

Top 5 searched categories	Top 5 most viewed services
1. Health Services	1. Laidley Crisis Care & Accommodation
2. Community Clubs & Interest Groups	2. Youth Insearch
3. Education	3. Lifeline Shop – Crowley Vale
4. Accommodation Services	4. Laidley Oral Health Services
5. Youth Services	5. Anuha

#### My Community: Services by Category

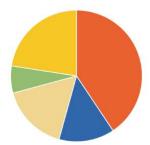
The below graph shows the number of services supporting the Lockyer Valley listed on My Community Directory by category.

Health Services is the most dominant category, with 63 services listed (20.00%), followed by Education with 39 (12.38%), Community Clubs & Interest Groups with 33 (10.48%) and Religion & Philosophy with 30 (9.52%).



#### 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: 128 (40.63%)

Groups, Clubs & Churches: 71 (22.54%)

Sport, Recreation & Conservation: 52 (16.51%)

Education & Employment: 43 (13.65%)

Information & Advice: 21 (6.67%)



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:

- Attendance at the bi-monthly Multicultural BBQ at Littleton Park, Gatton hosted by Lockyer Community
  Centre's Community Action for a Multicultural Society (CAMS) worker whenever possible. The program for
  2024 events is currently being developed by the CAMS worker.
- Attendance at the Gatton Committee on the Ageing (COTA) Christmas Luncheon on 18 December including
  assistance with serving food and raffle draws. Ongoing engagement with Gatton COTA will include assistance
  with governance, volunteer recruitment and person-centred disaster preparedness.



- Attendance on 10 December at the Gatton Mosque Open Day and engagement with numerous people
  including members of the local refugee community. This event was attended by Mayor Milligan, Councillors
  Holstein and Vela, and the local State Member Jim McDonald.
- Liaison with a Wellbeing Officer from a local Pacific Australia Labour Mobility (PALM) Scheme employer
  regarding plans to host a Multicultural BBQ at a major accommodation facility, including a sign-on
  opportunity for local sporting clubs and connections with members from the local minister's association. The
  event will provide important social connections and information to PALM Scheme workers to improve their
  disaster preparedness.
- Support for the testing of the Grantham Emergency Siren on 1 December.
- Connecting with local youth service providers to gauge interest in a Youth Week program for 2024. A
  positive response has been communicated by providers and planning is moving forward to facilitate the
  program in April.
- Support and attendance at community Christmas events at Lockyer Waters Rural Fire Brigade on 3
  December and ANZAC Park in Grantham on 17 December. These events were important in developing social
  cohesion for these communities.



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



- Conversations are ongoing with representatives of the Department of Treaty, Aboriginal and Torres Strait
  Islander Partnerships, Communities and the Arts regarding opportunities for collaboration to engage
  meaningfully with First Nations people in the Lockyer Valley.
- Following the Multicultural Welcome BBQ in October, Council is following up with contacts from the event
  including a meeting with a local PALM Scheme Wellbeing Officer, assisting members of the Lockyer Waters
  refugee community, and attendance at a meeting with representatives from a major PALM Scheme
  employer. These connections provide opportunities for ongoing collaboration e.g. some of the PALM Scheme
  workers attended the Gatton community Christmas event.
- Ongoing support is being provided to Queenslanders with Disability Network (QDN) for the Building Inclusive
  Disaster Resilient Communities project, following a community forum held in November. QDN have prepared
  a draft report which will be used as a basis for further community disaster planning between people with
  disability, Council, emergency services, and service providers. Liaison with Council's Disaster Management
  team is ongoing regarding some of the responses to the report, including improving the accessibility of
  evacuation centres. The next Local Action Group meeting has been scheduled for 17 January 2024.
- Council participated in an online plenary regarding Disability-Inclusive Emergency Planning and Disaster
  Management with the University of Sydney on 7 December to contribute to ongoing development of
  disaster response and recovery for vulnerable people.

#### **Community Support Interagencies**

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)
  - The last meeting for 2023 was held on 7 December via Microsoft Teams with 12 people attending the meeting.
  - Due to low attendance at recent meetings, a survey was recently provided to members of the LYAN to gather their feedback on the future direction of the network. Key findings from the survey were presented at the December meeting and will be applied to 2024 meetings where appropriate.
  - The next meeting is scheduled for 29 February 2024 via Microsoft Teams.
- Lockyer Valley Service Provider Interagency (LVSPI)
  - The first LVSPI meeting for 2024 will be in-person at Gatton Shire Hall from 11am on Tuesday, 23
    January. A pre-meeting networking morning tea will be held for service providers at Lockyer
    Community Centre.

0

# **ADVOCACY**

#### Advocacy

#### **Inland Rail**

The Australian Rail Track Corporation (ARTC) has advised of the appointment of a new Chief Executive Officer- Mr Nick Miller. Council will seek an opportunity to meet with him and his senior staff to continue to advocate for optimal outcomes from the Inland Rail project. To date there has been no change in the approach. Inland Rail has focussed their efforts, and their expenditure, on the sections of rail south of Parkes. Work within the Queensland sections of Inland Rail remains 'on pause' with works north of Parkes limited to approvals and property acquisition. There has been no clarity on the scope of works north of Parkes and no budgetary commitment to these works at this time.

ARTC have now advised that the Public Private Partnership (PPP) arrangements for the sections from Gowrie to Kagaru will no longer proceed. Regionerate Rail, the enity designated by ARTC as the prefered PPP tenderer, will no longer be involved in the project. This recognised the concerns raised in the Independent Review of Inland Rail that reported to government earlier this year. These concerns, regarding a PPP method of delivery, had been raised repeatedly by Council in submissions including to the Independent Review and the Senate Inquiry into Inland Rail. It is hoped an improved delivery mechanism with closer oversight from government will be developed.



The Office of the Coordinator General has advised the existing deadlines for the Environmental Impact Assessment (EIS) work are in late 2024 and early 2025. However, it is likely that these will need to be extended given the delays to the project.

At the recent CCC meeting it was also advised that the Australian Government is undertaking a design and cost review of the entire Inland rail alignment in 2024. No commitment was made to consult with the CCC or local government in this review. Ideally Council would be consulted, and Council could use that opportunity to continue to advocate for the optimal alignment around Gatton and to ensure that the EIS appropriately considers that alignment.

Council has always advocated for the alignment with the least impact on our community and it is considered that the Australian Government and the Queensland Government should adopt that focus as well.

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

December 2023

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

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

#### **Purpose:**

This report provides Council with a summary of key operational activities undertaken by the People, Customer and Corporate Services performance group during December 2023.

This document is for Council's information only.

#### **Executive Summary**

This report provides Council with a summary of key operational activities undertaken by the People, Customer and Corporate Services Group during December 2023.

#### **Proposal**

That this report be received and noted.

#### **Attachments**

1 Monthly Group Report - People Customer and Corporate Services - December 2023 10 Pages



# People, Customer and Corporate Services

MONTHLY GROUP REPORT
DECEMBER 2023



# PEOPLE, CUSTOMER AND CORPORATE SERVICES 2023 REFLECTION



Completing 5th landfill cell

**Customer Service continuous improvement** 

**Customer Service consistently reaching** over their 75% target. With an average service level of 84.96% for 2023!



**Get Grubby Educational Program** 

Successful Safety Audit

**Engaged Cyber Security Consultant** 

**Mental Health Resilience Training** 



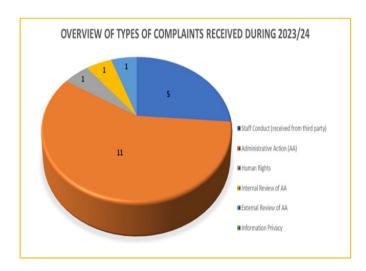


# PEOPLE, CUSTOMER AND CORPORATE SERVICES

# **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 December 2023.





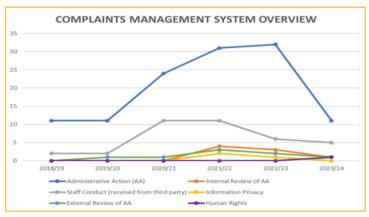


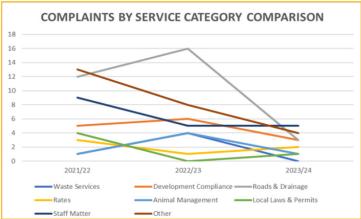
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# PEOPLE, CUSTOMER AND CORPORATE SERVICES

# **GOVERNANCE AND PROPERTY**

A historical comparison of complaints by type and service category is set out below.





#### POLICY REGISTER UPDATE

The following chart provides information on the status of Council's Policies, Procedures and Guidelines as at the end of December 2023. The Governance and Property team continue to work with, and provide assistance to, policy owners whose policies are either overdue or due for review.



4

# INFORMATION COMMUNICATION TECHNOLOGY

Our Chief Information Security Officer (CISO) as a Service, commenced in December. Initial priority is the review of the draft Cyber Security Strategy to provide a cyber security specialist view and recommend any changes. Another priority is assisting Council to uplift our Essential Eight maturity level and develop an Information Asset Register.

The <u>Essential Eight</u> is a set of eight essential mitigation strategies for cyber security risks, recommended by the <u>Australian Cyber Security Centre</u>. All businesses in the Lockyer Valley should have an understanding of their cyber risks and the Australian Cyber Security Centre has some great resources on their <u>website</u> to assist Businesses and individuals to manage and protect themselves against cyber threats starting with the <u>basics</u>, and advice on recovering from a cyber incident.

Council will continue to implement cost effective initiatives to prevent cyber incidents, reduce the impact of cyber incidents, and planning for how we respond to cyber incidents when they happen, and they will happen!

#### **EMAIL AND WEB PROTECTION** 12,231 tal Attachments 55,601 Sandboxed TOTAL INBOUND **7**% MESSAGES (Weekday Average 2,301) Inbound Rejected 15,555 3 TOTAL OUTROLIND MESSAGES Malware (Weekday Average712) **EMAIL** FILTERING 45 Detections 1 IN 1,740 6,960 Unsafe URL Clicks

FILTERING

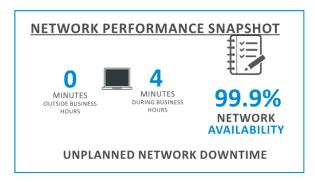
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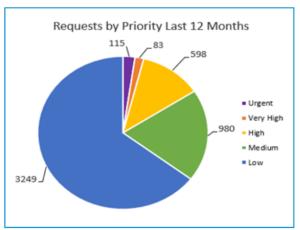
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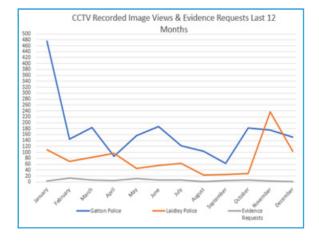
Blocked

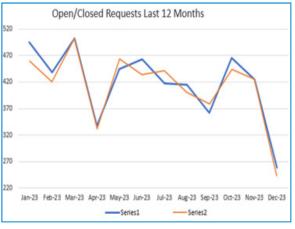
100%

Total 15,937,333









5

# PEOPLE AND CUSTOMER EXPERIENCE

#### ORGANISATIONAL DEVELOPMENT AND PAYROLL



Full Time Equivalent 300 POSITIONS



Headcount

331 EMPLOYEES



RECRUITMENT CAMPAIGNS





Average Time to Hire **19** DAYS



Early Turnover Rate 10%



Training Events 21



Voluntary Turnover Rate

1%



Absenteeism Rate 4%



Training Participation Rate

**62**%

#### **Unsuccessful Recruitment Campaign**

Business Support Officer

#### **Panel Deliberations**

 Facilities Maintenance and Operations Supervisor

#### **CORPORATE TRAINING**

- Accredited Unit PUACOM001C Communicate in the Workplace
- Disaster Management Training Queensland Disaster Management Arrangements
- Disaster Management Training Queensland Disaster Management Arrangements Overview
- Fire Ant Training (National Red Imported Fire Ant Eradication Program)
- Governance Compliance Training Gifts
- Governance Compliance Training Public Interest Disclosures
- Ground Distribution of Herbicides (ACDC License)
- Internal Compliance Training Corporate Induction
- Internal Compliance Training Employee Code of Conduct
- Internal Compliance Training Workplace Bullying and Harassment
- Nationally Recognised Certification Conduct Civil Construction Tracked Front End Loader Operations

- Nationally Recognised Certification Conduct Selfpropelled Compactor Operations
- Safety Compliance Training Drug and Alcohol Awareness
- Safety Compliance Training Emergency Evacuation Course: General Evacuation
- Safety Compliance Training The Witness: Robbery Safety and Security Program
- Safety Compliance Training Work Health and Safety Induction
- Traffic Management Control Traffic with Stop-Slow Bat
- Traffic Management Industry Authority Card Traffic Controller
- Verification of Current Competency Self-propelled Compactor
- Verification of Current Competency Tracked Front End Loader

Accreditations Issued: 396

6

# PEOPLE AND CUSTOMER EXPERIENCE

#### **INFORMATION MANAGEMENT**

#### **PROJECT UPDATES**

#### Disposal of Physical Records

The project continues on the assessment and disposal of Council records and during the month, the Information Management team scanned and registered over 80 archived files and large documents that will be approved for the destruction of the physical record.

The scanning work is steadily decreasing the number of cartons in offsite storage with nearly 300 cartons being removed and destroyed in 2023 reducing storage and retrieval costs.

In addition, throughout 2023 the finalisation of other physical documents in accordance with our auditing processes, has resulted in the equivalent of several hundred cartons being disposed of and eliminating the need for long term storage and ongoing costs.



#### INFORMATION MANAGEMENT SNAPSHOT

	December 2023	Year to date		
Mail/Email items processed	1,159	20,500		
Requests for files/boxes	25	438		

#### **RIGHT TO INFORMATION APPLICATIONS**

	2023	2022	2021	2020	2019	2018
Number of applications received	13	9	14	10	2	8

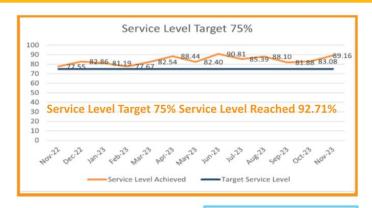


7

# PEOPLE AND CUSTOMER EXPERIENCE

#### **CUSTOMER CONTACT**





# TOTAL WEB CHATS 36 Decrease of 7 from last month.

# WEBCHAT HANDLING TIME

MINUTES
Increase of 2 minutes from last month.

# TOTAL RECEIPTS

138
Decrease of 134
receipts
from last month.

# **TOTAL eREQUESTS**

371 Decrease of 366 from last month.

# TOTAL CRM RECEIVED

680

Decrease of 480 requests from last month.

# QGAP

38.07 HRS

Total time taken for all transactions

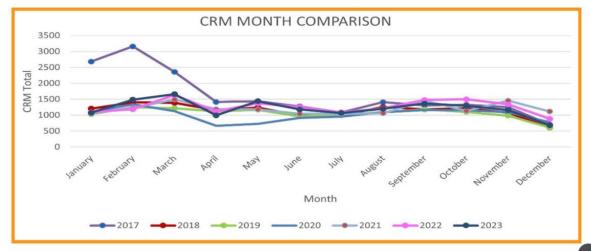
192
Total number of transactions

11.90

Total average time for all transactions







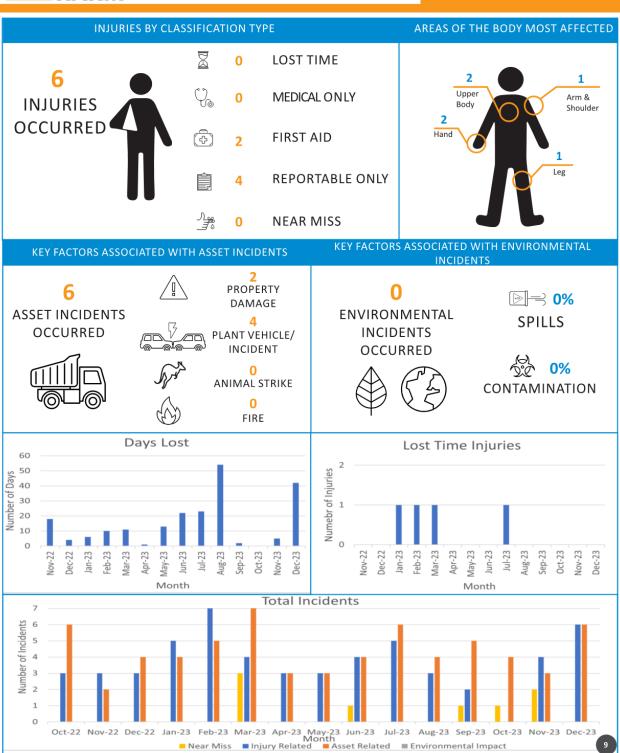
#### PEOPLE AND CUSTOMER EXPERIENCE

**WORK HEALTH AND SAFETY** 



# MEASURING OUR SAFETY PERFORMANCE

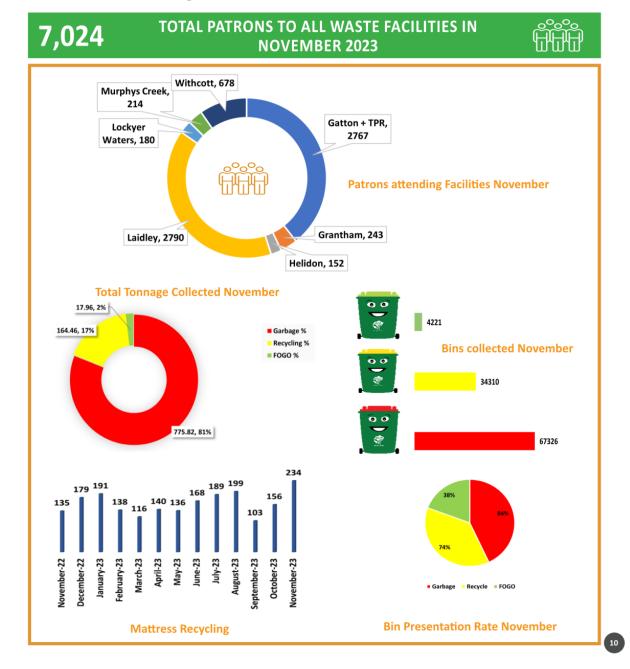
**DECEMBER 2023** 



#### **WASTE SERVICES**

#### **WASTE MANAGEMENT**

- Paul Cuskelly has commenced as the new Manager Waste Services. At this stage, he is
  organising the move of his household and coming up to speed with LVRC requirements and
  induction processes.
- Cell 5 is complete and approval has been applied for from DES. This is due within 20 days and there are no known impediments to the approval.
- Normal wet weather has again impacted roads with some bins not being accessible. Further surveys of the roads are ongoing including both JJs and IWS.
- Wet weather has caused some storm-water to be retained in Cell 5. Staff are pumping this
  out to avoid it becoming contaminated with leachate.



14.3 Group Manager Community and Regional Prosperity Monthly Report -

December 2023

Author: Amanda Pugh, Group Manager Community & Regional Prosperity

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

#### **Purpose:**

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

This document is for Council's information only.

#### **Executive Summary**

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

#### **Proposal**

That this report be received and noted.

#### **Attachments**

1 Community and Regional Prosperity Monthly Group Report - December 2023 10 Pages



# Community and Regional Prosperity

Lockyer Valley

REGIONAL COUNCIL

MONTHLY GROUP REPORT DECEMBER 2023

1

#### PERFORMANCE REPORTING

#### **KEY GROUP PROJECTS**



#### LOCAL FLOODPLAIN MANAGEMENT PLAN (LFMP)

#### Floodplain Management - Regional

The QRA 5 year review of the Brisbane River Strategic Floodplain Management Plan (SFMP) is in the early stages as is the regional evacuation planning and review of building regulation. Council has agreed to the QRA request for a joint funding application for the 5 year SFMP review. QRA will undertake and administer the joint application.

#### Laidley North Flood Mitigation Concept

The Laidley North Flood Mitigation Concept design report was adopted by Council 15 November 2023. The Concept design addresses mitigation solutions for both the Cunningham Park and Grandchester Estate development area and other catchment legacy issues. Council is developing a Heads of Agreement with the Developer based on the adopted scheme to provide a formal agreed framework to move forward. A draft Heads of Agreement is expected to be completed mid January 2024.



#### 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 Local Flood Management Plan (LFMP) is complete. The calibration project outputs will be coordinated with the works for the revised new flood hazard overlay. QRA has successfully gained an extension of the overall grant program from the Federal government. QRA will have a high level of oversight into the scope and project. Some identified limitations of the 2022 LiDAR will need to be managed and this has been communicated to the consultant.

Potential funding under the QRA program "RHF property level flood information portal initiative" is now open and may this funding may be able to be used to complete the Flood Information Portal (FIP) management system and update the interface functions for the new scheme mapping sets.



# TOOWOOMBA AND LOCKYER VALLEY ESCARPMENT MOUNTAIN BIKE TRACK PROJECT

No further update.



#### **EQUINE COLLABORATIVE PRECINCT**

No further update.





# LAKE APEX AND LAKE FREEMAN REIMAGINING PROJECT

Range Environmental, together with specialist surveyor MinStaff Survey, have been commissioned to undertake a bathymetric survey within the lakes commencing 16 January to 17 January, weather permitting.



Bathymetric surveys measure the depth of a water body as well as map the underwater features of a water body. This will assist Council in their ongoing planning and assessment of desilting opportunities for the lakes system.



#### **FOREST HILL SILO PROJECT**

- RFQ LVRC-23-079 for Forest Hill Silo Project Detailed Design awarded to Place Design Group.
- Inception meeting and site inspection scheduled.
- Site survey being programmed as a priority.





# QUEENSLAND TRANSPORT MUSEUM (QTM) TRANSITION

No further update.





#### COMMUNITIES

TOURISM [3]



#### QUEENSLAND TRANSPORT MUSEUM



172

TICKET SALES



FREE ENTRY



\$1,098

TOTAL TICKET





#### **LUVYA LOCKYER WEBSITE** 23 NOV - 30 NOV



11.878 **WEBSITE VIEWS** 4.564

**NEW VISITORS** 

#### **BOOKEASY BOOKINGS**

\$69 BOOKING COMMISSION

\$851 TOURISM OPERATOR INCOME

AUDIENCE						
1%	BRISBANE	11%	NSW	3.5%	VIC	
.5%	CAIRNS		8.1%	OVERS	EAS	

#### VISIT LOCKYER VALLEY FACEBOOK



3 3

13.7%

8%

22.864 **PAGE REACH** 6,209

**TOTAL FOLLOWERS** 

21 **POSTS** 

**AUDIENCE BRISBANE** 8.1% **TOOWOOMBA GATTON** 12.4% **IPSWICH** 

#### **EVENTS**





Ongoing support is being provided to a range of community event organisers. Support includes advice and equipment.



#### COUNCIL LED EVENTS

During December there was one Council led event. The Lockyer Valley Christmas Carnival was held on the 15 December 2023 in North Street. Five community groups had fundraiser food stalls and Move and Groove Dance School joined in for the stage program. Despite storms and strong winds, the carnival still saw an average turn out with the face painting, craft activities and inflatable games inside Gatton Shire Hall keeping kids entertained for most of the evening. The event was run by the Special Projects and Tourism team with event assistance from Facilities and Parks and Gardens.



#### PROJECTS IN PLANNING

- Australia Day Awards and Citizenship Ceremony-26/1/26
- ANZAC Day- 25/4/23



#### COMMUNITY GROUPS/ EVENTS **GIVEN ASSISTANCE**

Forest Hill Festivities - 8/12/23-\$2,000 and equipment assistance



#### **UPCOMING COMMUNITY EVENTS**

Ongoing assistance was provided to:

- Laidley District Historical Society Australia Day event
- Gatton District Historical Society Australia Day event



164
ACQUISITIONS
Physical & eResources
In comparison to 464 in December

86.3%
ITEMS ISSUED
VIA SELF-SERVICE
KPI 85%

	eRESOURCES					
PL	ATFORM	DECEMBER 2023	DECEMBER 2022			
	eAudiobooks & eBooks (Borrowbox)	2,015	1,880			
	eMagazines (BorrowBox)	253	283			
52.	eMovies (Beamafilm)	90	25			



2022

In comparison to 7,282 in December 2022. Including audiobooks, books, DVDs, magazines, literacy kits, CDs,

ELECTRONIC L O A N S In comparison to 2,227 in December 2022. 9,228
TOTAL LOANS
Decrease of 21.3% in comparison to last month

18,611 ACTIVE LIBRARY M E M B E R S

In comparison to 17,048 in

December 2022

97
NEW LIBRARY
MEMBERS







**8,726 VISITORS** 

**6,275**Gatton Library
Decrease of 1,668

**2,451**Laidley Library
Decrease of 1,083

#### LIBRARIES - EVENTS

Our December events at Gatton and Laidley Libraries included:

- Weekly JP in the community session, craft group (Gatton), First 5 Forever children's story
  times (four sessions a week at each branch, finished up the first week of December for school
  holidays)
- Bi-monthly Digital literacy sessions, writing group (Laidley), Child health nurse (Gatton)
- Monthly Lockyer Valley Cancer Support Groups (Gatton), movie matinees, book chat (Laidley), book club (Gatton), online book club and storytime at Gatton Childcare Centre.
- Special events Teddy bear sleepover storytime, Bunnings Christmas outreach activity, School
  holiday activities- Aboriginal art workshops with Vibrant Connection Designs, Christmas
  movies, scavenger hunt and make your own Christmas badges craft activity
- \* All events are run by our library staff and the Cancer Support group, Child Health Nurse and health checks are library supported.

#### LIBRARIES UPDATE

- School holidays are underway and we have had great attendance at our activities. We have something on every day for families to engage with the library.
- Libraries were closed over the Christmas and New Year closedown period, we had extended loan period so items weren't due during the break. We still returned to overflowing returns bins with hundreds of items to return and shelve on the first day back.
- Our libraries were a collection point for Santa Letters in the lead up to Christmas. Staff read and responded to each letter, so each child received a response from Santa or Mrs Claus, acknowledging their wish list. We've had many comments from parents letting us know that they were very impressed with the letter and their children were absolutely amazed to get a personalised letter from the North Pole in the mail.
- Our What's On brochure for December to February has been created, printed and distributed.
   You can view it online.
- State Library has provided the following summary of our reporting outcomes:
   "I commend you on the significant increase in physical visits and attendance at Lockyer
   Valley libraries this year. Early childhood and children's programs are a key focus of
   the programming offered and have resulted in more families coming to the library. It is
   anticipated that these numbers will continue to grow with the longer operating hours for
   Gatton Library."



#### LIBRARIES AND GALLERIES CONTINUED



#### ART GALLERY UPDATE

- Recovering the Past by Ian Alderman concluded and was shipped off to its next location. Some comments we received about the exhibit were: "hauntingly wonderful" "great telling of a tragic story" and "thought provoking and reflective. I am grateful"
- Two classes of year 9 history students from Lockyer District High School visited the Recovering the Past exhibition. They enjoyed the images and the stories behind the pictures, offering up a unique view of historical war events that they are learning, with their teachers happy with an excursion that aligned with the curriculum to enhance their learnings.
- The new exhibition in the gallery is Symphony by Lockyer Valley Art Society Inc. (LASI). The word symphony means to speak, tell or say together and this exhibition is a bringing together of the artworks of all the members of LASI in a colourful, expressive display of art. 2D and 3D artworks, created using a variety of mediums blend harmoniously in a visual, auditory and spatial symphony. Reflective and interactive, these artworks highlight and celebrate the variety of personalities, stories and talents of all members of LASI. This exhibit will be on display until Sunday 28 January.
- The 2024 exhibition schedule has been finalised and the brochure distributed. Visit the website to see what's on in the Art Gallery this

#### REGIONAL ARTS AND DEVELOPMENT FUNDING (RADF)

Round 1 for 2023/24 has closed and the RADF committee met to assess funding requests and award successful applicants, council endorsed all funding recommendations. The applicants will be notified so they can begin planning their projects.

#### CHILDCARE





#### **UPDATE**

Over the past few weeks we have welcomed some lovely new families into the centre and have a few more starting once school starts back. The educators have been busy settling our new families and children into their rooms.



The first day back for the new year is our day to get together for staff training. We started the day off with a team meeting. This term we're working on how/why, we are setting up our spaces for the children and what provocations look like within that space (QA3). How can we extend their learning and encourage our little people to be curious learners.

We have set some goals around imbedding Torres Strait Islander and Aboriginal ways of learning into our programs and how we can become more sustainable as a centre.

We all completed our first aid training and got the chance to set our rooms up ready in preparation for the new year.







#### PLANNING POLICY AND COMMUNITY WELLBEING

**GROWTH AND POLICY** 



# Strategic Planning



Lockyer Valley Planning Scheme At its ordinary meeting on Wednesday, 20 December 2023, Council resolved to endorse the Draft Planning Scheme for the purposes of submitting the Scheme to the Minister to seek approval to adopt the Scheme.

All submitters to the Draft Scheme have recieved a tailored response to their submission. Council recieved a large number of submissions in relation to the Flood Hazard overlay and methodology and resolved to progress the Scheme without the Flood Hazard overalay and code in favour of utilsing a TLPI for flood until further work is completed on the Flood Hazard and additional community consultation undertaken.

#### Economic Development



Officers have commenced the annual audit of commercial and retail land use across the region's town centres. Retail and Commercial Gross Floor Area has increased 5% due to construction, with the region now having 121,214m2. The audit identified business utilisation of 97.3% of the available GFA in commercial buildings. Within town centres 43 properties have changed ownership and there are 380 local businesses operating from town centres. 54 greenfield land sites were identified providing opportunity for future growth and development.

Image source: LVRC; Laidley town centre

#### Integrated Land Management Plan (\$) Funded project

With just over 12-months remaining to delivery the Black Summer Bushfire Recovery funded ILM project, Council is engaging with Indigenous land managers to undertake an assessment of the 16 properties and determine methods of land management that include weed control and burning. This element of the project aligns with the Bushfire Risk assessments recently completed and aids in developing holisitic land management actions for ongoing use.

Nature-based Recreation and Tourism (NBRT) is an outcome the project seeks to support with the NBRT study also nearing completion.



Image source: LVRC; 2021 Cultural Burn workshops

## Environmental Planning

Lockyer Valley is a member of the Climate Resilience Alliance comprised of eight SEQ councils and with the adminstration and membership managed by a coordinator hosted by Ipswich City Council. SEQCRA aims to enhance the capacity of Local Governments in SEQ to work collaboratively on projects to achieve regional solutions to climate risks, at a scale and pace beyond what is achievable by individual councils working alone.

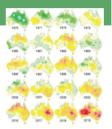


Image source: Bureau of Meterology; 114 years of Australian Temperatures

# Project delivery status

Growth and Policy has numerous projects and studies underway that support the delivery of Council's strategies and Growth Management Plan.

#### Underway

- LGIP Stormwater Amendment
- ILM Bushfire Management Plans
- Nature Based Tourism and Recreation Study
- Social and Community Infrastructure Study
- First Nations Land Management assessment

#### Procuring

- Matters of Local Environmental Signficance Study
- Cultural Heritage Study

#### To be scoped

Tourism StudyGrowth Management Plan

### Flood Information Portal - December 2023



1058 Views via Council's website page



2714

Direct FIP webpage views



**270** 

FIP reports generated

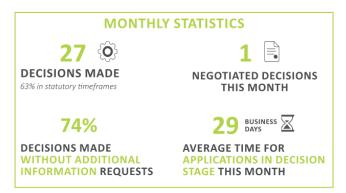
6

#### DEVELOPMENT ASSESSMENT



ACTIVITY	CURRENT MONTH	2023 YTD	2022 SAME YTD PERIOD
DEVELOPMENT APPLICATIONS			
RECEIVED	15	275	272
WITHDRAWN	0	9	9
DECIDED	27	246	210
EXEMPTION CERTIFICATES			
RECEIVED	1	24	42
WITHDRAWN	0	5	8
DECIDED	2	15	34
BUILDING, PLUMBING, PLANNIN	G INFORMATION	N AND FORM	И 19S
RECEIVED	23	343	506
WITHDRAWN	0	23	26
COMPLETED	4	297	510
PRELODGEMENT MEETINGS HELD	4	93	82





Development increase in ACTIVITY IN Development COMPARISON TO Applications THE SAME 2022 YTD PERIOD 38% decrease in Building, Plumbing,

DEVELOPMENT

Applications decided 12% increase in Prelodgement Meetings

**16%** 

increase in

53% decrease in Building, Plumbing, Planning information & Form 19s completed

**DEVELOPMENT COMPLIANCE COMPLAINTS RECEIVED** THIS MONTH COMPLAINTS RESOLVED THIS MONTH **SHOW CAUSE NOTICES ISSUED THIS MONTH** 

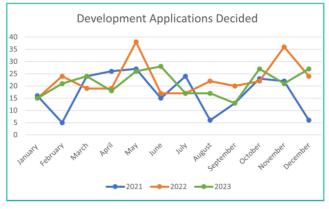
> **PENALTY INFRINGEMENT NOTICES ISSUED**

**RESOLVED** WITHOUT

**LEGAL ACTION** 

**ENFORCEMENT NOTICES ISSUED** THIS MONTH

**INFRASTRUCTURE CHARGES PAID** YTD = \$2,762,950.41



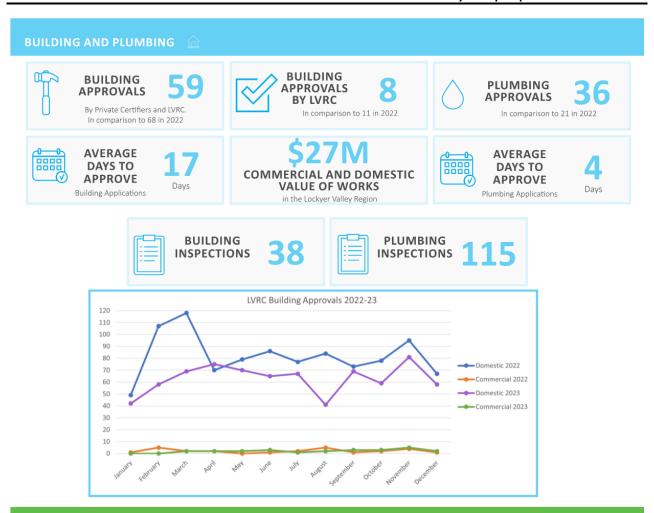


**1%** 

Planning information &

Form 19s received

**INFRASTRUCTURE CHARGES OUTSTANDING** = \$400,581.99



#### COMMUNITY AND WELLBEING



- Two days of site inspections conducted on 12 LVRC Reserves with LatStudios- Nature-based recreation and tourism study for the Integrated Land Management project.
- Review of preliminary report by LatStudios for the Integrated Land Management Plan.
- Meet and greet new Environment Project Officer for the Integrated Land Management Plan.
- Balaam Hill Vegetation Offsets Meeting with Waste Projects and Compliance Officer, Dean Arnold.
- Vegetation slashing and maintenance of koala fodder forest, Shorelands Drive Withcott and planting of 50 tubes.
- Installation of depth marker posts at 7 Mile Lagoon property.

#### **PEST MANAGEMENT**

- Attended the Fire Ant Field Information and Awareness workshop in Logan.
- Attended the Fire Ant Eradication Update/Control Programs and Requirements meeting in Browns Plains.
- Attended the Fire Ant ID and Treatment infield awareness session in Waterford.
- Attended the Self-Management Operations Manual for Fire Ant Suppression feedback session.
- Parthenium Treatment to 900m2 in the Black Duck Creek road reserve.
- Finalised the Narda Lagoon Water Lettuce Treatment document to be shared with assisting stakeholders.

8

#### COMMUNITY AND WELLBEING



#### **RESILIENT RIVERS**

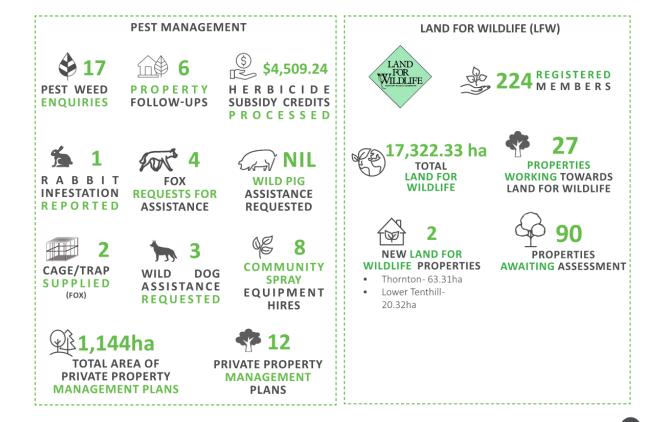
- · Maintenance of revegetation site at Parklea Reserve, Placid Hills, mulching, weeding and infill planting.
- Attendance at Catchment Investment Program meeting in Brisbane with Council of Mayors SEQ.
- Maintenance of revegetation site at Cahill Park, vegetation slashing and weed control.
- Site inspection and scope development for creek bank restoration and stabilisation at Thornton, Laidley Creek.
- Review of project management plans and funding allocation for Tenthill catchment project.

#### **ENVIRONMENTAL COLLABORATION**

- Biocontrol Madeira Beetles released with Healthy Land and Water on several sites to treat Madeira vine.
- Three Koala records sent to Lockyer Upland Catchments Inc for uploading to the Department of Environment and Science Wildnet records.
- SEQ Councils Bush Carers Forum and Workshop meeting at Samsonvale.
- Environment Education Information on Website Engagement and Communications meeting.
- Little Liverpool Range Initiative Meeting at Hidden Vale.
- Attendance at koala threat management workshop, run by Healthy Land and Water.
- Participated in site inspections of private properties for lantana control program being run by Healthy Land and Water and
- Site inspections and landholder engagement at Mulgowie with Healthy Land and Water as part of next stage of riparian restoration.
- Meeting with Darling Downs Environment Council to workshop traditional owner participation in environmental projects in the region.

#### LAND FOR WILDLIFE UPDATE

- Land for Wildlife Assessment Kokoda Youth Foundation Inc (63.3119ha) and Lower Tenthill (20.323ha).
- Land for Wildlife Inquiry HELIDON SPA (76.202ha) and Brightview (4.5ha).
- · Land for Wildlife Steering Committee meeting, Redland Bay.



#### ENVIRONMENTAL HEALTH 🎊 🔾

LICENCES ISSUED



**NEW OR AMENDED FOOD BUSINESS** LICENCES ISSUED

LICENSED FOOD **BUSINESS INSPECTIONS** 







3 CARAVAN



2 EVENTS



**TEMPORARY** 



1 CAMPING



MARKET



1 ROADSIDE

#### **LOCAL LAWS**





In comparison to 102 in December 2022

**NUMBER OF DOGS** 

**IMPOUNDED** comparison to 22 in December 2022

**ISSUED YTD** In comparison to 38 in 2022-2023

**TOTAL NUMBER KENNEL LICENCES OF INFRINGEMENT NOTICES ISSUED YTD** 

In comparison to 49 in 2022-2023

NUMBER OF CUSTOMER **REQUESTS RESOLVED** 

In comparison to 118 in December 2022

**NUMBER OF DOGS** RELEASED/REHOMED

comparison to 17 in December 2022

**EXCESS ANIMAL PERMIT RENEWALS** YTD In comparison to 84 in 2022-2023

NUMBER OF DOGS REGISTERED 6.814 YTD 23-24

In comparison to 7,533 in 2022-2023

#### **ILLEGAL DUMPING / LITTERING UPDATE**

Illegal Dumping Statistics have been collated based on review of CRMs received and actioned year to date.



**TOTAL NUMBER OF INFRINGEMENTS YTD** ISSUED = \$27, 566

> In comparison to 13 (\$21,274) in 2022-2023



**DUMPING** ILLEGAL INCIDENTS

> In comparison to 22 in December 2022



**APPROXIMATELY** WHEELIE BINS OF **ILLEGALLY DUMPED WASTE YTD** 

In comparison to 1281 in 2022-2023

#### **WASTE TYPES** ILLEGALLY DUMPED

(APPROXIMATE %)



23% Tyres 21% Household Waste

14% Demolition Materials

13% Wrecked Vehicles

11% Mattresses/Furniture

10% Industrial/Commercial

3% Green Waste

2% Hazardous/Asbestos

14.4 Group Manager Infrastructure Monthly Report - December 2023

**Author:** John Keen, Group Manager Infrastructure **Responsible Officer:** John Keen, Group Manager Infrastructure

#### **Purpose:**

This report provides Council with a summary of key operational activities undertaken by the Infrastructure Group during December 2023.

This document is for Council's information only.

#### **Executive Summary**

This report provides Council with a summary of key operational activities undertaken by the Infrastructure Group during December 2023.

#### **Proposal**

That this report be received and noted.

#### **Attachments**

15 Pages Monthly Infrastructure Group Report - December 2023 15 Pages



# Infrastructure

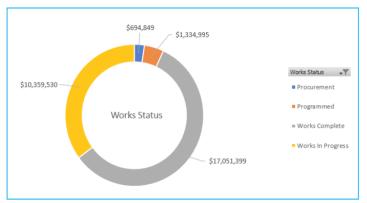
MONTHLY GROUP REPORT DECEMBER 2023



# 2022 Weather Events

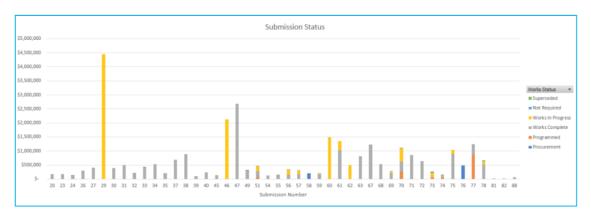
#### PROGRAM OVERVIEW UPDATE

- \$29,440,773 worth of works approved by the Queensland Reconstruction Authority (QRA).
- Current restoration value of the two events is estimated at \$50.3M including Infrastructure Restoration Works and Emergency Works.



#### **SUBMISSION STATUS**

• 51 submissions have been approved with 11 lodged with the QRA for acquittal.



#### RECONSTRUCTION OF ESSENTIAL PUBLIC ASSETS PROGRAM & BETTERMENT

Program updates are as below:

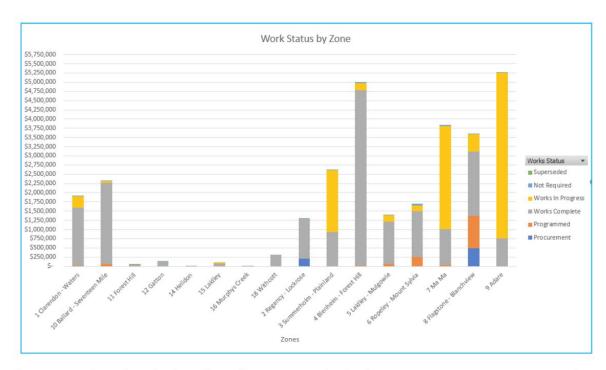
- Grading program is largely complete in all zones with only East Egypt Road remaining, on hold until completion of landslip works.
- Landslip remediation work at Berlin Road has been completed. Liftins Bridge and East Egypt Road are almost completed. Mountain View Drive landslip remediation works are commencing in January.
- Delivery of the two sealed road pavement contracts is nearing completion. Completed anticipated by end of February 2024 weather pending.
- Tender for the repair of the rockfall fence on Flagstone Creek Road is being evaluated and expected to be awarding in January 2024.
- Betterment works extending floodway approaches is progressing with 4 from 11 roads completed. This is being delivered as a mixture of Council staff and external contractors.



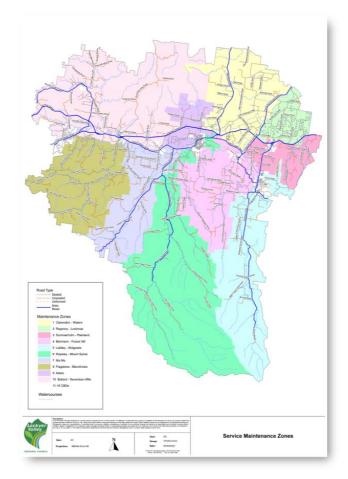




2



Infrastructure works conducted in the Lockyer Valley region are undertaken by maintenance zones. Maintenance zones herewithin the report are mentioned. The below map can be utilised to determine the area of the region the maintenance zone refers to.



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# Infrastructure & Engineering Service Branch Highlights

#### **DESIGN & CONSTRUCTION WORKS - PROJECTS UNDERWAY**

The following projects are currently in the concept design phase:

- Edgerton Drive, Plainland Pavement Reconstruction
- Fairway Drive, Kensington Grove Footpath Missing Link

The following projects are currently in the detailed design phase:

- Ropehill Road, Upper Tenthill Pavement Reconstruction
- · Biggs Road, Withcott
- Postman's Ridge Road, Helidon Spa Pavement Rehabilitation
- Flagstone Creek Road Culvert Replacement
- QRRRF Flood Signage and Cameras
- · Lake Apex Parking and Accessibility
- Gatton Central Drainage Drainage Upgrades
- Lake Apex half basketball court
- Laidley Watermain
- Douglas McInnes Drive Drainage Improvements
- · Brightview Road Extension to existing design.

#### **PAVEMENT REHABILITATION PROGRAM 2023/24**

- This program is 100% funded by Council and it aims to rehabilitate and widen the narrow sections of MaMa Lilydale
  Road after sustaining significant damage from the 2022 rain event. This will achieve a pavement width of 5.5 metres and
  provide a safer road formation for the wider community.
- Council crews are currently completing the road widenings and are 90% complete, with the final seal to be completed in conjunction with the 2023/24 bitumen reseal program.
- Expected completion date in late-February 2024.





#### WOODLANDS / SCHRODERS ROAD, WOODLANDS - REHABILITATION

- Woodlands Road is one of the Lockyer Valley's highest trafficked roads and is considered an arterial road and a key link between the Gatton township and the Laidley township. The roads current formation is a narrow two-lane sealed road with limited sight distance, misshapen road pavement which provides poor rideability and requires frequent maintenance expenditure. Thanks to joint funding from the Transport Infrastructure Development Scheme (TIDS) and Council, some key objectives for the rehabilitation of Woodlands Road are to widen the road to accommodate for heavy vehicles, reconstruct the pavement for the full length to provide a new design life, improve rideability, sight distances, intersection layout and road table drains.
- Contractors have completed the tree clearing and the fencing reinstatement is underway.
- The remainder of works will be carried out by Council crews and are scheduled to begin in February 2024 with an
  expected completion date by mid-June 2024.

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#### **ROBINSON ROAD, GATTON - LANDSLIP**

- The pavement on the Logan Street side of Litfins Bridge has been reinstated but the wearing surface has not due to availability of sealing contractors before Christmas.
- · Creek bank scour protection works in front of the palisade wall on Logan Street has been completed.
- The Robinson Road side of Litfins Bridge has had the piling pads prepared and is awaiting delivery of the sheet piles from the port of Melbourne. A workers strike at the port has pushed the anticipated delivery of the sheet piles to site to mid-January from early January. Following their delivery to site, sheet piling works will commence.



#### FORESTRY ROAD, ADARE - CULVERT REPLACEMENT

- Damage was sustained to the Forestry Road, Adare culvert during the 2022 weather event. Under the Queensland Reconstruction Authority Reconstruction of Essential Public Assets funding the culvert will be replaced.
- The existing damaged culvert has been removed and new concrete pipes have been craned into position.
- This project requires a blended delivery model through Council and contractors. Works are currently 90% completed and have an estimated due date by mid-January 2024.





#### CROWLEY VALE ROAD, CROWLEY VALE - SATURATED PAVEMENT

- The Local Recovery and Resilient Grant (LRRG) program is funding pavement and drainage repairs along Crowley Vale
  Road after the saturated pavement sustained numerous defects during the 2022 floods. Also, Council are liaising with the
  Department of Transport and Main roads to complete additional asphalt works South of the Warrego Highway to tie in
  with our project.
- Council crews are performing pavement repairs and rectification works to the drainage components which are currently 60% complete.
- Expected completion date by late-January 2024.

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#### EAST EGYPT ROAD, STOCKYARD - LANDSLIP

- The East Egypt Road landslip works are split into 3 separate portions, Lower, Middle and Upper. Works are as follows:
  - \* Lower: Minor defects have been rectified following a walk through. Site is mostly complete and only requires minor scour repairs following rain over the Christmas / New Year break and the final seal to be applied. This site is currently under traffic lights while work has continued on the upper and middle sites.
  - \* Middle: This has been completed and is ready to open as this section was unsealed originally. A minor pipe crossing is still needing to be installed.
  - \* Upper: Site has been completed except for one pavement repair and seal uphill from the main slip area and the seal on the main slip area. All the seals for the landslip sites will be completed on the same day in the coming weeks.





14 December 2023

21 December 2023

#### FLOODWAY EXTENSION PROJECT - VARIOUS LOCATIONS

- Damage was sustained to twenty-one concrete floodways across the Lockyer Valley Region during the rain events in 2022.
   Funding to extend and repair the floodways was sourced from the Rectification of Public Assets (REPA). The funded works will minimise damage to council assets during future rain events.
- The locations of the floodways are; Upper Flagstone Road, Ingoldsby Road, Thomas Road, Paynter Road, Sawpit Gully Road, Flagstone Road, Rockmount Road, Dallingers Road, Left Hand Branch Road, McGarrigal Road and Stockyard Creek Road
- The project is 40% complete. The delivery is managed through a blended delivery with Council crews performing the civil works with assistance from specialized concrete contractors.

#### MAHON BRIDGE, CARPENDALE

- Mahon Bridge was originally built in 2009 however, sustained severe damage in January 2013 floods. Funding from the
  Bridges Renewal Program (BRP) is allowing us to replace the existing concrete bridge and design a resilient structure that
  will sustain substantial floods, provide improved flood resilience to the community, and provide heavy vehicle connectivity
  to the district from the west.
- Early investigation, design and geotechnical/environmental reports have been completed.
- The preliminary design has been reviewed and a detailed flood impact assessment is currently underway before the
  detailed design can begin. The detailed design is expected to be completed by the end of February 2024.
- The cost estimates for construction in 2024/25 have been received within budget.

#### **SEALED ROAD WORKS**

• 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.



#### **BITUMEN RESEAL PROGRAM 2023/2024**

- Lockyer Valley Regional Council are seeking to reseal approximately 170,000m² (22 roads) of existing road pavement as
  asset renewal works for its sealed roads. This program is joint funded by both Council and the State Government through
  the Roads to Recovery Program (RTR).
- The objective of the RTR Program is to contribute to the Infrastructure Investment Program through supporting maintenance of the nation's local road infrastructure asset, which facilitates greater access for Australians and improved safety, economic and social outcomes.
- Contract has been awarded to a third-party contractor and commenced this month with an expected completion by February 2024.





Cooper Street, Laidley

Cooper Street, Laidley

#### BRIGHTVIEW ROAD, GLENORE GROVE - DRAINAGE AND PAVEMENT REHABILITATION

- Brightview Road is a rural arterial road connecting Gehrke Road and Forest Hill Fernvale Road at Glenore Grove and thanks to the Building Better Regions (BBR) fund Lockyer Valley Regional Council can proceed with drainage upgrades and the rehabilitation of the pavement due to its poor condition.
- Council Infrastructure crews have completed the civil and drainage works and a specialised third party contractor has begun the pavement reconstruction, due to be completed by the end of January 2024.





#### **DESIGN & CONSTRUCTION WORKS - PROJECTS COMPLETED**

#### **UNSEALED ROADS WORKS - COMPLETED**

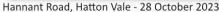
• The remaining roads in Zones 10, 11 and 18 where completed resulting in all unsealed roads packages works completed on ground.



#### DESIGN & CONSTRUCTION WORKS - PROJECTS COMPLETED

#### **SEALED ROADS WORKS - COMPLETED**







Hannant Road, Hatton Vale - 13 December 2023



Glendene Road, Forest Hill - 28 October 2023



Glendene Road, Forest Hill - 12 December 2023

#### **DESIGN & CONSTRUCTION WORKS - PROJECTS UPCOMING**

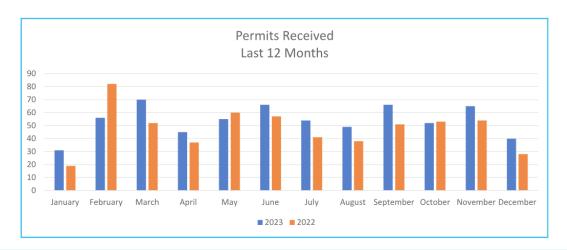
- The following project is soon to be designed:
  - \* Tenthill Creek Road Upgrade
- The following projects are scheduled to commence construction works:
  - \* Ropehill Road Pavement Rehabilitation
  - \* Edgerton Drive Pavement Rehabilitation

# Operations & Maintenance

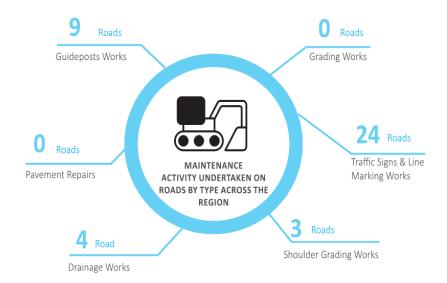
#### WORKS ON ROADS PERMITS & APPLICATIONS



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#### MAINTENANCE WORKS



# Infrastructure Planning

#### ASSET MANAGEMENT

- Council officers are continuing to work through Stormwater CCTV Inspection data and incorporate it into the asset register, following completion of the contractor inspections. The asset register data will be updated to reflect the current condition.
- Final reports for the Building Condition Assessment have been provided by the contractor. 116 buildings have been condition assessed in this project.
- Scoping for the Road Condition Assessment project has been prepared. Quotations will be sought via the Local Buy panel. The Quotation closes in Mid January 2024.
- · Asset officers are preparing capital works project lists and verifying priorities for consideration for future budgets.
- · Quotations for mini-bus has been received. It is expected that the mini-bus will be procured in January.
- Quotation trucks has been received. Officers are in the evaluation stage, with clarification sought from the Tenders. Orders will be procured once the evaluation team is satisfied with the offers.
- We have a contractor assisting with the development of the Fleet Audit outcomes to improve our Fleet Management practices and processes.
- Condition inspections of 157 assets
- Total of 37 cars and trucks sustained hail damaged. Awaiting an insurance assessor to assess the vehicle damage.

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- Road safety audits will be completed on Laidley Creek West Road, Preston Boundary Road and Silver Pinch Road to review
  the safety concerns raised by customers and therefore assessing the options available. The contractor has been engaged
  for all roads, with now assessments underway. The Laidley Creek West Road it at review stage with Council Officers. The
  Preston Boundary and Silverpinch Roads are still being developed by the Contractor.
- Developing specification for mower tender.
- Continued processing of capital completions
- Processing of developer-contributed assets
- Preparation of data for valuation of Drainage and Waste asset classes
- Routine RMPC inspections
- · Completion of routine defect inspections in Zones 6, and commencement of routine defect inspections in Zone 7

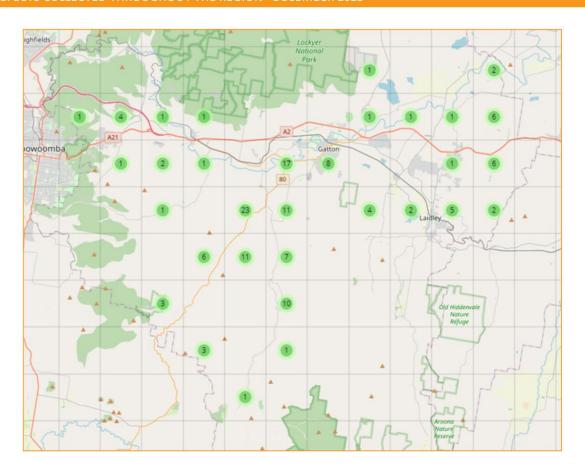
#### DEFECT OVERVIEW

TOTAL DEFECTS CAPTURED IN DECEMBER 2023

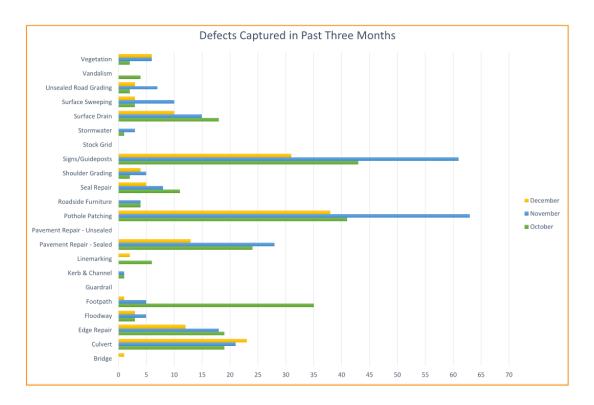




#### DEFECTS COLLECTED THROUGHOUT THE REGION - DECEMBER 2023



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# Community Recreation & Facilities Branch Highlights

CAPITAL WORKS - PROJECTS UNDERWAY

#### LOCKYER WATERS FACILITY HALL

• The prefabricated building is expected to be ready by late February 2024. Site works have commences and Council and the contractor are working through updated documentation.

#### **CAPITAL WORKS - UPCOMING PROJECTS**

Project	Status	Expected Commencement Date
Lake Dyer Amenities Block	Contractor engaged to manufacture, deliver, and install accessible amenities (stage 1).	Install approx. April 2024.
Das Neumann Haus – Cleaning and Bird Proofing	RFQ currently out to market.	To be confirmed.
Lake Apex - Half Basketball Court	Procurement underway.	To be confirmed.
Gatton Shire Hall Weatherproofing	Contractor has been engaged. Works to be undertaken in February and May 2024.	February and May 2024.
Park Playground Surfacing Improvements	Contractor engaged.	To be confirmed.
Accessibility Program	Preplanning and design investigation	To be confirmed.

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#### MAINTENANCE WORKS

#### Furniture Maintenance / Landscaping

Standard maintenance as required across parks within the region.

#### **Playground Maintenance**

· Playground maintenance and repairs, as required.

#### Mowing/Slashing

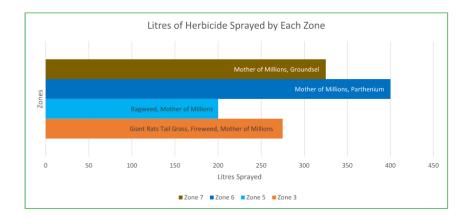
- Spraying roadside furniture in Zone 6 and 7 total of 8,000L of herbicide sprayed
- Roadside Slashing in Zones 4, 5 and 9 (Mulgowie, Mt Berryman, Blenheim, Adare)
- 2 rounds of mowing complete in Gatton, Laidley, Grantham, Helidon, Withcott, Murphys Creek, Forest Hill.

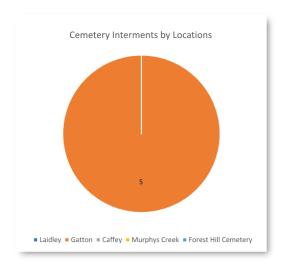
#### **Event Assistance**

- Forest Hill Christmas Festivities
- Lockyer Valley Christmas Carnival

#### **Declared Weeds**

· Roadside treatments primarily in zones 6 and 7, targeting mostly Mother of Millions and Rats Tail Grass.





#### **FACILITIES MAINTENANCE WORKS**

#### STORM DAMAGE WORKS

• Following severe hail storm in various locations officers have conducted assessments and made locations safe. Officers are coordinating the repairs works with the insurance company.



Lockyer Valley Sports & Aquatic Centre damaged solar panels



Lockyer Valley Sports & Aquatic Centre damaged skylight

#### DAL RYAN MEMORIAL POOL - NOVEMBER 2023

#### **VISITATIONS**

- 2,390 total facility visitation for November which is a 58.4% increase compared to October 2023.
- · 4 swimming carnivals were held.

#### LOCKYER VALLEY SPORTS & AQUATIC CENTRE - NOVEMBER 2023

#### **VISITATIONS**

- 16,656 total facility visitation for November which is a 5.7% increase compared to October 2023
- Total active memberships for November is 496 which is a 2.7% decrease compared to October 2023.

#### **LEARN TO SWIM PROGRAM**

- 681 active enrollments in the Learn to Swim Program, which is a 6.6% increase on October 2023.
- 32 new students joined within the month and 7 students canceled.

#### **HEALTH CLUB PROGRAMMING**

68 group fitness classes were held.

#### SCHOOLS AND GROUP BOOKINGS

- 7 schools attended the facility for a variety of booking and programs including:
  - \* Gatton State school, School swimming Mondays, Tuesdays and Wednesdays.
  - \* Tent Hill Lower, school swimming block swimming
  - \* OLGC School swimming Wednesdays Lower school.
  - \* Helidon State school, Thursdays school Swimming
  - \* Mt Whitestone Thursdays school swimming
  - \* Grantham Thursdays school Swimming
  - \* MaMa Creek Thursday school swimming
- Group Bookings
  - \* Catholic Cup.
  - \* Helidon/ Withcott.
  - Caffey small School.
  - \* Multi Distance Swimming Carnival involving 370 swimmers.
  - \* Basketball Tuesday Night.
  - \* Futsal Thursday Night.
- · Upcoming events
  - \* 2024 swimming carnival starting with Kemp Sprints
  - \* Australia Day Carnival

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#### AFTER HOURS CALLS

- A total of 19 after hours calls were received between 24 December 2023 and 1 January 2024 involving but not limited to:
  - \* 10 fallen trees over roads requiring removal
  - \* 3 flooded road requesting signage
  - \* Bitumen washed away and road failures due to heavy rain
  - \* Requests for traffic controllers due to fallen power lines across a road



Flagstone Creek Road, Lilydale



Sandy Creek Road, Grantham



School Road, Helidon

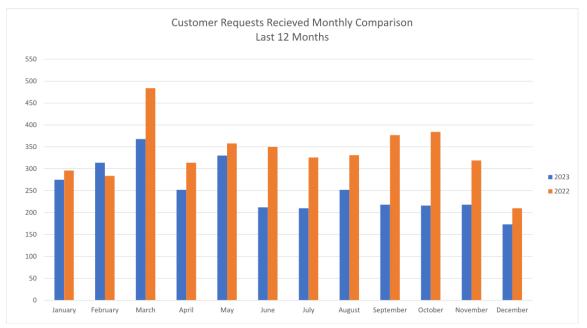


East Egypt Road, Stockyard



Back MaMa Road, Mount Whitestone

#### **CUSTOMER CONTACT**



Data as at 8 January 2024



Data as at 8 January 2024







14.5 Quarterly Progress Update on Actions Arising from Council Resolutions -

December 2023

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

#### **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).

This document is for Council's information only.

#### **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 October to 31 December 2023.

#### **Outstanding Actions Report**

The document titled *Outstanding Actions* 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:

TOTAL:	15
Infrastructure:	2
Community and Regional Prosperity:	0
People, Customer and Corporate Services:	9
Executive Office:	4

#### **Completed Actions Report**

The document titled *Completed Actions October – December 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, 67 actions have been completed since 1 October 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 - October to December 2023

**Author:** Kacey Bachmann, Management Accountant; Dee Stewart, Coordinator

**Accounting Services** 

**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 31 December 2023, Council had a total investment holding of \$41.60 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 31 December 2023, Council had a total investment holding of \$41.60 million.

The two following tables show the investment institution, credit rating and product type of our investment portfolio on 31 December 2023:

Table 1

Institution	Amount \$	Percentage Holding	Credit Rating
QTC	23,601,375	56.73%	AA
National Australia Bank	3,000,000	7.21%	AA-
Macquarie Bank	3,000,000	7.21%	A+
Suncorp	1,000,000	2.40%	A+
Bank of QLD	4,000,000	9.62%	BBB+

Institution	Amount \$	Percentage Holding	Credit Rating
MyState Bank	2,000,000	4.81%	BBB+
AMP Bank	4,000,000	9.62%	BBB
Judo Bank	1,000,000	2.40%	BBB-
Total	41,601,375	100.00%	

Table 2

Product Type	Amount \$	Percentage Holding
Cash Fund - QTC	23,601,375	56.73%
Term Deposit	18,000,000	43.27%
Total	41,601,375	100%

The following tables display the performance of Council's investments, identified by investment type and days invested, against the Bank Bill Swap Rate (BBSW) and the Bloomberg AUSBOND Index (AUSBOND). The tables compare the rate of return on Council's investments on 31 December 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	5.14%	4.35%	4.34%

Table 4

Term Deposit Performance Against	Av Return	BBSW	AUSBOND
BBSW Index & AUSBOND Index	on Deposits	Index	Index
Term Deposits	5.12%	4.31%	4.34%

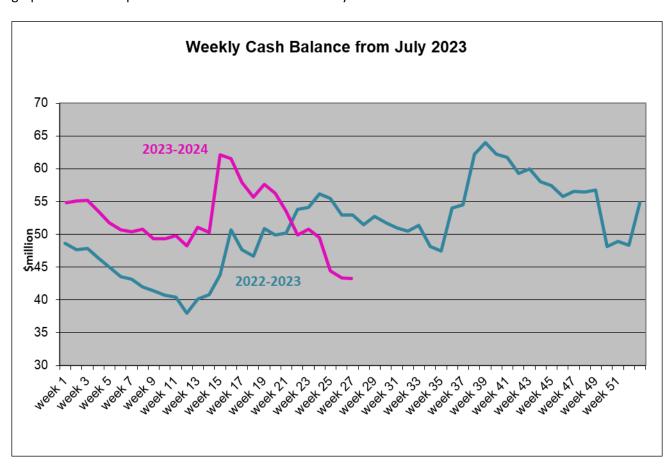
Interest rates have increased for all institutions. The QTC cash fund rate is in line with term deposit rates making either an attractive investment option. The best regular rates on offer at present are around 5.00% and 5.32% for investment periods from three to twelve months.

Table 5

Interest Income vs Budget	YTD Actual	YTD Budget	% Annual YTD Budget
Interest Income on investments	\$1,271,413	\$851,682	49.28%

As reflected in table 5, interest revenue has exceeded the target for the year to date.

During the second 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 31 December 2023 is in overall compliance with the 2023-24 Investment Policy.

Table 6

Investment Policy Credit Risk Compliance	Current Exposure	Allowable Exposure	Difference	
	Cash Funds			
QTC Cash Funds	56.73%	100%	43.27%	
Term Deposits				
AAA to A+	16.83%	85%	68.17%	

Investment Policy Credit Risk Compliance	Current Exposure	Allowable Exposure	Difference
A to BBB+	14.42%	45%	30.58%
BBB to BBB-	12.02%	30%	17.98%

#### **Attachments**

There are no attachments for this report.

14.7 Urban Utilities Board Update - November & December 2023

**Author:** Vickie Wieland, Executive Assistant Chief Executive Officer

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

#### **Purpose:**

The purpose of this report is to provide Council with highlights from the Urban Utilities (UU) November and December 2023 Board Meetings.

This document is for Council's information only.

#### **Executive Summary**

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

#### **Urban Utilities is:**

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

Responsible for delivering water to customers, collecting, transporting, and treating sewage, as well as charging and billing for water and wastewater services for customers in the Brisbane, Ipswich, Lockyer Valley, Scenic Rim and Somerset local authority areas.

#### **Attachments**

15 Urban Utilities Board Update 5 Pages





Office of the Board Chair 31 Duncan Street Fortitude Valley QLD 4006

GPO Box 2765 Brisbane QLD 4001

#### 21 December 2023

The Mayor Councillor Tanya Milligan Lockyer Valley Regional Council PO Box 82 Gatton Q 4343

tmilligan@lvrc.qld.gov.au

Dear Mayor,

#### **Urban Utilities Board Update**

I am pleased to provide the following update on activities and deliberations of the Urban Utilities Board in November and December 2023.

#### Significant activities and areas of Board focus

This has been a busy period which has included the final Board and committees meetings for 2023 and the Special General Meeting with our shareholding councils. Areas of focus in Board and committee discussions have included operational performance and long-term asset resilience, digital resilience in light of recent publicised cyber outages in other organisations, and participation returns policy settings to address matters previously raised by Councils. Safety of our people and the community also continues to be a key area of focus for the Board and management.

The Special General Meeting was held on 1 December at Urban Utilities' corporate offices in Fortitude Valley. The Board would like to acknowledge the positive engagement and interest of shareholding Councils on important issues such as customer affordability, long term asset performance and future growth.

#### **Board meeting 20 November 2023**

The Urban Utilities Board met on 20 November for an ordinary meeting. Following an in camera session, the Board considered the following significant items of business during the meeting.

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#### **Enhancing Liveability**

#### S5 Sandgate Integrated Catchment Plan Strategic Business Case

The Board approved the strategic business case for the S5 Sandgate integrated catchment plan, including capital interventions of \$271.6 million over the ten year capital planning horizon. This approval followed careful and detailed analysis of wet weather outcomes undertaken to inform the proposed capital investments. The S5 Sandgate catchment serves 112,500 equivalent persons and is adjacent to internationally important Ramsar wetlands.

#### Hamilton Siphon Renewal Stage 3 - Combined Gate 2/3 Business Case

I have updated you previously about the renewal of the Hamilton Siphon. This major asset services 164,000 equivalent persons in Brisbane. The delivery of the Hamilton Siphon renewal project commenced during 2023 after a significant and complex planning effort, with the replacement of the first pipe due to be completed in mid-2024.

Given age and condition of this asset, planning has been undertaken for the next stage of the project, the renewal of the second pipe in the siphon. The Board approved a combined business case addressing solution identification and delivery approach for the second pipe renewal, for an estimated investment value of \$51.5 million. Delivery will commence in mid-2024 once the first pipe is renewed.

#### Social and Economic Value

#### **Development Activity Report**

The Board considered a report on development activities and trends over the Urban Utilities service territory, noting improvements being implemented by the business to the Infrastructure Charge Notice system, the results of a developer customer survey, and the forthcoming indexation of infrastructure charges which had been the subject of extensive communications with the property sector.

#### **Growth Activities**

The Board regularly considers Growth opportunities for the business. Key matters discussed by the Board included business case development for initiatives, analysis of financial and other impacts of growth activities such as network capacity, and infrastructure and capital investments that may be required.

#### Annual Review of Opportunity Appetite Statement

The Board approved a revised Opportunity Appetite Statement for Urban Utilities. This statement assists the business to filter and prioritise growth and commercialisation opportunities, taking into account matters such as core capabilities, optimisation of existing assets, and new products and service offerings.

#### Foundational Success

#### Annual Review of Risk Appetite Statement

The Board approved an updated risk appetite statement. This is a key component of Urban Utilites' risk management framework and sets expectations for mitigating, accepting and/or pursuing different types of risk, and provides the boundaries and thresholds for acceptable

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risk-taking within the business. The Board noted that water quality and aesthetics would be a key risk area for further consideration during 2024.

#### Next Generation 4D Partnership - Significant Procurement Plan

The Board approved the strategy for the procurement of professional, engineering and construction services. Urban Utilities is seeking to procure providers aligned to strategic outcomes, and to achieve a commercial environment which will drive collaboration, value for money and high quality performance in delivering our capital investment programs.

#### Integrated Engineering Servcies Contract Extension

The Board approved a one year extension of current contracts for the provision of integrated engineering services contracts pending the completion of the Next Generation 4D procurement.

#### Network Integrity - Selective Inspection Program

The Board approved the continuation of Urban Utilities' Selective Inspection Program. This program allows Urban Utilities, or its authorised agents, to access private properties to identify and rectify network integrity issues, such as illegal stormwater connections. This program continues to be effective and is reviewed every six months by the Board, as required by law.

The locations approved for the period from 1 January 2024 to 30 June 2024 are: McDowall, Aspley, Fitzgibbon, Carseldine, Albion, Mitchelton and Kalinga, all in the Brisbane area, and in regional local government areas, Gatton South (Lockyer Valley), Boonah (Scenic Rim), and Woolmar (Somerset).

#### Annual Compliance Certificates - Participating Local Government Loans

The Board endorsed the execution by the Chair of compliance certificates for participating local government loan agreements. The annual compliance certificates address planning, financial reporting, solvency, risk and similar matters.

#### **Board meeting 4 December 2023**

The Urban Utilities Board met on 4 December for its final ordinary meeting of 2023.

During an in-camera session, the Board considered Board committees memberships for 2024, subject to the approval by the shareholding councils of the appointment of Carmel Krogh to the Board. Subsequent to the meeting, the approval of Carmel Krogh's appointment by a special majority of participants was confirmed, and Carmel will commence her term on 1 January 2024.

The Board also discussed current issues within the business in an in camera session with the CEO.

Significant agenda items covered in the Board meeting were as follows.

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#### **Environmental Leadership**

#### Strategic deep dive

The Board undertook a strategic deep dive discussion on environment leadership addressing emissions to waterways, land and air. Key issues considered included the relationship between our environmental leadership goals and our integrated catchment and zone planning approach, asset management and operational implications, and net zero ambitions. Other matters discussed included engagement with the regulator, streambank and other rehabilitation projects, and engagement on initiatives particularly with our regional councils.

#### **Foundational Success**

#### Internal Audit Partner

The Board approved the appointment of a new internal audit partner to commence from 1 July 2024.

#### FY24 Interim Participation Return Declaration

The Board approved, in accordance with the FY24 Annual Operational Plan settings, the declaration of an interim Participation Return equal to 50% (or \$60 million) of the Floor Return (being \$120 million), payable in January 2024.

#### Participation Returns Policy and Participation Agreement

The Board endorsed proposed revisions to the Participation Returns Policy and to the Participation Agreement, which addressed feedback provided by Councils over recent months on these documents and on issues relating to participation return settings and related matters. Consultations with Councils at officer level are currently getting underway and will continue into early 2024.

#### Treasury Policy Review

The Board approved minor updates to treasury policies on borrowing, credit and liquidity, derivatives and short-term investments. These policies form part of compliance with financial management standards applicable to Urban Utilities.

#### Automatic Increase Provisions of Infrastructure Charge Indexation

The Board approved the indexation of all infrastructure charges, by way of an automatic increase provision, pursuant to section 99BRCG of the *South-East Queensland Water* (Distribution and Retail Restructuring) Act 2009.

#### Fire Meter Charging Policy

The Board approved revisions to the fire meter charging policy. Urban Utilities charges for excess water usage (above 3kL) on a dedicated fire meter where a customer cannot demonstrate that the water use is for fire purposes.

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#### Modern Slavery Statement FY22/23

The Board approved Urban Utilities' Modern Slavery Statement for FY23. This will be published on the Australian Government's Online Modern Slavery Register.

#### **Deeds of Indemnity**

The Board approved the execution of deeds of indemnity in favour of new members of the Executive Leadership Team and two other officers of the business, the Board Secretary and the General Counsel.

#### **Regular Reports**

At both the November and December meetings the Board noted a regular report from the CEO about current and significant issues within the business.

Consistent with its role to oversee the management of Urban Utilities' business, the Board has also considered monthly reports on Urban Utilities' performance against key metrics and service standards, and on financial management, delivery of capital investments, and safety performance and a program of safety improvement activities. An update on Urban Utilities' response to previous high potential or near miss safety events was provided, and the Board also considered the regular risk report on strategic and Board focussed operational risks.

In closing, 2023 has been a busy and challenging year, and your support and collaboration on Urban Utilities' endeavours over the year have been greatly appreciated.

May I take this opportunity to extend my best wishes of the season to you and to all the members of your broader council teams.

Yours sincerely

BRONWYN MORRIS AM Chair

BK Myris

cc: CEO lan Church

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#### 15. CONFIDENTIAL ITEMS

15.1 Appointment of Lead Advisor for the Lockyer Valley & Somerset Water

Security Scheme (LVSWSS) Optimisation Assessment Phase 1

**Author:** Jason Harm, Manager Communities; Scott Norman, Chief Financial Officer

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

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

#### **Purpose:**

The purpose of this report is to seek Council's endorsement of the recommendations of the Tender Evaluation Panel for the procurement of a Lead Advisor for the Lockyer Valley & Somerset Water Security Scheme (LVSWSS) Optimisation Assessment, Phase 1.

#### 16. MEETING CLOSED