

ORDINARY MEETING OF COUNCIL

AGENDA

15 MAY 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 - 24 April 2024

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

Officer's Recommendation:

THAT the minutes of the Ordinary Meeting of the Lockyer Valley Regional Council held on 24 April 2024 be taken as read and confirmed.

Attachments

There are no attachments for this report.

7. BUSINESS ARISING FROM MINUTES

No Business Arising from Minutes.

8. COMMITTEE REPORTS

No Committee Reports.

9. **DEPUTATIONS/PRESENTATIONS**

No Deputations/Presentations.

10. EXECUTIVE OFFICE REPORTS

10.1 Changes to Councillor Representation on Committees

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

Purpose:

The Purpose of this report is to recommend a change to the Councillor representation to the Lockyer Valley Crime Stoppers Committee and recommend two Councillors to be representatives on the Queensland Transport Museum Advisory Committee.

Officer's Recommendation:

THAT Council:

- 1. Replace Councillor Steinhardt as a representative of the Lockyer Valley Crime Stoppers Committee with Councillor XXX.
- 2. Appoint Councillors Chris Wilson and David Neuendorf as representatives on the Queensland Transport Museum Advisory Committee.

Executive Summary

At the Ordinary Meeting held on 24 April 2024, Council representatives were appointed to Committees and Groups which have identified a need for Councillor representation. This included the appointment of Councillors Reck and Steinhardt to the Lockyer Valley Crime Stoppers Committee. In addition, it was identified the Queensland Transport Museum Advisory Committee generally has two Councillor representatives that were not appointed at the 24 April 2024 meeting.

It is normal practice for these appointments to be made by resolution of Council at the commencement of each term. The appointments can be subject to review and amendment where circumstances change.

Proposal

Lockyer Valley Crime Stoppers Committee have advised that they meet every second Monday of each month. Councillor Steinhardt's current commitments prevent her from attending the regular Committee meetings. I note that the Committee has not yet been advised of Councillor Steinhardt's appointment therefore the Councillor has not yet taken up the office. As such, an alternative Councillor is required to be appointed to this Committee in Councillor Steinhardt's place.

During the 2020-2024 term of Council, the Queensland Transport Museum Advisory Committee had two Councillor representatives. These included the Deputy Mayor and another Councillor with some transport knowledge. It is recommended that this model is continued for the foreseeable future and the Deputy Mayor and Councillor Neuendorf are appointed, with the latter having experience in the transport industry.

Previous Council Resolutions

Ordinary Meeting of Council – 22 April 2020 (Resolution No 20-24/0017)

Ordinary Meeting of Council – 24 April 2024 (Resolution No 24-28/0014).

Strategic Implications

Corporate Plan

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

Finance and Resource

There are no additional financial implications in relation to matters raised in this report.

Legislation and Policy

The Local Government Act 2009 and the Local Government Regulation 2012 provide the basis for Advisory Committees to Council and for all Council representation on external and statutory bodies as required for the ongoing business of Council.

Any identified policy implications which may arise will be addressed through the appropriate channels.

Risk Management

Corporate Risk Categories – Reputational (R1) and Stakeholder Political (P1)

Consultation

Internal Consultation

The Mayor and Councillors have been engaged in determining the proposed Councillor representation.

External Consultation

The respective external Committees/Groups will be notified of the Councillor representatives once resolved by Council.

Attachments

There are no attachments for this report.

10.2 Summary of Council Actual Performance V Budget - 30 April 2024

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 30 April 2024.

Officer's Recommendation:

THAT Council receive and note the Summary of Council Actual Financial Performance versus Budget to 30 April 2024.

Executive Summary

In accordance with Section 204 of the Local Government Regulation 2012, a financial report summarising the progress of Council's actual performance against budget is to be presented to Council. This report provides a summary of Council's financial performance against budget for the financial year to 30 April 2024.

At 30 April 2024, revenues and expenditures are both under target. Variations are mostly the result of timing differences and will be monitored closely over the coming months as we approach end of financial year.

Proposal

Monthly reporting of Council's financial performance is a legislative requirement and reinforces sound financial management practices throughout the organisation. The following report provides a summary of Council's financial performance against budget to 30 April2024.

Operating Revenue - Year to date target \$70.83 million actual \$66.23 million or 93.5%

At 30 April 2024, overall operating revenue for the year to date is below target.

Rates and Utility Charges (Gross) on target

The second rates levy for 2023/2024 was levied on 5 February 2024 with a due date of 6 March 2024. 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. 91.57% of the levy was collected as at 9 May 2024.

Charges and Fees over budget by \$0.67 million

The favourable variances in fees and charges relate predominately to higher than expected income from infrastructure charges (\$0.6 million) and plumbing and building fees (\$0.07 million).

Interest over budget by \$0.30 million.

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

Operating Grants and Subsidies under budget by \$3.90 million.

The unfavourable variance relates to a delay in funding for the SEQ City Deal Water Collaborative. There is a corresponding underspend on goods and services for this funded project.

Operating Contributions and Donations under budget by \$1.50 million.

The unfavourable variance relates predominantly to Resilient Rivers projects unable to commence as originally forecasted due to delays in funding receipts. There is a corresponding underspend on goods and services for this funded project.

Other Revenue under budget by \$0.24 million.

The unfavourable variance in other revenue relates predominantly to delay in settlement of insurance claims for facilities.

Operating Expenditure - Year to date target \$66.04 million actual \$55.19 million or 83.57%

Employee Costs on target

Employee costs are on target as at 30 April. However, there is an underspend of capitalised wages (\$0.11 million). The underspend on capital wages has been offset by vacant positions during the financial year. 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 \$10.80 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 Growth & Policy projects (\$0.58 million), Resilient Rivers projects (\$1.51 million), Regional Development projects (\$5.84 million), Community Wellbeing projects (\$0.32 million) ICT projects (\$0.20 million) and Waste contracts (\$0.63 million). \$5.90 million of the Regional Development Water Initiatives project expenditure and associated funding will be carried forward to the 24/25 budget. The timing and delivery of other underspent operational projects and contracts will be investigated to confirm a delivery within the current financial year.

Capital Project Expenditure – Year to date target \$55.87 million actual \$50.46 million or 90.31% At 30 April 2024, Council has expended \$50.46 million on its capital works program with a further \$6.60 million in committed costs for works currently in progress.

Council has spent \$39.63 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 \$31.58 million spent as at 30 April 2024 with a further \$1.18 million 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 30 April 2024, Council had \$56.95 million in current assets compared to \$17.76 million in current liabilities with a ratio of 3.21:1. This means that for every dollar of current liability, there is \$3.21 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 30 April 2024, there has been a net cash outflow of \$22.2 million with \$6.82 million inflow from operating activities, a net cash outflow of \$16.77 million from investing activities including capital revenue and expenditure and a net cash outflow of \$12.25 million for repayment of borrowings. 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 30 April, Council's cash balance was \$32.25 million. Unexpended grant funds, which are restricted to be spent in accordance with the terms of the grant, are \$8.85 million.

Council's outstanding debt at 30 April was \$0. This is following Council's decision, at the Council meeting held on the 20 December, 2023, to repay the full amount of outstanding debt.

Sustainability Measures

The 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.

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 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 Report April 2024 19 Pages
- 25 Sustainability Indicators April 2024 1 Page

LOCKYER VALLEY REGIONAL COUNCIL Operating Revenue and Expenditure Dashboard For the Period Ending 30th April 2024

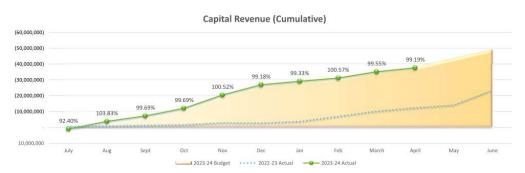


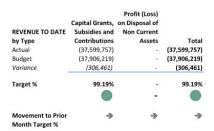
REVENUE TO DATE by Type Actual Budget Variance	Rates and Utility Charges (Gross) (47,582,936) (47,540,357) 42,579	Discount 1,943,740 1,916,500 (27,240)	Charges and Fees (7,259,475) (6,586,137) 673,338	Interest (2,759,083) (2,452,283) 306,799	Operating Grants and Subsidies (6,646,449) (10,549,088) (3,902,639)	Contributions and Donations (407,439)	Contract/Reco verable Works (738,890) (687,333)	Other Revenue (2,234,098) (2,476,730) (242,632)	Profit from Investments (541,800) (542,000) (200)	Total (66,226,429) (70,826,095) (4,599,666)
Target %	100.09%	101.42%	110.22%	112.51%	63.00%	21.35%	107.50%	90.20%	99.96%	93.51%
Movement to Prior Month Target %	*	→	•	•	->	•	*	*	*	-



EXPENDITURE TO					
DATE	Employee	Goods and			
by Type	Costs	Services	Finance Costs	Depreciation	Total
Actual	24,518,626	18,523,658	631,752	11,516,845	55,190,881
Budget	24,534,822	29,323,331	584,795	11,595,093	66,038,041
Variance	16,197	10,799,673	(46,958)	78,249	10,847,160
Target %	99.93%	63.17%	108.03%	99.33%	83.57%
Movement to Prior	•	→	4	->	->
Month Target %					

LOCKYER VALLEY REGIONAL COUNCIL Capital Revenue and Expenditure Dashboard For the Period Ending 30th April 2024





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

Capital Expenditure (Cumulative)



EXPENDITURE TO DATE	People, Customer and Corporate	Executive		Community and Regional	
by Group	Services	Office	Infrastructure	Prosperity	Total
Actual	2,447,937	309,820	39,633,816	8,067,952	50,459,525
Budget	3,473,731	577,025	42,995,076	8,828,507	55,874,338
Target %	70.47%	53.69%	92.18%	91.39%	90.31%
Movement to Prior Month Target %	>	•	•	→	•

Lockyer Valley Regional Council (Whole Council) Statement of Comprehensive Income For the Period Ending April 2024

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	47,587,774	47,582,936	47,540,357	(42,579)	-0.09%
Discount	(1,946,500)	(1,943,740)	(1,916,500)	27,240	-1.42%
Charges and Fees	7,354,049	7,259,475	6,586,137	(673,338)	-10.22%
Interest	2,586,115	2,759,083	2,452,283	(306,799)	-12.51%
Operating Grants and Subsidies	19,196,268	6,646,449	10,549,088	3,902,639	37.00%
Operating Contributions and Donations	2,442,000	407,439	1,908,667	1,501,228	78.65%
Revenue - Contract/Recoverable Works	1,121,500	738,890	687,333	(51,556)	-7.50%
Other Revenue	2,866,437	2,234,098	2,476,730	242,632	9.80%
Profit from Investments	1,805,836	541,800	542,000	200	0.04%
Total Recurrent Revenue	83,013,480	66,226,429	70,826,095	4,599,666	6.49%
Capital Revenue					
Capital Grants, Subsidies and Contributions	48,999,524	37,599,757	37,906,219	306,461	0.81%
Gain on Sale	203,695	118,445	169,746	51,301	30.22%
Total Revenue	132,216,699	103,944,631	108,902,060	4,957,429	4.55%
Capital Income	-	-	-	-	0.00%
Total Income	132,216,699	103,944,631	108,902,060	4,957,429	4.55%
Expenses					
Recurrent Expenses	20 427 042	24 540 626	24 524 022	45 407	0.070/
Employee Costs	30,427,012	24,518,626	24,534,822	16,197	0.07%
Goods and Services	36,493,331	18,523,658	29,323,331	10,799,673	36.83%
Finance costs	661,210	631,752	584,795	(46,958)	-8.03%
Depreciation	13,914,112	11,516,845	11,595,093	78,249	0.67%
Total Recurrent Expenses	81,495,665	55,190,881	66,038,041	10,847,160	16.43%
Capital Expenses		1,460,927	-	(1,460,927)	0.00%
Total Expenses	81,495,665	56,651,808	66,038,041	9,386,233	14.21%
Net Recurrent Result/Operating Surplus/(Deficit)	1,517,815	11,035,549	4,788,054	(6,247,494)	-130.48%
NET RESULT AFTER CAPITAL ITEMS	50,721,034	47,292,824	42,864,019	(4,428,805)	-10.33%

Lockyer Valley Regional Council (Executive Office) Statement of Comprehensive Income For Period Ending April 2024

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	37,726,458	37,719,782	37,678,958	(40,824)	(0.11)
Discount	(1,707,500)	(1,711,498)	(1,677,500)	33,998	(2.03)
Charges and Fees	314,529	300,001	297,862	(2,139)	(0.72)
Interest	2,539,746	2,689,508	2,406,309	(283,199)	(11.77)
Operating Grants and Subsidies	2,875,113	444,422	303,727	(140,696)	(46.32)
Revenue - Contract/Recoverable Works	-	1,301	-	(1,301)	-
Other Revenue	1,312,625	979,745	1,082,204	102,459	9.47
Profit from Investments	1,805,836	541,800	542,000	200	0.04
Total Recurrent Revenue	44,866,807	40,965,062	40,633,560	(331,501)	(0.82)
Capital Revenue					
Capital Grants, Subsidies and Contributions	513,786	143,875	169,000	25,125	14.87
Gain on Sale	-	-	-	-	-
Total Revenue	45,380,593	41,108,936	40,802,560	(306,376)	(0.75)
Capital Income					
Total Income	45,380,593	41,108,936	40,802,560	(306,376)	(0.75)
Expenses					
Recurrent Expenses					
Employee Costs	4,239,357	5,004,079	3,508,511	(1,495,567)	(42.63)
Goods and Services	2,864,146	1,267,376	1,649,274	381,898	23.16
Finance costs	609,212	580,466	544,871	(35,594)	(6.53)
Depreciation	12,145,019	10,257,741	10,120,849	(136,892)	(1.35)
Total Recurrent Expenses	19,857,734	17,109,661	15,823,506	(1,286,156)	(8.13)
Capital Expenses					
Total Expenses	19,857,734	17,109,661	15,823,506	(1,286,156)	(8.13)
Net Recurrent Result/Operating Surplus/(Deficit)	25,009,074	23,855,400	24,810,055	954,654	3.85
NET RESULT AFTER CAPITAL ITEMS	25,522,860	23,999,275	24,979,055	979,780	3.92

Lockyer Valley Regional Council (People, Customer and Corporate Services) Statement of Comprehensive Income For Period Ending April 2024

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	8,682,500	8,681,117	8,682,583	1,466	0.02
Discount	(239,000)	(232,242)	(239,000)	(6,758)	2.83
Charges and Fees	1,057,820	901,206	881,550	(19,656)	(2.23)
Interest	44,000	66,837	44,000	(22,837)	(51.90)
Operating Grants and Subsidies	379,450	384,290	371,450	(12,840)	(3.46)
Operating Contributions and Donations	62,000	62,581	62,000	(581)	(0.94)
Other Revenue	449,801	382,286	407,255	24,969	6.13
Total Recurrent Revenue	10,436,571	10,246,075	10,209,838	(36,237)	(0.35)
Capital Revenue					
Capital Grants, Subsidies and Contributions	463,416	463,416	463,416	0	0.00
Gain on Sale	-	(5,910)	-	5,910	-
Total Revenue	10,899,987	10,703,581	10,673,254	(30,327)	(0.28)
Capital Income	-				_
Total Income	10,899,987	10,703,581	10,673,254	(30,327)	(0.28)
Expenses					
Recurrent Expenses					
Employee Costs	6,664,185	5,258,285	5,360,297	102,012	1.90
Goods and Services	11,545,704	8,283,957	9,398,167	1,114,211	11.86
Finance costs	44,098	44,230	33,340	(10,890)	(32.66)
Depreciation	554,872	222,629	462,393	239,764	51.85
Total Recurrent Expenses	18,808,859	13,809,101	15,254,198	1,445,097	9.47
Capital Expenses					-
Total Expenses	18,808,859	13,809,101	15,254,198	1,445,097	9.47
Net Recurrent Result/Operating Surplus/(Deficit)	(8,372,288)	(3,563,026)	(5,044,360)	(1,481,334)	29.37
net neturient nesury operating surplus/(Deficit)	(0,372,288)	(3,303,020)	(3,044,360)	(1,461,334)	29.37
NET RESULT AFTER CAPITAL ITEMS	(7,908,872)	(3,105,520)	(4,580,944)	(1,475,424)	32.21

Lockyer Valley Regional Council (Community and Regional Prosperity) Statement of Comprehensive Income For Period Ending April 2024

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	314,676	317,897	314,676	(3,221)	(1.02)
Charges and Fees	5,653,900	5,770,506	5,133,558	(636,948)	(12.41)
Interest	2,369	2,737	1,974	(763)	(38.64)
Operating Grants and Subsidies	8,758,357	4,620,631	8,462,184	3,841,553	45.40
Operating Contributions and Donations	2,355,000	319,256	1,821,667	1,502,411	82.47
Revenue - Contract/Recoverable Works	-	662	-	(662)	-
Other Revenue	84,350	62,375	77,350	14,975	19.36
Total Recurrent Revenue	17,168,652	11,094,064	15,811,408	4,717,345	29.84
Capital Revenue					
Capital Grants, Subsidies and Contributions Gain on Sale	74,000 -	30,456 -	50,003	19,547 -	39.09
Total Revenue	17,242,652	11,124,520	15,861,411	4,736,891	29.86
Capital Income	-	-	-	-	
Total Income	17,242,652	11,124,520	15,861,411	4,736,891	29.86
Expenses Recurrent Expenses					
Employee Costs	7,495,894	6,067,731	6,042,600	(25,131)	(0.42)
Goods and Services	14,930,008	3,542,578	12,526,095	8,983,517	71.72
Finance costs	7,900	6,989	6,583	(406)	(6.16)
Depreciation	27,603	22,823	23,003	179	0.78
Total Recurrent Expenses	22,461,405	9,640,121	18,598,281	8,958,160	48.17
Capital Expenses					
Total Expenses	22,461,405	9,640,121	18,598,281	8,958,160	48.17
Net Recurrent Result/Operating Surplus/(Deficit)	(5,292,753)	1,453,943	(2,786,872)	(4,240,815)	152.17
NET RESULT AFTER CAPITAL ITEMS	(5,218,753)	1,484,399	(2,736,870)	(4,221,269)	154.24

Lockyer Valley Regional Council (Infrastructure) Statement of Comprehensive Income For Period Ending April 2024

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income					
Revenue					
Recurrent Revenue					
Rates and Utility Charges (Gross)	864,140	864,140	864,140	-	-
Charges and Fees	327,800	287,762	273,167	(14,596)	(5.34)
Operating Grants and Subsidies	5,957,791	1,181,304	1,411,728	230,424	16.32
Operating Contributions and Donations	25,000	25,602	25,000	(602)	(2.41)
Revenue - Contract/Recoverable Works	1,121,500	736,927	687,333	(49,593)	(7.22)
Other Revenue	1,019,661	809,692	909,921	100,229	11.02
Total Recurrent Revenue	9,315,892	3,905,426	4,171,289	265,863	6.37
Capital Revenue					
Capital Grants, Subsidies and Contributions	12,972,054	6,962,311	7,167,800	205,489	2.87
Gain on Sale	203,695	124,355	169,746	45,391	26.74
Total Revenue	22,491,642	10,992,091	11,508,835	516,744	4.49
Capital Income					-
Total Income	22,491,642	10,992,091	11,508,835	516,744	4.49
Expenses					
Recurrent Expenses					
Employee Costs	11,276,370	7,612,178	8,872,208	1,260,030	14.20
Goods and Services	6,431,945	4,716,301	5,028,266	311,965	6.20
Finance costs		68	-	(68)	-
Depreciation	1,186,618	1,013,651	988,848	(24,803)	(2.51)
Total Recurrent Expenses	18,894,933	13,342,198	14,889,322	1,547,124	10.39
Capital Expenses		1,460,927		(1,460,927)	
Total Expenses	18,894,933	14,803,125	14,889,322	86,197	0.58
Net Recurrent Result/Operating Surplus/(Deficit)	(9,579,040)	(9,436,772)	(10,718,033)	(1,281,261)	11.95
NET RESULT AFTER CAPITAL ITEMS	3,596,709	(3,811,034)	(3,380,487)	430,547	(12.74)

Lockyer Valley Regional Council (2021/2022 Flood Events) Statement of Comprehensive Income For Period Ending April 2024

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Income Revenue Recurrent Revenue					
Operating Grants and Subsidies	1,247,557	15,803	10,000	(5,803)	(58.03)
Total Recurrent Revenue	1,247,557	15,803	10,000	(5,803)	(58.03)
Capital Revenue Capital Grants, Subsidies and Contributions Gain on Sale	43,376,268 -	35,296,078 -	35,351,000	54,922 -	0.16
Total Revenue	44,623,825	35,311,881	35,361,000	49,119	0.14
Capital Income	-	-	-	-	-
Total Income	44,623,825	35,311,881	35,361,000	49,119	0.14
Expenses Recurrent Expenses Employee Costs	751,207	575,909	751,207	175,298	23.34
Goods and Services	743,528	642,475	738,281	95,806	12.98
Total Recurrent Expenses	1,494,735	1,218,384	1,489,488	271,104	18.20
Capital Expenses	-				
Total Expenses	1,494,735	1,218,384	1,489,488	271,104	18.20
Net Recurrent Result/Operating Surplus/(Deficit)	(247,178)	(1,202,581)	(1,479,488)	(276,907)	18.72
NET RESULT AFTER CAPITAL ITEMS	43,129,090	34,093,497	33,871,512	(221,985)	(0.66)

LOCKYER VALLEY REGIONAL COUNCIL Statement of Cash Flows For the Period Ending 30 April, 2024

	2023-2024 Annual Budget	2023-2024 YTD Actuals
Cash flows from operating activities:		
Receipts		
Receipts from customers	81,662,000	54,465,959
Dividend received	-	541,800
Interest received	2,589,000	2,759,083
Payments		
Payments to suppliers and employees	(70,373,000)	(50,653,742)
Interest expense	(295,000)	(292,128)
Net cash inflow (outflow) from operating activities	13,583,000	6,820,971
Cash flows from investing activities:		
Capital grants, subsidies and contributions	49,000,000	32,916,817
Payments for property, plant and equipment	(70,825,000)	(50,618,210)
Payments for investment property	-	-
Net transfer (to) from cash investments	1,174,000	-
Proceeds from sale of property plant and equipment	424,000	931,410
Net cash inflow (outflow) from investing activities	(20,227,000)	(16,769,983)
Cash flows from financing activities:		
Repayment of borrowings	(12,247,000)	(12,247,303)
Proceeds from borrowings	· · · · · · · · ·	-
Net cash inflow (outflow) from financing activities	(12,247,000)	(12,247,303)
Net increase (decrease) in cash and cash equivalents held	(18,891,000)	(22,196,315)
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	36,539,000	32,249,179
· · · · · · · · · · · · · · · · · · ·		

LOCKYER VALLEY REGIONAL COUNCIL STATEMENT OF FINANCIAL POSITION As at 30 April, 2024

	2023-2024 Annual Budget	2023-2024 YTD Actual
Current Assets		
Cash assets and cash equivalents	36,538,000	23,249,179
Cash investments	-	9,000,000
Trade and other receivables	11,330,000	10,565,719
Inventories	592,000	882,347
Contract Receivable	-	13,248,644
Total Current Assets	48,460,000	56,945,889
Non Current Assets		
Trade and other receivables	14,735,000	14,734,969
Equity investments	34,723,000	34,090,544
Investment properties	1,782,000	1,781,664
Property, plant and equipment	791,406,000	771,091,475
Intangible assets	114,000	65,214
Total Non Current Assets	842,760,000	821,763,866
TOTAL ASSETS	891,220,000	878,709,755
<u>Current Liabilites</u>		
Trade and other payables	16,894,000	5,365,283
Provisions	10,588,000	10,865,080
Borrowings	-	-
Contract Liability Grants	-	1,529,830
Total Current Liabilities	27,482,000	17,760,193
Non Current Liabilities		
Provisions	43,904,000	43,994,483
Borrowings	-	-
Total Non Current Liabilities	43,904,000	43,994,483
TOTAL LIABILITIES	71,386,000	61,754,676
NET COMMUNITY ASSETS	819,831,000	816,955,079
Community Equity		
Retained surplus (deficiency)	462,079,000	450,190,539
Asset revaluation surplus	356,231,000	352,035,529
Reserves	-	3,693,463
Current Surplus/(Deficit)	1,521,000	11,035,549
TOTAL COMMUNITY EQUITY	819,831,000	816,955,079

LOCKYER VALLEY REGIONAL COUNCIL For Period Ended April, 2024

CAPITAL WORKS PROGRAM SUMMARY (includes Actual mitted costs) Remaining Budg **INFRASTRUCTURE Camping Grounds** 266,021 48,434 131,908 180,342 85,679 Capital Program Delivery 8,093,427 4,252,350 1,751,309 6,003,659 2,089,768 Cemetery 720 178,000 148,851 149,571 28,429 DRFA New Event - REPA 32,759,401 37,226,268 31,576,772 1,182,629 4,466,868 **Facilities** 2,335,976 854,863 348,590 1,203,453 1,132,523 Fleet 5,162,783 2,546,355 2,204,066 4,750,421 412,362 Parks & Open Spaces 335,090 206,191 72,591 278,782 56,308 Total for Group \$ 53,597,565 *\$ 39,633,816 \$ 5,691,813* \$ 45,325,629 \$ PEOPLE AND BUSINESS PERFORMANCE Governance and Property 912,718 126,258 15,083 141,341 771,377 Information Communication Technology 468,706 217,972 108,674 326,646 142,060 Public Order & Safety 134,000 1,710 98,303 100,013 33,987 **Transfer Stations** 2,346,256 183,917 2,101,997 60,342 2,162,339 Waste Disposal 125,000 125,000 **Total for Group** \$ 3,986,680 \$ 2,447,937 \$ 282,403 \$ 2,730,340 \$ 1,256,340 **COMMUNITY AND REGIONAL PROSPERITY** Community Events 105,300 96,290 8,924 105,214 86 Community Wellbeing 7,000 6,359 6,359 641 **Growth & Policy** 149,000 114,794 33,956 250 34,206 Regional Development 3,613,096 2,634,969 3,750 2,638,719 974,377 **Tourism Initiatives** 390,000 390,000 Voluntary Home Buy Back 8,400,000 5,296,378 350,926 5,647,304 2,752,696 \$ 12,664,396 \$ Total for Group 8,067,952 \$ 363,850 \$ 8,431,802 \$ 4,232,594 **EXECUTIVE OFFICE** Disaster Management 577,025 309,820 257,613 9,591 567,434 **Total for Group** 577,025 \$ 309,820 \$ 257,613 \$ 567,434 \$ 9,591 \$ 70,825,666 *\$ 50,459,525 \$ 6,595,679* \$ 57,055,204 \$ 13,770,462 **Total for Council**

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Council		Design
	Council Contribution 16,000 24,000 28,000 21,000 21,000 32,550 34,500 33,5550	00000,000

Seal Renewal Programme Projects Total	Program: Seal Renewal Programme 23/24 Bitumen Reseal Program (RTR)	Pavement Widening Programme Projects Total	Woodlands Rd (Schroeders Rd Bends) TIDS	Program: Pavement Widening Programme	Pavement Renewal Programme Projects Total	Saturated Pavement Crowley Vale Rd(LRRG)	Ropehill Road, Upper Tenthill (LRCI4)	Pavement Rehab A/C Replacement	Program: Pavement Renewal Programme Edgerton Drive, Plainland (LRCI4)	Other Infrastructure Projects Projects Total	Tenthill Ropeley Rockside 'hardt (TIDS)	Survey Equipment	Spencer & Maitland (Black Spot 22/23)	Spa Water Rd Reconstruction (LRCI4)	Postmans Ridge Road Rehab	Lockyer Creek Rd Helidon Profile (LRCI4)	Lake Apex Car Park	Gehrke Road/Lorikeet Road (BS)	Gatton Central Drainage Upgrade - Design	Forest Avenue Drainage	Bridge Improvements	Program: Other Infrastructure Projects		
1,700,000	1,700,000	1,600,000	1 500 000		1,105,648	175,000 543,950		132,698	254,000	1,187,147	200,000	30,000	26,585	70,000	145,183	95,000	48,141	7,238	440,000	25,000	100.000		Budget	
1,089,636	1,089,252	432,609	432 609		718,513	156,275 431,779		103,738	25,725	574,203	54,293	11,538	26,585	356	121,703	356	38,679	7,238	241,938	17,452	54.063		Actual	
482,603	482,603	298,441	298 441		221,504	19,891 165,229		28,993	7,391	265,642	187,042	522			23,293		1,200		52,898	687			Committed co	
1,572,239	1,571,855	731,050	731 050		940,017	176,166 597,008		132,731	33,116	839,845	241,335	12,060	26,585	356	144,996	356	39,879	7,238	294,836	18,139	54.063		(includes committed costs) Remaining Budget	Total
127,761	128,145	868,950	868 950		165,631	(1,166) (53,058)		(33)	220,884	347,302	(41,335)	17,940	(0)	69,644	187	94,644	8,262	0	145,164	6,861	45.937		maining Budget	
927,079	927,079	763,159	763 150		913,710	175,000 543,950			194,760	165,000				70,000		95,000							Total Amount of Funding	
772,921	772,921	836,841	836 841		191,938			132,698	59,240	1,022,147	200,000	30,000	26,585		145,183		48,141	7,238	440,000	25,000	100,000		Contribution	
	100		100			100	100	Not applicable	100		25	Not applicable	100	0	100	0	80	100	85	0	Not applicable		Design Completion %	
	90		30			100	98	92	Not applicable		Not applicable	90	100	0	Not applicable	0	Not applicable	100	Not applicable	100	5 0		Construction %	
	Prep and seal works have now been completed. Linemarking remaining. Date yet the.		Section Detween chainage 370-6240, including intersection has been completed up to base fewel Pipes, headwalls, and rock drains have also been completed for this section. First prime seal is scheduled for the 14 May 24. Council crews have begun cutting works on section 2, chainage between 6240- 6356.			and AC works will be completed by third party contractor by June, Date yet too. Line marking completed on 14 April. Project now complete.	Pavement, drainage and primer seal works completed by IWS crews. Final Seal	IWS crews have completed the pavement widenings and laid the emulsion seal. Final seal to be completed as part of the bitumen reseal program which is expected by May-June.			Project awarded and underway	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.	Construction works to take place in 24/25 financial year.	IFC issued	Construction works to take place in 24/25 financial year.	Detail design phase underway	Small amount of costs incurred in 23/24. Project substantially completed in 22/23.	Detail designs received from consultants and internal reviews underway.		Works on Thistlewaite Bridge 100% complete. Potential carry over for additional works on Narda Lagoon Pedestrian Bridge.		Comments	

Concentration Content		100	Not applicable	2,250,000		(562,116) 1,395,530	562,116 854,470	65,789 71,169	496,327 783,301	2,250,000	DRFA - Feb 2022 - Comp Works Unsealed REPA Complementary Works Programme Projects Total
Striam Bridge		70	Not applicable		1	(292,354)	292,354	5,380	286,974		DRFA - Feb 2022 - Comp Works Sealed
Strüm Brüdge Adasi Committed committed committed samining bilaget Fording Control Control Design Control 823 4,820	Complementary Works Budget Holding Pot	Not applicable	Not applicable	2,250,000		2,250,000				2,250,000	Program: REPA Complementary Works Programme Complementary Works (Holding Project)
Strian Bridge Actaal Committed committed committed control products Total Amount of Council Food Committed Council C				0	34,976,268	3,071,338	31,904,930	1,111,460	30,793,471	34,976,268	REPA Programme Projects Total
Strüm Brüdge Actasit Committed committed samming Builder Fording Ford		Not applicable	Not applicable	0	34,976,268	34,976,268				34,976,268	REPA (Holding Project)
		99	100	,		(789,491)	789,491		789,491		DRFA - May 2022 - East Egypt Road Landslip, site 3
		5 0	100			(1,339,644)	1,339,644	21,082	1,318,562		DRFA - May 2022 - Mountain View Drive Landslip
		99	100			(3,336,899)	3,336,899	16,274	3,320,625		DRFA - May 2022 - East Egypt Road Landslip
		86	100			(7,258,623)	7,258,623	279,585	6,979,038		DRFA - May 2022 - Litfins Bridge
	Project Management Costs Only.	Not applicable	Not applicable			(630,874)	630,874	375,708	255,167		DRFA - Feb 2022 - REPA Project Mgt
		100	Not applicable			(32,478)	32,478		32,478		DRFA - Feb 2022 - Litfins Road Floodway
		100	100			(186,889)	186,889	,	186,889		DRFA - Feb 2022 - Steinke's Bridge REPA
		100	Not applicable			(523,079)	523,079	23,569	499,510		DRFA - Feb 2022 - Final All Zones Submission
		TOO	100			(90,476)	90,4/6	48,675	41,801		URFA - Feb 2022 - Rocnes Road CH 1250
	works remaining at two sites.	00	100			(00,415)	000,413	40 676	41 001		DNFA - Feb 2022 - Floodway Approacties
	Works remaining at two sites	8	100			(838 419)	838 410	81 186	757 733		DDEA Each 2022 Eloodway Approaches
		5	100			(212,572)	212,572	193,650	18,922		DRFA - Feb 2022 - Flagstone Creek Road Rockfall
		100	Not applicable			(1,102,812)	1,102,812		1,102,812		Only minor works remaining at various sites.
		100	Not applicable			(259,244)	259,244	,	259,244		DRFA - Feb 2022 - Sealed Zone 7
Budget Actual Committed constit Budget Actual Committed costs Remaining Budget Finding Contribution Completion Co		TOO	Not applicable			(267,062)	250,792		250,792		URFA - Feb 2022 - Sealed Zone 6
		100	Not applicable			(250,702)	767,020		767,03C		DREA For 2022 - Sealed Zone Z
		100	Not applicable			(546 183)	546 183	,	546 183		DREA - Esh 2022 - Sealed Zone 2
		100	Not applicable			(568,297)	568,297		568,297		DRFA - Feb 2022 - Unsealed Zone 10, pt 3
Strian Bridge	Works remaining at one site, with cultural heritage investigation ongoing.	80	Not applicable			(1,019,792)	1,019,792	15,750	1,004,042	,	DRFA - Feb 2022 - Sealed Zone 8
Strian Bridge		****	AOO			(120,212)	, 20/21		, 10,10		CHI D. LOS ACAA CIGIO INCOMI INCOMINGY
Strian Bridge		100	100			(716 242)	716 242		716 242		DREA - Feb 2022 - Crane Road Floodway
Strian Bridge		100	Not applicable			(72 627)	72 627	33.056	39 571		DREA - Feb 2022 - Bockmount Road CH 3220
Strian Bridge		100	Not applicable			(268.429)	268,429	,	268,429		DRFA - Feb 2022 - Sealed Zone 10
Strian Bridge		100	Not applicable			(234,649)	234,649		234,649		DRFA - Feb 2022 - Unsealed Zone 10. pt 2
Strian Bridge	_	100	Not applicable			(949,018)	949,018	,	949,018		DRFA - Feb 2022 - Unsealed Zone 6
Strian Bridge		100	Not applicable			(493,378)	493,378		493,378		DRFA - Feb 2022 - Unsealed Zone 5
Strian Bridge		100	100	,		(683,538)	683,538	,	683,538	,	DRFA - Feb 2022 - Seaed Zone 1
Strian Bridge		100	100			(1//,23/)	1//,23/	13,384	163,853		DRFA - Feb 2022 - Sealed Zone 11-18
Strian Bridge		100	100			(2,057,715)	2,057,715	2,280	2,055,435		URFA - Feb 2022 - Brightview Koad BELLERMEN
Strian Bridge		100	ivor applicable			(10,041)	315 530 5	0.00	306, 330		ONTA - FED 2022 - DIGITALEM ROOM REPA
Strian Bridge		5	Not applicable			(143 017)	143 017	1 610	141 407		DREA - Feb 2022 - Brightniew Boad REDA
Strian Bridge		100	Not applicable			(180.129)	180.129	,	180.129		DRFA - Feb 2022 - Sealed Zone 3
Strian Bridge		100	Not applicable			(212 445)	212 445		212.445		DREA - Feb 2022 - Sealed Zone 4
Strian Bridge		100	Not applicable			(6.372)	6.372		6,372		DRFA - Feb 2022 - Guardrail Repairs
Strian Bridge	_	100	100			(275,766)	275,766		275,766		DRFA - Feb 2022 - Adare Road Floodway
Strian Bridge	Works remaining at one site.	71	Not applicable			(345,120)	345,120	5,650	339,470	,	DRFA - Feb 2022 - Sealed Zone 5
Strian Bridge		100	Not applicable			(262,704)	262,704		262,704		DRFA - Feb 2022 - Sealed Zone 9
Budget Actual Committed costs Remaining Budget Funding Contribution Completion Co		100	100			(3,606,227)	3,606,227	,	3,606,227	,	DRFA - Feb 2022 - Berlin Road Landslip
Strian Bridge		100	Not applicable			(29,461)	29,461	,	29,461		DRFA - Feb 2022 - Pipe Cleanouts
Strian Bridge Actual Committed costs Remaining Budget Funding Contribution Connection Completion Complet		100	Not applicable			(5,768)	5,768	,	5,768		DRFA - Feb 2022 - Woolshed Creek Road Floodway
Committed costs Remaining Budget Actual Committed costs Remaining Budget Funding Contribution Completion C		100	Not applicable			(134,234)	134,234	,	134,234		URFA - Feb 2022 - Unsealed Zone II
Strian Bridge Actual Committed costs Remaining Bulget Funding Contribution Competion Competitor Competion Competitor Competitor Competitor Competitor Competit		TOO	Not applicable	,		(2CC, TGC)	202,35Z	,	201,35Z	,	URFA - Feb 2022 - Unsealed Zone 4, pt 2
Budget Actual Committed costs) Remaining Budget Fad Amount of Council Counci		100	ivoc applicable			(550,030)	500,000		500,000		DRFA - Feb 2022 - Olisedied Rodds Zolle 4
Budget Actual Committed costs Remaining Budget Funding Contribution Connection Connection Connection Connection Contribution Completion Contribution Completion		100	Not applicable			(520,000)	530,000		520,000		DBEA Each 2022 Harashad Boards Zono A
Budget Actual Committed costs) Remaining Budget Funding Contribution Competion Competi		100	Not applicable			(111 916)	111 916		111 916		DREA - Each 2002 - Old I sidley Forest Hill Bood
Budget Actual Committed committed costs) Remaining Budget Funding Contribution Completion		100	Not applicable			(510 502)	510.502		510.502		DREA - Feb 2022 - Linsealed Zone 10 nt 1
Budget Actual Committed committed costs) Remaining Budget Fundamount of Council Design Construction Committed Committed Costs) Remaining Budget Funding Contribution Completion's Completi		100	Not applicable			(346 190)	346 190	,	346 190		DREA - Feb 2022 - Sealed Zones 1 2 & 3
Budget Actual Committed committed costs) Remaining Budget Funding Contribution Completion Completion Strian Bridge - 472 - 472 (472) 100 100		100	Not applicable			(4.850)	4.850		4.850		DREA - Feb 2022 - Unsealed Zone 3
Budget Actual Committed committed costs) Remaining Budget Funding Contribution Completion & Comp		100	100			(472)	472		472		DRFA - Feb 2022 - Fred Thomas Pedestrian Bridge
Budget Actual Committed committed costs) Remaining Budget Funding Contribution Completion % Completion %											Program: REPA Programme
Budget Actual Committed committed costs) Remaining Budget Funding Contribution Completion K Completion K											Cost Centre: DRFA New Event - REPA
Actual Committed committed costs) Remaining Budget Funding Contribution Completion % Completion %											
Total Amount of Council Design	Comments	Completion %	Completion %	Contribution		emaining Budget	ommitted costs) Ra		Actual	Budget	
		Construction	Design	Council	Total Amount of		(includes				

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	Frogram: Cemetery Projects Forest Hill Cemetery Seam Strip Install	Cost Centre: Cemetery	Fleet Projects Projects Total	Purchase Second Hand StreetSweeper	Pit Cover Depot Workshop	Diagnostic Scan Tool	22/23 Trucks	22/23 Passenger Vehicles	22/23 Mowers	22/23 Light Trucks	22/23 Light Commercials	22/23 Earthmoving Equipment	21/22 Trucks Replacement	21/22 Trailers Replacement	2023/2024 Fleet Purchases	Program: Fleet Projects	Cost Centre: Fleet		
266,021	245,000	21,021				178.000	14,000	10,000	50,000	66,000	38,000		5,162,783	207,791	20,000	20,000	,			,				,	4,914,992			Budget	
48,434	48,434					148.851	9,567	8,902	42,301	65,015	23,065		2,546,355			15,700	351,503	156,467	16,818	437,183	70,479	541,900	360,531	248,551	347,222			Actual	
131,908	131,908				į	720			720	,			2,204,066	215,022		,	,	,	137,976	326,348		,		,	1,524,720			Committed co	
180,342	180,342					149.571	9,567	8,902	43,021	65,015	23,065		4,750,421	215,022		15,700	351,503	156,467	154,795	763,531	70,479	541,900	360,531	248,551	1,871,942			committed costs) Remaining Budget	Total (includes
85,679	64,658	21,021				28.429	4,433	1,098	6,979	985	14,935		412,362	(7,231)	20,000	4,300	(351,503)	(156,467)	(154,795)	(763,531)	(70,479)	(541,900)	(360,531)	(248,551)	3,043,050			naining Budget	_
										ì			607,791	207,791		,				ì		1		,	400,000			Funding	Total Amount of
266,021	245,000	21,021				178.000	14,000	10,000	50,000	66,000	38,000		4,554,992		20,000	20,000				,				,	4,514,992			Contribution	Council
		75					Not applicable	Not applicable	Not applicable	Not applicable	Not applicable			Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable			Completion %	Design
		0					100	100	95	100	100			Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable			Completion %	Construction
		A design change has been made for the amenities block. This will see both stages 1 & 2 be delivered together.					Device delivered.																					Comments	

Total for Group	Facilities Projects Projects Total	Withcott Sports Centre Floor Repairs	Watermain Renewal Laidley Showgrounds	Storm Event Nov 2023 - LCC Insur Repairs	Roof Height Safety System Upgrades	LVSAC Chlorine Granulator Replacement	Laidley Saleyards Environmental (SEQCSP)	Laidley IGA Carpark	Half Court Basketball Court Lake Apex	GSH External Cladding and Gutters	Gatton Equest Cent Stage 1 Multi Year PJ	Gatton Depot Fuel Tank	Fuel Tank Decommissioning Gatton Depot	Facilities Equipment Replacement	Electrical Upgrades	DNS Stage 2 Prevention Safety Works	Alex Geddes Hall Upgrade (BSBR)	Accessibility Improvements (LRCI4)	Program: Facilities Projects	Cost Centre: Facilities	
\$ 53,597,565 \$ 39,633,816 \$ 5,691,813 \$ 45,325,629 \$ 8,271,936 \$ 41,092,732 \$ 12,504,833	2,335,976	142,200	100,000	15,288	35,945	22,000	76,000	6,224	80,000	53,559	385	1,175	20,000	15,264	2,448	25,000	883,409	857,079			Budget
39,633,816 \$	854,863	142,200	21,877	15,382	35,945		70,112	6,224	22,262	55,116	385	1,175	15,434	9,562	2,448	718	501,779	14,908			Actual
5,691,813	348,590		7,960		,	21,062	,		,	1,226	,		2,727	,		10,055	248,792	38,769			Committed
45,325,629 \$	1,203,454	142,200	29,837	15,382	35,945	21,062	70,112	6,224	22,262	56,342	385	1,175	18,162	9,562	2,448	10,772	750,571	53,677			Total (includes committed costs) Remaining Budget
\$ 8,271,936	1,132,522		70,163	(94)	(0)	938	5,888	(0)	57,738	(2,783)	0	(0)	1,838	5,702	0	14,228	132,838	803,402			emaining Budget
\$ 41,092,732	1,531,335			1			12,000										662,256	857,079			Total Amount of Funding
\$ 12,504,833	804,641	142,200	100,000	15,288	35,945	22,000	64,000	6,224	80,000	53,559	385	1,175	20,000	15,264	2,448	25,000	221,153				Council
		100	35	Not applicable	100	100	95	100	100	100	10	100	Not applicable	Not applicable	100	100	100	30			Design Completion %
		100	0		100	0	60	100	0	95	0	100	75	75	100	85	55	0			Construction Completion %
			Design inception meeting held and preliminary design and investigation works underway.					Small amount of costs incurred in 23/24. Project completed in 22/23.	Design completed. Project will be rolled over and nominated for SEQCSP funding.			Small amount of costs incurred in 23/24. Project completed in 22/23.			Majority of work completed last financial year.		Demolition complete. Installation of new building underway.	Design component underway.			Comments

Total for Group	Cost Centre: Public Order & Safety Program: Public Order and Safety Projects CCTV Hardware Renewals Public Order and Safety Projects Total	Program: Waste Disposal Projects Asphalt Extension rear (MRF) Waste Disposal Projects Projects Total	Cost Centre: Transfer Stations Program: Transfer Station Projects Gatton Landfill cell 5 (SECCSP) Materials Recove Fac Asphalt Replacement Materials Recovery Facility Fire Systems MRF Equipment Old Satron Landfill Capping Transfer Station Projects Projects Foot	Cost Centre: Waste Disposal Program: Waste Disposal Projects Laidley Leachate Tank Replacement Waste Disposal Projects Projects Total	Cost Centre: Information Communication Technology Projects Audio Visual Renewals Backup Hardware Renewals Body Camera Renewals Firewalls for Waste Systems ICT Hardware Replacement/Renewals Library People Counter Renewals Network Switch Renewals Network Switch Renewals Printer Fleet Renewals Printer Fleet Renewals Information Communication Technology Projects Projects Total Information Communication Technology Projects Projects Total	PEOPLE AND BUSINESS PERFORMANCE Cost Centre: Governance and Property Program: Legal Services Projects Realignment, Subdivird, Sale Tryhorn St. Subdivision Gatton Saleyards Legal Services Projects Proje	
\$ 3,986,680 \$ 2,447,937 \$	134,000	70,000 70,000	2,133,415 32,990 51,301 50,000 8,550 2,276,256	125,000 125,000	160,000 18,000 34,500 11,500 20,000 10,500 21,500 21,500 154,000 38,706	664,000 248,718 912,718	Budget
2,447,937 \$	1,710 1,710		2,051,997 - - 50,000 - 2,101,997		1,278 18,599 947 6,626 20,071 15,001 139,435 16,015 217,972	56,672 69,586 126,258	Actual
	98,303 98,303		60,342		91,116 	2,321 12,762 15,083	Committed co
282,403 \$ 2,730,340 \$ 1,256,340 \$	100,013 100,013		2,112,339 - - 50,000 - 2,162,339		92,394 18,599 947 6,626 26,321 15,001 150,744 16,015 326,647	58,993 82,348 141,341	Total (includes committed costs) Remaining Budget
1,256,340	33,987 33,987	70,000 70,000	21,076 32,990 51,301 8,550	125,000 125,000	67,606 (599) 33,553 4,874 (6,321) 10,500 6,499 3,255 22,691 142,059	605,007 166,370 771,377	-
			463,416 - - 463,416				Total Amount of Funding
463,416 \$ 3,523,264	134,000 134,000	70,000 70,000	1,669,999 32,990 51,301 50,000 8,550 1,812,840	125,000 125,000	160,000 18,000 34,500 11,500 20,000 10,500 21,500 12,500 13,706 458,706	664,000 248,718 912,718	Council
	Not applicable	0	0 0	0	50 Not applicable Not applicable 100 Not applicable policable Not applicable Not applicable Not applicable Not applicable Not applicable Not applicable	70 95	Design Completion %
	0	0	0 0	0	100 100 0 0 100 0 0 0 0	0 0	Construction Completion %
	On Hold: Cancelled procurement to determine LVRC position on Cyber Risk associated with the use of China Manufactured hardware	Not commenced. Waiting for waste contractor to exit the contract and to then determine what Council will do with the building.	Landfill Cell 5 has been completed, filling commenced beginning of February 2024.		Procurement for Chambers, Theatrette, & LVCC Foyer in progress. Complete Procurement in progress. Hardware delinered and configured. Requirements exceeded budget Awaiting internal advice.	Procurement of contractors for construction stage is underway. Application to be made for early plan sealing once all approvals have been obtained. In design stage for electrical engineering designs and Urban Utilities.	Comments

Total for Group \$ 12,664,396 \$ 8,067,952 \$	Program: Voluntary Home Buy-Back Voluntary Home Buy Back Scheme 8,400,000 Voluntary Home Buy-Back Projects Total 8,400,000	Cost Centre: Community Wellbeing Pragram: Pest Management Projects Weed Wiper Herbicide Applicator Weed Wiper Herbicide Applicator Pest Management Projects Total 7,000 Pest Management Projects Projects Total	Cost Centre: Growth & Policy Program: Growth and Policy Projects Flood Mitigation Kensington Grove Flood Mitigation Options Laidley 75,000 Integrated Land Miment Plan Grant (BSBR) 34,000 Growth and Palicy Projects Total	Cost Centre: Community Events Program: Regional Developments Projects Christmas Lighting 105,300 Regional Developments Projects Projects Total 105,300	Cost Centre: Tourism Initiatives Program: Tourism Projects Program: Tourism Projects FH Rec Grounds Parking & Viewing Silos Locally Led Economic Recovery Program CP Tourism Projects Projects Total 390,000	COMMUNITY AND REGIONAL PROSPERITY Cost Centre: Regional Development Program: Regional Developments Projects Mountain Bike Trail Hub Structure 450,000 Strategic Land Acquisition Argional Developments Projects Total 3,613,096 3,613,096	Budget
	5,296,378 3 5,296,378 3	6,359 6,359	3,500 30,456 33,956	96,290 96,290		1,500 2,633,469 2,634,969	Actual Committed
363,850 \$ 8,431,802 \$ 4,232,594 \$ 8,474,000 \$ 4,190,3 96	350,926 5,647,305 350,926 5,647,305	- 6,359 - 6,359	250 3,750 - 30,456 250 34,206	8,924 105,213 8,924 105,213		. 1,500 3,750 2,637,219 3,750 2,638,719	
\$ 4 232 594 \$	5 2,752,696 5 2,752,696	9 641	- 40,000 0 71,250 6 3,544 6 114,794	3 87	- 350,000 - 40,000 - 390,000	0 448,500 9 525,877 9 974,377	(includes committed costs) Remaining Budget
	8,400,000 8,400,000		34,000 34,000		40,000 40,000	ļ	Funding Con
		7,000	40,000 75,000 -	105,300	350,000	450,000 3,163,096 3,613,096	Contribution
	Not applicable	Not applicable	0 0 Not applicable	Not applicable	8	0 0	Design Completion %
	8	100	0 0	100	0	8	Construction %
	17 properties purchased in Tranche 1 and 7 in Tranche 2. Rehabilitation of properties including demolition of 19 buildings have been completed and 5 properties have been relocated.	Weed wiper received.	Preliminary engineering investigations and options has commenced. Trailer acquisition underway, awaiting delivery.	Lights installation pending building rectification after storm damage.	Funding application approval awaiting. Development application is about to be submitted.	Mountain Bike Project to be carried forward waiting to secure access agreements. New Withcott Hub sites have been identified. Value obtained but negotiations stalled. Purchase of land for flood mitigation largely completed.	Comments

Total for Council	Total for Group	Disaster Management Projects Projects Total	QRRRF Flood Cameras & Electronic Signage	Flood Warning System Upgrade	DM Donga Interconnecting Roof	Cost Centre: Disaster Management Program: Disaster Management Projects	EXECUTIVE OFFICE	
\$ 70,825,	\$ 577,	577	513	40	23			Budget
666 \$ 5	577,025 \$	577,025	513,786	40,000	23,239			
0,459,525	309,820	309,820	286,582		23,239			Actual
\$ 6,595,6	309,820 \$ 257,613 \$	257,613	257,613					Committed
79 \$ 57,0				1				
55,204 \$	567,434 \$	567,434	544,195		23,239			Total (includes mitted costs) Rer
13,770,462	9,591	9,591	(30,409)	40,000	0			Total (includes committed costs) Remaining Budget
\$ 50,543,934	\$ 513,786	513,786		0				Total Amount of Funding
\$ 70,825,666 \$ 50,459,525 \$ 6,595,679 \$ 57,055,204 \$ 13,770,462 <mark>\$ 50,543,934 \$ 20,281,732</mark>	\$ 63,239	6 63,239	6	- 40,000	- 23,239			Council
_		9	100	75	9 100			Design Completion %
			20	0	100			Construction Completion %
			Sheds are complete and signage ordered. Signage site works scheduled for 07/05/24-17/06/24.	Awaiting site confirmation and approval. Indications site approval may take a further 2 months. Delivery in 23/24 will be subject to contractor timeframes.	All site works complete and awaiting final certificate of occupancy.			Comments



10.3 Register of Cost Recovery and Commercial Fees and Charges 2024-2025

Author: Kirsty Johnson, Coordinator Revenue Services; Dee Stewart, Coordinator

Accounting Services

Responsible Officer: Ian Church, Chief Executive Officer

Purpose:

The purpose of this report is to seek the adoption of Council's 2024-2025 register of fees and charges, effective from 1 July 2024.

Officer's Recommendation:

THAT Council adopt the 2024-2025 Cost Recovery and Commercial Fees and Charges, attached as appendix 1, for the period 1 July 2024 to 30 June 2025.

Executive Summary

The adoption of fees and charges forms an integral part of Council's annual budget process and ensures cost recovery fees and charges reflect the true cost of providing the associated service. Adoption of the register of fees and charges also ensures compliance with Council's legislative obligations.

In the 2024-25 financial year, fees and charges are currently forecast to produce approximately \$7.5 million in operating revenue.

Proposal

Cost recovery fees are set at or as close as possible to full cost, with commercial fees set at rates that reflect market and other associated conditions. In general terms, the cost of services should be borne through fees and charges by those customers who benefit from them.

This position reflects the recovery constraints of Section 97 of the *Local Government Act 2009* in that a cost recovery fee, other than an application fee, must not be more than the cost to Council of taking the action for which the fee is charged.

Key items within the fees and charges for 2024-25 include:

5 New Fees

- 1.7.1 Subdivision Impact assessment due to new planning scheme.
- 1.8.1 Request for Exemption Certificate Under Queensland Heritage Act for works on a local heritage Place was previously missing from fees this is a statutory process.
- 1.8.4 Lockyer Valley Planning Scheme fee for copy of new planning scheme.
- 2.9.9 Davson Room
- 2.11.1 Extension Application (to extend currency period) previously missing from fees.

4 Discontinued Fees

- 1.8.2 Planning Basic Flood Information this is covered under fees for requests for Form 19s and Building, Plumbing and Planning information.
- 1.8.1 Planning Code Assessment Application for development made assessable only due to an overlay this is covered by standard code assessment fees.

- 2.3.1 GIS Mapping A2/A1/A0 sizes per page printing/scanning.
- 2.5.1 Sale Yards Horses.

92 Fees have increased by 5.5% or more.

Planning Fees:

- No Major Changes.
- Changes made to fees to incorporate land uses and assessment under the draft planning scheme.
- Additional development application fee for assessment of a technical/specialist Report (submitted
 with an application or in response to an information request/further advice) by a Council officer from
 \$570.00 to \$545.00 or -\$25.00 the fee has not been decreased, but GST was incorrectly applied to
 this fee previously and has now been removed.
- Extension application (to extend currency period) fee for first extension application reduced from \$1,655.00 to \$1,090.00, 34.14% or -\$565.00 this is to reflect actual cost; subsequent extension applications become more complicated.

Building and Plumbing:

- No Major Changes.
- Building Services Fee for lodgement of building application decreased from \$315.00 to \$300.00; or 4.76% – fee reduced following comparison with other councils' fees following comments from consultant that LVRC was much higher.

Pest Management Fees:

- No Major Changes.
- 1 Fee decreased.
 - o Bond Dog Traps from \$105.00 to \$0.00 Removal of requirement for a bond.
 - Council is dealing with more customers request regarding wild dogs in close proximity to homes and in built up areas. Due to the risk to safety, these requests require an immediate response. The removal of the bond for dog traps will allow for quicker response by officers, as they would not have to wait for a bond to be received and process.

Animal Management:

- No Major Changes.
- No Increase in Animal Registration Fees.
- 10 Fees remained unchanged.
- Largest \$ increase \$26.00 4.91%.
 - Regulated Dog Declared Dangerous Dog/Menacing Dog/Restricted Dog from \$530.00 to \$556.00.

Waste Charges:

- No Major Changes
- 2.6.1 Domestic Passenger (Includes Motorcycle Tyre) Increased from \$5.00 to \$7.00 or 40%.
- 2.61.1 4x4 Tyre- increase from \$8.00 to \$14.00 or 75%.

Health and Regulatory Services:

- No Major Changes.
- Highest increase is \$30.00 which is 5%.

Art Gallery and Library:

- No Major Changes.
- 5 Fees increasing above Council index of 5% however the highest dollar impact is \$5.00.

• Art Gallery – opening Function increasing from \$160.00 to \$200.00 or 25%.

GIS and Mapping:

- 4 Fees remained unchanged.
- Standard Mapping A4/A3 size fee increasing 40% from \$25.00 to \$35.00.
- Large Format Printing/Scanning increasing 16.67% from \$30.00 to \$35.00.
- 1 fee discontinued.
 - o A2/A1/A0 sizes (per Page) printing and scanning

Facilities Hire and Show Grounds:

- No Major Changes.
- 7 fees remained unchanged.
- New Meeting Room Davson Room at the Gatton Library
- Largest Dollar increase is \$37.00 being the hire fee of the entire showgrounds from \$744.00to \$781.00
- Majority of fees increased by Council index of 5%.

Sale Yards:

- No Major Changes.
- 2 fees remain unchanged.
- 1 Fee discontinued Horse from yard fees.
- 3 Fees increased greater than Council index, highest dollar increased is \$1.00.
- 10 Fees increased by Council index of 5%.

Cemetery Fees:

- 20 fees increased at Council index of 5%
- 1 fee remain unchanged.

Childcare

- 3 Fees to increase more then the 5% Council index to keep in line with the private sector.
 - o Kindergarten (3 or more days per week) \$105.00 to \$118.00 which is \$12.38% or \$13.00.
 - o Daily Rate Nursery (6 hour session) \$90.00 to \$100.00 which is 11.11% or \$10.00.
 - o Daily Rate all other age Groups (6 hour session) \$85.00 to \$95.00 which is 11.76% or \$10.00.

Options

Option One: Council adopt the Cost Recovery and Commercial Fees and Charges for 2024-2025, as attached, for the period 1 July 2024 to 30 June 2025.

Option Two: Council adopt the Cost Recovery and Commercial Fees and Charges for 2024-2025, as attached, for the period 1 July 2024 to 30 June 2025, with adjustments as proposed by Councillors at the Ordinary Council Meeting.

Option Three: Council do not adopt the Cost Recovery and Commercial Fees and Charges for 2024-2025, as attached.

Previous Council Resolutions

Nil

Critical Dates

Adoption is needed on or before 1 July 2024 for all fees except for animal related fees. Animal related fees need to be set before 31 May 2024 to enable the yearly billing of registration fees to be invoiced and sent out during June 2024.

Strategic Implications

Corporate Plan

Leadership and Council

Finance and Resource

The price increase parameter for fees and charges has been set in line with Council's long-term financial plan, while recognising the Council Cost Index developed by the Local Government Association of Queensland.

As the main cost driver for most fees is materials, contracted services and labour, the parameter used is an indicative 5% which covers the increase allowed under Council's Certified Agreement as well as taking into consideration the current inflation rates being experienced in the economy. Fees and charges in some instances have been set to achieve Council's requirement to have business units generate sufficient income during the year to cover their respective operating costs plus a return on capital. Other adjustments to the fee amount may be the result of changing costs or service levels, where fees have been combined or abolished, or where fees have been rounded for ease of use.

The revenue expected from fees and charges in the 2024-25 financial year of ~\$7.5 million is an important source of revenue and helps to offset Council's reliance on general rates.

Legislation and Policy

Sections 172 and 193 of the *Local Government Regulation 2012* establish the requirements for Council's Revenue Statement and Revenue Policy in relation to information on fees and charges.

Council's Revenue Statement is also required to outline the criteria used to decide the amount of the cost-recovery fee – Section 172(1)(c) and if Council conducts a business activity on a commercial basis, the criteria used to decide the amount of the charges for the activity's goods and services – Section 172(1).

Risk Management

Key Corporate Risk Category: FE1

Reference and Risk Description: Finance and Economic

Financial sustainability to support the achievement of strategy, goals and objectives in the medium to long term.

Consultation

Portfolio Councillor Consultation

Workshops were conducted with Council in regard to the preparation of the fees and charges register.

Internal Consultation

The proposed fees and charges contained in the attachments have been reviewed by relevant Group and Branch Managers.

External Consultation

N/A

Community Engagement N/A

Attachments

1 2024-25 Fees and Charges 49 Pages



Lockyer Valley Regional Council

2024/2025 REGISTER OF FEES & CHARGES



Effective from 1 July 2024

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Annexed Unit, Apartment	
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Lockyer Valley Regional Council

1 - Cost Recovery Fees & Charges

The Group Manager Community and Regional Prosperity and the Manager Planning, Policy and Community Wellbeing have the discretion to determine the applicable fee where the listed fee in this Register is demonstrated to be incongruous with the specific circumstances of the service to be provided.

1.1 - Animal Management - Impounding

Fees payable for the release of animals may include: release fees, additional fees if animals are impounded after-hours, care and upkeep fees, transport fees, advertising costs, and NLIS tagging (National Livestock Identification Scheme) if applicable.

A dog owner shall also be required to pay for registration before an unregistered dog is released.

A Penalty Infringement Notice (PIN) may also be issued. The recipient of a PIN has 28 days to choose a response as detailed on the PIN. Should the fine not be paid, and no response recieved by Council, the PIN will be referred to the State Penalties Enforcement Register (SPER) as an upaid infringement. Additional fees and charges will be imposed by SPER.

1.1.1 - Release of Impounded Livestock and Poultry

Stallion or Bull \$275 Sheep, Goats & Pigs \$50.	00	
	.00	N
	00	N
Poultry \$11.	50	Ν
Additional fee for release of livestock impounded after hours \$175	.00	N

Transport Fees - Stock

Horses & Cattle (per load)	\$185.00	N
Sheep, Goats & Pigs (per load)	\$98.00	N
Transport by Private Carrier	At cost	N

NLIS Tagging (National Livestock Identification Scheme)

NLIS Tag and Administration Fee	\$87.00	N
Charge is for first animal. Additional animals will be at 50% of charge.		

Care and Upkeep of Impounded Stock

Horses & Cattle (fee per day per animal)	\$52.00 N	
Sheep, Goats & Pigs (fee per day per animal)	\$29.00 N	
Additional fee per day where animal requires additional care to ensure animal welfare obligation met and animal is bottle fed or hand fed	ons are \$52.00 N	

Advertising Impounding Notice

Fee	At Cost	N

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Name Year 24/25 Inc. (GST) Fee	GST	
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1.1.2 - Release of Impounded Dogs and Cats

First & Second release (in Financial Year) of impounded registered dog	If all applicable conditions are met - No Charge	N
During the financial year, the First and Second Release of a current registered dog that was not involve	d (i.e. the alleged off	ending

During the financial year, the First and Second Release of a current registered dog that was not involved (i.e. the alleged offending dog) in a dog attack on a person and or an animal OR has no history of being previously impounded OR its owner having received a compliance notice or Penalty Infringement Notice for any animal that they own or keep, will require only the payment of any applicable afterhours fee and all applicable care and upkeep charges (no impounding fee will apply).

The owner/s (of any impounded dog) that were identified to the satisfaction of Council, and subsequently failed to release the impounded dog from Council, will be issued a Penalty Infringement Notice for failing to prevent the animal from wandering at large.

Release Fee for un-registered dogs and registered dogs if the criteria above are not met	\$139.00	N
The owner shall also be required to pay any applicable registration fee and/or other fees before the dog is able to be released.		
Release fee for cats	\$95.00	N
Additional fee for release of dog or cat impounded after hours	\$175.00	N

Care and upkeep of Impounded Dogs and Cats (per day or part thereof)

Dogs & Cats (fee per day per animal)	\$35.00	N
Additional fee per day where animal requires additional care to ensure animal welfare obligations are met	\$30.00	N

1.1.3 - Hire of Dog and Cat Traps, and Dog Collars

Trap Hire (max. 10 days) - Pick up / Returned by Resident	Free	Υ
Trap Hire (max. 10 days) - Delivered / Returned by Council	\$55.00	Υ
Fee to be paid prior to delivery.		
Citronella Spray or Static Correction collar - 14 days hire	\$30.00	Υ
Citronella Spray or Static Correction collar - 28 days hire	\$42.00	Υ
Non Return of Trap or collar after expiry of Hire Period	\$10.00	Υ
(Per day up to 30 days)		
Replacement Trap Fee	\$315.00	Υ
(after 30 days the trap will be deemed lost and the hirer will be responsible for replacement of trap).		
Replacement of Collar Fee	\$155.00	Υ
(after 30 days the collar will be deemed lost and the hirer will be responsible for replacement of collar).		

1.1.4 - Surrender of Animal

Should an owner be unable or does not want to keep an animal, they may surrender the animal to Council for disposal. A fee is charged per animal and the animal is to be delivered to the Council Pound by its owner unless Council agrees otherwise. The method of disposal will be in accordance with Council's Local Laws.

Surrender of a Dog	\$105.00 per animal	Υ
Surrender of a Cat	\$105.00 per animal	Υ
Surrender of Livestock	\$155.00 per animal	Υ
Surrender of Poultry (not rooster)	\$20.00 per animal	Υ
Surrender of Rooster	Nil	Υ

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 Name
 Year 24/25

 Fee
 GST

 (incl. GST)
 GST

1.2 - Animal Management - Registration, Permits & Other

1.2.1 - Dog Registration (New Registrations and Registration Renewal)

- An owner of a dog must register any dog over 3 months of age within 14 days after starting to keep the dog.
- The registration period is 1 July to 30 June.
- For new dog registrations between 1 January and 30 April the applicable fee will be 50% of the fee listed in this Register, with the exception of Regulated dogs.
- Dogs registered from 1 May each year, will have a registration period expiring on 30 June the following year.
- A Veterinarian's Certificate, Statutory Declaration or a tattooed ear symbol will be accepted evidence that a dog has been desexed.
- Pensioner rates apply only to holders of Age, 100% Disability or War Veteran (Gold Card) Pension Cards.
- A recognised foster carer must provide evidence from a recognised not-for-profit animal welfare organisation identifying the person as a carer of dogs for that organisation. The dog must be registered under the organisation's name and the foster carer's name.
- Dogs that are Regulated Dogs (Declared Dangerous/Menacing Dogs/Restricted Dogs) must be registered
 as Regulated Dogs. If a currently registered dog is declared a Regulated Dog, for the balance of that
 registration period the dog's owner will be liable for the difference in fees between that already paid and
 the registration fee for a Regulated Dog. No pro-rata fees or pensioner discount apply to Regulated Dogs.

Dog Registration

Approved Working Dogs and Accredited Assistance Dogs	Nil	N
The Animal Management (Cats & Dogs) Act 2008 exempts these dogs from registration. Council regis purposes only.	ters such dogs for ider	ntificatio
Entire Dog	\$148.00	N
Entire Dog - When dog's owner is a pensioner	\$88.00	N
Dogs under 6 months of age AND desexed being registered for the first time	No Charge	N
Dogs under 6 months of age AND not desexed being registered for the first time	\$45.00	N
Desexed Dog	\$50.00	N
Desexed Dog - When dog's owner is a pensioner	\$35.00	N
Dog being fostered by a recognised foster carer (not exceeding 12 months)	Nil	N
Registration of a Replacement Dog, i.e. a new dog replacing a deceased currently registered dog (fee for new tag only)	\$22.00	N
No refund for the registration of the deceased dog will apply		
Reciprocal registration - proof of current registration with another local government in Australia is required (fee for new tag only)	\$22.00	N
Regulated Dog - Declared Dangerous Dog/Menacing Dog/Restricted Dog	\$556.00	N
Each Dog at an approved Kennel	\$33.00	N
Registration Renewal Late Fee - when registration is not paid by the due date	\$33.00	N

Deceased Dogs - Registration Refund

Registration Refund - If dog dies within 30 days of registration, or before 1 August	100% refund	N
The owner must provide proof of the dog's death such as an euthanasia certificate, a letter issued by a vet, or a statutory declaration.		
Registration refund - if dog dies between 1 August and 31 December	50% refund	N

Registration Tag

First Replacement (per registration year)	Free	N
Tag Issue Fee	\$22.00	N

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Name	Year 24/25 Fee (incl. GST)	GST
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1.2.2 - Animal Permits & Licences

Keeping of Animals under Subordinate Local Law No. 1.5 (Keeping of Animals) 2011 and Subordinate Local Law No. 2 (Animal Management) 2011

Application for the keeping of animals	\$410.00	N
If permit approved, an Annual renewal fee is to be paid		
Annual renewal of an approval for the keeping of animals	\$210.00	N

1.3 - Health and Regulatory Services

Registered charitable organisations and not-for-profit organisations may receive 50% refund/discount from the prescribed fee subject to producing appropriate verification.

Applications and Approvals under Local Law No. 1 (Administration) 2011

Applications, plans and fees must be lodged, and approval given prior to the activity commencing. If the activity involves the selling of food, a licence under the *Food Act 2006* is also required.

If an application is made after 31 December, 50% of the annual fee will be payable in addition to the application fee.

Application to transfer an approval to another person	\$220.00	N
Application to amend conditions of an approval	\$220.00	N
Fee for release of impounded/seized items (other than an impounded animal)	\$112.00	N

1.3.1 - Commercial Use of Local Government Controlled Areas and Roads - Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011

Application for approval

Application for approval	\$440.00 plus annual renewal fee	N
Annual renewal of approval		
Stationary Roadside Vending NOT associated with an adjoining commercial/rural operation (e.g. pie/seafood/fruit & vegetable sales)	\$590.00	N
Stationary Roadside Vending associated with adjoining commercial business (e.g. shop using footpath to display or sell goods)	\$75.00	N
Stationary Roadside Vending - selling produce produced solely from the land adjoining the roadside location.	Nil	N
Mobile Roadside Vending (e.g. mobile ice-cream van)	\$590.00	N
Footpath Dining	\$120.00	N
Markets (per event)	\$22.00	N
Annual renewal fee for Community Groups and Charities	Nil	N

1.3.2 - Advertising Devices – Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2011

Application for approval

Application for approval	\$440.00	N
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Name	Year 24/25 Fee (incl. GST)	GST
Annual renewal of approval		
Roadside Signs	\$180.00	N
Community Signs	Nil	N

1.3.3 - Shared Facility Accommodation (e.g. Backpackers/Hostels) - Subordinate Local Law No. 1.11 (Operation of Shared Facility Accommodation) 2011

Application for approval

Application for approval	\$440.00 Plus annual renewal fee	N
Annual renewal of approval		
1-15 bedrooms	\$255.00	N
16-50 Bedrooms	\$483.00	N
51 or more hedrooms	\$630.00	N

1.3.4 - Temporary Homes – Subordinate Local Law No. 1.3 (Establishment or Occupation of a Temporary Home) 2011

Application for approval	\$440.00	N
Renewal of approval (six months)	\$220.00	N

1.3.5 - Caravan Parks and Camping Grounds – Subordinate Local Law No. 1.6 (Operation of Camping Grounds) 2011 and Subordinate Local Law No. 1.8 (Operation of Caravan Parks) 2011

Application for approval	\$440.00 Plus annual renewal fee	N
Annual renewal of approval - per camping or caravan site, or cabin	\$17.00	N

1.3.6 - Temporary Entertainment Events - Subordinate Local Law No. 1.12 (Operation of Temporary Entertainment Events) 2011

Applications must be made at least 28 days prior to an event.

Pre-lodgement meetings are recommended.

An approval for a Temporary Entertainment Event is usually for a single event only. If you intend to conduct entertainment events on a regular basis, you may need to obtain a development approval under the *Planning Act 2016*.

A !!	0.440.00	
Application for approval	\$440.00	N

1.3.7 - Regulated Activities on Local Government Controlled Areas and Roads - Subordinate Local Law No 1.14 (Regulated Activities on Local Government Controlled Areas and Roads) 2011

Application for approval	\$65.00	N
Application by a charity	Nil	N
Annual renewal of approval	\$55.00	N
Annual renewal for a charity	Nil	N

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(incl. GST)	Name	Year 24/25 Fee (incl. GST)	GST
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1.3.8 Clearing of Overgrown Allotments - Local Law No. 3 (Community and Environmental Management) 2011

Administration fee for arranging clearing of overgrown allotment after owner has failed to comply with	\$290.00	N
a compliance notice for an overgrown allotment		

1.3.9 - Food Act 2006

Applications, plans and fees must be lodged, and a licence given prior to the business commencing operation. A pre-lodgement meeting is recommended.

If an application is received between 1 April to 30 September (inclusive), 50% of the annual fee only will be payable.

Amendment of licence	\$220.00	N
Renewal of licence	As per the fee for application for licence	N

Fixed Food Premises

Design assessment	\$440.00	N
-		

Low Risk Premises - Home based business, Bed & Breakfasts and Home stays (for guests only) and Motels (serving breakfast only)

Application for licence	\$255.00	N
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Higher Risk Premises – Food manufacture, café/restaurant, takeaway food bar, caterer (on-site and offsite including childcare centre, hospital kitchen and nursing home)

Application for licence - Category 1 Premises with a single customer service area and food preparation area.	\$480.00	N
Application for licence - Category 2 Premises with more than one customer service area or food preparation area, and any food manufacturer	\$630.00	N

Mobile Food Premises

Design assessment	\$440.00	N
Application for licence for a Mobile Food Vehicle	\$630.00	N
Application for licence for a Water Carrier	\$335.00	N

Temporary Food Business

Application for licence for 1 day event	\$87.00	N
Application for licence for 2-9 days (consecutive) event	\$173.00	N
Application for licence for a market stall food business	\$262.00	N

Food Safety Programs

Food Safety Program Accreditation with Third Party Advice	\$484 (plus GST)	Υ
Application for accreditation of Food Safety Program	\$630 for first 5 hours (plus GST) \$126/hour after 5 hours (plus GST)	Y
First 5 hours (desk top audit inspection and report) then charged at hourly rate.		
Food Safety Audit	\$484 (plus GST)	Υ
First 5 hours (audit and report) then charged at an hourly rate.		

continued on next page ...

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Name	Year 24/25 Fee (incl. GST)	GST
Food Safety Programs [continued]		
Application to amend a Food Safety Program	\$323.00	N

1.3.10 - Public Health (Infection Control for Personal Appearance Services) Act 2003

Applications, plans and fees must be lodged, and approval given prior to any activity or construction commencing.

Prelodgement meetings are recommended.

If an application is made after 31 December, 50% of the annual fee will be payable

Design assessment	\$440.00	N
Application for a Higher Risk Personal Appearance Service	\$450.00	N
Annual renewal of licence for a Higher Risk Personal Appearance Service	\$450.00	N
Transfer of licence for a Higher Risk Personal Appearance Service	\$220.00	N
Amendment of a licence for a Higher Risk Personal Appearance Service which involves refurbishment of the premises	\$220.00	N

1.3.11 - Miscellaneous

Late fee for renewal of all licences/approvals not paid by due date	\$115.00	N
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Inspection Fee

Inspection fee per hour or part thereof	\$220.00 (min \$220)	N
Relating to Public Health (Infection Control for Personal Appearance Services) Act 2003; Food Act 2006; Environmental Protection Act 1994; Relevant Local Law.		
Additional fee per hour or part thereof	\$220.00 (min \$220)	N
Relating to design assessment meeting where plans require drafting by Council to meet compliance with legislation.		

Health Searches

Reports on licences/approvals under the *Public Health (Infection Control for Personal Appearance Services)*Act 2003, Food Act 2006, Environmental Protection Act 1994 and relevant Council Local Laws.

Compliance report - includes an inspection and report	\$485.00	N
Record Search - includes a report based on a search of Council's records only	\$220.00	N

Refunds

If a fee is paid for a Design Assessment and an approval is not granted, the licence fee (not the design assessment fee) may be refunded.

If an application is withdrawn prior to it being decided, 50% of the fee paid may be refunded.

If a licence or approval is cancelled by the holder within 6 months of it being issued, 50% of the annual fee may be refunded.

Processing fee for refund of fees	\$65.00	N
Water Testing		
Water testing of drinking water (commercial business only)	\$205.00 plus actual laboratory costs	N

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1.4 - Finance & Administration

1.4.1 - Right to Information

Application fees and processing charges are set by the State Government under the Right to Information Act 2009.

Fees apply where the application does not concern the applicants personal affairs.

Processing Charges

No processing charge applies where processing time is less than 5 hours.

1.5 - Planning and Development

1.5.1 - Planning Fees

The payment of the correct application fee is one requirement for a development application to be considered a properly made application. Applicants are encouraged to discuss the relevant fee with the Development Assessment Team prior to the lodgement of the development application.

Where an application involves more than one type of development and/or land uses, the fees shall be cumulative.

The fee for a development application for a land use not defined in the planning scheme, or any other development assessment matter not listed in this register, shall be determined by the Group Manager Community and Regional Prosperity or the Manager Planning, Policy and Community Wellbeing.

Pre-lodgement meetings are held at no charge.

A 50% reduction in the fee is applicable for not-for-profit organisations (evidence to be supplied including Australian Taxation Office certificate confirming a Not-For-Profit organisation).

For major projects, the fee may be determined by the Manager Planning, Policy and Community Wellbeing or Council based on recovery of the actual cost to assess and decide the application. The Manager Planning, Policy and Community Wellbeing has the discretion to determine if a project is a "major project" based on the scale and potential impacts of the proposed development, the level of complexity of the application, and any other relevant consideration.

1.5.2 - Refund of Application Fees

If an application is withdrawn prior to it being decided, a percentage of the application fee will be refunded based on how far assessment of the application has progressed.

Part 1: Application 75%
Part 2: Referral or Part 3: Information request 50%
Part 4: Public notification 25%

Where an application has progressed past public notification, no refund will apply.

Processing fee for refund of fees \$65.00 N

1.6 - Applications for Approval of Material Changes of Use

Land uses are as defined under the applicable planning scheme.

continued on next page ... Page 15 of 49

Impact

Name	Year 24/25 Fee (incl. GST)	GST
1.6 - Applications for Approval of Material Changes of Use [co	ontinued]	
Application for development that is Code Assessment due only to non-compliance with the assessment benchmarks for Accepted Development (s5.3.3(2) of the Lockyer Valley Planning Scheme)	\$1,635.00	N
1.6.1 - Residential development		
Accommodation unit, Farm worker's accommodation, Secondary rural dwellin residence, Dual occupancy, Dwelling unit, Multiple dwelling, Relocatable home facility, Retirement facility, Rooming accommodation, Rural workers' accommaccommodation	park, Residenti	
Code Assessment - Base fee	\$2,710.00	N
Code Assessment - Plus per unit/bedroom as relevant	\$540.00	N
Impact Assessment - Base fee	\$3,380.00	N
Impact Assessment - Plus per unit/bedroom as relevant	\$675.00	N
Annexed Unit, Apartment		
Code Assessment	\$1,635.00	N
Caretaker's accommodation, Caretaker housing, Caretaker's residence		
Code Assessment	\$1,635.00	N
Dwelling House		
Code or Impact Assessment	\$2,030.00	N
Home based business, Home occupation, Home-based business		
Code Assessment	\$1,635.00	N
Impact Assessment	\$2,710.00	N
1.6.2 - Rural		
Agriculture, Forestry, Natural timber harvesting, Cropping, Permanent plantati	on, Roadside sta	dl
Code or Impact	\$1,635.00	N
Rural service industry, Rural processing, Rural industry, Winery, Intensive Ag Horticulture	riculture, Intensi	⁄e
Code	\$3,380.00	Ν
Impact	\$6,780.00	N
1.6.3 - Animal uses		
Animal Husbandry		
Code	\$3,380.00	Ν
Impact	\$6,780.00	N
Aquaculture, Cattery, Kennels, Intensive Animal Husbandry, Animal keeping		
Code	\$3,380.00	N
A	#40.40F.00	

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\$10,165.00

Name	Year 24/25 Fee (incl. GST)	GST
Feedlot (cattle), Intensive animal industry (cattle feedlo	:)	
<100 SCU (SCU = Standard Cattle Unit)	\$3,380.00	N
100 to 499 SCU	\$10,165.00	N
500 to 1000 SCU	\$20,335.00	N
>1000 SCU	\$40,660.00	N
Piggery, Intensive animal industry (piggery) <100 SPU (SPU = Standard Pig Unit)	\$3,380.00	N
100 to 199 SPU	\$10,165.00	N
200-500 SPU	\$20,335.00	N
>500 SPU	\$40,660.00	N
Poultry Farm, Intensive animal industry (poultry farm)		
1 to 999 Birds	\$3,380.00	N
1000 to 9,999 Birds	\$10,165.00	N
10,000 to 99,999 Birds	\$20,335.00	N
> 100,000 Birds	\$40,660.00	N

1.6.4 - Commercial

ARTS CRAFTS AND ANTIQUES, BULK RETAIL, CATERING ROOM, CATERING SHOPS, COMMERCIAL PREMISES, ESTATE SALES OFFICE, FUNERAL PARLOUR, GENERAL STORE, HEALTH CARE PREMISES, INDOOR ENTERTAINMENT, MEDICAL/PARAMEDICAL CENTRE, OFF-STREET CAR PARK, PASSENGER TERMINAL, REFRESHMENT SERVICE, TRANSPORT TERMINAL, VETERINARY HOSPITAL, ADULT STORE, AGRICULTURAL SUPPLIES STORE, BAR, BROTHEL, BULK LANDSCAPE SUPPLIES, CAR WASH, FOOD AND DRINK OUTLET, FUNCTION FACILITY, GARDEN CENTRE, HARDWARE AND TRADE SUPPLIES, HEALTH CARE SERVICE, MAJOR SPORT, RECREATION AND ENTERTAINMENT FACILITY, MARKET, NIGHTCLUB ENTERTAINMENT FACILITY, OFFICE, OUTDOOR SALES, PARKING STATION, SALES OFFICE, SERVICE INDUSTRY, SERVICE STATION, SHOP, SHOPPING CENTRE, SHOWROOM, THEATRE, TOURIST ATTRACTION, VETERINARY SERVICE, WHOLESALE NURSERY

Code Assessment - Base fee (per each proposed land use)	\$3,380.00	N
Code Assessment - Plus per m2 of gross floor area	\$5.00	N
Code Assessable maximum application fee	\$17,800.00	N
Impact Assessment - Base Fee (per each proposed land use)	\$4,070.00	N
Impact Assessment - Plus per m2 of gross floor area	\$6.00	N
Impact Assessable maximum application fee	\$24,480.00	N

Hotel

Code Assessment - Base fee	\$6,390.00	N
Code Assessment - Plus per m2 of gross floor area	\$5.00	N
Code Assessable maximum application fee	\$20,815.00	N
Impact Assessment - Base Fee	\$8,140.00	N
Impact Assessment - Plus per m2 of gross floor area	\$6.00	N
Impact Assessable maximum application fee	\$28,555.00	N

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Name	Year 24/25 Fee (incl. GST)	GST
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Bed & breakfast accommodation, Tourist accommodation, Caravan park, Motel, Environment facility, Nature-based tourism, Party house, Resort complex, Short-term accommodation, Tourist park

Code Assessment - Base Fee	\$2,710.00	N
Code Assessment - Plus per room/cabin/unit/site	\$355.00	N
Impact Assessment - Base Fee	\$4,070.00	N
Impact Assessment - Plus per room/cabin/unit/site	\$675.00	N

1.6.5 - Industry

ANIMAL PRODUCT PROCESSING INDUSTRY, CAR REPAIR STATION, LIGHT INDUSTRY, MEDIUM INDUSTRY, ROAD FREIGHT DEPOT, SERVICE TRADE, TRUCK STOP, LOW IMPACT INDUSTRY, MEDIUM IMPACT INDUSTRY, RESEARCH AND TECHNOLOGY INDUSTRY, TRANSPORT DEPOT, WAREHOUSE

Code Assessment - Base fee (per each proposed land use)	\$3,380.00	N
Code Assessment - Plus per m2 of gross floor area	\$5.00	N
Code Assessable maximum application fee	\$38,400.00	N
Impact Assessment - Base Fee (per each proposed land use)	\$4,070.00	N
Impact Assessment - Plus per m2 of gross floor area	\$6.00	N
Impact Assessable maximum application fee	\$50,640.00	N

High Impact Industry, Junk Yard, Liquid Fuel Depot, Noxious, Offensive and Hazardous Industry, Special industry

Code Assessment - Base fee (per each proposed land use)	\$6,780.00	N
Code Assessment - Plus per m2 of gross floor area	\$5.00	N
Code Assessable maximum application fee	\$50,640.00	N
Impact Assessment - Base Fee (per each proposed land use)	\$8,140.00	N
Impact Assessment - Plus per m2 of gross floor area	\$6.00	N
Impact Assessable maximum application fee	\$61,770.00	N

Extractive Industry

≤5000 tonnes, per annum	\$5,415.00	N
>5000 to 100,000 tonnes per annum	\$23,720.00	N
>100,000 tonnes per annum	\$40,660.00	N

1.6.6 - Community & Other Facilities

Outdoor Entertainment, Sport and Recreation, Indoor sport and recreation, Motor sport facility, Outdoor sport and recreation, Park

Code Assessment	\$6,780.00	N
Impact Assessment	\$10,165.00	N

Child care facility, Eco-tourism facility, Emergency services depot, Local utility, Special purpose, Place of assembly, Public facility, Cemetery, Childcare centre, Club, Community use, Community care centre, Crematorium, Educational establishment, Emergency Services, Funeral parlour, Outstation, Place of worship

Code Assessment	\$4,070.00	N
Impact Assessment	\$8,140.00	N

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Request for Road Names

Request for road/street name for a newly created road (per road)

Name	Year 24/25 Fee (incl. GST)	GST
Public infrastructure, Battery storage facility, Detention facility, Major electri Renewable energy facility, Substation, Telecommunications facility, Utility in		
Code Assessment	\$6,205.00	N
Impact Assessment	\$8,140.00	N
Aviation, Air service		
Code Assessment	\$6,780.00	N
Impact Assessment	\$13,560.00	N
Hospital		
Code Assessment - Base fee	\$3,380.00	N
Code Assessment - Plus per m2 of gross floor area	\$5.00	N
Code Assessable maximum application fee	\$17,800.00	N
Impact Assessment - Base Fee	\$4,070.00	N
Impact Assessment - Plus per m2 of gross floor area	\$6.00	N
L.7 - Reconfiguring a lot & Operational works	\$24,480.00	N
Impact Assessable maximum application fee 1.7 - Reconfiguring a lot & Operational works 1.7.1 - Reconfiguring a Lot Boundary Realignment	\$24,480.00 \$2,375.00 plus \$335 for each lot in excess of 2	N
L.7 - Reconfiguring a lot & Operational works L.7.1 - Reconfiguring a Lot Boundary Realignment	\$2,375.00 plus \$335 for each lot in excess of 2 lots \$2,375.00 plus \$540 for each	
L.7 - Reconfiguring a lot & Operational works L.7.1 - Reconfiguring a Lot Boundary Realignment Subdivision - Code Assessment	\$2,375.00 plus \$335 for each lot in excess of 2 lots \$2,375.00 plus	N
L.7 - Reconfiguring a lot & Operational works L.7.1 - Reconfiguring a Lot Boundary Realignment Subdivision - Code Assessment Subdivision - Impact Assessment	\$2,375.00 plus \$335 for each lot in excess of 2 lots \$2,375.00 plus \$540 for each additional lot \$3,800.00 plus \$600 for each	N
L.7 - Reconfiguring a lot & Operational works L.7.1 - Reconfiguring a Lot Boundary Realignment	\$2,375.00 plus \$335 for each lot in excess of 2 lots \$2,375.00 plus \$540 for each additional lot \$3,800.00 plus \$600 for each additional lot	N N N
L.7 - Reconfiguring a lot & Operational works L.7.1 - Reconfiguring a Lot Boundary Realignment Subdivision - Code Assessment Subdivision - Impact Assessment Access easement - where not part of an application for boundary realignment or subdivision	\$2,375.00 plus \$335 for each lot in excess of 2 lots \$2,375.00 plus \$540 for each additional lot \$3,800.00 plus \$600 for each additional lot \$2,375.00 \$2,375.00 plus \$320 for each lease lot in	N N N
1.7 - Reconfiguring a lot & Operational works 1.7.1 - Reconfiguring a Lot Boundary Realignment Subdivision - Code Assessment Subdivision - Impact Assessment Access easement - where not part of an application for boundary realignment or subdivision Subdivision by lease	\$2,375.00 plus \$335 for each lot in excess of 2 lots \$2,375.00 plus \$540 for each additional lot \$3,800.00 plus \$600 for each additional lot \$2,375.00 \$2,375.00 plus \$320 for each lease lot in	N N N
L.7 - Reconfiguring a lot & Operational works L.7.1 - Reconfiguring a Lot Boundary Realignment Subdivision - Code Assessment Subdivision - Impact Assessment Access easement - where not part of an application for boundary realignment or subdivision Subdivision by lease Request for Approval of Plan of Subdivision	\$2,375.00 plus \$335 for each lot in excess of 2 lots \$2,375.00 plus \$540 for each additional lot \$3,800.00 plus \$600 for each additional lot \$2,375.00 \$2,375.00 plus \$320 for each lease lot in excess of 1 \$465.00 plus \$465.00 per	N N N

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\$525.00

1.7.2 - Operational Work

Engineering design plans must be certified by an RPEQ.

The fee includes a pre-start meeting, any hold point inspections (if applicable), and inspection on completion of works. Any additional inspection resulting from a previous failed inspection will be subject to payment of a fee.

Additional fees will apply if the application includes landscaping, vegetation clearing and/or design checks for electrical reticulation. Refer to separate fees for these matters.

Additional fees may apply for the review of technical reports.

Application for approval of Roadworks, Earthworks and/or Stormwater works associated with Reconfiguring a Lot

Application for development approval for roadworks, earthworks and/or stormwater works associated with Reconfiguring a Lot	\$1,290 plus \$1185 for each additional lot	N
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Application for approval of Roadworks, Earthworks and/or Stormwater works NOT associated with Reconfiguring a Lot

Earthworks less than 1,800m2 or more in surface area, on land NOT included in the Flood hazard overlay and not a dam or levee	\$1,590.00	N
Earthworks of 1,800m2 or more in surface area, on land NOT included in the Flood hazard overlay and not a dam or levee	\$2,910.00	N
Earthworks on land included in the Flood hazard overlay of the TLPI for Flood Regulation	\$3,535.00	N
Construction of a dam or levee	\$3,535.00	N
For works not mentioned above	Base fee \$1,050 plus 0.5% of the total value of work in excess of \$10,000 (excl. GST)	N

Landscaping

Application for development approval for landscaping	\$965.00	N

Clearing of Vegetation

Code Assessment	\$2,030.00	N
Impact Assessment	\$3,380.00	N

Advertising Device not associated with a Material change of use or Reconfiguring a lot

Advertising Device (per sign) - other than a billboard	\$980.00	N
Billboard	\$2,580.00	N

Other Operational Works fees

Reinspection Fee (where insufficient preparation or contractor's staging and/or programming of works necessitates additional inspections, or where pavement inspections have failed) per inspection	\$365.00 during business hours \$555.00 outside business hours	N
Request to bond uncompleted works	\$250	N
Electricity reticulation	\$480.00	N
Electricity reticulation – amended design (per plan)	\$110.00	N

continued on next page ...

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Name	Year 24/25 Fee (incl. GST)	GST
Other Operational Works fees [continued]		
Application for approval, or change to approval, of vehicle crossover	\$255.00	N
Application for approval of rear access/shared driveway	\$485.00	N
Request to change approval for rear access/shared driveway	\$255.00	N

1.8 - Planning Other

1.8.1 - Other

Exemption Certificates

Exemption Certificate requested after development has occurred	\$635.00	N
Request for Exemption Certificate where exemption is requested for minor or inconsequential development or where circumstances no longer apply (s46(3)(b)(i) & (ii))	\$250.00	N
Request for Exemption Certificate where exemption is requested due to an error (s46(3)(b)(iii))	Nil	N
Request for Exemption Certificate under Queensland Heritage Act for works on a Local Heritage Place	\$250.00	N

Application for development made assessable only due to an Overlay

Fee does not apply to Building Work assessable under the Planning Scheme and not associated with a Material Change of Use

Building Works assessable under the Planning Scheme and Not Associated With a Material Change of Use

Code Assessment	\$675.00	N
Impact Assessment	\$3,380.00	N
Concurrence Agency assessment of Applications for Building Works		

Concurrence Agency assessment of Applications for Building Works Applications for building works where Council is a concurrence agency due to:

- a Local heritage place
- a Residential purpose in residential zone
 building over or near infrastructure

Applications for Preliminary Approval

Application for Preliminary Approval to vary the effect of the Planning Scheme (a Variation Request)	\$33,880.00	N
Other applications for preliminary approval	75% of the relevant application fee	N
As per the fee for a Development Permit		

Fees for Peer Reviews or Assessment of Technical and Specialist Reports

Peer review or assessment of a technical or special report (submitted with an application or in response to an information request/further advice) by an external consultant	Actual cost charged by the consultant	Υ
Additional development application fee for assessment of a technical/specialist Report (submitted with an application or in response to an information request/further advice) by a Council officer	\$545.00	N

Change Applications

Change Application for a minor change to an approval for a dwelling house	\$605.00	N

continued on next page ...

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\$675.00

Name	Year 24/25 Fee (incl. GST)	GST
Change Applications [continued]		
Change Application for a minor change to change or cancel one condition of an approval only and not involving a change to approved plans	\$1,090.00	N
Change Application for a minor change involving changes to approved plans only	\$1,090.00	N
All other Change Applications for minor changes	\$1090.00 plus \$270.00 for each condition in excess of one condition.	N
Change Application for other than a minor change	As per the development application fee.	N
Extension Application		
Extension application (to extend currency period) - first application to extend	\$1,090.00	N
Extension application (to extend currency period) - where one extension already granted	\$1,740.00	N
Request to Cancel Development Approval		
Request to cancel a development approval	\$225.00	N
Request to Consider Application Under a Superseded Planning Scheme		
Request for an application to be considered under a Superseded Planning Scheme	\$2,710.00	N
This fee is in addition to the development application fee should the request be granted		
1.8.2 - Request for planning information		
Fee applies per lot to which the request applies.		
Planning Information requested through a Form 19 or a Building, Plumbing and Planning Information form (per item requested)	\$78.00	N
Detailed flood information	\$540.00	N
Data sharing agreement for flood model for a Dwelling House only	No Charge	N
Data sharing agreement for flood model other than for a dwelling house	\$1,670.00	N
1.8.3 - Planning and Development Certificates Charge is per lot.		
Limited Planning and Development Certificate	\$480.00	N
Limited Prairing and Development Certificate Limited Certificate - Urgent	\$645.00	N
(2 business day turnaround)		
Standard Planning and Development Certificate	\$975.00	N
Standard Planning and Development Certificate - Urgent	\$1,285.00	N
(5 business day turnaround)		
Full Planning and Development Certificate	\$4,885.00	N
1.8.4 - Copies of Documents		
Laidley Shire Planning Scheme 2003	\$240.00	N
Gatton Shire Planning Scheme 2007	\$480.00	N
Copy of a decision notice or other document listed under Schedule 22 of the Planning Regulation 2017	\$35.00	N

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1.9 - Plumbing and Drainage

1.9.1 - Applications for New Plumbing and Drainage Works

A lodgement fee is to be paid with each application.

Applications for commercial buildings may incur additional fees.

N.B. Fire hydrants and/or fire hose reels and additional items are calculated at a fixture rate.

Lodgment fee	\$330.00	N
Application for up to 150 fixtures	\$135.00 per fixture	N
Application for 151 to 200 fixtures	\$20,250.00 plus \$120.00 per fixture in excess of 150	N
Application for 201 to 250 fixtures	\$26,250.00 plus \$100.00 per fixture in excess of 200	N
Application for 251 to 300 fixtures	\$31,250.00 plus \$73.50 per fixtures in excess of 250	N
Application for 301 or more fixtures	\$34,925.00 plus \$57.00 per fixture in excess of 300	N
Minor applications with no fixtures, e.g. water service (includes one inspection)	\$465.00	N
Services not associated with fixtures (e.g. water mains, manufactured buildings, fire services, temporary site ablutions)	By quote	N
Compliance assessment for public sector entities (e.g. State Government)	By quote	N
Applications that contain alternate solutions (fee is additional to application fees)	By quote	N

1.9.2 - Applications for On-Site Sewage Facilities

New installation, upgrade or alteration to existing facility including HSTP, septic tank, waterless toilet or grey water treatment facility.

An onsite sewage facility for less than 21EP (or less than 4200L/day)	\$615.00	N
Minor change to land application area, e.g. moving turf valve for shed (includes one inspection)	\$470.00	N

1.9.3 - Applications to Amend a Permit (including extending the term of a permit)

Amended plan assessment - minor amendment only (i.e. a site inspection or request for information is not required)	\$140.00 plus \$135 for each additonal fixture	N
Amended plan assessment – other than a minor amendment	\$278.00 plus \$135 for each additional fixture	N
Application to extend the term of a permit by up to 1 year	\$139.00	N
Application to extend the term of a permit by more than 1 year, and up to 2 years	\$208.00	N

1.9.4 - Inspections

Additional inspections, including re-inspections, for projects that are not major projects	\$139.00	N
Inspections for major projects (includes projects with complicating factors)	By quote	N

continued on next page ...

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Name	Year 24/25 Fee (incl. GST)	GST
1.9.4 - Inspections [continued]		
Inspection conducted after hours (per hour)	\$320.00 Monday to Friday \$460.00 Saturday, Sunday and public holidays	N

1.9.5 - Refunds

A refund of 50% of the application fees paid applies when plumbing applications are withdrawn prior to a permit being issued. Requests for refunds must be in writing. No refunds apply once a permit is issued or if a permit lapses.

Refund Processing Fee	\$65.00	N
1.9.6 - Request for Information on Buildings on a Particular Lot		
Plumbing and drainage information requested through a Form 19 or a Building, Plumbing and Planning Information form (per item requested)	\$78.00	N

1.9.7 - Annual Registration of Backflow Prevention Devices

Commercial property with one device	\$84.00	N
Commercial property with between 2 and 20 devices (inclusive)	\$84 plus \$22.00 per device in excess of 1	N
Commercial property with more than 20 devices	\$502 plus \$17.00 per device in excess of 20	N
Domestic dwelling - per device	\$33.50	N

1.9.8 - Miscellaneous Plumbing and Drainage Fees

Request for compliance certificate for Plumbing and Drainage works for which the compliance permit was issued prior to 1 July 2019, or has lapsed within the past 12 months (includes one inspection)	\$470.00	N
Requested consultancy, site inspections, design and advice/assistance (at the discretion of the Coordinator Building and Plumbing)	By quote	Υ

1.10- Building Services

Fee for lodgement of building application documents by a Private Certifer	\$300.00	N
Application to use a building, other than a Class 1, 2, 3 or 4 building, for residential purposes (in accordance with section 119 of the Building Act)	\$635.00	N

1.10.1 - Concurrence Agency Fees (including when Council is the Assessment Manager for a Development Approval for Building Works)

Assessment of application for building works to determine security (bond) for demolition or removal of building from a site	\$257.00	N
Assessment of application for building works to determine security (bond) to relocate and/or rebuild a building on a site in the region	\$890.00	N
Security (bond) for removal, demolition or rebuilding of a building	Determined based on the value of the work	N
Assessment of design and siting where the proposed building works do not include an acceptable solution under QDC MP1.1, 1.2 and 1.3 $$	\$630.00	N

continued on next page ...

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 Name
 Year 24/25

 Fee
 GST

 (incl. GST)
 GST

1.10.1 - Concurrence Agency Fees (including when Council is the Assessment Manager for a Development Approval for Building Works) [continued]

Assessment of alternative provisions for Class 1a or 10 buildings specified under the Planning Scheme in accordance with section 33 of the Building Act	\$635.00	N
Assessment of application for building works relating to budget accommodation for compliance with QDC MP2.1 fire safety standard for budget accommodation	By quote (minimum \$665.00)	N
Assessment of application for building works for higher risk personal appearance services where the work does not comply with an acceptable solution of QDC MP5.2 (per item)	\$257.00	N
Assessment of application for building works for residential services against QDC MP5.7 residential services building standard building requirements	By quote (minimum \$665.00)	N
Assessment of whether an on-site wastewater management system complies with the Queensland Plumbing and Wastewater Code, Part 1, performance criteria P2, where building works are proposed for 1 or more additional bedrooms	\$140.00	N
Concurrence Agency Referral matters to be assessed by Local Government as prescribed in schedule 9 of the Planning Regulation 2017 that are not listed elsewhere	By quote	N

1.10.2 - Request for Information on Buildings on a Particular Lot

Building information requested through a Form 19 or Building, Plumbing and Planning Information	\$78.00	N
form (per item requested)		

1.10.2 - Building Record Searches

Search includes plumbing records, copies of approved plans, and details of last OSSF inspection service date, if available.

Processing time may be up to 10 business days.

For residential property	\$380.00	N
For commercial property	\$600.00	N

1.11 - Engineering & Design

Application fee including inspection fee.

1.11.1 - Undertake Minor Works Within Road Dedication Not Associated With Reconfiguration of a Lot or Material Change of Use

Minor Works Less than \$20,000.

Construction of property access (driveway)	\$255.00	N
Construction of property access (driveway) - self assessable	\$145.00	Ν
Installation of cattle grid and/or gate	\$255.00	N
Undertake minor works (earthworks, vegetation removal, installation of water main)	\$210.00	N
Traffic Management – Short term works	\$210.00	Ν
Traffic Management – Long term works	\$254.00	N
Other (to be specified)	Price on application	N
Reinspection Fee (per reinspection)	\$105.00	N

1.11.2 - Undertake Major Works Within Road Dedication Not Associated With Reconfiguration of a Lot or Material Change of Use

Major Works Greater than \$20,000.

continued on next page ...

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Name	Year 24/25 Fee (incl. GST)	GST
1.11.2 - Undertake Major Works Within Road Dedication Not Associ Reconfiguration of a Lot or Material Change of Use [continued]	ated With	
Application Fee, Including Inspection Fee	Price on application	N
1.11.3 - Road Inspection Fee - Removal Dwelling		
Inspection Fee	Price on Application	N
1.11.4 - Infrastructure Reports & Data		
Infrastructure Reports & Data	\$115.00	N

Name	Year 24/25 Fee (incl. GST)	GST	

2 - Commercial Fees & Charges

2.1 - Corporate Services

2.1.1 - Rates Search Fees

Full Rates Search	\$225.00	N
Urgent Rates Search	\$305.00	N
1 to 2 day turnaround.		
Counter Search	\$35.00	N
Ownership, Valuation, Rates and Charges only.		

2.1.2 - Rate Refund Processing Fee

Processing Fee	\$37.00	N
After the first refund annually.		

2.1.3 - Administration Fees

Copy of Prior Years Rate Notice	\$7.00 per notice for prior years. No Charge for the current financial year	N
Change of Ownership Fee	\$101.00	N
Administration Fee for Dishonoured Payments	\$26.00	N
Paper Bill Fee	\$2.00	N
For rates paper notices. To be applied from 1 January 2023. Fee does not apply to approved pensioners.		

2.1.4 - Copy of Financial Statements

Hard Copy of Annual Report (including Financial Statements)	\$16.00	N
Soft Copy can be accessed from Council's Website for free.		

2.1.5 - Copy of Council Policies, Local Laws & Public Interest Tests

Hard Copy of Council Policies, Local Laws & Public Interest Tests \$0.65 per page, Max \$13.00 per Policy/Local Law/ Public Interest Test	N	
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2.1.6 - Customer Services

Scanning	\$1.00 each page up to \$10.00 maximum Min. Fee: \$0.91	Υ
Per page.		

Photocopying Fees - Mono

A4	\$0.50	Υ
A3 Sheet	\$1.00	Υ

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Name		Year 24/25 Fee (incl. GST)	GST
Photocopying Fees - Colour			
A4		\$1.00	Υ
A3 Sheet		\$2.00	Υ
2.2 - Water			
2.2.1 - Sale of Bore Water From Standpipe			
Bore water standpipe sales (per KI)		\$5.50	N
Per KL.			
Bond for Bore Key		\$280.00	N
2.3 - GIS Mapping			
2.3.1 - Large Format Printing/Scanning			
A2/A1/A0 sizes (per page)		\$35.00	Υ
2.3.2 - Road Map Booklet			
Road Map Booklet		\$28.00	N
2.3.3 - Standard Mapping			
For customised mapping requests the charge will I preparation time based on service charges (below).	oe calculated on the stan	dard maps charg	jes pl
For requests relating to Planning and/or Flood informa	tion please refer to Counci	l's Cost Recovery	Fees

For requests relating to Planning and/or Flood information, please refer to Council's Cost Recovery Fees & Charges item 1.8.2.

A4/A3 Size	\$35.00	N
A2/A1 Size	\$55.00	N

2.3.4 - Digital Spatial Data

Asset/Cadastral data per Sq KM Minimum 1km	\$101.00	N
Contour/LiDAR data per Sq KM Minimum 1km (2022 LiDAR/Contours data not provided)	\$140.00	N
Aerial Photography per Tile Minimum 1 Tile	\$125.00	N

2.3.5 - Service Charges

GIS Operator Fee (per hr for Customised mapping only)	\$65.00	N
Minimum 1 hour		

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2.4 - Library

2.4.1 - Library Membership

2.4.2 - Library Membership - Security Deposits

A Refundable Security Deposit is payable by:

- Non permanent Hotel/Motel residents.
- Persons not permanently residing, attending a school or college, or working in the Lockyer Valley Regional Council area.
- Persons not residing in any of the above reciprocal Regions.

- Persons unable to provide identification with proof of residency.		
Non-Permanent Residents	\$50.00	N
2.4.3 - Other Fees		
Inter Library loans from other than a Queensland public library	\$35.00	Υ
Per request from other institutions.		
Replacement Card - Any Subsequent card	\$2.00	N
2.4.4 - Fees for Lost/Damaged Items	#10.00	
Processing Fee Replacement Item Supplied by Borrower	\$10.00	N
a new copy of the same title and format. For new non-fiction titles and magazines, the same edition is copies are not acceptable.	required. Second-ha	nd N
Recovery fee charged when outstanding charges for lost or damaged items are referred to a recovery agency	\$25.00	IN

Minor damage only, including insignificant loss of a part of a toy	\$10.00	
Adult Print Collection	445.00	N
	\$45.00	N
Audio Books - Adult	\$145.00	N N
Junior and young adult print collection and audio books	\$145.00 \$30.00	N N N
Junior and young adult print collection and audio books Reference and local history books	\$145.00 \$30.00 \$145.00	N N N
Junior and young adult print collection and audio books	\$145.00 \$30.00	N N N

2.4.5 - Library Items - Replacement Costs

Replacement Policy:

Magazines Interlibrary loan

Where total replacement is required.

Tablets, iPads and LaunchPads

- Books, Videos, DVDs, CDs & Magazines may be replaced by the borrower with a new copy of the same title
- For new non-fiction titles & magazines, the same year of publication and edition is also required.
- Second-hand copies are not acceptable.

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Ν

Ν

\$10.00

\$65.00

Market value of

replacement or cost of repair

Name	Year 24/25 Fee (incl. GST)	GST
2.4.6 - Other Library Fees	(mon cos)	
Inter library loans from a Queensland public library	Free cost to request an Inter- library-loan from a Qld Public library.	Υ
Library Bags	\$2.00	Υ
Youth and children's activities (unless fully funded by First 5 Forever or similar) Per Child	\$5.00	Υ
Seminars, workshops or special events	Per event costs	Υ
As per event costs.	T CT CVCTIC COSIS	'
2.4.11 - Art Gallery		
Commission on sales from exhibitions	20% of sales	Υ
Exhibition (if a combined exhibition the fee will be shared between the exhibitors)	\$200.00	Υ
Opening function	\$200.00	Υ
Gallery curated local exhibition - per artist	\$35.00	Υ
Per Head. Cattle	\$7.50	Y
Per Head	\$7.50	Y
	*4.50	
Calves	\$4.50 \$0.50	Y
Infrastructure Replacement Levy 2.5.2 - Other Fees	φ0.30	Ċ
New Agents Application Fee One off payment.	\$3,131.00	Υ
Annual Saleyard Permit (Renewal)	\$1,200.00	Υ
Agents Fees	\$788.00	Υ
Per Sale.		
Registered Stud Sale Access Fee	\$730.00	Υ
All cattle must have registration papers.		
Dipping Fees	\$3.00	Υ
Per Head		
Minimum Charge	\$231.00	Υ
Holding Fees	\$0.80	Υ
Per Head, Per day or part thereof.		
Open & Closing of Saleyards	\$344.00	Υ
Weekends or Public Holidays.		
Disposal of Deceased Animal	\$139.00	Υ
Disposal of Deceased Atlittal	Ф139.00	1

continued on next page ...

per head

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Name	Year 24/25 Fee (incl. GST)	GST
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2.5.2 - Other Fees [continued]

Sale of Animal Waste	\$12.00	Υ
Sale of Animal Waste (waste is to be loaded and transported at the purchasers own expense and risk)	– per box trailer or ut	e load

2.5.3 - Advertisement Fees

Style One - Height (peak 900mm, sides 600mm) x Width 4,800mm	\$1,500.00	Υ
Style Two - Height 810mm x Width 950mm	\$700.00	Υ
Style Three - Height 900mm x Width 7,700mm	\$1,000.00	Υ

2.6 - Waste Disposal

The Queensland state waste levy where applicable is applied in addition to the fees and charges listed below.

2.6.1 - All Regional Landfill & Transfer Stations

Domestic Waste

General Waste

General Waste excludes gas cylinders, tyres, asbestos, contaminated soil, dead animals, refrigeration/freezer/air conditioning units with gas & electronic waste.

Fixed Charges

Per Unit.

Up to 0.24m3 (240 litres) per person and/or per vehicle each day (only applies to LVRC residents)	No Charge	Υ
Sedan, SUV, Station Wagon, > 0.24m3 (240 litres)	\$10.00	Υ
Trailer (maximum size 6x4)	\$16.00	Υ
Where a trailer $6X4$ has extended sides (eg cage or hungry boards) then the operator shall assess the volume moves into the trailer $> 6 \times 4$ (non-commercial) category at which point the higher rate will approximate the point of the statement of the point of the higher rate will approximate the point of the point		е
Ute	\$16.00	Υ
Trailer >6x4 (non commercial)	\$26.00	Υ
Where a trailer is $>$ 6 X 4 carrying less waste that would fit into a 6 x 4 trailer, then the Trailer (maximum of the first of the fi	m size 6 X 4) fee applie	es.
Ute plus Trailer (maximum size 6x4)	\$26.00	Υ

Variable Charges

Per tonne/per cubic metre

Truck or Trailer (greater than 6X4) - Domestic Waste	\$66.00	Υ
Per cubic metre charge if weigh bridge not available. Domestic Quantity of Waste to landfill great	ater than 6 x 4	
Truck or Trailer (greater than 6X4) - Domestic Waste	\$152.00	Υ
Per tonne charge if weighbridge is available. Domestic Quantity of Waste to landfill greater than 6 x 4		

Green Waste - Uncontaminated

Must NOT contain general waste, steel, plastic, concrete, building products, milled/treated timber, soil, mud, etc otherwise general waste fees apply.

Sedan, SUV, Station Wagon or Trailer (maximum size 8x5) and Ute	No Charge	Υ
Truck or Trailer (greater than 8x5)	\$30.00	Υ
Per cubic metre charge if weigh bridge not available. Domestic quantity of green waste greater than 8 x 5		

continued on next page ...

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Name	Year 24/25 Fee (incl. GST)	GST

Green Waste - Uncontaminated [continued]

Truck or Trailer (greater than 8x5)	\$47.00	Υ
Per tonne charge if weighbridge is available. Domestic quantity of green waste greater than 8 x	x 5	

Green Waste - Contaminated

i.e. Contains steel, plastic, concrete, building products, milled/treated timber.

Per cubic metre charge if weigh bridge not available	\$64.00	Υ
(If it contains general waste, steel, plastic, concrete, building products, milled/treated timber, soil, mud,ect), waste to landfill general waste fees apply		general
Per tonne charge/weigh charge if weighbridge is available	\$152.00	Υ
(If it contains general waste, steel, plastic, concrete, building products, milled/treated timber, soil, mud,ect), waste to landfill general waste fees apply		

Concrete - Uncontaminated

Must NOT contain timber/vegetation/steel/ plastic/contaminated soil/asbestos products etc.

Ute or Trailer (maximum size 6 x 4) No Charge	No Charge.	Υ
Per cubic metre charge if weigh bridge not available - Gatton & Laidley only	\$230.00	Υ
Per cubic metre charge if weigh bridge not available. Domestic quantity of concrete greater than 6 x 4		
Per tonne charge/weigh charge if weighbridge is available - Gatton & Laidley only	\$102.00	Υ
Per tonne charge if weighbridge is available. Domestic quantity of concrete greater than 6 x 4		

Ozone Protection

Refrigeration/Freezer/Air Conditioning Units

Refrigeration/Freezer/Air Conditioning Units	\$13.00	Υ
Gas Reclaim certificates from certified person/persons must be shown as proof prior to disposal if an e	xemption is sought.	

Tyres

Commercial Companies tyres not permitted.

Large earthmoving/mining equipment tyres not permitted.

Domestic Passenger (Includes Motorcycle Tyre) - Each	\$7.00	Υ
4x4 - each	\$14.00	Υ
Additional Charge with Rim attached	\$11.00	Υ
Additional charge per tyre if rim is attached. Gatton Landfill Only		

Recycling

Source separated & contaminate free. Cardboard, steel, glass, batteries, e-waste, waste oil (20 litre maximum), DrumMuster, T-tape etc placed into dedicated recycling facility	No Charge	Υ
Gas cylinders	\$15.00	Υ
Charge is per cylinder, up to 9kg only. Vehicle gas cylinders and fire extinguishers not accepted.		

Waste From Out of Region

In addition to General Waste Fees.

Non LVRC resident - Sedan, SUV, Station Wagon, Trailer (maximum size 6x4), Ute	\$63.00	Υ
Non LVRC resident. In addition to general waste fees.		

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Name	Year 24/25 Fee (incl. GST)	GST
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Replacement Bin

Replacement Bin	\$73.46	Υ
Wheelie Bin Replacement (wilful damage, illegally removed by occupant etc.) validated by authorised p	erson investigation	

Commercial/Industrial/Contract Household Cleanup Waste

"Commercial" includes but not limited to any of the following:

- (a) a hotel, motel, caravan park, cafe, food store or canteen;
- (b) an assembly building, institutional building, kindergarten, child minding centre, school or other building used for education:
- (c) premises where a sport or game is ordinarily played in public;
- (d) an exhibition ground, show ground or racecourse;
- (e) a farm;
- (f) an office, shop or other premises where business or work, other than a manufacturing process, is carried out:
- (g) a person/operator &/or company that is carrying out work/business for fee or reward; or
- (h) Council waste. The relevant fee for the type of Council waste will commence from 1 July 2014. This charge will be applied through Work Order numbers.

"Industrial" includes a manufacturing process.

Commercial & Business General Waste

General Waste excludes gas cylinders, tyres, asbestos, contaminated soil, dead animals, refrigeration/freezer/air conditioning units with gas & electronic waste.

Approved Charity Store Waste

When disposing of innappropriate material, Charity stores can recieve a 50% discount on the general waste disposal fee where registered with Council.

Transactions must be by account or corporate credit card.

Fixed Charges

Per Unit.

Less than 0.12m3 (120 litres) if weighbridge not available - Gatton & Laidley only	\$23.00	Υ
Sedan, SUV, Station Wagon, > 0.12m3 (120 litres) if weighbridge not available - Gatton & Laidley only	\$29.00	Υ
Trailer (maximum size 6x4) if weighbridge not available - Gatton & Laidley only	\$48.00	Υ
Where a trailer $6x4$ has extended sides (eg cage or hungry boards) then the operator shall assess the volume is $> 6x4$ at which point the higher rate (Larger Vehicle) will apply.	load to determine if th	е
Ute - if weighbridge not available - Gatton & Laidley only	\$48.00	Υ
Ute plus Trailer (maximum size 6x4) - if weighbridge not available - Gatton & Laidley only	\$84.00	Υ
Ute + Trailer of waste to landfill - Where a trailer 6x4 has extended sides (eg cage or hungry boards) the load to determine if the volume is > 6x4 at which point the higher rate (Larger Vehicle) will apply.	nen the operator shall	assess

Variable Charges

Per tonne/per cubic metre

Larger vehicles. Per cubic metre charge if weigh bridge not available - Gatton & Laidley only	\$66.00	Υ
Larger vehicles. Per tonne charge/weigh charge if weighbridge is available - Gatton & Laidley only	\$152.00	Υ

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Name	Year 24/25 Fee (incl. GST)	GST
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Cleanfill/Soil - Uncontaminated

Clean Fill/Soil Uncontaminated	Per Tonne	Υ
	Min. Fee: \$20.00	
i.e. Contains no timber/vegetation/steel/plastic/concrete (greater than 300mm dia) stone/bricks/contaminated soil/asbestos products etc.		roducts

If material contains these contaminates then material is classified as general waste & general waste fees apply.

Concrete - Uncontaminated

i.e. Contains no timber/vegetation/steel/ plastic/contaminated soil/asbestos products etc.

Per cubic metre charge if weigh bridge not available - Gatton & Laidley only	\$230.00	Υ
(i.e. contains no timber/vegetation/steel/plastic/builder waste/contaminated soil/asbestos products ets.)		
Per tonne charge/weigh charge if weighbridge is available - Gatton & Laidley only	\$102.00	Υ
(i.e. contains NO timber/vegetation/steel/plastics/builders waste/contaminted soil/asbestos products etc.)		

Concrete - Contaminated

i.e. Contains timber/vegetation/steel/plastic / mixed building material etc.

Per cubic metre charge if weigh bridge not available	\$435.00	Υ
(i.e contains non regulated waste such as timber/vegetation/steel/plastic/mixed building materials) Mixed load Waste to landfill		
Per tonne charge/weigh charge if weighbridge is available	\$183.00	Υ
(i.e contains non regulated waste such as timber/vegetation/steel/plastic/mixed building materials) mixed load waste to landfill		

Concrete - Contaminated

i.e. Contains contaminated soil/asbestos products etc.

Per cubic metre charge if weigh bridge not available	\$1,025.00	Υ
(i.e contains regulated waste such as contaminated soil) waste to landfill		
Per tonne charge/weigh charge if weighbridge is available	\$434.00	Υ
(i.e contains regulated waste contaminated soil) Special burial waste to landfill		
Weigh charge if weighbridge is available - minimum charge	\$127.00	Υ
(i.e contains regulated waste such as contaminated soil) Special Burial waste to landfill		

Green Waste - Uncontaminated

i.e. Contains no steel, plastic, concrete, building products, milled/treated timber.

Excludes Tree stumps and Root Boles larger than 300mm in diameter

Trailer/Ute 6x4	\$21.00	Υ
(Must NOT contain general waste, steel, plastic, concrete, building products, asbestos, milled/treated timber, soil, mud,ect) otherwise general waste fees apply		
Per cubic metre charge if weigh bridge not available - Gatton & Laidley only	\$30.00	Υ
(Must NOT contain general waste, steel, plastic, concrete, building products, milled/treated timber, soil, mud,ect) otherwise general waste fees apply		

continued on next page ...

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Name	Year 24/25 Fee (incl. GST)	GST
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Green Waste - Uncontaminated [continued]

Per tonne charge/weigh charge if weighbridge is available - Gatton & Laidley only \$47.00 Y

(Must NOT contain general waste, steel, plastic, concrete, building products, milled/treated timber, soil, mud,ect) otherwise general waste fees apply.

Minimum charge \$10.00 (inc. GST).

Green Waste - Contaminated

i.e. Contains steel, plastic, concrete, building products, milled/treated timber.

Per cubic metre charge if weigh bridge not available	\$76.00	Υ
(Contains general waste, steel, plastic, concrete, building products, milled/treated timber, soil, mud,ect) waste to landfill		
Per tonne charge/weigh charge if weighbridge is available	\$152.00	Υ
(Contains general waste, steel, plastic, concrete, building products, milled/treated timber, soil, mud,ect) waste to landfill		

Trickle Tape (T-Tape)

T-tape (uncontaminated) - Gatton only	No Charge	Υ
contains NO excessive mix of other plastics AND/OR soil remnants. Is clean and placed for dedicated recycling. Maybe subject to change due to market acceptance.		
T-tape (Contaminated) - per tonne charge/weigh charge if weighbridge available - Gatton only	\$152.00	Υ
Contains an excessive mix of other plastics AND / OR soil remnants. Material is then classified as general waste fees apply.	eral waste & waste to	landfill
T-tape (Contaminated) - per cubic metre if weighbridge not available - Gatton only	\$64.00	Υ
Contains an excessive mix of other plastics AND / OR soil remnants. Material is then classified as ger general waste fees apply.	eral waste & waste to	landfill

Waste From Out of Region

In addition to Commercial & Businesses General Waste Fees.

Per cubic metre charge if weigh bridge not available	\$133.00	Υ
Waste from out of region - Non LVRC Commerical/Industrial/Contract Household Cleanup Waste - waste fee to landfill		
Per tonne charge/weigh charge if weigh bridge is available	\$211.00	Υ
Waste from out of region - Non LVRC Commerical/Industrial/Contract Household Cleanup Waste - Waste to landfill		

Recycling

Drop off of Commercial sourced recycling not permitted.

Commercial gas cylinders not permitted.

Special Burials

Available Gatton Only - By Appointment Only - Please Phone 1300 005 872

Asbestos or Contaminated Soil (DES approved) cubic metre charge if weighbridge not available	\$105.00	Υ
Accepted at Gatton Landfill • Special burial onsite contaminated soil - subject to soil analysis and ability to receive licence conditions • Special burial off-site asbestos	e in accordance wi	th

continued on next page ...

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Name	Year 24/25 Fee (incl. GST)	GST
Special Burials [continued]		
Asbestos or Contaminated Soil (DES approved) weigh charge if weighbridge is available	\$231.00	Υ
Accepted at Gatton Landfill • Special burial onsite contaminated soil - subject to soil analysis and ability to receive licence conditions • Special burial off-site asbestos	e in accordance with	h
Asbestos or Contaminated Soil (DES approved) weigh charge if weighbridge is available - Min Charge	\$76.00	Υ
Accepted at Gatton Landfill • Special burial onsite contaminated soil - subject to soil analysis and ability to receive licence conditions • Special burial off-site asbestos	e in accordance with	h
Small Animals (dogs, cats) each	\$18.00	Υ
Gatton Landfill Only		
Medium (goat, sheep, large dog etc) each	\$32.00	Υ
Gatton Landfill Only		
Large Animals (horse, cattle etc) each	\$139.00	Υ
Gatton Landfill Only		
Greenwaste Mulch Sales		
Domestic load less than 1m³. (i.e. approx one 6 x 4 trailer load)	\$18.00	Υ
Limited to one load per vehicle each day.		
Commercial quantities > minimum 2m³	\$29.00	Υ
Community Use	No Charge	Υ
Approval must be obtained with Statutory Declaration.		

Concrete Sales

Sale of recycled and crushed concrete.

Gatton landfill only.

2.7 - Cemeteries

2.7.1 - Gatton, Laidley, Caffey, Forest Hill & Murphys Creek

General Cemetery

Application for Interment	\$1,522.00	Υ
Unreserved Land - Double Depth.		
Application for Reservation of Plot	\$1,470.00	Υ
Double Depth.		
Extra Depth	Price on application	Υ
Additional Fee.		
Interment Fee	\$1,801.00	Υ
Interment Fee for Child aged 12 and under	\$814.00	Υ
Land for Child Grave (Smaller Plot)	\$553.00	Υ

continued on next page ...

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Gatton Cemetery Chapel

Additional half hour time slots in addition to original hire fee

Hire Fee (2.5 hours)

Extra Time (per half hour)

Name	Year 24/25 Fee (incl. GST)	GST
General Cemetery [continued]		
Breaking of Concrete on Graves	Price on application	Υ
Additional Fee.		
Land for Burial of Ashes	\$735.00	Υ
Half Plots.		
Burial of Cremation Ashes	\$368.00	Υ
Re-Opening Grave / Exhumation	Price on application	Υ
Hand Digging	Price on Application	Υ
Additional Fee.		
Application for Monumental Work and Plaque Modifications	\$100.00	Υ
oublic holidays. Overtime Rates	\$220.00	Υ
Per Hour		
Columbarium Purchase of Columbarium Space.		
Single Niche	\$716.00	Y
Single Niche Double Niche	\$838.00	Υ
Single Niche Double Niche Family Niche	\$838.00 \$972.00	Y Y
Single Niche Double Niche Family Niche Interment of Ashes	\$838.00 \$972.00 \$368.00	Υ
Single Niche Double Niche Family Niche Interment of Ashes Removal of Ashes	\$838.00 \$972.00	Y Y Y
Single Niche Double Niche Family Niche	\$838.00 \$972.00 \$368.00	Y Y Y
Single Niche Double Niche Family Niche Interment of Ashes Removal of Ashes Laidley Ashes Memorial Garden	\$838.00 \$972.00 \$368.00 \$220.00	Y Y Y
Single Niche Double Niche Family Niche Interment of Ashes Removal of Ashes -aidley Ashes Memorial Garden Western Garden - Single Niche	\$838.00 \$972.00 \$368.00 \$220.00	Y Y Y
Single Niche Double Niche Family Niche Interment of Ashes Removal of Ashes Laidley Ashes Memorial Garden Western Garden - Single Niche Centre Garden - Double Niche	\$838.00 \$972.00 \$368.00 \$220.00 \$972.00 \$1,431.00	Y Y Y Y

\$180.00

\$60.00



2.8 - Showgrounds

Should be read in conjunction with Terms & Conditions of General Conditions of Hire. Contact Council's Customer Service Centre to arrange bookings.

Discounts:

Commercial Business (nil discount) - Business or Government Agency (includes dance schools & dance festivals, gem festivals or any for profit business). Also includes Sporting clubs or other groups selling alcohol in conjunction with an event, and private functions.

Subsidised Commercial (50% discount) - Schools, churches, concerts and musical events (for schools) are classified subsidised commercial.

Fundraising (25% discount) - For-Profit organisations using Council facilities to raise funds for a charity or cause.

Not for profit (70% discount) - Charitable organisations, and community groups using the facility to conduct community activities (proof of Not for Profit status from the Australian Taxation Office is required). Applicant / hirer must be the person or organisation responsible for and running the event and hold the applicable Public Liability Insurance.

Other fee waivers in special circumstances may be approved upon application by the hirer.

2.8 – Entire Showgrounds – Show Ring, Grandstand, Camping Grounds & Carpark Booking Fee



2.8.1 - Entire Showgrounds - Show Ring, Grandstand, Camping Ground and Carpark

The Manager Community Facilities & Services is authorised to use discretion in relation a reduction of fees for block bookings.

Bond

Bond Without Alcohol	\$250.00	N
Bond With Alcohol	\$500.00	N

Warm Up Arena

Users will be charged for rectification works should the arena not be returned to the same standard as when the user took possession.

Show Ring

Council further reserves the right to increase this hire charge if it considers that damage may occur to centre ring or track surface.



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Name	Year 24/25 Fee (incl. GST)	GST
Carpark		
Hire Fees per Half Day	\$68.00	Υ
Hire Fees per Hour	\$41.00	Υ
Per hour up to a maximum of 12 hours per day.		
Hire Fees per Full Day	\$139.00	Υ
7am - Midnight		
Lights		
Light Fee per Hour	\$71.00	Υ
Per hour to a maximum of 12 hours per day.		
Light Fees per Half Day	\$134.00	Υ
Half day booking 3 - 8 hours		
Light Fees per Full Day	\$268.00	Υ
7am - Midnight.		
Speedway		
Speedway	\$774.00	Υ
Per Race Meeting.		
Circus		
Bond	\$1,093.00	N
Hire Fee	\$781.00	Υ
Per Day.		
Caravans & Campers		
Stay must be in conjunction with an event.		
Powered Site	\$22.00	Υ
Per night.		
Unpowered Site	\$22.00	Υ
Per night.		
Grandstand		
First Floor Function Room		
Includes Kitchenette, Disabled Access & Toilets.		
Hire Fees per Hour	\$35.00	Υ
Per hour up to a maximum of 12 hours per day.		
Hire Fees per Half Day	\$68.00	Υ
Half day booking 3 - 8 hours		
Hire Fees per Full Day	\$134.00	Υ
7am - Midnight.		

Name	Year 24/25 Fee (incl. GST)	GST
Can Bar		
Hire Fees per Hour	\$35.00	Υ
Per hour up to a maximum of 12 hours per day.		
Hire Fees per Half Day	\$68.00	Υ
Hire Fees per Full Day	\$134.00	Υ
7am - Midnight.		
Kitchen & Dining		
Hire Fees per Hour	\$35.00	Υ
Per hour up to a maximum of 12 hours per day.		
Hire Fees per Half Day	\$68.00	Υ
Half day booking 3 - 8 hours		
Hire Fees per Full Day	\$134.00	Υ
7am - Midnight.		

2.9 - Public Halls & Function Rooms

Should be read in conjunction with Terms & Conditions of General Conditions of Hire. Contact Council's Customer Service Centre to arrange bookings.

Discounts:

Commercial Business (nil discount) - Business or Government Agency (includes dance schools & dance festivals, gem festivals or any for profit business). Also includes Sporting clubs or other groups selling alcohol in conjunction with an event, and private functions.

Subsidised Commercial (50% discount) - Schools, churches, concerts and musical events (for schools) are classified subsidised commercial.

Fundraising (25% discount) - For-Profit organisations, Council would require a statement from the charity receiving the donation funds.

Not for profit (70% discount) - Charitable organisations, and community groups using the facility to conduct community activities (proof of Not for Profit status from the Australian Taxation Office is required). Applicant / hirer must be the person or organisation responsible for and running the event and hold the applicable Public Liability Insurance.

Other fee waivers in special circumstances may be approved upon application by the hirer.

2.9 - Public Halls & Function Rooms Bonds

Bond Without Alcohol	\$250.00	N
Bond With Alcohol	\$500.00	N
2.9 - Public Halls & Function Rooms Booking Fee		
Booking Fee	\$26.00	~

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Per Annum

Name	Year 24/25 Fee (incl. GST)	GST
2.9.1 - Gatton Shire Hall		
Hire Fees per Hour	\$53.00	Υ
Per hour up to a maximum of 12 hours per day.		
Hire Fees per Half Day	\$116.00	Υ
Half day booking 3 - 8 hours		
Hire Fees per Full Day	\$196.00	Υ
7am - Midnight.		
Rooms at Gatton Shire Hall		
Lapidary Club	\$465.00	Υ
Per annum.		
2.9.2 - Laidley Cultural Centre		
-		
Whole of Complex		
Auditorium and Function Room.		
Hire Fees per Hour	\$53.00	Υ
Per hour up to a maximum of 12 hours per day.		
Hire Fees per Half Day	\$116.00	Υ
Hire Fees per Full Day	\$196.00	Υ
7am - Midnight.		
Auditorium/Function Room		
Hire Fees per Hour	\$40.00	Υ
Per hour up to a maximum of 12 hours per day.		
Hire Fees per Half Day	\$93.00	Υ
Half day booking 3 - 8 hours		
Hire Fees per Full Day	\$135.00	Υ
7am - Midnight.		
Squash Courts		
a) Hire of entire complex grants exclusive use to hirer of all squash court facilities b) No casual hire permitted after 10.00pm Monday-Friday.	s for the period of hire	
Per Court	\$18.00	Υ
Per hour.		
Entire Complex	\$37.00	Υ
Per hour.		
Prepayment		
Type of Hire - per court. Unlimited use of squash court/per court.		
Per Month	\$131.00	Υ
	+202.00	

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\$650.00

Name	Year 24/25 Fee (incl. GST)	GST
2.9.3 - Kensington Grove Hall		
Hire Fees per Hour	\$15.00	Υ
Per hour up to a maximum of 12 hours per day		
Hire Fees per Half Day	\$35.00	Υ
Half day booking 3 - 8 hours		
Hire Fees per Full Day	\$69.00	Υ
7am - Midnight.		
2.9.4 - Helidon Community Centre Hire Fees per Hour Per hour up to a maximum of 12 hours per day.	\$40.00	Υ
Hire Fees per Half Day	\$87.00	Υ
Half day booking 3 - 8 hours		
Hire Fees per Full Day	\$135.00	Υ
7am - Midnight.		
2.9.5 - Murphys Creek Community Hall		
Hire Fees Per Hour	\$40.00	Υ
Per hour up to a maximum of 12 hours per day		
Him Face and Half Day	\$87.00	Υ
Hire Fees per Half Day		
Half day booking 3 - 8 hours		
	\$135.00	Υ

2.9.6 - Grantham Butter Factory

As per Council's Community Grants & Assistance Procedure only the Larsens Room (previously known as the Community Room) is eligible for Fee Waivers, the Jamieson Room is **NOT ELIGIBLE** for fee waivers.

Whole of Complex

Jamieson & Larsen Rooms.

Hire Fees per Hour	\$40.00	Υ
Per hour up to a maximum of 12 hours per day.		
Hire Fees per Half Day	\$87.00	Υ
Half day booking 3 - 8 hours		
Hire Fee per Full Day	\$135.00	Υ
7am - Midnight.		

Jamieson Room

Commercial Kitchen, Mezzanine & Room Hire.

Hire Fees per Hour	\$20.00	Υ
Per hour up to a maximum of 12 hours per day.		

continued on next page ...

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Name	Year 24/25 Fee (incl. GST)	GST
Jamieson Room [continued]		
Hire Fees per Half Day	\$37.00	Υ
Half day booking 3 - 8 hours		
Hire Fees per Full Day 7am - Midnight.	\$75.00	Υ
Event Hire Larsen Room		
Community Area.		
Hire Fees per Hour	\$15.00	Υ
Per hour up to a maximum of 12 hours per day		
Hire Fees per Half Day	\$37.00	Υ
Half day booking 3 - 8 hours		
Hire Fees per Full Day	\$75.00	Υ
7am - Midnight.		
Grantham Butter Factory Commercial Kitchen - Independent Use Only		
Hire Fees per Hour	\$20.00	Υ
Per hour up to a maximum of 12 hours per day		
Hire Fees per Half Day	\$37.00	Υ
Half day booking 3 - 8 hours		
Hire Fees per Full Day	\$75.00	Υ
7am - Midnight.		
2.9.7 - Withcott Sports Centre		
Includes Hire of Kitchen / Kiosk / Meeting Room		
Hire Fees per Hour	\$40.00	Υ
Per hour up to a maximum of 12 hours per day.		
Hire Fees per Half Day	\$87.00	Υ
Half day booking 3 - 8 hours		
Hire Fees per Full Day	\$135.00	Υ
7om Midnight		

2.9.8 - Laidley Sports Complex

Sporting groups who are regular users of the Laidley Rec Grounds (Laidley Touch, Laidley Rugby League, Laidley Soccer, Laidley Little Athletics, Lockyer Little Athletics, Laidley Netball, Lockyer Softball) are able to use the facility at no cost for their normal season use (training, games, presentations etc.), however if they are wanting to have a fundraiser night, gala dinner, thank-you night, they will pay the full bond and a flat fee of \$200. Any other non-profit group must pay the full fees as set in the fees and charges.

Club Users

7am - Midnight.

Annual Kitchen and Storage	No Charge	Υ
Annual Storage Only	No Charge	Υ
Meeting Rooms	No Charge	Υ
Excluding Bar and Commercial Kitchen.		

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Name	Year 24/25 Fee (incl. GST)	GST
Event Hire		
Multipurpose Hall Hire (Bar, Storage, Airconditioning and Coldroom). Half day booking 3 - 8 hours		
Hire Fees per Hour	\$40.00	Υ
Per hour up to a maximum of 12 hours per day		
Hire Fees per Half Day	\$87.00	Υ
Half day booking 3 - 8 hours		
Hire Fees per Full Day	\$135.00	Υ
7am - Midnight.		

2.9.9 - Library Meeting Rooms

As per Council's Community Grants & Assistance Procedure the Library Meeting Rooms are **NOT ELIGIBLE** for fee waivers.

Υ
Υ

2.9.10 - Helidon Tennis Court

Helidon Tennis Court Casual Hire Fee	\$8.00	Υ
Per hour.		

2.10 - Childcare Centres

2.10.1 - Gatton Child Care Centre

Kindergarten (3 or more days per week)	\$118.00	N
per day If 1 or 2 days per week, use daily rate or 6 hour rate as applicable.		
Daily Rate - Nursery (9 or more hours)	\$126.00	N
Daily Rate - All other age Groups (9 or more hours)	\$123.00	N
Daily Rate - Nursery (6 hour session)	\$100.00	N
Daily Rate - all other age Groups (6 hour session)	\$95.00	N
Weekly Rate - Nursery (5 days/week booking)	\$567.00	N
Weekly Rate - All other age groups (5 days/week booking)	\$550.00	N
Late Fee - Charged per 15 Minutes or part thereof after 6:00pm	\$31.50	N
Holiday Absence Discount	50% of full fee for 4 weeks over holidays	N



2.11 - Building Services

2.11.1 - Building

Lodgement Fee is to be paid with each application for development approval.

All fees are based on footing and slab inspections being undertaken by a RPEQ.

Where fees are determined by quote, the fee shall be determined based on an estimate of the time involved at an hourly rate.

Council's Building Certification Services are provided free of charge for buildings and structures on Council owned land under the following circumstances:

- · Level 1 certification is not required;
- The project is not for a commercial activity;
- The work is being carried out for a sporting, community or charitable group that has Not-for-Profit status;
 and
- · A letter of support has been provided for the works by Council.

Lodgement fee for all applications lodged for approval by Council's building certifiers	\$330.00	Υ
Application for Class 1a Buildings		
New dwellings (including removal dwellings)	\$1,830.00	Υ
Addition to a dwelling for a Verandah/deck	\$810.00	Υ
Other additions or alterations to a dwelling (including raising & restumping)	\$1,040.00	Υ

Applications for Class 10 Buildings and Structures (outbuildings, carports, patios, swimming pools, etc.)

New Class 10 building	\$645.00	Υ
Addition to Class 10 building	\$645.00	Υ
Swimming pool/spa and fence; or pool fence only	\$924.00	Υ
Pool safety certificate (including two inspections)	\$575.00	Υ
Other Class 10 structures e.g. sign, retaining wall (over 1.0m high), silo	\$685.00	Υ

Application for Units - Classes 1, 2 & 3 (duplex, townhouses, motel, boarding house etc.)

New building - per unit up to 4	\$1,390.00	Υ
New building - 5 or more units	By quote	Υ
Application for addition or alteration to building	By quote	Υ

Applications for Classes 4 to 9 Buildings (Commercial or Industrial)

Application for new building	By quote	Υ
Application for addition or alteration to a building	By quote	Υ

Applications for Special Structures and Temporary Buildings (buildings that cannot be classified in any other class)

Application for new building	By quote	Υ
Application for addition or alteration to building	By quote	Υ
Applications for Demolition of a Building or Structure		
Application for Demolition	\$490.00	Υ

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12 month fee for use of facility

Commercial use only
6 month fee for use of facility

commercial use only

Name	Year 24/25	GST
Name	Fee (incl. GST)	GST
Applications for Change of Classification		
Change of classification from Class 1 to 10a	\$383.00	Υ
Change of classification from Class 10a to 1a	By quote (minimum \$975.00)	Υ
All other applications for Changes of Classification	By quote	Υ
Change application		
Change application - to change conditions of an approval or approved plans	By quote. Minimum \$168.00	Y
2.11.2 - Miscellaneous Building Application Fees		
Certificate of occupancy (including under section 110 of Building Act)	\$588.00 (minimum - includes first 2 hours and a site inspection) \$178 per hour after the first 2 hours	N
Re-inspection of a Class 1 or 10 building	\$170.00	Υ
Inspection of Class 1 building (where currency period has lapsed or a Private Certifier has disengaged	\$550.00	Υ
Inspection of a Class 10 building (where currency period has lapsed or a Private Certifier has disengaged)	\$345.00	Υ
Inspection or a building other than detailed above	By quote	Υ
Processing fee for refunding application fees	\$65.00	Ν
2.12 - Camping Grounds & Recreation Reserves 2.12.1 - Hire of Recreation Reserves or Council Lands Laidley Sports & Recreation Reserve - Commercial Use		
6 month fee for use of facility	\$315.00	Υ
12 month fee for use of facility	\$540.00	Υ
Use of Lights per Field	Electricity Supplier Costs plus 10%.	Υ
Per Hour.		
Forest Hill Recreation Reserve		
- 11 · · · · · · · · · · · · · · · · · ·		
Subject to availability.		

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\$615.00

\$350.00

Name	Year 24/25 Fee (incl. GST)	GST
2.14 - Engineering		
2.14.1 - Rural Address Replacement Plate		
Rural Address Replacement Number Plate	\$67.00	N
2.14.2 - Installation of Pipes etc On or Under Road		
Road Reinstatement Fee		
Bitumen	Price on application	N
Other than bitumen	Price on application	N
2.14.3 - Concrete Kerb		
Alteration to existing layback kerb	Price on application	N
2.14.4 - Vehicular Access		
375 mm pipe crossing	Price on application	Υ
All other types of crossings	Price on application	Υ
2.15 - Pest Management		
2.15.1 - Landholder Subsidies for Pest Management		
Herbicide purchased for the treatment of any of the following plants within the Lockyer Valley Region: African Boxthorn, Annual Ragweed, Balloon Vine, Cats Claw Creeper, Climbing Asparagus Fern, Fireweed, Giant Rat's Tail Grass, Groundsel, Harissia Cactus, Lantana, Madeira Vine, Mother of Millions, Parthenium, Salvinia, Water Hyacinth, Water Lettuce	50% of price charged by supplier (excluding GST)	Υ
2.15.2 - Landholder Invasive Animal Control Subsidy Program		
Subsidy for the purchase of sodium fluoroacetate or sodium nitrite for the control of invasive animals	50% of price charged by supplier (ex GST) to a maximum of \$150.00 per annum	N

2.15.3 - Loan Equipment - Bonds

Loan equipment is available for use subject to acceptance of the terms and conditions of loan and the payment of the bond.

The use of loan equipment for commercial purposes or outside of the Council Region will result in forfeiture of the bond and exclusion from future use of loan equipment.

Where a borrower is found to have failed to adhere to Council procedures and safety requirements, or behaves in an unacceptable way towards a Council Officer, the borrower will be excluded from further use of the loan equipment.

Bond - Dog Traps	\$0.00	N
Bond - Pig Traps	\$330.00	N

continued on next page ...

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Name	Year 24/25 Fee (incl. GST)	GST
2.15.3 - Loan Equipment - Bonds [continued]		
Bond - Skids	\$278.00	N
Bond - Splatter Gun	\$168.00	N
Bond - Trailers (including boom spray)	\$330.00	N
2.15.3 - Loan Equipment Charges - can be retained from bonds		
Loan Equipment (Spray) - Cleaning Fee (Herbicide, Dye, Mud etc.)	\$63.00	Υ
Loan Equipment (Spray) - Flushing Tanks/Lines	\$63.00	Υ
Loan Equipment (Spray) - Re-fuelling	\$26.00 plus cost of fuel	Υ
Processing fee plus cost of fuel		
Loan Equipment (Spray/Traps) - Damage to spray equipment, trailers, traps, accessories and parts	\$26 plus cost of replacement/ repair	Υ
Processing fee plus cost of parts and labour.		
Loan Equipment (Spray/Traps) - Lost, stolen or missing spray equipment, trailers, traps, accessories, parts and other items provided with loan equipment	\$26 plus cost of replacement.	Υ
Processing fee plus cost of parts and labour.		
Loan Equipment (Spray/Traps) - Equipment Failure - Troubleshooting Out of Hours	Nil	Υ
Loan Equipment (Spray/Traps) - Operator Assistance - Troubleshooting Out of Hours	\$95.00	Υ
Per hour or part thereof.		
Loan Equipment (Spray/Traps) - Failure to Show for Collection Without Notice	\$60.00	Υ
Notice to be provided prior to 3pm the previous day.		
Loan Equipment (Spray/Traps) - Late to Collect or Return	\$22.00	Υ
Per 15 minute interval or part thereof.		
Loan Equipment (Traps) - Delivery/Collection Fee (per trip)	Up to 20km from Gatton - \$73.00 > 20km but < 50km from Gatton - \$94.00 > 50km from Gatton - \$115.00	Y

2.16 - Queensland Transport Museum

2.16.1 - Queensland Transport Museum

Adult	\$8.00	Υ
Concession	\$6.00	Υ
Children, 6-15 years old	\$3.00	Υ
Children, under 6 years old	Free	Υ
Family admission (2 adults and up to 3 children)	\$22.00	Υ
Lockyer Valley residents (with proof of address)	Free	Υ

2.17 - Hire of Equipment Bond

2.17.1 - Hire of Equipment

Bond for the hiring of table and chairs only	\$167.00	Υ
Bond for the hiring of marquees only	\$166.95	N

continued on next page ...

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Name	Year 24/25 Fee (incl. GST)	GST
2.17.1 - Hire of Equipment [continued]		
Bond for the hiring of table, chairs and marquees	\$278.25	N
Hiring of Inflatable Soccer Field	\$223.00	Υ
Per day. This fee is waived for local schools and community events.		

10.4 Code of Meeting Practice

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

Purpose:

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

Officer's Recommendation:

THAT Council adopt the Code of Meeting Practice (version 8.0) as attached to this report.

Executive Summary

The Code of Meeting Practice has been reviewed and amended to reflect the updated Model Meeting Procedures and Best Practice Standing Orders, as provided by the Department of Housing, Local Government, Planning and Public Works (the Department). This document was not due for review until September 2026, however it has been updated earlier to ensure minimum meeting standards are being met.

Proposal

It is proposed that Council adopt version 8 of the Code of Meting Practice. The Code of Meeting Practice complies with the provisions of the *Local Government Act 2009* (*LGA 2009*) and the *Local Government Regulation 2012* to provide procedures and standards for the proper conduct of business by a Local Government at its meetings and meetings of its committees.

Changes to the Code of Meeting Practice are consistent with the Model Meeting Procedures and Best Practice Standing Orders provided by the Department.

Previous Council Resolutions

Ordinary Council Meeting, 25 October 2023

RESOLUTION

THAT Council adopt the:

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

as attached to these minutes.

Moved By: Cr Hagan Seconded By: Cr Vela

Resolution Number: 20-24/0939

CARRIED 6/0

Critical Dates

There are no critical dates, however it is good practice to keep the Code of Meeting Practice aligned with the meeting procedures provided by the Department.

Strategic Implications

Corporate Plan

Lockyer Leadership and Council:

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

Legislation and Policy

Section 150F of the *LGA 2009* states the Chief Executive Officer is responsible for making meeting procedures and section 150G of the *LGA 2009* states that a Local Government must either adopt the model meeting procedures, or meeting procedures that are consistent with the model meeting procedures. If the Local Government's meeting procedures are inconsistent with those provided by the Department, the Local Government is taken to have adopted the model procedures to the extent of the inconsistency.

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

The Senior Governance Officer and CEO have both reviewed and approved the document.

Following Council's adoption, the document will be updated on Council's external website.

Attachments

1. Code of Meeting Practice (Version 8.0) 30 Pages



CODE OF MEETING PRACTICE

May 2024

Document Control

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

Version	Clause(s)	Changes	Author	Issue Date
1.0		Initial Draft	Corrin Bischoff	02/05/2012
1.1		Further revisions	Corrin Bischoff	11/08/2012
1.2		Further revisions after feedback Adopted by Council 12/09/2012 Resolution Number 2670	Corrin Bischoff	05/09/2012
2.0		Formal review conducted and revisions: inclusion of Teleconferencing, Declaration of Interests, Order of Business, Agenda Papers, Closed Meetings, Conduct, Audio or Video Recording of a Meeting Adopted by Council 18/12/2013 Resolution Number 3221	Corrin Bischoff	19/11/2013
3.0		Formal review conducted and revisions: Recording of meetings; definitions of meetings; notice for Councillor items; closed session; deputations; rescinding a motion; procedural motions. Adopted by Council 22/02/2017 Resolution Number 16-20/0377	Corrin Bischoff	14/02/2017
4.0		Formal review conducted and inclusion of section 150F of the <i>Local Government Act 2009</i>	Susan Boland/Corrin Bischoff	15/11/2018
5.0		Formal Review conducted, and amendments made in line with changes to Local Government Act 2009 Adopted by Council 18/11/2020, Resolution Number 20-24/0178	Erin Carkeet	09/11/2020
6.0		Review conducted and minor amendments made in line with COVID- 19 Emergency Response Act 2019 updates Approved by CEO	Bella Greinke	2/03/2022
7.0		Updates in line with changes to Model Meeting Procedures and Best Practice Meeting Standing Orders and removal of expired COVID-19 Emergency Response Act 2019 references Adoption by Council 25/10/2023, Resolution Number 20-24/0939	Bella Greinke	25/10/2023
8.0		Updates in line with changes to Model Meeting Procedures and Best Practice Meeting Standing Orders	Bella Greinke	

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1. Introduction

1.1 Background

Under section 150F of the *Local Government Act 2009*, the Chief Executive of the Department of Local Government must make model procedures for local government and committee meetings. These procedures must be adopted and if the Local Government adopts other procedures, they must not be inconsistent with the model procedures. If there is any inconsistency, the local government is taken to have adopted the model procedures to the extent of the inconsistency.

The model meeting procedures include the following:

- the process for how the Chairperson of a local government meeting may deal with unsuitable meeting conduct by a Councillor.
- the process for how the Councillors at a local government meeting may deal with the unsuitable meeting conduct by the Chairperson.
- the process for how a suspected conduct breach by a Councillor, that is referred to the local government
 by the Independent Assessor (IA), must be dealt with at a local government meeting.
- the processes for dealing with a conflict of interest arising during a local government meeting and recording the conflict of interest in the minutes of the meeting.
- the process for dealing with a loss of quorum due to the number of Councillors with a conflict of interest.
- · procedures for closing local government meetings to the public.

1.2 Principles

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

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

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

1.3 Scope

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

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2. Meetings

2.1 Type of Meetings

Meetings include Ordinary Meetings, Special Meetings, Post-Election Meetings, Councillor

Workshops and Committee Meetings.

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

month.

Special Meeting is a meeting at which the only business that may be conducted is stated in the notice of

the meeting (section 254C (4), Local Government Regulation 2012)

Post-Election Meeting is the meeting held within 14 days after the conclusion of each quadrennial election and

the conclusion of a fresh election of its Councillors. At this meeting the local government must, by resolution, appoint a Deputy Mayor from its Councillors (other than the Mayor)

(section 175 Local Government Act 2009).

Councillor Workshop session for Councillors to provide direction on strategic matters but not make decisions

and for the presentation of information on key projects or strategies.

3. Council Meetings

3.1 Ordinary Meetings

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

Written notice will be given to each Councillor at least two days before the meeting, unless it is impracticable to give that notice. The notice will state the day and time of the meeting. A written notice of intention to repeal or amend a resolution will be given at least five (5) days notice before the meeting in accordance with section 262 of the Local Government Regulation 2012.

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

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

Council, by resolution, will fix dates and times for its ordinary meetings. If there is no resolution fixing the date

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3.2 Special Meetings

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

3.3 Agenda for Meeting

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

The agenda for a meeting will include—

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

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

3.4 Chairperson

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

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

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

3.5 Duties of the Chairperson

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

- determining that the meeting is properly constituted, and a quorum is present
- informing Councillors or Members as to the business and objectives of the meeting
- formulating for discussion and decision any proposed resolution (motion) that has been moved for consideration of the meeting
- deciding whether proposed resolutions and amendments are in order i.e. clarifying the wording of resolutions prior to the vote being undertaken
- deciding points of order and other incidental matters that require a decision
- · facilitating an exchange of views and ideas on key issues before the meeting
- confining discussion to within the scope of the meeting and within reasonable limits of time
- preserving order at the meeting
- focussing on serving the public interest
- putting relevant questions to the meeting and conducting a vote (and where authorised, giving a casting

Group: Executive Office
Unit: Business Improvement
Approved: Council Meeting (Resolution Number: 20-24/XXXX)
Date Approved: XX/XX/2024
ECM: 4754226

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- · declaring the result
- · ensuring a division is taken if properly requested
- ensuring the record of minutes of the meeting is maintained
- · ensuring that only an authorised recording of the meeting is made
- adjourning the meeting when circumstances justify that course
- declaring the meeting closed when its business is complete.

3.6 Post Election Meeting

The CEO will conduct the Post-Election meeting until the Mayor completes their declaration.

4. Committee Meetings

4.1 Times and Places of Committee Meetings

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

4.2 Special Committee Meetings

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

4.3 Notice of Meetings and Agenda

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

4.4 Chairperson

The Chairperson of a committee must preside at a meeting of a Lockyer Valley Regional Council committee. Refer to 3.5 Duties of the Chairperson.

4.5 Procedure at Meetings

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

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5. Code of Practice

5.1 Application

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

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

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

Procedures for Meetings

6.1 Order of Business

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

6.2 Ordinary Meetings

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

6.3 Special Meetings and Committee Meetings

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

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Meeting Opened

Local Government Act 2009 – Principles

Declaration of Office – Mayor and Councillors

Address by the Mayor

Appointment of Deputy Mayor

Appointment to Special Committees, Advisory Committees, Statutory Bodies and other organisations

Set the meeting cycle (i.e. number of meetings per month and day of meetings)

Other business as the Mayor may direct

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

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

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

Amendments to minutes must be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed the minutes can be amended. All Councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting. Once the minutes are confirmed by resolution of the meeting they cannot be changed. If the local government needs to make a correction to the confirmed minutes, that can be done by passing a rescinding motion or a new motion that states what the correction is, but the original minutes remain as they are recorded.

Admission of deputations, invitees and visitors shall be at the discretion of either of Mayor or Council (refer to 6.8 Deputations). The time for receipt of petitions shall be at the discretion of Council (refer to 6.7 Petitions).

6.5 Meeting Agenda

The CEO will prepare or have prepared a notice of meeting and agenda for each meeting. The notice and agenda must, where practicable, be made available to Councillors and Members two business days prior to the meeting. A meeting agenda shall include, but not be limited to:

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

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

The meeting agenda must be made available to the public no later than 5:00pm on the business day after the meeting notice has been made available to the Councillors. Any related reports, including any summary investigation report for a conduct breach matter, for the local government meeting must also be included and

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6.7 Agenda Reports

Reports included in the agenda may include personal information only to the extent such is necessary to reflect the issue to be discussed without rendering the report meaningless, subject to Council's obligations under the Information *Privacy Act 2009 (Queensland)*. It may be necessary where personal information is required to consider the item in a Closed Meeting of Council (see 6.9 Closed Meetings).

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

6.7 Petitions

Any petition presented to a meeting of Council will:

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

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

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

The local government will respond to the principal petitioner in relation to all petitions deemed valid.

6.8 Deputations

A deputation seeking to attend and address a meeting of the local government shall apply in writing to the CEO not less than seven business days before the meeting.

The CEO, on receiving an application for a deputation, shall notify the Chairperson who will determine whether the deputation may be heard. The CEO will inform the deputation of the determination in writing of the outcome. Where it has been determined the deputation will be heard, a convenient time will be arranged for that purpose, and an appropriate time allowed (e.g. 15 minutes).

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

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

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

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

6.9 Closed Meetings

A local government and committee meeting may resolve that a meeting be closed to the public if its Councillors or Members consider it necessary to discuss any of the following matters pursuant to section 254J of the *Local Government Regulation 2012*:

- appointment, dismissal or discipline of the CEO
- industrial matters affecting employees
- · the local government's budget, which does not include the monthly financial statements
- rating concessions
- legal advice obtained by the local government, including legal proceedings that may be taken by or against the local government
- · matters that may directly affect the health and safety of an individual or a group of individuals
- negotiations relating to a commercial matter involving the local government for which a public discussion could prejudice the interests of the local government
- negotiations relating to the taking of land by the local government under the Acquisition of Land Act 1967
- a matter that the local government is required to keep confidential under a law of, or a formal agreement
 with, the Commonwealth or state.
- A matter relating to the consideration of an investigation report for an investigation of a conduct breach given to the local government under the *Local Government Act 2009* chapter 5A, part 3, division 5.

A local government and committee meeting cannot resolve that a meeting be closed where the meeting is informed of a Councillor's or Members personal interest in the matter by another person and the eligible Councillors or Members at the meeting must decide whether the Councillor or Member has a declarable conflict of interest in the matter.

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

- delegate the consideration and decision on the matter
- defer the matter to a later meeting when the quorum may be available
- not to decide the matter and take no further action in relation to the matter unless the *Local Government Act 2009* or another Act provides that the local government must decide on the matter.

None of the above will be voted on during a closed session. If a closed session includes attendance by teleconference, those attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting. A failure to do so could be in contravention of section 171 of the Local Government Act 2009.

To take a matter into a closed session the local government or committee will abide by the following:

- 1. Pass a resolution to close the meeting
- 2. The resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered
- 3. If it is known in advance, the agenda should clearly identify that the matter may be considered in closed

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4. Not make a resolution while in a closed meeting (other than a procedural resolution).

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

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

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

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

A closed session of Council is not to be recorded.

7. Motions

7.1 Motion

A motion brought before a meeting in accordance with the *Local Government Act 2009* or this Code may be received and put to the meeting by the Chairperson. The Chairperson may require a motion or an amendment to a motion to be stated in full or recorded in writing before permitting it to be received.

A Councillor or Member is required to 'move' a motion and then another Councillor or member is required to 'second' the motion. When a motion has been moved and seconded, it will become subject to the control of the local government or committee and cannot be withdrawn without the consent of the local government meeting or committee meeting.

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

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

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

Not more than one motion or one proposed amendment to a motion may be put before a local government or committee meeting at any one time.

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7.2 Absence of the Mover of Motion

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

7.3 Motion to be Seconded

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

7.4 Amendment of a Motion

An amendment to a motion should maintain or further clarify the intent of the original motion and not contradict the motion.

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

Where a motion is amended, the original motion cannot be re-introduced as a subsequent amendment to the first amended motion.

7.5 Speaking to Motions and Amendments

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

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

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

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

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

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

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

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7.6 Method of Taking Vote

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

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

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

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

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

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

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

7.7 Withdrawing a Motion

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

7.8 Repealing or Amending Resolutions

A resolution of Council or committee may not be amended or repealed unless notice of motion is given in accordance with the requirements of the legislation (five business days).

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

7.9 Procedural Motions

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

- · that the question/motion be now put before the meeting
- that the motion or amendment now before the meeting be adjourned
- that the meeting proceeds to the next item of business
- that the question lie on the table

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- a point of order
- a motion of dissent against the Chairperson's decision
- that this report/document be tabled
- to suspend the rule requiring that (insert requirement)
- · that the meeting stands adjourned.

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

7.9.1 Motion that Debate be Adjourned

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

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

7.9.2 Motion to Proceed to Next Item of Business

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

7.9.3 Motion that the Motion Lie on the Table

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

7.9.4 Points of Order

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

- · has failed to comply with proper procedures;
- is in contravention of the legislation; or
- is beyond the jurisdiction power of the local government meeting or committee meeting.

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

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

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7.9.5 Motion of Dissent

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

7.9.6 Motion that a Report be Tabled

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

7.9.7 Motion to Suspend Requirements of a Rule

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

7.9.8 Motion that Meeting Stands Adjourned

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

8. Mayoral Minute

8.1 Mayoral Minute

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

The Mayoral minute must be delivered to the CEO and when introduced, take precedence over all business before the local government.

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

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

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Conduct During Meetings

9.1 General Conduct During Meetings

All Councillors and Members have a responsibility to participate in meetings, policy development and decision making, for the benefit of the local government area. After a meeting of the local government or committee has been formally constituted and the business commenced, a Councillor or Member will not enter or leave from the meeting without first notifying the Chairperson. Mobile telephones and other devices must be turned off or placed in silent mode in the meeting room.

A Councillor or Member must address the Chairperson while—

- · moving any motion or amendment; or
- seconding any motion or amendment; or
- · taking part in any discussion; or
- · placing or replying to any question; or
- · addressing the local government for any other purpose.

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

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

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

9.2 Disclosures of Interest

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

9.2.1 Prescribed Conflict of Interest

Councillors and Members are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a local government or committee meeting (other than ordinary business matters prescribed in section 150EF of the *Local Government Act 2009*).

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

- A Councillor or Member who has notified the CEO in writing of a prescribed conflict of interest in a matter to be discussed in a local government meeting must also give notice during the meeting at the time when the matter is to be discussed.
- 2. A Councillor or Member who first becomes aware of a prescribed conflict of interest in a matter during a local government meeting must immediately inform the meeting of the conflict of the interest.

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- 3. When notifying the meeting of a prescribed conflict of interest, the following details must be provided:
 - a. if it arises because of a gift, loan or contract, the value of the gift, loan or contract.
 - b. if it arises because of an application or submission, the subject of the application or submission.
 - c. the name of any entity other than the Councillor or Member that has an interest in the matter.
 - d. the nature of the Councillor's or Member's relationship with the entity that has an interest in a matter.
 - e. details of the Councillor's or Member's and any other entity's interest in the matter.

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

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

9.2.2 Declarable Conflict of Interest

Councillors or Members are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at local government or committee meetings that might lead to a decision that is contrary to the public interest (other than the interests prescribed under section 150EO of the *Local Government Act 2009* and ordinary business matters prescribed in section 150EF of the *Local Government Act 2009*).

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

- A Councillor or Member who has notified the CEO in writing of a declarable conflict of interest in a matter to be discussed at a local government or committee meeting must also give notice during the meeting at the time when the matter is to be discussed.
- 2. A Councillor or Member who first becomes aware of a declarable conflict of interest in a matter during a local government or committee meeting must inform the meeting of the conflict of interest.

When notifying the meeting of a declarable conflict of interest, Councillors or Members should provide sufficient detail to allow the other Councillors or Members to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following minimum details must be provided:

- a. The nature of the declarable conflict of interest
- b. If it arises because of the Councillor's or Member's relationship with a related party:
- c. the name of the related party and
- d. the nature of the relationship of the related party to the Councillor or Member and
- e. the nature of the related party's interest in the matter
- f. If it arises because of a gift or loan from another person to the Councillor or Member or a related party:
 - i. the name of the other person and
 - the nature of the relationship of the other person to the Councillor or Member or related party and
 - 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.

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- If the Councillor or Member chooses not to leave the meeting, the Councillor or Member may advise the other Councillors or Members of their reasons for seeking permission to participate in making the decision.
- 2. The other eligible Councillors or Members at the meeting must then decide, by resolution, whether the Councillor or Member can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible Councillors or Members. The eligible Councillors or Members may impose conditions on the Councillor or Member under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote.
- The Councillor or Member must comply with any decision or condition imposed by the eligible Councillors
 or Members. The Councillor or Member must not participate in the decision unless authorised in
 compliance with section 150ES of the Local Government Act 2009 or under an approval by the minister
 for the local government under section 150EV of the Local Government Act 2009.
- 4. In deciding on a Councillor's or Member's declarable conflict of interest in a matter, only Councillors or Members who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those Councillors or Members is less than a majority or less than a quorum for the meeting consistent with section 150ET of the *Local Government Act 2009*.

The Councillor or Member who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the Chairperson to assist the other Councillors or Members in making their decision. The subject Councillor or Member must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the Chairperson, on whether the Councillor or Member may remain in the meeting and participate in deciding the matter in which the Councillor or Member has a declarable conflict of interest.

When deciding whether a Councillor or Member may participate in the decision making on a matter in which they have a declarable conflict of interest, the other Councillors or Members should consider the particular circumstances of the matter including, but not limited to:

- 1. How does the inclusion of the Councillor or Member in the deliberation affect the public trust.
- 2. How close or remote is the Councillor's or Member's relationship to the related party.
- 3. If the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received.
- Will the benefit or detriment the subject Councillor or Member or their related party stands to receive from the decision have major or minor impact on them.
- How does the benefit or detriment the subject Councillor or Member stands to receive compare to others in the community.
- 6. How does this compare with similar matters that the local government or committee has decided and have other Councillors or Members with the same or similar interests decided to leave the meeting.
- 7. Whether the subject Councillor or Members has unique skills, knowledge or expertise that might help make the best decision in the public interest.

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A decision about a Councillor or Member who has a declarable conflict of interest in a matter applies in relation to the Councillor or Member for participating in the decision, and all subsequent decisions, about the same matter unless the there is a change to the Councillor's or Member's personal interests and/or the nature of the matter being discussed. If the eligible Councillors or Members decide that the Councillor or Member can act in the public interest on the matter, then the Councillor or Member may participate in the meeting and be involved in processes occurring outside of a local government meeting or committee meeting about the same matter e.g. briefing sessions or workshops.

In making the decision about the Councillor or Members conflict of interest in the matter, it is irrelevant how the subject Councillor or Member intended to vote on the issue or any other issue (if known or suspected).

A Councillor or Member does not contravene the above procedures if the Councillor or Member participates in a decision under written approval from the Minister as prescribed in section 150EV of the *Local Government Act 2009*.

9.3 Recording Prescribed and Declarable Conflicts of Interest

When a Councillor or Member informs a meeting that they or another Councillor or Member have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all the relevant details of how the conflict of interest was dealt with, being:

- 1. The name of any Councillor or Member and any other Councillor or Member who may have a prescribed or declarable conflict of interest
- 2. The particulars of the prescribed or declarable conflict of interest provided
- 3. The actions taken by a Councillor or Member after informing the meeting that they have, or they reasonably suspect another Councillor or Member has a prescribed or declarable conflict of interest
- 4. Any decision then made by the eligible Councillors or Members
- Whether the Councillor or Member with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval
- The local government's or committee's decision on what actions the Councillor or Member with a declarable conflict of interest must take and the reasons for the decision
- 7. The name of each eligible Councillor or Member who voted on the matter and how each voted.

If the Councillor or Member has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a Councillor's or Member's personal interest by someone other than the Councillor or Member:

The name of each Councillor or Member who voted in relation to whether the Councillor or Member has
a declarable conflict of interest, and how each of the Councillors or Members voted.

Where a decision has been made under point 4 above, the minutes must include the decision and reasons for the decision, the name of each eligible Councillor or Member who voted, and how each eligible Councillor or Member voted.

9.4 Reporting a Suspected Conflict of Interest

If a Councillor or Member at a meeting reasonably believes or suspects that another Councillor or Member has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that Councillor or Member is participating in a decision on that matter, the Councillor or Member must immediately inform the

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

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

The eligible Councillors or Members must then decide whether the Councillor or Member has a prescribed conflict of interest, a declarable conflict of interest or that the Councillor or Member does not have prescribed or declarable conflict of interest in the matter. If the meeting decides the Councillor or Member has a conflict of interest, the Councillor or Member must follow the relevant procedures above. If a Councillor or Member with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible Councillors or Members must make a decision about the Councillor's or Member's participation.

If the Councillors or Members cannot reach a decision about the conflict of interest, or the subject Councillor's or Member's participation in the matter despite a declarable conflict of interest, then they are taken to have determined that the Councillor or Member must leave and stay away from the meeting place where the meeting is being held while the eligible Councillors or Members discuss and vote on the matter. This decision will continue to apply in relation to all subsequent decision about the same matter, where the conflict of interest remains unchanged.

If the belief or suspicion of a conflict of interest relates to more than one Councillor or Member, these procedures must be complied with in relation to each Councillor or Member separately.

9.5 Loss of Quorum due to Conflict of Interest

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

- a. delegate the consideration and decision on the matter, pursuant to section 257 of the Local Government Act 2009; or
- b. defer the matter to a later meeting; or
- c. not to decide the matter and take no further action in relation to the matter unless the *Local Government Act 2009* or other Act provides that the local government must decide on the matter.

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

The local government must not delegate a power that an Act says must be decided by resolution of the local government under section 257(3) of the *Local Government Act 2009*.

The local government may by resolution delegate a power under section 257 of the *Local Government Act 2009* to:

- a. The Mayor or CEO; or
- b. A standing committee, or joint committee of the local government; or
- c. The chairperson of a standing committee or joint standing committee of the local government; or
- d. Another local government for a joint government activity.

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The Minister for Local Government may, by signed notice give approval for a conflicted Councillor to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter, if there is a loss of quorum and deciding the matter cannot be delegated, subject to any conditions the Minister may impose.

9.6 Questions

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

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

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

9.7 Disorder

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

9.8 Business of Objectionable Nature

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

9.9 Process for Dealing with Unsuitable Meeting Conduct by a Councillor in a Meeting

The conduct of a Councillor is unsuitable meeting conduct if the conduct happens during a local government meeting and contravenes a behavioural standard of the Councillor Code of Conduct. When dealing with an instance of unsuitable meeting conduct by a Councillor, the following procedures must be followed:

- 1. The Chairperson must reasonably believe that the conduct of a Councillor during a meeting is unsuitable meeting conduct.
- If the Chairperson decides the unsuitable meeting conduct has occurred, the Chairperson may consider
 the severity of the conduct and whether the Councillor has had any previous warnings for unsuitable
 meeting conduct issued. If the Chairperson decides the conduct is of a serious nature or another warning
 is unwarranted, the Chairperson can make an order in relation to the conduct under point 7 below.
- 3. If the Chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the Chairperson may request the Councillor take remedial actions such as:
 - a. ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct;

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- b. apologising for their conduct;
- c. withdrawing their comments.
- 4. If the Councillor complies with the Chairperson's request for remedial action, no further action is required.
- 5. If the Councillor fails to comply with the Chairperson's request for remedial action, the Chairperson may warn the Councillor that failing to comply with the request could result in an order being issued.
- 6. If the Councillor complies with the Chairperson's warning and request for remedial action, no further action is required.
- 7. If the Councillor still continues to fail to comply with the Chairperson's request for remedial action or the Chairperson decided a warning was not appropriate under point 5 above, the Chairperson may make one or more of the orders below:
 - a. an order reprimanding the Councillor for the conduct
 - b. an order requiring the Councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 8. If the Councillor fails to comply with an order to leave and stay away from the meeting, the Chairperson can issue an order that the Councillor be removed from the meeting.
- 9. Following the completion of the meeting, the Chairperson must ensure:
 - a. the minutes record the information about unsuitable meeting conduct.
 - b. if it is the third or more order made within a 12-month period against a Councillor, or the Councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next local government meeting as a suspected conduct breach.
 - c. the local governments CEO is advised to ensure details of any order made is updated in the local government's Councillor conduct register.

Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent for points 1, 7 and 8 above.

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

9.10 Process for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting

If a Councillor at the meeting reasonably believes that the conduct of the chairperson during the meeting is unsuitable meeting conduct, the Councillor will raise the matter in the meeting by point of order. The chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the Councillor may move a motion that the Councillor has engaged in unsuitable meeting conduct (a seconder for the motion is required). Councillors present, excluding the chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.

The chairperson has a declarable conflict of interest in the matter and must leave the place where the meeting is being held, including any area set aside for the public, during the debate and vote on the matter. If the chairperson wishes to remain in the meeting, the eligible Councillors must make a decision and follow the procedures set out below:

- 1. For the debate and vote on the motion, a Councillor other than the Councillor that moved the motion, is to act as the chairperson.
- 2. If the original chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible Councillors, they can put forward their reasoning about their conduct, and

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- respond to questions through the chairperson from the eligible Councillors.
- The acting chairperson of the meeting will preside over the meeting while the Councillors present at the meeting vote on whether the chairperson has engaged in unsuitable meeting conduct (the acting chairperson will have a casting vote on the resolution if required).
- 4. If it is decided that the chairperson has engaged in unsuitable meeting conduct the Councillors can make an order reprimanding the chairperson for the conduct. Once the Councillors make a decision, the chairperson returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the acting chairperson.
- 5. The chairperson then resumes the role of chairperson, and the meeting continues.

Details of any reprimand order is recorded in the minutes of the meeting. The local governments CEO is advised to ensure details of any order made is updated in the local government's Councillor conduct register.

For conduct of a chairperson, at local government meetings that is part of a course of conduct leading to a reprimand order for unsuitable meeting conduct being made against the chairperson, on three occasions within a period of 12 months, the conduct that led to the orders being made, taken together, becomes a conduct breach. If the conduct of a Councillor, including a chairperson, at the meeting becomes a conduct breach; in accordance with section 150J of the *Local Government Act 2009*, and is a conduct breach under section 150K(2)(b) and (3) of the *Local Government Act 2009*, the local government is not required to notify the assessor about the conduct; and may deal with the conduct under section 150AG as if an investigation had been conducted. It may be dealt with at the next local government meeting.

9.11 Meeting Procedures for Dealing with a Suspected Conduct Breach including that which has been referred to a Local Government by the Independent Assessor (IA)

Under chapter 5A, part 3, division 3A of the *Local Government Act 2009*, the IA must make a preliminary assessment and consider dismissing a complaint, notice or information before taking other action if satisfied that particular circumstances apply. If the IA assesses that a matter is a suspected conduct breach it must refer the matter to the local government. The assessor refers the Councillor's suspected conduct breach to the local government by giving a referral notice.

Note: Conduct breach is conduct that contravenes a behavioural standard of the code of conduct for Councillors, or a policy, procedure or resolution of the local government; or the conduct contravenes an order of the Chairperson of a local government meeting for the Councillor to leave and stay away from the place at which the meeting is being held.

In relation to matters referred by the IA to the local government, the local government may decide not to start or discontinue an investigation if the complainant withdraws the complaint, or consents to the investigation not starting or discontinuing, or the complainant does not provide extra information when requested, or there is insufficient information to investigate the complaint, or the Councillor vacates or has vacated their office as a Councillor.

Note: The local government investigation must be conducted in a way that is consistent with the local government's investigation policy. An investigation report must be prepared to assist the Councillors in making a decision on the outcome under section 150AG of the Local Government Act 2009. Before debating a matter relating to making a decision, a summary investigation report (with redactions) must be prepared and made publicly available under section 150AFA of the Local Government Act 2009 on or before the day and time prescribed by regulation.

The local government must decide in a local government meeting, whether the Councillor has engaged in a conduct breach. Unless in accordance with section 150AG of the *Local Government Act 2009*, it has delegated

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

- The local government must be consistent with the local government principle of transparent and
 accountable decision making in the public interest by deciding the outcome of an investigation of a
 suspected conduct breach in an open meeting of the local government. However, where the matter
 requires debate a local government may close all or part of a meeting to the public, if considered
 necessary to discuss an investigation report under section 254J of the Local Government Regulation 2012.
- 2. No resolution for a decision can be made in the closed session. The matter must be decided in an open session of the meeting or at a later meeting.
- 3. Where a local government makes a decision about a conduct breach matter at a local government meeting that is inconsistent with a recommendation made about that matter in an investigation report, a statement of the reasons for the inconsistency must be included in the minutes of the meeting under section 254H of the *Local Government Regulation 2012*.
- 4. The subject Councillor has a declarable conflict of interest in the matter but may remain in the closed meeting (unless the local government decides otherwise), during the debate about the investigation report and answer questions put to the subject Councillor through the chairperson in relation to the evidence or written submission provided by the Councillor to the local government.
- 5. The subject Councillor who has a declarable conflict must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in a conduct breach and what, if any, penalty to impose if the Councillor is found to have engaged in a conduct breach.
- 6. If the complainant is a Councillor, that Councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in 9.2 Disclosures of Interest. . If the complainant Councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other eligible Councillors (do not have a conflict of interest in the matter) must decide how to deal with the conflict of interest in accordance with 9.2 Disclosures of Interest. The complainant Councillor can be ordered to leave the meeting place or conditions may be applied to allow that Councillor to participate in either the debate, the vote, or the decision on any disciplinary action to be applied.
- 7. After making a decision under section 150AG of the Local Government Act 2009, the local government must make the full investigation report, publicly available within 10 business days after the decision is made, with redactions of the name of the complainant and any witnesses but including the name of a Councillor or the CEO of the local government if they were complainants, or any Councillor who declared a conflict of interest in the matter.

If the local government has lost quorum due to the number of conflicted Councillors or another reason, the local government must do one of the following:

- a. Delegate deciding the matter under section 257 of the *Local Government Act 2009* to the Mayor or a standing committee; or
- b. Decide, by resolution, to defer the matter to a later meeting; or

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Note: Local government cannot decide to take no further action on a decision about a conduct matter because it is required under the *Local Government Act 2009*. In order to reach a decision when a loss of quorum has occurred, the matter can be deferred to a later meeting when a quorum can be maintained, or the conflicted Councillors may apply to the Minister for permission to participate in the decision.

If a decision is reached that the subject Councillor has engaged in a conduct breach, then the Councillors must decide what penalty or penalties, if any, to impose on the Councillor, in accordance with the *Local Government Act 2009*. In deciding what penalty to impose the local government may consider any previous inappropriate conduct of the Councillor and any allegation made in the investigation that was admitted, or not challenged, and that the local government is reasonably satisfied is true.

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

- a. An order that the Councillor make a public apology, in the way decided by the local government,
- b. An order reprimanding the Councillor for the conduct breach
- c. An order that the Councillor attend training or counselling to address the Councillor's conduct, including at the Councillor's expense
- d. An order that the Councillor be excluded from a stated local government meeting
- An order that the Councillor is removed, or must resign, from a position representing the local government, other than the office of Councillor, (for example that the Councillor is ordered to resign from an appointment representing the local government on a state board or committee)
- f. An order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct
- g. An order that the Councillor reimburse the local government for all or some of the costs arising from the Councillor's conduct breach.
- A local government may not make an order in relation to a person who has vacated their office as a Councillor.

The subject Councillor, and where relevant, the complainant Councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the decision made by the local government and if relevant any orders made by resolution.

The minutes of the meeting must reflect the decision and any orders made. A notice must be given to the IA as soon as practicable about the decision and the reasons for the decision and, if an order is made under section 150AH of the *Local Government Act 2009*, the details of the order.

Attendance and Non-Attendance

10.1 Quorum and Lapse of a Quorum

A quorum of Council is a majority of its Councillors. A quorum of a committee is the number fixed by the local government or by the committee.

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

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

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

10.2 Teleconferencing

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

Note: There is no legislative requirement for a resolution by a local government to allow a Councillor to participate by audio link or audio-visual link. This means the local government may delegate the matter. For example, the local government may delegate to the chairperson of the local government or a committee meeting the ability to decide whether a Councillor can attend a meeting by audio link or audio-visual link.

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

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

10.3 Attendance of Public and Media at a Local Government Meetings

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

If the local government resolves that a meeting be closed to the public, the public and representatives of the media will be excluded from the meeting.

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

10.4 Public Participation at Meetings

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

For matters arising from a member of the public, the local government may take the following actions:

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

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11. Committees

11.1 Reports by Committees

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

11.2 Attendance at Committee Meetings

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

11.3 Public Participation at Committee Meetings

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

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

12. Record of Meetings

12.1 Minutes

The CEO must ensure minutes of each local government meeting are taken under the supervision of the person presiding at the meeting.

Minutes of each meeting must include:

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

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

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12.2 Audio or Video Recording of a Meeting:

A local government may make an audio and/or video recording of its statutory meetings for the periods that they are open to the public. Recordings will be disposed of in accordance with the Queensland State Archives retention and disposal schedule.

A person (other than a person authorised by the local government) must not make an audio or video recording of a meeting of a local government or a local government committee. Authority to record a meeting may be by resolution of the local government or given by the Chairperson presiding at the meeting.

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

13. Councillor Workshops or Briefing Sessions

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

14. Procedure Not Provided For

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

15. Related Documents

Meetings Policy

Effective Date: XX/XX/2024 Version: 8.0 Last Updated: 07/05/2024 Review Date: 31/03/2028 Superseded/Revoked: 4592954 Page 30 of 30

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10.5 Major Community Grants Program - Round 2 - 2023/2024

Author: Tye Casten, Community Engagement Officer

Responsible Officer: Ian Church, Chief Executive Officer

Purpose:

The purpose of this report is to present the recommendations of the Community Grants Review Committee to Council for approval.

Officer's Recommendation:

THAT Council approve funding for Round 2 of the 2023/24 Major Community Grants Program allocating a total of \$36,000 to the following applicants, as recommended by the Community Grants Review Committee:

Gatton and District Historical Society Inc.	\$4,000
BTSTRAPS Inc.	\$2,000
Church of Christ Gatton	\$2,500
Friends of Gormans Gap Inc. (FOGG)	\$4,000
Gatton Bowls Club Inc.	\$3,000
Gatton Campdraft Association Inc.	\$2,500
Gatton Fordsdale Cricket Club Inc.	\$2,000
Gatton Pony Club Inc.	\$2,500
Hatton Vale Community Uniting Church	\$2,500
Laidley Agricultural and Industrial Society	\$4,000
Laidley Kindergarten Association Inc.	\$2,000
Lockyer Community Centre	\$3,000
Queensland Blue Light Association Inc.	\$2,000

Executive Summary

For the 2023/2024 financial year, Council allocated \$70,000 across two rounds as part of its Major Community Grants Program. The Program allocates funding to community groups to a maximum of \$4,000, based on applications from the groups meeting certain criteria as noted in the Proposal section of this report. Applications for Round 2 of Council's 2023/24 Major Community Grants Program were called on 15 March 2024 and closed on 15 April 2024. 18 applications were received, requesting a total of \$67,799.25 in grant funding from a total pool of \$36,060. One application was withdrawn bringing the total requested within the round to \$63,799.25.

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

Proposal

The applications were assessed by Mayor Tanya Milligan, Council Anthony Wilson, the Manager Communities and the Coordinator Engagement and Communications against the assessment criteria and considering the overall funds available for the round. In evaluating each application, consideration was given to the project rationale, community benefit, sustainability, and the community group's capacity and/or willingness to self-

fund. Council's Community Engagement Officer and Sport and Recreation Development Officer provided administration support.

The following four (4) applications have not been recommended to receive funds in this round due to not meeting the criteria and/or application merit, and/or Council prioritisation to meet budget:

- Cahill Park Sports Complex Inc. Amount Requested \$4,000 This application was to purchase high back bar stool type chairs to add to existing tables and chairs on the clubhouse veranda to create a layered viewing experience for spectators. The committee recommend that this application not be approved as the chairs would provide a substantial benefit to the business side of the club and a lower benefit to the community group. When weighed against the other applications within this funding round it was determined that there were other applications where the funding is more vital. The applicant can apply for funding under future grant rounds or other Council and non-Council grants.
- Lockyer Equestrian Group Inc. Amount Requested \$4,000 This application was to purchase the sand that is used to construct sand arenas on the infield of the Gatton Showgrounds for the Brenda Wittmann Classic. This event is to be held in mid-August and the sand is used to provide a safe and professional surface for high level dressage horses to compete on. The committee recommend that this application not be approved as Council have provided funding to this group 6 times over the last 5 years through the Major and Minor Community Grants Programs. It was also noted that the sand arenas are not a reusable item after the event and that grant funding would better be provided to projects/equipment that can be used by a group for several years. The applicant can apply for funding under future grant rounds or other Council and non-Council grants.
- Murphys Creek Progress Association Amount Requested \$3,000 This application was to organise a children's carnival at Murphys Creek Tavern, designed to coincide with the Murphys Creek Pig Races on Saturday, 28 September. The primary aim of the event is to bolster support and attendance for the pig races, a charity fundraising event. The committee recommend that this application not be approved as there were other applications that were deemed more vital for funding and that funding awarded would be covering costs that an admission fee could cover. The committee resolved that funding would be more impactful if the applicant maximised the fundraising potential of the event by charging an entry fee. The applicant can apply for funding under future grant rounds or other Council and non-Council grants.
- Sophia College Amount Requested \$4,000 This application was to contribute towards the Annual Twilight Market. This event, now in its third year, has become a tradition that brings both the school community and neighbouring communities together for an evening of celebration and connection. The committee recommend that this application not be approved as schools are not eligible to apply.
 Future applications will be considered if they are made by a Parents and Citizen's Association or like association.

The thirteen (13) applicants below are recommended to receive funding towards their designated project.

ROUND 2 – 2023/24 Major Community Grants Program			
Organisation	Project Description	Amount	Recommended
		Requested	Grant
Gatton and District Historical Society	Obtain a mower	\$4,000	\$4,000
Inc.			
BTSTRAPS Inc.	Hydraulic Click Press	\$4,000	\$2,000
Church of Christ Gatton	Funding Request for AED	\$2,517	\$2,500

при	TOTAL	\$63,799.25	\$36,000
Total of non-recommended applications		\$14,999.25	\$0.00
Total of recommended applications		\$48,800	\$36,000
Queensland Blue Light Association Inc.	Blue Edge – Lockyer District SHS	\$4,000	\$2,000
Lockyer Community Centre	Community Garden and Security Upgrade	\$4,000	\$3,000
Laidley Kindergarten Association Inc.	Shade Sail	\$4,000	\$2,000
Society	Care with Cutting Edge Technology		
Laidley Agricultural and Industrial	MowMaster – Elevating Grounds	\$4,000	\$4,000
Hatton Vale Community Uniting Church	Purchase of Defibrillator	\$2,500	\$2,500
Gatton Pony Club Inc.	Pony Club Day Yards	\$3,864	\$2,500
Gatton Fordsdale Cricket Club Inc.	Purchase & Install Rain Water Tank and Pump	\$4,000	\$2,000
Gatton Campdraft Association Inc.	Security Upgrade	\$4,000	\$2,500
Gatton Bowls Club Inc.	Upgrade and Install New Shade Covers	\$4,000	\$3,000
Friends of Gormans Gap Inc. (FOGG)	Wayfinding on Gormans Gap Track	\$3,919	\$4,000

In total the sum of the projects being conducted through the grant program is \$129,743.12 with applicants applying for \$63,799.25 of a \$36,060 available. This suggests the applicants to this grant round are funding a significant amount of their projects through either their own funds or other grants.

Options

Council has the following options:

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

Previous Council Resolutions

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

Critical Dates

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

Successful applicants of the grant need to be notified of their application's success and need to send in their invoice to Council before the end of the 2023/2024 financial year in order to receive funds.

Strategic Implications

Corporate Plan

Lockyer Community

• A community with fair and reasonable access to services.

Finance and Resource

A budget of \$70,000 is provided annually for Category 1 – Major Community Grants Program with two rounds of \$35,000 each. Through the first round, \$33,940 was awarded across the successful applicants, leaving a \$36,060 budget for Round 2.

The Major Community Grants Program is for non-recurrent grants of between \$1,000 and \$4,000. The total funding recommended in this report is \$36,000.

Legislation and Policy

The applications received under Round 2 of the 2023/2024 Major Community Grants Program have been assessed in accordance with the *Community Grants and Assistance Policy* and the *Community Grants and Assistance Procedure*.

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

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

Risk Management

Key Corporate Risk Code and Category: EC1 Environment and Community

Key Corporate Risk Descriptor: Environment and the community, including sustainable

development, social and community wellbeing, relationships,

public health, recreation, regional profile, and identity

Consultation

Portfolio Councillor Consultation

All applications were discussed with the Mayor and Councillor A. Wilson in the Community Grants Review Committee's meeting to assess applications to Round 2 of the 2023/2024 Major Community Grants Program.

Internal Consultation

A committee meeting was held with Mayor Milligan, Councillor A. Wilson, Manager Communities, Coordinator Engagement & Communications, Community Engagement Officer and Sport and Recreation Development Officer on 01/05/2024.

Community Engagement

A media release was published regarding the opening of Round 2 of the 2023/24 Major Community Grant Program. This was also published on Council's website and social media pages and included in both the *Community Connect* newsletter and the *On the Ball* newsletter. The grant round was also advertised at a grant writing workshop held by CPR group on 14 March 2024. The outcome of the funding round will be published in local media following Council's decision.

Attachments

- 2 Community Grants and Assistance Procedure 26 Pages



Head of Power

Local Government Regulation 2012

Key Supporting Council Document

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

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

Definitions

Grant A sum of money given to an organisation or individual for a specified purpose.

Donation A cash contribution to an organisation that may be associated with a particular event,

purpose or project.

In-Kind Assistance The provision of services, equipment, plant or facilities to assist an event or project

conducted by an individual or community-based non-profit organisation.

Policy Objective

The purpose of this policy is to establish a governing framework for the consistent management of grants, donations, scholarships, fee waivers and in-kind assistance programs provided by Lockyer Valley Regional Council to the community.

Policy Statement

In adopting the annual budget, Council may approve an allocation of funds to support a range of grants, donations, scholarships, fee waivers and in-kind assistance programs for eligible community organisations and individuals.

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Unit: Engagement & Communications
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Each grant, donation, scholarship, fee waiver and in-kind assistance program has specific guiding documentation defining eligibility, assessment and acquittal criteria under which Council funding and assistance will be provided.

Grants, donations, scholarships, fee waivers and in-kind assistance programs provided by Council will be promoted through a range of Council media.

Council may contribute to businesses or other partnerships where there is no financial gain to an individual or business and where projects, events or activities will contribute significantly to individual, community, cultural, social, recreational and environmental enhancement and re-vitalisation of the Lockyer Valley community.

Organisations and individuals are expected to apply responsible management of any grants, donations, scholarships, fee waivers and in-kind assistance received from Council.

Where grants or assistance is provided to an individual, the recipient should reside permanently within the boundaries of the Lockyer Valley Regional Council; and will demonstrate exceptional ability and potential and be willing to contribute this skill within the Lockyer Valley community.

Council may consider applications from organisations outside the Lockyer Valley Regional Council boundary where it is considered that the project, activity or initiative will benefit the Lockyer Valley community.

Council will consider providing assistance to community-based and not-for-profit organisations, teams or individuals where:

- The community or not-for-profit organisation has significant local membership
- The individual resides in the Lockyer Valley Region or has a strong connection to the region
- The project or event will deliver tangible benefits of an economic, social or environmental nature to residents of the Lockyer Valley Region
- The project or event will be administered and conducted on a non-discriminatory basis
- The project or service does not duplicate an existing service or facility in the region or if so, the need for duplication is sufficiently demonstrated
- The organisation does not have sufficient funds of its own
- The organisation has a management structure and skills appropriate to its size and functions
- The event or project is one which Council can legally support pursuant to the Local Government Act 2009
 or other statute
- Consideration is given to the amount of financial assistance Council has provided to the organisation in the preceding 12-month period
- The event or project is determined to be self-funding or self-sustainable once the funds or assistance granted by Council is exhausted
- The organisation is contributing real or in-kind value to the project or event
- Evidence of self-help, proven past performance and affiliations with accredited State and Federal bodies is demonstrated
- · Funds are available within the allocations provided for in the budget for that year

Grants and assistance can be provided under the following categories:

Category 1 – Major Community Grants Program

Category 2 - Minor Community Grants Program

Category 3 – Ambassador Support and School Dux Bursary

Category 4 – Event Assistance

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Category 5 - Rate Rebates and Remissions

Category 6 - School Chaplaincies

Category 7 - Public Halls Assistance

Category 8 – Anzac Day Remembrance

Category 9 – Community Environment Grant

Category 10 – Community Sporting Complex

Related Documents

Community Grants and Assistance Procedure

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Community Grants and Assistance

August 2023

Document Control

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

Version	Clause(s)	Changes	Author	Issue Date
0				
1		Review conducted – minor amendments made	Governance & Property	
2		Adopted by Council	Council Meeting 20-24/0158	14/10/2020
3		Addition to Public Halls Assistance Grant – Adopted by Council	Council Meeting 20-24/0602	20/07/2022
4		Reviewed minor amendments	Engagement & Communication	July 2023
5		Reviewed	Governance	August 2023
		Adopted by Council	Council Meeting 20-24/0902	16/08/23

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1. Introduction

The Community Grants and Assistance Procedure outlines the grants, donations, fee waivers and in-kind assistance programs available to eligible community organisations and individuals and the process for applying for this assistance from Council.

Funding and assistance made available by Council is aimed at building community capacity and/or providing supplementary funding to assist with social, cultural, recreational and environmental outcomes that contribute to the development of inclusive and sustainable practices of community groups throughout the Lockyer Valley.

2. Objective

The objective of the Community Grants and Assistance Procedure is to establish the framework within which Council will provide financial and non-financial assistance to community-based organisations and individuals within the Lockyer Valley region.

The focus is on community development, arts and cultural development, social services, recreational, environmental or educational activities that:

- Support the development of projects designed to enhance the well-being of the community and which address a demonstrated need in the community
- Encourage community activities, initiatives and economic development outcomes
- Enhance the region's capacity for long term sustainability and overall liveability
- Strengthen social cohesion, collaboration and inclusion.

Council will deliver public money and in-kind assistance to community organisations and individuals operating within the Lockyer Valley region in an open, accountable and responsible manner and with reference to the Corporate Plan 2022 – 2027:

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

3. Definitions

Grant

The following definitions apply for the purpose of this procedure:

Community Organisation An entity that carries on activities for a public purpose and whose primary

object is not to make a profit. It might include sporting clubs, social clubs, schools, arts, cultural and environmental groups and service organisations. The capacity to endure. By collectively addressing environmental, economic,

Sustainability

The capacity to endure. By collectively addressing environmental, economic, social and governance circumstances in decision-making and actions we can significantly enhance our ability to ensure the sustainability of current and

future generations at individual, organisational and community levels A sum of money given to organisations or individuals for a specified purpose

directed at achieving goals and objectives. It generally includes a funding arrangement where the recipient is selected on merit against a set of criteria

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Events of Regional Defined as major community events that will attract both local and regional patronage and deliver economic and social benefits to a wide sector of the Significance

community

Projects of Regional Defined as major community projects that will increase the economic base of

the region and/or increase the community's access to recreational, sporting, Significance

cultural or social opportunities

In-kind support Includes activities or actions or the provision of services, equipment, plant or

facilities to assist an event or project conducted by an individual or

community-based not-for-profit organisation. Examples may include the use of Council plant or equipment by Council staff in their own time for authorised activities, assistance by Council staff in the operation or conducting of an event or project or the provision of facilities such as meeting rooms

Donation A cash contribution to an organisation that may be associated with a particular

event, purpose or project but does not carry with it any specific requirements for use. In addition, the contribution does not seek benefits in exchange

Acquittal The provision of documentation to show how funds provided by Council have

been spent.

4. Responsibilities

4.1 Council Responsibilities

Council is responsible for:

- Adopting the Community Grants & Assistance Policy and the Community Grants and Assistance
- Explaining the policy and procedure to local community organisations
- Implementing the policy and procedure
- Complying with the policy and procedure
- Considering proposals for assistance from the community
- Administering available funds.

4.2 Applicants Responsibilities

Community organisations and individuals applying for financial assistance are responsible for:

- Reading and understanding the policy and procedure
- Complying with the policy and procedure
- Adhering to the acquittal process.

5. Process Overview

Council receives numerous requests from individuals and organisations to provide either cash and/or in-kind support for projects, functions, events and initiatives. This procedure has been established to ensure that all such requests are dealt with:

- In a fair and equitable manner
- With an appropriate level of consistency across the organisation
- In accordance with legislation, standards, policies, procedures and resource provisions.

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Council will allocate funds within its annual budget for the provision of assistance to community organisations, not-for-profit organisations and individuals.

Assistance and partnerships with businesses and government bodies may be considered providing the intent of the project is to address an identified outcome and can demonstrate community benefit.

All funding requests will be subject to application, assessment, approval, acknowledgement and acquittal requirements, specific to the type of support rendered and appropriate to the level of funding provided.

These requirements will facilitate a fair, accountable and transparent process for the distribution of funding across the Lockyer Valley community and ensure that Council's contribution is recognised and recorded.

6. Eligibility for Grants and Assistance

Council will consider providing assistance to community-based and not-for-profit organisations, teams or individuals where:

- The community or not-for-profit organisation has significant local membership
- The individual resides in the Lockyer Valley region or has a strong connection to the region
- The project or event will deliver tangible benefits of an economic, social or environmental nature to residents of the Lockyer Valley region
- The project or event will be administered and conducted on a non-discriminatory basis
- The project or service does not duplicate an existing service or facility in the region or if so, the need for duplication is sufficiently demonstrated
- The organisation does not have sufficient funds of its own
- The organisation has a management structure and skills appropriate to its size and functions
- The event or project is one which Council can legally support pursuant to the Local Government Act 2009 or other statute
- Consideration is given to the amount of financial assistance Council has provided to the organisation in the preceding 12-month period
- The event or project is determined to be self-funding or self-sustainable once the funds or assistance granted by Council is exhausted
- The organisation is contributing real or in-kind value to the project or event
- Evidence of self-help, proven past performance and affiliations with accredited State and Federal bodies is demonstrated
- Funds are available within the allocations provided for in the budget for that year.

7. Categories for Grants and Assistance

There are ten categories under which funding and assistance can be sort. These categories have been established to ensure organisations and individuals are seeking funding from the category appropriate to their project or activity. This allows Council to provide funding and assistance to projects within budget constraints and ensures that the appropriate process is being followed.

The following categories of funding and assistance are available:

Category 1 – Major Community Grants Program

Category 2 - Minor Community Grants Program

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Category 3 - Ambassador Support and School Dux Bursary

Category 4 - Event Assistance

Category 5 – Rate Rebates and Remissions

Category 6 – School Chaplaincies

Category 7 – Public Halls Assistance

Category 8 - Anzac Day Remembrance

Category 9 - Community Environment Grant

Category 10 - Community Sporting Complex

Council has adopted the process outlined in this procedure and applications for funding and assistance will only go to Council meetings for a decision by exception.

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Category 1 - Major Community Grants Program

Non-recurrent grants of between \$1,000 and \$4,000 will be made available to not-for-profit community organisations to undertake projects, activities or events which benefit the wider community, depending upon availability of funds and the merit of projects, activities or events.

Level of Funding

Funding levels will be determined each year through the budget process.

Two rounds of equal funding will be made available during each financial year at six monthly intervals in February and September.

Eligibility for Community Grants Program

Who can apply for Council Community Grant?

Not-for-profit community organisations that:

- Operate within the Lockyer Valley local government area or can demonstrate the projects, activities or events will benefit residents of the Lockyer Valley local government area
- Have appropriate insurance and adhere to sound workplace health and safety practices
- Can demonstrate viability
- Have no debt to council, or have entered into scheduled payment arrangements with council which are being met
- Have met acquittal conditions for previous council grants.

If a community organisation is not a legal not-for-profit entity or recognised by the Australian Taxation Office as a not-for-profit type, the application must be auspice and administered by such a group.

Submitting an application, even if it meets eligibility, does not guarantee that an organisation will be successful in receiving funding.

Applicants may submit only one grant application per round.

Who cannot apply

Applications cannot be made by:

- Government agencies or departments of local, state or federal government
- Educational, religious or medical organisations, where the application is for the organisation's core business
- **Businesses**
- Schools

Projects or activities eligible for funding

To be eligible for funding, Council will assess applications based on their ability to:

- Need for the project/activity
- Evidence the organisation is working towards or maintaining self-sufficiency
- Benefit to the people of the Lockyer Valley local government area
- Evidence of consultation and community partnerships

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- Capacity of the applicant to successfully complete the project
- Balanced, realistic and complete project budget
- Level of funding contributed by the applicant and/or others towards the project
- Be "shovel ready.

Projects not eligible for funding

- · Ongoing operational or recurrent costs including but not limited to salaries, rent, fuel
- · Activities that have already begun prior to submitting a grant application
- · The core business of educational, religious or medical organisations
- · Prize money, prizes or trophies
- · Development of privately-owned facilities
- Payment of debt
- Political activities
- Projects run solely for commercial profit
- Items included in another council grant application
- Projects run solely for fundraising purposes, without broader community benefit
- Projects/events seeking reimbursement for already spent funds.

Community Events

If you require funding to assist in running a community event, please read the following:

- Projects/Events support sustainable community and regional events and celebrations that reflect cultural values, diversity and the lifestyle of our community
- Must be scheduled to take place after notification of funding outcomes. Applicants must discuss their project with the Grants Officer prior to applying.

Ineligible items for events

The following are not eligible for funding:

- Celebration or competition activities and events where attendance is limited to individual organisations or their members
- Judging or adjudication fees
- Uniforms
- Purchase of catering, hospitality, food and beverages
- Purchase of merchandise, trophies and prizes
- Insurance costs
- Costs related to your event that are incurred from Council
- Administration fees.

Lower priority

Lower priority is given to:

- Applicants who have been funded within the previous 12 months
- Projects or events that have previously received Council funding
- · Groups who are seeking to have funds reimbursed for a project or event already started or completed

Assessment

Applications will be short listed and referred to the Community Grants Review Committee for assessment. Recommendations will be made in accordance with funding priorities determined by Council each year and based on the applications ability to meet the assessment criteria.

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Unit: Engagement & Communications
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Successful applicants are advised in writing of the conditions of funding and details for receiving the grant payment. Unsuccessful applicants are invited to resubmit an application to a future funding round.

Acquittal

Grant recipients are to complete a Grant Acquittal Form and where applicable provide copies of promotional materials and/or other supporting information to show how Council's grant was acknowledged. The Grant Acquittal Form and supporting material must be submitted to Council within two months of the completion of the project, activity or event by the date detailed in the funding timelines (whichever is sooner). Until all existing grants are acquitted, the organisation is not eligible to apply for an additional grant funding from Council.

Funding Conditions

Grants will be provided based on the following conditions:

- Grant funding is spent within twelve (12) months from receiving a successful letter, otherwise funding may be forfeited, and needed to be returned
- Grants provided are to be expended on items as described in the application form and budget and not for any other purpose
- Applicants provide all required information on the grant application.
- Grants are awarded based on budgetary allocations
- The organisation will meet all reporting requirements
- · Council will not accept any applications that are submitted after the closing date.
- The organisation will provide evidence of Council acknowledgement, e.g. Branding, signage etc. when
 acquitting the grant
- Within two months of the completion of the project, funded organisations must provide a completed Grant Acquittal Form and supporting material to Council
- Following a successful application, grant recipients will not be eligible for further funding under the same Category during the same financial year.
- If the recipient is unable to apply the funds for the agreed purpose or is unable to comply with the
 agreed conditions, Council must be notified immediately. In such circumstances, Council may require
 funds to be repaid.

Council has the right to award funding above or below the amounts requested within the application.

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Category 2 – Minor Community Grants Program

Description

Financial contributions of up to \$1,000 will be made to organisations seeking support for non-profit projects or activities which contribute to the Lockyer Valley community.

Level of Funding

Funding levels will be determined each year through the budget process.

Funding Application

Applications will be accepted throughout the financial year for funding under this category. Requests must be in writing setting out details of the request and its purpose.

In addition to details of the application, applicants are required to describe their fundraising activities over the past 12 months including how much they have raised and how those funds have been spent.

Criteria

Council will consider requests for financial assistance to local cultural, education, health, sport, welfare and other bodies where the applicants demonstrate community need outside the scope of the Category 1 funding. Each case will be considered on its merit without precedent and in line with the following criteria:

- The need for the project/activity is linked to a community purpose
- The benefit of the project/activity to the people of the Lockyer Valley region
- The organisation resides in the Lockyer Valley region or has a strong connection to the region
- Funding for the project or activity is not the responsibility of another level of government or funding body
- The community group or not-for-profit organisation has significant local membership
- The project or event will deliver tangible benefits of an economic, social or environmental nature to residents of the Lockyer Valley region
- The project or event is not eligible for funding under another funding category
- · Applicants have no outstanding debt with Council (including rates)
- The community group or not-for-profit organisation have met acquittal conditions for previous council grants where applicable
- · Amount of funding and in-kind assistance previously provided by Council

The following are ineligible organisation types for this category of funding:

Political groups

Assessment

Allocations will be assessed by the Community Grants Review Committee in accordance with criteria outlined above.

Council is not obliged to fund an application, even if it meets eligibility, and the decision of the assessment committee will be final.

Acquittal

An acquittal is not required for this category of funding.

Funding Conditions

Funds will be provided based on the following conditions:

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- Funds provided are to be expended on items as described in the application and not for any other purpose
- Funding is awarded based on budgetary allocations per financial year
- Following the receipt of funds, organisations may not be eligible for further funding under this category during the funding period but may be eligible to apply for other grants and funding offered by Council.
- If the recipient is unable to apply the funds for the agreed purpose or is unable to comply with the agreed conditions, Council must be notified immediately. In such circumstances, Council may require funds to be repaid.

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Category 3 - Ambassador Support and School Dux Bursary

Description

One-off financial contributions per financial year may be made by Council to individuals who excel in sporting, academic and cultural pursuits. Council may provide assistance to individuals to partially offset the cost of representing their club, organisation or school and provide an incentive for continued success.

The following funding will be available to individuals representing their organisation, club or school:

State Event	\$100
National Event (held in Queensland)	\$150
National Event (held interstate)	\$200
International Event (held in Queensland)	\$200
International Event (held interstate)	\$250
International Event (held overseas)	\$500
Laidley State High School Dux	\$1,000
(Clarice Ferrari Bursary)	
Lockyer District High School Dux	\$1,000
(Lockyer Valley Regional Council Bursary)	
Faith Lutheran College Dux	\$1,000
(Lockyer Valley Regional Council Bursary)	

Level of Funding

The quantum of funding available each financial year for applications under this category will be determined each year through the budget process.

Funding Application

Applications must be made in writing using the Ambassador Application Form by the person's group or club, or by the individual, prior to attending the representative event and:

- Be signed by an official of the person's club, association or school; and
- Include verification by the controlling body of the selection e.g. a copy of the letter or document of selection.

Dux Bursaries will be provided to the relevant school prior to the annual award ceremony upon receipt of a letter from the school requesting the funds.

Criteria

To be eligible for consideration for ambassador support funding, the person must be -

- A resident of the Lockyer Valley Regional Council area
- Selected as:
 - o An Australian representative participating in an international event; or
 - o A Queensland representative participating in a national event; or
 - o A Regional representative participating in a state event
- Affiliated with a club or association, or school, and the representative honours must be a result of such affiliation.

Assessment

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Applications received under this Category will be assessed in accordance with the criteria by a Council officer.

Acquittal

No acquittal requirements exist under this Category. Schools are required to write to Council to provide details of the Dux recipient and to invite a Council representative to present the dux recipient with the funds.

Funding Conditions

Funds will be provided based on the following conditions:

- · Funding is awarded based on budgetary allocations
- · A Council representative must be invited to present the recipient with the funds
- Following the receipt of funds, individuals will not be eligible for further funding under the same
 Category during the funding period but may be eligible to apply for other grants and funding offered by
 Council
- If the recipient is unable to apply the funds for the agreed purpose or is unable to comply with the
 agreed conditions, Council must be notified immediately. In such circumstances, Council may require
 funds to be repaid.

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Category 4 - Event Assistance

Description

Contributions may be made to organisations seeking support (in-kind or cash) for events being held in the Lockyer Valley Regional Council area, by an organisation based in the Lockyer Valley region.

Level of Funding

Funding levels will be determined each year through the budget process. Commitment of support to community events is made up of cash and in-kind contributions.

Criteria

Council will accept requests for in-kind event assistance on a case-by-case basis in accordance with the following criteria:

- The event is held in the Lockyer Valley region area
- The community or not-for-profit organisation holding the event has significant local membership
- The event will deliver tangible benefits of an economic, social or environmental nature to residents of the Lockyer Valley region and where possible, encourage tourism to the region
- Evidence of a Temporary Entertainment Permit application submission which includes
 - a) Event Management Plan
 - b) Public Liability Insurance
 - c) Traffic Guidance Scheme if applicable.

Assessment

Allocations will be assessed by Council officers in accordance with the above criteria and will ensure that access to this assistance is fair and equitable.

Acknowledgement of Support

Organisations who receive funding under this Category are required to acknowledge the support of Council for the event through:

- a) Installation of signage supplied by Council Proudly Supported by Lockyer Valley Regional Council
- b) Provide opportunity for a Council representative to speak if appropriate
- c) Inclusion of Council's logo on printed promotional material, television commercials or mentions in radio advertising.

Funding Conditions

Funds will be provided based on the following conditions:

- Assistance provided is to be used for the purpose described in the application letter/form and not for any other purpose.
- Applicants are to provide details of previous funding and assistance received from Council
- Funding is awarded based on budgetary allocations
- The organisation is required to acknowledge the support of Council for the event.

Following the receipt of assistance, organisations will not be eligible for further funding under the same Category during the funding period but may be eligible to apply for other grants and funding offered by Council.

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Category 5 - Rate Rebates and Remissions

Description

This funding aims to help pensioner property owners to remain in their own homes by reducing the impact of rates and charges. Non-profit, community, sporting and cultural groups may also be eligible for exemption from rates and charges levied by Council.

Level of Funding

Funding levels will be determined each year through the budget process.

Funding Rounds

Application for Rate Remission must be made to Council in writing for assessment and resolution. Pensioners must apply yearly to receive the rebate. A multi-year application (4-year Council term) is available for community groups.

Criteria

Pensioner Rate Subsidy Scheme:

To be eligible under the Queensland Government Pensioner Rate Subsidy Scheme, the applicant must be an approved pensioner who:

- Is and remains an eligible holder of a:
 - Queensland 'Pensioner Concession Card' issued by Centrelink, on behalf of the Department of Family and Community Services, or the Department of Veterans' Affairs, or
 - Queensland 'Repatriation Health Card For All Conditions' (Gold Card) issued by the Department of Veterans' Affairs; and
- Is the owner or life tenant (either solely or jointly) of the property which is located in Queensland and which
 is his/her principal place of residence; and
- Has, either solely or jointly with a co-owner, the legal responsibility for the payment of rates and charges as
 defined herein, which are levied in respect of the said property by the Lockyer Valley Regional Council.

Criteria for Community Group Rate Remissions

Non-profit, community, sporting and cultural groups may be eligible for rate exemption under the Local Government Act 2009.

Council may consider an application for remissions of rates in the following circumstances:

- The organisation is a non-profit community-based organisation
- The applicant organisation must be the owner or lessee of the land and be able to demonstrate that they are required to pay the rates levied
- The land or any part of the land must not be rented or leased to a third party on a commercial basis.
- A liquor licence (allowing trading on more than 3 days per week) must not be held by the
 organisation or any affiliate relating to the property subject to the application.
- Where general rates do not apply to a property by virtue of a condition contained in a lease of a reserve from Council no further relief will be available.

Council will not approve requests for financial contributions to reimburse rates payments, charges or development application fees unless hardship under the *Local Government Act 2009* can be demonstrated.

Assessment

The Chief Financial Officer will assess all applications in accordance with the criteria.

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Acquitta

No acquittal requirements apply to this Category of assistance.

Funding Conditions

Funding is based on budgetary allocations.

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Category 6 – School Chaplaincies

Description

Funding for Chaplaincies is provided to three state schools in the Lockyer Valley for further distribution to all schools within their chaplaincy clusters, as determined by chaplaincy committees. Council's contribution is intended to complement funding from local churches and the community to assist this program to deliver positive social outcomes for school students in the Lockyer Valley.

Level of Funding

Funding levels for this program are:

Gatton State School	\$1,250
Lockyer District High School	\$1,250
Laidley State High School	\$2,500

Funding Rounds

These payments are made at the beginning of each financial year.

Critoria

Schools that provide a chaplaincy program which delivers positive social outcomes for school students in the Lockyer Valley.

Assessment

Council intends that the distribution of funds to schools that provide a chaplaincy service is equitable and is managed by the various chaplaincy committees in the region. Council may provide the funding via a third party such as Scripture Union at the request of schools or chaplaincy committees.

Acquitta

There are no acquittal requirements for this category.

Funding Conditions

Funds will be provided based on the following conditions:

- Assistance provided is to be used for the purpose described under this Category and not for any other purpose
- Funding is awarded based on budgetary allocations and may be adjusted annually.

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Category 7 - Public Halls Assistance

Description

Council will make provision for a single annual payment to Public Hall Committees and School of Arts Committees to assist with the maintenance and ongoing costs associated with running a public hall including the provision of public liability insurance.

Level of Funding

Funding levels will be determined each year through Council's annual budget process.

List of eligible Public Halls:

- 1. Forest Hill School of Arts
- 2. Blenheim
- 3. Mulgowie
- 4. Glenore Grove
- 5. Lockyer Waters
- 6. Ma Ma Creek
- 7. Fordsdale
- 8. Murphy's Creek
- 9. Junction View
- 10. Stockyard Creek
- 11. Postmans Ridge
- 12. Gatton Senior Citizens Centre
- 13. Ingoldsby Recreation Group
- 14. Steve Jones Community Centre

Funding Rounds

Payments to halls will be made once each year.

Criteria

To be eligible, the public hall must:

- Be on the approved list of public halls (refer to list above)
- Not be Council controlled
- Be made available to Council for public functions and to members of the public
- Not have direct access to funds generated from licensed premises or gaming machines.

Assessment

Inclusion of additional facilities will be at the discretion of Council and will be considered on a case-by-case basis in accordance with the criteria.

Acquittal

There are no acquittal requirements for these specific allocations. However, Hall Committees are required to submit a copy of their Annual Financial Statements to Council each year prior to receiving the next year's allocation.

Funding Conditions

Funds will be provided based on the following conditions:

• Assistance provided is to be used for the purpose of the Category and not for any other purpose.

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- Funding is awarded based on budgetary allocations
- A copy of the Annual Financial Statements of the Hall Committee is submitted to Council each year

Following the receipt of assistance, organisations will not be eligible for further funding under the same Category during the funding period but may be eligible to apply for other grants and funding offered by Council.

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Category 8 - Anzac Day Remembrance

Description

Council will provide financial assistance to the specified organisations to assist with the cost of catering at events/functions/ceremonies which recognise Anzac Day and are held on 25th April.

Level of Funding

Funding levels will be determined each year through the budget process. The current allocation is:

•	Gatton RSL	\$2	,500
•	Laidley RSL	\$2	,500
•	Helidon RSL	\$1	,000
•	Withcott Progress Association	\$	600
•	Grantham/Ma Ma Creek RSL	\$	400
•	Murphys Creek Progress Association	\$	400

Events/functions/ceremonies supported under this category will be provided with funding on a recurring basis. The above payments are a contribution towards the cost of catering provided at the event. Additional costs incurred by organisations in running their ANZAC Day event which are above the Council cash allocation outlined in this procedure will not be met by Council.

Council will continue to provide in-kind assistance for ANZAC Day events outside the funding provided under this category.

Funding Round

Payments under this category will be paid in February each year.

Criteria

Funding may be provided to organisations that:

- Conduct events/functions/ceremonies which recognise Anzac Day;
- · Are in the Lockyer Valley Regional Council area; and
- Hold events on 25th April.

Assessment

Inclusion of events/functions/ceremonies will be at the discretion of Council and will be considered on a case-by-case basis in accordance with the criteria.

Acquittal

There are no acquittal requirements for these allocations.

Funding Conditions

Funds will be provided based on the following conditions:

- Assistance provided is to be used for the purpose described in this Category and not for any other purpose
- Funding is awarded based on budgetary allocations

Following the receipt of assistance, organisations will not be eligible for further funding under the same Category during the funding period but may be eligible to apply for other grants and funding offered by Council.

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Category 9 – Community Environment Grant

Description

The Community Environmental Grant Program is available to community groups, schools or organisations to undertake environmental projects involving the management, conservation and education about our natural environment.

Level of funding

Funding levels will be determined each financial year through Council's annual budget process. Funding amounts up to \$5,000 will be available.

Funding rounds

One round of funding will be made available each financial year during September.

Assessment criteria

Applications for funding will be evaluated and assessed against criteria as part of the competitive process. Applicants will be assessed by Council on how well the proposed project achieves the Community Environmental Grant funding objectives. The objectives for the Community Environmental Grant are:

- · Protection, maintenance and restoration of the natural environment supporting native fauna and flora
- Education of the community about the importance of protecting, maintaining and restoring the natural environment
- Flora and fauna survey work which assists in protecting and or restoring the environmental values of the Lockyer Valley regional area
- Promotion and implementation of catchment management such as the restoration of waterway vegetation communities.

Submitting an application does not guarantee that a community group, school or organisation will be successful in receiving funding nor can any applicant be guaranteed to receive the full amount requested.

Assessment

Applications will be short listed and referred to a Community Grants Assessment Committee for assessment. Recommendations will be made in accordance with funding priorities determined by Council each year and based on the applicants' ability to meet the assessment criteria.

Successful applicants will be notified in writing of the conditions of funding and details for receiving the grant payment. Unsuccessful applicants are invited to resubmit an application to a future funding round.

Acquittal

Grant recipients are to complete the Grant Acquittal, which includes a final report, all financial documentation including invoices and receipts, copies of any promotional materials and any supporting information to show how Councils grant was acknowledged.

The Grant Acquittal form is to be completed by the date detailed in the Grant Fact Sheet and Application Form for that financial year.

If grant recipients fail to fully complete and lodge the Grant Acquittal by the required date it may result in a request for the return of the grant funds and will result in ineligibility for future grant rounds. Recipients are not eligible to apply for any additional grants from Council until all outstanding acquittals are submitted.

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Funding conditions

Community Environmental Grants are provided based on the following conditions:

- Grant money is to be expended as per the approved application
- · Applicants complete the application form in full, including details of previous grant applications
- Community Environmental Grants are approved based on an applications' achievement of funding objectives
- That the recipient group / school / organisation meets all required reporting requirements
- That the recipient group / school / organisation provides evidence of the acknowledgement of Council's contribution to the project e.g. through branding, signage
- The Final Report and Grant Acquittal form is to be completed by the date detailed in the Community Environmental Grant Fact Sheet and Application Form
- If the recipient group / school / organisation is unable to expend the funds for the approved purpose or
 is unable to comply with the agreed conditions, Council is to be notified immediately. In such
 circumstances Council will require that the funds are repaid.

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Category 10 – Community Sporting Complex

Description

Financial contributions will be made to organisations to assist in the maintenance and upkeep of approved sporting complexes which contribute to the Lockyer Valley community.

Level of Funding

Funding levels will be determined each year through the budget process.

List of eligible sporting complexes:

- 1. Bichel Oval
- 2. Cahill Park
- 3. Ropehill Sporting Complex
- 4. Gatton Soccer Club
- 5. Withcott Soccer Club

Funding Application

Payments under this Category will be paid in September each year.

Criteria

To be approved, the sporting complex must:

- Be on the approved list of sporting complexes (refer to list above)
- Be Council owned
- Not be Council managed

Assessment

Inclusion of additional facilities will be at the discretion of Council and will be considered on a case-by-case basis in accordance with the below criteria.

Acquittal

There are no acquittal requirements for these allocations. However, sporting management Committees who receive funding under this category are required to submit a copy of their Annual Financial Statements to Council each year prior to receiving the next year's allocation.

Funding Conditions

Funds will be provided based on the following conditions:

- Assistance provided is to be used for the purpose of the Category and not for any other purpose
- Funding is awarded based on budgetary allocations.
- A copy of the Annual Financial Statements of the management committee is submitted to Council each
 year.
- Following the receipt of assistance, organisations will not be eligible for further funding under the same Category during the funding period but may be eligible to apply for other grants and funding offered by Council.

Assessment

Allocations will be assessed by Council officers in accordance with the above criteria and will ensure that access to this assistance is fair and equitable.

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8. New Application Details

All requests to Council for grants or assistance are to be made on the appropriate application form or in writing and contain the following information unless otherwise stated under that category:

- Amount of assistance sought
- Total cost of the event or project for which the assistance is sought
- Purpose of the event or project
- Benefit of the event or project to the Lockyer Valley community
- Details of the value of the cash or in-kind contribution being invested into the event or project by the organisation or individual
- Details of any other funding sources
- Details of all previous assistance provided by Council to the individual or /organisation in the past
 12 months
- Incorporation Status (It is not mandatory to be incorporated to receive assistance)
- For all organisations: A copy of their Financial Statements for the previous financial year.

9. Funding Conditions

All funding and assistance received may only be used for the approved purpose and in accordance with the agreed terms and conditions. If the recipient is unable to apply the funds for the agreed purpose or is unable to comply with the agreed conditions, Council must be notified immediately. In such circumstances, Council may require funds to be repaid.

Where appropriate, recipients of funding and assistance must submit a completed acquittal report within 2 months of the event or finalisation of the project confirming that the assistance has been used for the purpose intended.

The acquittal report must be signed by two authorised office bearers from the recipient organisation.

10. Appeals

All appeals will be treated in accordance with Council's Complaints Management Policy.

11. Acknowledgement of Assistance

Recipients of Council grants and assistance is required to acknowledge the Lockyer Valley Regional Council as a project sponsor. Acknowledgment is required:

- In any relevant publicity
- On the organisation's website
- At appropriate functions
- In relevant documents such as newsletters and annual reports.

The Lockyer Valley Regional Council logo and appropriate signage is to be included on any relevant documentation in accordance with specified grant conditions.

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Where Council provides a significant contribution to a project, the Mayor, Councillor Portfolio holder or a Council representative should be invited to attend relevant ceremonies or promotional activities.

12. Conflict of Interest

If a Councillor or officer assessing applications for funding made under the categories outlined in this procedure, is connected to an organisation or group or is a member of an organisation or group, they must declare a conflict of interest and remove themselves from any discussion or voting surrounding that organisation's application.

13. Delegation

Council may delegate authority to the Chief Executive Officer, Councillor Portfolio holder or a specified committee to decide on the allocation of funds in accordance with this procedure.

14. Related Documents

Community Grants and Assistance Policy

Group: Executive Office Unit: Engagement & Communications Approved: Ordinary Meeting 16/08/23 (Resolution Number 20-24/0902)

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10.6 Advertising Spending Policy

Author: Neil Williamson, Coordinator Engagement and Communications

Responsible Officer: Ian Church, Chief Executive Officer

Purpose:

Under Section 197 of the Local Government Regulation, Council is required to have an Advertising Spending Policy. Council's current Advertising Spending Policy was adopted by Council on 27 June 2018 and is due for review. This report presents an updated version for adoption.

Officer's Recommendation:

THAT Council adopt the Advertising Spending Policy as attached.

Executive Summary

The aim of the Advertising Spending Policy is to ensure Council complies with the *Local Government Regulation* and has a clear directive and path when engaging in advertising for the benefit of the local community.

The Regulation states that Council may spend money on advertising only if "the advertising is to provide information or education to the public; and the information or education is provided in the public interest; and in a way that is consistent with the local government's advertising policy".

Proposal

The Advertising Spending Policy outlines the circumstances under which Council will or won't undertake paid advertising. It should be noted that under the Regulation, 'advertising' relates to paid promotions and marketing only.

All advertising by Council must comply with and follow the spirit of the Local Government Principles (*Local Government Act 2009, S4*) which ensures good, fair and transparent governance.

Overall, any advertising by Council must be in the best interests of the community, provide value for money, not be used to promote a political party, group or individual and must comply with the Caretaker Period provisions during local government elections.

The updated version presented with this report provides some additional clarity and detail but does not present any changes in intent from the previous version.

Options

- Council may choose to adopt the updated version of the Advertising Spending Policy as attached.
- Council may choose to amend parts of the updated version of the Advertising Spending Policy and adopt the amended version.
- Council may choose not to adopt the updated version of the Advertising Spending Policy as attached and may choose to extend the current version.

Previous Council Resolutions

The current version of the Advertising Spending Policy was adopted at the Ordinary Council Meeting held 27 June 2018 (Resolution Number: 16-20/0997.

Critical Dates

The current policy is overdue for review and renewal.

Strategic Implications

Corporate Plan

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

- Commit to open and accountable governance to ensure community confidence and trust in council and our democratic values, and,
- Undertake robust and accountable financial, resource and infrastructure planning and management to ensure affordable and sustainable outcomes for our community.

Finance and Resource

There are no financial implications to adopting the Advertising Spending Policy. Any costs relating to advertising will be managed within existing budget allocations for projects.

Legislation and Policy

Council is required to have an Advertising Spending Policy under s197 of the Local Government Regulation.

Risk Management

FE2 – Finance and Economic

Consultation

Internal Consultation
Governance Team – 1 May 2024
Corporate Communications – 2 May 2024
Chief Executive Officer – 7 May 2024

Community Engagement

Once adopted, any updated Policy will be made available on Council's website.

Attachments

1 POLICY - Statutory - Advertising Spending S 08 - DRAFT - May 2024 3 Pages



ADVERTISING SPENDING

Head of Power

This policy has been drafted in accordance with the directions of section 197 of the *Local Government Regulation* 2012 and the *Local Government Act* 2009.

Key Supporting Council Document

Lockyer Valley Regional Council Corporate Plan (2022-2027) Lockyer Leadership and Council: "Commit to open and accountable governance to ensure community confidence and trust in Council and our democratic values", and, "Undertake robust and accountable financial, resource and infrastructure planning and management to ensure affordable and sustainable outcomes for our community".

Definitions

Advertising promoting an idea, goods or services to the public where a fee is paid.

Policy Objective

The objective of this policy is to ensure Lockyer Valley Regional Council (LVRC) has a clear directive and path when engaging in advertising for the benefit of the local community.

This policy provides for the control of expenditure on Council's advertising across various media and on social media platforms to promote, inform and educate the public about its services, facilities, activities, and programs to ensure Council's advertising is undertaken in accordance with legislative requirements.

Section 197 of the *Local Government Regulation 2012* (the Regulation) requires Council to prepare and adopt a policy about Council's spending on advertising. The Regulation states that Council may spend money on advertising only if "the advertising is to provide information or education to the public; and the information or education is provided in the public interest; and in a way that is consistent with the local government's advertising policy".

This policy is based on the Local Government principles (Local Government Act 2009, S4) as follows:

- a) Transparent and effective processes
- b) Delivery of effective services

Group: Executive Officer
Unit: Governance & Strategy
Approved: Ordinary Council Meeting
(Resolution Number:xxxxxxxxxx)
Date Approved: xx/xx/xxxx
ECM: XXXXXXXX

Effective Date: xx/xx/xxxx Version: 5.0 Last Updated: xx/xx/xxxx Review Date: 30/06/2027

Superseded/Revoked: NA

Page 1 of 3

- c) Social inclusion and meaningful community engagement
- d) Good governance
- e) Ethical and legal behaviour of councillors and employees.

Policy Statement

Council advertises across various media to inform, involve and educate the community about matters affecting them. The following regulates the way in which Council uses advertising for this purpose:

- 1. LVRC may incur expenditure for the purpose of advertising providing:
 - a) the basis of the advertising is to educate and/or inform the public of Council matters
 - b) the informative and/or educational material is seen to be in the best interest of the local community
 - c) advertising is provided in a manner consistent and compliant with this policy document.
- 2. LVRC may engage in advertising to:
 - a) maximise compliance and/or awareness of new or amended laws
 - b) promote and/or encourage feedback on Council plans, goals and/or objectives
 - c) raise awareness of a Council-led initiative or activity
 - d) assist Council to preserve and maintain law and order during an emergency or crisis
 - e) advise the community of a time and/or location of a scheduled meeting
 - f) advise of a new service to be provided by Council
 - g) increase the patronage of a service, facility and/or event provided by Council on a commercial basis with the express intent of making a profit
 - h) advise of decisions made within Council meetings
 - i) report on Council's performance
 - j) advise about a change to an existing Council service, facility and/or event
 - k) ensure public safety, personal security and/or encouraging responsible behaviour and a sense of civic pride in order to obtain social cohesion
 - I) promote key initiatives and/or activities deemed to be in the best interest of the community.
- 3. LVRC may not engage in advertising where:
 - it would be commonly determined that the message may be misinterpreted as being on behalf of a political party or local group
 - b) a political party or local group or individual is being disparaged or held to ridicule
 - c) councillors and/or staff of LVRC are named, depicted or otherwise promoted in a way that would be commonly deemed as being excessive or gratuitous
 - the method or medium of advertising could be perceived as being manifestly excessive or extravagant in relation to the objective being pursued.
- 4. LVRC must not during the caretaker period in relation to a local government election or during a period after the date a by-election is advertised until the day of the election:
 - a) advertise, promote or market materials or publications that a reasonable person would interpret as election material, self-promotion or purposely intended to influence the voting behavior of a voter at an election.
- 5. When approving advertising expenditure, LVRC must ensure there is a clear line of accountability for content and expenditure and that Council's Advertising Spending policy is strictly adhered to.

Effective Date: xx/xx/xxxx Version: 5.0 Last Updated: xx/xx/xxxx Review Date: 30/06/2027

Superseded/Revoked: NA

Page 2 of 3

Council needs to ensure audit and purchasing processes throughout the advertising process are in accordance with the *Local Government Act 2009* and Council's *Procurement Policy*.

All advertising undertaken by and/or on behalf of LVRC must be <u>approved by the relevant Manager</u> and the Coordinator Engagement and Communications, or their delegates.

All advertising is managed by the Communications team.

Related Documents

Human Rights Act 2019
Local Government Act 2009
Local Government Regulations 2012
Local Government Electoral Act 2011
Local Government Electoral Regulation 2012
Lockyer Valley Procurement Policy

Group: Executive Officer
Unit: Governance & Strategy
Approved: Ordinary Council Meeting
(Resolution Number:xxxxxxxxx)
Date Approved: xx/xx/xxxx
ECM: xxxxxxxx

Effective Date: xx/xx/xxxx Version: 5.0 Last Updated: xx/xx/xxxx Review Date: 30/06/2027

Superseded/Revoked: NA

Page 3 of 3

11. PEOPLE, CUSTOMER & CORPORATE SERVICES REPORTS

11.1 Application for Section 236 Local Government Regulation 2012 Exception for

Renewal of Lease - Lot 2 on RP53576 (119 Spence St, Gatton)

Author: Michelle Lehmann, Property Support Officer

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

Purpose:

The Lessee, Downs Industry Schools Co-operation Inc (DISCO), has requested a renewal of the lease for the purpose to continue the youth support services carried out at Lot 2 on RP 53576 (119 Spencer St, Gatton). The purpose of this report is to consider the request and apply the exception from tendering under Section 236 (1) (c)(iii) of the *Local Government Regulations 2012* to enable a new lease to be offered.

Officer's Recommendation:

THAT in relation to the future use of Lot 2 on RP 53576 (119 Spencer St, Gatton) Council resolve to:

- a) Apply the exception contained in Section 236(1)(c)(iii) of the Local Government Regulation 2012 and offer a new Lease to the current Lessee on terms satisfactory to Council; and
- b) Delegate authority to the Chief Executive Officer to do all things necessary to give effect to this resolution.

Executive Summary

The purpose of this report is to discharge Council's statutory obligations to enable a new lease to be offered to the existing Lessee, Downs Industry Schools Co-operation Inc (the Lessee), over Lot 2 on RP 35376 situated at 119 Spencer St, Gatton (the Land), on terms satisfactory to Council.

Proposal

The Lessee's previous lease of the Land for the purpose of providing youth support and services expired on the 3 April 2024. The Lessee is currently holding over on the same terms and conditions of the expired lease.

The Land is shown below:-

Area Approximately 763.5 m²

Tenure Freehold Zoning Commercial



Options

Option 1 Apply the exception contained in Section 236(1)(c)(iii) of the *Local Government Regulation* 2012 and negotiate a new lease with the existing Lessee on terms satisfactory to Council.

Option 2 Advise the existing Lessee that Council will not be renewing the Lease and provide reasons.

Strategic Implications

Corporate Plan

Lockyer Leadership and Council

- Excellence in customer service to our community
- Compliant with relevant legislation.

Finance and Resource

Current arrangement:

Term: 2 year Lease with 1x 2 year option

Rent: \$18,262.68 including GST (paid in Monthly instalments of \$1,521.89)

Rent Increase: CPI increase annually

Outgoings: All outgoings (water, electricity, telephone, internet, waste)

Maintenance: Responsible for all maintenance and repairs of the facility including the exterior gardens and

fences

Proposed Terms for new lease agreement:

Term: 2 year lease with a 1x 1year option

Rent: \$24,200.00 including GST

Rent Increase: 3% Annually

Outgoings: All outgoings (water, electricity, telephone, internet, waste)

Maintenance: Council will take on a portion of the maintenance as set out in a maintenance schedule.

Subject to Section 236(3) of the *Local Government Regulation 2012* a local government may only dispose of land or interest in land if the consideration for the disposal would be equal to or more than the market value of the land or the interest in land, including the market value of any improvements on the land. To determine the current market rental a valuation for the market rental was obtained for the Land. The market rental was assessed at \$22,000.00 per annum plus GST.

Council's Property Officer has discussed the new rental with the Lessee who is prepared to pay the new amount.

After a recent inspection of the site was conducted by the Principle of Facilities, Snr Property Officer and Property Officer with Representatives of the Lessee, it was noted that there needs to be works completed to rectify current maintenance issues and get the grounds back to an acceptable and manageable standard.

While discussing the maintenance issues, condition of the property and forward planning, it was mentioned that Council would assist to get the site back to a maintainable standard so the Lessee could manage going forward. This site would be monitored and sighted quarterly by the Property Officer during the inspections.

With the yard maintenance being the Lessee's responsibility and noting that it is very overgrown, it is recommended in good faith that Council completes these works and share the costs with the Lessee. One tree/shrub in particular is blocking the street signs at the traffic lights.

Council managing the maintenance would minimise the deterioration of the building due to maintenance not being attended to in a timely manner. A Maintenance schedule is currently in the works.

Legislation and Policy

Council must comply with section 236 of the *Local Government Regulation 2012* before a new lease to the current Lessee can be offered.

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

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

Attachments

There are no attachments for this report.

11.2 Request for Renewal of Grazing Leases - Application of Section 236(1)(c)(iii)

of the Local Government Regulation 2012

Author: Julie Lyons, Senior Property Officer

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

Purpose:

The purpose of this Reports is to discharge Council's statutory obligations to enable new leases to be offered to the current Lessee's of Property No. 179920 and Property No. 246680 by applying the exception from tendering under Section 236(1)(c)(iii) of the Local Government Regulation 2012 to enable new leases to be offered.

Officer's Recommendation:

THAT with respect to the request from the current Lessees of Property No. 179920 and Property No. 246680 to renew their agreements, Council resolve to:

- (a) Apply the exception contained in Section 236(1)(c)(iii) of the *Local Government Regulation 2012* to enable a Lease to be offered to the current Lessees; and
- (b) Delegate authority to the Chief Executive Officer to negotiate Leases on terms satisfactory to Council.

Executive Summary

The purpose of this Report is to discharge Council's statutory obligations to enable new leases to be offered to the current Lessees on terms satisfactory to Council.

Proposal

Property No. 179920

The Lessee has been leasing Property No. 179920 situated at Woolshed Creek Road, Hatton Vale since July 2009 for the purpose of stock grazing. The agreement has expired and the Lessee is currently holding over on the same terms and conditions of the expired agreement.

The Lessee has requested to enter into a new agreement over Property No. 179920 and it is proposed to offer a lease to the Lessee for a term of 5 years.

Property No. 179920 is shown below:

Area Approximately 4072.54 m²

Tenure Freehold

Zoning Rural Landscape



Property No. 246680

The Lessee has been leasing part of Property No. 246680 situated at Old Ropeley Road, Lower Tenthill since December 2016 for the purpose of stock grazing. The lease has expired and the Lessee is currently holding over on the same terms and conditions of the expired lease.

The Lessee has requested to enter into a new lease over Property No. 246680 and it is proposed to offer a lease to the Lessee for a term of 5 years.

The lease over part of Property No. 246680 is shown below in yellow:

Area Approximately 14966 m²

Tenure Freehold Zoning Rural General



Options

- Option 1 Apply the exception contained in Section 236(1)(c)(iii) of the *Local Government Regulation* 2012 and offer new leases to the current Lessees;
- Option 2 Advise the Lessees that their request has been denied and a new lease will not be granted and provide reasons.

Strategic Implications

Corporate Plan

Lockyer Leadership and Council

- Excellence in customer service to our community
- Compliant with relevant legislation

Finance and Resource

Property No. 179920

The Lessee pays rental of \$48.00 per annum. It is proposed the new rental will be in line with the relevant State rental category, which is currently \$294.00 plus GST per annum, increased by 3% per annum.

The Lessee will be responsible for all outgoings and maintenance as well as lease registration costs if the Lessee requests the Lease to be registered. The Lessee will also be responsible for obtaining Public Liability Insurance.

No further costs are anticipated for Council as the Lease document can be prepared internally by Council's Senior Property Officer.

Property No. 246680

The Lessee pays rental of \$10.00 per week including GST. It is proposed the rental will remain the same, increased by 3% per annum.

The Lessee will be responsible for all outgoings and maintenance as well as lease registration costs if the Lessee requests the Lease to be registered. The Lessee will also be responsible for obtaining Public Liability Insurance.

No further costs are anticipated for Council as the Lease document can be prepared internally by Council's Senior Property Officer.

Legislation and Policy

Section 236(1)(c)(iii) of the *Local Government Regulation 2012* provides an exception from the requirement to go to tender if the disposal is for the purpose of renewing a lease to the current Lessee.

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

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

Attachments

There are no attachments for this report.

12. COMMUNITY & REGIONAL PROSPERITY REPORTS

12.1 Round 2 of the 2023/2024 Regional Arts Development Fund (RADF) Grant

Program

Author: Nicole Kilah, Coordinator Libraries & Galleries

Responsible Officer: Jason Harm, Acting Group Manager Community and Regional Prosperity

Purpose:

The purpose of this report is to present the recommendations of the Regional Arts Development Fund (RADF) committee regarding Round 2 of the 2023/24 RADF grant program, the Quick Response grant and to present the unconfirmed minutes of the RADF Committee meeting of 29 April 2024.

Officer's Recommendation:

THAT Council endorse the recommendations of the Regional Arts Development Fund (RADF)
Committee and allocate RADF funds totalling \$28,158 to the following applications from Round 2 and Quick Response Grants:

•	Alex Stalling (Tinker)	\$4,218
•	Izabella Steinhardt	\$900
•	Cluster Arts	\$4,730
•	Something to Sing About	\$2,191
•	Richard Blundell	\$1,066
•	Melissa Buchholz	\$8,480
•	Hainian Yu	\$6,100
•	Dr Eileen O'Hely (Quick Response)	\$473

AND further;

THAT Council receive and note the unconfirmed minutes of the RADF Committee meeting held on 29 April 2024.

Executive Summary

Applications for Round 2 of the 2023/24 Regional Arts Development Fund (RADF) opened on 25 March 2024 and closed on 24 April 2024. A total of eight applications were received, requesting funding of \$34,127. The RADF Committee ('the Committee') have assessed the applications and have recommended seven Round 2 applicants and 1 Quick response applicant receive funding, as requested or partially.

Proposal

Each application was checked against the eligibility criteria and then assessed by the Committee members against Local and State RADF Priorities. At a meeting on 29 April 2024, the Committee discussed each project and made recommendations for funding.

The applications received and the recommendations of the Committee are as follows:

Applicant	Project Title	Project	RADF	Conflict of	Amount
		Cost	Requested	Interest	Funded
Alex Stalling	Lockyer Valley Kids	\$7,583	\$4,218	Nil	\$47,218
(Tinker)	Workshops		55.6%		

App ID: 70RADF Project brief:

To provide a series of 12 professional art workshops for children of the Lockyer Valley Region across an 8 month, exploring a range of mediums and techniques.

Izabella Steinhardt	Aboriginal Art	\$1,450	\$900	Nil	\$900
	Workshops		62.1%		

App ID: 71RADF Project brief:

This art workshop would explore First Nations Histories and how Aboriginal and Torres Strait Islander art is an expression of people's identity, culture, spirituality and relationships to country. Participants will gain an understanding of the use of storytelling within Aboriginal art and exploring Aboriginal art symbols within Aboriginal artworks and get to create their own art piece.

Cluster Arts	Lockyer Valley	\$8,179	\$4,730	Nil	\$4,730	
	Garden Party 2024		57.8%			

App ID: 72RADF Project brief:

Garden Party is a 45 minute circus and physical theatre show with 2 performers. Our plan is to present a physical theatre workshop and roving with local children at the inaugural Bee Happy Day celebrations, followed by a community show in a garden setting or hall for a family friendly performance. This project will be free to your community making it more accessible.

Something to Sing About	Choir 10 Anniversary	\$5,641	\$2,491	Nil	\$2,191
	Concert		44.2%		

App ID: 73RADF Project brief:

Through this project we seek to bring together the community to entertain and celebrate the fact that our choir has been in continuous operation for ten years. We wish to bring together past choir members, and all members of the community to entertain and share a musical performance to celebrate the fact that our Choir which is the only community choir in the Lockyer Valley has been in continuous operation for the past ten years. We anticipate that this event will provide an opportunity to showcase our local talent and enrich our community cultural offerings by bringing together local performers and professional musicians.

Richard Blundell	Introduction to En	\$2,034	\$1,066	Nil	\$1,066
	Plein Air Painting		52.4%		

App ID: 71RADF Project brief:

A workshop that introduces 15 local creative participants with no prior knowledge or experience into how to respond to the important links between the tangible visual experience of the Lockyer Valley and their creative practice options - principle through 'en-plein-air' landscape painting traditions using oils paints.

Melissa Buchholz	Lockyer Valley	\$16,080	\$8,480	Nil	\$8,480
	Concert Series		52.7%		

App ID: 77RADF Project brief:

Four diverse musical concerts featuring highly experienced musicians, covering a wide range of musical styles that will enthral and invigorate the cultural life of the Lockver Valley.

,	0		/		
Mr Hainian Yu	A Musical Christmas	\$12,000	\$6,100	Nil	\$6,100
(Lucem Vitae)			50.8%		

App ID: 78RADF

Project brief:

A collaboration between Lucem Vitae, STSA choir and Laidley Anglican Church to bring joy and music to Laidley this Christmas, via performance reinforcement, open workshops and a combined performance.

Rodney Hammond	Silversmithing	\$10,052	\$6,142	Nil	Not funded
	Workshops		61.1%		

App ID: 80RADF Project brief:

Our classes are therapeutic, assisting students to embrace their unique creative expression in a group atmosphere, therefore encouraging a culture of uplifting each other and increasing self-esteem. A 2 day weekend workshop where students will create 3 silver pieces of jewellery (ring, earring and pendant).

An additional funding round, that is open from the start of the RADF period until 6 June 2024 unless fully allocated is the Quick Response Grants. Funding for Quick Response Grants is available up to 65% of the total project costs, to a maximum of \$500.

One application has been received to date and was assessed by the Committee.

Applicant	Title / Details	Total cost	RADF	Conflict of	Amount
			Requested	Interest	Funded
Dr Eileen O'Hely	Paper Dancer Workshops	\$729	\$473	Nil	\$473

The minutes of the Committee meeting held on 29 April 2024 are attached to this report.

Options

- 1. Council endorses the recommendations of the RADF Committee.
- 2. Council endorses the recommendations of the RADF Committee for funding, but subject to amendments.
- 3. Council does not provide RADF funding for these projects.

Previous Council Resolutions

THAT Council endorse the recommendations of the Regional Arts Development Fund (RADF) Committee and allocate RADF funds totalling \$12,300 to the following applicants from Round 1:

- Hainian Yu \$3,300
- Lockyer Valley Art Society Inc (LASI) \$4,000
- Lockyer Regional Performing Arts Inc (LRPA) \$5,000

AND further;

THAT Council receive and note the unconfirmed minutes of the RADF Committee meeting held on 8 December 2023

Moved By: Cr Hagan Seconded By: Cr Holstein

Resolution Number: 20-24/0997

CARRIED 6/0

Critical Dates

The earliest a project funded under this round can commence is 1 July 2024.

Strategic Implications

Corporate Plan

Lockyer Community

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

Finance and Resource

Council's grant application to Arts Queensland for RADF funding included an allocation of \$7,000 for Round 2. Additional funds have been made available due to an under-subscription for Round 1 and additional funding allocated to strategic priorities and professional development. There is no additional budget implications associated with the recommended funding allocations.

Legislation and Policy

The applications received under Round 2 of the 2023/2024 RADF grants program have been assessed by the RADF committee in accordance with he RADF Guidelines.

Risk Management

Key Corporate Risk Code Category: Environment and Community (EC1)

Corporate Risk Category Description: Environment and the community, including sustainable development,

social and community wellbeing, relationships, public health,

recreation, regional profile and identity.

Portfolio Councillor Consultation

Cr Reck and Cr Hagan attended the RADF committee on 29 April 2024 and was involved in assessing the applications.

Internal Consultation

Manager, Communities (Jason Harm) attended the Committee meeting on 29 April 2024.

External Consultation

In addition to the Councillors present, the RADF committee consists of five community members, one attended in person, one attended via the phone. Three members were unavailable however one member completed the assessment online and these comments and feedback were tabled at the meeting.

Community Engagement

Round 2 of the 2023/2024 RADF grant program was promoted in local newspapers, social media channels and within Council's Community eNewsletters.

Attachments

1 RADF committee meeting minutes - 29 April 2024 5 Pages





RADF Committee Minutes

Date: 29 April 2024

Start:6.00pmMinutes:Nicole KilahChair:Cr Michael HaganLocation:Gatton Library

INVITEES:				Non-Voting attendees	
Cr Michael Hagan	Sallyann Peacock			Nicole Kilah	
Cr Julie Reck	Jess Logan (on phone)			Jason Harm	
APOLOGIES:					
Grace Crichton	Luke Willey	Helen Richards			

TEM	ITEM
#	
	WELCOME, ATTENDANCE AND APOLOGIES:
	Welcome to everyone attending. Thanks to Jess for joining us via the phone tonight to ensure a quorum (half
	membership).
	Welcome to Cr Reck, our new portfolio councillor and future chair for RADF. Cr Hagan has offered to chair this
	meeting so Cr Reck can take the time to learn the RADF process.
	CONFIRMATION OF MINUTES:
	Minutes from meeting - 7 December 2023
	Moved: Sally Seconded: Jess
	BUSINESS ARISING FROM PREVIOUS MINUTES
	Nil
	COUNCIL CORRESPONDENCE, MEETINGS AND NEWS
	Arts and Culture Strategy update
	We have run 2 workshops as part of the Arts and Culture Strategy with another workshop planned for
	16 May. Feedback from both workshops has been positive.
	 Arts and Culture Working Group – Will be advertised this year. We are hoping one RADF committee
	member is part of the Arts and Culture Working Group.
	Gympie Regional Councils RADF Assessment. A call was put out to RADF liaison officers to support
	Gympie's assessment of their round. Nic and other people participated. This was a great learning
	opportunity. Gympie have a great budget template that we have been approved to adapt to suit our
	needs.
	neeus.
	ARTS QUEENSLAND CORRESPONDENCE AND NEWS
	AQ has notified us that the RADF submission will be for RADF 2024-25 to 2027-28.
	Through ongoing consultation with councils and the subsequent review, RADF has been renewed to include:
	reduction of red tape through:
	Multi-year funding agreements to provide surety to councils
	Program alignment to financial year to support councils' internal cycles
	Reduced reporting and simplified administrative processes
	alignment of local priorities to Creative Together 2020-2030 and Grow 2022-2026.
	The application closes on 2 May 2024.

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PROMOTION AND ADVERTISING

- Facebook advertising of Round 2
- Advert in 2 newspapers for Round 2
- Advert in Library, Gallery, Community Connect and grants newsletters
- Direct email to "names" collected over the last 24 months.

Nine people opened a funding application, and we received 8 completed responses for this round. The incomplete application is a duplicate.

ACQUITTALS

Acquittals received from:

Izabella Hazard (Aboriginal Art Workshops) 59 RADF

- o 20 participants for 2 workshops.
- o Identified need to allow more creative freedom by offering less support.

Hainian Yu (Sing Sing Together) 42RADF

- o 70 attendees to Crucifixion Concert, 8 artists involved
- 4 workshops with 25 participants at each workshop and 2 artists involved
- o 67 attendees to Christmas Carols concert with 21 participants and 16 artists
- 2 partnerships with Something to Sing About and Laidley Anglican Church
- Gained additional Something to Sing About choir members.
- Identified additional ways to work with choir participants who cannot read music.
 Challenge is in promoting activities to the wider community.

Cluster Arts (A bee story comes to Laidley Spring Festival) 45RADF

- o 200 attendees with 2 artists
- Key learnings included expressions of interest from community members wanting to learn about physical theatre and how to develop these skills.

Michelle Taylor-Holmes (Australian Nature Photography (PD) 53RADF

 Outcomes included learning processes to be more efficient and how to present self, both in-front and behind the camera.

Greg Huglin (Youth Acting for Screen and screen production) 54RADF

- o 72 participants in the workshops
- o 54 people attended the red-carpet event
- o Estimated 2133 people viewed the films

BUDGET Update

Due to nearing the end of the financial year and having such a large application base for this Round, it was decided we would allocate some funds from Quick Response grants and Strategic priorities to this Round.

APPLICATIONS

- o Applications for Round 2 2023/24 8 Applications received
- A total of \$34,127 has been requested.
- Budget allocation for Round 2 was \$7,000 however Round 1 was undersubscribed and as discussed above, we would reallocate some additional funds.
- The Committee to discuss each application and determine funding allocations

Page 2 of 5 www.lockyervalley.qld.gov.au/RADF





Applicant	Project Title	Budget	Funding	Conflict of	Funding
		total	request	Interest	Allocated
Alex Stalling	Lockyer Valley Kids	\$7,583	\$4,218	Nil	\$4,218
(Tinker)	Workshops		55.6%		

App ID: 70RADF Project brief:

To provide a series of 12 professional art workshops for children of the Lockyer Valley Region across an 8 month, exploring a range of mediums and techniques.

Ambitious to host that many workshops and have different kids attending.

Great opportunity for children in our region to experience/explore art.

Recommendation: Fully fund

Izabella Steinhardt	Aboriginal Art	\$1,450	\$900	Nil	\$900
	Workshops		62.1%		

App ID: 71RADF **Project brief:**

This art workshop would explore First Nations Histories and how Aboriginal and Torres Strait Islander art is an expression of people's identity, culture, spirituality and relationships to country. Participants will gain an understanding of the use of storytelling within Aboriginal art and exploring Aboriginal art symbols within Aboriginal artworks and get to create their own art piece.

Discussion:

It was noted that this application isn't charging attendees and a discussion occurred regarding charging and not charging children. We will compare the outcomes of this workshop and the Tinker workshops to help future planning if charging for children's events is successful.

Recommendation: Fully fund

Cluster Arts	Lockyer Valley Garden	\$8,179	\$4,730	Nil	\$4,730
	Party 2024		57.8%		

App ID: 72RADF Project brief:

Garden Party is a 45-minute circus and physical theatre show with 2 performers. Our plan is to present a physical theatre workshop and roving with local children at the inaugural Bee Happy Day celebrations, followed by a community show in a garden setting or hall for a family friendly performance. This project will be free to your community making it more accessible to those who wouldn't normally attend .

Good application. This is a change from the last application as they have incorporated a workshop which the community as asking for. It is a great activation for the Laidley Spring Festival and Bee Happy day. Recommendation: Fully fund.

Something to Sing About	Choir 10 Anniversary	\$5,641	\$2,491	Nil	\$2,191
	Concert		44.2%		

App ID: 73RADF Project brief:

Through this project we seek to bring together the community to entertain and celebrate the fact that our choir has been in continuous operation for ten years. We wish to bring together past choir members, and all members of the community to entertain and share a musical performance to celebrate the fact that our Choir which is the only community choir in the Lockyer Valley has been in continuous operation for the past

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ten years. We anticipate that this event will provide an opportunity to showcase our local talent and enrich our community cultural offerings by bringing together local performers and professional musicians.

Discussion.

Two items listed for funding are ineligible for RADF funding, so these have been excluded from the grant funding (purchase of music scores and cd printing).

Congratulations on reaching 10 years. Recommendation: Partially fund.

Richard Blundell Introduction to En \$2,034 \$1,066 Nil \$1,066
Plein Air Painting 52.4%

App ID: 74RADF Project brief:

A workshop that introduces 15 local creative participants with no prior knowledge or experience into how to respond to the important links between the tangible visual experience of the Lockyer Valley and their creative practice options - principle through 'en-plein-air' landscape painting traditions using oils paints.

Discussion:

Questions why using expensive oil paint. – Richard had discussions with Nic and wanted to maintain the authenticity of en plein air painting but using oil paint.

It would be great for our community to be able access these workshops – a variation to what we have had in the past.

Recommendation: Fully fund

Melissa Buchholz	Lockyer Valley Concert	\$16,080	\$8,480	Nil	\$8,480
	Series		52.7%		

App ID: 77RADF Project brief:

Four diverse musical concerts featuring highly experienced musicians, covering a wide range of musical styles that will enthral and invigorate the cultural life of the Lockyer Valley.

Discussion:

Concerns about 50 people per concert however Jess feels this is realistic attendance when looking at other outcome reports. Sally liked the 4 different types of concerts and as a series to help with promotion. Concerns that it would be only at one venue (Gatton Shire Hall), Nic provided feedback that Melissa asked about venues with great acoustics. Nic suggested Laidley Cultural Centre and Gatton Shire Hall but as the Laidley Cultural Centre is currently not available, Melissa decided on the Gatton Shire Hall. Committee has asked for additional details about the workshop and to see if it is possible to extend the workshop to schools

Recommendation: Fully fund

,						
Hainian Yu	A Musical Christmas	\$12,000	\$6,100	Nil	\$6,100	
(Lucem Vitae)			50.8%			

App ID: 78RADF Project brief:

A collaboration between Lucem Vitae, STSA choir and Laidley Anglican Church to bring joy and music to Laidley this Christmas, via performance reinforcement, open workshops and a combined performance.

Discussion

See if Hainian can explore and connect with the various schools in our community and potentially include the choirs with the Christmas concert to change this application a little bit. Opportunity for some young artists to work with professional artists and be further involved in the community.

Recommendation: Fully fund

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Rodney Hammond	Silversmithing	\$10,052	\$6,142	Nil	No funding
	Workshops		61.1%		

App ID: 80RADF

Project brief:

Our classes are therapeutic, assisting students to embrace their unique creative expression in a group atmosphere, therefore encouraging a culture of uplifting each other and increasing self-esteem. A 2-day weekend workshop where students will create 3 silver pieces of jewellery (ring, earring and pendant).

Application needed additional work to best service our community. Concerned about what was applied for via RADF funding. Nic to offer support services with future applications.

Recommendation: No funding

QUICK RESPONSE GRANTS

1 Quick response application has been received.

Applicant	Title / Details	Total cost	RADF	Conflict of	Amount
			Requested	Interest	Funded
Dr Eileen O'Hely	Paper Dancer Workshops	\$729	\$473	Nil	\$473

Discussion: Workshop at both libraries with puppets. This workshop is more than an author visit so happy to

Recommendation: Fully fund

GENERAL BUSINESS

Discussions took place about additional funding and if we should do an additional round. It was decided that we will not do an additional round but to look for some additional PD workshops for our community. Jess commended that the workshops with artists have been well received within our community, so it is fabulous that RADF is offering the group workshops.

With no other general business, Cr Hagan thanked everyone for attending and closed the meeting.

Meeting closed at: 7.12 pm

www.lockyervalley.qld.gov.au/RADF

12.2 Laidley Spring Festival Garden Precinct 2024

Author: Tracy Vellacott, Senior Tourism and Events Officer

Responsible Officer: Jason Harm, Acting Group Manager Community and Regional Prosperity

Purpose:

The purpose of this report is to consider the relocation of the Laidley Spring Festival Garden Precinct from the Laidley Cultural Centre to the Laidley Recreation Grounds Precinct in 2024, due to severe storm damage to the Laidley Cultural Centre in late 2023. A three-month program of rectification and reconstruction works has commenced at the Laidley Cultural Centre.

Officer's Recommendation:

THAT in view of rectification and reconstruction works being undertaken at the Laidley Cultural Centre and the potential impact on key elements of the Laidley Spring Festival should the work not be completed on schedule, Council agree to the relocation of the Garden Precinct to the Laidley Recreation Grounds in 2024 and make budget provision for an additional \$30,000 in festival expenditure.

Executive Summary

Due to the schedule of construction and rectification works to the Laidley Cultural Centre as a result of severe storm damage in late 2023, Council proposes to relocate the Laidley Spring Festival Garden Precinct and Gem Show to the Laidley Recreation Grounds for 2024.

This would mean the installation of a large, fit-for-purpose marquee and ancillary services such as toilet amenities on an area of the Laidley Recreation Grounds. The uncertainty of the external work program meeting the proposed deadline dates places these festival elements in jeopardy and the timeframe would not be workable to create temporary infrastructure at the last minute.

Proposal

In view of the uncertainty of the external work program meeting the proposed deadline dates, the Garden Precinct, a major attraction of the Laidley Spring Festival, is in danger of not proceeding (along with the Gem Show), if work is not completed on time.

There would not be a workable timeframe to create temporary infrastructure, manage changed logistics such as traffic management, shuttle buses and parking, and it would undo the extensive marketing campaign that is underway for the 2024 event.

Choosing to move the Garden Precinct to the Laidley Recreational Reserve, offers a workable solution:

- It will create a compact hub of activity, where most exhibitions are within easy walking distance of each other.
- The Garden Precinct will be located next to the Festival Precinct under a large marquee, equipped with staging, lighting, air conditioning (required for the plants) and flooring, and will extend out into the park with additional outdoor stallholders, seating, food trucks and live music.
- The link between the Garden and Festival Precincts means that festival attendees can move between both precincts at their leisure without the usual drive in and out of town.
- Garden Precinct attendees will also have proximity to Friday's Twilight Feast & Fest and Saturday's Street Parade, Show 'n' Shine, markets and entertainment program.

Preliminary discussions with the Laidley Garden Club and the Gatton Lapidary Club have been well received and both groups are prepared to work with Council to ensure their festival elements proceed.

Officers have undertaken cost investigations as detailed below:

Marquee hire	Installation, removal and delivery of the structure	\$62,031.70
	including walls and roofing; flooring; lighting; air	
	conditioning; generators; and staging.	
Security overnight	Stallholders bump in the day before - need security as the	\$840.00
Thursday 05/09/24	Cultural Centre is normally locked and secure.	
Sound Services	For the musician in the outdoor market area, and guest	\$1,450.00
	speakers inside the marquee.	
Portaloo Hire	Cultural Centre normally has toilet facilities inside the	Est \$1,500.00
	venue - additional will need to be hired to facilitate the	
	crowd increase at the Recreational Reserve.	
Reprint of flyers	Required for bus companies and consumer travel and	\$276.42
	garden shows.	
Shuttle bus hire	Normally parking at the Cultural Centre is close to the	
	venue for the older demographic to transfer purchases	
	back to their vehicle. Proposed Recreational Reserve car	
	parking is a couple of hundred metres away from the	
	venue. Option to hire an additional shuttle bus that goes	
	directly from the Garden Precinct to the car park locations.	
Car Parking	Options detailed below.	Est \$3,000.00
Total additional cost		
required		Est \$70,000.00
LLERP grant		\$40,000.00
Additional Council funds		\$30,000.00

Traffic Management

Relocation of the Garden Precinct to the Festival Precinct requires Council to review the traffic management plan, road closures, and additional car parking requirements.

Consideration has been given for overflow carparking demands on dry weather carparking opposite the Recreation Reserve and negotiations have commenced with owners of nearby vacant land for additional carparking.

Modelling has been done for pedestrian access via pathways and the foot bridge (which has ramps for accessibility needs), with consideration to creating a Drop & Go zone along Edward Street for elderly or young families to reduce the walk to the car.

Options

- 1. Relocate the Garden Precinct and Gem Show to an area of the Laidley Recreation Grounds, with the majority of the Garden Expo housed in a fit-for-purpose marquee, noting the budget implications on the 2024 Laidley Spring Festival budget.
- 2. Wait to see if works on the Laidley Cultural Centre are completed in time for the Laidley Spring Festival, noting that presently, there is only an approximate window of four weeks to cater for unexpected weather, supply, or contractor delays.

Previous Council Resolutions

20-24/1027 – Exceptions to procurement for contractual arrangements for projects specified under the Locally Led Economic Recovery Program (LLERP)

Critical Dates

Mid May

- To notify affected organisations (Laidley Garden Club & Gatton Lapidary Club) of the relocation –
 enabling them to notify all their market stall holders, guest speakers, bus companies and event
 attendees of the changed venue.
- To undertake a suitable media campaign to ensure the festival audience, visitors and locals are aware of the changed venue.
- To book the required infrastructure.
- To ensure logistics of the change i.e. parking, traffic management, shuttle buses etc are managed well.

Strategic Implications

Corporate Plan

- 1. Lockyer Community
 - Develop a range of activities, events and programs that engage the community as a whole.
 - Support community groups by helping them develop skills including networking, governance, grant writing, engaging volunteers and business management.
 - Advocate on behalf of and support community groups to access funding streams.
- 2. Lockyer Business
 - Deliver the strategic priorities of the Tourism Strategy.

Finance and Resource

- Council has received approval to redirect funding for a \$40,000 grant under the Locally Led Economic Recovery Program, initially allocated for a destination app, to the Laidley Spring Festival for the purpose of installation of required marquee and ancillary infrastructure to support this region's major tourism event.
- Council will need to increase the 2024 Laidley Spring Festival budget by a further \$30,000 to support the detailed costs of relocation of the Garden Precinct.

Risk Management

- Reputational Risk if this key element of the festival does not proceed, a risk exists to the reputation and brand of the Laidley Spring Festival.
- Financial Risk cost overrun on additional infrastructure or car parking.
- Weather Risk Wet weather plan developed to mitigate risk and sunken costs.

Consultation

Councillor Consultation

Concerns raised at Council Workshop 23 April 2024 during a Laidley Spring Festival update.

Internal Consultation

 Preliminary discussions held with Infrastructure Services Team including Facilities and Parks & Recreation around possible locations within the Laidley Recreation Reserve; toilet amenities; parking possibilities, problems and solutions etc.

External Consultation

- Laidley Garden Club
- Gatton Lapidary Club
- Event Hire Companies

Attachments

There are no attachments for this report.

12.3 Lockyer Chamber of Commerce, Industry and Tourism - Request for Funding

Author: Helen McCraw, Senior Economic Development Officer

Responsible Officer: Jason Harm, Acting Group Manager Community and Regional Prosperity

Purpose:

The purpose of this report is to seek Council's approval to provide funding to the Lockyer Chamber of Commerce, Industry and Tourism, to employ a membership officer to assist with increasing business membership. The position would also provide broad administrative assistance to the Chamber.

Officer's Recommendation:

- 1. THAT Council allocate \$30,000 in the 2024/25 Budget for the Lockyer Chamber of Commerce, Industry and Tourism, ('the Chamber').
- 2. THAT prior to funding being provided to the Chamber, a Service Level Agreement outlining Key Performance Indicators be agreed between Council and the Chamber and a final acquittal report be provided by the Chamber in relation to funding provided in 2022/23.

Executive Summary

In October 2023 the Lockyer Chamber of Commerce, Industry and Tourism (the Chamber) had a change in leadership, and since that time has been reviewing the role and purpose of the organisation, with a priority on increasing membership and building and strengthening relationships between businesses.

Council has received a request from the Chamber for funding of \$50,000 to engage a Membership Officer for 2024/25.

Council previously provided \$25,000 funding to the Chamber in 2022/23 to employ an administration officer assist the Chamber.

The reason provided for the requested increase in funding is a refinement of the role of the Membership Officer to focus on increasing business membership and operate in a similar capacity to a paid secretary/CEO.

Proposal

The Chamber has requested funding of \$50,000 to support engagement of a Membership Officer for the 2024/25 financial year.

Council previously provided funding of \$25,000 to the Chamber in 2022/23 to employ an administration officer. That funding was subject to a service level agreement which set out various performance indicators and reporting as agreed between Council and the Chamber. The service level agreement included quarterly reporting on the achievements and use of the funds. No reporting had been received from the Chamber until the recently received letter requesting additional funding. The reporting provided was not adequate to satisfy the service level agreement.

Provision is made in the 2023/24 budget for a further \$30,000 for the Chamber, however this funding hasn't been provided as obligations under the service level agreement have not been met and the paid position with the Chamber has been vacant.

The Chamber has advised that as of February 2024 there was \$10,000 remaining of the funds previously provided. A new Membership Officer was hired, and the remaining \$10,000 has been expended on their wage. The Membership Officer is continuing to carry out this role but in a voluntary capacity to maintain the momentum of the restructured Chamber.

The Chamber has advised it is adopting a new approach, and is requesting the funding for a Membership Officer in 2024/25 to:

- continue anticipated growth in membership, which has already commenced;
- increase business participation and promotion in the community;
- provide the extra resources required to promote and retain the Why Leave Town Gift Card; and
- build on the positive relationship the Chamber Executive has with Council and local businesses.

Due to previous reporting requirements not being met, it is recommended Council provide funding of \$30,000 only for 2024/25. This will provide support for the Membership Officer role and allow the Chamber to achieve membership growth.

As membership grows and the Chamber becomes more financially sustainable, Council could consider any future funding requests on a sliding scale over the next two financial years.

Options

- 1. To support funding the Chamber of Commerce, Industry and Tourism
- 2. Provide no financial assistance to the Chamber of Commerce, Industry and Tourism

Previous Council Resolutions

Ordinary Council Meeting, 15 June 2022, Resolution Number 20-24/0580

THAT Council resolve to:

- Provide \$25,000 to the Lockyer Chamber of Commerce and Industry as part of the 2022-2023 budget, with outcomes to be reviewed prior to any further commitment being provided by Council.
- 2. In conjunction with the Lockyer Valley Chamber of Commerce and Industry, establish a Service Level Agreement outlining Key Performance Indicators to be met in return for the funding.

Critical Dates

Nil

Strategic Implications

Corporate Plan

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.

Finance and Resource

If Council agrees to the request, provision will need to be made in the 2024/25 budget.

Legislation and Policy

There are no legislative requirements.

Risk Management

Financial and Economic (FE1) — Financial sustainability to support the achievement of strategy goals and objectives in the medium to long term.

Political (P1) – Intergovernmental relations and relations with other key stakeholders.

Environmental and Community (EC1) including sustainable development, social and community wellbeing, community relationship, regional profile and identity.

Consultation

Councillor Consultation

The letter of request for funding was discussed at a Council Workshop on 7 May with all Councillors in attendance.

Internal Consultation

Internal consultation has been held with the Tourism and Events team.

Attachments

There are no attachments for this report.

12.4 Proposal to Make Temporary Local Planning Instruments for Flood

Regulation

Author: Prudence Earle, Senior Strategic Planner

Responsible Officer: Jason Harm, Acting Group Manager Community and Regional Prosperity

Purpose:

Council regulates development within flood affected areas through a Temporary Local Planning Instrument (TLPI). This report seeks a decision from Council to make two TLPIs for flood regulation.

Officer's Recommendation:

- THAT Council decides to make the following Temporary Local Planning Instruments (TLPIs)
 as attached:
 - (a) Temporary Local Planning Instrument 2024 (Flood Regulation) to amend the Gatton Shire Planning Scheme and the Laidley Shire Planning Scheme; and
 - (b) Temporary Local Planning Instrument 2024 (Flood Regulation) to amend the Draft Lockyer Valley Planning Scheme.
- 2. THAT, in accordance with the Minister's Guidelines and Rules, both draft TLPIs be submitted to the Minister for approval.

Executive Summary

Development within flood prone areas is currently regulated through Temporary Local Planning Instrument 2022 (Flood Regulation). In accordance with the *Planning Act 2016*, a TLPI is valid for a maximum period of two years, and the current TLPI will cease to have effect on 21 July 2024.

Two draft TLPIs for flood regulation have been prepared to replace the current TLPI when:

- (a) it ceases to have effect on 21 July 2024; or
- (b) when the Draft Lockyer Valley Planning Scheme is adopted; whichever comes first.

It is recommended that Council decides to make the TLPIs and submits the draft TLPIs 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.

Two draft TLPIs have been prepared: the first TLPI reflects the Gatton and Laidley Shire Planning Schemes, and the second TLPI reflects the Draft Lockyer Valley Planning Scheme. The TLPI which will be adopted by Council will depend on the timing of the Minister's approval to adopt the draft Lockyer Valley Planning Scheme.

TLPI for the Gatton and Laidley Shire Planning Schemes

Temporary Local Planning Instrument 2022 (the current TLPI) took effect on 20 July 2022. A review of the current TLPI for the Gatton and Laidley Shire Planning Scheme has been undertaken and a new draft TLPI has been prepared to 'roll over' the instrument until the Draft Lockyer Valley Planning Scheme is adopted. The proposed TLPI incorporates minor changes to the dates but no other changes are required. There is no change proposed to the flood mapping associated with the TLPI.

TLPI for the Draft Lockyer Valley Planning Scheme

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 does not include a Flood hazard overlay or Flood hazard overlay code. To address submissions and facilitate adoption of the Draft Lockyer Valley Planning Scheme, Council endorsed:

- 1. 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.

This draft 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 draft TLPI will 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 decides to make the proposed TLPIs, they will be submitted to the Minister for approval.

Options

- 1. Council decides to make new TLPIs.
- 2. Council does not decide to make new TLPIs.

If Council does not decide 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 is 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

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 a new TLPI, at that time the current TLPI will be repealed.

Once a new Flood hazard overlay has been prepared, an amendment will be proposed to the Lockyer Valley Planning Scheme to incorporate provisions and mapping in relation to the new 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 TLPIs do 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 TLPIs therefore represent 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 TLPIs have been prepared following consultation with planning staff.

External Consultation

The table of assessment and Flood hazard overlay code included in the proposed TLPI that will be adopted with the new Planning Scheme reflects those that underwent consultation with the Draft Planning Scheme and has regards to submissions received.

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

Attachments

1 <u>↓</u>	TLPI 2024 Flood Regulation - current Planning Schemes	20 Pages
2 <u>↓</u>	TLPI 2024 Flood Regulation - draft Planning Scheme	20 Pages
3 <u>↓</u>	TLPI 2024 Flood Regulation - draft Planning Scheme Map 1	1 Page
4 <u>Ū</u>	TLPI 2024 Flood Regulation - draft Planning Scheme Map 2A	1 Page
5 <u>↓</u>	TLPI 2024 Flood Regulation - draft Planning Scheme Map 2B	1 Page
6 <u>Ū</u>	TLPI 2024 Flood Regulation - draft Planning Scheme Map 2C	1 Page
7 <u>↓</u>	TLPI 2024 Flood Regulation - draft Planning Scheme Map 2D	1 Page
8 <u>↓</u>	TLPI 2024 Flood Regulation - draft Planning Scheme Map 2E	1 Page

LOCKYER VALLEY REGIONAL COUNCIL

Temporary Local Planning Instrument 2024 (Flood Regulation)

1. Short Title

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

2. Purpose

- 2.1 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, other than commercial and industrial development (excluding Service stations), appropriately responds to, or is avoided in response to, the risk of flood hazard present on a site.

3. Commencement

3.1 This TLPI commences on 21 July 2024.

4. Expiry

4.1 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

- 5.1 This TLPI applies to the Lockyer Valley local government area.
- 5.2 This TLPI affects the operation of the following planning schemes:
 - (a) Gatton Shire Planning Scheme 2007; and
 - (b) Laidley Shire Planning Scheme 2003.
- 5.3 This TLPI applies to development on land shown on the Flood hazard overlay maps in Appendix E being the flood hazard area, investigation area or overland flow path, unless:
 - (a) The development is for commercial and/or industrial development that is a defined use listed in the table below:

Defined uses under the	Defined uses under the
Gatton Shire Planning Scheme	Laidley Shire Planning Scheme
Animal product processing	Bulk retail
Art, crafts and antiques	Car repair station
Catering shop	Catering room
Commercial premises (excluding veterinary	Commercial premises
services)	Extractive industry
Extractive industry	General store
Health care premises	Hotel (where not including accommodation)
Hotel (where not including accommodation)	Industry
Industry	Junk yard
Off-street car park	Light industry
Rural service industry	Medical/paramedical centre
Service trade	Medium industry
Shop	Noxious, offensive and hazardous industry

Temporary Local Planning Instrument 2024 (Flood Regulation)

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Defined uses under the Gatton Shire Planning Scheme	Defined uses under the Laidley Shire Planning Scheme	
Showroom	Passenger terminal	
Transport depot	Refreshment service	
Transport terminal	Road freight depot	
Warehouse	Roadside stall	
	Rural processing	
	Shop	
	Transport depot	
	Truck stop (where not including accommodation	
	Warehouse	

- (b) The development is Building work that is:
 - additions to a class 1 building where the additions constitute less than 50% of the floor area of the existing building;
 - (ii) alterations that are not additions to the floor area of an existing building;
 - (iii) raising an existing building;
 - (iv) repairing an existing building;
 - adding an extra storey above an existing part of a building; or a Class 10 building or structure.

6. Relationship with the Planning Schemes

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

7. Effect

- 7.1 The TLPI affects the operation of the Gatton Shire Planning Scheme and the Laidley Shire Planning Scheme by:
 - (a) introducing a Flood hazard overlay and Flood hazard overlay maps (see Appendix E);
 - (b) suspending and replacing provisions of the Gatton Shire Planning Scheme (see Appendix A);
 - (c) suspending and replacing provisions of the Laidley Shire Planning Scheme (see Appendix B);
 - identifying categories of development and categories of assessment for development within the Flood hazard overlay (see Appendix C); and
 - introducing a new Flood hazard overlay code which includes assessment benchmarks for development within the Flood hazard overlay (see Appendix D).
- 7.2 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. Flood hazard area and defined flood level

- 8.1 In accordance with Section 8 of the Building Regulation 2021:
 - (a) the Flood hazard overlay map (Appendix E) is designated as the flood hazard area; and
 - (b) the defined flood level is declared to be the level to which it is reasonably expected flood waters may rise during a defined flood event. The defined flood level for a location within the Flood hazard overlay will be determined by Council based on the latest flood data available.

9. Interpretation

- 9.1 Unless otherwise defined in this TLPI, the Gatton Shire Planning Scheme or the Laidley Shire Planning Scheme, the terms used in this TLPI have the same meaning as defined in the *Planning Act 2016*.
- 9.2 In this TLPI the following terms have the meaning below:

Temporary Local Planning Instrument 2024 (Flood Regulation)

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defined flood level the level to which it is reasonably expected flood waters may rise (see Section 8 of the Building Regulation 2021) and section 8.1(b) of this TLPI).

defined flood event means a flood event that would result in the extent of flooding shown on the Flood hazard overlay maps in Appendix E.

flood hazard overlay means the area identified on the Flood hazard overlay maps in Appendix E as being a defined flood event, investigation area or overland flow path.

flood investigation area means the area on the Flood hazard overlay maps in Appendix E identified as flood investigation area. Land within the flood investigation area is known to be, or has the potential to be, flood affected and be subject to a defined flood event, that has not yet been quantified.

flood risk assessment means a study that determines the extent, nature and type of flood risk consistent with the States Guide for Flood Studies and Mapping in Queensland, Department of Natural Resources and Mines and Australian Disaster Resilience Handbook 7 Managing the Floodplain: A Guide to Best Practice in Flood Risk Management in Australia.

floor area, for a building, means the gross area of all floors in the building measured over the enclosing walls other than the area of a verandah, roofed terrace, patio, garage or carport in or attached to the building.

habitable room has the same meaning as in the National Construction Code.

high flood hazard area means the area on the Flood hazard overlay maps 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.

low flood hazard area means the area on the Flood hazard overlay maps identified as low hazard. Development of this land, after application of relevant mitigation actions, is not considered to 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 means the area on the Flood hazard overlay maps 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 means an area on the Flood hazard overlay maps identified as overland flow path.

rural area means an area that:

- if in the Gatton Shire Planning Scheme area, is located in the Rural agriculture zone, Rural general zone or Rural uplands zone; or
- (b) if in the Laidley Shire Planning Scheme area, is located in the Rural agricultural land area, Rural landscape area or Rural uplands land area.

Temporary Local Planning Instrument 2024 (Flood Regulation)

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sport and recreation means the use of premises for any activity, purpose or pursuit which includes, but is not limited to the following: archery, athletics, basketball, baseball, boating, bowling (other than indoor bowling), children's playgrounds, commercial or community swimming pools (uncovered), cycling tracks, football, gardens, golf, hockey, netball, outdoor cricket, parks, picnic areas, playing fields, soccer, softball, tennis.

vulnerable persons means persons who are identified as having a high degree of susceptibility and low resilience to flood hazard, including unaccompanied minors, the infirmed, the mentally and physically disabled and elderly.

10. Advisory notes

- 10.1 It is a matter of common law that any owner of a property who develops or alters their property in any way, owes a duty of care to ensure that changes caused by the development do not cause adverse impacts in relation to flood.
- 10.2 Council has flood models for some localities within the Region. These flood models can be obtained for undertaking flood hazard assessments, subject to the execution of a Data Sharing Agreement and payment of the applicable fee.
- 10.3 If approval is issued by Council for building work within the Flood hazard overlay, building materials and surface treatments used below the defined flood level should be resilient to water damage and should not include wall cavities.
- 10.4 The <u>Flood Resilient Building Guidance for Queensland Homes</u> is a joint initiative of the Queensland Government, Brisbane City Council, Ipswich City Council, Lockyer Valley Regional Council, Somerset Regional Council and Seqwater and should be consulted when designing buildings to be located in a flood hazard area.

Temporary Local Planning Instrument 2024 (Flood Regulation)

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APPENDIX A EFFECT OF THE TEMPORARY LOCAL PLANNING INSTRUMENT ON THE GATTON SHIRE PLANNING SCHEME

Cahama Dafarana	Effect of Townson, Local Discoving Instrument
Scheme Reference	Effect of Temporary Local Planning Instrument
Page 11	Suspend (i) and replace with revised (i) as follows:
Section 3.1(3) Desired	(i) Planning and design takes into account the potential adverse effects
environmental outcomes, item (i)	from natural hazards such as bushfire, landslip or flooding. The adverse
	effects of flood on development:
	(a) in the high and medium flood hazard areas are avoided; and
	(b) in the low flood hazard area are minimised to the greatest extent
	practicable and development is designed to provide protection to
	persons and property.
Pages 184-185	Suspend A2.2 and replace with revised A2.2 as follows:
Services and infrastructure code	A2.2 Where Council's a reticulated sewerage service is not available:
6.25 Specific outcome and probable	(a) the minimum size of a lot is 3,000m ² or the minimum size lot for a
solutions for code assessable	specific zone, whichever is the greater;
development, Probable solution	(b) the proposed on-site effluent disposal system is located on the
A2.2	allotment in accordance with the Plumbing and Drainage Act 2018.
	Standard Sewerage Law 2001 and AS1547-2000;
	(c) the proposed on-site effluent disposal system is located on land
	which:
	(i) has slopes less than 10%; or
	(ii) the land is terraced to receive the full disposal area;
	(iii) is situated above the Q10 flood level;
	(iv) is above the level of 5 metre AHD:
	(v) contains soils with permeability greater than 0.05m/day and less
	than 3.5m/day:
	(vi) contains soils which do not include mainly sand, gravel or
	fractured rock;
	(vii) is more than 0.6 metres of the seasonally high water table;
	(viii) is more than 0.6 metres of the seasonally high water table;
	(,
	(d) the lot contains an area capable of supporting a land application area sized in accordance with the Interim Code of Practice for On-site
	Sewerage Facilities;
	(e) at least 100% of the design area is available on the lot and reserved
	for waste disposal application; and
	(f) the effluent irrigation area is not separated from the effluent source
	by features such as gullies, creeks, dams, roads, driveways etc.
Page 200	Suspend P3 and A3.1-A3.3, and replace with revised P3 and A3.1 as follows:
Accommodation unit and dual	P3 The finished floor level of any habitable room of a proposed building
occupancy code	or extension to an existing building is a minimum of 300mm above
6.47 Specific outcomes and	the defined flood level. An acceptable level of flood immunity is
probable solutions for code	provided for new accommodation units and dual occupancy units.
assessable development, Specific	A3.1 The finished floor level of habitable rooms is a minimum of 300mm
outcome P3 and Probable solutions	above the defined flood level. Within the Gatton town area, the
A3.1-A3.3	habitable floor level is RL 102.041 plus 300mm.
	A3.2 Within the Helidon town area, the habitable floor level is RL 135
	AHD plus 300mm. A3.3 Within the Withcott town area, the habitable floor level is RL235m
	As.s — Within the Withcott town area, the habitable floor level is KL2s5m AHD plus 300mm.
Page 205	Suspend P1 and A1.1-A1.6, and replace with revised P1 and A1.1 as follows:
	P1 The finished floor level of any habitable room of a proposed building
Annexed unit code	or extension to an existing building is a minimum of 300mm above
6.51 Specific outcome and probable	the defined flood level. An acceptable level of flood immunity is
solutions for code assessable	provided for a new annexed unit.
development, Specific outcome P1	protriucuror uniteneu unite.
and Probable solutions A1.1-1.6	

Temporary Local Planning Instrument 2024 (Flood Regulation)

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Scheme Reference	Effect of Temporary Local Planning Instrument		
	A1.1 The finished floor level of habitable rooms is a minimum of 300mm above the defined flood level. Within the Gatton town area, the		
	habitable floor level is RL 102.041 plus 300mm.		
	A1.2 Within the Helidon town area, the habitable floor level is RL 135 Alphus 300mm. A1.3 Within the Withcott town area, the habitable floor level is RL235r AHD plus 300mm. A1.4 Within the Murphys Creek village area, the habitable floor level is		
	RL250m AHD plus 3	• ,	inabitable filoof fever is
	A1.5 Within the Grantham village area, a level not less that the leve		
	the closest land list	ed in the table below, pl	us 300mm.
	RPD	Address	AHD (m)
	Lot 1 RP150034	50 Anzac Avenue	116.16
	Lot 1 RP92488	Gatton-Helidon Road	116.221
	Lot 3 RP108240	9 Anzac Avenue	117.324
	Lot 7 RP25735	3 Harris Street	117.995
	Lot 8 RP25736	8 Harris Street	117.843
	Lots 15-16 RP25732	35 Harris Street	118.4
	A1.6 Otherwise, no prob		
Page 209	Suspend A3.1, and replace		
Caravan and relocatable home	A3.1 A site provides for a		
parks code	,	and that is located at lea	
6.55 Specific outcome and probable		and flood free land away	from scenically or
solutions for code assessable	environmentally se	risitive areas.	
development, Probable solution			
A3.1			
Page 211	Suspend P2 and A2.1-A2.6		
Caretaker's residence code		evel of any habitable roo	
6.59 Specific outcome and probable		existing building is a mini	
solutions for code assessable		evel. An acceptable level caretaker's residence.	or 11000 immunity is
development, Specific outcome P2	A2.1 The finished floor le		s a minimum of 300mm
and Probable solutions A2.1-2.6		flood level. Within the G	
		l is RL 102.041 plus 300m	
	A2.2 Within the Helidon	town area, the habitable	floor level is RL 135
	AHD plus 300mm.		
	A2.3 Within the Withcot	t town area, the habitab	le floor level is RL235m
	AHD plus 300mm.		
	A2.4 Within the Murphy		habitable floor level is
	RL250m AHD plus 3		
	A2.5 Within the Grantha		
		ed in the table below, pl	
	RPD Lot 1 RP150034	Address 50 Anzac Avenue	AHD (m) 116.16
	Lot 1 RP92488	Gatton-Helidon Road	116.221
	Lot 1 RP92488 Lot 3 RP108240	9 Anzac Avenue	117.32 4
	Lot 7 RP25735	3 Harris Street	117.995
	Lot 8 RP25736	8 Harris Street	117.843
	Lots 15-16 RP25732	35 Harris Street	118.4
	A2.6 Otherwise, no prob		
Page 213			I L alla ME.I as IOIIOWS:
Page 213		evel of any habitable roo	m of a proposed building
Dwelling house code	P2 The finished floor le	evel of any habitable roo existing building is a mini	
	P2 The finished floor loor extension to an	evel of any habitable roo existing building is a mini evel. An acceptable level	mum of 300mm above

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Scheme Reference	Effect of Te	emporary Local Planning I	nstrument
outcome P2 and Probable solutions			
A2.1-2.6	A2.1 The finished floor level of habitable rooms is a minimum of 300mm above the defined flood level. Within the Gatton town area, the habitable floor level is RL 102.041 plus 300mm.		
	A2.2 Within the Helidon		
	AHD plus 300mm.		
	A2.3 Within the Withcom	tt town area, the habitab	le floor level is RL235m
	AHD plus 300mm.		
	A2.4 Within the Murphy	ys Creek village area, the	habitable floor level is
	RL250m AHD plus	300mm.	
	A2.5 Within the Grantha	am village area, a level no	ot less that the level of
	the closest land list	ted in the table below, pl	us 300mm.
	RPD	Address	AHD (m)
	Lot 1 RP150034	50 Anzac Avenue	116.16
	Lot 1 RP92488	Gatton-Helidon Road	116.221
	Lot 3 RP108240	9 Anzac Avenue	117.324
	Lot 7 RP25735	3 Harris Street	117.995
	Lot 8 RP25736	8 Harris Street	117.843
	Lots 15-16 RP25732	35 Harris Street	118.4
	A2.6 Otherwise, no prol		
Pages 217-218	Suspend P2 and A2.1-A2.6		
Motel code		igned to be a minimum o	
6.70 Specific outcome and probable	provided for a new	. An acceptable level of fl	ood immunity is
solutions for code assessable	A2.1 The finished floor I		mm above the defined
development, Specific outcome P2		the Gatton town area, th	
and Probable solutions A2.1-A2.6	RL 102.041 plus 30		e nabitable noor lever is
	A2.2 Within the Helidon		floor level is RL 135
	AHD plus 300mm.	, , , , , , , , , , , , , , , , , , , ,	
	A2.3 Within the Withco	tt town area, the habitab	le floor level is RL235m
	AHD plus 300mm.		
	A2.4 Within the Murphys Creek village area, the habitable floor level is		
	RL250m AHD plus 300mm.		
	A2.5 Within the Grantha		
		in the table below, plus 3	
	RPD	Address	AHD (m)
	Lot 1 RP150034	50 Anzac Avenue	116.16
	Lot 1 RP92488	Gatton-Helidon Road	116.221
	Lot 3 RP108240	9 Anzac Avenue	117.324
	Lot 7 RP25735	3 Harris Street	117.995
	Lot 8 RP25736	8 Harris Street	117.843
	Lots 15-16 RP25732	35 Harris Street	118.4
Page 220	A2.6 Otherwise, no prot		
Page 220	Suspend P1 and A1.1-A1.6, and replace with revised P1 and A1.1 as follows: P1 The finished floor level of any habitable room of a proposed building		
Small lot house code		•	
6.74 Specific outcomes and	or extension to an existing building is a minimum of 300mm above the defined flood level. An acceptable level of flood immunity is		
probable solutions for code	provided for a small lot house.		
assessable development, Specific	A1.1 The finished floor level of habitable rooms is a minimum of 200mm		s a minimum of 300mm
outcome P1 and Probable solutions	above the defined flood level. Within the Gatton town area, the		
A1.1-A1.6	habitable floor level is RL 102.041 plus 300mm.		
	A1.2 Within the Helidon town area, the habitable floor level is RL 135		
	AHD plus 300mm. A1.3 Within the Withcott town area, the habitable floor level is RL235m		
	A1.3 Within the Withcot	tt town area, the habitab	le floor level is RL235m

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Scheme Reference	Effect of Te	mporary Local Planning I	nstrument
	A1.4 Within the Murphy	· · ·	
	RL250m AHD plus 300mm. A1.5 Within the Grantham village area, a level not less that the level of the closest land listed in the table below, plus 300mm.		
	RPD	Address	AHD (m)
	Lot 1 RP150034	50 Anzac Avenue	116.16
	Lot 1 RP92488	Gatton-Helidon Road	116.221
	Lot 3 RP108240	9 Anzac Avenue	117.324
	Lot 7 RP25735	3 Harris Street	117.995
	Lot 8 RP25736	8 Harris Street	117.843
	Lots 15-16 RP25732	35 Harris Street	118.4
	A1.6 Otherwise, no prok	able solution is provided	
Page 238	Suspend P2 and A2.1-A2.6		
Service station and car wash code	P2 A new service stati	on and car wash is design	ed to minimise risk from
6.82 Specific outcome and probable	1		st extent practicable. An
solutions for code assessable		flood immunity is provid	ed for a new service
development, Specific outcome P2	station and car was		
and Probable solutions A2.1-A2.6	A2.1 The finished floor l		
		,	e habitable floor level is
	RL 102.041 plus 300		floor level is PL 125
	AHD plus 300mm.	town area, the nasitable	HOUI IEVELIS NE 133
	A2.3 Within the Withcot	t town area, the habitab	le floor level is RI 235m
	AHD plus 300mm.	,	
	A2.4 Within the Murphy	s Creek village area, the	habitable floor level is
	RL250m AHD plus 3		
	A2.5 Within the Grantha	ım village area, a level no	t less that the level of
	the closest land list	ed in the table below, pl	us 300mm.
	RPD	Address	AHD (m)
	Lot 1 RP150034	50 Anzac Avenue	116.16
	Lot 1 RP92488	Gatton-Helidon Road	116.221
	Lot 3 RP108240	9 Anzac Avenue	117.324
	Lot 7 RP25735	3 Harris Street	117.995
	Lot 8 RP25736	8 Harris Street	117.843
	Lots 15-16 RP25732	35 Harris Street	118.4
	A2.6 Otherwise, no prob		
Page 252	Suspend A2.1, and replace		ows:
Intensive animal industries, animal	A2.1 Facilities are develo	slopes less than 10%;	
product processing industries,	, ,	slopes less than 10%; efined flood level is not (on land subject to
kennels and catteries code	1 ' '	requency of greater than	•
6.91 Specific outcome and probable	(c) is otherwise n		,,
solutions for code assessable	(d) has sealed roa		
development, Probable solution	1	th a reliable water supply	and has a capacity to
A2.1	1 1 1	um of 2 days' supply; and	. ,
		o an electricity supply.	
Pages 260-261	Suspend P1 and A1.1-A1.6	· ·	
Reconfiguring a lot code			
6.107 Specific outcome and			
probable solutions for code			
assessable development, Specific			
outcome P1 and Probable solutions			
A1.1-A1.6			
Dance 207 200			
Pages 267-268 Reconfiguring a lot code	Suspend A19.4, and replace	e with revised A19.4 as fe	ollows:

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Scheme Reference	Effect of Temporary Local Planning Instrument
6.107 Specific outcome and	A19.4 Where connection to Council's a reticulated sewerage service is not
probable solutions for code	available:
assessable development, Specific	(a) the minimum size of a lot is 3,000m ² or the minimum size lot for
outcome A19.4	a specific zone, whichever is the greater; and
outcome riss.	(b) each lot is connected to an approved common effluent
	drainage scheme, and where that is not available:
	(i) each lot disposes waste on-site for the specified used; and
	(ii) the proposed on-site effluent disposal system is located
	on the allotment in accordance with the Standard
	Sewerage Law 2001 and AS1547-2000; and
	(iii) the proposed on-site effluent disposal system is located
	on land which:
	I. has slopes less than 10% OR the land is terraced to
	receive the full disposal area;
	II. is situated over the Q10 flood level;
	III. is above the 5 metre AHD;
	IV. contains soils with permeability greater than
	0.05m/day and less than 3.5m/day;
	V. contains soils which do not include mainly sand,
	gravel or fractured rock:
	VI. is more than 0.6 metres of the seasonally high water
	table:
	VII. is more than 1.0 metre above bedrock:
	(b) (c) each lot contains an area capable of supporting a land
	application area sized in accordance with the <i>Plumbing and</i>
	Drainage Act 2018. Interim Code of Practice for On-site
	Sewerage Facilities;
	(d) an area of up to 100% of the design area is available on each lot
	and reserved for waste disposal application;
	(e) the effluent irrigation area is a minimum of 50 metres from
	features such as gullies, waterways and wetlands.
Page 272	Suspend P37, and replace with revised P37 as follows:
Reconfiguring a lot code	P37 In addition to provisions at P14 and P15, the major drainage network
6.107 Specific outcomes and	has the capacity to control stormwater flows under normal
probable solutions for code	conditions, and allowing for a 100% design blockage of inlets, minor
	system blockage conditions for a 1 in 100 ARI year rainfall event so
assessable development, Specific	that:
outcome P37	(a) no dwelling is inundated-during a 1 in 100 year flood,
	(b) habitable rooms have floor levels 250 mm above the estimated
	flood level resultant from a 1 in 100 year flood are protected,
	(b) (c) overland flow paths floodways are restricted to areas where
	there is minimal risk of damage to life or property; and
	(c) (d)-runoff is directed to a lawful point of discharge through
	competently designed and constructed outlet works.
Page 274	Suspend A43.1, and replace with revised A43.1 as follows:
Reconfiguring a lot code	A43.1 New lots resulting from the realignment have a minimum area of 1.0
6.107 Specific outcome and	hectare, and contain:
	(a) each contains a flood free building sites located above the
probable solutions for code	defined flood level;
assessable development, Specific	(b) have slopes less than 20%;
outcome A43.1	(c) have effluent disposal areas; and
	(d) maintain a viable land size for ongoing agricultural use if on good
	quality agricultural land.
	quality agricultural failu.

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APPENDIX B EFFECT OF TEMPORARY LOCAL PLANNING INSTRUMENT ON THE LAIDLEY SHIRE PLANNING SCHEME

THE LAIDLEY SHIRE PLANNING SCHEME			
Scheme Reference	Effect of Temporary Local Planning Instrument		
Page 12 Section 3.1(3)k Desired environmental outcomes	Suspend k, and replace with revised k as follows: k. The adverse effects from natural and other hazards, including flooding and bushfires, are minimised. The adverse effects of flood on development: (i) in the high and medium flood hazard areas are avoided; and (ii) in the low flood hazard area are minimised to the greatest extent practicable and development is designed to provide protection to persons and property.		
Page 65	Suspend Table 23B.		
Table 23B, Flood inundation areas (Overlay Map F)			
Page 68 Table 24B, Flood inundation areas (Overlay Map F)	Suspend Table 24B.		
Page 82 Section 6.7.3, Specific outcomes and acceptable solutions for the areas of natural and environmental significance overlay code	Suspend 6.7.3, and replace with revised 6.7.3 as follows: 6.7.3 Specific outcomes and acceptable solutions for the areas of natural and environmental significance overlay code The Overlay Maps for Areas of Natural and Environmental Significance (Maps E1, E2, F, G1, G2) are the maps that apply for this Code. They include areas with steep or unstable lands, dryland salinity, areas identified as wetlands, flood prone, bush-fire prone or ecologically significant.		
Page 83 Table 1 – Specific outcomes and acceptable solutions for the areas of natural and environmental significance overlay code, Item 1	Suspend 1, and replace with revised 1 as follows: 1. Buildings and development are protected from potential conflict, such as: • bushfire; • steep or unstable land; • ridgelines; • remnant vegetation – regeneration; • high visual quality; • erosion; • dryland salinity; • wetlands; • floodprone land; • water quality; • permanent or intermittent streams; • major drainage lines; • wildlife corridors.		
Page 84 Table, Flood inundation areas Page 101 Table 6 – Specific outcomes and acceptable solutions for the residential uses code, Acceptable solution 4.1	Suspend 4.1, and replace with revised 4.1 as follows: 4.1 The finished floor level of any habitable room of a proposed building or extension to an existing building is a minimum of 300mm above the defined flood level Where a lot is on floodable land, the minimum flood level for habitable rooms is 300mm above the Q100 flood line on the allotment; and		
Page 120 Table 5 – Specific outcomes and acceptable solutions for the on-site effluent disposal code, Acceptable solution 2.2	Suspend 2.2.		

Temporary Local Planning Instrument 2024 (Flood Regulation)

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Scheme Reference	Effect of Temporary Local Planning Instrument
Page 192	Suspend Overlay Map F.
Overlay Map F – Areas of natural	
and environmental significance -	
Flood inundation areas	

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APPENDIX C 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 1.
- (2) If development is identified in the planning scheme as having a different category of development or category of assessment than under Table 1 below, the highest level of assessment applies as follows:
 - (a) Accepted development subject to requirements prevails over Accepted development;
 - Code assessment prevails over Accepted development subject to requirements and Accepted development; and
 - (c) Impact assessment prevails over Code assessment, Accepted development subject to requirements and Accepted development.

2. Assessment benchmarks for development within the Flood hazard overlay

 The relevant assessment benchmarks for development within the Flood hazard overlay are identified in Column 3 of Table 1.

Table 1 Categories of development and categories of assessment

Column 1 Type of development or use	Column 2 Categories of development and assessment	Column 3 Assessment benchmarks for assessable development and requirements for accepted development
Material change of use		
Agriculture	Accepted development if no building work is proposed.	
	Accepted development subject to requirements if – (a) not Accepted development; and (b) the use complies with all relevant Acceptable outcomes identified in the Assessment benchmark column.	Flood hazard overlay code
	Code assessment in all other circumstances.	Flood hazard overlay code
Sport and Recreation	Accepted development if no building work is proposed.	
	Accepted development subject to requirements if — (a) not Accepted development; and (b) the use complies with all relevant Acceptable outcomes identified in the Assessment benchmark column.	Flood hazard overlay code
	Code assessment in all other circumstances.	Flood hazard overlay code
All other uses	Accepted development if no building work is proposed.	
	Accepted development subject to requirements if – (a) not Accepted development; and (b) the use complies with all relevant Acceptable outcomes identified in the Assessment benchmark column.	Flood hazard overlay code

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Column 1 Type of development or use	Column 2 Categories of development and assessment	Column 3 Assessment benchmarks for assessable development and requirements for accepted development
	Code assessment in all other circumstances.	Flood hazard overlay code
Reconfiguring a lot		
Reconfiguring a lot	Code assessment if the site area is located within an area identified as a high, medium or low flood hazard area, an investigation area, or an overland flow path.	Flood hazard overlay code
Building works		
Carrying out building works not associated with a material change of use	Accepted development subject to requirements if complies with all relevant Acceptable outcomes identified in the Assessment benchmark column. Code assessment in all other circumstances.	Flood hazard overlay code Flood hazard overlay code
On a week a week law and the	Code assessment in an other encamstances.	Thosa nazara overlay coac
Operational works	The state of the s	ettttt
Carrying out operational works associated with Reconfiguring a lot or a Material change of use Carrying out operational works for	Code assessment if the site area is located within an area identified as a high, medium or low flood hazard area, investigation area, or overland flow path. Accepted development if the works are	Flood hazard overlay code
filling or excavating, where not	associated with bona fide agricultural	
associated with reconfiguring a lot or a material change of use	activities. Code assessment if — (a) not Accepted development; and (b) the site is located in a rural area, and the extent of cut or fill exceeds 10m³; or (c) the site is located within an area other than a rural area.	Flood hazard overlay code
Advertising device, where not associated with a material change of use	Code assessment if the site area is located within an area identified as a high, medium or low flood hazard area, investigation area, or overland flow path.	Flood hazard overlay code
Other development		
All other development	Accepted development	
	I .	

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APPENDIX D FLOOD HAZARD OVERLAY CODE

1. Application

This code applies to Accepted development subject to requirements and Assessable development involving land wholly or partially within the Flood hazard overlay as identified on the Flood hazard overlay maps in Appendix E.

2. Purpose

(a) The purpose of this code is to manage development outcomes in the floodplain so that risk to life, property, community and the environment during flood events is minimised, and to ensure that development does not increase the potential for flood damage on the site or to other property.

3. 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 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.

4. Assessment benchmarks

Column 1	Column 2	
Performance outcomes	Acceptable outcomes	
For Accepted development subject	t to requirements	
PO1 To the greatest extent practicable, development avoids flood hazard areas or areas known to be, or have the potential to be, affected by flood inundation such as the flood investigation area or overland flow paths.	AO1.1 Development does not occur on land identified as: (a) high flood hazard area; or (b) medium flood hazard area. AO1.2 If located on land in a flood investigation area or overland flow path, a local flood risk assessment, prepared by a suitably qualified person and approved by Council, determines that the development site is not exposed to high or medium flood hazard. AO1.3 Development is located at least 10m from the top of bank of an overland flow path. Top of bank Development Overland flow plath	

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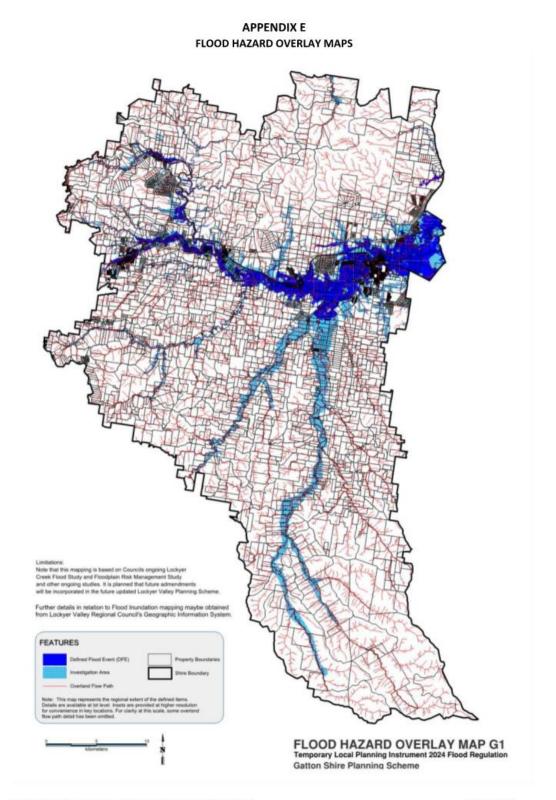
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Column 1	Column 2	
Performance outcomes	Acceptable outcomes	
, , ,	t to requirements and Assessable development	
PO2	AO2.1	
Development for vulnerable persons is avoided in the low	A new building or structure is sited on the highest part of the lot. AO2.2	
flood hazard area. Where	Development does not alter the ground level to achieve flood immunity.	
development cannot be avoided,	AO2.3	
risks associated with flooding are	The finished floor level of any habitable room of a proposed building or	
mitigated to an acceptable level.	extension to an existing building is a minimum of 300mm above the defined	
	flood level.	
Note — Development that provides for vulnerable persons may include	A02.4	
annexed units, apartments, child	The understorey area below the finished floor level of any habitable room is	
care centres, community care	left open, to not impede flood inundation.	
centres, community uses, education	AO2.5	
establishments, health care services, hospitals, residential care facilities	If understorey screening is provided, it must allow for the flow through of	
and retirement facilities.	floodwater, and provide a minimum 50% permeability (e.g. using vertical	
	battens with a batten width gap between battens).	
	AO2.6 The understorey may be used for parking of vehicles or storage of items that	
	are capable of being easily moved above the defined flood level.	
	AO2.7	
	Utilities and services not regulated by the Queensland Development Code MP	
	3.5 or the <i>Plumbing and Drainage Act 2018</i> (e.g. air conditioners, electrical	
	services and generators, gas systems and bottles), are located a minimum of	
	300mm above the defined flood level.	
	AO2.8	
	Development does not alter the predevelopment profile of the site or interfere	
	with an overland flow path.	
	A02.9	
	Development does not expose vulnerable persons to flood hazard.	
PO3	A03	
In the flood investigation area	In a flood investigation area or overland flow path:	
and overland flow paths,	(a) written advice is obtained from Council stating that the latest data	
development:	available to Council confirms that the site is not subject to flooding; or	
(a) minimises risk from the adverse effects of flooding	 a local flood risk assessment, prepared by a suitably qualified person and approved by Council, determines that the development site is not 	
to the greatest extent	exposed to high, medium or low flood hazard; or	
practicable; and	(c) where a local flood risk assessment, prepared by a suitably qualified	
(b) only occurs where it is	person and approved by Council, determines that the development site is	
designed to respond to the	exposed to low flood hazard, the development satisfies AO2.1-AO2.9; or	
hazard level applicable to	(d) where a local flood risk assessment, prepared by a suitably qualified	
the site.	person and approved by Council, determines that the development site is	
Note—Land in the flood	exposed to high or medium flood hazard, the development satisfies AO4 or PO4.	
investigation area is susceptible to	01 FO4.	
some degree of flooding. Detailed		
modelling of this land has not been		
undertaken. A site specific		
assessment is required to determine		
the hazard classification of the land, and its suitability for development.		
PO4	A04	
Development avoids medium or	In a medium or high flood hazard area, a local flood risk assessment is prepared	
high flood hazard areas. Where	by a suitably qualified person to demonstrate that the risks associated with	
development cannot be avoided,	flooding, including (but not limited to):	
,	<u></u> ,	

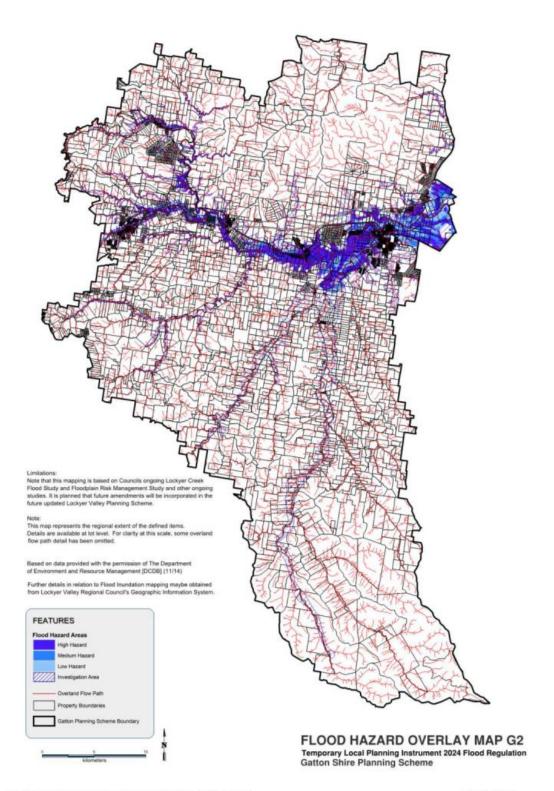
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Column 1	Column 2
Performance outcomes	Acceptable outcomes
risks associated with flooding are	(a) risk of isolation;
mitigated to an acceptable level.	(b) risk to road access;
	(c) risk to life;
	(d) risk to property;
	(e) off-site impacts; and
	(f) are mitigated to an acceptable level.
PO5	AO5.1
Reconfiguration of a lot responds	Each lot includes an area for the construction of buildings and structures that is
to flooding potential and	located above the defined flood level that:
maintains personal safety at all	(a) if in the Gatton Shire Planning Scheme area and:
times.	 located in the Emerging communities zone, Urban residential zone or Village zone — comprises the entire lot;
Note — Applicants are advised to refer to the Queensland Government's Evacuation:	 (ii) located in the Park residential zone or Rural residential zone — is a minimum of 1500m² in area (exclusive of access handle) with a minimum dimension of 20m;
Responsibilities, Arrangements and	(b) if in the Laidley Shire Planning Scheme area and:
Management Manual – M.1.190.	 located in the Residential expansion area, Urban residential area, Urban residential (small lots) area or Village area — comprises the entire lot;
	 (ii) located in the Rural residential area — is a minimum of 1500m² in area (exclusive of access strip) with a minimum dimension of 20m;
	(c) if in any other area — is of an adequate size and shape to accommodate any buildings and outbuildings that would be anticipated.
	AO5.2
	Development provides at least one road access to service the development
	which is higher than the defined flood level and capable of remaining passable
	for evacuation.

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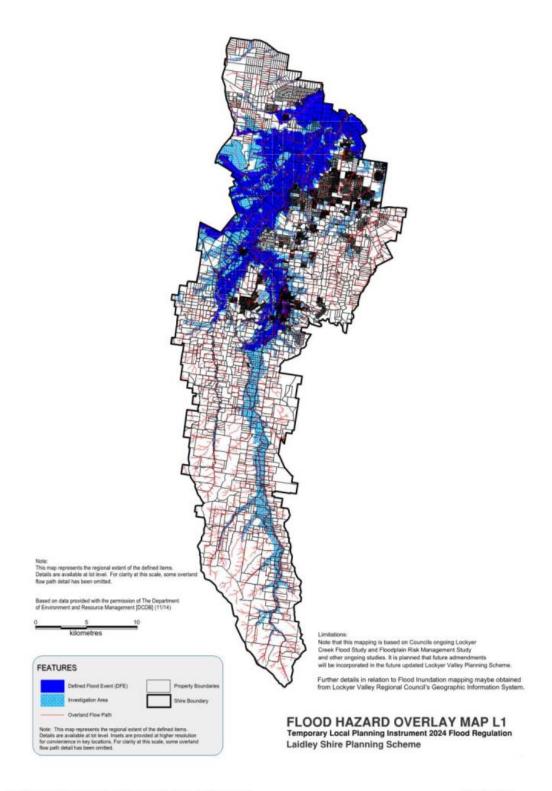


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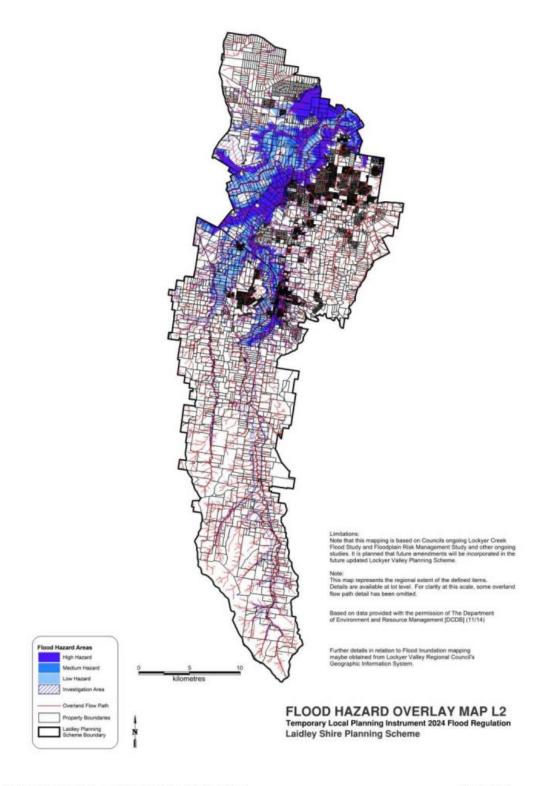


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LOCKYER VALLEY REGIONAL COUNCIL

Temporary Local Planning Instrument 2024 (Flood Regulation)

1. Short Title

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

2. Purpose

- 1. The purpose of the TLPI is to:
 - provide improved flood regulation based on the identification of a Flood hazard overlay for the Lockyer Valley Region; and
 - 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

4. Expiry

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

5. Application of the TLPI

- 1. The TLPI applies to the Lockyer Valley local government area.
- The TLPI affects the operation of the Lockyer Valley Planning Scheme 2024 ('the planning scheme').
- The 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 the 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);
 - identifying categories of development and categories of assessment for development within the Flood hazard overlay (see Appendix B);
 - d. introducing a new Flood hazard overlay code which includes assessment benchmarks for development within the Flood hazard overlay (see Appendix C); and
 - e. introducing guidance material for determining tolerable risk (see Appendix E).
- 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

- Unless otherwise defined in the TLPI, the terms used in the TLPI have the same meaning as defined in the *Planning Act 2016* and the planning scheme.
- 2. For the 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 TLPI Flood hazard overlay – Map 1 in Appendix D as being a flood hazard area, investigation area or overland flow path.	
flood investigation area	The area on TLPI Flood hazard overlay – Map 1 in Appendix D categorised 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 TLPI Flood hazard overlay — Map 1 in Appendix D categorised 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 TLPI Flood hazard overlay - Map 1 in Appendix D categorised as low hazard. Development of this land, after application of relevant mitigation actions, does not pose a 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 TLPI Flood hazard overlay — Map 1 in Appendix D categorised 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 TLPI Flood hazard overlay - Map 1 in Appendix D identified as an overland flow path.	
tolerable risk	A risk that, following an understanding of the likelihood and consequences, is low enough to allow the exposure to continue, and at the same time high enough to require new treatments or actions to reduce risk. Society can live with this risk but believes that as much as reasonably practical should be done to reduce the risks further. (Refer to Appendix E Guidance on determining tolerable risk.)	

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APPENDIX A

EFFECT OF 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 five rows in Table 1.6-1 Building assessment provisions in the planning scheme for an assessment manager, and two notes 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 Flood hazard overlay - Map 1 in Appendix D 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.	 a. Planning Scheme Policy 4 Flood hazard, section SC6.4.9 Special areas declared 'defined flood level'; b. Defined flood level (DFL) - Map 2a – Peak flood level in Appendix D. 	
	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.	For parts of Forest Hill, Laidley North and Portobello Road, Helidon Spa - Planning Scheme Policy 4 Flood hazard, section SC6.4.9 Special areas, 'declared finished floor level' in Tables SC6.4-2 and SC6.4-3 and shown in section SC4.9.1.	
	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.	Appendix C Flood hazard overlay code, Table 10 Flood immunity – Minimum design requirements.	

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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.		For parts of Forest Hill, Laidley North and Portobello Road, Helidon Spa - Planning Scheme Policy 4 Flood hazard, section SC6.4.9 Special areas, 'maximum flow velocity' in Tables SC6.4-2 and SC6.4-3, and 'flood velocity' in section SC4.9.1; Defined Flood Level (DFL) — Map 2c - Peak flood velocity in Appendix D.
	the relevant building assess Note—Building work in hig second will require a struct the hazard(s) to which the relevant building assessme	designated flood hazard area missment provisions under the Buil of	ding velo e of nt w	Act. city greater than 1.5m a withstanding the nature of with the requirements of the report (or multiple reports)
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	rlay (code.
Schedule 1 Definitions, SC1.2 Administrative terms, Flood hazard area	The area designated as the	h a revised definition for flood in eflood hazard area under section desessment provisions in the plan	n 8	of the Building Regulation.
Schedule 2 Planning Scheme Maps, Table SC2.1-1: Map index, OM7 Flood hazard overlay	Suspends OM7 Flood haza map – Map 1 in Appendix	rd overlay map and replaces wi D.	th Ti	.PI Flood hazard overlay

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APPENDIX B

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

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

- 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:
 - 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

DEVELOPMENT	CATEGORIES OF DEVELOPMENT AND ASSESSMENT	ASSESSMENT BENCHMARKS FOR ASSESSABLE DEVELOPMENT AND REQUIREMENTS FOR ACCEPTED DEVELOPMENT
Building work		
Building work for demolition or relocation off-site.	No change	Not applicable
Building work in a Flood investigation area where Council's most recent flood modelling shows the land is not subject to flooding in the DFL.	No change	Not applicable
Building work not listed above.	Code assessment	Flood hazard overlay code
Reconfiguring a lot		
Reconfiguring a lot in a Flood investigation area where Council's most recent flood modelling shows the land is not subject to flooding in the DFL.	No change	Not applicable
Reconfiguring a lot not listed above.	No change	Flood hazard overlay code
Material change of use in a Flood investigation area or an Overland flow path		
Material change of use in a Flood investigation area where Council's most	No change	Not applicable

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DEVELOPMENT	CATEGORIES OF DEVELOPMENT AND ASSESSMENT	ASSESSMENT BENCHMARKS FOR ASSESSABLE DEVELOPMENT AND REQUIREMENTS FOR ACCEPTED DEVELOPMENT
recent flood modelling shows the land is not subject to flooding in the DFL.		
Material change of use for: a. Animal husbandry; or b. Cropping; or c. Permanent plantation.	No change	Not applicable
Material change of use not listed above.	Code assessment	Flood hazard overlay code
Material change of use in the Low flood haz	ard area	
Material change of use for: a. Animal husbandry; or b. Cropping; or c. Park; or d. Permanent plantation; or e. Roadside stalls.	No change	Not applicable
Material change of use for: a. Dwelling house; or b. Home-based business; or c. Utility installation involving: i. electricity supply infrastructure; or ii. stormwater drainage infrastructure; or iii. transport service; or iv. water supply infrastructure; or v. water treatment infrastructure; or vi. water cycle management infrastructure.	Accepted development	Flood hazard overlay code
Material change of use for: a. a Vulnerable use (excluding a Dwelling house); 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 listed above for this hazard area.	No change	Flood hazard overlay code
Material change of use in the Medium flood	hazard area	
Material change of use for: a. Animal husbandry; or b. Cropping; or c. Park; or d. Permanent plantation; or e. Roadside stalls.	No change	Not applicable
Material change of use 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	Code assessment	Flood hazard overlay code

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DEVELOPMENT	CATEGORIES OF DEVELOPMENT AND ASSESSMENT	ASSESSMENT BENCHMARKS FOR ASSESSABLE DEVELOPMENT AND REQUIREMENTS FOR ACCEPTED DEVELOPMENT
iv. a waste management facility; or d. a Vulnerable use; or e. Critical infrastructure; or f. Essential community infrastructure.		
Material change of use not listed above for this hazard area.	No change	Flood hazard overlay code
Material change of use in the High flood haz	ard area and the Rural zone	
Material change of use for: a. Animal husbandry; or b. Cropping; or c. Park; or d. Permanent plantation; or e. Roadside stalls.	No change	Not applicable
Material change of use for Utility installation involving: a. stormwater drainage infrastructure; or b. water cycle management infrastructure.	No change	Flood hazard overlay code
Material change of use not involving Building work.	No change	Flood hazard overlay code
Material change of use not listed above for this hazard area.	Code assessment	Flood hazard overlay code
Material change of use in the High flood haz	ard area and the Local centre zon	e
Material change of use for: a. Agricultural supplies store; or 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 l. Service industry; or m. Shop; or n. Utility installation involving: i. stormwater drainage infrastructure; or ii. water cycle management infrastructure.	No change	Flood hazard overlay code
Material change of use not listed above for this hazard area.	Code assessment	Flood hazard overlay code
Material change of use in the High flood haz	ard area other than in the Rural z	one or Local centre zone
Material change of use	Code assessment	Flood hazard overlay code

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DEVELOPMENT	CATEGORIES OF DEVELOPMENT AND ASSESSMENT	ASSESSMENT BENCHMARKS FOR ASSESSABLE DEVELOPMENT AND REQUIREMENTS FOR ACCEPTED DEVELOPMENT		
Operational work in a Flood investigation area or an Overland flow path				
Operational work in a Flood investigation area where Council's most recent flood modelling shows the land is not subject to flooding in the DFL.	No change	Not applicable		
Operational work for exempt clearing work.	No change	Not applicable		
Operational work not listed above for these areas.	Code assessment	Flood hazard overlay code		
Operational work in the Low flood hazard ar	rea or Medium flood hazard area			
Operational work for: a. exempt clearing work; or b. minor filling or excavation.	No change	Not applicable		
Operational work not listed above for these hazard areas.	No change	Flood hazard overlay code		
Operational work in the High flood hazard a	rea and the Rural zone			
Operational work for exempt clearing work.	No change	Not applicable		
Operational work for filling or excavation of less than 10m³ and: a. not associated with Reconfiguring a lot or a Material change of use; or b. associated with Cropping, Permanent plantation or land rehabilitation.	Accepted development	Not applicable		
Operational work not listed above for this hazard area.	Code assessment	Flood hazard overlay code		
Operational work in the High flood hazard a	rea and the Local centre zone			
Operational work for exempt clearing work.	No change	Not applicable		
Operational work for filling or excavation of 10m ³ or more and not associated with Reconfiguring a lot or a Material change of use.	Code assessment	Flood hazard overlay code		
Operational work for filling or excavation not listed above for this hazard area.	No change	Not applicable		
Operational work not listed above for this hazard area.	No change	Flood hazard overlay code		
Operational work in the High flood hazard a	rea other than in the Rural zone o	or Local centre zone		
Operational work for: a. exempt clearing work; or b. minor filling or excavation.	No change	Not applicable		
Operational work for filling or excavation, other than minor filling or excavation.	Code assessment	Flood hazard overlay code		
Operational work not listed above for this hazard area.	No change	Flood hazard overlay code		

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APPENDIX C

FLOOD HAZARD OVERLAY CODE

1. Application

- This code applies to development:
 - a. within the Flood hazard overlay as shown in Map 1 of 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—The Flood hazard overlay code is only one of Council's responses to flooding. Strategic planning, education, disaster management, flood emergency management, and mitigation and 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 area 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;
 - 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 of development (including excavation and filling).
 - d. Development in the High flood hazard area of the Local centre zone:

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- 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;
- iii. does not result in an increase in intensity or scale of development.
- 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 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.
- 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:
 - i. protecting the contents of buildings from flood damage;
 - minimising the impacts of flooding on the life of assets 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;
 - 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;
 - 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 overlay 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 of 500mm.
- b. A study must be conducted to determine the DFL and the flood hazard category in a Flood investigation area or an Overland flow path. The assessment benchmarks of the Flood hazard overlay code relevant to that flood hazard category are then applicable.
- 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.

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- d. Any engineering design solution is to be:
 - 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 and 6 of the Flood
 hazard overlay code.
- Assessment benchmarks for accepted development are shown with an asterisk (*) in the Acceptable outcomes column of Tables 5 and 6.
- 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 in accordance with section 5.3.3(2) of the planning scheme.

5. Determining the flood hazard category from a site-specific flood risk assessment

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

Table 4: Flood hazard category parameters for site-specific flood risk assessments

CRITERIA	FLOOD HAZARD CATEGORY		
	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 ² /s	0.4m ² /s to 0.6m ² /s	More than 0.6m ² /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 flood hazard category 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.	*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 site-specific flood risk assessment, prepared by a suitably qualified person, determines that the development site is not located in an area of high, medium or low flood hazard in accordance with Table 4: Flood hazard category parameters for site specific flood risk assessments.
Note—Land in the flood investigation area is susceptible to some degree of flooding. Detailed modelling in these locations is incomplete or has not been undertaken. A site specific risk assessment is required to determine the hazard classification and the sites suitability for development.	AO1.2 Where a site-specific flood risk assessment determines the flood hazard category to be low, medium or high, development satisfies the requirements of this Flood hazard overlay code relevant to that flood hazard category.

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PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES
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	
PO3 Buildings and structures are located, designed and constructed to be resilient to flood risks up to and consistent with Table 10: Flood immunity - Minimum design requirements, and: 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 (e.g. wastewater treatment systems and associated pumping equipment) are located consistent with Table 10: Flood immunity - Minimum design requirements or are sealed to prevent water intrusion. *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; or b. raised to safe storage above the designated finished floor level in Table 10: Flood immunity - Minimum design requirements; property is secured against flotation and lateral movement. Note—Refer to the building assessment provisions for the QDC referenced class of building.
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 inundated by more than a low degree of exposure consistent with Table 12: Flood hazard exposure for carparking and non-habitable buildings. *AO4.2 Building work for a Class 10a structure below the DFL is constructed:

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PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	
	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 works to an existing building for commercial, industrial or other non-residential activities located below the DFL are resilient to flood events, up to and including the DFE (see Table 10:	*AO5.1 Building works to an existing building for commercial, industrial or other non-residential activities located below the DFL, use materials that are capable of resisting damage, deterioration and decay.	
Flood immunity - Minimum design requirements) by ensuring the design and built form mitigate the potential risks of flooding to an acceptable or tolerable level.	Note—Refer to the building assessment provisions for the 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, gallerie 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.	AO7.1 No acceptable outcome is nominated.	
Note—A Flood Emergency Management Plan may be required to be prepared by a suitably qualified person and is consistent with Planning Scheme Policy 4 Flood hazard.		
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.	
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	*A09.1 Filling to achieve flood immunity does not occur on land within a flood hazard area. *A09.2 The finished floor level of an extension to an existing building is consistent with Table 10: Flood immunity - Minimum design requirements.	

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PERFORMANCE OUTCOMES

- c. an increase in water flow velocity or depth; or
- d. reduction in flood warning times; or
- e. an increase in runoff volume; or
- 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 achieved by demonstrating that any additional runoff volume due to an increase in impermeable area is managed on site or by the existing drainage networks without adversely changing flood risk or flow characteristics.

ACCEPTABLE OUTCOMES

AO9.3 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 depth; or
- d. reduction in flood warning times; or
- e. an increase in 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.

AO9.4 Flood conveyance or flood function areas may be used for car parking where there is a low degree of exposure consistent with Table 12: Flood hazard exposure for carparking and non-habitable buildings.

AO9.5 Flood awareness signage is provided to carparking areas where the carparking serves as a flood conveyance or performs a flood function.

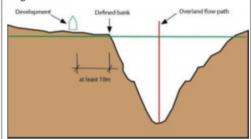
PO10 Development within an overland flow path:

- 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:
- c. will not result in an increase in flood levels or flood risk severity on upstream, downstream or adjacent

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 over land.

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.

- *AO10.2 Development does not change the predevelopment 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.

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PERFORMANCE OUTCOMES **ACCEPTABLE OUTCOMES** PO11 Developments with basement or undercroft AO11.1 Basement and undercroft carparking or carparking or storage are designed to maximise public storage is not provided in areas of intolerable risk. safety, minimise flood recovery actions, and be AO11.2 Undercroft carparking is designed and resilient to the intrusion of floodwaters. constructed to experience no more than a medium degree of exposure consistent with Table 12: Flood hazard exposure for carparking and non-habitable buildings 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 consistent with Table 10: Flood immunity -Minimum design requirements; 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: backflow of water from drainage systems and installations: from vents, staircases and 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 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 is not supported unless there is a secondary fail-safe system. Environmental values and public safety PO12 Development within the flood hazard overlay AO12.1 Development for the manufacture and involving the manufacturing, assembly, storage, disposal of all classes of hazardous materials and distribution, or disposal of hazardous materials and hazardous chemicals does not occur within the flood hazardous chemicals avoids or minimises risks to hazard overlay. public health and safety and the environment, by: AO12.2 Development involving the storage of hazardous materials or hazardous chemicals has:

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PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES
a. protecting underground tanks for hazardous chemicals against the forces of buoyancy, velocity flow and debris impacts; b. securing above-ground tanks for hazardous chemicals against flotation and lateral movement; c. preventing damage to hazardous chemicals pipework; 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.	a. an impervious bund wall 1.5 times the quantity of 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. AO12.3 For development involving the storage of hazardous materials or hazardous chemicals, it is demonstrated that the development can operate without risk of environmental harm during a flood event up to and including the 0.2% AEP or the DFL, whichever is the greater flood event.
Note—A pump drainage system is not an acceptable alternative to meet the performance outcome.	
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 8.3 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. Note—Additional assessment benchmarks relating to ecological and biodiversity values are contained in section 8.3 Biodiversity overlay code of the planning scheme.	No acceptable outcome is nominated.

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		
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: i. an intolerable level of risk to people and property from flood hazard; or ii. the isolation of persons; or iii. the inability for vehicles to safely access and evacuate the site using the existing or proposed road network; or iv. undue burden on disaster management responses and recovery capacity.	AO15.1 Vulnerable uses and essential community infrastructure located on premises within the Low flood hazard area demonstrate flood risk can be mitigated and ensure 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 consistent with Table 10: Flood immunity - Minimum design requirements; d. development does not result in the undue burden on disaster management responses and recovery capacity. Note—Compliance with this Performance Outcome will be demonstrated by providing a Flood Emergency Management	
Note—Compliance with this Performance outcome will be demonstrated by providing a Flood Emergency Management	Plan, prepared by a suitably qualified person and consistent with Planning Scheme Policy 4 Flood hazard.	
Plan, prepared by a suitably qualified person and consistent with Planning Scheme Policy 4 Flood hazard.		

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PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES
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	No acceptable outcome is nominated.
(see Table 10: Flood immunity – Minimum design requirements), development:	
 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 Scheme Policy 4 Flood hazard.	

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	
PO17 Development within the Medium flood hazard area does not occur unless designed, constructed and operated to mitigate the risk to an acceptable level. Note—Guidance material relating to the risk profile of the flood hazard overlay categories is available in Planning Scheme Policy 4 Flood hazard.	No acceptable outcome is nominated.
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; c. 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.	No acceptable outcome is nominated.

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PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES
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 prepared by a suitably qualified person and consistent with Planning Scheme Policy 4 Flood hazard.	
	AO20.2 Vulnerable uses, essential community infrastructure and critical infrastructure do not establish in the High flood hazard area.	
PO21 Development within the High flood hazard area does not intensify intolerable risk through increases in the number of people working or living in the area.	AO21.1 Home-based businesses do not occur with 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 Building work outside the Rural zone and associated with an existing use of land within the High flood hazard area does not increase risk to people and property from flood hazard by increasing the GFA, building footprint, or 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.	No acceptable outcome is nominated.	
PO23 Development within the Rural zone: a. is limited to uses which have a direct relationship with rural activities and cannot be located elsewhere; b. is limited to uses which can withstand flood events.	AO23.1 Development within the Rural zone is limited to rural sheds that support the following uses: a. Animal husbandry; or b. Animal keeping; or c. Cropping; or d. Permanent plantation; or e. Roadside stall. AO23.2 Development in the Rural zone is positioned on the part of the site with the lowest level of flood hazard and able to access an evacuation route. AO23.3 Development in the Rural zone does not:	

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PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	
	a. involve difficult to evacuate uses; or b. include a sales or retail operation, except where a Roadside stall.	
Resilient built form		
 PO24 Development in the Local centre zone is: a. limited to uses which can withstand all flood events up to and consistent with Table 10: Flood immunity - Minimum design requirements; b. constructed and operationally prepared for flood impacts; c. structurally adequate to resist hydrostatic, hydrodynamic and debris impact loads associated with flooding; d. 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. 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 consistent with Planning Scheme Policy 4 Flood hazard. 	AO24.1 Development in the Local centre zone is designed and constructed to prevent and withstand floodwater inundation. AO24.2 New buildings in the Local centre zone are: a. constructed to withstand the expected flood impacts of a DFL flood event; or b. comprised of resilient or readily replaceable materials that allow operators to resume trading shortly after a flood event; or c. 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 within a High flood hazard area 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		
PO26 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. an access location to the required standard; iii. signage as required; iv. any construction features;	

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PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES
	v. consistent with Table 11: Flood immunity - Site works; b. demonstrates that works in association with the development can achieve an acceptable risk level for future intended purposes; c. provides information on mitigation methods required for future uses to maintain and/or achieve an acceptable risk level. AO27.3 Where site mitigation works are required to 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.
PO28 Reconfiguring a lot: a. creates safe access and egress routes for people and emergency services personnel internal and external to the site; b. minimises the length of roads within the flood hazard overlay; c. provides lots and roads that are not frequently flooded or subject to nuisance ponding or seepage. Note—For example, avoid finger-like or tree-like subdivision patterns.	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 a 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. directs occupants away from, rather than towards or through areas with the severest flood risk hazard; b. minimises the length of routes through all flood hazard areas; c. locates accesses into the development above the DFL; d. avoids cul-de-sacs and road networks that limit access and egress.
Floodplain function (conveyance and behaviour)	
PO29 The floodplain function (conveyance and behaviour) is protected or improved by: a. maintaining existing ground levels; b. minimising cutting and filling in the floodplain; c. maintaining or improving the existing floodplain storage capacity; d. maintaining or reducing the maximum flow velocity of water or flood depth; e. maintaining or reducing the potential risk of flood damage; f. decreasing runoff volume; g. improving or maintaining floodwater conveyance and behaviour;	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
h. improving or maintaining natural features and vegetation along riparian corridors and overland flow paths. Note—Partial compliance with this Performance outcome may be demonstrated by complying with PO9.	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:
et	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	
PO31 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
Residential activities	DFL	DFL plus 500mm freeboard
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
Lots noted as Special Areas (by Lot on Plan) in Planning Scheme Policy 4 Flood hazard		The declared finished floor level plus freeboard specified in Planning Scheme Policy 4 Flood hazard, Special areas
Flood Investigation Areas and Overland flow paths shown on Flood hazard overlay - Map 1	To be determined by a site-specific flood risk assessment	

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USE	DEFINED FLOOD EVENT	DESIGNATED FINISHED FLOOR LEVEL AND ESSENTIAL UTILITIES		
Locations noted as Investigation Areas within the Planning Scheme Policy 4 Flood hazard	To be determined by a site-specific flood risk assessment			
Commercial and Industry activities (but not a referrable hazardous chemical facility)	DFL	DFL plus 300mm freeboard		
All other uses	DFL	DFL plus 500mm freeboard		

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 2,250i in one consolidated locati b. regular shape (e.g. square rectangle); c. has direct access and to a constructed road.					
Flood investigation area on Flood hazard overlay - Map 1	To be determined by a site-specific flood risk assessment					
Investigation area in Planning Scheme Policy 4 Flood hazard	To be determined by a site-specific flood risk assessment					

Table 12: Flood hazard exposure for carparking and non-habitable buildings

CRITERIA	DEGREE OF EXPOSURE					
	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				

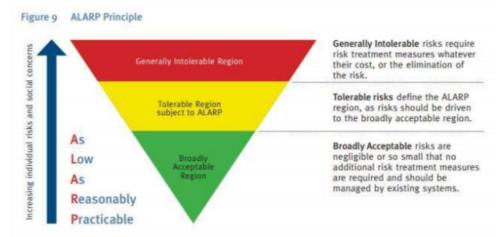
APPENDIX E

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.

		ible – High Confidence Level Consequence Level								
Likelihood Level	Insignificant	Minor	Moderate	Major	Catastrophic					
Almost Certain										
Likely										
Possible										
Unlikely										
Rare										
Very Rare										
Almost Incredible										

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	Table :	Evaluation	Table -	Moderate	Confidence	Leve
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-			Consequence Level		
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 ALARP
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.

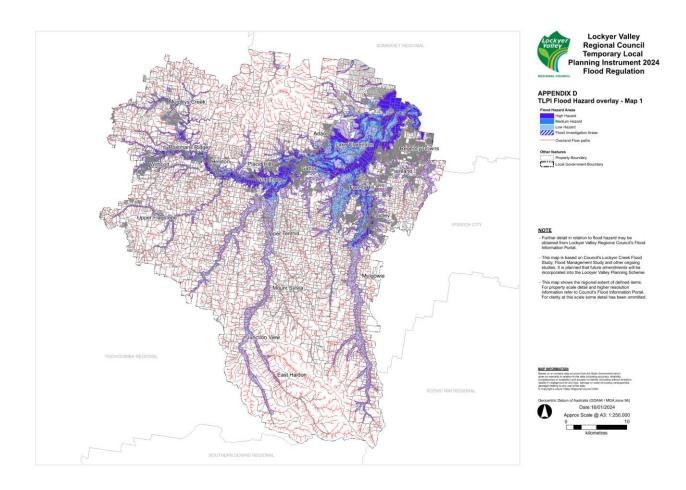
Risk to development in natural hazard areas must be managed to a tolerable or broadly acceptable levels considering and (as a minimum):

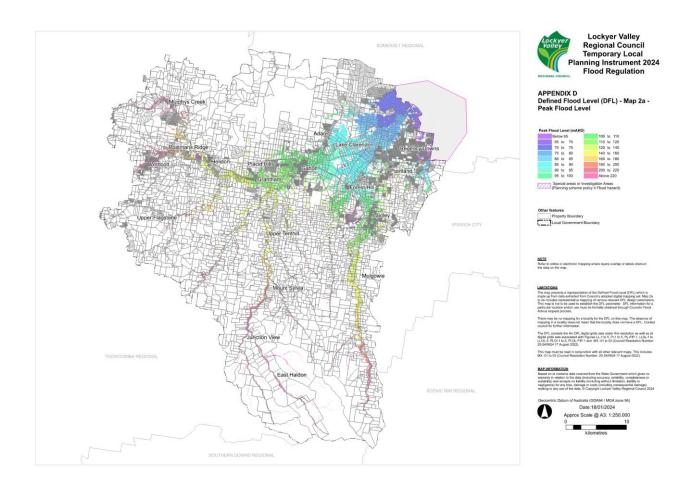
- a. support, and not hinder disaster management capacity and capabilities;
- directly, indirectly and cumulatively avoid an increase in the exposure or severity of the natural hazard and the potential for damage on the site or to other properties;
- avoid risks to public safety and the environment from 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.

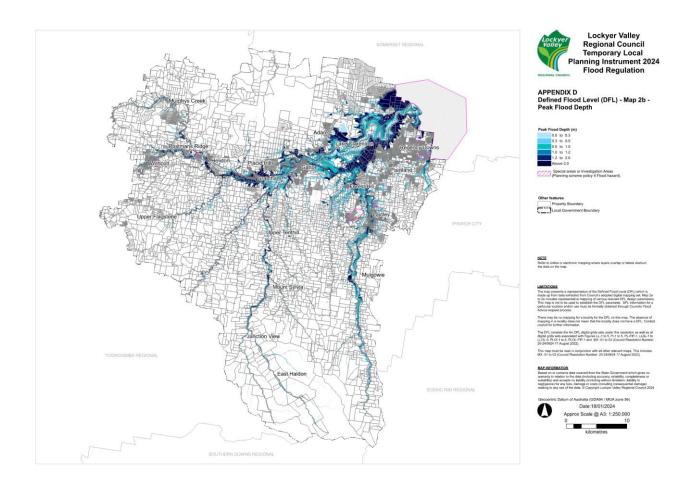
Community infrastructure must be located and designed to maintain the required level of functionality during and immediately after a natural hazard event.

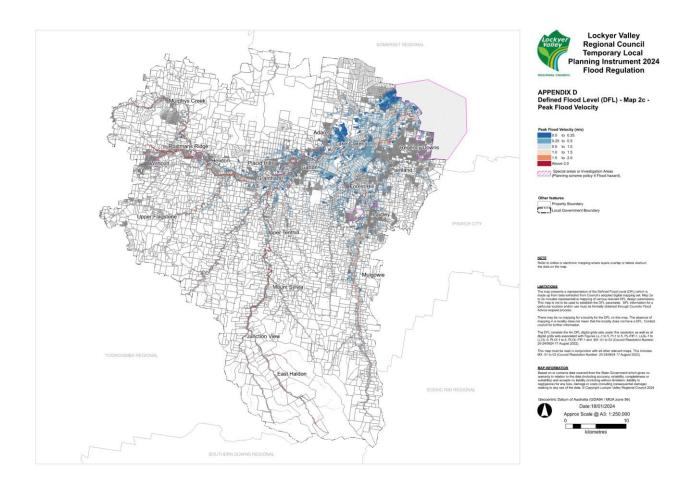
Temporary Local Planning Instrument 2024 (Flood Regulation)

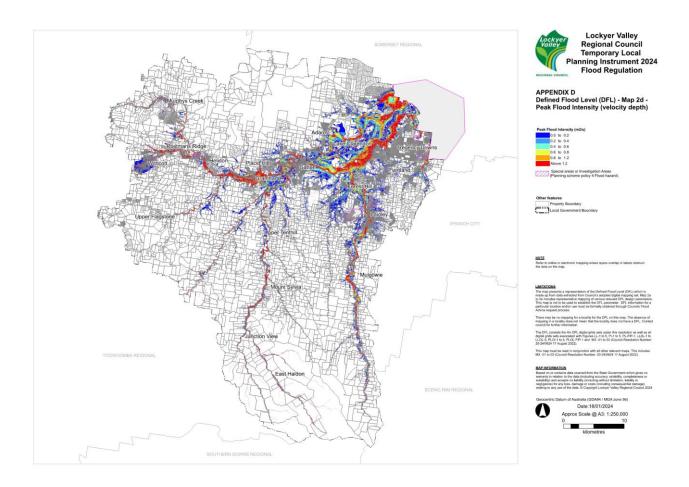
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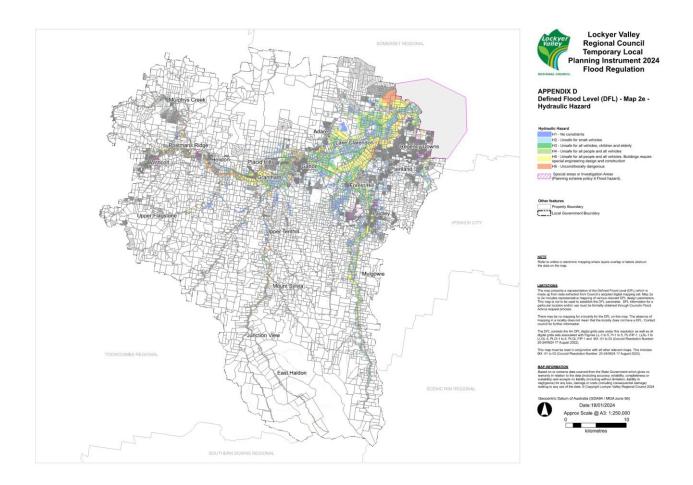












12.5 Request for Reduced Development Application Fee - 168 Woodlands Road,

Gatton

Author: Michael Dargusch, Coordinator Development Assessment

Responsible Officer: Jason Harm, Acting Group Manager Community and Regional Prosperity

Purpose:

The purpose of this report is to seek Council's approval to accept a reduced fee for an application to change an existing development approval.

Officer's Recommendation:

THAT Council agrees to accept a reduced fee for a change application in relation to the existing development approval (RL2021/0036.02), based on the change application being generally in accordance with the proposed Plan of Reconfiguration supplied to Council on 6 November 2023, and the application fee being calculated using the following methodology:

- (a) The difference between the standard fee in the Register of Fees and Charges in effect at the time of lodgement and the fee paid for the original development application (excluding the fee for assessment of technical reports); plus
- (b) An assessment fee per technical report, as relevant and as per the Register of Fees and Charges in effect at the time of lodgement.

Executive Summary

On 20 May 2022, Council granted a development approval for reconfiguring a lot (1 lot into 158 lots and 4 infrastructure lots) over 168 Woodlands Road, Gatton ('the Development Approval'). In late 2023, the land was sold to Rivergum Heights Estate Pty Ltd ('Rivergum').

In October 2023, Rivergum engaged with Council officers in a pre-lodgement meeting to discuss a proposal to change the Development Approval. The proposed change will increase the development yield from 158 lots to circa 192 lots.

In accordance with Council's 2023/2024 Register of Fees and Charges, the fee for a change application (for other than a minor change) is calculated as if the change application is a new development application.

Rivergum has asked Council for a significantly reduced fee. Council officers have considered the request and recommend Council accept a reduced fee, but not to the extent sought by Rivergum.

Proposal

Since the Development Approval was granted, two (2) change applications (both minor changes) were approved by Council. The current approved Plan of Reconfiguration is attached to this report for Council's information. Notable outcomes of the approved development include:

- A new east-west road extending from Woodlands Road to the site's eastern boundary, connecting to Lot 108 CH31585.
- New road connections to other adjoining land to the south and east.
- A grid-like development pattern containing standard frontage lots exclusively (i.e. no rear lots/hatchet lots).

Lot sizes ranging from 599m² to 1,163m² (excluding lots for infrastructure, such as stormwater basins).

Following a pre-lodgement meeting on 19 October 2023, Rivergum provided a new proposed Plan of Reconfiguration to Council which increases the yield by reducing lot sizes generally.

The *Planning Act 2016* ('the Act') allows for applications to be made to change development approvals (i.e. 'change applications'). Change applications may be made for a 'minor change' (as defined in the Act) or a 'change other than a minor change'. Council officers have determined that the proposed change to the Development Approval does not meet the definition of a minor change.

A change application for a change other than a minor change is processed and assessed as if it is a new development application. Accordingly, in Council's 2023/2024 Register of Fees and Charges, the fee for a change application other than a minor change is the same as the fee for a development application:

- Subdivision = \$2,725 plus \$515 for each additional lot
- Access easement = \$2,260 per easement
- Assessment of technical reports = \$570 per report

A change application as proposed by Rivergum (192 lots, 4 infrastructure lots and 2 access easements) would therefore attract a fee of \$107,670.00. The assessment of technical reports would trigger an additional fee that would be determined at lodgement.

Rivergum has asked for a reduced application fee of \$16,480, based on the additional number of lots realised by the change application, i.e. $32 \log x $515 \text{ per lot} = $16,480$. Aside from the substantial fee reduction, Rivergum's proposed methodology would mean:

- No charge for the creation of access easements.
- No charge for the assessment of technical reports.

Council's default fee methodology recognises that the resources to assess a change application is consistent with the resources to assess a development application. Council officers have benchmarked the default fee for change applications against neighbouring local government areas. The results are displayed in the table below.

Local Government Area	Default fee
Lockyer Valley Regional Council	Development application fee
Toowoomba Regional Council	Development application fee
Somerset Regional Council	Development application fee
Ipswich City Council	Development application fee
Scenic Rim Regional Council	75% of development application fee
Southern Downs Regional Council	Development application fee

Council officers have considered Rivergum's request and agree that a reduced fee is appropriate in this circumstance. This is because:

- 1. The proposed new layout is consistent with the Development Approval in terms of the general lot layout and grid-like pattern of lots.
- 2. The Development Approval resolved constraints that would otherwise need to be assessed. This includes the land being identified as an important agricultural area; containing matters of State environmental significance; and being subject to bushfire risk.

As with a new development application, the change application will need to be assessed against the relevant assessment benchmarks. Depending on when the change application is lodged, this assessment may be against the current *Gatton Shire Planning Scheme 2007* or the forthcoming *Lockyer Valley Planning Scheme*.

It is recommended that Council agrees to a reduced fee as follows:

- (a) The difference between the standard fee in the Register of Fees and Charges in effect at the time of lodgement and the fee paid for the original development application (excluding technical reports) (i.e. \$78,265); plus
- (b) An assessment fee per technical report, as per the Register of Fees and Charges in effect at the time of lodgement.

This calculation would reduce the fee to \$29,405 (based on Council's current fees). This recommendation is made on the basis that the change application reflects the proposed Plan of Reconfiguration supplied to Council on 6 November 2023. The standard application fee should still apply if the change application proposes a development substantially different to this plan.

Options

Option A: Approve the fee methodology recommended by Council officers.

Option B: Approve a different fee methodology.

Option C: Refuse to alter the standard fee methodology.

Critical Dates

As the change application has not been lodged at the time of writing, there are no critical dates for this decision.

Strategic Implications

Corporate Plan

Lockyer Planned – A development assessment process that facilitates sustainable outcomes for the Community.

Finance and Resource

Any decision to reduce the application fee will reduce potential revenue.

Legislation and Policy

Under section 97 of the *Local Government Act 2009*, a local government may fix a cost-recovery fee that must not be more than the cost to the local government of taking the action for which the fee is charged.

Risk Management

Key Corporate Risk Code and Category: EC1 Environment and Community

Key Corporate Risk Descriptor: Environment and the community, including sustainable development,

social and community wellbeing, community relationships, public

health, recreation, regional profile and identity

Key Corporate Risk Code and Category: FE1 Finance and Economic

Key Corporate Risk Descriptor: Financial sustainability to support the achievement of strategy, goals

and objectives in the medium to long term.

Key Corporate Risk Code and Category: R1 Reputation

Key Corporate Risk Descriptor: Reputation and goodwill.

Consultation

Portfolio Councillor Consultation

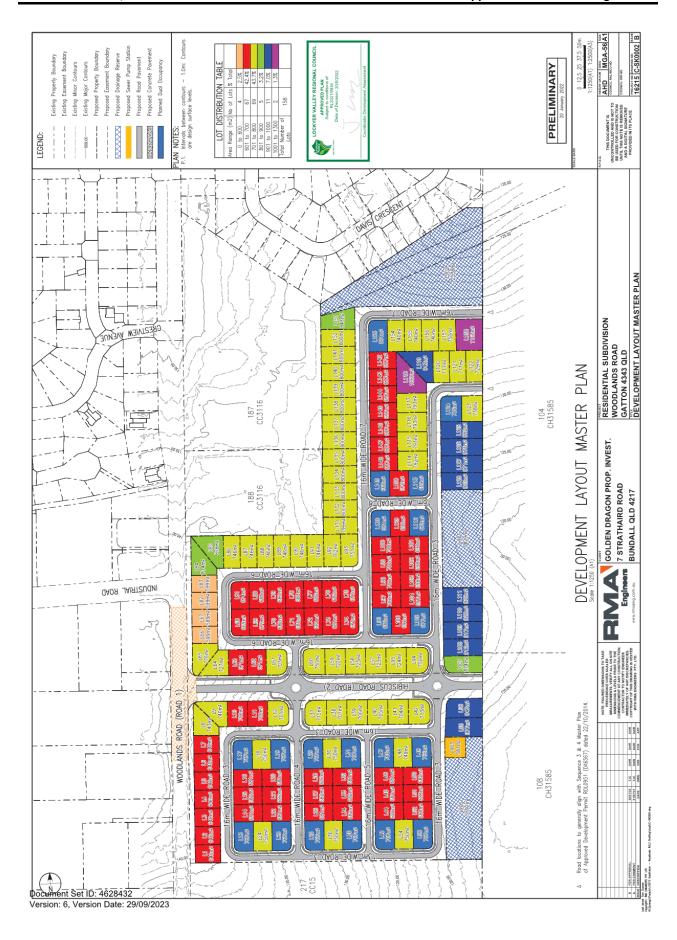
This matter has been discussed with the portfolio Councillor.

Internal Consultation

This matter has been discussed with the Manager Planning, Policy and Community Wellbeing and the Chief Executive Officer.

Attachments

1 Approved Plan of Reconfiguration 1 page



12.6 Herbicide Subsidy Program - Subsidising the cost of herbicide for the

treatment of Lantana

Author: Steven Moore, Senior Pest Management Officer

Responsible Officer: Jason Harm, Acting Group Manager Community and Regional Prosperity

Purpose:

The purpose of this report is to seek Council's approval to provide subsidies to landholders for the purchase of herbicide for the treatment of Lantana under the Herbicide Subsidy Program.

Officer's Recommendation:

- THAT Council provide a subsidy of 50% of the cost of herbicide (GST exclusive) for the treatment of Lantana under the Herbicide Subsidy Program.
- 2. THAT Council cap the amount of subsidy provided through the Herbicide Subsidy Program in a financial year to \$750 per property.

Executive Summary

Lantana presents a significant risk to the economic, environmental and social values of the Lockyer Valley region and occupies thousands of hectares throughout the region. By subsidising herbicide for the treatment of Lantana through the Herbicide Subsidy Program, landowners will be encouraged to develop suitable containment, eradication and treatment programs for this biosecurity matter.

Proposal

The *Biosecurity Act 2014* identifies restricted and prohibited biosecurity matter that poses a significant biosecurity risk to the Lockyer Valley Region. Under the Act, local governments are authorised to take action to identify, record, contain or eradicate invasive restricted and prohibited matter to mitigate the risks posed by the invasive restricted and prohibited matter.

The Act imposes a General Biosecurity Obligation (GBO) to manage restricted and prohibited matter (pest weeds). Invasive weed infestation and spread causes environmental and economic impacts to the region by loss in productive horticultural and pastoral land, and often causes toxicity and even death in livestock.

Council conducts the Herbicide Subsidy Program which provides a 50% subsidy for the purchase of herbicide to assist landholders treat and prevent invasive restricted matter under their control. To be eligible for the subsidy, landholders must contact Council's Pest Management Team to complete a Property Pest Management Plan. Once the weeds have been treated, a Pest Management Officer conducts an inspection and, if satisfied the weeds have been treated, will authorise payment of the subsidy.

Currently the subsidy is processed as a credit on the landholder's rates, but this process is being reviewed to allow for direct payment to the landholder as reimbursement option. Under the current program, there is no cap on the amount of subsidy paid by Council.

Currently under the Herbicide Subsidy Program, subsidies are available for herbicide for the treatment of any of the following plants within the Lockyer Valley Region:

- African Boxthorn
- Annual Ragweed

- Balloon Vine
- Cats Claw Creeper
- Climbing Asparagus Fern
- Fireweed
- Giant Rat's Tail Grass
- Groundsel
- Harissia Cactus
- Madeira Vine
- Mother of Millions
- Parthenium
- Salvinia
- Water Hyacinth
- Water Lettuce

Lantana has been included in the Herbicide Subsidy Program in the past but was removed due to the cost to Council in providing this subsidy. Council has recently received a request from a landholder to include Lantana in the program. It is recommended that Lantana be included as it is prevalent throughout the Lockyer Valley region, and presents a significant risk to the economic, environmental and social values of the region.

A budget of \$30,000 was provided for the Herbicide Subsidy Program in the 2023/24 budget. At the time of writing this report, \$17,937.36 has been provided in subsidies for 2023/24. As approximately \$12,000 remains, and if approved by Council, subsidies for herbicide for Lantana could commence immediately.

The same amount of \$30,000 has been included in the draft 2024/25 budget. This budget will be reviewed and monitored throughout the year as it is expected that the amount of subsidy claimed will increase if Lantana is included in the subsidy program.

It is recommended that Council cap the amount of subsidy a landholder can claim in a financial year. There is currently no cap and Council's Pest Management Officers advise that it is not unusual for landholders to claim more than \$1000 in subsidy. The average claim for 2023/24 is \$437.50. To ensure sufficient budget is available to support landholders, it is recommended that a cap of \$750 per financial year apply to the subsidy program.

Options

- 1. Council subsidises 50% of the cost of herbicide for the treatment of Lantana through the Herbicide Subsidy Program, and caps the subsidy payable per property to \$750 a year.
- 2. Council subsidises the cost of herbicide for the treatment of Lantana through the Herbicide Subsidy Program, but at other than 50%, and does not cap the amount of subsidy payable.
- 3. Council does not subsidise the cost of herbicide for the treatment of Lantana.

Previous Council Resolutions

At the Ordinary Meeting on 22 January 2020, Council resolved to amend the 2019/2020 Register of Fees and Charges to include the following subsidies:

- 50% of the cost of herbicide for the treatment of Cats Claw Creeper, Climbing Asparagus Fern, Madeira Vine, Balloon Vine; and
- 50% of the cost of herbicide for the treatment of Lantana for landholders whose properties have been significantly and adversely impacted by unplanned major bushfires this financial year (as identified by QFES data or other appropriate supporting evidence).

Critical Dates

There are no critical dates.

Strategic Implications

Corporate Plan

Lockyer Nature – Advocate and deliver funding to support environmental projects.

Finance and Resource

A budget of \$30,000 was provided in the 2023/24 budget for the Herbicide Subsidy Program, and the same amount has been requested in the draft 2024/25 budget. A cap on the amount a subsidy a landholder can claim is recommended.

Legislation and Policy

The Herbicide Subsidy Program is one way Council is assisting landholders meet their General Biosecurity Obligation under the *Biosecurity Act 2014*.

Risk Management

There is a risk of Lantana spreading and posing a greater threat to the economy and environment.

Consultation

Councillor Consultation

This matter was discussed at a meeting in March 2024 involving the Mayor and the Chief Executive Officer.

Community Engagement

The subsidising of herbicide for treatment of Lantana was raised with Council by a landholder.

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 - April 2024

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 April 2024.

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

15 Pages Monthly Group Report - Executive Office - April 2024 15 Pages



Executive Office

MONTHLY GROUP REPORT APRIL 2024



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, as at 7 May 2024.

Report as at 7 May 2024								
				Ineligible				
Event/Description		Expenditure	Ex	penditure inc		Approved		Received
				rigger Point		Amount		Amount
	-				•		Φ.	400.044.00
Fred Thomas Pedestrian Bridge	\$	168,434.14	\$	55,069.53	\$	216,836.80		128,644.85
Unsealed Roads Zone 9	\$	166,711.36	\$	58,556.82	\$	234,227.26	\$	121,241.38
Unsealed Roads Zone 2	\$	119,463.30	\$	-	\$	185,977.43	\$	130,484.24
Unsealed Roads Zone 3	\$	277,205.72	\$	-	\$	375,635.52		296,798.42
Unsealed Roads Zone 1	\$	302,254.47	\$	129,831.45	\$	533,690.10	\$	201,137.18
_iftin Bridge	\$	7,033,546.06	\$	243,428.00	\$	5,620,951.60	\$	4,815,428.44
Unsealed Roads Zone 8 Part 2	\$	420,819.18	\$	-	\$	515,749.32	\$	412,823.61
Unsealed Roads Zone 8 Part 1	\$	545,786.13	\$	-	\$	641,853.47	\$	528,539.28
Unsealed Roads Zone 8 Part 3	\$	322,288.26	\$	-	\$	298,006.79	\$	351,198.63
Sealed Roads Zones 1,2,and 3 Submission 1	\$	348,058.40	\$	-	\$	542,704.28	\$	336,349.09
Unsealed Roads Zone 10 - Part 1	\$	511,678.21	\$	-	\$	686,821.75	\$	486,378.58
Old Laidley Forest Hill Road CH 1800 -	\$	111,916.34	\$	6,000.00				
(Betterment and REPA)			Ψ.	0,000.00	\$	263,006.16	\$	108,366.42
Jnsealed Roads Zone 4 - Part 1	\$	711,991.74	\$	-	\$	867,359.19	\$	676,870.28
Unsealed Roads Zone 4 - Part 2	\$	937,410.79	\$	-	\$	1,121,366.34	\$	891,500.37
Unsealed Roads Zones 11-18	\$	134,234.01	\$	-	\$	129,406.86	\$	116,466.17
Woolshed Creek Road Floodway CH 400	\$	350,818.24	\$	5,767.74	\$	339,694.04	\$	305,724.64
RCP and RCBC Desilting and Clean Outs	\$	175,617.05	\$	-	\$	184,537.83	\$	166,084.05
East Egypt Road Landslip	\$	3,454,190.23	\$	-	\$	2,686,968.29	\$	2,418,271.46
Berlin Road Landslip	\$	3,697,930.31	\$	-	\$	3,383,967.35	\$	3,045,570.62
Sealed Roads Zone 9	\$	264,572.92	\$	-	\$	434,114.94	\$	250,994.82
Sealed Roads Zone 5	\$	358,414.54	\$	-	\$	621,788.32	\$	336,220.91
Adare Road Floodway	\$	279,137.15	\$	619.14	\$	183,830.62	\$	165,447.56
Guardrail Restoration	\$	196,101.41	\$	-	\$	232,393.50	\$	184,437.15
Sealed Roads Zone 4	\$	214,313.54	\$	-	\$	303,114.17	\$	200,398.56
Sealed Roads Zone 3	\$	181,997.83	\$	_	\$	329,842.84	\$	190,908.48
Brightview Road (Betterment and REPA)	\$	2,207,191.47	\$	175,000.00	\$	2,185,115.98	\$	655,534.79
Sealed Roads Zone 11 - 18	\$	177,653.21	\$	-	\$	257,224.61	\$	177,653.21
Mountain View Drive Landslip	\$	1,374,819.59	\$	-	\$	1,881,186.56	\$	564,355.97
Sealed Roads Zone 1 and Town Extras	\$	685,406.47	\$	-	\$	1,516,649.55	\$	687,278.85
East Egypt Road Landslip - Site 3	\$	789,490.79	\$	-	\$	636,832.46	\$	573,149.21
Unsealed Roads Zone 5	\$	789,410.28	\$	-	\$	1,033,685.01	\$	844,318.97
Unsealed Roads Zone 6	\$	1,063,510.16	\$	-	\$	1,576,557.26	\$	1,008,706.63
Unsealed Roads - Zone 10 - Part 2	\$	435,748.49	\$	-	\$		\$	414,512.96
Sealed Roads - Zone 10 - Part 2	\$		\$	-	\$	714,432.10	\$	
		270,153.52				151,780.62		136,602.56
Sealed Roads Zone 8	\$	1,898,237.23	\$	-	\$	709,970.06	\$	638,973.05
Unsealed Roads Zone 10 - Part 3	\$	806,978.42	\$	-	\$	1,124,600.90	\$	766,968.33
Sealed Roads Zone 2	\$	562,237.44	\$	-	\$	664,940.63	\$	536,192.23
Sealed Roads Zone 6	\$	255,960.62	\$	-	\$	397,137.23	\$	243,265.60
Sealed Roads Zone 7	\$	264,369.23	\$	-	\$	203,539.93	\$	183,185.94
Unsealed Roads Zone 7	\$	1,149,768.75	\$	-	\$	1,365,828.54	\$	1,091,005.53
Flagstone Creek Road Rockfall	\$	18,922.19	\$	-	\$	736,438.78	\$	220,931.63
Reconstruction of Floodway Approaches	\$	764,701.85	\$	178,000.00				
(Betterment and REPA)		704,701.00	Ψ.	170,000.00	\$	1,512,733.53	\$	707,766.13
All Zones Final	\$	700,547.16	\$	-	\$	421,447.60	\$	379,302.84
Steinkes Bridge Railing	\$	289,430.57	\$	-	\$	37,886.07	\$	34,097.46
Flood Gauge Repairs	\$	21,470.70	\$	-	\$	23,617.77	\$	22,888.08
Liftins Road Floodway Approaches	\$	32,478.46	\$	-	\$	104,512.20	\$	33,842.78
Project Management Expenditure included in	-		<u> </u>		Ψ	10-1,012.20	Ψ	00,042.70
all submissions	\$	1,550,510.96	\$	-	\$	_	\$	
TOTAL FOR REPA	\$	37,393,888.89	\$	852,272.68	\$	38,189,962.16	\$	26,786,817.94
TOTAL FOR KEPA	Ф	31,333,000.09	φ	032,212.08	Ψ	50, 105, 302. 10	Ψ	20,700,017.94
TOTAL FOR DESA DECORAL		47 000 000 50	•	4 470 400 41	^	47.040.540.60		20 440 200 24
TOTAL FOR DRFA PROGRAM	\$	47,693,289.52	\$	1,478,483.11	\$	47,849,543.83	\$	36,446,399.61

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 next meeting of the Audit and Risk Management Committee (ARMC) is scheduled for Monday 27 May 2024. The main focus of this meeting is to review Council's shell financial statements for the 2023-2024 financial year, in preparation for end of year processing. The following will also be included on the agenda for discussion:

- CEO Update (including an update on Corporate Planning and Performance).
- Asset Valuations conducted on selected Council assets for 2023-2024.
- Corporate Risk Management Update progress on review of strategic risks.
- Review of Council's insurance framework.
- WHS update.
- ICT update.
- Governance and Legal update.
- Internal Audit Activity Update including Fuel Management Review Report.
- External audit update (including interim audit report).

An induction program for the recently appointed Councillor representatives on the ARMC has been scheduled for Wednesday 15 May 2024. The ARMC Chair will attend this session.

Audit Register Status Update

The following table identifies the number of current outstanding recommendations on the Audit Register by their level of risk to Council. Follow up reminders and offers of assistance have been made to Council Officers responsible for completing the recommendations, in order to improve their rate of completion.

BUSINESS IMPROVEMENT & STRATEGY CONTINUED

Review (audit)	Total No	Number	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	7	0	1
External Audit Items	9	0	7	1	1	0
Total	118	5	31	23	2	57

^{*}Completed items include items still requiring endorsement of completion by the ARMC.

The CEO has tasked the Executive Leadership Team with addressing and completing outstanding recommendations on the Audit Register. This action is currently in progress.

Council's internal auditor will be on-site to conduct a review of the outstanding recommendations on the Audit Register on Monday 13 May 2024, to enable completed items to be verified for endorsement by the ARMC at the meeting scheduled for 27 May 2024. The majority of the Plant and Fleet Utilisation Review outstanding recommendations will be completed.

2023-2024 Internal Audit Plan Status Update

O'Connor Marsden and Associates (OCM) recently completed a Fuel Management Review including a number of recommendations to better manage risk and make improvements to operations. Responses on the findings and recommendations have been included in a draft Report on the Review, which will be presented to the ARMC meeting of 27 May. Work continued this month on the review of Council's process for capitalising wages.

Corporate Risk Management and Business Continuity Status Update

Draft Strategic Risk Treatment Plans for each risk current listed on Council's Strategic Risk Register have been tasked to the Executive Leadership Team to review. At present there are 27 Strategic Risks identified on Council's Strategic Risk Register. A breakdown of these Risks by Risk Category and Group is as follows:

BUSINESS IMPROVEMENT & STRATEGY CONTINUED

Corporate Risk Category	Total Risks	Executive Office (inc CFO)	PCCS	CRP	Infrastructure
FE1-1 Financial	6	5 (CFO)	1	0	0
FE1-2 Governance	1	1	0	0	0
IA1 – Infrastructure and Assets	2	0	0	0	2
IA2 – Major Projects	1	0	0	0	1
IA3 – ICT capacity and man	3	0	3	0	0
BC1 – Business Continuity	3	2	1	0	0
EC1 – Environment and the Community	3	1	1	1	0
LCL1 – Legal Compliance and Liability	1	0	1	0	0
P1 – Political	2	2	0	0	0
S1 – Staff	2	1	1	0	0
R1- Reputational	0	0	0	0	0
WHS1 – Work Health and Safety	3	0	3	0	0
Total	27	12	11	1	3

Follow up on the progress of the review of the risk treatment plans will be conducted with the Executive Leadership Team during May 2024.

Work on the project to develop Council's Business Continuity Framework re-commenced this month, with a check-in conducted on the project objectives with the team at OCM. As a result of resource changes at OCM, the project lead will change from next month. Prior to concluding with OCM, the current project lead will provide Council a further developed Business Continuity Policy and Framework along with other resources identified in the scope, including a training package.

The next phase of the project will work with Council's ICT area to develop ICT specific business continuity plans, which is scheduled to commencing June/July 2024.

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".

Development of the Operational Plan 2024-2025

The development of Council's Operational Plan 2024-2025 commenced during April with Council's Executive Leadership Team. A draft Plan will be presented to Council by way of workshop in the near future.

Council Business

Election 2024

In summary, it is important to continue the induction and onboarding of Councillors post the March election, albeit at a steadier pace. Staff will arrange for the Councillor mandatory training to be completed as soon as possible and will continue with information sessions for Councillors.

PROCUREMENT

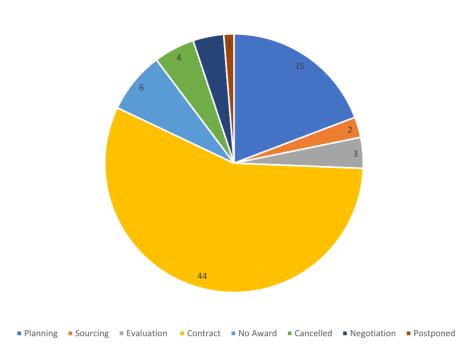
Group	Pro	ogress	
Infrastructure Delivery	February 2024	March 2024	April 2024
LVRC-23-060 Lake Dyer	·	Variation in progress, updated	Negotiation in progress for
Amenities Design &		quote provided 22/3/24	variation.
Construction		' ' '	
LVRC-23-071 Flagstone Creek	Awarded to Bellrise		
Road Rockfall Protection	Investments Pty Ltd		
Fencing			
LVRC-23-090 Tree Removal	Awarded to Treebiz Tree		
EVINC 25 050 FFCC Nemoval	Services		
LVRC-24-005 Tenthill Creek	Sourcing RFQ – opened	Evaluation of RFQ – closed	Awarded to RMA
Road – Design	31/1/24	1/3/2024	Engineers Pty Ltd
LVRC-24-019 Demolition of	Planning for RFQ process	Planning for RFQ process	On hold until September,
Lake Dyer Amenities Building	rianning for Ki Q process	rialling for Ki Q process	pending installation of
Lake Dyel Amenities Building			new amenities building.
LVRC-24-020 Woodlands Road		Sourcing RFQ – opened	Evaluated, awarded to
– Bitumen Seal		25/03/2024	RPQ Spray Seal Pty Ltd
LVRC-24-021 Woodlands Road		Planning for RFQ process	Evaluation of RFQ – closed
- Guardrails			24/4/2024
LVRC-24-028 Pipe Cleanout			Awarded to Total Drain
Defects – Ad Hoc			Cleaning Pty Ltd
			(Exception)
Infrastructure Fleet	February 2024	March 2024	April 2024
LVRC-23-041 Earthmoving	Evaluation of RFQ - closed	Awarded to Hastings Deering	
Equipment – Backhoe Loader	25/1/24	Australia Pty Ltd	
LVRC-23-042A Minibus	Evaluation of RFQ - closed 10/8/2023	Awarded Lockyer Valley Ford	
LVRC-23-043 Mowers - 4	Evaluation of RFQ – closed	Awarded to RDO Equipment	
items	6/2/24		
IVDC 22 044 Toursland Citation	Accorded to Middle of Corner		
LVRC-23-044 Trucks - 6 items	Awarded to Wideland Group		
	(4 trucks) and Black Truck &		
	Ag (1 truck)		
Waste	February 2024	March 2024	April 2024
LVRC-24-016 Material		Planning for Tender process	Interim arrangement in
Recycling Services			place
LVRC-24-017 Waste Facilities		Planning for Tender process	Sourcing of RFT Opened
Supervision			12/04/2024
LVRC-22-076 Leachate	Contract negotiation	Contract negotiation	Contract negotiation
Management Services			
LVRC-23-033 Scrap Metal	Planning for tender process	Planning for tender process	Planning for tender
Recycling & Related Transport			process
Services			
LVRC-24-001 Green and	Planning for tender process	Planning for tender process	Planning for tender
Timber Waste Mulching			process
LVRC-24-002 Supply of	Planning for tender process	Planning for tender process	Planning for tender
Material Handling Machine			process
Community Facilities	February 2024	March 2024	April 2024
LVRC-24-003 Management of	Planning for tender process	Sourcing of RFT – opened	Evaluation of RFQ – closed
Lake Dyer Caravan and		12/03/2024	09/04/2024
Camping Ground		12,00,2027	03,04,2024
Planning and Development	February 2024	March 2024	April 2024
	•	IVIAI CII ZUZ4	April 2024
LVRC-23-080 First Nations	Awarded to Wirrinyah Pty Ltd		
Land Management			
Assessments			
LVRC-23-084 Lockyer Valley	Evaluation of RFQ – closed	Awarded to Australian Heritage	
Contenue I I anita a Chordon	6/3/24	Specialists Pty Ltd	
Cultural Heritage Study			
VRC-24-008 Laidley Spring	Planning for RFQ process	RFQ opened 8/03/24;	Awarded to Valley Events
<u> </u>	Planning for RFQ process	RFQ opened 8/03/24; Evaluation – RFQ closed 22/03/24	Awarded to Valley Events QLD 10/04/2024

PROCUREMENT CONTINUED...

Governance and Property	February 2024	March 2024	April 2024
LVRC-24-023 Sale of Childcare		Planning for RFT	Sourcing of RFT – opened
Centre			03/04/2024
Procurement and Stores	February 2024	March 2024	April 2024
LVRC-23-069 Bituminous	Sourcing of RFQ – Opened	Evaluation – RFQ closed	Evaluation – RFQ closed
Product and Services (panel)	26/2/2024	26/3/2024	26/3/2024
LVRC-23-075 Trade Services	Planning for Tender release	Planning for Tender release	Planning for Tender release
Preferred Supplier			
Arrangement			
LVRC-24-015 Bulk Fuel Supply			In negotiation
LVRC-24-024 Real Estate		Planning for Tender release	Planning for Tender release
Services			
Executive Office	February 2024	March 2024	April 2024
LVRC-22-022 – Corporate	Planning for tender process	Planning for tender process	Planning for tender process
Uniforms			
LVRC-24-014 Flood Warning		Planning for Exception via	Planning for Exception via
Operations and Maintenance		Council Resolution	Council Resolution

PROCUREMENT STAGE	
Planning	15
Sourcing	2
Evaluation	3
Contract	4
No Award	6
Cancelled	4
Negotiation	3
Postponed	1

APRIL 2024



PROCUREMENT CONTINUED...

Stores Data

OVERALL PURCHASING DATA	February 2024 (1st-28th)	March 2024	April 2024	
No of Purchase Orders Generated	34	45	41	
Total Value of Purchase Orders Generated	\$194,040.00	\$168,364.00	\$149,388.00	
Total Value of Largest Spend to a Single Supplier	\$140,865.00	\$124,033.00	\$97,556.00	

INVENTORY DATA	February 2024 (1st-28th)		March 2024	April 2024			
No of New Items Added		11	14	1			
No of Items made Inactive		0	0	0			
Total Number of Inventory Items	1317		1331	1332			
FEBRUARY TOP FIVE SUPPLIER SPEN	D TOTALS	S (LARGES	T \$ TO LEAST \$)				
OCWEN ENERGY		\$140,865.00					
BORAL CONS				\$17,028.00			
TAYLOR SAFETY				\$6,647.00			
JNL INDUSTRIES		\$6,155.00					
TRAFFIC CONTROL SUPPLIES		\$5,856.00					
MARCH TOP FIVE SUPPLIER SPEND TOTALS (LARGEST \$ TO LEAST \$)							
OCWEN ENERGY				\$124,033.00			
KARREMANN QUARRIES				\$7,700.00			
ELDERS				\$7,290.00			
JNL INDUSTRIES		\$6,965.0					
TAYLOR SAFETY				\$4,423.00			
APRIL TOP FIVE SUPPLIER SPEND	TOTALS (I	LARGEST \$	TO LEAST \$)				
OCWEN ENERGY				\$97,556.00			
BORAL CONS		\$17,028.00					
JNL INDUSTRIES		\$7,599.00					
CASTROL		\$4,990.00					
ELDERS				\$4,222.00			



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







ONLINE ENGAGEMENT

45	FACEBOOK POSTS 13		13	13 INSTAGRAM POSTS		27	27 X POSTS		7	UNKEDIN POS	STS
Top performing post			Top performing post Top per		Top perform	performing post		Top performing post			
	Reach:	15,445	· S.	Reach:	575	6	Impressions:	141	No.	Impressions:	3270
	Shares:	5	* *	Reactions:	45		Shares:	0	N. C.	Reactions:	106
	d to April 202 as had an <mark>incr</mark> ook posts.		Council ha	d to April 2023, as had a decreas ram posts.	se of has had an increase of There			There is n compare.	nere is no data for 2023 to ompare.		
Paid camp	PAID SOCIAL MEDIA CAMPAIGNS						1 PAID F	POST			

CORPORATE DESIGN







CORPORATE WEBSITE

MOST VISITED WEB PAGES

- 1. Grantham Siren & Flood Cameras
- 2. Council News
- 3. Current Vacancies

17,614 TOTAL ACTIVE USERS

47.73% ENGAGEMENT RATE



Compared to April 2023, Total Active Users has had an **increase** of **4,429 users.** Engagement rate was not recorded in April 2023.

COMMUNITY CONNECT NEWSLETTER

TOP 3 READ ARTICLES

- 1. With cott Family Fun Day
- 2. Grant Preparedness
- 3. Youth Week 2024

598 Subscribers

41.14% open rate

(Industry average < 25%)

Compared to April 2023, Council has had an increase in the newsletter's open rate by **2.05%**. Total Subscribers increased by **7 subscribers**.

FIXED VMS SIGN



- 3 VMS Activations
- Visit Our RegionAnzac Day 2024
- Heritage Festival 2024
- Heritage Festi

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DISASTER MANAGEMENT

Corporate Plan Action - Disaster Management Framework development and implementation

Corporate Strategic Planning

The Disaster Management (DM) team continue to undertake strategic planning by reviewing the Local Disaster Management Plan and sub plans withing the Disaster Management Framework.



Community Education External Engagement & Partnerships

Get Ready Lockyer Day

Meetings have been held with emergency service and other support agency representatives to plan the upcoming Get Ready Lockyer Day.



The Get Ready Lockyer Day will be a fun, family friendly event to be held on Sunday 4 August in Ferrari Park, Laidley. The purpose of the day is to provide the community with the tools to be adequately prepared for local hazards. Live demonstrations, interactive displays and more, will convey the preparedness and resilience messaging. The event is fully funded by the Queensland Reconstruction Authority.

Lockyer District High School P&C

The Coordinator Disaster Management attended the Lockyer High School P&C meeting on Monday 22 April and presented, addressing concerns about the impact floods have on the school by way of closures, the movement of students and early warnings. Advice provided was that the Department of Education LDMG representative should work with the School Principal, Department of Education Regional Office and bus companies to agree on actions to be taken as a result of the flood event. However, it is the Department of Education in conjunction with school Principals that decide whether a school is to be closed.

Training & Exercises

Recovery Training



Council officers who undertake roles in disaster recovery attended a training session provided by the Queensland Police Emergency Management Coordinator. The training included recovery principles, event specific planning and phases of recovery operations across the five recovery functions — Human and Social, Economic, Environment, Roads and Transport, and Building.

Exercise - 'Home on the Range'

Lockyer Valley Regional Council along with the Southern Downs and Western Downs Regional Councils have been invited to participate in an Evacuation Centre Management joint exercise, 'Home on the Range', by the Toowoomba Regional Council.

Lockyer Valley Evacuation staff and centre managers will attend and participate in the exercise later this month. Through the learnings identified from the exercise, our Evacuation centre staff will enhance their capability in Evacuation Centre Management in times of an event.

District Disaster Management Group



Engagement with the Executive Officer (XO) of the District Disaster Management Group (DDMG) continues on a regular basis. One issue raised recently is the impact the closure of the Gatton-Esk Road due to flooding will have on the operation of the new Corrections Centre. A request has been made that the District Disaster Coordinator raise this with the Department of Transport and Main Roads.

Flood Intelligence System

Flood Warning infrastructure Network (FWIN) upgrade project was submitted for approval to Council for the 24/25 capital program.

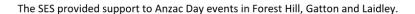
DISASTER MANAGEMENT CONTINUED...



Identified and Planned maintenance is under way with the current maintenance provider.

State Emergency Service (SES) Monthly Report The Lockyer Valley SES currently has 30 members with one member on leave and seven probationary members. Active members for each group:

- Forest Hill 6
- Gatton 14
- Laidley 10



219.25 hours were spent in training and development. Sessions provided for members included team building, flood boat training, chainsaw course, working safely at heights and Tasks and Management System (TAMS) training.

Disaster Dashboard

In response to storms and Council messaging on 4 April, there was a spike in usage of the Disaster Dashboard. Visitors to the Dashboard were steady throughout the rest of the month



DISASTER MANAGEMENT CONTINUED...





Early Warning Network There has been little movement in the number of subscribers to the Early Warning Network with the number currently sitting at 4,069 total registrations.

Residents can register for this free service at EWN or through the <u>Disaster Dashboard</u>.



COMMUNITY DEVELOPMENT & ENGAGEMENT

Strategic Priority 1 – Engage with the community to ensure the community's views, value. and aspirations inform Council decision-making.



2 projects received engagement support during April:

- Social and Community Infrastructure Study
- Forest Hill Silos Mural Precinct Project

Strategic Priority 2 – Support community groups to increase their capacity, resilience, and sustainability.



- Council continues to provide support to community groups and hall committees through the Community
 Recovery and Resilience Officer (CRRO) program areas for community-led initiatives that increase the
 resilience and social connectedness of local communities.
- Applications closed on 15 April for Round 2 of Council's 2023-2024 Major Community Grants Program. 18 applications were received and will be assessed in early May.
- Seven applicants have received funding through Council's Ambassador Support Program in April. The successful applicants are:
 - o Xyleigh Zischke Queensland School Sport Golf Championships State Event
 - o Archer Zischke Queensland School Sport Netball Championships State Event
 - Amber Collins Queensland School Sport 15-16 Years Girls Rugby League State Championships State Event
 - Noah Ayre Junior Regional Futsal Titles State Event
 - Lilyanna Ayre Junior Regional Futsal Titles State Event
 - Kinley Parlett Queensland Representative School Sport 10-12 Years Hockey State Championships –
 State Event
 - Sarah Parlett Open Women State Hockey Championship State Event
- The Engagement Team has worked with the Community Wellbeing Team to deliver a Community
 Environmental Grants Round. Applications closed on 15 April with four applications received. Assessment of
 the applications has been completed with a recommendation to be presented at the May Council Meeting.
- Ongoing development support for community groups continues in Lockyer Waters, Grantham and Helidon.
 These development opportunities have significant potential to boost the everyday resilience of those
 communities as well as their capacity to respond to community needs, including at times when their
 community is disaster impacted.
- The Engagement Team is supporting a local volunteer and Lockyer Community Centre to host Migrant
 Working Rights Sessions approximately fortnightly. Other key stakeholders include Multicultural Australia,
 Queensland Program of Assistance to Survivors of Torture and Trauma, and Queensland Community
 Alliance.
- Council was successful in its application for the Queensland Department of Tourism, Innovation and Sport's
 Active Women and Girls funding program. This will fund a volunteer education series for sporting clubs in
 the Lockyer Valley, focusing on facilitating and increasing female participation in sport.

My Community Directory: April 2024

Top 5 searched categories	Top 5 most viewed services
1. Health Services	1. Youth Insearch
2. Youth Services	2. Lifeline Shop – Crowley Vale
3. Community Clubs & Interest Groups	3. Laidley Crisis Care & Accommodation
4. Sport	4. 139 Australian Army Cadet Unit – Gatton
5. Education	5. Laidley Junior Rugby League Club

Attachment 1 14.1 Page 255

COMMUNITY DEVELOPMENT & ENGAGEMENT CONTINUED

As of 1 July 2024, Council will not be renewing its subscription to My Community Directory. My Community Directory and My Community Diary will still be available for the community to use, and existing listings will not be impacted by this change however, Council will no longer be able to access statistics and other administrative functions.

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. The next event is on Thursday, 23 May.
- As a result of the recent joint meeting of the Lockyer Valley Hall Network and Gatton Committee on the
 Ageing in February, and identified need in other community organisations, the Engagement Team is planning
 two more volunteer recruitment and management workshops on 11 June in Laidley and 13 June in Gatton.
- Attendance at the upcoming Withcott Family Fun Day and Valley Fest Community Events for disaster
 preparedness and community resilience engagement and awareness. These community-scale events are
 important opportunities to engage with residents and provide information for them to build their own
 capacity and resilience.
- The Engagement Team's Youth Week program was a success.
 - o **50+** people attended the Movie Night on 8 April at Gatton Shire Hall.
 - 300+ people attended the Youth Expo at Ferrari Park, Laidley on 10 April. The event included 12
 youth service provider stalls, along with a variety of activities and a free lunch prepared and served
 by the Rotary Club and the Salvation Army.
 - 30 young people attended the Skateboarding Jam Session at the Gatton Skatepark on 12 April.
 - The Engagement team received positive feedback from the community and youth service providers throughout the week. Council's Youth Week events were supported by the Queensland Government's Localised Mental Health Initiatives Fund.





COMMUNITY DEVELOPMENT & ENGAGEMENT CONTINUED

Strategic Priority 4 – Strengthen and utilise partnerships with NGOs and government agencies to improve support services and programs for vulnerable members of the community.



- Council Officers have been liaising with representatives from the Department of Treaty, Aboriginal and
 Torres Strait Islander Partnerships, Communities and the Arts. This has included discussions regarding
 support for our region with NAIDOC Week events. The Engagement Team are also liaising with Laidley and
 Lockyer Community Centres regarding possible NAIDOC events or activities. The preference is for the local
 First Nations community to take the lead with some support from Council and other agencies.
- Ongoing support has been provided to Queenslanders with Disability Network (QDN) for the Building
 Inclusive Disaster Resilient Communities (BIDRC) project. BIDRC is a funded project and QDN resources
 reduced in March 2024. The Engagement Team has provided feedback through the CRRO program to QDN,
 University of Sydney and other agencies about the importance of ongoing resources being available to
 improve the disaster resilience of people with a disability and other vulnerable people. The BIDRC project in
 the Lockyer Valley region has concluded and ongoing roll out will be through interagency stakeholders.

Community Support Interagencies

Staff are involved in the following networks that aim to identify human and social service gaps and trends, and improve service delivery through strategic networking and partnerships:

- Lockyer Youth Agency Network (LYAN)
 - o The next LYAN meeting is scheduled for Tuesday, 28 May at the Lockyer Valley Cultural Centre.
- Lockyer Valley Service Provider Interagency (LVSPI)
 - o The next LVSPI meeting will be online via Microsoft Teams on Tuesday, 18 June.

14.2 Group Manager People Customer and Corporate Services Monthly Report -

April 2024

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 April 2024.

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 April 2024.

Proposal

That this report be received and noted.

Attachments

1 Monthly Group Report - People Customer and Corporate Services - April 2024 9 Pages



People, Customer and Corporate Services

MONTHLY GROUP REPORT

APRIL 2024

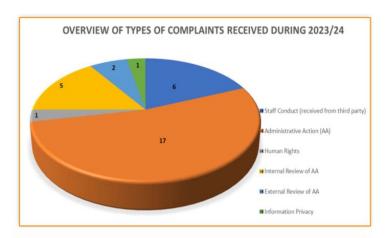


PEOPLE, CUSTOMER AND CORPORATE SERVICES

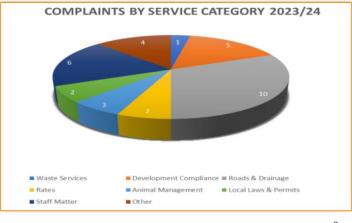
GOVERNANCE AND PROPERTY



Below is an overview of complaints received through Council's Complaints Management System for the 2023/2024 financial year to the end of April 2024.

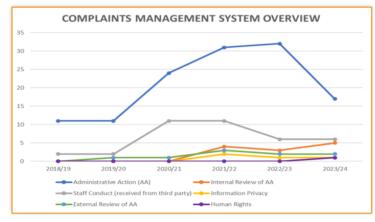






GOVERNANCE AND PROPERTY

A historical comparison of complaints by type and service category is set out below:

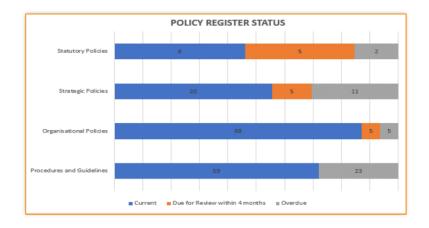




POLICY REGISTER UPDATE

The following chart provides information on the status of Council's Policies, Procedures and Guidelines as at the end of April 2024.

A number of policies and procedures are currently under review and have been workshopped with Council as part of the Councillor onboarding program. Others are expected to be workshopped with Council in May and June prior to presentation for adoption and/or approval.



3

Attachment 1 14.2 Page 261

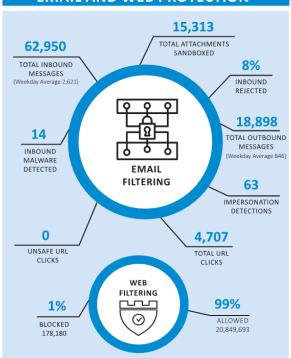
INFORMATION COMMUNICATION TECHNOLOGY

The LVRC ICT Steering Committee met in late April. The membership remained unchanged with Councillor Chris Wilson staying on the committee as the Councillor representative after the recent Local Government election.

The committee reviewed and noted the creation of four new project plans for implementation of initiatives in the Cyber Security Strategy. The committee also discussed the risks of utilising China manufactured CCTV and surveillance equipment, with a hold placed on any new procurement actions in that area until further investigations are completed and the committee can make an informed decision on Council's position.

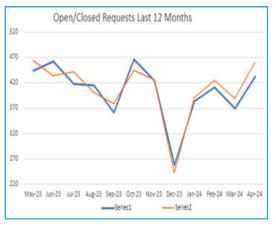
The newly formed Council received a Cyber Security Awareness session as part of their induction program in April, providing an overview of the threat landscape, threat actors, emerging threats, common attacks, tactics to reduce risk, and what the strategy is to improve the management of Council's cyber risk.

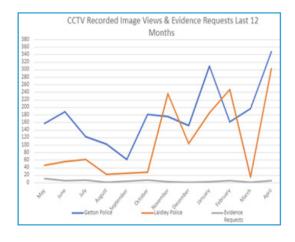
EMAIL AND WEB PROTECTION

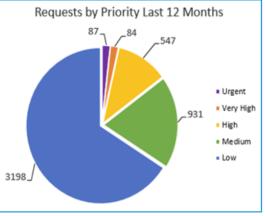


NETWORK PERFORMANCE









4

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PEOPLE AND CUSTOMER EXPERIENCE

ORGANISATION DEVELOPMENT AND PAYROLL

FULL TIME EQUIVALENT POSITIONS



307

NUMBER OF EMPLOYEES



RECRUITMENT **CAMPAIGNS**

21 ACTIVE CAMPAIGNS

AVERAGE TIME TO HIRE



EARLY TURNOVER RATE



24%

VOLUNTARY TURNOVER RATE ABSENTEEISM RATE



TRAINING PARTICIPATION RATE



TRAINING EVENTS



ADVERTISEMENT STAGE

- Manager Infrastructure Design and Asset Management
- Manager Infrastructure Operations
- Manager Infrastructure Delivery
- Manager Facilities
- Principal Disaster Management
- Organisational Development Advisor

SHORTLISTING STAGE

Kindergarten Teacher

INTERVIEW STAGE

- Assistant Educator x 2
- Senior Projects and Compliance Officer (Waste Services)
- **Development Compliance Officer**
- Civil Designer
- Senior Civil Engineer
- Chief Financial Officer
- Early Childhood Educator

PRE-EMPLOYMENT SCREENING

- Plumber
- Coordinator Business Support and Innovation
- Labourer
- **Events Officer**
- Library Assistant x 2

CORPORATE TRAINING

- Accredited Unit RIIRIS301 Apply Risk **Management Processes**
- Certificate III in Engineering Fixed and Mobile Plant Mechanic
- Disaster Management Training Queensland Disaster Management Arrangements
- Disaster Management Training Queensland Disaster Management Arrangements Overview
- Governance Compliance Training Authorised Persons
- Governance Compliance Training Gifts (Mandatory)
- Governance Compliance Training Local Government Worker
- Governance Compliance Training Public Interest Disclosures (Mandatory)

- Internal Compliance Training Corporate Induction (Mandatory)
- Internal Compliance Training Employee Code of Conduct (Mandatory)
- Internal Compliance Training Workplace Bullying and Harassment (Mandatory)
- Safety Compliance Training Drug and Alcohol Awareness (Mandatory)
- Safety Compliance Training Emergency **Evacuation Course: General Evacuation** (Mandatory)
- Safety Compliance Training Work Health and Safety Induction (Mandatory)
- Traffic Management Implement Traffic Management Plans
- Traffic Management Working in Proximity to Traffic Awareness Part 1 & Part 2.

INFORMATION MANAGEMENT

PROJECT UPDATES

DISPOSAL OF PHYSICAL RECORDS

In April we welcomed a new trainee to the team and they have quickly been able to learn many of our processes and have already assisted with the preparation and scanning of a large amount of older files mostly related to Building and Plumbing applications. This has allowed the team to complete further audits and greatly assists the overall project to dispose of physical records.

As a result, there has been an immediate increase in the processing of files and during the month the IM team scanned and registered over 190 archived files and large documents that will be approved for the destruction of the physical record. The scanning work combined with the ongoing processing of other records is steadily decreasing the number of cartons requiring storage and the associated storage and retrieval costs.

INFORMATION MANAGEMENT SNAPSHOT

	April 2024	Year to date
Mail/Email items processed	2,061	7,460
Requests for files/boxes	27	129

RIGHT TO INFORMATION APPLICATIONS

	2024	2023	2022	2021	2020	2019	2018
Number of applications received	6	13	9	14	10	2	8





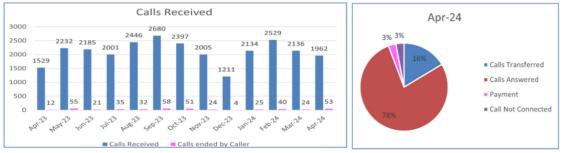


CUSTOMER EXPERIENCE

CALLS HANDLED BY MONTH









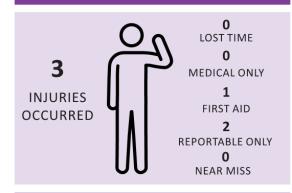
WORK HEALTH AND SAFETY

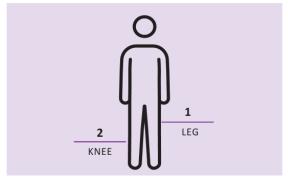


MEASURING OUR SAFETY PERFORMANCE

INJURIES BY CLASSIFICATION TYPE

AREAS OF THE BODY MOST AFFECTED





KEY FACTORS ASSOCIATED WITH ASSEST INCIDENTS

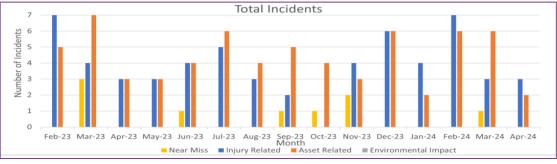
KEY FACTORS ASSOCIATED WITH ENVIRONMENTAL INCIDENTS

- 2 ASSET INCIDENTS OCCURRED
- O PROPERTY DAMAGE
- 2 PLANT VEHICLE/INCIDENT
- 0 ANIMAL STRIKE

- 0 ENVIRONMENTAL INCIDENTS OCCURRED
- 0% CONTAMINATION
- 0% SPILLS

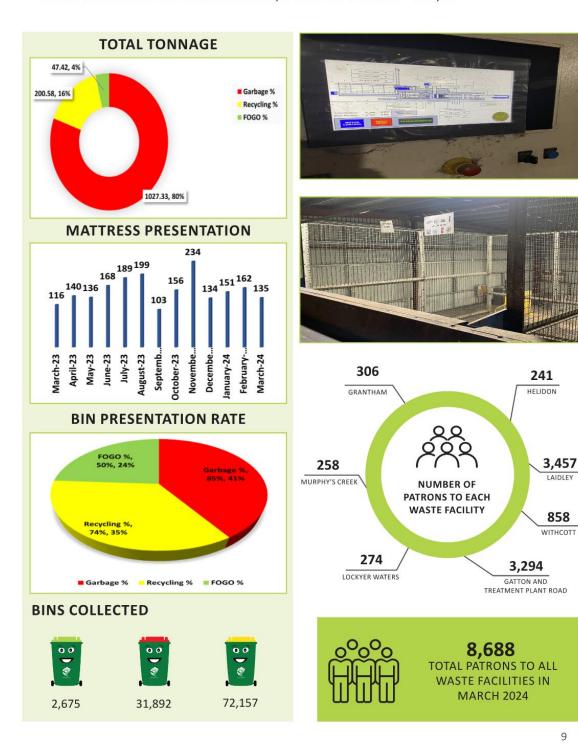






WASTE MANAGEMENT

- On Wednesday 10th April, the Waste Service team hosted the ELT for a tour of the Gatton Landfill site
 where we reviewed the operation at the new landfill cell (Cell 5) and a brief tour of the MRF building
 to view the sorting equipment and transfer operation for loading the skips with recycling. The landfill
 crew and office staff all agreed it was great to catch up with the ELT members for a chat. We look
 forward to the Councillors touring the Waste facilities in the coming months.
- Tender documents for the Transfer Station Supervision were released 12th April.



14.3 Group Manager Community and Regional Prosperity Monthly Report - April

2024

Author: Jason Harm, Acting Group Manager Community and Regional Prosperity

Responsible Officer: Jason Harm, Acting Group Manager Community and Regional Prosperity

Purpose:

This report provides Council with a summary of key operational activities undertaken by the Community and Regional Prosperity Group during April 2024.

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 April 2024.

Proposal

That this report be received and noted.

Attachments

1 Community and Regional Prosperity Monthly Group Report - April 2024 11 Pages



Community and Regional Prosperity

Lockyer Valley

REGIONAL COUNCIL

MONTHLY GROUP REPORT

APRIL 2024

PERFORMANCE REPORTING

KEY GROUP PROJECTS

STRATEGIC FLOOD ENGINEERING MATTERS

Officers have engaged with developers in negotiating the Heads of Agreement (HOA) and the start of works on the Laidley North Flood Mitigation Scheme (the scheme elements that are the developer's responsibility) adopted by Council in November 2023. Progress on the HOA has been delayed pending a developer submission for shared costs. TMR has provided advice that they do not support the re-establishment of the waterway across the railway alignment and have asked the developer to investigate a number of matters.

The next Strategic Floodplain Management Plan management group meeting will occur in June 2024. The pending change to the climate change indexes and the State Government response in relation to building resilience, insurance and planning matters will be key issues.

Stormwater design of roads, pipes, culverts and bridges is normally based on rain grids supplied by BOM and Engineers Australia. These are called Australian Rainfall and Runoff (ARR) rain design grids. In 2016 a new set of grids was published (updated in 2019) which reduced the design rainfall in some parts of the Valley below the previous set (ARR1987). The ARR2016 rainfall grids also did not include the large rainfall events after 2010, e.g. 2011 and 2013. If these grids are incorrect this means that subdivision infrastructure may be undersized causing issues for Council in the future. Due to concerns with the BOM ARR2016 rain design grids, Council participated in the 2020 WMA rainfall review project along with Ipswich City Council, Brisbane City Council and the City of Moreton Bay (the LIMB project). The outcomes from LIMB increased the rainfall intensities used in some parts of the LGA.

A meeting was held with QRA in relation to a project to review and update design rainfall grids for the wider South East Queensland and the north coast region. The purpose was to update the 4 LIMB councils with the preliminary results of the review and work through strategies to ensure consistency with the LIMB grids and resolve anomalies. Based on the briefing, at this stage it looks clear that the current 2020 LIMB rainfall grids may be superseded. Officers are working with the QRA to ensure that relevant data has been included and there are no anomalies arising that cause issues with Council or its stakeholders if this happens.

Officers have been endeavouring to engage with the new Project Manager for the Bureau of Meteorology (BOM) in relation to the \$234M BOM flood warning program. Based on a recent meeting it appears that BOM may have made changes to their proposed scope. There is uncertainty over whether they will be taking over our gauges system or providing prediction tools. Council's Disaster Management Team (DMT) will set up a meeting to discuss this with the project manager.

The Department of Energy and Climate (DEC, formally EPW) has continued engagement with Council regarding their parts of the Resilient Homes Fund (Resilient retrofit program and Home raising program). They have had difficulties in implementing the works and have previously sought various councils' inputs. Delivery dates for these programs have been extended. We have not yet received draft data agreements or documentation to review in relation to agreements to gain access to DEC detailed data on the both sub-programs. Officers again encouraged DEC to engage with QRA regarding the resilience findings in relation to improved circumstances for dwelling insurance and building regulation.



FLOOD MODELLING - ENGINEERING

Advice has been provided to Council's Infrastructure Department in relation to the detailed design of five proposed drainage system mitigation programs in Gatton.

Scoping has been provided for review to the QRA WP3 project update and recalibration of Lockyer Creek model (using the 2022 LiDAR). A QRA appointed Peer reviewer will oversee the scope and project stages. Application for additional funds has also been made as the LiDAR has anomalies (e.g. where creeks still contained water) and the need to capture observed complexities in flood operations at e.g. Grantham, Glenore Grove, Forest Hill and Laidley in the 2022 and 2024 events. The QRA WP3 project will provide updated underlying engineering inputs to the flood hazard overlay review. QRA successfully gained an extension of the overall grant program from the Federal government to June 2026.

There may be additional funding available (pending Federal Government decision) to support other related floodplain projects, e.g. to fund the revised floodplain risk assessment and integration with Council operations. The calibration project outputs will be coordinated with the works for the revised new Flood hazard overlay. Additional QRA funds may be available to support the overall flood assessment scheme works.

An announcement of the grant application lodged with QRA program "RHF property level flood information portal initiative" is expected at the end of May 2024. If the grant application is successful, it will be used to update/complete the Flood Information Portal (FIP) data management system and update the interface functions for the new planning scheme mapping sets. Meetings with respect to the proposed FIP update scope with QRA were positive.

PERFORMANCE REPORTING CONTINUED



FOREST HILL SILO PROJECT

- Legal overview of GrainCorp agreement received – requires further discussion.
- · Work on Detailed Design progressing.
- Consultants received a SAN Advice Notice from Urban Utilities- UU advised that they do not support sewer and water connections to existing mains that run along the site frontage- require a UU Endorsed Consultant to design and construct the revised works.





- Toowoomba Regional Council's revised Master Plan being reviewed.
- Redleaf Environmental walk throughs completed for EPBC referral.
- Land valuation for land between Jubilee and Prince Henry Drive Park in progress.



EQUINE COLLABORATIVE PRECINCT

- Response received from Racing Qld outlining estimated costs for detailed design and documentation.
- Racing Qld considering a budget allocation for master planning work at their May meeting and may seek an agreement with the Club/Council to outline works, financial commitments, and access arrangements for consultant investigation works.



QUEENSLAND TRANSPORT MUSEUM (QTM) TRANSITION

- A letter was sent to Graham McVean acknowledging his withdrawal of his proposal for a non profit group to take over management of the QTM and advising the newly elected Council will consider the future operations of the museum.
- No further update to provide.



No further update to provide.



Attachment 1 14.3 Page 271

COMMUNITIES

TOURISM []



QUEENSLAND TRANSPORT MUSEUM



766

TICKET SALES



262

FREE ENTRY



\$4,930

TOTAL TICKET





LUVYA LOCKYER WEBSITE



15.606 **EBSITE VIEWS**

10,729

UNIQUE PAGE VIEWS

5.430

NEW VISITORS

VISIT LOCKYER VALLEY FACEBOOK



40,555 **PAGE REACH**

7,028

TOTAL FOLLOWERS

31 **POSTS**

Λ	ī	1	ı	E	A	ı	c	

13.4%	BRISBANE	8.3%	TOOWOOMBA
7.8%	GATTON	12.3%	IPSWICH



EVENTS





Ongoing support is being provided to a range of community event organisers. Support includes advice and equipment.



COUNCIL LED EVENTS

During April there was one Council led events.

- 2024 Anzac Day commemorations at Gatton and Laidley
- Support was also provided for ANZAC activities at helidon, Withcott, Murphys Creek, Hatton Vale, Grantham/Ma Ma Creek and Forest Hill



PROJECTS IN PLANNING

Laidley Spring Festival – 6, 7 & 8 September 2024



COMMUNITY GROUPS/ EVENTS GIVEN ASSISTANCE

- Heritage Festival Das Neumann Haus, Laidley Pioneer Village and Gatton and District Historical Society on 27 April 2024.
- Heavy Horse Field Days 4 & 5 May 2024



UPCOMING COMMUNITY EVENTS

Ongoing assistance was provided to:

- Withcott Family Fun Day 5 May 2024
- 2. Gatton Campdraft 10 May 2024
- 3. Lockyer Valley Orchid Show 10 May 2024
- 4. Multicultural Festival 26 May 2024





683
ACQUISITIONS
Physical & eResources
In comparison to 344 in April 2023

88.1%
ITEMS ISSUED
VIA SELF-SERVICE
KPI 85%

	eRESOURCES					
PL	ATFORM APRIL 2024		APRIL 2023			
	eAudiobooks & eBooks (Borrowbox)	2,012	2,042			
	eMagazines (BorrowBox)	331	279			
32.	eMovies (Beamafilm)	29	89			



Including audiobooks, books, DVDs,

ELECTRONIC L O A N S In comparison to 2,410 in April 2023.





April 2023

Increase of 825



Increase of 312







LIBRARIES - EVENTS

Our April events at Gatton and Laidley Libraries included:

- Weekly- JP in the community sessions, craft group (Gatton), First 5 Forever children's story times (four sessions a week at each branch, excluding school holidays), crochet group, family history sessions (Laidley)
- Bimonthly- Writing group (Laidley), child health nurse (Gatton), family history sessions (Gatton)
- Monthly- Digital literacy sessions, Lockyer Valley Cancer Support Group (Gatton), movie matinees, book chat (Laidley), book club (Gatton), online book club, story time at Gatton Childcare Centre, second Saturday story time
- Special events- School holiday activities: scavenger hunt, The Castle of Tarragindi QAGOMA craft, Urban Utilities, Sparky Do Dah, family movie and Lego fun
- * All events are run by our library staff and the Cancer Support group, Child Health Nurse and health checks are library supported.

LIBRARIES UPDATE

- We had a fantastic turnout at our school holiday activities, we had a full program for families including scavenger hunts, family movie
 and Lego fun, The Castle of Tarragindi craft activities (developed by QAGOMA in collaboration with Australian artist Natayla Hughes),
 Sparky Do Dah: Imagine, create and play, and Urban Utilities Water Ranger vs. Blocka and Beneath the Streets Activities.
- The school holiday period was especially busy at both of our libraries with visitors. We had record numbers at both branches, with
 Gatton Library clocking over 550 people one day, and around 400-500 most days. Similarly, Laidley had high door count numbers
 between 150-200 every day, and over 200 on one day.
- Our regular First 5 Forever children's story times on Tuesday and Friday mornings have restarted since school is back. They are
 mornings for families with children 0-5 years old to help build a strong foundation of early literacy. These run at both branches, visit our
 website for more information.
- Staff are working on our next round of events- for the June to August period- so we can get the What's On brochure designed, printed
 and distributed.







LIBRARIES AND GALLERIES CONTINUED



ART GALLERY UPDATE

- Paint the Town by Flying Arts Alliance in partnership with Museums & Galleries Queensland is our current exhibition. This travelling exhibition is an award-winning selection of regional Queensland talent.
- Coinciding with the exhibition, one of the artists Bianca Tanish HELD two collage workshops, one for children, and one for adults. Attendees had the joy of 'Rewilding the Urban Jungle' through collage.





REGIONAL ARTS AND DEVELOPMENT FUNDING (RADF)

- The Regional Arts Development Fund program promotes the role and value of arts, culture and heritage as key
- drivers of diverse and inclusive communities and strong regions, and provides funding for individuals and groups in the Lockyer Valley. Visit the website for more information.
- Round 2 for 2023/24 closed this month, the RADF committee met to assess funding requests and award successful applicants. These
 recommendations will be presented to council for endorsement.

CHILDCARE





UPDATE

We are excited to announce that Miss Cassie has been approved to be our working towards Early Childhood Teacher. This means that Kindy services will continue as per normal for our families.

The Educators in the Kindy room have been working with the children to make a plan for what resources they'd like and the training/incursions that can happen in that room.

Bush Kindy is something that everyone is excited to start. We are planning to send 3 Educators for training in June.

This past month the Educators have been revising current policies and procedures, making sure they're up to date with their practices within their rooms and around the Centre.

The children have been busy making special gifts for their mums for Mother's day. We all celebrated a lovely morning tea with our Mum's. The children enjoying spending time painting nails, making necklaces and eating yummy cakes and slices with their loved ones.



PLANNING POLICY AND COMMUNITY WELLBEING

GROWTH AND POLICY







Council and State Government Officers continue to work through the approach to remove the Flood Hazard overlay from the Draft Planning Scheme and regulate devleopment in the flood overlay through a Temporary Local Planning Instrument until such time as the overlay is reviewed and the Planning Scheme amended.

Further work on the flood hazard overlay including incorporating 2022 LiDAR and climate change has commenced.

Economic Development

Council supported the Regional Development Australia - Ipswich and West Moreton branch in their preparation for an upcoming Australian Local Government conference in Canberra during August. Each local government area in the

RDA_IWA area has presented projects to be collated as factsheets for the conference .

Council will present five projects for advocacy, they include:

- Sustainable Water Project
- Strengenthing Grantham Highway Access
- Lockyer Valley Flood Management Works
- Lockyer Valley Equine Precinct
- Housing Land Release Enabling Infrastructure



Integrated Land Management Plan 🖫 Funded project

Site visits with Wirrinyah Conservation Services continue with the most recent asssement being completed on Dry Gully Reserve. The location has indicated significant environmental and cultural values that feed into and are considered for land management purposes under the Integrated Land Management Plans.

Following the completion of the assessments, recommended actions to be included in the draft management plans will be tested on ground. Actions include fire break creation, cool burning, grazing, fencing and signage.

Cool burning workshops with community and stakeholders are in the development phase for delivery later in 2024.



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

- Social and Communit Infrastructure Study
- First Nations Land Management assessment
- Local Cultural Heritage Study

Procuring

- Matters of Local Environmental Signficance Study

To be scoped

- Growth Management Plan
- Local Government Infrastructure Plan

Flood Information Portal - April 2024



1129

Views via Council's website page



5029 Direct FIP



260

FIP report generated

7

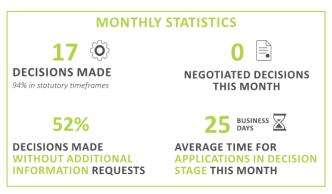
Attachment 1 14.3 Page 275

DEVELOPMENT ASSESSMENT



ACTIVITY	CURRENT MONTH	2024 YTD	2023 SAME YTD PERIOD
DEVELOPMENT APPLICATIONS			
RECEIVED	26	113	96
WITHDRAWN	0	1	3
DECIDED	17	81	92
EXEMPTION CERTIFICATES			
RECEIVED	1	7	9
WITHDRAWN	0	0	1
DECIDED	2	5	7
BUILDING, PLUMBING, PLANNIN	G INFORMATIO	N AND FORM	И 19S
RECEIVED	33	122	128
WITHDRAWN	0	1	8
COMPLETED	25	119	105
PRELODGEMENT MEETINGS HELD	7	25	36





COMPARISON TO Applications THE SAME 2023 YTD PERIOD 4.7% decrease in Building, Plumbing, Planning information &

DEVELOPMENT

ACTIVITY IN

17%

increase in

Development

Form 19s received

Development Applications decided 30% decrease in Prelodgement Meetings

11%

decrease in

13% increase in Building, Plumbing, Planning information & Form 19s completed

DEVELOPMENT COMPLIANCE COMPLAINTS RECEIVED THIS MONTH **COMPLAINTS RESOLVED** THIS MONTH **SHOW CAUSE NOTICES ISSUED THIS MONTH**

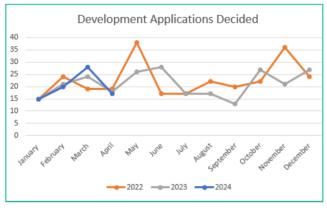
> **PENALTY INFRINGEMENT NOTICES ISSUED**

RESOLVED WITHOUT

LEGAL ACTION

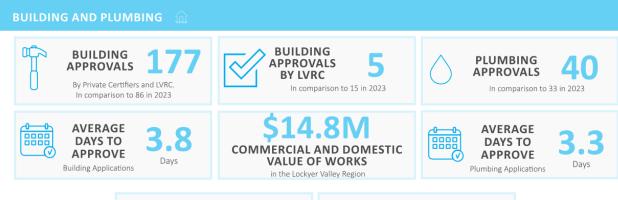
ENFORCEMENT NOTICES ISSUED THIS MONTH

INFRASTRUCTURE CHARGES PAID YTD = \$407,136.31

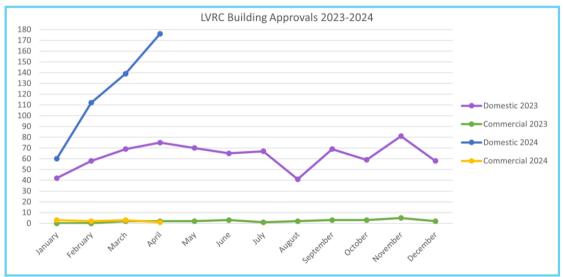




INFRASTRUCTURE CHARGES OUTSTANDING = \$612,665.02







CONTINUOUS IMPROVEMENTS



Attachment 1

Process Improvement delivers efficiency and consistency.

New Work Instructions

Two new work instructions have been created in relation to the collection of Infrastructure Charges and processing invoices. The work instruction for processing invoices has been shared with the Finance team, who is keen to use this for new employees across Council.

External Contractor Access to Council Systems

Contracted Building Certifiers, Total Range Certification, is to trial remote logging into TechnologyOne to undertaken assessments and inspections for Council. Training is to be provided by the Business Support Officers once access is trialled. If successful, this will save time for Council and contractors.

14.3

Page 277

COMMUNITY AND WELLBEING

LVRC PROPERTY MANAGEMENT

- Vegetation control at Centenary Park, Thornton, in preparation for a revegetation planting on the creek banks near school.
- Cultural burning assessments at RM Williams Park, Preston and Roches Road, Withcott, Mulgowie gravel reserve.
- Presented at the Council workshop to discuss temporary closure of Centenary Park, Thornton, to camping.

PEST MANAGEMENT

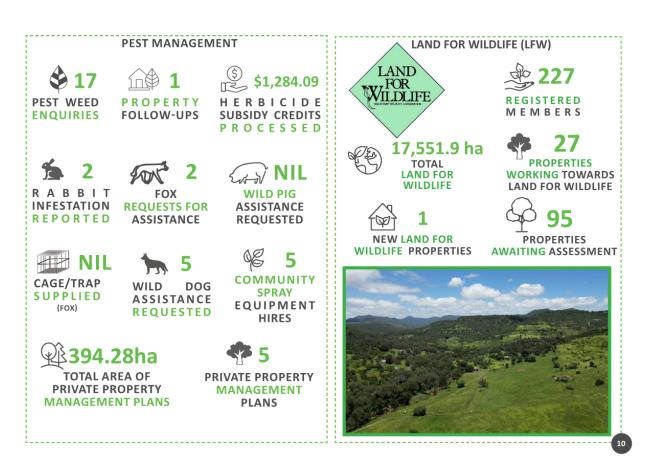
- 12.5 hectares of lantana treatment of Balaam Hills Quarry in Spring Creek.
- Lantana treatment on Ropeley Rockside Road.
- Discussed future health and safety risks with the Health and Safety team regarding employees risks to fire ants whilst conducting work in the field.
- Pest officers treated a total of 9 fire ant nests in Glenore Grove and Laidley on Council owned land.

RESILIENT RIVERS

- Maintenance, weed control and infill tree planting at Cahill park, installed 350 native tubes.
- Planted 500 native tubes at Belford Bridge site on Lockyer Creek bank as part of the Phase 3 project works.
- Planted 750 native tubes at Lions Park, Lower Tenthill and two adjacent Council owned blocks, as part of community tree planting event. Work also included site clearing, planting holes preparation.
- Maintenance and weed control at the Parklea revegetation site, Placid Hills. Includes infill planting and slashing.
- Review and update of project management plans for Lockyer Creek, Phase 3 and 4.

ENVIRONMENTAL COLLABORATION

- Working with the Lockyer Upland Catchments Inc (LUCI), Pullen Pullen Catchment Group and Kholo Creek catchment group under a Federal Government grant to survey for Delma torquate on Council owned and managed properties.
- Meeting with SEQ Water and UU to discuss future project collaborations on Lockyer Creek.
- Provided landholders with 15 Tree Troffs (koala watering stations) on behalf of the LUCI, Great Eastern Ranges group and the International Fund for Animal Welfare (IFAW).
- Assisted University of New England researchers with collection of leaf samples from property at Fordsdale.
- Assisted with audit of biocontrol release sites for cats claw creeper and madeira vine beetles, with Biosecurity Qld and Healthy Land and Water.
- Tree planting with Faith Lutheran College at Lockyer Creek in Gatton (William Kemp park).



ENVIRONMENTAL HEALTH 🞊 🔾

FOOD
LICENCES ISSUED
YTD



NEW OR AMENDED FOOD BUSINESS LICENCES ISSUED LICENSED FOOD BUSINESS INSPECTIONS PERSONAL
APPEARANCE SERVICES
LICENCES YTD





3 CARAVAN



1 MOBILE VENDORS





1 MARKET

LOCAL LAWS





REQUESTS RECEIVED
In comparison to 131 in April
2023



In comparison to 10 in April 2023



KENNEL LICENCES
ISSUED YTD

In comparison to 38 in 2023-2024



In comparison to 49 in 2023-2024



In comparison to 124 in April 2023



In comparison to 8 in April 2023





ILLEGAL DUMPING / LITTERING UPDATE

Illegal Dumping Statistics have been collated based on review of CRMs received and actioned year to date.



In comparison to 13 (\$21,274) in 2023- 2024



28

ILLEGAL DUMPING
I N C I D E N T S

In comparison to 18 in April 2023



APPROXIMATELY 618
WHEELIE BINS OF
ILLEGALLY DUMPED
WASTE YTD

In comparison to 1281 in 2023-2024



11% Wrecked Vehicles 10% Green Waste 6% Hazardous/Asbestos

6% Hazardous/Asbestos 2% White Goods

14.4 Group Manager Infrastructure Monthly Report - April 2024

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 April 2024.

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 April 2024.

Proposal

That this report be received and noted.

Attachments

15 Infrastructure Group Monthly Report - April 2024 13 Pages





Infrastructure

MONTHLY GROUP REPORT

APRIL 2024



2024 Weather Event

PROGRAM OVERVIEW UPDATE

- In February Council was activated for Counter Disaster Operations, Emergency Works and Restoration of Essential Public Assets under the Ex-TC Kirrily event.
- The Emergency Works period for the event concluded on 30 April 2024. Restoration of Essential Public Assets (REPA)
 damage assessments have commenced and are being prioritised for either temporary or permanent repairs as deemed
 appropriate.
- The contractor engaged for pipe clean outs has completed works at 47 of the 64 identified sites, desilting the Council
 maintained pipe network.
- The extent of damage incurred is not comparable to that observed during the 2022 events. However, it still requires substantial effort to address, especially while completing the 2022 REPA and Betterment funded projects before the deadline of 30 June 2024

WEATHER EVENT DEFECTS

TOTAL DEFECTS
CAPTURED

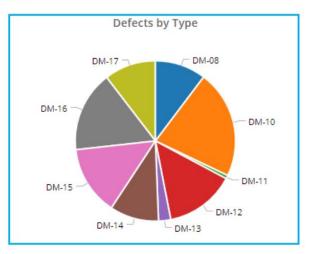
729 <



307

TOTAL DEFECTS
COMPLETED

Defect Types	Quantity
DM8 - Signs and Guideposts	75
DM10 - Silt and debris	159
DM11 - Vegetation Clearing	5
DM12 - Pothole repairs	103
DM13 - Seal/pavement repairs	18
DM14 - Pipe clean out	72
DM15 - Rock fill	102
DM16 - Bulk fill	119
DM17 - Light grading	76



EMERGENT WORKS REPAIRS







Adare Road, Adare



Goulds Road, Ingoldsby



Goulds Road, Ingoldsby



Mount Berryman Road, Mount Berryman



Mount Berryman Road, Mount Berryman



Main Camp Creek Road, Thornton



Main Camp Creek Road, Thornton

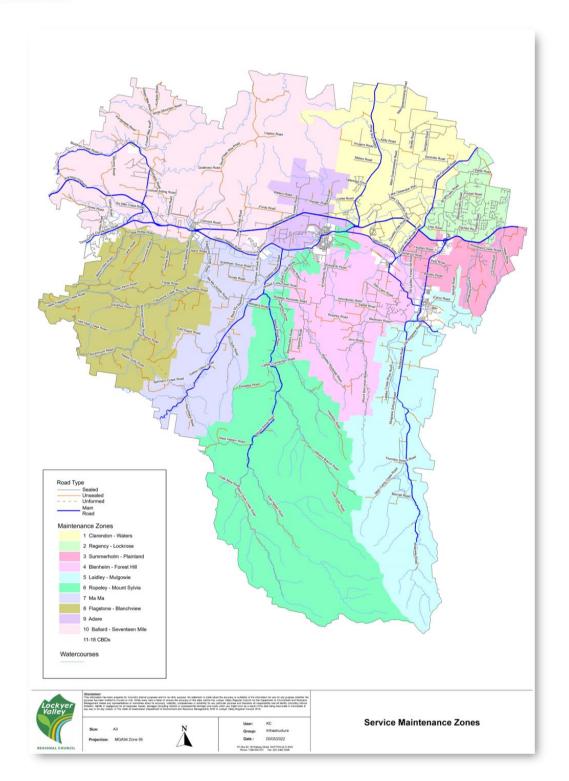


Smith Road, Flagstone Creek



Smith Road, Flagstone Creek

Infrastructure works conducted in the Lockyer Valley region are undertaken by maintenance zones. These maintenance zones are referenced in the report. For geographical clarity, the map below identifies the specific areas corresponding to each maintenance zone.





2022 Weather Events

PROGRAM OVERVIEW UPDATE

- \$47,849,543 worth of works approved by the Queensland Reconstruction Authority (QRA).
- Current restoration value of the two events is estimated at \$49.3M including Infrastructure Restoration Works and Emergency Works.

SUBMISSION STATUS

• 51 submissions have been approved with 22 lodged with the QRA for acquittal.

RECONSTRUCTION OF ESSENTIAL PUBLIC ASSETS PROGRAM & BETTERMENT

Program updates are as below:

- Liftins Bridge Landslip Site (submission 29):
 - The contractor completed soil nailing activities in April.
 - The current focus is on waler beam installation.
 - Pavement gravel is being placed.
 - Expected completion is mid to late May 2024.
- Mountain View Drive Landslip Site (submission 60):
 - The concrete pavement has been reconstructed on site, with kerb and sump to be installed whilst guardrail subcontractor become available.
- Sealed Road Pavements
 - Delivery of the two sealed road pavement contracts was completed.
- Rockfall Fence Repair Flagstone Creek Road (submission 76):
 - Contract for the repair of the rockfall fence on Flagstone Creek Road has been awarded.
 - Work is expected to commence mid-June and be completed by the end of June.
- Floodway Approaches (submission 77):
 - Betterment works extending floodway approaches is progressing.
 - Only two floodway locations at the start of Upper Flagstone Creek Road remaining for completion by Council.

Infrastructure & Engineering Service Branch Highlights

DESIGN & CONSTRUCTION WORKS - PROJECTS UNDERWAY

The following projects are currently in the detailed design phase:

- Queensland Resilience and Risk Reduction Fund (QRRRF) Flood Signage and Cameras
- Lake Apex Parking and Accessibility
- Gatton Central Drainage Drainage Upgrades
- Laidley Watermain
- Edgerton Drive, Plainland Pavement Reconstruction
- Fairway Drive, Kensington Grove Footpath Missing Link

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 third party engineering consultant has begun the detailed design phase.
- Specialist third party contractor engaged to run an additional flood modeling report, to ensure the correct flood resilience level is selected before detailed design can continue.
- Engagement with both Telstra and Energex are ongoing. Energex has advised Council a lead time of 9-12 months for the
 relocation of asset works.
- Detail design expected to be completed by July 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.
- Section 1 between chainage 5710-6240 metres, including the intersection has been completed up to base level. Pipes, headwalls, and rock drains have also been completed for this section. First prime seal is scheduled for the 14 May 2024, weather pending.
- Council crews have begun cutting works on section 2, chainage between 6240-6356 metres.
- Works are due to be completed in June 2024, weather pending.





ROBINSONS ROAD, GATTON - LANDSLIP RESTORATION (LIFTINS BRIDGE)

- The landslip projects are a major portion of the QRA funding REPA program with 2 out of 4 sites now completed.
- Soil nail works were completed in April.
- Pavement gravel is being placed.
- · Installation of waler beams has commenced.
- · Works are expected to be completed by mid to late May 2024, weather pending.







Waler beam installed

ROPEHILL ROAD, TENTHILL CREEK - ROAD RECONSTRUCTION AND REHABILITATION WORKS

- Ropehill Road is a cul-de-sac street and is classified as Rural Access Road. The primary function of Ropehill Road is to
 provide access to large rural residential properties and the Ropehill Cricket Grounds. The eastern half of Ropehill Road,
 falls within the extents of flooding inundation from the local and regional catchments.
- Successful funding from the Local Roads & Community Infrastructure Program, Phase 4 (LRCI4) will provide the means to
 replace the pavement with Cement Treated Base (CTB) material which aims for better stabilisation and resistant against
 water. The Ropehill Road and Mt Sylvia Road intersection will also be upgraded to suit heavy vehicle turns (12.5m bus) in
 order to improve safety and efficiency of the intersection.
- All pavement, drainage works and primer seal works have been completed by Council crews.
- · The procurement is currently underway for final seal works.
- Works are expected to be completed in June 2024, weather pending.





MOUNTAIN VIEW DRIVE, HATTON VALE - LANDSLIP RESTORATION

- The concrete pavement has been reconstructed on site, with kerb and sump to be installed whilst guardrail subcontractor become available.
- · Works are expected to be completed in May 2024, weather pending.





DESIGN & CONSTRUCTION WORKS - PROJECTS COMPLETED

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.
- · Final seals have been completed.
- Line marking remains outstanding with a date yet to be confirmed.



Dolleys Road, Withcott



Dolleys Road, Withcott



Mitchell Court, Plainland



Silver Pinch Road, Silver Ridge

CROWLEY VALE ROAD, CROWLEY VALE - SATURATED PAVEMENT

- The Local Recovery and Resilient Grant (LRRG) program funded pavement and drainage repairs along Crowley Vale Road
 after the saturated pavement had sustained numerous defects during the 2022 floods. Additionally, the Council was
 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.
- The asphalt works have been completed. Line marking will be carried out along with other line marking sites within the region in the coming weeks.



Intersection Warrego Highway and Crowley Vale Road



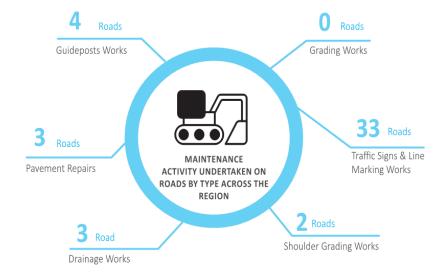
Intersection Warrego Highway and Crowley Vale Road

Operations & Maintenance WORKS ON ROADS PERMITS & APPLICATIONS RURAL ADDRESSING APPLICATIONS TRAFFIC CONTROL TRAFFIC TOTHER ROAD ACTIVITY APPROVALS OTHER ROAD ACTIVITY APPROVALS OTHER ROAD ACTIVITY APPROVALS OTHER ROAD ACTIVITY APPROVALS OTHER ROAD ACTIVITY APPROVALS

TOTAL APPLICATIONS RECEIVED IN APRIL 2024

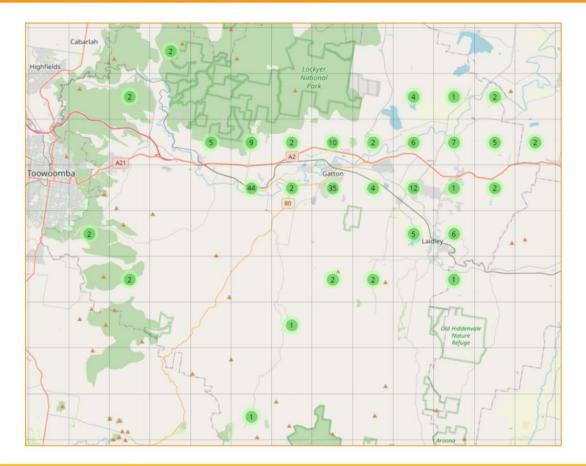


MAINTENANCE WORKS





DEFECTS COLLECTED THROUGHOUT THE REGION - APRIL 2024



Infrastructure Planning

ASSET MANAGEMENT

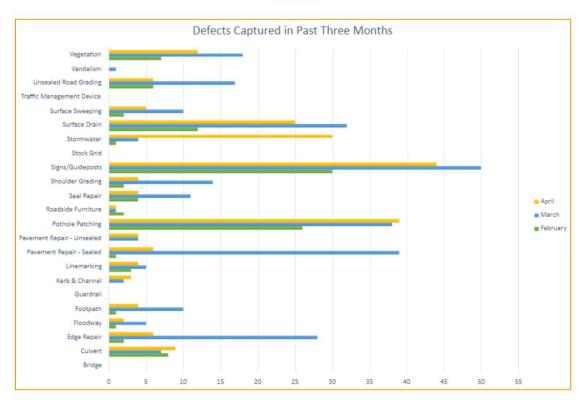
- REPA flood damage inspections have begun across the region, following completion of our Emergency Works
 phase. These will be used to allow us to build funding submissions to the State, and inform the scoping a program of
 comprehensive repair works for the coming years, (noting that REPA funding for the January 2024 event is available until
 June 2026).
- Completion of routine RMPC inspections for April.
- Completion of routine defect inspections in Zones 10 and 13, and commencement of routine defect inspections in Zone 1.
- Continued processing of asset register updates resulting from Capital projects and developer contributions (i.e. subdivisions).
- Routine condition inspections of 97 assets.
- 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.
- The Road Condition Assessment has commenced with our Contractor. Work has now commenced with the sealed network vehicle surveying our sealed network. The inspections are scheduled to be completed in mid May before the asset data and pavement management system tasks commence.
- We are nearing completion of the Fleet Audit Process to implement changes to Fleet documentation identified in the Fleet Audit.
- A contractor has been engaged to conduct Level 2 Bridge inspections on select bridges within the region, including Narda Lagoon Bridge. Reports will be used to inform prioritised maintenance tasks in next financial year's budget.
- Officers are completing the Operation item for preparation of a Asset Maturity Assessment. The Maturity Assessment is a snapshot in time for Asset Management improvement items to increase Council's Asset Management Maturity.

DEFECT OVERVIEW

TOTAL OPERATIONAL DEFECTS CAPTURED IN APRIL 2024







Community Recreation & Facilities Branch Highlights

CAPITAL WORKS - PROJECTS LINDERWAY

CONSTRUCTION OF NEW LOCKYER WATERS FACILITY HALL

• Roof installation and wall sheeting has been completed. The contractor is aiming to achieve lock-up stage by mid-May, with fit-out to follow.





CAPITAL WORKS - PROJECTS COMPLETED

DAS NEUMANN HAUS PREVENTATIVE WORKS

- · Removal of bird waste and nesting materials; and
- · Installation of preventative measures, including netting/mesh, optigel, eagle eyes, shock tracks.

GATTON CEMETERY SEAM STRIP INSTALLATION

• All four concrete seam strips have been installed at the Gatton Cemetery, section 10.



CAPITAL WORKS - UPCOMING PROJECTS

Project	Status	Expected Commencement Date
Lake Dyer Amenities Block	 After further consultation, a design change has been made for the amenities block. This will see both stages 1 & 2 be delivered together. Procurement and design underway. 	To be confirmed.
Lake Apex - Half Basketball Court	 Design completed. This project will be nominated for SEQCSP funding in the coming months. 	To be confirmed.
Accessibility Improvements	Design phase in progress.	To be confirmed.
Grantham Butter Factory Preventative Maintenance	Procurement underway.	Mid-May 2024.

FACILITIES MAINTENANCE WORKS

- Helidon Hall stage repairs completed.
- · Withcott Hall stage has been reinstated and surface sanded.
- Downs Industry School's Co-Op Inc (DISCO) building steps and handrails replaced, 2 air conditioners installed.
- Fairways Park, Kensington Grove 4 affected lights have had new cabling installed and are now all operational.
- Brave Companions Dog Rescue building wall has been moved to provide an additional 4 bays.
- Forest Hill SES and Laidley Library condenser unit cages installed to prevent vandalism and damage.
- Public toilets all lighting has been inspected and repairs completed.

PARKS, GARDENS AND CEMETERY MAINTENANCE WORKS

Furniture Maintenance / Landscaping

• Garden beds have been prepared in Gatton area.

Playground Maintenance

· Playground maintenance and repairs, as required.

Mowing/Slashing

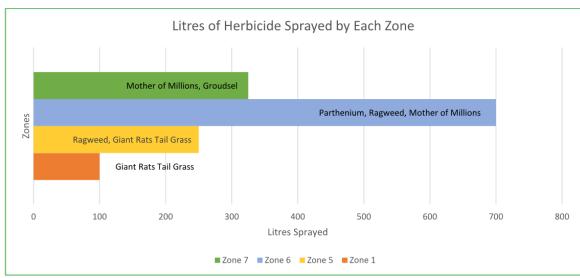
- · Mowing continuing across all town centres and cemeteries with particular focus to ANZAC memorial locations.
- Roadside slashing in Zones 1, 2, 6 and 7.
- Spraying roadside furniture in Zones 4 and 6. Total of 10,500L of herbicide sprayed.
- Routine roadside mowing and maintenance of town approaches were conducted in the Gatton, Laidley, Grantham,
 Helidon, Withcott, Murphy's Creek, Forest Hill, and Plainland areas twice this month

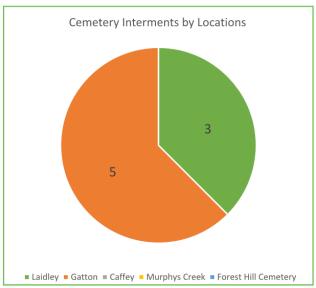
Event Assistance

- Lockyer Valley Youth Week Carnival/Expo Day 10 April
- ANZAC Day 25 April 2024

Declared Weeds

• Roadside treatments primarily in Zones 6





DAL RYAN MEMORIAL POOL & LOCKYER VALLEY SPORTS & AQUATIC CENTRE - VISITATION FIGURES

Due to reporting deadlines, March and April visitation information will be reported on at the June Ordinary Council
meeting.

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CUSTOMER CONTACT



Data as at 7 May 2024



Data as at 7 May 2024







15. CONFIDENTIAL ITEMS

15.1 Commencement of Legal Action for Offences under Local Law No. 1

(Administration) 2011 in relation to Property No. 204540

Author:Annette Doherty, Manager Planning, Policy and Community WellbeingResponsible Officer:Jason Harm, Acting Group Manager Community and 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) (e) of the Local Government Regulation, 2012, as the matter involves legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government. Purpose:

This report is being presented to advise Councillors of the intention to commence legal action in relation to offences under *Local Law No. 1 (Administration) 2011*.

16. MEETING CLOSED